



**City Council
Regular Meeting
AGENDA**

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

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

To participate or view the virtual meeting, go to the following link: <https://us06web.zoom.us/j/82680771960>

Or you can call in using your telephone only:

- Call (toll free) 1-888-788-0099
- Enter the Access Code: 826 8077 1960
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

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

September 4, 2024 - 5:15 PM

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

4. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

- 4.a. Proclamation of the Ukiah City Council Recognizing September 16-23, 2024, as Pollution Prevention Week and September 22-29, 2024, as Creek Week in the City of Ukiah.

Recommended Action: Issue Proclamation

Attachments:

1. 4a 2024-09-04 Creek Week Proclamation
2. Creek Week 2024 (RRWA Flyer)

- 4.b. Proclamation of the Ukiah City Council Recognizing September as Hispanic Heritage Month in the City of Ukiah.

Recommended Action: Issue proclamation.

Attachments:

1. Hispanic Heritage Proclamation
2. Hispanic Heritage Flyer

5. PETITIONS AND COMMUNICATIONS

6. APPROVAL OF MINUTES

- 6.a. Approval of the Minutes for the August 21, 2024, Regular Meeting.

Recommended Action: Approve the Minutes for the August 21, 2024, Regular Meeting.

Attachments:

1. 2024-08-21 Draft Minutes

7. RIGHT TO APPEAL DECISION

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

8. CONSENT CALENDAR

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

- 8.a. Report of Disbursements for the Month of July 2024.

Recommended Action: Approve the report of disbursements for the month of July 2024.

Attachments:

1. July 2024 Summary of Disbursements
2. Account Codes for Reference
3. Object Codes for Reference
4. July 2024 Disbursement Detail

- 8.b. Council will Consider Entering into an Agreement with ChargePoint for the Proposed Ukiah Electric Vehicle Charging Stations Project, and Authorize the City Manager to Negotiate and Execute the Agreement.

Recommended Action: Authorize City Manager to negotiate and execute the agreement with ChargePoint for the proposed Ukiah Electric Vehicle Charging Stations Project.

Attachments:

1. CEC-ChargePoint_REV Grant Participation Agreement_Ukiah_(7-30-2024)_Final

- 8.c. Award of Purchase of Three (3) Stryker Power Pro 2 Gurneys

Recommended Action: Award the purchase of three (3) Stryker Power Pro 2 Gurneys to the Stryker Corporation, in the amount of \$95,889.95, including tax.

Attachments:

1. Ukiah x3 XT

- 8.d. Award of Purchase of Three (3) Stryker MTS Power Load Systems.

Recommended Action: Award the purchase of three (3) MTS Power Load Systems to the Stryker Corporation, in the amount of \$98,040.11, including tax.

Attachments:

1. ukiah x3 PL

- 8.e. Award of Purchase of Three (3) Lifepak 15 V4 Cardiac Monitor/Defibrillators.

Recommended Action: Award the purchase of three (3) Lifepak 15 V4 cardiac monitor/defibrillators to the Stryker Corporation in the amount of \$166,912.43, including tax.

Attachments:

1. Ukiah x3 LP 15

- 8.f. Adoption of an Ordinance Amending Various Sections of the Ukiah City Code to Update the City's Approval Process for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs).

Recommended Action: Adopt ordinance amending various sections of the Ukiah City Code to update the City's approval process for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs).

Attachments:

1. ADU Ordinance - Redline
2. ADU Ordinance - Clean
3. Ukiah - ADU Ordinance Letter - Cal HDF (08.21.2024)

- 8.g. Approval of Contract with Stone Creek Environmental Consulting for Engineering Services Related to the Municipal Separate Storm Sewer Systems Permit Issued by North Coast Regional Water Quality Control Board.

Recommended Action: Approve professional services agreement to Stone Creek Environmental Consulting for Engineering Services related to the City's Stormwater Permit.

Attachments:

1. 240605 Ukiah Proposal for 2024 2025

- 8.h. Receive Report of Contract Change Order for Gregg Simpson Construction for the Work Related to the Orr Street Bridge Project, and Approve of Corresponding Budget Amendment.

Recommended Action: Receive report of contract change order for Gregg Simpson Construction for the work related to the Orr Street Bridge Project, and approve of the corresponding budget amendment.

Attachments:

1. Contract Change Order #1
2. Contract Change Order #2

9. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

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

10. COUNCIL REPORTS

11. CITY MANAGER/CITY CLERK REPORTS

12. PUBLIC HEARINGS (Agenda Item 12a - 5:30 p.m.; Agenda Item 12b - 6:00 p.m.)

- 12.a. Possible Introduction by Title Only of an Ordinance to Approve a General Plan Amendment from Low-Density Residential (LDR) to Community Commercial (CC) and a Rezone from Low-Density Residential (R1) to Community Commercial (C1), to Allow for Tenant Improvements to an Existing Structure for Use as a 'Professional Office' at 195 Low Gap Road (APN 002-080-39); File No. 24-9265.

Recommended Action: Introduce by title only an Ordinance to approve a General Plan Amendment from Low-Density Residential (LDR) to Community Commercial (CC) and a Rezone from Low-Density Residential (R1) to Community Commercial (C1) to allow for tenant improvements to an existing structure for use as a 'Professional Office' at 195 Low Gap Road (APN 002-080-39); File No. 24-9265.

Attachments:

1. Draft Findings - #24-9265
2. Draft Conditions of Approval - #24-9265

3. Application Materials - #24-9265
4. CEQA - Technical Memo (Terra Nova Planning & Research)
5. Ukiah City Code Regulations (C-1 & R-1)
6. Draft Ordinance

- 12.b. Proposed Sewer Rate Adjustments for Fiscal Year 2024-2025: Public Hearing and Consideration for Adoption.

Recommended Action: Conduct a public hearing and then approve the proposed sewer rate adjustments effective October 1, 2024, as outlined in the 2024 Sewer Financial Plan (Sewer Rate Study). Should the City Council decide not to approve the proposed sewer rate adjustments, it is recommended that the Council provide direction to Staff on alternative measures.

Attachments:

1. Ukiah 2024 Sewer Rate Study July 17 presentation 7.8.24
2. 2024 Sewer Prop 218 Notice draft 7.8.24
3. City of Ukiah 2024 Sewer Financial Plan final 7.9.24 (1)

13. UNFINISHED BUSINESS

14. NEW BUSINESS

- 14.a. Possible Introduction, by Title Only, of Ordinance Establishing Procedures for Adopting and Imposing Development Mitigation Fees on behalf of the Ukiah Valley Fire District.

Recommended Action: Introduce, by title only, the Ordinance establishing procedures for adopting and imposing development mitigation fees on behalf of the Ukiah Valley Fire District.

Attachments:

1. Fire Development Mitigation Fee Ordinance
2. UVFA Nexus Study Public Review Draft v1.1

- 14.b. Possible Introduction, by Title Only, of an Ordinance Amending Chapter 11, Division 3 of the City Code to Require the Manager of a Private, Commercially-Zoned Property to Abate Nuisance Conditions on the Property.

Recommended Action: Introduce, by Title Only, an Ordinance Amending Chapter 11, Division 3 of the City Code to Require the Manager of a Private, Commercially-Zoned Property to Abate Nuisance Conditions on the Property,

Attachments:

1. Commercial Property Manager Liability Redline
2. Commercial Property Manager Liability Clean

- 14.c. Award of Contract with BKF Traffic Engineers for Design and Engineering Services Related to a Roundabout Design at Low Gap Road and North Bush Street, and Approve Corresponding Budget Amendment.

Recommended Action: Approve of contract award to BKF Traffic Engineers in the amount of \$250,030 for design and engineering services related to a roundabout design at Low Gap Road and North Bush Street, and approve corresponding budget amendment.

Attachments:

1. Ukiah School Area Traffic Study - Final Draft 2020-12-18
2. Request for Proposals - Low Gap Roundabout - FINAL
3. BKF_Ukiah_Roundabout_Low_Gap_Road
4. BKF_Fee_Ukiah_Roundabout_Low_Gap_Road

- 14.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 will consider modifications to committee and ad hoc assignments along with the creation/elimination ad hoc(s).

Attachments:

1. 2024 City Council Special Assignments and Ad Hoc

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

15.a. Conference with Legal Counsel – Anticipated Litigation

(Government Code Section 54956.9(d)(4))

Initiation of litigation (3 cases)

15.b. Conference with Legal Council - Anticipated Litigation

Government Code Section 54956.9(d)(2)

Significant exposure to litigation (1 case)

15.c. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9)

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

15.d. Conference with Legal Counsel – Existing Litigation

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

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

15.e. Conference with Legal Counsel – Existing Litigation

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

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

15.f. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 180-110-12; 180-120-15; 180-120-16

Negotiator: Shannon Riley, Deputy City Manager

Negotiating Parties: GMB Realty Partners, Inc.

Under Negotiation: Price & Terms of Payment

15.g. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 002-232-05 and 002-282-02

Negotiator: Sage Sangiacomo, City Manager

Negotiating Parties: Bartolomei Trustees

Under Negotiation: Price & Terms of Payment

15.h. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN No: 170-150-10-00

Negotiator: Sage Sangiacomo, City Manager

Negotiation Party: Twenty Years of Bliss LLC

Under Negotiation: Price & Terms of Payment

15.i. Conference with Labor Negotiator (54957.6)

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

16. ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm. Any handouts or presentation materials from the public must be submitted to the clerk 48 hours in advance of the meeting; for handouts, please include 10 copies.

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

Kristine Lawler, CMC/CPMC
Dated: 8/30/24



AGENDA SUMMARY REPORT

SUBJECT: Proclamation of the Ukiah City Council Recognizing September 16-23, 2024, as Pollution Prevention Week and September 22-29, 2024, as Creek Week in the City of Ukiah.

DEPARTMENT: City Clerk

PREPARED BY: Kristine Lawler, City Clerk

PRESENTER: City Council

ATTACHMENTS:

1. 4a 2024-09-04 Creek Week Proclamation
2. Creek Week 2024 (RRWA Flyer)

Summary: The City Council will issue a proclamation recognizing September 16-23, 2024 as Pollution Prevention Week and September 22-29, 2024, as Creek Week in the City of Ukiah.

Background: Throughout the United States, the week starting on the third Monday of September is recognized as National Pollution Prevention Week. In much of California, including the Russian River watershed, cities, counties, and other stewardship organizations are recognizing the fourth week of September as Creek Week. See Proclamation, Attachment 1.

During Creek Week, creek, river, and ocean clean-up campaigns will take place throughout Sonoma and Mendocino Counties. The Russian River watershed consists of over 150 creeks that provide water supply, wildlife habitat, flood capacity, and recreation. Unfortunately, trash and debris accumulation in local waterways impair water quality, wildlife habitat, and, at times, recreation and flood capacity.

Discussion: Creek Week is a great opportunity to take part in activities that connect residents with their community and environmental practices that help protect our creeks. For volunteer clean-up dates in the month of September, please see Attachment 2.

Recommended Action: Issue Proclamation

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Councilmember Rodin and Neil Davis, Community Services Director

DIVERSITY-EQUITY INITIATIVES (DEI): N/A

CLIMATE INITIATIVES (CI): **4b** – Maintain wild lands. **7a** – Expand sustainable water practices.

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

Approved: 
Sage Sangiacomo, City Manager

PROCLAMATION

City of Ukiah



Recognizing

**September 16-23, 2024, as Pollution Prevention Week and
September 22-29, 2024, as Creek Week in the City of Ukiah**

Whereas, throughout the United States the week starting on the third Monday of September is recognized as National Pollution Prevention Week; and

Whereas, throughout much of California, including the Russian River watershed, cities, counties and other stewardship organizations are recognizing the fourth week of September as Creek Week; and

Whereas, our pollution prevention practices are intrinsically linked to the health of our watershed lands and waterways; and

Whereas, the City of Ukiah, in collaboration with the Russian River Watershed Association and the Mendocino County Resource Conservation District, support programs to reduce pollution, increase the environmental quality of our watershed, and provide our communities with the knowledge to be effective stewards of the Russian River watershed lands and waterways; and

Whereas, the City of Ukiah's Climate Initiative 4a suggests we utilize nature based solutions and best practices in our riparian and aquatic zones and Initiative 7a guides us to "ensure a healthy, sustainable water supply," and

Whereas, the nearly 1,500 square miles of lands, 150 creeks, and approximately 360,000 residents of the Russian River watershed are connected and mutually support each other; and

Whereas, the Russian River, along with its tributaries and associated features are important resources to the people of Sonoma and Mendocino Counties; and

Whereas, pollution in the form of trash and debris, chemicals from industry and everyday living, and sediment from construction and many land uses and activities all have the potential to degrade the quality of life and the quality of resources within the Russian River watershed; and

Whereas, the City of Ukiah strives to protect our lands and waterways through ongoing pollution prevention outreach which aims to raise awareness of the harmful effects of pollutants to our natural systems; and

Whereas, during Pollution Prevention Week and Creek Week, creek, river and ocean clean-up campaigns will take place throughout Sonoma and Mendocino Counties including Ukiah Valley Russian River Cleanup on September 28th.

Therefore be it resolved, that the City Council of the City of Ukiah, hereby proclaims on this day, September 4, 2024, that September 16-23, 2024 is Pollution Prevention Week and September 22-29, 2024, is Creek Week in the Russian River watershed and the City of Ukiah, and asks all members of our community to support efforts to protect and enrich our watershed health by participating in the many Pollution Prevention Week/Creek Week activities, and to take active steps to reduce pollution and care for our environment throughout the year.

*Signed and sealed, this 4th day of September in
the year Two Thousand and Twenty-Four.*

Josefina Dueñas, Mayor

Creek Week in the Russian River watershed!
September 22-29 — Creek Week

LOCAL VOLUNTEER OPPORTUNITIES, EVENTS, AND ACTIVITIES



SEPTEMBER
15-20

- **Sunday, September 15**
 - Guided Nature Walk Along **SANTA ROSA** Creek
- **Tuesday, September 17**
 - **SANTA ROSA**- Downtown Underground Tour
- **Thursday, September 19**
 - **SANTA ROSA** - Downtown Underground Tour
- **Friday, September 20**
 - **SANTA ROSA** - Tour de Creek Trail Bike Ride
- **Virtual Creek Week Activities ALL week long!**

SATURDAY
SEPTEMBER
21

- **CITY OF CLOVERDALE**
- **CITY OF HEALDSBURG**
- **COASTWALK'S COASTAL CLEANUP**
- **CITY OF SANTA ROSA**
 - Prince Memorial Greenway
- **RUSSIAN RIVERKEEPER**
 - 12+ Individual cleanups across the Russian River watershed
- **TOWN OF WINDSOR**

SATURDAY
SEPTEMBER
28

- **UKIAH VALLEY RUSSIAN RIVER CLEANUP**
 - Mendocino County Resource Conservation District (In partnership with the County of Mendocino, City of Ukiah, and C&S Waste)

MORE INFORMATION AT

www.rrwatershed.org/project/creek-week





AGENDA SUMMARY REPORT

SUBJECT: Proclamation of the Ukiah City Council Recognizing September as Hispanic Heritage Month in the City of Ukiah.

DEPARTMENT: City Manager /
Admin

PREPARED BY: Maria Ceja, Administrative Analyst

PRESENTER: Josefina Dueñas, City Council, Mayor

ATTACHMENTS:

1. Hispanic Heritage Proclamation
2. Hispanic Heritage Flyer

Summary: The City Council will issue a proclamation recognizing September as Hispanic Heritage Month in the City of Ukiah. This proclamation honors the contributions of the Hispanic/Latino community to the city's cultural, social, and economic landscape and encourages all residents to participate in educational and celebratory events.

Background: Hispanic Heritage Month is observed nationally from September 15th through October 15th each year, celebrating the histories, cultures, and contributions of Hispanic Americans. The City of Ukiah, reflecting its commitment to diversity and inclusion, joins this nationwide celebration to honor the invaluable impact of the Hispanic/Latino community locally and nationally.

Ukiah's Hispanic/Latino community, including city employees, council members, educators, local organizations, and grassroots leaders, plays a vital role in enhancing the cultural awareness, education, enrichment, and community engagement of the city's residents. Their contributions are evident in various sectors, such as the arts, education, healthcare, and civic leadership. By recognizing Hispanic Heritage Month, the City of Ukiah reaffirms its dedication to celebrating and promoting cultural diversity.

Discussion: At the September 4, 2024, Regular Meeting, the City Council will issue a proclamation (Attachment 1) formally recognizing September as Hispanic Heritage Month in Ukiah. The proclamation acknowledges the diverse and significant contributions of the Hispanic/Latino community to the city and encourages residents to engage in events and activities that highlight and celebrate Hispanic culture and heritage.

The local celebration of Hispanic Heritage Month will include a special event hosted by SPACE (School of Performing Arts and Cultural Education) in collaboration with Periodico Al Punto. This event is scheduled for September 20, 2024, at the SPACE Courtyard and will feature cultural performances, educational activities, and community engagement opportunities (see Attachment 2 for the flyer).

Recommended Action: Issue proclamation.

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Diversity and Equity Committee

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

CLIMATE INITIATIVES (CI):

GENERAL PLAN ELEMENTS (GP):

Approved: 
Sage Sangiacomo, City Manager



Whereas, the City of Ukiah recognizes Hispanic Heritage Month, known in Spanish as “Mes de la Herencia Hispana,” and is celebrated nationwide from September 15th through October 15th; and

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

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

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

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

Whereas, the City of Ukiah is committed to recognizing Hispanic/Latino culture and heritage as an important part of the city and its strong, inclusive community and we encourage the community to educate themselves on Hispanic/Latino culture; and

Whereas, SPACE (School of Performing Arts and Cultural Education), in collaboration with Periodico Al Punto, will host a celebration recognizing Hispanic Heritage Month on Friday, September the 20th at the SPACE Courtyard. Additional details will be provided through social media announcements by event organizers.

Therefore be it resolved, the City Council of the City of Ukiah acknowledges the many contributions that our Hispanic, Latin Americans, Chicanos, Indigenous, Latinx residents make to our community and hereby proclaim September as:

Hispanic Heritage Month in the City of Ukiah

*Signed and sealed, this 4th day of September in the year
Two Thousand and Twenty-Four.*

Josefina Dueñas, Mayor

Periódico AL PUNTO y SPACE te invitan



¡El Grito!
PRÓXIMAMENTE
20 de septiembre de 2024

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**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue, Ukiah, CA 95482
Virtual Meeting Link: <https://us06web.zoom.us/j/88037313360>.**

**Ukiah, CA 95482
August 21, 2024
5:15 p.m.**

1. ROLL CALL

Ukiah City Council met at a Regular Meeting on August 21, 2024, having been legally noticed on August 16, 2024. The meeting was held in person and virtually at the following link: <https://us06web.zoom.us/j/88037313360>. Mayor Dueñas called the meeting to order at 5:17 p.m. Roll was taken with the following **Councilmembers Present:** Mari Rodin, Juan V. Orozco, Susan Sher, Douglas, F. Crane, and Josefina Dueñas. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; Kristine Lawler, City Clerk; and Araceli Sandoval, Acting Clerk.

MAYOR DUEÑAS PRESIDING.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Crane.

URGENCY ITEM

Motion/Second: Crane/Rodin to accept the Urgency Item and place on the agenda as Agenda Item 14c. Motion **carried** by the following roll call votes: AYES: Rodin, Orozco, Sher, Crane, and Dueñas. NOES: None. ABSENT: None. ABSTAIN: None.

3. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

4. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

a. After School Education and Safety (ASES) and Summer School Wrap Up Presentation.

Presenters: Cassandra Borgna, Senior Recreation Coordinator and Daniel Spence, Recreation Supervisor.

A PowerPoint presentation was given.

5. PETITIONS AND COMMUNICATIONS

Acting Clerk, Araceli Sandoval, stated that all communications had been distributed.

6. APPROVAL OF MINUTES

a. Approval of the Minutes for the August 7, 2024, Regular Meeting.

Motion/Second: Sher/Orozco to approve Minutes of August 7, 2024, a regular meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Rodin, Orozco, Sher, Crane, and Dueñas. NOES: None. ABSENT: None. ABSTAIN: None.

