



**City Council
Regular Meeting
AGENDA**

(to be held both at the physical and virtual locations below)

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

To participate or view the virtual meeting, go to the following link: <https://zoom.us/j/97199426600>

Or you can call in using your telephone only:

- Call (toll free) 1-888-788-0099
- Enter the Access Code: 971 9942 6600
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Or One tap mobile (for easy connection on smart phones):
US: [+16699009128](tel:+16699009128), [97199426600#](tel:+197199426600) or [+12532158782](tel:+12532158782), [97199426600#](tel:+197199426600)

Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

July 20, 2022 - 6:00 PM

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

3.a. Proclamation: Disability Independence Day in the City of Ukiah.

Recommended Action: Issue a proclamation of the Ukiah City Council recognizing July 26, 2022, as Disability Independence Day in the City of Ukiah.

Attachments:

1. 2022 - Disability Independence Day

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

5.a. Approval of the Minutes for the June 15, 2022, Regular Meeting.

Recommended Action: Approve the Minutes for the June 15, 2022, Regular Meeting.

Attachments:

1. 2022-06-15 Draft Minutes

5.b. Approval of the Minutes for the June 29, 2022, Special Meeting.

Recommended Action: Approve the Minutes for the June 29, 2022, Special Meeting.

Attachments:

1. 2022-06-29 Draft Minutes

6. **RIGHT TO APPEAL DECISION**

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

7. **CONSENT CALENDAR**

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

7.a. Report of Disbursements for the Month of June 2022.

Recommended Action: Approve the Report of Disbursements for the Month of June 2022.

Attachments:

1. June 2022 Summary of Disbursements
2. Account Codes for Reference
3. Object Codes for Reference
4. June 2022 Disbursement Detail

7.b. Authorize City Manager to Negotiate and Execute a Landowner Access Agreement with the Fire Safe Council of Mendocino County for Environmental Review Work Towards Fire Prevention and Mitigation Efforts on City-Owned Properties.

Recommended Action: Authorize City Manager to negotiate and execute a landowner access agreement with the Fire Safe Council of Mendocino County for environmental review work towards fire prevention and mitigation efforts on City-owned properties.

Attachments:

1. MCFSC LOA - City of Ukiah

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

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

Attachments:

1. AB 361 Findings Reconsideration for All Legislative Bodies

7.d. Designation of Voting Delegates and Alternates for the League of California Cities Annual Conference – September 7-9, 2022.

Recommended Action: Designate Councilmember Rodin as the Voting Delegate, and Sage Sangiacomo, City Manager and Shannon Riley, Deputy City Manager as the Alternate(s) to represent the City of Ukiah for the 2022 League Annual Conference; and authorize the City Clerk to submit the Voting Delegate/Alternate Form on their behalf.

Attachments:

1. League Correspondence
2. Voting Procedures

3. Voting Delegate Form
- 7.e. Consideration of Adoption of Resolution Approving Records Destruction for the Finance Department.
Recommended Action: Adopt resolution authorizing the destruction of outdated documents for the Finance department.
Attachments:
1. Proposed Resolution with Exhibit A
- 7.f. Possible Adoption of an Ordinance of the City Council of the City of Ukiah Repealing Articles 1A and 2 in Division 1, Chapter 4 of the Ukiah City Code to Remove References to Obsolete Boards and Commissions.
Recommended Action: Adopt the Ordinance of the City Council of the City of Ukiah repealing Articles 1A and 2 in Division 1, Chapter 4 of the Ukiah City Code to remove references to obsolete boards and commissions.
Attachments:
1. Obsolete Boards and Commissions Ordinance intro
- 7.g. Council to Receive and File Adopted 2022-23 Fiscal Year City of Ukiah Budget Document.
Recommended Action: Receive and File adopted 2022-23 Fiscal Year City of Ukiah Budget Document.
Attachments: None
- 7.h. Consideration of Approval of Minor Reorganization of Planning Division of Community Development Department.
Recommended Action: Approve reorganization of Planning Division of Community Development Department.
Attachments:
1. Associate Planner Job Description (rev. 7-8-22)
2. Chief Planning Manager Job Description (7-11-22)
- 7.i. Report of the Acquisition of Professional Services Contract for the Plans and Specifications Modifications for the Clara Avenue Reconstruction Project with Coastland Engineers Inc. in the Amount of \$15,420, and Approve Corresponding Budget Amendments.
Recommended Action: Receive report of the acquisition of a professional services contract for the plans and specifications modifications for the Clara Avenue Reconstruction Project with Coastland Engineers Inc. in the amount of \$15,420, and approve corresponding budget amendments.
Attachments:
1. Coastland - Clara Ave Project 2122257 - Proposal
- 7.j. Consideration of Award of Bid to Granite Construction Company in the Amount of \$1,511,529.90 for the State Street and Dora Street Rehabilitation Project, Specification No.21-04, and Approval of Corresponding Budget Amendment.
Recommended Action: Award of Bid to Granite Construction Company in the Amount of \$1,511,529.90 for the State Street and Dora Street Rehabilitation Project Specification No. 21-04, and approve corresponding budget amendment.
Attachments:
1. 12e Council Action Report for 3-2-22 att 1
2. Bid Results - Spec 21-04 State Street and Dora Street Rehab Project att 2
3. Bid from Granite Construction Company - Spec 21-04 State and Dora Rehab Project att 3
4. 5049029 R1 Alloc to agency att 4

- 7.k. Report of the Acquisition of Consulting Services with GHD Inc. for Flood Mapping Review Support in the Amount of \$19,272.00.
Recommended Action: Receive the report of the acquisition of a professional service contract with GHD for flood mapping review support not to exceed the amount of \$19,272.00
 Attachments:
 1. GHD Proposal - FEMA Flood Mapping Review - Apr 22 att 1
- 7.l. Report on Contract with CivicPlus for Agenda and Meeting Management Services, and Requesting Authorization to Continue Using Services Until Further Notice.
Recommended Action: Receive report of contract with CivicPlus, and approve authorization to continue to use the program and services of CivicPlus until further notice.
 Attachments:
 1. Contract with CivicPlus
- 7.m. Consideration of Approval of a Budget Amendment in the Amount of \$56,000.00 for the Purchase of Personal Protective Equipment (PPE) for the Ukiah Valley Fire Authority (UVFA).
Recommended Action: Approve the budget amendment in the amount of \$56,000.00 for the purchase of Personal Protective Equipment (PPE) for the Ukiah Valley Fire Authority (UVFA).
 Attachments: None
- 7.n. Award Professional Services Agreement to LDA Partners, Inc. in the Amount of \$1,218,573, to Prepare the Plans, Specifications, and Estimate for the Corporation Yard Design.
Recommended Action: Award professional services agreement to LDA Partners Inc. in the amount of \$1,218,573, to prepare the plans, specification, and estimate for the Corporation Yard Design.
 Attachments:
 1. RFP - Corp Yard Design Services
 2. LDA Response- City of Ukiah
 3. LDA - Cost Proposal
 4. 2022-05-12 Cost Proposal Summary GHD
 5. 2022-05-12 Detailed Cost Proposal GHD
- 7.o. Report of the Acquisition of Parts and Labor for the Repair of the 2018 Pierce Fire Engine from Golden State Emergency Vehicle Services Inc. in the Amount of \$53,505.32, and Approval of Corresponding Budget Amendments.
Recommended Action: Receive report of the acquisition of parts and labor for the repair of a 2018 Pierce Fire Engine from Golden State Emergency Vehicle Services in the amount of \$53,505.32, and approve the corresponding budget amendments.
 Attachments:
 1. Repair Estimate 1446678
 2. 00048057
 3. UPD # 22-0886 Invoice

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The City Council welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Council when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

9. COUNCIL REPORTS

10. CITY MANAGER/CITY CLERK REPORTS

11. PUBLIC HEARINGS (6:15 PM)

- 11.a. Public Hearing and Possible Introduction by Title Only of an Ordinance Amending Various Sections of Ukiah City Code to Streamline the Use Permit Application Process and Operational Standards for Cannabis-Related Businesses.

Recommended Action: Conduct a public hearing and introduce by title only the Ordinance of the City Council of the City of Ukiah amending various sections of the Ukiah City Code to streamline the use permit application process and operational standards for cannabis-related businesses.

Attachments:

1. Cannabis Ordinance Amendment Redline
2. Cannabis Ordinance Amendment Clean

12. UNFINISHED BUSINESS

- 12.a. Receive Report Regarding the Economic Development and Financing Corporation (EDFC); Consideration of Request for Funding from EDFC; and Authorize the City Manager to Negotiate and Execute Performance Agreement Between the City of Ukiah and EDFC in the amount of \$12,455.25 for FY 2022-23.

Recommended Action: Receive report regarding the Economic Development and Financing Corporation (EDFC) and authorize the City Manager to negotiate and execute Performance Agreement between the City of Ukiah and EDFC.

Attachments:

1. Ukiah City Council Presentation_072022
2. Economic Development and Financing Corporation (EDFC) 2021-07-01

- 12.b. Approve Contract with HdL Companies for Tax and Fee Administration Services for Transient Occupancy, and Approve Corresponding Budget Amendment.

Recommended Action: Re-authorize the City Manager to execute a three-year contract with HdL Companies for audit and financial assistance services of the City's Transient Occupancy Tax (TOT) revenue - including short term rental compliance, and authorize the corresponding budget amendment.

Attachments:

1. ASR 4-6-22
2. Ukiah HdL TOT Proposal

13. NEW BUSINESS

- 13.a. The Ukiah City Council will Receive a Report on Energy Costs, and Provide Direction on Scheduling a Public Hearing to Consider Adoption of a Power Cost Surcharge Rider.

Recommended Action: Receive report and provide direction to Staff on scheduling a Public Hearing to consider adoption of a Power Cost Surcharge Rider.

Attachments:

1. Ukiah Market Conditions - Summer 2022 Readiness 06-01-22 FINAL
2. Power Cost Surcharge

- 13.b. Consideration of New Ad Hoc Committee to Participate in the Recruitment Process for a New Police Chief.

Recommended Action: Appoint two ad hoc committee members to participate in the recruitment process for a new Police Chief.

Attachments: None

- 13.c. Receive Updates on City Council Committee and Ad Hoc Assignments, and, if Necessary, Consider Modifications to Assignments and/or the Creation/Elimination of Ad Hoc(s).
Recommended Action: Receive report(s). The Council will consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).
Attachments:
1. 2022 City Council Special Assignments

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

- 14.a. **Conference with Legal Counsel—Anticipated Litigation**
(Government Code Section 54956.9(d)(2 & 3))
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)(Number of potential cases: 1)
Recommended Action:
Attachments: None
- 14.b. **Conference with Legal Counsel – Existing Litigation**
(Government Code Section 54956.9(d)(1))
Name of case: Roofing & Solar Construction, Inc. v. City of Ukiah et al., Mendocino County Superior Court Case No. 22CV00048
Recommended Action:
Attachments: None
- 14.c. **Conference with Legal Counsel – Existing Litigation**
(Cal. Gov't Code Section 54956.9(d)(1))
Name of case: Siderakis v. Ukiah, et al, Mendocino County Superior Court, Case No. 21CV00603
Recommended Action:
Attachments: None
- 14.d. **Conference with Legal Counsel – Existing Litigation**
(Cal. Gov't Code Section 54956.9(d)(1))
Name of case: Arturo Flores Valdes et al., (Fed. Dist. Ct., N.D. Cal.) 22-CV-03125 RMI
Recommended Action:
Attachments: None
- 14.e. **Conference with Real Property Negotiators**
(Cal. Gov't Code Section 54956.8)
Property: APN Nos: 157-070-04, 001-040-84, 001-040-82, 001-040-65
Negotiator: Sage Sangiacomo, City Manager;
Negotiating Parties: Dave Hull and Grady Huff
Under Negotiation: Price & Terms of Payment
Recommended Action:
Attachments: None
- 14.f. **Conference with Labor Negotiator (54957.6)**
Agency Representative: Sage Sangiacomo, City Manager
Employee Organizations: All Bargaining Units
Recommended Action:
Attachments: None

14.g. **Public Employee Discipline/Dismissal/Release**

Recommended Action:

Attachments: None

15. ADJOURNMENT

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

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

Kristine Lawler, City Clerk

Dated: 7/15/22



AGENDA SUMMARY REPORT

SUBJECT: Proclamation: Disability Independence Day in the City of Ukiah.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: Jim Brown, Mayor

ATTACHMENTS:

1. 2022 - Disability Independence Day

Summary: The City Council will issue a proclamation recognizing July 26, 2022, as Disability Independence Day in the City of Ukiah.

Background: The City recognizes and supports systems, policies, and education that ensure an inclusive environment for all people, including those with disabilities, by issuing a proclamation (Attachment 1).

Discussion: Council will issue the proclamation in celebration of July 26, 2022, as Disability Independence Day in the City of Ukiah.

Recommended Action: Issue a proclamation of the Ukiah City Council recognizing July 26, 2022, as Disability Independence Day in the City of Ukiah.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: 
Sage Sangiacomo, City Manager

P R O C L A M A T I O N

C I T Y O F U K I A H

**RECOGNIZING JULY 26, 2022, AS DISABILITY
INDEPENDENCE DAY IN THE CITY OF UKIAH**

WHEREAS, the Americans with Disabilities Act (ADA) was signed into law on July 26, 1990, establishing a clear and comprehensive national mandate for the elimination of discrimination to ensure the civil rights of people with disabilities; and

WHEREAS, disability is a social construct. The ‘problem’ is not the medical condition that resides within the individual, but the ‘problem’ is that society does not create a welcoming, supporting environment/policies/systems for all; and

WHEREAS, equitable experiences and full inclusion is a matter of social justice. Consequently, creating equitable, inclusive environments is a shared responsibility of everyone; and

WHEREAS, policies must be developed, attitudes shaped, and equitable experiences offered to all individuals; including those with developmental disabilities; and

WHEREAS, the ADA has expanded opportunities for Americans with disabilities; and

WHEREAS, citizens should do all in their power to:

- Recognize the value and intersectionality of the disability experience in our lives and its valued role in our rich diversity.
- Recognize the barriers presented to those with disabilities.
- Create ways to include everyone, especially those with developmental disabilities, to be fully included in all aspects of life.
- Understand the losses (financial, spiritual, human rights, contributions to the community, and otherwise) when our communities segregate and create barriers for those with disabilities.
- Demand policymakers no longer invest in segregation and create inclusive, equitable policies and systems for all.

WHEREAS, we encourage the community to learn more about ADA, eliminate discrimination, and celebrate July 26, 2022, as Disability Independence Day.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Ukiah, hereby proclaims July 26, 2022, as

Disability Independence Day in the City of Ukiah

Signed and sealed, this 20th day of July in the year Two Thousand and Twenty-Two.

Jim O. Brown
City Council, Mayor

CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
Virtual Meeting Link: <https://zoom.us/j/97199426600>
Ukiah, CA 95482
June 15, 2022
6:00 p.m.

1. ROLL CALL

Ukiah City Council met at a Regular Meeting on June 15, 2022, having been legally noticed on June 9, 2022. The meeting was held virtually at the following link: <https://zoom.us/j/97199426600>. Mayor Brown called the meeting to order at 6:02 p.m. Roll was taken with the following **Councilmembers Present:** Juan V. Orozco, Mari Rodin, Josefina Dueñas, and Jim O. Brown. **Councilmember Absent by Prior Arrangement:** Douglas, F. Crane. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR BROWN PRESIDING.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by City Manager Sangiacomo.

URGENCY ITEM

Presenter: Sage Sangiacomo, City Manager.

Motion/Second: Rodin/Orozco to add the urgency item to the Closed Session agenda (*placed on the agenda as agenda item 14g*). Motion **carried** by the following roll call votes: AYES: Orozco, Rodin, Dueñas, and Brown. NOES: None. ABSENT: Crane. ABSTAIN: None.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

a. Proclamation: Recognizing Juneteenth - National Freedom Day: A Day of Observance in the City of Ukiah.

Presenter: Mayor Brown.

Proclamation was issued and will be delivered to Troyle Tognoli, Diversity and Equity Committee Member.

4. PETITIONS AND COMMUNICATIONS

City Clerk Lawler noted that all communications received had been distributed.

5. APPROVAL OF MINUTES

a. Approval of the Minutes for the June 1, 2022, Special Meeting.

b. Approval of the Minutes for the June 1, 2022, Regular Meeting.

c. Approval of the Minutes for the June 2, 2022, Special Meeting.

Motion/Second: Juan/Duenas to approve Minutes of June 1, 2022, a Special meeting; June 1, 2022, a Regular meeting; and June 2, a Special meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Orozco, Rodin, Dueñas, and Brown. NOES: None. ABSENT: Crane. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

- a. Report of Disbursements for the Month of May 2022 – *Finance*.
- b. Award Three-Year Contract (COU No. 2122-246) to Evergreen Job and Safety Training in the Amount of \$84,012.00 to Provide Job and Safety Training for Electric Utility Employees – *Electric Utility*.
- c. Adoption of Resolution (2022-37) of the City Council Reconsidering the Circumstances of the State of Emergency and Implementing Teleconferencing Requirements for City Council and Board and Commission Meetings During a Proclaimed State of Emergency Due to the COVID-19 Pandemic – *City Attorney*.
- d. Receive Annual Report Regarding the City of Ukiah's Electric Utility Wildfire Mitigation Plan in Response to Senate Bill 901 – *Electric Utility*.
- e. Notification of Publishing Services Agreement (COU No. 2122-247) by Ukiah Daily Journal for Fiscal Year 2022/2023, 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 – *City Clerk*.
- f. Requesting Council to Reject All Proposals Received and Reinitiate A Request for Proposal Process for the Replacement of the Todd Grove Park Large Playground – *Community Services*.
- g. Finalization of an Internal Loan for the Two (2) Ambulances Currently on Order, and Adoption of Corresponding Resolution (2022-38) - *Fire*.
- h. Finalization of an Internal Loan for the Ice Rink Purchased in September 2021, and Adoption of Corresponding Resolution (2022-39) – *Community Services*.
- i. Approval of Refinancing of the Ukiah Valley Fire District Lovers Lane Mortgage through the General Fund, and Adoption of Corresponding Resolution (2022-40) - *Fire*.
- j. Report to City Council Regarding Contract (COU No. 2122-248) for Sundays in the Park Concert – *Community Services*.
- k. ~~Award of Contract for Compaction and Materials Testing Services in the Amount to be Presented to Council for the Road Reconstruction Bond Projects 2022, Specification No. 19-01, 21-04 and 21-05, and Authorize Additional Tests if Needed – *Public Works*. – Being pulled by Staff.~~
- l. Award Contract (COU No. 2122-249) to Doolittle Construction LLC in the Amount of \$492,666.04 for the 2022 Slurry Seal of Local Streets, and Approve Corresponding Budget Amendment – *Public Works*.

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

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Public Comment: Jen Dyre – Brush St./Orr Creek bridge encampment; Adam Gaska – Rail Trail; Mike Canon – Rail Trail; Muscogee Indian (*username given in virtual meeting*) – homeless encampment behind steel yard.

9. **COUNCIL REPORTS**

Presenters: Vice Mayor Duenas, Councilmember Orozco,

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

Presenter:

- **July 6th Meeting Cancellation Reminder** – Kristine Lawler, City Clerk.

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

a. Receive Public Comment on the Scope and Content of the Environmental Impact Report for the 2040 General Plan.

Presenters: Craig Schlatter, Community Development Director; Brent Gibbons, Mintier Harnish; and Darcy Kremin, Rincon Consultants.

PUBLIC HEARING OPENED AT 6:55 P.M.

Public Comment: JoAnn Saccato, and Robin Sunbeam.

PUBLIC HEARING CLOSED AT 7:00 P.M.

b. Conduct a Public Hearing to Consider Adoption of a Resolution Approving the Submittal of an Application in Response to the 2022 State Community Development Block Grant Program Notice of Funding Availability; and Approve Corresponding Budget Amendments if Awarded the Grant.

Presenters: Craig Schlatter, Community Development Director and Jim Robbins, Grants Manager.

PUBLIC HEARING OPENED AT 7:06 P.M.

Public Comment: Helen Sizemore.

PUBLIC HEARING CLOSED AT 7:10 P.M.

Motion/Second: Rodin/Orozco to adopt a resolution (2022-41) authorizing the submittal of a 2022 State Community Development Block Grant application (COU No. 2122-250); and approve the corresponding budget amendments if awarded. Motion **carried** by the following roll call votes: AYES: Orozco, Rodin, Dueñas, and Brown. NOES: None. ABSENT: Crane. ABSTAIN: None.

12. **UNFINISHED BUSINESS**

a. Approval and Adoption of 2022-23 Fiscal Year City Budget through Resolution, Five-Year Capital Improvement Plan, the Gann Limit Resolution, and Budget Agreement with the Ukiah Valley Sanitation District.

Presenter: Daniel Buffalo, Finance Director.

Motion/Second: Rodin/Orozco to approve and adopt budget resolution (2022-42) for the fiscal year 2022-23. Motion **carried** by the following roll call votes: AYES: Orozco, Rodin, Dueñas, and Brown. NOES: None. ABSENT: Crane. ABSTAIN: None.

Motion/Second: Rodin/Orozco to approve and adopt Gann Limit resolution (2022-43) for fiscal year 2022-23. Motion **carried** by the following roll call votes: AYES: Orozco, Rodin, Dueñas, and Brown. NOES: None. ABSENT: Crane. ABSTAIN: None.

Motion/Second: Orozco/Rodin to approve (in substantial form) and authorize City Manager to sign fiscal year 2022-23 budget agreement (COU No. 2122-251) with the Ukiah Valley Sanitation District. Motion **carried** by the following roll call votes: AYES: Orozco, Rodin, Dueñas, and Brown. NOES: None. ABSENT: Crane. ABSTAIN: None.

13. **NEW BUSINESS**

a. Possible Adoption of Resolution Endorsing the Declaration of a Climate Emergency and a Call to Action to Restore a Safe Climate.

Presenter: Shannon Riley, Deputy City Manager.

Public Comment: Robin Sunbeam, Eileen Mitro, Susan Knopf, Cathy Monroe, Sharon Thomas, and Helen Sizemore.

Motion/Second: Rodin/Orozco to adopt Resolution (2022-44) Endorsing the Declaration of a Climate Emergency and a Call to Action to Restore a Safe Climate. Motion **carried** by the following roll call votes: AYES: Orozco, Rodin, Dueñas, and Brown. NOES: None. ABSENT: Crane. ABSTAIN: None.

b. Consider Participation in a Voluntary Regional Water Sharing Program.

Presenters: Sean White, Water Resources Director and Phil Williams - Welty, Weaver, and Currie Legal Counsel.

Public Comment: Helen Sizemore.

Motion/Second: Rodin/Orozco to approve participation in a Voluntary Regional Water Sharing Program (COU No. 2122-254). Motion **carried** by the following roll call votes: AYES: Orozco, Rodin, Dueñas, and Brown. NOES: None. ABSENT: Crane. ABSTAIN: None.

c. Possible Introduction by Title Only of an Ordinance of the City Council of the City of Ukiah Repealing Articles 1A and 2 in Division 1, Chapter 4 of the Ukiah City Code to Remove References to Obsolete Boards and Commissions.

Presenter: Darcy Vaughn, Assistant City Attorney.

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

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

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH REPEALING ARTICLES 1A AND 2 IN DIVISION 1, CHAPTER 4 OF THE UKIAH CITY CODE TO REMOVE REFERENCES TO OBSOLETE BOARDS AND COMMISSIONS

Motion/Second: Rodin/Orozco to introduce the Ordinance repealing Articles 1A and 2 in Division 1, Chapter 4 of the Ukiah City Code to remove references to obsolete boards and commissions. Motion **carried** by the following roll call votes: AYES: Orozco, Rodin, Dueñas, and Brown. NOES: None. ABSENT: Crane. ABSTAIN: None.

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

Presenter: Sage Sangiacomo, City Manager.

THE CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 8:19 P.M.

14. CLOSED SESSION

a. Conference with Legal Counsel—Anticipated Litigation

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

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

b. Conference with Legal Counsel – Existing Litigation

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

Name of case: Roofing & Solar Construction, Inc. v. City of Ukiah et al., Mendocino County Superior Court Case No. 22CV00048

c. Conference with Legal Counsel – Existing Litigation

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

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

d. Conference with Legal Counsel – Existing Litigation

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

Name of case: Russian River Keepers et al. v. City of Ukiah, Case No. SCU-K-CVPT-20-74612

e. Conference with Legal Counsel – Existing Litigation

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

Name of case: Siderakis v. Ukiah, et al, Mendocino County Superior Court, Case No. 21CV00603

f. Conference with Labor Negotiator (54957.6)

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

g. URGENCY ITEM:

Public Employee Discipline/Dismissal/Release

No action reported; direction provided to staff.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 9:15 p.m.

Kristine Lawler, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Special Meeting
Virtual Meeting Link: <https://zoom.us/j/97199426600>
Ukiah, CA 95482
June 29, 2022
5:30 p.m.**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Special Meeting on June 29, 2022, having been legally noticed on June 28, 2022. The meeting was held virtually at the following link: <https://zoom.us/j/97199426600>. Mayor Brown called the meeting to order at 5:30 p.m. Roll was taken with the following **Councilmembers Present:** Juan V. Orozco, Douglas, F. Crane, Mari Rodin, Josefina Dueñas, and Jim O. Brown. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR BROWN PRESIDING.

The Pledge of Allegiance was led by Mayor Brown.

2. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No public comment was given.

3. NEW BUSINESS

a. Approval of Plans and Specifications for the Clara Avenue Reconstruction Project, Specification 20-08, and Direct Staff to Advertise for Bids.

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

Public Comment: Susan Sher.

Motion/Second: Crane/Rodin to approve the Plans and Specifications for the Clara Avenue Reconstruction Project, Specification No. 20-08, and direct Staff to advertise for bids. Motion **carried** by the following roll call votes: AYES: Orozco, Crane, Rodin, Dueñas, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

b. Approve Purchase of 2022 Honda Accord Sport Sedan from Thurston Honda in the amount of \$34,513.67 for Ukiah Police Department.

Presenter: Cedric Crook, Acting Police Chief.

Public Comment: Susan Sher.

Motion/Second: Duenas/Orozco to approve purchase (PO No. 48038) of 2022 Honda Accord Sport Sedan from Thurston Honda in the amount of \$34,513.67 for Ukiah Police Department. Motion **carried** by the following roll call votes: AYES: Orozco, Crane, Dueñas, and Brown. NOES: Rodin. ABSENT: None. ABSTAIN: None.

4. ADJOURNMENT

There being no further business, the meeting adjourned at 6:05 p.m.

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Report of Disbursements for the Month of June 2022.

DEPARTMENT: Finance

PREPARED BY: Candice Rasmason, Accounts Payable

PRESENTER: Consent Calendar

ATTACHMENTS:

1. June 2022 Summary of Disbursements
2. Account Codes for Reference
3. Object Codes for Reference
4. June 2022 Disbursement Detail

Summary: The Council will review and consider approval of the Report of Disbursements for the month of June 2022.

Background: Payments made during the month of June 2022 are summarized in the Report of Disbursements. Further detail is supplied on the Schedule of Bills, representing the four (4) individual payment cycles within the month.

Accounts Payable Check Numbers (City & UVFA): 3047978-3048070; 3048071-3048153; 3048154-3048240; 3048241-3048366

Accounts Payable Wire Transfers: 66

Payroll Check Numbers: 511155-511223; 511224-511304

Payroll Manual Check Numbers: N/A

Direct Deposit Numbers: 110669-110932; 110936-111202

Manual Direct Deposit Numbers: N/A

Void Check Numbers: 3044923, 3038434, 3047324, 3047883, 3047884, 3048131, 3047459, 3047854, 3048293, 3048238, 509358

Void Direct Deposit Numbers: N/A

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

Attachment #1: June 2022 Summary of Disbursements

Attachment #2: Account Codes for Reference

Attachment #3: Object Codes for Reference

Attachment #4: June 2022 Disbursement Detail

Recommended Action: Approve the Report of Disbursements for the Month of June 2022.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: 
Sage Sangiacomo, City Manager

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

Attachment 1

FUNDS:

100	General Fund	\$194,863.58	700	Sanitary Disposal Site Fund	\$29,622.14
101	GF-(Sub-Fund) Visit Ukiah		701	Landfill Corrective Fund	
105	GF-(Sub-Fund) Fire Authority	\$70,453.74	702	Disposal Closure Reserve Fund	
110	Special General Fund		704	Post Closure Fund - Solid Waste	
120	Streets Capital Improvement	\$15,300.65	710	Ambulance Services Fund	\$24,154.14
130	Gov'tl Debt SVC/Reserve Fund		720	Golf Fund	\$16,105.23
200	City Administrative Services	\$56,537.20	730	Conference Center Fund	\$9,343.99
201	Worker's Comp Fund		750	Visit Ukiah	
202	Liability Fund		777	Airport Fund	\$153,215.15
203	Garage Fund	\$6,647.84	778	Airport Capital Improvement Fund	\$3,445.17
204	Purchasing Fund	\$4,722.60	779	Special Aviation Fund	
205	Billing & Collections Fund	\$39,445.35	800	Electric Fund	\$1,454,394.34
206	Public Safety Dispatch Fund	\$3,249.56	801	Electric Capital Reserve Fund	\$11,442.93
207	Payroll Posting Fund	\$327,763.12	803	Lake Mendocino Bond Reserve	
208	Building Maintenance/Corp Yard Fund	\$27,067.00	805	Street Lighting Fund	\$12,225.53
209	IT Fund	\$16,236.67	806	Public Benefits Fund	\$9,786.55
220	Equipment Reserve Fund		807	Cap and Trade	
249	City Housing Bond Proceeds		820	Water Fund	\$214,926.72
250	Special Revenue Fund		822	Water Capital Improvement Fund	\$27,484.72
251	Special Projects Reserve Fund		830	Recycled Water Fund	\$73,136.11
252	Streets/ROW Improvement Fund	\$74,536.42	840	City/District Sewer Fund	\$553,984.62
253	CITY PROP 172		841	Sewer Contruction Fund	
300	Park Development Fund		843	Sewer Capital Fund	
301	Anton Stadium Fund	\$0.00	900	Special Deposit Trust	\$40,025.31
302	Observatory Park Fund		901	General Service (Accts Recv)	\$11,679.95
304	Swimming Pool Fund	\$0.00	902	U.S.W. Billing & Collection	\$121,006.73
305	Riverside Park Fund	\$0.00	903	Public Safety - AB 109	\$0.00
306	Skate Park Fund	\$0.00	905	Federal Emergency Shelter Grant	
310	Museum Grants		905	Mendocino Emergency Service Authority	
311	Alex Rorbaugh Recreation Center Fund	\$4,056.95	911	Russian River Watershed Association	\$25,446.69
312	Downtown Business Improvement Fund		915	UVFD	\$4,457.02
313	LMHIF Housing Asset Fund		916	UVFD PROP 172	
314	Winter Special Events		917	UVFD Measure B	
315	Advanced Planning Fund	\$0.00	918	UVFD Mitigation	\$1,361.79
500	2106 Gas Tax Fund		940	Sanitation District Special Fund	
501	2107 Gas Tax Fund		942	Rate Stabilization - UVSD Fund	
503	2105 Gas Tax Fund		943	Sanitation District Capital Improvement Fund	
505	Signalization Fund		952	REDIP Sewer Enterprise Fund	
506	Bridge Fund		960	Community Redevelopment Agency	
507	1998 STIP Augmentation Fund		961	RDA Housing Pass-Through	
508	SB325 Reimbursement Fund		962	Redevelopment Housing Fund	
509	S.T.P. Fund	\$36.80	963	Housing Debt	
510	Trans-Traffic Congest Relief Fund		964	RDA Capital Pass-Through	
511	Rail Trail Fund	\$53,459.29	965	Redevelopment Capital Improvement Fund	
600	Community Development Block Grant		966	Redevelopment Debt Service	
601	EDBG 94-333 Revolving Loan		967	Housing Bond Proceeds	
602	Community Development Fund		968	Non-Housing Bond Proceeds	
603	06-HOME-4688		969	RDA Obligation Retirement Fund	\$60,016.58
604	CDBG Grant 09-STBG-6417		844/944	Sewer Capital Projects Fund	\$28,937.84
605	11-HOME-7654 Fund	\$0.00			
606	CDBG Grant 10-EDEF-7261				
607	Prop 84 Grant Fund				
609	13-CDBG-8940				
610	City RDA Projects Fund				
613	Home Program Activities				
620	CASP Train				
630	Asset Seizure Fund	\$724.30			
631	Asset Seizure Fund (Drug/Alcohol)		611	Retainage Withheld	\$3,530.00
633	H & S Education 11489(B)(2)(A1)	\$1,000.00		CDBG 16-CDBG-11147	\$22,680.90
634	Federal Asset Seizure Grants				
635	SUP Law Enforcement Service Fund				
636	CBTHP Officer				
637	Local Law Enforcement Block Grant				
638	Asset Forfeiture 11470.2 H & S				
639	Special Revenue - Police				
640	Parking District Fund	\$1,830.81			
670	Federal American Rescue Fund				
691	Museum Fund				
695	Transfer Station Fund				
696	Solid Waste Mitigation Fund				

PAYROLL CHECK NUMBERS: 511155-511223
DIRECT DEPOSIT NUMBERS: 111732-111996
PAYROLL PERIOD: 5/15/22-5/28/22
PAYROLL CHECK NUMBERS: 511224-511304
DIRECT DEPOSIT NUMBERS: 111997-112289
PAYROLL PERIOD: 5/29/22-6/11/22
PAYROLL CHECK NUMBERS:
DIRECT DEPOST NUMBERS:
PAYROLL PERIOD:

VOID CHECK NUMBERS:

3044923, 3038434, 3047324, 3047883, 3047884
3048131, 3047459, 3047854, 3048293, 3048238
509358

MANUAL CHECK NUMBERS:

WIRE TRANSFER NUMBERS:
66

CERTIFICATION OF CITY CLERK

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

City Clerk

APPROVAL OF CITY MANAGER

I have examined this Register and approve same.

City Manager

CERTIFICATION OF DIRECTOR OF FINANCE

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

Director of Finance

Account Code Summary

Attachment 2

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

Account Code Summary

Attachment 2

30400000	SWIMMING POOL FUND	63820210	ASSET FORFEITURE 11470 EXPENDI
30522250	RIVERSIDE PARK	63900000	SPECIAL REVENUE POLICE
30600000	SKATE PARK FUND	64000000	PKG. DIST. #1 OPER & MAINT FUN
30700000	SOFTBALL COMPLEX FUND	64012600	ECONOMIC DEVELOPMENT
31100000	ARRC GENERAL OPERATING FUND	64020213	POLICE PARKING ENFORCEMENT
31122000	ARRC	67000000	FEDERAL AMERICAN RESCUE FUNDS
31200000	DOWNTOWN BUSINESS IMPROVEMENT	69500000	TRANSFER STATION
31212600	ECONOMIC DEVELOPMENT	69624000	SOLID WASTE MITIGATION FUND
31300000	LMIHF HOUSING ASSET FUND	70000000	SANITARY DISPOSAL SITE FUND
31323400	HOUSING	70024500	LANDFILL 700
31323431	LMI GENERAL ADMIN	70124500	LANDFILL CORRECTIVE
31500000	ADVANCED PLANNING FUND	70200000	DISPOSAL CLOSURE RESERVE FUND
31523100	COMMUNITY PLANNING	70224500	LANDFILL CLOSURE
50000000	GAS TAX FUND	70400000	POST CLOSURE FUND-SOLID WASTE
50024214	TRAFFIC SIGNAL OPERATIONS	71000000	AMBULANCE SERVICES FUND
50500000	SIGNALIZATION FUND	71021100	AMBULANCE SERVICES
50800000	SB325 REIMBURSEMENT FUND	72000000	GOLF FUND
50824210	SB325 ENGINEERING	72022400	GOLF
50900000	S.T.P.	73000000	CONFERENCE CENTER FUND
50924210	STP ENGINEERING	73022600	CONFERENCE CENTER
51100000	RAIL TRAIL FUND	77700000	AIRPORT FUND
51124210	Rail Trail	77714000	CITY ATTORNEY
60000000	COMM. DEVELOPMT. BLOCK GRANT F	77725200	AIRPORT OPERATIONS
60023411	CDBG GENERAL ADMIN	77800000	AIRPORT CAPITAL IMPROVEMENT FU
60023412	CDBG ACTIVITY DELIVERY	77825200	AIRPORT CAPITAL
61100000	CDBG 16-CDBG-11147	77900000	SPECIAL AVIATION FUND
61112600	CDBG ECONOMIC DEVELOPMENT	77925200	AIRPORT SPECIAL
61123410	16-CDBG-11147	80000000	ELECTRIC FUND
61123411	CDBG GENERAL ADMIN	80014000	CITY ATTORNEY
61200000	FUND 612 UNASSIGNED	80026110	ELECTRIC OVERHEAD
61223400	HOME CDD HOUSING	80026120	ELECTRIC UNDERGROUND
61223422	HOME ACTIVITY DELIVERY	80026200	TELEMETRY & CALIBRATION
61323400	HOME HOUSING ACTIVITIES	80026210	SUBSTATION
61323421	HOME GENERAL ADMIN	80026220	HYDROELECTRIC PLANT
62000000	CASP CERTIF & TRAINING	80026400	ELECTRIC ADMINISTRATION
62023320	CASP CERTIF & TRAINING	80026440	POWER PURCHASES
63000000	ASSET SEIZURE FUND	80100000	ELECTRIC CAPITAL RESERVE FUND
63020210	ASSET SEIZURE EXPENDITURE	80126100	ELECTRIC CIP
63300000	H&S EDUCATION 11489(B)(2)(A1)	80126220	HYDROELECTRIC PLANT
63320210	H&S ASSET SEIZURE EXPENDITURE	80500000	STREET LIGHTING FUND
63400000	FEDERAL ASSET SEIZURE GRANTS F	80526150	STREET LIGHTING
63420250	FED ASSET SEIZURE EXPENDITURE	80600000	PUBLIC BENEFITS CHARGES FUND
63500000	SUP.LAW ENFORCE.SVC.FD(SLESF)	80626450	PUBLIC BENEFITS
63520210	SLESF	80700000	ELECTRIC CAP AND TRADE FUND
63600000	CBTHP OFFICER	80800000	ELECTRIC LOW CARBON FUEL STDS
63620210	CBTHP OFFICER	80826100	ELECTRIC LOW CARBON FUEL STDS
63800000	ASSET FORFEITURE 11470.2 H&S F	82000000	WATER FUND

82027110	WATER
82027111	PROD OPERATIONS & MAINTENANCE
82027114	DISTRIB OPERATIONS & MAINT
82100000	WATER CAPITAL RESERVE FUND
82200000	WATER CONNECTION FEE FUND
82227113	WATER DISTRIBUTION CAPITAL
83000000	RECYCLED WATER
83027330	RECYCLED WATER
84000000	CITY/DIST. SEWER OPERATING FUN
84027220	WASTE WATER
84027221	CITY WASTE O & M
84027225	WASTE TREATMENT O & M
84100000	SEWER BOND DEBT SERVICE FUND
84127226	WASTEWATER TREATMENT CAPITAL
84200000	RATE STABILIZATION-CITY FUND
84300000	CONNECTION FEE SEWER FUND (CAP
84400000	CITY SEWER CAPITAL PROJECTS FU
84427221	CITY WASTEWATER O&M 844
84427222	CITY WASTE CAPITAL
90000000	SPECIAL DEPOSIT TRUST FUND
91500000	UKIAH VALLEY FIRE DEPARTMENT
91521400	UVFD FIRE ADMINISTRATION
91600000	UVFD PROP 172
91621400	UVFD PROP 172
91700000	UVFD MEASURE B UNASSIGNED
91721400	UVFD FIRE
91800000	UVFD MITIGATION FEES
91821400	UVFD MITIGATION
96900000	REDEVELOPMENT OBLIGATION RETIR
96917200	SUCCESSOR AGENCY
96995669	969 - RDA OBLIGATION RETIREMEN

Object Code Summary

Attachment 3

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

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

List of Checks Presented for Approval on 6/3/2022

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

Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ACTION RENTS	618539-2	EQUIPMENT & MACHINERY RENTAL A	\$200.00	84027225-56410	EQUIPMENT RENTAL - PRIVATE	\$200.00
					Vendor Total:	\$200.00
ADVANCED SECURITY SYSTEMS	607570	SECURITY MONITORING - TALMAGE	\$25.75	10521210-52180	SECURITY SERVICES	\$25.75
					Vendor Total:	\$25.75
AFLAC GROUP INSURANCE	A177750000	MAR 22 AFLAC CRITICAL CARE INS	\$456.86	20700000-20538	AFLAC CRITICAL ILLNESS POLICY	\$456.86
					Vendor Total:	\$456.86
ALL-GUARD ALARM SYSTEMS INC	A366005	MONTHLY MONITORING AT WWTP	\$93.44	84027225-52180	SECURITY SERVICES	\$93.44
					Vendor Total:	\$93.44
AMAZON CAPITAL SERVICES, INC	1JNM-RFXJ-LTR1	MOUSE PAD, WIRELESS KEYBOARD	\$69.66	20016100-54330	COMPUTER AND TECHNOLOGY	\$69.66
	1KHM-FT3V-P734	FALL RESTRAINT CABLE WITH BRAKE	\$370.16	84027225-54102	SMALL TOOLS	\$370.16
	1WGJ-1JGP-9J34	SPECIAL EVENTS SUPPLIES	\$52.20	90000000-23256	SPECIAL EVENTS TRUST	\$52.20
	1Y9W-67Y6-NV9Q	FINGERPRINT KIT, USB READER, TRIPOD BAG	\$81.64	10020210-54100	SUPPLIES	\$81.64
	1GCJ-XHPC-W9QD	HOLE EDGER BLADE REP	\$75.87	10022100-54100	SUPPLIES	\$75.87
	19DY-W7F6-JHVJ	KLENNEX, CLOROX WIPES	\$250.27	20012200-54100	SUPPLIES	\$250.27
	1FHJ-N3MX-1RK6	STANDING DESK CONVERTER	\$269.45	64020213-54100	SUPPLIES	\$269.45
					Vendor Total:	\$1,169.25
AMWINS GROUP BENEFITS INC	7345609	JUNE 22 RETIREE HEALTH INSURANCE	\$3,318.00	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$3,318.00
					Vendor Total:	\$3,318.00
ANTHONY SELVITELLA	TA 6/16/22	TRAVEL ADVANCE	\$180.00	10521210-57100	LEARNING AND DEVELOPMENT	\$180.00
					Vendor Total:	\$180.00
AVIATION LABORATORIES INC	0347843-IN	DICE FLASH - 190 5 GALLON PAIL	\$136.94	77725200-56210	FUEL & FLUIDS	\$136.94
					Vendor Total:	\$136.94

List of Checks Presented for Approval on 6/3/2022

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CALIFORNIA ASSOCIATION OF MUSEUMS	10361	MEMBERSHIP - D BURTON	\$425.00	10022700-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$425.00
Vendor Total:						\$425.00
CALIFORNIA BUILDING OFFICIALS	15240	REGISTRATION - M KEIZER, S OROPEZA, I GRIEVE	\$1,170.00	10023320-57100	LEARNING AND DEVELOPMENT	\$1,170.00
Vendor Total:						\$1,170.00
CANDICE RASMASON	TR 5/24/22	TRAVEL REIMBURSEMENT	\$76.99	20013210-57100	LEARNING AND DEVELOPMENT	\$76.99
Vendor Total:						\$76.99
CAROLLO ENGINEERS INC	FB23376	DESIGN PHASES I&II RECYCLED WA	\$60,949.22	83027330-80230	INFRASTRUCTURE	\$60,949.22
Vendor Total:						\$60,949.22
CINDY SAUERS	TR 5/26/22	TRAVEL REIMBURSEMENT	\$53.14	80026400-57100	LEARNING AND DEVELOPMENT	\$53.14
Vendor Total:						\$53.14
COFFEE CRITIC INC, THE	R28605	MISC. COFFEE SUPPLIES AS NEEDED	\$100.00	20012200-54100	SUPPLIES	\$100.00
Vendor Total:						\$100.00
COMPUTER OPTIONS INC	INV01099	DISASTER RECOVERY - \$28,000-\$3	\$952.50	20913900-52100	CONTRACTUAL SERVICES	\$952.50
Vendor Total:						\$952.50
DAVID WEBER	DV052522 1	INSTRUCTOR	\$56.00	10022850-52100	CONTRACTUAL SERVICES	\$56.00
	DV052522	INSTRUCTOR	\$588.00	10022850-52100	CONTRACTUAL SERVICES	\$588.00
Vendor Total:						\$644.00
DENNIS R CELONI	2820	CONVERSION KIT, TEST KIT	\$997.30	83027330-56120	EQUIPMENT MAINTENANCE & REPAIR	\$997.30
Vendor Total:						\$997.30
DLT SOLUTIONS INC	SI565831	AUTOCAD-INCLUDING SPECIALIZED	\$344.64	80026400-54320	SOFTWARE	\$344.64
Vendor Total:						\$344.64
EASTSHORE CONSULTING LLC	COU-0005	CAFR STATISTICAL TABLES CREATI	\$500.00	20013400-52100	CONTRACTUAL SERVICES	\$500.00
Vendor Total:						\$500.00
EBA ENGINEERING	52679	WELL SAMPLING	\$1,090.08	70024500-52100	CONTRACTUAL SERVICES	\$1,090.08
Vendor Total:						\$1,090.08
ENTENMANN-ROVIN CO	0165150-IN	PARAMEDIC DOME BADGES A242-135	\$1,352.08	71021100-54106	SPECIALTY SUPPLIES	\$1,352.08
Vendor Total:						\$1,352.08
EPIC AVIATION LLC	7569946	JET A FUEL	\$31,157.73	77725200-58401	AVIATION FUEL	\$31,157.73
Vendor Total:						\$31,157.73

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
FASTENAL	CAUKA45812	S/S TRUBOLT 1/4X2.25	\$154.96	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$154.96
	CAUKA45842	1 5/8 14G 10' 304SLS	\$272.19	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$272.19
	CAUKA45883	5/6-18S/S NYLOCK	\$21.94	10024620-54120	PW - SPECIAL SUPPLIES	\$21.94
	Vendor Total:					\$449.09
FEDERAL EXPRESS	7-762-46394	SHIPPING SERVICES	\$48.18	20013210-54101	POSTAGE	\$48.18
	Vendor Total:					\$48.18
FREIGHTQUOTE. COM INC	6159755532	SHIPPING CHARGES	\$878.89	10521210-54100	SUPPLIES	\$878.89
	Vendor Total:					\$878.89
GARTON TRACTOR INC	CU66155	BAR	\$90.03	84027225-56130	EXTERNAL SERVICES	\$90.03
	Vendor Total:					\$90.03
GENERAL PACIFIC INC	1437826	FUSE CUTOFF 100 A, 15 KV-SILIC	\$19,510.40	80000000-12104	INVENTORY - PURCHASES	\$19,510.40
	Vendor Total:					\$19,510.40
GOLDEN GATE BRIDGE TOLL	1712147229037	BRIDGE TOLL FEE	\$7.00	10521210-57100	LEARNING AND DEVELOPMENT	\$7.00
	1712269388197	BRIDGE TOLL FEE	\$7.00	10521210-57100	LEARNING AND DEVELOPMENT	\$7.00
	Vendor Total:					\$14.00
GRAINGER INC	930435579	WATER METER	\$242.97	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$242.97
	9317202837	SYRINGE, LUER LOCK, POLY, 5CC, PK10	\$160.26	84027225-54103	LAB SUPPLIES	\$160.26
	Vendor Total:					\$403.23
GRANITE CONSTRUCTION COMPANY	2238074	MISC ROCK & ROAD PATCH MATERIA	\$1,931.73	83027330-54100	SUPPLIES	\$201.44
				83027330-54100	SUPPLIES	\$205.92
				83027330-54100	SUPPLIES	\$210.41
				83027330-54100	SUPPLIES	\$212.49
				83027330-54100	SUPPLIES	\$213.93
				83027330-54100	SUPPLIES	\$219.53
				83027330-54100	SUPPLIES	\$220.16
				83027330-54100	SUPPLIES	\$221.44
				83027330-54100	SUPPLIES	\$226.41
	Vendor Total:					\$1,931.73

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
GSM ENGINEERED FABRICS LLC	1839	GSM 62-400P, HEAT SEALED EDGES	\$1,361.54	90000000-20210	BASIC TAX 7.5%	(\$98.07)
				84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$98.07
				84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,361.54
				Vendor Total:		\$1,361.54
HACH COMPANY	13044994	LAURYL TRYPTOSE BROTH, DHYD	\$116.20	84027225-54103	LAB SUPPLIES	\$116.20
	13029896	BRILLIANT GRN BILE	\$215.63	84027225-54103	LAB SUPPLIES	\$215.63
	13004755	NITRATE, TNT+ HR	\$280.99	84027225-54103	LAB SUPPLIES	\$280.99
	Vendor Total:					\$612.82
HARRIS COMPUTER SYSTEMS INC	CT053883	PERFORM A COMPLETE DATA EXTRA	\$1,757.11	20513300-54320	SOFTWARE	\$1,757.11
	Vendor Total:					\$1,757.11
HERNANDEZ ELECTRIC INC	001381	EMERGENCY REPAIR - DUE TO A FAU	\$8,800.00	80026120-52100	CONTRACTUAL SERVICES	\$8,800.00
	Vendor Total:					\$8,800.00
HOME DEPOT CREDIT SERVICES	1011573	LIGHTS, COUPLER, FITTING	\$106.02	20822500-56300	BUILDING MAINT. & REPAIR	\$106.02
	7073523	FIBERGLASS, UTILITY BLADES	\$63.56	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$63.56
	6022620	WOOD OIL, HALCO	\$129.43	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$129.43
	4023520	HANGER STRAP, CLAMPS	\$58.01	84027225-56504	FACILITY MAINTENANCE & REPAIR	\$58.01
	2212928	HAMMER, PLIERS	\$182.65	10024620-54120	PW - SPECIAL SUPPLIES	\$182.65
	9534701	IMPACT WRENCH BARE, CRESENT WRENCH	\$574.79	82027114-54102	SMALL TOOLS	\$574.79
	5023418	DETACH BLOWER VAC, NOISE MUFFLER	\$453.73	84027225-54102	SMALL TOOLS	\$453.73
	0023034	NAILS	\$3.27	10022100-54100	SUPPLIES	\$3.27
	0023019	ROACH TABLETS, HAND TROWEL	\$29.51	20513300-54100	SUPPLIES	\$29.51
	7513628	WIRE BRUSH, TOWELS, WRENCH, HANDLE	\$123.39	82027111-54100	SUPPLIES	\$123.39
	3073336	HOOKS	\$20.64	82027114-54100	SUPPLIES	\$20.64
	8360846	ANGLE LATEX BRUSHES	\$31.85	84027225-54100	SUPPLIES	\$31.85
	4010881	SOIL, PLANTER, YUCCA TIP	\$48.81	84027225-54100	SUPPLIES	\$48.81

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
HOME DEPOT CREDIT SERVICES	5073615	PAINT, FOAM	\$74.15	84027225-54100	SUPPLIES	\$74.15
	7074091	AA, AAA BATTERIES	\$87.73	84027225-54100	SUPPLIES	\$87.73
	Vendor Total:					\$1,987.54
HUNTERS SERVICES INC	301940	PEST CONTROL SERVICES	\$1,399.00	10022100-52100	CONTRACTUAL SERVICES	\$836.00
				20822500-52100	CONTRACTUAL SERVICES	\$258.00
				73022600-52100	CONTRACTUAL SERVICES	\$115.00
				80026210-52100	CONTRACTUAL SERVICES	\$60.00
				80026220-52100	CONTRACTUAL SERVICES	\$70.00
				80026400-52100	CONTRACTUAL SERVICES	\$60.00
				Vendor Total:		
JEFFREY MORRIS	TA 6/13-20/22 1	TRAVEL ADVANCE	\$964.60	10521210-57100	LEARNING AND DEVELOPMENT	\$964.60
Vendor Total:					\$964.60	
JUDY CHAN	JUN 22	PARKS DEPT. OFFICE LEASE - 185	\$1,470.00	10022100-52600	RENT	\$1,470.00
Vendor Total:					\$1,470.00	
KLEINFELDER, INC	001378546	GPR SURVEY AND FIELD REPORT FO	\$2,500.00	84027225-52100	CONTRACTUAL SERVICES	\$2,500.00
Vendor Total:					\$2,500.00	
LARRY WALKER ASSOCIATES INC	00564.08-8	CONSULTING SVCS - NPDES & RECY	\$17,046.25	84027225-52100	CONTRACTUAL SERVICES	\$17,046.25
Vendor Total:					\$17,046.25	
LIFE ASSIST INC	1212835	MISC. EMS SUPPLIES AS NEEDED	\$334.84	10521210-54107	EMS SUPPLIES	\$167.42
				71021100-54107	EMS SUPPLIES	\$167.42
	1210815	MISC. EMS SUPPLIES AS NEEDED	\$402.29	10521210-54107	EMS SUPPLIES	\$201.14
				71021100-54107	EMS SUPPLIES	\$201.15
	Vendor Total:					\$737.13
LINCOLN AQUATICS	NX311727	50 LB BUCKETS OF PULSAR PLUS B	\$6,523.79	10022300-54106	SPECIALTY SUPPLIES	\$6,523.79
Vendor Total:					\$6,523.79	
MARY ELIZABETH CHURCH	8984	MOVIE MADNESS POSTER	\$113.55	90000000-23235	MOVIES IN THE PLAZA	\$113.55
Vendor Total:					\$113.55	
MELISSA MICHAEL	BA FY21/22	BOOT ALLOWANCE	\$145.63	84027225-54100	SUPPLIES	\$145.63
Vendor Total:					\$145.63	
MILSOFT UTILITY SOLUTIONS INC	20216301	REPLACEMENT OF UTILITY BILLING	\$880.00	20513300-54320	SOFTWARE	\$880.00
Vendor Total:					\$880.00	

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
MINTIER HARNISH LP	UKIAHGPU-28	GPU, EIR & ADVANCED PLANNING S	\$11,166.24	31523100-52100	CONTRACTUAL SERVICES	\$11,166.24
					Vendor Total:	\$11,166.24
MOTION INDUSTRIES INC	CA23-00530481	BEARING, FITTINGS & MISC. ITEM	\$38.31	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$38.31
					Vendor Total:	\$38.31
NANCY SKELLY	DV052622	INSTRUCTOR	\$768.00	10022850-52100	CONTRACTUAL SERVICES	\$768.00
					Vendor Total:	\$768.00
NAYELY GARCIA-FELIX	TA 6/13-17/22	TRAVEL ADVANCE	\$974.50	10020210-57100	LEARNING AND DEVELOPMENT	\$974.50
					Vendor Total:	\$974.50
NOR-CAL RECYCLED ROCK & AGGREGATES INC	15457	MISC ROCK & ROAD PATCH MATERIA	\$412.90	10521210-56300	BUILDING MAINT. & REPAIR	\$412.90
	15426	MISC ROCK & ROAD PATCH MATERIA	\$1,295.49	10521210-56300	BUILDING MAINT. & REPAIR	\$1,295.49
					Vendor Total:	\$1,708.39
OLIN CORPORATION	3000110028	LIQUID SODIUM HYPOCHLORITE FY2	\$5,978.92	84027225-58202	CHEMICALS	\$5,978.92
					Vendor Total:	\$5,978.92
ONE TIME PAY VENDOR	P-6996	PERMIT # P6996 REFUND - CRAVE	\$455.00	90000000-21111	PLANNING PERMIT ESCROW	\$455.00
	DV052522	REC REFUND - CASEY THOMPSON	\$450.00	10022822-44915	RECREATION PROGRAM INCOME	\$450.00
	0024639	REC REFUND - PAULINE HALPER	\$60.00	10022300-44910	SWIMPOOL	\$60.00
	0024640	REC REFUND - PAULINE HALPER	\$60.00	10022300-44910	SWIMPOOL	\$60.00
	63668-8	UTILITY REFUND - ANA & FERNANDO ACOSTA	\$19.86	90100000-10421	UTILITY RECEIVABLES CLEARING	\$19.86
					Vendor Total:	\$1,044.86
OPERATING ENGINEERS UNION	2203	MAR 22 PW UNION DUES	\$1,005.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$1,005.00
	2204-1	APR 22 ADMIN AND MAIN UNION DUES	\$1,488.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$1,488.00
	2203-1	MAR 22 ADMIN AND MAINT UNION DUES	\$1,488.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$1,488.00
					Vendor Total:	\$3,981.00
OWEN EQUIPMENT SALES	00056444	CONN, PI STRGHT, NOZ FL	\$61.89	10024620-56130	EXTERNAL SERVICES	\$61.89
					Vendor Total:	\$61.89

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PARKER, LUCAS AND ASSOCIATES	26	UNDERWRITING SERVICES FOR BUSI	\$250.00	61123410-52100	CONTRACTUAL SERVICES	\$250.00
Vendor Total:						\$250.00
PATRICK INFANTE	TA 6/12-17/22	TRAVEL ADVANCE	\$755.36	10020210-57100	LEARNING AND DEVELOPMENT	\$755.36
	TR 5/9-11/22	TRAVEL REIMBURSEMENT	\$45.00	63020210-57100	LEARNING AND DEVELOPMENT	\$45.00
Vendor Total:						\$800.36
PFM ASSET MANAGEMENT LLC	13169568	FINANCIAL ADVISORY SERVICES	\$2,873.02	20015100-52100	CONTRACTUAL SERVICES	\$2,873.02
Vendor Total:						\$2,873.02
PG&E CO	3822-9 APR 22	PACIFIC GAS & ELECTRIC	\$10,714.49	10022100-55210	UTILITIES	\$8.11
				10022300-55210	UTILITIES	\$24.41
				10022700-55210	UTILITIES	\$8.11
				20822500-55210	UTILITIES	\$1,699.66
				70024500-55210	UTILITIES	\$608.55
				73022600-55210	UTILITIES	\$9.65
				73022600-55210	UTILITIES	\$45.15
				77725200-55210	UTILITIES	\$9.53
				82027111-55210	UTILITIES	\$3,688.91
				84027221-55210	UTILITIES	\$65.09
				84027225-55210	UTILITIES	\$4,547.32
Vendor Total:						\$10,714.49
PHENOVA	182096	WP DISOLVED OXYGEN	\$131.89	84027225-52114	COMPLIANCE STUDIES	\$131.89
	182095	PROFICIENCY TESTING	\$289.76	84027225-52114	COMPLIANCE STUDIES	\$289.76
	182380	PROFICIENCY TESTING	\$518.31	84027225-52114	COMPLIANCE STUDIES	\$518.31
Vendor Total:						\$939.96
QUILL CORPORATION	25209623	GEL PENS	\$19.58	10024210-54100	SUPPLIES	\$19.58
	25205891	GEL PENS, NOTE BOOK, PAPER	\$84.76	10024210-54100	SUPPLIES	\$84.76
Vendor Total:						\$104.34
REDWOOD COAST FUELS	2327792	CARDLOCK FUEL PURCHASES	\$8,116.01	10022100-56210	FUEL & FLUIDS	\$1,266.01

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
REDWOOD COAST FUELS	2327792	CARDLOCK FUEL PURCHASES	\$8,116.01	10023320-56210	FUEL & FLUIDS	\$182.71
				10024620-56210	FUEL & FLUIDS	\$1,880.42
				20324100-56210	FUEL & FLUIDS	\$298.12
				20513382-56210	FUEL & FLUIDS	\$20.28
				20822500-56210	FUEL & FLUIDS	\$28.26
				80026400-56210	FUEL & FLUIDS	\$1,215.65
				82027111-56210	FUEL & FLUIDS	\$785.03
				82027114-56210	FUEL & FLUIDS	\$983.90
				82027114-56210	FUEL & FLUIDS	\$1,201.06
				84027225-56210	FUEL & FLUIDS	\$254.57
Vendor Total:					\$8,116.01	
REDWOOD EMPIRE MUNICIPAL INSURANCE FUND	22-06 HEALTHCOMP	JUNE 22 REMIF MEDICAL, DENTAL & VISION INSURANCE	\$305,277.76	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$509.60
				20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$2,519.72
				20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$14,016.00
				20700000-20520	P/R DEDUCT.-MEDICAL INS	\$266,068.00
				20700000-20510	REMIF DENTAL	\$18,852.04
				20700000-20511	REMIF VISION	\$3,312.40
Vendor Total:					\$305,277.76	
RESPECTECH	45179	PHONE SYSTEM SERVICE	\$112.50	10521210-55100	TELEPHONE	\$112.50
Vendor Total:					\$112.50	
RICKEY DEAN	TR 3/13-17/22	TRAVEL REIMBURSEMENT	\$31.04	10521210-57100	LEARNING AND DEVELOPMENT	\$31.04
Vendor Total:					\$31.04	
ROBERT HULBERT	BA FY21/22	BOOT ALLOWANCE	\$150.00	82027114-54100	SUPPLIES	\$75.00
				84027221-54100	SUPPLIES	\$75.00
Vendor Total:					\$150.00	
ROBERT TRIPATHI	05232022	CONSULTING WORK RELATED TO LAN	\$675.00	10022100-52100	CONTRACTUAL SERVICES	\$675.00
Vendor Total:					\$675.00	

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
RONNIE J HART	2218	TWO AXLE ALIGNMENT, TRAVEL	\$400.00	10521210-56130	EXTERNAL SERVICES	\$400.00
	2219	TWO AXLE ALIGNMENT, TRAVEL	\$400.00	10521210-56130	EXTERNAL SERVICES	\$400.00
	Vendor Total:					\$800.00
RYAN KRIKEN	BA FY21/22	BOOT ALLOWANCE	\$142.35	84027225-54100	SUPPLIES	\$142.35
					Vendor Total:	\$142.35
SAUL PEREZ	TA 6/12-17/22	TRAVEL ADVANCE	\$850.05	10020210-57100	LEARNING AND DEVELOPMENT	\$850.05
					Vendor Total:	\$850.05
SAVINGS BANK OF MENDOCINO COUNTY	MAY 22	LOVERS LANE LOAN PAYMENT	\$1,945.41	91500000-70103	LOAN INTEREST	\$298.29
				91800000-70103	LOAN INTEREST	\$696.01
				91500000-70201	LOAN PRINCIPAL PAYMENTS	\$285.33
				91800000-70201	LOAN PRINCIPAL PAYMENTS	\$665.78
				Vendor Total:		\$1,945.41
STERICYCLE INC	3006021442	"SHARPS" DISPOSAL AS NEEDED	\$44.31	10020210-54100	SUPPLIES	\$44.31
					Vendor Total:	\$44.31
THURSTON CHRYSLER DODGE JEEP RAM	22233	AC NOZZLE	\$15.75	10020210-56130	EXTERNAL SERVICES	\$15.75
	22231	HOSE	\$72.97	10020210-56130	EXTERNAL SERVICES	\$72.97
	22238	2017 DODGE CHARGER FUEL TANK	\$1,147.79	10020210-56130	EXTERNAL SERVICES	\$1,147.79
	CM22232	KEY FOB WARRANTY - 22232	(\$164.84)	10022100-56130	EXTERNAL SERVICES	(\$164.84)
	22232	KEY FOB	\$164.84	10022100-56130	EXTERNAL SERVICES	\$164.84
	22306	FUEL FILTER, AIR FILTER	\$266.89	20324100-58510	REIMBURSABLE JOBS	\$266.89
	Vendor Total:					\$1,503.40
TUFTS POLYGRAPH & INVESTIGATION	2022-696(B)	POLYGRAPH & INVESTIGATION SERVICE	\$950.00	10020210-54161	BACKGROUND & PHYSICALS	\$950.00
	2022-695	SWORN APPLICANT BACKGROUND INV	\$2,478.65	10020210-54161	BACKGROUND & PHYSICALS	\$2,478.65
	Vendor Total:					\$3,428.65
UKIAH ROUND TREE GLASS INC	18831	WINDSHIELD TOYOTA	\$354.26	82027111-56130	EXTERNAL SERVICES	\$354.26
					Vendor Total:	\$354.26
ULINE	148732099	POLYTUBING	\$858.39	84027225-54100	SUPPLIES	\$858.39
					Vendor Total:	\$858.39

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
US CELLULAR	0506888129	CELL PHONES	\$692.48	10024620-55100	TELEPHONE	\$31.48
				80026400-55100	TELEPHONE	\$61.73
				80026400-55100	TELEPHONE	\$121.48
				82027110-55100	TELEPHONE	\$60.24
				82027111-55100	TELEPHONE	\$210.07
				84027221-55100	TELEPHONE	\$60.24
				84027225-55100	TELEPHONE	\$147.24
				Vendor Total:		
US POST OFFICE	DV060222	RECREATION POSTAGE PERMIT #243	\$3,052.45	10022850-54101	POSTAGE	\$3,052.45
				Vendor Total: \$3,052.45		
USA BLUEBOOK	974091	SCREEN	\$236.05	82027111-56300	BUILDING MAINT. & REPAIR	\$236.05
				Vendor Total: \$236.05		
VERIZON WIRELESS	9906908755	DATA & EMERGENCY LOANER PHONES	\$2,759.05	80126100-80100	MACHINERY & EQUIPMENT	\$152.04
				10020210-55100	TELEPHONE	\$76.02
				10022100-55100	TELEPHONE	\$198.05
				10022810-55100	TELEPHONE	\$38.01
				10022840-55100	TELEPHONE	\$38.01
				10022840-55100	TELEPHONE	\$38.01
				10023100-55100	TELEPHONE	\$38.01
				10024210-55100	TELEPHONE	\$69.69
				10024620-55100	TELEPHONE	\$53.97
				20012100-55100	TELEPHONE	\$38.01
				20913900-55100	TELEPHONE	\$476.99
				70024500-55100	TELEPHONE	\$28.51
				77725200-55100	TELEPHONE	\$118.03
				80026210-55100	TELEPHONE	\$38.01
				80026400-55100	TELEPHONE	\$352.10
				82027110-55100	TELEPHONE	\$110.86
				82027111-55100	TELEPHONE	\$76.02

List of Checks Presented for Approval on 6/3/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
VERIZON WIRELESS	9906908755	DATA & EMERGENCY LOANER PHONES	\$2,759.05	82027114-55100	TELEPHONE	\$300.15
				84027221-55100	TELEPHONE	\$466.31
				84027225-55100	TELEPHONE	\$52.25
				Vendor Total:		\$2,759.05
VICTOR STANLEY, INC	SI50528	REPLACEMENT LINER	\$594.81	10024210-54100	SUPPLIES	\$594.81
				Vendor Total:		\$594.81
WAGNER & BONSIGNORE	05-22-965	EUD WATER RIGHTS REPORTING AND	\$136.50	80026220-52100	CONTRACTUAL SERVICES	\$136.50
				Vendor Total:		\$136.50
WALMART COMMUNITY	03773	DAYCAMP SUPPLIES	\$85.59	10022840-54100	SUPPLIES	\$85.59
	04838	SOAP, BLEACH, ALOE, CLEANING SPRAY	\$66.04	80026120-54100	SUPPLIES	\$66.04
			Vendor Total:		\$151.63	
WELTY, WEAVER & CURRIE	8582	LEGAL SERVICES - WATER RESOURCE	\$5,025.00	82027110-52150	LEGAL SERVICES/ EXPENSES	\$5,025.00
	8581	LEGAL SERVICES - WATER RESOURCE	\$12,512.50	82027110-52150	LEGAL SERVICES/ EXPENSES	\$12,512.50
			Vendor Total:		\$17,537.50	
WEST YOST ASSOCIATES INC	2049254	RRWA EXECUTIVE DIRECTOR SERVIC	\$25,446.69	91190100-52100	CONTRACTUAL SERVICES	\$25,446.69
				Vendor Total:		\$25,446.69
WESTERN RENEWABLE ENERGY GENERATION	WR31440	WREGIS CERTIFICATE FEES	\$0.03	80026400-52100	CONTRACTUAL SERVICES	\$0.03
	WR30956	WREGIS CERTIFICATE FEES	\$0.22	80026400-52100	CONTRACTUAL SERVICES	\$0.22
	WR30473	WREGIS CERTIFICATE FEES	\$0.66	80026400-52100	CONTRACTUAL SERVICES	\$0.66
	WR31988	WREGIS CERTIFICATE FEES	\$125.74	80026400-52100	CONTRACTUAL SERVICES	\$125.74
			Vendor Total:		\$126.65	
WILLOW COUNTY WATER DIST	10010 MAY 22	WATER SERVICES - 1500 S STATE ST	\$61.18	10521210-55210	UTILITIES	\$61.18
	40351 MAY 22	WATER SERVICES - 1640 S STATE ST	\$101.47	31122000-55210	UTILITIES	\$101.47
	40353 MAY 22	WATER SERVICES - 1640 S STATE ST	\$114.66	31122000-55210	UTILITIES	\$114.66
	84454 MAY 22	WATER SERVICES - SEWER TREATMENT PLANT	\$157.15	84027225-55210	UTILITIES	\$157.15
		Vendor Total:		\$434.46		
WYATT IRRIGATION CO	305206 01	VALVE	\$39.08	10022100-54100	SUPPLIES	\$39.08
		Vendor Total:		\$39.08		

List of Checks Presented for Approval on 6/3/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
XEROX CORP	016262172	COPIER LEASE - SEE ADD'L DESCR	\$104.76	20012200-54500	EQUIP RENTS AND LEASES	\$104.76
Vendor Total:						\$104.76
INVOICE TOTAL:						\$592,022.95

List of Checks Presented for Approval on 6/10/2022

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

Sgt. Sanjiv

D. R. J.

CR

Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ACME RIGGING & SUPPLY CO	325257	DISCHARGE HOSE, BANDIT CLAMP	\$306.43	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$306.43
	325160	HOSE, CLAMP, HOSE ASSEMBLY	\$470.08	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$470.08
	325256	HOSE ASSEMBLY, SUCTION HOSE, CLAMP	\$887.98	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$887.98
	325255	SUCTION HOSE, CLAMP, HOSE ASSEMBLE	\$991.12	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$991.12
	Vendor Total:					\$2,655.61
ADOLPH KIEFER & ASSOCIATES LLC	INV001184990	RISE PLASTIC BACKBOARD KIT WIT	\$867.59	10022300-54100	SUPPLIES	\$867.59
					Vendor Total:	
AL SMATSKY	129	DESIGN, ENGINEERING & CONSULTA	\$3,925.00	80026400-52100	CONTRACTUAL SERVICES	\$145.00
				80126100-80230	INFRASTRUCTURE	\$290.00
				80126100-80230	INFRASTRUCTURE	\$1,480.00
				80126100-80230	INFRASTRUCTURE	\$2,010.00
				Vendor Total:		\$3,925.00
ALL STAR PAINTING INC	2122100 RET	CONTRACT 2122100 RETAINAGE	\$3,690.00	10000000-20150	AP CONTRACT RETAINAGE	\$1,107.00
				10000000-20150	AP CONTRACT RETAINAGE	\$2,583.00
				Vendor Total:		\$3,690.00
ALLEN JAMES	DV051422	INSTRUCTOR	\$595.00	10022850-52100	CONTRACTUAL SERVICES	\$595.00
					Vendor Total:	
ALPHA ANALYTICAL LABORATORIES INC	2054174-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$133.00	84027225-52100	CONTRACTUAL SERVICES	\$133.00
	2052821-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$192.00	84027225-52100	CONTRACTUAL SERVICES	\$192.00
	2054966-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$210.00	84027225-52100	CONTRACTUAL SERVICES	\$210.00
	2054911-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$255.00	84027225-52100	CONTRACTUAL SERVICES	\$255.00
	2053389-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$295.00	84027225-52100	CONTRACTUAL SERVICES	\$295.00
	2055021-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$320.00	84027225-52100	CONTRACTUAL SERVICES	\$320.00

List of Checks Presented for Approval on 6/10/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ALPHA ANALYTICAL LABORATORIES INC	2055437-UKIAHSTP	MISC. LABORATORY WORK AS NEEDED	\$375.00	84027225-52100	CONTRACTUAL SERVICES	\$375.00
Vendor Total:						\$1,780.00
AMAZON CAPITAL SERVICES, INC	16V4-YNP4-P43K	BLUETOOTH HEADPHONES	\$145.88	10023100-54330	COMPUTER AND TECHNOLOGY	\$145.88
	16NW-GQ4L-MYFQ	ANKER USB ADAPTERS	\$40.81	20012100-54330	COMPUTER AND TECHNOLOGY	\$40.81
	13TF-61GR-C9GT	FAN, ATTIC FAN, SHUTTERS	\$254.51	20012500-56120	EQUIPMENT MAINTENANCE & REPAIR	\$254.51
	1WLF-HK3V-64GF	FLOOD BEAM	\$217.75	10521210-56130	EXTERNAL SERVICES	\$217.75
	1WN7-VYGY-3TM9	CORDLESS SAW	\$103.43	82027114-54102	SMALL TOOLS	\$103.43
	1L93-QWN3-PNJH	BINDING COVERS	\$40.38	10024620-54100	SUPPLIES	\$40.38
Vendor Total:						\$802.76
AMERICAN NATIONAL RED CROSS & ITS CONSTITUENT	2248122	FIRST AID/CPR/AED BLOODBORNE	\$215.00	10022840-54100	SUPPLIES	\$215.00
Vendor Total:						\$215.00
ANIXTER	5271276-00	FUSE LINK, TAPE ELECTR VINYL	\$123.85	80000000-12104	INVENTORY - PURCHASES	\$123.85
	5298009-00	FUSE LINK 30A REMOVABLE BTN HD	\$169.28	80000000-12104	INVENTORY - PURCHASES	\$169.28
	5266715-01	BURNDY MULTI-TAP TRANSFORMER C	\$791.74	80000000-12104	INVENTORY - PURCHASES	\$791.74
	5271276-01	TAPE ELECTR VINYL	\$851.40	80000000-12104	INVENTORY - PURCHASES	\$851.40
	5112042-06	(FO-10) ATGN420/474 AFL ADSS T	\$2,084.96	80000000-12104	INVENTORY - PURCHASES	\$2,084.96
	5266715-00	BURNDY MULTI-TAP TRANSFORMER C	\$2,151.28	80000000-12104	INVENTORY - PURCHASES	\$2,151.28
	5174056-00	(DE-B-AL1) DEADEND, BOLTED ALU	\$2,721.88	80000000-12104	INVENTORY - PURCHASES	\$2,721.88
	5318479-01	(2U-EL-1-0) ELBOW, LOADBREAK 1	\$4,844.94	80000000-12104	INVENTORY - PURCHASES	\$4,844.94
Vendor Total:						\$13,739.33
AT&T	000018288678	T1 TO INTERNET FOR DOJ/CLETS	\$307.40	10020210-55100	TELEPHONE	\$153.70
				20620231-55100	TELEPHONE	\$153.70
	2799 JUNE 22	INTERNET	\$100.07	10022100-55100	TELEPHONE	\$100.07
	3138 MAY 22	DSL FOR 911 REMOTE SUPPORT	\$230.05	20620231-55100	TELEPHONE	\$230.05
Vendor Total:						\$637.52
BADGER METER INC	1506123	(M-59-B) METER, WATER 3/4" MOD	\$6,652.50	82000000-12104	INVENTORY - PURCHASES	\$6,652.50
Vendor Total:						\$6,652.50

List of Checks Presented for Approval on 6/10/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
BARTLEY PUMP PM, LLC	65083 D	PULL PUMP OUT OF WELL #8 AND R	\$79,462.00	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$79,462.00
					Vendor Total:	\$79,462.00
CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	200013408	REGISTRATION - M REYNOLDS	\$75.00	20013210-57100	LEARNING AND DEVELOPMENT	\$75.00
					Vendor Total:	\$75.00
CANDICE RASMASON - PETTY CASH	060822	REPLENISH PETTY CASH	\$129.47	20824300-56130	EXTERNAL SERVICES	\$10.85
				20013220-54700	FINES & PENALTIES	\$7.00
				10024620-57100	LEARNING AND DEVELOPMENT	\$16.53
				20013220-57100	LEARNING AND DEVELOPMENT	\$2.86
				20013400-57100	LEARNING AND DEVELOPMENT	\$8.36
				20324100-57100	LEARNING AND DEVELOPMENT	\$8.00
				77725200-57100	LEARNING AND DEVELOPMENT	\$0.65
				82027111-57100	LEARNING AND DEVELOPMENT	\$16.53
				84027225-57100	LEARNING AND DEVELOPMENT	\$26.05
				80026400-54100	SUPPLIES	\$16.32
				80026400-54100	SUPPLIES	\$16.32
					Vendor Total:	\$129.47
CARTER GRISSOM	DV061222	PROMOTER FOR SUNDAYS IN THE PA	\$500.00	90000000-23226	CONCERT SERIES	\$500.00
					Vendor Total:	\$500.00
CINDY SAUERS	DV060122	REIMBURSEMENT - MEETING LUNCHEON	\$48.18	80026400-54100	SUPPLIES	\$48.18
					Vendor Total:	\$48.18
CITIBANK N.A.	0062978G	BIRTHDAY SUPPLIES	\$29.98	20016100-54167	EMPLOYEE DEVELOPMENT	\$29.98
	57531G	BIRTHDAY SUPPLIES	\$41.97	20016100-54167	EMPLOYEE DEVELOPMENT	\$41.97
	59787G	BIRTHDAY SUPPLIES	\$43.97	20016100-54167	EMPLOYEE DEVELOPMENT	\$43.97

List of Checks Presented for Approval on 6/10/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CITIBANK N.A.	STMT052022	LATE FEE/INTEREST	\$41.23	20413500-54100	SUPPLIES	\$41.23
Vendor Total:						\$157.15
COLE GOWAN	BA FY21/22	BOOT ALLOWANCE	\$150.00	84027225-54100	SUPPLIES	\$150.00
Vendor Total:						\$150.00
COLLEEN HOLLY HUNT	02112	STORM WATER SUPPORT SERVICES F	\$532.50	10024224-52100	CONTRACTUAL SERVICES	\$532.50
Vendor Total:						\$532.50
COMCAST	0472 MAY 22	INTERNET SERVICES	\$163.78	20913900-55100	TELEPHONE	\$163.78
	1296 MAY 22	INTERNET SERVICES	\$180.14	20913900-55100	TELEPHONE	\$180.14
	4635 MAY 22	INTERNET SERVICES	\$250.50	20913900-55100	TELEPHONE	\$250.50
	9780 MAY 22	INTERNET SERVICES	\$162.51	73022600-55100	TELEPHONE	\$162.51
Vendor Total:						\$756.93
COOPER COMPLIANCE CORPORATION	2646	COMPLIANCE & REPORTING SERVICE	\$500.00	80026400-52100	CONTRACTUAL SERVICES	\$500.00
Vendor Total:						\$500.00
DANIEL F MEAD	51290	DUPLICATE KEYS, REPAIRS & MISC	\$56.13	20822500-56300	BUILDING MAINT. & REPAIR	\$56.13
	51260	DUPLICATE KEYS, REPAIRS & MISC	\$561.22	20822500-56300	BUILDING MAINT. & REPAIR	\$561.22
	51250	DUPLICATE KEYS, REPAIRS & MISC	\$10.23	10020210-54100	SUPPLIES	\$10.23
Vendor Total:						\$627.58
DAVID RAPPORT	7397	LEGAL SERVICES FOR FY 21/22	\$19,706.91	10514000-52150	LEGAL SERVICES/EXPENSES	\$710.72
				20014000-52150	LEGAL SERVICES/EXPENSES	\$190.87
				20014000-52150	LEGAL SERVICES/EXPENSES	\$13,172.26
				20414000-52150	LEGAL SERVICES/EXPENSES	\$291.32
				80014000-52150	LEGAL SERVICES/EXPENSES	\$1,870.99
				84014000-52150	LEGAL SERVICES/EXPENSES	\$3,136.73
				90214000-52150	LEGAL SERVICES/EXPENSES	\$334.02
Vendor Total:						\$19,706.91
DC ELECTRIC GROUP INC	431623	REPLACE FAILED TRAFFIC SIGNAL	\$49,895.00	10024214-52100	CONTRACTUAL SERVICES	\$49,895.00
Vendor Total:						\$49,895.00

List of Checks Presented for Approval on 6/10/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
DELL MARKETING LP	10578786770	DELL LATITUDE 7420 - BUILD YOU	\$2,214.46	10023320-54330	COMPUTER AND TECHNOLOGY	\$2,214.46
	10579699060	DELL LATITUDE 7520 XCTO	\$2,208.71	20413510-54330	COMPUTER AND TECHNOLOGY	\$1,104.35
				20413520-54330	COMPUTER AND TECHNOLOGY	\$1,104.36
	10575038428	DELL LATITUDE 7520 XCTO - BUIL	\$2,373.91	20620231-54330	COMPUTER AND TECHNOLOGY	\$2,373.91
	Vendor Total:					\$6,797.08
DEPARTMENT OF HEALTH CARE SERVICES	GEMT 120921	OVERPAYMENT GROUND EMERGENCY MEDICAL TRANSPORT	\$8,964.40	71021100-52110	AMBULANCE BILLING	\$8,964.40
					Vendor Total:	
DEPT OF FORESTRY & FIRE PROTECTION	FS-S1900299	FSTEP TRAINING S-1910	\$1,125.00	10521210-57100	LEARNING AND DEVELOPMENT	\$1,125.00
	CF-FADO1A0847	CFSTES TRAINING, DRIVER/OPERAT	\$3,360.00	10521210-57100	LEARNING AND DEVELOPMENT	\$3,360.00
	CF-FADO1B0447	CFSTES TRAINING, DRIVER/OPERAT	\$3,360.00	10521210-57100	LEARNING AND DEVELOPMENT	\$3,360.00
	Vendor Total:					\$7,845.00
DETROIT INDUSTRIAL TOOL	590835	DI C/O WHEEL 14 X 5/32 X 20MM	\$1,239.47	82027114-54102	SMALL TOOLS	\$1,239.47
					Vendor Total:	
DON BROWN	BA FY21/22	BOOT ALLOWANCE	\$150.00	82027114-54100	SUPPLIES	\$75.00
				84027221-54100	SUPPLIES	\$75.00
				Vendor Total:		\$150.00
ENVIRONMENTAL SCIENCE ASSOCIATES INC	174038	SOIL SAMPLING - RIVERSIDE PARK	\$3,015.33	10022100-52100	CONTRACTUAL SERVICES	\$3,015.33
					Vendor Total:	
FERGUSON US HOLDINGS INC	1716031	PVC GJ SWR PIPE	\$947.21	80000000-12104	INVENTORY - PURCHASES	\$947.21
	0215149	HYDRANTPRO ALUM SWVL DIFF	\$568.40	82027114-54100	SUPPLIES	\$568.40
	Vendor Total:					\$1,515.61
GRAINGER INC	9327920873	CHEMICAL PHENYLRSN OXIDE	\$283.37	84027225-54103	LAB SUPPLIES	\$283.37
					Vendor Total:	
HACH COMPANY	13051071	PAO STD SOLN	\$327.82	84027225-54103	LAB SUPPLIES	\$327.82
	13055197	CALIBRATION KIT	\$355.87	84027225-54103	LAB SUPPLIES	\$355.87
	Vendor Total:					\$683.69
HERC RENTALS INC	32757313-002	WATER TRUCK RENTAL - ON GOING	\$2,988.81	10024620-56410	EQUIPMENT RENTAL - PRIVATE	\$996.28

List of Checks Presented for Approval on 6/10/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
HERC RENTALS INC	32757313-002	WATER TRUCK RENTAL - ON GOING	\$2,988.81	82027114-56410	EQUIPMENT RENTAL - PRIVATE	\$996.26
				84027221-56410	EQUIPMENT RENTAL - PRIVATE	\$996.27
				Vendor Total:		\$2,988.81
HINDERLITER DE LLAMAS AND ASSOCIATES	SIN018061	SALES, USE & TRANSACTIONS TAX	\$1,354.95	20013400-52100	CONTRACTUAL SERVICES	\$1,354.95
				Vendor Total:		\$1,354.95
INTEGRITY SHRED LLC	132454	DOCUMENT SHREDDING	\$350.00	20012500-52100	CONTRACTUAL SERVICES	\$350.00
	132270	DOCUMENT SHREDDING	\$61.00	20513300-52100	CONTRACTUAL SERVICES	\$61.00
				Vendor Total:		\$411.00
KEISER CORPORATION	255033	#006070 FORCE MACHINE KEISER S	\$3,624.61	10521210-54100	SUPPLIES	\$1,812.31
				71021100-54100	SUPPLIES	\$1,812.30
				Vendor Total:		\$3,624.61
KEITH QUIGLEY	TA 6/20-23/22	TRAVEL ADVANCE	\$132.00	10521210-57100	LEARNING AND DEVELOPMENT	\$132.00
				Vendor Total:		\$132.00
KEN FOWLER MOTORS INC	35320	ELEMENT	\$36.21	10521210-56130	EXTERNAL SERVICES	\$36.21
				Vendor Total:		\$36.21
LEGAL SHIELD	38295 MAY 22	MAY 22 PRE-PAID LEGAL SERVICES	\$25.90	20700000-20526	PREPAID LEGAL - AFLAC	\$25.90
				Vendor Total:		\$25.90
LIEBERT CASSIDY WHITMORE	218419	LEGAL SERVICES PERTAINING TO E	\$333.00	20016100-52150	LEGAL SERVICES/ EXPENSES	\$333.00
	218417	LEGAL SERVICES PERTAINING TO E	\$552.00	20016100-52150	LEGAL SERVICES/ EXPENSES	\$552.00
	218418	LEGAL SERVICES PERTAINING TO E	\$957.00	20016100-52150	LEGAL SERVICES/ EXPENSES	\$957.00
				Vendor Total:		\$1,842.00
LINCOLN AQUATICS	D7666532	MAYTRONICS C7 DOLPHIN POOL CLE	\$5,169.26	10022300-54100	SUPPLIES	\$5,169.26
				Vendor Total:		\$5,169.26
MELTON DESIGN GROUP INC	604	LANDSCAPE ARCHITECT - RIVERSIDE	\$8,529.30	30522250-80220	BUILDING IMPROVEMENTS	\$8,529.30
	6096	LANDSCAPE ARCHITECT - RIVERSIDE	\$22,291.85	30522250-80220	BUILDING IMPROVEMENTS	\$22,291.85
				Vendor Total:		\$30,821.15

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
NICK KIRBY	BA FY21/22	BOOT ALLOWANCE	\$150.00	82027114-54100	SUPPLIES	\$75.00
				84027221-54100	SUPPLIES	\$75.00
				Vendor Total:		\$150.00
ONE TIME PAY VENDOR	B 27586	UVCC REFUND - SHARON HURT	\$200.00	73000000-46712	ROOM RENTALS	\$200.00
	125875-5	UTILITY REFUND - ROBERT WINTER	\$59.63	90100000-10421	UTILITY RECEIVABLES CLEARING	\$59.63
	Vendor Total:		\$259.63			
ONESOURCE DISTRIBUTORS LLC	S6959415.002	CPS 30010 SLEEVE ALUMINUM	\$101.65	80000000-12104	INVENTORY - PURCHASES	\$101.65
	S6939499.003	(CO-287) CONN, PIERCING, 4/0-2	\$298.93	80000000-12104	INVENTORY - PURCHASES	\$298.93
	S6959415.001	PRIME 59213N 3" SCH30 U-GUARD	\$531.47	80000000-12104	INVENTORY - PURCHASES	\$531.47
	S6939499.004	(CO-287) CONN, PIERCING, 4/0-2	\$1,042.59	80000000-12104	INVENTORY - PURCHASES	\$1,042.59
	S6972513.003	(TP-2-88) TAPE VINYL, BLACK, 2	\$1,491.32	80000000-12104	INVENTORY - PURCHASES	\$1,491.32
	S6972513.002	(TP-2-88) TAPE VINYL, BLACK, 2	\$2,482.35	80000000-12104	INVENTORY - PURCHASES	\$2,482.35
	S6972513.001	(TP-2-88) TAPE VINYL, BLACK, 2	\$5,578.21	80000000-12104	INVENTORY - PURCHASES	\$5,578.21
	Vendor Total:		\$11,526.52			
ONLINE INFORMATION SRVS INC	1123770	UTILITY EXCHANGE REPORTING FY	\$155.99	20513300-52100	CONTRACTUAL SERVICES	\$155.99
	1129413	UTILITY EXCHANGE REPORTING FY	\$190.14	20513300-52100	CONTRACTUAL SERVICES	\$190.14
	Vendor Total:		\$346.13			
OPERATING ENGINEERS UNION	2204	APR 22 PW UNION DUES	\$1,005.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$1,005.00
	2205-1	MAY 22 PW UNION DUES	\$1,005.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$1,005.00
	2205	MAY 22 ADMIN AND MAINT UNION DUES	\$1,488.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$1,488.00
	Vendor Total:		\$3,498.00			
OPPERMAN & SON INC	01P54780	RETURN - FILTER, TIE END	(\$99.69)	20324100-56112	EQUIPMENT PARTS FOR RESALE	(\$99.69)
	01P54373	TIE END	\$101.21	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$101.21
	01P54699	COOLANT TEST STRIPS, CLAMP	\$92.20	20822500-56130	EXTERNAL SERVICES	\$30.73
				82027111-56130	EXTERNAL SERVICES	\$30.73
				84027225-56130	EXTERNAL SERVICES	\$30.74
	01P54697	FUEL FILTERS	\$160.49	20822500-56130	EXTERNAL SERVICES	\$114.38

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
OPPERMAN & SON INC	01P54697	FUEL FILTERS	\$160.49	82027111-56130	EXTERNAL SERVICES	\$46.11
	01P53649 1	SHORT PAID INV01P53649 PO47594	\$5.20	77725200-56130	EXTERNAL SERVICES	\$5.20
	01P54377	FUEL FILTERS	\$58.93	80026110-56130	EXTERNAL SERVICES	\$11.48
				82027111-56130	EXTERNAL SERVICES	\$14.96
				82027111-56130	EXTERNAL SERVICES	\$32.49
	01P54287	BOWDENPIN, CABLE END	\$4.57	20324100-58510	REIMBURSABLE JOBS	\$4.57
	01P54248	6' VERNIER HD ADJ LOCK CABLE	\$115.25	20324100-58510	REIMBURSABLE JOBS	\$115.25
					Vendor Total:	\$438.16
PACE SUPPLY CORPORATION	027721487	GASKET RUBBER, PLUG BRASS	\$16.29	82027111-56300	BUILDING MAINT. & REPAIR	\$16.29
	027745559	MESH SANDCLOTH, ACID BRUSH	\$22.34	82027111-56300	BUILDING MAINT. & REPAIR	\$22.34
	027729419	COPPER X MID ADAPTER	\$71.67	82027111-56300	BUILDING MAINT. & REPAIR	\$71.67
	027721029	BALL VALVE	\$85.83	82027111-56300	BUILDING MAINT. & REPAIR	\$85.83
	027730085	POLYWRAP PURPLE	\$364.42	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$364.42
	027713814	6" x 20' PBC C900 DR18 BLUE PI	\$7,732.85	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$7,732.85
	027747759	MISCELLANEOUS PARTS PICKED UP	\$1,194.66	83027330-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,194.66
	027747506	PVC PIPE, SPEARS, COUPLING	\$400.64	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$400.64
	027455490	MUELLER GATE VALVE, 10 FLG X F	\$2,119.38	82227113-80230	INFRASTRUCTURE	\$2,119.38
	027653645-4	(B-225) BUSHING, BRASS 2" X 3/	\$1,254.24	82000000-12104	INVENTORY - PURCHASES	\$1,254.24
	027736376	(M-C-3) METER COUPLER 3/4 X 2-	\$5,705.59	82000000-12104	INVENTORY - PURCHASES	\$5,705.59
	027678118	1 PVC 80 MIP PLUG 850-010	\$16.76	82027111-54100	SUPPLIES	\$16.76
	027745824	SEAL TAPE, 6 PVC	\$163.05	83027330-54100	SUPPLIES	\$163.05
					Vendor Total:	\$19,147.72
PAPE MACHINERY	444483	#806-37583 ASSY, CBL SON	\$2,287.04	84027221-56130	EXTERNAL SERVICES	\$2,287.04
					Vendor Total:	\$2,287.04
PETERSON POWER SYSTEMS INC	PR060019570	CORE RETURN PC060174524	(\$34.52)	77725200-56130	EXTERNAL SERVICES	(\$34.52)
	PC060174377	HOSE	\$58.25	77725200-56130	EXTERNAL SERVICES	\$58.25
	PC060174524	BATTERIES	\$361.70	77725200-56130	EXTERNAL SERVICES	\$361.70
	PR060019543	CORE RETURN PC060174322	(\$34.52)	80026110-56130	EXTERNAL SERVICES	(\$34.52)

