



**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://us06web.zoom.us/j/97199426600>

Or you can call in using your telephone only:

- Call (toll free) 1-669-444-9171
- Enter the Access Code: 971 9942 6600
 - To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

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

May 17, 2023 - 6:00 PM

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

4. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

- 4.a. Proclamation Declaring May 21-May 27, 2023, as Emergency Medical Services (EMS) Week.

Recommended Action: Issue proclamation.

Attachments:

1. Proclamation - EMS

- 4.b. Proclamation Recognizing the Ukiah Senior Center, Inc. for 50 Plus Years of Community Service.

Recommended Action: Issue a Proclamation recognizing the Ukiah Senior Center, Inc. for 50-plus years of community service.

Attachments:

1. Proclamation
2. Newsletter

- 4.c. Presentation on the Annual Ukiah Airport Day, June 3, 2023.

Recommended Action: Receive Presentation.

Attachments:

1. Ukiah Airport Day 2023 Flyer

5. PETITIONS AND COMMUNICATIONS

6. APPROVAL OF MINUTES

- 6.a. Approval of the Minutes for the May 3, 2023, Regular Meeting.

Recommended Action: Approve the minutes for the May 3, 2023, regular meeting.

Attachments:

1. 6a 2023-05-03 Draft Minutes

7. 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.

8. 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.

- 8.a. Receive Annual Report on Mobilehome Park Stabilization Fees and Activities, Adoption of Resolution Amending Administrative and Arbitration Fees, and Approval to Waive Fees to the Mobilehome Parks for the Fiscal Year 2022-23.

Recommended Action: Receive report on the Mobilehome Park Rent Stabilization Administrative Costs and Activities; Adopt Resolution updating the administrative and arbitration fees; approve waiving fees to the mobilehome parks for the Fiscal Year 2022-23, and authorize the use of the account reserves for current year administrative activities.

Attachments:

1. Ordinance No. 1126
2. Resolution 2022-33
3. Letter to Residents
4. Proposed Resolution - redline and clean

- 8.b. Approval of the Sole Source Lease of 14 Safety Cameras from Flock Safety Group in the Amount of \$35,000.00 per Year for Five Years.

Recommended Action: Approve the sole source lease of 14 safety cameras from Flock Safety Group in the amount of \$35,000.00 per year for five years.

Attachments:

1. Flock Quote
2. ALPR Policy

- 8.c. Report a Purchase with Periscope Holdings for Procurement Services, and Approve Corresponding Budget Amendment.

Recommended Action: Receive report, approve the continued use of Periscope Holdings for procurement services as needed, and approve corresponding budget amendment.

Attachments:

1. PO 48202-03 - Periscope Holdings

- 8.d. Approval of Contract Amendment Nine (9) with Carollo Engineers for the Design Efforts of the Recycled Water Project Phase 4, in the Amount of \$143,679.50 for Design Revisions and Authorization of Task 7, and Approval of Corresponding Budget Amendment.

Recommended Action: Approve contract amendment with Carollo Engineers for the design efforts of the Recycled Water Project Phase 4, in the amount of \$143,679.50 for design revisions, and authorize Task 7, and approve corresponding budget amendment.

Attachments:

1. Scope of Work and Cost Summary
2. Previous Staff Report and Scope of Work

- 8.e. Authorize Amending the Budget to Create Expenditure Accounts for Special Fund 308.

Recommended Action: Authorize amending the budget to create expenditure accounts (Special Fund 308) related to the Opioid Settlement Funds budget in the amount of \$50,000.

Attachments: None

9. 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.

10. COUNCIL REPORTS

11. CITY MANAGER/CITY CLERK REPORTS

12. PUBLIC HEARINGS (6:15 PM)

13. UNFINISHED BUSINESS

- 13.a. Adoption of Resolution Promoting an Idle-Free Ukiah.

Recommended Action: Adopt resolution promoting an idle-free Ukiah.

Attachments:

1. Resolution_Idle Free Ukiah_051723

- 13.b. Status Report of the Emergency Contract with West Coast Fire & Water for Fire Remediation Work at the Electric Utility Service Center at Hastings.

Recommended Action: Receive a status report, and approve the continued work on the emergency contract with West Coast Fire & Water for Fire Remediation Work at the Electric Utility Service Center at Hastings.

Attachments:

1. Pictures
2. West Coast Fire Water - Hastings Fire Remediation Work - 2223-177 - signed
3. Remediation Complete Pics

- 13.c. Budget Primer and Review of 5-Year Capital Improvement Plan Development.

Recommended Action: Receive presentation and training.

Attachments:

1. Budget Workshop, 6-7-23
2. 5-Year CIP for FYE 24 - Draft

14. NEW BUSINESS

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

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

Attachments:

1. City Council Special Assignments

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

15.a. Conference with Legal Counsel – Anticipated Litigation

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

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (1 case)

15.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

15.c. Conference with Legal Counsel – Existing Litigation

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

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

15.d. Conference with Legal Counsel – Existing Litigation

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

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

15.e. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9)

Name of case: Ukiah v. Questex, Mendocino County Superior Court Case No. 15-66036

15.f. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9)

Name of case: Jane Doe v. City of Ukiah et al., U.S.D.C. (Eureka Division) Case No. 123-cv-009808.

15.g. Public Employee Performance Evaluation

(Government Code Section 54956)

Title: City Manager

15.h. Conference with Labor Negotiator (54957.6)

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

16. 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, CMC

Dated: 5/12/23



AGENDA SUMMARY REPORT

SUBJECT: Proclamation Declaring May 21-May 27, 2023, as Emergency Medical Services (EMS) Week.

DEPARTMENT: Fire

PREPARED BY: Doug Hutchison, Fire Chief

PRESENTER: Doug Hutchison Fire Chief/Paramedic

ATTACHMENTS:

1. Proclamation - EMS

Summary: The City Council will issue a proclamation, declaring May 21-27, 2023, as Emergency Medical Services (EMS) Week.

Background: Emergency Medical Services (EMS) Week was originally authorized by President Gerald Ford on November 4, 1974, declaring the week of November 3-10, 1974, as National EMS Week.

Discussion: Since 1972, National EMS Week has been celebrated in the third week of May every year. This year's National EMS week falls on the week of May 21-27, 2023, and will mark the 48th annual celebration of this event. The Proclamation is Attachment 1.

Recommended Action: Issue proclamation.

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

DIVERSITY-EQUITY INITIATIVES (DEI):

CLIMATE INITIATIVES (CI):

GENERAL PLAN ELEMENTS (GP):

Approved: 
Sage Sangiacomo, City Manager

PROCLAMATION CITY OF UKIAH

TO DESIGNATE THE WEEK OF MAY 21 – 27, 2023, AS EMERGENCY MEDICAL SERVICE WEEK

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide life-saving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services have grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their life-saving skills; and

WHEREAS, members of our own Ukiah Valley Fire Authority provide these vital services; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

THEREFORE, BE IT RESOLVED, that we, the City Council of the City of Ukiah, in recognition of this event do hereby proclaim the week of May 21 - 27, 2023, as:

EMERGENCY MEDICAL SERVICES WEEK

Signed and sealed, this 17th day of May in the year Two Thousand and Twenty-Three.

*Mari Rodin
City Council, Mayor*



AGENDA SUMMARY REPORT

SUBJECT: Proclamation Recognizing the Ukiah Senior Center, Inc. for 50 Plus Years of Community Service.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: Mari Rodin, City Council, Mayor

ATTACHMENTS:

1. Proclamation
2. Newsletter

Summary: Ukiah City Council to issue a proclamation recognizing the Ukiah Senior Center, Inc. for 50-plus years of community service.

Background: The City of Ukiah recognizes the need to celebrate the Ukiah Senior Center, Inc. for 50-plus years of enhancing and improving the quality of life for seniors and disabled members of our community by creating programs that assist them in the fulfillment of their social, physical and intellectual needs. The community is encouraged to support the Ukiah Senior Center Capital Campaign to enable the Center to expand and improve its services to the community for the next fifty years and beyond.

Discussion: The Ukiah City Council will issue a proclamation recognizing the Ukiah Senior Center, Inc. for 50-plus years of community service (Attachment #1). Additionally, the most current Senior Center newsletter is provided as Attachment 2.

Recommended Action: Issue a Proclamation recognizing the Ukiah Senior Center, Inc. for 50-plus years of community service.

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: The Diversity and Equity Committee

DIVERSITY-EQUITY INITIATIVES (DEI): **Goal 1** – Create and sustain a diverse, equitable, and inclusive workplace and workforce that reflects, values, and celebrates the diverse community we serve.

CLIMATE INITIATIVES (CI): N/A

GENERAL PLAN ELEMENTS (GP):

Approved: 
Sage Sangiacomo, City Manager

PROCLAMATION

CITY OF UKIAH

RECOGNIZING THE UKIAH SENIOR CENTER, INC. FOR 50 PLUS YEARS OF
COMMUNITY SERVICE

WHEREAS, planning for what became the Ukiah Senior Center, Inc. was initiated by an ad hoc committee appointed by the local Office of Economic Opportunities, which later became North Coast Opportunities; with the Senior Center Articles of Incorporation being approved by the State of California on August 2, 1972; and

WHEREAS, the mission of the Senior Center is to enhance and improve the quality of life for seniors and disabled members of our communities, their families, and caregivers to enable them to remain as independent as possible for as long as possible; and

WHEREAS, the purpose of the Senior Center was “To create programs which will assist seniors in the fulfillment of their social, physical, and intellectual needs,” including: outreach services to at-risk seniors; medical equipment loans; senior peer counseling; Lunch Bunch for seniors with dementia or Alzheimer’s; door-through-door transportation for those 55 and older or disabled; discounted Thrift Store purchases; numerous creative, social, and recreational activities including a monthly ice cream social, Thanksgiving and Christmas holiday meals, community dance parties, singing, quilting, dancing, writing, bingo, bunk; classes and events that are open to all members of the community; and delivery of the SCOOP monthly newsletter; and

WHEREAS, the lunch meal program that gives discounts on reasonably priced meals Monday through Friday, serves approximately 1,642 meals monthly; transportation provides approximately 417 rides monthly; and 240 persons were provided free income tax preparation services at an estimated savings of \$250 each, which totals a savings of \$60,000 to Ukiah’s seniors; and

WHEREAS, approximately 4,425 persons utilize Bartlett Hall on a monthly basis for a variety of events, activities, classes, dine-in meals, Friday movies; and the rental of Bartlett Hall provides financial support to the Center along with the Senior Center Thrift Store; and

WHEREAS, the Senior Center received early financial support from the City of Ukiah, the County of Mendocino, other governmental and community organizations and individual donors; and continues to receive financial support from public and private entities, and individuals too numerous to mention; and from inception until the present day the Senior Center has benefited from countless volunteers selflessly donating their time to assist others; and

WHEREAS, the percentage of seniors in the local population exceeds 28% of the general population and continues to expand; with the Senior Center and Thrift Store having outgrown their present location at 495 and 497 Leslie Street in Ukiah; and

WHEREAS, the Senior Center has embarked on a Capital Campaign to raise funds for the planning, purchase and construction of new and improved facilities for the Senior Center programs and activities and an expanded Thrift Store; and

WHEREAS, the Senior Center’s service area extends from Hopland to Talmage, Calpella, and Redwood Valley, and it is the responsibility of the Senior Center to provide the resources and capabilities to welcome and serve all seniors and disabled adults to live full and healthy lives in the greater Ukiah area and beyond.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Ukiah, hereby recognizes the Ukiah Senior Center’s fifty plus years of service to the community; and furthermore, encourages all community members and organizations to support the Ukiah Senior Center Capital Campaign to enable the Center to expand and improve its service to the community for the next fifty years.

***Signed and sealed, this 17th day of May in the year Two
Thousand and Twenty-Three.***

Mari Rodin
City Council, Mayor



May 2023
Volume 33 - No.5

The Scoop

The Monthly Newsletter of the Ukiah Senior Center
When you've got *The Scoop*, you're in the loop!

*Wishing You a Very
Happy Mother's Day!*



Our Mission

**THE MISSION OF
THE UKIAH SENIOR
CENTER is to
enhance and improve
the quality of life for
all Ukiah seniors,
their families and
caregivers, and to
enable seniors to
remain as independ-
ent as possible for
as long as possible.**

Contact Us

**ADMINISTRATION
(707) 462-4343
BARTLETT HALL
(707) 468-9256
THRIFT STORE
(707) 467-0110**

Board of Directors

Sharon Marshall, President
Vicki Bitonti-Brown, VP
Kristin Kelly, Treasurer
Dale Greenlee, Secretary
John McCowen
Clara Lehman
William Smith
Lisa Doster

Admin Staff

David Lieberman
Executive Director
Dona Mitcham
Fiscal Assistant
David Reveles
Fiscal Assistant
Gail Cargile
Admin Assistant

Lunch Bunch

Mary Ann Anderson
Lunch Bunch Manager
Anna Phillips
Assistant Coordinator

Outreach

Heather Haydon
Outreach Manager
Anna Phillips
Outreach Support

Transportation

Sheryl Mitcham
Trans. / Dispatch Manager
Vicki Blackburn, Support
Mike Navarro, Driver
Bruce Jones, Driver
Gretchen Philo, Driver
Debbie Mothershed, Driver
Marilyn Drew, Driver

Dining Room

Lisa Silva
Chef-Kitchen Manager
Kathy Sheehy
Josefina Aguilar de Soriano
Meal Program Assistants

Operations - Facilities

Debbie Zimmerer
Operations Manager
Valerie Parker
Bartlett Hall Cashier
Kevin Kelley
Maintenance / Grounds

Thrift

Jessica Tominia
Assistant Manager

Director's Note...

Kristin Kelly / Interim ED
USC Board Treasurer



Dear USC Members and Friends:

The month of May holds many significant events for me. First of all, May is a month we celebrate the nurturing women in our lives on "Mother's Day".



May is also officially known as "Older Americans" month. The theme of this year's celebration is "Our need to celebrate our older citizens, help create an inclusive society and accept the challenge of flexible thinking around

aging." The Ukiah Senior Center has been asked to accept the Proclamation endorsed by the City of Ukiah at their May 3rd City Council meeting at 6:00 p.m. I am encouraging you to attend the meeting and support USC.

May is also the month we celebrate our volunteers. Without them, we would not be able to operate. The "Volunteer Appreciation Luncheon" will be held on Saturday, May 20 from Noon -2:00 p.m. Thank you volunteers for all you do for the Ukiah Senior Center.

The month of May is also bittersweet for me. It will be the last "Letter from the Executive Director" that I will compose for *The Scoop*. I am very excited to announce that the Ukiah Senior Center, Inc. has hired a permanent Executive Director. The Board of Directors and I would like to announce that Mr. David Lieberman has accepted the position with a start date of April 24, 2023.

Find out more about David on page 11 in this issue of *The Scoop*.

At this time, I would like to thank the staff, volunteers, members, donors, community users and the Board of Directors for allowing me the privilege of holding the title of Interim Executive Director these past ten months. I would also like to thank Debbie Zimmerer, Operations Manager and Lisa Silva, Chef-Kitchen Manager for sharing Co -Interim Executive Director duties, in addition to their regular work load, for the period between September 2012 through July 2022.

It has been an honor to hold this very special position in our community. I will truly treasure the experience always.

Volunteer Luncheon in May

In Memory...

The Board of Directors and staff are delighted to be able to honor and thank our volunteers this year at the Center. For those of you who gave of your time and talents to support the Center in 2022 this year to date, we would like to express our gratitude.

You are invited to the Volunteer Appreciation Luncheon on Saturday, May 20, 2023 from 12:00 p.m. to 2:00 p.m. This event will be held in Bartlett Hall, 495 Leslie Street. (707) 468-9256

Volunteers may pick up their complimentary tickets for this sit-down meal and day of celebration at Bartlett Hall. Tickets are currently available. Volunteers must pick up their tickets no later than May 11.

Volunteers may have a choice of:

Vegetable Lasagna, Creamy Chicken Pesto Lasagna or Meat Lasagna. Salad with dressing, Garlic Bread and Cheesecake will also be served.

This event is sponsored by The Ukiah Senior Center's Board of Directors and North Coast Opportunities Volunteer Network Retired Seniors Volunteer Program.



The Center would like to acknowledge and honor the memory of Manny Leal who passed on March 12. He was an avid Bunko player for more than ten years.



Manny was instrumental in organizing the Veteran's Christmas dinner for the last five years. This included arranging donations and working closely with our chef, Lisa Silva. During the last year he was indispensable as a bingo caller two days a week. He will be greatly missed.

Kitchen and Bartlett Hall Volunteers Needed

Volunteers are needed Monday - Friday.

Coffee Bar 9:00 a.m. to 12:00 p.m.

Servers 10:30 a.m. to 12:30 p.m.

Dishwasher 10:30 a.m. to 11:30 a.m.

Janitorial service, Monday through Friday, to stock and replenish supplies and other janitorial activities.

Special Event Coordinator, hours open.

Tuesday night Bingo snack bar cashier needed, 5:00 p.m. to closing.

Sunday Bingo Bash Cashier (once a month) 10:30 a.m. to 1:00 p.m. or closing.

To see how YOU can make a difference in someone's life, sign up to volunteer!

For more information, call Debbie at (707) 462-4343 Ext. 107

Thank You Sustaining Donors

Community Foundation of Mendocino County

Eva Dunnebeck Estate Fund

Beverly Morby Estate Fund

George and Ruth Bradford Foundation

Mabel Albertson Fund

T.R. Erikson Foundation

Ukiah Senior Center Endowment Fund

William H. Carter Trust

Capital Project Donors

James and Ann Dunham

Annual Donor

Betty Sindle

Parking Lot Sale!

On the first Saturday of each month, the Thrift Store will hold a parking lot sale, weather permitting. This event is open to the Community.

There will be furniture, clothes, treasures and bargains for shoppers to take advantage of.

Our first monthly Saturday sale will begin on May 6, from 10:00 a.m.- 3:00 p.m.

This is a fun way to support our Center!

Thank you recent Angel Donors

Tom and Gayleen

Dragons Lair

Irene McFarland

L & D Mitchell

Ray Crabtree

Darlene Simmons

Doug Dixon

Jim Bartch

Frank Wray

Pauline Hurme

Charles Dabney Hurd in memory of Dan

Tom and Ilse Winters

Roy Mason

United Way Wine Group

John McCowen

Zeke & Kimberly Sechrest

Gwyn Rasmussen

Robert & Susan Meek

Paul Shimmin

Barbara & Charles Vaughn

Gerald & Patricia Duwe

Hildreth Farms, Inc.

Mary Schuette

Per Properties LLC

Janet Mayfield

Scott Miller of Scotts Sharpening

Did you Know?

Your membership expiration date can be found on your mailing label of *The Scoop*.

You'll know exactly when it's time to renew your membership dues.

If you move and we aren't aware of your new address, your newsletter will be sent back to us and you won't receive your copy for that month.

Please update your address so you don't miss a single issue!

May Lunch Menu

To reserve a meal, call (707) 468-9256. Indoor seating now available.

- MEAL RESERVATIONS GUARANTEED IF MADE BY 3 p.m. THE PRIOR BUSINESS DAY
- To go meals available for pickup at 11:30 a.m. Additional \$1.00 charge for containers.
- To go meals for USC members are \$8. Meal cards can be purchased for \$40.

Sit down meals are \$7 each for USC Members or purchase a 5-meal lunch card for \$35.

Non-member meal cost is \$8 each To-go for non-members, \$9 each. Dine-in Monday through Friday.

Meals are prepared by Ukiah Senior Center Chef Lisa and Staff.

All meals include seasonal fruit or dessert and are subject to change based on availability.

Gluten-Free meals marked GF or GF option are by request. Vegetarian by request option available.

Monday	Tuesday	Wednesday	Thursday	Friday
1 Lemon Chicken Breast Rice Pilaf Succotash	2 Egg Salad Wraps Spring Pea Salad	3 Chicken Enchilada Soup Nachos	4 Tuna Salad Croissant Fruit	5 Scrambled Egg Biscuits and Gravy
8 Korean BBQ Beef Pot Stickers Very Veggie Stir Fry	9 Herb Baked Chicken Mashed Potatoes W/Gravy Salad GF	10 Salmon Cakes Lobster Ravioli Veggie	11 Grilled Sweet and Sour Pork Rice and Veggies GF	12 Patty Melt Potato Salad Beef Veggie Soup
15 Chicken Soft Taco's W/ Rice and Beans GF	16 BBQ Pork Ribs Baked Beans Cole Slaw GF	17 Lasagna With Meat Sauce Veggie Garlic Bread	<i>Birthday Lunch</i>  18 Chicken Marsala Risotto Veggie Cheese Cake	19 Shepard Pie Seven Layer Salad GF
22 French Dip Beef and Barley Soup Southern Slaw	23 Grilled Ham and Cheese Mac Salad Tomato Soup	24 Chicken Teriyaki Veggie Chow Mein Fresh Fruit	25 Chef Salad With Ranch Dressing GF	26 Chicken Fried Steak Gravy Mashed Potatoes Corn
29 HAPPY ***** OPERATIONS CLOSED MEMORIAL DAY *****	30 Homemade Chicken Pot Pie Salad W/ Ranch Dressing	31 Beef Tips Buttered Root Veggies With Noodles GF Option		

May 2023 Activities

ACTIVITIES INFORMATION LINE
707-462-4343 X107

Monday	Tuesday	Wednesday	Thursday	Friday
1 9:30-10:30 Card Games 9:30-12:00 Beading Class 10:00-12:00 Quilters Group 12:30-4:30 Duplicate Bridge	2 9:00-11:00 Computer Lab 11:30-1:45 Singing 2:00-3:00 Senior Aerobics <i>Creative Movement</i> 6:00-9:00 Bingo	3 9:00-11:00 Computer Lab 10:00 Walking Group at Todd Grove Park 2:00-3:00 Line Dancing Beginners@1:30 3:15-4:30 Block of Writers	4 1:30-3:30 Card Table Bingo 7:00-9:00 Square Dancing	5 1:00 - 2:00 CalFresh Q&A 2:00 Movie Matinee <i>Puss and Boots: The Last Chapter</i> 4:30-5:30 Loteria
8 9:30-10:30 Card Games 9:30-12:00 Beading Class 10:00-12:00 Quilters Group 12:30-4:30 Duplicate Bridge 5:30-8:30 Bunko ★	9 9:00-11:00 Computer Lab 11:30-1:45 Singing 2:00-3:00 Senior Aerobics <i>Creative Movement</i> 6:00-9:00 Bingo	10 9:00-11:00 Computer Lab 10:00 Walking Group at Todd Grove Park 2:00-3:00 Line Dancing Beginners@1:30 3:15-4:30 Block of Writers	11 1:30-3:30 Card Table Bingo 7:00-9:00 Square Dancing	12 1:00 - 2:00 CalFresh Q&A 2:00 Movie Matinee <i>Black Adam</i> 4:30-5:30 Loteria
15 9:30-10:30 Card Games 9:30-12:00 Beading Class 10:00-12:00 Quilters Group 12:30-4:30 Duplicate Bridge	16 9:00-11:00 Computer Lab 11:30-1:45 Singing 2:00-3:00 Senior Aerobics <i>Creative Movement</i> 6:00-9:00 Bingo	17 9:00-11:00 Computer Lab 9:00-12:00 Women's' Book Group 10:00 Walking Group at Todd Grove Park 2:00-3:00 Line Dancing Beginners@1:30 3:15-4:30 Block of Writers	18 1:30-3:30 Card Table Bingo 7:00-9:00 Square Dancing	19 1:00 - 2:00 CalFresh Q&A NO ACTIVITIES EXCEPT FOR LUNCH (Setup for Saturday Volunteer Luncheon)
22 9:30-10:30 Card Games 9:30-12:00 Beading Class 10:00-12:00 Quilters Group 2:00-3:00 Ice Cream Social ★	23 9:00-11:00 Computer Lab 11:30-1:45 Singing 2:00-3:00 Senior Aerobics <i>Creative Movement</i> 6:00-9:00 Bingo	24 9:00-11:00 Computer Lab 10:00 Walking Group at Todd Grove Park 2:00-3:00 Line Dancing Beginners@1:30 3:15-4:30 Block of Writers	25 1:30-3:30 Card Table Bingo 7:00-9:00 Square Dancing	26 1:00 - 2:00 CalFresh Q&A 2:00 Movie Matinee <i>Pinball: The Man Who Saved The Game</i> 4:30-5:30 Loteria
***** OPERATIONS CLOSED MEMORIAL  MAY 29 *****	30 9:00-11:00 Computer Lab 11:30-1:45 Singing 2:00-3:00 Senior Aerobics <i>Creative Movement</i> 6:00-9:00 Bingo	31 9:00-11:00 Computer Lab 10:00 Walking Group at Todd Grove Park 2:00-3:00 Line Dancing Beginners@1:30 3:15-4:30 Block of Writers		

SUNDAY BASH!

May 14

BINGO! 495 Leslie Street

Ticket sales 10:30 a.m. - 1:00 p.m.
Games Begin 1:00

Minimum buy-in \$15, includes every game
 Payout depends on attendance
 Minimum payout \$35 every game
 A chance at 3 - \$250 BLACKOUTS

\$6.00 Lunch Served 11:00 a.m. to 12:30 p.m.

Lasagna, Green Salad, Garlic Bread

Snack Bar with Chips, Soda, open all day! Non-smoking.
 Any adult 18 years and older.



MONDAY, May 8

Held at Bartlett Hall - 495 Leslie St.

5:30 - 8:30

Raffle-Prizes

\$12 per person includes: door prizes,
 Beverages and Buffet Bar!

Bunko Game and Bunko prize

RSVP with Jan Tipton (707) 462-0004

Open to the Community. Any adult 18 years and older. Proceeds to Benefit Ukiah Senior Center.

May Movie Matinee!

Fridays, 2:00 p.m.

Bartlett Hall

Donations Appreciated!

MPLC
Motion Picture Licensing Corporation
Lic. 503995364



May 5 – *Puss in Boots: The Last Wish*

(2022) PG 1 hr. 30 min.

Long before meeting Shrek, Puss in Boots (Antonio Banderas) -- just named a hero for saving a woman from

a charging bull -- is run out of town on suspicion of bank robbery, even though the real villain is Puss' friend, Humpty Dumpty (Zach Galifianakis). Though there is still animosity between them, Puss and Humpty reunite to steal a goose that lays golden eggs. Joining them for the adventure of nine lifetimes is notorious cat burglar, Kitty Softpaws (Salma Hayek).

Please note...there will be no movie on May 19 because of setting up for Volunteer Luncheon on May 20

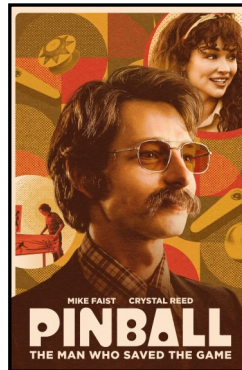


May 12 – *Black Adam*

(2022) PG-13 2 hr. 5 min.

In ancient Kahndaq, Teth Adam was bestowed the almighty powers of the gods. After using these powers for

vengeance, he was imprisoned, becoming Black Adam. Nearly 5,000 years have passed, and Black Adam has gone from man to myth to legend. Now free, his unique form of justice, born out of rage, is challenged by modern-day heroes who form the Justice Society: Hawkman, Dr. Fate, Atom Smasher and Cyclone.



May 26– *Pinball: The Man Who Saved the Game*

(2022) NR 1hr. 31 min

An unsettled writer with a fantastic mustache, Roger Sharpe finds solace and confidence in the one thing he's mastered: pinball. He

soon learns the game is illegal in 1970s in New York City, when a police raid destroys the only machines he can find. Learning what it means to take a chance, Roger embarks on a crusade to save the game he loves the most.



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image of your business card to:

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Donations by appointment
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497 Leslie Street, Ukiah, CA 95482
store@ukiahseniorcenter.org

Happy May Birthday to You!



Joseph Blake	Sheila McCarthy
Marvin Boesel	Johnie Meador
Inez Cake	Linda Nagel
Joanne Chiles	Nancy Nanna
Carol Anne Cruise	Gayland Ott
Timothy Cult	Joan Poucher
Cheryl Currey	Bethan Powers
Anne Denham	Pauline Rantala
Marilyn Drew	Sue Rogina
Joan Fortin	Ernest Rulia
George Ginochio	Bobbi Ryan
Katherine Guilfoyle	Linda Sarenus
Ann Kilkenny	Lisa Silva
Floyd Knox	Linda Simmons
Eleanor Kotila	Stephen Smith
Michelle Linderman	Mary Snyder
Otty Lippi	Tish Solomon
Glenn Logan	Sharon Valentine
Jim Mayo	Evelyn Vance
Don McCallum	Donna Whetstone

The Lunch Bunch Wish List

The Lunch Bunch adult care and activity program uses necessities for participants daily. If you'd like to donate, these items are greatly needed and appreciated.

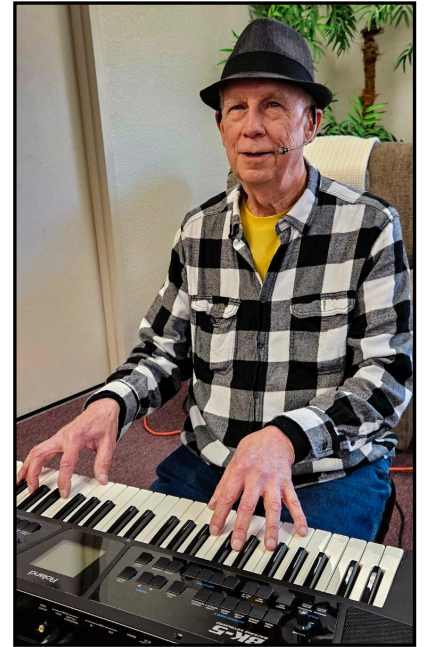
Decaf coffee, Hot chocolate Mix, Sugar, Cranberry, Apple and V8 juice are needed.

Ice Cream Social

The Ice Cream Social will be held on Monday, May 22, from 2:00-3:00 p.m. Entertainment will be provided by

Teddy Keez.. The Ice Cream Social is a community event and all are welcome to come and enjoy a dish of ice cream with toppings and pie or cake for \$3.00. Members over 90 years old or those coming to the Social in their birthday month will enjoy

free admission. This event has a \$50 raffle grand prize, donated by this month's featured Selzer Realtor, Elida Leon. Door prizes include a breakfast for two at Windmills Café! Thanks to the donors and volunteers for the Ice Cream Social held in Bartlett Hall.



The Lunch Bunch

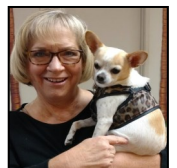
is an adult care and activity program that provides respite for caregivers and family members in caring for their loved ones. **We are welcoming back and accepting new clients to the program.**

New participants are welcome with 24-hour notice. Participants will enjoy music, crafts, lunch, games, gentle movement and fun socialization. Need more information? Just give us a call to join the program. Drop-ins are welcome with 24-hour notice.

Mary Ann Anderson
Coordinator

Anna Phillips, Assistant

707-462-4343 ext.121
lunchbunch@ukiahseniorcenter.org





Vision for the Future

**We're almost there!
Amount needed to
reach the matching
funds goal!**



**Thank you Capital donors for your continued
support of the Center's future!**

James and Ann Dunhum

**Our vision for the future Adult Community
Center needs \$75,000 in matching funds from
Capital Campaign donors.**

**Please send your donation to:
Ukiah Senior Center, 499 Leslie Street,
Ukiah CA 95482
Attention: Capital Project**

**Or visit...ukiahseniorcenter.org
and DONATE NOW.**

Board Meeting

WEDNESDAY- May 17, 2023

499 Leslie Street

**Administration Office
Lunch Bunch Room 2:30 p.m.**

Open to the public

**Remote attendance available
by Zoom online.**

Sponsor a Senior Meal or Ride

Meal cards and Bus passes are also
available to purchase for a senior.

☐ # Meals X \$8.00 = _____

☐ # Rides X \$6.00 = _____

Mail your donation with this coupon to:
Ukiah Senior Center
499 Leslie Street
Ukiah, CA 95482
or...



Bring to the office Monday - Friday
8:00 a.m. - 4:00 p.m.

Sponsor a Senior Health Ride

Help a senior with transportation to medical
appointments, locally or out of town.

☐ Ukiah \$6.00

☐ Willits \$30.00

☐ Santa Rosa \$70.00

☐ Other _____

Donations can also be made online at:
www.ukiahseniorcenter.org

Meet Our New Executive Director



David Lieberman joined us on April 24 as our new Executive Director. David comes with more than 50 years of professional experience in Systems & Procedures, Information Technology, Hospitality, Marketing in the High Tech Industry, Business Development and Operations Management. Originally from Connecticut, he attended college and law school, married and began his career in Massachusetts. After a decade of work in Rochester, NY and Detroit, David moved to San Jose in 1979. His daughter and his three grandsons still reside in Massachusetts. David and his lovely wife, Christine, moved from the coast to Ukiah in 2010 and have a home in Deerwood.

Asked why he is looking forward to being a part of the Center, he replied, "I'm a senior myself and can truly relate to the issues and needs of our Seniors. As such, I'm at a point in my life where I have a very strong desire to give back to our community. With my background including experience in Operations, Finance and Hospitality, I feel I can apply my skills where they're needed. When I met with The Board, I felt an immediate connection, and when discussing USC's challenges I was encouraged to step up to the plate.

People have called me a Renaissance Man. I'm a trained Chef, a guitarist and singer, have a fully



functional woodworking shop and have been restoring a 1953 pickup named "Effy" from top to bottom for 2 - 1/2 years." Welcome David!

Welcome New Members

Lisa Doster
Clareece Dooley
Dave Bengston
Christy Bengston
Donald Clark
Ernest Rulia
Joan Rulia
Juanie Cranmer
Nancy Harrocks
Diane Dallas
Neil DiBernardo
Ruth Paoli
Jon Telschow
Gladys Telschow
Sylvia Tendick
Catherine Martinez
Don McCallum
Linda McCallum
Ralph McDill
Mary Magee
Anne Cristiani
Larry Cristiani
Lynn Adams
Patricia Hani
Ulla Rand

Join our team!

Thrift Store Assistant

Hours 12-15 weekly

Must work Saturdays

Pay: \$15.50 to start

At least one year of retail experience.

See full job descriptions at:

www.ukiahseniorcenter.org/ about us

For more information, call Kris Kelly.

(707) 462-4343 ext. 106



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Ukiah, CA 95482-5506

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AGENDA SUMMARY REPORT

SUBJECT: Presentation on the Annual Ukiah Airport Day, June 3, 2023.

DEPARTMENT: Airport

PREPARED BY: Greg Owen, Airport Manager

PRESENTER: Greg Owen, Airport Manager.

ATTACHMENTS:

1. Ukiah Airport Day 2023 Flyer

Summary: Council will receive a presentation on the Ukiah Airport's annual Ukiah Airport Day, taking place on June 3, 2023

Background: In 2008, the Ukiah Airport Staff and Airport Tenants wanted to invite the citizens of Ukiah to come out and enjoy the Airport. The first Airport Day was held on June 20, 2009. The last Airport Day was June 2, 2018; due to runway construction and Covid-19 ,Airport Day has had a five-year hiatus.

Discussion: The Ukiah Airport Day is a free event put on by Airport Staff and volunteers. The event allows everyone to come out and get an up-close look at the many different types of aircraft that use our Airport.

Attachment 1 is the Airport Day Flyer detailing the activities of the day.

Recommended Action: Receive Presentation.

BUDGET AMENDMENT REQUIRED: NO

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

DIVERSITY-EQUITY INITIATIVES (DEI):

CLIMATE INITIATIVES (CI):

GENERAL PLAN ELEMENTS (GP):

Approved: 
Sage Sangiacomo, City Manager



**FREE PARKING
&
FREE ADMISSION**

Ukiah Airport Day

**Saturday June 3, 2023
9am - 2pm**

Come see the many ways the Ukiah Airport serves our community

- *Private and Corporate Flying
- *Package Delivery
- *Air Ambulance
- *Fire Fighting
- *Search and Rescue
- *Local Businesses



THE DAYS EVENTS INCLUDE:

- FLYING DEMOS
- WARBIRDS
- EXPERIMENTAL AIRCRAFT
- CAL FIRE
- CAL STAR
- GENERAL AVIATION
- DJ KEN STEELY



Would you like to show something? Or
Perform? Call the Ukiah Airport
707-467-2855

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NON-PROFITS, AND LOCAL
BUSINESSES**

**LOTS OF FUN FOR KIDS AND
ADULTS.**



CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue, Ukiah, CA 95482
Virtual Meeting Link: <https://us06web.zoom.us/j/97199426600>
Ukiah, CA 95482
May 3, 2023
6:00 p.m.

1. ROLL CALL

Ukiah City Council met at a Regular Meeting on May 3, 2023, having been legally noticed on April 28, 2023. The meeting was held in person and virtually at the following link: <https://us06web.zoom.us/j/97199426600>. Mayor Rodin called the meeting to order at 6:00 p.m. Roll was taken with the following **Councilmembers Present:** Juan V. Orozco, Susan Sher, Douglas, F. Crane, Josefina Dueñas, and Mari Rodin. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR RODIN PRESIDING.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Crane.

3. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

4. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

b. Proclamation of the City of Ukiah Recognizing May as Older Americans' Month.

Presenter: Vice Mayor Duenas.

Proclamation was received by Sharon Marshall, David Lieberman, and Kristin Kelly - Ukiah Senior Center.

c. Proclamation of the City of Ukiah Recognizing May as Asian American Pacific Islander Heritage Month.

Presenter: Councilmember Orozco.

Proclamation was received by Sean White, Water Resources Director.

d. Proclamation Recognizing May 4th as International Firefighters Day and May 7th as National Fallen Firefighter Memorial Service Day

Presenter: Councilmember Sher.

Proclamation was received by Doug Hutchison, Fire Chief.

a. Proclamation Recognizing May 14th – 20th as Police Week in the City of Ukiah.

Presenter: Mayor Rodin.

Proclamation was received by Cedric Crook, Police Chief.

Public Comment – David Leiberman, Ukiah Senior Center;

URGENCY ITEM

a. Urgency Item - Status Report of the Emergency Contract with West Coast Fire & Water for Fire Remediation Work at the Electric Utility Service Center at Hastings.

Motion/Second: Crane/Orozco to accept the urgency item and place it on the agenda as Agenda Item 13c. Motion **carried** by the following roll call votes: AYES: Orozco, Sher, Crane, Dueñas, and Rodin. NOES: None. ABSENT: None. ABSTAIN: None.

5. PETITIONS AND COMMUNICATIONS

6. APPROVAL OF MINUTES

a. Approval of the Minutes for the April 19, 2023, Special Meeting.

b. Approval of the Minutes for the April 19, 2023, Regular Meeting.

Motion/Second: Crane/Sher to approve the minutes of April 19, 2023, special and regular meetings, as submitted. Motion **carried** by the following roll call votes: AYES: Orozco, Sher, Crane, Dueñas, and Rodin. NOES: None. ABSENT: None. ABSTAIN: None.

7. RIGHT TO APPEAL DECISION

8. CONSENT CALENDAR

- a. Approval of Scope of Work for Advance Planning Environmental Subconsultant Rincon to Prepare a Current Greenhouse Gas Emissions Inventory; Approval of Contract Amendment (COU No. 1819-190-A5) with Mintier Harnish; and Approval of Corresponding Budget Amendment – *Community Development*.

Public Comment: Eileen Mitro.

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

9. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Public Comment: Nolan Huttain – abandoned trailer; Filippas Viola – Walnut avenue speed; Barbara Ganter – Walnut avenue speed; Randy Greenwald – Walnut avenue speed; Jeannette Smith – Walnut avenue speed; Amy Eichman – Walnut avenue speed; Gayle Carlyle – Walnut avenue speed; Filippas Viola – Walnut avenue speed (*speaking a second time*); and Jeannette Smith (*speaking a second time*) – Walnut avenue speed.

10. COUNCIL REPORTS

Presenters: Councilmember Orozco, Vice Mayor Duenas; and Councilmember Sher.

11. CITY MANAGER/CITY CLERK REPORTS

No reports were received.

12. PUBLIC HEARINGS (6:15 PM)

13. UNFINISHED BUSINESS

d. Urgency Item - Status Report of the Emergency Contract with West Coast Fire & Water for Fire Remediation Work at the Electric Utility Service Center at Hastings.

Presenter: Cindy Sauers, Electric Utility Director.

Motion/Second: Crane/Duenas to receive the status report, and approve the continued work on the emergency contract with West Coast Fire & Water for Fire Remediation Work at the Electric Utility Service Center at Hastings. Motion **carried** by the following roll call votes: AYES: Orozco, Sher, Crane, Dueñas, and Rodin. NOES: None. ABSENT: None. ABSTAIN: None.

a. Adoption of Ordinance Prohibiting Retail Sales of Flavored Tobacco Products, Including Several Cleanup Provisions to Bring the City's Anti-Smoking Regulations into Compliance with Current State Law.

Presenters: Darcy Vaughn, Assistant City Attorney and Matt Keizer, Chief Code Enforcement Officer.

Motion/Second: Orozco/Sher to adopt Ordinance Prohibiting Retail Sales of Flavored Tobacco Products, Including Several Cleanup Provisions to Bring the City's Anti-Smoking Regulations into Compliance with Current State Law. Motion **carried** by the following roll call votes: AYES: Orozco, Sher, Crane, Dueñas, and Rodin. NOES: None. ABSENT: None. ABSTAIN: None.

ORDINANCE NO. 1232

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING VARIOUS SECTIONS OF THE UKIAH CITY CODE RELATING TO TOBACCO RETAILERS AND TOBACCO SMOKING.

b. Receive and File Third Quarter 2022-23 Financial Report.

Presenter: Dan Buffalo, Finance Director.

Report was received.

c. Mid-Year Departmental Budget and Objectives Progress Review for Fiscal Year 2022-23, and Review of Draft Objectives for Fiscal Year 2023-24 (Finance Department).

