



City Council Regular Meeting **AGENDA**

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482
November 7, 2018 - 6:00 PM

UPDATED NOVEMBER 5, 2018, TO INCLUDE URGENCY ITEM.

1 ROLL CALL

2 PLEDGE OF ALLEGIANCE

URGENCY ITEM

Due to a technical glitch, agenda item 13c did not publish with the rest of the agenda; however, this item is time-sensitive. Therefore, the item is being added as an urgency item for Council's consideration. Staff recommends approving the urgency item and placing it as agenda item 13c.

[Adoption of Resolutions Approving Successor Memorandum of Understanding for Administrative and Maintenance Unit and Addendum Adding Longevity Performance Program Provision to the Water Utilities/Mechanics Unit Memorandum of Understanding.](#)

Recommended Action: Adopt resolutions approving successor Memorandum of Understanding between the City of Ukiah and Administrative and Maintenance Unit and addendum adding Longevity Performance Program Provision to the Water Utilities/Mechanics Unit Memorandum of Understanding.

[Attachment 1 - Resolution Successor MOU 2018-2021](#)

[Attachment 2 - Resolution Adding Longevity Performance Program Provision 2018-2012 MOUs](#)

[Attachment 3 - DRAFT Admin & Main Unit Comprehensive MOU 2018-21](#)

[Attachment 4 - Addn Water Utilities & Mechanics MOU 2018-2021 - Longevity Performance Program](#)

3 PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

3.a. [Presentation of the City of Ukiah Budget Story.](#)

Recommended Action: Council to receive a presentation on the City of Ukiah Budget Story for FY 2018-19.

[Attachment 1 - 2018/19 City of Ukiah Budget Story](#)

4 PETITIONS AND COMMUNICATIONS

5 APPROVAL OF MINUTES

5.a. [Approval of the October 17, 2018, Regular Meeting Minutes](#)

Recommended Action: Approve the Minutes of October 17, 2018, a Regular Meeting, as submitted.

[Attachment 1 - Draft Minutes for October 17, 2018](#)

6 RIGHT TO APPEAL DECISION

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

7 CONSENT CALENDAR

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

7.a. [Approve a Budget Amendment to Fund the Open Space Contractual Services Account for Possible Expenses During the Fiscal Year Related to the Donation, Acquisition, and/or Improvement of Open Space in the Amount of up to \\$35,000.](#)

Recommended Action: Approve a budget amendment to fund the Open Space contractual services account for possible expenses during the fiscal year related to the donation, acquisition, and/or improvement of open space in the amount of up to \$35,000.

[None](#)

7.b. [Consideration of a Resolution Removing On-Street Parking on the South Side of Thomas Street East of South State Street for a Length of 200 Feet.](#)

Recommended Action: Adopt resolution removing on-street parking on the south side of Thomas Street, east of South State Street for a length of 200 feet.

[Attachment 1 TEC Staff Report](#)

[Attachment 2 TEC Minutes](#)

[Attachment 3 Resolution](#)

7.c. [Consideration of Adoption of Resolution Amending the Original Certifying Resolution that Authorized the City of Ukiah to Submit an Application to the California Department of Housing and Community Development for Funding under the HOME Investment Partnerships Program.](#)

Recommended Action: Adopt resolution amending City Council Resolution No. 2017-06, expanding the program eligibility territory of the Tenant Based Rental Assistance program activity for the California Department of Housing and Community Development Funding under the HOME Investment Partnerships Program.

[Attachment 1- Resolution No. 2017-06](#)

[Attachment 2- Amended Resolution for TBRA program change](#)

7.d. [Award Professional Services Agreement to North Coast Opportunities in the Amount of](#)

\$104,448 for Workforce Management and Landscaping for the Northwestern Pacific Rail Trail Project Phase 3, Specification No. 18-04 and Approval of Corresponding Budget Amendment.

Recommended Action: Award professional services agreement to North Coast Opportunities in the amount of \$104,448 for workforce management and landscaping for the NWP Rail Trail Phase 3 Project and approve corresponding budget amendment.

Attachment 1 - NCO Agreement

- 7.e. Adoption of Resolution to Update the City of Ukiah Local Agency Investment Fund (LAIF) "Authorization for Transfer of Funds" Schedule, and Authorization for the City Manager and Deputy City Manager to Sign the LAIF Form.

Recommended Action: Adopt Resolution to Update the City of Ukiah Local Agency Investment Fund (LAIF) "Authorization for Transfer of Funds" Schedule, and authorize the City Manager and Deputy City Manager to sign the LAIF form.

Attachment 1 - Resolution

Exhibit A - LAIF Form

- 7.f. Approval of Purchase of Actuators and Valves for the Advanced Waste Water Treatment System at the Waste Water Treatment Plant from T&T Valve and Instrument, Inc. in the Amount of \$36,620.87 as Approved in the Capital Budget.

Recommended Action: Approve the Purchase of Actuator and Valves for the Advanced Waste Water Treatment System at the Waste Water Treatment Plant from T&T Valve and Instrument, Inc. in the Amount of \$36,620.87 Approved in the Capital Budget.

Attachment 1 - Request for Bid

- 7.g. Approval of Change Order Number 3 in the Amount of \$356,690.60 to Ghilotti Construction Company for the Transportation Improvements for Redwood Business Park Project, Specification Number 17-09, and Corresponding Budget Amendment.

Recommended Action: Approve Change Order Number 3 in the Amount of \$356,690.60 to Ghilotti Construction Company for the Transportation Improvements for Redwood Business Park Project, Specification Number 17-09, and Corresponding Budget Amendment.

Attachment 1 CCO 1 & 2

Attachment 2 CCO 3

8 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

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

9 COUNCIL REPORTS

10 CITY MANAGER/CITY CLERK REPORTS

11 PUBLIC HEARINGS (6:15 PM)

12 UNFINISHED BUSINESS

- 12.a. [Discussion and Direction Regarding Implementation of an Improved Downtown Parking Management System.](#)
Recommended Action: Direct Staff to proceed with an improved Downtown Parking Management System that would include paid parking in the downtown core, a limited number of permitted spaces, and free parking.
[Attachment 1 - Parking District](#)
[Attachment 2 - Downtown Ukiah Parking Improvement Study 12-20-07](#)
[Attachment 3 - Meter Payback Calculator v3](#)
- 12.b. [Annual Update/Presentation Regarding Visit Ukiah and Authorization to Negotiate the Possible Transfer of Administration for the Program to Another Entity.](#)
Recommended Action: Receive presentation and direct Staff to negotiate the possible transfer of the administration of the program to another entity.
[Attachment 1 - Summary of Business Forum and FAQ Revised](#)
- 12.c. [Determination of Notification of Intent to Adjust Curbside Collection and Transfer Station Service Rates.](#)
Recommended Action: Confirm the determination of the City Manager of compliance with the provisions of the agreements between the City of Ukiah and Ukiah Waste Solutions, Inc. and Solid Waste Systems, Inc. regarding the company's notice of intent to adjust curbside collection and transfer station rates.
[Attachment 1 - UWS Rate Package to City 8.15.18 \(curbside\)](#)
[Attachment 2 - SWS Rate Package to City 8.15.18 \(transfer station\)](#)
[Attachment 3 - Solid Waste Confirmation ASR, Supporting Slides, 11-7-18](#)
- 12.d. [Council to Receive a Report Regarding the Completion of the Grace Hudson Nature Education Project.](#)
Recommended Action: City Council to consider a report on the Grace Hudson Nature Education Project funded by Proposition 84 State Parks Nature Education Facilities Grant.
[Attachment 1 - Nature Education Change Orders](#)
- 12.e. [Approval of Contract Amendments for Preliminary Design and Environmental Compliance for Phase 4 of the Recycled Water System and Corresponding Budget Amendment.](#)
Recommended Action: Approval of Contract Amendments for Preliminary Design and Environmental Compliance for Phase 4 of the Recycled Water System and Corresponding Budget Amendment.
[Attachment 1 - TSO](#)
[Attachment 2 - Phase 4 Scope Doc 2018-11-01](#)
[Attachment 3 - SMB Environmental Addendum 3 - Scope of Work](#)
- 12.f. [Adoption of Resolution Establishing an Interim Referral Procedure, Until Such Time that the Mendocino County Airport Comprehensive Land Use Plan is Updated to Reflect Current Ukiah Municipal Airport Environs, for Projects Located in the A, A*, B1, B1*, and B2 Zones of the 1996 Compatibility Zoning Map of the Ukiah Municipal Airport Master Plan and Referred by the City of Ukiah Community Development Department to the Mendocino County Airport Land Use Commission.](#)
Recommended Action: Adopt resolution establishing an interim referral procedure, until such

time that the Mendocino County Airport Comprehensive Land Use Plan is updated to reflect current Ukiah Municipal Airport environs, for projects located in the A, A*, B1, B1*, and B2 Zones of the 1996 Compatibility Zoning Map of the Ukiah Municipal Airport Master Plan and referred by the City of Ukiah Community Development Department to the Mendocino County Airport Land Use Commission.

Attachment 1- Resolution for ALUC interim referral procedure

Attachment 2- Draft ALUC Interim Referral Procedure CDD

Attachment 3- Section 1.3 Mendocino County ACLUP

Attachment 4- 2018-08-01 Ltr to ALUC and BOS RE ACLUP

13 NEW BUSINESS

- 13.a. Consideration and Possible Direction to Staff to Proceed with the Overrule of the Mendocino County Airport Land Use Commission's Determination of Inconsistency with the Mendocino County Airport Comprehensive Land Use Plan for the Heritage Mendocino Cannabis Microbusiness Project, Located at 1076 Cunningham Street.

Recommended Action: Consider directing staff to proceed with the overrule of the Mendocino County Airport Land Use Commission's Determination of Inconsistency with the Mendocino County Airport Comprehensive Land Use Plan for the Heritage Mendocino Cannabis Microbusiness project located at 1076 Cunningham Street.

Attachment 1- 8-3-18 City Attorney legal opinion

Attachment 2- 9-19-18 Staff Report (overrule analysis)

Attachment 3- FAA Determination letter 387993982

Attachment 4- ALUC Resolution for Heritage Mendocino 10-18-18

Attachment 5- Proposed Overrule Resolution and Findings for Heritage Mendocino

- 13.b. Discussion and Possible Introduction by Title Only of a Shopping Cart Ordinance Amendment.

Recommended Action: Introduce the Shopping Cart Ordinance Amendment by title only.

Attachment 1 Shopping Cart Ordinance Amendment REDLINE

Attachment 2 Shopping Cart Ordinance Amendment CLEAN

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

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

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

- 14.a. 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. SCUJ-CVPT-2018-70200

Recommended Action: Confer in Closed Session

- 14.b. Conference with Legal Counsel – Existing Litigation
(Government Code Section 54956.9(d)(1))
Name of case: Ukiah Valley Sanitation District v. City of Ukiah, Sonoma County Superior Court, Case No. SCV 256737 (UVSD)

Recommended Action: Confer in Closed Session

- 14.c. Conference with Labor Negotiator
(Government Code Section 54957.6)
Agency Representative: Sage Sangiacomo, City Manager
Employee Organizations: All Bargaining Units

Recommended Action: Confer in Closed Session

- 14.d. Conference with Real Property Negotiators
(Cal. Gov't Code Section 54956.8)
Property: APN Nos: 157-050-03, 157-060-02, 157-050-04, 157-050-03, 157-030-02, 157-050-01, 157-050-02, 157-050-10, 157-050-09, 157-070-01, 157-070-02, 003-190-01
Negotiator: Sage Sangiacomo, City Manager;
Negotiating Parties: Dave Hull and Ric Piffero
Under Negotiation: Price & Terms of Payment

Recommended Action: Confer in Closed Session

15 ADJOURNMENT

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

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

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Adoption of Resolutions Approving Successor Memorandum of Understanding for Administrative and Maintenance Unit and Addendum Adding Longevity Performance Program Provision to the Water Utilities/Mechanics Unit Memorandum of Understanding.

DEPARTMENT: Human Resources

PREPARED BY: Sheri Mannion

ATTACHMENTS:

Summary: The Council is be asked to adopt resolutions approving the successor Memorandum of Understanding between the City of Ukiah and Administrative and Maintenance Unit and addendum adding Longevity Performance Program provision to the Water Utilities/Mechanics Unit Memorandum of Understanding.

Background: The Myers-Milias Brown Act (MMBA) is the law in California that establishes mandatory rights and duties by which all local agencies must abide with regard to labor relations. Within the requirements of MMBA, the City's negotiator, City Manager, received authority from the City Council on matters within the scope of representation, and then proceeded to meet and confer with bargaining units on successor Memoranda of Understanding (MOU).

RECOMMENDED ACTION: Adopt resolutions approving successor Memorandum of Understanding between the City of Ukiah and Administrative and Maintenance Unit and addendum adding Longevity Performance Program Provision to the Water Utilities/Mechanics Unit Memorandum of Understanding.

BUDGET AMENDMENT REQUIRED: No

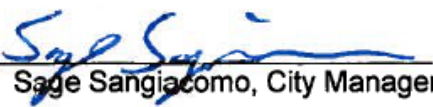
CURRENT BUDGET AMOUNT: Budgeted FY 2018/2019

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager

Approved: 
Sage Sangiacomo, City Manager

Discussion: The City Manager, Human Resources Director, and representatives of the Administrative and Maintenance Unit have met over the past several months to discuss negotiation items. The agreement resulted in salary increases in years one, two, and three, with year three benchmarked to a CPI calculation up to 3%, as well as an agreement to convert from a flat monthly "health contribution" to an 85 percent (City contribution)/15 percent (employee contribution) of health premiums for all new hires, with a transition (grandfather) clause for existing employees. Additionally, an agreement was made to convert the Career Step Program to a Longevity Performance Program, by which employees receive a flat dollar amount at each anniversary date milestone - from seven, twelve, and twenty years of service with the City of Ukiah - with a transition (grandfather) clause for employees currently receiving Career Step Program pay. This agreement provides consistency with other bargaining units' health and longevity benefits and consistency in administrative of the benefit.

The City of Ukiah and Water Utilities/Mechanics Unit have already completed negotiations for a successor MOU with the understanding that should the City offer an additional benefit to other units during this negotiation cycle, the Unit would be notified and have the option to add the provision to their MOU through the addendum process. During this negotiation cycle the City was able to develop and offer the Longevity Performance Program to all units. On September 23, 2018, the Water Utilities/Mechanics Unit ratified the addendum to add the Longevity Performance Program to their existing MOU.

Upon approval of these agreements, all eight of the City's bargaining units will have three-year successor contracts in place through September 2021.

Staff recommends adoption of Resolutions approving the Memorandum of Understanding for the Administrative and Maintenance Unit and Addendum adding Longevity Performance Program Provision for the Water Utilities/Mechanics Unit. A Closed Session has been agendaized (Item 14c) should Council need additional discussion before adopting the Resolutions.

Attachment 1 - Resolution to adopt Administrative and Maintenance Unit MOU 2018-2021

Attachment 2 - Resolution to adopt adding Longevity Performance Program to Water Utilities/Mechanics Unit MOU 2018-2021

Attachment 3 - Draft Administrative and Maintenance Unit MOU 2018-2021

Attachment 4 - Addendum to Water Utilities/Mechanics Unit adding Longevity Performance Program to MOU 2018-2021



AGENDA SUMMARY REPORT

SUBJECT: Presentation of the City of Ukiah Budget Story.

DEPARTMENT: Finance

PREPARED BY: Daphine Harris

ATTACHMENTS:

[Attachment 1 - 2018/19 City of Ukiah Budget Story](#)

Summary: Council to receive a presentation on the City of Ukiah Budget Story for FY 2018-19.

Background: Based on current best practices for budgeting and community engagement, the Budget Management Division of the Finance Department worked to develop a Budget Story that serves as a companion piece to the City's 2018-19 Adopted Budget.

The Budget Story provides an additional resource that delivers community accessibility to a long but comprehensive budget document. The information presented in this Budget Story is condensed, easy to read, and delivered in a visually appealing, electronic format for better comprehension and understanding.

This additional resource is a 25-page document that emphasizes the value of the many City services provided to our community, highlights various activities and programs that preserve and enhance the quality of life in Ukiah, and demonstrates how much it costs to provide municipal services.

Discussion: The 2018-19 City of Ukiah Budget Story is designed to draw readers' attention using a compelling

RECOMMENDED ACTION: Council to receive a presentation on the City of Ukiah Budget Story for FY 2018-19.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager; Dan Buffalo, Finance Director

Approved: _____


Sage Sangiacomo, City Manager

delivery format, a visually appealing electronic publication filled with pictures, narrative, and personal stories (Attachment 1). The intention is to provide a humanistic prospective, placing names and faces with mission, values, and numbers.

The Budget Story is designed to be delivered entirely electronic but can be printed upon request. The document will be published on the "ISSUU" platform, which allows staff to collect analytical information to gauge the efficacy of the Budget Story in reaching readers, including how many readers view the document, how long they spend reading it, and how many pages they view.

The Budget Story can also be found here in electronic format:

https://issuu.com/cityofukiah-financedepartment/docs/city_of_ukiah_2018-19_budget_story?e=28616286/65118780



City of Ukiah

Budget Story

**Providing Value To
Our Quality of Life**

2019

For Period 7/1/2018 - 6/30/2019



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Daniel Buffalo

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The full budget document
can be found here:

2018/19 City of
Ukiah Budget





City of Ukiah Mayor Kevin Doble

Kevin Doble -Mayor

UKIAH is the county seat for Mendocino County. The accessible location serves three counties for business, education, recreation, and more. The unique location yields an abundance of opportunities for outdoor activities while maintaining the small town feel.

There is so much growth happening in the Ukiah valley. It's encouraging to look back on the achievements of the past year and focus on future growth and development. With more than \$3 million dedicated in this year's budget, there is an emphasis to rebuild and maintain our streets and rights-of-way.

I am particularly excited for the development of the five -year Capital Improvement Plan. The plan identifies future infrastructure projects as well as vehicle and equipment purchases. The Capital Improvement Plan is complemented by an online platform, OpenGov, which provides public access to capital projects, year-to-date costs, and quarterly updates. A link can be found on the last page of the Budget Story.

It has been a pleasure to serve our growing commu-

nity and be part of a devoted team of professionals at the City of Ukiah. The 2018/19 budget is a reflection of continued projects and exciting progression for the Ukiah Valley.

-Kevin Doble,
Mayor

Our Community

DEMOGRAPHICS

- OVER 50% OF LABOR FORCE HAVE ATTAINED AT LEAST SOME COLLEGE EDUCATION
- 16,314 RESIDENTS
35,000 WEEKDAY POPULATION
- 4.7 SQUARE MILES WITHIN CITY LIMITS

Community Profile

Ukiah, incorporated in 1876, operates a full range of municipal functions including public safety, public works, community development, and community services. Furthermore, the City of Ukiah provides electric, water and wastewater utilities for its residents and operates an airport, golf course, museum, and conference center.

Government

Ukiah is a general law city operated under a council-manager form of government in which policy is set by a five-member council, elected at large to four-year overlapping terms. Council members must be residents of the City. The positions of Mayor and Vice-Mayor are chosen by the Council through its own policy and rotates among its members. The Mayor conducts the Council meetings and represents the City in ceremonial occasions.

The Council serves as the policy board for the municipality. It provides direction, establishes goals, and sets priorities for city

government. In addition to serving as the policy makers for the community, the City Council is also responsible for numerous land use decisions within its borders, including the General Plan. The City Council appoints the City Manager and City Attorney, and all members of advisory boards and commissions.

Education

The Ukiah area offers big-city educational opportunities in a small-town environment. Ukiah Unified School District provides traditional public schools, as well as a Spanish-immersion elementary school, a Montessori-based charter school, a Waldorf based charter school, an independent study-focused charter school, and more.

Other options include a private Waldorf school, a private Catholic K-8 school, and the Instilling Goodness/ Developing Virtue Buddhist school. Furthermore, the University of California Davis's Hopland Research and Extension Center is one of nine operated by the UC Division of Agriculture and Natural Resources, and Mendocino College, with its 127-acre campus enrolls over 5,000 students each term.

Lifestyle and recreation

Ukiah is the only place where you can sip wine from America's greenest wine region or sample a locally brewed ale, hike amongst some of the tallest redwood trees in the world, and relax in a naturally warm and carbonated mineral spring...all in a day. Ukiah is where the redwoods meet the vines, a place where year-round events draw locals and visitors together, and where the entrepreneurial spirit is alive and well.

In the historic downtown, Ukiah's up-and-coming dining scene and the surrounding wineries have garnered attention from Wine Spectator, VIA Magazine, Wine Enthusiast, and more. Sunset Magazine praised Ukiah's "19th-century architecture, charming tree-lined neighborhoods, and its laid-back vibe."



Message From the City Manager

**“Together,
we are
committed
to tackling
our biggest
challenges
and
preparing our
community
for a vibrant
future.”**



Our Core Values:

PROFESSIONALISM

SERVICE

TEAMWORK

INNOVATION

SAFETY

I am proud to represent the team members at the City of Ukiah, who are dedicated to ensuring a quality of life that supports the diverse needs of our citizens and businesses while preserving the unique character of the Valley. We have a strong sense of purpose because we live and work among our family, friends, and neighbors who rely on our services. We continue to foster this culture by embedding the core values of professionalism, service, teamwork, innovation, and safety into every aspect of our work.

Together, we are committed to tackling our biggest challenges and preparing our community for a vibrant future. Some highlights include:

* **Infrastructure improvements:** Infrastructure development will continue with the construction of three of the four phases of the recycled water system and ongoing electrical system improvements.

* **Leveraging partnerships:** Partnerships are a cornerstone to our expanding success. In the last year, the City and the Ukiah Valley Fire District signed a joint operating agreement that provides the framework for merging and expanding operations under the newly created Ukiah Valley Fire Authority for valley-wide fire and emergency response services. In addition, the Ukiah Police Department has engaged with the County of Mendocino and other service providers in an effort to address homelessness while limiting enabling factors.

* **Facilitating housing:** The City will continue to deploy a housing strategy that promotes the development of all types of housing, including market rate. Likewise, the City will continue to seek out economic development opportunities to grow, retain, and attract private investment and jobs.

* **Protecting reserves:** Over the next fiscal cycle, revenues are projected to grow but are closely paced by expenditures. Reserves are adequate and remain within the fiscal parameters established by the City Council. However, specific attention to the Wastewater Enterprise will be needed as a rate review has been delayed and the fund balance has been depleted due to the litigation by the Ukiah Valley Sanitation District.

* **Balancing labor expenses:** Overall, the largest annual operational expenditures are in labor costs, which are anticipated to rise with continued reform to the State's retirement system and labor negotiations. The City will have to closely monitor labor costs and make adjustments where necessary for long-term sustainability.

The City of Ukiah provides a diverse set of municipal services in a business model that is organized to promote efficiency and leverage and economy of scale to keep administrative overhead costs low. These costs are shared by all departments through an allocation plan that is also detailed within the budget document, and we are pleased to operate at about a 6% administrative



Sage Sangiacomo -City Manager

overhead rate.

This year's budget is also accompanied by a five-year capital improvement plan that begins to strategically identify future infrastructure projects and vehicle/equipment purchases. Capital improvements preserve and enhance the quality of life in Ukiah by methodically planning for our future.

The budget presentation continues to evolve as we design a financial environment that is accessible and reporting that is technically strong and readable. To complement the document, we are deploying an electronic platform called OpenGov which will provide public access to the City's financials for comprehensive transparency. Direct links to OpenGov are cited throughout the budget document and can also be accessed from the City's website at www.cityofukiah.com.

We look forward to ongoing engagement with our community as we review, improve, and streamline operations and invest in public infrastructure.

-Sage Sangiacomo

Valuing Our Safety

Keeping Ukiah safe is our primary mission. Our officers work hard to reduce violent crimes and property crimes, and to improve the quality of life within our neighborhoods. With issues as broad and complex as community safety, we want to stay focused on the areas that will have the biggest impact, and to do that we developed a long-term strategic plan called Measuring What Matters Most. This plan clearly defines five goals for the effective delivery of police service, identifying the performance measures that affect both safety and quality of life in Ukiah.

The Fire Department provides all-hazard response, preparedness, and prevention services to protect life and property from fire and all other emergencies. This is accomplished through public education, fire code management, fire suppression, paramedic level (ALS) pre-hospital emergency medical care, hazardous condition mitigation, and rescue services.



Cost of Service: Police and Fire

Direct

Personnel	\$10,350,042	61.8%
Materials, services, and other operating	2,566,114	15.3%
Grants, loans, and other assistance	-	-
Debt service	231,982	1.4%
Capital outlay/CIP	570,000	3.4%
Total direct	13,718,138	81.9%

Indirect

Administration and overhead	834,588	5%
Internal service use	2,181,512	13%
Total indirect	3,016,101	18%
Total cost of service	\$16,734,239	100%

Looking Ahead

The Police Department's budget includes appropriation for 34 sworn police officers, increased from 32. Funding for two officers will come in part from the Ukiah Unified School District for two school resource officers. A second officer is funded as a result of the Community Re-Entry Facility Grant.

The general fund will continue to be committed to funding public safety with the use of Measure P proceeds in 18-19. The majority of this increase is due to additional staffing, retirement plan costs, and the replacement of aging fire safety equipment. The City will continue to work with the Ukiah Valley Fire Authority to provide unified operational services

to the greater Ukiah Valley.

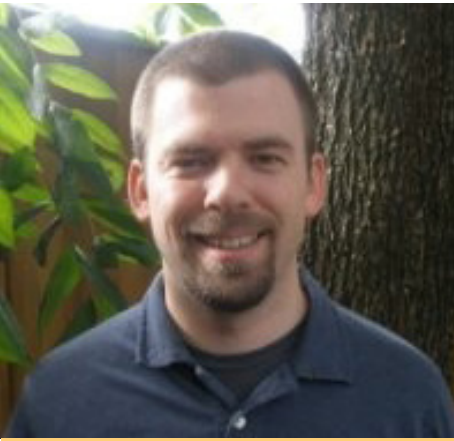
Additionally, the amount needed to provide valley-wide fire services has increased, as we work to match service levels of the City with that of the District. Quite simply, property tax revenues collected by the District for the unincorporated areas are insufficient for fire protection and medical support services. The City has committed its own general fund resources to ensure the District, as a partner, can meet the needs of its citizenry. In order to support sustainability in the years to come, long-term strategies to meet the public safety service needs of our community must be developed in collaboration with partnering services providers and the County of Mendocino.



"Endeavor to embrace what community responsibility means; that every member has a role, a duty, and responsibility for the direction and future of the community."

-Justin Wyatt, Police Chief





“Now that we have specific funding to improve our streets with Measure Y, I find a great deal of satisfaction in my part of improving the roads and finally making much-needed pedestrian access upgrades such as new sidewalks and curb ramps. I love to drive around town with my kids and be able to point out the work I’m involved in and impress them that I get to play with tractors all day long like they do at home.”

-Andrew Stricklin, Management Analyst - Engineering

Cost of Service: Public Works

Direct		
Personnel	\$830,671	7.5%
Materials, services, and other operating	583,263	5.3%
Grants, loans, and other assistance	-	-
Debt service	-	0.0%
Capital outlay/CIP	9,266,207	84.4%
Total direct	10,680,141	96.9%
Indirect		
Administration and overhead	96,343	.87%
Internal service use	245,850	2.23%
Total indirect	342,192	3.1%
Total cost of service	\$11,022,333	100%

Looking Ahead

Measure Y, passed by a simple majority (50 percent plus 1) of Ukiah voters in November of 2016, is a general (unrestricted) transaction and use tax. Similar to Measure P, this general, unrestricted tax is one that can be used to fund any program, function, service, or project at the discretion of the City Council. It is not a special, restricted tax but was accompanied by an advisory Measure Z (2016).

The Purpose of Measure Y is to augment general expenditures on streets, and public rights-of-way. Amounts collected from the tax are to be used in addition to the commitment of the general fund and not in replacement of.

We are recommending a prudent use of amounts collected from Measure Y and the establishment of a project reserve for additional projects, yet to be selected by the City Council. See the section regarding Measure Y on page 24 for additional details.

In addition to the amounts collected from Measure Y, we anticipate the receipt of additional gas tax and special appropriations for infrastructure from the State in the coming year. The increase in revenue will not be large, but those additional resources will be used to enhance projects currently scheduled, as well as future projects supported by Measure Y.

Valuing Our Streets and Infrastructure

Infrastructure development will continue with the construction of three of the four phases of the recycled water system and ongoing electrical system improvements. In addition, revenues from Measures Y and Z will ensure there is a sustained effort to rebuild and maintain our local streets with more than \$3 million dedicated in this year’s budget.



Valuing Our Water Resources

The Water Resources Department is responsible for the production, treatment and distribution of drinking water; the collection, treatment and disposal of wastewater; and for meeting its conservation goals, while simultaneously facilitating the disposal objectives of wastewater disposal in an economical and environmentally sustainable way.



Cost of Service: Water Resources

Direct

Personnel	\$3,515,342	31.4%
Materials, services, and other operating	4,311,790	38.5%
Grants, loans, and other assistance	-	-
Debt service	-	0.0%
Capital outlay/CIP	1,743,096	15.6%
Total direct	9,570,228	85.6%

Indirect

Administration and overhead	503,815	4.5%
Internal service use	1,098,127	9.8%
Total indirect	1,601,943	14.3%
Total cost of service	\$11,172,171	100%

Looking Ahead

Water and wastewater enterprise activities will continue to experience increased costs; however, the restructured water rate schedule will sustain its operations and capital plans, with a focus on enhanced maintenance. Wastewater activities will focus on maintenance as well – including inflow and infiltration (I&I) identification/mitigation, infrastructure rehabilitation, and addressing disposal costs.

A thorough evaluation of rates for wastewater services must be completed

for the enterprise to find sure footing moving forward. Additionally, both water and wastewater will participate in the effort to implement recycled water in the City of Ukiah. It's a matter of disposal for the wastewater system and one of increased capacity for the water enterprise. For both, it is an effort to exercise best practices in municipal water and wastewater services and in environmental stewardship.

Some notable expenditures include:

- Recycled Water Project Phase 1-3 construction from the Wastewater Treatment Plant north to the Ukiah Sports Complex.



“During the fires in October 2017, I volunteered to help in Redwood Valley to shut off water services. I was amazed by the unity and dedication of our community during times of emergency and the City's willingness to help out in any way possible.”

-Michelle Whyburn, Water Treatment Plant Supervisor



“My favorite experience while working for the City of Ukiah has to be Sundays in the Park. It is great to see the community enjoying great music, socializing, and just being out in our park.”

-Jake Burgess, Recreation Supervisor

providing the best services possible. Their continual responsiveness identifying and answering challenges and opportunities will have a positive impact on many generations to come.

The City of Ukiah Parks Department is responsible for the maintenance of 16 parks, Ukiah Municipal Swimming Pools, five sporting areas, five tennis courts, and also provides maintenance for nine parking lots, the city sub stations, Successor Agency properties, former Redevel-

opment housing properties, the Civic Center, Ukiah Railroad Depot property, Ukiah trail systems including the rail trail, and the School Street planters.

Additionally, the Parks Department maintains all trees located on City property including those located on City streets. The department also provides staffing support for Sundays in the Park, Family Fun in the Sun, Ukiah Country PumpkinFest, and other community events.

Cost of Service: Parks and Recreation

Direct

Personnel	\$821,143	45.8%
Materials, services, and other operating	353,785	19.7%
Grants, loans, and other assistance	-	-
Debt service	-	-
Capital outlay/CIP	403,000	22.5%
Total direct	1,577,928	88.1%

Indirect

Administration and overhead	88,595	4.9%
Internal service use	124,384	6.9%
Total indirect	212,980	11.8%
Total cost of service	\$1,790,908	100%

Looking Ahead

Community Services is committed to providing recreational programs, events, activities and facilities that will enhance the quality of life for all ages. We provide programming and facilities of the highest quality. The Community Service divisions take pride in the partnerships and collaborations with other governmental agencies, schools, community-based organizations, neighborhood groups and the business sector for delivery of programs that serve our community. The key to Community Services' successful framework is our staff and their individual and collective commitment to

Valuing Our Parks and Recreational Opportunities

The City of Ukiah's Community Services department offers an array of programs, services and facilities to the residents of our city and the broader communities. The department is subdivided into eight segments: Ukiah Valley Conference Center, Alex Rorabaugh Recreation Center, Ukiah Valley Golf Course, Grounds and Maintenance, Grace Hudson Museum and Nature Education Center, Observatory Park, Parks, Recreation & Aquatics.



Valuing Our Community's Growth

The Community Development Department carries out three primary functions: Building Permits and Code Enforcement,, Housing services, and Planning services. The Building Services Division regulates construction and development to safeguard and ensure the health and safety of the public. To ensure compliance with building codes, the Division processes permits, conducts plan review, and performs building inspections. The Planning Division assists property owners, developers and the public to ensure that future development and changes are implemented in accordance with regulations and ordinances adopted by the community.



Cost of Service: Community Development

Direct		
Personnel	\$766,868	73.3%
Materials, services, and other operating	145,770	13.9%
Grants, loans, and other assistance	-	-
Debt service	-	-
Capital outlay/CIP	-	-
Total direct	912,638	87.2%
Indirect		
Administration and overhead	64,060	6.1%
Internal service use	68,833	6.5%
Total indirect	132,893	12.7%
Total cost of service	\$1,045,530	100%

Looking Ahead

Community Development assists property owners, developers, and the public in matters related to the use and development of private property. This includes: providing information on the regulations and guidelines that apply to property and projects; reviewing and processing of building permits; providing assistance on project design and development; processing land use entitlements for private and public development proposals; and performing environmental review associated with development proposals.

Long Range Planning focuses on the

development and implementation of the City of Ukiah General Plan. The General Plan consists of six State of California mandated Elements and a State-certified Housing Element. Long Range Planning also develops, implements, and/or assists in the creation of special programs and projects such as the Airport Industrial Park Planned Development and creek master plans and the maintenance of the zoning ordinance. Such efforts reflect current State law and modern planning principles.

From processing land use entitlements, to working with developers and businesses in navigating the permit process, to implementing the housing element of the General Plan, we are here to serve you, the citizenry of Ukiah.



“Helping our community stay safe is at the forefront of my mind. Helping design professionals, contractors, and homeowners build a safer Ukiah one building project at a time.”

-Matthew Keizer, Building Official





-Shannon Riley, Deputy City Manager

"I take immense pride in being able to connect people - whether it's connecting a new business with the resources they need or another team member with the person who can help them get the job done."

regional economic development approach. As the County seat and the business, medical, and education hub for parts of three counties, we recognize that we serve a much larger population base than just our residents. While this often means increased costs and workload for some departments, there is also a benefit for our business community and an expanded tax base for the City's General Fund. Therefore, it behooves us to look beyond our city limits for collaborations.

Cost of Service: Economic Development

Direct

Personnel	\$146,534	8.4%
Materials, services, and other operating	151,000	8.7%
Grants, loans, and other assistance	-	-
Debt service	1,410,790	81.3%
Capital outlay/CIP	-	-
Total direct	1,708,324	98.5%

Indirect

Administration and overhead	16,948	.98%
Internal service use	8,929	.51%
Total indirect	25,878	1.5%
Total cost of service	\$1,734,201	100%

Looking Ahead

The City has emerged as a leader for economic development activities in Mendocino County. Partnerships with both private and public entities are the cornerstone of our approach.

The City's economic development efforts are focused primarily on business retention and recruitment and the partnership with the Community Development and Housing Department to facilitate the development of housing, both market rate and affordable. The strength of our business community relies on the availability of housing for its workforce, so these two efforts go hand in hand.

Staff has been very active in pursuing a

Staff has utilized CDBG funds to provide low-interest loans and technical assistance for small businesses. Also, we invest in partnerships with organizations including the Greater Ukiah Chamber of Commerce, the Ukiah Main Street Program, the West Company, and the Economic Development and Financing Corporation, who provide other specialized services to the business community.

Ukiah is well poised for strong economic growth in the coming years. Our Economic Development team is committed to facilitating that growth in a way that preserves Ukiah's unique character and its balance between large industry and small, independent businesses.

Valuing Our Economic Health

The Economic Development team has continued to significantly improve the level of support for business activity, resulting in the creation and retention of businesses and jobs. By leveraging multiple cross-department disciplines on an as-needed basis, the team maximizes staff expertise while efficiently addressing business and economic development needs.



Valuing Our Housing and Supportive Opportunities

The Housing Division of the Community Development administers and implements the City's federal, state, and local housing and community development programs to improve and expand the City's housing stock and assist in the development of economic opportunities for residents.



Cost of Service: Housing

Direct

Personnel	\$78,676	12.9%
Materials, services, and other operating	28,032	4.6%
Grants, loans, and other assistance	500,000	82.1%
Debt service	-	-
Capital outlay/CIP	-	-
Total direct	606,708	99.7%

Indirect

Administration and overhead	-	-
Internal service use	1,742	.29%
Total indirect	1,742	.29%
Total cost of service	\$608,450	100%

Looking Ahead

Housing, or the lack thereof, has been an important topic over the last couple of years. Housing starts in the Valley have been few and far between in the last decade, and the impacts of that are now showing. City leaders have heard from businesses large and small about the need for workforce housing for not just entry-level employees, but executives as well.

The loss of redevelopment has made the development of affordable housing significantly more challenging. In spite of that, the City's partnership with

Petaluma Ecumenical Properties resulted in 42 new units of affordable senior housing in the summer of 2017. Additional projects are also in the works in the city and just outside our boundaries, supplementing the housing market with up to 175 new affordable units within the next two years.

Recognizing that there is also a need for market-rate housing, the City is facilitating the development of a 35-unit multi-family complex on property owned by the City's Housing Entity and actively seeking additional opportunities.

In FY 18-19, the City will continue to focus on the effective infill of vacant and underutilized parcels while making additional efforts to streamline the development process for builders.



-Michelle Irace, Planning Manager

"As a Ukiah native who left and has recently come back, I really value the small town charm and community within the City, in combination with new and exciting development taking place."





“What I value most about the City of Ukiah is the fact the City staff has always been customer service oriented and willing to listen to our customers.”

- Jimmy Lozano, Electric Engineering Technician 3

- Custom design services
- Maintenance and operation of Ukiah’s street lighting system
- Operation and maintenance of the Lake Mendocino Hydroelectric Plant

Our primary objective is to exceed the expectations of the Ukiah community, electric utility customers, and City Council with the delivery of electric energy that is safe, reliable and at a value that promotes the economic health of the community. This is accomplished through individual and team development,

assuring a highly skilled and professional staff ready to meet the Ukiah’s needs.

Further, we strive for the highest level of customer service possible. Making sure you have the power to enjoy all that Ukiah has to offer is our ultimate goal.

Cost of Service: Electric Utility

Direct		
Personnel	\$3,807,181	21%
Materials, services, and other operating	9,460,100	52%
Grants, loans, and other assistance	-	0.0%
Debt service	-	0.0%
Capital outlay/CIP	3,575,000	19.7%
Total direct	16,842,281	93%
Indirect		
Administration and overhead	780,371	4.3%
Internal service use	492,805	2.7%
Total indirect	1,273,175	7.0%
Total cost of service	\$18,115,456	100%

Looking Ahead

The City’s Electric Utility provides low-cost, high-quality energy services that power our homes, businesses, and daily lives.

We take pride knowing that we are able to provide these services at rates that are as much as 30 percent lower than other for-profit entities, such as PG&E.

The entire compliment of servivces we provide include:

- High voltage construction and maintenance
- Procurement of wholesale power
- Planning and operation of the City’s electric distribution system
- Planning and advanced engineering for services

Valuing Our Energy

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



Valuing Our Other Quality of Life Services

In addition to the services already presented, the City provides numerous other services that benefit our community. These include airport operations, the Ukiah Municipal Golf Course, the Ukiah Valley Conference Center, and landfill closure.



Cost of Service: Airport, Golf, and Conference Center

Direct

Personnel	\$580,028	10.1%
Materials, services, and other operating	1,009,609	17.6%
Grants, loans, and other assistance	-	-
Debt service	-	-
Capital outlay/CIP	<u>1,118,000</u>	19.5%
Total direct	<u>2,707,637</u>	47.3%

Indirect

Administration and overhead	831,484	14.5%
Internal service use	<u>2,179,976</u>	38.1%
Total indirect	<u>3,011,460</u>	52.6%
Total cost of service	<u>\$5,719,097</u>	100%

Looking Ahead

The Ukiah Municipal Airport provides an alternative form of transportation and emergency access in and out of Ukiah. To support this, the major activities of the Airport support the fueling of all forms of aircraft. The operations and maintenance activities include the management, supervision and training of staff as well as the upkeep of facilities and equipment.

This upcoming year, the Airport plans to install a 20,000-gallon Jet A Fuel Tank. This will enable the Airport to meet the high demand of fuel sales during the fire season. Staff feels that increasing fuel capacities will provide better service and increased revenue for the Airport in its

future.

The Ukiah Valley Golf Course, leased by Tayman Park Golf Group, provides both a physical activity along with social benefits to persons of all ages. In the upcoming year, the Golf Course plans to continue working with the City of Ukiah toward providing additional food and beverage services and other various renovations that will benefit the golfers and the community.

The Ukiah Valley Conference Center provides a variety of rooms for meetings, trainings, weddings and parties of all group sizes. This upcoming year, the Conference Center plans to make improvements to the Conference Center such as the purchase of new chairs, increase online exposure, as well as modernize signage for the rear of the building and carpet replacement. The Conference Center is highly used and continued improvements are needed to ensure continued rental use.

The Landfill Closure Project is still ongoing. Final construction activities are scheduled to occur in Spring of 2019.



-Mary Horger, Procurement Manager

"In general terms, it is a cool experience being able to leave my office, and when at various locations within town, or at other City facilities, see the completed projects, and think about the Purchasing Department's involvement to assist in making these projects happen."





The City Manager’s Office has commissioned two Innovation Teams, comprised of volunteer City team members and led by two department heads. The mission of these teams is to elevate the process of finding ways to reduce costs and enhance service delivery. One team is working on approaches to homelessness issues while the other is working on internal efficiencies.

The City utilizes a cost allocation plan as a means of capturing the total costs of providing services and a method for distributing administration and internal service costs across the various operations that utilize the corresponding services. The cost allocation plan establishes separate basis of allocation for each indirect activity and is founded on an approach that is reasonable, fair, and equitable. Because services and utilization of services can change over time, the City Council established an ad-hoc to work with staff on the development of an ongoing audit plan to review the bases of allocation and consider modifications when warranted.

Cost of Service: General Government

Direct

Personnel	\$1,980,401	29.9%
Materials, services, and other operating	3,555,014	53.7%
Grants, loans, and other assistance	-	-
Debt service	-	-
Capital outlay/CIP	-	-
Total direct	5,535,415	83.6%

Indirect

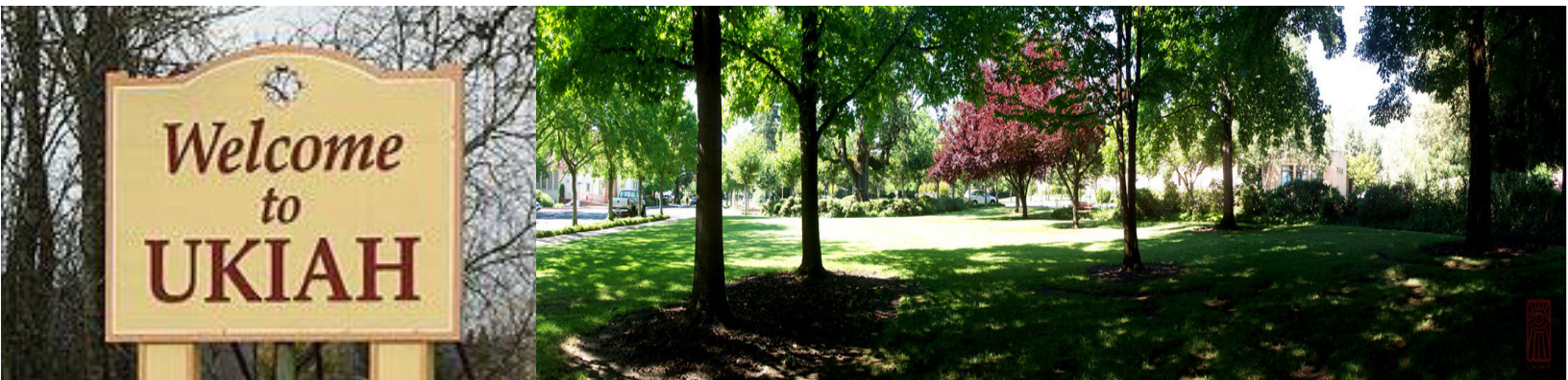
Administration and overhead	284,210	4.2%
Internal service use	797,735	12%
Total indirect	1,081,945	16.3%
Total cost of service	\$6,617,360	100%

Looking Ahead

The City focuses on efficient, effective and economical service delivery that has meaningful and positive impacts on health, comfort, and happiness. This focus supports the City’s efforts in making difficult decisions among competing priorities while delivering and demonstrating value in the services provided. The City continues to ensure Ukiah residents get the services they need and want, as well as getting value for the tax dollars spent delivering those services. Innovation is a key element in improving service delivery.

Valuing Our General Governance

The legislative body for the City of Ukiah is the City Council. The same body acts as the governing authority for the Successor Agency to the City of Ukiah Redevelopment Agency. The City Council for the City of Ukiah, comprised of five council members, provides policy direction to the City Manager. The Council adopts ordinances to control the affairs of the City, as well as oversees the fiscal affairs of the City and approves and adopts the annual City budget. The City of Ukiah Planning Commission is a committee of five persons appointed by the Ukiah City Council to review matters related to planning and development. Costs of general governance include administration comprised of the City Manager’s Office, City Clerk, City Attorney, Finance Department, Human Resources and Risk Management, and City Treasurer.



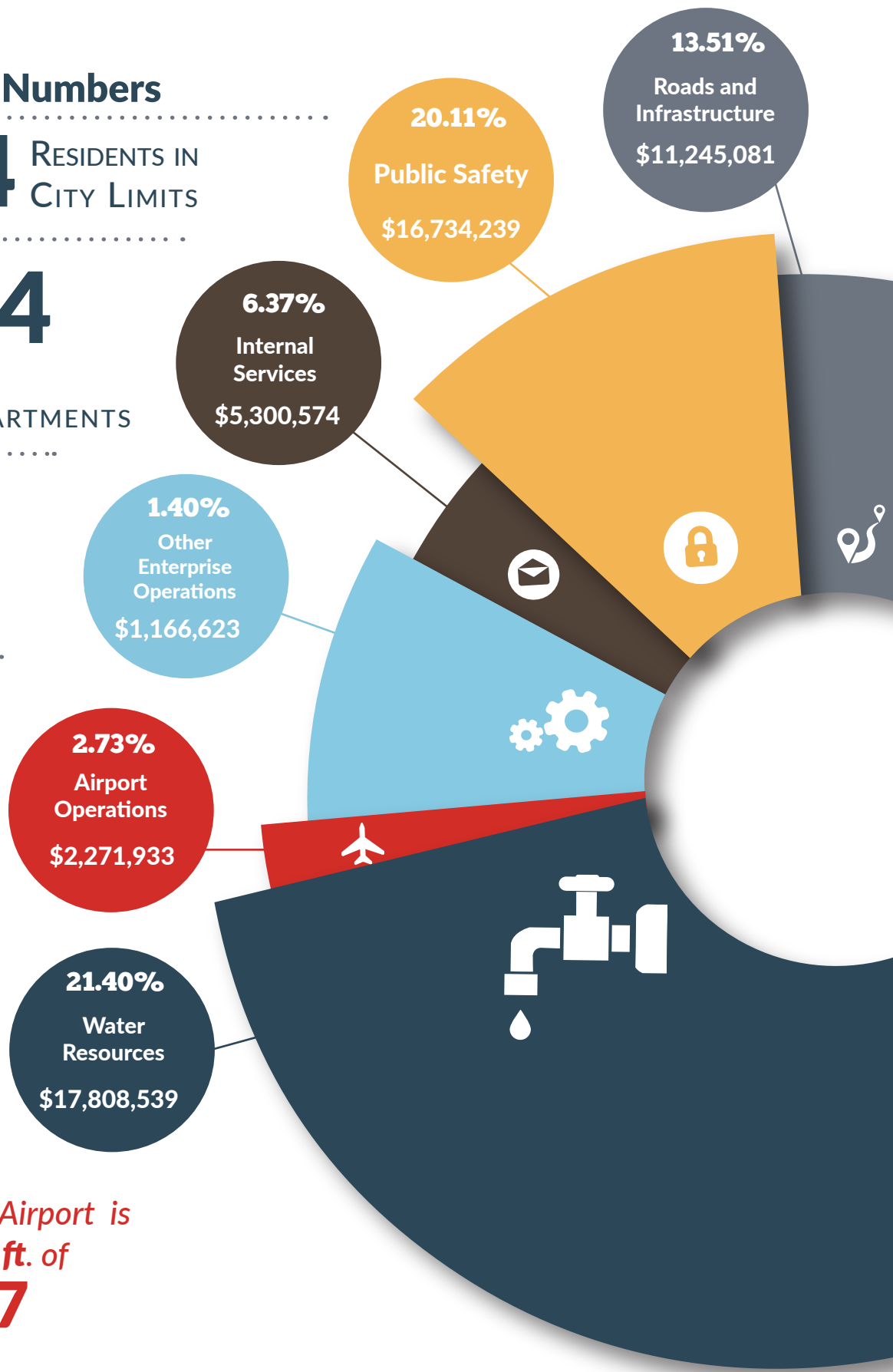
Budget by the Numbers

16,314 RESIDENTS IN
CITY LIMITS

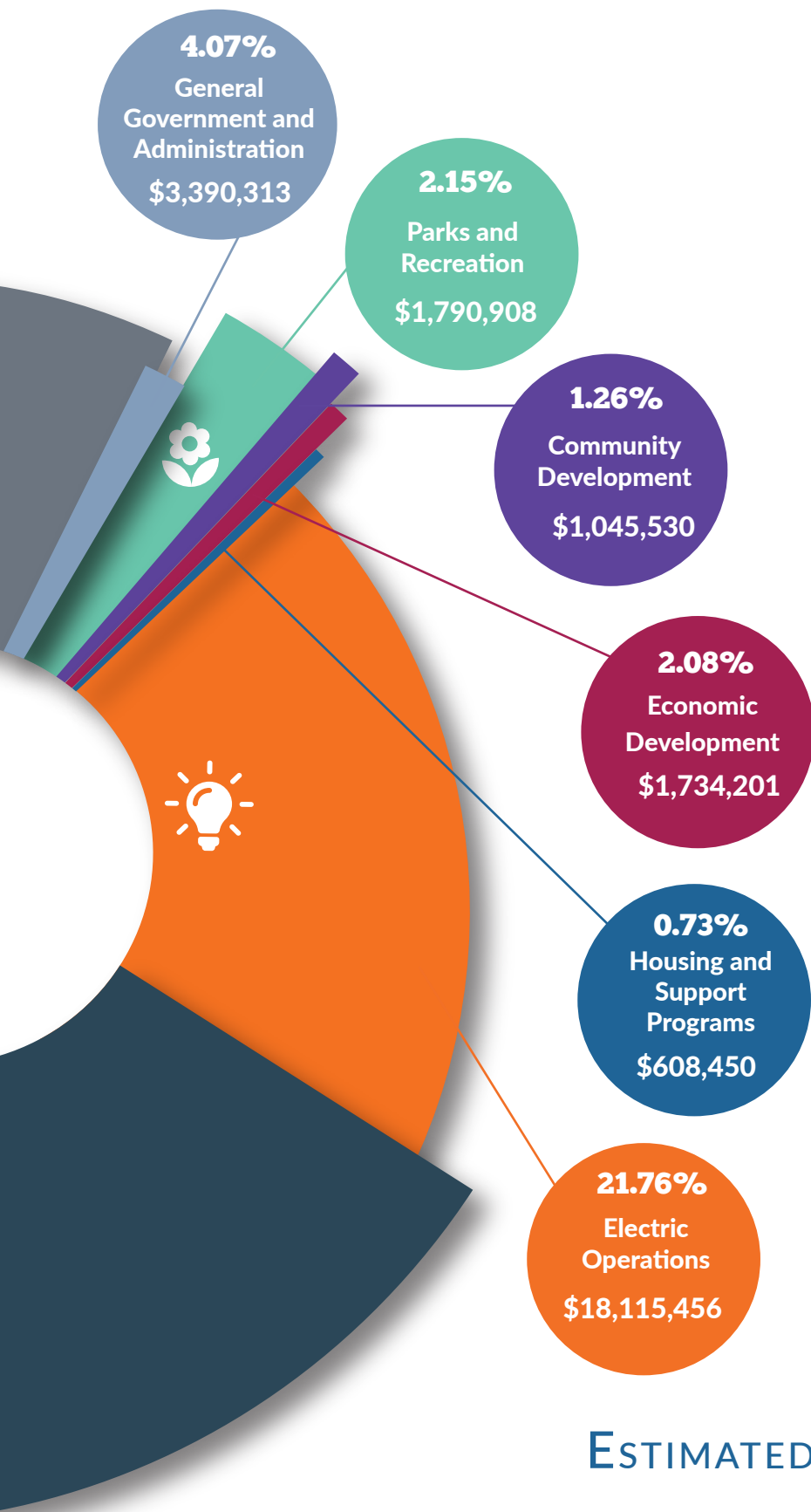
215 FULL TIME
EMPLOYEES

14 CITY
DEPARTMENTS

\$83,232,416
TOTAL
ADOPTED
BUDGET 2018-19



The Ukiah Regional Airport is
comprised of **4,423 ft.** of
runway and has **87**
aircraft on site.



The City of Ukiah maintains **19** parks and facilities for the benefit of our community.

Revenue by the Numbers

\$3,197,694

ESTIMATED MEASURE "P" REVENUE
FISCAL YEAR 2018-19

13.14%
REVENUE
FROM STATE
FUNDING

26.27%
BUDGET
REVENUE
FROM TAXES

\$3,197,694

ESTIMATED MEASURE "Y" REVENUE
FISCAL YEAR 2018-19



Message From the Finance Director

“This budget year will be a milestone for capital projects.”

THE Finance Department is responsible for the fiscal health of the City as well as the collection, analysis, and dissemination of financial information to the citizens of Ukiah, City Council, City management, departments, and other stakeholders.

The City's overall financial condition continues to reflect a period of positive growth. However, our budgeting approach remains conservative, estimating and committing resources as a means to ensure structural stability with changing economic conditions.

The Management Team has been dedicated to cost savings whenever possible and watchful of their expenditures so that value to the Ukiah citizenry is maximized. This has led to a projected year-end surplus and fortification of the City's general fund reserve. This reserve will be used to provide the City Council with flexibility to meet unforeseen operating needs and challenges while ensuring that services are maintained in the event of an eventual economic recession. We estimate the total general fund reserves to end the year at 33.7 percent of revenues.

Management has proposed a balanced budget in the general fund and most of the other major funds for fiscal year 2018-19. The wastewater fund, however, is experiencing stress, partly due to increased operating cost but also to costs related to litigation defense. The overall City budget remains a prudent spending plan that maintains strong emphasis on value to the City of Ukiah and greater Ukiah Valley. as the City wraps up several major capital projects, we look forward to finding more innova-



Daniel Buffalo -
City Finance Director

tive and value-added ways of delivering services to the community in which we all live, work, and play.

A handwritten signature in blue ink, appearing to read 'D. Buffalo'.

Daniel Buffalo, CPA, CGMA

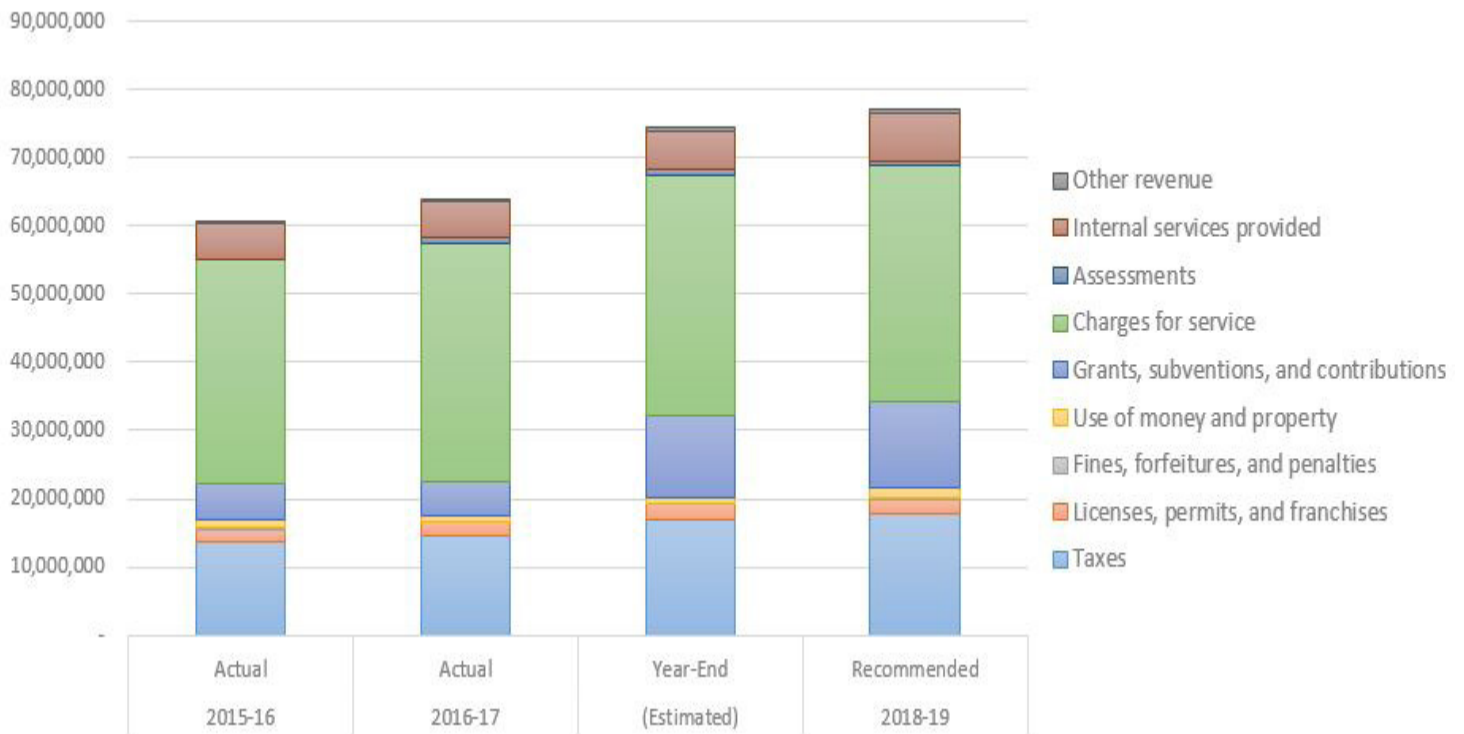
Fiscal Year 2018-19 City-Wide Comparison

Account Class	Fiscal Year Ended				Percent of Total
	2015-16 Actual	2016-17 Actual	2017-18 (Estimated) Year-End	2018-19 Adopted	
Revenue					
Taxes	\$13,677,631	\$14,643,978	\$16,861,679	\$17,852,715	23.18%
Licenses, permits, and franchises	1,923,786	1,879,657	2,293,258	2,148,741	2.79%
Fines, forfeitures, and penalties	97,967	133,023	105,491	115,500	0.15%
Use of money and property	1,131,215	920,980	12,009,647	1,374,205	1.78%
Grants, subventions, and contributions	5,376,830	5,019,353	35,308,539	12,762,470	16.57%
Charges for Service	32,915,734	34,955,680	691,580	34,593,213	44.92%
Assessments	-	689,305	5,771,972	691,580	0.90%
Internal services provided	5,124,380	5,353,708	552,922	6,925,511	8.99%
Other revenue	128,700	371,342		549,473	0.71%
Total	60,376,244	63,967,027	74,543,893	77,013,408	100.00%
Expenditures					
Personnel	20,658,313	22,826,409	23,846,869	26,570,466	31.92%
Materials, services, and other operating	21,835,736	21,107,132	24,588,071	24,806,995	29.80%
Grants, loans, and other assistance	-	-	500,000	500,000	0.60%
Debt service	8,222,722	9,517,623	8,514,337	8,575,943	10.30%
Capital outlay/CIP	6,832,315	8,343,066	38,358,525	17,251,920	20.73%
Administration and overhead	2,316,053	2,432,417	3,034,384	3,228,146	3.88%
Allocated administration and overhead	(2,339,598)	(2,484,526)	(2,875,751)	(3,227,047)	-3.88%
Internal service use	4,321,667	4,464,877	5,649,495	5,525,993	6.64%
Total	61,847,208	66,206,998	101,615,931	83,232,416	100.00%
Other financing sources (uses)					
Other in (out)	2,360,224	(1,241,572)	30,581,516	4,050,176	
Change in total fund balance/working capital	\$889,260	\$(3,481,543)	\$3,509,477	\$(2,168,832)	

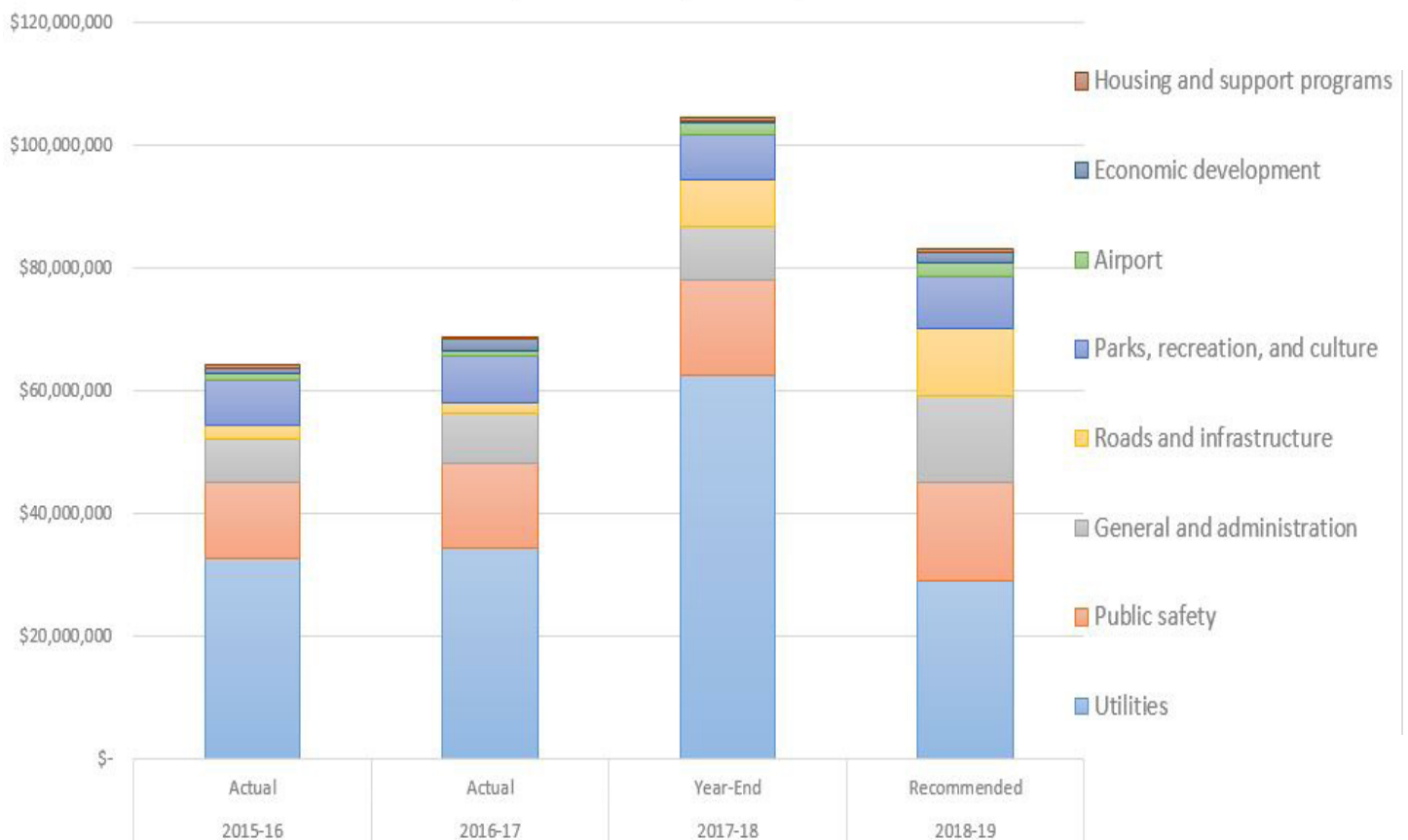
Account Class	Fiscal Year Ended				Percent of Total
	2015-16 Actual	2016-17 Actual	2017-18 (Estimated) Year-End	2018-19 Adopted	
Activities					
Electric utility	\$ 17,284,520	\$15,060,765	\$ 16,858,147	\$ 17,335,085	20.83%
Public safety	12,405,255	13,966,176	15,361,471	15,899,650	19.10%
Water resources	14,691,083	18,298,493	44,604,247	10,668,356	12.82%
General and administrative	6,300,492	7,250,934	7,845,922	13,266,321	15.94%
Streets and infrastructure	2,246,146	1,723,722	7,681,074	10,925,991	13.13%
Parks, buildings, and grounds	1,391,025	1,413,602	1,526,263	1,702,312	2.05%
Airport	1,016,333	989,852	1,948,378	2,189,750	2.63%
Culture and recreation	2,718,641	2,765,761	1,625,489	1,891,079	2.27%
Community development	771,809	822,266	979,670	981,471	1.18%
Other enterprise operations	711,463	928,831	1,128,017	1,097,856	1.32%
Redevelopment/economic development	868,685	1,931,582	292,491	1,717,253	2.06%
Internal services	3,153,770	3,394,820	4,072,493	4,947,742	5.94%
Housing and support programs	627,583	144,720	568,020	608,450	0.73%
Total	\$64,186,806	\$68,691,521	\$104,491,682	\$83,231,317	100.00%

For additional budget information, please see the City's Finance Department Webpage: [City of Ukiah](#)

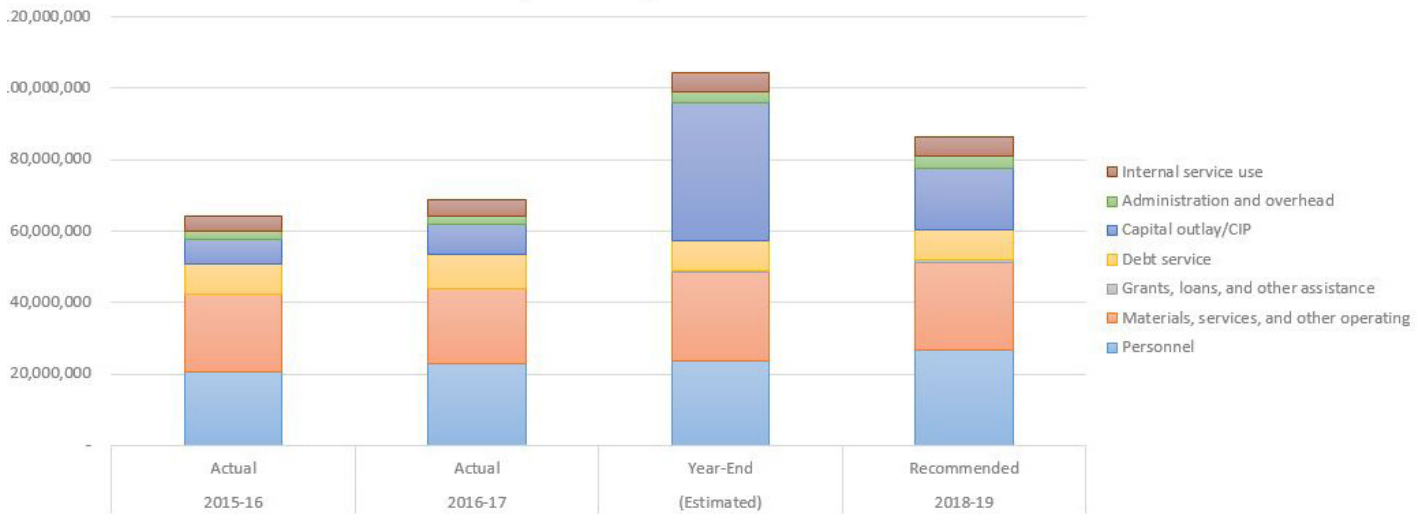
City-wide Revenues Over Time



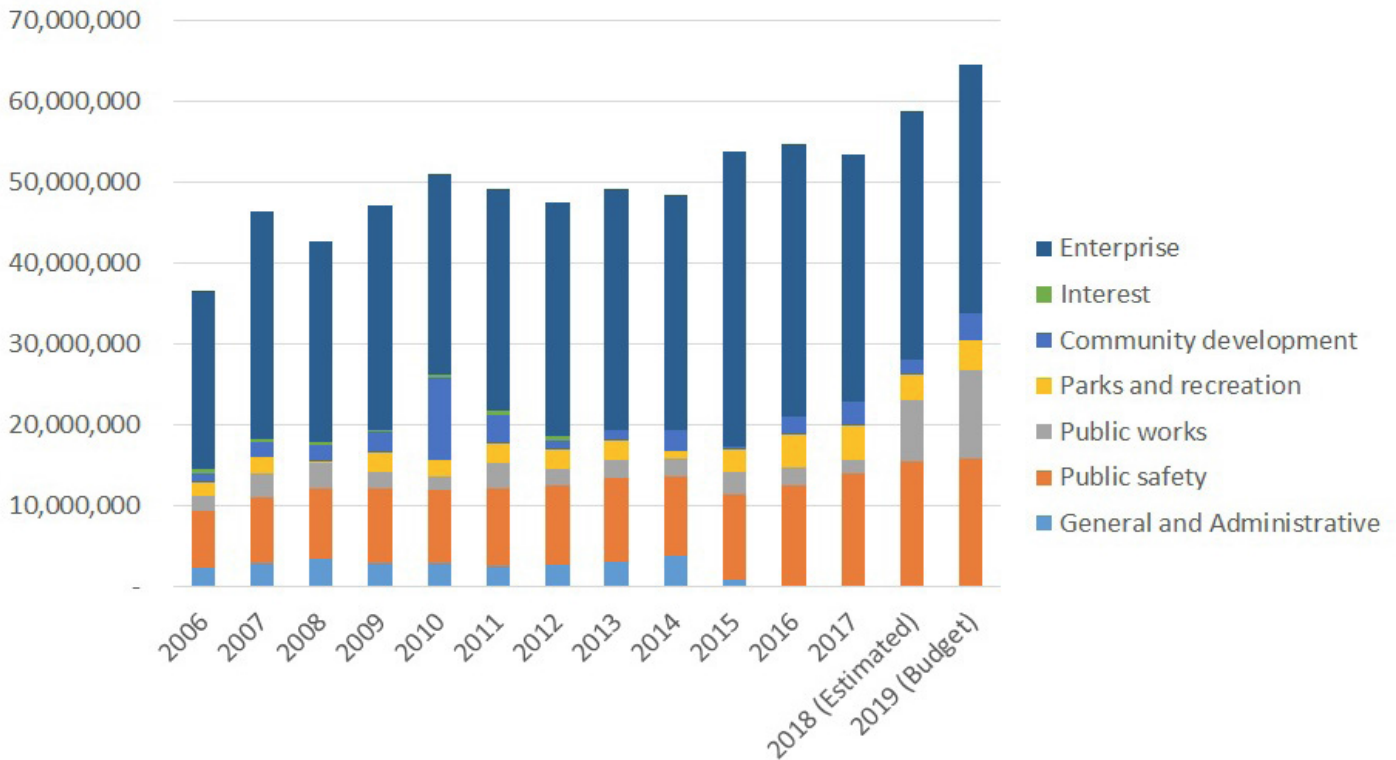
Expenditures by Activity Over Time

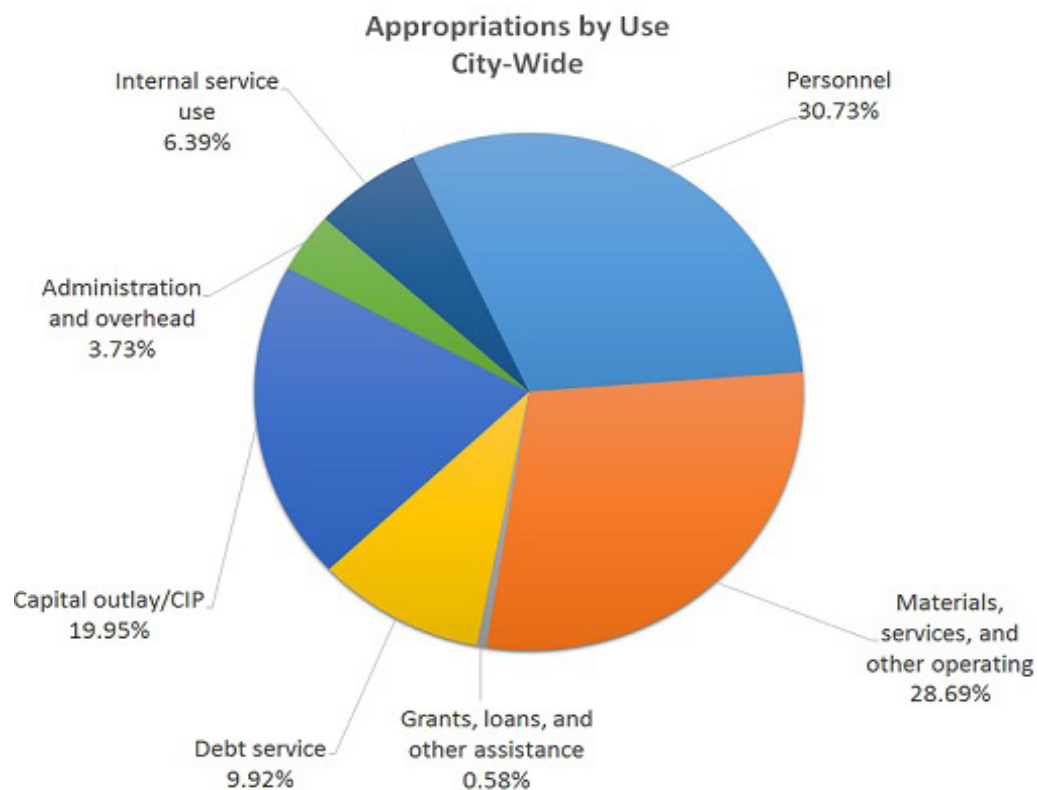
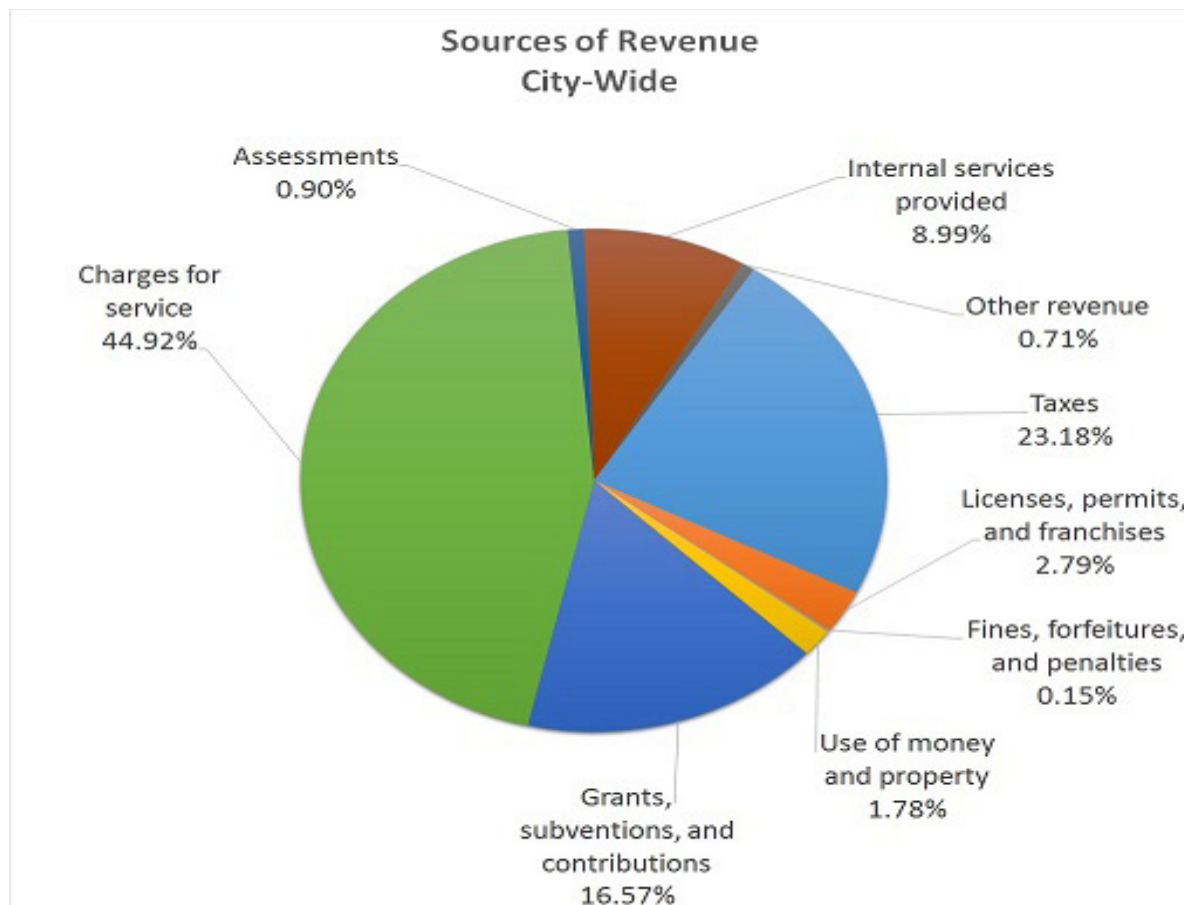


City-wide Expenditures Over Time



Activities Over Time City-Wide





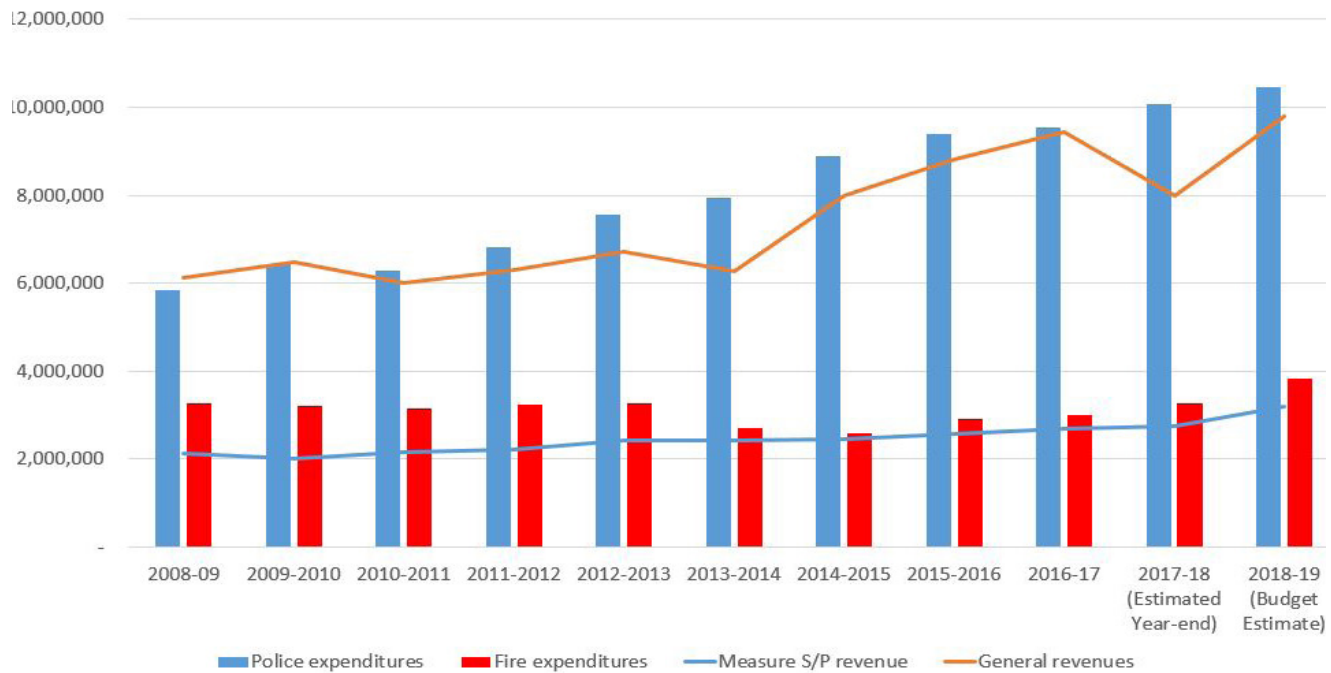
2018-19 Measure P

Measure P: Transaction and Use Tax

Measure P, passed by a simple majority (50% plus 1) of Ukiah voters in November of 2014 was a general (unrestricted) transaction and use tax. It continued a sun-setting transaction and use tax, known as Measure S (2005). Measure T (2005), passed in conjunction with Measure S, was a distinctly separate, advisory Measure indicating the voting public's preference for the use of Measure S proceeds.