7. RIGHT TO APPEAL DECISION

8. CONSENT CALENDAR

- a. Approval of a Contract Amendment 1 (2122-238-A1) for the Additional Design and Construction Management Services by West Yost for Technical Services Related to the Suspended Air Floatation (SAF) and Screw Press at the Waste Water Treatment Plant, in the Amount of \$179,000, and Approve Corresponding Budget Amendment – *Public Works*.
- b. Approval of a Contract Amendment (2425-100) with Online Solutions LLC, DBA Citizenserve, for Additional Electronic Permit Streamlining and Services for the Community Development Department; and Approval of Corresponding Budget Amendments – *Community Development*.
- c. Adoption of an Ordinance Adding Chapter 8 to Division 9 of the Ukiah City Code Entitled "Agriculture" and an Article 1 to Division 9, Chapter 8 Entitled "Agricultural Operations and the Right to Farm" – *Community Development*.

ORDINANCE NO. 1241

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH ADDING CHAPTER 8 TO DIVISION 9 OF THE UKIAH CITY CODE ENTITLED "AGRICULTURE" AND AN ARTICLE 1 TO DIVISION 9, CHAPTER 8 ENTITLED "AGRICULTURAL OPERATIONS AND THE RIGHT TO FARM".

- d. Adoption of an Ordinance Amending Section 251 of Division 1, Chapter 3, Article 3 of the Ukiah City Code, Pertaining to Compensation of the City Treasurer – *City Clerk*.

ORDINANCE NO. 1242

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING SECTION 251 OF THE UKIAH CITY CODE, PERTAINING TO COMPENSATION OF THE CITY TREASURER

- e. Receive Report of Contract (2425-091) for Truck Route Study with TJKM Transportation Consultants in the amount of \$44,965 and Approve Corresponding Budget Amendment – *Public Works*.
- f. Authorize City Manager to Execute a Memorandum of Understanding (MOU) (2425-101) with Ukiah Unified School District to operate the After School Education and Safety Program for the 24/25 School Year – *Community Services*.
- g. Adoption of Ordinance Amending the Ukiah City Code to Address Regulatory Loopholes in the Prohibition of Outdoor Burning – *Fire*.

ORDINANCE NO. 1243

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING SECTIONS 5502 AND 5503.A IN CHAPTER 6 OF DIVISION 6 OF THE UKIAH CITY CODE, REPLACING CALIFORNIA FIRE CODE SECTION 1102.3 WITH LOCALLY ADOPTED RULES GOVERNING OUTDOOR BURNING.

Staff responded to questions regarding Agenda Item 8e.

Motion/Second: Rodin/Orozco to approve Consent Calendar Items 8a-8g, as submitted. Motion **carried** by the following roll call votes: AYES: Rodin, Orozco, Sher, Crane, and Dueñas. NOES: None. ABSENT: None. ABSTAIN: None.

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

No public comments were received.

10. **COUNCIL REPORTS**

Presenter: Councilmember Orozco.

11. **CITY MANAGER/CITY CLERK REPORTS**

Presenters: Sage Sangiacomo, City Manager; and

- **Construction and FEMA Flood Plain Update** – Jason Benson, Senior Engineer and Sage Sangiacomo, City Manager.
- **Election Update** – Kristine Lawler, City Clerk.
- **City Broadband Project Update** – Jim Robbins, Housing and Grants Manager.

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

a. **Possible Introduction of an Ordinance, by Title Only, Amending Various Sections of the Ukiah City Code to Update the City's Approval Process for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs).**

Presenters: Darcy Vaughn, Assistant City Attorney and Jesse Davis, Chief Planning Manager.

A PowerPoint presentation was given.

An updated Ordinance was distributed to the Council.

PUBLIC HEARING OPENED AT 6:51 P.M.

No public comment was received.

PUBLIC HEARING CLOSED AT 6:51 P.M.

RECESS 6:55 -7:03 P.M.

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

Ordinance introduced with modified edits.

Acting Clerk, Araceli Sandoval, read the following ordinance title into the record:

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH ADDING AND AMENDING VARIOUS SECTIONS OF THE UKIAH CITY CODE REGULATING ACCESSORY DWELLING UNITS.

Motion/Second: Rodin/Crane to introduce an ordinance amending various sections of the Ukiah City Code to update the City's approval process for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) to enhance and clarify development standards and conform City regulations with California Government Code, including AB 976, AB 2221, and SB 477; with the Ordinance becoming effective not sooner than completion of review of the Ordinance by the Department of Housing and Community Development pursuant to Government Code Section 66326. Motion **carried** by the following roll call votes: AYES: Rodin, Orozco, Sher, Crane, and Dueñas. NOES: None. ABSENT: None. ABSTAIN: None.

- b. Conduct a Public Hearing to Consider Adoption of a Resolution Approving the Submittal of a 2023-2024 CDBG Program Income-Only Application in Response to the 2023 State Community Development Block Grant Program Notice of Funding Availability, Amendment 1; and Approve Corresponding Budget Amendments if Awarded Funding for the Application.**

Presenter: Jim Robbins, Housing and Grants Manager.

PUBLIC HEARING OPENED AT 7:10 P.M.

No public comment was received.

PUBLIC HEARING CLOSED AT 7:10 P.M.

Motion/Second: Crane/Sher to adopt resolution (2024-38) approving the submittal of a 2023-2024 CDBG Program Income-Only application (2425-102) in response to the 2023 State Community Development Block Grant Program Notice of Funding Availability, Amendment 1; and approve corresponding budget amendments if awarded funding for the application. Motion carried by the following roll call votes: AYES: Rodin, Orozco, Sher, Crane, and Dueñas. NOES: None. ABSENT: None. ABSTAIN: None.

- c. Conduct a Public Hearing to Solicit Public Comment Regarding the Intent to Apply for a United States Department of Agriculture (USDA) Rural Development Grant for a New Caterpillar Model 120 Motor Grader and Authorize Staff to Proceed with the Submittal of the Grant Application.**

Presenters: Andrea Trincado, Grants Manager and Dave Kirch, Fleet Manager.

PUBLIC HEARING OPENED AT 7:29 P.M.

No public comment was received.

PUBLIC HEARING CLOSED AT 7:29 P.M.

Motion/Second: Rodin/Orozco to authorize Staff to proceed with the submittal of the grant application (2425-103). Motion **carried** by the following roll call votes: AYES: Rodin, Orozco, Sher, and Dueñas. NOES: None. ABSENT: None. ABSTAIN: Crane.

13. UNFINISHED BUSINESS

14. NEW BUSINESS

- a. Discussion with Possible Direction to Staff Regarding a Proposed Approach for Completing an Updated Historic Resources Survey and Developing a City of Ukiah Historic Preservation Code.**

Presenters: Craig Schlatter, Community Development Director and Alyssa Ballard, Mendocino Historical Society.

Council Consensus to direct Staff to move forward with the plan as presented.

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

No reports were received.

- c. (Urgency Item) Award of Purchase of Three (3) FR Conversions Pioneer II Ambulances**

from Redsky Emergency Vehicles, Including Wrap and Graphics in a Total Amount of \$361,432.30.

Presenter: Doug Hutchison, Fire Chief.

Motion/Second: Rodin/Orozco to approve the purchase (PO No. 48663) of three (3) FR Conversions Pioneer II Ambulances from Redsky Emergency Vehicles through the Savvik Buying Group, including wrap and graphics for the amount of \$361,432.30. Motion **carried** by the following roll call votes: AYES: Rodin, Orozco, Sher, Crane, and Dueñas. NOES: None. ABSENT: None. ABSTAIN: None.

THE CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 7:53 P.M.

15. CLOSED SESSION

a. Conference with Legal Counsel – Anticipated Litigation

(Government Code Section 54956.9(d)(4))

Initiation of litigation (3 cases)

b. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9)

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

c. Conference with Legal Counsel – Existing Litigation

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

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

d. Conference with Legal Counsel – Existing Litigation

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

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

e. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 180-110-12; 180-1200000-15; 180-120-16

Negotiator: Shannon Riley, Deputy City Manager

Negotiating Parties: GMB Realty Partners, Inc.

Under Negotiation: Price & Terms of Payment

f. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN Nos: 002-232-05 and 002-282-02

Negotiator: Sage Sangiacomo, City Manager

Negotiating Parties: Bartolomei Trustees

Under Negotiation: Price & Terms of Payment

g. Conference with Real Property Negotiators

(Cal. Gov't Code Section 54956.8)

Property: APN No: 170-150-10-00

Negotiator: Sage Sangiacomo, City Manager

Negotiation Party: Twenty Years of Bliss LLC

Under Negotiation: Price & Terms of Payment

h. Public Employee Performance Evaluation

(Government Code Section 54956)

Title: City Manager

i. Conference with Labor Negotiator (54957.6)

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

No action reported; direction provided to Staff.

16. ADJOURNMENT

There being no further business, the meeting adjourned at 8:30 p.m.

Araceli Sandoval, Acting Clerk



AGENDA SUMMARY REPORT

SUBJECT: Report of Disbursements for the Month of July 2024.

DEPARTMENT: Finance

PREPARED BY: MaryJo Reynolds

PRESENTER: Consent Calendar

ATTACHMENTS:

1. July 2024 Summary of Disbursements
2. Account Codes for Reference
3. Object Codes for Reference
4. July 2024 Disbursement Detail

Summary: The Council will review and consider approval of the report of disbursements for the month of July 2024.

Background: Payments made during the month of July 2024 are summarized in the Report of Disbursements. Further detail is supplied on the Schedule of Bills, representing the four (4) individual payment cycles within the month.

Accounts Payable Check Numbers (City & UVFA): 3058479-3058564; 3058565-3058664; 3058665-3058772; 3058773-3058890

Accounts Payable Wire Transfers: 118, 119

Payroll Check Numbers: 515907-516014; 516015-516115

Payroll Manual Check Numbers: 516014

Direct Deposit Numbers: 129425-129769; 129770-130134

Manual Direct Deposit Numbers: 516014

Void Check Numbers: 3058695, 3058753

Void Direct Deposit Numbers: 129263

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

Attachment #1: July 2024 Summary of Disbursements

Attachment #2: Account Codes for Reference

Attachment #3: Object Codes for Reference

Attachment #4: July 2024 Disbursement Detail

Recommended Action: Approve the report of disbursements for the month of July 2024.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

DIVERSITY-EQUITY INITIATIVES (DEI): N/A

CLIMATE INITIATIVES (CI): N/A

GENERAL PLAN ELEMENTS (GP): N/A

Approved:


Sage Sangiacomo, City Manager

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

Attachment 1

FUNDS:

100	General Fund	\$327,214.84	700	Sanitary Disposal Site Fund	\$4.95
101	GF-(Sub-Fund) Visit Ukiah	\$467.98	701	Landfill Corrective Fund	
105	GF-(Sub-Fund) Fire Authority	\$119,883.08	702	Disposal Closure Reserve Fund	
106	USDA CWDG	\$251.60	704	Post Closure Fund - Solid Waste	
110	Special General Fund		710	Ambulance Services Fund	\$58,994.60
120	Streets Capital Improvement	\$677,841.97	720	Golf Fund	\$29,644.41
130	Gov'tl Debt SVC/Reserve Fund		730	Conference Center Fund	\$6,525.70
131	Debt Service Reserve 2022 LRB		750	Visit Ukiah	
200	City Administrative Services	\$161,980.11	777	Airport Fund	\$181,760.12
201	Worker's Comp Fund	\$49,093.44	778	Airport Capital Improvement Fund	\$88,996.13
202	Liability Fund	\$11,233.44	779	Special Aviation Fund	
203	Garage Fund	\$4,033.11	800	Electric Fund	\$1,298,715.66
204	Purchasing Fund	\$230.38	801	Electric Capital Reserve Fund	\$242,165.56
205	Billing & Collections Fund	\$13,607.74	803	Lake Mendocino Bond Reserve	
206	Public Safety Dispatch Fund	\$39,035.66	805	Street Lighting Fund	\$15,260.31
207	Payroll Posting Fund	\$367,427.07	806	Public Benefits Fund	\$6,056.90
208	Building Maintenance/Corp Yard Fund	\$19,991.76	807	Cap and Trade	\$1,217.52
209	IT Fund	\$203,242.72	820	Water Fund	\$907,064.46
220	Equipment Reserve Fund		821	Water Capital Reserve Fund	\$256,632.67
249	City Housing Bond Proceeds		822	Water Capital Improvement Fund	
250	Special Revenue Fund		830	Recycled Water Fund	\$1,895,729.85
251	Special Projects Reserve Fund		840	City/District Sewer Fund	\$763,981.51
252	Streets/ROW Improvement Fund	\$644,746.80	841	Sewer Construction Fund	
253	CITY PROP 172		843	Sewer Capital Fund	
300	Park Development Fund		900	Special Deposit Trust	\$19,427.11
301	Anton Stadium Fund		901	General Service (Accts Recv)	\$1,206.13
302	Observatory Park Fund		902	U.S.W. Billing & Collection	\$62,426.60
303	Playground & Park Amenities Fund		903	Public Safety - AB 109	\$0.00
304	Swimming Pool Fund		905	Federal Emergency Shelter Grant	
305	Riverside Park Fund		905	Mendocino Emergency Service Authority	
306	Skate Park Fund		911	Russian River Watershed Association	\$45,610.11
308	Opioid Settlement Fund		915	UVFD	\$184.72
310	Museum Grants	\$0.00	916	UVFD PROP 172	
311	Alex Rorbaugh Recreation Center Fund	\$4,752.94	917	UVFD Measure B	\$57,166.83
312	Downtown Business Improvement Fund	\$1,752.85	918	UVFD Mitigation	
313	LMIHF Housing Asset Fund		920	MSWMA Operations	\$38,007.38
314	Winter Special Events		940	Sanitation District Special Fund	
315	Advanced Planning Fund		942	Rate Stabilization - UVSD Fund	
316	SPECIAL RECREATION EVENTS		943	Sanitation District Capital Improvement Fund	
500	2106 Gas Tax Fund	\$6,333.34	952	REDIP Sewer Enterprise Fund	
501	2107 Gas Tax Fund		960	Community Redevelopment Agency	
503	2105 Gas Tax Fund		961	RDA Housing Pass-Through	
505	Signalization Fund		962	Redevelopment Housing Fund	
506	Bridge Fund		963	Housing Debt	
507	1998 STIP Augmentation Fund		964	RDA Capital Pass-Through	
508	SB325 Reimbursement Fund		965	Redevelopment Capital Improvement Fund	
509	S.T.P. Fund		966	Redevelopment Debt Service	
510	Trans-Traffic Congest Relief Fund		967	Housing Bond Proceeds	
511	Rail Trail Fund		968	Non-Housing Bond Proceeds	
600	Community Development Block Grant		969	RDA Obligation Retirement Fund	
601	EDBG 94-333 Revolving Loan		844/944	Sewer Capital Projects Fund	\$499,155.94
602	Community Development Fund				
603	08-HOME-4688				
604	CDBG Grant 09-STBG-6417				
605	11-HOME-7654 Fund	\$0.00			
606	CDBG Grant 10-EDEF-7261				
607	Prop 84 Grant Fund				
609	13-CDBG-8940				
610	City RDA Projects Fund				
613	Home Program Activities				
620	CASP Train				
630	Asset Seizure Fund	\$5,830.00			
631	Asset Seizure Fund (Drug/Alcohol)				
633	H & S Education 11489(B)(2)(A1)				
634	Federal Asset Seizure Grants				
635	SUP Law Enforcement Service Fund				
636	CBTHP Officer				
637	Local Law Enforcement Block Grant				
638	Asset Forfeiture 11470.2 H & S				
639	Special Revenue - Police				
640	Parking District Fund	\$1,014.44			
670	Federal American Rescue Fund				
691	Museum Fund				
695	Transfer Station Fund				
696	Solid Waste Mitigation Fund	\$72.15			

PAYROLL CHECK NUMBERS: 515907-516014

DIRECT DEPOSIT NUMBERS: 129425-129769

PAYROLL PERIOD: 6/23-7/06/2024

PAYROLL CHECK NUMBERS: 516015-516115

DIRECT DEPOSIT NUMBERS: 129770-130134

PAYROLL PERIOD: 7/7-20/2024

PAYROLL CHECK NUMBERS:

DIRECT DEPOST NUMBERS:

PAYROLL PERIOD:

VOID CHECK NUMBERS:

129263, 3058695, 3058752

MANUAL CHECK NUMBERS:

516014

WIRE TRANSFER NUMBERS:

118, 119

CERTIFICATION OF CITY CLERK

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

City Clerk

APPROVAL OF CITY MANAGER

I have examined this Register and approve same.

City Manager

CERTIFICATION OF DIRECTOR OF FINANCE

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

Director of Finance

TOTAL DEMAND PAYMENTS- A/P CHECKS	\$9,523,863.75
TOTAL DEMAND PAYMENTS- EFT's	\$0.00
TOTAL PAYROLL CHECKS & DIRECT DEPOSITS	\$1,618,682.20
TOTAL PAYROLL EFT's (TAXES, PERS, VENDORS)	\$900,476.09

* vendor name(if applicable)

TOTAL PAYMENTS	<u>\$12,043,022.04</u>
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Account Code Summary

Attachment 2

10000000	GENERAL FUND	20012300	COMMUNITY OUTREACH/PUBLIC INFO
10017200	SUCCESSOR AGENCY	20012500	CITY CLERK
10020000	POLICE - GEN FUND	20012600	ECONOMIC DEVELOPMENT
10020210	POLICE PATROL	20012800	EMERGENCY MANAGEMENT
10020214	POLICE VOLUNTEERS	20013210	ACCOUNTS PAYABLE
10020216	COPS GRANT	20013220	PAYROLL
10020217	POLICE ANIMAL CONTROL	20013400	ACCOUNTING
10020218	POLICE CSO	20013401	BUDGET MANAGEMENT
10020220	CODE ENFORCEMENT	20014000	CITY ATTORNEY
10020224	MAJOR CRIMES TASK FORCE	20015100	CITY TREASURER
10021210	CITY FIRE	20016100	HUMAN RESOURCES
10022100	PARKS	20023510	HOUSING GRANTS
10022300	AQUATICS	20023520	NON-HOUSING GRANTS
10022700	MUSEUM - GEN FUND	20100000	WORKER'S COMP FUND
10022810	RECREATION ADMINISTRATION	20116220	WORKERS COMPENSATION
10022821	ADULT BASKETBALL	20200000	LIABILITY FUND
10022822	ADULT SOFTBALL	20216200	RISK MANAGEMENT
10022824	CO-ED VOLLEYBALL	20300000	GARAGE FUND
10022831	YOUTH BASKETBALL	20324100	GARAGE
10022832	YOUTH SOFTBALL	20324110	FLEET MAINTENANCE
10022840	DAY CAMP	20400000	PURCHASING FUND
10022850	CLASSES & CLINICS	20413500	PURCHASING
10022860	SPECIAL ACTIVITIES	20413510	CAPITAL ASSET MANAGEMENT
10022900	COMM SVCS SPECIAL SERVICES	20413520	GRANTS AND SPECIAL PROJECTS
10023100	PLANNING SERVICES	20414000	LEGAL SERVICES/EXPENSES
10023110	CURRENT PLANNING	20500000	BILLING AND COLLECTION FUND
10023300	BUILDING INSPECTION	20513300	UTILITY BILLING
10023320	BUILDING INSPECTION	20513380	METERING-ELECTRIC
10023411	CDBG GENERAL ADMIN	20513382	METERING-WATER
10024200	ENGINEERING/STREETS	20600000	PUBLIC SAFETY DISPATCH FUND
10024210	ENGINEERING	20620231	POLICE UKIAH DISPATCH
10024214	TRAFFIC SIGNAL OPERATIONS	20620232	POLICE FT BRAGG DISPATCH
10024224	STORM WATER	20700000	PAYROLL POSTING FUND
10024310	CORP YARD MAINTENANCE	20800000	BUILDING & MAINTENANCE
10024620	STREETS	20822500	BUILDING & MAINTENANCE
10100000	GF- (SUB-FUND) VISIT UKIAH	20824300	BLDG MAINT CORP YARD
10112700	GF-(SUB-FUND) VISIT UKIAH	20900000	IT FUND
10500000	MEASURE S GENERAL FUND	20913900	INFORMATION TECHNOLOGY
10521210	FIRE AUTHORITY	22000000	FIXED ASSET FUND
12000000	STREET REHABILITATION	25100000	SPECIAL PROJECTS RESERVE FUND
12024200	PUBLIC WORKS ENGINEERING	25200000	STREETS/ROW IMPROVEMENT FUND
13000000	GOV'TL DEBT SVC/RESERVE FUND	25224220	STREETS/ROW IMPROVEMENT FUND
13100000	DEBT SERVICE RESERVE 2022 LRB	25300000	PROP 172 FUND
20000000	CITY ADMINISTRATIVE SERVICES	25321210	CITY FIRE
20010000	CITY COUNCIL	30000000	PARK DEVELOPMENT FEES FUND
20012100	CITY MANAGER	30022200	PARK DEVELOPMENT
20012200	ADMINISTRATIVE SUPPORT	30100000	ANTON STADIUM FUND