List of Checks Presented for Approval on 6/10/2022

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PETERSON POWER SYSTEMS INC	PC060174322	BATTERIES	\$361.70	80026110-56130	EXTERNAL SERVICES	\$361.70
	PC060174664	BATTERIES	\$735.40	82027111-56130	EXTERNAL SERVICES	\$735.40
	PC060174400	FILTERS, ELEMENTS, SEALS	\$330.18	84027225-56130	EXTERNAL SERVICES	\$330.18
	G0404401	CATERPILLAR MODEL 304E2 EXCAVA	\$90,122.17	82027114-80100	MACHINERY & EQUIPMENT	\$45,061.08
				84027221-80100	MACHINERY & EQUIPMENT	\$45,061.09
Vendor Total:						\$91,900.36
POLYDYNE INC	1645313	LIQUID POLYMER EMULSION FY21/2	\$3,595.15	84027225-58202	CHEMICALS	\$3,595.15
	1645312	LIQUID POLYMER ALKYLAMINE FY21	\$7,955.51	84027225-58202	CHEMICALS	\$7,955.51
Vendor Total:						\$11,550.66
PRESS DEMOCRAT	37554	EMPLOYMENT ADS	\$1,324.01	20016100-54162	ADVERTISING	\$292.50
				10020210-52515	ADVERTISING & PUBLICATION	\$292.50
				80026400-54203	RECRUITMENT	\$174.00
				80026400-54203	RECRUITMENT	\$565.01
Vendor Total:						\$1,324.01
PUBLIC SERVICE DEPARTMENT	CDBG 13	UTILITY SERVICE SUBSISTENCE PA	\$925.34	61123410-59501	GRANTS ISSUED	\$925.34
	DV060622	CA WW ARREARAGE PAYMENT PROGRAM	\$136,880.09	84027220-59501	GRANTS ISSUED	\$136,880.09
Vendor Total:						\$137,805.43
REDWOOD COAST FUELS	2329868	CARDLOCK FUEL PURCHASES	\$491.06	10024620-56210	FUEL & FLUIDS	\$491.06
	2329759	CARDLOCK FUEL PURCHASES	\$51.87	20324100-58410	GARAGE LUBRICANTS & PARTS	\$51.87
	2329870	CARDLOCK FUEL PURCHASES	\$730.88	20324100-58410	GARAGE LUBRICANTS & PARTS	\$730.88
Vendor Total:						\$1,273.81
REDWOOD EMPIRE MUNICIPAL INSURANCE FUND	22-06 EAP	JUNE 22 EAP REMIF INSURANCE/ MAY DEDUCTIONS	\$572.26	20700000-20520	P/R DEDUCT.- MEDICAL INS	\$572.26
Vendor Total:						\$572.26
REDWOOD FORD	338436	FILTER	\$17.11	10020210-56130	EXTERNAL SERVICES	\$17.11
	338386	WEATHERSTIP	\$25.35	10024620-56130	EXTERNAL SERVICES	\$25.35
	338412	FILTER, ELEMENT	\$75.43	10521210-56130	EXTERNAL SERVICES	\$75.43
	FOCS162910	SERVICE CHECK ENGINE LAMP	\$416.51	20324100-56130	EXTERNAL SERVICES	\$416.51
	338445	ELEMENT KIT, FILTER	\$227.39	80026110-56130	EXTERNAL SERVICES	\$227.39

List of Checks Presented for Approval on 6/10/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
REDWOOD FORD	338512	ELEMENT	\$19.12	82027114-56130	EXTERNAL SERVICES	\$19.12
					Vendor Total:	\$780.91
REDWOOD TOXICOLOGY LAB INC	00169820223	DRUG SCREEN TESTING	\$13.72	10020210-52100	CONTRACTUAL SERVICES	\$13.72
					Vendor Total:	\$13.72
SAGE SANGIACOMO	DV060322	REIMBURSEMENT - CITY MANAGER GROUP LUNCHEON	\$48.35	20012100-57100	LEARNING AND DEVELOPMENT	\$48.35
					Vendor Total:	\$48.35
SAUBER MFG CO	PSI221469	#18595 REEL POSITIONING COLLAR	\$1,193.76	90000000-20210	BASIC TAX 7.5%	(\$98.51)
				80026110-56130	EXTERNAL SERVICES	\$98.51
				80026110-56130	EXTERNAL SERVICES	\$1,193.76
					Vendor Total:	\$1,193.76
SOLID WASTES SYSTEMS INC	APR 22	RESIDENTIAL GARBAGE FEES	\$56,566.27	90200000-52170	UKIAH WASTE SOLUTIONS	\$56,566.27
					Vendor Total:	\$56,566.27
SOUTHWEST VALVE LLC	6918	ASCO SOLENOID VALVE	\$813.46	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$813.46
					Vendor Total:	\$813.46
STEVEN RATLEY	2202-02	ARCHITECTURAL SVC & PLANS FOR	\$7,500.00	80126100-80220	BUILDING IMPROVEMENTS	\$7,500.00
					Vendor Total:	\$7,500.00
SYDNEY DEARBORN	S5923555	JUNE 22 REIMBURSEMENT - MEDICAL INSURANCE	\$145.65	91500000-20561	ACCRUED SICK	\$145.65
					Vendor Total:	\$145.65
TASC	IN2399460	FSA ADMIN FEES & RENEWAL FEES	\$279.32	20016100-52151	EMPLOYEE BENEFIT ADMIN FEES	\$279.32
					Vendor Total:	\$279.32
TRACI BOYL	DV051622	REIMBURSEMENT - FITNESS CHALLENGE	\$229.04	20012200-54167	EMPLOYEE DEVELOPMENT	\$229.04
					Vendor Total:	\$229.04
UKIAH VALLEY SANITATION DIST	119664	CDBG SUBSISTENCE - JULIA DURAN	\$501.14	61123410-59501	GRANTS ISSUED	\$501.14
					Vendor Total:	\$501.14
US BANK CORPORATE PAYMENT SERVICES	MAY 22	CAL CARD PURCHASES	\$10,691.36	10521210-56300	BUILDING MAINT. & REPAIR	\$98.77
				10521210-54330	COMPUTER AND TECHNOLOGY	\$762.60
				71021100-54330	COMPUTER AND TECHNOLOGY	\$519.15

List of Checks Presented for Approval on 6/10/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
US BANK CORPORATE PAYMENT SERVICES	MAY 22	CAL CARD PURCHASES	\$10,691.36	10521210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$230.20
				10521210-56210	FUEL & FLUIDS	\$174.05
				10521210-57100	LEARNING AND DEVELOPMENT	\$5,291.63
				71021100-57100	LEARNING AND DEVELOPMENT	(\$40.00)
				10521210-54101	POSTAGE	\$37.00
				10521210-54102	SMALL TOOLS	\$1,082.90
				10521210-54320	SOFTWARE	\$44.99
				10521210-54106	SPECIALTY SUPPLIES	\$186.55
				71021100-54106	SPECIALTY SUPPLIES	\$52.15
				10521210-54100	SUPPLIES	(\$104.42)
				10521210-54100	SUPPLIES	\$2,132.91
				10521210-55100	TELEPHONE	\$18.20
				10521210-52181	VOLUNTEER EXPENSES	\$204.68
Vendor Total:					\$10,691.36	
VWR INTERNATIONAL LLC	8808589404	FILTER GLASS 934AH 5.5CM	\$156.45	84027225-54103	LAB SUPPLIES	\$156.45
	8808593816	PIPET SERO PS PLG PAP/PLST	\$212.58	84027225-54103	LAB SUPPLIES	\$212.58
Vendor Total:					\$369.03	
WERLE ENTERPRISE LLC	0419027	SUNDAYS IN THE PARK POSTER	\$220.64	90000000-23226	CONCERT SERIES	\$220.64
	Vendor Total:					\$220.64
WYATT IRRIGATION CO	305942 01	2 PVC SLIP FIX COUPLING	\$40.68	10022100-54100	SUPPLIES	\$40.68
	305885 01	ARC NOZZLE, POP-UP W/REG	\$79.87	10022100-54100	SUPPLIES	\$79.87
Vendor Total:					\$120.55	
INVOICE TOTAL:						\$626,553.80

List of Checks Presented for Approval on 6/17/2022

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

Sgt. Sanjiv

DRG

CR

Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ALHAMBRA NATIONAL WATER	5109554-060622	DRINKING WATER SERVICES	\$151.94	84027225-54100	SUPPLIES	\$151.94
Vendor Total:						\$151.94
ALPHA ANALYTICAL LABORATORIES INC	2054394-UKIAHLF	TESTING PER INVOICE#2053845-UK	\$849.00	70024500-52100	CONTRACTUAL SERVICES	\$849.00
	2054497-UKIAHLF	TESTING PER INVOICE#2053845-UK	\$1,064.00	70024500-52100	CONTRACTUAL SERVICES	\$1,064.00
	2054512-UKIAHLF	TESTING PER INVOICE#2053845-UK	\$1,990.00	70024500-52100	CONTRACTUAL SERVICES	\$1,990.00
	2054395-UKIAHLF	TESTING PER INVOICE#2053845-UK	\$4,740.00	70024500-52100	CONTRACTUAL SERVICES	\$4,740.00
	2055007-UKIAHLF	TESTING PER INVOICE#2053845-UK	\$4,767.00	70024500-52100	CONTRACTUAL SERVICES	\$4,767.00
	2053845-UKIAHLF	TESTING PER INVOICE#2053845-UK	\$6,307.00	70024500-52100	CONTRACTUAL SERVICES	\$6,307.00
	2054122-UKIAHLF	TESTING PER INVOICE#2053845-UK	\$8,178.00	70024500-52100	CONTRACTUAL SERVICES	\$8,178.00
Vendor Total:						\$27,895.00
AMAZON CAPITAL SERVICES, INC	1WXM-HP7L-NQKC	KASCO MARINE DEICER	\$860.55	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$860.55
	19YH-6NQL-YCRT	LED HEADLIGHT	\$157.96	10521210-56130	EXTERNAL SERVICES	\$157.96
	1FVY-6XW9-F9MR	BUSINESS PRIME MEMBERSHIP FEE	\$1,414.29	20413500-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$1,414.29
	1CTF-4DDR-HTHL	WADERS, WET DRY CAR VACUUM	\$499.09	84027225-54102	SMALL TOOLS	\$499.09
	1LW7-6C4R-VFVF	SPECAIL EVENTS SUPPLIES	\$43.10	90000000-23256	SPECIAL EVENTS TRUST	\$43.10
	1YQL-F7Y1-LWJF	SPECAIL EVENTS SUPPLIES	\$71.82	90000000-23256	SPECIAL EVENTS TRUST	\$71.82
	9P6Q-CCPK-KPDJ	WEBCAM, BLUETOOTH HEADSET	\$173.05	10023100-54100	SUPPLIES	\$173.05
	1RV1-4FMQ-GRMH	DUAL MONITOR MOUNT	\$377.21	10023100-54100	SUPPLIES	\$377.21
	16FX-QP33-19YW	BLACK CARDSTOCK	\$19.59	10024210-54100	SUPPLIES	\$19.59
	1Q9J-CR7R-D369	STRETCHABLE KEY RING BAND	\$15.23	20012200-54100	SUPPLIES	\$15.23
	1LL9-WF9G-9L44	HEADPHONES, DRY ERASE BOARD	\$22.55	20413500-54100	SUPPLIES	\$22.55
	144H-J1TK-7J6C	SCEPTER FLO & GO ON WHEELS	\$332.06	20824300-54100	SUPPLIES	\$332.06
Vendor Total:						\$3,986.50

List of Checks Presented for Approval on 6/17/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ANDREA DAVIS	DV061322	REIMBURSEMENT - RAILT RAIL PHASE 4 PROJECT	\$1,394.79	51124210-80230	INFRASTRUCTURE	\$1,394.79
					Vendor Total:	\$1,394.79
AT&T	000018311560	T1 TO INTERNET	\$582.47	20913900-55100	TELEPHONE	\$582.47
	000018311957	TELEPHONE SERVICES	\$4,846.49	20913900-55100	TELEPHONE	\$4,846.49
					Vendor Total:	\$5,428.96
B & B INDUSTRIAL SUPPLY INC	263399	STAINLESS PLATE, THREAD, NUT, WASHER	\$434.15	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$434.15
	263311	SQUARE TUBING, HOT FLAT BAR, CUT FEE	\$292.65	10521210-54102	SMALL TOOLS	\$292.65
	263286	FLAT EXPANDED METAL, SQUARE TUBING	\$777.11	10521210-54102	SMALL TOOLS	\$777.11
	263511	LOACKABLE BAR GATE LATCH, SQUARE TUBING	\$191.38	80026210-54100	SUPPLIES	\$191.38
					Vendor Total:	\$1,695.29
BKF ENGINEERS	22060775	GOBBI ST UTILITY REPLACEMENT P	\$5,276.98	12024200-80230	INFRASTRUCTURE	\$1,759.00
				82227113-80230	INFRASTRUCTURE	\$1,758.99
				84427221-80230	INFRASTRUCTURE	\$1,758.99
					Vendor Total:	\$5,276.98
BOUND TREE MEDICAL LLC	84543969	EMS SUPPLIES	\$27.09	10521210-54107	EMS SUPPLIES	\$13.55
				71021100-54107	EMS SUPPLIES	\$13.54
	84529646	EMS SUPPLIES	\$34.48	10521210-54107	EMS SUPPLIES	\$17.24
				71021100-54107	EMS SUPPLIES	\$17.24
					Vendor Total:	\$61.57
CANTEEN SERVICE	5975:015013	WATER FILTRATION SERVICE POLIC	\$45.00	10020210-54100	SUPPLIES	\$22.50
				20620231-54100	SUPPLIES	\$22.50
					Vendor Total:	\$45.00
CARLOS DE LUNA	DV053122	INSTRUCTOR	\$738.50	10022850-52100	CONTRACTUAL SERVICES	\$738.50
					Vendor Total:	\$738.50
CHERIE C SHERAQUE	DV061922	SUNDAY'S IN THE PARK-"FUNKACIL	\$1,000.00	90000000-23226	CONCERT SERIES	\$1,000.00
					Vendor Total:	\$1,000.00
CHICO STATE ENTERPRISES	SP007122	OPERATOR SERVICES FOR META, CD	\$6,577.00	61123410-52100	CONTRACTUAL SERVICES	\$6,577.00
	SP007333	OPERATOR SERVICES FOR META, CD	\$8,405.00	61123410-52100	CONTRACTUAL SERVICES	\$8,405.00
					Vendor Total:	\$14,982.00

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CHRISTOPHER MIN	TA 6/27-29/22	TRAVEL ADVANCE	\$622.30	63020210-57100	LEARNING AND DEVELOPMENT	\$622.30
					Vendor Total:	\$622.30
CINTAS CORPORATION	4115749817	RUG/MAT & UNIFORM SERVICES	\$87.82	20822500-56300	BUILDING MAINT. & REPAIR	\$87.82
	4117123277	RUG/MAT & UNIFORM SERVICES	\$92.56	20822500-56300	BUILDING MAINT. & REPAIR	\$92.56
	4118491583	RUG/MAT & UNIFORM SERVICES	\$92.56	20822500-56300	BUILDING MAINT. & REPAIR	\$92.56
	4119871561	RUG/MAT & UNIFORM SERVICES	\$92.56	20822500-56300	BUILDING MAINT. & REPAIR	\$92.56
	5106840617	FIRST AID SUPPLIES	\$18.97	20324100-52100	CONTRACTUAL SERVICES	\$18.97
	5104690188	FIRST AID SUPPLIES	\$70.15	20324100-52100	CONTRACTUAL SERVICES	\$70.15
	4119871622	RUG/MAT & UNIFORM SERVICES	\$79.73	20324100-52100	CONTRACTUAL SERVICES	\$27.83
				20824300-52100	CONTRACTUAL SERVICES	\$51.90
	4117123281	RUG/MAT & UNIFORM SERVICES	\$79.85	20324100-52100	CONTRACTUAL SERVICES	\$27.83
				20824300-52100	CONTRACTUAL SERVICES	\$52.02
	4120571344	RUG/MAT & UNIFORM SERVICES	\$93.36	20324100-52100	CONTRACTUAL SERVICES	\$27.83
				20824300-52100	CONTRACTUAL SERVICES	\$65.53
	4117811899	RUG/MAT & UNIFORM SERVICES	\$93.48	20324100-52100	CONTRACTUAL SERVICES	\$27.83
				20824300-52100	CONTRACTUAL SERVICES	\$65.65
	4116460142	RUG/MAT & UNIFORM SERVICES	\$157.12	20324100-52100	CONTRACTUAL SERVICES	\$26.38
				20824300-52100	CONTRACTUAL SERVICES	\$130.74
	4119177009	RUG/MAT & UNIFORM SERVICES	\$165.96	20324100-52100	CONTRACTUAL SERVICES	\$27.83
				20824300-52100	CONTRACTUAL SERVICES	\$138.13
	4115749868	RUG/MAT & UNIFORM SERVICES	\$245.73	20324100-52100	CONTRACTUAL SERVICES	\$196.38
				20824300-52100	CONTRACTUAL SERVICES	\$49.35
	4118491602	RUG/MAT & UNIFORM SERVICES	\$249.81	20324100-52100	CONTRACTUAL SERVICES	\$197.91
				20824300-52100	CONTRACTUAL SERVICES	\$51.90
	4115749731	RUG/MAT & UNIFORM SERVICES	\$35.00	31122000-52100	CONTRACTUAL SERVICES	\$35.00
	4117123273	RUG/MAT & UNIFORM SERVICES	\$35.00	31122000-52100	CONTRACTUAL SERVICES	\$35.00
	4118491533	RUG/MAT & UNIFORM SERVICES	\$35.00	31122000-52100	CONTRACTUAL SERVICES	\$35.00
	4119871461	RUG/MAT & UNIFORM SERVICES	\$35.00	31122000-52100	CONTRACTUAL SERVICES	\$35.00
	4115749875	RUG/MAT & UNIFORM SERVICES	\$35.00	73022600-52100	CONTRACTUAL SERVICES	\$35.00

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CINTAS CORPORATION	4117123221	RUG/MAT & UNIFORM SERVICES	\$35.00	73022600-52100	CONTRACTUAL SERVICES	\$35.00
	4118491548	RUG/MAT & UNIFORM SERVICES	\$35.00	73022600-52100	CONTRACTUAL SERVICES	\$35.00
	4119871587	RUG/MAT & UNIFORM SERVICES	\$35.00	73022600-52100	CONTRACTUAL SERVICES	\$35.00
	5106840698	FIRST AID SUPPLIES	\$61.19	10024620-54120	PW - SPECIAL SUPPLIES	\$55.87
				84027221-54100	SUPPLIES	\$5.32
	5104690132	FIRST AID SUPPLIES	\$103.76	10024620-54120	PW - SPECIAL SUPPLIES	\$47.03
				84027221-54100	SUPPLIES	\$56.73
	4115203059	RUG/MAT & UNIFORM SERVICES	\$44.92	77725200-54100	SUPPLIES	\$44.92
	4115892551	RUG/MAT & UNIFORM SERVICES	\$44.92	77725200-54100	SUPPLIES	\$44.92
	4116590992	RUG/MAT & UNIFORM SERVICES	\$44.92	77725200-54100	SUPPLIES	\$44.92
	4117263580	RUG/MAT & UNIFORM SERVICES	\$47.26	77725200-54100	SUPPLIES	\$47.26
	4117952034	RUG/MAT & UNIFORM SERVICES	\$47.26	77725200-54100	SUPPLIES	\$47.26
	4118637189	RUG/MAT & UNIFORM SERVICES	\$47.26	77725200-54100	SUPPLIES	\$47.26
	4119322981	RUG/MAT & UNIFORM SERVICES	\$47.26	77725200-54100	SUPPLIES	\$47.26
	4120004788	RUG/MAT & UNIFORM SERVICES	\$54.98	77725200-54100	SUPPLIES	\$54.98
	4120720849	RUG/MAT & UNIFORM SERVICES	\$55.04	77725200-54100	SUPPLIES	\$55.04
	5104690119	FIRST AID SUPPLIES	\$67.92	77725200-54100	SUPPLIES	\$67.92
	5106840651	FIRST AID SUPPLIES	\$5.31	80026110-54100	SUPPLIES	\$5.31
	5104690148	FIRST AID SUPPLIES	\$59.45	80026110-54100	SUPPLIES	\$59.45
	Vendor Total: \$2,631.11					
COLANTUONO HIGHSMITH & WHATLEY PC	51736	LEGAL SERVICES	\$292.50	84427222-52100	CONTRACTUAL SERVICES	\$292.50
					Vendor Total: \$292.50	
COMCAST	5488 JUN 22	INTERNET SERVICES	\$113.42	10521210-55100	TELEPHONE	\$113.42
	1067 JUN 22	INTERNET SERVICES	\$118.42	10521210-55100	TELEPHONE	\$118.42
	Vendor Total: \$231.84					
DC ELECTRIC GROUP INC	431621	EMERGENCY TRAFFICE SIGNAL REPA	\$12,765.00	10024214-52100	CONTRACTUAL SERVICES	\$12,765.00
					Vendor Total: \$12,765.00	
DELL MARKETING LP	10582895430	OPTIPLEX 7090 MICRO - BUILD YO	\$1,838.50	80026400-54330	COMPUTER AND TECHNOLOGY	\$1,838.50
					Vendor Total: \$1,838.50	

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
DEPARTMENT OF JUSTICE	584036	FINGERPRINTS	\$1,540.00	10022900-54169	LIVESCAN	\$132.00
				20016100-54165	NEW EMPLOYEE FINGERPRINT	\$1,408.00
				Vendor Total:		\$1,540.00
DONALD A. KNIGHT	021430	24 X 12 X .080 ALUMINUM PANELS	\$1,578.69	10022300-54100	SUPPLIES	\$1,578.69
				Vendor Total:		\$1,578.69
EFAX CORPORATE	4147806	EFAX SERVICES	\$149.50	20012200-52100	CONTRACTUAL SERVICES	\$149.50
				Vendor Total:		\$149.50
EFFICIENCY SERVICES GROUP LLC	00005043	ADMIN OF EUD PUBLIC BENEFITS P	\$3,873.08	80626450-52137	PUBLIC BENEFITS PROGRAM MGMT	\$3,873.08
				Vendor Total:		\$3,873.08
ENVIRONMENTAL RESOURCE ASSOCIATES INC	009487	WASTEWATER COLIFORM	\$239.07	84027225-54103	LAB SUPPLIES	\$239.07
				Vendor Total:		\$239.07
EPIC AVIATION LLC	7574301	JET A FUEL	\$29,323.15	77725200-58401	AVIATION FUEL	\$29,323.15
				Vendor Total:		\$29,323.15
ERIC SINGLETON	DV060822	REIMBURSEMENT - CABINETS	\$1,676.40	10521210-54100	SUPPLIES	\$1,676.40
				Vendor Total:		\$1,676.40
GENERAL PACIFIC INC	1438446	(2U-CA-2) CAP, INSULATED PROTE	\$3,281.93	80000000-12104	INVENTORY - PURCHASES	\$3,281.93
				Vendor Total:		\$3,281.93
GHD INC	380-0012728	DOWNTOWN STREETSCAPE - UNDERGR	\$708.75	12024200-80230	INFRASTRUCTURE	\$671.95
				50924200-80230	INFRASTRUCTURE	\$36.80
	380-0013816	ORR STREET BRIDGE & TRANSPORTA	\$12,869.70	12024200-80230	INFRASTRUCTURE	\$12,869.70
	380-0014124	ENG SVCS - TALMAGE ROAD REHAB	\$51,458.93	25224220-80230	INFRASTRUCTURE	\$51,458.93
	380-0014123	PLAN AND SPEC PREP - RAIL TRAI	\$35,061.25	51124210-80230	INFRASTRUCTURE	\$35,061.25
				Vendor Total:		\$100,098.63
	9340225771	RETURN - FLOOR BASE	(\$904.13)	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	(\$904.13)
				84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$929.13
GRAINGER INC	8335674157	SKT WRCH ST CHRM	\$171.54	84027225-54102	SMALL TOOLS	\$171.54
	9335906641	CAM AND GROOVE COUPLING, ADAPTER	\$238.76	84027225-54100	SUPPLIES	\$238.76
				Vendor Total:		\$435.30

List of Checks Presented for Approval on 6/17/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
HILDEBRAND CONSULTING LLC	452	ANNUAL SEWER RECONCILIATION FI	\$2,530.00	84413400-52100	CONTRACTUAL SERVICES	\$2,530.00
					Vendor Total:	\$2,530.00
HINDERLITER DE LLAMAS AND ASSOCIATES	SIN018276	SALES, USE & TRANSACTIONS TAX	\$300.00	20013400-52100	CONTRACTUAL SERVICES	\$300.00
					Vendor Total:	\$300.00
IDEXX DISTRIBUTION INC	310714097	COLILERT 100 PACK	\$887.78	84027225-54103	LAB SUPPLIES	\$887.78
					Vendor Total:	\$887.78
INTERCOUNTY MECHANICAL & ELECTRICAL INC	8499	FILTERS	\$480.72	20822500-56120	EQUIPMENT MAINTENANCE & REPAIR	\$480.72
	8113	HEATER INOPERATIVE CITY HALL	\$548.94	20822500-56120	EQUIPMENT MAINTENANCE & REPAIR	\$548.94
	8114	HEATER INOPERATIVE SAGE OFFICE	\$594.99	20822500-56120	EQUIPMENT MAINTENANCE & REPAIR	\$594.99
	8498	FILTERS	\$664.36	20822500-56120	EQUIPMENT MAINTENANCE & REPAIR	\$664.36
	8075	AC INOPERATIVE MELS OFFICE	\$679.62	20822500-56120	EQUIPMENT MAINTENANCE & REPAIR	\$679.62
	8112	PARTS HVAC	\$1,006.58	20822500-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,006.58
					Vendor Total:	\$3,975.21
JAMES MCASEY	DV052322	INSTURCTOR	\$1,960.00	10022850-52100	CONTRACTUAL SERVICES	\$1,960.00
					Vendor Total:	\$1,960.00
JEFFREY MORRIS	TR 5/16-19/22	TRAVEL REIMBURSEMENT	\$59.80	10521210-57100	LEARNING AND DEVELOPMENT	\$59.80
	TA 6/26-28/22	TRAVEL ADVANCE	\$773.20	10521210-57100	LEARNING AND DEVELOPMENT	\$773.20
					Vendor Total:	\$833.00
KEITH GAUDETTE	DV061922	SOUND SERVICES FOR SUNDAY'S IN	\$2,560.00	90000000-23226	CONCERT SERIES	\$2,560.00
					Vendor Total:	\$2,560.00
KELLY-MOORE PAINT COMPANY INC	910-00000361408	MISC. PURCHASES AS REQUIRED	\$20.09	82027111-56300	BUILDING MAINT. & REPAIR	\$20.09
	910-00000361477	MISC. PURCHASES AS REQUIRED	\$230.37	10024620-54125	PW - TRAFFIC PAINT	\$230.37
	910-00000361022	#4500S POWERLINER SEALED HYDRA	\$8,056.75	10024620-54102	SMALL TOOLS	\$8,056.75
	910-00000361521	MISC. PURCHASES AS REQUIRED	\$14.73	10022700-54100	SUPPLIES	\$14.73
	910-00000361512	MISC. PURCHASES AS REQUIRED	\$32.09	10022700-54100	SUPPLIES	\$32.09

List of Checks Presented for Approval on 6/17/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
KELLY-MOORE PAINT COMPANY INC	910-00000361577	MISC. PURCHASES AS REQUIRED	\$71.29	10022700-54100	SUPPLIES	\$71.29
	910-00000361511	MISC. PURCHASES AS REQUIRED	\$81.77	10022700-54100	SUPPLIES	\$81.77
	910-00000361430	MISC. PURCHASES AS REQUIRED	\$157.27	10022700-54100	SUPPLIES	\$157.27
Vendor Total:						\$8,664.36
KEMIRA WATER SOLUTIONS INC	9017754375	LIQUID FERRIC CHLORIDE FY21/22	\$13,372.32	84027225-58202	CHEMICALS	\$13,372.32
	Vendor Total:					\$13,372.32
LIFE ASSIST INC	1213422	MISC. EMS SUPPLIES AS NEEDED	\$200.52	10521210-54107	EMS SUPPLIES	\$100.26
				71021100-54107	EMS SUPPLIES	\$100.26
	Vendor Total:					\$200.52
MEAD & HUNT INC	329212	DESIGN SVCS PAPI & REIL REPLAC	\$2,821.25	77825200-80230	INFRASTRUCTURE	\$2,821.25
	Vendor Total:					\$2,821.25
MENDOCINO COUNTY AUDITOR-CONTROLLER	2204	PROPERTY TAX ALLOCATION 20/21	\$7,545.88	20012200-52301	PROPERTY TAX ADMIN FEE	\$7,545.88
	2208	PROPERTY TAX ALLOCATION 20/21	\$165.28	64020213-52301	PROPERTY TAX ADMIN FEE	\$165.28
	2219	PROPERTY TAX ALLOCATION 20/21	\$3,727.75	91521400-52301	PROPERTY TAX ADMIN FEE	\$3,727.75
	Vendor Total:					\$11,438.91
NCPA	006102-0622029	JUN 22 NCPA	\$1,361,103.00	80026440-58104	NCPA MANAGEMENT SERVICES	\$43,510.00
				80026440-58101	NCPA PLANT GENERATION	\$16,237.00
				80026440-58102	NCPA POWER PURCHASES	\$912,444.00
				80026440-58105	NCPA THIRD PARTY SALES	(\$7,408.00)
				80026440-58103	NCPA TRANSMISSION	\$396,320.00
Vendor Total:						\$1,361,103.00
OLIN CORPORATION	000115938	LIQUID SODIUM HYPOCHLORITE FY2	\$5,548.64	84027225-58202	CHEMICALS	\$5,548.64
	Vendor Total:					\$5,548.64
ON DUTY HEALTH-TEXAS PLLC	1152	NFPA-1582 FIREFIGHTER HEALTH &	\$11,508.00	10521210-54161	BACKGROUND & PHYSICALS	\$11,508.00
	Vendor Total:					\$11,508.00
ONE TIME PAY VENDOR	75759-1 2	ENERGY REBATE - CHERYL & DAVID VERDE	\$100.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$100.00

List of Checks Presented for Approval on 6/17/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ONE TIME PAY VENDOR	119887-8	ENERGY REBATE - CORINA EDWARDS	\$100.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$100.00
	100746-7 1	ENERGY REBATE - JACKIE DAVIS	\$100.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$100.00
	73531-6	ENERGY REBATE - LORI MCCORMICK-HOLADAY	\$100.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$100.00
	108421-9	ENERGY REBATE - PETER BUSHBY	\$100.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$100.00
	DV061322	REIMBURSEMENT - CSMFO SPEAKER TRAINING	\$616.67	20013220-57100	LEARNING AND DEVELOPMENT	\$123.00
				20013400-57100	LEARNING AND DEVELOPMENT	\$123.00
				20013401-57100	LEARNING AND DEVELOPMENT	\$123.00
				20413500-57100	LEARNING AND DEVELOPMENT	\$123.00
				20913900-57100	LEARNING AND DEVELOPMENT	\$124.67
	101349-9	UTILITY REFUND - BIRJINIO NOVOA	\$1,684.93	90100000-10421	UTILITY RECEIVABLES CLEARING	\$1,684.93
	61591-4 1	UTILITY REFUND - GUY & SUZANNA MILLS	\$9,915.53	90100000-10421	UTILITY RECEIVABLES CLEARING	\$9,915.53
	Vendor Total:					\$12,717.13
PETER PUGGER MANUFACTURING INC	16693	PRETREAT AND TOPCOAT	\$800.00	10521210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$800.00
	Vendor Total:					\$800.00
PETERSON TRUCKS INC	10486UX1	FUEL FILTERS	\$41.57	10020210-56130	EXTERNAL SERVICES	\$5.00
				10521210-56130	EXTERNAL SERVICES	\$36.57
	10487U	FILTER	\$77.61	10020210-56130	EXTERNAL SERVICES	\$77.61
	10489UX1	FUEL FILTER	\$29.60	10521210-56130	EXTERNAL SERVICES	\$29.60
	10486U	FUEL FILTERS	\$166.07	10521210-56130	EXTERNAL SERVICES	\$166.07
	10489U	LUBE OIL, FILTER	\$172.13	10521210-56130	EXTERNAL SERVICES	\$172.13
	10380U	PARTS & SERVICE REPAIRS AS NEE	\$18.93	77725200-56130	EXTERNAL SERVICES	\$18.93
	256644R	PARTS & SERVICE REPAIRS AS NEE	\$75.38	77725200-56130	EXTERNAL SERVICES	\$75.38
	231317	PARTS & SERVICE REPAIRS AS NEE	\$250.00	77725200-56130	EXTERNAL SERVICES	\$250.00
	10563U	FUEL SPIN, OIL FILTER,	\$204.11	80026110-56130	EXTERNAL SERVICES	\$204.11
	CM10483U	RETURN - FILTER	(\$35.22)	82027111-56130	EXTERNAL SERVICES	(\$35.22)

List of Checks Presented for Approval on 6/17/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PETERSON TRUCKS INC	10483U	FUEL FILTERS	\$130.77	82027111-56130	EXTERNAL SERVICES	\$44.92
				82027111-56130	EXTERNAL SERVICES	\$85.85
	105151U	OIL FILTER, FUEL FILTER	\$126.00	84027221-56130	EXTERNAL SERVICES	\$126.00
				Vendor Total:		\$1,256.95
PFM ASSET MANAGEMENT LLC	13208346	FINANCIAL ADVISORY SERVICES	\$2,781.14	20015100-52100	CONTRACTUAL SERVICES	\$2,781.14
				Vendor Total:		\$2,781.14
PG&E CO	9181046994-9	CDBG SUBSISTENCE - SUSANA BARAJAS	\$164.00	61123410-59501	GRANTS ISSUED	\$164.00
	1651404911-9	CDBG SUBSISTENCE - SAMUEL RINCON	\$713.21	61123410-59501	GRANTS ISSUED	\$713.21
	7075-1 MAY 22	PACIFIC GAS & ELECTRIC	\$16.59	10022100-55210	UTILITIES	\$16.59
	Vendor Total:		\$893.80			
PUBLIC SERVICE DEPARTMENT	APR 22	CITY UTILITIES	\$115,547.65	10022100-55210	UTILITIES	\$7,937.62
				10022300-55210	UTILITIES	\$4,571.27
				10022700-55210	UTILITIES	\$2,229.68
				10024214-55210	UTILITIES	\$1,072.59
				10024620-55210	UTILITIES	\$428.67
				20620231-55210	UTILITIES	\$84.03
				20822500-55210	UTILITIES	\$8,872.64
				20824300-55210	UTILITIES	\$1,594.90
				64020213-55210	UTILITIES	\$590.16
				72022400-55210	UTILITIES	\$16,105.23
				73022600-55210	UTILITIES	\$1,988.44
				77725200-55210	UTILITIES	\$3,282.01
				80026400-55210	UTILITIES	\$3,403.41
				80526150-55210	UTILITIES	\$12,225.53
				82027111-55210	UTILITIES	\$20,531.63
				83027330-55210	UTILITIES	\$5,643.73
				84027221-55210	UTILITIES	\$88.61
				84027225-55210	UTILITIES	\$24,897.50
				Vendor Total:		\$115,547.65

List of Checks Presented for Approval on 6/17/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
R EMMETT JONES	MAY 22	MANAGEMENT ADVISORY SERVICES	\$450.00	77725200-52100	CONTRACTUAL SERVICES	\$450.00
					Vendor Total:	\$450.00
RAY C STARKEY	1004567	SSMUG07-BLUE ENGRAVED STAINLES	\$1,306.50	90000000-23226	CONCERT SERIES	\$1,306.50
					Vendor Total:	\$1,306.50
RINO PACIFIC	CL37434	FUEL CARD CHARGES AS NEEDED	\$5,075.69	10020210-56210	FUEL & FLUIDS	\$5,075.69
					Vendor Total:	\$5,075.69
ROGINA WATER COMPANY	14355 APR 22	WATER SERVICE - 1301 TALMAGE RD	\$23.89	10521210-55100	TELEPHONE	\$23.89
					Vendor Total:	\$23.89
RONALD ROYSUM	RS2263	HIGH DIRECTIONAL HITCH SUPPORT	\$3,187.71	10521210-54102	SMALL TOOLS	\$3,187.71
					Vendor Total:	\$3,187.71
RYAN NELSON	DV060822	REIMBURSEMENT - CERTIICATION COMPANY OFFICER	\$100.00	10521210-57100	LEARNING AND DEVELOPMENT	\$100.00
					Vendor Total:	\$100.00
SEISMONOS INC	DV061922	SUNDAY'S IN THE PARK-"OZOMATLI	\$14,000.00	90000000-23226	CONCERT SERIES	\$14,000.00
					Vendor Total:	\$14,000.00
SOLID WASTES SYSTEMS INC	MAY 22	RESIDENTIAL GARBAGE FEES	\$64,106.44	90200000-52170	UKIAH WASTE SOLUTIONS	\$64,106.44
					Vendor Total:	\$64,106.44
SWIFTCOMPLY US OPCO INC	INV-8538	1 YEAR - SCXC-MAS-01, XC2 MAIN	\$2,400.00	82027114-54320	SOFTWARE	\$1,200.00
				84027225-54320	SOFTWARE	\$1,200.00
					Vendor Total:	\$2,400.00
TGIF REPAIRS INC	6722	PRINTER MAINTENANCE	\$218.75	84027225-54330	COMPUTER AND TECHNOLOGY	\$218.75
	6723	PRINTER MAINTENANCE	\$218.75	84027225-54330	COMPUTER AND TECHNOLOGY	\$218.75
	6724	PRINTER MAINTENANCE	\$218.75	84027225-54330	COMPUTER AND TECHNOLOGY	\$218.75
	6725	PRINTER MAINTENANCE	\$218.75	84027225-54330	COMPUTER AND TECHNOLOGY	\$218.75
	6721	PRINTER MAINTENANCE	\$262.50	84027225-54330	COMPUTER AND TECHNOLOGY	\$262.50
					Vendor Total:	\$1,137.50
THURSTON CHEVROLET TOYOTA SCION	61628	PARTS & SERVICE REPAIRS AS NEE	\$80.00	20513382-56130	EXTERNAL SERVICES	\$80.00
	61461	LABOR, PARTS	\$86.75	20513382-56130	EXTERNAL SERVICES	\$86.75
	242420	PARTS & SERVICE REPAIRS AS NEE	\$220.52	20513382-56130	EXTERNAL SERVICES	\$220.52
	241873	PARTS & SERVICE REPAIRS AS NEE	\$94.57	82027114-56130	EXTERNAL SERVICES	\$94.57

List of Checks Presented for Approval on 6/17/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
THURSTON CHEVROLET TOYOTA SCION	242421	PARTS & SERVICE REPAIRS AS NEE	\$6.91	84027225-56130	EXTERNAL SERVICES	\$6.91
Vendor Total:						\$488.75
THURSTON CHRYSLER DODGE JEEP RAM	22412	FILTERS	\$255.97	20324100-58510	REIMBURSABLE JOBS	\$255.97
Vendor Total:						\$255.97
THURSTON HONDA	57566	SUNVISOR	\$163.05	10020210-56130	EXTERNAL SERVICES	\$163.05
Vendor Total:						\$163.05
TRACI BOYL	DV060922	REIMBURSEMENT- LEADERSHIP DRINKS/ ICE	\$32.32	20012200-54100	SUPPLIES	\$32.32
Vendor Total:						\$32.32
TUFTS POLYGRAPH & INVESTIGATION	2022-692(B)	POLYGRAPH & INVESTIGATION SERVICE	\$450.00	10521210-54161	BACKGROUND & PHYSICALS	\$450.00
	2022-693(B)	POLYGRAPH & INVESTIGATION SERVICE	\$450.00	10521210-54161	BACKGROUND & PHYSICALS	\$450.00
Vendor Total:						\$900.00
TURF STAR INC	7229947-00	BRACKET CASTER, 8" FOAM FILLED WHEEL	\$534.82	10022100-56130	EXTERNAL SERVICES	\$534.82
Vendor Total:						\$534.82
UKIAH PAPER SUPPLY	I533303	JANITORIAL SUPPLIES, MISC AS N	\$21.91	90000000-23256	SPECIAL EVENTS TRUST	\$21.91
	I534098	JANITORIAL SUPPLIES, MISC AS N	\$284.25	10022100-54100	SUPPLIES	\$284.25
	I533287	JANITORIAL SUPPLIES, MISC AS N	\$179.53	20822500-54100	SUPPLIES	\$179.53
	I534063	JANITORIAL SUPPLIES, MISC AS N	\$435.37	20822500-54100	SUPPLIES	\$435.37
	534015	JANITORIAL SUPPLIES, MISC AS N	\$512.05	20822500-54100	SUPPLIES	\$512.05
	I533653	JANITORIAL SUPPLIES, MISC AS N	\$10.25	20824300-54100	SUPPLIES	\$10.25
	533614	JANITORIAL SUPPLIES, MISC AS N	\$52.46	31122000-54100	SUPPLIES	\$52.46
	533371	JANITORIAL SUPPLIES, MISC AS N	\$391.06	73022600-54100	SUPPLIES	\$391.06
	533630	JANITORIAL SUPPLIES, MISC AS N	\$517.37	77725200-54100	SUPPLIES	\$517.37
	I533777	JANITORIAL SUPPLIES, MISC AS N	\$102.77	82027114-54100	SUPPLIES	\$102.77
	I533542	JANITORIAL SUPPLIES, MISC AS N	\$186.24	82027114-54100	SUPPLIES	\$186.24
	533270	JANITORIAL SUPPLIES, MISC AS N	\$119.76	84027225-54100	SUPPLIES	\$119.76
	534149	JANITORIAL SUPPLIES, MISC AS N	\$239.53	84027225-54100	SUPPLIES	\$239.53
	533925	JANITORIAL SUPPLIES, MISC AS N	\$532.33	84027225-54100	SUPPLIES	\$532.33
Vendor Total:						\$3,584.88

List of Checks Presented for Approval on 6/17/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
UKIAH ROUND TREE GLASS INC	18551	DW 1537 GBY WINDSHIELD	\$302.17	80026110-56130	EXTERNAL SERVICES	\$302.17
Vendor Total:						\$302.17
UKIAH VALLEY SANITATION DIST	DV060922	REFUND ON DUPLICATE PAYMENT APR 22	\$213,030.20	84000000-44734	UVSD CHARGES	\$213,030.20
Vendor Total:						\$213,030.20
UKIAH WASTE SOLUTIONS, INC	174308060U034	MAY 22 STREET SWEEPING	\$200.00	84027225-52100	CONTRACTUAL SERVICES	\$200.00
Vendor Total:						\$200.00
UNDERGROUND SERVICE ALERT OF	22USB131439	CALIFORNIA STAE FEE FOR REGULATORY	\$350.71	82027114-59101	FEES	\$350.71
Vendor Total:						\$350.71
US BANK	13245294	BANK FEES - INVESTMENT ACCOUNT	\$1,976.00	20015100-52100	CONTRACTUAL SERVICES	\$1,676.00
				96995601-52100	CONTRACTUAL SERVICES	\$150.00
				96995669-52100	CONTRACTUAL SERVICES	\$150.00
Vendor Total:						\$1,976.00
WASTE MANAGEMENT	2858235-2561-0	GARBAGE SERVICE - 141 LOVERS LN	\$65.84	10521210-55210	UTILITIES	\$65.84
	2858060-2561-2	GARBAGE SERVICE - 1500 S STATE ST	\$65.84	10521210-55210	UTILITIES	\$65.84
Vendor Total:						\$131.68
WEX BANK	81314936	FUEL FOR POLICE	\$513.90	10020210-56210	FUEL & FLUIDS	\$513.90
Vendor Total:						\$513.90
XEROX CORP	016367013	COPIER LEASE - SEE ADD'L DESCR	\$123.36	73022600-52100	CONTRACTUAL SERVICES	\$123.36
	016367012	COPIER LEASE - SEE ADD'L DESCR	\$736.67	10020210-54500	EQUIP RENTS AND LEASES	\$515.67
				20620231-54500	EQUIP RENTS AND LEASES	\$147.34
				64020213-54500	EQUIP RENTS AND LEASES	\$73.66
	016367010	COPIER LEASE - SEE ADD'L DESCR	\$458.37	20012200-54500	EQUIP RENTS AND LEASES	\$458.37
	016367011	COPIER LEASE - SEE ADD'L DESCR	\$675.66	20012200-54500	EQUIP RENTS AND LEASES	\$675.66
Vendor Total:						\$1,994.06
ZAB ENTERPRISES INC	MAY 22	PROVIDE MISC. FOOD DISHES AS N	\$315.00	20012100-54100	SUPPLIES	\$315.00
Vendor Total:						\$315.00
INVOICE TOTAL:						\$2,101,494.43

List of Checks Presented for Approval on 6/24/2022

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

Sgt. Sangi...

D. R. J.

CR

Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
4LEAF INC	J3595L	ON-CALL BUILDING & PLAN CHECK	\$1,728.00	10023320-57100	LEARNING AND DEVELOPMENT	\$1,728.00
Vendor Total:						\$1,728.00
ADAMSON POLICE PRODUCTS	INV379116	PUSH BUMPER KIT	\$231.07	10020210-56130	EXTERNAL SERVICES	\$231.07
	INV378530	AMER LED REFLECTORS SIGNAL	\$525.38	10022100-56130	EXTERNAL SERVICES	\$525.38
Vendor Total:						\$756.45
AFLAC	MAY 22	MAY 22 CANCER/LIFE/ACC INSURANCE	\$7,809.88	20700000-20527	SECTION 125 (CANCER & LIFE)	\$7,809.88
Vendor Total:						\$7,809.88
AFLAC GROUP INSURANCE	A182815600	JUN 22 AFLAC CRITICAL CARE INSURANCE	\$304.56	20700000-20538	AFLAC CRITICAL ILLNESS POLICY	\$304.56
Vendor Total:						\$304.56
ALL-GUARD ALARM SYSTEMS INC	S113744	SERVICE WWTP	\$860.00	84027225-56504	FACILITY MAINTENANCE & REPAIR	\$860.00
Vendor Total:						\$860.00
AMAZON CAPITAL SERVICES, INC	1M44-R9Q7-CL6K	STEEL UTILITY TRAILER KIT	\$554.17	84027225-54102	SMALL TOOLS	\$554.17
	139C-MCQR-6YJK	SPECIAL EVENTS SUPPLIES	\$88.13	90000000-23256	SPECIAL EVENTS TRUST	\$88.13
	17K4-1NLW-4XKY	DAYCAMP SUPPLIES	\$945.77	10022300-54100	SUPPLIES	\$945.77
	1NJQ-HWK1-TDK3	DAYCAMP SUPPLIES	\$103.01	10022810-54100	SUPPLIES	\$103.01
	1J9X-P9LH-4KN6	DAYCAMP SUPPLIES	\$30.64	10022840-54100	SUPPLIES	\$30.64
	1T9N-GRJQ-7T3V	DAYCAMP SUPPLIES	\$43.52	10022840-54100	SUPPLIES	\$43.52
	1H76-DMQT-3CP1	DAYCAMP SUPPLIES	\$120.81	10022840-54100	SUPPLIES	\$120.81
	1RQ6-WGFX-9666	DAYCAMP SUPPLIES	\$156.18	10022840-54100	SUPPLIES	\$156.18
	1WH3-NGJN-99DV	DAYCAMP SUPPLIES	\$233.50	10022840-54100	SUPPLIES	\$233.50
	1NJQ-HWK1-GW73	DAYCAMP SUPPLIES	\$604.73	10022840-54100	SUPPLIES	\$604.73
	1MDF-XV19-1JGG	DAYCAMP SUPPLIES	\$682.03	10022840-54100	SUPPLIES	\$682.03
	1WL1-MPFT-7RND	DAYCAMP SUPPLIES	\$744.03	10022840-54100	SUPPLIES	\$744.03

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AMAZON CAPITAL SERVICES, INC	1WLW-HVWD-164R	DAYCAMP SUPPLIES	\$892.67	10022840-54100	SUPPLIES	\$892.67
	1TLN-7JQL-FPM6	DAYCAMP SUPPLIES	\$978.60	10022840-54100	SUPPLIES	\$978.60
	14WW-KHV7-317K	DAYCAMP SUPPLIES	\$991.75	10022840-54100	SUPPLIES	\$991.75
	11TV-MNLL-3PRR	DAYCAMP SUPPLIES	\$992.52	10022840-54100	SUPPLIES	\$992.52
	16RN-9KDF-G4WC	DAYCAMP SUPPLIES	\$995.20	10022840-54100	SUPPLIES	\$995.20
	1LTY-1RYV-MN6C	DAYCAMP SUPPLIES	\$999.33	10022840-54100	SUPPLIES	\$999.33
Vendor Total:						\$10,156.59
AMERICAN WATER WORKS ASSOCIATION	7002006213	MEMBERSHIP - D TUBBS	\$108.00	84027225-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$108.00
	Vendor Total:					
ANUVU OPERATIONS LLC	P442336	MOVIE MADNESS LICENSE	\$375.00	90000000-23235	MOVIES IN THE PLAZA	\$375.00
	Vendor Total:					
ARISE ROOTS	DV062622	2022 CONCERT SERIES - ARISE ROOT	\$2,000.00	90000000-23226	CONCERT SERIES	\$2,000.00
	Vendor Total:					
ARTS COUNCIL	DV061622	REIMBURSEMENT - PAINT, SUPPLIES	\$350.00	10022100-59400	OTHER EXPENSES	\$350.00
	Vendor Total:					
AT&T	000018346154	FIBER INTERNET	\$1,613.88	20913900-52601	DATA STORAGE & CONNECTIVITY	\$1,613.88
	000018292131	TELEPHONE SERVICES	\$15.97	10521210-55100	TELEPHONE	\$15.97
	000018292130	TELEPHONE SERVICES	\$22.49	10521210-55100	TELEPHONE	\$22.49
	2463 MAY 22	FAX SERVICES - S STATION	\$52.39	10521210-55100	TELEPHONE	\$52.39
	000018287199	FIBER INTERNET GATEWAY	\$1,432.48	20913900-55100	TELEPHONE	\$1,432.48
	Vendor Total:					
AT&T MOBILITY	832118877X0 61422	DATA & VOICE CELL PHONES	\$329.56	10020210-55100	TELEPHONE	\$130.49
				20620231-55100	TELEPHONE	\$14.78
				77725200-55100	TELEPHONE	\$53.49
				80026400-55100	TELEPHONE	\$86.46
				82027111-55100	TELEPHONE	\$14.78
				84027221-55100	TELEPHONE	\$29.56
	832056361X0 61422	APN MODEMS	\$560.70	10020210-55100	TELEPHONE	\$560.70

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AT&T MOBILITY	28730313870 0X061022	FIRE CELL PHONES, IPAD, PHONE	\$1,649.54	10521210-55100	TELEPHONE	\$1,649.54
Vendor Total:						\$2,539.80
AUTOZONE INVESTMENT CORPORATION	DV060722	ENERGY REBATE	\$1,674.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$1,674.00
Vendor Total:						\$1,674.00
BELKORP AG	810497	SENSOR	\$58.82	10024620-56130	EXTERNAL SERVICES	\$58.82
	813012	SPINDLE, MOWER BLADE	\$271.17	10024620-56130	EXTERNAL SERVICES	\$271.17
	808527	REFLECTOR, LENS, GRILLE KIT	\$332.97	10024620-56130	EXTERNAL SERVICES	\$332.97
	808292	HYD FILTER ELEMENT, FUEL & AIR FILTER	\$194.49	77725200-56130	EXTERNAL SERVICES	\$194.49
	808525	SENSOR	\$57.81	84027225-56130	EXTERNAL SERVICES	\$57.81
	809742	REAR VIEW MIRROR	\$262.55	84027225-56130	EXTERNAL SERVICES	\$262.55
	88654	JOHN DEERE 5100 M WHEEL CENTER	\$1,306.50	84027225-56130	EXTERNAL SERVICES	\$1,306.50
Vendor Total:						\$2,484.31
BLUETARP FINANCIAL, INC	50334541	RENEWAL 1 YEAR ADVANT	\$39.99	84027225-54100	SUPPLIES	\$39.99
Vendor Total:						\$39.99
BNY WESTERN TRUST CO	252-2443269	WATER REVENUE REFUNDING BOND 2016	\$1,250.00	82227113-52500	TRUSTEE FEES	\$1,250.00
Vendor Total:						\$1,250.00
BORIS PROKOP	UKIAH-2022-03	ASSIST EUD WITH REGULATORY & M	\$3,875.00	80026400-52100	CONTRACTUAL SERVICES	\$3,875.00
Vendor Total:						\$3,875.00
BOX INC	INV10002232	BUSINESS PLUS ACCOUNT LICENSES	\$4,200.00	20913900-54320	SOFTWARE	\$4,200.00
Vendor Total:						\$4,200.00
BUSINESS CARD	200013206	EMPLOYMENT ADS	\$275.00	20016100-54162	ADVERTISING	\$275.00
	1526-7341	EMPLOYMENT ADS	\$499.00	20016100-54162	ADVERTISING	\$499.00
	716921	EMPLOYMENT ADS	\$500.00	20016100-54162	ADVERTISING	\$500.00
	SF-D 25653	FACEBOOK ADS	\$39.08	20012300-52510	ADVERTISING & PROMOTION	\$39.08
	AD - JUNE 2022	EMPLOYMENT ADS	\$1,650.25	10020210-52515	ADVERTISING & PUBLICATION	\$1,650.25
	W1085009001	IPAD PRO WITH WIFI & CELLULAR	\$2,281.19	80026210-54330	COMPUTER AND TECHNOLOGY	\$2,281.19
	381194178	12X18 PRINTS	\$12.68	20016100-54167	EMPLOYEE DEVELOPMENT	\$12.68
	3585677809	VIRTUAL MENDOCINO MONSTER 2022	\$191.97	20016100-54167	EMPLOYEE DEVELOPMENT	\$191.97

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
BUSINESS CARD	X6-1947287398	SIRIUSXM SERVICE	\$262.08	90000000-23236	FIELD SIGNAGE FEES	\$262.08
	SF-D 26085 1	SWRCB SERVICE FEE	\$16.19	25224220-80230	INFRASTRUCTURE	\$16.19
	SF-D 26085	SWRCB APPLICATION FEE	\$704.00	25224220-80230	INFRASTRUCTURE	\$704.00
	33165	REGISTRATION - C SCHLATTER	\$25.00	10023100-57100	LEARNING AND DEVELOPMENT	\$25.00
	1000000211C	RREGISTRATION - O KEOUGH	(\$79.00)	20013400-57100	LEARNING AND DEVELOPMENT	(\$79.00)
	200013198	REGISTRATION - D BUFFALO	\$25.00	20013400-57100	LEARNING AND DEVELOPMENT	\$25.00
	3057360	REGISTRATION - D BUFFALO	\$255.00	20013400-57100	LEARNING AND DEVELOPMENT	\$255.00
	96390-0	CSMFO MEETING ROOM	\$1,503.25	20013400-57100	LEARNING AND DEVELOPMENT	\$1,503.25
	21653598262197	REGISTRATION - O KEOUGH	\$207.20	20013401-57100	LEARNING AND DEVELOPMENT	\$207.20
	200013202	REGISTRATION - M HORGER	\$25.00	20413510-57100	LEARNING AND DEVELOPMENT	\$12.50
				20413520-57100	LEARNING AND DEVELOPMENT	\$12.50
	527565	REGISTRATION - M BRAZIL	\$57.00	63020210-57100	LEARNING AND DEVELOPMENT	\$57.00
	6BFSJOUR	MEMBERSHIP - M KEIZER	\$215.00	10023320-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$215.00
	5727	MEMBERSHIP - S SANGIACOMO	\$95.00	20012100-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$95.00
	INV-0522-6283	IOFM BUSINESS MEMBERSHIP	\$695.00	20013210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$695.00
	051222 WSJ	WALL STREET JOURNAL MEMBERSHIP	\$19.49	20013400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$19.49
	171010	PARMA MEMBERSHIP DUES - ANNUAL	\$150.00	20016100-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$150.00
	47924	PLEX-EARTH 5D - BUSINESS, SATE	\$1,498.00	80026400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$1,498.00
	0869	REGISTRATION - K LAWLER	\$1,500.00	20012500-10305	PRE-PAID OTHER EXPENSES	\$1,500.00
	2213107416	STANDARD SSL RENEWAL	\$189.98	20913900-54320	SOFTWARE	\$189.98
	INV24645449 95524	IT GLUE/KASEYA SOFTWARE	\$245.70	20913900-54320	SOFTWARE	\$245.70
	SF-D 25706	HOSTGATOR	\$490.03	20913900-54320	SOFTWARE	\$490.03
	PTO026902435	BUSINESS CARDS - N WAIDELICH	\$144.00	10020210-54100	SUPPLIES	\$144.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
BUSINESS CARD	SF-D 25928	REFUND - VINTAGE WOOD PROTRACTION	(\$34.94)	10022100-54100	SUPPLIES	(\$34.94)
	SF-D 25925	GLASS THERMOMETER	\$33.58	10022100-54100	SUPPLIES	\$33.58
	SF-D 25927	VINTAGE GLOBE	\$166.88	10022100-54100	SUPPLIES	\$166.88
	SF-D 25926	CLEAR ACRYLIC BOX	\$280.10	10022100-54100	SUPPLIES	\$280.10
	SF-D 26090	BLUEPRINT BINDINGS	\$53.52	10024210-54100	SUPPLIES	\$53.52
	47920	SOLE E98 ELLIPTICAL COMMERCIAL	\$2,662.02	10521210-54100	SUPPLIES	\$1,331.01
				71021100-54100	SUPPLIES	\$1,331.01
	SF-D 24181	NEW HIRE EMPLOYEE LUNCH - PURCHASING	\$64.24	20012200-54100	SUPPLIES	\$64.24
	SF-D 24179	PLANT FOR NEW HIRE - PURCHASING	\$21.76	20413500-54100	SUPPLIES	\$21.76
	028	APPRECIATION WEEK LUNCHEON	\$52.25	64020213-54100	SUPPLIES	\$52.25
	70349	RETIREMENT GIFT - A PHILLIPS	\$309.25	64020213-54100	SUPPLIES	\$309.25
	031	APPRECIATION WEEK LUNCHEON	\$335.27	64020213-54100	SUPPLIES	\$335.27
	S031550	AVOPS MONTHLY SERVICE FEE	\$50.00	77725200-54100	SUPPLIES	\$50.00
	160993	11X17 REPORT COVERS	\$80.00	84027225-54100	SUPPLIES	\$80.00
	38861557	WWTP REPLACEMENT IPHONE	\$539.72	82027110-55100	TELEPHONE	\$269.86
				84027221-55100	TELEPHONE	\$269.86
Vendor Total:						\$18,305.74
CA DEPT OF FISH & WILDLIFE	DV062622	APPLICATION FILING FEE	\$5,748.75	51124210-80230	INFRASTRUCTURE	\$5,748.75
Vendor Total:						\$5,748.75
CARTER GRISSOM	DV062622	PROMOTER FOR SUNDAYS IN THE PA	\$500.00	90000000-23226	CONCERT SERIES	\$500.00
	DV062622 1	SUNDAY'S IN THE PARK-"TOP SHEL	\$1,000.00	90000000-23226	CONCERT SERIES	\$1,000.00
Vendor Total:						\$1,500.00
CHICO STATE ENTERPRISES	SP007490	OPERATOR SERVICES FOR META, CD	\$4,268.00	61123410-52100	CONTRACTUAL SERVICES	\$4,268.00
Vendor Total:						\$4,268.00
CITY OF FRESNO FIRE DEPARTMENT	2328	REGISTRATION - M KEIZER, W HOCKEMIER	\$1,640.00	10023320-57100	LEARNING AND DEVELOPMENT	\$1,640.00
Vendor Total:						\$1,640.00
COFFEE CRITIC INC, THE	R28706	MISC. COFFEE SUPPLIES AS NEEDED	\$110.00	20012200-54100	SUPPLIES	\$110.00
Vendor Total:						\$110.00
COMCAST	1296 JUNE 22	INTERNET SERVICES	\$190.14	20913900-55100	TELEPHONE	\$190.14
	4635 JUN 22	INTERNET SERVICES	\$260.50	20913900-55100	TELEPHONE	\$260.50

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
COMCAST	9780 JUN 22	INTERNET SERVICES	\$172.51	73022600-55100	TELEPHONE	\$172.51
Vendor Total:						\$623.15
CONCUR TECHNOLOGIES INC	101900175404	CONCUR EXPENSE PAY SOFTWARE	\$457.20	20413500-54320	SOFTWARE	\$457.20
Vendor Total:						\$457.20
D WALTER K BARR	3879	DOT PHYSICALS	\$100.00	80026400-54161	BACKGROUND & PHYSICALS	\$100.00
Vendor Total:						\$100.00
DAN BUFFALO	TR 6/3-7/22	TRAVEL REIMBURSEMENT	\$2,143.33	20013400-57100	LEARNING AND DEVELOPMENT	\$2,143.33
Vendor Total:						\$2,143.33
DC ELECTRIC GROUP INC	440130	TRAFFIC SIGNAL REPAIR MAY 22	\$330.52	10024214-52100	CONTRACTUAL SERVICES	\$330.52
Vendor Total:						\$330.52
DEPARTMENT OF TRANSPORTATION	DV061022	ENCROACHMENT PERMIT	\$225.00	51124210-80230	INFRASTRUCTURE	\$225.00
Vendor Total:						\$225.00
DEVIL PUPS YOUTH PROGRAM	DV062222	21/22 DONATION TO YOUTH PROGRAM	\$1,000.00	63320210-59105	CONTRIBUTIONS TO OTHER AGENCY	\$1,000.00
Vendor Total:						\$1,000.00
DIANA MACIAS	DV061322	REIMBURSEMENT - COURSE TUITION	\$2,800.00	20513300-57100	LEARNING AND DEVELOPMENT	\$2,800.00
Vendor Total:						\$2,800.00
E DELORES PARSONS	P-709	SEWER LATERAL - REIMBURSEMENT	\$2,000.00	84427221-59501	GRANTS ISSUED	\$2,000.00
Vendor Total:						\$2,000.00
E SOURCE COMPANIES LLC	21270	PM FOR UTILITY BILLING CIS REP	\$6,260.50	20513300-52100	CONTRACTUAL SERVICES	\$6,260.50
Vendor Total:						\$6,260.50
EFFICIENCY SERVICES GROUP LLC	00005649	ADMIN OF EUD PUBLIC BENEFITS P	\$3,739.47	80626450-52137	PUBLIC BENEFITS PROGRAM MGMT	\$3,739.47
Vendor Total:						\$3,739.47
ENGLAND ENTERPRISES TRAINING DIVISION, LLC	22-132	REGISTRATION - I GRIEVE	\$695.00	10023320-57100	LEARNING AND DEVELOPMENT	\$695.00
Vendor Total:						\$695.00
EPIC AVIATION LLC	7576634	JET A FUEL	\$31,756.42	77725200-58401	AVIATION FUEL	\$31,756.42
	7577486	AVGAS 100LL	\$53,627.05	77725200-58401	AVIATION FUEL	\$53,627.05
Vendor Total:						\$85,383.47

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
EUREKA OXYGEN CO	DM00834893	EQUIPMENT MAINTENANCE	\$24.10	10521210-54107	EMS SUPPLIES	\$12.05
				71021100-54107	EMS SUPPLIES	\$12.05
	DM00835757	EQUIPMENT MAINTENANCE	\$24.67	10521210-54107	EMS SUPPLIES	\$12.33
				71021100-54107	EMS SUPPLIES	\$12.34
	U 191482	EQUIPMENT MAINTENANCE	\$70.89	10521210-54107	EMS SUPPLIES	\$35.45
				71021100-54107	EMS SUPPLIES	\$35.44
	467694	EQUIPMENT MAINTENANCE	\$95.00	20822500-56120	EQUIPMENT MAINTENANCE & REPAIR	\$95.00
	467494	EQUIPMENT MAINTENANCE	\$223.84	20822500-56120	EQUIPMENT MAINTENANCE & REPAIR	\$223.84
	467895	EQUIPMENT MAINTENANCE	\$162.00	73022600-56120	EQUIPMENT MAINTENANCE & REPAIR	\$162.00
	Vendor Total:					\$600.50
FASTENAL	CAUKA46014	7/16-20 FHN YZ 8	\$8.97	20324100-58510	REIMBURSABLE JOBS	\$8.97
	CAUKA46019	12-24X2-1/4FPHTK4W/W	\$105.10	20824300-54100	SUPPLIES	\$105.10
	Vendor Total:					\$114.07
FEDERAL EXPRESS	7-747-67994	SHIPPING SERVICES	\$69.36	20513300-54101	POSTAGE	\$31.48
				82027111-54101	POSTAGE	\$37.88
	9-627-40641	LATE FEE WTP	\$4.16	82027111-54101	POSTAGE	\$4.16
FRIEDMANS HOME IMPROVEMENT	INV15004454	MISC. ITEMS AS NEEDED	\$74.29	20822500-56300	BUILDING MAINT. & REPAIR	\$74.29
	INV14970767	MISC. ITEMS AS NEEDED	\$137.93	20822500-56300	BUILDING MAINT. & REPAIR	\$137.93
	INV14888249	MISC. ITEMS AS NEEDED	\$231.79	20822500-56300	BUILDING MAINT. & REPAIR	\$231.79
	INV14969551	MISC. ITEMS AS NEEDED	\$32.18	77725200-56300	BUILDING MAINT. & REPAIR	\$32.18
	INV14902166	MISC. ITEMS AS NEEDED	\$111.17	82027111-56300	BUILDING MAINT. & REPAIR	\$111.17
	INV14894944	MISC. ITEMS AS NEEDED	\$15.56	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$15.56
	INV15004747	MISC. ITEMS AS NEEDED	\$206.52	82027114-56130	EXTERNAL SERVICES	\$206.52
	INV14895688	MISC. ITEMS AS NEEDED	\$3.86	84027225-56504	FACILITY MAINTENANCE & REPAIR	\$3.86
	INV14936982	MISC. ITEMS AS NEEDED	\$10.89	80126100-80230	INFRASTRUCTURE	\$10.89
	INV14939321	MISC. ITEMS AS NEEDED	\$39.96	10022100-59400	OTHER EXPENSES	\$39.96

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FRIEDMANS HOME IMPROVEMENT	INV14921282	MISC. ITEMS AS NEEDED	\$65.48	10022100-59400	OTHER EXPENSES	\$65.48
	INV15002760	MISC. ITEMS AS NEEDED	\$25.02	10024620-54120	PW - SPECIAL SUPPLIES	\$25.02
	INV14906237	MISC. ITEMS AS NEEDED	\$33.03	10024620-54120	PW - SPECIAL SUPPLIES	\$33.03
	INV14926043	MISC. ITEMS AS NEEDED	\$117.55	10024620-54120	PW - SPECIAL SUPPLIES	\$117.55
	INV15009931	MISC. ITEMS AS NEEDED	\$75.41	10521210-54102	SMALL TOOLS	\$75.41
	INV14905848	MISC. ITEMS AS NEEDED	\$81.79	20822500-54102	SMALL TOOLS	\$38.44
				20822500-54100	SUPPLIES	\$43.35
	INV14969500	MISC. ITEMS AS NEEDED	\$52.25	82027114-54102	SMALL TOOLS	\$52.25
	INV15019867	MISC. ITEMS AS NEEDED	\$140.45	82027114-54102	SMALL TOOLS	\$140.45
	INV14977268	MISC. ITEMS AS NEEDED	\$48.20	90000000-23256	SPECIAL EVENTS TRUST	\$48.20
	CN-316024	MISC. ITEMS AS NEEDED	(\$38.11)	10022100-54100	SUPPLIES	(\$38.11)
	INV14974254	MISC. ITEMS AS NEEDED	\$5.34	10022100-54100	SUPPLIES	\$5.34
	INV14968625	MISC. ITEMS AS NEEDED	\$12.38	10022100-54100	SUPPLIES	\$12.38
	INV14964005	MISC. ITEMS AS NEEDED	\$20.93	10022100-54100	SUPPLIES	\$20.93
	INV14962759	MISC. ITEMS AS NEEDED	\$26.54	10022100-54100	SUPPLIES	\$26.54
	INV14881743	MISC. ITEMS AS NEEDED	\$31.38	10022100-54100	SUPPLIES	\$31.38
	INV14926110	MISC. ITEMS AS NEEDED	\$60.28	10022100-54100	SUPPLIES	\$60.28
	INV14882480	MISC. ITEMS AS NEEDED	\$71.37	10022100-54100	SUPPLIES	\$71.37
	INV14987715	MISC. ITEMS AS NEEDED	\$97.50	10022100-54100	SUPPLIES	\$97.50
	INV14970356	MISC. ITEMS AS NEEDED	\$111.24	10022100-54100	SUPPLIES	\$111.24
	INV14926370	MISC. ITEMS AS NEEDED	\$117.37	10022100-54100	SUPPLIES	\$117.37
	INV14931988	MISC. ITEMS AS NEEDED	\$462.62	10022100-54100	SUPPLIES	\$462.62
	INV14929837	MISC. ITEMS AS NEEDED	\$23.32	10024620-54100	SUPPLIES	\$23.32
	INV14931993	MISC. ITEMS AS NEEDED	\$152.40	20824300-54100	SUPPLIES	\$152.40
	INV14901113	MISC. ITEMS AS NEEDED	\$153.19	20824300-54100	SUPPLIES	\$153.19
	INV14901108	MISC. ITEMS AS NEEDED	\$354.40	20824300-54100	SUPPLIES	\$354.40
	INV14974460	MISC. ITEMS AS NEEDED	\$14.01	80026120-54100	SUPPLIES	\$14.01
	INV14974704	MISC. ITEMS AS NEEDED	\$19.48	80026120-54100	SUPPLIES	\$19.48
	INV14970752	MISC. ITEMS AS NEEDED	\$22.46	80026120-54100	SUPPLIES	\$22.46

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FRIEDMANS HOME IMPROVEMENT	INV14927138	MISC. ITEMS AS NEEDED	\$311.46	80026120-54100	SUPPLIES	\$311.46
	INV14895894	MISC. ITEMS AS NEEDED	\$76.31	80026200-54100	SUPPLIES	\$76.31
	INV14881898	MISC. ITEMS AS NEEDED	\$26.20	80026210-54100	SUPPLIES	\$26.20
	INV14935573	MISC. ITEMS AS NEEDED	\$83.20	80026210-54100	SUPPLIES	\$83.20
	INV14976463	MISC. ITEMS AS NEEDED	\$87.26	80026210-54100	SUPPLIES	\$87.26
	INV15027427	MISC. ITEMS AS NEEDED	\$21.60	82027111-54100	SUPPLIES	\$21.60
	INV14976985	MISC. ITEMS AS NEEDED	\$26.96	82027111-54100	SUPPLIES	\$26.96
	INV14896824	MISC. ITEMS AS NEEDED	\$48.81	82027111-54100	SUPPLIES	\$48.81
	INV14896782	MISC. ITEMS AS NEEDED	\$90.84	82027111-54100	SUPPLIES	\$90.84
	INV15016636	MISC. ITEMS AS NEEDED	\$175.27	82027111-54100	SUPPLIES	\$175.27
	INV14894288	MISC. ITEMS AS NEEDED	\$9.82	82027114-54100	SUPPLIES	\$9.82
	INV15002096	MISC. ITEMS AS NEEDED	\$10.04	82027114-54100	SUPPLIES	\$10.04
	INV14973304	MISC. ITEMS AS NEEDED	\$26.50	82027114-54100	SUPPLIES	\$26.50
	INV14965692	MISC. ITEMS AS NEEDED	\$26.61	82027114-54100	SUPPLIES	\$26.61
	INV14984253	MISC. ITEMS AS NEEDED	\$59.54	82027114-54100	SUPPLIES	\$59.54
	INV14887625	MISC. ITEMS AS NEEDED	\$79.50	82027114-54100	SUPPLIES	\$79.50
	INV15004645	MISC. ITEMS AS NEEDED	\$17.70	83027330-54100	SUPPLIES	\$17.70
	INV15021198	MISC. ITEMS AS NEEDED	\$40.13	83027330-54100	SUPPLIES	\$40.13
	INV14977354	MISC. ITEMS AS NEEDED	\$11.65	84027221-54100	SUPPLIES	\$11.65
	INV14890840	MISC. ITEMS AS NEEDED	\$42.20	84027225-54100	SUPPLIES	\$42.20
	INV15027678	MISC. ITEMS AS NEEDED	\$98.38	84027225-54100	SUPPLIES	\$98.38
Vendor Total:						\$4,591.41
GENERAL PACIFIC INC	1439026	(2U-CA-2) CAP, INSULATED PROTE	\$785.25	80000000-12104	INVENTORY - PURCHASES	\$785.25
	1438797	(C-831) COND, #2 AWG, ACSR - S	\$1,974.45	80000000-12104	INVENTORY - PURCHASES	\$1,974.45
Vendor Total:						\$2,759.70
GENERAL SERVICES AGENCY	APR 22	SPANISH MTN SUBLEASE MO RENT-N	\$50.00	20620231-52100	CONTRACTUAL SERVICES	\$50.00
	MAR 22	SPANISH MTN SUBLEASE MO RENT-N	\$50.00	20620231-52100	CONTRACTUAL SERVICES	\$50.00
Vendor Total:						\$100.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
GHILOTTI CONSTRUCTION COMPANY INC	6019*01	DORA STREET UTILITY IMP PROJEC	\$70,600.00	25224220-80230	INFRASTRUCTURE	\$23,534.00
				82227113-80230	INFRASTRUCTURE	\$23,533.00
				84427221-80230	INFRASTRUCTURE	\$23,533.00
				Vendor Total:		\$70,600.00
GOLDEN STATE EMERGENCY VEHICLE SERVICE INC	CI033529	BELT POLY V	\$86.56	10521210-56130	EXTERNAL SERVICES	\$86.56
	CI033762	ISO MOUNT	\$114.45	10521210-56130	EXTERNAL SERVICES	\$114.45
	CI034149	OIL SEAL, BEARINGS	\$614.05	20324100-58510	REIMBURSABLE JOBS	\$614.05
				Vendor Total:		\$815.06
GRAINGER INC	9340545673	GARDEN HOSE	\$183.77	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$183.77
	9336121885	GARGEN HOSE	\$262.64	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$262.64
	9329433198	ICED TEA FILTER	\$42.45	10521210-54100	SUPPLIES	\$42.45
	9329972369	FACIAL TISSUE, FABRIC SOFTENER SHEETS	\$167.36	10521210-54100	SUPPLIES	\$167.36
	9329433206	FLOOR CLEARNER, ZIP LOCK BAGS, TRASH BAGS	\$221.94	10521210-54100	SUPPLIES	\$221.94
				Vendor Total:		\$878.16
GREATER UKIAH CHAMBER OF COMMERCE	13082	SKATE JAM PERFORMANCE CONTRACT	\$4,500.00	90000000-23238	SKATEBOARD PARK CONST TRUST	\$3,750.00
				90000000-23256	SPECIAL EVENTS TRUST	\$750.00
				Vendor Total:		\$4,500.00
HYDRANTGUARD LLC	1094	ASSEMBLIES: HG1-611 -611, HG1 6	\$6,067.73	82027114-54100	SUPPLIES	\$6,067.73
				Vendor Total:		\$6,067.73
INTERCOUNTY MECHANICAL & ELECTRICAL INC	8517-B	REMOVAL OF EXISTING LOW AMBIEN	\$5,401.00	80026210-52100	CONTRACTUAL SERVICES	\$5,401.00
				Vendor Total:		\$5,401.00
JAMES REESE	25142	JANITORIAL SERVICES	\$350.00	73022600-56300	BUILDING MAINT. & REPAIR	\$350.00
				Vendor Total:		\$350.00
JUSTIN HILL	12227	ANNUAL INSPECTION OF T-6852	\$1,100.00	10521210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,100.00
	12224	LADDER TESTING & REPAIRS PARTS	\$1,713.65	10521210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,713.65
				Vendor Total:		\$2,813.65

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
KEITH GAUDETTE	DV062622	SOUND SERVICES FOR SUNDAY'S IN	\$2,560.00	90000000-23226	CONCERT SERIES	\$2,560.00
					Vendor Total:	\$2,560.00
KIMBALL MIDWEST	9939039	SPADE T, LOCK WASHER	\$225.32	20324100-54100	SUPPLIES	\$225.32
					Vendor Total:	\$225.32
KRISTIN MYERS	20220602	CATERING FOR LAKE TRANSIT AUTH	\$3,900.00	73022600-54100	SUPPLIES	\$3,900.00
					Vendor Total:	\$3,900.00
LEGAL SHIELD	38295 JUN 22	JUN 22 PRE-PAID LEGAL SERVICE	\$25.90	20700000-20526	PREPAID LEGAL - AFLAC	\$25.90
					Vendor Total:	\$25.90
LES SCHWAB TIRE CENTER	64000586143	THRUST ANGLE ALIGNMENT	\$109.99	10022810-56130	EXTERNAL SERVICES	\$109.99
	64000585594	FLAT REPAIR, RADIAL REPAIR	\$44.65	10024620-56130	EXTERNAL SERVICES	\$44.65
					Vendor Total:	\$154.64
LEXISNEXIS RISK DATA MANAGEMENT INC	1410964-20220531	LEXIS NEXIS LE PLUS SEARCHING	\$75.00	10020210-54202	MAJOR CRIME INVESTIGATIONS	\$75.00
					Vendor Total:	\$75.00
LN CURTIS & SONS	INV579912	#294029 CMC LARGE PROSERIES ED	\$474.70	10521210-54102	SMALL TOOLS	\$474.70
	INV575674	5.11 3 IN 1 PARKAS FOR NEW HIR	\$1,962.54	10521210-54106	SPECIALTY SUPPLIES	\$1,962.54
					Vendor Total:	\$2,437.24
MENDO MILL & LUMBER CO	211748/1	RETURN - CORONADO BAD, SANTASEBAS	(\$166.04)	10521210-56300	BUILDING MAINT. & REPAIR	(\$166.04)
	211812/1	CORONADO BASE	\$12.18	10521210-56300	BUILDING MAINT. & REPAIR	\$12.18
	213498/1	SOIL	\$12.69	10521210-56300	BUILDING MAINT. & REPAIR	\$12.69
	212850/1	MARKING PAINT, PADLOCK	\$36.19	10521210-56300	BUILDING MAINT. & REPAIR	\$36.19
	212407/1	CASING PK MIT	\$87.65	10521210-56300	BUILDING MAINT. & REPAIR	\$87.65
	212391/1	10Y PHOTO SMK&CO SLIM, PLUG IN GAS ALARM	\$98.46	10521210-56300	BUILDING MAINT. & REPAIR	\$98.46
	418616/2	EGGBEATER MIXER, POLE, TEXT SPRAY	\$105.69	10521210-56300	BUILDING MAINT. & REPAIR	\$105.69
	212547/1	BAR CARPET, ROD, CAULKING, SMOKE ALARM	\$119.33	10521210-56300	BUILDING MAINT. & REPAIR	\$119.33
	211694/1	PAINT, TRIM BRUSH, ROLLER PAINT KIT	\$212.28	10521210-56300	BUILDING MAINT. & REPAIR	\$212.28
	211728/1	CAULKING, FUSE PACK	\$282.59	10521210-56300	BUILDING MAINT. & REPAIR	\$282.59
	213651/1	FUEL HEDGE TRIMMER, LOPPER BYPASS	\$592.81	10521210-56300	BUILDING MAINT. & REPAIR	\$296.41
				71021100-56300	BUILDING MAINT. & REPAIR	\$296.40

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
MENDO MILL & LUMBER CO	213609/1	MATS, SURGE PROTECTOR, MAGNETIC MINI SWEEP	\$711.05	10521210-56300	BUILDING MAINT. & REPAIR	\$711.05
	212585/1	WRENCH SETS, SOCKET SET, SCREWDRIVER SET	\$853.60	10521210-54102	SMALL TOOLS	\$853.60
	213492/1	SOIL, BARB CONNECTORS, TUBING	\$23.34	10521210-54100	SUPPLIES	\$23.34
	213119/1	PELLETS	\$25.60	10521210-54100	SUPPLIES	\$25.60
	213441/1	CLEANING WIPES, 5G BUCKET, SCREW LID	\$52.51	10521210-54100	SUPPLIES	\$52.51
Vendor Total:						\$3,059.93
MENDOCINO COLLEGE	DV060422	INSTRUCTOR	\$1,110.00	10022850-52100	CONTRACTUAL SERVICES	\$1,110.00
	Vendor Total:					\$1,110.00
MILSOFT UTILITY SOLUTIONS INC	20222955	REPLACEMENT OF UTILITY BILLING	\$20,940.00	20513300-54320	SOFTWARE	\$20,940.00
	Vendor Total:					\$20,940.00
NCH CORPORATION	7800952	QWIK-START, STING X PRO AEROSOL	\$938.58	20324100-58410	GARAGE LUBRICANTS & PARTS	\$243.79
				84027225-54100	SUPPLIES	\$694.79
	7804002	LOCK CEASE BRUSH TOP, R2K GRRR	\$654.56	84027225-58410	GARAGE LUBRICANTS & PARTS	\$379.76
				20824300-54100	SUPPLIES	\$274.80
	Vendor Total:					\$1,593.14
NORTH COAST OPPORTUNITIES, INC	MAY 22	URBAN GREEN PHASE 4 PROJECT MA	\$1,430.00	51124210-80230	INFRASTRUCTURE	\$1,430.00
	APR 22	URBAN GREEN PHASE 4 PROJECT MA	\$7,182.50	51124210-80230	INFRASTRUCTURE	\$7,182.50
	Vendor Total:					\$8,612.50
NORTHERN AGGREGATES INC	71478	MISC. ROCK & ROAD PATCH MATERI	\$685.13	84027225-56504	FACILITY MAINTENANCE & REPAIR	\$685.13
	Vendor Total:					\$685.13
O'CONNOR THOMPSON MCDONOUGH KLOTSCH LLP	155	LEGAL SERVICES - MUSEUM ROOF P	\$936.00	20822500-80220	BUILDING IMPROVEMENTS	\$936.00
	154	LEGAL SERVICES - MUSEUM ROOF P	\$2,730.00	20822500-80220	BUILDING IMPROVEMENTS	\$2,730.00
	Vendor Total:					\$3,666.00
ONE TIME PAY VENDOR	P6846	PERMIT#P6846 REFUND - VIBE UKIAH LLC	\$291.50	90000000-21111	PLANNING PERMIT ESCROW	\$291.50
	P6874	PERMIT#P6874 REFUND - WINE COUNTRY CANNASS	\$291.50	90000000-21111	PLANNING PERMIT ESCROW	\$291.50

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ONE TIME PAY VENDOR	DV061622	REC REFUND - JESSICA PEARSON	\$215.00	10022850-44915	RECREATION PROGRAM INCOME	\$75.00
				10022850-44915	RECREATION PROGRAM INCOME	\$140.00
	18237	REFUND - DEPOSIT FOR PC18237 - REDWOOD COMMUNITY	\$277.58	90000000-23200	REFUNDABLE DEPOSITS TRUST	\$277.58
	18279	REFUND - DEPOSIT FOR PC18279 - CIRE EQUITY PEAR	\$362.62	90000000-23200	REFUNDABLE DEPOSITS TRUST	\$362.62
	18201	REFUND - DEPOSIT FOR PC18201 - UKIAH SENIOR ASSOCIATION	\$820.56	90000000-23200	REFUNDABLE DEPOSITS TRUST	\$820.56
Vendor Total:						\$2,258.76
OPERATING ENGINEERS UNION	2206-1	JUN 22 PW UNION DUES	\$1,005.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$1,005.00
	2206	JUN 22 ADMIN & MAINT UNION DUES	\$1,488.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$1,488.00
Vendor Total:						\$2,493.00
OREILLY AUTO PARTS	2707-468208	COP COIL	\$209.56	10020210-56130	EXTERNAL SERVICES	\$209.56
	2707-471064	DISC PAD SET, BRAKE ROTOR	\$798.08	10020210-56130	EXTERNAL SERVICES	\$798.08
	2707-471085	DISC PAD SET, 1-PC ROTOR	\$967.20	10020210-56130	EXTERNAL SERVICES	\$967.20
	2707-473445	NEW COMPRESS, CORE	\$398.48	20513382-56130	EXTERNAL SERVICES	\$398.48
	2707-468184	BALL JOINT	\$376.38	20822500-56130	EXTERNAL SERVICES	\$376.38
	2707-471343	LOCTITE 404	\$41.62	77725200-56130	EXTERNAL SERVICES	\$41.62
	2707-429805	RETURN - STOPLIGHT SW	(\$20.32)	80026110-56130	EXTERNAL SERVICES	(\$20.32)
	2707-429765	STOPLIGHT SW	\$20.32	80026110-56130	EXTERNAL SERVICES	\$20.32
	2707-472841	TPMS SENSOR	\$212.09	82027114-56130	EXTERNAL SERVICES	\$212.09
	2707-472565	WIPER FLUID	\$36.45	20324100-58410	GARAGE LUBRICANTS & PARTS	\$36.45
Vendor Total:						\$3,039.86
OWEN EQUIPMENT SALES	00056561	REPLACEMENT BELT	\$265.51	10024620-56130	EXTERNAL SERVICES	\$265.51
	00056624	MOWER BLADE	\$76.90	10024221-80100	MACHINERY & EQUIPMENT	\$76.90
	00056649	MAINTENANCE, REAPER BLADE	\$469.58	84027225-80100	MACHINERY & EQUIPMENT	\$469.58
Vendor Total:						\$811.99
PACE SUPPLY CORPORATION	027777869	FULL PORT BALL VALVE	\$49.77	82027111-56300	BUILDING MAINT. & REPAIR	\$49.77
	027713814-1	6" x 20' PBC C900 DR18 BLUE PI	\$884.52	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$884.52

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PACE SUPPLY CORPORATION	027767643	HOLE PIPE	\$94.95	80026120-54100	SUPPLIES	\$94.95
					Vendor Total:	\$1,029.24
PAYMENTUS GROUP INC	INV-15-123580	CREDIT CARD PROCESSING SERVICE	\$5,322.40	20513300-52100	CONTRACTUAL SERVICES	\$5,322.40
					Vendor Total:	\$5,322.40
PG&E CO	1522-8 MAY 22	PACIFIC GAS & ELECTRIC	\$79.75	10521210-55210	UTILITIES	\$79.75
	6833-2 MAY 22	PACIFIC GAS & ELECTRIC	\$584.01	10521210-55210	UTILITIES	\$584.01
	6124-2 MAY 22	PACIFIC GAS & ELECTRIC	\$1,115.33	10521210-55210	UTILITIES	\$1,115.33
	0853-6 MAY 22	PACIFIC GAS & ELECTRIC	\$3,561.15	31122000-55210	UTILITIES	\$3,561.15
					Vendor Total:	\$5,340.24
RADIOMOBILE INC	18065	LICENSE, IQ TABLET SOFTWARE (I	\$3,856.52	71021100-54320	SOFTWARE	\$3,856.52
					Vendor Total:	\$3,856.52
RAINBOW AGRICULTURAL SERVICES	54644/1	GAS CAN, MIX OIL	\$102.85	82027111-56210	FUEL & FLUIDS	\$102.85
	404596/1	SERVICING KIT, HEX HEAD SCREW	\$999.34	10024620-54120	PW - SPECIAL SUPPLIES	\$999.34
	54216/1	GUIDE BAR, CHAIN LOOP	\$126.27	80026120-54102	SMALL TOOLS	\$126.27
	53644/1	RETURN - TRIMMER HEAD	(\$28.30)	82027111-54102	SMALL TOOLS	(\$28.30)
	53638/1	TRIMMER HEADS	\$93.60	82027111-54102	SMALL TOOLS	\$93.60
	53610/1	TRIMMER HEAD	\$29.39	10022100-54100	SUPPLIES	\$29.39
	54209/1	TRIMMER LINE	\$34.82	10022100-54100	SUPPLIES	\$34.82
	54494/1	TRIMMER LINE, SPOOL INSERT	\$91.42	10022100-54100	SUPPLIES	\$91.42
					Vendor Total:	\$1,449.39
RANDY BARTON	BA FY21/22	BOOT ALLOWANCE	\$150.00	84027225-54100	SUPPLIES	\$150.00
					Vendor Total:	\$150.00
REDWOOD COAST FUELS	2332713	CARDLOCK FUEL PURCHASES	\$491.06	10022100-56210	FUEL & FLUIDS	\$491.06
	2330436	CARDLOCK FUEL PURCHASES	\$9,936.56	10022100-56210	FUEL & FLUIDS	\$1,307.47
				10023320-56210	FUEL & FLUIDS	\$127.25
				10024620-56210	FUEL & FLUIDS	\$1,766.41
				20324100-56210	FUEL & FLUIDS	\$652.85
				20513382-56210	FUEL & FLUIDS	\$49.06
				20822500-56210	FUEL & FLUIDS	\$173.72

