



**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.

September 7, 2022 - 6:00 PM

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

3.a. Proclamation: Hispanic Heritage Month in the City of Ukiah.

Recommended Action: Issue a proclamation of the Ukiah City Council recognizing September as Hispanic Heritage Month in the City of Ukiah.

Attachments:

1. Proclamation

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

5.a. Approval of the Minutes for the August 17, 2022, Regular Meeting.

Recommended Action: Approve the Minutes for the August 17, 2022, Regular Meeting.

Attachments:

1. 2022-08-17 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. Re-Approve the Purchase of a Fire Training Tower from Fire Training Systems (FTS) for an Increased Amount of \$467,822.58 funded by PG&E Disaster Settlement Funds, and Approval of Corresponding Budget Amendment.

Recommended Action: Re-approve the purchase of a Fire Training Tower from Fire Training Systems (FTS) for an increased amount of \$467,822.58 funded by PG&E Disaster Settlement Funds, and approve a corresponding budget amendment.

Attachments:

1. FTS Quote Ukiah Valley Fire Ukiah CA Modified Bullhead System (5)

- 7.b. Approval of Purchase for the Replacement and Upgrade of Equipment for the Ukiah Police Department Including Forty Axon Body-Worn Evidence Cameras, Forty Axon Tasers, Holsters, and Associated Software and Storage, in the Amount of \$374,731.34 from Axon Enterprise, Inc.

Recommended Action: Approve the purchase of Forty Axon Body-Worn Evidence Cameras, Forty Axon Tasers, Holsters, and Associated Software and Storage, in the Amount of \$374,731.34 from Axon Enterprise, Inc.

Attachments:

1. Axon Quote

- 7.c. Award of Contract to Whitchurch Engineering in the Amount Not to Exceed \$104,918, for Professional Design Services - Tenant Improvements at the Hastings Electric Service Center.

Recommended Action: Award contract to Whitchurch Engineering in the amount not to exceed \$104,918, for Professional Design Services - Tenant Improvements at the Hastings Electric Service Center.

Attachments:

1. 2202_220831_1350Hastings_DD95
2. RFP
3. Whitchurch Proposal
4. KPA Proposal

- 7.d. Delegate City Manager Authority to Negotiate and Execute a License Agreement with Pacific Gas and Electric for a Public Safety Power Shutoff Resource Center to be Located at the Ukiah Valley Conference Center.

Recommended Action: Delegate City Manager authority to negotiate and execute a license agreement with Pacific Gas and Electric for a Public Safety Power Shutoff Resource Center to be located at the Ukiah Valley Conference Center.

Attachments:

1. Ukiah Valley Conference Center CRC Agreement

- 7.e. Approval of a Contract Amendment for Additional Design Features for the Talmage Road Rehabilitation Project in the amount of \$38,992.

Recommended Action: Approve contract amendment for additional design features for the Talmage Road Rehabilitation Project in the amount of \$38,992.

Attachments:

1. GHD - Talmage Road Rehab Project 2122188 - ASR
2. GHD - Talmage Road Rehab Project 2122188 - Amendment 1
3. Talmage Road Scope Adjustment Amendment 2

- 7.f. Consideration of Approval of a Budget Amendment in the amount of \$10,000 for a Capital Replacement Reserve Contribution to the Alex Rorabaugh Recreation Center.

Recommended Action: Approve Budget Amendment in the amount of \$10,000 for a Capital Replacement Reserve Contribution to the Alex Rorabaugh Recreation Center (ARRC).

Attachments:

1. FY 2022-23 Alex Rorabaugh Recreation Center Division

- 7.g. Approval to Assign Contract No.1920-213, with Family Tree Resource, Inc., to Family Tree Service, Inc. for Electric Utility Line Tree Trimming Services.

Recommended Action: Approve the assignment of Contract No.1920-213, currently with Family Tree Resource, Inc., to Family Tree Service, Inc.

Attachments:

1. September 7, 2022, Staff Report
2. Letter from Family Tree Resource, Inc.
3. Agreement and Consent to Assignment

- 7.h. Adoption of an Ordinance to Approve a General Plan Amendment and Rezone of 701 South Orchard Avenue (APN 003-181-01).

Recommended Action: Adopt the Ordinance to Approve a General Plan Amendment and Rezone of 701 South Orchard Avenue.

Attachments:

1. 7h Proposed Ordinance - 701 S Orchard Ave_GPA RZ

- 7.i. Discussion and Possible Action to Adopt Resolution Waiving 60-Day Notice Requirement Under Government Code Section 25351 Notifying the City of the County of Mendocino's Intent to Lease Real Property in the City Limits at 776 S. State Street.

Recommended Action: Adopt Resolution waiving 60-day notice from County of Mendocino, required by Government Code Section 25351, of its intent to lease real property in the city limits at 776 S. State Street, Ukiah, for use by the Alternate Defender's Office.

Attachments:

1. 7i Resolution - Waiver

- 7.j. Consideration of Approval of a Budget Amendment for the Parks Account for Vandalism Cleanup Expenses.

Recommended Action: Approve amending the budget for an increase of \$35,000 in the Parks Department vandalism cleanup account.

Attachments: None

- 7.k. Notification of Contract with Mosaic Public Partners in the Amount of \$28,000 for the Recruitment of Police Chief and Corresponding Budget Amendment.

Recommended Action: Receive report and approve budget amendment for the procurement of recruitment services from Mosaic Public Partners.

Attachments:

1. 7-20-22 Staff Report - PD Chief Recruitment Ad Hoc
2. RFQ PC Responses - Peckham-McKenney - SGR - Mosaic

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 that is within the subject matter jurisdiction of the City Council, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

9. **COUNCIL REPORTS**

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

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

12. **UNFINISHED BUSINESS**

- 12.a. Consideration of Adoption of a Resolution Clarifying the Application of the Power Cost Surcharge.

Recommended Action: Adopt Resolution clarifying the application of the Power Cost Surcharge.

Attachments:

1. 12b Resolution Clarifying the Application of Surcharge Rider

13. **NEW BUSINESS**

- 13.a. Introduction of Ordinance by Title Only Amending the City Code Provisions Regulating Parks and Recreation Facilities.

Recommended Action: Introduce by title only the Ordinance Amending the City Code Provisions Regulating Parks and Recreation Facilities.

Attachments:

1. Table of Changes
2. Parks Ordinance Amendment Redline
3. Parks Ordinance Amendment Clean

- 13.b. Discussion and Consideration of Adoption of a Resolution in Support of Measure P, a ¼ cent Sales Tax Measure for the November 2022 Ballot to Support Fire Agencies and Fire Prevention (Rodin).

Recommended Action: Discuss and consider adopting a resolution in support of Measure P, a ¼ cent sales tax on the November 2022 ballot to be used to support fire agencies and fire prevention efforts.

Attachments:

1. BOS Resolution 22-159
2. Proposed Sales Tax Allocations
3. Measure P Support Resolution

- 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), and Appoint Jake Burgess as the City's Representative to Serve on the North Coast Opportunities (NCO) Board.

Recommended Action: Receive report(s). The Council will consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s), and appoint Jake Burgess to serve as the City's Representative on the North Coast Opportunities (NCO) Board.

Attachments:

1. 2022 City Council Special Assignments - redline

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

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: 9/2/22



AGENDA SUMMARY REPORT

SUBJECT: Proclamation: Hispanic Heritage Month in the City of Ukiah.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Traci Boyl, Management Analyst

PRESENTER: Vice-Mayor Duenas

ATTACHMENTS:

1. Proclamation

Summary: The City Council will issue a proclamation recognizing September as Hispanic Heritage Month in the City of Ukiah.

Background: The City continues to recognize that Hispanic Heritage is American Heritage. In honor of recognizing Hispanic/Latino culture and heritage as an important part of the city and its strong, inclusive community, the City of Ukiah will issue a proclamation (Attachment 1).

Discussion: Council will issue the proclamation in celebration of September as Hispanic Heritage Month in the City of Ukiah.

Recommended Action: Issue a proclamation of the Ukiah City Council recognizing September as Hispanic Heritage Month 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 HISPANIC HERITAGE MONTH IN THE CITY OF UKIAH

WHEREAS, the City of Ukiah recognizes Hispanic Heritage Month, known in Spanish as “Mes de la Herencia Hispana,” and is celebrated nationwide from September 15th through October 15th, with our city embracing and celebrating its diversity, of which Hispanics are the second largest ethnic group in the city; and

WHEREAS, the City of Ukiah recognizes that Hispanic Heritage is American Heritage, which we see in our everyday life, such as on television, in the music we hear and dance to, and in the food we eat, with all of us benefitting from the many contributions of Hispanic scientists, doctors, engineers, politicians, civil rights leaders, etc.; and

WHEREAS, the City of Ukiah recognizes the significant contributions of all Hispanic/Latino City employees, Ukiah City Council members, educators, local Latino organizations, and numerous grassroots leaders that help increase cultural awareness, education, enrichment, and community engagement of our residents; and

WHEREAS, many Hispanic immigrants belonging to groups such as Dreamers, Temporary Protected Status holders, farm workers, and essential workers have come to this country and have fought for initiatives providing pathways to citizenship and the protection of the right to vote; and

WHEREAS, throughout the history of the United States, members of the Hispanic community have helped shape the social, political, and economic landscape of this country and our community; and

WHEREAS, the City of Ukiah is committed to recognizing Hispanic/Latino culture and heritage as an important part of the city and its strong, inclusive community; and

WHEREAS, there will be an Hispanic Heritage Celebration at the Alex Thomas Plaza on September 18, 2022, from 2-6 p.m. and everyone is welcome to attend, and more information about this event can be obtained by visiting www.periodicoalpunto.com, or contacting 707-391-7158.

THEREFORE, BE IT RESOLVED, the City Council of the City of Ukiah acknowledges the many contributions that our Hispanic, Latin Americans, Chicanos, Indigenous, Latinx residents make to our community and hereby proclaim September as.

Hispanic Heritage Month in the City of Ukiah

***Signed and sealed, this 7th day of September
in the year Two Thousand and Twenty-two.***

Josefina Duenas
City Council, Vice-Mayor

CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue, Ukiah, CA 95482
Virtual Meeting Link: <https://zoom.us/j/97199426600>
Ukiah, CA 95482
August 17, 2022
6:00 p.m.

1. ROLL CALL

Ukiah City Council met at a Regular Meeting on August 17, 2022, having been legally noticed on August 12, 2022. The meeting was held in person and virtually at the following link: <https://zoom.us/j/97199426600>. Mayor Brown called the meeting to order at 6:03 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.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Orozco.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

- a. Approval of the Minutes for the August 3, 2022, Special Meeting.
- b. Approval of the Minutes for the August 3, 2022, Regular Meeting.

Motion/Second: Crane/Orozco to approve Minutes of August 3, 2022, Special and Regular meetings, as submitted. Motion **carried** by the following roll call votes: AYES: Orozco, Crane, Rodin, Dueñas, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

- a. Report of Disbursements for the Month of July 2022 – *Finance*.
- b. Delegate City Manager Authority to Negotiate and Approve a Generator Share Agreement (COU No. 2223-096) with New Cingular PCS, LLC - *Administration*.
- c. Delegate City Manager Authority to Negotiate and Approve Mutual Aid Agreement (COU No. 2223-097) for Emergency Assistance Among the City of Ukiah, City of Fort Bragg, City of Willits, City of Point Arena, City of Clearlake, and the City of Lakeport - *Administration*.
- d. Adoption of Resolution (2022-50) 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*.

- e. Authorize City Manager to Negotiate and Execute an Antenna Site/Lease Agreement (COU No. 2223-098) with Ukiah Wireless Powered by Wi-Fiber for the Sole Purpose of Providing High-speed Internet to Ukiah Valley residents - *Administration*.
- f. Approval of Notice of Completion of the Electric Utility Department's Gobbi Street Underground Communications Rework Project, Specification No. 22-03, and Approve Final Payment of the 5% Retention to Diamond D Construction, LLC – *Electric Utility*.
- g. Award of Contract (COU No. 2223-099) to SHN Engineers in the Amount of \$13,000.00 for Compaction and Materials Testing Services Related to the Clara Avenue Reconstruction Project Specification No. 20-08, and Approval of Corresponding Budget Amendment – *Public Works*.
- h. Consideration of Adoption of Amended Resolution (2022-51) Authorizing Application for Funding and the Execution of Grant Agreement (COU No. 2223-100) and any Amendments thereto from the 2022 Funding Year of the State Community Development Block Grant Program – *Community Development*.
- i. Report of Acquisition (P.O. No. 48141) of Professional Services from Alpha Analytical Laboratories, Inc. in the Amount of \$36,985.50 for Quarterly Water Sampling and Completion of Chemical Examination Reports for the Ukiah Landfill – *Public Works*.
- j. Consideration of Adoption of Resolution (2022-52) Appointing Casey Thompson to the Public Spaces Commission – *City Clerk*.
- k. Approval of Purchase (P.O. No. 48146) of a Replacement Symmetra LX Power Array Battery Backup for the Ukiah Police Department Including Installation, for the Amount of \$35,208.00, and Approval of Corresponding Budget Amendment - *Police*.
- l. Authorize the City Manager to Negotiate and Execute an Amendment (COU No. 2122-201-A1) to the Ukiah Western Hills Open Land Acquisition and Limited Development Agreement for Electrical Utility and Communication Infrastructure; and Approve a Corresponding Budget Amendment if Necessary - *Administration*.
- m. Notification of Change Order #1 (COU No. 2122-240-CO1) to Ghilotti Construction Company in the Amount of \$640,975.73 for Additional Roadway Excavation, Base and Asphalt for the Dora Overlay Project Specification 21-05, and Approve Corresponding Budget Amendment – *Public Works*.

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

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No public comment received.

9. COUNCIL REPORTS

Presenter: Mayor Brown and Councilmembers Rodin and Orozco

10. CITY MANAGER/CITY CLERK REPORTS

Presenters:

- **Election Update** – Kristine Lawler, City Clerk.
- **Ukiah Airport Runway Extension Study** – Greg Owen, Airport Manager.
- **Public Works Update** – Tim Eriksen, Public Works Director/City Engineer.

11. PUBLIC HEARINGS (6:15 PM)

a. Public Hearing and Consideration of 1) Approval of a Resolution to Adopt an Initial Study and Negative Declaration; and 2) Possible Introduction by Title Only of an Ordinance to Approve a General Plan Amendment and Rezone of 701 South Orchard Avenue.

Presenters: Michelle Irace, Planning Manager and Maya Simerson, Project and Grant Manager, and Craig Schlatter, Community Development Director.

PUBLIC HEARING OPENED AT 6:38 P.M.

No public comment was received.

PUBLIC HEARING CLOSED AT 6:39 P.M.

Motion/Second: Rodin/Orozco to adopt Resolution (2022-53) adopting the Initial Study and Negative Declaration. Motion carried by the following roll call votes: AYES: Orozco, Crane, Rodin, Dueñas, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

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

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

AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING THE OFFICIAL ZONING MAP AND GENERAL PLAN LAND USE MAP FOR THE CITY OF UKIAH, CALIFORNIA BY ESTABLISHING THE COMMUNITY COMMERCIAL (C1) ZONING DISTRICT AND COMMERCIAL (C) LAND USE DESIGNATION AT 701 SOUTH ORCHARD AVENUE (APN 003-181-01)

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

b. Consideration of Adoption of a Resolution Adopting a Power Cost Surcharge Rider.

Presenters: Cindy Sauers, Electric Utility Director and Boris Prokop, Borismetrics.

PUBLIC HEARING OPENED AT 6:49 P.M.

No public comment was received.

PUBLIC HEARING CLOSED AT 6:50 P.M.

Motion/Second: Crane/Orozco to adopt Resolution (2022-54) establishing the Power Cost Surcharge Rider. Motion carried by the following roll call votes: AYES: Orozco, Crane, Rodin, Dueñas, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

12. UNFINISHED BUSINESS

a. Discussion and Possible Adoption of Resolution Amending Procedures for Purchasing Thresholds and Change Order Limits.

Presenter: Mary Horger, Financial Services Manager.

Motion/Second: Crane/Orozco to adopt resolutions (2022-55, 2022-56) amending the procedures for purchasing thresholds and change order limits, as amended*. Motion **carried** by the following roll call votes: AYES: Orozco, Crane, Rodin, Dueñas, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

**Amendments include:*

- *In title of Resolution listed as Attachment 3 of Staff Report; adding "...and also Resolution No. 13" to follow "Amending and Replacing Resolution No. 2015-10..."*
- *Last word in first paragraph of the 'Now, therefore, be it resolved...' section; change from "appropriate" to "appropriation."*

b. Receive Report Regarding Annual Review of Ordinance for Development of Operating Standards for Community Gardens, Live Entertainment, Outdoor Dining, Sidewalk Cafes, and Specialty Food and Beverage Sales with Tasting; and Provide Direction to Staff as Necessary.

Presenter: Craig Schlatter, Community Development Director.

Staff Comment: Shannon Riley, Deputy City Manager.

Report was received.

Council Consensus to discontinue annual reporting of this item.

13. NEW BUSINESS

a. Public Benefits Program Update and Approval of New Customer Programs and Rebates.

Presenters: Cindy Sauers, Electric Utility Director and Diann Lucchetti, Program Coordinator.

Motion/Second: Crane/Orozco to received report and approve program additions. Motion **carried** by the following roll call votes: AYES: Orozco, Crane, Rodin, Dueñas, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

Council Directive to bring back item for annual report.

b. Consideration of Adoption of Resolution Authorizing Application to and Participation in the California Department of Housing and Community Development ProHousing Designation Program.

Presenter: Craig Schlatter, Community Development Director.

Motion/Second: Crane/Orozco to adopt resolution (2022-57) authorizing application to and participation in the California Department of Housing and Community Development's (HCD) Prohousing Designation Program (COU No. 2223-101). Motion **carried** by the following roll call votes: AYES: Orozco, Crane, Rodin, Dueñas, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

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).

Presenter: Councilmember Rodin.

Note: The Special Assignments List was updated to correct and show the Cannabis Ordinance Modifications ad hoc members as Vice Mayor Duenas and Mayor Brown, as appointed on February 2, 2022.

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

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

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

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

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

f. Conference with Labor Negotiator (54957.6)

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

No closed session was held.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 7:55 p.m.

Kristine Lawler, City Clerk/CMC



AGENDA SUMMARY REPORT

SUBJECT: Re-Approve the Purchase of a Fire Training Tower from Fire Training Systems (FTS) for an Increased Amount of \$467,822.58 funded by PG&E Disaster Settlement Funds, and Approval of Corresponding Budget Amendment.

DEPARTMENT: Fire

PREPARED BY: Justin Buckingham, Battalion Chief

PRESENTER: Justin Buckingham, Battalion Chief

ATTACHMENTS:

1. FTS Quote Ukiah Valley Fire Ukiah CA Modified Bullhead System (5)

Summary: Council will consider re-approving the purchase of a fire training tower from Fire Training Systems (FTS) for an increased amount of \$467,822.58 funded by PG&E Disaster Settlement Funds, and approval of a corresponding budget amendment.

Background: On May 4, 2022, Council authorized the City manager to negotiate and execute a contract between the City of Ukiah and the County of Mendocino to receive PG&E Wildfire settlement funds for purchasing a training tower to be located in Ukiah. The authorization also included the purchase of the tower from Fire Training Systems for the amount of \$399,971. The tower's price has increased during the negotiations due to inflation and global supply chain issues.

Discussion: The County of Mendocino has approved funding in the amount of \$399,971 to the Ukiah Valley Fire Authority (UVFA) for the purchase of a Fire Training Structure using PG&E Wildfire settlement funds. Due to delays in the contract getting executed, which were beyond the control of the City or the UVFA, the price of the training structure increased to \$487,822.58. City staff requested that FTS remove the cost of the crane and assembly services in the amount of \$20,000, which will be incorporated in the bid that will be released separately for the site preparation work with a general contractor. Please refer to Attachment 1 for a copy of the quote. This leaves a shortfall in settlement funds of \$87,851.58. Staff is actively working with the Board of Supervisors to address the shortfall in funding to find a solution to the issue. However, the longer we wait to issue a purchase order and execute the purchase of the tower, the more the costs will increase. Inflation and global supply chain issues have driven these increases.

Additionally, the initial budget was programmed for fiscal year 2021/2022. Because of the delay, a budget amendment will be required for the full purchase price for the current fiscal year. There is \$25,000 currently in the budget for the current fiscal year, but this is for the required site work, less the crane and assembly services.

Recommended Action: Re-approve the purchase of a Fire Training Tower from Fire Training Systems (FTS) for an increased amount of \$467,822.58 funded by PG&E Disaster Settlement Funds, and approve a corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 10021210.80220.18337: \$25,000; 10021210.43209.18356: \$0

PROPOSED BUDGET AMOUNT: 10021210.80220.18337: \$512,823 ; 10021210.43209.18356: - \$399,971.00

FINANCING SOURCE: \$399,971.00 PG&E settlement funds, \$87,851.58 from the General Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Douglas Hutchison

Approved: 
Sage Sangiacomo, City Manager

Fire Training Structures, LLC

SALES QUOTE

1005 North 50th Street
 Phoenix, AZ 85008
 Tel: (602) 268-6156 Fax: (602) 268-6149
 Toll Free: (877) 268-8303
Phil.B@FireTrainingStructures.com

Date: 08-24-2022
 Quote No.: 5699-5

To: Chief Justin Buckingham
 Ukiah Valley Fire Authority
 1500 South State Street
 Ukiah, CA 95482
 Phone: 707-472-9401
 Email: jbuckingham@cityofukiah.com

Ship To: Same

SYSTEM DESCRIPTION:

(1) Standard 3-Stack Live Fire and Confined Space USAR Training Facility.	<u>\$254,971.00</u>
Installed at Customer's Prepared Site.	
Pricing includes a 2 Day Product Orientation/Usage Course & Live Fire Training w/Certified Fire Instructor.	
Bullhead OPTION: 8' x 3' x 12' Pitched Roof Ventilation Prop, Ceiling Pull Prop and active roof top on Unit #1.	\$29,365.00
Bullhead OPTION: Void Space "Behind the Wall" Live Fire Prop.	\$2,565.00
Bullhead OPTION: Standpipe Connection & Sprinkler System	\$6,875.00
Bullhead OPTION: (4) Door Forced Entry Door Prop on Unit #2.	\$13,885.00
Bullhead OPTION: Steel Panel Cutting Prop on Unit #2.	\$3,375.00
Bullhead OPTION: Variable Angle Rebar Cutting Prop on Unit #2.	\$2,755.00
Bullhead OPTION: Premium 40' Maze System in Unit #2.	\$5,850.00
Bullhead OPTION: Active Rooftop with interior stairway & hatch on Unit #3.	\$23,490.00
Bullhead OPTION: Rappelling Tower with Caged Ladder.	\$31,840.00
Continued Page 2	

Bullhead Option: (1) 8' x 20' Container with interior stairway & Hatch, (1) Personnel Door, and (2) Windows added on top of Unit #3 creating a Bullhead System.	\$25,000.00
Total Price for all Bullhead System Options:	<u>\$145,000.00</u>
Additional System OPTION: Electrical & Lighting System: to consist of (3) Interior Lights, (2) Wall Receptacles/Switches within Container Unit #2, (2) Interior Lights, (2) Wall Receptacles/Switches within Container Unit #4, (4) Exterior Pole Mounted Lights and (1) Exterior Mounted Load Center for Customer Interconnection to Site Power.	\$12,875.00
Additional System OPTION: (1) Insulated Pivoting Wall within Container Unit #1 outside the burn room.	\$2,490.00
Additional System OPTION: (2) Reinforced Windows with (1) Rated / Tested Anchor located above the windows at container interior.	\$8,550.00
Additional System OPTION: (1) Reinforced Insulated Fire Window located within second story burn room with (1) Rated / Tested Anchor located above the window at container interior.	\$4,650.00
Additional System OPTION: Flat Roof Prop with Steel Cover.	\$2,395.00
Additional System OPTION: Removable 24" Dia. Confined Space Tube from Rappel Tower to roof top with removable hatch covers.	\$3,470.00
Total Price for all ADDITIONAL SYSTEM OPTIONS:	<u>\$34,430.00</u>
Negotiated Discount: Assumes concurrent Purchase, Fabrication, Delivery, & On-Site Assembly of both the Ukiah CA System & Fort Bragg CA System.	<u>(\$10,000.00)</u>
Taxes: 7.875% Ukiah CA, Headquarters outside city limits	<u>\$33,421.58</u>
Transportation Service to (Assembly & Crane Service by others): 95482	<u>\$10,000.00</u>
Total Quote for all options listed above creating a Custom Bullhead Style System	<u>\$467,822.58</u>

Continued Page 3

PAYMENT, TITLE, AND OWNERSHIP TERMS:

Quote good for 45 Days. Build Time 7 to 9 Months upon receipt of Purchase Order and layout drawing approval from Customer. Build Time subject to change depending upon current workload at time of Purchase Order.

Customer will be required to complete all site work prior to installation including any and all: soil reports, compacting at site, engineering and/or environmental reports, permits or licenses required by the respective city or municipality, pouring concrete pad, and providing accessible route for delivery of System.

Changes to the System must be made in writing via email or fax. FTS accepts no responsibility for changes requested until and unless such changes are agreed to and accepted by an officer of FTS. Change orders must be approved both by Customer and FTS.

FTS will assemble and install the System on site unless specified otherwise. Install time approximately 3-4 working days.

Warranty on all workmanship and materials for 1 year from date of Install completion, provided Customer has complied with Operations & Maintenance Manual instructions and recommendations.

Customer will be invoiced 25% of the contract amount upon receipt of order, an additional 25% of the contract amount at the 50% fabrication completion level and balance of contract amount upon delivery or Installation of the System, amounts due in full within 30 days.

If the System is completed at FTS's fabrication facility, and the customer's site is not prepared for System delivery or installation, the Customer will be invoiced at 90% of the contracted amount, which will be due within 10 days. The remaining 10% will be due in full within 10 days of completion of System Installation. Customer agrees to pay 1.0% per month for all overdue balances unpaid from invoice date until paid in full.

If the Customer is not ready to accept delivery of the System upon completion, FTS will store the System free for 30 days at its facility. Storage fees will be charged at the rate of \$10/day/40' equivalent size for any System left at FTS after 30 days from completion of the System.

Notwithstanding transfer of possession of the System to Customer, possession shall be subject to the express condition that title and ownership thereto shall remain in Fire Training Structures until the purchase price is paid in full.

Continued Page 4

CUSTOMER IS RESPONSIBLE FOR ALL LICENSING, PERMITS, TITLING, AND ANY APPLICABLE SALES/USE TAX. This will include taxes assessed after the order has been signed.

If a Performance Bond is required, a 2.95% fee will be added to the above offered Quote.

If the Authority Having Jurisdiction (AHJ) requires a state certified contractor to perform the on-site assembly of the System, those costs will be added to the above offered Quote. If this requirement is brought forth after the contract has been executed, then Customer agrees to pay for the added costs.

This contract constitutes the entire agreement between the parties and may not be modified except in writing by authorized representatives. This contract shall be construed under the laws of the State of Arizona.



AGENDA SUMMARY REPORT

SUBJECT: Approval of Purchase for the Replacement and Upgrade of Equipment for the Ukiah Police Department Including Forty Axon Body-Worn Evidence Cameras, Forty Axon Tasers, Holsters, and Associated Software and Storage, in the Amount of \$374,731.34 from Axon Enterprise, Inc.

DEPARTMENT: Police

PREPARED BY: Cedric Crook, Interim Police Chief

PRESENTER: Cedric Crook, Interim Police Chief

ATTACHMENTS:

1. Axon Quote

Summary: The City Council will consider approving the purchase/replacement of Forty Axon Body-Worn Evidence Cameras, Forty Axon Tasers, Holsters, and Associated Software and Storage, in the amount of \$374,731.34. By combining the body worn evidence camera contract with the taser contract, the City will save \$138,946.64 in what is called "Bundle Savings" and another \$40,325.03 credit for the City due to the current Taser contract not expiring until May of 2023.

Background: In 2018, the Ukiah City Council authorized the purchase of forty Axon body-worn cameras and thirty-five Axon tasers with their own respective/separate contracts with Axon. Prior to 2018, Staff had other body-worn cameras and older Axon tasers. Typically, electronics are planned to be replaced in three to five years because of wear-and-tear impacts to the performance of electronics and technology/industry improvements. The department's current body-worn camera contract with Axon is due to expire December 31st of 2022 and the taser contract is due to expire in May of 2023. The tasers currently carried by officers are nearing end of life and no longer supported by Axon due to new updated versions of the units. The department also uses the Axon patrol car cameras and all evidentiary videos are stored and maintained on one platform (evidence.com). Third party digital data (IE security footage from a business) can also be stored and maintained in evidence.com.

Discussion: The video and audio evidence captured by body-worn cameras is arguably some of the most important evidence officers can collect in modern policing. Video captured during incidents leads to increased transparency, improved review of our practices, and better prosecution and conviction rates. New technology will now automatically activate the body-worn camera when an officer draws their firearm from the holster. This option also activates other body-worn cameras in the immediate area of the initial officer.

Axon offers a 5-year contract with the department receiving forty new cameras at the onset of the contract, and another forty new cameras half way through the 5-year contract due to deteriorating battery life. If there is a newer camera developed, the department would receive the upgraded version at no extra cost.

The proposed body-worn camera proposal would allow the department to continue to use evidence.com for evidentiary video/photographs in Axon's cloud storage. The proposal also includes an "auto-tag" feature which links videos with CAD in which case numbers would automatically be labeled to the video, making retrieving the video much easier for court and review purposes versus manually labelling each video. This is upgraded technology from what was available in 2018.

The proposed Taser contract would cover all needed training cartridges and supplies for five years. No other purchases regarding the taser would occur within the five-year contract.

Due to obtaining the "bundling discount" and receiving a credit of \$40,325.03, the current proposal from Axon (Attachment 1) is less than previously anticipated. Funding for each of the five years would come within the Police Department's general fund budget (account #10020210.54100), \$74,927.16 for the first year and \$74,927.15 each of the remaining four years (not including tax).

Staff recommends approving the purchase of Forty Axon Body-Worn Evidence Cameras, Forty Axon Tasers, Holsters, and Associated Software and Storage, in the amount of \$374,731.34. This amount is less than the \$420,000 budgeted and planned for in the approved Capital Improvement Plan.

Recommended Action: Approve the purchase of Forty Axon Body-Worn Evidence Cameras, Forty Axon Tasers, Holsters, and Associated Software and Storage, in the Amount of \$374,731.34 from Axon Enterprise, Inc.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 10020210.54100.18345: \$32,000; 10020210.54100.18346: \$52,000

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: General Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

ATTACHMENT 1

Q-387436-44677.753TR

Issued: 04/26/2022

Quote Expiration: 12/31/2022

EST Contract Start Date: 01/01/2023

Account Number: 184872

Payment Terms: N30

Delivery Method: Fedex - Ground

SHIP TO	BILL TO
Business;Delivery;Invoice-300 Seminary Ave 300 Seminary Ave Ukiah, CA 95482-5400 USA	Ukiah Police Dept. - CA 300 Seminary Ave Ukiah, CA 95482-5400 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Thom Ruseva-Mahan Phone: +1 4804148450 Email: tmahan@axon.com Fax: +1 4809993359	Andy Phillips Phone: (707) 463-6254 Email: aphillips@cityofukiah.com Fax:

Program Length	60 Months
TOTAL COST	\$356,172.76
ESTIMATED TOTAL W/ TAX	\$374,731.34

Bundle Savings	\$138,946.64
Additional Savings	\$40,325.03
TOTAL SAVINGS	\$179,271.67

PAYMENT PLAN			
PLAN NAME	INVOICE DATE	TAX AMOUNT	AMOUNT DUE
Year 1	Jan, 2023	\$3,710.16	\$74,927.16
Year 2	Jan, 2024	\$3,710.16	\$74,927.15
Year 3	Jan, 2025	\$3,710.16	\$74,927.15
Year 4	Jan, 2026	\$3,710.16	\$74,927.15
Year 5	Jan, 2027	\$3,710.16	\$74,927.15

BILLED ON FULFILLMENT

PLAN NAME	INVOICE DATE	AMOUNT DUE
None	As Fulfilled	\$87.80

Quote Details

Bundle Summary

Item	Description	QTY
ProLicense	Pro License Bundle	3
Core+	2021 Core+	40
DynamicBundle	Dynamic Bundle	200
AB3MBD	AB3 Multi Bay Dock Bundle	2

Bundle: Pro License Bundle Quantity: 3 Start: 1/1/2023 End: 12/30/2027 Total: 461.5 USD

Category	Item	Description	QTY	List Price	Discount	Tax	Net Price	Total(USD)
E.com License	73746	PROFESSIONAL EVIDENCE.COM LICENSE	3	\$39.00	93.43%	\$0.00	\$2.56	\$461.50
A La Carte Storage	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	9	\$0.00	0.00%	\$0.00	\$0.00	\$0.00

Bundle: Dynamic Bundle Quantity: 200 Start: 1/1/2023 End: 12/30/2027 Total: 4800 USD

Category	Item	Description	QTY	List Price	Discount	Tax	Net Price	Total(USD)
Other	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	200	\$0.40	100.00%	\$0.00	\$0.00	\$0.00

Bundle: 2021 Core+ Quantity: 40 Start: 1/1/2023 End: 12/30/2027 Total: 355623.46 USD

Category	Item	Description	QTY	List Price	Discount	Tax	Net Price	Total(USD)
Signal Sidearm Kit	75015	SIGNAL SIDEARM KIT	40	\$249.00	26.69%	\$648.02	\$182.54	\$7,301.43
Warranty	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	5	\$21.00	26.69%	\$409.87	\$15.39	\$4,618.38
Camera Warranty	80464	EXT WARRANTY, CAMERA (TAP)	40	\$11.67	26.69%	\$1,822.21	\$8.55	\$20,531.98

E.com License	73746	PROFESSIONAL EVIDENCE.COM LICENSE	40	\$39.00	26.69%	\$0.00	\$28.59	\$68,615.87
Respond License	73449	RESPOND LICENSE FOR AB3	40	\$5.00	26.69%	\$0.00	\$3.67	\$8,796.91
Multi-bay Dock Refresh 1	73689	MULTI-BAY BWC DOCK 1ST REFRESH	5	\$1,585.00	26.69%	\$515.61	\$1,161.92	\$5,809.62
Device Storage	73686	UNLIMITED BWC + CAPTURE STORAGE	40	\$24.00	26.69%	\$0.00	\$17.59	\$42,225.15
Auto Tagging	73682	AUTO TAGGING LICENSE	40	\$9.00	26.69%	\$0.00	\$6.60	\$15,834.43
Camera Refresh 1 with Spares	73309	AXON CAMERA REFRESH ONE	41	\$741.00	26.69%	\$1,976.6 ₁	\$543.21	\$22,271.57
Camera Refresh 2 with Spares	73310	AXON CAMERA REFRESH TWO	41	\$768.00	26.69%	\$2,048.6 ₂	\$563.00	\$23,083.08
Multi-bay Dock Refresh 2	73688	MULTI-BAY BWC DOCK 2ND REFRESH	5	\$1,643.00	26.69%	\$534.47	\$1,204.44	\$6,022.22
Auto Tagging Implementation	79999	AUTO TAGGING / PERFORMANCE IMPLEMENTATION SERVICE	1	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
A La Carte Storage	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	120	\$0.40	26.69%	\$0.00	\$0.29	\$2,111.26
Spare Camera Warranty	80464	EXT WARRANTY, CAMERA (TAP)	1	\$11.67	26.69%	\$45.56	\$8.55	\$513.30
Signal Sidearm Batteries	71044	BATTERY, SIGNAL SIDEARM, CR2430 SINGLE PACK	80	\$1.00	26.69%	\$5.20	\$0.73	\$58.65
Holsters	20160	TASER 7 HOLSTER - SAFARILAND, RH+CARD CARRIER	40	\$84.24	26.69%	\$219.23	\$61.75	\$2,470.17
HALT Suit	20050	HOOK-AND-LOOP TRAINING (HALT) SUIT	1	\$789.75	26.69%	\$51.39	\$578.95	\$578.95
Handle License	20248	TASER 7 EVIDENCE.COM LICENSE	40	\$5.00	26.69%	\$0.00	\$3.67	\$8,796.91
Live Cartridges	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	120	\$38.95	26.69%	\$304.09	\$28.55	\$3,426.40
Live Cartridges	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	120	\$38.95	26.69%	\$304.09	\$28.55	\$3,426.40
Handles	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	40	\$1,810.00	26.69%	\$4,710.3 ₇	\$1,326.87	\$53,074.67
Inert Cartridges	22179	TASER 7 INERT CARTRIDGE, STANDOFF (3.5-DEGREE) NS	40	\$50.23	26.69%	\$130.72	\$36.82	\$1,472.90
Inert Cartridges	22181	TASER 7 INERT CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	40	\$50.23	26.69%	\$130.72	\$36.82	\$1,472.90
Admin License	20248	TASER 7 EVIDENCE.COM LICENSE	1	\$5.00	26.69%	\$0.00	\$3.67	\$219.92
Taser 7 Target	80087	TASER 7 TARGET, CONDUCTIVE, PROFESSIONAL (RUGGEDIZED)	1	\$157.95	26.69%	\$10.28	\$115.79	\$115.79
Spare Handles	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	1	\$1,810.00	26.69%	\$117.77	\$1,326.87	\$1,326.87
Taser 7 Target Frame	80090	TARGET FRAME, PROFESSIONAL, 27.5 IN. X 75 IN., TASER 7	1	\$78.98	26.69%	\$5.14	\$57.90	\$57.90
Training Live Cartridges	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-	80	\$38.95	26.69%	\$202.72	\$28.55	\$2,284.26

		DEGREE) NS						
Training Live Cartridges	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	80	\$38.95	26.69%	\$202.72	\$28.55	\$2,284.26
Training Live Cartridges	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	80	\$38.95	26.69%	\$202.72	\$28.55	\$2,284.26
Training Live Cartridges	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	80	\$38.95	26.69%	\$202.72	\$28.55	\$2,284.26
Training Live Cartridges	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	80	\$38.95	26.69%	\$202.72	\$28.55	\$2,284.26
Training Live Cartridges	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	80	\$38.95	26.69%	\$202.72	\$28.55	\$2,284.26
Training Live Cartridges	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	80	\$38.95	26.69%	\$202.72	\$28.55	\$2,284.26
Training Live Cartridges	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	80	\$38.95	26.69%	\$202.72	\$28.55	\$2,284.26
Training Live Cartridges	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	80	\$38.95	26.69%	\$202.73	\$28.55	\$2,284.26
Training Live Cartridges	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	80	\$38.95	26.69%	\$202.73	\$28.55	\$2,284.26
Batteries	20018	TASER 7 BATTERY PACK, TACTICAL	48	\$90.56	26.69%	\$282.80	\$66.39	\$3,186.59
Training Halt Cartridges	22177	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, STANDOFF NS	80	\$38.95	26.69%	\$202.73	\$28.55	\$2,284.26
Training Halt Cartridges	22177	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, STANDOFF NS	80	\$38.95	26.69%	\$202.73	\$28.55	\$2,284.26
Training Halt Cartridges	22178	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, CLOSE QUART NS	80	\$38.95	26.69%	\$202.73	\$28.55	\$2,284.26
Training Halt Cartridges	22178	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, CLOSE QUART NS	80	\$38.95	26.69%	\$202.73	\$28.55	\$2,284.26
Duty Cartridge Replenishment Program	20246	TASER 7 DUTY CARTRIDGE REPLACEMENT LICENSE	40	\$2.50	26.69%	\$390.37	\$1.83	\$4,398.45
Docks	74200	TASER 7 6-BAY DOCK AND CORE	1	\$1,500.00	26.69%	\$97.60	\$1,099.61	\$1,099.61
Dock Mount	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	1	\$43.90	26.69%	\$2.85	\$32.18	\$32.18
Dock Power Cord	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	\$10.45	26.69%	\$0.69	\$7.66	\$7.66
Camera	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	40	\$699.00	100.00%	\$0.00	\$0.00	\$0.00
Spare Camera	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	1	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
Camera Mount	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	44	\$0.00	0.00%	\$0.00	\$0.00	\$0.00

USB	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	44	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
Dock	74210	AXON BODY 3 - 8 BAY DOCK	5	\$1,495.00	100.00%	\$0.00	\$0.00	\$0.00
Power Cord	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	5	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
Other	80395	EXT WARRANTY, TASER 7 HANDLE	40	\$6.58	26.69%	\$839.07	\$4.82	\$9,454.33
Other	80395	EXT WARRANTY, TASER 7 HANDLE	1	\$6.58	26.69%	\$20.98	\$4.82	\$236.36
Other	80374	EXT WARRANTY, TASER 7 BATTERY PACK	48	\$0.44	26.69%	\$67.33	\$0.32	\$758.65
Other	80396	EXT WARRANTY, TASER 7 SIX BAY DOCK	1	\$6.58	26.69%	\$20.98	\$4.82	\$236.36

Bundle: AB3 Multi Bay Dock Bundle Quantity: 2 Start: 1/1/2023 End: 12/30/2027 Total: 87.8 USD								
Category	Item	Description	QTY	List Price	Discount	Tax	Net Price	Total(USD)
Dock	74210	AXON BODY 3 - 8 BAY DOCK	2	\$1,495.00	100.00%	\$0.00	\$0.00	\$0.00
Power Cord	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	2	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
Wall Mount	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	2	\$43.90	0.00%	\$7.80	\$43.90	\$87.80

INDIVIDUAL ITEMS								
Category	Item	Description	QTY	List Price	Discount	Tax	Net Price	Total(USD)
Total:								0

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Agency has existing contract #00060244 (originated via Q-318291) and is terminating that contract upon the new license start date (1/1/2023) of this quote.

The parties agree that Axon is granting a refund of \$6,558.50 to refund paid, but undelivered services. This discount is based on a ship date range of 12/1/2022-12/15/2022, resulting in a 1/1/2023 license date. Any change in this date and resulting license start date will result in modification of this discount value which may result in additional fees due to or from Axon.

This credit is contingent upon agency payment of any outstanding invoices including and not limited to Year 5 Billing of contract #60244.

Signature

Date Signed

4/26/2022



AGENDA SUMMARY REPORT

SUBJECT: Award of Contract to Whitchurch Engineering in the Amount Not to Exceed \$104,918, for Professional Design Services - Tenant Improvements at the Hastings Electric Service Center.

DEPARTMENT: Electric Utility

PREPARED BY: Mary Horger, Financial Services Manager

PRESENTER: Cindy Sauers, Electric Utility Director

ATTACHMENTS:

1. 2202_220831_1350Hastings_DD95
2. RFP
3. Whitchurch Proposal
4. KPA Proposal

Summary: Council will consider the award of a contract to Whitchurch Engineering in the amount not to exceed \$104,918, for professional design services for tenant improvements at the Hastings Electric Service Center.

Background: In 2015, Council approved the purchase of a 15,800 sq. ft. building on 2.8 acres at 1350 Hastings Road to be used as the Electric Service Center, centralizing operations for engineering, construction and technical services. In 2021, Council approved the contract for Phase 1 of the project, which consisted of the site improvement portion of the property, including grading, roofing and fencing. Phase 2 of the project consists of the renovation of the interior of the building to modify the existing suites to accommodate office space, conference rooms and warehousing for all functions of the utility. A third phase of the project is to add solar generation to the rooftop as well as raised structures which will increase Ukiah's eligible renewable portfolio.

The site improvements are 85% complete with the remaining portion of work held up due to supply chain delays with electrical equipment. The anticipated completion is scheduled for fall of 2022.

Currently, the electric department construction crew is housed in the corporation yard with engineering and administrative Staff divided between City Hall, the corporation yard and a small, temporary office at the Service Center that was set up to separate Staff during the pandemic. The consolidation of material, equipment, and Staff will greatly increase productivity and collaboration between all functions of the utility.

Discussion: In March of this year, Council awarded a contract to Ren Alexander Design for consulting services to assist the Electric Utility Department with the architectural services and plans for the interior of the Electric Service Center. Included is a copy of the schematic design plans for Council's review (Attachment 1). In addition to architectural services, engineering services for structural, mechanical, electrical, plumbing and CA Title-24 energy compliance is also needed to ensure all changes are completed within Federal, State and local building codes and requirements. With the architect's assistance, a Request for Proposals (RFP) was created (please see Attachment 2). The RFP was released on July 12, 2022, and responses were due on August 2, 2022. Proposals were received from two firms: Whitchurch Engineering and The KPA Group. Please refer to Attachments 3 and 4 for a copy of the proposals received.

An evaluation team was put together that consisted of City Staff and the Ren Alexander Design architects. After a review of the proposals, it was determined that Whitchurch Engineering (WEI) would be the

best firm to do the work. They have experience providing residential, commercial, and municipal engineering. They were also a Prime Engineering Contractor for the Humboldt Bay Power Plant nuclear decommissioning project from 2009 to 2021. As a multi-disciplinary engineering firm, WEI will provide engineering for all aspects (structural, mechanical, electrical, plumbing and Title 24) of the tenant improvements. Their total proposal is in the amount of \$104,918. This will be a time and materials contract, and this amount is not to exceed.

Staff recommends awarding a contract to Whitchurch Engineering in the amount not to exceed \$104,918, for professional design services for the Tenant Improvements at the Hastings Electric Service Center.

Recommended Action: Award contract to Whitchurch Engineering in the amount not to exceed \$104,918, for Professional Design Services - Tenant Improvements at the Hastings Electric Service Center.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 80126100.80220.17023: \$750,000

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Electric Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Cindy Sauers, Electric Utility Director; Sonu Upadhyay, Senior Power Engineer; and Ren Alexander Design

Approved: 
Sage Sangiacomo, City Manager

PRINTED: 9/23/22 10:01 AM

Alameda\Inventory\Documents\2202 - AlexCAD\2202 - UkiahBldg.ms 1/25.plt

GENERAL NOTES

1.

ALL WORK SHALL BE IN COMPLIANCE WITH ALL APPLICABLE LOCAL BUILDING CODES AND REGULATIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR PERMITS APPLICABLE TO SPECIFIC TRADES OR SUBCONTRACTORS.

2.

CONTRACTOR WILL HAVE EXAMINED THE PREMISES AND SITE SO AS TO COMPARE THEM WITH THE DRAWINGS AND WILL HAVE SATISFIED HIMSELF AS TO THE CONDITION OF EXISTING WORK AND ADJACENT PROPERTY PRIOR TO SUBMISSION OF BID. NO ALLOWANCES WILL SUBSEQUENTLY BE MADE ON BEHALF OF THE CONTRACTOR BY REASON OF ANY OMISSION ON HIS PART TO INCLUDE THE COSTS OF ALL ITEMS OF WORK, EITHER LABOR OR MATERIALS, WHETHER THEY ARE OR ARE NOT ESPECIALLY OR PARTICULARLY SHOWN OR NOTED BUT WHICH ARE IMPLIED OR REQUIRED TO ATTAIN THE COMPLETED CONDITIONS PROPOSED IN THE DRAWINGS.

3.

ALL SUBCONTRACTORS TO THE GENERAL CONTRACTOR SHALL INSPECT THE SITE AND SHALL CONVEY ANY QUESTIONS REGARDING DESIGN INTENT AND SCOPE OF WORK TO THE ARCHITECT PRIOR TO SUBMITTING BID AND PRIOR TO COMMENCING WORK.

4.

CONTRACTOR SHALL COORDINATE THE WORK OF THE VARIOUS TRADES AND SUBCONTRACTORS AND SHALL BE RESPONSIBLE FOR ANY ACTS, OMISSIONS, OR ERRORS OF THE SUBCONTRACTORS AND OF PERSONS DIRECTLY OR INDIRECTLY EMPLOYED BY THEM.

5.

CONTRACTOR TO ASSUME SOLE RESPONSIBILITY FOR JOB SITE CONDITIONS INCLUDING SAFETY OF PERSONS AND PROPERTY FOR THE DURATION OF THE PROJECT.

6.

CONTRACTOR TO CONFORM TO HOMEOWNERS ASSOCIATION RULES AND GUIDELINES.

7.

CONTRACTOR TO NOTIFY ARCHITECT IMMEDIATELY AND PRIOR TO ORDERING OF ALL LONG LEAD ITEMS AND OF APPROXIMATE DELIVERY DATES.

8.

ALL CONSTRUCTION MATERIALS AND SUPPLIES TO BE STORED, HANDLED, AND INSTALLED ACCORDING TO MANUFACTURERS' RECOMMENDATIONS.

9.

IF ERRORS OR OMISSIONS ARE FOUND IN THE DRAWINGS THEY SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT BEFORE PROCEEDING WITH THE WORK.

10.

DRAWINGS SCHEMATICALLY INDICATE NEW CONSTRUCTION. THE CONTRACTOR SHOULD ANTICIPATE, BASED ON EXPERIENCE, A REASONABLE NUMBER OF ADJUSTMENTS TO BE NECESSARY TO MEET THE DESIGN OBJECTIVES AND SHOULD CONSIDER SUCH ADJUSTMENTS AS INCLUDED IN THE SCOPE OF WORK.

11.

WHEN SPECIFIC FEATURES OF CONSTRUCTION ARE NOT FULLY SHOWN ON THE DRAWINGS OR CALLED FOR IN THE GENERAL NOTES, THEIR CONSTRUCTION SHALL BE OF THE SAME CHARACTER AS SIMILAR CONDITIONS.

12.

ALL DIMENSIONS TO BE TAKEN FROM NUMERIC DESIGNATIONS ONLY; DIMENSIONS ARE NOT TO BE SCALED OFF DRAWINGS.

13.

THESE NOTES TO APPLY TO ALL DRAWINGS AND GOVERN UNLESS MORE SPECIFIC REQUIREMENTS ARE INDICATED APPLICABLE TO PARTICULAR DIVISIONS OF THE WORK. SEE SPECIFICATIONS AND GENERAL NOTES IN THE SUBSECTIONS OF THESE DRAWINGS.

14.

ALL DIMENSIONS ARE TO FACE OF FINISH, U.O.N.

15.

WEATHER STRIP ALL DOORS LEADING FROM HEATED TO UNHEATED AREAS. PROVIDE VINYL BEAD TYPE WEATHER STRIPPING AT THESE DOORS AND WINDOWS. ALL SIDES OF THE DOOR MUST BE WEATHERSTRIPPED, INCLUDING THE THRESHOLD.

16.

CAULK AND SEAL OPENINGS IN BUILDING EXTERIOR 1/8" OR GREATER TO PREVENT AIR INFILTRATION.

17.

WINDOWS TO BE OPERABLE AND CLEANED, U.O.N.

18.

ALL WALL FRAMING SHALL BE 2x4 @ 16" O.C. MINIMUM. U.O.N.

19.

ALL GYPSUM BOARD SHALL BE 5/8" THICK, TYPE "X", U.O.N.

20.

ALL GYPSUM AND/OR PLASTER SURFACES SHALL BE SMOOTH, CONTINUOUS, FREE OF IMPERFECTIONS, AND WITH NO VISIBLE JOINTS, U.O.N.

21.

STUCCO OVER WOOD SHEATHING SHALL INCLUDE TWO LAYERS OF GRADE 'D' BUILDING PAPER.

22.

STRUCTURAL WOOD MEMBERS ADJACENT TO CONCRETE ARE TO BE PRESSURE TREATED DOUGLAS FIR.

SITE AERIAL VIEW

VICINITY MAP

PROJECT DATA

ZONED

[C-2] COMMERCIAL / INDUSTRIAL

APN

APN 180-070-19-00

EXISTING USE

OFFICES [B] / STORAGE [S-1]

PROPOSED USE

OFFICES [B] / STORAGE [S-1] (NO CHANGE)

LOT DIMENSION

APPROX. 290'-0" X 430'-0"

LOT SIZE

2.8 ACRES / 121,968 SQFT.

EXISTING SQFT.

15,800 SQFT.

CONST. TYPE

V-A

FIRE SPRINKLERS

YES

SEISMIC DESIGN CAT.

E

ORIG. CONST. DATE

2000

ABBREVIATIONS

&	AND	F.O.C.	FACE OF CONCRETE	R.	RISER
∠	ANGLE	F.O.F.	FACE OF FINISH	RAD.	RADIUS
@	AT	F.O.S.	FACE OF STUD	R.D.	ROOF DRAIN
∅	DIAMETER	FNQNL	FOUNDATION	REC.	RECOMMENDATION
#	NUMBER	FT.	FOOT OR FEET	RDWD.	REDWOOD
(D)	DEMOLISH	FTG.	FOOTING	REF.	REFERENCE
(E)	EXISTING	FURR.	FURRING	REFR.	REFRIGERATOR
(N)	NEW			REINFC.	REINFORCED
(R)	REPLACE IN KIND	GAUV.	GALVANIZED	REQD.	REQUIRED
A.B.	ANCHOR BOLT	GA.	GAGE	RESIL.	RESILIENT
ABV.	ABOVE	G.F.I.C.	GROUND FAULT	R.L.	RAIN LEADER
ADJ.	ADJACENT	GL	INTERCEPTOR CIRCUIT	RM.	ROOM
A.F.F.	ABOVE FINISHED FLOOR	GR.	GRADE	R.O.	ROUGH OPENING
AGGR.	AGGREGATE	GRND.	GROUND	S.C.	SOLID CORE
ALN.	ALIGN	GSM.	GALVANIZED SHEET METAL	SCHED.	SCHEDULE
ALUM.	ALUMINUM	GYP.	GYPSUM	SD	SMOKE DETECTOR
APPROX.	APPROXIMATE			SECT.	SECTION
ARCH.	ARCHITECTURAL	H.B.	HOSE BIB	S.G.	STAIN GRADE
AV.	AUDIO VISUAL	H.C.	HOLLOW CORE	SHR.	SHOWER
B.	BOARD	HDWD.	HARDWOOD	SHT.	SHEET
BLDG.	BUILDING	HDWR.	HARDWARE	SIM.	SIMILAR
BLK.	BLOCK	HT	HEIGHT	SI.	SLOPE
BLKG.	BLOCKING	HORIZ.	HORIZONTAL	S.L.D.	SEE LANDSCAPE DRAWINGS
BM.	BEAM	HR.	HOUR	SPEC.	SPECIFICATION
B.O.	BOTTOM OF	IN.	INCH OR INCHES	SQ.	SQUARE
B.U.R.	BUILT UP ROOFING	IN.	INCH OR INCHES	S.S.D.	SEE STRUCTURAL DRAWINGS
B/W	BETWEEN	INSUL.	INSULATION	S.S.	STAINLESS STEEL
CAB.	CABINET	INT.	INTERIOR	STD.	STANDARD
CER.	CERAMIC	IAM.	LAMINATE	STL.	STEEL
CIG.	CEILING	LAV.	LAVATORY	STOR.	STORAGE
CLG.	CAULKING	L.O.	LINE OF	STRUC.	STRUCTURAL
CLKG.	CAULKING	LT.	LIGHT	SYM.	SYMMETRICAL
CLR.	CLEAR	MAX.	MAXIMUM	T.	TREAD
C.M.U.	CONC. MASONRY UNIT	MED. CAB.	MEDICINE CABINET	T.B.	TOWEL BAR
C.O.	CENTER OF	MECH.	MECHANICAL	TEL.	TELEPHONE
COL.	COLUMN	MEMB.	MEMBRANE	T.&G.	TONGUE AND GROOVE
CONC.	CONCRETE	MTL.	METAL	THK.	THICK
CONT.	CONTINUOUS	MTD.	MOUNTED	TMPR.	TEMPERED
		MFR.	MANUFACTURER	T.O.	TOP OF
		MIN.	MINIMUM	T.O.P.	TOP OF PAVEMENT
		MIR.	MIRROR	T.O.W.	TOP OF WALL
		MISC.	MISCELLANEOUS	T.P.H.	TOILET PAPER HOLDER
		N.	NORTH	T.S.	TUBULAR STEEL
		N.I.C.	NOT IN CONTRACT	T.V.	TELEVISION
		NO.	NUMBER	TYP.	TYPICAL
		NOM.	NOMINAL	U.O.N.	UNLESS OTHERWISE NOTED
		N.T.S.	NOT TO SCALE	V.C.T.	VINYL COMPOSITION TILE
		O/	OVER	VERT.	VERTICAL
		O.A.	OVERALL	V.I.F.	VERIFY IN FIELD
		O.A.E.	OR APPROVED EQUAL	W.	WEST
		OSB.	OSBURE	W/	WITH
		O.C.	ON CENTER	WD.	WOOD
		O.D.	OUTSIDE DIAMETER	W/O	WITHOUT
		OPNG.	OPENING	W.P.	WATERPROOFING
		OPP.	OPPOSITE	WT.	WEIGHT
		O.R.B.	OIL RUBBED BRONZE		
		P.G.	PAINT GRADE		
		PL.	PLATE		
		PLAM.	PLASTIC LAMINATE		
		PLYWD.	PLYWOOD		
		PR.	PAIR		
		PROPLN.	PROPERTY LINE		
		P.T.	PRESSURE TREATED		

SYMBOL LEGEND

1

AD.1

DRAWING/DETAIL REFERENCE TAG
DRAWING OR DETAIL
SHEET WHERE DRAWING/DETAIL OCCURS

1

3.1

SECTION/ELEVATION REFERENCE TAG
BUILDING SECTION
SHEET WHERE SECTION OCCURS

1

AS.1

INTERIOR ELEVATION REFERENCE TAG
INTERIOR ELEVATION
SHEET WHERE INTERIOR ELEVATION OCCURS

00

DOOR TAG

00

WINDOW TAG

1

APPLIANCE TAG

1

REVISION TAG

A

WALL TYPE TAG

WORKPOINT OR DATUM

THRESHOLD

MATCHLINE

ALIGN

LINE ABOVE

LINE BELOW

PROPERTY LINE

SETBACK

DOOR/WINDOW OPERATION

CENTER LINE

CONCRETE

INSULATION IN SECTION (BATT)

INSULATION IN SECTION (RIGID)

LATH AND PLASTER IN SECTION

GYPSUM BOARD IN SECTION

PLYWOOD IN SECTION

FINISH WOOD IN SECTION

GLASS IN SECTION

DRAINABLE BATTENS

DRAIN MAT

DRAIN BOARD OR WATER PERMEABLE DRAIN LAYER

SHEET APPLIED WATERPROOFING

UNDER FLOOR VAPOR BARRIER
(SEE INT. FIR. TYPES)

PRE-APPLIED SHEET MEMBRANE

FLUID APPLIED WATERPROOFING

FLUID APPLIED AIR BARRIER

ROOF UNDERLAYMENT OR SELF ADHERING MEMBRANE

PROJECT DIRECTORY

OWNER

CITY OF UKIAH; ELECTRIC UTILITIES DIVISION
300 SEMINARY AVENUE
UKIAH, CA 95482
T. 707-463-6200

ARCHITECT

REN / ALEXANDER DESIGN
301 SCOTT STREET
UKIAH, CA 95482
T. 707-367-8020
E. STEVEN@RENALEXANDER.COM

STRUCTURAL

TBD

MECHANICAL

TBD

ELECTRICAL

TBD

PLUMBING

TBD

T-24 ENERGY

TBD

LEGAL DESCRIPTION

PARCEL 2 OF PCL MAP MS 38-78, HASTINGS SUBURBAN ADDITION TO UKIAH FILED DEC 28, 1978 IN C2, D34, P2, MCR.

APPLICABLE CODES

2019 CA BLDG. CODE

2019 CA ELECTRICAL CODE

2019 CA MECHANICAL CODE

2019 CA PLUMBING CODE

2019 CA ENERGY CODE

2019 CA FIRE CODE

2019 CA GREEN BUILDING STANDARDS CODE

2019 CITY OF UKIAH CODE AMENDMENTS

SCOPE OF WORK

TENANT IMPROVEMENT FOR EXISTING WAREHOUSE BUILDING. NEW HVAC SYSTEM; NEW EXTERIOR WINDOWS & DOORS. NO BUILDING FOOTPRINT ALTERATIONS.

PRINTED: 8/22/2022 9:00 AM
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CITY OF UKIAH

1350 HASTINGS ROAD UKIAH CA 95482 USA
APN 180-070-19-00

TENANT IMPROVEMENTS

REN / ALEXANDER
UKIAH / CA

PROJECT/CLIENT:



APPROVALS:

95% DD

REVISIONS:	BY:

JOB NO.:	2202
DATE:	8/31/2022
DRAWN:	SR
CHECKED:	KG
SCALE:	AS NOTED ON 24" X 36"

STAMP:



SHEET TITLE:

TITLE SHEET

SHEET NO.:

A0.0



4 NORTH & EAST ELEVATIONS (LOOKING SOUTHWEST FROM ROAD)



5 NORTH & EAST ELEVATIONS (LOOKING SOUTH FROM ROAD)



1 SOUTH FACADE FROM HASTINGS RD.



2 EAST FACADE FROM HASTINGS RD



3 WEST FACADE FROM HASTINGS RD.

REN / ALEXANDER
UKIAH / CA

PROJECT/CLIENT:



APPROVALS:

95% DD

REVISIONS:	BY:

JOB NO.:	2202
DATE:	8/31/2022
DRAWN:	SR
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SCALE:	AS NOTED ON 24" X 36"

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*** NOT FOR CONSTRUCTION ***

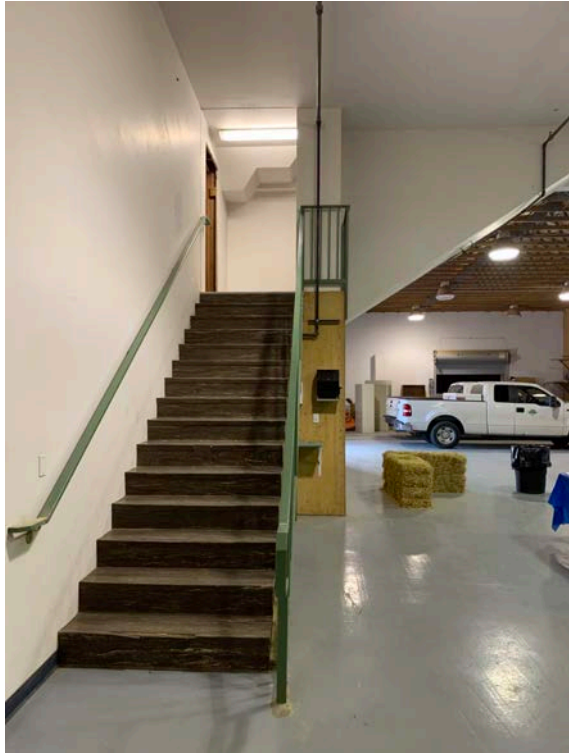
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EXISTING EXTERIOR
PHOTOS

SHEET NO.:

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6 EXISTING STAIR TO SECOND LEVEL



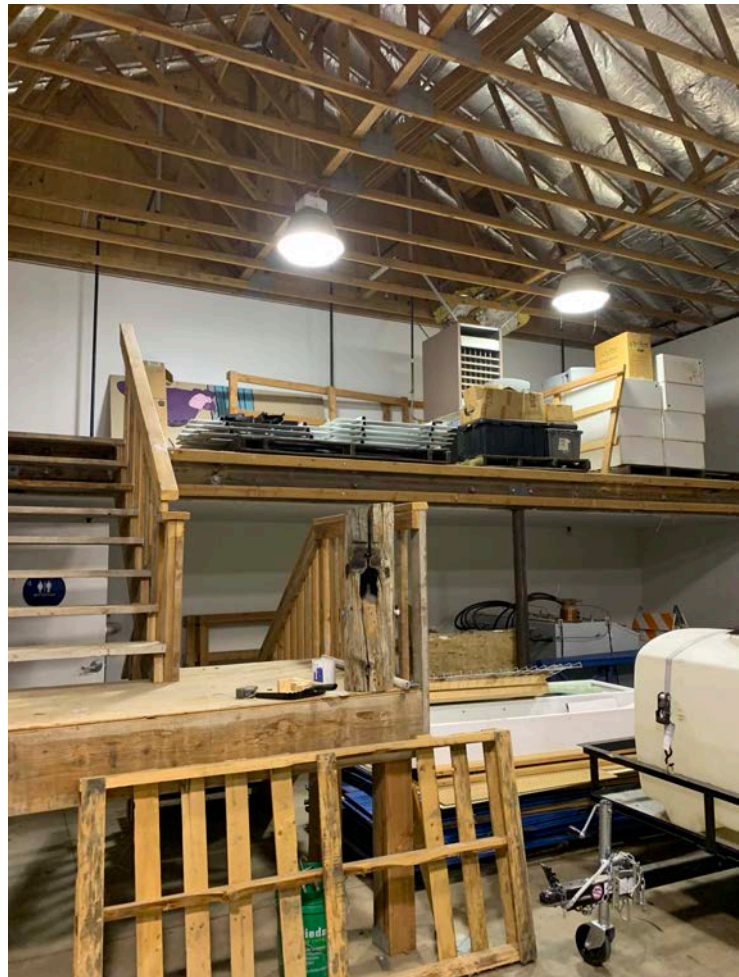
2 EXISTING READY ROOM AREA / MECH. RM.