Account Code Summary

Attachment 2

30200000	OBSERVATORY PARK FUND	63500000	SUP.LAW ENFORCE.SVC.FD(SLESF)
30300000	PLAYGROUND & PARK AMENITIES FU	63520210	SLESF
30322230	PLAYGROUND AND PARK AMENITIES	63600000	CBTHP OFFICER
30400000	SWIMMING POOL FUND	63620210	CBTHP OFFICER
30522250	RIVERSIDE PARK	63800000	ASSET FORFEITURE 11470.2 H&S F
30600000	SKATE PARK FUND	63820210	ASSET FORFEITURE 11470 EXPENDI
30700000	SOFTBALL COMPLEX FUND	63900000	SPECIAL REVENUE POLICE
31100000	ARRC GENERAL OPERATING FUND	64000000	PKG. DIST. #1 OPER & MAINT FUN
31122000	ARRC	64012600	ECONOMIC DEVELOPMENT
31200000	DOWNTOWN BUSINESS IMPROVEMENT	64020213	POLICE PARKING ENFORCEMENT
31212600	ECONOMIC DEVELOPMENT	67000000	FEDERAL AMERICAN RESCUE FUNDS
31300000	LMIHF HOUSING ASSET FUND	69500000	TRANSFER STATION
31323400	HOUSING	69624000	SOLID WASTE MITIGATION FUND
31323431	LMI GENERAL ADMIN	70000000	SANITARY DISPOSAL SITE FUND
31500000	ADVANCED PLANNING FUND	70024500	LANDFILL 700
31523100	COMMUNITY PLANNING	70124500	LANDFILL CORRECTIVE
31600000	SPECIAL RECREATION EVENTS	70200000	DISPOSAL CLOSURE RESERVE FUND
31622861	SPECIAL RECREATION EVENTS	70224500	LANDFILL CLOSURE
50000000	GAS TAX FUND	70400000	POST CLOSURE FUND-SOLID WASTE
50024214	TRAFFIC SIGNAL OPERATIONS	71000000	AMBULANCE SERVICES FUND
50500000	SIGNALIZATION FUND	71021100	AMBULANCE SERVICES
50800000	SB325 REIMBURSEMENT FUND	72000000	GOLF FUND
50824210	SB325 ENGINEERING	72022400	GOLF
50900000	S.T.P.	73000000	CONFERENCE CENTER FUND
50924210	STP ENGINEERING	73022600	CONFERENCE CENTER
51100000	RAIL TRAIL FUND	77700000	AIRPORT FUND
51124210	Rail Trail	77714000	CITY ATTORNEY
60000000	COMM. DEVELOPMT. BLOCK GRANT F	77725200	AIRPORT OPERATIONS
60023411	CDBG GENERAL ADMIN	77800000	AIRPORT CAPITAL IMPROVEMENT FU
60023412	CDBG ACTIVITY DELIVERY	77825200	AIRPORT CAPITAL
61100000	CDBG 16-CDBG-11147	77900000	SPECIAL AVIATION FUND
61112600	CDBG ECONOMIC DEVELOPMENT	77925200	AIRPORT SPECIAL
61123410	16-CDBG-11147	80000000	ELECTRIC FUND
61123411	CDBG GENERAL ADMIN	80014000	CITY ATTORNEY
61200000	FUND 612 UNASSIGNED	80026110	ELECTRIC OVERHEAD
61223400	HOME CDD HOUSING	80026120	ELECTRIC UNDERGROUND
61223422	HOME ACTIVITY DELIVERY	80026200	TELEMETRY & CALIBRATION
61323400	HOME HOUSING ACTIVITIES	80026210	SUBSTATION
61323421	HOME GENERAL ADMIN	80026220	HYDROELECTRIC PLANT
62000000	CASP CERTIF & TRAINING	80026400	ELECTRIC ADMINISTRATION
62023320	CASP CERTIF & TRAINING	80026440	POWER PURCHASES
63000000	ASSET SEIZURE FUND	80100000	ELECTRIC CAPITAL RESERVE FUND
63020210	ASSET SEIZURE EXPENDITURE	80126100	ELECTRIC CIP
63300000	H&S EDUCATION 11489(B)(2)(A1)	80126220	HYDROELECTRIC PLANT
63320210	H&S ASSET SEIZURE EXPENDITURE	80500000	STREET LIGHTING FUND
63400000	FEDERAL ASSET SEIZURE GRANTS F	80526150	STREET LIGHTING
63420250	FED ASSET SEIZURE EXPENDITURE	80600000	PUBLIC BENEFITS CHARGES FUND

80626450	PUBLIC BENEFITS
80700000	ELECTRIC CAP AND TRADE FUND
80800000	ELECTRIC LOW CARBON FUEL STDS
80826100	ELECTRIC LOW CARBON FUEL STDS
82000000	WATER FUND
82027110	WATER
82027111	PROD OPERATIONS & MAINTENANCE
82027114	DISTRIB OPERATIONS & MAINT
82100000	WATER CAPITAL RESERVE FUND
82200000	WATER CONNECTION FEE FUND
82227113	WATER DISTRIBUTION CAPITAL
83000000	RECYCLED WATER
83027330	RECYCLED WATER
84000000	CITY/DIST. SEWER OPERATING FUN
84027220	WASTE WATER
84027221	CITY WASTE O & M
84027225	WASTE TREATMENT O & M
84100000	SEWER BOND DEBT SERVICE FUND
84127226	WASTEWATER TREATMENT CAPITAL
84200000	RATE STABILIZATION-CITY FUND
84300000	CONNECTION FEE SEWER FUND (CAP
84400000	CITY SEWER CAPITAL PROJECTS FU
84427221	CITY WASTEWATER O&M 844
84427222	CITY WASTE CAPITAL
90000000	SPECIAL DEPOSIT TRUST FUND
91500000	UKIAH VALLEY FIRE DEPARTMENT
91521400	UVFD FIRE ADMINISTRATION
91600000	UVFD PROP 172
91621400	UVFD PROP 172
91700000	UVFD MEASURE B UNASSIGNED
91721400	UVFD FIRE
91800000	UVFD MITIGATION FEES
91821400	UVFD MITIGATION
96900000	REDEVELOPMENT OBLIGATION RETIR
96917200	SUCCESSOR AGENCY
96995669	969 - RDA OBLIGATION RETIREMEN

Object Code Summary

Attachment 3

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

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

List of Checks Presented for Approval on 7/5/2024

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

Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AFLAC	324690	JUNE 24 CANCER/LIFE/ ACCIDENTAL INSURANCE	\$6,453.22	20700000-20527	SECTION 125 (CANCER & LIFE)	\$6,453.22
Vendor Total:						\$6,453.22
ALL-GUARD ALARM SYSTEMS INC	A451027	WWTP MONTHLY FIRE & BURG MONITORING	\$93.44	84027225-52180	SECURITY SERVICES	\$93.44
Vendor Total:						\$93.44
AMAZON CAPITAL SERVICES, INC	19MY-KFJJ- P3XF	MONITORS	\$631.40	20013220-54330	COMPUTER AND TECHNOLOGY	\$631.40
	1GMH-RM4R- CF7T	SPECIAL EVENTS SUPPLIES	\$76.16	90000000-23226	CONCERT SERIES	\$76.16
	1679-MHGM- J6M6	EMPLOYEE DEVELOPMENT SUPPLIES	\$29.21	20016100-54167	EMPLOYEE DEVELOPMENT	\$29.21
	117F-Y4RP- MKM7	POWER INVERTER	\$35.23	10020210-56130	EXTERNAL SERVICES	\$35.23
	1HPV-WQKY- H113	STRAIGHT TONGUE TRAILER COUPLER	\$107.79	10022100-56130	EXTERNAL SERVICES	\$107.79
	1QVF-F6N6- 3NL9	CORLESS VACUUM, IMPACT DRILL, BLOWER, ROLLER HEAD	\$562.28	20824700-54102	SMALL TOOLS	\$562.28
	1PG9-RPH3- 1HW4	SUMMIT CLEAR WATER BARLEY STRAW POND TREATMENT	\$31.32	10022100-54100	SUPPLIES	\$31.32
	1WYX-1V4J- HM3D	ADULT SOFTBALL SUPPLIES	\$382.08	10022822-54100	SUPPLIES	\$382.08
	1WCQ- W4WK-J1T9	DAYCAMP SUPPLIES	\$135.09	10022840-54100	SUPPLIES	\$135.09
	1HG4-PFX1- 36H6	POST IT FLAGS	\$10.56	20013220-54100	SUPPLIES	\$10.56
	1TMV-CJM7- 39Q4	MONITOR ARMS	\$106.36	20013220-54100	SUPPLIES	\$106.36
	164M-JVDD- HKRN	LEGAL PADS, BINDER DIVIDERS, MOUSE PAD, POST ITS	\$365.84	20023510-54100	SUPPLIES	\$365.84
	1WJG-7634- 376Q	FILE CABINET, TABLE WITH WHEELS	\$858.47	20023510-54100	SUPPLIES	\$858.47
	1677-7LYM- QCTN	WEBCAM	\$59.87	20513300-54100	SUPPLIES	\$59.87
	1NHQ-HPGM- 9693	SPRING LOADED TUBE GATE CASTERS	\$70.76	20824700-54100	SUPPLIES	\$70.76
	1R7C-LJ36- NQTC	L SHAPED DESK	\$348.36	20824700-54100	SUPPLIES	\$348.36
	1YC7-PPYD- L9G1	CORDLESS PHONE BATTERIES	\$9.64	77725200-54100	SUPPLIES	\$9.64

List of Checks Presented for Approval on 7/5/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AMAZON CAPITAL SERVICES, INC	1L66-LQYJ-DTYK	LINE TRIMMER, THERMOSTAT	\$204.13	77725200-54100	SUPPLIES	\$204.13
	1WJK-JRHD-HGWX	PRINTER CABLE CORD	\$74.00	80026210-54100	SUPPLIES	\$74.00
	1M4D-GQ4X-DDYM	LEGAL PADS, COPY PAPER	\$81.11	80026400-54100	SUPPLIES	\$81.11
	Vendor Total:					\$4,179.66
AMERICAN ASSOCIATION FOR STATE & LOCAL HISTORY INC	46724982 24/25	ANNUAL MEMBERSHIP DUES: GRACE HUDSON MUSEUM	\$168.00	10022700-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$168.00
					Vendor Total: \$168.00	
AMERICAN ASSOCIATION OF MUSEUMS	MAY 22, 2024	24/25 ANNUAL MEMBERSHIP RENEWAL	\$195.00	10022700-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$195.00
					Vendor Total: \$195.00	
ANTHONY DELAPO JR	TA 7/16-19/24	TRAVEL ADVANCE	\$470.00	10020210-57100	LEARNING AND DEVELOPMENT	\$470.00
					Vendor Total: \$470.00	
AT&T	2799 JUL 24	INTERNET	\$124.21	10022100-55100	TELEPHONE	\$124.21
	3138 JUN 24	DLS FOR 911 REMOTE SUPPORT	\$251.45	20620231-55100	TELEPHONE	\$251.45
	Vendor Total: \$375.66					
CA MUNICIPAL UTILITIES ASSOC	25-0210	ANNUAL MEMBERSHIP DUES 24/25	\$20,149.00	80026400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$1,307.00
				80026400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$17,213.00
				82027110-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$1,629.00
				Vendor Total: \$20,149.00		
CA POLICE CHIEFS ASSOC	6613	24/25 CPCA DUES	\$462.00	10020210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$462.00
					Vendor Total: \$462.00	
CALIFORNIA MULTI-AGENCY SUPPORT SERVICES	79930	REGISTRATION: A DELAOP	\$1,199.00	10020210-57100	LEARNING AND DEVELOPMENT	\$1,199.00
					Vendor Total: \$1,199.00	
CHRISTOPHER MANN	TA 7/7-11/24	TRAVEL ADVANCE	\$1,718.14	10020210-57100	LEARNING AND DEVELOPMENT	\$1,718.14
					Vendor Total: \$1,718.14	
CHROMAGRAPHICS	104178	BUSINESS CARDS: D PARKER, M BRAZIL	\$138.76	10020210-54100	SUPPLIES	\$138.76
					Vendor Total: \$138.76	

List of Checks Presented for Approval on 7/5/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CINDY SAUERS	TR 5/12-14/24	TRAVEL REIMBURSEMENT	\$742.93	80026400-57100	LEARNING AND DEVELOPMENT	\$742.93
Vendor Total:						\$742.93
COMCAST	0472 JUN 24	INTERNET SERVICES	\$163.86	20913900-55100	TELEPHONE	\$163.86
	1296 JUN 24	INTERNET SERVICES	\$195.36	20913900-55100	TELEPHONE	\$195.36
	4635 JUN 24	INTERNET SERVICES	\$250.62	20913900-55100	TELEPHONE	\$250.62
	9780 JUN 24	INTERNET SERVICES	\$255.73	73022600-55100	TELEPHONE	\$255.73
Vendor Total:						\$865.57
CULVER COMPANY LLC	INV37661	DRAWSTRING BACKPACKS	\$759.36	80626450-52130	EDUCATIONAL & MARKETING MATL'S	\$759.36
Vendor Total:						\$759.36
D WALTER K BARR	7804	DOT PHYSICALS	\$150.00	10022100-54161	BACKGROUND & PHYSICALS	\$150.00
	7792	DOT PHYSICALS	\$120.00	20016100-54161	BACKGROUND & PHYSICALS	\$120.00
Vendor Total:						\$270.00
DANZA MAY DAVIS	APRIL 24, 2024	PROMOTION MATERIAL: SUNDAYS IN THE PARK	\$1,000.00	90000000-23226	CONCERT SERIES	\$1,000.00
Vendor Total:						\$1,000.00
DELL MARKETING LP	10750560184	YEAR 2 MICROSOFT ENTERPRISE	\$156,302.76	20913900-54320	SOFTWARE	\$156,302.76
Vendor Total:						\$156,302.76
DEPARTMENT OF JUSTICE	743990	CHEM/TEST REPORT, CRIMINAL INV	\$525.00	10020210-52100	CONTRACTUAL SERVICES	\$525.00
	744733	CLETS SERVICE FY 23/24	\$1,200.48	20620231-55100	TELEPHONE	\$1,200.48
Vendor Total:						\$1,725.48
ELLIES MUTT HUT	067455	INTERVIEW LUNCHES	\$108.61	20016100-54163	INTERVIEW SUPPLIES	\$108.61
Vendor Total:						\$108.61
EMD MILLIPORE CORP	685120	YEAR 1 MILLI-Q INTEGRAL 5 - ZRXQ005T0 F8CA45724D	\$6,871.19	84027225-56125	LAB EQUIP-REPAIR & MAINT.	\$6,871.19
Vendor Total:						\$6,871.19
EUREKA OXYGEN CO	484205	EQUIPMENT MAINTANENCE	\$127.59	20824700-54100	SUPPLIES	\$127.59
Vendor Total:						\$127.59
FASTENAL	CASA864616	13SHLFRIVTRACKSTA RTR, 48WX24D WIRE DECK SLF	\$1,724.84	84027225-56300	BUILDING MAINT. & REPAIR	\$1,724.84
	CASA863755	RETURN: CSHACLMP 1/2 OD S/S	(\$69.53)	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	(\$69.53)
Vendor Total:						\$1,655.31

List of Checks Presented for Approval on 7/5/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
GGK ENTERPRISES INC	40135	AEON 4000	\$1,476.43	84027225-58410	GARAGE LUBRICANTS & PARTS	\$1,476.43
Vendor Total:						\$1,476.43
GRADY HURN	TA 7/7-12/24	TRAVEL ADVANCE	\$2,434.78	80026110-57100	LEARNING AND DEVELOPMENT	\$2,434.78
Vendor Total:						\$2,434.78
GRAINGER INC	9145972684	PLEATED AIR FILTER	\$90.62	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$90.62
	9151014983	BUFFER SOLUTION	\$228.90	84027225-54103	LAB SUPPLIES	\$228.90
	9151174027	GARDEN HOSE	\$1,777.45	84027225-54102	SMALL TOOLS	\$1,777.45
Vendor Total:						\$2,096.97
HD SUPPLY INC	INV00394552	CLEAR PVC COUPLING	\$135.13	82027111-56300	BUILDING MAINT. & REPAIR	\$135.13
	INV00399079	BUFFER, STABLCAL TURBIDITY, HACH DPD	\$1,722.10	82027111-56300	BUILDING MAINT. & REPAIR	\$1,722.10
Vendor Total:						\$1,857.23
INTERCOUNTY MECHANICAL & ELECTRICAL INC	9353	AC INOPERATIVE @ CITY MANAGERS OFFICE	\$432.08	20824700-56300	BUILDING MAINT. & REPAIR	\$432.08
Vendor Total:						\$432.08
INTERNATIONAL ASSOC OF CHIEFS OF POLICE INC	0351717	ANNUAL MEMBERSHIP DUES 24/25	\$875.00	10020210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$875.00
Vendor Total:						\$875.00
JENNIFER M BRAUS	20241007	AMBULANCE BILLING SERVICES	\$3,018.16	71021100-52110	AMBULANCE BILLING	\$3,018.16
Vendor Total:						\$3,018.16
JOHN FOSTER TRUCKING INC	29236	40' FOOT SHIPPING CONTAINER, ROLL UP DOOR, 36" MAN	\$8,147.88	80026220-54110	SMALL VEHICLES AND EQUIPMENT	\$8,147.88
Vendor Total:						\$8,147.88
KAREN POPLAWSKI	6/4-25/24	INSTRUCTOR	\$168.00	10022850-52100	CONTRACTUAL SERVICES	\$168.00
Vendor Total:						\$168.00
KIMBERLY D TURNER	INVOICE-4948	REGISTRATION: H RANDALL	\$149.00	20620231-57100	LEARNING AND DEVELOPMENT	\$149.00
Vendor Total:						\$149.00
LG SONIC LLC	210209 1	LG SONIC #10500 INTERACTIVE AL	\$4,041.00	83027330-56120	EQUIPMENT MAINTENANCE & REPAIR	\$4,041.00
Vendor Total:						\$4,041.00
LOCALITY MEDIA INC	1678	FIRE AND EMS RMS SOFTWARE	\$45,990.00	10521210-52100	CONTRACTUAL SERVICES	\$39,990.00