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
REDWOOD COAST FUELS	2330436	CARDLOCK FUEL PURCHASES	\$9,936.56	80026400-56210	FUEL & FLUIDS	\$2,564.09
				82027111-56210	FUEL & FLUIDS	\$821.45
				82027114-56210	FUEL & FLUIDS	\$621.62
				82027114-56210	FUEL & FLUIDS	\$645.31
				84027221-56210	FUEL & FLUIDS	\$529.52
				84027221-56210	FUEL & FLUIDS	\$549.70
				84027225-56210	FUEL & FLUIDS	\$128.11
	4158685	CARDLOCK FUEL PURCHASES	\$957.64	20824300-56210	FUEL & FLUIDS	\$957.64
	4158684	CARDLOCK FUEL PURCHASES	\$1,227.81	77725200-56210	FUEL & FLUIDS	\$1,227.81
	2332322	CARDLOCK FUEL PURCHASES	\$501.06	84027225-56210	FUEL & FLUIDS	\$501.06
Vendor Total:					\$13,114.13	
REDWOOD TREE SERVICE STATIONS INC	MAY 22	CAR WASHES & INTERIOR CLEANING	\$322.00	10020210-56130	EXTERNAL SERVICES	\$310.00
				10024210-56130	EXTERNAL SERVICES	\$12.00
				Vendor Total:		\$322.00
REOA LTD	127	OFFICIATING OF ADULT SOFTBALL	\$1,942.00	10022822-52100	CONTRACTUAL SERVICES	\$1,942.00
	125	OFFICIATING OF ADULT SOFTBALL	\$2,256.00	10022822-52100	CONTRACTUAL SERVICES	\$2,256.00
	105	OFFICIATING OF ADULT SOFTBALL	\$3,098.00	10022822-52100	CONTRACTUAL SERVICES	\$3,098.00
	Vendor Total:		\$7,296.00			
RICHARD THORNTON	0000013983	TELEPHONE PRODUCTS & SERVICES	\$62.50	10020210-54100	SUPPLIES	\$62.50
				Vendor Total:		\$62.50
RINO PACIFIC	CL37559	FUEL CARD CHARGES AS NEEDED	\$5,004.22	10020210-56210	FUEL & FLUIDS	\$5,004.22
	CL37537	FUEL CARD CHARGES AS NEEDED	\$4,194.53	10521210-56210	FUEL & FLUIDS	\$4,194.53
	CL37412	FUEL CARD CHARGES AS NEEDED	\$4,991.89	10521210-56210	FUEL & FLUIDS	\$4,991.89
	CL37433	FUEL CARD CHARGES AS NEEDED	\$334.96	80026400-56210	FUEL & FLUIDS	\$334.96
	Vendor Total:		\$14,525.60			
SAFEWAY INC	MAY 22	MISC. PURCHASES AS REQUIRED	\$276.99	10020210-54100	SUPPLIES	\$13.03
				10022822-54100	SUPPLIES	\$49.53
				20620231-54100	SUPPLIES	\$92.51
				73022600-54100	SUPPLIES	\$5.99
				73022600-54100	SUPPLIES	\$98.05

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SAFEWAY INC	MAY 22	MISC. PURCHASES AS REQUIRED	\$276.99	82027111-54100	SUPPLIES	\$17.88
Vendor Total:						\$276.99
SD MYERS LLC	INV13821	POWERPAC, LTCAPAC	\$860.00	80026210-54100	SUPPLIES	\$860.00
Vendor Total:						\$860.00
SNAP-ON INDUSTRIAL	ARV/53222433	21.4 MODIS EDGE USD UPGRADE	\$1,079.28	20324100-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,079.28
	ARV/53168637	12PT 10MM STD COMWR	\$21.44	20324100-54102	SMALL TOOLS	\$21.44
	ARV/53133752	3/58DR 6PC BALL HX LNG DR SET	\$131.87	20324100-54102	SMALL TOOLS	\$131.87
	ARV/53229176	4PC ADJ WRENCH SET	\$360.66	20324100-54102	SMALL TOOLS	\$360.66
	ARV/53125045	SHOP TOOLS	\$434.37	20324100-54102	SMALL TOOLS	\$434.37
	ARV/53064108	3/4 TON UTL STND	\$241.44	20824300-54102	SMALL TOOLS	\$241.44
Vendor Total:						\$2,269.06
SOLITUDE LAKE MANAGEMENT LLC	PI-A00815518	REPAIRS TO WATER FEATURE AT TH	\$1,150.00	10022700-56300	BUILDING MAINT. & REPAIR	\$1,150.00
Vendor Total:						\$1,150.00
STAPLES CREDIT PLAN	5434	FOLDERS	\$0.03	10020210-54201	PRISONER EXPENSE	\$0.03
	5434A	FOLDERS	\$30.43	10020210-54201	PRISONER EXPENSE	\$30.43
	7673	MUSEUM OFFICE SUPPLIES	\$153.51	10022700-54100	SUPPLIES	\$153.51
	7356285857-0	PAPER, NOTEBOOK	\$40.86	10022810-54100	SUPPLIES	\$40.86
	7355539883-0	MECH PENCILS, PENS	\$41.11	10022822-54100	SUPPLIES	\$41.11
	7357168480-0	PRINthead BLACK	\$65.18	10022850-54100	SUPPLIES	\$65.18
	7356983649-0	INK CARTRIDGES, TONER	\$242.93	10022850-54100	SUPPLIES	\$242.93
	7356488799-0	20IN WIDESCREEN ANTI-GLARE	\$65.12	10023100-54100	SUPPLIES	\$65.12
	7356488799-0	BLAK CHAIR	\$217.74	10023100-54100	SUPPLIES	\$217.74
	7355198292-1	RETURN - SELF SEAL	(\$24.80)	10521210-54100	SUPPLIES	(\$24.80)
	7357511298-0	MISC OFFICE SUPPLIES	\$754.58	20012200-54100	SUPPLIES	\$675.14
				20413500-54100	SUPPLIES	\$79.44
	7355790985-0	TONER, DUSTER, HIGHLIGHTERS	\$605.46	20013210-54100	SUPPLIES	\$163.22
				20013220-54100	SUPPLIES	\$442.24
	5954	LOGITECH PC SPEAKERS	\$38.10	20413500-54100	SUPPLIES	\$38.10

List of Checks Presented for Approval on 6/24/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
STAPLES CREDIT PLAN	8415	DURACELL RECHARGABLE BATTERIES	\$20.13	64020213-54100	SUPPLIES	\$20.13
	6082	BINDERS	\$21.73	82027111-54100	SUPPLIES	\$21.73
Vendor Total:						\$2,272.11
STATE WATER RESOURCES CONTROL BOARD	DV062122	PERMIT FEE - RAIL TRAIL PHASE 4	\$2,417.00	51124210-80230	INFRASTRUCTURE	\$2,417.00
Vendor Total:						\$2,417.00
STEVEN ENGINEERING INC	2685767-01	SOLUTIONSKIT9-VIBE, BANNER WIR	\$1,393.60	84027225-80100	MACHINERY & EQUIPMENT	\$1,393.60
	2685767-00	SOLUTIONSKIT9-VIBE, BANNER WIR	\$32,462.10	84027225-80100	MACHINERY & EQUIPMENT	\$32,462.10
Vendor Total:						\$33,855.70
STRYKER SALES CORPORATION	3752455M	STRYKER FIRE STAIR CHAIR	\$5,010.69	71021100-54102	SMALL TOOLS	\$5,010.69
Vendor Total:						\$5,010.69
TEMPLE CABRAL	DV062322	REIMBURSEMENT - BIRTHDAY SUPPLIES	\$81.75	20016100-54167	EMPLOYEE DEVELOPMENT	\$81.75
Vendor Total:						\$81.75
THE EMPIRE AGENCY	DV073122	2022 SUNDAYS IN THE PARKS - WS	\$3,000.00	90000000-23226	CONCERT SERIES	\$3,000.00
	DV071722	2022 CONCERT SERIES-LA MISA NE	\$3,500.00	90000000-23226	CONCERT SERIES	\$3,500.00
Vendor Total:						\$6,500.00
UKIAH AUTO PARTS	265099	BATTERY, CORE DEPOST, WHEEL BUMPER BRUSH	\$135.07	83027330-56120	EQUIPMENT MAINTENANCE & REPAIR	\$135.07
	264005	PLASTICBOND, PERMATAX QUICKTITE	\$14.89	10020210-56130	EXTERNAL SERVICES	\$14.89
	263129	AIR FILTER, OIL FILTER	\$31.43	10020210-56130	EXTERNAL SERVICES	\$21.78
				20822500-56130	EXTERNAL SERVICES	\$9.65
	262702	OIL FILTER, AIR FILTER	\$65.27	10020210-56130	EXTERNAL SERVICES	\$65.27
	263457	CONNECTOR	\$42.49	10022100-56130	EXTERNAL SERVICES	\$42.49
	262226	OIL FILTER	\$162.13	20513382-56130	EXTERNAL SERVICES	\$162.13
	265420	OIL FILTER	\$9.66	20822500-56130	EXTERNAL SERVICES	\$9.66
	264956	FUEL FILTER	\$141.09	84027221-56130	EXTERNAL SERVICES	\$141.09
	262586	BRAKE FLUID	\$40.27	20324100-58410	GARAGE LUBRICANTS & PARTS	\$40.27
	262450	OIL, FUNNEL	\$88.32	10024620-54120	PW - SPECIAL SUPPLIES	\$88.32
	265016	SPRAY FOAMER N SUDS	\$42.49	84027225-54100	SUPPLIES	\$42.49
Vendor Total:						\$773.11

List of Checks Presented for Approval on 6/24/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
UKIAH DAILY JOURNAL	0006667413	PUBLISHING SERVICES FY 21/22	\$525.45	20016100-54162	ADVERTISING	\$525.45
	0006650063-01	PUBLISHING SERVICES FY 21/22	\$836.55	20016100-54162	ADVERTISING	\$836.55
	0006671990	PUBLISHING SERVICES FY 21/22	\$80.37	10020210-52515	ADVERTISING & PUBLICATION	\$80.37
	0006648690	PUBLISHING SERVICES FY 21/22	\$94.60	10020210-52515	ADVERTISING & PUBLICATION	\$94.60
	0006654472	PUBLISHING SERVICES FY 21/22	\$115.48	10020210-52515	ADVERTISING & PUBLICATION	\$115.48
	0006666911	PUBLISHING SERVICES FY 21/22	\$213.32	10020210-52515	ADVERTISING & PUBLICATION	\$213.32
	0006671386	PUBLISHING SERVICES FY 21/22	\$285.00	10020210-52515	ADVERTISING & PUBLICATION	\$285.00
	0006648693	PUBLISHING SERVICES FY 21/22	\$355.92	10020210-52515	ADVERTISING & PUBLICATION	\$355.92
	0006662251	PUBLISHING SERVICES FY 21/22	\$355.92	10020210-52515	ADVERTISING & PUBLICATION	\$355.92
	0006652389	PUBLISHING SERVICES FY 21/22	\$153.61	10023100-52515	ADVERTISING & PUBLICATION	\$153.61
	0006649909	PUBLISHING SERVICES FY 21/22	\$166.32	10023100-52515	ADVERTISING & PUBLICATION	\$166.32
	0006653297	PUBLISHING SERVICES FY 21/22	\$179.03	10023100-52515	ADVERTISING & PUBLICATION	\$179.03
	0006671907	PUBLISHING SERVICES FY 21/22	\$186.98	10023100-52515	ADVERTISING & PUBLICATION	\$186.98
	0006667931	PUBLISHING SERVICES FY 21/22	\$194.92	20023510-52515	ADVERTISING & PUBLICATION	\$194.92
	0006652579	PUBLISHING SERVICES FY 21/22	\$623.92	77825200-80230	INFRASTRUCTURE	\$623.92
	0006654215	PUBLISHING SERVICES FY 21/22	\$67.81	20012500-52150	LEGAL SERVICES/ EXPENSES	\$67.81
	0006650970	PUBLISHING SERVICES FY 21/22	\$72.58	20012500-52150	LEGAL SERVICES/ EXPENSES	\$72.58
	0006654277	PUBLISHING SERVICES FY 21/22	\$80.52	20012500-52150	LEGAL SERVICES/ EXPENSES	\$80.52
	0006654292	PUBLISHING SERVICES FY 21/22	\$80.52	20012500-52150	LEGAL SERVICES/ EXPENSES	\$80.52
	0006655643	PUBLISHING SERVICES FY 21/22	\$93.23	20012500-52150	LEGAL SERVICES/ EXPENSES	\$93.23
	0006653182	PUBLISHING SERVICES FY 21/22	\$204.46	20012500-52150	LEGAL SERVICES/ EXPENSES	\$204.46
	0006668822	PUBLISHING SERVICES FY 21/22	\$217.17	20012500-52150	LEGAL SERVICES/ EXPENSES	\$217.17
	0006670417	PUBLISHING SERVICES FY 21/22	\$287.91	80026400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$287.91
Vendor Total:						\$5,471.59
UKIAH TROPHIES & GIFTS	563291	EMBROIDERY SERVICES	\$68.05	10022810-54100	SUPPLIES	\$68.05
	563275	ENGRAVING SERVICES	\$202.51	10022824-54100	SUPPLIES	\$202.51
Vendor Total:						\$270.56

List of Checks Presented for Approval on 6/24/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
UKIAH UNIFIED SCHOOL DISTRICT	MIN22-00090	KEY BLANKS	\$650.00	10022810-54100	SUPPLIES	\$650.00
					Vendor Total:	\$650.00
UKIAH VALLEY ASSOCIATION FOR HABILITATION INC	IN24445	JANITORIAL SERVICES - WWP FY 2	\$360.00	84027225-52100	CONTRACTUAL SERVICES	\$360.00
					Vendor Total:	\$360.00
UKIAH VALLEY DELI	66687	OUTAGE 6/14/22 MEAL - ELECTRIC	\$147.88	80026400-54100	SUPPLIES	\$147.88
					Vendor Total:	\$147.88
UKIAH VALLEY SANITATION DIST	58070 MAY 22	SEWER - 432 OBSERVATORY AVE	\$53.47	10022100-55210	UTILITIES	\$53.47
	104613 MAY 22	SEWER - LOW GAP RD	\$53.47	10022100-55210	UTILITIES	\$53.47
	90558 MAY 22	SEWER - 141 LOVERS LN	\$93.07	10521210-55210	UTILITIES	\$93.07
	81411 MAY 22	SEWER - 1500 S STATE ST	\$116.28	10521210-55210	UTILITIES	\$116.28
	89690 MAY 22	SEWER - 1640 S STATE ST	\$87.21	31122000-55210	UTILITIES	\$87.21
	113354 MAY 22	SEWER - 1350 HASTINGS RD	\$53.47	80026400-55210	UTILITIES	\$53.47
					Vendor Total:	\$456.97
UNITED SITE SERVICES	114-13114749	PORTABLE TOILET RENTAL	\$201.66	10022100-52100	CONTRACTUAL SERVICES	\$201.66
					Vendor Total:	\$201.66
US CELLULAR	0512551117	CELL PHONES	\$709.72	10024620-55100	TELEPHONE	\$26.98
				20913900-55100	TELEPHONE	\$36.42
				80026400-55100	TELEPHONE	\$56.97
				80026400-55100	TELEPHONE	\$110.96
				82027110-55100	TELEPHONE	\$57.99
				82027111-55100	TELEPHONE	\$241.00
				84027221-55100	TELEPHONE	\$57.99
				84027225-55100	TELEPHONE	\$121.41
					Vendor Total:	\$709.72
USA BLUEBOOK	002688	VALVE TOOL	\$369.96	84027225-54102	SMALL TOOLS	\$369.96
					Vendor Total:	\$369.96
VINCENTE MARTINEZ	DV061722	REIMBURSEMENT - CROSS CONNECTION CONTROL	\$210.00	82027111-57100	LEARNING AND DEVELOPMENT	\$210.00
					Vendor Total:	\$210.00

List of Checks Presented for Approval on 6/24/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
VWR INTERNATIONAL LLC	8808667850	TIP PIPETTE BAG NATURAL	\$356.09	84027225-54103	LAB SUPPLIES	\$356.09
	8808667849	HOT PLATE	\$518.43	84027225-54103	LAB SUPPLIES	\$518.43
	Vendor Total:					\$874.52
WAXIE SANITARY SUPPLY	80903036	KLEEN LINE MULTIFOLD TOWEL PAR	\$94.83	20012200-54100	SUPPLIES	\$94.83
					Vendor Total: \$94.83	
WELTY, WEAVER & CURRIE	9176	LEGAL SERVICES - WATER RESOURCE	\$3,300.00	82027110-52150	LEGAL SERVICES/EXPENSES	\$3,300.00
					Vendor Total: \$3,300.00	
WIPF CONSTRUCTION LLC	8250	DELIVERY OF VARIOUS MATERIALS	\$3,095.28	83027330-54100	SUPPLIES	\$1,031.76
				83027330-54100	SUPPLIES	\$1,031.76
				84027221-54100	SUPPLIES	\$1,031.76
				Vendor Total: \$3,095.28		
WRIGHT L'ESTRANGE & ERGASTOLO	32019	LEGAL SERVICES - CVEMSA EOA DI	\$440.00	71021100-52150	LEGAL SERVICES/EXPENSES	\$440.00
					Vendor Total: \$440.00	
WYATT IRRIGATION CO	306378 01	PVC40	\$5.47	10022100-54100	SUPPLIES	\$5.47
					Vendor Total: \$5.47	
XEROX CORP	016470580	COPIER LEASE - SEE ADD'L DESCR	\$148.51	10022700-52100	CONTRACTUAL SERVICES	\$148.51
	016470579	COPIER LEASE - SEE ADD'L DESCR	\$153.68	10020210-54500	EQUIP RENTS AND LEASES	\$107.58
				20620231-54500	EQUIP RENTS AND LEASES	\$30.74
				64020213-54500	EQUIP RENTS AND LEASES	\$15.36
	016470592	COPIER LEASE - SEE ADD'L DESCR	\$159.81	10521210-54500	EQUIP RENTS AND LEASES	\$159.81
	016367009	COPIER LEASE - SEE ADD'L DESCR	\$449.83	20012200-54500	EQUIP RENTS AND LEASES	\$449.83
ZAB ENTERPRISES INC	APR 22 CC	PROVIDE MISC. FOOD DISHES AS N	\$214.20	73022600-54100	SUPPLIES	\$214.20
	MAY 22 CC	PROVIDE MISC. FOOD DISHES AS N	\$1,266.07	73022600-54100	SUPPLIES	\$195.07
				73022600-54100	SUPPLIES	\$1,071.00
Vendor Total:						\$1,480.27

List of Checks Presented for Approval on 6/24/2022

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ZACHARY CHERNEY	DV061622	REIMBURSEMENT - REBUILD LINEMAN BOOTS	\$292.35	80026120-54100	SUPPLIES	\$292.35

Vendor Total: \$292.35

INVOICE
TOTAL: \$465,569.45



AGENDA SUMMARY REPORT

SUBJECT: Authorize City Manager to Negotiate and Execute a Landowner Access Agreement with the Fire Safe Council of Mendocino County for Environmental Review Work Towards Fire Prevention and Mitigation Efforts on City-Owned Properties.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maya Simerson, Project & Grant Administrator

PRESENTER: Maya Simerson, Project and Grant Administrator

ATTACHMENTS:

1. MCFSC LOA - City of Ukiah

Summary: Staff is seeking Council approval to enter into a landowner access agreement with the Fire Safe Council of Mendocino County for environmental review work towards fire prevention and mitigation efforts on City-owned properties.

Background: In 2019, the City of Ukiah and the County of Mendocino engaged with CAL FIRE and other key stakeholder groups to develop fire prevention and mitigation measures for the Ukiah Valley, including the western hills that border the city. The citizens of the City of Ukiah recognize that this effort was bolstered by our local representatives and an Executive Order from Governor Gavin Newsom, which prioritized and funded fuel reduction work in the Ukiah Valley, along with 34 other priority communities. While the work that was done previously made an immediate and significant impact, continued maintenance and mitigation measures are critical to ongoing community safety. The Fire Safe Council of Mendocino County has been proactive in looking for funding sources to continue the fire prevention and mitigation work.

Discussion: Fire Safe Council of Mendocino County has secured funding to conduct the necessary environmental review for properties identified for potential fuel reduction activities. The City of Ukiah owns land in some of the identified areas, and to facilitate the work, will need to enter into an agreement with the Fire Safe Council of Mendocino County to allow their staff and contractors to access the properties.

Please refer to the drafted landowner access agreement as Attachment #1. The environmental review to meet the standards of the California Environmental Quality Act (CEQA) will include archaeological and botanist work. The work will be done by trained archaeological surveyors who have been educated in cultural resource research, surveying, discovery, and documentation. CEQA compliant projects require that potential negative impacts to cultural resources (both historic and prehistoric) be evaluated and avoided. Likewise, botanists will perform all CEQA required scoping, research, mapping, and field surveys required to identify sensitive plant species within a project area. Because the Fire Safe Council of Mendocino County has funding secured for this project, there is no financial impact to the City for this item, although Staff will lend support as needed.

Staff recommends that Council approve the City Manager to negotiate and execute a landowner access agreement with the Fire Safe Council of Mendocino County. As always, it is important to remember that residents have a critical role in creating defensible space around their own homes and property. Additionally, information about how residents and their families can prepare for wildfire can be found online at www.readyforwildfire.org.

Recommended Action: Authorize City Manager to negotiate and execute a landowner access agreement with the Fire Safe Council of Mendocino County for environmental review work towards fire prevention and mitigation efforts on City-owned properties.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH:

Traci Boyd, Management Analyst, Doug Hutchison, Fire Chief, UVFA & Sage Sangiacomo, City Manager

Approved: 
Sage Sangiacomo, City Manager

To inform, empower, and mobilize county residents to survive and thrive in wildfire prone environments.

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MENDOCINO COUNTY FIRE SAFE COUNCIL

To inform, empower, and mobilize county residents to survive and thrive in wildfire-prone environments.

once Site Work has commenced. Upon completion of the Site Work in accordance with MCFSC's standards and to its satisfaction, this Agreement shall terminate automatically and shall not extend beyond December 31, 2023.

VII. NOTICES

Any notices, demands, or communications under this Agreement between the Parties shall be in writing, and may be given either by (i) personal service, (ii) overnight delivery, or (iii) mailing via United States mail, certified mail, postage prepaid, return receipt requested ("US Mail"), addressed to each Party as set forth on the signature page of this Agreement or such other address as may be furnished in writing by a Party, and such notice or communication shall, if properly addressed, be deemed to have been given as of the date so delivered, or three (3) business days after deposit into the US Mail.

VIII. SEVERABILITY

If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, shall remain in full force and effect as if such invalid or unenforceable term had never been included.

IX. GOVERNING LAW

This Agreement shall be construed and enforced in accordance with the laws of the State of California. If any legal action is necessary to enforce the terms and conditions of this Agreement, the parties agree that a court of competent jurisdiction in Mendocino County shall be the sole venue and jurisdiction for the bringing of such action.

X. LEGAL FEES AND COSTS

In the event of any litigation or other legal proceeding including, but not limited to, arbitration or mediation between the Parties arising from this Agreement, the prevailing Party will be entitled to recover, in addition to any other relief awarded or granted, its reasonable costs and expenses (including attorney's fees) incurred in the proceeding.

XI. FINAL AGREEMENT

This Agreement supersedes all prior agreements and understandings between the Parties with respect to the subject matter of this Agreement. By signing this Agreement, Landowner agrees to allow Site Work on their Property for the benefit of the Project.

Sage Sangiacomo
Landowner's name (please print)

707-463-6201
Landowner's phone number

300 Seminary Ave, Ukiah, CA 95482
Landowner's street address

ssangiacomo@cityofukiah.com
Landowner's email

Landowner Signature

Date

Project Manager, MCFSC

Date

2022 CITY OF UKIAH
Parcel Information for Fuel Reduction Work

Exhibit #1

PARCELAPN	OWNER	LOCATION	PART	TYPE	DESCRIPTION
00102080	CITY OF UKIAH	1043 LOW GAP RD UKIAH CA 95482	Skate Park	Shaded Fuel Break	In 2019 was part of project to create a 100 to 150-foot fuel break adjacent to structures and critical infrastructure to remove fuels and reduce fire spread intensity on the west side of Ukiah, CA on private, city and county properties. Methods will include, but not limited to, create a fuel break to reduce fire danger by removing chaparral, hazard trees, ground fuels, ladder fuels, dead and down vegetation, and thin trees in areas of vegetation congestion power tools and mechanized equipment. Debris material may be chipped or burned.
00319003	CITY OF UKIAH	415 SAN JACINTA DR UKIAH CA 95482		Shaded Fuel Break	
00103001	CITY OF UKIAH	Golf Course	Front Nine	Shaded Fuel Break	
00102078	CITY OF UKIAH	Golf Course	Back Nine	Shaded Fuel Break	
00109001	CITY OF UKIAH	Golf Course	Club House	Shaded Fuel Break	
00102012	CITY OF UKIAH	Low Gap Park		Shaded Fuel Break	
Redwood Ave Parcel 8 et al	CITY OF UKIAH	Redwood Ave, Upper	Upper	Fire Break, VMP, Shaded Fuel Break	Part of project in 2015 and 2019 to construct, maintain and improve ridgetop fire breaks on the west side of Ukiah and aid in the completing prescribed burning and reduce risk of catastrophic fire. Work will be a combination of improving and maintaining fuel breaks, bulldozer-line fuel breaks and using prescribed broadcast burning to reduce fire hazard. The work will be completed with hand tools, power tools and mechanized equipment.
Redwood Ave Parcel 9	CITY OF UKIAH	Redwood Ave, east of Galtieri	Upper		
Redwood Ave Parcel 10	CITY OF UKIAH	Redwood Ave, 2019 burnsite	New Hull		



AGENDA SUMMARY REPORT

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

DEPARTMENT: City Attorney

PREPARED BY: Darcy Vaughn, Assistant City Attorney

PRESENTER: Consent Calendar

ATTACHMENTS:

1. AB 361 Findings Reconsideration for All Legislative Bodies

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

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

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

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

As such, Staff recommends that the Council reconsider the circumstances of the state of emergency, and make findings regarding the state of emergency by adopting the Resolution Implementing Teleconferencing

Requirements for City Council and Board and Commission Meetings During a Proclaimed State of Emergency Due to the COVID-19 Pandemic ("Resolution") attached here as Attachment 1.

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

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

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

Council adopted these findings at their June 15, 2022 meeting. The Council must now adopt, via this Resolution (Attachment 1), the findings that confirm the circumstances of the state of emergency and justify holding public meetings of the Council and all subordinate commissions, boards, and committees utilizing teleconferencing and allowing public comment virtually, pursuant to Government Code § 54953(e)(3).

Given recent modifications to the health order, Staff is currently utilizing and fine-tuning a hybrid meeting option that allows for in-person and remote participation in an effort to accommodate all needs and choices. Staff will be working with the Mayor to coordinate continued implementation.

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

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: City Clerk

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2022-

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

WHEREAS:

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

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

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

1. That the foregoing recitals are true and correct and incorporates them by this reference; and
2. The Governor of the State of California issued a Proclamation of State of Emergency, which remains in effect; and
3. County of Mendocino officials have imposed or recommended measures to promote social distancing; and
4. Meeting in person would present imminent risk to the health or safety of attendees; and
5. The City Council of the City of Ukiah has reconsidered the circumstances of the State of Emergency, and finds that:
 - a. The factors triggering the State of Emergency continue to directly impact the ability of the members of the legislative bodies of the City of Ukiah, their staff, and members of the public to meet safely in person; and
 - b. State and County officials continue to impose or recommend measures to promote social distancing.
6. The City Manager or his designee and the legislative bodies of the City of Ukiah are authorized to take all steps and perform all actions necessary to execute and implement this Resolution in compliance with Government Code § 54953; and
7. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) August 19th, 2022, or (ii) such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City may continue to teleconference without compliance with paragraph (3) of subdivision (b) of § 54953(b)(3).

PASSED AND ADOPTED this 20th day of July, 2022, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jim O. Brown, Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Designation of Voting Delegates and Alternates for the League of California Cities Annual Conference – September 7-9, 2022.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Consent Calendar

ATTACHMENTS:

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

Summary: Council is to designate a voting delegate and alternate(s) for the 2022 League of California Cities Annual Conference, and authorize the City Clerk to submit the Voting Delegate/Alternate Form on their behalf.

Background: The League of California Cities 2022 Annual Conference is scheduled for September 7-9, 2022, (Attachment 1), in Long Beach. On Friday, September 9th, the League will hold its Annual Business meeting where membership considers and takes action on resolutions that establish League policy. The League is requesting the City Council designate a voting delegate and, if desired, up to two voting delegate alternates to participate in this meeting (Attachment 2). Councilmember Rodin is currently assigned to the League as the City Representative and plans to attend the conference.

Discussion: Staff is recommending that Council designate Councilmember Rodin as the Voting Delegate and Sage Sangiacomo, City Manager and Shannon Riley, Deputy City Manager as the Alternate(s) for the 2022 League Annual Conference; and authorize the City Clerk to submit the Voting Delegate/Alternate Form (Attachment 3) on their behalf.

Recommended Action: Designate Councilmember Rodin as the Voting Delegate, and Sage Sangiacomo, City Manager and Shannon Riley, Deputy City Manager as the Alternate(s) to represent the City of Ukiah for the 2022 League Annual Conference; and authorize the City Clerk to submit the Voting Delegate/Alternate Form on their behalf.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: 
Sage Sangiacomo, City Manager

Council Action Advised by August 31, 2022

DATE: June 1, 2022

TO: City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference & Expo – September 7-9, 2022

Cal Cities 2022 Annual Conference & Expo is scheduled for September 7-9, 2022 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 9. At this meeting, Cal Cities membership considers and acts on resolutions that establish Cal Cities policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to Cal Cities office no later than Friday, September 2. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please view Cal Cities' event and meeting policy in advance of the conference.

- **Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open by June 1 on the Cal Cities website. In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.



- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, September 7, 8:00 a.m. – 6:00 p.m.; Thursday, September 8, 7:00 a.m. – 4:00 p.m.; and Friday, September 9, 7:30 a.m.–12:30 p.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to Cal Cities office by Friday, September 2. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.


CITY: _____

2022 ANNUAL CONFERENCE VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to Cal Cities office by Friday, September 2, 2022. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ Email: _____

 Mayor or City Clerk _____ Date _____ Phone _____
 (circle one) (signature)

Please complete and return by Friday, September 2, 2022 to:

Darla Yacub, Assistant to the Administrative Services Director

 E-mail: dyacub@calcities.org; Phone: (916) 658-8254



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Adoption of Resolution Approving Records Destruction for the Finance Department.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Kristine Lawler, City Clerk

ATTACHMENTS:

1. Proposed Resolution with Exhibit A

Summary: The Finance department, along with the City Attorney and City Clerk, have reviewed records that have been identified as being ready for destruction. Council is being asked to approve their destruction.

Background: City of Ukiah's Records Retention Guidelines was constructed based on the State of California's recommended retention schedule and various government regulations, as well as recommendations from the City's departments. The Finance department, along with the City Attorney and City Clerk, have reviewed the Transfer Notices for 107 boxes that are due for destruction per the Guidelines, and have approved them for shredding.

Discussion: The estimated cost for shredding the 107 boxes is \$545. The City Clerk budget includes funds for annual records destruction and no budget amendment is necessary at this time.

Staff recommends that Council adopt the resolution (Attachment 1), authorizing the destruction of 101 boxes of outdated documents, listed in full and attached as Exhibit A to the resolution.

Recommended Action: Adopt resolution authorizing the destruction of outdated documents for the Finance department.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$1,000

PROPOSED BUDGET AMOUNT: \$545

FINANCING SOURCE: 20012500.52100 - City Clerk Contracted Services

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Dan Buffalo, Finance Director

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2022-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS

WHEREAS, the Finance department, along with the City Attorney and City Clerk have reviewed and approved the list of records that are attached as Exhibit A, and determined that said records are no longer necessary and may at this time be destroyed.

NOW, THEREFORE, BE IT RESOLVED, that the Ukiah City Council hereby approves the destruction of certain records, contained in Exhibit A of this Resolution, and authorizes the City Clerk to destroy the records.

PASSED AND ADOPTED this 20th day of July, 2022, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim O. Brown, Mayor

ATTEST:

Kristine Lawler, City Clerk

CONTAINER	SHELF	LOCATION	BOX #	Date Rec'd	Central File #	RECORD TITLE	RECORD DATES	RETAIN UNTIL	USER/SENDER	DEPARTMENT	COMMENT
1	b	59	00360	1/13/2020	719.13	Statistics Reports	06/30/02-12/31/16	2022	Lori Martin	Finance	
1	b	77	2057			Confidential Payroll Feature Distribution	5/97 - 8/97	2022	Thomas	Finance	
1	d	129	180	8/9/2019	716.01	Bids, RFQs, RFPs - Successful	1/1/09-12/31/15	2021	Seth Strader	Finance	
1	g	276	00146	4/29/2018		Utility Receipt Stubs	8/2016-9/2016	2022	Nancy Cooley	Finance	was box 4767
1	g	277	4711	5/18/2018		Utility Receipt Stubs	8/2015-9/2015	2021	Nancy Cooley	Finance	
1	g	278	376	1/13/2020	704.07	Cash Receipts Edit List	11/01/18-12/31/18	2021	Kathy Norris	Finance	
1	g	279	4713	6/8/2018	704.09	Cash Receipt Stubs	1/1/17-1/31/17	2021	Lori Martin	Finance	
1	g	281	00115	4/29/2018		Utility Receipt Stubs	7/2016-8/2016	2022	Nancy Cooley	Finance	was box 4768
1	g	285	00116	4/29/2018		Utility Receipt Stubs	6/2016-7/2016	2022	Nancy Cooley	Finance	was box 4769
1	g	286	00117	5/18/2018		Utility Receipt Stubs	2/2016-3/2016	2022	Nancy Cooley	Finance	was box 4770
1	g	291	118	5/18/2018		Utility Receipt Stubs	5/2015-6/2015	2021	Nancy Cooley	Finance	was box 4771
1	g	293	00377	1/13/2020	704.07	Cash Receipts Edit List	01/01/19-02/28/19	2022	Kathy Norris	Finance	
1	h	299	4714	6/8/2018		Utility Receipt Stubs	12/27/16-2/2/17	2021	Lori Martin	Finance	
1	h	312	00040	11/29/2018		Financial Statements	6/30/14-2017	2022	Kathy Norris	Finance	was box 4805
1	h	313	00379	1/13/2020	704.07	Cash Receipts Edit List	03/01/19-04/30/19	2022	Kathy Norris	Finance	
1	h	314	380	1/13/2020	704.07	Cash Receipts Edit List	07/01/18-08/30/18	2021	Kathy Norris	Finance	
1	h	320	381	1/13/2020	704.07	Cash Receipts Edit List	09/01/18-10/30/18	2021	Kathy Norris	Finance	
1	h	324	00386	1/13/2020	704.07	Cash Receipts Edit List	12/01/18-06/30/19	2022	Kathy Norris	Finance	
1	h	328	4720	4/29/2018		Billing Records	5/2017-6/2017	2021	Nancy Cooley	Finance	
1	h	329	00389	1/13/2020	704.07	Cash Receipts Edit List	07/01/19-11/30/19	2022	Kathy Norris	Finance	
1	i	377	4723	5/1/2018		Billing Records	7/14-12/15	2021	Nancy Cooley	Finance	
2	j	407	4727	6/8/2018		Utility Receipt Stubs	1/1/17-1/31/17	2021	Lori Martin	Finance	
2	j	410	4729	5/4/2018		Billing Records	8/2015-10/2015	2021	Nancy Cooley	Finance	
2	k	437	4732	5/1/2018		Billing Records	8/2016-10/2016	2022	Nancy Cooley	Finance	
2	l	468	4735	5/11/2018	704.09	Cash Receipt Stubs	3/2016-11/2016	2022	Nancy Cooley	Finance	UVSD
2	l	470	4736	5/11/2018	704.09	Cash Receipt Stubs	7/2015-3/2016	2022	Nancy Cooley	Finance	UVSD
2	l	471	4737	4/29/2018		Billing Records	1/2016-2/2016	2022	Nancy Cooley	Finance	
2	l	483	1914			Feature Distribution Reports	8/97 - 11/97	2022	Thomas	Finance	
2	m	524	4738	5/5/2018		Billing Records	10/2015-11/2015	2021	Nancy Cooley	Finance	
2	n	554	00397	1/13/2020	704.09	Cash Receipt Stubs	07/03/17-07/31/17	2022	Kathy Norris	Finance	
2	n	562	147	11/27/2018		Financial Statements	1/1/84-12/31/96	2021	Kathy Norris	Finance	was location 476, box 4830
2	n	572	00323	1/13/2020	719.04	Applications	01/01/90-12/31/18	2022	Lori Martin	Finance	
2	n	576	324	1/13/2020	719.04	Applications	01/01/86-12/31/18	2021	Lori Martin	Finance	
2	n	587	209	11/19/2018	703.01	Accounts Payable/Warrants Paid	7/1/14-6/30/15	2021	Candice Rasmuso	Finance	
2	o	600	1919			Confidential Payroll Records	5/96 - 11/97	2022	Thomas	Finance	
2	o	606	00403	1/13/2020	704.09	Cash Receipt Stubs	06/19/17-12/15/17	2022	Kathy Norris	Finance	
2	o	612	00477		719.16	Utility Cash Post	12/1/17-01/30/18	2022	Lori Martin	Finance	
2	o	624	4740	5/18/2018		Utility Receipt Stubs	11/2015-12/2015	2022	Nancy Cooley	Finance	
2	p	636	1856			Confidential Payroll Records	5/96 - 8/96	2021	Thomas	Finance	
2	p	642	1862			Confidential Payroll Records	12/95 - 5/96	2021	Thomas	Finance	
2	p	643	1863			Payroll Records	12/96 - 5/97	2022	Thomas	Finance	
2	p	644	1864			Payroll Records	8/96 - 12/96	2021	Thomas	Finance	
2	p	646	222		713.02	Billing/Customer Receipts	09/07/17-09/04/18	2021	Karen Brazil	Finance	
2	p	647	00425	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	L-M

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2	p	654	1874			Confidential Payroll Records	11/96 - 5/97	2022	Thomas	Finance	
2	p	656	1876			Confidential Payroll Records	6/95 - 5/96	2021	Thomas	Finance	
2	p	660	4745	5/4/2018		Billing Records	10/2015-12/2015	2021	Nancy Cooley	Finance	
2	p	662	00131	5/1/2018		Billing Records	4/2016-7/2016	2022	Nancy Cooley	Finance	AP Paid Documents - (office copy of check and back-up documents - Invoices) (RED - SAF); was box 4746
2	q	682	00407	1/13/2020	704.14	Misc. Billings	07/01/18-02/28/19	2022	Kathy Norris	Finance	
2	q	683	00412	1/13/2020	704.14	Misc. Billings	03/01/19-06/30/19	2022	Kathy Norris	Finance	
2	q	690	00419	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	101-AT&T
2	q	698	00420	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	AT&T-BZ
2	r	716	00421	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	C
2	r	725	4753	4/29/2018		Billing Records	3/2017-4/2017	2021	Nancy Cooley	Finance	
2	r	726	00422	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	D-E
2	r	743	2013			Confidential Payroll Records	56/97 - 12/97	2022	Thomas	Finance	
2	r	755	00479		719.14	Utility Receipt Stubs/Payment Coupons	07/12/17-08/23/17	2022	Lori Martin	Finance	
3	s	776	4115	4/5/2012		Bound Copies - Financial Statements	FY 2007 - 2009	2021	Leigh Halvorsen	Finance	
3	s	788	476		719.16	Utility Cash Post	07/01/17-12/31/17	2021	Lori Martin	Finance	
3	t	804	2280			Bank Account Statements	12/86 - 6/94	2022	None specified	Finance	
3	u	860	4498	10/27/2015		Cash Reciept Postings	4/2015 - 6/2015	2021	Jan Newell	Finance	Cash Postings April 2015 - June 2015
3	v	886	384	1/13/2020	704.07	Cash Receipts Edit List	06/01/18-11/30/18	2021	Kathy Norris	Finance	
3	v	891	50	12/19/2018		Miscellaneous Billings	07/01/17-02/28/18	2021	Kathy Norris	Finance	
3	v	894	51	12/19/2018		Miscellaneous Billings	03/01/18-06/30/18	2021	Kathy Norris	Finance	
3	v	895	00052	3/18/2019		Journals: Vouchers	11/1/16-3/31/17	2022	Kathy Norris	Finance	
3	w	927	00054	2/14/2019		Cash Receipts Edit List	7/1/17-8/30/17	2022	Kathy Norris	Finance	
3	w	929	00055	3/18/2019		Journals: Vouchers	4/1/17-6/30/17	2022	Kathy Norris	Finance	
3	w	946	00378	1/13/2020	704.07	Cash Receipts Edit List	05/01/19-06/30/19	2022	Kathy Norris	Finance	
3	w	958	4510	10/27/2015		General Billing - Cash Postings	2/2015 - 3/2015	2021	Jan Newell	Finance	General Billing - Cash Postings
3	w	959	00058	2/14/2019		Cash Receipts Edit List	9/1/17-10/31/17	2022	Kathy Norris	Finance	
3	w	960	00059	2/14/2019		Cash Receipts Edit List	11/1/17-12/31/17	2022	Kathy Norris	Finance	
3	w	961	383	1/13/2020	704.07	Cash Receipts Edit List	12/01/18-05/30/18	2021	Kathy Norris	Finance	
3	w	964	4518	10/27/2015		Business License - Payment Allocation Register	5/2011 - 1/2014	2021	Jan Newell	Finance	Business License Payment Alocation Register
3	x	971	00087	5/2/2019		Taxes, Receivable	1/1/09-12/31/18	2022	Kathy Norris	Finance	
3	x	1003	2479			Confidential Payroll Records	1/00 - 12/02	2022	Stocke	Finance	
3	x	1007	4190	4/5/2012		Financial Statements	4/1/06-3/31/10	2021	Leigh Halvorsen	Finance	Tayman Park Golf Course Monthly Financials
3	x	1008	00349	1/13/2020	719.09	Past Due Report	01/01/13-12/31/18	2022	Lori Martin	Finance	
3	y	1019	4525	10/27/2015	704.09	Cash Receipt Stubs	4/2014 - 6/2015	2021	Jan Newell	Finance	Tyler Cashiering Payment Stubs / Work Packets
3	y	1042	00079	5/2/2019		Taxes, Receivable	1/1/09-12/31/18	2022	Kathy Norris	Finance	label leaving off last number 37
3	y	1048	00423	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	F-G
3	y	1049	00424	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	H-K
3	y	1050	00426	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	N-O
3	z	1051	4670	2/17/2017	704.09	Cash Receipt Stubs	11/2015 - 4/2016	2021	Kathy Norris	Finance	Tyler Daily

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3	z	1052	00427	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	P
3	z	1054	00428	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	Q-R
3	z	1056	00429	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	S
3	z	1058	00430	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	T-US BANK
3	z	1060	00431	1/13/2020	703.01	Accounts Payable/Warrants Paid	07/01/15-06/30/16	2022	Lora Smith	Finance	US BLUE-Z
3	z	1083	4526	10/27/2015	704.09	Cash Receipt Stubs	11/2014 - 4/2015	2021	Jan Newell	Finance	Tyler Cashiering Payment Stubs / Work Packets
3	z	1085	00458		719.06	Billing Records/Edits	01/01/15-12/31/19	2022	Lori Martin	Finance	
3	aa	1094	00247	9/26/2019	719.04	Applications	01/01/17-12/31/17	2022	Karen Brazil	Finance	A-Z
3	aa	1095	00248	9/26/2019	719.04	Applications	01/01/16-12/31/16	2022	Karen Brazil	Finance	A-Z
4	bb	1156	00541	4/23/2021	703.03	Report of Disbursements	7/1/16-6/30/17	2022	Lora Smith	Finance	
4	bb	1157	00542	4/23/2021	703.03	Report of Disbursements	7/1/15-10/30/15	2020	Lora Smith	Finance	
4	bb	1158	00543	4/23/2021	703.03	Report of Disbursements	11/1/15-6/30/16	2021	Lora Smith	Finance	
4	bb	1165	00550	4/27/2021	701.01	General Subject Files - Finance	1/1/64-12/31/01	2011	Kristine Lawler	Finance	Old folders from vault; finance director determined these are ready for destruction
4	cc	1200	00455	1/13/2020	701.06	Budget Adjustments, Journal Entries	07/01/15-06/30/19	2022	Daphine Harris	Finance	
4	cc	1202	00578		719.09	Past Due Reports	10/1/98-09/30/09	2012		Finance	
4	cc	1204	00580	6/15/2021	719.17	UVSD/Billing	1/1/18-3/30/19	2022	Lori Martin	Finance	
4	dd	1215	00588	6/15/2021	719.18	UVSD/Collection and Cash Post	9/1/18-6/30/19	2022	Lori Martin	Finance	
4	dd	1224	00586	6/15/2021	719.18	UVSD/Collection and Cash Post	8/1/15-8/31/17	2020	Lori Martin	Finance	
4	dd	1227	00630	6/3/2021	719.06	Billing-Records/Edits	11/19/19-12/31/19	2022	Lori Martin	Finance	21-41
4	dd	1242	00619	6/15/2021	719.06	Billing-Records/Edits	8/3/18-9/4/18	2022	Lori Martin	Finance	1-41/71; 1-10; 31-41/71
4	ee	1243	00620	6/15/2021	719.06	Billing-Records/Edits	2/5/19-3/12/19	2022	Lori Martin	Finance	1-41/71; 1-20
4	ee	1248	00625	6/15/2021	719.09	Past Due Reports	7/1/18-12/31/19	2022	Lori Martin	Finance	
4	ee	1251	00628	6/15/2021	719.04	Applications	1/1/12-12/31/19	2022	Lori Martin	Finance	2012-16 A-Q; 2017 A-W; 2018 A-Z; 2019 A- GA
4	ee	1252	00629	6/15/2021	719.04	Applications	1/1/19-12/31/19	2022	Lori Martin	Finance	2019 GAM - Z

2022

P. 6

RECORDS TRANSFER NOTICE

Location: 1 b59

Box: 00 360

Title *(from Records Retention Schedule)*: **719.13 Statistics Report**

- **Dates of Contents:** FY 14-15, FY 15-16 June 30, 2002
- **June 30, 2004**
- **Detailed Listing of Contents:**

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

Water/Electric Statistics Reports

RECORDS TRANSFER NOTICE

Date <i>10-14-98</i>	Department <i>Finance</i>	User/Sender <i>Shirley Thomas</i>	Location <i>77</i>	Box <i>2057</i>
Record Title (From Records Retention Schedule) <i>Payroll Records</i>		Records are Public Information or <u>Confidential?</u> Circle One.	Record Dates: Month Year Month Year FROM: <i>5/97</i> TO: <i>8/97</i>	
Year to consider destruction:		Permanent: Y or N	Retention Period <i>35 YRS - 2002</i>	

Detailed Listing of Tote Box Contents (Do not write on Box)

Feature Distribution Reports

5/4/97 - 8/23/97

*Pay Dates
5/23/97 - 8/29/97*

Instructions:

1. Please type or print legibly
2. Place copies 1 and 2 inside Tote Box on top of records
3. Retain copy 3 for follow up

© 2000 Blackwell Science Ltd *Journal of Internal Medicine* 247: 105–112

Records: Retention

RECORDS TRANSFER NOTICE

Location: 1d129

Box: 00180

Title: 716.01 Bids, RFQs, RFPs, - Successful

Detailed Listing of Contents:

January 2009 through December 2009 Request for Bids (Corp Yard Staff)

January 2012 through December 2012 Request for Bids (Corp Yard Staff)

January 2015 through December 2015 Request for Bids (Corp Yard Staff)

Date 5/18/2018	Department Finance	User/Sender Nancy Cooley	Location 277	Box 4711
Record Title (From Records Retention Schedule) UTILITY RECIEPT STUBS		Records are Public Information ____ or Confidential ____x____?	Record Dates: Month Year Month Year FROM: 08/2015 TO 09/2015	
Year to consider destruction: OCT-2020 2021		Permanent?: Yes ____ or No ____x____	Retention Period: (from Records Retention Schedule) AUDIT + 4 YRS	
Detailed Listing of Tote Box Contents (Do not write on Box) UTILITY RECIEPT STUBS 08/03/2015 TO 09/15/2015				
Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

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✓
2021
pub

RECORDS TRANSFER NOTICE

Location: 19 278

Box: 00376

Title: CASH RECEIPTS EDIT LIST 704.07 ✓

Dates of Contents: NOVEMBER 2018-DECEMBER 2018

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

TYLER CASHIERING BATCHES

DAILY SPLITS TRANSACTIONS FOR UTILITY AND SEWER PAYMENTS

RECORDS TRANSFER NOTICE

Date 6/08/18	Department FINANCE DEPARTMENT	User/Sender LORI MARTIN	Location 279	Box 4713
Record Title (From Records Retention Schedule)		Records are Public Information ☐ or Confidential ☐ ?	Record Dates: Month Year Month Year 2017 FROM: 2017	
Year to consider destruction: 2021		Permanent? Yes ☐ or No ☒	Retention Period: AU+ 4 YRS	
Detailed Listing of Tote Box Contents (Do not write on Box) TYLER DAILY CASH PACKET 1/3/17 TO 6/30/17 <i>(Fels. went Lig. F. on 10/5/18 - will bring right back Ret 10/9/18)</i> Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

Date	Department	User/Sender	Location	Box
4/29/2018	Finance	Nancy Cooley	19281	00115 4768
Record Title (From Records Retention Schedule) UTILITY RECIEPT STUBS		Records are Public Information ____ or Confidential ____x____?	Record Dates: Month Year Month Year FROM: 07/2016 TO 08/2016	
Year to consider destruction: SEPT 2021		Permanent?: Yes ____ or No ____x__	Retention Period: (from Records Retention Schedule) AUDIT + 4 YRS	
Detailed Listing of Tote Box Contents (Do not write on Box) UTILITY RECIEPT STUBS ✓ 07/11/2016 TO 08/17/2016				
Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Date 4/29/2018	Department Finance	User/Sender Nancy Cooley	Location 19285	Box 00116 4769
Record Title (From Records Retention Schedule) UTILITY RECIEPT STUBS		Records are Public Information _____ or Confidential ____x____?	Record Dates: Month Year Month Year FROM: 06/2016 TO 07/2016	
Year to consider destruction: AUG 2021		Permanent?: Yes ____ or No ____x____	Retention Period: (from Records Retention Schedule) AUDIT + 4 YRS	
Detailed Listing of Tote Box Contents (Do not write on Box) UTILITY RECIEPT STUBS ✓ 06/01/2016 TO 07/08/2016				
Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

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Date 5/18/2018	Department Finance	User/Sender Nancy Cooley	Location 19286	Box 00117 4770
Record Title (From Records Retention Schedule) UTILITY RECIEPT STUBS		Records are Public Information _____ or Confidential <u> x </u> ?	Record Dates: Month Year Month Year FROM: 02/2016 TO 03/2016	
Year to consider destruction: APR 2021		Permanent:? Yes _____ or No <u> x </u>	Retention Period: (from Records Retention Schedule) AUDIT + 4 YRS	
Detailed Listing of Tote Box Contents (Do not write on Box) UTILITY RECIEPT STUBS 02/16/2016 TO 03/31/2016 ✓				
Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

RECORDS TRANSFER NOTICE

Date 5/18/2018	Department Finance	User/Sender Nancy Cooley	Location 0916	Box 00118 4794
Record Title (From Records Retention Schedule) UTILITY RECIEPT STUBS		Records are Public Information ☐ or Confidential ☒ ?	Record Dates: Month Year Month Year FROM: 05/2015 TO 06/2015	
Year to consider destruction: JUL 2020		Permanent? Yes ☐ or No ☒	Retention Period: (from Records Retention Schedule) AUDIT + 4 YRS	
Detailed Listing of Tote Box Contents (Do not write on Box) UTILITY RECIEPT STUBS 05/04/2015 TO 06/17/2015 ✓				
Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

✓
2022
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RECORDS TRANSFER NOTICE

Location: 1g 293

Box: 00377

Title: CASH RECEIPTS EDIT LIST 704.07

Dates of Contents: JANUARY 2019-FEBRUARY 2019

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

TYLER CASHIERING BATCHES

DAILY SPLITS TRANSACTIONS FOR UTILITY AND SEWER PAYMENTS

RECORDS TRANSFER NOTICE

Date 06/08/2018	Department FINANCE DEPARTMENT	User/Sender LORI MARTIN	Location 299	Box 4714
Record Title (From Records Retention Schedule) UTILITY RECEIPT STUBS		Records are Public Information ☐ or Confidential ☒ ?	Record Dates: Month Year Month Year FROM: 12/27/16 TO 2/02/17	
Year to consider destruction: 2021		Permanent:? Yes ☐ or No ☒	Retention Period: AU+4	
Detailed Listing of Tote Box Contents (Do not write on Box) UTILITY RECEIPT STUBS 12/27/16 TO 2/02/17				
Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

RECORDS TRANSFER NOTICE

Date 11/29/2018	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KATHY M NORRIS	Location 312	Box 00040 4805
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Official Record Title (from Records Retention Schedule) UKIAH REDEVELOPMENT AGENCY	Records are? Public ☒ or Confidential ☐ Information	Record Dates FROM: JUNE 30, 2007 TO: JUNE 30, 2011
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Date/Year to consider destruction N/A-PERMANENT	Permanent? Yes ☐ or No ☐	Retention Period (from Records Retention Schedule) P=PERMANENT
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Detailed Listing of Tote Box Contents (Please type only):

(almost empty)

UKIAH REDEVELOPMENT AGENCY FINANCIAL STATEMENTS

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

pub
2022

RECORDS TRANSFER NOTICE

Location: 1N313

Box: 00379

Title: CASH RECEIPTS EDIT LIST 704.07

Dates of Contents: MARCH 2019-APRIL 2019

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

TYLER CASHIERING BATCHES

DAILY SPLITS TRANSACTIONS FOR UTILITY AND SEWER PAYMENTS

pub
2021

RECORDS TRANSFER NOTICE

Location: 1h 314

Box: 00380

Title: CASH RECEIPTS EDIT LIST 704.07

Dates of Contents: JULY 2018-AUGUST 2018

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

TYLER CASHIERING BATCHES

DAILY SPLITS TRANSACTIONS FOR UTILITY AND SEWER PAYMENTS

Prub
2021

RECORDS TRANSFER NOTICE

Location: 1h 320

Box: 00381

Title: CASH RECEIPTS EDIT LIST 704.07

Dates of Contents: SEPTEMBER 2018-OCTOBER 2018

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

TYLER CASHIERING BATCHES

DAILY SPLITS TRANSACTIONS FOR UTILITY AND SEWER PAYMENTS

RECORDS TRANSFER NOTICE

Date 4/29/2018	Department Finance	User/Sender Nancy Cooley	Location 328	Box 4720
Record Title (From Records Retention Schedule) BILLING RECORDS		Records are Public Information ____ or Confidential ____x__?	Record Dates: Month Year Month Year FROM 05/17 TO 6/2017	
Year to consider destruction: JULY 2020 7/02/1		Permanent? Yes ____ or No __x__	Retention Period: (from Records Retention Schedule) AUDIT + 2 YEARS	
Detailed Listing of Tote Box Contents (Do not write on Box) BILLING CHECKLIST EDITS MAY AND JUNE 2017 ROUTES 1-10 5/4/17 11-20 5/10/17 21-30 5/24/17 31-41,71 5/26/17 ROUTES 1-10 6/5/17 11-20 6/13/17 21-30 6/21/17 31-41,71 6/28/17 Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

RECORDS TRANSFER NOTICE

Date 5/01/2018	Department Finance	User/Sender Nancy Cooley	Location 377	Box 4723
Record Title (From Records Retention Schedule) BILLING RECORDS		Records are Public Information ____ or Confidential ____x__?	Record Dates: Month Year Month Year FROM 07/2014 TO 12/2014 FROM 01/205 TO 12/2015	
Year to consider destruction: JAN 2020- 2021		Permanent? Yes ____ or No __x__	Retention Period: (from Records Retention Schedule) AUDIT + 4 YEARS	
Detailed Listing of Tote Box Contents (Do not write on Box) AGING REPORTS OCT-DEC 2014 ✓ JULY-SEPT 2014 JAN-SEPT 2015 OCT-DEC 2015 Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

RECORDS TRANSFER NOTICE

Date 6/08/18	Department FINANCE DEPARTMENT	User/Sender LORI MARTIN	Location 407	Box 4129
Record Title (From Records Retention Schedule)		Records are Public Information ☐ or Confidential ☐ ?	Record Dates: Month Year Month Year 2017 FROM: 2017	
Year to consider destruction: 2021		Permanent? Yes ☐ or No ☒	Retention Period: AU+ 4YRS	
Detailed Listing of Tote Box Contents (Do not write on Box) UTILITY PAYMENT RECEIPTS 3/13/17 TO 4/19/17 Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

RECORDS TRANSFER NOTICE

Date 5/04/2018	Department Finance	User/Sender Nancy Cooley	Location 410	Box 4729
Record Title (From Records Retention Schedule) BILLING RECORDS		Records are Public Information ☐ or Confidential ☒ ?	Record Dates: Month Year Month Year FROM 08/2015 TO 10/2015	
Year to consider destruction: NOV 2020 2021		Permanent? Yes ☐ or No ☒	Retention Period: (from Records Retention Schedule) AUDIT + 4 YEARS	
Detailed Listing of Tote Box Contents (Do not write on Box) DAILY CASH PACKET ✓ 08/03/2015 TO 10/15/2015 Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

RECORDS TRANSFER NOTICE

Date 5/01/2018	Department Finance	User/Sender Nancy Cooley	Location 437	Box 4732
Record Title (From Records Retention Schedule) BILLING RECORDS		Records are Public Information ☐ or Confidential ☒ ?	Record Dates: Month Year Month Year FROM 08-2016 TO 10/2016	
Year to consider destruction: NOV 2021 2022		Permanent? Yes ☐ or No ☒	Retention Period: (from Records Retention Schedule) AUDIT + 4 YEARS	
Detailed Listing of Tote Box Contents (Do not write on Box) DAILY CASH PACKET ✓ 08-05-2016 TO 10/27/2016 Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

RECORDS TRANSFER NOTICE

Date 05/11/2018	Department Finance	User/Sender Nancy Cooley	Location 468	Box 4735
Record Title (From Records Retention Schedule) SEWER STUBS (UVSD) Cash Receipt		Records are Public Information ☐ or Confidential ☒ ?	Record Dates: Month Year Month Year FROM 03/2016 TO 11/2016	
Year to consider destruction: DEC 2021 2022		Permanent? Yes ☐ or No ☒	Retention Period: (from Records Retention Schedule) AUDIT + 4 YEARS	
Detailed Listing of Tote Box Contents (Do not write on Box) ***** DO NOT DESTROY UNTIL LAWSUIT IS OVER***** UVSD PAYMENT STUBS ✓ 03/06/2016 TO 11/22/2016 Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

RECORDS TRANSFER NOTICE

Date 05/11/2018	Department Finance	User/Sender Nancy Cooley	Location 470	Box 4736
Record Title (From Records Retention Schedule) SEWER STUBS (UVSD) Cash Receipt		Records are Public Information ____ or Confidential ____x____?	Record Dates: Month Year Month Year FROM 07/2015 TO 03/2016	
Year to consider destruction: APRIL 2024 2022		Permanent? Yes ____ or No ____x__	Retention Period: (from Records Retention Schedule) AUDIT + 4 YEARS	
Detailed Listing of Tote Box Contents (Do not write on Box) ***** DO NOT DESTROY UNTIL LAWSUIT IS OVER***** UVSD PAYMENT STUBS ✓ 07/02/2015 TO 03/07/2016 Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

RECORDS TRANSFER NOTICE

Date 04/29/2018	Department Finance	User/Sender Nancy Cooley	Location 471	Box 4737
Record Title (From Records Retention Schedule) BILLING RECORDS		Records are Public Information ☐ or Confidential ☒ ?	Record Dates: Month Year Month Year FROM 01/2016 TO 02/2016	
Year to consider destruction: MARCH 2021 2022		Permanent? Yes ☐ or No ☒	Retention Period: (from Records Retention Schedule) AUDIT + 4 YEARS	
Detailed Listing of Tote Box Contents (Do not write on Box) UTILITY PAYMENT STUBS 01/04/2016 TO 02/12/2016 ✓ Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

RECORDS TRANSFER NOTICE

Date <i>10-14-98</i>	Department <i>Finance</i>	User/Sender <i>Shirley Thomas</i>	Location <i>483</i>	Box <i>1914</i>
Record Title (From Records Retention Schedule) <i>Payroll Records</i>		Records are Public Information or <u>Confidential</u> Circle One.	Record Dates: Month Year Month Year FROM: TO:	
Year to consider destruction:		Permanent: Y or N	Retention Period:	

Detailed Listing of Tote Box Contents (Do not write on Box)

Feature Distribution

8/24/97 - 11/29/97

Plus special Year End Report.

*Pay Dates -
9/12/97 - 12/5/97*

25 yrs

Instructions:

1. Please type or print legibly
2. Place copies 1 and 2 inside Tote Box on top of records
3. Retain copy 3 for follow up

RECORDS TRANSFER NOTICE

Date 05/05/2018	Department Finance	User/Sender Nancy Cooley	Location 524	Box 4738
Record Title (From Records Retention Schedule) BILLING RECORDS		Records are Public Information ____ or Confidential <u>x</u> ?	Record Dates: Month Year Month Year FROM 10/2015 TO 11/2015	
Year to consider destruction: DEC-2020 2021		Permanent? Yes ____ or No <u>x</u>	Retention Period: (from Records Retention Schedule) AUDIT + 4 YEARS	
Detailed Listing of Tote Box Contents (Do not write on Box) UTILITY PAYMENT STUBS 10/06/2015 TO 11/18/2015 Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

2022
004

RECORDS TRANSFER NOTICE

Location: 20554

Box: 00397

Title: CASH RECEIPTS STUBS 704.09 ✓

Dates of Contents: JULY 3, 2017-JULY 31, 2017

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

TYLER CASHIERING CASH RECEIPTS

Wastewater Treatment Plant Operator-In-Training 2/97

Wastewater Treatment Plant Operator-In-Training 7/95

Water Sewer Attendant II 8/00

Loc
555

Box
3044

pg 2

Instructions:

1. Please type or print legibly
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)

Records: Retention

4615 - pink flagsca

RECORDS TRANSFER NOTICE

Date 11/27/2018	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KATHY M NORRIS	Location 2n 562 476	Box 00147 4830
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Official Record Title (from Records Retention Schedule) AUDITED FINANCIAL STATEMENTS STATE CONTROLLER REPORTS ANNUAL STREET REPORTS	Records are? Public ☒ or Confidential Information	Record Dates FROM: 1984 TO: 1996
Date/Year to consider destruction 2021	Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) AUDIT + 25

Detailed Listing of Tote Box Contents (Please type only):

STATE CONTROLLER REPORTS
ANNUAL STREET REPORTS
AUDITED FINANCIAL REPORTS

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

2022

RECORDS TRANSFER NOTICE

Location: 21572

Box: 00323

Title *(from Records Retention Schedule)*: 719.04 Applications ✓

- **Dates of Contents:** 1990-2018
- **Detailed Listing of Contents:**

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

Closed Utility Applications

RECORDS TRANSFER NOTICE**Location:** 2n576**Box:** 00324**Title (from Records Retention Schedule):** 719.04 Applications**Dates of Contents:** 1986-2018**Detailed Listing of Contents:**

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

Closed business License Applications

A-U

(can list, but no label)

Box 1439
was in this
location, but the
box is missing.
If it reappears, it
needs to be shelved
in a new location

RECORDS TRANSFER NOTICE

Date 11/19/18	Department (from Records Retention Schedule) Accounts Payables	User/Sender (first and last) Candice Rasmason	Location <i>2n587</i> 487	Box <i>00209</i> 4833
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Official Record Title (from Records Retention Schedule) <i>703.01</i> Accounts Payable/Warrants Paid	Records are? Public ☒ or Confidential ☐ Information	Record Dates FROM <i>7/1/14</i> to <i>6/30/15</i>
Date/Year to consider destruction 6/30/2020 <i>2021</i>	Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) AU + 5

Detailed Listing of Tote Box Contents (Please type only):

Invoices:

M – N

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

RECORDS TRANSFER NOTICE

Date 2-23-97	Department FINANCE/PAYROLL	User/Sender SHIRLEY THOMAS	Location 600	Box 1919
Record Title (From Records Retention Schedule) PAYROLL RECORDS		Records are Public Information or Confidential? Circle One. ☒ Confidential	Record Dates: Month Year Month Year FROM: TO:	
Year to consider destruction:		Permanent: Y or N	Retention Period: 25 years	

Detailed Listing of Tote Box Contents (Do not write on Box)

Calculation TOTALS
Pay Periods

① 5/19/96 - 10/19/96

② 10/20/96 - 12/31/96

③ 12/15/96 - 5/17/97

④ 5/18/97 - 11/1/98

Pay Dates

6/7/96 - 10/25/96

11/8/96 - 12/31/96

1/3/97 - 5/23/97

6/6/97 - 11/7/97

FG4 AU+2 = 1/00 + 2 = 1/02

Destroy

Instructions:

1. Please type or print legibly
2. Place copies 1 and 2 inside Tote Box on top of records
3. Retain copy 3 for follow up

2022
CON

RECORDS TRANSFER NOTICE

Location: 20606

Box: 00403

Title: CASH RECEIPTS STUBS 704.09

Dates of Contents: JUNE 19, 2017-DECEMBER 15, 2017 ✓

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

TYLER CASHIERING CASH RECEIPTS

RECORDS TRANSFER NOTICE

Location: 2o612

Box: 00477

Title *(from Records Retention Schedule): 719.16 Utility Cache Post*

Dates of Contents: 12/1/17-4/30/18

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

12/1/17-4/30/18 Utility Cache Post

NOTE: This transfer notice was made up after the box was shelved. This box was originally entered with the location/number 2p647/00223, but there were two boxes with the same location and box number. Therefore, the new location and box number were issued.

Date	Department	User/Sender	Location	Box
5/18/2018	Finance	Nancy Cooley	624	4740
Record Title (From Records Retention Schedule) UTILITY RECIEPT STUBS		Records are Public Information ____ or Confidential ____x____?	Record Dates: Month Year Month Year FROM: 11/2015 TO 12/2015	
Year to consider destruction: JAN 2021 2022		Permanent:? Yes ____ or No ____x____	Retention Period: (from Records Retention Schedule) AUDIT + 4 YRS	
Detailed Listing of Tote Box Contents (Do not write on Box) UTILITY RECIEPT STUBS 11/19/2015 TO 12/30/2015				
Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

RECORDS TRANSFER NOTICE

Date 05/01/98	Department FINANCE/PAYROLL	User/Sender SHIRLEY THOMAS	Location 636	Box 1856
Record Title (From Records Retention Schedule) PAYROLL RECORDS		Records are Public Information or <u>Confidential</u> Circle One.	Record Dates: Month Year Month Year FROM: 5/96 TO: 8/96	
Year to consider destruction:		Permanent: Y or N	Retention Period:	

Detailed Listing of Tote Box Contents (Do not write on Box)

Feature Distribution Pay Periods 5/5/96 - 8/24/96
 Pay Dates 5/24/96 - 8/30/96
 25 years

Instructions:

1. Please type or print legibly
2. Place copies 1 and 2 inside Tote Box on top of records
3. Retain copy 3 for follow up

RECORDS TRANSFER NOTICE

Date 05/01/98	Department FINANCE/PAYROLL	User/Sender SHIRLEY THOMAS	Location 642	Box 1862
Record Title (From Records Retention Schedule) PAYROLL RECORDS		Records are Public Information or Confidential? Circle One.	Record Dates: Month Year Month Year FROM: 12/95 TO: 5/96	
Year to consider destruction: 2022		Permanent: Y or N	Retention Period: 25Y	

Detailed Listing of Tote Box Contents (Do not write on Box)

Feature Distribution 12/31/95 — 5/4/96

Pay Dates 1/5/96 — 5/10/96

F101 = 25 yrs

Instructions:

1. Please type or print legibly
2. Place copies 1 and 2 inside Tote Box on top of records
3. Retain copy 3 for follow up

RECORDS TRANSFER NOTICE

Date 05/01/98	Department FINANCE/PAYROLL	User/Sender SHIRLEY THOMAS	Location 643	Box 1863
Record Title (From Records Retention Schedule) PAYROLL RECORDS		Records are Public Information or Confidential? Circle One.	Record Dates: Month Year Month Year FROM: 12/96 TO: 5/97	
Year to consider destruction:		Permanent: Y or N	Retention Period:	

Detailed Listing of Tote Box Contents (Do not write on Box)

Feature Distribution 12/15/96 - 5/3/97

Pay Dates to 5/9/97

F101 = 25 yrs

Instructions:

1. Please type or print legibly
2. Place copies 1 and 2 inside Tote Box on top of records
3. Retain copy 3 for follow up

RECORDS TRANSFER NOTICE

Date 05/01/98	Department FINANCE/PAYROLL	User/Sender SHIRLEY THOMAS	Location 644	Box 1864
Record Title (From Records Retention Schedule) PAYROLL RECORDS		Records are Public Information or Confidential? Circle One.	Record Dates: Month Year Month Year FROM: 8/96 TO: 12/96	
Year to consider destruction:		Permanent: Y or N	Retention Period:	

Detailed Listing of Tote Box Contents (Do not write on Box)

Feature Distribution 8/25/96 - 12/20/96

Pay Dates 9/13/96 - 12/20/96 + Year End Report.

F101 = 25 yrs

Instructions:

1. Please type or print legibly
2. Place copies 1 and 2 inside Tote Box on top of records
3. Retain copy 3 for follow up

RECORDS TRANSFER NOTICE

Location: CONTAINER 2 SHELF P LOCATION 646

Box: 00222

Title _____

Detailed Listing of Contents:

SEWER/UVSD CASH POAST REPORTS FROM 7/17-4/18

719 18

*UVSD collection
Cash Posts*



2022
pub

RECORDS TRANSFER NOTICE

Location: 2 p 647

Box: 00425

Title: ACCOUNTS PAYABLE /Warrant/3 Pd- 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

L - M

RECORDS TRANSFER NOTICE

Date <i>5/15/98</i>	Department <i>Finance / Payroll</i>	User/Sender <i>Shirley Thomas</i>	Location <i>654</i>	Box <i>1874</i>
Record Title (From Records Retention Schedule) <i>Payroll Records</i>		Records are Public Information or Confidential? Circle One. ☒ Public ☐ Confidential	Record Dates: Month Year Month Year FROM: <i>11/96</i> TO: <i>5/97</i>	
Year to consider destruction:		Permanent: Y or N	Retention Period: <i>25 YRS</i>	

Detailed Listing of Tote Box Contents (Do not write on Box)

*Copies of Payroll Checks
11/17/96 - 5/31/97*

Pay Dates - 12/6/96 - 6/6/97

*F95 = A44 + 5 = 1/98 + 5 =
1/2003*

Instructions:

1. Please type or print legibly
2. Place copies 1 and 2 inside Tote Box on top of records
3. Retain copy 3 for follow up

RECORDS TRANSFER NOTICE

Date 5-15-98	Department Finance / Payroll	User/Sender Shirley Thomas	Location 656	Box 1876
Record Title (From Records Retention Schedule) Payroll Records		Records are Public Information or Confidential? Circle One. <u>Confidential</u>	Record Dates: Month Year Month Year FROM: 6/95 TO: 5/96	
Year to consider destruction:		Permanent: Y or N	Retention Period: 25 YRS.	

Detailed Listing of Tote Box Contents (Do not write on Box)

Copies of Payroll Checks
6/9/95 - 5/24/96

F95 Au+5 = 1/97+5- 1/2003

Instructions:

1. Please type or print legibly
2. Place copies 1 and 2 inside Tote Box on top of records
3. Retain copy 3 for follow up

RECORDS TRANSFER NOTICE

Date 5/04/2018	Department Finance	User/Sender Nancy Cooley	Location 660	Box 4745
Record Title (From Records Retention Schedule) BILLING RECORDS		Records are Public Information ☐ or Confidential ☒ ?	Record Dates: Month Year Month Year FROM 10/2015 TO 12/2015	
Year to consider destruction: JAN 2020 2021		Permanent? Yes ☐ or No ☒	Retention Period: (from Records Retention Schedule) AUDIT + 4 YEARS	
Detailed Listing of Tote Box Contents (Do not write on Box) DAILY CASH PACKET ✓ 10/20/2015 TO 12/14/2015 Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

RECORDS TRANSFER NOTICE

Date 5/01/2018	Department Finance	User/Sender Nancy Cooley	Location 662	Box 00131 4746
Record Title (From Records Retention Schedule) BILLING RECORDS		Records are Public Information ____ or Confidential ____x____?	Record Dates: Month Year Month Year FROM 04/2016 TO 07/2016	
Year to consider destruction: AUG 2021 2022		Permanent? Yes ____ or No ____x__	Retention Period: (from Records Retention Schedule) AUDIT + 4 YEARS	
Detailed Listing of Tote Box Contents (Do not write on Box) DAILY CASH PACKET ✓ 04/15/2016 TO 07/13/2016 Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

2022
Pub

RECORDS TRANSFER NOTICE

Location: 29682

Box: 00407

Title ACCOUNTS RECEIVABLE 704.14 - Misc. Billings

Dates of Contents: JULY 2018-FEBRUARY 2019

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

MISCELLANEOUS GENERAL BILLING

2022
Pub

RECORDS TRANSFER NOTICE

Location: 29683

Box: 00412

Title ACCOUNTS RECEIVABLE 704.14 - Misc. Billings

Dates of Contents: MARCH 2019-JUNE 2019

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

MISCELLANEOUS GENERAL BILLING

2022
pub

RECORDS TRANSFER NOTICE

Location: 2g690

Box: 00419

Title: ACCOUNTS PAYABLE / warrant B Paid 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

101 – AT&T

2022
pub

RECORDS TRANSFER NOTICE

Location: 29698

Box: 00420

Title: ACCOUNTS PAYABLE /warrants Paid 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

AT&T – BZ

2022
pub

RECORDS TRANSFER NOTICE

Location: 2r716

Box: 00421

Title: ACCOUNTS PAYABLE /warrants Pd. 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

C

RECORDS TRANSFER NOTICE

Date 4/29/2018	Department Finance	User/Sender Nancy Cooley	Location 725	Box 4753
Record Title (From Records Retention Schedule) BILLING RECORDS		Records are Public Information ☐ or Confidential ☒ ?	Record Dates: Month Year Month Year FROM 03/2017 TO 04/2017	
Year to consider destruction: MAY 2020 2021		Permanent? Yes ☐ or No ☒	Retention Period: (from Records Retention Schedule) AUDIT + 2 YEARS	
Detailed Listing of Tote Box Contents (Do not write on Box) UTILITY BILLING EDITS FOR MARCH AND APRIL 2017 ROUTES 1-10 3/8/2017 11-20 3/16/17 21-30 3/24/17 31-41, 71 3/30/17 ROUTES 1-10 4/5/17 11-20 4/12/17 21-30 4/20/17 31-41, 71 4/27/17 Instructions: 1. Please type or print legibly 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)				

Records: Retention

2022
pub

RECORDS TRANSFER NOTICE

Location: 2r726

Box: 00422

Title: ACCOUNTS PAYABLE /warrants Pd. 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

D – E

RECORDS TRANSFER NOTICE

Date <i>5-7-99</i>	Department <i>Finance</i>	User/Sender <i>Shirley Thomas</i>	Location <i>743</i>	Box <i>2013</i>
Record Title (From Records Retention Schedule) <i>Payroll Records</i>		<i>Confidential</i>	Record Dates: Month Year Month Year FROM: <i>6/97</i> TO: <i>12/97</i>	
Year to consider destruction: <i>2022</i>		Permanent ☒ Y or N	Retention Period: <i>25 YRS.</i>	

Detailed Listing of Tote Box Contents (Do not write on Box)

Pay Period: 6/1/97 - 12/13/97

Pay Date: 6/20/97 - 12/19/97

Copies of Pay Checks

Instructions:

1. Please type or print legibly
2. Place copies 1 and 2 inside Tote Box on top of records
3. Retain copy 3 for follow up

RECORDS TRANSFER NOTICE

Location: 2r755

Box: 00479

Title (from Records Retention Schedule): 719.14 Utility Receipt Stubs / Payment Coupons

Dates of Contents: 7/12/17-8/23/17

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

7/12/17-8/23/17 Utility Receipts Stubs / Payment Coupons

NOTE: This transfer notice was made up after the box was shelved. This box was originally entered with the location/number 2p647/00223, but there were two boxes with the same location and box number. Therefore, the new location and box number were issued.

RECORDS TRANSFER NOTICE

Date 04/05/12	Department (from Records Retention Schedule) Finance	User/Sender (first and last) Leigh C. Halvorsen	Location 776	Box 4115
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Official Record Title (from Records Retention Schedule) Bound Copies-Financial Statements	Records are? Public ☒ or Confidential ☐ Information	Record Dates FROM FY2007 to FY2009
Date/Year to consider destruction 2021	Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) AUD +10 Years

Detailed Listing of Tote Box Contents (Please type only):

Ukiah Redevelopment Agency 2007
 City of Ukiah 2007
 Ukiah Redevelopment Agency 2008
 City of Ukiah 2008
 Ukiah Redevelopment Agency 2009

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email jcurrie@cityofukiah.com notification box is ready for pickup

RECORDS TRANSFER NOTICE

Location: 3s788

Box: 00476

Title (from Records Retention Schedule): 719.16 Utility Cache Post

Dates of Contents: 7/1/17 – 12/31/17

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

7/1/17 – 12/31/17 Utility Cache Post

NOTE: This transfer notice was made up after the box was shelved. This box was originally entered with the location/number 2p647/00223, but there were two boxes with the same location and box number. Therefore, the new location and box number were issued.

RECORDS TRANSFER NOTICE

Date 7/26/00	Department FINANCE	User/Sender Finance Director	Location 804	Box 2280
Record Title (From Records Retention Schedule) FINANCIAL REPORTS		Records are Public Information or Confidential? Circle One.	Record Dates: Month Year Month Year FROM: Dec 86 TO: Jun 94	
Year to consider destruction: see Finance Director		Permanent: Y or N	Retention Period: until final bond payments are made	
Detailed Listing of Tote Box Contents (Do not write on Box) TRUSTEE BANK ACCOUNT STATEMENTS Bank of America – 91-92; 90-91; 89-90; 88-89; 87-88 Bank of California – 87-88; 88-89; 89-90 Bankers Trust – 91-92; 90-91 JC Gordon DO NOT SHRED				

Instructions: 1) Please type or print legibly. 2) Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box number)
C:\My Documents\WPDOCS\Records Retention\Records 1.doc

RECORDS TRANSFER NOTICE

Date 10/16/2015	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KNORRIS	Location 860	Box 4498
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Official Record Title (from Records Retention Schedule) CASH RECEIPTS POSTINGS	Records are? Public ☐ or Confidential ☒ Information	Record Dates FROM: APRIL 2015 TO: JUNE 2015
Date/Year to consider destruction JULY 2020	Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) AU+4

~~Detailed Listing of Tote Box Contents (Please type only):~~

CASH POSTINGS APRIL 2015-JUNE 2015 ✓

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

pub
2021

RECORDS TRANSFER NOTICE

Location: 3 v 886

Box: 00384

Title: CASH RECEIPTS EDIT LIST 704.07 ✓

Dates of Contents: JUNE 2018-NOVEMBER 2018

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

TYLER CASHIERING BATCHES

RECORDS TRANSFER NOTICE

Date 12/19/2018	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KATHY M NORRIS	Location 891	Box 00050
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Official Record Title (from Records Retention Schedule) MISCELLANEOUS BILLINGS	Records are? Public ☒ or Confidential Information	Record Dates FROM: JULY 2017 TO: FEBRUARY 2018
Date/Year to consider destruction 2021	Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) AU+2

Detailed Listing of Tote Box Contents (Please type only):

MISCELLANEOUS ACCOUNTS RECEIVABLE BILLING:

AGING REPORT

RECURRING INVOICES

ONE TIME CHARGES

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

RECORDS TRANSFER NOTICE

Date 12/19/2018	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KATHY M NORRIS	Location 894	Box 00051
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Official Record Title (from Records Retention Schedule) MISCELLANEOUS BILLINGS	Records are? Public ☒ or Confidential ☐ Information	Record Dates FROM: MARCH 2018 TO: JUNE 2018
Date/Year to consider destruction 2021	Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) AU+2

Detailed Listing of Tote Box Contents (Please type only):

MISCELLANEOUS ACCOUNTS RECEIVABLE BILLING:

AGING REPORT

RECURRING INVOICES

ONE TIME CHARGES

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

RECORDS TRANSFER NOTICE

Date 3/18/2019	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KATHY M NORRIS	Location 895	Box 00052
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Official Record Title (from Records Retention Schedule) JOURNALS: VOUCHERS	Records are? Public ☒ or Confidential Information	Record Dates FROM: NOVEMBER 2016 TO: MARCH 2017
Date/Year to consider destruction 2022	Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) AU+4

Detailed Listing of Tote Box Contents (Please type only):

CONSISTS OF THE GENERAL JOURNALS WITH THE SUPPORTING DOCUMENTATION FOR:

NOVEMBER 2016-DECEMBER 2016
JANUARY 2017-MARCH 2017

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

RECORDS TRANSFER NOTICE

Date 2/14/2019	Department (from Records Retention Schedule) FINANCE DEPARTMENT	User/Sender (first and last) KATHY M NORRIS	Location 927	Box 00054
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Official Record Title (from Records Retention Schedule) CASH RECEIPTS EDIT LIST	Records are? Public ☐ or Confidential x Information	Record Dates FROM: JULY 2017 TO: AUGUST 2017
Date/Year to consider destruction 2022	Permanent? Yes ☐ or No ☐	Retention Period (from Records Retention Schedule) AUDIT + 4

Detailed Listing of Tote Box Contents (Please type only):

JULY-AUGUST 2017

CASH RECEIPTS TRANSACTION LISTINGS
TYLER CASHIERING BATCH REPORTS

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

RECORDS TRANSFER NOTICE

Date 3/18/2019	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KATHY M NORRIS	Location 929	Box 00055
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Official Record Title (from Records Retention Schedule) JOURNALS: VOUCHERS	Records are? Public ☒ or Confidential Information	Record Dates FROM: APRIL 2017 TO: JUNE 2017
Date/Year to consider destruction 2022	Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) AU+4

Detailed Listing of Tote Box Contents (Please type only):

CONSISTS OF THE GENERAL JOURNALS WITH THE SUPPORTING DOCUMENTATION FOR:

APRIL 2017-JUNE 2017

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

2022
Pub

RECORDS TRANSFER NOTICE

Location: 3w946

Box: 00378

Title: CASH RECEIPTS EDIT LIST 704.07

Dates of Contents: MAY 2019-JUNE 2019

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

TYLER CASHIERING BATCHES

DAILY SPLITS TRANSACTIONS FOR UTILITY AND SEWER PAYMENTS

RECORDS TRANSFER NOTICE

Date 10/16/2015	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KNORRIS	Location 958	Box 4510
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Official Record Title (from Records Retention Schedule) GENERAL BILLING-CASH POSTINGS	Records are? Public ☐ or Confidential X Information	Record Dates FROM: FEBRUARY 2015 TO: MARCH 2015
Date/Year to consider destruction JULY 2020	Permanent? Yes ☐ or No X	Retention Period (from Records Retention Schedule) AU+4

~~Detailed Listing of Tote Box Contents (Please type only):~~

GENERAL BILLING-CASH POSTING RECORDS

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

RECORDS TRANSFER NOTICE

Date 2/14/2019	Department (from Records Retention Schedule) FINANCE DEPARTMENT	User/Sender (first and last) KATHY M NORRIS	Location 959	Box 00058
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Official Record Title (from Records Retention Schedule) CASH RECEIPTS EDIT LIST	Records are? Public ☐ or Confidential x Information	Record Dates FROM: SEPTEMBER 2017 TO: OCTOBER 2017
Date/Year to consider destruction 2022	Permanent? Yes ☐ or No ☐	Retention Period (from Records Retention Schedule) AUDIT + 4

Detailed Listing of Tote Box Contents (Please type only):

SEPTEMBER-OCTOBER 2017

CASH RECEIPTS TRANSACTION LISTINGS
TYLER CASHIERING BATCH REPORTS

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

RECORDS TRANSFER NOTICE

Date 2/14/2019	Department (from Records Retention Schedule) FINANCE DEPARTMENT	User/Sender (first and last) KATHY M NORRIS	Location 960	Box 80059
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Official Record Title (from Records Retention Schedule) CASH RECEIPTS EDIT LIST	Records are? Public ☐ or Confidential x Information	Record Dates FROM: NOVEMBER 2017 TO: DECEMBER 2017
Date/Year to consider destruction 2022	Permanent? Yes ☐ or No ☐	Retention Period (from Records Retention Schedule) AUDIT + 4

Detailed Listing of Tote Box Contents (Please type only):

NOVEMBER-DECEMBER 2017

CASH RECEIPTS TRANSACTION LISTINGS
TYLER CASHIERING BATCH REPORTS

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

RECORDS TRANSFER NOTICE

Location: 961

Box: 00383

Title: CASH RECEIPTS EDIT LIST 704.07

Dates of Contents: DECEMBER 201~~6~~⁷-MAY 2018

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

TYLER CASHIERING BATCHES



RECORDS TRANSFER NOTICE

Date 10/20/2015	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KNORRIS	Location 964	Box 4518
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Official Record Title (from Records Retention Schedule) BUSINESS LICENSE-PAYMENT ALLOCATION REGISTER	Records are? Public ☐ or Confidential ☒ Information	Record Dates FROM: MAY 2011 TO: JANUARY 2014
Date/Year to consider destruction JULY 2020	Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) T+5

Detailed Listing of Tote Box Contents (Please type only):

BUSINESS LICENSE PAYMENT ALLOCATION REGISTER

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

RECORDS TRANSFER NOTICE

Date 5/2/2019	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KATHY M NORRIS	Location 3x 971 1146	Box 00087
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Official Record Title (from Records Retention Schedule) TAXES, RECEIVABLE	Records are? Public ☒ or Confidential ☐ Information	Record Dates FROM: 2009 TO: 2018
Date/Year to consider destruction 2022	Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) AU+3

Detailed Listing of Tote Box Contents (Please type only):

AIRCRAFT JET FUEL DEALER TAX RETURN: OCTOBER 2012-JUNE/2018

GOVERNMENT ENTITY DIESEL FUEL TAX RETURN: JUNE 2011-MARCH 2018

ELECTRICAL ENERGY SURCHARGE RETURN: JUNE 2002-JUNE 2018

BUILDING STANDARDS ADMINISTRATION SPECIAL REVOLVING FUND: JUNE 2009-MARCH 2018

SB1186 RETURN: MARCH 2013-DECEMBER 2017

STATE BOARD OF EQUALIZATION CITY OF UKIAH TRANSACTION AND USE TAX REPORTS: APRIL 2005-JUNE 2018

SALES AND USE TAX: JANUARY 2015-SEPTEMBER 2017

CALIFORNIA ENERGY COMMISSION (QFERCOM) FILINGS: 2012-2018

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

RECORDS TRANSFER NOTICE

Date 9/19/2003	Department Finance	User/Sender Holly Stocke	Location 1003	Box 2479
Record Title (From Records Retention Schedule) Payroll Records		Records are Public Information _____ or Confidential XX	Record Dates: Month/Year Month/Year From: Jan 2000 To: Dec 2002	
Year to <u>consider</u> destruction 01/2022		Permanent? Yes _____ No _____	Retention Period: Term + 5 yrs	

Detailed listing of box contents:

ICMA Statements 2000 - 2002
Hartford Statements 2000 - 2002
Cal-PERS Statements 2000 - 2001

Review in 2022

*Gordon
gc*

Instructions:

1. Please type or print legibly
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indication the Location and Box number)

Records: Retention

RECORDS TRANSFER NOTICE

Date 04/05/12	Department (from Records Retention Schedule) Finance	User/Sender (first and last) Leigh C. Halvorsen	Location 1007	Box 4190
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Official Record Title (from Records Retention Schedule) Tayman Park Golf Course Monthly Financials	Records are? Public ☒ or Confidential ☐ Information	Record Dates FROM 04/01/06 to 03/31/10
Date/Year to consider destruction 2021	Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) AUD +10 Years

Detailed Listing of Tote Box Contents (Please type only):

Daily Reports

Monthly Summaries

Gift Certificate Statements

Credit Book Records

Disbursement Vouchers

Deposit Correction Notices

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email jcurrie@cityofukiah.com notification box is ready for pickup

2022

RECORDS TRANSFER NOTICE

Location: 3x1008

Box: 00349

Title (from Records Retention Schedule): 719.09 Invoices

Past Due Report

- **Dates of Contents:** 2013, 2014, 2015, 2016, 2017, 2018
-
- **Detailed Listing of Contents:**

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

Accounts sent to Ukiah Credit Bureau

RECORDS TRANSFER NOTICE

Date 10/19/2015	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KNORRIS	Location 1019	Box 452.5
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Official Record Title (from Records Retention Schedule) TYLER CASH RECEIPTS STUBS	Records are? Public ☐ or Confidential ☒ Information	Record Dates FROM: 4/6/2015 TO: 6/16/2015
Date/Year to consider destruction JULY 2020	Permanent? Yes ☐ or No ☐	Retention Period (from Records Retention Schedule) AU+4

Detailed Listing of Tote Box Contents (Please type only):

TYLER CASHIRING PAYMENT STUBS/WORK PACKETS

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

RECORDS TRANSFER NOTICE

Date 5/2/2019	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KATHY M NORRIS	Location 3y1042 1135	Box 00079
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Official Record Title (from Records Retention Schedule) TAXES, RECEIVABLE	Records are? Public ☒ or Confidential ☐ Information	Record Dates FROM: 2009 TO: 2018
Date/Year to consider destruction 2022	Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) AU+3

Detailed Listing of Tote Box Contents (Please type only):

GOVERNMENT ENTITY DIESEL FUEL TAX RETURN: JUNE 1997-2010

STRONG MOTION INSTRUMENT AND SEIZMIC HAZARD MAPPING FEE RETRUN: 2001-2018

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

2022
pub

RECORDS TRANSFER NOTICE

Location: 3Y1048

Box: 00423

Title: ACCOUNTS PAYABLE /warrants Pd. 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

F - G

2022
pub

RECORDS TRANSFER NOTICE

Location: 341049

Box: 00424

Title: ACCOUNTS PAYABLE / warrants Pd. 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

H - K

2022
pub

RECORDS TRANSFER NOTICE

Location: 3Y1050

Box: 00426

Title: ACCOUNTS PAYABLE /warrants Pd. 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

N - O

RECORDS TRANSFER NOTICE

Date 2/17/2017	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KATHY M NORRIS	Location 1051	Box 4670
Official Record Title (from Records Retention Schedule) TYLER DAILY CASH RECEIPTS Register		Records are? Public ☐ or Confidential ☒ Information	Record Dates FROM: 11/2015 TO: 4/2016	
Date/Year to consider destruction JULY 2021		Permanent? Yes ☐ or No ☒	Retention Period (from Records Retention Schedule) AU+4	
Detailed Listing of Tote Box Contents (<u>Please type only</u>): TYLER CASHIERING DAILY RECEIPTS PACKET Instructions: 1. Please complete form, typed, supplying all information 2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number) 3. Email klawler@cityofukiah.com notification box is ready for pickup				

2022
pub

RECORDS TRANSFER NOTICE

Location: 3Z 1052

Box: 00427

Title: ACCOUNTS PAYABLE /Warrants Pd. 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

P

2022
pub

RECORDS TRANSFER NOTICE

Location: 321054

Box: 00428

Title: ACCOUNTS PAYABLE /warrants Pd. 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

Q - R

2022
pnb

RECORDS TRANSFER NOTICE

Location: 321056

Box: 00429

Title: ACCOUNTS PAYABLE /warrants pd. 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

S

2022
pub

RECORDS TRANSFER NOTICE

Location: 3Z1058

Box: 00430

Title: ACCOUNTS PAYABLE /Wanamab Pd. 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

T – US BANK

2022
pub

RECORDS TRANSFER NOTICE

Location: 3Z1060

Box: 00431

Title: ACCOUNTS PAYABLE /warrants Pdl. 703.01

Dates of Contents: JULY 1, 2015 – JUNE 30, 2016

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

PAYBLES

US BLUE - Z

RECORDS TRANSFER NOTICE

Date 10/19/2015	Department (from Records Retention Schedule) FINANCE	User/Sender (first and last) KNORRIS	Location 1083	Box 4526
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Official Record Title (from Records Retention Schedule) TYLER CASH RECEIPTS STUBS	Records are? Public ☐ or Confidential ☒ Information	Record Dates FROM: 11/17/2014 TP: 4/3/15
Date/Year to consider destruction JULY 2020	Permanent? Yes ☐ or No ☐	Retention Period (from Records Retention Schedule) AU+4

Detailed Listing of Tote Box Contents (Please type only):

TYLER CASHIRING PAYMENT STUBS/WORK PACKETS

Instructions:

1. Please complete form, typed, supplying all information
2. Place 3 copies inside Tote Box on top of records (one copy will be returned to you indicating the Location and Box Number)
3. Email klawler@cityofukiah.com notification box is ready for pickup

CON
2022

RECORDS TRANSFER NOTICE

Location: 3 Z 1085

Box: 00458

Title *(from Records Retention Schedule)*: 719.06 Billing Records

Dates of Contents: 2015-2019

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

Service Orders Routes 36-71 FY15/16

RECORDS TRANSFER NOTICE

Location: CONTAINER 3 SHELF AA LOCATION 1094

Box: 00247

Title:

Detailed Listing of Contents:

CLOSED UTILITY APPLICATIONS FOR 2017- A TO Z

719.04
Applications ✓

RECORDS TRANSFER NOTICE

Location: CONTAINER 3 SHELF AA LOCATION 1095

Box: 00248

Title *719.84 Applications*

Detailed Listing of Contents:

CLOSED UTILITY APPLICATIONS FROM 2016- A TO Z

RECORDS TRANSFER NOTICE

Location	4bb1156
Box #	00541
Title <i>(from Records Retention Schedule; please include number)</i>	703.03 Report of Disbursements
Dates of Contents <i>(mm/dd/yy – mm/dd/yy)</i>	7/1/16-6/30/17
Department	Finance
Name of Person Submitting Box	Lora Smith
Date of Submission	4/23/21
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

AP Disbursement Reports

RECORDS TRANSFER NOTICE

Location	4bb1157
Box #	00542
Title <i>(from Records Retention Schedule; please include number)</i>	703.03 Report of Disbursements
Dates of Contents <i>(mm/dd/yy – mm/dd/yy)</i>	7/1/15-10/30/15
Department	Finance
Name of Person Submitting Box	Lora Smith
Date of Submission	4/23/21
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

AP Disbursement Reports

RECORDS TRANSFER NOTICE

Location	4bb1158
Box #	00543
Title <i>(from Records Retention Schedule; please include number)</i>	703.03 Report of Disbursements
Dates of Contents <i>(mm/dd/yy – mm/dd/yy)</i>	11/1/15-6/30/16
Department	Finance
Name of Person Submitting Box	Lora Smith
Date of Submission	4/23/21
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

AP Disbursement Reports

RECORDS TRANSFER NOTICE

Location	4bb1165
Box #	00550
Title <i>(from Records Retention Schedule; please include number)</i>	701.01 General Subject Files - Finance
Dates of Contents <i>(mm/dd/yy – mm/dd/yy)</i>	1/1/64-12/31/2001
Department	Finance
Name of Person Submitting Box	Kristine Lawler
Date of Submission	4/28/21
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

Finance folders from the Vault (Finance Director reviewed and determined ready for destruction):

1504.10 Bond Counsel Services Rep – 1992
 Ukiah Architectural Services Proposal, CDG Cannon Design Group – March 6, 1992
 1501-01 Financial Advisor Services
 Request for Proposal – Redevelopment Architectural Services – Downtown Revitalization, Carlstrom Architect – 1992
 Proposal for Redevelopment Architectural Services Downtown Ukiah, Synthesis Design Group – 1992
 704-08 General Correspondence – 1973-78
 Investments (notes and reports) 1992-93
 1501-05 Statements of Indebtedness 1992-2001

2022
pub

RECORDS TRANSFER NOTICE

Location: 4001200

Box: 00455

Title: Accounting Records 701.00

Dates of Contents: July 1, 2015 – June 30, 2019

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

Budget Transfers

EDD Reporting

2016-17 year-end close documents

RECORDS TRANSFER NOTICE

Aut 2

Location: 4CC 12D2

Box: 00578

Title (from Records Retention Schedule): 719.09 Past Due Reports

Dates of Contents: 10/1998 to 09/2009

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

Utility Billing accounts sent to Ukiah Credit Bureau for collections which include copy of closed utility bill and a cover sheet for UCB

RECORDS TRANSFER NOTICE

Location	4cc1204
Box #	00580
Title <i>(from Records Retention Schedule; please include number)</i>	719.17 UVSD / BILLING
Dates of Contents <i>(mm/dd/yy – mm/dd/yy)</i>	1/01/18 TO 3/30/18 1/01/19 TO 3/30/19
Department	FINANCE
Name of Person Submitting Box	LORI MARTIN
Date of Submission	6/15/2021
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

MILLVIEW, WILLOW AND ROGINA WATER

CUSTOMER WATER USAGE FOR FY 18/19

FY 19/20

RECORDS TRANSFER NOTICE

Location	4dd1215
Box #	00588
Title <i>(from Records Retention Schedule; please include number)</i>	719.18 UVSD/COLLECTION AND CASH POST
Dates of Contents <i>(mm/dd/yy – mm/dd/yy)</i>	9/01/18 to 6/30/19
Department	FINANCE
Name of Person Submitting Box	LORI MARTIN
Date of Submission	6/15/2021
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

DAILY CASH RECEIPTS REPORTS

↓

RECORDS TRANSFER NOTICE

Location	4dd1224
Box #	00586
Title <i>(from Records Retention Schedule; please include number)</i>	719.18 UVSD/COLLECTION AND CASH POST
Dates of Contents <i>(mm/dd/yy – mm/dd/yy)</i>	8/01/15 TO 12/31/15 3/01/17 TO 8/31/17
Department	FINANCE
Name of Person Submitting Box	LORI MARTIN
Date of Submission	6/15/2021
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

DAILY CASH RECEIPTS REPORTS

RECORDS TRANSFER NOTICE

Location	4dd1227
Box #	00630
Title <i>(from Records Retention Schedule; please include number)</i>	719.06 BILLING – RECORDS/EDITS
Dates of Contents <i>(mm/dd/yy – mm/dd/yy)</i>	11/19/19 to 12/31/19
Department	FINANCE
Name of Person Submitting Box	LORI MARTIN
Date of Submission	6/03/2021
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

Billing Edits Rte's 21 - 41

RECORDS TRANSFER NOTICE

Location	4dd1242
Box #	00619
Title <i>(from Records Retention Schedule; please include number)</i>	719.06 BILLING – RECORDS / EDITS
Dates of Contents <i>(mm/dd/yy – mm/dd/yy)</i>	08/03/18 to 9/04/18
Department	FINANCE
Name of Person Submitting Box	LORI MARTIN
Date of Submission	6/15/2021
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

BILLING EDITS RTE'S 1 – 41 / 71

1 – 10

31 – 41 / 71

RECORDS TRANSFER NOTICE

Location	4dd1243
Box #	00620
Title <i>(from Records Retention Schedule; please include number)</i>	719.06 BILLING – RECORDS / EDITS
Dates of Contents <i>(mm/dd/yy – mm/dd/yy)</i>	02/05/19 to 3/12/19
Department	FINANCE
Name of Person Submitting Box	LORI MARTIN
Date of Submission	6/15/2021
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

BILLING EDITS RTE'S 1 – 41 / 71

1 – 20

RECORDS TRANSFER NOTICE

Location	4ee1248
Box #	00625
Title <i>(from Records Retention Schedule; please include number)</i>	719.09 PAST DUE REPORTS
Dates of Contents <i>(mm/dd/yy – mm/dd/yy)</i>	7/01/18 TO 12/31/19
Department	FINANCE
Name of Person Submitting Box	LORI MARTIN
Date of Submission	6/15/2021
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

FINAL NOTICE COPIES

RECORDS TRANSFER NOTICE

Location	4ee1251
Box #	00628 (was briefly 00621)
Title (from Records Retention Schedule; please include number)	719.04 APPLICATIONS
Dates of Contents (mm/dd/yy – mm/dd/yy)	1/1/12 – 12/31/19
Department	FINANCE
Name of Person Submitting Box	LORI MARTIN
Date of Submission	6/15/2021
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

Closed Account Utility Applications

2012 – 2016 A – Q

2017 A – W

2018 A – Z

2019 A - GA

RECORDS TRANSFER NOTICE

Location	4ee1252
Box #	00629 (was briefly 00622)
Title (from Records Retention Schedule; please include number)	719.04 APPLICATIONS
Dates of Contents (mm/dd/yy – mm/dd/yy)	1/1/19-12/31/19
Department	FINANCE
Name of Person Submitting Box	LORI MARTIN
Date of Submission	6/15/2021
Confidential ☐ Public ☒	

Detailed Listing of Contents:

(Please list contents of box in as much detail as possible; imagine searching for something in this box 10 years from now and needing to use key words for the search engine – please include that type of detail.)