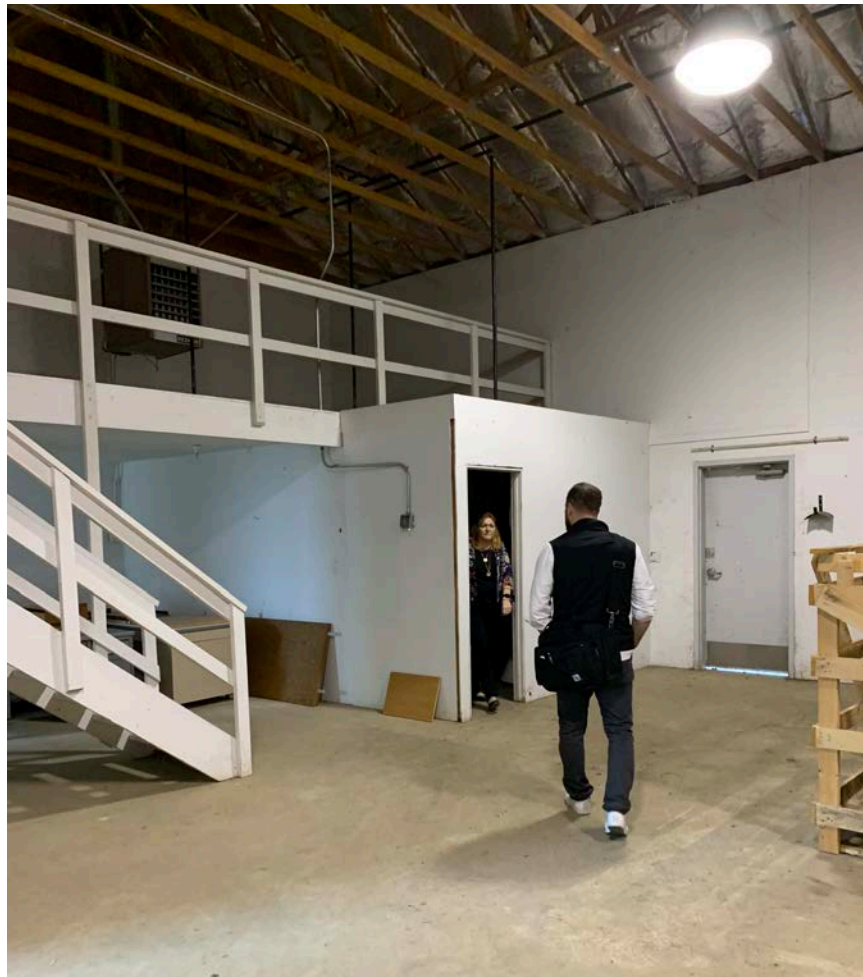
1 EXISTING OPEN AREA UNDER SECOND FLOOR



5 EXISTING BAY 2 MEZZANINE



4 EXISTING BAY 3 MEZZANINE



3 EXISTING BAY 2 MEZZANINE

REN / ALEXANDER
UKIAH / CA

PROJECT/CLIENT:



APPROVALS:

95% DD

REVISIONS:	BY:

JOB NO.:	2202
DATE:	8/31/2022
DRAWN:	SR
CHECKED:	KG
SCALE:	AS NOTED ON 24" X 36"

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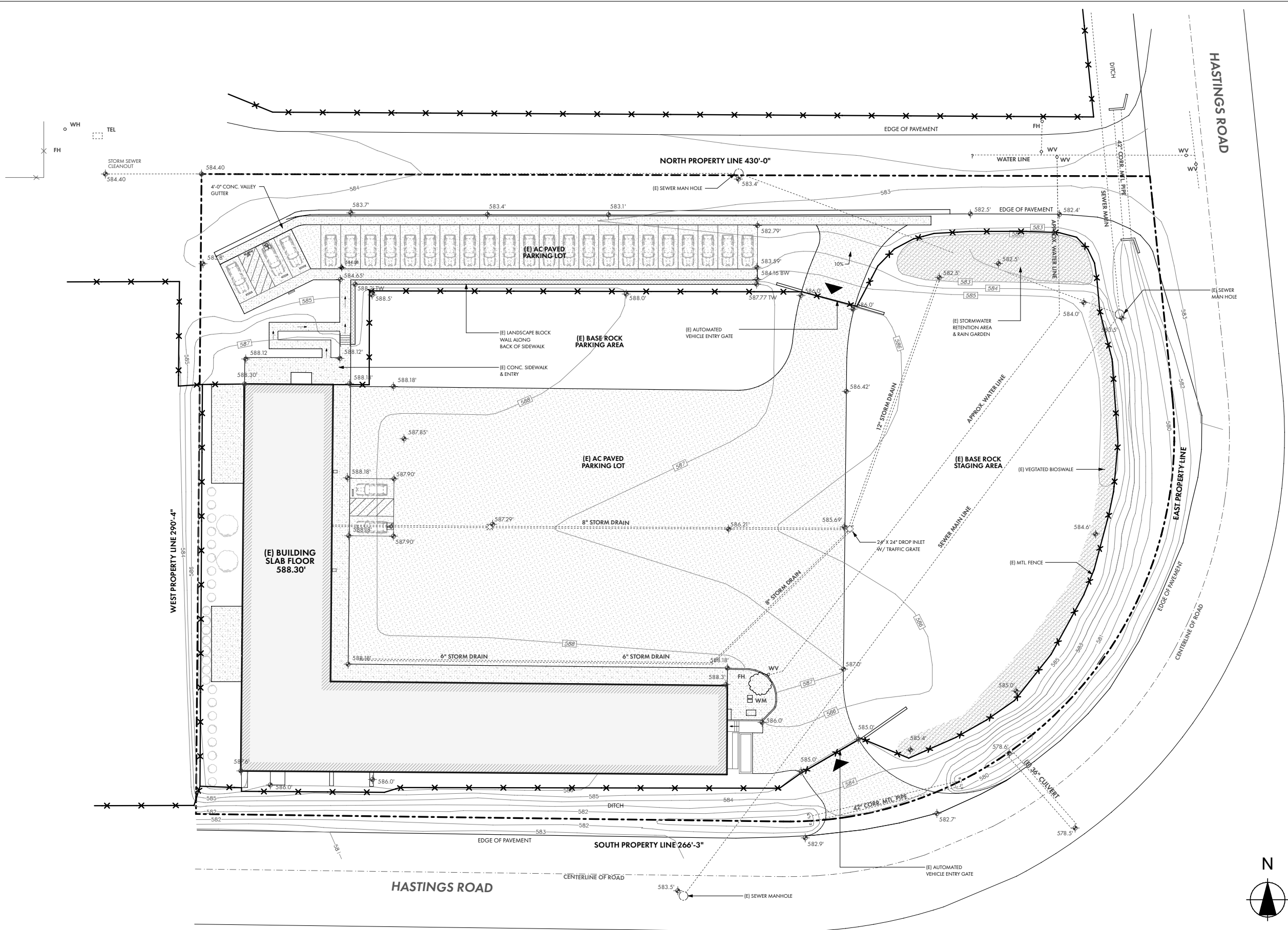
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EXISTING INTERIOR
PHOTOS

SHEET NO.:

A0.2

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1 SITE PLAN
SCALE: 1" = 20'

REN / ALEXANDER
UKIAH / CA

PROJECT/CLIENT:



APPROVALS:

95% DD

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JOB NO.:	2202
DATE:	8/31/2022
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SCALE:	AS NOTED ON 24" X 36"

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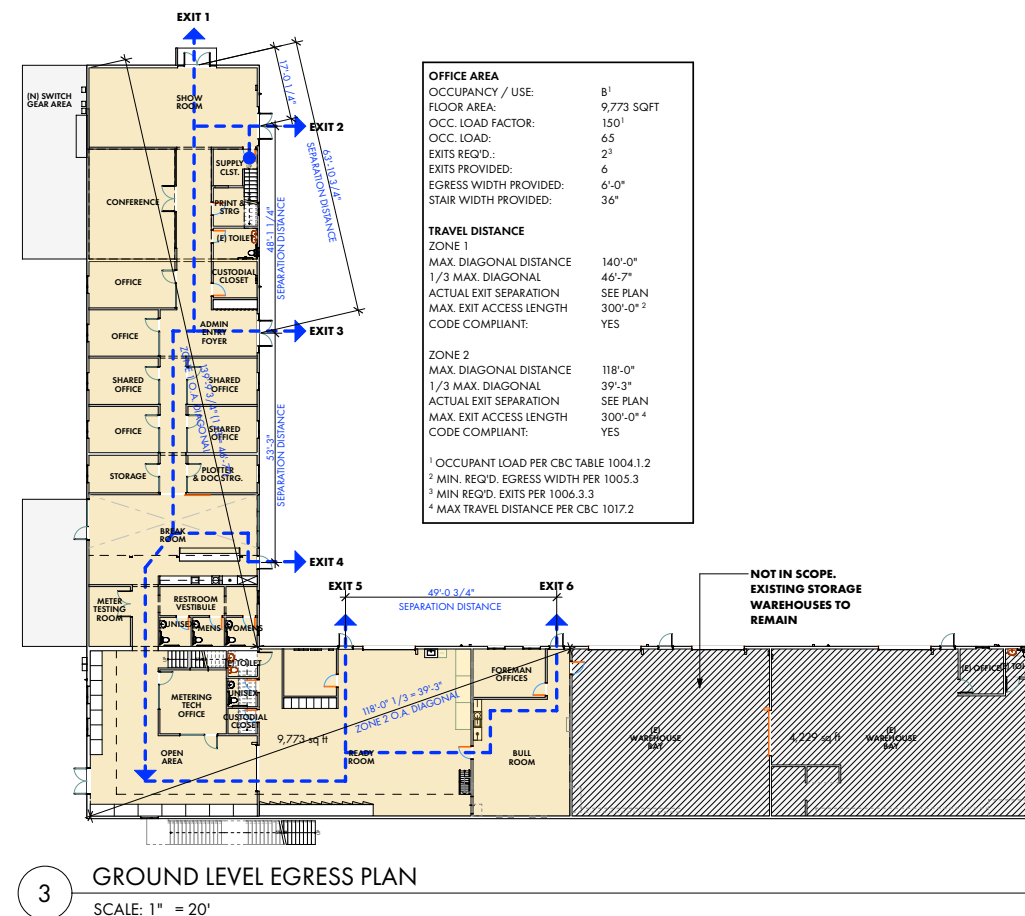
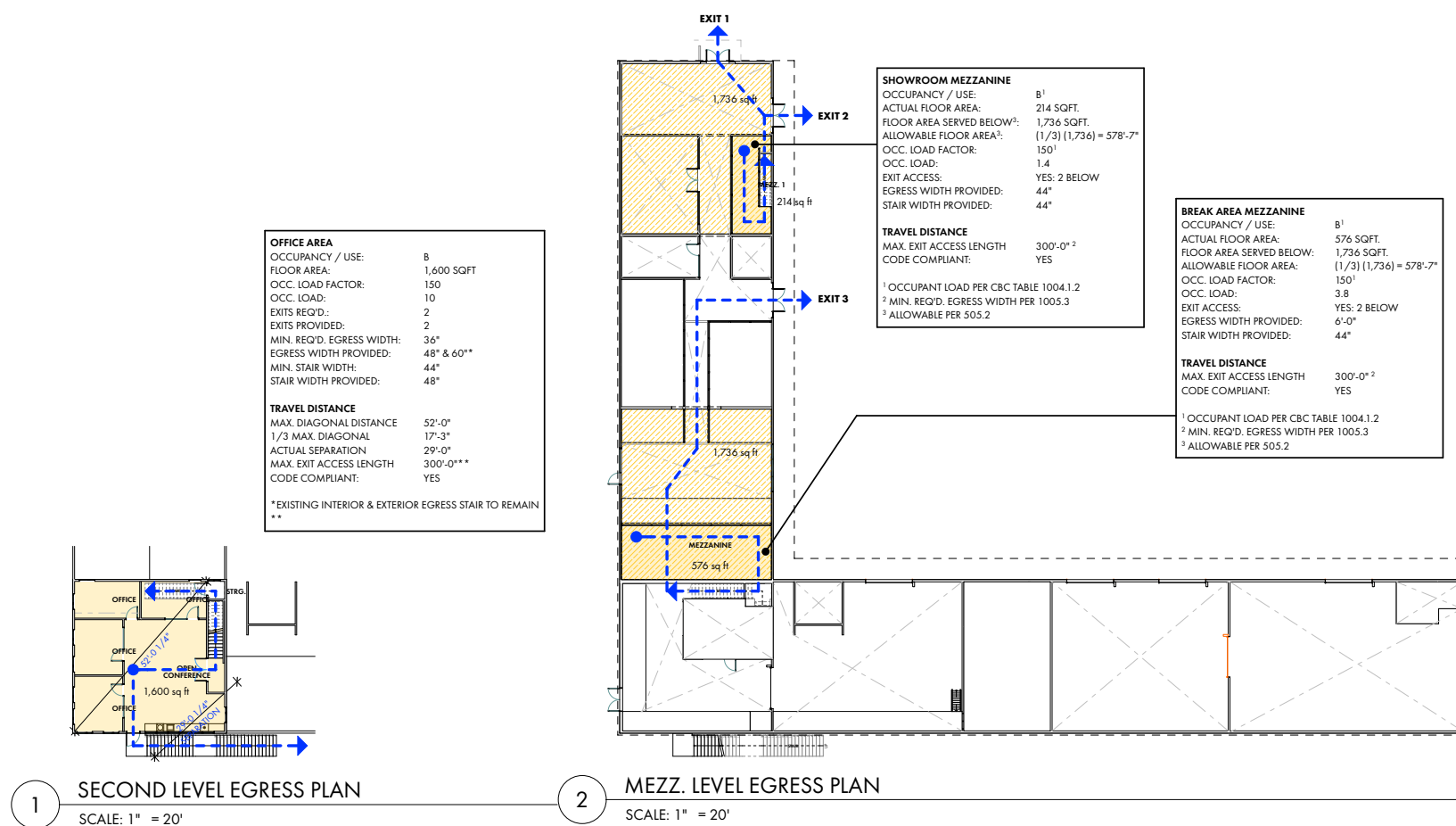
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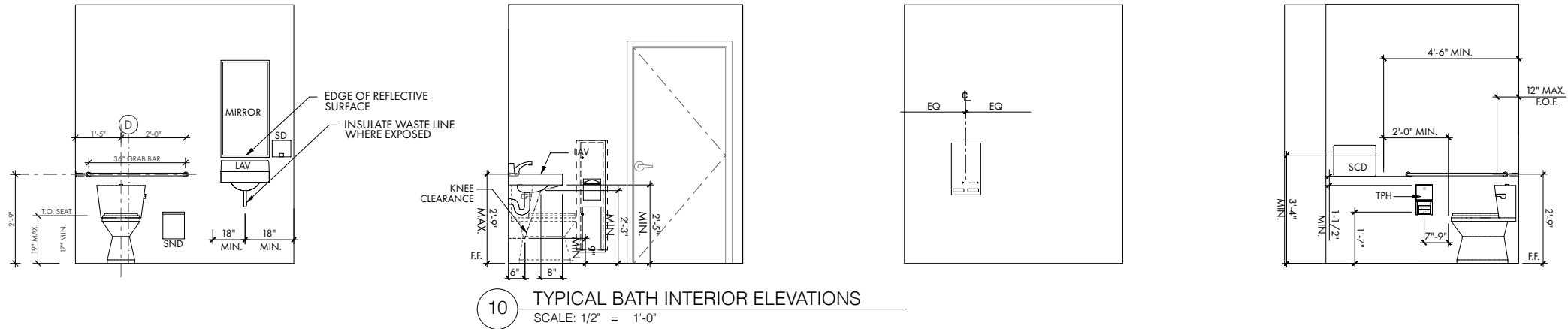
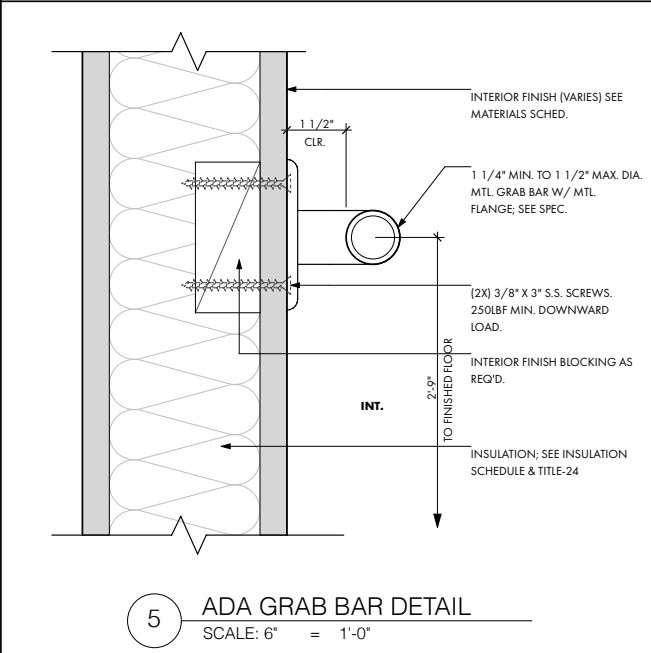
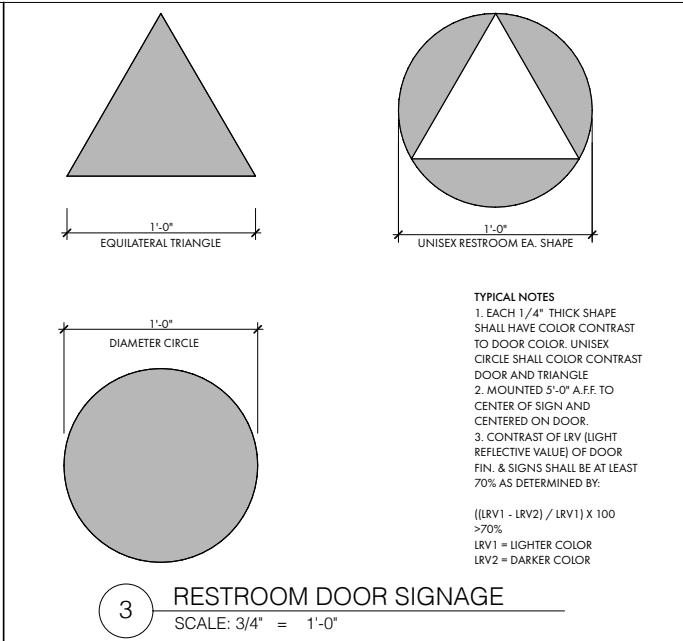
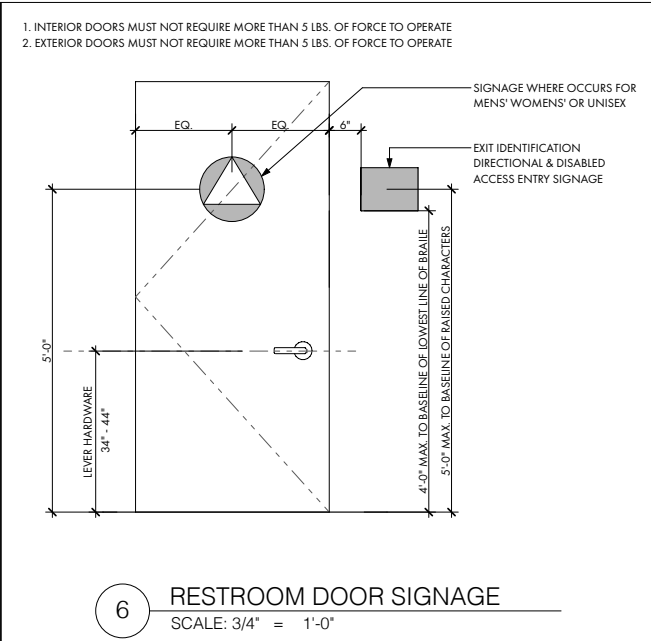
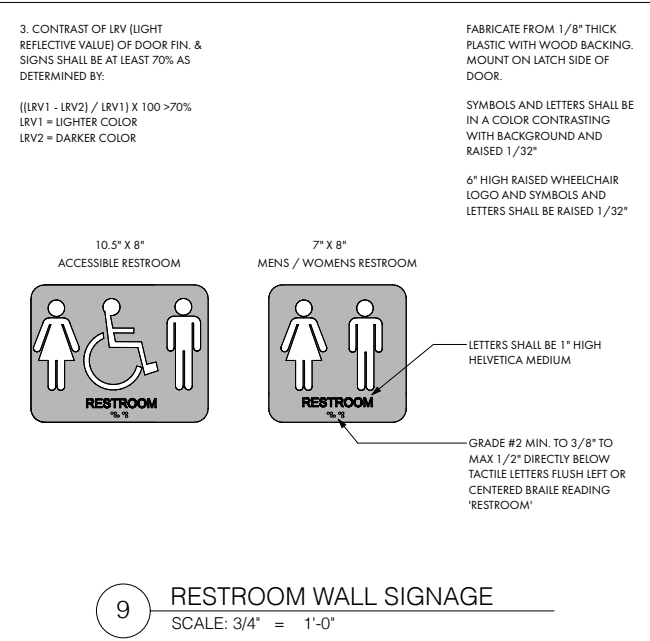
SITE PLAN

SHEET NO.:

A0.3



A0.4



REN / ALEXANDER
UKIAH / CA

PROJECT/CLIENT:



APPROVALS:

95% DD

REVISIONS:	BY:
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DRAWN:	SR
CHECKED:	KG
SCALE:	AS NOTED ON 24" X 36"

STAMP:

**** PRELIMINARY ****
*** NOT FOR CONSTRUCTION ***

SHEET TITLE:

ACCESSIBILITY
COMPLIANCE

SHEET NO.:

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AIA
California

2019 CALIFORNIA GREEN BUILDING STANDARDS CODE

NONRESIDENTIAL MANDATORY MEASURES, SHEET 1 (January 2020, Includes August 2019 Supplement)

Y = YES
N/A = NOT APPLICABLE
RESPON. PARTY = RESPONSIBLE PARTY (i.e. ARCHITECT, ENGINEER, OWNER, CONTRACTOR, INSPECTOR, ETC.)

<table><tr><td>Y</td><td>N/A</td><td>RESPON. PARTY</td></tr><tr><td></td><td></td><td></td></tr></table> CHAPTER 3 GREEN BUILDING SECTION 301 GENERAL 301.1 SCOPE. Buildings shall be designed to include the green building measures specified as mandatory in the application checklists contained in this code. Voluntary green building measures are also included in the application checklists and may be included in the design and construction of structures covered by this code, but are not required unless adopted by a city, county, or city and county as specified in Section 101.7. 301.3 NONRESIDENTIAL ADDITIONS AND ALTERATIONS. [BSC-CG] The provisions of individual sections of Chapter 3 apply to newly constructed buildings, building additions of 1,000 square feet or greater, and/or building alterations with a permit valuation of \$200,000 or above (for occupancies within the authority of California Building Standards Commission). Code sections relevant to additions and alterations shall only apply to the portions of the building being added or altered within the scope of the permitted work. A code section will be designated by a banner to indicate where the code section only applies to newly constructed buildings [N] or to additions and/or alterations [A]. When the code section applies to both, no banner will be used. 301.3.1 Nonresidential additions and alterations that cause updates to plumbing fixtures only: Note: On and after January 1, 2014, certain commercial real property, as defined in Civil Code Section 1101.3, shall have its noncompliant plumbing fixtures replaced with appropriate water-conserving plumbing fixtures under specific circumstances. See Civil Code Section 1101.1 et seq. for definitions, types of commercial real property affected, effective dates, circumstances necessitating replacement of noncompliant plumbing fixtures, and duties and responsibilities for ensuring compliance. 301.3.2 Waste Diversion. The requirements of Section 5.408 shall be required for additions and alterations whenever a permit is required for work. 301.4 PUBLIC SCHOOLS AND COMMUNITY COLLEGES. (see GBS-C) 301.5 HEALTH FACILITIES. (see GBS-C) SECTION 302 MIXED OCCUPANCY BUILDINGS 302.1 MIXED OCCUPANCY BUILDINGS. In mixed occupancy buildings, each portion of a building shall comply with the specific green building measures applicable to each specific occupancy. SECTION 303 PHASED PROJECTS 303.1 PHASED PROJECTS. For shell buildings and others constructed for future tenant improvements, only those code measures relevant to the building components and systems considered to be new construction (or newly constructed) shall apply. 303.1.1 Initial Tenant Improvements. The provisions of this code shall apply only to the initial tenant improvements to a project. Subsequent tenant improvements shall comply with the scoping provisions in Section 301.3 non-residential additions and alterations. ABBREVIATION DEFINITIONS: HCD Department of Housing and Community Development BSC California Building Standards Commission DSA-SS Division of the State Architect, Structural Safety OSHPD Office of Statewide Health Planning and Development LR Low Rise HR High Rise NA Additions and Alterations N New CHAPTER 5 NONRESIDENTIAL MANDATORY MEASURES DIVISION 5.1 PLANNING AND DESIGN SECTION 5.101 GENERAL 5.101.1 SCOPE The provisions of this chapter outline planning, design and development methods that include environmentally responsible site selection, building design, building siting and development to protect, restore and enhance the environmental quality of the site and respect the integrity of adjacent properties. SECTION 5.102 DEFINITIONS 5.102.1 DEFINITIONS The following terms are defined in Chapter 2 (and are included here for reference) CUTOFF LUMINAIRES. Luminaires whose light distribution is such that the candlepower at 1000 lamp lumens does not numerically exceed 25 (2.5 percent) at an angle of 90 degrees above nadir, and 100 (10 percent) at a vertical angle of 80 degrees above nadir. This applies to all lateral angles around the luminaire. LOW-EMITTING AND FUEL EFFICIENT VEHICLES. Eligible vehicles are limited to the following: - Zero emission vehicle (ZEV), including neighborhood electric vehicles (NEV), partial zero emission vehicle (PZEV), advanced technology PZEV (AT PZEV) or CNG fueled (original equipment manufacturer only) regulated under Health and Safety Code section 43800 and CCR, Title 13, Sections 1981 and 1982. - High-efficiency vehicles, regulated by U.S. EPA, bearing High-Occupancy Vehicle (HOV) car pool lane stickers issued by the Department of Motor Vehicles. NEIGHBORHOOD ELECTRIC VEHICLE (NEV). A motor vehicle that meets the definition of "low-speed vehicle" either in Section 385.5 of the Vehicle Code or in 49CFR571.1500 (as it existed on July 1, 2000), and is certified to zero-emission vehicle standards. TENANT-OCCUPANTS. Building occupants who inhabit a building during its normal hours of operation as permanent occupants, such as employees, as distinguished from customers and other transient visitors. VANPOOL VEHICLE. Eligible vehicles are limited to any motor vehicle, other than a motortruck or truck tractor, designed for carrying more than 10 but not more than 15 persons including the driver, which is maintained and used primarily for the nonprofit work-related transportation of adults for the purpose of ridesharing. Note: Source: Vehicle Code, Division 1, Section 668 ZEVI. Any vehicle certified to zero-emission standards. SECTION 5.106 SITE DEVELOPMENT 5.106.1 STORM WATER POLLUTION PREVENTION FOR PROJECTS THAT DISTURB LESS THAN ONE ACRE OF LAND. Newly constructed buildings and additions which disturb less than one acre of land, and are not part of a larger common plan of development or sale, shall prevent the pollution of storm water runoff from the construction activities through one or more of the following measures: 5.106.1.1 Local ordinance. Comply with a lawfully enacted storm water management and/or erosion control ordinance. 5.106.1.2 Best Management Practices (BMPs). Prevent the loss of soil through wind or water erosion by implementing an effective combination of erosion and sediment control and good housekeeping BMPs. - Soil loss BMPs that should be considered for implementation as appropriate for each project include, but are not limited to, the following: - Scheduling construction activity during dry weather, when possible. - Preservation of natural features, vegetation, soil, and buffers around surface waters. - Drainage swales or lined ditches to control stormwater flow. - Mulching or hydroseeding to stabilize disturbed soils. - Erosion control to protect slopes. - Protection of storm drain inlets (gravel bags or catch basin inserts). - Perimeter sediment control (perimeter silt fence, fiber rolls). - Sediment trap or sediment basin to retain sediment on site. - Stabilized construction exits. - Wind erosion control. - Other soil loss BMPs acceptable to the enforcing agency. - Good housekeeping BMPs to manage construction equipment, materials, non-stormwater discharges and wastes that should be considered for implementation as appropriate for each project include, but are not limited to, the following: - Dewatering activities. - Material handling and waste management. - Building materials stockpile management. - Management of washout areas (concrete, paints, stucco, etc.). - Control of vehicle/equipment fueling to contractor's staging area. - Vehicle and equipment cleaning performed off site. - Spill prevention and control. - Other housekeeping BMPs acceptable to the enforcing agency.	Y	N/A	RESPON. PARTY				<table><tr><td>Y</td><td>N/A</td><td>RESPON. PARTY</td></tr><tr><td></td><td></td><td></td></tr></table> 5.106.2 STORMWATER POLLUTION PREVENTION FOR PROJECTS THAT DISTURB ONE OR MORE ACRES OF LAND. Comply with all lawfully enacted stormwater discharge regulations for projects that (1) disturb one acre or more of land, or (2) disturb less than one acre of land but are part of a larger common plan of development or sale. Note: Projects that (1) disturb one acre or more of land, or (2) disturb less than one acre of land but are part of the larger common plan of development or sale must comply with the post-construction requirements detailed in the applicable National Pollutant Discharge Elimination System (NPDES) General permit for Stormwater Discharges Associated with Construction and Land Disturbance Activities issued by the State Water Resources Control Board or the Lahontan Regional Water Quality Control Board (for projects in the Lake Tahoe Hydrologic Unit). The NPDES permits require postconstruction runoff (post-project hydrology) to match the preconstruction runoff (pre-project hydrology) with the installation of postconstruction stormwater management measures. The NPDES permits emphasize runoff reduction through on-site stormwater use, interception, evapotranspiration, and infiltration through nonstructural controls, such as Low Impact Development (LID) practices, and conversation design measures. Stormwater volume that cannot be addressed using nonstructural practices is required to be captured in structural practices and be approved by the enforcing agency. Refer to the current applicable permits on the State Water Resources Control Board website at: www.waterboards.ca.gov/construction/stormwater. Consideration to the stormwater runoff management measures should be given during the initial design process for appropriate integration into site development. 5.106.4 BICYCLE PARKING. For buildings within the authority of California Building Standards Commission as specified in Section 103, comply with Section 5.106.4.1. For buildings within the authority of the Division of the State Architect pursuant to Section 105, comply with Section 5.106.4.2 5.106.4.1 Bicycle parking. [BSC-CG] Comply with Sections 5.106.4.1.1 and 5.106.4.1.2; or meet the applicable local ordinance, whichever is stricter. 5.106.4.1.1 Short-term bicycle parking. If the new project or an addition or alteration is anticipated to generate visitor traffic, provide permanently anchored bicycle racks within 200 feet of the visitors' entrance, readily visible to passers-by, for 5% of new visitor motorized vehicle parking spaces being added, with a minimum of one two-bike capacity rack. Exception: Additions or alterations which add nine or less visitor vehicular parking spaces. 5.106.4.1.2 Long-term bicycle parking. For new buildings with tenant spaces that have 10 or more tenant-occupants, provide secure bicycle parking for 5 percent of the tenant-occupant vehicular parking spaces with a minimum of one bicycle parking facility. 5.106.4.1.3 For additions or alterations that add 10 or more tenant-occupant vehicular parking spaces, provide secure bicycle parking for 5 percent of the tenant-occupant vehicular parking spaces being added, with a minimum of one bicycle parking facility. 5.106.4.1.4 For new shell buildings in phased projects provide secure bicycle parking for 5 percent of the anticipated tenant-occupant vehicular parking spaces with a minimum of one bicycle parking facility. 5.106.4.1.5 Acceptable bicycle parking facility for Sections 5.106.4.1.2, 5.106.4.1.3, and 5.106.4.1.4 shall be convenient from the street and shall meet one of the following: - Covered, lockable enclosures with permanently anchored racks for bicycles; - Lockable bicycle rooms with permanently anchored racks; or - Lockable, permanently anchored bicycle lockers. Note: Additional information on recommended bicycle accommodations may be obtained from Sacramento Area Bicycle Advocates. 5.106.4.2 Bicycle parking. [DSA-SS] For public schools and community colleges, comply with Sections 5.106.4.2.1 and 5.106.4.2.2 5.106.4.2.1 Student bicycle parking. Provide permanently anchored bicycle racks conveniently accessed with a minimum of four two-bike capacity racks per new building. 5.106.4.2.2 Staff bicycle parking. Provide permanent, secure bicycle parking conveniently accessed with a minimum of two staff bicycle parking spaces per new building. Acceptable bicycle parking facilities shall be convenient from the street or staff parking area and shall meet one of the following: - Covered, lockable enclosures with permanently anchored racks for bicycles; - Lockable bicycle rooms with permanently anchored racks; or - Lockable, permanently anchored bicycle lockers. 5.106.6.2 DESIGNATED PARKING FOR CLEAN AIR VEHICLES. In new projects or additions or alterations that add 10 or more vehicular parking spaces, provide designated parking for any combination of low-emitting, fuel-efficient and carpool/van pool vehicles as follows: <table><tr><th colspan="2">TABLE 5.106.5.2 - PARKING</th></tr><tr><th>TOTAL NUMBER OF PARKING SPACES</th><th>NUMBER OF REQUIRED SPACES</th></tr><tr><td>0-9</td><td>0</td></tr><tr><td>10-25</td><td>1</td></tr><tr><td>26-50</td><td>3</td></tr><tr><td>51-75</td><td>6</td></tr><tr><td>76-100</td><td>8</td></tr><tr><td>101-150</td><td>11</td></tr><tr><td>151-200</td><td>16</td></tr><tr><td>201 AND OVER</td><td>AT LEAST 8% OF TOTAL</td></tr></table> 5.106.5.2.1 - Parking stall marking. Paint, in the paint used for stall striping, the following characters such that the lower edge of the last word aligns with the end of the stall striping and is visible beneath a parked vehicle: CLEAN AIR / VAN POOL / EV Note: Vehicles bearing Clean Air Vehicle stickers from expired HOV lane programs may be considered eligible for designated parking spaces. 5.106.5.3 Electric vehicle (EV) charging. [N] Construction shall comply with Section 5.106.5.3.1 or Section 5.106.5.3.2 to facilitate future installation of electric vehicle supply equipment (EVSE). When EVSE(s) is/are installed, it shall be in accordance with the California Building Code, the California Electrical Code and as follows: 5.106.5.3.1 Single charging space requirements. [N] When only a single charging space is required per Table 5.106.5.3.3, a raceway is required to be installed at the time of construction and shall be installed in accordance with the California Electrical Code. Construction plans and specifications shall include, but are not limited to, the following: - The type and location of the EVSE. - A listed raceway capable of accommodating a 208/240-volt dedicated branch circuit. - The raceway shall not be less than trade size 1". - The raceway shall originate at a service panel or a subpanel serving the area, and shall terminate in close proximity to the proposed location of the charging equipment and listed suitable cabinet, box, enclosure or equivalent. - The service panel or subpanel shall have sufficient capacity to accommodate a minimum 40-ampere dedicated branch circuit for the future installation of the EVSE. 5.106.5.3.2 Multiple charging space requirements. [N] When multiple charging spaces are required per Table 5.106.5.3.3 raceway(s) is/are required to be installed at the time of construction and shall be installed in accordance with the California Electrical Code. Construction plans and specifications shall include, but are not limited to, the following: - The type and location of the EVSE. - The raceway(s) shall originate at a service panel or a subpanel(s) serving the area, and shall terminate in close proximity to the proposed location of the charging equipment and into listed suitable cabinet(s), box(es), enclosure(s) or equivalent. - Plan design shall be based upon 40-ampere minimum branch circuits. - Electrical calculations shall substantiate the design of the electrical system, to include the rating of equipment and any on-site distribution transformers and have sufficient capacity to simultaneously charge all required EVs at its full rated amperage. - The service panel or subpanel(s) shall have sufficient capacity to accommodate the required number of dedicated branch circuit(s) for the future installation of the EVSE. 5.106.5.3.3 EV charging space calculations. [N] Table 5.106.5.3.3 shall be used to determine if single or multiple charging space requirements apply for the future installation of EVSE. Exceptions: On a case-by-case basis where the local enforcing agency has determined EV charging and infrastructure is not feasible based upon one or more of the following conditions:	Y	N/A	RESPON. PARTY				TABLE 5.106.5.2 - PARKING		TOTAL NUMBER OF PARKING SPACES	NUMBER OF REQUIRED SPACES	0-9	0	10-25	1	26-50	3	51-75	6	76-100	8	101-150	11	151-200	16	201 AND OVER	AT LEAST 8% OF TOTAL	1. Where there is insufficient electrical supply. 2. Where there is evidence suitable to the local enforcing agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section 5.106.5.3, may adversely impact the construction cost of the project. <table><tr><th colspan="2">TABLE 5.106.5.3.3</th></tr><tr><th>TOTAL NUMBER OF PARKING SPACES</th><th>NUMBER OF REQUIRED SPACES</th></tr><tr><td>0-9</td><td>0</td></tr><tr><td>10-25</td><td>1</td></tr><tr><td>26-50</td><td>2</td></tr><tr><td>51-75</td><td>4</td></tr><tr><td>76-100</td><td>5</td></tr><tr><td>101-150</td><td>7</td></tr><tr><td>151-200</td><td>10</td></tr><tr><td>201 AND OVER</td><td>6% of total^a</td></tr></table> 1. Calculation for spaces shall be rounded up to the nearest whole number. 5.106.5.3.4 [N] Identification. The service panel or subpanel(s) circuit diagram shall identify the reserved overcurrent protective device space(s) for future EV charging as "EV CAPABLE". The raceway termination location shall be permanently and visibly marked as "EV CAPABLE". 5.106.5.3.5 [N] Future charging spaces qualify as designated parking as described in Section 5.106.5.2 Designated parking for clean air vehicles. 5.106.8 LIGHT POLLUTION REDUCTION. [N] Outdoor lighting systems shall be designed and installed to comply with the following: - The minimum requirements in the California Energy Code for Lighting Zones 0-4 as defined in Chapter 10, Section 10-1.14 of the California Administrative Code, and - Backlight (B) ratings as defined in IES TM-15-11 (shown in Table A-1 in Chapter 8); - Uplight and Glare ratings as defined in California Energy Code (shown in Tables 130.2-A and 130.2-B in Chapter 8) and - Allowable BUG ratings not exceeding those shown in Table 5.106.8, [N] or Comply with a local ordinance lawfully enacted pursuant to Section 101.7, whichever is more stringent. Exceptions: [N] - Luminaires that qualify as exceptions in Section 140.7 of the California Energy Code. - Emergency lighting. - Building facade meeting the requirements in Table 140.7-B of the California Energy Code, Part 6. - Custom lighting features as allowed by the local enforcing agency, as permitted by Section 101.8 Alternate materials, designs and methods of construction. Note: [N] - See also California Building Code, Chapter 12, Section 1205.6 for college campus lighting requirements for parking facilities and walkways. - Refer to Chapter 8 (Compliance Forms, Worksheets and Reference Material) for IES TM-15-11 Table A-1, California Energy Code Tables 130.2-A and 130.2-B. - Refer to the California Building Code for requirements for additions and alterations.	TABLE 5.106.5.3.3		TOTAL NUMBER OF PARKING SPACES	NUMBER OF REQUIRED SPACES	0-9	0	10-25	1	26-50	2	51-75	4	76-100	5	101-150	7	151-200	10	201 AND OVER	6% of total ^a	<table><tr><th colspan="6">TABLE 5.106.8 [N] MAXIMUM ALLOWABLE BACKLIGHT, UPLIGHT AND GLARE (BUG) RATINGS ^{1,2}</th></tr><tr><th>ALLOWABLE RATING</th><th>LIGHTING ZONE LZ0</th><th>LIGHTING ZONE LZ1</th><th>LIGHTING ZONE LZ2</th><th>LIGHTING ZONE LZ3</th><th>LIGHTING ZONE LZ4</th></tr><tr><td>MAXIMUM ALLOWABLE BACKLIGHT RATING ¹</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Luminaire greater than 2 mounting heights (MH) from property line</td><td>N/A</td><td>No Limit</td><td>No Limit</td><td>No Limit</td><td>No Limit</td></tr><tr><td>Luminaire back hemisphere is 1-2 MH from property line</td><td>N/A</td><td>B2</td><td>B3</td><td>B4</td><td>B4</td></tr><tr><td>Luminaire back hemisphere is 0.5-1 MH from property line</td><td>N/A</td><td>B1</td><td>B2</td><td>B3</td><td>B3</td></tr><tr><td>Luminaire back hemisphere is less than 0.5 MH from property line</td><td>N/A</td><td>B0</td><td>B0</td><td>B1</td><td>B2</td></tr><tr><td>MAXIMUM ALLOWABLE UPLIGHT RATING (U)</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>For area lighting ¹</td><td>N/A</td><td>U0</td><td>U0</td><td>U0</td><td>U0</td></tr><tr><td>For all other outdoor lighting, including decorative luminaires</td><td>N/A</td><td>U1</td><td>U2</td><td>U3</td><td>UR</td></tr><tr><td>MAXIMUM ALLOWABLE GLARE RATING (G)</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Luminaire greater than 2 MH from property line</td><td>N/A</td><td>G1</td><td>G2</td><td>G3</td><td>G4</td></tr><tr><td>Luminaire front hemisphere is 1-2 MH from property line</td><td>N/A</td><td>G0</td><td>G1</td><td>G1</td><td>G2</td></tr><tr><td>Luminaire front hemisphere is 0.5-1 MH from property line</td><td>N/A</td><td>G0</td><td>G0</td><td>G1</td><td>G1</td></tr><tr><td>Luminaire back hemisphere is less than 0.5 MH from property line</td><td>N/A</td><td>G0</td><td>G0</td><td>G0</td><td>G1</td></tr></table> 1. IESNA Lighting Zones 0 and 5 are not applicable; refer to Lighting Zones as defined in the California Energy Code and Chapter 10 of the California Administrative Code. 2. For property lines that abut public walkways, bikeways, plazas and parking lots, the property line may be considered to be 5 feet beyond the actual property line for purpose of determining compliance with this section. For property lines that abut public roadways and public transit corridors, the property line may be considered to be the centerline of the public roadway or public transit corridor for the purpose of determining compliance with this section. 3. If the nearest property line is less than or equal to two mounting heights from the back hemisphere of the luminaire distribution, the applicable reduced Backlight rating shall be met. 4. General lighting luminaires in areas such as outdoor parking, sales or storage lots shall meet these reduced ratings. Decorative luminaires located in these areas shall meet U-value limits for "all other outdoor lighting". 5. If the nearest property line is less than or equal to two mounting heights from the front hemisphere of the luminaire distribution, the applicable reduced Glare rating shall be met. 5.106.10 GRADING AND PAVING. Construction plans shall indicate how site grading or a drainage system will manage all surface water flows to keep water from entering buildings. Examples of methods to manage surface water include, but are not limited to, the following: - Swales. - Water collection and disposal systems. - French drains. - Water retention gardens. - Other water measures which keep surface water away from buildings and aid in groundwater recharge. Exception: Additions and alterations not altering the drainage path.	TABLE 5.106.8 [N] MAXIMUM ALLOWABLE BACKLIGHT, UPLIGHT AND GLARE (BUG) RATINGS ^{1,2}						ALLOWABLE RATING	LIGHTING ZONE LZ0	LIGHTING ZONE LZ1	LIGHTING ZONE LZ2	LIGHTING ZONE LZ3	LIGHTING ZONE LZ4	MAXIMUM ALLOWABLE BACKLIGHT RATING ¹						Luminaire greater than 2 mounting heights (MH) from property line	N/A	No Limit	No Limit	No Limit	No Limit	Luminaire back hemisphere is 1-2 MH from property line	N/A	B2	B3	B4	B4	Luminaire back hemisphere is 0.5-1 MH from property line	N/A	B1	B2	B3	B3	Luminaire back hemisphere is less than 0.5 MH from property line	N/A	B0	B0	B1	B2	MAXIMUM ALLOWABLE UPLIGHT RATING (U)						For area lighting ¹	N/A	U0	U0	U0	U0	For all other outdoor lighting, including decorative luminaires	N/A	U1	U2	U3	UR	MAXIMUM ALLOWABLE GLARE RATING (G)						Luminaire greater than 2 MH from property line	N/A	G1	G2	G3	G4	Luminaire front hemisphere is 1-2 MH from property line	N/A	G0	G1	G1	G2	Luminaire front hemisphere is 0.5-1 MH from property line	N/A	G0	G0	G1	G1	Luminaire back hemisphere is less than 0.5 MH from property line	N/A	G0	G0	G0	G1	5.106.12 SHADE TREES [DSA-SS]. Shade Trees shall be planted to comply with Sections 5.106.12.1, 5.106.12.2, and 5.106.12.3. Percentages shown shall be measured at noon on the summer solstice. Landscape irrigation necessary to establish and maintain tree health shall comply with Section 5.304.6. 5.106.12.1 Surface parking areas. Shade tree plantings, minimum #10 container size or equal, shall be installed to provide shade over 50 percent of the parking area within 15 years. Exceptions: The surface parking area covered by solar photovoltaic shade structures, or shade structures, with roofing materials that comply with Table A5.106.11.2.2 in Appendix A5, are not included in the total area calculations. 5.106.12.2 Landscape areas. Shade tree plantings, minimum #10 container size or equal shall be installed to provide shade of 20% of the landscape area within 15 years. Exceptions: Playfields for organized sport activity are not included in the total area calculation. 5.106.12.3. Hardscape areas. Shade tree plantings, minimum #10 container size or equal shall be installed to provide shade over 20 percent of the hardscape area within 15 years. Exceptions: Walks, hardscape areas covered by solar photovoltaic shade structures, and hardscape areas covered by shade structures with roofing materials that comply with Table A5.106.11.2.2 in Appendix A5, are not included in the total area calculation. DIVISION 5.2 ENERGY EFFICIENCY SECTION 5.201 GENERAL 5.201.1 Scope [BSC-CG]. California Energy Code [DSA-SS]. For the purposes of mandatory energy efficiency standards in this code, the California Energy Commission will continue to adopt mandatory building standards. DIVISION 5.3 WATER EFFICIENCY AND CONSERVATION SECTION 5.301 GENERAL 5.301.1 Scope. The provisions of this chapter shall establish the means of conserving water use indoors, outdoors and in wastewater conveyance. SECTION 5.302 DEFINITIONS 5.302.1 Definitions. The following terms are defined in Chapter 2 (and are included here for reference) EVAPOTRANSPIRATION ADJUSTMENT FACTOR (ETA) [DSA-SS]. An adjustment factor when applied to reference evapotranspiration that adjusts for plant factors and irrigation efficiency, which as two major influences on the amount of water that needs to be applied to the landscape. FOOTPRINT AREA [DSA-SS]. The total area of the furthest exterior wall of the structure projected to natural grade, not including exterior areas such as stairs, covered walkways, patios and decks. METERING FAUCET. A self-closing faucet that dispenses a specific volume of water for each actuation cycle. The volume or cycle duration can be fixed or adjustable. GRAYWATER. Pursuant to Health and Safety Code Section 17922.12, "graywater" means untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthful processing, manufacturing, or operating wastes. "Graywater" includes, but is not limited to wastewater from bathtubs, showers, bathroom washbasins, clothes washing machines and laundry tubs, but does not include waste water from kitchen sinks or dishwashers. MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO). The California ordinance regulating landscape design, installation and maintenance practices that will ensure commercial, multifamily and other developer installed landscapes greater than 2500 square feet meet an irrigation water budget developed based on landscaped area and climatological parameters. MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO). [HCD] The California model ordinance (California Code of Regulations, Title 23, Division 2, Chapter 2.7), regulating landscape design, installation and maintenance practices. Local agencies are required to adopt the updated MWELO, or adopt a local ordinance at least as effective as the MWELO. POTABLE WATER. Water that is drinkable and meets the U.S. Environmental Protection Agency (EPA) Drinking Water Standards. See definition in the California Plumbing Code, Part 5. POTABLE WATER. [HCD] Water that is satisfactory for drinking, culinary, and domestic purposes, and meets the U.S. Environmental Protection Agency (EPA) Drinking Water Standards and the requirements of the Health Authority Having Jurisdiction. RECYCLED WATER. Water which, as a result of treatment of waste, is suitable for a direct beneficial use or a controlled use that would not otherwise occur [Water Code Section 13050 (n)]. Simply put, recycled water is water treated to remove waste matter attaining a quality that is suitable to use the water again. SUBMETER. A meter installed subordinate to a site meter. Usually used to measure water intended for one purpose, such as landscape irrigation. For the purposes of CALGreen, a dedicated meter may be considered a submeter. WATER BUDGET. Is the estimated total landscape irrigation water use which shall not exceed the maximum applied water allowance calculated in accordance with the Department of Water Resources Model Efficient Landscape Ordinance (MWELO). SECTION 5.303 INDOOR WATER USE 5.303.1 METERS. Separate submeters or metering devices shall be installed for the uses described in Sections 503.1.1 and 503.1.2. 5.303.1.1 Buildings in excess of 50,000 square feet. Separate submeters shall be installed as follows: - For each individual leased, rented or other tenant space within the building projected to consume more than 100 gal/day (380 L/day), including, but not limited to, spaces used for laundry or cleaners, restaurant or food service, medical or dental office, laboratory, or beauty salon or barber shop. - Where separate submeters for individual building tenants are unfeasible, for water supplied to the following subsystems: - Makeup water for cooling towers where flow through is greater than 500 gpm (30 L/s). - Makeup water for evaporative coolers greater than 6 gpm (0.04 L/s). - Steam and hot water boilers with energy input more than 500,000 Btu/h (147 kW). 5.303.1.2 Excess consumption. A separate submeter or metering device shall be provided for any tenant within a new building or within an addition that is projected to consume more than 1,000 gal/day. 5.303.3 WATER CONSERVING PLUMBING FIXTURES AND FITTINGS. Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with the following: 5.303.3.1 Water Closets. The effective flush volume of all water closets shall not exceed 1.28 gallons per flush. Tank-type water closets shall be certified to the performance criteria of the U.S. EPA WaterSense Specification for Tank-Type Toilets. Note: The effective flush volume of dual flush toilets is defined as the composite, average flush volume of two reduced flushes and one full flush. 5.303.3.2 Urinals. 5.303.3.2.1 Wall-mounted Urinals. The effective flush volume of wall-mounted urinals shall not exceed 0.125 gallons per flush. 5.303.3.2.2 Floor-mounted Urinals. The effective flush volume of floor-mounted or other urinals shall not exceed 0.5 gallons per flush. 5.303.3.3 Showerheads. [BSC-CG] 5.303.3.3.1 Single showerhead. Showerheads shall have a maximum flow rate of not more than 1.8 gallons per minute at 80 psi. Showerheads shall be certified to the performance criteria of the U.S. EPA WaterSense Specification for Showerheads. 5.303.3.3.2 Multiple showerheads serving one shower. When a shower is served by more than one showerhead, the combined flow rate of all the showerheads and/or other shower outlets controlled by a single valve shall not exceed 1.8 gallons per minute at 80 psi, or the shower shall be designed to allow only one shower outlet to be open at a time. Note: A hand-held shower shall be considered a showerhead.
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Luminaire greater than 2 mounting heights (MH) from property line	N/A	No Limit	No Limit	No Limit	No Limit																																																																																																																																													
Luminaire back hemisphere is 1-2 MH from property line	N/A	B2	B3	B4	B4																																																																																																																																													
Luminaire back hemisphere is 0.5-1 MH from property line	N/A	B1	B2	B3	B3																																																																																																																																													
Luminaire back hemisphere is less than 0.5 MH from property line	N/A	B0	B0	B1	B2																																																																																																																																													
MAXIMUM ALLOWABLE UPLIGHT RATING (U)																																																																																																																																																		
For area lighting ¹	N/A	U0	U0	U0	U0																																																																																																																																													
For all other outdoor lighting, including decorative luminaires	N/A	U1	U2	U3	UR																																																																																																																																													
MAXIMUM ALLOWABLE GLARE RATING (G)																																																																																																																																																		
Luminaire greater than 2 MH from property line	N/A	G1	G2	G3	G4																																																																																																																																													
Luminaire front hemisphere is 1-2 MH from property line	N/A	G0	G1	G1	G2																																																																																																																																													
Luminaire front hemisphere is 0.5-1 MH from property line	N/A	G0	G0	G1	G1																																																																																																																																													
Luminaire back hemisphere is less than 0.5 MH from property line	N/A	G0	G0	G0	G1																																																																																																																																													

REN / ALEXANDER
UKIAH / CA

PROJECT/CLIENT:



APPROVALS:

95% DD

REVISIONS:

BY:

JOB NO.:

2202

DATE:

8/31/2022

DRAWN:

SR

CHECKED:

KG

SCALE:

AS NOTED ON 24" x 36"

STAMP:

**** PRELIMINARY ****
*** NOT FOR CONSTRUCTION ***

SHEET TITLE:

CALGREEN CHECKLIST

SHEET NO.:

A0.6



2019 CALIFORNIA GREEN BUILDING STANDARDS CODE

NONRESIDENTIAL MANDATORY MEASURES, SHEET 1 (January 2020, Includes August 2019 Supplement)

[illegible]

REN / ALEXANDER
UKIAH / CA

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SHEET NO.

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2019 CALIFORNIA GREEN BUILDING STANDARDS CODE

NONRESIDENTIAL MANDATORY MEASURES, SHEET 1 (January 2020, Includes August 2019 Supplement)

Y	N/A	RESPON. PARTY		Y	N/A	RESPON. PARTY		Y	N/A	RESPON. PARTY		Y	N/A	RESPON. PARTY																																																																																																
☐	☐		5.504.4 FINISH MATERIAL POLLUTANT CONTROL. Finish materials shall comply with Sections 5.504.4.1 through 5.504.4.6.					☐	☐			☐	☐																																																																																																	
			5.504.4.1 Adhesives, sealants and caulks. Adhesives, sealants, and caulks used on the project shall meet the requirements of the following standards: 1. Adhesives, adhesive bonding primers, adhesive primers, sealants, sealant primers and caulks shall comply with local or regional air pollution control or air quality management district rules where applicable, or SCAQMD Rule 1168 VOC limits, as shown in Tables 5.504.4.1 and 5.504.4.2. Such products also shall comply with the Rule 1168 prohibition on the use of certain toxic compounds (chloroform, ethylene dichloride, methylene chloride, perchloroethylene and trichloroethylene), except for aerosol products as specified in subsection 2, below. 2. Aerosol adhesives, and smaller unit sizes of adhesives, and sealant or caulking compounds (in units of product, less packaging, which do not weigh more than one pound and do not consist of more than 16 fluid ounces) shall comply with statewide VOC standards and other requirements, including prohibitions on use of certain toxic compounds, of <i>California Code of Regulations</i> , Title 17, commencing with Section 94507.																																																																																																											
			<table><tr><th colspan="2">TABLE 5.504.4.1 - ADHESIVE VOC LIMIT^{1,2}</th></tr><tr><td colspan="2">Less Water and Less Exempt Compounds in Grams per Liter</td></tr><tr><th>ARCHITECTURAL APPLICATIONS</th><th>CURRENT VOC LIMIT</th></tr><tr><td>INDOOR CARPET ADHESIVES</td><td>50</td></tr><tr><td>CARPET PAD ADHESIVES</td><td>50</td></tr><tr><td>OUTDOOR CARPET ADHESIVES</td><td>150</td></tr><tr><td>WOOD FLOORING ADHESIVES</td><td>100</td></tr><tr><td>RUBBER FLOOR ADHESIVES</td><td>60</td></tr><tr><td>SUBFLOOR ADHESIVES</td><td>50</td></tr><tr><td>CERAMIC TILE ADHESIVES</td><td>65</td></tr><tr><td>VCT & ASPHALT TILE ADHESIVES</td><td>50</td></tr><tr><td>DRYWALL & PANEL ADHESIVES</td><td>50</td></tr><tr><td>COVE BASE ADHESIVES</td><td>50</td></tr><tr><td>MULTIPURPOSE CONSTRUCTION ADHESIVES</td><td>70</td></tr><tr><td>STRUCTURAL GLAZING ADHESIVES</td><td>100</td></tr><tr><td>SINGLE-PLY ROOF MEMBRANE ADHESIVES</td><td>250</td></tr><tr><td>OTHER ADHESIVES NOT SPECIFICALLY LISTED</td><td>50</td></tr><tr><th>SPECIALTY APPLICATIONS</th><th></th></tr><tr><td>PVC WELDING</td><td>510</td></tr><tr><td>CPVC WELDING</td><td>490</td></tr><tr><td>ABS WELDING</td><td>325</td></tr><tr><td>PLASTIC CEMENT WELDING</td><td>250</td></tr><tr><td>ADHESIVE PRIMER FOR PLASTIC</td><td>550</td></tr><tr><td>CONTACT ADHESIVE</td><td>80</td></tr><tr><td>SPECIAL PURPOSE CONTACT ADHESIVE</td><td>250</td></tr><tr><td>STRUCTURAL WOOD MEMBER ADHESIVE</td><td>140</td></tr><tr><td>TOP & TRIM ADHESIVE</td><td>250</td></tr><tr><th>SUBSTRATE SPECIFIC APPLICATIONS</th><th></th></tr><tr><td>METAL TO METAL</td><td>30</td></tr><tr><td>PLASTIC FOAMS</td><td>50</td></tr><tr><td>POROUS MATERIAL (EXCEPT WOOD)</td><td>50</td></tr><tr><td>WOOD</td><td>30</td></tr><tr><td>FIBERGLASS</td><td>80</td></tr></table> 1. IF AN ADHESIVE IS USED TO BOND DISSIMILAR SUBSTRATES TOGETHER, THE ADHESIVE WITH THE HIGHEST VOC CONTENT SHALL BE ALLOWED. 2. FOR ADDITIONAL INFORMATION REGARDING METHODS TO MEASURE THE VOC CONTENT SPECIFIED IN THIS TABLE, SEE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT RULE 1168. www.arb.ca.gov/DREB/SC/CURH/TML/R1168.PDF	TABLE 5.504.4.1 - ADHESIVE VOC LIMIT ^{1,2}		Less Water and Less Exempt Compounds in Grams per Liter		ARCHITECTURAL APPLICATIONS	CURRENT VOC LIMIT	INDOOR CARPET ADHESIVES	50	CARPET PAD ADHESIVES	50	OUTDOOR CARPET ADHESIVES	150	WOOD FLOORING ADHESIVES	100	RUBBER FLOOR ADHESIVES	60	SUBFLOOR ADHESIVES	50	CERAMIC TILE ADHESIVES	65	VCT & ASPHALT TILE ADHESIVES	50	DRYWALL & PANEL ADHESIVES	50	COVE BASE ADHESIVES	50	MULTIPURPOSE CONSTRUCTION ADHESIVES	70	STRUCTURAL GLAZING ADHESIVES	100	SINGLE-PLY ROOF MEMBRANE ADHESIVES	250	OTHER ADHESIVES NOT SPECIFICALLY LISTED	50	SPECIALTY APPLICATIONS		PVC WELDING	510	CPVC WELDING	490	ABS WELDING	325	PLASTIC CEMENT WELDING	250	ADHESIVE PRIMER FOR PLASTIC	550	CONTACT ADHESIVE	80	SPECIAL PURPOSE CONTACT ADHESIVE	250	STRUCTURAL WOOD MEMBER ADHESIVE	140	TOP & TRIM ADHESIVE	250	SUBSTRATE SPECIFIC APPLICATIONS		METAL TO METAL	30	PLASTIC FOAMS	50	POROUS MATERIAL (EXCEPT WOOD)	50	WOOD	30	FIBERGLASS	80																																									
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			5.504.4.3 Paints and coatings. Architectural paints and coatings shall comply with VOC limits in Table 1 of the ARB Architectural Coatings Suggested Control Measure, as shown in Table 5.504.4.3, unless more stringent local limits apply. The VOC content limit for coatings that do not meet the definitions for the specialty coatings categories listed in Table 5.504.4.3 shall be determined by classifying the coating as a Flat, Nonflat or Nonflat-High Gloss coating, based on its gloss, as defined in Subsections 4.21, 4.36 and 4.37 of the 2007 California Air Resources Board Suggested Control Measure, and the corresponding Flat, Nonflat or Nonflat-High Gloss VOC limit in Table 5.504.4.3 shall apply. 5.504.4.3.1 Aerosol Paints and coatings. Aerosol paints and coatings shall meet the PWMIR Limits for ROC in Section 94522(a)(3) and other requirements, including prohibitions on use of certain toxic compounds and ozone depleting substances, in Sections 94522(c)(2) and (d)(2) of <i>California Code of Regulations</i> , Title 17, commencing with Section 94520, and in areas under the jurisdiction of the Bay Area Air Quality Management District additionally comply with the percent VOC by weight of product limits of Regulation 8 Rule 49.																																																																																																											
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GRAMS OF VOC PER LITER OF COATING, INCLUDING WATER & EXEMPT COMPOUNDS 2. THE SPECIFIED LIMITS REMAIN IN EFFECT UNLESS REVISED LIMITS ARE LISTED IN SUBSEQUENT COLUMNS IN THE TABLE. 3. VALUES IN THIS TABLE ARE DERIVED FROM THOSE SPECIFIED BY THE CALIFORNIA AIR RESOURCES BOARD, ARCHITECTURAL COATINGS SUGGESTED CONTROL MEASURE, FEB. 1, 2008. MORE INFORMATION IS AVAILABLE FROM THE AIR RESOURCES BOARD. 5.504.4.3.2 Verification. Verification of compliance with this section shall be provided at the request of the enforcing agency. Documentation may include, but is not limited to, the following: 1. Manufacturer's product specification 2. Field verification of on-site product containers 5.504.4.4 Carpet Systems. All carpet installed in the building interior shall meet at least one of the testing and product requirements: 1. Carpet and Rug Institute's Green Label Plus Program. 2. Compliant with the VOC-emission limits and testing requirements specified in the California Department of Public Health Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers, Version 1.1, February 2010 (also known as CDPH Standard Method V.1.1 or Specification 01350). 3. NSF/ANSI 140 at the Gold level or higher. 4. Scientific Certifications Systems Sustainable Choice; or 5. Compliant with the Collaborative for High Performance Schools California (2014 CA-CHPS) Criteria listed in the CHPS High Performance Product Database. 5.504.4.4.1 Carpet cushion. All carpet cushion installed in the building interior shall meet the requirements of the Carpet and Rug Institute Green Label program. 5.504.4.4.2 Carpet adhesive. All carpet adhesive shall meet the requirements of Table 5.504.4.1. 5.504.4.5 Composite wood products. Hardwood plywood, particleboard and medium density fiberboard composite wood products used on the interior or exterior of the buildings shall meet the requirements for formaldehyde as specified in ARB's Air Toxics Control Measure (ATCM) for Composite Wood (17 COR 93120 et seq.). These materials not exempted under the ATCM must meet the specified emission limits, as shown in Table 5.504.4.5. 5.504.4.5.3 Documentation. Verification of compliance with this section shall be provided as requested by the enforcing agency. Documentation shall include at least one of the following: 1. Product certifications and specifications. 2. Chain of custody certifications. 3. Product labeled and invoiced as meeting the Composite Wood Products regulation (see COR, Title 17, Section 93120, et seq.). 4. Exterior grade products marked as meeting the PS-1 or PS-2 standards of the Engineered Wood Association, the Australian AS/NZS 2269 or European EN 636-3S standards. 5. Other methods acceptable to the enforcing agency.	TABLE 5.504.4.3 - VOC CONTENT LIMITS FOR ARCHITECTURAL COATINGS ^{1,2}		GRAMS OF VOC PER LITER OF COATING, LESS WATER & LESS EXEMPT COMPOUNDS		COATING CATEGORY	CURRENT VOC LIMIT	FLAT COATINGS	50	NONFLAT COATINGS	100	NONFLAT HIGH GLOSS COATINGS	150	SPECIALTY COATINGS		ALUMINUM ROOF COATINGS	400	BASEMENT SPECIALTY COATINGS	400	BITUMINOUS ROOF COATINGS	50	BITUMINOUS ROOF PRIMERS	350	BOND BREAKERS	350	CONCRETE CURING COMPOUNDS	350	CONCRETE/MASONRY SEALERS	100	DRIVEWAY SEALERS	50	DRY FOG COATINGS	150	FAUX FINISHING COATINGS	350	FIRE RESISTIVE COATINGS	350	FLOOR COATINGS	100	FORM-RELEASE COMPOUNDS	250	GRAPHIC ARTS COATINGS (SIGN PAINTS)	500	HIGH-TEMPERATURE COATINGS	420	INDUSTRIAL MAINTENANCE COATINGS	250	LOW SOLIDS COATINGS ¹	120	MAGNESITE CEMENT COATINGS	450	MASTIC TEXTURE COATINGS	100	METALLIC PIGMENTED COATINGS	500	MULTICOLOR COATINGS	250	PRETREATMENT WASH PRIMERS	420	PRIMERS, SEALERS, & UNDERCOATERS	100	REACTIVE PENETRATING SEALERS	350	RECYCLED COATINGS	250	ROOF COATINGS	50	RUST PREVENTATIVE COATINGS	250	SHELLACS:		CLEAR	730	OPAQUE	550	SPECIALTY PRIMERS, SEALERS & UNDERCOATERS	100	STAINS	250	STONE CONSOLIDANTS	450	SWIMMING POOL COATINGS	340	TRAFFIC MARKING COATINGS	100	TUB & TILE REFINISH COATINGS	420	WATERPROOFING MEMBRANES	250	WOOD COATINGS	275	WOOD PRESERVATIVES	350	ZINC-RICH PRIMERS	340													
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REACTIVE PENETRATING SEALERS	350																																																																																																													
RECYCLED COATINGS	250																																																																																																													
ROOF COATINGS	50																																																																																																													
RUST PREVENTATIVE COATINGS	250																																																																																																													
SHELLACS:																																																																																																														
CLEAR	730																																																																																																													
OPAQUE	550																																																																																																													
SPECIALTY PRIMERS, SEALERS & UNDERCOATERS	100																																																																																																													
STAINS	250																																																																																																													
STONE CONSOLIDANTS	450																																																																																																													
SWIMMING POOL COATINGS	340																																																																																																													
TRAFFIC MARKING COATINGS	100																																																																																																													
TUB & TILE REFINISH COATINGS	420																																																																																																													
WATERPROOFING MEMBRANES	250																																																																																																													
WOOD COATINGS	275																																																																																																													
WOOD PRESERVATIVES	350																																																																																																													
ZINC-RICH PRIMERS	340																																																																																																													
			<table><tr><th colspan="2">TABLE 5.504.4.5 - FORMALDEHYDE LIMITS¹</th></tr><tr><td colspan="2">MAXIMUM FORMALDEHYDE EMISSIONS IN PARTS PER MILLION</td></tr><tr><th>PRODUCT</th><th>CURRENT LIMIT</th></tr><tr><td>HARDWOOD PLYWOOD VENEER CORE</td><td>0.05</td></tr><tr><td>HARDWOOD PLYWOOD COMPOSITE CORE</td><td>0.05</td></tr><tr><td>PARTICLE BOARD</td><td>0.09</td></tr><tr><td>MEDIUM DENSITY FIBERBOARD</td><td>0.11</td></tr><tr><td>THIN MEDIUM DENSITY FIBERBOARD²</td><td>0.13</td></tr></table> 1. VALUES IN THIS TABLE ARE DERIVED FROM THOSE SPECIFIED BY THE CALIFORNIA AIR RESOURCES BOARD, AIR TOXICS CONTROL MEASURE FOR COMPOSITE WOOD AS TESTED IN ACCORDANCE WITH ASTM E 1333. FOR ADDITIONAL INFORMATION, SEE CALIFORNIA CODE OF REGULATIONS, TITLE 17, SECTIONS 93120 THROUGH 93120.12. 2. THIN MEDIUM DENSITY FIBERBOARD HAS A MAXIMUM THICKNESS OF 5/16 INCHES (8 MM). 5.504.4.6 Resilient flooring systems. For 80 percent of floor area receiving resilient flooring, installed resilient flooring shall meet at least one of the following: 1. Certified under the Resilient Floor Covering Institute (RFCI) FloorScore program; 2. Compliant with the VOC-emission limits and testing requirements specified in the California Department of Public Health's 2010 Standard Method for the Testing and Evaluation Chambers, Version 1.1, February 2010; 3. Compliant with the Collaborative for High Performance Schools California (2014 CA-CHPS) Criteria and listed in the CHPS High Performance Product Database; or 4. Products certified under UL GREENGUARD Gold (formerly the Greenguard Children's & Schools Program). 5.504.4.6.1 Verification of compliance. Documentation shall be provided verifying that resilient flooring materials meet the pollutant emission limits. 5.504.5.3 Filters. In mechanically ventilated buildings, provide regularly occupied areas of the building with air filtration media for outside and return air that provides at least a Minimum Efficiency Reporting Value (MERV) of 13. MERV 13 filters shall be installed prior to occupancy, and recommendations for maintenance with filters of the same value shall be included in the operation and maintenance manual. Exceptions: Existing mechanical equipment. 5.504.5.3.1 Labeling. Installed filters shall be clearly labeled by the manufacturer indicating the MERV rating. ☐ ☐ 5.504.7 ENVIRONMENTAL TOBACCO SMOKE (ETS) CONTROL. Where outdoor areas are provided for smoking, prohibit smoking within 25 feet of building entries, outdoor air intakes and operable windows and within the building as already prohibited by other laws or regulations; or as enforced by ordinances, regulations or policies of any city, county, city and county, California Community College, campus of the California State University, or campus of the University of California, whichever are more stringent. When ordinances, regulations or policies are not in place, post signage to inform building occupants of the prohibitions. ☐ ☐ SECTION 5.505 INDOOR MOISTURE CONTROL. 5.505.1 INDOOR MOISTURE CONTROL. Buildings shall meet or exceed the provisions of California Building Code, CCR, Title 24, Part 2, Sections 1202 (Ventilation) and Chapter 14 (Exterior Walls). For additional measures, see Section 5.407.2 of this code. ☐ ☐ SECTION 5.506 INDOOR AIR QUALITY 5.506.1 OUTSIDE AIR DELIVERY. For mechanically or naturally ventilated spaces in buildings, meet the minimum requirements of Section 120.1 (Requirements For Ventilation) of the <i>California Energy Code</i> , or the applicable local code, whichever is more stringent, and Division 1, Chapter 4 of CCR, Title 8. ☐ ☐ 5.506.2 CARBON DIOXIDE (CO₂) MONITORING. For buildings or additions equipped with demand control ventilation, CO ₂ sensors and ventilation controls shall be specified and installed in accordance with the requirements of the California Energy Code, Section 120(c)(4). ☐ ☐ SECTION 5.507 ENVIRONMENTAL COMFORT 5.507.4 ACUSTICAL CONTROL. Empty building assemblies and components with Sound Transmission Class (STC) values determined in accordance with ASTM E 90 and ASTM E 413, or Outdoor-Indoor Sound Transmission Class (OITC) determined in accordance with ASTM E 1332, using either the prescriptive or performance method in Section 5.507.4.1 or 5.507.4.2. Exception: Buildings with few or no occupants or where occupants are not likely to be affected by exterior noise, as determined by the enforcement authority, such as factories, stadiums, storage, enclosed parking structures and utility buildings. Exception: [DSA-SS] For public schools and community colleges, the requirements of this section and all subsections apply only to new construction. 5.507.4.1 Exterior noise transmission, prescriptive method. Wall and roof-ceiling assemblies exposed to the noise source making up the building or addition envelope or altered envelope shall meet a composite STC rating of at least 50 or a composite OITC rating of no less than 40, with exterior windows of a minimum STC of 40 or OITC of 30 in the following locations: 1. Within the 65 CNEL noise contour of an airport. Exceptions: 1. L _{eq} or CNEL for military airports shall be determined by the facility Air Installation Compatible Land Use Zone (AICUZ) plan. 2. L _{eq} or CNEL for other airports and heliports for which a land use plan has not been developed shall be determined by the local general plan noise element. 2. Within the 65 CNEL or L _{eq} noise contour of a freeway or expressway, railroad, industrial source or fixed-guideway source as determined by the Noise Element of the General Plan. 5.507.4.1.1 Noise exposure where noise contours are not readily available. Buildings exposed to a noise level of 65 dB L _{eq} - 1-hr during any hour of operation shall have building, addition or alteration exterior wall and roof-ceiling assemblies exposed to the noise source meeting a composite STC rating of at least 45 (or OITC 35), with exterior windows of a minimum STC of 40 (or OITC 30). 5.507.4.2 Performance Method. For buildings located as defined in Section 5.507.4.1 or 5.507.4.1.1, wall and roof-ceiling assemblies exposed to the noise source making up the building or addition envelope or altered envelope shall be constructed to provide an interior noise environment attributable to exterior sources that does not exceed an hourly equivalent noise level (Leq-1hr) of 50 dBA in occupied areas during any hour of operation. 5.507.4.2.1 Site Features. Exterior features such as sound walls or earth berms may be utilized as appropriate to the building, addition or alteration project to mitigate sound migration to the interior. 5.507.4.2.2 Documentation of Compliance. An acoustical analysis documenting complying interior sound levels shall be prepared by personnel approved by the architect or engineer of record. 5.507.4.3 Interior sound transmission. Wall and floor-ceiling assemblies separating tenant spaces and tenant spaces and public places shall have an STC of at least 40. Note: Examples of assemblies and their various STC ratings may be found at the California Office of Noise Control. www.toolbase.org/PDF/CasesStudies/atlantic_fc_ratings.pdf . ☐ ☐ SECTION 5.508 OUTDOOR AIR QUALITY 5.508.1 Ozone depletion and greenhouse gas reductions. Installations of HVAC, refrigeration and fire suppression equipment shall comply with Sections 5.508.1.1 and 5.508.1.2. 5.508.1.1 Chlorofluorocarbons (CFCs). Install HVAC, refrigeration and fire suppression equipment that do not contain CFCs. 5.508.1.2 Halons. Install HVAC, refrigeration and fire suppression equipment that do not contain Halons. 5.508.2 Supermarket refrigerant leak reduction. New commercial refrigeration systems shall comply with the provisions of this section when installed in retail food stores 8,000 square feet or more conditioned area, and that utilize either refrigerated display cases, or walk-in coolers or freezers connected to remote compressor units or condensing units. The leak reduction measures apply to refrigeration systems containing high-global-warming potential (high-GWP) refrigerants with a GWP of 150 or greater. New refrigeration systems include both new facilities and the replacement of existing refrigeration systems in existing facilities. Exception: Refrigeration systems containing low-global warming potential (low-GWP) refrigerant with a GWP value less than 150 are not subject to this section. Low-GWP refrigerants are nonozone-depleting refrigerants that include ammonia, carbon dioxide (CO ₂), and potentially other refrigerants. ☐ ☐ 5.508.2.1 Refrigerant piping. Piping compliant with the California Mechanical Code shall be installed to be accessible for leak protection and repairs. Piping runs using threaded pipe, copper tubing with an outside diameter (OD) less than 1/4 inch, flared tubing connections and short radius elbows shall not be used in refrigerant systems except as noted below. 5.508.2.1.1 Threaded pipe. Threaded connections are permitted at the compressor rack. 5.508.2.1.2 Copper pipe. Copper tubing with an OD less than 1/4 inch may be used in systems with a refrigerant charge of 5 pounds or less. 5.508.2.1.2.1 Anchorage. One-fourth-inch OD tubing shall be securely clamped to a rigid base to keep vibration levels below 8 mils. 5.508.2.1.3 Flared tubing connections. Double-flared tubing connections may be used for pressure controls, valve pilot lines and oil. Exception: Single-flared tubing connections may be used with a multiring seal coated with industrial sealant suitable for use with refrigerants and tightened in accordance with manufacturer's recommendations. 5.508.2.1.4 Elbows. Short radius elbows are only permitted where space limitations prohibit use of long radius elbows. 5.508.2.2 Valves. Valves and fittings shall comply with the <i>California Mechanical Code</i> and as follows. 5.508.2.2.1 Pressure relief valves. For vessels containing high-GWP refrigerant, a rupture disc shall be installed between the outlet of the vessel and the inlet of the pressure relief valve. 5.508.2.2.1.1 Pressure detection. A pressure gauge, pressure transducer or other device shall be installed in the space between the rupture disc and the relief valve inlet to indicate a disc rupture or discharge of the relief valve. 5.508.2.2.2 Access valves. Only Schrader access valves with a brass or steel body are permitted for use. 5.508.2.2.2.1 Valve caps. For systems with a refrigerant charge of 5 pounds or more, valve caps shall be brass or steel and not plastic. 5.508.2.2.2.2 Seal caps. If designed for it, the cap shall have a neoprene O-ring in place. 5.508.2.2.2.2.1 Chain tethers. Chain tethers to fit over the stem are required for valves designed to have seal caps. Exception: Valves with seal caps that are not removed from the valve during stem operation. 5.508.2.3 Refrigerated service cases. Refrigerated service cases holding food products containing vinegar and salt shall have evaporator coils of corrosion-resistant material, such as stainless steel; or be coated to prevent corrosion from these substances. 5.508.2.3.1 Coil coating. Consideration shall be given to the heat transfer efficiency of coil coating to maximize energy efficiency. 5.508.2.4 Refrigerant receivers. Refrigerant receivers with capacities greater than 200 pounds shall be fitted with a device that indicates the level of refrigerant in the receiver. 5.508.2.5 Pressure testing. The system shall be pressure tested during installation prior to evacuation and charging. 5.508.2.5.1 Minimum pressure. The system shall be charged with regulated dry nitrogen and appropriate tracer gas to bring system pressure up to 300 psig minimum. 5.508.2.5.2 Leaks. Check the system for leaks, repair any leaks, and retest for pressure using the same gauge. 5.508.2.5.3 Allowable pressure change. The system shall stand, unaltered, for 24 hours with no more than a +/- one pound pressure change from 300 psig, measured with the same gauge. 5.508.2.6 Evacuation. The system shall be evacuated after pressure testing and prior to charging. 5.508.2.6.1 First vacuum. Pull a system vacuum down to at least 1000 microns (+/- 50 microns), and hold for 30 minutes. 5.508.2.6.2 Second vacuum. Pull a second system vacuum to a minimum of 500 microns and hold for 30 minutes. 5.508.2.6.3 Third vacuum. Pull a third vacuum down to a minimum of 300 microns, and hold for 24 hours with a maximum drift of 100 microns over a 24-hour period.	TABLE 5.504.4.5 - FORMALDEHYDE LIMITS ¹		MAXIMUM FORMALDEHYDE EMISSIONS IN PARTS PER MILLION		PRODUCT	CURRENT LIMIT	HARDWOOD PLYWOOD VENEER CORE	0.05	HARDWOOD PLYWOOD COMPOSITE CORE	0.05	PARTICLE BOARD	0.09	MEDIUM DENSITY FIBERBOARD	0.11	THIN MEDIUM DENSITY FIBERBOARD ²	0.13																																																																																											
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			CHAPTER 7 INSTALLER & SPECIAL INSPECTOR QUALIFICATIONS 702 QUALIFICATIONS 702.1 INSTALLER TRAINING. HVAC system installers shall be trained and certified in the proper installation of HVAC systems including ducts and equipment by a nationally or regionally recognized training or certification program. Uncertified persons may perform HVAC installations when under the direct supervision and responsibility of a person trained and certified to install HVAC systems or contractor licensed to install HVAC systems. Examples of acceptable HVAC training and certification programs include but are not limited to the following: 1. State certified apprenticeship programs. 2. Public utility training programs. 3. Training programs sponsored by trade, labor or statewide energy consulting or verification organizations. 4. Programs sponsored by manufacturing organizations. 5. Other programs acceptable to the enforcing agency. 702.2 SPECIAL INSPECTION [HCD]. When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition to other certifications or qualifications acceptable to the enforcing agency, the following certifications or education may be considered by the enforcing agency when evaluating the qualifications of a special inspector: 1. Certification by a national or regional green building program or standard publisher. 2. Certification by a statewide energy consulting or verification organization, such as HERS raters, building performance contractors, and home energy auditors. 3. Successful completion of a third party apprentice training program in the appropriate trade. 4. Other programs acceptable to the enforcing agency. Notes: 1. Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code. 2. HERS raters are special inspectors certified by the California Energy Commission (CEC) to rate homes in California according to the Home Energy Rating System (HERS). [BSC-CG] When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition, the special inspector shall have a certification from a national or regional green building program or standard publisher, or a certification from the enforcing agency, or a certification from the local agency. The area of certification shall be closely related to the primary job function, as determined by the local agency. Note: Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code. 703 VERIFICATIONS 703.1 DOCUMENTATION. Documentation used to show compliance with this code shall include but is not limited to, construction documents, plans, specifications, builder or installer certification, inspection reports, or other methods acceptable to the enforcing agency which demonstrate substantial conformance. When specific documentation or special inspection is necessary to verify compliance, that method of compliance will be specified in the appropriate section or identified applicable checklist.																																																																																																											