List of Checks Presented for Approval on 7/5/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
LOCALITY MEDIA INC	1678	FIRE AND EMS RMS SOFTWARE	\$45,990.00	10523600-52100	CONTRACTUAL SERVICES	\$6,000.00
					Vendor Total:	\$45,990.00
MATHESON TRI-GAS INC	0029880772	OXYGEN & MISC. AS NEEDED	\$55.44	80026210-54100	SUPPLIES	\$55.44
					Vendor Total:	\$55.44
MAVERICK NETWORKS, INC	2401268	REMOTE SERVICE: T&M REMOTE	\$120.00	20913900-54320	SOFTWARE	\$120.00
	2401611	SERVICE REMOTE: SERVICE T&M REMOTE	\$120.00	20913900-54320	SOFTWARE	\$120.00
	2401552	SERVICE REMOTE: SERVICE T&M REMOTE	\$280.00	20913900-54320	SOFTWARE	\$280.00
					Vendor Total:	\$520.00
MAX BRAZILL	TA 7/14-17/24	TRAVEL ADVANCE	\$557.77	10020210-57100	LEARNING AND DEVELOPMENT	\$557.77
	75344D	REIMBURSEMENT: RETIREMENT LUNCHEON	\$99.98	10020210-54100	SUPPLIES	\$99.98
					Vendor Total:	\$657.75
MAYA SIMERSON	09738I	REIMBURSEMENT: FIRE BAY BBQ	\$39.96	20016100-54167	EMPLOYEE DEVELOPMENT	\$39.96
					Vendor Total:	\$39.96
MOTION INDUSTRIES INC	CA23-00544414	BEARING, FITTINGS & MISC. ITEM	(\$56.61)	10022300-56120	EQUIPMENT MAINTENANCE & REPAIR	(\$56.61)
	CA23-00544129	BEARING, FITTINGS & MISC. ITEM	\$268.95	10022300-56120	EQUIPMENT MAINTENANCE & REPAIR	\$268.95
					Vendor Total:	\$212.34
MUNICIPAL MAINTENANCE EQUIPMENT	023868	ARM RETAINER LOWER	\$75.47	82027114-56130	EXTERNAL SERVICES	\$75.47
					Vendor Total:	\$75.47
NICK BARBIERI TRUCKING LLC	0137995-IN	CARDLOCK FUEL PURCHASES	\$486.45	84027225-56210	FUEL & FLUIDS	\$486.45
	0138093-IN	CARDLOCK FUEL PURCHASES	\$623.99	84027225-58410	GARAGE LUBRICANTS & PARTS	\$623.99
	0135313-IN	CARDLOCK FUEL PURCHASES	\$1,508.47	84027225-58410	GARAGE LUBRICANTS & PARTS	\$1,508.47
					Vendor Total:	\$2,618.91
OLDCASTLE PRECAST INC	030349523	STREETLIGHT BOXES HN1017 LIDS NEED TO BE LABELED "	\$3,034.78	80526150-54100	SUPPLIES	\$3,034.78
					Vendor Total:	\$3,034.78
ONE TIME PAY VENDOR	31338	REC REFUND: KAITLIN KLEIN	\$284.75	10022840-44915	RECREATION PROGRAM INCOME	\$284.75

List of Checks Presented for Approval on 7/5/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ONE TIME PAY VENDOR	0034704	REC REFUND: SARAH SHEEHY	\$255.00	10022850-44915	RECREATION PROGRAM INCOME	\$255.00
	7/24-8/24	REFUND COMMUNITY YARD SALE: PERCILLA STEVENSON	\$59.50	90000000-23256	SPECIAL EVENTS TRUST	\$59.50
	47060-001	UTILITY REFUND: RICHARD KEMPPE	\$16.94	90100000-10421	UTILITY RECEIVABLES CLEARING	\$16.94
	76113-001	UTILITY REFUND: IVAN GONZALEZ-RIVERA	\$20.44	90100000-10421	UTILITY RECEIVABLES CLEARING	\$20.44
	98200-001	UTILITY REFUND: CAROL BOGNER	\$25.51	90100000-10421	UTILITY RECEIVABLES CLEARING	\$25.51
	97900-001	UTILITY REFUND: JUAN RIVERA, JASON MOYER, GERARDO	\$65.00	90100000-10421	UTILITY RECEIVABLES CLEARING	\$65.00
	97961-001	UTILITY REFUND: JAMES & ANGELINA BRUSSEAU	\$66.61	90100000-10421	UTILITY RECEIVABLES CLEARING	\$66.61
	98189-001	UTILITY REFUND: SARA HADDADI & SOUDABEH JALALI FAR	\$73.52	90100000-10421	UTILITY RECEIVABLES CLEARING	\$73.52
	88321-001	UTILITY REFUND: DILLON HALL, ALEX HERNANDEZ	\$89.67	90100000-10421	UTILITY RECEIVABLES CLEARING	\$89.67
	97002-001	UTILITY REFUND: CABINETS UNLIMITED C/O CRAIG BOYL	\$101.41	90100000-10421	UTILITY RECEIVABLES CLEARING	\$101.41
	100380-01	UTILITY REFUND: FRANK LYNCH	\$114.68	90100000-10421	UTILITY RECEIVABLES CLEARING	\$114.68
	Vendor Total:					\$1,173.03
	OPERATING ENGINEERS UNION	2406	JUN 23 PW UNION DUES	\$1,035.00	20700000-20509	P/R DEDUCT.- UNION DUES
2406-1		JUN 24 ADMIN & MAINT UNION DUES	\$1,932.00	20700000-20509	P/R DEDUCT.- UNION DUES	\$1,932.00
Vendor Total:					\$2,967.00	
PACE SUPPLY CORPORATION	029609620	BALL VALVE, BUSHING, REDUCER, UNION BLK MALL	\$231.13	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$231.13
	Vendor Total:					\$231.13
PASTPERFECT SOFTWARE INC	2024PPWE-43424	ANNUAL COLLECTION DATABASE SOFTWARE 24/25	\$696.00	10022700-54320	SOFTWARE	\$696.00
	Vendor Total:					\$696.00
PHILIP ANDREW WILLIAMS	89	WATER RIGHTS LEGAL COUNSEL	\$4,112.50	82027110-52150	LEGAL SERVICES/ EXPENSES	\$4,112.50
	88	WATER RIGHTS LEGAL COUNSEL	\$10,650.00	82027110-52150	LEGAL SERVICES/ EXPENSES	\$10,650.00
	Vendor Total:					\$14,762.50
PITNEY BOWES BANK INC	JULY 24	PREPAID POSTAGE	\$6,500.00	10000000-10301	PRE-PAID POSTAGE	\$6,500.00
	Vendor Total:					\$6,500.00

List of Checks Presented for Approval on 7/5/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PITNEY BOWES INC	1025540077	POSTAGE MACHINE LEASE & SUPPLI	\$312.15	20513300-52100	CONTRACTUAL SERVICES	\$312.15
	1025491807	POSTAGE MACHINE LEASE & SUPPLI	\$567.45	20513300-52100	CONTRACTUAL SERVICES	\$567.45
	1025493693	POSTAGE MACHINE LEASE & SUPPLI	\$117.00	73022600-54101	POSTAGE	\$117.00
	Vendor Total:					\$996.60
PLAZA PAINT INC	U0028619	MEDIUM BASE URETHANE, BLACK PAINT	\$200.60	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$200.60
					Vendor Total: \$200.60	
PRE-PAID LEGAL SERVICES INC	38295 JUN 24	JUN 24 PREPAID LEGAL SERVICES	\$103.60	20700000-20526	PREPAID LEGAL - AFLAC	\$103.60
					Vendor Total: \$103.60	
PRI MANAGEMENT GROUP	27033	REGISTRATION: J CASTANON, J DELGADO	\$313.25	10020210-57100	LEARNING AND DEVELOPMENT	\$313.25
					Vendor Total: \$313.25	
REOA LTD	376	OFFICIATING OF ADULT SOFTBALL & BASKETBALL	\$7,313.00	10022821-52100	CONTRACTUAL SERVICES	\$208.00
				10022822-52100	CONTRACTUAL SERVICES	\$7,105.00
				Vendor Total: \$7,313.00		
RESPECTECH	50622	PHONE SYSTEM SERVICE	\$112.50	10521210-55100	TELEPHONE	\$112.50
					Vendor Total: \$112.50	
RINEHART OIL INC	CL43804	FUEL CARD SERVICES AS PER ATTA	\$191.30	20513382-56210	FUEL & FLUIDS	\$191.30
					Vendor Total: \$191.30	
RYAN KRIKEN	BA FY 23/24	BOOT ALLOWANCE	\$172.59	84027225-54100	SUPPLIES	\$172.59
					Vendor Total: \$172.59	
RYAN NELSON	TA 7/11-12/24	TRAVEL ADVANCE	\$109.00	10521210-57100	LEARNING AND DEVELOPMENT	\$109.00
					Vendor Total: \$109.00	
SHARON WEDEGAERTNER	6/10-20/24	INSTRUCTOR	\$887.60	10022850-52100	CONTRACTUAL SERVICES	\$887.60
					Vendor Total: \$887.60	
SIGNATURE AVIATION US HOLDINGS INC	7824290	JET A FUEL	\$25,161.56	77725200-58401	AVIATION FUEL	\$25,161.56
					Vendor Total: \$25,161.56	
SMITH AND LOVELESS INC	177618	SPROCKETS 18T - MATCHED PAIR	\$6,072.96	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$6,072.96
					Vendor Total: \$6,072.96	
SONSRAY MACHINERY LLC	PSO136868-1	BRAKE PADS	\$536.43	84027225-56130	EXTERNAL SERVICES	\$536.43
					Vendor Total: \$536.43	

List of Checks Presented for Approval on 7/5/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
STATE WATER RESOURCES CONTROL BOARD	44807	CERTIFICATION RENEWAL: C GOWAN	\$60.00	84027225-57100	LEARNING AND DEVELOPMENT	\$60.00
Vendor Total:						\$60.00
STEVEN RATLEY	2202.1-007	HASTINGS INTERIOR DESIGN REWOR	\$3,900.00	80126100-80230	INFRASTRUCTURE	\$3,900.00
Vendor Total:						\$3,900.00
SYDNEY DEARBORN	U6507222	JUL 24 REIMBURSEMENT: MEDICAL INSURANCE	\$184.72	91500000-20561	ACCRUED SICK	\$184.72
Vendor Total:						\$184.72
TEREX USA LLC	5005077792	3-WAY W/O COIL, CPV COIL	\$399.44	80026110-56130	EXTERNAL SERVICES	\$399.44
Vendor Total:						\$399.44
TRAINING INNOVATIONS INC	24-120	ANNUAL TRAINING SOFTWARE	\$800.00	10020210-57100	LEARNING AND DEVELOPMENT	\$800.00
Vendor Total:						\$800.00
UKIAH TROPHIES & GIFTS	906484	YOUTH SOFTBALL PLAQUES	\$522.43	10022822-54100	SUPPLIES	\$522.43
	269954	ADULT VOLLEYBALL PLAQUES	\$340.93	10022824-54100	SUPPLIES	\$340.93
	269987	YOUTH SOFTBALL PLAQUES	\$563.43	10022832-54100	SUPPLIES	\$563.43
	906485	DAYCAMP SUPPLIES	\$341.33	10022840-54100	SUPPLIES	\$341.33
	906486	DAYCAMP SUPPLIES	\$473.65	10022840-54100	SUPPLIES	\$473.65
Vendor Total:						\$2,241.77
UKIAH VALLEY SANITATION DIST	90558 MAY 24	SEWER: 141 LOVERS LANE	\$89.29	10521210-55210	UTILITIES	\$89.29
Vendor Total:						\$89.29
UNITED ROTARY BRUSH CORP	CI313751	BLUE STEEL 5 SEG PLAS BACK GB	\$1,216.25	10024620-56130	EXTERNAL SERVICES	\$1,216.25
Vendor Total:						\$1,216.25
UNITED SITE SERVICES	INV-4604081	PORTABLE TOILET RENTAL CONTRAC	\$195.14	10022100-52100	CONTRACTUAL SERVICES	\$195.14
Vendor Total:						\$195.14
VERIZON WIRELESS	9964592590	DATA & EMERGENCY LOANER PHONES	(\$386.65)	80126100-80100	MACHINERY & EQUIPMENT	\$83.64
				10022100-55100	TELEPHONE	(\$158.35)
				10022300-55100	TELEPHONE	\$38.01
				10022810-55100	TELEPHONE	\$78.00
				10022840-55100	TELEPHONE	\$38.01
				10023100-55100	TELEPHONE	(\$30.39)
				10024210-55100	TELEPHONE	(\$18.98)

List of Checks Presented for Approval on 7/5/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail							
VERIZON WIRELESS	9964592590	DATA & EMERGENCY LOANER PHONES	(\$386.65)	10024620-55100	TELEPHONE	(\$4.55)					
				20012100-55100	TELEPHONE	(\$30.39)					
				20913900-55100	TELEPHONE	(\$302.67)					
				70024500-55100	TELEPHONE	(\$4.55)					
				77725200-55100	TELEPHONE	(\$33.01)					
				80026210-55100	TELEPHONE	\$38.01					
				80026400-55100	TELEPHONE	\$135.68					
				82027110-55100	TELEPHONE	(\$10.87)					
				82027111-55100	TELEPHONE	(\$30.39)					
				82027114-55100	TELEPHONE	(\$26.66)					
				84027221-55100	TELEPHONE	(\$132.51)					
				84027225-55100	TELEPHONE	(\$14.68)					
	9967046527	DATA & EMERGENCY LOANER PHONES	\$736.19	10022300-55100	TELEPHONE	\$38.01					
				10022810-55100	TELEPHONE	\$78.02					
				10022840-55100	TELEPHONE	\$38.01					
				10024210-55100	TELEPHONE	\$19.01					
				10024620-55100	TELEPHONE	\$9.50					
				20913900-55100	TELEPHONE	\$38.02					
				70024500-55100	TELEPHONE	\$9.50					
				77725200-55100	TELEPHONE	\$80.01					
				80026210-55100	TELEPHONE	\$38.01					
				80026400-55100	TELEPHONE	\$312.09					
				82027110-55100	TELEPHONE	\$41.17					
				84027221-55100	TELEPHONE	\$17.42					
				84027225-55100	TELEPHONE	\$17.42					
				Vendor Total:					\$349.54		
WAYLON HOCKEMIER	12/1/23-5/31/24	VOLUNTEER REIMBURSEMENT	\$200.00	10521210-52181	VOLUNTEER EXPENSES	\$200.00					
						Vendor Total:					\$200.00
						INVOICE TOTAL:					\$362,068.66

List of Checks Presented for Approval on 7/12/2024

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

MJR

Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ADAMSON POLICE PRODUCTS	SC096545	LEGACY WCX54 MOUNT KIT, CENCOM CORE SIREN, TRAFFIC	\$4,995.02	91721400-80100	MACHINERY & EQUIPMENT	\$4,995.02
						Vendor Total: \$4,995.02
AJ JOHNSON	TR 6/10-13/24	TRAVEL REIMBURSEMENT	\$110.06	20013210-57100	LEARNING AND DEVELOPMENT	\$110.06
						Vendor Total: \$110.06
AL SMATSKY	178	DESIGN, ENGINEERING & CONSULTATION	\$7,060.83	80026400-52100	CONTRACTUAL SERVICES	\$450.83
				80026400-52100	CONTRACTUAL SERVICES	\$1,000.00
				80126100-80230	INFRASTRUCTURE	\$2,310.00
				80126100-80230	INFRASTRUCTURE	\$3,300.00
						Vendor Total: \$7,060.83
ALEXANDER DE GRASSI	JULY 14	ALEX DE GRASSI 2024 SUNDAYS IN THE PARK	\$4,500.00	90000000-23226	CONCERT SERIES	\$4,500.00
						Vendor Total: \$4,500.00
AMAZON CAPITAL SERVICES, INC	1TPR-XGRJ-HVL3	NAPKINS, GLOVES, DISPOSABLE CUPS	\$71.05	73022601-54109	CATERING INVENTORY & SERVICES	\$71.05
				20012100-54330	COMPUTER AND TECHNOLOGY	\$860.17
				20324100-56112	EQUIPMENT PARTS FOR RESALE	\$321.37
				82027114-54102	SMALL TOOLS	\$30.16
				84027221-54102	SMALL TOOLS	\$30.16
				84027221-54102	SMALL TOOLS	\$499.86
				10022840-54100	SUPPLIES	(\$108.80)
				10022840-54100	SUPPLIES	(\$54.40)
				10022840-54100	SUPPLIES	\$1,278.90
				20016100-54100	SUPPLIES	\$25.49
				20016100-54100	SUPPLIES	\$105.52
				20023510-54100	SUPPLIES	\$141.53

List of Checks Presented for Approval on 7/12/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AMAZON CAPITAL SERVICES, INC	1QHHP-TWVL-N14M	WEBCAM	\$116.49	20513382-54100	SUPPLIES	\$116.49
	1MQY-7YQN-9KXV	WIRELSS KEYBAORD & MOUSE, SABEL STRIPPER TOOL	\$152.78	82027114-54100	SUPPLIES	\$76.39
				84027221-54100	SUPPLIES	\$76.39
					Vendor Total:	\$3,470.28
AMERICAN POWER SYSTEMS LLC	0140170-IN	3DJ-09HP 6V 211AH PVC JAR BATTERY, PART# CW18524-P	\$18,653.45	80026200-54100	SUPPLIES	\$18,653.45
					Vendor Total:	\$18,653.45
ANIXTER	6025350-02	CLAMP PARA GROOVE CTR BLT	\$923.26	80000000-12104	INVENTORY - PURCHASES	\$923.26
					Vendor Total:	\$923.26
AT&T	000021937531	T1 TO INTERNET FOR DOJ/CLETS	\$286.21	10020210-55100	TELEPHONE	\$143.10
				20620231-55100	TELEPHONE	\$143.11
	2463 JUN 24	FAX SERVICES: S STATION	\$73.17	10521210-55100	TELEPHONE	\$73.17
	000021936052	FIBER INTERNET GATEWAY	\$2,141.24	20913900-55100	TELEPHONE	\$2,141.24
					Vendor Total:	\$2,500.62
AT&T MOBILITY	28730313870 0X061024	FIRE CELL PHONES, IPAD, PHONE	\$2,027.52	10521210-55100	TELEPHONE	\$2,027.52
					Vendor Total:	\$2,027.52
BEST QUALITY TREE SERVICE	1230	TODD GROVE PARK TREE REMOVAL	\$9,000.00	10022100-52100	CONTRACTUAL SERVICES	\$9,000.00
					Vendor Total:	\$9,000.00
BOUND TREE MEDICAL LLC	85372380	MISC. SUPPLIES AS NEEDED	\$256.20	71021100-54107	EMS SUPPLIES	\$256.20
	853857733	MISC. ITEMS AS NEEDED	\$1,036.23	71021100-54107	EMS SUPPLIES	\$1,036.23
	85380724	MISC. SUPPLIES AS NEEDED	\$2,427.90	71021100-54107	EMS SUPPLIES	\$2,427.90
					Vendor Total:	\$3,720.33
CA CLETS USERS GROUP	2024000321C CUG	REGISTRATION: T BREECE	\$425.00	20620232-57100	LEARNING AND DEVELOPMENT	\$425.00
					Vendor Total:	\$425.00
CANTEEN SERVICE	5975:037476	MISC. FOOD ITEMS AS NEEDED	\$106.89	20012200-54100	SUPPLIES	\$106.89
					Vendor Total:	\$106.89
CARTER GRISSOM	JULY 14	PROMOTER FOR SUNDAYS IN THE PARK	\$500.00	90000000-23226	CONCERT SERIES	\$500.00
					Vendor Total:	\$500.00
CITY ADVISORS LLC	2024-035	ON CALL PLANNING SERVICES	\$4,005.00	10023100-52100	CONTRACTUAL SERVICES	\$4,005.00
					Vendor Total:	\$4,005.00

List of Checks Presented for Approval on 7/12/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CLARION EVENTS INC	CIV00316100	ONLINE FIRE & EMS TRAINING PLA	\$3,310.00	10521210-52100	CONTRACTUAL SERVICES	\$3,310.00
					Vendor Total:	\$3,310.00
COLLEEN HOLLY HUNT	2420	23/24 STORMWATER PERMIT SUPPOR	\$10,711.87	10024224-52100	CONTRACTUAL SERVICES	\$10,711.87
					Vendor Total:	\$10,711.87
COMMSYS INC	IV04521	COMMSYS ANNUAL SUPPORT	\$1,042.00	20620231-54320	SOFTWARE	\$1,042.00
	IV04522	COMMSYS ANNUAL SUPPORT	\$5,173.00	20620231-54320	SOFTWARE	\$5,173.00
					Vendor Total:	\$6,215.00
DANIEL DAVIS	TR 6/1-7/24	TRAVEL REIMBURSEMENT	\$573.00	20913900-57100	LEARNING AND DEVELOPMENT	\$573.00
					Vendor Total:	\$573.00
DANIEL JOHNSON	TA 7/1-12/24	TRAVEL ADVANCE	\$162.00	10020210-57100	LEARNING AND DEVELOPMENT	\$162.00
					Vendor Total:	\$162.00
DAVID RAPPORT	7641	LEGAL SERVICES FOR FY 23/24	\$22,053.87	10514000-52150	LEGAL SERVICES/ EXPENSES	\$1,090.48
				20014000-52150	LEGAL SERVICES/ EXPENSES	\$2,524.99
				20014000-52150	LEGAL SERVICES/ EXPENSES	\$17,323.35
				20414000-52150	LEGAL SERVICES/ EXPENSES	\$230.38
				73014000-52150	LEGAL SERVICES/ EXPENSES	\$30.72
				80014000-52150	LEGAL SERVICES/ EXPENSES	\$675.79
				84014000-52150	LEGAL SERVICES/ EXPENSES	\$18.43
				90214000-52150	LEGAL SERVICES/ EXPENSES	\$159.73
					Vendor Total:	\$22,053.87
DC ELECTRIC GROUP INC	474208	TRAFFIC SIGNAL REPAIR: MAY 24 M1064 TS RESPONSE	\$3,881.20	10024214-52100	CONTRACTUAL SERVICES	\$3,881.20
					Vendor Total:	\$3,881.20
DEEP VALLEY SECURITY	7497 1	UPGRADE SECURITY SYSTEM WTP	\$125.90	82027111-52100	CONTRACTUAL SERVICES	\$62.95
				82027111-52100	CONTRACTUAL SERVICES	\$62.95
	7497 7	SECURITY SYSTEM MONITORING AT	\$54.95	10022100-52180	SECURITY SERVICES	\$54.95
	7497	ALARM SERVICES PER ATTACHED CO	\$184.70	10022100-52180	SECURITY SERVICES	\$26.95