The City Council has committed to using the full amount of Measure P resources for public safety.

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



Uses and Sources Public Safety Activities Comparative, Baseline (2015) to June 30, 2019

Measure P							
Expenditure Uses by Category	Baseline FY 2014-15	FY 2018-19	Increase (Decrease)	Dedicated Revenue Sources	Baseline FY 2014-15	FY 2018-19	Increase (Decrease)
Police:				Measure P transaction and use tax	2,465,521	3,197,694	732,173
Sworn officers	32	34	2	Public safety revenue:			
Misc personnel	18	19	1	Police	1,001,861	1,234,067	232,206
Personnel	\$6,049,608	\$7,278,773	\$1,229,165	Fire	37,235	55,000	17,765
Operations	1,866,612	3,011,519	1,144,907	Other	-	-	-
Capital	186,594	160,000	(26,594)	Total revenue	3,504,617	4,486,761	982,144
Total police	8,896,287	10,450,292	2,347,478	Excess (deficiency) revenues over expenditures	(7,975,477)	(9,793,867)	(1,818,390)
Fire:				Other Financing Sources			
Firefighters:				General revenues, general fund	7,975,477	9,746,246	1,818,390
City	11	19	8	Remaining resources	\$-	\$-	\$-
UVFD	6	-	(6)				
Personnel	1,506,406	1,696,418	190,012				
Operations:							
Contractual	516,180	924,000	407,820				
Other	530,822	1,159,918	629,097				
Capital	30,400	50,000	19,600				
Total fire	2,583,807	3,830,336	1,246,529				
Total public safety	11,480,094	14,280,628	2,800,534				

2018-19 Measure Y

Measure Y: Transaction and Use Tax

Measure Y, passed by a simple majority (50% plus 1) of Ukiah voters in November of 2016, is a general (unrestricted) transaction and use tax. A general, unrestricted tax is one that can be used to fund any program, function, service, or project at the discretion of the City Council. It is not a special, restricted tax, which would require approval of two-thirds of the voting public. Measure Z, passed in conjunction with Measure Y, was a distinctly separate, advisory Measure Y, indicating the voting public's preference for the use of Measure Y proceeds.

The City Council has committed to using the full amount of Measure Y resources for City streets and rights-of way.

Street Maintenance and Repair - General Fund

	2018-19	
Maintenance level	\$373,870	(a)
Recommended amount for streets in general fund, 2018-19	804,969	(b)
Increase (decrease) from base year (b) - (a)	\$431,099	(c)

Resources

	2018-19	
Measure Y: Transaction and Use Tax	\$3,197,694	(d)
General revenues and transfers	804,969	(e)
Total available for street maintenance and repair (d) + (e)	\$4,002,663	(f)

Analysis

	2018-19	
General fund base commitment amount (a)	\$373,870	(g)
Additional resources (c) + (d)	\$3,628,793	(h)
Total recommended general fund amount appropriated to street maintenance and repair (g) + (h)	\$4,002,663	(i)

Fiscal Year 2018-19 Recommended Measure Y Uses	Project No.	Cost	General Revenue Share	Other Financing Sources	Measure Y Share	Total Funding
Debt service on new infrastructure borrowing	13001	\$222,748	\$-	\$147,014	\$75,734	\$222,748
Enhanced Public Works capacity - Streets		208,351	-	-	208,351	208,351
Street projects to be determined by Council		2,913,609	-	-	2,913,609	2,913,609
Road and right-of-way maintenance		657,955	84,175	573,780		657,955
		\$4,002,663	\$84,175	\$720,794	\$3,197,694	\$4,002,663

CONTACT

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City of Ukiah

Budget Story

2019

City of Ukiah
300 Seminary Avenue
Ukiah, California 95482

www.cityofukiah.com

The full budget document can be found here: [2018/19 City of Ukiah Budget](#)

The Capital Improvement Project Tracker can be found here: [CIP Tracker](#)



AGENDA SUMMARY REPORT

SUBJECT: Approval of the October 17, 2018, Regular Meeting Minutes

DEPARTMENT: Clerk/Admin

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - Draft Minutes for October 17, 2018](#)

Summary: Council will consider approving the Minutes of October 17, 2018, a Regular Meeting (Attachment 1).

Background: N/A

Discussion: N/A

RECOMMENDED ACTION: Approve the Minutes of October 17, 2018, a Regular Meeting, as submitted.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: _____


Sage Sangiacomo, City Manager

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
October 17, 2018
6:00 p.m.**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Regular Meeting on October 17, 2018, having been legally noticed on October 12, 2018. Mayor Doble called the meeting to order at 6:00 p.m. Roll was taken with the following **Councilmembers Present:** Jim O. Brown, Stephen G. Scalmanini, Maureen Mulheren, and Kevin Doble. **Absent by Prearrangement:** Douglas F. Crane **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR DOBLE PRESIDING.

The Pledge of Allegiance was led by Councilmember Brown.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

a. Promotional Ceremony for Police Captain Sean Kaeser and Police Lieutenant Cedric Crook.

Presenter: Justin Wyatt, Police Chief.

Police Captain Sean Kaeser and Police Lieutenant Cedric Crook received badges.

Staff Comment: Police Captain Sean Kaeser.

b. Introduction of the New Poet Laureate, Roberta Werdinger.

Presenter: Michael Riedell, Ukiah Poet Laureate Committee.

Public Comment: Roberta Werdinger, New Poet Laureate.

Presentation was received.

RECESS 6:20 – 6:28 P.M.

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

a. Approval of the September 28, 2018, Special Meeting Minutes.

b. Approval of the October 3, 2018, Regular Meeting Minutes.

Motion/Second: Brown/Mulheren to approve Minutes of September 28, 2018, a Special meeting and October 3, 2018, a Regular meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Brown, Scalmanini, Mulheren, and Doble. NOES: None. ABSENT: Crane. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

- a. Report of Disbursements for the Month of September 2018 – *Finance*.
- b. Award a Unit Price Contract (*COU No. 1819-135*) for Portable Toilet Rentals to United Site Services – *Finance*.
- c. Adoption of Resolution (*2018-28*) Reappointing Victoria Bitonti-Brown to the Parks, Recreation and Golf Commission (PRGC) – *City Clerk*.
- d. Consideration and Possible Approval of IBM Server Purchase (*PO No. 45705*) – *Information Technology*.
- e. Adoption of Resolution (*2018-29*) Approving Records Destruction – *City Clerk*.
- f. Approval of Notice of Completion for 2016 Sewer & Water Replacement Project, Specification No. 16-10 – *Public Works*.

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

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No public comment was received.

9. COUNCIL REPORTS

Presenters: Vice Mayor Mulheren and Councilmember Scalmanini.

10. CITY MANAGER/CITY CLERK REPORTS

Presenters: Sage Sangiacomo, City Manager; Kevin Jennings, Fire Marshal; and Tim Eriksen, Public Works Director/City Engineer.

11. PUBLIC HEARINGS (6:15 PM)

12. UNFINISHED BUSINESS

- a. Discussion and Possible Action to Authorize Allocation of a Not to Exceed Amount of \$20,000 as the City of Ukiah's Proportionate Share of Legal Fees for Inland Water and Power Commission (IWPC) Regarding Investigation and Negotiation for Potential Acquisition of the Potter Valley Project, and Approval of Corresponding Budget Amendment.

Presenter: Sean White, Water Resources Director.

Public Comment: John McCowen, Mendocino County Supervisor District 2.

Motion/Second: Brown/Scalmanini to authorize allocation of a Not to Exceed amount of \$20,000 as the City of Ukiah's proportionate share of legal fees for Inland Water and Power Commission regarding investigation and negotiation for potential acquisition of the Potter Valley Project, and approval of corresponding budget amendment. Motion **carried** by the following roll call votes: AYES: Brown, Scalmanini, Mulheren, and Doble. NOES: None. ABSENT: Crane. ABSTAIN: None.

13. NEW BUSINESS

- a. Determination of Notification of Intent to Adjust Curbside Collection and Transfer Station Service Rates.

Presenters: Sage Sangiacomo, City Manager and Dan Buffalo, Finance Director.

Public Comment: Susan Schur, Robin Sunbeam, and Peggy Backup.

Motion by Councilmember Scalmanini to include this issue [service rates] again for reconsideration this year.

Motion dies for lack of a second.

Motion by Councilmember Scalmanini that the Council specifically votes to not review the rates this year.

Motion dies for lack of a second.

Report was received.

b. Council to Receive Status Report and Consider Approval of the Capital Improvement Plan for the Ukiah Municipal Golf Course operated by Tayman Park Golf Group, Inc.; and consider approval of Addendum 4 to the Tayman Park Golf Group, Inc. Lease Agreement.

Presenter: Tami Bartolomei, Community Services Administrator.

Tayman Golf Group Comment: Frank Johnson, PGA Director of Golf.

Motion/Second: Brown/Mulheren to approve the 2017/2018 and the 2018/2019 Capital Improvement Plans for the Ukiah Municipal Golf Course operated by the Tayman Park Golf Group, Inc.; and approve Addendum 4 to the Tayman Park Golf Group, Inc. Lease Agreement (COU No. 1617-112-A4). Motion **carried** by the following roll call votes: AYES: Brown, Scalmanini, Mulheren, and Doble. NOES: None. ABSENT: Crane. ABSTAIN: None.

c. Notification of Contract Execution by the City Manager at the Request of the City Engineer for the Emergency Installation of Storm Drain Infrastructure at the Intersection of South State Street and Observatory Avenue to Ghilotti Construction Company in the Amount of \$149,052 and Approval of Corresponding Budget Amendment.

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

RECESS: 7:55 – 8:02 P.M.

Motion/Second: Brown/Scalmanini to approve the report of contract (COU No. 1819-133) execution by the City Manager at the request of the City Engineer for the emergency installation of storm drain infrastructure at the intersection of South State Street and Observatory Avenue to Ghilotti Construction Company in the amount of \$149,052, and approval of corresponding budget amendment. Motion **carried** by the following roll call votes: AYES: Brown, Scalmanini, Mulheren, and Doble. NOES: None. ABSENT: Crane. ABSTAIN: None.

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

No reports were received.

e. Adoption of Resolution(s) Approving Successor Memoranda of Understanding for Employee Bargaining Units.

Presenter: Sheri Mannion, Human Resources Director.

Motion/Second: Brown/Mulheren to adopt resolutions (2018-30 and 2018-31) approving the successor Memoranda of Understanding between the City of Ukiah and employee bargaining units (COU No. 1819-138– Police Unit; COU No. 1819-139 – Fire Unit; COU No. 1819-140 – Fire Management; COU No. 1819-141 – Police Chief Employment Agreement; COU No. 1819-126-Add1 – Department Head Addendum; and COU No. 1819-127-Add1 – Management Addendum). Motion **carried** by the following roll call votes: AYES: Brown, Scalmanini, Mulheren, and Doble. NOES: None. ABSENT: Crane. ABSTAIN: None.

14. CLOSED SESSION

No Closed Session was held.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 8:08 p.m.

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Approve a Budget Amendment to Fund the Open Space Contractual Services Account for Possible Expenses During the Fiscal Year Related to the Donation, Acquisition, and/or Improvement of Open Space in the Amount of up to \$35,000.

DEPARTMENT: Administration

PREPARED BY: Maya Simerson

ATTACHMENTS:

None

Summary: Council will consider approval of a budget amendment for contractual and other services related to the possible donation, acquisition, and/or improvement of open space in the amount of up to \$35,000 for Fiscal Year 2018-19. This item corrects an inadvertently-omitted appropriation for the Fiscal Year 2018-19 Budget.

Background: This item corrects an inadvertently-omitted appropriation for the Fiscal Year 2018-19 Budget.

Open spaces are land and/or water areas that serve as a protected resource in which the area is generally finite, exhaustible, and vulnerable. Generally, open space preservation contributes to three broad areas of the community including social quality of life, environmental preservation, and economic vitality.

Open space benefits include:

- creating a passive recreation area

RECOMMENDED ACTION: Approve a budget amendment to fund the Open Space contractual services account for possible expenses during the fiscal year related to the donation, acquisition, and/or improvement of open space in the amount of up to \$35,000.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 25122290.52100.39015 \$0

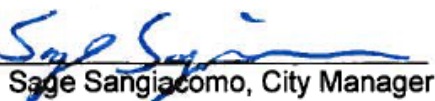
PROPOSED BUDGET AMOUNT: 25122290.52100.39015 \$35,000

FINANCING SOURCE: Open space project reserve, 25100000.39015

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager; Mary Horger, Procurement Manager

Approved:


Sage Sangiacomo, City Manager

- providing opportunity for unique educational experiences
- controlling sprawl and growth patterns
- establishing and maintaining aesthetic appeal
- stimulating economic vitality
- creating important buffer zones between developments and the local water shed
- preserving water quality and wildlife habitat
- developing eco-tourism opportunities
- protecting property values
- creating ecological balance

The City of Ukiah has successfully secured open space in the past and, under Council's direction, continues to work towards finding other opportunities for continued open space acquisition and/or improvement.

Discussion: The City of Ukiah has a dedicated reserve fund for Open Space Land Acquisition; however, no funds were appropriated for use in the Fiscal Year 2018-19 Budget.

While specific opportunities have yet to be fully developed and/or identified, the appropriations will allow for any necessary expenditures at the time they are needed.

To ensure there are funds available for use, Staff recommends appropriating \$35,000 of the \$66,735 reserve. Funds will only be used for open space development and only expended for projects as directed by the City Council. This is a budgetary appropriation only and all unused funds will remain in the reserve account. The appropriation makes funds available from the reserve account to the Park Development fund and into a specific Open Space account. Staff will also use a dedicated project code for any Open Space expenditures.



AGENDA SUMMARY REPORT

SUBJECT: Consideration of a Resolution Removing On-Street Parking on the South Side of Thomas Street East of South State Street for a Length of 200 Feet.

DEPARTMENT: Public Works

PREPARED BY: Ben Kageyama

ATTACHMENTS:

[Attachment 1 TEC Staff Report](#)

[Attachment 2 TEC Minutes](#)

[Attachment 3 Resolution](#)

Summary: Council will receive staff recommendation to establish a no parking zone along the south side of Thomas Street, east of South State Street, for a length of 200 feet.

Background: Redwood Community Services (RCS) is currently completing a project for a Homeless Services Community Center at 1045 S. State Street (please refer to Attachment #3 which includes the draft Resolution and accompanying map). The project required developing frontage improvements, including curb, gutter and sidewalk for approximately 200 feet along the south side of Thomas Street. This portion of Thomas Street has approximately 25 feet of pavement width, within a 40-foot right-of-way. Parking is currently permitted on both sides of the street. There is 240 feet of existing curb and gutter on the north side of the street. Prior to the RCS project, there was no curb and gutter on the south side of Thomas Street, and vehicles were able to park along the dirt shoulder. The properties along the north side of Thomas Street are predominantly residential. The RCS project will provide off-street parking for their facility and was not required to dedicate street right-of-way

RECOMMENDED ACTION: Adopt resolution removing on-street parking on the south side of Thomas Street, east of South State Street for a length of 200 feet.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager

Approved: _____


Sage Sangiacomo, City Manager

and widen the street. It should be noted that if RCS develops additional Thomas Street frontage to the east as part of a future phase, a requirement for street widening and right-of-way dedication for that portion of Thomas Street will be evaluated at that time. The Traffic Engineering Committee (TEC) at its meeting of October 9, 2018 discussed and recommended approval of the no parking zone on Thomas Street (see Attachments #1 and #2 for TEC staff report and minutes).

Discussion: The new curb to curb width on Thomas Street fronting the RCS project is a minimum of 27 feet. The street width will satisfactorily accommodate a single parking lane (7 feet wide) and two travel lanes (10 feet wide). Providing parking lanes on both sides of the street would unacceptably leave space for only one unobstructed travel lane, which is especially problematic considering the potential for truck traffic serving commercial and industrial uses in the vicinity.

Therefore, at this time Staff is recommending adoption of a resolution (Attachment #3) removing on-street parking on the south side of Thomas Street, east of South State Street for a length of 200 feet.

CITY OF UKIAH MEMORANDUM

DATE: October 9, 2018

TO: Traffic Engineering Committee

FROM: Ben Kageyama, Senior Civil Engineer 

SUBJECT: Discussion and Possible Action Regarding Request for No Parking Zone along the South Side of Thomas Street East of S. State Street for a Length of 200 Feet
Agenda Item 5a.

REQUEST: Due to the narrow width of Thomas Street, the Department of Public Works seeks to establish a no parking zone along the south side of Thomas Street, east of S. State Street, for a length of 200 feet.

DISCUSSION: Redwood Community Services (RCS) is currently completing a project for a Homeless Services Community Center at 1045 S. State Street (see photomap, Attachment "A"). The project required developing frontage improvements, including curb, gutter and sidewalk for approximately 200 feet along the south side of Thomas Street. This portion of Thomas Street has approximately 25 feet of pavement width, within a 40-foot right-of-way. Parking is currently permitted on both sides of the street. There is 240 feet of existing curb and gutter on the north side of the street. Prior to the RCS project, there was no curb and gutter on the south side of Thomas Street, and vehicles were able to park along the dirt shoulder. The properties along the north side of Thomas Street are predominantly residential. The RCS project will provide off-street parking for their facility and was not required to dedicate street right-of-way and widen the street. It should be noted that if RCS develops additional Thomas Street frontage to the east as part of a future phase, a requirement for street widening and right-of-way dedication for that portion of Thomas Street will be evaluated at that time.

The new curb to curb width on Thomas Street fronting the RCS project is a minimum of 27 feet. The street width will satisfactorily accommodate a single parking lane (7 feet wide) and two travel lanes (10 feet wide). Providing parking lanes on both sides of the street would unacceptably leave space for only one unobstructed travel lane, which is especially problematic considering the potential for truck traffic serving commercial and industrial uses in the vicinity.

RECOMMENDATION: Staff is submitting this report for review and discussion by the TEC. Staff has provided the following options for consideration:

1. Recommend to the City Council the removal of parking along the south side of Thomas Street east of S. State Street for a length of 200 feet.
2. Refer to staff for further analysis.

cc: Redwood Community Services
residents / property owners on Thomas Street between S. State St. and Perry St.
file



ATTACHMENT "A"
TEC—October 9, 2018
Thomas Street Proposed No Parking



Proposed No Parking
along new curb, gutter
and sidewalk, 200'

TRAFFIC ENGINEERING COMMITTEE MINUTES
October 9, 2018
Minutes

MEMBERS PRESENT

John Lampi, Public Representative, TEC Vice Chairman
Neil Davis, Public Representative, Active Transportation
Erich Sommer, Public Representative
Ben Kageyama, representing the City Manager
Lt. Cedric Crook, representing the Chief of Police
Don Brown, Supervisor of Public Works

MEMBERS ABSENT

Captain Sean Kaeser
Craig Schlatter, Director of Community Development
Jacob King, Mendocino Transit Authority
Tim Eriksen, TEC Chairman, Director of Public Works, City Engineer

OTHERS PRESENT

Maureen Mulheren, Council Member
Lory Limbird, Public Works
Vern Anderson, Redwood Community Services
Kelly Keyes, Mountanos Properties
Paul Murguia, 767 Apple Avenue resident
Maureen Phillips, CASA employee
Barbara Rovera, owner of 340 N. Main Street
Erin Simmons, 171 Cherry Street resident
Rebecca Frey, 181 Cherry Street resident
Karen Zimmerman, 181 Cherry Street resident
Gary Krimont, 191 Cherry Street resident
Jessica Johnson, Redwood Community Services

1. CALL TO ORDER

The Traffic Engineering Committee meeting was called to order by Vice Chairman Lampi at 3:12 pm in Conference Room No. 3, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

2. APPROVAL OF MINUTES – August 14, 2018

Motion/Second: Davis/Kageyama to approve August 14, 2018 minutes. Motion carried by an all AYE voice vote of the members present.

3. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

none

4. OLD BUSINESS

- a. **Discussion and Possible Action regarding engineering solutions for traffic in the alley between North State Street and North Main Street adjacent to 340 North State Street.**

Public Comment: Maureen Phillips, Kelly Keyes, Maureen Mulheren, Barbara Rovera, Erin Simmons, Gary Krimont

Motion/Second: Brown/Sommer to install 2 speed bumps in alley. The location of the speed bumps will be determined by the Director of Public Works/City Engineer.

Motion **carried** by an all AYE voice vote of the members present.

5. **NEW BUSINESS**

b. **Discussion and Possible Action regarding speeding vehicles on Cherry Street.**

Public Comment: Gary Krimont, Paul Murguia, Karen Zimmerman, Rebecca Frey, Erin Simmons, Maureen Mulheren

Member Neil Davis asked if residents notice what time of day employees of businesses located on Cherry Street are most likely to be speeding on Cherry Street so law enforcement can be present during those times to catch speeders.

Resident Karen Zimmerman replied UPS trucks are frequently speeding on Cherry Street in the morning and around 5 pm. Menton Construction employees speed on Cherry Street around 4:30 pm on Fridays when they pick up their paychecks.

Councilwoman Maureen Mulheren informed residents that there is a *My Ukiah* app they can use to report speeding. This helps keep an accurate log of what is going on and when it happens. *Walk and Bike Mendocino* has a Facebook page with a group called *Go Slow Ukiah* at <https://www.facebook.com/GoSlowUkiah/> which encourages the entire community conversation to help slow down the speeding around Ukiah and watch for pedestrians.

Cherry Street is in a failed state. Street resurfacing for Cherry Street is not scheduled for this year but with money from Measure Y to repave streets, it is possible Cherry Street could be included in next year's plan for repaving.

Member Neil Davis stated he could have *Walk and Bike Mendocino* make phone calls and write letters to businesses on Cherry Street such as UPS, Menton Construction and Alvarez Detailing on the South State Street corner about speeding employees.

3:55 pm Jessica Johnson entered meeting.

Motion/Second: Davis/Kageyama to have the TEC research the use of social media and law enforcement options, use of speed trailer, find out what the schedule for resurfacing will be, and to consider possible traffic calming measures after street is resurfaced.

Motion **carried** by an all AYE voice vote of the members present.

a. **Discussion and Possible Action regarding request for No Parking Zone along the south side of Thomas Street east of South State Street for a length of 200 feet.**

Public Comment: Jessica Johnson

Motion/Second: Brown/Crook to make a recommendation to city council for removal of parking along the south side of Thomas Street east of South State Street for a length of 200 feet by putting up *No Parking* signs behind the sidewalk. Sign location will be coordinated with the location of 5 trees that are to be planted so the trees will not hide the signs.

Motion **carried** by an all AYE voice vote of the members present.

6. **COMMITTEE MEMBER REPORTS**

Member Erich Sommer asked for an update on Marshall Street. Speed humps that were approved by the TEC don't have to be approved by City Council. The street was just slurry sealed. Locations for speed humps can now be decided and then installed. A warning letter from the Police Department should be sent to the residents of Marshall Street to remind them that it is illegal to park on the sidewalk. An illustration of where it is legal to park on rounded gutters would be helpful.

Member Neil Davis offered up *Walk and Bike Mendocino* to develop a flyer for Marshall Street residents to inform them that parking off the sidewalk actually slows traffic and gives pedestrians a place to walk.

7. **MISCELLANEOUS ITEMS**

Member Ben Kageyama asked about the status of the pop-up traffic calming measures demonstration. **Member Neil Davis** will write a description of what this will be to send to insurance agent to find out what a quote for insurance will be.

8. **ADJOURNMENT**

There being no further business, the meeting adjourned at 4:14 p.m.

Lory Limbird, Recording Secretary

RESOLUTION NO. 2018-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH REMOVING ON-STREET PARKING ON THE SOUTH SIDE OF THOMAS STREET EAST OF SOUTH STATE STREET FOR A LENGTH OF 200 FEET

WHEREAS, the City Council may by resolution designate portions of streets upon which the standing, parking, or stopping of vehicles is prohibited or restricted pursuant to Article 11, Chapter 1, Division 8 of the Ukiah City Code; and

WHEREAS, the Traffic Engineering Committee (Traffic Engineer) considered the request to establish a no parking zone on the south side of Thomas Street, east of South State Street, for a length of 200 feet, at its meeting on October 9, 2018; and

WHEREAS, the Traffic Engineer recommends the request to establish a no parking zone on the south side of Thomas Street, east of South State Street for a length of 200 feet.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the City Council of the City of Ukiah does establish a no parking zone on the south side of Thomas Street, east of South State Street, for a length of 200 feet – the location is shown on the attached Exhibit “A”. The City Engineer shall direct installation of signage and curb painting as necessary;

PASSED AND ADOPTED this 7th day of November 2018, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kevin Doble, Mayor

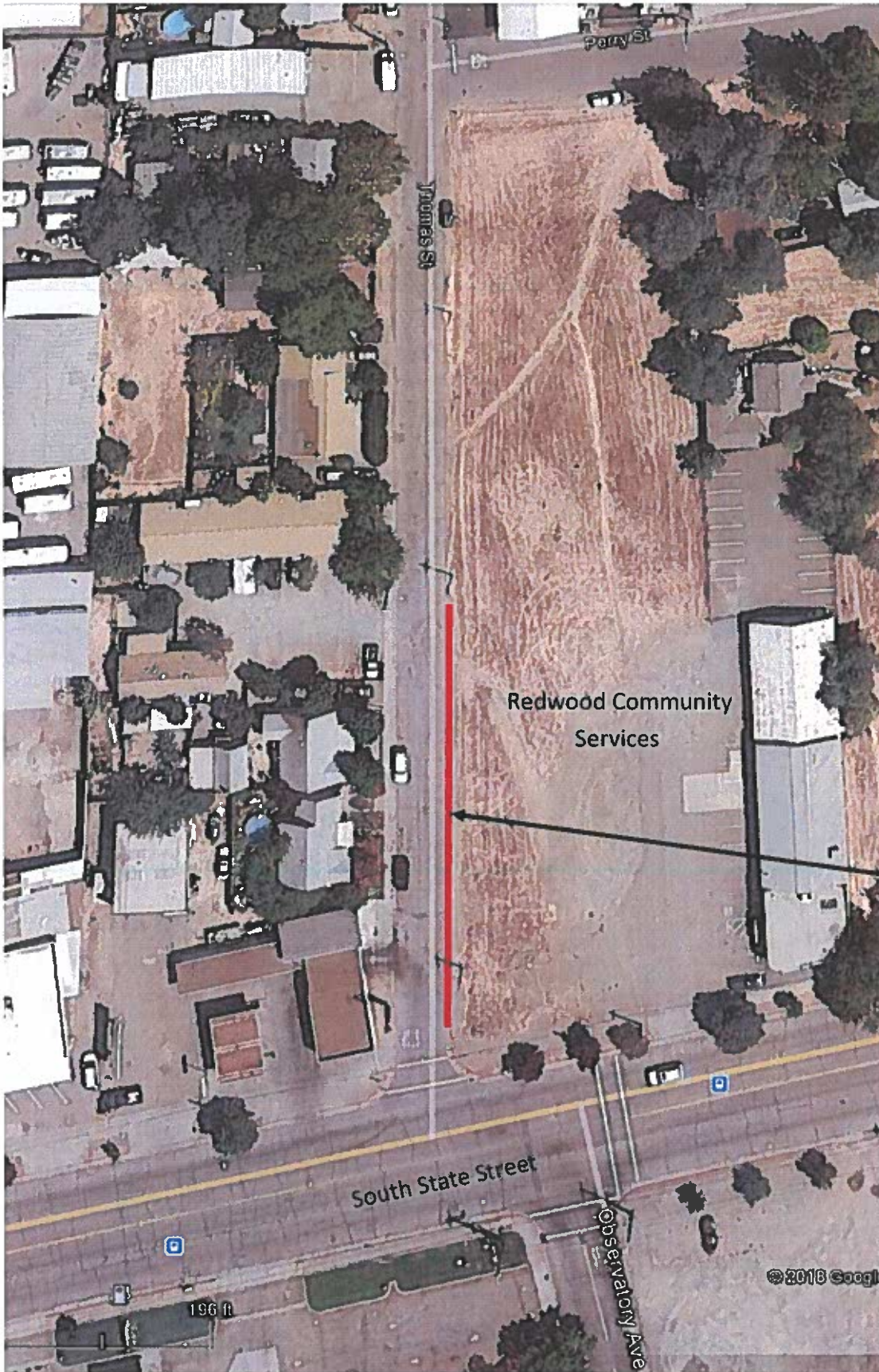
ATTEST:

Kristine Lawler, City Clerk

EXHIBIT "A"



ATTACHMENT "A"
TEC—October 9, 2018
Thomas Street Proposed No Parking



Redwood Community
Services

Proposed No Parking
along new curb, gutter
and sidewalk, 200'

South State Street

Observation Ave

© 2018 Google

196 ft



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Adoption of Resolution Amending the Original Certifying Resolution that Authorized the City of Ukiah to Submit an Application to the California Department of Housing and Community Development for Funding under the HOME Investment Partnerships Program.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter

ATTACHMENTS:

[Attachment 1- Resolution No. 2017-06](#)

[Attachment 2- Amended Resolution for TBRA program change](#)

Summary: City Council will consider adoption of a resolution amending the original certifying resolution, No. 2017-06, that authorized the City of Ukiah to submit an application to the California Department of Housing and Community Development for funding under the HOME Investment Partnerships Program. The amendment is necessary to expand the program eligibility territory of the Tenant Based Rental Assistance program activity.

Background: On January 18, 2017, the City Council adopted Resolution No. 2017-06 (Attachment 1) authorizing the submittal of an application to the California Department of Housing and Community Development (HCD) for funding under the HOME Investment Partnerships Program. The application was to fund two activities- a First Time Homebuyer (FTHB) Program and a Tenant Based Rental Assistance (TBRA) Program. The City received notification from HCD on July 13, 2017 that the City had been awarded \$500,000 for these two activities- \$243,750 for FTHB and \$243,750 for TBRA. An additional \$12,500 is available for the City's

RECOMMENDED ACTION: Adopt resolution amending City Council Resolution No. 2017-06, expanding the program eligibility territory of the Tenant Based Rental Assistance program activity for the California Department of Housing and Community Development Funding under the HOME Investment Partnerships Program.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$243,750; 61223400

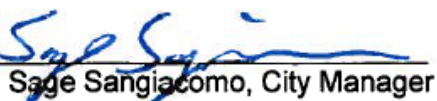
PROPOSED BUDGET AMOUNT: Budgeted in current FY.

FINANCING SOURCE: City of Ukiah grant #16-HOME-11376

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH:

Approved: _____


Sage Sangiacomo, City Manager

general administration of the grant.

Since receiving the executed standard agreement- #16-HOME-11376- from HCD on December 20, 2017, Staff in the City's Housing Services Division has been working with HCD to clear General Conditions of the grant contract. In collaboration with the City's housing and homelessness agency partners and other City departments, Staff has also been exploring how the TBRA program could be utilized for "homeless prevention" activities such as a utilities assistance program and a security deposit assistance program- and if such programs could be implemented in the Ukiah Valley.

Discussion: HCD HOME representatives have approved the City's idea for a utilities assistance and security deposit assistance program in concept. HCD has also approved the utilization of TBRA funding in other areas outside the Ukiah city limits. Given the need for housing and homeless prevention programs in the Ukiah Valley, the newly designed TBRA program would be provided in the incorporated areas of the City of Ukiah and Mendocino County unincorporated areas of Ukiah (outside city limits), Calpella, Potter Valley, Redwood Valley, and Talmage.

To make this change, HCD has directed the original certifying resolution that authorized the submittal of the application to the HOME program, Resolution No. 2017-06, be amended to expand the eligibility territory of the TBRA program.

Staff recommends City Council adopt the attached resolution (Attachment 2) amending Resolution No. 2017-06.

RESOLUTION NO. 2017- 06

RESOLUTION OF THE UKIAH CITY COUNCIL AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE HOME INVESTMENT PARTNERSHIPS PROGRAM; AND IF SELECTED, THE EXECUTION OF A STANDARD AGREEMENT, ANY AMENDMENTS THERETO, AND OF ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE HOME INVESTMENT PARTNERSHIPS PROGRAM.

WHEREAS, The California Department of Housing and Community Development (the "Department") is authorized to allocate HOME Investment Partnerships Program ("HOME") funds made available from the U.S. Department of Housing and Urban Development ("HUD"). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200; and

WHEREAS, On December 6, 2016 the Department issued a 2016 Notice of Funding Availability announcing the availability of funds under the HOME program (the "NOFA"); and

WHEREAS, in response to the 2016 NOFA, City of Ukiah, a political subdivision of the State of California (the "Applicant"), wishes to apply to the Department for, and receive an allocation of, HOME funds.

NOW, THEREFORE, BE IT RESOLVED by the Ukiah City Council as follows:

Section 1

In response to the 2016 NOFA, the Applicant shall submit an application to the Department to participate in the HOME program and for an allocation of funds not to exceed Five Hundred Thousand Dollars (\$500,000) for the following activities:

First Time Homebuyers (FTHB) Program	\$227,906
FTHB Activity Delivery	\$ 15,844
FTHB General Administration	\$ 6,250
Tenant Based Rental Assistance (TBRA) Program	\$231,562
TBRA unit inspection and income determination activities	\$ 12,188
TBRA General Administration	\$ 6,250
Total	\$500,000

Program activities will be located in the incorporated area of the City of Ukiah.

Section 2

If the application for funding is approved, then the Applicant hereby agrees to use the HOME funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statutes and regulations cited above. The Applicant may also execute a standard agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the Department or HUD for participation in the HOME program (collectively, the required documents).

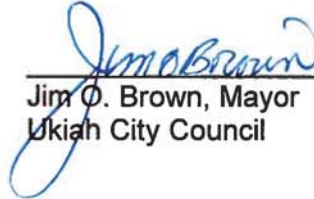
Section 3

The applicant authorizes the City Manager or his/her designee(s) to execute, in the name of the applicant, the required documents.

The foregoing Resolution introduced by Councilmember Scalmanini, seconded by Councilmember Doble, and carried this 18th day of January, 2017, by the following vote:

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

WHEREUPON, the Mayor declared said Resolution adopted and SO ORDERED.



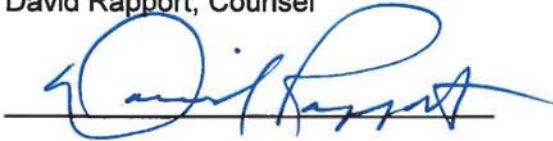
Jim O. Brown, Mayor
Ukiah City Council

ATTEST: KRISTINE R. LAWLER
City Clerk



Kristine R. Lawler

APPROVED AS TO FORM:
David Rapport, Counsel



David Rapport

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

BY: KRISTINE R. LAWLER
City Clerk



Kristine R. Lawler

RESOLUTION NO. 2018-____

AN AMENDMENT TO CITY COUNCIL RESOLUTION NO. 2017-06

RESOLUTION OF THE UKIAH CITY COUNCIL AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE HOME INVESTMENT PARTNERSHIPS PROGRAM; AND IF SELECTED, THE EXECUTION OF A STANDARD AGREEMENT, ANY AMENDMENTS THERETO, AND OF ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE HOME INVESTMENT PARTNERSHIPS PROGRAM.

WHEREAS, The California Department of Housing and Community Development (the "Department") is authorized to allocate HOME Investment Partnerships Program ("HOME") funds made available from the U.S. Department of Housing and Urban Development (HUD). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200; and

WHEREAS, On December 6, 2016 the Department issued a 2016 Notice of Funding Availability announcing the availability of funds under the HOME program (the NOFA"); and

WHEREAS, in response to the 2016 NOFA, City of Ukiah, a political subdivision of the State of California (the "Applicant"), wishes to apply to the Department for, and receive an allocation of, HOME funds.

NOW, THEREFORE, BE IT RESOLVED by the Ukiah City Council as follows:

Section 1

In response to the 2016 NOFA, the Applicant shall submit an application to the Department to participate in the HOME program and for an allocation of funds not to exceed Five Hundred Thousand Dollars (\$500,000) for the following activities:

First Time Homebuyers (FTHB) Program	\$227,906
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FTHB General Administration	\$ 6,250
Tenant Based Rental Assistance (TBRA) Program	\$231,562
TBRA unit inspection and income determination activities	\$ 23,188
TBRA General Administration	\$ 6,250
Total	\$500,000

FTHB Program activities will be located in the incorporated area of the City of Ukiah. TBRA Program activities will be located in the incorporated area of the City of Ukiah and Mendocino County unincorporated areas of Ukiah (outside city limits), Calpella, Potter Valley, Redwood Valley, and Talmage.

Section 2

If the application for funding is approved, then the Applicant hereby agrees to use the HOME funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statutes and regulations cited above. The Applicant may also execute a standard agreement, any amendments thereto, and any and all other documents

or instruments necessary or required by the Department or HUD for participation in the HOME program (collectively, the required documents).

Section 3

The applicant authorizes the City Manager or his/her designee(s) to execute, in the name of the applicant, the required documents.

The foregoing Resolution introduced by Councilmember _____, seconded by Councilmember _____, and carried this ____th day of _____, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

WHEREUPON, the Mayor declared said Resolution adopted and SO ORDERED.

Kevin Doble, Mayor

ATTEST: Kristine R. Lawler
City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Award Professional Services Agreement to North Coast Opportunities in the Amount of \$104,448 for Workforce Management and Landscaping for the Northwestern Pacific Rail Trail Project Phase 3, Specification No. 18-04 and Approval of Corresponding Budget Amendment.

DEPARTMENT: Public Works

PREPARED BY: Ben Kageyama

ATTACHMENTS:

[Attachment 1 - NCO Agreement](#)

Summary: The City Council will consider awarding a professional service agreement to North Coast Opportunities (NCO) for workforce management and landscaping for the Northwestern Pacific (NWP) Rail Trail Phase 3 project, and approving corresponding budget amendment

Background: The NWP Rail Trail Phase 3, from Clara Avenue to Brush Street, will be funded by a \$1.78 million Urban Greening Grant awarded from the California Natural Resources Agency. The grant program included as a stated goal: "providing opportunities for businesses, public agencies, nonprofits, and other community institutions to participate in and benefit from statewide efforts to reduce greenhouse gas emissions." The City successfully addressed this goal by partnering with NCO and Ford Street Project who will provide workforce training expertise and coordinate with other volunteer organizations, such as Ukiah Valley Trail Group, ReLeaf, and California Native Plant Society Sanhedrin Chapter. These efforts will include the propagation and planting for Rail Trail landscaping, rain gardens, and shade trees. Volunteer efforts will also provide for a secondary trail

RECOMMENDED ACTION: Award professional services agreement to North Coast Opportunities in the amount of \$104,448 for workforce management and landscaping for the NWP Rail Trail Phase 3 Project and approve corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: \$104,448; 51124210.80230; Project Code 18070

FINANCING SOURCE: Urban Greening Grant

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

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

Approved:


Sage Sangiacomo, City Manager

extended along Orr Creek to a healing garden behind the Ford Street Project. Design for the NWP Rail Trail Phase 3 is currently underway, with construction scheduled for next year.

Discussion: The award of the Urban Greening Grant to the City of Ukiah would not have been possible without the coordinated efforts of City staff with North Coast Opportunities and the Ford Street Project on preparing the grant application. NCO is uniquely qualified and able to provide the workforce management effort and volunteer coordination to meet our commitments of the grant. The proposed not-to-exceed amount of \$104,448 is fully grant reimbursable and includes compensation for both the NCO Project Manager, and, as sub-consultant, the Ford Street Project Workforce Trainer. Attachment #1 includes the draft Agreement and scope of work, which has been approved as to form by the City Attorney.

AGREEMENT FOR
PROFESSIONAL CONSULTING SERVICES
[Design Professional]

This Agreement, made and entered into this ____ day of _____, 2018 ("Effective Date"), by and between CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and NORTH COAST OPPORTUNITIES (NCO), a non-profit corporation organized and in good standing under the laws of the state of California, hereinafter referred to as "Consultant".

RECITALS

This Agreement is predicated on the following facts:

- a. City requires consulting services related to the terms of the California Natural Resources Agency (CNRA) "Closing the Gap - Northwestern Pacific Rail Trail Phase 3 Project" identified by the CNRA as Grant Agreement number U29136-0.
- b. Consultant represents that it has the qualifications, skills, experience and properly licensed to provide these services, and is willing to provide them according to the terms of this Agreement.
- c. City and Consultant agree upon the Scope-of-Work and Work Schedule attached hereto as Attachment "A", describing contract provisions for the project and setting forth the completion dates for the various services to be provided pursuant to this Agreement.

TERMS OF AGREEMENT

1.0 DESCRIPTION OF PROJECT

This project is to construct the final phase of a Class 1 bicycle and pedestrian trail through the City of Ukiah's downtown corridor. This phase includes construction of a bridge over Orr Creek, two pocket parks, bioswales, approximately 62 trees, and a 100-foot-long natural surface path from the project trail along Orr Creek. Grant-funded elements of the project include:

- Approximately 0.3 mile of Class 1 bike trail
- Safety enhanced cross walks at Clara Avenue and Ford Street
- Bridge over Orr Creek
- On-site volunteer workforce training and supervision
- Two pocket parks with benches
- Approximately two bioswales
- Solar powered trail lighting
- Interpretive Signage
- Funding Acknowledgment Sign

The Consultant's responsibilities will include 1) Workforce Development, 2) Landscaping and Planting, 3) Volunteer Recruitment and Oversight, 4) Pocket Park Development, 5) Community Organization, Partnership Development, and Maintenance, 6) Outreach to Disadvantaged Communities, and 7) Project Coordination, Documentation, and Reporting.

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

2.0 SCOPE OF SERVICES

- 2.1 As set forth in Attachment "A".
- 2.2. Additional Services. Additional services, if any, shall only proceed upon written agreement between City and Consultant. The written Agreement shall be in the form of an Amendment to this Agreement.
- 3.0 CONDUCT OF WORK
- 3.1 Time of Completion. Consultant shall commence performance of services as required by the Scope-of-Work upon receipt of a Notice to Proceed from City and shall complete and submit final invoice for such services by April 1, 2020. Consultant shall complete all work in accordance with grant requirements and to the City's reasonable satisfaction, even if contract disputes arise or Consultant contends it is entitled to further compensation.
- 4.0 COMPENSATION FOR SERVICES
- 4.1 Basis for Compensation. For the performance of the professional services of this Agreement, Consultant shall be compensated on a time and expense basis not to exceed a guaranteed maximum dollar amount of \$104,448. Labor charges shall be based upon hourly billing rates for the various classifications of personnel employed by Consultant to perform the Scope of Work as set forth in the attached Attachment B, which shall include all direct and indirect costs and expenses of every kind or nature. Consultant shall complete the Scope of Work for the not-to-exceed guaranteed maximum, even if actual time and expenses exceed that amount.
- 4.2 Changes. Should changes in compensation be required because of changes to the Scope-of-Work of this Agreement, the parties shall agree in writing to any changes in compensation. "Changes to the Scope-of-Work" means different activities than those described in Attachment "A" and not additional time to complete those activities than the parties anticipated on the date they entered this Agreement.
- 4.3 Sub-contractor Payment. The use of sub-consultants or other services to perform a portion of the work of this Agreement shall be approved by City prior to commencement of work. The cost of sub-consultants shall be included within guaranteed not-to-exceed amount set forth in Section 4.1.
- 4.4 Terms of Payment. Payment to Consultant for services rendered in accordance with this contract shall be based upon submission of monthly invoices for the work satisfactorily performed prior to the date of invoice less any amount already paid to Consultant, which amounts shall be due and payable thirty (30) days after receipt by City. The invoices shall provide a description of each item of work performed, the time expended to perform each task, the fees charged for that task, and the direct expenses incurred and billed for. Invoices shall be accompanied by documentation sufficient to enable City to determine progress made and the expenses claimed.
- 5.0 ASSURANCES OF CONSULTANT
- 5.1 Independent Contractor. Consultant is an independent contractor and is solely responsible for its acts or omissions. Consultant (including its agents, servants, and employees) is not City's agent, employee, or representative for any purpose.

It is the express intention of the parties hereto that Consultant is an independent contractor and not an employee, joint venturer, or partner of City for any purpose whatsoever. City shall

have no right to, and shall not control the manner or prescribe the method of accomplishing those services contracted to and performed by Consultant under this Agreement, and the general public and all governmental agencies regulating such activity shall be so informed.

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

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

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

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

6.0 INDEMNIFICATION

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

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office ("ISO) Commercial General Liability Coverage Form No. CG 20 10 10 01 and Commercial General Liability Coverage – Completed Operations Form No. CG 20 37 10 01.
2. ISO Form No. CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 "any auto" or Code 8, 9 if no owned autos and endorsement CA 0025.
3. Worker's Compensation Insurance as required by the Labor Code of the State of California and Employers Liability Insurance.

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall apply separately to the work performed under this Agreement, or the aggregate limit shall be twice the prescribed per occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Worker's Compensation and Employers Liability: Worker's compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.

C. Deductibles and Self-Insured Retentions

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

D. Other Insurance Provisions

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

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

- d. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employers Liability Coverage

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

3. All Coverages

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

- E. Acceptability of Insurers

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

- F. Verification of Coverage

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

- G. Subcontractors

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

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

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

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

7.0 CONTRACT PROVISIONS

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

reports prepared by the Consultant under this Agreement. Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder, subject to off-set for any direct or consequential damages City may incur as a result of Consultant's breach of contract.

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

8.0 NOTICES

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

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

Patty Bruder
North Coast Opportunities
413 North State Street
Ukiah, CA 95482

9.0 SIGNATURES

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

CONSULTANT

BY: _____
Patty Bruder
EXECUTIVE DIRECTOR

IRS IDN Number 94-1671958

Date

CITY OF UKIAH

BY: _____
Sage Sangiacomo
CITY MANAGER

Date

ATTEST

CITY CLERK

Date

APPROVED AS TO FORM

BY: _____
David Rapport
CITY ATTORNEY

Date

ATTACHMENT “A”

Walk & Bike Mendocino is a Program of North Coast Opportunities EIN EIN:94-1671958

*413 N State St Ukiah CA 95482 * 707-467-3220 * walkbike@ncoinc.org * www.walkbikemendo.org

**Neil Davis, RN PHN Director
707-972-0926 ndavis@ncoinc.org**

Scope of Work “Closing the Gap” NCO Project Manager

Purpose: This scope of work (SOW) describes the work to be completed by the NCO Project Manager as a consultant to the City of Ukiah as part of the CA Natural Resources Agency Urban Greening “Closing the Gap” Grant.

The Project Manager will report to the City of Ukiah’s City Engineer or his designee. The City Engineer will focus on the planning and construction of a class one bike path and bridge. Under the oversight of the City Engineer, the Project Manager will oversee all other aspects of the project including workforce development, landscaping and planting, volunteer recruitment and oversight, pocket park planning, and “developing partnerships with local community organizations and businesses to strengthen outreach to disadvantaged communities” (Per SB 859).

As outlined in the application for the Closing the Gap project, a primary focus for the Project Manager will be on developing and maintaining 3(j) “Economic, social, and health benefits, including, but not limited to, recreational opportunities, workforce education and training, contracting, and job opportunities for disadvantaged communities.”

All work products, services and documentation shall meet the requirements of the grant program, and the City of Ukiah.

Cost Proposal

North Coast Opportunities – Project Manager	\$91,800
Ford Street Project (subconsultant) - Workforce Development Coordinator	<u>\$12,648</u>
Total Not-To-Exceed Cost: \$104,448	



Task 1	Workforce Development	2
1a	In coordination with the Ford Street Project Workforce Development Coordinator (WDC) develop a training plan for Native Plant Landscape Worker Development	
1b	Act as liaison with WDC and City Staff	
1c	Provide oversight, collect data, and report WDC activities to City Engineer	
1d	Assist WDC with procurement and delivery of necessary materials	
1e	Troubleshoot and assist WDC with unplanned contingencies	
1f	Provide communication training and recruit Ford Street Project clients as ambassadors for the project	
Task 2	Landscaping and Planting	4
2a	Review plant list and develop a workplan and timeline for acquiring, preparing, and planting native plants for the entire project	
2b	Develop landscape plan for trailside planting	
2c	Arrange for seed/plant propagation sites and volunteer gardeners to propagate local native strains	
2d	Coordinate activities of Ford Street WDC and Community organizations / volunteers	
2e	Monitor planting and landscaping activities to ensure quality and maximize plant survival rate	
2f	Assist volunteers and partner organizations with procurement and delivery of necessary materials, supplies, and tools	
2g	Move rainwater collection gazebo to new site	
2h	Troubleshoot and assist volunteers with unplanned contingencies	
2i	Provide before, during and after photos of landscaped areas, and photos of workforce activities, prepared with dates and descriptions, for grant documentation purposes.	
Task 3	Volunteer Recruitment and Oversight	4
3a	Recruit and assist Subject Matter Experts in the preparation of volunteer trainings to include project ambassador training	
3b	Recruit volunteers to assist with native grass seed collection and propagation, and native plant propagation.	
3c	Organize and oversee volunteer preparation of native grasses for planting	
3d	Ongoing volunteer recruitment and retention activities to include recruitment events	
3e	Prepare and facilitate volunteer leadership trainings with an emphasis on project sustainability and project ambassador training	
Task 4	Pocket Park Development	2
4a	Prepare designs and obtain approval as appropriate for pocket parks within railroad right-of-way.	
4b	Manage cessation of unapproved parking activity at southern pocket park location.	

Task 5	Community Organization Partnership Development and Maintenance	4
5a	Recruit Non-Profit/community organizations, and Subject Matter Experts to assist with the planning, planting, and maintenance of native plant gardens along the trail and in pocket parks.	
5b	Plan and facilitate community meetings to solicit neighborhood input on pocket park plans	
5c	Identify and preemptively manage neighborhood opposition (i.e., NIMBY, competing interests) as may arise	
5d	Convene annual volunteer and neighborhood appreciation event	
Task 6	Outreach to Disadvantaged Communities	2
6a	Meet monthly or as needed with neighborhood stakeholders and opinion leaders to maintain communication and reinforce community partnerships.	
6b	Disadvantaged neighborhood canvassing to solicit project input/feedback	
6c	Disadvantaged neighborhood canvassing to recruit diverse volunteer participation	
6d	Coordinate with Native American Community through Red Road to Recovery and Grace Hudson Museum to assure cultural competency of project	
Task 7	Project Coordination, Documentation and Reporting	2
7a	Recruit Closing the Gap Project Leadership team	
7b	Develop Closing the Gap (Rail Trail) volunteer communication strategy and tools	
7c	Provide social and traditional media relations	
7d	Meet monthly and as needed to coordinate community and City Staff efforts	
7e	Collect project data to include # of plantings, survival rate, volunteer rate, volunteer hours, workforce development reporting, in-kind donations, partner organization involvement rate, pedestrian and bicycle trail use rates, and other measures as may be deemed beneficial	
7f	Closing the Gap Ribbon Cutting Ceremony	

ATTACHMENT “B”

Walk & Bike Mendocino is a Program of North Coast Opportunities EIN:94-1671958

*413 N State St Ukiah CA 95482 * 707-467-3220 * walkbike@ncoinc.org * www.walkbikemendo.org

**Neil Davis, RN PHN Director
707-972-0926 ndavis@ncoinc.org**

NCO Project Manager/Director of Walk & Bike Mendocino

Billing Rate = \$55/hour





AGENDA SUMMARY REPORT

SUBJECT: Adoption of Resolution to Update the City of Ukiah Local Agency Investment Fund (LAIF) "Authorization for Transfer of Funds" Schedule, and Authorization for the City Manager and Deputy City Manager to Sign the LAIF Form.

DEPARTMENT: Finance

PREPARED BY: Daphne Harris

ATTACHMENTS:

[Attachment 1 - Resolution](#)

[Exhibit A - LAIF Form](#)

Summary: The City Council will consider updating the City of Ukiah's Local Agency Investment Fund Authorization (LAIF) for transfer of funds to reflect current City of Ukiah staff.

Background: The City of Ukiah has maintained an investment account with Local Agency Investment Fund (LAIF) for many years. This account is used for cash flow management. LAIF pools funds from many governmental entities into large investments. Funds are electronically transferred only between bank accounts that are identified in advance.

Discussion: The State of California requires a Council resolution to update the Authorization. This updated Authorization will reflect current City team members whose position with the City ensures that they are the

RECOMMENDED ACTION: Adopt Resolution to Update the City of Ukiah Local Agency Investment Fund (LAIF) "Authorization for Transfer of Funds" Schedule, and authorize the City Manager and Deputy City Manager to sign the LAIF form.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

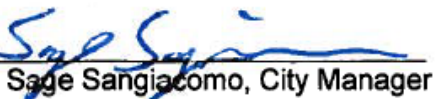
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: _____


Sage Sangiacomo, City Manager

proper persons to have this responsibility. Staff is recommending adoption of the resolution (Attachment 1), and authorization to the City Manager and Deputy City Manager to sign the LAIF form, Exhibit A.

RESOLUTION NO. 2018-

**RESOLUTION OF THE CITY OF UKIAH AUTHORIZING INVESTMENT OF MONIES IN THE
LOCAL AGENCY INVESTMENT FUND**

WHEREAS, pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government code to create a Local Agency Investment Fund in the State Treasury for deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City Council does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the Agency; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the City Council does hereby authorize the deposit and withdrawal of City of Ukiah monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the following City of Ukiah officers **or their successors in office** shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund, Exhibit A:

Sage Sangiacomo, City Manager
Shannon Riley, Deputy City Manager
Daniel Buffalo, Finance Director
Sheri Mannion, Director of Human Resources/Risk Management
Allen Carter, Treasurer

PASSED AND ADOPTED this ____ day of _____, 2018, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kevin Doble, Mayor

ATTEST:

Kristine Lawler, City Clerk



**California State Treasurer's Office
Local Agency Investment Fund (LAIF)**

Authorization for Transfer of Funds

Effective Date
11/07/2018

Agency Name
City of Ukiah

LAIF Account #
98-23-938

Agency's LAIF Resolution # _____ or Resolution Date 11/07/2018

ONLY the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. **This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.**

Name	Title
Sage Sangiacomo	City Manager
Shannon Riley	Deputy City Manager
Daniel Buffalo	Finance Director
Sheri Mannion	Director of Human Resources/Risk Management
Allen Carter	Treasurer

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature
Sage Sangiacomo

Print Name
City Manager

Title
707-463-6221

Telephone

Signature
Shannon Riley

Print Name
Deputy City Manager

Title
707-467-5793

Telephone

Please provide email address to receive LAIF notifications.

Name	Email
Sage Sangiacomo	ssangiacomo@cityofukiah.com
Daphne Harris	dharris@cityofukiah.com

**Mail completed form to: State Treasurer's Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001**



AGENDA SUMMARY REPORT

SUBJECT: Approval of Purchase of Actuators and Valves for the Advanced Waste Water Treatment System at the Waste Water Treatment Plant from T&T Valve and Instrument, Inc. in the Amount of \$36,620.87 as Approved in the Capital Budget.

DEPARTMENT: Water Resources

PREPARED BY: Jarod Thiele

ATTACHMENTS:

[Attachment 1 - Request for Bid](#)

Summary: Council will Consider Approving the Purchase of Actuators and Valves for the Advanced Waste Water Treatment System at the Waste Water Treatment Plant from T&T Valve and Instrument, Inc. in the Amount of \$36,620.87 Approved in the Capital Budget.

Background: The Advanced Waste Water Treatment System (AWT) at the Waste Water Treatment Plant (WWTP) produces tertiary treated effluent for discharge to the Russian River and in the near future for distribution through the Recycled Water System. This infrastructure was installed in 1996 and due to its age, various components of the system are in need of replacement.

Discussion: Staff anticipated the need to replace the valves due to constant failures as well as reliability

RECOMMENDED ACTION: Approve the Purchase of Actuator and Valves for the Advanced Waste Water Treatment System at the Waste Water Treatment Plant from T&T Valve and Instrument, Inc. in the Amount of \$36,620.87 Approved in the Capital Budget.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: \$40,000- 84027225.80230 PC18053

PROPOSED BUDGET AMOUNT: \$0

FINANCING SOURCE: Waste Water Fund

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sean White, Director of Water Resources; Dave Kirch, Fleet and Plant Maintenance Supervisor; Mary Horger, Procurement Manager

Approved:


Sage Sangiacomo, City Manager

needed for the continual operation of the AWT to supply the future Recycled Water System. Staff requested bids which were received until November 1, 2018. One bid was received (Attachment #1) from T&T Valve and Instrument, Inc. in the amount of \$36,620.87. These improvements were budgeted in the Fiscal Year 18-19 Capital Improvement Budget.



REQUEST FOR BID

300 SEMINARY AVENUE
UKIAH, CALIFORNIA 95482
P: (707) 467-5719

DATE: 10/29/18

REQ. NO. E36743

Bids may be emailed, faxed, or hand delivered, to the contact information listed herein, and by the specified deadline, or the bid will be rejected.

Submitted by: Thomas Wolte
(Company Name & Address) 1181 Quarry Lane, Suite 150
Pleasanton, CA 94551

**BIDS WILL BE RECEIVED UNTIL
1:30 p.m., November 1st 2018**
AT THE OFFICE OF THE BUYER
300 SEMINARY AVE. CITY OF UKIAH
BY: Seth Strader
Email: sstrader@cityofukiah.com

BIDS ARE REQUESTED FOR THE FOLLOWING ITEMS:

ALL BIDS SHALL BE F.O.B. UKIAH, CA.

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
4 ea	Bray #301400-11010119 - 14" S30-119 or equal Wafer DI Body, NDI Disc, EPDM Seat, SS Stem	730.00	2920.00
4 ea	Bray #931605-11300532 - S93-1605 or equal Fail Close w/ Bray S50 Limit Switch and S63 Solenoid, No External Travel Stops	1161.00	4644.00
4 ea	Bray #300300-110101193 - 3" S30-119 or equal Wafer DI Body, NDI Disc, EPDM Seat, SS Stem	75.00	300.00
4 ea	Bray #930635-11300532 - S93-0635 or equal Fail Close w/ Bray S50 Limit Switch, No External Travel Stops	381.00	1524.00
4 ea	Bray #300600-11010119 - 6" S30-119 or equal Wafer DI Body, NDI Disc, EPDM Seat, SS Stem	135.00	540.00
4 ea	Bray #930925-11300532 - S93-0925 or equal Fail Close w/ Bray S50 Limit Switch, No External Travel Stops	331.00	1324.00
4 ea	Bray #301200-1101011912 - S30-119 or equal Wafer DI Body, NDI Disc, EPDM Seat, SS	540.00	2160.00
4 ea	Bray #6A6DR5-01000NN305KA4 - S93-1605 or equal Fail Close w/ Bray 6A Positioner, No External Travel Stops	2155.00	8620.00
4 ea	Bray #301200-1101011912 - 12" S30-119 or equal w/ Gear and Handwheel	575.00	2300.00
12 ea	Bray 70-0061-113A0536/K - S70-0061 or equal Electric Actuator w/ Aux ad heater, 120v	655.00	7860.00
6 ea	1" ARV Combination Valve, Threaded or equal	210.00	1260.00
If equal please specify manufacturer and part number.			
		Tax (8.875 %):	2968.86
		Shipping:	200.00
		TOTAL:	36,620.87
		Payment Terms:	N30
SIGNATURE:		DATE: 11-1-18	LEAD TIME ARO : 3-4 weeks
PRINT NAME: Thomas Wolte		PHONE: 925-784-3839	EMAIL: twolte@tt-valve.com

TERMS:

1. LOCAL PREFERENCE: Local Vendors shall be given an allowance of five percent (5%), up to a maximum allowance of \$2,500, on any bid for supplies, equipment and/or materials per Ukiah City Code Section 1522.D.4. A Local Vendor is defined as one which, 1) conducts business in an office or other business premises with a physical location in Mendocino County, 2) holds a valid business license issued by Mendocino County or one of the cities in Mendocino County for that business location, and 3) has conducted business in compliance with 1) and 2) for not less than six (6) months prior to requesting the preference. The City shall receive satisfactory proof that a business qualifies as a local vendor before it may receive the local preference. In the event that there is a tie bid, where one bidder is local, the other is not, and the bid is equal in price and quality, the award shall go to the Local Vendor.
2. Right is reserved to reject any and all bids.
3. Right is reserved to accept separate items unless specifically denied by bidder.
4. Right is reserved to reject a bid from any bidder who has previously failed to perform adequately for the City of Ukiah.
5. IN CASE OF DEFAULT, the City of Ukiah may procure the items quoted on from other sources and hold the original bidder liable for any increased costs.
6. The price, terms, delivery point, and delivery date may individually or collectively be the basis of the awarding of the bid.
7. In submitting the bid, bidder agrees that the bid shall remain open and may not be revoked or withdrawn for 60 days from the bid due date, unless a different time period is specified in RFB.
8. Bidder agrees to perform according to its bid, if the City's acceptance is communicated to the bidder within the time specified in number 7 above.



AGENDA SUMMARY REPORT

SUBJECT: Approval of Change Order Number 3 in the Amount of \$356,690.60 to Ghilotti Construction Company for the Transportation Improvements for Redwood Business Park Project, Specification Number 17-09, and Corresponding Budget Amendment.

DEPARTMENT: Public Works

PREPARED BY: Jarod Thiele

ATTACHMENTS:

[Attachment 1 CCO 1 & 2](#)

[Attachment 2 CCO 3](#)

Summary: Council will Consider Approval of Change Order Number 3 in the Amount of \$356,690.60 to Ghilotti Construction Company for the Transportation Improvements for Redwood Business Park Project, Specification Number 17-09, and Corresponding Budget Amendment.

Background: On September 6, 2017, Council awarded a contract to Ghilotti Construction Company in the amount of \$4,606,888.60 for the construction of the Transportation Improvements for Redwood Business Park, Specification No 17-09. Change Orders 1 and 2 (Attachment 1) were approved during construction under Policy Resolution No. 13, which authorizes the City Engineer to issue change orders that do not exceed ten percent (10%) of the original contract amount. Change Order Number 1 was discovered as a result of the Costco construction. A City owned storm drain had completely failed and was replaced prior to final site development on Costco. Change Order Number 2 was a result of the electric utility relocation for the installation of the new

RECOMMENDED ACTION: Approve Change Order Number 3 in the Amount of \$356,690.60 to Ghilotti Construction Company for the Transportation Improvements for Redwood Business Park Project, Specification Number 17-09, and Corresponding Budget Amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: \$0- 10024620.80230

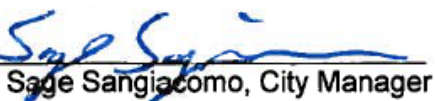
PROPOSED BUDGET AMOUNT: \$356,690.60- 10024620.80230 PC 13001

FINANCING SOURCE: Measure Y Funds

PREVIOUS CONTRACT/PURCHASE ORDER NO.: COU No. 1718-107

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

Approved: _____


Sage Sangiacomo, City Manager

traffic signal on Commerce Drive and Airport Park Boulevard

Change Order 3 (Attachment 2) partially exceeds the authority of Resolution No. 13. and creates the need for Council Approval.

Discussion: During Construction additional work was requested by the City's Project Manager. For Change Order Number 3, the two major items requested were to extend the paving limits across South State Street at Hastings Avenue and Relocation and Installation of a new Traffic Signal Pole at the Southeast corner of Talmage Road and Airport Park Boulevard. Other items included in Change Order Number 3 are shown on Attachment 2.