Presenters: Dan Buffalo, Finance Director, and Various Staff Members.

Finance:

Financial Department Overview – Dan Buffalo, Finance Director (7:15 p.m.)

Financial Services Disbursements (Accounts Payable and Payroll) – Sarah Brown, Financial Services Specialist II (7:22 p.m.)

Utility Billing and Customer Services – Lori Martin, Billing and Customer Services Manager (7:26 p.m.)

Accounting and Budget – Olga Keough, Finance Controller (7:36 p.m.)

Procurements - Capital, and Special Projects – Mary Horger, Financial Services Manager (7:46 p.m.)

Information Technology – Ryan Burkhart, I.T. Manager and Scott Shaver, Interim IT Administrator (7:51 p.m.)

Reports were received.

14. NEW BUSINESS

a. Council to Consider Approval of a Garbage Collection Service Rate for a Ten-Gallon Reduced Use of a Twenty-Gallon Container in the Amount of \$20.95, for Rate Payers who Qualify for the Service; and Authorization for the City Manager to Negotiate and Execute an Agreement Approving the Modified Service and Rate with Ukiah Waste Solutions, Inc.

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

Public Comment: Bruce McCracken, Ukiah Waste Solutions.

Motion/Second: Orozco/Sher to approval of reduced rate of \$20.95 a month for the three-tote service, depositing no more than ten-gallons of solid waste in a twenty-gallon grey container, and authorizing the City Manager to negotiate and execute the Agreement (COU No. 2223-202) Approving Modified Service and Approved Rate with Ukiah Waste Solutions, Inc. Motion **carried** by the following roll call votes: AYES: Orozco, Sher, Crane, Dueñas, and Rodin. 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:

No reports were received.

THE CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 8:09 P.M.

15. CLOSED SESSION

a. Conference with Legal Counsel – Anticipated Litigation

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

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (1 case)

b. Conference with Legal Counsel – Existing Litigation

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

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

c. Conference with Legal Counsel – Existing Litigation

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

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

d. Conference with Legal Counsel – Existing Litigation

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

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

e. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9)

Name of case: Ukiah v. Questex, Mendocino County Superior Court Case No. 15-66036

f. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9)

Name of case: Jane Doe v. City of Ukiah et al., U.S.D.C. (Eureka Division) Case No. 123-cv-009808.

g. Conference with Real Property Negotiators (Cal. Gov't Code Section 54956.8)

Property: APN Nos: 003-190-11

Negotiator: Sage Sangiacomo, City Manager

Negotiating Parties: Dave Hull

Under Negotiation: Price & Terms of Payment

Recommended Action: None

Attachments: None

h. Public Employee Performance Evaluation

(Government Code Section 54956)

Title: City Manager

i. Conference with Labor Negotiator (54957.6)

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

No action reported; direction provided to Staff.

16. ADJOURNMENT

There being no further business, the meeting adjourned at 9:50 p.m.

Kristine Lawler, CMC



AGENDA SUMMARY REPORT

SUBJECT: Receive Annual Report on Mobilehome Park Stabilization Fees and Activities, Adoption of Resolution Amending Administrative and Arbitration Fees, and Approval to Waive Fees to the Mobilehome Parks for the Fiscal Year 2022-23.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Kristine Lawler, City Clerk

ATTACHMENTS:

1. Ordinance No. 1126
2. Resolution 2022-33
3. Letter to Residents
4. Proposed Resolution - redline and clean

Summary: Council will receive an annual report on the administrative costs and activities regarding the mobilehome park rent stabilization program, consider adopting a resolution amending the administrative and arbitration fees, and consider waiving fees to the mobilehome parks for the Fiscal Year 2022-23.

Background: In October 2010, the City Council adopted Ordinance 1126 (Attachment 1) to provide regulations surrounding mobilehome park rent increases and capital improvement pass-through costs. This Ordinance works in tandem with an adopted resolution that sets the administrative and arbitration fees associated with Section 2715 of the Ordinance, and is reviewed annually.

In 2018, Council gave direction to Staff to charge the mobilehome park stabilization account each year to cover the City administrative costs incurred to maintain the requirements laid out in the Resolution; only invoicing the mobilehome park owners/residents when the balance in the account falls below the estimated costs for arbitration and administrative activities. Staff was also directed to implement an annual educational program to inform the tenants of their rights through the ordinance and resolution, and include those actions and results in the annual report to Council.

As part of the educational program, a webpage was established and has been maintained on the City's website at: <https://cityofukiah.com/city-clerk/#mobile-home>. The webpage contains links to the following: Ordinance 1126 and Resolution 2022-33 that govern the stabilization process and costs; the December 20, 2017, Staff Report to Council that details how the fees are assessed; the annual letter sent to the mobilehome park owners regarding the October CPI, which dictates the amount by which the rent can be increased, and the educational letter sent to the residents each year. All correspondence and documents pertaining to the mobilehome park rent stabilization are added on an on-going basis to this webpage.

In May of 2022, Council adopted Resolution 2022-33 (Attachment 2) that amended and updated the arbitration and administrative costs.

In addition, a letter (Attachment 3) was sent out on May 8, 2023, to all mobilehome park residents to bring their awareness to the website resource. As of the publication of this agenda item, the Clerk's office has not received any calls from park residents in respect to the letter.

Discussion: The current before-year-end-close balance in the Mobilehome Rent Stabilization Trust Fund (90000000.23251) is \$23,505. The estimated administrative and educational outreach costs for the 22-23 Fiscal Year is \$1,029 (using the higher rate of the two invoicing rates specified in the resolution), which would leave a remaining balance of \$22,476. After acquiring an updated fee schedule from JAMS and ADR Services, the City Attorney's office, and updating the City Clerk's rates, the total reasonable estimate for the annual cost to administer Chapter 8, including arbitration, is \$18,356. As the remaining fund balance would still exceed the suggested reasonable estimate of costs, Staff recommends waiving the annual billing to the mobilehome parks for the fiscal year 2022-23, and authorize the use of the account reserves for current year administrative activities.

Costs to implement the program shown on Exhibit A to Resolution 2022-33, have changed due to the hourly arbitration costs, the City Attorney's estimated costs, and the City Clerk's updated rate. Therefore, Staff is recommending adoption of a resolution amending Exhibit A to include the cost differences. Red-line and clean versions of the proposed resolution are included as Attachment 4. These changes would not affect the recommendation to waive the annual fee to the mobilehome parks for the fiscal year 2022-23.

Recommended Action: Receive report on the Mobilehome Park Rent Stabilization Administrative Costs and Activities; Adopt Resolution updating the administrative and arbitration fees; approve waiving fees to the mobilehome parks for the Fiscal Year 2022-23, and authorize the use of the account reserves for current year administrative activities.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: \$23,505

PROPOSED BUDGET AMOUNT: \$800

FINANCING SOURCE: 90000000.23251 - Mobilehome Rent Stabilization Trust Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: David Rapport, City Attorney; Geri Yulo, JAMS Arbitration Practice Consultant; and Olga Keough, Finance Controller.

DIVERSITY-EQUITY INITIATIVES (DEI):

CLIMATE INITIATIVES (CI):

GENERAL PLAN ELEMENTS (GP):

Approved: 
Sage Sangiacomo, City Manager

ORDINANCE NO. 1126**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
UKIAH ADDING A NEW CHAPTER 8, ENTITLED:
"MOBILEHOME RENT STABILIZATION," TO DIVISION 1
OF THE UKIAH CITY CODE.****SECTION ONE.**

The City Council of the City of Ukiah hereby ordains that a new Chapter 8, entitled "Mobilehome Rent Stabilization" is hereby added to Division 1 of the Ukiah City Code to read as follows.

DIVISION 1 BUILDING**CHAPTER 8 MOBILEHOME RENT STABILIZATION****2700: FINDINGS AND PURPOSE.**

(A) The State of California has recognized, by the adoption of special legislation regulating tenancies of mobilehome owners in mobilehome parks, that there is a significant distinction between homeowners in mobilehome parks and other dwelling units, and the State likewise has recognized that homeowners in mobilehome parks, unlike apartment tenants or residents of other rental stock, are in the unique position of having made a substantial investment in a residence, the space for which is rented or leased as distinguished from owned.

The physical removal and relocation of a mobilehome from a rented or leased space within a mobilehome park can be accomplished only at substantial cost and inconvenience with a limited concurrent ability to find another location and, in many instances, the removal requires a separation of the mobilehome unit from appurtenances which have been made permanent, thus creating severe damage and depreciation in value to the mobilehome.

Because of the limited availability of vacant spaces in mobilehome parks, the age and condition of some mobilehomes and the cost of moving mobilehomes, it is extremely difficult, if not impossible, to move a mobilehome from one park to another within the City.

(B) There is presently within the City and the surrounding areas a shortage of sites for the placement of mobilehomes.

(C) According to the Ukiah General Plan Housing Element, mobilehomes presently constitute an important source of housing for persons of extremely low,

very low, low, and moderate income levels, who as a group are unable to afford unreasonably large rent increases.

(D) A large number of persons living in mobilehomes are elderly, some of whom live on small fixed incomes. These persons may expend a substantial portion of their income on rent and may not be able to afford other housing within the City.

(E) Rents for sites within mobilehome parks in the City have, prior to the adoption of this chapter, increased substantially, with recent increases in one park exceeding by a substantial amount the annual increase in the cost of living.

(F) Space rent increases at the time of sale or other transfer of a mobilehome within a park have been shown to be substantially over the pre-transfer rent. Such large rent increases at the time of sale of a mobilehome may unfairly depress the sales price of the mobilehome and work an economic hardship on the mobilehome owner. The annual rent increases and vacancy control provisions of this chapter prevent this economic hardship while protecting the property rights of owners.

(G) Because of the space shortage and potential for rapidly rising rents, regulation is necessary to assure that economic hardship to a substantial number of mobilehome owners in the City, many of whom are senior citizens on low fixed incomes, does not occur.

(H) It is the purpose of this chapter to establish a speedy and efficient method of reviewing certain requested mobilehome space rent increases in mobilehome parks to protect mobilehome owners from arbitrary, capricious or unreasonable site rent adjustments while insuring owners and/or operators and investors a fair and reasonable return on their investment in their mobilehome park.

§2701: DEFINITIONS.

For the purpose of this chapter, the following words, terms and phrases shall be defined as follows:

(A) "Affected mobilehome owners" means those mobilehome owners whose space is not covered by a valid lease meeting the requirements of section 798.17(b) of the California Civil Code or otherwise legally exempt from local rent control regulation.

(B) "Arbitrator" means a person who is neither a mobilehome owner nor has an interest in a mobilehome park of a nature that would require disqualification under the provisions of the Political Reform Act if the person were a designated City employee, has experience in analysis of financial records, and meets one of the following criteria:

(1) Licensed attorney or CPA who is qualified by experience or training to conduct the arbitrations authorized by this chapter.

(2) Membership in the American Arbitration Association with expertise in rental dispute arbitration; or

(3) Service as a judge in a state or federal court.

(C) "Capital improvement" means those improvements which directly and primarily benefit and serve the existing mobilehome owners by materially adding to the value of the park or adapting it to new uses, and which are required to be amortized over the useful life of the improvements pursuant to the provisions of the Internal Revenue Code. "Capital improvement costs" means all costs reasonably and necessarily related to the planning, engineering and construction of capital improvements and shall include debt service costs, if any, incurred as a direct result of the capital improvement. Capital improvement does not include ordinary maintenance or repairs or Capital replacements.

(D) "Capital replacement" means a capital expenditure as defined by the Internal Revenue Code which replaces, upgrades or repairs an existing improvement, such as, but not limited to, an on-site water or electrical distribution or sewage collection system, a street, a parking area, or common facility, such as a laundry, community kitchen or meeting room. If the expenditure qualifies for treatment as a capital expenditure which must be depreciated under the Internal Revenue Code, it is a capital replacement. If it can be fully deducted in one year as a business expense, it does not qualify as a capital replacement.

(E) "City" means the City of Ukiah, California.

(F) "Clerk" means Clerk of the Ukiah Mobilehome Rent Stabilization Program, who shall be an employee or independent contractor designated by the City Manager as the Clerk and assigned the Clerk's duties as prescribed by this chapter or as needed for the proper implementation of this chapter.

(G) "Consumer Price Index" or "CPI" means the Consumer Price Index for all urban consumers in the San Francisco/Oakland/San Jose area published by the United States Bureau of Labor Statistics.

(H) "Department" means the Department of Community Development of the City of Ukiah.

(I) "MRL" means the California Mobilehome Residency Law.

(J) "Mobilehome" means

(1) a structure designed for human habitation and for being moved on a street or highway under permit pursuant to Section 35790 of the Vehicle Code, including a manufactured home, as defined in Section 18007 of the Health and Safety Code, and a mobilehome, as defined in Section 18008 of the Health and Safety Code, but, except as provided in subdivision (2), does not include a recreational vehicle, as defined in Section 799.29 of the Civil Code and Section 18010 of the Health and Safety Code or a commercial coach as defined in Section 18001.8 of the Health and Safety Code.

(2) "Mobilehome," for purposes of this chapter, also includes trailers and other recreational vehicles of all types defined in Section 18010 of the Health and Safety Code, other than motor homes, truck campers, and camping trailers, which are used for human habitation, if the occupancy criteria of either paragraph (i) or (ii), as follows, are met:

(i) The trailer or other recreational vehicle occupies a mobilehome site in the park, on November 15, 1992, under a rental agreement with a term of one month or longer, and the trailer or other recreational vehicle occupied a mobilehome site in the park prior to January 1, 1991.

(ii) The trailer or other recreational vehicle occupies a mobilehome site in the park for nine or more continuous months commencing on or after November 15, 1992.

"Mobilehome" does not include a trailer or other recreational vehicle located in a recreational vehicle park subject to Chapter 2.6 (commencing with Section 799.20) of the Civil Code.

(K) "Mobilehome park" or "park" means any area of land within the City of Ukiah where two or more mobilehome spaces are rented, or held out for rent, to accommodate mobilehomes used for human habitation.

(L) "Mobilehome space" means the site within a mobilehome park intended, designed or used for the location or accommodation of a mobilehome and any accessory structures or appurtenances attached thereto or used in conjunction therewith.

(M) "Mobilehome owner" means a person who is the owner of a mobilehome and legally occupies the mobilehome within a mobilehome park. Unless otherwise indicated, mobilehome owner includes tenants.

(N) "Owner" means the owner or operator of a mobilehome park or an agent or representative authorized to act on said owner's or operator's behalf in connection with the maintenance or operation of such park.

(O) "Party" as used in this chapter refers to any affected mobilehome owner and/or owner involved in proceedings under this chapter.

(P) "Prospective mobilehome owner" means a person who is in the process of negotiating a tenancy in a mobilehome park.

(Q) "Rent" means the consideration paid for the use or occupancy of a mobilehome space.

(R) "Rent stabilization administration fee" means the fee established from time to time by resolution of the City Council in accordance with the provisions of the chapter.

(S) "Rent increase" means any increase in base rent charged by an owner to a mobilehome owner or offered to a prospective mobilehome owner.

(T) "Tenant" means the person or persons who have signed a lease of a mobilehome park space as the lessee of the space.

2702: BASE RENT.

Except as provided in this chapter, an owner shall not demand, accept or retain rent for a mobilehome space exceeding the base rent which shall be the rent in effect for that space on the date this section becomes effective (the "Effective Date"). If a previously rented mobilehome space was not rented on the Effective Date, the base rent shall not exceed the rent in effect during the last month the space was rented prior to that date, except as provided in this chapter. For a mobilehome space first rented after the Effective Date, the owner shall establish the base rent. For parks annexed into the City after the Effective Date, the base rent shall be the rent charged on the effective date of a park's annexation into the City.

§2703: CONSUMER PRICE INDEX, UTILITIES AND OTHER PASS THROUGHs.

(A) Consumer Price Index. An owner, once in any 12-month period, may impose a rent increase for a mobilehome space by 100 percent of the percentage increase, if any, in the Consumer Price Index (CPI) during the most recent 12-month period ending in October; provided, however, the rental increase shall not exceed five percent of the previous rent charged for the space. If an owner has obtained a rent increase under subsection 2704(B), the owner may calculate the rent increase allowed by this subsection based upon the approved comparable rent as allowed in subsection 2704(B) instead of upon the actual rent in effect at the time of the increase.

(B) If the change in the CPI exceeds five percent for two consecutive years, the Clerk shall review the maximum rent increase and recommend an ordinance amendment if appropriate.

(C) Government Mandated Expense Pass Through. An owner may pass through to affected mobilehome owners any new or increase in government mandated capital expenditures and operating expenses including taxes (other than the two percent annual increase authorized by California Constitution Article XIII A, section 2(b)) and assessments, fees and mandated expenses due to code changes subject to the following procedure:

(1) Upon a petition signed by one adult mobilehome owner for each of 50 percent of the spaces subject to rent control in a mobilehome park or 50 spaces, whichever is less, and filed with the Clerk within 30 days of the date the owner gives notice of a government mandated expense pass through to every affected mobilehome owner, the Arbitrator, in accordance with the meet and confer and arbitration procedures provided in this chapter, may disallow or decrease the proposed pass through based upon substantial evidence in the record that the pass through is not legally proper, or is excessive, or that during the pass through period the owner is including an unreasonably high financing cost and/or return on the expense being passed through.

(D) Utilities. If not billed by the utility directly to the mobilehome owner, an owner may separately pass through to a mobilehome owner charges for all utilities, including, but not limited to, sewer, water, garbage, cable T.V., gas and electricity, and any increases in such charges, subject to compliance with Sections 3960-3963. Notwithstanding any provision to the contrary in this section, the owner shall not pass through any charge or expense for gas or electric service to the extent prohibited by section 739.5 of the California Public Utilities Code.

(E) Capital Improvement Pass Through. An owner may charge to the affected mobilehome owner as additional rent the pro rata share of new service and capital improvement costs including reasonable financing costs if, prior to initiating the service or incurring the capital improvement cost, the owner has:

(1) Consulted with the mobilehome owners prior to initiating construction of the improvements or initiating the new service regarding the nature and purpose of the improvements or services and the estimated cost of the improvements or services;

(2) Obtained the prior written consent of at least one adult mobilehome owner in each of a majority of the mobilehome spaces which are occupied by the mobilehome owner to the proposed service or capital improvement. Each space shall have only one vote.

(F) Capital Replacement Pass Through. Notwithstanding the provision of subsection E of this section, an owner may charge to the mobilehome owner as additional rent the pro rata share of capital replacement costs including reasonable financing costs, if not otherwise prohibited by law, subject to the following procedure:

(1) The owner may seek advance approval for the proposed pass through, before undertaking the capital project, by following the procedures set forth in Sections 2709 to 2711. If the increase is approved by the Arbitrator, it shall not be effective until the next regularly scheduled annual rent increase date, provided that the 90-day notice is issued, the expense is actually incurred and that proper verification is submitted. This verification shall include, at a minimum, proof of actual costs and payment to vendors or contractors. In the event that the actual cost of the capital expense is less than the approved amount, the increase shall be adjusted to reflect this decreased amount;

(2) The owner shall give notice of the proposed pass through to each affected mobilehome owner no later than 12 months after completion of the capital replacement work;

(3) Upon a petition signed by one adult mobilehome owner of each of 50 percent of the spaces subject to rent control in a park or 50 spaces subject to rent control, whichever is less, and filed with the Clerk within 30 days of the date the owner gives notice of the pass through to every affected mobilehome owner, the Arbitrator, in accordance with the arbitration procedure provided in this chapter, may disallow or decrease the pass through for capital replacements based upon substantial evidence in the record that the capital replacement was not necessary, or that the cost of the capital replacement was excessive, or that during the pass through period, the owner is including an unreasonably high financing cost and/or return on the expense being passed through. The owner shall have the burden of proving the necessity for and reasonable cost of the capital replacements. In determining whether the owner has met its burden of proving the necessity for and reasonable cost of the capital replacement, the Arbitrator may consider, among other factors, the reasonableness of the owner's history of maintenance of the property or improvement to be replaced. The Arbitrator's review will include, but not necessarily be limited to, the records reflecting past maintenance work and the cost.

(G) All charges passed through by the owner to the mobilehome owners pursuant to subsection C and D of this section and additional rent charged pursuant to subsections E and F of this section must be separate from the base rent and listed separately. All billings used to calculate a pass through or additional rent to mobilehome owners must be disclosed within a reasonable time upon request by a mobilehome owner.

(H) Notice. A written notice of each rent increase or new or increased capital improvement or capital replacement pass through charge made under the provisions of this section shall be filed by the owner with the Clerk, and provided to each affected mobilehome owner, at least 90 days before the rent increase goes into effect or as required by the MRL. The notice shall identify the park and shall specify the dollar amount of the increase, the percentage of the increase, an itemization of all new or increased pass throughs and additional rent charges, the specific space affected, the date the increase will go into effect, how each increase was calculated, and the date the rent on each affected space was last increased. The notice shall also advise each affected mobilehome owner of any right to petition for review of a proposed rent increase and that a petition form may be requested from the Clerk.

(I) Whenever a time period is prescribed for filing an application or petition, the application or petition shall be deemed filed when it is first filed with the Clerk, even if the Clerk determines that the application or petition is not complete, provided that the Clerk determines that application or petition is complete, as a result of additional submissions by the applicant or petitioner, within thirty days of the initial filing.

§2704: IN-PLACE TRANSFER RENT INCREASES—ESTABLISHMENT OF NEW BASE RENT.

(A) Whenever either of the following events occurs, an owner shall be permitted to charge a new base rent for the mobilehome space as provided in this section:

(1) The termination of the tenancy of the affected mobilehome owner in accordance with the MRL (California Civil Code sections 798.55 through 798.60, as amended, excepting section 798.59); or

(2) The voluntary permanent removal of a mobilehome by a mobilehome owner. A removal of the mobilehome from the space for the purpose of performing rehabilitation or capital improvements to the space or for the purpose of upgrading the mobilehome shall not constitute a voluntary removal of the mobilehome.

(B) Upon the sale of a mobilehome in-place, an owner may implement an increase of the base rent for that space in an amount equal to 10% of the rent for that space then in effect.

(C) Except as provided in subsections (A) and (B), an owner may not condition an in-place transfer of a mobilehome or condition assignment of an existing lease to a prospective mobilehome owner, upon agreement to an increased rent in anticipation of the in-place transfer. This subsection shall not apply to specific conditions included in a lease exempt from rent control which

allows an owner to condition assignment in a manner prohibited by this section. For purposes of this subsection, "a lease exempt from rent control" means a lease meeting, in all respects, the criteria of Civil Code section 798.17(b), as such criteria are presently enacted or may hereafter be amended.

§2705: FAIR RETURN RENT INCREASES.

If an owner presents evidence to the Arbitrator, including any financial records requested by the Arbitrator, which proves that the owner is denied a fair return by the rent control provisions of this chapter, the Arbitrator may authorize an increase in rents as deemed appropriate by the Arbitrator to provide a fair return to the owner. The Arbitrator shall use the method set forth in subsection 2711(C) to determine the fair return.

§2706: RENT FREEZE OR RENT ROLLBACK.

(A) Upon the petition signed by one adult mobilehome owner of 50 percent of the spaces subject to rent control in a park or 50 spaces subject to rent control, whichever is less, the Arbitrator may prohibit future rent increases for spaces governed by this chapter, upon its determination that maintenance by the owner has been substantially reduced and is insufficient to adequately maintain the park in a habitable condition. The determination shall be based upon substantial evidence in the record. The prohibition may be continued until the Arbitrator determines that maintenance by the owner has been restored to a reasonable level.

(B) Upon petition by one or more affected mobilehome owners, an Arbitrator may prohibit future rent increases, or order a rollback of the existing rent as to those petitioners, upon its determination that after the Effective Date, an owner instituted a rent increase inconsistent with the criteria established by this chapter. The determination shall be based upon substantial evidence in the record. The prohibition may be continued until the Arbitrator determines that the rent has become consistent with this chapter.

§2707: TIME OF ALLOWED RENT INCREASE/ADJUSTMENT.

(A) Once within a 12-month period, the owner may implement a CPI rent adjustment (subsection 2703(A)), if any, or a fair return increase (Section 2703), but not both.

(B) A capital replacement pass through under subsection 2703(F) may only be implemented on the effective date of the CPI or fair return rent adjustment.

(C) The following increases or adjustments may be implemented at any time during the year:

- (1) Government mandated expense pass through (subsection 2703(C));
- (2) Utility pass throughs (subsection 2703(D));
- (3) Capital improvements (subsection 2703(E));
- (4) In-place transfer rent increases (Section 2704).

Any increases subject to arbitration shall be implemented after the final ruling of the Arbitrator.

(D) Rent freeze and rent rollbacks shall be implemented at the time they are ordered (Section 2706).

§2708: ARBITRATION.

(A) Matters Subject to Arbitration.

(1) An owner shall file with the Clerk:

(a) An application seeking to increase space rents beyond 100 percent of the CPI to provide a fair return to the owner as allowed by Section 2705.

(2) Affected mobilehome owners may file with the Clerk:

(a) A petition objecting to a government mandated expense pass through as allowed by subsection 2703(C);

(b) A petition objecting to a capital replacement pass through as allowed by subsection 2703(F);

(c) A petition for rent freeze as allowed by subsection 2706(A);

(d) A petition for rent rollback as allowed by subsection 2706(B).

(B) These petitions and applications shall be decided by the Arbitrator.

(C) Cost of Arbitration. The cost of arbitration shall be paid by the Clerk out of revenue from the rent stabilization administration fee. The Arbitrator may reimburse the City by assessing the cost of the arbitration to either party if the Arbitrator determines that the position taken by the party is frivolous.

§2709: PROCEDURES FOR FAIR RETURN NOTICE AND APPLICATION AND PETITION FORMS.

(A) Notice. At least 10 days prior to submission of a fair return application or a petition to the Clerk, the applicant or petitioner shall mail or deliver a notice and a copy of the application or petition to the owner and each affected mobilehome owner in the park. The notice shall be on a form specified by the Clerk. The supporting documents for the application or petition shall be available for review at the park's office and shall be posted on the City's website. One copy of the supporting documents shall be provided by the applicant or petitioner at no cost to the other party. All fair return notices shall include the following information:

(1) The amount of the rent increase both in dollars and as a percentage of the existing rent, how it was calculated, an itemization of all pass throughs and additional rent charges, information that explains and supports the level of increase proposed including, at a minimum, a summary of the owner's net operating income for the base year and the preceding 24 months and other relevant information that supports the level of rent increase desired, the effective date of the increase and that copies of the supporting documents shall be provided by the owner at no cost to the mobilehome owners' representative and be available to the mobilehome owners at the park's office for inspection and on the City's website;

(2) The name, address and telephone number of the Clerk or designee, a statement to inform the mobilehome owners to contact the Clerk or designee for an explanation of the provisions of this chapter, and that a roster of affected mobilehome owners can be requested from the Clerk; and

(3) A copy of the official petition form which is to be used for the process established by this chapter.

(B) Application/Petition Forms. The application or petition shall be filed with the Clerk on the form prescribed by the Clerk and must be accompanied by all supporting material necessary to support the request. The application and petition shall contain the following declaration: "I declare under penalty of perjury that the foregoing is true and correct." The application shall be dated and subscribed by the applicant(s) and shall state the place of execution.

(1) Within five working days of receipt, the Clerk shall complete a preliminary review of the application or petition. Applications or petitions which are incomplete will not be considered properly filed.

(2) No further action shall take place on applications or petitions which are not properly filed, and the Clerk may decline to accept such application and/or return them to the petitioner immediately after the preliminary review with a notice of the defects.

(3) When the Clerk determines that the application or petition is complete, the Clerk shall send a written notice of confirmation of receipt of a completed application or petition to the parties.

(4) In capital replacement proceedings and in government mandated capital expenditure and operating expense proceedings, affected mobilehome owners shall have 30 calendar days after receipt of the confirmation of the completed application to file with the Clerk a petition objecting to the rent increase signed by one adult tenant in at least 50 percent of the mobilehome spaces subject to rent control.

(C) Insufficient Objection—Capital Replacement or Government-Mandated Pass Through Proceeding—Clerk Action. If less than the required number of affected mobilehome owners object to a proposed capital replacement or government-mandated pass through, or if objection is withdrawn, including any amendments, before or after the meet and confer process, the Clerk shall approve the requested pass through.

§2710: PROCEDURE FOR MEET AND CONFER.

Within 10 working days of the date of the Clerk's notice of a completed application or petition and prior to assignment of an Arbitrator, affected mobilehome owners and owners shall meet and confer with each other's representatives. The time, place and date of the meeting shall be agreed to by the parties or, if the parties cannot agree, determined by the Clerk. Written notice of the scheduled meeting shall be given by the applicant or petitioner. At the meeting, representatives of the parties shall exchange documentary evidence that the parties, in good faith then know, will be used to support their respective positions in an arbitration and discuss the issues in dispute. In the case of an owner, all financial data upon which any proposed increase is claimed shall be supplied to affected mobilehome owner representatives at the time of the meet and confer meeting. The parties may request that the Clerk provide a mediator, at no cost to the parties, to assist with the meet and confer process. The Arbitrator may deny an application based on the applicant's failure to participate in good faith in the meet and confer process.

§2711: PROCEDURES FOR ARBITRATION.

(A) The Clerk shall give written notice to the applicant or petitioners and mobilehome owner representative that the application/petition has been referred to arbitration.

(1) An Arbitrator shall be appointed in the following manner:

(a) The Clerk shall maintain a list of qualified arbitrators.

(b) Assignment of Arbitrator and Hearing Date. The Clerk shall choose three possible Arbitrators and present them to the residents' representative and the owner. Within five days each party may challenge one candidate. The one remaining shall be the selected Arbitrator. If both parties challenge the same candidate, the Clerk shall choose between the two remaining candidates. The Clerk shall set a date for the arbitration hearing no sooner than 30 or no later than 40 days after the Arbitrator is assigned. The owner and affected mobilehome owners shall be notified immediately in writing by the Clerk of the date, time and place of the hearing and this notice shall be served either in person or by ordinary mail. The parties may agree, in writing, to extend these times. The Arbitrator may extend the date for the arbitration hearing upon a showing of good cause.

(2) The Arbitrator shall conduct a hearing with the parties and/or their representatives. During this hearing process, the concerns of each party shall be discussed and the Arbitrator shall indicate the amount and nature of information needed from any party in order to reach a determination. In fair return proceedings in Section 2705, this shall include four years of the income and expense portion of the general ledgers for the park. All information submitted shall be in writing and shall be certified in the same manner as set forth in subsection 2709(B). The applicant or petitioner shall have the burden of proof unless other sections of this chapter specify otherwise. Each party shall comply with the Arbitrator's request for information within seven days of the request. Additional information provided to the Arbitrator shall be immediately available to the owner or affected mobilehome owner representative which will have seven days to give written comment to the Arbitrator. The Arbitrator may proceed under this part regardless of whether any party defaults in providing any of the requested information.

(B) Arbitration Determination.

(1) Within 21 days of the hearing, but no later than 90 days from the date of the owner's rent increase notice, the Arbitrator shall deliver his or her decision on the application or petition and a bill for services to the Clerk.

(2) The rent increase in a fair return proceeding shall not exceed the increase requested in the application.

(3) The Clerk shall provide the result of the Arbitrator's decision to the affected parties.

(4) The Arbitrator's decisions are final and not appealable to the City Council.

(C) Method to Determine a Fair Return.

(1) The base year for the purpose of this section shall be the last full fiscal year prior to the park becoming subject to this chapter. The Arbitrator may establish an alternative base year if the owner is unable to produce records of the last full fiscal year prior to the park becoming subject to rent control.

(2) It shall be presumed that the net operating income produced by the property during the base year provided a fair return. An owner shall be entitled to rents to earn a just and reasonable return and to maintain and increase their base year net operating income in accordance with subsection (C)(4) of this section. This method is called maintenance of net operating income (MNOI) and shall be included in all applications.

(3) The applicant or the affected mobilehome owners may present evidence to rebut the presumption of fair and reasonable return based upon the base year net operating income. To make such a determination and in order to adjust to the base year net operating income, the Arbitrator must make the following finding:

(a) The owner's operating and maintenance expenses in the base year were unusually high or low in comparison to other years. In such instances, adjustments may be made in calculating such expenses so that the base year operating expenses reflect average expenses for the property over a reasonable period of time. In considering whether the base year net operating income yielded more or less than a fair net operating income, the Arbitrator shall consider the following factors:

(i) Substantial repairs were made due to damage caused by uninsured disaster or vandalism;

(ii) Maintenance and repairs were below accepted standards so as to cause significant deterioration of housing services;

(iii) Other expenses were unreasonably high or low notwithstanding prudent business practice; and

(iv) The rent in the base year was disproportionately low due to the fact that it was not established in an arms-length transaction or other peculiar circumstances.

(4) Fair Net Operating Income. The Arbitrator shall submit a determination based on rental income which will provide the owner a net operating income which shall be increased by 100 percent of the percentage increase in the CPI over the base year's CPI index. The base year CPI shall be the CPI for the first day of June. For purposes of this section, the current CPI shall be the CPI last reported as of the date of the completed application.

(5) Net operating income of a mobilehome park means the gross income of the park less the operating expenses of the park.

(6) Gross income means the sum of the following:

(a) Gross space rents computed as gross space rental income at 100 percent occupancy (but excluding rent attributed to a space occupied by a park employee who receives the space rent free as part of the employee's compensation); plus

(b) Other income generated as a result of the operation of the park, including, but not limited to, fees for services actually rendered; plus

(c) All other pass through revenue received from mobilehome owners except capital pass throughs and gas and electric; minus

(d) Uncollected space rents due to vacancy and bad debts to the extent that the same are beyond the owner's control. There is a rebuttable presumption that uncollected space rents in excess of the average of the current and past three years uncollected rents (each year's rent shall be adjusted by the change in the CPI between that year and the final year of the four-year period) are excessive and shall not be deducted from gross income.

(7) Operating expenses means:

(a) Real property taxes and assessment;

(b) Advertising costs;

(c) Management and administrative expenses including the compensation of administrative personnel;

(d) Repair and maintenance expenses for the grounds and common facilities including, but not limited to, landscaping, cleaning and repair of equipment and facilities;

(e) In addition to the management expenses listed above, where the owner performs onsite managerial or maintenance services which are uncompensated, the owner may include the reasonable value of such services. Owner-performed labor shall be limited to five percent of gross income unless the Arbitrator finds that such a limitation would be substantially unfair in a given case. No credit for such services shall be authorized unless an owner documents the hours utilized in performing such services and the nature of the services provided;

(f) Operating supplies such as janitorial supplies, gardening supplies, stationery and so forth;

(g) Insurance premiums related to operation of the park prorated over the life of the policy;

(h) Payroll taxes, business, utility, license and permit fees;

(i) Dues;

(j) Consultant services for park operation and maintenance;

(k) All operating expenses must be reasonable and necessary. Whenever a particular expense exceeds the normal industry or other comparable standard, the owner shall bear the burden of proving the reasonableness of the expense. To the extent that an Arbitrator finds any expense to be unreasonable, the Arbitrator shall adjust the expense to reflect the normal industry or other comparable standard;

(l) There is a rebuttable presumption that expenditures in the current year are unreasonable to the extent that they substantially exceed the average of the current and past three years (each year's expenses shall be adjusted by the change in the CPI between that year and the final year of the four-year period);

(m) Operating expenses shall not include the following:

(i) Mortgage debt service expenses;

(ii) Land-lease expenses;

(iii) Depreciation;

(iv) Income taxes;

(v) Electric and gas expenses included in Section 739.5 of the California Public Utility Codes;

(vi) The cost of government mandated expenses (subsection 2703(C)), capital improvements (subsection 2703(D)), or capital replacements (subsection 6-66.040(F)).

(8) Notwithstanding any other provisions of the ordinance codified in this chapter, the Arbitrator is authorized to approve any rent increase that is constitutionally required by law to yield a fair return.

(E) Subpoenas. The parties may obtain the issuance and service of a subpoena for the attendance of witnesses or the production of other evidence at the arbitration hearing. Subpoenas shall be issued and attested by the Clerk.

Issuance of the subpoena must be obtained upon the filing with the Clerk of the City of an affidavit or declaration, under oath, setting forth the name and address of the proposed witness; specifying the exact things to be produced and the relevancy to the issues involved; and stating that the witness as the desired things in his/her possession or under his/her control.

Service of the subpoena on a witness to attend arbitration must be at least five working days before the hearing. Service of a subpoena duces tecum must be at least 21 days before the hearing. Any party served with a subpoena duces tecum must produce copies of the requested items to the subpoenaing party no later than 10 days before the hearing.

A subpoena need not be issued when the affidavit or declaration is defective in any particular. No arbitration hearing may be continued due to the failure to file a timely request, or to timely serve a subpoena. Any person who refuses, without lawful excuse, to attend the arbitration or to produce relevant evidence as required by a subpoena served upon that person shall be guilty of a misdemeanor.

No subpoena shall issue until after the parties have met and conferred as required in Section 2710.

(F) Increases for Capital Expense. Increases attributed to a capital expense, as approved by the Arbitrator to provide a park with a fair return, shall not be included in base rent. These increases must be separately itemized on the monthly rent invoice and terminate at the end of the approved amortized period. Advance approval and effective date of the increase shall be as allowed in subsection 2703(F)(1).

(G) Rent Increase Effective Date. Rent increases approved by the Arbitrator, as determined necessary to provide an owner with a fair return, shall be allowed upon the effective date given by the applicant in the notice to the affected mobilehome owners, required in section 798.30 of the California Civil Code.

§2712: REFUSAL OF MOBILEHOME OWNER TO PAY ILLEGAL RENT.

An affected mobilehome owner may refuse to pay any rent in excess of the maximum rent permitted by this chapter. The fact that such unpaid rent is in excess of the maximum rent shall be a defense in any action brought to recover possession of a mobilehome space for nonpayment of rent or to collect the illegal rent.

§2713: DISCLOSURES.

An owner shall disclose to each prospective tenant the current and proposed base rent for the mobilehome space and the rental agreement options required

by this section and Section 2714, provide each prospective tenant with a copy of this chapter, and disclose to the prospective tenant that if the prospective tenant signs a lease with a term of more than one year, that lease will be exempt from rent control. The owner shall give the required disclosure and provide a copy of this chapter to the prospective tenant at the time that the owner, or owner's representative, receives the prospective tenant's application for tenancy. The required disclosures shall be made in a form approved by the Clerk, and the owner shall obtain a signature of the prospective tenant on the disclosure form acknowledging receipt of the disclosures. An owner must retain the signed disclosure form throughout the entire tenancy of the tenant. This signed form shall be made available to the Clerk upon reasonable written notice.

§2714: PROSPECTIVE MOBILEHOME OWNER—TENANCY 12 MONTHS OR LESS.

All prospective tenants shall be offered the option of a tenancy of 12 months or less upon terms consistent with the provisions of the ordinance codified in this chapter. This section shall not apply to prevent a mutually agreed upon assignment between an owner and an existing mobilehome owner of an existing lease, provided any such assignment does not violate subsection 2704(C).

§2715: RENT STABILIZATION ADMINISTRATION FEES.

All or any portion of the costs to administer this chapter may be collected by the imposition of an annual rent stabilization administration fee established by resolution of the City Council. The fee shall be chargeable against the total number of mobilehome spaces in the City subject to rent control determined on a date certain each year to be established by the City Council. The owner who pays these fees may pass through to the mobilehome owners, subject to rent control on the date established by the City Council, 50 percent of the fees assessed against a mobilehome space. The fee shall be due on a date established by the City Council but may be paid in quarterly installments by the owners. Owners of parks annexed to the City after the Effective Date, shall be charged the fee established by resolution beginning on the effective date of the annexation.

§2716: AMENDMENT.

Any amendment to this chapter shall require a prior public hearing before the City Council with notice thereof published in a newspaper of general circulation in the City at least 10 days prior to the hearing.

§2717: VIOLATION.

Every person who violates any provision of this chapter is guilty of a misdemeanor. This section shall not apply to the Arbitrator or officers or employees of the City.

SECTION TWO

1. **COMPLIANCE WITH CEQA.** The City Council finds that this ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), 15061(b)(3) (there is no possibility the activity in question may have a significant effect on the environment.)

2. **SEVERABILITY.** If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby. The City Council hereby declares that it would have adopted this Ordinance and any section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or otherwise invalid.

3. **EFFECTIVE DATE.** This Ordinance shall be published as required by law in a newspaper of general circulation in the City of Ukiah, and shall become effective thirty (30) days after its adoption.

4. **MANDATORY REVIEW.** The City Council shall review this ordinance at the next regular City Council meeting occurring after the first anniversary of the Effective Date of this ordinance. The review shall consider whether the ordinance should be amended or repealed based on the City's experience of the implementation of the ordinance over that one year period.