List of Checks Presented for Approval on 7/12/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
DEEP VALLEY SECURITY	7497	ALARM SERVICES PER ATTACHED CO	\$184.70	10022100-52180	SECURITY SERVICES	\$29.95
				10022700-52180	SECURITY SERVICES	\$42.95
				20824700-52180	SECURITY SERVICES	\$42.95
				73022600-52180	SECURITY SERVICES	\$19.95
				73022600-52180	SECURITY SERVICES	\$21.95
	7497 5	SECURITY UPGRADE & MONITORING/	\$42.95	10022700-52180	SECURITY SERVICES	\$42.95
	7497 2	MONITORING - SOFTBALL COMPLEX	\$32.95	10022822-52180	SECURITY SERVICES	\$32.95
	7497 4	SECURITY MONITORING SVCS - GAR	\$46.95	20824300-52180	SECURITY SERVICES	\$46.95
	7497 3	SECURITY MONITORING SVCS - STR	\$49.95	20824300-52180	SECURITY SERVICES	\$49.95
	7497 6	UPGRADE SECURITY SYSTEM FOR EL	\$62.95	20824300-52180	SECURITY SERVICES	\$62.95
	Vendor Total:					\$601.30
DELL MARKETING LP	10756647839	BASE, DS. WD22TB4	\$240.87	20012100-54330	COMPUTER AND TECHNOLOGY	\$240.87
	10757279661	XPS 16 9640	\$2,635.10	20012100-54330	COMPUTER AND TECHNOLOGY	\$2,635.10
	Vendor Total:					\$2,875.97
DEPARTMENT OF JUSTICE	750970	CHEM/TEST REPORT, CRIMINAL INV	\$420.00	10020210-52100	CONTRACTUAL SERVICES	\$420.00
	746080	FINGERPRINTS	\$179.00	10020210-54169	LIVESCAN	\$179.00
	Vendor Total:					\$599.00
DONALD PHILLIPS HILL JR	JULY 24	PARKS DEPT. OFFICE LEASE - 185 MASON ST	\$1,537.00	10022100-52600	RENT	\$1,537.00
					Vendor Total:	
DOUG HUTCHISON	TR 5/18-22/24 1	TRAVEL REIMBURSEMENT	\$1,762.32	10521210-57100	LEARNING AND DEVELOPMENT	\$1,762.32
					Vendor Total:	
EBA ENGINEERING	55197	PROJECT PLANNING LESLIE ST GAS	\$1,057.50	10024210-52100	CONTRACTUAL SERVICES	\$528.75
				20012200-52100	CONTRACTUAL SERVICES	\$528.75
				Vendor Total:		
EFAX CORPORATE	4924565	EFAX SERVICES	\$159.90	20012200-52100	CONTRACTUAL SERVICES	\$159.90
					Vendor Total:	
EUREKA OXYGEN CO	484060	EQUIPMENT MAINTANENCE	\$197.86	10020210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$197.86
					U 207425	EQUIPMENT MAINTANENCE
	Vendor Total:					\$232.48

List of Checks Presented for Approval on 7/12/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
FABIAN VAZQUEZ	TA 7/1-31/24	TRAVEL ADVANCE	\$1,984.00	91721400-57100	LEARNING AND DEVELOPMENT	\$1,984.00
				Vendor Total:		\$1,984.00
FEDERAL EXPRESS	8-544-29792	SHIPPING SERVICES	\$201.12	91721400-57100	LEARNING AND DEVELOPMENT	\$46.75
				10020210-54101	POSTAGE	\$40.30
				20013210-54101	POSTAGE	\$114.07
				Vendor Total:		\$201.12
FLYNN CREEK CIRCUS LLC	7/10-12/24	INSTRUCTOR FEES 2024	\$3,582.50	10022850-44915	RECREATION PROGRAM INCOME	\$1,707.50
				10022850-44915	RECREATION PROGRAM INCOME	\$1,875.00
				Vendor Total:		\$3,582.50
GARTON TRACTOR INC	P1272407	COUPLING QUICK, FITTING, HOSE	\$45.94	84027221-56130	EXTERNAL SERVICES	\$45.94
				Vendor Total:		\$45.94
GAYNOR TELESYSTEMS INC	SWA2897 24/25	PAXTON SOFTWARE MAINTENANCE AG	\$1,393.70	20913900-54320	SOFTWARE	\$1,393.70
				Vendor Total:		\$1,393.70
GENERAL PACIFIC INC	1495229	(PT-ST2-0) PIN TERMINAL, 2/0 Str, (HOMAC X5U20)	\$1,629.77	80000000-12104	INVENTORY - PURCHASES	\$672.85
				80026110-54100	SUPPLIES	\$956.92
				Vendor Total:		\$1,629.77
GINA GRECO	6/4-25/24	INSTRUCTOR	\$1,151.50	10022850-52100	CONTRACTUAL SERVICES	\$1,151.50
				Vendor Total:		\$1,151.50
GOLDEN GATE BRIDGE TOLL	I712146877878	BRIDGE TOLL FEE	\$7.00	10521210-57100	LEARNING AND DEVELOPMENT	\$7.00
				Vendor Total:		\$7.00
GOVERNMENT JOBS.COM INC	INV-37173	PERFORM & LEARN SUBSCRIPTION -	\$32,263.35	20016100-54320	SOFTWARE	\$32,263.35
				Vendor Total:		\$32,263.35
GRAINGER INC	9146786083	BATTERIES, CAR WASH LIQUID	\$331.91	71021100-54100	SUPPLIES	\$331.91
	9146492310	BATTERY, DRY WIPES, PAPER TOWELS, DRYING CLOTHS	\$854.19	71021100-54100	SUPPLIES	\$854.19
				Vendor Total:		\$1,186.10
GRANITE CONSTRUCTION COMPANY	2738377	MISC ROCK & ROAD PATCH MATERIAL	\$2,366.51	82027114-54100	SUPPLIES	\$1,183.26

List of Checks Presented for Approval on 7/12/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
GRANITE CONSTRUCTION COMPANY	2738377	MISC ROCK & ROAD PATCH MATERIAL	\$2,366.51	84027221-54100	SUPPLIES	\$1,183.25
Vendor Total:						\$2,366.51
HD SUPPLY INC	INV00394356	LOCKOUT/TAGOUT STATION	\$820.75	84027225-54100	SUPPLIES	\$820.75
Vendor Total:						\$820.75
HERON INNOVATORS, INC	HER61324-3	FLOCAID A01	\$17,977.25	84027225-58202	CHEMICALS	\$17,977.25
Vendor Total:						\$17,977.25
HILDEBRAND CONSULTING LLC	637	ANNUAL SEWER RECONCILIATION FI	\$2,500.00	84413400-52100	CONTRACTUAL SERVICES	\$2,500.00
	636	SPECIALIZED UTILITY FINANCIAL	\$1,500.00	84427221-52100	CONTRACTUAL SERVICES	\$1,500.00
	Vendor Total:					\$4,000.00
HINDERLITER DE LLAMAS AND ASSOCIATES	SIN039989	SALES, USE & TRANSACTIONS TAX	\$300.00	20013400-52100	CONTRACTUAL SERVICES	\$300.00
Vendor Total:						\$300.00
HOME DEPOT CREDIT SERVICES	5020654	WHTE RECESSED LED TRIM, STUD	\$113.69	10521210-56300	BUILDING MAINT. & REPAIR	\$113.69
	5020643	BACKER-ON SCREW, HARDIE TILE BACKER BOARD	\$379.46	10521210-56300	BUILDING MAINT. & REPAIR	\$379.46
	5080075	CFM LED, COMPACT ORGANIZER, TUB/SHOWER BNS	\$812.17	10521210-56300	BUILDING MAINT. & REPAIR	\$812.17
	5031327	LEVELQUIK, TAPE MEASURE, JOINT KNIFE, TROWEL	\$1,195.92	10521210-56300	BUILDING MAINT. & REPAIR	\$1,195.92
	5031328	TILE	\$1,226.15	10521210-56300	BUILDING MAINT. & REPAIR	\$1,226.15
Vendor Total:						\$3,727.39
INTEC SOLUTIONS INC	33481	ACS580-01-156A-4, 125HP 480V/3P N1, PART#3AUA00002	\$16,173.25	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$16,173.25
Vendor Total:						\$16,173.25
INTEGRITY SHRED LLC	158949	DOCUMENT SHREDDING	\$61.00	20513300-52100	CONTRACTUAL SERVICES	\$61.00
Vendor Total:						\$61.00
JACK MILLER	23386	3 YEAR SCADA MAINTENANCE AGREE	\$8,656.92	82027111-52100	CONTRACTUAL SERVICES	\$8,656.92
	23385	SCADA ON CALL MAINTENANCE AND	\$24,046.48	84027225-52100	CONTRACTUAL SERVICES	\$24,046.48
Vendor Total:						\$32,703.40
JOSEPH GARCIA	TA 7/22-26/24	TRAVEL ADVANCE	\$2,299.59	80026110-57100	LEARNING AND DEVELOPMENT	\$2,299.59
Vendor Total:						\$2,299.59

List of Checks Presented for Approval on 7/12/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
JULIAN MCCLANAHAN-CALVERT	JULY 14	JULIAN MCCLANAHAN 2024 SUNDAYS IN THE PARK	\$750.00	90000000-23226	CONCERT SERIES	\$750.00
					Vendor Total:	\$750.00
JUSTIN HILL	13573	ANNUAL INSPECTION OF APPARATUS T-6852	\$2,025.00	10521210-52100	CONTRACTUAL SERVICES	\$2,025.00
	13510	TOTAL FEET OF GROUND LADDERS TESTED, WEAR SLEEVES	\$2,814.26	10521210-52100	CONTRACTUAL SERVICES	\$2,814.26
					Vendor Total:	\$4,839.26
KP PUBLIC AFFAIRS LLC	7012279	COMMUNITY OUTREACH PROF SVCS	\$10,000.00	20012300-52100	CONTRACTUAL SERVICES	\$10,000.00
					Vendor Total:	\$10,000.00
L'AUDIO NORTH	JULY 14	CONCERT SOUND SYSTEM 2024 SUNDAY IN THE PARK	\$2,500.00	90000000-23226	CONCERT SERIES	\$2,500.00
					Vendor Total:	\$2,500.00
LARRY WALKER ASSOCIATES INC	564.08-33	CONSULTING SVCS - NPDES & RECY	\$15,249.75	84027225-52100	CONTRACTUAL SERVICES	\$15,249.75
					Vendor Total:	\$15,249.75
LES SCHWAB TIRE CENTER	64000704622	MISCELLANEOUS TIRE SERVICES	\$114.99	82027111-56130	EXTERNAL SERVICES	\$114.99
					Vendor Total:	\$114.99
LEXISNEXIS RISK DATA MANAGEMENT INC	1410964-20240630	LEXIS NEXIS LE PLUS SEARCHING	\$79.50	10020210-54202	MAJOR CRIME INVESTIGATIONS	\$79.50
					Vendor Total:	\$79.50
LIFE ASSIST INC	1445181	MISC. EMS SUPPLIES AS NEEDED	\$846.41	10521210-54107	EMS SUPPLIES	\$846.41
					Vendor Total:	\$846.41
M. J. DONOVAN ENTERPRISES INC	157886	VEHICLE GRAPHIC KIT	\$902.01	10020210-56130	EXTERNAL SERVICES	\$451.00
				10020210-56130	EXTERNAL SERVICES	\$451.01
					Vendor Total:	\$902.01
MENDO MILL & LUMBER CO	13593/1	STICKERS	\$4.36	80026110-54100	SUPPLIES	\$4.36
	13911/1	KEY LINCOLN, CLR ID TAG	\$11.07	82027111-54100	SUPPLIES	\$11.07
					Vendor Total:	\$15.43
MOIRS	188970	CHLORINE: 15 GALLON	\$647.73	82027111-58202	CHEMICALS	\$647.73
	188618	CHLORINE: 15 GALLON	\$1,480.53	82027111-58202	CHEMICALS	\$1,480.53
	189166	CHLORINE: 15 GALLON	\$1,480.53	82027111-58202	CHEMICALS	\$1,480.53

List of Checks Presented for Approval on 7/12/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
MOIRS	189087	MURIATIC ACID CASE	\$549.87	10022300-54106	SPECIALTY SUPPLIES	\$549.87
					Vendor Total:	\$4,158.66
NOR-CAL RECYCLED ROCK & AGGREGATES INC	24803	MISC ROCK & ROAD PATCH MATERIA	\$153.40	80026120-54100	SUPPLIES	\$153.40
					Vendor Total:	\$153.40
NORTHERN AGGREGATES INC	78023	MISC. ROCK & ROAD PATCH MATERI	\$407.33	80026220-54100	SUPPLIES	\$407.33
					Vendor Total:	\$407.33
ONE TIME PAY VENDOR	48572-002	UTILITY REFUND: RACHEL ANN YOUNG	\$188.67	90100000-10421	UTILITY RECEIVABLES CLEARING	\$188.67
					Vendor Total:	\$188.67
ONESOURCE DISTRIBUTORS LLC	S007526382.003	(HW-B-2) HARDWARE, BOLT, 1/2" x 2" EVERDUE (PG&E	\$145.87	80000000-12104	INVENTORY - PURCHASES	\$11.89
				80026110-54100	SUPPLIES	\$133.98
					Vendor Total:	\$145.87
ONLINE INFORMATION SRVS INC	1265305	UTILITY EXCHANGE REPORTING FY	\$178.72	20513300-52100	CONTRACTUAL SERVICES	\$178.72
	1259749	UTILITY EXCHANGE REPORTING FY	\$183.92	20513300-52100	CONTRACTUAL SERVICES	\$183.92
					Vendor Total:	\$362.64
OWEN EQUIPMENT SALES	00063983	SIDE BROOM SPRING	\$228.31	10024620-56130	EXTERNAL SERVICES	\$228.31
					Vendor Total:	\$228.31
PACE SUPPLY CORPORATION	029629688	GASKET RING	\$22.16	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$22.16
	029551089	WAFER CHECK VALVE	\$1,327.42	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,327.42
					Vendor Total:	\$1,349.58
PAUL HENRY	24-05	PUBLIC SAFETY INTERNAL INVESTIONS	\$3,102.50	10020210-52100	CONTRACTUAL SERVICES	\$3,102.50
	24-04	PUBLIC SAFETY INTERNAL INVESTIONS	\$7,251.50	10020210-52100	CONTRACTUAL SERVICES	\$7,251.50
					Vendor Total:	\$10,354.00
PELHAM SPECIALTY TRAINING INC	1531	VAZQUES PELHAM SPECIALTY TRAINING	\$21,300.00	91721400-57100	LEARNING AND DEVELOPMENT	\$21,300.00
	1532	VAZQUES PELHAM SPECIALTY TRAINING	\$21,300.00	91721400-57100	LEARNING AND DEVELOPMENT	\$21,300.00
					Vendor Total:	\$42,600.00

List of Checks Presented for Approval on 7/12/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PG&E CO	7075-1 JUN 24	PACIFIC GAS AND ELECTRIC	\$4.15	10022100-55210	UTILITIES	\$4.15
	6833-2 MAY 24	PACIFIC GAS AND ELECTRIC	\$836.09	10521210-55210	UTILITIES	\$836.09
	Vendor Total:					\$840.24
PSOMAS	208966	LAND SURVEYOR SERVICES	\$1,348.00	20012200-52304	LAFCO FEES AND PROP TAX EXP	\$1,348.00
	Vendor Total:					\$1,348.00
RADIAN GENERATION HOLDCO LLC	64648	COMPLIANCE & REPORTING SERVICE	\$500.00	80026400-52100	CONTRACTUAL SERVICES	\$500.00
	Vendor Total:					\$500.00
REBA SMITH	9368	REIMBURSEMENT: CATERING SUPPLIES FOR CONFERENCE CENTER	\$16.32	73022601-54109	CATERING INVENTORY & SERVICES	\$16.32
	Vendor Total:					\$16.32
RINEHART OIL INC	CL43929	FUEL CARD SERVICES AS PER ATTA	\$4,881.37	10020210-56210	FUEL & FLUIDS	\$4,881.37
	CL43950	FUEL CARD SERVICES AS PER ATTA	\$964.50	10022100-56210	FUEL & FLUIDS	\$964.50
	CL43949	FUEL CARD SERVICES AS PER ATTA	\$229.67	10022810-56210	FUEL & FLUIDS	\$88.15
				20824700-56210	FUEL & FLUIDS	\$141.52
	CL43948	FUEL CARD SERVICES AS PER ATTA	\$60.64	10023320-56210	FUEL & FLUIDS	\$60.64
	CL43944	FUEL CARD SERVICES AS PER ATTA	\$294.40	10023320-56210	FUEL & FLUIDS	\$294.40
	CL43951	FUEL CARD SERVICES AS PER ATTA	\$1,228.78	10024620-56210	FUEL & FLUIDS	\$1,228.78
	CL43911	FUEL CARD SERVICES AS PER ATTA	\$4,492.25	10521210-56210	FUEL & FLUIDS	\$3,588.36
				10523600-56210	FUEL & FLUIDS	\$117.12
				71021100-56210	FUEL & FLUIDS	\$786.77
	CL43919	FUEL CARD SERVICES AS PER ATTA	\$231.51	20324100-56210	FUEL & FLUIDS	\$231.51
	CL43945	FUEL CARD SERVICES AS PER ATTA	\$281.07	20513382-56210	FUEL & FLUIDS	\$281.07
	CL43928	FUEL CARD SERVICES AS PER ATTA	\$2,110.22	80026400-56210	FUEL & FLUIDS	\$2,110.22
	CL43947	FUEL CARD SERVICES AS PER ATTA	\$593.42	82027111-56210	FUEL & FLUIDS	\$593.42
	CL43807	FUEL CARD SERVICES AS PER ATTA	\$742.47	82027111-56210	FUEL & FLUIDS	\$742.47
	CL43885	FUEL CARD SERVICES AS PER ATTA	\$2,752.06	82027114-56210	FUEL & FLUIDS	\$1,376.03
				84027221-56210	FUEL & FLUIDS	\$1,376.03
	Vendor Total:					\$18,862.36
RMD VENTURES LLC	1399	SCAN SERVICES	\$13.07	10023320-52100	CONTRACTUAL SERVICES	\$13.07
	Vendor Total:					\$13.07