Change Order is for \$356,690.60, while the amount exceeding the City Engineer's authority is \$50,858.26.

CITY OF UKIAH
CONTRACT CHANGE ORDER

ORDER NO. 1

DATE: December 28, 2017

Contract for (Description of Facility): Transportation Improvements for Redwood Business Park, Specification No. 17-09Owner: City of Ukiah, 300 Seminary Avenue, Ukiah, California, 95482-5400To (Contractor): Ghilotti Construction Company, Inc, 246 Ghilotti Avenue, Santa Rosa, CA 95407

You are hereby directed to make the herein described changes from the contract plans and specifications or do the following described work not included in the contract plans and specifications:

Change requested by: City Engineer

Description of Changes - Itemized Breakdown	ESTIMATED DECREASE To Contract Amount	ESTIMATED INCREASE To Contract Amount
1. Remove 520 LF of existing Storm Drain in City Owned Easement on adjacent property		\$26,540.00
2. Replace 520 LF of Storm Drain in City Owned Easement on adjacent property		\$47,840.00
TOTAL CHANGE		\$74,380.00

Justification: The City has determined there is a damaged Storm Drain in the City Owned Easement that needs to be replaced. This storm drain is a significant component to the drainage facilities that exist to transport Storm Water from Airport Park Boulevard.

The amount of the Contract will be (~~decreased~~/increased/unchanged)The contract total including this and previous Change Orders will be: \$4,683,268.00The contract period provided for completion will be (~~increased/decreased~~/unchanged)

This document will become a supplement to the contract and all provisions will apply hereto.

Approved By: Jared Kikla(City) T. EnksenDate 12/28/17Accepted: B. Brown

(Contractor)

Date 1/17/18

This information will be issued as a record of any changes to the original construction contract.



City of Ukiah

CITY OF UKIAH
300 Seminary Ave, Ukiah CA 95482
PH: (707) 463-6755 FAX: (707) 463-6204

Transportation Improvements for Redwood Business Park
Specification No. 17-09

CONTRACT CHANGE ORDER NO. 002

DATE: 06/12/2018

TO: Ghilotti Construction Company, Inc.

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications of this contract. All new work herein described and attached shall be done in accordance with the applicable provisions of the plans and specifications, except as modified by this contract change order. NOTE: This change order is valid when signed on behalf of the Owner.

Item	PCO#	Description	Amount
1	1	Deeper median curb with rebar at SB Airport Park Blvd. STA 413+77 to STA 414+27 (adjacent to Fairfield Inn) due to wet subgrade	\$2,271.91
2	2	Commerce Dr./Airport Park Blvd: SW corner S/W and curb ramp reconstruction; SE corner S/W and curb ramp reconstruction; signal service relocation to NE corner; additional service trenching; additional lighting trenching; SE corner special signal pole foundations due to conc. encased elec.	\$69,403.35
3	3	Hastings Ave. 1-inch Water Service (Lanz Property)	\$7,001.20
4	4	Replace sections of broken curb/gutter (40 LF @ \$50/LF)	\$2,000.00

Subtotal of Change Order \$80,676.46

TOTAL of CHANGE ORDER \$80,676.46

ORIGINAL CONTRACT DAYS	120	Original Contract Amount:	\$4,608,888.00
ADD CONTRACT DAYS (CCO#002)	6	CCO #1:	\$74,380.00
ADD CONTRACT DAYS (CCO#001)	0	CCO #2:	\$80,676.46
TOTAL CONTRACT DAYS	126		
		Revised Contract Amount:	\$4,763,944.46

The adjustments to the Contract Price and Contract Time in this Change Order include all costs, including direct, indirect, consequential, and overhead (field and home office) costs, related to the Change described above. By signing this Change Order, Contractor agrees to accept the adjustment to the Contract Price, calculated as provided above, and the adjustment of the Contract Time, as payment in full for all costs, including direct, indirect, consequential, and overhead (field and home office) costs, related to the Changes described above. Except as amended by this Contract Change Order, the Contract shall remain in full force and effect.

Recommended by:

Matt Kennedy, P.E., CM

6/12/2018

Date

Approved by:

City of Ukiah

6/12/18

Date

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Accepted by:

Ghilotti Construction Company, Inc.

6.12.18

Date



CITY OF UKIAH
300 Seminary Ave, Ukiah CA 95482
PH: (707) 463-6755 FAX: (707) 463-6204

Transportation Improvements for Redwood Business Park
Specification No. 17-09

CONTRACT CHANGE ORDER NO. 003

9/20/2018

TO: Ghilotti Construction Company, Inc.

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications of this contract. All new work herein described and attached shall be done in accordance with the applicable provisions of the plans and specifications, except as modified by this contract change order. NOTE: This change order is valid when signed on behalf of the Owner.

<u>Item</u>	<u>PCO#</u>	<u>Description</u>	<u>Amount</u>
1	1	Subgrade stabilization at SB Airport Park Blvd. (adjacent to Hampton Inn, STA 413+55 - STA 414+60) due to wet subgrade	\$15,838.10
2	2	Hastings Ave.: Lanz property fencing w/privacy slats; solar powered motor operated gate; wider gate and D/W	\$17,655.00
3	3	Extend roadway excavation and paving across S. State St. to Washington St. conform to new paving	\$149,155.00
4	4	Reconstruct curb/gutter, S/W and curb ramp and new signal poles with foundations at SE corner of Airport Park Blvd./Talmage Rd.	\$107,871.15
5	5	Airport Park Boulevard shallow median curb design revision at Talmage Road (STA 418+04 to STA 420+21)	-\$7,722.25
6	6	Failed Compaction Tests (4/25/2018 Hastings)	-\$300.00
7	7	Subgrade stabilization at SB Airport Park Blvd. (adjacent to Exchange Bank, STA 419+00 - STA 419+42) due to wet subgrade	\$26,574.53
8	8	Preformed markings not installed per plans and specifications (deductive)	-\$1,128.00
9	9	Talmage Rd. South of Airport Park Blvd. striping not installed (deductive)	-\$884.60
10	10	Median Light Pole Anchor Bolt Extension	\$2,087.02
11	11	Fire Hydrant Abandonment STA 420+30 (verify with City)	\$4,173.72
12	12	Sewer Extension and Water Blow-off Removal	\$38,750.00
13	13	Install (2) 3" Conduits for Commerce Signal Service	\$4,620.93
Subtotal of Change Order			\$356,690.60
TOTAL of CHANGE ORDER			\$356,690.60

ORIGINAL CONTRACT DAYS	120	Original Contract Amount:	\$4,608,888.00
ADD CONTRACT DAYS (CCO#001)		CCO #001:	\$74,380.00
ADD CONTRACT DAYS (CCO#002)	6	CCO #002:	\$80,676.46
ADD CONTRACT DAYS (CCO#003)	20	CCO #003:	\$356,690.60
TOTAL CONTRACT DAYS	146	Revised Contract Amount:	\$5,120,635.06

The adjustments to the Contract Price and Contract Time in this Change Order include all costs, including direct, indirect, consequential, and overhead (field and home office) costs, related to the Change described above. By signing this Change Order, Contractor agrees to accept the adjustment to the Contract Price, calculated as provided above, and the adjustment of the Contract Time, as payment in full for all costs, including direct, indirect, consequential, and overhead (field and home office) costs, related to the Changes described above. Except as amended by this Contract Change Order, the Contract shall remain in full force and effect.

Recommended by: _____

Matt Kennedy, P.E., CM

9/20/2018

Date

Approved by: _____

City of Ukiah

9/24/18
Date

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Accepted by: _____

Ghilotti Construction Company, Inc.

9.25.18

Date



AGENDA SUMMARY REPORT

SUBJECT: Discussion and Direction Regarding Implementation of an Improved Downtown Parking Management System.

DEPARTMENT: Economic Development

PREPARED BY: Shannon Riley

ATTACHMENTS:

[Attachment 1 - Parking District](#)

[Attachment 2 - Downtown Ukiah Parking Improvement Study 12-20-07](#)

[Attachment 3 - Meter Payback Calculator v3](#)

Summary: A Parking Ad Hoc Committee has proposed an improved Downtown Parking Management System that addresses the current user concerns and budget shortfalls of the Parking District; Council will receive a presentation and provide direction to Staff regarding next steps.

Background: There's no such thing as a free parking space. Someone must cover the cost of constructing and maintaining it. In residential areas, the City—using General Fund money from the taxpayers—assumes this responsibility. In commercial settings, parking is either paid for by the businesses or the users of the system.

Both models are employed in Ukiah. In areas outside of the downtown, businesses are required to provide parking for their employees and customers based on the type of business. For example, Costco was required, at their expense, to construct a parking lot with adequate spaces for their customers and employees. In the downtown, where buildings and streets are more densely situated, businesses cannot construct dedicated

RECOMMENDED ACTION: Direct Staff to proceed with an improved Downtown Parking Management System that would include paid parking in the downtown core, a limited number of permitted spaces, and free parking.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 64020213 - Parking Improvement District

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: TBD, depending on next steps

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Parking Ad Hoc Committee

Approved:


Sage Sangiacomo, City Manager

parking for their users. Therefore, public parking lots were developed, and in order to manage the users of the parking lots, permits, meters, and time limits were implemented. The users of the system pay for it. This area is designated as a Parking District, and it extends from Norton to Gobbi, Oak to Main Streets (see Attachment 1).

The alternative to having the users pay for the parking system is to have the businesses pay for it. Since they can't construct their own parking lots, they would pay "parking in-lieu fees," which ensure that they pay their fair share of the public parking spaces that are provided. There are various ways to structure this—number of employees, type of business, per square foot, etc. In-lieu fees around California range from about \$6,000 - \$30,000 per space.

- At \$6,000/space under our current C-1 zoning requirements, a 40-seat restaurant (similar to several downtown restaurants) would pay \$96,000
- At \$30,000/space, a 40-seat restaurant would pay \$480,000

Ukiah does not use parking in-lieu fees, and the application of those fees to existing business would be perceived as punitive and burdensome.

Parking Districts are intended to be sustainable, with the fees collected covering the expenses of enforcing, maintaining, and improving the public parking. However, for many years, the Downtown Ukiah Parking District has operated at a deficit and there is extensive deferred maintenance. While fees for violations were raised in 2016, permit fees and meter rates have not increased in more than 15 years. On top of the financial challenges, few (if any) of the users are fully satisfied with how the system functions.

In 2016, a Parking Ad Hoc Committee was created to develop solutions to the downtown parking system. The Committee consists of Councilmembers Brown and Mulheren, as well as City Staff representing the City Manager's office, Community Development, Community Services, Public Works, Public Safety, and the Finance Department. Their mission is to utilize existing parking more efficiently by maximizing available space, incentivizing employees of the downtown to utilize the spaces further away, thereby freeing up closer spaces for customers, to incorporate other features like electric vehicle parking and centralized garbage storage, and to create a sustainable management system.

The Ad Hoc Committee started their work by reviewing the current conditions and the comprehensive Parking Study that was done in 2008 (Attachment 2).

The current conditions consist of:

- Permitted spaces (in lots)
- Parking meters
- Timed spaces:
 - Five hour
 - Two hour
 - 90 minutes
 - 24 minutes
- No weekend or evening enforcement

In the downtown core, there are over 1,050 spaces.

The peak time is between 11:00 am and 2:00 pm. During that time, the most impacted spaces are the five- and ten-hour spaces, with the 90-minute spaces close behind.

Permitted spaces, though sold out, are only about 60% full at peak time.

Problems with current conditions :

- Business owners and downtown employees are taking customer parking.
- Model is backwards: The closest parking is free, and we are charging for parking furthest away. Therefore, there's no incentive for all-day parkers to park farther away.
- People are parking inappropriately--in privately owned lots and permitted spaces.
- Some people with permits are parking in the free, 90-minute parking—because it's more convenient and free, thereby taking up TWO spaces.
- Jurors significantly impact parking, especially the spaces that would be used by employees of the downtown.
- 90 minutes is either too long or not long enough, depending on your opinion.
- The current meters are obsolete and dying.
- Not enough revenue is generated to cover the expenses of the Parking District.

Factors that will likely impact parking in the future:

Courthouse relocation: the new courthouse, when built, will also have a dedicated parking lot for employees and jurors. Anticipated completion date—at least five years from now.

Downtown Streetscape Project: Few, if any spaces will be lost. However, State Street will become much safer for pedestrians and there will be additional bike racks and wider sidewalks.

Reuse of current courthouse: the current courthouse is owned by the County and the State, so the reuse of this building will largely depend on those agencies. The use will determine how much traffic is associated with it.

Future development: Whether it's a new hotel downtown or the rehabilitation of the Palace Hotel, future development may impact parking. Any plan developed now will need to be flexible enough to work with whatever happens.

Electric vehicle chargers: Tesla donated four electric vehicle chargers to the City of Ukiah that will be installed in the public parking lots.

Central garbage collection: A goal of the City's is to have one or more centralized garbage locations for downtown businesses who are not able to store garbage onsite. This will prevent dumpsters and toters from being stored on the sidewalks and streets, will keep the downtown cleaner, and will provide a valuable service to the businesses.

Antiquated parking meters: The City's meters are obsolete. Parts can no longer be obtained for them and there are no extras to replace broken ones. If the City is to keep a metered system, new meters will need to be purchased.

2008 Parking Study

In 2008, a comprehensive parking study was performed. That study included an inventory of the existing conditions, an analysis of opportunities and constraints, and provided recommendations. A summary of some of those recommendations and any implementation measures that has occurred follows:

- Improve parking signs and maps
 - Some of this was done; could still use improvement
- Eliminate on-street permit parking
 - This was done; there are no longer permitted spaces on the streets
- Create additional diagonal parking on School Street
 - This was not done. However, a recent analysis has determined that by adding diagonal parking on School Street between Stephenson and Seminary, 11 spaces could be gained. This change will be made in the near future.
- Update parking rate structure
 - This has not been done. Permit fees have not changed since 2002.
- Update parking fines on an ongoing basis
 - Parking fines were recently adjusted, but had not been changed since the early 2000's.
- Oversell permits by 10%
 - This has not been done, but is a good solution. Permit lots would become first come, first serve unless a premium was paid for a dedicated space. This could alleviate the problem that the lots are only 60% full at peak time.
- Re-establish on-street parking where driveways have been abandoned
 - This has not been completed. There are still curb cuts (without parking) where driveways no longer exist.
- In public lots, replace meters with kiosks
 - This has not been done. Kiosks were popular when the 2008 study was done and have fallen out of favor for a number of reasons. If the lots are to be controlled, there are now more effective and user-friendly ways to accomplish it.
- Convert 90-minute parking to two-hour parking and add kiosks
 - This has not been done. Again, kiosks are no longer viewed as a viable solution. However, meter technology and even meter-less technology have significantly evolved. Some places even have a parking app for smart phones with no meters at all.
- Eliminate five-hour parking and expand 10-hour parking on periphery of downtown
 - This has not been done.

Discussion: The current downtown parking model is not efficient for the users, nor is it generating sufficient revenue. Therefore, a new model must be created for the Parking District that:

- Helps ensure adequate and convenient parking for the visitors of the downtown
- Provides adequate and affordable parking for the employees of the downtown
- Generates enough revenue to cover expenses and maintenance of the Parking District

With this, the Parking Ad Hoc Committee has explored virtually every parking option possible. Three public workshops have been held, a survey of parking permit holders has been conducted, and all of this information has been posted on the City's website and distributed to stakeholders.

First, to address a common suggestion—that we should develop a parking structure. Ukiah already has parking lots; why not go vertical? Unfortunately, the cost of constructing a parking garage is more than Ukiah can afford to bear. For example:

Lot A (near the old Post Office): 106 spaces

- Each space takes an average of 300 square feet
- In 2013 figures, the average parking structure cost \$24,000 per space to construct
- A two-story parking structure (on Lot A):
 - $\$24,000 \times 106 \times 2 = \$5,088,000$
- A three-story parking structure:
 - $\$24,000 \times 106 \times 3 = \$7,632,000$

These figures don't include ramps, elevators, lighting, and other structural requirements; they also don't include a mechanism for this structure to pay for itself. In conclusion, the structure is not a viable option. The good news, however, is that Downtown Ukiah already has enough parking spaces; they just need to be used properly.

Therefore, the proposal:

1. Install parking meters in the downtown core, roughly from Pine to Main Street (but not including those streets), Smith to Clay Street.

- The meters would be fully programmable, with the first 15-20 minutes being free or 1¢, depending on the type of meter utilized. This would allow someone to pick up a to-go order, drop off a heavy load near his or her business, grab a cup of coffee, etc. without having to pay the meter.

- Meters would take coins, credit cards, or operate through an app that is linked to an account (like Fast Trak). When linked to a smart phone, a meter can notify a user that their meter will expire in XX number of minutes and the user can instantly add more time to the meter via the app.

- The cost to park at a meter would get progressively more expensive. The first 15-20 minutes would be free or 1¢. The next 1-2 hours may be 50¢ per hour. After that, the cost could go up to \$1/hr. Parking meters would likely have a maximum time limit of four hours.

2. Retain a limited number of reserved, permitted spaces in Lots A (near the old post office) and B (on Stephenson, across from the Conference Center parking lot) for people who want and are willing to pay for a dedicated space.

3. Free parking: Create plenty of free parking in Lots C (near library), D (N. School near Henry Street), and on-street outside the meter core. This is designed specifically for the long-term parkers—the employees of the downtown—as well as customers who don't want to pay for parking and are willing to walk a block or two. The goal is to have free parking available within 2-3 blocks of every downtown business.

This proposal addresses all of the major problems of the current model and is largely consistent with the recommendations that were made ten years ago but not implemented:

- It helps ensure that the “prime” customer parking will be available for customers and that those customers can have flexibility in how long they stay in the downtown—a properly managed parking system helps ensure that one-two spaces per block are available.

- It provides plenty of free parking for the employees of the downtown and for customers who are willing to walk a block or two.

- It can easily be adjusted for future impacts and demand.

- It will generate enough revenue to keep the parking district sustainable.

Important note: All the revenue generated by the Parking District stays in the Parking District.

Implementation Options -

Option One:

Implement the full proposal as outlined above. This would entail the purchase of approximately 430 parking meters and the reallocation of permit spaces. Although there is an initial cost to purchase the meters (estimated at \$350,000, including installation and setup), the projected revenue they generate would pay for them in just over one year, even using the most conservative estimates. For a detailed analysis, see Attachment 3, "Meter Payback Calculator."

Option Two:

Borrow against the future revenue of the Parking District in order to make immediate and tangible improvements in the Downtown. The cost of borrowing, including interest rates, for debt financing are still relatively low, and the revenue collected from meters would be used to pay the debt. This would include implementation of the full proposal, plus infrastructure and beautification projects. Examples of these projects could include but are not limited to improving the planter triangles, improving the tree lighting, replacing the garbage/recycling containers, re-funding the Façade Improvement Program (which provided matching grants for façade improvements like awnings, paint, etc.), public art, and resurfacing the parking lots.

Option 2a: \$500,000 would pay for the new meters, lighting and planters, new garbage/recycling containers, and the Façade Improvement Program. Using the same conservative revenue estimates, this debt would likely be repaid in less than three years.

Option 2b: \$1,000,000 would pay for all of the items in Option 2a, plus public art and the resurfacing of the parking lots. Using the same conservative revenue estimates, this debt would likely be repaid in less than five years.

Option Three:

Delay or decline the implementation of the proposed plan. This option would require the purchase of approximately 40 new meters to replace the outdated meters that are currently inoperable. The rates charged for the meters would need to remain roughly the same as current so as to not exacerbate the existing problems. (As long as the closest, most convenient parking is free, it will be abused.) At these rates, it will take roughly four years to pay off the meters.

Parking permit fees and violation fees could be increased to help balance the budget of the Parking District.

New equipment would need to be purchased for the parking enforcement officer in order to continue enforcing the timed parking. One option would be to purchase a new vehicle designed for manual chalking; the cost of this is roughly \$64,000. Manual chalking, however, has led to repetitive motion injuries for the parking enforcement officer and is inefficient. The alternative is an electronic chalking system, which includes a license-plate reader and a new software system. Estimates for this system are approximately \$125,000. Both of these are expenses that would be difficult to recover with the current revenue of the Parking District.

Option Three does not address any of the current problems with the parking system except for the replacement of the broken meters.

Recommendation: After completing extensive research and public outreach with the Parking Ad Hoc Committee, Staff recommends Option 2a, borrowing \$500,000 against the future revenue of the meters. This option corrects the known problems of the current parking management system, provides immediate and

tangible aesthetic improvements to the downtown, rectifies the financial deficit in the Parking District, and provides a mechanism for paying off the meters and improvements in less than three years.

Implementation Timing: Should the Council elect to proceed with Options One or Two, it has been the committee's recommendation to implement a new parking system in conjunction with the Downtown Streetscape Project. Both projects will have a significant impact on the downtown; there are benefits to doing all the work at once, rather than stretching out the impacts over a longer period of time. However, it has recently been determined that the Streetscape project will not enter the construction phase until the beginning of 2020.

Therefore, Staff is seeking Council's direction and public input regarding the timing of the project and whether the parking improvements should move ahead in advance of the Streetscape Project.

For additional information regarding the public workshops, please see www.cityofukiah.com/projects/parking/

Attachment 1 : Downtown Ukiah Parking District Boundaries

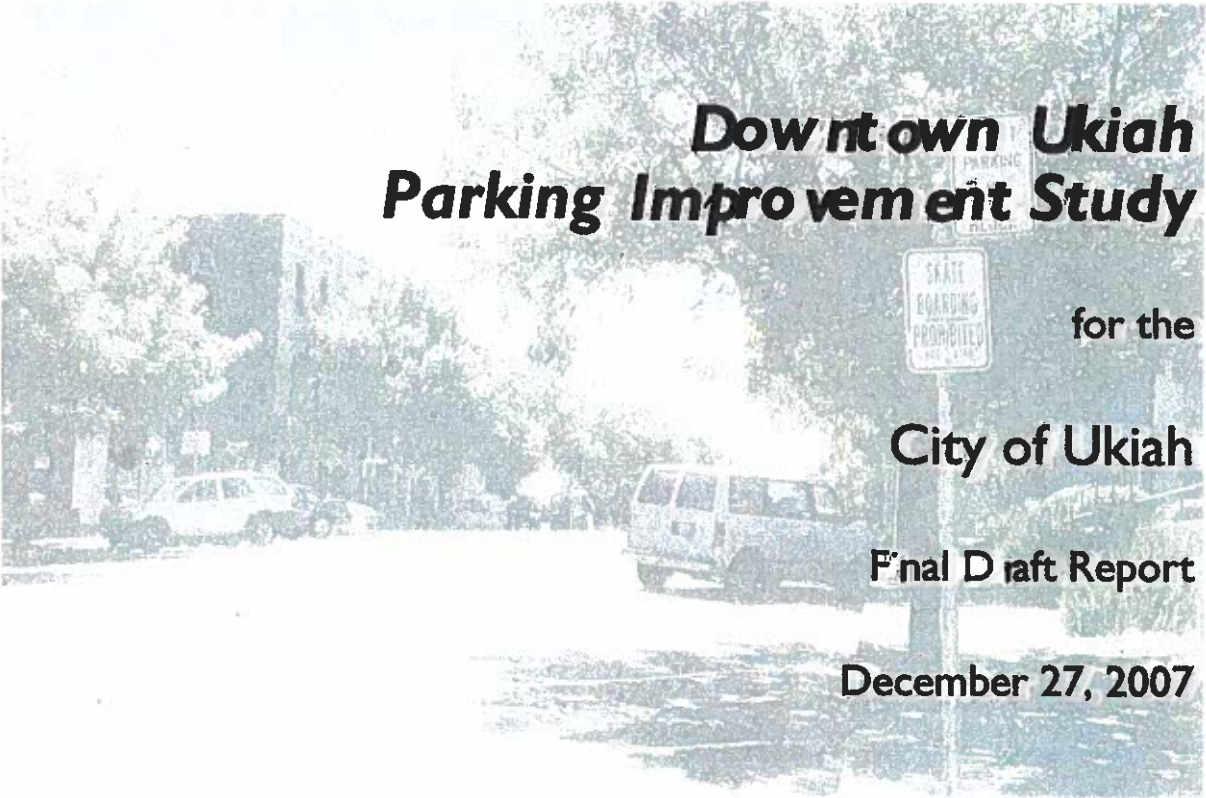




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A background photograph of a street scene in Ukiah, California. The image shows a street with parked cars, trees, and buildings. A white van is visible in the foreground. A street sign is visible on the right side of the image.

Downtown Ukiah Parking Improvement Study

for the

City of Ukiah

Final Draft Report

December 27, 2007

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- A Parking District Maps
- B Projected Peak Hour Parking Demand Data

Introduction and Background

Introduction

The purpose of this study was to determine existing parking conditions in downtown Ukiah, and identify potential engineering, management, and enforcement solutions to enhance and improve downtown parking into the future. A key element in successful and sustainable growth in a City is the efficient use of land, and parking is no exception. Creating efficient use of parking means striking a balance that ensures spaces are available to a diverse set of users with a diverse set of needs, and doing so in a manner that minimizes the number of vacant spaces during peak periods.

The parking study was initiated in late 2003, and the *Downtown Parking Improvement Study Base Conditions Report* was prepared and submitted in 2004. Since that time several potential changes to the downtown environment that could affect parking have been discussed including relocation of the County Courts, establishment of a downtown MTA bus transfer center, and potential reconfiguration of the circulation network. Questions regarding these potential changes have since been resolved. The current study assumes that the Courts will remain downtown and that the circulation network will remain functionally similar to its present condition (in other words, no conversions to one-way streets etc. will occur).

The following elements are included in the report.

- Description of existing parking policies and permit program
- Data collection methodology and results
- Identification of current parking deficiencies and inefficiencies
- Summary of public input regarding downtown parking
- Future parking demand projections and need for new facilities
- Engineering, Management, and Enforcement Recommendations
- Suggested Implementation Strategy

Background

The City's 1992 *Downtown Revitalization Master Plan* addressed the issue of parking in the downtown area. Some parking issues were identified in this earlier document, including the inefficient utilization of existing parking resources, the public's perception that there is a lack of parking, and the tendency of downtown employees to fill the downtown parking spaces.

Parking was also addressed in the City's *Downtown Parking Improvement Program: An Implementation Strategy for the Management of Ukiah Downtown Parking District*. This document was adopted by the City of Ukiah in 1995, and outlined a set of goals and objectives with regard to parking in the downtown area. Select objectives included focusing employee use in parking lots instead of on-street, increasing awareness and identification of off-street parking lots, and establishing designated juror parking areas. A map showing the

boundaries of "Parking District #1," as defined in the plan, is provided in Appendix A.

Study Area

The study area includes the portion of the City of Ukiah bounded by Dora Street to the west, Scott and Norton Streets and Walnut Avenue to the north, West Gobbi Street to the south, and Mason and Main Streets to the east. The primary focus of this report is parking conditions in the downtown core area, with secondary emphasis on surrounding residential and commercial areas. The downtown core area is roughly bounded by Henry Street, Seminary Avenue, Main Street, and Pine Street, and includes all five downtown city-owned public parking lots.

The Study Area is shown in Figure 1.

Data Collection

Data was collected from 9:00 a.m. to 1:30 p.m. on two separate days in the Fall of 2003, with follow-up data collected in 2004. Both parking duration and parking occupancy surveys were obtained.

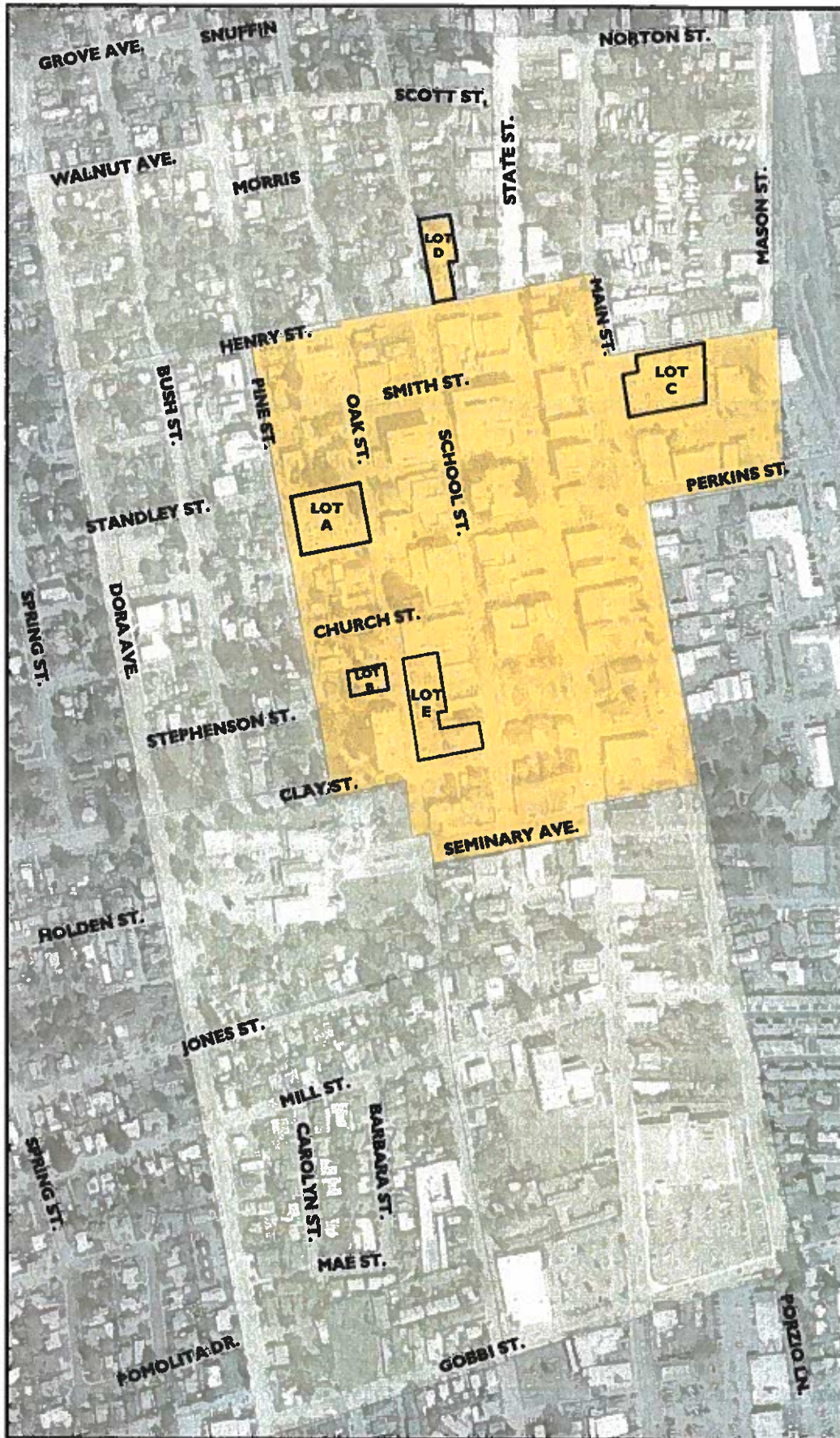
Staff at the County Courthouse was consulted to ensure that jury selection would take place on the days data was collected. This was done to capture the maximum courthouse parking demand, since a large pool of individuals is summoned on the first day of jury selection and parking demand in the downtown area is heavily influenced by the court schedule. County Courts staff indicated that the data collected on Monday, November 17, 2003, represents one of the busiest days of the year in terms of the number of jurors summoned.

Parking Occupancy Data

Data was collected to determine the average number of parking spaces occupied at any given time. To complete this task, the entire study area was divided into seven zones, with data collection teams assigned to each zone. Approximately every half hour the number of vehicles parked on streets and in public and private lots was counted and recorded. The time of the count was also recorded, in order to get a temporal distribution of parking. The number of vehicles parked on the street was recorded per block, and for each side of the street separately. Cars parked in driveways were not counted.

Parking Duration Data

Data was collected to determine the length of time that vehicles were parked in selected downtown 90-minute parking spaces. A sample of downtown parking spaces was chosen at the beginning of the day by location, time limit and restriction type. These specific parking spots were checked approximately every half hour to determine if there was any vehicle parked there, and if so, whether that vehicle was new or had previously been parked there. By this method, it was possible to determine (within a range of a half hour) how long on average vehicles were parked in particular spaces, as well as the turnover of parking spaces.



Legend

- Study Area
- Downtown Core Area

0 150 300 600 Feet

Existing Conditions

Types of Parking

Parking in downtown Ukiah includes public and private parking, permit, paid and free parking, and on- and off-street parking. The various categories of parking are shown graphically in Figure 2.

Public Parking

The majority of public parking occurs on-street, but there is some public parking in City lots. Some public spaces are metered, and some have signs with time restrictions only. The 10-hour meters cost \$0.50 for three hours, the 5-hour meters cost \$0.50 for 2.5 hours, and the 2-hour meters cost \$0.35 for the 2-hour duration. Most public on-street parking is parallel, except for the diagonal spaces on School Street.

Permit Parking

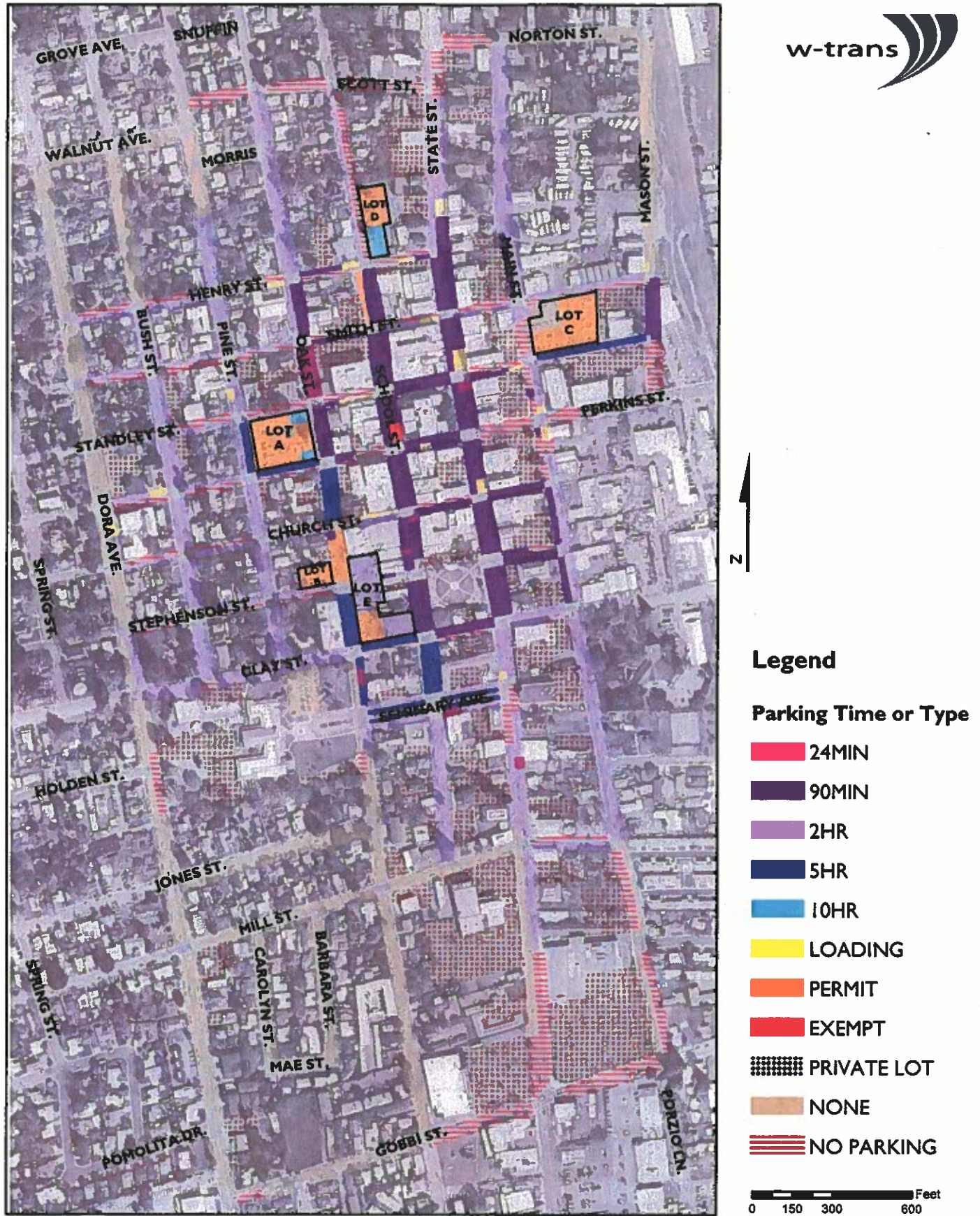
Currently, the number of parking permits made available by the City of Ukiah is equal to the number of permit parking spaces that exist. Parking permits are allocated by parking lot, with a limited number of parking permits assigned to specific parking spaces. In other words, "over-selling" does not take place, and there is exactly one permit parking space for each permit holder. Table I describes each public lot and on-street permit parking location.

Table I
Parking Permit Location Descriptions

Location	Permit Spaces	Monthly Fee
Lot		
Lot A – Standley Street/Oak Street	106	\$25
Lot B – Stephenson Street/Oak Street	29	\$25
Lot C – Standley Street/North Main Street	95	\$20
Lot D – West Henry Street/North School Street	27	\$25
Lot E – Stephenson Street/Oak Street	19	\$25
On-Street		
200 Block of South Oak Street	8	\$25
300 Block of North School Street	11	\$25
Seminary Avenue Median	9	\$25

Source: City of Ukiah, effective July 2003

County and Court staff receive permits at lowered prices, and temporary permits are given to some users of the convention center. Permits are validated by license plate number, and are lot-specific and sometimes space-specific. A waiting list of approximately 25 people per lot exists.



Downtown Ukiah Parking Improvement Study
City of Ukiah

Figure 2
Parking Types and Time Limits

Juror Parking

Individuals called to jury duty at the courthouse in downtown Ukiah receive a special parking permit as part of their summons. Jurors are also given a map of locations where they are allowed to park. Parking for jurors is primarily on-street, although parking is allowed in lots as long as the spaces are not numbered for permit holders. There is no on-street parking allowed on the streets surrounding the courthouse, including School Street and State Street. Jurors may park in spots with limits of more than 90 minutes only. On-street 2-hour, 5-hour and metered spaces are acceptable (jurors are not required to feed the meters).

The current juror parking map is provided in Figure 3.

Locations of Long and Short Term Parking

Figure 4 shows the type of parking allowed by location. Time limits are categorized as "long term" and "short term," with long term defined as being 5 hours or greater (including spaces with no time limit at all). As shown on the figure:

- Most short-term parking is downtown, while most long-term parking is at the outer limits of downtown. This is a desirable configuration for downtown parking districts.
- The areas where no parking is allowed are mostly on the minor and narrow east-west city streets and on Main Street.
- Most long-term parking is in lots, except on Oak Street. All short-term parking is on-street.

Total Parking Supply

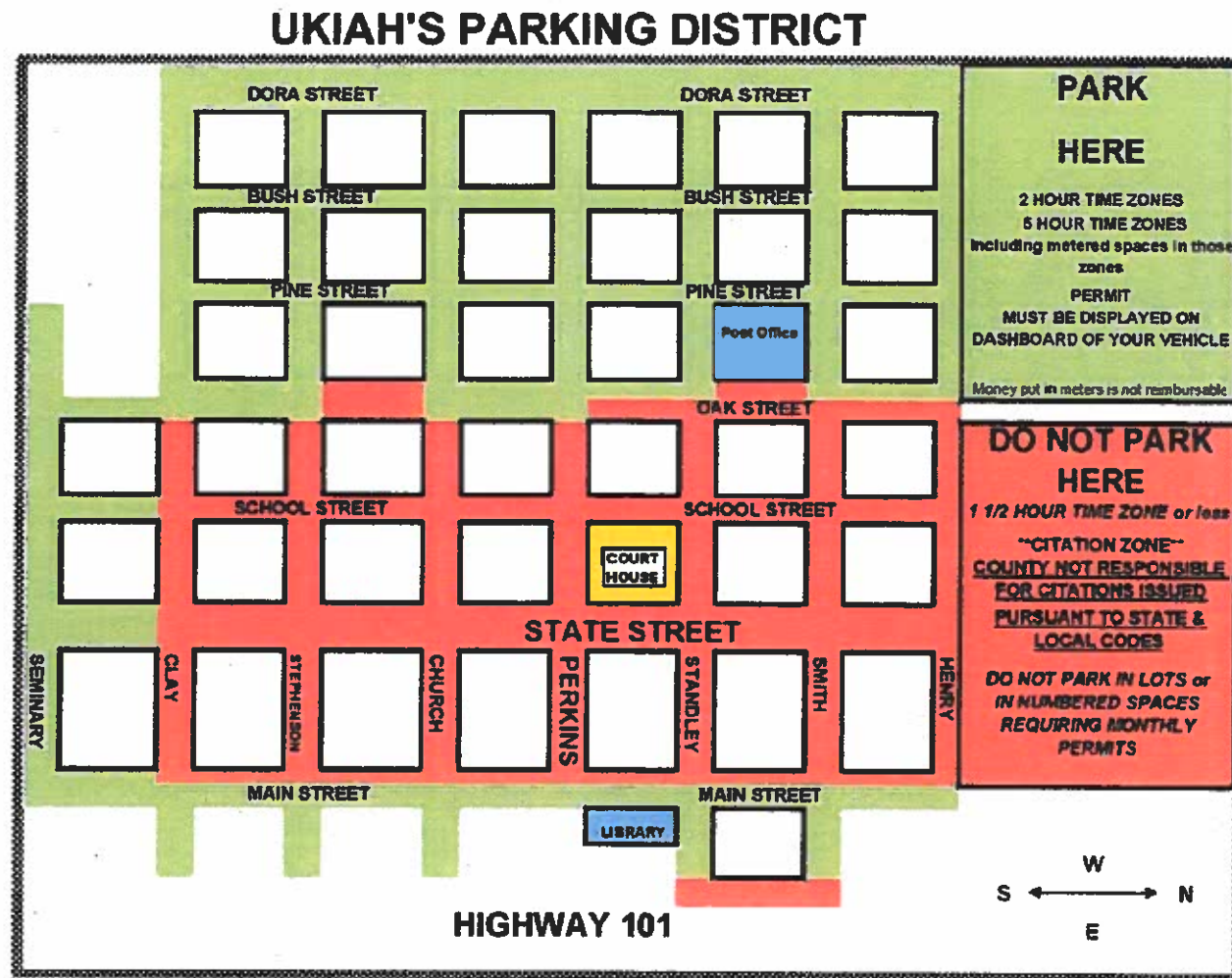
A total of 4,451 parking spaces were counted in the overall study area. Of these, 1,649 are in the downtown core parking analysis area (including 1,077 public spaces and 572 private spaces) and 2,802 are in the surrounding area. Parking supplies are summarized in Table 2, including breakdowns of the number of spaces on streets, public lots, and private lots.

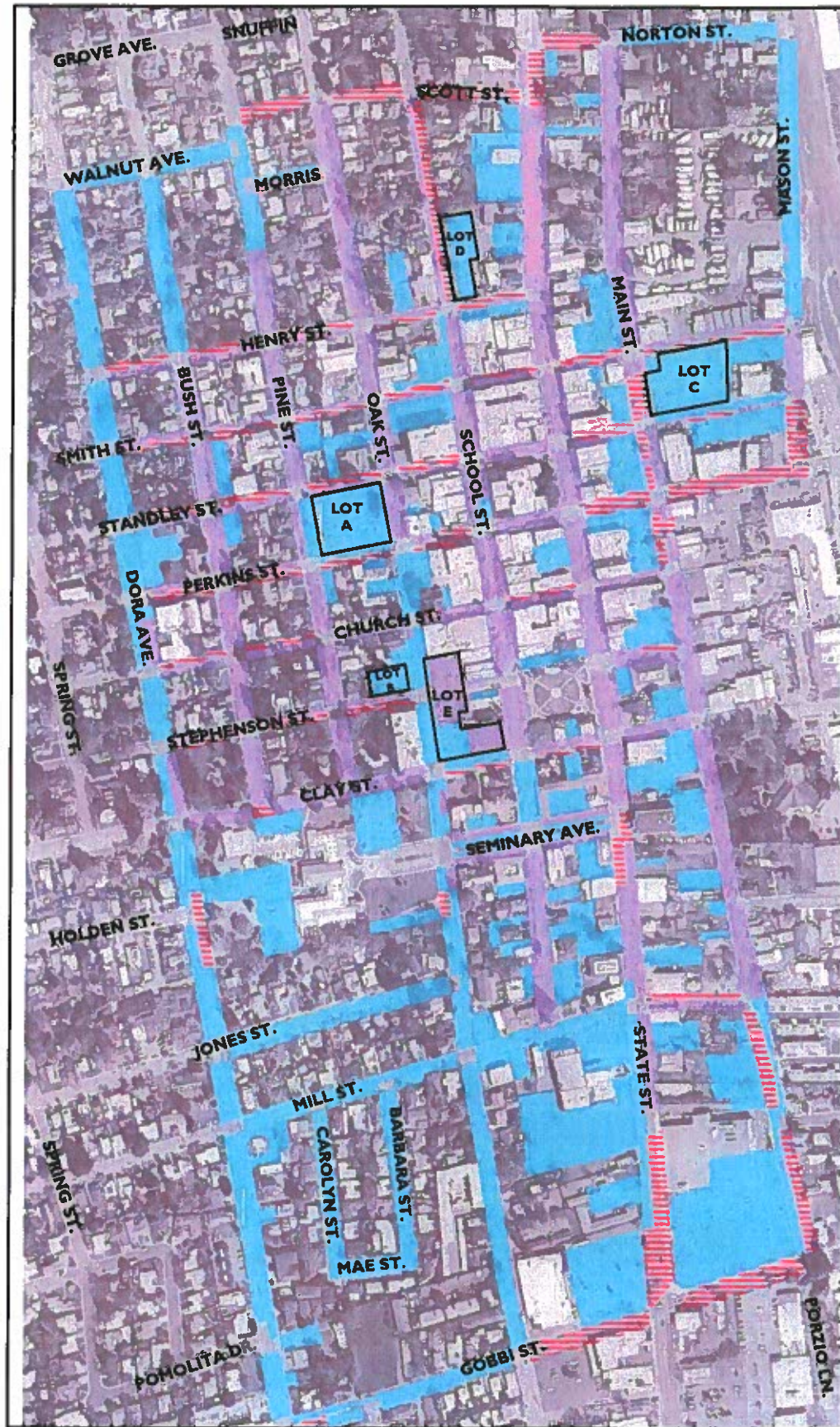
Table 2
Parking Supply within Study Area

Sub-Area	Public On-Street	Public Lots	Private Lots	Total
Downtown Core	635	442	572	1,649
Extended Study Area	1,361	0	1,441	2,802
Total	1,996	442	2,013	4,451

Parking Occupancy Evaluation

Parking occupancy rates are an indicator of how strong a demand exists for parking spaces. The rates are derived by literally counting the number of parked cars within the study area over the course of a day, finding the peak demand times, and dividing demand by supply to obtain peak parking occupancy. A parking occupancy of 100 percent means all available spaces were being used.





Legend

Duration

- LONG TERM
- SHORT TERM
- NO PARKING

0 150 300 600 Feet

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City of Ukiah

Figure 4
Locations of Short and Long Term Parking

The occupancy data was analyzed, and the results are summarized for the entire study area in Figure 5. A more detailed summary of parking occupancy conditions in the downtown core is shown in Figure 6.

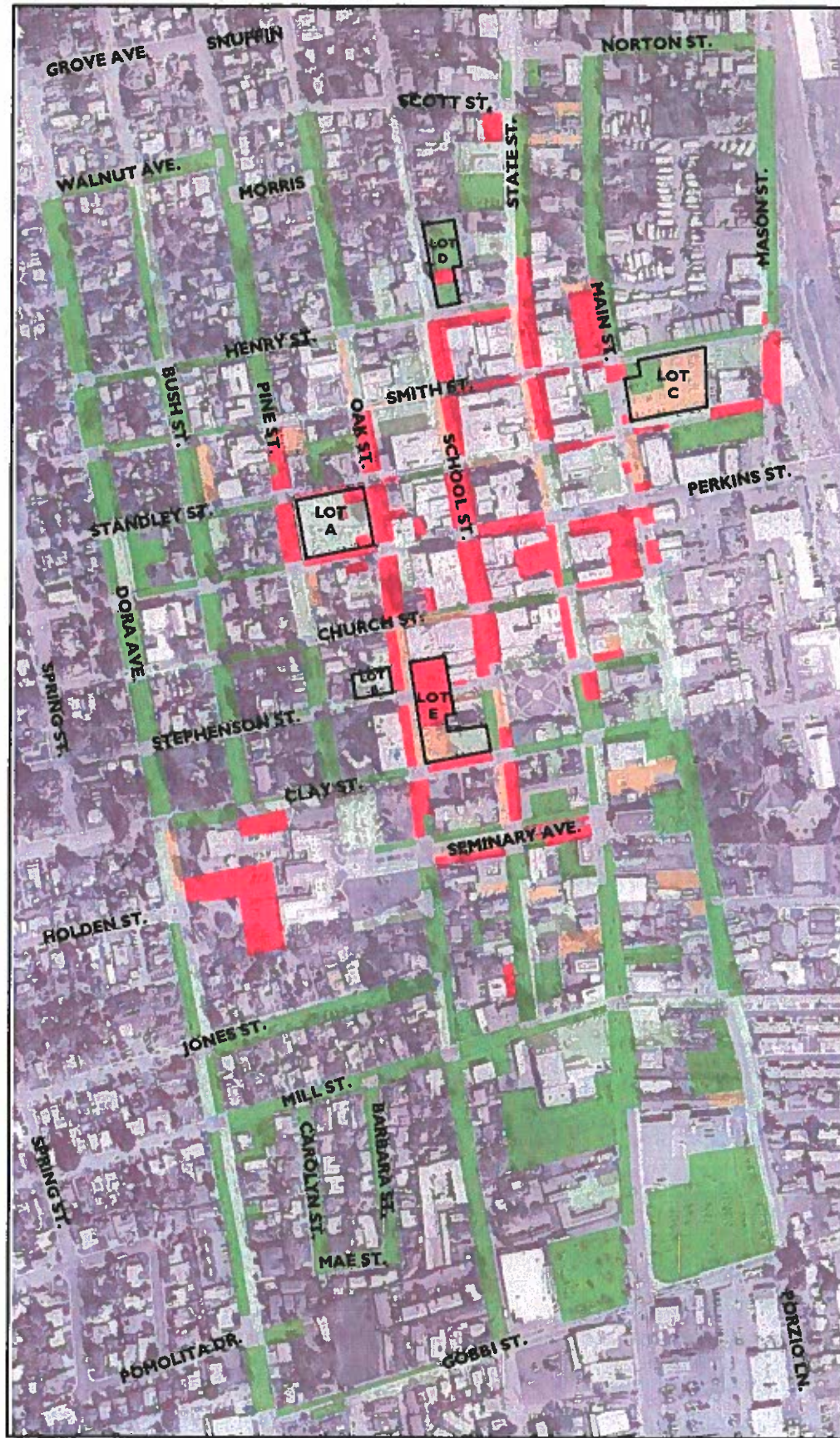
The following observations can be made of the parking occupancy data summarized in Figures 5 and 6.

- The diagonal parking spaces on School Street between Henry Street and Stephenson Street are heavily utilized.
- Areas that have the lowest parking demand are on the fringes of downtown, although there are some areas on Main and State Streets within downtown that also experience lower parking demands.
- Parking demand varies in each of the five downtown public lots.
- The majority of long-term juror parking appears to take place on Pine Street and Main Street between Smith and Church Streets.

Table 3 gives peak occupancy times and percentages for the different types of public parking in the downtown core (those areas shown in Figure 6). Most parking types experience peak occupancy between 11 a.m. and noon. The peak observed occupancy of all downtown public parking spaces during this time was 60 percent. In other words, during its most used hour, approximately 60 percent of the parking spaces in downtown are full. Though some areas experience 100 percent occupancy, no overall parking type (90-minute, 5-hour, etc.) was observed to be over 77 percent used during its peak hour.

Table 3
Summary of Public Parking Conditions in Downtown Core

Parking Type	Total Spaces	Occupancy During Peak	Peak Time	Occupied Spaces at Peak
24 Minutes	21	71%	noon - 1 p.m.	15
90 Minutes	287	66%	1 p.m. - 2 p.m.	190
2-Hour	258	53%	11 a.m. - noon	136
5-Hour	88	77%	11 a.m. - noon	68
10-Hour	56	77%	11 a.m. - noon	43
Unrestricted	37	32%	10 a.m. - 11 a.m.	12
Exempt	4	100%	1 p.m. - 2 p.m.	4
Permit	306	61%	11 a.m. - noon	187
Loading	20	35%	noon - 1 p.m.	7
Total	1077	60%	11 a.m. - noon	646



Legend

Study Area Occupancy

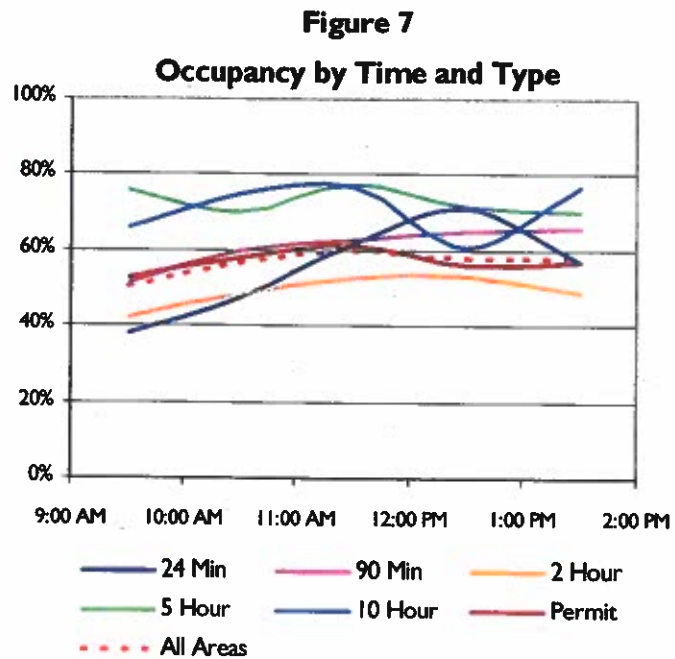
- 0% - 50%
- 51% - 75%
- 76% - 90%
- 91% - 100%

0 150 300 600 Feet

Downtown Ukiah Parking Improvement Study
City of Ukiah

Figure 5
Study Area Maximum Observed Parking Occupancy

Figure 7 presents a plot of parking occupancy for each time limit type over part of a peak day. The peaks of each line in the figure correspond to the peak occupancies given in Table 3. Again, peak overall demand occurs between 11 a.m. and noon, though demand fluctuates over the course of the day. Long-term parking usage drops significantly during lunchtime, while short-term 24-minute spaces have the greatest usage during this same time period. Permit parking usage varies relatively little over the course of the day, generally remaining within the range of 55 to 60 percent full. Parking spaces with 5-hour time limits had the highest observed parking demand over the course of the day.



Parking Duration Studies

The parking duration studies indicated that vehicles are parked in downtown 90-minute spaces an average of 57 minutes. The 90-minute spaces “turned over,” or had a new vehicle parking in the space, an average of once every 84 minutes. Parking spaces were typically empty for some time between vehicles, hence the difference in average duration and average turn over.

The parking duration results indicate that downtown 90-minute spaces are used fairly regularly during the day. It also appears that most drivers obey metered time limits and that, though some “meter feeding” was observed, the practice does not appear to be widespread in 90-minute spaces.

Enforcement

Parking enforcement in Ukiah is currently the responsibility of the Police Department. The Department has two parking enforcement officers that circulate within the downtown area and issue citations during weekdays.

Downtown Parking Demand Rates

Determination of precise parking demand rates in downtown Ukiah would require a rigorous review of building sizes, vacancy rates, and information on how each building is currently used. This information is currently not available from the City or the Ukiah Chamber of Commerce. It is possible, however, to derive a rough estimate for planning purposes. There is approximately 1.43 million square feet of lot square footage in downtown Ukiah. The lot coverage, or “Floor Area Ratio” (FAR), was estimated on a block-by-block basis based on field review, with an estimated downtown average of 0.77. This translates to approximately 1.10 million square feet of building floor area, comprised of all uses within the downtown area including commercial, office, residential, and governmental.

The surveyed parking demand data indicates a maximum downtown parking demand of 646 spaces at 11:00 a.m. The peak parking demand in the downtown area can therefore be estimated at approximately 0.58 spaces per thousand square feet of building floor area, which also equals one parking space per 1,725 square feet of floor area. It is important to consider that this is only a rough estimate of parking demand and does not account for elements such as empty buildings, commercial vacancy rates, or substantial parking demand changes experienced by non-commercial uses (such as the Courts).

Parking Issues and Opportunities

Current Parking Issues

Based on analysis of the collected data and field visits to the study area, the following items have been identified as the primary issues that should be addressed in order to make the City's parking system more efficient and successful.

- **Time Limits** – Existing parking time restrictions are unbalanced in some areas of downtown and may need to be changed to more efficiently balance supply and demand.
- **Inconsistent Parking Restrictions** – Parking rules are ambiguous at some locations. For instance, meters and time limit signs are used together with inconsistent time restrictions on portions of Standley and Clay Streets, as shown in Plate 1, making it unclear whether the sign or meter is to be followed. This condition also presents enforcement challenges.



Plate 1: Clay Street Signs and Meters



Plate 2: On-Street Permit Spaces on School Street

- **Antiquated Meters** – Parking meters in the downtown area are old and incompatible with current and future parking rate structures.
- **“The Downtown Shuffle”** – Individuals park in one location downtown until the time limit is reached, and then move their vehicle to another downtown space. It appears that employees in the downtown area may be doing the “shuffle” instead of parking in permit spaces in order to park closer to their downtown destination.
- **Permit Inefficiencies** – Although a waiting list exists for parking permits, permit spaces are often empty, and overall usage of permit spaces is only in the 60 percent range. Additionally, assigned on-street permit spaces (as shown in Plate 2) are unconventional and somewhat confusing to visitors searching for parking.
- **Lot Layout** – Consolidation of adjacent private parking lots would create more available space for parking.

- **Outdated Facilities** – The evolution of surrounding land uses appears to have outpaced changes to the parking facilities and policies at some locations. For example, curb cuts and red curbs exist where there are no longer driveways, and some loading zones exist where they are no longer needed.

Comments Received at Public Workshop

A public workshop was held on January 22, 2004, with members of the Downtown Merchants Association and the Ukiah Main Street Program. The data, as given in the Existing Conditions section of this report, was presented and participants were given the opportunity to comment on the data and on parking issues that they see in the downtown area. Following are some of the comments received that are not already identified as issues above.

- Better signage would let visitors know there are other places to park besides School Street.
- Jurors are parking on the block of School Street adjacent the Courthouse.
- Installing bulb-outs on State Street to improve pedestrian circulation would have the negative impact of eliminating parking spaces.
- A parking garage should be built adjacent to or over the top of Henry Street.
- Businesses between State Street and Main Street could make better use of back doors, allowing employees and visitors to park on either street and easily access the business.
- Meters keep people away from downtown and are counter-productive.
- The existing 24-minute spaces are working well.
- Parking enforcement should also take place on Saturdays.

The attendees of the public workshop concurred with the reasonableness of the collected data based on their everyday experience with parking in the downtown area.

Future Parking Demand and Facilities

Future Parking Demand

Future parking demand in downtown Ukiah will be directly tied to the allowable building intensity permitted by zoning and/or form-based codes, as well as the economic forces that influence both the type and quantity of development that takes place. Correspondingly, the future parking demand in public spaces will be influenced by development activity and the on-site parking requirements set by City code.

Parking-Based Potential for Intensified Development

In the downtown core parking analysis area there are 1,077 public parking spaces. With an approximately 60 percent occupancy during the current 11:00 a.m. to noon peak demand period, some development could occur in the downtown core without needing to provide additional spaces. To gauge the extent of possible future development in the downtown core, several land use mixes were tested assuming that no more than 90 percent occupancy would occur in order to provide adequate circulation and turnover. With 646 spaces currently occupied during the peak, there is available capacity for approximately 323 additional parked vehicles. In terms of the effects of the County Courts, the available capacity should be considered conservative, as all occupancy counts were obtained on days when jury selection was taking place.

Two scenarios were developed which consist of different land use combinations. Scenario 'A' roughly represents the development types possible with implementation of the City's potential form-based code, combining office, restaurant and shopping uses with residential and a hotel use. Scenario 'B' offers an even mix of office, restaurant, and shopping uses, with fewer residential units than Scenario 'A'. The two scenarios are summarized in Table 4.

Table 4
Summary of Land Use Scenarios

Land Use	Scenario A	Scenario B
Office	25 percent	30 percent
Medical/Dental Office	5 percent	5 percent
Residential (Rental) (assume 1,000 sf/unit)	20 percent	5 percent
Fine/Casual Dining	20 percent	30 percent
Community Shopping	30 percent	30 percent
Hotel – Business	(50 rooms)	

The analysis shows that 71,000 square feet of development could occur within Scenario A. Under these conditions the occupancy of public parking spaces would be projected to increase from approximately 60 percent under current peak hour conditions to approximately 90 percent. The projected weekday peak hour of parking demand would occur between the hours of 1:00 and 2:00 p.m.

Scenario B would allow 57,000 square feet of additional development to occur with its balanced mix of office, restaurant and retail uses. As with Scenario A, the projected weekday peak hour of parking demand would increase from 60 percent to 90 percent, with peak demand shifting to the 1:00 to 2:00 p.m. hour.

The projected peak hour parking demand data for the two land use scenarios is provided in Appendix B.

Future Parking Facilities

According to the publication *Parking Management Best Practices*, American Planning Association, 2006, public parking facilities serving multiple destinations are often occupied 100 or more hours a week, while private spaces serving a single destination are generally occupied just 20 to 40 hours per week. In other words, centrally-located public parking spaces can often substitute for two to three private, single-destination spaces. The concept of “shared parking” includes providing common parking facilities for multiple uses. Shared parking results in a very efficient parking supply since the same spaces can accommodate different use’s demands that occur at different times of day. With shared parking in a downtown environment, fewer spaces are needed to accommodate the same amount of development compared to segregated single-use parking lots.

As indicated above, downtown Ukiah can absorb a certain amount of new development without having to provide additional parking spaces. In reality, market forces typically dictate that at least a small amount of parking will be provided as part of new construction. For example, newer urban apartments and condominiums often provide one parking space per unit, with any additional demand created by second vehicles or visitors being accommodated by shared spaces on surrounding streets or other parking facilities.

In order to ensure that these efficient “shared” parking facilities continue to accommodate downtown parking demand, the City should allow developers to pay an in-lieu parking fee rather than construct single-use spaces on-site. The collected fees would be used to construct and/or subsidize common parking facilities to be built in the future. The City currently has a Downtown Parking and Business Improvement District in which the in-lieu fees would apply (City Code section 2605.5). A map of the district is provided in Appendix A.

The optimal locations of future parking facilities will also be determined by development patterns. New public parking spaces may be included in private developments, either through public-private ventures or through incentives such as subsidization of parking construction costs. Another option would be to construct two to three level garages on the sites of existing public parking lots.

Impact of County Courts

A significant component of the existing downtown parking demand is related to the County Criminal Justice Center, particularly on jury selection days. Both the County of Mendocino and City of Ukiah expect the courts to be relocated in the future, either to another location downtown or to a more suburban location. Any expansion or relocation of the courts downtown would need to include additional parking supply, likely offsetting some of the on-street demand that currently takes place. A relocation of the Criminal Justice Center out of the downtown core would lower overall parking occupancy.

Parking Fee Collection

As indicated above, the City's current parking meters are antiquated and unable to accommodate parking rate changes. Meters also add to sidewalk "clutter" and can create both enforcement and maintenance challenges. For these reasons, it is recommended that parking meters be replaced with multi-space "pay and display" kiosks. For on-street parking, one kiosk per block face would replace the existing meters. In parking lots one or more kiosks could be provided at convenient locations for users. To use this type of system drivers choose a parking space, walk to the nearest kiosk to purchase the length of time they wish to park, and return to their car to place the printed receipt on their dashboard. There are numerous benefits to this type of system, including the following.

- **Simplified payment options:** Users may use cash, credit cards, debit cards, or pre-paid "smart cards."
- **Ease of use:** Kiosks include intuitive informational screens similar to advanced ATMs that can easily explain instructions, fees, and payment options in a multi-lingual format.
- **Pricing flexibility:** The City can easily change parking rate structures over time via a wired or wireless connection. The kiosks can also be programmed to charge different parking fees by time of day or day of week.
- **Less clutter:** One parking kiosk can replace 20 to 30 individual meters, significantly reducing the amount of street furniture cluttering the sidewalk.
- **Cost to City:** One kiosk typically costs less than replacement of the individual meters along one side of a block or in a parking lot. Electronic payment options also reduce the costs of collecting and counting coins.
- **Higher revenue:** Per space revenues are higher than with individual meters since users cannot use any of the "leftover" time from departed parkers.
- **Data collection:** Multi-space kiosks electronically record how much money has been collected, and can send the data electronically to a central site. The devices also monitor parking usage by time of day and day of week, allowing the City to easily monitor usage patterns over time.

Pay-by-Space meters are a similar option that could be implemented. These kiosks work in a similar manner to pay-and-display meters, but differ in that users do not have to return to their car to display a receipt. Instead, parking spaces are numbered, and users enter the number into the kiosk to pay for their chosen amount of time. This type of system is more expensive than pay-and-display units and typically configured to manage only about eight parking spaces. Following are some additional benefits allowed by this type of system.

- **Increased user convenience.**
- **Users have the option of obtaining a refund for unused time when they return to their vehicle.**
- **Enforcement officers can monitor all parking spaces by checking kiosks rather than individual vehicles.**

Parking Recommendations

Following is a set of recommended improvements to improve downtown parking conditions. It is expected that these improvements would be implemented over many years; some could take place in the near-term, while others may be unneeded until parking occupancies rise with increased infill and development. A suggested implementation program providing some direction on timing is presented following the recommendations.

Engineering

- Consolidate driveways and parking lots where possible, particularly along the Main Street Corridor and on Standley Street between Main and Mason Streets, as shown in Figure 8.
- Install diagonal parking spaces along the east side of School Street between Clay Street and Seminary Avenue, as shown Figure 9.
- Replace curbs and on-street parking where former driveway curb cuts have been abandoned.

Management

Time Limits

An exhibit showing the recommended locations of downtown parking by type and time limit is shown in Figure 10. The exhibit is intended to provide an overall framework and logical parking pattern that may be implemented in the downtown core area, rather than a compulsory representation of how individual parking spaces should be designated. Further, changes to current time limits and permit areas would likely take place over a number of years (see "Implementation" section below for further information).

- Eliminate the 90 minute and 5 hour parking restriction categories. The 90 minute category would generally be replaced by 2 hour, and the 5 hour category generally replaced by 10 hour.
- Create a new 4 hour parking category to accommodate longer shopping and/or dining trips in the downtown core. The 4-hour spaces would be located in Lot E and a portion of Lot C.
- Remove all meters in parking lots and replace with multi-space parking kiosks.
- Implement 2-hour time limits for on-street spaces within the core downtown area and along State Street, and limit parking to 10 hours for spaces on peripheral streets.

Pricing and Fee Collection

- Remove all parking meters and replace with multi-space parking kiosks, with a minimum of one kiosk per block face and one kiosk per public parking lot provided.
- The most efficient parking management practices use pricing to create efficient turnover and maintain parking space availability for the intended users. All prime parking spaces in the central business district should ultimately have hourly fees. The City should coordinate with downtown businesses in developing



Potential Locations to Consolidate Driveways
and/or Parking Lots







Note: Recommended designations represent general area, not necessarily individual spaces

Legend

- 24MIN (existing)
- 2HR
- 4HR
- 10HR
- LOADING (existing)
- PERMIT
- EXEMPT (existing)
- NO PARKING

0 110 220 440 Feet

a plan to implement hourly fees for all prime public spaces. Should parking demand in the commercial core significantly increase in future years, this may include implementing hourly parking fees on School Street.

- The most desirable, centrally-located parking spaces should cost more than spaces in peripheral areas.
- Daily parking (10 hour spaces) should have an hourly rate that is slightly discounted from shorter-term parking, though should remain more expensive than the equivalent rates for monthly parking permits.
- If an imbalance occurs in the future in which centrally-located prime parking spaces have average occupancies exceeding 90 percent, while spaces in peripheral areas have excess capacity, consider using pricing as a means of balancing parking usage.
- A sample public parking fee rate schedule for on-street and surface lot spaces is shown in Table 5. The schedule allows the City to set the base hourly rate, which is then used as the basis for determining all other rates. Prior to implementing rate changes, the City may wish to conduct a more thorough financial analysis of parking revenues and costs than was possible in developing this sample rate schedule.

Table 5
Sample Parking Rate Schedule

Parking Type	Current Rate	Modified Rate (sample)	Rate Basis
On-Street Spaces			
2 Hour Spaces	\$0.18/hour	\$0.25/hour	(Base)
24 and 30 Minute Spaces	none	\$0.25 per 24-30 min	(Base) x 1.00
Daily (10 Hour) Spaces			
per hour	\$0.17/hour	\$0.20/hour	(Base) x 0.80
maximum per day	\$1.70/day	\$2.00/day	(Base) x 8.00
Public Lot Spaces			
4 Hour Spaces	-	\$0.25/hour	(Base) x 1.00
10 Hour Spaces	\$0.17/hour	\$0.20/hour	(Base) x 0.80
Unreserved Monthly Permit	\$20-25.00/month	\$25.00/month	(Base) x 100
Reserved Monthly Permit	\$25.00/month	\$75.00/month	(Base) x 300

- Over time as parking demand increases in the downtown area, the City should consider modifying the hourly fee rates for prime spaces to vary by time of day. Prices may be highest during the periods of greatest demand (10:00 a.m. to 5:00 p.m., for example) and lower during "shoulder" periods. This type of parking space pricing can both increase efficiency and generate revenue. Electronic parking fee collection at kiosks make varying rates feasible.

Monthly Permits

- Eliminate the use of reserved parking permits for on-street spaces.
- Eliminate most, if not all, individually-reserved parking spaces within public parking lots. Monthly permit holders shall share a common pool of spaces. The City may choose to designate no more than 10 percent of spaces in a lot as individually-reserved, with monthly fees for these spaces at a rate that is two to three times higher than the regular permit rate.
- Monthly parking permits need to be oversold to ensure more efficient usage. A minimum oversell rate of 10 percent should be applied for all lots. Lots A (Standley/Oak) and D (Henry/School) currently appear to have the greatest proportion of unused monthly permit spaces and may ultimately benefit from higher oversell rates of 20 percent or greater.

Parking Lots

- Lot A – Standley/Oak: Convert the entire lot to monthly permit parking. Eliminate all existing meters.
- Lot B – Stephenson/Oak: Continue to allow exclusive use of the lot for monthly permit holders.
- Lot C – Standley/North Main: Continue to use the primary lot exclusively for monthly permit holders. Designate the smaller, separated lot on the northwest portion of the block for 4-hour parking and install a parking kiosk to issue hourly permits.
- Lot D – West Henry/North School: Allow monthly permit parking in all spaces. Designate about half of the total spaces as usable for hourly long-term parking. Install a parking kiosk to issue hourly/daily permits for these spaces. Alternatively, coordinate with the County courts to use all or part of the parking lot for juror parking.
- Lot E – Conference Center: Convert the entire parking lot to 4-hour parking and install one to two parking kiosks to manage the spaces. Allow the conference center to issue daily permits for use in this lot.
- City Hall - Seminary Avenue Lot: Implement 2-hour parking restrictions and install a parking kiosk. Allow City Hall employees with parking permits to park in the lot.
- Routinely monitor the usage of all parking lots and, if necessary, adjust the quantity of daily permit spaces and the oversell rates for monthly permits.

Juror Parking

- Continue to require jurors to park outside of the core downtown area, and continue issuing citations for violators.
- 10-hour on-street parking spaces along Pine Street and Main Street should continue to serve juror parking demand.

- The City may wish to pursue an agreement with the Mendocino County Courts in creating a designated juror parking area in Lot D, which is currently underutilized but only two blocks away from the courthouse.