Closed Account Utility Applications

2019 GAM - Z



AGENDA SUMMARY REPORT

SUBJECT: Possible Adoption of an Ordinance of the City Council of the City of Ukiah Repealing Articles 1A and 2 in Division 1, Chapter 4 of the Ukiah City Code to Remove References to Obsolete Boards and Commissions.

DEPARTMENT: City Attorney

PREPARED BY: Darcy Vaughn, Assistant City Attorney

PRESENTER: Darcy Vaughn, Assistant City Attorney

ATTACHMENTS:

1. Obsolete Boards and Commissions Ordinance intro

Summary: Council will consider adopting the Ordinance of the City Council of the City of Ukiah repealing Articles 1A and 2 in Division 1, Chapter 4 of the Ukiah City Code to remove references to obsolete boards and commissions.

Background: Council recently adopted an ordinance creating the Public Spaces Commission and repealing the provisions in Division 1, Chapter 4 of the City Code establishing the Paths, Creeks, and Open Space Commission and the Parks, Recreation, and Golf Commission. In addition, the Council also established the Diversity and Equity Committee. During the course of drafting these ordinances, it was brought to the attention of Staff that a number of boards and commissions established and regulated by articles in Division 1, Chapter 4 were now obsolete, had not met for a number of years, and were not likely to reconvene. As a result, Staff recommends that Council introduce and adopt a clean-up ordinance to remove these references to obsolete boards and commissions.

Discussion: The Ordinance, attached here as Attachment 1, will repeal Division 1, Chapter 4, Article 1A of the Ukiah City Code, which establishes and sets procedures and requirements for the Cultural Arts Advisory Board. This Board no longer meets and Staff does not foresee any possibility that this Board will reconvene.

The Ordinance will repeal Division 1, Chapter 4, Article 2 of the Ukiah City Code, which establishes and sets procedures and requirements for the Industrial Development Commission. This Commission no longer meets and Staff does not foresee any possibility that this Commission will reconvene.

In order to remove provisions in the City Code regarding obsolete boards and commissions, Staff recommends that the Council introduce by title only the Ordinance of the City Council of the City of Ukiah Repealing Articles 1A and 2 in Division 1, Chapter 4 of the Ukiah City Code to Remove References to Obsolete Boards and Commissions.

This ordinance was introduced by title only on June 15, 2022. The current version of the Ordinance reflects a wide array of community, City staff, and Council input. The Ordinance is now ready for consideration for adoption and would go into effect thirty (30) days after adoption.

Recommended Action: Adopt the Ordinance of the City Council of the City of Ukiah repealing Articles 1A and 2 in Division 1, Chapter 4 of the Ukiah City Code to remove references to obsolete boards and commissions.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Kristine Lawler, City Clerk; Shannon Riley, Deputy City Manager

Approved:


Sage Sangiacomo, City Manager

ORDINANCE NO.

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH REPEALING ARTICLES 1A AND 2 IN DIVISION 1, CHAPTER 4 OF THE UKIAH CITY CODE TO REMOVE REFERENCES TO OBSOLETE BOARDS AND COMMISSIONS.

The City Council of the City of Ukiah hereby ordains as follows

SECTION ONE.

Article 1A in Division 1, Chapter 4 of the Ukiah City Code establishing the Cultural Arts Advisory Board is hereby repealed.

SECTION TWO.

Article 2 in Division 1, Chapter 4 of the Ukiah City Code establishing the Industrial Development Commission is hereby repealed.

SECTION THREE.

1. Publication: Within fifteen (15) days after its adoption, this Ordinance shall be published once in a newspaper of general circulation in the City of Ukiah. In lieu of publishing the full text of the Ordinance, the City may publish a summary of the Ordinance once 5 days prior to its adoption and again within fifteen (15) days after its adoption.
2. Effective Date: The ordinance shall become effective thirty (30) days after its adoption.
3. Severability: If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council of the City of Ukiah hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

Introduced by title only on June 15, 2022, by the following roll call vote:

AYES: Councilmembers Dueñas, Orozco, Rodin, and Mayor Brown

NOES:

ABSENT: Councilmember Crane

ABSTAIN:

Adopted on July __, 2022, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim O. Brown, Mayor

ATTEST:

Kristine Lawler, CMC/City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Council to Receive and File Adopted 2022-23 Fiscal Year City of Ukiah Budget Document.

DEPARTMENT: Finance

PREPARED BY: Dan Buffalo, Finance Director

PRESENTER: Consent Calendar

ATTACHMENTS:

None

Summary: Council to receive and file the adopted 2022-23 Fiscal Year City of Ukiah budget document.

Background: A budget for local government is meant to be a dynamic, malleable, and useful tool for decision-makers and the community. It conveys a number of different messages to the community served, including how available resources will be allocated. The budget is encapsulated in a single document to deliver that message. The City's Management Team recognizes and appreciates the City Council's support for a well-developed and clear budget document. The presented budget document represents a continued improvement in content, form, and presentation and is a continuation of the framework developed last year to meet the highest professional standards of budgeting.

The Council received Departmental Presentations at special meetings on June 1 and June 2, 2022. Council approved and adopted the City's budget for the 2022-23 fiscal year and Gann Limit through resolution at the June 15, 2022 meeting.

The budget document presents information and data at the fund level, a departmental/division summary level, and a department/division detail expenditure/revenue line level. The detail is delivered through OpenGov. From there, any reader of the budget can navigate and review any specific element of the budget.

Discussion: The entire budget document is presented through the OpenGov platform, a web-based platform that allows for significant functionality when viewing and analyzing budgetary information. The best way to access stories is by clicking this link and finding each subsequent link in the table of contents: 2022-23 Fiscal Year Budget (html link):

<https://stories.opengov.com/ukiahca/published/D1CYjww-IK>

The landing page from the link is the cover of the budget document, including a table of contents at the bottom. Each budget story can be accessed by clicking on its respective link in the table of contents. As the budget document is further developed, links will be activated for any reader to examine.

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

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

Recommended Action: Receive and File adopted 2022-23 Fiscal Year City of Ukiah Budget Document.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A
PROPOSED BUDGET AMOUNT: N/A
FINANCING SOURCE: N/A
PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A
COORDINATED WITH: N/A

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Approval of Minor Reorganization of Planning Division of Community Development Department.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Consent Calendar

ATTACHMENTS:

1. Associate Planner Job Description (rev. 7-8-22)
2. Chief Planning Manager Job Description (7-11-22)

Summary: Council will consider approval of a minor reorganization of the Planning Division of the Community Development Department.

Background: The Community Development Department is comprised of five Divisions- Planning, Building and Code Enforcement, Housing, Grants Management, and Fire Prevention- with Staff as listed in the approved FY 2022-23 budget of 10 (9.5 FTE). The Planning Division currently consists of two full-time Planning Manager positions and one part-time Planning Manager. Although the Community Development Director assists with current and long-range planning, the majority of planning work is completed by the planning team.

With the recent vacancy of one of the full-time Planning Managers, Staff has evaluated the effectiveness of the structure of the Planning Division in meeting the expectations of customers and planning for the future. The review has also incorporated the existing and anticipated priorities of the Planning Division and how best to assign resources to meet those priorities.

Discussion: Based on this review, and with input from the City Manager and Human Resources/Risk Management Director, the following is recommended:

1. Eliminate the vacant full-time Planning Manager position and replace with an Associate Planner position (Attachment 1).

Approximately 50% of all the current planning work consists of the processing of minor discretionary permits and ministerial application reviews. Although the Division is taking steps to streamline application review requirements- and plans to pursue further streamlining efforts in the future- the review and processing of these minor discretionary applications takes time. In other cities and counties, this work is typically processed by a Planner I/II or Associate Planner position.

The Division also has a need for more routine long-range planning, such as for program implementation related to the 2040 General Plan, State law mandates (SB 9, AB 68, AB 881, SB 13, etc.), annual reporting (HCD Housing Element Annual Progress Report and Office of Planning and Research Annual Progress Report), proposed annexations (Brush Street/Masonite area, Western Hills, etc.), and zoning code updates (Downtown Zoning Code, Airport Overlay, etc.).

2. Reclassify the currently filled full-time Planning Manager position to a Chief Planning Manager position. The

annual salary for the Chief Planning Manager would be set to the same range as the Chief Building Official, \$108,927.12 - \$132,401.52.

To supervise the Associate Planner position, as well as having a primary Planner responsible for Division budget and workflow, Staff proposes reclassification of the one full-time Planning Manager position to a Chief Planning Manager position (Attachment 2). The Chief Planning Manager would work with the Community Development Director in facilitating the long-range planning vision for the City, including proactive styles of new planning, research, and analysis. The Chief Planning Manager would also be responsible for monitoring work flow, timelines, and delivery of services and creatively thinking through and suggesting solutions to complicated planning issues.

3. Increase the number of hours of the currently filled part-time Planning Manager from up to 24 hours per week to up to 32 hours per week.

Since December 2020, the current part-time Planning Manager has served as the City's principal CEQA planner. During this time, the Division has experienced a substantial (approximately 150%) increase in CEQA-related undertakings. This workload is expected to increase more in the coming years, as many of the action items identified by the 2040 General Plan will require CEQA analysis. Services have been completed on behalf of multiple City departments, as well as for current and long-range planning projects. The part-time Planning Manager also regularly processes minor and major discretionary permit applications and serves as a "go-to" planner for current and special planning projects when the Director and full-time Planning Managers shift to more pressing long-range planning priorities. To continue to timely progress projects and applications for the City, an increase in the part-time Planning Manager's hours to up to 32 hours per week is needed.

A budget amendment is not necessary for FY 2022-23, as the proposed minor restructuring is not expected to result in a significant fiscal change to the Planning Division's budget.

For the reasons identified above, Staff recommends Council approve the minor Planning Division reorganization.

Recommended Action: Approve reorganization of Planning Division of Community Development Department.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: 10023100

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sheri Mannion, Human Resources/Risk Management Director

Approved: 
Sage Sangiacomo, City Manager



JOB DESCRIPTION

ASSOCIATE PLANNER (Exempt, Management Unit)

DEFINITION

Under general direction of the Chief Planning Manager, the Associate Planner performs a variety of diverse professional planning assignments in support of the Community Development Department- including the Divisions of Planning, Building and Safety, Housing, Grants Management, and Fire Prevention- and other development related projects and issues. Responsibility areas can include advanced planning activities, General Plan implementation activities, and project design, as well as more routine current planning projects.

EXAMPLES OF DUTIES:

These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

- Respond to public inquiries in matters pertaining to planning, zoning, and related policies.
- Process current planning applications, building permits, and evaluates plans and projects for code compliance and design considerations.
- Prepare planning reports and develop agenda material for Planning Commission, Zoning Administrator, Design Review Board, and related Boards and Commissions as assigned; make oral presentations on planning and related projects to various boards and commissions.
- Conduct and/or review Initial Studies and prepare basic environmental documents pursuant to the California Environmental Quality Act (CEQA).
- Collect and record land use data and prepare base maps, zoning maps, charts, and graphs.
- Coordinate with other City departments and other governmental agencies on planning issues and projects.
- May be required to serve in lead role related to current planning and on specialized and unique planning and development projects or programs.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal and land use planning including building and site design.
- Applicable Federal, State, and local planning laws and regulations, including CEQA.
- Functions of other governmental agencies involved in the planning process, including those particular to tax collection, water, sanitation, transportation, public safety, tribal affairs, economic development, and air quality.
- Modern office practices, procedures, equipment (computers), and techniques.

Ability to:

- Work in a fast-paced and high activity team environment.
- Provide outstanding and friendly customer service.
- Establish and maintain cooperative and productive working relationships with the public and staff.
- Effectively make presentations to large and small groups in both formal meetings and group discussion environments.
- Operate word processing and graphic computer programs.
- Effectively communicate in both oral and written forms.
- Take direction and work well with others.
- React to change productively and handle other tasks as assigned.

Experience:

Two years professional planning experience, preferably in a public agency setting.

Education:

Education equivalent to a Bachelor's Degree, with major course work in Planning, Public Administration or a closely related field. Graduate degree may substitute for one year of experience.

Necessary Special Requirement:

Possession of a Class C California Driver license.

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JOB DESCRIPTION

CHIEF PLANNING MANAGER (Exempt, Management Position)

DEFINITION

Under general direction of the Director of Community Development, the Chief Planning Manager organizes, plans, coordinates and manages the activities of the Planning Division, including both current and long-range planning. This position also manages the Division budget; directly supervises junior professional planning staff; coordinates major planning and development projects; manages and supervises land use and environmental planning activities; performs complex and difficult administrative and technical planning; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Chief Planning Manager is the most senior classification in the Planner series and is differentiated from the Planning Manager classification in the supervisory and managerial authority exercised, as well as responsibility to prepare the Division budget. The Chief Planning Manager works with the Community Development Director in developing innovative ideas and the long-range planning vision for the City, including proactive styles of new planning, research, and analysis. The Chief Planning Manager is also responsible for monitoring work flow, timelines and delivery of services; conducting planning research, analysis, and conflict resolution on projects of planning issues having a high degree of complexity and public interest; and creatively thinking through and suggesting solutions to complicated planning issues, including those of a regional nature. Assignments may be broad in scope and expected to be carried out with a significant degree of latitude and independence.

EXAMPLES OF DUTIES: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

- Coordinates the work of consultants, City departments, citizen groups and others on planning projects and programs.
- Supervises subordinate professional planning staff, including planning and evaluating performance; establishing performance requirements and personal development targets; regularly monitoring performance and providing coaching for performance improvement.
- Administers, reviews and proposes changes to zoning, subdivision and other pertinent ordinances;
- Prepares staff reports for Council, Commission and Committee agendas and attends meetings
- Performs complex and difficult current and/or long-range planning work.
- Prepares detailed work programs. Monitors, tracks, reports and is accountable for work flow activities.
- Initiates, analyzes, and interprets policies for the physical, social and economic development of the City of Ukiah.
- May provide conflict resolution in regards to community and regional issues having a high degree of complexity and public interest.

- Performs assignments involving high level contact with public officials and civic leaders requiring independent, responsible and mature judgment and discretion in the handling of sensitive and confidential matters.
- May assist with administration of state and federal grant programs as needed.
- Identifies problems and recommends solutions.
- Develops public informational and/or educational materials. Prepares staff reports and studies on a variety of planning, and development issues and projects, including California Environmental Quality Act (CEQA) study documents.
- Utilizes a variety of computer software programs to prepare reports, maps, diagrams, graphs and other material related to planning studies.
- Prepares Director Determinations and other interpretative regulatory determinations on behalf of the Community Development Director.
- As assigned, may serve as acting Zoning Administrator.
- As assigned, may serve as acting Community Development Director in the absence of the Community Development Director.
- Other duties as assigned.

Knowledge of:

- Principles, practices and trends in one or more fields of planning, such as current, advance, affordable housing, environmental, transportation, regional and/or sustainable development planning.
- Intensive practices and trends in urban planning and zoning policy development and analysis.
- Laws, ordinances and regulations pertaining to municipal planning, zoning, subdivisions, open spaces, housing, and environmental quality.
- Legislative developments affecting regional and advanced planning including federal, state and local laws and ordinances.
- Economic analysis as applied to urban planning.
- Sources of research, technical and professional publications, state and federal data and commercial documents and organizations providing pertinent planning information.
- Techniques and processes involved in zoning administration, principles, practices, and development review; preparation and implementation of long-range and General Plans; and principles and practices of municipal planning.
- Principles of the California Environmental Quality Act (CEQA).
- Permit requirements of regulatory agencies.
- Comprehensive knowledge of land use and site planning.
- Techniques for dealing effectively with a high-level of customer service with the public, vendors, contractors, and City staff, in person and over the telephone.
- Basic municipal budgeting principals.

Ability to:

- Actively manage complex and/or controversial projects and complete within applicable time limits.
- Provide effective management in coordinating programs and projects.
- Supervise, train, and evaluate assigned staff.
- Delegate authority and schedule Division work program.

- Analyze, plan, coordinate, and direct various technical aspects of City planning.
- Understand architectural plans and possess a basic knowledge of Building Division codes and practices.
- Maintain professionalism, courtesy and composure, including in difficult situations, and handle disputes and complaints in a calm manner.
- Conceive, organize, and execute assigned projects with innovation and independence.
- Effectively relate to a variety of concerned groups in clarifying and resolving problems or conflicts of a sensitive nature and a high degree of difficulty.
- Think critically, prepare analytical analysis and conduct strategic planning.
- Establish and maintain cooperative and productive working relationships with the public and staff; work effectively in a team environment.
- Communicate clearly and concisely, orally and in writing; understand and follow oral and written instructions.
- Effectively apply technical, social, and political skills to solve problems in a timely manner.
- Work collaboratively with Community Development personnel and other Departments to assure the provision of comprehensive and coordinated related services.

Minimum Qualifications:

- Bachelor's Degree in urban or regional planning, public administration, architecture, or a related field*; and
- Eight years of progressively responsible experience*; and
- At least two of the eight years in a supervisory position.

*An equivalent combination of education and experience sufficient to successfully perform the essential functions of the job as those listed above will also be considered.

Preferred Qualifications in addition to the Minimum Qualifications listed above:

- At least two years of municipal planning experience; and
- At least four years in a supervisory position; and
- American Institute of Certified Planners (AICP) Certification.

Necessary Special Requirement:

Possession of a valid Class C California Driver License.



AGENDA SUMMARY REPORT

SUBJECT: Report of the Acquisition of Professional Services Contract for the Plans and Specifications Modifications for the Clara Avenue Reconstruction Project with Coastland Engineers Inc. in the Amount of \$15,420, and Approve Corresponding Budget Amendments.

DEPARTMENT: Public Works

PREPARED BY: Seth Strader, Administrative Analyst

PRESENTER: Tim Eriksen, Director of Public Works

ATTACHMENTS:

1. Coastland - Clara Ave Project 2122257 - Proposal

Summary: Council will receive report of the acquisition of a professional services contract for the revisions to the plans and specifications of the Clara Avenue Reconstruction project.

Background: Originally, plans and specifications for Clara Avenue were completed in 2020 and then further revised to increase the chance the project would be CDBG (Community Development Block Grant) funded. Once it was determined that CDBG funds were not going to be available any time soon and street conditions were only getting worse, Staff shifted their projected construction schedule to begin work on Clara this construction season. On June 29, 2022, Council approved the plans and specifications for Clara Avenue and directed Staff to advertise for bids.

Discussion: During the approval to advertise for bids, it was determined that a few alterations to the existing plans would be needed to further address the City's Complete Streets guidelines and to address existing site conditions.

Coastland Engineers Inc. developed the original plans and specifications in 2020 and were approached again to coordinate with City Staff to make the revisions needed to the plans. See Attachment 1 for a copy of the proposal for the revisions.

Revisions to the plans and specifications include the removal of the curving chicane curb line on the east end of Clara, adjustments to the water main and jack/bore work under the railroad tracks, striping, and updates to the construction estimate.

Council is asked to receive the report of the acquisition of a professional services contract for the plans and specifications modifications for the Clara Avenue Reconstruction Project with Coastland Engineers Inc. in the amount of \$15,420, and approve the corresponding budget amendments.

Recommended Action: Receive report of the acquisition of a professional services contract for the plans and specifications modifications for the Clara Avenue Reconstruction Project with Coastland Engineers Inc. in the amount of \$15,420, and approve corresponding budget amendments.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 25224220.80230.18184: \$0

PROPOSED BUDGET AMOUNT: 25224220.80230.18184: \$15,420

FINANCING SOURCE: Series 2022 Lease Revenue Bonds

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 1920231

COORDINATED WITH: Tim Eriksen, Director of Public Works and Andrew Stricklin, Associate Engineer

Approved: 
Sage Sangiacomo, City Manager

COASTLAND**DCCM**

June 28, 2022

Mr. Andrew Stricklin
 Assistant Engineer
 City of Ukiah
 300 Seminary Avenue
 Ukiah, CA 95482
 Via email: astricklin@cityofukiah.com

Subject: Professional Engineering Services Relating to the Clara Avenue Project

Dear Andrew,

We are pleased to provide you with this proposal for the additional engineering design services for the Clara Ave Project.

Project Background

The City is in the process of advertising the Clara Ave Improvement project for bidding and would like to make some changes on the plans. It is intended to issue the plan changes as an addendum on July 19th, 2022. We understand the items that need to be changed/revised are as follows:

1. Remove the curving chicane curb line on the south side of Clara near Orchard and the associated chicane island. The City would like to transition from the FL at the SW ramp of Orchard into the FL at the current tangent section approximately 300' to the west. This curbline realignment will require a relocation of two street lights, one of which has been missing for years. The City would like us to show a probable location for the street light behind the new curb with notations to reroute the wiring with direction from City Electric. Costs for the street light relocations will likely need to be a lump sum item.
2. Jog the new water main north at the previous chicane location to be within the roadway section, which will likely end up being at the edge of the new curb and gutter. We will provide as much separation between the water and sewer mains while keeping the water main within the roadway section. If the standard 10' separation cannot be achieved, we will provide a minimum of 5' separation and use the higher pressure class pipe material (pressure class 235/DR18) which meets Division of Drinking Water requirements.
3. Replace the jack/bore work under the railroad tracks with continued trenching through that location and removal of the R/R tie and rail to be stacked along the existing railroad onsite.

Santa Rosa
 1400 Neotomas Avenue
 Santa Rosa, CA 95405
 Tel: 707.571.8005

Auburn
 11641 Blocker Drive, Ste. 170
 Auburn, CA 95603
 Tel: 530.888.9929

Pleasant Hill
 3478 Buskirk Avenue, Ste. 1000
 Pleasant Hill, CA 94523
 Tel: 925.233.5333

Fairfield
 324 Campus Lane, Ste. A
 Fairfield, CA 94534
 Tel: 707.702.1961

www.coastlandcivil.com

Design efforts for these changes/revisions include updated plan and profile plans, striping plans and cross sections. We will also provide updated quantities for bidding as well as any updated technical specifications and an engineer's estimate of construction cost.

Based on the above understanding of the additional required services, we have prepared the following scope of work and estimated fee for your consideration.

SCOPE OF SERVICES

Task 1 – Updated PS&E Documents

We will prepare updated stamped/signed plan and profile plan sheets, striping plans and cross sections for changes outlined above. We will prepare an updated engineer's estimate of costs as well as an updated quantity list that can be used to update the bid proposal form. We will also provide updated technical specification sections as required. We assume the City will prepare the addendum document to be issued to Contractors and will incorporate the updated documents (plan sheets, bid quantities list and updated technical specifications) provided by Coastland.

ESTIMATED COSTS

Based on our scope of work, we are proposing that the services associated with additional design efforts be completed for a not-to-exceed amount of \$15,420. The amount quoted is assuming that all of the work for this project will fall under the scope of work as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted schedule of hourly rates.

Please let me know if you have any questions.

Sincerely,
COASTLAND



Heidi Utterback, PE
Principal / Engineering Design Manager

Attachment: Work Estimate

COASTLAND DCCM		WORK ESTIMATE						
Clara Ave Improvements - Roadway & Water Main Revisions		Engineering Design Services					City of Ukiah	
Task Information							Hours & Cost	
TASK		Supv. Engineer	QA/QC Engineer	Assistant Engineer	Sr. CAD Designer	Admin	TOTAL HOURS	TOTAL FEE
		\$215	\$195	\$160	\$160	\$100		
1	PS&E Documents							
	Plan & Profile, Striping and Cross Sections	4	4	4	60		72	\$11,880
	Engineer Estimate	2	2	4	2		10	\$1,780
	Technical Specifications	2	2	4		2	10	\$1,660
	Subtotal						92	\$15,320
	Direct Costs (repro, mileage)							\$100
Total Cost		8	8	12	62	2	92	\$15,420



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Award of Bid to Granite Construction Company in the Amount of \$1,511,529.90 for the State Street and Dora Street Rehabilitation Project, Specification No.21-04, and Approval of Corresponding Budget Amendment.

DEPARTMENT: Public Works

PREPARED BY: Seth Strader, Administrative Analyst

PRESENTER: Tim Eriksen, Director of Public Works

ATTACHMENTS:

1. 12e Council Action Report for 3-2-22 att 1
2. Bid Results - Spec 21-04 State Street and Dora Street Rehab Project att 2
3. Bid from Granite Construction Company - Spec 21-04 State and Dora Rehab Project att 3
4. 5049029 R1 Alloc to agency att 4

Summary: Council will consider awarding a contract to Granite Construction Company in the amount of \$1,511,529.90 for the State Street and Dora Street Rehabilitation Project, Specification No.19-01.

Background: The City Council approved the sale of lease revenue bonds to pay for street improvements and the renovation of the City's aged Corporation Yard during the meeting on February 2, 2022, and then approved the plans and specifications (Attachment 1) for the State Street and Dora Street Rehabilitation Project at the March 2, 2022, meeting and directed Staff to advertise for bids. Project plans were also reviewed by the Complete Streets Ad Hoc Committee.

This project is meant to rehabilitate State Street and Dora Street from Beacon Way to Cherry Street and Washington Ave., respectively. Improvements include a 2" overlay along the street, ADA (Americans with Disabilities Act) and pedestrian improvements, and a continuous bike lane in both directions.

Discussion: The City received three construction bids for this project on July 13, 2022 (Attachment 2). Granite Construction Company was the low bidder with a bid amount of \$1,511,529.90. A copy of the bid is provided in Attachment 3.

It is Staff's recommendation to award the bid for Specification No. 21-04 for the State Street and Dora Street Rehabilitation Project in the amount of \$1,511,529.90 to Granite Construction Company. Staff included the 10% (\$151,152.99) change order authority to the budget amendment request to cover any necessary change orders during construction.

Engineering Staff applied for funding through the California Transportation Commission (CTC) Local Partnership Program, which will reimburse \$600,000.00 of the project's total. See Attachment 4.

Recommended Action: Award of Bid to Granite Construction Company in the Amount of \$1,511,529.90 for the State Street and Dora Street Rehabilitation Project Specification No. 21-04, and approve corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 25224220.80230.18369:\$0.00; 25200000.43209.18369: \$0

PROPOSED BUDGET AMOUNT: 25224220.80230.18369:\$1,662,683; 25200000.43209.18369: - \$600,000

FINANCING SOURCE: Series 2022 Lease Revenue Bonds

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Tim Eriksen, Director of Public Works, Andrew Stricklin, Associate Engineer and Mary Horger, Financial Services Manager

Approved:


Sage Sangiacomo, City Manager

Agenda Item No: 12.e.MEETING DATE/TIME: 3/2/2022ITEM NO: 2022-1444

City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: Approval of Plans and Specifications for the State Street and Dora Street Rehabilitation Project, Specification No. 21-04, and Direct Staff to Advertise for Bids.

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

1. PLANS - 21-04 State and Dora Rehabilitation

Summary: Council will consider approval of the plans and specifications for the State Street and Dora Street Rehabilitation Project, Specification No. 21-04, and direct Staff to advertise for bids. This project will pave the roadway on South State Street from Beacon Lane north to Cherry Street and on South Dora Street from Beacon Lane north to Washington Avenue including improvements to pedestrian and ADA access.

Background: The City Council was presented with a selection of streets to be rehabilitated at the December 15, 2021, meeting regarding the lease revenue bonding to renovate the city Corporation Yard and improve various city streets. With the Council approval to pursue bonding at the February 2, 2022, meeting and subsequent award of said bonds, Public Works has completed both plans and specifications for the State Street and Dora Street Rehabilitation Project.

Discussion: City Staff has completed plans and specifications (Attachment 1) for the State Street and Dora Street Rehabilitation Project. This project will overlay the roadway with 2" of asphalt on South State Street from Beacon Lane north to Cherry Street and on South Dora Street from Beacon Lane north to Washington Avenue. The City will also be removing on-street parking on both sides of State Street from Beacon Lane to Cherry Street. In place will be added bike lanes for both north and southbound travel. Removal of the on-street parking will be discussed and require Council approval at an upcoming meeting. Paving of State Street with continuous bike lanes will continue north from Cherry Street to Mill Street as part of second phase of the streetscape project. Work will also include improvements to pedestrian and ADA access with construction of curb ramps in the project area. The construction estimate for this project is \$1,600,000.

Recommended Action: Approve the Plans and Specifications for the State Street and Dora Street Rehabilitation Project, Specification No. 21-04, and direct Staff to advertise for bids.

BUDGET AMENDMENT REQUIRED: Yes**CURRENT BUDGET AMOUNT:** \$0**PROPOSED BUDGET AMOUNT:** To be determined after bid opening**FINANCING SOURCE:** Series 2022 Lease Revenue Bonds**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** _____**COORDINATED WITH:** Tim Eriksen, Director of Public Works/ City Engineer**Approved:**

Sage Sangiacomo, City Manager

CC Approved

PO/Agreement No.*

Resolution No.

Ordinance No.

Other

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

Spec 21-04 - State Street and Dora Street Rehabilitation Project										
City of Ukiah										
Bid Opening:2022-07-13					Granite Construction Company		Ghilotti Construction Company, Inc.		Ghilotti Bros., Inc.	
					1324 S State Street Ukiah, CA 95482		246 Ghilotti Avenue Santa Rosa, CA 95407		525 Jacoby Street San Rafael, CA 94901	
Base Bid										
Item #	Item Code	Item Description	QTY	Unit of Measure	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
1		TRAFFIC CONTROL	1	LS	\$21,750.00	\$21,750.00	\$48,000.00	\$48,000.00	\$119,012.95	\$119,012.95
2		MOBILIZATION/DEMOBILIZATION	1	LS	\$27,500.00	\$27,500.00	\$75,200.00	\$75,200.00	\$90,000.00	\$90,000.00
3		CONSTRUCTION STAKING	1	LS	\$10,514.00	\$10,514.00	\$7,880.00	\$7,880.00	\$11,000.00	\$11,000.00
4		ASPHALT GRINDING	948	CY	\$57.00	\$54,036.00	\$65.00	\$61,620.00	\$65.00	\$61,620.00
5		ASPHALT CONCRETE FIBER REINFORCED	4958	TON	\$165.00	\$818,070.00	\$165.00	\$818,070.00	\$200.00	\$991,600.00
6		ROADWAY EXCAVATION	2269	CY	\$34.00	\$77,146.00	\$42.00	\$95,298.00	\$68.00	\$154,292.00
7		CLASS 2 AGGREGATE BASE	1648	CY	\$64.00	\$105,472.00	\$70.00	\$115,360.00	\$103.00	\$169,744.00
8		SOIL STABILIZATION FABRIC	4537	SY	\$3.00	\$13,611.00	\$4.00	\$18,148.00	\$3.00	\$13,611.00
9		ADJUST MANHOLE TO GRADE	11	EA	\$2,593.00	\$28,523.00	\$1,800.00	\$19,800.00	\$2,000.00	\$22,000.00
10		ADJUST EXISTING VALVE/SSCO TO GRADE	32	EA	\$1,304.00	\$41,728.00	\$1,000.00	\$32,000.00	\$1,000.00	\$32,000.00
11		REFLECTIVE PAVEMENT MARKERS (BLUE)	35	EA	\$40.00	\$1,400.00	\$40.00	\$1,400.00	\$15.00	\$525.00
12		TRAFFIC SRIPE - DET 1	1455	LF	\$0.60	\$873.00	\$0.60	\$873.00	\$0.45	\$654.75
13		TRAFFIC STRIPE - DET 8	3736	LF	\$0.60	\$2,241.60	\$0.60	\$2,241.60	\$0.45	\$1,681.20
14		TRAFFIC STRIPE - DET 21	1840	LF	\$1.40	\$2,576.00	\$1.40	\$2,576.00	\$1.20	\$2,208.00
15		TRAFFIC STRIPE - DET 27B	9631	LF	\$0.60	\$5,778.60	\$0.60	\$5,778.60	\$0.60	\$5,778.60
16		TRAFFIC STRIPE - DET 32	3694	LF	\$2.00	\$7,388.00	\$2.00	\$7,388.00	\$2.40	\$8,865.60
17		TRAFFIC STRIPE - DET 39	9578	LF	\$0.45	\$4,310.10	\$0.45	\$4,310.10	\$0.70	\$6,704.60
18		TRAFFIC STRIPE - DET 39A	744	LF	\$0.40	\$297.60	\$0.40	\$297.60	\$0.70	\$520.80
19		THERMO X-WALK & PAVEMENT MARKING	2785	SF	\$8.00	\$22,280.00	\$8.00	\$22,280.00	\$5.50	\$15,317.50
20		REMOVE CONCRETE (CURB & GUTTER)	810	LF	\$22.00	\$17,820.00	\$20.00	\$16,200.00	\$45.00	\$36,450.00
21		REMOVE CONCRETE (SIDEWALK & FLATWORK)	5647	SF	\$7.00	\$39,529.00	\$7.00	\$39,529.00	\$7.00	\$39,529.00
22		MINOR CONCRETE (SIDEWALK)	884	SF	\$14.00	\$12,376.00	\$20.00	\$17,680.00	\$30.00	\$26,520.00
23		MINOR CONCRETE (CURB AND GUTTER)	829	LF	\$52.00	\$43,108.00	\$50.00	\$41,450.00	\$131.00	\$108,599.00
24		MINOR CONCRETE (6 INCH PLANTER CURB)	131	LF	\$48.00	\$6,288.00	\$40.00	\$5,240.00	\$61.00	\$7,991.00
25		MINOR CONCRETE (CURB RAMP)	4762	SF	\$21.00	\$100,002.00	\$24.00	\$114,288.00	\$33.00	\$157,146.00
26		INSTALL 3 INCH X 12 INCH GALVANIZED BOX DRAIN CHANNEL	56	LF	\$103.00	\$5,768.00	\$130.00	\$7,280.00	\$275.00	\$15,400.00
27		INSTALL 12 INCH STORM DRAIN RCP (CLASS IV)	120	LF	\$78.00	\$9,360.00	\$185.00	\$22,200.00	\$400.00	\$48,000.00
28		REMOVE DRAINAGE INLET	1	EA	\$1,163.00	\$1,163.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00
29		DRAINAGE INLET	3	EA	\$4,207.00	\$12,621.00	\$3,500.00	\$10,500.00	\$5,000.00	\$15,000.00
30	N/A	INSTALL GREEN THERMOPLASTIC BIKE LANE MARKING	1500	SF	\$12.00	\$18,000.00	\$12.00	\$18,000.00	\$10.00	\$15,000.00
Total Bid Amount						\$1,511,529.90		\$1,632,887.9		\$2,177,771.0
Listed Subs					Pavement Recycling Systems Specialized Pavement Marking Striping		Anrak Corp. Grind Asphalt Pacific Northwest Oil Tack Oil Specialized Pavement Marking Striping and Marking		Chrisp Co. Striping Bid Items 11-19, 30	

Granite Construction Company

**CITY OF UKIAH
MENDOCINO COUNTY, CALIFORNIA**

PROPOSAL

**FOR
STATE ST. AND DORA ST. REHABILITATION PROJECT**

SPECIFICATION NO. 21-04

The undersigned, as bidder, declares that he or she has examined thoroughly all of the contract documents herein contained, that this proposal is made without collusion with any other person, firm or corporation and that all laws and ordinances relating to the interest of public officers in this contract have been complied with in every respect.

AND he or she proposes and agrees, if this proposal is accepted,

- 1) that he or she will contract with the City of Ukiah, Mendocino County, California, in the form of the copy of the agreement herein contained
 - a) to provide all necessary machinery, tools, apparatus and other means of construction;
 - b) to furnish all materials;
 - c) to provide all superintendence, overhead expenses and all labor and expenses of whatever nature necessary to complete the job in conformity with the specifications and drawings and other contract provisions herein or reasonably implied hereby or as necessary to complete the work in the manner and within the time named herein and according to the requirements and to the reasonable satisfaction of the City Engineer;
 - d) to pay all charges of freight transportation and hauling;
- 2) that he or she indemnifies the City against any loss or damage arising from any act of the undersigned as Contractor; and
- 3) that he or she will accept as full payment therefor the following sums:

BIDDING SCHEDULE

In the case of any discrepancy between the unit price and the total set forth for the item, the unit price shall prevail; provided, however, that if the amount set forth as a unit price is ambiguous, unintelligible or uncertain for any reason, or is omitted, or in the case of lump sum items, is not the same amount as the entry in the "Total" column, then the amount set forth in the "Total" column for the item shall prevail in accordance with the following:

1. As to lump sum items, the amount set forth in the "Total" column shall be the unit price;
2. As to unit basis items, the amount set forth in the "Total" column shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price.

The Total Base Bid shall be the sum of the items in the "Total" column. In case of discrepancy between the sum of the items in the "Total" column and the amount entered as Total Base Bid, the sum of the "Total" column items shall prevail. The bid comparison will be based on the sum of the items in the "total" column for each bidder.

The Unit prices for the various Construction Items below include all costs associated with the General Conditions, Special Provisions, Requirements of the Construction Contract, and represent the total, complete, in-place cost for each specific Construction Item in accordance with the Construction Documents, including all elements, work components, accessories, and connections, shown in applicable details or required to yield a complete, sound and functional component or system appropriate for its intended function, whether or not such is specifically described or listed in any description of measurement or payment. The total amount of the Construction items below shall represent the total and complete cost of the fully functional Project. All work not specifically listed below be required to complete the work of the various construction items and the cost of such shall be considered as included throughout the various unit prices indicated.

Lowest bid will be based on the lowest Base Bid.

NAME OF BIDDER: Granite Construction Company
 SPEC #: 21-04
 PROJECT NAME: STATE ST. AND DORA ST. REHABILITATION PROJECT

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
1	TRAFFIC CONTROL	LS	1	21,750.00	21,750.00
2	MOBILIZATION / DEMOBILIZATION	LS	1	27,500.00	27,500.00
3	CONSTRUCTION STAKING	LS	1	10,514.00	10,514.00
4	ASPHALT GRINDING	CY	948	57.00	54,036.00
5	ASPHALT CONCRETE FIBER REINFORCED	TON	4958	165.00	818,070.00
6	ROADWAY EXCAVATION	CY	2269	34.00	77,146.00
7	CLASS 2 AGGREGATE BASE	CY	1648	64.00	105,472.00
8	SOIL STABILIZATION FABRIC	SY	4537	3.00	13,611.00
9	ADJUST MANHOLE TO GRADE	EA	11	2,593.00	28,523.00
10	ADJUST EXISTING VALVE/SSCO TO GRADE	EA	32	1,304.00	41,728.00
11	REFLECTIVE PAVEMENT MARKERS (BLUE)	EA	35	40.00	1,400.00
12	TRAFFIC STRIPE - DET 1	LF	1455	0.60	873.00
13	TRAFFIC STRIPE - DET 8	LF	3736	0.60	2,241.60
14	TRAFFIC STRIPE - DET 21	LF	1840	1.40	2,576.00
15	TRAFFIC STRIPE - DET 27B	LF	9631	0.60	5,778.60
16	TRAFFIC STRIPE - DET 32	LF	3694	2.00	7,388.00
17	TRAFFIC STRIPE - DET 39	LF	9578	0.45	4,310.10
18	TRAFFIC STRIPE - DET 39A	LF	744	0.40	297.60
19	THERMO X-WALK & PAVEMENT MARKING	SF	2785	8.00	22,280.00
20	REMOVE CONCRETE (CURB & GUTTER)	LF	810	22.00	17,820.00
21	REMOVE CONCRETE (SIDEWALK & FLATWORK)	SF	5647	7.00	39,529.00
22	MINOR CONCRETE (SIDEWALK)	SF	884	14.00	12,376.00
23	MINOR CONCRETE (CURB AND GUTTER)	LF	829	52.00	43,108.00

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
24	MINOR CONCRETE (6" PLANTER CURB)	LF	131	48.00	6,288.00
25	MINOR CONCRETE (CURB RAMP)	SF	4762	21.00	100,002.00
26	INSTALL 3"X12" GALVANIZED BOX DRAIN CHANNEL	LF	56	103.00	5,768.00
27	INSTALL 12" STORM DRAIN RCP (CLASS IV)	LF	120	78.00	9,360.00
28	REMOVE DRAINAGE INLET	EA	1	1,163.00	1,163.00
29	DRAINAGE INLET	EA	3	4,207.00	12,621.00
30	INSTALL GREEN THERMOPLASTIC BIKE LANE MARKING (ADDENDUM 1)	SF	1,500	12.00	18,000.00
TOTAL BID PRICE				\$ 1,511,529.90	

We, the undersigned, acknowledge that the City Council has reserved the right to reject any or all bids and to determine which proposal is, in its opinion, the lowest responsive bid from a responsible bidder and that which it deems in the best interest of the City to accept. We, the undersigned, further agree, if this proposal shall be accepted, to sign the agreement and to furnish the required bonds with satisfactory surety, or sureties, within fifteen (15) calendar days after written notice that the contract is ready for signature; and, if the undersigned shall fail to contract, as aforesaid, it shall be understood that he or she has abandoned the contract and that, therefore, this proposal shall be null and void and the proposal guaranty accompanying this proposal, or the amount of said guaranty, shall be forfeited to and become the property of the City. Otherwise, the proposal guaranty accompanying this proposal shall be returned to the undersigned.

Witness our hands this day of July 13, 2022.

Licensed in accordance with an act providing for the registration of California Contractors License No. 89,
expiration date 05.31.23.

THE CONTRACTOR'S LICENSE NUMBER AND EXPIRATION DATE STATED HEREIN ARE MADE UNDER PENALTY OF PERJURY.

Department of Industrial Relations Public Works Contractor Registration Number: 1000000085

Signature of bidder or bidders, with business name, address, phone number and fax number

Matthew J. Storm - Construction Manager



Notice: In the case of a corporation, give below the addresses of the principal office thereof and names and addresses of the President, Secretary, Treasurer.

Please see the attached list of Granite Construction Company's officers.

GRANITE CONSTRUCTION COMPANY

CERTIFICATE OF SECRETARY

RESOLVED, that, effective January 1, 2022 through December 31, 2022, the individuals named on the attached Exhibit 1 are authorized to negotiate, execute and/or attest electronic and paper documents and contracts necessary for the conduct of the Company's affairs with respect to the submission and execution of construction project bids, bid proposals, bid addenda and all other bid-related documents prepared and submitted on behalf of the Company not to exceed \$25 million, relating to any and all domestic construction projects arising out of the Company's operations.

RESOLVED, that, effective January 1, 2022 through December 31, 2022, the individuals named on the attached Exhibit 2 are authorized to negotiate, execute and attest electronic and paper documents and contracts necessary for the conduct of the Company's affairs with respect to the submission and execution of construction project bids, bid proposals, bid addenda and all other bid-related documents prepared and submitted on behalf of the Company not to exceed \$75 million, relating to any and all domestic construction projects arising out of the Company's operations.

RESOLVED FURTHER, that the authority provided for herein shall be in accordance with applicable policies, procedures, and limits of authority previously approved and the Granite Construction Incorporated Delegation of Authority and Policy then in effect.

I, M. Craig Hall, Secretary of GRANITE CONSTRUCTION COMPANY, a California corporation (the "Company"), do hereby certify that the following is a true and correct copy of resolutions duly adopted effective January 1, 2022 by a Unanimous Written Consent of the Board of Directors in accordance with the provisions of Article III, Section 9 of the Bylaws of the Company; that the Directors acting were duly and regularly elected; and that the resolutions adopted have not been repealed and are still in full force and effect:

Dated: January 1, 2022


M. Craig Hall



EXHIBIT 1

AUTHORIZED SIGNERS

**Granite Construction Company
California Group
Coastal Region
Bay Area/Monterey Bay Area/North Coast Area**

AUTHORIZED SIGNERS

**Brent Fogg, VP Coastal Region
Chelsea M. Alameda, Regional Controller
Justin Ingram, Area Manager
Pennington B. Shortes, Area Manager
Steven C. Kaesler, Regional Construction Manager
John Boies, Chief Estimator
Matthew J. Storm, Construction Manager
Brian D. Hussar, Construction Manager
Darren L. Hiatt, Construction Manager
Patrick K. Amaris, Private Works Manager
Jason Woelbing, Operations Finance Manager
Terry D. Richards, Senior Estimator
Clarence Sakoda, Senior Estimator**

ATTESTERS

**Chelsea M. Alameda, Regional Controller
Justin Ingram, Area Manager
Pennington B. Shortes, Area Manager
Steven C. Kaesler, Regional Construction Manager
John Boies, Chief Estimator
Matthew J. Storm, Construction Manager
Brian D. Hussar, Construction Manager
Darren L. Hiatt, Construction Manager
Patrick K. Amaris, Private Works Manager
Jason Woelbing, Operations Finance Manager
Terry D. Richards, Senior Estimator
Fred Ackerman, Senior Estimator
Clarence Sakoda, Senior Estimator
James Williams, Senior Estimator
Patricia A. Arnett, Estimating Assistant
Teresa Rothney, Estimating Assistant
Mikki Witter, Estimating Assistant
Jenni McKenzie, Subcontracts Admin**

EXHIBIT 2

AUTHORIZED SIGNERS
Granite Construction Company
California Group

AUTHORIZED SIGNERS
Brian Dowd, Senior VP Group Operations
Brent Fogg, VP Coastal Region
Carter Rohrbough, VP Valley Region
Larry Camilleri, VP Central Region
Scott McArthur, VP Regional Operations
Brad J. Williams, VP Desert Cities Region
Bradly Estes, VP Construction Materials





Contractor's License Detail for License # 89

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- ▶ CSLB complaint disclosure is restricted by law (B&P 7124.6) if this entity is subject to public complaint disclosure click on link that will appear below for more information. Click [here](#) for a definition of disclosable actions.
- ▶ Only construction related civil judgments reported to CSLB are disclosed (B&P 7071.17).
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 9/28/2021 12:37:56 PM

Business Information

GRANITE CONSTRUCTION COMPANY
PO BOX 50085
ATTN: LEGAL DPT
WATSONVILLE, CA 95077
Business Phone Number: (831) 768-4086

Entity Corporation
Issue Date 10/01/1929
Expire Date 05/31/2023

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- ▶ C36 - PLUMBING
- ▶ C10 - ELECTRICAL
- ▶ A - GENERAL ENGINEERING
- ▶ B - GENERAL BUILDING
- ▶ C57 - WELL DRILLING
- ▶ C-2 - INSULATION AND ACOUSTICAL
- ▶ C-8 - CONCRETE
- ▶ C12 - EARTHWORK AND PAVING
- ▶ C21 - BUILDING MOVING, DEMOLITION
- ▶ C27 - LANDSCAPING
- ▶ C29 - MASONRY
- ▶ C35 - LATHING AND PLASTERING
- ▶ C42 - SANITATION SYSTEM
- ▶ C45 - ELECTRICAL SIGNS
- ▶ C39 - ROOFING
- ▶ C50 - STEEL, REINFORCING
- ▶ C51 - STEEL, STRUCTURAL
- ▶ C31 - CONSTRUCTION ZONE TRAFFIC CONTROL

Certifications

- ▶ HAZ - HAZARDOUS SUBSTANCES REMOVAL



Granite Construction Company

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with **PACIFIC INDEMNITY COMPANY**.

Bond Number: 322217

Bond Amount: \$15,000

Effective Date: 01/01/2016

[Contractor's Bond History](#)

Bond of Qualifying Individual

This license filed Bond of Qualifying Individual number **K40153214** for **BRIAN ROBERT DOWD** in the amount of **\$12,500** with **FEDERAL INSURANCE COMPANY**.

Effective Date: 11/13/2020

Workers' Compensation

This license has workers compensation insurance with the **VALLEY FORGE INSURANCE COMPANY**

Policy Number: WC274978630

Effective Date: 10/01/2012

Expire Date: 10/01/2021

[Workers' Compensation History](#)

Other

▸ Personnel listed on this license (current or disassociated) are listed on other licenses.

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Contractor Information

Legal Entity Name
 GRANITE CONSTRUCTION COMPANY
Legal Entity Type
 Corporation
Status
 Active
Registration Number
 1000000085
Registration effective date
 7/1/2022
Registration expiration date
 6/30/2025
Mailing Address
 PO BOX 50085, ATTN: LEGAL DPT. WATSONVILLE 95077 CA United ...
Physical Address
 585 WEST BEACH STREET WATSONVILLE 95076 CA United States of...
Email Address
Trade Name/DBA
License Number(s)
 CSLB:89
 CSLB:89

Registration History

Effective Date	Expiration Date
5/29/2018	6/30/2019
5/10/2017	6/30/2018
6/14/2016	6/30/2017
6/8/2015	6/30/2016
7/2/2014	6/30/2015
7/1/2019	6/30/2022
7/1/2022	6/30/2025

Legal Entity Information

Corporation Number:
Federal Employment Identification Number:
President Name:
 Kyle Larkin
Vice President Name:
Treasurer Name:
Secretary Name:
 M. Craig Hall
CEO Name:

Agent of Service Name:
 C T Corporation System
Agent of Service Mailing Address:
 330 N BRAND BLVD, STE 700 GLENDALE 91203-2336 CA United States of America

Workers Compensation

Do you lease employees through ☐ No

Professional Employer

Organization (PEO)?:

Please provide your current
workers compensation insurance
information below:

PEO	PEO	PEO
PEO InformationName	Phone	Email

Insured by Carrier

Policy Holder Name:GRANITE CONSTRUCTION COMPANYInsurance Carrier:ALLIANT INSURANCE SERVICES, INC.

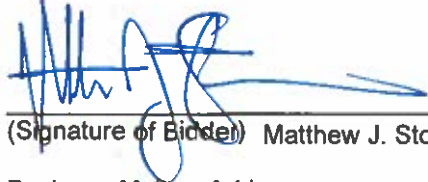
Policy Number:WC 274978630Inception date:10/1/2017Expiration Date:10/1/2023

FAIR EMPLOYMENT PRACTICES CERTIFICATION

TO: _____

The undersigned, in submitting a bid for performing the following work by Contract, hereby certifies that he or she has or will meet the standards of affirmative compliance with the Fair Employment Practices requirements of the Special Provisions contained herein.

STATE ST. AND DORA ST. REHABILITATION PROJECT



(Signature of Bidder) Matthew J. Storm, Construction Manager

Business Mailing Address:

1324 South State Street

Ukiah, CA 95482



Business Location:

1324 South State Street

Ukiah, CA 95482

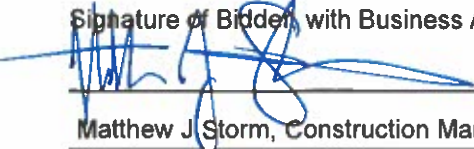
(The bidder shall execute the certification of this page prior to submitting his or her proposal.)

WORKER'S COMPENSATION CERTIFICATE

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or undertake self-insurance in accordance with the provisions of that code and I will comply with such provisions before commencing the performance of the work of this contract.

Witness my hand this 13 day of July, 202022

Signature of Bidder, with Business Address:



Matthew J Storm, Construction Manager

1324 South State Street

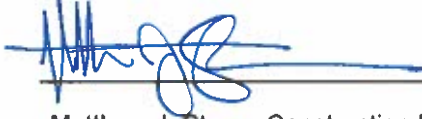
Ukiah, CA 95482



CERTIFICATION OF NONDISCRIMINATION IN EMPLOYMENT

The bidder represents that he or she has/has not, participated in a previous contract or subcontract subject to either the equal opportunity clause herein or the clause contained in Section 301 of Executive Order 10925; that he or she has/has not, filed all required compliance reports; and that representations indicating submission of required compliance prior to subcontract awards.

Signature and address of Bidder:



Date July 13, 2022

Matthew J. Storm, Construction Manager

1324 South State Street

Ukiah, CA 95482



(This certification shall be executed by the bidder in accordance with Section 60-1.6 of the Regulations of the President's Committee on Equal Employment Opportunity for implementing Executive Orders 10925 and 11114.)

LIST OF PROPOSED SUBCONTRACTORS

In compliance with the provisions of Sections 4100-4108 of the California Public Contract Code and any amendments thereof, each bidder shall set forth (a) the name and location of the place of business of each subcontractor who will perform work or labor or render service in or about the construction site or a subcontractor licensed by the State of California who, under subcontract to the prime contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications in an amount in excess of one-half of 1 percent of the total bid and (b) the California Contractor License Number for each subcontractor, and (c) the portion of the work to be done by each subcontractor. (See General Conditions Section 1-09.) Include with the name of each sub-contractor their Department of Industrial Relations Public Works Contractor Registration Number.

SUBCONTRACTOR NAME	SUBCONTRACTOR LICENSE NUMBER	SUBCONTRACTOR DIR REGISTRATION NUMBER	SUBCONTRACTOR BUSINESS ADDRESS	DESCRIPTION OF WORK
SPECIALIZED PAVEMENT MARKING	854894	1000886659	19652 N. HULSCH CT. ANDERSON, CA 96007	STRIPING
PAVEMENT RECYCLING SYSTEMS, INC	569352	1000003363	2150 BELL AVE SUITE 200 SACRAMENTO, CA 95838	COLD PLANE AC

STATEMENT OF EXPERIENCE OF BIDDER

The bidder is required to state below what work of similar magnitude or character he or she has done and to give references that will enable the City Council to judge of his or her experience, skill and business standing and his or her ability to conduct work as completely and rapidly as required under the terms of the contract.

City of Ukiah - 2019 Street Reconstruction: Reconstruction of Orchard Ave from E. Perkins St to Ford St and a 2" asphalt overlay of Orchard Ave, including installation or modification of ADA pedestrian ramps.

City of Ukiah - Low Gap-Brush St Intersection: Street repairs, storm drain and signage.

City of Ukiah - 2018 Street Rehabilitation Project No 18-01: Street rehabilitation on Arlington Rd, N. State St, Oak Manor Court, Yosemite Drive, Washo Drive, Orchard Ave and Freitas Ave.

City of Ukiah - Ukiah Rail Trail Ph 2: Pedestrian pathway next to decommissioned railway.

City of Ukiah - Ukiah Airport Runway 15-33: Runway pavement rehabilitation, taxiway pavement demolition & construction of new taxiway connector, taxiway north end closure

*Additional completed projects are attached.



Granite Construction Company

2021 Completed Job Schedule Greater Than \$3 Million

Name and Address of Owner		Name, Location of Project, and Kind of Work		Owner Contact	Contract Amount	Contract Start Date (NTP)	Actual Completion Date	Granite Construction Company
Google LLC 1600 Amphitheatre Parkway Mountain View, CA 94043-1351		Charleston Corridor Ph 1 Const Contract Number: F06M Mountain View, California Roadway improvements designed to improve traffic movement, including: demolition of existing curbs, sidewalks & medians; grading and paving; new concrete sidewalks, medians, curbs, & gutters; new cycletracks; underground utilities; landscaping & irrigation; bus shelters; site & street lighting, including signal interconnect and controllers; and some relocation of existing utilities.		Andy Springer Phone: Fac NA aspringer@google.com	\$11,263,956	8/21/2018	8/27/2021	
City of Palo Alto Public Works 250 Hamilton Ave Palo Alto, 94301-2531		Hwy 101 Overcrossing And Trail Contract Number: C20174550 Palo Alto, California The project includes construction of a new, year-round, grade-separated, shared bicycle and pedestrian crossing over Highway 101 and Adobe Creek that will replace the existing seasonal Benjamin Lefkowitz Underpass. Adobe Creek Reach Trail is also included in the project that will connect two trailheads on the west side of Highway 101 and provide safer access to the bridge. The project will improve connectivity between the residential and commercial areas on the west of Highway 101 and the Palo Alto Baylands Nature Preserve, the regional San Francisco Bay Trail (Baytrail) network, and businesses on the east of Highway 101. This facility may be used for both commuting and recreational purposes. Scope of work included CIDH piling into the Bay mud to support individual columns and pile-cap spread footing for the abutments. A single span steel truss was erected over Adobe Creek which provided access to connect the trailheads on the west side of the project to the principal bridge structure crossing Hwy 101. Main bridge structure consisted of a 4 span concrete voided slab bridge frame approach on the west and a 7 span voided slab bridge frame on the east. Connecting the approach bridges is a 3-span 309ft steel truss over the frontage roads and Hwy 101, clear spanning 12 lanes of traffic. Elevated portions of the job are protected by an architectural railing with light fixtures embedded in each post.		Megha Bansal (650) 329 2693 Fac NA megha.bansal@cityofpaloalto.org	\$13,844,921	1/14/2020	11/19/2021	
County San Benito Public Works 2301 Technology Parkway Hollister, CA 95023		Hospital Road Bridge Low Water Crossing, Hollister Contract Number: PWB-1911 Hollister, California Constructing a 590 LF new bridge to span the San Benito River including approach roadway improvements. Project included: Clearing: 5,557 CY roadway excavation; 780 CY Str excavate and backfill of bridge; planting, erosion control and irrigation; 3,300 CY of aggregate base and 3,033 TN of HMA paving; double 36-in Barrel x150 LF temporary stream crossing; furnish & drive 10,108 SF sheet pile; furnish & drive 1,050 LF of 6-ft diameter CISS piles; 2,000 CY concrete bridge footing; stem soffit and deck; drainage improvements; 1,700 CY rock slope protection; 4,415 SF articulated slope revetment; concrete headwall; fencing and gate; guardrail; signs and striping; and electrical at 3 locations.		Deems Katada, Senior Engineer (831) 637-5313 Fax (831) 636-4176 dkatada@cosb.us	\$10,852,047	4/15/2020	12/7/2021	
Moss Landing Energy Storage2 LLC 6555 Sierra Drive Irving, CA 75039		Vistra Moss Landing 100 BESS Contract Number: 170134 - 124743 Moss Landing, California Sitework including displaced grout columns, lime treated subgrade installation, perimeter roadway installation, building foundation trench drain excavations, duct bank excavation and concrete backfill, grounding grid excavation and concrete backfill, storm drain reroute, roof drain installation, firewater installation, building floor drain installation, concrete foundations, CMU walls, final site surfacing. Quantities include: 3,400 CY of concrete for building foundations and equipment pads (70,000 SF); 6,300 TN of imported subgrade material for lime treatment; 400 LF of HDPE Storm Drain (6", 12", 15" pipe); 600 displaced grout columns (30+- feet deep); 70,000 SF of lime treated subgrade; 3,500 TN of Class 2 baserock for site surfacing; 500 LF of 2" copper floor drains; 500 LF of firewater installation (2 hydrants); 350 CY of concrete backfill for duct banks; and 60,000 LBS of steel grating for trench drains.		Ethan Schroeder (712) 210-6766 Fac NA elschroeder@burnsmcd.com	\$6,823,262	10/26/2020	5/31/2021	

Updated: March 2022

Name and Address of Owner	Name, Location of Project, and Kind of Work	Owner Contact	Contract Amount	Contract Start Date (NTP)	Actual Completion Date
Panattoni Development Company Inc. 8775 Folsom Boulevard, Suite 201 Sacramento, CA 95826-3725	Hollister DICS Delivery Station Site Work Contract Number: 01-2102-0100 Hollister, California Sitetwork for new Last-mile package distribution center, including earthwork, underground utilities, electrical ductbank and vaults, electric vehicle charging strips, site concrete, paving, storm water handling, fencing and pavement markings. Scope included grading, lime treat, and preparation of 120,000 SF building pad. Scope also included parking areas, van loading/unloading areas, planter areas, and loading docks within a 16 acre site. Scope included temporary crane pads for tilt up contractor. Moved 95,000 CY of dirt, exported 20,000 CY of dirt, treated 620,000 SF of soil to mitigate expansive soils, placed 23,000 Tons of Aggregate Base, 12,000 Tons of AC, paving, and placed 2,000 CY concrete. Constructed site bio-dwases.	Nick Graham, LEED AP (Senior Project Manager) (916) 388-2502 (916) 307-1551 Fac (916) 340-0565 Adrian Martinez, PE (916) 224-7820 amartinez@alstonco.com	\$11,081,520	2/8/2021	7/28/2021
Lotusland Investment Holdings Inc 1 Embarcadero Center Suite 730 San Francisco, CA 94111-3672	MAHA Calibrated Start Contract Number: N/A Middletown, California This project involved creating the infrastructure for a 16,000-acre resort in the Guenoc Valley in Lake County. The first part of the project was a rock crushing operation. Leading this operation involved managing the production rates of the breakers, haul trucks, and rock crusher itself. It also involved performing daily rock gradation tests to	Kevin Case (770) 375-3370 Fac: N/A kc@mahaman.com	\$6,075,403	10/1/2020	7/31/2021
State of California Department of Transportation 1727 30th Street Sacramento, CA 95816-7005	Meyers Fire Ct Emergency Repair Contract Number: 04-1W5004 Jenner, California Repair 3 existing soldier pile (water type) retaining walls with fire damage: Work includes debris removal, obtaining access to work areas via excavation (bench access) and scaffolding, replacement of burnt treated timber lagging, new structural shotcrete (fascia) over the existing soldier pile beams and lagging, shotcrete staining, cable railing replacement, WPCP plan preparation/implementation/maintenance, hydroseeding, Construction of 1 new soldier pile (water type) retaining wall. Work includes geotechnical boring, existing roadway excavation to provide bench access for drilling equipment, procurement and installation of new soldier pile beams, fabricate and install of precast concrete lagging (with acid based architectural stain), tie-back drilling/installation/tensioning, backfilling and restoring roadway. Drainage: Repair or replace 6 drainage Sstems (scope expected to grow) including extended length down-hill drainage runs at 2 locations. Guardrail replacement, fabricate & Install QTY (2) replacement cattle guards.	John Sawyer (510) 377-4083 Fac: N/A john.sawyer@dot.ca.gov	\$10,757,886	8/27/2020	8/30/2021



Granite Construction Company
2020 Completed Job Schedule Greater Than \$3 Million
 Name, Location of Project, and Kind of Work

Name and Address of Owner	Name, Location of Project, and Kind of Work	Owner Contact	Contract Amount	Actual Completion Date
County of Monterey 1441 Schilling Place, 2nd Floor Salinas, CA 93901	Gloria Road, Iverson Road, and Johnson Canyon Road Reconstruction Contract Number: 1575 Gonzales, California Roadway reconstruction, including: pulverizing existing pavement; ditch grading; regrade roadway and widen; storm drain crossings & riprap; construct concrete headwalls; full-depth reclamation and subgrade prep; 90,004 SY of cement treat using 2602 TN of cement conform grinding; profilograph; 26,146 TN HMA paving; corrective grinding; shoulder backing; survey monuments, and striping & marking.	Billy Issa, Resident Engineer (831) 796-1343 Fax: N/A issab@co.monterey.us	\$5,528,359	11/6/2020
City of Brentwood 708 Third Street Brentwood, CA 94513	John Muir Parkway Extension Phase II Contract Number: 336-31683 Brentwood, California New roadway construction including domestic water and non-potable water, grading, sidewalk, curb, gutter, pavement, signage, striping, landscaping, corrosion protection, joint trench and electroliners. Project included 90,000 CY of excavation and disposal.	John Samuelson, Project Manager (925) 516-6000 Fax: (925) 516-6001 jsamuelson@brentwoodca.gov	\$4,673,793	5/12/2020
Mountain View Cemetery 5000 Piedmont Avenue Oakland, CA 94611-4220	Mt View Cemetery Phase 1, Oakland Contract Number: N/A Oakland, California Large dirt moving and civil/landscape improvements project involved 40,000 CY of earthwork for a portion of the cemetery grounds to create new burial plots and add landscape features.	Jeff Lindeman (510) 658-2588 Fax: N/A jeff@mountainviewcemetery.org	\$17,481,708	5/31/2020
Related Santa Clara LLC 5201 Great America Parkway, Suite 532 Santa Clara, CA 95054	City Place Early Access Contract Number: N/A Santa Clara, California 1.0 Tasman Slip Ramp 2.0 Transit Center 3.0 Temporary Roadway 4.0 Site Wide Utility Work	Stephanie Schwartz (408) 490-3715 Fax: N/A stschwartz@related.com	\$15,675,529	8/4/2020
City of San Jose 1404 Mabury Rd. San Jose, 95133-1034	SJ 2019 Local St Resurf South Contract Number: 8749 San Jose, California Construction, Sidewalk and Driveway (includes Pedestrian and Handicap Ramps) Paving/resurfacing, Highway and Road Paving/resurfacing, Street (major and Residential) Asphalt Pavers Maintenance and Repair	Matthew Sablan (408) 794-6451 Fax: N/A Email:	\$7,347,837	1/15/2020

Granite Construction Company

2020 Completed Job Schedule Greater Than \$3 Million

Granite Construction Company

Name and Address of Owner	Name, Location of Project, and Kind of Work	Owner Contact	Contract Amount	Actual Completion Date
Mission Rock Horizontal Sub Phase 1 LLC 1 Bush Plaza Suite 5 San Francisco, CA 94107	Mission Rock Pre-Const Contract Number: N/A San Francisco, California Preconstruction services including estimating, scheduling, logistics planning, early procurement, and preconstruction site investigation. Preconstruction Work: Testi sections for lightweight concrete and ground improvement design selection Pedestrian and bicycle traffic improvements. Make Ready/Demolition: Removal of existing site furnishings, concrete/asphalt/pipe demolition, salvaging poles & monuments, mass excavation and rough grading of streets and building pads including managing contaminated soils. Temporary drain system installation.	Steve Minden (213) 458-1272 Fax: N/A SMinden@TishmanSpeyer.com	\$3,432,106	5/31/2020
Level 10 Construction 1050 Enterprise Way Suite 250 Sunnyvale, CA 94025	Chilco Street Offsite Improv Contract Number: Menlo Park, California Site Demo & Grading/Paving, Landscape & Irrigation, Bio-Swale Excavation & Installation, Site Utilities, Site Concrete, Electrical Traffic Signals & Site Lighting, Site Furnishings, Striping & Signage.	Andres Schmidt (408) 768-8520 Fax: N/A aschmidt@level10gc.com	\$8,081,270	12/31/2020
City of Brentwood 708 Third Street Brentwood, CA 94513	John Muir Pkwy Ext Phii Contract Number: 336-31683 Brentwood, California The Project is located at John Muir Parkway between Briones Valley Road and Concord Avenue, and is described as follows: new construction of John Muir Parkway north of Briones Valley Road (including utilities), and the construction of an access road to the Contra Costa County Flood Control District parcel. Improvements include, but are not limited to, storm drain, sanitary sewer, domestic water, non-potable water, irrigation water, grading, sidewalk, curb, gutter, pavement, signage, striping, landscaping, corrosion protection, joint trench and electroliners, complete and in satisfactory condition, all as shown on the plans and/or as specified herein.	Kim Dempsey (925) 516-5156 Fax: (925) 516-5421 kdempsey@brentwoodca.gov	\$4,673,793	12/31/2020
State of California Department of Transportation 1727 30th Street Sacramento, CA 95816-7005	Hwy 680 Ct 04-0J6604 Contract Number: 04-0J6604 Milpitas, California This work consisted of removing landscape gore areas at approximately 45 Locations from the 280/101 interchange in San Jose to Milpitas 680, and replacing the gores with reinforced concrete sections. The contract spanned 10 miles North Bound 680, and South Bound - for a total of 20 miles of gore work. The gores ranged in size from nose gores to auxiliary lane gores 1000 to 3000 ft in length and 6" to 30 ft wide. All work was conducted at night with traffic control. In addition, the job had various types of ADL excavation and hauling. The work also consisted of Working around CT utilities such as drainage, lighting and ramp metering. New signing was installed after all work was complete at the gore exits and on ramps.	Bill Shedd (510) 385-6912 Fax: N/A bill.shedd@dot.ca.gov	\$6,703,241	2/19/2020

Granite Construction Company
2020 Completed Job Schedule Greater Than \$3 Million

Name and Address of Owner	Name, Location of Project, and Kind of Work	Owner Contact	Contract Amount	Actual Completion Date
State of California Department of Transportation 1727 30th Street Sacramento, CA 95816-7005	Hwy 101 Bwc Near Laytonville Contract Number: 01-0H3304 Laytonville, California Cold plane approximately 15,000 SY of asphalt pavement, place approximately 15,700 tons of rubberized hot mix asphalt gap graded in Mendocino County on State Highway 101 near Laytonville from Ramsey Road to 2 miles North of Valley Drive. Work included a temporary pedestrian access route. Installation of approximately 2,330 LF of asphalt dike (850 LF type A 1,480 LF type F), installation of 1,600 SF of rail element wall, installation of approximately 3,020 LF of Midwest guardrail system (steel post). Remove and replace thermoplastic pavement markings, striping, and rumble strip. Concrete curbs and vegetation control.	Nash Munes (707) 223-0791 Fax: N/A Email:	\$5,559,727	11/15/2020
City of Ukiah 300 Seminary Avenue Ukiah, CA 95482-6414	Ukiah Airport Runway 15-33 Contract Number: 19-11 Ukiah, California Project consists of Runway 15-33 pavement rehabilitation, Taxiway A2 pavement demolition and construction of new taxiway connector and Taxiway A North End closure. Work includes demolishing Taxiway B, demolish and construct new keel section on runway 15-33. Construct new taxiway A2 connector, install new led medium intensity Taxiway Edge Lights and Threshold Lights. Relocate existing runway end identifier lights.	Mary Horgor (707) 463-6233 Fax: N/A mhorgor@cityofukiah.com	\$3,479,551	6/30/2020
State of California Department of Transportation 1727 30th Street Sacramento, CA 95816-7005	Pudding Crk Ft Bragg 01-362704 Contract Number: 01-362704 Fort Bragg, California Hot mix overlay near Fort Bragg from 0.1 mile North of Pudding Creek Bridge to 0.6 mile North of Wages Creek Bridge. Work consisted of placing 42,500 tons of HMA Type A, 11,110 LF of asphalt dike, 65,300 sq yd of cold plane, adjusted 9 manholes to grade, adjusted 25 valve box frames and covers to grade. Removal and replacement of striping and pavement markers, 5,430 LF of midwest guardrail system including reconstructing portions.	Roosbeh Hardipour (707) 496-4368 Fax: N/A roosbeh.hardipour@dot.ca.gov	\$12,820,119	11/1/2020

Granite Construction Company

2020 Completed Job Schedule Greater Than \$3 Million

Granite Construction Company

Name and Address of Owner	Name, Location of Project, and Kind of Work	Owner Contact	Contract Amount	Actual Completion Date
State of California Department of Transportation 1727 30th Street Sacramento, CA 95816-7005	Hwy 20 Lake City Nice 01-014904 Contract Number: 01-014904 Upper Lake, California RHMA Overlay and 0.2' mill/ fill RHMA paving project in Lake County from Upper Lake to Nice on Hwy 20. Raise and lower utilities, dike, crack treatment, shoulder backing, import borrow, striping, signage, raise DIs. Work consisted of placing 1,780 TN HMA Type A, 16,100 TN RHMA (Gap Graded), remove and replace asphalt dike, removal and replacement of striping, pavement markers, and rumble strip. Adjusted frames and covers, manholes, and valve boxes to grade.	Kassaye Seyoum (707) 485-1540 Fax: N/A kassaye.seyoum@dot.ca.gov	\$4,201,978	11/1/2020
State of California Department of Transportation 1727 30th Street Sacramento, CA 95816-7005	Hwy 1 Gualala - 01-0F4404 Contract Number: 01-0F4404 Gualala, California Cold plane AC pavement with HMA in Mendocino County near Point Arena from Sonoma County line to 0.1 mile S of Mill Street. Work included removal and replacement asphalt pavement, including placing 38,300 TN of HMA (Type A), place 25,000 LF of asphalt dike, adjust frames, covers, grates and manholes to grade. Remove and replace pavement markers, delineators and guardrailing delineators. Remove and replace roadside signs, remove and replace midwest guardrail system.	Roosbeh Hardipour (707) 496-4368 Fax: N/A roosbeh.hadipour@dot.ca.gov	\$10,460,413	11/15/2020

Granite Construction Company
2019 Completed Job Schedule Greater Than \$3 Million

Name and Address of Owner	Name, Location of Project, and Kind of Work	Owner Contact	Contract Amount	Contract Start Date (A/P)	Actual Completion Date
State of California Department of Transportation 1727 30th Street Sacramento, CA 95816-7005	Highways 1, 9, 35 & 236 Emergency Slide Repairs. Santa Cruz County Contract Number: 05-1H7904 Santa Cruz County, California Remove Slides, Restore Roadway - Granite performed storm damage cleanup. Granite did all of the following soldier beam wall, deep lift paving, huffer wall, and crib wall reinforcement.	Jennifer Wilson, Resident Engineer (805) 471-2103 Fax: N/A jennifer.wilson@dot.ca.gov	\$7,534,528	1/24/2017	12/10/2019
State of California Department of Transportation 1727 30th Street Sacramento, CA 95816-7005	Hwy 68 Cold Plane & HMA-O Overlay Contract Number: 05-1G4504 Monterey, California Cold plane, overlay 1,550 TN hot mix asphalt and 4,930 TN HMA-O, along with rumble strips, guardrail, and 250 LF concrete barrier.	Tyler Lavering, Resident Engineer (831) 375-1621 Fax: (831) 375-1621 tyler.lavering@dot.ca.gov	\$3,230,825	6/4/2018	6/28/2019
City of Monterey 580 Pacific Street Monterey, CA 93940	North Fremont Street Bike/Ped Improvements Contract Number: 37C1856 Monterey, California Demolition of existing improvements, construction of Class IV bike lanes, sidewalk, median modifications, shared bicycle/bus lane, ADA upgrades, signal modifications, and conforming new improvements to existing site conditions on North Fremont Boulevard.	Andrea Renny, Principal Engineer (831) 646-3447 Fax: (831) 646-3405 renny@monterey.org	\$8,522,910	5/21/2018	6/4/2019
Sequel Union Elementary School District 620 Monterey Avenue Capitola, CA 95010	Sequel Unified Elementary School District, Earthwork & Paving at Four Schools Contract Number: BID PACKAGE A Capitola, California Site work at 4 public school sites, including: Site Demo; Earthwork; Subgrade Preparation; Base and Paving; Construction of Bioswale; Handrail and Fencing.	Michelle Kennedy Assistant Superintendent (831) 464-5632 Fax: (831) 479-7182 mkennedy@suesd.org	\$3,881,471	4/18/2018	8/9/2019
Vistra Energy Hwy 1 & Dolan Road Moss Landing, CA 95039	Vistra Moss Landing BESS Concrete Structural Modifications Contract Number: 110288 Moss Landing, California Project consisted of modifying the existing turbine facility to accommodate 300MW of Batteries. Granite's scope included backfilling existing voids within existing floor of the building, placing 6" thick and 8" thick concrete slabs, and installing 22" thick elevated slabs for second floor battery storage.	David Warakowski (989) 423-9371 djwarakowski@burnsmcd.com Sean P. Kenny, PE (657) 286-9117 spkenny@burnsmcd.com	\$11,187,436	2/27/2019	9/30/2019
County of Santa Cruz 701 Ocean Street, Suite 330 Santa Cruz, CA 95060	Chanticleer Park Phase 1 Contract Number: 18C1-004 Santa Cruz, California Construction of neighborhood park, including: erosion control; relocation of public artwork; earthwork; drainage; construction of bioretention areas; sanitary sewer; domestic water line; site electrical; onsite parking; concrete planters and seat walls; concrete flatwork; planting and irrigation; site furnishings and playground equipment; and playground safety surfacing.	Will Fout (831) 454-7910 will.fout@santacruzcounty.us	\$3,434,153	2/28/2019	1/22/2020
City of Dublin 100 Civic Plaza Dublin, CA 94568-2658	Dublin Blvd Widening Contract Number: ST1012 Dublin, California Street widening, including removal of 6,210 LF concrete curb & gutter and 26,000 SF of sidewalk; removing 27,500 SF of asphalt concrete pavement, slurry seal parking lot, maintaining traffic and furnishing traffic control throughout construction; replacement of traffic signals and related facilities; installation of 25,000 SF of sidewalk paving, 7,200 LF of curbs and gutters, placement of 5,300 TN of Hot Mix Asphalt Concrete, installation of a pedestrian bridge, adjusting utility facilities, street lights, landscaping, irrigation, drainage improvements, installation of thermoplastic traffic stripes and pavement markings and reflective pavement markers, and installation of traffic signs.	Michael Bolmott, Capital Improvement Program Manager, (925) 833-6630 Fax: (925) 829-9248; michael.bolmott@dublin.ca.gov	\$6,662,122	8/21/2018	2/28/2019
City of Pleasanton P.O. Box 520 Pleasanton, CA Updated: March 2020	Pleasanton Annual Street Resurfacing and Preventative Maintenance Contract Number: 18S03 Pleasanton, California City street resurfacing, including: 14,703 TN of overlay and 256,097 SF (6,551 TN) of AC digouts; paving mat, crack sealing, pavement striping and marking, parking lot widening.	Huy Ho, PE (925) 931-5663 Fax: (925) 931-5479 Hho@cityofpleasanton.ca.gov	\$3,894,985	7/23/2019	11/15/2019

Granite Construction Company
2019 Completed Job Schedule Greater Than \$3 Million

Name and Address of Owner	Name, Location of Project, and Kind of Work	Owner Contact	Contract Amount	Contract Start Date (NTP)	Actual Completion Date
State of California Department of Transportation 1727 30th Street Sacramento, CA 95816-7005	Shenwood Rd Geometric Upgrades Contract Number: 01-262044 Willits, California State Highway 101 and city streets in Willits from 0.7 mile North of Route 20 to 0.9 mile North of Route 20 and Shenwood Road. Performed geometric upgrades including removal and replacement of curbs, gutters and sidewalks.	Nash Munes (707) 223-0791 Fax: N/A Email: N/A	\$4,587,797	\$43,252	6/1/2019
State of California Department of Transportation 1727 30th Street Sacramento, CA 95816-7005	Highway 20-175 Fire Rehab Contract Number: 01-013704 Lakeport, California Emergency work to repair fire damaged areas of Hwy 20 and Hwy 175 in Lake County due to wildfires. Work consisted of repairing and/or replacing guardrails, drainage systems, pavement, fencing, guardrail vegetation barriers, and roadside signs. Traffic control, hazardous tree removal, SWPPP and erosion control were also included.	Dan Kraft (707) 994-5074 Fax: N/A dan.kraft@dot.ca.gov	\$7,443,708	8/3/2018	12/31/2019
State of California Department of Transportation 1727 30th Street Sacramento, CA 95816-7005	Hwy 20-29 Culvert Replacements Contract Number: 01-427804 Lake County, California Drainage system improvements to various culverts located on Highway 20 and Highway 29 in Lake County. Work consisted of removing existing failing culverts and replacing approximately 2,500 LF of polymer coated corrugated steel pipe, 2,500 LF of cured in place pipe liner, 100 LF box culvert. Five concrete headwalls including slurry backfill and trench paving.	Dan Kraft (707) 994-5074 Fax: N/A dan.kraft@dot.ca.gov	\$3,594,616	\$43,374	11/1/2019

SIGNATURE(S) OF BIDDER

Accompanying this proposal is a Bidders Bond

(insert the words "cash (\$)", "cashier's check" or "bidder's bond", as the case may be) in an amount equal to at least 10 percent of the bid.

The names of all persons interested in the foregoing proposal as principals are as follows:

IMPORTANT NOTICE: If bidder or other interested person is a corporation, provide the legal name of corporation and also the names of the president, secretary, treasurer and manager thereof. If a co-partnership, provide the true name of firm and also the names of all individual co-partners composing the firm. If bidder or other interested person is an individual, provide the first and last names in full.

Granite Construction Company

Please see the attached list of Granite Construction Company officers.

Licensed in accordance with an act providing for the registration of Contractors:

License No. 89, License Expiration Date 05.31.23

Signature(s) of Bidder:

Matthew J. Storm, Construction Manager



NOTE: If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if bidder is a co-partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts in behalf of the co-partnership; and if bidder is an individual, his or her signature shall be placed above. If a member of a partnership, a Power of Attorney must be on file with the Department prior to opening bids or submitted with the bid; otherwise, the bid will be disregarded as irregular and unauthorized.

Business address: 1324 South State Street

Ukiah, CA 95482

Place of residence: N/A

Dated: July 13, 2022



Granite Construction Company
List of Officers

Name	Present Office Position
Larkin, Kyle T.	President Executive Chief Officer
Radich, James A.	Executive Vice President Chief Operating Officer Assistant Secretary
Curtis, Elizabeth L.	Executive Vice President Chief Financial Officer Assistant Secretary
Dowd, Brian R.	Senior Vice President Group Manager Assistant Secretary
Hall, M. Craig	Senior Vice President General Counsel Corporate Compliance Officer Secretary
Richards, James D.	Senior Vice President Group Manager Assistant Secretary
Tatusko, Michael G.	Senior Vice President Group Manager Assistant Secretary
VanGorder, Robert C.	Senior Vice President General Manager Assistant Secretary
Barker, Michael W.	Vice President Investor Relations
Gruber, Timothy W.	Senior Vice President Human Resources Assistant Secretary
Nickerson, James D.	Vice President Assistant Secretary
Woolsey, Staci M.	Chief Accounting Officer Assistant Secretary
Olson, Kenneth B.	Senior Vice President of Corporate Finance Treasurer Assistant Financial Officer Assistant Secretary
Blackburn, Nicholas B.	Senior Director of Corporate Taxation Assistant Secretary

CITY OF UKIAH
Mendocino County, California

BIDDER'S BOND

KNOW ALL MEN BY THESE PRESENTS,

That we, Granite Construction Company

_____, as PRINCIPAL and

Travelers Casualty and Surety Company of America, as SURETY,

are held and firmly bound unto the City of Ukiah in the penal sum of 10 PERCENT OF THE TOTAL AMOUNT OF THE BID of the Principal above named, submitted by said Principal to the City of Ukiah, as the case may be, for the work described below, for the payment of which sum in lawful money of the United States, well and truly to be made, to the City Clerk to which said bid was submitted, we bind ourselves, our heirs, executors, administrators and successors jointly and severally, firmly by these presents. In no case shall the liability of the surety hereunder exceed the sum of \$ Ten Percent (10%) of the total amount of Bid.