REN / ALEXANDER
UKIAH / CA

PROJECT/CLIENT:



APPROVALS:

95% DD

REVISIONS: BY:

JOB NO.:	2202
DATE:	8/31/2022
DRAWN:	SR
CHECKED:	KG
SCALE:	AS NOTED ON 24" X 36"

STAMP:

**** PRELIMINARY ****
*** NOT FOR CONSTRUCTION ***

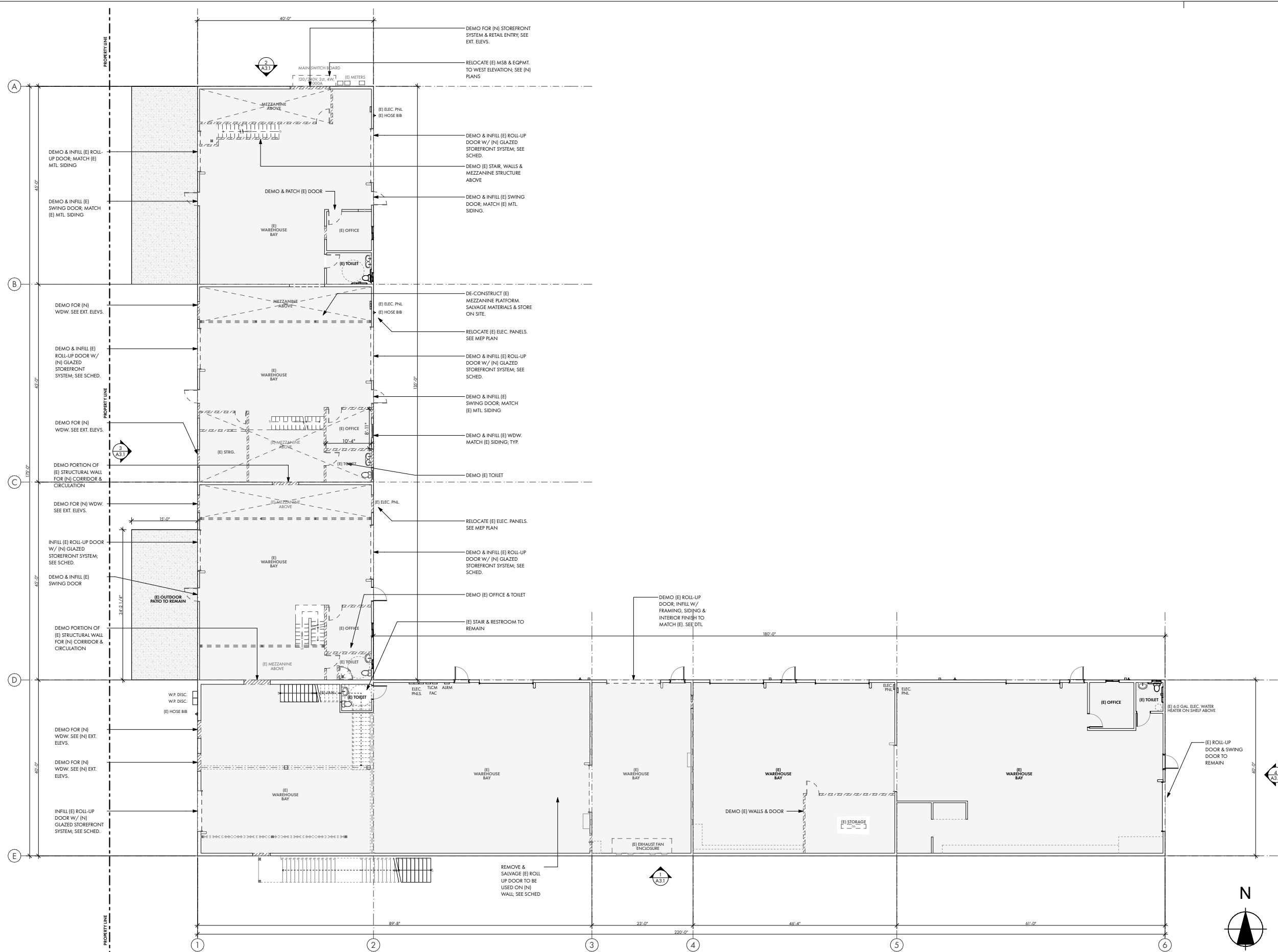
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CALGREEN CHECKLIST

SHEET NO.:

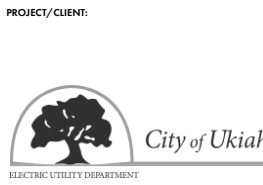
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1 (E) / DEMO GROUND LEVEL PLAN
SCALE: 1" = 10'

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JOB NO.:	2202
DATE:	8/31/2022
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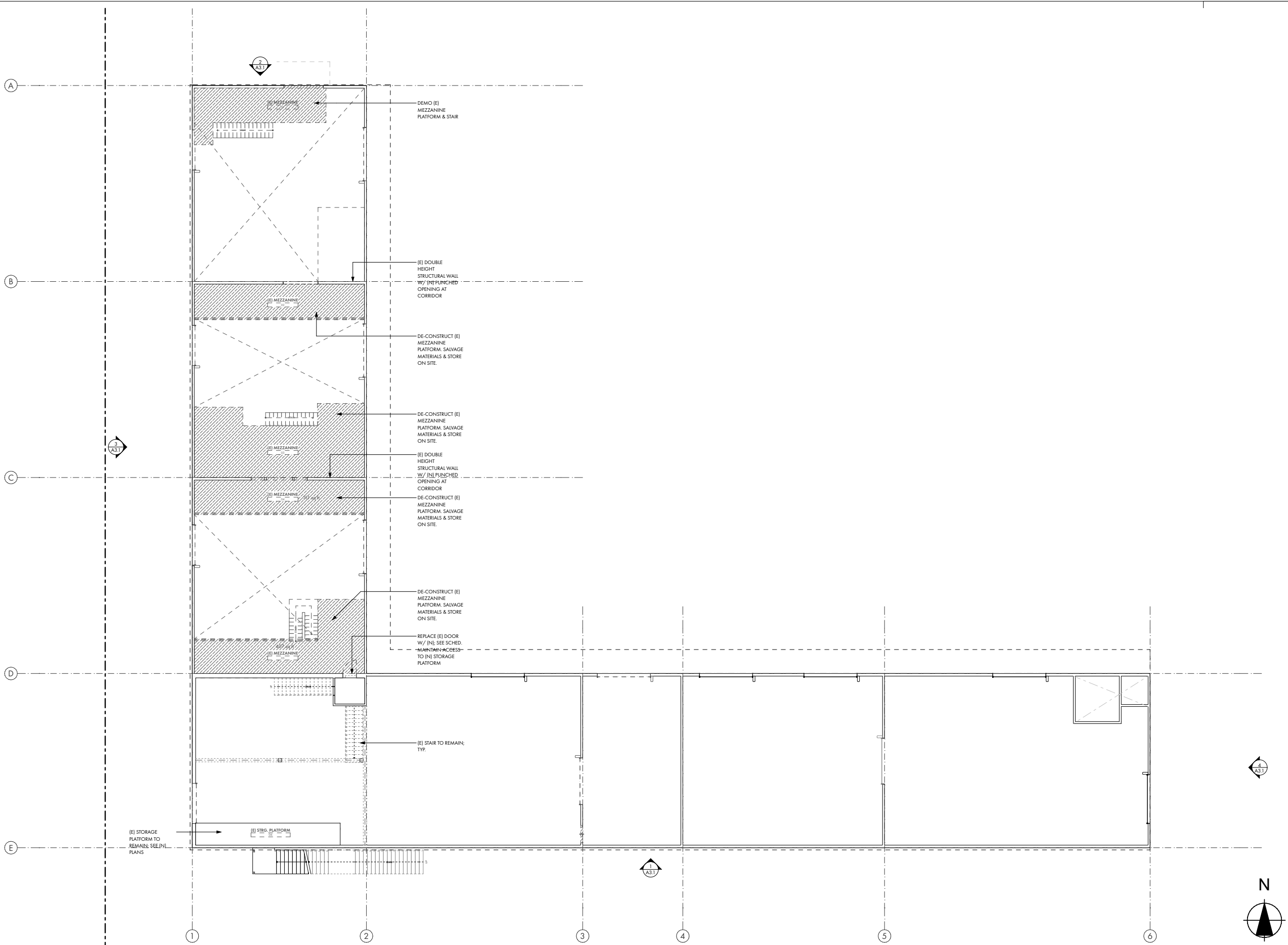
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EXISTING / DEMO
GROUND FLOOR PLAN

SHEET NO.:

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1 (E) / DEMO MEZZANINE LEVEL PLAN
SCALE: 1" = 10'

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REVISIONS:	BY:

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DATE:	8/31/2022
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SCALE:	AS NOTED ON 24" X 36"

STAMP:

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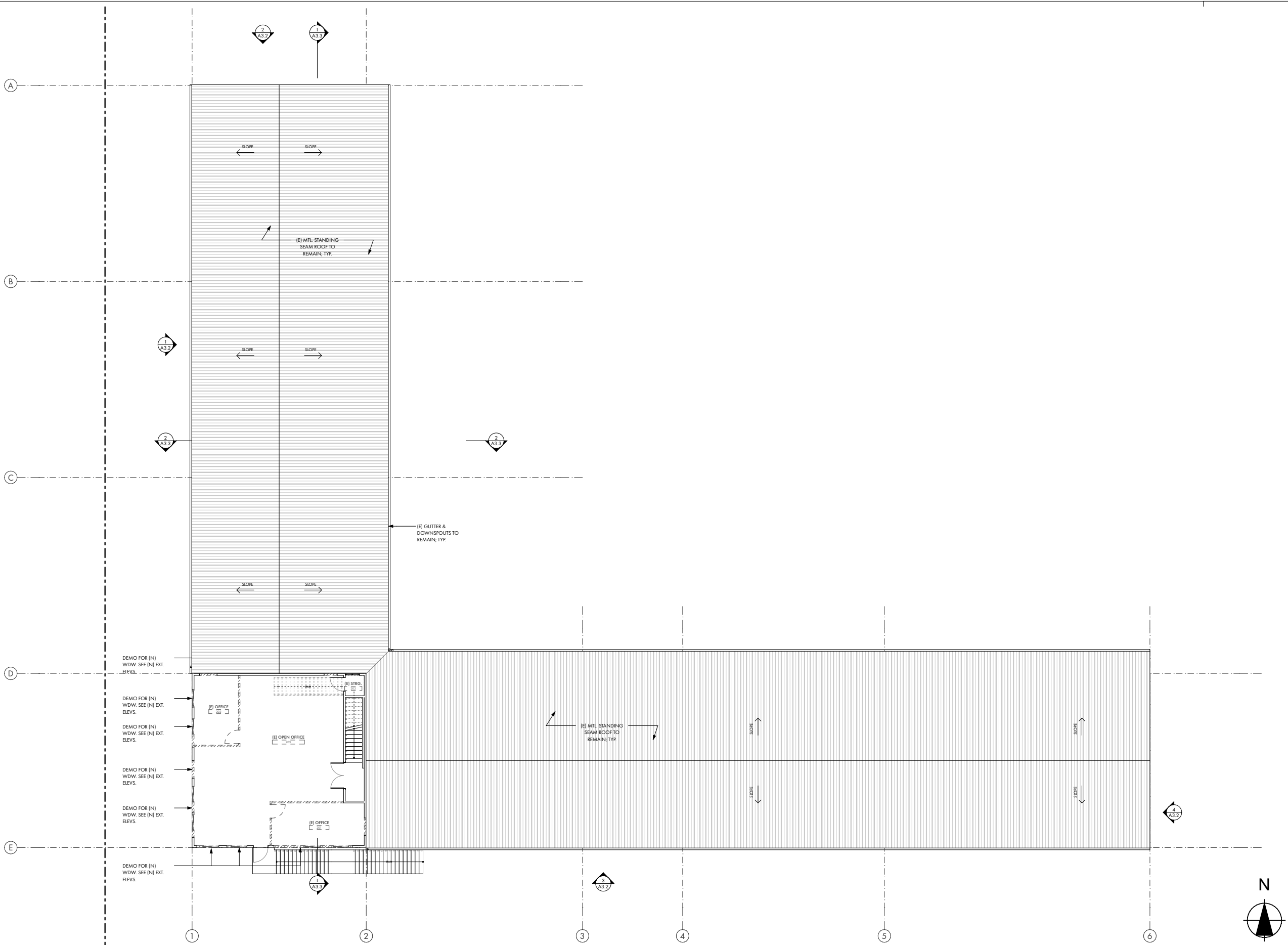
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EXISTING / DEMO
MEZZ. LEVEL PLAN

SHEET NO.:

A1.2

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1 (E) / DEMO SECOND LEVEL PLAN
SCALE: 1" = 10'

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DATE:	8/31/2022
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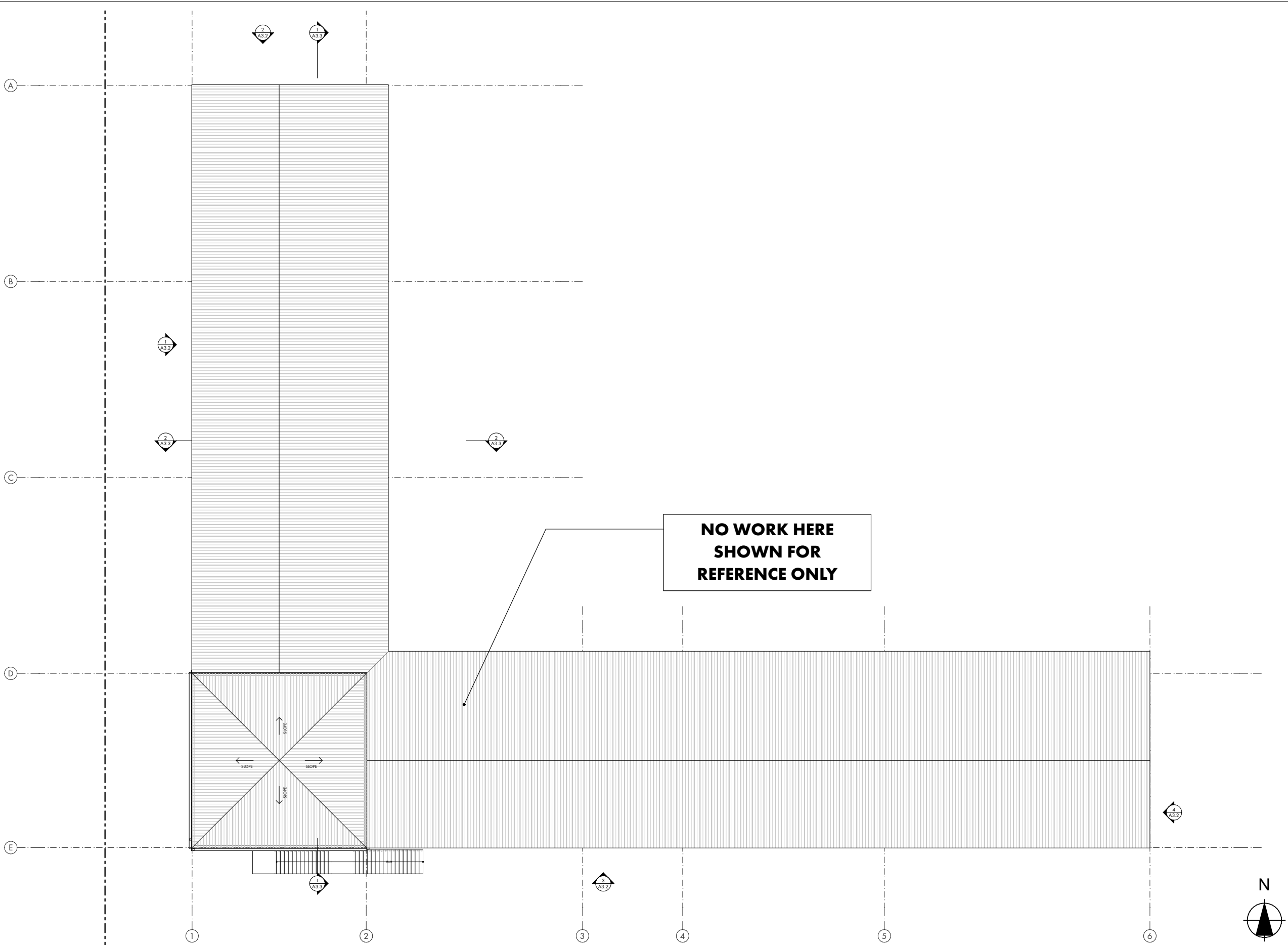
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EXISTING / DEMO
SECOND FLOOR PLAN

SHEET NO.:

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1 (E) ROOF LEVEL PLAN
SCALE: 1" = 10'

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JOB NO.:	2202
DATE:	8/31/2022
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SCALE:	AS NOTED ON 24" X 36"

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**** PRELIMINARY ****
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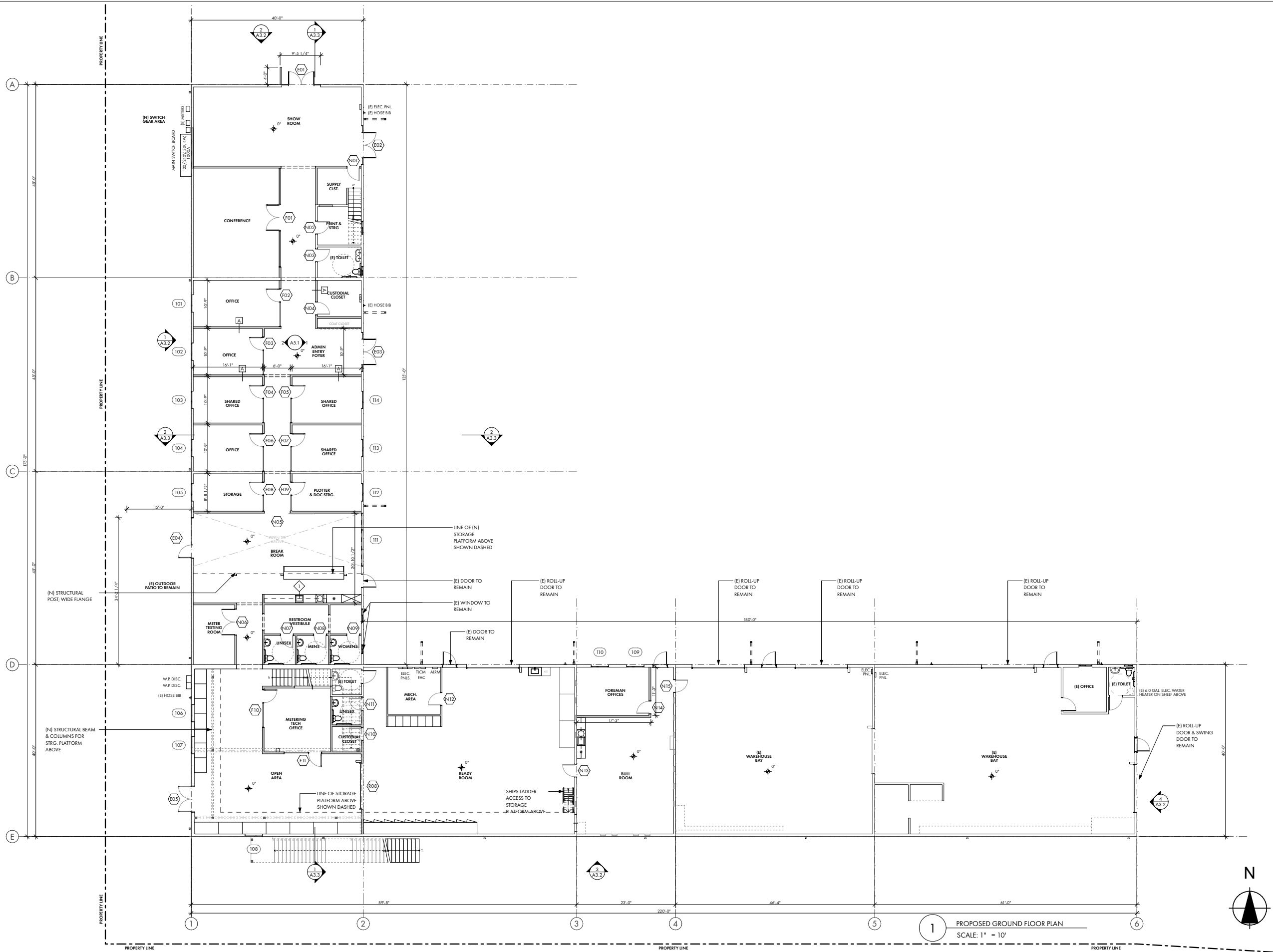
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EXISTING ROOF PLAN

SHEET NO.:

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DATE:	8/31/2022
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SCALE:	AS NOTED ON 24" X 36"

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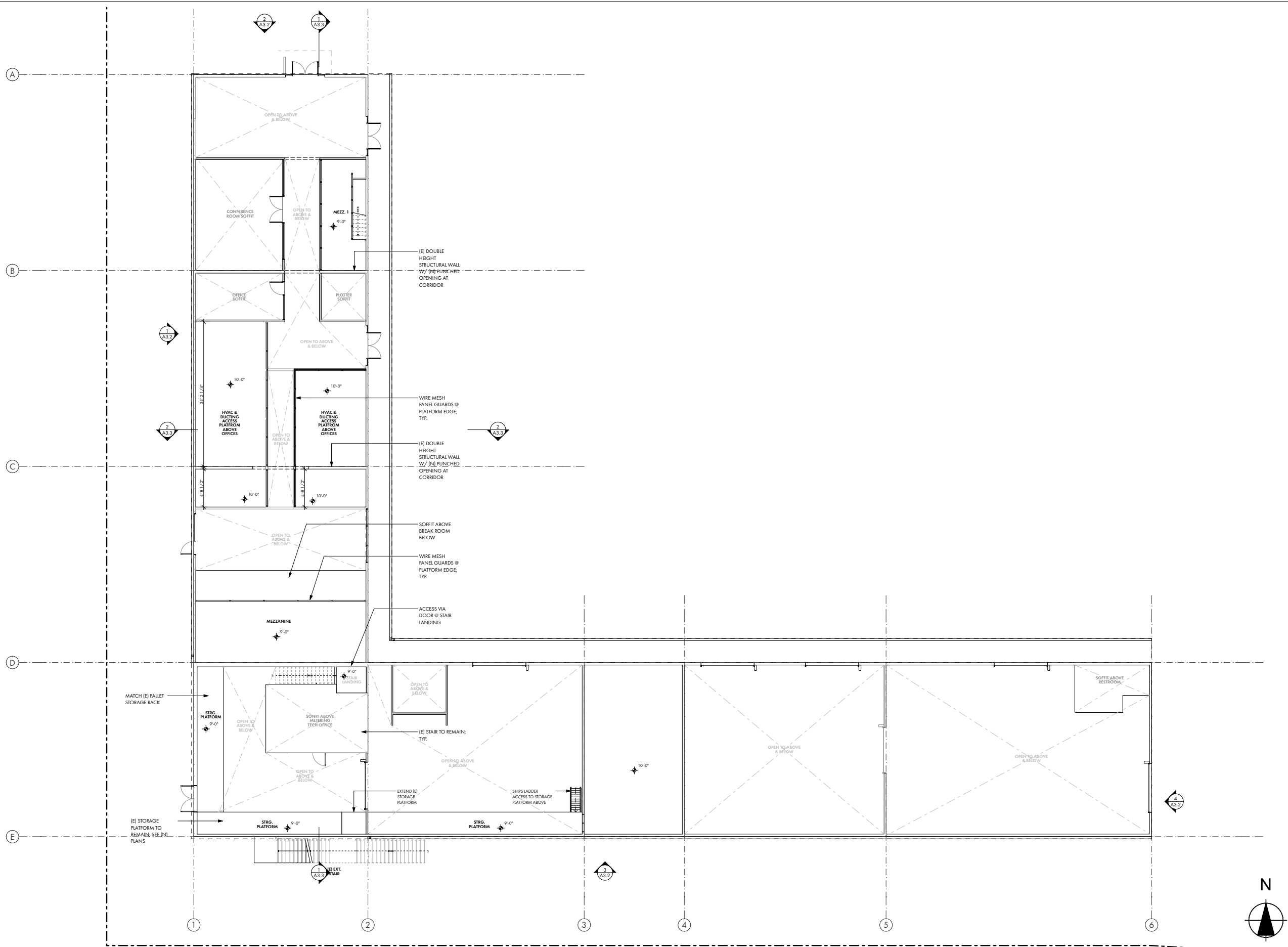
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PROPOSED GROUND
FLOOR PLAN

SHEET NO.:

A2.1

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1 PROPOSED MEZZANINE LEVEL PLAN
SCALE: 1" = 10'

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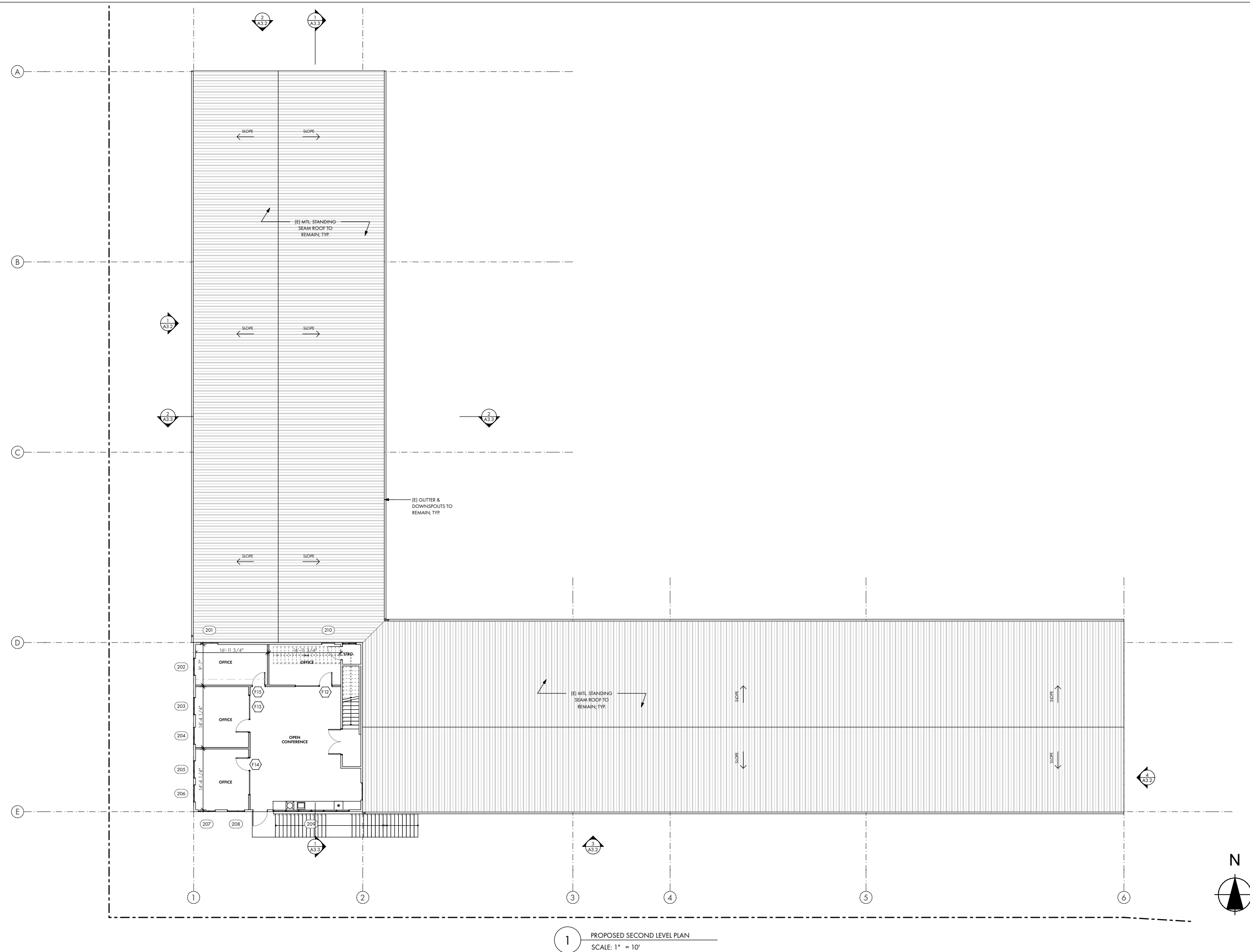
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SHEET TITLE:

PROPOSED MEZZ. LEVEL
PLAN

SHEET NO.:

A2.2



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SHEET TITLE:

PROPOSED SECOND LEVEL PLAN

SHEET NO.:

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DOOR SCHEDULE																
MARK	POSITION	MANUFACTURER / PRODUCT LINE	UNIT DIMENSIONS	LEAF DIMENSIONS	THK.	MATERIAL	FINISH / COLOR	GLAZING	U-VALUE	MINIMUM STC RATING	SHGC	FRAME		FIRE RATING	HARDWARE SET	REMARKS
												MATERIAL	FINISH / COLOR			
E01	Exterior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	9'-0"×10'-0"	6'-0"×8'-0"	1 3/4"	ALUMINUM	ANODIZED / BLACK	Y	-	-	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
E02	Exterior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	9'-0"×10'-0"	6'-0"×8'-0"	1 3/4"	ALUMINUM	ANODIZED / BLACK	Y	-	-	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
E03	Exterior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	9'-0"×10'-0"	6'-0"×8'-0"	1 3/4"	ALUMINUM	ANODIZED / BLACK	Y	-	-	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
E04	Exterior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	9'-4 3/4"×10'-0"	3'-0"×8'-0"	1 3/4"	ALUMINUM	ANODIZED / BLACK	Y	-	-	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
E05	Exterior	TRUDOR OR APPROVED EQUIVALENT	6'-0 1/2"×8'-0 1/4"	6'-0"×8'-0"	1 3/4"	STEEL	PAINTED / BLACK	-	-	-	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F01	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	23'-0"×10'-0"	6'-0"×8'-0"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F02	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	8'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F03	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	8'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F04	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	8'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F05	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	8'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F06	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	8'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK		SEE SPEC.	
F07	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	8'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F08	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	6'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F09	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	6'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F10	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	8'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F11	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	8'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F12	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	8'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F13	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	8'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK	-	-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F14	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	8'-9 3/4"×8'-0"	3'-0"×6'-8"	1 3/4"	ALUMINUM	ANODIZED / BLACK		-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
F15	Interior	CRLAURENCE - ARCADIA, OR APPROVED EQUIVALENT	3'-0 1/2"×8'-0 1/4"	3'-0"×8'-0"	1 3/4"	ALUMINUM	ANODIZED / BLACK		-	40	-	ALUMINUM	ANODIZED / BLACK	-	SEE SPEC.	
N01	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	SEE FINISHES SCHEDULE FOR PAINT COLOR SPEC
N02	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N03	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N04	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N05	Interior	TRUDOR OR APPROVED EQUIVALENT	5'-11 1/2"×10'-0 3/4"	5'-10"×10'-0"	1 3/4"	SOLID CORE WOOD	NATURAL	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N06	Interior	TRUDOR OR APPROVED EQUIVALENT	6'-1"×6'-8 1/2"	6'-0"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N07	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N08	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N09	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N10	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N11	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N12	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N13	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N14	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
N15	Interior	TRUDOR OR APPROVED EQUIVALENT	2'-11 1/2"×6'-8 3/4"	2'-10"×6'-8"	1 3/4"	SOLID CORE WOOD	PAINTED / F-1	-	-	-	-	METAL	PAINTED / F-1	-	SEE SPEC.	
R08	Interior	EXISTING - MOVED TO (N) LOCATION - SEE PLANS	11'-0"×16'-0 5/8"	10'-6"×15'-0"	2"	METAL	(E) TO REMAIN	-	-	-	-	(E) TO REMAIN	PAINTED / F-1	-	SEE SPEC.	

ID	E01, E02, E03	E04	E05	F01	F02, F03, F04, F05, F06, F07, F10, F11, F12, F13, F14	F08, F09	F15	N01, N02, N03, N04, N07, N08, N09, N10, N11, N12, N13, N14, N15	N05	N06
ELEVATION VIEW										
LEAF DIMS	6'-0"×8'-0"	3'-0"×8'-0"	6'-0"×8'-0"	6'-0"×8'-0"	3'-0"×6'-8"	3'-0"×6'-8"	3'-0"×8'-0"	2'-10"×6'-8"	5'-10"×10'-0"	6'-0"×6'-8"
UNIT SIZE	9'-0"×10'-0"	9'-4 3/4"×10'-0"	6'-0 1/2"×8'-0 1/4"	23'-0"×10'-0"	8'-9 3/4"×8'-0"	6'-9 3/4"×8'-0"	3'-0 1/2"×8'-0 1/4"	2'-11 1/2"×6'-8 3/4"	5'-11 1/2"×10'-0 3/4"	6'-1"×6'-8 1/2"

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PROJECT/CLIENT:



APPROVALS:

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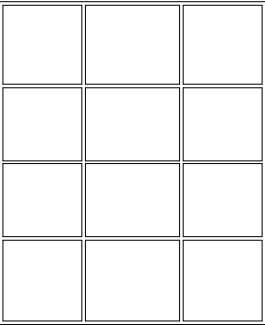
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SHEET TITLE:

DOOR SCHEDULES

SHEET NO.:

A2.4

WINDOW TYPES				
ID	101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 114, 201, 202, 203, 204, 205, 206, 207, 208	111	209	210
Library Part Name	W Casement 01 25	Storefront Window, 2 Sidelights, 2 Transoms 25	W Ribbon 25	W Casement 01 25
ELEVATION VIEW				
SILL HEIGHT	36"	0"	48"	48"

WINDOW SCHEDULE													
MARK	TYPE	WIDTH	HEIGHT	MANUFACTURER / PRODUCT LINE	OPERATION	GLAZING	U-VALUE	SHGC	MATERIAL	FINISH / COLOR	FIRE RATING	HARDWARE	REMARKS
101	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
102	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
103	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
104	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
105	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
105	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
106	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
107	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
108	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
109	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
110	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
111	FIXED STOREFRONT	12'-4 1/2"	15'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	FIXED	-	-	-	ALUMINUM	ANODIZED / BLACK	-	NONE	MOTORIZED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
112	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
113	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
114	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
201	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
202	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
203	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
204	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
205	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
206	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
207	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
208	3-PANE CASEMENT W/ AWNING	4'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT + AWNING	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE
209	FIXED RIBBON	18'-0"	4'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	FIXED	-	-	-	ALUMINUM	ANODIZED / BLACK	-	NONE	
210	2-PANE CASEMENT	3'-0"	3'-0"	CRLAURENCE, ARCADIA, WESTERN OR APPROVED EQUIVALENT	CASEMENT	-	-	-	ALUMINUM	ANODIZED / BLACK	-	STANDARD	CORDED ROLLER SHADE MOUNTED ABOVE, SEE ACCESSORIES SCHEDULE

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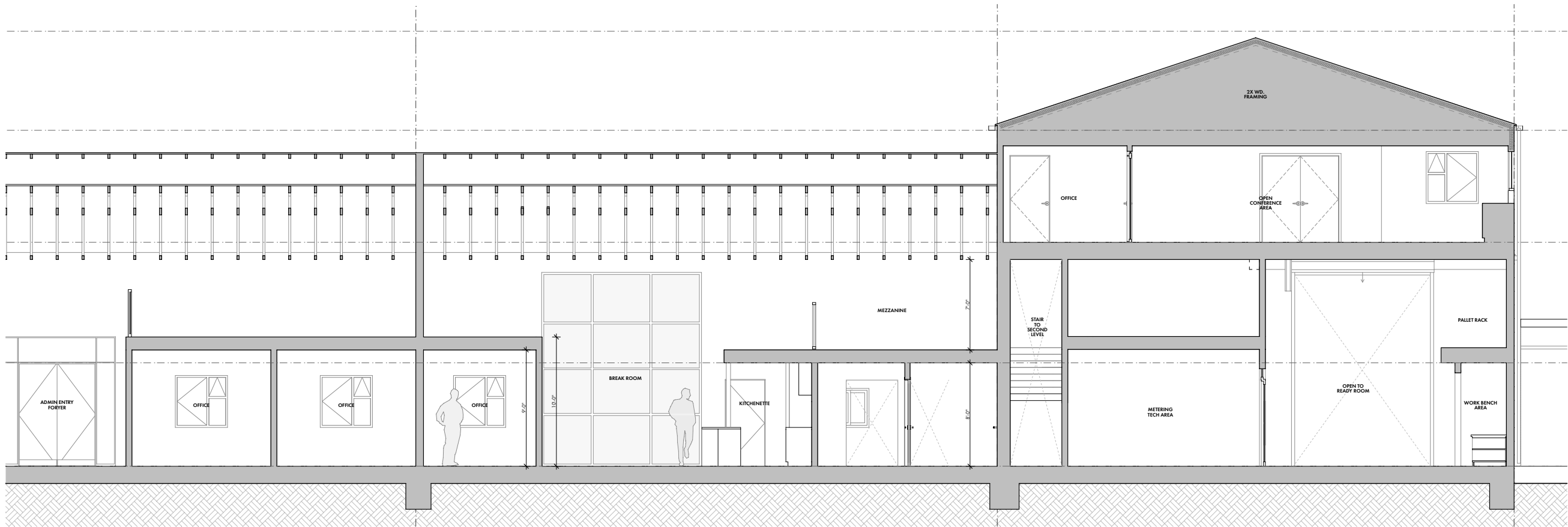
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WINDOW SCHEDULES

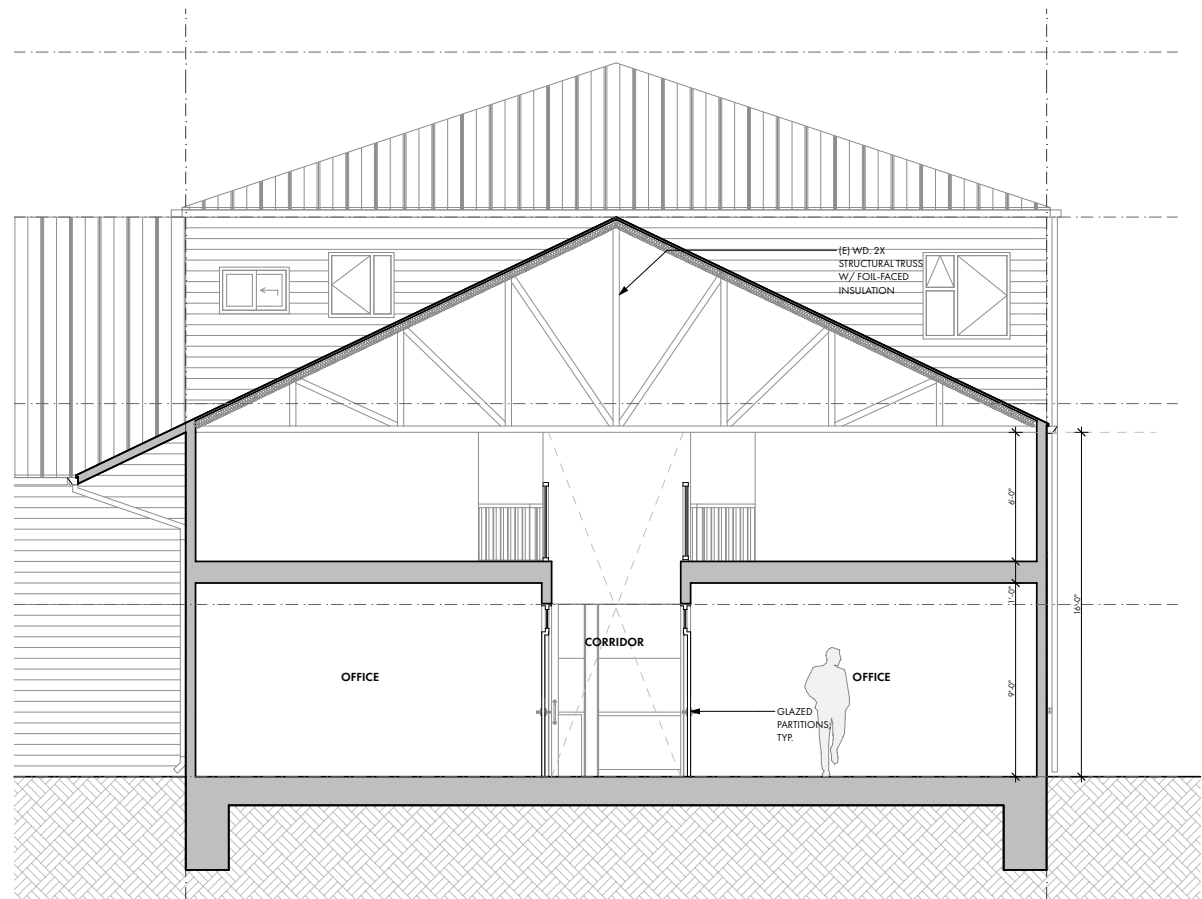
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A2.5

/Users/alexander/Documents/REN - Alexander Projects/2202 Ukiah Electric/00 - ArchCAD/2202 Ukiah Electric_V2.dwg
PRINTED: 8/31/22 9:01 AM



1 PROPOSED LONG SECTION
SCALE: 1/4" = 1'-0"



2 PROPOSED CROSS SECTION
SCALE: 1/4" = 1'-0"

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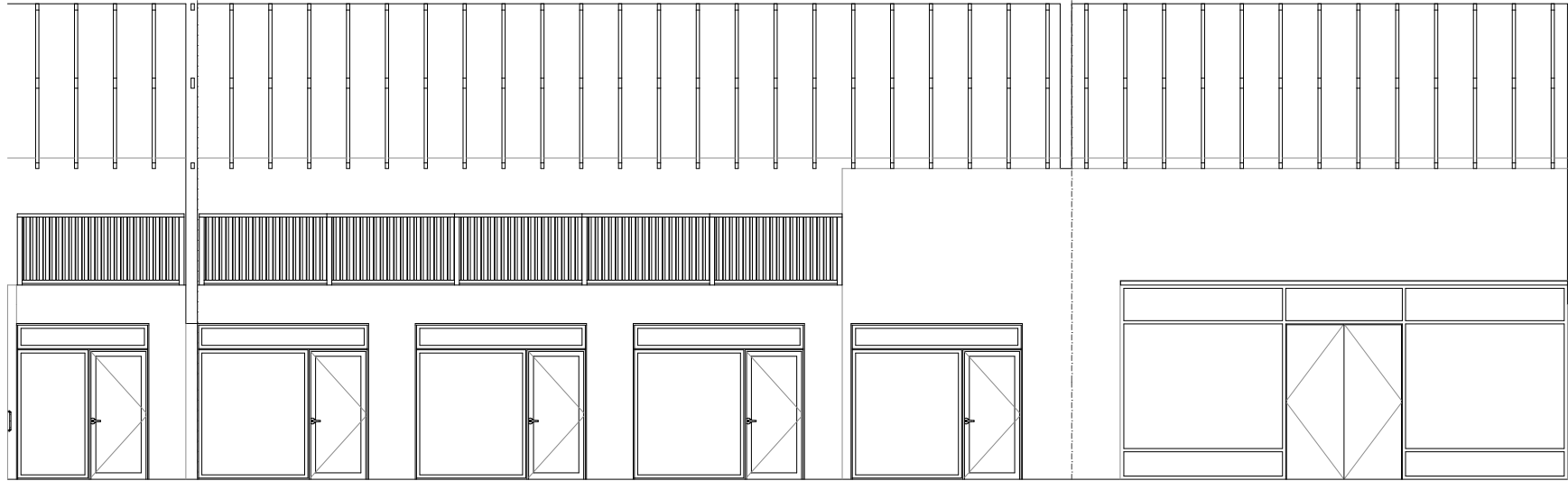
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PROPOSED SECTIONS

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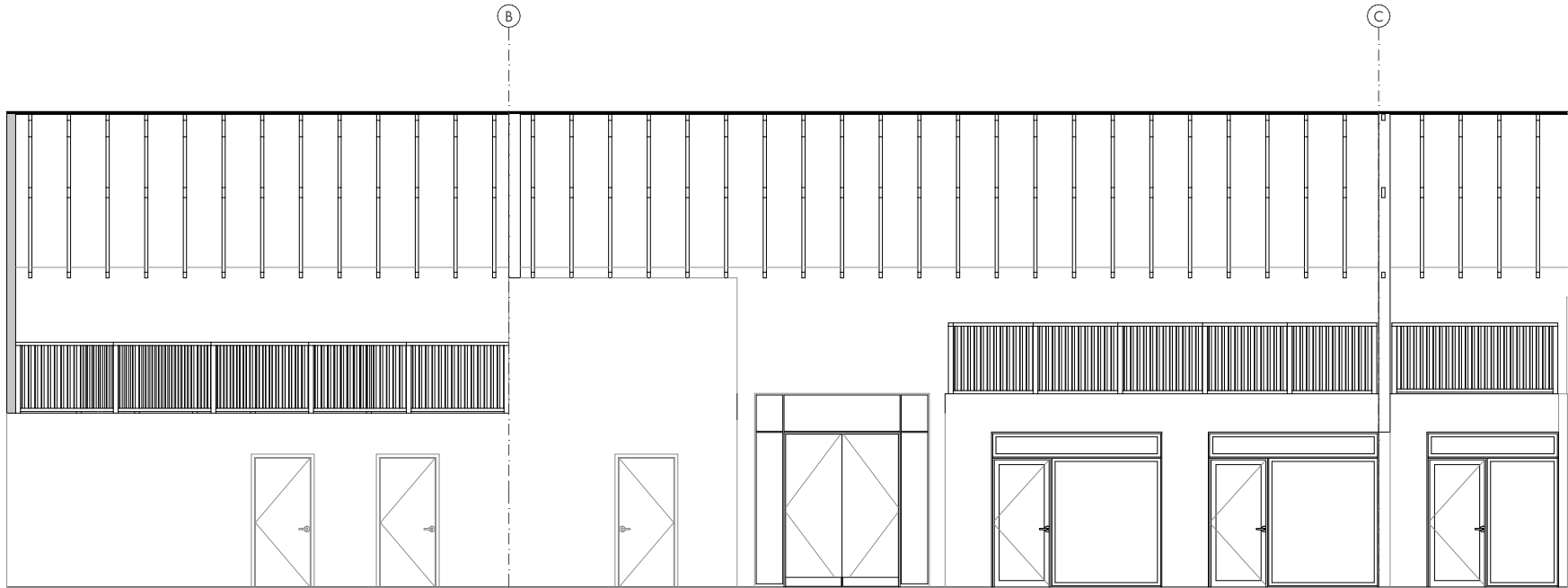
A3.3



2

OFFICE CORRIDOR EAST

SCALE: 1/4" = 1'-0"



1

OFFICE CORRIDOR WEST

SCALE: 1/4" = 1'-0"

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SHEET TITLE:

INTERIOR ELEVATIONS

SHEET NO.:

A5.1

GENERAL NOTES

MATERIAL LEGEND

PTD. GYP BD.; SEE FINISHES SCHEDULE FOR PAINT COLORS

PLYWOOD SHEATHING O/ EXPOSED JOISTS

SYMBOL LEGEND

FIRE

CARBON MONOXIDE DETECTOR

SMOKE DETECTOR

COMBINED SMOKE DETECTOR & MONOXIDE DETECTOR

SPRINKLER HEAD

LIGHTING

RECESSED CAN FIXTURE

SURFACE MOUNTED FIXTURE

PENDANT FIXTURE

RECESSED DIRECTIONAL

RECESSED DIRECTIONAL

LED TRACK LIGHTING

SURFACE MOUNT 4'-0" LED TUBE

WALL MOUNTED SCONCE

LED STRIP LIGHTING

HVAC

BATH FAN / LIGHT COMBO

CEILING FAN

BATH FAN

OUTDOOR HEATER

CEILING SUPPLY REGISTER

CEILING RETURN REGISTER

FLOOR SUPPLY REGISTER

FLOOR RETURN REGISTER

WALL SUPPLY REGISTER

WALL RETURN REGISTER

THERMOSTAT

REMOTE THERMOMETER SENSOR

LIGHTING SCHEDULE

ID	QTY.	DESCRIPTION	MANUFACTURER	MODEL	FINISH	WATTAGE	LUMENS	CRI	COLOR TEMP	NOTES
A1	101	4" RECESSED CAN	ALCON OR APPROVED EQUIV.	ESCALA 14008	WHITE	10 W	800 LM	90+ MIN.	2700K	DIMMABLE
A2	3	4" W.P. RECESSED CAN	ALCON OR APPROVED EQUIV.	ESCALA 14008	BLACK	10 W	800 LM	90+ MIN.	2700K	EXTERIOR WET LOCATION RATED
B1	4	LINEAR SURFACE MOUNT LED	ALCON OR APPROVED EQUIV.	11163	WHITE	38 W	5200 LM	80+ MIN.	3500K	-
B1	20	LINEAR SURFACE MOUNT LED	ALCON OR APPROVED EQUIV.	11163	WHITE	18 W	2340 LM	80+ MIN.	3500K	-
B2	16	LINEAR SURFACE MOUNT LED	ALCON OR APPROVED EQUIV.	11163	WHITE	38 W	5200 LM	80+ MIN.	3500K	-
C1	4	SURFACE MOUNTED CYLINDER	ALCON OR APPROVED EQUIV.	11235-DIR	BLACK	15 W	1000 LM	90+ MIN.	2700K	OVER BREAK ROOM ISLAND
D1	1	PENDANT / SUSPENDED	ALCON OR APPROVED EQUIV.	-	-	-	-	90+ MIN.	3000K	-
D2	1	PENDANT / SUSPENDED	ALCON OR APPROVED EQUIV.	-	-	-	-	90+ MIN.	3000K	-
D3	4	PENDANT / SUSPENDED	ALCON OR APPROVED EQUIV.	-	-	-	-	90+ MIN.	3000K	-
D4	1	PENDANT / SUSPENDED	ALCON OR APPROVED EQUIV.	-	-	-	-	90+ MIN.	3000K	-
D5	1	PENDANT / SUSPENDED	ALCON OR APPROVED EQUIV.	-	-	-	-	90+ MIN.	3000K	-
S1	6	VANITY WALL SCONCE	ALCON OR APPROVED EQUIV.	11122-2 ALVA	BLACK	27 W	2400 LM	90+ MIN.	3000K	-
T1	6	TRACK W/ ADJUSTABLE HEADS	ALCON OR APPROVED EQUIV.	BELLA 13114	BLACK / BK	9 W / EA. HEAD	600 LM	90+ MIN.	3000K	USE WITH 1300 SERIES PRODUCT FAMILY; 6 HEADS EACH TRACK

2 GROUND FLOOR RCP
SCALE: 1" = 10'

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SHEET TITLE:

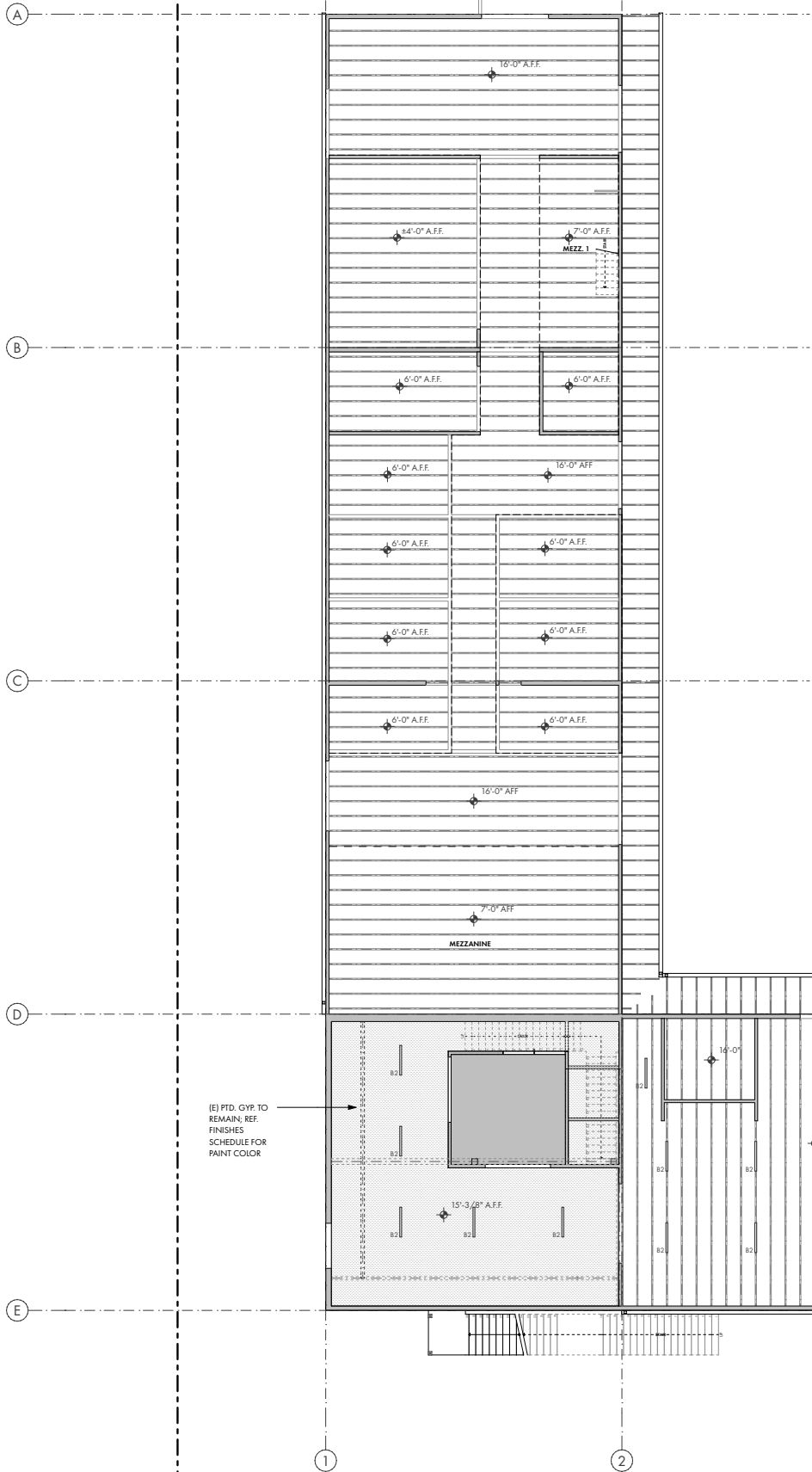
GROUND LEVEL
CEILING PLAN

SHEET NO.:

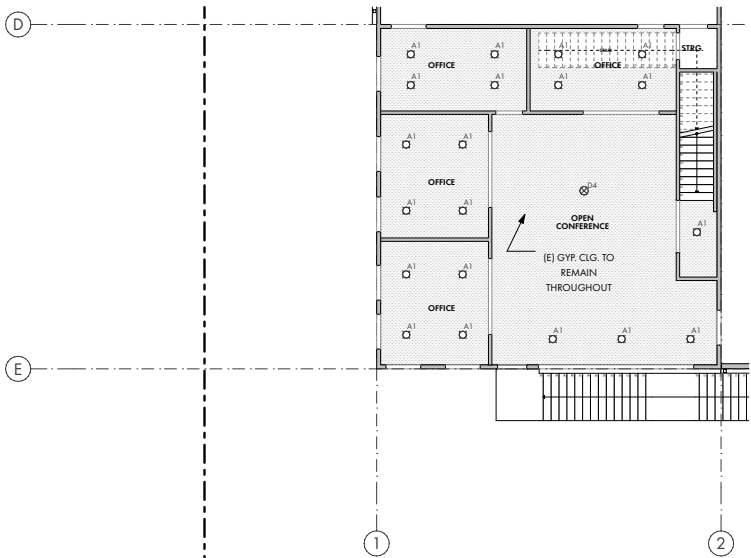
A6.1

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/Users/alexander/Documents/2202_Ukiah_Electric/06-ArchCAD/2202_UkiahElectric_V2.dwg



1 MEZZANINE LEVEL RCP
SCALE: 1" = 10'



2 SECOND FLOOR RCP
SCALE: 1" = 10'

SYMBOL LEGEND	
FIRE	
	CARBON MONOXIDE DETECTOR
	SMOKE DETECTOR
	COMBINED SMOKE DETECTOR & MONOXIDE DETECTOR
	SPRINKLER HEAD
LIGHTING	
	RECESSED CAN FIXTURE
	SURFACE MOUNTED FIXTURE
	PENDANT FIXTURE
	RECESSED DIRECTIONAL
	RECESSED DIRECTIONAL
	LED TRACK LIGHTING
	SURFACE MOUNT 4'-0" LED TUBE
	WALL MOUNTED SCONCE
	LED STRIP LIGHTING
HVAC	
	BATH FAN / LIGHT COMBO
	CEILING FAN
	BATH FAN
	OUTDOOR HEATER
	CEILING SUPPLY REGISTER
	CEILING RETURN REGISTER
	FLOOR SUPPLY REGISTER
	FLOOR RETURN REGISTER
	WALL SUPPLY REGISTER
	WALL RETURN REGISTER
	THERMOSTAT
	REMOTE THERMOMETER SENSOR

REN / ALEXANDER
UKIAH / CA

PROJECT/CLIENT:

APPROVALS:

95% DD

REVISIONS:	BY:

JOB NO.:	2202
DATE:	8/31/2022
DRAWN:	SR
CHECKED:	KG
SCALE:	AS NOTED ON 24" X 36"

STAMP:

** PRELIMINARY **
* NOT FOR CONSTRUCTION *

SHEET TITLE:
MEZZ. LEVEL & SECOND FLOOR CEILING PLAN

SHEET NO.:

A6.2



REQUEST FOR PROPOSAL

PROFESSIONAL DESIGN SERVICES

TENANT IMPROVEMENTS

AT THE HASTINGS ELECTRIC SERVICE CENTER

Request Date:	July 12, 2022
Non-Mandatory Pre-Proposal Meeting:	July 21, 2022, 1:00 P.M. 1350 Hastings Road, Ukiah CA 95482
Deadline for Responses:	August 2, 2022, 5:00 P.M. (PST)

CITY OF UKIAH
Request for Proposal (RFP) –Professional Design Services
Tenant Improvements at the Hastings Electric Service Center

1.0 INTRODUCTION & BACKGROUND

The City of Ukiah (City) is looking for proposals from qualified firms for professional design services for the City of Ukiah Electric Utility Department Tenant Improvements at the Hastings Electric Service Center, located at 1350 Hastings Road, Ukiah, California 95482. Services include structural, mechanical, electrical and plumbing engineering as well as CA Title-24 energy compliance. The project involves converting portions of the current warehouse building into administrative offices, retail area, and refurbishing open warehouse bays for electrical linemen and storage for electrical equipment & power poles. The existing warehouse building is 15,800 square feet on a 2.8-acre lot and Type V-A Construction. Open wood trusses, corrugated metal siding and an updated standing seam zinc roof. A roof-mounted solar system will be implemented in the future. The building was originally constructed in year 2000. Current occupancy is B/S-1. Existing building is sprinklered.