Information and Wayfinding

- Maintain a uniform signing format along key roadways and at intersections that inform drivers of the locations of long-term public parking lots.
- Provide signs at and within parking lots that clearly designate long-term parking and permit parking areas.
- Coordinate with the Downtown Merchants' Association and Main Street Program to develop downtown parking maps for customers. Parking maps could also be incorporated into tourism-related brochures for downtown.

Future Parking Facilities

- Should new zoning regulations facilitating an intensification of uses be implemented for the downtown area, the City should consider revisions to its in-lieu parking fee program to fund the construction of shared-use parking facilities. The City is currently conducting a development impact fee study which will include analysis of this issue. The boundaries of the City's existing Downtown Parking and Business Improvement District are shown in Appendix A.
- The City should implement policies that create incentives for developers to provide shared parking, particularly at larger developments. Such incentives may include reductions in assessment district and/or in-lieu parking fees if the developer provides publicly-available shared-use spaces.
- The City should update parking requirements to allow parking reductions for mixed-use developments and projects including publicly-available shared parking spaces. Developers may need to support such reductions with a shared parking analysis study.
- Additional downtown parking spaces should be provided when overall peak period occupancies consistently exceed 90 percent. The City should track average occupancies, which are currently in the 60 percent range, in order to reasonably predict the likely need for new parking facilities several years in advance of when it actually occurs. The recommended parking kiosk systems are able to track this type of usage data.
- As parking lot consolidations and new shared parking facilities are constructed, the City should consider inclusion of related improvements such as screening, lighting, landscaping, signage, and street furniture.

Residential-Commercial Areas

- Implement a residential parking permit program if it is determined that "spillover" parking from downtown commercial uses is adversely affecting adjacent residential areas.
- In order for a neighborhood to qualify for a permit program, the majority of residents must be in favor

of it. Additionally, the area should have minimum 75 percent parking occupancy, during which time at least 25 percent of the vehicles should be determined to be owned by non-residents.

- Businesses located in residential areas may require nearby on-street spaces to be designated with a 2-hour time restriction.

Designation of Loading Zones and Short-Term (24 or 30 min) Parking Spaces

- Loading zones and short-term parking spaces are important to maintain adequate circulation and turnover. The locations of these zones and spaces are dependent on nearby land uses, and may therefore change over time. The City should continue to review requests by businesses to provide these spaces on a case-by-case basis.
- It is generally unnecessary to provide more than one loading zone per block face.
- Where deemed necessary, one 24- or 30-minute parking space can generally accommodate short-term parking needs for the frontage of an entire block (or approximately up to 250 feet on longer blocks).
- Individual parking meters may be used for 24- or 30-minute spaces.

Enforcement

- Parking violation fines for exceeding time limits and expired meters should be sufficient to act as a deterrent. A multiplier of 10 to 15 times the daily rate is a suggested guideline.
- Upon initiation of new parking fee collection systems such as parking kiosks, a "grace period" for parking violations should be implemented. For instance, one violation per license plate could be voided, with an educational brochure explaining the parking system instead provided.
- The City should ensure that the parking enforcement program continues to have clearly established procedures and adequate training and tools.
- Parking enforcement should continue to be perceived as efficient and fair.

Implementation

Following is a suggested progression for implementation of changes to parking in downtown Ukiah.

Phase I

- Improve parking information signs and maps.
- Modify the monthly permit program to eliminate the existing 28 on-street reserved spaces, and develop an oversell strategy for each of the City parking lots to increase utilization. An appropriate strategy may be to initially oversell permits by 10 percent, and increase the oversell rate over time until a balance is achieved.

- Create an additional block of diagonal parking on the east side of School Street between Clay Street and Seminary Avenue.
- Revise the areas where signed 10-hour parking exists, focusing such spaces in areas on the periphery of downtown (see Figure 10 for general guidance on the time restriction locations).
- Eliminate the 5-hour parking time restriction category.
- Convert Lot E and the northwest portion of Lot C to 4-hour parking.
- Remove parking meters in all public parking lots, and replace with a kiosk system.
- Conduct public outreach on the use of parking kiosks within public lots, and use as a trial basis before implementing on-street kiosks in Phase 2.
- Develop a permit program for businesses to request installation of loading zones and short-term 24-30 minute spaces.
- Review and update the parking rate structure in a manner to that shown in Table 5.
- Review and update parking fines on an ongoing basis.
- Establish an evaluation/monitoring program to identify parking impacts and problems.

Phase 2

- Eliminate the 90-minute parking time restriction category, converting most of the spaces to 2-hour spaces (see Figure 10 for general guidance on the time restriction locations).
- Remove all on-street parking meters and replace with a kiosk system.
- Impose 2-hour limits on the most convenient parking spaces.
- Arrange shared parking agreements at a few sites where owners are most cooperative.
- Re-establish on-street parking where driveways have been abandoned.

Phase 3

- Install on-street parking fee collection kiosks on all central business district streets where priced parking occurs.
- Encourage more shared parking agreements.
- Change zoning codes to encourage shared parking (may be completed earlier as component of form-based code adoption).

Phase 4

- Phase 4 is to be implemented if overall peak occupancy exceeds 85 percent.
- Gradually and predictably increase parking fees (10 percent per year for example).
- Consider implementing priced parking on School Street in the downtown commercial district.
- Implement time-of-day pricing for prime hourly spaces.
- Address spillover problems in residential areas, should they occur.
- Provide incentives for shared parking, including in-lieu fees to build public rather than private parking facilities.

Study Participants and References

Study Participants

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References

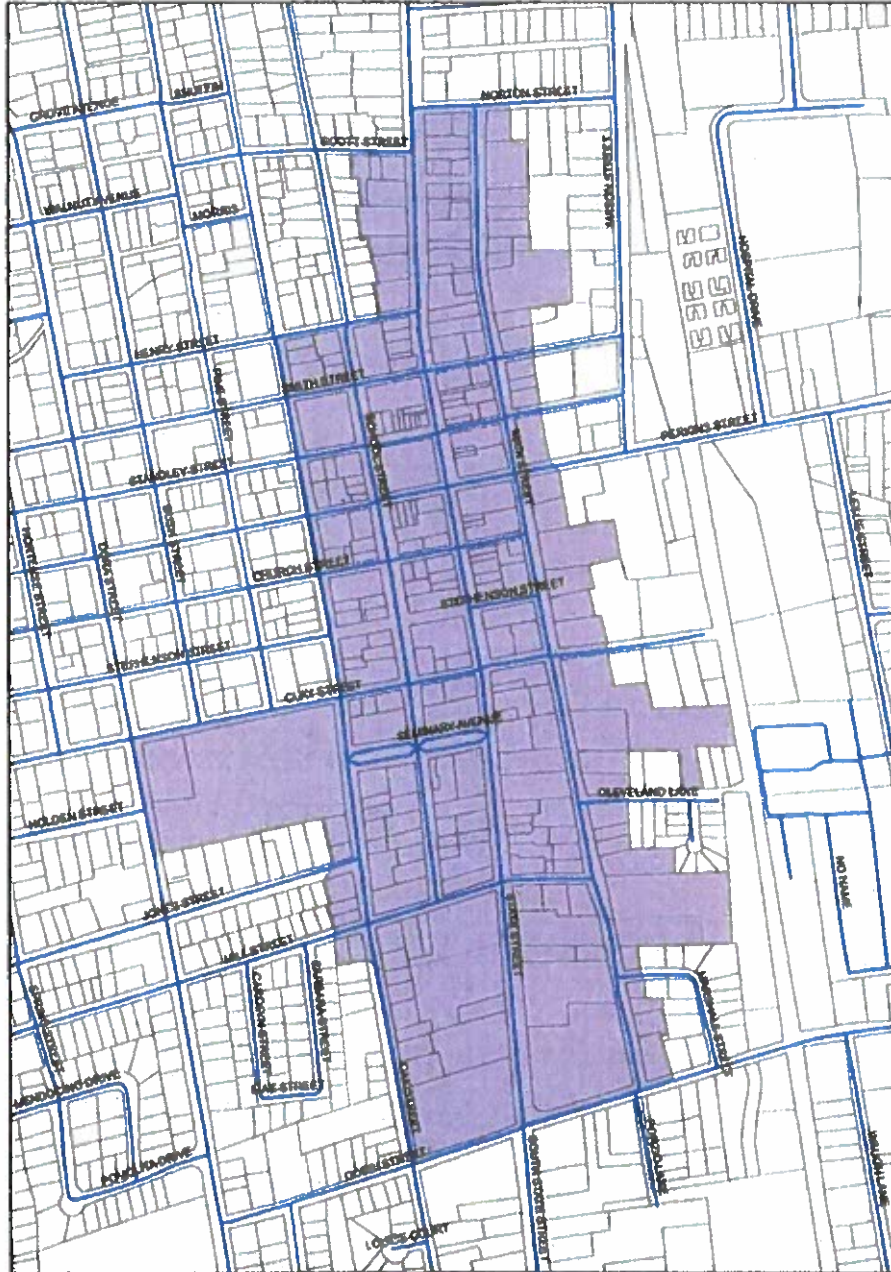
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Appendix A

Parking District Maps

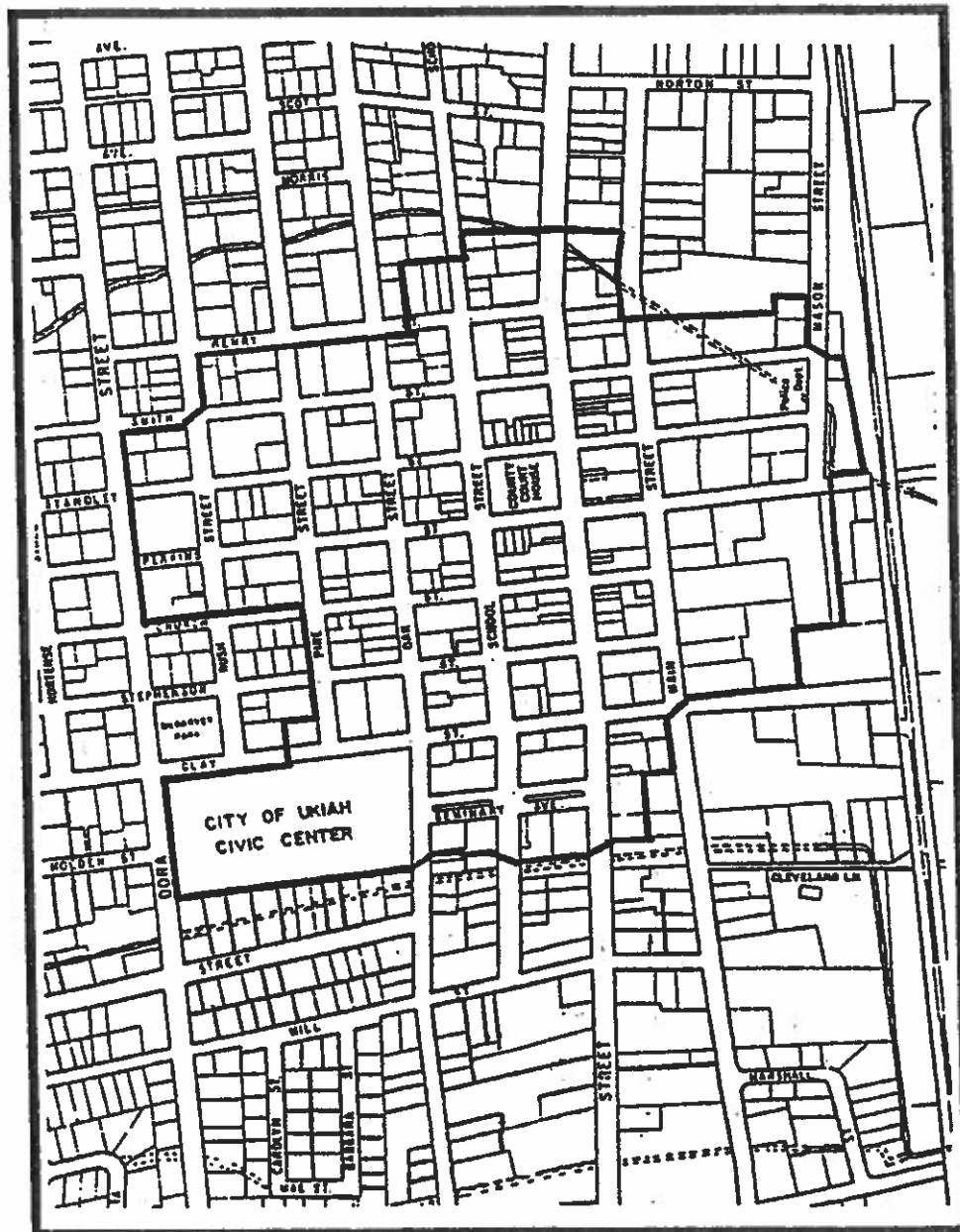
Ukiah Downtown Parking and Business Improvement Area



July 7, 1999
(Ukiah City Code Section 2605.5)

DOWNTOWN PARKING IMPROVEMENT PROGRAM

PARKING DISTRICT #1



Source: City of Ukiah Downtown Parking Improvement Plan, 1995

Appendix B

Projected Peak Hour Parking Demand Data

Project: Downtown Ukiah Parking Improvement Study
Description: Future Parking Demand Scenario A

December																					
Weekday Estimated Peak-Hour Parking Demand																					
	Monthly Adj.	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM	12 AM	
Community Shopping Center (<400 ksf)	100%	1	3	8	16	29	39	47	52	52	52	49	44	48	43	38	29	17	6	-	
Employee	100%	2	2	6	11	13	14	15	15	15	15	15	14	14	14	14	11	6	2	-	
Fine/Casual Dining Restaurant	100%	-	-	-	-	24	65	121	121	105	65	81	121	184	204	204	204	184	153	51	
Employee	100%	-	8	20	29	35	35	35	35	35	29	29	39	39	39	39	39	39	33	14	
Hotel-Business	67%	30	29	25	22	19	19	18	18	19	19	21	22	24	24	25	27	30	32	32	
Employee	100%	1	4	12	12	13	13	13	13	13	13	12	9	5	3	3	3	3	1	1	
Residential, Rental, Shared Spaces	100%	7	6	6	6	5	5	5	5	5	5	5	6	6	7	7	7	7	7	7	
Reserved	100%	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	
Guest	100%	-	-	-	-	-	-	-	-	-	-	-	1	1	2	2	2	2	2	1	
Office <25 ksf	100%	-	-	1	3	5	2	1	2	5	2	1	1	-	-	-	-	-	-	-	
Employee	100%	2	19	47	59	62	62	56	58	62	62	56	31	16	6	4	2	1	-	-	
Medical/Dental Office	100%	-	-	10	10	11	11	3	10	11	11	10	9	7	3	2	-	-	-	-	
Employee	100%	-	-	3	5	5	5	5	5	5	5	5	5	3	2	1	-	-	-	-	
TOTAL DEMAND	Customer	31	32	44	51	88	136	190	203	192	149	162	198	272	276	271	262	243	193	84	
	Employee	12	39	94	122	133	134	129	129	135	129	122	104	83	71	68	62	58	43	22	
	Reserved	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	
		57	85	152	187	235	284	333	346	341	292	298	316	369	361	353	338	313	250	120	
		Current Parking Demand																			
		Added Future Parking Demand																			
		Public Parking Supply																			
		Projected Parking Occupancy																			

Footnote(s):

11/20/2007

Project: Downtown Uldah Parking Improvement Study
Description: Future Parking Demand Scenario A

SHARED PARKING DEMAND SUMMARY

PEAK MONTH: DECEMBER -- PEAK PERIOD: 5 PM, WEEKEND

Land Use	Project Data Quantity Unit	Weekday					Weekend					Weekday			Weekend		
		Base Rate	Mode Adj	Non- Captive Ratio	Project Rate	Unit	Base Rate	Mode Adj	Non- Captive Ratio	Project Rate	Unit	Peak Hr Adj 5 PM	Peak Mo Adj December	Estimated Parking Demand	Peak Hr Adj 5 PM	Peak Mo Adj December	Estimated Parking Demand
Community Shopping Center (<400 ksf) Employee	21,156 sf GLA	2.90 0.70	1.00 1.00	0.95 1.00	2.76 0.70	/ksf GLA /ksf GLA	3.20 0.80	1.00 1.00	1.00 1.00	3.20 0.80	/ksf GLA /ksf GLA	0.80 0.95	1.00 1.00	48 14	0.85 0.75	1.00 1.00	44 13
Fine/Casual Dining Restaurant Employee	14,104 sf GLA	15.25 2.75	1.00 1.00	0.95 1.00	14.49 2.75	/ksf GLA /ksf GLA	17.00 3.00	1.00 1.00	1.00 1.00	17.00 3.00	/ksf GLA /ksf GLA	0.95 1.00	1.00 1.00	194 39	1.00 1.00	1.00 1.00	240 42
Hotel-Business Employee	50 rooms	1.00 0.25	1.00 1.00	0.95 1.00	0.95 0.25	/rooms /rooms	0.90 0.18	1.00 1.00	1.00 1.00	0.90 0.18	/rooms /rooms	0.75 0.40	0.87 1.00	24 5	0.80 0.55	0.87 1.00	24 5
Residential, Rental, Shared Spaces Reserved Guest	14 units 1 sp/unit 14 units	0.50 1 0	1.00 1.00 1.00	1.00 1.00 1.00	0.50 1 0	/unit /unit /unit	0.50 1 0	1.00 1.00 1.00	1.00 1.00 1.00	0.50 1 0	/unit /unit /unit	0.90 1.00 0.80	1.00 1.00 1.00	6 14 1	0.98 1.00 1.00	1.00 1.00 1.00	7 14 2
Office <25 ksf	17,630 sf GLA	0.30	1.00	1.00	0.30	/unit	0.03	1.00	1.00	0.03	/unit	0.05	1.00	0	0.00	1.00	0
Medical/Dental Office Employee	3,526 sf GLA	3.00 1.50	1.00 1.00	1.00 1.00	3.00 1.50	/ksf GLA /ksf GLA	3.00 1.50	1.00 1.00	1.00 1.00	3.00 1.50	/ksf GLA /ksf GLA	0.67 0.67	1.00 1.00	7 3	0.00 0.00	1.00 1.00	0 0
												Customer Employee Reserved Total			Customer Employee Reserved Total		
												272 83 14 369			310 67 14 391		

Project: Downtown Uldah Parking Improvement Study
Description: Future Parking Demand Scenario B

December																					
Weekday Estimated Peak-Hour Parking Demand																					
	Monthly Adj.	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM	12 AM	
Community Shopping Center (<400 ksf)	100%	-	2	6	13	23	32	38	43	43	43	40	38	38	36	31	24	14	5	-	
Employee	100%	1	2	5	9	10	11	12	12	12	12	12	11	11	11	11	9	5	2	-	
Fine/Casual Dining Restaurant	100%	-	-	-	-	29	79	147	147	128	79	88	147	238	249	249	249	238	187	62	
Employee	100%	-	9	24	35	42	42	42	42	42	35	35	47	47	47	47	47	47	40	18	
Hotel-Business	87%	30	29	25	22	19	19	18	18	19	19	21	22	24	24	25	27	30	32	32	
Employee	100%	1	4	12	12	13	13	13	13	13	13	12	9	5	3	3	3	3	1	1	
Residential, Rental, Shared Spaces	100%	2	2	2	2	2	1	1	1	1	1	2	2	2	2	2	2	2	2	2	
Reserved	100%	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Office <25 ksf	100%	-	-	1	3	5	2	1	2	5	2	1	1	-	-	-	-	-	-	-	
Employee	100%	2	18	45	57	60	60	54	54	60	60	54	30	15	6	4	2	1	-	-	
Medical/Dental Office	100%	-	-	8	8	9	9	3	8	9	9	8	7	6	3	1	-	-	-	-	
Employee	100%	-	-	2	4	4	4	4	4	4	4	4	4	3	1	1	-	-	-	-	
TOTAL DEMAND	Customer	30	31	40	46	85	141	207	218	204	152	168	213	304	312	308	300	280	224	94	
	Employee	6	35	90	119	131	131	128	128	132	125	119	103	83	70	68	63	58	45	19	
	Reserved	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
		39	69	133	168	219	275	336	347	339	280	290	319	390	385	377	368	341	272	118	
		Current Parking Demand		548	808	848	823	823													
		Added Future Parking Demand		714	827	921	959	970													
		Public Parking Supply		1077	1077	1077	1077	1077													
		Projected Parking Occupancy		0.88	0.77	0.86	0.89	0.90													

Footnote(s):

Project: Downtown Ukiah Parking Improvement Study
Description: Future Parking Demand Scenario B

11/20/2007

SHARED PARKING DEMAND SUMMARY

PEAK MONTH: DECEMBER -- PEAK PERIOD: 8 PM, WEEKEND

Land Use	Project Data Quantity Unit		Weekday					Weekend					Weekday			Weekend		
			Base	Mode	Non-	Project	Unit	Base	Mode	Non-	Project	Unit	Peak Hr	Peak Mo	Estimated	Peak Hr	Peak Mo	Estimated
			Rate	Adj	Captive	Rate		Rate	Adj	Captive	Rate		Adj	Adj	Parking	Adj	Adj	Parking
Community Shopping Center (<400 ksf)	17,152	sf GLA	2.90	1.00	0.95	2.78	/ksf GLA	3.20	1.00	1.00	3.20	/ksf GLA	0.80	1.00	38	0.85	1.00	38
Employee			0.70	1.00	1.00	0.70	/ksf GLA	0.80	1.00	1.00	0.80	/ksf GLA	0.95	1.00	11	0.75	1.00	11
Fine/Casual Dining Restaurant	17,152	sf GLA	15.25	1.00	0.95	14.49	/ksf GLA	17.00	1.00	1.00	17.00	/ksf GLA	0.95	1.00	236	1.00	1.00	292
Employee			2.75	1.00	1.00	2.75	/ksf GLA	3.00	1.00	1.00	3.00	/ksf GLA	1.00	1.00	47	1.00	1.00	51
Hotel-Business	50	rooms	1.00	1.00	0.95	0.95	/rooms	0.90	1.00	1.00	0.90	/rooms	0.75	0.87	24	0.80	0.87	24
Employee			0.25	1.00	1.00	0.25	/rooms	0.18	1.00	1.00	0.18	/rooms	0.40	1.00	5	0.55	1.00	5
Residential, Rental, Shared Spaces	3	units	0.50	1.00	1.00	0.50	/unit	0.50	1.00	1.00	0.50	/unit	0.90	1.00	2	0.98	1.00	2
Reserved	1	sp/unit	1	1.00	1.00	1	/unit	1	1.00	1.00	1	/unit	1.00	1.00	3	1.00	1.00	3
Guest	3	units	0	1.00	1.00	0	/unit	0	1.00	1.00	0	/unit	0.80	1.00	0	1.00	1.00	0
Office <25 ksf	17,152	sf GLA	0.30	1.00	1.00	0.30	/unit	0.03	1.00	1.00	0.03	/unit	0.05	1.00	0	0.00	1.00	0
Medical/Dental Office	2,859	sf GLA	3.00	1.00	1.00	3.00	/ksf GLA	3.00	1.00	1.00	3.00	/ksf GLA	0.67	1.00	6	0.00	1.00	0
Employee			1.50	1.00	1.00	1.50	/ksf GLA	1.50	1.00	1.00	1.50	/ksf GLA	0.67	1.00	3	0.00	1.00	0
															Customer	Customer		
															Employee	Employee		
															Reserved	Reserved		
															Total	Total		
															304	352		
															83	69		
															3	3		
															390	424		

Meter Payback Calculator v.3

	Likely	Ambitious	Super-Ambitious	Thriving	Conservative
Number of Days/Wk Enforced	5	5	5	5	5
Hours/Day Enforced (8-6)	10	10	10	10	10
Rate/Hr	\$ 0.50	\$ 0.50	\$ 0.75	\$ 0.75	\$ 0.50
Estimated Occupancy %	0.75	0.85	0.75	0.85	\$ 0.60
Gross Revenue per Meter/Week	\$ 18.75	\$ 21.25	\$ 28.13	\$ 31.87	\$ 15.00
Payoff Time (Weeks)	42.67	37.65	28.44	25.1	53.33
First Year Estimated Gross Revenue/Meter	\$ 174.94	\$ 304.94	\$ 662.63	\$ 857.44	\$ (19.95)
Second Year Estimated Gross Revenue/Meter	\$ 975.00	\$ 1,105.00	\$ 1,462.50	\$ 1,657.50	\$ 780.00
Purchase Cost of Meter (per space)	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
Quantity of Meters	431	431	431	431	431
Total for all Meters in Year 1	\$ 75,399	\$ 131,429	\$ 285,594	\$ 369,557	\$ (8,598)
Total for all Meters in Year 2	\$ 420,225	\$ 476,255	\$ 630,338	\$ 714,383	\$ 336,180

* Revenue totals do not include violations (est. \$50,000/yr)

Estimated cost to purchase 431 meters: \$344,800



AGENDA SUMMARY REPORT

SUBJECT: Annual Update/Presentation Regarding Visit Ukiah and Authorization to Negotiate the Possible Transfer of Administration for the Program to Another Entity.

DEPARTMENT: Economic Development

PREPARED BY: Shannon Riley

ATTACHMENTS:

[Attachment 1 - Summary of Business Forum and FAQ Revised](#)

Summary: Visit Ukiah is the destination marketing program for the Ukiah area. As such, a team of City Staff and volunteers manage the Ukiah Visitor Center, run a marketing campaign in popular magazines and visitor guides, and handle various other tourism-related projects. The program is entirely funded by a portion of the transient occupancy tax paid by visitors in Ukiah lodging establishments. The Council will receive a presentation regarding Visit Ukiah's activities and accomplishments over the last year and consider transferring the administration of the program to another entity.

Background: In 2007, Ukiah residents voted to increase the transient occupancy tax (TOT) from 8% to 10% in part to create a mechanism for funding the promotion of tourism to the Ukiah area. Originally, the Chamber of Commerce was designated as the administrative agency; however, as the Chamber changed administration and focus, the organization determined that they no longer wished to host the program. In 2011, the City Council determined that the program would be coordinated by City Staff under the direction of the TOT Task Force, which is made up of community volunteers who represent various segments of the tourism industry.

Though TOT revenue is tracked through the lodging establishments only, tourism produces an expansive

RECOMMENDED ACTION: Receive presentation and direct Staff to negotiate the possible transfer of the administration of the program to another entity.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 75012700 - \$137,455

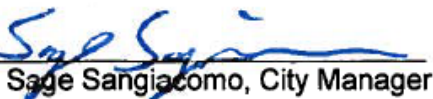
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Transient Occupancy Tax

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved:


Sage Sangiacomo, City Manager

multiplier effect within the community; restaurants, gas stations, retail shops, business services and more also benefit from increased tourism. In fact, in Mendocino County, the tourism industry employs over 7,000 people, generates over \$19 million in tax revenue for local governments, and results in over \$456 million of travel spending.

The strength of Ukiah's tourism base is its diversity. The weekday traffic is largely composed of business travel, which is nearly as heavy as the weekend leisure travel. This is largely because Ukiah is an ideal hub for businesses that have Bay Area, Sacramento area, coastal and north county presences; the Conference Center is the epicenter for these gatherings and a critical asset for Ukiah. At the same time, leisure tourism has expanded rapidly, as has Ukiah's reputation as a wedding destination.

Discussion: Since the City's administration of the program, TOT revenue has more than doubled, and is thus earning well over \$1 million per year for Ukiah's General Fund. The remarkable growth of Ukiah's tourism market is noteworthy and has significantly outperformed other local and regional markets. For example, TOT revenue in Mendocino County (including Ukiah) increased 4.8% between 2106-2017; in the same period, Ukiah's TOT revenue increased 13.8%. Statewide, travel spending only increased about 3.1%.

The total 2018-19 operating budget for the Visit Ukiah program is roughly \$140,000, or 1% of the total TOT revenue, an amount that changes annually based on the actual TOT dollars collected. This budget covers staffing for the Visitor Center, a marketing program that includes magazines like Sunset and VIA, brochure design and printing, website maintenance, postage and office supplies, trade shows, and more.

Staff and the Task Force work hard to maximize the limited budget. Successful programs have included advertising support to help Ukiah-area businesses afford visitor-oriented marketing, sharing trade show costs with partners, and taking advantage of last-minute "remnant ads" that can be shared with other advertisers.

One of the primary reasons that the Visit Ukiah program has been so successful is that the administration and overhead costs have been extremely low under the City's management; therefore, the vast majority of the budget can be dedicated to marketing and other direct services.

The success of the Visit Ukiah program warrants consistent staffing attention, which is often difficult for City Staff to provide. To date, however, the ability to dedicate the bulk of the budget to direct services has outweighed that challenge.

A new opportunity has arisen that Staff believes warrants serious consideration--a possible merger between the Greater Ukiah Chamber of Commerce, the Ukiah Main Street Program, and Visit Ukiah. By sharing the administration and overhead with two other entities, a similar economy of scale can be established while providing additional staffing support.

The proposed merger, which has been at the active discussion level within all three organizations, has also received support at a public forum held on October 22nd and through extended outreach. A summary of that public forum and additional details are provided as Attachment #1.

The concept would allow the three organizations to share costs, eliminate redundancies, and strengthen their core missions by providing additional staff and resources. While each program would remain intact in the form of an advisory board, they would also have equal representation on the governing Executive Board. Assuming current levels of funding remain somewhat static, the new organization would share a full-time Executive Director, a part- or full-time Event Coordinator, and full time administrative support.

The Visit Ukiah Task Force has discussed this proposition at length, both internally and with ad hoc committees from the Chamber and Main Street. There are significant advantages that a merger could provide; however, Staff and the Task Force agree that such a venture should only be undertaken if certain conditions can be met:

the majority of the TOT budget must still be dedicated to direct services (active promotion of the Ukiah area), and Visit Ukiah would still maintain separate branding and its own website and social media sites. Additionally, the managing entity would still be accountable to the City of Ukiah Staff and Council for performance of the program.

While each of the three boards/task force have voted to continue the exploration of a merger, many of the logistics are yet to be resolved. For Visit Ukiah, this important change is only beneficial if the shared costs are split three ways; continued discussion will require commitment from each. Therefore, the Visit Ukiah Staff and Task Force are seeking Council's authorization to negotiate the possible transition of the program to the merged entity, providing the aforementioned conditions can be met. An official transfer requires City Council action and a Resolution; as such, a future item would be brought to the Council in the event that negotiations are successful.

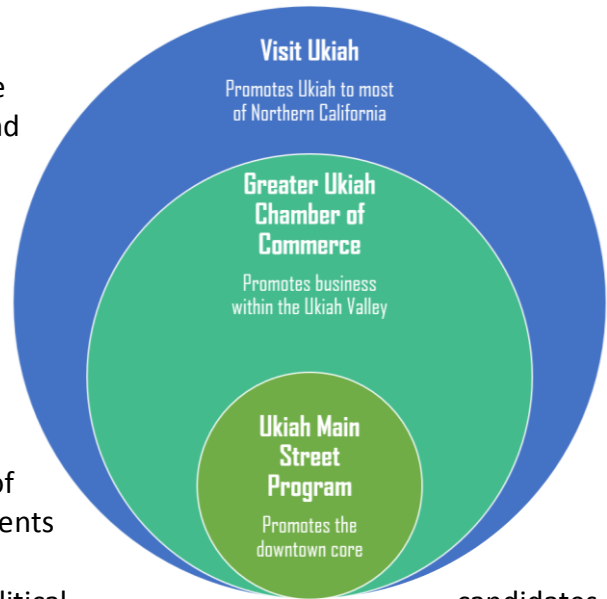
When the City Council discussed the administration of the TOT program in 2011, it was determined that, at that time, there was no other entity that could more efficiently and proficiently operate the program. Visit Ukiah is encouraged by the spirit of collaboration within this recent merger conversation, and for the first time since 2011, sees an opportunity to grow the program in a positive, efficient manner.

Frequently Asked Questions: Proposed Merger of the Chamber, Main Street, and Visit Ukiah

First, some general info about each organization:

Greater Ukiah Chamber of Commerce

- Operates out of the Ukiah Valley Conference Center with a full-time Executive Director and a volunteer board; accesses resources from the State and National Chamber organizations
- Has been active in Ukiah since at least 1950
- Represents all types of businesses and nonprofits on a membership basis
- Is a 501c6, a special type of nonprofit organization that allows for the promotion of for-profit businesses and political endorsements
- In 2003, the local Chamber elected to stay politically neutral and stopped endorsing political candidates.
- In 2011, the local Chamber elected to focus on member services and discontinued the visitor attraction program and the management of the Visitor Center.
- From 1998 - 2011, the Chamber received \$25,000 per year from the Ukiah Redevelopment Agency. Redevelopment agencies were dissolved in 2011, resulting in a significant loss of operating revenue for the Chamber.
- The Chamber manages a scholarship program for local high school students, and helped bring the Mendocino County Construction Corps to our area.
- Major events and activities include the Celebration of Commerce, the beer/wine booth at Pumpkinfest, the holiday trolley (shared with Main Street Program), Chamber mixers, ribbon cuttings, and miscellaneous business and workforce education programs.



Ukiah Main Street Program (UMSP)

- Local Main Street Program was formed in 1987; was previously the Downtown Merchants' Association. Designed to focus on four "points": historic preservation, design (aesthetic improvements), promotion, and organization (governance of the program)
- Operates out of the Ukiah Valley Conference Center with a part-time Executive Director and a volunteer board (currently without an Executive Director); accesses resources from the State and National Main Street Programs
- Serves businesses in the Downtown Business Improvement District, which extends from Norton to Gobbi, Oak to Main. The Business Improvement District (BID) was formed in 1982 to help provide improvements to the historic downtown; all businesses in this area pay mandatory additional business license fees to fund the District. The current fees collected are approximately \$15,000 per year.

Frequently Asked Questions: Proposed Merger of the Chamber, Main Street, and Visit Ukiah

- In 1997, the Main Street Board was named as the Advisory Committee to the City Council for the Business Improvement District, which made them the administrators of the money collected from the BID.
- From 1998 - 2011, the UMSP also received \$20,000 per year from the Ukiah Redevelopment Agency. Redevelopment agencies were dissolved in 2011, resulting in a significant loss of operating revenue for the program.
- Major events and activities include Taste of Downtown, Pints in the Plaza, the historic plaque program, the beer/wine booth at Sundays in the Park, Comedy Alley, End-of-Summer Show and Shine (car show), Downtown Trick-or-Treating, holiday trolley (shared with Chamber), and more.

Visit Ukiah

- Visit Ukiah is the area's visitor attraction program, formed in 2006 by the voters of Ukiah.
- It is funded entirely by Transient Occupancy Tax (lodging bed tax) from guests in Ukiah lodging establishments for the purpose of generating additional visitors to the area.
- When the program was first formed, the Chamber was named as the administrative agency, which resulted in a performance agreement between the Chamber and the City of Ukiah; in 2011, the Chamber elected to stop administering the program and the visitor center; since that time, the program has been operated as a division of the City of Ukiah.
- Visit Ukiah operates the Visitor Center in the Ukiah Valley Conference Center and is managed by a volunteer board representing various segments of the hospitality industry and two City of Ukiah staff (as a small part of their other job responsibilities).
- Visit Ukiah manages advertising in major publications (Sunset, VIA, etc.) and travel guides, hosts the VisitUkiah.com website and social media sites, represents the area at travel trade shows, and partners with Visit Mendocino to expand advertising reach.
- Since 2011, the revenue generated by transient occupancy tax has more than doubled; all revenue stays in the program.

What is the proposal?

The proposal is to merge all three organizations in an effort to share costs, eliminate redundancies, and strengthen their core missions by providing additional staff and resources. While each program would remain intact in the form of an advisory board, they would also have equal representation on the governing Executive Board. (See Organization Chart, Attachment 1.) Assuming current levels of funding remain somewhat static, the new organization would share a full-time Executive Director, a part- or full-time Event Coordinator, and full time administrative support.

Why is a merger being proposed?

With similar missions, there is an opportunity to share overhead costs and redirect more money and resources into the direct services and members. The idea of a merger between the Chamber and UMSP has come up several times in the past—usually when one or the other is without an

Frequently Asked Questions: Proposed Merger of the Chamber, Main Street, and Visit Ukiah

Executive Director. Across the nation, these types of program have merged numerous times. Also across the nation, Chambers and Visitor Attraction Programs (like Visit Ukiah) have merged. This proposal is somewhat unique in that it includes all three.

What prevents a stronger/more financially-established group from drowning out the others?

The merged organization would be governed by an Executive Board that is comprised of three members from each group, ensuring equal representation. Advisory boards for each group are responsible for developing and carrying forward the core missions/activities of their entities.

How is this decision being made?

Once the concept came up, an informal brainstorming session was held for the staff and board members of all three entities. Here, a SWOT (Strengths-Weaknesses-Opportunities-Threats) analysis was done; questions and concerns were aired. Next, each board designated a subcommittee to do additional exploration. Collectively and individually, these subcommittees met, reporting back to the full boards on a monthly basis. Once a full picture was developed, including a draft organization chart and income/expense report (see attachments 1 and 2), a public forum was held (October 22, 2018). This document represents a summary of that forum.

How is the City of Ukiah involved?

Currently, City staff administers the Visit Ukiah program. Additionally, a City staff member and a City Councilmember serve as the liaisons on both the Chamber and the UMSP's boards. Under the proposed structure, City staff would *no longer* administer the Visit Ukiah program. A staff and Council liaison would still serve, as non-voting members, on the Executive Board.

It is important to note that there are two components that require accountability and reporting to the City on an ongoing basis: the money that is received from the Business Improvement District (currently roughly \$15,000 per year) and the Transient Occupancy Tax for the Visit Ukiah program.

Who would staff the merged organization?

The recommendation is that job descriptions for the Executive Director and the Event Coordinator would be developed jointly and published, to be followed by an open and transparent hiring process.

What would the business structure look like?

Both the Chamber and UMSP have nonprofit status. They are two different kinds, both of which are valuable and important for different reasons. There are existing models for how they can both be retained within a single entity; professional legal/tax advice would be sought on the best way to accomplish this. The proposed organizational structure allows for increased partnership while maintaining membership to the State and National Chamber and Main Street organizations.

Frequently Asked Questions: Proposed Merger of the Chamber, Main Street, and Visit Ukiah

What concerns have been brought up?

The most common concern has been the fear of one organization being “swallowed up” by another. This is why the draft organization chart was created with an Executive Board that has equal representation. Advisory boards for each group continue the core work that they are already doing, only with additional staff for implementation.

Another concern is a possible loss of revenue, particularly from Chamber members. It would be imperative that the merged organization provided tangible enhanced benefits to ALL members. With built-in collaboration and additional staff to support the missions, the new organization should be able to provide even more value—return on investment—for the money.

Also, change is scary. These organizations have been around for a long time and this proposal is a major change. There’s no way around this, other than the fact that any of these changes can be undone at any time.

What are the possible benefits?

The shared resources (rent, staffing, office equipment, etc.) will mean that more of the money can be put back into the members and the execution of the core missions.

The community is often confused about who is responsible for what; a merged organization would provide a single point of contact for visitors and the business community alike.

It has been difficult to attract and retain staff for both the Chamber and UMSP. With a more attractive salary and benefits package, as well as support staff, the likelihood of success is greater.

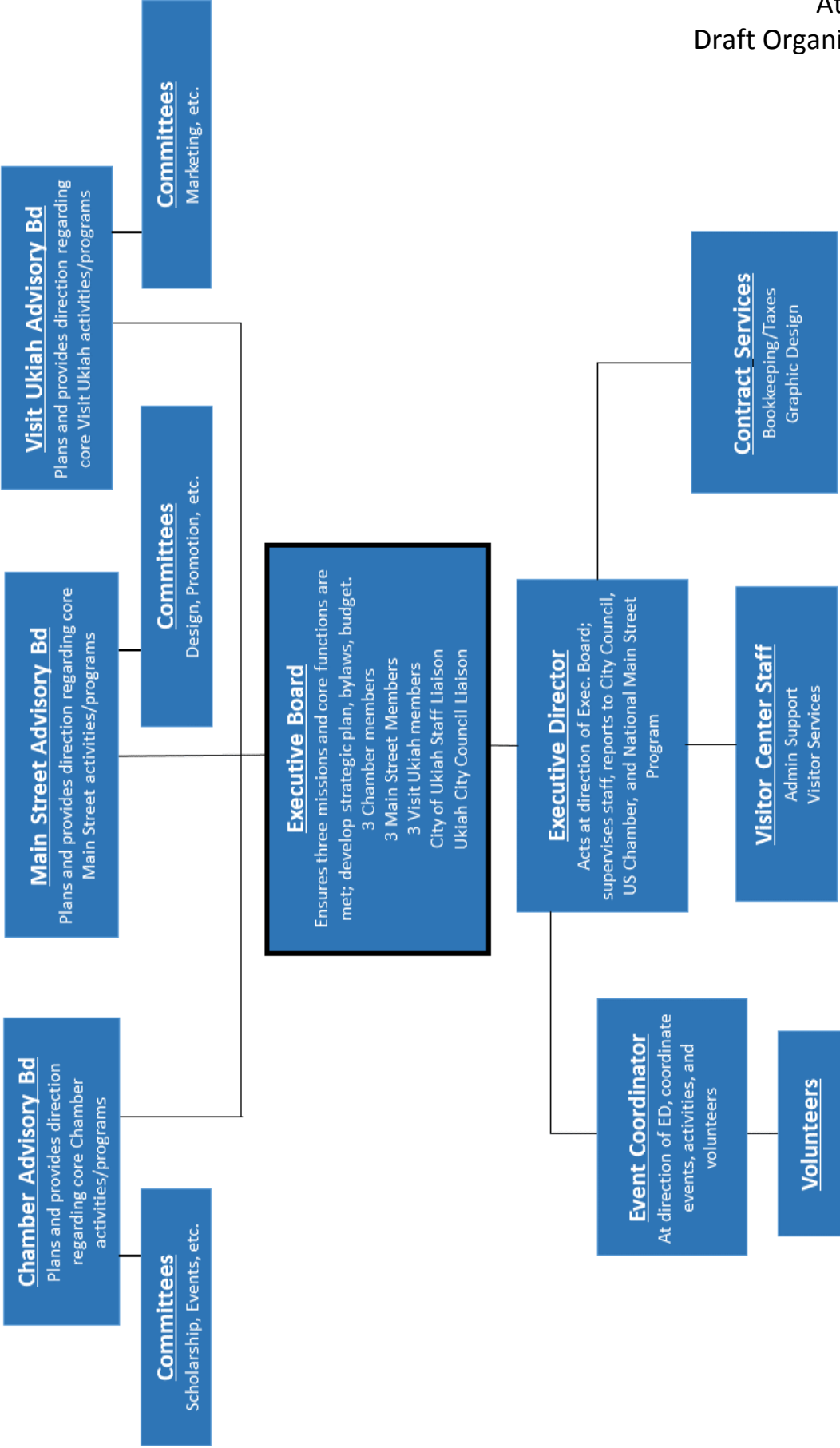
What are the next steps?

First and foremost, each organization will continue to seek input from their stakeholders. Then, in order for a three-way merger to occur, the City Council would need to approve “handing off” the Visit Ukiah program to another organization. Providing there is support in these areas, a transition plan would be developed, likely resulting in a phased approach to the merger. A complete transition could take several months, if not longer, and assurances would be made to avoid any gaps in service during that time.

Where can I get more information?

Contact any of the three organizations and/or their board members:

- Greater Ukiah Chamber of Commerce: 462-4705
- Ukiah Main Street Program: 462-6789
- Visit Ukiah: 467-5793



Attachment 2:
Draft Income/Expense Report

Income/Expense Report for Merged Organization - Draft				
Sources of Revenue				
	Downtown Improvement District Fees	\$15,000	Restricted to downtown improvement and activities	
	TOD and Misc. UMSP Fundraisers	\$50,000		
	Chamber memberships	\$100,000		
	Misc. Chamber Fundraising	\$10,000		
	TOT Revenue	\$140,000	Partially restricted; but will pay share of admin	
		\$315,000		
Expenses				
	Rent	\$12,000	Estimated; 1 ofc plus Visitor Center and work rm	
	Salary - Exec. Dir.	\$80,000	Includes benefits, taxes, etc.	
	Wages - Visitor Center Staff	\$20,000		
	(Optional) Event Coordinator, P/T	\$30,000	Estimated (F/T \$50,000 Estimated)	
	Advertising (Visit Ukiah)	\$70,000	Approximation of dedicated marketing funds	
	Supplies/Postage	\$5,000		
	Events/Promotion	\$10,000		
	Bookkeeping (Contract)	\$8,000	Estimated	
	Misc. Contract Labor (Design, etc.)	\$5,000		
	Trade Shows (Visit Ukiah)	\$6,000		
	Website Updates	\$1,000		
	Total Expenses	\$247,000	(\$267,000 w/ F/T Event Coordinator)	



AGENDA SUMMARY REPORT

SUBJECT: Determination of Notification of Intent to Adjust Curbside Collection and Transfer Station Service Rates.

DEPARTMENT: Administration

PREPARED BY: Daniel Buffalo

ATTACHMENTS:

[Attachment 1 - UWS Rate Package to City 8.15.18 \(curbside\)](#)

[Attachment 2 - SWS Rate Package to City 8.15.18 \(transfer station\)](#)

[Attachment 3 - Solid Waste Confirmation ASR, Supporting Slides, 11-7-18.pdf](#)

Summary: The City Council is asked to receive and review a determination from the City Manager of proposed rates, as intended to be adjusted by Ukiah Waste Solutions, Inc. and Solid Waste Systems, Inc. for curbside and Ukiah Transfer Station services, respectively. The proposed rate adjustments are, by contract, allowed annually to address cost increases borne by the City's franchise solid waste contractor. Those operating costs are limited and specifically identified by contract as pass-through or affected by inflation, measured by the consumer price index (CPI-u).

Background: Pursuant to contracts between the City of Ukiah and Ukiah Waste Solutions, Inc., and City of Ukiah and Solid Waste Systems, Inc. (collectively referred to herein as "Company"), notices of intent were submitted to the City by Company on August 15, 2018, of adjustments to collection rates for residential and commercial curbside service and rates for Ukiah Transfer Station services, effective January 1, 2019. These

RECOMMENDED ACTION: Confirm the determination of the City Manager of compliance with the provisions of the agreements between the City of Ukiah and Ukiah Waste Solutions, Inc. and Solid Waste Systems, Inc. regarding the company's notice of intent to adjust curbside collection and transfer station rates.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

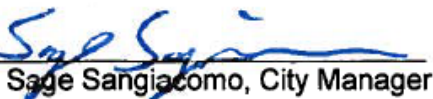
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

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

Approved:


Sage Sangiacomo, City Manager

notices are allowed by contract annually, and any subsequent adjustments to rates are applied to the next calendar year, effective January 1.

Discussion: As is required by contract, the City Manager reviewed the notices of intent. The Finance Department was tasked to review the methodology used by Company to arrive at the proposed rate adjustments to evaluate its conformity with the respective contracts. The elements of the proposed rate adjustment are limited to pass-through costs, including changes to the consumer price index (CPI-u) for the San Francisco-Oakland-San Jose area. Specifically, the elements under review consist of the changes in cost to the following:

Curbside collection costs:

- fuel
- landfill disposal fees for garbage
- landfill disposal fees for mixed organic waste
- recycling processing costs
- operating costs affected by inflation (CPI-u)

Transfer Station costs:

- fuel
- disposal and processing costs of garbage and recycling
- property tax based on tonnage
- operating costs affected by inflation (CPI-u)

The determination by the Finance Department, after review and testing of the information provided by Company, is that the calculations and supporting documentation used by Company appear correct and reasonable. For curbside collection services, Company calculated cost increases of \$312,046, which equates to an average of 8.04 percent increase to all residential and commercial accounts. For transfer station services, cost increases calculated by Company equate to \$247,998, resulting in an increase in revenue requirements of 3.89 percent.

Calculations and supporting documentation provided by Company, including adjusted rate schedules, for curbside services adjustments are attached here as Attachment 1.

Calculations and supporting documentation provided by Company, including adjusted rate schedules, for Ukiah Transfer Station services are attached here as Attachment 2.

The City Council must complete its review of the Company's notices of intent and either confirm that the intention to adjust rates conforms to the provisions of the contracts for curbside services and transfer station services or establish by mutual agreement with Company any necessary changes to the proposed rates so that it can make such confirmation. The City must provide customers notice of proposed rate adjustments for curbside collection and transfer station services by December 1, 2018.

Staff recommends the Council confirm the determination of the City Manager that the notice of intent to adjust rates by Company are in compliance with the respective contracts between the City and Company. Per the contract, action must be taken prior to November 20th. In conjunction with this report, Staff has prepared an overview presentation that is included as Attachment #3.

**Ukiah Waste Solutions, Inc.
P.O. Box 60
Ukiah, CA 95482**

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

August 15, 2018

RE: UWS letter of intention to adjust rates.

Dear Mr. Sangiacomo,

Please accept this letter as our formal notification of intention to adjust each of the current Ukiah Waste Solutions, Inc. rates effective as of January 1, 2019 in accordance with Section 6.1 "Establishment of Rates" of the Second Amended and Restated Waste Collection Agreement dated December 20, 2017.

Thank you,

UKIAH WASTE SOLUTIONS, INC.

David M. Carroll

David M. Carroll
President

Cc: Dan Buffalo

**Ukiah Waste Solutions Curbside Rate
Annual Adjustment Calculations
Effective Date January 1, 2019**

<u>Comparison Year Costs</u>		Index	Increase / Decrease Allowed	
TOTAL COSTS	<u>\$3,954,982.92</u>			
Less: Fuel Cost	\$163,204.73	Fuel	44,908.62	
Less Disposal Fees - Garbage	\$1,078,439.49	SWS TS Gate	41,735.61	
			0.00	
Less: Disposal Fees - Mixed Organic Waste	\$82,498.92	Negotiated	4,264.19	
Less: Processing - Recycling	\$74,583.75	Contract	74,583.75	
			0.00	
Less City Landfill Closure Costs	\$60,000.00	Set by City	0.00	
Less City Commercial Oversight fee	\$9,999.96	Set by City	0.00	
Collection Costs	<u>\$2,486,256.07</u>			
Change in Franchise Fee & Billing Costs			49,341.24	
Collection COSTS Subject to CPI adj.	<u>\$2,486,256.07</u>	CPI BA	97,212.61	
Per Adjustment Summary			<u>312,046.02</u>	TOTAL
<u>Revenue base</u>	Residential	Commercial	Roll Off	Commercial & RO Revenue
	26.37%	64.22%	9.42%	100.00%
	\$1,023,516.41	\$2,492,573.68	\$365,466.18	\$3,881,556.27
2017 Comparison Year Revenue	\$1,023,516.41	\$2,492,573.68	\$365,466.18	\$3,881,556.27
Fuel Cost	\$11,841.82	\$28,838.44	\$4,228.35	\$44,908.61
Disposal Fees - MOW	\$1,124.41	\$2,738.29	\$401.49	\$4,264.19
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
Processing - Recycle	\$19,866.77	\$47,894.58	\$7,022.40	\$74,583.75
Landfill closure cost	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Oversight fee	\$0.00	\$0.00	\$0.00	\$0.00
Other Regulatory & Governmental Costs	\$0.00	\$0.00	\$0.00	\$0.00
Disposal Fees - Garbage	\$11,005.14	\$26,800.87	\$3,929.60	\$41,735.61
CPI adjustment	\$25,633.71	\$62,425.89	\$9,153.01	\$97,212.61
Total before franchise and billing fees	\$1,092,788.26	\$2,661,271.75	\$390,201.03	\$4,144,261.04
Franchise & Billing Fees	\$15,206.02	\$29,770.25	\$4,364.97	\$49,341.24
Adjusted revenue	<u>\$1,107,994.28</u>	<u>\$2,691,042.00</u>	<u>\$394,566.00</u>	<u>\$4,193,602.28</u>
Revenue Adjustment	<u>\$84,477.87</u>	<u>\$198,468.32</u>	<u>\$29,099.82</u>	<u>\$312,046.01</u>
Rate adjustment as a percent				8.04%

**Ukiah Waste Solutions Curbside Rate
Annual Adjustment Calculations
Effective Date January 1, 2019**

Fuel - June to June (EIA Petroleum & Other Liquids)

See Fuel Cost Adjustment Worksheet

CPI Bay Area - June to June (Index)

June 2016	June 2017	Index Increase (Decrease)
275.304	286.062	10.758
CPI % Change		3.91%

Transfer Station Fee (Disposal Fees - Garbage) Jan to Jan

January 2016	January 2017	Increase (Decrease)
\$98.30	\$102.10	\$3.80
Transfer Station Fee % Change		3.87%

Mixed Organic Waste Disposal Fee (Disposal - Green Waste) Jan to Jan

	June 2016	June 2017	Increase (Decrease)
PRS 90% CPI Jun to Jun	244.955	251.989	7.034 2.58%
CCC 90% CPI Jun to Jun	244.955	251.989	7.034 2.58%
	\$41.51	\$43.66	5.17%
Disposal Fee - Green Waste % Change			5.17%

Landfill Closure Costs Jan to Jan

January 2016	January 2017	Increase (Decrease)
\$60,000.00	\$60,000.00	\$0.00
Landfill Closure Costs % Change		0.00%

Commercial Oversight Fee Jan to Jan

January 2016	January 2017	Increase (Decrease)
\$10,000.00	\$10,000.00	\$0.00
Commercial Oversight Fee % Change		0.00%

Recycle Credit June to June

	Tons	Value/Ton	Credit
June 2016	0.00	\$0.00	\$0.00
Recycle Credit			\$0.00

City Franchise Fee	15%	City Billing Fee - Residential Customers	3%
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Ukiah Waste Solutions, Inc.
2019 RATE ADJUSTMENT

Effective Date January 1, 2019

SUMMARY OF RATE ADJUSTMENT FOR STANDARD SERVICES

YEAR 2019 Service Level	Current 2018 Rate	New 2019 Rate	Effective Percentage Adjustment	Total Monthly Adjustment	Rate Per Gallon / Yard
<u>Curbside Service</u>					
No Service Minimum Charge	\$ 10.00	\$ 10.00	0.00%	\$ -	\$ 1.000
20 gallon can rate	\$ 17.12	\$ 18.50	8.06%	\$ 1.38	\$ 1.850
32 gallon can rate	\$ 18.63	\$ 20.13	8.05%	\$ 1.50	\$ 0.629
68 gallon can rate	\$ 44.03	\$ 47.57	8.04%	\$ 3.54	\$ 0.700
95 gallon can rate	\$ 62.02	\$ 67.01	8.05%	\$ 4.99	\$ 0.705
Other combinations - rate per gallon	\$ 0.73	\$ 0.79	8.22%	\$ 0.06	\$ 0.790
1 yard bin rate	\$ 131.80	\$ 142.40	8.04%	\$ 10.60	\$ 142.40
1.5 yard bin rate	\$ 155.74	\$ 168.26	8.04%	\$ 12.52	\$ 112.17
2 yard bin rate	\$ 207.67	\$ 224.37	8.04%	\$ 16.70	\$ 112.19
3 yard bin rate	\$ 311.48	\$ 336.52	8.04%	\$ 25.04	\$ 112.17
4 yard bin rate	\$ 415.31	\$ 448.70	8.04%	\$ 33.39	\$ 112.18
6 yard bin rate	\$ 622.97	\$ 673.06	8.04%	\$ 50.09	\$ 112.18
<u>Packout Service</u>					
20 gallon can rate	\$ 21.48	\$ 23.21	8.05%	\$ 1.73	\$ 0.725
32 gallon can rate	\$ 24.40	\$ 26.36	8.03%	\$ 1.96	\$ 0.824
68 gallon can rate	\$ 57.31	\$ 61.92	8.04%	\$ 4.61	\$ 0.911
95 gallon can rate	\$ 82.79	\$ 89.45	8.04%	\$ 6.66	\$ 0.942
Other combinations - rate per gallon	\$ 0.89	\$ 0.96	7.87%	\$ 0.07	\$ 0.960
<u>Remote Area Service</u>					
Add to the Packout Service rate.	\$ 8.14	\$ 8.79	7.99%	\$ 0.65	N/A
In areas with limited access, an additional fee is charged to fund the costs of special equipment and special handling necessary to provide garbage pickup services. This fee is in addition to the "Packout Service" fee listed in this schedule.					
<u>Commercial / Multi-Family Service</u>					
20 gallon can rate	\$ 17.76	\$ 19.19	8.05%	\$ 1.43	\$ 0.600
32 gallon can rate	\$ 20.68	\$ 22.34	8.03%	\$ 1.66	\$ 0.698
68 gallon can rate	\$ 48.87	\$ 52.80	8.04%	\$ 3.93	\$ 0.776
95 gallon can rate	\$ 68.87	\$ 74.41	8.04%	\$ 5.54	\$ 0.783
1 yard bin rate	\$ 131.80	\$ 142.40	8.04%	\$ 10.60	\$ 142.40
1.5 yard bin rate	\$ 155.74	\$ 168.26	8.04%	\$ 12.52	\$ 112.17
2 yard bin rate	\$ 207.67	\$ 224.37	8.04%	\$ 16.70	\$ 112.19
3 yard bin rate	\$ 311.48	\$ 336.52	8.04%	\$ 25.04	\$ 112.17
4 yard bin rate	\$ 415.31	\$ 448.70	8.04%	\$ 33.39	\$ 112.18
6 yard bin rate	\$ 622.97	\$ 673.06	8.04%	\$ 50.09	\$ 112.18

Calculation to adjust fuel costs			
Effective Date January 1, 2018			
Fuel Revenue Adjustment Worksheet, based on Fuel Index change, June to June			
Base Year Fuel Index and Cost	2.782	\$140,867.70	June 2016 after 5 yr Review - Jan 2017
Index Change - New vs. Base Year			
Annual adjustment based on Fuel Index change, year to year (using example fuel index changes)			
2 Fuel index adjustment at June 2017	3.095	11.25%	Plus: Base Year Cost X Index Change
Revenue adjustment for January 2018 rate revision		\$15,847.62	Less: Prior Fuel Cost applied to rate
		\$0.00	
		\$156,715.32	Fuel Cost Allowed Year 2 - 2018
3 Estimated Fuel index adjustment at June 2018	3.982	43.13%	Plus: Base Year Cost X Index Change
Revenue adjustment for January 2019 rate revision		\$44,908.62	Less: Prior Fuel Cost applied to rate
		\$201,623.94	Fuel Cost Allowed Year 3 - 2019
4 Estimated Fuel index adjustment at June 2019	3.982	43.13%	Plus: Base Year Cost X Index Change
Revenue adjustment for January 2020 rate revision		\$0.00	Less: Prior Fuel Cost applied to rate
		\$201,623.94	Fuel Cost Allowed Year 4 - 2020
5 Estimated Fuel index adjustment at June 2020	3.982	43.13%	Plus: Base Year Cost X Index Change
Revenue adjustment for January 2021 rate revision		\$0.00	Less: Prior Fuel Cost applied to rate
		\$201,623.94	Fuel Cost Allowed Year 5 - 2021
6 Estimated Fuel index adjustment at June 2021	3.982	43.13%	Plus: Base Year Cost X Index Change
Revenue adjustment for January 2022 rate revision		\$0.00	Less: Prior Fuel Cost applied to rate
		\$201,623.94	Fuel Cost Allowed Year 6

Recycle Charge or Payment

Ukiah Waste Solutions Tip Fee or (Credit) Schedule			
	Market Value Grid		Tip / Credit
	From	To	
Zero Point	\$115.00	\$154.99	\$0.00
Tip Fee	\$105.00	\$114.99	\$15.00
Charge to Customer	\$95.00	\$104.99	\$25.00
	\$85.00	\$94.99	\$35.00
	\$75.00	\$84.99	\$45.00
	\$74.99	and below	\$55.00
PMT	\$155.00	\$164.99	\$5.00
Payment to Customer	\$165.00	\$174.99	\$10.00
	\$175.00	\$184.99	\$15.00
	\$185.00	\$194.99	\$20.00
	\$195.00	and up	\$25.00

2018	Material CMV	Recycling Tons	Per Ton Tip Fee/Pmt	TOTAL Fee / Pmt
Jan	\$88.02	289.71	\$35.00	\$10,139.85
Feb	\$63.70	224.05	\$55.00	\$12,322.75
Mar	\$61.32	273.59	\$55.00	\$15,047.45
Apr	\$73.37	252.45	\$55.00	\$13,884.75
May	\$77.22	249.77	\$45.00	\$11,239.65
Jun	\$80.99	265.54	\$45.00	\$11,949.30
				\$74,583.75

Ukiah Waste Solutions Curbside Agreement

Effective Date January 1, 2018

		Cost/Rev	Adjustment Period	Adjustment Method	Index Used	Cost Group
1,2	Fuel		Annual	100% of index change	eia Ca #2 Diesel Retail all sellers	Base Rate as Adjusted
	Disposal - Solid Waste		Time to Time	Per TS (SWS) Agreement	N/A	Pass Through
1,2	Operations (all other costs)		Annual	100% of index change	CPI - US Cities CPI-U	Base Rate as Adjusted
3	Recycle Reduction		Annual	Per Recycle Agreement	Rec Market Value Grid - \$5 base	Operating Cost Reduction
1,2	Green Waste Disposal	\$30 / Ton	Annual	Up to CPI (Contractor Choice)	CPI - US Cities CPI-U	Base Rate as Adjusted
1,2,8	Food Waste Disposal (Comm)	Up to \$40 / ton	Annual	Up to CPI (Contractor Choice)	CPI - US Cities CPI-U	Base Rate as Adjusted
4	City Franchise Fee	15%	Time to Time	City Action	N/A	Pass Through
4	City Bill Fee	3%	Time to Time	City Action	N/A	Pass Through
4	City Oversight Fee	\$10,000.00	Time to Time	City Action	N/A	Pass Through
4	City Landfill Closure Fee	\$60,000.00	Time to Time	City Action	N/A	Pass Through
6,9	TOTAL NET COST					

Notes

- 1 Agreement should state mutually agreed upon Index if Index becomes unavailable
- 2 June to June change
- 3 Recycle Agreement with PRS renewable every 5 years with Base Market Value per mixed ton to provide for Rev sharing with City (reduction of operating costs).
- 4 Agreement should state initial rate, subject to change by City action
- 5 Exhibit of calculation to be made part of agreement
- 6 UWS requests new rate by Aug 15, City approves by Oct 15, Pub Notice given by Nov 1, Adjusted Rate goes into effect following January 1.
- 7 Agreement must provide for City Flow Control with language that directs flow to contractor facilities when available.
- 8 FOOD WASTE - UWS will implement a pilot and or full commercial food waste program in place by June 2013 provided proper permits can be obtained
Details still to be worked out.
- 9 Rate change is calced as follows: % annual adjustment X actual prior year (July to June) actual component cost = new funds needed / collection revenue
= % adjustment per rate. New cost adj dollars (fuel, disposal, city fees etc..) need to be adjusted for city fees - CPI adj does not.

RE-OPENER - the contract should have a mutual re-opener for other new items

UWS disposal rate for MOW

Effective Date January 1, 2019

Current 2018 Tip Fee **\$42.12**

PRS 90% CPI 2017 2.58%

CCC 90% of CPI 2017 2.58%

5.17%**MOW Tip Fee 2019 with CPI** **\$44.30**

Cold Creek Compost Increase \$0.00 Additional CCC approved tip increase for next year

NEW MOW Tip Fee 2019 **\$44.30**

**Ukiah Waste Solutions, Inc.
2019 Rate Schedule**

RESIDENTIAL / COMMERCIAL

Residential Carts			1 - 10***	11 - 20	21 - 32	33 - 68	69 - 95	Gallons
	2019 Rates	No Service Fee	1x/WK	1x/WK	1x/WK	1x/WK	1x/WK	
	Roadside	10.00	N/A	18.50	20.13	47.57	67.01	
	Pack Out*	8.79	N/A	23.21	26.36	61.92	89.45	
	Remote**		N/A	32.00	35.15	70.71	98.24	

* Pack Out service is limited to the elderly and disabled who apply directly through Ukiah Waste Solutions @ 707-234-6400.

** The additional charges of Remote service may be required for certain areas with difficult access.

*** 10 gallon containers and rates are longer available to new customers effective January 1, 2018. Existing customers with these containers may continue to use them at the 20-gallon cart rate.

Commercial / Multi-Family Carts			1 - 10***	11 - 20***	21 - 32	33 - 68	69 - 95	Gallon
	2019 Rates							
	1 Can - 1x/WK		N/A	19.19	22.34	52.80	74.41	
	1 Can - 2x/WK				49.64	117.53	165.39	
	1 Can - 3x/WK				82.94	180.20	251.77	
	2 Cans - 1x/WK				49.64	117.53	165.39	

*** 10 gallon containers and rates are longer available to new customers effective January 1, 2018. Existing customers with these containers may continue to use them at the 20-gallon cart rate.

Commercial / Multi-Family Bins			Number of pick-ups per week						Extra
	Yards		1x/WK	2x/WK	3x/WK	4x/WK	5x/WK	6x/WK	Pick-up
	2019 Rates								
	1.0		142.40	0.00	0.00	0.00	0.00	0.00	32.89
	1.5		168.26	336.52	504.78	673.04	841.30	1,009.56	38.86
	2.0		224.37	448.74	673.11	897.48	1,121.85	1,346.22	51.82
	3.0		336.52	673.04	1,009.56	1,346.08	1,682.60	2,019.12	77.72
	4.0		448.70	897.40	1,346.10	1,794.80	2,243.50	2,692.20	103.63
	6.0		673.06	1,346.12	2,019.18	2,692.24	3,365.30	4,038.36	155.44

Extra p/u calculated at 1/wk divided by 4.33

Clean-Up Bins and Boxes		Rate	
		1/1/2019	
3.0 Yd	3 day rental	116.42	
15.0 Yd	7 day rental	263.80	Plus \$102.10 per ton tip fee
20.0 Yd	7 day rental	263.80	Plus \$102.10 per ton tip fee
30.0 Yd	7 day rental	263.80	Plus \$102.10 per ton tip fee
Compactors		263.80	Plus \$102.10 per ton tip fee

Misc Charges		Rate	
		1/1/2019	
Bulky Items (appliances, Lg Tires, Furniture etc..)		29.28	Plus tip fee
Tires - each - (Automotive or motorcycle)		6.17	
Damage Cart Replacement		79.69	
Additional Green Waste or R/C Cart		7.85	
Extra Residential Pick-up		7.65	
Extra Commercial Pick-up		14.27	
Compactor Cleaning		343.51	
Container Cleaning		123.65	
Locking bin, one-time setup fee		39.16	Plus Materials
Replacement Key		13.74	
Contamination Fee		39.23	
Returned Check Fee		35.00	
Roll Off or Bin Extra Day Charge		14.27	
Exchange Cart Size		29.41	
Enclosure Fee - Unlock/Lock or Pull Out/Put In		10.80	

6.1 Establishment of Rates. The service rates specified in Exhibit E to this Agreement (the “Rates”) shall take effect on the Effective Date, subject to approval by the City Council and compliance with the notice and hearing requirements in Article XIII.D of the California Constitution and Government Code Sections 53750 et seq. (collectively, “Proposition 218”). Such Rates shall be adjusted pursuant to Sections 6.2, 6.3, 6.4 and 6.5 below, subject to compliance with the notice and public hearing requirements of Proposition 218 as provided in such Sections. The parties’ agreement to subject the Rates and certain adjustments thereto to the notice and public hearing requirements of Proposition 218 is precautionary only and shall not be deemed an admission that Proposition 218 applies to the Rates or such adjustments. Company shall not charge any amount in excess of the approved Rates for services required by or permitted under this Agreement.

6.2 Modification Based on Consumer Price Index, Fuel Index, Recycling Adjustment and Certain Pass-Through Costs.

(a) Adjustment Calculation. Each Rate shall be adjusted January 1st every year, beginning January 1, 2018 (“Rate Adjustment Date”) to reflect (i) changes in the CPI, (ii) changes in the Fuel Index, (iii) the Recycle Adjustment, and (iv) changes in certain Pass-Through Costs, all by a percentage determined in accordance with the Curbside Rate Calculation attached hereto as Exhibit C (the “Calculation”).

(b) Definitions. For purposes of Rate adjustments pursuant to this Section 6.2 and the Calculation, the following terms shall have the following meanings.

(i) “Base Fuel Costs” means Company’s actual costs for diesel and other fuels used in performing services under this Agreement for the year ended December 31, 2010 or \$200,641.15.

(ii) “Base Revenue” means Company’s total revenue received from Customers during the Comparison Year.

(iii) “Base Year” means the year ended June 30th one year prior to June 30th of the Comparison Year.

(iv) “Comparison Year” means the year ended June 30th immediately prior to the relevant Rate Adjustment Date.

(v) “Commercial Oversight Fees” means the total amount of commercial oversight fees, including any fees or charges adopted to replace or supplement such fees, paid by Company to City in accordance with Section 4 and 6.6 during the Comparison Year.

(vi) “CPI” means the Consumer Price Index, All Urban Consumers, All items in San Francisco-Oakland-San Jose, CA, (Series CUURA422SA0, CUUSA422SA0) (Index 1982-84=100), published by the United States Department of Labor, Bureau of Labor Statistics.

(vii) “Disposal Fees – Garbage” means the actual Disposal Costs paid by Company to SWS for Solid Waste delivered by Company to the Transfer Station during the Comparison Year.

(viii) “Disposal Fees – Green Waste” means the actual Processing Costs paid by Company to PRS or any other Authorized Facility for Green Waste and/or Mixed Organic Waste delivered by Company to the PRS Facility or such Authorized Facility (including pursuant to Section 5.11(d) above), respectively, during the Comparison Year.

(ix) "Fuel Costs" means Company's actual costs for diesel and other fuels used in performing services under this Agreement during the Comparison Year.

(x) "Fuel Index" means the California No.2 Diesel Retail Sales by all Sellers (Dollars Per Gallon) published by the U. S. Energy Information Administration.

(xi) "Landfill Closure Costs" means the total amount of landfill closure fees, including any fees or charges adopted to replace or supplement such fees, paid by Company to City in accordance with Section 4 and 6.6 during the Comparison Year.

(xii) "Recycle Adjustment" means the amount, expressed as a credit or a charge in Exhibit C, that PRS pays Company for Recyclables, or the Company pays as gate fees to PRS to accept and process Recyclables at the PRS Facility, for the Comparison Year, each determined in accordance with the Recyclable Materials Agreement. "Recycle Adjustment" shall replace "Recycle Credit" in any exhibits to this Agreement.

(xiii) "Total Costs" means all of Company's costs to provide Collection services under this Agreement, including, without limitation, labor costs, vehicle and vehicle-related costs, maintenance, insurance, and transportation costs, Fuel Costs and Pass-Through Costs.

(c) Rules. For purposes of Rate adjustments pursuant to this Section 6.2 and the Calculation, the following rules shall apply.

(i) "changes in the CPI" shall be calculated as one hundred percent (100%) of the percentage increase or decrease, if any, in the CPI during the Comparison Year, using the CPI published for June of such Year as compared with the CPI published for June of the Base Year.

(ii) "changes in the Fuel Index" shall be calculated as one hundred percent (100%) of the percentage increase or decrease, if any, in the Fuel Index from June of the Base Year through June of the Comparison Year; provided, however, that, notwithstanding Section 6.2(b)(iii) above, "Base Year" for purposes of the Fuel Index Change shall mean the year ended June 30, 2010; and, provided, further, that the Fuel Index Change adjustment (i.e., Fuel Index Change multiplied by Base Fuel Cost) for any Rate Adjustment Date shall be calculated after removal of such adjustment for the prior Rate Adjustment Date.

(iii) Each adjustment element in the first part of the Calculation will be grossed up for the corresponding increase or decrease in Franchise Fees and Billing Fees (where applicable) resulting from such adjustment.

(iv) Rate adjustments for changes in Commercial Oversight Fees or Landfill Closure Costs that take effect on a date other than January 1st, as well as changes in other Pass-Through Costs, will be determined under Section 6.3 below and not under this Section 6.2.

(d) Procedure. The procedure for Rate adjustments under this Section 6.2 shall be as follows:

(i) Not later than August 15th of each year, Company shall file with the City Manager a written notice of intention to adjust each of the then current Rates effective as of January 1st of the next year in accordance with Section 6.2(a) through (c) above. Said notice shall include the Calculation, documents from which the information used to perform the Calculation was derived, and any other information and documents reasonably requested by the

City Manager to verify that the proposed Rate adjustments comply with Section 6.2(a) through (c), above.