Introduced by title only on October 6, 2010, by the following roll call vote:

AYES:	Councilmembers Landis, Rodin, Baldwin, and Mayor Thomas
NOES:	Councilmember Crane
ABSENT:	None
ABSTAIN:	None

Adopted on October 20, 2010, by the following roll call vote:

AYES:	Councilmembers Landis, Rodin, Baldwin, and Mayor Thomas
NOES:	Councilmember Crane
ABSENT:	None
ABSTAIN:	None

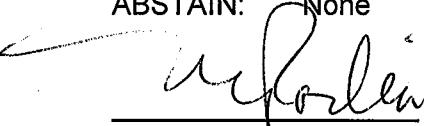
/s/ Benj Thomas, Mayor

ATTEST:

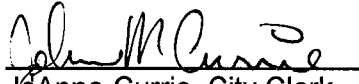
/s/JoAnne M. Currie, City Clerk

Re-adopted on January 5, 2011, by the following roll call vote:

AYES: Councilmembers Landis, Thomas, Baldwin, and Mayor Rodin
NOES: Councilmember Crane
ABSENT: None
ABSTAIN: None


Mari Rodin, Mayor

ATTEST:


JoAnne Currie, City Clerk

RESOLUTION NO. 2022-33**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING EXHIBIT A TO RESOLUTION 2020-26 ADOPTING RENT STABILIZATION FEES FOR ARBITRATION AND ADMINISTRATIVE COSTS TO CITY OF UKIAH MOBILEHOME PARKS****WHEREAS:**

1. Ukiah City Code ("UCC") Section 2715, provides that "all or any portion of the costs to administer this chapter [Division 2, Chapter 8 of the UCC ("Chapter 8")] may be collected by the imposition of an annual rent stabilization administration fee established by resolution of the City Council"; and
2. Costs to administer the program have been assessed and are shown in Exhibit A; and
3. With the elimination of redevelopment agencies by the State of California, all of the cost to administer Chapter 8 is borne by the City's General Fund; and
4. Under UCC Section 2708.C, the cost of arbitrations must be paid from the rent stabilization administration fee. Exhibit A states a reasonable estimate for the annual cost to administer Chapter 8, including potential arbitrations; and
5. There are 382 mobilehome park spaces subject to rent control in the City of Ukiah, with the final annual per space cost being determined each year based on occupied non-long-term leased spaces; and
6. Under UCC Section 2715, the owner who pays these fees may pass through to the tenant of the space 50 percent of the fees assessed for the space; and
7. Under UCC 2715, the resolution establishing the fee must specify the date by which the fee is due, but the fee may be paid by the park owners in quarterly installments; and
8. There are six City of Ukiah mobilehome parks that are subject to the Rent Stabilization Ordinance, including Circle Trailer Court (60 units), Manor Home Mobile Estates (137 units), Shady Grove Mobile Home Park (4 units subject to rent control), Modern Mobile Home Park (26 units), Harold's Square Mobile Home Park (59 units), and Rancho Del Ray Mobile Home Park (96 units).

NOW, THEREFORE, BE IT RESOLVED that:

1. The City Council of the City of Ukiah approves an annual administration fee an amount equally divided between billable spaces subject to rent control to be paid by the City's six mobilehome parks.
2. The fee is due on July 30 of each year, but may be paid in quarterly installments on July 30, October 30, January 30, and April 30.
3. The City Council shall review the administration costs, including the cost of any arbitrations, on an annual basis, during budget preparation as part of the annual fee review

in May and June, and make any adjustments so that the fee does not exceed the cost to administer Chapter 8.

4. This resolution supersedes resolution 2020-26.

PASSED AND ADOPTED at a regular meeting of the City Council held on June 1, 2022, by the following roll call vote:

AYES: Councilmembers Orozco, Crane, Rodin, Duenas, and Mayor Brown
NOES: None
ABSENT: None
ABSTAIN: None



Jim O. Brown, Mayor

ATTEST:



Kristine Lawler, City Clerk

Estimated Administrative Costs:**TOTAL - \$870 (Using the higher rate of the two invoicing rates below)**

MHP = Mobile Home Park

Estimated Attorney Fees for Various Matters Pertaining to Mobilehome Parks: \$1,000*(Note: only the actual expenses would be billed to the account)***Estimated Arbitration Costs:****TOTAL - \$10,400**

The Northern California rates charged for arbitrations conduct by ADR Service, Inc., an alternate dispute resolution service that has rates in the middle between JAMS at the high end and lone arbitrators at the low end.

An arbitration through ADR includes a \$500 administrative fee, plus the hourly or daily rate charged by the arbitrator and the fees charged by ADR. ADR arbitrators are retired judges or attorneys. The hourly rates vary from \$450 at the low end to \$1,200 at the high end. The average hourly rate is \$825.

Assuming an arbitration hearing takes one 8-hour day and the arbitrator takes 4 hours to prepare a written decision, 12 hours @ \$825 = \$9,900 + \$500 (admin fee; assuming only two parties) for a total of \$10,400.

Educational Outreach Costs: \$314

- Draft Letter to Residents
- Print, fold, label, and stuff envelopes
- Postage to send educational outreach letters

If MHP owners are invoiced: \$556 + postage

Includes:

- Review CPI and write annual letter to MHP owners regarding the CPI.
- Review MHP rent increase letters per Ordinance 1126, Section 2703(H)
- Staff Report to Council
- Send Letters to MHP owners requesting number of billable spaces
- Prep invoices
- Receive and process payments

Total divided by 382* spaces = \$1.46 per space.**If MHP owners are not invoiced: \$201**

Includes:

- Review CPI and write annual letter to MHP owners regarding the CPI.
- Review MHP rent increase letters per Ordinance 1126, Section 2703(H)
- Staff Report to Council
- Send post-Council decision to waive fee letters to MHP owners

Total divided by 382* spaces = .53 cents per space (rounded).

***Note – This is the number of spaces calculated in Ordinance 1126, however, the actual number of billable spaces is determined each year depending on the number of occupied spaces by non-long-term leases.**

TOTAL REASONABLE ESTIMATE FOR THE ANNUAL COST TO ADMINISTER CHAPTER 8, INCLUDING POTENTIAL ARBITRATIONS IS \$12,270.



May 8, 2023

SUBJECT: Mobilehome Park Rent Stabilization Resource Information

Dear Mobilehome Park Residents,

This letter is an educational outreach only, so that you are aware of your rights – per ordinance 1126 and resolution 2020-26 - as a mobilehome park resident.

In 2011, the Ukiah City Council adopted an ordinance to establish a mobilehome park rent stabilization. In an effort to assist mobilehome park residents to better understand how the rent increases, and fees and pass-through charges operate, a webpage was created on the City of Ukiah's website, which can be found at: <https://cityofukiah.com/city-clerk/#mobile-home>.

Mobilehome park residents are encouraged to explore the webpage, which contains the full ordinance and resolution that explains how the rent stabilization works. There are also links to annual correspondence regarding the October CPI index, which is what determines the amount that rent can be increased by, and staff reports presented to the City Council explaining in detail how the yearly fees operate.

The City Clerk's office is available to address any questions or concerns that you may have and can be reached by email at cityclerk@cityofukiah.com, or by calling 707-463-6217.

Sincerely,

A handwritten signature in blue ink that reads "Kristine Lawler". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Kristine Lawler
City Clerk

RESOLUTION NO. ~~2022~~2023-**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING EXHIBIT A TO RESOLUTION ~~2020~~2022-26-33 ADOPTING RENT STABILIZATION FEES FOR ARBITRATION AND ADMINISTRATIVE COSTS TO CITY OF UKIAH MOBILEHOME PARKS****WHEREAS:**

1. Ukiah City Code ("UCC") Section 2715, provides that "all or any portion of the costs to administer this chapter [Division 2, Chapter 8 of the UCC ("Chapter 8")] may be collected by the imposition of an annual rent stabilization administration fee established by resolution of the City Council"; and
2. Costs to administer the program have been assessed and are shown in Exhibit A; and
3. With the elimination of redevelopment agencies by the State of California, all of the cost to administer Chapter 8 is borne by the City's General Fund; and
4. Under UCC Section 2708.C, the cost of arbitrations must be paid from the rent stabilization administration fee. Exhibit A states a reasonable estimate for the annual cost to administer Chapter 8, including potential arbitrations; and
5. There are 382 mobilehome park spaces subject to rent control in the City of Ukiah, with the final annual per space cost being determined each year based on occupied non-long-term leased spaces; and
6. Under UCC Section 2715, the owner who pays these fees may pass through to the tenant of the space 50 percent of the fees assessed for the space; and
7. Under UCC 2715, the resolution establishing the fee must specify the date by which the fee is due, but the fee may be paid by the park owners in quarterly installments; and
8. There are six City of Ukiah mobilehome parks that are subject to the Rent Stabilization Ordinance, including Circle Trailer Court (60 units), Manor Home Mobile Estates (137 units), Shady Grove Mobile Home Park (4 units subject to rent control), Modern Mobile Home Park (26 units), Harold's Square Mobile Home Park (59 units), and Rancho Del Ray Mobile Home Park (96 units).

NOW, THEREFORE, BE IT RESOLVED that:

1. The City Council of the City of Ukiah approves an annual administration fee an amount equally divided between billable spaces subject to rent control to be paid by the City's six mobilehome parks.
2. The fee is due on July 30 of each year, but may be paid in quarterly installments on July 30, October 30, January 30, and April 30.
3. The City Council shall review the administration costs, including the cost of any arbitrations, on an annual basis, during budget preparation as part of the annual fee review

in May and June, and make any adjustments so that the fee does not exceed the cost to administer Chapter 8.

4. This resolution supersedes resolution ~~2020~~2022-2633.

PASSED AND ADOPTED at a regular meeting of the City Council held on May ~~18~~17, ~~2022~~2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

~~Jim O. Brown~~Mari Rodin, Mayor

ATTEST:

Kristine Lawler, City Clerk

Estimated Administrative Costs:**TOTAL - \$1,456 870 (Using the higher rate of the two invoicing rates below)**

MHP = Mobile Home Park

Estimated Attorney Fees for Various Matters Pertaining to Mobilehome Parks: \$1,400 1,000*(Note: only the actual expenses would be billed to the account)***Estimated Arbitration Costs:****TOTAL - \$15,500 10,400**

The Northern California rates charged for arbitrations conduct by ADR Service, Inc., an alternate dispute resolution service that has rates in the middle between JAMS at the high end and lone arbitrators at the low end.

An arbitration through ADR includes a \$500 administrative fee, plus the hourly or daily rate charged by the arbitrator and the fees charged by ADR. ADR arbitrators are retired judges or attorneys. The hourly rates vary from \$500 450 at the low end to \$2,000 1,200 at the high end. The average hourly rate is \$1,250 825.

Assuming an arbitration hearing takes one 8-hour day and the arbitrator takes 4 hours to prepare a written decision, 12 hours @ \$1,250 825 = \$15,000 9,900 + \$500 (admin fee; assuming only two parties) for a total of \$15,500 10,400.

Educational Outreach Costs: \$427 344

- Draft Letter to Residents
- Print, fold, label, and stuff envelopes
- Postage to send educational outreach letters

If MHP owners are invoiced: \$1,029 556 + postage

Includes:

- Review CPI and write annual letter to MHP owners regarding the CPI.
- Review MHP rent increase letters per Ordinance 1126, Section 2703(H)
- Staff Report to Council
- Send Letters to MHP owners requesting number of billable spaces
- Prep invoices
- Receive and process payments

Total divided by 382* spaces = \$2.69 1.46 per space.**If MHP owners are not invoiced: \$373 201**

Includes:

- Review CPI and write annual letter to MHP owners regarding the CPI.
- Review MHP rent increase letters per Ordinance 1126, Section 2703(H)
- Staff Report to Council
- Send post-Council decision to waive fee letters to MHP owners

Total divided by 382* spaces = .9853 cents per space (rounded).

***Note** – This is the number of spaces calculated in Ordinance 1126, however, the actual number of billable spaces is determined each year depending on the number of occupied spaces by non-long-term leases.

TOTAL REASONABLE ESTIMATE FOR THE ANNUAL COST TO ADMINISTER CHAPTER 8, INCLUDING POTENTIAL ARBITRATIONS IS \$18,356 12,270.

RESOLUTION NO. 2023-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING EXHIBIT A TO RESOLUTION 2022-33 ADOPTING RENT STABILIZATION FEES FOR ARBITRATION AND ADMINISTRATIVE COSTS TO CITY OF UKIAH MOBILEHOME PARKS

WHEREAS:

1. Ukiah City Code ("UCC") Section 2715, provides that "all or any portion of the costs to administer this chapter [Division 2, Chapter 8 of the UCC ("Chapter 8")] may be collected by the imposition of an annual rent stabilization administration fee established by resolution of the City Council"; and
2. Costs to administer the program have been assessed and are shown in Exhibit A; and
3. With the elimination of redevelopment agencies by the State of California, all of the cost to administer Chapter 8 is borne by the City's General Fund; and
4. Under UCC Section 2708.C, the cost of arbitrations must be paid from the rent stabilization administration fee. Exhibit A states a reasonable estimate for the annual cost to administer Chapter 8, including potential arbitrations; and
5. There are 382 mobilehome park spaces subject to rent control in the City of Ukiah, with the final annual per space cost being determined each year based on occupied non-long-term leased spaces; and
6. Under UCC Section 2715, the owner who pays these fees may pass through to the tenant of the space 50 percent of the fees assessed for the space; and
7. Under UCC 2715, the resolution establishing the fee must specify the date by which the fee is due, but the fee may be paid by the park owners in quarterly installments; and
8. There are six City of Ukiah mobilehome parks that are subject to the Rent Stabilization Ordinance, including Circle Trailer Court (60 units), Manor Home Mobile Estates (137 units), Shady Grove Mobile Home Park (4 units subject to rent control), Modern Mobile Home Park (26 units), Harold's Square Mobile Home Park (59 units), and Rancho Del Ray Mobile Home Park (96 units).

NOW, THEREFORE, BE IT RESOLVED that:

1. The City Council of the City of Ukiah approves an annual administration fee an amount equally divided between billable spaces subject to rent control to be paid by the City's six mobilehome parks.
2. The fee is due on July 30 of each year, but may be paid in quarterly installments on July 30, October 30, January 30, and April 30.
3. The City Council shall review the administration costs, including the cost of any arbitrations, on an annual basis, during budget preparation as part of the annual fee review

in May and June, and make any adjustments so that the fee does not exceed the cost to administer Chapter 8.

4. This resolution supersedes resolution 2022-33.

PASSED AND ADOPTED at a regular meeting of the City Council held on May 17, 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mari Rodin, Mayor

ATTEST:

Kristine Lawler, City Clerk

Estimated Administrative Costs:**TOTAL - \$1,456 (Using the higher rate of the two invoicing rates below)**

MHP = Mobile Home Park

Estimated Attorney Fees for Various Matters Pertaining to Mobilehome Parks: \$1,400*(Note: only the actual expenses would be billed to the account)***Estimated Arbitration Costs:****TOTAL - \$15,500**

The Northern California rates charged for arbitrations conduct by ADR Service, Inc., an alternate dispute resolution service that has rates in the middle between JAMS at the high end and lone arbitrators at the low end.

An arbitration through ADR includes a \$500 administrative fee, plus the hourly or daily rate charged by the arbitrator and the fees charged by ADR. ADR arbitrators are retired judges or attorneys. The hourly rates vary from \$500 at the low end to \$2,000 at the high end. The average hourly rate is \$1,250.

Assuming an arbitration hearing takes one 8-hour day and the arbitrator takes 4 hours to prepare a written decision, 12 hours @ \$1,250 = \$15,000 + \$500 (admin fee; assuming only two parties) for a total of \$15,500.

Educational Outreach Costs: \$427

- Draft Letter to Residents
- Print, fold, label, and stuff envelopes
- Postage to send educational outreach letters

If MHP owners are invoiced: \$1,029 + postage

Includes:

- Review CPI and write annual letter to MHP owners regarding the CPI.
- Review MHP rent increase letters per Ordinance 1126, Section 2703(H)
- Staff Report to Council
- Send Letters to MHP owners requesting number of billable spaces
- Prep invoices
- Receive and process payments

Total divided by 382* spaces = \$2.69 per space.**If MHP owners are *not* invoiced: \$373**

Includes:

- Review CPI and write annual letter to MHP owners regarding the CPI.
- Review MHP rent increase letters per Ordinance 1126, Section 2703(H)
- Staff Report to Council
- Send post-Council decision to waive fee letters to MHP owners

Total divided by 382* spaces = .98 cents per space (*rounded*).

***Note** – *This is the number of spaces calculated in Ordinance 1126, however, the actual number of billable spaces is determined each year depending on the number of occupied spaces by non-long-term leases.*

TOTAL REASONABLE ESTIMATE FOR THE ANNUAL COST TO ADMINISTER CHAPTER 8, INCLUDING POTENTIAL ARBITRATIONS IS \$18,356.



AGENDA SUMMARY REPORT

SUBJECT: Approval of the Sole Source Lease of 14 Safety Cameras from Flock Safety Group in the Amount of \$35,000.00 per Year for Five Years.

DEPARTMENT: Police

PREPARED BY: Cedric Crook, Police Chief

PRESENTER: Cedric Crook, Chief of Police

ATTACHMENTS:

1. Flock Quote
2. ALPR Policy

Summary: Council will consider approving the lease of 14 safety cameras from Flock Safety Group in the amount of \$35,000.00 for five years.

Background: Staff is continually improving the efficiency and success of our services through increased professionalism, teamwork and innovation with the overall commitment to work in partnership with the community to promote public safety and crime prevention. In line with current public safety approaches, the City of Ukiah has been looking into technological solutions to improve and modernize policing for our community. Private and public safety camera systems have been identified as an important tool for preventing and solving crimes.

Seven in ten crimes are committed with a vehicle. For a number of years, Automated License Plate Reader (ALPR) technology has been used by police agencies to locate stolen vehicles and solve other crimes where an automobile has been used. The main goal of the technology is to assist officers in identifying suspects involved in crimes in the community. With limited information provided to officers on scene by witnesses and victims, this tool can be utilized to identify offenders as they approach or leave the scene of the crime. This technology also alerts police officers to vehicles that are reported stolen, are tied to an Amber Alert (missing or kidnapped child), or a wanted person system.

This technology has continued to evolve and become less cost-prohibitive. Traditional ALPR systems included expensive fixed camera locations or mobile devices mounted in patrol cars. However, Staff has identified the Flock Safety Group and their camera solution as a much more cost-effective and appropriate platform for the City. Flock Safety is a public operating system that helps over 1,200 cities in 40 states reduce crime.

Unlike traditional license plate readers, Flock Safety cameras use unique Vehicle Fingerprint™ technology which accelerates investigations by allowing public safety to filter their search based on the vehicle's specific characteristics, such as a bumper sticker. Flock Safety cameras capture the make, model, state, color, aesthetics, and license plate (full, partial, or missing) of any car that passes by the cameras. This is key in producing an investigative lead for law enforcement when limited information is available from witnesses and private security footage. Flock cameras have helped clear thousands of crimes across the country.

For approximately the last year, Staff has leased 14 Flock Safety cameras. The cameras are placed at various locations within the city. The one-year lease is near to expire. The cameras have assisted Staff in recovering numerous stolen vehicles, an arson suspect, numerous theft suspects, as well as a suspect wanted from out of the area for attempted murder.

Discussion: Other agencies in region are also successfully utilizing the Flock Safety cameras, including the City of Clearlake, the County of Lake, and the Lake County Sheriff's Office. In addition to this, Staff is aware that there are over 35 other law enforcement agencies in Northern California using Flock, creating an expansive network of shared information to help reduce and prevent crime.

The Flock Safety solution is an all-inclusive solution for deploying ALPR cameras. Flock Safety is the sole manufacturer of the Flock Safety Camera. Flock Safety Group is also the sole provider of the comprehensive monitoring, processing and machine vision services, which integrate with the Flock Safety Camera.

Most notably, Flock is the only manufacturer and service provider that leases ALPR services, and does not require the purchase of the equipment. Their technology is also different because it captures more than just license plates and can identify vehicle types and identifiers such as a bumper sticker.

Key benefits of Flock are that they charge an annual lease rate per camera (\$2,500), which covers the repair and maintenance (software updates) of leased cameras. There is a one-time setup cost of \$250 per camera, which covers any necessary infrastructure, such as a mounting platform/pole, and a solar power option to make the camera operational. The one-time setup cost was paid for last year and the cost would not be incurred again unless they are moved. Also included in the annual lease is Criminal Justice Information Services (CJIS) compliant cloud-based hosting, unlimited user licenses, ongoing software enhancements, camera setup, mounting, shipping and a cellular connection. The Flock lease program prevents the City from being burdened with maintaining costly equipment which could require replacement and/or updating.

What the Flock safety camera system does not do is share data with other sources, unless specifically authorized. It does not use any facial recognition software, and it's not used for immigration enforcement or traffic enforcement. The camera system does not have any live video and there are safeguards in place for data encryption and auditing of system usage. All safety camera data is maintained by Flock and purged after 30 days. The Department maintains an updated public transparency portal related to the use of the system: <https://transparency.flocksafety.com/ukiah-pd-ca>.

Staff believes that continuing the lease of this system will continue to increase the City's ability to reduce crime and improve safety in the community. The Flock solution focuses on the ingress points to the city, providing officers with alerts for circumstances such as stolen vehicles, or vehicles known to be associated with criminal activity when entering the city. This information being provided to officers in real time allows officers to investigate these vehicles, likely preventing further crimes. Persons committing these acts often move about the city in vehicles, and there are often limited witnesses and partial vehicle descriptions. The placement of safety cameras assists staff in both deterring various crimes and identifying those who commit them.

Staff recommends renewing the lease contract for the 14 Flock ALPR cameras for five years, which would allow Staff to lock in the current price for five years prior to anticipated price increases. The attached contract (See Attachment #1) has a start date of July 1, 2023. This would result in a yearly cost of \$35,000 for five years. The first year of this requested contract renewal is programmed in next year's budget, and will be subsequently requested in future fiscal years for the life of this agreement, if approved. In addition to the aforementioned safeguards, for a number of years, the Department has maintained an ALPR Policy (See Attachment #2). Staff continues to review and evaluate its usage for compliance with our policy and or make any necessary changes. Note, the Department is currently evaluating possible expansion of the system and any recommendations will be made/considered during the Fiscal Year 23/24 budgetary process.

Recommended Action: Approve the sole source lease of 14 safety cameras from Flock Safety Group in the amount of \$35,000.00 per year for five years.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 10020210.54500: \$35,000 (Requested for FY 23/24.)

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: General Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 2122-160

COORDINATED WITH: Mary Horger, Financial Services Manager

DIVERSITY-EQUITY INITIATIVES (DEI):

CLIMATE INITIATIVES (CI): 6c – Ensure that climate responsibility is integrated throughout the City's departments and operations.

GENERAL PLAN ELEMENTS (GP): GP-A6 - Safety Element

Approved: 
Sage Sangiacomo, City Manager

Flock Safety + CA - Ukiah PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Graham Carter
graham.carter@flocksafety.com
5039694856

Created Date: 05/05/2023
Expiration Date: 05/20/2023
Quote Number: Q-31675
PO Number:



Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 300 Seminary Ave. Ukiah, California 95482

Ship To: 300 Seminary Avenue Ukiah, California 95482

Billing Company Name: CA - Ukiah PD
Billing Contact Name:
Billing Email Address:
Billing Phone:

Subscription Term: 60 Months
Payment Terms: Net 30
Retention Period: 30 Days
Billing Frequency: Annual Plan - First Year Invoiced at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$35,000.00
Flock Safety Flock OS			
FlockOS TM	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon [®]	Included	14	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			

Subtotal Year 1:	\$35,000.00
Annual Recurring Subtotal:	\$35,000.00
Discounts:	\$35,000.00
Estimated Tax:	\$0.00
Contract Total:	\$175,000.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$35,000.00
Annual Recurring after Year 1	\$35,000.00
Contract Total	\$175,000.00

*Tax not included

Discounts Applied	Amount (USD)
Flock Safety Platform	\$35,000.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$0.00

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

Automated License Plate Readers (ALPRs)

470.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

470.2 POLICY

The policy of the Ukiah Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

470.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Ukiah Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Administrative Services Division Commander. The Administrative Services Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

470.3.1 ALPR ADMINISTRATOR

The Administrative Services Division Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

Ukiah Police Department

Ukiah PD Policy Manual

Ukiah PD Policy Manual

Automated License Plate Readers (ALPRs)

470.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

470.5 DATA COLLECTION AND RETENTION

The Administrative Services Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6) and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

470.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Ukiah Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).

Ukiah Police Department

Ukiah PD Policy Manual

Ukiah PD Policy Manual

Automated License Plate Readers (ALPRs)

- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (c) ALPR system audits should be conducted on a regular basis.

For security or data breaches, see the Records Release and Maintenance Policy.

470.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Administrative Services Division Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

470.8 TRAINING

The Training Manager should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).



AGENDA SUMMARY REPORT

SUBJECT: Report a Purchase with Periscope Holdings for Procurement Services, and Approve Corresponding Budget Amendment.

DEPARTMENT: Finance

PREPARED BY: Mary Horger, Financial Services Manager

PRESENTER: Mary Horger, Financial Services Manager

ATTACHMENTS:

1. PO 48202-03 - Periscope Holdings

Summary: The City Council will receive a report on the purchase of procurement services from Periscope Holdings, consider approving the continued use of their services, and consider approve a corresponding budget amendment.

Background: In May of 2022, a vacant Buyer II position was filled for the Purchasing Division of the Finance Department. In September of the same year, the employee was put on early medical leave with an uncertain return date. Since that time, the employee has permanently vacated the Buyer II position.

Discussion: Due to the unanticipated vacancy of the Buyer II position, the current workloads of the remaining staff, and the unlikelihood of filling the vacancy in a very short amount of time, the Purchasing Division sought assistance from Periscope Holdings to backfill the position. Periscope Holdings is a company that manages and licenses the National Institute for Government Purchasing's NIGP/Services Code and NIGP Consulting program. Their consultants are all certified professionals, who have an average of 18 years of experience. The consulting services are performed 100% remotely.

Purchase Order (PO) 48202 was issued in October 2022. Please see Attachment 1 for the most current version of the PO. The City has spent \$58,520 so far on these services up until the end of March. Another \$36k is anticipated for the remaining months of the current fiscal year. \$39,953 is available from salary savings due to the vacancy, but a budget amendment will be necessary for the balance of this fiscal year.

As the Department continues to strategize the filling of this position, Staff is requesting that Council approve the continued use of Periscope's services as the need presents itself, and as the budget allows.

Recommended Action: Receive report, approve the continued use of Periscope Holdings for procurement services as needed, and approve corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 20413500.52100: \$21,460

PROPOSED BUDGET AMOUNT: 20413500.52100: \$76,027

FINANCING SOURCE: Cost allocation.

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 48202

COORDINATED WITH: Dan Buffalo, Finance Director and Sheri Mannion, HR and Risk Management Director

DIVERSITY-EQUITY INITIATIVES (DEI):

CLIMATE INITIATIVES (CI):

GENERAL PLAN ELEMENTS (GP):

Approved: 
Sage Sangiacomo, City Manager



Purchase Order

Fiscal Year 2023

Page 1 of 1

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

Purchase Order #

48202-03

Delivery must be made within doors of specified destination.

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

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PERISCOPE HOLDINGS INC
5000 PLAZA ON THE LAKE STE 100
AUSTIN TX 78746

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CITY OF UKIAH - CIVIC CENTER
300 SEMINARY AVENUE
UKIAH CA 95482

Vendor Phone Number		Vendor Fax Number		Buyer		Date Ordered	Date Required
				Mary Horger		10/20/2022	
Delivery Reference			Freight Method/Terms		Department/Location		Sales Tax Rate
			N30		PURCHASING		0.000
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price		
1	STAFF AUGMENTATION SERVICES FOR PURCHASING DIVISION OF THE FINANCE DEPARTMENT SERVICES EXTENDED TO 12/31/2023 REF REQ E39182 AS PER PROPOSAL DATED 10/6/22 PROPOSAL IS BASED UPON THE TXSHARE COOPERATIVE MASTER SERVICE AGREEMENT #2021-083 - PUBLIC SECTOR PROCURMENT CONSULTING SERVICES. INITIAL TERM ENDS DECEMBER 30, 2022. CITY HAS AN OPTION TO EXTEND THE TERM WITHIN 30 DAYS NOTICE TO VENDOR. THE CITY'S PURCHASE OF THE SERVICES UNDER THIS PURCHASE ORDER IS MADE IN RELIANCE UPON AND SUBJECT TO THE PAYEE'S AGREEMENT TO PROVIDE GENERAL LIABILITY, PROFESSIONAL LIABILITY, AND WORKERS COMPENSATION FOR EMPLOYERS LIABILITY INSURANCE IN ACCORDANCE WITH THE PROVISIONS CONTAINED IN ATTACHMENT A, WITH AUTO LIABILITY BEING EXCLUDED. PAYEE MUST DEMONSTRATE COMPLIANCE WITH THESE REQUIREMENTS TO CITY'S SATISFACTION PRIOR TO PROVIDING THE SERVICES PURCHASED UNDER THIS PURCHASE ORDER. ACKNOWLEDGED AND ACCEPTED BY: DATE: _____ PRINT NAME: _____ TITLE: _____ MH 12/7/2022: CO1 - EXTENDING THE DATE OF ENGAGEMENT TO JANUARY 31, 2023. MH 2/14/2023: CO2 - EXTENDING THE DATE OF ENGAGEMENT TO MARCH 31, 2023. MH 5/8/2023: ADDED FUNDS TO ACCOMODATE INVOICING UP TO 3/31/23.	418.0	HOUR	\$140.000	\$58,520.00		

By

Purchasing Supervisor

VENDOR COPY

PO Total

\$58,520.00

Page 72 of 219



Purchase Order

Fiscal Year 2023

Page 2 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.Purchase
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48202-03

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ATTN: ACCOUNTS PAYABLE
300 SEMINARY AVENUE
UKIAH, CA 95482V
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5000 PLAZA ON THE LAKE STE 100
AUSTIN TX 78746S
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300 SEMINARY AVENUE
UKIAH CA 95482

Vendor Phone Number	Vendor Fax Number	Buyer		Date Ordered	Date Required
		Mary Horger		10/20/2022	
Delivery Reference	Freight Method/Terms	Department/Location			Sales Tax Rate
	N30	PURCHASING			0.000
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price
CHANGE ORDER					

By

Purchasing Supervisor

VENDOR COPY

PO Total

\$58,520.00

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1. **GENERALLY.** These Terms and Conditions of Sale ("Terms and Conditions") apply to all purchases by City of Ukiah. (Referred to as "Buyer"). The supplier of goods and services under this transaction is herein referred to as "Seller". The goods or service purchased are referred to as the "Purchase."

2. **TERMS EXCLUSIVE.** Buyer will order the goods or services described herein only upon the terms and conditions contained herein. Seller's acceptance of this order shall occur either through commencement of performance under this order or acknowledgment of this order. By accepting this order, Seller waives all terms and conditions contained in its quotation, acknowledgment, invoice or other documents which are different from or additional to those contained herein and all such different or additional terms and conditions shall be null and void. **SELLER MAY NOT CHANGE MATERIAL OF MANUFACTURE, SOURCES OF SUPPLY, MANUFACTURING PROCESS OR LOCATION WITHOUT THE PRIOR WRITTEN CONSENT OF BUYER.**

3. **INSPECTION.** All goods shall be received subject to Buyer's inspection and rejection. Defective goods and goods otherwise not conforming to this order shall be held for Seller's instruction and at Seller's risk, and if Seller so directs, shall be returned at Seller's expense. No defective goods shall be replaced without a new purchase order. Payment by Buyer shall not be construed as an acceptance of goods. Buyer may return to Seller any non-defective, excess goods within thirty (30) days of receiving them.

4. **CHANGES.** City may make changes within the general scope of this order in drawings and specifications for specially manufactured supplies, place of delivery, method of shipment or packing of the order by giving notice to Seller and subsequently confirming such changes in writing. If such changes affect the cost of or the time required for performance of this order, an equitable adjustment in the price or delivery or both must be made. No change by Seller is allowed without City's written approval. Any claim by Seller for an adjustment under this section must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change unless City waives this condition in writing. Nothing in this section excuses Seller from proceeding with performance of the order as changed.

5. **TERMINATION.** City may terminate this order at any time, either verbally or in writing, with or without cause. Should termination occur, City will pay Seller as full performance until such termination the unit or pro rata order price for the performed and accepted portion of the Purchase. City may provide written notice of termination for Seller's default if Seller refuses or fails to comply with this order. If Seller does not cure such failure within a reasonable time period, or fails to perform the Purchase within the time specified (or allowed by extension), Seller will be liable to City for any excess costs incurred by City.

6. **TIME EXTENSION.** Time is of the essence City may extend the time for completion if, in City's sole determination, Seller was delayed because of causes beyond Seller's control and without Seller's fault or negligence. In the event delay was caused by City, Seller's sole remedy is limited to recovering money actually and necessarily expended by Seller because of the delay; there is no right to recover anticipated profit.

7. **REMEDIES CUMULATIVE.** City's rights and remedies under this order are not exclusive and are in addition to any rights and remedies provided by law.

8. **TITLE.** Title to materials and supplies purchased under this order pass directly from Seller to City upon City's written acceptance following an actual inspection and City's opportunity to reject.

9. **PAYMENT.** City will pay Seller after receiving acceptable invoices for materials and supplies delivered and accepted or services rendered and accepted. City will not pay cartage, shipping, packaging or boxing expenses unless specified in this order.

10. **INDEMNIFICATION.** Seller agrees to indemnify and hold harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of the Purchase or the order, or their performance. Should City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the Purchase or order, or their performance, Seller will defend City (at City's request and with counsel satisfactory to City) and indemnify City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "City" includes City's officers, elected officials, and employees. This paragraph 9 will survive termination of this order. The requirements as to the types and limits of insurance coverage to be maintained by Seller, and any approval of such insurance by City, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by Seller pursuant to this order, including, without limitation, to the provisions concerning indemnification.

11. **WARRANTY.** Seller agrees that the Purchase is covered by the most favorable commercial warranties the Seller gives to any customer for the same or substantially similar supplies or services, or such other more favorable warranties as is specified in this order. Warranties will be effective notwithstanding any inspection or acceptance of the Purchase by City.

12. **ASSIGNMENT.** City may assign this order. Except as to any payment due under this order, Seller may not assign or subcontract the order without City's written approval. Should City give consent, it will not relieve Seller from any obligations under this order and any transferee or subcontractor will be considered Seller's agent.

13. **INSURANCE.** Seller must provide the insurance indicated on the face sheet of this order.

14. **PERMITS.** Seller must procure all necessary permits and licenses, and abide by all federal, state, and local laws, for performing this order.

15. **INDEPENDENT CONTRACTOR.** City and Seller agree that Seller will act as an independent contractor and will have control of all work and the manner in which it is performed. Seller will be free to contract for similar service to be performed for other employers while under contract with City. Seller is not an agent or employee of City and is not entitled to participate in any pension plan, insurance, bonus or similar benefits City provides for its employees. Any provision in this order that may appear to give City the right to direct Seller as to the details of doing the work or to exercise a measure of control over the work means the Seller will follow the direction of the City as to end results of the work only.

16. **WAIVER.** City's review or acceptance of, or payment for, work product prepared by Seller under this order will not be construed to operate as a waiver of any rights City may have under this Agreement or of any cause of action arising from Seller's performance. A waiver by City of any breach of any term, covenant, or condition contained in this order will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this order, whether of the same or different character.

17. **INTERPRETATION.** This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Mendocino County.



AGENDA SUMMARY REPORT

SUBJECT: Approval of Contract Amendment Nine (9) with Carollo Engineers for the Design Efforts of the Recycled Water Project Phase 4, in the Amount of \$143,679.50 for Design Revisions and Authorization of Task 7, and Approval of Corresponding Budget Amendment.

DEPARTMENT: Public Works

PREPARED BY: Seth Strader, Administrative Analyst

PRESENTER: Tim Ericksen, Director of Public Works/City Engineer.

ATTACHMENTS:

1. Scope of Work and Cost Summary
2. Previous Staff Report and Scope of Work

Summary: City Council will consider approval of a contract amendment with Carollo Engineers for the design efforts of the Recycled Water Project Phase 4 in the amount of \$143,679.50, and authorize Task 7, and approve corresponding budget amendment.

Background: City Council previously approved Carollo Engineers to begin work on Task Orders 1-6 for the Recycled Water Project. These tasks included work like project management, funding, preliminary design, permitting and easement, field investigation services, hydraulics, etc. Tasks 1-6 were included in contract Amendment 8 which added funds to the agreement to complete this work. Tasks 7-9 were to begin once construction of the project began and with the Council's authorization.

Discussion: After the design package was submitted to the City of Ukiah, Staff decided it was needed to modify the Recycled Water pipeline route to avoid delays associated with the permitting and design of a pedestrian bridge and pipeline through school property. These delays would impact the design timeline, which could potentially lead to further delays which could lead to the risk of missing certain grant deadlines.

The additional contracted services included in this change order are for additional Geotech boring, pipeline design, easement documents and pipeline realignment. See Attachment 1 for Scope of Work and Cost Summary.

Staff is also requesting that the Council authorize Carollo to begin work on Task 7, Bid Support, as the project is currently out for bid with a pre-bid meeting taking place later this month where interested contractors are able to walk the work sites and ask questions. See Attachment 2 for previous Staff Report, Amendment, and Scope of Work for these items. These funds were already approved and encumbered and no additional funds are being added. This information is just to inform Council and authorize work. Reimbursement of these costs is anticipated to be provided through the \$53.7 million grant awarded to the City for this project by the California State Water Resources Control Board.

As part of the coordinated community outreach efforts for this project, a dedicated webpage has been developed and will continue to be updated as the construction progresses: www.UkiahRecycledWater.com

Recommended Action: Approve contract amendment with Carollo Engineers for the design efforts of the Recycled Water Project Phase 4, in the amount of \$143,679.50 for design revisions, and authorize Task 7, and approve corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: YES

CURRENT BUDGET AMOUNT: 83027330.80230.18052: \$0

PROPOSED BUDGET AMOUNT: 83027330.80230.18052: \$143,679.50

FINANCING SOURCE: Water Fund Reserves

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 1314231

COORDINATED WITH: Tim Eriksen, Director of Public Works and Jason Benson, Senior Engineer

DIVERSITY-EQUITY INITIATIVES (DEI):

CLIMATE INITIATIVES (CI): 7a – Expand sustainable water practices.

GENERAL PLAN ELEMENTS (GP):

GP-A4 - Public Facilities, Services, and Infrastructure Element

Approved: 
Sage Sangiacomo, City Manager

CITY OF UKIAH
RECYCLED WATER PROJECT – PHASE 4 DESIGN, ESDC, and CM

CHANGE ORDER 3

May 9, 2023

After the Phase-4 90% design package for the Wastewater Treatment Plant (WWTP) was submitted, the City of Ukiah (City) decided to modify the Phase-4 Recycled Water Pipeline. The change was made to avoid delays associated with the permitting of a pipe/pedestrian bridge on school property. The new alignment adds approximately 1,000 LF of pipe and reroutes the alignment through the golf course. The new bridge location in the golf course is too far from the original design location to utilize the original geotechnical report. The purpose of this Change Order (CO) is to increase the existing scope and budget to allow for the additional geotechnical investigations, bridge design validation, and realignment of the pipeline downstream of the original crossing. To expedite this design change and still make the City's aggressive schedule, Carollo has already completed most of this effort at the City's request. The fee estimate that was provided to the City during the 90% review meeting in January is still valid.

New project elements are as followed:

- Provide two additional geotechnical borings at each side of the new bridge abutment location to a depth of 50 to 75 feet.
- Provide foundation recommendation for the bridge foundation elements at the new location.
- Redesign the foundation if the original structure is not sufficient.
- Realign the pipeline through the golf course and recut all drawings and stationing downstream of the change.
- Redo easement documents through the school property to account for the new alignment.

A detailed estimate for work to be authorized under this CO is provided as Exhibit A.

Assumptions:

- Geotech will begin upon notice to proceed (NTP).
- To save time, with the approval of the City, Carollo has already completed the 100% design package, including the new pipeline location. The final stamped bridge design will be provided as a design change during construction after the geotechnical investigation is complete.
- Carollo had previously provided a budgetary estimate for ESDC and CM support. The City and Carollo will modify the fee/scope for construction and bid support tasks for the next council meeting.

Exhibit A - (May 09 2023) City of Ukiah Recycled Water Project - Phase 4 CO 3 For Approval																												
Task Task Description		Carollo Labor																Subconsultant				Other Direct Costs (ODC)						Total Cost
																						Subconsultants Fee		PECE	ODC	Mileage		
		Includes 10% Markup			Trips	Amount																						
		\$311	\$260	\$285	\$275	\$275	\$275	\$190	\$200	\$311	\$125	\$255	\$235	\$205	\$220	\$125	Hours	Cost	Munselle Survey	Crawford Geotech	Alpine Summit Cost Estimate	JDH CP	\$33,000	\$6,240		1	\$150	
6.0 Final Design		20	40	0	40	0	0	80	270	20	10	0	0	0	0	480	\$104,290		30000			\$33,000	\$6,240		1	\$150	\$39,390	\$143,680
6.1 60%, 90%, & 100% Distribution Design Documentation (Pipe, Mech, Struc)		20	40	0	40	0	0	80	270	20	10	0	0	0	0	480	\$104,290		30000			\$33,000	\$6,240		1	\$150	\$39,390	\$143,680
Task 6.0 Totals =		20	40	0	40	0	0	80	270	20	10	0	0	0	0	480	\$104,290					\$33,000	\$6,240				Task 6.0 Totals =	\$143,680
Project Totals =		20	40	0	40	0	0	80	270	20	10	0	0	0	0	480	\$104,290	\$0	\$30,000	\$0	\$0	\$33,000	\$6,240	\$0	1	\$150	\$39,390	\$143,679.50

Agenda Item No: 12.d.

MEETING DATE/TIME: 1/19/2022

ITEM NO: 2022-1219



AGENDA SUMMARY REPORT

SUBJECT: Approve Contract Amendment Eight with Carollo Engineers for the Design Efforts of the Recycled Water Phase 4 Project in the amount of \$4,600,773 and approval of corresponding budget amendment.

DEPARTMENT: Public Works

PREPARED BY: Jason Benson, Senior Civil Engineer

Tim Eriksen, Director of Public Works/City

PRESENTER: Engineer

ATTACHMENTS:

1. Recycled Water Ph4 CO2 WWTP_12JAN2022

Summary: The City Council will consider giving approval of a contract amendment with Carollo Engineers for the design efforts of the Recycled Water Phase 4 project in the amount of \$4,600,773 and approval of corresponding budget amendment.

Background: The City Council approved contract amendments and the budget required for Carollo Engineers to continue with Recycled Water Phase 4 Design on November 7, 2018. The items issued in the Scope of Work to perform are Tasks 1-9: Project Management, Funding, Preliminary Design, Permitting and Easement, Field Investigation Services and Hydraulics, Bid Support, Engineering Services during Construction (ESDC), and Construction Management. This work is to be completed with the issued budget of \$2,627,484.75.