2.0 CONTACT PERSON

Please contact Mary Horger, Financial Services Manager, if you have questions or require additional information. Questions must be submitted in writing via email. Contact information can be found below.

Mary Horger
City of Ukiah
(707) 463-6233
mhorger@cityofukiah.com

Communication between a proposing company and a member of the City staff, other than the designated contact person, 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.

3.0 SCHEDULE OF EVENTS

The schedule for this procurement is as follows:

Distribute Request for Proposals:	July 12, 2022
Non-Mandatory Pre-Proposal Meeting:	July 21, 2022, 1:00 P.M.
Deadline for Responses:	August 2, 2022, 5:00 P.M. (Pacific Time)
City Evaluation of Proposals:	By August 9, 2022
Interviews (if necessary)	By August 11, 2022
City Council approval requested for recommended firm:	August 17, 2022

The City must receive proposals no later than the time and date specified above. Those proposals received after this date and time will not be considered. Proposals will only be accepted electronically. Send your proposals to the contact person listed in Section 2.0 above.

Acceptable forms of electronic delivery are emailing the proposal directly, or providing a link to the documents for download, as long as the email is received by the established deadline. It is highly recommended to request a delivery receipt with the email to confirm that it has been received.

4.0 NON-MANDATORY PRE-PROPOSAL MEETING

A non-mandatory pre-proposal meeting will be held at 1:00 p.m., July 21, 2022 at the Hastings Electric Service Center located at 1350 Hastings Road, Ukiah California 95482, to fully acquaint interested proposers with the local conditions so that he or she may fully understand the facilities, difficulties and restrictions attending the execution of the work under the contract. This will be the only opportunity to meet with the project team on the project site. Proposers shall thoroughly examine and be familiar with the Request for Proposal documents. Oral statements or instructions made during this visit will not constitute an amendment to this solicitation. The City will



determine the appropriate action necessary, if any, and may issue a written amendment to the Request for Proposal.

5.0 SCOPE OF WORK

The scope of services shall include tasks described below, as well as other elements or modifications, which may be suggested by consultants presenting proposals to better meet the needs of the City. All services shall be provided in accordance with the following attachments: Attachment A – City of Ukiah Insurance Requirements and Attachment B – City of Ukiah Professional Services Agreement.

A. General Scope of Work

1. Interior improvements to include new retail space, administrative office area, bathrooms, conference room, break room, metering tech and lineman areas as well as overhead light storage platforms and new mezzanine.
2. New lighting/outlets and switching throughout and an all new electric HVAC/mechanical system.
3. Exterior improvements to include new retail entry door and canopy at the North side, infill of all east side, existing overhead roll-up doors with new storefront glazing and entry doors, new punched openings for west side operable windows and exterior doors, replacement of all exterior lighting and the infill of existing mechanical grills no longer in use.
4. Selected consultant(s) will coordinate with Ren Alexander Design (Architect).

B. Specific Scopes of Work

1. Structural Engineering: New punched openings in exterior, infill of existing overhead garage doors with new storefront systems, new front entry door and canopy, new interior punched corridor openings in existing Bay/shear walls. New light storage mezzanines and platforms with stair/ladder access.
 - a. Deliverables:
 - i. Structural design, plans & details for building alterations proposed in architectural plans.
 - ii. Design coordination with Architect & Architect's consultants as required for accuracy and completeness.
 - iii. Coordinated Building Permit/Construction Drawings by licensed design professional (including any revisions required by local building department).
 - iv. Structural Calculations by licensed design professional (including any revisions required by local building department).
 - v. Construction Administration Services and any required on-site inspections.
2. Mechanical Engineering: Seeking design for all new electric HVAC system for the whole building. No current HVAC is in place. New ducts, controls, equipment and thermostats. There is a desire for the office blocks to be controlled on different zones than warehouse areas (metering tech and lineman area). Possible mini-split units for administrative offices. Exposed ductwork & grilles in areas where trusses are exposed.
 - a. Deliverables:
 - i. New coordinated HVAC/Mechanical system for building alterations proposed in architectural plans.
 - ii. Design coordination with Architect and Architect's consultants as required for accuracy and completeness.
 - iii. Coordinated Building Permit/Construction Drawings by licensed design professional (including any revisions required by local building department). Coordinated Building Permit/Construction Drawings by licensed design professional (including any revisions required by local building department).
 - iv. Coordinated Building Permit/Construction Drawings by licensed design professional (including any revisions required by local building department).
3. Electrical Engineering: All new interior lighting, switching and outlets. Relocating existing electrical breaker boxes. Exterior light fixtures to be replaced. New electric HVAC system to be installed.
 - a. Deliverables:



- i. New coordinated electrics for building alterations proposed in architectural plans.
 - ii. Design coordination with Architect and Architect's consultants as required for accuracy and completeness.
 - iii. Coordinated Building Permit/Construction Drawings by licensed design professional (including any revisions required by local building department).
 - iv. Coordinated Building Permit/Construction Drawings by licensed design professional (including any revisions required by local building department).
- 4. Plumbing Engineering: New restrooms (4), mop sinks (2) and kitchenette sinks (3).
 - a. Deliverables:
 - i. Coordinated Building Permit/Construction Drawings by licensed design professional (including any revisions required by local building department).
 - ii. Construction Administration Services and any required on-site inspections.
- 5. Title 24 Energy Compliance: Assumed existing building construction: Exposed foil faced insulation at open ceiling trusses, sprinklered. Wall assembly 2 x 6 construction with corrugated metal cladding, new all electric HVAC system, Prescriptive or Performance approach may be used, whichever is most appropriate to achieve CA energy compliance. (Future install at parking canopies and roof: not in current scope.)
 - a. Deliverables:
 - i. Complete Title-24 Energy Compliance Report. Prescriptive or Performance approach may be used, whichever is most appropriate for the specific project to achieve CA energy compliance.
 - ii. CalGreen Certification (Non-Residential).

C. Project Schedule

It is desired that the project drawings are completed by October 15, 2022. However, the City will be willing to consider alternate proposed schedules and determine at the time of proposal review and selection if the proposed schedule will still work within overall project timelines, and may be subject to further negotiation at time of contract award.

6.0 INSTRUCTIONS TO PROPOSERS

- A. Design professionals and engineers may provide proposals on the full scope of work or part(s) if various engineering services are offered within your firm.
- B. Proposals for scopes of work should be broken out into the specific professional services as listed in Section 4.0.
- C. Reference 100% SD Drawing Set by Ren/Alexander Design as primary basis for design services.
- D. Supplementary reference materials provided include:
 - a. Original building drawings from year 2000.
 - b. Tenant Improvement drawings from 2019.
 - c. Structural calculations from 2019 Tenant Improvement
 - d. Geotech/Soils report.

7.0 REQUIRED PROPOSAL CONTENT

Firms interested in providing the services described in the section above must submit a proposal responding to all the questions below and providing all information requested in a format that mirrors the RFP by section and order listed. Proposals shall include at a minimum:

A. Cover Letter

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

B. Project Understanding and Proposed Approach

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



C. Project Team

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

D. Experience and References

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

E. Fee Proposal

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

F. Proposed Project Schedule

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

G. Exceptions

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

8.0 PROPOSAL EVALUATION

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

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

The City reserves the right to reject any and all proposals. The City reserves the right to award a contract or multiple contracts to the firm or firms that presents the proposal, which in the sole judgment of the City, best serves the City's interest. The City reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, and/or negotiate minor deviations with the successful firm or firms.

9.0 ADDENDA

If it becomes necessary to revise any part of this Request for Proposal 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 documents. Anyone who intends to submit a proposal in response to this solicitation 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.

10.0 INSURANCE REQUIREMENTS

Provided as Attachment "A" are the City's complete insurance requirements. Awarded firm, prior to performing any work, shall procure and maintain for the duration of the contract insurance per the attached requirements.

11.0 CITY BUSINESS LICENSE

Awarded firm will be required to maintain a City business license for the duration of the contract. Information regarding the City business license can be found on the City website, at www.cityofukiah.com/businesses.



12.0 PUBLIC RECORDS

All materials submitted in response to this RFP are property of the City and will not be returned. The materials will be a public record subject to the disclosure provisions of the California Public Records Act and any other related public law or provision of such laws.

13.0 FINANCIAL RESPONSIBILITY

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions will become the property of the City and may be used by the City in any way deemed appropriate.





INSURANCE REQUIREMENTS FOR CONSULTANTS

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

I. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- A. Insurance Services Office **Commercial General Liability** coverage (Form No. CG 20 10 10 01 and Commercial General Liability – Completed Operations Form No. CG 20 37 10 01).
- B. Insurance Services Office form number CA 0001 (Ed. 1/87) covering **Automobile Liability**, code 1 (any auto).
- C. **Workers' Compensation** insurance as required by the State of California and Employer's Liability Insurance.
- D. **Errors and Omissions liability** insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

II. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

- A. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage including **operations, products and completed operations**, as applicable. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Insurance must be written on an occurrence basis.
- B. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage. Insurance must be written on an occurrence basis.
- C. Workman's Compensation Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- D. Errors and Omissions liability: \$1,000,000 per occurrence. If written on a claims-made basis, insurance coverage must cover claims filed within 3 years after contract work completed.

III. Deductibles and Self-Insured Retentions

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

IV. REQUIRED Insurance Provisions

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

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

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

C. For any claims related to this project, the Consultant's insurance coverage shall be **primary insurance** with respect to the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

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

V. RATING - Acceptability of Insurers

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

VI. Verification of Coverage

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

**If you have questions regarding our insurance requirements contact:
Risk Manager
(707) 463-6287 or FAX (707) 463-6204**

AGREEMENT FOR
PROFESSIONAL CONSULTING SERVICES
[Design Professional]

This Agreement, made and entered into this ____ day of _____, 2008 ("Effective Date"), by and between CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and _____, a _____ [sole proprietorship, corporation, partnership, limited partnership, limited liability company, etc] organized and in good standing under the laws of the state of _____, hereinafter referred to as "Consultant".

RECITALS

This Agreement is predicated on the following facts:

- a. City requires consulting services related to _____.
- b. Consultant represents that it has the qualifications, skills, experience and properly licensed to provide these services, and is willing to provide them according to the terms of this Agreement.
- c. City and Consultant agree upon the Scope-of-Work and Work Schedule attached hereto as Attachment "A", describing contract provisions for the project and setting forth the completion dates for the various services to be provided pursuant to this Agreement.

TERMS OF AGREEMENT

1.0 DESCRIPTION OF PROJECT

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

2.0 SCOPE OF SERVICES

- 2.1 As set forth in Attachment "A".

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

3.0 CONDUCT OF WORK

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

4.0 COMPENSATION FOR SERVICES

- 4.1 Basis for Compensation. For the performance of the professional services of this Agreement, Consultant shall be compensated on a time and expense basis not to exceed a guaranteed maximum dollar amount of \$-----. Labor charges shall be based upon hourly billing rates for the various classifications of personnel employed by Consultant to perform the Scope of Work as set forth in the attached Attachment B, which shall include all indirect costs and expenses

of every kind or nature, except direct expenses. The direct expenses and the fees to be charged for same shall be as set forth in Attachment B. Consultant shall complete the Scope of Work for the not-to-exceed guaranteed maximum, even if actual time and expenses exceed that amount.

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

5.0 ASSURANCES OF CONSULTANT

- 5.1 Independent Contractor. Consultant is an independent contractor and is solely responsible for its acts or omissions. Consultant (including its agents, servants, and employees) is not City's agent, employee, or representative for any purpose.

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

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

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

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

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

6.0 INDEMNIFICATION

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

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

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

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

C. Deductibles and Self-Insured Retentions

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

D. Other Insurance Provisions

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

1. General Liability and Automobile Liability Coverages

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

2. Worker's Compensation and Employers Liability Coverage

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

3. Professional Liability Coverage

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

4. All Coverages

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

E. Acceptability of Insurers

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

F. Verification of Coverage

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

G. Subcontractors

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

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

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

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

7.0 CONTRACT PROVISIONS

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

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



RFP – Professional Design Services – Tenant Improvements at the Hastings Electric Service Center

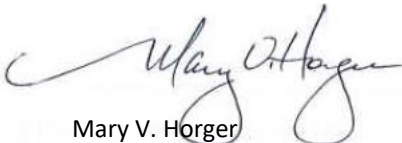
Addendum No. 1

July 19, 2022

The following is Addendum No. 1 to RFP –Tenant Improvements at the Hastings Electric Service Center
This Addendum is hereby made part of the Contract Documents to the same extent as though it were originally included therein.

- I. **Change to Date of Non-Mandatory Pre-proposal Meeting.** The date of the Non-Mandatory Pre-Proposal Meeting has changed to 11:00 a.m., Tuesday, July 26, 2022.

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



Mary V. Horger
Financial Services Manager

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



RFP – Professional Design Services – Tenant Improvements at the Hastings Electric Service Center

Addendum No. 2

July 26, 2022

The following is Addendum No. 2 to RFP –Tenant Improvements at the Hastings Electric Service Center
This Addendum is hereby made part of the Contract Documents to the same extent as though it were originally included therein.

I. The following are questions asked, and their corresponding responses:

Q1: Is there natural gas?

A1: The building is 100% electric, no natural gas.

Q2: Are panel schedules, load calcs and single lines a deliverable?

A2: Yes to all.

II. The following is a clarification: Mechanical systems throughout entire building structural ends at bull room.

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

A handwritten signature in blue ink, appearing to read "Mary V. Horger", is written over a faint, circular official stamp.

Mary V. Horger
Financial Services Manager

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



RFP – Professional Design Services – Tenant Improvements at the Hastings Electric Service Center

Addendum No. 3

July 29, 2022

The following is Addendum No. 3 to RFP –Tenant Improvements at the Hastings Electric Service Center
This Addendum is hereby made part of the Contract Documents to the same extent as though it were originally included therein.

I. The following are questions asked, and their corresponding responses:

Q1: Attachment A – General Liability (GL) insurance requires “operations, products and completed operations, as applicable”. This requested GL coverage applies more to companies that manufacture/sell products and/or perform construction or installation at clients’ homes or business. As engineers we provide a professional service and this type of coverage is more appropriate under our Professional Liability. If awarded the project, we would request this coverage be removed from the GL requirements.

A1: That is fine. It is covered through the professional liability.

Q2: Also for Insurance, the request to cover volunteers as additional insured is too broad. Our GL should not be vulnerable to volunteers as the work we are providing would not encompass the use of volunteers. They may be utilized at a different capacity by other organizations however, as engineers we cannot control who is onsite and should not be responsible for their actions. Our GL is typically written to cover The City, its officers, officials, and employees only and we would ask for volunteers to be removed from this requirement.

A2: This will be fine.

Q3: During the Pre-Proposal Meeting, Cindy indicated the fee proposal should be a Lump Sum Price. The Fee Proposal in the RFP states “...based on hourly rate schedule with a “not to exceed” maximum cost”. Could you please clarify.

A3: Please follow the instructions of the RFP.

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

Mary V. Horger
Financial Services Manager

August 2, 2022

Mary Horger
Financial Services Manager
City of Ukiah
Phone: (707) 463-6233
Email: mhorger@cityofukiah.com

RE: Request for Proposal (RFP) - Professional Design Services
Tenant Improvements at the Hastings Electric Service Center

Ms Horger,

Thank you for the opportunity to respond to in the Request for Proposal for tenant improvements at the Hastings Electric Service Center. Please find included with this packet our design approach and schedule for your project, our supporting documentation of our qualifications, and separate fee schedule which is a firm offer valid for 60-days after submittal of this proposal.

WEI is focused on providing solution-oriented services for our clients. We have an excellent reputation and relationship with local and regional permitting jurisdictions. Our team members have extensive experience coordinating and working with our clientele during project design phases and supporting construction. Our skill set is ideally suited for your project.

Whitchurch Engineering, Inc (WEI) has been providing cost effective, quality civil and structural engineering services since 1996. Our founder, Leonard Whitchurch, MS, PE, has compiled an experienced team with a commitment to providing buildable solutions. Our talent pool has expanded over the years to include an Architect, Mechanical, Electrical & Plumbing (MEP) engineers, a Certified Building Official, and two of our engineers also hold a California Contractors license. WEI can now be found in two locations:

Home Office
610 9th Street
Fortuna, CA 95540
Phone: (707) 725-6926

Branch Office
716 Harris Street
Eureka, CA 95503
Phone: (707) 444-1420

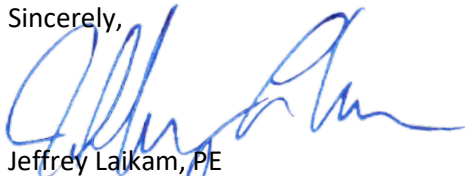
In addition to providing residential, commercial, and municipal engineering, WEI was a Prime Engineering Contractor for the Humboldt Bay Power Plant (HBPP) nuclear decommissioning project from 2009 to 2021. For this project, WEI provided civil and structural engineering, project management, quality assurance/quality control, sub-contractor management, and staff augmentation in the highly regulated coastal zone here on Humboldt Bay. Our work was scrutinized by the Nuclear Regulatory Commission (NRC), the California Coastal Commission, the California Public Utilities Commission (CPUC), and Army Corps of Engineers.

**Whitchurch Engineering, Inc. RFP Response for Professional Design Services
Tenant Improvements at the Hastings Electric Service Center**

Our success can be attributed to core qualities built over the years. We listen to our clients' project requirements, thrive in a collaborative environment, and approach each project with professionalism and excellence.

Please consider our high level of engineering competence, local area knowledge, and strong work ethic as key factors when reviewing our qualifications. Please reach out to us with any questions, comments or concerns regarding your project or this proposal.

Sincerely,



Jeffrey Laikam, PE
Engineering Manager, Contracts Negotiations
610 9th Street
Fortuna, CA 95540
Office: (707) 725-6926
Email: jtl@whitchurchengineering.com



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B. Project Understanding and Proposed Approach

Whitchurch Engineering (WEI) reviewed the Request for Proposal, Scope of Work and 30% design drawings (100% Schematic Drawing Set by Ren/Alexander Design) to develop our approach to this project. Our goal, as the prime consultant, is to provide building design in accordance with the 30% design drawings that will satisfy the City of Ukiah's requirements and requests for the building. As a multidisciplinary engineering firm, WEI will provide engineering for all aspects (structural, mechanical, electrical, plumbing and Title 24) of the tenant improvements. WEI employs a wide range of licensed Civil Engineers, two of which possess a Master of Science degree in structural engineering, licensed Mechanical Engineers and a licensed Electrical Engineer. Our intention is to self-perform all of the engineering tasks with the exception of the Title 24 calculations which will be subcontracted.

The staff structure utilized to manage this project will be the following:

1. Principal/Senior Management – Senior management will perform the final quality control review prior to sending deliverables out to the client.
2. Project manager (licensed civil engineer who formerly held a Type A California Contractor's License) duties will:
 - a. Coordinate between the client and architect, and the WEI design team
 - b. Provide tasks for discipline supervisors to assign
 - c. Provide initial scheduling information and biweekly schedule reports to the client
 - d. Track discipline costs
3. Discipline supervisors (Civil with emphasis in structural and MEP supervisor)
 - a. Coordinate with project manager, the client and the design engineers
 - b. Assign discrete engineering tasks to lead design engineers
 - c. Provide checking and verifying for each design deliverable
 - d. Assist with discipline specific cost benefit analysis for alternatives in design
4. Design Engineers
 - a. Perform task assignments as provided by the discipline supervisor
 - b. Perform calculations as required by design task
 - c. Alter/Create drawings to support calculation and design requirements
 - d. Provide schedule updates biweekly to support project manager
5. Drafter
 - a. Draft discipline specific plan sheets as requested by each design engineer (mechanical, electrical, plumbing, structural)
 - b. Revise drawings per design engineer requests
 - c. Create electronic and paper format drawing sets for submittal

WEI works frequently with architects developing engineered construction drawings from 30% design drawings. If selected for this project, our priority would be to assist the architect and client to select the optimal design for the building's final end use. We will perform this assistance by answering the following questions and analyzing the design criteria for the client and architect to select the correct building configuration. This list of questions is preliminary but represents our initial design approach:

1. Determine the weight (live load) that could be stored above the offices without altering the existing concrete slab.
2. Determine the quantity of slab to be replaced to achieve a targeted storage load (125/250 psf).
3. Determine the quantity and placement of HVAC units for the proposed building configuration.
4. Determine the quantity of climate zones that can be provided with standard HVAC equipment.
5. Evaluate costs associated with selection/design of a sophisticated climate zone configuration.
6. Identify potential subpanel locations.

The project flow will follow this outline:

1. Preliminary information gathering
2. Configuration decision making based on preliminary information gathering
3. Preparation of 60% construction documents which includes structural calculations and drawings as well as mechanical, electrical and plumbing calculations and drawings.
4. Architect and Client confirmation review (approx. 1 week duration)
5. Preparation of 95% final design construction documents
6. Submittal of 95% final design construction documents to Building Department
7. Plan check response
8. Resubmittal of 100% final design construction documents
9. Issuance of Building Permit/ Bidding
10. Construction begins

After the preliminary design information is gathered and configuration decisions are confirmed, creation of the final design construction documents will be initiated. The project manager will provide biweekly project updates to ensure the drawings and other documentation are progressing appropriately. At the 60% level of completion, each discipline will submit its drawing set to the project manager to confirm design intent and verify that the architect and client design requirements are satisfied. This review of drawings by the client and architect will be allocated one week of review time to maintain the schedule. The specific disciplines may submit their drawings on a staggered time line. After the client and architect review of the 60% drawings, comments will be addressed and the final design construction drawings will be taken to the 95% level of completion and submitted to the building department. Plan check comments will be addressed. Final design construction documents will be issued.

C. Project Team

Our team is comprised of experienced design engineers and supporting personnel. Each having a specialty that relates to the proposed project. Below are their brief bio's. Resumes can be found in Appendix 1.

Jeffrey Laikam, PE – Engineering Manager/Team Lead

Mr. Laikam has more than 22 years of experience, including a combined eighteen years with Whitchurch Engineering with eight years serving as Senior Design Engineer and Engineering Supervisor for the Humboldt Bay Power Plant (HBPP) nuclear decommissioning project. Managing the Fortuna Office engineering staff, his expertise includes contract and project management, land development, work planning and scheduling, development of proposals, client development and project budget, schedule and scope management. He also serves as Scotia Community Services District Engineer and City of Ferndale Deputy City Engineer.

Derek Long, PE – Project Manager

Derek is a licensed professional civil engineer and general contractor with 10 years of progressive experience, including engineering support services for the Humboldt Bay Power Plant (HBPP) nuclear decommissioning project. His expertise includes project management, structural design and implementation, land development, work planning and scheduling, budget control, and permit assistance. His additional highlights are building/facility construction & demolition, subdivision improvements, construction oversight & inspections, storm drainage, roadway improvements, fire water and domestic water system modifications, and sewer system improvements.

Aaron Bennett, PE, ME – Mechanical Engineering Supervisor

Mr. Bennett has 17 years experience and is a self-motivated Senior Engineer having worked in nuclear decommissioning, demolition, restoration, and construction industries for over 12 years. He is a licensed Senior Civil Engineer, licensed Mechanical Engineer, and experienced Project Planner. He understands the necessity for establishment and maintenance of good client and stakeholder relationships for successful project completion. Aaron recently completed the Humboldt Bay Power Plant Decommissioning and Restoration Project. He retained over project entirety for engineering and planning expertise for site owner during self-performed scope and later as a subcontractor to the prime civil works contractor. He is well diversified in all aspects of project planning and engineering with excellent understanding of field construction support needs and intelligent site infrastructure planning.

Brett Whitchurch, PE – Structural Design Supervisor

Brett started his engineering career as a summer intern for the strictly regulated Humboldt Bay Power Plant (HBPP) decommissioning project. This site was scrutinized by the California Coastal Commission and the Nuclear Regulatory Commission because of its location in Humboldt Bay and onsite materials. Since that time, his primary focus is utilizing his structural expertise for commercial structures and multi-family housing projects. Brett provides structural design and calculation resolving California Coastal Commission requirements for high seismic load and wind values applied to structures through design. Brett is currently preparing for the SE (Structural Engineer) exam.

Brian Finck, EE – Electrical Engineering

Brian is a licensed professional electrical engineer with more than 25 years' experience. He specializes in control systems design, engineering for forestry products, water quality products, signaling systems and solar powered radar. He has spent a majority of his career working with Caltrans and provided his electrical expertise to the Humboldt Bay Power Plant decommissioning project. Project highlights include a 500kv switchyard design, 57kv substation design, and preliminary design on high voltage systems.

Chad Pasquini - Certified Building Official

Chad has spent his entire career in the building industry. His most recent 19-years has been as a Certified Building Official, Building Inspector, Plans Examiner, and Code Enforcement Officer ensuring the health and safety of the public. His experience encompasses a full range of development review from residential additions through large commercial projects. He ensures compliance with all applicable building and energy codes, coordinates and schedules with permitting agencies and helps to expedite plan issuance. Chad aids architects, contractors, designers, engineers, and home owners to achieve their goals in completing building projects from the ground up such as new single-family residences, residential remodels and additions, land use permits, commercial tenant improvements, new commercial construction, and hotels, apartments, and multi-story buildings.

Abbey Technical Services – Subconsultant for Title 24 Energy Calculations

Established in 1985 By William N. Abbey to provide California Title 24 energy calculation. Anne M. McQueeney came on board in 1990 and mentored with Bill for 11 years before purchasing the business in 2001. Anne has done thousands of energy calculations for residential and commercial buildings throughout all 16 climate zones in the California. Anthony K. McQueeney, her son, has been learning the Energy Code since 2020 and has since become a Certified Energy Analyst through the California Association of Building Energy Consultants. Anthony is now working on taking over the business and continuing to provide accurate and valuable T24 Services throughout the California.

D. Experience and References

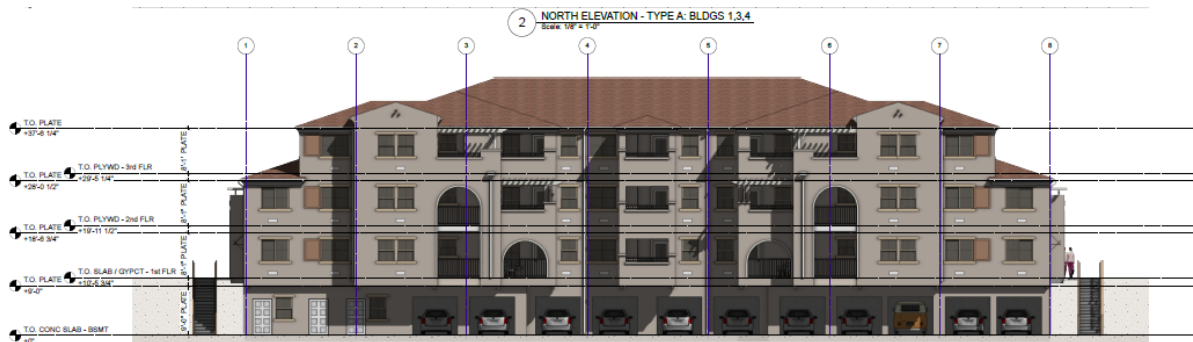
Multi-Family Residential Development, Ventura County, Moorpark, CA

Working with McSorley Architecture, this residential development will include 11 structures mixed with three and four story buildings, a community building, and covered parking. The structures are wood framed and foundations are slab on grade. Currently in final design phase.

Client: Garrett McSorely, McSorely Architecture

Phone: 707.633.9283

Email: garrett.mcsorley@gmail.com



WEI is providing:

- Structural calculations
- Roof framing details
- Multi-floor framing details
- Structural Notes, Sections, Detailing throughout
- Foundation Plans
- Locate meter groups: propose 8 residential service meter groups, single phase supply to each group. (2) additional service meters would be located at each of the common buildings.
- Load calculations
- Site plan with meter locations and feeder conduit routing
- Specification of service equipment
- Site electrical layout with light stanchion/pole placement, EV charger station location
- Site photo metrics diagram
- Evaluate individual electrical demand for each building configuration
- Size feeders from meters to individual units.
- Prepare PG&E electrical application
- Electrical Power/Communication Plan
- Floor plan layout and equipment locations
- Electrical Notes & Energy Notes
- Service Load Demand and Connected Load calculations
- Voltage Drop Calculations
- Single-Line Diagram for Current Carrying Conductors
- Grounding - Diagram
- Electrical Equipment Selection
- Conductor / Conduit sizing and Specifications
- Panel Schedules

**Whitchurch Engineering, Inc. RFP Response for Professional Design Services
Tenant Improvements at the Hastings Electric Service Center**

Multi-Use New Construction, Humboldt County, Eureka, CA

Working with McSorley Architecture, this state-of-the-art multi-use structure contains commercial/retail space and multi-family residences including a rooftop patio. Design and engineering are currently at 100% and the project is in bidding phase.

Client: Garrett McSorely, McSorely Architecture

Phone: 707.633.9283

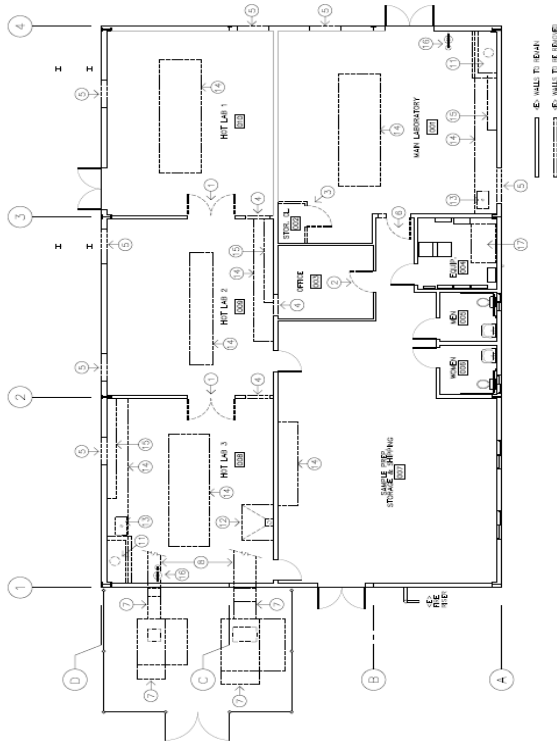
Email: garrett.mcsorley@gmail.com



WEI provided:

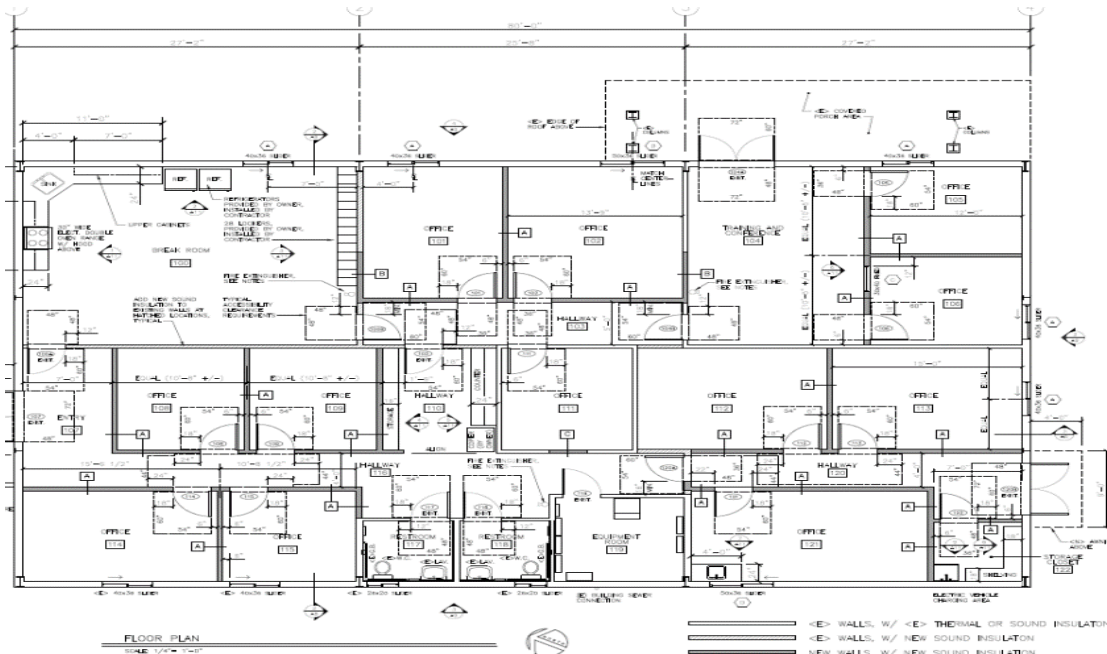
- Structural calculations
- Roof framing details
- Multi-floor framing details
- Structural Notes, Sections, Detailing throughout
- Foundation Plans
- Electrical Power/Communication Plan
- Floor plan layout and equipment locations
- Electrical Notes & Energy Notes
- Service Load Demand and Connected Load calculations (NEC 220)
- Voltage Drop Calculations
- Single-Line Diagram for Current Carrying Conductors
- Grounding - Diagram (NEC 250)
- Electrical Equipment Selection
- Conductor / Conduit sizing and Specifications
- Lighting Plan and Schedule
- Lighting Calculations (Title 24)
- Panel Schedules / Load Balancing
- Sales area Equipment and Raceway Specifications / Notes

Humboldt Bay Power Plant – Building conversion, Humboldt County, Eureka, CA



WEI was tasked to convert a previous laboratory/shipping and storage building into usable office space. This included twelve private offices, entry area, training and conference room, break room and storage closet. Work involved both demolition and new construction. Some existing interior and exterior walls were removed, along with existing doors and frames. All interior and exterior components of the mechanical system were also removed. New office spaces, HVAC, interior windows, doors, cabinetry, counters and shelving were designed. Electrical and plumbing systems were revised. Seismic and structural design for the associated mechanical equipment was provided along with egress and accessibility access, parking lot areas, grading and drainage designs. As Engineers of Record, certification was submitted to the building department to obtain occupancy permitting confirming plans were to current code requirements.

Client: Kristin Zaitz, PG&E, Civil/Systems
Engineering Manager
Phone: 805-550-2632
Email: KMMh@pge.com



Whitchurch Engineering, Inc. RFP Response for Professional Design Services
Tenant Improvements at the Hastings Electric Service Center

Orr Creek Commons II - Mendocino County, Ukiah

Currently under construction, WEI worked closely with Lapotre Architects on this 40-unit multi-family residential development for the Rural Community Housing Development Corporation (RCHDC).

Client: Philippe Lapotre, Lapotre Architects

Phone: 707.442-8867

Email: plapotre@plarchitect.com

WEI Provided:

- Roof Framing plans
- 2nd Floor Framing Plans
- Foundation Plans
- Structural Notes
- Structural Sections
- Structural Details
- Structural calculations
- Address structural plan check comments
- Attend 30%, 60% and 90% coordination meetings
- Electrical Power/Communication Plan & Electrical Notes
- Electrical load calculations
- One-Line Diagram for electrical and grounding
- Electrical equipment schedule
- Equipment specifications (report)
- Lighting Plan
- Lighting calcs
- Lighting schedule
- Panel Schedules
- Prepare PG&E electrical application
- Plumbing Plans
- HVAC and Ducting Plans
- Prepare plumbing calculations
 - Total developed length diagram
 - Fixture unit table
 - Details
- Plumbing fixture schedule and pipe schedule
- Prepare HVAC sizing and ventilation calculations
- Gas meter calcs, meter sizing and layout
- Mechanical equipment schedule
 - Equipment specifications (report)
 - Sequence of operations

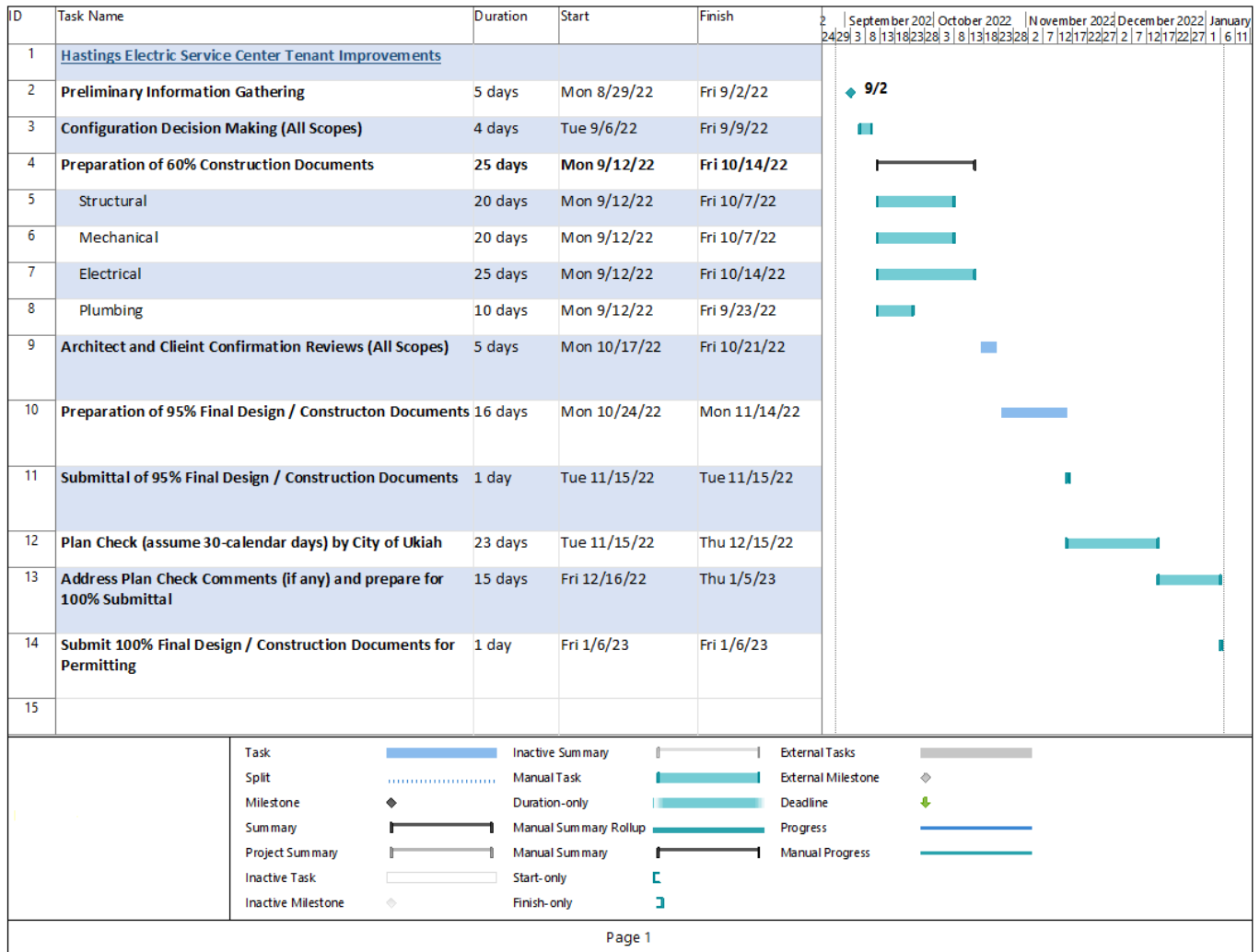


E. Fee Proposal

Fee Proposal provided separately as an emailed attachment.

**Whitchurch Engineering, Inc. RFP Response for Professional Design Services
Tenant Improvements at the Hastings Electric Service Center**

F. Proposed Project Schedule



G. Exceptions

1. RFP - Attachment A, Insurance Requirements for Consultants: General Liability (GL) insurance requires “operations, products and completed operations, as applicable”. This requested GL coverage applies more to companies that manufacture/sell products and/or perform construction or installation at clients’ homes or business. As engineers we provide a professional service and this type of coverage is more appropriate under our Professional Liability. If awarded the project, WEI would request this coverage be removed from the GL requirements.
2. Also, for Insurance, the request to cover volunteers as additional insured is too broad. Our GL would be vulnerable as the work we are providing would not encompass the use of volunteers. Volunteers may be utilized at a different capacity by other organizations however, as engineers we cannot control who is onsite and should not be responsible for the actions of others beyond our control. Our GL is typically written to cover The City, its officers, officials, and employees only and we would ask for volunteers to be removed from this requirement.



Appendix 1 - Resumes





Jeffrey Laikam, Professional Engineer, Engineering Manager

Mr. Laikam has more than 22 years of experience, including a combined eighteen years with Whitchurch Engineering with eight years serving as Senior Design Engineer and Engineering Supervisor for the Humboldt Bay Power Plant (HBPP) nuclear decommissioning project. Managing the Fortuna Office engineering staff, his expertise includes contract and project management, land development, work planning and scheduling, development of proposals, client development and project budget, schedule and scope management. He also serves as Scotia Community Services District Engineer and City of Ferndale Deputy City Engineer.

SELECT PROJECT EXPERIENCE

**Scotia Community Services District
District Engineer**
Scotia

**Kreations AutoBody – Commercial
Remodel, Addition, Tenant
Improvements 13,026 sq ft**
Fortuna

**PG&E, Humboldt Bay Power Plant
Building Remodel from
laboratory/shipping to office space**
Eureka

**Blue Lake Rancheria, New 20,000 sq ft
facility with 80,000 parking area**
Blue Lake

**Fortuna Senior Center – New 7,700 sq
ft Building**
Fortuna

**New Commercial Structure, 10,000 sq
ft including 6,000 outpatient medical
facility**
Oroville

**Moorpark, Multi-Family Development
11-Structures including community
building and covered parking**
Moorpark

**Fortuna Fire Department – New 6,380
sq ft Commercial Structure**
Fortuna

**Commercial Tenant Improvements,
building design for 1,600 sq ft
addition**
Eureka

Ferndale Deputy City Engineer
Ferndale

**Scotia Community Services District,
Scotia Museum, Remodel and
Accessibility Improvements**
Scotia

**Orr Creek Commons
Multi-Story Affordable Senior
Housing Development Phases I & II,
80-Units**
Ukiah

**The Plateau - Multi-Story Housing
Project – 23 Senior Units, 20
Supportive Housing Units, 25 Family
Townhomes**
Fort Bragg

**Sunset Apartments - Multi-Story,
Multi-Phased, 43-units Phase 1**
Eureka

**Oak Valley Villas – Site Civil
Engineering for New Multi-family
Residential Housing**
Clear Lake

**The Cottages at Rigby – 26
Residential Housing Units Plus
Common Use Building & Laundry
Facility, Site Civil, Structural,
Construction Inspections**
Rio Dell

**County of Humboldt – Veterans Hall
Accessibility Modifications /
Upgrades**
Ferndale

EDUCATION

B.S., Environmental
Resources Engineering
Humboldt State University

REGISTRATIONS

Licensed Professional
Engineer
CA 68586

Qualified Stormwater
Pollution Prevention Plans
(SWPPP) Developer and
Practitioner
CA 23928

AREAS OF EXPERTISE

Project Management

Contract Management

Budget Control/Analysis

Proposal Review

Land Development

Permit Assistance

Project Scheduling

TOTAL YEARS EXPERIENCE

22 years



Derek Long, Professional Engineer, Project Manager

Derek is a licensed professional civil engineer and general contractor with 10 years of progressive experience, including engineering support services for the Humboldt Bay Power Plant (HBPP) nuclear decommissioning project. His expertise includes project management, structural design and implementation, land development, work planning and scheduling, budget control, and permit assistance. His additional highlights are building/facility construction & demolition, subdivision improvements, construction oversight & inspections, storm drainage, roadway improvements, fire water and domestic water system modifications, and sewer system improvements.

SELECT PROJECT EXPERIENCE

EDUCATION

B.S., Civil Engineering
Gonzaga University
Spokane Washington

REGISTRATIONS

Licensed Professional
Engineer
CA 85055

Licensed General
Engineering Contractor
CA 1041498

Qualified Stormwater
Pollution Prevention Plans
(SWPPP) Developer
CA 85055

AREAS OF EXPERTISE

Project Management

AutoCAD Civil 3D

RISA-3D and Stru-Calc
Structural Analysis

Site Civil Engineering

Construction Oversight

TOTAL YEARS

EXPERIENCE

10 years

Fortuna Senior Center – New 7,700 sq ft Building

Fortuna

Fortuna Fire Department – New Three Story Training Facility

Fortuna

Wendt Construction - Tenant Improvements, 19,200 sq ft Multi-Use Building

Rio Dell

New Commercial Structure - 10,000 sq ft including 6,000 outpatient medical facility

Oroville

Scotia Community Services District - Parks Accessibility Upgrades including Restroom

Scotia

Eel River Brewing Company – Tenant Improvements including new Warehouse and Office Space

Fortuna

Oak Valley Villas – Site Civil Engineering for New Multi-family Residential Housing

Clear Lake

Resident Owned Parks – Construction Oversight for Gas/Electric System Upgrades

Arcata

Dayle's Diesel - New 9,600 sq ft Commercial Repair Shop and Office Space

Fortuna

Double D Steak House – Accessibility Compliance, Outdoor Seating addition

Fortuna

Lucina Holdings – Tenant Improvements, Mechanical Design for Medical Office

Fortuna



Aaron Bennett, Mechanical & Civil Engineer, Engineering Supervisor

Aaron is an experienced civil and mechanical engineer with a keen understanding of maintaining strong client and stakeholder relationships culminating in successful project completions. He has provided his expertise in project planning, design, and field construction support for residential, commercial, and industrial projects. Aaron provides intelligent site infrastructure planning for complex projects and thrives in an environment of strict timelines and budgetary constraints. In a supervisory role, Aaron is responsible for the mechanical engineering department's project management and staff relating to design and support for all aspects of the company's mechanical projects.

SELECT PROJECT EXPERIENCE

EDUCATION

B.S., Mechanical
Engineering, University of
Idaho

REGISTRATIONS

Licensed Professional
Engineer
CA No. 79365 PE
CA No. 38514 ME

AREAS OF EXPERTISE

Project Stakeholder
Coordination

Schedule Development &
Optimization

Mechanical Design Review
& Development

Instrumentation &
Equipment
Troubleshooting

Rick Mitigation & Hazard
Evaluation

Technical & Contract
Oversight

**TOTAL YEARS
EXPERIENCE**

17 years

**Eureka Mall Space #33 7,968 sq ft
Merchant/Retail Conversion to Office
Space**
Eureka

**Orr Creek Commons
Multi-Story Affordable Housing
Development Phases I & II**
Ukiah

**The Plateau - Multi-Story Housing
Project – 23 Senior Units, 20 Supportive
Housing Units, 25 Family Townhomes**
Fort Bragg

**Sunset Apartments - Multi-Story, Multi-
Phased, 43-units Phase 1**
Eureka

**Pine Hill, Multi-Story, Multi-Phased
Affordable Housing**
Eureka

**Mixed Use Multi-Family, Commercial,
Retail Building**
Eureka

**Blue Lake Rancheria – Multi-Story
20,000 sq ft facility**
Blue Lake

**Eureka Rescue Mission – Women's
Shelter Renovation**
Eureka

**Eureka Natural Foods – Dining
Expansion
Utility Relocation**
Eureka

**New Commercial Structure, 10,000 sq
ft including 6,000 outpatient medical
facility**
Oroville

**Blue Lake Rancheria, New 20,000 sq ft
facility with 80,000 parking area**
Blue Lake

**Mendocino Animal Hospital Tenant
Improvements - Mechanical**
Ukiah

**Market Expansion, Tenant
Improvements, Addition, Commercial
Kitchen, South State Street**
Ukiah

**Fortuna Fire Department – New 6,380
sq ft Commercial Structure**
Fortuna

**Fortuna Senior Center – New 7,700 sq
ft Building**
Fortuna

**PG&E, Humboldt Bay Power Plant
Building Remodel from
laboratory/shipping to office space**
Eureka

**RCHCD Emergency Electrical Power
Systems calculations and design**
Ukiah

**Scotia Community Services District,
Scotia Museum, Remodel/Mechanical
and Accessibility Improvements**
Scotia

**Resident Owned Parks – Electrical
Distribution Upgrade**
Eureka



Brett Whitchurch, Professional Engineer, Structural Supervisor

Brett started his engineering career as a summer intern for the strictly regulated Humboldt Bay Power Plant (HBPP) decommissioning project. This site was scrutinized by the California Coastal Commission and the Nuclear Regulatory Commission because of its location in Humboldt Bay and onsite materials. Since that time, his primary focus is utilizing his structural expertise for commercial structures and multi-family housing projects. Brett provides structural design and calculation resolving California Coast Commission requirements for high seismic load and wind values applied to structures through design. Brett is currently preparing for the SE (Structural Engineer) exam.

SELECT PROJECT EXPERIENCE

EDUCATION

B.S., Civil Engineering,
Emphasis in Structural,
University of California,
Davis

M.S., Civil Engineering,
Emphasis in Structural,
University of California,
Davis

REGISTRATIONS

Licensed Professional
Engineer
CA No. 90914

AREAS OF EXPERTISE

Structural Design and
Review

Technical Writing

Engineering Evaluations

RISA-3D Advanced
Structural Modeling and
Dynamic Analysis
Modeling

TOTAL YEARS EXPERIENCE

10 years

**Eureka Mall Space #33 7,968 sq ft
Merchant/Retail Conversion to Office
Space**
Eureka

**PG&E, Humboldt Bay Power Plant
Building Remodel from
laboratory/shipping to office space**
Eureka

**Blue Lake Rancheria, New 20,000 sq ft
facility with 80,000 parking area**
Blue Lake

**Orr Creek Commons
Multi-Story Affordable Senior Housing
Development Phases I & II, 80-Units**
Ukiah

**Willow Terrace - Multi-Story, 38-Unit
Supportive Housing Development**
Ukiah

**The Plateau - Multi-Story Housing
Project – 23 Senior Units, 20
Supportive Housing Units, 25 Family
Townhomes**
Fort Bragg

**Mixed Use Multi-Family, Four Story,
Commercial, Retail Building**
Eureka

**Sunset Apartments - Multi-Story,
Multi-Phased, 43-units Phase 1**
Eureka

**Southern Trinity Health Services, Tenant
Improvements converting an old
hardware store to a medical & dental
clinic**
Scotia

**Frito Lay New 7,283 sq ft Distribution
Center including Warehouse, Offices, &
Conference Room**
Blue Lake

**Market Expansion, Tenant
Improvements, Addition, Commercial
Kitchen, South State Street**
Ukiah

**Harbers Insurance Office Remodel and
Addition, 4,158 sq ft**
Fortuna

**Kreations AutoBody – Commercial
Remodel, Addition, Tenant
Improvements 13,026 sq ft**
Fortuna

**Moorpark, Multi-Family Development
11-Structures including community
building and covered parking**
Moorpark

**Elk Valley Casino, 43,160 sq ft and
Associated Development Improvements**
Crescent City



Brian Finck, Professional Electrical Engineer

Brian is a licensed professional electrical engineer with more than 25 years' experience. He specializes in control systems design, engineering for forestry products, water quality products, signaling systems and solar powered radar. He has spent a majority of his career working with Caltrans and provided his electrical expertise to the Humboldt Bay Power Plant decommissioning project. Project highlights include a 500kv switchyard design, 57kv substation design, and preliminary design on high voltage systems.

SELECT PROJECT EXPERIENCE

PG&E, Humboldt Bay Power Plant Building Remodel from laboratory/shipping to office space
Eureka

The Plateau - Multi-Story Housing Project – 23 Senior Units, 20 Supportive Housing Units, 25 Family Townhomes
Fort Bragg

Redwood Coast – Humboldt County Airport – Construction Renovation Electrical Inspections
McKinleyville

CalFire - Rohnerville Air Attack Base Upgrades – Electrical Plans
Fortuna

Humboldt Bay Power Plant Decommissioning – Eureka
Decommissioning Electrical Engineer

- Provide Electrical Field Support for Caisson Ventilation
- Provide Electrical Field Support for Ground Water Treatment System (GWTS)
- Review / Approve Electrical Plans by others
- Support ISFSI Electrical Activities
- Write Design Change Notices (DCNs), Field Change Notices, and Work Instruction to provide direction for field staff

Electrical Engineering

- 500 kv switchyard design, site layout, four position ring bus, grounding design and details, raceway and lighting details bus connection details, control and protection, AC and DC station service, review/approve work by others
- 57 kv substation design, soil resistivity testing, 3.0 MVar capacitor bank control and protection design
- 72 kv breaker replacement, bus connection details, wiring schematics and diagrams
- Designed, Tested, Wrote Ladder Logic & Started PLC controlled systems
- Allen-Bradley PLC-5, SLC-500, IMC S Class Motion Controllers, Modicon, Square D, Westinghouse
- Tested & Started Allen-Bradley Drive Control Systems, AC & DC Drive Systems, Baldor AC Drives
- Programmed MMI's, PanelView, Wonderware
- Preliminary design on High Voltage Systems
- Conducted Fault Studies
- Prepared Conduit & Feeder Schedule
- One-Line Diagrams
- Switch Gear Detailing
- Underground Detailing
- Substation Design

EDUCATION

B.S., Electrical Engineering
University of North Dakota

REGISTRATIONS

Licensed Professional
Electrical Engineer
CA 17756

AREAS OF EXPERTISE

Electrical Field Support

Plan Review

Conduit/Feeder Schedules

Electrical Diagrams

Substation Design

COMPANY EXPERIENCE

Whitchurch Engineering
Project Based
2018 – Present

Lutech Resources
Project Based
Jan 2015 -Present

Caltrans (State of CA)
Project Based
June 2000 – Present

Daqota Systems, Inc
Project Based
June 1999 – Jan 2015

Black & Veatch
June 1999 – June 2000

TOTAL YEARS EXPERIENCE

25 years



Chad Pasquini, Certified Building Official

Chad has spent his entire career in the building industry. His most recent 19-years has been as a **Certified Building Official**, Building Inspector, Plans Examiner, and Code Enforcement Officer ensuring the health and safety of the public. His experience encompasses a full range of development review from residential additions through large commercial projects. This includes working with residents and their agents to resolve and remediate code violations. He ensures compliance with all applicable building and energy codes, coordinates and schedules with permitting agencies and helps to expedite plan issuance. Chad aids architects, contractors, designers, engineers, and home owners to achieve their goals in completing building projects from the ground up such as new single-family residences, residential remodels and additions, land use permits, commercial tenant improvements, new commercial construction, and hotels, apartments, and multi-story buildings.

EDUCATION

Butte College, CA
Building Inspection
Technology Certification

REGISTRATIONS

I.C.C. Certified Building
Inspector, 5116805-10

I.A.P.M.O. Certified
Mechanical Inspector,
090648

I.A.P.M.O. Certified
Plumbing Inspector,
098501

I.C.C. Certified Electrical
Inspector, 5116805-E1

I.C.C. Certified Building
Plans Examiner, 5116805-
B3

C.A.C.E.O. Certified Code
Enforcement Officer 1

I.C.C. Certified Building
Official, 5116805

TOTAL YEARS EXPERIENCE

19 years

SELECT PROJECT EXPERIENCE

Building Official/Plans Examiner
City of Arcata – 2003 to 2016

Chief Building Official
Humboldt County – 2017 to 2019

**PG&E, Humboldt Bay Power Plant
Building Remodel from
laboratory/shipping to office space**
Eureka

**Frito Lay New 7,283 sq ft Distribution
Center including Warehouse, Offices, &
Conference Room**
Blue Lake

**County of Humboldt – Accessibility
Design and Permitting Assistance –
County Administrative Offices**
Eureka

**County of Humboldt – Accessibility
Design and Permitting Assistance –
Humboldt County Airport**
McKinleyville

**Market Expansion, Tenant
Improvements, Addition, Commercial
Kitchen, South State Street**
Ukiah

**Yurok Tribe Emergency Operations
Center, 18,652 sq ft community
shelter/operations center - 3rd Party
Inspections**
Klamath

**Kreations AutoBody – Commercial
Remodel, Addition, Tenant
Improvements 13,026 sq ft**
Fortuna

**Fortuna Senior Center – New 7,700 sq ft
Building**
Fortuna

**Scotia Community Services District,
Scotia Museum, Remodel and
Accessibility Improvements**
Scotia

**Mixed Use, Multi-Story, Multi-Family,
Commercial, Retail Building**
Inspector of Record
Eureka

**County of Humboldt – Accessibility
Design and Permitting Assistance –
Clam Beach**
McKinleyville

**Mixed Use, Multi-Story, Multi-Family,
Commercial, Retail Building**
Inspector of Record
Eureka

**Phyllis Rex Samoa Coast Townhomes –
Multi-Story - 80-unit affordable
housing complex**
Inspector of Record
Samoa

**Strombeck Apartment Complex –
Multi-Story – 60 units**
Inspector or Record
Arcata

**Danco Senior Housing Development –
Multi-Story**
Inspector of Record
Arcata



August 2, 2022

Mary Horger
Financial Services Manager
City of Ukiah
Phone: (707) 463-6233
Email: mhorger@cityofukiah.com

RE: Request for Proposal (RFP) - Professional Design Services
Tenant Improvements at the Hastings Electric Service Center
Fee Proposal

Ms Horger,

Please find included our separate fee proposal based on an hourly rate schedule with a "not to exceed" maximum cost for the work identified in the Scope of Services. In addition, our firm's current itemized hourly rate fee schedule is included.

Thank you again for the opportunity to respond to the Request for Proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey Laikam", is written over a faint blue circular background.

Jeffrey Laikam, PE
Engineering Manager, Contracts Negotiations
610 9th Street
Fortuna, CA 95540
Office: (707) 725-6926
Email: jtl@whitchurchengineering.com

Fee Proposal

Total Contract Price (Not to Exceed): \$91,300

1. **Structural Scope: \$28,500**

Percentage of Scope Task	Title	Hours per Scope Task	Rate Per Hour
10%	Principal/Senior Management	12	\$205
15%	Project Manager	26	\$130
20%	Discipline Supervisors	35	\$140
35%	Design Engineers	96	\$90
20%	Drafter	55	\$90
Expenses	Max 4 Site Visits for Inspections and Initial Walkdown @ \$100 hr	32	\$3,200
	Miles = 1144	\$0.85	\$972.50

2. **Mechanical Engineering Scope: \$30,000**

Percentage of Scope Task	Title	Hours per Scope Task	Rate Per Hour
10%	Principal/Senior Management	16	\$180
15%	Project Manager	32	\$130
20%	Discipline Supervisors	33	\$165
35%	Design Engineers	92	\$105
20%	Drafter	62	\$90
Expenses	Max 2 Site Visits for Inspections and Initial Walkdown @ \$105 hr	16	\$1,680
	Miles = 572	\$0.85	\$486.20

3. **Electrical Engineering Scope: \$22,000**

Percentage of Scope Task	Title	Hours per Scope Task	Rate Per Hour
10%	Principal/Senior Management	10	\$180
15%	Project Manager	22	\$130
20%	Discipline Supervisors	21	\$175
35%	Design Engineers	62	\$105
20%	Drafter	42	\$90
Expenses	Max 2 Site Visits for Inspections and Initial Walkdown @ \$175 hr	16	\$2,800
	Miles = 572	\$0.85	\$486.20

4. Plumbing Scope: \$8,300

Percentage of Scope Task	Title	Hours per Scope Task	Rate Per Hour
10%	Principal/Senior Management	4	\$180
15%	Project Manager	8	\$130
20%	Discipline Supervisors	7	\$165
35%	Design Engineers	20	\$105
20%	Drafter	13	\$90
Expenses	Max 2 Site Visits for Inspections and Initial Walkdown @ \$105 hr	16	\$1,680
	Miles = 572	\$0.85	\$486.20

5. Title 24 Scope: \$2,500 - Sub Consultant Abbey Technical Services – 25 hours @ \$100/hr

This Proposal does not include the following services in the Total Contract Price.

Fees to complete these services will be billed Time & Materials at the rates outlined below:

Task	Cost
Site Visits in addition to those listed in task items 1-5	\$130/hr plus mileage
Meetings in addition to those listed in task items 1-5	\$105-\$180 /hr plus mileage
Response to RFI's	\$130 /hr
Preparation of Bid Documents	\$130/hr
Significant Design Changes after 60% Review by Client and Architect	\$105-\$180/hr
Permitting Fees due to City of Ukiah for Application, Plan Check, or Permit Issuance – See City of Ukiah Fee Schedule	
Review of Fire Suppression submittal	\$165/hr
Existing Utility Location	\$105-\$175/hr plus travel and locator expenses
Design of Water Connection for Fire Suppression System	\$105-\$180/hr
Response to Plan Check by outside agency	\$105-\$205/hr
Final Installation Proof of Operation	\$105/hr
Air Balance Testing	\$105/hr
Design for Use and Storage of Hazardous Materials and/or Control Areas	\$105-\$165/hr
Supplier Equipment Inspection and Testing	\$105-\$165/hr
As-built drawing preparation/creation	\$105-\$165/hr

Firms Hourly Rate Schedule:

- Senior Engineer	\$ 115 - 220 /hr	- Project Engineer	\$ 75 - 130 /hr
- Surveyor	\$ 85 - 150 /hr	- Survey Tech	\$ 75 - 110 /hr
- Drafting/Technical	\$ 55 - 95 /hr	- Administration	\$ 45 - 80 /hr
- Designer	\$ 75 - 120 /hr	- Survey Equipment	\$ 300 per day
- Subject Matter Expert	\$ 90 - 225 /hr	- Materials	Cost plus 20%
- Sub-consultants	Cost plus 20%	- Mileage	\$0.85/mile



August 10, 2022

Mary Horger
Financial Services Manager
City of Ukiah
Phone: (707) 463-6233
Email: mhorger@cityofukiah.com

RE: Addendum #1
RFP Response for Professional Design Service
Tenant Improvements at the Hastings Electric Service Center
Original Proposal Submitted August 2, 2022
Construction Administration and Assistance Cost

Dear Ms. Horger,

Thank you for the opportunity to submit this addendum. Our estimated fee for construction administration is based on our best anticipated level of effort for the job.

Please review and contact myself or Derek Long if you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey Laikam", is positioned above the printed name.

Jeffrey Laikam, PE
Engineering Manager, Contracts Negotiations
610 9th Street
Fortuna, CA 95540
Office: (707) 725-6926
Email: jtl@whitchurchengineering.com

Addendum #1

1. Construction Administration: All Disciplines: \$13,617.20

Task Description	Hours	Rate Per Hour/Mile	Total Cost
Project Coordination to include: Walkdown, Kickoff, and Bi-Monthly Progress Meetings	20	\$130	\$2,600
Construction Assistance to include: • RFI Response • Design Changes • Design/Specification Clarifications • Submittal Review	50	\$130	\$6,500
Construction Inspections – In addition to those listed above	16	\$100	\$1,600
Mileage @ 572 miles per trip (assumed 6 trips)		\$0.85	\$2917.20
Total			\$13,617.20

Assumptions:

1. Project duration 4 months with 2 project coordination meetings per month (Remote meetings).
2. One contractor site walkdown (in person) and one project kickoff meeting (Remote meeting).
3. Assumed 2 hours per RFI Response and 15 RFIs total. Additional RFI response will be provided on a time and materials basis as required.
4. Design Changes based on unidentified conditions or constructability issues. Changes in Design Scope are not included.
5. Submittal Reviews limited to items specified on approved Final Design Drawings.
6. Construction Inspections/Special Inspections limited to items requiring inspection as specified on approved Final Design Drawings, i.e. Shear Wall Nailing (two inspections), Epoxy Rod Installation (two inspections), Footing, Rebar, and Concrete testing (one inspection).

PROPOSAL FOR

CITY OF UKIAH

PROFESSIONAL DESIGN SERVICES TENANT IMPROVEMENTS AT THE HASTING ELECTRIC SERVICE CENTER

AUGUST 2, 2022



A. Cover Letter	1
B. Project Understanding and Proposed Approach	2
C. Project Team	6
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F. Proposed Project Schedule	18
G. Exceptions	19

August 2, 2022

Mary Horger
Financial Services Manager
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

Subject: **Professional Design Services: Tenant Improvements at the Hastings Electric Service Center**

Dear Ms. Horger,

The KPA Group is proud to present professional qualifications for architectural and engineering services for Tenant Improvements at the Hastings Electric Service Center. KPA has experience providing architectural and engineering design and construction administration services for public building construction projects for more than 35 years. We are committed to the success of this project and the goals of the Ukiah Electric Utility Department. KPA started in 1987 as a structural engineering firm and soon expanded to add architectural services in 1993. We have worked with municipalities across California related to improvements projects and condition assessments at corporation yards and other similar metal building structures. KPA values this opportunity and the project scope and requirements align well with our experience and skill set. We have adequate capacity to focus on this project.