List of Checks Presented for Approval on 7/12/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
SCOTT SHAVER	TR 6/3-7/24	TRAVEL REIMBURSEMENT	\$655.32	20913920-51291	MISC EMPLOYMENT COSTS	\$655.32
					Vendor Total:	\$655.32
SECRETARY OF STATE	200498	NOTARY:RE-EXAM A SANDOVAL	\$20.00	10022810-57100	LEARNING AND DEVELOPMENT	\$20.00
					Vendor Total:	\$20.00
SHN CONSULTING ENGINEERS & GEOLOGISTS INC	121319	CONSTRUCTION MAT'L TESTING	\$702.50	10024210-52100	CONTRACTUAL SERVICES	\$702.50
					Vendor Total:	\$702.50
SIGNATURE AVIATION US HOLDINGS INC	7824740	JET A FUEL	\$22,770.79	77725200-58401	AVIATION FUEL	\$22,770.79
	7824675	JET A FUEL	\$24,156.13	77725200-58401	AVIATION FUEL	\$24,156.13
					Vendor Total:	\$46,926.92
SOFIA JOHANSEN	TA 7/1-31/24	TRAVEL ADVANCE	\$1,984.00	91721400-57100	LEARNING AND DEVELOPMENT	\$1,984.00
					Vendor Total:	\$1,984.00
SOUTHWEST VALVE LLC	35087B23437	6" WAFER BUNA SEAT	\$546.09	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$546.09
					Vendor Total:	\$546.09
STERICYCLE INC	8007468433	SHARPS DISPOSAL AS NEEDED	\$57.96	10020210-54100	SUPPLIES	\$57.96
					Vendor Total:	\$57.96
THATCHER COMPANY OF CALIFORNIA INC	2024250900701	CHLORINE PRODUCTS FY 23/24	(\$3,000.00)	82027111-58202	CHEMICALS	(\$3,000.00)
	2023250903569	CHLORINE PRODUCTS FY 23/24	(\$2,000.00)	82027111-58202	CHEMICALS	(\$2,000.00)
	2024250103160	CHLORINE PRODUCTS FY 23/24	\$8,758.29	82027111-58202	CHEMICALS	\$8,758.29
					Vendor Total:	\$3,758.29
UKIAH PAPER SUPPLY	556972	JANITORIAL SUPPLIES, MISC AS N	\$117.37	10022100-54100	SUPPLIES	\$117.37
	558013	JANITORIAL SUPPLIES, MISC AS N	\$799.23	10022100-54100	SUPPLIES	\$799.23
	558449	JANITORIAL SUPPLIES, MISC AS N	\$289.67	10022840-54100	SUPPLIES	\$289.67
	558450	JANITORIAL SUPPLIES, MISC AS N	\$370.90	73022600-54100	SUPPLIES	\$370.90
	558682	JANITORIAL SUPPLIES, MISC AS N	\$65.37	82027111-54100	SUPPLIES	\$65.37
	557229	JANITORIAL SUPPLIES, MISC AS N	\$362.10	82027111-54100	SUPPLIES	\$362.10
	558040	JANITORIAL SUPPLIES, MISC AS N	\$420.56	84027225-54100	SUPPLIES	\$420.56

List of Checks Presented for Approval on 7/12/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
UKIAH PAPER SUPPLY	558605	JANITORIAL SUPPLIES, MISC AS N	\$683.91	84027225-54100	SUPPLIES	\$683.91
					Vendor Total:	\$3,109.11
UKIAH ROUND TREE GLASS INC	26338	DW1872 GBY WINDSHIELD	\$400.00	10020210-56130	EXTERNAL SERVICES	\$400.00
					Vendor Total:	\$400.00
UKIAH VALLEY SANITATION DIST	104613 JUN 24	SEWER: LOW GAP RD	\$53.47	10022100-55210	UTILITIES	\$53.47
	89690 JUN 24	SEWER: 1640 S STATE ST	\$87.21	31122000-55210	UTILITIES	\$87.21
	113354 JUN 24	SEWER: 1350 HASTINGS RD	\$53.47	80026400-55210	UTILITIES	\$53.47
					Vendor Total:	\$194.15
UKIAH WASTE SOLUTIONS, INC	176048621U034	BIOSOLID REMOVAL	\$11,047.52	84027225-52100	CONTRACTUAL SERVICES	\$11,047.52
	176048837U034	MSWMA OPERATIONS	\$34,226.57	92000000-52170	UKIAH WASTE SOLUTIONS	\$34,226.57
					Vendor Total:	\$45,274.09
UNITED SITE SERVICES	INV-4607441	PORTABLE TOILET RENTAL CONTRAC	\$195.14	10022100-52100	CONTRACTUAL SERVICES	\$195.14
	INV-4608307	PORTABLE TOILET RENTAL CONTRAC	\$157.39	80026220-52100	CONTRACTUAL SERVICES	\$157.39
					Vendor Total:	\$352.53
US BANK CORPORATE PAYMENT SERVICES	05-13	TRAVEL AGENT FEE	\$4.50	20913900-57100	LEARNING AND DEVELOPMENT	\$4.50
					Vendor Total:	\$4.50
US FUELING SOLUTIONS	25301	COALESCER CARTIDGE, FILTER SEPARATOR, O-RING	\$4,271.09	77725200-54100	SUPPLIES	\$4,271.09
					Vendor Total:	\$4,271.09
VELLUTINI CORPORATION	PART RET 2122234/ 5	CONTRACT WITHOLDING: 2122234 PART RETEN REL	\$61,907.16	77800000-20150	AP CONTRACT RETAINAGE	\$61,907.16
	6	RUNWAY 15-33 PVMT REHAB CONSTR	\$8,130.76	77825200-80230	INFRASTRUCTURE	\$8,130.76
					Vendor Total:	\$70,037.92
WALMART COMMUNITY	421952	CATERING SUPPLIES	\$54.89	73022601-54109	CATERING INVENTORY & SERVICES	\$54.89
	951582	CATERING SUPPLIES	\$242.38	73022601-54109	CATERING INVENTORY & SERVICES	\$242.38
	437333	12 QT CONTAINER	\$12.50	73022600-54100	SUPPLIES	\$12.50
					Vendor Total:	\$309.77
WEST YOST ASSOCIATES INC	2058747	RUSSIAN RIVER WATERSHED AGREEM	\$45,610.11	91190100-52100	CONTRACTUAL SERVICES	\$45,610.11
					Vendor Total:	\$45,610.11

List of Checks Presented for Approval on 7/12/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
WIPF CONSTRUCTION LLC	11811	SERVICE CALL: CHURCH ST	\$3,207.15	10024620-52100	CONTRACTUAL SERVICES	\$3,207.15
					Vendor Total:	\$3,207.15
XEROX CORP	021539713	COPIER LEASE - SEE ADD'L DESCR	\$83.76	10022700-52100	CONTRACTUAL SERVICES	\$83.76
	021625674	COPIER LEASE - SEE ADD'L DESCR	\$128.80	73022600-52100	CONTRACTUAL SERVICES	\$128.80
	021625673	COPIER LEASE - SEE ADD'L DESCR	\$728.85	10020210-54500	EQUIP RENTS AND LEASES	\$510.20
				20620231-54500	EQUIP RENTS AND LEASES	\$145.77
				64020213-54500	EQUIP RENTS AND LEASES	\$72.88
	021625671	COPIER LEASE - SEE ADD'L DESCR	\$469.24	20012200-54500	EQUIP RENTS AND LEASES	\$469.24
	021625670	COPIER LEASE - SEE ADD'L DESCR	\$529.09	20012200-54500	EQUIP RENTS AND LEASES	\$529.09
	021625672	COPIER LEASE - SEE ADD'L DESCR	\$747.64	20012200-54500	EQUIP RENTS AND LEASES	\$747.64
	021625705	XEROX C8170 COPIER LEASE FOR E	\$325.09	80026400-54500	EQUIP RENTS AND LEASES	\$325.09
					Vendor Total:	\$3,012.47
XYLEM WATER SOLUTIONS USA INC	3556D25527	KIT, FLYGHTCLOUD MODEM	\$3,416.99	84027221-56120	EQUIPMENT MAINTENANCE & REPAIR	\$3,416.99
					Vendor Total:	\$3,416.99
INVOICE TOTAL:						\$592,281.55

List of Checks Presented for Approval on 7/19/2024

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



Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ADAMSON POLICE PRODUCTS	INV409610	WHELEN FRONT INNER EDGE SINGLE	\$890.95	10020210-56130	EXTERNAL SERVICES	\$890.95
	INV414393	FACEPLATE	\$488.22	10521210-56130	EXTERNAL SERVICES	\$488.22
	INV404135	VEHICLE SPECIFIC FLAT, WHELEN TRAFFIC ADVISOR CABL	\$848.54	10521210-56130	EXTERNAL SERVICES	\$848.54
	INV409871	SPOTLIGHT, DRIVER SIDE BRACKET	\$1,405.12	82027114-56130	EXTERNAL SERVICES	\$1,405.12
Vendor Total:						\$3,632.83
ALPHA ANALYTICAL LABORATORIES INC	4063693- UKIAH	MISC. LABORATORY WORK AS NEEDE	\$150.00	82027111-52100	CONTRACTUAL SERVICES	\$150.00
	4066389- UKIAH	MISC. LABORATORY WORK AS NEEDE	\$150.00	82027111-52100	CONTRACTUAL SERVICES	\$150.00
	4063616- UKIAH	MISC. LABORATORY WORK AS NEEDE	\$180.00	82027111-52100	CONTRACTUAL SERVICES	\$180.00
	4063277- UKIAH	MISC. LABORATORY WORK AS NEEDE	\$220.00	82027111-52100	CONTRACTUAL SERVICES	\$220.00
	4065205- UKIAH	MISC. LABORATORY WORK AS NEEDE	\$430.00	82027111-52100	CONTRACTUAL SERVICES	\$430.00
	4066010- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$60.00	84027225-52100	CONTRACTUAL SERVICES	\$60.00
	4066166- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$60.00	84027225-52100	CONTRACTUAL SERVICES	\$60.00
	4066722- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$60.00	84027225-52100	CONTRACTUAL SERVICES	\$60.00
	4067043- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$60.00	84027225-52100	CONTRACTUAL SERVICES	\$60.00
	4067121- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$60.00	84027225-52100	CONTRACTUAL SERVICES	\$60.00
	4063022- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$75.00	84027225-52100	CONTRACTUAL SERVICES	\$75.00
	4064009- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$75.00	84027225-52100	CONTRACTUAL SERVICES	\$75.00
	4064064- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$75.00	84027225-52100	CONTRACTUAL SERVICES	\$75.00
	4064358- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$75.00	84027225-52100	CONTRACTUAL SERVICES	\$75.00
	4064007- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$85.00	84027225-52100	CONTRACTUAL SERVICES	\$85.00
	4064017- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$85.00	84027225-52100	CONTRACTUAL SERVICES	\$85.00
	4064360- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$85.00	84027225-52100	CONTRACTUAL SERVICES	\$85.00
	4064361- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$85.00	84027225-52100	CONTRACTUAL SERVICES	\$85.00
	4066223- UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$85.00	84027225-52100	CONTRACTUAL SERVICES	\$85.00

List of Checks Presented for Approval on 7/19/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ALPHA ANALYTICAL LABORATORIES INC	4066364-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$85.00	84027225-52100	CONTRACTUAL SERVICES	\$85.00
	4064015-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$95.00	84027225-52100	CONTRACTUAL SERVICES	\$95.00
	4064359-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$120.00	84027225-52100	CONTRACTUAL SERVICES	\$120.00
	4066362-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$135.00	84027225-52100	CONTRACTUAL SERVICES	\$135.00
	4064013-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$155.00	84027225-52100	CONTRACTUAL SERVICES	\$155.00
	4063081-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$218.75	84027225-52100	CONTRACTUAL SERVICES	\$218.75
	4063823-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$366.25	84027225-52100	CONTRACTUAL SERVICES	\$366.25
	4064539-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$366.25	84027225-52100	CONTRACTUAL SERVICES	\$366.25
	4065785-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$366.25	84027225-52100	CONTRACTUAL SERVICES	\$366.25
	4066685-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$366.25	84027225-52100	CONTRACTUAL SERVICES	\$366.25
	4065891-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$915.00	84027225-52100	CONTRACTUAL SERVICES	\$915.00
	4063846-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$2,387.00	84027225-52100	CONTRACTUAL SERVICES	\$2,387.00
	4063051-UKIAHSTP	MISC. LABORATORY WORK AS NEEDE	\$4,535.00	84027225-52100	CONTRACTUAL SERVICES	\$4,535.00
	Vendor Total: -----					\$12,265.75
AMAZON CAPITAL SERVICES, INC	14KT-P7YM-NTKW	FIRE BBQ SUPPLIES	\$32.00	20016100-54167	EMPLOYEE DEVELOPMENT	\$32.00
	1NHW-MT7P-6QJT	WIRE TWISTER TOOL, TOOL BAGS, BULL TOOLS	\$447.74	82027111-54102	SMALL TOOLS	\$447.74
	1NFR-76QT-9RVG	JOINT SWIVEL SOCKET ADAPTER	\$32.55	82027114-54102	SMALL TOOLS	\$32.55
	1L7M-R6JK-PCH1	PIPE CUTTER	\$76.20	82027114-54102	SMALL TOOLS	\$76.20
	1YTY-LXYV-77FJ	MONITOR STANDS, MOUSE PAD, WRIST REST	\$43.48	10020210-54100	SUPPLIES	\$43.48
	1FJ4-LMXD-1PWF	PHONES	\$152.18	10020210-54100	SUPPLIES	\$152.18
	1H1K-RCDH-KGDD	WALL MOUNT KITCHEN SINK FAUCETS	\$205.53	10022100-54100	SUPPLIES	\$205.53
	11KH-TKM1-FGL3	TREE WATERING BAGS	\$288.48	10022100-54100	SUPPLIES	\$288.48
	1V1N-Q1KY-66PF	ADULT SOFTBALL SUPPLIES	\$1,127.28	10022822-54100	SUPPLIES	\$1,127.28
	1XNQ-94V1-VKWW	SHARPIES, GEL PENS	\$117.48	10024620-54100	SUPPLIES	\$117.48
	1RQ1-KHPF-MVWT	LOCKING STORAGE CABINET	\$182.90	20012100-54100	SUPPLIES	\$182.90
	1T7M-K97X-WM91	HAND SNITIZER	\$113.65	20012200-54100	SUPPLIES	\$113.65
	1GMG-DHVM-VFD6	WIRELESS HEADSET, PENS, MOUSE	\$202.73	20013210-54100	SUPPLIES	\$202.73

List of Checks Presented for Approval on 7/19/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AMAZON CAPITAL SERVICES, INC	17YX-WTDR-VL1T	ELECTRIC STAPLER	\$60.84	20513300-54100	SUPPLIES	\$60.84
	1VNT-W63M-V3NJ	FILE FOLDERS, WIRELESS KEYBOARD & MOUSE, WEBCAM	\$331.36	20513300-54100	SUPPLIES	\$331.36
	1MQD-WMTL-PTY1	SHARPIE GEL PENS	\$5.50	73022600-54100	SUPPLIES	\$5.50
	13XP-F6H9-1YYP	ROTARY CHANGEOVER SWITCH	\$26.12	73022600-54100	SUPPLIES	\$26.12
	1L7M-R6JK-XRKT	TAPE, CABLE TIES	\$39.89	73022600-54100	SUPPLIES	\$39.89
	1J1G-YPYK-NG3F	SMART TV, WALL MOUNT	\$676.64	82027114-54100	SUPPLIES	\$338.32
				82027114-54100	SUPPLIES	\$338.32
	1MGX-Y7TN-PFPD	OTTERBOX	\$403.38	84027225-54100	SUPPLIES	\$403.38
	16JX-DT1P-6DXM	PHONE CASE, PRESSURE WASHER HOSE	\$454.00	84027225-54100	SUPPLIES	\$454.00
				Vendor Total:	\$5,019.93	
AMWINS GROUP BENEFITS INC	8501613	AUG 24 RETIREE HEALTH INSURANCE	\$4,457.53	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$4,457.53
						Vendor Total:
ANIXTER	6092337-02	(S-175-C) SPLICE, CU, NICOPRESS, 6 SOL-6 SOL, BURN	\$3,679.98	80000000-12104	INVENTORY - PURCHASES	\$3,679.98
	6092337-01	(S-175-C) SPLICE, CU, NICOPRESS, 6 SOL-6 SOL, BURN	\$5,519.96	80000000-12104	INVENTORY - PURCHASES	\$5,519.96
	6092337-03	(S-175-C) SPLICE, CU, NICOPRESS, 6 SOL-6 SOL, BURN	\$7,087.76	80000000-12104	INVENTORY - PURCHASES	\$7,087.76
					Vendor Total:	\$16,287.70
ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS	1112975	MEMBERSHIP: M SWAN	\$136.00	10020210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$136.00
						Vendor Total:
AT&T	000021970919	TELEPHONE SERVICES	\$4,453.15	20913900-55100	TELEPHONE	\$4,453.15
						Vendor Total:
AT&T MOBILITY	875108535X07142024	VOICE & DATA CELL PHONES	\$998.34	10023200-54330	COMPUTER AND TECHNOLOGY	\$43.23
				10023320-54330	COMPUTER AND TECHNOLOGY	\$43.23
				10022100-55100	TELEPHONE	\$259.38
				10022700-55100	TELEPHONE	\$23.24
				10022810-55100	TELEPHONE	\$86.46
				20913900-55100	TELEPHONE	\$86.46

List of Checks Presented for Approval on 7/19/2024

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AT&T MOBILITY	875108535X07142024	VOICE & DATA CELL PHONES	\$998.34	80026400-55100	TELEPHONE	\$55.39
				82027114-55100	TELEPHONE	\$43.23
				84027221-55100	TELEPHONE	\$136.16
				84027225-55100	TELEPHONE	\$166.17
				82027111-55210	UTILITIES	\$55.39
	832118877X071424	DATA & VOICE CELL PHONES	\$334.26	10020210-55100	TELEPHONE	\$129.69
				20620231-55100	TELEPHONE	\$15.68
				77725200-55100	TELEPHONE	\$55.39
				80026400-55100	TELEPHONE	\$86.46
				82027110-55100	TELEPHONE	\$15.68
				84027221-55100	TELEPHONE	\$31.36
	832056361X071424	APN MODEMS	\$659.93	10020210-55100	TELEPHONE	\$659.93
	287325300206X070624	IT ON CALL PHONE	\$55.39	20913900-55100	TELEPHONE	\$55.39
	287338218321X070924	DATA WATER/SEWER	\$556.36	82027114-55100	TELEPHONE	\$278.18
				84027221-55100	TELEPHONE	\$278.18
	Vendor Total:					\$2,604.28
B & B INDUSTRIAL SUPPLY INC	280817	SQUARE TUBING, TORCH CUT FEE, PRESSED STEEL CAP	\$44.07	20824700-56300	BUILDING MAINT. & REPAIR	\$44.07
	280913	CRO METAL, PRESSED STEEL CAP, ALUM FLAT BAR	\$50.70	20824700-56300	BUILDING MAINT. & REPAIR	\$50.70
	280682	ALUMINUM PLATE, SHANK ALUMA CUT CARBIDE BURR BALL	\$77.07	20824700-56300	BUILDING MAINT. & REPAIR	\$77.07
	281101	G8 COURSE, LOCK WASHER, JIMMY BAR	\$104.24	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$104.24
	280654	NYLOCK JAM NUT, COUPLER NUTS, COTTER PINS	\$6.86	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$6.86
	280977	SNAP RING ASSORTMENT	\$25.03	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$25.03
	280978	TAPERTAP, G8 FINE	\$30.14	10024210-56130	EXTERNAL SERVICES	\$30.14
	280554	SCH 40 BLACK NIPPLE 2 1/2X10, STEEL COUPLING	\$81.30	10521210-56130	EXTERNAL SERVICES	\$81.30
	281050	FLANGE BOLT G8F, HEX FLANGE LOCKNUT	\$36.80	20324100-58510	REIMBURSABLE JOBS	\$36.80
	280853	HOT FLAT BAR, HOT ROLLED ROUND. SQUARE TUBING	\$265.85	82027114-54102	SMALL TOOLS	\$265.85