THE CONDITION OF THIS OBLIGATION IS SUCH,

That whereas the Principal has submitted the above mentioned bid to the City of Ukiah, as aforesaid, for certain construction specifically described as follows, for which bids are to be opened at the Office of the City Clerk, Ukiah Civic Center, Ukiah, California, on July 13, 2022 for STATE ST. AND DORA ST. REHABILITATION PROJECT.

NOW, THEREFORE, If the aforesaid Principal is awarded the contract and, within the time and manner required under the specifications, after the prescribed forms are presented to him or her for signatures, enters into a written contract, in the prescribed form, in accordance with the bid and files two bonds with the City of Ukiah, one to guarantee faithful performance and the other to guarantee payment for labor and materials, as required by law, then this obligation shall be null and void; otherwise, it shall be and remain in full force and virtue.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this 1st day of July, A.D.

20 22.

[Signature] (Seal)

Matthew J. Stern, Construction Manager (Seal)

Granite Construction Company (Seal)
Principal

[Signature] (Seal)

Isabel Barron, Attorney-In-Fact (Seal)

Travelers Casualty and Surety Company of America (Seal)
Surety

Address: 1 Tower Square

Hartford, CT 06183



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

ACKNOWLEDGMENT

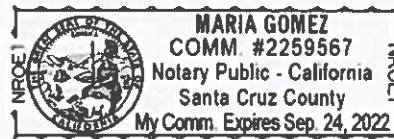
State of California
County of Santa Cruz)

On July 1, 2022 before me, Maria Gomez, Notary Public
(insert name and title of the officer)

personally appeared Isabel Barron,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.



Signature *Maria Gomez* (Seal)
Maria Gomez, Notary Public



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

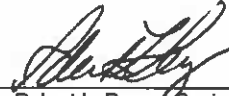
KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Isabel Barron** of **WATSONVILLE, California**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st day of April, 2021**.



State of Connecticut

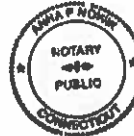
City of Hartford ss.

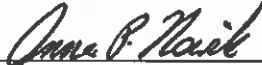
By: 
 Robert L. Raney, Senior Vice President

On this the **21st day of April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th day of June, 2026**




 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such Power of Attorney or certificate so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or undertaking to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **July 1, 2022**




 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

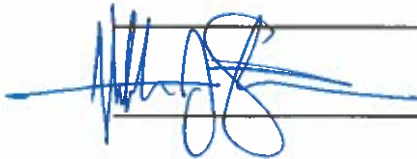
NON-COLLUSION AFFIDAVIT

Note: Bidder shall execute the affidavit on this page prior to submitting his or her bid.

To City Council, City of Ukiah:

The undersigned in submitting a bid for performing STATE ST. AND DORA ST. REHABILITATION PROJECT by contract, being duly sworn, deposes and says:

that he or she has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.



Matthew J. Storm, Construction Manager

Signature(s) of Bidder

Business Address: 1324 South State Street

Ukiah, CA 95482



Place of Residence: N/A

NOTARIZATION

See Attached

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public in and for the County of _____, State of California.

My Commission Expires _____, 20____.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

CALIFORNIA JURAT

State of California)

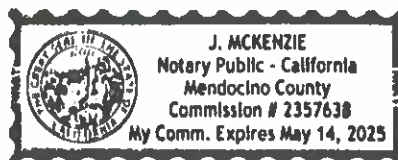
County of Mendocino)

Subscribed and sworn to (or affirmed) before me on this 13th day

of July, 20 22, by Matthew J. Storm

proved to me on the basis of satisfactory evidence to be the person(s)
who appeared before me.

Signature



(Seal)

OPTIONAL INFORMATION

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this jurat to an unauthorized document and may prove useful to persons relying on the attached document.

Description of Attached Document

This certificate is attached to a document titled/for the purpose of

containing _____ pages, and dated _____.

Additional Information

Method of Affiant Identification

Proved to me on the basis of satisfactory evidence:

☒ form(s) of identification ☐ credible witness(es)

Notarial event is detailed in notary journal on:

Page # _____ Entry # _____

Notary contact: _____

Other

☐ Affiant(s) Thumbprint(s) ☐ Describe: _____

PURCHASING DEPARTMENT
411 West Clay Street, Ukiah CA 95482
(707) 463-6233
mhorerger@cityofukiah.com



SPEC. 21-04 STATE AND DORA REHABILITATION PROJECT

Addendum No. 1

July 5, 2022

The following is Addendum No. 1 to SPEC. NO. 21-04 State and Dora Rehabilitation Project.

This Addendum is hereby made part of the Contract Documents to the same extent as though it were originally included therein.

The City has identified select locations at the approaches to intersections that will require enhanced striping for bicycle awareness. Within the bicycle lanes will be placed green thermoplastic pavement markings. This detail is included in this addendum, which also requires adding Item No. 30 to the Bidding Schedule.

Addendum Supporting Documents:

Addendum 1 – Revised Bidding Schedule
Addendum 1 – Markings
Addendum 1 – Color Safe Technical Sheet
Addendum 1 – Green Striping Layout

All other terms and conditions remain in full force and effect.

Mary V. Horger
Financial Services Manager

Matthew J. Storm, Construction Manager

July 13, 2022



DEPARTMENT OF TRANSPORTATION
 Division of Local Assistance
 1120 N STREET
 P.O. BOX 942874, MS# 1
 Sacramento, CA 94274-0001
 TTY 711



June 7, 2022

01-MEN-0-UKI
 LPPSB1L-5049(029)
 Adv Id: 0122000106
 PPNO: 01-4791
 Request No: 1

Mr. Tim Eriksen
 Director of Public Works / City Engineer
 City of Ukiah
 300 Seminary Avenue
 Ukiah, CA 95482-5400

Dear Mr. Eriksen:

Your letter dated March 21, 2022 requested a fund allocation from the Local Partnership Program for the City of Ukiah Construct asphalt overlay rehabilitation including curb ramps, bulb-outs and bike lanes. - In City of Ukiah, on State Street from Beacon Lane to Freitas Avenue and on Dora Street from Beacon Lane to Washington Avenue. This project is programmed in the Local Partnership Program, as amended.

At their May 19, 2022 meeting, the California Transportation Commission (CTC) allocated funding in the amount(s) shown below.

The State hereby makes the following allocation on May 19, 2022, effective May 19, 2022.

Allocation No. 2022-229		SB1-LPP		FUND ALLOCATION
Senate District No.: 02				
Assembly District 01				
	Amount Programmed	Fiscal Year Programmed	Amount Previously Allocated	This Request
Const	\$600,000	2022	\$0	\$600,000
Federal Funds				\$0
State Funds				\$600,000
Total	\$600,000		\$0	\$600,000

This allocation makes available \$0 of federal funds* and \$600,000 of State (or State-only) funds for a total of \$600,000.

* A separate request for authorization to proceed (E-76) is required prior to the start of reimbursable work for projects receiving Federal funds.

The effective date of allocation serves as the authorization to proceed and establishes the date for the start of reimbursable work for State-only funded projects.

For This Allocation:

Funds allocated for project E & P are available for expenditure	Not Applicable.
Funds allocated for project PS & E are available for expenditure	Not Applicable.
Funds allocated for project RW are available for expenditure	Not Applicable.

Funds allocated for construction -- Agency has 6 month(s) after the date of allocation to award a contract.

After award of the contract, the Agency has up to 36 months to complete the construction or vehicle purchase contract.

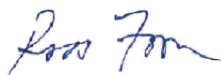
The Commission may grant a one-time extension to each of the deadlines specified above if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. Please refer to the Local Assistance website at <https://dot.ca.gov/programs/local-assistance> for additional guidance.

The project's award information should be submitted to the District Local Assistance Engineer (DLAE) immediately after award of the construction contract. A copy of the project's award package also needs to be included with the submittal of the Administering Agency's first invoice to the Local Programs Accounting Branch. Please refer to Local Programs Procedures LPP 01-06 for guidance regarding the contents of the project award package.

This allocation is not a commitment on the part of the State to make reimbursements until an Administering Agency - State Agreement (Master Agreement), if necessary, and a project specific program supplement are executed between the Agency and the State.

Your attention is directed to the Local Assistance Procedures Manual, Local Programs Procedures, and the current CTC guidelines for detailed instructions and information.

Sincerely,



FOR

FELICIA HASLEM , Chief
Office of Project Implementation - North
Division of Local Assistance

c: Mendocino COG

Attachment: CTC Vote Box

bc: LPA
Sharon Bertozzi - HQ LPP Program Manager
DLA AE Project Files
District - (01) DLAE - Suzanne Theiss

STIP Allocations

Tab	Item Description	Ref#	Presenter	Status	Type*	Agency*
86	Request of \$12,754,000 for two locally-administered projects, on the State Highway System. Resolution FP-21-80 <i>May 19, 2022 – Part 1 of 1 – 01:29:48</i>	2.5c.(2)	Kacey Ruggiero James R. Anderson	Approved.	A	D
87	Request of \$561,000 for six locally-administered STIP and PPM projects, off the State Highway System. Resolution FP-21-81 <i>May 19, 2022 – Part 1 of 1 – 01:30:28</i>	2.5c.(3)	Kacey Ruggiero Dee Lam	Approved.	A	D

Advance - STIP Allocations

Tab	Item Description	Ref#	Presenter	Status	Type*	Agency*
88	Request of \$664,000 for the locally-administered STIP Laurel Mountain Road Rehabilitation and Sidewalks project, off the State Highway System, in Mono County, programmed in FY 2022-23. (PPNO 2682) Resolution FP-21-82 <i>May 19, 2022 – Part 1 of 1 – 01:31:03</i>	2.5c.(5) / 2.5v.(4)	Kacey Ruggiero Dee Lam	Approved.	A	D

Local Partnership Program (LPP) Allocations

Tab	Item Description	Ref#	Presenter	Status	Type*	Agency*
89	Request of \$4,179,000 for three locally-administered LPP-Formulaic projects, off the State Highway System. Resolution LPP-A-2122-21 <i>May 19, 2022 – Part 1 of 1 – 01:31:38</i>	2.5s.(3)	Christine Gordon Dee Lam	Approved.	A	D



2.5 Highway Financial Matters

Project # Allocation Amount Recipient RTPA/CTC District-County	Project Title Location Project Description	PPNO Program/Year Phase Prgm'd Amount Project ID	Budget Year Item # Fund Type Program Code	Amount by Fund Type
2.5s.(3) Locally-Administered Local Partnership Program (Formulaic) Projects Off the State Highway System				
Resolution LPP-A-2122-21				
1 \$600,000 City of Ukiah MCOG 01-Mendocino	South State Street and Dora Street Rehabilitation Project. In City of Ukiah, on State Street from Beacon Lane to Freitas Avenue and on Dora Street from Beacon Lane to Washington Avenue. Construct asphalt overlay rehabilitation including curb ramps, bulb-outs and bike lanes.	01-4791 LPP-F/21-22 CONST \$600,000 0122000106	2017-18 601-3290 RMRA 20.30.210.200	\$600,000
<u>Outputs</u> New curb ramp installed Local road - rehabilitated Bicycle lane mile(s)		<u>Unit</u> Each Miles Miles	<u>Total</u> 19 1.2 2.4	
(CEQA - CE, 3/24/2022)				
Right of Way Certification: 3/08/2022				
(Contributions from other sources: \$1,062,000)				
2 \$400,000 City of Orinda MTC 04-Contra Costa	2022 Annual Pavement Rehabilitation Project No. 4166. Bear Creek Road (Camino Pablo to city limits), Brookwood (Spring Road to Camino Pablo), Ivy Drive (entire length), Tara Road (Southwood Drive to Nonie Road), Valley View Drive (Moraga Way to Don Gabriel Way), Moraga Way (El Camino Moraga to Ivy Drive east intersection).	04-2321M LPP-F/21-22 CONST \$400,000 0422000347	2017-18 601-3290 RMRA 20.30.210.200	\$400,000
<u>Outputs</u> Local road - rehabilitated		<u>Unit</u> Miles	<u>Total</u> 10	
(CEQA - CE, 2/18/2021)				
Right of Way Certification: 1/12/2022				
(Contributions from other sources: \$3,634,201)				



AGENDA SUMMARY REPORT

SUBJECT: Report of the Acquisition of Consulting Services with GHD Inc. for Flood Mapping Review Support in the Amount of \$19,272.00.

DEPARTMENT: Public Works

PREPARED BY: Seth Strader, Administrative Analyst

PRESENTER: Tim Eriksen, Director of Public Works

ATTACHMENTS:

1. GHD Proposal - FEMA Flood Mapping Review - Apr 22 att 1

Summary: Council will receive a report of the acquisition of a professional service contract with GHD for flood mapping review support not to exceed the amount of \$19,272.00.

Background: This item was originally reported and approved in January of 2022, but the work did not proceed at that time due to conflicting schedules; thus, the contract price was revised for an additional \$2,272.00. Therefore, Staff is sharing this update with the Council.

In 2020, the Federal Emergency Management Agency (FEMA) began the process of updating the flood plain elevations throughout the City of Ukiah. The first preliminary results were reported to the City Engineering team in 2021. The results were radically different than what currently exists in the City, the implications of which could have significant impacts on development and insurance rates throughout the city. Since that time, in order to protect the interests and investments of the community, City Staff has worked on solutions with FEMA staff to review the study results and discuss contradictions with observed historic flood events in the City. In short, City Staff have been concerned about the fact that the FEMA study does not seem to reflect what City Staff has witnessed in the City. The Engineering Department has searched for experts in the hydraulic field in order to assist in the review of the FEMA results.

Discussion: The Engineering Staff discussed this issue with experts in the hydraulic field with GHD Engineering. Staff also discussed this approach with FEMA and both agree that the additional expert review and engagement is going to be helpful to this process. GHD provided a proposal for this review (Attachment1). GHD will be able to start immediately and FEMA will share their flood models with our experts for a more robust review of this model that the Engineering Staff is questioning. As part of the scope of work, GHD will prepare technical memo for Staff and Council review. This will be a high-level review with recommendations for further study and collaboration as needed.

Recommended Action: Receive the report of the acquisition of a professional service contract with GHD for flood mapping review support not to exceed the amount of \$19,272.00

BUDGET AMENDMENT REQUIRED: NO

CURRENT BUDGET AMOUNT: 10024210.52100: \$19,272

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 2122-165

COORDINATED WITH: Tim Eriksen, Director of Public Works

Approved: 
Sage Sangiacomo, City Manager



2235 Mercury Way, Suite 150
 Santa Rosa, CA 95407
 USA
 www.ghd.com

27 April 2022

Tim Eriksen, PE
 Director of Public Works/City Engineer
 City of Ukiah
 Public Works Department
 300 Seminary Avenue
 Ukiah, CA 95482-5400

2021 FEMA Flood Mapping Review Support

Dear Mr. Eriksen

GHD is pleased to provide this proposal for professional services in support of the evaluation of the Department of Homeland Security's Federal Emergency Management Agency (FEMA) updated Flood Insurance Rate Map (FIRM) panels and Flood Insurance Study (FIS) reports for Mendocino County. FEMA Risk Analysis Branch Chief for Region IX, Alison Kerns, sent a letter to the City of Ukiah (City) Mayor, Honourable Juan Orozco, dated February 4, 2021 to notify an update on the FEMA FIRM mapping. In the letter, FEMA requested that the City respond to the update through review and comment by April 18, 2021, with the caveat that there will be additional opportunities to provide feedback on the Special Flood Hazard Area delineations before being finalized.

To support the City to respond to the FEMA notification on the mapping update, GHD proposed to providing feedback by comparing the preliminary 2021 models and mapping to the effective 2011 versions. The mapping comparison review includes:

- Coordination with key stakeholders
- Obtain preliminary hydrologic and hydraulic models, and available supporting Geographic Information System (GIS) files
- Compare floodplain mapping within an ArcGIS platform and identify changes between 2011 and 2021 mapping
- Investigate changes in hydrologic and hydraulic modelling and analysis
- Document the findings and recommendations in a technical memorandum (TM)

This will be a high-level review with recommendations for further study and collaboration as needed.

Based on our understanding of the City needs, and our experience to similar supporting task, the following is a GHD proposed scope of service to support the City to review the FEMA mapping update.

Task 1: Project Management

GHD will conduct monthly progress and coordination meetings with the City. We will document meetings by providing an agenda and meeting summary, as well as potential handouts and preparation of power point slides as required for each meeting. The anticipated project meetings include:

- Kick-off meeting.
- Monthly progress and coordination meetings.

It has been assumed that all meetings will be virtual using Microsoft Teams or other platform that the City prefers and all documents will be provided to the City in electronic form.

Task 2: Stakeholder Coordination

GHD will identify and engage stakeholders including FEMA, STARR II, Mendocino County (County) and the City. The intent of this task will be to gain insight into different perspectives, an understanding of the timeline, and coordinate review and commenting to provide feedback to FEMA. We anticipate that the level of effort will include three (3) meetings with FEMA and STARR II and one (1) meeting with the County. We will document meetings by providing an agenda, meeting summary, and sign-in sheet, as well as potential handouts and preparation of power point slides as required for each meeting. The anticipated project meetings include:

- Meeting with FEMA and STARR II to set the timeline and gather materials.
- Meeting with FEMA and STARR II to discuss initial findings.
- Meeting with the County to gain County perspective and intent, and to coordinate mapping review efforts.
- Meeting with FEMA and STARR II to discuss review findings and recommendations.

It has been assumed that all meetings will be virtual using Microsoft Teams or other platform that the City prefers and all documents will be provided to the City in electronic form.

Task 3: Hydrologic, Hydraulic Modelling Review and GIS Mapping

The effective 2011 FIS and SFHA will be compared to the 2021 and any discrepancies investigated through a detailed review of preliminary modelling versus assumptions used in the effective modelling. The analysis will include an inventory of information reviewed and recommendations for resolving any discrepancies. It is noted that no new modelling or analysis will be conducted (review only).

Task 4: Reporting

GHD will prepare a draft TM and a final TM. The final TM will be completed after review and comment from the City. It has been assumed that all comments will be incorporated into one revision round.

Project Team

The scope of work will be conducted by the Hydrologic and Hydraulic Engineering Team with the following team members proposed for this project. Raymond Wong will be responsible as the Project Manager and provide technical supervision and resourcing for the project. Steve Allen will act as the Project Director ensuring that all ISO 9001 checks and balances have been completed. Paul Glenn will be our Project Engineer to provide technical review on the hydrology and hydraulic analysis, and floodplain mapping.

Matt Kennedy will be our client manager and will be available as needed to provide additional support and coordination.

An introduction of our Hydrologic and Hydraulic Engineering Team is summarized in the following table:



Steve Allen, PE - Project Director

Steven Allen is a proud, third generation native of the North Coast bringing over 24 years of experience to our team, overseeing projects involving hydrology, hydraulics, fluvial geomorphology, floodplain design, channel restoration, wetland mitigation construction, stream bank protection, bioengineering techniques, stormwater management and flood control, open channel water conveyance, grading plans, erosion and sediment control design and plans, construction services, and regulatory compliance in sensitive environments. Steven has served in a high-level leadership capacity for all of restoration experience on the North Coast (notably leading our West Coast Water Restoration Group) and has led habitat restorations, enhancements, and passage improvements for agencies throughout Northern California, such as the BCRAA, the Humboldt County RCD, the California Water Service Company (CalWater), CalTrout, the California Coastal Conservancy (CCC), Alameda County Water District, and California Department of Fish & Wildlife (CDFW), as well as for such cities as Trinidad, Fortuna, and Eureka, and local tribal entities.



Raymond Wong, PhD, PE, LEED AP, CFM - Project Manager

Dr. Raymond Wong is an ASFPD Certified Floodplain Manager specializing in water resources engineering including urban flood protection, stream restoration, and watershed planning and management. His technical emphasis includes hydrology, hydraulic, geomorphology, and numerical modeling. Raymond is a proven technical leader, managing multi-discipline teams to deliver timely and high-quality services to clients. He has consulted on numerous storm drainage floodplain coupled studies and modeling projects, developed and advised on over \$200 million of Capital Improvement Projects (CIP) for his clients. Raymond received his honor undergraduate degree at the University of Toronto and graduate degrees at Stanford University and University of California - Berkeley. His research work studied flood control projects and watershed programs in the San Francisco Bay Area, Los Angeles Area, Milwaukee, Toronto, Beijing, and Singapore, and he has presented at conferences and workshops across the US and internationally, such as in France and China.



Paul Glenn, PE, PG - Project Engineer

Paul is a project manager, civil engineer, and hydrogeologist with over 22 years of experience in delivering water resources related projects. His skills are specialized in stormwater and water quality, surface water, and groundwater assessments including hydrological and hydraulic analysis; stormwater and water quality master planning and design; flood mitigation alternatives and design; groundwater flow and contaminant transport analysis; groundwater dewatering, injection, and remediation design; and geotechnical engineering. As part of assessment and evaluations, Paul has developed significant experience in hydrologic, hydraulic, and water quality modeling for both surface water and groundwater environments. In 2017, Paul was designated as a Subject-Matter Expert (SME) technical review representative on behalf of the Federal Emergency Management Agency (FEMA) responsible for the review of hydrology and hydraulics as well as levee/floodwall designs related to letters of map revision (LOMR) and conditional letters of map revisions (CLOMR).

Project Fee and Schedule

We anticipate that all tasks can be completed within three months after receiving notice to proceed.

GHD proposes a time-and-materials fee not to exceed \$19,272 to complete the review. The attached fee table outline the proposed fee and staff hour estimates for each task.

We welcome the opportunity to work with you on this important study, and look forward to contributing to its success. Should you have any questions, please do not hesitate to contact me.

Sincerely,
GHD



Raymond Wong, PhD, PE, CFM, LEED AP
Project Manager

650.867.3304
raymond.wong@ghd.com

City of Ukiah
 2021 FEMA Flood Mapping Review Support
 4/27/2022

	Project Director	Project Manager	Project Engineer	Engineer	Staff Engineer	GIS Specialist	Admin	Hours	Labor	Subtotal	Total
	\$316.5	\$266.5	\$266.5	\$246.5	\$201.5	\$181.5	\$116.5				
Task 1 - Project Management	1	4	7	0	0	0	0	12	\$3,248	\$3,248	\$3,248
Kick-off Meeting	1	2	3					6	\$1,649	\$1,649	\$1,649
Monthly Progress Meetings		2	4					6	\$1,599	\$1,599	\$1,599
Task 2 - Stakeholder Coordination	0	8	8	0	0	0	0	16	\$4,264	\$4,264	\$4,264
Four (4) Meetings		8	8					16	\$4,264	\$4,264	\$4,264
Task 3 - Hydrologic, Hydraulic Modeling Review and GIS Mapping	2	2	9	5	7	8	0	33	\$7,660	\$7,660	\$7,660
Review	1	1	5	5	7	8		27	\$6,011	\$6,011	\$6,011
Recommendations	1	1	4					6	\$1,649	\$1,649	\$1,649
Task 4 - Reporting	2	2	6	3	0	2	2	17	\$4,101	\$4,101	\$4,101
Draft and Final TMs	2	2	6	3		2	2	17	\$4,101	\$4,101	\$4,101
GRAND TOTAL	5	16	30	8	7	10	2	78	\$19,272	\$19,272	\$19,272



AGENDA SUMMARY REPORT

SUBJECT: Report on Contract with CivicPlus for Agenda and Meeting Management Services, and Requesting Authorization to Continue Using Services Until Further Notice.

DEPARTMENT: City Clerk

PREPARED BY: _____

PRESENTER: Kristine Lawler, City Clerk

ATTACHMENTS:

1. Contract with CivicPlus

Summary: Staff is submitting a report to Council regarding a contract entered into with CivicPlus for agenda and meeting management services in the initial amount of \$24,450, and requesting authorization to continue services until further notice.

Background: The City initially contracted with CivicPlus in July 2019 for agenda and meeting management services – including live streaming and archiving of events - in the initial amount of \$24,450. The current budgeted and invoiced amount is \$17,199.

The City Clerk's office has been very satisfied with the expertise, customer support, flexibility of the program, and professional product of CivicPlus over the past three years and wishes to continue to utilize their services.

Discussion: Attachment 1 is a copy of the City's agreement and subsequent amendment with CivicPlus.

The contract does not contain term information, and Staff is working with the company to update this language. Until that time, Staff recommends that Council approve authorization to continue to use the program and services of CivicPlus until further notice.

Recommended Action: Receive report of contract with CivicPlus, and approve authorization to continue to use the program and services of CivicPlus until further notice.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 20012500.54320: \$17,200

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 1920-003

COORDINATED WITH: Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Master Services Agreement:
City of Ukiah

THIS Master Services Agreement ("Agreement") is agreed to by and between CivicPlus, LLC., d/b/a CivicPlus ("CivicPlus") and City of Ukiah; ("Client") (referred to individually as "Party" and jointly as "Parties") and shall be effective as of the later date of signing indicated at the end of this Agreement ("Effective Date").

RECITALS

I. WHEREAS, CivicPlus is engaged in the business of developing, marketing and selling custom community engagement and government management platforms and services that include but are not limited to web sites, web interfaces and portals and proprietary software systems and associated modules; in addition to project development, design, implementation, support and hosting services for same;

II. WHEREAS, Client wishes to engage in a relationship with CivicPlus for such services and/or license for the development and use of proprietary software developed and owned by CivicPlus;

III. WHEREAS, Client and CivicPlus have agreed to certain terms as set forth in this Agreement by this written instrument duly executed by the Parties;

NOW, THEREFORE, Client and CivicPlus agree as follows:

Term & Termination

1. This Agreement shall commence on the date set forth below and shall remain in full force and effect during the term of any associated or attached Statement of Work ("SOW") between CivicPlus and Client. This Agreement and any associated or attached SOW will continue under the conditions set forth herein until terminated by either Party as specifically authorized herein.
2. Either Party may terminate this Agreement or any associated SOW at the end of the SOW term by providing the other Party with 60 days' written notice prior to the SOW renewal date.
3. Upon termination of this Agreement or any associated or attached SOW, the licenses granted for such relevant SOW by Section 15, below, will terminate; Client shall cease all use of the CivicPlus Property (as defined herein) associated with the terminated SOW.
4. Notwithstanding the above, in the event this Agreement or any SOW is terminated, for any reason, prior to payment in full being made by Client for work completed by CivicPlus, any outstanding invoices or future planned billing for the development of Client's chosen government management platform and/or services, as defined in the SOW ("Project Development"), shall immediately become due in full.

Statements of Work

5. CivicPlus agrees to perform services and/or produce deliverables in accordance with the SOW in consideration of the fees owed by Client in described in the same SOW. Multiple and successive SOW may be entered into and shall be attached hereto. Such SOWs are incorporated into this Agreement by reference and subject to the terms & conditions contained herein pursuant to Section 27.

Invoicing & Payment Terms

6. Invoices shall be sent electronically to the individual/entity designated in the SOW's contact sheet, to be filled out and submitted by Client. Client shall provide accurate, current and complete information of Client's legal business name, address, email address, and phone number, and maintain and promptly update this information if it should change. Upon request CivicPlus will mail invoices, and the Client will be charged a \$5.00 convenience fee.

7. Payment is due 30 days from date of invoice. Unless otherwise limited by law, a finance charge of 1.5 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).

8. If the Client's account exceeds 60 days past due, support will be discontinued until the Client's account is made current. If the Client's account exceeds 90 days past due, Annual Services will be discontinued, and the Client website, modules, interfaces or portals will no longer be active until the Client's account is made current. Client will be given 30 days' notice prior to discontinuation of services for non-payment.

9. If the Client requests a change in the timeline set forth and agreed upon at the beginning of the services, and such change causes CivicPlus to incur additional expenses (i.e. airline change fees, consultant fees), Client agrees to reimburse CivicPlus for those fees. Not to exceed \$1,000 per CivicPlus resource per trip. CivicPlus shall notify Client prior to incurring such expenses and shall only incur those expenses which are approved by Client.

Ownership & Content Responsibility

10. Upon full and complete payment of submitted invoices for any SOW Project Development Fees, Client will own the website graphic designs, webpage or software content, module content, importable/exportable data, and archived information as created by CivicPlus on behalf of Client pursuant to this Agreement ("Customer Content").

11. Upon completion of any SOW Project Development, Client will assume full responsibility for website, software or module content maintenance and administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.

12. Client agrees that CivicPlus shall not migrate, convert, or port content or information that could reasonably be construed to be time-sensitive, such as calendar or blog content, in any Project Development.

13. Client will make a reasonable attempt to work with CivicPlus, if requested, to create a news item to be released in conjunction with their project Go-Live date. Client will provide CivicPlus with contact information for local and regional media outlets. CivicPlus may use the press release in any marketing materials as desired throughout the term of this Agreement.

Intellectual Property & Ownership

14. Intellectual Property of any software or other original works created by CivicPlus prior to the execution of this Agreement ("CivicPlus Property") will remain the property of CivicPlus. Client shall not (i) license, sublicense, sell, resell, reproduce, transfer, assign, distribute or otherwise commercially exploit or make available to any third party any CivicPlus Property in any way; (ii) modify or make derivative works based upon any CivicPlus Property; (iii) create Internet "links" to the CivicPlus Property software or "frame" or "mirror" any CivicPlus Property administrative access on any other server or wireless or Internet-based device; or (iv) reverse engineer or access any CivicPlus Property in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of any CivicPlus Property, or (c) copy any ideas, features, functions or graphics of

any CivicPlus Property. The CivicPlus name, the CivicPlus logo, and the product and module names associated with any CivicPlus Property are trademarks of CivicPlus, and no right or license is granted to use them.

15. Provided Client complies with the terms and conditions herein, the relevant SOW, and license restrictions set forth in Section 14, CivicPlus hereby grants Client a limited, nontransferable, nonexclusive, license to access and use the CivicPlus Property associated with any valid and effective SOW associated with this Agreement, for the term of the respective SOW.

Indemnification

16. To the extent permitted by the law of Client's state, Client and CivicPlus shall defend, indemnify and hold the other Party, its partners, employees, and agents harmless from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, arising out of the negligent actions and omissions, or intentionally malicious actions or omissions of the indemnifying Party or its partners, employees, and agents, directly associated with this Agreement and the operations and installation of software contemplated by this Agreement. This section shall not apply to the extent that any lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses is caused by the negligence or willful misconduct on the part of the other Party.

Client Responsibilities

17. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier, licensor or other third-party service provider whose facilities or services are used in furnishing any portion of the service received by the Client.

18. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity employed/contracted on the Client's behalf.

19. Client agrees that it is solely responsible for any solicitation, collection, storage, or other use of end-users' personal data on any website or online service provided by CivicPlus. Client further agrees that CivicPlus has no responsibility for the use or storage of end-users' personal data in connection with the website or the consequences of the solicitation, collection, storage, or other use by Client or by any third party of personal data.

20. To the extent it may apply to any service or deliverable of any SOW, user logins are for designated individuals chosen by Client ("Users") and cannot be shared or used by more than one User. Client will be responsible for the confidentiality and use of User's passwords and User names. Client will also be responsible for all electronic communications, including those containing business information, account registration, account holder information, financial information, Client data, and all other data of any kind contained within emails or otherwise entered electronically through any CivicPlus Property or under Client's account. CivicPlus will act as though Client will have sent any electronic communications it receives under Client's passwords, user name, and/or account number. Client shall use commercially reasonable efforts to prevent unauthorized access to or use of any CivicPlus Property and shall promptly notify CivicPlus of any unauthorized access or use of any CivicPlus Property and any loss or theft or unauthorized use of any User's password or name and/or user personal information.

21. Client shall comply with all applicable local, state, and federal laws, treaties, regulations, and conventions in connection with its use of any of the services or CivicPlus Property.

Limitation of Liability

22. CivicPlus' liability arising out of or related to this Agreement, or any associated SOW, will not exceed the Annual Services Fee paid by Client in the year prior to such claim of liability.

23. In no event will CivicPlus be liable to Client for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement.

24. The liabilities limited by Section 22 and 23 apply: (a) to liability for negligence; (b) regardless of the form of action, whether in contract, tort, strict product liability, or otherwise; (c) even if Client is advised in advance of the possibility of the damages in question and even if such damages were foreseeable; and (d) even if Client's remedies fail of their essential purposes. If applicable law limits the application of the provisions of this Limitation of Liability section, CivicPlus' liability will be limited to the maximum extent permissible.

Force Majeure

25. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civic disturbance, riot, war, national emergency, act of public enemy, or other cause of similar or dissimilar nature beyond its control.

Taxes

26. It is CivicPlus' policy to pass through sales tax in those jurisdictions where such tax is required. If the Client is tax-exempt, the Client must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and the fees owed by Client under this Agreement will not be taxed. If the Client's state taxation laws change, the Client will begin to be charged sales tax in accordance with their jurisdiction's tax requirements and CivicPlus has the right to collect payment from the Client for past due taxes.

Other Documents

27. The following, if applicable, are to be attached to and made part of this Agreement:

- a. Exhibit A - Statement(s) of Work;
- b. Service Agreement Sales Forms;
- c. Service Agreements previously executed between the Parties; and
- d. Custom Development / Retainer Agreement

28. In the event of conflict with an attachment to this Agreement, this main body of this Agreement will govern. Notwithstanding the foregoing, no SOW or other attachment incorporated into this Agreement after execution of this main body of this Agreement will be construed to amend this main body unless it specifically states its intent to do so and cites the section or sections amended.

29. This Agreement and all attachments hereto sets forth the entire agreement of the Parties and supersedes all prior or contemporaneous writings, negotiations, and discussions with respect to its subject matter.

Interlocal Purchasing Consent

30. With the prior approval of CivicPlus, which may be withheld for any or no reason within CivicPlus' sole discretion, this Agreement and any attached SOWs may be extended to any public entity in Client's home-state to purchase at the SOW prices and specifications in accordance with the terms stated herein.

Miscellaneous Provisions

31. The invalidity, in whole or in part, of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

32. No amendment, assignment or change to this Agreement or any included SOW shall be effective unless by a written instrument executed by each of the Parties.

33. This Agreement may be executed in one or more counterparts. Each counterpart will be an original, but all such counterparts will constitute a single instrument.

34. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and consent to the terms & conditions of this Agreement.

Client	CivicPlus
By: 	By: 
Name: SAGE SANGIACOMO	Name: Jeff Logan
Title: CITY MANAGER	Title: Vice President of Sales
Date: 7-8-19	Date: 7/8/2019

Please sign and email to Dalton Picukonis at picukonis@civicplus.com or fax to

Sign and E-mail the entire contract with exhibits to: mailto:contracts@civicplus.com
Signature pages sent without the entire contract attached will not be accepted. We will e-mail a counter-signed copy of the contract back to you once we begin your project.
CivicPlus does not require a physical copy of the contract, however, if you would like a physical copy of the contract, mail one (1) copy of the contract with original signature to:
CivicPlus Contract Manager
302 S. 4th Street, Suite 500 Manhattan, KS 66502
Upon receipt of signed original, we will counter-sign and return the copy for your files.



Master Service Agreement and Statement of Work Addendum

THIS Master Services Agreement and Statement of Work Addendum ("Addendum") hereby sets forth the (i) additional terms and conditions applicable to the Master Services Agreement and/or Statement of Work ("Agreements") and/or (ii) amendments to specific provisions of the terms and conditions which exist in the Agreements (collectively, the "Special Terms"), as described below. The Special Terms shall be deemed to amend, modify, supplement, replace and/or supersede (as applicable) any inconsistent provisions of the Agreements, to the extent of the inconsistency.

ALL TERMS AND CONDITIONS OF THE AGREEMENTS NOT EXPRESSLEY MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

Capitalized terms used and not defined herein shall have the meanings assigned to them in the Agreements (to which this Addendum is attached and incorporated).

1. AMENDMENTS

The terms and conditions of the Agreement are hereby amended as follows:

Document and Section	Amended Language
MSA #22	Each Party's liability arising out of or related to this Agreement, or any associated SOW, will not exceed the Annual Services Fee paid by Client in the year prior to such claim of liability.
MSA #23	In no event will either Party be liable to the other Party for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement.
MSA #24	The liabilities limited by Section 22 and 23 apply: (a) to liability for negligence; (b) regardless of the form of action, whether in contract, tort, strict product liability, or otherwise; (c) even if a Party is advised in advance of the possibility of the damages in question and even if such damages were foreseeable; and (d) even if a Party's remedies fail of their essential purposes. If applicable law limits the application of the provisions of this Limitation of Liability section, each Party's liability will be limited to the maximum extent permissible.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and consent to the terms & conditions of this Addendum.

Client

CivicPlus

By:

By:

Name: SAGE SANGIACOMO

Name: Jeff Logan

Title: CITY MANAGER

Title: Vice President of Sales

Date: 7-8-19

Date: 7/8/2019

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-02866-2

Date:

4/29/2019 1:40 PM

Expires On:

7/28/2019

Product:

CivicClerk

Ship To

Kristine Lawler
Ukiah CA - CivicClerk
300 Seminary Avenue
Ukiah, California

Bill To

Ukiah CA - CivicClerk
300 Seminary Avenue
Ukiah, California
United States

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Dalton Piecukonis	785-323-4771	piecukonis@civicplus.com		Net 30

Exhibit A.1 - Statement of Work

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	CivicClerk- Ultimate Annual Fee	CivicClerk- Ultimate Annual Fee	\$9,600.00
1.00	CivicClerk Design	CivicClerk Design	\$500.00
8.00	CivicClerk Consulting (per hour)	CivicClerk Consulting (per hour)	\$1,600.00
4.00	CivicClerk Configuration	CivicClerk Configuration	\$2,000.00
2.00	Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	\$1,250.00
1.00	CivicClerk PDF File Import (Up to 7,500 Files)	CivicClerk PDF File Import (Up to 7,500 Files)	\$2,500.00
1.00	CP Media Implementation	CP Media Implementation	\$1,000.00
1.00	CP Media Annual - Premium	CP Media Annual - Premium (Unlimited Storage)	\$6,000.00
TOTAL:			\$24,450.00

Total Days of Quote:365

One Time Costs	\$8,850.00
Recurring Costs	\$15,600.00

* Recurring Costs stated herein are based upon the number of days stated above.
Upon renewal of this SOW, the Recurring Costs will reflect a 365 day calendar year.

1. Performance and payment under this Statement of Work ("SOW") shall be subject to the terms & conditions of the Agreement by and between Client and CivicPlus, to which this SOW is hereby attached as Exhibit A.1.

2. This SOW shall remain in effect for an initial term of one year (12 months) from signing. In the event that neither party gives 60 days' notice to terminate prior to the end of the initial or any subsequent renewal term, this Agreement will automatically renew for an additional 1-year Renewal Term.
3. The Total Fees Year 1 (the sum of the One Time Costs and Implementation Costs) will be invoiced at signing of this SOW.
4. Renewal Term Annual Services (Recurring Costs) shall be invoiced on the date of signature of relevant calendar years. Annual services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in Year 3 of service.
5. CivicPlus will use commercially reasonable efforts to perform the Services in a manner consistent with applicable industry standards including, maintaining Services availability 24 hours a day, 7 days a week and responding to Client's requests for support during the hours of 7:00 AM to 7:00PM CT, Monday through Friday and any critical support requests 24 hours per day, 7 days a week.
6. Client shall have sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted to CivicPlus. Client shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.
7. The service(s) are provided on an "as is" basis, and Client's use of the service(s) is at its own risk. CivicPlus does not warrant that the service(s) will be uninterrupted or error-free or unaffected by force majeure events.
8. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

Client

By:



Name:

SAGE SANGIACOMO

Title:

CITY MANAGER

Date:

7-8-19

CivicPlus

By:



Name:

Jeff Logan

Title:

Vice President of Sales

Date:

7/11/2019

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization	City of Ukiah	URL	www.cityofukiah.com
Street Address	300 Seminary Ave.		
Address 2			
City	Ukiah	State	CA
Postal Code	95482		
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.			
Emergency Contact & Mobile Phone	Kristine Lawler, City Clerk - 707-391-7178		
Emergency Contact & Mobile Phone	Michael Ingwell, I.T. Network Specialist - 707-548-7067-		
Emergency Contact & Mobile Phone	Craig Schlatter, Community Development Director - 707-489-5140		
Billing Contact	Kristine Lawler	E-Mail	klawler@cityofukiah.com
Phone	707-463-6217	Ext.	
Fax	707-463-6204		
Billing Address	300 Seminary Ave.		
Address 2			
City	Ukiah	State	CA
Postal Code	95482		
Tax ID #	94-6000446	Sales Tax Exempt #	N/A
Billing Terms	N30	Account Rep	
Info Required on Invoice (PO or Job #)	COU No. 1920-003		
Contract Contact	Kristine Lawler	Email	klawler@cityofukiah.com
Phone	707-463-6217	Ext.	
Fax	707-463-6204		
Project Contact	Kristine Lawler	Email	klawler@cityofukiah.com
Phone	707-463-6217	Ext.	
Fax	707-463-6204		

Addendum 1 to Exhibit A.1 - Project Development Division of Work

Phase 1 – Introduction and Initial Configuration

CLIENT RESPONSIBILITY	CIVICPLUS RESPONSIBILITY
• Complete the implementation questionnaire • Provide Word versions of your agendas and item reports	• Create a production site request and assign a PL request in JIRA • Reach out to Client to explain the Implementation plan • Schedule and conduct a kick-off call with Client, if requested • Once supplied Word versions of the agendas and item reports, configure the templates in the system • Input questionnaire data

Phase 2 – Initial Review

CLIENT RESPONSIBILITY	CIVICPLUS RESPONSIBILITY
• Be prepared to schedule a call for system review • Provide feedback on any needed changes	• Schedule and conduct a first look call with Client. • Provide any template changes needed to CivicPlus.

Phase 3 – Final Configuration and Review

CLIENT RESPONSIBILITY	CIVICPLUS RESPONSIBILITY
• Provide a list of users • Provide any additional feedback and changes	• Enter user list with appropriate security settings • Make necessary changes to templates and configuration

Phase 4 – Training

CLIENT RESPONSIBILITY	CIVICPLUS RESPONSIBILITY
• Schedule a presentation for administrator training • Schedule a presentation for end user training	• Schedule and conduct administrator and end user trainings

Phase 5 (As Needed) – Additional Services

CLIENT RESPONSIBILITY	CIVICPLUS RESPONSIBILITY
• Provide Word versions of your most recent minutes • Provide a list of your Board/Council members • Schedule a 30 minute call for minutes training • Schedule a 30 minute call for BoardView training	• Once supplied Word versions of the minutes, configure the templates in the system • Schedule and conduct minutes training • Schedule and conduct BoardView training

THIS AGREEMENT AMENDMENT is agreed to by and between CivicPlus, LLC., d/b/a CivicPlus ("CivicPlus") and City of Ukiah ("Client") (jointly, "Parties") and shall be effective as of the date of signing indicated at the end of this amendment.

RECITALS

WHEREAS, CivicPlus is engaged in the business of developing, marketing and selling custom community engagement platforms that include web sites, web interfaces and portals and a proprietary government content management system and associated modules; in addition to project development, design, implementation, support and hosting services;

WHEREAS, Client is currently engaged in a relationship with CivicPlus for Master Services Agreement and hosting services as set forth in the original Master Services Agreement signed on July 8, 2019 (the "Agreement");

WHEREAS, Client and CivicPlus have agreed to alter certain terms as set forth in the Agreement by this written instrument duly executed by the Parties, the modification of terms as specified in this amendment.

NOW, THEREFORE, Client and CivicPlus agree as follows:

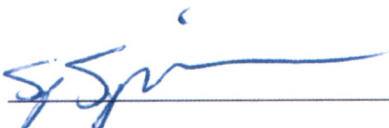
Scope of Services

1. Section 3 of Exhibit A.1 of the Agreement is hereby deleted and replaced as follows:
 3. The Total Fees year 1 (the sum of the One Time Costs and the Recurring Costs) will be invoiced as follows: 50% (\$12,225) at signing and 50% (\$12,225) upon the earlier of 6 months from signing or completion of implementation.
2. All other terms and conditions of the Agreement shall remain in full force and effect.

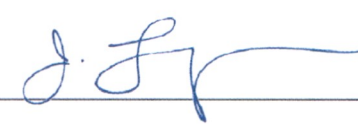
Acceptance

We, the undersigned, agreeing to the conditions specified in this Amendment, understand and authorize the provision of services outlined in this Amendment.

Client

By: 
Name: Sage Sangiacomo
Title: City Manager
Date: 7-30-19

CivicPlus

By: 
Name: Jeff Logan
Title: VP of Sales
Date: July 31, 2019



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Approval of a Budget Amendment in the Amount of \$56,000.00 for the Purchase of Personal Protective Equipment (PPE) for the Ukiah Valley Fire Authority (UVFA).

DEPARTMENT: Fire

PREPARED BY: Doug Hutchison, Fire Chief

PRESENTER: Doug Hutchison, Fire Chief

ATTACHMENTS:

None

Summary: Council will consider a budget amendment in the amount of \$56,000.00 for the Ukiah Valley Fire Authority to purchase Personal Protective Equipment (PPE) and uniform items for Fire Authority team members.

Background: In the 2021/2022 Fiscal Year, the Fire Authority was able to hire additional team members, necessitating the purchase of additional PPE and uniform items.

Due to supply chain issues, the Fire Authority's normal vendor for PPE was not able to supply the necessary items in a timely fashion. In fact, some items were estimated to be two (2) years out. As this equipment is necessary for the safety of our team members, the Fire Authority had to select a different vendor, which then entailed a process of producing a new specification from that vendor to meet the Fire Authority's needs and standards as well as sizing all team members to ensure a proper fit. As a result, the Fire Authority was not able to place the necessary orders in FY 21/22, and not all of the FY 21/22 budgeted funds for PPE and uniforms were spent.

Discussion: The Fire Authority had budgeted for those extra expenses in FY 21/22, but not FY 22/23, as it was anticipated the purchases would have already been made. Given the supply chain issue, the Fire Authority requests a budget amendment to the FY 22/23 budget to cover the costs for these necessary equipment and uniform items.

Recommended Action: Approve the budget amendment in the amount of \$56,000.00 for the purchase of Personal Protective Equipment (PPE) for the Ukiah Valley Fire Authority (UVFA).

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 10521210.54106: \$39,000

PROPOSED BUDGET AMOUNT: 10521210.54106: \$95,000

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH:

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Award Professional Services Agreement to LDA Partners, Inc. in the Amount of \$1,218,573, to Prepare the Plans, Specifications, and Estimate for the Corporation Yard Design.

DEPARTMENT: Public Works

PREPARED BY: Seth Strader, Administrative Analyst, Tim Eriksen,
Public Works Director/City Engineer

PRESENTER: Tim Eriksen, Director of Public Works

ATTACHMENTS:

1. RFP - Corp Yard Design Services
2. LDA Response- City of Ukiah
3. LDA - Cost Proposal
4. 2022-05-12 Cost Proposal Summary GHD
5. 2022-05-12 Detailed Cost Proposal GHD

Summary: The City Council will consider awarding a professional services agreement to LDA Partners, Inc. in the amount of \$1,218,573, to prepare the plans, specification and estimate for the Corporation Yard Design, and approve corresponding budget amendment.

Background: The City Council was presented and approved an item regarding the pursuit of lease revenue bonding to renovate the City Corporation Yard and rehabilitate various city streets on February 2, 2022. The existing location that acts as the City's Corporation Yard is a cramped and outdated facility shared between a number of divisions of Public Works and the Electric Department. With the finalization of the construction of the Electric Department's new Hastings location and preparing their move, now is the perfect time to develop a plan for an expansion and update of Public Work's Corporation Yard facilities to better serve the community. The Parks Maintenance Department will be relocating to the corporation yard when the project is finished.

Discussion: The City issued a request for proposals on April 18, 2022 (Attachment 1), to local design firms in addition to posting the request publicly on Ebidboard. In response to the RFP, three firms submitted proposals – all three were reviewed and two were rated very high. City Staff determined that oral interviews would be appropriate for this final determination. Interviews were held with Staff present from the following departments: Engineering, Garage, Corporation Yard users and the Airport Manager. City Staff performed interviews with the two highest rated firms, LDA Partners, Inc. see their proposal and cost estimate (Attachment 2 and Attachment 3) and GHD Engineers, Inc. see their proposal and cost estimate (Attachment 4 and Attachment 5) After deliberation and discussion, it was decided that LDA Partners, Inc. should be recommended as their experience, ideas and cost proposal made them an excellent fit for the scope of this project.

LDA Partners, Inc. cost proposal for the design work is \$1,218,573. Staff recommends awarding of a professional services agreement to LDA Partners, Inc. A subsequent budget amendment is also requested. The funding source for this project will be the Series 2022 Lease Revenue Bonds. City Staff shared this recommendation with the Corp Yard Construction Ad Hoc for their input, to which the Ad Hoc supported Staff's recommendation.

Recommended Action: Award professional services agreement to LDA Partners Inc. in the amount of \$1,218,573, to prepare the plans, specification, and estimate for the Corporation Yard Design.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 20824300.80220.18190: \$13,500,000

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: 2022 Series Lease Revenue Bonds

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager



REQUEST FOR PROPOSAL

Professional Services

CAPITAL IMPROVEMENT PROJECT CORPORATION YARD DESIGN

Request Date: April 18, 2022

Proposals Due by: Thursday, May 12, 2022 @ 2:00 p.m.

CITY OF UKIAH

Request for Proposals (RFP) to provide Design Services for the Capital Improvement Project Corporation Yard Design

I. Purpose:

The City of Ukiah (City) is seeking proposals from a qualified consultant team to provide professional services for:

- 1) A condition and needs assessment,
- 2) Preliminary Design, and
- 3) Detailed design to develop a bid ready set of plans, specifications, and engineer's estimate (PS&E)

for the construction of a new Corporation Yard.

II. Background:

The City of Ukiah Corporation Yard, located at 1320 Airport Road, is approximately 4.50 acres large. The property is on the east side of the Ukiah Municipal Airport property.

The City's Corporation Yard site is an area that allows the Water, Sewer, Parks, and Streets field crews to provide services to the community. The site also has the City's Fleet Maintenance Building (the Garage) to provide maintenance to all City equipment, including the Water Plant, Wastewater Plant, Fire Department, and Police Department equipment.

The existing site is outdated and most of the existing infrastructure is undersized for current and future Public Works operations. Several buildings are outdated and have surpassed their useful life. There is a need for:

- Covered material and equipment storage,
- Warehouse area for storage of materials and equipment,
- Work space for Signs, Testing, Fabrication, Storage,
- An Operations, Training, Offices, Breakrooms, Locker rooms, and Crew Rooms Facility
- Equipment and vehicle wash rack.
- Fueling Station (depending on budget) – equipment, vehicles.
- Employee parking
- Site security – fencing, gates, lights, cameras, etc.

The Garage infrastructure is adequate and expected to only require upgrades and modifications to provide a more efficient service to the City's fleet. The City may need to expand the corporation yard property to allow for a more efficient and effective area for staff, operations, and equipment and material storage.

III. Consultant Scope of Services:

The existing Corporation Yard (please refer to Attachment A – Site Maps) is in many ways functionally obsolete, limited in space, and the crew work spaces and the staff offices are old and in need of a severe overhaul. Public Works operations also require a large amount of materials and equipment that require

storage locations. Some materials and equipment are not stored in covered facilities or are stored under temporary structures. The asphalt in the parking lot is damaged in many areas and requires repaving.

The requested services shall start with Preliminary Engineering, Building Plan and Modeling, Environmental Documentation (if needed), and the Final Design. The successful Consultant will provide the following items/services to the City as part of this contract:

1. Preliminary Design Phase: (Draft Plans, Specifications and Estimate – PS&E):

The preliminary design phase consists of completing preliminary engineering that will support the best design. The Consultant will be expected to review and evaluate all preliminary design information with the City of Ukiah to develop an understanding of the desired outcome. All parties of the project team will meet in up to 3 (three) design work sessions. The design work sessions should include developing needs scenarios and the development of sketches and basic modeling to help determine the project's design direction. At the conclusion of the preliminary design phase, it is expected that the design team will have a clear vision of the project to be developed for construction. This effort is expected to and may not necessarily be limited to the following tasks:

- a. Identify and document current conditions of all existing structures, systems, and equipment. Most or all of the existing facilities, outside the scope of the Fleet Maintenance Building, will be demolished and/or removed from site. Assessment shall include the following existing structure/area type and function:
 - i. Operations Building – 7,500 sq. ft.
 - ii. Maintenance Building – 6,000 sq. ft.
 - iii. Equipment Storage – 4,000 sq. ft.
 - iv. Material Storage – 6,000 sq. ft.
 - v. Warehouse – 5,000 sq. ft.
 - vi. Modular Office Building – 2,000 sq. ft.
 - vii. Mobile Office Trailer – 700 sq. ft.
 - viii. Remediation Site – 1,000 sq. ft.
 - ix. Storage Containers – 2,500 sq. ft.
- b. Assess the existing buildings, areas, systems, and equipment in place that are used to serve current needs, including its ability to accommodate the number of employees and their work, and identify the future needs for safe, adequate, and efficient services.
- c. Develop recommendations for corrections of the noted deficiencies and propose the improvements required to improve efficiency and effectiveness of the future buildings, areas, systems, and equipment. Make recommendations as to which buildings should be replaced and if they should be relocated, as needed.
- d. Prepare a rough order of magnitude (ROM) estimate of probable construction cost for the recommended improvements and
- e. Develop a proposed timeline for implementation of the improvements, and develop a proposed timeline for construction, as to not interfere with everyday work activities.

Other considerations:

- Survey and environmental information
- City services, goals, existing and future needs

- Security – Fence, gates, access, perimeter lighting
- Improvements to street lighting, storm drain, sidewalk improvements, and utility upgrades.
- Solar to be incorporated into the project for energy efficiencies.

Deliverables Expected for preliminary design:

- Civil plan set
- Architectural building plan set
- Estimated design schedule
- Estimated construction schedule for completion of major design components associated with the preliminary design options provided.

2. Environmental Document (ED) Preparation and Coordination:

Aid in determining what type of ED is required and will be prepared. Prepare and provide all environmental studies and documentation necessary to satisfy the requirements of CEQA for the construction of the proposed facility. The consultant will attend any meetings associated with CEQA requirements. Identify all permit applications necessary for construction.

Deliverables expected: Electronic copies of all documents to the City and the other agencies involved.

3. Detailed Design Phase: (Plans, Specifications and Estimate – PS&E):

The final design phase will complete detailed engineering and will support the design agreed upon by all parties during the preliminary PS&E phase of work. The City of Ukiah and the Consultant will proceed with the detailed engineering design phase and preparation of the final set of PS&E. The PS&E will meet all Local, State, and Federal requirements. The Consultant will obtain the documented approval and/or permitting that is necessary for the project from all concerned Local, State, Federal, and Regulatory agencies.

Following review and approval of all project deliverables by the City of Ukiah, the firm shall prepare a complete bid-ready set of civil and architectural plans, specifications, and estimate (PS&E) for construction of the project, and provide bid support during the bidding phase for construction.

Design considerations:

- Site: Drainage, access/egress, fencing, gates, paving, curbing, parking, utilities, flatwork
- Exterior Systems: Foundation, roofs, walls, window systems, exterior doors, civil/structural components
- Interior Systems: walls, doors, flooring, ceiling, hardware, lighting, architectural components
- Fire/Life Safety Systems: hazards, alarms, and fire escapes
- Heating, Ventilation and Air Conditioning: including boilers, chillers, controls and terminal units
- Electrical: internal electrical distribution, back-up generators, photovoltaic system
- Plumbing Systems: water supply, storm and sanitary sewer drainage, washing stations
- Fire Protection
- Specialized Structures and Outbuildings: equipment wash racks, materials storage bins, canopy covers
- Specialized Equipment and Systems: fueling station

- American with Disabilities Act (ADA) compliance
- Site topo and utility survey

The bid-ready PS&E set shall include but not be limited to the following:

- Complete, reproducible plan set in a 11" x 17" and 24" x 36" format
- Contract Special Provisions in appropriate Word format or as required by the City of Ukiah
- Electronic plan set in agreed upon format
- A detailed Engineer's Estimate for all items of work. The estimate shall be prepared in the appropriate Excel format or as required by the City of Ukiah and be included in the Contract Special Provisions.

IV. Agency Responsibilities

The City of Ukiah will:

- Monitor and assess progress of the work produced by the consultant during regularly scheduled project meetings.
- Provide review and input as to the acceptability of the contract scope of work products.
- Provide approvals of all project final documents and work products generated as a result of this contract.

V. Proposal Content Requirements:

Consultants interested in providing the scope of services must submit a proposal by the deadline date and time defined in this RFP. Each individual or firm submitting a proposal shall meet all of the terms and conditions of the RFP. By virtue of its proposal submittal, the Consultant acknowledges agreement with and acceptance of all provisions of the RFP.

The Consultant's proposal for this project shall at a minimum include and address the following information, as actual selection will be based on careful consideration of all pertinent data provided.

1. **Cover Letter:** Submit the Consultant's proposal to the City via a signed cover letter. A letter describing the firm's interest in providing the scope of services for the project. Indicate the name of the firm submitting the proposal and the name of an individual to contact if further information is desired. This letter should contain a statement of the consultant's basic understanding of the project. Acknowledgement of the receipt of any addenda can be made within the cover letter, and the signed acknowledgments shall be placed within the proposal.
2. **Consultant's Introduction and Availability:** Introduce the Consultant and provide a profile of the individual or firm, the sub-consulting team members, the Consultant's Project Manager and any other significant team members. Provide a team organization chart and identify the staff who will work on this project within the chart. Include the resumes that present the qualifications and work history of the key staff members who are identified within the organization chart. It is expected that proposed personnel will include individuals with experience in architectural design, engineering and design, and construction of maintenance facilities and office building projects. Specifically identify the availability of all critical staff members for the Consultant and the services of all of the sub-

consultants, to meet all schedule milestones. The address of the office where the Project Manager will reside and where a majority of the work will be performed.

3. **Statement of Qualifications:** The Consultant should identify the qualifications of the staff, and the sub-consultants that will be assigned to the work. The Consultant shall identify assigned staff's experiences with similar types of design projects and provide a list of client references. References may be contacted as part of the selection process. Please provide current contact information for client references. This statement of qualifications shall address items that the Consultant judges as important for the City to gain a thorough understanding of the Consultant's team and potential back-up team members. The City asks that the Consultant also address the following:
 - i. Performance of past projects.
 - ii. A description of quality control and quality assurance procedures.
4. **Subcontractors/Sub-consultants:** If subcontractors/sub-consultants are to be used, the prospective Consultant must include in the Proposal, a description of the work to be done by each subcontractor/sub-consultant. It is expected that sub-consultants will include experience and references to similar types of work.
5. **Project Understanding and Approach to the Work:** The Consultant shall detail the scope of services that will be provided for this project while addressing the scope of work sought by the City. Provide a detailed scope of services for design services. Provide all assumptions associated with this scope of services. The City has identified the following issues as critical to delivery of the project:
 - Determine best option to improve yard size and functionality.
 - Cost effective design to minimize downtime during construction.
 - Upgrade the yard layout to incorporate better movement of vehicles and equipment during routine operations.
 - Upgrade the yard layout to incorporate better storage of equipment, tools, and materials.
 - Upgrade of staff facilities with the potential to add staff work area for Public Works office staff.
6. **Project Schedule:** Provide a detailed schedule for design services.
7. **Conflict of Interest Statement:**

Firms submitting proposals in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided. If a firm has no conflicts of interest, a statement to that effect shall be included in the proposal. The prospective consultant shall disclose any financial interest or relationship with any construction company that might submit a bid for project construction.
8. **Insurance Coverage:** The prospective consultant shall provide a summary of the firm's insurance coverage for:
 - Comprehensive General Liability Insurance
 - Professional Errors and Omissions Insurance
 - Employer's Liability Insurance
 - Automotive Liability Insurance, and
 - Worker's Compensation Insurance

For additional information regarding insurance requirements, refer to Attachment B and Attachment C.

9. **City Business License:** The firm awarded 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. **Billing Rate Schedule, Cost Proposal, and Agreement Review of Billing Rate Schedule:** The Consultant shall provide within this section of the proposal the billing rate schedule for the staff and all other staff categories proposed to perform the work on this project. The billing rate schedule shall also identify all proposed terms of compensations, including the management of other direct costs.
- i. **Cost Proposal:** The Consultant shall provide the detailed Cost Proposal within a separate sealed envelope for the total of all scope of services described for this project. The cost proposal shall be prepared to address the following:
1. **Proposal Cost:** The proposal shall be a time and materials Cost Proposal, and shall be broken down by work scope tasks, and each task shall identify the estimated labor hours and the compensation rate for all proposed staff. Sub-consultants who provide distinct services may be identified as an expense under other direct costs for each work scope task. Any sub-consultants performing direct design responsibilities shall be shown as a staff member with labor estimates and billing rates. The Cost Proposal shall clearly depict any and all direct and indirect costs.
 2. The Cost Proposal shall address the Consultant's approach to management of the design documents if errors and omissions are found in the technical construction documents (plans and specifications) during the bidding or construction phases, including the Consultant's approach to correcting said errors and omissions, and expectations for payment for correcting said errors and omissions.
- ii. **Agreement Review:** The Consultant shall review the City's standard agreement, and identify any changes to the agreement or insurance provisions identified in the sample agreement that are necessary for the Consultant to provide the services identified in the Scope of Work and Indemnity and insurance coverages identified in the City's standard agreement.

VI. Proposal Submittal Conditions

Provide six (6) Proposal hard copies and a flash drive. The Proposal and Cost Proposal shall be submitted electronically as a separate file on the submitted flash drive.

Submittals must be received by **Thursday, May 12, 2022 @ 2:00 p.m.** This is a firm deadline, and no proposals will be accepted after this time.

Costs of preparation and submittal of a proposal will be wholly accepted by the Consultant. This Request for Proposal (RFP) does not constitute an offer of contract for services. The City reserves the option to retain all proposals received. The City reserves the option to reject any or all proposals, wholly or in part.

VII. Rejection of Proposals

Failure to meet the requirements of this RFP shall be cause for rejection of the proposal. The City of Ukiah may reject any proposal if it is conditional, incomplete, contains irregularities or reflects inordinately high cost rates. Proposals not including the proper "required attachments" shall be deemed non-responsive. A non-responsive Proposal is one that does not meet the basic Proposal requirements.

Failure to meet the submittal requirements of the Proposal shall deem it non-responsive and therefore be cause for rejection.

More than one Proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered. Reasonable grounds for believing that any Consultant has submitted more than one proposal for the work contemplated herein will cause the rejection of all proposals submitted by that Consultant. If there is reason to believe that collusion exists among the Consultants, none of the participants in such collusion will be considered in this or future procurements. The decision to approve and award a contract is at the discretion of the City of Ukiah.

VIII. Method and Criteria for Selection

Proposals shall be received and evaluated by a selection panel organized by the City. The proposals will be evaluated based on the contents of the proposal. A project interview may be scheduled if deemed necessary. The Cost Proposal will not be used as selection criteria. Staff will make a recommendation to the City Council, who will award the work to the Consultant. All proposers will be notified in writing of the outcome of the selection process.

IX. Addenda

If it becomes necessary to revise any part of this RFP after it has been released, the City will issue an addendum 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 this RFP must 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.

X. Contact Person

Proposals must be submitted by Thursday, May 12, 2022 @ 2:00 p.m. (late proposals will not be considered) either in person, by mail, or by recognized carrier to the following address:

City of Ukiah – Purchasing Department
Attn: Mary Horger, Financial Services Manager
300 Seminary Avenue
Ukiah, CA 95482

All questions associated with this RFP shall be submitted in writing to Mary Horger, via email: mhorger@cityofukiah.com. All questions shall clearly identify that they are in association with this RFP. Deadline for submitting questions is 5:00 p.m. on the tenth business day following the City's RFP advertisement date (that is April 18, 2022).

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.

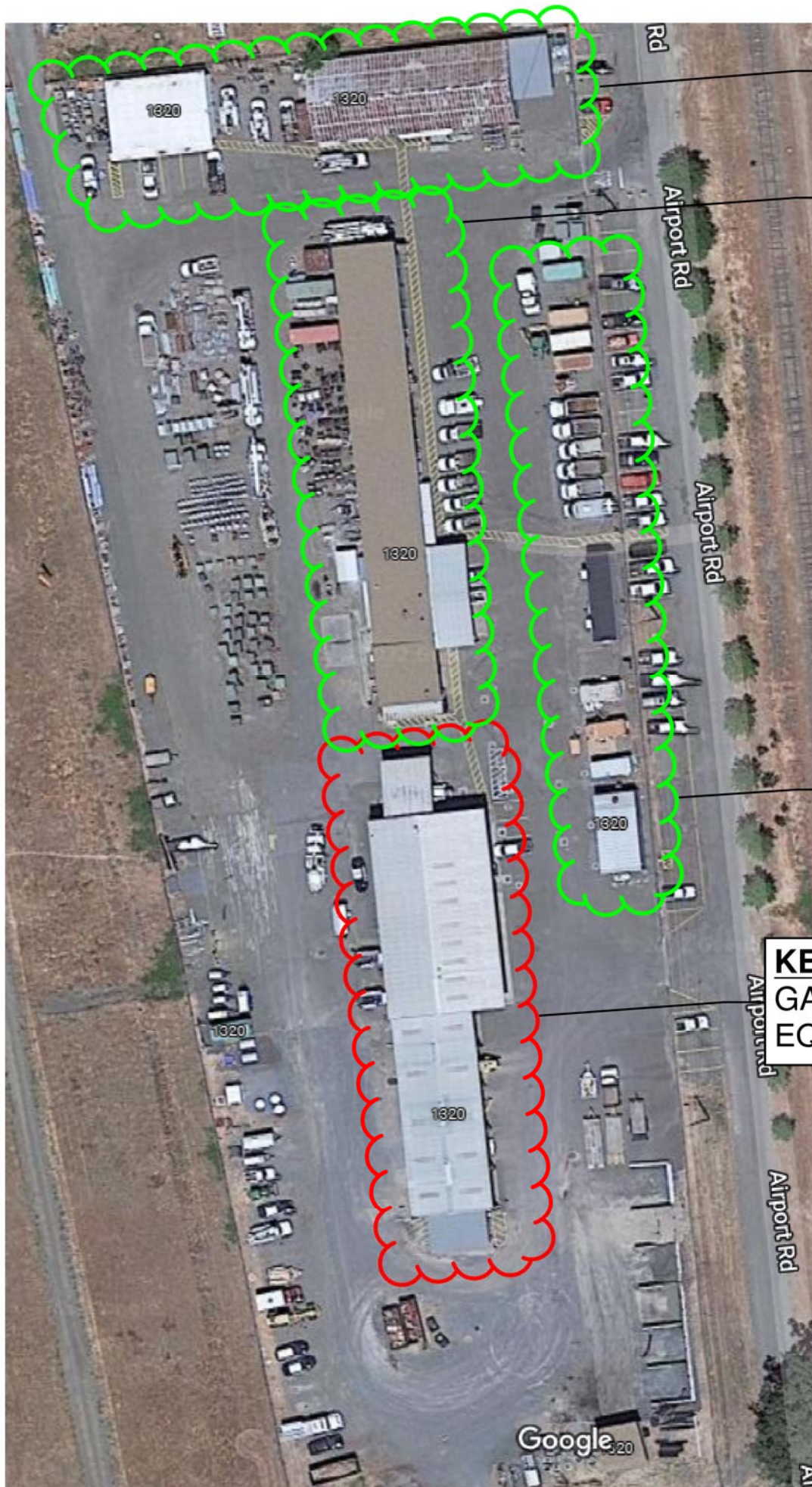


CORPORATION YARD

AIRPORT FUELING STATION

1320 AIRPORT ROAD
UKIAH CORPORATION YARD
APPROXIMATELY 4.50 ACRES

AIRPORT FUELING STATION
APPROXIMATELY 1.00 ACRES

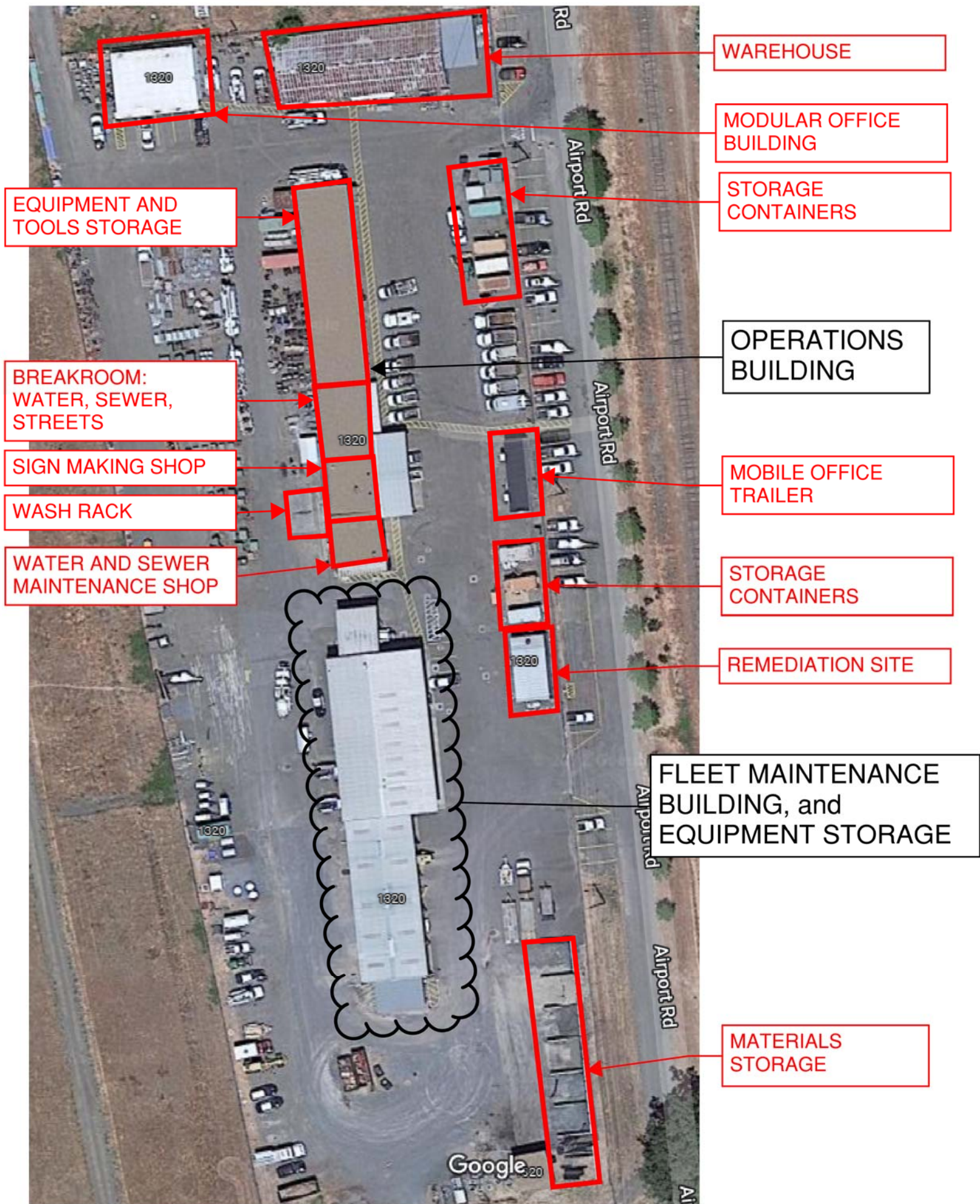


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KEEP
GARAGE / SHOP,
EQUIPMENT STORAGE



Commerce Dr

Comfort Inn & Suites Ukiah

Dollar Tree
Catharine Dispensary

Airport Rd

Airport Rd

Google Earth

Image Landsat / Copernicus
Data LDEO-Columbia, NSF, NOAA
Data SIO, NOAA, U.S. Navy, NGA, GEBCO

200 ft





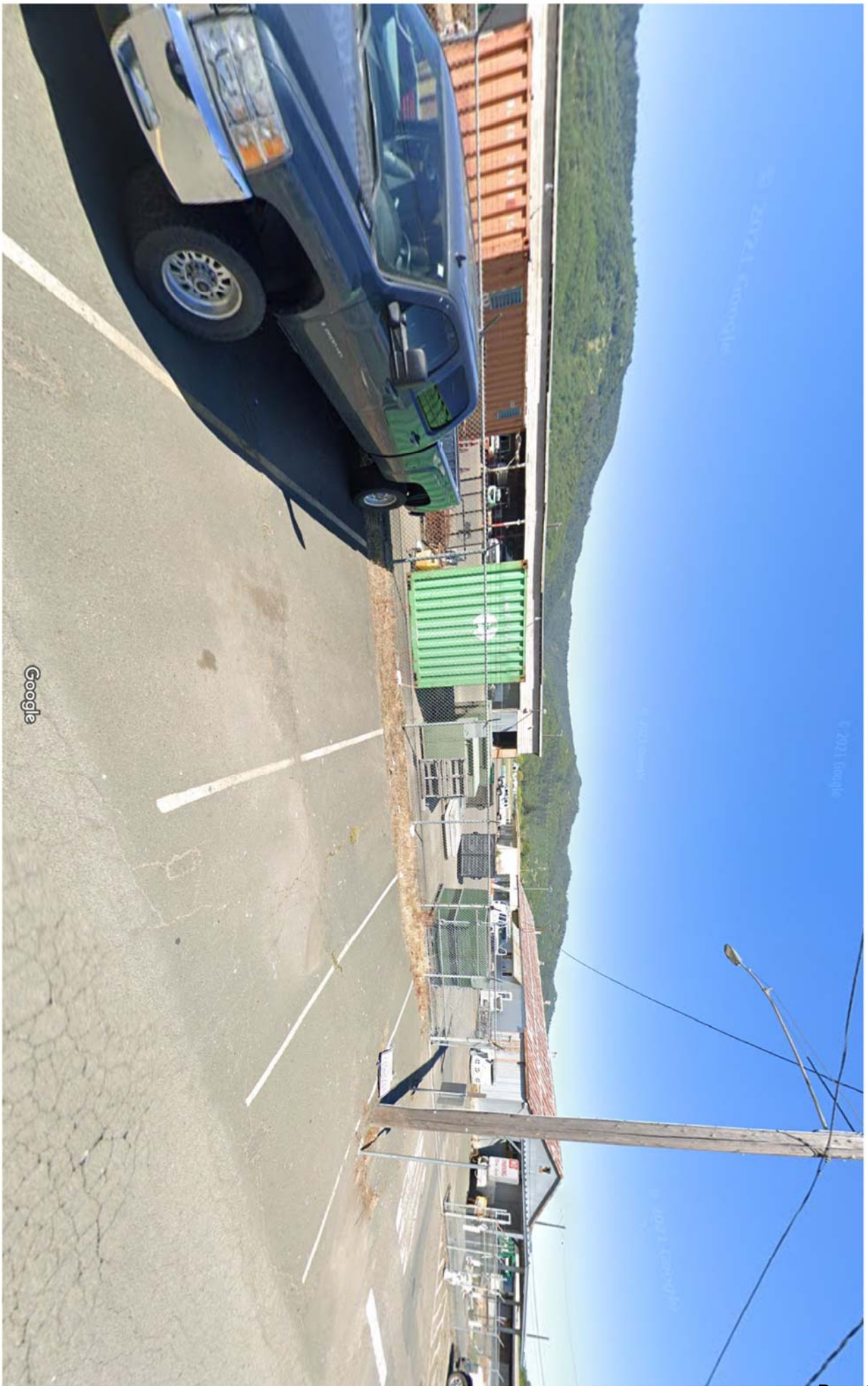
Google Earth

Image Landsat / Copernicus
Data LDEO-Columbia, NSF, NOAA
Data SIO, NOAA, U.S. Navy, NGA, GEBCO





Google









Google

ATTACHMENT "B"

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES [Design Professional]

This Agreement, made and entered into this ____ day of _____, 2021 ("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

2.0 SCOPE OF SERVICES

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

3.0 CONDUCT OF WORK

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

4.0 COMPENSATION FOR SERVICES

- 4.1 Basis for Compensation. For the performance of the professional services of this Agreement, Consultant shall be compensated on a time and expense basis not to exceed a guaranteed maximum dollar amount of \$---. Labor charges shall be based upon hourly billing rates for the various classifications of personnel employed by Consultant to perform the Scope of Work as set forth in the attached Attachment B, which shall include all indirect costs and expenses of every kind or nature, except direct expenses. The direct expenses and the fees to be charged for same shall be as set forth in Attachment B. Consultant shall complete the Scope of Work for the not-to-exceed guaranteed maximum, even if actual time and expenses exceed that

amount.

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

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

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

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

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

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

6.0 INDEMNIFICATION

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

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall apply separately to the work performed under this Agreement, or the aggregate limit shall be twice the prescribed per occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Worker's Compensation and Employers Liability: Worker's compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.
4. Errors and Omissions liability: \$1,000,000 per occurrence.

C. Deductibles and Self-Insured Retentions

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

D. Other Insurance Provisions

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

1. General Liability and Automobile Liability Coverages

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

2. Worker's Compensation and Employers Liability Coverage

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

3. Professional Liability Coverage

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

4. All Coverages

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

E. Acceptability of Insurers

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

F. Verification of Coverage

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

G. Subcontractors

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

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

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

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

7.0 CONTRACT PROVISIONS

- 7.1 Documents and Ownership of Work. All documents furnished to Consultant by City and all documents or reports and supportive data prepared by Consultant under this Agreement are owned and become the property of the City upon their creation and shall be given to City immediately upon demand and at the completion of Consultant's services at no additional cost to City. Deliverables are identified in the Scope-of-Work, Attachment "A". All documents produced by Consultant shall be furnished to City in digital format and hardcopy. Consultant shall produce the digital format, using software and media approved by City.
- 7.2 Governing Law. Consultant shall comply with the laws and regulations of the United States, the State of California, and all local governments having jurisdiction over this Agreement. The interpretation and enforcement of this Agreement shall be governed by California law and any action arising under or in connection with this Agreement must be filed in a Court of competent jurisdiction in Mendocino County.
- 7.3 Entire Agreement. This Agreement plus its Attachment(s) and executed Amendments set forth the entire understanding between the parties.

- 7.4 Severability. If any term of this Agreement is held invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain in effect.
- 7.5 Modification. No modification of this Agreement is valid unless made with the agreement of both parties in writing.
- 7.6 Assignment. Consultant's services are considered unique and personal. Consultant shall not assign, transfer, or sub-contract its interest or obligation under all or any portion of this Agreement without City's prior written consent.
- 7.7 Waiver. No waiver of a breach of any covenant, term, or condition of this Agreement shall be a waiver of any other or subsequent breach of the same or any other covenant, term or condition or a waiver of the covenant, term or condition itself.
- 7.8 Termination. This Agreement may only be terminated by either party: 1) for breach of the Agreement; 2) because funds are no longer available to pay Consultant for services provided under this Agreement; or 3) City has abandoned and does not wish to complete the project for which Consultant was retained. A party shall notify the other party of any alleged breach of the Agreement and of the action required to cure the breach. If the breaching party fails to cure the breach within the time specified in the notice, the contract shall be terminated as of that time. If terminated for lack of funds or abandonment of the project, the contract shall terminate on the date notice of termination is given to Consultant. City shall pay the Consultant only for services performed and expenses incurred as of the effective termination date. In such event, as a condition to payment, Consultant shall provide to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Consultant under this Agreement. Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder, subject to off-set for any direct or consequential damages City may incur as a result of Consultant's breach of contract.
- 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	

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: _____
SAGE SANGIACOMO
CITY MANAGER

Date

ATTEST

KRISTINE LAWLER
CITY CLERK

Date

ATTACHMENT "C"

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.

VII. Subcontractors

If Consultant uses subcontractors or sub-consultants, it shall cover them under its policies or require them to separately comply with the insurance requirements set forth in Paragraph 6.1 of Attachment "A"

If you have questions regarding our insurance requirements contact:

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

Revised: 11/20/08

Request for Proposal LDA Partners, Inc.

City of Ukiah Capital Improvement Project Corporation Yard Design May 12, 2022



Table of Contents



Our statement of qualifications and proposal is presented in the following order to assist in document organization and way finding. Each section begins with its respective tab.

1. Cover Letter
2. Consultant's Introduction and Availability
3. Statement of Qualifications
4. Subcontractors/Sub-consultants
5. Project Understanding and Approach to the Work
6. Project Schedule
7. Conflict of Interest Statement
8. Insurance Coverage
9. Billing Rate Schedule (Cost Proposal in a Separate Sealed Envelope)

Cover Letter





12 May 2022

City of Ukiah – Purchasing Department
Attn: Mary Horger, Financial Services Manager
300 Seminary Avenue
Ukiah, CA 95482

Dear Ms. Horger:

On behalf of LDA Partners, Inc., and our proposed team, I am delighted to submit our Request for Proposal to provide Space Needs Assessment, Preliminary Design, and Detailed Design services for the City of Ukiah Corporation Yard. With our significant experience in master planning corporation yards and maintenance facilities, coupled with our insight into cost effective construction means and methods, we believe our team to be uniquely qualified for the City. Our team is made up of industry experts in this project type. Our firm has a long standing relationship with our partners, and look to extending that partnership to City of Ukiah. Our team can offer the City the best value for it's project by combining our skill-set in:

- *Extensive experience with similar Public Works Administration, Corporation Yard, and Maintenance Facility projects*
- *A proven track record of successful, planning, programming, and designing public facilities that are functional, programmatically correct, aesthetically pleasing, and serve the needs of its users and constituents; on-time and within-budget*
- *The projects we design are functional, with a high level of attention placed on current and future operations and maintenance constraints.*
- *Outstanding relationship with contractors that lead to collaboration*

Our firm has a longstanding reputation for outstanding design, functional planning, and costs conscious solutions. We look forward to the opportunity to assist the City of Ukiah with the needs assessment of current facilities and to design and engineer replacement structures and site elements for the growth of the department. We are avidly interested in this project type and have designed and delivered many successful corporation yard and fleet maintenance projects which you'll find within this response and our website.

In each project, we pay constant attention to the client program, economic construction methods, and schedule to ensure successful delivery of the City's project. Most importantly, we fully understand the challenges of marrying the programming and design process with Public funding budgeting efforts, which can be unique with public facilities.

By submitting our proposal to you, I am committing both myself, our firm, and our team to the needs and priorities of City of Ukiah. We have received and acknowledge Addendum's 1 and 2. We trust that our proposal responds thoroughly to your Request for Proposal. We are keenly interested in working with the City of Ukiah and are confident that you will determine our team has the professional experience, technical knowledge, and innovative capability to best execute your project to the highest professional standards. We look forward to presenting our proposed approach to you personally.

Sincerely,

Eric Wohle, AIA
President
LDA Partners, Inc.



Consultant's Introduction and Availability

Consultant Introduction & Availability

Name of Firm: LDA Partners, Inc.
222 Central Court, Stockton, CA 95204
209.943.0405 t / 209.943.0415 f

Year Established: 1979

Legal Structure: S-Corp

Primary Contact Person: Eric Wohle, AIA, , Partner Lic. # C-28388
222 Central Court, Stockton CA 95204
209.943.0405 t / 209.943.0415 f
ewohle@ldapartners.com

Size of Firm/Staff: 24 Staff members

Description of the scope of services usually provided: Feasibility Studies
Programming
Master planning
Architecture
Interior Design
Sustainable Design
Construction Administration
Construction Management

Pending litigation/Litigation within the last (5) years: None

Fed. ID #: #82-3027292

PWC Registration Number: #1000021703

Registered Small Business with the State of California

Insurance

General Liability: Insurer A: Ohio Security Insurance Company
Insurer B: American Fire & Casualty
Policy #BKS56152718
\$1,000,000 per occurrence
\$2,000,000 aggregate

Auto: Policy #BKS56152718
\$1,000,000 per occurrence
\$1,000,000 per aggregate

Professional Liability: The Hanover Insurance Company
Policy #LHC H215847 00
\$2,000,000 per claim
\$4,000,000 per aggregate

Worker's Comp: Hanover Insurance Co.
Policy #LHC H215847 02
\$2,000,000 per claim
\$4,000,000 per aggregate

ABOUT LDA

Established in 1979, LDA has a current staff of 24, and has a diverse portfolio specializing in public facilities. Approximately, 85% of our projects are attributed to Public Sector Clients. We attribute this success to listening and responding to our clients needs.

THE LDA EXPERIENCE

Our team has the proven experience in working with cities and counties in a variety of capacities. Additionally we have recent relevant experience in scope of professional services including masterplanning, corporation yards, and service & maintenance facilities. This gives the City the assurance that our team has the qualifications needed in order to ensure a successful design and delivery of its future projects.

LDA Partners has been working with public institutions for over four decades. The strength of our firm lies in our communication and client service. Our first role for each project task is to listen. Beginning each task by listening to the client and most importantly, the end users, we are able to understand the critical issues that define a successful project from the client's perspective. Our one-on-one working approach with clients fosters trust, understanding, and helps ensure that City remain an integral part of the project team. Through close working relationships, we are better able to look at existing and ideal environments "through the eyes of the client," and to gain insight into solutions that are satisfying, appropriate and affordable.

LDA's philosophy and practice of "designing to the budget" rather than "budgeting to the design" has resulted in a remarkable record of performance. We realize that costs are most easily controlled in the early stages of project development by carefully reviewing area requirements and basic design decisions. Our approach, therefore, reflects a careful collaborative of estimating and project control, resulting in a realistic total project budget.

We do not shy away from small deferred maintenance projects or large complex projects. Our team members understand that all of these are needs of the community, and we strive to provide these services on projects of any scale.

LDA has designed a multitude of corporation yard and

Consultant Introduction & Availability

service centers for City and County agencies throughout Northern California. LDA, along with each design consultant, have strong backgrounds in the design of service facilities and the specialty systems to make them efficient and operational for the Owner and building users. Each team member was chosen based upon their specific experience and skill within their particular discipline. Combining their unique perspectives and individual talents, they have developed solutions for effective, seamless facility operations and state-of-the-art public works facilities throughout the country.

Our project architects and managers bring highly developed leadership and organizational skills to the project as well as a thorough understanding of site and building design and functionality, specifically for service facilities. In the past four years alone, LDA has provided assessment, feasibility, as well as design and engineering services for over ten municipal corporation and service yards. Our expertise in understanding how these land uses function, vehicle site circulation, and different staffing requirements for administration and maintenance crews and their workspace has allowed LDA to be the industry leader for these project types.

Our Principal In Charge understands public funding parameters so well, he was appointed to the City of Manteca, Municipal Finance Committee. These attributes coupled with extensive project monitoring and collaboration result in projects delivered with less RFI's, change orders, project delays and cost overages.

Environmental Engineer Basecamp has worked with LDA on recent municipal corporation yards and federally funded transportation projects.

Structural Engineer JH Lawder is an industry expert in understanding pre-engineered metal buildings, most commonly used in corporation yard projects and works with several different manufacturers from around the country to reflect efficient frame sizing and foundations.

Specialty consultant Air and Lube Systems is a statewide recognized leader in the design of industrial equipment operations with significant experience that has included over 100 facilities. Their experience has also allowed them to be experts in the field of corporation yard and maintenance facilities and the specialty systems that they require, including vehicle wash systems. Air and Lube's equipment and facility specialist, Roman Fursov is an unparalleled expert in the field of maintenance systems and equipment, and operations.

Capital Engineering is a recognized leader in mechanical and plumbing system designs. They bring an expertise to public works projects that are unsurpassed and are an authority on value engineering and innovative energy conserving mechanical system designs for new and existing buildings. Their experience encompasses corporation yards and administration facilities such as, Caltrans Facilities, California Highway Patrol Facilities, and most recently the Stanislaus County Public Works Complex, Nevada County Operations Center, and Ripon Corporation Yard with LDA.

The Engineering Enterprise is one of the region's premiere full service electrical engineering firms and will provide all the necessary input and assessment for the site and building power, lighting, telecommunications, Title 24, and infrastructure for the facility and project tie-ins.

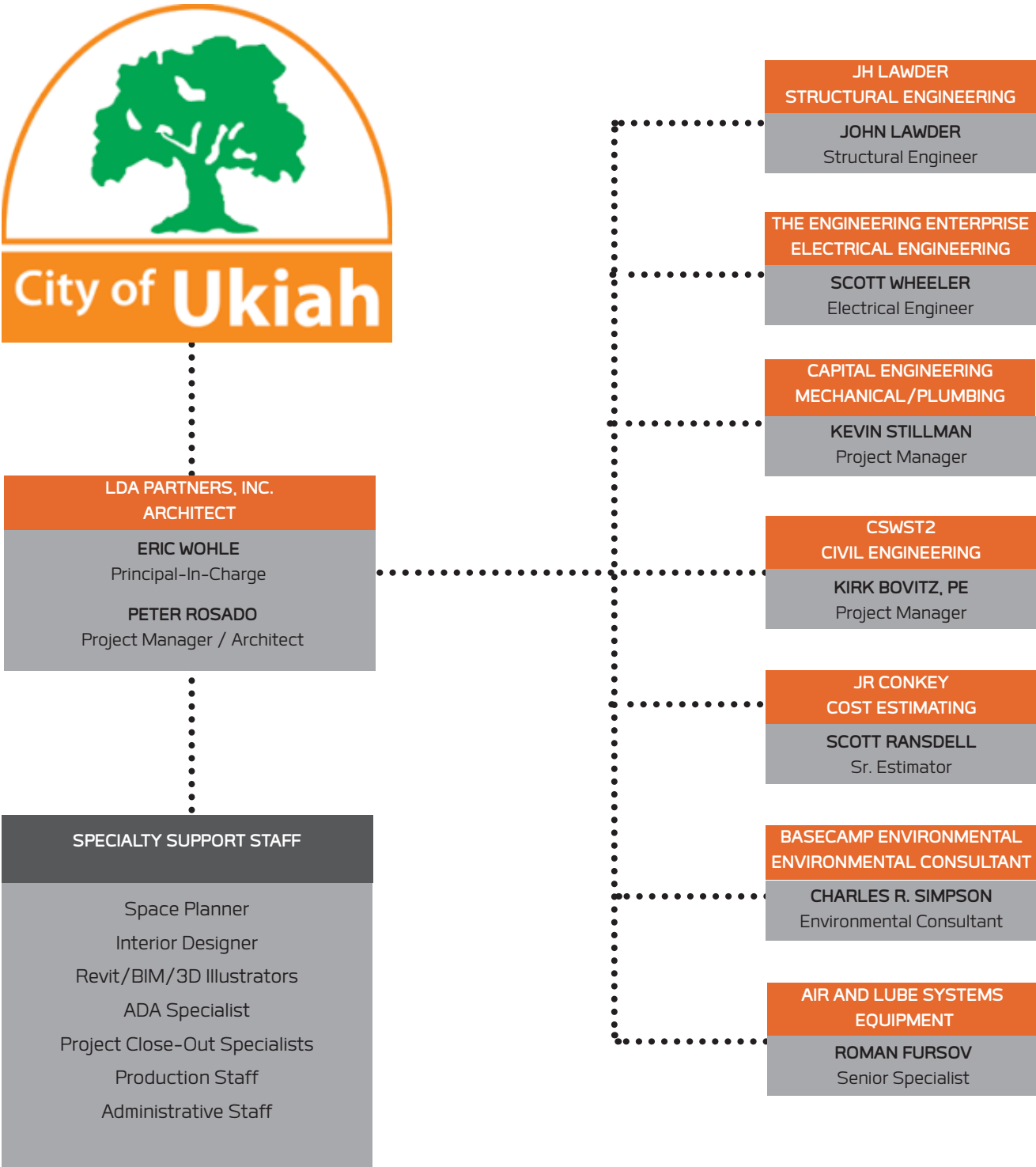
Local civil engineer CSW|ST2 has extensive experience with both local infrastructure projects and corporation yards. They bring extensive local and regional experience and knowledge about geological conditions, infrastructure, and utility and agency requirements.