Case studies and design realizations have amounted through the completion of like-sized construction projects containing similar mezzanine structures. The schematic design completed by Ren/Alexander shows the potential the current facility offers. Many architectural and structural details for like-applications have been provided by our team. KPA brings a specialized and tailored approach to your project which will result in operational efficiencies while stressing longevity and maintenance needs. Our approach includes a construction phasing plan with logistics of required changes to the existing Hastings Electric Service Center and site. Other advantages The KPA Group brings to this project include:

- We are familiar with working in Ukiah and have recent experience working with the City
- We work with highly qualified and trusted mechanical, electrical, plumbing and environmental sub-consultants and assemble teams based on unique project needs
- We have designed multiple buildings with mezzanine structures and are very familiar with code requirements

KPA will engage mechanical and plumbing (GHD Inc.) and electrical (Pharis Engineering) sub-consultants for required mechanical, electrical and plumbing work. We have confidence in our ability to provide a constructible design for Ukiah that encompasses the goals outlined in the solicitation and brings new life to the Hastings Electric Service Center. This proposal is valid for a period of 90 days after submission. I will be the sole individual to whom correspondence and other contact should be directed during the selection process.

Sincerely,



Paul W. Powers, NCARB

President

(925) 872-0244

paulp@thekpagroup.com

6700 Koll Center Parkway, Suite 125

Pleasanton, CA 94566

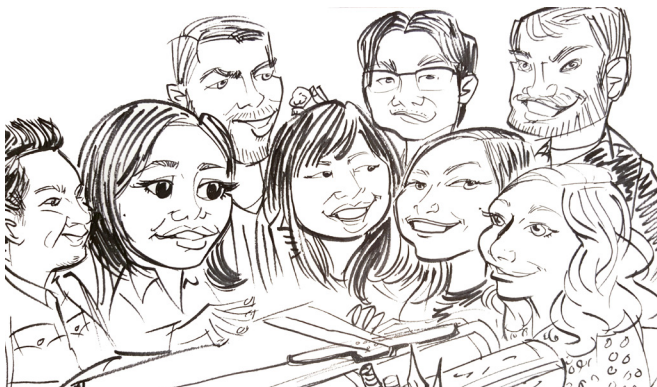


SECTION B PROJECT UNDERSTANDING AND PROPOSED APPROACH

PROJECT UNDERSTANDING AND APPROACH

VALUE POSITION

The KPA Group team brings to City of Ukiah a team of highly skilled, knowledgeable, enthusiastic and committed experts that will collaborate with the City of Ukiah, Hastings Electric Service Center users and stakeholders to assess, explore, develop, design, and deliver functional and effective improvements. Fundamental to our approach is our commitment to true collaboration and team diversity. We establish and nurture a dynamic partnership based on trust, effective communication, transparency, and a shared interest in delivering exceptional building and engineering work.



Professional Services	Team Setup	Schedule	Communication	Quality	Construction
Understand client needs & expectations	Identify & commit KPA personnel	Monthly & weekly schedules	Update client communications regularly	Checked by Principal	Site visits & reports
Verify scope & schedule	Maintain personnel flexibility		Timely reviews	Bring matters to client's attention	Additional requested services
	Provide backup plan			Timely responses & clarifications	

PROJECT UNDERSTANDING

The Hasting Electric Service Center was originally constructed in 2000 and is located at 1350 Hastings Road in Ukiah. The facility has been supplying electricity and serving the City for over 20 years and requires Tenant Improvements to extend longevity and enhance work environments and usage efficiency. Professional design and engineering services outlined in the RFP will be provided by The KPA Group and our experienced engineering consultants who have been long-term partners of KPA. This same team has successfully delivered architectural and engineering projects for multiple facilities similar to the Hastings Electric Service Center in California. Proposed services include structural, mechanical, electrical and plumbing engineering and CA Title-24 energy compliance.

The City of Ukiah has a goal to convert portions of the current warehouse facility into office, retail, and open warehouse bays for electrical lineman and storage for electrical equipment and power poles. The existing warehouse building covers 15,800 square feet on a 2.8-acre lot. The project is categorized as protected wood frame (Type V-A) construction with open wood trusses, corrugated metal siding and standing seam zinc roof. Current occupancy is B (Business) and S-1 (Storage).

For this project, both interior improvements and exterior improvements are required at the existing facility. Interior tenant improvement work includes new retail spaces, administrative office areas, bathrooms, conference room, break room, metering tech and lineman areas, and overhead light storage platforms and a new mezzanine. Mechanical improvements include an installation of new electric HVAC/mechanical system, new lighting and outlet upgrades. Exterior improvements include a new retail entry door and canopy at the North side, infill of portions of the East Side structure, new storefront glazing and entry doors, new punched openings for West side operable windows and exterior doors, replacement of exterior lighting and the infill of existing nonfunctional mechanical grills. Four new restrooms will be provided at spaces within warehouse bays.

KPA has examined the Tenant Improvement schematics (June 2022) conducted by Ren/Alexander and the Tenant Improvement drawing set for site work (2019). We have also reviewed the original record drawings, calculations, geotechnical report, and tech memos provided. Our team is thrilled to coordinate with the City of Ukiah, architect Ren/Alexander, and stakeholders to offer professional architectural and engineering support. Detailed approach is provided on the following pages.



DESIGN PHASES AND EFFORTS

Design Development (DD)

Subject to review and revision based upon schematic design, the Design Development Phase will commence. Systems and material design will be incorporated into the documents. Cross-discipline coordination will be updated for architectural, structural, electrical and mechanical engineering work to verify appropriate sizes of interior spaces along with personnel and any public interaction. Building code evaluations will be reviewed and updated. We will meet with the City staff and architect Ren/Alexander during this phase to provide project status updates and further define project design. We will meet with stakeholders, explain project progress, share details and obtain input as needed. Design Development tasks will include the following:

- Review SD drawing and other documents
- Meet with Ukiah to provide updates, receive input, prepare exhibits and narratives
- Introductions with architect Ren/Alexander to discuss basis of design, concept, and narratives to verify design inputs
- Meet with any tenants or other stakeholders regarding phasing or temporary accommodations, if applicable
- Provide recommendations for structural engineer of items related to geotechnical report
- Investigate site utilities and update drawings, contact utilities and provide project utility updates
- Advance and document building code review and analysis (CBC)
- Begin preliminary mechanical, plumbing, electrical and lighting systems calculations
- Define seismic requirements related to design
- Document requirements for accessibility and define accessible path and begin CASp review (ADA)
- Review Title 24 Energy Code and streamline the Compliance Report process
- Start CalGreen Certification for non-residential
- Develop design development drawings
- Develop exterior concept renderings, if applicable
- Prepare outline specifications and incorporate City of Ukiah "front end"
- Prepare initial construction safety and phasing plan, if required
- Update cost estimate details with new project definition
- Assist with the preparation of funding decisions and documents
- Schedule recurring design meetings with project engineers and update Ukiah on progress regularly
- Prepare final Design Development documents, reproduce and deliver to City of Ukiah

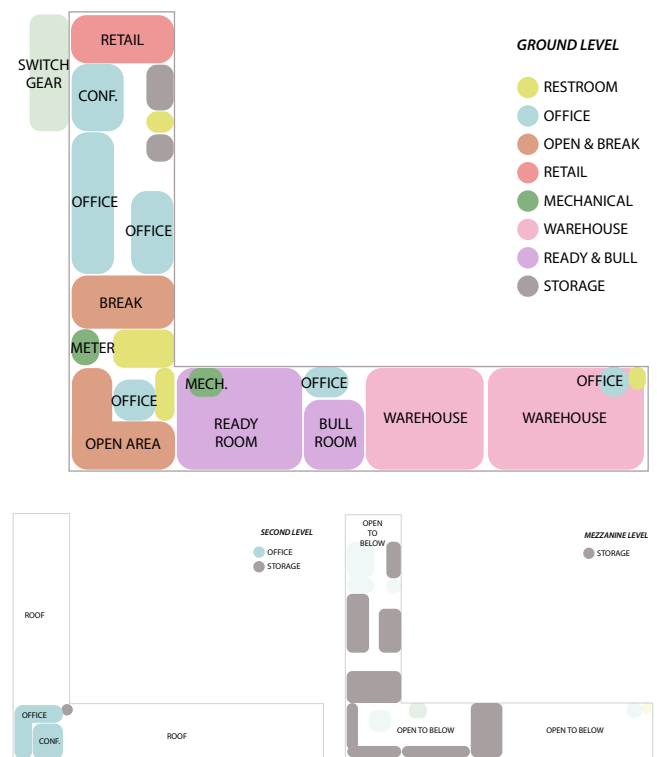
Construction Documents (CD)

KPA will prepare Construction Documents based upon the approved design that refine the extent, configuration, location, relationships and dimensions of the work to be done. This phase may be referred to as 90% to final. Construction Documents contain detailed site and building plans, elevations, sections, details, diagrams and schedules. KPA will produce construction drawings for civil, architectural, interior design, structural, plumbing, mechanical, fire protection, electrical, communication and security trades. Documentation and drawings will undergo final coordination between disciplines, written specifications and other project requirements for bidding. Construction Documents tasks will include the following:

- Further coordination with Ukiah and Design Team
- Communicate project updates regarding utilities and prepare/submit applications and complete site utility drawings
- Complete and document building, mechanical, electrical, plumbing and/or energy code review and analysis
- Incorporate municipal regulations and fire code regulations
- Complete structural, mechanical, electrical, and plumbing calculations
- Complete Title-24 Compliance Report and CalGreen Certification
- Document requirements for accessibility (ADA) including related interior and site details and incorporate CASp review comments
- Develop Final Construction Documents
- Communicate construction contract elements with the City of Ukiah
- Complete project technical specifications including full incorporation of "front-end" specifications
- Provide recommendations for construction testing and building commissioning
- Complete construction safety and phasing plan, if applicable
- Update final cost estimate with defined quantities
- Conduct and complete any 3rd party quality control reviews, if applicable
- Conduct final review with the City of Ukiah concerning construction schedule/phasing and facility operations

Permit Approval Coordination

The plan review phase follows 100% Construction Document submittal. KPA spends the majority of efforts in previous phases conforming to code, budget and schedule requirements, resulting in only minor changes



*Floor Layout Diagrams Based on 100% SD Drawings
by Architect Ren/Alexander*

to drawing text and line work or dimensions in response to review requirements. Plan review comments on projects employing appropriate quality control and experienced supervision are typically light, with quick turnaround of plan review response drawings.

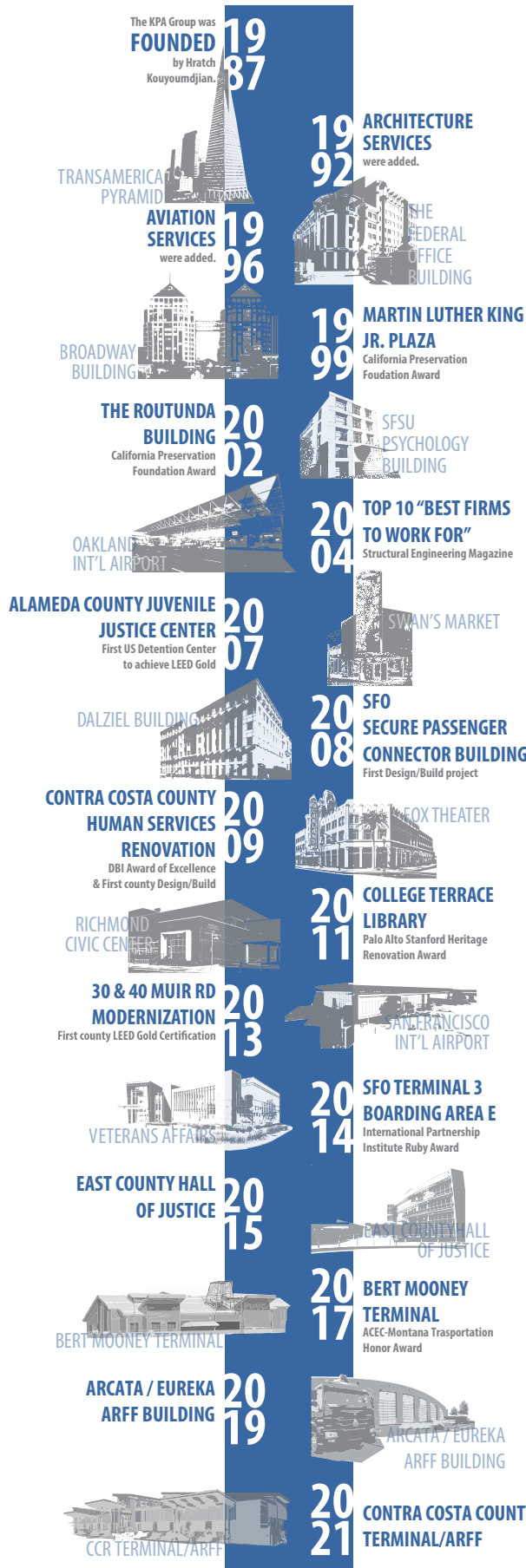
KPA will review building and planning standards as applicable including applying these standards to design solutions where required. KPA is familiar with permit approval process utilized by the City of Ukiah and has recent experience working with consulting reviews on ADA improvements for the previous Bank of America building.

KPA's staff and consultants possess detailed knowledge of the California Building Code, ADA Standards and Regulations, CA Energy Code and CalGreen, Municipal Code, and local permitting processes for fire protection system, accessibility, and public safety.

Continuous and early application of quality control typically results in very minor drawing revisions at this phase. Early submittal for plan review can reduce time impact and assure that the review phase does not impact bidding. Quick turnaround also results in schedule savings which may be reallocated elsewhere. After integrating review comments, final drawings are issued for bid.



SECTION C PROJECT TEAM



The KPA Group



6700 Koll Center Pkwy, Suite 125
Pleasanton, CA 94566
(925) 223-8217 ext. 220
www.thekpagroup.com

Point of Contact:

Paul W. Powers, President
Tel: (925) 872-0244
Email: paulp@thekpagroup.com

Summary Description of Firm

The KPA Group is a certified Small Business Enterprise (SBE) California Corporation centrally located in Pleasanton, CA. The firm offers fully integrated Engineering, Architecture, Planning and Project Management services to both public and private sectors. Our commitment to personal service throughout the project delivery process has established KPA as a strong and reliable partner for facility improvements, feasibility analyses, planning and other related services.

Areas of Services

The KPA Group is driven by passion for design and expertise in technical services such as:

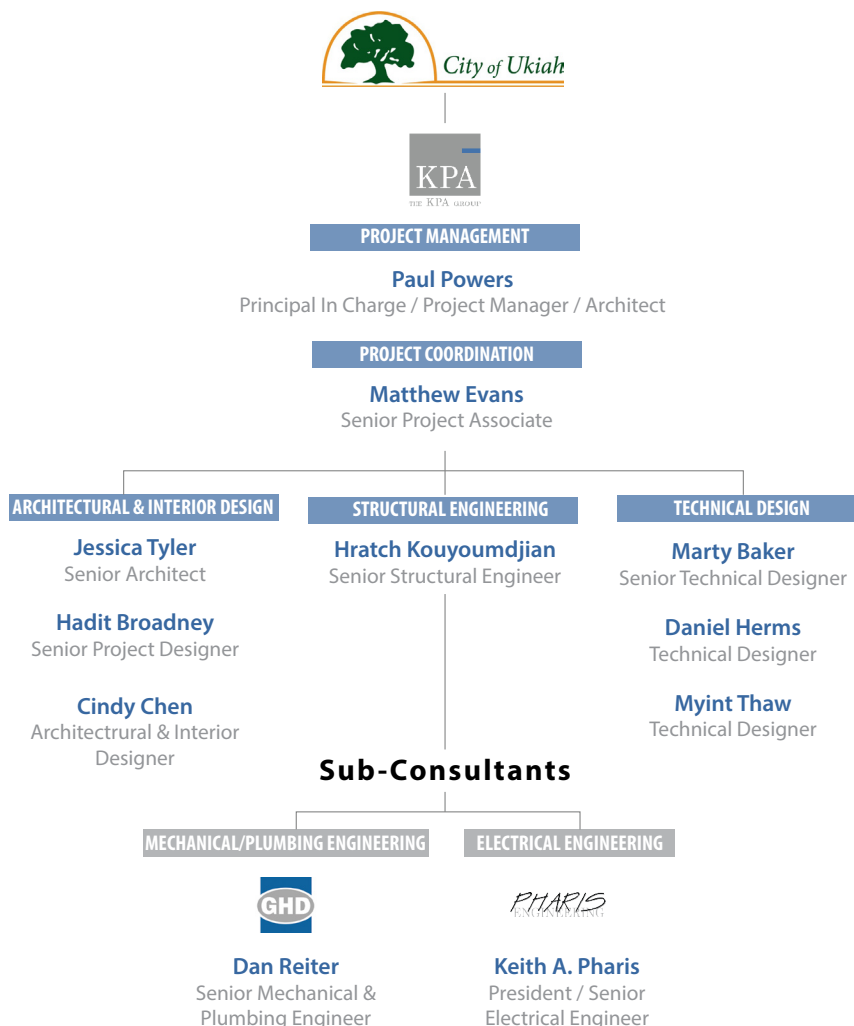
- Architectural design (schematic design to construction documentation)
- Accessibility (ADA) compliance assessments
- ADA transition planning
- Building systems engineering
- Code analysis & application
- Community master planning
- Construction administration
- Cost estimating
- Environmental analysis and CEQA permitting support
- Facility assessments and management
- Facility master planning & CIP
- Field investigation & mapping
- Field topography surveys
- Historic preservation design
- Permitting & bidding support
- Procurement requirements
- Renovation & rehabilitation design
- Seismic retrofit assessment & design
- Space planning, programming and conceptual plans
- Sustainability/LEED study and design
- Structural engineering

Timeline

Founded in 1987, The KPA Group is proudly celebrating 35 years of architectural engineering and design. KPA provides innovative solutions and enjoys repeat business from a variety of public clients.

Key Personnels

The KPA Group will provide a team of experienced architectural and engineering professionals for City of Ukiah Tenant Improvements at the Hasting Electric Service Center. The team will include a project manager, project architect, project associate, designers, and technical staff. Key team members are well-versed in project communications and provide practiced and responsible direction to and oversight of additional KPA team members. Primary project team members will engage with sub-consulting team members who have collaborated with KPA on multiple past projects similar in scope. Paul Powers will organize and lead individual task orders and is supported by a competent and successful team.



Coordination with Sub-Consultants

Above is a selection of sub-consultants KPA has collaborated with on multiple project agreements for similar design projects. We work closely with mechanical engineers, electrical engineers, plumbing engineers and other consulting engineers regularly. We will simplify the sub-consultant process by partnering with consulting firms according to need of this tenant improvement project at Hasting Electric Service Center. KPA regularly reviews project goals with sub-consultants to promote productive communication and increase project efficiency. Our Senior Project Associate Matthew Evans is in contact with sub-consultants on daily basis. The KPA design team also schedules weekly engineering meeting with sub-consultants as required.

Key Personnels

Team Member	Title/ Registration	Description	Related Experience
Paul Powers, AIA, NCARB The KPA Group	Title Principal in Charge / Project Manager / Architect License/Registration Architect C29713 Affiliation AIA, NCARB Years of Experience 30+ Years of Experience 10 Years of Experience with KPA	Paul Powers has collaborated with dozens of cities and counties over the past 30 years to complete a wide range of public projects. A highly-skilled project manager, Paul is responsible for a broad range of professional services and project management. Paul has specialized skills in contract administration and coordination, integrating engineering services, construction cost estimation, and construction administration. Paul will be responsible for leading architectural services for your project.	• South Napa Shelter Feasibility Study and Tenant Improvement, Napa County • County of San Mateo Radio Shop, Redwood City • County of San Mateo 795 Skyway Road Office Building Remodel, San Carlos • Contra Costa County Terminal Building & ARFF, Buchanan Field Airport • VA Sunnyvale R&D Campus Office Expansion, Sunnyvale • Yolo County Central Library and Archives Remodel, Woodland • VASFMC OIT Office Renovation and Expansion, San Francisco
Jessica Tyler, AIA, NCARB The KPA Group	Title Senior Architect License/Registration Licensed Architect LEED AP Affiliation AIA, NCARB Years of Experience 25 Years of Experience	Jessica Tyler brings to the team over 20 years of design and technical detailing experience. Jessica has been the lead designer for award-winning and complex public and military projects. She provides an understanding of how to complete projects and meet the ever-changing complexities of project compliance. Jessica has dedicated her career to learning codes, standards, and technical detailing to improve project and building performance. She works consistently to improve quality and understanding.	• San Carlos and Half Moon Bay Airport ARFF Maintenance Planning • VA Grand Junction Emergency Department and Accessibility Upgrades, Grand Junction • VA Phoenix Hemodialysis Clinic Remodeling, Phoenix • Police Station Upgrades for Accessibility and other improvements, Weston • United States Postal Service ADA Upgrades, Various locations • Air National Guard Base Realignment and Accessibility Study, CRTC Alpena
Matthew Evans The KPA Group	Title Senior Project Associate Years of Experience 9 Years of Experience 9 Years of Experience with KPA	Matthew Evans brings environmental science expertise which helps shape sustainable solutions by gathering geographical and technical data and applying it to building improvements and design. Matt works to provide field visits, cost estimates, and communication with clients on a regular basis. Matt's knowledge of a wide variety of services benefits the team on-site with trust and professionalism. He works closely with architects and structural engineers to help meet the client's goals.	• Facilities Condition Assessment of Service Center, Humboldt County, City of Eureka, San Mateo County, City of Tracy, City of Cupertino • County of San Mateo Radio Shop, Redwood City • County of San Mateo 795 Skyway Road Office Building Remodel, San Carlos • Contra Costa County Terminal Building & ARFF, Buchanan Field Airport • VA Sunnyvale R&D Campus Office Expansion, Sunnyvale • South Napa Shelter Feasibility Study and Tenant Improvement

Team Member	Title/ Registration	Description	Related Experience
Hadit Broadney, NCARB The KPA Group	Title Senior Project Designer Affiliation NCARB Years of Experience 9 Years of Experience 4 Years of Experience with KPA	Hadit has worked with multiple entities in the public and private sectors and understands the importance of maintaining client standards and protocols while providing innovative design solutions. Thanks to her broad experience and skill set, Hadit works closely with the client and design team in all the design phases. To better serve different project needs, she develops new design tools and strategies that adapt to each project.	• South Napa Shelter Feasibility Study and Tenant Improvement, Napa County • City Hall Restroom and Lobby Renovation Project, Los Altos • County of San Mateo 795 Skyway Road Office Building Remodel, San Carlos Contra • Costa County Terminal Building & ARFF, Buchanan Field Airport • VA Sunnyvale R&D Campus Office Expansion, Sunnyvale • VASFMC OIT Office Renovation and Expansion, San Francisco
Cindy Chen, LEED AP, NCARB, APA The KPA Group	Title Architectural & Interior Designer License/Registration LEED AP BD+C Affiliation NCARB, APA Years of Experience 5 Years of Experience 4 Years of Experience with KPA	Cindy Chen is a highly motivated designer and planner. She has Bachelor of Architecture with Distinction at California College of the Arts and is receiving Master of Regional Planning at Cornell University. Her cutting-edge knowledge and integrated skills of architecture, infrastructure, and planning enhance the project deliverables to public sectors. She advances the delivery of creative design solutions while prioritizing and aligning client's expectations, visions and goals.	• County of San Mateo Radio Shop, Redwood City • County of San Mateo 795 Skyway Road Office Building Remodel, San Carlos • Humboldt County-wide ADA Modifications projects to remove barriers at: Clam Beach, Freshwater Park, Field's Landing and the Public Defender's Office • VA Sunnyvale R&D Campus Office Expansion, Sunnyvale • VASFMC OIT Office Renovation and Expansion, San Francisco • South Napa Shelter Feasibility Study and Tenant Improvement, Napa County
Marty Baker The KPA Group	Title Senior Technical Designer Years of Experience 30+ Years of Experience 10 Years of Experience with KPA	Marty Baker has been leading the production of quality construction drawings for over 35 years. He has collaborated with Paul on hundreds of projects. He plays a critical role in mentoring KPA's design staff in technical resolution, design methodology, and standards. Marty's attention to detail and coordination of multiple building systems supports The KPA Group's reputation for first-class drawings, increasing contractor production, reducing errors, and providing a measure of control for construction costs.	• South Napa Shelter Feasibility Study and Tenant Improvement, Napa County • County of San Mateo Radio Shop, Redwood City • County of San Mateo 795 Skyway Road Office Building Remodel, San Carlos Contra • Costa County Terminal Building & ARFF, Buchanan Field Airport • VA Sunnyvale R&D Campus Office Expansion, Sunnyvale • VASFMC OIT Office Renovation and Expansion, San Francisco

Team Member	Title/ Registration	Description	Related Experience
Hratch Kouyoumdjian, P.E., S.E. The KPA Group	Title Senior Structural Engineer License/Registration CA Civil & Structural #26783, #C2151 Years of Experience 30+ Years of Experience 30+ Years of Experience with KPA	Hratch Kouyoumdjian is recognized for his creative and cost-effective structural solutions for numerous prominent high-rise and mixed-use facilities in the Bay Area during the past 30 years, as well as major institutional, academic, industrial and healthcare facilities regionally and internationally. Hratch Kouyoumdjian will lead the structural component of the facility condition assessment. Hratch will review existing building drawings and outline areas of the building where structural concerns may be present. He will attend a site visit to perform an investigation specifically related to structural components within the building. Hratch will relay findings to the remainder of the KPA team to be included in the facility condition assessment.	• South Napa Shelter Feasibility Study and Tenant Improvement, Napa County • County of San Mateo Radio Shop, Redwood City • County of San Mateo 795 Skyway Road Office Building Remodel, San Carlos Contra • Costa County Terminal Building & ARFF, Buchanan Field Airport • Humboldt County-wide ADA Modifications projects to remove barriers at: Clam Beach, Freshwater Park, Field's Landing and the Public Defender's Office • VA Sunnyvale R&D Campus Office Expansion, Sunnyvale • VASFMC OIT Office Renovation and Expansion, San Francisco
Daniel Herms The KPA Group	Title Technical Designer Years of Experience 5 Years of Experience 5 Years of Experience with KPA	Daniel Herms produces technical design drawings and documents. Dan's expertise in accurately documenting project scope leads to successful project delivery. His contribution to design reviews, project solution evaluations and alternative analysis brings value to every project. Dan works closely with his team to visualize a mindful approach to space planning, facility design and operational improvements for employees and the public. Dan understands the need to balance departmental wishes with broader project goals. Dan explores potential alternatives and avenues to resolving design issues. He works closely with the project manager and client to establish project goals and expected outcomes.	• County of San Mateo Radio Shop, Redwood City • County of San Mateo 795 Skyway Road Office Building Remodel, San Carlos Contra • Costa County Terminal Building & ARFF, Buchanan Field Airport • Humboldt County-wide ADA Modifications projects to remove barriers at: Clam Beach, Freshwater Park, Field's Landing and the Public Defender's Office • VA Sunnyvale R&D Campus Office Expansion, Sunnyvale • VASFMC OIT Office Renovation and Expansion, San Francisco • South Napa Shelter Feasibility Study and Tenant Improvement, Napa County

Sub-Consultants & Project Manager's Experience

Sub Consultants

KPA proposes collaborating with the following trusted sub-consultants on Tenant Improvements for the Hasting Electric Service Center and these individuals have worked with KPA on a variety of similar projects.



GHD is one of the world's leading asset management, engineering, architecture, and environmental consulting companies. Established in 1928, GHD serves clients in the global markets of water, energy and resources, environment, property and buildings, and transportation.

Business Address: Suite 1010, 655 Montgomery Street, San Francisco, CA 94111

Phone Number: (415) 283-4970

Dan Reiter, P.E., LEED AP Mechanical Engineer CA #M25091 1987/2/23

Related Experience:

- South Napa Shelter Tenant Improvement, Napa County
- County of San Mateo Radio Shop, Redwood City
- VA Sunnyvale R&D Campus Office Expansion, Sunnyvale



Established in 2008, Pharis provides a full range of electrical engineering services to private, public and commercial clients. Our services include lighting, security and safety, power, data and communicative medium voltage systems and electronic solutions.

Business Address: 7110 Austinwood Road, Louisville, KY 40214

Phone Number: (502) 471-7963

Keith Pharis, P.E., LEED AP Electrical Engineer CA #E17740 2005/11/18

Related Experience:

- South Napa Shelter Tenant Improvement, Napa County
- County of San Mateo Radio Shop, Redwood City
- VA Sunnyvale R&D Campus Office Expansion, Sunnyvale

Project Manager's Similar Experience

Project management starts with open ears. Listening to our clients to make sure that we understand project goals, objective and expectations is paramount. Project management methodology includes implementation of phases, review sessions and discussions. Successful projects begin by incorporating a greater amount of communication at the onset than non-successful projects. KPA leads project meetings from project kickoff with the goal of clearly understanding stakeholder wants and needs. This allows us to focus on notable design or elements of study and in turn helps to accurately define project costs.

KPA's project manager, Paul Powers, has designed and constructed over 600 buildings in the United States throughout his career. Paul's project management experience stems from decades designing and managing projects of various size and complexity. Paul is adept at the production of capital improvement programs and understands how to read small details and consider items that may otherwise be overlooked when discussing planning outcomes or priorities. His experience managing mechanical, electrical, plumbing, security, telecommunications and other consultants was built through decades of collaboration on design and planning endeavors. Paul has acted as project manager for:

- South Napa Shelter Tenant Improvement, Napa County
- 795 Skyway Office Building, San Mateo County
- Buchanan Field Airport Terminal and ARFF, Contra Costa County
- Radio Shop at Grant Yard, San Mateo County
- VAPAHCS Administration Office Retrofit and Expansion, Sunnyvale
- ADA Modifications and ADA Transition Plan, Humboldt County
- 100+ administration facility renovation or new construction projects
- 100+ vehicle maintenance facilities and public works storage yards
- 50+ medical or hospital projects
- 50+ major deferred maintenance renovation projects
- 50+ parks facilities renovation projects
- 50+ national passenger aviation terminal projects
- 25+ general aviation terminal projects



SECTION D

EXPERIENCES AND REFERENCES

City of Ukiah Develop Building Plans for ADA Barrier Removal

Ukiah, California (2021)

CITY OF UKIAH BANK OF AMERICA ADA BARRIER REMOVAL



1 BANK OF AMERICA EXTERIOR

PROJECT DESCRIPTION:

THE CITY OF UKIAH'S BANK OF AMERICA BRANCH, 501 SOUTH STATE STREET, UKIAH, CA 95501, IS LOCATED AT THE CORNER OF SOUTH STATE STREET AND SOUTH MAIN STREET. THE BUILDING IS A TWO-STORY STRUCTURE WITH A CONCRETE FRAME AND BRICK EXTERIOR. THE BUILDING IS SURROUNDED BY A PARKING LOT AND A SIDEWALK. THE BUILDING IS A TWO-STORY STRUCTURE WITH A CONCRETE FRAME AND BRICK EXTERIOR. THE BUILDING IS SURROUNDED BY A PARKING LOT AND A SIDEWALK.

REMARKS TO CITY RECORD: THE CITY OF UKIAH'S BANK OF AMERICA BRANCH, 501 SOUTH STATE STREET, UKIAH, CA 95501, IS LOCATED AT THE CORNER OF SOUTH STATE STREET AND SOUTH MAIN STREET. THE BUILDING IS A TWO-STORY STRUCTURE WITH A CONCRETE FRAME AND BRICK EXTERIOR. THE BUILDING IS SURROUNDED BY A PARKING LOT AND A SIDEWALK. THE BUILDING IS A TWO-STORY STRUCTURE WITH A CONCRETE FRAME AND BRICK EXTERIOR. THE BUILDING IS SURROUNDED BY A PARKING LOT AND A SIDEWALK.

Location: 501 South State Street, Ukiah, CA 95501

Condition Checklist:

Item	Condition	Notes
1.01	Parade	
1.02	Landmark Wall Structure	
1.03	Gate	
1.04	Sidewalk/Walkway	
1.05	Curb	
1.06	Paving Pavement	
1.07	Driveway	
1.08	Driveway Cover	
1.09	Truck	
1.10	Exterior Lighting Fixtures	
1.11	Exterior Signage	
1.12	Exterior Stairs	
2.01	Exterior Wall Finish	
2.02	Roof and Eaves	
2.03	Windows	
2.04	Doors and Entrances	
2.05	Roofing	
2.06	Roofing Materials	
2.07	Roofing Details	
2.08	Roofing Systems	
2.09	Roofing Components	
2.10	Roofing Accessories	
2.11	Roofing Hardware	
2.12	Roofing Fasteners	
2.13	Roofing Sealants	
2.14	Roofing Adhesives	
2.15	Roofing Grouts	
2.16	Roofing Mortars	
2.17	Roofing Plasters	
2.18	Roofing Stuccos	
2.19	Roofing Tiles	
2.20	Roofing Shingles	
2.21	Roofing Slatings	
2.22	Roofing Underlayment	
2.23	Roofing Vapor Barriers	
2.24	Roofing Insulation	
2.25	Roofing Sheathing	
2.26	Roofing Decking	
2.27	Roofing Joists	
2.28	Roofing Rafters	
2.29	Roofing Trusses	
2.30	Roofing Bracing	
2.31	Roofing Connections	
2.32	Roofing Anchors	
2.33	Roofing Bolts	
2.34	Roofing Screws	
2.35	Roofing Nails	
2.36	Roofing Staples	
2.37	Roofing Straps	
2.38	Roofing Bands	
2.39	Roofing Cables	
2.40	Roofing Ropes	
2.41	Roofing Chains	
2.42	Roofing Links	
2.43	Roofing Pins	
2.44	Roofing Washers	
2.45	Roofing Spacers	
2.46	Roofing Gaskets	
2.47	Roofing Seals	
2.48	Roofing O-rings	
2.49	Roofing Gaskets	
2.50	Roofing Seals	

Summary of Findings:

The facility is surrounded by South State Street and South Main Street with a sidewalk that is newly installed at the front of the building at State St. Sidewalk at the Main St. side and city and concrete cracking. Parking lot pavement is heavily sloped and has mild cracking. Striping is faded. Curb contains moderate chipping and the lane curb setting is faded.

Exterior Elevations: The paint is cracked on all columns and slightly chipped in areas. Painted stucco walls are in good condition but contain moderate chipping. Single pane windows and window sashes are deteriorated. Windows are stained with mild water runoff. Mounted lighting fixtures are outdated and worn.

Roof: Access to the roof was not provided.

Structural: Structure is in fair condition overall. Very minimal cracking can be observed at several concrete columns. Walls are painted.

Interior Elevations: A concrete floor on first floor is in fair condition with some areas of discoloration and wear. Stairs are heavily scuffed and many walls have peeling paint cover up. Part of the vault room is unfinished as well as one room at Mezzanine. Plumbing fixtures and accessories are outdated but well and floor tiles at mezzanine are in good condition. Sink and cabinet space is insufficient for future building use. Toilet, accessories, partitions and plumbing fixtures are in poor condition and not maintained well.

MEP: Electrical systems are exposed at the Mezzanine and some locations at ground level. Switchboards are in fair condition.

ADA: Building wide, door handles and stair handrails require improvements to be compliant. ADA counter requires bar and knee clearance space on the customer side. The ramp outside for the ADA parking stalls does not align with standards, and the ADA parking stalls need to be larger.

Summary of Recommendations:

Site: Upgrade railing on ramp and improve slopes.

Exterior Elevations: Repair columns on exterior of building. Replace windows with new operable units and clean window frames. Painted walls require cleaning.

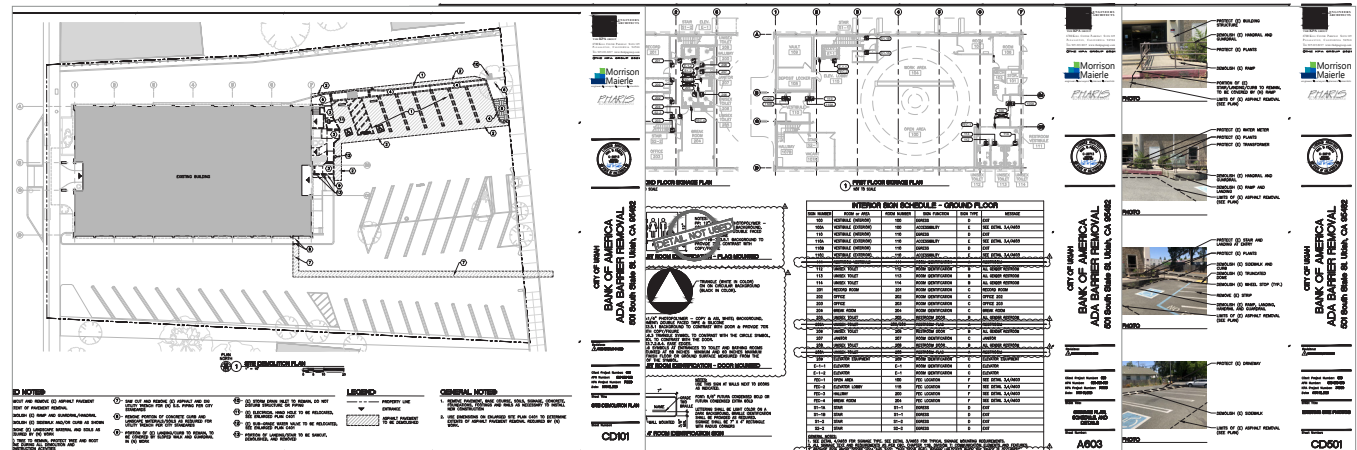
Roof: Access was not provided.

Structural: Maintain structure accordingly.

Interior Elevations: Replace some broken tiled areas. Clean and repair stairs. Repair walls with new concrete color for each wall. Finish unfinished rooms for usable space. Consider painting of parking stalls. Upgrade sink and cabinet space to include accessible counter space and some cabinets.

MEP: Cover electrical panels appropriately.

ADA: Upgrade ramp outside of building doors and include knee and continuous railing along ramp. Resize ADA parking stalls.



Scope of Services

Architectural Services
Cost Estimating
Structural Engineering
Civil and MEP Engineering
Cost Estimating

Client Contact

City of Ukiah
Matt Keizer, CBO, MCP
Chief Building Official, Code Compliance Officer
(707) 467-5718
mkeizer@cityofukiah.com

Description

KPA provided full architectural and engineering services for tenant improvements at the City of Ukiah's building (formerly Bank of America). The project focuses on ADA barrier removal of interior and site components. The interior upgrade includes: new staff restrooms at the mezzanine level to improve accessibility, construction of accessible public restrooms at ground level, and removal of other accessibility barriers including at stairs and the break area. Renovations also included interior improvements to flooring in multiple rooms due to uneven existing surface conditions and upgrades to kitchen and break room space to include L-shaped counter space and accessible cabinets. The site work includes re-striping and re-sizing parking stalls to meet ADA requirements, installing new parking signage, and upgrading exterior ramp system and path of travel to meet ADA.

VAPAHCS Sunnyvale Office/Labs Retrofit and Expansion

Sunnyvale, California (2017, 2020-2021 - Phased)



Scope of Services

Project Management
Architectural Services
Interior Design
Construction Administration
Structural Engineering
Civil and MEP Engineering
Geotechnical Survey
Permitting and Bidding Process, including CEQA

Client Contact

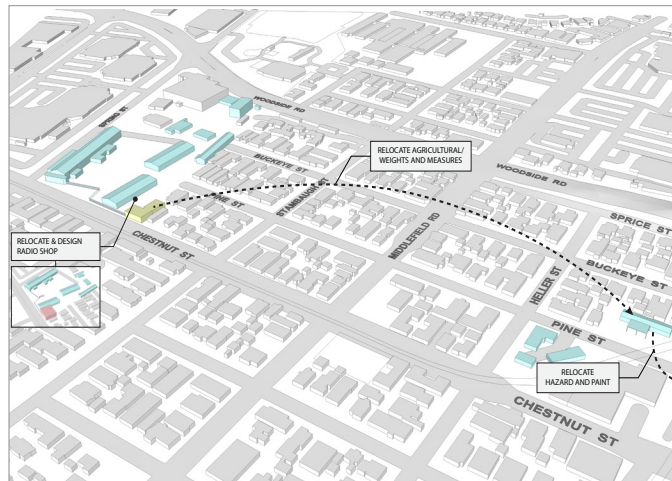
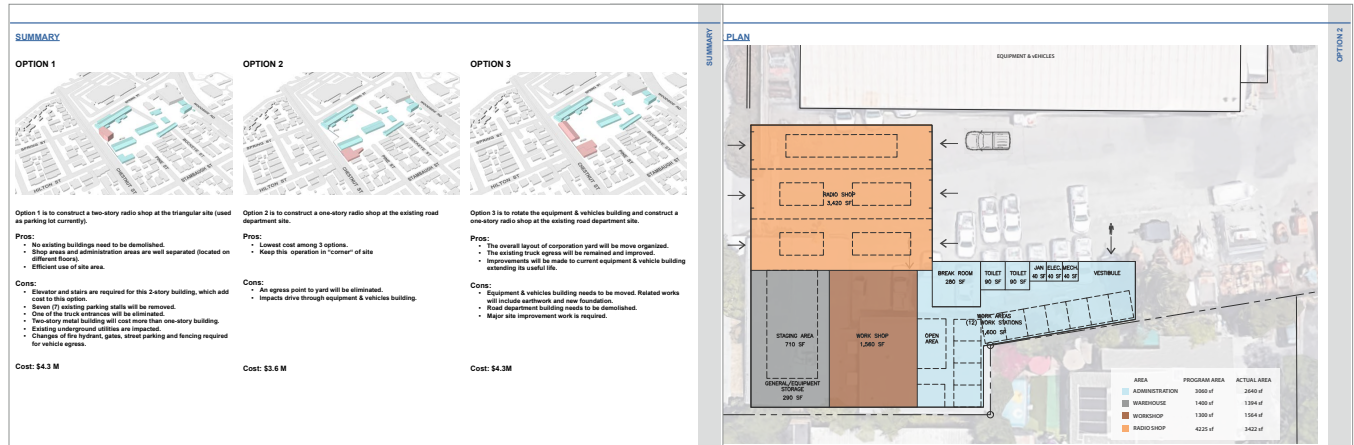
Department of Veterans Affairs, SFWAMC
Dennis Becker, Manager, VAPAHCS Contracting Officer
925-372-2307
dennis.becker2@va.gov

Description

This project involves the remodel and conversion of an existing two-story 50,000 SF 1960's office building. It also includes the design of a 7,000 SF lobby addition and a 19,000 SF two-story office addition. The design establishes many new systems such as site infrastructure, electrical and gas service, site fire hydrant system, storm water drainage system and fire protection extensions to the existing and new additions. Future planning for the project takes into account considerations for additional office space, on-site parking and a new parking structure. The facility will be used as a new administrative Bay Area office for the Department of Veterans Affairs.

San Mateo County Radio Shop Feasibility Study and Construction

Redwood City, California (2019-2020)



Scope of Services

Master Planning
 Review of previous documentations
 Feasibility Study and Concept Options
 Architectural Design
 Cost Estimating
 Civil and MEP Engineering
 Geotechnical Survey
 Permitting and Bidding Process, including CEQA

Client Contact

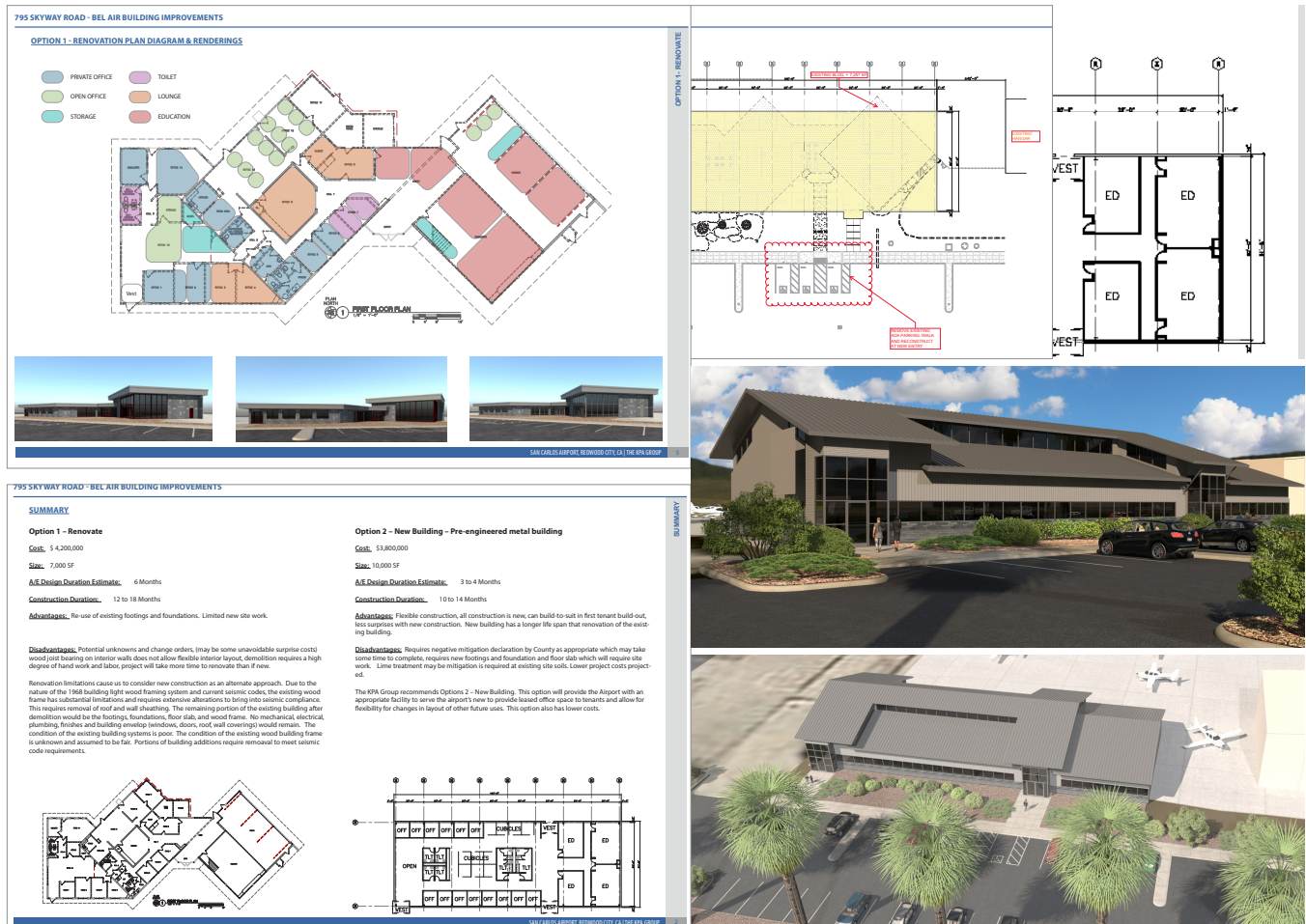
County of San Mateo, Department of Public Works
 Tory Newman, Senior Project Manager
 (650) 599-7390
 tnewman@smcgov.org

Description

The KPA Group supported the County of San Mateo to plan the construction of the new Radio Shop and administration offices in their existing Grant Yard. According to the County's ideal program and plan, and after the feasibility analysis and evaluation of the existing plan and site conditions, The KPA Group provided several program concepts and planning options with a report that outlined the pros and cons for each option individually. The KPA Group served the County with the evaluated preliminary planning data and provided additional concepts and feasibility analysis to prepare for the further development of the site. The project's construction commenced in 2021.

San Carlos Airport - 795 Skyway Office Building Renovation

San Carlos, California (2018-2019)



Scope of Services

Programming and Concept Options
 Architectural Services
 Construction Administration
 Cost Estimating
 Structural Engineering
 Civil and MEP Engineering
 Geotechnical Survey
 Permitting and Bidding Process, including CEQA & WELO

Client Contact

County of San Mateo
 Gretchen Kelly, Manager
 (650) 573-3700
 gkelly@smcgov.org

Description

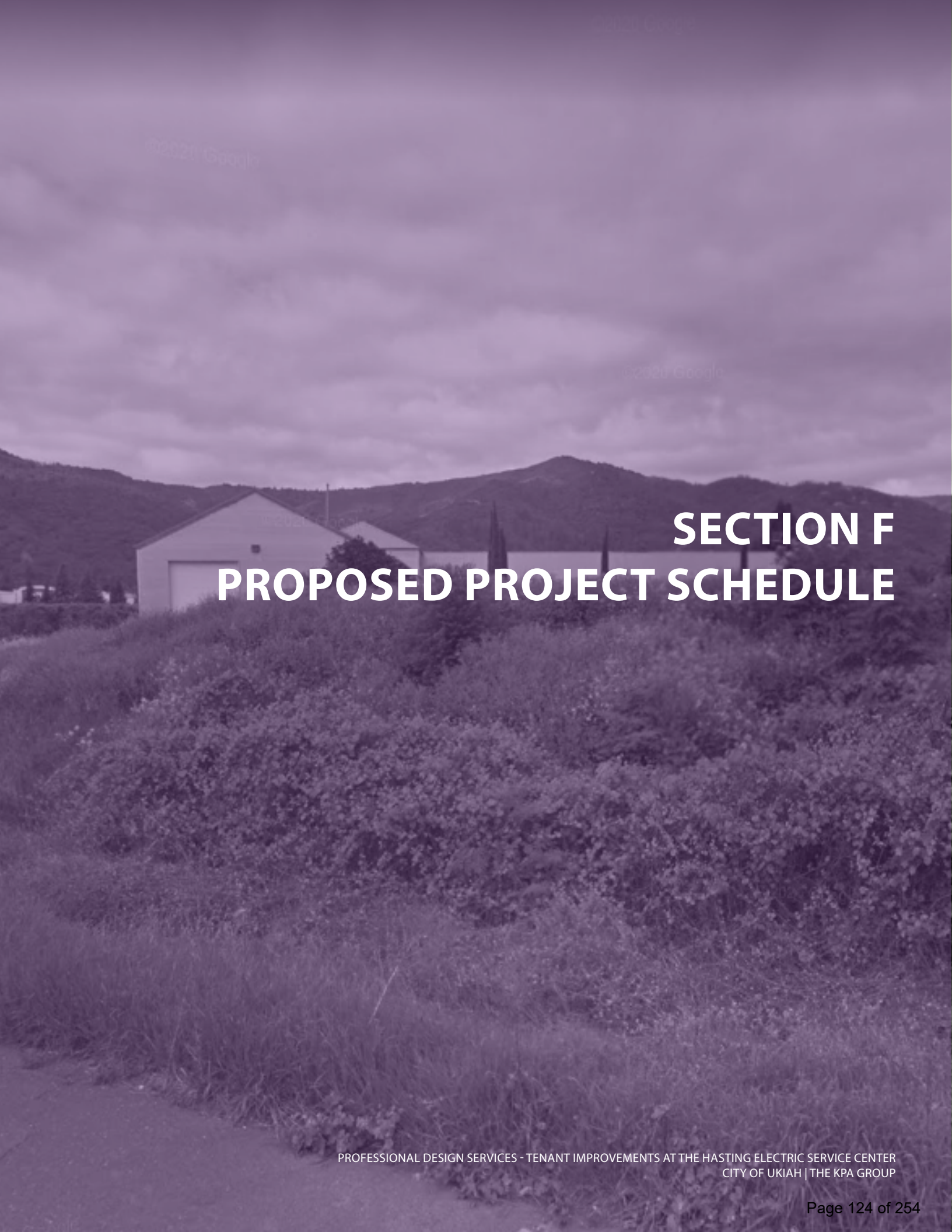
Based on the interests of San Mateo County, The KPA Group reviewed previous documentation and evaluated the existing condition of a vacant office building at the San Carlos Airport. Our team explored several programming and design options and provided multiple concepts for selection ranging from renovation to demolition and new construction. Cost estimates were provided for various options and components. San Mateo County decided on a complete replacement option that involved designing and constructing a new 12,500 SF multi-use building. Full architectural services were provided in conjunction with structural consultation and coordination with a CEQA specialist. A component of the design included space programming sessions and meetings with potential tenants of the new space who are planned to relocate from existing airport office space.



SECTION E FEE PROPOSAL

Fee Proposal

CITY OF UKIAH - TENANT IMPROVEMENTS AT THE HASTINGS ELECTRIC SERVICE CENTER							
FEE PROPOSAL							
	PROJECT MANAGER	PROJECT ARCHITECT	ENGINEER	DESIGNER	CAD TECH	CLERICAL	SUBTOTAL
SUMMARY BY CLASSIFICATION	\$245.00	\$210.00	\$210.00	\$190.00	\$150.00	\$100.00	
PHASE 1 - DESIGN							
A. PROGRAMMING / PROJECT MANAGEMENT							
1 Kickoff meeting and contract prep	8	4				4	\$3,200.00
2 Communicate with the Owner	16	8		8	8		\$8,320.00
3 Communicate with project team members	8	8	8	8	8		\$8,040.00
4 Scheduling	4						\$980.00
6 Team management	8	2	4	4			\$3,980.00
7 Quality Control & Review	8	16	8	8			\$8,520.00
SUBTOTAL	\$12,740.00	\$7,980.00	\$4,200.00	\$5,320.00	\$2,400.00	\$400.00	\$33,040.00
B. DESIGN							
1 Site Investigation Work	4	16	16	16		8	\$11,540.00
2 DD - MEP advancement		16	32	24	48		\$21,840.00
3 DD - advance layout and int. finishes/details	8	24	4	40	64		\$25,040.00
4 DD - development of specifications		24	8	24		32	\$14,480.00
5 CD - incorporate review comments	4	8	8	8	24		\$9,460.00
6 CD - final drawings	8	24	8	48	72		\$28,600.00
7 CD - final MEP coordination	4		40	4	40		\$16,140.00
8 CD - final specifications		32	8	32		24	\$16,880.00
9 Design review meetings	8	8		8			\$5,160.00
SUBTOTAL	\$8,820.00	\$31,920.00	\$26,040.00	\$38,760.00	\$37,200.00	\$6,400.00	\$149,140.00
C. PERMITTING							
1 Assist in obtaining permits	4	8	16	8		8	\$8,340.00
2 Update drawings accordingly		8	4		40		\$8,520.00
SUBTOTAL	\$980.00	\$3,360.00	\$4,200.00	\$1,520.00	\$6,000.00	\$800.00	\$16,860.00
D. BIDDING PROCESS							
1 Respond to questions / Issue addenda	2	8	4	4	8		\$4,970.00
2 Review bids	2	8	4	4			\$3,770.00
3 Discuss pros and cons with Airport Division	8	4	4				\$3,640.00
4 Assist in negotiations with contractors	4	4					\$1,820.00
SUBTOTAL	\$3,920.00	\$5,040.00	\$2,520.00	\$1,520.00	\$1,200.00	\$0.00	\$14,200.00
TOTAL HOURS - DESIGN	108	230	176	248	312	76	1150
TOTAL COSTS - Phase 1	\$22,540.00	\$43,260.00	\$34,440.00	\$45,600.00	\$45,600.00	\$7,600.00	\$213,240.00
PHASE 2 - CONSTRUCTION ADMINISTRATION SERVICES - PLUMBING & STRUCTURAL							
A. RFI RESPONSE							
1 Review contractor RFIs	2	8	24	8			\$8,730.00
2 Respond to RFIs	4	4	24			16	\$8,460.00
SUBTOTAL	\$1,470.00	\$2,520.00	\$10,080.00	\$1,520.00	\$0.00	\$1,600.00	\$17,190.00
B. SUBMITTALS							
1 Review Shop Drawings	2		16	8		8	\$6,170.00
2 Review product and material substitutions	2	8	4			8	\$3,810.00
3 Manage and organize submittals	4					8	\$1,780.00
SUBTOTAL	\$1,960.00	\$1,680.00	\$4,200.00	\$1,520.00	\$0.00	\$2,400.00	\$11,760.00
C. CONSTRUCTION MEETINGS							
1 Attend construction meetings	8		24	16			\$10,040.00
SUBTOTAL	\$1,960.00	\$0.00	\$5,040.00	\$3,040.00	\$0.00	\$0.00	\$10,040.00
D. GENERAL CONSTRUCTION ADMINISTRATION							
1 Observation site visits	8		32	16			\$11,720.00
2 Project logs	4					16	\$2,580.00
3 Punch list	4	8	4	4		16	\$5,860.00
4 Project close out	4	4	4			4	\$3,060.00
SUBTOTAL	\$1,960.00	\$2,520.00	\$1,680.00	\$760.00	\$0.00	\$2,000.00	\$8,920.00
TOTAL HOURS - CA	42	32	132	52	0	76	334
TOTAL COSTS - Phase 2	\$7,350.00	\$6,720.00	\$21,000.00	\$6,840.00	\$0.00	\$6,000.00	\$47,910.00
GRAND TOTAL PROJECT COSTS	\$29,890.00	\$49,980.00	\$55,440.00	\$52,440.00	\$45,600.00	\$13,600.00	\$261,150.00



SECTION F

PROPOSED PROJECT SCHEDULE



SECTION G EXCEPTIONS

Exceptions

The KPA Group has no exceptions to propose with respect to the Scope of Services. Additionally, KPA has no exceptions to the City's insurance requirements and the City's draft professional services agreement as shown in the attachments.



AGENDA SUMMARY REPORT

SUBJECT: Delegate City Manager Authority to Negotiate and Execute a License Agreement with Pacific Gas and Electric for a Public Safety Power Shutoff Resource Center to be Located at the Ukiah Valley Conference Center.

DEPARTMENT: Community Services

PREPARED BY: Neil Davis, Community Services Director

PRESENTER: Neil Davis, Community Services Director.

ATTACHMENTS:

1. Ukiah Valley Conference Center CRC Agreement

Summary: The City Council will consider delegating the City Manager authority to negotiate and execute a license agreement with Pacific Gas and Electric for a Public Safety Power Shutoff Resource Center to be located at the Ukiah Valley Conference Center.

Background: Ongoing wildfires and increasingly hot summers have led to an increase in PG&E public safety power shutoff (PSPS) events and other power outages that can impact the city of Ukiah. Examples of PSPS Events include but are not limited to red flag warnings issued by the United States National Weather Service, low humidity levels, high winds, and dry vegetation. Even when planned, power outages can cause significant risk to the health and safety of the community. These risks often fall most heavily on the poor and elderly. Providing the community with a reliable customer resource center at the Ukiah Valley Conference Center (UVCC) is therefore beneficial to the health and safety of our entire community.

The City obtained a Community Development Block Grant to purchase a generator to be housed at the Conference Center. An award for the installation of the generator and supporting infrastructure has been made with expected installation in the next two months. The installed generator will automatically turn on whenever power is cut. Although the License Agreement presented here is for use during PSPS events, the generator will also be available for use during unplanned power outages.

Discussion: Pacific, Gas and Electric (PG&E), seeks City approval to enter into a License Agreement with the City (Attachment 1). This Agreement grants PG&E the right to use the Ukiah Valley Conference Center (UVCC), located at 200 S School Street, Ukiah, CA 95482 as a backup power location and community resource center during a Public Safety Power Shutoff. The Agreement also allows PG&E to install an Automatic Transfer Switch that will turn the generator on any time power is cut. In the event of a PSPS event, the License Agreement will allow PG&E immediate access (minimum 8 hours' notice) and use of the Conference Center Cabernet rooms and associated areas including hallways and bathrooms as well as a "staging" area in the parking lot. The City will be required to cancel any scheduled events to accommodate the PSPS customer resource center activities. During use days, PG&E and PG&E's Representatives and customers shall have the exclusive right to use the License Area. Services to be provided in the License Area may include, among other things, providing PG&E customers with water and snacks and the ability to charge phones and get up-to-date information on outages.

PG&E will pay a daily fee of \$1,200 for the use of the facility. Conference Center Staff will provide the usual renter support, including janitorial services.

City Staff recommends that the City Council authorize the City Manager to negotiate and execute the License Agreement with Pacific Gas and Electric for a Public Safety Power Shutoff Resource Center.

Recommended Action: Delegate City Manager authority to negotiate and execute a license agreement with Pacific Gas and Electric for a Public Safety Power Shutoff Resource Center to be located at the Ukiah Valley Conference Center.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: NA

PROPOSED BUDGET AMOUNT: NA

FINANCING SOURCE: NA

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Craig Schlatter, Community Development Director, Dave Kirch, Facilities Manager, and David Rapport, City Attorney's Office

Approved: 
Sage Sangiacomo, City Manager

LICENSE AGREEMENT
(PUBLIC SAFETY POWER SHUTOFF)

This License Agreement ("**License Agreement**") is made and entered into this _____ day of _____, 2022 (the "**Effective Date**") by CITY OF UKIAH, a Political subdivision of the State of California, hereinafter called "**LICENSOR**," and PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called "**PG&E**." PG&E and LICENSOR are sometimes hereinafter each singularly referred to as "PARTY" and collectively as "PARTIES".

R E C I T A L S:

A. LICENSOR owns or leases the certain real property commonly known as Ukiah Valley Conference Center, located at 200 S School Street, Assessor's Parcel Number 002-261-09-00, hereinafter called the "**Property**," located in the City of Ukiah, County of Mendocino, State of California. The Property includes a parking lot ("**Parking Lot**") containing approximately 10+ parking spaces.

B. PG&E desires to partner with LICENSOR in connection with a Public Safety Power Shutoff Event ("**PSPS Event**"). For purposes of this License Agreement, a "**PSPS Event**" means the existence of one or more environmental conditions creating extreme fire danger that results in the shutoff of power for public safety. Examples of PSPS Events include but are not limited to red flag warnings issued by the United States National Weather Service, low humidity levels, high winds, and dry vegetation.

C. The PARTIES desire to memorialize this mutual understanding and agreement for making the Property available to PG&E in connection with a PSPS Event.

NOW, THEREFORE, for good and valuable consideration, LICENSOR and PG&E agree as follows:

1. Grant of License. Subject to the terms and conditions set forth in this License Agreement, LICENSOR grants PG&E, and its employees, contractors, agents, and representatives ("**PG&E's Representatives**") and PG&E's customers the right to use the License Area described in **EXHIBIT A** attached hereto (the "**License Area**") and certain interior areas of the Property in connection with a PSPS Event, together with rights of ingress and egress to and from the License Area, and the right to use certain exterior areas of the Property as set forth below. All of the activities of PG&E and PG&E's Representatives pursuant to this License Agreement are referred to herein as "**PG&E's Activities**."

2. Use of License Area and Interior Common Areas of the Property. During Use Days (as defined in Section 5 below), PG&E and PG&E's Representatives and customers shall have the exclusive right to use the License Area as a customer resource center. Services to be provided in the License Area may include, among other things, providing PG&E customers with water and snacks and the ability to charge phones and get up-to-date information on outages. PG&E and PG&E's Representatives shall have the right to set up tables and chairs in the License Area. In addition to the exclusive use of the License Area, PG&E and PG&E's Representatives and customers shall have the nonexclusive right, during Use Days, to use lobbies, hallways, stairways, elevators (if operational), restrooms, and other interior common areas of the Property.

PG&E and PG&E's Representatives shall also have the right to install temporary directional signage in the common areas of the Property.

3. Staging Area; Parking.

(a) Staging Area. During Use Days, PG&E and PG&E's Representatives shall have the exclusive right to use the exterior area of the Property shown on **EXHIBIT A** (the "**Staging Area**") to support the operation of an indoor customer resource center in the case of a PSPS Event. PG&E and PG&E's Representatives shall have the right to set up tents, install trailers, portable toilets, fencing, and temporary signage, park mobile vehicle units and other vehicles, and deliver and stage equipment, supplies and materials in the Staging Area.

(b) Parking. PG&E and PG&E's Representatives and customers shall have the non-exclusive right to park vehicles in portions of the Parking Lot shown on **EXHIBIT A** during Use Days.

(c) Personnel. During Use Days PG&E shall have the exclusive right to use the License Area, up to twenty-four (24) hours per day. Hours for use to PG&E customers shall be from 8:00 am to 10:00 pm. On Use Days, the License Area shall be fully staffed by PG&E and its representatives, at PG&E's sole cost and expense. PG&E shall provide uniformed unarmed security at its cost and expense to ensure the protection of its equipment, the safety of the public and to prevent any damage to the Property.

4. Generator and Transfer Switch. Subject to the terms and conditions of this Section 4, LICENSOR grants PG&E and PG&E's Representatives a license to install an Automatic Transfer Switch ("Transfer Switch") at the Property. LICENSOR hereby grants PG&E the right to use the existing generator owned by LICENSOR (the "Licensor Owned Generator") located at the Property in the location depicted on EXHIBIT A (generator location) during Use Days. Except to the extent caused by the negligence or willful misconduct of PG&E or PG&E's Representatives, LICENSOR releases PG&E and PG&E's Representatives from, and LICENSOR agrees to indemnify, defend, and hold PG&E and PG&E's Representatives harmless from and against, any and all Claims (as defined in Section 10 below) relating directly or indirectly to the Licensor Owned Generator and Transfer Switch, including, but not limited to, any failure or malfunction thereof. Except during a PSPS Event, LICENSOR shall operate the Licensor-Owned Generator and Transfer Switch, and LICENSOR shall at all times remain responsible for maintaining and repairing the Licensor-Owned Generator and Transfer Switch in compliance with all applicable laws, including, but not limited to, maintaining any necessary permits. LICENSOR agrees that PG&E may operate the Licensor Owned Generator during a PSPS Event utilizing the Property, without payment of any additional fees or charges by PG&E.

5. Term. This License Agreement shall be for a term of ten (10) years, commencing on _____ (the "**Commencement Date**"), and expiring on _____ (the "**Termination Date**"). Notwithstanding the term of this License Agreement, PG&E anticipates that it will use the License Area and the Staging Area on an occasional basis, if at all, for periods of approximately two (2) to ten (10) days at a time. The days (including any partial days) during which any of PG&E's Activities are occurring in or on the License Area or the Staging Area are

referred to herein as "**Use Days.**" During Use Days, PG&E shall have the exclusive right to use the License Area and the Staging Area twenty-four (24) hours per day.

6. License Fee. PG&E shall pay a license fee ("**License Fee**") of One Thousand Two Hundred Dollars (\$1,200.00) per day for each Use Day. License fee shall be made payable to _____ at the following address _____. LICENSOR shall remit a W9 to PG&E upon request for payment.

7. Priority Scheduling. PG&E shall give LICENSOR at least eight (8) hours' prior notice (the "**PSPS Notice**") of the dates and times that PG&E desires to access and use the Property in connection with a PSPS Event. Within four (4) hours after receipt of a PSPS Notice, LICENSOR shall confirm receipt of the PSPS Notice. PG&E's use of the Property in connection with a PSPS Event shall take priority over other uses and events. If another use or event is scheduled at the Property that would conflict with PG&E's use of the Property during the dates and times specified in the PSPS Notice, LICENSOR shall cancel such event and indemnify and defend PG&E from any and all Claims related to such cancellation. LICENSOR acknowledges that PG&E may give LICENSOR multiple PSPS Notices during any calendar year.