Two amendments, numbers 5 and 6, have been issued to the Carollo Contract 1314-231 for Phase 4 design work. Amendment 5 for Tasks 1-3: Project Management, Funding, Preliminary Design; and, Amendment 6 for Task 5: Field Investigation Services and Hydraulics. These amendments were approved 1/16/2019 and 5/3/2019, respectively. The four prior amendments approved for this contract work were for: additional geotechnical and environmental work, Recycled Water Phase 3 design, Chlorine Contact Basin (CCB) design, and additional CCB and Recycled Water Phase 3 design.

Amendment 7 was issued to the Carollo Contract 1314-231 for Phase 4 design work under Tasks 1-6: Project Management, Funding, Preliminary Design, Permitting and Easement, Field Investigation Services and Hydraulics, and Final Design. Amendment 7 was approved by City Council on 9/16/2020.

The 30% Design drawings and the Preliminary Design Report (PDR) were completed and submitted to the City in August 2019. This information was used by Carollo to submit an application for the State Revolving Fund (SRF) funding and coordination with the State.

The 60% Design drawings were completed and submitted to the City, and the City reviewed and provided comment in September 2021. The 90% Design drawings were completed and submitted to the City, and the City reviewed and provided comment in January 2022. During project design meetings between City Staff and Carollo Engineers, it was tentatively agreed to have the design complete, shovel ready, and ready for the bidding process, pending project funding sources, in Spring 2022.

Discussion: City Staff met with Carollo Engineers and California State Water Resources Control Board (CSWRCB) Staff in early November 2021. The topic of this meeting was to discuss the potential for a Prop. 68

and Infrastructure Grant to fully pay for the overall construction of the project, and would equate to approximately \$25M. This would include design cost to date expended by the City, and may include City Staff cost during construction. The City directed Carollo Engineers to provide a change order for all scope changes and future engineering efforts (Attachment 1), per CSWRCB discussion. Carollo Engineers has worked diligently to provide the scope changes. The City is only engaging in the changes that will be covered by the new grant.

On the water side of the Wastewater Treatment Plan (WWTP) process, recycled water is the final product from the Advanced Waste Treatment (AWT) and the Chlorine Contact Basin (CCB). Once treated water leaves the CCB, water is discharged to the Recycled Water ponds south of the WWTP. In order to have sufficient recycled water supply for all customers, an additional storage facility for secondary water is needed at the WWTP. The current process at the WWTP requires a lag time between process equipment to operate efficiently, and will remove using the percolation ponds for temporary storage. This will eliminate water loss to the environment and remove extra work time and cost by the WWTP crew to operate and maintain equipment. A new pond and pump station will provide storage of the secondary water before entering the process into the AWTs.

The overall recycled water pipeline layout, the associated tank and pump station located at the Water Treatment Plant (WTP), and the appurtenances of it does not require design revisions since the last submittal of deliverables (December 2021).

Carollo Engineers has prepared a revised Scope of Work and the necessary actions to perform Task 1-9. This includes a cost Change Order for the additional work for Task 1-6 and to include Task 7-9. The added cost is for a revision to the project design and the documents associated with this process (Task 1-6), and will incorporate the design changes for a new pond and pump station at the WWTP. Other added cost is for Task 7-9: Bid Support, Engineering Services during Construction (ESDC), Construction Management. Task 7-9 will be initiated through Task Orders to Carollo and approved for cost expenditure only when the project construction phases begin. Carollo Engineers has prepared a contract change order for a revised budget for the remaining and modified Tasks for the revised total contract budget of \$6,471,103 (Attachment 1) for Phase 4. Carollo Engineers has prepared a contract change order for a revised budget for the remaining and modified Tasks to be completed at \$4,600,773 (Attachment 1). This will increase the total contract value for all Recycled Water project work performed by Carollo Engineers (Phases 1-4 and CCB) to \$10,644,367.

City Staff has discussed the grant options and procedures for applications with CSWRCB and Carollo Engineers. In order to get through the grant application and finalization process, Carollo Engineers will have to perform administrative and engineering design work before the CSWRCB provides the City with a definitive answer of the grant award to the City for construction and design cost of Phase 4. This will include geotechnical work, materials testing, site survey, production of design drawings, Engineer's Estimate for construction, and the preliminary report of findings. The estimated cost to the City for Carollo to get through the grant process is approximately fifty percent of the proposed amount for Task 1-6 in the amount of \$864,433. This will include preliminary design of the WWTP pond and pump station upgrades, and if the grant is not approved, this design will already be in place for needed operational and critical plant updates. If the grant *is* approved, these costs will likely be eligible for reimbursement. Past and future amendments provide a Task Order to Carollo Engineers which only allows them to proceed with the scope of work when authorized by the City. To date, through Amendment 7 (dated September 4, 2020), Carollo Engineers is completing work described under Task 1-6. If the grant is not awarded or the City does not wish to continue work with Carollo Engineers for Task 7-9, Amendments for this work will not be executed by the City.

Recommended Action: Approve contract amendment eight with Carollo Engineers for the design efforts of the Recycled Water Phase 4 project in the amount of \$4,600,773 and approval of corresponding budget amendment. .

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 83027330.80230.18052: \$0

PROPOSED BUDGET AMOUNT: 83027330.80230.18052: \$4,600,773

FINANCING SOURCE: Water Fund - 82000000.30007

PREVIOUS CONTRACT/PURCHASE ORDER NO.: Carollo Engineers - COU No. 1314-231

COORDINATED WITH: Tim Eriksen, Director of Public Works/City Engineer

Approved: 
Sage Sangiacomo, City Manager

CITY OF UKIAH
AMENDMENT NO. 8
TO AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
DATED FEBRUARY 25, 2022

TERMS AND CONDITIONS

All terms and conditions of the Agreement for Professional Consulting Services dated July 4, 2014 between Corolla Engineers ("Consultant") and the City of Ukiah ("City") shall remain in force and effect except as modified in amendments thereto, including this Amendment No. 8.

AUTHORIZATION

Upon execution of this amendment, Consultant is authorized to provide the service described under the Scope of Additional Work in Attachment 1 to this Amendment No. 8.

SCOPE OF ADDITIONAL WORK

Work authorized by this amendment shall include that work described in the Subject Letter dated November 1, 2018 and the Change Order 2 dated January 12, 2022, copies of which are attached hereto and incorporated herein by this reference as Attachment 2:

1. Task 1 – Project Management and Meetings
2. Task 2 – SRF Funding Applications and Coordination
3. Task 3 – Preliminary Design
4. Task 4 – Permitting & Easement
5. Task 5 – Field Investigative Services & Hydraulics
6. Task 6 – Final Design

Tasks 7-9 as listed and described in the Subject Letter in Attachment 2 will be authorized and performed only when grant funds for construction of Phase 4 are awarded to the City and construction begins.

COMPENSATION

Compensation for the performance of the additional work authorized by this Amendment No. 8 shall be made on a time and expense basis at Consultant's fees as listed in Attachment 3, not to exceed \$1,728,236 for a revised total contract amount for Phases 1-3 and Phase 4, Tasks 1-6 of \$7,771,200. If and when authorized to commence performance of Tasks 7-9, the not-to-exceed amount for Tasks 7-9 is \$2,872,537 for a revised total contract amount for Tasks 1-9 of \$10,643,737.

CAROLLO ENGINEERS

BY: 
PRINCIPAL

Anne E. Prudhel Brian W. Avon
PRINT NAME

February 25, 2022

DATE

CITY OF UKIAH

BY: 
SAGE SANGIACOMO
CITY MANAGER

Mar 1, 2022

DATE

CITY OF UKIAH
RECYCLED WATER PROJECT – PHASE 4 DESIGN, ESDC, and CM

CHANGE ORDER 2

January 12, 2022

After the Phase-4 30% design package was submitted, modifications to the alignment and design elements were recommended by the project team. A Change Order was submitted and approved to amend the original scope of work to include the new alignment and remove the design elements at the Wastewater Treatment Plant (WWTP). Funds for the additional design work were reallocated from Construction Management (CM) services.

Recent discussions with the state have indicated that Ukiah will likely receive full grant funding for the Phase-4 project. The City has requested that Carollo provide a design to turn the existing sludge pond at the WWTP into additional storage to be used for reclaimed water delivery, include the WWTP upgrades that were identified in the original Preliminary Design Report, and provide an updated budget for ESDC and CM.

New project elements are as followed:

- Define the full amount demo required for the existing sludge pond and any ground contamination.
- AWT Storage Ponds (ASP) will be upgraded by reconditioning the existing sludge lagoons, including sludge removal and installation of a liner, new drainage piping, and drain pump station. The existing digester overflow line that drains to the sludge lagoon will be relocated.
- A new pump station to convey flows from the pond to final treatment.
- New Geotech and Survey to support the pond and pump station.
- Upgrade existing package clarifier/filter Advanced Wastewater Treatment (AWT) units per the Westech budgetary proposal dated July 2019:
 - Install filter in-bed air scour.
 - Replace filter media.
 - Replace filter gravel support.
 - Retrofit waste gate assembly.
 - Replace analog backwash control level switch instrumentation with digital instrumentation.
 - Install new air scour blower pressure gauge and switch instrumentation.
 - Inspect steel clarifier/filter steel tank structure, repair and recoat. Modify structure to provide seismic anchorage
- Replace adsorption clarifier media of the package clarifier/filter AWT units.
- Replace the two existing backwash air blowers of the clarifier/filter AWT units and install a third new blower to provide air for the new filter in-bed air scour system.
- Replace the clarifier/filter AWT units effluent valves and install new filter air scour valves

on each unit.

- Replace pneumatic valve operators on the package clarifier/filter AWT units with electric operators to reduce maintenance and improve reliability.
- Replace AWT existing PLCs and program to incorporate upgrades outlined above.
- Replace one primary coagulant (ferric chloride) feed pump with smaller capacity pump to provide operational flexibility during times of low recycled water demand and reduce the production of excess chemical sludge in AWT system clarifiers.
- Install rapid mix pump and flash mix assembly in the contact clarifier influent pipe to improve ferric chloride coagulant mixing.
- Replace existing chlorine residual analyzer 3 (at the backwash pumping station) and chlorine residual analyzer 4 (at the dechlorination structure) with probe-type analyzers.
- Install motor-operated valve and replacement valve on existing 24-inch FE/RW diversion line west of the dechlorination structure and a motor-operated valve on 24-inch river discharge line. Revise AWT CCB discharge flow meter piping to maintain full pipe flow in the flow meter.
- Upgrade the Carousel Pump Station including adding a new pump to fill the AWT Storage Pond (ASP) and replacing the electrical equipment. Existing electrical service will be replaced with a new feeder from either the Generator or DAF building.
- Structure 89 will be upgraded with a level sensor to control the ASP drain pump station.
- Add additional time for Task 1 Project Management for the time extension and additional effort for the design change analysis.
- Reestablish Carollo's effort for construction management and adjust rates for a 2023 construction start.
- Continue to support the City to apply for Grant Funds through the SRF application process.

Table 1 provides a budget breakdown by task showing the revised estimated budgets. A detailed estimate for work to be authorized is provided as Exhibit A.

Table 1: Budget Adjustments			
Task	Existing Contract	Scope Delta	New Total
1.0 Project Management	\$227,526	\$133,021	\$360,547
2.0 SRF Funding Applications and Coordination	\$78,429	\$38,295	\$116,724
3.0 Preliminary Design	\$303,298	\$99,320	\$402,618
4.0 Permitting & Easement	\$74,726	\$16,296	\$91,022
5.0 Field Investigative Services & Hydraulics	\$520,274	\$213,864	\$734,138
6.0 Final Design	\$666,077	\$1,227,440	\$1,893,517
7.0 Bid Support	\$42,019	\$32,486	\$74,505
8.0 ESDC	\$261,895	\$347,412	\$609,307
9.0 CM	\$453,240	\$1,735,485	\$2,188,725
Total	\$2,627,484.75	\$3,843,618	\$6,471,102.75

Assumptions:

- Survey and geotech will begin upon notice to proceed (NTP). Survey, Geotech, and materials testing is provided as an allowance.
- The pond will be stabilized with soil mixing.
- The preliminary design report will be modified to show the new proposed work at the WWTP. The preliminary design will include one site drawing showing the footprint of the new pond.
- The new design at the WWTP will be a standalone drawing and spec package. However, Phase 4 will be bid as a single contract for construction.
- It is assumed record drawings are available for the WWTP and AWT for reference and use during design.

- The 50% design submittal will include a preliminary site plan for the WWTP and AWT improvements, including initial civil, demolition, structural, mechanical, electrical layouts, and P&IDs, a list of technical specifications, and a 50% construction estimate.
- Carollo will develop 50%, 90% and 100% design packages.
- It is anticipated that the WWTP design work will take approximately 130 drawings.
- Design for the WWTP improvements is anticipated to take approximately 12 months. The revised Project Management Task 1 will take the project through this design schedule. After design project management tasks will be handled under the CM budget.
- Carollo has provided a budgetary estimate to assist in providing information necessary for permit applications.
- Carollo has provided a budgetary estimate for ESDC and CM support. The City and Carollo will modify the fee/scope for construction and bid support tasks when a final construction schedule has been identified.
- CM budget is based upon a 24-month effort, rates shown are inclusive of anticipated travel and per diem, and construction office trailer to be provided by others.
- Rates will increase yearly beginning January 1, 2023 for Tasks 1 through 8 and January 1, 2024 for Task 9.

Exhibit A - (January 12 2022) City of Ukiah Recycled Water Project - Phase 4 CO 2 For Approval																													
Task Task Description		Carollo Labor																	Subconsultant				Other Direct Costs (ODC)					Total Cost	
																							Subconsultants Fee	PECE \$13.00	ODC	Mileage			ODC Total
		PIC/PM	PE	Proc	Struct	Elec	Permit	Eng	CAD	QC/QC	DP	PIC CM	CM	Inspector	EPIC Inspector	Field Clerk	Total	Labor	Includes 10% Markup	Trips	Amount								
1.0 Project Management and Meetings (15 months)		98	45	0	0	0	0	0	0	0	30	0	0	0	0	0	173	\$45,928					\$0	\$2,249		0	\$0	\$2,249	\$48,177
1.1 Project Management and Administration		54	92	20	20	20	10	46	20	20	0	0	0	0	0	0	302	\$79,124					\$0	\$3,926		12	\$1,794	\$5,720	\$84,844
1.2 Meetings																													
Task 1.0 Totals =		152	137	20	20	20	10	46	20	20	30	0	0	0	0	0	475	\$125,052										Task 1.0 Totals =	\$133,021
2.0 SRF Funding Applications and Coordination		90	0	0	0	0	0	45	0	0	0	0	0	0	0	0	135	\$36,540					\$0	\$1,755		0	\$0	\$1,755	\$38,295
2.2 Grant Funding Coordiantion																													
Task 2.0 Totals =		90	0	0	0	0	0	45	0	0	0	0	0	0	0	0	135	\$36,540										Task 2.0 Totals =	\$38,295
3.0 Preliminary Design		16	20	0	0	0	0	40	0	8	8	0	0	0	0	0	92	\$21,264					\$0	\$1,196		0	\$0	\$1,196	\$22,460
3.7 Develop Draft/Final PDR		20	20	0	8	20	0	40	40	0	0	0	0	0	0	0	148	\$34,720					\$0	\$1,924		1	\$150	\$2,074	\$36,794
3.9 30% Design (WWTP Improvements Layout Dwg)		16	30	0	0	36	0	60	0	8	8	0	0	0	0	0	158	\$37,564					\$0	\$2,054		3	\$449	\$2,503	\$40,067
3.10 Basis of Design (WWTP Pond Storage)																													
Task 3.0 Totals =		52	70	0	8	56	0	140	40	16	16	0	0	0	0	0	398	\$93,548										Task 3.0 Totals =	\$99,320
4.0 Permitting & Easement		8	8	0	0	0	40	0	0	0	0	0	0	0	0	0	56	\$15,568					\$0	\$728		0	\$0	\$728	\$16,296
4.2 Prepare Permit Applications																													
Task 4.0 Totals =		8	8	0	0	0	40	0	0	0	0	0	0	0	0	0	56	\$15,568										Task 4.0 Totals =	\$16,296
5.0 Field Investigative Services & Hydraulics		6	12	0	0	0	0	0	0	2	0	0	0	0	0	0	20	\$5,608	\$90,000				\$99,000	\$260		0	\$0	\$99,260	\$104,868
5.1 Topographic Survey		2	8	0	4	0	0	0	0	2	0	0	0	0	0	0	16	\$4,424		\$80,500			\$88,550	\$208		0	\$0	\$88,758	\$93,182
5.2 Geotechnical Investigations		8	4	0	0	0	0	8	0	1	0	0	0	0	0	0	21	\$5,359					\$0	\$273		1	\$150	\$423	\$5,782
5.3 Potholing		2	32	0	0	0	0	0	0	2	0	0	0	0	0	0	36	\$9,564					\$0	\$468		0	\$0	\$468	\$10,032
5.4 Surge Analysis																													
Task 5.0 Totals =		18	56	0	4	0	0	8	0	7	0	0	0	0	0	0	93	\$24,955										Task 5.0 Totals =	\$213,864
6.0 Final Design		16	32	16	20	85	0	8	8	0	0	0	0	0	0	0	185	\$49,851					\$66,000	\$2,405	\$500	6	\$897	\$69,802	\$119,653
6.5 50%, 90%, & 100% WWTP Improvements (Submittal Review Meetings)		160	834	506	200	428	0	465	1,530	120	154	0	0	0	0	0	4,397	\$1,034,430						\$57,161	\$3,000	6	\$897	\$61,058	\$1,095,488
6.6 50%, 90%, & 100% WWTP Improvements (Design)																													
Task 6.0 Totals =		176	866	522	220	513	0	473	1,538	120	154	0	0	0	0	0	4,582	\$1,084,281										Task 6.0 Totals =	\$1,227,440
7.0 Bid Support		8	8	0	0	0	0	0	0	0	0	8	0	0	0	0	24	\$6,448					\$0	\$281		1	\$150	\$430	\$6,878
7.1 Attend Pre Bid Meeting		4	30	8	8	8	0	8	36	0	2	0	0	0	0	0	104	\$24,818					\$0	\$1,221		0	\$0	\$1,221	\$26,040
7.2 RFI Review & Response & Addenda		4	16	0	16	16	0	36	80	2	8	0	0	0	0	0	178	\$38,511					\$0	\$2,077	\$1,000	0	\$0	\$3,077	\$41,587
7.3 Conformed Documentation																													
Task 7.0 Totals =		16	54	8	24	24	0	44	116	2	10	0	8	0	0	0	306	\$69,777										Task 7.0 Totals =	\$74,505
8.0 Engineering Services During Construction		4	8	0	0	0	0	0	0	0	0	0	0	0	0	0	12	\$3,324					\$0	\$140		0	\$0	\$140	\$3,464
8.1 Construction Contract Award		8	8	0	0	8	0	8	0	0	0	0	0	0	0	0	32	\$8,288					\$0	\$374		0	\$0	\$374	\$8,662
8.2 Pre-Construction Conference		48	96	40	8	24	0	48	0	0	0	0	0	0	0	0	264	\$69,208					\$0	\$3,089		18	\$2,691	\$5,780	\$74,988
8.3 Engineer's Site Observation		60	300	120	160	160	0	0	0	0	0	0	0	0	0	0	800	\$218,860					\$0	\$9,360		0	\$0	\$9,360	\$228,220
8.4 Submittals Review		5	60	20	20	20	0	0	10	0	0	0	0	0	0	0	135	\$35,855					\$0	\$1,580		0	\$0	\$1,580	\$37,435
8.5 Responses to Contractor's RFIs		2	16	8	8	8	8	0	32	0	0	0	0	0	0	0	82	\$20,062					\$0	\$959		0	\$0	\$959	\$21,021
8.6 Review and Preparation of Design Clarifications		16	24	20	0	0	0	100	600	16	40	0	0	0	0	0	816	\$165,892					\$0	\$9,547		0	\$0	\$9,547	\$175,439
8.7 Record Drawings		2	32	0	0	0	0	16	0	0	0	0	0	0	0	0	50	\$11,982					\$0	\$585		1	\$150	\$735	\$12,717
8.8 Substantial and Final Completion Assistance		8	32	0	0	32	0	0	0	0	0	0	0	0	0	0	72	\$19,608					\$0	\$842		2	\$299	\$1,141	\$20,749
8.9 Training and Commissioning		8	16	40	0	16	0	16	0	0	0	0	0	0	0	0	96	\$25,488					\$0	\$1,123		0	\$0	\$1,123	\$26,611
8.10 Operations and Maintenance Manuals																													
Task 8.0 Totals =		161	592	248	196	268	8	188	642	16	40	0	0	0	0	0	2,359	\$578,567										Task 8.0 Totals =	\$609,307
9.0 Construction Management		0	0	0	0	0	0	0	0	0	0	5	40	0	0	0	45	\$10,675					\$0	\$527	\$25,000	0	\$0	\$25,527	\$36,202
9.1 Preconstruction Services		0	0	0	0	0	0	0	0	0	0	204	4,080	4,080	612	0	8,976	\$1,981,860					\$0	\$105,019	\$7,806	0	\$0	\$112,825	\$2,094,685
9.2 Services During Construction		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	\$8,200					\$33,781	\$468		0	\$0	\$34,249	\$42,449
9.3 Material Testing		0	0	0	0	0	0	0	0	0	0	16	16	16	16	0	64	\$14,640					\$0	\$749		0	\$0	\$749	\$15,389
9.4 Startup and Testing																													
Task 9.0 Totals =		0	0	0	0	0	0	0	0	0	0	225	4,136	4,136	628	0	9,125	\$2,015,375										Task 9.0 Totals =	\$2,188,725
Project Totals =		673	1,783	798	472	881	58	944	2,356	181	250	225	4,144	4,136	628	0	17,529	\$4,043,663	\$90,000	\$111,210	\$60,000	\$10,000	\$298,331	\$212,549	\$38,306	53	\$7,924	\$557,109	\$4,600,772.23



AGENDA SUMMARY REPORT

SUBJECT: Authorize Amending the Budget to Create Expenditure Accounts for Special Fund 308.

DEPARTMENT: City Manager / Admin

PREPARED BY: Shannon Riley, Deputy City Manager

PRESENTER: Consent Calendar

ATTACHMENTS:

None

Summary: A new account was created for opioid settlement funds after the development of the FY 22-23 budget; therefore, no budget was created. This action will allow expenditures out of this fund.

Background: The City of Ukiah is currently receiving funds through two different settlement agreements related to the opioid epidemic; each of these has been approved by the City Council. However, this information was not known at the time of budget development for FY 22-23 and therefore, a budget for the expenditure of these funds was not established.

Discussion: Staff recommends a budget amendment to move funds into expenditure accounts in this budget, so that funds may be utilized for authorized activities, if needed, prior to the end of the fiscal year. This item will routinely be included in future budgets. For the current fiscal year, anticipated expenditures include HVAC work that needs to be completed at 280 E. Standley, which is a city-owned facility leased to New Life Clinic. New Life provides critical outpatient treatment of adults with opioid use disorder.

Recommended Action: Authorize amending the budget to create expenditure accounts (Special Fund 308) related to the Opioid Settlement Funds budget in the amount of \$50,000.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: \$0

PROPOSED BUDGET AMOUNT: \$50,000

FINANCING SOURCE: Fund 308: Opioid Settlement Funds

PREVIOUS CONTRACT/PURCHASE ORDER NO.: n/a

COORDINATED WITH: Mary Horger, Financial Services Manager

DIVERSITY-EQUITY INITIATIVES (DEI): n/a

CLIMATE INITIATIVES (CI): n/a

GENERAL PLAN ELEMENTS (GP):

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Adoption of Resolution Promoting an Idle-Free Ukiah.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Shannon Riley, Deputy City Manager

PRESENTER: Shannon Riley, Deputy City Manager and
Councilmember Susan Sher

ATTACHMENTS:

1. Resolution_Idle Free Ukiah_051723

Summary: The City Council will consider adopting a resolution promoting an idle-free Ukiah.

Background: In June, 2022, the Ukiah City Council adopted Resolution 2022-44 Endorsing the Declaration of a Climate Emergency and a Call to Action to Restore a Safe Climate, which includes climate-related initiatives in ten different categories. An item under the "Transportation" category committed to educating the public about the dangers of idling vehicles: *Utilize public service announcements and social media to discourage drivers from letting their engines run when their vehicles are not moving, which is hazardous to children's developing lungs, wastes gasoline and causes unnecessary GHG emissions.*

Discussion: Councilmember Sher has requested the Council's consideration of the attached resolution, which asks City Councilmembers, along with employees and residents of the City of Ukiah, to take an "Idle-Free Pledge," vowing to stop the practice of letting their vehicles idle.

In conjunction with this resolution and in accordance with Resoluition 2022-44, City Staff is developing a social media campaign on the same subject.

Recommended Action: Adopt resolution promoting an idle-free 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: Councilmember Susan Sher

DIVERSITY-EQUITY INITIATIVES (DEI): n/a

CLIMATE INITIATIVES (CI): 2e – Educate the public about the dangers of idling vehicles.

GENERAL PLAN ELEMENTS (GP): GP-A5 - Environment and Sustainability Element

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2023-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH PROMOTING AN IDLE-FREE UKIAH

WHEREAS, the Ukiah City Council Resolution 2022-44 Endorsing the Declaration of a Climate Emergency and a Call to Action to Restore a Safe Climate committed to ongoing education and active engagement of all City staff, members of committees and commissions, contractors, consultants, residents and independent community groups in alignment with the goals of mitigation and drawdown of greenhouse gas emissions; and

WHEREAS, Resolution 2022-44 also pledged to educate the public about the dangers of idling vehicles by utilizing public service announcements and social media to discourage drivers from letting their engines run when their vehicles are not moving, which is hazardous to children's developing lungs, wastes gasoline and causes unnecessary greenhouse gas emissions; and

WHEREAS, the United States Department of Energy estimates that idling in personal vehicles wastes about three billion gallons of fuel and generates about 15 million tons of carbon dioxide annually; and

WHEREAS, the United States Department of Energy states that eliminating the unnecessary idling of personal vehicles would be the same as taking five million vehicles off the roads; and

WHEREAS, the Bay Area Air Quality Management District has identified ozone from on-road transportation as a significant contributor to poor air quality in the summertime, with negative impacts on our health including aggravated asthma, coughing or difficult breathing, decreased lung function, cardiovascular problems, and chronic bronchitis; and.

WHEREAS, the Bay Area Air Quality Management District finds that individual drivers can save fuel and reduce their carbon footprint by up to 1,500 pounds of greenhouse gasses per year if they go "idle free"; and

WHEREAS, the California State Legislature has set clear climate objectives for the next decade, including a 40% reduction in 1990 level greenhouse gas emissions by 2030; 50% renewable energy; and reduce petroleum use by 45% by 2030.

NOW, THEREFORE, BE IT RESOLVED that the Ukiah City Council will take the "Idle Free Pledge", and encourages City of Ukiah employee and residents to also take the Idle Free Pledge:

PASSED AND ADOPTED this 17th day of May, 2023, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mari Rodin, Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Status Report of the Emergency Contract with West Coast Fire & Water for Fire Remediation Work at the Electric Utility Service Center at Hastings.

DEPARTMENT: Electric Utility

PREPARED BY: Mary Horger, Financial Services Manager

PRESENTER: Cindy Sauers, Electric Utility Director

ATTACHMENTS:

1. Pictures
2. West Coast Fire Water - Hastings Fire Remediation Work - 2223-177 - signed
3. Remediation Complete Pics

Summary: The Council will receive a status report of the emergency contract with West Coast Fire & Water for fire remediation work at the Electric Utility Service Center at Hasting, and will consider approving the work to continue under the emergency contract.

Background: The Ukiah City Council approved the purchase of 2.8 acres with a 15,800 sq. ft. building located at 1350 Hasting Rd (The Electric Service Center) to house the Electric Utility Department's operations. The Electric Service Center will centralize electric operations for Engineering, Construction and Technical Services. In addition, the Department intends to use the Electric Service Center for training, material warehousing and construction preparation.

On August 5, 2020, the City Council adopted the plans and specifications for the grading, fencing, roofing and electric equipment relocation. This work was completed on March 2, 2023.

On the morning of March 8, 2023, a fire broke out at the Electric Utility Department's Service Center located at 1350 Hastings Road. The source of the fire was the electrical failure of a bathroom ceiling fan. The Ukiah Valley Fire Authority responded to the incident, and was successful in putting the fire out. However, significant smoke and water damage occurred, as well as structural damage to the building. Please see Attachment 1 for pictures of the damage.

West Coast Fire and Water was contacted and was able to respond in a timely manner to assess the fire, smoke and water damage. They were able to secure the building and cover exposed areas to prevent additional water intrusion from the impending precipitation. The City Purchasing, Risk Management, and Electric Departments worked with McLarens, the Claims Adjuster for the City's self-insured liability Program through its membership in the California Intergovernmental Risk Authority (CIRA), and West Coast Water and Fire to develop a Scope of Work and Contract for the remediation of the fire, water, and smoke damage. Please see Attachment 2 for a copy of the agreement.

There are no expected costs to the City at the time, as the City opted to review all invoices and provide authority to McLarens to pay West Coast directly. The City, however, executed a contract with West Coast Fire and Water to complete the Scope of Work.

The initial cost estimate for this remediation was over \$200,000. The scope of work that is being performed under this contract falls under the definition of "public project", as it involves demolition and repair work

involving a publicly owned facility. The City Manager, under his authority, authorized proceeding with the work as an emergency, since the event was sudden and unexpected, and required immediate action for the protection of City (public) property. Due to structural issues, and immediate mold growth, time was of the essence, and bidding for this work as per the normal requirements of the California Uniform Cost Accounting Act, was not an option. Under these circumstances, public bidding is excused. At their Council meeting on April 5, 2023, the Council initially received the report regarding this contract, and approved by a four-fifths vote (*one councilmember absent*) for the work to continue under these emergency circumstances.

Discussion: As of Friday, April 7, 2023, the remediation work on the structure was completed. Pictures of the remediation work are attached as Attachment #3. The remainder of the work to be completed is the cleaning of the electronics. West Coast delivered the electronics on May 3, 2023, however, after testing the equipment, several items were found to be unusable. Staff is working with the West Coast Fire and Water and the insurance provider on next steps to ensure the items are replaced or in working order.

Staff is requesting the Council's approval to continue using the emergency contract.

Recommended Action: Receive a status report, and approve the continued work on the emergency contract with West Coast Fire & Water for Fire Remediation Work at the Electric Utility Service Center at Hastings.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Insurance Proceeds

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 2223-177

COORDINATED WITH: Cindy Sauers, Electric Utility Director; Sheri Mannion, HR & Risk Management Director and Dave Rapport, City Attorney

DIVERSITY-EQUITY INITIATIVES (DEI):

CLIMATE INITIATIVES (CI):

GENERAL PLAN ELEMENTS (GP):

Approved: 
Sage Sangiacomo, City Manager









COU 2223-177

SHORT FORM CONSTRUCTION CONTRACT

This Agreement is made and entered on March 13, 2023, in Ukiah, California, by and between Bridges Restoration LLC, dba West Coast Fire & Water, a limited liability company ("Contractor") and the City of Ukiah ("City"), a general law municipal corporation.

RECITALS:

1. The plans and specifications for this work ("the Work") are contained in Exhibit A, which is attached hereto and incorporated herein by this reference.
2. Contractor is properly licensed and qualified to perform the work.
3. Whenever this Agreement calls for City approval or notification, the approval or notification must be signed by the City Manager or his or her designee.

AGREEMENT:

Wherefore, in consideration of the foregoing facts and the terms and conditions as further stated herein, the parties hereby agree as follows.

1. PERFORMANCE OF THE WORK

Contractor will perform the Work as further provided herein.

1.1 Time of Performance. Time is of the essence, and the Contractor shall commence the work as soon as possible following the issuance of a "Notice to Proceed".

1.1.1. N/A [check if applicable] It is agreed by the parties to the contract that time is of the essence and that, in case all the work is not completed before or upon the expiration of the time limit as set forth, damage, other than those cost items identified in section 1.1.2, will be sustained by the City and that it is and will be impracticable to determine the actual amount of damage by reason of such delay; and it is therefore agreed that, subject to Sections 1.13-1.14, below, the Contractor will pay to the City the sum of five hundred dollars (\$500.00) per day for each and every calendar day's delay beyond the time prescribed.

1.1.2 N/A [check if applicable] In case the work called for under this contract is not completed within the time limit stipulated herein, the City shall have the right as provided hereinabove, to extend the time of completion thereof. If the time limit be so extended, the City shall have the right to charge to the Contractor and to deduct from the final payment for the work the actual cost to the City of engineering, inspection, superintendence and other overhead expenses which are directly chargeable to the contract and which accrue during the

period of such extension, except that the cost of final unavoidable delays shall not be included in such charges.

1.2 Construction of Contract Documents. Contractor will perform the Work in compliance with the plans and specifications set forth in the attached Exhibit A. If there is any inconsistency or conflict between the plans and the specifications, the specifications will prevail. If there is any inconsistency between the plans and the specifications and this agreement, the terms of this Agreement shall prevail, unless expressly stated otherwise in a particular specification.

1.3 Contractor furnished items. Contractor will furnish all necessary labor, materials, tools, equipment, and transportation necessary to perform the Work.

1.4 SB 854 requirements

1.4.1 No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

1.4.2 No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

1.4.3 This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

1.4.4 The Labor Commissioner through the Division of Labor Standards Enforcement (DLSE) may at any time require contractors and subcontractors to furnish electronic certified payroll records directly to DLSE. All contractors and subcontractors must furnish electronic certified payroll records directly to the DLSE.

1.4.5 The Prime Contractor is required to post job notices at the job site as prescribed by regulations (currently, 8 CCR §16451(d).)

1.5 Use of Employees.

1.5.1. Contractor and any subcontractors shall pay all mechanics and laborers employed by them to work upon the site of the work unconditionally and without subsequent deductions or rebate on any account the full amounts due at the time of payment at wage rates not less than those contained in the applicable prevailing wage determination, regardless of any contractual relationship which may be alleged to exist between the Contractor and subcontractors and such laborers and mechanics.

1.5.2. Contractor shall comply with the California Labor Code Section 1775. In accordance with said Section 1775, Contractor shall forfeit as a penalty to the City, \$50.00 for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing

rates for such work or craft in which such workman is employed for any work done under the Contract by him or her or by any subcontractor under him or her in violation of the provisions of the Labor Code and in particular, Labor Code Sections 1770 to 1780, inclusive. In addition to said penalty and pursuant to Section 1775, the difference between such stipulated prevailing wage rates and the amount paid to each workman for each calendar day or portion thereof for which each workman was paid less than the stipulated prevailing wage rate shall be paid to each workman by the Contractor.

1.5.3. Pursuant to the provision of Section 1770 of the Labor Code of the State of California, City has ascertained the general prevailing rate of wages (which rate includes employer payments for health and welfare, vacation, pension and similar purposes) applicable to the work to be done, for straight time work. The holiday wage rate listed shall be applicable to all holidays recognized in the collective bargaining agreement of the particular craft, classification, or type of workers concerned. Copies of the General Prevailing Wage Determination are on file in the office of the City Engineer and are available to the Contractor on request. The Contractor shall post the wage determination at the site of work in a prominent place where the workers can easily see it.

1.5.4. City will not recognize any claim for additional compensation because the Contractor has paid any rate in excess of the prevailing wage rate obtained from the City Engineer. The possibility of wage increases is one of the elements to be considered by the Contractor in determining his or her bid and will not in any circumstances be considered as the basis for a claim against the City.

1.5.5. Travel and Subsistence Payments.

Contractor shall make travel and subsistence payments to each worker needed to execute the work in accordance with the requirements in Section 1773.8 of the Labor Code (Chapter 880, Statutes of 1968).

1.5.6. Apprentices.

Attention is directed to the provisions in Sections 1777.5 (Chapter 1411, Statutes of 1968) and 1777.6 of the California Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him. Contractor and any subcontractor under him or her shall comply with the requirements of said sections in the employment of apprentices.

Information relative to apprenticeship standards, wage schedules and other requirements may be obtained from the Director of Industrial Relations, ex officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

Copies of Labor Code Sections 1771 (requiring prevailing wages), 1775 (imposing penalties, including a \$50 per day, per worker forfeiture, for failure to pay prevailing wages), 1776 (requiring contractor to maintain available for inspection certified payroll records), 1777.5 (requiring certain apprenticeship programs), 1813 (imposing penalties for failure to make records available for inspection) and 1815 (requiring time and ½ for overtime) are available at the Department of Industrial Relations website at <http://www.dir.ca.gov/>

1.6 CITY Inspector. CITY may designate an architect, engineer, other design professional or other inspector ("Inspector") to supervise and/or inspect Contractor's performance of the Work. The Inspector shall have no authority to change the Work, the compensation for performing the Work or the time for completing the Work without City's prior written approval. City shall notify the Contractor in writing, if it designates an Inspector.

1.7 Site Conditions. Contractor acknowledges that it has inspected the work site and any improvements involving the Work and satisfied itself as to the conditions which can affect the Work or its cost. Contractor has not relied on any representation by CITY or its officers or employees as to the condition of the site or the houses or any condition that might affect the cost of performing this Agreement.

1.8 New Products Required. All equipment, materials or fixtures furnished by Contractor under this Agreement shall be new and of the most suitable grade for the intended purpose, unless otherwise specifically provided.

1.9 Compliance with Laws. The Contractor shall give all notices and comply with all applicable laws, ordinances, codes, rules and regulations. The Contractor shall secure and pay for all permits, fees, and licenses necessary for the proper execution and completion of the work.

1.10 Protection of Site and Improvements. The Contractor shall preserve and protect the site, grounds and any involved improvements and shall not alter or damage any portion thereof, except as is absolutely necessary in order to perform the Work. The Contractor shall repair or replace, as directed by CITY, any property that it damages, loses or destroys in violation of this paragraph. Contractor shall assume full responsibility for maintaining the safety of the worksite in compliance with all applicable state and federal worker safety and protection laws and shall maintain the worksite in compliance with all such laws.

1.11 Inspection of Work. The Contractor shall ensure that the Work is available for inspection by CITY or its Inspector at all reasonable times and that no work is covered up or rendered incapable of inspection without prior notice to CITY or its Inspector and a reasonable opportunity for inspection. The presence or absence of an CITY inspector or the conduct of an inspection by CITY or its Inspector shall not relieve the Contractor from any contract requirement or compliance with Exhibit A.

1.12 Title. The Contractor warrants that it conveys full and complete title, free of all liens and encumbrances, to all materials, supplies, fixtures and equipment furnished to CITY under this Agreement and agrees to fully defend and indemnify CITY, its officers and employees, and the houses and homebuyers included in the Work from and against any claim, lien, charge, debt, cost, expense or liability arising from a breach of said warranty.

1.13 Warranties. [N/A] In addition to any other warranties in this contract, the Contractor warrants that the Work conforms to the contract requirements and is free of any defect in equipment, material or workmanship for a period of one year from the date of final acceptance of the Work by CITY. If CITY accepts any part of the Work before final acceptance of the entire Work, the warranty shall continue for the period of one year from the date of such partial acceptance. The Contractor shall remedy, at the Contractor's expense, any failure to conform, or any defect. [Initial if following sentence applies /_/ /_] CITY shall retain N/A% of the Contract Amount to secure the Contractor's warranty and shall remit the unused portion of that amount at the end of the warranty period. The time limit of this warranty shall not apply to any latent defects, or gross negligence or fraud on the part of the Contractor.

1.14. Extension of Time.

Should any delays occur which the City may consider unavoidable, as herein defined, the Contractor shall, pursuant to his or her application, be allowed an extension of time proportional to said delay or delays, beyond the time herein set forth, in which to complete this contract; and liquidated damages for delay shall not be charged against the Contractor by the City during an extension of time granted because of unavoidable delay or delays.

Any claim by Contractor for a time extension based on unavoidable delays shall be based on written notice delivered to the City within 15 days of the occurrence of the event giving rise to the claim. Failure to file said written notice within the time specified shall constitute a waiver of said claim. Notice of the full extent of the claim and all supporting data must be delivered to the City within 45 days of the occurrence unless the City specifies in writing a longer period. All claims for a time extension must be approved by the City and incorporated into a written change order.

1.15. Unfavorable Weather and Other Conditions.

During unfavorable weather and other conditions, the Contractor shall pursue only such portions of the work as shall not be damaged thereby. No portions of the work whose satisfactory quality or efficiency will be affected by any unfavorable conditions shall be constructed while these conditions remain, unless, by special means or precautions approved by the City, the Contractor shall be able to overcome them.

The Contractor shall be granted a time extension of one day for each unfavorable weather day that prevents him or her from placing concrete forms or placing and finishing concrete or asphalt

concrete. Such unfavorable weather day is defined as a rain day where precipitation prevents the contractor from performing the work more than four (4) continuous hours within the authorized work period or a temperature day where the ambient temperature is below that specified for the placement of materials associated with the controlling work item for more than four (4) continuous work hours of the authorized work period.

1.16. Saturday, Sunday, Holiday and Night Work.

No work shall be done between the hours of 6 p.m. and 7 a.m., nor on Saturdays, Sundays or legal holidays except such work as is necessary for the proper care and protection of work already performed, or except in cases of absolute necessity and in any case only with the permission of the City.

It is understood, however, that night work may be established as a regular procedure by the Contractor if he or she first obtains the written permission of the City and that such permission may be revoked at any time by the City if the Contractor fails to maintain at night adequate force and equipment for reasonable prosecution and to justify inspection of the work.