JR Conkey rounds out the design team by providing construction estimating services. JR Conkey's estimators will provide conceptual estimating upon development of the preliminary scope of work. As the project progresses the estimators will work with the design team continuously updating the anticipated final cost. If necessary, they will also provide comparable costs of different building systems and materials to meet the criteria of the project, effectively value-engineering when it is advantageous to do so.

The teamwork of all consultants along with very concise scope and project attentiveness is a testament to effective project leadership that the LDA Partners design team brings to City of Ukiah.

Consultant Introduction & Availability

Below is an organization chart illustrating our project team composition. This core team is supported by our in-house specialists and outside consultants.



Consultant Introduction & Availability



Eric Wohle, AIA, LEED® AP

Principal-in-Charge, Architect

LDA Partners, Inc.

With more than 22 years of experience in the field of architecture, Partner Eric Wohle offers clients the benefits of his solid background in programming & building design, and construction management. Mr. Wohle also has extensive experience in design and construction document production for a wide range of project types. Mr. Wohle is the principal responsible for public project oversight, and construction administration. Mr. Wohle also has a keen sense of building materials and the design construction process as a whole having taught Materials and Methods of Construction and Blueprint Reading. Eric works primarily with Public agencies on multiple projects types and has personally overseen the design of 7 maintenance facilities coupled with over 10 administrative facilities.

EDUCATION

University of Washington
Bachelor of Arts: Design and Planning

University of New Mexico
Master of Architecture

REGISTRATIONS

#C-28388

MEMBERSHIPS

American Institute of Architects
California Parks & Recreation Society
US Green Building Council

RELEVANT PROJECTS

Ripon Corporation Yard, Ripon, CA

Stanislaus County Public Works Administration & Vehicle Maintenance Complex, Modesto

Nevada County Operations Center, Grass Valley, CA

Modesto Water Corporation Yard, City of Modesto

Stanislaus County - Fleet Services Facility

County of San Francisco Fleet Maintenance and Operations Management Department Program Validation

Lodi Transit Vehicle Maintenance Facility, Lodi

Manteca Vehicle Maintenance Facility, Manteca

Manteca Transit Center, Manteca



Peter Rosado, AIA, NCARB

Partner, Architect

LDA Partners, Inc.

Joining the firm 19 years ago, Mr. Rosado has developed an extensive understanding of the built environment. As project architect he works closely with the client and design team to determine project requirements and solutions suitable to the project budget and end-user. He will lead the design team and building design and is responsible for managing and coordinating development of construction documents and construction administration.

EDUCATION

California Polytechnic State University, San Luis Obispo
Bachelor of Architecture

REGISTRATIONS

#C-32705

MEMBERSHIPS

American Institute of Architects
NCARB
Site Plan and Architectural Review Committee, City of Lodi

RELEVANT PROJECTS

Ripon Corporation Yard, Ripon, CA

Monterey-Salinas Transit Maintenance Facility, King City, CA

Nevada County Operations Center, Grass Valley, CA

Modesto Water Corporation Yard, City of Modesto

Stanislaus County Public Works Administration & Vehicle Maintenance Complex, Modesto

County of San Francisco Fleet Maintenance and Operations Management Department Program Validation

Cal Trans Regional Administrative Office, Stockton

Lodi Transit Vehicle Maintenance Facility, Lodi

Manteca Vehicle Maintenance Facility, Manteca

Consultant Introduction & Availability



John Lawder, s.e

Principal / Structural Engineer

JH Lawder

Mr. John Lawder has provided structural engineering services in concert with LDA for over 10 years, and is remarkable in his ability to engineer creative, yet extremely affordable, design solutions to complex renovation projects. He has a unique understanding of metal building systems and significant experience in maintenance facilities, including 4 with LDA Partners.

EDUCATION

BS 1973 UCLA Civil/Structural Engineering

MS 1974 UCLA Structural Engineering

REGISTRATION

California – Structural Engineer
SE 2310

RELEVANT PROJECTS

City of Modesto – Water Corporation Yard

Stanislaus County Public Works Administration & Vehicle Maintenance Complex, Modesto

Nevada County Corporation Yard

Sacramento County NARS Facility

Lodi Transit Vehicle Maintenance Facility, Lodi

Manteca Vehicle Maintenance Facility, Manteca

Manteca Transit Center, Manteca

Manteca Vehicle Maintenance Facility – Manteca

Lodi transit Vehicle Maintenance Facility – Lodi



Scott D. Wheeler, E.E. LEED AP

Electrical Engineer

The Engineering Enterprise

Scott brings 29 years of experience in the electrical engineering field and is the founding Principal of TEE's Auburn office. A LEED Accredited Professional and active member of the U.S. Green Building Council, he is a natural team leader, who has worked extensively with institutional, public sector, higher education and commercial clients and is particularly adept at facilitating complex projects. Scott is a skilled collaborator who is well organized and has in-depth understanding of the design process for projects ranging from small tenant improvements and renovations to new construction of large multi-million-dollar projects. As Principal-in-Charge, Scott will oversee the design process and ensure proper coordination occurs between the design team and the Project Engineer. He will also be responsible for the development of the electrical design criteria and assure the adherence to the project schedule.

EDUCATION

B.S., Electrical Engineering, 1993

California Polytechnic State University, San Luis Obispo

REGISTRATION

Electrical Engineer, California
E15491, 1997

Institute of Electrical and Electronic Engineers

LEED Accredited Professional,
U.S. Green Building Council

RELEVANT PROJECTS:

Ripon Corporate Yard, Ripon, CA

Dublin Maintenance Yard Facility, City of Dublin

American River College Corporate Yard, Sacramento, CA

AC Transit D3 Richmond Yard Reactivation, Richmond

SMUD Corporate Yard, Sacramento, CA

West Sacramento Corporate Yard, West Sacramento, CA

Alameda County Fire Department Maintenance Facility, Dublin, CA

CalPERS Emergency Operations Center Renovation, Sacramento, CA

San Joaquin County Agricultural Center & Emergency Operations Center, Stockton, CA

Consultant Introduction & Availability



Kevin Stillman, P.E. LEED AP

Mechanical / Plumbing Engineer

Capital Engineering

Mr. Stillman has served as Mechanical Engineer and Project Manager since joining the Capital team in 2002. His responsibilities include day-to-day project management for the mechanical engineering design team, design concept development, engineering and documentation management and general project administration. Kevin has been a licensed Professional Engineer in the State of California since 2006.

EDUCATION

Bachelor of Science,
Mechanical Engineering, 2002,
California State Polytechnic
University, San Luis Obispo

REGISTRATION

Professional Engineer,
Registration #M33498,
California
LEED Accredited Professional

RELEVANT PROJECTS:

Stanislaus County Public Works Administration & Vehicle Maintenance Complex, Modesto
Nevada County Operations Center
City of Watsonville Public Works Masterplan
City and County of San Francisco Fleet Maintenance and Operations Management Facility, San Francisco
AC Transit D3 Richmond Yard Reactivation, Richmond
City of Ripon Corporation Yard
Sacramento County Office Building and Corporation Yard, Sacramento
Sacramento Municipal Utility District Corporation Yard, Sacramento
Sacramento Regional County Sanitation District, Sacramento
San Joaquin Regional Transit District Regional Transportation Center, Stockton
Sacramento Regional County Sanitation District Office Building and Corporation Yard, Sacramento



Kirk Bovitz, P.E.

Civil Engineering

CSW/Stuber-Stroeh Engineering Group (CSW|ST2)

Kirk has 25 years of experience as a civil engineer and project manager, and has been with our firm for the past 23 years. Kirk has worked on many infrastructure and public improvement projects in Sonoma, Marin and Solano Counties providing assessment, master planning and design services for utility systems. His experience includes water systems, wastewater systems, joint trench, grading, drainage, and general utility plans, preparation of hydraulic and hydrology reports. Kirk is also one of the firm's leaders in the knowledge and use of our civil design software.

EDUCATION

B.S. Civil Engineering, Chico State
University

REGISTRATION

Professional Civil Engineer
California - No 74631

AFFILIATIONS

American Society of Civil
Engineers - Member
Sonoma County Alliance -
Member

RELEVANT PROJECTS:

City of Novato Corporation Yard Improvements
Town of San Anselmo New Corporation Yard
City of San Rafael Corporation Yard Consulting
Town of Tiburon Corporation Survey and Site Assessment
Michael Paul Company Corporation Yard
Gavilan-Joint Community College District Site Assessment, Gilroy
Skywalker Ranch Corporation Yard
Solano Community College District Corporation Yard
Cabrillo College Facilities Master Plan
Prewett Park Community Facilities Assessment, Antioch

Consultant Introduction & Availability



EDUCATION

B.S. Degree, University of California at Davis

MEMBERSHIPS

Member, U.S. Green Building Council, Northern California Chapter

Scott Ransdell, Sr. Architectural/Structural Cost Estimator

Cost Estimating

JR Conkey & Associates

Mr. Ransdell has over 25 years of experience in the construction and construction management industries combining hands-on job site common sense, with an innate understanding of the core principles of project design and construction.

While A/S estimating is his forte', he also performs estimating in HVAC, Plumbing Electrical and Special Systems. This experience has included conceptual estimates, hard-bid estimating, value engineering, scheduling, post-mortem analysis, bid evaluation, expert witness testimony, constructibility reviews, change order cost evaluations, punch list evaluations and monthly project completion inspections. In addition, he performs quantity surveys and pricing for all trades (including) on schematic design documents, design development documents and construction documents, as well as the impact of addenda to the estimate costs.

RELEVANT PROJECTS:

City of Ripon Corporation Yard

Nevada County Operations Center

Grass Valley DMV, State of California

Cal Trans District 7 Administration

Stanislaus County Public Works Vehicle Maintenance & Administration Complex



EDUCATION

B.S., Resource Planning and Interpretation, Humboldt State University, Arcata, California; continuing education in selected environmental planning subjects)

Charles R. Simpson, Principal

Environmental Consultant

BaseCamp Environmental

Mr. Simpson has been responsible for scoping, organization and management of multi-disciplinary environmental impact analyses under both the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). Mr. Simpson oversees and conducts environmental review processes and provides documentation and decision support for lead State and Federal agencies including Caltrans, the State Water Resources Control Board, the USDA Forest Service, USDA Rural Development, US Department of Housing and Urban Development and local agencies including cities, counties, school districts and other special districts

RELEVANT PROJECTS:

Stanislaus County Heavy Equipment Maintenance/Administration Facility

ACE Cabral Commuter Rail Station

Stanislaus County Local Assistance Projects

Clty of Ripon Corporation Yard

Consultant Introduction & Availability



Roman Fursov.

Senior Specialist
Air & Lube Systems, Inc.

Mr. Fursov is a proactive Project Manager for Air & Lube Systems' Heavy Duty Division with specific focus on fleet maintenance facilities for transit agencies, municipalities, and state agencies. He leads Air & Lube Systems' design team for vehicle lift systems, lubrication systems, compressed air systems, crane systems, wheel servicing systems, vehicle wash systems, water reclaim systems paint booths and any miscellaneous maintenance facility design.

EDUCATION

B.S. Civil Engineering, Cal Poly
San Luis Obispo

REGISTRATION

Professional Civil Engineer
California - No 54309
Certified Professional in Erosion
and Sediment Control - CPESC
No 3614 (Ret.)
Qualified SWPPP Developer (QSD)

RELEVANT PROJECTS:

City of Ripon Corporation Yard, Ripon, CA
Stanislaus County Corporation Yard, Ceres, CA
City of Manteca Corporation Yard, Manteca, CA
Monterey-Salinas Transit Center, King City, CA



Statement of Qualifications

Statement of Qualifications

Stanislaus County Public Works Vehicle Maintenance & Administration Complex Modesto, CA

SIZE

30,000 SF VMB

19,000 SF Admin.

COST

\$15.m

REFERENCE

Matt Machado, PE, LS

Public Works Director

County of Santa Cruz

831.454.2368

SERVICES

Programming

Masterplanning

Design

Construction Administration

STATUS

Complete 2018

Beginning with a masterplanning update to the County's outdated long term plan, the County's new public works complex replaces an outdated and undersized facility from the 1960's. The Vehicle Maintenance building consolidates the sign, roads, bridges, and vehicle maintenance divisions under one roof for the first time in decades. The new building and division adjacencies were designed to increase efficiencies and maintain the comradery shared amongst staff and crew members.

The new Public Works Administration building was designed to replace their existing 1950's facility that disjointed department functions and cohesiveness. The new building reorganized six department division adjacencies to allow for much more efficient and productive work flows.



City of Watsonville Municipal Service Center Feasibility Study & Masterplan, Watsonville, CA

SIZE

7.5 acre site

53,000 sq. ft. of buildings

REFERENCE

Gabriel Gordo

Public Works Admin.

Services Manager

831.768.3147

SERVICES

Feasibility Study

Program confirmation

Master Planning

STATUS

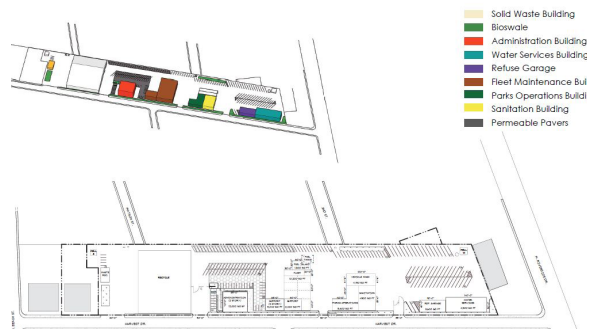
Completed: 2020

LDA Partners recently completed the master plan for the City of Watsonville's Municipal Service Center, the City's Public Works corporation yard.

We began by taking surveys of both the site and existing facilities and tested that data against realistic staffing needs.

The result was a multi-phased plan to address the City's PW needs both short and long term. Each phase was priced out for budgeting and growth fee analysis.

LDA programmed the site to achieve maximum efficiency for the City's operation, taking into account how future build-outs would come on-line over the next 15 years.



Statement of Qualifications

Lodi Transit Vehicle Maintenance Facility, Lodi, CA

SIZE
17,500 sq. ft.

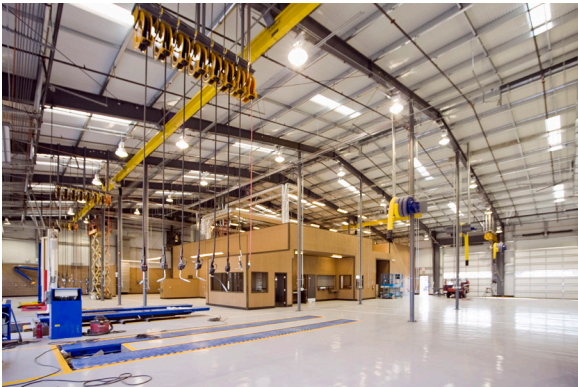
COST
\$3.5 million

REFERENCE
Gary Wyman
Project Manager
209.333.6700

SERVICES
Program confirmation
Construction Documents,
Construction Administration

STATUS
Completed: 2010

The Lodi Transit Vehicle Maintenance Facility houses both office and shop space for the City of Lodi within 17,500 square feet. A CMU wainscot helps protect the lower structure against damage. The office portion is wood framed within the limits of the metal building envelope. There are separate areas for welding, hazardous materials storage, as well as the typical shop spaces. A recessed parallelogram lift is used for the more heavy-department vehicles. A monorail system allows for movement of heavy parts and equipment around the facility.



City and County of San Francisco Fleet Maintenance and Operations Management Facility, San Francisco, CA

SIZE
257,000sq. ft.

COST
\$56 million

REFERENCE
Dan McKenna
Project Manager
415.554.5113

SERVICES
Program confirmation
Master planning

STATUS
Completed 2018

The City and County of San Francisco fleet maintenance and operations management department needed a new home due to the loss of their old site, LDA helped oversee the new fleet maintenance facility for San Francisco. The City and County of San Francisco (CCSF), General Services Agency's Central Shops is responsible for maintaining more than 7,000 vehicles and pieces of equipment in CCSF's vehicular fleet. The vehicles include fire engines, police cruisers, heavy construction equipment, sedans, parking control light-duty vehicles and small, miscellaneous equipment.



Statement of Qualifications

Manteca Vehicle Maintenance & Corporation Yard Manteca, CA

SIZE

21,000 sq. ft.

COST

\$4 million

REFERENCE

Harold Holland

Project Manager II

209.471.9927

SERVICES

Program confirmation

Master planning

Construction Documents,

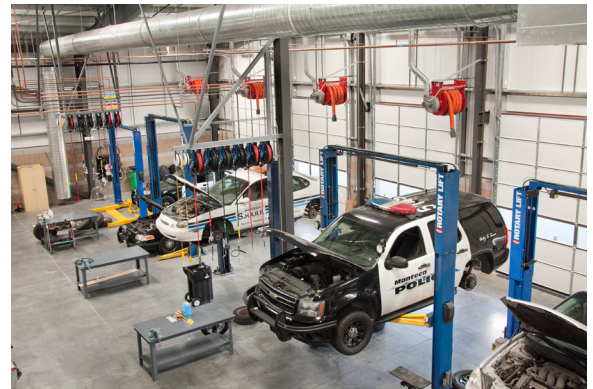
Construction Administration

STATUS

Completed: 2013

The first facility of a new public works masterplan, LDA Partners designed a new, \$4M, 21,000 SF fleet maintenance facility for the City of Manteca. The building includes 10 repair bays (1 in-ground heavy lift), tire shop & storage, machine / welding room, parts & equipment storage, battery storage, monorail trolley, training & lunch room and office & restrooms.

LDA programmed the building to achieve maximum efficiency for the facility's operation, including positioning multiple vehicle lifts around a center monorail - allowing for ease of moving parts and machinery around the facility. In addition, durable, low maintenance materials were chosen for the building including metal siding & roofing and CMU in order to reduce maintenance costs for the ongoing operation of the complex.



County of Sacramento, NARS Maintenance Facility & Masterplan, Roseville, CA

SIZE

28 acre site

50,000 sq. ft. of buildings

REFERENCE

Dennis Gish

Architectural Services

Division

County of Sacramento

916.876.6383

SERVICES

Feasibility Study

Program confirmation

Master Planning

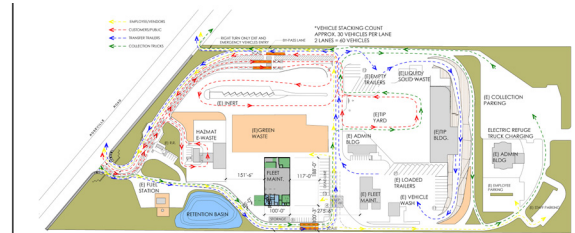
STATUS

Completed: 2017

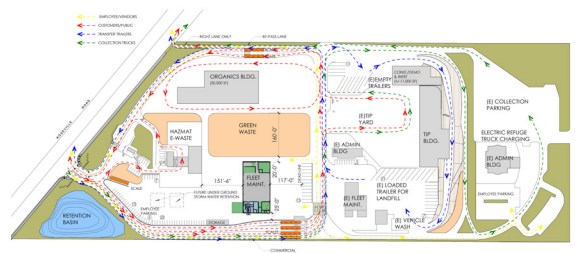
LDA Partners completed the master plan for Sacramento County's NARS site, which includes a waste and recovery station as well as a maintenance facility for waste vehicles and trucks

The project site consists of three parcels totaling approximately 28.28-acres.

LDA reviewed the entire site and operations and developed a 4 phased approach to achieve the overall master-plan while ensuring that the entire site remained operational and open to the public.



PHASE 1
IN FIELD LANDFILL BUILDING
IN COMMERCIAL TRUCK ACCESS ROAD
IN FIELD TRUCK TRAIL
IN ELECTRIC REFUSE TRUCK CHARGING



PHASE 2
IN ORGANICS BUILDING
IN CONSTRUCTION / DEMO / RECYCLE AREA
IN DEMO LIQUID WASTE

Statement of Qualifications

Monterey-Salinas Transit South County Operations & Maintenance Facility King City, CA

SIZE

19,000 sq. ft.

COST

\$14.5 million

REFERENCE

Mr. Steve Diede

Diede Construction

209.369.8255

SERVICES

Program confirmation

Master Planning

Construction Documents,

Construction Administration

STATUS

Complete 2021

LDA was selected to design the new regional maintenance facility for Monterey Salinas Transit District as part of a design build delivery. This new facility, sitting on 4.8 acres, will serve as a regional maintenance and operations center and includes lockers for staff, administrative offices, fare collection as well as the functional needs and spaces of a vehicle maintenance facility. Additional accessory buildings include a bus wash, steam cleaning, tire storages, as well as steam cleaning and a separate fuel islands.



City of Ripon - Public Works Masterplan & Maintenance Facility, Ripon, CA

SIZE

12,000 sq. ft. Phase 1

COST

\$7 million

REFERENCE

Mr. Kevin Werner

City Manager

209.599.0235

SERVICES

Programming

Master Planning

Design

STATUS

Masterplan Completed 2019

Begin Construction Summer

2022

The City of Ripon hired LDA to perform a master plan and study to relocate the City's Corporation Yard to a new location. LDA outlined various milestones for a phased relocation and for budgeting. LDA also outlined costs for a full build-out over the next 20 years. The City is now moving forward with the design and construction of the fleet maintenance building.



Statement of Qualifications

County of Nevada - Nevada County Operations Center Grass Valley, CA

SIZE

28,300 sq. ft.

COST

\$15m

REFERENCE

Justin Drinkwater

Project Manager

530.470.2637

SERVICES

Site development

Programming

Master Planning

Construction Documents,

Construction Administration

STATUS

Completed 2020

This new 28,300 sf facility serves as the new county operations, corporation yard and maintenance facility. County transit office, as well as serve as the County's new alternate EOC. The site improvement area is approximately 9.0 acres on a sloping parcel. The design creates terrace levels with retaining walls for truck parking and the heavy equipment and materials storage yard. The site will also park 16 full size buses and 6 transit vans.

A de-mudding pad and wash shed are also incorporated into the project to maintain the cleanliness of the vehicles. Right-of-way improvements and bus stops at the entry drive will provide easier site access for pedestrians and vehicles.



City of Modesto - Water Corporation Yard and Administration Modesto, CA

SIZE

19,000 sq. ft.

COST

\$14 million

REFERENCE

Robert Davalos, P.E.

City of Modesto

(209) 571-5869

SERVICES

Program confirmation

Master Planning

Construction Documents,

Construction Administration

STATUS

Completed 2020

The new City of Modesto Water Corporation Yard is a new corporation yard complex with 19,000 sf admin facility, a new 10,000 storage facility, a 12,500 sf Parks/ Operations building and ancillary facilities all situated on 49 acres. As part of a design build delivery process, LDA was giving criteria by the City and developed the overall masterplan and facilities throughout the campus to achieve maximum cost effectiveness.



Statement of Qualifications

San Andreas Sanitary District Administration & Corporation Yard Angles Camp, CA

SIZE

5,500sq. ft.

COST

\$1.2 million

REFERENCE

Mr. Steve Sinnock
209.946.0268

SERVICES

Programming

Design

Construction documents

Construction administration

STATUS

Completed: 2010

A pre-engineered metal building, the Administration & Shop Building houses both the administrative office & shop space for the San Andreas Sanitary District. Spaces include 3 repair bays & storage, parts & equipment storage, environmental lab, SCADA control room, board room, office & restrooms.



California Department of Transportation Regional Administrative Office Stockton, CA

SIZE

9,500 sq. ft.

COST

\$2.0 million

REFERENCE

Roy Fowler
Project Manager
209.948.4037

SERVICES

Site development

Programming

Design

Construction Administration

STATUS

Completed: 2005

This new 9,500 SF, single-story office building was a build to suit for the regional office of Cal Trans. The design continued the industrial development style including bold colors and materials, while being framed out of a pre-engineered metal building. The extensive use of ribbed metal siding, exterior shade devices, and energy efficient glazing incorporates many aspects of sustainable design. It also continues the City of Stockton's redevelopment program as a signature component of the enhanced waterfront.

Our team participated with the State from the beginning performing programming of the departmental needs, and continued through the building design and construction.



Statement of Qualifications

PROJECT REFERENCES

City of Modesto – Northeast Water Corp Yard

New 21-acre Water Corporation Yard and Administration Facility

Mr. Robert Davalos, P.E.

Senior Civil Engineer/Project Manager

209.571.5869

Nevada County- Operations Center

New 9-acre Nevada County Public Works Fleet Maintenance, Corporation Yard, and Transit Operations Center

Mr. Justin Drinkwater

Director of Facilities Management

530.470.2637

City of Ripon – City Public Works Master Plan & Feasibility Study

Design of the City's new Public Works departments from its existing outdated and unsafe location to a new modern-day facility

Mr. Kevin Werner

City Manager

209.599.0235

Stanislaus County Public Works Administration Complex

New County Public Works administration facility. The project entailed a full program development of all PW departments.

Mr. Matt Machado, P.E.

Director of Public Works, Santa Cruz County

831.454.2368

Stanislaus County:

Day Reporting Center

Public Safety Administration Building

Empire Public Library

Misc. Administrative Improvements

Multiple projects that entail program and space planning exercises to rectify program against stated budget parameters.

Ms. Patty Hill-Thomas, COO/ Project Manager

County of Stanislaus

209.609.4334

City of Watsonville

Corporation Yard Masterplan & Needs Assessment

Gabriel Gordo

Public Works Admin.

Services Manager

831.768.3147



Statement of Qualifications

QUALITY CONTROL& QUALITY ASSURANCE PROCEEDURES

Our quality control program, which has been developed and continually refined through years of application, is tailored to the specific needs of the project. It is structured to ensure that a high level of quality is attained to meet the predetermined project objectives. It is also flexible to adjust to the changing needs of the projects assigned.

Quality control is accomplished through constant monitoring of the design input which includes the scope of work, criteria, codes and standards, and document preparation control. Verification is accomplished through reviews, technical coordination, project management, and quality assurance, which are performed at the various submission levels.

- *Technical Review—Verifies the technical adequacy of the work; conducted by qualified discipline personnel other than those who worked on the original design.*
- *Coordination Review—Verifies the constructibility and that all interfaces have been addressed. Addressed in bi-weekly meetings during design and construction document phases*
- *Project Management Review—Verifies compliance with contract documents and the client's objectives.*
- *Quality Control Review—Verifies that necessary reviews have been performed and that work is in compliance with requirements of the quality control program.*

From a pure QA/QC perspective, we have 1 designated team member who is regulated to the review of documents. This member is kept removed from the development of the project, and is asked to come in at the appropriate times for review. The purpose of keeping this member removed from the project is so that they can review the project "blind", just like a bidder would do. This helps the design team in understanding what is adequately addressed and what may still need to be worked on.

In order to ensure accuracy of not only documents, but the entire team progress, meetings are scheduled at milestone dates to check and verify the production process and to address any current issues that are either outstanding or, more importantly, may be avoided if discussed at this juncture. Our belief is that communication, coordination, and organization greatly limit the number and amount of potential change orders, and are the key aspects to a successful project.



Subcontractors/Sub-consultants

Subcontractors/Subconsultants



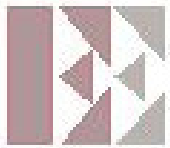
LDA PARTNERS - ARCHITECT

Since its inception in 1979, LDA Partners has applied a balanced, solutions-based approach to the creation of human environments, effectively blending function, first- and life-cycle costing, to satisfy complex program requirements. We pride ourselves on creating spaces that are a marriage of functionality, cost effectiveness, and aesthetics.



JH LAWDER- STRUCTURAL

JH Lawder Structural Engineers has been providing structural consulting and design services for over 30 years to architects, owners, contractors and manufacturers on a wide variety of public and private projects. Design projects have involved the use of structural steel, reinforced concrete, masonry, wood and light gage metal framing. Lawder and LDA have been working together for over 20 years.



THE ENGINEERING ENTERPRISE- ELECTRICAL ENGINEER

The Engineering Enterprise was founded in 1974 and immediately established itself an industry leader in progressive, forward thinking design. Our team of electrical engineers and lighting designers offer extensive expertise in numerous types of projects, both renovation and new construction, ranging from small retail stores to large public facilities. TEE and LDA have been working together for over 18 years.



CAPITAL ENGINEERING - MECHANICAL & PLUMBING

Capital Engineering Consultants, Inc. has been successfully providing engineering and consulting services to our clients since 1947 and has developed into one of the foremost mechanical engineering firms in the western United States. Capital has significant experience in the transit and vehicle maintenance facility project type having worked on over 30 of these types of facilities over the last 20 years. Capital and LDA have been working together for over 15 years.



CSW/STUBER-STROEH ENGINEERING GROUP - CIVIL ENGINEERING

CSW|ST2 is a thriving professional services firm supporting the engineering, surveying, and planning needs of public and private clients all over the Bay Area. Today we focus on providing innovative solutions to the revolving door of infrastructure challenges facing our communities. At CSW|ST2, we're not just an engineering firm, we're partners to our communities.



JR CONKEY & ASSOCIATES - COST ESTIMATING

J.R. Conkey & Associates, Inc. is a 35 year old Construction and Construction Management firm certified by the California Office of Small and Minority Business (DGS-OSMB) as a Disabled Veteran Business Enterprise (DVBE) and Small Business. JR Conkey has been working with LDA for over 7 years.



BASECAMP ENVIRONMENTAL - CEQA/ ENVIRONMENTAL

The BaseCamp Environmental team has more than 40 continuous years of experience handling the environmental analysis processing of urban, infrastructure, water, mineral and recreational developments. Specializing in environmental planning and preparation of environmental impact assessment documents under CEQA and NEPA, spanning the length and breadth of northern California, Basecamp has been working with LDA for 4 years.



AIR AND LUBE - INDUSTRIAL

Air & Lube Systems has been in business since 1991. Air & Lube prides itself on its core group of installers and service technicians. Our people are equipped to install and service all types of fleet maintenance equipment. Our employees are experienced in all vehicle lift, compressed air, lubrication, wash, waste water systems and much more. Air & Lube has been working with LDA for 10 years.

Project Understanding and Approach to the Work

Project Understanding & Approach

Project Background

Our team has designed a multitude of public facilities and has a unique interest in these project types. LDA has a strong background in the design and planning of public facilities and the specialty systems to make them efficient and operational for the Owner and building users. Combining their unique perspectives and individual talents, they have developed solutions for effective, seamless facility operations and state-of-the-art facilities throughout the State.

Per the RFQ, the stated project goals are:

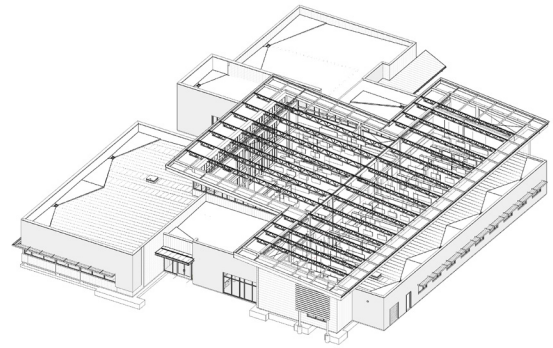
- Condition and needs assessment of the existing facility and building systems
- Preliminary Design
- Detailed Design of bid ready set of plans, specifications and estimate
- Determine best option to improve yard size and functionality.
- Cost effective design to minimize downtime during construction.
- Upgrade the yard layout to incorporate better movement of vehicles and equipment during routine operations.
- Upgrade the yard layout to incorporate better storage of equipment, tools, and materials.
- Upgrade of staff facilities with the potential to add staff work area for Public Works office staff.

Project Quick Start

One of the keys to hitting the ground running, is for our team to mobilize and get up to speed as quickly as possible. Previously in similar projects, our approach has utilized intensive client/user group/project team interaction in the first few weeks of a project that we have called Project Quick Start. This gets all of our key personnel into the review, discussion, and understanding of the project intent and design/construction criteria to be met before we begin our assessment. We see the essential elements in this "phase" as:

- Standards/Codes/Regulatory Requirements – What are the applicable standards, agencies, jurisdictions and their requirements? Which building will have priority in the evaluation and how to gain access.
- Engineering Systems Analysis – Observe and document the existing conditions
- Construction Technology – What City wide systems do these facilities need to integrate with? For example, automated logic temperature control system.
- Finance Analysis - Discussion and analysis of conceptual costs.

By focusing intently in the first few weeks on understanding the underpinnings of the project, we can begin to contribute to effective means to carry this forward as expeditiously and effectively as possible. This will be especially critical in validating the program, budget, and schedule for the proposed project.



Program Heading	Space	Quantity	Area	Net Area	Area Factor	Cost/M	Cost / Area	Estimated Cost
Public Areas								
	Public Lobby	1	100	100	1.4	180		
	Public Reception room (for visitors for public use)	1	80	80	1.4	110		
	Public lounge/reception	2	80	160	1.4	180		
	Combinatorial Community Meeting Room / Training Room	1	700	700	1.4	1000		
	Public Areas Subtotal					1,000		285
Administrative Areas								
	Chief's Office	1	150	150	1.4	210		
	Deputy's Office	1	150	150	1.4	150		
	Office for Office Manager / Chief's Admin support person	1	100	100	1.4	140		
	Information Manager	1	200	200	1.4	200		
	Records	1	200	200	1.4	280		
	Executive Conference room with a/c	1	200	200	1.4	280		
	General Conference room with a/c	1	250	250	1.4	400		
	Secure storage for personnel and confidential files	1	80	80	1.4	110		
	Administrative Areas Subtotal					1,000		285
Investigative								
	Detention workstations (cabinets)	4	64	256	1.4	350		
	Secure Interview Rooms	1	110	110	1.4	150		
	Working Room	1	100	100	1.4	140		
	Detention Storage - Files	1	50	50	1.4	70		
	Investigative Subtotal					720		315
Resource Team								
	Police Resource Officer	1	50	100	1.4	170		
	Community Service Officer	2	50	100	1.4	140		
	Traffic Officer Work area	2	64	128	1.4	170		
	Trailer storage	1	80	80	1.4	110		
	Resource Team Subtotal					600		285
Penal								
	Interview area (longwall)	1	64	256	1.4	510		
	Interview room	1	64	128	1.4	180		
	Interview Room	1	110	110	1.4	150		
	Waiting Cell	1	80	80	1.4	110		
	Interview room with refrigerator	1	100	100	1.4	200		
	Reception / Case Room	1	80	80	1.4	110		
	Waiting room	1	500	500	1.4	700		
	Arrest / weapons storage	1	120	120	1.4	100		
	Penal Subtotal					2,540		285
Vehicle								
	Storage for patrol	1	200	200	1.4	280		
	Storage for Motorcycle storage	1	300	300	1.4	420		
	Misc. patrol equipment	1	100	100	1.4	140		
	Vehicle Subtotal					800		350
General								
	Locker Room (Men)	1	1200	1200	1.4	1600		
	Locker Room - Women	1	1000	1000	1.4	1400		
	Shower	1	800	800	1.4	1100		
	MPD	1	80	80	1.4	110		
	Club Room	1	1200	1200	1.4	1600		
	Junior	1	80	80	1.4	110		
	Admin Work Room	1	1200	1200	1.4	1500		
	Reception Library	1	50	50	1.4	70		
	Un-Room District	1	40	40	1.4	50		
	Break Room	1	80	80	1.4	110		
	General Subtotal					6,770		330
	Total Building					13,130		5
Site								
	General Site	2	45,000	90,000	1	85,000		13.5
	Working Site	1	13,130	13,130	1	13,130		25.0
	Construction	1	800	800	1	1		60,000.0
	Generator	1	0	0	1	15		5
	Covered safety port	1	0	0	1	15		5
	General Property storage	1	1200	1200	1.4	100		300.0
	Security control entry	1	0	0	1	100		5
	Trailer parking	1	0	0	1	800		200.0
	Officer parking	1	0	0	1	800		200.0
	Officer parking	1	0	0	1	800		200.0
	Site Subtotal					1,000		5
NEW CONSTRUCTION SUBTOTAL								
	NEW COSTS							
	General Conditions							10.0%
	General Requirements, Overhead							2.0%
	Profit							6.0%
	Design							1.0%
	Estimating Contingency							3.0%
	TOTAL PROJECT HARD COST							21,000

Project Understanding & Approach



WORK PLAN FOR NEEDS ASSESSMENT AND DESIGN SERVICES PROJECT KICK OFF WORKSHOP

The assessment team will meet with select city staff at a project kick-off workshop. These stakeholders will participate in this team building session to clarify scope, appoint decision makers, identify goals and objectives, review deliverables and define the project schedule.



TASK 1: NEEDS ASSESSMENT / DESIGN & PROGRAMMING CONFIRMATION

The LDA approach will be to utilize as much previous information as possible, if any, to help the project budget and schedule. Our first step will be to confirm any previous program, goals, or assumptions that the City may have developed previously.

We will review previous items that had a significant capital cost and look to see if there is a better solution or another way to achieve the same result. This, in conjunction with a Project Core Committee established by the City, will serve as an effective means to represent the range of interested parties and integrate them into the core decision-making group for this project. The LDA Team will meet with the Core Committee every other week for the duration of the project to present progress, solicit ideas and direction, and build consensus each step of the way.

The key to a successful project is to address the Programming & Budgeting confirmation early and keep people “in- the - loop” on how the project is developing. The first task is to respond to, and help confirm the program. We achieve this process by completing the following:

Executive Interviews & User Interaction

Interviews and meetings will be held with the City to help define and clarify the existing conditions. This will also help determine functional and programmatic desires, management priorities, locational criteria, operational and priority issues. This will also help identify deficiencies with the current state of the buildings.

Services and Service Indicators Will Be Identified

A review of current and anticipated services provided by the City including any slated to potentially be contracted by outside vendors or suppliers will be performed. A review of how these relationships might be expected to change in the future will also be scrutinized for adherence to the project program.

Present Facility Needs Assessment

Assess the present space requirements of the facility. Meeting this objective requires an understanding of the operations performed by the City, and the space implications of those operations. Observe existing conditions on how City operations currently functions, or how it is desired to change, will allow us to provide a solution or recommendation that meets the functionality needs of City staff and customers so that they have a comfortable environment for work and business.

Analysis & Programming

We will then analyze functional needs, based on activities to occur in each area, the types of equipment or standards to be used and the work flow requirements, in order to determine the proximity needs, special HVAC considerations, special power needs, and other requirements such as special security considerations.

Functional and Operational Considerations

LDA's team will use past experience and user input to anticipate work flow and discuss potential space conflicts with the City. The future operations, established earlier, would be analyzed as to implications for space needs and a listing of general area needs, public contact needs, security needs, and other base line requirements would be formulated. Each operational strategy will be tested against critical, functional and operational requirements such as functionality and accessibility.

Project Understanding & Approach

Economic Factors

One of the biggest struggles with public agencies is the ever increasing strain of the public coffers. LDA brings a unique understanding of public financing and funding, so much so, that Eric Wohle has served on municipal finance committees. We realize that in many cases the hardest part of securing funding for a project happens after the project is finished. In this scenario, the most difficult part of project funding becomes the cost of annual upkeep and staffing. To that end, we pride ourselves in creating spaces that are allowed to be minimally staffed, if need be, and use highly durable materials that stand the test of time and public abuse.

Building Materials & Systems

LDA will study and recommend building systems, mechanical and electrical systems, and specific building materials. All potential building materials and systems will be evaluated based upon the following criteria:

- How the materials perform over time
- Initial cost vs. life cycle cost
- Availability with regard to potential construction schedule
- Compatibility with adjacent structures and systems
- Environmental materials vs. time and maintenance costs

LDA will summarize the following:

- Confirmation and documentation of existing building systems (HVAC, electrical, plumbing, fire sprinkler and fire alarm)
- Confirmation and documentation for wall, windows, roof, and flooring assemblies.
- Observation and documentation for interior and exterior finishes.
- Observation and documentation for and accessibility.
- Preliminary cost estimate

The end result of the first phase sets the stage to develop targeted Schematic Design Documents.



TASK 2: CONCEPTUAL DESIGN / SCHEMATIC DESIGN (SD)

Plans/renderings will be developed in 3-D imagery to illustrate the selected options better. The conceptual options will also include detailed design and construction costs estimates. Costs estimates will be developed for immediate construction start along with comparative costs that will reflect the changes in cost for a later start of the project.

During the pre-schematic design phase of work, we seek to establish the vocabulary of the design. We will develop a general layout of spaces that will provide flexible as well as functional uses. Design options would be provided for owner input at this time. These options will always be presented within the framework of the

budget, e.g., "if this option is accepted, how will it affect our budget?" Our use of advanced computer software will assist us in looking at several options quickly.

During this phase, we will develop documents that describe and illustrate the components of the facility. Site plan, preliminary plans, and rendered perspective views are included. An updated budget will also be developed, and the project's scope will be reconciled with the budget.

Some specific design considerations addressed during this phase include:

- Thoughtful room adjacencies and functional programmatic spaces
- The site circulation plan should create clear and safe directions of travel for visitors, staff, District vehicles.
- The facility should be easy to maintain under the demand of heavy usage.
- Interior finishes and furnishings should respond to those requirements, and yet create an inviting and quality image.
- Site and facility security.
- Develop preliminary architectural form, style, and materials
- Site adjacency options to study the location of buildings, deliveries, vehicular circulation, parking options, outdoor storage, etc. that provide a safe, clear and efficient means of traversing the site
- Maps and diagrams showing existing facilities and proposed improvements.



TASK 3: FINAL REPORT

We will develop a final report and be prepared to present the results of the study to the city council and city staff. This report will identify sufficient and deficient conditions, proposed remedies, conceptual cost estimates, and proposed priorities of improvements.

A project cost estimate that includes construction costs and furniture, fixtures and equipment costs, contingencies, moving/relocation, and professional services will be included. A schedule for development will also be part of the report. We will use visual aids as necessary to convey the process of the study and its results.

Project Understanding & Approach



TASK 4: DESIGN DEVELOPMENT (DD)

Once the programming documents are confirmed, the LDA Partners team will begin design development. At this stage more refined block plans will be created of the space. During this phase of work, we will establish a general layout of spaces that will provide flexible as well as functional uses. Design options would be provided for owner input at this time. Once the relationship of spaces is determined we will provide concepts on security levels and structural and mechanical components for your review.

During this phase the LDA Partners team will work closely with the District to determine initial architectural building systems (HVAC, power, lighting, plumbing, etc.). Meetings with the District will be maintained so that the established design criteria are followed through into the future construction drawings. These documents will be used to give the District an opinion on estimated project costs.

Site items to be addressed:

- Study building system options for HVAC, electrical, lighting, plumbing, equipment, etc.
- Design development drawing compilation involving detailed review with individual users of each area of building and site (2 to 3 meetings)
- Define finishes, hardware functions, equipment (Owner/Contractor furnished), electrical (power, lighting, equipment), HVAC, fire and security requirements.
- Determine acoustical requirements of all areas.
- Review computer requirements and future technical flexibility requirements.
- Detail cut sheets of equipment (loose or fixed).
- Review HVAC/electrical systems.
- Full code study and review.
- FF&E layout floor plans.
- Finalize building design vocabulary.
- Complete drawings to establish nature and scope
- Outline specifications.
- Design development estimate coordinated with Cost Estimator



TASK 5: CONSTRUCTION DOCUMENTS (CD)

In this phase, design decisions are translated into the bid set of documents for construction. Our excellent record of minimum change orders addresses the thoroughness of our quality assurance process. We will update cost estimates at this time to make any necessary adjustments to maintain budgets.

Specific items include:

- Final materials selection (building colors).

- Final interior design review (finish material and colors).
- Building and site security design and approval.
- Complete project civil, architectural, structural and MEP drawings.
- Bid document and Division 1 specifications review with District.
- Complete project specifications.
- Technology backbone.



ON-GOING TASK: BUDGET MANAGEMENT

As a project proceeds, our team will work with the owner to review the budget at each phase. At pricing milestones, each consultant will review the cost estimate in relationship to their scope. The intent is not to simply pass an estimate from consultant to owner, but to provide an estimate that has been scrutinized by a team of professionals that is as reliable as possible. This collaborative effort of our key consultants and the est of our team provides a high probability of an accurate estimate.

BUDGET & COST CONTROL

LDA's philosophy and practice of "designing to the budget" rather than "budgeting to the design" has resulted in a remarkable record of performance. LDA realizes that costs are most easily controlled in the early stages of project development by carefully reviewing area requirements and basic design decisions.



Project Understanding & Approach

At this time potential issues may be easily addressed without adverse harm to the budget or schedule. By carefully balancing long-term costs with the first cost of construction, informed decisions can be made relative to project budgeting. Our approach, therefore, reflects a careful collaboration of estimating and project control, resulting in a realistic total project budget. We will not move forward into the next phase of design until we can verify that the project is “on- budget”

One of the most important aspects of cost estimating is to set realistic expectations at the outset of the project. By defining a framework early in the process, the entire project team has a set of definable goals to work towards. Our approach to every project, in order to control costs, begins with fully understanding the scope and goals from the project owner. This conversation happens during the initial kickoff meeting and continues throughout the duration of the project. We prepare cost estimates at the various project milestones and more frequently should discussions and decisions occur that modify the scope of the project. We look at the project both holistically, and well as separate components.

By viewing the project from both of these perspectives, cost items are considered on both a macro and micro level. Various elements of construction are considered including structural, mechanical, electrical, telecommunications, security, etc. Staff from the various disciplines assess the work scope for their areas of expertise and develop cost items for consideration by the entire team.



TASK 6: BIDDING PHASE

Again, our experience with publicly funded projects makes us acutely aware of the legal process to be carried out during this phase. Since public projects are open to all bidders if they can satisfy bonding requirements, we will work to any delivery system you desire. We will schedule and oversee the pre-bid meeting to address questions. Meeting minutes with the questions raised and answers to these questions will be produced and distributed to the owner, consultants, and all plan holders. At the bid opening, we will review bids as needed to facilitate a contract. We can assist in the selection of the General Contractor and advise the District on the reference check process.

Other bidding phase services include:

- Pre-bid conference
- Coordination of contractor submittals to enter into contract.
- Resolve questions during bidding.
- Coordination of contractor submittals to enter into contract.
- Resolving bidding questions.



TASK 7: CONSTRUCTION ADMINISTRATION (CA)

We suggest having structured bi-weekly meetings to ensure timeliness and quality of the project. These meetings would be attended by LDA and key District personnel. Minutes are generated at each meeting that keep all parties aware of delays, changes, claims, and other items which are encountered during the construction. Our construction management background has given us a unique perspective to this phase of work, and we pride ourselves in the thoroughness of our CA process. Our structural, electrical, and mechanical engineers will both visit the site in addition to their usual supporting role during this phase of work.

Normal activities provided during this period include reviewing shop drawings, RFIs, and testing results. We will review pay requests, monitor the schedule, and review quality of work.



TASK 8: PROJECT CLOSE-OUT

A punch list of items to addressed will be developed at the time of project substantial completion. This list will be submitted to the general contractor and the District’s project representative. We will monitor the punch list to ensure the completion and addition of items. Once the owner accepts the project as complete, an AIA Substantial Completion form will be presented to the District.

The end of the construction process leads to “handing over” the facility to the Owner. It is vital that proper instruction and training of the building’s complex systems happens at this time. We require the contractors, suppliers, and design team members to walk through the operating systems with you, so any questions or issues are addressed during the warranty period. We will be available at any time during the year after occupancy to answer questions or assist in the resolution of construction performance.

Project Understanding & Approach

TECHNICAL COMPETENCE

We utilize BIM software (Revit) for all of our projects, coupled with simple modeling applications such as Lumion and Sketch Up. This allows everyone to understand the project in its truest form. Revit allows us to build the project 3-dimensionally before the “first shovel is in the ground”. This proves to be a valuable tool in the design process since we can now “see” potential conflicts before they happen. As the project evolves we can show the client what each space will look like as the design progresses. Changes can be made in “real time” before the client’s eyes so that input and decisions can be made quickly. For record documents, Revit files can be saved in an AutoCAD format for archiving.

OUR TEAM & UNDERSTANDING THE NEEDS OF THE CITY

Our team of project architects and engineers bring highly developed leadership and organizational skills to the project as well as a thorough understanding of building design and functionality, specifically for public facilities. This project demands the highest standards in terms of design excellence in operations and functionality. The best way to “get more for the money” is through good design, followed by construction efficiency. The LDA team has built its record of success in developing unique solutions to complex problems by turning various constraints into opportunities. To truly accomplish a project design that is safe, secure, and responsive to user needs, a number of concepts must be generated and evaluated. Typically there is no “off-the- shelf” solution that will meet the unique needs of the City.

SUSTAINABLE DESIGN - LEED & GREEN TECHNOLOGY

LDA Partners is committed to the creation of functional, cost effective, and sustainable (LEED) architectural and planning solutions. The numerous regional and national awards received by LDA Partners are evidence in the firm’s success in keeping that commitment. Depending on the project type or program requirements, there may be the opportunity or need to implement sustainable environmental systems including solar, lighting, power, telecommunications, and mechanical conditioning systems.

This presents significant opportunities for the project to:

- *reduce the greenhouse gas emissions in the area*
- *maximize energy efficiency of the facility operations*
- *reduce operating costs*
- *enhance the workplace environment for the employees*
- *demonstrate to the public the opportunities and benefits of sustainable design*

Our office practices strong sustainable design principals. Our team would approach the design of any facility with a strong understanding of the requirements of the Owner, the processing and participation by the future Contractor, and a well founded representation of sustainable design.



Project Schedule

Project Schedule

SCHEDULE

Schedule adherence is a critical activity. LDA has provided a draft schedule to reviewed collectively by the City and LDA, and may be modified to reflect current City procedures and protocols. Periodic refinement and updating of the project schedule is a critical component of managing the schedule. This will be done monthly and shared with the client. Updating the schedule once a month at a minimum keeps the entire team (Owner, User and Designer) informed of exactly where the team is at in relationship to the established project schedule. The discipline enforced on the design team to hit the established milestones is critical in maintaining the overall project schedule. Also the 45 day "quick start" noted previously is a key element to maintaining the overall schedule. Getting started on the right path will have tremendous results in maintaining the overall project schedule.

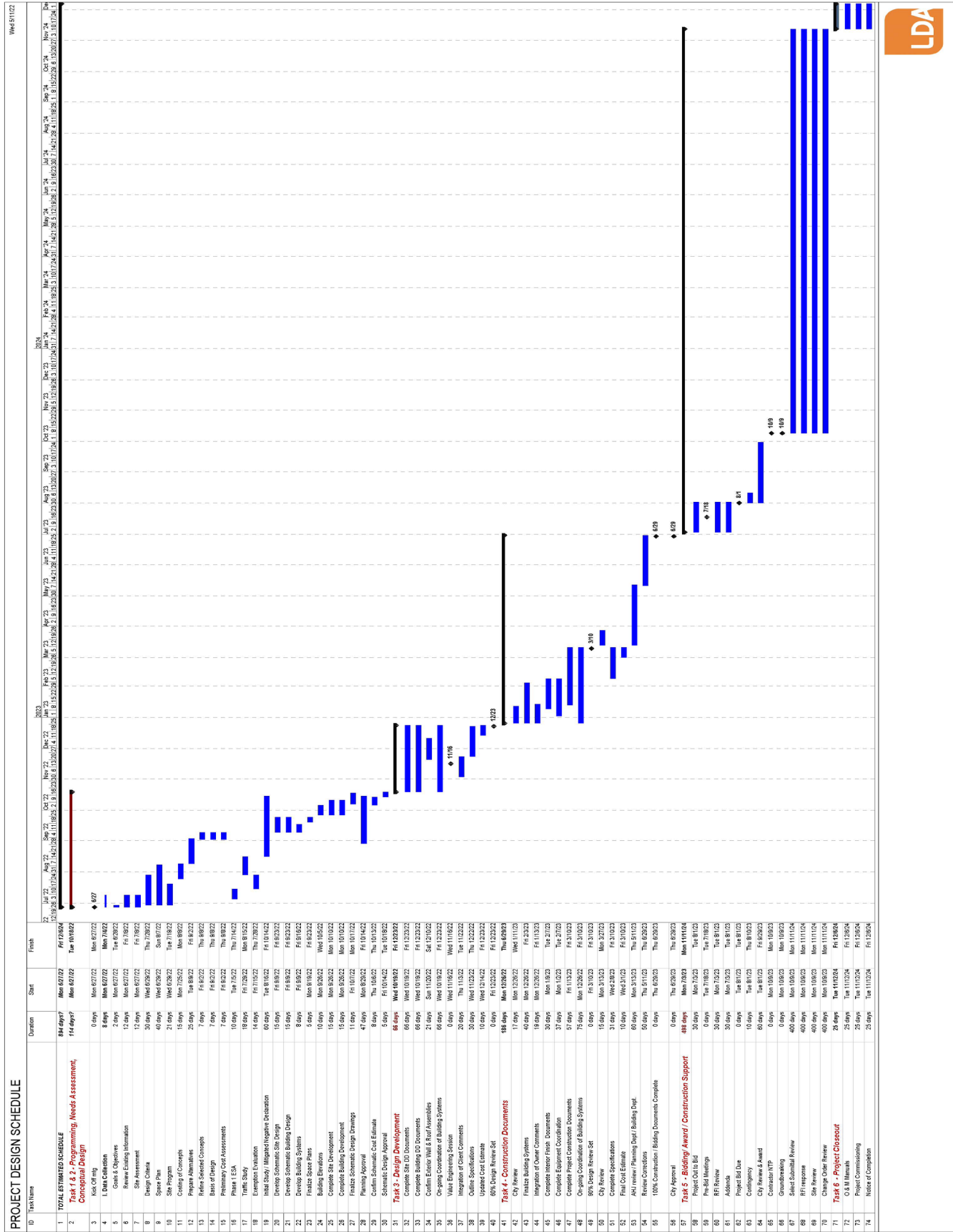
Should an unforeseen event impact the schedule the Project Manager along with the City representative will immediately evaluate the impact and develop a "recovery schedule" that gets the project back on track with the overall project schedule. This recovery schedule could address the change in several ways; increase staffing, a change in an interim deliverable that does not impact the overall schedule, a temporary increase in work hours to "catch up", etc.

We enjoy an outstanding reputation for quality and service due to our commitment toward producing thorough and accurate documents. We emphasize that a quality control program is very important to the success of a project. LDA's quality control approach centers on the Principal-in-Charge. He will be responsible for all communication and coordination between in-house disciplines and consultants relative to the production of the project. Our team will undertake thorough plan checks during and after each major phase of documentation. Several of our consultants will also play major roles in periodic checks, before final documents are submitted to the Principal-in-Charge and Project Architect for coordination reviews.

Project status and staffing are addressed each week in an in-house partners meeting. Potential schedules, staffing, deadlines are discussed 3 weeks in advance to avoid and identify potential conflicts. All projects are always maintained by a managing principal partner, to oversee the project to assure continuity and consistency, in conjunction with the designated Project Architect. This also addresses consultant schedules and deliverables, in order to keep the project on-track.



Project Schedule



Conflict of Interest Statement



Conflict of Interest Statement

Conflict of Interest Statement

Our firm has **no** on-going or potential financial, business, or other relationship with the City of Ukiah or its employees; that could constitute a Conflict of Interest for this project. Our firm and team have **no** current clients that may have a financial interest in the outcome of this project.





Insurance Coverage

Insurance Coverage

LDA's Insurance Coverage

General Liability: Insurer A: Ohio Security Insurance Company
Insurer B: American Fire & Casualty
Policy #BKS56152718
\$1,000,000 per occurrence
\$2,000,000 aggregate

Auto: Policy #BKS56152718
\$1,000,000 per occurrence
\$1,000,000 per aggregate

Worker's Comp: Hanover Insurance Co.
Policy #LHC H215847 02
\$2,000,000 per claim
\$4,000,000 per aggregate

Professional Liability: The Hanover Insurance Company
Policy #LHC H215847 00
\$2,000,000 per claim
\$4,000,000 per aggregate





Billing Rate Schedule

Billing Rate Schedule

PROPOSED FEE FOR ARCHITECTURAL & PLANNING SERVICES

This preliminary Rate Schedule to be confirmed upon a final negotiated Scope of Work as mutually agreed upon by LDA Partners and the City. We have itemized each trade's hourly rate .

GENERAL EXCLUSIONS

- *All reproduction costs.*
- *Any testing or inspections required before, during or after construction of the proposed facilities.*
- *Additional services beyond those listed herein.*
- *On-site verification of utilities, hidden building components etc.*
- *Additional services caused by project delays or interruption.*
- *Hazardous Materials Investigations*
- *Any agency fees required by this work.*
- *Revisions to plans beyond the initial revisions contemplated herein. Any revisions beyond those contemplated will be performed on an hourly basis, in accordance with the schedule listed herein.*
- *LDA Partners cannot assume responsibility for construction means, methods, techniques, sequences or procedures, safety precautions, programs connected with the work, or for acts and omissions by the Contractor, subcontractors, or others.*
- *Flood Plain Remediation.*
- *LEED or Cal Green Commissioning*
- *LEED documentation or design.*

COST OF HOURLY SERVICES

Hourly services shall be provided at the schedule stipulated below:

Architect

Principal Architect	\$275/hour
Project Architect/Manager	\$250/hour
Project Designer/Planner	\$200/hour
Draftsperson	\$150/hour
Clerical/Staff	\$ 85/hour

Electrical Engineering:

Principal	\$270/hour
Associate Engineer	\$ 230/hour
Project Manager	\$210/hour
Designer	\$190/hour
BIM Tech	\$160/hour
Admin	\$ 125/hour

Civil Engineering:

Project Manager	\$203/hour
Engineer II	\$157/hour
Engineer I	\$129/hour
Technician	\$155/hour
Resident Engineer	\$145/hour
Technical Writer	\$125/hour
Clerical	\$85/hour
Survey	Prevailing Wage

Structural Engineering:

Principal Engineer	\$180/hour
Engineer	\$120/hour
Tech	\$90/hour

Mechanical/Plumbing Engineering:

Principal	\$220/hour
Project Manager	\$195/hour
Engineer	\$158/hour
Designer	\$135/hour
Field Services	\$190/hour
Project Admin	\$105/hour
Clerical	\$85/hour

Environmental Consultant:

Principal	\$225/hour
Senior Planner	\$175/hour
Environmental Planner	\$145/hour
Graphic Artist	\$125/hour
Clerical	\$85/hour

Billing Rate Schedule

Cost Estimating:		Industrial Equipment:	
Principal	\$250/hour	Project Manager	\$175/hour
Senior Estimator	\$150/hour	Technician	\$155/hour
Project Engineer	\$110/hour		
Clerical	\$85/hour		

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the compensation for basic services and shall include the actual expenditures made by the Architect and his employees in the interest of the project, at cost plus 10%, which are itemized as follows:

- Reproduction Costs
- Shipping/Postage
- Computer Plotting
- Mileage/Travel outside of San Joaquin County

ITEMIZED EXPENSES:

- 24 x 36 Plot(in-house): \$5.00
- 30 x42 Plot (in-house): \$7.50
- Mileage: \$.585 / mile (Federal Rate)

AGREEMENT REVIEW:

Section 6.2 Indemnity to comply with California Civil Code Section 2782.8.



City of Ukiah Corporation Yard		LDA PARTNERS								Basecamp Environmental						CSWST2					Lawder Engineering					Capital Engineering						The Engineering Enterprise								Air and Lube Systems				JR Conkey																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
		PRIME CONSULTANT								ENVIRONMENTAL						CIVIL ENGINEERING					STRUCTURAL ENGINEERING					MECHANICAL ENGINEERING						ELECTRICAL ENGINEERING								INDUSTRIAL EQUIPMENT DESIGN				COST ESTIMATING																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
		Principal Architect	Project Manager/Architect	Planner	Designer	Job Captain	Draftsperson	Clerical	Total Hours		Principal	Senior Planner	Environmental Planner	Graphic Artist	Word Processing	Total Hours	Environmental Documents Fee	Project Manager	Engineer II	Engineer I	Total Hours	Civil Engineering Fee	Principal Structural Engineer	Structural Engineer	Technical Drafting/modeling	Total Hours	Structural Engineering Fee	Principal	Project Manager	Engineer	Designer	Project Admin	Field Services	Total Hours	Mechanical Engineering Fee	Principal	Associate	Project Manager	Designer	BIM	Admin	Total Hours	Electrical Engineering Fee	Project Manager	Technical Drafting/modeling	Total Hours	Industrial Equipment Design Fee	Senior Estimator	Total Hours	Cost Estimating Fee																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Base Hourly Rate (\$/ hour)		225.00	200.00	185.00	175.00	165.00	135.00	90.00			225.00	175.00	145.00	125.00	85.00			203.00	157.00	129.00			180.00	120.00	90.00			220.00	195.00	158.00	135.00	105.00	190.00			270.00	230.00	210.00	190.00	160.00	125.00			175.00	155.00			150.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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1	Condition and Needs Assessment	34	85			20		12	151	\$ 29,030.00					0	\$ -	52			52	\$ 10,556.00	20	24		44	\$ 6,480.00	28	5	14				47	\$ 9,347.00	7	6	6	6		4	29	\$ 6,170.00	20	6	26	\$ 4,430.00		0	\$ -																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
2	Environmental Documents		10	30				4	44	\$ 7,910.00	20	20	10	16		66	\$ 11,450.00			0	\$ -				0	\$ -								0	\$ -						0	\$ -			0	\$ -		0	\$ -																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
2A	Initial Study/Traffic Study/ ESA Phase 1/Mitigated Negative Declaration		35	60				4	99	\$ 18,460.00	45	100	80	30	50	305	\$ 47,225.00			0	\$ -				0	\$ -								0	\$ -						0	\$ -			0	\$ -		0	\$ -																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
3	Preliminary Design (Draft Plans, Specs)	40	195	80	85	270	345	8	1023	\$ 169,520.00						0	\$ -	28	46	46	120	\$ 18,840.00	28	115	200	343	\$ 36,840.00	14	10	35	24	10		93	\$ 14,850.00	12	46	70	70	58	12	268	\$ 52,600.00	35	80	115	\$ 18,525.00	20	20	\$ 3,000.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
4	Detailed Design (Final Plans, Specs)	60	325		45	415	545	8	1398	\$ 229,145.00						0	\$ -	40	70	60	170	\$ 26,850.00	38	230	225	493	\$ 54,690.00	35	42	184	92	30		383	\$ 60,532.00	14	35	80	80	92	20	321	\$ 61,050.00	40	120	160	\$ 25,600.00	38	38	\$ 5,700.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
5	Cost Estimating	25	40		4	8		4	81	\$ 16,005.00						0	\$ -	6		20	26	\$ 3,798.00				0	\$ -							0	\$ -						0	\$ -			0	\$ -	130	130	\$ 19,500.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
6	Construction Administration	45	215			280		24	564	\$ 101,485.00						0	\$ -	20			20	\$ 4,060.00	14	104	104	222	\$ 24,360.00	10	5	10		28	58	111	\$ 18,715.00	12	20	38	38	12	14	134	\$ 26,710.00	25		25	\$ 4,375.00			\$ 15,265.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Subtotal		204	905	170	134	993	890	64	3360	\$ 571,555.00	65	120	90	46	50	371	\$ 58,675.00	146	116	126	388	\$ 64,104.00	100	473	529	1102	\$ 122,370.00	87	62	243	116	68	58	634	\$ 103,444.00	45	107	194	194	162	50	752	\$ 146,530.00	120	206	326	\$ 52,930.00	188	188	\$ 43,465.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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Printing, postage, communication, travel expenses, project related expenses, mileage										\$ 35,000.00							\$ 2,500.00					\$ 3,500.00					\$ 3,000.00									\$ 4,500.00					\$ 4,500.00			\$ 2,500.00			\$ -																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Total Labor and Reimbursables:										\$ 606,555.00							\$ 61,175.00					\$ 67,604.00					\$ 125,370.00									\$ 107,944.00					\$ 151,030.00			\$ 55,430.00			\$ 43,465.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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Project Name: CIP Corporation Yard Design
Prepared by: Matt Kennedy
Reviewed by: Dan Reiter
Job Number: 12571668.PP

TASK	TOTAL HOURS	OTHER DIRECT COSTS	CONSULTANT BURDENED LABOR COSTS	TOTAL SUB FEES	TOTAL FEE
Task 1 Project Management and Coordination	293	\$3,582.50	\$74,736.00	\$0.00	\$78,318.50
Task 2 Field and Existing Information Review	160	\$2,727.60	\$32,406.00	\$0.00	\$35,133.60
Task 3 Topographic and Boundary Survey	152	\$19,565.60	\$28,360.00	\$0.00	\$47,925.60
Task 4 Design Charrettes / Workshops	337	\$6,469.40	\$82,711.00	\$10,591.50	\$99,771.90
Task 5 Environmental and Permitting	292	\$2,398.00	\$49,910.00	\$5,175.00	\$57,483.00
Task 6 Geotechnical Investigation	16	\$134.00	\$4,160.00	\$31,970.00	\$36,264.00
Task 7 Preliminary Design	4010	\$30,190.80	\$729,994.00	\$28,865.00	\$789,049.80
Task 8 Final Design	3253	\$25,248.10	\$568,376.00	\$17,480.00	\$611,104.10
PROJECT TASK SUBTOTALS	8513	\$90,316.00	\$1,570,653.00	\$94,081.50	\$1,755,051.00
PROJECT TOTAL					\$1,755,051.00



GHD - PROJECT FEE ESTIMATING SHEET

Project Name: CIP Corporation Yard Design
Prepared by: Matt Kennedy
Reviewed by: Dan Reiter
Job Number: 12571668.PP

		LABOR COSTS																					
	LABOR CATEGORY > RATE >	Principal \$290.00 /Hr	PM \$280.00 /Hr	Quality Manager \$290.00 /Hr	Civil Engineer \$220.00 /Hr	Staff Civil Engr \$165.00 /Hr	H/H Engr \$165.00 /Hr	Staff Utility Engr \$165.00 /Hr	Sr. Elec. Engr \$240.00 /Hr	Sr. Elec. Engr \$165.00 /Hr	Sr. Mech. Engr \$275.00 /Hr	Mech. Engr \$165.00 /Hr	Sr. FPE/Life Safety \$285.00 /Hr	FPE/Life Safety \$180.00 /Hr	Sr. Structural Engr \$275.00 /Hr	Structural Engr \$200.00 /Hr	Staff Structural \$165.00 /Hr	Sr. Envir \$225.00 /Hr	Envir \$135.00 /Hr	Landscape Architect \$200.00 /Hr	Site Visualizatio \$190.00 /Hr	Land Surveying \$190.00 /Hr	Constructability \$225.00 /Hr
Task 1 Project Management and Coordination																							
1.1 Project Initiation		4	12	2	4				2		2		2		2			4		2			
1.2 Project Coordination, Reporting and Schedule			32																				
1.3 Project Meetings and Presentations		16	80																				
1.4 Quality Management		2	1	2																			
Subtotal Task 1		22	125	4	4	0	0	0	2	0	2	0	2	0	2	0	0	4	0	2	0	0	0
Task 2 Field and Existing Information Review																							
2.1 Review Existing Documents		1	1		8	8	4	8	8	8	4	4	4	4	4	4	4						
2.2 Perform Site Visits						4		8	4	4	4	4	4	4	4	8							
Subtotal Task 2		1	1	0	8	12	4	16	12	12	8	8	4	8	4	12	4	0	0	0	0	0	0
Task 3 Topographic and Boundary Survey																							
3.1 Finalize Topographic Survey			1																				24
3.2 Utility Investigations			1																				8
3.3 Boundary Survey			1																				40
3.4 Mapping Development			1		4	8		8															32
Subtotal Task 3		0	4	0	4	8	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	104
Task 4 Design Charrettes / Workshops																							
4.1 Project Programming Workshop 1		8	16		12				12		12			2		2					2		
4.2 Project Planning Workshop 2		8	16		12				12		12			2		3					2	8	
4.2 Preliminary Design Workshop 3		8	16		12				12		12			2		4					2	8	
Subtotal Task 4		24	48	0	36	0	0	0	36	0	36	0	6	0	9	0	0	0	0	0	6	16	0
Task 5 Environmental and Permitting																							
5.1 Prepare Admin Draft IS & Proposed MND		2	6	12														42	118		12		
5.2 Prepare Checkdraft, Circulate Public Review IS/MND			2	4														10	24				
5.3 Consider Comments, Prepare MMP, NOD (5 comments, 1 mtg)				2														16	16				
Subtotal Task 5		2	8	18	0	0	0	0	0	0	0	0	0	0	0	0	0	68	158	0	12	0	0
Task 6 Geotechnical Investigation																							
6.1 Preliminary Geotechnical Investigation		1	2	1											2								
6.2 Design-Level Geotechnical Investigation		1	4	1											2								
6.3 Engineering Design Consultation																							
Subtotal Task 6		2	6	2	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0
Task 7 Preliminary Design																							
7.1 Schematic Design (SD-30%)		12	24	8	40	64	40	40	32	52	32	52	16	40	40	40	64			24	8		2
7.2 Design Development (DD-60%)		12	32	8	64	80	64	64	80	140	40	148	24	64	80	80	120			40	8		4
Subtotal Task 7		24	56	16	104	144	104	104	112	192	72	200	40	104	120	120	184	0	0	64	16	0	6
Task 8 Final Design																							
8.1 Pre-Final Construction Documents (CD-95%)		12	32	8	64	80	64	64	80	140	40	148	24	64	80	80	120			48	8		8
8.2 Final Construction Documents (CD-100%)		8	16	8	32	32	8	24	24	42	24	42	12	32	32	32	40			16	2		6
Subtotal Task 8		20	48	16	96	112	72	88	104	198	64	190	36	96	112	112	160	0	0	64	10	0	14
PROJECT TASK SUBTOTALS		95	296	56	252	276	180	216	266	402	182	398	88	208	251	244	348	72	158	136	54	104	20
PROJECT TOTAL																							

(1) OTHER DIRECT COSTS include telephone, vehicle mileage, printing, reproduction and other miscellaneous direct expenses.



Project Name: CIP Corporation Yard De

Prepared by: Matt Kennedy

Reviewed by: Dan Reiter

Job Number: 12571668.PP

Client: City of Ukiah

Date: May 12, 2022

														FEE COMPUTATION						
TASK	LABOR CATEGORY > RATE >	Principal Architect \$276.00 /Hr	Interior Designer \$276.00 /Hr	Architectural Mngr \$242.00 /Hr	Proj Architect \$213.00 /Hr	Proj Captain \$190.00 /Hr	Sr Arch Designer \$184.00 /Hr	Arch Designer \$173.00 /Hr	Sr. CAD Tech \$165.00 /Hr	CAD Tech \$120.00 /Hr	Word Processing \$75.00 /Hr	Project Admin \$110.00 /Hr	TOTAL HOURS	OTHER DIRECT COSTS (1)	GHD+TLCD FULLY BURDENED LABOR COSTS	SUB Valerius (Biology)	SUB Miller Pacific (Geotech)	SUB Cromb (Cost Estimate)	TOTAL SUB FEES W/MARKUP 15%	TOTAL FEE
Task 1 Project Management and Coordination																				
1.1 Project Initiation		12		8							1	6	63	\$937.10	\$15,413.00				\$0.00	\$16,350.10
1.2 Project Coordination, Reporting and Schedule				20								8	60	\$390.00	\$14,680.00				\$0.00	\$15,070.00
1.3 Project Meetings and Presentations		20		30								8	154	\$2,151.40	\$40,700.00				\$0.00	\$42,851.40
1.4 Quality Management		8									1	2	16	\$104.00	\$3,943.00				\$0.00	\$4,047.00
Subtotal Task 1		40	0	58	0	0	0	0	0	0	2	24	293	\$3,582.50	\$74,736.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,318.50
Task 2 Field and Existing Information Review																				
2.1 Review Existing Documents				10		20							104	\$676.00	\$21,270.00				\$0.00	\$21,946.00
2.2 Perform Site Visits				8		8							56	\$2,051.60	\$11,136.00				\$0.00	\$13,187.60
Subtotal Task 2		0	0	18	0	28	0	0	0	0	0	0	160	\$2,727.60	\$32,406.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,133.60
Task 3 Topographic and Boundary Survey																				
3.1 Finalize Topographic Survey													25	\$3,740.10	\$4,840.00				\$0.00	\$8,580.10
3.2 Utility Investigations													9	\$15,058.50	\$1,800.00				\$0.00	\$16,858.50
3.3 Boundary Survey													41	\$266.50	\$7,880.00				\$0.00	\$8,146.50
3.4 Mapping Development									24				77	\$500.50	\$13,840.00				\$0.00	\$14,340.50
Subtotal Task 3		0	0	0	0	0	0	0	24	0	0	0	152	\$19,565.60	\$28,360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,925.60
Task 4 Design Charrettes / Workshops																				
4.1 Project Programming Workshop 1		12		12	12						2	2	106	\$2,115.30	\$26,282.00				\$0.00	\$28,397.30
4.2 Project Planning Workshop 2		12		12	12						2	2	115	\$2,173.80	\$28,077.00				\$0.00	\$30,250.80
4.2 Preliminary Design Workshop 3		12		12	12						2	2	116	\$2,180.30	\$28,352.00			\$9,210.00	\$10,591.50	\$41,123.80
Subtotal Task 4		36	0	36	36	0	0	0	0	0	6	6	337	\$6,469.40	\$82,711.00	\$0.00	\$0.00	\$9,210.00	\$10,591.50	\$99,771.90
Task 5 Environmental and Permitting																				
5.1 Prepare Admin Draft IS & Proposed MND										8		8	208	\$1,852.00	\$35,240.00	\$4,500.00			\$5,175.00	\$42,267.00
5.2 Prepare Checkdraft, Circulate Public Review IS/MND										2		4	46	\$299.00	\$7,890.00				\$0.00	\$8,189.00
5.3 Consider Comments, Prepare MMP, NOD (5 comments, 1 mtg)												4	38	\$247.00	\$6,780.00				\$0.00	\$7,027.00
Subtotal Task 5		0	0	0	0	0	0	0	0	10	0	16	292	\$2,398.00	\$49,910.00	\$4,500.00	\$0.00	\$0.00	\$5,175.00	\$57,483.00
Task 6 Geotechnical Investigation																				
6.1 Preliminary Geotechnical Investigation												1	7	\$45.50	\$1,800.00		\$9,800.00		\$11,270.00	\$13,115.50
6.2 Design-Level Geotechnical Investigation												1	9	\$88.50	\$2,360.00		\$16,000.00		\$18,400.00	\$20,848.50
6.3 Engineering Design Consultation													0	\$0.00	\$0.00		\$2,000.00		\$2,300.00	\$2,300.00
Subtotal Task 6		0	0	0	0	0	0	0	0	0	0	2	16	\$134.00	\$4,160.00	\$0.00	\$27,800.00	\$0.00	\$31,970.00	\$36,264.00
Task 7 Preliminary Design																				
7.1 Schematic Design (SD-30%)		60	60	60	240		220		160	180	2	2	1614	\$12,351.40	\$314,420.00			\$10,900.00	\$12,535.00	\$339,306.40
7.2 Design Development (DD-60%)		24	60	60	240	220		220	160	256	2	2	2396	\$17,839.40	\$415,574.00			\$14,200.00	\$16,330.00	\$449,743.40
Subtotal Task 7		84	120	120	480	220	220	220	320	436	4	4	4010	\$30,190.80	\$729,994.00	\$0.00	\$0.00	\$25,100.00	\$28,865.00	\$789,049.80
Task 8 Final Design																				
8.1 Pre-Final Construction Documents (CD-95%)		30	40	60	240	220		220	180	256	2	3	2415	\$18,357.90	\$417,620.00			\$9,250.00	\$10,637.50	\$446,615.40
8.2 Final Construction Documents (CD-100%)		16	20	30	60	60		72	64	80	2	2	838	\$6,890.20	\$150,756.00			\$5,950.00	\$6,842.50	\$164,488.70
Subtotal Task 8		46	60	90	300	280	0	292	244	336	4	5	3253	\$25,248.10	\$568,376.00	\$0.00	\$0.00	\$15,200.00	\$17,480.00	\$611,104.10
PROJECT TASK SUBTOTALS		206	180	322	816	528	220	512	588	782	16	57	8,513	\$90,316.00	\$1,570,653.00	\$4,500.00	\$27,800.00	\$49,510.00	\$94,081.50	\$1,755,051.00
PROJECT TOTAL																				\$1,755,051.00

(1) OTHER DIRECT COSTS include telephone, vehicle rr



AGENDA SUMMARY REPORT

SUBJECT: Report of the Acquisition of Parts and Labor for the Repair of the 2018 Pierce Fire Engine from Golden State Emergency Vehicle Services Inc. in the Amount of \$53,505.32, and Approval of Corresponding Budget Amendments.

DEPARTMENT: Public Works

PREPARED BY: Seth Strader, Administrative Analyst

PRESENTER: Tim Eriksen, Director of Public Works

ATTACHMENTS:

1. Repair Estimate 1446678
2. 00048057
3. UPD # 22-0886 Invoice

Summary: Council will receive a report of the acquisition of parts and labor for the repair of the 2018 Pierce fire engine from Golden State Emergency Vehicle Services Inc. and consider approving a corresponding budget amendment.

Background: While responding to an emergency, a Fire Authority engine suffered body and other damage at the site caused by a third party vehicle. City Risk Management is in contact with the insurance company that will reimburse part or all of the expenses.

Discussion: Garage Staff reached out to the original equipment manufacturer, Goldenstate Emergency Vehicle Services, and got a repair estimate (Attachment 1) for the parts and labor needed to bring the vehicle back to operation. A Purchase Order (Attachment 2) was completed and issued to Goldenstate to begin with the repairs.

There are currently sufficient budgeted funds for this repair but, due to the scale of the expense, Staff is requesting a budget amendment to replenish the vehicle repair account to supply sufficient funds for future repairs. A budget amendment is also being requested for the anticipated insurance proceeds to be received. This is per the invoice submitted by the Risk Management department, provided as Attachment 3.

Recommended Action: Receive report of the acquisition of parts and labor for the repair of a 2018 Pierce Fire Engine from Golden State Emergency Vehicle Services in the amount of \$53,505.32, and approve the corresponding budget amendments.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 10521210.56130.V6881: \$0.00

PROPOSED BUDGET AMOUNT: 10521210.56130.V6881: \$53,505.32; 10521210.48110.V6881: \$53,505.32

FINANCING SOURCE: Insurance Proceeds

PREVIOUS CONTRACT/PURCHASE ORDER NO.: PO 48057

COORDINATED WITH: Dave Kirch, Fleet Maintenance Supervisor; Sheri Mannion, HR and Risk Manager; Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager



GOLDEN STATE

EMERGENCY VEHICLE SERVICE

Repair Order Estimate

Estimate To:

CITY OF UKIAH FIRE DEPARTMENT
1320 Airport Road

Ukiah CA 95482
Phone: (707) 467-5784

Golden State Emergency Vehicle Service Inc.

7400 Reese Road
Sacramento, CA 95828-3706
Tel. : (916) 330-1638
Fax. : (916) 330-1649

Date	Estimate	A/C	Payment Term	Page
Jun 20, 2022	RE000385	PIE-0174	NET30	1 / 2
Unit 32041-01		VIN 4P1BAFF0JA019433		
Pumper, Short, Aluminum, 2nd Gen				
Make PIERCE		Model ENFORCER	Year 2018	Engine
Activity Description				
Part Number	Part Description	Quantity	Charge	Total
1. A.) Wreck Repair Estimate		265.00 HR	165.00	43725.00
Repairs per attached breakdown.				
14-2459	FRAMING,VERT,LH,OVER WHEEL,ALU LAP,3.00 X 30.00	1.00 EA	103.8959	103.90
14-2460	FRAMING,VERT,RH,OVER WHEEL,ALU LAP,3.00 X 30.00	1.00 EA	107.6370	107.64
1704560-0239	DOOR,SGLE-AL,31.50 X 61.75 F-F	1.00 EA	1361.7180	1361.72
2363661	BRKT,CAMPER STEP,ALUM UTILITY,2G	2.00 EA	106.6238	213.25
2485433-0023	TRIM,SEAM,HATCH/COMPARTMENT,AL SIDE,PAINTED,124"L BODY	2.00 EA	82.2648	164.53
2516584	STEP, ASSY,CAMPER,DBL,ALUM 12.00"W	1.00 EA	313.6883	313.69
2516640	STEP,4-WAY,CAMPER STYLE 12.00"W	1.00 EA	117.2239	117.22
2670443	BRKT,TOOLBOARD MTG,AL LAP,PUMPER	2.00 EA	152.1091	304.22
3104220	SUPPORT,SPLIT TB,DS,10.0 45 DEGREE CORNER,PUC 3104220	1.00 EA	1014.5314	1014.53
3153863	PARTITION,RR,DS,AL,72.0 DEF TANK MTG,3 RSD RR	1.00 EA	572.2033	572.20
3192166-0001	(**) LIGHT,AMDOR,LUMA BAR 12",LED,H-H2O HI OUT H2O,AY-LB-	1.00 EA	100.3093	100.31
32041BD	BULKHEAD, REAR DS	1.00 EA	0.0000	0.00
32041FD	FNDR PNL,DS	1.00 EA	691.6084	691.61
3227555	FALSE BKHD,LS,RR,AL,72.00 FDLER,3.00 RAISED RR	1.00 EA	280.6901	280.69
3235195	FENDER CROWN LH SS 27 14 GA REAR	1.00 EA	387.6126	387.61
4060738	SEAL,DOOR,D SECTION,BLACK 100 FOOT ROLL	100.00 FT	0.6374	63.74
94-5010	GASKET,D-RING HNDL,KEY,PLN FLG PSA 2-SIDES, 80-2267	1.00 EA	7.2027	7.20
CSQ220526-	DS REAR WALL PANEL	1.00 EA	467.8886	467.89
			Activity Sub-total:	49996.95
2. Travel Time		7.75 HR	165.00	1278.75
Round trip travel to customer location to develop estimate.				
			Activity Sub-total:	1278.75

Estimate To:

CITY OF UKIAH FIRE DEPARTMENT
1320 Airport Road

Ukiah CA 95482
Phone: (707) 467-5784

Golden State Emergency Vehicle Service Inc.

7400 Reese Road
Sacramento, CA 95828-3706
Tel. : (916) 330-1638
Fax. : (916) 330-1649

Date	Estimate	A/C	Payment Term	Page
Jun 20, 2022	RE000385	PIE-0174	NET30	2 / 2
Activity Description				
Part Number	Part Description	Quantity	Charge	Total
3. C.)	Rear Thrust Angle	1.00 HR	1000.00	1000.00
This would be a sublet activity and we have estimated \$1K.				
Activity Sub-total:				1000.00

PAYMENT(S): Remit payment to:
Golden State Emergency Vehicle Service, Inc.
7400 Reese Road
Sacramento, CA 95828

Total Labor: 46,003.75
Total Parts: 6,271.95
Shop Supplies: 690.06

If desired, credit card payments can be made by logging onto goldenstatefire.com. You will need the invoice number to pay online.

SubTotal: 52,965.76
Total TAX: 539.56
ESTIMATE TOTAL: 53,505.32

RETURN(S): All electrical parts are final. Notification must be received within 30 calendar days from invoice date. Authorization(s) are dependent upon OEM approval, restocking and other fees may apply.

PARTS ONLY CREDIT MEMO POLICY: If applicable, credit memo to be applied in its entirety to balance within 30 days of notice date. If not applied, refund check will be issued to the address on invoice.

Signature: _____

Purchase Order



Fiscal Year 2023

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.Purchase
Order #**48057-00**Delivery must be made within
doors of specified destination.**B
I
L
L
T
O**CITY OF UKIAH
ATTN: ACCOUNTS PAYABLE
300 SEMINARY AVENUE
UKIAH, CA 95482**V
E
N
D
O
R**GOLDEN STATE EMERGENCY VEHICLE SERVICE INC
7400 REESE RD
SACRAMENTO CA 95828**S
H
I
P
T
O**CITY OF UKIAH - FIRE DEPT
300 SEMINARY AVENUE
UKIAH CA 95482

Vendor Phone Number		Vendor Fax Number	Buyer		Date Ordered	Date Required
916-330-1638			Mary Horger		07/01/2022	
Delivery Reference		Freight Method/Terms		Department/Location		Sales Tax Rate
		FOB UKIAH/N30		FIRE DEPARTMENT		0.000
Item#	Description/Part No.		Qty	UOM	Unit Price	Extended Price
1	LABOR FOR THE REPAIR OF 2018 PIERCE ENFORCER VIN 4P1BAAFF0JA019433 105.10.00.21.212.2121.21210.56130.V6881 \$46,003.75		46003.8	DOLL	\$1.000	\$46,003.75
2	PARTS 105.10.00.21.212.2121.21210.56130.V6881 \$6,271.95		6271.9	DOLL	\$1.000	\$6,271.95
3	SHOP SUPPLIES 105.10.00.21.212.2121.21210.56130.V6881 \$690.06		690.1	DOLL	\$1.000	\$690.06
4	TAX 105.10.00.21.212.2121.21210.56130.V6881 \$539.56		539.6	DOLL	\$1.000	\$539.56
REF REQ E39171 AS PER REPAIR ORDER ESTIMATE RE000385 DATED 6/20/2022						

RECEIVING COPY

PO TotalPage 364 of 475
\$53,505.32



City of Ukiah
Risk Management Office
300 Seminary Avenue
Ukiah, CA 95482
(707) 467-5726

ATTACHMENT 3

INVOICE

National Interstate- Policy #AAL0000179-01

Date 6/21/2022

Order No.

Rep

FOB

Qty	Description	Unit Price	TOTAL
	Request for reimbursement for property damages incurred on May 13,2022 at 410 McPeak st. Damage to City of Ukiah Fire Truck - UPD #22-0886 Vehicle driver - Brian Bosque		
	City of Ukiah Garage Department (see attached invoice)		\$ 435.00
	Eighteen Wheel Mobile Truck Alignment		\$ 400.00
	Golden State Emergency Vehicle Service		\$ 53,505.32
	Paint Estimate		TBD
	ADMINISTRATIVE FEES (Per CA Public Contract Code Sec. 22019)		\$ 1,000.00
	Net 30		
	For questions, please contact Temple Cabral, HR/Risk Management Technician (707) 467-5726 or tcabral@cityofukiah.com		

SubTotal \$ 55,340.32

Shipping

Tax Rate(s)

****This total is subject to change when we receive the paint estimate****

TOTAL \$ 55,340.32

Office Use Only

Please make checks payable to the City of Ukiah, Reference Property Damage Claim 5/13/2022



AGENDA SUMMARY REPORT

SUBJECT: Public Hearing and Possible Introduction by Title Only of an Ordinance Amending Various Sections of Ukiah City Code to Streamline the Use Permit Application Process and Operational Standards for Cannabis-Related Businesses.

DEPARTMENT: Community
Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Craig Schlatter, Community Development
Director; Darcy Vaughn, Assistant City Attorney

ATTACHMENTS:

1. Cannabis Ordinance Amendment Redline
2. Cannabis Ordinance Amendment Clean

Summary: Council will conduct a public hearing and possibly introduce by title only an Ordinance amending various sections of Ukiah City Code to streamline the use permit application process and operational standards for cannabis-related businesses.

Background: Since the City Council's adoption of the Marijuana Dispensaries Ordinance in 2017, Council has requested annual reports from Staff related to Dispensary Use Permit applications received, approved, and withdrawn; and an evaluation of Ordinance administration and effectiveness. The 2021 annual report on the Cannabis-Related Businesses Ordinance ("the Ordinance") was due to be presented on October 6, 2021, but with over four years of data, Staff delayed the report to analyze if modifications to the Ordinance should be recommended. Staff also discussed the Ordinance's effectiveness with the Planning Commission at their January 12, 2022, regular meeting.

On February 2, 2022, Staff presented the 2021 annual report, which included Staff's recommendation that the Ordinance be modified to streamline or enhance the City's responsiveness to permitting cannabis-related businesses. Staff also recommended Council form an ad hoc committee to review potential ordinance modifications to streamline the permitting/renewal process and other potential considerations. The City Council appointed Mayor Brown and Vice-Mayor Duenas to serve on the Ad Hoc Committee and directed the Ad Hoc and Staff to bring back recommendations for potential Ordinance modification.

Discussion: The Cannabis Ordinance Ad Hoc and Staff met on March 11, 2022, and discussed possible modifications. The recommendations of the Cannabis Ordinance Ad Hoc committee have been incorporated into the proposed Ordinance of the City Council of the City of Ukiah amending various sections of the Ukiah City Code to streamline the use permit application process and operational standards for cannabis related businesses ("Cannabis Ordinance Amendment"). A redlined version of the Cannabis Ordinance Amendment (Attachment 1) and a clean version of the Amendment (Attachment 2) are attached to this report. Below are the Ad Hoc's recommendations to Council, along with supporting information and analysis from Staff.

Cannabis Ordinance Ad Hoc Recommendations and Staff Analysis

1. To the extent possible, consolidate cannabis regulations into a single article in Ukiah City Code.

Consolidating the regulations into a single article should make it simpler for prospective applicants to find

pertinent and applicable regulations for their business types, resulting in time saved during the permit review process. Staff supports this recommendation. The Cannabis Business Ordinance Amendment moves all definitions and regulations specific to cannabis retailers to a new Section 9174.3 to Article 15.7 of Chapter 2 in Division 9 of the Ukiah City Code.

2. Update terminology, definitions, and permit types to mirror State definitions.

State law requires dual licensing- i.e. the securing of both a local permit and a State license prior to operation. By synchronizing the terminology, time will be saved for the Applicant, Staff, and State during the permitting process. Staff supports this recommendation.

3. Reduce the number of use permit renewals required. Instead of requiring the annual renewal of use permits in perpetuity, require only one renewal after the first year of operation of the cannabis-related business. Define the date upon which the cannabis-related business is in operation as the date the City's business license is received.

Cannabis-related businesses are currently the only businesses operating in the City that require an annual use permit renewal. As indicated in the 2021 annual report, cannabis-related businesses have not negatively impacted the neighborhoods in which they are located. Staff supports the Ad Hoc's recommendation to reduce this regulatory burden for the business, requiring only a one-time renewal.

4. Remove cannabis-specific parking requirements in favor of commercial parking requirements in other zoning districts. Determine parking requirements by the base zoning district's requirements rather than requiring separate parking requirements for cannabis-related businesses.