8. Use of License Area and Staging Area.

(a) As Is. To LICENSOR'S current actual knowledge, the Property complies with all laws, including the Americans with Disabilities Act and other accessibility laws. PG&E accepts the License Area and the Staging Area "AS-IS," "WHERE-IS" and "WITH ALL-FAULTS," subject to all applicable zoning, municipal, county and state laws, ordinances, and regulations governing and regulating the use of the License Area and the Staging Area. PG&E may request LICENSOR to perform alterations, repairs, or improvements to the License Area and the Staging Area, but PG&E understands and agrees that LICENSOR shall not be obligated to make any such alterations, repairs or improvements at any time. Except in the event of an emergency, PG&E shall not make any alterations, repairs or improvements to the Property without the prior written consent of LICENSOR, which consent shall not be unreasonably withheld, conditioned or delayed.

(b) Use. PG&E shall exercise reasonable care in the conduct of PG&E's Activities in the License Area and the Staging Area. Without limiting the generality of the preceding sentence, PG&E shall maintain the License Area and the Staging Area in reasonably neat and orderly condition during Use Days; provided, however, that LICENSOR, as part of the License Fee and without additional compensation, shall provide all necessary janitorial services to the License Area and common areas during Use Days, including, but not limited to, removing trash and stocking restrooms with supplies. PG&E shall not use the License Area or the Staging Area or permit anything to be done in or about the License Area or the Staging Area during Use Days that will in any way conflict with any law, statute, zoning restriction, ordinance or governmental rule or regulation or requirement relating to the use or occupancy of the License Area or the Staging Area. During Use Days, PG&E shall not allow the License Area or the Staging Area to be used for any unlawful or objectionable purpose, nor shall PG&E cause, maintain or permit any nuisance in, on or about the License Area or the Staging Area.

(c) Mechanic's Liens. PG&E shall keep the Property free and clear of all mechanic's liens arising, or alleged to arise, in connection with any work performed, labor or materials supplied or delivered, or similar activities performed by PG&E or at PG&E's request or for PG&E's benefit. If any mechanic's liens are placed on the Property in connection with PG&E's use or PG&E's Activities, PG&E shall diligently pursue all necessary actions to remove such liens from title, either by payment or by recording a lien release bond in the manner specified in California Civil Code Section 8424 or any successor statute.

(d) Restoration. Upon PG&E's ceasing to use the License Area and the Staging Area in connection with a particular PSPS Event, PG&E shall remove all personal property of PG&E from the License Area, remove all vehicles, personal property, debris and waste material of PG&E and PG&E's Representatives from the Staging Area, and repair and restore the License Area and the Staging Area as nearly as reasonably possible to the condition that existed prior to PG&E's entry hereunder.

(e) Water Discharge. PG&E's activities may require potable water-filled equipment, such as barrels or water barriers to weigh down tents or other equipment, or to delineate outside areas on the Property. All potable water-filled equipment shall be cleaned prior to use and filled with water from a potable water source only. Any water discharged from the water-filled equipment shall be discharged to onsite unpaved land (i.e., soil) only. PG&E and PG&E's representatives shall ensure best management practices are implemented including but not limited to ensuring water is observed for any potential sediments, trash or other contaminants; the discharge area selected is 100 feet from a water body; and the discharge is done to avoid ponding and erosion. If the water needs to be discharged to a storm drain, PG&E will obtain local stormwater agency approval. This License Agreement authorizes the discharge of potable water from water-filled equipment on to the Property as described above. PG&E shall notify LICENSOR if water discharge is necessary.

9. Notices. All notices under this License Agreement shall be sent by email to the addresses set forth in **EXHIBIT B**. In addition, LICENSOR will provide PG&E with telephone or cellphone numbers of staff in calling order to contact in an emergency as set forth in **EXHIBIT B**. **EXHIBIT B** shall be updated as needed to reflect current names and contact information.

10. Indemnity. Except to the extent caused by the negligence or willful misconduct of LICENSOR, its officers, agents, or employees, PG&E shall indemnify, defend and hold harmless LICENSOR and its governing body, officers, agents, and employees from and against all claims, losses, actions, demands, damages, costs, expenses (including, but not limited to, reasonable attorneys' fees and court costs) (collectively, "**Claims**") that are caused by PG&E's Activities, or the entry on, occupancy or use of, the Property by PG&E or PG&E's Representatives under this License Agreement, including, but not limited to, Claims relating to (i) injury to or death of persons, including, but not limited to, employees of LICENSOR or PG&E; (ii) injury to the property of LICENSOR, and (iii) violation of any applicable federal, state, or local laws, statutes, regulations, or ordinances by PG&E or PG&E's Representatives. In no event, however, shall PG&E be liable for any indirect or consequential damages or for loss of profits or other revenue, loss of goodwill, or loss of use. The indemnification obligations of

PG&E under this Section 10 shall survive the expiration or earlier termination of this License Agreement.

11. Insurance. PG&E shall at all times during the Term of this License Agreement, self-insure for PG&E's Activities pursuant to this License Agreement in accordance with **EXHIBIT C**.

12. Alterations to Property. LICENSOR hereby grants PG&E and PG&E's Representatives the right to perform, at PG&E's sole cost & expense, the alterations to the Property described in **EXHIBIT D** attached hereto. PG&E or PG&E's Representatives will coordinate the scheduling of the performance of such alterations with LICENSOR.

13. Miscellaneous.

(a) Governing Law. This License Agreement shall in all respects be interpreted, enforced, and governed by and under the laws of the State of California.

(b) Attorneys' Fees. Should either party bring an action against the other party, by reason of or alleging the failure of the other party with respect to any or all of its obligations hereunder, whether for declaratory or other relief, and including any appeal thereof, then the party which prevails in such action shall be entitled to its reasonable attorneys' fees and expenses related to such action, in addition to all other recovery or relief.

(c) No Waiver. Any waiver with respect to any provision of this License Agreement shall not be effective unless in writing and signed by the party against whom it is asserted. The waiver of any provision of this License Agreement by a party shall not be construed as a waiver of a subsequent breach or failure of the same term or condition or as a waiver of any other provision of this License Agreement.

(d) Counterparts. This License Agreement may be executed in identical counterpart copies, each of which shall be an original, but all of which taken together shall constitute one and the same agreement.

(e) Authority. Each party to this License Agreement warrants to the other that it has the right and authority to enter into and to perform its obligations under this License Agreement, without the consent of any third party, and that the person signing below is authorized to bind such party.

(f) Interpretation. This License Agreement shall be construed according to the fair meaning of its language. The rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be employed in interpreting this Agreement.

(g) Exhibits. The following exhibits are attached hereto and incorporated herein by this reference:

- EXHIBIT A** – License Area
 - Staging and Parking Lot Area
 - Generator Site
- EXHIBIT B** – Notices
- EXHIBIT C** – Statement of Self-Insurance Program
- EXHIBIT D** – ADA and Electrical Alterations

(h) Electronic Signatures. This License Agreement may be executed by electronic signatures (*e.g.*, using DocuSign or e-SignLive) or signatures transmitted in portable document format ("pdf"), and copies of this License Agreement executed and delivered by means of electronic or pdf signatures shall have the same force and effect as copies hereof executed and delivered with original manually executed signatures. The parties may rely upon electronic and pdf signatures as if such signatures were manually executed originals and agree that an electronic or pdf signature page may be introduced into evidence in any proceeding arising out of or related to this License Agreement as if it were an original manually executed signature page.

(i) Successors and Assigns. This License Agreement shall be binding upon and inure to the benefit of the heirs, personal representatives, successors, and assigns of each party.

(j) Entire Agreement. This License Agreement supersedes all previous oral and written agreements between and representations by or on behalf of the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof. This License Agreement may not be amended, except by a written agreement executed by both parties.

IN WITNESS WHEREOF, the parties have executed this License Agreement as of the date set forth below each signature, effective upon the Effective Date first written above.

"PG&E"

"LICENSOR"

PACIFIC GAS AND ELECTRIC COMPANY,
a California corporation

CITY OF UKIAH,
a political subdivision of the State of California

By: _____

By: _____

Name: Donny Kennedy

Name: _____

Its: Manager, Land Acquisition

Its: _____

Date: _____

Date: _____

EXHIBIT A

200 S School Street, Ukiah

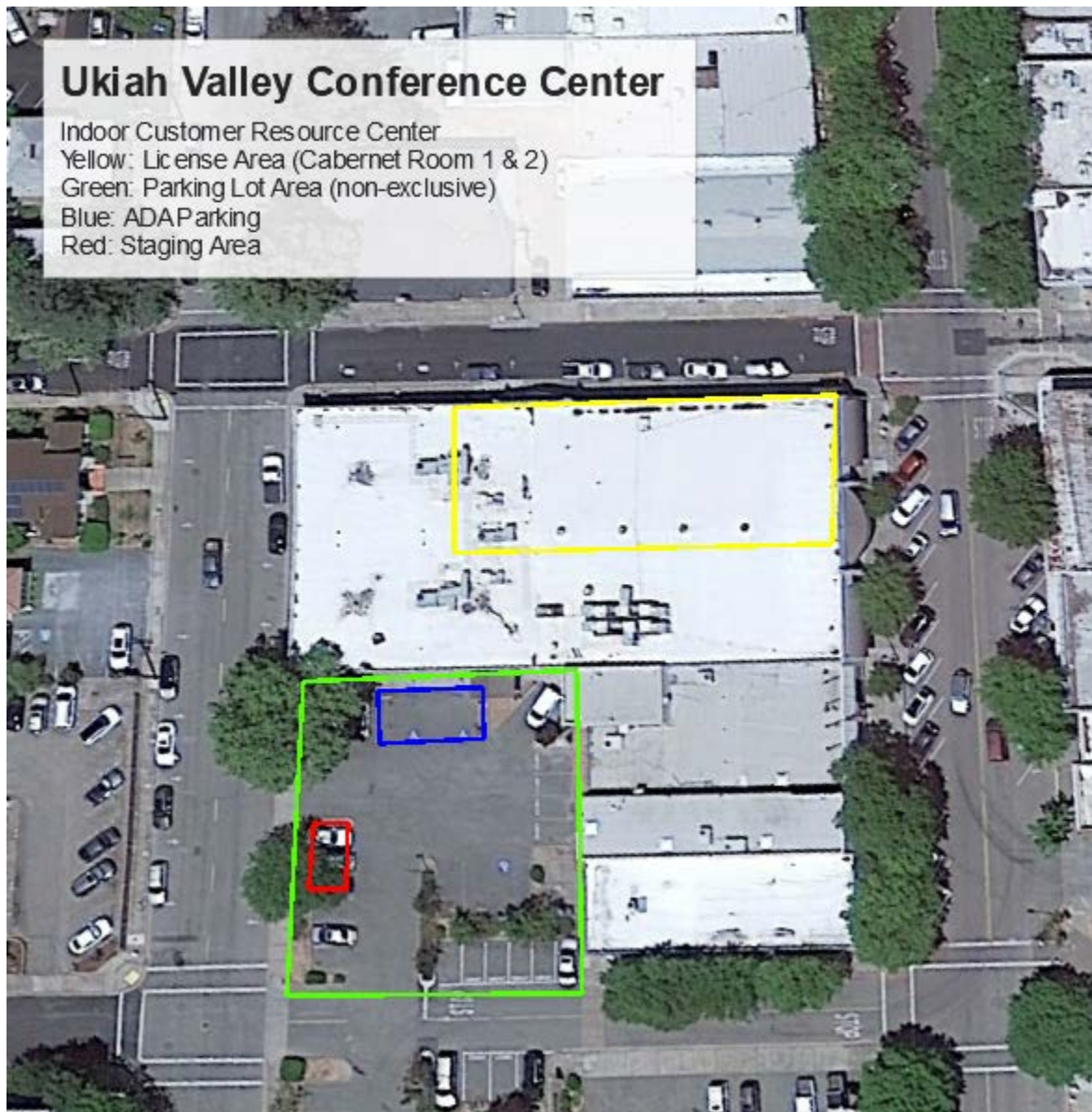


EXHIBIT B

NOTICES

TO LICENSOR:

Any notice to Licensor, including the notice to be given pursuant to Section 7 of the License Agreement, shall be sent to [REDACTED] at the following:

Email address: [REDACTED] Phone Number: [REDACTED]

In addition, in the event of an emergency, PG&E shall contact the following persons in the order set forth below:

[REDACTED] Phone: [REDACTED]

[REDACTED] Phone: [REDACTED]

Weekends and After Hours: [REDACTED]

TO PG&E:

Any notice to PG&E, including the notice pursuant to Section 7 of the License Agreement shall be sent to Jessica Melton at the following email address: Jessica.Melton@pge.com, cc'ing CRCHelp@pge.com.

PG&E contacts for use during emergency use and post emergency for claims and reimbursements:

CRC Help Line: 916-760-5369

Jessica Melton, Land Consultant, PG&E
(925) 655-7085 – cell
Jessica.Melton@pge.com – email

Alex Grant, Program Manager, PG&E
(707) 331-2466 – cell
Alex.Grant@pge.com – email

EXHIBIT C



EORM & Insurance Department
245 Market Street / N4S
4th Floor
San Francisco, CA 94105

STATEMENT OF SELF-INSURANCE PROGRAM

April 1, 2021

Issued to: Whom it May Concern

Re: Insurance requirements for Pacific Gas and Electric Company (PG&E) to use property for the purposes of establishing and operating a Community Resource Center in the case of a Public Safety Power Shutoff Event (PSPS).

This letter certifies PG&E is insured under a major risk management program with large self-insured retentions. The program provides coverage for the insurance types and limits reflected in the agreement which includes:

Commercial General Liability: \$5,000,000 each occurrence / \$10,000,000 aggregate

Employer's Liability: \$1,000,000 each accident

Business Auto Liability: \$1,000,000 each accident

Further, PG&E has qualified as a self-insurer under the laws of the State of California with respect to Workers' Compensation. Our identification number for this purpose is 2-0012-01-099.

*Please note a certificate of insurance is not applicable when an entity is self-insured, such as PG&E.

A handwritten signature in black ink that reads 'Stephen Cairns'.

Stephen Cairns
Vice President and Chief Audit Officer



EXHIBIT D

ADA AND ELECTRICAL ALTERATIONS

ELECTRICAL SCOPE OF WORK:

- Install 800amp automatic transfer switch to interior wall of electrical room to power entire building (1-to-2-day outage to install new switch).
- Pour concrete pad
- Add receptacle for generator battery charger.

ADA SCOPE OF WORK:

- Adjust the doors for the men's and women's restrooms
- Paint no parking in the access aisle
- Sawcut, remove, and repave access aisle to reduce the slope
- Remove and replace ADA ramp from access aisle to the sidewalk
- Install one Van Parking Sign



AGENDA SUMMARY REPORT

SUBJECT: Approval of a Contract Amendment for Additional Design Features for the Talmage Road Rehabilitation Project in the amount of \$38,992.

DEPARTMENT: Public Works

PREPARED BY: Seth Strader, Administrative Analyst

PRESENTER: Tim Eriksen, Director of Public Works

ATTACHMENTS:

1. GHD - Talmage Road Rehab Project 2122188 - ASR
2. GHD - Talmage Road Rehab Project 2122188 - Amendment 1
3. Talmage Road Scope Adjustment Amendment 2

Summary: Council will consider approving a contract amendment for additional design features for the Talmage Road Rehabilitation Project in the amount of \$38,992.

Background: On February 16, 2022, GHD Engineers, Inc was awarded the design work for the Talmage Road Rehabilitation Project. See Attachment 1. Design work is to include preparation of the plans, specification and estimate for the paving overlay and improvements to automobile and pedestrian traffic including ADA accessibility and a pedestrian bridge.

During the Council meeting on May 4, 2022, Council approved Amendment 1 (Attachment 2) which authorized additional right-of-way survey work to establish public ROW and adjacent parcel boundaries to the project in the amount of \$14,000.

Discussion: As GHD Engineers, Inc. continued design work on the street and pedestrian improvements, it was discovered that the desired addition of bike lanes on the existing street would impact private property. City staff has been working with private property owners to secure enough right-of-way to allow the addition of bike lines. Additional design work is needed and includes alternatives to a pedestrian bridge over Doolin Creek, culvert extension design, drainage, structural, survey, right-of-way, civic and striping. See Attachment 3. Staff found the proposed fee to commensurate with the Scope of Work. This work is scheduled for construction in the summer of 2023.

The contract amendment, if approved, will authorize increasing this contract's total to \$292,385.

Recommended Action: Approve contract amendment for additional design features for the Talmage Road Rehabilitation Project in the amount of \$38,992.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 25224220.80230.18310: \$844,863

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Series 2022 Lease Revenue Bonds

PREVIOUS CONTRACT/PURCHASE ORDER NO.: Contract 2122-188

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

Approved: 
Sage Sangiacomo, City Manager

Agenda Item No: 12.b.MEETING DATE/TIME: 2/16/2022ITEM NO: 2022-1295

AGENDA SUMMARY REPORT

SUBJECT: Award Professional Services Agreement to GHD Engineers, Inc. in the Amount of \$239,393 to Prepare the Plans, Specifications, and Estimate for the Talmage Road Rehabilitation Project, and Approve Corresponding Budget Amendments.

DEPARTMENT: Public Works

PREPARED BY: Andrew Stricklin, Associate Engineer

PRESENTER: Tim Eriksen, Director of Public Works / City Engineer

ATTACHMENTS:

1. RFP Talmage Rehabilitation
2. GHD - Talmage Road Rehabilitation Project
3. GHD - Talmage Road Rehabilitation Project - Fee Proposal

Summary: The City Council will consider awarding a professional services agreement to GHD in the amount of \$239,393 to prepare the plans, specifications, and estimate for the Talmage Road Rehabilitation Project, and approve a corresponding budget amendment.

Background: This project is for the design of the rehabilitation of Talmage Road from Airport Park Blvd. to State Street. Design for this project will include the anticipated paving overlay of the roadway where appropriate on a highly traveled route in disrepair. To improve pedestrian travel along this roadway, as well as provide better access to the Great Redwood Trail, City staff is seeking the design of missing sections of sidewalk on both the north and south side of Talmage Road which will likely require the widening of the existing crossing over Doolin Creek as well as placement of a new pedestrian bridge over the creek near the west end of this project. Design will also include construction of all necessary pedestrian ADA curb ramps within the scope of this project.

Discussion: The City issued a request for proposals (Attachment 1) and sent it to local firms. In addition, staff posted the RFP on the City's website through eBidboard on December 16, 2021. In response to the City's RFP, two consulting firms submitted a proposal including GHD Inc. and BKF Engineers. The selection committee consisting of City staff reviewed the proposals and selected GHD as the recommended consultant to design this project. GHD's billing rates are consistent with industry standards and their proposal best fits with the request and scope of this project. GHD's proposal (Attachment 2) and the cost proposal (Attachment 3) are included with this report for reference.

GHD's cost for the proposed work is \$239,393. Staff recommends award of a professional services agreement to GHD in the amount of \$239,393. A subsequent budget amendment is also requested. The funding source for this project will be the Series 2022 Lease Revenue Bonds.

Throughout the design process for this project, the Complete Streets Ad Hoc (Rodin, Crane) will continue to be engaged.

Recommended Action: Award professional services agreement to GHD Engineers, Inc. in the amount of \$239,393 to prepare the plans, specifications, and estimate for the Talmage Road Rehabilitation Project, and approve corresponding budget amendments.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 25200000.90410.18311: \$0; 25224220.80230.18310: \$0

PROPOSED BUDGET AMOUNT: 25200000.90410.18311: \$239,393; 25224220.80230.18310: \$239,393

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

CITY OF UKIAH
AMENDMENT NO. 1
TO
PROFESSIONAL SERVICES CONTRACT 2122188
BETWEEN
GHD INC and THE CITY OF UKIAH

This Amendment No. 1, entered on April 4, 2022, revises the Agreement for Consulting Services for preparing the plans, specifications and estimate for the Talmage Road Rehabilitation Project dated February 18, 2022 between the City of Ukiah and GHD Inc, as follows.

1. Add additional survey service for Right-of-way (ROW) to the Scope of Work, per attached Exhibit 1.
2. Revising the guaranteed maximum dollar amount by an additional \$14,000 for professional consulting services related to the design of the Talmage Road Rehabilitation Project, for a revised, total contract amount not-to-exceed \$253,393.

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

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

GHD INC

BY: _____ DATE: _____

PRINT NAME: _____

CITY OF UKIAH

BY: _____ DATE: _____
 SAGE SANGIACOMO, CITY MANAGER

ATTEST

BY: _____ DATE: _____
 KRISTINE LAWLER, CITY CLERK



943 Reserve Drive
Roseville, CA 95678
USA
www.ghd.com

Your ref: 2122188
Our ref: 12571020

14 March 2022

Andrew Stricklin
Public Works Department
City of Ukiah
300 Seminary Ave
Ukiah, CA 95482-5400

**RE: Proposal for Professional Engineering Services: Talmage Road Rehabilitation Project
Additional Right-of-Way Confirmation**

Dear Andrew

GHD is pleased to provide this proposal for professional survey service for additional Right-of-way (ROW) confirmation as part of the Talmage Road Rehabilitation Project. This additional survey work will establish the City ROW and adjacent parcel boundaries along the project corridor.

Background

GHD is currently under contract with the City to provide design services for the Talmage Road Rehabilitation project. This project includes the resurfacing of approximately 1700 feet of roadway between State Street and Airport Park Boulevard. The project also includes the addition of sidewalk and pedestrian paths to complete gaps in the existing corridor. The original scope of work includes topographic survey only.

Scope of Work

At the request of the City, GHD will perform ROW survey services to establish the limits of the public ROW and adjacent parcel boundaries. This will be beneficial to confirm that any proposed improvements are located within public ROW and identify any potential areas where ROW acquisition may be needed. This work will include review of existing documents as well as field work.

General Assumptions/Exclusions

This proposal is based on the following assumptions:

1. Meetings are not required, but can be provided on an additional time-and-materials basis.
2. ROW acquisition will not be required for the road design.
3. Additional preliminary title reports will not be required. This can be provided if necessary for an additional fee.

Schedule

We anticipate completing this additional survey work within three weeks of approval from the City.

Deliverable

Our deliverable for this task will be the addition of the ROW linework to the digital survey base file in Autocad Civil3D dwg format as well as a pdf of the survey control drawing in dwg and pdf format.

Fee Proposal

Our understanding is that the contract mechanism will be through an amendment to the existing Professional Service Agreement with the City for the road rehabilitation project. GHD proposes to complete this additional scope for the time-and-materials fee not to exceed \$14,000 without the prior written authorization of the City. Services not included in this proposal can be provided by a negotiated fee at current rates.

Regards



Erik Fanselau
Project Manager

916-256-2677
Erik.fanselau@ghd.com



Matt Kennedy
Project Director

707-540-3376
Matt.kennedy@ghd.com



943 Reserve Drive
Roseville, CA 95678
USA
www.ghd.com

Your ref: 2122188
Our ref: 12571020

10 August 2022

Andrew Stricklin
Public Works Department
City of Ukiah
300 Seminary Ave
Ukiah, CA 95482-5400

**RE: Proposal for Professional Engineering Services: Talmage Road Rehabilitation Project,
Amendment 2 for Design of Bike Lanes.**

Dear Andrew:

GHD is pleased to provide this proposal for an amendment to our professional services contract for the above referenced project to design new bike lanes west of railroad tracks and up west to South State Street.

Background

GHD is currently under contract with the City to provide design services for the Talmage Road Rehabilitation project. This project includes the resurfacing of approximately 1700 feet of roadway between State Street and Airport Park Boulevard. The project also includes the addition of sidewalk and pedestrian paths to complete gaps in the existing corridor. The original scope of work includes a pedestrian bridge crossing of Doolin Creek at the west end of the project and a culvert extension where Doolin Creek passes under Talmage Road. This amendment will cover our additional work associated with the development of alternatives to the bridge and designing a culvert extension that replaces the bridge alternative. The amendment also includes efforts to design new bike lanes on both sides of Talmage Road all the way up to State Street along with the associated drainage, structural, survey and right-of-way (ROW), civil, and striping work.

Scope of Work

At the request of the City, additional design by GHD will include culvert extensions at both crossings of Doolin Creek, roadway widening on the east side of Perry Street, and bike lanes between South State Street and the Great Redwood Trail.

The culvert extension option on the south side of Talmage Road along the east side of the gas station will help to mitigate the challenge between existing grades at the adjacent sidewalk and finished grades at the deck of the bridge. The hydraulic analysis memo will be updated to reflect the corresponding floodplain calculations.

To accommodate a 5 foot wide bike lane in both directions of Talmage Road, the roadway section will need to be widened which will push the proposed sidewalk onto private property (see exhibit EX-105). The City discussed the proposed improvements with the owner of the subject property (APN 223-140-53) and received tentative approval for the project impact. GHD will assist the City in preparing the legal descriptions and plats for the additional ROW required. In addition, GHD will assist in preparation of any Temporary Construction

Easements (TCEs) or Permits to Enter (if required). GHD anticipated that 4 title reports will be needed, the cost of which is included in this amendment proposal.

Project Management

This task will include the additional labor effort for the alternative analysis along with the associated work with managing this task including coordination, and project delivery. We have estimated 14 hours will be required for this task.

Survey

This task will include the additional labor and expense cost for:

- Field survey and mapping at the west side of Perry Street
- Legal descriptions and plats for the project impacts on the property on the west side of Perry Street
- Legal descriptions and plats for the project impacts on the property on the east side of Perry Street
- Gas station property Temporary Construction Easement
- West Betty Street Permit to Enter
- Four title reports required for the above-mentioned work

We have estimated 48 hours will be required for this task.

Civil

This task includes the additional labor spent to date that was out of scope preparing alternative options for the City as well as the labor required to update the civil design. We have estimated 40 hours will be required for this task.

Structural

This task includes the additional labor associated with design the additional length of culvert extension where Doolin Creek crosses under Talmage Road as well as the new culvert extension at the east side of the gas station that will replace the proposed bridge. We have estimated 40 hours will be required for this task.

Hydraulics

This task includes the labor for the additional hydraulic analysis and memorandum revisions for the culvert extension at the gas station and revised length of the culvert extension at the Talmage Road crossing. We have estimated 12 hours will be required for this task.

PG&E Pole Relocation Coordination

This task includes the labor for the coordination for the PG&E utility pole relocation located along the north side of Talmage Road. We have estimated 24 hours will be required for this task.

General Assumptions/Exclusions

This proposal is based on the following assumptions:

1. Meetings are not required but can be provided on an additional time-and-materials basis.
2. We anticipate having one site meeting with PG&E to discuss the pole relocation.
3. Four title reports are included in this scope of work. Any additional title reports can be provided for an additional fee.
4. FEMA coordination is not required.

Schedule

We will begin work on this scope immediately. The civil and structural elements will be included in the 60% submittal. The PG&E coordination will also begin immediately. Some of the survey items will be submitted separately with subsequent design progression.

Deliverable

Our deliverable for this task will be the addition of the ROW linework to the digital survey base file in Civil 3D dwg format as well as a pdf of the survey control drawing in dwg and pdf format.

- Updated ROW linework
- Updated hydraulics memorandum with the culverts extension at the gas station and additional culvert extension for the twin box culverts under Talmage Road.
- Structural drawings for both culvert extensions. Note that the Talmage Road culvert extension was part of our original contract, but it will need to be extended another 5-feet for the bike lane addition.
- PG&E utility pole relocation agreement
- Legal descriptions and plat maps for the private property impacts

Fee Proposal

Our understanding is that the contract mechanism will be through an amendment to the existing Professional Service Agreement with the City for the road rehabilitation project. GHD proposes to complete this additional scope for the time-and-materials fee not to exceed \$38,992 without the prior written authorization of the City. Services not included in this proposal can be provided by a negotiated fee at the attached updated rate schedule. The approximate breakdown of costs are as follows:

- Project Management - \$3483
- Survey - \$12,701
- Civil - \$6600
- Structural – \$6796
- Hydraulics – \$1860
- PG&E Pole Relocation Coordination – \$7092

We appreciate the City's collaborative efforts in working with us to investigate design options and make these adjustments to the project design, and believe the project is better as a result. Please let us know if you have any questions.

Regards



Erik Fanselau
Project Manager

916-256-2677
Erik.fanselau@ghd.com



Matt Kennedy
Project Director

707-540-3376
Matt.kennedy@ghd.com



GHD - PROJECT FEE ESTIMATING SHEET

Project Name: Talmage Road Rehabilitation Project
Prepared by: Erik Fanselau
Reviewed by: Matt Kennedy
Job Number: 12571020

Client: City of Ukiah
Date: August 10, 2022

		LABOR COSTS																	FEE COMPUTATION				
	LABOR CATEGORY > RATE >	Principal \$268.00 /Hr	PM \$228.00 /Hr	Electrical \$289.00 /Hr	Civil Engineer \$183.00 /Hr	Staff Civil Engr \$163.00 /Hr	Drainage Engr \$202.00 /Hr	Hydraulic Engr \$166.00 /Hr	Structural Engr. \$166.00 /Hr	Spatial Scientist \$225.00 /Hr	Land Surveyor \$187.00 /Hr	2-Person Survey \$400.00 /Hr	Permitting \$228.00 /Hr	Sr. CAD Tech \$153.00 /Hr	CAD Tech \$131.00 /Hr	Word Processing \$80.00 /Hr	Project Admin \$150.00 /Hr	TOTAL HOURS	OTHER DIRECT COSTS (1)	GHD FULLY BURDENED LABOR COSTS	SUB Crawford Associates (Geotech)	TOTAL SUB FEES W/MARKUP 15%	TOTAL FEE
Task 1 Project Management																							
1.1 PM		2	8		4												2	14	\$91.00	\$3,392.00		\$0.00	\$3,483.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
Subtotal Task 1		2	8	0	4	0	0	0	0	0	0	0	0	0	0	0	2	14	\$91.00	\$3,392.00	\$0.00	\$0.00	\$3,483.00
Task 2 Topographic Mapping and Legal Descriptions																							
2.1 Labor											47	1						48	\$312.00	\$9,189.00		\$0.00	\$9,501.00
2.2 Title Reports (4 assumed)																		0	\$3,200.00	\$0.00		\$0.00	\$3,200.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
Subtotal Task 2		0	0	0	0	0	0	0	0	0	47	1	0	0	0	0	0	48	\$3,512.00	\$9,189.00	\$0.00	\$0.00	\$12,701.00
Task 3 Hydraulics																							
3.1 Calculations and Memorandum								6								6		12	\$78.00	\$1,782.00		\$0.00	\$1,860.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
Subtotal Task 3		0	0	0	0	0	0	6	0	0	0	0	0	0	0	6	0	12	\$78.00	\$1,782.00	\$0.00	\$0.00	\$1,860.00
Task 4 Structural																							
4.1 Structural Design									32						8			40	\$260.00	\$6,536.00		\$0.00	\$6,796.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
Subtotal Task 4		0	0	0	0	0	0	0	32	0	0	0	0	8	0	0	0	40	\$260.00	\$6,536.00	\$0.00	\$0.00	\$6,796.00
Task 5 Civil																							
5.1 Civil					30											10		40	\$260.00	\$6,800.00		\$0.00	\$7,060.00
Subtotal Task 5		0	0	0	30	0	0	0	0	0	0	0	0	0	0	10	0	40	\$260.00	\$6,800.00	\$0.00	\$0.00	\$7,060.00
Task 6 PG&E Pole Relocation																							
6.1 PG&E Coordination				24														24	\$156.00	\$6,936.00		\$0.00	\$7,092.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
Subtotal Task 6		0	0	24	0	0	0	0	0	0	0	0	0	0	0	0	0	24	\$156.00	\$6,936.00	\$0.00	\$0.00	\$7,092.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
																		0	\$0.00	\$0.00		\$0.00	\$0.00
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROJECT TASK TOTALS		2	8	24	34	0	0	6	32	0	47	1	0	8	16	0	2	178	\$4,357.00	\$34,635.00	\$0.00	\$0.00	\$38,992.00

(1) OTHER DIRECT COSTS include telephone, vehicle mileage, printing, reproduction and other miscellaneous direct expenses.



Attachment

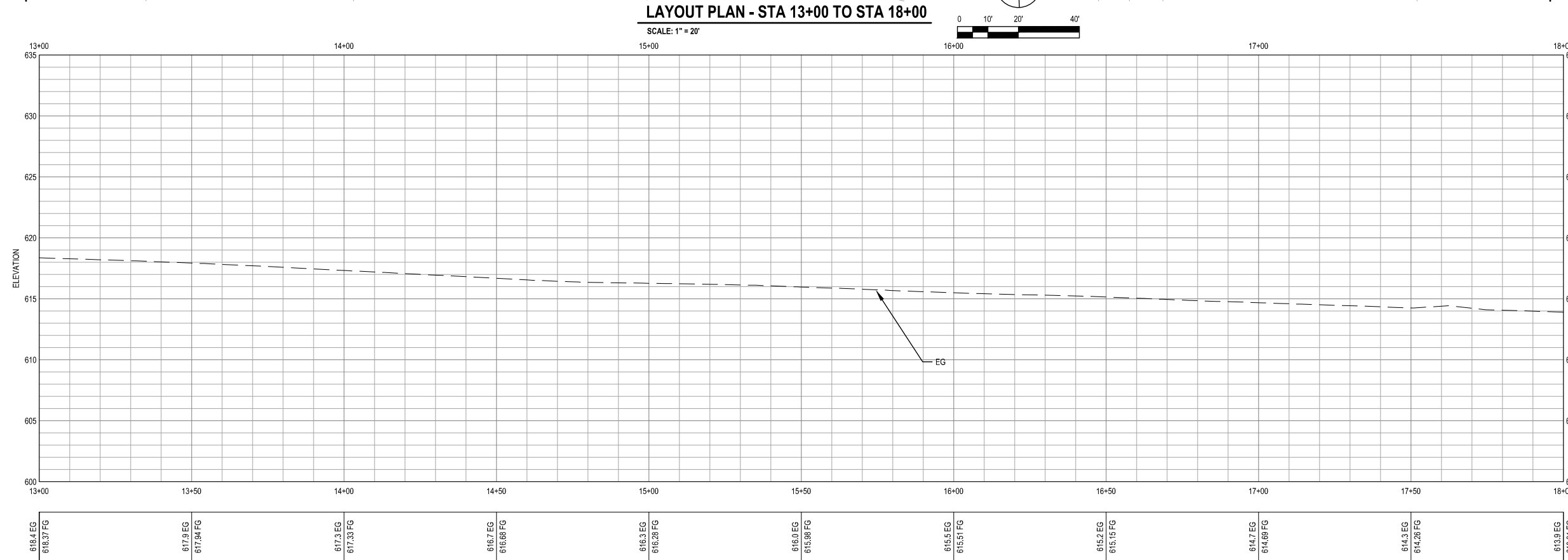
FY2023 Standard Fee Schedule

GHD Description	2022/23 US Rate	GHD Description	2022/23 US Rate
PROFESSIONAL		ADMINISTRATION	
Senior Technical Director 1	\$ 340.00	Business Services Manager 1	\$ 280.00
Senior Technical Director 2	\$ 315.00	Business Services Manager 2	\$ 235.00
Senior Technical Director 3	\$ 283.00	Senior Admin Officer 1	\$ 182.00
Technical Director 1	\$ 263.00	Senior Admin Officer 2	\$ 152.00
Technical Director 2	\$ 237.00	Admin Officer 1	\$ 137.00
Senior Professional 1	\$ 215.00	Admin Officer 2	\$ 125.00
Senior Professional 2	\$ 195.00	Admin Officer 3	\$ 80.00
Professional 1	\$ 185.00	SITE BASED	
Professional 2	\$ 158.00	Senior Construction Manager	\$ 315.00
Professional 3	\$ 137.00	Construction Manager	\$ 265.00
Vacationer / Intern	\$ 126.00	Lead Site Engineer/Supervisor	\$ 237.00
CONSULTANT		Senior Site Engineer	\$ 215.00
Executive Consultant 1	\$ 425.00	Site Engineer	\$ 195.00
Executive Consultant 2	\$ 385.00	Lead Inspector	\$ 184.00
Senior Consultant 1	\$ 315.00	Senior Inspector	\$ 137.00
Senior Consultant 2	\$ 280.00	Inspector / Specialist 1	\$ 120.00
Consultant 1	\$ 235.00	Inspector / Specialist 2	\$ 110.00
Consultant 2	\$ 190.00	Clerk / Specialist 3	\$ 105.00
Consultant 3	\$ 150.00	Senior Site Manager 1	\$ 127.00
TECHNICAL		Senior Site Manager 2	\$ 115.00
Lead Design Technician 1	\$ 315.00	Senior Site Manager 3	\$ 105.00
Lead Design Technician 2	\$ 289.00	Senior Site Manager 4	\$ 95.00
Lead Design Technician 3	\$ 264.00	Operator/Labourer 1	\$ 85.00
Senior Design Technician 1	\$ 238.00	Operator/Labourer 2	\$ 80.00
Senior Design Technician 2	\$ 220.00	Operator/Labourer 3	\$ 60.00
Design Technician 1	\$ 195.00	PROJECT SUPPORT	
Design Technician 2	\$ 184.00	Business Services Manager 1	\$ 340.00
Drafting/Design 1	\$ 168.00	Business Services Manager 2	\$ 315.00
Drafting/Design 2	\$ 153.00	Senior Admin Officer 1	\$ 263.00
Drafting/Design 3	\$ 137.00	Senior Admin Officer 2	\$ 232.00
Drafting/Design 4	\$ 127.00	Admin Officer 1	\$ 215.00
Intern Drafting/Design	\$ 115.00	Admin Officer 2	\$ 195.00
		Admin Officer 3	\$ 178.00
		Admin Officer 4	\$ 153.00
		Admin Officer 5	\$ 137.00
		Admin Officer 6	\$ 80.00

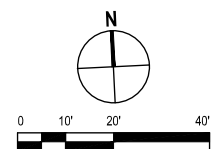


FY2023 Rate Schedule Notes

- 1) Rates are for employees of GHD companies.
- 2) An administration fee will apply to all invoices to cover in-house disbursements (Associated Project Costs) on a project. This will be charged at a rate of either:
 - 6% of total professional fees
 - Office hourly rate of USD \$6.50, Field Services/Construction Inspector hourly rate of USD \$11.50
- 3) All travel will be invoiced at economy class rates. Lodging and meal expenses will be at cost plus agreed markup unless a per diem rate is negotiated.
- 4) All other project related disbursements, expenses and subcontractor costs will be invoiced with a markup of 15%.
- 5) Fee schedule is subject to change annually.
- 6) Leased and personnel vehicles, field equipment and disposable field supplies will be invoiced at established rates. Personal vehicle mileage rates will be charged in accordance with government regulated standard rates.



SCALE: 1" = 20'



SCALE: 1" = 20' VERT 1" = 5'

1. CONTRACTOR SHALL PERFORM ALL UNDERGROUND UTILITY WORK, CONCRETE WORK, SURFACE RESTORATION WORK, AND PERFORM ALL DIGOUT AND REPAIR WORK, SUCH AS PLACING LEVELING COURSE AND SEPARATION FABRIC, PRIOR TO FINAL HOT MIX PAVING.
2. APPLY TACK COAT TO ALL ADJACENT (E) AC IMPROVEMENTS OR CONCRETE SURFACES AND AT JOINT BETWEEN (E) AND (N) IMPROVEMENTS.
3. SEE SHEETS G-006 AND G-007 FOR TYPICAL SECTIONS.
4. SEE CURB RAMPS ENLARGED PLANS FOR HORIZONTAL AND VERTICAL INFORMATION NOT SHOWN.

LOCATION OF EXISTING UTILITIES AND STRUCTURES ARE FROM AVAILABLE RECORD MAPS, EXACT LOCATION AND COMPLETENESS ARE NOT GUARANTEED, CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT (USA) AT (800) 227-2600 OR DIAL 811 A MINIMUM OF 48 HOURS PRIOR TO ANY EXCAVATION AND POTHOLE FOR EXACT LOCATION.

	HMA LEVELING COURSE VARYING THICKNESS AND 2.5" HMA OVERLAY
	DIGOUT SECTION
	MINOR CONCRETE SIDEWALK AND DRIVEWAY PER CITY STD 101/102.

1. INSTALL CURB AND GUTTER PER MODIFIED CITY STANDARD 102
2. INSTALL SIDEWALK PER CITY STANDARD 102
3. INSTALL CURB RAMP PER CITY STANDARD 111
4. INSTALL (N) BRIDGE
5. INSTALL (N) CULVERT

30% SUBMITTAL

				Bar is one inch on original size sheet 0  1"		  www.ghd.com		Client CITY OF UKIAH Project TALMAGE ROAD REHABILITATION PROJECT		Title LAYOUT PLAN & PROFILE - TALMAGE ROAD STA. 13+00 - STA. 18+00		Size ANSI D	
						Conditions of Use This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of GHD. This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose, without the prior written consent of GHD.		Project No. 12571020 Date May 6, 2022 Scale AS SHOWN		Sheet No. C-102 Sheet 8 of NA		Status Code	
No. Issue Author D. DE LEON Drafting Check E. FANSELAU Project Manager E. FANSELAU Designer M. EOFF Design Check M. KENNEDY Project Director M. KENNEDY													

SHEET GENERAL NOTES

- CONTRACTOR SHALL PERFORM ALL UNDERGROUND UTILITY WORK, CONCRETE WORK, SURFACE RESTORATION WORK, AND PERFORM ALL DIGOUT AND REPAIR WORK, SUCH AS PLACING LEVELING COURSE AND SEPARATION FABRIC, PRIOR TO FINAL HOT MIX PAVING.
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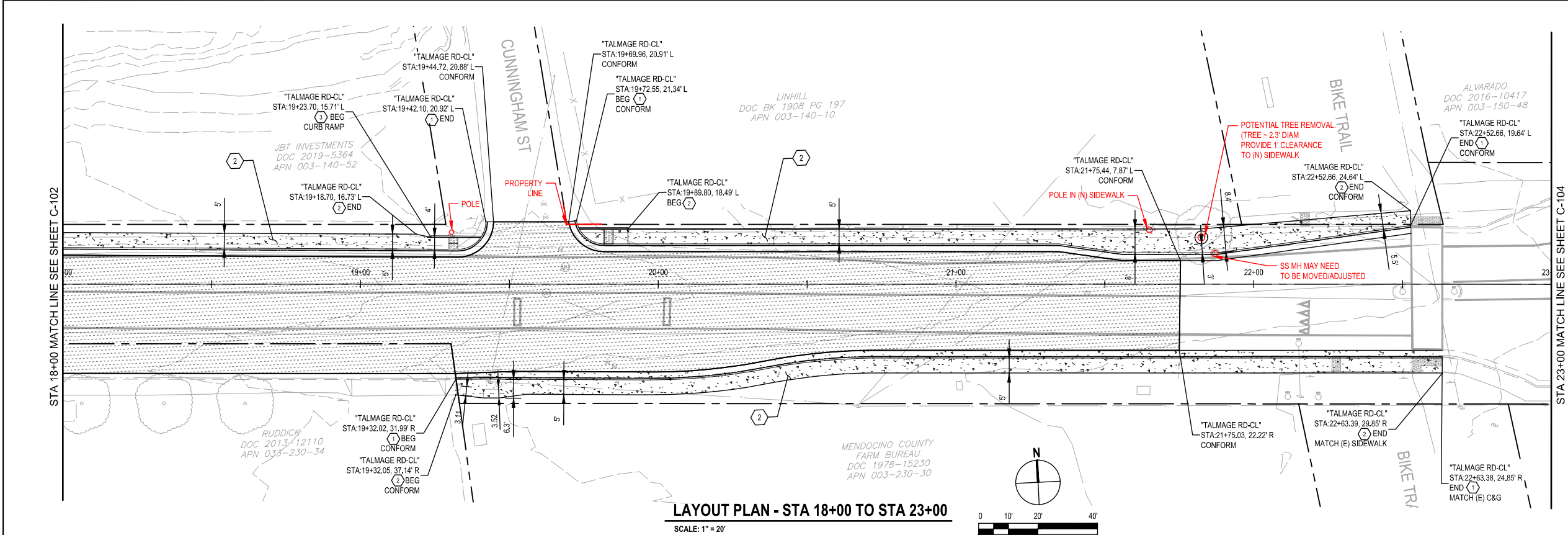
SHEET LEGEND

- HMA LEVELING COURSE VARYING THICKNESS AND 2.5" HMA OVERLAY
- DIGOUT SECTION
- MINOR CONCRETE SIDEWALK AND DRIVEWAY PER CITY STD 101/102.

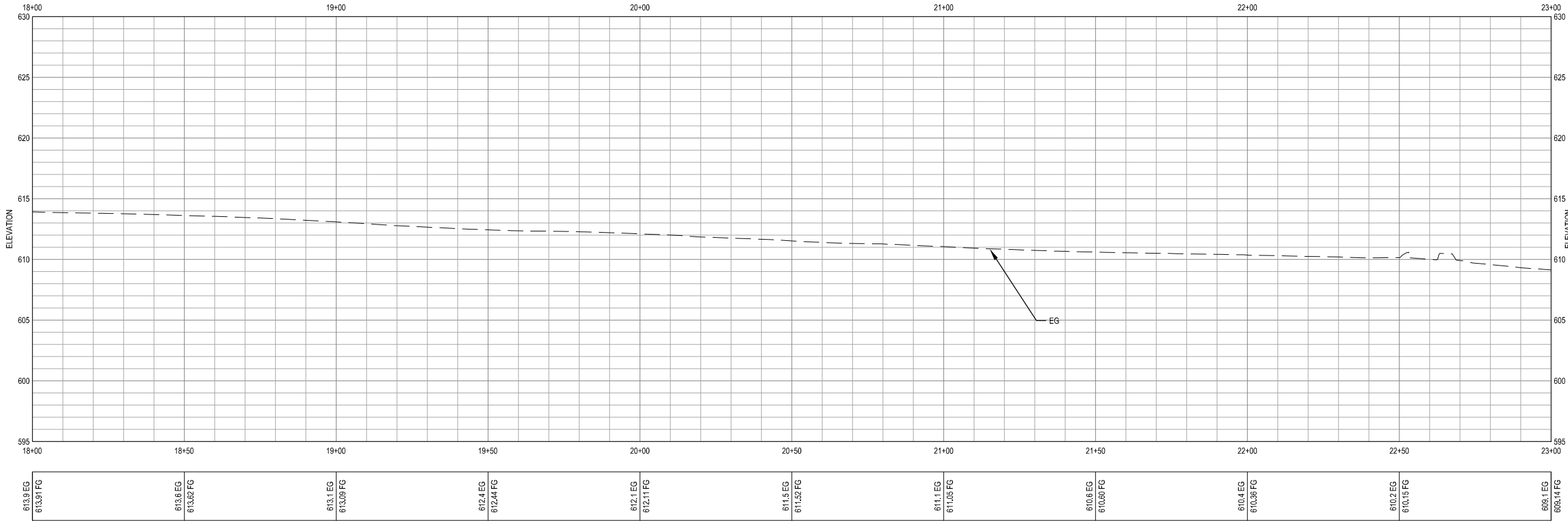
SHEET KEYNOTES

- INSTALL CURB AND GUTTER PER MODIFIED CITY STANDARD 102
- INSTALL SIDEWALK PER CITY STANDARD 102
- INSTALL CURB RAMP PER CITY STANDARD 111
- INSTALL (N) BRIDGE
- INSTALL (N) CULVERT

30% SUBMITTAL



LAYOUT PLAN - STA 18+00 TO STA 23+00
SCALE: 1" = 20'



PROFILE - STA 18+00 TO STA 23+00
SCALE: 1" = 20', VERT 1" = 5'

No.	Issue	Checked	Approved	Date
Author	D. DE LEON	Drafting Check	E. FANSELAU	
Designer	M. EOFF	Design Check	M. KENNEDY	
		Project Manager	E. FANSELAU	
		Project Director	M. KENNEDY	

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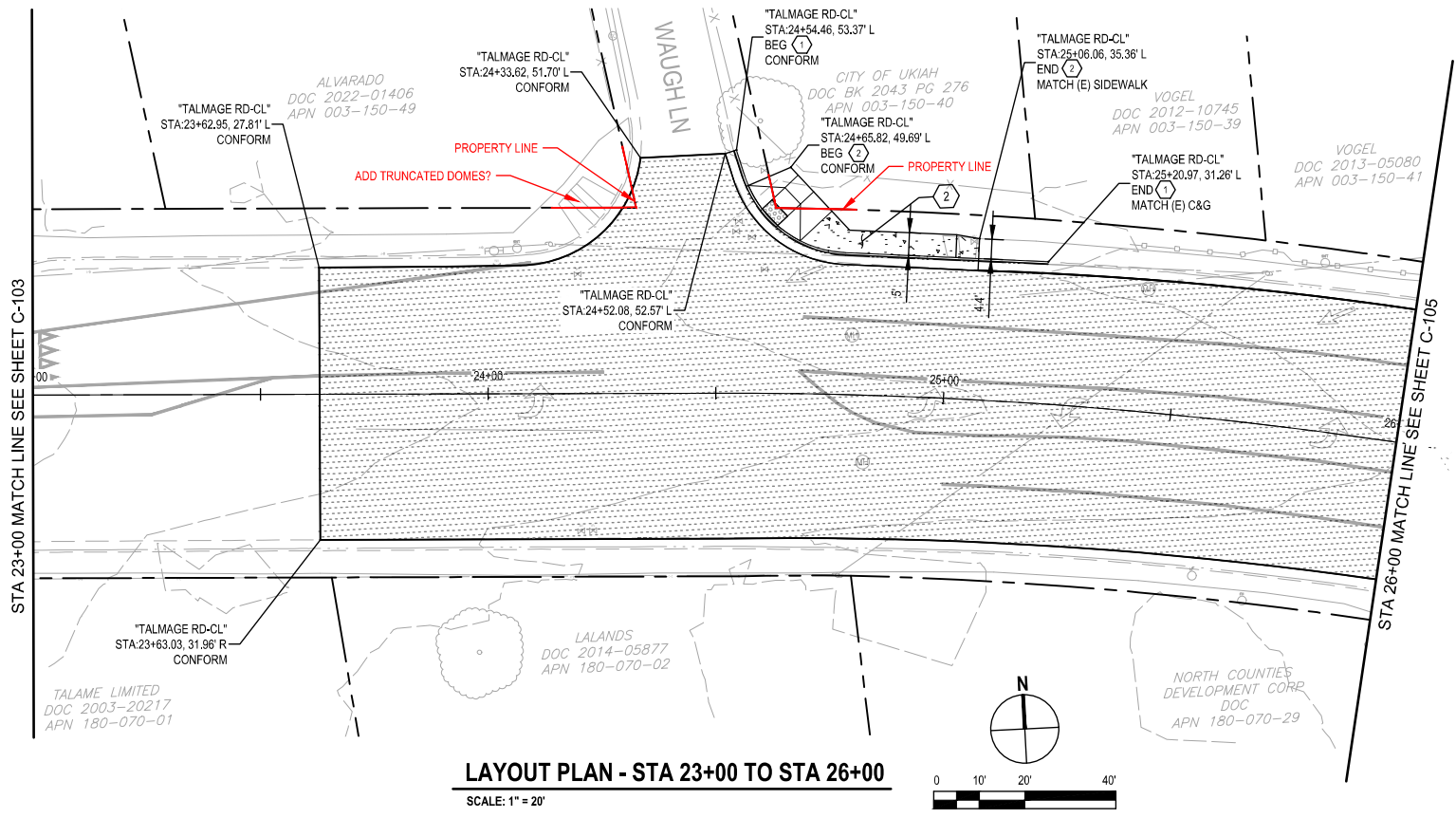


Client CITY OF UKIAH
Project TALMAGE ROAD REHABILITATION PROJECT

Project No. 12571020
Date May 6, 2022
Scale AS SHOWN

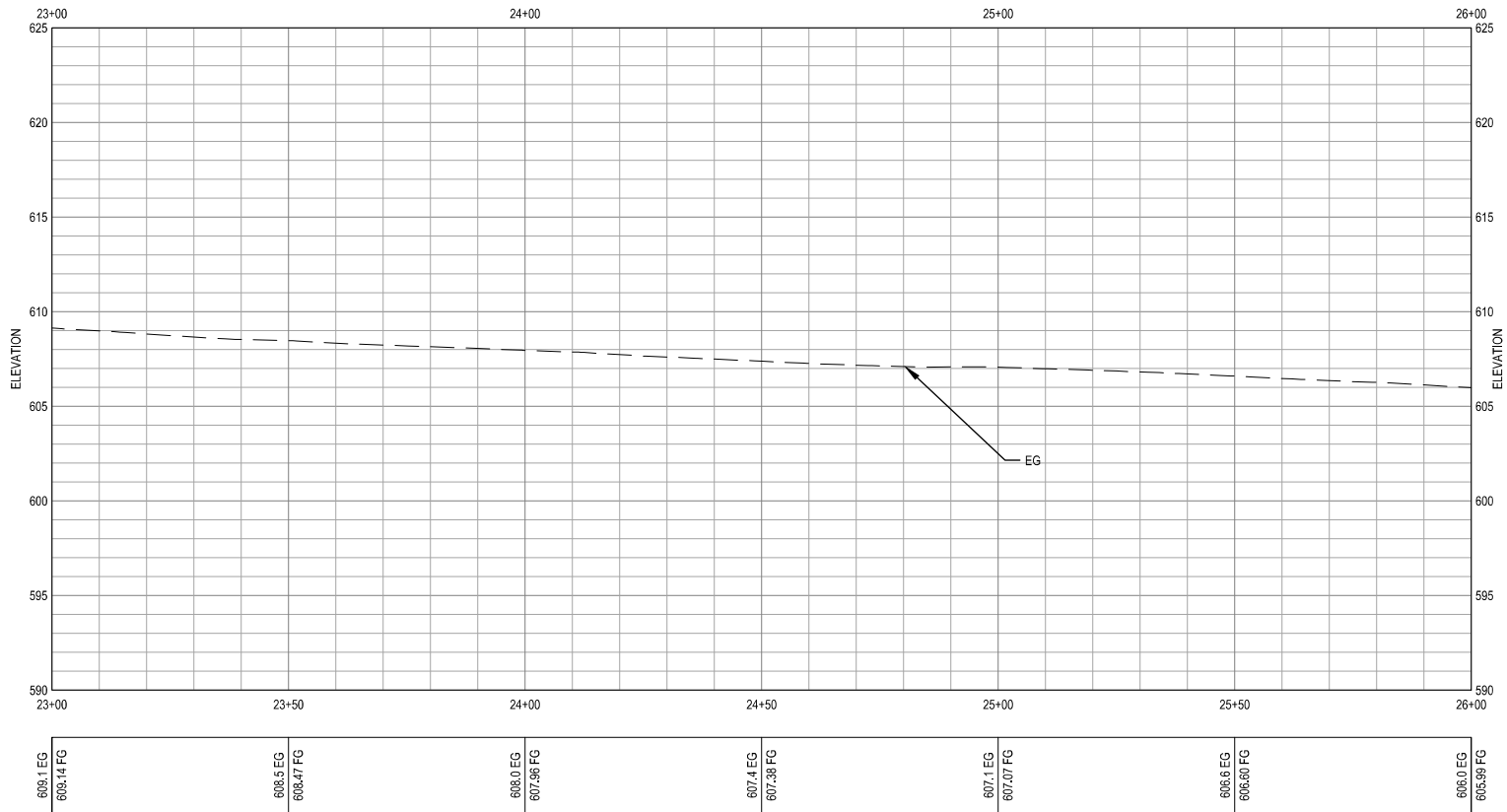
Title LAYOUT PLAN & PROFILE - TALMAGE ROAD STA. 18+00 - STA. 23+00

Size ANSI D
Status Code
Sheet No. C-103
Sheet 9 of NA



LAYOUT PLAN - STA 23+00 TO STA 26+00

SCALE: 1" = 20'



PROFILE - STA 23+00 TO STA 26+00

SCALE: 1" = 20', VERT 1" = 5'

SHEET GENERAL NOTES

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LOCATION OF EXISTING UTILITIES AND STRUCTURES ARE FROM AVAILABLE RECORD MAPS, EXACT LOCATION AND COMPLETENESS ARE NOT GUARANTEED, CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT (USA) AT (800) 227-2600 OR DIAL 811 A MINIMUM OF 48 HOURS PRIOR TO ANY EXCAVATION AND POTHOLE FOR EXACT LOCATION.

SHEET LEGEND

- HMA LEVELING COURSE VARYING THICKNESS AND 2.5" HMA OVERLAY
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- MINOR CONCRETE SIDEWALK AND DRIVEWAY PER CITY STD 101/102.

SHEET KEYNOTES

- INSTALL CURB AND GUTTER PER MODIFIED CITY STANDARD 102
- INSTALL SIDEWALK PER CITY STANDARD 102
- INSTALL CURB RAMP PER CITY STANDARD 111
- INSTALL (N) BRIDGE
- INSTALL (N) CULVERT

30% SUBMITTAL

No.	Issue	Checked	Approved	Date
Author	D. DE LEON	Drafting Check	E. FANSELAU	Project Manager
Designer	M. EOFF	Design Check	M. KENNEDY	Project Director

Bar is one inch on original size sheet
0 1"



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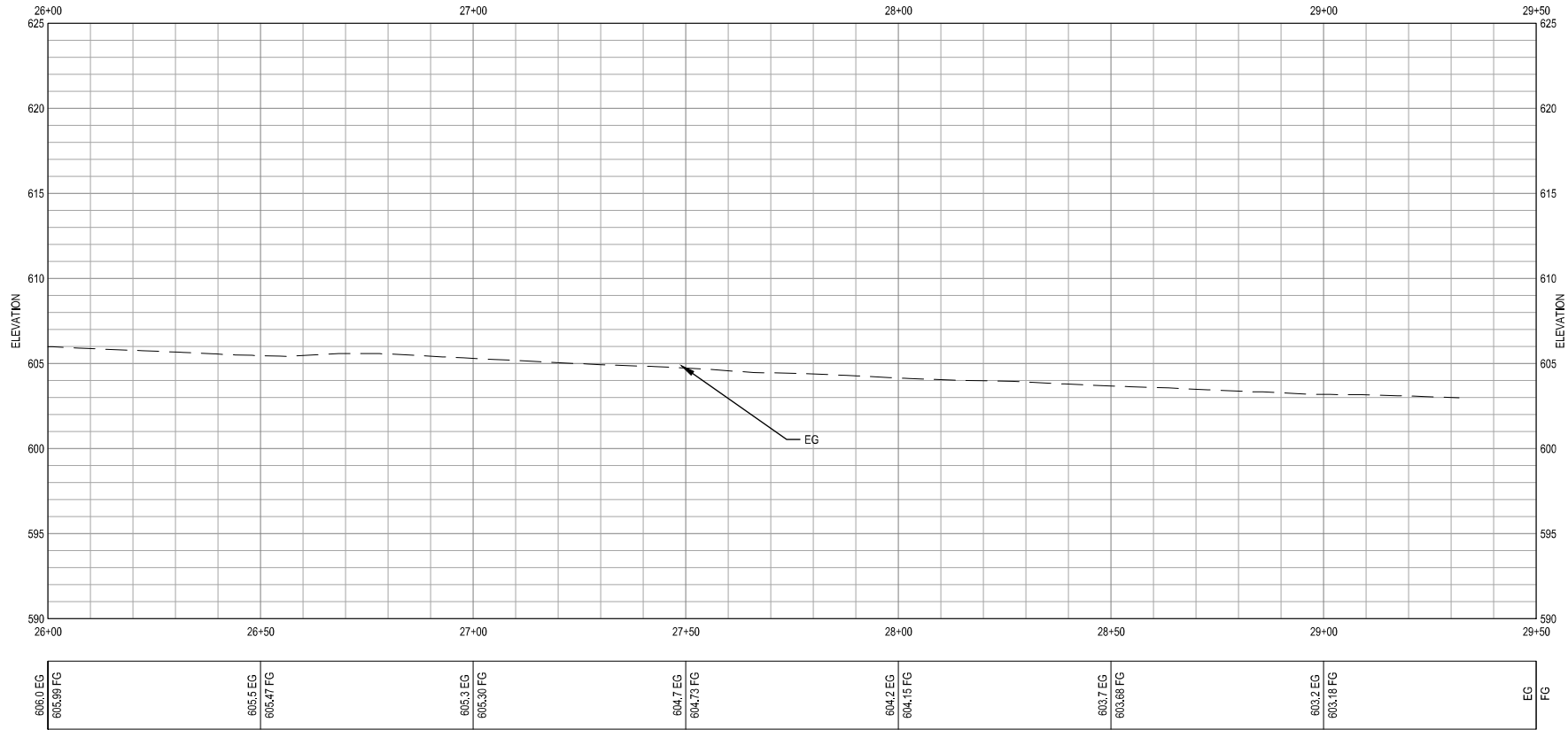
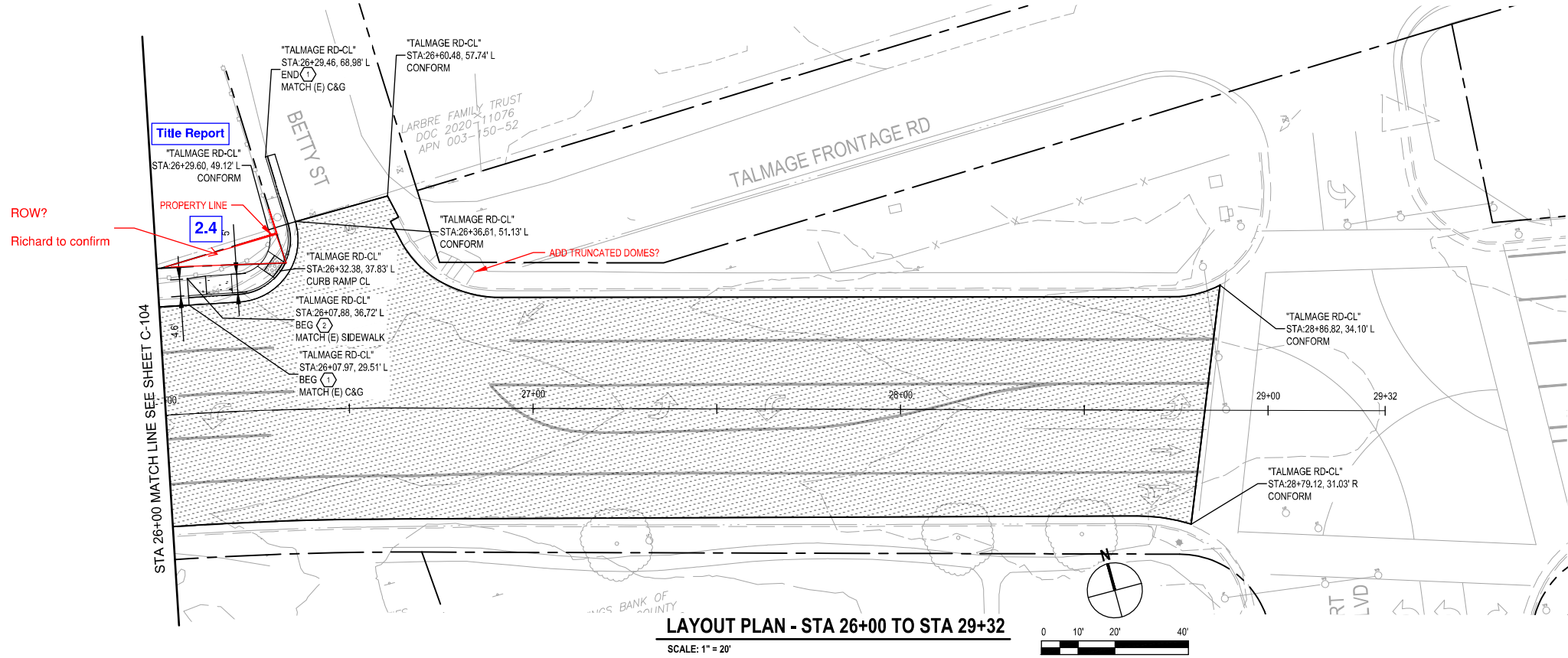


Client **CITY OF UKIAH**
Project **TALMAGE ROAD REHABILITATION PROJECT**

Project No. **12571020** Date **May 6, 2022** Scale **AS SHOWN**

Title **LAYOUT PLAN & PROFILE - TALMAGE ROAD STA. 23+00 - STA. 26+00**

Size **ANSI D**
Status Code
Sheet No. **C-104** Sheet **10 of NA**



SHEET GENERAL NOTES

- CONTRACTOR SHALL PERFORM ALL UNDERGROUND UTILITY WORK, CONCRETE WORK, SURFACE RESTORATION WORK, AND PERFORM ALL DIGOUT AND REPAIR WORK, SUCH AS PLACING LEVELING COURSE AND SEPARATION FABRIC, PRIOR TO FINAL HOT MIX PAVING.
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30% SUBMITTAL

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Author	D. DE LEON	Drafting Check	E. FANSELAU	
Designer	M. EOFF	Design Check	M. KENNEDY	
		Project Manager	E. FANSELAU	
		Project Director	M. KENNEDY	

Bar is one inch on original size sheet

0 1"



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Client CITY OF UKIAH

Project TALMAGE ROAD REHABILITATION PROJECT

Project No. 12571020

Date May 6, 2022

Scale AS SHOWN

Title

LAYOUT PLAN & PROFILE - TALMAGE ROAD STA. 26+00 - STA. 29+32

Size ANSI D

Status Code

Sheet No. C-105 Sheet 11 of NA



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Approval of a Budget Amendment in the amount of \$10,000 for a Capital Replacement Reserve Contribution to the Alex Rorabaugh Recreation Center.

DEPARTMENT: Community Services

PREPARED BY: Jake Burgess, Community Services Supervisor

PRESENTER: Jake Burgess, Community Service Supervisor

ATTACHMENTS:

1. FY 2022-23 Alex Rorabaugh Recreation Center Division

Summary: Council will consider approval of a budget amendment to provide funds for the annual contribution to the Alex Rorabaugh Recreation Center's Capital Replacement Reserve.

Background: The City of Ukiah currently manages the Alex Rorabaugh Recreation Center (ARRC) as part of the Center Operating Plan (COP) in partnership with the Ukiah Valley Cultural and Recreation Center (UVCRC), a non-profit. The COP was most recently revised and approved in November of 2020. As outlined in the COP, the City contributes \$10,000 annually to the Capital Replacement Reserve Account when revenues allow. This reserve account is held by the UVCRC and is funded from revenues generated by the operation of the facility by the City as well as fundraising efforts by the UVCRC. The purpose of the Capital Replacement Reserve Account is to set aside funds for capital improvements, major repairs, and replacements that will be needed during the life of the facility/property to maintain and support the desired functions. The reserve is not to be used for administrative or operational expenses by UVCRC or the City. The City has contributed \$10,000 annually for four of the past five years and a total of \$85,000 since 2013.