1.17. Hours of Labor.

Eight (8) hours of labor shall constitute a legal day's work and the Contractor or any subcontractor shall not require or permit more than eight hours of labor in a day from any person employed by him or her in the performance of the work under this contract, unless paying compensation for all hours worked in excess of eight (8) hours per day at not less than 1 ½ times the basic rate of pay. The Contractor shall forfeit to the City, as a penalty, the sum of twenty-five dollars (\$25.00) for each workman employed in the execution of the contract by him or her or by any subcontractor, for each calendar day during which such laborer, workman, or mechanic is required or permitted to labor more than eight hours in violation of the provisions of Section 1810 to 1816, inclusive, (Article 3, Chapter 1, Part 7, Division 2) of the Labor Code of the State of California and any acts amendatory thereof.

2. CONTRACT PRICE

The Contractor will be paid for performance of this Agreement time and materials plus subcontractors will be added as invoice plus 20% per rate sheet provided as Exhibit B.

3. PAYMENT OF CONTRACT PRICE

3.1 City authorizes McLarens to pay Contractor solely and directly for the completed work performed pursuant to this contract. All payments under this contract shall be made upon the presentation of certificates in writing to the City and shall show that the work covered by the payments has been done and the payments thereof are due in accordance with this contract. Within fifteen days of the City's receipt of the certificate of payment, City shall review and forward

authorization for payment to McLarens for its review, approval, and payment to the Contractor.

If, for any reason, Customer receives a check from Insurance Company made payable to Customer, Customer agrees to pay West Coast Fire and Water immediately upon receipt of the check. In order to expedite payment to Contractor, Customer hereby appoints Contractor as attorney-in-fact, authorizing Contractor to endorse Customer's name on Insurance Company checks or drafts, and to deposit insurance checks for the services provided in the amount invoiced.

4. INDEMNIFICATION AND INSURANCE.

4.1 Indemnification. The Contractor shall do all of the work and furnish all labor, materials, tools and appliances, except as otherwise herein expressly stipulated, necessary or proper for performing and completing the work herein required in the manner and within the time herein specified. The mention of any specific duty or liability imposed upon the Contractor shall not be construed as a limitation or restriction of any general liability or duty imposed upon the Contractor by this contract, said reference to any specific duty or liability being made herein merely for the purpose of explanation.

The right of general supervision by the City shall not make the Contractor an agent of the City and the liability of the Contractor for all damages to persons or to public or private property, arising from the Contractor's execution of the work, shall not be lessened because of such general supervision.

Until the completion and final acceptance by the City of all the work under and implied by this contract, the work shall be under the Contractor's responsible care and charge. The Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erections and repairs, occasioned or rendered necessary by causes of any nature whatsoever, excepting only acts of God and none other, to all or any portions of the work, except as otherwise stipulated.

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the City and its officers, directors, agents, and employees from and against all claims, damages, losses and expenses including but not limited to attorneys' fees, costs of suit, expert witness fees and expenses and fees and costs of any necessary private investigators arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (2) is caused in whole or in part by any act or omission of the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder, or by the negligence or omission of a party indemnified herein.

In any and all claims against the City or any of its agents or employees by any employee of the

Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under workers' or workmen's compensation acts, disability benefit acts, or other employee benefit acts. The obligation to indemnify shall extend to and include acts of the indemnified party which may be negligent or omissions which may cause negligence.

The City shall have the right to estimate the amount of such damage and to cause the City to pay the same and the amount so paid for such damage shall be deducted from the money due the Contractor under this contract; or the whole or so much of the money due or to become due the Contractor under this contract as may be considered necessary by the City, shall be retained by the City until such suits or claims for damages shall have been settled or otherwise disposed of and satisfactory evidence to that effect furnished to the City.

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

4.2.1. Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

4.2.2. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

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

basis.

- B. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage. Insurance must be written on an occurrence basis.
- C. Worker's Compensation Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

4.2.3. Deductibles and Self-insured Retentions

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

4.2.4. REQUIRED Insurance Provisions

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

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

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

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

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

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

5. **TERMINATION.**

This Agreement may only be terminated by City: 1) for breach of the agreement; 2) because funds are no longer available to pay Contractor for services provided under this Agreement; or 3) City has abandoned and does not wish to complete the project for which Contractor was retained. City shall notify Contractor of any alleged breach of the agreement and of the action required to cure the breach. If Contractor 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 Contractor. City shall pay the Contractor only for services performed and expenses incurred as of the effective termination date, unless terminated because the Contractor has failed to satisfactorily cure a breach after notice in which event City shall:

- a. retain any amounts earned under the Contract but not yet paid by City;
- b. take possession of all material and fixtures on the job site;
- c. have the right to complete the Work and recover from Contractor any increased cost to complete the Work above the amounts that would have been paid to Contractor hereunder, together with any other damages suffered by City as a result of said breach.

6. **MODIFICATION OF AGREEMENT.**

City may, from time to time, request changes in the Work, the time to complete the work or the compensation to be paid for the Work. Such changes must be incorporated in written amendments to this Agreement. To be effective, all such changes as referred to in this section must be agreed upon in writing by both parties to this agreement.

7. **ASSIGNMENT.**

The Contractor shall not assign any interest in this Agreement, and shall not transfer any

interest in the same (whether by assignment or novation), without the prior written consent of City.

8. APPLICATION OF LAWS.

The parties hereby agree that all applicable Federal, State and local rules, regulations and guidelines not written into this Agreement shall hereby prevail during the period of this Agreement.

9. INDEPENDENT CONTRACTOR.

It is the express intention of the parties hereto that Contractor 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 Contractor 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 Contractor and City.

Contractor 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. Contractor 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 Contractor, including the legal costs associated with defending against any audit, claim, demand or law suit.

Contractor warrants and represents that it is a properly licensed for the work performed under this Agreement 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.

10. GOVERNING LAW.

This Agreement shall be governed by and construed in accordance with the laws of the State of California and any legal action concerning the agreement must be filed and litigated in the proper court in Mendocino County, each party consenting to jurisdiction and venue of California state courts in Mendocino County.

11. SEVERABILITY.

If any provision of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

12. INTEGRATION.

This Agreement, including the exhibits attached hereto, contains the entire agreement among the parties and supersedes all prior and contemporaneous oral and written agreements, understandings, and representations among the parties. No amendments to this Agreement shall be binding unless executed in writing by all of the parties.

13. WAIVER.

No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

14. NOTICES.

Whenever notice, payment or other communication is required or permitted under this Agreement, it shall be deemed to have been given when personally delivered, emailed, or deposited in the United States mail with proper first-class postage affixed thereto and addressed as follows:

CONTRACTOR**CITY**

Bridges Restoration, LLC
dba West Coast Fire & Water

City of Ukiah

5846 Live Oak Drive
Kelseyville, CA 95451

300 Seminary Ave.
Ukiah, CA. 95482

Email: lmartinez@westcoastfireandwater.com

Email: purchasing@cityofukiah.com

Either party may change the address to which notices must be sent by providing notice of that change as provided in this paragraph.

15. PARAGRAPH HEADINGS.

The paragraph headings contained herein are for convenience and reference only and are not intended to define or limit the scope of this agreement.

16. EXECUTION OF AGREEMENT.

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

WHEREFORE, the parties have entered this Agreement on the date first written above.

CONTRACTOR

CITY OF UKIAH

By: 
 Leonardo Martinez
 Director of Large Loss

By: 
 Sage Sangiacomo
 City Manager

California Contractor's License Number: 1036250

Department of Industrial Relations Registration Number: 1000040614

EXHIBIT A – SCOPE

The work is for any and all necessary cleaning and/or restoration services at *1350 Hastings Road, Ukiah, California*, that are eligible expenses covered under *Claim Number 002-059250-00.Q* as approved by McLarens Insurance and the City of Ukiah. Any expenses not pre-approved by McLarens Insurance and the City of Ukiah will be the sole responsibility of West Coast Fire and Water.



5846 Live Oak Dr. #1
Kelseyville, Ca 95451
Phone: 1(888)617-3786
Fax: 1(888)411-9985
Federal Employer Identification Number #90-0725162
service@westcoastfireandwater.com

Insured: City of Ukiah
Property: 1350 Hastings Rd
Ukiah, CA 95482

Home: (707) 463-6233

Estimator: Leo Martinez
Position: Director Of Large Loss
Company: West Coast Fire and Water
Business: 3001 South State St #5
Ukiah, CA 95482

Business: (707) 245-7017
E-mail: lmartinez@westcoastfireandwater.com

Claim Number:

Policy Number:

Type of Loss: <NONE>

Date of Loss:
Date Inspected:

Date Received:
Date Entered: 5/14/2020 9:00 AM

Price List: CAUK8X_SEP22
Restoration/Service/Remodel
Estimate: T&MPRICING



West Coast Fire and Water

5846 Live Oak Dr. #1
Kelseyville, Ca 95451
Phone: 1(888)617-3786
Fax: 1(888)411-9985
Federal Employer Identification Number #90-0725162
service@westcoastfireandwater.com

CODES

Main Level

REGULAR WAGE (NON PREVAILING)

REGULAR WAGE

DESCRIPTION	QTY	UNIT PRICE	TOTAL
NON PREVAILING WAGE RATE			
1. Skilled Labor	1.00 HR @	75.00 =	75.00
2. Supervisor	1.00 HR @	85.00 =	85.00
3. Project Manager	1.00 HR @	100.00 =	100.00
4. Project Manager- large loss	1.00 HR @	125.00 =	125.00
5. Project Estimator	1.00 HR @	120.00 =	120.00
6. Skilled Biohazard Technician	1.00 HR @	120.00 =	120.00
7. Biohazard Supervisor	1.00 HR @	125.00 =	125.00
8. Health and Safety Officer	1.00 HR @	75.00 =	75.00
9. Admin	1.00 HR @	40.00 =	40.00
**Overtime rates will be calculated as rates above x1.5			

PREVAILING WAGE

DESCRIPTION	QTY	UNIT PRICE	TOTAL
PREVAILING WAGE RATES			
10. Skilled Labor	1.00 HR @	123.00 =	123.00
11. Supervisor	1.00 HR @	135.00 =	135.00
12. Project Manager	1.00 HR @	130.00 =	130.00
13. Project Manager- large loss	1.00 HR @	140.00 =	140.00
14. Skilled Microbial Remediation Technician	1.00 HR @	133.00 =	133.00
15. Microbial Remediation Supervisor	1.00 HR @	145.00 =	145.00
16. Skilled Biohazard Bloodborne Pathogen Technician	1.00 HR @	143.00 =	143.00
17. Biohazard Bloodborne Pathogen Supervisor	1.00 HR @	155.00 =	155.00
18. Health and Safety Officer	1.00 HR @	140.00 =	140.00
19. Admin	1.00 HR @	70.00 =	70.00
20. Resources Coordinator	1.00 HR @	100.00 =	100.00
**Overtime rates will be calculated as rates above x1.5			

MATERIALS

Height: 8'



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DESCRIPTION	QTY	UNIT PRICE	TOTAL
21. 4 mil 10X100	1.00 RL @	140.00 =	140.00
22. 4 mil 10X100 (fire resistant)	1.00 RL @	160.00 =	160.00
23. 6 mil 10X100	1.00 RL @	184.00 =	184.00
24. 6 mil 10X100 (fire resistant)	1.00 RL @	315.00 =	315.00
25. Absorbent	1.00 BG @	20.00 =	20.00
26. Adhesive spray	1.00 EA @	15.00 =	15.00
27. Air Neutralizer	1.00 EA @	41.00 =	41.00
28. Bags clear bags (pack of 50)	1.00 BX @	43.00 =	43.00
29. Bags garbage (pack of 32)	1.00 BX @	51.00 =	51.00
30. HEPA vac debris bag	1.00 EA @	30.00 =	30.00
31. Bio hazard bags (pack of 50)	1.00 BX @	75.00 =	75.00
32. Booties (pair)	1.00 EA @	1.00 =	1.00
33. Botanical disinfectant	1.00 GL @	95.00 =	95.00
34. Box Large 4.5 cubic feet	1.00 EA @	8.00 =	8.00
35. Box Medium 3 cubic feet	1.00 EA @	6.00 =	6.00
36. Box Small 1.5 cubic feet	1.00 EA @	4.00 =	4.00
37. Box wardrobe 24X24X34	1.00 EA @	23.00 =	23.00
38. Bubble wrap roll	1.00 RL @	115.00 =	115.00
39. Carpet shield protector 200'	1.00 EA @	114.00 =	114.00
40. Chemical sponges	1.00 EA @	5.00 =	5.00
41. Cleaner glass	1.00 EA @	15.00 =	15.00
42. Cleaner heavy duty degreaser	1.00 EA @	65.00 =	65.00
43. Deoderizer for ducting	1.00 GL @	47.00 =	47.00
44. Deoderizer smoke/odor	1.00 GL @	126.00 =	126.00
45. Deoderizer thermal fog	1.00 GL @	168.00 =	168.00
46. Dry Ice	1.00 LB @	10.00 =	10.00
47. Duct sealant	1.00 GL @	70.00 =	70.00
48. Encapsulant smoke/odor	1.00 5G @	450.00 =	450.00
49. Filter carbon 1000/1200	1.00 EA @	100.00 =	100.00
50. Filter carbon 2000	1.00 EA @	170.00 =	170.00
51. Filter carbon 500	1.00 EA @	70.00 =	70.00
52. Filter HEPA 1000/1200	1.00 EA @	254.00 =	254.00
53. Filter HEPA 2000	1.00 EA @	294.00 =	294.00
54. Filter HEPA 500	1.00 EA @	194.00 =	194.00
55. Filter pad 1000/1200	1.00 EA @	3.00 =	3.00
56. Filter pad 2000	1.00 EA @	3.00 =	3.00
57. Filter pad 500	1.00 EA @	3.00 =	3.00
58. Filter pleated 2000	1.00 EA @	20.00 =	20.00
59. Filter pleated 500	1.00 EA @	16.00 =	16.00
60. Filter pleated 1000/1200	1.00 EA @	18.00 =	18.00

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CONTINUED - MATERIALS

DESCRIPTION	QTY	UNIT PRICE	TOTAL
61. Filter respirator (pair)	1.00 EA @	24.00 =	24.00
62. Filter respirator odor (pair)	1.00 EA @	66.00 =	66.00
63. Floor scraper blades	1.00 EA @	2.00 =	2.00
64. Furniture blanket	1.00 DA @	2.00 =	2.00
65. Furniture blocks	1.00 BX @	81.00 =	81.00
66. Gloves disposable	1.00 BX @	18.00 =	18.00
67. Lay flat 12"x500'	1.00 LF @	1.00 =	1.00
68. Lay flat 18"x500'	1.00 LF @	1.25 =	1.25
69. Lay flat 22"x500'	1.00 LF @	1.50 =	1.50
70. Lay flat 24"x500'	1.00 LF @	1.75 =	1.75
71. Lay flat 30"x500'	1.00 LF @	2.00 =	2.00
72. Mop/mop head/bucket combo	1.00 EA @	25.00 =	25.00
73. N-95	1.00 EA @	5.00 =	5.00
74. Paint remover	1.00 GL @	78.00 =	78.00
75. Paint plastic 10x100 2 mil	1.00 RL @	48.00 =	48.00
76. Furniture polish	1.00 EA @	23.00 =	23.00
77. Stainless steel polish	1.00 EA @	14.00 =	14.00
78. Poly hanger T clips	1.00 EA @	8.00 =	8.00
79. Rags white (60 pack)	1.00 BX @	100.00 =	100.00
80. Ramboard 38" wide 100'	1.00 RL @	205.00 =	205.00
81. Sand bag (filled)	1.00 EA @	40.00 =	40.00
82. Saw zawzall blades (metal)	1.00 EA @	4.00 =	4.00
83. Saw zawzall blade (wood)	1.00 EA @	5.00 =	5.00
84. Scouring sponges (yellow or green)	1.00 EA @	3.00 =	3.00
85. Shrink wrap	1.00 RL @	66.00 =	66.00
86. Tacky mat (set of 25)	1.00 EA @	120.00 =	120.00
87. Caution tape	1.00 RL @	34.00 =	34.00
88. Duct tape	1.00 RL @	17.00 =	17.00
89. Packaging tape	1.00 RL @	12.00 =	12.00
90. Painters tape 2"	1.00 RL @	20.00 =	20.00
91. Painters tape 3"	1.00 RL @	28.00 =	28.00
92. Tyvek suits (blue)	1.00 EA @	22.00 =	22.00
93. Tyvek suits (white)	1.00 EA @	20.00 =	20.00
94. Tyvek suits (yellow)	1.00 EA @	24.00 =	24.00



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CONTINUED - MATERIALS

DESCRIPTION	QTY	UNIT PRICE	TOTAL
95. Water case (24 pack)	1.00 EA @	24.00 =	24.00
96. Zipper (2 pack)	1.00 EA @	30.00 =	30.00
97. Cleaner simple green	1.00 EA @	43.00 =	43.00
SMALL TOOLS FEE OF 3% WILL BE APPLIED TO INVOICE ON LABOR ONLY			

EQUIPMENT

DESCRIPTION	QTY	UNIT PRICE	TOTAL
98. Air compressor	1.00 DA @	100.00 =	100.00
99. Air mover	1.00 DA @	30.00 =	30.00
100. Air scrubber 1000/1200 CFM	1.00 DA @	125.00 =	125.00
101. Air scrubber 2000 CFM	1.00 DA @	150.00 =	150.00
102. Air scrubber 500 CFM	1.00 DA @	80.00 =	80.00
103. Airless spray	1.00 DA @	165.00 =	165.00
104. Dehumidifer large 110-159 PPD	1.00 DA @	175.00 =	175.00
105. Dehumidifer medium 70-109 PPD	1.00 DA @	150.00 =	150.00
106. Dehumidifer small 69 PPD	1.00 DA @	120.00 =	120.00
107. Desiccant dehumidifer 1,000-2,500 CFM	1.00 DA @	710.00 =	710.00
108. Desiccant dehumidifer 10,000 CFM	1.00 DA @	2,400.00 =	2,400.00
109. Desiccant dehumidifer 15,000 CFM	1.00 DA @	3,350.00 =	3,350.00
110. Desiccant dehumidifer 3,000-4,000 CFM	1.00 DA @	1,200.00 =	1,200.00
111. Desiccant dehumidifer 5000 CFM	1.00 DA @	1,500.00 =	1,500.00
112. Desiccant dehumidifer 7,500 CFM	1.00 DA @	2,000.00 =	2,000.00
113. Dolly	1.00 DA @	22.00 =	22.00
114. Dry ice blasting machine	1.00 DA @	650.00 =	650.00
115. Extractor- portable	1.00 DA @	140.00 =	140.00
116. Extractor- truck mount	1.00 DA @	525.00 =	525.00
117. Generator 10 KW	1.00 DA @	125.00 =	125.00
118. Generator 100 KW	1.00 DA @	950.00 =	950.00
119. Generator 150 KW	1.00 DA @	1,100.00 =	1,100.00
120. Generator 175 KW	1.00 DA @	1,250.00 =	1,250.00
121. Generator 200 KW	1.00 DA @	1,300.00 =	1,300.00

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CONTINUED - EQUIPMENT

DESCRIPTION	QTY	UNIT PRICE	TOTAL
122. Generator 250 KW	1.00 DA @	1,450.00 =	1,450.00
123. Generator 30 KW	1.00 DA @	370.00 =	370.00
124. Generator 300 KW	1.00 DA @	1,650.00 =	1,650.00
125. Generator 400 KW	1.00 DA @	2,450.00 =	2,450.00
126. Generator 5 KW	1.00 DA @	95.00 =	95.00
127. Generator 50 KW	1.00 DA @	600.00 =	600.00
128. Generator 75 KW	1.00 DA @	750.00 =	750.00
129. Hydroxyl generator	1.00 DA @	300.00 =	300.00
130. Moisture meter	1.00 DA @	75.00 =	75.00
131. Ozone generator	1.00 DA @	300.00 =	300.00
132. Passenger van	1.00 DA @	195.00 =	195.00
133. Pick up truck	1.00 DA @	205.00 =	205.00
134. PPE harness and lanyard	1.00 DA @	30.00 =	30.00
135. Pressure washer	1.00 DA @	150.00 =	150.00
136. Respirator full face	1.00 DA @	12.00 =	12.00
137. Respirator half face	1.00 DA @	42.00 =	42.00
138. Scaffolding	1.00 EA @	45.00 =	45.00
139. Spider box	1.00 DA @	72.00 =	72.00
140. Spider box cables 100'	1.00 DA @	62.00 =	62.00
141. Thermal camera	1.00 DA @	175.00 =	175.00
142. Thermohygrometer	1.00 DA @	70.00 =	70.00
143. Vaccum back pack	1.00 DA @	95.00 =	95.00
144. Vaccum HEPA turtle	1.00 DA @	95.00 =	95.00
145. Work light temporary lighting	1.00 DA @	20.00 =	20.00
146. Workstation (table, chair)	1.00 DA @	50.00 =	50.00

VEHICLES

DESCRIPTION	QTY	UNIT PRICE	TOTAL
147. Box truck small	1.00 DA @	340.00 =	340.00
148. Box truck medium	1.00 DA @	415.00 =	415.00
149. Box truck large	1.00 DA @	510.00 =	510.00

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CONTINUED - VEHICLES

DESCRIPTION	QTY	UNIT PRICE	TOTAL
150. Cargo van	1.00 DA @	250.00 =	250.00
151. Dump truck (does not include dump fees)	1.00 DA @	600.00 =	600.00
152. Dump trailer (does not include dump fees)	1.00 DA @	120.00 =	120.00
153. Catastrophe trailer	1.00 DA @	600.00 =	600.00

Grand Total Areas:

384.00 SF Walls	144.00 SF Ceiling	528.00 SF Walls and Ceiling
144.00 SF Floor	16.00 SY Flooring	48.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	48.00 LF Ceil. Perimeter
144.00 Floor Area	160.44 Total Area	384.00 Interior Wall Area
456.00 Exterior Wall Area	50.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

Coverage	Item Total	%	ACV Total	%
Dwelling	29,954.00	79.77%	29,954.00	79.77%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	7,594.50	20.23%	7,594.50	20.23%
Total	37,548.50	100.00%	37,548.50	100.00%



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Summary for Dwelling

Line Item Total	29,954.00
Replacement Cost Value	\$29,954.00
Net Claim	\$29,954.00

Leo Martinez
Director Of Large Loss



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Summary for Contents

Line Item Total	7,594.50
Replacement Cost Value	\$7,594.50
Net Claim	\$7,594.50

Leo Martinez
Director Of Large Loss



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Recap by Room

Estimate: CODES

Area: Main Level

Area: REGULAR WAGE (NON PREVAILING)

REGULAR WAGE

		865.00	2.30%
Coverage: Dwelling	100.00% =	865.00	

Area Subtotal: REGULAR WAGE (NON PREVAILING)

		865.00	2.30%
Coverage: Dwelling	100.00% =	865.00	

PREVAILING WAGE

		1,414.00	3.77%
Coverage: Dwelling	100.00% =	1,414.00	

MATERIALS

		4,759.50	12.68%
Coverage: Contents	100.00% =	4,759.50	

EQUIPMENT

		27,675.00	73.70%
Coverage: Dwelling	100.00% =	27,675.00	

VEHICLES

		2,835.00	7.55%
Coverage: Contents	100.00% =	2,835.00	

Area Subtotal: Main Level

		37,548.50	100.00%
Coverage: Dwelling	79.77% =	29,954.00	
Coverage: Contents	20.23% =	7,594.50	

Subtotal of Areas

		37,548.50	100.00%
Coverage: Dwelling	79.77% =	29,954.00	
Coverage: Contents	20.23% =	7,594.50	

Total		37,548.50	100.00%
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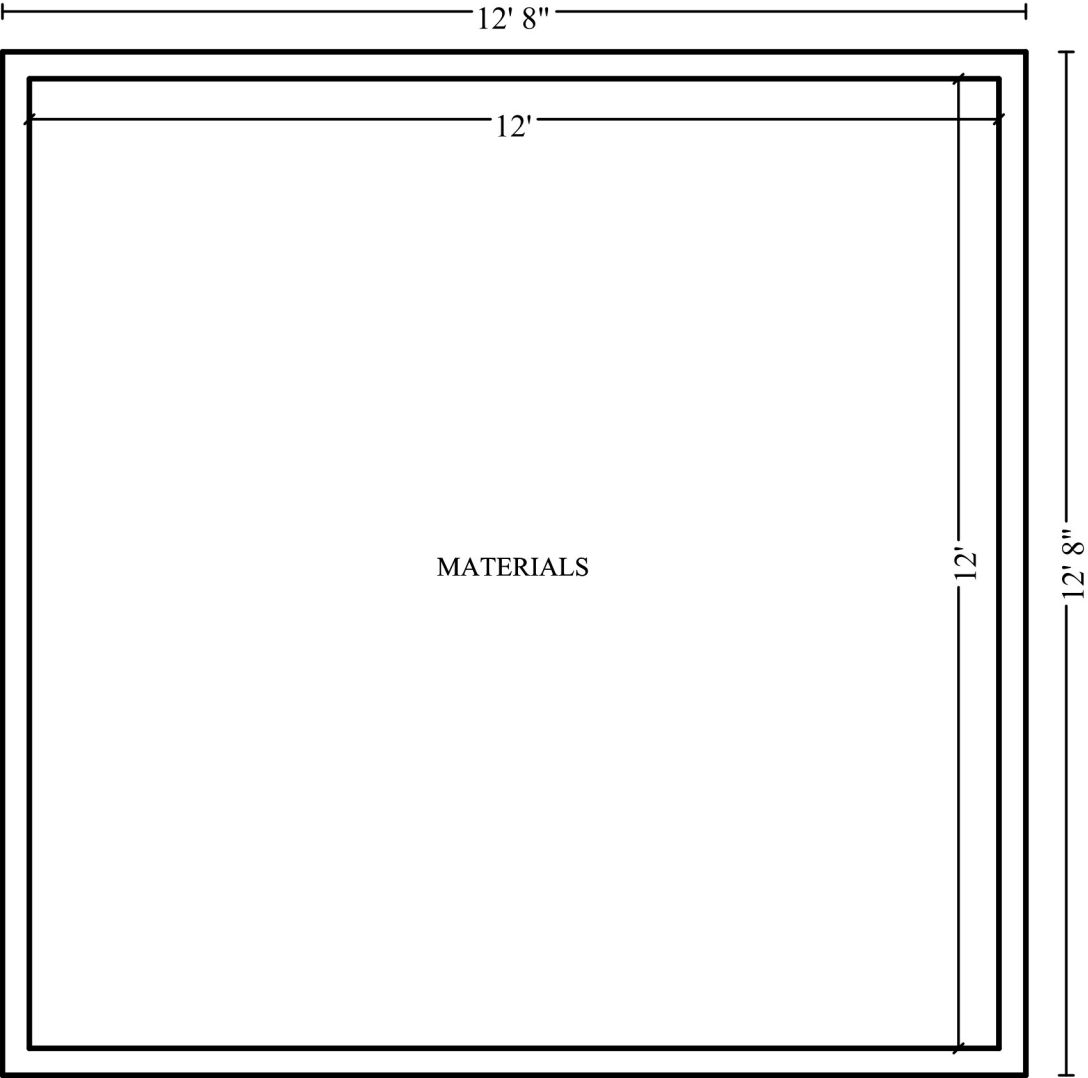


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Recap by Category

Items			Total	%
CONT: PACKING,HANDLNG,STORAGE			2,835.00	7.55%
Coverage: Contents	@	100.00% =	2,835.00	
LABOR ONLY			2,279.00	6.07%
Coverage: Dwelling	@	100.00% =	2,279.00	
USER DEFINED ITEMS			4,759.50	12.68%
Coverage: Contents	@	100.00% =	4,759.50	
WATER EXTRACTION & REMEDIATION			27,675.00	73.70%
Coverage: Dwelling	@	100.00% =	27,675.00	
Subtotal			37,548.50	100.00%















AGENDA SUMMARY REPORT

SUBJECT: Budget Primer and Review of 5-Year Capital Improvement Plan Development.

DEPARTMENT: Finance

PREPARED BY: Dan Buffalo, Finance Director, Mary Horger, Financial Services Manager

PRESENTER: Dan Buffalo, Finance Director; Mary Horger, Financial Services Manager

ATTACHMENTS:

1. Budget Workshop, 6-7-23
2. 5-Year CIP for FYE 24 - Draft

Summary: The Finance Department will conduct a brief training session on the City's budget in preparation for its presentation of the fiscal year (FY) 2023-24 budget overview scheduled for June 7, 2023. The Department will also update the Council on the development of the FY 2023-24 5-Year Capital Improvement Plan (CIP) and solicit additional feedback from the Council before finalizing the draft, leading to departmental presentation of their budgets, scheduled for June 8 and 9.

Background: Budget Training and Primer for the FY 2023-24 Budget

Understanding the City's budget can be challenging. With over 70 budgeted funds, 16 departments, 70 divisions, and 2,400 individual accounts, its nuance and complexity requires a basic framework of knowledge of budgetary practices, generally accepted accounting principles (GAAP), and a general understanding of City operations, debt service, and capital planning.

5-Year CIP Review

The City Council adopts a Five-Year Capital Improvement Plan (CIP) during the budget approval process and adoption for the following fiscal year. The plan is a fluid, living document which is subject to further revisions by the Council during the course of the budget year and each subsequent fiscal year. Projects are approved by the Council on a case-by-case basis. Even though the plan is adopted each year, it is not an automatic authorization for Staff to proceed with a purchase or project, unless it is part of the formal budget adoption of that budget year or brought to Council for approval during the course of the year. Further, formal procurement protocols still apply to all capital acquisitions and projects.

Discussion: Budget Training and Primer for the FY 2023-24 Budget

For this basic training, the Finance Department will cover the budget document preparation, how to read its sections, and provide an overall primer to Council so that it may better engage in the budget deliberation process when the draft budget is presented on June 7 and departments present their fiscal plans for the coming year.

To provide training, Staff will utilize the current City budget (FY 22/23), describe its various sections, make recommendations on how to approach reading and analyzing it, and answer any preliminary questions Council may have.

The current budget presentation can be found here: <https://stories.opengov.com/ukiahca/published/D1CYjww-IK>

The budget workshop presentation for the current budget is found in Attachment 1. Staff will reference this

presentation briefly, but its purpose here is to provide a primer on the materials and manner of the overall budget presentation scheduled for June 7.

5-Year CIP Review

This is a review and update of the 5-Year CIP. Provided as Attachment 2 is a copy of the draft updated 5-Year CIP as recommended by Staff.

Updates include:

1. Status of current projects (completed, planned to be deferred, etc.)
2. Proposed additions and project year moves have occurred since the plan was last adopted for the 2023-24 fiscal year.
3. Proposed projects to be considered for future years.

Please note that the updates made to the list are in red font, in an attempt to make it easier for the reader to identify the changes. Additionally, the column for those items proposed for next fiscal year is highlighted in yellow, to also assist in easier identification of those items.

The initial presentation by Staff at the meeting will include highlights of the changes to the revised draft CIP document and will not include a line by line item review. Council should review the report, and Staff will be available to address/discuss any specific questions.

Once the Council provides comments and direction, and as per the current Budget Development Schedule, Staff will come back to the Council in June for final review and approval, along with the rest of the budget.

Recommended Action: Receive presentation and training.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: City Manager's Office

DIVERSITY-EQUITY INITIATIVES (DEI):

CLIMATE INITIATIVES (CI):

GENERAL PLAN ELEMENTS (GP):

Approved:


Sage Sangiacomo, City Manager

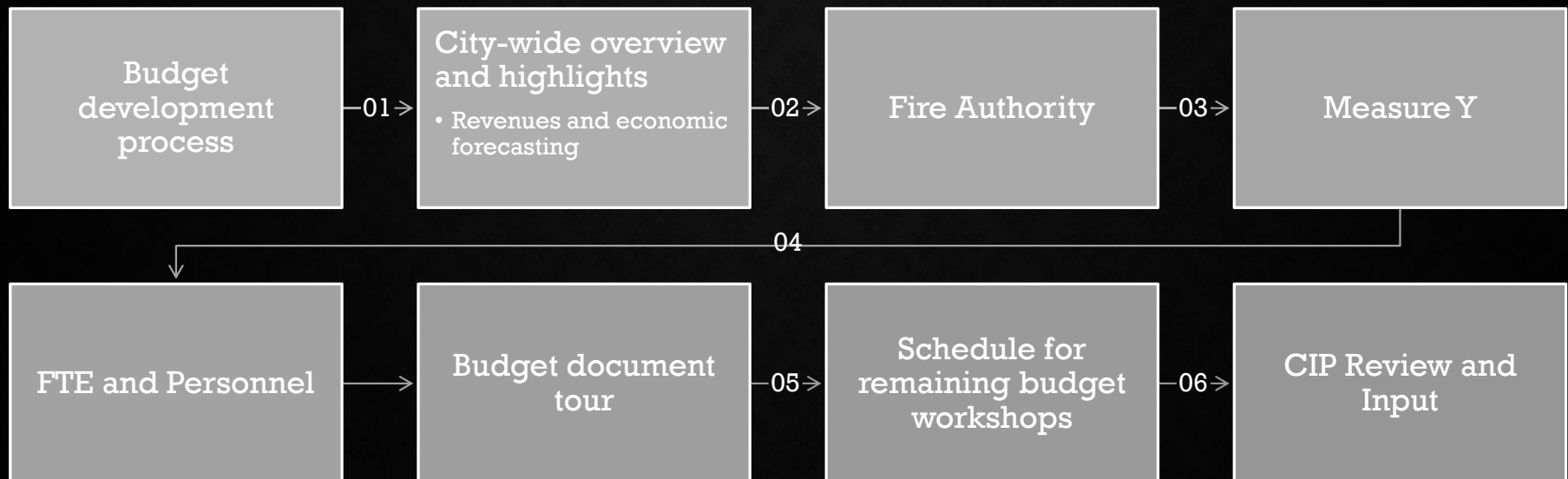
BUDGET WORKSHOP

June 1, 2022

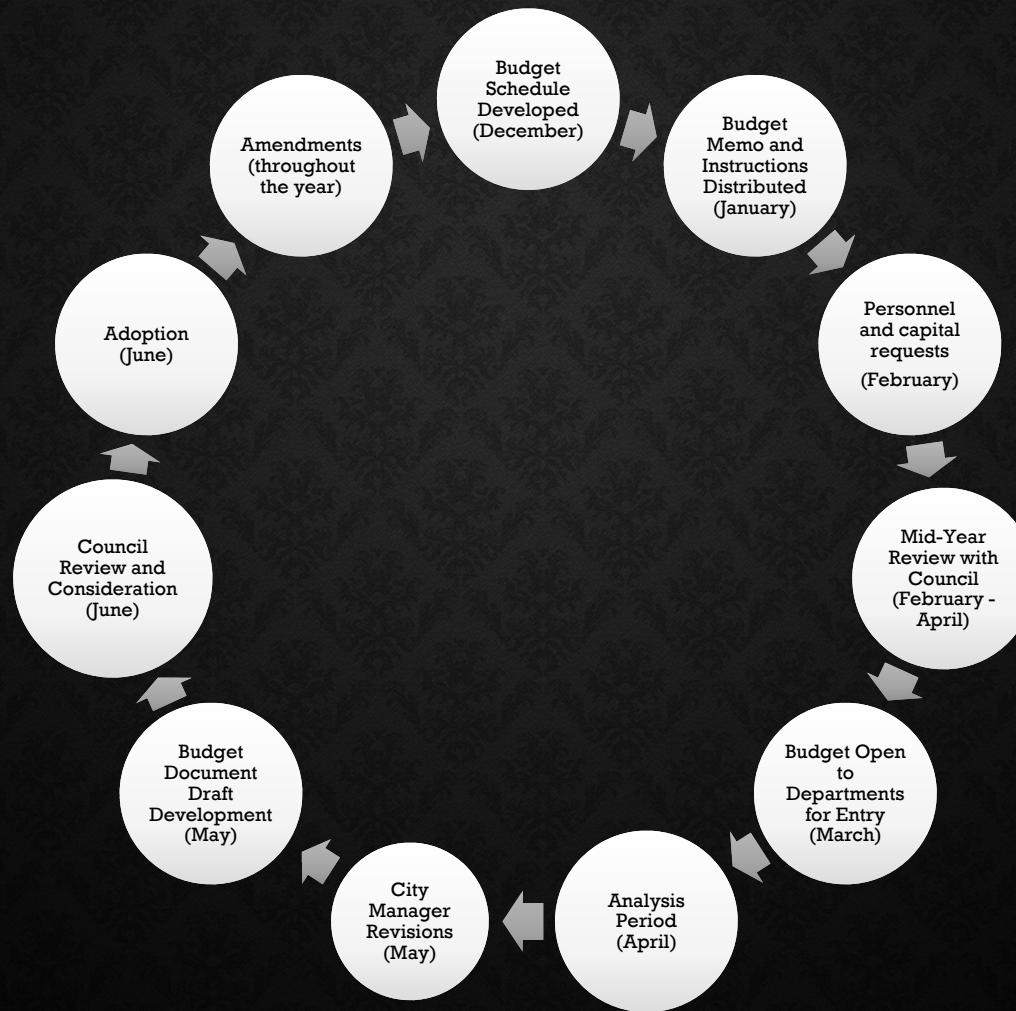
Daniel Buffalo, Finance Director

*Mary Horger, Financial Services Manager – Capital, Grants, and
Special Projects*

AGENDA



BUDGET PROCESS



BUDGET TEAM

Primary Budget Team

- Sage Sangiacomo, City Manager
- Sheri Mannion, HR/Risk Management Director
- Daniel Buffalo, Finance Director
- Mary Horger, Financial Services Manager
- Olga Keough, Controller
- Jessie Brunell, Senior Accountant
- Departmental Budget Teams

Supporting Team

- Kristine Lawler, City Clerk
- Shannon Riley, Deputy City Manager
- Traci Boyl, Management Analyst

CITY-WIDE OVERVIEW AND HIGHLIGHTS

FUND FACTS

Number of:

- Funds (budgeted): 91 (69)
- Departments: 16
- Divisions: 70
- Accounts: 2,398

OBJECTIVES FOR 2022-23 BUDGET

- Efficiency
- Learn from the challenges and opportunities presented by the pandemic
- Re-align service demands with available resources
- Cost control

SIGNIFICANT BUDGETARY CONSIDERATIONS

- Inflationary pressures
 - Fuel
 - Energy
 - Personnel costs
- Utility costs and rates
- Recruitment and retention
- Completion of capital projects
- Increase staffing for public safety
- Potential recession

BIG PICTURE

• Revenues	\$96.5 mil
• Appropriations	\$138.9 mil
• (with full allocation)	(\$155.2 mil)
• Estimated ending fund balance/working capital:	\$77.8 mil
• (with RDA Successor and UVFD)	(\$81.7 mil)

REVENUES (BY SOURCE)

	<u>\$ Revenue</u>	<u>% Share of Total Revenue</u>
TAXES	\$25,593,728	26.5%
CHARGES FOR SERVICE	46,196,214	47.9%
GRANTS AND SUBVENTIONS	18,122,117	18.8%
USE OF MONEY AND PROPERTY	1,061,558	1.1%
FINES, FORFEITURES, AND PENALTIES	199,379	0.2%
LICENSES/PERMITS/FRANCHISES	2,646,773	2.7%
OTHER REVENUES	2,710,859	2.8%
Total	\$96,530,629	100.0%

APPROPRIATIONS (BY CHARACTER)

• Personnel	• \$32.9 mil	(23.5%)
• Materials, services, and other operating	• \$34.6 mil	(25.4%)
• Grants and loans issued	• \$2.1 mil	(1.5%)
• Debt service	• \$11.7 mil	(8.39%)
• Capital outlay	• \$57.9 mil	(41.2%)

APPROPRIATIONS (BY ACTIVITY)

• Governmental	• \$58.2 mil	(41.7%)	} Share of total budget
• Business-type	• \$56.8 mil	(40.6%)	
• Other	• \$24.8 mil	(17.7%)	
• Administrative and overhead*	(4.17% effective rate)	} 11.00% total effective indirect rate	
• Internal services	(6.83% effective rate)		
• Non-Departmental			

*Energy costs used to calculate this allocation will be based on prior year actuals and not estimated appropriation amounts.