(ii) Within sixty (60) days of the filing of the notice of intention, the City Manager shall review the notice and either confirm that the proposed Rates are within the limit of Section 6.2(a) through (c) above or establish by mutual agreement with Company any necessary changes to the proposed Rates to make such confirmation.

(iii) Not later than October 20th, the City Manager shall inform the City Council in writing of his or her determination regarding the proposed new Rates and the City Council shall be entitled to review and confirm that the proposed Rates are within the limit of Section 6.2 above or establish by mutual agreement with Company any necessary changes to the proposed Rates to make such confirmation, not later than November 20th. Any new Rates shall become effective on the following January 1st, provided that the Company and the City shall give the respective Customers that each bills written notice of the new Rates not later than December 1st.

(iv) In the event that the CPI or the Fuel Index described in Section 6.2(b) above shall be discontinued or materially modified during the term of this Agreement, the parties shall together select a replacement index and/or otherwise change Section 6.2(b) above so as to replicate, as nearly as possible, the mutual intention of the parties to rely on the results of the relevant index described in Section 6.2(b) as in effect on the date hereof.

6.3 Modification Based on Changes in Pass-Through Costs. In addition to adjustments under Section 6.2 above, each Rate shall be adjusted to reflect changes in Pass-Through Costs that are not the subject of Rate adjustments pursuant to Section 6.2 above, as follows. Using the section of the Calculation entitled "Revenue Base," each Rate shall be increased by an amount equal to the increase in applicable Pass-Through Costs, and decreased by an amount equal to the decrease in applicable Pass-Through Costs, in each case so as to cause all the Rates to compensate for such change in Pass-Through Costs as of the date such change becomes effective and either payable by or a benefit to Company, and taking into account the increase or decrease in Franchise Fees and/or Billing Fees payable in respect of such change.

6.4 Five Year Review. Once every five (5) years (beginning no later than April 2, 2021 for purposes of adjusting the Rates effective January 1, 2022), City shall conduct a review for the purpose of determining whether or not the automatic adjustments provided in Sections 6.2 and 6.5 have adequately adjusted the rates to cover the actual increase or decrease in the Company's reasonable operating costs or have exceeded those costs and whether the Rates remain fair to the ratepayer and the Company. Depending on the results of that review the City may increase or decrease the rates. City shall complete each such review and adjustment, if any, at least three months (3) prior to the beginning of such year (by September 30, 2021 in the case of the first such review), and Company shall cooperate with such review. In conducting each such review, City shall consider the following information: financial records of Company (including operating expenses and revenues and Disposal, Processing, Regulatory and other costs of Company, and Company revenues), the factors described in Section 6.5 below, and rates charged for comparable services in similar communities. Increases or decreases in the Rates pursuant to this Section 6.4 shall be subject to the notice and public hearing requirements of Proposition 218. The City may conduct such investigation as it deems necessary to perform this

review and Company shall cooperate with such investigation, which may include the City's inspection and copying of Company records and Review and/or Audit of Company's financial records by a City retained CPA, the costs of which shall be reimbursed to City from Base Revenue but treated as a pass-through cost for rate setting purposes.

6.5 Modification Based on Extraordinary Items. In addition to adjustments under Sections 6.2, 6.3 and 6.4 above, Company may request an increase in the Rates if Company's costs increase or its revenues decrease solely as the result of extraordinary circumstances beyond its control that could not have been reasonably anticipated by Company (such as a Change in Law) and if the increase in costs or decrease in revenues unavoidably adversely affects Company's opportunity to operate at a reasonable profit. Company shall have the burden of producing evidence satisfactory to City demonstrating its need for a rate increase prior to the regular Five Year Review pursuant to Section 6.4 above, including, but not limited to, reviewed or audited financial statements of Company, if requested by City. The City Council shall consider the request in good faith. Any such increase shall only be approved through the notice and hearing requirements in Proposition 218.

6.6 Billing. Company shall bill directly for all Solid Waste, Recyclables, Green Waste and Mixed Organic Waste Collection services provided herein to all Commercial and Institutional Customers, and to those Multi-Family Residential Customers assigned by City to Company for billing. Company and City shall regularly exchange billing lists to avoid double billing and to insure that Company is following the City's direction regarding its direct billing of Multi-Family Residential Customers. City shall bill all Residential Customers (except those currently billed by Company as approved by City) for all Solid Waste, Recyclables, Green Waste and Mixed Organic Waste Collection services hereunder. Each Commercial or Institutional Customer will be billed for one (1) month of service in advance upon commencement of service, and thereafter for one (1) month of service in arrears. Interest of one percent (1%) per month or the highest rate permitted under applicable law, whichever is less, shall be applied to any past due amounts from all Customers until paid in full. Amounts shall be past due if not paid within thirty (30) days of billing. Company shall have the right to refuse service to any Customer that is more than sixty (60) days delinquent on his, her or its account; provided, however, that if the City is forced to take enforcement action against a Customer who has been refused service, Company shall pay the City's costs to take such enforcement action as is necessary to protect public health and safety. Company shall pay City three percent (3%) of the amount billed by City to Residential Customers as a billing fee. City shall pay to Company all amounts billed to Residential Customers, less Billing Fees, Franchise Fees, commercial oversight fees and landfill closure costs (in accordance with Section 4 above), and a delinquency allowance equal to one-half percent (0.5%) of such billings, monthly within thirty (30) days of the end of the calendar month for which the Residential Customers are billed. When permitted by the City's accounting software, the City will reconcile the amount held by City as a delinquency allowance at the end of each calendar quarter and shall pay Company, within thirty (30) days after the end of such quarter, the portion of such amount that exceeds the actual delinquent billings for such quarter.

6.7 Proposition 218. Notwithstanding any other provision in this Agreement, in the event that the Rates or any modifications thereof are invalidated by a final non-appealable

judgment in a court action challenging them as in violation of Proposition 218, and Company's operating costs exceed its revenue for a continuous period of six months since the date of the last Rate adjustment, Company shall have the right, exercisable by written notice to City within ninety (90) days after the entry of such judgment, to terminate this Agreement effective One Hundred Twenty (120) days after City's receipt of such notice.

7. Provisions Applicable to Equipment and Personnel.

7.1 Company shall use in connection with transportation of Solid Waste modern motor dump trucks with water tight bodies, sufficient in number and capacity to efficiently perform the work required by this Agreement and to comply with all applicable legal requirements. Company shall keep the outside of the truck bodies free from dirt and filth, and shall clean the inside of the trucks in a sanitary manner on a regular basis. Suitable measures shall be taken to prevent refuse from falling into public streets or places. Company shall keep all trucks freshly painted in a uniform manner, and the firm name or logo, telephone number, and truck number of each truck shall appear in a conspicuous manner. Company shall keep all trucks in good maintenance and repair, regularly inspect same, keep accurate records of all vehicle maintenance, and replace as needed.

7.2 Company shall not litter premises in the process of making collections nor allow refuse to blow or fall from any vehicle used for collections. Company shall clean up any and all spills, including oil and debris on the streets, resulting from its operations. Should Company fail to promptly clean up such spills resulting from its operations after notice from City, Company shall be liable to City for all reasonable costs incurred by City in doing so.

7.3 Company shall provide suitable operational and safety training for all of its employees who utilize or operate vehicles or equipment for Collection of Solid Waste or who are otherwise directly involved in such Collection. Company shall use its best efforts to assure that all employees present a neat appearance, conduct themselves in a courteous manner, and perform the work as quietly as possible. Company shall also designate one or more qualified employees as supervisors of field operations, who will devote a substantial portion of their time in field checking Collection operations, including responding to complaints.

7.4 City officials shall at all times have access on 24 hours' prior written notice to inspect Company's work during operations and Company's facilities for purposes of ascertaining full knowledge respecting the conduct of Company's operations.

8. Records and Reports.

8.1 Company shall keep and maintain accurate books and records in accordance with the most recently adopted Accounting Standards Codification of generally accepted accounting principles by the Financial Accounting Standards Board clearly showing its revenues and expenses in connection with the operations provided for in this Agreement. Company shall maintain records accounting by category for the tonnage of Solid Waste, Green Waste, Mixed Organic Waste and Source Separated Recyclables Collected pursuant to this Agreement on a

furnishings and operations (-0.5 percent).

Over the year, the index for all items less food and energy advanced 3.7 percent. Components contributing to the increase included other goods and services (6.0 percent), shelter (4.8 percent), and medical care (3.7 percent). Partly offsetting the increases was a price decline in apparel (-7.8 percent).

Table A. San Francisco-Oakland-San Jose CPI-U bi-monthly and annual percent changes (not seasonally adjusted)

Month	2013		2014		2015		2016		2017		2018	
	Bi-monthly	Annual	Bi-monthly	Annual	Bi-monthly	Annual	Bi-monthly	Annual	Bi-monthly	Annual	Bi-monthly	Annual
February	1.3	2.4	1.2	2.4	1.0	2.5	0.9	3.0	0.8	3.4	1.4	3.6
April	0.8	2.4	1.2	2.8	1.1	2.4	0.7	2.7	1.1	3.8	0.8	3.2
June	0.5	2.6	0.7	3.0	0.6	2.3	0.6	2.7	0.3	3.5	0.9	3.9
August	0.1	2.0	0.0	3.0	0.3	2.6	0.7	3.1	0.2	3.0		
October	0.2	1.6	0.5	3.2	0.4	2.6	0.9	3.6	0.6	2.7		
December	-0.4	2.6	-0.9	2.7	-0.3	3.2	-0.3	3.5	-0.1	2.9		

The August 2018 Consumer Price Index for the San Francisco-Oakland-Hayward area is scheduled to be released on September 13, 2018.

Consumer Price Index Geographic Revision for 2018

In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI). As part of the new sample, the index for this area was renamed. Additional information on the geographic revision is available at: www.bls.gov/cpi/georevision2018.htm.

3,912

June 2017 275.304
June 2018 286.062

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 94 percent of the total population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers 28 percent of the total population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 5,000 housing units and approximately 22,000 retail establishments--department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date (1982-84) that equals 100.0. An increase of 16.5 percent, for example, is shown as 116.5. This change can also be expressed in dollars as follows: the price of a base period "market basket" of goods and services in the CPI has risen from \$10 in 1982-84 to \$11.65. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the BLS Handbook of Methods, Chapter 17, The Consumer Price Index, available on the Internet at www.bls.gov/opub/hom/homch17_a.htm.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The San Francisco-Oakland-Hayward, CA. metropolitan area covered in this release is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

Item and Group	Indexes			Percent change from-		
	Apr. 2018	May 2018	Jun. 2018	Jun. 2017	Apr. 2018	May 2018
Expenditure category						
All items	283.422	-	286.062	3.9	0.9	-

Historical Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, all items, by month — Continued

[1982-84=100, unless otherwise noted]

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
1971.....	39.8	39.9	40.0	40.1	40.3	40.6	40.7	40.8	40.8	40.9	40.9	41.1
1972.....	41.1	41.3	41.4	41.5	41.6	41.7	41.9	42.0	42.1	42.3	42.4	42.5
1973.....	42.6	42.9	43.3	43.6	43.9	44.2	44.3	45.1	45.2	45.6	45.9	46.2
1974.....	46.6	47.2	47.8	48.0	48.6	49.0	49.4	50.0	50.6	51.1	51.5	51.9
1975.....	52.1	52.5	52.7	52.9	53.2	53.6	54.2	54.3	54.6	54.9	55.3	55.5
1976.....	55.6	55.8	55.9	56.1	56.5	56.8	57.1	57.4	57.6	57.9	58.0	58.2
1977.....	58.5	59.1	59.5	60.0	60.3	60.7	61.0	61.2	61.4	61.6	61.9	62.1
1978.....	62.5	62.9	63.4	63.9	64.5	65.2	65.7	66.0	66.5	67.1	67.4	67.7
1979.....	68.3	69.1	69.8	70.6	71.5	72.3	73.1	73.8	74.6	75.2	75.9	76.7
1980.....	77.8	78.9	80.1	81.0	81.8	82.7	82.7	83.3	84.0	84.8	85.5	86.3
1981.....	87.0	87.9	88.5	89.1	89.8	90.6	91.6	92.3	93.2	93.4	93.7	94.0
1982.....	94.3	94.6	94.5	94.9	95.8	97.0	97.5	97.7	97.9	98.2	98.0	97.6
1983.....	97.8	97.9	97.9	98.6	99.2	99.5	99.9	100.2	100.7	101.0	101.2	101.3
1984.....	101.9	102.4	102.6	103.1	103.4	103.7	104.1	104.5	105.0	105.3	105.3	105.3
1985.....	105.5	106.0	106.4	106.9	107.3	107.6	107.8	108.0	108.3	108.7	109.0	109.3
1986.....	109.6	109.3	108.8	108.6	108.9	109.5	109.5	109.7	110.2	110.3	110.4	110.5
1987.....	111.2	111.6	112.1	112.7	113.1	113.5	113.8	114.4	115.0	115.3	115.4	115.4
1988.....	115.7	116.0	116.5	117.1	117.5	118.0	118.5	119.0	119.8	120.2	120.3	120.5
1989.....	121.1	121.6	122.3	123.1	123.8	124.1	124.4	124.6	125.0	125.6	125.9	126.1
1990.....	127.4	128.0	128.7	128.9	129.2	129.9	130.4	131.6	132.7	133.5	133.8	133.8
1991.....	134.6	134.8	135.0	135.2	135.6	136.0	136.2	136.6	137.2	137.4	137.8	137.9
1992.....	138.1	138.6	139.3	139.5	139.7	140.2	140.5	140.9	141.3	141.8	142.0	141.9
1993.....	142.6	143.1	143.6	144.0	144.2	144.4	144.4	144.8	145.1	145.7	145.8	145.8
1994.....	146.2	146.7	147.2	147.4	147.5	148.0	148.4	149.0	149.4	149.5	149.7	149.7
1995.....	150.3	150.9	151.4	151.9	152.2	152.5	152.5	152.9	153.2	153.7	153.6	153.5
1996.....	154.4	154.9	155.7	156.3	156.6	156.7	157.0	157.3	157.8	158.3	158.6	158.6
1997.....	159.1	159.6	160.0	160.2	160.1	160.3	160.5	160.8	161.2	161.6	161.5	161.3
1998.....	161.6	161.9	162.2	162.5	162.8	163.0	163.2	163.4	163.6	164.0	164.0	163.9
1999.....	164.3	164.5	165.0	166.2	166.2	166.2	166.7	167.1	167.9	168.2	168.3	168.3
2000.....	168.8	169.8	171.2	171.3	171.5	172.4	172.8	172.8	173.7	174.0	174.1	174.0
2001.....	175.1	175.8	176.2	176.9	177.7	178.0	177.5	177.5	178.3	177.7	177.4	176.7
2002.....	177.1	177.8	178.8	179.8	179.8	179.9	180.1	180.7	181.0	181.3	181.3	180.9
2003.....	181.7	183.1	184.2	183.8	183.5	183.7	183.9	184.6	185.2	185.0	184.5	184.3
2004.....	185.2	186.2	187.4	188.0	189.1	189.7	189.4	189.5	189.9	190.9	191.0	190.3
2005.....	190.7	191.8	193.3	194.6	194.4	194.5	195.4	196.4	198.8	199.2	197.6	196.8
2006.....	198.3	198.7	199.8	201.5	202.5	202.9	203.5	203.9	202.9	201.8	201.5	201.8
2007.....	202.416	203.499	205.352	206.686	207.949	208.352	208.299	207.917	208.490	208.936	210.177	210.036
2008.....	211.080	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228
2009.....	211.143	212.193	212.709	213.240	213.856	215.693	215.351	215.834	215.969	216.177	216.330	215.949
2010.....	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179
2011.....	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672
2012.....	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601
2013.....	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049
2014.....	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812
2015.....	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525
2016.....	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432
2017.....	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524
2018.....	247.867	248.991	249.554	250.546	251.588	251.989	-	-	-	-	-	-

2.87%



U.S. Energy Information
Administration

PETROLEUM & OTHER LIQUIDS

OVERVIEW DATA ANALYSIS & PROJECTIONS

GLOSSARY

FAQS

Weekly Retail Gasoline and Diesel Prices

(Dollars per Gallon, Including Taxes)

Area: California Period: Monthly

Show Data By:		Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	View History
☒ Product ☐ Area								
Gasoline - All Grades	☐	3.269	3.418	3.476	3.617	3.690	3.673	2000-2018
All Grades - Reformulated Areas	☐							1995-2001
Regular	☐	3.210	3.359	3.417	3.558	3.621	3.601	2000-2018
Reformulated Areas	☐							1995-2001
Midgrade	☐	3.351	3.497	3.559	3.696	3.797	3.784	2000-2018
Reformulated Areas	☐							1995-2001
Premium	☐	3.468	3.614	3.678	3.817	3.906	3.895	2000-2018
Reformulated Areas	☐							1995-2001
Diesel (On-Highway) - All Types	☐	3.639	3.680	3.654	3.773	3.941	3.982	1995-2018
Ultra Low Sulfur (15 ppm and Under)	☐	3.639	3.680	3.654	3.773	3.941	3.982	2007-2018

Click on the source key icon to learn how to download series into Excel, or to embed a chart or map on your website.

-- = No Data Reported; -- = Not Applicable; NA = Not Available; W = Withheld to avoid disclosure of individual company data.

Notes: Conventional area is any area that does not require the sale of reformulated gasoline. All types of finished motor gasoline may be sold in this area. RFG area is an ozone nonattainment area designated by the Environmental Protection Agency which requires the use of reformulated gasoline. Publication of Low Sulfur On-Highway Diesel (LSD) prices at the U.S. level was discontinued on December 8, 2008 due to a diminishing number of stations selling LSD as a result of EPA diesel fuel regulations. EIA continued to collect LSD prices from retail outlets and included them in the Diesel Average All Types price until July 26, 2010, when no more outlets reported LSD sales. Beginning July 26, 2010 publication of Ultra Low Sulfur Diesel (ULSD) price became fully represented by the Diesel Average All Types price. As of December 1, 2010 (September 1, 2006 in California), any on-highway diesel fuel sold is ULSD as mandated by EPA on-highway diesel fuel regulations. EIA did not collect weekly retail motor gasoline data between December 10, 1990 and January 14, 1991. Monthly and annual averages are simple averages of the weekly data contained therein. For months and years with incomplete weekly data series, the monthly and/or annual averages are not available. See Definitions, Sources, and Notes link above for more information on this table.

Release Date: 7/23/2018
Next Release Date: 7/30/2018

**Solid Wastes Systems, Inc.
P.O. Box 60
Ukiah, CA 95482**

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

August 15, 2018

RE: SWS letter of intention to adjust rates.

Dear Mr. Sangiacomo,

Please accept this letter as our formal notification of intention to adjust each of the current Solid Wastes Systems, Inc. (Ukiah Transfer Station) rates effective as of January 1, 2019 in accordance with Section 6 "Gate Rate and Other Service Fees" of the Second Amended and Restated Transfer Station Agreement dated October 7, 2015, Addendum One to Transfer Station Agreement dated September 21, 2016 and Addendum Two to Transfer Station Agreement dated December 20, 2017.

Thank you,

SOLID WASTES SYSTEMS, INC.

David M. Carroll

David M. Carroll
President

Cc: Dan Buffalo

**Solid Wastes Systems Transfer Station
Annual Adjustment Calculations
Effective Date January, 2019
Using 2017/18 Year Data**

<u>COSTS Subject to adjustment</u>	<u>Cost</u>	<u>Index</u>	<u>Adjustment Allowed</u>
Operating Costs subject to CPI	\$2,281,384.70	CPI	\$ 89,202.14
Fuel	\$254,184.18	Fuel	\$ 55,503.49
Disposal - Garbage	\$737,248.24	Contract rate	\$ 25,951.14
Disposal - Processing	\$285,139.95	Negotiated	\$ 8,187.93
Disposal - Processing Recycling	\$65,485.40		\$ 65,485.40
			\$ -
Maint / Prop Tax \$2.36/ton	\$93,815.14	CPI	\$ 3,668.17
City Rent \$10/ton	\$397,521.80	Lease rate	\$ -
City Landfill Fee \$14/ton	\$556,530.52	Set by City	\$ -
MSWMA Fee \$5/ton	\$198,760.90	Set by City	\$ -
Total COSTS Subject to adjustment	<u>\$4,870,070.83</u>		<u>\$247,998.27</u>
Adjusted Costs			<u>\$5,118,069.10</u>
Adjustments:	\$0.00		\$0.00
Total Adjustments	<u>\$0.00</u>		<u>\$0.00</u>
Adjusted Cost	<u>\$4,870,070.83</u>		<u>\$247,998.27</u>
<u>Revenue base</u>			
Comparison Year Revenue	\$4,498,249.76		
Fuel	\$55,503.49		
Disposal - garbage	\$25,951.14		
Disposal - processing	\$8,187.93		
CPI adjustment	\$89,202.14		
City Landfill Fee \$14/ton	\$0.00		
Maint / Prop Tax \$2.36/ton	\$3,668.17		
Disposal Processing - Recycling	\$65,485.40		
	\$0.00		
Revenue change	<u>\$247,998.27</u>	Contractor	
Adjusted revenue	<u>\$4,746,248.03</u>		
Adjusted Revenue Difference	<u>\$247,998.27</u>		
		Current	Adjustment
Contractor Rate increase as a percent	5.51%	\$69.30	\$3.82
MSWMA Rate increase as a percent	0.00%	\$5.00	\$0.00
City Rate increase as a percent	0.00%	\$24.00	\$0.00
		\$98.30	Total Rate
EFFECTIVE RATE ADJUSTMENT PERCENT			3.89%

**Solid Wastes Systems Transfer Station
Annual Adjustment Calculations
Effective Date January, 2019
Using 2017/18 Year Data**

Worksheet for computing the change in various indexes and factors which comprise the components on which rates are adjusted

Fuel - June to June (EIA Petroleum & Other Liquids)		
See Fuel cost adjustment worksheet		

CPI Bay Area- June to June		
June 2017	June 2018	Index Increase (Decrease)
275.304	286.062	10.758
CPI % Change		3.91%

Landfill Fee Jan to Jan		CPI Jun to Jun	CPI Jun to Jun		
January 2017	January 2018	2017	2018		Increase (Decrease)
\$ 24.32	\$ 25.18	275.304	286.062	90%	9.682
Disposal - Garbage Cost % Change					3.52%

Disposal Processing Fee Jan to Jan		CPI Jun to Jun	CPI Jun to Jun		
January 2017	January 2018	2016	2017		Increase (Decrease)
\$ 30.49	\$ 31.37	244.955	251.989		7.034
Disposal - Green Waste Cost % Change					2.87%

Transfer Station MSW Tonnage at gate, Year to Year		
June 2017	June 2018	Increase (Decrease)
37,543.61	39,752.18	2,208.57
Tonnage % Change		5.88%

City Landfill Fee June to June		
January 2017	January 2018	Increase (Decrease)
\$ 14.00	\$ 14.00	\$ 0.00
City Landfill Fee % Change		0.00%

MSWMA Fee June to June		
January 2017	January 2018	Increase (Decrease)
\$ 5.00	\$ 5.00	\$ 0.00
MSWMA Fee % Change		0.00%

Fuel Revenue Adjustment Worksheet, based on Fuel Index change, June to June				SWS	Fuel Exhibit #2
Base Year Fuel Index and Cost		2.782		June 2016 after 5 yr Review - Jan 2017	
Index Change - New vs. Base Year					
Annual adjustment based on Fuel Index change, year to year (using example fuel index changes)					
1	Estimated Fuel index adjustment at June 2017	3.095	11.25%	Plus: Base Year Cost X Index Change \$19,586.39	Less: Prior Fuel Cost applied to rate \$0.00
	Revenue adjustment for January 2018 rate revision				
	iea index 2.895 + SB1 Diesel Tax .20			\$19,586.39	Fuel Cost Allowed Year 2 - 2018
2	Estimated Fuel index adjustment at June 2018	3.982	43.13%	Plus: Base Year Cost X Index Change \$75,089.88	Less: Prior Fuel Cost applied to rate \$19,586.39
	Revenue adjustment for January 2019 rate revision				
				\$249,191.15	Fuel Cost Allowed Year 3 - 2019
3	Estimated Fuel index adjustment at June 2019	3.982	43.13%	Plus: Base Year Cost X Index Change \$75,089.88	Less: Prior Fuel Cost applied to rate \$75,089.88
	Revenue adjustment for January 2020 rate revision				
				\$249,191.15	Fuel Cost Allowed Year 4 - 2020
4	Estimated Fuel index adjustment at June 2020	3.982	43.13%	Plus: Base Year Cost X Index Change \$75,089.88	Less: Prior Fuel Cost applied to rate \$75,089.88
	Revenue adjustment for January 2021 rate revision				
				\$249,191.15	Fuel Cost Allowed Year 5 - 2021
5	Estimated Fuel index adjustment at June 2021	3.982	43.13%	Plus: Base Year Cost X Index Change \$75,089.88	Less: Prior Fuel Cost applied to rate \$75,089.88
	Revenue adjustment for January 2022 rate revision				
				\$249,191.15	Fuel Cost Allowed Year 6

Solid Wastes Systems, Inc.
Transfer Station Rate Schedule
 Effective Date January, 2019

Item	2018		Calculated		NEW	
	Rate		2019	FA	2019	Rate
MSW - Ton	\$98.30		\$102.12		\$102.10	
MSW - Yard	\$21.90		\$22.82		\$22.80	
Minimum Gate Fee - MSW	\$10.95		\$11.41		\$11.40	
Per Can Rate - 32 gallon	\$3.65	Up to 3 cans	\$3.80		\$3.80	
Green Waste - Ton	\$45.60	After 3 cans	\$48.11		\$48.10	
Green Waste - Yard	\$6.65		\$7.02		\$7.00	
Minimum Gate Fee - Green Waste	\$6.55		\$6.91		\$6.90	
Mixed Load - Additional Charge	\$20.40		\$21.52		\$21.50	
Appliances	\$11.20		\$11.82		\$11.80	
Oil Filters - Small	\$0.40		\$0.42		\$0.40	
Oil Filters - Medium	\$0.70		\$0.74		\$0.75	
Oil Filters - Large	\$1.00		\$1.06		\$1.05	
Concrete - Ton	\$71.50		\$75.44		\$75.45	
Dirt - Ton	\$71.50		\$75.44		\$75.45	
Sheetrock - Clean	\$45.60		\$48.11		\$48.10	
Sheetrock - Dirty	\$71.50		\$75.44		\$75.45	
Tires - Bicycle	\$1.30		\$1.37		\$1.35	
Tires - Motorcycle	\$2.50		\$2.64		\$2.65	
Tires - Passenger Car	\$3.75		\$3.96		\$3.95	
Tires - Passenger Car with Rim	\$5.85		\$6.17		\$6.15	
Tires - Truck	\$7.90		\$8.34		\$8.35	
Tires - Truck with Rim	\$10.70		\$11.29		\$11.30	
Tires - Tractor	47.10 - 356.40		49.70 - 376.04		49.70 - 376.05	
E-Waste - Computers	No Charge		No Charge		No Charge	
E-Waste - Monitors	No Charge		No Charge		No Charge	
Scrap Metal	No Charge		No Charge		No Charge	

* Rates are rounded to the nearest five cents

This rate adjusted by 3.89% (effective rate)
 This rate = 24.05% of per ton contractor gate fee PLUS per ton City & MSWMA fees divided by 5.54 (yards / ton)
 This rate = MSW Yard fee / 2
 This rate = Min Gate fee / 3

These rates adjusted by 5.51% (contractor rate)

Solid Wastes Systems, Inc.
Transfer Station Rate Schedule
Effective Date January, 2019

Item	NEW 2019 Rate Rounded *
MSW - Ton	\$102.10
MSW - Yard	\$22.80
Minimum Gate Fee - MSW	Up to 3 cans \$11.40
Per Can Rate - 32 gallon	After 3 cans \$3.80
Green Waste - Ton	\$48.10
Green Waste - Yard	\$7.00
Minimum Gate Fee - Green Waste	\$6.90
Mixed Load - Additional Charge	\$21.50
Appliances	\$11.80
Oil Filters - Small	\$0.40
Oil Filters - Medium	\$0.75
Oil Filters - Large	\$1.05
Concrete - Ton	\$75.45
Dirt - Ton	\$75.45
Sheetrock - Clean	\$48.10
Sheetrock - Dirty	\$75.45
Tires - Bicycle	\$1.35
Tires - Motorcycle	\$2.65
Tires - Passenger Car	\$3.95
Tires - Passenger Car with Rim	\$6.15
Tires - Truck	\$8.35
Tires - Truck with Rim	\$11.30
Tires - Tractor	49.70 - 376.05
E-Waste - Computers	No Charge
E-Waste - Monitors	No Charge
Scrap Metal	No Charge

* Rates are rounded to the nearest five cents

SWS Transfer Station Agreement

		Cost/Rev	Adjustment Period	Adjustment Method	Index Used	Cost Group
1,2,4	Construction / Lease	\$2.36 / MSW ton	Annual	100% of index change	CPI - US Cities CPI-U	Base Rate as Adjusted
3	Construction / Lease	\$10.00 / MSW ton	Time to Time	Per City	N/A	Pass Through
1,2	Fuel		Annual	100% of index change	eia CA #2 Diesel Retail all sellers	Base Rate as Adjusted
	Disposal - Landfill		Time to Time	Per Landfill Agreement	N/A	Pass Through
9	Disposal - Processing		Time to Time	Per Processor Agreements	N/A	Pass Through
1,2	Operating Costs		Annual	100% of index change	CPI - US Cities CPI-U	Base Rate as Adjusted
	Per Ton Contractor Gate					
4	City Franchise Fee	\$2.00	Time to Time	Per City	N/A	Pass Through
4	MSWMA Fee	\$5.00	Time to Time	Per MSWMA	N/A	Pass Through
6,7,8	TOTAL GATE FEE					

Notes

- 1 Agreement should state mutually agreed upon Index if Index becomes unavailable
 - 2 June to June change
 - 3 Lease rate replaces construction rate January 1, 2017 - \$10.00 per ton MSW
 - 4 Part of Construction rate left in gate rate to cover triple net lease costs (adjusts by CPI) starting January 1, 2017. i.e.. Prop tax, Insurance & R&M.
 - 4 Agreement should state initial rate, subject to change by City / MSWMA action
 - 5 Exhibit of calculation to be made part of agreement
 - 6 SWS requests new rate by Aug 15, City approves by Oct 15, Pub Notice given by Nov 1, Adjusted Rate goes into effect following January 1.
 - 7 Per Yard Gate Fee shall be equal to 24.05% of per ton contractor gate fee PLUS per ton City & MSWMA fees divided by 5.54 (MSWMA yards / ton)
 - 8 Rate change is calculated as follows: % annual adjustment X actual prior year (July to June) component cost = new funds needed / total gate revenue
= % adjustment to gate rate.
 - 9 Processing contract mutually agreed to with city - i.e. PRS grinding yard rate charged SWS for greenwaste.
- City can direct SWS to implement other programs, provided the costs of such programs are covered through increased rates.

SWS CPI Operating Costs

July to June

TOTAL Expenses 2017/18 **\$5,100,313.20**

Less:

Fuel	-\$254,184.18
Disposal - Garbage	-\$737,248.24
Disposal - Processing	-\$285,139.95
Disposal - Recycling	-\$65,485.40
Maint / Prop Tax \$2.36/ton	-\$93,815.14
City Rent \$10/ton	-\$397,521.80
City Landfill Fee \$14/ton	-\$556,530.52
MSWMA Fee \$5/ton	-\$198,760.90
Scrap Metal Cost	\$0.00
Buyback Recycle Purchase Cost	-\$177,742.14
Compost / Landscape Cost	-\$52,500.23

TOTAL CPI Allowed Operating Costs	\$2,281,384.70
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Comparison Year Revenue

Total Revenue	\$4,861,456.46
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Less:

Scrap Metal	-\$119,546.65
Buyback	-\$175,205.89
Compost / Landscape	-\$68,454.16

Comparison Year Revenue	\$4,498,249.76
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4.12 Additional Services. Contractor shall provide additional services upon request of City or upon the proposal of Contractor as approved by City subject, if the costs incurred by Contractor to provide such services increase, to the establishment by mutual written agreement of a reasonable service fee therefor.

4.13. Permits and Licenses. Contractor shall obtain and maintain throughout the term of this Agreement all permits, licenses and approvals required for Contractor to perform the services described herein, including, without limitation, an operating permit from the County of Mendocino. City shall cooperate with Contractor in connection with such permits, licenses and approvals, and shall renew all such permits, licenses and approvals issued by City, provided that Contractor is not in material breach of this Agreement and provided Contractor shall have fulfilled all requirements for the renewal of such permits, licenses and approvals. Contractor shall provide City's City Manager or his or her designee with copies of all permits or amendments or renewals thereof which are not issued by City.

4.14 Applicable Law. Contractor shall perform all its obligations under this Agreement in accordance with all applicable laws, including, without limitation, the permits, licenses and approvals described in Section 4.12 above, and shall be solely liable for all fines and penalties that may be imposed on Contractor for violations thereof.

5. Landfill Fee and Other Surcharges. Within forty-five (45) days after the end of each calendar month during the term of this Agreement, Contractor shall remit to City as a landfill fee a sum of money equal to Two Dollars (\$2.00) per ton (or the equivalent amount for a cubic yard), or such other amount approved by City, of Acceptable Waste received by Contractor at the Transfer Station, and any other Surcharge, approved by and acceptable to the City still in force shall be remitted to City or another entity, as directed by the City, within ninety (90) days after the end of each calendar month. If these fees are not paid on or before such due date, a late payment fee in an amount equal to eighty-three one-hundredths of a percent (0.83%) of the amount owing per month will be charged for each thirty (30) day period, or portion thereof, that the fee remains unpaid. Each monthly remittance to City shall be accompanied by a statement detailing the Acceptable Waste received at the Transfer Station for the period covered.

6. Gate Rate and Other Service Fees.

6.1 Establishment. Exhibit D sets forth the gate rate and other service fees for services provided by Contractor under this Agreement (collectively, the "Rates") effective as of the Effective Date. Contractor shall not charge lower Rates to any Franchised Waste Hauler or Self Hauler serving or from areas outside the City. Such Rates shall be subject to review and revision as set forth in Sections 6.2, 6.3, 6.4 and 6.5 below. Contractor shall not charge any amount in excess of the approved Rates for services required by or permitted under this Agreement.

6.2 Modification Based on Consumer Price Index, Fuel Index and Certain Pass-Through Costs.

(a) Per Ton MSW Rate. The per ton Municipal Solid Waste ("MSW") Rate shall be adjusted January 1st every year, beginning January 1, 2013 ("Rate Adjustment Date") to reflect changes in the CPI, the Fuel Index and certain Pass-Through Costs by an amount determined in accordance with the Transfer Station Rate Calculation attached hereto as Exhibit E (the "Calculation").

(b) Definitions. For purposes of Rate adjustments pursuant to this Section 6.2 and the Calculation, the following terms shall have the following meanings.

(i) "Base Fuel Cost" means Contractor's actual costs for diesel and other fuels used in performing services under this Agreement for the year ended December 31, 2010 or \$152,533.47.

(ii) "Base Revenue" means Contractor's total revenue received from Franchised Haulers and Self-Haulers during the Comparison Year, excluding revenue from the sale of scrap metal, Recyclables purchased under the buy-back program, and compost.

(iii) "Base Year" means the year ended June 30th one year prior to June 30th of the Comparison Year.

(iv) "Comparison Year" means the year ended June 30th immediately prior to the relevant Rate Adjustment Date.

(v) "Contractor Rate" means the per ton MSW Rate minus the per ton Franchise Fees.

(vi) "CPI" means the Consumer Price Index, All Urban Consumers, U.S. City Average, All Items (1982-1984=100), published by the United States Department of Labor, Bureau of Labor Statistics.

(vii) "Disposal Fees – Garbage" means the actual Disposal Costs paid by Contractor for Solid Waste delivered by Contractor to the Disposal Facility during the Comparison Year.

(viii) "Disposal Fees – Processing" means the actual Processing Costs paid by Contractor to PRS or any other Authorized Facility for Recyclables, Green Waste, Mixed Organic Waste and Food Waste delivered by Contractor to the PRS Facility or such Authorized Facility, respectively, during the Comparison Year.

(ix) "Fuel Costs" means Contractor's actual costs for diesel and other fuels used in performing services under this Agreement during the Comparison Year.

(x) "Fuel Index" means the California No.2 Diesel Retail Sales by all Sellers (Dollars Per Gallon) published by the U. S. Energy Information Administration.

(xi) "Operating Costs" means all of Contractor's costs to operate the Transfer Station under this Agreement, including, without limitation, labor costs, vehicle and vehicle-related costs, maintenance, insurance and transportation costs, but excluding Fuel Costs, Pass-Through Costs and the costs of purchasing scrap metal, Recyclables purchased under the buy-back program, and compost (including sales taxes).

(c) Rules. For purposes of Rate adjustments pursuant to this Section 6.2 and the Calculation, the following rules shall apply.

(i) "CPI Change" shall be calculated as one hundred percent (100%) of the percentage increase or decrease, if any, in the CPI during the Comparison Year, using the CPI published for June of such Year as compared with the CPI published for June of the Base Year.

(ii) "Fuel Index Change" shall be calculated as one hundred percent (100%) of the percentage increase or decrease, if any, in the Fuel Index from June of the Base Year through June of the Comparison Year; provided, however, that, notwithstanding Section 6.2(b)(iii) above, "Base Year" for purposes of the Fuel Index Change shall mean the year ended June 30, 2010; and, provided, further, that the Fuel Index Change adjustment (i.e., Fuel Index Change multiplied by Base Fuel Cost) for any Rate Adjustment Date shall be calculated after removal of such adjustment for the prior Rate Adjustment Date.

(iii) The Adjustments for destination charges and Disposal Fees with respect to the use of the Eastlake landfill that appear in the Calculation are not recurring.

(iv) Rate adjustments for changes in Franchise Fees that take effect on a date other than January 1st, as well as changes in other Pass-Through Costs, will be determined under Section 6.3 below and not under this Section 6.2.

(v) If City elects to purchase the Transfer Station Site and the Improvements on December 31, 2016 pursuant to Section 12 below, the cost entitled "Construction/Lease \$2.36/ton" in the Calculation will be increased annually commencing January 1, 2018 by one hundred percent (100%) of the percentage increase or decrease, if any, in the CPI during the Comparison Year, using the CPI published for June of such Year as compared with the CPI published for June of the Base Year.

(vii) As set forth in the Calculation, each adjustment in the per ton MSW Rate pursuant to this Section 6.2 shall equal the percentage adjustment in the Contractor Rate plus the per ton Franchise Fees.

(d) Per Yard MSW and Minimum MSW Rates. Each of the per yard MSW Rate, minimum MSW Rate and per can MSW Rate shall be adjusted January 1st every year (beginning January 1, 2013), as follows: the per yard MSW Rate shall equal 24.05% of the Contractor Rate, plus the per ton Franchise Fees divided by 5.54; the minimum MSW Rate shall equal the per yard MSW Rate divided by two (2); and the per can MSW Rate shall equal the minimum MSW Rate divided by three (3). All rates in this Section 6.2(d) shall be rounded to the nearest five cents.

(e) All Other Rates. Each of the Rates set forth on Exhibit D other than the MSW Rates shall be adjusted January 1st every year (beginning January 1, 2013) by an amount equal to the percentage increase or decrease, if any, in the Contractor Rate (i.e., determined before adjusting for Franchise Fees). All rates in this Section 6.2(e) shall be rounded to the nearest five cents.

(f) Procedure. The procedure for Rate adjustments under this Section 6.2 shall be as follows:

(i) Not later than August 15th of each year, Contractor shall file with the City Manager a written notice of intention to adjust each of the then current Rates effective as of January 1st of the next year in accordance with Section 6.2(a) through (e) above.

(ii) Within sixty (60) days of the filing of the notice of intention, the City Manager shall review the notice and either confirm that the proposed Rates are within the limit of Section 6.2 above or establish by mutual agreement with Contractor any necessary changes to the proposed Rates to make such confirmation.

(iii) Not later than October 20th, the City Manager shall inform the City Council in writing of his or her determination regarding the proposed new Rates and the City Council shall be entitled to review and confirm that the proposed Rates are within the limit of Section 6.2 above or establish by mutual agreement with Contractor any necessary changes to the proposed Rates to make such confirmation, not later than November 20th. Any Rates shall become effective on the following January 1st, provided that Contractor shall post notice of the revised Rates at the Transfer Station not later than December 1st.

(iv) In the event that the CPI or the Fuel Index described in Section 6.2 above shall be discontinued or materially modified during the term of this Agreement, the parties shall together select a replacement index and/or otherwise change Section 6.2 above so as to replicate, as nearly as possible, the mutual intention of the parties to rely on the results of either index described in Section 6.2 as in effect on the date hereof.

6.3 Modification Based on Changes in Pass-Through Costs. In addition to adjustments under Section 6.2 above, each Rate shall be adjusted to reflect changes in Pass-Through Costs that are not the subject of Rate adjustments pursuant to Section 6.2 above, as follows. Using the section of the Calculation entitled "Revenue Base," each Rate shall be increased by an amount equal to the increase in applicable Pass-Through Costs, and decreased by an amount equal to the decrease in applicable Pass-Through Costs, in each case so as to cause such Rate to compensate for such change in Pass-Through Costs as of the date such change becomes effective and either payable by or a benefit to Contractor, and

taking into account the increase or decrease in Franchise Fees payable in respect of such change. Changes in Pass-Through Costs resulting from a change in Disposal Facilities or Processing Facilities shall cause an increase in Rates as provided herein only if Contractor has complied with Sections 4.1.1 and 4.1.2 and City has approved the successor or alternate Facilities in accordance with such Sections, subject to Section 4.6.

6.4 Five Year Review. Once every five (5) years (beginning no later than April 2, 2016 for purposes of adjusting the Rates effective January 1, 2017), City shall conduct a review for the purpose of determining whether or not the automatic adjustments provided in Sections 6.2, 6.3 and 6.5 have adequately adjusted the Rates to cover the actual increase or decrease in the Contractor's reasonable operating costs or have exceeded those costs and whether the Rates remains fair to the ratepayer and the Contractor. Depending on the results of that review the City may approve an increase or decrease in the Rates. City shall complete each such review and adjustment, if any, at least three months (3) prior to the beginning of such year (by September 30, 2016 in the case of the first such review), and Contractor shall cooperate with such review. In conducting each such review, City shall consider the following information: financial records of Contractor (including operating expenses and revenues and Disposal, Processing, Regulatory and other costs of Contractor, and Contractor revenues), the factors described in Section 6.5 below, and rates charged for comparable services at similar facilities. Increases or decreases in the Rates pursuant to this Section 6.4 shall be subject to the notice and public hearing requirements in the Ukiah City Code, Division 4, Chapter 6, Article 1, commencing with Section 3950. The City may conduct such investigation as it deems necessary to perform this review and Contractor shall cooperate with such investigation, which may include the City's inspection and copying of Contractor records and review and/or audit of Contractor's financial records by a City retained CPA, the costs of which shall be reimbursed to City from Base Revenue but treated as a Pass-Through Cost for rate setting purposes.

6.5 Modification Based on Extraordinary Items. In addition to adjustments under Sections 6.2, 6.3, and 6.4 above, Contractor may request an increase in the Rates if Contractor's costs increase or its revenues decrease solely as the result of extraordinary circumstances beyond its control that could not have been reasonably anticipated by Contractor (such as a Change in Law) and if the increase in costs or decrease in revenues unavoidably adversely affects Contractor's opportunity to operate at a reasonable profit. Contractor shall have the burden of producing evidence satisfactory to City demonstrating its need for a rate increase prior to the regular Five Year Review pursuant to Section 6.4 above, including, but not limited to, Reviewed or Audited financial statements of Contractor, if requested by City. The City Council shall consider the request pursuant to the notice and public hearing procedures in Ukiah City Code, Division 4, Chapter 6, Article 1, commencing with Section 3950.

6.6 Billing. Contractor shall charge and collect from all customers at the Transfer Station upon receipt of materials, or bill such customers, for all services hereunder. Interest of one percent (1%) per month or the highest rate permitted under applicable law, whichever is less, shall be applied to any past due amounts until paid in full. Amounts shall be past due if not paid within thirty (30) days of billing. Contractor shall have the right to refuse service to any customer that is more than sixty (60) days delinquent on his, her or its account.

7. Provisions Applicable to Equipment and Personnel.

7.1 Equipment. Contractor shall provide all equipment necessary to perform the services described in the Agreement, sufficient in number and capacity to efficiently perform the work required by

ADDENDUM TWO TO TRANSFER STATION AGREEMENT

This Addendum Two ("Addendum Two") to that certain Second Amended and Restated Transfer Station Agreement dated October 7, 2015, as amended by Addendum One thereto, dated September 21, 2016 (the "Transfer Station Agreement"), is made between the City of Ukiah, a municipal corporation (hereinafter "City"), and Solid Wastes Systems, Inc., a California corporation (hereinafter "Contractor"), effective as of December 20, 2017, with reference to the following:

A. City and Contractor wish to amend the Transfer Station Agreement on the terms herein.

B. This is the second addendum to the Transfer Station Agreement. Except as expressly stated herein, all other terms of the Transfer Station Agreement remain in full force and effect as currently written.

NOW, THEREFORE, in and for the mutual covenants herein and other good and valuable consideration, the parties hereby agree as follows:

1. Section 6.2(b)(vi) of the Transfer Station Agreement is amended to read as follows:

"CPI" means the Consumer Price Index, All Urban Consumers, All items in San Francisco-Oakland-San Jose, CA, (Series CUURA422SA0, CUUSA422SA0) (Index 1982-84=100), published by the United States Department of Labor, Bureau of Labor Statistics.

IN WITNESS WHEREOF, the parties have executed this Addendum Two as of the date first set forth above.

Solid Wastes Systems, Inc.

By: _____
David Carroll, President

City of Ukiah

By: _____
Sage Sangiacomo, City Manager

ATTEST:

furnishings and operations (-0.5 percent).

Over the year, the index for all items less food and energy advanced 3.7 percent. Components contributing to the increase included other goods and services (6.0 percent), shelter (4.8 percent), and medical care (3.7 percent). Partly offsetting the increases was a price decline in apparel (-7.8 percent).

Table A. San Francisco-Oakland-San Jose CPI-U bi-monthly and annual percent changes (not seasonally adjusted)

	2013		2014		2015		2016		2017		2018	
Month	Bi-monthly	Annual	Bi-monthly	Annual	Bi-monthly	Annual	Bi-monthly	Annual	Bi-monthly	Annual	Bi-monthly	Annual
February	1.3	2.4	1.2	2.4	1.0	2.5	0.9	3.0	0.8	3.4	1.4	3.6
April	0.8	2.4	1.2	2.8	1.1	2.4	0.7	2.7	1.1	3.8	0.8	3.2
June	0.5	2.6	0.7	3.0	0.6	2.3	0.6	2.7	0.3	3.5	0.9	3.9
August	0.1	2.0	0.0	3.0	0.3	2.6	0.7	3.1	0.2	3.0		
October	0.2	1.6	0.5	3.2	0.4	2.6	0.9	3.6	0.6	2.7		
December	-0.4	2.6	-0.9	2.7	-0.3	3.2	-0.3	3.5	-0.1	2.9		

The August 2018 Consumer Price Index for the San Francisco-Oakland-Hayward area is scheduled to be released on September 13, 2018.

Consumer Price Index Geographic Revision for 2018

In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI). As part of the new sample, the index for this area was renamed. Additional information on the geographic revision is available at: www.bls.gov/cpi/georevision2018.htm.

3,912

June 2017 275.304
June 2018 286.062

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 94 percent of the total population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers 28 percent of the total population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 5,000 housing units and approximately 22,000 retail establishments--department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date (1982-84) that equals 100.0. An increase of 16.5 percent, for example, is shown as 116.5. This change can also be expressed in dollars as follows: the price of a base period "market basket" of goods and services in the CPI has risen from \$10 in 1982-84 to \$11.65. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the BLS Handbook of Methods, Chapter 17, The Consumer Price Index, available on the Internet at www.bls.gov/opub/hom/homch17_a.htm.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The San Francisco-Oakland-Hayward, CA. metropolitan area covered in this release is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

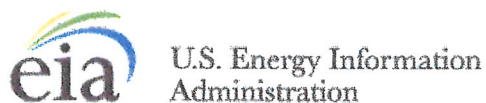
Item and Group	Indexes			Percent change from-		
	Apr. 2018	May 2018	Jun. 2018	Jun. 2017	Apr. 2018	May 2018
Expenditure category						
All items	283.422	-	286.062	3.9	0.9	-

Historical Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, all items, by month — Continued

[1982-84=100, unless otherwise noted]

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
1971.....	39.8	39.9	40.0	40.1	40.3	40.6	40.7	40.8	40.8	40.9	40.9	41.1
1972.....	41.1	41.3	41.4	41.5	41.6	41.7	41.9	42.0	42.1	42.3	42.4	42.5
1973.....	42.6	42.9	43.3	43.6	43.9	44.2	44.3	45.1	45.2	45.6	45.9	46.2
1974.....	46.6	47.2	47.8	48.0	48.6	49.0	49.4	50.0	50.6	51.1	51.5	51.9
1975.....	52.1	52.5	52.7	52.9	53.2	53.6	54.2	54.3	54.6	54.9	55.3	55.5
1976.....	55.6	55.8	55.9	56.1	56.5	56.8	57.1	57.4	57.6	57.9	58.0	58.2
1977.....	58.5	59.1	59.5	60.0	60.3	60.7	61.0	61.2	61.4	61.6	61.9	62.1
1978.....	62.5	62.9	63.4	63.9	64.5	65.2	65.7	66.0	66.5	67.1	67.4	67.7
1979.....	68.3	69.1	69.8	70.6	71.5	72.3	73.1	73.8	74.6	75.2	75.9	76.7
1980.....	77.8	78.9	80.1	81.0	81.8	82.7	82.7	83.3	84.0	84.8	85.5	86.3
1981.....	87.0	87.9	88.5	89.1	89.8	90.6	91.6	92.3	93.2	93.4	93.7	94.0
1982.....	94.3	94.6	94.5	94.9	95.8	97.0	97.5	97.7	97.9	98.2	98.0	97.6
1983.....	97.8	97.9	97.9	98.6	99.2	99.5	99.9	100.2	100.7	101.0	101.2	101.3
1984.....	101.9	102.4	102.6	103.1	103.4	103.7	104.1	104.5	105.0	105.3	105.3	105.3
1985.....	105.5	106.0	106.4	106.9	107.3	107.6	107.8	108.0	108.3	108.7	109.0	109.3
1986.....	109.6	109.3	108.8	108.6	108.9	109.5	109.5	109.7	110.2	110.3	110.4	110.5
1987.....	111.2	111.6	112.1	112.7	113.1	113.5	113.8	114.4	115.0	115.3	115.4	115.4
1988.....	115.7	116.0	116.5	117.1	117.5	118.0	118.5	119.0	119.8	120.2	120.3	120.5
1989.....	121.1	121.6	122.3	123.1	123.8	124.1	124.4	124.6	125.0	125.6	125.9	126.1
1990.....	127.4	128.0	128.7	128.9	129.2	129.9	130.4	131.6	132.7	133.5	133.8	133.8
1991.....	134.6	134.8	135.0	135.2	135.6	136.0	136.2	136.6	137.2	137.4	137.8	137.9
1992.....	138.1	138.6	139.3	139.5	139.7	140.2	140.5	140.9	141.3	141.8	142.0	141.9
1993.....	142.6	143.1	143.6	144.0	144.2	144.4	144.4	144.8	145.1	145.7	145.8	145.8
1994.....	146.2	146.7	147.2	147.4	147.5	148.0	148.4	149.0	149.4	149.5	149.7	149.7
1995.....	150.3	150.9	151.4	151.9	152.2	152.5	152.5	152.9	153.2	153.7	153.6	153.5
1996.....	154.4	154.9	155.7	156.3	156.6	156.7	157.0	157.3	157.8	158.3	158.6	158.6
1997.....	159.1	159.6	160.0	160.2	160.1	160.3	160.5	160.8	161.2	161.6	161.5	161.3
1998.....	161.6	161.9	162.2	162.5	162.8	163.0	163.2	163.4	163.6	164.0	164.0	163.9
1999.....	164.3	164.5	165.0	166.2	166.2	166.2	166.7	167.1	167.9	168.2	168.3	168.3
2000.....	168.8	169.8	171.2	171.3	171.5	172.4	172.8	172.8	173.7	174.0	174.1	174.0
2001.....	175.1	175.8	176.2	176.9	177.7	178.0	177.5	177.5	178.3	177.7	177.4	176.7
2002.....	177.1	177.8	178.8	179.8	179.8	179.9	180.1	180.7	181.0	181.3	181.3	180.9
2003.....	181.7	183.1	184.2	183.8	183.5	183.7	183.9	184.6	185.2	185.0	184.5	184.3
2004.....	185.2	186.2	187.4	188.0	189.1	189.7	189.4	189.5	189.9	190.9	191.0	190.3
2005.....	190.7	191.8	193.3	194.6	194.4	194.5	195.4	196.4	198.8	199.2	197.6	196.8
2006.....	198.3	198.7	199.8	201.5	202.5	202.9	203.5	203.9	202.9	201.8	201.5	201.8
2007.....	202.416	203.499	205.352	206.686	207.949	208.352	208.299	207.917	208.490	208.936	210.177	210.036
2008.....	211.080	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228
2009.....	211.143	212.193	212.709	213.240	213.856	215.693	215.351	215.834	215.969	216.177	216.330	215.949
2010.....	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179
2011.....	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672
2012.....	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601
2013.....	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049
2014.....	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812
2015.....	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525
2016.....	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432
2017.....	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524
2018.....	247.867	248.991	249.554	250.546	251.588	251.989	-	-	-	-	-	-

2.87%



PETROLEUM & OTHER LIQUIDS

OVERVIEW DATA ANALYSIS & PROJECTIONS

GLOSSARY FAQs

Weekly Retail Gasoline and Diesel Prices

(Dollars per Gallon, Including Taxes)

Area: California Period: Monthly

Show Data By:		Green	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	View History
Product	Area	Grey							
Gasoline - All Grades	☐		3.269	3.418	3.476	3.617	3.690	3.673	2000-2018
All Grades - Reformulated Areas	☐								1995-2001
Regular	☐		3.210	3.359	3.417	3.558	3.621	3.601	2000-2018
Reformulated Areas	☐								1995-2001
Midgrade	☐		3.351	3.497	3.559	3.696	3.797	3.784	2000-2018
Reformulated Areas	☐								1995-2001
Premium	☐		3.468	3.614	3.678	3.817	3.906	3.895	2000-2018
Reformulated Areas	☐								1995-2001
Diesel (On-Highway) - All Types	☐		3.639	3.680	3.654	3.773	3.941	3.982	1995-2018
Ultra Low Sulfur (15 ppm and Under)	☐		3.639	3.680	3.654	3.773	3.941	3.982	2007-2018

Click on the source key icon to learn how to download series into Excel, or to embed a chart or map on your website.

- = No Data Reported; -- = Not Applicable; NA = Not Available; W = Withheld to avoid disclosure of individual company data.

Notes: Conventional area is any area that does not require the sale of reformulated gasoline. All types of finished motor gasoline may be sold in this area. RFG area is an ozone nonattainment area designated by the Environmental Protection Agency which requires the use of reformulated gasoline. Publication of Low Sulfur On-Highway Diesel (LSD) prices at the U.S. level was discontinued on December 8, 2008 due to a diminishing number of stations selling LSD as a result of EPA diesel fuel regulations. EIA continued to collect LSD prices from retail outlets and included them in the Diesel Average All Types price until July 26, 2010, when no more outlets reported LSD sales. Beginning July 26, 2010 publication of Ultra Low Sulfur Diesel (ULSD) price became fully represented by the Diesel Average All Types price. As of December 1, 2010 (September 1, 2006 in California), any on-highway diesel fuel sold is ULSD as mandated by EPA on-highway diesel fuel regulations. EIA did not collect weekly retail motor gasoline data between December 10, 1990 and January 14, 1991. Monthly and annual averages are simple averages of the weekly data contained therein. For months and years with incomplete weekly data series, the monthly and/or annual averages are not available. See Definitions, Sources, and Notes link above for more information on this table.

Release Date: 7/23/2018
Next Release Date: 7/30/2018

SOLID WASTE SYSTEMS - UKIAH TRANSFER STATION
MUNICIPAL SOLID WASTE

2018	CITY SELF-HAUL			UKIAH WASTE SOLUTIONS	Total City	COUNTY SELF-HAUL			EMPIRE WASTE MGMT	ANDERSON VALLEY	BOONVILLE TRANSFER STATION	POTTER VALLEY TRANSFER STATION	Total County	TOTAL, City + County	APPLIANCES	TIRES
	YARDS	yds to tons	TONS			YARDS	yds to tons	TONS								
MONTH																
Jan-18	1070.43	193.21	164.32	894.97	1252.50	1711.26	308.88	816.48	868.79	62.51	31.80	8.77	2097.23	3349.74	359	436
Feb-18	1072.75	193.63	149.62	861.37	1204.62	1713.14	309.22	685.82	713.58	56.32	19.17	4.51	1788.62	2993.24	364	384
Mar-18	1405.66	253.72	318.16	973.40	1545.28	1557.99	281.22	617.21	801.30	68.93	25.79	8.72	1803.17	3348.45	520	293
Apr-18	1265.00	228.33	199.41	957.97	1385.71	1509.04	272.38	678.33	829.89	70.79	33.69	13.64	1898.72	3284.43	403	307
May-18	916.52	165.43	165.49	973.64	1304.56	2387.72	430.98	698.29	923.21	56.83	27.56	11.81	2148.68	3453.25	387	397
Jun-18	1302.61	235.12	348.20	927.11	1510.43	2094.03	377.97	601.21	823.26	88.16	23.64	8.38	1922.62	3433.05	332	287
Jul-18		0.00			0.00		0.00						0.00	0.00		
Aug-18		0.00			0.00		0.00						0.00	0.00		
Sep-18		0.00			0.00		0.00						0.00	0.00		
Oct-18		0.00			0.00		0.00						0.00	0.00		
Nov-18		0.00			0.00		0.00						0.00	0.00		
Dec-18		0.00			0.00		0.00						0.00	0.00		
TOTAL	7,032.97	1,269.45	1,345.20	5,588.46	8,203.11	10,973.18	1,980.66	4,097.34	4,960.03	403.54	161.65	55.83	11,659.05	19,862.16	2,365	2,104

MONTH	TOTAL CITY		TOTAL COUNTY		TOTAL MSW		% CITY		% COUNTY	
	TONS	TONS	TONS	TONS	TONS	TONS				
Jan-18	1252.50	2097.23	3349.74	37.39%	62.61%					
Feb-18	1204.62	1788.62	2993.24	40.24%	59.76%					
Mar-18	1545.28	1803.17	3348.45	46.15%	53.85%					
Apr-18	1385.71	1898.72	3284.43	42.19%	57.81%					
May-18	1304.56	2148.68	3453.25	37.78%	62.22%					
Jun-18	1510.43	1922.62	3433.05	44.00%	56.00%					
Jul-18	0.00	0.00	0.00	#DIV/0!	#DIV/0!					
Aug-18	0.00	0.00	0.00	#DIV/0!	#DIV/0!					
Sep-18	0.00	0.00	0.00	#DIV/0!	#DIV/0!					
Oct-18	0.00	0.00	0.00	#DIV/0!	#DIV/0!					
Nov-18	0.00	0.00	0.00	#DIV/0!	#DIV/0!					
Dec-18	0.00	0.00	0.00	#DIV/0!	#DIV/0!					
										19862.16

SOLID WASTE SYSTEMS - UKIAH TRANSFER STATION
MUNICIPAL SOLID WASTE

2017	CITY SELF-HAUL				UKIAH WASTE SOLUTIONS	Total City	COUNTY SELF-HAUL				EMPIRE WASTE MGMT	ANDERSON VALLEY		BOONVILLE TRANSFER STATION		POTTER VALLEY TRANSFER STATION		Total County	TOTAL, City + County	APPLIANCES	TIRES	
	YARDS	yds to tons	TONS	TONS			YARDS	yds to tons	TONS	TONS		TONS	TONS	TONS	TONS							
MONTH																						
	Jan-17	724.97	130.86	132.13	926.64	1189.63	1940.54	350.27	360.59	836.21	59.44	29.44	14.48	1650.43	2840.05		314		328			
	Feb-17	523.22	94.44	97.24	860.57	1052.25	1845.65	333.14	533.85	835.43	54.52	28.37	16.23	1801.54	2853.79		320		239			
	Mar-17	1103.44	199.17	164.76	968.40	1332.33	2133.67	385.13	540.78	829.86	62.82	19.45	0.00	1838.04	3170.37		418		303			
	Apr-17	1161.52	209.65	355.27	846.06	1410.98	1707.95	308.28	479.27	743.59	70.21	15.16	0.00	1616.51	3027.50		351		314			
	May-17	885.30	159.80	217.19	930.24	1307.23	2533.19	457.24	802.56	853.15	69.05	16.29	0.00	2198.29	3505.52		363		483			
	Jun-17	854.84	154.30	191.07	966.66	1312.03	2629.90	474.70	753.87	869.28	67.97	31.23	4.61	2201.66	3513.69		346		311			
	Jul-17	730.15	131.79	135.85	888.23	1155.87	2750.83	496.52	882.85	802.18	88.01	19.73	14.56	2303.85	3459.73		353		236			
	Aug-17	1084.02	195.67	214.82	943.02	1353.51	2204.79	397.96	651.54	871.03	79.80	30.86	13.73	2044.92	3398.43		370		262			
	Sep-17	936.78	169.09	145.89	901.45	1216.43	2266.97	409.19	645.47	824.69	63.07	12.13	8.47	1963.02	3179.45		340		331			
	Oct-17	1179.51	212.90	189.27	1032.18	1434.35	1766.74	318.90	671.99	820.16	64.53	14.55	0.00	1890.13	3324.48		382		274			
	Nov-17	945.40	170.64	125.28	977.72	1273.64	1943.27	350.76	693.97	900.55	57.53	34.81	0.00	2037.62	3311.26		434		256			
	Dec-17	579.38	104.58	121.69	899.30	1125.57	2284.06	412.27	778.26	801.48	57.78	28.56	12.75	2091.10	3216.67		398		398			
TOTAL		10,708.53	1,932.89	2,090.46	11,140.47	15,163.82	26,007.56	4,694.36	7,795.00	9,987.61	794.73	280.58	84.83	23,637.11	38,800.93		4,389		3,735			

Jul-Dec	5,455.24	984.67	932.80	5,641.90	7,559.37	7,559.37	13,216.66	2,385.61	4,324.08	5,020.09	410.72	140.64	49.51	12,330.65	19,890.02	2,277.00	1,757.00
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MONTH	TOTAL CITY		TOTAL COUNTY		% CITY		% COUNTY	
	TONS	TONS	TONS	TONS	TONS	TONS	TONS	TONS
Jan-17	1189.63	1650.43	2840.05	41.89%	58.11%			
Feb-17	1052.25	1801.54	2853.79	36.87%	63.13%			
Mar-17	1332.33	1838.04	3170.37	42.02%	57.98%			
Apr-17	1410.98	1616.51	3027.50	46.61%	53.39%			
May-17	1307.23	2198.29	3505.52	37.29%	62.71%			
Jun-17	1312.03	2201.66	3513.69	37.34%	62.66%			
Jul-17	1155.87	2303.85	3459.73	33.41%	66.59%			
Aug-17	1353.51	2044.92	3398.43	39.83%	60.17%			
Sep-17	1216.43	1963.02	3179.45	38.26%	61.74%			
Oct-17	1434.35	1890.13	3324.48	43.15%	56.85%			
Nov-17	1273.64	2037.62	3311.26	38.46%	61.54%			
Dec-17	1125.57	2091.10	3216.67	34.99%	65.01%			
	38800.93							

Solid Waste Rates Confirmation Process

SAGE SANGIACOMO, CITY MANAGER

TIM ERIKSEN, PUBLIC WORKS DIRECTOR

DAN BUFFALO, FINANCE DIRECTOR

NOVEMBER 7, 2018

The Prop 218 Process: Adjustment to Curbside Collection Rates

2017 Adjustment (extraordinary due to the collapse of the recycling market):

- Maintain appropriate curbside service
- Meet new market realities and maintain diversion objectives
- Requirement: aim to maintain equity among all rate payers and compliance with Prop. 218
 - i.e., one rate payer should not subsidize another

Process:

- Council approved initiation
- Protest procedures adopted by Council
- 45 day protest period observed
- Rate methodology and calculation details were made available on City's website
- Held public hearing on December 6, 2017
- Rate adjustment effective January 1, 2018 (restarted the 5-year review period)
- 5-year review of rates to occur in 2022, effective for rates January 1, 2023

City Rate-Setting Requirements: Ukiah City Code Sections 3950-3957

Process

- City Manager written report (ASR)
- 10 day notice given in paper of general circulation
- Held public hearing on December 6, 2017
 - 6:15 PM
 - Ukiah Civic Center

Confirmation Process: What Council is Considering Here

Important elements to consider:

- Council is neither approving nor disapproving rate adjustment
- Adjustment is a function of the contract between the City and Ukiah Waste Solutions (UWS)
- This adjustment would be effective January 1, 2019 (second year of the rate period)
- Council cannot adjust rates outside of the 5-year review period and outside of the contract with Company

Allowable cost considerations:

Curbside collection costs:

- -fuel
- -landfill disposal fees for garbage
- -landfill disposal fees for mixed organic waste
- -recycling processing costs
- -operating costs affected by inflation (CPI-u)

Transfer Station costs

- -fuel
- -disposal and processing costs of garbage and recycling
- -property tax based on tonnage
- -operating costs affected by inflation (CPI-u)

Recycling Diversion

Diversion rate:

- City's stated diversion goal: 50%
- City's current diversion rate: 60%

Source: City of Ukiah Public Works Department



AGENDA SUMMARY REPORT

SUBJECT: Council to Receive a Report Regarding the Completion of the Grace Hudson Nature Education Project.

DEPARTMENT: Community Services

PREPARED BY: Tami Bartolomei

ATTACHMENTS:

[Attachment 1 - Nature Education Change Orders](#)

Summary: The City Council will receive a report on the Grace Hudson Nature Education Project funded by Proposition 84 State Parks Nature Education Facilities Grant.

Background: In 2011, through a rigorous and competitive grant process, the City of Ukiah's Community Services Department was awarded a \$3 million Proposition 84 State Parks Nature Education Facilities grant for the design and construction of the Grace Hudson Nature Education Facilities.

The proposed project was to turn the Grace Hudson Museum's entire 4.5-acre campus into a new outdoor education center. Named the Wild Gardens, the campus would become a series of connected exterior "teaching areas" encircling the Sun House and Museum, entirely landscaped with plants native to the Ukiah area. New interpretive exhibits introduce visitors to significant local plant and animal species and their habitats, Pomo Indian land management techniques and indigenous environmental knowledge, along with underlying cultural values, making connections between our Ukiah Valley ecosystem, Grace Hudson's paintings, and John Hudson's collections of Pomo materials on display inside the Museum. The project demonstrates many contemporary sustainable land use and water management practices such as rain gardens, rainwater

RECOMMENDED ACTION: City Council to consider a report on the Grace Hudson Nature Education Project funded by Proposition 84 State Parks Nature Education Facilities Grant.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 10000000.95310

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: General Fund Reserves

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Dan Buffalo, Director of Finance and Shannon Riley, Deputy City Manager

Approved: _____


Sage Sangiacomo, City Manager

harvesting, bioswales, and the use of natural wall and paving materials.

This innovative project was launched in 2013 with the development of an interpretive plan that prioritized educational themes and features, along with planned fine art elements. At the same time, the project site was secured with temporary fencing and a number of invasive, non-native plants (bermuda grass, periwinkle, ivy, and blackberries) prevalent throughout the site were removed. In late 2014, the City selected a multi-disciplinary project team to lead the design development process and prepare construction documents. Construction of the project was divided into four phases due to the complexity of the work and to reduce the impact to Museum visitors and staff:

-Phase 1 construction encompassed the total renovation of the Museum's parking lot, driveway and front entrance plaza. These improvements increased available parking, provided new site lighting, addressed a number of accessibility issues, and created a state-of-the-art stormwater management system, which includes a center bioswale and the creation of a new stormwater biofiltration wetland on the Museum's eastern-most property. An additional grant from the State Habitat Conservation fund was procured, as well as matching funding from Ukiah Department of Public Works, to make the stormwater improvements.

-Phase 2 – Inside the Museum, a portion of the building was remodeled to create a new entrance to the Wild Gardens, and the Museum restrooms were updated as required by the building code to meet current accessibility standards. This included new bathroom fixtures, re-configuring and replacing all of the bathroom partitions, and replacing all of the old toilets with new low-flow toilets. In addition, a new exhibition hallway leading outdoors into the Wild Gardens was constructed, along with an associated small meeting room and an office/storage area.

-In Phase 3, two new peeled-pole outdoor educational structures were erected, the Pomo Brush Arbor and the Outdoor Classroom. In addition, a new boardwalk and rainwater catchment system were built at the new garden entry to the Museum.

-Phase 4 included the installation of specialty landscaping items including permanent fencing and gates, paved pathways, programmable irrigation in main garden, parking lot and stormwater garden, a "Salmon Stream" water feature fed by the rainwater system, LED lighting, and the installation of over two hundred species of local native plants and trees, many of which were contract-grown for this project.

Discussion: The Grace Hudson Outdoor Education grant objectives were as follows:

1. Renovate the Pomo Plants Courtyard with improved entry, fencing, pergola structures, kiosk, plant materials and interpretive elements.
2. Renovate existing park and construct the Wild Garden with large outdoor features, landscaping, rainwater harvesting and more.
3. Construct a new Storm Water Bioswales and Biofiltration Garden.
4. Renovate the parking area.
5. Construct and install site lighting, electrical and security.
6. Construct fencing and gates.
7. Construct restroom and storage facility.

All of the grant objectives were met, resulting in the Wild Gardens' salmon stream, basket boardwalk, education

classrooms, and native California plant species all provide opportunities for visitors to learn about the region's natural habitats and Pomo Indian cultures, past and present. Visitors are now beginning to enjoy the gardens, and will do so even more as public programs take place, interpretive signage is created and installed, and school tours focusing on native plants and Pomo cultural traditions begin in earnest. As the Wild Gardens become more established, staff is confident the Museum will attract a wider and more diverse audience and conduct educational and experiential programming to enrich the Ukiah community for a long time to come.

Through the course of the project, much of the Museum's aging - and in many cases failing - infrastructure has been replaced and updated to meet current ADA and other mandated requirements, including its front entry plaza, parking lot, driveways, walking paths, outdoor lighting, irrigation systems, and landscaping. Other improvements help limit water use and significantly improve the Museum's on-site stormwater management. Many such improvements corrected known deficient conditions, which have in past years caused flooding inside the Museum and water-runoff into neighboring properties to the south.

Five years after the commencement of the project, as the construction phase of the Museum's Wild Gardens comes to a close, the City of Ukiah has a unique, pioneering asset that greatly increases the Museum's public profile, amenities and interpretive scope. State grant managers have reviewed the grant-constructed facilities and are pleased with the use of funds and the resulting project.

City Administration has conducted an evaluation of the project management and grant activities. While the benefits of Wild Gardens development and Museum improvements will have far-reaching impacts for the Ukiah community, it is important to acknowledge that the management of this multi-year project experienced significant challenges. Turnover in staff and changes to key City departments resulted in project management, oversight, and communication difficulties. Additionally, because of the dynamic nature of the project and, as often happens when construction projects encounter unanticipated challenges, multiple change orders were required. Contract information and change order details are provided in Attachment #1.

As detailed in the in attachment, project management staff did attempt to add and deduct elements to manage costs as the project evolved. However, in some instances, project management staff failed to seek the appropriate approvals prior to authorizing change orders with contractors. In the end, the project cost total was \$3,236,780, \$236,780 over budget. The City's General Fund contributed the difference between the final project cost and \$3 million grant received. Note: inclusive in the total project cost was the reimbursement of \$123,721 for staff time on the project.