Discussion: The 2022/2023 Fiscal year budget for the Alex Rorabaugh Recreation Center (Attachment 1) projects Revenues of \$84,000 and Expenses of \$69,594 for a total Revenues Less Expenses of \$14,406. With \$10,000 contributed to the Capital Replacement Reserve, the budget will still have a positive revenue less expense result for operations. Staff is working to maximize rental revenues with the relaxing of COVID restrictions as well as in order to keep expenses to a minimum. Based on this progress and the projected revenue for this Fiscal Year, Staff is requesting a Budget Amendment in the amount of \$10,000 to provide funding towards the Capital Replacement Reserve Account. The account which is held by the UVCRC has a current balance of \$159,251.79.

Recommended Action: Approve Budget Amendment in the amount of \$10,000 for a Capital Replacement Reserve Contribution to the Alex Rorabaugh Recreation Center (ARRC).

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 31122000.52100: \$4,000

PROPOSED BUDGET AMOUNT: 31122000.52100: \$14,000

FINANCING SOURCE: General Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: PO 47614

COORDINATED WITH: Sage Sangiacomo, City Manager; Dan Buffalo, Finance Director; Jessie Brunell, Senior Accountant

Approved: 
Sage Sangiacomo, City Manager



THE CITY OF UKIAH

Community Services

Alex Rorabaugh Recreation Center Division

What we are

The Alex Rorabaugh Recreation Center (ARRC) is a community center with accommodations to host a large variety of activities and events. The ARRC provides a fun and safe place for kids, families, and the wider community. The ARRC is managed by the City of Ukiah in partnership with the ARRC Board of Directors.

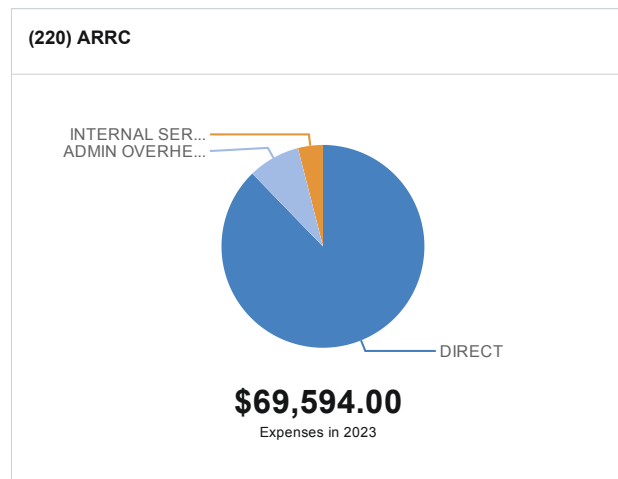
What we do

- Manage the ARRC building
- Book events and coordinate user groups
- Secure tenant rentals and leases
- Provide janitorial services
- Building Maintenance

Our People

(220) ARRC	Category	2023
Data Updated 11 weeks ago	ADMINISTRATIVE & TECHNICAL	0.24

Budget Summary: Costs



Here is a summary of the budget unit in graphical form, illustrating direct costs and indirect costs. Click on the graph to explore greater detail of the unit's budget.

Budget Summary: Just the Numbers

(220) ARRC

Category	2023
DIRECT	\$61,074.00
ADMIN OVERHEAD	\$5,747.00
INTERNAL SERVICE USE	\$2,773.00

Similar to the graph to the left, here is a summary of the budget unit, just the numbers. It illustrates direct costs and indirect costs. Click on the table to explore greater detail of the unit's budget.

(220) ARRC

	Prior Year 2 Actuals	Prior Year 1 Actuals	Current Budget	Estimated Year-End	2022 - 23 Budget
REVENUES	\$86,760	\$69,554	\$75,000	\$74,000	\$84,000
EXPENSES					
DIRECT	\$74,437	\$47,375	\$66,496	\$66,922	\$61,074
INDIRECT	\$12,566	\$14,375	\$8,732	\$7,874	\$8,520
EXPENSES TOTAL	\$87,003	\$61,751	\$75,228	\$74,796	\$69,594
REVENUES LESS EXPENSES	-\$243	\$7,803	-\$228	-\$796	\$14,406

Provided here is an accounting of the net cost of service for this particular function or activity. Revenues reported are programmatic or directly resulting from the services being provided (e.g. user fees, charges, grants, etc.).

The bottom line reflects the difference between such revenues and the associated expenditures or appropriations. A positive number demonstrates fiscal self-sufficiency. A negative number signals a need for other resources to fully fund the function or activity, whether it be general revenues (i.e. taxes), the use of reserves, subventions from other funds (transfers), or internal borrowing.

Click "View Report" to the bottom right of the table for more detail.

OBJECTIVES AND ACCOMPLISHMENTS

Objectives and Accomplishments

Department: Community Services
Division: ARRC (220)

	Year-Sequence	Objectives	Status	Department Comments
NEAR-TERM	2021-1	Maximize marketing of room rentals.	In Progress	The large conference room has been consistently rented for meetings, parties and trainings.
	2022-1	Replace lost tenant rental income.	Completed	The main front office suite is now rented to the Blue Zones Project. This rental fits within the mission of the ARRC building and the rent paid is a key part of the ARRC budget.
	2022-2	Resume event rentals.	In Progress - pandemic affected	Once it becomes feasible, resuming the renting of the facility for special events and other activities will be a priority.
INTERMEDIATE-TERM	2021-3	Improve access to Room H7.	Completed	The H7 small conference room has been renovated.
	2022-3	Restructuring of facility.	Not Started	There are opportunities to change traffic flow in the building to benefit the public as well as current tenants. Staff will meet with the new Executive Director to discuss options.
LONG-TERM	2021-5	Work with Boys and Girls Club facilitating check-in and check-out area for Boys and Girls Club for children and parents.	Pandemic affected	With limited traffic in and out of the building along with another tenant who vacated their offices, this issue will be revisited once regular activities resume.
	2021-6	Develop a facility CIP for the replacement of equipment and future renovations.	In Progress	On-going talks with the ARRC team will be needed to effectively plan for the future of the facility.

The Numbers Over Time

Help ▾ Share ▾

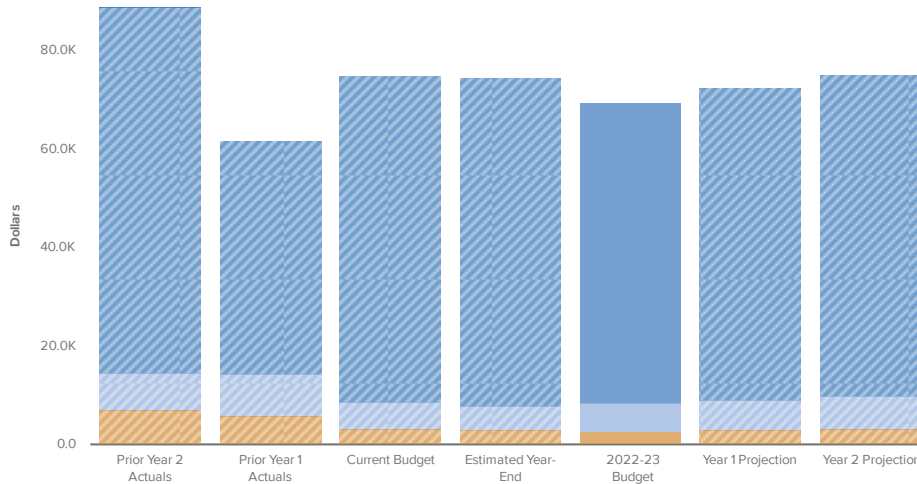
Updated On 15 Jun, 2022

← Back ↺ History ▾ ↺ Reset

Broken down by

EXPENSES ▾ ARRC

Visualization



COMPARATIVE



Sort By Chart of Accounts ▾

- DIRECT
- ADMIN OVERHEAD
- INTERNAL SERVICE USE

Budget by Character

Help ▾ Share ▾

Updated On 15 Jun, 2022

← Back ↺ History ▾ ↺ Reset

Broken down by

EXPENSES ▾ ARRC

Data

Collapse All	Prior Year 2 Actuals	Prior Year 1 Actuals	Current Budget	Estimated Year-End	2022-23 Budget	Year 1 Projection	Year 2 Proj
▼ DIRECT	\$ 74,437	\$ 47,375	\$ 66,496	\$ 66,922	\$ 61,074	\$ 63,410	\$ 6
▶ PERSONNEL	25,702	14,675	12,496	13,587	6,074	6,560	
▶ SERVICES & OTHER OPERATING	48,734	32,700	54,000	53,335	55,000	56,850	5
▼ INDIRECT	14,529	14,375	8,732	7,874	8,520	9,182	
▶ ADMIN OVERHEAD	7,309	8,514	5,623	5,000	5,747	6,207	
▶ INTERNAL SERVICE USE	7,220	5,861	3,109	2,874	2,773	2,975	
Total	\$ 88,966	\$ 61,751	\$ 75,228	\$ 74,796	\$ 69,594	\$ 72,592	\$ 7

Budget by Fund

Help ▾ Share ▾

Updated On 15 Jun, 2022

← Back ↺ History ▾ ↺ Reset

Broken down by

Funds ▾ ARRC ▾ EXPENSES

Data

Collapse All	Prior Year 2 Actuals	Prior Year 1 Actuals	Current Budget	Current Estimated Year-End	2022-23 Budget	Year 1 Projection	Year 2
▼ GOVERNMENTAL	\$ 88,966	\$ 61,751	\$ 75,228	\$ 74,796	\$ 69,594	\$ 72,592	
▶ GENERAL FUND	1,963	0	0	0	0	0	
▼ SPECIAL REVENUES	87,003	61,751	75,228	74,796	69,594	72,592	
ARC GENERAL OPERATING	87,003	61,751	75,228	74,796	69,594	72,592	
Total	\$ 88,966	\$ 61,751	\$ 75,228	\$ 74,796	\$ 69,594	\$ 72,592	

Notes

1. Reduction in budget is primarily due to reduction of personnel costs allocated.
2. For more information on any variances or significant changes in expenditures from prior periods, click on the respective chart for a detailed breakdown.



AGENDA SUMMARY REPORT

SUBJECT: Approval to Assign Contract No.1920-213, with Family Tree Resource, Inc., to Family Tree Service, Inc. for Electric Utility Line Tree Trimming Services.

DEPARTMENT: Finance

PREPARED BY: Mary Williamson, Buyer II

PRESENTER: Mary Horger, Financial Services Manager

ATTACHMENTS:

1. September 7, 2022, Staff Report
2. Letter from Family Tree Resource, Inc.
3. Agreement and Consent to Assignment

Summary: Council will consider approving the assignment of Contract No. 1920-213, currently with Family Tree Resource, Inc., to Family Tree Service, Inc., for Electric Utility Line Tree Trimming Services.

Background: On February 19, 2020, Council awarded a three-year contract to Family Tree Resource, Inc. for electric line tree trimming and clearing of the City of Ukiah's overhead power lines. A copy of this contract is provided as Attachment 1.

Discussion: On August 19, 2022, a letter from Family Tree Resource, Inc. (Attachment 2), was received, regretfully informing us that, due to factors out of their control, they were discontinuing all business operations. Family Tree Service, Inc. has offered to honor all of their currently scheduled work at the previously quoted prices, and has agreed to continue all current contracts at the original contract rates. With the Council's approval, Family Tree Service will take over the remainder of the current contract with the City of Ukiah that is due to expire in March of 2023. If approved, the City and Family Tree Service will execute an agreement and consent to the assignment, provided as Attachment 3.

Recommended Action: Approve the assignment of Contract No.1920-213, currently with Family Tree Resource, Inc., to Family Tree Service, Inc.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: 80026110.52100: \$250,000

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Electric Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 1920213

COORDINATED WITH: Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager

Agenda Item No: 7.fMEETING DATE/TIME: 2/19/2020ITEM NO: 2020-296

City of Ukiah

1920213
46595

AGENDA SUMMARY REPORT

SUBJECT: Award a Three-Year Agreement for Electric Utility Line Tree Trimming throughout the City of Ukiah's Electric Utility System to Family Tree Resource, Inc. (EUD)

DEPARTMENT: Electric Utility**PREPARED BY:** Diann Lucchetti, Administrative Secretary**PRESENTER:** Consent Item**ATTACHMENTS:**

1. Tree Trimming RFB
2. Wright Tree Bid
3. Family Tree Bid
4. Bid Results 2019-2020 Tree Trimming

Summary: Council will consider approving a three-year agreement for electric line tree trimming throughout the City of Ukiah's Electric Utility system to Family Tree Resource, Inc.

Background: A Request for Bid (Attachment 1) was released on December 19, 2019, for Electric Line Tree Trimming and clearing of City of Ukiah's overhead power lines. This work is required by the California Public Utilities Commission's General Order No.95 Rule 35 to trim trees within close proximity of high voltage lines and to provide fire mitigation in accordance with City's Electric Wildfire Mitigation plan. Eighty-five to ninety percent (85% - 90%) of winter outages are in some way related to trees.

Ten tree trimming contractors, including those on the City's Qualified Contractors List, were notified and the request was posted to the City's Website. Eighteen of the Northern California Builders Exchanges were also notified of the bid request.

Discussion: Bids were opened on January 23, 2020, with two (2) bidders responding. Wright Tree Service of the West, Inc. (Attachment 2) made alterations to the bid documents, limiting the scope of work they would provide in comparison to what the bid spec was calling for, thus causing it to be non-responsive. In addition, they failed to submit the CPR cards for assigned employees. Family Tree Resources, Inc. (Attachment 3) also omitted the CPR cards for their assigned employees. Since this omission did not give Family Tree Resources an unfair bidding advantage, it can be waived as a bid irregularity. A copy of the Bid Tabulation (Attachment 4) for Council's review is attached to this document.

It is Staff's recommendation that Council waive the bid irregularity and award a three-year contract to Family Tree Resource, Inc. The dollar amount for each year of the contract will depend on the level of tree trimming requested, and is controlled by each year's approved budget amount for this work. The budget amount for the first year (2019-2020) is \$200,000. Family Tree Resource, Inc. bid an hourly rate, per man hour, of \$107.55 which includes all labor and equipment.

Recommended Action: Waive the bid irregularity and award a three-year agreement for electric line tree trimming throughout the City of Ukiah's Electric Utility system to Family Tree Resource, Inc.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: \$208,617

PROPOSED BUDGET AMOUNT: \$200,000

FINANCING SOURCE: 80026110.52100

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mary Horger, Procurement Manager, Mary Williamson, Buyer

Approved:


Sage Sangiacomo, City Manager

FAMILY TREE RESOURCE, INC.



August 19, 2022

To: The City of Ukiah
Re: Utility Line clearance contract

We regret to inform you that as a result of many factors out of our control, including required Union payroll increases, increased fuel costs, inflation, and the economic downturn, we are all experiencing, Family Tree Resource, Inc. will be discontinuing all business operations.

Our employees have accepted new positions with Family Tree Service, Inc. (License #640013). Family Tree Service, Inc. has offered to honor all of our currently scheduled work, at the quoted prices, and has agreed to continue all current contracts at the contract rates. We are requesting Family Tree Service, Inc., take over the remainder of the current contract with The City of Ukiah. Family Tree Service, Inc. currently employees more than 160 employees, the majority of which are Qualified Line Clearance Tree Trimmers and trainees. They offer a Full time Safety and Training program working with TCIA, ISA, and ANSI standards, as well as 3 Certified Arborists on staff. Family Tree Service is also TCIA accredited, licensed, insured, and bonded. They have been in the tree care industry since 1989. I have included a copy of the company fact sheet for your records.

Family Tree Service, Inc. has a gross profit of \$55,819,172.00 year to date, whereas, Family Tree Resource, Inc. has a gross profit of \$3,014,804.00 year to date. They also offer a much larger array of equipment and employees available for use.

For continuity, the crew make up will remain the same, they will still have the same equipment, and will continue to report to Tim Santos.

Our plan is to continue providing tree care service to Residential, Commercial, and Municipal customers through the Resource Division of Family Tree Service, Inc. I believe this partnership would be very beneficial for both Family Tree Service, Inc. and The City of Ukiah.

We are appreciative of the opportunity to have worked for our community, and for you, to support your tree care needs.

Please do not hesitate to contact me should you have any questions or concerns.

Best Regards,

Mylinda Shaul, President
Family Tree Resource, Inc.
(707) 512-0383
mshaul@familytree-service.com



1155 South Main St
Suite 102
Willits, CA 95490
USA

PHONE 707/512-0383
FAX 707/596-9749
EMAIL customerservicefts@gmail.com
WEB SITE www.familytree-service.com

**CITY OF UKIAH CONSENT TO ASSIGNMENT AND ASSUMPTION
OF
CONTRACT AND AMENDMENT NOS. 1 AND 2
BETWEEN
FAMILY TREE RESOURCE, INC. AND CITY OF UKIAH**

THIS ASSIGNMENT AND CONSENT (the "Agreement") is made this ____ day of September, 2022, by and between the City of Ukiah, a municipal corporation ("City"), Family Tree Resources, Inc., a California corporation ("Assignor") and Family Tree Service, Inc., a California corporation ("Assignee"), collectively, "the Parties," with reference to the following:

- A. City and Assignor are parties to that certain contract for Electric Utility Line Tree Trimming at Various Locations, dated January 22, 2020, as amended by that certain Amendment No. 1, dated March 12, 2020, and Amendment No. 2, dated May 5, 2020 (collectively "the Contract"), copies of which are attached hereto as Exhibit A.
- B. Assignor has requested the City's consent to Assignor assigning the Contract to Assignees in anticipation of winding up the affairs of Assignor prior to its dissolution.
- C. Assignee has agreed to assume the Contract and the obligations thereunder.
- D. Assignor has represented to City that it has the staff, equipment, licensing and financial resources to fully perform in accordance with the requirements of the Contract.
- E. The Parties wish to document the terms and conditions upon which the City relies in consenting to the assignment of the Contract.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants hereinafter set forth and other consideration the receipt and adequacy of which are hereby acknowledged, the Parties hereby agree as follows:

- 1. Assignment. Effective on September __, 2022, Assignor hereby assigns all of its right, title and interest in and to the Contract to Assignee and Assignee hereby assumes the Contract and agrees to keep, perform, fulfill and be bound by all of the terms, covenants and conditions required to be kept, performed, and/or fulfilled under the Contract.
- 2. Consent to Assignment. Based upon the Assignor's representations, the City hereby consents to the Assignment.
- 3. Governing Law. This Agreement shall be governed by, and interpreted and enforced under, the laws of the State of California, without giving effect to conflict of laws principles.
- 4. Counterparts. This Agreement may be signed counterparts, each of which shall be deemed an original but when taken together shall constitute one and the same instrument. Counterparts may be sent for signature by email. Signatures on PDF copies thereof shall be deemed original signatures for all purposes and such PDF copies shall be admissible as evidence of the agreement in any and all administrative or judicial proceedings.
- 5. No Third-Party Beneficiaries. The Parties intend this Agreement for the sole benefit of the Parties and do not intend to confer any rights under this Agreement or any right to enforce this

Agreement on any person or entity who is not one of the Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the day and year first above written.

CITY OF UKIAH

By: _____
Sage Sangiacomo, City Manager

ATTEST:

Kristine Lawler, City Clerk

FAMILY TREE RESOURCES, INC.

By: _____

Its: _____

FAMILY TREE, INC.

By: _____

Its: _____



AGENDA SUMMARY REPORT

SUBJECT: Adoption of an Ordinance to Approve a General Plan Amendment and Rezone of 701 South Orchard Avenue (APN 003-181-01).

DEPARTMENT: Community Development

PREPARED BY: Michelle Irace, Planning Manager, Maya Simerson, Project & Grant Administrator

PRESENTER: Consent Calendar

ATTACHMENTS:

1. 7h Proposed Ordinance - 701 S Orchard Ave_GPA RZ

Summary: City Council will consider adoption of an Ordinance to approve a General Plan Amendment and Rezone of 701 South Orchard Avenue. Introduction of the Ordinance was approved by unanimous vote at the August 17, 2022, City Council meeting. This item fulfills the second reading requirement for adoption of the Ordinance.

Background: The 0.65-acre Project site is located on the corner of East Gobbi Street and South Orchard Avenue at 701 South Orchard Avenue (APN 003-181-01). The Project site previously housed the City's Electric Substation from the early 1980s to 2012. As of June 13, 2022, the parcel is under private ownership.

The Project proposes to rezone the existing parcel, currently zoned as Public Facilities (PF), to Community Commercial (C1). The Project also requires a General Plan Amendment to change the land use designation from Public (P) to Commercial (C). The Rezone and General Plan Amendment are proposed and required because the parcel is no longer owned by the City and used for public purposes.

At the July 27, 2022 regular meeting, the Planning Commission considered the Initial Study and Negative Declaration (ISND), as well as the General Plan Amendment and Rezone, and unanimously (R. Johnson absent) made a recommendation of approval for these actions to the City Council.

At the August 17, 2022 regular meeting, the City Council considered the ISND, as well as introduction of the Ordinance to adopt the General Plan Amendment and Rezone (Project). At this meeting, Council unanimously approved the ISND (Resolution No. 2022-53) and introduction of the Ordinance.

Discussion: No changes are proposed to the draft Ordinance that was introduced at the August 17, 2022 City Council meeting, and Staff recommends Council adopt the Ordinance to adopt the General Plan Rezone (Attachment 1). No further action is needed by the Council regarding ISND for the Project.

Recommended Action: Adopt the Ordinance to Approve a General Plan Amendment and Rezone of 701 South Orchard Avenue.

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: Darcy Vaughn, Assistant City Attorney

Approved: 
Sage Sangiacomo, City Manager

ORDINANCE NO. _____

**AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH
AMENDING THE OFFICIAL ZONING MAP AND GENERAL PLAN LAND USE MAP
FOR THE CITY OF UKIAH, CALIFORNIA BY ESTABLISHING THE COMMUNITY
COMMERCIAL (C1) ZONING DISTRICT AND COMMERCIAL (C) LAND USE
DESIGNATION AT 701 SOUTH ORCHARD AVENUE (APN 003-181-01)**

The City Council of the City of Ukiah does hereby ordain as follows:

SECTION ONE- FINDINGS AND DECLARATIONS

The City Council finds and declares as follows:

1. The Planning Commission held a public hearing to provide direction on the location of the proposed Zoning Map Amendment and General Plan Amendment on July 27, 2022. The Planning Commission voted in favor of recommending that the City Council approve a proposed Zoning Map Amendment and General Plan Amendment, rezoning the subject parcel from Public Facilities (PF) to Community Commercial (C1), and changing the land use designation from Public (P) to Commercial (C) ("Amendments").
2. The 0.65-acre Project site is located on the corner of East Gobbi Street and South Orchard Avenue at 701 South Orchard Avenue (APN 003-181-01). The Project proposes to rezone the existing parcel, currently zoned as public facilities (PF), to community commercial (C1). The Project also requires a general plan amendment to change the land use designation from Public (P) to Commercial (C). A rezone is required because the site is no longer under City ownership or used for public purposes. While the Project would rezone the property from PF to C1, creating the potential for future commercial and residential development opportunities, no development is proposed at this time.
3. The Zoning Map Amendment is consistent with the findings required for adoption of an ordinance to approve a Zoning Map Amendment and General Plan Amendment as required by Ukiah City Code § 9265.
4. The Project site is surrounded largely by commercial and residential uses. Other C1 zoned parcels (with Commercial General Plan designations) currently exist immediately west and north of the site. No development is proposed. However, future development of the site would require adherence to all C1 zoning regulations. The Project supports General Plan goals and policies related to commercial and economic development, as it would provide an opportunity for commercial (or other) development on-site. As such, the proposed Amendments would be consistent with the City's General Plan and zoning code.
5. Notice of the proposed Project and Amendments was provided in the following manner: provided to property owners within 300 feet of the project parcels, as well as agencies and departments with jurisdiction or interest over the project on June 21, 2022; posted on the City's webpage on June 22, 2022; published in the Ukiah Daily Journal on June

24, 2022; posted on the Project site on June 28, 2022; and posted at the Civic Center (glass case) 72 hours prior to the public hearing.

6. The City Council has considered the Amendments, attached hereto as Exhibit A, together with the recommendation of the Planning Commission to approve this Ordinance.

SECTION TWO – ADOPTION OF ORDINANCE

1. The Official Zoning Map for the City of Ukiah is amended to change the Zoning designation of 701 South Orchard Avenue (APN 003-181-01) from Public Facilities (PF) to Community Commercial (C1).
2. The Official General Plan land use map is amended to change the land use designation of 701 South Orchard Avenue (APN 003-181-01) from Public (P) to Commercial (C).
3. This Ordinance incorporates the Amendments depicted in the figures attached hereto as Exhibit A.

SECTION FOUR

This Ordinance shall be published as required by law in a newspaper of general circulation.

SECTION FIVE

This ordinance shall become effective thirty (30) days after adoption.

Introduced by title only on _____, by the following roll call vote:

AYES:
NOS:
ABSENT:
ABSTAIN:

Passed and adopted on _____ by the following vote:

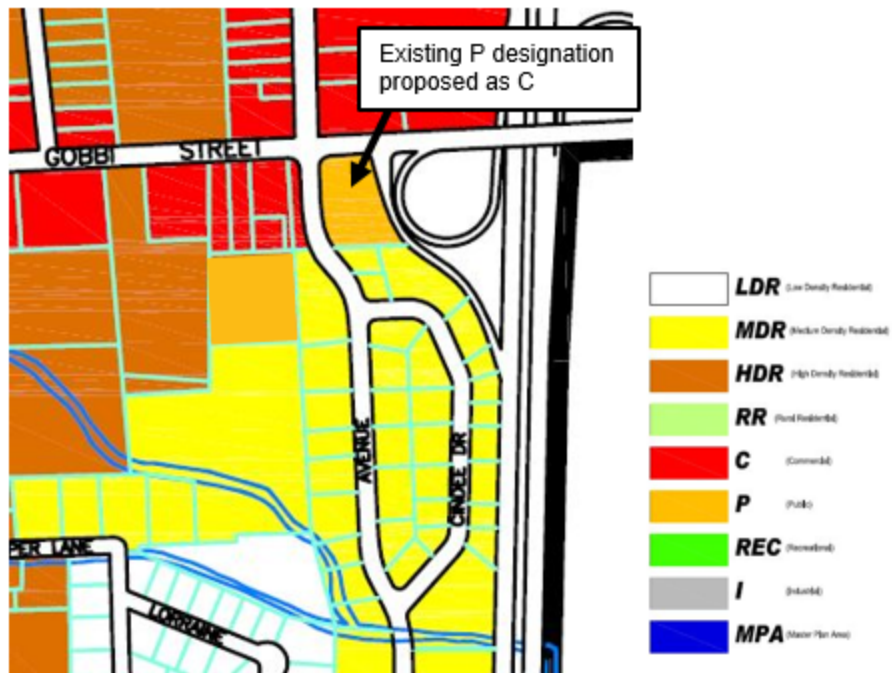
AYES:
NOS:
ABSENT:
ABSTAIN:

Josefina Duenas, Vice Mayor

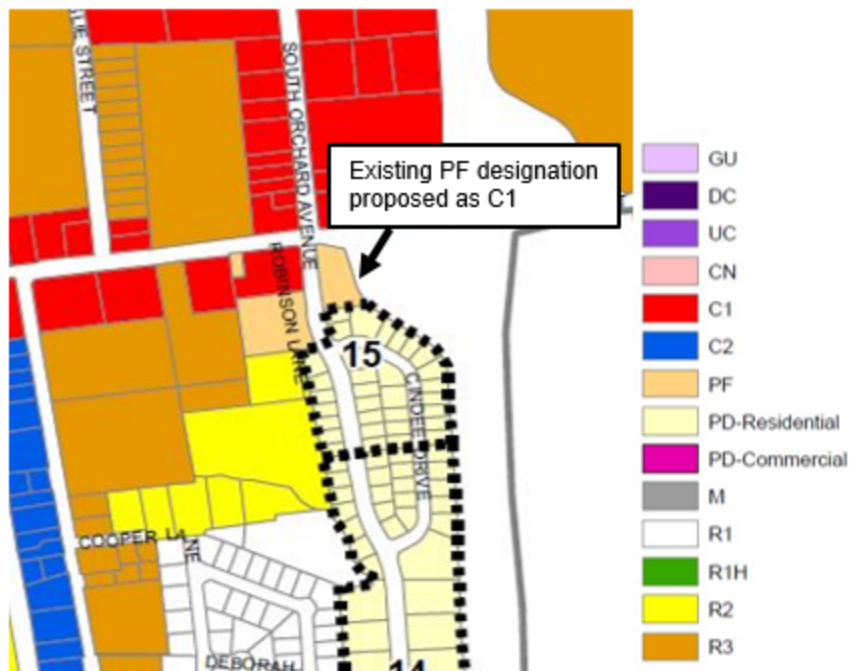
ATTEST:

Kristine Lawler, City Clerk

General Plan Designations



Zoning Designations





AGENDA SUMMARY REPORT

SUBJECT: Discussion and Possible Action to Adopt Resolution Waiving 60-Day Notice Requirement Under Government Code Section 25351 Notifying the City of the County of Mendocino's Intent to Lease Real Property in the City Limits at 776 S. State Street.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Consent Calendar

ATTACHMENTS:

1. 7i Resolution - Waiver

Summary: City Council will consider adopting a resolution waiving the 60-day notice from County of Mendocino required by Government Code Section 25351 of its intent to lease real property in the city limits.

Background: The Government Code requires the County to give the City 60 days advance notice when it leases real property in the city limits. Occasionally, the County makes a request for a waiver of this notice, which historically, the City has granted.

Discussion: The notification required by Government Code section 25351 must occur at least 60 days prior to use and occupancy of the county building, unless the City Council waives the notification requirement by resolution. The General Services Agency of Mendocino County has requested a waiver of the 60-day notification requirement to lease property at 776 S. State Street, Ukiah, for use by the Alternate Defender's Office.

Granting the waiver by adopting this Resolution (Attachment 1) will enable the Alternate Defender's Office to begin occupying this location by approximately October 1, 2022. In the absence of such waiver, the County is at risk of losing the office to another prospective tenant.

Recommended Action: Adopt Resolution waiving 60-day notice from County of Mendocino, required by Government Code Section 25351, of its intent to lease real property in the city limits at 776 S. State Street, Ukiah, for use by the Alternate Defender's Office.

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: Shannon Riley, Deputy City Manager

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2022-**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH WAIVING THE 60-DAY NOTIFICATION REQUIREMENT FOR ESTABLISHING A COUNTY FACILITY WITHIN THE CITY LIMITS, AS REQUIRED BY GOVERNMENT CODE §25351****WHEREAS,**

1. Government Code **§25351** requires that a County notify a City in advance of its intent to locate a County facility in the incorporated area; and
2. Government Code **§25351** further requires that said advance notification occur at least 60 days prior to use and occupancy of the County facility, unless the City Council waives the notification requirement by Resolution; and
3. The General Services Agency of Mendocino County has requested a waiver of the 60-day notification requirement to lease property at 776 S. State St., Ukiah for the purpose of use by the Alternate Defender's Office.
4. The granting of the waiver will enable the Alternate Defender's Office to occupy the property by approximately October 1, 2022, thereby avoiding loss of the property to another prospective tenant.

NOW, THEREFORE, BE IT RESOLVED that the City of Ukiah grants the County of Mendocino a waiver of the 60-day notification requirement so as to lease the property at 776 S. State St., Ukiah in a timely manner in order to house their Alternate Defender's Office.

PASSED AND ADOPTED on September 7, 2022, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Josefina Duenas, Vice Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Approval of a Budget Amendment for the Parks Account for Vandalism Cleanup Expenses.

DEPARTMENT: Finance

PREPARED BY: Jessie Brunell, Senior Accountant

PRESENTER: Dan Buffalo, Finance Director

ATTACHMENTS:

None

Summary: Council will consider approving an amendment to the budget for the Parks Division account for vandalism cleanup costs.

Background: During the preparation process for the 2023 fiscal year budget, the Parks Division of the Community Services Department initially requested \$35,000 to be budgeted to cover the cost of any vandalism repairs, in addition to the cost for the replacement of the fence at the Skate Park with a more secure fence to prevent further vandalism. The amount was inadvertently omitted during final budget adjustments before presentation to Council.

Discussion: Staff is requesting a budget amendment to correct this oversight. Staff recommends that the City Council approve a budget amendment in the amount of \$35,000 for the Parks account to cover the cost of vandalism repairs and the security fence for the Skate Park. As the general fund is expected to run a surplus in the current fiscal year, this adjustment will be funded by current resources.

Recommended Action: Approve amending the budget for an increase of \$35,000 in the Parks Department vandalism cleanup account.

BUDGET AMENDMENT REQUIRED: Yes.

CURRENT BUDGET AMOUNT: 10022100.59400: \$0

PROPOSED BUDGET AMOUNT: 10022100.59400: \$35,000

FINANCING SOURCE: General Fund current resources

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Jarrod Meyer, Parks Superintendent; Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Notification of Contract with Mosaic Public Partners in the Amount of \$28,000 for the Recruitment of Police Chief and Corresponding Budget Amendment.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Shannon Riley, Deputy City Manager

PRESENTER: Consent Calendar

ATTACHMENTS:

1. 7-20-22 Staff Report - PD Chief Recruitment Ad Hoc
2. RFQ PC Responses - Peckham-McKenney - SGR - Mosaic

Summary: The City of Ukiah will hire Mosaic Public Partners to assist with the recruitment of Police Chief; the Council is asked to approve the corresponding budget amendment.

Background: On July 20, 2022, the City Council was notified of the City Manager's intention to solicit a professional recruitment firm to assist with the search for a new Police Chief. (See Attachment 1 for associated staff report.) At the same time, the Council appointed Mayor Brown and Councilmember Rodin to serve on an ad hoc committee to help direct the process.

Discussion: The Request for Qualifications resulted in three proposals from recruitment firms including Peckham & McKenny, SGR, and Mosaic Public Partners (Attachment #2). The ad hoc committee and relevant City Staff have met to review the proposals, and subsequently conducted an informational interview with the top-rated firm, Mosaic Public Partners.

Mosaic's approach, confirmed by their interview, is responsive and transparent, with a commitment to diversity, equity, and inclusion. The first step of the process will be to work with the ad hoc committee and identified stakeholders to develop a candidate profile that reflects the community's and the organization's needs. Then, a targeted search will be undertaken based on that input, followed by an interview process that will also involve the diverse group of stakeholders.

The contract with Mosaic falls beneath the City's reporting requirements; however, a budget amendment is required to cover the cost of the contract plus additional costs that may be associated with the recruitment. Therefore, Staff is recommending a budget amendment to the Human Resources Contractual Services budget in the amount of \$38,000.

Recommended Action: Receive report and approve budget amendment for the procurement of recruitment services from Mosaic Public Partners.

BUDGET AMENDMENT REQUIRED: Yes.

CURRENT BUDGET AMOUNT: 20016100.52100: \$420

PROPOSED BUDGET AMOUNT: 20016100.52100: \$38,420

FINANCING SOURCE: General Fund Reserves

PREVIOUS CONTRACT/PURCHASE ORDER NO.: n/a

COORDINATED WITH: Sage Sangiacomo, City Manager, Sheri Mannion, HR and Risk Mgmt Director, and Mary Horger, Financial Services Manager

Approved: 
Sage Sangiacomo, City Manager



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



August 11, 2022

Ms. Mary Horger
Financial Services Manager
300 Seminary Ave.
Ukiah, CA 95482

Via PDF/Email to: mhorger@cityofukiah.com

Dear Ms. Horger,

Thank you for considering Peckham & McKenney for the City of Ukiah recruitment for Police Chief. As an experienced recruitment firm, we are well positioned to serve you in this important process. We are uniquely familiar with what is necessary to attract excellent candidates; have recent experience in law enforcement; have a strong network to find applicants; understand the expectations for a complete and successful recruitment process; know the importance of finding the right fit for the position; and have the immediate capacity to serve you. Moreover, with Peckham & McKenney's past and current recruitment experience, we believe we are an excellent fit to serve and represent the City of Ukiah.

Attached is a Statement of Qualifications for conducting the search that includes information about our firm, our experience, process, estimated timeline, resources, and references. I would also be pleased to participate in a Zoom interview to personally present and discuss our qualifications. In turn, upon being selected to conduct this important search, we would be prepared to start immediately. Having very recently led the successful search for Fort Bragg's newest Police Chief, we have a familiarity with the challenges presented by the location and while every search we conduct is unique and tailored to the city, we know several potential candidates to encourage apply. I do not foresee any conflicts of interest in working with the City of Ukiah.

We are excited for the opportunity to implement the process leading to the successful placement of a candidate that "fits" with the organization, and would be honored to work with you. Please feel free to call me at 510.520.3569 if there are any questions.

Sincerely,

Kimberly A. Petersen

Kimberly A. Petersen
Executive Recruiter

STATEMENT OF QUALIFICATIONS
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THE FIRM

Peckham & McKenney Peckham & McKenney provides executive search services to local government agencies throughout the western United States and is headquartered at 300 Harding Blvd., Ste. 203D, Roseville, California. Under the leadership of Anton “Tony” Dahlerbruch, continuing the values and principles of the firm’s founders Bobbi Peckham and Phil McKenney, Peckham & McKenney has a well-recognized reputation as a leader of successful local government recruitments. The team of Peckham & McKenney’s executive recruiters brings decades of experience in local government and executive search to achieving effective placements that align with each client’s unique needs and interests. We are supported by administrative and research specialists, marketing and design professionals, a web and social media expert, and distribution staff.

Since 2004, Peckham & McKenney has conducted more than 650 executive level recruitments in the states of Arizona, California, Colorado, Idaho, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. On behalf of cities, counties, and special districts throughout the West, we have successfully placed hundreds of local government professionals including, City and County Managers and their Assistants, Police and Fire Chiefs, Department Heads, and mid-level managers. In addition, Peckham & McKenney has placed hundreds of executives and organizational leaders in the areas of public safety (police and fire), community development and planning, economic development, public works and engineering, finance, human resources, city clerk, information technology, library services, parks and recreation and community services.

Peckham & McKenney is a boutique firm that is established on the premise that an executive search and consulting firm must be dedicated to providing its clients and candidates with professional service, as well as a personal, hands-on approach. Our business philosophy centers upon the understanding that this is a “people” related industry and that attention to others’ needs is the key to providing effective customer service. We specialize in searches for small and medium size municipalities.

Peckham & McKenney is the operating name of City Management Advisors LLC, Anton Dahlerbruch, Managing Member.

Our Reputation Peckham & McKenney is one of the most trusted and respected executive recruitment firms in the country. Time and again, we receive unsolicited compliments from clients and candidates relating to our integrity, high ethics, customer service, and centered focus on each individual client. Not only are we committed to providing our clients with well-qualified candidates, but we also take pride in treating both our clients and candidates with utmost respect. This commitment has led to multi-year retainer agreements with a number of agencies, as well as numerous client and candidate testimonials to their experiences with us, which you can find on our website at www.peckhamandmckenney.com.

“All about fit” We recognize that every agency and community we serve is unique, and the candidate you ultimately select must “fit” the culture and personality of your organization. We take the time to become familiar with your community, organizational culture, issues and challenges to identify and

recruit the best candidates for your consideration. Nearly 89% of our placements stay in those positions for over five years, which is a testament to the right “fit.”

Insurance

City Management Advisors, doing business as Peckham & McKenney, carries Professional Liability Insurance (\$1,000,000 limit), Commercial General Liability Insurance (\$2,000,000 General Liability, and \$4,000,000 Products) and Automobile Liability Insurance (\$1,000,000). Our Insurance Broker is B&B Premier Insurance Solutions, Agoura Hills, CA.

Necessary insurance documentation will be provided to the City of Ukiah in a timely manner.

Our Experience

With every executive search, your personal recruiter has the full backing, support, and resources of the entire Peckham & McKenney team. Bringing more experience to local government search than any other California recruiter, Peckham & McKenney has successfully completed hundreds of city recruitments. Here is a sample of the public safety recruitments we have completed:

Alhambra, CA	Police Chief
Antioch, CA	Police Chief
Atherton, CA	Police Chief
Bell, CA	Police Chief
Belmont, CA	Police Chief
Benicia, CA	Fire Chief
Beverly Hills, CA	Police Chief
Consumnes CSD, CA	Fire Chief
Calistoga, CA	Police Chief
Douglass County, NV	Asst. County Mgr.
El Cerrito, CA	Fire Chief
El Cerrito, CA	Police Captain
Fort Bragg, CA	Police Chief
Las Vegas Metro, NV	Director Classification
Los Altos, CA	Police Chief
Menlo Park, CA	Police Chief
Mill Creek, WA	Police Chief
Oceanside, CA	Fire Chief
Piedmont, CA	Fire Chief
Prescott Valley, AZ	Town Manager
Prescott Valley, AZ	Police Chief
Sacramento County	Deputy County Administrator*
San Pablo, CA	Police Chief
San Rafael, CA	Police Chief
Sebastopol, CA	Police Chief
Sonoma Valley Fire & Rescue	Fire Chief
South Gate	Police Chief

*Public Safety and Justice

YOUR RECRUITMENT TEAM

Our Approach

Peckham & McKenney limits the number of active searches of each Recruiter to totally focus on your search. When you retain Peckham & McKenney, your Recruiter is fully responsible for the success of the recruitment process. Each recruitment is additionally supported by experienced administrative, research, and marketing specialists.

Recognizing the importance of this search, Kimberly Petersen will serve as your Recruiter. Ms. Petersen is currently assisting only one other city with a recruitment process and has the immediate capacity to conduct the Police Chief search for the City of Ukiah. In addition, Ms. Petersen has recent experience as a Police Chief and intimately understands the reforms our communities want from their police, as well as the other major challenges faced by law enforcement in this time period, including homelessness, recruitment, retention, and increasing crime. Ms. Petersen is uniquely suited to assessing the readiness of candidates in order to help you find the best Police Chief for the City of Ukiah.

Kimberly Petersen, Executive Recruiter

Kimberly Petersen's career as a public servant began in 1996 when she was hired as a police officer with the Fremont Police Department. Over the course of the next 25 years, she served in various assignments, including Detective and Court Liaison Sergeant, moving through the ranks as a supervisor and manager. Ms. Petersen was appointed as the Fremont Police Department's seventh Chief of Police in 2018. In this capacity she was a senior member of the city's executive management team and a key partner in guiding the city through the first years of the pandemic and navigating the changing needs of our communities after the murder of George Floyd. Chief Petersen retired in October of 2021. Ms. Petersen has recent, relevant policing experience, and understands the need for law enforcement in the U.S. to adapt, reform and build bridges with their communities.

Ms. Petersen's contributions to the City of Fremont include developing Fremont's first Mobile Evaluation Team, a partnership with the Human Services Department pairing mental health professionals with police officers to better serve those in mental health crisis, and community members experiencing homelessness. Additionally, she oversaw the implementation of several life-saving programs including equipping all patrol officers with AEDs to assist the public with cardiac incidents, and naloxone to assist with drug overdoses. She also developed the department's Tactical Emergency Medical Support team, a collaboration with the Fire Department. Chief Petersen brought the Fremont Police Department into a new era of accessibility by launching the agency's first Transparency Portal and overseeing the release of critical incident videos.

Ms. Petersen is a former Division I athlete who played soccer professionally in Japan's "J" League. She holds a bachelor's degree from Stanford University in Human Biology, and a master's degree from the Naval Postgraduate School in Security Studies. She is a graduate of the Peace Officer Standards and Training Supervisory Leadership Institute, and Command College.

Anton (Tony) Dahlerbruch, Executive Recruiter

Prior to joining Peckham & McKenney in 2019, Tony Dahlerbruch worked in local government for over 30 years. As a problem solver, Mr. Dahlerbruch worked in most every city department in

Beverly Hills, California (ultimately as Deputy City Manager); Scottsdale and Phoenix, Arizona; and Rockville, Maryland, before subsequently serving a combined 12 years as City Manager in Rolling Hills and Palos Verdes Estates, California. With direct and personal experience in the diverse aspects of city services, Tony has knowledge in the many disciplines of city management including finance/budget, human resources, planning, public works, and public safety. During his city management career, he was recognized for his integrity, hard work, responsiveness, focus on service, and ethics.

Mr. Dahlerbruch has additionally served in numerous leadership positions in state and national/international professional organizations. Noting his commitment to professional local government management, Tony represented the City Managers Department of the League of California Cities as a two term Director on the League's Executive Board, President of City Managers Department of the League of California Cities and served on numerous League Policy Committees. He has also served as a Regional Vice President on the Executive Board of the International City/County Management Association (ICMA) and other various ICMA committees.

Joyce Johnson, Operations Manager

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Operations Manager. She has over 30 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region headquarters of two national management consulting and executive recruitment firms. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. Ms. Johnson holds an Associate of Arts degree from American River College.

Kevin Johnson, Research Assistant

Kevin Johnson has been a member of the Peckham & McKenney team since 2009 and currently serves as a Research Assistant. He supports the firm's Recruiters through his research of local government agencies and networks, potential candidates, and current candidates prior to recommendation to our clients. Mr. Johnson mastered his researching abilities while obtaining a Bachelor of Arts in Economics from Willamette University.

Linda Pucilowski, Graphic Designer

With nearly 30 years of experience, Linda Pucilowski provides her expert design and marketing skills to Peckham & McKenney. She is the firm's "go-to" professional for all advertising and brochure design and creation. Ms. Pucilowski holds a bachelor's degree from California State University, Sacramento.

Rachel Moran, Website & Social Media Assistant

Rachel Moran has been in the graphic design field since 2007 and prides herself on creating eye-catching visual art. She supports the Peckham & McKenney team by handling all website visual and technical design as well as social media. Ms. Moran graduated from the Art Institute of Houston obtaining her bachelor's degree in Fine Arts with a concentration in Graphic Design

THE SEARCH PROCESS

While it is our intent to customize the search and project schedule to fit the specific needs of the City of Ukiah the search process typically includes the following key steps:

Project Organization Prior to beginning the recruitment, necessary documentation (contract, insurance, business license, retainer invoice, etc.) will be processed. We ask that the City identify a single point of contact that will serve as our liaison throughout the recruitment, providing necessary information to us, responding to our questions, and receiving and distributing all correspondence. A single point of contact will ensure timely and clear communication throughout the process.

We will request a conversation with the City Manager (or other lead decision-maker) to discuss the process, listen to specific desires and expectations, and respond to any questions or concerns. We will discuss the parameters of the search, receiving input about the ideal candidate, outreach efforts, the search timeline, compensation, and confirm future meeting dates. This conversation is scheduled with the City Manager/lead decision-maker concurrent with Development of the Candidate Profile (see below). We will also discuss and determine the extent of involvement of individuals in the search process.

In this phase of the process, we will also discuss with the City Manager the finalist interview process and the various components to be considered. Ms. Petersen will provide recommendations of best practices. Please note that decisions on the extent of involvement of others as well as additional components to the finalist interview process will impact the search, search timeline, and ultimately the cost of the recruitment process.

Development of Candidate Profile (virtual meeting #1) This step provides for the development of the Candidate Profile that will serve as a guide in the identification of potential candidates, outreach and recruitment efforts, screening, and selection of your next Police Chief. The Candidate Profile includes information relating to the City of Ukiah, the Police Department, current and future issues and opportunities for the Department, expectations, goals, and objectives leading to the success of the new Police Chief, and the background and experience, leadership style, skills and abilities, and personality traits of the ideal candidate.

Ms. Petersen will develop this profile following conversations with the City Manager, as well as individual or group discussions with the City's leadership team and other individuals identified in the initial conference call (see Project Organization above). We will recommend a group meeting with the executive staff team for preparation of the Candidate Profile. This can also include outreach to select labor representatives, appointed commission or committee members, business leaders, and community stakeholders designated by the City Manager. With COVID-19, we have found conducting outreach via Zoom is effective and efficient.

Our proposals include up to two days of virtual meetings to develop the Candidate Profile (additional days may be negotiated). We will request information relating to compensation and benefits, organization charts, and budget data. In addition, we will request high-resolution photos to be used in an attractive brochure to market the opportunity. A draft of the Candidate Profile will be provided to

our point of contact for review. We ask that all revisions and corrections be provided to us in a timely manner to maintain the agreed upon search timeline. Our marketing and design professional will then prepare an attractive marketing brochure incorporating the Candidate Profile. This brochure will be distributed to up to 500 identified industry professionals. Copies of the brochure will also be made available to the City.

Advertisements will be placed in the appropriate industry publications and websites, and our firm will assume responsibility for presenting your opportunity in an accurate and professional manner. Social media, including LinkedIn and other platforms, will be used as appropriate. Full information on the position will be posted on the Peckham & McKenney website and provide to the City for posting on its website as well.

Community Input Many cities desire a community outreach or input process as part of the selection for a Police Chief. This can be achieved in a multitude of ways, such as via a community survey to help develop the candidate profile, a facilitated community meeting, or even conducting public interviews of the finalist candidates. There is an array of options which can be designed to meet your needs, and the cost of this service will be negotiated accordingly.

Recruitment The main focus of our outreach will be direct phone contact with quality potential candidates. With over 60 years of combined executive search experience, we are personally familiar with potential applicants, have developed an extensive candidate database that is continuously updated, and well connected to seasoned professionals for finding well qualified referrals. We take pride in the placement of women and applicants of diverse backgrounds, and are known for long, successful tenures of candidates selected by the agency. In addition, Ms. Petersen's extensive professional network within the public safety field will be critical to our outreach efforts. Our recruiting efforts will focus on direct and aggressive recruiting of individuals aligned with the experience, background and knowledge determined during the Candidate Profile Development. Outreach will also be consistent with the conversations and plans/goals for finding the ideal candidate as discussed during the Candidate Profile Development. We believe direct recruiting produces the most qualified candidates.

Throughout this active search process, we will regularly update the City of the recruitment status and share questions, concerns, and comments received from potential candidates as they consider the opportunity. By doing so, we will "team" with the City Manager to ensure that all issues and concerns of candidates are discussed and understood thereby eliminating "surprises" once the resume filing deadline has occurred.

As resumes are received, they will be promptly acknowledged within 48 hours, and we will personally respond to all inquiries. Once the resume filing deadline has passed, we will update the City on the status of the recruitment, the number of resumes received, and our intent for preliminary interviews.

Preliminary Interviews Upon our review of the resumes received, supplemental questionnaires will be sent to candidates who appear to meet the Candidate Profile. The supplemental questionnaire is intended, in part, to ascertain the applicant's familiarity with the City and writing ability; applicants

will be asked to address a few questions pertaining to the position that are based on information learned during Candidate Profile Development.

Ms. Petersen will conduct preliminary interviews with the individuals that most closely align with the Candidate Profile. Internet research will be conducted so that we may probe the candidate regarding areas of concern.

Candidates will be advised of the search schedule and updated regularly as to their status.

Recommendation of Candidates/Selection of Finalists (virtual meeting #2) A bound report will be provided to the City Manager prior to our meeting to discuss our recommendation of leading candidates for further consideration. This report will include a full listing of all candidates who applied for the position, as well as the cover letters, resumes, and supplemental questionnaires of approximately four to eight recommended candidates. We may include a first and second tier of candidates within our recommendation.

Ms. Petersen will meet with the City Manager in a one- to two-hour meeting and will provide an overview of each recommended candidate for the City Manager to determine who to interview as well as share any concerns or negative information. Once a group of finalists has been selected by the City Manager, we will revisit early decisions made during Project Organization relating to the finalist interview process.

Peckham & McKenney will notify all candidates of their status. Those candidates selected as finalists will be notified and provided with all necessary information to attend finalist interviews with the City. We will prepare an interview schedule and confirm with our point of contact all necessary details.

If necessary, finalists will make their own travel plans and reservations. It is customary that the City reimburse finalists for round-trip airfare, car rental, and lodging necessary to attend the interviews with the City. We will confirm this with the City Manager at our meeting to recommend candidates.

Finalist Interview Process (on-site or virtual – meeting #3)

Finalist Interview Process Ms. Petersen will provide facilitation during the finalist interview process. *These initial interviews may be conducted on-site or alternatively, they may be conducted virtually. (For an initial screening interview, virtual interviews may be easier and more attractive for candidates and panelists).* An orientation session will be held at the beginning of the process, and we will facilitate a review and discussion of the finalists at the end of the day. Interview materials, including suggested interview questions, evaluation and ranking sheets will be provided. Again, a standard finalist interview process of the leading four to eight candidates is typically conducted within one day.

Qualification Once the finalist candidate has been selected and a conditional offer has been made by the City, a Police Officer Standards and Training-compliant background investigation must be completed by a qualified agency or provider. Peckham & McKenney can facilitate the City's

selection of an appropriate provider, however the work itself is beyond our scope and is the responsibility of the City.

Peckham & McKenney will provide negotiation assistance on the finalist's compensation package as requested by the City.

SEARCH SCHEDULE

This sample schedule anticipates a 14-week process. It can be tailored to achieve the interests of the City of Ukiah relative to receiving input in preparation of the Candidate Profile and the interview process. A community input process will increase the length of this timeline commensurate to the nature and workload of that part of the process.

<u>ACTIVITY</u>	<u>TIME FRAME</u>
I. Project Organization • Conference call/meeting to discuss the recruitment process • Formalize project schedule	Pre-Recruitment
II. Development of Candidate Profile/Orientation • <u>Virtual Meeting #1</u> with the City to discuss Candidate Profile • Develop Candidate Profile/Brochure and obtain approval • Develop advertising and recruiting plan	Two Weeks
III. Recruitment • Advertise, network, and electronically post in appropriate venues • Distribute candidate profile to industry professionals • Post opportunity on Peckham & McKenney website • Focused outreach to individuals aligned with the Candidate Profile • Respond to all inquiries and acknowledge all resumes received within 48 hours	Six Weeks
IV. Preliminary Interviews • Screen resumes and conduct Internet research • Identify leading candidates and request supplemental questionnaires • Review supplemental questionnaires • Conduct preliminary interviews with leading candidates	Two Weeks
V. Recommendation of Candidates/Selection of Finalists • Provide written recommended candidates to the City Manager • <u>Virtual meeting #2</u> to provide overview of recommended candidates • City Manager selects finalist candidates for finalist interview process • Peckham & McKenney notifies all candidates of status in recruitment process	One Week
VI. Finalist Interview Process • <u>On-site or virtual meeting #3</u> to facilitate finalist interviews with the City • Assist City throughout process and provide recommendations • City Manager selects candidate or leading two to three candidates for further consideration • City conducts subsequent interview process	Two Weeks

VII.	Qualification	One Week
	• Provide negotiation assistance • Exceed expectations and successfully place candidate who “fits.”	

At the conclusion of the process, we will kindly request that the written public announcement of the appointment attribute the recruitment to Peckham & McKenney Executive Search.

GUARANTEE AND ETHICS

Placement Guarantee In the unlikely event that a candidate recommended by our firm (external candidates only) leaves your employment within the first year from the date of appointment (except in the event of budgetary cutbacks, promotion, position elimination, or illness/death), we agree to provide a one-time replacement within six months of the vacancy at a reduced fee.

Reopening the Recruitment Based on our extensive outreach and recruit efforts, it is extremely rare that our process fails to produce a preferred candidate in the first instance. If the search process, however, does not produce a successful placement as a result of our process, we will conduct a second one-time recruitment process within six months for a reduced fee.

As Albert Einstein said, the definition of insanity is “doing the same thing over and over again and expecting different results.” Prior to reopening the recruitment, we will thoroughly review with the City any adjustments in approach, compensation, and/or other variables necessary to achieve a placement as a result of the process.

Ethics Time and again, we receive unsolicited comments from clients and candidates relating to our integrity and high ethics.

- First, we believe in honesty. No client should ever appoint an individual without being fully knowledgeable of the candidate’s complete background and history. Conversely, no candidate should ever enter a new career opportunity without full disclosure of any organizational “issues.”
- We strive to keep everyone involved in a recruitment process informed of the status. Not only do we provide regular updates to our clients, but we also have a reputation for keeping our candidates posted.
- As recruitment professionals, we do not recruit our placements -- **ever**. Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. However, if they become a finalist, we ask that they speak to their supervisor to alert them of their intent.
- During an active engagement, we do not recruit staff from our client agencies for another recruitment. Nor do we “parallel process” a candidate, thereby pitting one client against another for the same candidate.
- We are retained only by client agencies and not by our candidates. While we have a reputation for being actively involved in the profession and providing training, workshops, and general advice to candidates, we represent only our clients. In addition, we **always** represent and speak of our clients in a positive manner, during the recruitment engagement as well as years after.

CLIENT REFERENCES

Please feel free to contact any of the following current and recent clients to inquire about their experience with Peckham & McKenney. In addition, we would be pleased to furnish the client contact and phone numbers for any past clients listed in this proposal.

City of Piedmont—Fire Chief/City Administrator/Recreation Director

Sara Lillevand, City Administrator
510-420-3042 slillevand@piedmont.ca.gov

City of El Cerrito- Fire Chief

Alexandra Orologas, Assistant City Manager
510-215-4302 aorologas@ci.el-cerrito.ca.us

City of Marysville-Fire Chief (in-progress)

Nicole Moe, Assistant to the City Manager
530-749-3901 nmoe@marysville.ca.us

City of Fort Bragg-Police Chief

David Spaur, Former Interim City Manager
707-961-2829

City of San Mateo, CA – Police Captain

Ed Barberini, Chief of Police
650-522-7600 ebarberini@cityofsanmateo.org

City of Healdsburg, CA – Police Chief

Jeff Kay, City Manager
707-431-3452 jkay@ci.healdsburg.ca.us

City of Belmont, CA- Police Chief

Human Resources Director
650-637-2988

County of Sacramento- Deputy County Executive Public Safety & Justice

Candice Mabra, Principal Human Resources Analyst
916-874-1682 mabrac@saccounty.net

DIVERSITY STATEMENT

Peckham & McKenney is committed to diversity in its broadest possible definition in every aspect of each executive recruitment our firm provides. We take pride in the placement of women and applicants of diversity and are known for long successful tenures of candidates selected by the agency. In the last five years, 53% of Peckham & McKenney placements are women and people of color.

Peckham & McKenney does not discriminate on the basis of race, color, religion, creed, sex/gender, national origin/ancestry, disability, pregnancy, sexual orientation (including transgender status), marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all our recruitments.

For over 30 years, founder Bobbi Peckham has been a champion of women seeking executive leadership positions within local government. Through leadership positions in organizations, as a speaker at conferences, and in professional roles in city management, other members of our recruitment team additionally have a history of promoting diversity in local government positions. With our diverse team of Recruiters, Peckham & McKenney goes to great lengths to support, promote, and advocate for diversity in the recruitment and hiring process.

In addition to all other outreach methods, our firm utilizes the Local Government Hispanic Network (LGHN), National Forum of Black Public Administrators (NFBPA), Women Leading Government (WLG), and the Municipal Managers of Association of Northern and Southern California (MMANC/MMASC) to advertise searches, as well as the National Diversity Network, which ensures placement of your opportunity with the following online venues:

- African American Job Network
- Asian Job Network
- Disability Job Network
- Latino Job Network
- LGBT Job Network
- Retirement Job Network
- Veteran Job Network
- Women's Job Network

STATEMENT OF QUALIFICATIONS FOR EXECUTIVE RECRUITMENT SERVICES

**Police Chief
City of Ukiah, California**

August 12, 2022

Strategic Government Resources
P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

JJ Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com





August 12, 2022

Sage Sangiacomo, City Manager
City of Ukiah, California

Dear Mr. Sangiacomo:

Thank you for the opportunity to submit this statement of qualifications to assist with the City of Ukiah's upcoming Police Chief recruitment. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

We would like to draw your attention to some key aspects that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR announces all conducted recruitments in our Servant Leadership e-newsletter, which reaches over 47,000 subscribers in all 50 states.
- SGR sends targeted emails to our opt-in Job Alert subscriber database of approximately 10,000 law enforcement professionals.

We recognize that the COVID-19 pandemic has created unique operating challenges for local governments in many ways, including recruitment efforts. SGR has invested in a variety of technologies that will allow a safe social distancing recruitment process, and we will continue to provide alternatives to in-person meetings, to the extent your organization desires, during this uncertain time.

We are excited about the prospect of partnering with the City of Ukiah on this recruitment, and we are available to visit with you at your convenience.

Respectfully submitted,

Jennifer Fadden, Chief Operating Officer
JenniferFadden@GovernmentResource.com

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Company Profile

Background

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services.

SGR's services are designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 34 full-time employees, 2 part-time employees, 21 recruiters, 15 facilitators and multiple consultants who function as subject matter experts on a variety of projects.

SGR has corporate headquarters in Texas, as well as virtual offices in California, Colorado, Florida, Maryland, Minnesota, New York, North Carolina, Ohio, Oklahoma, and Oregon.

View all SGR team members and bios at: governmentresource.com/about-us/meet-the-team

Project Personnel

Eddie Salame, Senior Vice President

EddieSalame@GovernmentResource.com

817-239-2930

- Based out of California



Eddie Salame joined the SGR team in 2021 after a distinguished 34-year career in law enforcement, including 13 years as Chief of Police. He began his career with the Fort Worth Police Department, where he worked on various investigative assignments, including conducting specialized covert investigations. After a seven-year tenure in Fort Worth, Eddie moved to the Grapevine Police Department. There he spent 27 years working in various areas of the department as he rose through the ranks to Police Chief.

As Police Chief, Eddie prioritized building solid relationships with the community. In partnership with the Grapevine Colleyville Independent School District, he established the Community Outreach Center that focused on an underserved area of the city. The creation of the Outreach Center resulted in a 46% reduction in crime in the area served. He also started the Volunteers in Police Service that enhanced the services provided to the citizens while saving the city thousands of dollars annually. In 2012 the department received the International Association of Chiefs of Police awards for Outstanding Achievement in Law Enforcement Volunteer Programs and the Community Policing Award.

Eddie holds a master's degree in Liberal Arts with an emphasis in Alternative Dispute Resolution from Southern Methodist University and a Bachelor of Arts in Political Science from the University of Texas at Arlington. He is a graduate of the FBI National Academy and the FBI Law Enforcement Executive Development Series. He also received a Certified Public Manager graduate certificate from the William P. Hobby Center for Public Service of Texas State University. Eddie is also fluent in Spanish and is able to conduct meetings with Spanish-speaking community members as necessary.

Police Recruitments, 2018-Present

In Progress

- Eagle, CO (pop. 8,000) - Chief of Police
- Glenpool, OK (pop. 14,000) - Police Chief *

2022

- Alvarado, TX (pop. 5,000) - Chief of Police *
- Cary, NC (pop. 179,000) - Chief of Police
- Eagle Pass, TX (pop. 28,000) - Police Chief
- Fort Smith, AR (pop. 90,000) - Deputy Director of Police Administrative Services *
- Georgetown, TX (pop. 77,000) - Police Chief
- Greeley, CO (pop. 108,000) - Chief of Police
- Lago Vista, TX (pop. 8,000) - Police Chief
- Montgomery, AL (pop. 200,000) - Chief of Police *
- Richardson, TX (pop. 120,000) - Police Captain
- Rowlett, TX (pop. 73,000) - Police Chief
- San Antonio Independent School District, TX - Deputy Chief of Police
- Wethersfield, CT (pop. 26,000) - Police Chief

2021

- Alice, TX (pop. 20,000) - Police Chief
- Bedford, TX (pop. 49,000) - Police Chief
- Celina, TX (pop. 28,000) - Police Chief *
- Del Rio, TX (pop. 35,000) - Police Chief
- Edinburg, TX (pop. 100,000) - Chief of Police
- Ennis, TX (pop. 20,000) - Police Chief
- Fort Worth, TX (pop. 900,000) - Chief of Police
- Kansas City, KS (pop. 153,000) - Police Chief *
- Memorial Villages Police Department (pop. 12,000) - Commander *
- Mesquite, TX (pop. 145,000) - Police Chief
- New Braunfels, TX (pop. 90,000) - Police Chief
- Waco, TX (pop. 140,000) - Police Chief

2020

- Abilene, TX (pop. 120,000) - Chief of Police
- Amarillo, TX (pop. 199,000) - Police Chief
- Anna, TX (pop. 15,000) - Police Chief *
- Argyle, TX (pop. 4,000) - Police Chief
- Bullard, TX (pop. 4,000) - Police Chief
- Plainview, TX (pop. 22,000) - Chief of Police *
- Round Rock Independent School District, TX - Police Chief
- Shawnee, KS (pop. 66,000) - Police Chief *
- Temple, TX (pop. 89,000) - Police Chief
- Victoria, TX (pop. 67,000) - Chief of Police

2019

- Ann Arbor, MI (pop. 121,000) - Police Chief
- Bainbridge Island, WA (pop. 24,000) - Police Chief
- Denison, TX (pop. 24,000) - Chief of Police
- Fort Smith, AR (pop. 90,000) - Police Chief *
- Lubbock, TX (pop. 250,000) - Police Chief
- Olathe, KS (pop. 142,000) - Police Chief
- Plano, TX (pop. 284,000) - Police Chief *
- Princeton, TX (pop. 12,000) - Police Chief
- Sunnyvale, TX (pop. 6,000) - Police Chief

2018

- Angleton, TX (pop. 20,000) - Police Chief
- Arvada, CO (pop. 117,000) - Police Chief
- Boynton Beach, FL (pop. 74,000) - Chief of Police
- Eugene, OR (pop. 165,000) - Police Chief
- Fort Smith, AR (pop. 90,000) - Deputy Director-Police Administrative Services *
- Snyder, TX (pop. 11,000) - Police Chief

** SGR conducted “front-end” of search that included development of position profile brochure, marketing and advertising, application management, initial screening of applications, virtual briefing with organization, and release of applicants not continuing in the process. At that point, the search was transitioned to the organization.*

Population number is approximate population at the time the recruitment took place.

Requested Involvement from the City's Staff

Requested involvement and assistance from City staff includes:

- Provide photos/graphics and information necessary to develop recruitment brochure
- Respond to drafts of documents and reports in a timely manner; failure to do so may extend timelines and can negatively impact the outcome of the process
- Refer all prospective applicants to SGR and not accept applications independently during the recruitment process
- Provide legal opinions to SGR regarding when and if any information must be released in accordance with Public Information requests
- Directly reimburse finalists for travel-related expenses to interview
- Provide bottled water, coffee, etc., for finalist interviews and/or meet-and-greets
- Provide transportation for community tours and other aspects of finalist interview process, as needed
- Reserve conference rooms or other meeting rooms as needed throughout the recruitment process
- Assist with scheduling stakeholder interviews and stakeholder group meetings
- Provide technology set-up for meetings, as needed

REFERENCES

City of Greeley, Colorado

Population: 108,000

Raymond Lee, City Manager

Raymond.lee@greeleygov.com

970-350-9770

Chief of Police Recruitment, in progress

City of Montgomery, Alabama

Population: 200,000

Chip Hill, Chief of Staff

chip.hill@montgomeryal.gov

334-625-2002

Chief of Police Recruitment, 2022

City of Bainbridge Island, Washington

Population: 25,000

Ellen Schroer, Deputy City Manager

eschroer@bainbridgewa.gov

206-780-8619

Police Chief Recruitment, 2019

City of Rowlett, Texas

Population: 73,000

Brian Funderburk, City Manager

bfunderburk@rowlett.com

972-412-6290

Police Chief Recruitment, 2022

Town of Wethersfield, Connecticut

Population: 26,000

Claudia Tata, Human Resources Manager

Claudia.tata@wethersfieldct.gov

860-721-2804

Police Chief Recruitment, 2022

City of Lago Vista, Texas

Population: 8,000

Tracie Hlavinka, City Manager

Tracie.Hlavinka@lagovistatexas.gov

214-518-1812

Police Chief Recruitment, 2022

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of applicants by utilizing our unequaled network of prospects.