APPROPRIATIONS (BY ACTIVITY)

All expenditures, including capital

	\$ Appropriations	% Total Share
GOVERNMENTAL:		
POLICE	9,413,621	6.7%
FIRE	6,079,505	4.4%
COMMUNITY SERVICES	6,773,717	4.8%
COMMUNITY DEVELOPMENT	3,683,598	2.6%
PUBLIC WORKS	32,255,984	23.1%
	\$ 58,206,425	41.7%
BUSINESS-TYPES:		
ELECTRIC	27,799,186	19.9%
WATER RESOURCES	15,946,811	11.4%
AIRPORT	1,413,345	1.0%
GOLF	195,923	0.1%
LANDFILL	11,001,095	7.9%
CONFERENCE CENTER	423,683	0.3%
	56,780,043	40.6%
ADMINISTRATIVE AND INTERNAL SERVICES:		
FINANCE	5,242,322	3.8%
CITY ATTORNEY	258,000	0.2%
CITY TREASURER	85,574	0.1%
HUMAN RESOURCES/RISK MANAGEMENT	4,084,798	2.9%
LEGISLATIVE	128,053	0.1%
CITY MANAGER	2,284,245	1.6%
NONDEPARTMENTAL	12,674,498	9.1%
	24,757,490	17.7%
TOTAL	\$ 139,743,959	100.0%

APPROPRIATIONS (BY ACTIVITY)

Excluding debt service and capital

	\$ Appropriations		% Total Share	
GOVERNMENTAL:				
POLICE	9,233,621		13.1%	
FIRE	5,814,470		8.3%	
COMMUNITY SERVICES	5,671,712		8.1%	
COMMUNITY DEVELOPMENT	3,683,598		5.2%	
PUBLIC WORKS	3,412,404	\$ 27,815,805	4.8%	39.5%
BUSINESS-TYPES:				
ELECTRIC	18,279,186		26.0%	
WATER RESOURCES	8,705,203		12.4%	
AIRPORT	1,413,345		2.0%	
GOLF	195,923		0.3%	
LANDFILL	657,808		0.9%	
CONFERENCE CENTER	395,792	29,647,257	0.6%	42.1%
ADMINISTRATIVE AND INTERNAL SERVICES:				
FINANCE	5,128,122		7.3%	
CITY ATTORNEY	258,000		0.4%	
CITY TREASURER	85,574		0.1%	
HUMAN RESOURCES/RISK MANAGEMENT	4,084,798		5.8%	
LEGISLATIVE	128,053		0.2%	
CITY MANAGER'S OFFICE	2,284,245		3.2%	
NONDEPARTMENTAL	998,634	24,757,490	7.3%	18.4%
TOTAL		\$ 70,430,488		100.0%

BIG PICTURE BY FUND

FUND SUMMARY

	Beginning Fund Balance/Working Capital (Estimated)		Revenues	Appropriations	Other Sources (Uses) Net	Ending Fund Balance				
Major Funds:										
General	\$	12,938,946	\$	31,410,111	\$	27,203,033	\$	(2,963,358)	\$	14,182,666
Electric		16,925,665		20,345,909		32,005,162		-		5,266,412
Water		9,151,516		8,523,021		9,948,371		251,352		7,977,519
Wastewater		6,637,396		8,941,527		14,036,976		2,148,649		3,690,596
Nonmajor Governmental		36,552,210		13,224,082		20,509,975		4,127,513		33,393,830
Nonmajor Enterprise		8,991,732		8,263,483		15,088,291		2,793,076		4,960,000
Admin and Internal Services		20,264,779		17,669,478		32,816,777		200,000		5,317,480
Fiduciary (Budgeted)		6,928,366		5,214,801		3,569,291		(1,644,750)		6,929,127
Total	\$	118,390,610	\$	113,592,412	\$	155,177,875	\$	4,912,482	\$	81,717,630

Note: OpenGov Presentation treats "Other Sources" as "Revenue"

AMERICAN RESCUE ACT

Revenue in two tranches

- Tranche 1, by June 30, 2021
- Tranche 2, by June 30, 2022

Must be expended by
December 31, 2024

Eligible uses (not inclusive):

- Water, sewer, and broadband infrastructure
- Pandemic response
- General revenue loss
- Restore public sector workforce

Allocation to Ukiah:
\$3,826,344

Amount expended on COVID
response, as of June 1, 2022:

\$1,816,140 (COVID response
reimbursement)

\$95,518 (public safety equipment)

UKIAH VALLEY FIRE AUTHORITY

Partnership Between City of Ukiah and Ukiah Valley Fire District

FIRE AUTHORITY

Cost of Service

(All sources)

\$8.2 million

- City \$4.4 mil
- UVFD \$2.5 mil
- Ambulance and EMS \$1.3 mil
- Arrangement calls for 50/50 split of operating costs
 - 2023 Budget: 64/36 City
 - (not including ambulance and EMS)

MEASURE Y

EXPENDITURES

Measure Y

Revenue: **\$3.8 mil**

Appropriations: **\$3.7 mil**

- Debt service
 - I-Bank (\$75K)
 - 2022 bonds (\$1.9 mil)
- Enhanced project capacity in PW (\$583K)
- Costs above MOE in GF (\$655K)
- Street projects (\$500K)

PERSONNEL

FTE Changes

PEOPLE
Team Members (FTE)

262.55

Note: Up 31.46 from 2022

PEOPLE (CONT)

CHANGES TO FTE

FTE CHANGES

Position	Department	FTE	Comment
New or enhanced positions:			
(2582) Assistant Finance Director	Finance & IT	0.50	Enhancing current part-time position to full-time
(2731) Payroll Administrator	Finance & IT	1.00	Enhancing resources to payroll function
(6734) Fire Inspector I	Fire Authority	1.00	Reorganization of services
(6025) Custodian	Community Services - Building Maintenance	0.20	Reclassified to full-time, approved by Council
(6037) Department Analyst	City Manager's Office – Emergency Mgmt	1.00	CMO position as part of emergency management reorg plan
(6126) Event Coordinator Assistant	Community Services - Conference Center	1.00	Reinstated position as part of Facilities reorg plan
(6334) Code Enforcement Inspector I	Community Development	1.00	Enhanced services – CDBG grant-funded
(6231) Recreation Coordinator	Community Services	1.00	Enhanced services related to after school program
(7903) Day Camp Staff	Community Services	25.51	Enhanced services related to after school program
Overhires:			
(4063) Firefighter/Paramedic	Fire Authority	-	Short-term authorized by CM
(6038) Equipment Mechanic	Public Works - Garage	1.00	Succession planning
(6330) Customer Service Representative	Finance & IT	1.00	Succession planning
(6537) Buyer II	Finance & IT	1.00	Succession planning
Total adds and enhancements		35.21	
Less net reductions to existing positions		(3.75)	These are unfilled or vacant classifications
Net FTE change		31.46	

PEOPLE (CONT)

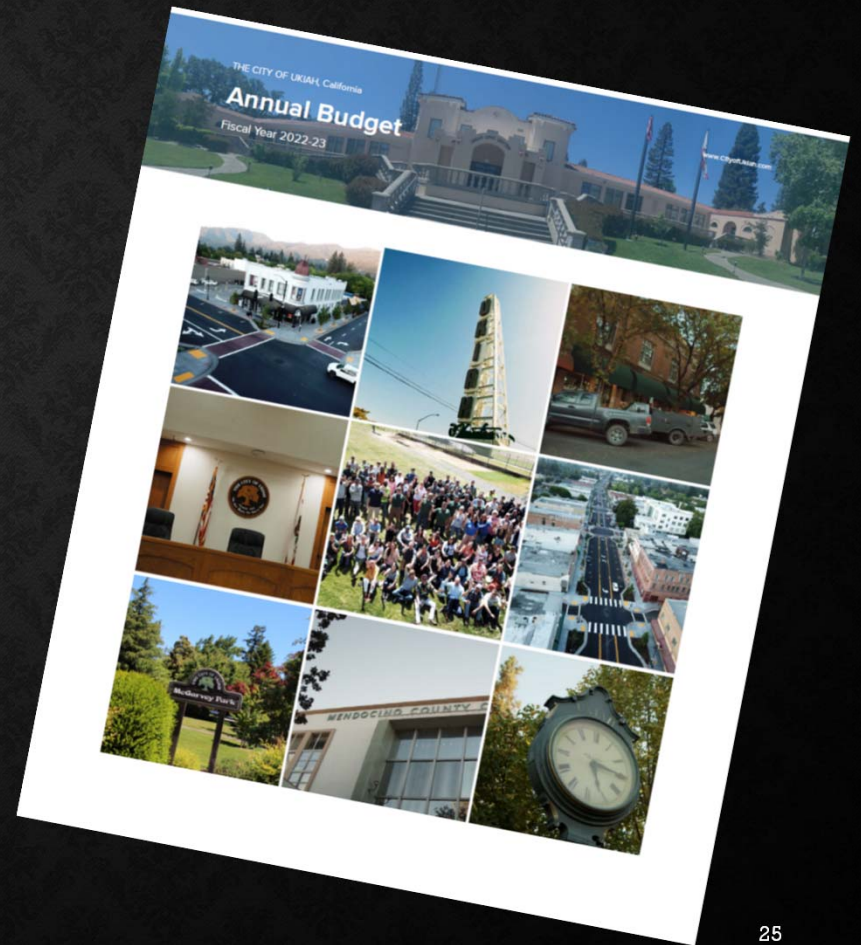
RECLASSIFICATION

FTE RECLASSIFICATIONS

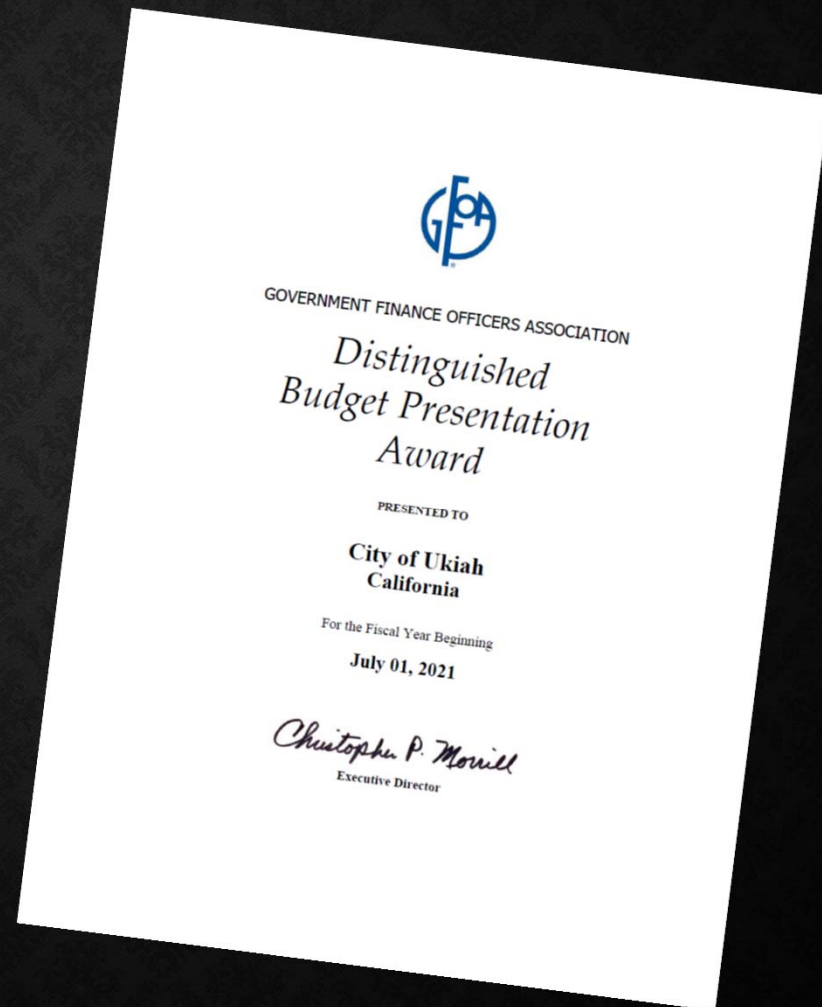
Position		Department	FTE	Comment
Former:	Proposed:			
Management Analyst	(2591) Senior Management Analyst	Human Resources/Risk Management, City Manager's Office	2.00	Change in scope of duties
Fleet & Facility Maintenance Supervisor	(2674) Fleet & Facility Maintenance Manager	Public Works - Fleet and Facility Maintenance (Garage)	1.00	Change in scope of duties
Lead Building Maintenance Worker	(2680) Building Maintenance Supervisor	Community Services - Building Maintenance	1.00	Change in scope of duties
HR Technician	(6037) Department Analyst	Human Resources/Risk Management	1.00	Change in scope of duties
Community Services Receptionist	(6130) Administrative Secretary	Community Services	1.00	Change in scope of duties
Engineering Technician I	(6243) Engineering Technician II	Public Works	1.00	Change in scope of duties
Building Official	Chief Building Official	Community Development	1.00	Change in scope of duties
			8.00	

BUDGET DOCUMENT

Recommended for 2022-23



RECOGNITION





TOUR THE DOCUMENT

REMAINING BUDGET SCHEDULE

REMAINING SCHEDULE

Key Dates

- June 2-3 Departmental budget presentation
- June 15 Further review and adoption (special meeting, if necessary)
- July 20 Completed document on consent calendar (receive and file)
- Other meetings as necessary or desired

CIP REVIEW AND INPUT

QUESTIONS

FIN

Thank you



FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEAR 2023-2024

(DRAFT)



AIRPORT

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
AIRPORT ONLY

FACILITIES/BUILDINGS/LAND

AIRPORT

Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Fencing at Airport	Fencing is needed at the North East corner of the airport property. Add'l Comments:	77725200.52100	18348	N/A	1403 S State	New	Enterprise	Yes		\$ 30,000						\$ 30,000	Budget Adopted	X
SUB-TOTAL:										\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000		

INFRASTRUCTURE

AIRPORT

Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Runway 15-33 Pavement Reduction (Construction Phase 2)	Runway 15-33 is currently 4,423 feet long and 150 feet wide. The project will reduce width to 75 feet. New pavement marking will be applied. New LED runway lighting will be installed, which was formerly identified as PC 18159. Add'l Comments: The FAA has made cost and project scope adjustments. 90% FAA Grant, 5% Caltrans. Moved from FY 19/20 due to FAA funding timing. Moved from 20/21. FAA funding not currently available for this project. Increased from \$1.9M. Moved from FYE 22 due to delay in grant award. Project has been awarded, with an anticipated start date of October 2023.	77825200.80230	18032	N/A	1403 S State	In Progress	Grant	Yes	FAA Grant Funding has been approved.		\$ 2,760,433						\$ 2,760,433	Budget Adopted	X
Pavement Rehabilitation of Taxiways A, A3 and A - Design	This project is for the pavement rehabilitation design of Taxiways A (4,540'x55'), A3 (250'x45'), and A5 (250'x45') pavement rehabilitation assumed to be a crack fill, seal and slurry . due to thermal and aging related cracking with localized structural related cracking but no evidence of structural failure. Proposed rehabilitation is milling top 2 inches of AC crack sealing and pavement repair, and placement of 2 inch layer of new AC and markings. Add'l Comments: The FAA has made cost and project scope adjustments. Moved from FY 21/22, and increased by \$88,385. Moved from FY 22/23, and increased from \$148,385. Moved from FY 23/24.	77825200.80230	18034	N/A	1403 S State	New	Grant	Yes	Contingent upon FAA Grant Funding.	\$ 250,000		\$ 250,000					\$ 250,000	Budget Adopted	X
Pavement Rehabilitation of Taxiways A, A3 and A5 - Construction	This project will cover construction to rehabilitate pavements of Taxiways A (4,540'x55'), A3 (250'x45') and A5 (250'x45'). Add'l Comments: The FAA has made cost and project scope adjustments. Moved from FY 2/23, and increased by \$839,200. Moved from 24/25, and increased from \$1,339,200.	77825200.8023	18035	N/A	1403 S State	New	Grant	Yes	Contingent upon FAA Grant Funding.					\$ 2,850,000			\$ 2,850,000	Budget Adopted	

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
AIRPORT ONLY

Airport Apron Slurry Seal	As an ongoing maintenance item, slurry seal on airport aprons.	77725200.56600	18332	N/A	1403 S State	Ongoing	Enterprise	Yes	Aiport Operations Budget.		\$ 10,000	\$ 11,000	\$ 11,500	\$ 12,000	\$ 12,500	\$ 13,000	\$ 70,000	Reviewed	X
	Add'l Comments: As an ongoing maintenance item, slurry seal on airport aprons. Added budget for future years.																		
Master Plan	The Master Plan would focus on updating aviation activity forecasts, runway length analysis, long-term development plans, and financial self-sufficiency/revenue generation.	77825200.5210	TBD	N/A	1403 S State	New	Grant	Yes	Contingent upon FAA Grant Funding.			\$ 450,000					\$ 450,000	Reviewed	
	Add'l Comments: Conduct study in FY 3/24 and complete in FY 24/25.																		
SUB-TOTAL:											\$ -	\$ 3,020,433	\$ 711,000	\$ 11,500	\$ 12,000	\$ 2,862,500	\$ 13,000	\$ 6,380,433	

VEHICLES, MACHINERY & EQUIPMENT

AIRPORT

Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Replace 20,000 gallon fuel tank with 20,000 gallon Jet A tank	Current tank is a split fuel system, containing both Jet A fuel and Avgas. Conversion to Jet A is necessary to maximize the fuel sources for the airport, provide better service to its customers.	77925200.80100	15042	N/A	1411 S State	In Progress	Enterprise	Yes				\$ 150,000					\$ 150,000	Reviewed	
	Add'l Comments: Moved from FYE 20. Current revenues may not be adequate, external funding may be necessary. Moved from FYE 22.																		
SUB-TOTAL:											\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	

Definition of terms used:

Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed" - First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



CITY MANAGER

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
CITY MANAGER'S OFFICE ONLY

VEHICLES, MACHINERY & EQUIPMENT																			
CITY MANAGER DEPARTMENT																			
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Parking Meter Replacement	Replacing parking meters.	64012600.80230	18165	N/A	Downtown	Deferred	Enterprise	Yes						\$ 400,000	\$ 400,000			\$ 400,000	Reviewed
	Add'l Comments: Funded by line of credit loan proceeds being secured by Finance as part of a larger capital improvement funding strategy. Moved from FYE 20 year. Installation will coincide with Streetscape Project. Funding secured through bond issuance; project put on hold due to COVID-19 and will resume when market conditions allow. Moved from FYE 21. Project put on hold due to COVID-19 and will resume when market conditions allow. Moved from FYE 22. Project moved from FYE 25 to coincide with anticipated development in the downtown.																		
SUB-TOTAL:										\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 400,000		

Definition of terms used:

Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
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Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
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Shovel Ready	Project is ready to be sent out to bid.



COMMUNITY DEVELOPMENT

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
COMMUNITY DEVELOPMENT ONLY

VEHICLES, MACHINERY & EQUIPMENT																			
COMMUNITY DEVELOPMENT																			
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Code Enforcement Inspector Vehicle	Purchase of a Ford F150 Lightning EV for the Code Enforcement Inspector.	10023200.80100	BD	N/A	N/A	New	General	Yes				\$ 50,000					\$ 50,000	Not Reviewed	X
	Add'l Comments:																		
SUB-TOTAL:										\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000		

Definition of terms used:	
Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED" or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
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Shovel Ready	Project is ready to be sent out to bid.



COMMUNITY SERVICES

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
COMMUNITY SERVICES ONLY

FACILITIES/BUILDINGS/LAND																		
COMMUNITY SERVICES DEPARTMENT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
McGarvey Park Pathways	Pathways deteriorating beyond repair, need to be replaced.	30022200.80220	18116	N/A	310 Dora St.	New	TBD	No	Fiscal Year Allocation TBD							\$ -	Reviewed	
	Additional Comments: Moved from FYE 22. Moved from FYE 24. Prioritization and funding source(s) under review. Estimated cost is \$75k. Exploring the Urban Greening Grant for possible funding.																	
McGarvey Park Irrigation	Replace Irrigation System Plan	30022200.80220	18103	N/A	310 Dora St.	New	General	Yes		\$ 11,400						\$ 11,400	Budget Adopted	X
	Additional Comments: Contract in process. Cost increased from \$10k																	
Pool Pump House	The pool pump house pool is in need of replacement due to age and general deterioration of the building.	10022100.80220	18012	N/A	511 Park Blvd.	New	TBD	No	Fiscal Year Allocation TBD							\$ -	Reviewed	
	Additional Comments: Project was formerly called "Pool Block House". Looking for funding. Moved from starting FYE 21. Prioritization and funding source(s) under review. Estimated cost is \$250k. Project deferred if we pursued pool replacement as below. Consider incorporating into Municipal Pool Replacement.																	
Riverside Park	State grant to provide some grading, flood surveying, debris removal and planting.	30522250.80220	18014	N/A	1281 E. Gobbi	In Progress	Grant	Yes	Grant funded.	\$ 832,005						\$ 832,005	Budget Adopted	
	Additional Comments: RFP for design process is complete 12/2018; Hydrology studies and CEQA complete. Work expected to start in late spring or early summer, with expectation of project completion in FYE 22. Most recent schedule indicates bidding in the Spring of 2023. Construction anticipated to start in Summer of 2023.																	
Wagenseller Park Plan	Park master plan needed once a site is identified.	30022250.80220	18063	N/A	Orchard & Brush	New	TBD	No	Potential for Prop 68 Funding							\$ -	Reviewed	
	Additional Comments: Location and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$3-5 million.																	
Wagenseller Park Development	In 2017 the Community Development Department began work on a Wagenseller Park Feasibility Analysis. It has been determined through the analysis and other surveys a park is needed in the Wagenseller area. Extensive landscaping, equipment purchase and installation needed.	30022200.80220	18063	N/A	Orchard & Brush	New	TBD	No	Staff will continue to seek grant funding for development. Potential for Prop 68 funding.							\$ 875,000	Reviewed	
	Additional Comments: Working with RCHDC to determine location along with seeking grant funding. Reduced the amount from \$950k, to break out the Master Plan into a separate line item. Moved from FYE 23. Funding from RCHDC now seems unlikely. Moved from FYE 24.										\$ 875,000				\$ 875,000	\$ 875,000		

[illegible]

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
COMMUNITY SERVICES ONLY

Skate Park Phase 2 Back Lot Development	Develop additional area for meeting, band stand, viewing platforms. Install lighting.	30022200.80220	TBD	N/A	1043 Low Gap	New	TBD	No	Seeking grant funding								\$	-	Reviewed	
	Additional Comments: Prioritization and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$250,000.																			
Municipal Pool Replacement	The Municipal Pool at Todd Grove park is approx. 100 years old. Maintenance costs are becoming prohibitive. The existing facility needs to be demolished and remove and a new facility needs to be designed and built. Addition of Recreation Building to the Pool Facility where the unusable kiddie pool is. This will eliminate the Splash Pad and Day Camp Office projects from this CIP list. Facility will serve Day Camp, Recreation Classes, Facility Rentals, Trainings, Meetings, Youth Sports Practices and Green Room for Concerts.	TBD	TBD	N/A	512 Park Blvd.	New	TBD	No	Fiscal Year Allocation TBD								\$	-	Not Reviewed	
	Additional Comments: Funding will need to come from some combination of grants, fundraising, bond measures, and/or special district. Estimated cost: \$12M.																			
Day Camp Office and Storage Building Replacement	The Day Camp Office and Storage Buildings are premanufactured buildings that have reached their life expectancy.	TBD	TBD	N/A	512 Park	New	TBD	No	Fiscal Year Allocation TBD								\$	-	Not	
	Additional Comments: Frequency of maintenance needs and costs are increasing. Estimated cost: \$240k.																			
Oak Manor Restroom	Oak Manor Park is a popular Park with significant daily use, currently served by a "porta-potty."	TBD	TBD	N/A	501 Oak Manor	New	TBD	No	Seeking grant funding								\$	130,000	Not Reviewed	
	Additional Comments: Grant funds currently being applied for.																\$	130,000		
Museum Exterior Painting	Museum exterior is in need of painting to ensure on-going protection of the wood surface. According to staff it has been close to ten years since last exterior painting. Major benefits include the protection of a major City asset and the maintaining of the beauty of the building for the public.	18023	18023	N/A	431 S Main	In Progress	General	Yes			\$	40,000					\$	40,000	Budget Adopted	X
	Additional Comments: Budgeted for this year. Contactor selected, expected completing Spring 2023.	10022700.56300																		
Security Cameras at Museum	Outdoor security cameras for protection of property.	18111	18111	N/A	431 S Main	Deferred	TBD	No	Seek funding assistance.								\$	20,000	Reviewed	X
	Additional Comments: Seek alternate funding. Budget moved from FYE 21, and increased from \$14k. Moved from FY 22 and again in FYE 23 due to higher priorities.	10022700.54100																		
Conference Center Exterior Painting	Building exterior needs painting.	18112	18112	N/A	200 S. School	New	TBD	No					\$	45,000			\$	45,000	Reviewed	X
	Additional Comments: Funding not secured, planning for routine maintenance. Moved from FYE 21. Moved from FYE 23.	73022600.56300																		
Conference Center Floor Repair	Lobby tiles are loose and missing, becoming a safety hazard, need to be replaced.	18113	18113	N/A	200 S. School	Deferred	TBD	No					\$	15,000			\$	-	Reviewed	X
	Additional Comments: A lime intrusion has lifted tiles from conference center foyer. Moved from FYE 20 due to COVID-19. Moved from FYE 22 due to COVID-19.	73022600.56300																		
Conference Center Security Cameras	Install new security cameras inside and outside the building.	18114	18114	N/A	200 S. School	New	TBD	No									\$	25,000	Reviewed	X
	Additional Comments: Looking for funding. Split out cameras as it's own project. Moved from FYE 23 due to COVID-19. Reduced amount from \$100k, and moved to FYE 24.	73022600.54100																		

Conference Center Security	Security keyless door lock entry.	73022600.80220	18189	N/A	200 S. School	New	TBD	No				\$	30,000				\$	30,000	Reviewed	X							
	Additional Comments: Recent theft and safety concerns. Split out the cardlock from the cameras. Moved from FYE 21 due to COVID-19. Moved from FYE 22 due to COVID-19.																										
Conference Center Bathroom Repair	Replace bathroom counter tops and sinks.	73022600.56300	TBD	N/A	200 S. School	New	TBD	No				\$	25,000				\$	25,000	Reviewed	X							
	Additional Comments: Moved from FYE 22 due to COVID-19.																										
Conference Center HVAC Replacement	Replace aging HVAC at the UVCC before they fail and the rooms are unusable or emergency repairs become prohibitively expensive.	73022600.56300	18326	N/A	200 S. School	In Progress	General	Yes			\$	35,000	\$	50,000			\$	85,000	Budget Adopted	X							
	Additional Comments: 1 unit is \$50,000. 3 units are in need of replacement																										
Conference Center Kitchen Grease Trap Interceptor	Install grease trap interceptor to meet code requirements.	73022600.56300	18327	N/A	200 S. School	New	General	Yes			\$	15,000					\$	15,000	Budget Adopted	X							
	Additional Comments:																										
SUB-TOTAL:										\$	-	\$	1,158,255	\$	1,150,000	\$	215,000	\$	-	\$	-	\$	875,000	\$	2,408,255		

COMMUNITY SERVICES DEPARTMENT

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

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
COMMUNITY SERVICES ONLY

Definition of terms used:	
Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed"- First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



ELECTRIC UTILITY

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
ELECTRIC UTILITY ONLY

FACILITIES/BUILDINGS/LAND																		
ELECTRIC UTILITY DEPARTMENT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Electric Utility Service Center - Remodel & Facility Improvements	Provides offices and warehouse facilities for the Electric Utility Dept. to better serve the community. Currently offices are located in 40 year old temporary modular buildings with no foundation. The electrical construction and maintenance materials are stored in an uninsulated unsealed tin building.	80126100.80220	17023	N/A	1350 Hastings Road	In Progress	Enterprise	Yes	Mostly covered by Series 2022 Electric Revenue Bonds, \$1.2M anticipated in Insurance Reimbursement	\$ 3,416,861	\$ 750,000	\$ 3,000,000				\$ 3,750,000	Budget Adopted	X
	Add'l Comments: Expanded scope including re-roof task. Reduced FYE 20 by \$1.550 mil and moved into FYE 21. Project is currently out to bid. Increased FYE 22 from \$120k, and FYE 23 from \$30k. Project is 60% complete. Supply chain issues with electrical equipment. Delayed. Moved \$750k to FYE 23 for interior improvements. Project bid specifications are near completion, and is anticipated to be awarded this Spring. Estimates for the interior redesign of the building have exceeded the budget in the 22/23 year by nearly double. Budget amendment will likely be necessary at time of project award. Due to fire at Hastings, project is moving to FYE 24. Project cost has increased from \$750k due to inflation, as well as additional scope due to fire. Anticipating \$1.2M offset in insurance reimbursement.																	
Renewable Resource Development - Solar	Renewable energy development for the Utility's resource portfolio in meeting the States green energy mandates.	80126100.80220	ECC01	N/A	1350 Hasting Road	In Progress	Enterprise	Yes	Funded by Greenhouse Gas Funds	\$ 55,000	\$ 2,000,000	\$ 2,000,000	\$ 1,500,000	\$ 1,000,000	\$ 1,000,000	\$ 5,500,000	Budget Adopted	X
	Add'l Comments: Rebudgeted to insure replacement roofing system meets building, solar and grading requirements. Moved \$1.2 mil out of FYE 20, and moved into FYE 21. Increased FYE 22 and FYE 24 from \$50k, reduced FYE 25 from \$1 mil. Pushed to 22/23 fiscal year, and increased overall amount from \$2,750,000 due to size of Hasting solar system. Moved out from FYE 23 due to Hastings fire.																	
Hydroelectric Plant Warehouse, Shop and Restroom	Needed to store hydro specialized plant materials, spare parts, provides staff workspace and restroom/sink facilities.	80126100.80230	18038	N/A	1229 Lake Mend.	In Progress	Enterprise	Yes	Series 2022 Electric Revenue Bonds		\$ 225,000	\$ 225,000				\$ 225,000	Budget Adopted	
	Add'l Comments: Moved from FYE 21 due to COVID-19. Received approval from Army Corp to tie into water line. Pushed to 22/23 FY and increased funding due to inflation. Moved from FYE 23.																	
Substation Site Development	Evaluate the need and sites available to construct a future electrical substation to serve future loads based on planning forecasts of the City's growth.	80126100.80230	18046	N/A	TBD	New	Enterprise	Yes	Series 2022 Electric Revenue Bonds		\$ 300,000	\$ 300,000				\$ 300,000	Reviewed	
	Add'l Comments: \$20k moved from FYE 21, and \$300k from FYE 22 due to COVID-19. Moved to 23/24 due to heavy workload. Moved from FYE 24.																	
Material Storage Yard	Purchase of land for material storage yard.	80126100.8021	18263	N/A	TBD	New	Enterprise	Yes			\$150,000	\$ 250,000.00				\$ 250,000	Budget Adopted	
	Add'l Comments: Moved from FYE 22. Moved from FYE 24. Prioritization and funding source(s) under review. Estimated cost is \$75k. Exploring the Urban Greening Grant for possible funding. Moved from FYE 23, and added \$100k.																	
SUB-TOTAL:									\$ 3,471,861	\$ 3,125,000	\$ 5,525,000	\$ 2,050,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 10,025,000		

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
ELECTRIC UTILITY ONLY

INFRASTRUCTURE																			
ELECTRIC UTILITY DEPARTMENT																			
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Upgrade fish hatchery pumps and controls (Hydro)	Upgrade fish hatchery pumps and flow meters.	80126100.80230	18037	N/A	1229 Lake Mend. Dr	New	Enterprise	Yes	Series 2022 Electric Revenue Bonds		\$ 200,000	\$ 232,000					\$ 432,000	Budget Adopted	
	Add'l Comments: Spec complete for pump replacement. Changed description to clarify scope. Moved from FYE 22, and added \$60k. Approved for bidding on 2/1/23, budget amendment approved to match engineering estimate. Increased amount from \$260k. Split the total cost between FYE 23 and FYE 24.																		
Automate Station Light & Power, Pump & Generator Controls (Hydro)	Replace station light & power, upgrade station service switchgear.	80126100.80230	18118	N/A	1229 Lake Mend.	In Progress	Enterprise	Yes	Series 2022 Electric Revenue Bonds		\$ 150,000	\$ 150,000					\$ 150,000	Budget Adopted	
	Add'l Comments: Moved from FYE 21, and increased from \$80k. Design to be outsourced, engineering budgeted for 21/22. Pushed to 22/23 and increased budget from \$120k due to inflation. Moved from FYE 23. Design underway. Following design, bidding and work to be completed in FYE 24.																		
Fairgrounds 4160 to 12,000 volt Conversion	Replaces existing low voltage (4160V) system with 12,000 Volt primary rated cable and transformers and secondary conductor. Fairgrounds to provide USERC specified metering and underground duct. Removes existing low voltage (4160V) system.	80126100.80230	18041	N/A	Ukiah Electric Sys	In Progress	Enterprise	Yes		\$ 3,774	\$ 225,000		\$ 225,000	\$ 150,000	\$ 75,000		\$ 450,000	Budget Adopted	
	Add'l Comments: Rebudgeted to reflect workforce scheduling allocation due to the Oak Manor Undergrounding project. Reduced amount for FYE 20 by \$120k, and changed funding in FYE 22 & 23. Moved forward by 1 year, project completing 23/24. Pushed out one year, waiting on agreement with Fairgrounds. Budget increased due to inflation and inclusion of labor in construction costs. Moving project budget from starting in FYE 24.																		
Oak Manor Circuit Balancing	Install 3 phase into Oak Manor with special equipment to balance circuits.	80126100.80230	TBD	N/A	Ukiah Electric	New	Enterprise	Yes				\$ 30,000	\$ 30,000	\$ 300,000			\$ 330,000	Reviewed	
	Add'l Comments: New project to balance feeder circuits. Moved from beginning in FYE 24.																		
Replace Accumulators at Hydro for Tainter Operation	Replace accumulators for redundancy of tainter operation.	80126100.80230	TBD	N/A	1229 Lake Mend.	New	Enterprise	Yes				\$ 100,000	\$ 100,000				\$ 100,000	Reviewed	
	Add'l Comments: Replace accumulators for redundancy of tainter valve operation. Tested redundancy and moving from FYE 24.																		
Underground Capital System Improvements (<\$50,000 each)	Transformer replacement and upgrades, wood pole testing and replacement, system capacity improvements and protection, control, monitoring and communication enhancements.	80126100.80230	18043	N/A	Ukiah Electric Sys	On-going	Enterprise	Yes	Series 2022 Electric Revenue Bonds	\$ 1,010,446	\$ 235,000	\$ 200,000	\$ 235,000	\$ 235,000	\$ 235,000		\$ 1,140,000	Budget Adopted	X
	Add'l Comments: UG Capital Projects >\$10,000 Added funding for FYE 26 and 27. Reduced FYE 24 from \$235k.																		

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
ELECTRIC UTILITY ONLY

Overhead Capital System Improvements (<\$50,000 each)	Transformer replacement and upgrades, system capacity improvements and protection, control, monitoring and Communication enhancements.	80126100.8023	18044	N/A	Ukiah Electric	On-going	Enterprise	Yes	Series 2022 Electric Revenue Bonds	\$ 775,640	\$ 250,000	\$ 175,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,175,000	Budget Adopted	X
	Add'l Comments: Reduced FYE 20 by \$140k, and reduced all future years to \$250k/yr. Increased FYE 21 from \$250k. Added funding for FYE 26 and 27. Added funding for FYE 27. Reduced FYE 24 from \$250k.	80126100.80230	18047	N/A	Ukiah Electric	New	Enterprise	Yes									Reviewed	
Governor speed control & Valve Upgrades (Hydro)	Upgrades to the governor sensing, controller and feedback transducers to improve performance and reliability. Existing governor controls frequently are out of service due to failure or adjustment.	80126100.80230	18047	N/A	1229 Lake Mend. Dr	New	Enterprise	Yes				\$ 20,000	\$ 20,000	\$ 300,000		\$ 320,000	Reviewed	
	Add'l Comments: Moved from beginning FYE 21 due to COVID-19. Project was spread between FYE 22 and FYE 23. Combined into FYE 22 and reduced by \$30k. Moved to 23/24-24/25 due to workload. Moved to FYE 25 and 26 due to workload.	80126100.80230	18121	N/A	Oak Manor Dr.	New	Enterprise	Yes					\$ 800,000		\$ 800,000	\$ 800,000	Reviewed	X
Oak Manor Dr. Overhead to Underground Conversion	Install cable and associated equipment for replacing the overhead facilities.	80126100.80230	18121	N/A	Oak Manor Dr.	New	Enterprise	Yes									Reviewed	
	Add'l Comments: Reduced amount from \$500k, moved from FYE 21. Moved from FYE 22. Increased amount from \$200k. Funding from 2022 bonds, funding increased to include AT&T and Comcast for joint trench project, approx. 40% to be reimbursed by AT&T and Comcast. Per Council directive, undergrounding focus will be redirected to Talmage, the completion of Oak Manor is being pushed until adequate rate revenue is	80126100.80230	18124	Various	New	Enterprise	Yes										Budget Adopted	
System Modifications for Fire Mitigation Efforts	System design, equipment and installation to conform to mandated industry standards. Proposed fire mitigation requirements require selected equipment to be replaced or protected to reduce fire risk.	80126100.80230	18124	Various	New	Enterprise	Yes										Budget Adopted	
	Add'l Comments: Reduced amount for FYE 20 from \$80k, and amounts from \$200k FYE 22 onward. Shifted budget forward from FYE 22, and reduced yearly amount from \$100k. Removing. Work will be completed in the Fire Mitigation project.	80126100.80230	18125	N/A	Hydro Plant	New	Enterprise	Yes	Series 2022 Electric Revenue Bonds	\$ 15,545	\$ 275,000	\$ 275,000	\$ 50,000	\$ 50,000		\$ 375,000	Budget Adopted	X
Hydroelectric Plant Transfer Trip Upgrade	Upgrade existing and provide redundancy for Hydro transfer trip circuit.	80126100.80230	18125	N/A	Hydro Plant	New	Enterprise	Yes	Series 2022 Electric Revenue Bonds	\$ 15,545	\$ 275,000	\$ 275,000	\$ 50,000	\$ 50,000		\$ 375,000	Budget Adopted	X
	Add'l Comments: Reduced amount for FYE 20 from \$225k, and added funds to FYE 21. Moved from FYE 21. Moved budget from FYE 22, increased overall amount from \$195k due to inflation, and added budget to subsequent years to include radio redundancy. Moved from beginning in FYE 23 in order to complete preliminary work that will be completed as part of Streetscape Phase 2 project.	80126100.80230	18259	N/A	State Street	New	Enterprise	Yes	Approximately 40% Reimbursed by AT&T and Comcast, balance Series 2022 Electric Revenue Bonds	\$ 30,261	\$ 1,200,000	\$ 500,000				\$ 1,700,000	Budget Adopted	
State St. Underground Phase II, District 5: Overhead to Underground	Relocates or underground overhead electric, phone and cable TV utilities - Henry to Norton, Mill to Gobbi. Will be part of the overall Streetscape	80126100.80230	18259	N/A	State Street	New	Enterprise	Yes	Approximately 40% Reimbursed by AT&T and Comcast, balance Series 2022 Electric Revenue Bonds	\$ 30,261	\$ 1,200,000	\$ 500,000				\$ 1,700,000	Budget Adopted	
	Add'l Comments: Budget increased from \$885k to fund complete joint trench project. Approximately 40% to be reimbursed by AT&T and Comcast, balance covered by Series 2022 Electric Revenue Bonds. Project scheduled to go out to be in April 2023.	80126100.80230	18260	N/A	Multiple	New	Enterprise	Yes	75% Covered by FEMA Hazard Mitigation Grant/Balance from Series 2022 Electric Revenue Bonds		\$ 1,500,000	\$ 4,750,000	\$ 1,500,000	\$ 1,000,000		\$ 4,750,000	Budget Adopted	X
Fire Mitigation Grant Matching	Matching 25% funds for FEMA HMG for fire mitigation undergrounding, vegetation management and design services. Electric equipment and wire. Locations include Clay and Standley Streets, Park Boulevard, Barnes and	80126100.80230	18260	N/A	Multiple	New	Enterprise	Yes	75% Covered by FEMA Hazard Mitigation Grant/Balance from Series 2022 Electric Revenue Bonds		\$ 1,500,000	\$ 4,750,000	\$ 1,500,000	\$ 1,000,000		\$ 4,750,000	Budget Adopted	X
	Add'l Comments: Increased overall amount from \$850k. Moved from FYE 22. Grant received Feb. 2022, 25% grant matching funds. Design completed. Waiting on a few easements before going out to bid. Work likely won't start until summer '23. Pushing out project start from FYE 23, and combining amounts all to fall in FYE 24.	80126100.80230	18350	N/A	Western Hills	New	Enterprise	Yes	Series 2022 Electric Revenue Bonds	\$ 243,549	\$ 525,000		\$ 300,000			\$ 300,000	Budget	X
Western Hills	Electrical infrastructure for Western Hills development.	80126100.8023	18350	N/A	Western Hills	New	Enterprise	Yes	Series 2022 Electric Revenue Bonds	\$ 243,549	\$ 525,000		\$ 300,000			\$ 300,000	Budget	X
	Add'l Comments: Removed \$525k from FYE 23, and reduced to \$300k.	80126100.8023	18350	N/A	Western Hills	New	Enterprise	Yes	Series 2022 Electric Revenue Bonds	\$ 243,549	\$ 525,000		\$ 300,000			\$ 300,000	Budget	X

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

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
ELECTRIC UTILITY ONLY

Gobbi St. UG Service Installation	Installation of wire for individual parcel services. Locations include Gobbi, Marshall & Leslie Streets.	80126100.80230	18351	N/A	Multiple	New	Enterprise	Yes	Series 2022 Electric Revenue Bonds		\$ 175,000						\$ 175,000	Budget Adopted	X
	Add'l Comments: Service infrastructure installation to parcels. Following completion of the main line installation, staffing pulled to State Street UG project. Service installation required to complete conversion and removal of overhead. Reduced total project amount from \$350k due to bid received/awarded and other actual costs coming in.																		
Cherry Circuit (102) Extension Across 101	Extend Cherry Circuit (102) to back feed 303 Circuit to provide redundancy to southeast Ukiah.	80126100.802	TBD	N/A	S.E. Ukiah	New	Enterprise	Yes				\$ 800,000					\$	Reviewed	
	Add'l Comments:																		
Replace 6 Solid Conductor	Replace aging copper conductor.	80126100.8023	TBD	N/A	Various	New	Enterprise	Yes	Series 2022 Electric Revenue Bonds		\$ 100,000	\$ 100,000	\$ 100,000				\$ 200,000	Reviewed	X
	Add'l Comments: Increased FYE 24 budget from \$20k, and removed budget in FYE 26.																		
Fiber Optic Cable Extension	Extend fiber optic to Electric Service Center for Substation Visibility and Hydroelectric Control.	80126100.8023	TBD	N/A	1350 Hastings	New	Enterprise	Yes				\$ 20,000	\$ 500,000				\$ 520,000	Reviewed	
	Add'l Comments:																		
Pole Replacement Project	Replace poles identified by the 2022 10-year pole inspection.	80126100.80230	TBD	N/A	Various	New	Enterprise	Yes			\$ 1,000,000	\$ 1,000,000					\$ 1,000,000	Reviewed	
	Add'l Comments: Increased from \$850k due to inflation. Anticipate needing to replace 100 poles. Moved from FYE 24 due to budget constraints.																		
Upgrade to 3 Phase on Observatory to Redwood Avenue	Add additional phase for future generation project on Western Hills.	80126100.80230	18352	N/A	Observ. to	New	Enterprise	Yes	Series 2022 Electric Revenue Bonds		\$ 75,000	\$ 75,000					\$ 75,000	Budget Adopted	X
	Add'l Comments: Moved from FYE 23 due to workload/lack of staff to complete.																		
New Substation	Design and build new substation.	80126100.8023	TBD	N/A	TBD	New	Enterprise	Yes				\$ 200,000	\$ 2,500,000	\$ 12,500,000			\$ 15,000,000	Reviewed	
	Add'l Comments:																		
Gobbi Street 202 Circuit Extension	Install equipment and facilities to extend the 202 circuit and provide switching capability on East Gobbi.	80126100.8023	18358	N/A	Gobbi Street	New	Enterprise	Yes	Series 2022 Electric Revenue Bonds		\$ 100,000	\$ 100,000					\$ 100,000	Budget Adopted	
	Add'l Comments: Design complete. Plan to go out to bid FYE 23, construction to start summer of '23. Moved from FYE 23.																		
Talmage Underground	Underground all overhead power & communications between State & Airport Park Boulevard.	80126100.8023	TBD	N/A	Talmage Road	New	Enterprise	Yes			\$ 30,000	\$ 2,500,000					\$ 2,500,000	Not Reviewed	
	Add'l Comments: \$30k for design, \$2.5M for construction.																		
SUB-TOTAL:										\$2,079,215	\$ 4,960,000	\$ 7,787,000	\$ 7,180,000	\$ 3,135,000	\$ 4,710,000	\$ 12,500,000	\$31,842,000		