For process improvement, additional grant management tracking is being implemented as part of the continued deployment of the City's financial software for future fiscal management of grants. In addition, the City is continuing to develop project management capacity and expertise with in-house personnel.

Grace Hudson Outdoor Education Project													
ATTACHMENT #1													
Contractor Greg Simpson Trucking	Change Order Amount	Contractor FRC	Change Order Amount	Contractor Couples Construction	Change Order Amount	Contractor Menton Builders	Change Order Amount	Contractor SIRI	Change Order Amount	Contractor Ann Baker -Landscape Architecture	Change Order Amount	Miscellaneous Items	Total Amount
Award Contract Amount \$474,588.41 (\$285,588.41 Education Project) (\$190,000 for Habitat grant)		Award Contract-Museum Building Improvements (\$174,450), Front entry concrete demolition (\$17,500) and paving, relocation of electrical transformer (0) HVAC (\$12,100) Electrical (0)		Council Approved ASR 12/5/15 Approve plans and specifications for Outdoor Classroom and Boardwalk \$297,000 ASR 1/20/16 Award contract to Cupples & Sons \$353,441		Council Approved ASR approval 6/1/16 amend material purchase agreement with Menton Builders \$11,136 for pre-fabrication of brush arbor.	\$11,136.00	Council Approved ASR 04/06/2016 Award Contract to Siri Construction in the amount of \$1,115,512 for installing pathways, a model stream water feature, fencing, gates, irrigation, installing native plants and other specialty landscape items.		Council Approved ASR 12/11/11 Contract 30,655, ASR 3/19/2014 Award Professional Services 288,450.75 ASR 5/20/15 Contract 284,000		Various plants and materials \$3940	
				Council Approved ASR-4/06/16 amend contract for Cupples to include installation of brush arbor \$39,950 ASR-06/01/2016 Amend for Cupples to incorporate revised foundation requirements of Brush Arbor \$13,491									
C/O 1 Additional Earthwork (bid item #9)	\$13,025.05	C/O 1 Delete Relocation of Transformer	-\$38,000.00	C/O 1 Grind stumps	\$393.00			C/O 1 Add Alternate #3 for irrigation in storm water garden	\$7,055.50	Amendment 1 Additional bidding and engineering assistance	\$53,805.00		
C/O 2 Modify contract to include cost of removing one additional tree	\$1,200.00	C/O 2 Additional Painting for south hallway and conference room	\$4,262.00	C/O 2 Pick Up & Deliver Boulders	\$4,786.00			C/O 2 Adjust pathways area per LS#2, add two new paths and additional concrete demo on the south side of the Sun House	\$3,455.50	Amendment 2 Grant construction and administration	\$33,695.00		
C/O 3 Modify contract to include tree protection	\$954.00	C/O 3R Build two enclosures around HVAC units	\$7,673.00	C/O 6 Overex, Backfill and Compact Basketry Area	\$9,287.00			C/O 3 Reductions in the lengths of utility trenching and addition of 3" electrical conduit connection the panel on the outdoor classroom structure to the street edge on Clay St	-\$1,734.00				
C/O 4 Repair for City of Ukiah 20 ft. of 24 inch storm drain culvert at south property line	\$1,805.00	C/O 4 Cost of material only for light	\$3,636.00	C/O 7 Run 6" Drain Line Per ASI #5	\$5,220.00			C/O 4 Number of requested adjustments to the irrigation system to adapt to existing conditions	\$11,140.23				
C/O 5 Remove of SWPPP management by Rau and Associates from contract	-\$20,000.00	C/O 5 Keyed removable mullion for pair of doors	\$1,224.00	C/O 8 Install Security Conduit, Occupancy Sensors and Water Heater per ASI 3	\$12,364.00			C/O 5 Remove and legally dispose of excess log material	\$500.00				
C/O 6 Removal of coir mat and seeding in parking lot swale	-\$8,400.00	C/O 6 Provide and install new pair of doors, hardware, and wood trim- VOID		Council Approved ASR 4/16/16 Amend Contract to include installation of Brush Arbor C/O 10 Construction of brush arbor including removal of brick pathway, clear grub and construction of new mound, disposal of excess stockpiles of soil.	\$39,950.00			C/O 6 Adjust elements in the electrical; scope of work	-\$11,235.00				



AGENDA SUMMARY REPORT

SUBJECT: Approval of Contract Amendments for Preliminary Design and Environmental Compliance for Phase 4 of the Recycled Water System and Corresponding Budget Amendment.

DEPARTMENT: Water Resources

PREPARED BY: Jarod Thiele

ATTACHMENTS:

[Attachment 1 - TSO](#)

[Attachment 2 - Phase 4 Scope Doc 2018-11-01](#)

[Attachment 3 - SMB Environmental Addendum 3 - Scope of Work](#)

Summary: Council will Consider Approval of Contract Amendments for Preliminary Design and Environmental Compliance for Phase 4 of the Recycled Water System and Corresponding Budget Amendment.

Background: Since 2016, the City has been working with Larry Walker and Associates (LWA) for renewal of the NPDES Permit (Operation of the Wastewater Treatment Plant) and Enrollment in the State Water Resources Control Board (Operation of the Recycled Water System).

The City has recently completed both of the permitting tasks. Previously, the City's Wastewater Treatment Plant (WWTP) was operating under a Cease and Desist Order (CDO). Under its new NPDES Permit the City is no longer operating under a CDO but instead a Time Schedule Order (TSO). In order to comply with the new permit, the TSO (Attachment 1) establishes a number of milestones for plant operations that must be met by specific dates.

RECOMMENDED ACTION: Approval of Contract Amendments for Preliminary Design and Environmental Compliance for Phase 4 of the Recycled Water System and Corresponding Budget Amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: \$0- 83027330.80230

PROPOSED BUDGET AMOUNT: \$2,642,484.75- 83027330.80230 PC 15062

FINANCING SOURCE: Water Fund- 82000000.30007

PREVIOUS CONTRACT/PURCHASE ORDER NO.: Carollo- 1314231; SMB- 1718183

COORDINATED WITH: Sean White, Director of Water Resources

Approved:


Sage Sangiacomo, City Manager

Discussion: The TSO requires the City to construct and operate a Recycled Water System. The City has already complied with Task A on page 11 of the TSO by constructing Phases one through three. Task C of the TSO is a requirement to obtain funding for Phase Four of the Recycled Water System by March 1, 2021. The State's funding cycle for 2019 has already lapsed, and the funding cycle for 2020 closes December 31, 2018. Staff would like to prepare and submit funding applications by the end of the year. In order to have a complete and competitive application, the submittal will need to include preliminary design and final environmental compliance.

Carollo Engineers has prepared a Scope of Work to prepare funding applications, the necessary preliminary design, final plans, specifications and Engineer's Estimate. (Attachment 2). SMB Environmental has prepared a Scope of Work (Attachment 3) to amend the existing environmental documentation to include new infrastructure not anticipated in the original CEQA document such as ponds at the golf course.

The majority of these funds will only be spent if the City is awarded funding from the State.



North Coast Regional Water Quality Control Board

California Regional Water Quality Control Board
North Coast Region

**TIME SCHEDULE ORDER NO. R1-2018-0051
TO PROVIDE TIME SCHEDULES TO COMPLY WITH
ORDER No. R1-2018-0035**

**UKIAH WASTEWATER TREATMENT PLANT
NPDES NO. CA0022888**

**WDID No. 1B84029OMEN
Mendocino County**

The California Regional Water Quality Control Board, North Coast Region (hereafter Regional Water Board), finds:

1. The City of Ukiah (Permittee¹) is the owner and operator of the Ukiah Wastewater Treatment Plant (Facility), a publicly owned treatment works, which discharges tertiary treated wastewater under Waste Discharge Requirements (WDRs) contained in Order No. R1-2018-0035 (Permit) beginning on November 1, 2018, adopted by the Regional Water Board on September 6, 2018. The Permit also serves as a National Pollutant Discharge Elimination System (NPDES) permit (NPDES No. CA0022888). The Permit contains discharge prohibitions, effluent and receiving water limitations, compliance provisions, and monitoring and reporting requirements, including the continuation of final effluent limitations for ammonia, nitrate, dichlorobromomethane (DCBM), and chlorodibromomethane (CDBM).
2. The Permittee was previously regulated under WDR Order No. R1-2012-0068 (previous permit), adopted by the Regional Water Board on August 23, 2012 which also contained discharge prohibitions, effluent and receiving water limitations, compliance provisions, and monitoring and reporting requirements, including the final effluent limitations for ammonia, nitrate, and DCBM.

¹ Note that the terms "Permittee" and "discharger" are used interchangeably in this Order. The term Permittee is always used to refer to the City of Ukiah, while the term "discharger" is used when citing language from regulations.

3. The Facility serves a population of approximately 21,000 residential, commercial, and industrial users, including 16,000 within the City of Ukiah and 5,000 in the Ukiah Valley Sanitation District. The Facility is designed to treat an average dry weather flow of 3.01 million gallons per day (mgd), and a peak wet weather flow of 24.5 mgd of secondary treated wastewater, as well as a peak wet weather flow of 7.0 mgd of advanced treated wastewater. The treatment system consists of an influent wet well, bar screens, aerated grit removal, primary clarifiers, trickling filters, aerated solids contact tank, secondary clarifiers, and a chlorine contactor pipe where secondary disinfection is performed using sodium hypochlorite. This disinfected secondary effluent is discharged to three percolation ponds year-round. During the period from October 1 through May 14, treatment continues with the addition of a ferric chloride polymer as the wastewater is sent to multi-media filters, a tertiary chlorine contact basin where disinfection is performed using sodium hypochlorite, and a dechlorination facility where dechlorination is performed using sodium bisulfite. The resulting disinfected, dechlorinated advanced treated wastewater effluent is discharged to the Russian River.
4. The Permittee has been subject to Cease and Desist Order (CDO) No. R1-2012-0069 that was adopted concurrently with WDR Order No. R1-2012-0068 to establish a compliance schedule requiring the Permittee to complete specific tasks to achieve compliance with ammonia and nitrate effluent limitations. The Permittee completed studies and assessments to identify a means to comply with ammonia and nitrate effluent limitations which has proved challenging due to limited capital improvement funds following the Permittee's costly wastewater treatment plant upgrade in 2006 and limitations of the Permittee's current treatment process for achieving complete conversion of ammonia to nitrate and nitrate to nitrogen gas (see further discussion in Finding 10, below).
5. The Permit implements provisions of the California Toxics Rule (CTR) and the *Policy for Implementation of Toxics Standards for Inland Surface Waters, Enclosed Bays, and Estuaries of California* (State Implementation Policy or SIP) by requiring the Permittee to monitor its effluent for CTR constituents that may have reasonable potential to cause or contribute to an excursion above a water quality criterion or objective applicable to the receiving water.
6. Pursuant to federal regulations at section 122.44(d)(1)(i), title 40 of the Code of Federal Regulation (CFR), NPDES permit effluent limitations must control all pollutants which are or may be discharged at a level that will cause or have the reasonable potential to cause or contribute to an in-stream excursion above any State water quality standard, including any narrative water quality criteria. Beneficial uses, together with their corresponding water quality objectives or promulgated water quality criteria, can be defined per federal regulations as water quality standards.

7. The Regional Water Board adopted the *Water Quality Control Plan for the North Coast Region* (hereinafter Basin Plan), which designates beneficial uses, establishes water quality objectives, and contains implementation programs and policies to achieve those objectives for all waters addressed through the Basin Plan. The Basin Plan identifies present and potential beneficial uses for the Russian River.
8. The Permit implements provisions of the Basin Plan by requiring the Permittee to monitor its effluent for certain CTR and certain non-CTR constituents that may have reasonable potential to cause or contribute to an excursion above a water quality criterion or objective applicable to the receiving water. In particular, the Permit includes final effluent limitations for the CTR pollutants DCBM and CDBM and the non-CTR pollutants ammonia and nitrate. The Basin Plan also includes a narrative toxicity objective that requires all waters to be maintained free of toxic substances in concentrations that are toxic to, or that produce detrimental physiological responses in human, plant, animal, or aquatic life. This Basin Plan objective is applicable because ammonia is toxic to aquatic life and must be controlled in order to prevent toxicity.
9. The Permittee is violating or threatening to violate, the following terms in Order Number R1-2018-0035:

IV. EFFLUENT LIMITATIONS AND DISCHARGE PROHIBITIONS

A. Effluent Limitation – Discharge Points 001 and 002

1. Final Effluent Limitations – Discharge Point 002

- a. The discharge of treated wastewater shall maintain compliance with the following limitations at Discharge Point 001, with compliance measured at Monitoring Location EFF-001B as described in the Monitoring and Reporting Program (MRP) (Attachment E). The advanced treated wastewater shall be adequately oxidized, filtered, and disinfected as defined in title 22, division 4, chapter 3, of the CCR.

Table 4. Effluent Limitations – Discharge Point 001 (Monitoring Location EFF-001B)

Parameter	Units	Effluent Limitations ¹				
		Average Monthly	Average Weekly	Maximum Daily	Instantaneous Minimum	Instantaneous Maximum
Dichlorobromomethane	µg/L	0.56	--	1.7	--	--
Chlorodibromomethane	µg/L	0.40	--	0.80		
Ammonia Nitrogen	mg/L	2.5	--	5.6	--	--
Nitrate Nitrogen, Total (as N)	mg/L	10	--	--	--	--

- 10.** Untreated domestic wastewater contains ammonia. Nitrification is a biological process that converts ammonia to nitrite and nitrate. Denitrification is a process that converts nitrate to nitrite or nitric oxide and then to nitrous oxide or nitrogen gas, which is then released to the atmosphere. Depending on the degree of nitrification and/or denitrification in a wastewater treatment process, there can be varying levels of ammonia and nitrate. There can also be concentrations of nitrite and organic nitrogen, however, these are usually found at lower concentrations than nitrate or ammonia. Inadequate or incomplete denitrification may result in the discharge of ammonia to the receiving stream. Ammonia is known to cause toxicity to aquatic organisms in surface waters. Discharges of ammonia would violate the Basin Plan narrative toxicity objective and numeric water quality objectives published in U.S. EPA's Aquatic Life Ambient Water Quality Criteria for Ammonia – Freshwater published in 2013. The discharge also contains concentrations of nitrate that exceed the primary drinking water maximum contaminant level of 10 mg/L established by the State Water Board, Division of Drinking Water for the protection of human health.
- 11.** Chlorinated effluent may cause the production of chlorine disinfection by-products, including, but not limited to DCBM, CDBM, chloroform, and bromoform, when chlorine comes in contact with organic material in the effluent. The CTR establishes a water quality objective for the protection of human health for DCBM of 0.56 µg/L and for CDBM of 0.41 µg/L. The Permittee's discharge contains concentrations of DCBM and CDBM that exceed these water quality objectives.
- 12.** Data collected between October 2012 and December 2016 demonstrated reasonable potential for ammonia based on 67 of 112 sample results exceeding the lowest water quality objective for ammonia of 2.93 mg/L (that is based on temperature and pH at the time of sample collection), for nitrate based on 40 of 115 sample results exceeding the water quality objective of 10 mg/L, for DCBM based on 13 of 35 sample results exceeding the water quality objective of 0.56 µg/L, and for CDBM based on 3 of 35 sample results exceeding the water quality objective of 0.41 µg/L. The maximum effluent concentrations for ammonia, nitrate, DCBM, and CDBM, are 12 mg/L, 18 mg/L, 9.9 µg/L and 4.3 µg/L, respectively. Based on the results of the reasonable potential analysis, Order No. R1-2018-0035 establishes new effluent limitations for chlorodibromomethane, more stringent effluent limitations for ammonia, and retains effluent limitations for nitrate and DCBM from the previous permit.
- 13.** On March 26, 2018, the Permittee submitted a letter that contains an analysis of the Permittee's inability to immediately comply with ammonia, nitrate, DCBM, and CDBM effluent limitations, requests for a compliance schedule, interim limitations, and protection from mandatory minimum penalties, and includes a schedule of proposed actions and time frames to achieve compliance with ammonia, nitrate, DCBM, and CDBM effluent limitations identified in Finding 9, above.

- 14.** The Permittee's letter includes a proposal to address the ammonia and nitrate effluent limitation exceedances systematically, in accordance with the compliance schedule included in Requirement 2 of this Order. The Permittee proposes to first implement a recycled water program that will reduce discharges to the Russian River. The Permittee is currently constructing Phases 1 through 3 of a 4-phase project. Upon implementation of the first 3 phases of the recycled water project, the Permittee expects to reduce discharges to the Russian River by 60 percent. Upon completion of Phase 4 of the recycled water project, the Permittee expects to reduce discharges to the Russian River by 80 percent. Once the recycled water system is fully operational, the Permittee will evaluate nutrient treatment options to remove ammonia and nitrate for the smaller volume of effluent that will need to be discharged to the Russian River. Scaling a nutrient treatment system down for the significantly lower flow rate is the most cost effective and efficient approach for the Permittee.
- 15.** In accordance with Water Code section 13385(j)(3), the Regional Water Board finds that the Permittee will not be able to immediately comply with the final effluent limitations for ammonia and nitrate. The effluent limitations for ammonia in Order No. R1-2018-0035 are more stringent than the effluent limitations in Order No. R1-2012-0068 and new or modified control measures that cannot be designed, installed, and put into operation within 30 calendar days are necessary in order to comply with the limitation. Although effluent limitations for nitrate are retained from Order No. R1-2012-0068, the Regional Water Board finds that it is appropriate to extend the compliance schedule for compliance with nitrate because any measures the Permittee takes to reduce the ammonia concentration in the effluent will also affect the concentration of nitrate.
- 16.** The Permittee's March 26, 2018, letter also includes a proposal to address effluent limit exceedances for DCBM and CDBM systematically, in accordance with the compliance schedule included in Requirement 3 of this Order. The Permittee proposes to complete an upgrade of its tertiary chlorine contact basins as part of its recycled water project, then carefully determine the dose of sodium hypochlorite disinfectant that will ensure compliance with recycled water requirements while minimizing the formation of chlorine disinfection byproducts. If the Permittee is unable to achieve compliance with effluent limitations for chlorine disinfection byproducts upon completion and testing of the new chlorine disinfection system, the Permittee proposes to conduct a mixing zone study with a plan to request dilution credits for compliance with effluent limitations for DCBM and CDBM, as allowed in the SIP.
- 17.** Regional Water Board staff reviewed the Permittee's March 26, 2018, letter and concurs with the Permittee's assessment that it is infeasible to comply with final effluent limitations for ammonia, nitrate, DCBM, and CDBM, and that the Permittee's proposed schedule (with some minor modifications proposed by Regional Water Board staff) is designed to bring the waste discharge into compliance with final

effluent limitations for ammonia, nitrate, DCBM, and CDBM in the shortest time frame possible.

- 18.** Regional Water Board staff modified the Permittee's proposal for compliance with ammonia and nitrate effluent limitations by adding requirements for the Permittee to (1) complete a feasibility study and submit a feasibility study report to select the treatment system to achieve compliance and (2) complete and submit the preliminary design of the selected treatment system. In addition, Regional Water Board staff modified the Permittee's proposal for compliance with DCBM and CDBM effluent limitations by providing an extra year to recognize the need to bring a modified permit to the Regional Water Board for adoption if effluent limitations need to be modified in light of mixing zone study results.
- 19.** California Water Code section 13300 states:

"Whenever a regional board finds that a discharge of waste is taking place or threatening to take place that violates or will violate requirements prescribed by the regional board, or the state board, or that the waste collection, treatment, or disposal facilities of a discharger are approaching capacity, the board may require the discharger to submit for approval of the board, with such modifications as it may deem necessary, a detailed time schedule of specific actions the discharger shall take in order to correct or prevent a violation of requirements."
- 20.** This Order provides compliance schedules for the Permittee to develop, submit, and implement methods of compliance, including developing and implementing pollution prevention activities or constructing necessary treatment facilities to meet the new effluent limitations for CDBM, more stringent effluent limitations for ammonia and the retained effluent limitations for nitrate and DCBM.
- 21.** Water Code section 13267, subdivision (a) provides that the Regional Water Board may investigate the quality of any waters of the state within its region in connection with any action relating to the Basin Plan. Water Code section 13267, subdivision (b) provides that the Regional Water Board, in conducting an investigation, may require a discharger to furnish, under penalty of perjury, technical or monitoring program reports. The reports required by this Order, pursuant to Water Code section 13267, are necessary to ensure that the future threat to water quality created by activities at the Facility are properly assessed and controlled. Due to the importance of protecting water resources as explained herein, the costs associated with developing the required reports and work plans bear a reasonable relationship to the benefits that will be obtained from having the necessary information for the Regional Water Board to properly regulate and monitor the Facility.
- 22.** Water Code section 13383, subdivision (a) provides the Regional Water Board may establish monitoring, inspection, entry reporting, and record keeping requirements,

as authorized by section 13160, 13376, or 13377 for any person who discharges, or proposes to discharge to navigable waters. Subdivision (b) provides that the Regional Water Board may require any person subject to this section to establish and maintain monitoring equipment or methods, including, where appropriate, biological monitoring methods, sample effluent as prescribed, and provide other information as may be reasonably required.

- 23.** Pursuant to Water Code section 13385(j)(3), mandatory minimum penalties (MMPs) will not apply to future violations of final effluent limitations for ammonia, nitrate, DCBM, and CDBM if:
- a.** A time schedule order is issued on or after July 1, 2000, and specifies the actions that the discharger is required to take in order to correct the violations that would otherwise be subject to MMPs;
 - b.** The Regional Water Board finds that the discharger is not able to consistently comply with one or more of the effluent limitations established in the waste discharge requirements applicable to the waste discharge because the effluent limitation is a new or more stringent regulatory requirement that has become applicable to the waste discharge after the effective date of the waste discharge requirements and after July 1, 2000, new or modified control measures are necessary in order to comply with the effluent limitation, and the new or modified control measures cannot be designed, installed, and put into operation within 30 calendar days;
 - c.** The Regional Water Board establishes a time schedule for bringing the waste discharge into compliance with the effluent limitations that is as short as possible, taking into account the technological, operational, and economic factors that affect the design, development, and implementation of the control measures that are necessary to comply with the effluent limitations, and where the time schedule exceeds one year, the time schedule includes interim requirements and actions and milestones leading to compliance;
 - d.** The Regional Water Board may extend the time schedule for an additional five years in length, if the discharger demonstrates that the additional time is necessary to comply with the effluent limitation; and
 - e.** The discharger has prepared and is implementing in a timely and proper manner, or is required by the regional board to prepare and implement, a pollution prevention plan pursuant to Water Code section 13263.3.
- 24.** Because this Order establishes compliance schedules to address anticipated future violations of final effluent limitations for ammonia, nitrate, DCBM, and CDBM, after making specific findings and setting interim effluent limitations, in accordance with the Water Code section 13385(j)(3) and the terms of this Order, MMPs will not be assessed for violations of the final effluent limitations for ammonia, nitrate, DCBM,

and CDBM as stipulated in Finding 25, below. Specifically, the Regional Water Board finds that:

- a. The time schedule order is being issued after July 1, 2000 and specifies the actions the Permittee is required to take to correct the violations of the final effluent limitations for ammonia, nitrate, and CDBM in section IV.A.1.a of Order No. R1-2018-0035, as set out in Finding 9, above.
- b. The final effluent limitations for ammonia and CDBM, established in Order No. R1-2018-0035 are more stringent than those required pursuant to Order No. R1-2012-0068 and compliance with the effluent limitations for nitrate and DCBM that are retained from Order No. R1-2012-0068 is intricately linked to compliance with final effluent limitations for ammonia and CDBM. The Permittee will not be able to consistently comply with final effluent limitations for ammonia, nitrate, DCBM, or CDBM because new or modified control measures will be needed for the Permittee to comply, and the new or modified control measures are dependent on the completion of actions that will take more than 30 calendar days to complete.
- c. This Order provides protection from MMPs for ammonia and nitrate through September 30, 2022 to allow the maximum of 10 years allowed by the Water Code. The Permittee's original compliance schedule was provided through CDO No. R1-2012-0069 beginning October 1, 2012.
- d. This Order provides protection from MMPs for DCBM and CDBM through September 30, 2021 as requested by the Permittee. The Permittee's original compliance schedule for DCBM was provided through WDR Order No. R1-2006-0049 and extended through the entire permit term which terminated on September 30, 2012. During the term of WDR Order No. R1-2012-0068 (October 1, 2012 through October 31, 2018) there was no compliance schedule, interim limits, nor MMP protection for DCBM because it appeared that the Permittee had achieved compliance during the term of Order No. R1-2006-0049 through operational controls. However, during the term of Order No. R1-2012-0068, the Permittee intermittently violated both the AMEL and MDEL DCBM effluent limitations. Penalties were assessed for these violations through Administrative Civil Liability Order Nos. R1-2015-0069 and R1-2018-0024. Since the Permittee was previously granted MMP protection for a period of 5 years and 11 months, the Water Code allows a potential extension of 4 years and one month.
- e. This Order establishes interim effluent limitations for ammonia, nitrate, DCBM, and CDBM in Requirement 1 and establishes compliance schedules for bringing the Facility into compliance with final effluent limitations for ammonia, nitrate, DCBM, and CDBM (Requirements 2 and 3) in the Permit that are as short as possible.
- f. This Order requires the Permittee to prepare and implement a pollution prevention plan in order to reduce the impacts when the discharge exceeds the

final effluent limitations for ammonia, nitrate, DCBM, and CDBM during the compliance period.

25. Accordingly, the Regional Water Board finds that MMPs for violations of final effluent limitations when discharging to the Russian River at Monitoring Location EFF-001B as specified in Effluent Limitations section IV.A.1.a of Order No. R1-2018-0035 do not apply for ammonia and nitrate through September 30, 2022, and for DCBM and CDBM through September 30, 2021, as long as the Permittee complies with the interim effluent limitations contained in Requirement 1, and the compliance schedules contained in Requirements 2 and 3 of this Order. If an interim effluent limit contained in this Order is exceeded, then the Permittee is subject to MMPs for that particular exceedance as it will no longer meet the exception in Water Code section 13385 (j)(3)(B)(i)(ii).
26. The compliance schedules established in this Order are intended to be as short as possible.

The compliance schedule for DCBM and CDBM accounts for the interrelationship between DCBM and CDBM, the time necessary to complete construction of the Permittee's new chlorine contact basins, to perform testing to assess compliance, and to potentially propose and conduct a mixing zone study, prepare a final report, and receive authorization for dilution credits for compliance with final DCBM and CDBM effluent limitations which would also require modification of the Permittee's current NPDES permit.

The compliance schedule for ammonia and nitrate accounts for the interrelationship between ammonia and nitrate, the time necessary to complete construction of the Permittee's recycled water project and implement water recycling, then to evaluate options for ammonia and nitrate removal for the smaller volume of effluent to be discharged.

The Regional Water Board recommends that the Permittee continue to evaluate resources to identify a means to shorten the time frame for achieving compliance with effluent limitations for these pollutants.

27. This Order requires the Permittee to comply with interim effluent limitations for ammonia, nitrate, DCBM, and CDBM. The SIP requires that interim limitations for CTR pollutants be based on past performance or limits in previous orders, whichever is more stringent. It is appropriate to apply this approach for establishing interim effluent limitations for non-CTR pollutants as well. Interim effluent limitations for ammonia, nitrate, DCBM, and CDBM established in Requirement 1 of this Order were derived based on Facility performance using available effluent monitoring data at Monitoring Location EFF-001B, the point of discharge to the Russian River. These performance based interim effluent limitations were calculated using statistical

methodology described in the U.S. EPA *Technical Support Document for Water Quality-based Toxics Control* (TSD) and a statistical tool, RPCalc, developed by State Water Resources Control Board staff to assist State and Regional Water Board staff in the development of interim effluent limitations. The 95th percentile concentrations of each pollutant were calculated at the 95 percent confidence level to determine the interim AMELs. The calculated interim AMELs were rounded to the nearest whole number and are compared to the maximum single sample and AMEL results for data collected during the term of Order No. R1-2012-0068 (October 2012 through May 2018) in the following table.

Constituent	Calculated 95th Percentile (AMEL)	Maximum Sample Result	Maximum AMEL Result
Ammonia	10	12	10.2
Nitrate	14	18	16
Dichlorobromomethane	11	9.9	9.9
Chlorodibromomethane	5	4.31	4.31

For DCBM and CDBM, the maximum single sample and AMEL results are less than the calculated 95th percentile concentrations while the maximum single sample and AMEL ammonia and nitrate sample results are greater than the calculated 95th percentile concentrations. If Facility performance were to remain unchanged from the Permittee's performance over the last 5 years, the Permittee would not violate the interim AMEL for DCBM and CDBM but would violate the interim AMEL for nitrate on average once each discharge season and the interim AMEL for ammonia once during the permit term. The interim limitations in this Order are intended to ensure that the Permittee maintains at least its existing performance while implementing pollution prevention measures to improve performance to the extent possible and completing all tasks required by the compliance schedules.

28. The Regional Water Board has notified the Permittee, interested agencies and persons, of its intent to issue a Time Schedule Order in accordance with Water Code section 13167.5.
29. Issuance of this Order is exempt from the provisions of the California Environmental Quality Act (Pub. Resources Code, § 21000 et seq.) ("CEQA") pursuant to CWC section 13389, since the adoption or modification of a NPDES permit for an existing source is statutorily exempt and this Order only serves to implement a NPDES permit. (Pacific Water Conditioning Ass'n, Inc. v. City Council of City of Riverside (1977) 73 Cal.App.3d 546, 555-556.).

IT IS HEREBY ORDERED, pursuant to California Water Code section 13300, 13267 and 13383, the Permittee shall comply with the following requirements to prevent violations of Order No. R1-2018-0002:

1. The Permittee shall comply with the following interim effluent limitations in the interim period established by this Order for the Permittee to achieve compliance with final effluent limitations set forth in Effluent Limitation IV.A.1 of Order No. R1-2018-0035:

Parameter	Units	Average Monthly Effluent Limitation
Ammonia	mg/L	10
Nitrate	mg/L	14
Dichlorobromomethane	µg/L	11
Chlorodibromomethane	µg/L	5

2. The Permittee shall implement the tasks in the following compliance schedule in order to achieve compliance with final effluent limitations for ammonia and nitrate in Effluent Limitation IV.A.1.a of Order No. R1-2018-0035 at the earliest possible date in accordance with the following schedule:

Task	Task Description	Compliance Date
A	Submit annual progress reports.	March 1 of each year beginning March 1, 2019
B	Submit a pollution prevention plan (PPP) that includes a schedule of implementation, for Regional Water Board Executive Officer review and approval, that meets the requirements of Water Code section 13263.3(d)(3). The PPP shall describe a plan to identify and control pollution at the Facility by implementing pollution control actions identified in the PPP per the schedule of implementation during the interim period of time until the Facility achieves full compliance with final effluent limitations for ammonia and nitrate. ²	May 1, 2019
C	Construct Phases 1 to 3 of the Recycled Water System.	June 1, 2019
D	Secure project funding for Phase 4 of the Recycled Water System.	March 1, 2021

² The Permittee may, at its discretion, submit a single report to address the pollution prevention plan requirements for ammonia/nitrate and DCBM/CDBM.

Task	Task Description	Compliance Date
E	Complete Construction of Phase 4 of the Recycled Water System.	September 1, 2022
F	Complete a feasibility study and submit a feasibility study report for Executive Officer review and approval identifying the recommended treatment system to achieve compliance with final effluent limitations for ammonia and nitrate.	January 1, 2023
G	Complete preliminary design of the selected treatment system to achieve compliance with final effluent limitations for ammonia and nitrate.	June 1, 2023
H	Complete and submit CEQA documentation and construction contract documents for the recommended treatment alternative.	August 1, 2023
I	Award construction contract.	November 1, 2023
J	Complete construction of the recommended treatment alternative.	August 1, 2024
K	Achieve full compliance with final effluent limitations for ammonia and nitrate.	January 1, 2025

3. The Permittee shall implement the tasks in the following compliance schedule in order to achieve compliance with final effluent limitations for DCBM and CDBM in Effluent Limitation IV.A.1.a of Order No. R1-2018-0035 at the earliest possible date in accordance with the following schedule:

Task	Task Description	Compliance Date
A	Evaluate operation of the new chlorine contact basins to be completed in October 2018, and modify the sodium hypochlorite dose to comply with NPDES and recycled water permit requirements while minimizing the formation of chlorine disinfection byproducts, including DCBM and CDBM.	March 1, 2019
B	Submit a pollution prevention plan (PPP) that includes a schedule of implementation, for Regional Water Board Executive Officer review and approval, that meets the requirements of Water Code section 13263.3(d)(3). The PPP shall describe a plan to identify and control pollution at the Facility by implementing pollution control actions identified in the PPP per the schedule of implementation during the interim period of time until	May 1, 2019

Task	Task Description	Compliance Date
	the Facility achieves full compliance with final effluent limitations for DCBM and CDBM. ¹	
C	If compliance with final DCBM and CDBM effluent limitations is not achieved after completion of Tasks A and B, above, submit a mixing zone study work plan for Regional Water Board Executive Officer approval.	June 1, 2019
D	If necessary, conduct mixing zone study during the 2019-2020 discharge season.	May 14, 2020
E	If necessary, submit mixing zone study report for Regional Water Board Executive Officer review and approval.	October 1, 2020
F	Achieve compliance with final effluent limitations for DCBM and CDBM. Final effluent limits will be calculated using a dilution credit if Regional Water Board Executive Officer approves such credit per Task E.	October 1, 2021

4. Pursuant to Water Code section 13385 (j)(3)(C)(i), for the purposes of mandatory minimum penalty protection, the Regional Water Board may grant a time schedule to bring a waste discharge into compliance with permit effluent limitations that does not exceed five years. As reflected by the task descriptions and completion dates specified in Requirement 2, above, projects to bring the discharge into compliance with effluent limitations are anticipated to take longer than five years to implement. While this Order requires completion of the tasks by the dates specified, this Order does not provide protection from mandatory minimum penalties for violations of final effluent limitations for DCBM and CDBM that occur after October 1, 2021, and for any ammonia or nitrate effluent limitation violations that occur after September 30, 2022.

The Regional Water Board may, however, pursuant to Water Code section 13385 (j)(3)(C)(ii)(II), provide additional protection from mandatory minimum penalties and extend the time schedule for an additional time not to exceed a total of 10 years for DCBM and CDBM. The Regional Water Board may grant any requested extension following a public hearing and a showing that the discharger is making diligent progress toward bringing the discharge into compliance and the discharger demonstrates that additional time is necessary to comply with the final effluent limitations for DCBM and CDBM. For purposes of protection from mandatory minimum penalties, it is the Permittee's responsibility to submit a request for a time schedule extension to the Regional Water Board Executive Officer. To ensure that the Regional Water Board has adequate time to consider the request and hold a public hearing on the matter, the request must be submitted with adequate documentation to support it no later than 120 days before the five-year mandatory minimum penalty period expires under this Order.

5. In the interim period until the Permittee can achieve full compliance with Order No. R1-2018-0035, the Permittee shall operate and maintain, as efficiently as possible, all facilities and systems necessary to comply with all prohibitions, effluent limitations and requirements identified in Order No. R1-2018-0035 or any future waste discharge requirements issued for the Facility.
6. If the Permittee is unable to perform any activity or submit any documentation in compliance with the deadlines set forth in Requirements 2 and 3, above, the Permittee may request, in writing, an extension of the time. The extension request shall include justification for the delay and shall be submitted at least thirty days prior to the respective deadline to be considered complete and timely.
7. If the Regional Water Board Executive Officer finds that the Permittee fails to comply with the provisions of this Order, the Regional Water Board Executive Officer may take all actions authorized by law, including referring the matter to the Attorney General for judicial enforcement or issuing a complaint for administrative civil liability pursuant to Water Code sections 13268, 13350 and 13385. The Regional Water Board reserves the right to take any enforcement actions authorized by law.
8. Any person aggrieved by this action of the North Coast Regional Water Board may petition the State Water Board to review the action in accordance with CWC section 13320 and California Code of Regulations, title 23, sections 2050 and following. The State Water Board must receive the petition by 5:00 p.m., 30 days after the date of this Order, except that if the thirtieth day following the date of this Order falls on a Saturday, Sunday, or state holiday, the petition must be received by the State Water Board by 5:00 p.m. on the next business day. Copies of the law and regulations applicable to filing petitions may be found on the Internet at: https://www.waterboards.ca.gov/public_notices/petitions/water_quality/ or will be provided upon request.

 Digitally signed
by Matthias
St. John
Date: 2018.10.31

Ordered by: Matthias St. John 15:19:17 -07'00'
Matthias St. John
Executive Officer

EXHIBIT A
CITY OF UKIAH
RECYCLED WATER PROJECT – PHASE 4 DESIGN, ESDC, and CM
SCOPE OF WORK
November 1, 2018

BACKGROUND

The City of Ukiah (OWNER) has requested Carollo Engineers (ENGINEER) develop a design, ESDC, and CM scope and budget for Phase 4 of the Recycled Water Pipeline Project (Project) as defined in the Feasibility Study dated December 2012.

The project will include approximately 19,000 linear feet of 8 to 16-inch recycled water pipeline (including crossings of US 101, the railroad, Gibson Creek, and Orr Creek), a recycled water storage tank (approximate size of 1 MG), and a recycled water pump station with capacity up to 4 MG/day. The scope will also include all field work, funding, permitting, and right-of-way acquisition work to support the design and construction of the project.

In addition to the recycled water distribution facilities, the Project will include improvements at the plant to support operation of the recycled water system. These improvements will include the following:

- Refurbish 4 existing package clarifier/filter AWT units:
 - o Replace 4 existing analog pressure sensors used to initiate settled sludge blowdown cycle with 4 digital pressure switches
 - o Replace 8 existing analog pressure sensors used to initiate filter backwash cycle with 4 digital differential pressure switches
 - o Replace existing PLCs and program to incorporate new digital pressure and digital differential pressure switches
- Replace existing chlorine residual analyzer 3 (at the backwash pumping station) and chlorine residual analyzer 4 (at the dechlorination structure) with probe-type analyzers
- Replace one primary coagulant (ferric chloride) feed pump with smaller capacity pump to provide sufficient turndown for low-demand periods
- Install motor-operated valve and valve vault on existing 24-inch FW/RW diversion line west of the dechlorination structure.
- Add digester feed alkalinity storage and feed system to handle increased settled sludge/waste filter backwash ferric hydroxide sludge production

Carollo will lead the engineering effort as a continuation of the Phase 1-3 Design and Construction services provided. SMB Environmental will continue to support the project, being contracted directly with the City. NHC will conduct the surge analysis, JDH will provide corrosion

design services, and local consultants will provide surveying and geotechnical services totaling approximately 12% of the overall contract amount.

Local sub consultants will provide the following services:

- **Crawford & Associates** – Geotechnical Investigation, Corrosion Analysis.
- **Rau & Associates** – Surveying, Existing Utility Investigation, Easement Acquisition Assistance.

SCOPE OF WORK

TASK 1 – PROJECT MANAGEMENT

Task 1.1 - Project Administration

Administer the project and subconsultants to maintain project schedule and budget. The project progress and budget status will be included in monthly progress reports that will be attached to billing invoices. Additionally, the monthly progress report will include a list of work completed for the time period and what is expected in the coming period.

Task 1.2 - Meetings

Coordinate the project tasks between the City, subconsultants, stakeholders (including Ag Bureau, Flood Control District, and the San District), and other agencies as required through project meetings. Prepare an agenda and meeting minutes for each of these meetings.

Anticipated project meetings are identified below:

- Project Kick-off Meeting (City offices)
- Monthly Project Status Meetings (Conference call) (Assume 12 total)
- Stakeholder Meeting (City offices)
- PDR Review Meeting (City offices)
- 90% Review Meeting (City offices)

Task 1.3 – Quality Control

Quality control will be monitored throughout the entirety of the Project. We will review deliverables provided by subconsultants prior to forwarding to the City. Any document developed by Carollo will be peer reviewed internally prior to delivering to the City.

Task 1.4 – Coordination with Golf Course Improvements

Coordinate with the designer of the golf course facilities to confirm recycled water delivery needs, elevations, etc that will impact the recycled water system design.

Task 1 Deliverables:

- Monthly invoices
- Monthly status reports
- Meeting agendas and minutes

TASK 2 - SRF FUNDING DOCUMENTATION ASSISTANCE & APPLICATION

2.1 - SRF Documentation & Support

Carollo will support the City with funding applications for the CA SRF grant/loan program and the US Bureau of Reclamation (Reclamation). It is assumed that Carollo will be developing the SRF loan packages for General, Technical, and Financial (mainly City) and be delivering a complete package by December 31, 2018 in order for the City to be on the States fundable list for 2020. The environmental package will be developed by others. This task includes uploading the all four packages and reference documents to the State's electronic FFAST system. The Reclamation grants have an approximately 75 page application limit and are estimated to take approximately 140 hours to complete as they have to be developed from a 'project selling' angle.

Task 2 Assumptions:

- OWNER will provide required financial statements.
- OWNER will provide required resolutions.
- Carollo will develop documentation for the following packages: General, Technical, and assist with Financial.

Task 2 Deliverables:

- Grant Application Documentation (75 page limit).
- General, Technical, Environmental, and Financial SRF Application packages.

TASK 3 – PRELIMINARY DESIGN

3.1 – Confirm Phase 4 System Customers & Demands

Review the recommended alternative from the Feasibility Study as well as the demand profile generated during Phase 1-3 design to identify the preferred system configuration for the Phase 4 system while maintaining uninterrupted recycled water delivery to Phase 1-3 customers. Confirm water delivery schedule (summer/winter/day/night) to determine minimum and maximum pump flows. The design hydraulic loading will be included in the updated model as part of tasks 2.3-2.5.

3.2 – Evaluate and Optimize Chemical Usage at the AWT.

Evaluate current chemical usage and optimize. The goal of the AWT chemical addition evaluation is to minimize the quantity of primary coagulant addition in order to minimize the quantity of chemical sludge production, as the chemical sludge in the clarifier blowdown and waste filter backwash ends up in the anaerobic digester feed where it can affect digester alkalinity and performance. Consultant will review existing chemical feed operations procedures and recommend a routine jar test procedure to determine optimum primary coagulant and polymer addition based on secondary effluent water quality. Consultant will evaluate the clarifier component internals and recommend physical modifications to improve clarifier efficiency and

minimize primary coagulant and polymer demand. Results of this task will be used to inform the design of the ferric chloride feed pump replacement and digester feed alkalinity storage.

3.3 – Develop Design Criteria

Review pipeline design criteria used in Phase 1-3 Design and confirm suitability for Phase 4 delivery to the uphill receivers. Develop design criteria for the system storage, pump station, and electrical equipment based on the results of Task 3.1. Develop criteria to be used in the design of the AWT improvements.

3.4 – Storage and Pump Station Siting Analysis

Review the area within and around the Water Treatment Plant (WTP) to identify sites with sufficient area for a pump station and 1MG reservoir (~75 ft diameter). Evaluate the alternatives with respect to environmental, accessibility (for connection to Phase 3 and Phase 4 pipeline facilities), geotechnical conditions, and property acquisition needs. Based on the analysis and discussions with the City, recommend a preferred site.

3.5 - Update Model, Confirm Preliminary Routing & Sizing

Using the demand profile confirmed in Task 3.1 and the criteria defined in Task 3.2, confirm the preliminary system configuration, including pipe sizing, pump station configuration and capacity, and storage volume.

3.6 – Develop 30% Design

Develop 30% plans, a list of technical specifications, and a 30% estimate of probable construction cost. 30 percent plans will include:

- Preliminary pipeline plan and profile drawings showing the horizontal and vertical alignments, critical utilities, and easement requirements.
- Process flow diagrams,
- Preliminary pump station site plan, initial structural and mechanical layout, electrical single lines, communication block diagram, and P&IDs
- Preliminary tank site plan, initial structural and mechanical layout, communication block diagram, and P&IDs
- Preliminary site plan for AWT improvements, including initial structural, mechanical, and electrical layouts, and P&IDs

3.7 – Develop Draft/Final Preliminary Design Report (PDR)

Prepare a draft PDR that defines the basis of final design for the project components. A project description will be prepared describing the proposed improvements, reasons for selecting specific improvements, hydraulic basis including system and preliminary pump selection/curves, design concepts, description of alternatives analysis (where appropriate), a summary of the chemical usage analysis, recommended construction methods, a final customer list with demands, required permits, required property acquisition (if any), and design criteria. The cost estimate developed in Task 3.6 will be included. The 30% plans and an outline of technical specification sections will be included as an appendix to the PDR. The Draft PDR will be

submitted to the City and City review comments will be discussed during the Draft PDR review meeting. The review comments on the Draft PDR will be incorporated and submitted as the Final PDR. All review comments and response to comments will be documented in a comment log.

Task 3 Assumptions:

- A maximum of two (2) model runs will be conducted to confirm the final alignments, pipe sizing, and pump sizing/configuration.

Task 3 Deliverables:

- Draft/Final Preliminary Design Report, including 30% plans, technical specification outline and cost estimate. (2 hard copies, and 1 pdf)
- Comment log

TASK 4 - PERMITTING & EASEMENTS

Task 4.1 - Regulatory Agency Coordination

This task includes meetings with permit agencies as needed to obtain permits. Coordination is anticipated with the US Army Corps of Engineers, North Coast Regional Water Quality Control Board, California Department of Fish and Wildlife, Mendocino County Air Quality Management District, Caltrans, North Coast Rail Authority (NCRA), and County of Mendocino Department of Transportation (DOT).

Task 4.2 – Prepare Permit Applications

This task includes completing the permit applications and preparing supporting documentation packages as necessary for submission to appropriate agencies. Caltrans, NCRA, and DOT encroachment permits are covered in Task 5. Anticipated permits include Caltrans, NCRA, County DOT, Section 1600, SWPPP NOI, 401 Certification, Section 404 or Nationwide Permit #12, and MCAQMD Authority to Construct.

Task 4.3 – Prepare Easement Documents

Prepare and submit legal descriptions and plat maps for permanent and temporary easements from private property owners (if required). Prepare preliminary and final Deed forms conforming to City standards for easements on private property.

Task 4.4 – Easement Staking

Where necessary, coordinate with Private Acquisition Appraiser, obtain permission from landowners to stake the proposed acquisition, stake the centerline of proposed private permanent easement areas to be acquired, and stake the centerline of encroachment permit areas.

Task 4 Assumptions:

- Permit fees will be paid for by the CITY.

- 2 creek crossings, which will be constructed using a trenchless method (either below flow line or outside riparian zone).
- 1 Caltrans crossing
- 1 Railroad crossing
- Title reports, if needed, will be provided by the City
- A maximum of 5 legal descriptions and plat maps will be needed.
- Easement areas will only be staked once.
- No eminent domain will be required for easement acquisition.
- City will lead easement negotiations with property owners.

Task 4 Deliverables:

- Permit application packages.
- Meeting agendas and minutes.
- Draft/Final legal descriptions and plat maps.
- Staked centerline of private property easements and permits.

TASK 5 – FIELD INVESTIGATIVE WORK

5.1 - Topographical Survey

Establish project survey control. Set approximately 25 control points for project mapping in accordance with City of Ukiah control requirements. The horizontal datum will be based on the North American Datum 83 (NAD 83). The vertical datum will be based on the North American Vertical Datum of 1988 (NAVD 88).

Aerial photography will be used to provide a 100 ft strip map along the pipeline routes. Ground surveys will be used to supplement the aerial survey and will include utility location and identification of right-of-way lines. Detailed ground survey will be conducted for the pump station and tank sites and will include the FEMA 100 year flood elevation (if appropriate). Detailed ground survey will also be provided at the Orrs Creek and Gibson Creek crossings.

5.2 – Geotechnical & Corrosion Investigation

Review existing geologic maps, soils reports, and geologic reports for the project area. Review the project area and mark the boring locations for Underground Service Alert (USA). Perform a total of up to 23 borings ranging from 15 to 50 feet below ground surface. Trenchless borings (~3-4) will be 30-40 feet deep, 2 will be at the pump station/reservoir site and will be 25 to 50 ft deep for liquefaction analysis. The remainder of the borings are anticipated to be 15-20 ft deep. A laboratory testing program will be conducted to characterize the soil properties.

A Geotechnical Report documenting the results of the geotechnical exploration will include soil logs, results of laboratory analysis, results of the quantitative slope stability analysis, recommendations to support design of cut and fill slopes; trench construction, backfill, and

compaction; corrosion protection; trenchless construction; and geotechnical related synthetic liner design considerations.

5.3 – Existing Utility Research

Contact all agencies having existing utilities within the project area to obtain mapping of their facilities. Where appropriate, contact USA, prior to field survey, so that utility location markings can be surveyed and shown on the plans. Identify all utilities within the project corridor and walk the site to verify preliminary locations and identify potential conflicts. A utility contact log will be maintained. Based on this task and the topographic survey, develop a potholing plan, as necessary to identify potential conflicts. Coordinate with the City for potholing services.

The City will perform potholing with City forces or City specified contractor.

5.4 – Conduct Surge Analysis

Analyze pressure transients created by the operation of the pump station (e.g. pump power failure, pump startup) and their effect on the system pipeline (Phase 4). Winter, summer, daytime, and nighttime scenarios will be evaluated to identify the worst-case pressure surges in the system. Opening and closing of flow control valves at each customer location can also create adverse pressure surges in the pipelines. An analysis of safe opening and closing times will be developed to help define the system operating parameters and time of use strategy.

Task 5 Assumptions:

- Property line mapping will be consistent with deeds and maps of record. No Record of Survey Map will be prepared.
- Mapping of wetland delineations or other resources is not included.
- A maximum of 23 geologic borings will be performed.
- An environmental assessment or any exploration for the presence or absence of any hazardous or toxic materials is not included.
- Current property owner, or their representative, will be responsible for clearance from private utilities not covered by USA.
- Geotechnical investigation does not include a site specific quantitative liquefaction analysis.
- The City will secure site access for survey and geotechnical investigation.
- The City will provide traffic control and asphalt repair along the trench alignment for potholing and geotechnical borings.

Task 5 Deliverables:

- Topographic Map.
- Utility contact log.
- Draft/Final Geotechnical Report . (2 hard copies and 1 pdf)
- Surge Analysis Report (2 hard copies and 1 pdf)

TASK 6 – FINAL DESIGN

Assist the City with information required to obtain a new electrical service for the pump station from the City's Electric Utility Division including preparing an application for service, if needed.

Task 6.1 – Develop 90% Plans, Specifications, and Cost Estimate

Develop plans using Carollo CAD standards. Prepare technical specifications in conjunction with City standard front-end specifications. All specification documents will be prepared using Microsoft Word. Technical specification will be in CSI format.

An estimate of probable construction will be prepared to reflect the level of design. An electronic PDF of the cost estimate will be provided.

The 90% package will be provided to the City for review and comment. A review meeting (identified in Task 1.2) will be held to discuss the City's comments. All review comments and response to comments will be documented in a comment log.

Task 6.2 – Develop Final Plans, Specifications, and Cost Estimate

Comments received from the City will be incorporated into the plans and specifications to develop a set of final bid ready documents. The cost estimate will be updated to reflect the final design. Ten (10) hard copies (if requested) and a reproducible set of the final bid ready contract documents will be provided to the City for distribution to interested contractors.

Task 6 Assumptions:

- Pump station design will be for the Phase 4 Pump Station, to be located adjacent to the proposed Phase 4 recycled water storage tank, near the end of the Phase 1-3 pipeline. The proposed pump station will be the single pump station servicing Phase 4, no additional booster station is included in the scope.
- Pump station is assumed to consist of dry mounted horizontal split case pumps, with an inlet manifold connected to the storage tank.
- New electrical service will be required for the pump station, unless electrical can be pulled from the water treatment plant.
- New electrical equipment will be located in a new electrical room within the pump station building. The pump station is assumed to be CMU construction with an on-grade concrete mat foundation. Rooms within the pump station will be air conditioned as required for protection of the proposed equipment and operator comfort.
- Fire suppression systems for the electrical building are not included.
- Variable frequency drives will be provided for the pumps.
- Provisions for a portable generator will be included, but design of a generator is not included.
- Pump station will be controlled by a new PLC located in the electrical room and will be tied into the OWNER's SCADA system.
- Building permit reviews are not required.

- Landscaping and architectural design are not required, and are not included.
- Traffic control plans are not included.
- City will provide front-end documents.
- The project is assumed to consist of approximately 100 sheets.

Task 6 Deliverables:

- Electrical service application.
- 90% Plans, Specifications, and Cost Estimate (2 hard copies, 1 electronic copy).
- Final Plans, Specifications, and Cost Estimate (10 hard copies, 1 reproducible electronic copy).

TASK 7 – BID PHASE SERVICES & SUPPORT

Task 7.1 – Attend Pre-Bid Meeting

Attend the pre-bid conference. The meeting will be conducted by the City, but we will be available to answer questions or discuss the intent of the plans and specifications as requested by the City. Prepare minutes from the meeting. Meeting minutes will be distributed to attendees by the City.

Task 7.2 – Answer Questions/Provide Addenda

Provide assistance, as required, to the City during the bidding of the Project. This will include answering contractor questions and preparing up to two addenda during the advertisement period. The Engineer will be the primary contact for technical questions during the bid period. Addenda will be distributed by the City.

Task 7.3 - Conformed Documentation

At the conclusion of the Bid phase, provide a Conformed set of documents from which the Project shall proceed into construction.

Task 7 Assumptions:

- The City will sell and distribute contract documents to contractors.
- City will distribute addenda and minutes from the pre bid meeting.
- A maximum of two addenda will be prepared.

Task 7 Deliverables:

- Written responses to contractors' questions.
- Addenda, as necessary
- Meeting minutes.
- Conformed Documents

TASK 8 – ENGINEERING SERVICES DURING CONSTRUCTION

Task 8.1 – Pre-Construction Conference

Attend the pre-construction conference to answer questions and provide clarification. The meeting will be conducted by the Construction Manager. Meeting agendas and minutes will be prepared by the Construction Manager.

Task 8.2 – Engineer’s Site Observation

Assuming a construction contract of 12 months, conduct construction observation site visits at least once per month, with these visit increasing to twice monthly at the initial startup and where specific milestones dictate. Where possible the site visits will be scheduled to coincide with progress meetings.

Task 8.3 - Submittal Review

Review shop drawings and data submittals as requested by the Construction Manager. It is assumed that the Construction Manager will receive all submittals and re-submittals and will forward those submittals and re-submittals that require design review. Provide written responses within 14 calendar days of receipt of a submittal. Exceptions to this response target may include large submittals (up to 30 calendar days for review) or when the Contractor requests an expedited review. An allowance for 120 submittals and 25 resubmittals has been made in the budget.

Task 8.4 - Response to Contractor Requests for Information (RFIs)

Provide written responses to RFIs. A total of 40 RFIs are included in this scope.

Task 8.5 - Design Clarifications

Prepare and/or review proposed changes in the project scope or project time, when requested by the City or Construction Manager. A total of eight DCs are included in this scope. It is assumed that the Construction Manager will prepare and manage Change Order's resulting from the Design Clarifications.

Task 8.6 - Record Drawings

Review, after substantial completion, the final version of the Contractor's redline drawings that have been accepted by the Construction Manager. Based on this final set of marked up drawings, prepare record drawings in an electronic format (AutoCAD and PDF versions) for delivery to the City.

Task 8.7 - Substantial & Final Completion

At the request of the City or Construction Manager, assist in determining if the project or portions thereof are substantially complete and in accordance with the Contract Document. Assist in preparing the Certificate of Substantial Completion and a list of deficient items ("punch list"). If requested by the Construction Manager, assist in determining whether punch list items have been successfully completed to the standard of work required of the project documentation. The Construction Manager will be responsible for final determination of substantial completion.

Task 8.8 - Training and Commissioning

Under the lead of the Construction Manager, assist in the review of the Contractor's training plan and instruction materials for compliance with the Contract Documents. If requested by the City, provide instruction to City personnel on the project objectives, design intent and system operating procedures.

Task 8.9 - Operations and Maintenance Manuals

Review Operations and Maintenance (O&M) documentation provided by equipment vendors and Contractor to ensure they provide adequate information for ongoing maintenance and eventual replacement of the component.

Task 8 Deliverables:

- Electronic Responses to all Submittals. (120 submittals and 25 resubmittals budgeted)
- Electronic Responses to all RFIs. (40 RFIs budgeted)
- Formal Design Clarifications (8 DCs budgeted)
- Conformed Documents

TASK 9 – CONSTRUCTION MANAGEMENT

Task 9.1 – Preconstruction Services

Task 9.1a - Bid Escrow document review - We will perform an escrow review of bid documents provided by the accepted bidder to determine completeness and conformance of the received bid package. Secure bid package for duration of construction contract to assist in negotiation and resolution of change orders and potential claims

Task 9.1b Construction Contract Compliance - We will review the contractor's contract execution for compliance with contract document requirements, state revolving loan fund requirements, including prevailing wage and apprenticeship program requirements, as well as compliance with all environmental documents.

Task 9.1c - Pre-Construction Conference - We will schedule, coordinate, and conduct one preconstruction conference. An agenda will be prepared in advance to notify attendees of key

items for discussion. Meeting notes will be prepared and distributed to attendees within 10 days of the conference.

Task 9.2 – Services During Construction

Task 9.2a - Documentation System Set-up - We will use Procore. The construction manager (CM) will pay for and maintain a Procore license for the duration of the project for use by all project personnel.

Task 9.2b - Communication and Construction Management Plan - A project specific Construction Management Plan will be created for the project to establish project protocols, communications, and procedures.

Task 9.2c - Manage Field Inspection Personnel - We will provide resident inspection and our CM and/or resident engineer will manage the activities of the field inspection personnel, including the materials testing subcontractor. Our inspectors will prepare daily inspection reports, and summary weekly and monthly inspection reports to the City.

Task 9.2d - Track Submittals - We will coordinate and manage the shop drawing and submittal review process between the design engineer and the contractor. All submittals will be handled using the Procore documentation system. We will screen all submittals and determine their completeness before reviewing them or forwarding them to the design engineer for review.

Task 9.2e - Prepare Field Memos and Clarifications - We will coordinate and manage preparation of field memos and clarifications of drawings and specifications between the design engineer and the contractor. Memos will be handled in Procore to allow easy tracking of their status and outcome.

Task 9.2f - Track Requests for Information - We will coordinate and manage the RFI process between the design engineer and the contractor. All RFIs will be handled using the Procore documentation system. We will screen all RFIs and determine their validity before responding to them or forwarding them to the design engineer for response.

Task 9.2g - Review Monthly Progress Payment Requests - We will evaluate the contractor's monthly progress payment requests from the contractor and recommend payment by the City if requirements are met. We will compare requested quantities to the actual quantities completed and negotiate the appropriate progress payment request with the contractor.

Task 9.2h - Review Construction Schedule - We will review and approve the contractor's construction schedule, including updates and revisions, in accordance with the contract documents. Our review will focus on key elements such as logic, duration of activities, duration of startup and testing, and construction sequencing constraints and milestones.

Task 9.2i - Review Change Order Requests - We will review change order requests in conjunction with the design engineer to determine changes in scope and conditions. We will prepare independent cost estimates and negotiate with the contractor. We will prepare and

process approved change orders and incorporate them into the contract. We will prepare a log for tracking all potential change orders and agreed upon change orders.

Task 9.2j - Resolve Conflicts - We will work with all parties involved to resolve potential conflicts before they become an issue.

Task 9.2k - Review Labor Compliance - We will monitor project records and review labor compliance of the contractor. We will work with the contractor to correct any deficiencies found and report status to the City.

Task 9.2l - Review installation and maintenance of BMPs and Implementation of the SWPPP. Our staff is educated in California's evolving stormwater policies. We will monitor the stormwater protection installed by the contractor and work with him to maintain it and report its effectiveness in accordance with the current state regulations.

Task 9.2m - Conduct Final Inspection and Issue Punchlists - We will schedule and conduct a final inspection of the completed facilities and issue punch lists of uncompleted items where necessary. We will also assist the City in negotiation of unsettled changes or disputes associated with these inspections. When the final punch list items have been completed or resolved, we will recommend acceptance by the City.

Task 9.2n - Documentation of Existing Site Conditions - We will prepare video and photographic records of initial site conditions before the contractor begins construction. Video documentation will be accompanied by a verbal description of existing conditions. A copy of the video and photographic documentation will be provided to the City.

Task 9.2o - Construction Inspection - We will provide a qualified inspector to monitor the contractor's compliance with the specifications requirements.

Task 9.2p - Electrical Testing - We will work with the designer, contractor and vendors to determine all the required testing, then witness and document all site acceptance tests on electrical equipment. This includes witnessing all point-to-point checks and run tests for electrical equipment. We will confirm that circuit breaker settings conform to the values shown in the short circuit study and that all harmonic filters are correct and in place. All electrical testing results will be documented and filed in the project records.

Task 9.2q - Monitor Contractor's Compliance with Contract Documents - We will review and monitor the contractor's work against the contract documents to ensure compliance. We will report any non-conformances and deficiencies to the City and contractor and will work with the contractor to correct these deficiencies in a timely manner to the satisfaction of the City.

Task 9.2r - Review Certified Payroll - We will review the contractor and subcontractor certified payroll for compliance with State and Federal prevailing wage requirements. Any discrepancies will be identified and returned to the contractor for immediate correction. Violations will be addressed in accordance with the State Labor Code and Davis Bacon wage requirements. We

will also conduct interviews with select contractor field personnel to confirm payroll conditions. Our certified payroll findings will be included in the monthly project progress report.

Task 9.2s- Monitor Contractor's Compliance with CEQA Requirements - We will maintain a copy of the CEQA requirements and monitor the contractor's compliance against these requirements. We will periodically inform the City and contractor of compliance status and recommend a course of action to the City and contractor if these requirements are not being met.

Task 9.2t- Monitor and Review Record Drawings - We will monitor and coordinate the contractor's recording and maintenance of field changes to plans and specifications during construction on a monthly basis, or more frequently as required. At the 50-, 75-, and 90-percent project completion levels, we will perform a review of the contractor's working record drawings for general completeness and advise him of status. We will approve progress payments beyond 90- percent completion contingent upon the acceptability of the working record drawings

Task 9.3 – Material Testing

Materials testing will be provided by others to take quality assurance samples during construction and report to Carollo. We will coordinate callouts of the materials testing services firm with the contractor to efficiently use the testing firm. Testing results will be monitored for compliance with the contract documents. Discrepancies will be noted and the contractor will be directed to make necessary corrections.

Task 9.4 – Startup and Testing

Task 9.4a - Oversee Startup and Testing - We will oversee facilities acceptance testing and startup in cooperation with the contractor, design engineer, and City and plant staff. Startup and testing services will include assistance with comprehensive testing of functional equipment, sub-systems, and entire treatment processes.

Task 9.4b - Field Testing Reports and O&M Manuals - We will witness all field tests of equipment as described in the specifications and the vendor documentation. We will use test report forms as supplied by the vendors and the designer. Where no report forms are available, we will use our own in-house test forms with input from the designer and vendors. All test reports will be field with the equipment O&M manuals. All vendor O&M manuals will be reviewed for completeness, including all recommended maintenance procedures, calibration requirements, and spare parts lists.

EXHIBIT A
CITY OF UKIAH
RECYCLED WATER PROJECT – PHASE 4 DESIGN, ESDC, and CM
SCOPE OF WORK
November 1, 2018

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Administer the project and subconsultants to maintain project schedule and budget. The project progress and budget status will be included in monthly progress reports that will be attached to billing invoices. Additionally, the monthly progress report will include a list of work completed for the time period and what is expected in the coming period.

Task 1.2 - Meetings

Coordinate the project tasks between the City, subconsultants, stakeholders (including Farm Bureau, Flood Control District, Ukiah Unified School District, Ukiah Valley Golf Course, and the Ukiah Valley Sanitation District), and other agencies as required through project meetings. Prepare an agenda and meeting minutes for each of these meetings. Anticipated project meetings are identified below:

- Project Kick-off Meeting (City offices)
- Monthly Project Status Meetings (Conference call) (Assume 12 total)
- Stakeholder Meeting (City offices)
- PDR Review Meeting (City offices)
- 90% Review Meeting (City offices)

Task 1.3 – Quality Control

Quality control will be monitored throughout the entirety of the Project. We will review deliverables provided by subconsultants prior to forwarding to the City. Any document developed by Carollo will be peer reviewed internally prior to delivering to the City.

Task 1.4 – Coordination with Golf Course Improvements

Coordinate with the designer of the golf course facilities to confirm recycled water delivery needs, elevations, etc that will impact the recycled water system design.

Task 1 Deliverables:

- Monthly invoices
- Monthly status reports

- Meeting agendas and minutes

TASK 2 - SRF FUNDING APPLICATIONS AND COORDINATION

Carollo will support the City with funding applications for the CA SRF grant/loan program and the US Bureau of Reclamation (Reclamation). It is assumed that Carollo will be developing the SRF loan packages for General, Technical, and Financial (mainly City) and be delivering a complete package by December 31, 2018 in order for the City to be on the States fundable list for 2020. The environmental package will be developed by others. This task includes uploading the all four packages and reference documents to the State's electronic FFAST system. The Reclamation grants have an approximately 75 page application limit and are estimated to take approximately 140 hours to complete as they have to be developed from a 'project selling' angle.

Task 2 Assumptions:

- OWNER will provide required financial statements.
- OWNER will provide required resolutions.
- Carollo will develop documentation for the following packages: General, Technical, and assist with Financial.

Task 2 Deliverables:

- Grant Application Documentation (75 page limit).
- General, Technical, Environmental, and Financial SRF Application packages.

TASK 3 – PRELIMINARY DESIGN

3.1 – Confirm Phase 4 System Customers & Demands

Review the recommended alternative from the Feasibility Study as well as the demand profile generated during Phase 1-3 design to identify the preferred system configuration for the Phase 4 system while maintaining uninterrupted recycled water delivery to Phase 1-3 customers. Confirm water delivery schedule (summer/winter/day/night) to determine minimum and maximum pump flows. The design hydraulic loading will be included in the updated model as part of tasks 2.3-2.5.

3.2 – Evaluate and Optimize Chemical Usage at the AWT.

Evaluate current chemical usage and optimize. The goal of the AWT chemical addition evaluation is to minimize the quantity of primary coagulant addition in order to minimize the quantity of chemical sludge production, as the chemical sludge in the clarifier blowdown and waste filter backwash ends up in the anaerobic digester feed where it can affect digester alkalinity and performance. Consultant will review existing chemical feed operations procedures and recommend a routine jar test procedure to determine optimum primary coagulant and polymer addition based on secondary effluent water quality. Consultant will evaluate the clarifier component internals and recommend physical modifications to improve clarifier efficiency and

minimize primary coagulant and polymer demand. Results of this task will be used to inform the design of the ferric chloride feed pump replacement and digester feed alkalinity storage.

3.3 – Develop Design Criteria

Review pipeline design criteria used in Phase 1-3 Design and confirm suitability for Phase 4 delivery to the uphill receivers. Develop design criteria for the system storage, pump station, and electrical equipment based on the results of Task 3.1. Develop criteria to be used in the design of the AWT improvements.

3.4 – Storage and Pump Station Siting Analysis

Review the area within and around the Water Treatment Plant (WTP) to identify sites with sufficient area for a pump station and 1MG reservoir (~75 ft diameter). Evaluate the alternatives with respect to environmental, accessibility (for connection to Phase 3 and Phase 4 pipeline facilities), geotechnical conditions, and property acquisition needs. Based on the analysis and discussions with the City, recommend a preferred site.

3.5 - Update Model, Confirm Preliminary Routing & Sizing

Using the demand profile confirmed in Task 3.1 and the criteria defined in Task 3.2, confirm the preliminary system configuration, including pipe sizing, pump station configuration and capacity, and storage volume.

3.6 – Develop 30% Design

Develop 30% plans, a list of technical specifications, and a 30% estimate of probable construction cost. 30 percent plans will include:

- Preliminary pipeline plan and profile drawings showing the horizontal and vertical alignments, critical utilities, and easement requirements.
- Process flow diagrams,
- Preliminary pump station site plan, initial structural and mechanical layout, electrical single lines, communication block diagram, and P&IDs
- Preliminary tank site plan, initial structural and mechanical layout, communication block diagram, and P&IDs
- Preliminary site plan for AWT improvements, including initial structural, mechanical, and electrical layouts, and P&IDs

3.7 – Develop Draft/Final Preliminary Design Report (PDR)

Prepare a draft PDR that defines the basis of final design for the project components. A project description will be prepared describing the proposed improvements, reasons for selecting specific improvements, hydraulic basis including system and preliminary pump selection/curves, design concepts, description of alternatives analysis (where appropriate), a summary of the chemical usage analysis, recommended construction methods, a final customer list with demands, required permits, required property acquisition (if any), and design criteria. The cost estimate developed in Task 3.6 will be included. The 30% plans and an outline of technical specification sections will be included as an appendix to the PDR. The Draft PDR will be

submitted to the City and City review comments will be discussed during the Draft PDR review meeting. The review comments on the Draft PDR will be incorporated and submitted as the Final PDR. All review comments and response to comments will be documented in a comment log.

Task 3 Assumptions:

- A maximum of two (2) model runs will be conducted to confirm the final alignments, pipe sizing, and pump sizing/configuration.

Task 3 Deliverables:

- Draft/Final Preliminary Design Report, including 30% plans, technical specification outline and cost estimate. (2 hard copies, and 1 pdf)
- Comment log

TASK 4 - PERMITTING & EASEMENTS

Task 4.1 - Regulatory Agency Coordination

This task includes meetings with permit agencies as needed to obtain permits. Coordination is anticipated with the US Army Corps of Engineers, North Coast Regional Water Quality Control Board, California Department of Fish and Wildlife, Mendocino County Air Quality Management District, Caltrans, North Coast Rail Authority (NCRA), and County of Mendocino Department of Transportation (DOT).

Task 4.2 – Prepare Permit Applications

This task includes completing the permit applications and preparing supporting documentation packages as necessary for submission to appropriate agencies. Caltrans, NCRA, and DOT encroachment permits are covered in Task 5. Anticipated permits include Caltrans, NCRA, County DOT, Section 1600, SWPPP NOI, 401 Certification, Section 404 or Nationwide Permit #12, and MCAQMD Authority to Construct.

Task 4.3 – Prepare Easement Documents

Prepare and submit legal descriptions and plat maps for permanent and temporary easements from private property owners (if required). Prepare preliminary and final Deed forms conforming to City standards for easements on private property.

Task 4.4 – Easement Staking

Where necessary, coordinate with Private Acquisition Appraiser, obtain permission from landowners to stake the proposed acquisition, stake the centerline of proposed private permanent easement areas to be acquired, and stake the centerline of encroachment permit areas.

Task 4 Assumptions:

- Permit fees will be paid for by the CITY.

- 2 creek crossings, which will be constructed using a trenchless method (either below flow line or outside riparian zone).
- 1 Caltrans crossing
- 1 Railroad crossing
- Title reports, if needed, will be provided by the City
- A maximum of 5 legal descriptions and plat maps will be needed.
- Easement areas will only be staked once.
- No eminent domain will be required for easement acquisition.
- City will lead easement negotiations with property owners.

Task 4 Deliverables:

- Permit application packages.
- Meeting agendas and minutes.
- Draft/Final legal descriptions and plat maps.
- Staked centerline of private property easements and permits.

TASK 5 – FIELD INVESTIGATIVE WORK

5.1 - Topographical Survey

Establish project survey control. Set approximately 25 control points for project mapping in accordance with City of Ukiah control requirements. The horizontal datum will be based on the North American Datum 83 (NAD 83). The vertical datum will be based on the North American Vertical Datum of 1988 (NAVD 88).

Aerial photography will be used to provide a 100 ft strip map along the pipeline routes. Ground surveys will be used to supplement the aerial survey and will include utility location and identification of right-of-way lines. Detailed ground survey will be conducted for the pump station and tank sites and will include the FEMA 100 year flood elevation (if appropriate). Detailed ground survey will also be provided at the Orrs Creek and Gibson Creek crossings.

5.2 – Geotechnical & Corrosion Investigation

Review existing geologic maps, soils reports, and geologic reports for the project area. Review the project area and mark the boring locations for Underground Service Alert (USA). Perform a total of up to 23 borings ranging from 15 to 50 feet below ground surface. Trenchless borings (~3-4) will be 30-40 feet deep, 2 will be at the pump station/reservoir site and will be 25 to 50 ft deep for liquefaction analysis. The remainder of the borings are anticipated to be 15-20 ft deep. A laboratory testing program will be conducted to characterize the soil properties.