Current regulations require one parking space for every 200 gross square feet (1 sp/200 sf) of retail space, office space, and similar floor areas for cannabis retailers, whereas commercial parking requirements for non-cannabis retail businesses are between 1sp/250 sf and 1 sp/300 sf gross leasable space. The Community Development Department has not seen evidence of more cars parked at cannabis retail establishments than at other types of retail businesses, nor has the Department received complaints related to parking from neighboring businesses. Basing requirements on the base zoning district would treat cannabis retailers the same as other retailers, as well as streamlining the permit review process and avoiding confusion. Staff supports this recommendation.

5. Clarify the Operating Requirements for cannabis retailers (91742.B of the Ordinance), to specify that only the security plans, security site plan, and applicant employee background checks will be maintained by the City as confidential.

The current file confidentiality requirements in Section 5708 of the Code (which are set forth in the new Section 9174.3 in the proposed Cannabis Business Ordinance Amendment) do not clearly define what parts of the use permit file are confidential. Section 5708O states: "Information provided for purposes of this section shall be maintained by the City as confidential information, and shall not be disclosed as public records unless pursuant to subpoena issued by a court of competent jurisdiction otherwise compelled by court order."

In recollecting the 2017 meetings of the cannabis ad hoc committee during the drafting of the marijuana dispensaries ordinance, Staff believes the purpose of Section 5708O was to protect the privacy of employees during the required background check process and the security of the business. However, during the drafting of the first ordinance, the specifics of the application process and how regulations would change over time were not known. In practice, and because of the public nature of planning division discretionary use permit files, Staff has treated as confidential employee background checks, security site plans, and security plans. Proposed by the ad hoc is to more prescriptively define Section 5708O to reflect current practice. Staff supports this recommendation. Since Section 5708 will be repealed by the proposed Cannabis Business Ordinance Amendment, this proposed amendment appears in Section 9174.2.B.8 and applies to all cannabis businesses generally.

6. Enable an administrative withdrawal procedure for all cannabis-related businesses.

For all cannabis businesses except dispensaries, there is an administrative withdrawal procedure in UCC Section 5709D that enables Staff to deem an application as withdrawn if no response to an incomplete letter is received from the Applicant within thirty (30) days. This is a helpful tool that saves both Finance and Community Development Department Staff time in the tracking and processing of outdated and stagnant projects. Proposed with this recommendation is to enable an administrative withdrawal procedure for dispensaries, treating all cannabis-related businesses the same. Staff supports this recommendation.

7. Amend UCC Section 5707A to permit both medical and adult use retail cannabis businesses in the CN (Neighborhood Commercial) zoning district.

UCC Section 5707A currently allows only medical cannabis dispensaries in the CN zoning district. The ad hoc recommendation would add adult use retail so that both medical and adult use retail cannabis businesses are allowed in the CN zoning district.

Given the uses surrounding CN districts, which consist mostly of R1 (single-family residential) and R2 (medium-density residential), plus the proximity limitations to sensitive uses such as schools, it is challenging to establish a cannabis business in a CN zoned district. To date, Department staff have received no applications for cannabis related businesses located on any of the CN zoned parcels. Although Staff supports the Ad Hoc's recommendation, in practice it may continue to be difficult for cannabis-related businesses to locate in CN zoning districts.

Staff recommends Council conduct the public hearing and introduce by title only the Ordinance in Attachment 2 amending various sections of the Ukiah City Code to streamline the use permit application process and operational standards for cannabis related businesses.

Recommended Action: Conduct a public hearing and introduce by title only the Ordinance of the City Council of the City of Ukiah amending various sections of the Ukiah City Code to streamline the use permit application process and operational standards for cannabis-related businesses.

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; Michelle Irace, Planning Manager; Jesse Davis, Planning Manager

Approved: 
Sage Sangiacomo, City Manager

ORDINANCE NO.

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING
VARIOUS SECTIONS OF THE UKIAH CITY CODE TO AMEND THE USE PERMIT
APPLICATION PROCESS AND OPERATIONAL STANDARDS FOR CANNABIS
RELATED BUSINESSES.**

The City Council of the City of Ukiah hereby ordains as follows.

SECTION 1

Chapter 8 in Division 6 of the Ukiah City Code is hereby repealed in its entirety.

SECTION 2

**Article 6 of Chapter 2 in Division 9 of the Ukiah City Code, pertaining to the
Neighborhood Commercial (C-N) Zoning District is hereby amended to read as
follows (unchanged text is omitted and is shown by “* * *):**

§9062 USES PERMITTED WITH SECURING OF A USE PERMIT

The following uses may be permitted in neighborhood commercial (C-N) districts,
subject to first securing a use permit pursuant to provisions contained in section 9262 of
this chapter:

[Cannabis Retailer](#)

SECTION 3

**Article 7 of Chapter 2 in Division 9 of the Ukiah City Code, pertaining to the
Community Commercial (C-1) Zoning District is hereby amended to read as
follows (unchanged text is omitted and is shown by “* * *):**

§9082 PERMITTED USES

**The following uses require approval of a use permit pursuant to the provisions
contained in section 9262 of this chapter:**

[Cannabis Cultivation - Processing](#)
[Cannabis Manufacturing – Packaging](#)
[Cannabis Manufacturing – Shared Use](#)

* * *

SECTION 4

Article 8 of Chapter 2 in Division 9 of the Ukiah City Code, pertaining to the Heavy Commercial (C-2) Zoning District is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *”):

§9097 PERMITTED USES

The following uses require approval of a use permit pursuant to the provisions contained in section 9262 of this code:

Cannabis Cultivation – Processor

Cannabis Manufacturer – Packaging
Cannabis Manufacturer – Shared Use

SECTION 5

Article 9 of Chapter 2 in Division 9 of the Ukiah City Code, pertaining to the Manufacturing (M) Zoning District is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *”):

§9112 USES PERMITTED SUBJECT TO FIRST SECURING A USE PERMIT

The following uses may be permitted in Manufacturing (M) Districts subject to first securing a use permit, as provided in this chapter, in each case:

- A.—Cannabis cultivation – Large indoor.
- B.—Cannabis cultivation – Large mixed light.
- C.—Cannabis cultivation – Medium indoor.
- D.—Cannabis cultivation – Medium mixed light.
- Cannabis cultivation – Processor.
- E.—Cannabis cultivation – Small indoor.
- F.—Cannabis cultivation – Small mixed light.
- G.—Cannabis cultivation – Specialty cottage.
- H.—Cannabis cultivation – Specialty indoor.
- I.—Cannabis cultivation – Specialty mixed light.
- J.—Cannabis distribut~~ion~~or.
- K.—Cannabis manufacturer~~ing~~ – Level 1.
- Cannabis manufacturer – Packaging.
- Cannabis manufacturer Level 1 – Shared Use.
- L.—Cannabis microbusiness.
- M.—Cannabis nursery.
- N.—Cannabis retailer.
- O.—Cannabis testing laboratory.

P.—Industrial, manufacturing, or storage uses which may be objectionable by reason of production of smoke, dust, noise, radioactivity, vibration, bright light or other causes.

Q.—Recreational uses, hotels, motels, mobile home parks, retail stores, offices, service establishments.

R.—Resident manager/security personnel housing.

SECTION 6

Article 15 of Chapter 2 in Division 9 of the Ukiah City Code, pertaining to the Public Facilities (PF) Zoning District is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *)”:

§9170.2 PERMITTED USES

The following uses are permitted in the Public Facilities (PF) Zoning District subject to first securing a use permit:

Cannabis Cultivation – Processor.

Cannabis Manufacturer – Packaging

Cannabis Manufacturer – Shared Use

SECTION 7

Article 15.7 of Chapter 2 in Division 9 of the Ukiah City Code is amended to read as follows:

ARTICLE 15.7. STANDARDS FOR SPECIFIC LAND USES THAT ARE SUBJECT TO DISCRETIONARY REVIEW

* * *

§9174.1 APPLICABILITY

The land uses and activities included in this Article shall comply with the provisions of the section applicable to the specific land use, in addition to all other applicable provisions of this article and the Ukiah City Code.

A. Where Allowed: The uses that are subject to the standards in sections 9174.2 through 9174.9 of this Code shall only be located in the zoning districts indicted in Articles 3 through 15 of this Chapter 2, Division 9 or as otherwise indicated in this Chapter.

B. Development Standards: The standards for specific land uses included in this Article are required and supplement those included in the Ukiah City Code. In the event of any conflict between the requirements of this Article and those included elsewhere in

the City Code, the requirements of this Article shall control.

§9174.2 CANNABIS-RELATED BUSINESSES

A. Cannabis-Related Business Use Permit Application Requirements:

1. Submission: A complete Use Permit application submittal packet shall be submitted in accordance with Section 9262 of this Code, including a detailed written statement as to how the proposed Cannabis Related Business complies with this Section, and any other information or submissions required by this Code. All applications for Use Permits for Cannabis-Related Businesses shall be filed with the Planning Department, using forms provided by the City, and accompanied by the applicable filing fee and any other applicable fees or charges. It is the responsibility of the applicant to provide information required for approval of the permit. The application shall be made under penalty of perjury.

2. Effect of Other Permits or Licenses: The fact that an applicant possesses other types of State or City permits or licenses does not exempt the applicant from the requirement of obtaining a Use Permit.

3. Submittal Requirements: Any application for a Use Permit for a Cannabis-Related Business shall include the following information:

a. Applicant(s) Name: The full name (including any current or prior aliases, or other legal names the applicant is or has been known by, including maiden names), present address, and telephone number of the applicant;

b. Applicant(s) Mailing Address: The address to which notice of action on the application is to be mailed;

~~c. Previous Addresses: Previous addresses for the past five (5) years immediately prior to the present address of the applicant;~~

d. Verification of Age: Written proof that the applicant is at least twenty-one (21) years of age;

e. Physical Description: Applicant's height, weight, color of eyes and hair;

f. Photographs: Passport quality photographs for identification purposes;

~~g. Employment History: All business, occupation, or employment of the applicant for the five (5) years immediately preceding the date of the application;~~

h. Tax History: The Cannabis Related Business tax history of the applicant, including whether such person, in previously operating in this or another city, county or state under license has had a business license revoked or suspended,

the reason therefor, and the business or activity or occupation in which the applicant engaged subsequent to such action of suspension or revocation;

ig. Management Information: The name or names and addresses of the person or persons having the management or supervision of applicant's business;

jh. Criminal Background: A completed background investigation verifying whether the person or person having the management or supervision of applicant's business has been convicted of a crime(s), the nature of such offense(s), and the sentence(s) received therefor;

ki. Employee Information: Number of employees, volunteers, and other persons who will work at the Cannabis-Related Business;

lj. Plan of Operations: A plan of operations describing how the Cannabis Related Business will operate consistent with the intent of State law, including obtaining all applicable State licenses, and the provisions of this Section, including but not limited to ensuring that the Cannabis-Related Business will not engage in cannabis-related commercial activities that violate California law or this chapter.

mk. Written Response to Cannabis Related Business Standards: The applicant shall provide a comprehensive written response identifying how the Cannabis Related Business plan complies with each of the standards for review in this chapter, specifically the limitation on location and operating requirements in this Article;

nl. Security Plan: A detailed security plan and diagram outlining the proposed security arrangements for ensuring the safety of persons and to protect the premises from theft. The plan shall include installation of security cameras, a premises and panic alarm system monitored by a licensed operator, and a security assessment of the site conducted by a qualified professional;

om. Floor Plan: A sketch or diagram showing the interior configuration of the premises, including a statement of the total floor area occupied by the Cannabis Related Business. The sketch or diagram need not be professionally prepared, but must be drawn to a designated scale or drawn with marked dimensions of the interior of the premises to an accuracy of plus or minus six inches (6");

pn. Site Plan: A sketch or diagram showing exterior configuration of the premises, including the outline of all existing and proposed structures, parking and landscape areas, and property boundaries. The sketch or diagram need not be professionally prepared, but must be drawn to a designated scale or drawn with marked dimensions to an accuracy of plus or minus six inches (6");

qo. Accessibility Evaluation: A written evaluation of accessibility to and within the building, and identification of any planned accessibility improvements;

[fp](#). Neighborhood Context Map: An accurate straight-line drawing depicting the building and the portion thereof to be occupied by the Cannabis Related Business, and: (a) the property lines of any school within six hundred feet (600') of the property line of the Business for which a permit is requested, (b) the property lines of any Cannabis Related Business within two hundred fifty feet (250') of the primary entrance of the Business for which a permit is requested, and (c) the property lines of any youth-oriented facility or residential zone or use within two hundred fifty feet (250') of the primary entrance of the Business;

[sq](#). Lighting Plan: A lighting plan showing existing and proposed exterior premises and interior lighting levels that would be the minimum necessary to provide adequate security lighting for the use and comply with all City standards regarding lighting design and installation. All lighting shall be fully hooded and downcast, and shall not shine towards the night sky, adjacent property or any street;

[tr](#). City Authorization: Written authorization for the City, its agents and employees to seek verification of the information contained within the application;

[us](#). Statement of Owner's Consent: A statement in writing by the Owner that he or she certifies under penalty of perjury that the applicant has the consent of the Owner and landlord to operate a Cannabis Related Business at the location;

[vt](#). Applicant's Certification: A statement in writing by the applicant that he or she certifies under penalty of perjury that all the information contained in the application is true and correct;

[wy](#). Other Information: Such other information as deemed necessary by the Planning Department to demonstrate compliance with this Section including all City and State codes, including operating requirements established in this Section.

[4. Effect of Incomplete Filing: Upon notification that an application submittal is incomplete, the applicant shall submit any additional documents or information required to complete the application within thirty \(30\) days of the date the applicant is notified in writing by the Planning Department that the application is incomplete. If the applicant fails to complete the application within said thirty \(30\) days, the application shall be deemed withdrawn and a new application submittal that complies with this Section shall be required in order to proceed with the application.](#)

B. Operating Requirements for Cannabis Related Businesses: Cannabis Related Business operations shall be established and managed only in compliance with the following standards:

1. Criminal History: Any applicant, his or her agent or employees, volunteer workers, or any person exercising managerial authority of a Cannabis Related Business on behalf of the applicant shall not have been convicted of any of the felony offenses enumerated in Business and Professions Code Section 26057(b)(4), or of a felony or misdemeanor involving moral turpitude, or on probation for a drug offense, or engaged in misconduct related to the qualifications, functions or duties of a permittee. Notwithstanding the above, an application shall not be denied solely on the basis that the applicant or any manager has been convicted of a felony, if the person convicted has obtained a certificate of rehabilitation (expungement of felony record) under California law or under a similar Federal statute or State law where the expungement was granted. In addition, notwithstanding the above, a prior conviction, where the sentence, including any term of probation, incarceration, or supervised release, is completed, for possession of, possession for sale, sale, manufacture, transportation, or cultivation of cannabis or cannabinoid preparations, is not considered related to the qualifications, functions, or duties of a permittee, and shall not be the sole ground for denial of an application.

2. Minors:

a. It is unlawful for any permittee, operator, or other person in charge of any Cannabis Related Business to employ any person who is not at least twenty-one (21) years of age.

b. The burden of proof is on the Cannabis Related Business personnel to establish compliance with this subsection B.2 by clear and convincing evidence.

3. Inventory and tracking: Cannabis Related Businesses shall at all times operate in a manner to prevent diversion of Cannabis and shall promptly comply with any track and trace program established by the State.

4. Multiple permits per site: Multiple Cannabis Related Businesses proposed on any one site or parcel shall be granted permit approval only if all of the proposed Cannabis Businesses and their co-location are authorized by both City and state law. Operators of Cannabis Related Businesses issued Use Permits for multiple business types or State license types at the same physical address shall maintain clear separation between license types unless otherwise authorized by this Code and State law.

5. Operating Plans: An Operating Plan for a Cannabis Related Business must contain the following unless not applicable:

a. Storage: A Cannabis Related Business shall have suitable locked storage on premises, identified and approved as a part of the security plan, for after-hours storage of cannabis and cannabis products.

b. Odors Control: The Cannabis Related Business shall have an air treatment system that prevents odors generated from any storage and cultivation of cannabis on the Business property from being detected by any reasonable person of normal sensitivity outside the Cannabis Related Business premises. To achieve this, both the storage and cultivation areas shall be, at minimum, mechanically ventilated with a carbon filter or superior method.

c. Security Plans: A Cannabis Related Business shall provide adequate security on the premises, as approved by the Chief of Police, including lighting and a premises and panic alarm system monitored by a licensed operator, to ensure the safety of persons and to protect the premises from theft.

d. Security Cameras: Security surveillance cameras shall be installed to monitor the main entrance and exterior of the premises to discourage loitering, crime, illegal or nuisance activities. The security surveillance system shall comply with current State standards for digital video surveillance systems to be installed on the premises of licensed Cannabis businesses, currently codified in the Cal. Code of Regulations, Title 16, Section 5044, and as may be amended.

e. Security Video Retention: Security video shall be maintained for ninety (90) days. In the event of a crime on site or anywhere within range of the Cannabis Related Business's security cameras, the Cannabis Related Business shall provide the Chief of Police or his or her designee with a useable digital copy of the security video upon request or at the earliest convenience.

f. Alarm System: Professionally monitored premises and panic alarm system shall be installed and maintained in good working condition.

g. Emergency access. Security measures shall be designed to ensure emergency access in compliance the California Fire Code and Ukiah Valley Fire Authority standards.

h. Emergency Contact: A Cannabis Related Business shall provide the Chief of Police with the name, e-mail address, phone number and facsimile number of an on-site community relations staff person to whom one can provide notice if there are operating problems associated with the Business. The Business shall make every good faith effort to encourage neighborhood residents to call this person to try to solve operating problems, if any, before any calls or complaints are made to the City.

~~6.—Signage and Notices:~~

~~a. Address identification shall comply with illuminated address signs requirements.~~

~~b. Business identification signage shall be limited to that needed for identification only, consisting of a single window sign or wall sign that shall comply with Section 3227 of this Code and any other City Code provisions regulating signage.~~

76. Employee Records: Each owner or operator of a Cannabis Related Business shall maintain a current register of the names of all volunteers and employees currently working at or employed by the Cannabis Related Business, and shall disclose such registration for inspection by any City officer or official for purposes of determining compliance with the requirements of this Article.

87. Compliance with Other Requirements: The operator shall comply with all applicable provisions of local, State or Federal laws, regulations or orders, as well as any condition imposed on any permits issued pursuant to applicable laws, regulations or orders.

98. Confidentiality: The information provided for purposes of this section regarding the Cannabis Business security plans, security site plan, and employee background checks shall be maintained by the City as confidential information, and shall not be disclosed as public records unless pursuant to subpoena issued by a court of competent jurisdiction or otherwise compelled by court order or the California Public Records Act.

109. Display of Permit: Every Cannabis Related Business shall display at all times during business hours the Use Permit issued pursuant to the provisions of this chapter for such Business in a conspicuous place so that the same may be readily seen by all persons entering the Business.

110. Inspections: During normal business hours, Cannabis Related Businesses permitted under this Chapter shall provide access for administrative inspections by City officials or officers or consultants hired by the City to verify compliance with this Article. Any Cannabis Related Business's refusal to comply with this section shall be deemed a violation of this Article.

112. Notification of Theft, Loss, and Criminal Activity: Cannabis Related Businesses shall comply with the California Code of Regulations, Title 16, Section 5036, or as may be amended, by notifying the applicable State authorities and the Ukiah Police Department within 24 hours of discovery of any of the following situations:

- a. A significant discrepancy in the Business's inventory.
- b. The Operator becomes aware of or has reason to suspect diversion, theft, loss, or any other criminal activity pertaining to the operations of the Business.

c. The Operator becomes aware of or has reason to suspect diversion, theft, loss, or any other criminal activity by an agent or employee of the Business pertaining to the operations of the Business.

d. The Operator becomes aware of or has reason to suspect the loss or unauthorized alteration of records related to cannabis goods, customers or clients, or the Business's employees or agents.

e. The Operator becomes aware of or has reason to suspect any other breach of security.

The notification shall be in writing and include the date and time of occurrence of the theft, loss, or criminal activity and a description of the incident including, where applicable, the item(s) that were taken or lost.

C. Review and Revocation: Use permits issued for Cannabis Related Business shall be subject to ~~annual~~-review after the first year of operation according to the procedures set forth in subsection D of this section, and shall be subject to revocation according to the procedures set forth in subsection E of this section.

D. ~~Annual~~ Review of Use Permits for Cannabis Related Businesses:

1. Use permits for Cannabis Related Business will be subject to ~~annual~~-review after the first year of operation by the Zoning Administrator, including inspection of the business by the Zoning Administrator or his designee, to determine whether the business is being operated in accordance with any conditions of approval imposed on the use permit as issued by the Planning Commission or Zoning Administrator. The City Council may, from time to time by resolution in accordance with the procedures required by law, establish fees to be charged and collected for ~~annual~~-review pursuant to this subsection.

2. In the course of ~~annual~~-review and after ~~annual~~-inspection, the Zoning Administrator shall make findings of fact regarding the Cannabis Related Business operator's adherence to the conditions of approval for the use permit. In addition, the Zoning Administrator will consider the following nonexclusive criteria in making findings of fact which may be grounds for revocation of a use permit for a Cannabis Related Business:

a. Whether the Cannabis Related Business operated pursuant to the use permit has generated an excessive number of calls for police service compared to similarly situated businesses of the same size as the Cannabis Related Business.

b. Whether there have been excessive secondary criminal or public nuisance impacts in the surrounding area or neighborhood, including, but not limited to, disturbances of the peace, illegal drug activity, marijuana-cannabis use in public, harassment of passersby, littering, loitering, illegal parking, loud noises, odors, or lewd conduct.

c. Whether the Cannabis Related Business operating pursuant to a use permit has a history of inadequate safeguards or procedures that show it is likely that it will not comply with any operating requirements and standards required in the conditions of approval.

d. Whether the Cannabis Related Business-[s](#) has failed to pay fees, penalties, or taxes required by the conditions of approval of the use permit or by this code or State law, or has failed to comply with any requirements for the production of records or other reporting requirements of this code.

e. Whether the operator of the Cannabis Related Business or one or more of its officers, employees, partners, managers or members with management responsibilities ("managers") has been convicted of a felony, or has engaged in misconduct that is substantially related to the qualifications, functions or duties of an operator of a Cannabis Related Businesses. A "conviction" within the meaning of this chapter means a plea or verdict of guilty, or a conviction following a plea of nolo contendere. Notwithstanding the above, an application shall not be denied solely on the basis that the applicant or any manager has been convicted of a felony, if the person convicted has obtained a certificate of rehabilitation (expungement of felony record) under California law or under a similar Federal statute or State law where the expungement was granted.

f. Whether the operator or managers of the Cannabis Related Business have previously or are currently engaged in unlawful, fraudulent, unfair, or deceptive business acts or practices.

g. Whether the cannabis-related business has been operated in compliance with applicable State law and provisions of this code generally.

3. If the Zoning Administrator determines that the Cannabis Related Business-[s](#) is being operated in violation of any conditions of approval imposed on the use permit as issued by the Planning Commission or the Zoning Administrator, the use permit may be subject to revocation.

E. Revocation of Use Permits for Cannabis Related Businesses:

1. In addition to the reasons for revocation of an approved use permit set forth in subsection H2 of Section 9262 of this Code and subsection D2 of this Section, an approved use permit for a cannabis-related business may be revoked through the City's revocation process, as set forth in subsection H2 of Section 9262, except that all references therein to the Planning Commission shall be deemed to refer to the Zoning Administrator, if the Cannabis Related Business is operated in a manner that violates the conditions of approval imposed by the use permit or the provisions of this code, or conflicts with State law. At the public hearing to be conducted by the Zoning Administrator as set forth in subsection H2 of this Section 9262, the Zoning

Administrator shall make findings regarding the alleged specific violations of this code or State law.

2. An appeal of the Zoning Administrator's decision on revocation of a use permit for a Cannabis Related Business may be made to the Planning Commission for a final decision. Any such appeal must comply with the requirements of section 9266 of this code, except that all references therein to the City Council shall be deemed to refer to the Planning Commission.

3. When a final decision revoking a use permit for a Cannabis Related Business is made as provided in this section, the permittee shall become ineligible for a period of three (3) years thereafter to apply for a use permit for a Cannabis Related Business. The ineligibility shall include any corporation or other business entity, including, but not limited to, a partnership or limited liability company, in which the permittee has any direct or indirect beneficial, financial or ownership interest.

F. Limitations on Locations of Cannabis Related Businesses

1. All Cannabis Related Businesses, as defined in Section 9278 of this code, operating subject to use permits under this chapter will operate indoors in a fully enclosed secure structure, as defined in Section 9254 of this Code, and shall not be allowed in the following areas:

- a. Within six hundred feet (600') of a school, as defined in section 5702P of this code, with that distance measured as the horizontal distance in a straight line from the property line of the school to the closest property line of the lot on which the Cannabis Related Business is to be located without regard to intervening structures, pursuant to California Health and Safety Code section 11362.768; or
- b. Within two hundred fifty feet (250') of a youth-oriented facility other than a school, as defined in section 5702R of this code, with that distance measured by street frontage from the property line of the youth-oriented facility to the closest property line of the lot on which the Cannabis Related Business is to be located, and not radial distance; or
- c. Abutting, on any side of the parcel upon which the Cannabis Related Business is located, a parcel occupied by a youth-oriented facility or a school; or
- d. Within any residential zoned parcel or primary land use, or any property with an underlying residential or mobile homes general plan land use designation; or
- e. On a parcel having a residential unit, or on a parcel directly abutting a residentially zoned property, unless there are intervening nonresidential uses between the Cannabis Related Business and the residential unit or the residentially zoned property that the decision-making entity charged with hearing

and making the decision on the use permit application or the appeal of that decision determines sufficient to provide an appropriate separation.

2. A Cannabis Retailer, as defined in Section 9278 of this code, shall not be allowed within two hundred fifty feet (250') of another Cannabis Retailer, with that distance measured by street frontage from the property line of the other Cannabis Retailer to the closest property line of the lot on which the Cannabis Retailer is to be located, and not radial distance.

32. A waiver of the provisions in subsections F1a through e and F2 of this section may be granted if the applicant demonstrates on plans and materials presented for review and the Planning Commission determines that a physical barrier or other condition exists which achieves the same purpose and intent as the distance separation requirements established herein, and that, as a result, the Zoning Administrator or the Planning Commission makes a finding of no adverse impact resulting from the proposed location of the cannabis-related business.

SECTION 8

A new Section 9174.3 shall be added to Article 15.7 of Chapter 2 in Division 9 of the Ukiah City Code and shall read as follows:

§9174.3 CANNABIS RETAILERS

A. Applicability: The standards and requirements in this Section apply specifically to Cannabis Retailers, as defined in Section 9278 of this Code, and other Cannabis Businesses with a retail component, and shall apply in addition to the requirements and standards for all Cannabis Businesses set forth in Section 9174.2 and elsewhere in this Code. In the event of any conflict between the requirements of this Section and those included elsewhere in the City Code, the requirements of this Section shall control.

B. Definitions.

For the purposes of this chapter, the following words and phrases shall have the following meaning:

1. "Adult-use" means a person the age of 21 or over with a valid state ID, who is qualified to purchase cannabis from an established cannabis business.
2. "Delivery" means the commercial transfer of cannabis or cannabis products to a customer. "Delivery" also includes the use by a retailer of any technology platform.
3. "Identification card" shall have the same definition as in California Health and Safety Code section 11362.7, and as it may be amended.

4. "Medical cannabis" or "medicinal cannabis" means cannabis that is intended to be used for medical cannabis purposes in accordance with State law.

5. "On site" means an activity or accessory use that is related to the primary use – i.e., lawful, retail distribution of cannabis – and is located on the same legal parcel as the primary use.

6. "Primary caregiver" shall have the same definition as set forth in California Health and Safety Code section 11362.7, and as it may be amended.

7. "Qualified patient" shall have the same definition as set forth in California Health and Safety Code section 11362.7, and as it may be amended.

C. Operating Requirements

1. Minors: Persons under the age of eighteen (18) shall not be allowed on the premises of a Cannabis Retailer unless they are a qualified patient or a primary caregiver, they are in the presence of their parent or guardian, and the Cannabis Retailer in question dispenses cannabis for medical use. Adult Use Cannabis Retailers shall only allow on the premises a person who is 21 years of age or older and who possesses a valid government-issued photo identification card.

2. Cannabis Retailer Access:

a. The entrance into the Cannabis Retailer building shall be locked at all times with entry strictly controlled; e.g., a buzz-in electronic/mechanical entry system with a vestibule is highly encouraged. A viewer shall be installed in the door that allows maximum angle of view of the exterior entrance.

b. Cannabis Retailer personnel shall monitor site activity, control loitering and site access.

c. Only Cannabis Retailer staff, persons the age of twenty-one (21) and over, qualified patients over the age of eighteen (18) who are purchasing Medical cannabis, and persons with bona fide purposes for visiting the site shall be allowed on the premises.

d. Only a primary caregiver and qualified patient or persons the age of twenty-one (21) and over shall be in the designated dispensing area with personnel. All other authorized visitors shall remain in the designated waiting area in the front entrance/lobby.

e. Restrooms shall remain locked and under the control of management.

3. Operations:

a. The Cannabis Retailer may sell cannabis or cannabis products to an individual only in an amount consistent with personal possession and use limits allowed by the State

b. A Cannabis Retailer shall not have a physician on site to evaluate patients and provide a recommendation for medical cannabis.

4. Hours of Operation: Hours of operation are limited to nine o' clock (9:00) A.M. to nine o' clock (9:00) P.M., seven (7) days a week.

5. Consumption Restrictions:

a. Cannabis shall not be consumed on the premises of the Cannabis Retailer. The term "premises" includes the actual building, as well as any accessory structures, parking areas, or other surroundings within two hundred feet (200') of the Cannabis Retailer's entrance.

b. Cannabis Retailer operations shall not result in illegal redistribution of cannabis obtained from the Cannabis Retailer, or use in any manner that violates local, State or City codes.

c. No person may consume cannabis, by smoking or vaporization, in any public places. Public places shall include, but are not limited to, City owned parks and/or City sponsored events where designated as nonsmoking areas by resolution of the City Council, streets, sidewalks, alleys, highways, public parking lots as defined in section 6000 of this Code and as amended, enclosed places and places of employment as defined in sections 4503 and 4505 of this Code and as amended, and any other property owned or leased by the City, or in which the City holds a right-of-way easement, and which is open to members of the general public, except while actively passing through on the way to another destination. Nothing in this Section is intended, nor shall it be construed, to be inconsistent with the California Indoor Clean Air Act of 1976, Health and Safety Code Section 118875 et seq. and as amended.

6. Retail Sales and Cultivation:

a. No cannabis shall be cultivated on the premises of the Cannabis Retailer, except in compliance with this Section and with Sections 6093 and 9254 of this code and applicable State laws and regulations.

b. Cannabis Retailers may keep on the Premises immature nursery stock cannabis plants, or clones, that are not intended to be raised to maturity by the Cannabis Retailer but instead sold to Adult Use patrons or qualified patients.

c. Up to one hundred fifty (150) square feet of the total square footage of the Cannabis Retailer may be utilized for display and sales of devices necessary for administering cannabis, including but not limited to rolling papers and related materials and devices, pipes, water pipes, and vaporizers.

d. Retail sales of cannabis that violate California law or this Code are expressly prohibited.

7. Floor Plan: Cannabis Retailers or other Cannabis Businesses with a retail component shall have a lobby waiting area at the entrance to receive clients, and a separate and secure designated area for dispensing cannabis to qualified patients or designated caregivers or to eligible adult use patrons. The primary entrance shall be located and maintained clear of barriers, landscaping and similar obstructions so that it is clearly visible from public streets, sidewalks or site driveways.

8. Hours of Operation: Hours of operation are limited to nine o' clock (9:00) A.M. to nine o' clock (9:00) P.M., seven (7) days a week.

D. Site Management:

1. The operator of the establishment shall take all reasonable steps to discourage and correct objectionable conditions that constitute a nuisance in parking areas, sidewalks, alleys and areas surrounding the premises and adjacent properties during business hours if directly related to the patrons of the subject dispensary.

a. "Reasonable steps" shall include calling the police in a timely manner; and requesting those engaging in objectionable activities to cease those activities, unless personal safety would be threatened in making the request.

b. "Nuisance" includes, but is not limited to, disturbances of peace, open public consumption of cannabis or alcohol, excessive pedestrian or vehicular traffic, illegal drug activity, harassment of passersby, excessive littering, excessive loitering, illegal parking, excessive loud noises, especially late at night or early in the morning hours, lewd conduct or excessive police detentions and arrests.

2. The operator shall take all reasonable steps to reduce loitering in public areas, sidewalks, alleys and areas surrounding the premises and adjacent properties during business hours.

E. Alcoholic Beverages: No Cannabis Retailer shall hold or maintain a license from the State Division of Alcoholic Beverage Control for the sale of alcoholic beverages, or operate a business on the premises that sells alcoholic beverages. No alcoholic beverages shall be allowed or consumed on the premises.

F. Delivery: A Cannabis Retailer located in the City may deliver cannabis to qualified patients and caregivers and to persons eligible for adult-use at their residence in the City or to the same class of persons outside the City's jurisdiction. Such permissible delivery of cannabis to qualified patients or adults at least 21 years of age within the City limits shall be limited to delivery by lawfully operated, permitted retailers. All other cannabis delivery is a prohibited activity in the City, except where the City is preempted by Federal or State law from enacting a prohibition on such activity.

SECTION 9

Table 3 in Section 9223.1 of Article 18, Chapter 2 in Division 9 of the Ukiah City Code is hereby amended by removing from the column heading "Use Categories and Specific Uses" the reference to a Dispensary Use Permit (DUP) and specifying that a Cannabis Retailer is an allowable use with a Major Use Permit (MAUP), rather than with a DUP, in the General Urban (GU), Urban Center (UC), and Downtown Core (DC) zoning district.

SECTION 10

Article 19 of Chapter 2 in Division 9 of the Ukiah City Code is hereby amended to read as follows:

§ 9254 ~~MARIJUANA~~ CANNABIS CULTIVATION

* * *

B. Cultivation of ~~Marijuana~~Cannabis:

* * *

3. Indoor Commercial Cultivation Of ~~Marijuana~~Cannabis: It is hereby declared to be unlawful and a public nuisance for any person owning, leasing, occupying, or having charge or possession of any parcel within the City of Ukiah to cause or allow such parcel to be used for the commercial cultivation of ~~marijuana~~cannabis, unless (a) the person is operating a ~~medical marijuana dispensary~~Cannabis Retailer pursuant to a valid ~~dispensary~~ use permit, within the C1, C2, CN, M, and PD (commercial) zoning districts and in the GU, UC, and DC downtown zoning districts, and the space devoted to on-site cultivation at the ~~permitted dispensary~~Cannabis Retailer does not exceed twenty-five percent (25%) of the total floor area, but in no case more than five hundred (500) square feet; or (b) the person is operating a commercial Cannabis Cultivation business of any type in compliance with all requirements set forth in Sections 9261, 9262, and 9278 of this Code and with all applicable State laws and regulations including licensing requirements.

SECTION 11

Article 20 of Chapter 2 in Division 9 of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *”):

§9261 DISCRETIONARY PLANNING PERMITS

* * *

D. ***

* * *

5.

a. In all Zoning Districts in which they are a permitted use, the following Cannabis Related Businesses shall be considered major uses:

Cannabis Cultivation – Processor

Cannabis Cultivation – Specialty Cottage.

Cannabis Cultivation – Specialty Indoor.

Cannabis Cultivation – Specialty Mixed Light.

Cannabis Microbusiness.

Cannabis Nursery.

Cannabis Retailer.

Major Use Permits issued for Cannabis Related Businesses shall be subject to ~~annual~~ review after the first year of operation, and shall be subject to ~~annual~~the review and revocation ~~according to the~~ procedures set forth in Section ~~9262~~9174.2, subsections ~~D and EK and L~~ of this ~~Article~~Chapter.

b. In all Zoning Districts in which they are a permitted use, the following Cannabis Related Businesses shall be considered minor uses:

Cannabis Distribution

Cannabis Manufacturering – Level 1

Cannabis Manufacturer – Packaging

Cannabis Manufacturer – Shared Use

Minor Use Permits issued for Cannabis Related Businesses shall be subject to ~~annual~~ review after the first year of operation, and shall be subject to ~~annual~~the review and revocation ~~according to the~~ procedures set forth in Section 9~~174.2~~262, subsections ~~D and EK and L~~ of this ~~Article~~Chapter.

* * *

SECTION 12

Article 21 of Chapter 2 in Division 9 of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *”):

§9278 DEFINITIONS

B. ***

CANNABIS: Shall have the same definition as set forth for “Cannabis” in Business and Professions Code § 26001(e), as may be amended from time to time. All parts of the plant Cannabis sativa linnaeus, Cannabis indica, or Cannabis ruderalis, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means: (1) “marijuana” as defined by Health and Safety Code section 11018, and (2) the separated resin, whether crude or purified, obtained from marijuana. “Cannabis” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the purpose of this article, “cannabis” does not mean “industrial hemp” as defined by Food and Agricultural Code section 81000 or Health and Safety Code section 11018.5.

CANNABIS CULTIVATION: Shall have the same definition as set forth for “Cultivation” in Business and Professions Code § 26001(k), as may be amended from time to time. Any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

CANNABIS CULTIVATION – INDOOR: Shall have the same definition as set forth for “Indoor Cultivation” in Title 4, California Code of Regulations, Section 15000(cc), as may be amended from time to time. For purposes of this Code, indoor cultivation involves The cultivation of cannabis within a fully enclosed secure structure, as defined in section 9254 of this code.

CANNABIS CULTIVATION – MEDIUM INDOOR: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Medium Indoor” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time. Indoor cultivation using exclusively artificial lighting between ten thousand one (10,001) and twenty-two thousand (22,000) square feet, inclusive, of total canopy size on one premises.

CANNABIS CULTIVATION – MEDIUM MIXED LIGHT: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Medium Mixed Light Tier 1 and

2” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time. ~~Indoor cultivation using any combination of natural and supplemental artificial lighting, between ten thousand one (10,001) and twenty-two thousand (22,000) square feet, inclusive, of total canopy size on one premises.~~

CANNABIS CULTIVATION – PROCESSOR: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Processor” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time.

* * *

CANNABIS CULTIVATION – SMALL INDOOR: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Small Indoor” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time. ~~Indoor cultivation using exclusively artificial lighting between five thousand one (5,001) and ten thousand (10,000) square feet, inclusive, of total canopy size on one premises.~~

CANNABIS CULTIVATION – SMALL MIXED LIGHT: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Small Mixed Light Tier 1 and 2” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time. ~~Indoor cultivation using any combination of natural and supplemental artificial lighting, inclusive, of total canopy size on one premises.~~

CANNABIS CULTIVATION – SPECIALTY COTTAGE: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Specialty Cottage” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time. ~~Indoor cultivation using any combination of natural and supplemental artificial lighting, of two thousand five hundred (2,500) square feet or less of total canopy size for mixed-light cultivation, or five hundred (500) square feet or less of total canopy size for indoor cultivation, on one premises.~~

CANNABIS CULTIVATION – SPECIALTY INDOOR: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Specialty Indoor” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time. ~~Indoor cultivation using exclusively artificial lighting of between two thousand five hundred one (2,501) and five thousand (5,000) square feet of total canopy size on one premises.~~

CANNABIS CULTIVATION – SPECIALTY MIXED LIGHT: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Specialty Mixed Light Tier 1 and 2” set forth in Title 4, California Code of Regulations, Section 16201, as may be

amended from time to time. ~~Indoor cultivation using any combination of natural and supplemental artificial lighting, of between two thousand five hundred one (2,501) and five thousand (5,000) square feet of total canopy size on one premises.~~

CANNABIS DISTRIBUTION: ~~The procurement, sale, and transport of cannabis and cannabis products between permitted and licensed cannabis businesses for the distribution of cannabis and cannabis products. Shall have the same meaning as the definition of “Distribution” set forth in Business and Professions Code § 26001(r), as may be amended from time to time.~~

CANNABIS DISTRIBUTOR: A Cannabis Related Business operating under a State Type 11 or 13 Distributor license, or a state distribution license type subsequently established, and meeting the definition of “Distributor” set forth in Business and Professions Code § 26001(s), as may be amended from time to time.

CANNABIS MANUFACTURING: ~~The production, preparation, propagation, or compounding of cannabis or cannabis products either directly or indirectly or by extraction methods, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis at a fixed location that packages or repackages cannabis or cannabis products or labels or relabels its container. Shall have the same definition as set forth for “Manufacture” in Title 4, California Code of Regulations, Section 15000(oo), as may be amended from time to time.~~

CANNABIS MANUFACTURING – LEVEL 1: A Cannabis Related Business operating under a State Type 7 manufacturer license for extractions using volatile solvents, or a state manufacturer license type subsequently established, and meeting the definition of a Type 7 license set forth in Title 4, California Code of Regulations, Section 17006, as may be amended from time to time. ~~Cannabis manufacturing involving the manufacture of cannabis products using nonvolatile solvents, or no solvents.~~

CANNABIS MANUFACTURING – LEVEL 2: A Cannabis Related Business operating under a State Type 6 manufacturer license for extractions using mechanical methods or nonvolatile solvents, or a state manufacturer license type subsequently established, and meeting the definition of a Type 6 license set forth in Title 4, California Code of Regulations, Section 17006, as may be amended from time to time. ~~Cannabis manufacturing involving the manufacture of cannabis products using volatile solvents.~~

CANNABIS MANUFACTURER – PACKAGING: A Cannabis Related Business operating under a State Type P license and meeting the definition of a Type P license set forth in Title 4, California Code of Regulations, Section 17006, as may be amended from time to time.

CANNABIS MANUFACTURER – SHARED USE: A Cannabis Related Business operating under a State Type S license and meeting the definition of a Type S license

set forth in Title 4, California Code of Regulations, Section 17006, as may be amended from time to time.

* * *

CANNABIS MICROBUSINESS: A Cannabis Related Business operating under a State Type 12 license for microbusinesses, or a state cannabis license type subsequently established, and meeting the definition of “microbusiness” set forth in Business and Professions Code § ~~26070~~26001(a)~~(3)(A)~~, as may be amended from time to time; ~~which cultivates less than 10,000 square feet of cannabis and acts as a licensed distributor, Level 1 manufacturer, and retailer on the same Premises.~~ A Cannabis Microbusiness that also acts as a Cannabis Retailer must also comply with the provisions of ~~Division 6, Chapter 8 of the Ukiah City Code, except that a Microbusiness with a retail component is not required to obtain a Dispensary Use Permit pursuant to Section 5703 of this Code~~Section 9174.3 of this Code.

CANNABIS NURSERY: ~~Cultivation of cannabis that produces only clones, immature plants, seeds, and other agricultural products used specifically for the propagation and cultivation of cannabis.~~ A Cannabis Related Business operating under a State cultivation license for cannabis nurseries, or a state cultivation license type subsequently established, and meeting the definition of “Nursery” set forth in Business and Professions Code § 26001(ak), as may be amended from time to time.

CANNABIS PRODUCTS: ~~Shall have the same definition as set forth for “Cannabis Products” in Business and Professions Code § 26001(h), as may be amended from time to time. Cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including but not limited to concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients.~~

CANNABIS RELATED BUSINESS: ~~An commercial enterprise engaged in the cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, distribution, or distribution, of cannabis or a cannabis product, commercial cannabis activity, as defined in Business and Professions Code § 26001(j), as may be amended from time to time including a Microbusiness,~~ except as set forth in Business and Professions Code Section 26033 related to qualifying patients and primary caregivers, ~~Division 6, Chapter 8 of the Ukiah City Code pertaining to regulation of marijuana dispensaries and issuance and renewal of Dispensary Use Permits,~~ and Section 9254 of this Chapter pertaining to cultivation of cannabis-marijuana for personal use. ~~For purposes of this Article, this definition of a Cannabis Related Business excludes businesses engaged in the retail sale and delivery of Cannabis, Cannabis products, or Cannabis Products to patients or customers, which are regulated under Division 6, Chapter 8 of this Code.~~ All Cannabis Related Businesses operating within the City must possess a valid State license appropriate for the type of business operated.

CANNABIS RETAILER: A commercial enterprise engaged in the retail sale and delivery of cannabis or cannabis products to customers. A retailer shall have a licensed

premises which is a physical location from which commercial cannabis activities are conducted. A retailer's premises may be closed to the public. A retailer may conduct sales exclusively by delivery. All Cannabis Retail operations in the City of Ukiah are regulated pursuant to Division 6, Chapter 8 of the Ukiah City Code and must comply with all provisions of this Division the general regulations for Cannabis Related Businesses in Section 9174.2 of this Code and the regulations specific to Retailers in Section 9174.3.

CANNABIS TESTING LABORATORY: Shall have the same definition as set forth for "Testing Laboratory" in Business and Professions Code § 26001(av), as may be amended from time to time. A laboratory, facility, or entity that offers or performs tests of cannabis or cannabis products.

SCHOOL: Shall mean an institution of learning for minors, whether public or private, offering a regular course of instruction required by the California Education Code. This definition includes an elementary school, middle or junior high school, senior high school, or any special institution of education, but it does not include a vocational or professional institution of higher education, including any other college or university.

YOUTH-ORIENTED FACILITY: Shall mean a public park, as shown on the official zoning map for the City; church; museum; library; or licensed daycare facility.

SECTION 13

1. SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council of the City of Ukiah hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

2. EFFECTIVE DATE.

This Ordinance shall be published as required by law in a newspaper of general circulation in the City of Ukiah, and shall become effective thirty (30) days after its adoption.

Introduced by title only on _____, 2022, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Adopted on _____, 2022 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jim O. Brown, Mayor

ATTEST:

Kristine Lawler, City Clerk

ORDINANCE NO.

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING
VARIOUS SECTIONS OF THE UKIAH CITY CODE TO AMEND THE USE PERMIT
APPLICATION PROCESS AND OPERATIONAL STANDARDS FOR CANNABIS
RELATED BUSINESSES.**

The City Council of the City of Ukiah hereby ordains as follows.

SECTION 1

Chapter 8 in Division 6 of the Ukiah City Code is hereby repealed in its entirety.

SECTION 2

**Article 6 of Chapter 2 in Division 9 of the Ukiah City Code, pertaining to the
Neighborhood Commercial (C-N) Zoning District is hereby amended to read as
follows (unchanged text is omitted and is shown by “* * *):**

§9062 USES PERMITTED WITH SECURING OF A USE PERMIT

The following uses may be permitted in neighborhood commercial (C-N) districts,
subject to first securing a use permit pursuant to provisions contained in section 9262 of
this chapter:

Cannabis Retailer

SECTION 3

**Article 7 of Chapter 2 in Division 9 of the Ukiah City Code, pertaining to the
Community Commercial (C-1) Zoning District is hereby amended to read as
follows (unchanged text is omitted and is shown by “* * *):**

§9082 PERMITTED USES

**The following uses require approval of a use permit pursuant to the provisions
contained in section 9262 of this chapter:**

Cannabis Cultivation - Processor
Cannabis Manufacturer – Packaging
Cannabis Manufacturer – Shared Use

* * *

SECTION 4

Article 8 of Chapter 2 in Division 9 of the Ukiah City Code, pertaining to the Heavy Commercial (C-2) Zoning District is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *):

§9097 PERMITTED USES

The following uses require approval of a use permit pursuant to the provisions contained in section 9262 of this code:

Cannabis Cultivation – Processor

Cannabis Manufacturer – Packaging
Cannabis Manufacturer – Shared Use

SECTION 5

Article 9 of Chapter 2 in Division 9 of the Ukiah City Code, pertaining to the Manufacturing (M) Zoning District is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *):

§9112 USES PERMITTED SUBJECT TO FIRST SECURING A USE PERMIT

The following uses may be permitted in Manufacturing (M) Districts subject to first securing a use permit, as provided in this chapter, in each case:

Cannabis cultivation – Large indoor.
Cannabis cultivation – Large mixed light.
Cannabis cultivation – Medium indoor.
Cannabis cultivation – Medium mixed light.
Cannabis cultivation – Processor.
Cannabis cultivation – Small indoor.
Cannabis cultivation – Small mixed light.
Cannabis cultivation – Specialty cottage.
Cannabis cultivation – Specialty indoor.
Cannabis cultivation – Specialty mixed light.
Cannabis distributor.
Cannabis manufacturer – Level 1.
Cannabis manufacturer – Packaging.
Cannabis manufacturer Level 1 – Shared Use.
Cannabis microbusiness.
Cannabis nursery.
Cannabis retailer.
Cannabis testing laboratory.

Industrial, manufacturing, or storage uses which may be objectionable by reason of production of smoke, dust, noise, radioactivity, vibration, bright light or other causes. Recreational uses, hotels, motels, mobile home parks, retail stores, offices, service establishments.

Resident manager/security personnel housing.

SECTION 6

Article 15 of Chapter 2 in Division 9 of the Ukiah City Code, pertaining to the Public Facilities (PF) Zoning District is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *)”:

§9170.2 PERMITTED USES

The following uses are permitted in the Public Facilities (PF) Zoning District subject to first securing a use permit:

Cannabis Cultivation – Processor.

Cannabis Manufacturer – Packaging

Cannabis Manufacturer – Shared Use

SECTION 7

Article 15.7 of Chapter 2 in Division 9 of the Ukiah City Code is amended to read as follows:

ARTICLE 15.7. STANDARDS FOR SPECIFIC LAND USES THAT ARE SUBJECT TO DISCRETIONARY REVIEW

* * *

§9174.1 APPLICABILITY

The land uses and activities included in this Article shall comply with the provisions of the section applicable to the specific land use, in addition to all other applicable provisions of this article and the Ukiah City Code.

A. Where Allowed: The uses that are subject to the standards in sections 9174.2 through 9174.9 of this Code shall only be located in the zoning districts indicted in Articles 3 through 15 of this Chapter 2, Division 9 or as otherwise indicated in this Chapter.

B. Development Standards: The standards for specific land uses included in this Article are required and supplement those included in the Ukiah City Code. In the event of any conflict between the requirements of this Article and those included elsewhere in the City Code, the requirements of this Article shall control.

§9174.2 CANNABIS-RELATED BUSINESSES

A. Cannabis-Related Business Use Permit Application Requirements:

1. Submission: A complete Use Permit application submittal packet shall be submitted in accordance with Section 9262 of this Code, including a detailed written statement as to how the proposed Cannabis Related Business complies with this Section, and any other information or submissions required by this Code. All applications for Use Permits for Cannabis-Related Businesses shall be filed with the Planning Department, using forms provided by the City, and accompanied by the applicable filing fee and any other applicable fees or charges. It is the responsibility of the applicant to provide information required for approval of the permit. The application shall be made under penalty of perjury.

2. Effect of Other Permits or Licenses: The fact that an applicant possesses other types of State or City permits or licenses does not exempt the applicant from the requirement of obtaining a Use Permit.

3. Submittal Requirements: Any application for a Use Permit for a Cannabis-Related Business shall include the following information:

a. Applicant(s) Name: The full name (including any current or prior aliases, or other legal names the applicant is or has been known by, including maiden names), present address, and telephone number of the applicant;

b. Applicant(s) Mailing Address: The address to which notice of action on the application is to be mailed;

c. Verification of Age: Written proof that the applicant is at least twenty-one (21) years of age;

d. Physical Description: Applicant's height, weight, color of eyes and hair;

e. Photographs: Passport quality photographs for identification purposes;

f. Tax History: The Cannabis Related Business tax history of the applicant, including whether such person, in previously operating in this or another city, county or state under license has had a business license revoked or suspended, the reason therefor, and the business or activity or occupation in which the applicant engaged subsequent to such action of suspension or revocation;

g. Management Information: The name or names and addresses of the person or persons having the management or supervision of applicant's business;

h. Criminal Background: A completed background investigation verifying whether the person or person having the management or supervision of applicant's business has been convicted of a crime(s), the nature of such offense(s), and the sentence(s) received therefor;

i. Employee Information: Number of employees, volunteers, and other persons who will work at the Cannabis-Related Business;

j. Plan of Operations: A plan of operations describing how the Cannabis Related Business will operate consistent with the intent of State law, including obtaining all applicable State licenses, and the provisions of this Section, including but not limited to ensuring that the Cannabis-Related Business will not engage in cannabis-related commercial activities that violate California law or this chapter.

k. Written Response to Cannabis Related Business Standards: The applicant shall provide a comprehensive written response identifying how the Cannabis Related Business plan complies with each of the standards for review in this chapter, specifically the limitation on location and operating requirements in this Article;

l. Security Plan: A detailed security plan and diagram outlining the proposed security arrangements for ensuring the safety of persons and to protect the premises from theft. The plan shall include installation of security cameras, a premises and panic alarm system monitored by a licensed operator, and a security assessment of the site conducted by a qualified professional;

m. Floor Plan: A sketch or diagram showing the interior configuration of the premises, including a statement of the total floor area occupied by the Cannabis Related Business. The sketch or diagram need not be professionally prepared, but must be drawn to a designated scale or drawn with marked dimensions of the interior of the premises to an accuracy of plus or minus six inches (6");

n. Site Plan: A sketch or diagram showing exterior configuration of the premises, including the outline of all existing and proposed structures, parking and landscape areas, and property boundaries. The sketch or diagram need not be professionally prepared, but must be drawn to a designated scale or drawn with marked dimensions to an accuracy of plus or minus six inches (6");

o. Accessibility Evaluation: A written evaluation of accessibility to and within the building, and identification of any planned accessibility improvements;

p. Neighborhood Context Map: An accurate straight-line drawing depicting the building and the portion thereof to be occupied by the Cannabis Related Business, and: (a) the property lines of any school within six hundred feet (600') of the property line of the Business for which a permit is requested, (b) the

property lines of any Cannabis Related Business within two hundred fifty feet (250') of the primary entrance of the Business for which a permit is requested, and (c) the property lines of any youth-oriented facility or residential zone or use within two hundred fifty feet (250') of the primary entrance of the Business;

q. Lighting Plan: A lighting plan showing existing and proposed exterior premises and interior lighting levels that would be the minimum necessary to provide adequate security lighting for the use and comply with all City standards regarding lighting design and installation. All lighting shall be fully hooded and downcast, and shall not shine towards the night sky, adjacent property or any street;

r. City Authorization: Written authorization for the City, its agents and employees to seek verification of the information contained within the application;

s. Statement of Owner's Consent: A statement in writing by the Owner that he or she certifies under penalty of perjury that the applicant has the consent of the Owner and landlord to operate a Cannabis Related Business at the location;

t. Applicant's Certification: A statement in writing by the applicant that he or she certifies under penalty of perjury that all the information contained in the application is true and correct;

u. Other Information: Such other information as deemed necessary by the Planning Department to demonstrate compliance with this Section including all City and State codes, including operating requirements established in this Section.

4. Effect of Incomplete Filing: Upon notification that an application submittal is incomplete, the applicant shall submit any additional documents or information required to complete the application within thirty (30) days of the date the applicant is notified in writing by the Planning Department that the application is incomplete. If the applicant fails to complete the application within said thirty (30) days, the application shall be deemed withdrawn and a new application submittal that complies with this Section shall be required in order to proceed with the application.

B. Operating Requirements for Cannabis Related Businesses: Cannabis Related Business operations shall be established and managed only in compliance with the following standards:

1. Criminal History: Any applicant, his or her agent or employees, volunteer workers, or any person exercising managerial authority of a Cannabis Related Business on behalf of the applicant shall not have been convicted of any of the felony offenses enumerated in Business and Professions Code Section 26057(b)(4), or of a felony or misdemeanor involving moral turpitude, or on probation for a drug offense, or engaged in misconduct related to the qualifications, functions or duties of a permittee.

Notwithstanding the above, an application shall not be denied solely on the basis that the applicant or any manager has been convicted of a felony, if the person convicted has obtained a certificate of rehabilitation (expungement of felony record) under California law or under a similar Federal statute or State law where the expungement was granted. In addition, notwithstanding the above, a prior conviction, where the sentence, including any term of probation, incarceration, or supervised release, is completed, for possession of, possession for sale, sale, manufacture, transportation, or cultivation of cannabis or cannabinoid preparations, is not considered related to the qualifications, functions, or duties of a permittee, and shall not be the sole ground for denial of an application.

2. Minors:

a. It is unlawful for any permittee, operator, or other person in charge of any Cannabis Related Business to employ any person who is not at least twenty-one (21) years of age.

b. The burden of proof is on the Cannabis Related Business personnel to establish compliance with this subsection B.2 by clear and convincing evidence.

3. Inventory and tracking: Cannabis Related Businesses shall at all times operate in a manner to prevent diversion of Cannabis and shall promptly comply with any track and trace program established by the State.

4. Multiple permits per site: Multiple Cannabis Related Businesses proposed on any one site or parcel shall be granted permit approval only if all of the proposed Cannabis Businesses and their co-location are authorized by both City and state law. Operators of Cannabis Related Businesses issued Use Permits for multiple business types or State license types at the same physical address shall maintain clear separation between license types unless otherwise authorized by this Code and State law.

5. Operating Plans: An Operating Plan for a Cannabis Related Business must contain the following unless not applicable:

a. Storage: A Cannabis Related Business shall have suitable locked storage on premises, identified and approved as a part of the security plan, for after-hours storage of cannabis and cannabis products.

b. Odors Control: The Cannabis Related Business shall have an air treatment system that prevents odors generated from any storage and cultivation of cannabis on the Business property from being detected by any reasonable person of normal sensitivity outside the Cannabis Related Business premises. To achieve this, both the storage and cultivation areas shall be, at minimum, mechanically ventilated with a carbon filter or superior method.

c. Security Plans: A Cannabis Related Business shall provide adequate security on the premises, as approved by the Chief of Police, including lighting and a premises and panic alarm system monitored by a licensed operator, to ensure the safety of persons and to protect the premises from theft.

d. Security Cameras: Security surveillance cameras shall be installed to monitor the main entrance and exterior of the premises to discourage loitering, crime, illegal or nuisance activities. The security surveillance system shall comply with current State standards for digital video surveillance systems to be installed on the premises of licensed Cannabis businesses, currently codified in the Cal. Code of Regulations, Title 16, Section 5044, and as may be amended.

e. Security Video Retention: Security video shall be maintained for ninety (90) days. In the event of a crime on site or anywhere within range of the Cannabis Related Business's security cameras, the Cannabis Related Business shall provide the Chief of Police or his or her designee with a useable digital copy of the security video upon request or at the earliest convenience.

f. Alarm System: Professionally monitored premises and panic alarm system shall be installed and maintained in good working condition.

g. Emergency access. Security measures shall be designed to ensure emergency access in compliance the California Fire Code and Ukiah Valley Fire Authority standards.

h. Emergency Contact: A Cannabis Related Business shall provide the Chief of Police with the name, e-mail address, phone number and facsimile number of an on-site community relations staff person to whom one can provide notice if there are operating problems associated with the Business. The Business shall make every good faith effort to encourage neighborhood residents to call this person to try to solve operating problems, if any, before any calls or complaints are made to the City.

6. Employee Records: Each owner or operator of a Cannabis Related Business shall maintain a current register of the names of all volunteers and employees currently working at or employed by the Cannabis Related Business, and shall disclose such registration for inspection by any City officer or official for purposes of determining compliance with the requirements of this Article.

7. Compliance with Other Requirements: The operator shall comply with all applicable provisions of local, State or Federal laws, regulations or orders, as well as any condition imposed on any permits issued pursuant to applicable laws, regulations or orders.

8. Confidentiality: The information provided for purposes of this section regarding the Cannabis Business security plans, security site plan, and employee background checks shall be maintained by the City as confidential information, and shall not be disclosed as public records unless pursuant to subpoena issued by a court of competent jurisdiction or otherwise compelled by court order or the California Public Records Act.

9. Display of Permit: Every Cannabis Related Business shall display at all times during business hours the Use Permit issued pursuant to the provisions of this chapter for such Business in a conspicuous place so that the same may be readily seen by all persons entering the Business.

10. Inspections: During normal business hours, Cannabis Related Businesses permitted under this Chapter shall provide access for administrative inspections by City officials or officers or consultants hired by the City to verify compliance with this Article. Any Cannabis Related Business's refusal to comply with this section shall be deemed a violation of this Article.

11. Notification of Theft, Loss, and Criminal Activity: Cannabis Related Businesses shall comply with the California Code of Regulations, Title 16, Section 5036, or as may be amended, by notifying the applicable State authorities and the Ukiah Police Department within 24 hours of discovery of any of the following situations:

- a. A significant discrepancy in the Business's inventory.
- b. The Operator becomes aware of or has reason to suspect diversion, theft, loss, or any other criminal activity pertaining to the operations of the Business.
- c. The Operator becomes aware of or has reason to suspect diversion, theft, loss, or any other criminal activity by an agent or employee of the Business pertaining to the operations of the Business.
- d. The Operator becomes aware of or has reason to suspect the loss or unauthorized alteration of records related to cannabis goods, customers or clients, or the Business's employees or agents.
- e. The Operator becomes aware of or has reason to suspect any other breach of security.

The notification shall be in writing and include the date and time of occurrence of the theft, loss, or criminal activity and a description of the incident including, where applicable, the item(s) that were taken or lost.

C. Review and Revocation: Use permits issued for Cannabis Related Business shall be subject to review after the first year of operation according to the procedures set forth in subsection D of this section, and shall be subject to revocation according to the

procedures set forth in subsection E of this section.

D. Review of Use Permits for Cannabis Related Businesses:

1. Use permits for Cannabis Related Business will be subject to review after the first year of operation by the Zoning Administrator, including inspection of the business by the Zoning Administrator or his designee, to determine whether the business is being operated in accordance with any conditions of approval imposed on the use permit as issued by the Planning Commission or Zoning Administrator. The City Council may, from time to time by resolution in accordance with the procedures required by law, establish fees to be charged and collected for review pursuant to this subsection.

2. In the course of review and after inspection, the Zoning Administrator shall make findings of fact regarding the Cannabis Related Business operator's adherence to the conditions of approval for the use permit. In addition, the Zoning Administrator will consider the following nonexclusive criteria in making findings of fact which may be grounds for revocation of a use permit for a Cannabis Related Business:

a. Whether the Cannabis Related Business operated pursuant to the use permit has generated an excessive number of calls for police service compared to similarly situated businesses of the same size as the Cannabis Related Business.

b. Whether there have been excessive secondary criminal or public nuisance impacts in the surrounding area or neighborhood, including, but not limited to, disturbances of the peace, illegal drug activity, cannabis use in public, harassment of passersby, littering, loitering, illegal parking, loud noises, odors, or lewd conduct.

c. Whether the Cannabis Related Business operating pursuant to a use permit has a history of inadequate safeguards or procedures that show it is likely that it will not comply with any operating requirements and standards required in the conditions of approval.

d. Whether the Cannabis Related Business has failed to pay fees, penalties, or taxes required by the conditions of approval of the use permit or by this code or State law, or has failed to comply with any requirements for the production of records or other reporting requirements of this code.

e. Whether the operator of the Cannabis Related Business or one or more of its officers, employees, partners, managers or members with management responsibilities ("managers") has been convicted of a felony, or has engaged in misconduct that is substantially related to the qualifications, functions or duties of an operator of a Cannabis Related Businesses. A "conviction" within the meaning of this chapter means a plea or verdict of guilty, or a conviction following a plea of nolo contendere. Notwithstanding the above, an application shall not be denied solely on the basis that the applicant or any manager has been convicted of a felony, if the person convicted has obtained a certificate of rehabilitation (expungement of felony

record) under California law or under a similar Federal statute or State law where the expungement was granted.

f. Whether the operator or managers of the Cannabis Related Business have previously or are currently engaged in unlawful, fraudulent, unfair, or deceptive business acts or practices.

g. Whether the cannabis-related business has been operated in compliance with applicable State law and provisions of this code generally.

3. If the Zoning Administrator determines that the Cannabis Related Business is being operated in violation of any conditions of approval imposed on the use permit as issued by the Planning Commission or the Zoning Administrator, the use permit may be subject to revocation.

E. Revocation of Use Permits for Cannabis Related Businesses:

1. In addition to the reasons for revocation of an approved use permit set forth in subsection H2 of Section 9262 of this Code and subsection D2 of this Section, an approved use permit for a cannabis-related business may be revoked through the City's revocation process, as set forth in subsection H2 of Section 9262, except that all references therein to the Planning Commission shall be deemed to refer to the Zoning Administrator, if the Cannabis Related Business is operated in a manner that violates the conditions of approval imposed by the use permit or the provisions of this code, or conflicts with State law. At the public hearing to be conducted by the Zoning Administrator as set forth in subsection H2 of this Section 9262, the Zoning Administrator shall make findings regarding the alleged specific violations of this code or State law.

2. An appeal of the Zoning Administrator's decision on revocation of a use permit for a Cannabis Related Business may be made to the Planning Commission for a final decision. Any such appeal must comply with the requirements of section 9266 of this code, except that all references therein to the City Council shall be deemed to refer to the Planning Commission.

3. When a final decision revoking a use permit for a Cannabis Related Business is made as provided in this section, the permittee shall become ineligible for a period of three (3) years thereafter to apply for a use permit for a Cannabis Related Business. The ineligibility shall include any corporation or other business entity, including, but not limited to, a partnership or limited liability company, in which the permittee has any direct or indirect beneficial, financial or ownership interest.

F. Limitations on Locations of Cannabis Related Businesses

1. All Cannabis Related Businesses, as defined in Section 9278 of this code, operating subject to use permits under this chapter will operate indoors in a fully

enclosed secure structure, as defined in Section 9254 of this Code, and shall not be allowed in the following areas:

- a. Within six hundred feet (600') of a school, as defined in section 5702P of this code, with that distance measured as the horizontal distance in a straight line from the property line of the school to the closest property line of the lot on which the Cannabis Related Business is to be located without regard to intervening structures, pursuant to California Health and Safety Code section 11362.768; or
- b. Within two hundred fifty feet (250') of a youth-oriented facility other than a school, as defined in section 5702R of this code, with that distance measured by street frontage from the property line of the youth-oriented facility to the closest property line of the lot on which the Cannabis Related Business is to be located, and not radial distance; or
- c. Abutting, on any side of the parcel upon which the Cannabis Related Business is located, a parcel occupied by a youth-oriented facility or a school; or
- d. Within any residential zoned parcel or primary land use, or any property with an underlying residential or mobile homes general plan land use designation; or
- e. On a parcel having a residential unit, or on a parcel directly abutting a residentially zoned property, unless there are intervening nonresidential uses between the Cannabis Related Business and the residential unit or the residentially zoned property that the decision-making entity charged with hearing and making the decision on the use permit application or the appeal of that decision determines sufficient to provide an appropriate separation.

2. A Cannabis Retailer, as defined in Section 9278 of this code, shall not be allowed within two hundred fifty feet (250') of another Cannabis Retailer, with that distance measured by street frontage from the property line of the other Cannabis Retailer to the closest property line of the lot on which the Cannabis Retailer is to be located, and not radial distance.

3. A waiver of the provisions in subsections F1a through e and F2 of this section may be granted if the applicant demonstrates on plans and materials presented for review and the Planning Commission determines that a physical barrier or other condition exists which achieves the same purpose and intent as the distance separation requirements established herein, and that, as a result, the Zoning Administrator or the Planning Commission makes a finding of no adverse impact resulting from the proposed location of the cannabis-related business.

SECTION 8

A new Section 9174.3 shall be added to Article 15.7 of Chapter 2 in Division 9 of the Ukiah City Code and shall read as follows:

§9174.3 CANNABIS RETAILERS

A. Applicability: The standards and requirements in this Section apply specifically to Cannabis Retailers, as defined in Section 9278 of this Code, and other Cannabis Businesses with a retail component, and shall apply in addition to the requirements and standards for all Cannabis Businesses set forth in Section 9174.2 and elsewhere in this Code. In the event of any conflict between the requirements of this Section and those included elsewhere in the City Code, the requirements of this Section shall control.

B. Definitions.

For the purposes of this chapter, the following words and phrases shall have the following meaning:

1. "Adult-use" means a person the age of 21 or over with a valid state ID, who is qualified to purchase cannabis from an established cannabis business.
2. "Delivery" means the commercial transfer of cannabis or cannabis products to a customer. "Delivery" also includes the use by a retailer of any technology platform.
3. "Identification card" shall have the same definition as in California Health and Safety Code section 11362.7, and as it may be amended.
4. "Medical cannabis" or "medicinal cannabis" means cannabis that is intended to be used for medical cannabis purposes in accordance with State law.
5. "On site" means an activity or accessory use that is related to the primary use – i.e., lawful, retail distribution of cannabis – and is located on the same legal parcel as the primary use.
6. "Primary caregiver" shall have the same definition as set forth in California Health and Safety Code section 11362.7, and as it may be amended.
7. "Qualified patient" shall have the same definition as set forth in California Health and Safety Code section 11362.7, and as it may be amended.

C. Operating Requirements

1. Minors: Persons under the age of eighteen (18) shall not be allowed on the premises of a Cannabis Retailer unless they are a qualified patient or a primary caregiver, they are in the presence of their parent or guardian, and the Cannabis Retailer in question dispenses cannabis for medical use. Adult Use Cannabis Retailers shall only allow on the premises a person who is 21 years of age or older and who possesses a valid government-issued photo identification card.

2. Cannabis Retailer Access:

a. The entrance into the Cannabis Retailer building shall be locked at all times with entry strictly controlled; e.g., a buzz-in electronic/mechanical entry system with a vestibule is highly encouraged. A viewer shall be installed in the door that allows maximum angle of view of the exterior entrance.

b. Cannabis Retailer personnel shall monitor site activity, control loitering and site access.

c. Only Cannabis Retailer staff, persons the age of twenty-one (21) and over, qualified patients over the age of eighteen (18) who are purchasing Medical cannabis, and persons with bona fide purposes for visiting the site shall be allowed on the premises.

d. Only a primary caregiver and qualified patient or persons the age of twenty-one (21) and over shall be in the designated dispensing area with personnel. All other authorized visitors shall remain in the designated waiting area in the front entrance/lobby.

e. Restrooms shall remain locked and under the control of management.

3. Operations:

a. The Cannabis Retailer may sell cannabis or cannabis products to an individual only in an amount consistent with personal possession and use limits allowed by the State

b. A Cannabis Retailer shall not have a physician on site to evaluate patients and provide a recommendation for medical cannabis.

4. Hours of Operation: Hours of operation are limited to nine o' clock (9:00) A.M. to nine o' clock (9:00) P.M., seven (7) days a week.

5. Consumption Restrictions:

a. Cannabis shall not be consumed on the premises of the Cannabis Retailer. The term "premises" includes the actual building, as well as any accessory structures, parking areas, or other surroundings within two hundred feet (200') of the Cannabis Retailer's entrance.

b. Cannabis Retailer operations shall not result in illegal redistribution of cannabis obtained from the Cannabis Retailer, or use in any manner that violates local, State or City codes.

c. No person may consume cannabis, by smoking or vaporization, in any public places. Public places shall include, but are not limited to, City owned parks and/or City sponsored events where designated as nonsmoking areas by resolution of the City Council, streets, sidewalks, alleys, highways, public parking lots as defined in section 6000 of this Code and as amended, enclosed places and places of employment as defined in sections 4503 and 4505 of this Code and as amended, and any other property owned or leased by the City, or in which the City holds a right-of-way easement, and which is open to members of the general public, except while actively passing through on the way to another destination. Nothing in this Section is intended, nor shall it be construed, to be inconsistent with the California Indoor Clean Air Act of 1976, Health and Safety Code Section 118875 et seq. and as amended.

6. Retail Sales and Cultivation:

a. No cannabis shall be cultivated on the premises of the Cannabis Retailer, except in compliance with this Section and with Sections 6093 and 9254 of this code and applicable State laws and regulations.

b. Cannabis Retailers may keep on the Premises immature nursery stock cannabis plants, or clones, that are not intended to be raised to maturity by the Cannabis Retailer but instead sold to Adult Use patrons or qualified patients.

c. Up to one hundred fifty (150) square feet of the total square footage of the Cannabis Retailer may be utilized for display and sales of devices necessary for administering cannabis, including but not limited to rolling papers and related materials and devices, pipes, water pipes, and vaporizers.

d. Retail sales of cannabis that violate California law or this Code are expressly prohibited.

7. Floor Plan: Cannabis Retailers or other Cannabis Businesses with a retail component shall have a lobby waiting area at the entrance to receive clients, and a separate and secure designated area for dispensing cannabis to qualified patients or designated caregivers or to eligible adult use patrons. The primary entrance shall be located and maintained clear of barriers, landscaping and similar obstructions so that it is clearly visible from public streets, sidewalks or site driveways.

8. Hours of Operation: Hours of operation are limited to nine o' clock (9:00) A.M. to nine o' clock (9:00) P.M., seven (7) days a week.

D. Site Management:

1. The operator of the establishment shall take all reasonable steps to discourage and correct objectionable conditions that constitute a nuisance in parking areas, sidewalks, alleys and areas surrounding the premises and adjacent properties during business hours if directly related to the patrons of the subject dispensary.

a. "Reasonable steps" shall include calling the police in a timely manner; and requesting those engaging in objectionable activities to cease those activities, unless personal safety would be threatened in making the request.

b. "Nuisance" includes, but is not limited to, disturbances of peace, open public consumption of cannabis or alcohol, excessive pedestrian or vehicular traffic, illegal drug activity, harassment of passersby, excessive littering, excessive loitering, illegal parking, excessive loud noises, especially late at night or early in the morning hours, lewd conduct or excessive police detentions and arrests.

2. The operator shall take all reasonable steps to reduce loitering in public areas, sidewalks, alleys and areas surrounding the premises and adjacent properties during business hours.

E. Alcoholic Beverages: No Cannabis Retailer shall hold or maintain a license from the State Division of Alcoholic Beverage Control for the sale of alcoholic beverages, or operate a business on the premises that sells alcoholic beverages. No alcoholic beverages shall be allowed or consumed on the premises.

F. Delivery: A Cannabis Retailer located in the City may deliver cannabis to qualified patients and caregivers and to persons eligible for adult-use at their residence in the City or to the same class of persons outside the City's jurisdiction. Such permissible delivery of cannabis to qualified patients or adults at least 21 years of age within the City limits shall be limited to delivery by lawfully operated, permitted retailers. All other cannabis delivery is a prohibited activity in the City, except where the City is preempted by Federal or State law from enacting a prohibition on such activity.

SECTION 9

Table 3 in Section 9223.1 of Article 18, Chapter 2 in Division 9 of the Ukiah City Code is hereby amended by removing from the column heading "Use Categories and Specific Uses" the reference to a Dispensary Use Permit (DUP) and specifying that a Cannabis Retailer is an allowable use with a Major Use Permit (MAUP), rather than with a DUP, in the General Urban (GU), Urban Center (UC), and Downtown Core (DC) zoning district.

SECTION 10

Article 19 of Chapter 2 in Division 9 of the Ukiah City Code is hereby amended to read as follows:

§ 9254 CANNABIS CULTIVATION

* * *

B. Cultivation of Cannabis:

* * *

3. Indoor Commercial Cultivation Of Cannabis: It is hereby declared to be unlawful and a public nuisance for any person owning, leasing, occupying, or having charge or possession of any parcel within the City of Ukiah to cause or allow such parcel to be used for the commercial cultivation of cannabis, unless (a) the person is operating a Cannabis Retailer pursuant to a valid use permit, within the C1, C2, CN, M, and PD (commercial) zoning districts and in the GU, UC, and DC downtown zoning districts, and the space devoted to on-site cultivation at the Cannabis Retailer does not exceed twenty-five percent (25%) of the total floor area, but in no case more than five hundred (500) square feet; or (b) the person is operating a commercial Cannabis Cultivation business of any type in compliance with all requirements set forth in Sections 9261, 9262, and 9278 of this Code and with all applicable State laws and regulations including licensing requirements.

SECTION 11

Article 20 of Chapter 2 in Division 9 of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *)”:

§9261 DISCRETIONARY PLANNING PERMITS

* * *

D. ***

* * *

5.

a. In all Zoning Districts in which they are a permitted use, the following Cannabis Related Businesses shall be considered major uses:

Cannabis Cultivation – Processor
Cannabis Cultivation – Specialty Cottage.
Cannabis Cultivation – Specialty Indoor.
Cannabis Cultivation – Specialty Mixed Light.
Cannabis Microbusiness.
Cannabis Nursery.
Cannabis Retailer.

Major Use Permits issued for Cannabis Related Businesses shall be subject to review after the first year of operation, and shall be subject to the review and revocation procedures set forth in Section 9174.2, subsections D and E of this Chapter.

b. In all Zoning Districts in which they are a permitted use, the following Cannabis Related Businesses shall be considered minor uses:

Cannabis Distribution
Cannabis Manufacturer – Level 1
Cannabis Manufacturer – Packaging
Cannabis Manufacturer – Shared Use

Minor Use Permits issued for Cannabis Related Businesses shall be subject to review after the first year of operation, and shall be subject to the review and revocation procedures set forth in Section 9174.2, subsections D and E of this Chapter.

* * *

SECTION 12

Article 21 of Chapter 2 in Division 9 of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *)”:

§9278 DEFINITIONS

B. ***

CANNABIS: Shall have the same definition as set forth for “Cannabis” in Business and Professions Code § 26001(e), as may be amended from time to time.

CANNABIS CULTIVATION: Shall have the same definition as set forth for “Cultivation” in Business and Professions Code § 26001(k), as may be amended from time to time.

CANNABIS CULTIVATION – INDOOR: Shall have the same definition as set forth for “Indoor Cultivation” in Title 4, California Code of Regulations, Section 15000(cc), as may be amended from time to time. For purposes of this Code, indoor cultivation involves cultivation of cannabis within a fully enclosed secure structure, as defined in section 9254 of this code.

CANNABIS CULTIVATION – MEDIUM INDOOR: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Medium Indoor” set forth in

Title 4, California Code of Regulations, Section 16201, as may be amended from time to time.

CANNABIS CULTIVATION – MEDIUM MIXED LIGHT: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Medium Mixed Light Tier 1 and 2” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time.

CANNABIS CULTIVATION – PROCESSOR: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Processor” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time.

* * *

CANNABIS CULTIVATION – SMALL INDOOR: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Small Indoor” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time.

CANNABIS CULTIVATION – SMALL MIXED LIGHT: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Small Mixed Light Tier 1 and 2” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time.

CANNABIS CULTIVATION – SPECIALTY COTTAGE: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Specialty Cottage” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time.

CANNABIS CULTIVATION – SPECIALTY INDOOR: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Specialty Indoor” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time.

CANNABIS CULTIVATION – SPECIALTY MIXED LIGHT: A Cannabis Related Business operating under a State cultivator license, or a state cultivation license type subsequently established, and meeting the definition of “Specialty Mixed Light Tier 1 and 2” set forth in Title 4, California Code of Regulations, Section 16201, as may be amended from time to time.

CANNABIS DISTRIBUTION: Shall have the same meaning as the definition of “Distribution” set forth in Business and Professions Code § 26001(r), as may be amended from time to time.

CANNABIS DISTRIBUTOR: A Cannabis Related Business operating under a State Type 11 or 13 Distributor license, or a state distribution license type subsequently

established, and meeting the definition of “Distributor” set forth in Business and Professions Code § 26001(s), as may be amended from time to time.

CANNABIS MANUFACTURING: Shall have the same definition as set forth for “Manufacture” in Title 4, California Code of Regulations, Section 15000(oo), as may be amended from time to time.

CANNABIS MANUFACTURING – LEVEL 1: A Cannabis Related Business operating under a State Type 7 manufacturer license for extractions using volatile solvents, or a state manufacturer license type subsequently established, and meeting the definition of a Type 7 license set forth in Title 4, California Code of Regulations, Section 17006, as may be amended from time to time.

CANNABIS MANUFACTURING – LEVEL 2: A Cannabis Related Business operating under a State Type 6 manufacturer license for extractions using mechanical methods or nonvolatile solvents, or a state manufacturer license type subsequently established, and meeting the definition of a Type 6 license set forth in Title 4, California Code of Regulations, Section 17006, as may be amended from time to time.

CANNABIS MANUFACTURER – PACKAGING: A Cannabis Related Business operating under a State Type P license and meeting the definition of a Type P license set forth in Title 4, California Code of Regulations, Section 17006, as may be amended from time to time.

CANNABIS MANUFACTURER – SHARED USE: A Cannabis Related Business operating under a State Type S license and meeting the definition of a Type S license set forth in Title 4, California Code of Regulations, Section 17006, as may be amended from time to time.

* * *

CANNABIS MICROBUSINESS: A Cannabis Related Business operating under a State Type 12 license for microbusinesses, or a state cannabis license type subsequently established, and meeting the definition of “microbusiness” set forth in Business and Professions Code § 26001(aj), as may be amended from time to time. A Cannabis Microbusiness that also acts as a Cannabis Retailer must also comply with the provisions of Section 9174.3 of this Code.

CANNABIS NURSERY: A Cannabis Related Business operating under a State cultivation license for cannabis nurseries, or a state cultivation license type subsequently established, and meeting the definition of “Nursery” set forth in Business and Professions Code § 26001(ak), as may be amended from time to time.

CANNABIS PRODUCTS: Shall have the same definition as set forth for “Cannabis Products” in Business and Professions Code § 26001(h), as may be amended from time to time.

CANNABIS RELATED BUSINESS: An enterprise engaged commercial cannabis activity, as defined in Business and Professions Code § 26001(j), as may be amended from time to time except as set forth in Business and Professions Code Section 26033 related to qualifying patients and primary caregivers, and Section 9254 of this Chapter pertaining to cultivation of cannabis for personal use. All Cannabis Related Businesses operating within the City must possess a valid State license appropriate for the type of business operated.

CANNABIS RETAILER: A commercial enterprise engaged in the retail sale and delivery of cannabis or cannabis products to customers. A retailer shall have a licensed premises which is a physical location from which commercial cannabis activities are conducted. A retailer's premises may be closed to the public. A retailer may conduct sales exclusively by delivery. All Cannabis Retail operations in the City of Ukiah are regulated pursuant to the general regulations for Cannabis Related Businesses in Section 9174.2 of this Code and the regulations specific to Retailers in Section 9174.3.

CANNABIS TESTING LABORATORY: Shall have the same definition as set forth for "Testing Laboratory" in Business and Professions Code § 26001(av), as may be amended from time to time.

SCHOOL: Shall mean an institution of learning for minors, whether public or private, offering a regular course of instruction required by the California Education Code. This definition includes an elementary school, middle or junior high school, senior high school, or any special institution of education, but it does not include a vocational or professional institution of higher education, including any other college or university.

YOUTH-ORIENTED FACILITY: Shall mean a public park, as shown on the official zoning map for the City; church; museum; library; or licensed daycare facility.

SECTION 13

1. SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council of the City of Ukiah hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

2. EFFECTIVE DATE.

This Ordinance shall be published as required by law in a newspaper of general circulation in the City of Ukiah, and shall become effective thirty (30) days after its adoption.

Introduced by title only on _____, 2022, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Adopted on _____, 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim O. Brown, Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Receive Report Regarding the Economic Development and Financing Corporation (EDFC); Consideration of Request for Funding from EDFC; and Authorize the City Manager to Negotiate and Execute Performance Agreement Between the City of Ukiah and EDFC in the amount of \$12,455.25 for FY 2022-23.

DEPARTMENT: Economic
Development

PREPARED BY: Shannon Riley, Deputy City Manager

PRESENTER: Shannon Riley, Deputy City Manager

ATTACHMENTS:

1. Ukiah City Council Presentation_072022
2. Economic Development and Financing Corporation (EDFC) 2021-07-01

Summary: The Council will receive the annual report from Economic Development and Financing Corporation (EDFC); consider request for funding from EDFC; and consider authorizing the City Manager to negotiate and execute Performance Agreement between the City of Ukiah and EDFC.

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 and Sonoma County. (Services for Sonoma County are paid for through a service contract.)

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 16,607, the contribution for 2022-23 would be \$12,455.25.

Discussion: Robert Gernert, Executive Director, will present EDFC's year-to-date activities to the Council (Attachment 1). The 2021-22 agreement with EDFC is provided as Attachment 2. City of Ukiah Economic Development Staff monitors this agreement and serves on the EDFC board.

With the presentation of this year-to-date report, Staff has determined that EDFC has met the requirements of the 2021-22 performance agreement.

Council is asked to receive a brief presentation from EDFC and consider this request for funding in the amount of \$12,455.25. If so desired, the Council may direct the City Manager to negotiate and execute a performance agreement with EDFC for the 2022-23 fiscal year.

Recommended Action: Receive report regarding the Economic Development and Financing Corporation (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: 20012600.52100: \$12,000

PROPOSED BUDGET AMOUNT: N/A
FINANCING SOURCE: N/A
PREVIOUS CONTRACT/PURCHASE ORDER NO.:
COORDINATED WITH: Economic Development and Financing Corporation

Approved: 
Sage Sangiacomo, City Manager



City of Ukiah

Annual City Council Update



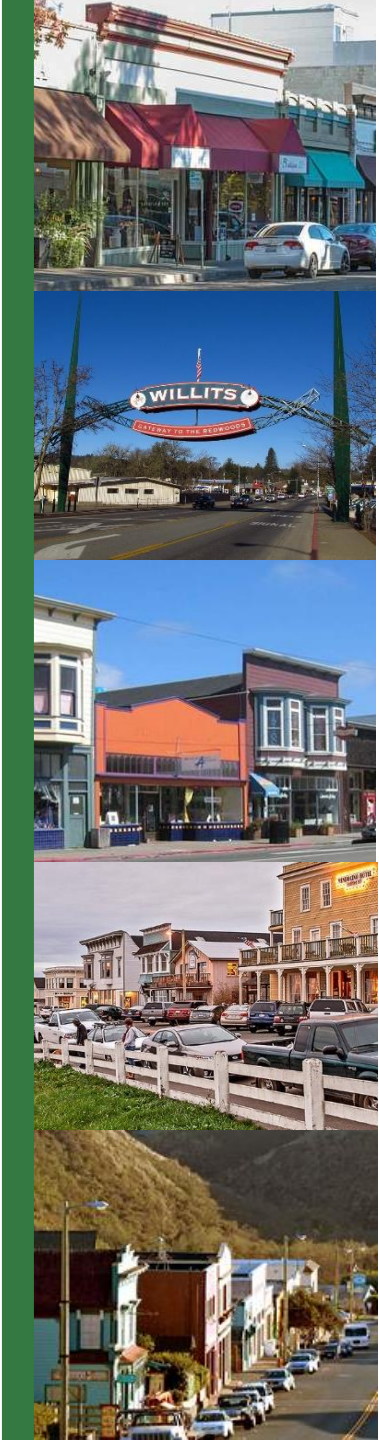
Mission Connecting money and ideas with entrepreneurs and creating sustainable prosperity in Mendocino, Lake & Sonoma Counties

Vision We envision a vibrant local economy providing abundant opportunity and rewarding quality of life to the communities we serve and future generations.

EDFC's Foundations

- EDFC was started in 1994 as vehicle for economic development and funding across multiple jurisdictions throughout Mendocino County and the incorporated cities.
- Provide economic development coordination and support for:
 - County of Mendocino
 - City of Fort Bragg
 - City of Point Arena
 - City of Ukiah
 - City of Willits
- Provide alternative financing opportunities for entrepreneurs and small businesses in Mendocino and Lake Counties
- EDFC is an incorporated non-profit organization.





EDFC Leadership

Staff Members:

Executive Director: Robert Gernert

Administrative Manager: Robin Peckham

Development Manager: Stacey Caico

Board of Directors: 15 Members including:

- ❖ County Supervisors: John Haschek, Glen McGourty
- ❖ Council Members: Madge Strong (Willits), Tess Albin-Smith (Fort Bragg)
- ❖ City Staff: Shannon Riley, Deputy City Manager Ukiah
- ❖ Business Owners, Finance Professionals, Pomo Tribe, Mendocino College, North Coast Opportunities



EDFC Results & Highlights

FY 21/22

- Total Lending FY 21/22: \$1,937,489 (+59% vs. Previous FY)
- Total Inquiries: 85
- Applications: 34
- Approved Loans: 15
- Jobs Retained: 19.5 FTE
- Jobs Created: 26.5 FTE

Low Portfolio Default Rate

0.7%



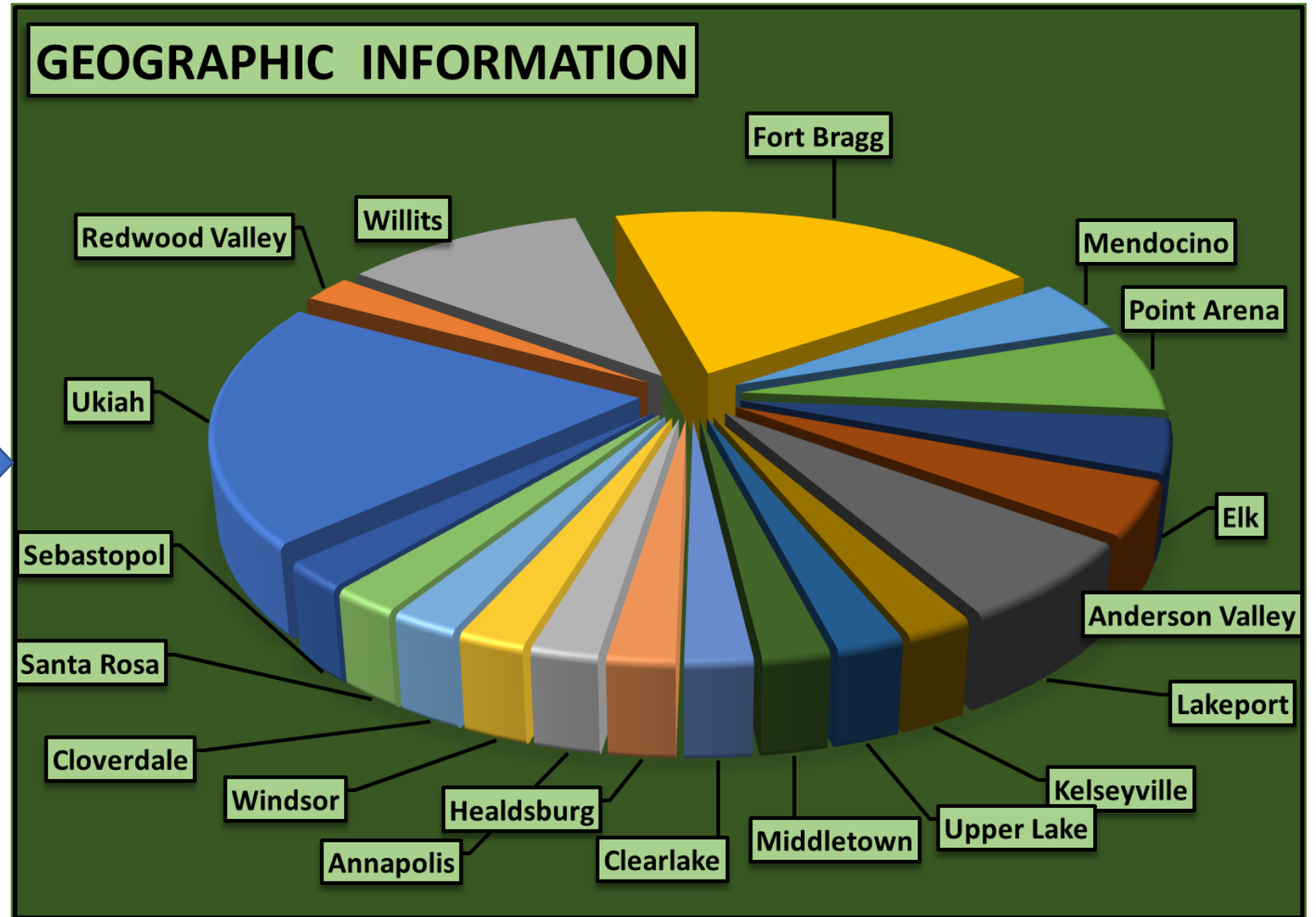
EDFC Loans Funds Circulating \$ 4,329,425

Mendocino County:
\$3,170,168

***Ukiah: \$1,052,955**
11 Businesses

Lake County:
\$548,980

Sonoma County:
\$610,269





Ukiah Client Highlights

DFM Car Stereo



ChickFLY LLC



So Humbled Inc

U Top It



Businesses EDFC has supported FY 21-22:

Mendocino County

- Elk Garage Towing
- Thompsons PortaSeptic
- DFM Car Stereo
- Acosta E LLC Trucking
- Threshold Services LLC
- Center Street Market
- Chickfly LLC
- So Humbled Inc.