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
ELECTRIC UTILITY ONLY

VEHICLES, MACHINERY & EQUIPMENT																			
ELECTRIC UTILITY DEPARTMENT																			
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Electric Meter Replacements	Electric Meter Replacement and cloud based data management system improving customer access to outage information, usage data and provide customer selectable notifications. Add'l Comments: Currently in the planning stage. Moved from starting FYE 21. Eliminated \$500k from FYE 22, and \$2M from FYE 23. Added amounts to FYE 24 and 25. Looking for grant funds to assist with completing this project. Moved from starting FYE 24.	80126100.80100	15080	N/A	Ukiah Electric	In Progress	Enterprise	Yes	Seeking grant funding.	\$ 18,706			\$ 150,000	\$ 2,000,000			\$ 2,150,000	Reviewed	
Utility/Inspector Truck	Replaces 2003 F250 with EV Truck Add'l Comments: EV options will hit market in FYE 21/22; Planned for FYE 22/23 to ensure quality of vehicle outside of 1st Generation models. Moved from FYE 23. Moved from FYE 24.	80126100.8010	TBD	N/A	N/A	New	Enterprise	Yes				\$ 90,000	\$ 90,000				\$ 90,000	Reviewed	
Trouble Truck	Replaces V2233 Ford F-550 AT40-G Articulating Telescopic Aerial Lift Super cab. Add'l Comments: Moved budget forward from FYE 24 due to 2+ year lead-time, and order has been placed. Planning for outfitting in FYE 24. Increased amount from \$30k. Moved to FYE 25.	80126100.8010	V2224	N/A	N/A	New	Enterprise	Yes				\$ 300,000	\$ 300,000				\$ 300,000	Reviewed	
Technical Services Vehicle	Replaces 2007 Ford E150 Van. Add'l Comments: Replace with an electric vehicle. Moved from FYE 23, and increased from \$60k.	80126100.801	TBD	N/A	N/A	New	Enterprise	Yes				\$ 60,000	\$ 90,000				\$ 90,000	Reviewed	
EV Chargers	Matching funds for EV charging grant for a Hub location, 4 DC fast chargers and 2-dualport Level 2 Chargers Add'l Comments:	80126100.8010	TBD	N/A	N/A	New	Enterprise	Yes					\$ 500,000				\$ 500,000	Not Reviewed	
SUB-TOTAL:										\$ 18,706	\$ -	\$ 450,000	\$ 1,130,000	\$ 2,000,000	\$ -	\$ -	\$ 3,130,000		

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
ELECTRIC UTILITY ONLY

Definition of terms used:	
Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed" - First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



FINANCE/I.T.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
FINANCE/IT ONLY

FACILITIES/BUILDINGS/LAND

FINANCE DEPARTMENT

Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Redesign of IT Workspace and Rooms	IT Department needs more operating space. Involves possible removal of a wall, door, and office reconfiguration, etc. Additional Comments:	20913900.56300	TBD	N/A	300 Seminary Ave.	New	Internal Service	Yes			\$ 15,000					\$ 15,000	Not Reviewed	X
SUB-TOTAL:									\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000		

INFORMATION TECHNOLOGY

FINANCE DEPARTMENT

Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Redundant Internet Gateway (Fall-over Load Balancer)	Our current AT&T Internet gateway provides service to all of the City of Ukiah departments for Internet access, as well as Public Safety access to law enforcement websites and other important services. If service fails, we do not have a failover scenario in place. A failover scenario would involve an additional Internet Gateway with a different Internet service provider (ISP). If one ISP fails, the gateway would failover to the alternate one available. <u>This would ensure service availability virtually 100% of the time.</u> Additional Comments: Moved from FYE 21 due to COVID-19. Reduced FYE 22 amount from \$166,800, and FYE 23 from \$48,400. This is contingent on our Cloud Data and Server Migration in 21/22, which will determine necessary bandwidth for our current gateway. Moved from FYE 23.	20913900.80100	17046	N/A	300 Seminary Ave.	Ongoing	Internal Service	Yes		\$ 24,200	\$ 24,200					\$ 24,200	Budget Adopted	X
Cisco Access Switch EOL Replacement	These switches connect the City's computers, phones, printers, and Wi-Fi units into the core infrastructure. The switches allow these devices to connect to the Internet and internal servers. They will be End-Of-Life and will no longer be supported by the manufacturer. Additional Comments: Some switches are already acquired and will be installed 22/23. Moving the project from FYE 23.	20913900.80100	18100	N/A	300 Seminary Ave.	New	Internal Service	Yes		\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000			\$ 180,000	Budget Adopted	X
Cisco Nexus Switch EOL Replacement	These switches are the center core of our network infrastructure. They serve as data conduits for all City of Ukiah operations. They will be end-of-life, as warranty and support runs out during this time-frame. Additional Comments:	20913900.80100	TBD	N/A	300 Seminary Ave.	New	Internal Service	Yes				\$ 110,000				\$ 110,000	Reviewed	X

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Broadband for All City Sites	Full City broadband connectivity expected by the end of the fiscal year 2023.	20913900.80230	18391	N/A	300 Seminary	In Progress	Grant	Yes		\$	252,339							\$	252,339	Budget Adopted	X						
	Additional Comments: Contract awarded to Magellan in December 2022 for the implementation of the "Digital Infrastructure Design and Implementation Plan" in the amount of up to \$252,339.																										
Network Routers for All City Sites	End of Life Routers at all City sites need to be replaced, as these constitute security breaches from old firmware, etc. Also, support is not available in case of outages.	20913900.543	18328	N/A	300 Seminary	New	Internal Service	Yes		\$	20,000							\$	20,000	Budget	X						
	Additional Comments:																										
Wireless Mesh	This will provide a broadband wireless communication network for our Police Department across the Ukiah Valley, as well as provide Wi-fi access for other departments and divisions. Site surveys will be required to establish back-haul points which will accommodate multi-point wireless antennas. A pilot site will begin Phase I, to establish the first back-haul point for testing purposes. Phase II will establish the installation of additional multi-point wireless antennas, followed by the Wi-Fi implementation that will supplement other City department projects.	20913900.54330	18329	N/A	300 Seminary Ave.	New	TBD	No										\$	-	Reviewed							
	Additional Comments: Prioritization and funding source(s) under review. Need to explore grant funding. Department estimate/request is not known at this time. Phase I will be started on FY 23/24 and Phase II will be started on FY 24/25 as funding is acquired.																										
Fire Network Infrastructure Expansion	This project will expand the Ukiah Valley Fire Authority Network Infrastructure. Phase I would be North Fire Station, and Phase II would be South Fire Station.	20913900.8023	TBD	N/A	300 Seminary	New	TBD	No				\$	100,000	\$	80,000			\$	180,000	Not Reviewed							
	Additional Comments:																										
Museum Internet Connectivity	This project will provide internet connectivity at the Museum.	20913900.80230	TBD	N/A	300 Seminary Ave.	New	TBD	No				\$	15,000					\$	15,000	Not Reviewed							
	Additional Comments:																										
SUB-TOTAL:										\$	-	\$	386,539	\$	229,200	\$	280,000	\$	90,000	\$	-	\$	-	\$	781,539		

VEHICLES, MACHINERY & EQUIPMENT

FINANCE DEPARTMENT

Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Truck - Utility Service Attendant	Current vehicle approaching the end of it's useful life.	20513300.80100	TBD	N/A	300 Seminary	New	TBD	No			\$ 35,000					\$ 35,000	Reviewed	X
	Additional Comments: Moved from FYE 23 to allow for more EV options; Electric vehicle.																	

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

Vehicle for Information Technology	Vehicle needed for Information Technology staff. Will explore EV options.	2091.3900.80100	TBD	N/A	300 Seminary Ave.	New	TBD	No			\$ 30,000					\$ 30,000	Not Reviewed	X
	Additional Comments: Will be financing.																	
Telephone System Replacement	Staff will be looking to a cloud-based telephone system that will provide features and diversity of operation, including "soft phones" that can be mobile to any location desired, not withstanding on-premise, home, conferences, etc. All features move with the phone and provide complete mobility with full functionality. The beginning of the project would address external City of Ukiah sites first, and then move to the Civic Center, Annex, and finally to the Police Department. This multi-phase project would span over one site at a time, until all sites are completed. Our current Mitel phone system is antiquated and at end of life.	2091.3900.80100	TBD	N/A	300 Seminary Ave.	New	TBD	No			\$ 250,000	\$ 250,000				\$ 250,000	Not Reviewed	X
	Additional Comments:																	
In-Rack Cooler Replacement	Our current in-rack cooling system provides cooling for all of our network infrastructure, which includes servers, routers, switches and batter-backup banks within the racks. The cooler is approximately 15 years old, and is the oldest in the state of California, end of life, and at risk of failure. Replacement is critical, as turnaround time would be questionable in te event of a failure.	2091.3900.80100	TBD	N/A	300 Seminary Ave.	New	TBD	No			\$ 18,900					\$ 18,900	Not Reviewed	X
	Additional Comments:																	
SUB-TOTAL:									\$ -	\$ -	\$ 333,900	\$ 250,000	\$ -	\$ -	\$ -	\$ 333,900		

Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed"- First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



FIRE AUTHORITY

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FACILITIES/BUILDINGS/LAND																		
FIRE AUTHORITY																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
South Station Replacement	The South Station (Station-681) has surpassed its useful life span as the facility infrastructure no longer meets the needs of the UVFA as current staffing levels have outgrown the existing living space. Station-681, initially a California Highway Patrol station, was converted into a fire station and designed to house one full-time staff member; UVFA currently staffs the station with three full-time team members per day (24-hours). Additionally, as UVFA grows, it is anticipated that a full-time ambulance with another two full-time team members will be there per day in the foreseeable future. Station-681's current footprint would not be equitable or appropriate for use or a remodel due to size. Complete replacement of the station is necessary, also a consideration for station location, selecting a strategic location to give the most optimal service to the Ukiah Valley.	91521400.80220	18334	N/A	1500 S State/141 Lovers Ln.	New	TBD	No	Seeking grant funding.							\$ -	Reviewed	
	Additional Comments: Prioritization and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$10 million.																	
North Station Replacement	The North Station (Station-683) has surpassed its useful life span as the facility infrastructure no longer meets the needs of the UVFA as current staffing levels have outgrown the existing living space and equipment storage. Station-683 was purchased as a temporary solution to have equipment and personnel stationed in the north end of Ukiah Valley for strategic planning and deployment of services. UVFA currently staffs the station with three full-time team members per day (24-hours). As with all other UVFA stations, it is anticipated that a full-time ambulance with another two full-time team members will be there per day in the foreseeable future. Station-683's current footprint would not be equitable or appropriate for use or a remodel due to size. Complete replacement of the station is necessary, also a consideration for station location, selecting a strategic location to give the most optimal service to the Ukiah Valley.	91521400.80220	18334	N/A	1500 S State/141 Lovers Ln.	New	TBD	No	Seeking grant funding.							\$ -	Reviewed	
	Additional Comments: Prioritization and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$10 million.																	
Central Station Retrofit	The Central Fire Station (Station-682) is in need of upgrades and retrofit. Station-682, until recently, was used as equipment storage and base of operations for volunteers, along with housing the On-Duty Duty Officer. It currently is staff with the Duty Officer and one full-time ambulance staffed by two team members per day (24-hours). Retrofits and upgrades are needed for bedrooms, bathrooms, office space, kitchen, living space, apparatus bay, the exterior (including roof repairs), heating and cooling systems, and installing security measures to protect the facility and fire equipment. These upgrades/retrofits will maintain the building's footprint utilizing a change in layout to accommodate the Department's current and future needs as it is anticipated that additional staffing (fire/EMS) will be added in the foreseeable future.	10021210.80220	18336	N/A	1500 S State/141 Lovers Ln.	New	TBD	No	Seeking grant funding.							\$ -	Reviewed	
	Additional Comments: Prioritization and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$850,000.																	

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Training Tower Grounds	The County of Mendocino received a large sum of funds from PG&E as part of the restitution settlement. As part of the settlement agreement, the County has set aside funds for fire service training; thus, the County of Mendocino is purchasing a sizeable 5-story training tower for the Fire Services in Mendocino County. An MOU is currently being created between the County of Mendocino and Ukiah City to maintain the training facility. This facility and grounds have the ability to serve multiple departments within the municipality (Fire, Police, Utilities, etc.) for training purposes. With the placement of the tower, the grounds (i.e., pavement, water system, electric, additional training props, etc.) will be the city's responsibility.	10021210.80220	18337	N/A	1500 S State/141 Lovers Ln.	In Progress	TBD	Yes	\$399,971 from PG&E Settlement Funds for Tower	\$ 467,823	\$ 50,000							\$ 517,823	Budget Adopted	X
	Additional Comments: The \$399,971 for the tower purchase is covered by the grant and \$25k is for initial site work to prepare the site for installation. **Additional site work and improvements will likely be necessary depending on final location and needs.** Tower has been purchased/received, and location for the tower has been identified. Actual cost increased from \$399,971 due to supply chain/inflationary impacts. Currently going out to bid for site prep. Increased amount for FYE 23 from \$25k as additional funds will likely be needed for the site prep. Contract for that work will be awarded this fiscal year.																			
Training Room - Central Station	The Training Room and the Central Fire Station (Station-682) require upgrades and retrofitting. The central training room is currently the primary training classroom; it also serves as the Emergency Center of Operations (EOC) in a catastrophic event for the city or surrounding area. As technology has rapidly changed, the room needs to be upgraded to match the changes to give our team members the tools needed to complete our mission. Additionally, UVFA identified an issue with the availability or lack of training relying on outside resources. After identifying the problem, strategic planning was put into place to bring our team members the necessary and required training in-house, thus requiring upgrades. Upgrades include tables, chairs, audio, video, internet accessibility, phone systems (including 911 operability), internal & external communication capabilities, whiteboards, planning boards, etc.	10021210.80220	18338	N/A	1500 S State/141 Lovers Ln.	New	TBD	No	Seeking grant funding.									\$ -	Reviewed	
	Additional Comments: Prioritization and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$50,000.																			
SUB-TOTAL:										\$ 467,823	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 517,823		
VEHICLES, MACHINERY & EQUIPMENT																				
FIRE AUTHORITY																				
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready	
Command/ Chief Vehicle	This new Command/Chief vehicle would serve as a Division Chief's vehicle. It will replace C-6805, a 2006 Chevy 2500 HD, with current mileage of 106,495. The vehicle transmission is currently failing, leaving the vehicle unfit, unreliable, and leaving team members in a possibly unsafe or life-threatening environment during fire suppression activities. However, the vehicle can be repurposed as a non-suppression utility vehicle for the department.	91821402.80100	V3165	N/A	1500 S State St.	In Progress	District	Yes		\$ 53,021	\$ 22,000	\$ 25,000					\$ 78,021	Budget Adopted	X	
	Additional Comments: Moved from FYE 21 due to COVID-19. Increased the amount from \$50k to include vehicle outfitting. Moved from FYE 21. Vehicle is on order, with delayed delivery. Rebudgeting remaining amount for outfitting into next fiscal year. Reduced amount in FYE 22 from \$75k and placed remaining amount in FYE 23. Delivery has been delayed. Moved budget for outfitting from FYE 23, and increased from \$22k.																			

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Command/ Chief Vehicle	This new Command/Chief vehicle will serve as a Command/Chief vehicle. It will replace D-6802, a 2007 Chevy 2500 HD with 84,072 miles. This vehicle's transmission is also currently failing along with multiple other problems, leaving the vehicle unfit, unreliable, leaving team members in a possibly unsafe or life-threatening environment during fire suppression activities. This vehicle will be decommissioned and placed as surplus. Additional Comments: Purchase cost covers Fire Service Emergency Vehicle outfitting (Lights, Siren, Radio's, etc.) Vehicle is on order, with delayed delivery. Rebudgeting remaining amount for outfitting into next fiscal year. Reduced amount in FYE 22 from \$75k and placed remaining amount in FYE 23. Delivery has been delayed. Moved budget for outfitting from FYE 23, and increased from \$22k.	91721400.80100	18277	N/A	1500 S State St.	In Progress	District	Yes		\$ 52,454	\$ 22,546	\$ 25,000					\$ 77,454	Budget Adopted	X
Quint-Aerial Apparatus	The Ukiah Valley Fire Authority annual fleet replacement identified T-6852 for replacement. Following industry-standard NFPA guidelines recommends fire engines serve 10-years or 75,000 miles as a first out response vehicle, and an additional 5 to 10-years or 100,000 miles in service as a reserve apparatus. T-6852 is a 2009 Pierce Quint Aerial Apparatus with a 75-ft. ladder with a current mileage of 47,536. With a continually growing city in size and height, revised truck's specifications will need to be considered to meet future demands: T-6852 will be placed in a reserve status for the Department. Additional Comments: Fiscal year allocation might move to out years contingent on condition of the vehicle. Removing to follow UVFA Fleet Replacement Plan.	10021210.80100	TBD	N/A	1500 S State St.	New	TBD	No	Fiscal-Year-Allocation-TBD								\$	Reviewed	X
Active Shooter Safety Equipment	Due to the current events happening around the United States and the world, it is unfortunate but imperative that we prepare and be equipped for any and all situations the UVFA may face. We are taking a proactive instead of a reactive stance in protecting and providing our team members with the equipment they need to handle even the direst situations. Following industry-standard (NFPA-3000 Active Shooter) equipment to be purchased will include Flak Jackets, Kevlar Helmets, Medical Triage Bags, and Medical Triage Equipment. Additional Comments: Funding for 16 ballistic safety vests. Purchase is in progress, and expected to be completed by end of this fiscal year.	10021210.80100	18339	N/A	1500 S State St.	In Progress	Grant	No	Funded by PG&E settlement funds.	\$ 50,910							\$ 50,910	Budget Adopted	X
Command/Chief Vehicle	This vehicle will serve as a Command/Chief vehicle. It will replace the current District-Owned C-6804. C-6804 will be placed as reserve status as a station utility until its end of useful service. This is the final phase of purchasing command vehicles for the foreseeable future. Additional Comments: Purchase cost covers Fire Service Emergency vehicle outfitting (lights, siren, radios, etc.). Removing to follow UVFA Fleet Replacement Plan.	91721400.80100	TBD	N/A	1500 S State St.	New	District	Yes					\$ 75,000				\$ 75,000	Reviewed	X
Hydraulic Battery Operated Rams	These units serve as the final piece in replacing our auto extrication equipment. Three units are requested and will be battery operated, with the batteries being interchangeable with our current equipment (cutters/spreaders). These units will be placed on the three Type I engines that provide primary emergency response. Rams are utilized in a number of rescue situations, including separating material during extrications, i.e. separating a crushed metal frame of a vehicle to get to a victim. Additional Comments: Purchase in progress and anticipated to be completed by end of this fiscal year.	91721400.80100	18344	N/A	1500 S State St.	In Progress	District	Yes		\$ 45,000							\$ 45,000	Budget Adopted	X
Lift Air Bags	UVFA's Lift Air Bags are currently past the end-of-life expiration date. This item includes 3 lift bag kits that will be equipped on the three Type I Engines that provide primary emergency response. Lift bags are used to lift heavy objects including but not limited to vehicles, boulders, building collapse, confined space rescue, etc. Additional Comments: Purchase in progress and anticipated to be completed by end of this fiscal year.	25321210.54102	18340	N/A	1500 S State St.	In Progress	District	Yes		\$ 15,000							\$ 15,000	Budget Adopted	X

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Medical Equipment Inventory Control System	Operative IQ interrogates these with our current medical equipment tracking and supply system. These units help track usage, expiration dates, and resupply needs. Additionally, the up-to-date tracking of all current supplies will minimize excess equipment or spoilage by expiration, saving additional funds. Additional Comments: The Ukiah Valley Fire Authority is already utilizing the corresponding software utilized by the machines. The \$35k is the one time cost for two inventory tracking machines. These are similar systems utilized by hospitals for inventory control of medications and supplies. Purchase in progress and anticipated to be completed by end of this fiscal year.	71021100.80100	18341	N/A	1500 S State St.	In Progress	Ambulance	Yes			\$ 35,000					\$ 35,000	Budget Adopted	X
Utility Transport Vehicle	Due to the increasing number of rescues in the wilderness areas, along with Low Gap Park & the Western Hills Trails. UFVA needs a vehicle capable of traversing these areas to optimize our rescue capabilities, as well as moving equipment and personnel in a timely manner. Additional Comments: Vehicle has been purchased and received, and will be fully outfitted by end of this fiscal year.	91721400.80100	E4975	N/A	1500 S State St.	In Progress	District	No		\$ 36,432	\$ 40,000					\$ 40,000	Budget Adopted	X
Fire Prevention / Inspection Vehicle	(Reserve) used by staff who carry out daily operations with fire prevention and inspections overseen by the Fire Marshall's Office, additionally, respond to larger-scale incidents within the UVFA's jurisdiction. As with most UVFA equipment, the most notable benchmark for UVFA is response volume which indicates usage hours. It is recommended that front-line vehicles be placed in reserve status at 6,000 hours or 7 to 10 years of front-line service. Additionally, it is recommended that all reserve equipment be retired after 12,000 hours of service or 15 to 20 of service. Other aspects include excepted future use, past apparatus required maintenance and downtime, and cost allocation. P-6815 recommended replacement in 2023; the current vehicle will be removed from service and placed as surplus due to the cost of repairs to the transmission. Additional Comments: Following UVFA Current Fleet Replacement Plan: Fire Prevention/Inspection Vehicle.	10021210.80100	TBD	N/A	1500 S State St.	New	General	No				\$ 50,000				\$ 50,000	Not Reviewed	X
Type VI Brush Squad	The crucial component utilized by the Fire Service allows team members to respond to any emergency ranging from fire, medical, rescue, hazmat, vehicle fire/crashes, etc. Fire engines and trucks are broken down into various classes (Type-I, Type-II, Type-III, etc.) based on the capabilities or specialized equipment of the apparatus. The most notable benchmark is response volume which indicates usage hours. Other aspects include excepted future use, mileage, past apparatus required maintenance, and downtime (out of service due to repairs); it is recommended that front-line vehicles be placed in reserve status at 6k hrs or 7 to 10 yrs of front-line service. Additionally, it is recommended that all reserve apparatus be retired after 12k hrs of service or 15 to 20 yrs of service. BR-6861 (Type-VI): This new purchase will be recommended in 2023, switching from our current Type-II apparatus to a more versatile and maneuverable Type-VI for our front-line team members and stations. E-6861 (Type-II): recommended to be repurposed as a reserve with the purchase of B-6861 in 2023; current E-6861 will replace E-6872. E-6872 (Type-III): will be replaced as the current front-line apparatuses (Type-II) are moved to reserve status and be listed as surplus. Additional Comments: Following UVFA Current Fleet Replacement Plan.	TBD	TBD	N/A	1500 S State St.	New	TBD	No						\$ 547,000	\$ 547,000		Not Reviewed	
Rescue Boat (Specialized Vehicle)	The Boat is used for water operations and rescue. The recommended replacement is front-line for 7 to 10 years and retired after 15 to 20 years of service. Based on the degrading of the marine material over time and hard use. B68-1: recommended replacement in 2023; the current B68-1 will be placed in reserve status as B68-2. B68-2: will be replaced as current front-line vehicles are moved to reserve status and be listed as surplus. Additional Comments: Following UVFA Current Fleet Replacement Plan.	10021210.80100	TBD	N/A	1500 S State St.	New	General	No				\$ 32,000				\$ 32,000	Not Reviewed	X

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Quint Aerial Apparatus	The crucial component utilized by the Fire Service allows team members to respond to any emergency ranging from fire, medical, rescue, hazmat, vehicle fire/crashes, etc. Fire engines and trucks are broken down into various classifications (Type-I, Type-II, Type-III, etc.) based on the capabilities or specialized equipment of the apparatus. The most notable benchmark is response volume which indicates usage hours. Other aspects include excepted future use, mileage, past apparatus required maintenance, and downtime (out of service due to repairs); it is recommended that front-line vehicles be placed in reserve status at 6,000 hours or 7 to 10 years of front-line service. Additionally, it is recommended that all reserve apparatus be retired after 12,000 hours of service or 15 to 20 of service. T-6852 recommended replacement in 2024; the current T-6852 will be removed from service and listed as surplus.	TBD	TBD	N/A	1500 S State St.	New	TBD	No								\$ 1,800,000					\$ 1,800,000	Not Reviewed	X	
	Additional Comments: Following UVFA Current Fleet Replacement Plan.																							
Fire Engine Apparatus	The crucial component utilized by the Fire Service allows team members to respond to any emergency ranging from fire, medical, rescue, hazmat, vehicle fire/crashes, etc. Fire engines and trucks are broken down into various classifications (Type-I, Type-II, Type-III, etc.) based on the capabilities or specialized equipment of the apparatus. The most notable benchmark is response volume which indicates usage hours. Other aspects include excepted future use, mileage, past apparatus required maintenance, and downtime (out of service due to repairs); it is recommended that front-line vehicles be placed in reserve status at 6,000 hours or 7 to 10 years of front-line service. Additionally, it is recommended that all reserve apparatus be retired after 12,000 hours of service or 15 to 20 of service. Due to the current use (Hours), E-6881 and E-6883 will be well over 6,000 before the seven-year mark as, on average, each apparatus puts approximately 1,500 hours of usage per year. E-6881 has the higher use of the two, which puts it first for replacement. E-6881 (Type-I): It is recommended for replacement in 2025; the current E-6881 will be repurposed as a reserve and replace E-6882.	TBD	TBD	N/A	1500 S State St.	New	TBD	No								\$ 935,000					\$ 935,000	Not Reviewed	X	
	Additional Comments: Following UVFA Current Fleet Replacement Plan.																							
Fire Engine Apparatus	The crucial component utilized by the Fire Service allows team members to respond to any emergency ranging from fire, medical, rescue, hazmat, vehicle fire/crashes, etc. Fire engines and trucks are broken down into various classifications (Type-I, Type-II, Type-III, etc.) based on the capabilities or specialized equipment of the apparatus. The most notable benchmark is response volume which indicates usage hours. Other aspects include excepted future use, mileage, past apparatus required maintenance, and downtime (out of service due to repairs); it is recommended that front-line vehicles be placed in reserve status at 6,000 hours or 7 to 10 years of front-line service. Additionally, it is recommended that all reserve apparatus be retired after 12,000 hours of service or 15 to 20 of service. Due to the current use (Hours), E-6881 and E-6883 will be well over 6,000 before the seven-year mark as, on average, each apparatus puts approximately 1,500 hours of usage per year. E-6883 has the second highest use of the two, which puts it second for replacement. E-6883 (Type-I): recommended replacement in 2026; between former E-6881 and E-6883, one will be used as a reserve as (E-6882) while the other will be listed as surplus.	TBD	TBD	N/A	1500 S State St.	New	TBD	No								\$ 956,000					\$ 956,000	Not Reviewed	X	
	Additional Comments: Following UVFA Current Fleet Replacement Plan.																							
Tech Rescue Tow/Haul (Specialized Vehicle)	Specialized vehicles are generally designed for a specific purpose (Support/Air Unit, USAR, Boat) utilized by the UVFA. These units play a critical role in the success of the UVFA's mission. The USAR (Urban Search & Rescue) is designed for natural disasters, confined space rescue, and collapse rescue. Support/Air and USAR were based on usage of the vehicle; it is recommended for replacement at 12,000 or 15 to 20 years of service. A significant change, USAR-68 is currently a pull-behind trailer without a dedicated vehicle for towing; this will be a utility truck with a crane to haul the specialty trailers (USAR/Swiftwater rescue trailers). It will allow for a rapid response in a time sensitive environment, with the small crane attached making the vehicle more versatile and adaptable for any situation that team members encounter. USAR-68: recommended replacement in 2027; the current USAR-68 trailer will be placed as surplus or utilized by another City Department.	TBD	TBD	N/A	1500 S State St.	New	TBD	No													\$ 260,000	\$ 260,000	Not Reviewed	X
	Additional Comments: Following UVFA Current Fleet Replacement Plan.																							

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UKIAH VALLEY FIRE AUTHORITY ONLY

Swiftwater Rescue Equipment Trailer	This trailer will be dedicated to swift water rescue equipment including a boat. This trailer gives team members the ability to maintain and rapidly respond to any water rescue incident. All water rescue equipment will be stored within the trailer, including the inflatable boat. The trailer allows the ability to maintain all equipment in a controlled environment.	TBD	TBD	N/A	New	TBD	No																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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Definition of terms used:

Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
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Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
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Shovel Ready	Project is ready to be sent out to bid.



POLICE

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
POLICE ONLY

INFORMATION TECHNOLOGY																			
POLICE DEPARTMENT																			
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready	
Police Department Computer Aided Dispatch & Mobile Digital Terminal Software	The Ukiah Police Department has been using the same Computer Aided Dispatch (CAD) platform since 1998. The provider of this CAD system changed ownership multiple times, since our initial purchase. Currently there are only 6 agencies in the state using this system and it does not have standard functionality such as mapping. It is likely that this CAD system will be discontinued in the future. Fortunately, the current owner of this old system is our Records Management System provider and offers a modernization upgrade. This would allow for the seamless flow of information from our CAD system, Records Management System and our MDT's. This modernization software would also provide a mapping component to our CAD and MDT software which is an industry standard now.	10020210.54330/	TBD	N/A	300 Seminary Ave.	Deferred	TBD	No	May explore financing options.										
	Additional Comments: Cost of project per Fiscal year may vary depending on start date, but total cost is identified. Moved from starting in FYE 24, and increased total project amount from \$491,593. Staff is still looking for grant funding. Additionally, current staff resources are unable to support a project of this size.																		
Police Department Server Room Battery Backup	The Ukiah Police Department maintains a universal power supply, which is failing and past its life cycle. This UPS is a battery backup system which is needed to maintain phone and radio communications in our Emergency Dispatch Center in the event of a power outage and generator failure.	10020210.54100	18330	N/A	300 Seminary Ave.	Completed	General	Yes		\$ 38,333	\$ 35,208						\$ 35,208	Budget Adopted	X
	Additional Comments: Cost of project includes equipment and on site service and setup. Increased budget amount for FYE 23 from \$28,727.																		
SUB-TOTAL:										\$ 38,333	\$ 35,208	\$ 90,325	\$ 90,325	\$ 90,325	\$ 180,651	\$ 220,617	\$ 617,126		
INFRASTRUCTURE																			
POLICE DEPARTMENT																			
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-Funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Ukiah Gun Range Berm Mining	The Ukiah Police Department has maintained a Gun Range at the end of Vichy Springs Road adjacent the old dump property for more than 50 years. In previous years, staff identified the need to perform what is known as berm mining prior to any future improvements and had previous budgeted monies in the Fiscal Year 19/20, which was cut due to COVID, but still remains a priority.	10020210.80230	18331	N/A	300 Seminary Ave.	Completed	General	Yes		\$ 29,754	\$ 30,000						\$ 30,000	Budget Adopted	X
	Additional Comments: Currently there are a number of improvements at the facility that need to be made, however none of these can be accomplished, until this can occur.																		
SUB-TOTAL:										\$ 29,754	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000		

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
POLICE ONLY

VEHICLES, MACHINERY & EQUIPMENT																			
POLICE DEPARTMENT																			
Project Name	Project Description	Orig/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Annual Police Car Replacement	Annually the Police Department schedules the replacement of two patrol cars. Typically, a patrol car lasts about 3 years before it reaches the end of it's service life. It takes the department about a year to order, receive and outfit a car for patrol use. By scheduling regular replacement of cars, the department ensures we have enough cars available for use.	10020210.80100	V4215 & V4218	N/A	300 Seminary Ave.	Ongoing	General	No	May explore financing options.	\$ 167,000	\$ 175,000	\$ 175,000	\$ 175,000				\$ 692,000	Budget Adopted	X
	Additional Comments: The Department has maintained a vehicle replacement plan of two vehicles per year, which was previously reduced due to COVID-19. The budget has been increased from \$100k yearly, as current vehicle replacement actual cost exceeds prior budgeted amounts. This is also a consideration of inflation. Revised PC's. Increased amount in FYE 23 from \$150k to reflect cost increase for two hybrid vehicles currently on order. Increased future years from \$150k as well in consideration of inflation.																		
Replace Tasers	The Ukiah Police Department has deployed Tasers since 2018, utilizing a 5-year purchasing program to maintain current equipment and which provides support for hardware, supplies, and technology through the term of the agreement. The current agreement with Axon expires in 2022.	10020210.54100	18345	N/A	300 Seminary Ave.	In Progress	General	Yes	Grant funding may be available.	\$ 26,697	\$ 26,974	\$ 26,974	\$ 26,974	\$ 26,974	\$ 26,974		\$ 134,870	Budget Adopted	X
	Additional Comments: As explained in our prior CIP plan, the department has maintained a purchasing plan to support our tasers, which is expiring this year. Unless renewed, equipment will not be repairable or supported. Yearly pricing has increased from \$15k. Unencumbered contract was awarded FYE 23. Reduced amount in FYE 23/24/25/26/27 from \$32k to reflect five-year contract commitment that will have to be rebudgeted for the life of the contract.																		
Replace Body Cameras	The Ukiah Police Department has deployed body-cameras to memorialize officer contacts, criminal conduct, and investigative activities for more than 10 years. These video and audio recordings are used as evidence in criminal and civil cases, as well as for internal quality assurance. The current purchasing program expires in 2023, and provides for evidence storage, current and reliable equipment, and support for hardware and software for the term of the agreement.	10020210.54100	18346	N/A	300 Seminary Ave.	In Progress	General	Yes	Grant funding may be available.	\$ 47,683	\$ 47,954	\$ 47,954	\$ 47,954	\$ 47,954	\$ 47,954		\$ 239,770	Budget Adopted	X
	Additional Comments: As explained in our prior CIP plan, the department has maintained a purchasing plan to support our body worn cameras, which is expiring in May of 2023. Unless renewed, equipment will not be repairable or supported, essentially making them inoperable. Due to the fact that our tasers are also due for renewal, the department is exploring a bundling option as a cost saving measure. Overall cost has increased from \$79k. Unencumbered contract was awarded FYE 23. Reduced amount in FYE 23/24/25/26/27 from \$52k to reflect five-year contract commitment that will have to be rebudgeted for the life of the contract.																		

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FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
POLICE ONLY

Unmanned Aircraft	The Ukiah Police Department would like to purchase two "DJI Mavic 3T" unmanned aircraft systems (drones) from Axon. The drones are \$7,500 each. Each drone has an annual software cost of \$2,200 a year and a \$360 pilot license fee. Ideally the Ukiah Police Department would have two staff trained to pilot the drones. The training for each pilot would be a one time cost of \$999.	10020210.54100	TBD	N/A	300 Seminary Ave.	New	General	No										\$ 22,000						\$ 22,000	Not Reviewed	X
	Additional Comments: Unmanned Aircraft could be very useful and important if working a barricaded hostage situation, natural disaster such as flood, or fire.																									
Flock Cameras	The Ukiah Police Department would like to purchase and implement an additional 14 Flock cameras in or around the Ukiah City Limits to help with solving felony crimes occurring in our community.	10020210.54100	TBD	N/A	300 Seminary Ave.	New	General	No	Seeking Grant Funding									\$ 41,000						\$ 41,000	Not Reviewed	X
	Additional Comments: Flock cameras have been proven to assist officers in locating stolen vehicles, wanted persons and helped in solve crimes around the City of Ukiah. Currently we have some areas of the City of Ukiah that are not covered by Flock Cameras.																									
LPR Fleet Cameras	The Ukiah Police Department would like to update it's Fleet Cameras inside the police patrol vehicles. Currently the 9 UPD patrol vehicles are outfitted with Fleet 2 Axon cameras. These cameras are becoming outdated and will need an upgrade in the next few years. Updating our Fleet 2 cameras to Fleet 3 cameras would give the police department a wider view and the Feel 3 cameras are also License Plate Reader compatible.	10020210.54100	TBD	N/A	300 Seminary Ave.	New	General	No										\$ 24,439	\$ 24,439	\$ 24,439	\$ 24,439	\$ 24,439	\$ 97,756		Not Reviewed	X
	Additional Comments: For an additional fee the LPR can be turned on to assist officers in locating stolen vehicles or felony wanted vehicles entered into the State of California DMV system and Stolen Vehicle System. The proposed Axon quote for Fleet 3 cameras would provide new cameras for all 9 patrol vehicles, include all hardware, software, and warranty. The payment would be broken up into 5 years for a total of \$122,193 (FYE 29 not currently on CIP).																									
Body Armor	The Ukiah Police Department is in need of 13 new body armor vests for our police officers. We have several that are end of life and need replacement in the upcoming year. The cost of a bullet proof vest is approximately \$1,000 a vest.	10020210.54100	TBD	N/A	300 Seminary Ave.	New	General	No										\$ 13,000						\$ 13,000	Not Reviewed	X
	Additional Comments: Vests are personally fitted for each officer and are for the safety of our staff.																									
SUB-TOTAL:										\$ 74,380	\$ 241,928	\$ 325,928	\$ 274,367	\$ 274,367	\$ 99,367	\$ 24,439	\$ 1,240,396									

Definition of terms used:

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Shovel Ready	Project is ready to be sent out to bid.