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
B & B INDUSTRIAL SUPPLY INC	280964	BELT/DISC SANDER	\$330.98	84027221-54102	SMALL TOOLS	\$330.98
	281087	BENCH GRINDER, IND GRINDER STAND	\$1,310.86	84027221-54102	SMALL TOOLS	\$1,310.86
	280569	BLADE	\$369.91	84027225-54102	SMALL TOOLS	\$369.91
	280975	G8 COARSE	\$4.12	10022100-54100	SUPPLIES	\$4.12
	280466	SCH 40 GALV NIPPLE	\$27.81	10022100-54100	SUPPLIES	\$27.81
	280987	SQUARE TUBING, DEEP CARBIDE HOLE SAW, FLAT HOT BAR	\$75.61	10022100-54100	SUPPLIES	\$75.61
	281088	BENCH WIRE WHEEL LIST	\$114.20	20324100-54100	SUPPLIES	\$114.20
	Vendor Total:					\$2,955.55
BELKORP AG	982135	TECHNICL MANUAL	\$311.39	20324100-58510	REIMBURSABLE JOBS	\$311.39
					Vendor Total: \$311.39	
BRIAN STEPHEN BROWN	6/11-7/9/24	INSTRUCTOR	\$3,430.00	10022850-52100	CONTRACTUAL SERVICES	\$3,430.00
					Vendor Total: \$3,430.00	
CALIFORNIA INFRASTRUCTURE AND ECONOMIC	18-119-824	IBANK INFRASTRUCTURE FINANCING	\$165,114.79	10000000-70102	BOND INTEREST EXPENSE	\$44,763.89
				12000000-70102	BOND INTEREST EXPENSE	\$23,060.19
				10000000-70202	BOND PRINCIPAL PAYMENTS	\$64,211.87
				12000000-70202	BOND PRINCIPAL PAYMENTS	\$33,078.84
				Vendor Total: \$165,114.79		
CANTEEN SERVICE	5975:037546	WATER FILTRATION SERVICE POLICE	\$45.00	10020210-54100	SUPPLIES	\$22.50
				20620231-54100	SUPPLIES	\$22.50
				Vendor Total: \$45.00		
CHELSEE BOEHM	2024-002	GHM COLLECTIONS MANAGEMENT	\$950.00	10022700-52100	CONTRACTUAL SERVICES	\$950.00
					Vendor Total: \$950.00	
CHROMAGRAPHERICS	103983	BUSINESS CARDS: A DELAPO	\$78.91	10020210-54100	SUPPLIES	\$78.91
					Vendor Total: \$78.91	
CINTAS CORPORATION	4195394115	RUG, MAT & UNIFORM SERVICES	\$41.72	20824700-56300	BUILDING MAINT. & REPAIR	\$41.72
	4196815340	RUG, MAT & UNIFORM SERVICES	\$41.72	20824700-56300	BUILDING MAINT. & REPAIR	\$41.72
	4195394128	RUG, MAT & UNIFORM SERVICES	\$70.48	73022600-56300	BUILDING MAINT. & REPAIR	\$70.48
	4196815351	RUG, MAT & UNIFORM SERVICES	\$70.48	73022600-56300	BUILDING MAINT. & REPAIR	\$70.48
	4195394506	RUG, MAT & UNIFORM SERVICES	\$102.00	20324100-52100	CONTRACTUAL SERVICES	\$47.68

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CINTAS CORPORATION	4195394506	RUG, MAT & UNIFORM SERVICES	\$102.00	20824300-52100	CONTRACTUAL SERVICES	\$54.32
	4196815811	RUG, MAT & UNIFORM SERVICES	\$102.00	20324100-52100	CONTRACTUAL SERVICES	\$47.68
				20824300-52100	CONTRACTUAL SERVICES	\$54.32
	4196103379	RUG, MAT & UNIFORM SERVICES	\$117.15	20324100-52100	CONTRACTUAL SERVICES	\$47.68
				20824300-52100	CONTRACTUAL SERVICES	\$69.47
	4194668932	RUG, MAT & UNIFORM SERVICES	\$374.23	20324100-52100	CONTRACTUAL SERVICES	\$47.68
				20824300-52100	CONTRACTUAL SERVICES	\$326.55
	4195241895	RUG, MAT & UNIFORM SERVICES	\$35.00	31122000-52100	CONTRACTUAL SERVICES	\$35.00
	4196662591	RUG, MAT & UNIFORM SERVICES	\$35.00	31122000-52100	CONTRACTUAL SERVICES	\$35.00
	5216756348	FIRST AID SUPPLIES	\$188.81	10024620-54100	SUPPLIES	\$115.36
				84027221-54100	SUPPLIES	\$73.45
	5216756346	FIRST AID SUPPLIES	\$70.28	20324100-54100	SUPPLIES	\$70.28
	4195241858	RUG, MAT & UNIFORM SERVICES	\$51.19	77725200-54100	SUPPLIES	\$51.19
	4196662655	RUG, MAT & UNIFORM SERVICES	\$51.19	77725200-54100	SUPPLIES	\$51.19
	4194499073	RUG, MAT & UNIFORM SERVICES	\$53.06	77725200-54100	SUPPLIES	\$53.06
	4195949765	RUG, MAT & UNIFORM SERVICES	\$53.06	77725200-54100	SUPPLIES	\$53.06
	5216756367	FIRST AID SUPPLIES	\$124.52	77725200-54100	SUPPLIES	\$124.52
	5216756372	FIRST AID SUPPLIES	\$83.76	80026110-54100	SUPPLIES	\$83.76
Vendor Total:						\$1,665.65
DANIEL F MEAD	51917	DUPLICATE KEYS, REPAIRS & MISC	\$17.15	20824700-56300	BUILDING MAINT. & REPAIR	\$17.15
	51920	DUPLICATE KEYS, REPAIRS & MISC	\$53.35	10022840-54100	SUPPLIES	\$53.35
	51912	DUPLICATE KEYS, REPAIRS & MISC	\$21.78	73022600-54100	SUPPLIES	\$21.78
Vendor Total:						\$92.28
DEPARTMENT OF JUSTICE	74602	FINGERPRINTS	\$819.00	20016100-54161	BACKGROUND & PHYSICALS	\$128.00
				10022900-54169	LIVESCAN	\$211.00
				10022840-54100	SUPPLIES	\$480.00
Vendor Total:						\$819.00
EFFICIENCY SERVICES GROUP LLC	00018267	ADMIN OF EUD PUBLIC BENEFITS P	\$3,500.00	80626450-52137	PUBLIC BENEFITS PROGRAM MGMT	\$3,500.00
Vendor Total:						\$3,500.00

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ELLIES MUTT HUT	087457	INTERVIEW LUNCHES	\$83.26	20016100-54163	INTERVIEW SUPPLIES	\$83.26
					Vendor Total:	\$83.26
EVERBRIDGE INC	M82169	NIXLE 360	\$10,149.45	20913900-54320	SOFTWARE	\$10,149.45
					Vendor Total:	\$10,149.45
FILETRAIL INC	2024-0589	HOSTED FILE MANAGMENT SYSTEM	\$686.25	20012500-54320	SOFTWARE	\$686.25
					Vendor Total:	\$686.25
FRIEDMANS HOME IMPROVEMENT	INV18658436	MISC. ITEMS AS NEEDED	\$227.52	10521210-56300	BUILDING MAINT. & REPAIR	\$227.52
	INV18690897	MISC. ITEMS AS NEEDED	\$18.82	71021100-56300	BUILDING MAINT. & REPAIR	\$18.82
	INV18690521	MISC. ITEMS AS NEEDED	\$110.24	71021100-56300	BUILDING MAINT. & REPAIR	\$110.24
	INV18660879	MISC. ITEMS AS NEEDED	\$7.42	10022300-56120	EQUIPMENT MAINTENANCE & REPAIR	\$7.42
	INV18634760	MISC. ITEMS AS NEEDED	\$21.21	10022300-56120	EQUIPMENT MAINTENANCE & REPAIR	\$21.21
	INV18752700	MISC. ITEMS AS NEEDED	\$15.33	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$15.33
	INV18717405	MISC. ITEMS AS NEEDED	\$174.06	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$174.06
	INV18658289	MISC. ITEMS AS NEEDED	\$71.12	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$71.12
	INV18698563	MISC. ITEMS AS NEEDED	\$6.23	10024620-56130	EXTERNAL SERVICES	\$6.23
	INV18740522	MISC. ITEMS AS NEEDED	\$10.21	20824700-56130	EXTERNAL SERVICES	\$10.21
	INV18740764	MISC. ITEMS AS NEEDED	\$6.02	77725200-56130	EXTERNAL SERVICES	\$6.02
	INV18639037	MISC. ITEMS AS NEEDED	\$94.68	91721400-80100	MACHINERY & EQUIPMENT	\$94.68
	INV18703476	MISC. ITEMS AS NEEDED	\$114.45	91721400-80100	MACHINERY & EQUIPMENT	\$114.45
	INV18671859	MISC. ITEMS AS NEEDED	\$33.69	10024620-54124	PW - CONCRETE/SUPPLIES	\$33.69
	INV18741816	MISC. ITEMS AS NEEDED	\$26.01	20324100-58510	REIMBURSABLE JOBS	\$26.01
	INV18737431	MISC. ITEMS AS NEEDED	\$1,114.90	10022100-54102	SMALL TOOLS	\$1,114.90
	INV18703037	MISC. ITEMS AS NEEDED	\$61.65	10024620-54102	SMALL TOOLS	\$61.65
	INV18710248	MISC. ITEMS AS NEEDED	\$104.45	20824700-54102	SMALL TOOLS	\$104.45
	INV18711343	MISC. ITEMS AS NEEDED	\$32.11	83027330-54102	SMALL TOOLS	\$32.11
	INV18656849	MISC. ITEMS AS NEEDED	\$141.65	83027330-54102	SMALL TOOLS	\$141.65

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
FRIEDMANS HOME IMPROVEMENT	INV18642814	MISC. ITEMS AS NEEDED	\$278.82	83027330-54102	SMALL TOOLS	\$278.82
	INV18632911	MISC. ITEMS AS NEEDED	\$369.92	84027221-54102	SMALL TOOLS	\$369.92
	INV18696753	MISC. ITEMS AS NEEDED	\$400.90	84027221-54102	SMALL TOOLS	\$400.90
	INV18731504	MISC. ITEMS AS NEEDED	\$677.25	84027221-54102	SMALL TOOLS	\$358.20
				84027221-54100	SUPPLIES	\$319.05
	INV18709233	MISC. ITEMS AS NEEDED	\$964.33	90000000-23256	SPECIAL EVENTS TRUST	\$964.33
	INV18625308	MISC. ITEMS AS NEEDED	\$14.02	10022100-54100	SUPPLIES	\$14.02
	INV18637685	MISC. ITEMS AS NEEDED	\$24.28	10022100-54100	SUPPLIES	\$24.28
	INV18620957	MISC. ITEMS AS NEEDED	\$29.79	10022100-54100	SUPPLIES	\$29.79
	INV18608482	MISC. ITEMS AS NEEDED	\$13.77	10022840-54100	SUPPLIES	\$13.77
	INV18635041	MISC. ITEMS AS NEEDED	\$21.75	10024620-54100	SUPPLIES	\$21.75
	INV18607695	MISC. ITEMS AS NEEDED	\$79.03	10024620-54100	SUPPLIES	\$79.03
	INV18627325	MISC. ITEMS AS NEEDED	\$93.17	10024620-54100	SUPPLIES	\$93.17
	INV18749374	MISC. ITEMS AS NEEDED	\$15.88	20324100-54100	SUPPLIES	\$15.88
	INV18743094	MISC. ITEMS AS NEEDED	\$26.41	20324100-54100	SUPPLIES	\$26.41
	INV18701985	MISC. ITEMS AS NEEDED	\$22.95	20513300-54100	SUPPLIES	\$22.95
	INV18736472	MISC. ITEMS AS NEEDED	\$48.04	20513300-54100	SUPPLIES	\$48.04
	INV18699818	MISC. ITEMS AS NEEDED	\$7.56	20824700-54100	SUPPLIES	\$7.56
	INV18743269	MISC. ITEMS AS NEEDED	\$50.05	20824700-54100	SUPPLIES	\$50.05
	INV18704935	MISC. ITEMS AS NEEDED	\$61.67	20824700-54100	SUPPLIES	\$61.67
	INV18764628	MISC. ITEMS AS NEEDED	\$34.70	77725200-54100	SUPPLIES	\$34.70
	INV18638312	MISC. ITEMS AS NEEDED	\$43.97	77725200-54100	SUPPLIES	\$43.97
	INV18711687	MISC. ITEMS AS NEEDED	\$272.99	77725200-54100	SUPPLIES	\$272.99
	INV18712927	MISC. ITEMS AS NEEDED	\$6.52	80026120-54100	SUPPLIES	\$6.52
	INV18710671	MISC. ITEMS AS NEEDED	\$32.64	80026120-54100	SUPPLIES	\$32.64
	INV18712885	MISC. ITEMS AS NEEDED	\$32.65	80026120-54100	SUPPLIES	\$32.65
	INV18709477	MISC. ITEMS AS NEEDED	\$57.05	80026120-54100	SUPPLIES	\$57.05
	INV18699022	MISC. ITEMS AS NEEDED	\$127.72	80026120-54100	SUPPLIES	\$127.72
	INV18738312	MISC. ITEMS AS NEEDED	\$386.88	80026200-54100	SUPPLIES	\$386.88

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
FRIEDMANS HOME IMPROVEMENT	INV18743098	MISC. ITEMS AS NEEDED	\$18.05	80026210-54100	SUPPLIES	\$18.05
	INV18710087	MISC. ITEMS AS NEEDED	\$49.10	80026210-54100	SUPPLIES	\$49.10
	INV18632109	MISC. ITEMS AS NEEDED	\$59.11	80026220-54100	SUPPLIES	\$59.11
	INV18692938	MISC. ITEMS AS NEEDED	\$56.06	82027111-54100	SUPPLIES	\$56.06
	INV18692683	MISC. ITEMS AS NEEDED	\$219.17	82027111-54100	SUPPLIES	\$219.17
	INV18741719	MISC. ITEMS AS NEEDED	\$21.42	82027114-54100	SUPPLIES	\$21.42
	INV18669468	MISC. ITEMS AS NEEDED	\$38.06	82027114-54100	SUPPLIES	\$38.06
	INV18626877	MISC. ITEMS AS NEEDED	\$48.84	82027114-54100	SUPPLIES	\$48.84
	INV18697609	MISC. ITEMS AS NEEDED	\$82.90	82027114-54100	SUPPLIES	\$82.90
	INV18750175	MISC. ITEMS AS NEEDED	\$97.79	82027114-54100	SUPPLIES	\$97.79
	INV18630608	MISC. ITEMS AS NEEDED	\$116.48	82027114-54100	SUPPLIES	\$116.48
	INV18735843	MISC. ITEMS AS NEEDED	\$131.09	82027114-54100	SUPPLIES	\$65.55
				84027221-54100	SUPPLIES	\$65.54
	INV18748783	MISC. ITEMS AS NEEDED	\$179.29	82027114-54100	SUPPLIES	\$179.29
	INV18658980	MISC. ITEMS AS NEEDED	\$8.98	84027221-54100	SUPPLIES	\$8.98
	INV18637847	MISC. ITEMS AS NEEDED	\$22.50	84027221-54100	SUPPLIES	\$22.50
	INV18680620	MISC. ITEMS AS NEEDED	\$37.12	84027221-54100	SUPPLIES	\$37.12
	INV18634257	MISC. ITEMS AS NEEDED	\$63.67	84027221-54100	SUPPLIES	\$63.67
	INV18702043	MISC. ITEMS AS NEEDED	\$412.50	84027221-54100	SUPPLIES	\$412.50
	INV18718106	MISC. ITEMS AS NEEDED	\$114.05	84027225-54100	SUPPLIES	\$114.05
					Vendor Total:	\$8,362.66
GAYNOR TELESYSTEMS INC	INV000044489	PELCO MAINTENANCE AGREEMENT 7/1/24-6/30/25	\$9,159.96	20913900-54320	SOFTWARE	\$9,159.96
					Vendor Total:	\$9,159.96
GHILOTTI CONSTRUCTION COMPANY INC	6063A12	DOWNTOWN STREETSCAPE PHASE II	\$1,179,424.54	12024200-80230	INFRASTRUCTURE	\$654,424.15
				25224220-80230	INFRASTRUCTURE	\$497,826.84
				80126100-80230	INFRASTRUCTURE	\$13,153.85
				82027113-80230	INFRASTRUCTURE	\$7,009.85
				84427221-80230	INFRASTRUCTURE	\$7,009.85
					Vendor Total:	\$1,179,424.54

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GIRARD & ASSOCIATES	759	FIRE AUTHORITY EMS CQI AUDIT A	\$13,950.00	10521210-52100	CONTRACTUAL SERVICES	\$6,975.00
				71021100-52100	CONTRACTUAL SERVICES	\$6,975.00
				Vendor Total:		\$13,950.00
GOVERNMENT FINANCE OFFICERS ASSOCIATION	0254744 1	MEMBERSHIP: J BRUNELL	\$150.00	20013400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$150.00
				Vendor Total:		\$150.00
GRAINGER INC	9150829902	WATER PUMP	\$212.11	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$212.11
	9169394617	DRYING CLOTHS, CAR WASH BRUSH	\$223.02	10521210-54100	SUPPLIES	\$223.02
	9169414936	EAR PLUGS, BATTERIES	\$1,047.06	10521210-54100	SUPPLIES	\$1,047.06
	Vendor Total:		\$1,482.19			
GRANITE CONSTRUCTION COMPANY	2745466	MISC ROCK & ROAD PATCH MATERIAL	\$355.45	82027111-54100	SUPPLIES	\$355.45
	2745467	MISC ROCK & ROAD PATCH MATERIAL	\$1,458.42	82027114-54100	SUPPLIES	\$729.21
				84027221-54100	SUPPLIES	\$729.21
	Vendor Total:		\$1,813.87			
HINDERLITER DE LLAMAS AND ASSOCIATES	SIN040265	TRANSIENT OCCUPANCY TAX AUDIT	\$2,339.88	10013400-52100	CONTRACTUAL SERVICES	\$1,871.90
				10113400-52100	CONTRACTUAL SERVICES	\$467.98
				Vendor Total:		\$2,339.88
INFOSEND INC	266035	UB PRINT & MAIL SERVICES	\$1,086.54	80626450-52130	EDUCATIONAL & MARKETING MATL'S	\$1,086.54
					Vendor Total:	
INTEGRITY SHRED LLC	159314	DOCUMENT SHREDDING	\$65.00	10020210-54100	SUPPLIES	\$32.50
				20620231-54100	SUPPLIES	\$32.50
				Vendor Total:		\$65.00
INTERNATIONAL ASSOCIATION OF CRIME ANALYSTS	12737	MEMBERSHIP: D CASTANON	\$25.00	10020210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$25.00
					Vendor Total:	
JOHN AGUILAR	TA 7/14-22/24	TRAVEL ADVANCE	\$569.00	82027114-57100	LEARNING AND DEVELOPMENT	\$569.00
					Vendor Total:	
JOHNSONS CUSTOM LANDSCAPING INC	16083	LANDSCAPE MAINTENANCE: SUBSTATION	\$350.00	80026210-52100	CONTRACTUAL SERVICES	\$350.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
JOHNSONS CUSTOM LANDSCAPING INC	16082	LANDSCAPE MAINTENANCE: SUBSTA	\$665.00	80026400-52100	CONTRACTUAL SERVICES	\$665.00
Vendor Total:						\$1,015.00
KEVIN PIERACHINI	34455/35449	REIMBURSEMENT: T2, D3 CERTIFICATION	\$150.00	20324100-57100	LEARNING & DEVELOPMENT	\$150.00
Vendor Total:						\$150.00
LAFCO-LOCAL AGENCY FORMATION COMMISSION OF	2004 2	ANNUAL SHARE OF COST LAFCO 24/25	\$59,643.66	20012200-52304	LAFCO FEES AND PROP TAX EXP	\$59,643.66
Vendor Total:						\$59,643.66
LAKE PARTS INC	354375	2 GAUGE CABLE	\$100.72	20824700-56300	BUILDING MAINT. & REPAIR	\$100.72
	355394	WASH N WAX, INTERIOR DETAIL SUPPLIES	\$93.78	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$93.78
	353456	V-BELT	\$26.83	10022100-56130	EXTERNAL SERVICES	\$26.83
	354086	BRAKE AWAY KITS	\$53.12	10022100-56130	EXTERNAL SERVICES	\$53.12
	356134	STARTER, CORE DEPOSIT	\$342.54	10022100-56130	EXTERNAL SERVICES	\$342.54
	355467	U-JOINT	\$67.87	10024620-56130	EXTERNAL SERVICES	\$67.87
	356010	TRAILER WIRE, CONNECTION PLUG	\$36.04	80026110-56130	EXTERNAL SERVICES	\$36.04
	354350	SCREWDRIVER SET, VALVE TOOL, GAUGE	\$132.56	84027221-54102	SMALL TOOLS	\$132.56
Vendor Total:						\$853.46
LIEBERT CASSIDY WHITMORE	269410	LEGAL SERVICES PERTAINING TO E	\$1,343.50	20016100-52150	LEGAL SERVICES/EXPE NSES	\$1,343.50
Vendor Total:						\$1,343.50
LIFE ASSIST INC	1450743	MISC. EMS SUPPLIES	\$1,640.92	71021100-54107	EMS SUPPLIES	\$1,640.92
Vendor Total:						\$1,640.92
LYMAN GROUP INC	1905624	COPPER SULFATE LRG CRY5 50LB	\$2,748.66	83027330-58202	CHEMICALS	\$2,748.66
	FNCHG-2406	FINANCE CHARGE	\$3.38	77725200-54100	SUPPLIES	\$3.38
Vendor Total:						\$2,752.04
MCMASTER- CARR SUPPLY CO	27674245	GLASS TUBE FUSE	\$96.74	84027225-56504	FACILITY MAINTENANCE & REPAIR	\$96.74
Vendor Total:						\$96.74
MELINDA WALLS	FY24/25	BEACON RIGHT OF WAY AGREEMENT - AIRPOROT	\$4,860.33	77725200-52100	CONTRACTUAL SERVICES	\$4,860.33
Vendor Total:						\$4,860.33