A Geotechnical Report documenting the results of the geotechnical exploration will include soil logs, results of laboratory analysis, results of the quantitative slope stability analysis, recommendations to support design of cut and fill slopes; trench construction, backfill, and

compaction; corrosion protection; trenchless construction; and geotechnical related synthetic liner design considerations.

5.3 – Existing Utility Research

Contact all agencies having existing utilities within the project area to obtain mapping of their facilities. Where appropriate, contact USA, prior to field survey, so that utility location markings can be surveyed and shown on the plans. Identify all utilities within the project corridor and walk the site to verify preliminary locations and identify potential conflicts. A utility contact log will be maintained. Based on this task and the topographic survey, develop a potholing plan, as necessary to identify potential conflicts. Coordinate with the City for potholing services.

The City will perform potholing with City forces or City specified contractor.

5.4 – Conduct Surge Analysis

Analyze pressure transients created by the operation of the pump station (e.g. pump power failure, pump startup) and their effect on the system pipeline (Phase 4). Winter, summer, daytime, and nighttime scenarios will be evaluated to identify the worst-case pressure surges in the system. Opening and closing of flow control valves at each customer location can also create adverse pressure surges in the pipelines. An analysis of safe opening and closing times will be developed to help define the system operating parameters and time of use strategy.

Task 5 Assumptions:

- Property line mapping will be consistent with deeds and maps of record. No Record of Survey Map will be prepared.
- Mapping of wetland delineations or other resources is not included.
- A maximum of 23 geologic borings will be performed.
- An environmental assessment or any exploration for the presence or absence of any hazardous or toxic materials is not included.
- Current property owner, or their representative, will be responsible for clearance from private utilities not covered by USA.
- Geotechnical investigation does not include a site specific quantitative liquefaction analysis.
- The City will secure site access for survey and geotechnical investigation.
- The City will provide traffic control and asphalt repair along the trench alignment for potholing and geotechnical borings.

Task 5 Deliverables:

- Topographic Map.
- Utility contact log.
- Draft/Final Geotechnical Report . (2 hard copies and 1 pdf)
- Surge Analysis Report (2 hard copies and 1 pdf)

TASK 6 – FINAL DESIGN

Assist the City with information required to obtain a new electrical service for the pump station from the City's Electric Utility Division including preparing an application for service, if needed.

Task 6.1 – Develop 90% Plans, Specifications, and Cost Estimate

Develop plans using Carollo CAD standards. Prepare technical specifications in conjunction with City standard front-end specifications. All specification documents will be prepared using Microsoft Word. Technical specification will be in CSI format.

An estimate of probable construction will be prepared to reflect the level of design. An electronic PDF of the cost estimate will be provided.

The 90% package will be provided to the City for review and comment. A review meeting (identified in Task 1.2) will be held to discuss the City's comments. All review comments and response to comments will be documented in a comment log.

Task 6.2 – Develop Final Plans, Specifications, and Cost Estimate

Comments received from the City will be incorporated into the plans and specifications to develop a set of final bid ready documents. The cost estimate will be updated to reflect the final design. Ten (10) hard copies (if requested) and a reproducible set of the final bid ready contract documents will be provided to the City for distribution to interested contractors.

Task 6 Assumptions:

- Pump station design will be for the Phase 4 Pump Station, to be located adjacent to the proposed Phase 4 recycled water storage tank, near the end of the Phase 1-3 pipeline. The proposed pump station will be the single pump station servicing Phase 4, no additional booster station is included in the scope.
- Pump station is assumed to consist of dry mounted horizontal split case pumps, with an inlet manifold connected to the storage tank.
- New electrical service will be required for the pump station, unless electrical can be pulled from the water treatment plant.
- New electrical equipment will be located in a new electrical room within the pump station building. The pump station is assumed to be CMU construction with an on-grade concrete mat foundation. Rooms within the pump station will be air conditioned as required for protection of the proposed equipment and operator comfort.
- Fire suppression systems for the electrical building are not included.
- Variable frequency drives will be provided for the pumps.
- Provisions for a portable generator will be included, but design of a generator is not included.
- Pump station will be controlled by a new PLC located in the electrical room and will be tied into the OWNER's SCADA system.
- Building permit reviews are not required.

- Landscaping and architectural design are not required, and are not included.
- Traffic control plans are not included.
- City will provide front-end documents.
- The project is assumed to consist of approximately 100 sheets.

Task 6 Deliverables:

- Electrical service application.
- 90% Plans, Specifications, and Cost Estimate (2 hard copies, 1 electronic copy).
- Final Plans, Specifications, and Cost Estimate (10 hard copies, 1 reproducible electronic copy).

TASK 7 – BID PHASE SERVICES & SUPPORT

Task 7.1 – Attend Pre-Bid Meeting

Attend the pre-bid conference. The meeting will be conducted by the City, but we will be available to answer questions or discuss the intent of the plans and specifications as requested by the City. Prepare minutes from the meeting. Meeting minutes will be distributed to attendees by the City.

Task 7.2 – Answer Questions/Provide Addenda

Provide assistance, as required, to the City during the bidding of the Project. This will include answering contractor questions and preparing up to two addenda during the advertisement period. The Engineer will be the primary contact for technical questions during the bid period. Addenda will be distributed by the City.

Task 7.3 - Conformed Documentation

At the conclusion of the Bid phase, provide a Conformed set of documents from which the Project shall proceed into construction.

Task 7 Assumptions:

- The City will sell and distribute contract documents to contractors.
- City will distribute addenda and minutes from the pre bid meeting.
- A maximum of two addenda will be prepared.

Task 7 Deliverables:

- Written responses to contractors' questions.
- Addenda, as necessary
- Meeting minutes.
- Conformed Documents

TASK 8 – ENGINEERING SERVICES DURING CONSTRUCTION

Task 8.1 – Pre-Construction Conference

Attend the pre-construction conference to answer questions and provide clarification. The meeting will be conducted by the Construction Manager. Meeting agendas and minutes will be prepared by the Construction Manager.

Task 8.2 – Engineer’s Site Observation

Assuming a construction contract of 12 months, conduct construction observation site visits at least once per month, with these visit increasing to twice monthly at the initial startup and where specific milestones dictate. Where possible the site visits will be scheduled to coincide with progress meetings.

Task 8.3 - Submittal Review

Review shop drawings and data submittals as requested by the Construction Manager. It is assumed that the Construction Manager will receive all submittals and re-submittals and will forward those submittals and re-submittals that require design review. Provide written responses within 14 calendar days of receipt of a submittal. Exceptions to this response target may include large submittals (up to 30 calendar days for review) or when the Contractor requests an expedited review. An allowance for 120 submittals and 25 resubmittals has been made in the budget.

Task 8.4 - Response to Contractor Requests for Information (RFIs)

Provide written responses to RFIs. A total of 40 RFIs are included in this scope.

Task 8.5 - Design Clarifications

Prepare and/or review proposed changes in the project scope or project time, when requested by the City or Construction Manager. A total of eight DCs are included in this scope. It is assumed that the Construction Manager will prepare and manage Change Order's resulting from the Design Clarifications.

Task 8.6 - Record Drawings

Review, after substantial completion, the final version of the Contractor's redline drawings that have been accepted by the Construction Manager. Based on this final set of marked up drawings, prepare record drawings in an electronic format (AutoCAD and PDF versions) for delivery to the City.

Task 8.7 - Substantial & Final Completion

At the request of the City or Construction Manager, assist in determining if the project or portions thereof are substantially complete and in accordance with the Contract Document. Assist in preparing the Certificate of Substantial Completion and a list of deficient items ("punch list"). If requested by the Construction Manager, assist in determining whether punch list items have been successfully completed to the standard of work required of the project documentation. The Construction Manager will be responsible for final determination of substantial completion.

Task 8.8 - Training and Commissioning

Under the lead of the Construction Manager, assist in the review of the Contractor's training plan and instruction materials for compliance with the Contract Documents. If requested by the City, provide instruction to City personnel on the project objectives, design intent and system operating procedures.

Task 8.9 - Operations and Maintenance Manuals

Review Operations and Maintenance (O&M) documentation provided by equipment vendors and Contractor to ensure they provide adequate information for ongoing maintenance and eventual replacement of the component.

Task 8 Deliverables:

- Electronic Responses to all Submittals. (120 submittals and 25 resubmittals budgeted)
- Electronic Responses to all RFIs. (40 RFIs budgeted)
- Formal Design Clarifications (8 DCs budgeted)
- Conformed Documents

TASK 9 – CONSTRUCTION MANAGEMENT

Task 9.1 – Preconstruction Services

Task 9.1a - Bid Escrow document review - We will perform an escrow review of bid documents provided by the accepted bidder to determine completeness and conformance of the received bid package. Secure bid package for duration of construction contract to assist in negotiation and resolution of change orders and potential claims

Task 9.1b Construction Contract Compliance - We will review the contractor's contract execution for compliance with contract document requirements, state revolving loan fund requirements, including prevailing wage and apprenticeship program requirements, as well as compliance with all environmental documents.

Task 9.1c - Pre-Construction Conference - We will schedule, coordinate, and conduct one preconstruction conference. An agenda will be prepared in advance to notify attendees of key

items for discussion. Meeting notes will be prepared and distributed to attendees within 10 days of the conference.

Task 9.2 – Services During Construction

Task 9.2a - Documentation System Set-up - We will use Procore. The construction manager (CM) will pay for and maintain a Procore license for the duration of the project for use by all project personnel.

Task 9.2b - Communication and Construction Management Plan - A project specific Construction Management Plan will be created for the project to establish project protocols, communications, and procedures.

Task 9.2c - Manage Field Inspection Personnel - We will provide resident inspection and our CM and/or resident engineer will manage the activities of the field inspection personnel, including the materials testing subcontractor. Our inspectors will prepare daily inspection reports, and summary weekly and monthly inspection reports to the City.

Task 9.2d - Track Submittals - We will coordinate and manage the shop drawing and submittal review process between the design engineer and the contractor. All submittals will be handled using the Procore documentation system. We will screen all submittals and determine their completeness before reviewing them or forwarding them to the design engineer for review.

Task 9.2e - Prepare Field Memos and Clarifications - We will coordinate and manage preparation of field memos and clarifications of drawings and specifications between the design engineer and the contractor. Memos will be handled in Procore to allow easy tracking of their status and outcome.

Task 9.2f - Track Requests for Information - We will coordinate and manage the RFI process between the design engineer and the contractor. All RFIs will be handled using the Procore documentation system. We will screen all RFIs and determine their validity before responding to them or forwarding them to the design engineer for response.

Task 9.2g - Review Monthly Progress Payment Requests - We will evaluate the contractor's monthly progress payment requests from the contractor and recommend payment by the City if requirements are met. We will compare requested quantities to the actual quantities completed and negotiate the appropriate progress payment request with the contractor.

Task 9.2h - Review Construction Schedule - We will review and approve the contractor's construction schedule, including updates and revisions, in accordance with the contract documents. Our review will focus on key elements such as logic, duration of activities, duration of startup and testing, and construction sequencing constraints and milestones.

Task 9.2i - Review Change Order Requests - We will review change order requests in conjunction with the design engineer to determine changes in scope and conditions. We will prepare independent cost estimates and negotiate with the contractor. We will prepare and

process approved change orders and incorporate them into the contract. We will prepare a log for tracking all potential change orders and agreed upon change orders.

Task 9.2j - Resolve Conflicts - We will work with all parties involved to resolve potential conflicts before they become an issue.

Task 9.2k - Review Labor Compliance - We will monitor project records and review labor compliance of the contractor. We will work with the contractor to correct any deficiencies found and report status to the City.

Task 9.2l - Review installation and maintenance of BMPs and Implementation of the SWPPP. Our staff is educated in California's evolving stormwater policies. We will monitor the stormwater protection installed by the contractor and work with him to maintain it and report its effectiveness in accordance with the current state regulations.

Task 9.2m - Conduct Final Inspection and Issue Punchlists - We will schedule and conduct a final inspection of the completed facilities and issue punch lists of uncompleted items where necessary. We will also assist the City in negotiation of unsettled changes or disputes associated with these inspections. When the final punch list items have been completed or resolved, we will recommend acceptance by the City.

Task 9.2n - Documentation of Existing Site Conditions - We will prepare video and photographic records of initial site conditions before the contractor begins construction. Video documentation will be accompanied by a verbal description of existing conditions. A copy of the video and photographic documentation will be provided to the City.

Task 9.2o - Construction Inspection - We will provide a qualified inspector to monitor the contractor's compliance with the specifications requirements.

Task 9.2p - Electrical Testing - We will work with the designer, contractor and vendors to determine all the required testing, then witness and document all site acceptance tests on electrical equipment. This includes witnessing all point-to-point checks and run tests for electrical equipment. We will confirm that circuit breaker settings conform to the values shown in the short circuit study and that all harmonic filters are correct and in place. All electrical testing results will be documented and filed in the project records.

Task 9.2q - Monitor Contractor's Compliance with Contract Documents - We will review and monitor the contractor's work against the contract documents to ensure compliance. We will report any non-conformances and deficiencies to the City and contractor and will work with the contractor to correct these deficiencies in a timely manner to the satisfaction of the City.

Task 9.2r - Review Certified Payroll - We will review the contractor and subcontractor certified payroll for compliance with State and Federal prevailing wage requirements. Any discrepancies will be identified and returned to the contractor for immediate correction. Violations will be addressed in accordance with the State Labor Code and Davis Bacon wage requirements. We

will also conduct interviews with select contractor field personnel to confirm payroll conditions. Our certified payroll findings will be included in the monthly project progress report.

Task 9.2s- Monitor Contractor's Compliance with CEQA Requirements - We will maintain a copy of the CEQA requirements and monitor the contractor's compliance against these requirements. We will periodically inform the City and contractor of compliance status and recommend a course of action to the City and contractor if these requirements are not being met.

Task 9.2t- Monitor and Review Record Drawings - We will monitor and coordinate the contractor's recording and maintenance of field changes to plans and specifications during construction on a monthly basis, or more frequently as required. At the 50-, 75-, and 90-percent project completion levels, we will perform a review of the contractor's working record drawings for general completeness and advise him of status. We will approve progress payments beyond 90- percent completion contingent upon the acceptability of the working record drawings

Task 9.3 – Material Testing

Materials testing will be provided by others to take quality assurance samples during construction and report to Carollo. We will coordinate callouts of the materials testing services firm with the contractor to efficiently use the testing firm. Testing results will be monitored for compliance with the contract documents. Discrepancies will be noted and the contractor will be directed to make necessary corrections.

Task 9.4 – Startup and Testing

Task 9.4a - Oversee Startup and Testing - We will oversee facilities acceptance testing and startup in cooperation with the contractor, design engineer, and City and plant staff. Startup and testing services will include assistance with comprehensive testing of functional equipment, sub-systems, and entire treatment processes.

Task 9.4b - Field Testing Reports and O&M Manuals - We will witness all field tests of equipment as described in the specifications and the vendor documentation. We will use test report forms as supplied by the vendors and the designer. Where no report forms are available, we will use our own in-house test forms with input from the designer and vendors. All test reports will be field with the equipment O&M manuals. All vendor O&M manuals will be reviewed for completeness, including all recommended maintenance procedures, calibration requirements, and spare parts lists.

EXHIBIT B
LABOR AND BUDGET ESTIMATE
City of Ukiah
Recycled Water Scheme - Phase 4
Design and Bidding Services

Task Task Description		Carollo Labor																Subconsultant				Other Direct Costs (ODC)							Total Cost
		PIC/PM	PE	Proc	Struct	Elec	Permit	Eng	CAD	QC/QC	DP	CM	RE	Inspector	Field Clerk	Total	Labor	Rau Survey	Geotech	NHC Hydraulics	JDH CP	Subconsultants Fee	PECE	ODC	Mileage		ODC Total		
		\$285	\$238	\$285	\$252	\$252	\$252	\$174	\$183	\$285	\$115	\$273	\$186	\$186	\$114	Hours	Cost					Includes 10% Markup			\$11.70	Trips		Amount	
1.0 Project Management and Meetings		137	63	0	0	0	0	0	0	0	0	0	0	0	0	200	\$53,897					\$0	\$2,334		0	\$0	\$2,334	\$56,231	
1.1 Project Management and Administration		66	116	0	0	0	0	58	0	0	0	0	0	0	0	240	\$56,510					\$0	\$2,808		12	\$1,794	\$4,602	\$61,112	
1.2 Meetings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0					\$0	\$0		0	\$0	\$0	\$0	
1.3 QA/QC (hours included in below tasks)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0					\$0	\$0		0	\$0	\$0	\$0	
1.4 Coordination with Golf Course Improvements		8	8	0	0	0	0	16	0	0	0	0	0	0	0	32	\$6,968					\$0	\$374		0	\$0	\$374	\$7,342	
Task 1.0 Totals =		211	187	0	0	0	0	74	0	0	0	0	0	0	0	472	\$117,375										Task 1.0 Totals =	\$124,685	
2.0 SRF Funding Applications and Coordination		72	28	0	0	0	48	40	0	2	8	0	0	0	0	198	\$47,730					\$0	\$2,317		0	\$0	\$2,317	\$50,047	
2.1 SRF Funding Applications and Coordination		72	28	0	0	0	48	40	0	2	8	0	0	0	0	198	\$47,730										Task 2.0 Totals =	\$50,047	
3.0 Preliminary Design		4	8	0	0	0	0	12	0	0	0	0	0	0	0	24	\$5,132					\$0	\$281		0	\$0	\$281	\$5,413	
3.1 Confirm Phase 4 System Customers & Demand		2	2	48	0	0	0	0	0	0	0	0	0	0	0	52	\$14,726					\$0	\$608		1	\$150	\$758	\$15,484	
3.2 Evaluate and Optimize Chemical Usage at the AW		2	8	4	2	2	0	12	0	2	0	0	0	0	0	32	\$7,280					\$0	\$374		0	\$0	\$374	\$7,654	
3.3 Develop Design Criteria		2	16	0	2	2	2	24	4	2	0	0	0	0	0	54	\$11,368					\$0	\$632		1	\$150	\$781	\$12,149	
3.4 Storage & Pump Station Siting Analysis		1	16	0	0	0	2	24	0	2	0	0	0	0	0	45	\$9,343					\$0	\$527		0	\$0	\$527	\$9,870	
3.5 Update Model, Confirm Preliminary Routing & Sizing		49	93	24	29	20	0	168	261	33	0	0	0	0	0	677	\$141,626					\$0	\$7,919		0	\$0	\$7,919	\$149,544	
3.6 30% Design		8	16	12	8	8	0	24	0	2	8	0	0	0	0	86	\$19,206					\$0	\$1,006	\$500	0	\$0	\$1,506	\$20,712	
3.7 Develop Draft/Final PDR		68	159	88	41	32	4	264	265	41	8	0	0	0	0	970	\$208,681										Task 3.0 Totals =	\$220,827	
4.0 Permitting & Easement		8	16	0	0	0	16	16	0	0	0	0	0	0	0	56	\$12,904					\$0	\$655		0	\$0	\$655	\$13,559	
4.1 Regulatory Agency Coordination		8	16	0	0	0	40	54	12	4	8	0	0	0	0	142	\$29,820					\$0	\$1,661		1	\$150	\$1,811	\$31,631	
4.2 Prepare Permit Applications		2	4	0	0	0	0	16	0	2	0	0	0	0	0	24	\$4,876	\$15,406				\$16,947	\$281		0	\$0	\$17,227	\$22,103	
4.3 Prepare Easement Documents		0	2	0	0	0	0	0	2	0	0	0	0	0	0	4	\$842	\$3,000				\$3,300	\$47		0	\$0	\$3,347	\$4,189	
4.4 Easement Staking		18	38	0	0	0	56	86	14	6	8	0	0	0	0	226	\$48,442										Task 4.0 Totals =	\$71,482	
5.0 Field Investigative Services & Hydraulics		6	12	0	0	0	0	0	0	2	0	0	0	0	0	20	\$5,136	\$165,294					\$181,823	\$234		0	\$0	\$182,057	\$187,193
5.1 Topographic Survey		2	8	0	4	0	0	0	0	2	0	0	0	0	0	16	\$4,052					\$129,073	\$187		0	\$0	\$129,260	\$133,312	
5.2 Geotechnical Investigations		8	4	0	0	0	0	8	0	1	0	0	0	0	0	21	\$4,909					\$0	\$246		1	\$150	\$395	\$5,304	
5.3 Potholing		2	8	0	0	0	0	0	0	2	0	0	0	0	0	12	\$3,044					\$27,500	\$140		0	\$0	\$27,640	\$30,684	
5.4 Surge Analysis		18	32	0	4	0	0	8	0	7	0	0	0	0	0	69	\$17,141										Task 5.0 Totals =	\$356,494	
6.0 Final Design		168	210	60	73	163	0	353	747	91	67	0	0	0	0	1,931	\$406,030					\$10,000	\$11,000	\$22,595	\$500	0	\$0	\$34,095	\$440,125
6.1 90% & 100% Design Documentation		168	210	60	73	163	0	353	747	91	67	0	0	0	0	1,931	\$406,030										Task 6.0 Totals =	\$440,125	
7.0 Bid Support		8	8	0	0	0	0	0	0	0	0	8	0	0	0	24	\$6,368					\$0	\$281		1	\$150	\$430	\$6,798	
7.1 Attend Pre Bid Meeting		4	22	4	4	4	0	4	18	0	2	0	0	0	0	62	\$13,870					\$0	\$730		0	\$0	\$730	\$14,600	
7.2 RFI Review & Response & Addenda		4	8	0	8	8	0	16	40	2	8	0	0	0	0	94	\$18,528					\$0	\$1,094	\$1,000	0	\$0	\$2,094	\$20,621	
7.3 Conformed Documentation		16	38	4	12	12	0	20	58	2	10	8	0	0	0	180	\$38,765										Task 7.0 Totals =	\$42,019	
8.0 Engineering Services During Construction		4	8	0	0	0	0	0	0	0	0	0	0	0	0	12	\$3,044					\$0	\$140		0	\$0	\$140	\$3,184	
8.1 Construction Contract Award		8	8	0	0	8	0	8	0	0	0	0	0	0	0	32	\$7,592					\$0	\$374		0	\$0	\$374	\$7,966	
8.2 Pre-Construction Conference		48	96	0	8	16	0	48	0	0	0	0	0	0	0	216	\$50,928					\$0	\$2,527	18	\$2,691	\$5,218	\$56,146		
8.3 Engineer's Site Observation		30	270	18	18	18	0	0	0	0	0	0	0	0	0	354	\$87,012					\$0	\$4,142		0	\$0	\$4,142	\$91,154	
8.4 Submittals Review		5	60	10	10	10	0	10	0	0	0	0	0	0	0	105	\$25,425					\$0	\$1,229		0	\$0	\$1,229	\$26,654	
8.5 Responses to Contractor's RFIs		2	16	8	8	8	0	32	0	0	0	0	0	0	0	82	\$18,562					\$0	\$959		0	\$0	\$959	\$19,521	
8.6 Review and Preparation of Design Clarifications		4	8	0	0	0	0	24	120	4	0	0	0	0	0	160	\$30,320					\$0	\$1,872		0	\$0	\$1,872	\$32,192	
8.7 Record Drawings		2	16	0	0	0	0	8	0	0	0	0	0	0	0	26	\$5,770					\$0	\$304		1	\$150	\$454	\$6,224	
8.8 Substantial and Final Completion Assistance		4	16	0	0	16	0	0	0	0	0	0	0	0	0	36	\$8,980					\$0	\$421		2	\$299	\$720	\$9,700	
8.9 Training and Commissioning		4	8	8	0	8	0	8	0	0	0	0	0	0	0	36	\$8,732					\$0	\$421		0	\$0	\$421	\$9,153	
9.0 Operations and Maintenance Manuals		111	506	44	44	84	8	96	162	4	0	0	0	0	0	1,059	\$246,365										Task 8.0 Totals =	\$261,895	
9.0 Construction Management		0	0	0	0	0	0	0	0	0	0	40	24	16	40	120	\$22,920					\$0	\$1,404	\$25,000	0	\$0	\$26,404	\$49,324	
9.1 Preconstruction Services		0	0	0	0	0	0	0	0	0	0	784	1,960	1,320	416	4,480	\$871,536					\$0	\$52,416	\$12,000	0	\$0	\$64,416	\$935,952	
9.2 Services During Construction		0	0	0	0	0	0	0	0	0	0	8	40	48	0	96	\$18,552					\$0	\$1,123		0	\$0	\$1,123	\$19,675	
9.3 Material Testing		0	0	0	0	0	0	0	0	0	0	40	80	120	32	272	\$51,768					\$0	\$3,182		0	\$0	\$3,182	\$54,950	
9.4 Startup and Testing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0										Task 9.0 Totals =	\$1,059,902	
Project Totals =		682	1,198	197	175	291	116	940	1,246	152	101	880	2,104	1,504	488	10,073	\$2,095,304	\$183,700	\$117,339	\$25,000	\$10,000	\$369,643	\$117,857	\$39,000	38	\$5,681	\$532,180	\$2,627,484.75	

City of Ukiah
City of Ukiah Recycled Water Pipeline Project
Phase 4 Refinements
Addendum 3 – Scope of Work, Budget, and Schedule

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

PROJECT BACKGROUND AND UNDERSTANDING

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

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

Due to the fact that many details were not known at the time, the 2012 Recycled Water Feasibility Study and the subsequent 2013 IS/MND and 2015 and 2017 addendums could not clearly outline or define the Phase 4 storage requirements. Now the requirements for Phase 4 are better known and defined and include:

- Miscellaneous upgrade improvements at the existing tertiary filtration/disinfection system at the WWTP, mainly electrical, Instrumentation & controls, monitoring and testing equipment, etc.
- RW storage tank, up to 1 MG, and booster pump station at the City of Ukiah Sports Complex, located at the end of the Phase 3 RW Pipeline Project.
- Approximately 5,000 LF of 12" diameter pipeline, including a bore and Jack under Highway 101.
- Approximately 14,000 LF of 8" diameter pipeline ending at Lake A on the City owned golf course.
- Four (4) lined lakes, and irrigation pump station, at the golf course to provide operational storage for the RW system, as defined herein:

Lakes	Elev	Ac
A	650'	1.4 AC
B1	648'	0.7 AC
B2	646'	0.4 AC
C	641'	1.6 AC (including irrigation PS)

The four lined lakes on the golf course are needed to provide end-of-the-line system storage. The lakes are designed to be intertied and gravity flow from Lake A to B1 to B2 to C. The irrigation pump station, located at Lake C, will provide irrigation of the City owned golf course, as well as system reliability. The operation of the lakes is planned to be such that the RW system will only use the top approximately two feet of the lake for irrigation, and would therefore be maintained as lakes. The only time the lined lakes would be emptied is if they need maintenance or cleaning.

Due to the fact that the City is applying for grant money through the State Water Resources Control Board (State Board) through the State Revolving Fund (SRF) Loan Program and that the deadline for submitting complete packages, including complete CEQA coverage, is due by December 31, 2018 to be eligible for 2019 funding, - the City must complete CEQA on these Phase 4 Refinements on/or before that December 31, 2018.

SCOPE OF WORK

SMB will prepare an Addendum pursuant to CEQA for the Phase 4 Refinements to the City's Recycled Water Pipeline Project. It is recognized that some of these refinements may push the envelope of what is intended for an Addendum to a previously prepared IS/MND. However, given that it is likely that these refinements will not create any new significant environmental impacts that were not anticipated in the original IS/MND and/or require any new mitigation, then an Addendum may be appropriately prepared. If the City, State Board, or any other responsible agency requires that a supplemental IS/MND is required instead, then additional scope, budget, and schedule will be required and it would then be impossible to make the December 31, 2018 deadline for submittal for 2019 SRF funding consideration.

BUDGET

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

SCHEDULE

SMB proposes to complete the Addendum as described above for the City to consider for approval at its December 5, 2018 City Council Meeting. This will require a complete and Final Project Description of the Phase 4 refinements from Carollo Engineers and City approval to this Proposal by October 31, 2018. This Addendum will require a 15 day- public review, which will need to be completed by November 21, 2018.



AGENDA SUMMARY REPORT

SUBJECT: Adoption of Resolution Establishing an Interim Referral Procedure, Until Such Time that the Mendocino County Airport Comprehensive Land Use Plan is Updated to Reflect Current Ukiah Municipal Airport Environs, for Projects Located in the A, A*, B1, B1*, and B2 Zones of the 1996 Compatibility Zoning Map of the Ukiah Municipal Airport Master Plan and Referred by the City of Ukiah Community Development Department to the Mendocino County Airport Land Use Commission.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter

ATTACHMENTS:

[Attachment 1- Resolution for ALUC interim referral procedure](#)

[Attachment 2- Draft ALUC Interim Referral Procedure CDD](#)

[Attachment 3- Section 1.3 Mendocino County ACLUP](#)

[Attachment 4- 2018-08-01 Ltr to ALUC and BOS RE ACLUP](#)

Summary: Council will consider adoption of a resolution establishing an interim referral procedure, until such time that the Mendocino County Airport Comprehensive Land Use Plan is updated to reflect current Ukiah Municipal Airport environs, for projects located in the A, A*, B1, B1*, and B2 Zones of the 1996 Compatibility Zoning Map of the Ukiah Municipal Airport Master Plan and referred by the City of Ukiah Community Development Department to the Mendocino County Airport Land Use Commission.

RECOMMENDED ACTION: Adopt resolution establishing an interim referral procedure, until such time that the Mendocino County Airport Comprehensive Land Use Plan is updated to reflect current Ukiah Municipal Airport environs, for projects located in the A, A*, B1, B1*, and B2 Zones of the 1996 Compatibility Zoning Map of the Ukiah Municipal Airport Master Plan and referred by the City of Ukiah Community Development Department to the Mendocino County Airport Land Use Commission.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

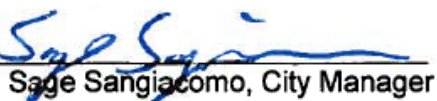
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: David Rapport, City Attorney

Approved: _____


Sage Sangiacomo, City Manager

Background: In the appeal of the Garton Tractor Major Site Development Permit considered by the City Council in a public hearing on June 6, 2018 and a continued public hearing September 19, 2018 the appellant, Councilmember Crane, identified three issues as the reasons for his appeal. Two of the issues have been addressed by Staff and the applicant through actions related to the appeal. The third issue relates to questions and concerns about the process by which the City Community Development Department refers projects to the Mendocino County Airport Land Use Commission (ALUC). That is the purpose of this agenda item.

Attachment 1 is the resolution establishing the ALUC interim referral procedure, and Attachment 2 is the interim referral procedure.

Discussion: Staff had a series of meetings with Councilmember Crane, Members of the Ukiah Airport Commission, Members of the Airport Land Use Commission, and the Ukiah Municipal Airport Manager to better understand questions and concerns related to the ALUC referral process. Staff has also discussed the issue with Mead & Hunt, Inc. and researched how other cities and counties approach the process. Key takeaways from meetings and research include the following: 1) the 1996 Mendocino County Airport Comprehensive Land Use Plan (ACLUP) is out of date with current Ukiah Municipal Airport environs and State regulations, and ambiguities present in the existing ACLUP do not provide adequate clarity to Staff on what projects need referral; 2) where ambiguities in referral processes exist, there can be breakdowns in communication and the collaborative planning effort; 3) it is at the discretion of the local planning agency what projects should be referred and what projects should not be referred; and 4) the City of Ukiah Community Development Department has not adopted a referral process beyond what exists in Section 1.3 of the ACLUP (Attachment 3).

As stated in previous staff reports, one of Staff's central planning concerns has been how the continued utilization of the outdated ACLUP could have the potential unintended consequences of damaging the rights of private property owners and the operations of the airport. Staff has received feedback from developers and property owners regarding the ALUC review and referral process, principally related to 1) the fee charged by the County to the applicant for the ALUC referral; 2) the additional time required by the ALUC to review projects- which is up to 60 days according to the ACLUP; and 3) for projects receiving a determination of inconsistency from the ALUC, the additional time needed for City Council to overrule the determination of the ALUC- which must be at least 45 days per Public Utilities Code.

On August 1, 2018, City Council directed staff to transmit a letter to the Mendocino County ALUC seeking collaboration for updating the Mendocino County ACLUP (Attachment 4). City Staff has also reached out to County Planning staff about this issue.

Given these considerations and to provide greater clarity and transparency, Staff recommends that the City Council adopt the attached resolution to establish an ALUC interim referral procedure. The interim procedure, which has been developed with input from Councilmember Crane and the City Attorney's Office, would be in place until such time that the ACLUP is updated to reflect current Ukiah Municipal Airport environs.

RESOLUTION NO. 2018-__

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF UKIAH**

ESTABLISHING AN INTERIM REFERRAL PROCEDURE, UNTIL SUCH TIME THAT THE MENDOCINO COUNTY AIRPORT COMPREHENSIVE LAND USE PLAN IS UPDATED TO REFLECT CURRENT UKIAH MUNICIPAL AIRPORT ENVIRONS, FOR PROJECTS LOCATED IN THE A, A*, B1, B1* AND B2 ZONES OF THE 1996 COMPATIBILITY ZONING MAP OF THE UKIAH MUNICIPAL AIRPORT MASTER PLAN AND REFERRED BY THE CITY OF UKIAH COMMUNITY DEVELOPMENT DEPARTMENT TO THE MENDOCINO COUNTY AIRPORT LAND USE COMMISSION

WHEREAS:

1. The 1996 Mendocino County Airport Comprehensive Land Use Plan ("ACLUP") and related City of Ukiah documents needs to be updated to reflect current Ukiah Municipal Airport environs and State regulations; and
2. The City of Ukiah and the County of Mendocino need to work together to update their respective planning documents related to the Ukiah Municipal Airport; and
3. The ACLUP does not provide adequate clarity to the City of Ukiah Community Development Department ("Department") on what projects in the A, A*, B1, B1*, and B2 Zones of the 1996 Compatibility Zoning Map of the Ukiah Municipal Airport Master Plan need referral to the Mendocino County Airport Land Use Commission ("ALUC"); and
4. The Department has not adopted an ALUC project referral process beyond what exists in Section 1.3 of the ACLUP; and
5. The City Council and Department wish to adopt an ALUC interim referral process, until such time that the ACLUP is updated to reflect current Ukiah Municipal Airport environs, for projects located in the A, A*, B1, B1*, and B2 Zones of the 1996 Compatibility Zoning Map of the Ukiah Municipal Airport Master Plan and referred by the Department to the ALUC.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ukiah hereby adopts a Mendocino County Airport Land Use Commission interim referral

procedure for the City of Ukiah Community Development Department, which is attached as "Exhibit A."

PASSED AND ADOPTED this ___th day of _____ 2018, by the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Kevin Doble, Mayor

ATTEST:

Kristine Lawler, City Clerk

Exhibit A to Resolution

Mendocino County Airport Land Use Commission Interim Referral Process

In the interim- until such time that the Mendocino County Airport Comprehensive Land Use Plan (ACLUP) is updated to reflect current Ukiah Municipal Airport environs- the City of Ukiah Community Development Department will refer projects in the "A and B Zones" to the Airport Land Use Commission (ALUC) for a consistency determination in a manner described in the ACLUP, and as more particularly described below. The A and B Zones include Zones A, A*, B1, B1*, and B2 of the July 1996 Compatibility Zoning Map of the Ukiah Municipal Airport Master Plan.

I. Statutory Requirements

Section 1.3.2 of ACLUP

Any of the types of actions described in Section 1.3.2 of the ACLUP shall be referred to ALUC for a determination of consistency prior to their approval by the City. These include:

- (a) The adoption or approval of any amendment to a general or specific plan affecting the property within an airport's planning area (Section 21676 (b)).
- (b) The adoption or approval of a zoning ordinance or building regulation which (1) affects property within an airport's planning area and (2) involves the types of airport impact concerns listed in Paragraph 1.2 (Section 21676 (b)).
- (c) Adoption or modification of the master plan for an existing public-use airport (Section 21676 (c)).
- (d) Any proposal for a new airport or heliport whether for public use or private use (Section 21661.5) which requires a state airport permit.

Section 1.3.4 of ACLUP

The City will continue to refer the following individual actions/projects located in the A and B zones to the ALUC (please note these are also listed in the specific zone procedures below):

- (a) Any proposed expansion of a city's sphere of influence.
- (b) Proposed land use project by a government entity which exceeds 10,000 square feet.
- (c) Proposed storage of more than 2,000 gallons of fuel or flammables per parcel in portions of the B Zone not lateral to the runway.
- (d) Reconstruction of existing incompatible development within Compatibility Zone A.
- (e) Any proposed land use action, as determined by the local planning agency, involving a question of compatibility with airport activities.

Items (d) and (e) are described more fully in the sections below.

II. Projects in the A and A* Compatibility Zones (the “A Zones”)

A. Major Use Permits (MaUPs)/Site Development Permits (MaSDPs)

Per Section 1.3.4(e) of the ACLUP, any question of compatibility, as determined by the local planning agency (the City of Ukiah Community Development Department), will be referred to the ALUC. The Department further defines section (e) and a procedure for MaUPs/MaSDPs below.

Procedure: After an initial analysis, the City of Ukiah Community Development Department will refer MaUPs/MaSDPs not meeting the compatibility criteria listed in Table 7A of the Ukiah Municipal Airport Master Plan (Table 2A in the ACLUP), listed in “Attachment 1” to this document.

Per 1.3.4(d) of the ACLUP, reconstruction of existing incompatible development within the A Zones includes those buildings or development actions that are inconsistent with criteria in Table 7A, excepting certain ministerial actions described in IIC below.

Note: an initial referral for major projects located in the A or A* Zones will be sent to County of Mendocino ALUC Planning Services staff (County ALUC Planning staff) on the date other departments and agencies are sent a project notification referral. County ALUC Planning staff will be given 7 work days to complete an initial analysis and determine if the project will need to be referred to the ALUC. At the County’s discretion, this may involve consultation with City Staff.

If County ALUC Planning staff determine the project should be referred to the ALUC, then according to Section 1.4.4 of the ACLUP, the ALUC “must respond to a local agency’s request for a consistency determination on a project within 60 days of referral.” For clarification purposes, the date of ALUC referral is the date the City Community Development Department delivers the complete ALUC consistency determination analysis and staff report, supporting documentation, and requisite fee (paid by the applicant or City) to the County of Mendocino Department of Planning and Building Services on behalf of the ALUC. If the ALUC fails to make a determination within that 60-day period, then pursuant to Section 1.4.4 of the ACLUP the proposed action will be deemed consistent with the ACLUP.

B. Minor Use Permits (MiUPs)/Minor Site Development Permits (MiSDPs)

MiUPs are proposed for small projects. Level 1 MiUPs involve temporary outdoor sales/display, special events and similar small projects and Level 2 MiUPs involve minor expansions or changes in use per the provisions in Article 20, Chapter 2 of Ukiah City Code.

Procedure: Unless the project proposes a minor expansion or minor change in use that is not consistent with Compatibility Table 7A, MiUPs will not be referred to the ALUC.

C. Building (Ministerial) Permits for “Allowed Uses” in Ukiah City Code

The CalTrans Division of Aeronautics California Airport Land Use Planning Handbook describes when ministerial actions can be reviewed by the ALUC and states: “Subsequent to local jurisdiction action that makes planning policies fully consistent with the ALUCP [ACLUP], ALUCs only review ministerial permitting actions if the local jurisdiction agrees to submit them.”

Procedure: Ministerial permits are not subject to discretionary review, and as such, cannot be modified or denied based on an unfavorable consistency determination from the ALUC. However, buildings within the A zones and/or the Ukiah Municipal Airport Layout Plan Runway Protection

Zones, although possibly listed as “allowed uses” in Ukiah City Code, may pose hazards to flight or airport operations. It is therefore important to adhere to the FAA determinations procedure below.

D. Federal Aviation Administration (FAA) Determinations

1. Construction of New Structures not located in the Runway Protection Zone (RPZ) or Future RPZ of the Ukiah Municipal Airport Layout Plan (ALP): All projects located in the A Zones that involve the new construction of structures will be referred to the FAA for a flight hazard determination if, per federal regulations at Part 77, the height of the new structure exceeds a 100:1 slope threshold from the runway end. The property owner or applicant for the proposed project shall be required to provide the FAA determination as a part of their planning permit application. The FAA determination does not constitute a finding of consistency.
2. Construction of New Structures located in the RPZ or Future RPZ of the Ukiah ALP: All projects located in the A Zones that involve the new construction of structures located in the RPZ or future RPZ of the Ukiah Municipal Airport Master Plan Airport Layout Plan will be referred to the FAA for a flight hazard determination. The property owner or applicant for the proposed project shall be required to provide the FAA determination as a part of their planning permit application. The FAA determination does not constitute a finding of consistency.

Pre-existing structures will not be required to be referred to the FAA for a flight hazard determination. This includes those structures that may never have been referred.

III. Projects in the “B1” and “B1*” Compatibility Zones

A. Major Use Permits (MaUPs)/Site Development Permits (MaSDPs)

Per Section 1.3.4(e) of the ACLUP, any question of compatibility, as determined by the local planning agency (the City of Ukiah Community Development Department), will be referred to the ALUC. The Department further defines section (e) and a procedure for MaUPs/MaSDPs below.

Procedure: After an initial analysis, the City of Ukiah Community Development Department will refer MaUPs/MaSDPs not meeting the compatibility criteria listed in Table 7A of the Ukiah Municipal Airport Master Plan (Table 2A in ACLUP), listed in “Attachment 1” to this document, and/or Section 2.1.6 “Infill” of the ACLUP. Projects can be considered “infill” if they meet all of the following criteria:

- (a) The Airport Land Use Commission has determined that "substantial development" already exists.
- (b) The project site is bounded by uses similar to those proposed.
- (c) The proposed project would not extend the perimeter of the area developed with incompatible uses.
- (d) The proposed project does not otherwise increase the intensity and/or incompatibility of use through use permits, density transfers or other strategy.
- (e) The infill area has been identified by the local jurisdiction in its general plan or related document and approved by the Commission.

Additionally, if in the review of the project there are additional considerations that may allow the project to be deemed consistent if taking into account current standards and airport environs, specifically those standards listed in the California Airport Land Use Planning Handbook and Supporting Compatibility Criteria listed in Chapter 2, Section 3 of the ACLUP, City Staff will list those considerations in the Staff Report prepared for the ALUC as Findings for an Exception to the Compatibility Criteria in the ACLUP.

Note: an initial referral for major projects located in the B1 or B1* Zones will be sent to County ALUC Planning staff on the date other departments and agencies are sent a project notification referral. County ALUC Planning staff will be given 7 work days to complete an initial analysis and determine if the project will need to be referred to the ALUC. At the County's discretion, this may involve consultation with City Staff.

If County ALUC Planning staff determine the project should be referred to the ALUC, then according to Section 1.4.4 of the ACLUP, the ALUC "must respond to a local agency's request for a consistency determination on a project within 60 days of referral." For clarification purposes, the date of ALUC referral is the date the City Community Development Department delivers the complete ALUC consistency determination analysis and staff report, supporting documentation, and requisite fee (paid by the applicant or City) to the County of Mendocino Department of Planning and Building Services on behalf of the ALUC. If the ALUC fails to make a determination within that 60-day period, then pursuant to Section 1.4.4 of the ACLUP the proposed action will be deemed consistent with the ACLUP.

B. Minor Use Permits (MiUPs)/Minor Site Development Permits (MiSDPs)

The procedure will be the same as Section IIB above.

C. Building (Ministerial) Permits for "Allowed Uses" in Ukiah City Code

The CalTrans Division of Aeronautics California Airport Land Use Planning Handbook describes when ministerial actions can be reviewed by the ALUC and states: "Subsequent to local jurisdiction action that makes planning policies fully consistent with the ALUCP [ACLUP], ALUCs only review ministerial permitting actions if the local jurisdiction agrees to submit them."

Procedure: Ministerial permits are not subject to discretionary review, and as such, cannot be modified or denied based on an unfavorable consistency determination from the ALUC. No ALUC review will be required.

D. Federal Aviation Administration (FAA) Determinations

Projects located in the B1 or B1* Zones that involve the new construction of structures will be referred to the FAA for a flight hazard determination if, per federal regulations at Part 77, the height of the new structure exceeds a 100:1 slope threshold from the runway end. The property owner or applicant for the proposed project shall be required to provide the FAA determination as a part of their planning permit application. The FAA determination does not constitute a finding of consistency.

Pre-existing structures will not be required to be referred to the FAA for a flight hazard determination. This includes those structures that may never have been referred.

IV. Projects in the “B2” Compatibility Zone

A. Major Use Permits (MaUPs)/Site Development Permits (MaSDPs)

Per Section 1.3.4(e) of the ACLUP, any question of compatibility, as determined by the local planning agency (the City of Ukiah Community Development Department), will be referred to the ALUC. The Department further defines section (e) and a procedure for MaUPs/MaSDPs below.

Procedure: After an initial analysis, the City of Ukiah Community Development Department will refer MaUPs/MaSDPs not meeting the compatibility criteria listed in Table 7A of the Ukiah Municipal Airport Master Plan (Table 2A of the ACLUP), listed in “Attachment 1” to this document.

Additionally, if in the review of the project there are additional considerations that may allow the project to be deemed consistent if taking into account current standards and airport environs, specifically those standards listed in the California Airport Land Use Planning Handbook and Supporting Compatibility Criteria listed in Chapter 2, Section 3 of the ACLUP, City Staff will list those considerations in the Staff Report prepared for the ALUC as Findings for an Exception to the Compatibility Criteria in the ACLUP.

Note: an initial referral for major projects located in the B2 Zone will be sent to County ALUC Planning staff on the date other departments and agencies are sent a project notification referral. County ALUC Planning staff will be given 7 work days to complete an initial analysis and determine if the project will need to be referred to the ALUC. At the County’s discretion, this may involve consultation with City Staff.

If County ALUC Planning staff determine the project should be referred to the ALUC, then according to Section 1.4.4 of the ACLUP, the ALUC “must respond to a local agency’s request for a consistency determination on a project within 60 days of referral.” For clarification purposes, the date of ALUC referral is the date the City Community Development Department delivers the complete ALUC consistency determination analysis and staff report, supporting documentation, and requisite fee (paid by the applicant or City) to the County of Mendocino Department of Planning and Building Services on behalf of the ALUC. If the ALUC fails to make a determination within that 60-day period, then pursuant to Section 1.4.4 of the ACLUP the proposed action will be deemed consistent with the ACLUP.

B. Minor Use Permits (MiUPs)/Minor Site Development Permits (MiSDPs)

The procedure will be the same as Section IIB above.

C. Building (Ministerial) Permits for “Allowed Uses” in Ukiah City Code

The procedure will be the same as in Section IIIC above.

D. Federal Aviation Administration (FAA) Determinations

Projects located in the B2 zone that involve the new construction of structures will be referred to the FAA for a flight hazard determination if, per federal regulations at Part 77, the height of the new structure exceeds a 100:1 slope threshold from the runway end. The property owner or applicant for the proposed project shall be required to provide the FAA determination as a part of their planning permit application. The FAA determination does not constitute a finding of consistency.

Pre-existing structures will not be required to be referred to the FAA for a flight hazard determination. This includes those structures that may never have been referred.

V. Properties Subject to an Avigation Easement

For any property subject to an easement that limits the Grantor so they “shall not hereafter erect, or permit the erection or growth of, any structure, tree or other object”, any project that constructs new buildings or expands existing buildings into the area of the easement shall be presented to the Airport Land Use Commission for a consistency determination. A determination of no hazard to air navigation may be submitted along with the package to the Airport Land Use Commission for review but does not constitute a finding of consistency. Projects that do not expand the current building footprint, but simply replace the building with an updated building within the same or smaller footprint, shall not require a consistency determination.

For properties subject to an easement that have proposed project(s) not encroaching on the area of said easement, a consistency determination will not be required from the ALUC unless triggered under one of the criteria in I – IV above.

For the purposes of this document, shall is to mean must.

Attachment 1 to Referral Procedure

Land Use and Environmental Issues / Chapter 7

Zone	Location	Impact Elements	Maximum Densities		Open Land ³
			Residential ¹	Other Uses (people/ac) ²	
A	Runway Protection Zone or within Building Restriction Line	- High risk - High noise levels	0	10	All Remaining Required
B1	Approach/Departure Zone and Adjacent to Runway	- Substantial risk — aircraft commonly below 400 ft. AGL or within 1,000 ft. of runway - Substantial noise	10 acres	60	30% Required
B2	Extended Approach/Departure Zone	- Significant risk — aircraft commonly below 800 ft. AGL - Significant noise	2 acres	60	30% Recommended
C	Common Traffic Pattern	- Limited risk — aircraft at or below 1,000 ft. AGL - Frequent noise intrusion	15 units per acre	150	15% Recommended
D	Other Airport Environs	- Negligible risk - Potential for annoyance from overflights	No Limit	No Limit	No Requirement

Zone	Additional Criteria		Examples	
	Prohibited Uses ⁷	Other Development Conditions	Normally Acceptable Uses ⁴	Uses Not Normally Acceptable ⁵
A	- All structures except ones with location set by aeronautical function - Assemblages of people - Objects exceeding FAR Part 77 height limits - Hazards to flight⁶	Dedication of aviation easement	- Aircraft tiedown apron - Pastures, field crops, vineyards - Automobile parking	Heavy poles, signs, large trees, etc.
B1 and B2	- Schools, day care centers, libraries - Hospitals, nursing homes - Highly noise-sensitive uses (e.g. amphitheaters) - Storage of highly flammable materials⁸ - Hazards to flight⁶	- Locate structures maximum distance from extended runway centerline - Dedication of aviation easement	- Uses in Zone A - Single-story offices - Single-family homes on an existing lot - Low-intensity retail, office, etc. - Low-intensity manufacturing - Food processing	- Residential subdivisions - Intensive retail uses - Intensive manufacturing or food processing uses - Multiple story offices - Hotels and motels - Multi-family residential
C	- Schools - Hospitals, nursing homes⁹ - Hazards to flight⁶	Dedication of overflight easement for residential uses	- Uses in Zone B - Parks, playgrounds - Two-story motels - Residential subdivisions - Intensive retail uses - Intensive manufacturing or food processing uses - Multi-family residential	- Large shopping malls - Theaters, auditoriums - Large sports stadiums - Hi-rise office buildings
D	Hazards to flight⁶	Deed notice required for residential development	All except ones hazardous to flight	

Table 7A

Current Compatibility Criteria

Mendocino County ALUC

NOTES

- 1 Residential parcels should not be smaller than the indicated size nor have more than the indicated number of units per acre. Maximum densities expressed in acres are gross acres; those expressed in units per acre are net acres.
- 2 The land use should not attract more than the indicated number of people per acre at any time. This figure should include all individuals who may be on the property (e.g., employees, customers/visitors, etc.). These densities are intended as general planning guidelines to aid in determining the acceptability of proposed land uses. Special short-term events related to aviation (e.g., air shows), as well as non-aviation special events, are exempt from the maximum density criteria.
- 3 Open land requirements are intended to be applied with respect to the entire zone. This is typically accomplished as part of the community's master plan or a specific plan.
- 4 These uses typically can be designed to meet the density requirements and other development conditions listed.
- 5 These uses typically do not meet the density and other development conditions listed. They should be allowed only if a major community objective is served by their location in this zone and no feasible alternative location exists.
- 6 See Policy Section 3.3.
- 7 May be modified by airport-specific policies.
- 8 In those portions of the B Zones located lateral to the runway, no restrictions on the storage of flammables apply. Within the balance of the B1 and B2 Zones, up to 2,000 gallons of fuel or flammables is allowed per parcel. More than 2,000 gallons of fuel or flammables per parcel within the balance of the B1 and B2 Zones requires the review and approval by the ALUC. See Appendix G for a diagram of typical area lateral to the runway.
- 9 Refer to Policy 3.2.3. for definitions which distinguish between hospitals and medical clinics.

Source: Mendocino County Airport Land Use Compatibility Plan (October 1993)

Note: The criteria listed in this table are the countywide policies adopted by the Mendocino County Airport Land Use Commission. Recommended modifications specifically applicable to Ukiah Municipal Airport are discussed on page 7-32.

Table 7A - Continued

craft), airspace protection, and aircraft overflights. Other impacts sometimes created by airports (e.g., air pollution, automobile traffic, etc.) are beyond the scope of this plan. These impacts are within the authority of other local, state, and federal agencies and are addressed within the environmental review procedures for airport development.

1.3. Types of Actions Reviewed

- 1.3.1. *General Plan Consistency Review* — Within 180 days of adoption of the *Comprehensive Land Use Plan*, the Commission shall review the general plans and specific plans of affected local jurisdictions to determine their consistency with the Commission's policies. At the time the Commission reviews the general and specific plans of the local agencies, the local agency should submit a map which identifies those areas it believes meets the definition of "infill" contained in Policy 2.1.6. The Commission will include a determination on the infill as part of its action on the consistency of the general and specific plans. Until such time as (1) the Commission finds that the local general plan or specific plan is consistent with the *Comprehensive Land Use Plan*, or (2) the local agency has overruled the Commission's determination of inconsistency, the local jurisdiction shall refer all actions, regulations, and permits (as specified in Paragraph 1.3.3) involving the airport area of influence to the Commission for review (Section 21676.5 (a)).
- 1.3.2. *Statutory Requirements* — As required by state law, the following types of actions shall be referred to the Airport Land Use Commission for determination of consistency with the Commission's plan *prior to their approval* by the local jurisdiction:
 - (a) The adoption or approval of any amendment to a general or specific plan affecting the property within an airport's planning area (Section 21676 (b)).
 - (b) The adoption or approval of a zoning ordinance or building regulation which (1) affects property within an airport's planning area and (2) involves the types of airport impact concerns listed in Paragraph 1.2 (Section 21676 (b)).
 - (c) Adoption or modification of the master plan for an existing public-use airport (Section 21676 (c)).
 - (d) Any proposal for a new airport or heliport whether for public use or private use (Section 21661.5) which requires a state airport permit.
- 1.3.3. In the interim period between the adoption of a Comprehensive Land Use Plan and the time that the ALUC either (1) finds that the local general plan or specific plan is consistent with the CLUP, or (2) the local agency has overruled the ALUC's determination of inconsistency, State law empowers the Commis-

sion to review additional types of land use "actions, regulations, and permits" which might affect airport/land compatibility within an airport planning area. The Commission must act to require the local agency to submit these individual actions under the provisions of Section 21676.5(a).

For the purposes of this plan, the specific "actions, regulations, and permits" located in the A and B zones which the Commission shall review include:

- (a) Any proposed expansion of a city's sphere of influence.
- (b) Proposed land use project by a government entity which exceeds 10,000 square feet.
- (c) Proposed storage of more than 2,000 gallons of fuel or flammables per parcel in portions of the B Zone not lateral to the runway.
- (d) Reconstruction of existing incompatible development within Compatibility Zone A.
- (e) Any proposed land use action, as determined by the local planning agency, involving a question of compatibility with airport activities.

1.3.4. Following the interim period referenced in Policy Section 1.3.3, local agencies will continue to refer the following individual actions/projects located in the A and B zones to the ALUC:

- (a) Any proposed expansion of a city's sphere of influence.
- (b) Proposed land use project by a government entity which exceeds 10,000 square feet.
- (c) Proposed storage of more than 2,000 gallons of fuel or flammables per parcel in portions of the B Zone not lateral to the runway.
- (d) Reconstruction of existing incompatible development within Compatibility Zone A.
- (e) Any proposed land use action, as determined by the local planning agency, involving a question of compatibility with airport activities.

1.4. Review Process

- 1.4.1. *Timing of Project Submittal* — Proposed actions listed in Paragraph 1.3.2 and 1.3.3 must be submitted to the Commission for review prior to approval by the local government entity. All projects should be referred to the Commis-



August 1, 2018

Mendocino County Airport Land Use Commission and
Mendocino County Board of Supervisors
C/O Ignacio "Nash" Gonzalez, Planning and Building Services Director
Mendocino County Department of Planning and Building Services
860 North Bush St.
Ukiah, CA 95482

Re: Mendocino County Airport Comprehensive Land Use Plan Update

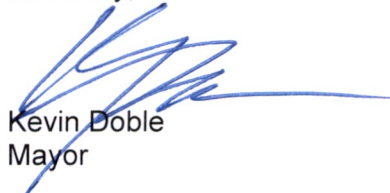
Dear Board of Supervisors and Airport Land Use Commissioners:

The Ukiah City Council is writing to request the Mendocino County Board of Supervisors and Airport Land Use Commission pursue an update to the Mendocino County Comprehensive Land Use Plan (the "Plan"). The Plan is over 20 years old and does not reflect current airport environs. The Plan also does not meet current guidelines and regulations set forth in the 2011 California Airport Land Use Planning Handbook. This poses difficulties for regional land use planning in and around airports in Mendocino County, including the Ukiah Municipal Airport.

Although a full update to the Plan that encompasses all airports in Mendocino County is preferred, we understand funding for such an update has been and continues to be cost prohibitive. In exploring alternatives, the City has identified a cost-effective option that would update all compatibility zones of the Ukiah Municipal Airport section of the Plan, thereby facilitating compatibility with current environs for Mendocino County's busiest airport. The update would follow standards and guidelines in the CalTrans California Land Use Planning Handbook.

The City of Ukiah stands by as a willing and able partner on this effort and will make available its resources to assist the County with such an update. Please contact Craig Schlatter, Community Development Director, at cschlatter@cityofukiah.com or (707) 463-6219 with any questions or to explore this matter further.

Sincerely,



Kevin Doble
Mayor

CC: City of Ukiah Airport Commission
Sage Sangiacomo, City Manager
City of Ukiah Planning Commission
Greg Owen, Airport Manager
Craig Schlatter, Community Development Director



AGENDA SUMMARY REPORT

SUBJECT: Consideration and Possible Direction to Staff to Proceed with the Overrule of the Mendocino County Airport Land Use Commission's Determination of Inconsistency with the Mendocino County Airport Comprehensive Land Use Plan for the Heritage Mendocino Cannabis Microbusiness Project, Located at 1076 Cunningham Street.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter

ATTACHMENTS:

[Attachment 1- 8-3-18 City Attorney legal opinion](#)

[Attachment 2- 9-19-18 Staff Report \(overrule analysis\)](#)

[Attachment 3- FAA Determination letter 387993982](#)

[Attachment 4- ALUC Resolution for Heritage Mendocino 10-18-18](#)

[Attachment 5- Proposed Overrule Resolution and Findings for Heritage Mendocino](#)

Summary: Council will consider directing Staff to proceed with the overrule process of the Mendocino County Airport Land Use Commission's determination of inconsistency with the Mendocino County Airport Comprehensive Land Use Plan for the Heritage Mendocino project.

Background: City Staff does not have a policy or procedure for City Council overrule of Mendocino County Airport Land Use Commission (ALUC) determinations of inconsistency with the Mendocino County Airport Comprehensive Land Use Plan (ACLUP), largely because there is not adequate evidence suggesting that

RECOMMENDED ACTION: Consider directing staff to proceed with the overrule of the Mendocino County Airport Land Use Commission's Determination of Inconsistency with the Mendocino County Airport Comprehensive Land Use Plan for the Heritage Mendocino Cannabis Microbusiness project located at 1076 Cunningham Street.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

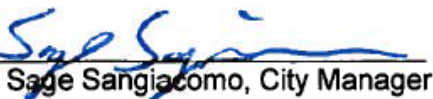
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: David Rapport, City Attorney; Michelle Irace, Planning Manager

Approved: _____


Sage Sangiacomo, City Manager

override is either needed or not needed. As discussed in previous staff reports and described in the 2011 CalTrans Division of Aeronautics California Airport Land Use Planning Handbook (Caltrans Handbook), "when local planning policies have been made fully consistent with the ALUCP [ACLUP], not only is submittal of most land use development proposals for ALUC review voluntary, but, when submitted, the reviews become advisory. Moreover, when ALUC review is advisory, the local jurisdiction does not need to take the special steps necessary to override the commission..." The City's General Plan was found fully consistent with the Mendocino County ACLUP in 1996.

One of the primary reasons the question of override continues to be discussed is because of the incompatibility between the 1996 ACLUP and the 2015 Ukiah Municipal Airport Layout Plan (ALP). According to the Caltrans Handbook, "When an airport layout plan (ALP) is amended, the ALUC must review their ALUCP [ACLUP] for any changes that may be needed as a result of the airport updating its plan(s)." This has not occurred. The Caltrans Handbook also notes "A comprehensive review and update [of the ACLUP] is recommended at least every five years."

A legal opinion was issued by the City Attorney on August 3, 2018 (Attachment 1), regarding the application of the override process outlined in Public Utilities Code (PUC) 21676 to the Garton Tractor project. The City Attorney provided further analysis of his August 3rd opinion in the staff report prepared for the continued public hearing on September 19, 2018 (Attachment 2). The City Attorney notes that "while this case did not explain why Section 21676, which refers exclusively to general plan and zoning code adoptions or amendments, applies to a City's decision on an application for the approval of an individual project, the opinion did not criticize or object to applying the statutory procedure to overruling an ALUC compatibility determination on the specific permit application and relied on it in deciding that the City had the final decision on how the property could be used." The City Attorney concludes that "the prudent course of action would be to follow that [the ALUC override] procedure."

Due to this opinion, City Staff recommended Council direct Staff to follow the override procedure outlined in PUC 21676 for the Garton Tractor project. Until such time that new evidence is presented or Council directs Staff otherwise and when appropriate for the specific project or circumstance, Staff will recommend the override be considered and evaluated for projects that are otherwise compatible with airport operations (projects in compliance with the ALP and other airport related regulations).

Discussion: On April 18, 2018, an application was received from Kyle Greenhalgh of Heritage Mendocino for approval of a Major Use Permit/Site Development Permit to allow a cannabis microbusiness that would include distribution, dispensary/retail, manufacturing, and processing of recreational and medicinal products within an existing 2,480 sf building. The existing building footprint nor height would be expanded. Ancillary parking has been proposed for 13 parking spaces within a 4,237 sf parking lot, and curb and sidewalk improvements and accessibility upgrades have also been proposed. The proposed project includes building and parking lot lighting, which would be down-shielded, and signage. The applicant has also proposed 5,081 sf of landscaping, street trees, and a 6-foot tubular steel security fence around the site perimeter.

On August 21, 2018, Staff submitted a flight hazard determination Form 7460 to the Federal Aviation Administration (FAA). The FAA conducted an aeronautical study for the existing structure and made a determination that it would pose no hazard to air navigation (Attachment 3).

On September 7, 2018, City Staff submitted the required materials- City Staff ACLUP consistency analysis, Powerpoint presentation, and staff report, along with the ALUC fee paid by the applicant- to the County of Mendocino Planning and Building Services Department for the October 18, 2018 ALUC meeting. On October 18, City Staff presented the Project and ACLUP consistency analysis, and by a 4-0 vote the ALUC adopted the draft resolution pre-prepared for the meeting by County Staff, ALUC_2018-006 (Attachment 4). City Staff requested the executed resolution from County Staff, but as of the date of publication of this staff report the executed resolution was not available.

Shortly after the meeting of the ALUC, the applicant requested that City Council overrule the decision of the ALUC. The applicant also requested the project be scheduled for review and approval by the Planning Commission. To reduce any delays to the applicant from the overrule process and at the request of the applicant, a City Council overrule of the ALUC decision, which cannot occur until at least 45 days after the notice of the proposed overrule decision and findings (Attachment 5) is received by the ALUC and Caltrans Division of Aeronautics, will be listed as a condition of approval for the Planning Commission.

Staff has provided three actions for City Council consideration. Staff recommends Council direct Staff to proceed with Recommendation #1.

1. Proceed with overrule of the ALUC inconsistency determination on the proposed project: A) Approve a motion that the proposed project be subject to the overrule process, as described in the California Airport Land Use Planning Handbook; and B) Direct that Staff send a copy of the proposed overrule decision with accompanying specific findings (Attachment 5) to the Caltrans Division of Aeronautics at least 45 days prior to scheduling a public hearing in front of City Council to make a decision to overrule or not overrule the finding of inconsistency determination of the Mendocino County Airport Land Use Commission for the Heritage Mendocino project, in accordance with PUC Section 21676 and the State Aeronautics Act; and C) direct that Staff schedule a public hearing for City Council to make a decision to overrule or not overrule the decision of the Mendocino County Airport Land Use Commission upon expiration of the 45-day period.

OR-

2. Direct staff to proceed with the actions in recommendation #1 only after the Planning Commission makes a decision at their November 14, 2018 meeting to either approve, conditionally approve, or deny the proposed project.

-OR-

3. Approve a motion that the proposed project is not subject to the overrule process.

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Darcy Vaughn
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(707) 462-6846
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MEMORANDUM

TO: Craig Schlatter, Director of Community Development
FROM: David J. Rapport, City Attorney
DATE: August 3, 2018
SUBJECT: Compatibility Determinations under Airport Planning Law

During its hearing the appeal from the Planning Commission decision approving a site development permit to construct a facility in the Airport Land Use Master Plan zone "A*", the City Council continued the hearing to request a compatibility determination by the Mendocino County Airport Land Use Commission ("ALUC"). Having received that determination, the Planning Commission has been requested by the City Council to make a recommendation after considering the ALUC's determination. This memorandum addresses the legal requirements for responding to a compatibility determination by the "ALUC."

CONCLUSION

In my opinion, the City is not required to deny a permit for the Garten Tractor project, based on the ALUC's determination that the Project is not compatible with the Mendocino County Airport Land Use Plan ("County Plan"). The City Council has discretion to approve or overturn the Planning Commission decision. It is not required to give notice of its meeting to the ALUC, to take action approving the project by a 2/3 vote or to make specific findings required by Public Utilities Code Section 21676. Those requirements only apply to the approval or amendment of a General Plan or a zoning code provision that is incompatible with the County Plan. If the project approval is upheld, I would recommend additional findings, based on substantial evidence in the record, that the project will not increase the public's exposure to noise or safety hazards associated with airport operations.

ANALYSIS

On June 6, 1996, the ALUC found the City's Airport Master Plan and Master Plan Map consistent

with the County Airport Land Use Plan (“County Plan”). (See Attachment A, minutes of that meeting.) The City’s General Plan incorporates the Airport Master Plan by reference. (Airport Element (Section V.1.)).) As a result, referrals to the ALUC for consistency determinations are not required by the provisions of the Public Utilities Code requiring Airport Land Use Plans. (Pub. U. Code Sec. 21670 et seq.). (See CA airport handbook attached as Attachment B.) The County Plan allows, but does not require, the City to refer projects for a consistency determination. (See Section 1.3.4(e): Once the City plan is found consistent, a local agency may submit for a consistency determination “. . . any proposed land use action determined by local planning agency to involve a question of compatibility.”) Consequently, a review by the ALUC for compatibility is at the discretion of the City and a determination that the project is inconsistent is advisory and does not require the City to reject the project.

The procedures in Pub. Util. Code Section 21676 requiring referral to the ALUC and allowing the local jurisdiction to overrule the Commission by a 2/3 vote based on specific findings only applies to the adoption or amendment of a general plan or zoning code provision affecting land use within an airport compatibility zone or the adoption of an airport master plan. These procedures and requirements do not apply to a decision to grant or deny a land use permit for a specific project. The ALUC has no jurisdiction over individual land use decisions in the City.

Accordingly, the City Council is not required to deny a permit based on a determination by the ALUC that the project is inconsistent with the County Plan. It is not required to adopt specific findings. It is not required to act by a 2/3 vote. It is not required to give the ALUC 45 days’ notice of its hearing on the project.

The adopted County Plan and the City’s Airport Master Plan provide that:

Lands within the A* and B1* zones are currently not under airport ownership. However, it is the intention of the City of Ukiah to provide long-term control of the land uses within these areas by either acquiring the property in fee or obtaining approach protection easements restricting the type and density of land uses permitted. (See Attachment A, p. 3.)

Despite its incompatibility, the Commission and/or the City Council could find that since the City has not acquired title to the Garton Tractor property or acquired an aviation easement that prohibits development on the property, it is not in a position to prohibit development as required in the A* zone. If that were a decision that the Planning Commission would recommend or that staff would recommend to the City Council, then findings should be made based on substantial evidence in the record that the proposed project will minimize the public’s exposure to excessive noise and safety hazards associated with airport operations.

MENDOCINO COUNTY AIRPORT LAND USE COMMISSION**MINUTES - REGULAR****JUNE 6, 1996**

LOCATION:	Board of Supervisors Chambers, 301 South State Street, Ukiah, California
COMMISSIONERS PRESENT:	Wood, Calvert, Shelton, Simon, Harris
COMMISSIONERS ABSENT:	Ruffing
PLANNING & BLDG SVC STAFF PRESENT:	Debra White, Administrative Aide Alan Falleri, Chief Planner Gary Pedroni, Planner II
OTHERS PRESENT:	Frank Zotter, County Counsel Ken Brody, Shutt, Moen & Associates Charlie Stump, City of Ukiah

The meeting was called to order at 2:30 p.m.

ROLL CALL

All members were present with the exception of Commissioner Ruffing.

APPROVAL OF MINUTES

Upon motion by Commissioner Wood, seconded by Commissioner Harris and unanimously carried (5-0; Ruffing absent), IT IS ORDERED that the Airport Land Use Commission Minutes of May 16, 1996 are approved as submitted.

PUBLIC HEARING AND ADOPTION OF THE COMPREHENSIVE LAND USE PORTION OF THE UKIAH MUNICIPAL AIRPORT DRAFT MASTER PLAN REPORT

B-2 Zone North of the Airport - Infill. Mr. Charlie Stump, City of Ukiah briefly reviewed his Field Notes dated May 24, 1996, in which he surveyed the existing land uses within the B-2 Zone North of the airport. It was his conclusion that types and intensities of the existing land uses support the recommended Infill policy.

Discussion followed by the Commission regarding the County-wide Infill policy, percentage developed, survey conducted by the City and how new development will be reviewed based on the Infill policy. Mr. Brody, Mr. Pedroni and Mr. Stump also discussed the above issues and responded to questions from Commissioners. Mr. Brody explained that, provided the proposed development is consistent with the Plan, it will not be reviewed by the Airport Land Use Commission. Mr. Stump clarified that, in preparing the survey, he did not determine percentage of development. Mr. Pedroni discussed the methods used by County staff in determining "percentage developed" information for the other airports.

The percentage developed criteria used for the other airports was based on potential density, not types of development. The criteria used for the other airports considered density not intensity of use. Mr. Brody read Policy 2.1.6 from the Comprehensive Land Use Plan adopted for other airports in the County which addresses infill. Mr. Brody explained that development in this B-2 Zone will be allowed as long as it is not more intensive than what presently exists.

The Commission discussed in detail proposed modifications to the first paragraph on Page 7-33. Several modifications were considered. The multifamily residential development limit of 30 dwelling units per acres should be changed to 28 using that standard multiplier of 1.92 people per multifamily residence as prescribed by the California Housing and Community Development Department. Also, the 28 dwelling units per acre density equates to a maximum of 54 people per acre, not 58. Mr. Falleri noted that the language finding high density residential development normally acceptable is only looking at noise issues and is not considering the safety issue. Discussion continued by the Commission regarding safety issues in the B-2 Zone. The Commission reviewed Table 2A found on Page 2-6 of the Comprehensive Land Use Plan. Mr. Falleri pointed out that this compatibility chart provides some flexibility for multifamily residential development. The Commission discussed specific parcels that could be impacted from language that precludes multifamily residential development. The vacant lot behind the Yokayo shopping center was specifically discussed. Several Commissioners felt that new multifamily development should be precluded due to safety concerns. The Commission considered Policy 1.3.4 of the Comprehensive Land Use Plan which details specific developments which must be reviewed by the Airport Commission within A and B Zones. The Commission considered adding language to the proposed modification of the first paragraph on Page 7-33 which would require a percentage of open space lands for any proposed multifamily development.

During discussion of two story structures, it was clarified that exempt "equipment rooms," are attic areas that would include storage of air and heating equipment.

It was the consensus of the Commission to recess to provide staff an opportunity to develop modified language to address concerns regarding multifamily residential development.

RECESS: 3:16 - 3:30 p.m.