PUBLIC WORKS

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
PUBLIC WORKS ONLY

FACILITIES/BUILDINGS/LAND																			
PUBLIC WORKS DEPARTMENT																			
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-Location	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Corporation Yard Renovation Project	Complete renovation of existing Corporation Yard, teardown of all accessory buildings and build new structures for Streets, Water & Sewer staff and whatever else is deemed necessary from study.	20824300.80220	18190	N/A	1320 Airport Rd.	In Progress	Series 2022 Lease Rev	Yes	New Revenues	\$ 27,725	\$ 13,500,000		\$ 12,281,427				\$ 12,281,427	Budget Adopted	
	Add'l Comments: Needs Assessment for Corp Yard Facility Moved from FYE 21 due to COVID-19. Moved from FYE 23. Estimated cost in 21/22 is for plans and specs/study work. Design contract has been awarded for \$1.2M. Moved from FYE 23. Reduced funding by amount of design contract. Staff exploring opportunity of new corp yard facility off Airport property.	20824700.80220	18106	N/A	300 Seminary Ave.	Deferred	Building Fund	Yes	Utilizing Building Fund Reserves		\$ 80,000	\$ 80,000					\$ 80,000	Budget Adopted	
Civic Center Front of Building Replacement of Tile, Clean and Paint	Tile missing and/or broken, front of building needs cleaning and painting.	20824700.80220	18107	N/A	300 Seminary Ave.	Deferred	Building Fund	Yes	Utilizing Building Fund Reserves		\$ 35,000	\$ 35,000					\$ 35,000	Budget Adopted	
Civic Center Bathroom Tile	The tiles in the bathrooms at the Civic Center have come loose and are creating a tripping hazard. Tile needs to be removed and replaced. Cement floor needs to be treated to exclude calcium intrusion.	20824700.80220	18319	N/A	300 Seminary Ave.	Deferred	Internal Allocations	Yes	Indirect Cost Allocation	\$ 37,484	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		\$ 500,000	Budget Adopted	X
Civic Center Roof Replacement	Roof and skylights are showing signs of failure. Failed over dispatch and a temporary tarp roof was implemented.	20824700.80220	18320	N/A	300 Seminary Ave.	Deferred	Internal	Yes	Indirect Cost Allocation		\$ 35,000	\$ 35,000					\$ 35,000	Budget Adopted	X
	Add'l Comments: Department estimates roof replacement/repair cost at \$400,000; Capitalize costs over the next 4 years. The intent here is to set aside \$100k every year through the cost allocation for the ultimate roof replacement in final year of set aside, thus not reflecting an actual budgeted amount in each set-aside year. Staff asked for an amendment in Dec. '22 to amend this year's budget by \$40k to take care of area above Police dispatch, which has been completed. Adding and additional \$100k set aside, for a total of five years. Currently on pause waiting for the BoFA building and planning of moving departments around. Unsure of what needs the Civic Center will need to address.	20824700.56300	TBD	N/A	300 Seminary Ave.	Deferred	Internal	Yes	Indirect Cost Allocation			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		\$ 200,000	Reviewed	
Civic Center Police Parking Cover Insulation Replacement	The insulation in the exterior parking cover has failed that cover the public safety vehicles. To protect police vehicles and improve aesthetics.	20824700.56300	TBD	N/A	300 Seminary Ave.	Deferred	Internal	Yes	Indirect Cost Allocation				\$ 10,000				\$ 10,000	Reviewed	
Civic Center HVAC Replacement	HVAC units are aging and failures are imminent	20824700.56300	TBD	N/A	300 Seminary Ave.	Deferred	Internal	Yes	Indirect Cost Allocation										
Civic Center Lunch Room Floor Replacement	Replace floor in lunch room due to water intrusion from a bathroom leak.	20824700.56300	TBD	N/A	300 Seminary Ave.	Deferred	Internal	Yes	Indirect Cost Allocation										
	Add'l Comments: Nearly all items on pause waiting for the BoFA building and planning of moving departments around. Unsure of what needs the Civic Center will need to address.	20824700.56300	TBD	N/A	300 Seminary Ave.	Deferred	Internal	Yes	Indirect Cost Allocation										

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FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
PUBLIC WORKS ONLY

Security Fencing at Ukiah Police Department Parking/Entrance/Exit Areas	Currently the Ukiah Police Department parks their vehicles, enters and exits the station on the south side of the Civic Center. This area is unsecured and a high security risk to those entering and exiting the building & vehicles. Securing the area with fencing and gates that only UPD and Staff have access to will provide the necessary safety needed for the UPD. Fencing and a gate would be installed near the entrance at Oak Street, follow the driveway to the Civic Center building. An additional gate would be installed near the Fire bay doors closer to Dora Street and run down the driveway back toward Oak Add'l Comments: Prioritization and funding source(s) under review; Department estimate/request is \$200,000; Project is contingent on the identification of a non General Fund source. Moved from FYE 21 due to COVID-19. Moved from FYE 22 due to COVID-19 and funding restriction. Nearly all items on pause waiting for the BofA building and planning of moving departments around. Unsure of what needs the Civic Center will need to address.	20824700.80220	18187	N/A	300 Seminary Ave.	Deferred	New Revenues	No	Fiscal Year Allocation TBD									\$	-	Reviewed	
Carpet Replacement - Police Department Offices	The carpet in the Police Department offices is extremely worn with spots that can no longer be removed, along with some areas that are torn. Add'l Comments: Moved from FYE 21 due to COVID-19. Part of larger Civic Center service relocation and reconfiguration project. Moved from FYE 22. Moved from FYE 23. Nearly all items on pause waiting for the BofA building and planning of moving departments around. Unsure of what needs the Civic Center will need to address.	20824700.80220	18176	N/A	300 Seminary Ave.	Deferred	Bond Funding	Yes	Funded by Series 2020A Bond		\$ 51,000	\$ 51,000						\$	51,000	Budget Adopted	X
Bank of America Building Acquisition, Renovation, and Services Relocation	Procurement of BofA building on S. State, rehabilitation, service relocation, and reconfiguration of Civic Center. Add'l Comments: Council has approved acquisition of building and is aware of estimated rehab costs. Council still needs to review master plan, including transfer of services and reconfiguration of Civic Center admin. Moved from FYE 22. Revised amount from \$1,623,233 due to current available bond funds. Moved from FYE 23.	20824700.80220	18176	N/A	501 S. State	In Progress	Bond Funding	Yes	Purchase Completed FY 2021; Rehabilitation Costs TBD, Funded by Series 2020A Bond	\$ 762,562	\$ 1,326,679	\$ 1,326,679						\$	1,326,679	Budget Adopted	X
Server Room Fire Suppression System Replacement	Replace failed and obsolete halon fire suppression system in the server rooms at the Civic Center. Add'l Comments: Existing halon system is not functioning and obsolete, making the system irreparable.	20824700.80220	TBD	N/A	300 Seminary Ave.	New	Internal	Yes	Indirect Cost Allocation			\$ 60,000						\$	60,000	Not Reviewed	X
Roll-up Bay Door - Central Fire Station	Doors need replacing. Add'l Comments: Doors need replacing.	20824700.56300	TBD	N/A	300 Seminary	New	Internal	Yes	Indirect Cost Allocation			\$ 100,000						\$	100,000	Not Reviewed	X
CardLock Phase II	Install Police Department entrances and exits with key fobs and access cards. Add'l Comments: This is already being utilized at the Civic Center and Annex, providing a high level of security.	20824700.80220	15019	N/A	300 Seminary	New	Internal	Yes	Indirect Cost Allocation			\$ 85,000						\$	85,000	Not Reviewed	X
SUB-TOTAL:										\$ 827,771	\$ 15,127,679	\$ 1,922,679	\$ 12,441,427	\$ 150,000	\$ 150,000	\$ -	\$ 14,764,106				

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
PUBLIC WORKS ONLY

INFRASTRUCTURE																				
PUBLIC WORKS DEPARTMENT																				
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready	
Landfill Closure	This project will permanently close the Landfill Disposal site per Federal Mandates.	70224500.80230	18025	N/A	3100 Vichy Springs	In Progress	Current Revenues	Yes												
	Add'l Comments: Project specifics will require additional Council review. Moved from FYE 20 to FYE 21. EIR Litigation in progress. Construction projected for FYE 22 so moved from FYE 21. Moved from FYE 22 - ongoing litigation. Moved from FYE 23. Litigation has been slow, likely no movement until next year or later.										\$ 10,343,287	\$ 10,343,287					\$ 10,343,287	Budget Adopted	X	
SUB-TOTAL:										\$ -	\$ 10,343,287	\$ 10,343,287	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,343,287		
STREETS & RIGHTS-OF-WAY																				
PUBLIC WORKS DEPARTMENT																				
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready	
East Clay Street Improvement Project	This project will improve East Clay Street from Main Street to the Railroad Crossing in order to facilitate the development of the new Courthouse site. This project includes water, sewer, pedestrian facilities and drainage facilities as well as reconstruction of the street section.	12024200.8023	18128	N/A	Clay Street	New	Special Revenue	Yes	Measure Y				\$ 750,000				\$ 750,000	Reviewed	X	
	Add'l Comments: Introduced and discussed at the January 16, 2019 Council meeting. Moved from FYE 21. Moved from FYE 23.																			
Street Striping	This will update striping on streets in selected areas.	12024200.5210	18251	N/A	Various Streets	Ongoing	Special Revenue	Yes	Measure Y		\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 480,000	Budget	X	
Orr Street Bridge	This project will improve the bridge on Orr Street at Orr Creek.	12024200.8023	18065	N/A	Orr Street at Orr Creek	In Progress	Grant	Yes	CDBG Grant	\$ 150,000										
	Add'l Comments: The City has received \$150k to fund a planning study for Orr Street Bridge and the Orr Street transportation corridor. Activities include completion of a study to analyze existing conditions of the street, including the transportation corridor and bridge, as well as the completion of a plan and preparation of plans and specifications and an Engineer's Cost Estimate to be used for a future public improvement project. Request for Proposal completed and awarded to GHD November 2021, study has begun. Moved construction to FYE 24 as this work is completed.	12024220.80230	25124220		Orr Street at Orr Creek	Capital Projects						\$ 254,438					\$ 404,438	Reviewed	X	
Low Gap Road and North Bush Street Roundabout	This project will complete the environmental, ROW, and design phases for a roundabout at Low Gap Road and N. Bush St. Construction phase not currently funded.	50924210.80230	15024	N/A	Low Gap Rd & N. Bush	In Progress	Special Revenues	Yes	MCOG Revenues		\$ 300,000	\$ 450,000					\$ 750,000	Budget Adopted	X	
Add'l Comments: Design authorized, but project requires additional Council review. Moved from FYE 22, and reduced from \$1.5 mil due to COVID-19. Moved from FYE 21. Moved from FYE 22 to FYE 23 and FYE 24 due to delays in grant processing.																				

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
PUBLIC WORKS ONLY

Slurry Seal Project	This project will improve the Streets network. Add'l Comments: Going out to bid. Budget will be utilizing FYE 21 anticipated revenue. Had utilized this year's budget for other projects. Increased budget from \$200k FYE 22. Increased budget from \$400k FYE 21, from \$200k in FYE 23, and from \$200k in FYE 24. Added budget in FYE 25 and 26. Increased budget in FYE 24, 25, and 26 from \$250k each due to increasing funding sources, expanding scope, and inflation. Bid for FYE 23 is anticipated to be awarded prior to end of this fiscal year, so increasing this year's budget from \$350k and not budgeting anything for FYE 23	12024200.52100	18332	N/A	Various Streets	Ongoing	Special Revenues	Yes	Measure Y		\$ -	\$ 400,000	\$ 400,000	\$ 400,000		\$ 1,200,000	Budget Adopted	X
Main Street Reconstruction Project	Reconstruct Main Street, from Gobbi to Norton. Add'l Comments: Moved from FYE 22 due to COVID-19. Increased amount from \$500k. RFP for design was awarded to Coastland in February of 2022. Funding source has changed from Measure Y. Part of 3 project grant application. Chance of grant award could move up timeline	25224220.802	18343	N/A	Main Street	New	Bond Funding	Yes	Series 2022 Lease Revenue Bonds			\$ 6,000,000				\$ 6,000,000	Reviewed	X
Clara Avenue Reconstruction Project	Reconstruct Clara Avenue, from State to Orchard. Add'l Comments: Moved from FYE 21. Moved from FYE 22. Formerly thought to be eligible for CDBG Funding. Possible CDBG Funding opportunity. This funding is not yet secured but will be applied for closer to project construction. Increased estimated project cost from \$2M, and moved from FYE 26. Project currently in construction and will be complete	25224220.8023	18184	N/A	Clara Avenue	In Progress	Bond Funding	Yes	Possibly CDBG or Series 2022 Lease Revenue Bonds	\$ 3,500,000		\$ 3,500,000			\$ 3,500,000	Budget Adopted	X	
Leslie Street Rehabilitation Project	Rehabilitate Leslie Street, Gobbi to Perkins. Add'l Comments: Moved from FYE 21. Moved from FYE 22 due to a number of various projects, timelines, and severity of street conditions.	12024200.802	TBD	N/A	Leslie Street	New	Grant	Yes	CDBG Funding Opportunity				\$ 1,500,000		\$ 1,500,000	Reviewed	X	
Perkins Street Storm Drain and Widening Project	This project will add a storm drain on East Perkins Street and widen the intersection at Orchard Avenue to add another East Bound through lane. Add'l Comments: Request for Proposal completed and contract awarded to BKF in February of 2022. Engineering underway. Construction moved to FY 23/24. Part of 3 project grant applications. Chance of grant award could	25224220.8023	18308	N/A	E. Perkins St.	In Progress	Grant	Yes	Series 2022 Lease Revenue Bonds and Possible Grant Funding	\$ 211,889	\$ 2,277,000	\$ 2,227,000			\$ 2,227,000	Budget	X	
South Ukiah Rehabilitation Project- State & Dora Rehabilitation Project	This project will overlay S. Dora Street from Beacon Lane to Washington, and S. State Street from Beacon Lane to Cherry, including ADA pedestrian improvements. Add'l Comments: Reduced budget amount from \$2.2M, and changed scope from ending at Observatory, now to Cherry St. Moved to FYE 23, anticipate bid award in July 2022. Construction nearly complete. Awaiting last invoice for Notice of Completion.	25224220.80230	18254	N/A	Dora/State	In Progress	Bond & Grant	Yes	Series 2022 Lease Revenue Bonds/CTC Local Partnership Program	\$ 1,687,683	\$ 1,800,000				\$ 1,800,000	Budget Adopted	X	
Great Redwood Trail- Phase 4	This project will extend the Great Redwood Trail from Commerce Drive to Norgard Lane Add'l Comments: Grant has been awarded. Moved full project for completion in FYE 22. Moved from FYE 22. Costs to date are for engineering. On pause waiting for railbanking announcement, will proceed Spring 2024	51124210.8023	18253	N/A	Railroad ROW	In Progress	Grant	Yes	Urban Greening Grant	\$ 483,234	\$ 3,563,212				\$ 3,563,212	Budget Adopted	X	
Great Redwood Trail- Phase 5	This project will extend the Great Redwood Trail from Brush Street to Hensley Creek Road Add'l Comments: Moved project back from beginning FYE 23.	51124210.802	TBD	N/A	Railroad ROW	New	Grant		Urban Greening Grant				\$ 275,000	\$ 8,000,000	\$ 8,275,000	Reviewed		
Gobbi Street Utility Improvement Project	Reconstruct Gobbi Street in 2 separate projects (US101 to State Street) and (State Street to Dora Street) (was formerly called street reconstruction) Add'l Comments: Engineering contract awarded to BKF September 2021. Includes funds 822 and 844. Increased from \$1.5M, added construction budget. Part of 3 project grant application. Chance of grant award could move up timeline.	12024200.8023	18290	N/A	Gobbi Street	New	Special & Grant	Yes	Measure Y/Possible Grant			\$ 6,200,000			\$ 6,200,000	Reviewed	X	
Talmage Road Rehabilitation Project	This project will replace the water main, sewer main and include reconstruction and paving of the overlay, additional sidewalks and ADA accessibility. Add'l Comments: RFP completed and contract awarded to GHD for design in February of 2022. Scope greatly changed due to EUD undergrounding, moved from FYE 23.	25224220.80230	18310	N/A	Talmage Road	New	Bond	Yes	Series 2022 Lease Revenue Bond	\$ 1,000,000		\$ 1,000,000			\$ 1,000,000	Budget Adopted		

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

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
PUBLIC WORKS ONLY

Traffic Signal Cabinet/Camera Update	Bring traffic signals at State and Washington/Talmage/Low Gap/Hospital Drive up to date with new traffic signal controller software.	500244220.80230	TBD	N/A	Multiple	New	Special Rev/Grant	Yes	Gas Tax/HSIP Grant									\$ 400,000			\$ 400,000	Reviewed	X
	Add'l Comments: Awarded \$151,450 HSIP grant through Caltrans.																						
Downtown Streetscape Phase 2 Construction	Water and Sewer Utility Replacement, total street reconstruction, ADA accessibility. Henry to Norton, Mill to Gobbi.	12024200.80230	18234	Yes	Multiple	In Progress	Special/Grant/Bond	Yes	Measure Y, Grant Funds and Bond Funds		\$ 5,410,396									\$ 5,410,396	Budget Adopted	X	
	Add'l Comments: \$11M construction cost overall, shared with Funds 844, 820 and 800. Currently nearing end of design with GHD, and planned to go to bid in summer, with construction planned to begin in the fall. CalTrans grant of \$1.3M to offset some cost. Currently out to bid.																						
SUB-TOTAL:										\$2,532,806	\$ 17,930,608	\$ 16,011,438	\$ 6,005,000	\$ 8,480,000	\$ 1,580,000	\$ 80,000	\$ 43,460,046						

VEHICLES, MACHINERY & EQUIPMENT

PUBLIC WORKS DEPARTMENT

Project Name	Project Description	Orig/Obj	Project #	Allocation to Multi-funds	Project location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Asphalt Zipper - Shared Cost	The current equipment is Equipment #1000, a 1994 Wirgten W500 Grinder. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$120,000 total. Add'l Comments: Moved from FYE 23 due to COVID-19. Moved from FYE 24. Working with Fleet Maintenance staff on evaluation. Moving to FYE 23. Continued evaluation and validation of justification required prior to purchase. Deferring to allow for Western Hills Water Infrastructure PC 18385 Western Hills Water Infrastructure - Removing.	10024620.80100	E1001	Yes	1320 Airport Rd.	Deferred	General	Yes	Department plans to set aside funds for this replacement.	\$ 40,000							\$	Budget Adopted	X
Asphalt Roller - Shared Cost	The current equipment is Equipment #1611, a 1995 CAT CB214C Roller. This is CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$66,000 total. Add'l Comments: Moved from FYE 23 due to COVID-19. Working with Fleet Maintenance staff on evaluation.	10024620.80100	E1612	Yes	1320 Airport Rd.	New	General	Yes	Department plans to set aside funds for this replacement.			\$ 22,000					\$ 22,000	Reviewed	X
Asphalt Paver - Shared Cost	The current equipment is Equipment #1811, a 1998 LeeBoy Model 1000B Paver. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$210,000 total. Add'l Comments: Moved from FYE 23 due to COVID-19. Working with Fleet Maintenance staff on evaluation.	10024620.80100	E1812	Yes	1320 Airport Rd.	New	General	Yes	Department plans to set aside funds for this replacement.			\$ 70,000					\$ 70,000	Reviewed	X
Flat Rack Truck	Replace existing Flat Rack Truck due to age and mileage. Add'l Comments: Moved from FYE 22 due to COVID-19.	10024620.8010	V2236	N/A	1320 Airport	New	General	Yes						\$ 62,500			\$ 62,500	Reviewed	X
3-Yard Dump Truck	Replace existing 3-yard dump truck due to age and mileage. Add'l Comments: Moved from FYE 23 due to COVID-19.	10024620.8010	TBD	N/A	1320 Airport	New	General	Yes				\$ 102,000					\$ 102,000	Reviewed	X

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PUBLIC WORKS ONLY

Loader Replacement	Replace existing loader due to CARB requirements.	10024620.8010	E1413	Yes	New	General	Yes				\$ 110,000	\$ 110,000					\$ 110,000	Budget Adopted	X
	Add'l Comments: Working with Fleet on evaluation. Continued evaluation and validation of justification required prior to purchase. Moved from FYE 22. Deferring to allow for Western Hills Water Infrastructure PC 18385 Western Hills Water Infrastructure.																		
Dump Truck Replacement	Dump Truck Replacement for 3 years. This equipment is used to maintain and repair the Infrastructure for our citizens. Total cost: \$500,000	20824300.8010	TBD	N/A	New	Internal Service	Yes	Department plans to set aside funds for this replacement.				\$ 500,000					\$ 500,000	Reviewed	X
	Add'l Comments: Moved from FYE 22 due to COVID-19. Reduced cost from \$750k due to splitting Loader to separate line.																		
Snap-On Toolsets	Snap-On Tools, Master Set Tool set and Fleet Pro Set.	20324100.54102	18347	N/A	In Progress	Internal Service	Yes		\$ 56,932	\$ 60,000	\$ 70,000						\$ 130,000	Budget Adopted	X
	Add'l Comments: Garage Tool Sets. Added funding in FYE 24 for additional toolsets for employees.																		
Replacement Truck Building Maintenance	Replacement truck is necessary.	20824700.801	V2642	N/A	New	Internal Service	Yes	Reserves			\$ 60,000	\$ 60,000					\$ 60,000	Budget	X
	Add'l Comments: Moved to FYE 22. Moved to FYE 23. Replace with electric vehicle and increase cost from \$48k to \$60k. Deferred from FYE 23.																		
2-Yard Concrete Mixer	2-Yard Concrete mixer would allow street and water crews to perform repair or patching jobs as needed more effectively. Currently crews have to mix concrete on site in small batches. This would allow for more efficient workflow.	10024620.80100	TBD	Yes	New	General	Yes					\$ 70,000					\$ 70,000	Not Reviewed	X
	Add'l Comments:																		
SUB-TOTAL:									\$ 56,932	\$ 270,000	\$ 1,004,000	\$ -	\$ 62,500	\$ -	\$ -	\$ 1,126,500			

Definition of terms used:

Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed" - First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



WATER RESOURCES

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
WATER RESOURCES ONLY

FACILITIES/BUILDINGS/LAND																		
WATER RESOURCES DEPARTMENT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Upgrade HVAC Units on Buildings - WTP	Due to aging infrastructure upgrades are needed to the HVAC system at the Water Treatment Plant	82027111.5630	18349	N/A	935 River	In Progress	Water Fund	Yes		\$ 26,500	\$ 100,000					\$ 100,000	Budget	
	Add'l Comments: Moved from FYE 23, and increased from \$70,000. 22/23 amount is engineering contract.	82027111.5630	18349	N/A	935 River	In Progress	Water Fund	Yes		\$ 26,500	\$ 100,000					\$ 100,000	Budget	
Well 3 Improvements	Improve Well 3 building enclosure.	82227113.8022	TBD	N/A	Vichy Springs	New	Water Fund	Yes					\$ 150,000			\$ 150,000	Reviewed	X
	Add'l Comments:	82227113.8022	TBD	N/A	Vichy Springs	New	Water Fund	Yes					\$ 150,000			\$ 150,000	Reviewed	X
Replace Roof at WTP	Replace roof at the Water Treatment Plant.	82227113.8022	TBD	N/A	935 River Street	New	Water Fund	Yes					\$ 100,000			\$ 100,000	Reviewed	X
	Add'l Comments:	82227113.8022	TBD	N/A	935 River Street	New	Water Fund	Yes					\$ 100,000			\$ 100,000	Reviewed	X
Replace Roof at Pump Station	Roof replacement at the high service pump station.	82227113.8022	TBD	N/A	935 River	New	Water Fund	Yes						\$ 50,000		\$ 50,000	Reviewed	X
	Add'l Comments:	82227113.8022	TBD	N/A	935 River	New	Water Fund	Yes						\$ 50,000		\$ 50,000	Reviewed	X
SUB-TOTAL:									\$ -	\$ 26,500	\$ 100,000	\$ -	\$ 250,000	\$ 50,000	\$ -	\$ 400,000		

INFRASTRUCTURE																			
WATER RESOURCES DEPARTMENT																			
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Water Main Replacements	Plan for water main replacements throughout the City, performed in conjunction with street improvement projects.	82027113.8023	18072	N/A	Various	Ongoing	Water	Yes				\$ 1,500,000	\$ 1,500,000	\$ 1,500,000			\$ 1,500,000	Reviewed	X
	Add'l Comments: Added funding for FYE 25 and FYE 26. Reduced FYE 22 from \$1.5M. Removed \$1.5M for FYE 23, as funds will be used for this purpose in Streetscape Ph 2 programmed for next year.																		
Phase 4 Recycled Water	This project will provide an additional irrigation source for City Parks, Golf Course, Cemetery and Schools. This will reduce the demand on the potable water system and reduce discharge to the Russian River	83027330.80230	18052	N/A	Brush St. to Golf Course	In Progress	Grant	Yes	CA State Water Resources Control Board Construction Grant			\$ 27,000,000	\$ 27,000,000				\$ 54,000,000	Reviewed	X
	Add'l Comments: Environmental documentation is complete. Design began in December, 2018. Modified funding comments to eliminate a shared cost with Sewer. Moved budget from FYE 21. Moved from FYE 22 due to COVID-19 - feasibility still under review. Increased amount in FYE 25 from \$25M, and added \$27M to FYE 24. Grant awarded in January 2023 in the amount of \$53,770,000.																		
Develop Additional Groundwater Facilities	This project will provide an additional source of groundwater to increase our system redundancy during periods of surface water scarcity.	822	TBD	N/A	TBD	New	Water Fund	No				\$ 300,000	\$ 500,000	\$ 1,500,000			\$ 2,300,000	Not	
	Add'l Comments:																		

Replace Heat Exchangers	This project will replace deteriorating heat exchangers for the operation of the Digester and Boilers	84027225.8023	18131	N/A	300 Plant Road	New	Yes							\$ 750,000				\$ 750,000	Reviewed	X
	Add'l Comments: Moved from FYE 21 due to COVID-19. Moved from FYE 24 due to forecasted workload for staff with Phase 4.																			
Rehabilitation of Zone 2 Booster Pump Station	Upgrade the enclosure and electrical components in the structure enclosing the booster pump for Pressure Zone 2 to increase reliability and security	82227113.8023	TBD	N/A	Golf Course	New	Yes							\$ 50,000				\$ 50,000	Reviewed	X
	Add'l Comments: Moved from FYE 23 due to COVID-19.																			
Water Main Replacement Set-aside	Set-aside for main replacement(s) caused by an unanticipated event.	83.80230	18262	N/A	Various	New	Yes													
	Add'l Comments: Removed budget from FYE 21 due to COVID-19. Increased budget from \$250k in FYE 22, and eliminated \$250k in FYE 23, 24 and 25. Moved to FYE 23, and added amounts to future years. Reduced from \$400k This is a set-aside for unanticipated event(s) causing the need for replacement(s). Reduced 22/23 from \$250k.	82027113.8023				Water Fund			\$ 100,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000					\$ 1,100,000	Budget Adopted	X
Replace Water and Sewer Main on Low Gap Street	Replace the 16" steel water main, and 15" and 6" sewer main from North State Street to North Bush Street concurrent with Phase 4 of the Recycled Water Project	84427222.8023	TBD	N/A	Low Gap Road	New	Yes							\$ 500,000						
	Add'l Comments: Moved from FYE 22 due to COVID-19. Merged the water and sewer replacement on Low Gap to one project.	82027113.8023																\$ 1,000,000	Reviewed	X
		82027113.8023													\$ 500,000					
Reseal Wash Water Basins	Remove and Replace Seal on Wash Water Basins	84427222.802	18192	N/A	300 Plant Road	New	Yes													
	Add'l Comments: Moved from FYE 21. Moved from FYE 22, and increased from \$40k due to inflation.							\$ 60,000										\$ 60,000	Budget	X
Recondition Levees	Recondition the levees on the Percolation Ponds.	84027225.8023	TBD	NA	300 Plant Road	New	Yes													
	Add'l Comments: Eliminated \$200k for 2 prior years due to COVID-19.	84027225.8023												\$ 200,000				\$ 200,000	Reviewed	X
Downtown Streetscape Phase 2 Construction	Water and Sewer Utility Replacement, total street reconstruction, ADA accessibility. Henry to Norton; Mill to Gobbi.	84427221.8023	18234	Yes	Multiple	New	Yes			\$ 2,556,547										
	Add'l Comments: \$11M construction cost overall, shared with Funds 120 and 800. Currently nearing end of design with GHD, and planned to go to bid in summer, with construction planned to begin in the fall. Currently out to bid.	82027113.802				Water Fund			\$ 1,717,257									\$ 4,273,804	Budget Adopted	X
Replace Water and Sewer Main - PZ1 to Bush	Replace the 16" steel water and sewer main, from PZ1 to Bush Street	84427222.8023	TBD	N/A	Bush Street	New	Yes							\$ 500,000						
	Add'l Comments:	82027113.8023												\$ 500,000				\$ 1,000,000	Not Reviewed	X
SUB-TOTAL:									\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000			

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
WATER RESOURCES ONLY

VEHICLES, MACHINERY & EQUIPMENT																			
WATER RESOURCES DEPARTMENT																			
Project Name	Project Description	Orig/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	22/23	23/24	24/25	25/26	26/27	27/28	Totals	City Council Status	Shovel Ready
Replace Water Treatment Plant Service Truck	The current vehicle's useful is expected to be exceeded in future years and will need to be replaced.	82027113.80100	V3754	N/A	935 River Street	Deferred	Water Fund	Yes			\$ 70,000	\$ 70,000					\$ 70,000	Budget Adopted	X
	Add'l Comments: Moved from FYE 23. Moved back to FYE 23. Increased amount from \$50k due to revising to a 3/4 ton with lift gate, as well as inflation; EV is not an option at this time due to the heavy duty needs. Moved from FYE 23.	82027113.80100	N/A	935 River Street	Deferred	Water Fund	Yes												
Convert Chlorine Gas to Liquid Chlorine at Water Treatment Plant	This project will replace chlorine gas at the Water Treatment Plant and convert to Liquid Chlorine for safety reasons	82027113.80100	18133	N/A	935 River Street	Deferred	Water Fund	Yes			\$ 50,000	\$ 50,000	\$ 270,000				\$ 320,000	Budget Adopted	X
	Add'l Comments: Was budgeted FYE 20, moved to start in FYE 21 due to COVID-19. Moved \$270k from FYE 22. Moved \$50k from FYE 21. Moved \$50k from FYE 22. Moved from FYE 23.	82027113.80100	N/A	935 River Street	Deferred	Water Fund	Yes												
Replace Turbidimeters	Replace Turbidimeters at Water Treatment Plant.	82027113.8010	18353	N/A	935 River	New	Water Fund	Yes			\$ 40,000	\$ 40,000					\$ 80,000	Budget	X
	Add'l Comments: Increased from \$75k total, and split costs between FYE 23 and FYE 24 (was originally budgeted in iust FYE 23).	82027113.8010	N/A	935 River	New	Water Fund	Yes												
Water Meter Replacements	Upgrade aged meter in order to provide increased service efficiency.	82027114.8010	18074	N/A	Various	New	Water Fund	Yes				\$ 50,000	\$ 50,000				\$ 100,000	Reviewed	X
	Add'l Comments: Ongoing - reduced FYE 21 from \$50k, added \$50k to FYE 24 due to COVID-19. Added funding for FYE 25 and 26. Removed \$50k from FYE 22, FYE 23, and FYE 26. Scope being re-evaluated against other projects going on.	82027114.8010	N/A	Various	New	Water Fund	Yes												
Replace Water/Sewer Operations Call Truck - Shared Cost	The current vehicle's useful is expected to be exceeded in future years and will need replaced	82027114.8010	V3753	Yes	1320 Airport Road	Deferred	Water Fund	Yes			\$ 40,000	\$ 40,000					\$ 80,000	Budget Adopted	X
	Add'l Comments: Increased amounts in both Water and Sewer from \$30k each due to inflation. EV is not an option at this time due to the heavy duty needs. Moved from FYE 23.	84027221.8010	V3753	Yes	1320 Airport Road	Deferred	Sewer Fund	Yes			\$ 40,000	\$ 40,000							
Replace Water/Sewer Operations Lead Worker Truck - Shared Cost	The current vehicle's useful life is expected to be exceeded in future years and will need replaced	82027114.8010	TBD	Yes	1320 Airport Road	New	Water Fund	Yes				\$ 22,500					\$ 45,000	Reviewed	X
	Add'l Comments: Increased amounts in both Water and Sewer from \$20k each due to inflation. Electric vehicle.	84027221.8010	TBD	Yes	1320 Airport Road	New	Sewer Fund	Yes				\$ 22,500							

Asphalt Zipper - Shared Cost	The current equipment is Equipment #1000, a 1994 Wirgten W500 Grinder. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$120,000 total	84027221-8010 E1001	Yes	1320 Airport Road	New	Water Fund	Yes			\$ 40,000	\$ 40,000							\$ 80,000	Budget Adopted	X
	Add'l Comments: Moved from FYE 23 due to COVID-19. Moved from FYE 24. Working with PW and Fleet on evaluation. Moving to FYE 23. Continued evaluation and validation of justification required prior to purchase. Deferring to allow for Western Hills Water Infrastructure PC 18385 Western Hills Water Infrastructure.	84027221-8010 E1001	Yes	1320 Airport Road	New	Sewer Fund	Water Fund	Yes			\$ 40,000	\$ 40,000								
Asphalt Roller - Shared Cost	The current equipment is Equipment #1611, a 1995 CAT CB214C Roller. This is CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$66,000 total	84027221-8010 E1612	Yes	1320 Airport Road	New	Water Fund	Yes	Department plans to set aside funds for this replacement.			\$ 22,000							\$ 88,000	Reviewed	X
	Add'l Comments: Moved from FYE 23 due to COVID-19. Working with PW and Fleet on evaluation.	84027221-8010 E1612	Yes	1320 Airport Road	New	Sewer Fund	Water Fund	Yes	Department plans to set aside funds for this replacement.			\$ 66,000								
Asphalt Paver - Shared Cost	The current equipment is Equipment #1811, a 1998 LeeBoy Model 1000B Paver. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$210,000 total	84027221-8010 E1812	Yes	1320 Airport Road	New	Water Fund	Yes	Department plans to set aside funds for this replacement.			\$ 70,000							\$ 140,000	Reviewed	X
	Add'l Comments: Moved from FYE 23 due to COVID-19. Working with PW and Fleet on evaluation.	84027221-8010 E1812	Yes	1320 Airport Road	New	Sewer Fund	Water Fund	Yes	Department plans to set aside funds for this replacement.			\$ 70,000								
Loader Replacement	Replace existing loader due to CARB requirements.	84027221-8010 E1413	Yes	1320 Airport Road	Deferred	Water Fund	Yes			\$ 110,000	\$ 110,000							\$ 220,000	Budget Adopted	X
	Add'l Comments: Working with Fleet on evaluation. Continued evaluation and validation of justification required prior to purchase. Moved from FYE 22. Moved from FYE 23.	84027221-8010 E1413	Yes	1320 Airport Road	Deferred	Sewer Fund	Water Fund	Yes			\$ 110,000	\$ 110,000								
Telescoping Lift	This equipment is needed at the Wastewater Treatment Plant to assist in maintaining the facility which provides Waste Water Treatment for the City and the Ukiah Valley Sanitation District.	84027225-8010 E1718	Yes	1320 Airport Rd.	New	Sewer Fund	Yes				\$ 20,000							\$ 20,000	Reviewed	X
	Add'l Comments: Rebudgeted FYE 20. Moved from FYE 20 due to COVID-19. Increased the amount from \$12k. Moved from FYE 22.	84027225-8010 E1718	Yes	1320 Airport Rd.	New	Sewer Fund	Yes													
Digester Rehabilitation and Methane Scrubber	Methane Scrubbers are needed in order to clean the methane gas to provide an alternate energy source to operate the boilers at the Wastewater Treatment Plant, which will in turn decrease the City's energy cost at the plant.	84027225-8010 N/A	N/A	300 Plant Rd.	New	Sewer Fund	Yes	Cost will be offset by savings in the purchase of natural gas.				\$ 1,500,000						\$ 1,500,000	Reviewed	X
	Add'l Comments: Moved from FYE 22 due to COVID-19.	84027225-8010 TBD	TBD	300 Plant Rd.	Deferred	Sewer Fund	Yes			\$ 40,000	\$ 55,000							\$ 55,000	Budget	X
Replace Ford Ranger	Replace Ford Ranger at the Wastewater Treatment Plant.	84027225-8010 TBD	TBD	300 Plant Rd.	Deferred	Sewer Fund	Yes			\$ 40,000	\$ 55,000							\$ 55,000	Budget	X

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
WATER RESOURCES ONLY

Recondition Yardney Filters	Recondition the filters that produce in-house plant utility wash water.	84027225-801	18243	N/A	300 Plant Rd.	New	Sewer Fund	Yes				\$	100,000						\$	100,000	Budget	X					
	Add'l Comments: Moved from FYE 22, and increased from \$65k.																										
Install Flow Sensors	Install Flow Sensor on the effluent at the Chlorine Contact Basins.	84027225-8010	18244	N/A	300 Plant Rd.	Deferred	Sewer Fund	Yes				\$	20,000	\$	20,000				\$	20,000	Budget	X					
	Add'l Comments: Moved from FYE 22. Moved from FYE 23.																										
Belt Filter Press Replacement	This project will replace the existing Belt Filter Press Equipment which has passed its useful life.	84027225-8010	18130	N/A	300 Plant Rd.	In Progress	Sewer Fund	Yes				\$	825,000						\$	825,000	Budget Adopted	X					
	Add'l Comments: Purchase approved in amount of \$432,729 for the equipment. Amount for FYE 22 also reflects \$269,326 for engineering and project management services, going to Council approval in May. Rebudgeting \$825k for FYE 23 for installation/construction.																										
DAFT Replacement	Perform repairs to components of the Dissolved Air Flotation Thickener (DAFT) at the Wastewater Treatment Plant. Add'l Comments: Award was approved by Council this May for equipment. Amount changed from original budget of \$250k. The increase also reflects \$252,752 for engineering and project management services, going to Council approval in May, and an additional \$725k budgeted for next year for installation/construction.	84027225-80100	18248	N/A	300 Plant Rd.	In Progress	Sewer Fund	Yes				\$	725,000						\$	725,000	Budget Adopted	X					
Vichy Springs Lift Station Upgrade	This needs upgrading to install two new pumps, the pump guides, and the discharge valves.	District	TBD	N/A	Vichy Springs	New	District	Yes										\$	400,000								
	Add'l Comments: Increased total amount from \$250k.																		\$	400,000	Reviewed	X					
VFD Replacements	A total of five Variable Frequency Drive replacements at high service pump station and raw water pump station.	82027111-561	18355	N/A	Various	New	Water Fund	Yes				\$	122,000	\$	200,000	\$	20,000										
	Add'l Comments: Increased amount in FYE 23 from \$100k.																		\$	342,000	Budget	X					
Mag Meters	(4) Mag Meters	82027111-5612	TBD	N/A	Various	New	Water Fund	Yes																			
	Add'l Comments:														\$	80,000				\$	80,000	Budget	X				
New Sodium Hypochlorite Tanks	2 new sodium hypochlorite tanks at the WWTP	84027225-8010	TBD	N/A	300 Plant Rd.	New	Wastewater	No								\$	100,000										
	Add'l Comments:																		\$	100,000	Not Reviewed						
Bisulfite Tank	Tank with temperature controller and insulation.	84027225-8010	TBD	N/A	300 Plant Rd.	New	Wastewater	No								\$	100,000										
	Add'l Comments:																		\$	100,000	Not Reviewed						
Solids Conveyor	Part of the dewatering solids process.	84027225-80100	TBD	N/A	300 Plant Rd.	New	Wastewater	No																			
	Add'l Comments: \$50k for design in 23/24, construction to follow.														\$	50,000		\$	300,000		\$	350,000	Not Reviewed				
SUB-TOTAL:										\$	-	\$	2,372,000	\$	1,288,000	\$	2,040,000	\$	700,000	\$	-	\$	-	\$	5,840,000		

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

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
PREP FOR 23/24 FISCAL YEAR
WATER RESOURCES ONLY

Definition of terms used:	
Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed"- First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



AGENDA SUMMARY REPORT

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

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: Mayor Rodin and Various Councilmembers

ATTACHMENTS:

1. City Council Special Assignments

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

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

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

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

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

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

DIVERSITY-EQUITY INITIATIVES (DEI):

CLIMATE INITIATIVES (CI):

GENERAL PLAN ELEMENTS (GP):

Approved: 
Sage Sangiacomo, City Manager

LOCAL / UKIAH VALLEY	MTG DATE/TIME	MEETING LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT	
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	
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	Traci Boyl, City Manager's Office Management Analyst; 467-5720; tboyl@cityofukiah.com	
Greater Ukiah Business & Tourism Alliance (GUPTA)	4th Monday of month, 10:00 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	Rodin Duenas - Alternate	Shannon Riley, Deputy City Manager; 467-5793 sriley@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	Rodin Orozco- Alternate	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com	
North Coast Opportunities (NCO)	4th Wednesday of month, 2 p.m.	Alternating locations - Ukiah and Lakeport	Governing Board Chair North Coast Opportunities 413 North State Street Ukiah, CA 95482	Assist low income and disadvantaged people to become self reliant	Burgess	Jake Burgess, Community Services Supervisor; 463-6201 jburgess@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	Duenas Neil Davis - Alternate	David Burton, Museum Director; 467-2836 dburton@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 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	
MENDOCINO COUNTY	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
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 <i>(Mayor - Primary; Vice Mayor - Alternate)</i>	Mayor Rodin Vice Mayor Duenas - Alternate	Kristine Lawler, City Clerk; 463-6217 klawler@cityofukiah.com	
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	
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	Duenas Rodin - Alternate	Kristine Lawler, City Clerk; 463-6217; klawler@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	Rodin 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	Rodin Duenas - 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	Duenas Sher - Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@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	Liaisons: Owen/Schlatter	Greg Owen, Airport Manager; 467-2855; gowen@cityofukiah.com Craig Schlatter, Director of Community Development; 463-6219; cschlatter@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 - Desired Alternate if appointment becomes available with City Selection Committee	Craig Schlatter, Director of Community Development; 463-6219; cschlatter@cityofukiah.com	

2023 CITY COUNCIL SPECIAL ASSIGNMENTS

MENDOCINO COUNTY Continued	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
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	Crane Sher- 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	Sher Duenas - Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
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, Police Captain Duenas - Alternate	Cedric Crook, Police Captain 463-6771; ccrook@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 swhite@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
REGIONAL	MTG DATE/TIME	LOCATION		MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Great Redwood Trail Agency	Bi-monthly, 3rd Thursdays, 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	Rodin Duenas - Alternate	Neil Davis, Community Services Director 467-5764 ndavis@cityofukiah.com
League of California Cities Redwood Empire Legislative Committee	Prior to Division Meetings, meets 3x in person and then via conference call	Various locations that are announced		Redwood Empire League President; Public Affairs Program Manager (916) 658-8243	Elected city officials and professional city staff attend division meetings throughout the year to share what they are doing and advocate for their interests in Sacramento	Orozco Duenas -Alternate	Sage Sangiacomo, City Manager; 463-6221 ssangiacomo@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 425 South Main St., Sebastopol, CA 95472 508-3670	Consider issues related to Russian river - plans projects and funding requests	Rodin Sher - Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@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
STANDING COMMITTEES	MTG DATE/TIME	LOCATION		MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Diversity and Equity	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; tboyl@cityofukiah.com
Fire Executive Committee	2nd Tue, every other month beginning in January; 5:00 p.m.	Ukiah Valley Conference Center, 200 S. School Street Ukiah, CA		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/Sher	Doug Hutchison, Fire Chief; 463-6263; dhutchison@cityofukiah.com
Countywide Oversight Board to the RDA Successor Agencies	4th Thursday of January, 4:00 p.m.; meets annually	Ukiah Valley Conference Center, 200 S. School Street Ukiah, CA		City of Ukiah ATTN: City Clerk 300 Seminary Ave. Ukiah, CA 95482 707-463-6217	oversee and direct the Successor Agencies of the former redevelopment agencies	Crane	Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com Kristine Lawler, City Clerk; 463-6217, klawler@cityofukiah.com

2023 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	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@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	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/Orozco	Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com Sean White, Water Resources Director 463-5712 swhite@cityofukiah.com
Orr Street Bridge Corridor	Rodin/Sher	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
Special Districts (Water District Consolidation)	Orozco/Crane	Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com
Corp Yard Planning	Crane/Orozco	Jason Benson, Senior Civil Engineer 463-6284 jbenenson@cityofukiah.com
City/District Review of 2019/22 Proposed Fire Code	Crane/Orozco	Doug Hutchison, Fire Chief 463-6263 dhutchison@cityofukiah.com
Mendocino County Courthouse Project and Reuse	Sher/Orozco	Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com
Climate Action Plan <i>Will coordinate with the Community Development Director to identify and assign representation to each of the identified categories, and also coordinate with the Community Development Director and the Climate Action Plan Working Group related to other outreach efforts during the development of the draft municipal Climate Action Plan related to the 2040 General Plan</i>	Sher/Duenas	Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com