- Your position will be announced in SGR's Servant Leadership e-newsletter that reaches over 47,000 subscribers in all 50 states.
- We will send targeted emails to approximately 10,000 opt-in subscribers to SGR's Police Job Alerts.
- Your position will appear on SGR's Website, GovernmentResource.com, which has approximately 20,000 visitors per month.
- Your position will be posted to SGR's Job Board, SGRjobs.com, which averages nearly 10,000 unique visitors per month and has more than 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government, Local Government Hispanic Network, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitment through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

Collective Local Government Experience

Our recruiters have years of experience in local government, as well as regional and national networks of relationships. The executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all relevant networks as both a peer and insider.

Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR will not enter an engagement with an entity or organization that directs bias or expects bias to be demonstrated on any basis other than factors that affect the ability of the candidate to do the job. SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR cannot guarantee the makeup of the semifinalist or finalist groups, SGR has relationships and contacts nationwide to encourage the meaningful participation of

underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great fit regarding values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next generation leaders. We have earned their trust. As a result, SGR is able to bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation well, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility & Communication

Your executive recruiter is accessible throughout the recruitment process and can be reached at any time by candidates or clients via cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis and sends Google alerts articles to keep the applicants informed about the community and opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a screening process that ensures a detailed understanding of candidate backgrounds and prevents surprises. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain insights beyond what is available through a resume
- Online pre-recorded video interviews that allow search committee members to view candidates in an interview setting prior to the finalist recruitment stage
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, customized to each candidate based on where they have lived and worked
- Thorough automated, anonymous reference checks that provide details on candidates' soft skills from an expansive group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise for finalist candidates, customized to the organization

View a full list of our Executive Recruitment Clients at: [Executive Recruitment Clients](#)

Recruitment Approach & Methodology

A full-service recruitment typically entails the following steps:

- 1. Organizational Inquiry and Analysis**
 - Development of Recruitment Plan and Timeline
 - Individual Interviews with Key Stakeholders
 - Creation of Position Profile Brochure
- 2. Advertising and Marketing, Communication with Applicants and Prospects**
- 3. Initial Screening and Review**
- 4. Search Committee Briefing to Facilitate Selection of Semifinalists**
- 5. Evaluation of Semifinalist Candidates**
 - Written Questionnaires
 - Recorded Online Interviews
 - Media Searches - Stage 1
- 6. Search Committee Briefing to Facilitate Selection of Finalists**
- 7. Evaluation of Finalist Candidates**
 - Comprehensive Media Searches - Stage 2
 - Comprehensive Background Investigation Reports
 - DiSC Management Assessments (supplemental service)
 - First Year Game Plan or Other Advanced Exercise
- 8. Interview Process**
 - Face-to-Face Interviews
 - Stakeholder Engagement (may occur earlier in process)
 - Deliberations
 - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
 - Determination of Terms of an Offer
 - Negotiation of Terms and Conditions of Employment
 - Press Release (if requested)

Step 1: Organizational Inquiry and Analysis

Development of Recruitment Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

Individual Interviews with Key Stakeholders

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. These interviews identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the position, special considerations, and the political

environment. This process helps with organizational buy-in and will assist us in developing the position profile.

Development of Position Profile Brochure

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics. To view sample recruitment brochures, please visit:

<https://www.governmentresource.com/executive-recruitment/open-recruitments-528>

Step 2: Advertising and Marketing, Communication with Applicants and Prospects

Advertising and Marketing

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 47,000 subscribers in all 50 states. We will also send targeted emails to opt-in subscribers to SGR's Job Alerts. Your position will be posted on SGR's Website, GovernmentResource.com, and on SGR's Job Board, SGRjobs.com. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates.

Communication with Prospects

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast, accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR utilizes Google Alerts and sends weekly update emails to active applicants regarding the organization and community.

Step 3: Initial Screening and Review

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization. In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

Step 4: Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials. SGR is the only firm that offers this level of reporting detail and transparency.

Step 5: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, resumes can be misleading. Resumes fail to disclose the individual's personal qualities and his or her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments and experience. SGR's responsibility is to go deeper than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a clear understanding of the person behind the resume and what makes them an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

Written Questionnaires

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

Recorded Online Interviews

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

Media Searches - Stage 1

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

Step 6: Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed

questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

Step 7: Evaluation of Finalist Candidates

Comprehensive Media Searches - Stage 2

“Stage 2” of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <http://bit.ly/SGRSampleMediaReport>.

Comprehensive Background Investigation Reports

Through SGR’s partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. Alternatively, SGR would be happy to coordinate with the City during a comprehensive background investigation of finalist(s) by a licensed private investigator obtained by the City in compliance with POST requirements.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report (if desired)
- Federal criminal search
- National criminal search
- County wants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

DiSC Management Assessments (supplemental service)

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate’s preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: bit.ly/SGRDiscProfileSample. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: bit.ly/SGRDiscTeamReport.

First Year Plan or Other Advanced Exercise

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a “First Year Plan,” a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and

then given free rein to make contact with all of them in advance and use those insights to develop a “first year plan” based on what they know so far. Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates’ written and interpersonal communication skills, as well as critical analysis skills.

Step 8: Interview Process

Face-to-Face Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Stakeholder Engagement

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

Deliberations

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates’ soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR’s reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation “log-jams.”



MOSAIC
PUBLIC PARTNERS

EXECUTIVE SEARCH

STATEMENT OF QUALIFICATIONS



POLICE CHIEF

CITY OF UKIAH, CA

DATE SUBMITTED
AUGUST 12, 2022

SUBMITTED TO
MS. MARY HORGER
Financial Services Manager
City of Ukiah

PREPARED BY
BRYAN NOBLETT

MOSAIC PUBLIC PARTNERS
200 Gateway Dr., #1908, Lincoln, CA, 95648
916-550-4100
bryan@mosaicpublic.com
connect@mosaicpublic.com



August 12, 2022

Ms. Mary Horger, Financial Services Manager
City of Ukiah
411 West Clay Street
Ukiah, California 95482

RE: STATEMENT OF QUALIFICATIONS TO PROVIDE EXECUTIVE SEARCH SERVICES – POLICE CHIEF

DEAR MS. HORGER:

Mosaic Public Partners is pleased to have the opportunity to present our qualifications and approach to your executive search needs for the position of Police Chief. Mosaic Public Partners was founded on the principles of providing higher levels of innovation and client collaboration to complement the tried-and-true principles of executive search. By using private-sector technologies and search methodologies, we can deliver a better client experience and results, while staying within the constraints of the public sector.

Our project team is seasoned public safety executives who have a true passion for the work of public agencies. We understand the challenges that public agencies face and their unique needs. We have conducted over one hundred-fifty executive searches across the United States, bringing both experience and a national perspective on current trends and issues.

If awarded the search, both principals would serve as the search team. Our experience as successful police chiefs is complemented by our strong track record in executive search. Having previously led 20 police chief searches since 2019, several in Northern California, the project team brings a great deal of experience and a contemporary understanding of the candidate market. Having recently completed the Chief of Police search in Novato and currently conducting one in Martinez, will provide positive candidate energy that will benefit this search on behalf of the City of Ukiah.

After reviewing our statement of qualifications, please contact us at (916) 550-4100 if you have questions or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Best Regards,

A handwritten signature in black ink that reads "Bryan Noblett".

Bryan Noblett
Founder and Managing Partner
bryan@mosaicpublic.com

A handwritten signature in black ink that reads "Gregory R. Nelson".

Greg Nelson
Founder and Managing Partner
greg@mosaicpublic.com

PROFESSIONAL QUALIFICATIONS

Mosaic Public Partners was founded in January of 2022 to create a better partner for public agencies needing to fill critical positions. We bring higher levels of innovation and client collaboration to the tried-and-true principles of executive search. Using private sector technologies and search methodologies, squared within the constraints of the public sector, allows us to deliver an improved client experience and better results.

We are seasoned public sector executives who have profound respect for the work of public agencies. We are passionate about placing today's public leaders, which enables public agencies to deliver exemplary leadership to their constituents.

Mosaic Public Partners is a Limited Liability Company (LLC) registered in the state of California. Mr. Greg Nelson and Mr. Bryan Noblett are the founders and managing partners of Mosaic Public Partners with a 55% and 45% respective ownership. There are no known conflicts of interest related to this executive search and no subcontractors are utilized.

MOSAIC APPROACH

Placing today's public leaders is our mission. Aligning the right candidates with the right opportunities helps our clients to build effective teams. We enjoy building relationships with the people involved in our searches, whether it is the candidates, hiring managers, team members or stakeholders. Establishing meaningful connections with those involved in our search processes is the basis from which we derive our success as a trusted partner and client-focused search firm.

CLIENT FOCUSED

Mosaic Public Partners provides a client-focused, customized approach to every search. We create an open, transparent, and interactive search process for both our clients and candidates. As a small firm we remain highly responsive to client needs and objectives, along with being personally available during the search process. Honest communication, collaboration and connecting with people are key components in a successful search. At Mosaic Public Partners, we pride ourselves on excellent customer service, agility, and responsiveness. We tailor our workload so that we can be readily available to assist with all elements of the search process for our clients and candidates alike.

The use of our innovative executive recruiting platform allows our clients unparalleled real-time access and visibility of the search process. Our commitment is that clients have a 360-degree view of all elements of their recruitment at any time. Our clients can see the candidate pool in real-time while the recruitment is progressing, rather than having to wait until the recruitment period closes to learn about the candidate pool. This type of transpar-

PROFESSIONAL QUALIFICATIONS *(CONT.)*

ency ensures our recruitment efforts are properly calibrated to our client's expectations. We are proud to bring this private sector software to our public sector searches to make them as efficient and transparent as possible for our clients.

TRUSTED PARTNERS

Our founding partners are two former public safety executives, each with exemplary service careers. We understand local government and the importance of accountability and responsiveness. Our combined career histories exemplify professionalism and a dedication to public service, along with a keen understanding of what it takes to be an effective leader in a public sector environment. Leveraging our public service careers, we became experienced executive search consultants, bringing with us a continued dedication to public service and an ethical, confidential, and discrete approach to assisting public agencies in the executive search process. Mosaic Public Partners is your trusted partner in placing today's public leaders.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The Mosaic Team celebrates and prioritizes diversity, equity, and inclusion in its search practices and in its own organizational culture. We believe in the critical importance of diverse teams and our clients' need to build organizations that are representative of the communities they serve. Simply stated, the need for public employers and public sector search firms to build recruitment processes anchored by a commitment to diversity, equity and inclusion is more important now than ever. It is no longer adequate for public employers or executive search firms to speak about increasing DEI efforts; rather, intentional efforts must be woven into our cultures and work practices. Mosaic Public Partners is committed to ensuring outreach to diverse candidate pools via inclusive and strategic advertising, targeted outreach, and other methods which are all intended to deliver a diverse, highly qualified candidate pool to our clients. Evidence of this commitment can be seen in the placements our founding partners have made over the past several years.

RELEVANT EXPERIENCE & REFERENCES

Our consultants have conducted numerous Police Chief searches in the last several years that have positioned us to successfully complete this search on behalf of the City of Ukiah. We invite you to view our consultants' body of executive search experience at www.mosaicpublic.com/consultant-portfolio. Below is a brief list of those searches and corresponding references we feel are most relevant.

CITY OF NOVATO – NOVATO, CALIFORNIA

Population 54,000

Mr. Adam McGill, City Manager

Phone: (415) 899-8900

Amcgill@novato.org

Placement: Chief Beth Johnson



CITY OF CLEARLAKE – CLEARLAKE, CALIFORNIA

Population 15,000

Mr. Greg Folsom, City Manager of Suisun City (previously City Manager City of Clearlake)

Phone: (707) 421-7300

gfolson@suisun.com

Placement: Chief Andrew White



CITY OF SANTA MONICA – SANTA MONICA, CALIFORNIA

Population 93,000

Ms. Lori Gentles, Chief People Officer

Phone: (310) 458-8246

lori.gentles@santamonica.gov

Placement: Chief Ramon Batista



ADDITIONAL EXPERIENCE

While the search consultants have conducted over 40 Police Chief searches in the last 7 years, the following list are those searches conducted in the past 3 years, some of which are attributed to the consultants' tenure at a prior firm. Those shown with an asterisk (*) are current searches.

CLIENT	POSITION
2022 City of Martinez – Martinez, CA	Chief of Police*
2022 City of Denton – Denton, TX	Chief of Police*
2022 Town of Little Elm – Little Elm, TX	Assistant Chief of Police*
2021 City of Austin – Austin, TX	Chief of Police
2021 City of Bozeman – Bozeman, MT	Chief of Police
2021 City of Lawrence – Lawrence, KS	Chief of Police
2021 City of Pismo Beach – Pismo Beach, CA	Chief of Police
2021 City of San Fernando – San Fernando, CA	Chief of Police
2021 University of New Mexico – Albuquerque, NM	Chief of Police
2020 City of Bishop – Bishop, CA	Chief of Police
2020 City of Boise – Boise, ID	Police Chief
2020 City of Emeryville – Emeryville, CA	Police Chief
2020 City of Richmond – Richmond, TX	Chief of Police
2020 City of Salem – Salem, OR	Chief of Police
2020 City of San Marcos – San Marcos, TX	Police Chief
2020 City of Sanger – Sanger, CA	Chief of Police
2019 City of Concord – Concord, CA	Chief of Police
2019 City of Elk Grove – Elk Grove, CA`	Chief of Police
2019 City of Elk Grove – Elk Grove, CA	Assistant Chief of Police
2019 City of Hayward – Hayward, CA	Chief of Police
2019 City of Vallejo – Vallejo, CA	Chief of Police

APPROACH AND SEARCH METHODOLOGY

We approach every executive search as a partnership with our client. In this light, we use a proven framework as the foundation for the project and collaboratively tailor the work plan to meet the unique needs and wishes of our clients. In every search, we aim to provide our client with three deliverables, 1) a diverse selection of qualified candidates, 2) a thoughtful, inclusive, and well-communicated search process, and 3) sound advice and consultation.

KICKOFF

PROJECT MANAGEMENT

The consultants of the project team, Mr. Noblett and Mr. Nelson, will meet via videoconference with the City Council's Police Chief Ad Hoc Committee and City Manager. The objectives of this meeting are to learn points of contact and communication preferences, conduct a stakeholder analysis, develop the project timeline, and to create the preliminary selection process.

During this phase of the project, the consultants will review the organization's job description, and review the salary and benefit offering for competitiveness in the market.

CANDIDATE PROFILE DEVELOPMENT

Based on the project management kickoff meeting, Mr. Noblett and Mr. Nelson will meet with a variety of stakeholders to solicit input on the desired qualities sought in the next Chief of Police for the City of Ukiah, as well as anticipated challenges and opportunities the next chief will likely face. We recommend ensuring that stakeholders are engaged from the community, from within the Ukiah Police Department and from within the city organization. The project team will also gather important documents, information, and media from the city to be used in the development of the candidate profile.

If desired by the City Council's Police Chief Ad Hoc Committee, the Mosaic Team would meet with the Mayor and Councilmembers individually to gather their input relative to the desired characteristics sought for candidates, as well as challenges and opportunities facing the city and its police department.

Utilizing the input received, Mosaic Public Partners will create a candidate profile that accurately and attractively presents the opportunity to prospective candidates. Once approved by the Police Chief Ad Hoc Committee, this candidate profile serves as the standard by which all prospective candidates are evaluated, as well as for guiding the search strategy.

The Police Chief Ad Hoc Committee and/or City Manager will be provided with online access to Mosaic Public Partners' recruitment software through a client portal that ensures the

APPROACH AND SEARCH METHODOLOGY *(CONT.)*

search strategy and approach are properly calibrated for success. The Police Chief Ad Hoc Committee and/or City Manager may also use this online portal to provide the City Council with timely information on the status of the search, as desired. The project team is also available to provide updates directly to the City Council on the status of the search during executive session meetings. Our goal is to ensure that our clients are continually kept updated on the recruitment.

OUTREACH

OUTREACH AND RECRUITING

Based upon the search strategy developed, Mosaic Public Partners will immediately launch a targeted and comprehensive search effort that sources candidates from five primary categories.

- **Advertising Campaign:** Advertisements will be placed in sources targeted at attracting a diverse selection of highly qualified candidates. In addition to advertising with a variety of state/regional police chief associations, ads will also be placed in nationally recognized law enforcement associations such as:
 - Advertising Campaigns:
 - PERF – Police Executive Research Forum
 - NAWLEE – National Association of Women Law Enforcement Executives
 - NOBLE – National Organization of Black Law Enforcement Executives
 - HAPCOA – Hispanic American Police Command Officers Association
 - NAPOA – National Asian Peace Officers Association
- **Website and Social Media Campaign:** Mosaic Public Partners provides a comprehensive social media marketing campaign that includes custom graphics, eye-catching photos and distribution on LinkedIn, Facebook, Instagram, and Twitter accounts to share the position with potential candidates. Social media posts are crafted at several points throughout the recruitment process. In addition, partners and recruiters share Mosaic Public Partners blog and social media posts on their respective LinkedIn accounts. Mosaic Public Partners will also highlight the position on our website with a blog post, listing in our “Upcoming Career Opportunities,” and ultimately on our “Careers” page once the position is open.
- **Direct Outreach:** The search consultants have extensive candidate networks in California and across the nation. These networks will be leveraged to identify and recruit candidates that appear well matched to the candidate profile. Both Mr. Noblett and Mr. Nelson would leverage their respective diverse, professional networks developed over decades as practitioners as well as recruiters to invite top talent into the search.

APPROACH AND SEARCH METHODOLOGY *(CONT.)*

- **Indirect Outreach:** By using the same candidate networks, Mosaic Public Partners can seek nominations from other leading public sector executives who often provide excellent insight into rising talent.
- **Researched Outreach:** Using the search strategy as a guide, Mosaic Public Partners will apply innovative technologies to find and recruit candidates that may not have been identified through other methods.

Each potential candidate is personally engaged by the search consultants and many hours are typically spent answering questions and providing information to candidates to minimize any barriers that may be a discouragement.

CANDIDATE SCREENING AND EVALUATION

The search consultants perform an initial evaluation of candidates based upon their submitted materials. Candidates who are well aligned with the candidate profile, along with all internal candidates, are interviewed via videoconference to further evaluate their qualifications and fit for the position.

As a result of the initial screenings, the most qualified candidates are identified and a thorough internet and news search is conducted to help understand each candidate's public persona, as well as to ensure that any items that may be seen as controversial are known and understood.

SELECTION

PRESENTATION OF CANDIDATES

During a meeting with the City Council's Police Chief Ad Hoc Committee, the search consultants will present the most qualified candidates that have submitted interest in the position. The meeting will be facilitated by Mosaic Public Partners' innovative client portal which provides our clients with direct access to all candidate materials. From this meeting, a small group of candidates is invited to participate in the selection process. This meeting can be via videoconference, or with the consultants in person, depending upon the City's customs and preference.

SELECTION PROCESS

Having previously designed the selection process collaboratively with the Police Chief Ad Hoc Committee, the search consultants provide on-site facilitation of the interviews. A typical interview process for a Police Chief will involve multiple interview panels which represent community, police, and staff perspectives. Mosaic Public Partners will design and provide tailored interview materials for all interview panels and ensure the City retains the completed materials for records retention

APPROACH AND SEARCH METHODOLOGY *(CONT.)*

needs. We will remain present during all interviews and associated activities to ensure the process runs smoothly and meets the City of Ukiah's expectations.

Customarily, this initial round of interviews will reduce the field of candidates to a smaller number who are then invited for a second interview with the City Manager and others, if desired.

BACKGROUND AND FINAL QUALIFICATION

Once the Police Chief Ad Hoc Committee has identified their candidate of choice, the search consultants will perform a thorough background investigation of the candidate, accompanied by a series of consultant-driven reference checks that seek input from people with a variety of perspectives to the candidate.

Note that any level of background investigation that may be recommended or required by the State of California POST is outside the scope of this proposal. However, Mosaic Public Partners will help identify a third-party law enforcement background investigation firm and provide advice or guidance to the City for this purpose, if desired.

NEGOTIATION

Mosaic Public Partners will negotiate on the City's behalf to succeed in reaching an agreement with the selected candidates. Across earlier candidate conversations, the search consultants attempt to ensure the candidates' salary and benefit expectations are in accord with the Board's to prevent surprises at this critical culmination of the recruitment.

CLOSEOUT COMMUNICATIONS

Throughout the search process, Mosaic Public Partners maintains professional communications with all candidates involved. We realize that we are representing the City of Ukiah throughout the recruitment and ensure that each person we interact with is left with a favorable impression of the City. In this final communication, we inform all candidates who were not selected of their status and the City's appreciation for their interest.

EXECUTIVE SEARCH TIMELINE

At the beginning of each search engagement, Mosaic Public Partners meets with clients to collaboratively craft a work plan and timeline that best aligns with our client's needs. Our consultants will suggest best practices and share examples from prior engagements to tailor a process that is thoughtful, inclusive, and well communicated.

The typical duration of a search project is 12-17 weeks. Additionally, the selected candidate will customarily need to provide 30-days for notice and transition, if selected from outside of the organization. This brings the total duration to approximately 16-21 weeks. A customized timeline will be crafted in collaboration with the City during the first step of the search engagement. We are confident that we can deliver a successful search effort that meets the needs of the City of Ukiah.

GUARANTEE

Mosaic Public Partners offers the industry-standard one-year guarantee on our full search process. If, within a one-year period after appointment, the selected candidate voluntarily resigns or is dismissed for cause, Mosaic Public Partners will conduct another search effort without additional fees for professional services. The District would be expected to reimburse the firm for all expenses incurred, which are less than 30% of the flat fee.

If a placement is not made in the first search attempt, Mosaic Public Partners will conduct a second search effort with no charge for professional services. The District would be expected to pay for all expenses incurred.

Mosaic Public Partners will never actively recruit our placement while they are employed with the District.



PROJECT TEAM

If awarded the search, both Founders and Managing Partners of the firm would serve on the project team, supported by the firm's Business Support Manager.

GREG NELSON

FOUNDER & MANAGING PARTNER

For the better part of a decade, Mr. Nelson has led a successful executive search practice for a national search firm. In his role, Mr. Nelson has successfully recruited public sector executives on a national scale for a diverse array of field and positions. His work has included positions with intense

community interest, high levels of stakeholder involvement, and those with political sensitivities.

In the first twenty years of his career, Mr. Nelson served leadership roles in municipal government where he was known for his progressive and principled leadership. Under his tenure, the City increased employee engagement, citizen satisfaction (amongst the highest in a national survey), and made drastic improvements in the labor-management climate. He created public-private partnerships that allowed for superior levels of service during budget shortfalls, while enhancing relationships with stakeholders in the community. Additionally, he has provided expert testimony for state and local legislative bodies. Mr. Nelson was a co-founder of a municipal Human Rights Committee, engaging businesses and citizens in workshops and community dialogue on diversity and social equity issues, in and out of the workplace.

Mr. Nelson holds a Master's degree in Public Administration from the University of Illinois-Springfield with a graduate certificate in Public Sector Labor Relations.

As a founder of Mosaic Public Partners, Mr. Greg Nelson leverages decades of experience in the public sector with many years of successful experience leading executive searches for a variety of client roles across the nation.

GREGORY R. NELSON | 916.550.4100

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www.mosaicpublic.com

EDUCATION

Master of Public Administration – University of Illinois – Springfield, Springfield, IL

Graduate Certificate in Public Sector Labor Relations – University of Illinois – Springfield, Springfield, IL

Graduate Certificate in Criminal Justice Education – University of Virginia, Charlottesville, VA

Bachelor of Arts, Social Justice Professions – Sangamon State University, Springfield, IL

Institute for Government and Public Affairs Leadership Academy – University of Illinois, Chicago, IL

Federal Bureau of Investigations National Academy, Quantico, VA

EMPLOYMENT HISTORY

Mosaic Public Partners

January 2022 – Present

Founder and Managing Partner

Lincoln, California

- Together, with Bryan Noblett, founded the firm to provide higher levels of service and client collaboration in public sector executive search. As co-principals of the firm, we are building a winning employee culture which leads to exceptional customer service.

Ralph Andersen & Associates

February 2015 – December 2021

Vice President

Rocklin, California

- Led the firm's public safety practice area, as well as served a diverse client portfolio primarily in the Western Region of the United States (primarily California, Nevada, Texas, Washington and Oregon).
- Leveraged 20-year career in municipal policing to dramatically increase the firm's public safety practice area.
- Successfully performed executive recruitments for clients in a variety of environments, including populations served between 5,000 in population to well over 1 million; various forms of government, including cities, counties, special districts and non-profit.

Pekin Police Department

September 1994 – February 2015

Chief of Police (2011–2015), Deputy Chief of Police, Lieutenant, Sergeant, Patrolman (1994–2011)

Pekin, Illinois – Direct Report to City Manager (population 34,000)

- Established progressive programs including Crime Free Housing and Problem Oriented Policing.
- Created a goal-oriented organizational culture within the agency. Crime reduced over 20% in 2014
- Worked cooperatively to establish the best labor-management climate in agency history
- Focused on customer service; Participated in a national study of police-citizen encounters with a rating of 94% favorable, amongst the highest in the study
- Led a state-wide legislative effort in controlling pseudoephedrine to solve the state's methamphetamine lab problem, building consensus of various stakeholders of government and business collaboration
- Along with one other member, stood up the City's Human Rights Committee promoting community diversity in the workplace and the community.



PROJECT TEAM (CONT.)

BRYAN NOBLETT

FOUNDER & MANAGING PARTNER

Bryan Noblett spent over 34 years working as a public safety leader in the Greater Sacramento Region. The majority of his career was spent working in leadership and executive level roles. Bryan placed a strong focus on staff development and on ensuring his organization was responsive to community needs throughout his career. He possesses a strong commitment to customer service and worked diligently as a municipal government executive to ensure his organization was focused on partnering with the community it served. In addition, Bryan is well-versed in

labor negotiations and working collaboratively with labor groups to achieve successful outcomes. Bryan's passion for leadership development, talent assessment and public service led him to accept a position with a nationally recognized public sector search firm shortly after his retirement. Bryan holds a bachelor's degree in Criminal Justice, a master's degree in Organizational Leadership and has attended several prestigious professional development courses.

Bryan spent the last years of his public safety career serving as Chief of Police in Elk Grove, California. Elk Grove is one of the most diverse cities in the country and Bryan worked with his staff to create a set of core values that celebrated diversity, equity, and inclusion. During his tenure as Chief of Police, Bryan created a Chief's Advisory Board in Elk Grove which established a new, collaborative partnership with a diverse group of community members who worked together to create a shared vision for public safety in the city.

As a long-time contributor to city executive teams, Bryan possesses a thorough understanding of all areas of public sector leadership. He spent the last few years partnering with municipal clients and communities across the country by assisting them in recruiting talented leaders to serve as Police Chiefs, City Managers, Chief Financial Officers, and other executive-level leadership positions. Bryan deeply values his connections with people, which has led to several outstanding placements and ongoing relationships with clients and candidates alike.

As a founder of Mosaic Public Partners, Bryan is excited to focus on client needs and work with candidates to place today's public leaders.

BRYAN A. NOBLETT | 916.550.4100

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www.mosaicpublic.com

EDUCATION

Master of Arts, Organizational Leadership – Chapman University, Orange, CA

Bachelor of Science, Criminal Justice – CSU Sacramento, Sacramento, CA

Senior Management Institute for Police – Boston University, Boston, MA

Federal Bureau of Investigations National Academy, Quantico, VA

EMPLOYMENT HISTORY

Mosaic Public Partners

January 2022 – Present

Founder and Managing Partner
Lincoln, California

- Along with Greg Nelson, founded the firm to provide higher levels of service and client collaboration in public sector executive search. As co-principals of the firm, we are building a winning employee culture which leads to exceptional customer service.

Ralph Andersen & Associates

October 2019 – December 2021

Executive Search Consultant
Rocklin, California

- Worked with Greg Nelson in the firm's public safety practice area, as well as served a diverse client portfolio primarily in the Western Region of the United States (primarily California, Nevada, Texas, Washington and Oregon).
- Leveraged 30+ year career in municipal policing to successfully complete several police chief searches in multiple states.

Elk Grove Police Department

July 2009 – September 2019

Chief of Police (2016–2019), Assistant Chief of Police (2015–2016), Captain (2009–2015)
Elk Grove, CA – Direct Report to City Manager (population 175,000)

- Established Chief's Community Advisory Board to increase community collaboration
- Created mission, vision, values for the organization through collaboration and team building
- Worked with City Council, City Manager and others to build a real-time information center to improve police response, along with increasing officer and public safety

Lodi Police Department

February 1985 – July 2009

Lieutenant, Sergeant, Corporal, Detective, Police Officer
Lodi, CA (population 65,000)



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Adoption of a Resolution Clarifying the Application of the Power Cost Surcharge.

DEPARTMENT: Electric Utility

PREPARED BY: Cindy Sauers, Electric Utility Director

PRESENTER: Cindy Sauers, Electric Utility Director

ATTACHMENTS:

1. 12b Resolution Clarifying the Application of Surcharge Rider

Summary: Council will consider adopting a Resolution clarifying the application of the Power Cost Surcharge.

Background: On August 17, 2022, the Council adopted Resolution 2022-54 implementing a Power Cost Surcharge (PCS) to provide temporary rate adjustments to compensate for greater-than-normal fluctuations in purchased energy costs. The PCS is billed to all customers on the energy portion (kiloWatt-hour) of their bill and will increase as energy costs increase and decrease with a reduction in energy costs.

The PCS is specific to power purchases by the electric utility to respond to volatility or unexpected changes to energy market conditions that may not be reasonably foreseen during the regular rate-setting process. It is comparable to a pass-through and dissimilar to the regular electric rates adopted by Council.

While reviewing the implementation of the PCS with the Finance Department, it became apparent that there should be some clarification regarding the timing of the energy usage and the billing cycle.

Discussion: The City's meter reading cycle takes six weeks to be completed from a particular date. As a result, a customer's bill will reflect usage that occurred up to two months prior. The Finance Department is evaluating this issue and corrective measures to reduce the delay in billing are being addressed. The intention of the Electric Utility, in the implementation of the PCS, was to begin mitigating the impact of higher than average energy costs quickly and to smooth the effect of these costs over a six-month window for customers. In order to achieve these goals, the PCS will be charged beginning with the October 2022 bills and be modified in October and April every year thereafter, regardless of when the energy was consumed. In an effort to be very clear regarding the implementation of the PCS, Staff felt that it should be expressly stated in a resolution that the PCS will be implemented starting on October 1 and April 1, regardless of when the energy was consumed.

Staff recommends adopting the Resolution (Attachment 1) clarifying the application of the Power Cost Surcharge.

Recommended Action: Adopt Resolution clarifying the application of the Power Cost Surcharge.

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

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2022-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH CLARIFYING THE APPLICATION OF THE SURCHARGE RIDER ADOPTED BY CITY COUNCIL RESOLUTION NO. 2022-54

WHEREAS: The City Council adopted Resolution 2022-54 on August 17, 2022, adopting a Power Cost Surcharge Rider for the City Electric Utility; and

WHEREAS: The Surcharge Rider applies beginning October 1, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Surcharge Rider shall apply to bills from the Electric Utility for energy included in bills sent on and after October 1, 2022, regardless of the month in which the energy was used by the customer.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Ukiah on the 7th day of September 2022, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Josefina Duenas, Vice Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Introduction of Ordinance by Title Only Amending the City Code Provisions Regulating Parks and Recreation Facilities.

DEPARTMENT: Community Services

PREPARED BY: Neil Davis, Community Services Director

PRESENTER: Neil Davis, Community Services Director

ATTACHMENTS:

1. Table of Changes
2. Parks Ordinance Amendment Redline
3. Parks Ordinance Amendment Clean

Summary: Council will consider proposed updates to the City Code regulating parks and approve updates as deemed appropriate. If desired, Council will approve updates to the City Code regulating parks and introduce the ordinance by title only, amending the City Code Provisions Regulating Parks and Recreation Facilities.

Background: Division 1 Chapter 12 of the City Code regulates "Parks and Recreation Facilities." Over forty provisions cover a wide variety of allowed, forbidden, and permitted activities. The vast majority of these provisions were adopted in 1982 and few have been updated since their adoption. Prudent management practices require a periodic review of these provisions to consider potentially beneficial additions, amendments, or deletions of provisions as may be deemed necessary. The Community Services team reviewed existing Parks and Recreation Facilities provisions, and after consultation with Police, Planning, and the City Manager's office, identified a number of provisions that may be appropriate for updates.

Based on this review, on February 2, 2022, Staff presented a report to Council on a wide variety of minor but important updates to the City Code regulating Parks and Recreation Facilities (Div. 1 Chapter 12). Following discussion, Council requested the suggested updates go to the Public Spaces Commission for their review, advice, and recommendations.

On August 4, 2022, Staff presented the following recommended updates to the Public Spaces Commission (PSC). With minor edits, the PSC recommended adoption of twelve updates to the Code presented in the Discussion section of this report.

Discussion: To facilitate this review, a table has been created and is included as Attachment 1 with headings for the Code Section Number, Current Code, and the suggested edits to the Code. The following discussion provides a brief rationale for suggested changes and can be cross referenced to the table in Attachment 1 to allow the reader to see the exact suggested change.

Section 1965 provides a list of City Parks and locations. 1965(C) currently lists the Grace Hudson Museum grounds as "Hudson-Carpenter Park" with an incomplete description of its location. Grace Hudson Museum Staff, in concert with the Sunhouse Guild and the Grace Hudson Endowment Board, have been referring to the grounds as the "Grace Hudson Cultural Center." As outlined in Attachment 1, Staff recommends changing the name and updating the park description. Also in respect to section 1965, Staff recommends adding the designation of "park" to the property on the 800 block of North Oak Street that is currently home to the Garden's Project Veterans Garden, as well as a trail with proposed native plant landscaping along Orr Creek. Naming it "Orr Creek Greenway Park" would be descriptive and open the door for the Greenway to be

expanded as new sections of Greenway are added.

Sections 1966 and 1971 address park hours and allowed parking hours. Park hours and parking lot hours are inconsistent, with parks being opened before parking is allowed. Park hours are currently set at 6:00 a.m. to 10:00 p.m. Although these hours are appropriate for the summer, in the winter this means the park is open for hours after dark. Many communities address this problem by designating park hours as “Dawn to Dusk.” Although the exact time of dawn and dusk is murky, it is expected that this approach allows park users to understand they are not allowed in the park after dark. The ordinance first and foremost acts as a guide to responsible users while allowing law enforcement to intervene when it is indisputably dark.

Section 1972 regulates the use of bicycles. The current version of this Section makes it illegal to ride a bicycle on any surface other than asphalt or concrete. This prohibits the riding of bicycles at Riverside Park, and would preclude the use of bikes on trails that are planned on City-owned properties. There are a number of other small connecting paths commonly used by bicyclists around the city. Allowing access to these paths removes a barrier to healthy and safe transportation.

Section 1992 allows for the permitting of exclusive use of City Parks and Recreation Facilities. Since the last Code update, the use of generators and bounce houses has become increasingly common, and their cost has gone down. The generators create a noise disturbance to neighbors and the bounce houses take a significant amount of room. Allowing people to set up bounce houses “at will” effectively closes the area to other users. When multiple bounce houses are set up, large sections of the park are closed to the general public. Although these activities have benefits, the general public may be better served with some limitations, through permitting, on the frequency and duration of their use. Staff have also noted an increase in unapproved and potentially detrimental entrepreneurial activities in parks. Again, there may at times be benefits to these activities if approved through a permitting process.

Section 2000.1 governs activities at Alex Thomas Plaza, including the unenforced restrictions on “nonmotorized conveyances.” Citizens using non-motorized forms of transportation frequently use the paths across the Park as a convenient car-free (safe) connector. This use has not been noted to cause problems. In the case of overly rambunctious recreational users, other provisions in the City Code, including provisions that outlaw creating a public nuisance, can be used to curtail the activity.

The existing Section 2000.1 requires the restrooms to be open from “6:00 a.m. to dusk or later as determined by the City Manager.” Parks and Facilities Staff work to keep the restrooms open as is feasible, typically from 10:00 a.m. to 6:00 a.m. It is frequently unfeasible for Staff to comply with specific times. Staff is committed to keeping the restrooms open as much as feasible, but is better served by regulatory provisions that allow them the necessary flexibility.

Section 2000.4 provides regulations for the use of the Great Redwood Trail. The current code addresses the allowed uses of “*small electric transport devices such as electric bicycles, electric scooters, segways, and electric skateboards.*” Existing State law covers the use of these conveyances on this type of trail. Trail users are more likely to be aware of and follow existing, known State guidelines. Providing City of Ukiah regulations that are inconsistent with State regulations leads to confusion and decreases enforceability.

The addition of Section 2000.5 would provide specific regulations for the Grace Hudson Museum. The unique nature of the museum and interpretive gardens (*The Wild Gardens and Ts’iwish Wetlands*) have unique visitation and parking needs. The suggested changes to parking hours at this site are endorsed by Museum Director David Burton.

Although none of the outlined changes are imperative, the city will be well served with these practical updates. Based on the recommendations of the Public Spaces Commission, Staff drafted an amended Ordinance, included here in redline (Attachment 2) and clean (Attachment 3) versions, for consideration for introduction by title only of the Ordinance Amending the City Code Provisions Regulating Parks and Recreation Facilities.

Recommended Action: Introduce by title only the Ordinance Amending the City Code Provisions Regulating Parks and Recreation Facilities.

BUDGET AMENDMENT REQUIRED: NO

CURRENT BUDGET AMOUNT: NA

PROPOSED BUDGET AMOUNT: NA

FINANCING SOURCE: NA

PREVIOUS CONTRACT/PURCHASE ORDER NO.: NA

COORDINATED WITH:

Approved: 
Sage Sangiacomo, City Manager

Parks and Facilities Proposed Code Updates

Code Number	Current Code	Suggested Edit to Code
1965 - Facilities	C. Hudson- Carpenter Park: Bounded by Clay Street and Main Street;	C. Grace Hudson Cultural Center. The property surrounding Grace Hudson Museum Bounded by the Sunhouse Senior Apartments, the Great Redwood Trail, Main St, and Mill St including the Wild Gardens, the Sunhouse Residence and Garden, the Ts'Wish Wetlands, the Parking Area and the East/West public access trail.
1965 - Facilities		Add; S. Orr Creek Greenway Park along Orr Creek situated between N Oak St and Bush Street and Orchard St and Orr Street.
1966 – Hours of Use	“...shall be open to the public every day of the year from six o’clock (6:00) A.M. to ten o’clock (10:00) P.M....”	“...shall be open to the public every day of the year from dawn to dusk....”
1971 - Parking	“...between the hours of ten o’clock (10:00) P.M. and seven o’clock (7:00) A.M.”	“...from dawn to dusk....”
1972 - Bicycles	It shall be unlawful for any person to ride a bicycle on any surface not paved with either asphalt or concrete, or which are otherwise designated off limits to bicycles. Bicycles shall at all times be operated with reasonable regard to the safety of others in compliance with bicycle safety laws. In no event shall the maximum speed of a bicycle exceed ten (10) miles per hour within a park facility.	Bicycles shall at all times be operated with reasonable regard to the safety of others in compliance with State and local bicycle safety laws.
1985 Amplifiers		Add: “It shall be unlawful to create noise, music, announcements or other sounds (with or without amplification) that can be heard outside the park without a permit.

1992 – Permit for the Exclusive Use of City Park and Recreation Facilities	“The application form for a permit for the exclusive use of recreational facilities may be obtained...”	“The application form for a permit for the exclusive use of all or part of recreational facilities may be obtained...”
1992 – Permit for the Exclusive Use of City Park and Recreation Facilities		(Additional Language) The following are prohibited in absence of a permit. 1) Structures including stages, tents, tables, bounce houses, etc, 2) portable generators or the use of electrical hook ups, 3) conducting sales of any kind or to exchange tickets for merchandise, 4) for profit or non-profit fundraising of any kind.
2000.1 - Alex Thomas Plaza	A. No person shall use a bicycle, skateboard, rollerblade, roller skate or nonmotorized conveyance in the plaza. Bicycles may be parked in racks provided by the city for this purpose.	Delete this as generally unenforceable. Police can use Code 1986 “Annoying, Disorderly, Indecent Conduct” if needed.
2000.1 - Alex Thomas Plaza	F. Plaza restrooms shall be open to the public from six o’clock (6:00) A.M. to dusk or later as determined by the city manager.	F. Plaza restrooms should be open to the public as much as is feasible and safe at the discretion of the Facilities Administrator and / or the Director of Community Services.
2000.4 – Great Redwood Trail Park	F. No person shall permit a motor vehicle under his or her ownership or control to enter upon or remain in the Great Redwood Trail park. However, small electric transport devices such as electric bicycles, electric scooters, Segways, and electric skateboards are allowed within designated trail areas; provided, that they are operated at speeds not exceeding ten (10) miles per hour.	F. No person shall permit a motor vehicle under his or her ownership or control to enter upon or remain in the Great Redwood Trail park. However, small electric transport devices may be used as allowable by CA State law regarding Class I Bike Paths.

2000.5 (New) – Carpenter Park	None	Notwithstanding any other provisions of this code to the contrary, all persons or organizations using Carpenter Park shall comply with the following: A. The Ts'iwish Wetlands and parking lot are open from 7AM to 10PM. B. No person shall park a vehicle on Carpenter Park grounds between the hours of ten o'clock (10:00) P.M. and seven o'clock (7:00) A.M. except with written permission of the Museum Director, the Director of Community Services, or the City Manager, or as otherwise posted.
-------------------------------	------	---

1985 Amplifiers (Full Text)

* The noise ordinance of the city shall be effective in city parks and other city owned outdoor facilities unless a permit has been obtained or the park is being used by the city for a city sponsored event. **It shall be unlawful to create noise, music, announcements or other sounds (with or without amplification) that can be heard outside the park without a permit.** The city manager or the director of community services shall have the authority to issue the permit described herein and to establish policies for city sponsored events. Any person failing to abide by conditions of such permit may have the permit summarily revoked by a police officer or other duly authorized city representative. (Ord. 786, §1, adopted 1982; Ord. 1062, §2, adopted 2005)

ORDINANCE NO.

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING VARIOUS PROVISIONS OF CHAPTER 12 IN DIVISION ONE OF THE UKIAH CITY CODE REGULATING CITY PARK AND RECREATION FACILITIES.

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

SECTION ONE.

Division 1, Chapter 12 of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *”):

§1965 FACILITIES

The following described parcels of land are parks and recreation facilities of the City and shall be known by the names indicated:

* * *

C. Grace Hudson Cultural Center: The property surrounding Grace Hudson Museum bounded by the Sunhouse Senior Apartments, the Great Redwood Trail, Main Street, and Mill Street, including the Wild Gardens. In addition to the Museum, the Park is home to the Sunhouse Residence and Garden, the Ts'Wish Wetlands, the Parking Area, and an east/west public access trail connecting Main Street to the Great Redwood Trail. Grace Hudson Cultural Center shall be open to the public as determined by the Community Services Director. Bounded by Clay Street and Main Street. The Grace Hudson Cultural Center shall be open to the public, when the Grace Hudson Museum is open to the public as determined by the Community Services Director. Notice of those hours shall be posted in conspicuous locations at the Museum and at the perimeter of the park. Other rules and regulations in addition to or different from those prescribed in this chapter shall also apply, if such rules are adopted by resolution of the City Council;

* * *

S. Orr Creek Greenway Park: Along Orr Creek situated between North Oak Street and Bush Street and Orchard Street and Orr Street.

§1966 HOURS OF USE

Except as otherwise expressly provided in this code, City parks and outdoor recreational facilities shall be open to the public every day of the year from ~~six o'clock (6:00) A.M. to ten o'clock (10:00) P.M.~~ dawn to dusk except for unusual or unforeseen conditions deemed emergencies by the City Manager or the Director of Community Services. It shall be unlawful for any person to enter, loiter or remain in or on any City park facility ~~between the hours of ten o'clock (10:00) P.M. and six o'clock (6:00) A.M. from dusk to dawn~~ or at any other time when a City park is not open to the public as provided in other provisions of this code, except where the Director of Community Services shall have

posted additional extended hours or where a group or individuals are participating in programs under a permit issued by the Community Services Department.

* * *

§1971 PARKING

No person shall operate or park any vehicle within a park or recreational facility except upon areas designated for such use. No person shall park, abandon, or otherwise allow to remain, any such vehicle or other conveyances in City park facilities ~~between the hours of ten o'clock (10:00) P.M. and seven o'clock (7:00) A.M. from dusk to dawn~~ except with written permission of the City Manager or the Director of Recreation and Parks or as otherwise posted.

It shall be unlawful for any person to wash or repair any automobile or other conveyance within any City park, playground, tot lot or other facility.

§1972 BICYCLES

~~Bicycles shall at all times be operated with reasonable regard to the safety of others in compliance with all applicable State and local bicycle safety laws. It shall be unlawful for any person to ride a bicycle on any surface not paved with either asphalt or concrete, or which are otherwise designated off limits to bicycles. Bicycles shall at all times be operated with reasonable regard to the safety of others in compliance with bicycle safety laws. In no event shall the maximum speed of a bicycle exceed ten (10) miles per hour within a park facility.~~

* * *

§1985 AMPLIFIERS

The noise ordinance of the city shall be effective in city parks and other city owned outdoor facilities unless a permit has been obtained or the park is being used by the city for a city sponsored event. ~~It shall be unlawful to create noise, music, announcements or other sounds (with or without amplification) that can be heard outside the park without a permit.~~ The city manager or the director of community services shall have the authority to issue the permit described herein and to establish policies for city sponsored events. Any person failing to abide by conditions of such permit may have the permit summarily revoked by a police officer or other duly authorized city representative.

* * *

§1992 PERMIT FOR EXCLUSIVE USE OF CITY PARK AND RECREATION FACILITIES

A. The City's recreational facilities (buildings, parks, ballfields, pools, picnic facilities and golf course) may be made available for the exclusive use of individuals or groups subject to the issuance of a permit by the Director of Recreation and Parks.

The application form for a permit for the exclusive use of all or part of recreational facilities may be obtained from the Director of Recreation and Parks. This application must be completed and returned to the Director not less than fifteen (15) days nor more than ninety (90) days prior to the proposed use of facilities.

B. The following are prohibited in absence of a permit:

1. Structures including stages, tents, tables, bounce houses, or similar.
2. Portable generators or the use of electrical hook ups.
3. Conducting sales of any kind or to exchange tickets for merchandise.
4. For profit or non-profit fundraising of any kind.

* * *

§2000.1 ALEX R. THOMAS, JR., PLAZA RULES AND REGULATIONS

Notwithstanding any other provisions of this code to the contrary, all persons or organizations using Alex R. Thomas, Jr., Plaza ("plaza") shall comply with the following:

~~A. No person shall use a bicycle, skateboard, rollerblade, roller skate or nonmotorized conveyance in the plaza. Bicycles may be parked in racks provided by the city for this purpose. (See also section 1972 of this chapter.)~~

~~AB.~~ No person shall use or possess alcoholic beverages in the plaza without a permit issued pursuant to section 1990 of this chapter.

~~BC.~~ No person shall permit a dog under his or her ownership or control to enter upon or remain in the plaza.

~~CD.~~ No person shall permit a motor vehicle under his or her ownership or control to enter upon or remain in the plaza, unless authorized by the city manager or the director of recreation and parks.

~~DE.~~ No person shall play amplified music in the plaza unless authorized by the city manager or director of recreation and parks, who shall not consider music content in granting or denying permission.

~~EF.~~ Plaza restrooms shall be open to the public as much as is feasible and safe at the discretion of the City Manager or his or her designee. ~~from six o'clock (6:00) A.M. to dusk or later as determined by the city manager.~~

* * *

§2000.4 GREAT REDWOOD TRAIL PARK RULES AND REGULATIONS

* * *

F. No person shall permit a motor vehicle under his or her ownership or control to enter upon or remain in the Great Redwood Trail park. However, small electric transport devices may be used as allowable by California State law regarding Class I Bike Paths. ~~However, small electric transport devices such as electric bicycles, electric scooters, Segways, and electric skateboards are allowed within designated trail areas; provided, that they are operated at speeds not exceeding ten (10) miles per hour.~~

§2000.5 GRACE HUDSON CULTURAL CENTER

Notwithstanding any other provisions of this Code to the contrary, all persons or organizations using Grace Hudson Cultural Center shall comply with the following:

A. The Ts'iwish Wetlands and parking lot are open from 7 a.m. to 10 p.m.

B. No person shall park a vehicle on Grace Hudson Cultural Center grounds between the hours of ten o'clock (10:00) p.m. and seven o'clock (7:00) a.m. except with written permission of the Museum Director, the Director of Community Services, or the City Manager, or as otherwise posted.

SECTION TWO. 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.

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.

3. Effective Date: The ordinance 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:

Josefina Duenas, Vice Mayor

ATTEST:

Kristine Lawler, City Clerk

ORDINANCE NO.**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING VARIOUS PROVISIONS OF CHAPTER 12 IN DIVISION ONE OF THE UKIAH CITY CODE REGULATING CITY PARK AND RECREATION FACILITIES.**

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

SECTION ONE.

Division 1, Chapter 12 of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *”):

§1965 FACILITIES

The following described parcels of land are parks and recreation facilities of the City and shall be known by the names indicated:

* * *

C. Grace Hudson Cultural Center: The property surrounding Grace Hudson Museum bounded by the Sunhouse Senior Apartments, the Great Redwood Trail, Main Street, and Mill Street, including the Wild Gardens. In addition to the Museum, the Park is home to the Sunhouse Residence and Garden, the Ts'Wish Wetlands, the Parking Area, and an east/west public access trail connecting Main Street to the Great Redwood Trail. Grace Hudson Cultural Center shall be open to the public as determined by the Community Services Director. Notice of those hours shall be posted in conspicuous locations at the Museum and at the perimeter of the park. Other rules and regulations in addition to or different from those prescribed in this chapter shall also apply, if such rules are adopted by resolution of the City Council;

* * *

S. Orr Creek Greenway Park: Along Orr Creek situated between North Oak Street and Bush Street and Orchard Street and Orr Street.

§1966 HOURS OF USE

Except as otherwise expressly provided in this code, City parks and outdoor recreational facilities shall be open to the public every day of the year from dawn to dusk except for unusual or unforeseen conditions deemed emergencies by the City Manager or the Director of Community Services. It shall be unlawful for any person to enter, loiter or remain in or on any City park facility from dusk to dawn or at any other time when a City park is not open to the public as provided in other provisions of this code, except where the Director of Community Services shall have posted additional extended hours or where a group or individuals are participating in programs under a permit issued by the Community Services Department.

* * *

§1971 PARKING

No person shall operate or park any vehicle within a park or recreational facility except upon areas designated for such use. No person shall park, abandon, or otherwise allow to remain, any such vehicle or other conveyances in City park facilities from dusk to dawn except with written permission of the City Manager or the Director of Recreation and Parks or as otherwise posted.

It shall be unlawful for any person to wash or repair any automobile or other conveyance within any City park, playground, tot lot or other facility.

§1972 BICYCLES

Bicycles shall at all times be operated with reasonable regard to the safety of others in compliance with all applicable State and local bicycle safety laws.

* * *

§1985 AMPLIFIERS

The noise ordinance of the city shall be effective in city parks and other city owned outdoor facilities unless a permit has been obtained or the park is being used by the city for a city sponsored event. It shall be unlawful to create noise, music, announcements or other sounds (with or without amplification) that can be heard outside the park without a permit. The city manager or the director of community services shall have the authority to issue the permit described herein and to establish policies for city sponsored events. Any person failing to abide by conditions of such permit may have the permit summarily revoked by a police officer or other duly authorized city representative.

* * *

§1992 PERMIT FOR EXCLUSIVE USE OF CITY PARK AND RECREATION FACILITIES

A. The City's recreational facilities (buildings, parks, ballfields, pools, picnic facilities and golf course) may be made available for the exclusive use of individuals or groups subject to the issuance of a permit by the Director of Recreation and Parks.

The application form for a permit for the exclusive use of all or part of recreational facilities may be obtained from the Director of Recreation and Parks. This application must be completed and returned to the Director not less than fifteen (15) days nor more than ninety (90) days prior to the proposed use of facilities.

B. The following are prohibited in absence of a permit:

1. Structures including stages, tents, tables, bounce houses, or similar.

2. Portable generators or the use of electrical hook ups.
3. Conducting sales of any kind or to exchange tickets for merchandise.
4. For profit or non-profit fundraising of any kind.

* * *

§2000.1 ALEX R. THOMAS, JR., PLAZA RULES AND REGULATIONS

Notwithstanding any other provisions of this code to the contrary, all persons or organizations using Alex R. Thomas, Jr., Plaza ("plaza") shall comply with the following:

- A. No person shall use or possess alcoholic beverages in the plaza without a permit issued pursuant to section 1990 of this chapter.
- B. No person shall permit a dog under his or her ownership or control to enter upon or remain in the plaza.
- C. No person shall permit a motor vehicle under his or her ownership or control to enter upon or remain in the plaza, unless authorized by the city manager or the director of recreation and parks.
- D. No person shall play amplified music in the plaza unless authorized by the city manager or director of recreation and parks, who shall not consider music content in granting or denying permission.
- E. Plaza restrooms shall be open to the public as much as is feasible and safe at the discretion of the City Manager or his or her designee.

* * *

§2000.4 GREAT REDWOOD TRAIL PARK RULES AND REGULATIONS

* * *

- F. No person shall permit a motor vehicle under his or her ownership or control to enter upon or remain in the Great Redwood Trail Park. However, small electric transport devices may be used as allowable by California State law regarding Class I Bike Paths.

§2000.5 GRACE HUDSON CULTURAL CENTER

Notwithstanding any other provisions of this Code to the contrary, all persons or organizations using Grace Hudson Cultural Center shall comply with the following:

- A. The Ts'iwish Wetlands and parking lot are open from 7 a.m. to 10 p.m.
- B. No person shall park a vehicle on Grace Hudson Cultural Center grounds between the hours of ten o'clock (10:00) p.m. and seven o'clock (7:00) a.m. except with written

permission of the Museum Director, the Director of Community Services, or the City Manager, or as otherwise posted.

SECTION TWO. 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.

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.

3. Effective Date: The ordinance 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:

Josefina Duenas, Vice Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Discussion and Consideration of Adoption of a Resolution in Support of Measure P, a ¼ cent Sales Tax Measure for the November 2022 Ballot to Support Fire Agencies and Fire Prevention (Rodin).

DEPARTMENT: Fire

PREPARED BY: Doug Hutchison, Fire Chief

PRESENTER: Doug Hutchison- Fire Chief, UVFA

ATTACHMENTS:

1. BOS Resolution 22-159
2. Proposed Sales Tax Allocations
3. Measure P Support Resolution

Summary: Council will discuss and consider adopting a resolution in support of Measure P, a 1/4 cent sales tax on the November 2022 ballot to support county fire agencies and fire prevention efforts.

Background: The Mendocino County Board of Supervisors (County BOS) has placed Measure P, a ¼ cent sales tax that would be used for supporting fire services and fire prevention, on the November 2022 ballot.

The Summary of the proposed ordinance accompanying the ballot measure is as follows:

SUMMARY

ORDINANCE ADDING CHAPTER 5.200 TO TITLE 5 OF THE MENDOCINO COUNTY CODE IMPOSING A COUNTY ESSENTIAL SERVICES TRANSACTIONS AND USE TAX

This ordinance adds Chapter 5.200 to the Mendocino County Code imposing a quarter cent (0.25%) essential services transactions (sales) and use tax in the County of Mendocino, for the purpose of generating revenue that will be placed in the general fund to support general County services and functions, including but not limited to, fire protection services. The ordinance shall be applicable throughout the incorporated and unincorporated territory of Mendocino County, California. It shall become operative only if a majority of the voters voting on the measure at an election to be called for such purpose vote to approve the ordinance. The authority to levy the tax imposed by this ordinance shall expire ten (10) years from the Operative Date of the tax as set forth in the ordinance unless a later ordinance is adopted by the County and approved by a majority vote of the electors.

Discussion: In conjunction with the proposed measure, the BOS passed a resolution (Resolution 22-159, passed at the July 12, 2022 BOS Meeting) declaring their intent to use the proposed sales tax revenues for fire protection services and fire prevention (Attachment #1):

“It is the intent of the Mendocino County Board of Supervisors to use any new revenues from the proposed sales tax to fund fire protection and prevention, with 90% of the new revenue to be spent on direct aid to those agencies providing direct fire protection services and 10% to assist in fire prevention, resiliency and readiness efforts.

The Board intends that the 90% used for direct aid to agencies providing direct fire protection services be allocated in the same manner as the Board has allocated Proposition 172 funds. Specifically, 40% of the 90%

(36% of the total new revenue) will be distributed evenly among local agencies, with the remaining 60% (54% of total) allocated based on relative population size of those agencies. The Board intends that the 10% for fire prevention, resiliency and readiness shall be used solely to plan, finance and operate ongoing county-wide programs including but not limited to community chipping service, defensible space assistance and home hardening assistance."

The Mendocino County Association of Fire Districts (MCAFD) and the Mendocino County Fire Chiefs Association (MCFCA) advised on and support the allocation as proposed in the Board resolution.

The measure is currently projected to collect \$4,666,667 dollars per year. If passed, it would go into effect when Measure B (Mental Health Sales Tax) sunsets in March of 2023, thereby not resulting in a net increase to sales tax.

Under the agreed upon distribution model, the Ukiah Valley Fire Authority (UVFA) would see an estimated base allocation of \$152,728.00, and a per capita allocation of \$942,015 for a total of \$1,094,742 in new funding (See Attachment #2 for full allocation chart).

Councilmember Rodin is asking for the Council to discuss and consider adopting a supportive resolution, attached hereto as Attachment #3.

Recommended Action: Discuss and consider adopting a resolution in support of Measure P, a ¼ cent sales tax on the November 2022 ballot to be used to support fire agencies and fire prevention efforts.

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: Doug Hutchison- Fire Chief, Ukiah Valley Fire Authority

Approved:


Sage Sangiacomo, City Manager

RESOLUTION NO. 22-159**RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS STATING INTENT TO USE NEW SALES TAX REVENUE FOR FIRE PROTECTION AND PREVENTION**

WHEREAS, the Mendocino County Board of Supervisors has asked the voters, at the November 2022 election, to approve a sales tax in the amount of one quarter cent (0.25%) for a period of ten (10) years; and

WHEREAS, the proposed sales tax is a general tax, and may legally be used for any valid county purpose and as such it may not be obvious to the public or future boards why the additional revenues are needed or how the Board of Supervisors intends to spend them; and

WHEREAS, the Board of Supervisors believes that the voters need this information in order to make a fully informed and responsible decision but wanted to avoid statements in the ordinance that might mislead voters into believing that the funds would be legally restricted; and

WHEREAS, over the last several years, the Mendocino County Board of Supervisors has begun to provide direct financial assistance to local fire protection agencies, which are struggling to keep up with the historic level of wildfires, an erosion of available resources and volunteers, increasing costs of providing emergency medical services, and other challenges; and

WHEREAS, these agencies routinely respond to emergencies outside of their borders, and the services provided by these agencies are of critical importance to all residents and visitors of Mendocino County; and

WHEREAS, needs and challenges facing Mendocino County fire protection agencies are expected to increase, but the financial assistance that Mendocino County is capable of providing will not, absent a new revenue stream; and

WHEREAS, the Mendocino County Board of Supervisors wishes to create additional revenue sources for these services, and to create political accountability for any future boards that might consider reducing the spending in this area to support other governmental functions.

NOW, THEREFORE, BE IT RESOLVED that:

It is the intent of the Mendocino County Board of Supervisors to use any new revenues from the proposed sales tax to fund fire protection and prevention, with 90% of the new revenue to be spent on direct aid to those agencies providing direct fire protection services and 10% to assist in fire prevention, resiliency and readiness efforts.

The Board intends that the 90% used for direct aid to agencies providing direct fire protection services be allocated in the same manner as the Board has allocated Proposition 172 funds. Specifically, 40% of the 90% (36% of the total new revenue) will be distributed evenly among local agencies, with the remaining 60% (54% of total) allocated based on relative population size of those agencies. The Board intends that the 10% for fire prevention, resiliency and readiness shall be used solely to plan, finance and operate ongoing county-wide programs including but not limited to community chipping service, defensible space assistance and home hardening assistance.

Should the proposed tax be enacted, the Board of Supervisors requests that the independently elected Auditor-Controller-Treasurer-Tax-Collector provide, pursuant to Government Code section 29044, a public report to the Board of Supervisors including the portion of projected revenue for the upcoming fiscal year attributable to the one quarter cent (0.25%) sales tax increase.

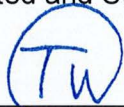
Every year after the effective date of this Resolution, the Board intends that all revenues and expenditures will be reviewed by Board of Supervisors and will be available to review by the public through the County's budget document and website.

The foregoing Resolution introduced by Supervisor Mulheren, seconded by Supervisor McGourty, and carried this 12th day of July, 2022, by the following vote:

AYES: Supervisors McGourty, Mulheren, Haschak, Gjerde, and Williams
NOES: None
ABSENT: None

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.

ATTEST: DARCIE ANTLE
Clerk of the Board



TED WILLIAMS, Chair
Mendocino County Board of Supervisors



Deputy

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

APPROVED AS TO FORM:
CHRISTIAN M. CURTIS
County Counsel

BY: DARCIE ANTLE
Clerk of the Board



Deputy



Deputy

ver 4

November 2022 Ballot Measure - Proposed Sales Tax - Fire Agency Allocations

6/27/2022

2/8's ¢ Fire/EMS County-wide Sales Tax - 90% to Fire Agencies, 10% to MC Fire Safe Council

Estimated Total Tax (enter amount):**\$ 4,666,667**

(based on \$7,000,000 projected revenues for 3/8's ¢ tax)

Fire Agencies 90% (calculated):**4,200,000****County Population** (2020 Census):**91,601****MC Fire Safe Council 10%** (calculated):**466,667****Agency Numbers:****22**

(includes 2 cities in JPA's)

Total Basic Allocation (enter %):**1,680,000****40%****Total Population Allocation** (calculated):**2,520,000****60%****Basic \$ per agency** (calculated):**76,364****per capita amount \$** (calculated):**27.51**

	District/Agency Name	JPA	Basic	JPA's	Population ⁽⁸⁾	% Tot Pop	JPA's	Population Distrib	JPA's	total alloc	% total
1	Albion-Little River FPD		76,364		1,447	1.58%		39,811		116,174	2.77%
2	Anderson Valley CSD		76,364		3,189	3.48%		87,744		164,107	3.91%
3	Brooktrails Township CSD		76,364		3,483	3.80%		95,809		172,172	4.10%
4	Comptche CSD		76,364		521	0.57%		14,328		90,692	2.16%
5	Covelo FPD		76,364		2,750	3.00%		75,646		152,010	3.62%
6	Elk CSD		76,364		390	0.43%		10,725		87,089	2.07%
7	Fort Bragg City FD	Fort Bragg	76,364		7,537	8.23%		207,347			
8	Fort Bragg Rural FPD	Fire Authority ⁽¹⁾	76,364	152,727	7,770	8.48%	16.71%	213,754	421,101	573,828	13.66%
9	Hopland/Sanel Valley FPD		76,364		1,965	2.14%		54,053		130,417	3.11%
10	Leggett Valley FPD		76,364		461	0.50%		12,670		89,033	2.12%
11	Little Lake FPD		76,364		9,156	10.00%		251,877		328,241	7.82%
12	Long Valley FPD		76,364		2,574	2.81%		70,813		147,176	3.50%
13	Mendocino FPD		76,364		2,848	3.11%		78,363		154,727	3.68%
14	Piercy FPD		76,364		131	0.14%		3,604		79,967	1.90%
15	Potter Valley CSD		76,364		1,981	2.16%		54,511		130,875	3.12%
16	Redwood Coast FPD		76,364		1,788	1.95%		49,191		125,555	2.99%
17	Redwood Valley-Calpella FD		76,364		7,107	7.76%		195,507		271,871	6.47%
18	South Coast FPD		76,364		1,777	1.94%		48,877		125,240	2.98%
19	Ukiah City FD	Ukiah Valley Fire	76,364		16,499	18.01%		453,905			
20	Ukiah Valley FPD	Authority ⁽¹⁾	76,364	152,727	17,743	19.37%	37.38%	488,110	942,015	1,094,742	26.07%
21	Westport VFC		76,364		278	0.30%		7,636		84,000	2.00%
22	Whale Gulch VFC		76,364		208	0.23%		5,720		82,084	1.95%
Totals:			1,680,000		91,601	100%	54%	2,520,000		4,200,000	100%

RESOLUTION NO. 2022-**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH SUPPORTING MEASURE P, A ¼ CENT SALES TAX MEASURE FOR THE NOVEMBER 2022 BALLOT TO SUPPORT FIRE AGENCIES AND FIRE PREVENTION****WHEREAS:**

1. The Mendocino County Board of Supervisors has placed Measure P on the November 2022 ballot, which would impose a ¼ cent sales and use tax within the County to fund essential services including the county's fire agencies and the county Fire Safe Council, with a sunset of 10 years; and
2. The measure is currently projected to collect \$4,666,667 dollars per year; and
3. Under the distribution model for Measure P funds established by the Mendocino County Association of Fire Districts (MCAFD), and the Mendocino County Fire Chiefs Association (MCFCA), the Ukiah Valley Fire Authority (UVFA) would see a base allocation of \$152,728.00, and a per capita allocation of \$942,015 for a total of \$1,094,742 in new funding.

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of Ukiah supports placing a measure on the November 2022 ballot calling for a the adoption of a ¼ cent sales tax to be used to support fire agencies and fire prevention efforts.

PASSED AND ADOPTED this 7th day of September, 2022, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Josefina Duenas, Vice Mayor

ATTEST:

Kristine Lawler, City Clerk



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), and Appoint Jake Burgess as the City's Representative to Serve on the North Coast Opportunities (NCO) Board.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Vice Mayor Duenas and Various Councilmembers

ATTACHMENTS:

1. 2022 City Council Special Assignments - redline

Summary: City Council members will provide reports and updates on their committee and ad hoc assignments. If necessary, the Council may consider modifications, including consideration of appointing Jake Burgess to serve as the City's Representative on the North Coast Opportunities (NCO) Board.

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.

The retirement of Tami Bartolomei, former Community Services Administrator, left the City's representation on the North Coast Opportunities (NCO) Board vacant. Staff is recommending that the Council appoint Jake Burgess, Community Services Supervisor, to fill that position. Please see the redline markup on Attachment 1 for the suggested changes to the Special Assignment list.

Recommended Action: Receive report(s). The Council will consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s), and appoint Jake Burgess to serve as the City's Representative on the North Coast Opportunities (NCO) Board.

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) Burgess	Tami Bartolomei, Community Services Administrator; 467-5765- tbartolomei@cityofukiah.com Jake Burgess, Community Services Supervisor; 463-6201 jburgess@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
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
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 tboy1@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	Duenas/Brown	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
Police Chief Recruitment	Brown/Rodin	Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com
Great Redwood Trail	Rodin/Duenas	Neil Davis, Community Services Director 467-5764 ndavis@cityofukiah.com