Mr. Brody reviewed proposed modified language to the first paragraph on Page 7-33 to address Commissioners' concerns. The final proposed modification to the first paragraph on Page 7-33 follows:

"The B2 zone north of the Airport largely encompasses existing development. Some vacant land remains, however, and redevelopment of other parcels is anticipated. The Infill policy (Policy 2.1.6) of the County-wide Compatibility Plan is applicable to the entirety of this B2 zone. This policy allows new development of a similar intensity to that of surrounding, already existing, uses.

A survey of the area has been conducted to determine the current types and intensity of uses. The following limits on future development of this zone are set accordingly:

- (1) New residential development is discouraged in this zone. However, where such development is considered the best land use for a particular parcel with regard to general city planning factors, high-density, multifamily residential development shall – because of its lower sensitivity to noise compared to single-family residential uses – be deemed normally acceptable. Any new multifamily residential development shall not exceed 28 dwelling units per acre. Any proposed multifamily residential development greater than

- four acres shall maintain a minimum of 30 percent open lands including non enclosed automobile parking lots, major landscaping areas and a share of adjacent roads. New single-family residential uses shall continue to be regarded as normally unacceptable.
- (2) Non-residential uses shall not exceed 90 people per acre.
 - (3) Routinely occupied portions of buildings shall not exceed two stories in height (equipment rooms, etc., are exempt).
 - (4) Restaurants and motels are acceptable uses in the B2 infill zone provided that they do not exceed the above two criteria.
 - (5) An existing school or hospital located within the B2 infill zone may be expanded provided that the buildings are single story and the use does not exceed an intensity of 60 people per acre."

Commissioners supported the proposed language and agreed that it is the intent of the Commission that the added language applies to the property south of Gobbi Street, east of the Yokayo Shopping Center, west of the railroad tracks and north of the terminus of Apple Street. It was further agreed that, if this land is slightly smaller than 4 acres, after its exact size is confirmed, the Airport Commission will decrease the 4 acre size limit within the policy to insure that this parcel is addressed, however, the size limit shall be no more than four acres.

The public hearing was declared open and subsequently closed on the Comprehensive Land Use portion of the Ukiah Municipal Airport Draft Master Plan Report when no one was present to address the matter.

Upon motion by Commissioner Shelton, seconded by Commissioner Calvert and unanimously carried (5-0; Ruffing absent), IT IS ORDERED that the Airport Land Use Commission adopts the Ukiah Municipal Airport Comprehensive Land Use Plan, subject to the amendments as agreed to by the Airport Land Use Commission on May 16 and June 6, 1996, for incorporation into the County-wide Comprehensive Land Use Plan (adopted October 21, 1993), as follows, finding that this action will not have the potential for any significant environmental impact based upon the previous Negative Declaration adopted by the Ukiah City Council associated with the overall Ukiah Municipal Airport Master Plan

Figure 7J (following Page 7-32 of the Ukiah Municipla Airport Master Plan Report, July, 1995) is adopted as the "Compatibility Map" for the Ukiah Municipal Airport changing the B2 Zone east of the airport which is adjacent to the A Zone (airport industrial park) to a B1 Zone.

The following individual airport policies are adopted for the Ukiah Municipal Airport. These policies modify the criteria set forth in the ALUC's "Compatibility Criteria" table. The following policies to be added to Chapter 3 of the County-wide Comprehensive Land Use Plan:

- Lands within the A* and B1* zones are currently not under airport ownership. However, it is the intention of the City of Ukiah to provide long-term control of the land uses within these areas by either acquiring the property in fee or obtaining approach protection easements restricting the type and density of land uses permitted.
- The B2 zone north of the Airport largely encompasses existing development. Some vacant land remains, however, and redevelopment of other parcels is anticipated. The Infill policy (Policy 2.1.6) of the County-wide Compatibility Plan is applicable to the entirety of this B2 zone. This policy allows new development of a similar intensity to that of surrounding, already existing, uses.

A survey of the area has been conducted to determine the current types and intensity of uses. The following limits on future development of this zone are set accordingly:

- (1) New residential development is discouraged in this zone. However, where such development is considered the best land use for a particular parcel with regard to general city planning factors, high-density, multifamily residential development shall – because of its lower sensitivity to noise compared to single-family residential uses – be deemed normally acceptable. Any new multifamily residential development shall not exceed 28 dwelling units per acre. Any proposed multifamily residential development greater than four acres shall maintain a minimum of 30 percent open lands including non enclosed automobile parking lots, major landscaping areas and a share of adjacent roads. New single-family residential uses shall continue to be regarded as normally unacceptable.
 - (2) Non-residential uses shall not exceed 90 people per acre.
 - (3) Routinely occupied portions of buildings shall not exceed two stories in height (equipment rooms, etc., are exempt).
 - (4) Restaurants and motels are acceptable uses in the B2 infill zone provided that they do not exceed the above two criteria.
 - (5) An existing school or hospital located within the B2 infill zone may be expanded provided that the buildings are single story and the use does not exceed an intensity of 60 people per acre.
- Recording of a Deed Notice is considered an acceptable alternative to dedication of an avigation or overflight easement in the B2 and C zones.
 - Establishment of a Real Estate Noise Disclosure requirement shall be considered an acceptable alternative to a Deed Notice requirement in the D zone.

With regard to the “Compatibility Criteria” table in general, the reference to “significant risk” under the impact elements for the B2 zone shall be changed to “Moderate risk.”

**PUBLIC HEARING AND RECOMMENDATION TO THE CITY OF UKIAH REGARDING
UKIAH MUNICIPAL AIRPORT DRAFT MASTER PLAN REPORT CONSISTENCY WITH
ADOPTED COMPREHENSIVE LAND USE PLAN**

Staff briefly discussed the Airport Mater Plan and consistency with the Comprehensive Land Use Plan. The Airport planning consultant, Ken Brody, as well as planning staff from both the City and County, commented that they were unaware of any inconsistencies between the two documents.

The public hearing was declared open and subsequently closed when no one was present to address this matter.

Upon motion by Commissioner Wood, seconded by Commissioner Shelton and unanimously carried (5-0; Ruffing absent), IT IS ODERED that the Airport Land Use Commission finds the Airport Master Plan is consistent with the Ukiah Comprehensive Land Use Plan as amended by the Airport Land Use Commission on May 15 and June 6, 1996 as follows:

Page 2-7: Delete heading and paragraph relating to Runway Width.

Page 5-11: Replace the last paragraph “Accordingly... is next reconstructed.” With the following: “Airport user and City input strongly supports the maintenance of the runway at its existing 150-foot width. Accordingly, the Airport Layout Plan depicts the existing and future width of Runway 15-33 at 150 feet.”

Page 7-9: Replace second and third paragraphs with the following, and delete adjacent sidebar: “the City of Ukiah adopted a new General Plan on December 6, 1995. Work on the Airport Master Plan has been accomplished simultaneously with preparation of the new General Plan. Coordination was maintained during the two planning efforts and the two documents are, with minor exceptions, consistent. The following paragraphs highlight portions of the General Plan which address airport-related concerns. Airport-related matters for which amendment of the General Plan is recommended are listed on Page 7-28.

Page 7-9: Fourth paragraph, modify as follows:

Delete fifth and sixth sentences, “...The plan calls... and industrial uses...”

Modify seventh sentence to begin: “Most expansion of...”

Add sidebar entitled “Ukiah General Plan Residential Land Use Densities” and listing the following”

Rural Residential	<1 du/ac
Low Density	1-6 du/ac
Medium Density	1-14 du/ac
High Density	1-28 du/ac

Page 7-9: Fifth paragraph, replace with the following: “Airport Element – This element of the General Plan focuses on the role of the Ukiah Municipal Airport and the land use compatibility issues associated with the airport’s operations. No specific recommendations regarding future development of the airport are made. Land use compatibility policies are also kept in general terms, with the emphasis instead being placed on future adoption of an Airport Overlay Zone which would set forth detailed compatibility criteria.

Page 7-12: Table 7A, modify as follows:

Change subtitle from “Ukiah Municipal Airport” to “Mendocino County ALUC.”

Below “Source” on second page of table, add: “Note: The criteria listed in this table are the Countywide policies adopted by the Mendocino County Airport Land Use Commission.

Recommended modifications specifically applicable to Ukiah Municipal Airport are discussed on Page 7-32.”

Page 7-21: Paragraph beginning “Although these...”, fifth line should read: “...change to the extent that it unnecessarily creates...”

Page 7-24: First full paragraph, replace second sentence with the following: “...city limits. The new Ukiah General Plan does not propose annexation in this area. City acquisition of approach protection easements on this property, as proposed in this Master Plan, would not necessitate annexation. However,

if negotiations with property owners results fee title rather than easement acquisition of any of the parcels, then city annexation of those parcels would be appropriate.”

Page 7-28: “Land Use Designation” section, add third paragraph as follows:

“...uses to the south.

The adoption of an Airport Overlay Zone as proposed in the new Ukiah General Plan is capable of largely eliminating this latter concern. The underlying land use designations should nevertheless be modified in the area bordering the north end of the Runway 15 runway Protection Zone. A commercial or industrial designation should be shown on the General Plan Land Use Map in place of the present medium- and high-density residential designations. The General Plan also should reflect the proposed City acquisition of approach protection easements within and adjacent to both RPZs.

Page 7-32, Figure 7J and Page 7-33: Amended as noted above under motion for adoption of the Ukiah Municipal Airport Comprehensive Land Use Plan.

Chairman Simon commended staff members from the City and County and the consultant for the excellent job in preparing the plans and modifications which help to expedite the hearing process.

MATTERS FROM STAFF/COMMISSION

Review of Composition of Airport Land Use Commission and Stipulation with the City of Willits

Mr. Frank Zotter discussed the Stipulation with the City of Willits which designates the make up of the Commission. He also discussed State laws which provide to proxies. A modification proposed to the stipulation would change the make up of the Commission so that three Planning Commissioners would be appointed by the Board of Supervisors, three Commissioners appointed by the City Select Committee, and the seventh member appointed by the Airport Land Use Commission. Two members appointed to the Commission shall have aviation expertise. The modification would allow the Airport Commission to appoint anyone to the Commission rather than limiting to a current Planning Commission member.

Chairman Simon reported that the City of Willits has approved the proposed modification to the stipulation.

The Commission discussed the use of proxies on the Commission with several Commissioners expressing concern with this procedure. Mr. Zotter discussed State law which provides for use of proxies. He stated that, in fact, all Commissioners are required to select a proxy and submit that selection to the Secretary of the Commission. Ms. White reported in response to Mr. Zotter that the only Commissioner with a proxy on file with the Department is Commissioner Ruffing. The Commission discussed possibilities for controlling use of proxies by adopting rules which would restrict their use. It was the general consensus of Commissioners that they do not support the use of proxies, however, given Counsel’s advice that they do not have the authority to eliminate use of proxies given the State law, then their second choice was to develop some rules which would regulate use of proxies. The Commission also discussed the possibility of eliminating use of proxies through a modification of the stipulation. The Commission also discussed the term “aviation expertise” and felt that the term should be more clearly defined. The Commission also briefly discussed whether proxies are required to file conflict of interest statements with the County Clerk and Commissioner Calvert recommended that staff check into this matter and, if conflict of interest statements are required, that staff contact the proxies to notify them of

this requirement. By Order of the Chair, staff was requested to discuss the issue of use of proxies and definition of aviation expertise with the City of Willits to determine if a modification to the stipulation can be developed or if rules of the Commission can be developed to limit the use of proxies.

ADJOURNMENT

Upon motion by Commissioner Harris, seconded by Commissioner Wood and unanimously carried (5-0; Ruffing absent), IT IS ORDERED that the Airport Land Use Commission hearing is adjourned at 4:39 p.m.

Beyond these two circumstances, the need for submittal of individual development proposals (assuming they do not involve amendment to local plans, or zoning changes) is subject to mutual agreement between the ALUC and the affected jurisdiction (PUC Section 21676.5(b)). Many ALUCs request that certain major land use actions continue to be submitted for review. Such actions might include very large developments where site design (the distribution and density of dwellings, areas of intensive use, open lands, etc.) and other factors, such as building height, have potential compatibility implications even when the overall development is basically acceptable. A full list of these types of development actions should be included in the ALUCP, local plans, or in some other policy document agreed upon by both entities.

Even when a local jurisdiction agrees to continue to submit major land use actions to the ALUC, project review is normally not necessary if related local plan amendments or zoning changes previously were reviewed. Exceptions to this limitation on subsequent reviews might apply if sufficient details regarding the project were not available when the first consistency determination was rendered, or if the project changes significantly.

Three very important points need to be emphasized with regard to the review of individual land use development proposals whether by the ALUC or the local jurisdiction.

- ◆ ALUC reviews are voluntary only if the applicable local planning policies *are fully consistent with the ALUCP*—The local plan or other supporting policies (e.g., zoning ordinance; development regulations), therefore, must contain sufficient detail regarding compatibility criteria and review procedures to assure compliance with policies set forth in the ALUC's compatibility plan. If this is not done, then the local planning policies are not fully consistent with the ALUCP and submittal of individual development projects for ALUC review would continue to be mandatory. In addition, if an individual development project requires a zoning variance or general plan/specific plan amendment, the review is not voluntary as changes in local plans and regulations require ALUC review.
- ◆ Local Jurisdiction Reviews Must Be Based on ALUCP Criteria—The failure of a local jurisdiction's local planning policies to restate or incorporate by reference ALUCP criteria and standards—even if that plan has been found consistent with the ALUCP—does not relieve the jurisdiction of the obligation to require individual development proposals to meet the ALUCP standards. Any exceptions require that the local jurisdiction take the special steps necessary to overrule the ALUC. A local jurisdiction's silence on these matters can be taken to indicate its acquiescence to the standards set by the ALUCP. If a land use development project were to be challenged under these circumstances, a court could be expected to hold the project to the ALUC's standards.
- ◆ Non-Mandatory ALUC Project Reviews Are Advisory—When local planning policies have been made fully consistent with the ALUCP, not only is submittal of most land use development proposals for ALUC review voluntary, but, when submitted, the reviews become advisory. Moreover, when ALUC review is advisory, the local jurisdiction does not need to take the special steps necessary to overrule the commission if it disagrees with the outcome of a review. (While the advisory nature of ALUC reviews under these circumstances is not spelled out in the SAA, it is clear that, if this were not the case, then the local jurisdiction could simply cancel the review agreement and proceed without any ALUC involvement.)

MEETING DATE/TIME: 9/19/2018

PEAK ITEM NO: COU-465-2017



AGENDA SUMMARY REPORT

SUBJECT: Continued Public Hearing for the Appeal of Planning Commission Decision to Approve a Major Site Development Permit for the Construction of a 7,500± Square Foot Metal Building to House Support Services for Garton Tractor at 285 Talmage Road.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter

ATTACHMENTS:

[Attachment 1- Findings for Recommendation #1](#)
[Attachment 2- 10-11-17 Staff Report - Garton Tractor.pdf](#)
[Attachment 3- 10-11-17 Final Findings - Garton Tractor Project](#)
[Attachment 4- 10-11-17 Final COAs - Garton Tractor Project](#)
[Attachment 5- 10-23-17 Appeal - Garton Tractor Project.pdf](#)
[Attachment 6- Map w.RPZ- Original Bldg- Garton Tractor Project](#)
[Attachment 7- Amended Garton Tractor Project Site Plan.pdf](#)
[Attachment 8- 6-6-18 ASR City Council Public Hearing](#)
[Attachment 9- 6-21-18 City SR to ALUC.pdf](#)
[Attachment 10- 8-3-18 City Attorney Legal Opinion.pdf](#)
[Attachment 11- 8-6-18 and 8-8-18 CalPilots Comments and Staff responses.pdf](#)
[Attachment 12- 8-15-18 CalTrans Comments and 8-16-18 Staff responses.pdf](#)
[Attachment 13- 8-22-18 Planning Commission SR.pdf](#)
[Attachment 14- ALUC Reso. 2018-0002 \(Garton\) Signed Final.pdf](#)

RECOMMENDED ACTION: Staff recommends the City Council approve one of the recommended actions outlined in the Discussion Section of the Agenda Summary Report.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

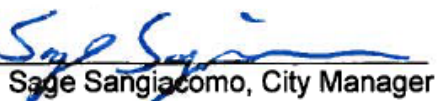
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: David Rapport, City Attorney

Approved:


Sage Sangiacomo, City Manager

Summary: The Council will continue their consideration of an appeal of the October 11, 2017, Planning Commission's approval of a Major Site Development Permit for the construction of a 7,500± Square Foot Metal Building to house support services for Garton Tractor at 285 Talmage Road.

Background: This Background provides a summary of the history, with timeline, since the date of approval of the Major Site Development Permit by the Planning Commission on October 11, 2017. Additional details can be found in associated staff reports, provided as Attachments to this Agenda Summary Report and referenced below.

October 11, 2017, Planning Commission Decision and Project Appeal:

On October 11, 2017, the Planning Commission considered and unanimously approved a Major Site Development Permit, as conditioned, to allow the construction of a new ±7,500 square foot building for Garton Tractor (the "Project"). Attachment 2 is the Staff Report for the October 11 meeting, Attachment 3 is the Final Findings, and Attachment 4 is the Final Conditions of Approval for the Project.

October 23, 2017 Appeal:

An appeal of the Planning Commission's approval was received by the City on October 23, 2017, from Councilmember Crane (Attachment 5). Shortly after the appeal was filed and at the request of Staff, a representative (the "Applicant") of the Garton Tractor Project submitted a surveyor's map noting the location of the new 7,500± square foot building. Overlaid on the surveyor's map was the Runway Protection Zone (RPZ) from the Airport Layout Plan of the Ukiah Municipal Airport, and the map showed a corner of the proposed new building located within the RPZ (see the dashed box at the southerly portion of the map in Attachment 6). This was of concern to both the Applicant and Staff, and in response the Applicant submitted an amendment to its Project to reduce the size of the building such that it was located outside the RPZ of the Ukiah Municipal Airport (Attachment 7). The amended project would have the five tractor service bays as originally proposed but eliminate the bay for washing implements.

June 6, 2018, City Council Public Hearing:

The Ukiah City Council considered the appeal of the Planning Commission's October 11, 2017, decision to approve the Major Site Development for the Garton Tractor Project at their June 6, 2018, regular meeting. A copy of the staff report for the City Council appeal public hearing is included as Attachment 8, and materials for the meeting are located on the City's website, at www.cityofukiah.com/meetings (click on the June 6, 2018, Agenda). At their June 6 meeting, Council voted to continue the public hearing until the following two actions were accomplished: 1) The City is to receive a consistency determination from the Mendocino County Airport Land Use Commission (ALUC) pursuant to staff recommendation number 3 in the Agenda Summary Report; and 2) The Planning Commission is to make a recommendation to the City Council to approve or disapprove the application, after the Planning Commission considers the ALUC determination and any additional information from staff.

August 2, 2018, Mendocino County Airport Land Use Commission Meeting and Determination:

City Staff and Senior Aviation Planner Maranda Thompson from Mead & Hunt, Inc. ("Mead & Hunt") presented the Garton Tractor Project and associated analysis at the ALUC's August 2 meeting. Included was analysis on the project contained in a technical memorandum written by Mead & Hunt on June 19, 2018 (Attachment 9- see

attachment 4 to the document), where Mead & Hunt concludes the Garton Tractor project should be considered acceptable with regard to FAA and CalTrans Handbook standards. Mead & Hunt also noted the Comprehensive Land Use Plan is out of date and amending the plan to remove existing conflicts is a possibility, though may not be achievable in a timely manner [(for this project)].

After receiving the presentation from City Staff and Mead & Hunt and considering public comment, the ALUC made a determination that the Garton Tractor project, as amended to be reduced in size such that the entire building would be located outside the Runway Protection Zone and Future Runway Protection Zone of the 2015 Airport Layout Map of the Ukiah Municipal Airport, was not consistent with the 1996 Mendocino County Comprehensive Land Use Plan. The ALUC further acknowledged that the current version of the Plan is out of date and should be updated.

August 3, 2018, City Attorney Legal Opinion:

A legal opinion issued by City Attorney David Rapport on August 3, 2018 (Attachment 10) determined that due to the ALUC finding the City's Airport Master Plan and Master Plan Map consistent with the County Airport Comprehensive Land Use Plan on June 6, 1996, referrals to the ALUC for consistency determinations are not required by the provisions of the Public Utilities Code requiring Airport Land Use Plans (see Attachment A of the Legal Opinion in Attachment 10 for a copy of the ALUC's 6-6-96 minutes).

Summary of Written Comments Received from the California Pilots Association ("CalPilots") and California Department of Transportation ("CalTrans") Division of Aeronautics, with Staff Responses:

Written comments were received from CalPilots on August 6, 2018, and August 8, 2018. Written comments were also received via email on August 15, 2018, from the CalTrans Division of Aeronautics. Copies of the complete versions of all comments with Staff's full responses to the comments are contained in Attachment 11 (CalPilots) and Attachment 12 (CalTrans). Additional summaries are also contained in the Staff Report for the Planning Commission's August 22, 2018 meeting, attached as Attachment 13 and available online at www.cityofukiah.com/meetings (click on the Planning Commission tab).

1. CalPilots comment that the Project proponent is disadvantaged because the proponent cannot propose any changes that may mitigate the inconsistency finding.

Staff response- At the ALUC's August 2 meeting, City Staff requested findings on behalf of the Project proponent (the Applicant) that may have mitigated the inconsistency finding. The ALUC restated that per the CLUP, no structures are allowed in the A* compatibility zone. The ALUC additionally directed that County Counsel bring back formal language on August 16 stating that the project was inconsistent with the CLUP. No Findings that would have mitigated the inconsistency finding were recommended or discussed by the ALUC.

2. CalPilots comment that the Proposed Use- the Garton Tractor Project- violates the Avigation Easement primarily due to the Project being located in the Runway Protection Zone.

Staff Response- The proposed Project, as amended, is not located in the Runway Protection Zone of the Ukiah Municipal Airport. It also falls below the height threshold for the approach surface slope criteria, as explained by Mead & Hunt at the ALUC's August 2 meeting. The amended project was the project reviewed by the ALUC.

3. CalTrans comment that if the ALUC determines that the project is inconsistent with the CLUP, the City must follow the Overrule process outlined in Section 5.5 of the California Land Use Planning Handbook.

Staff Response- This comment is mostly addressed in the City Attorney Legal Opinion (Attachment 10). As City staff reads Section 1.3.4 of the California Land Use Planning Handbook it is silent on overrule of specific projects, unless the City's general plan or specific zoning code provision affecting land use within an airport compatibility zone or the adoption of an airport master plan has not been found consistent with the

Comprehensive Land Use Plan. Consistency between the two plans was achieved in 1996.

August 8, 2018, Planning Commission Meeting:

Staff made an alternative recommendation that Planning Commission delay their recommendation to City Council regarding the Garton Tractor Project until their next regular meeting of August 22, 2018. The Planning Commission voted unanimously to approve this recommendation.

August 16, 2018, ALUC Meeting:

The Mendocino County ALUC considered and adopted a Resolution (Attachment 14) of the ALUC by a 4-0 vote, making findings that the Garton Tractor project was inconsistent with the Airport Comprehensive Land Use Plan. The Applicant's agent commented that the location of the amended project was outside the Runway Protection Zone and that they felt the requirements of the aviation easement were met.

August 22, 2018, Planning Commission Meeting:

Per Council direction, the Planning Commission reviewed the ALUC consistency determination and additional information presented by Staff. By a 4-0 vote with Chair Whetzel abstaining, the Commission voted to move the following actions:

- 1) Recommendation to City Council to adopt motion to amend the Final Conditions of Approval Project such that the proposed Garton Tractor building is reduced in size such that the entire building is located outside the Runway Protection Zone of the Ukiah Municipal Airport; and
- 2) Recommendation to City Council that since the City has not acquired title to the Garton Tractor property or acquired an aviation easement that prohibits development on the property outside the Runway Protection Zone, the City is not in a position to prohibit development as required in the A or A* Zones; and
- 3) Recommendation to City Council to approve the Garton Tractor Project application, subject to the Findings in Attachment 1 (see Attachment 1 of this Agenda Summary Report).

The Planning Commission additionally recommended to the City Council, not as part of the motion, that a hold harmless clause be added as a condition of approval for the project and that a standard condition of approval for projects located in compatibility zones of the Ukiah Municipal Airport be considered for future projects.

Discussion: Since the date of the Planning Commission meeting, Staff has been working with the CalTrans Division of Aeronautics to ensure any remaining concerns regarding the project are resolved. On August 23, 2018, Staff reached out via phone and email to CalTrans seeking additional comments or a response to the City Attorney legal opinion issued August 3 (Attachment 10). Staff spoke with the CalTrans planner who had issued the comment letter, Ms. Lori Lee, and Ms. Lee requested additional documentation related to the submittal of the packet to the ALUC, which Staff provided. Staff also mentioned the City would be willing to delay the continued City Council public hearing by two weeks for CalTrans to provide a response to the City Attorney's opinion and/or provide additional comments. Ms. Lee expressed appreciation of this opportunity and stated CalTrans would attempt to expedite their review and response. On September 7, Staff received an email (Attachment 15) from the Chief of the CalTrans Division of Aeronautics responding with the original comment that had been submitted on August 15 (Attachment 12).

As stated in the Background section above, the principal comment by CalTrans is that the City must follow an Overrule process outlined in Public Utility Code and the California Land Use Planning Handbook. Also as stated above, Staff working with the City Attorney's Office responded to this comment, and the City Attorney provided a legal opinion. As the City Attorney states, "the procedures in Pub. Util. Code Section 21676 requiring referral to

the ALUC and allowing the local jurisdiction to overrule the Commission by a 2/3 vote based on specific findings only applies to the adoption or amendment of a general plan or zoning code provision affecting land use within an airport compatibility zone or the adoption of an airport master plan."

Staff requested an opinion from Mead & Hunt on the Overrule provision. A senior aviation planner for Mead & Hunt stated that the Overrule provision has long been a gray area and is a legal issue for which others have sought clarification. The aviation planner also stated CalTrans had a large list of other such legal interpretations.

The City Attorney also further analyzed the overrule provision and advises the August 3 opinion (Attachment 10) should be considered in light of the recent decision in *Dryden Oaks, LLC v. San Diego County Regional Airport Authority* (2017 CA 4th) 16 Cal. App. 5th 383, 389 ("Dryden Oaks"). In that case the San Diego Regional Airport Authority ("Authority") found that the construction of a 29,000 sq. ft. industrial building on a lot "located within the 75 CNEL zone of the McClellan-Palomar Airport" was not compatible with the 1994 comprehensive land use plan for the airport, a predecessor plan to the Airport Comprehensive Land Use Plan. The City of San Diego overruled the Authority's compatibility determination using the procedure in Public Utilities Code ("PUC") Section 21676, which includes 45 days' prior notice to the Authority and the CalTrans Division of Aeronautics and passage of the decision to override by a 2/3 vote of the City Council, after making specified findings. While this case did not explain why Section 21676, which refers exclusively to general plan and zoning code adoptions or amendments, applies to a City's decision on an application for the approval of an individual project, the opinion did not criticize or object to applying the statutory procedure to overruling an ALUC compatibility determination on the specific permit application and relied on it in deciding that the City had the final decision on how the property could be used. This decision supports following that procedure before deciding whether to overrule the ALUC determination that the Graton Tractor project is inconsistent with the County CLUP.

Dryden Oaks has additional significance for the decision whether or not to overturn the ALUC consistency determination. In that case, the property owner sued the Authority and San Diego County. He claimed that the adoption of the Airport Land Use Plan that made his project inconsistent together with the determination that his project was inconsistent with the plan inversely condemned his property and constituted a regulatory taking of his property under the 5th Amendment of the U.S. Constitution. The court of appeal rejected his claim, holding that the county adoption of the plan and its determination that the project was not consistent with the plan was not the final decision affecting the value of the property. Since the City had authority to overrule the Authority's determination under PUC § 21676, the City was the final decision-maker; not the County ALUC. If the city did not overrule the Airport Land Use Plan consistency determination and did not issue the permit, that would represent a final land use decision for purposes of stating a regulatory taking claim.

In this case, the proposed project will be constructed outside the RPZ and will not conflict with the City's aviation easement on the property. The County ALUC decision effectively prohibits the property owner from constructing any structure on the property. If not overruled by the City, that decision will become a final zoning decision by the City for purposes of filing a regulatory taking claim. This potential liability should be considered, if the City Council has a reasonable basis upon which to make the findings required by PUC Section 21676.

Finally, Dryden Oaks noted that the City of San Diego included as a condition for granting the permits that each permit contain an indemnification clause in which the property owner agreed to hold the City harmless from all liabilities arising out of the approval, development and operation of the project and to execute "a Hold Harmless Agreement regarding aircraft operations and aircraft noise prior to issuance of grading or building permits" to be "reviewed and approved by the City Attorney." Such a condition could be imposed on this and future projects within airport compatibility zones.

The City Attorney advises that while Dryden Oaks did not specifically address or decide that a city must follow the procedure in PUC §21676 in order to override an ALUC consistency determination for individual projects, its decision suggests that it assumed that the statute applies to such decisions. For that reason, in the City Attorney's opinion, the prudent course of action would be to follow that procedure, if the City Council wants to consider overruling the ALUC's consistency determination. This would be Recommendation #3 from the below

list.

In light of the research done on this project and related airport land use planning legal research, Staff recommends Council approve one of the following actions:

Recommendation #1: A) Adopt a motion to amend the Final Conditions of Approval Project such that the proposed Garton Tractor building is reduced in size such that the entire building is located outside the Runway Protection Zone of the Ukiah Municipal Airport; and B) adopt finding that since the City has not acquired title to the Garton Tractor property or acquired an avigation easement that prohibits development on the property outside the Runway Protection Zone, the City is not in a position to prohibit development as required in the A or A* Zones; and C) include as a condition of project approval that the project applicant, the property owner or any other person or entity relying on the permit hold harmless, indemnify and defend the City from all expenses, claims or liabilities arising out of the approval, development and operation of the building constructed as authorized by the permit and execute a Hold Harmless Agreement regarding aircraft operations and aircraft noise prior to issuance of grading or building permits to be "reviewed and approved by the City Attorney; and D) approve the Garton Tractor Project application, subject to the Findings in Attachment 1.

-Or-

Recommendation #2: Overturn the Planning Commission's approval of the Major Site Development Permit and deny approval of the Project.

-Or-

Recommendation #3: A) Adopt a motion to amend the Final Conditions of Approval Project such that the proposed Garton Tractor building is reduced in size such that the entire building is located outside the Runway Protection Zone of the Ukiah Municipal Airport; and B) adopt finding that since the City has not acquired title to the Garton Tractor property or acquired an avigation easement that prohibits development on the property outside the Runway Protection Zone, the City is not in a position to prohibit development as required in the A or A* Zones, and C) approve motion that the proposed Project be subject to the Overture process, as described in the California Airport Land Use Planning Handbook; and D) direct Staff and the City Attorney to prepare a proposed overrule decision, with specific findings; and E) direct that Staff send a copy of the proposed overrule decision with accompanying specific findings to the California Department of Transportation, Division of Aeronautics at least 45 days prior to scheduling a public hearing in front of City Council to make a decision to overrule or not overrule the consistency determination decision of the Mendocino County Airport Land Use Commission; and F) schedule a public hearing for City Council to make a decision to overrule or not overrule the decision of the Mendocino County Airport Land Use Commission upon expiration of the 45-day period; and G) if deciding to overrule the decision of the Airport Land Use Commission, City Council to approve actions listed in Recommendation #1.



Mail Processing Center
Federal Aviation Administration
Southwest Regional Office
Obstruction Evaluation Group
10101 Hillwood Parkway
Fort Worth, TX 76177

Attachment 3
Aeronautical Study No.
2018-AWP-13646-OE

Issued Date: 10/19/2018

Michelle Irace
City of Ukiah
300 Seminary Ave
Ukiah, CA 95482

**** DETERMINATION OF NO HAZARD TO AIR NAVIGATION ****

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure:	Building existing, 2,480 sf, 20 ft high building
Location:	Ukiah, CA
Latitude:	39-08-12.49N NAD 83
Longitude:	123-12-08.29W
Heights:	630 feet site elevation (SE) 20 feet above ground level (AGL) 650 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 L Change 2.

The structure considered under this study lies in proximity to an airport and occupants may be subjected to noise from aircraft operating to and from the airport.

This determination is based, in part, on the foregoing description which includes specific coordinates, heights, frequency(ies) and power. Any changes in coordinates, heights, and frequencies or use of greater power, except those frequencies specified in the Colo Void Clause Coalition; Antenna System Co-Location; Voluntary Best Practices, effective 21 Nov 2007, will void this determination. Any future construction or alteration, including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA. This determination includes all previously filed frequencies and power for this structure.

If construction or alteration is dismantled or destroyed, you must submit notice to the FAA within 5 days after the construction or alteration is dismantled or destroyed.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as

indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

This aeronautical study included evaluation of a structure that exists at this time. Action will be taken to ensure aeronautical charts are updated to reflect the most current coordinates, elevation and height as indicated in the case description.

If we can be of further assistance, please contact our office at (424) 405-7643, or karen.mcdonald@faa.gov. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2018-AWP-13646-OE.

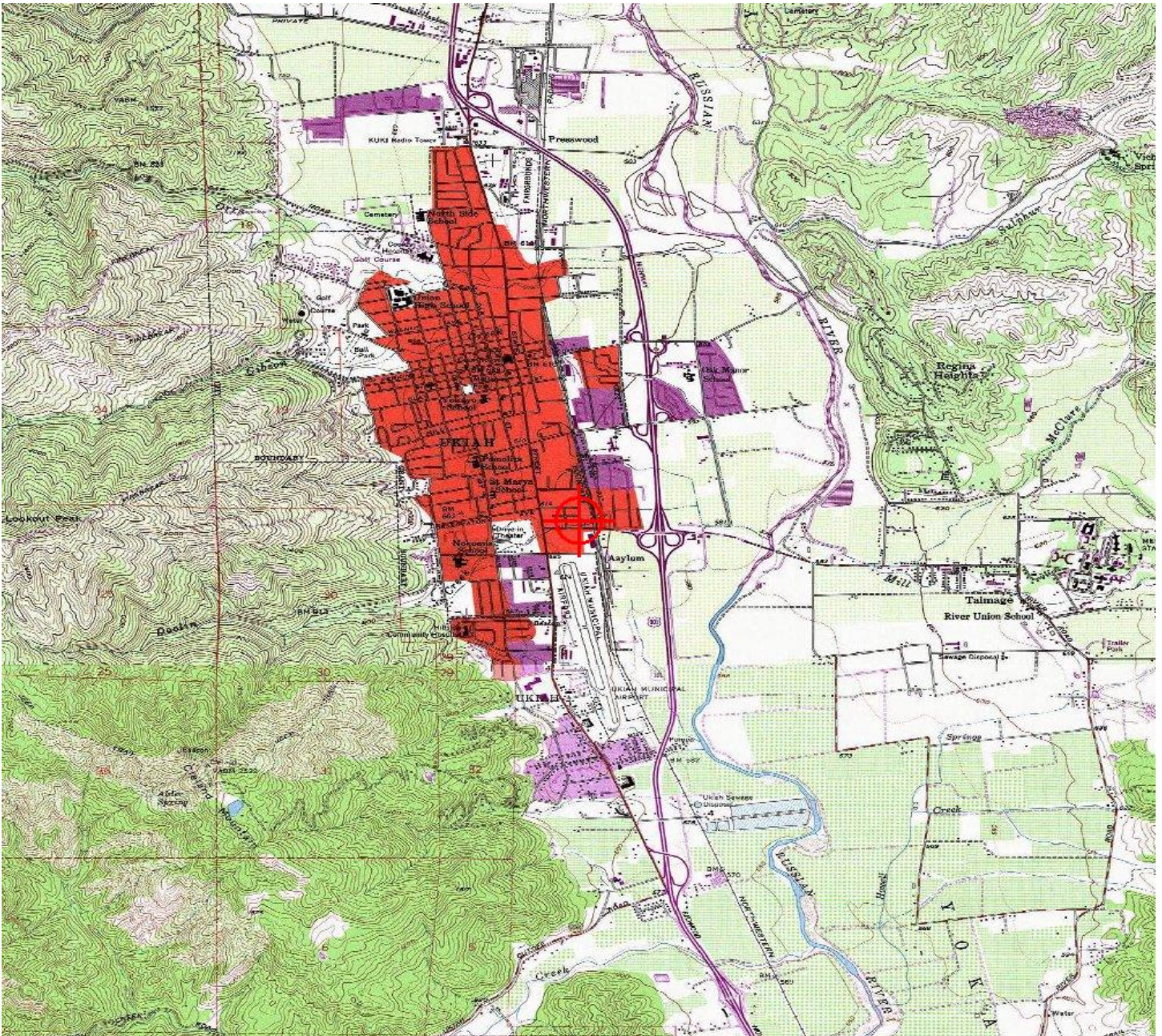
Signature Control No: 382260221-387993982

(DNE)

Karen McDonald
Specialist

Attachment(s)
Map(s)

TOPO Map for ASN 2018-AWP-13646-OE



Resolution Number _____

County of Mendocino
 Ukiah, California
 October 18, 2018

ALUC_2018-0006 – HERITAGE MENDOCINO ACLUP CONSISTENCY DETERMINATION

RESOLUTION OF THE AIRPORT LAND USE COMMISSION, COUNTY OF MENDOCINO, STATE OF CALIFORNIA, FOR AIRPORT COMPREHENSIVE LAND USE PLAN CONSISTENCY DETERMINATION FOR A PROPOSED CANNABIS MICROBUSINESS THAT WOULD INCLUDE DISTRIBUTION, DISPENSARY/RETAIL, MANUFACTURING, AND PROCESSING OF RECREATIONAL AND MEDICINAL PRODUCTS WITHIN AN EXISTING 2,480 SF BUILDING. THE APPLICANT ALSO PROPOSES 5,081 SF OF LANDSCAPING, STREET TREES, AND A 6-FOOT TUBULAR STEEL SECURITY FENCE AROUND THE SITE PERIMETER.

WHEREAS, the applicant, Kyle Greenhalgh (Heritage Mendocino), filed an application on September 7, 2018 for an Airport Comprehensive Land Use Plan Consistency Determination with the Mendocino County Department of Planning and Building Services for a proposed cannabis microbusiness that would include distribution, dispensary/retail, manufacturing, and processing of recreational and medicinal products within an existing 2,480 sq. ft. building. The existing building footprint would not be expanded. Ancillary parking has been proposed for 13 parking spaces within a 4,237 sq. ft. parking lot, along with curb and sidewalk improvements and accessibility upgrades. The proposed project includes building and parking lot lighting and signage. The applicant has also proposed 5,081 sq. ft. of landscaping, street trees, and a 6 ft. tubular steel security fence around the site perimeter, in the City of Ukiah, lying on the west side of Cunningham St., at its intersection with Talmage Rd., located at 1076 Cunningham St., Ukiah (APN: 003-140-52) (the "Project"); and

WHEREAS, in accordance with applicable provisions of law at a duly noticed public hearing on October 18, 2018, the Mendocino County Airport Land Use Commission reviewed Case# ALUC_2018-0006 for consistency with the Mendocino County Airport Comprehensive Land Use Plan (the "ACLUP") at which time the Airport Land Use Commission heard and received all relevant testimony and evidence presented orally or in writing regarding the Project. All interested persons were given an opportunity to hear and be heard regarding the Project; and

WHEREAS, on October 18, 2018, the Airport Land Use Commission, approved a motion finding the Project to be inconsistent with the ACLUP; and

WHEREAS, the Airport Land Use Commission has had an opportunity to review this Resolution and finds that it accurately sets forth the intentions of the Airport Land Use Commission regarding the Project.

NOW, THEREFORE, BE IT RESOLVED, that based on the evidence in the record, the Airport Land Use Commission makes the following findings and determinations:

1. **Findings of Inconsistency with the Airport Comprehensive Land Use Plan (ACLUP):** The proposed Project is not consistent with the ACLUP. The Project site is located in Airport Compatibility Zone A* of the Mendocino County Airport Comprehensive Land Use Plan, which is the zone most restrictive of land uses. The asterisk in "Zone A" indicates those properties are intended to be acquired by the City of Ukiah either in fee or controlled by obtaining approach protection easements. Overall, Zone A is intended to be restricted to uses which promote the most unobstructed, open land (e.g., pastures, field crops, automobile parking, as shown in Table 2A). Pursuant to Table 2A of the ACLUP, properties within Zone A are to preserve all remaining open land, and the only permissible structures are those with a location set by their aeronautical

function. Although the Project would occupy a pre-existing structure, it would introduce a land use (i.e. commercial retail/light industrial) that is not permissible in Zone A* pursuant to Table 2A of the ACLUP. In addition, Appendix D of the ACLUP identifies the proposed commercial and industrial uses as incompatible in Zone A. Therefore, the project is inconsistent with the ACLUP.

BE IT FURTHER RESOLVED that the Airport Land Use Commission designates the Commissions Services Supervisor as the custodian of the document and other material which constitutes the record of proceedings upon which the Airport Land Use Commission determination herein is based. These documents may be found at the office of the County of Mendocino Planning and Building Services, 860 North Bush Street, Ukiah, CA 95482.

I hereby certify that according to the Provisions of Government Code Section 25103 delivery of this document has been made.

ATTEST: VICTORIA DAVIS
Commission Services Supervisor

By: _____

BY: BRENT SCHULTZ
Interim Director

ERIC CRANE, Chair
Airport Land Use Commission

**PROPOSED RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF UKIAH OVERRULING FINDING OF
MENDOCINO COUNTY AIRPORT LAND USE
COMMISSION**

WHEREAS:

1. On October 18, 2018, the Mendocino County Airport Land Use Commission (“ALUC”) adopted Resolution No. ALUC_2018-0006- Heritage Mendocino ACLUP Consistency Determination (“Consistency Determination”); and
2. The Consistency Determination found that the Heritage Mendocino project, as proposed (the “project”), is inconsistent with the Mendocino County Airport Land Use Plan (the “ACLUP”) for the Ukiah Municipal Airport, because although the Project would occupy a pre-existing structure, it would introduce a land use (i.e. commercial retail/light industrial) that is not permissible in the A* Zone pursuant to Table 2A of the ACLUP. In addition, Appendix D of the ACLUP identifies the proposed commercial and industrial uses as incompatible in Zone A.
3. The City Council directed the Director to prepare the proposed decision to overrule the Consistency Determination based on ultimate findings that:
 - a. The project is not inconsistent with the restrictions in the A* zone given that the proposed project would be located within an existing building that was constructed in the early 1950s, prior to the 1996 adoption of the ACLUP, and the proposed use is consistent with historical uses approved in the past for industrial, manufacturing and retail purposes.
 - b. The project site is currently surrounded by similar industrial, manufacturing and retail uses.
 - c. The FAA has determined that the existing building would pose no hazard to air navigation. In addition, the technical memorandum prepared by Mead & Hunt concluded that the existing building is well below the allowable structure height based on Federal Aviation Administration Part 77 airspace surfaces for the Ukiah Municipal Airport.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The City Council adopts the findings contained in Attachment 1.
2. The City Council directs the Director to proceed with the Overrule process.
3. The City Council directs the Director to provide the California Department of Transportation, Division of Aeronautics (“Division”) and the ALUC with notice of this proposed decision overruling the Consistency Determination no less than 45 days before a public hearing is scheduled before the City Council on

the proposed overrule of the project; and the Division and ALUC have 30 days from date they are served with this Proposed Decision to file with the City Clerk any comments they may have about the proposed decision.

4. Based on the findings in Attachment 1 and the ultimate findings in Recital No. 5, the City Council finds that the project:

(1) is not inconsistent with the restrictions in the A* zone given that the proposed project would be located within an existing building that was constructed in the early 1950s, prior to the 1996 adoption of the ACLUP, and the proposed use is consistent with historical uses approved in the past for industrial, manufacturing and retail purposes; and
(2) will minimize the public's exposure to excessive noise and safety hazards within the area where the project is located.

5. Based on the findings in Nos. 1 through 5 above, the City Council overrules the ALUC Consistency Determination for the Heritage Mendocino project.

PASSED AND ADOPTED this ___th day of _____ 2018, by the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Kevin Doble, Mayor

ATTEST:

Kristine Lawler, City Clerk

ATTACHMENT 1

FINDINGS FOR PROPOSED UKIAH CITY COUNCIL OVERRULE OF MENDOCINO COUNTY AIRPORT LAND USE COMMISSION DETERMINATION OF INCONSISTENCY WITH REGARD TO PROPOSED HERITAGE MENDOCINO CANNABIS MICROBUSINESS PROEJCT

1. The *Mendocino County Airport Comprehensive Land Use Plan* (ACLUP) was adopted by the Mendocino County Airport Land Use Commission (ALUC) in 1993 and revised in 1996. This countywide document contains the individual plans for each of the airports in the county, including Ukiah Municipal Airport (UKI). A policy amendment pertaining only to UKI was made in 2010 (the amendment concerned public facility buildings).
2. The ACLUP Compatibility Map for UKI is based upon the 1996 UKI Airport Layout Plan (ALP). That ALP shows the existing north end of the runway (Runway 15) as relocated 585 feet from the physical end of the pavement. This configuration matches the way that the runway exists today. The 1996 ALP indicates that the existing Runway Protection Zone (RPZ) for Runway 15 had dimensions of 500 feet width at the inner end, 1,700 feet length, and 1,010 feet width at the outer end. These dimensions match the Federal Aviation Administration (FAA) airport design standards which were in place at that time for runways in the UKI runway category and having a nonprecision approach.
3. The UKI ALP was updated in 2015. This newer ALP depicts both the existing and a proposed future configuration for the north end of the runway. The future configuration would utilize pavement that already exists to shift the runway end 465 feet northward, thereby increasing the runway length by that amount. The landing threshold would remain where the runway now ends, thus creating a 465-foot displaced threshold. The 2015 ALP shows the existing RPZ as having dimensions of 500 feet width at the inner end, 1,000 feet length, and 700 feet width at the outer end. This reduction in the RPZ dimensions reflects a change in FAA design standards since 1996, not any difference in the type of approach to Runway 15. The future RPZ would keep the same dimensions, but would shift 465 feet northward as dictated by the proposed runway end shift. The ALUC has not updated the UKI ACLUP to reflect these changes.
4. The 1993/96 ACLUP establishes two compatibility zones encompassing the RPZ depicted on the 1996 ALP. Compatibility Zone A is the portion of the RPZ that is on airport property. Compatibility Zone A* contains privately owned parcels that are at least partly within the 1996 RPZ. The City of Ukiah owns avigation easements on each of these parcels. The compatibility criteria for both zones prohibit all new structures and any use that would have more than 10 people per acre. Adjoining Compatibility Zone A* and falling almost entirely outside of the 1996 RPZ or either of the 2015 RPZs is Compatibility Zone B1 (the two very small outer corners of the 1996 RPZ that extend into Compatibility Zone B1 are within public street rights-of-way). Compatibility criteria for this zone limit nonresidential uses to no more than 60 people per acre and prohibit risk-sensitive uses such as schools and hospitals, highly noise-sensitive uses, and uses where highly flammable materials are stored.
5. The Heritage Mendocino property lies fully within Compatibility Zone A*. The RPZ identified in the 2015 ALP immediately borders the parcel to the southwest of the property, however no portion of the property nor the existing building is located within the RPZ. In addition, the subject parcel was not included in the 1996 RPZ. Heritage Mendocino proposes a cannabis microbusiness that would include distribution, dispensary/retail, manufacturing, and

processing of recreational and medicinal products within an existing 2,480 sf, 20 ft high building along the northern side of the property. The property and building have been historically used in the past for industrial, manufacturing and retail purposes similar to that proposed by the applicant. According to the applicant, the business is anticipated to have up to 5 employees, working at different times and not to exceed three employees at any one time, and two customers. Therefore, the business does not anticipate having more than 5 persons on site at any one time. The site and existing building have historically been occupied with industrial and manufacturing uses with 5-8 employees and 1-5 customers.

6. If the Compatibility Zone A* boundary were to coincide with the combined outline of the 2015 existing and future RPZs, the proposed building would be within Compatibility Zone B1 and would meet the 1993/96 ACLUP compatibility criteria for that zone.
7. Safety compatibility guidelines contained within the 2011 Caltrans *Airport Land Use Planning Handbook* (Handbook) are also relevant to the proposed Heritage Mendocino project, especially because the UKI ACLUP has not been updated to be based upon the adopted UKI ALP as state law says it should be. Figure 3A of the Handbook depicts example safety compatibility zones. Example 2, for medium general aviation runways (ones having a length of 4,000 to 5,999 feet), is most applicable to UKI's 4,423-foot existing and 4,888-foot proposed future lengths. However, as stated in Note 1 of Figure 3A, the example Zone 1 boundaries are intended to reflect F AA dimensions for RPZs and may need to be adjusted from the example's dimensions to match the actual RPZ dimensions for a particular airport. On this basis, the site of the existing building would be within Handbook Safety Zone 2 for both the existing and future UKI runway configurations. Handbook guidelines for suburban-area development in Safety Zone 2 recommend limits of 40 to 60 people per average acre of the property with no more than 80 to 120 people within any single acre. The occupancy of the existing building that would be utilized by Heritage Mendocino would be well within these guidelines.
8. On August 21, 2018 Form 7460 was submitted to the FAA to notify the agency about the project. The FAA conducted an aeronautical study of the existing structure and made a determination that it would pose no hazard to air navigation (letter dated 10/19/2018).
9. To summarize, an overrule of the ALUC is justified because:
 - a. The Mendocino County ALUC has not updated the *Airport Comprehensive Land Use Plan* for the Ukiah Municipal Airport adopted in 1993 and amended in 1996 and 2010 to reflect Runway Protection Zone dimensions shown on the 2015 Airport Layout Plan.
 - b. The proposed project would be located within an existing building that was constructed in the early 1950s, prior to the 1996 adoption of the ACLUP and the proposed use is consistent with historical uses approved in the past for industrial, manufacturing and retail purposes.
 - c. The project site is currently surrounded by similar industrial, manufacturing and retail uses.
 - d. The proposed Heritage Mendocino project would be located in an existing building, and would not be situated within either the existing or future Runway Protection Zones depicted on the 2015 Airport Layout Plan.
 - e. If the ALUC were to modify the *Airport Comprehensive Land Use Plan* so that the boundaries of Compatibility Zone A* were to match those of the existing and future Runway Protection Zone dimensions on the 2015 Airport Layout Plan, the site of the existing building would fall within Compatibility Zone B1 and would be consistent with the criteria for that zone.

- f. Absent a current *Airport Comprehensive Land Use Plan* for the Ukiah Municipal Airport, consideration should be given to the safety compatibility guidance provided in the 2011 Caltrans *Airport Land Use Planning Handbook*. The existing building falls within the Handbook's example Safety Zone 2 for a medium general aviation runway and the building's proposed usage would be consistent with the guideline safety criteria for that zone.
- g. The FAA has determined that the existing building would pose no hazard to air navigation.



AGENDA SUMMARY REPORT

SUBJECT: Discussion and Possible Introduction by Title Only of a Shopping Cart Ordinance Amendment.

DEPARTMENT: Police

PREPARED BY: Darcy Vaughn

ATTACHMENTS:

[Attachment 1 Shopping Cart Ordinance Amendment REDLINE](#)

[Attachment 2 Shopping Cart Ordinance Amendment CLEAN](#)

Summary: The City Council will discuss and consider introducing the Shopping Cart Ordinance Amendment by title only. The Shopping Cart Ordinance Amendment amends the current Shopping Cart Ordinance, i.e. City Code Sections 6096 and 6098, to more closely parallel the explicit elements of Business and Professions Code Section 22435.2 and avoid preemption issues.

Background: The Council adopted the Shopping Cart Ordinance on April 4, 2018. The version adopted included enforcement provisions as requested by the Ukiah Police Department to clarify what provisions of the ordinance would be enforced by the Police Department and which provisions would be enforced by the Department of Community Development. The criminal enforcement provisions were derived from those set forth in California Business and Professions Code Section 22435 and following.

In May of 2018, after the Shopping Cart Ordinance went into effect, the Police Department issued a citation for violation of these provisions as they are currently written. The Public Defender sought to dismiss the complaint on the grounds that Business and Professions Code Section 22435.2 making specified conduct a misdemeanor preempted the City ordinance which did not include elements of the conduct which violates the

RECOMMENDED ACTION: Introduce the Shopping Cart Ordinance Amendment by title only.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

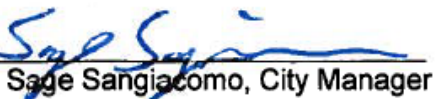
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Police Department

Approved: _____


Sage Sangiacomo, City Manager

state statute. For example, City Code Section 6096 as currently written makes it a misdemeanor to “[r]emove a shopping cart from the business premises where it belongs.” Business and Professions Code Section 22435.2(a) makes it a misdemeanor to: “Remove a shopping cart from the business premises where it belongs, with the intent to temporarily or permanently deprive the business owner or business of possession of the cart.”

In addition, the State law includes an explicit element that the underlying conduct must involve a shopping cart with a permanently affixed sign, while City Code Section 6096 does not explicitly include this requirement. This was not intentional, as the provisions of City Code Section 6096 were intended to apply to the regulatory regime imposed by the Shopping Cart Ordinance, in which all shopping carts would be required to have a permanently affixed sign identifying the retailer that owns the cart. The inclusion of the signage requirement also aids in establishing probable cause when the Police Department is issuing citations pursuant to the Ordinance.

Upon researching the issue in assisting the District Attorney to oppose the Public Defender’s motion to dismiss, the City Attorney determined that this preemption argument was valid. To remedy the inconsistency, the City Attorney recommends the attached amendments to the Shopping Cart Ordinance.

The Office of the City Attorney has discussed these amendments at length with the Police Department and has provided them with the proposed amendments for their review. The addition of the intent element to Sections 6096 and 6098 may make it marginally more difficult to prove a violation. While this is unavoidable because of the preemptive effect of the state statute, proving the intent to temporarily or permanently deprive a store owner of possession of the cart should not be difficult as long as the defendant removed the cart without the owner’s permission and in violation of posted notices at the business premises and on the cart signage.

Discussion: The Shopping Cart Ordinance Amendment amends the current Shopping Cart Ordinance, i.e. City Code Sections 6096 and 6098, to more closely parallel the explicit elements of Business and Professions Code Section 22435.2 and avoid preemption issues. Specifically, the Amendment adds a specific intent requirement to the listed offenses in City Code Section 6096: removing a shopping cart from business premises, possessing or abandoning an off-site shopping cart, or altering, converting, or tampering with a shopping cart or altering any identifying sign or serial numbers. That is to say, these acts will only be citable offenses if the act is done with the intent to deprive the business owner or business of possession of the shopping cart temporarily or permanently. In addition, the Amendment now explicitly states that these acts will be unlawful and a public nuisance if the cart involved has a sign permanently affixed by the business owner as required by City Code Section 2383. Finally, the Amendment modifies City Code Section 6098, which sets forth the penalty for violation of the Shopping Cart Ordinance, to simply state that any person knowingly or willfully violating City Code Section 6096 will be guilty of a misdemeanor.

CEQA Compliance:

The proposed City ordinance is not subject to CEQA pursuant to Sections 15060(c)(2) and 15061(b)(3) of the State CEQA Guidelines, because it will not result in a direct or reasonably foreseeable indirect adverse physical change in the existing environment and because there is no possibility that it may have a significant adverse effect on the environment.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING
ARTICLE 11 TO CHAPTER 1, DIVISION 7 OF THE UKIAH CITY CODE TO
REGULATE ENFORCEMENT OF SHOPPING CART CONTAINMENT AND
RETRIEVAL ORDINANCE.**

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

SECTION ONE. Article 11, entitled “Shopping Carts” in Chapter 1, Division 7 of the Ukiah City Code shall be amended to read as follows.

ARTICLE 11. SHOPPING CARTS

Sections:

6096 Unauthorized removal, alteration, or possession of a shopping cart.

6097 Definitions.

6098 Penalty for Violation.

§6096 Unauthorized removal, alteration, or possession of a shopping cart.

It is unlawful and a public nuisance for any person to do any of the following acts, if a shopping cart or laundry cart has a permanently affixed sign in compliance with Section 2383 of this Code:

A. Remove a shopping cart from the business premises where it belongs, with the intent to temporarily or permanently deprive the business owner or business of possession of the cart; or

B. Possess or abandon an off-site shopping cart, with the intent to temporarily or permanently deprive the business owner or business of possession of the cart; or

C. Alter, convert, or tamper with a shopping cart, remove any part or portion thereof or remove, obliterate or alter an identifying sign or serial numbers on a cart, with the intent to temporarily or permanently deprive the business owner or business of possession of the cart.

§6097 Definitions.

All terms in this Article shall have the meaning stated in Section 2381 of this Code.

§6098 Penalty for Violation.

Any person who knowingly or willfully violates any provision of this Article is guilty of a misdemeanor.~~In addition to the penalty prescribed in Business and Professions Code~~

~~Section 22435.3 or any amendment thereof, a violation of this Article is a misdemeanor, subject to a fine not exceeding five hundred dollars (\$500.00) or imprisonment in the County jail for a period not exceeding three (3) months, or by both such fine and imprisonment.~~

SECTION FOUR.

1. SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council of the City of Ukiah hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

2. EFFECTIVE DATE.

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

Introduced by title only on ____, 2018, by the following roll call vote:

AYES: Councilmembers Brown, Scalmanini, Crane, Mulheren, and Mayor Doble

NOES: None

ABSENT: None

ABSTAIN: None

Adopted on _____, 2018 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kevin Doble, Mayor

ATTEST:

Kristine Lawler, City Clerk

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING
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SECTION FOUR.

1. SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council of the City of Ukiah hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

2. EFFECTIVE DATE.

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

Introduced by title only on ____, 2018, by the following roll call vote:

AYES: Councilmembers Brown, Scalmanini, Crane, Mulheren, and Mayor Doble

NOES: None

ABSENT: None

ABSTAIN: None

Adopted on _____, 2018 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kevin Doble, Mayor

ATTEST:

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Adoption of Resolutions Approving Successor Memorandum of Understanding for Administrative and Maintenance Unit and Addendum Adding Longevity Performance Program Provision to the Water Utilities/Mechanics Unit Memorandum of Understanding.

DEPARTMENT: Human Resources

PREPARED BY: Sheri Mannion

ATTACHMENTS:

Summary: The Council is be asked to adopt resolutions approving the successor Memorandum of Understanding between the City of Ukiah and Administrative and Maintenance Unit and addendum adding Longevity Performance Program provision to the Water Utilities/Mechanics Unit Memorandum of Understanding.

Background: The Myers-Milias Brown Act (MMBA) is the law in California that establishes mandatory rights and duties by which all local agencies must abide with regard to labor relations. Within the requirements of MMBA, the City's negotiator, City Manager, received authority from the City Council on matters within the scope of representation, and then proceeded to meet and confer with bargaining units on successor Memoranda of Understanding (MOU).

RECOMMENDED ACTION: Adopt resolutions approving successor Memorandum of Understanding between the City of Ukiah and Administrative and Maintenance Unit and addendum adding Longevity Performance Program Provision to the Water Utilities/Mechanics Unit Memorandum of Understanding.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: Budgeted FY 2018/2019

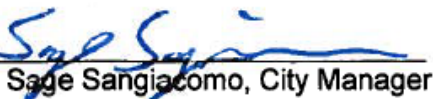
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager

Approved:


Sage Sangiacomo, City Manager

Discussion: The City Manager, Human Resources Director, and representatives of the Administrative and Maintenance Unit have met over the past several months to discuss negotiation items. The agreement resulted in salary increases in years one, two, and three, with year three benchmarked to a CPI calculation up to 3%, as well as an agreement to convert from a flat monthly "health contribution" to an 85 percent (City contribution)/15 percent (employee contribution) of health premiums for all new hires, with a transition (grandfather) clause for existing employees. Additionally, an agreement was made to convert the Career Step Program to a Longevity Performance Program, by which employees receive a flat dollar amount at each anniversary date milestone - from seven, twelve, and twenty years of service with the City of Ukiah - with a transition (grandfather) clause for employees currently receiving Career Step Program pay. This agreement provides consistency with other bargaining units' health and longevity benefits and consistency in administrative of the benefit.

The City of Ukiah and Water Utilities/Mechanics Unit have already completed negotiations for a successor MOU with the understanding that should the City offer an additional benefit to other units during this negotiation cycle, the Unit would be notified and have the option to add the provision to their MOU through the addendum process. During this negotiation cycle the City was able to develop and offer the Longevity Performance Program to all units. On September 23, 2018, the Water Utilities/Mechanics Unit ratified the addendum to add the Longevity Performance Program to their existing MOU.

Upon approval of these agreements, all eight of the City's bargaining units will have three-year successor contracts in place through September 2021.

Staff recommends adoption of Resolutions approving the Memorandum of Understanding for the Administrative and Maintenance Unit and Addendum adding Longevity Performance Program Provision for the Water Utilities/Mechanics Unit. A Closed Session has been agendaized (Item 14c) should Council need additional discussion before adopting the Resolutions.

Attachment 1 - Resolution to adopt Administrative and Maintenance Unit MOU 2018-2021

Attachment 2 - Resolution to adopt adding Longevity Performance Program to Water Utilities/Mechanics Unit MOU 2018-2021

Attachment 3 - Draft Administrative and Maintenance Unit MOU 2018-2021

Attachment 4 - Addendum to Water Utilities/Mechanics Unit adding Longevity Performance Program to MOU 2018-2021



AGENDA SUMMARY REPORT

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

DEPARTMENT: Administration

PREPARED BY: Kristine Lawler

ATTACHMENTS:

[Attachment 1 - 2018 City Council Special Assignments & Ad Hocs](#)

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

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

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

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

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

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

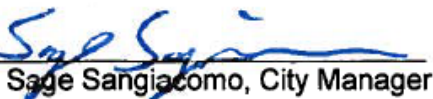
PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Mayor Doble

Approved:


Sage Sangiacomo, City Manager

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

2018 COUNCIL ASSIGNMENTS

ATTACHMENT 1

COUNTY/REGIONAL OnGoing One + Alternate	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
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	Scalmanini Brown - Alternate	Rick Seanor , Deputy Director of Public Works; 463-6296 rseanor@cityofukiah.com
Mendocino County Inland Water and Power Commission (IWPC)	2nd Thursday of month, 6:00 p.m.	Civic Center	300 Seminary Avenue conference room 5	IWPC Staff P.O. Box 1247 Ukiah, CA 95482 391-7574 - Candace Horsley	Develops coordination for water resources and current water rights: Potter Valley project - Eel River Diversion	Doble Brown - Alternate	Sean White , Director of Water Resources; 463-5712 swwhite@cityofukiah.com
Mendocino Solid Waste Management Authority (MSWMA)	3rd Thursday of every other month (varies), 10:00 a.m.	Willits Council Chambers		Solid Waste Director 3200 Taylor Drive Ukiah, CA 95482 468-9710	County-wide Solid Waste JPA	Brown Doble - 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	Scalmanini Brown - Alternate	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
North Coast Opportunities (NCO)	4th Wednesday of month, 2 p.m.	Alternating locations - Ukiah and Lakeport		Ross Walker, Governing Board Chair North Coast Opportunities 413 North State Street Ukiah, CA 95482	Assist low income and disadvantaged people to become self reliant	Tami Bartolomei (Appointed 4/05/2017)	Tami Bartolomei , Community Services Administrator; 467-5765 tbartolomei@cityofukiah.com
North Coast Rail Authority (NCRA)	2nd Wednesday of month, 10:30 a.m.	Various Locations - announced		419 Talmage Road, Suite M Ukiah, CA 95482 463-3280	Provides a unified and revitalized rail infrastructure meeting the freight and passenger needs of the region	Mulheren (no alternate necessary)	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com
Russian River Watershed Association (RRWA)	4th Thursday of month, 9:00 a.m. (only 5 times a year)	Windsor Town Hall		Russian River Watershed Association Attn: Daria Isupov 425 South Main St., Sebastopol, CA 95472 666-4857	Consider issues related to Russian river - plans projects and funding requests	Doble Brown - Alternate	Sean White , Director of Water Resources; 463-5712 swwhite@cityofukiah.com
Ukiah Valley Basin Groundwater Sustainability Agency (GSA)	2nd Thursday of month, 1:30 p.m.	Board of Supervisors Chambers;	501 Low Gap Road Ukiah, CA	County Executive Office Nicole French 501 Low Gap Rd., Rm. 1010 Ukiah, CA 95482 463-4441	GSA serves as the Groundwater Sustainability Agency in the Ukiah Valley basin	Crane Doble - Alternate	Sean White , Director of Water Resources; 463-5712 swwhite@cityofukiah.com
COUNTY/REGIONAL One + Staff Alternate	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Depot Infrastructure Development	TBD	TBD		300 Seminary Avenue Ukiah, CA 95482	Review and advise regarding public infrastructure improvements in and around the railroad depot property and area	Doble (no alternate necessary)	Shannon Riley , Deputy City Manager; 467-5793 sriley@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	Doble Riley - Alternate	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com
Greater Ukiah Chamber of Commerce Liaison ex officio	4th Wednesday of month, 9:00 a.m.	Conference Center	200 S. School Street Ukiah, CA	200 S. School Street Ukiah, CA 95482 462-4705	To represent and set policy for Chamber and area businesses	Doble Riley - Alternate	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com; Kerry Randall , Facilities Admin; 463-6706 krandall@cityofukiah.com
Homeless Services Action Group (HSAG)	Thursdays as needed, 4:00 p.m.	Manzanita Services Inc.	410 Jones Street Ukiah	631 Tokay Avenue Ukiah, CA 95482 or MCAVHN at: P.O. Box 1350 Ukiah, CA 95482 Judy Popowski - 463-6655	HSAG (Homeless Services Action Group)	Scalmanini	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com
Main Street Program Board of Directors ex officio	1st Thursday of month, 8:00 a.m.	200 South School Street	Ukiah, CA	200 S. School St. Ukiah, CA 95482 463-6729	Develops activities for downtown economic development program	Mulheren Riley - Alternate	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com Kerry Randall , Facilities Administrator; 463-6706 krandall@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	Scalmanini Sangiacomo - Alternate	Tami Bartolomei , Community Services Administrator; 467-5765 tbartolomei@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	Brown Chief Dewey - Alternate	Chris Dewey , Police Chief; 463-6245 cdewey@cityofukiah.com

2018 COUNCIL ASSIGNMENTS

Northern California Power Agency (NCPA)	4th Thursday of month, 9:00 a.m. (see calendar from NCPA)	Roseville, CA and other locations	651 Commerce Drive Roseville, CA 95678 916-781-4202	Pool of public utilities for electric generation and dispatch	Crane Grandi - Alternate	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
LOCAL/COUNTY/REGIONAL/LIANSOS OnGoing One or Two Council and/or Staff	MTG DATE/TIME	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
League of California Cities Redwood Empire Legislative Committee	Prior to Division Meetings, meets 3x in person and then via conference call	Various locations that are announced	Redwood Empire League President; Public Affairs Program Manager (916) 658-8243	Elected city officials and professional city staff attend division meetings throughout the year to share what they are doing and advocate for their interests in Sacramento	Mulheren Doble - Alternate	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
City Selection Committee	Called as required by the Clerk of the Board	BOS Conference Room 501 Low Gap Rd. Rm. 1090 Ukiah, CA	C/O: BOS 501 Low Gap Rd., Rm 1090 Ukiah, CA 95482 463-4441	Makes appointments to LAFCO and Airport Land Use Commission	Mayor	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
Investment Oversight Committee	Varies	Civic Center 300 Seminary Ave. Ukiah, CA 95482	Civic Center 300 Seminary Ave. Ukiah, CA 95482	Reviews City investments, policies, and strategies	Crane Alan Carter , Treasurer	Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Library Advisory Board	3rd Wednesdays of alternate months (beginning January), 1:00 p.m.	Various Mendocino County Libraries	Ukiah County Library 463-4491	Review library policy and activities	Mulheren	Kristine Lawler , City Clerk; 463-6217; klawler@cityofukiah.com
Ukiah Players Theater Board of Directors	3rd Tuesday of month, 6:00 p.m	1041 Low Gap Rd Ukiah, CA 95482 462-1210	1041 Low Gap Rd Ukiah, CA 95482 462-1210	To oversee the activities, organization and purpose of the Ukiah Players Theater	Greg Owen , Airport Manager	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	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
Russian River Flood Control District (RRFCD)	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	Doble	Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com
HSA Advisory Board	2nd Wednesday of month; 9:00 a.m.	Big Sur Room County Department of Social Services	Executive Director Jackie Williams - 462-1934 c/o Ford St. Project 139 Ford St. Ukiah CA 95482	Discussions and possible work on health and human service issues	Brown - Liaison	Sage Sangiacomo , City Manager; 463-6221; ssangiacomo@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	Doble	Craig Schlatter , Director of Community Development; 463-6219; cschlatter@cityofukiah.com
Mendocino County Airport Land Use Commission	As needed	BOS Conference Room 501 Low Gap Rd., Rm. 1090, Ukiah, CA	Mendocino County Executive Office 501 Low Gap Rd. Rm. 1010 Ukiah, CA 95482	To formulate a land use compatibility plan, provide for the orderly growth of the airport and the surrounding area, and safeguard the general welfare of the inhabitants within the vicinity	None from Ukiah Council currently	Kristine Lawler , City Clerk; 463-6217 klawler@cityofukiah.com
Mendocino County 2nd District Liaison	1st Wednesdays of month, 8:00 a.m.	Civic Center Annex conference room #5 411 West Clay St. Ukiah, CA 95482	Civic Center 300 Seminary Ave. Ukiah, CA 95482	To coordinate activities and policy development with the City's 2nd District Supervisor	Brown / Mulheren (Alternate)	Sage Sangiacomo , City Manager; 463-6221; ssangiacomo@cityofukiah.com
Mendocino County Juvenile Hall Services Liaison	As needed				Brown / Mulheren (Alternate)	Sage Sangiacomo , City Manager; 463-6221; ssangiacomo@cityofukiah.com
Fire Executive Committee	2nd Wednesdays of month, 7:00 p.m.	Ukiah Valley Conference Center, 200 S. School Street Ukiah, CA	Stephanie Abba Civic Center 300 Seminary Ave. Ukiah, CA 95482 sabba@cityofukiah.com	Per the recently adopted agreement between the City of Ukiah and the Ukiah Valley Fire Protection District	Brown / Doble	Dan Grebil , Fire Authority Administrator; 462-7921 x400; dgrebil@cityofukiah.com

2018 AD HOC COMMITTEES

COMMITTEE	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Electric Grid Operational Improvements	Crane/Scalmanini	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com
Rate Studies for Electric, Water, Sewer	Crane/Doble	Mel Grandi , Electric Utility Director; 463-6295 mgrandi@cityofukiah.com Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Sales Tax Sharing	Crane/Doble	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com Guy Mills , Project and Grant Administrator; 467-5719 gmills@cityofukiah.com David Rapport , City Attorney; 467-2800 drapport@cityofukiah.com Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Ukiah Valley Sanitation District Mediation	Crane/Doble	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com Sean White , Water Resources Director; 467-5712 swhite@cityofukiah.com
Water Bonds	Crane/Doble	Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Marijuana Legislation and Policy	Mulheren/Brown	Chris Dewey , Police Chief; 463-6245 cdewey@cityofukiah.com Craig Schlatter , Director of Community Development; 463-6219 cschlatter@cityofukiah.com
Strategic Planning	Crane/Doble	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
Landfill Closure	Crane/Scalmanini	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
City Water Rights	Doble/Crane	Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com
Downtown Parking Management	Mulheren/Brown	Shannon Riley , Deputy City Manager; 467-5793 sriley@cityofukiah.com
Budget Development Best Practices and Financial Policy	Crane/Doble	Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com Sheri Mannion , Human Resource Director/Risk Manager; 463-6272, smannion@cityofukiah.com
Public Works Project Specification Development	Crane/Doble	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Uniform Cost Accounting	Crane/Mulheren	Tim Eriksen , Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Cost Allocation Plan	Crane/Doble	Dan Buffalo , Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Vichy Springs Resort Litigation	Scalmanini/Brown	Sage Sangiacomo , City Manager; 463-6221 ssangiacomo@cityofukiah.com
Marbut Study Ad Hoc	Brown/Scalmanini	Justin Wyatt , Police Operations Captain, 463-6760 jwyatt@cityofukiah.com
Solar Proposal-Application Project	Crane/Scalmanini	Sean White , Director of Water Resources; 463-5712 swhite@cityofukiah.com