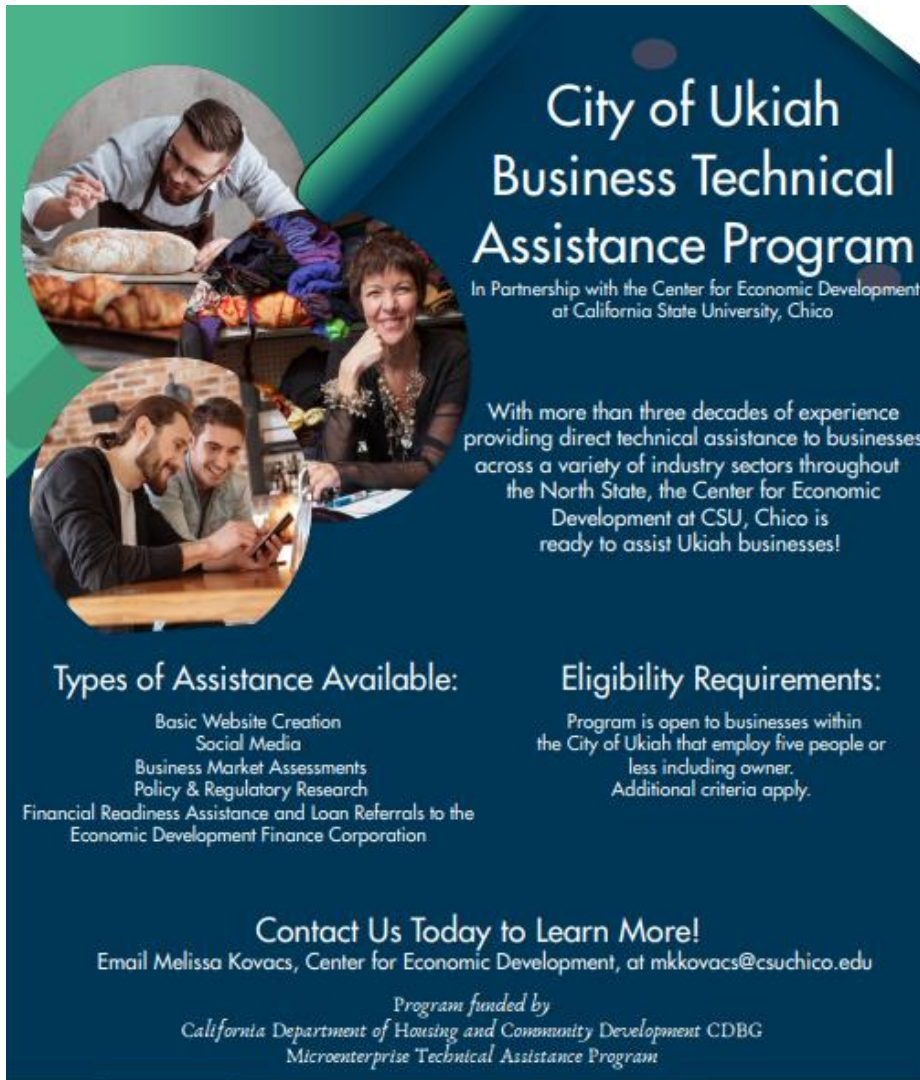
Sonoma County

- Artisan Woodworks Inc
- Psychic Pie LLC
- Uniquely Chic Home & Floral
- S.H. Nour Trucking
- Sternberger Chiropractic
- Strategy Real Estate LLC

Lake County

- North Coast Winegrape Brokers

EDFC In Partnership with the City of Ukiah



**City of Ukiah
Business Technical
Assistance Program**

In Partnership with the Center for Economic Development
at California State University, Chico

With more than three decades of experience providing direct technical assistance to businesses across a variety of industry sectors throughout the North State, the Center for Economic Development at CSU, Chico is ready to assist Ukiah businesses!

Types of Assistance Available:

- Basic Website Creation
- Social Media
- Business Market Assessments
- Policy & Regulatory Research
- Financial Readiness Assistance and Loan Referrals to the Economic Development Finance Corporation

Eligibility Requirements:

Program is open to businesses within the City of Ukiah that employ five people or less including owner. Additional criteria apply.

Contact Us Today to Learn More!
Email Melissa Kovacs, Center for Economic Development, at mkkovacs@csuchico.edu

*Program funded by
California Department of Housing and Community Development CDBG
Microenterprise Technical Assistance Program*

EDFC partnered with the Center for Economic Development at CSU, Chico to identify and assist in providing direct technical assistance to microbusinesses in the City of Ukiah.

Outreach efforts are ongoing in various methods, such as direct business to business visits, participating in Farmers Market, Chamber of Commerce newsletters, and EDFC newsletters.

This program provides much needed technical assistance to these microbusinesses free of cost.



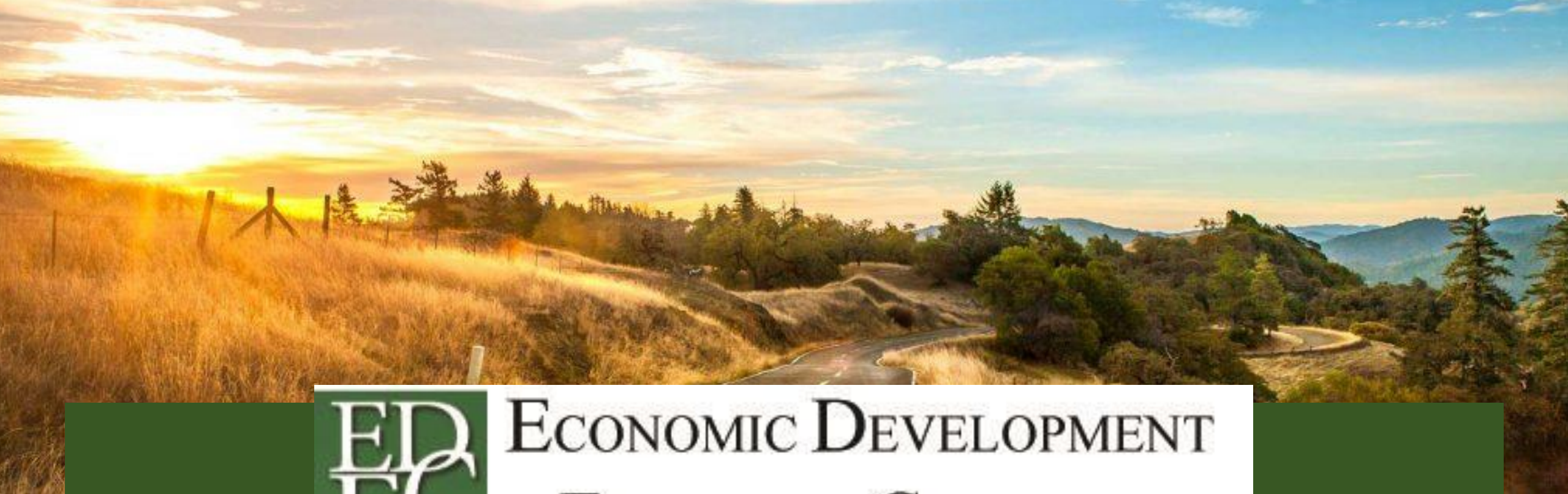
Collaboration Local & Regional

• Economic Development:

- **Sonoma Mendocino Economic Development District (S.M.E.D.D.)**- EDFC continued administrative functions with the organization, assisted and facilitated Comprehensive Economics Development Strategy (CEDS) update as a Mendocino County representative.
- **Community Development Block Grant** – (Covid Response CV 1 & 2) EDFC is the sub-recipient of the loan/ grant awards for the cities of Point Arena and Willits. These programs are still active and in various stages of completion but in full provide an additional \$600K to business within these cities most deeply affect by the pandemic.
- **Microbusiness Covid Relief Grant Program** – In partnership with CALOSBA, and the County of Mendocino, EDFC has applied successfully for grant funding to administer \$2,500 grants to Microbusiness within the County. Round 1 of Funding closed June 2 with a total of 92 businesses applying for available funds.
- **Startup Mendo**: In partnership with West Business Development Center, EDFC Director Robert Gernert, has served as one of three cohort leaders in the Startup Mendo Program since January of 2022.

• Loan Funds:

- **CDFI Rapid Response Program**: \$ 1.3 Million Grant for loan funds of which \$917,109 has been loaned in FY 21-22.
- **Sonoma County Revolving Loan Fund**: Launched \$1 million EDA revolving loan fund for Sonoma County business loans of which \$621,312 has been loaned in FY 21-22.



ECONOMIC DEVELOPMENT
& FINANCING CORPORATION

Thank You

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

This Agreement is made and entered on July 1, 2021 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, 2021 and shall terminate on June 30, 2022.

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, 2021.

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 2021-22 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. 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 Jesse Burnett, Interim Executive Director of EDFC, or his designee. 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.

I. 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: Diann Simmons
208 B South Oak 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

By: 
Sage Sangiacomo, City Manager

ECONOMIC DEVELOPMENT &
FINANCING CORPORATION

By: 
Robert Gernert, Lending Manager

ATTEST: 
Kristine Lawler (Dec 21, 2021 09:32 PST)
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 Alliance of the North Bay., West Business Development Center/Mendocino SBDC, Sonoma Mendocino Economic Development District, and the Greater Ukiah Business and Tourism Alliance.

Performance Indicators

- § Provide key collateral in Spanish and procure translation services as necessary to more effectively reach the LatinX business community.
 - § Continue to maintain current economic and demographic data for the Ukiah area on EDFC's website.
 - § On a quarterly basis, make site visits to Ukiah-area businesses to share program info and determine needs, possibly in conjunction with other organization(s).
 - § Continue to distribute the Resource Guide.
2. Provide services and programming as the local Community Development Financial Institution (CDFI).
 3. Assist with locating 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

- § 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.



AGENDA SUMMARY REPORT

SUBJECT: Approve Contract with HdL Companies for Tax and Fee Administration Services for Transient Occupancy, and Approve Corresponding Budget Amendment.

DEPARTMENT: Finance

PREPARED BY: Dan Buffalo, Finance Director

PRESENTER: Ginny Feth-Michel, Assistant Finance Director

ATTACHMENTS:

1. ASR 4-6-22
2. Ukiah HdL TOT Proposal

Summary: Council will consider re-authorizing the City Manager to execute a three-year contract with HdL Companies ("HdL") for audit and financial management assistance of the City's Transient Occupancy Tax.

Background: Council considered this item on April 6, 2022, and approved the City Manager to execute an agreement with the following two conditions:

1. HdL commits to ensuring a positive professional audit experience while conducting TOT audits of the City's hotelers and short-term housing providers (AirBNB, VRBO, etc.)
2. HdL will allow the City to discontinue short-term rental monitoring component of the contract if the revenue recovered from that monitoring does not exceed the cost of HdL services for doing so.

HdL reaffirmed its commitment to the first condition as stated in its proposal, and the City retains remedies in the unlikely event that HdL does not deliver on that commitment.

HdL did not agree to the second condition but instead held to the one-year pricing option in its proposal, which could be more costly to the City if it terminates after that one year or does realize revenues greater than the cost of service and decides to continue for successive years.

A copy of the former ASR from April 6, 2022, is Attachment 1 for reference. The proposal from HdL is included here as Attachment 2.

Discussion: Staff recommends re-authorizing the City Manager to sign the agreement with HdL electing the standard three-year pricing in its proposal. The alternative one-year proposal may likely be more costly to the City and is not recommended by Staff. As the regional economy continues to improve (short of any potential recession), short-term rentals and the demand for lodging services will continue to grow and will likely result in recovered revenues that will support the associated costs.

The proposal includes a CPI component. Fees will be increased as of January 1st of each calendar year with reference to the 12-month percent change in the most recently published annual Consumer Price Index for All Urban Consumers (CPI-U), West Region, as reported by the U.S. Bureau of Labor Statistics (the "CPI Change"). Each annual increase in the fees will be equal to the greater of two percent (2%) or the actual CPI Change and the lesser of ten percent (10%) or the actual CPI Change. For example, if the actual CPI change is 1.5%, then the annual increase will be 2%. If the actual CPI change is 3.5%, then the annual increase will

be 3.5%, and if the actual CPI change is 12%, then the annual increase will be 10%. Note, this is a term contract (3 years) and will be re-evaluated and priced at the conclusion of the term.

Recommended Action: Re-authorize the City Manager to execute a three-year contract with HdL Companies for audit and financial assistance services of the City's Transient Occupancy Tax (TOT) revenue - including short term rental compliance, and authorize the corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 10113400.52100: \$500; 10013400.52100: \$4,500

PROPOSED BUDGET AMOUNT: 10113400.52100: \$4,500; 10013400.52100: \$23,400

FINANCING SOURCE: General fund current revenues

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: : Daniel Buffalo, Finance Director; Mary Horger, Financial Services Manager; and Olga Keough, Controller

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Contract with HdL Companies for Tax and Fee Administration Services for Transient Occupancy, and Approve Corresponding Budget Amendment.

DEPARTMENT: Finance

PREPARED BY: Ginny Michel, Assistant Finance Director

PRESENTER: Ginny Feth-Michel, Assistant Finance Director

ATTACHMENTS:

1. 20220330 Revised Ukiah HdL TOT Proposal
2. Cost Analysis

Summary: Council will consider authorizing the City Manager to negotiate and execute a three-year contract with HdL Companies ("HdL") for audit and financial management assistance of the City's Transient Occupancy Tax, and approve a corresponding budget amendment.

Background: In November 2006, the voters of the City of Ukiah passed Measure X, which raised the Transient Occupancy Tax (TOT) in the City from 8% to 10%. City Council Resolution No. 2006-68 ("Resolution"), as amended August 28, 2006, specified that for the first two years after the increase went into effect, 75% of the additional revenue produced by the tax increase would be spent on promotion of the City of Ukiah and its tourist industry, and 50% thereafter. The Resolution provides that the revenues expended for promotion of the City of Ukiah and its tourist industry shall be administered by the Greater Ukiah Chamber of Commerce, subject to an annual performance agreement with the City of Ukiah.

Below is a historical summary of TOT collections.

	FY 22 To Date (March 2022)	FY 21	FY 20	FY 19
General Fund (Fund 100) 4120	\$ 793,274	\$ 1,089,707	\$ 1,092,527	\$ 1,196,459
General Fund (Fund 100) 4130	184,819	272,427	272,950	300,014
Total TOT Revenue	\$ 978,093	\$ 1,362,134	\$ 1,365,477	\$ 1,496,473
Change		-0.24%	-8.75%	
Greater Ukiah Chamber of Commerce - Promotion Activities (1%)	\$ 92,410	\$ 136,214	\$ 136,475	\$ 150,007

The Finance Department conducted an internal review of the processes in place for administering Transient Occupancy Tax ("TOT") and concluded that exploring external options for TOT administration may improve the efficiency and effectiveness of the TOT monitoring and collection process. The most effective option for

Attachment 1

outside administration was presented by HdL Companies. HdL currently provides sales tax monitoring and audit services to the City, and is well experienced and qualified to provide TOT services.

Discussion: Given the importance of TOT revenues to City operations, and the known presence of a large number of short-term rentals within the city limits, the Finance Department performed an evaluation of the process for communicating, tracking, collecting and monitoring TOT revenues. The City is currently administering Transient Occupancy Tax ("TOT") internally with one staff member and oversight by a Financial Service Manager. Timely receipt of monthly TOT returns, tracking of payments, late fees and limited data monitoring is accomplished using an excel spreadsheet. Those required to file TOT returns have access to limited information on the City's website; a non-fillable form is available for download from the City's website.

As the Finance department becomes aware of new lodging establishments, a Staff member contacts the establishment and provides forms and answers any questions. For example, when the new Holiday Inn Express & Suites opened in January of 2022, a finance Staff member contacted the hotel and provided them with the City's TOT form and related information.

Many large cities have internal audit departments that would be charged with auditing TOT compliance. Smaller municipalities generally contract for these services. The Department for several years planned to conduct a TOT audit, programming it in the budget regularly. The appropriation was not used, and it has not been re-appropriated since FY 2020. The pandemic effects on the city's hotels gave Staff pause to push an audit forward; however, as the economy improves and travel begins to return to normal, now is the time to re-engage. Further, the prevalence of short-term rentals in the city necessitates a closer look to ensure TOT is being collected and remitted to the City appropriately.

On December 8, 2021, a Proposal was obtained from HdL. An evaluation team consisting of the City's Finance Controller, Assistant Finance Director, and the Finance Director reviewed the response, and asked a series of questions to HdL, to ensure a good fit for the City and the businesses required to comply with TOT requirements. The evaluation team concluded that HdL's services, including on-line filing, payment processing, education, compliance monitoring, auditing, and short term rental identification will meet the needs of the City, provide excellent potential to increase TOT collections and provide an easy to use business internet application for TOT return submission and payment of taxes and fees.

HdL Companies' proposal is provided as Attachment 1, which proposes to provide the requested services in an amount of \$850 per property per year plus 50% of all discovered revenue from short-term rentals up to \$1,900 per year, whichever is higher for a period of three years. Attached as Attachment 2 is an estimate of current staffing costs and a comparison to the HdL proposal. Not included in the estimate is any additional TOT collected as a result of HdL audits and short-term rental identification. Those amounts would be subject to a case-by-case basis.

It is therefore Staff's recommendation to award a contract to HdL for TOT audit and financial management assistance services, authorize the City Manager to negotiate and execute the resulting agreement, and approve the corresponding budget amendment.

Recommended Action: Authorize the City Manager to negotiate and execute a three-year contract with HdL Companies for audit and financial assistance services of the City's Transient Occupancy Tax (TOT) revenue - including short term rental compliance, and authorize the corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 10113400.52100: \$0

PROPOSED BUDGET AMOUNT: 10113400.52100: \$23,000

FINANCING SOURCE: General fund current revenues

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Daniel Buffalo, Finance Director; Mary Horger, Financial Services Manager; and Olga Keough, Controller

Attachment 1

Approved: 
Sage Santiago, City Manager

City of Ukiah, CA

Tax & Fee Administration Services

March 30, 2022

HdL[®] Companies

SUBMITTED BY
HdL Companies
120 S. State College Blvd., Suite 200
Brea, CA 92821
hdlcompanies.com

CONTACT
Connor Duckworth
T: 714-879-5000
E: cduckworth@hdlcompanies.com

Dear Mary,

Thank you for the opportunity to present this proposal for HdL's Tax and Fee Administration Services. Please be advised that we maintain a busy implementation schedule throughout the year. Your position in the implementation schedule will be determined when a signed agreement is received.

This proposal is valid until: **May 31, 2022.**

Should you have any questions, please contact me at 888.861.0220 or by email at cduckworth@hdlcompanies.com.

Tax and Fee Administration Services

Standard 3-year pricing

Service	Compensation
Transient Occupancy Tax Administration	\$850.00/property/year + CPI Monthly Filers \$750.00/property/year + CPI Quarterly Filers
Short Term Rental Compliance/Discovery	50% of all recovered revenue with a minimum cost of \$1,900.00 + CPI

One Year Pricing

Transient Occupancy Tax Administration and Audit	\$850.00/property/year + CPI Monthly Filers \$750.00/property/year + CPI Quarterly Filers <i>Note: One year pricing includes auditing of only 1/3 of active hotels.</i>
Short Term Rental Compliance/Discovery	\$3,100.00/year + CPI

General Scope of Work

HdL offers robust solutions for managing compliance of municipal Business License Taxes and its related functions. HdL is ever mindful of the important role that customer service plays in the successful implementation of a compliance and revenue collection program. Therefore, HdL will make every effort to ensure that all communications with the City's business community is kept at a professional level maintaining a careful balance between compliance, revenue collection, tactfulness, sensitivity and taxpayer education.

Transient Occupancy Tax Administration Services

HdL's transient occupancy tax administration service goes beyond scheduled cyclical audits, providing compliance monitoring of each return as it is filed while unburdening the City from the day-to-day administration of the TOT revenue program. Continual monitoring of returns is the optimal way to increase compliance while maintaining positive relations with the City's lodging providers.

The program is education focused, ensuring that lodging providers are clear on reporting requirements and methodology. HdL's tax administration professionals are available as needed to support both the City's team and the City's lodging providers. The City is kept up to date, with 24x7 online access to HdL's client portal containing real time access to registration and filing data, and management reporting. HdL's TOT administration service incorporates all of the following:

Tax Registration Database Management – HdL will transfer the City's existing databases as they relate to TOT into HdL's internal administration tools. HdL will maintain the data, software, online filing portal for lodging providers, and online client portal for the City.

Return Processing – HdL will process TOT filings within 5 days of submission. Accounts will receive all applicable forms necessary to complete the renewal process.

New Account Processing – HdL will process any new TOT registrations for Lodging Establishments that change hand or newly offered properties.

Payment Posting / Processing – HdL will process all payments made for new and existing lodging providers. Accounts will be updated with payment information and revenues will be remitted to the City net HdL's fees on no less than a monthly basis.

On-Line Filing & Payment Processing – With input from the City, HdL crafts a customized website and domain for the City's taxpayers to submit online forms, returns, and payments along with other customer support related items.

Compliance Monitoring & Lodging Provider Audits – HdL will ensure accurate filings of TOT returns by consistently monitoring returns and educating lodging providers on filing requirements. HdL will also provide cyclical compliance audits as mutually agreed to by the City and HdL, ensuring all providers are audited at least once every three years. The compliance audit process is described above in Option 1.

Reports – HdL's TOT administration service includes a variety of standard reports demonstrating account activity and filing trends. During service implementation HdL will work with the City to identify reporting requirements and frequency/method of delivery and will supplement our standard service with custom reports as needed to meet the City's requirements.

Progress Payments – HdL's TOT administration service is billed monthly based on activity completed during the prior month. If standalone audits are conducted, they are billed only upon completion of the audit.

Customer Support Center – HdL will provide lodging providers with multiple support options for registering, filing returns, making payments and for general inquiries. A toll-free number will be provided to businesses in order to access one of our tax specialists. Lodging providers will also have access to support via e-mail, fax, and the online Business Support Center.

Annual Audit Plan – During implementation, HdL gathers all the historical data available from the City and leverages internal data sources and expertise to provide an analysis of all lodging providers, along with a recommended audit schedule. This allows HdL to work cooperatively with the City to identify the entities that require attention first. HdL works directly with the City to ensure consensus on the audit schedule for the program.

HdL's Transient Occupancy Tax - Audit Only Service

HdL's Transient Occupancy Tax Audit Service employs a business-friendly approach which educates hoteliers in transient occupancy tax regulations and filing procedures, ensures compliance, and maximizes agency revenues. The process incorporates the following:

Ordinance and Filing Procedure Review – Analysis of Transient Occupancy Tax ordinances and agency procedures are conducted to identify possible deficiencies or other administration related issues. Recommendations are made by the audit team for items such as to best practices, form design, and potential ordinance modifications to insure the most effective policies and controls.

Analysis Report – HdL's audit team will obtain and conduct a review of the most recent 36 months of transient occupancy tax filings. In order to verify and augment the data, the audit team will compile a variety of supplemental information on each property, including number of rooms, occupancy rate, physical condition, and business dynamics. Data is then further scrutinized in order to identify unusual or suspicious reporting and/or other variables that indicate cause for further review. Information and findings are documented in the analysis report for review with the Agency.

Analysis Review – Upon completion of the analysis report, meetings are scheduled with the agency to review the results as well as identify and recommend lodging providers who require additional investigation or examination to determine their compliance with the Agency's ordinance.

Audit Notification & Scheduling – Lodging providers selected by HdL and approved by the Agency for an audit are sent a letter and scheduled for a Compliance Analysis Audit. Every effort is made to promote a positive experience for the taxpayer. Lodging providers will be reminded of the documents required for the audit that were discussed in webinars and previous communications. Lodging providers are afforded the opportunity to schedule flexible appointment times by contacting the Business Support Center or visiting our online support center.

Compliance Analysis & Audit – The HdL audit team reviews the books and records of the lodging provider to determine compliance with transient occupancy tax regulations. HdL

validates taxable gross rents, exemptions, bank statements, daily/monthly summaries, and other relevant information for determining compliance. Supporting documentation for relevant items such as exemptions will also be documented for accuracy.

Audit & Compliance Report – Upon completion of the audit and analysis, and prior to additional actions, a compliance report is generated and reviewed with the Agency. The report indicates specific results of the reviews and recommended actions. Documentation will be included with the report to assist the Agency and HdL in determining next steps.

Deficiency and Commendation Notification – Upon final review with the Agency, lodging providers that are found to have deficiencies are notified of the findings as well as payment and appeal processes. Appointments are also scheduled to review the findings and educate taxpayers on proper filing procedures designed to prevent future errors and deficiencies. Lodging providers found to be compliant are sent a commendation letter thanking them for their cooperation and compliance.

Invoicing & Collections – Lodging providers found to be underreporting are invoiced through the standard Agency approved collections process identical to the procedures approved for other Programs. Balances are collected and remitted along with supporting documentation to the Agency through approved remittance processes.

Short Term Rental – Compliance Only Service

The Short-Term Rental (STR) Program provided by HdL takes a unique approach in ensuring compliance and educating lodging providers, including short term rental hosts (STR Hosts), in transient occupancy tax regulations and filing procedures, regulatory permits and licensing, and other City specific goals and objectives. HdL's program involves a modular, customer service centric approach, which reduces City administrative costs and provides the City with assurances of future compliance and reporting practices from the City's short-term rental lodging industry.

Following identification, HdL conducts a targeted education and compliance campaign designed to inform STR Hosts of their obligations to file and remit taxes and other requisite licenses and permits as may be needed. Each lodging provider is provided a full overview of the requirements and how to best comply both in the present and the future. During the registration process, HdL offers a variety of support options to the community including online filing, file-by-phone, email, and registration via standard mail. HdL tax and license specialists are available throughout the process to provide support to the STR community and to assist in the registration process.

Education, Registration, and Compliance

Using the list of active STR listings, HdL conducts a series of City approved education-based programs ranging from mailers to direct phone contacts. Each packet contains all the information necessary to obtain registration and comply with local requirements. HdL assists STR hosts throughout the program with information and support with all aspects of becoming compliant. During this program, HdL will:

- Validate listing to ensure proper identification and filter out records that may lead to erroneous contacts.
- Notify non-compliant entities with a series of education-based packets designed to garner compliance.
- Provide a support center for assistance with general questions, support, and assistance with filing and paying returns.
- Provide online portal with links to FAQs, education packets, and support for registering, filing returns, and making payments online.
- Follow up with non-compliant accounts to obtain registration
- Work with City to identify additional requirements and ensure collection of data necessary to enforcement procedures.
- Establish optional implementation items such as amnesty programs, back tax and penalty provisions, and other pre-registration programs.

City of Ukiah
TOT Audit Proposal

		Proposal Costs	
		TOT Admin	Short Term Rental Compliance
		\$850 per property per year/ 3 year term; + CPI	50% of discovered revenue or \$1,900 per year
Cost per Proposal	# Properties		
		14	10
Number of Establishments	24	20,400.00	

Estimate of Staff TOT Time - In House Administration

	Monthly Time	Fully Load Hourly Rate	Annual Cost
Staff 1	20	47.42	11,380.80
Reconciliation to GL			
Sr. Accountant	8	68.34	2,186.88
Controller	4	95.76	1,532.16
Total - Kathy and Olga			15,099.84

Estimate of Costs - Hdl Companies Administration

TOT Administration			20,400.00
Short Term Rental Compliance			1,900.00
Estimate of Staff Time to Convert Date			
Estimated Revenue Increase:		Not Included in Estimate	
Audit of Filed Returns			
Added Short-Term Rental Revenue			
Estimated on-going Staff Time after Conversion			
Sr. Accountant	4	68.34	1,093.44
			23,393.44
Total Added Costs - TOT Admin Services and ST Rental Compliance			8,293.60

City of Ukiah, CA

Tax & Fee Administration Services

March 30, 2022

HdL[®] Companies

SUBMITTED BY
HdL Companies
120 S. State College Blvd., Suite 200
Brea, CA 92821
hdlcompanies.com

CONTACT
Connor Duckworth
T: 714-879-5000
E: cduckworth@hdlcompanies.com

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Ordinance and Filing Procedure Review – Analysis of Transient Occupancy Tax ordinances and agency procedures are conducted to identify possible deficiencies or other administration related issues. Recommendations are made by the audit team for items such as to best practices, form design, and potential ordinance modifications to insure the most effective policies and controls.

Analysis Report – HdL's audit team will obtain and conduct a review of the most recent 36 months of transient occupancy tax filings. In order to verify and augment the data, the audit team will compile a variety of supplemental information on each property, including number of rooms, occupancy rate, physical condition, and business dynamics. Data is then further scrutinized in order to identify unusual or suspicious reporting and/or other variables that indicate cause for further review. Information and findings are documented in the analysis report for review with the Agency.

Analysis Review – Upon completion of the analysis report, meetings are scheduled with the agency to review the results as well as identify and recommend lodging providers who require additional investigation or examination to determine their compliance with the Agency's ordinance.

Audit Notification & Scheduling – Lodging providers selected by HdL and approved by the Agency for an audit are sent a letter and scheduled for a Compliance Analysis Audit. Every effort is made to promote a positive experience for the taxpayer. Lodging providers will be reminded of the documents required for the audit that were discussed in webinars and previous communications. Lodging providers are afforded the opportunity to schedule flexible appointment times by contacting the Business Support Center or visiting our online support center.

Compliance Analysis & Audit – The HdL audit team reviews the books and records of the lodging provider to determine compliance with transient occupancy tax regulations. HdL

validates taxable gross rents, exemptions, bank statements, daily/monthly summaries, and other relevant information for determining compliance. Supporting documentation for relevant items such as exemptions will also be documented for accuracy.

Audit & Compliance Report – Upon completion of the audit and analysis, and prior to additional actions, a compliance report is generated and reviewed with the Agency. The report indicates specific results of the reviews and recommended actions. Documentation will be included with the report to assist the Agency and HdL in determining next steps.

Deficiency and Commendation Notification – Upon final review with the Agency, lodging providers that are found to have deficiencies are notified of the findings as well as payment and appeal processes. Appointments are also scheduled to review the findings and educate taxpayers on proper filing procedures designed to prevent future errors and deficiencies. Lodging providers found to be compliant are sent a commendation letter thanking them for their cooperation and compliance.

Invoicing & Collections – Lodging providers found to be underreporting are invoiced through the standard Agency approved collections process identical to the procedures approved for other Programs. Balances are collected and remitted along with supporting documentation to the Agency through approved remittance processes.

Short Term Rental – Compliance Only Service

The Short-Term Rental (STR) Program provided by HdL takes a unique approach in ensuring compliance and educating lodging providers, including short term rental hosts (STR Hosts), in transient occupancy tax regulations and filing procedures, regulatory permits and licensing, and other City specific goals and objectives. HdL's program involves a modular, customer service centric approach, which reduces City administrative costs and provides the City with assurances of future compliance and reporting practices from the City's short-term rental lodging industry.

Following identification, HdL conducts a targeted education and compliance campaign designed to inform STR Hosts of their obligations to file and remit taxes and other requisite licenses and permits as may be needed. Each lodging provider is provided a full overview of the requirements and how to best comply both in the present and the future. During the registration process, HdL offers a variety of support options to the community including online filing, file-by-phone, email, and registration via standard mail. HdL tax and license specialists are available throughout the process to provide support to the STR community and to assist in the registration process.

Education, Registration, and Compliance

Using the list of active STR listings, HdL conducts a series of City approved education-based programs ranging from mailers to direct phone contacts. Each packet contains all the information necessary to obtain registration and comply with local requirements. HdL assists STR hosts throughout the program with information and support with all aspects of becoming compliant. During this program, HdL will:

- Validate listing to ensure proper identification and filter out records that may lead to erroneous contacts.
- Notify non-compliant entities with a series of education-based packets designed to garner compliance.
- Provide a support center for assistance with general questions, support, and assistance with filing and paying returns.
- Provide online portal with links to FAQs, education packets, and support for registering, filing returns, and making payments online.
- Follow up with non-compliant accounts to obtain registration
- Work with City to identify additional requirements and ensure collection of data necessary to enforcement procedures.
- Establish optional implementation items such as amnesty programs, back tax and penalty provisions, and other pre-registration programs.



AGENDA SUMMARY REPORT

SUBJECT: The Ukiah City Council will Receive a Report on Energy Costs, and Provide Direction on Scheduling a Public Hearing to Consider Adoption of a Power Cost Surcharge Rider.

DEPARTMENT: Electric Utility

PREPARED BY: Cindy Sauers, Electric Utility Director

PRESENTER: Cindy Sauers, Electric Utility Director

ATTACHMENTS:

1. Ukiah Market Conditions - Summer 2022 Readiness 06-01-22 FINAL
2. Power Cost Surcharge

Summary: The Ukiah City Council will receive a report on energy costs, and provide direction to Staff on scheduling a Public Hearing to consider adoption of a Power Cost Surcharge Rider.

Background: In June, Council received a presentation (Attachment 1) on energy market conditions and the impacts of drought, natural gas prices, and inflation on the Electric Utility's budget. Due to the drought, hydroelectric facilities are seeing a decrease in water storage at levels around 50% of normal years. With the record low levels, hydro production is expected to provide significantly less energy for California customers this summer. Natural gas prices are elevated due to geopolitical pressures and reduced supply, and inflation has driven prices on the energy market up 32% - four times that of inflation. These issues have had a significant impact on the Electric Utility's budget.

In February, Council approved a yearly rate increase that incorporated projected energy cost numbers for five years. Following the approval of the increase, the effects of the drought, natural gas prices, and inflation have resulted in the energy forward cost projections to increase significantly - up to five times during some months. These increases resulted in an increased expense budget that was approved by Council in June.

Discussion: In an effort to mitigate the increased expenses associated with procuring resources, Staff is recommending the implementation of a Power Cost Surcharge (Surcharge). The Surcharge would be applied to all electric rates and be applied to every kilowatt-hour (kWh) that is sold. The Surcharge would be calculated using a 12-month total of expenses divided by the total number of kWh procured and then be compared to that same value as of January 2022. The difference would be the Surcharge (\$/kWh) that will be applied. The implementation of the Surcharge would begin on October 1, 2022, and happen every six months thereafter. The value of the Surcharge can be positive or negative and would be based on actual costs to the Electric Utility. Therefore, as power costs decrease, customer bills would be reduced. A copy of the proposed Surcharge Rider is included as Attachment 2.

Staff is seeking direction from Council on scheduling a Public Hearing to consider the adoption of the Power Cost Surcharge.

Recommended Action: Receive report and provide direction to Staff on scheduling a Public Hearing to consider adoption of a Power Cost Surcharge Rider.

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: Sage Sangiacomo, City Manager; Dan Buffalo, Finance Director

Approved:


Sage Sangiacomo, City Manager

Summer Readiness 2022 & Market Conditions



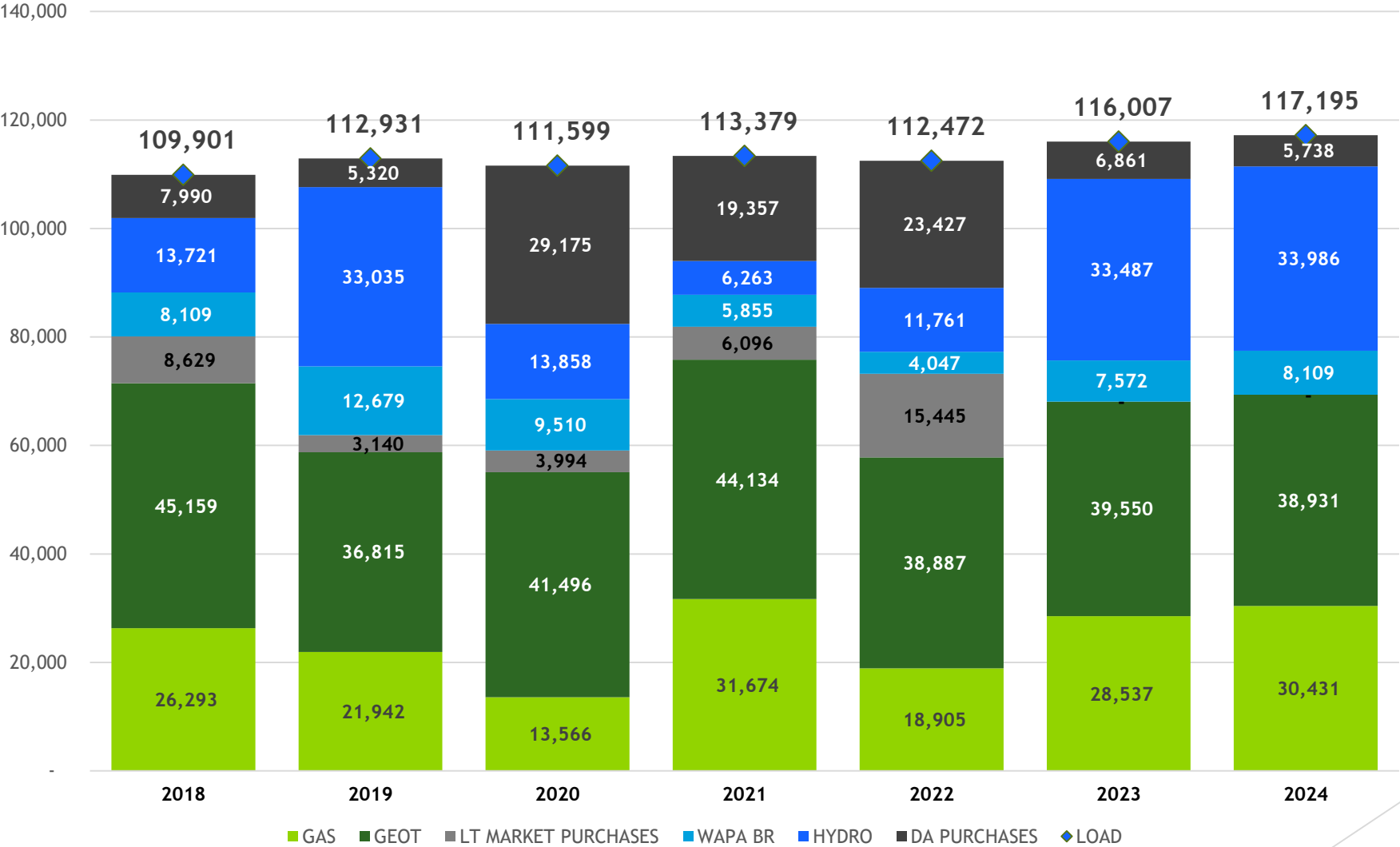
California Energy Policy

Among the most aggressive in the world

California projects a 1700MW shortage of energy this summer!

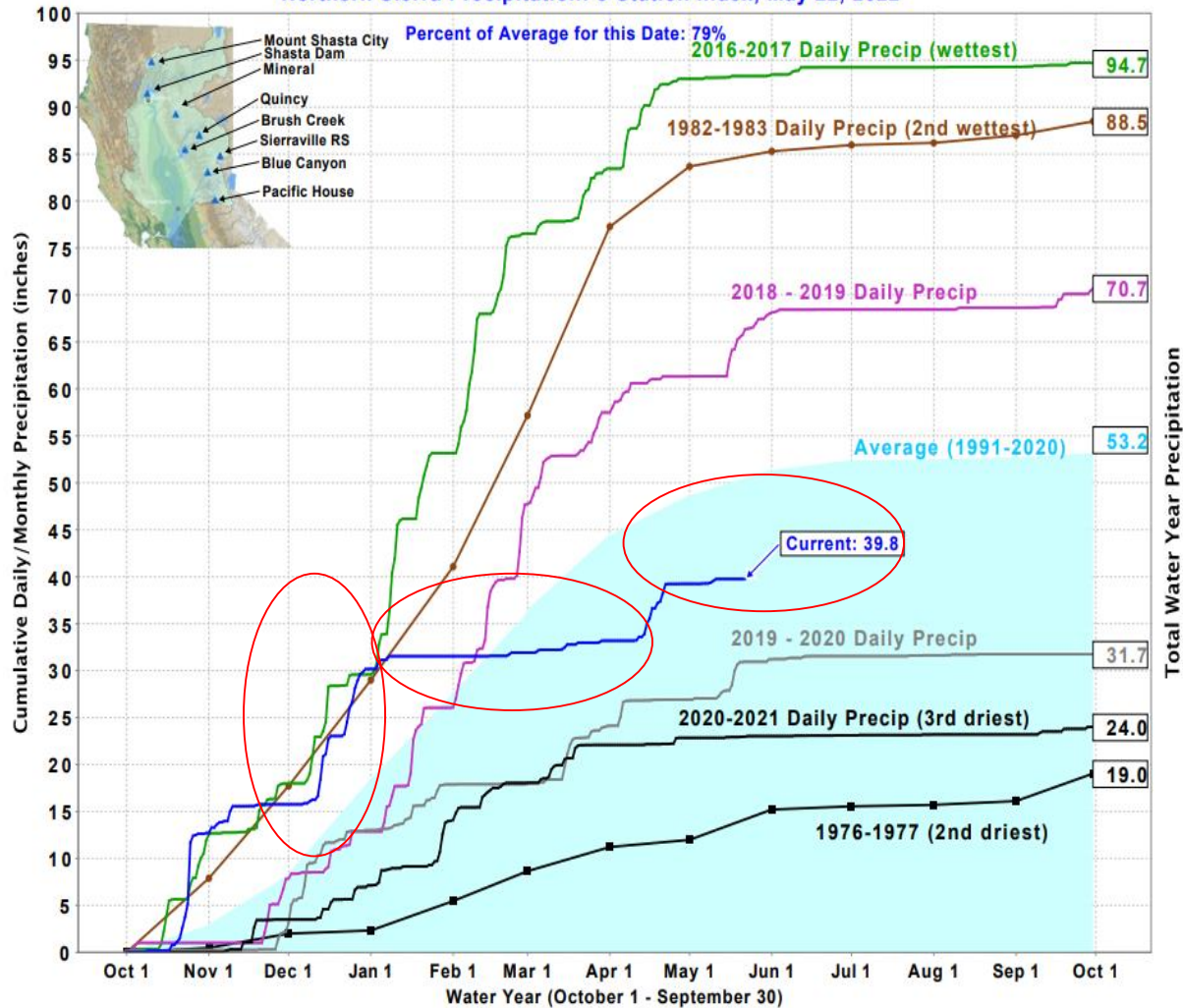
- 3700MW of natural gas plants scheduled for retirement in 2023
- 2280MW of nuclear generation scheduled for retirement in 2025
- ≈ 12000MW of generation planned - not procured or built

UKIAH LOAD & RESOURCES
(MWh)

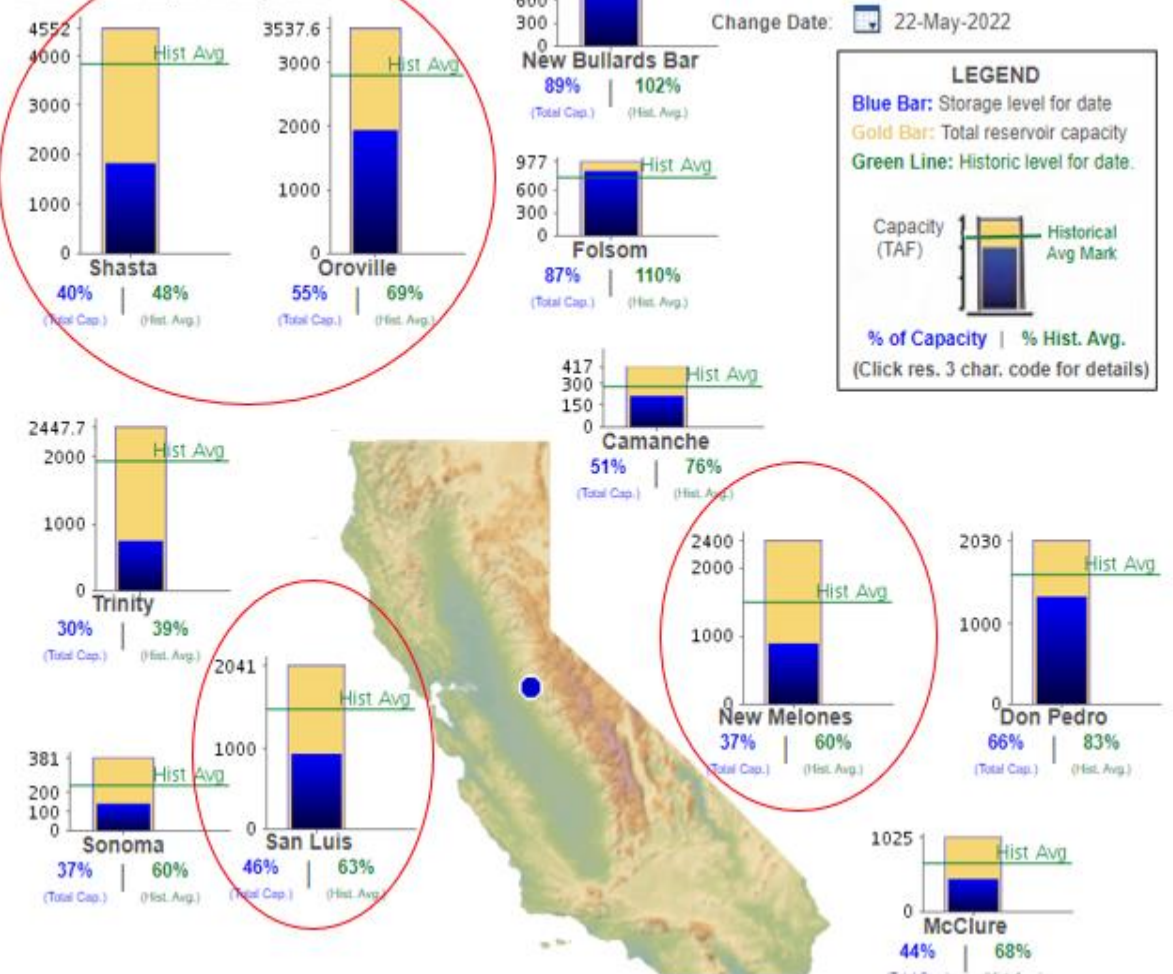


Market Pressures - Drought

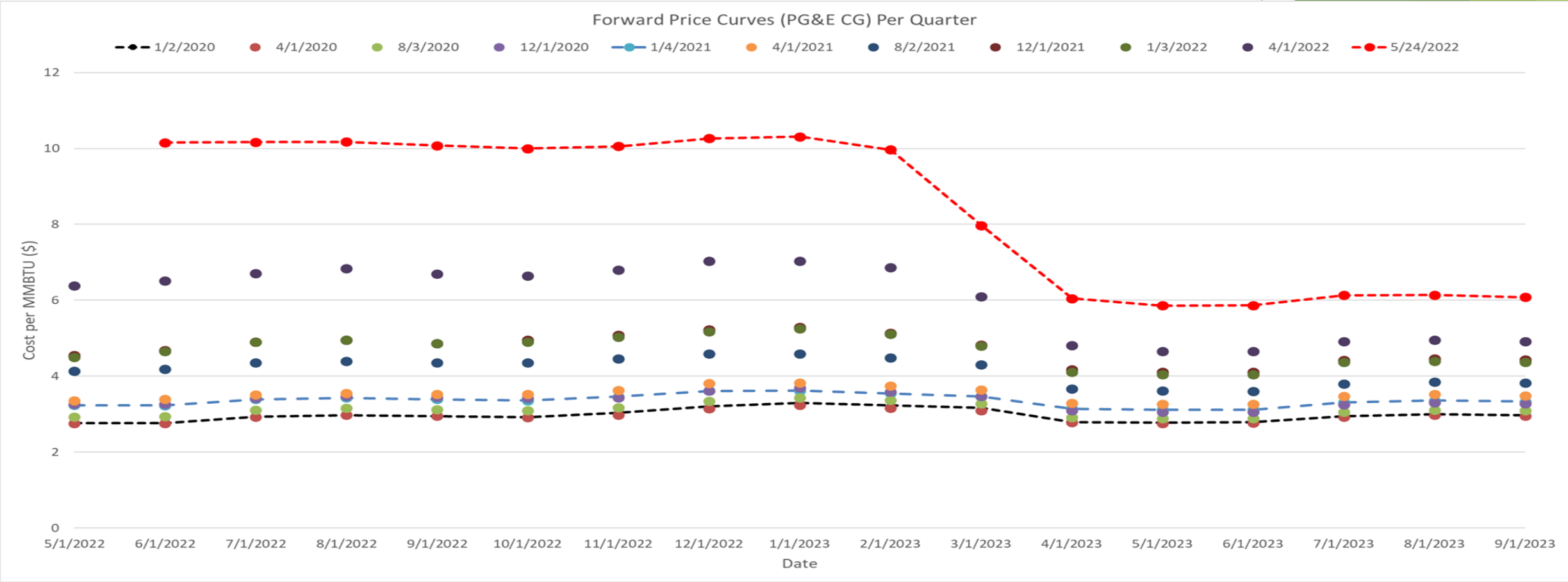
Northern Sierra Precipitation: 8-Station Index, May 22, 2022



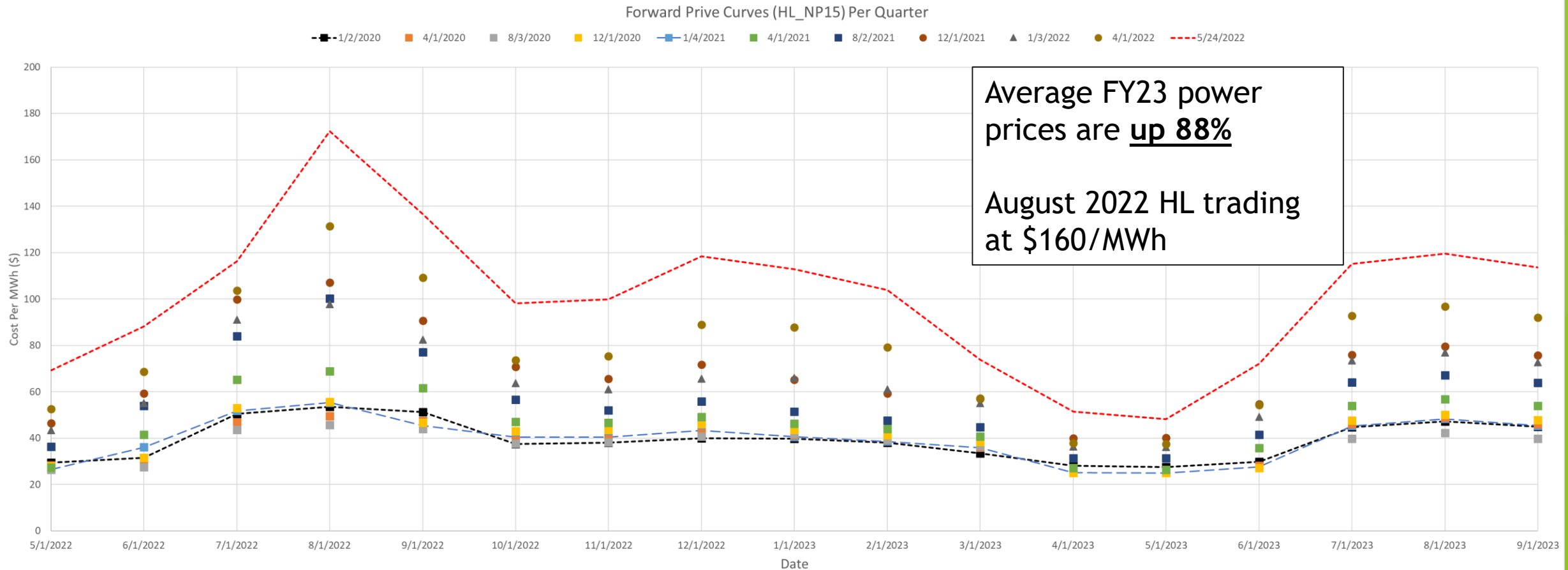
Data as of Midnight: 22-May-2022



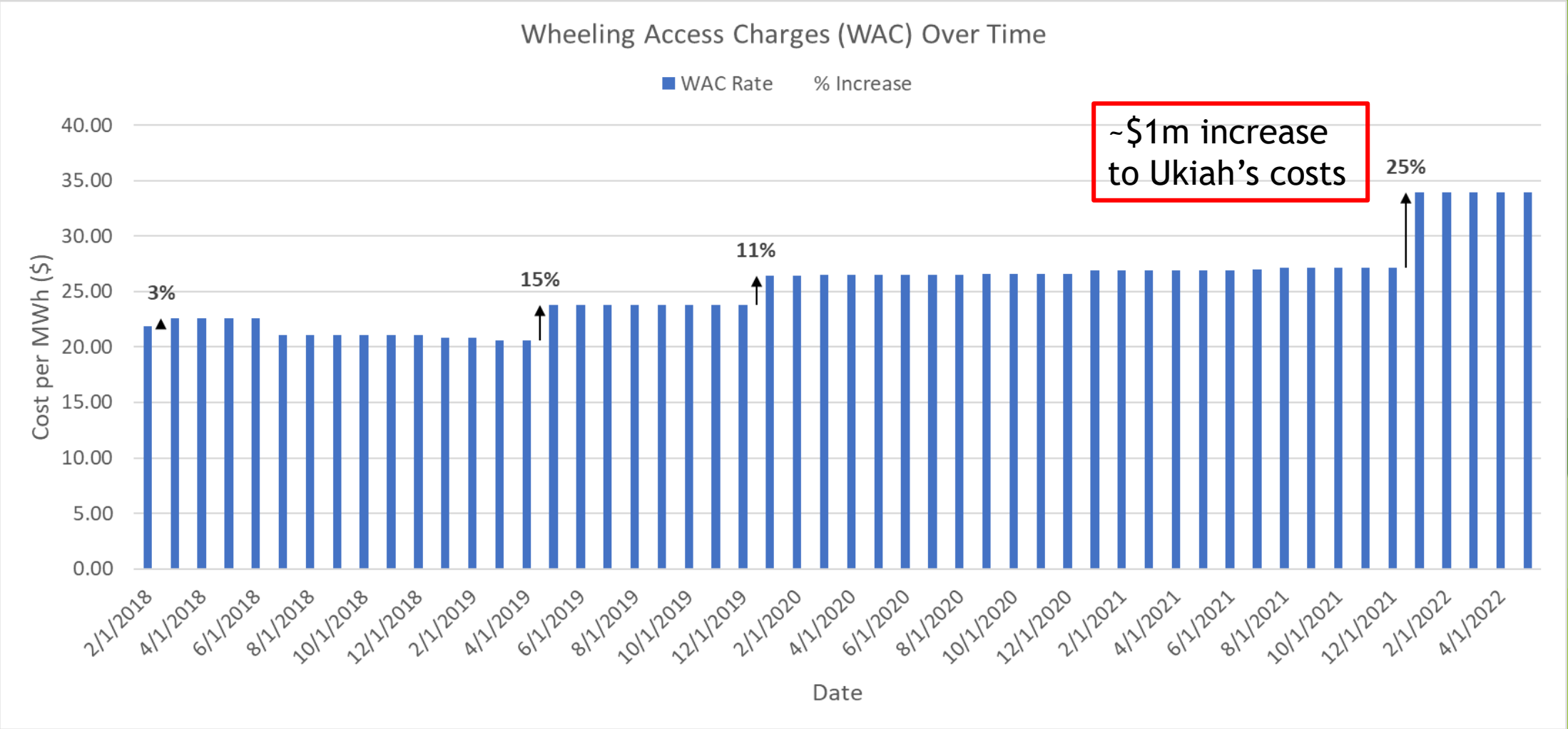
Market Pressures - Gas Forwards



Market Pressures - Electric Forwards

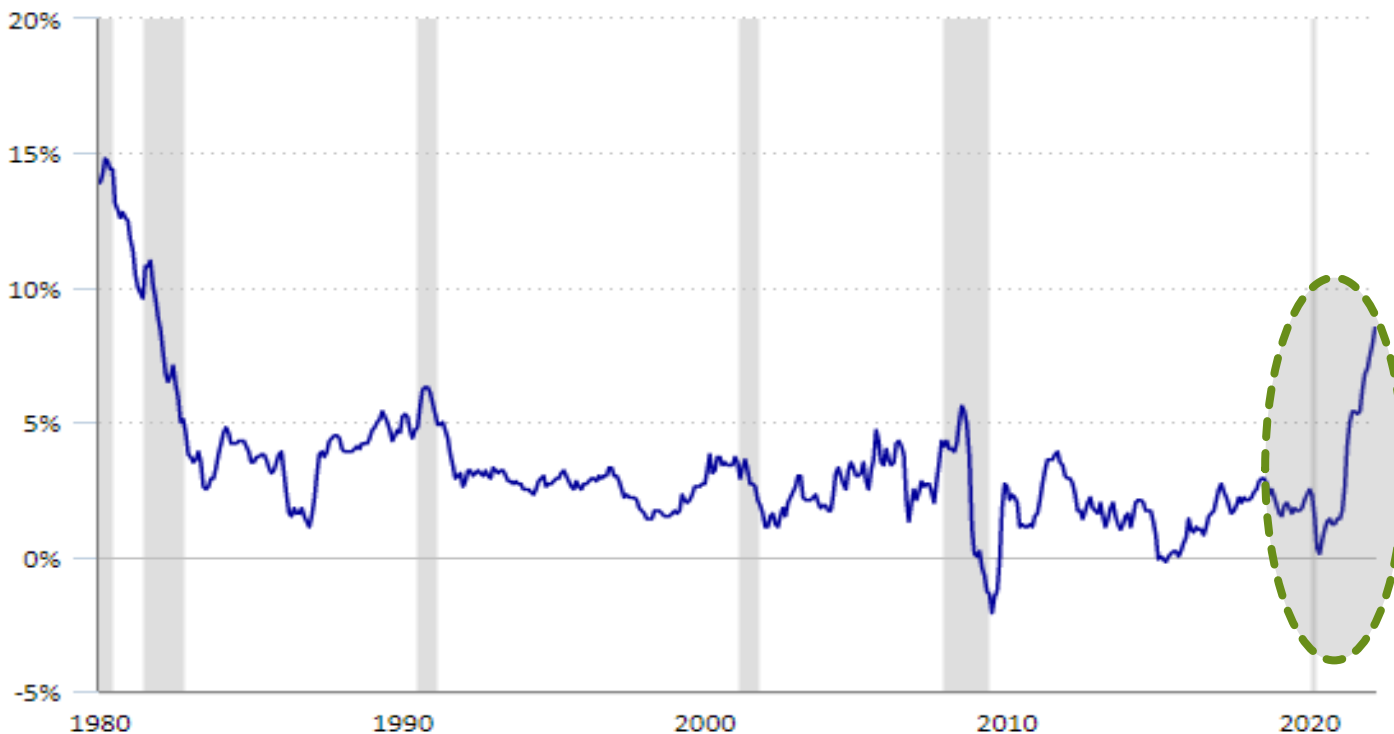


Budget Pressures - Transmission



Market Pressures - Inflation 8.3%

12-month percentage change in Consumer Price Index, January 1980–March 2022



Hover over chart to view data.

Shaded areas represent recessions as determined by the National Bureau of Economic Research.

Source: U.S. Bureau of Labor Statistics.

June 2021

Janet Yellen (Treasury Secretary and former Fed Chair) stated recent rise in prices was “transitory” and will subside

October 2021

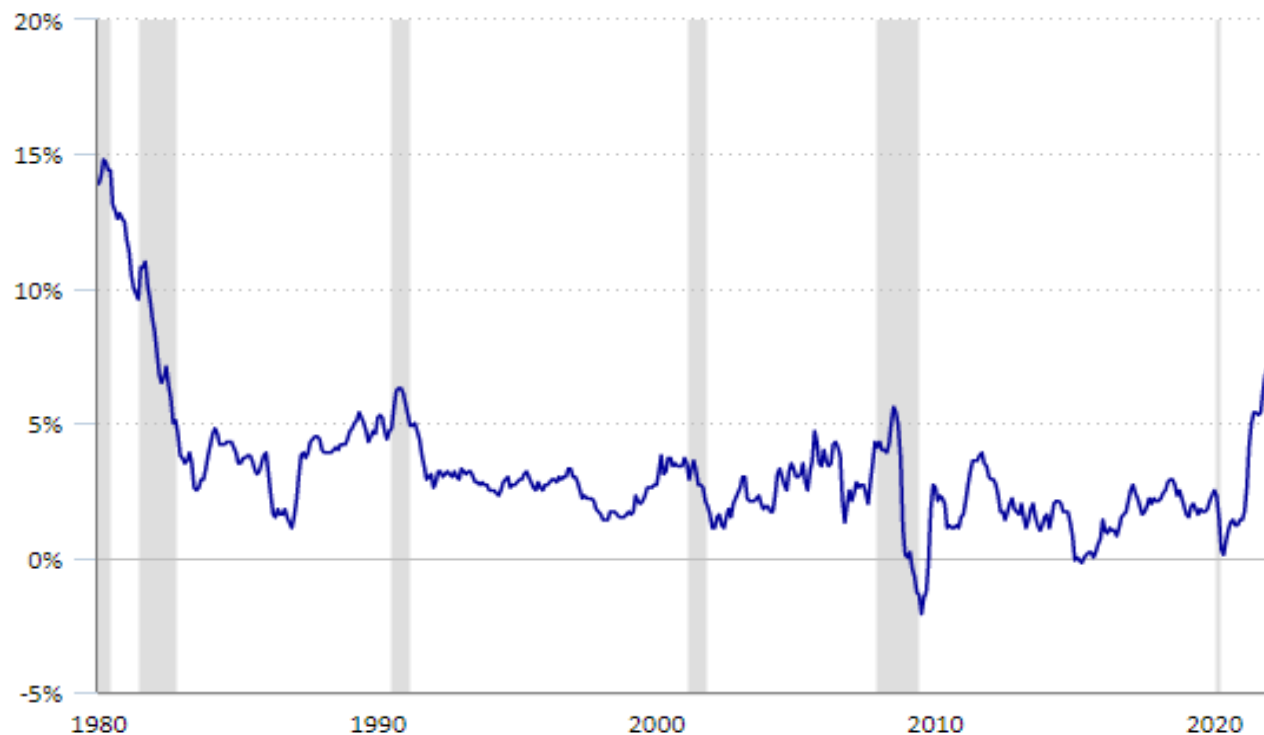
Janet Yellen said inflation would hit 3% but pricing pressures would be “transitory”

December 2021

Janet Yellen says it’s time to stop calling inflation “transitory”

Market Pressures - Inflation 8.3%, Energy 32% (BLS)

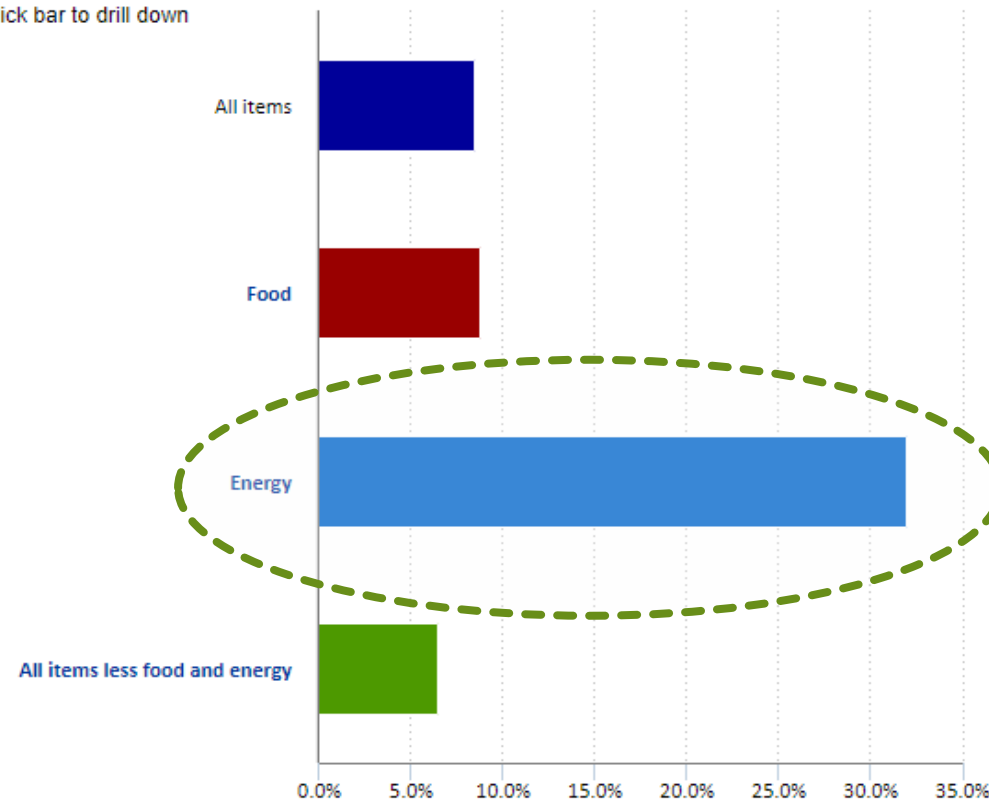
12-month percentage change in Consumer Price Index, January 1980–March 2022



Hover over chart to view data.
Shaded areas represent recessions as determined by the National Bureau of Economic Research.
Source: U.S. Bureau of Labor Statistics.

12-month percentage change, Consumer Price Index, selected categories, March 2022

Click bar to drill down



Hover over chart to view data.
Source: U.S. Bureau of Labor Statistics.

Market Pressures - Shrinking Supply

- ▶ NCPA's 10y forecast assumes a normal/average operating year; however
- ▶ NCPA adjusted forecasted Hydro generation down significantly
- ▶ Antelope 1B COD postponed due to Federal action on solar panels
- ▶ Western's May 2022 BR forecast was 21% less than its April 2022 forecast for May 2022 and 8% less for June 2022
- ▶ Lodi Energy Center (LEC) on outage through June 19th and derated for the balance of 2022 (at least) to ~225 MW
- ▶ Supply chain issues canceling or postponing new projects
 - ▶ CAISO - Elliot Mainzer, "unlikely we don't have outages in summer 2022"

Question: Are these elevated market prices here to stay?

Ukiah's NCPA Budget 2018-2023

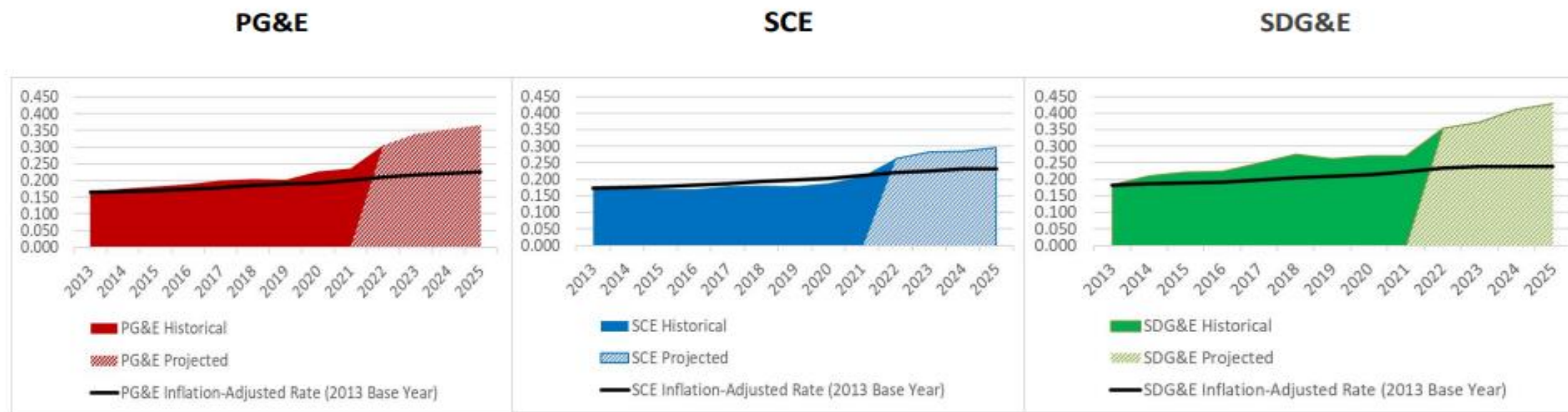
							June 2021 Forecast		
		FY18	FY19	FY20	FY21	FY22	FY23		
Generation Resources									
	Hydro, Geothermal, CT1, CT2, LEC	\$ 1,747,632	\$ 1,862,602	\$ 1,724,219	\$ 2,264,170	\$ 2,462,402	\$ 2,119,518		
	Resources, Western, Load Aggregation	4,342,786	4,261,661	3,295,981	4,048,140	4,435,368	4,868,271		
Total Generation Resources		6,090,418	6,124,263	5,020,200	6,312,310	6,897,770	6,987,789		
Transmission									
	CAISO	2,569,846	2,778,748	2,602,286	3,051,481	3,178,037	3,177,075		
Management Services									
	L&R	108,748	104,654	101,859	104,818	97,774	100,362		
	Judicial Action	24,048	18,991	16,484	12,141	7,573	7,752		
	Power Management	444,712	460,311	346,596	325,604	336,124	386,555		
	PM Service Revenue	(22,459)	(74,239)	(63,138)	(52,598)	(61,430)	(40,649)		
Total Management Services		555,049	509,717	401,801	389,965	380,041	454,020		
Passthrough									
	Passthrough Costs	19,156	25,149	21,139	22,159	28,973	29,661		
JPA Assessment									
	Credits to Participants	(645)	(799)	(1,415)	(1,223)	(758)	(894)		
Total		\$ 9,233,824	\$ 9,437,078	\$ 8,044,011	\$ 9,774,692	\$ 10,484,063	\$ 10,647,651		

Ukiah's NCPA Budget 2018-2023

							June 2021 Forecast	April 2022 Approved
		FY18	FY19	FY20	FY21	FY22	FY23	FY23
Generation Resources								
	Hydro, Geothermal, CT1, CT2, LEC	\$ 1,747,632	\$ 1,862,602	\$ 1,724,219	\$ 2,264,170	\$ 2,462,402	\$ 2,119,518	\$ 781,182
	Resources, Western, Load Aggregation	4,342,786	4,261,661	3,295,981	4,048,140	4,435,368	4,868,271	7,591,996
Total Generation Resources		6,090,418	6,124,263	5,020,200	6,312,310	6,897,770	6,987,789	8,373,178
Transmission								
	CAISO	2,569,846	2,778,748	2,602,286	3,051,481	3,178,037	3,177,075	4,091,786
Management Services								
	L&R	108,748	104,654	101,859	104,818	97,774	100,362	109,823
	Judicial Action	24,048	18,991	16,484	12,141	7,573	7,752	12,414
	Power Management	444,712	460,311	346,596	325,604	336,124	386,555	378,662
	PM Service Revenue	(22,459)	(74,239)	(63,138)	(52,598)	(61,430)	(40,649)	(53,227)
Total Management Services		555,049	509,717	401,801	389,965	380,041	454,020	447,672
Passthrough								
	Passthrough Costs	19,156	25,149	21,139	22,159	28,973	29,661	22,037
JPA Assessment								
	Credits to Participants	(645)	(799)	(1,415)	(1,223)	(758)	(894)	(1,834)
Total		\$ 9,233,824	\$ 9,437,078	\$ 8,044,011	\$ 9,774,692	\$ 10,484,063	\$ 10,647,651	\$ 12,932,839

Market Pressures - IOUs

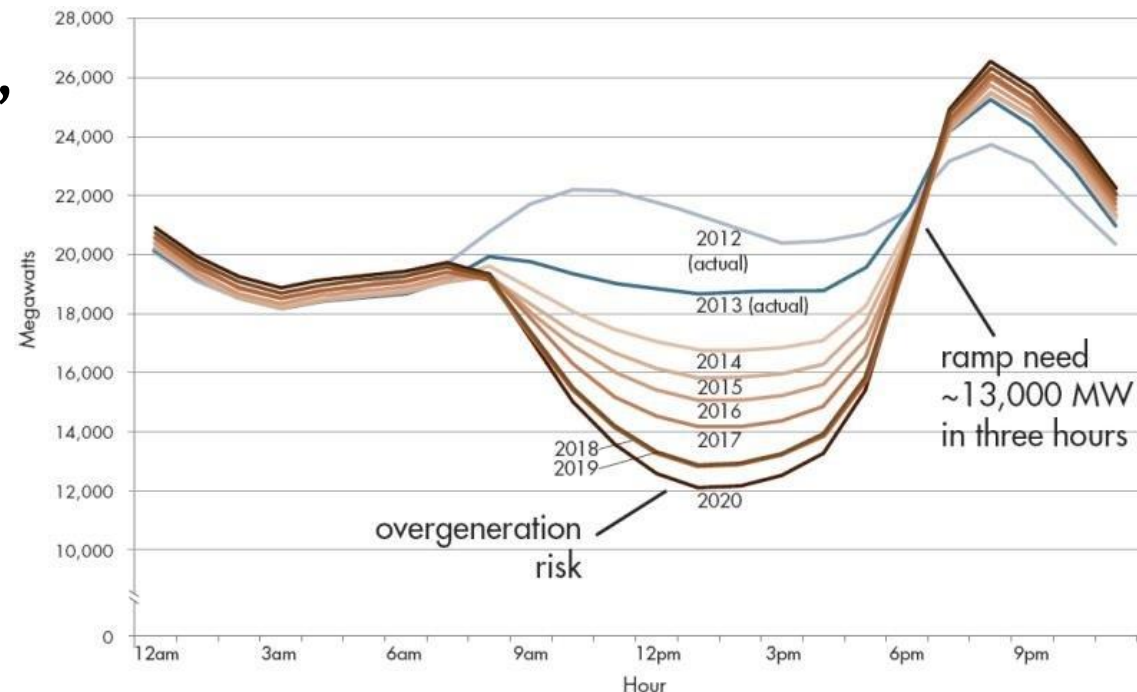
Projected Residential Rate Growth Expected for California IOUs (\$/kWh)



By 2030, bundled residential rates are forecasted to be approximately **40% (PG&E)**, **20% (SCE)**, and **70% (SDG&E) higher** than they would have been if 2013 rates for each IOU had grown at the rate of inflation.

What are Rolling Blackouts VS PSPS Events?

- CALISO - California Independent System Operator
 - Manages flow of electricity on CA's transmission lines / dispatch generation
- 4pm-10pm - High load, solar declining
- Need “spinning reserves”



Questions?



City of Ukiah Power Cost Surcharge Rider

The Power Cost Surcharge (Surcharge) is a per kilowatt-hour (kWh) charge that is used to ensure an adequate revenue stream to cover all power costs incurred by Ukiah Electric's system: including generation, management of Utility owned facilities, and transmission costs through Northern California Power Agency (NCPA). The Surcharge will be assessed to all customers as an additional charge per kWh to their standard rate.

Calculation:

A 12-month running sum of actual metered dollars invoiced and metered kWh of load for the previous 12 months of the NCPA Net All Resources Bill (ARB) will be maintained. The Surcharge Factor for a particular month will be calculated as the previous 12-month sum of actual metered NCPA net ARB invoiced amounts divided by the previous 12-month sum of the NCPA ARB metered kWh monthly loads adjusted for distribution losses. The Surcharge is set as the difference between Surcharge Factor of the semi-annual month and the January 2022 Surcharge Factor. The Surcharge can be negative or positive.

The Surcharge is implemented semi-annually on October 1st and April 1st, with the first ECA to begin on October 1, 2022.



AGENDA SUMMARY REPORT

SUBJECT: Consideration of New Ad Hoc Committee to Participate in the Recruitment Process for a New Police Chief.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Shannon Riley, Deputy City Manager

PRESENTER: Sage Sangiacomo, City Manager

ATTACHMENTS:

None

Summary: Council will receive a report regarding the proposal to procure a specialty firm to assist the City with a customized and objective search for a new Police Chief, and will appoint two Councilmembers to serve on an ad hoc that will participate in the process.

Background: Following the unanticipated release of the former Police Chief in June, City Management is looking toward the selection process for a permanent replacement and recommends the development of an integrated recruitment and selection process with direct participation and leadership from the City Council.

Discussion: In the past two years, locally, there have been a significant number of high-profile incidents involving the police department. Similarly, nationwide, law enforcement has faced increased scrutiny and, in many cases, demands for major reform. Law enforcement work has changed dramatically over the last two decades. Youth who envisioned a satisfying career of protecting our communities now find themselves managing neglected cases of mental illness, skyrocketing drug abuse (coupled with deregulation), homelessness, and more, all with a shortage of tools or answers. These pressures, along with the high demands and chronic stress of the job, have had a negative impact on recruitment and retention industry-wide.

It will be the responsibility of City leadership—from both the Police Department and the City Manager's Office—to navigate the impacts of these nationwide trends and the local conditions in order to facilitate the development of a high-functioning, community-oriented department. Therefore, the City intends to cast a wide net for recruitment in the interest of transparency and objectivity. In addition, the City Manager, in conjunction with the Purchasing Division, intends to develop and release a Request for Qualifications (RFQ) for a specialty firm to assist the City with a customized and objective search for a new Police Chief.

City Manager Sangiacomo recommends the development of a City Council Ad Hoc Committee to help guide this process. This committee would be tasked with working in partnership with the City Manager's Office and Human Resources to provide direct leadership and oversight throughout the complete recruitment process.

Recommended Action: Appoint two ad hoc committee members to participate in the recruitment process for a new Police Chief.

BUDGET AMENDMENT REQUIRED: n/a

CURRENT BUDGET AMOUNT: n/a

PROPOSED BUDGET AMOUNT: n/a

FINANCING SOURCE: n/a

PREVIOUS CONTRACT/PURCHASE ORDER NO.: n/a

COORDINATED WITH: Sage Sangiacomo, City Manager and Sheri Mannion, HR Director

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

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

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Mayor Brown and Various Councilmembers

ATTACHMENTS:

1. 2022 City Council Special Assignments

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

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

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

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

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

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: 
Sage Sangiacomo, City Manager

2022 CITY COUNCIL SPECIAL ASSIGNMENTS

COUNTY/REGIONAL OnGoing One + Alternate	MTG DATE/TIME	MEETING LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Disaster Council	Shall meet a minimum of once a year at a time and place designated upon call of the chair	Place designated upon call of the chair or, if she/he is unavailable or unable to call such meeting, the first vice chair and then the City Manager or her/his designee.	Office of Emergency Management 300 Seminary Ave. Ukiah, CA 95482 467-5765 - Tami Bartolomei	Develop any necessary emergency and mutual aid plans, agreements, ordinances, resolutions, rules, and regulations.	Orozco Duenas- Alternate	Tami Bartolomei, Office of Emergency Management Coordinator; 467-5765 tbartolomei@cityofukiah.com
Greater Ukiah Business & Tourism Alliance	3rd Tuesday of month, 11:30 a.m.	200 S School St. Ukiah, CA 95482	200 S School St. Ukiah, CA 95482	Promotes tourism and works to strengthen and promote the historic downtown and businesses within the greater Ukiah area	Duenas Rodin - Alternate	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Mendocino Council of Governments (MCOG)	1st Monday of month, 1:30 p.m.	Board of Supervisors Chambers 501 Low Gap Road Ukiah, CA	Executive Director 367 N. State Street, Ste. 206 Ukiah, CA 95482 463-1859	Plan and allocate State funding, transportation, infrastructure and project County wide	Brown Rodin- Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Mendocino County Inland Water and Power Commission (IWPC)	2nd Thursday of month, 6:00 p.m.	Civic Center 300 Seminary Avenue conference room 5	IWPC Staff P.O. Box 1247 Ukiah, CA 95482 391-7574 - Candace Horsley	Develops coordination for water resources and current water rights: Potter Valley project - Eel River Diversion	Orozco Brown- Alternate	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
Mendocino Solid Waste Management Authority (MSWMA)	3rd Thursday of every other month (varies), 10:00 a.m.	Willits Council Chambers	Solid Waste Director 3200 Taylor Drive Ukiah, CA 95482 468-9710	County-wide Solid Waste JPA	Brown Duenas- Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Mendocino Transit Authority (MTA) Board of Directors	Last Wednesday of month, 1:30 p.m.	Alternating locations - Ukiah Conference Center or Fort Bragg, or Point Arena	Executive Director 241 Plant Road Ukiah, CA 95482 462-1422	County-wide bus transportation issues and funding	Duenas Alternate Orozco	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
North Coast Opportunities (NCO)	4th Wednesday of month, 2 p.m.	Alternating locations - Ukiah and Lakeport	Ross Walker, Governing Board Chair North Coast Opportunities 413 North State Street Ukiah, CA 95482	Assist low income and disadvantaged people to become self reliant	Bartolomei (appointed 12/19/18)	Tami Bartolomei, Community Services Administrator; 467-5765 tbartolomei@cityofukiah.com
North Coast Rail Authority (NCRA)	2nd Wednesday of month, 10:30 a.m.	Various Locations - announced	419 Talmage Road, Suite M Ukiah, CA 95482 463-3280	Provides a unified and revitalized rail infrastructure meeting the freight and passenger needs of the region	Shannon Riley, Deputy City Manager	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Russian River Watershed Association (RRWA)	4th Thursday of month, 9:00 a.m. (only 5 times a year)	Windsor Town Hall	Russian River Watershed Association Attn: Daria Isupov 425 South Main St., Sebastopol, CA 95472 508-3670	Consider issues related to Russian river - plans projects and funding requests	Rodin Brown- Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Ukiah Valley Basin Groundwater Sustainability Agency (GSA)	2nd Thursday of month, 1:30 p.m.	Board of Supervisors Chambers; 501 Low Gap Road Ukiah, CA	County Executive Office Nicole French 501 Low Gap Rd., Rm. 1010 Ukiah, CA 95482 463-4441	GSA serves as the Groundwater Sustainability Agency in the Ukiah Valley basin	Crane Duenas- Alternate	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
COUNTY/REGIONAL One + Staff Alternate	MTG DATE/TIME	MEETING LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Economic Development & Financing Corporation (EDFC)	2nd Thursday of month, 2:00 p.m.	Primarily 631 S. Orchard Street (location varies)	Executive Director 631 South Orchard Avenue Ukiah, CA 95482 467-5953	Multi-agency co-op for economic development and business loan program	Riley (appointed 12/19/18)	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Sun House Guild ex officio	2nd Tuesday of month, 4:30 p.m.	Sun House 431 S. Main St. Ukiah, CA	431 S. Main Street Ukiah, CA 95482 467-2836	Support and expand Grace Hudson Museum	Orozco Davis- Alternate Neil	David Burton, Museum Director; 467-2836 dburton@cityofukiah.com
Continued - COUNTY/REGIONAL One + Staff Alternate	MTG DATE/TIME	MEETING LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Mendocino Youth Project JPA Board of Directors	3rd Wednesday of month, 7:45 a.m.	776 S. State Street Conference Room	Mendocino Co. Youth Project 776 S. State Street, Ste. 107 Ukiah, CA 95482 707-463-4915	Targets all youth with a focus on drug and alcohol prevention, healthy alternatives and empowering youth to make healthy choices	Cedric Crook, Patrol Lieutenant	Cedric Crook, Patrol Lieutenant Nob; 463-6771; ccrook@cityofukiah.com
Northern California Power Agency (NCPA) - Commission	4th Thursday of month, 9:00 a.m. (see NCPA calendar)	Roseville, CA and other locations	651 Commerce Drive Roseville, CA 95678 916-781-4202	Pool of State and local power utilities developing and operating power generation, providing scheduling and related energy services and providing regulatory and legislative support.	Crane - Commissioner Sauers - Alternate and Commissioner in absence of Commissioner Crane	Cindi Sauers - Electric Utility Director; 463-6286 csauers@cityofukiah.com
Northern California Power Agency (NCPA) – Lodi Energy Center (LEC) Appointment	2nd Monday of month, 10:00 AM	Lodi, CA and other locations	651 Commerce Drive Roseville, CA 95678 916-781-4299	Committee oversees the operation, maintenance and expenditures of the LEC 300 MW generating project.	Sauers – Project Participate Appointee	Cindy Sauers, Electric Utility Director, 463-6286, csauers@cityofukiah.com
Transmission Agency of Northern California (TANC)	4th Wednesday of month, 10 a.m.	35 Iron Point Circle Suite 225 Folsom, CA	35 Iron Point Cir #225 Folsom, CA 95630 916-852-1673; info@tanc.us	Provide electric transmission to its Member utilities through transmission line ownership or contract arrangements.	Crane Sauers - Alternate	Cindi Sauers - Electric Utility Director; 463-6286 csauers@cityofukiah.com

2022 CITY COUNCIL SPECIAL ASSIGNMENTS

LOCAL/COUNTY/REGIONAL/LIASENS 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	Rodin Orozco-Alternate	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
City Selection Committee	Called as required by the Clerk of the Board	BOS Conference Room 501 Low Gap Rd. Rm. 1090 Ukiah, CA	C/O: BOS 501 Low Gap Rd., Rm 1090 Ukiah, CA 95482 463-4441	Makes appointments to LAFCO and Airport Land Use Commission	Mayor	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
Investment Oversight Committee	Varies	Civic Center 300 Seminary Ave. Ukiah, CA 95482	Civic Center 300 Seminary Ave. Ukiah, CA 95482	Reviews City investments, policies, and strategies	Crane Orozco, Alternate Alan Carter , Treasurer	Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Library Advisory Board	3rd Wednesdays of alternate months; 1:00 p.m.	Various Mendocino County Libraries	Ukiah County Library 463-4491	Review library policy and activities	Supervisor Mulheren	Kristine Lawler , City Clerk; 463-6217; klawler@cityofukiah.com
Ukiah Players Theater Board of Directors	3rd Tuesday of month, 6:00 p.m	1041 Low Gap Rd Ukiah, CA 95482 462-1210	1041 Low Gap Rd Ukiah, CA 95482 462-1210	To oversee the activities, organization and purpose of the Ukiah Players Theater	Greg Owen , Airport Manager (appointed 12/19/18)	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
Ukiah Unified School District (UUSD) Committee	Quarterly	511 S. Orchard, Ste. D Ukiah, CA 95482	511 S. Orchard Ukiah, CA 95482	Information exchange with UUSD Board Chair, Mayor, Superintendent, and City Manager	Mayor, City Manager and Police Chief	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
Russian River Flood Control District (RRFCD) Liaison	1st Monday of month, 5:30 p.m.	151 Laws Ave., Suite D Ukiah, CA	151 Laws Ave., Ukiah, CA 95482; rrfc@pacific.net; 462-5278	Proactively manage the water resources of the upper Russian River for the benefit of the people and environment of Mendocino County	White/Orozco	Sean White , Director of Water Resources; 463-5712 swwhite@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	Rodin/Crane	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 1st District Liaison	Monthly; TBD	Civic Center Annex conference room #5 411 West Clay St. Ukiah, CA 95482	Civic Center 300 Seminary Ave. Ukiah, CA 95482	To coordinate activities and policy development with the City's 1st District Supervisor	Brown Crane- Alternate	Sage Sangiacomo , City Manager; 463-6221; ssangiacomo@cityofukiah.com
Mendocino County 2nd District Liaison	1st Wednesdays of month, 8:00 a.m.	Civic Center Annex conference room #5 411 West Clay St. Ukiah, CA 95482	Civic Center 300 Seminary Ave. Ukiah, CA 95482	To coordinate activities and policy development with the County's 2nd District Supervisor	Brown	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com
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Fire Executive Committee	2nd Wednesdays of month, 3:45 p.m.	Ukiah Valley Conference Center, 200 S. School Street Ukiah, CA	Stephanie Abba Civic Center 300 Seminary Ave. Ukiah, CA 95482 sabba@cityofukiah.com	Per the recently adopted agreement between the City of Ukiah and the Ukiah Valley Fire Protection District	Orozco/Brown	Doug Hutchison , Fire Chief; 463-6263; dhutchison@cityofukiah.com
STANDING COMMITTEES	MTG DATE/TIME	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Equity and Diversity	TBD	Virtual Meeting Room (link to be created)	Civic Center 300 Seminary Ave. Ukiah, CA 95482	Improve diversity and equity in the City's workforce and municipal services	Orozco/Duenas	Traci Boyl , City Manager's Office Management Analyst; 467-5720 tboy@cityofukiah.com

2022 AD HOC COMMITTEES		
COMMITTEE	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Electric Grid Operational Improvements	Crane/Orozco	Cindy Sauers, Electric Utility Director; 463-629586 csauers@cityofukiah.com
Trench Cut Policy Development	Crane/Brown	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Budget Development Best Practices and Financial Policy For FY 22/23 Budget	Crane/Brown	Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com Sheri Mannion, Human Resource Director/Risk Manager; 463-6272, smannion@cityofukiah.com
Advance Planning & Policy for Sphere of Influence (SOI), Municipal Service Review (MSR), Annexation, Tax Sharing, Detachment, and Out of Area Service Agreements	Crane/Rodin	Sage Sangiacomo, City Manager 463-6221 ssangiacomo@cityofukiah.com Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com Cindy Sauers, Electric Utility Director; 463-629586 csauers@cityofukiah.com Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com
2021 Electric Rate Study	Crane/Duenas	Cindy Sauers, Electric Utility Director; 463-6286 csauers@cityofukiah.com
Housing Policy	Rodin/Orozco	Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com
UVSD/ City Relations <i>Ad hoc committee to address specific issues with the Ukiah Valley Sanitation District, including discussion of overall sewer system service delivery policies, operating policy revisions, potential revisions to the current Operating Agreement, and cost sharing</i>	Crane/Brown	Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com Sean White, Water Resources Director 463-5712 swhite@cityofukiah.com
Upper Russian River Water Agency/City Relations	Crane/Brown	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
Orr Street Bridge Corridor	Rodin/Duenas	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Complete Streets	Rodin/Crane	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com Neil Davis, Community Services Director 467-5764 ndavis@cityofukiah.com
Cannabis Ordinance Modifications	Rodin/Duenas	Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com
Special Districts	Brown/Crane	Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com
Public Financing	Rodin/Orozco	Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Corp Yard	Crane/Brown	Jason Benson, Senior Civil Engineer 463-6284 jbenenson@cityofukiah.com