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
MENDOCINO COUNTY AUDITOR-CONTROLLER	2404	PRPERTY TAX ADMINISTRATIVE SERVICES FY 22-23	\$18,167.45	20012200-52301	PROPERTY TAX ADMIN FEE	\$18,167.45
	2408	PROPERTY TAX ADMINISTRATIVE SERVICES FY 22/23	\$371.97	64020213-52301	PROPERTY TAX ADMIN FEE	\$371.97
	Vendor Total:					\$18,539.42
NCPA	006102-0724029	JUL 24 NCPA	\$1,086,460.00	80026440-58104	NCPA MANAGEMENT SERVICES	\$63,486.00
				80026440-58101	NCPA PLANT GENERATION	\$381,157.00
				80026440-58102	NCPA POWER PURCHASES	\$266,859.00
				80026440-58105	NCPA THIRD PARTY SALES	\$103,940.00
				80026440-58103	NCPA TRANSMISSION	\$271,018.00
				Vendor Total:		\$1,086,460.00
OFFICE DEPOT INC	373851619001	TONERS	\$541.40	10020210-54100	SUPPLIES	\$541.40
	370595010001	FLOOR CLEANER	\$70.80	20012200-54100	SUPPLIES	\$70.80
	370595179001	LYSOL, WIPES, CLEANER	\$82.53	20012200-54100	SUPPLIES	\$82.53
	372919013001	LYSOL, WIPES, CLEANER	\$82.72	20012200-54100	SUPPLIES	\$82.72
	372841372001	CLIPBOARDS	\$25.11	80026400-54100	SUPPLIES	\$25.11
	372844986001	MARKERS	\$42.01	80026400-54100	SUPPLIES	\$42.01
	372408726001	PENS	\$59.97	80026400-54100	SUPPLIES	\$59.97
	Vendor Total:					\$904.54
ONE TIME PAY VENDOR	116332-8 5	ENERGY REBATE: LINDSAY COSTA	\$200.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$200.00
	95392	ENERGY REBATE: CHRIS & SAMANTHA YOUNGHANS-HAUG	\$261.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$261.00
	0034188	REC REFUND: LOUISA RICHARD SESSION IV	\$59.50	10022300-44910	SWIMMING POOL	\$59.50
	0034188 1	REC REFUND: LOUISA RICHARD SESSION V	\$59.50	10022300-44910	SWIMMING POOL	\$59.50
	31848	REC REFUND: CHELSIE OWNBEY	\$178.50	10022300-44910	SWIMMING POOL	\$178.50
	90295-001	UTILITY REFUND: ASHLEY LANCASTER & DYLAN RABANO	\$68.54	90100000-10421	UTILITY RECEIVABLES CLEARING	\$68.54
	92147-001	UTILITY REFUND: JENNIDER HENDERSON OR ANDREW MILLE	\$98.91	90100000-10421	UTILITY RECEIVABLES CLEARING	\$98.91

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ONE TIME PAY VENDOR	98123-001	ENERGY REBATE: CAMRIN SERVIO	\$54.44	80726441-59301	YARD EQUIPMENT REBATES	\$54.44
	73088-001	ENERGY REBATE: JESUS GONZALEZ	\$97.45	80726441-59301	YARD EQUIPMENT REBATES	\$97.45
	38470001	ENERGY REBATE: CAROLINA MUNIZ	\$146.44	80726441-59301	YARD EQUIPMENT REBATES	\$146.44
	116332-8 6	ENERGY REBATE: LINDSAY COSTA	\$566.97	80726441-59301	YARD EQUIPMENT REBATES	\$566.97
	Vendor Total: -----					\$1,791.25
OREILLY AUTO PARTS	2707-303568	CORE RETURNS	(\$533.87)	20324100-56112	EQUIPMENT PARTS FOR RESALE	(\$533.87)
	2707-301784	RETURN: STEERING GEAR	(\$203.55)	20324100-56112	EQUIPMENT PARTS FOR RESALE	(\$203.55)
	2707-299245	RETURN: BELT TENSIONER	(\$66.81)	20324100-56112	EQUIPMENT PARTS FOR RESALE	(\$66.81)
	2707-299585	RETURN: TIE ROD	(\$28.48)	20324100-56112	EQUIPMENT PARTS FOR RESALE	(\$28.48)
	2707-301758	RETURN: BRAKE HARNESS	(\$27.21)	20324100-56112	EQUIPMENT PARTS FOR RESALE	(\$27.21)
	2707-299053	CORE RETURN	(\$22.00)	20324100-56112	EQUIPMENT PARTS FOR RESALE	(\$22.00)
	2707-301998	CORE RETURN	(\$22.00)	20324100-56112	EQUIPMENT PARTS FOR RESALE	(\$22.00)
	2707-303729	CORE RETURN	(\$22.00)	20324100-56112	EQUIPMENT PARTS FOR RESALE	(\$22.00)
	2707-304039	BATTERIES	\$18.50	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$18.50
	2707-299554	AIR COUPLER	\$19.07	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$19.07
	2707-303117	WIPER BLADES	\$91.39	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$91.39
	2707-296082	BATTERY, CORE CHARGE	\$251.60	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$251.60
	2707-303118	BATTERY, CORE CHARGE	\$507.55	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$507.55
	2707-297308	PRORATED BATTERY, CORE RETURN	(\$215.75)	10020210-56130	EXTERNAL SERVICES	(\$215.75)
	2707-303060	OIL FILTER	\$7.20	10020210-56130	EXTERNAL SERVICES	\$7.20
	2707-294907	CABIN FILTER, AIR FILTER	\$33.07	10020210-56130	EXTERNAL SERVICES	\$33.07
	2707-297049	DISC PAD SET	\$201.70	10020210-56130	EXTERNAL SERVICES	\$201.70
	2707-297210	BATTERY, CORE CHARGE	\$251.42	10020210-56130	EXTERNAL SERVICES	\$251.42

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
OREILLY AUTO PARTS	2707-303059	RETURN: MIRRORS	(\$453.99)	10021210-56130	EXTERNAL SERVICES	(\$453.99)
	2707-301742	BRAKE HARNESS	\$27.21	10022100-56130	EXTERNAL SERVICES	\$27.21
	2707-301615	BRAKE CONNECTION KIT	\$72.38	10022100-56130	EXTERNAL SERVICES	\$72.38
	2707-301765	BRAKE CONTROL, BRAKE HARNESS	\$106.68	10022100-56130	EXTERNAL SERVICES	\$106.68
	2707-300895	STEERING GEAR, CORE CHARGE	\$203.55	10022100-56130	EXTERNAL SERVICES	\$203.55
	2707-301711	BATTERY, CORE CHARGE	\$207.20	10022100-56130	EXTERNAL SERVICES	\$207.20
	2707-299196	AIR FILTER, CABIN FILTER	\$34.47	10024210-56130	EXTERNAL SERVICES	\$34.47
	2707-300896	POWER STEERING PULLEY	\$26.03	10024620-56130	EXTERNAL SERVICES	\$26.03
	2707-297215	POWER STEERING HOSE	\$28.42	10024620-56130	EXTERNAL SERVICES	\$28.42
	2707-297187	BELT TENSIONER, IDLER PULLEY, BELT	\$161.58	10024620-56130	EXTERNAL SERVICES	\$161.58
	2707-296659	TRANS MOUNT	\$16.43	10521210-56130	EXTERNAL SERVICES	\$16.43
	2707-296875	COOLANT	\$39.17	10521210-56130	EXTERNAL SERVICES	\$39.17
	2707-299164	BATTERY, CORE CHARGE	\$48.92	10521210-56130	EXTERNAL SERVICES	\$48.92
	2707-299351	MIRROR	\$164.39	10521210-56130	EXTERNAL SERVICES	\$164.39
	2707-296650	HEATER HOSE, COOLANT HOSE, THERMOSTAT KIT	\$214.57	10521210-56130	EXTERNAL SERVICES	\$214.57
	2707-300794	BATTERY, CORE CHARGE	\$253.77	10521210-56130	EXTERNAL SERVICES	\$253.77
	2707-301318	SIDE MIRROR	\$260.20	10521210-56130	EXTERNAL SERVICES	\$260.20
	2707-299695	MIRROR	\$289.60	10521210-56130	EXTERNAL SERVICES	\$289.60
	2707-298956	DISC PAD SET	\$80.06	20513382-56130	EXTERNAL SERVICES	\$80.06
	2707-301036	RESISTOR, BLOWER MOTOR	\$82.76	20513382-56130	EXTERNAL SERVICES	\$82.76
	2707-304049	BATTERY, CORE CHARGE	\$250.19	20824700-56130	EXTERNAL SERVICES	\$250.19
	2707-294626	AIR FILTER	\$32.26	77725200-56130	EXTERNAL SERVICES	\$32.26
	2707-299058	RETURN: DISC PAD SET	(\$80.06)	80026110-56130	EXTERNAL SERVICES	(\$80.06)
	2707-298907	AIR FILTER, OIL FILTER	\$14.38	80026110-56130	EXTERNAL SERVICES	\$14.38
	2707-298970	SEMI-MET PAD	\$35.16	80026110-56130	EXTERNAL SERVICES	\$35.16
	2707-298386	TIE RODS	\$79.14	82027111-56130	EXTERNAL SERVICES	\$79.14
	2707-298902	BALL JOINTS	\$218.29	82027111-56130	EXTERNAL SERVICES	\$218.29
	2707-296249	TIE ROD ENDS, SWAY BAR BUSHINGS, SHOCKS	\$628.45	82027111-56130	EXTERNAL SERVICES	\$628.45
	2707-298591	A/T FILTER	\$52.30	82027114-56130	EXTERNAL SERVICES	\$52.30

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
OREILLY AUTO PARTS	2707-298454	COOLANT	\$117.52	20324100-58410	GARAGE LUBRICANTS & PARTS	\$117.52
	2707-296854	CABIN FILTER	\$10.18	20324100-58510	REIMBURSABLE JOBS	\$10.18
	2707-296867	CABIN FILTER	\$15.67	20324100-58510	REIMBURSABLE JOBS	\$15.67
	2707-3042112	AIR FILTER, CABIN FILTER, OIL FILTER	\$59.70	20324100-58510	REIMBURSABLE JOBS	\$59.70
	2707-298600	BATTERY, CORE CHARGE	\$260.57	20324100-58510	REIMBURSABLE JOBS	\$260.57
	2707-294541	PLIERS	\$65.30	20324100-54102	SMALL TOOLS	\$65.30
	2707-294992	RETURN: IDLER ARM	(\$90.88)	20324100-54100	SUPPLIES	(\$90.88)
	2707-304684	DRAIN PAN	\$53.34	20324100-54100	SUPPLIES	\$53.34
	2707-302882	CAR WASH, TIRE SHINE, CAR CLEANER, TOWELS	\$85.16	82027111-54100	SUPPLIES	\$85.16
Vendor Total:						\$3,909.90
PACIFIC MARINE ENGINEERING DBA PACIFIC OUTFITTERS	BA FY 23/24	BOOT ALLOWANCE: MARTIN PENA	\$168.76	20513300-54100	SUPPLIES	\$168.76
	Vendor Total:					\$168.76
PAMELA WHITAKER	JUN 24	INSTRUCTOR	\$600.00	10022850-52100	CONTRACTUAL SERVICES	\$600.00
	Vendor Total:					\$600.00
PETERSON MECHANICAL INC	RET2324083 27679	CONTRACT WITHHOLDING: 2324083	\$10,570.58	84000000-20150	AP CONTRACT RETAINAGE	\$272.66
				84000000-20150	AP CONTRACT RETAINAGE	\$3,728.23
				84000000-20150	AP CONTRACT RETAINAGE	\$6,569.69
				Vendor Total:		\$10,570.58
PETERSON POWER SYSTEMS INC	PR060021368	CORE RETURN	(\$34.52)	20324100-58510	REIMBURSABLE JOBS	(\$34.52)
	PC060189903	BATTERY, CORE DEPOSIT	\$429.29	20324100-58510	REIMBURSABLE JOBS	\$429.29
	Vendor Total:					\$394.77
PETERSON TRUCKS INC	19124U	FILTERS, WASHER, WASHER FLUID	\$38.97	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$38.97
	19037U	BRAKLEEN, FILTERS	\$105.47	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$105.47
	19124UX1	FILTER SYSTEM, FILTER	\$362.18	20324100-56112	EQUIPMENT PARTS FOR RESALE	\$362.18
	509525F	SEAL, O-RING	\$25.42	10521210-56130	EXTERNAL SERVICES	\$25.42
	284820R	SENSOR	\$119.26	10521210-56130	EXTERNAL SERVICES	\$119.26
	392279S	SENSOR, CORE DEPOSIT	\$119.68	10521210-56130	EXTERNAL SERVICES	\$119.68

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PETERSON TRUCKS INC	18991UX1	FILTER SYSTEM	\$328.48	10521210-56130	EXTERNAL SERVICES	\$328.48
	18991U	FILTER SYSTEM, FILTERS	\$367.89	10521210-56130	EXTERNAL SERVICES	\$367.89
	19046U	FILTER SYSTEM, DRIVE BELT	\$563.00	10521210-56130	EXTERNAL SERVICES	\$563.00
	392989S	RELAY	\$62.24	20324100-58510	REIMBURSABLE JOBS	\$62.24
	393387S	BUSHING	\$224.34	20324100-58510	REIMBURSABLE JOBS	\$224.34
	392899S	STARTER, CORE DEPOSIT	\$846.09	20324100-58510	REIMBURSABLE JOBS	\$846.09
	Vendor Total:					\$3,163.02
PG&E CO	0853-6 JUN 24	PACIFIC GAS AND ELECTRIC	\$4,595.73	31122000-55210	UTILITIES	\$4,595.73
					Vendor Total:	
PUBLIC SERVICE DEPARTMENT	MAY 24	CITY UTILITIES	\$174,402.56	72022400-55211	GOLF UTILITIES	\$29,644.41
				10022100-55210	UTILITIES	\$20,717.18
				10022300-55210	UTILITIES	\$4,963.59
				10022700-55210	UTILITIES	\$687.73
				10024214-55210	UTILITIES	\$1,360.17
				10024620-55210	UTILITIES	\$491.86
				20620231-55210	UTILITIES	\$114.52
				20824300-55210	UTILITIES	\$1,274.91
				20824700-55210	UTILITIES	\$13,876.43
				64020213-55210	UTILITIES	\$553.99
				73022600-55210	UTILITIES	\$2,697.85
				77725200-55210	UTILITIES	\$3,457.81
				80026400-55210	UTILITIES	\$1,685.13
				80526150-55210	UTILITIES	\$12,225.53
				82027111-55210	UTILITIES	\$34,894.01
				83027330-55210	UTILITIES	\$9,546.86
				84027221-55210	UTILITIES	\$191.59
				84027225-55210	UTILITIES	\$36,018.99
Vendor Total:					\$174,402.56	
RADIAN GENERATION HOLDCO LLC	64649	COMPLIANCE & REPORTING SERVICE	\$500.00	80026400-52100	CONTRACTUAL SERVICES	\$500.00
					Vendor Total:	

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
RADIUS TELEMATICS LLC	INV167617	MONTHLY DATA SERVICES	\$180.00	10020210-52100	CONTRACTUAL SERVICES	\$180.00
	INV169138	MONTHLY DATA SERVICES	\$180.00	10020210-52100	CONTRACTUAL SERVICES	\$180.00
	INV170401	MONTHLY DATA SERVICES	\$180.00	10020210-52100	CONTRACTUAL SERVICES	\$180.00
					Vendor Total:	\$540.00
RAINBOW AGRICULTURAL SERVICES	73302/H	TRIMMER LINE	\$26.12	10022100-54100	SUPPLIES	\$26.12
	73304/H	TRIMMER LINE	\$64.23	10022100-54100	SUPPLIES	\$64.23
	73204/H	BATTERY PACK	\$129.56	82027114-54100	SUPPLIES	\$129.56
	890423/H	TRANSFER PUMP	\$216.66	82027114-54102	SMALL TOOLS	\$216.66
	882506/H	CHAINSAW	\$936.31	82027114-54102	SMALL TOOLS	\$468.16
				84027221-54102	SMALL TOOLS	\$468.15
	875937/H	STARTER ROPE, HANDLE, STARTER GRIP	\$257.70	84027221-54100	SUPPLIES	\$257.70
	72690/H	CHAIN LOOP	\$124.07	10022100-54100	SUPPLIES	\$124.07
	884414/H	REPLACEMENT BLADE SET	\$34.84	10024620-54100	SUPPLIES	\$34.84
	72974/H	CHAIN LOOP, FELLING WEDGE	\$104.48	10024620-54100	SUPPLIES	\$104.48
	72995/H	AIR FILTERS	\$208.89	10024620-54100	SUPPLIES	\$208.89
	882152/H	REPLACEMENT BLADE 20"	\$219.91	10024620-54100	SUPPLIES	\$219.91
					Vendor Total:	\$2,322.77
RAY C STARKEY	1006722	EMBROIDERY SERVICES	\$431.15	20824700-56300	BUILDING MAINT. & REPAIR	\$431.15
					Vendor Total:	\$431.15
REDWOOD EMPIRE MUNICIPAL INSURANCE FUND	24-06	JUN 24 REMIF MEDICAL, DENTAL & VISION	\$342,450.56	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$418.60
				20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$1,312.00
				20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$1,542.44
				20700000-20520	P/R DEDUCT.- MEDICAL INS	\$316,118.00
				20700000-20510	REMIF DENTAL	\$19,710.72
				20700000-20511	REMIF VISION	\$3,348.80
					Vendor Total:	\$342,450.56

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
REDWOOD EMPIRE TITLE COMPANY	20240269DN	PRELIMINARY REPORT: LANZ	\$400.00	20012100-52100	CONTRACTUAL SERVICES	\$400.00
Vendor Total:						\$400.00
REDWOOD TOXICOLOGY LAB INC	00169820246	DRUG SCREEN TESTING	\$53.02	10020210-52100	CONTRACTUAL SERVICES	\$53.02
Vendor Total:						\$53.02
REDWOOD TREE SERVICE STATIONS INC	JUN 24	CAR WASHES & INTERIOR CLEANING	\$509.00	10020210-56130	EXTERNAL SERVICES	\$383.00
				20324100-56130	EXTERNAL SERVICES	\$19.00
				20513382-56130	EXTERNAL SERVICES	\$39.00
				80026110-56130	EXTERNAL SERVICES	\$39.00
				82027114-56130	EXTERNAL SERVICES	\$29.00
Vendor Total:						\$509.00
REOA LTD	380	OFFICIATING OF ADULT SOFTBALL/BASKETBALL	\$1,668.00	10022821-52100	CONTRACTUAL SERVICES	\$264.00
				10022822-52100	CONTRACTUAL SERVICES	\$1,404.00
Vendor Total:						\$1,668.00
RESOURCES & RECYCLING AND RECOVERY (CALRECYCLE)	0000001578767	MSWMA OPERATIONS	\$3,780.81	92000000-59400	OTHER EXPENSES	\$3,780.81
Vendor Total:						\$3,780.81
REXEL USA INC	5F40989	RETURN: 100 MILLAMP FUSE	(\$31.12)	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	(\$31.12)
				5H57091	WIRE STRIPPER, PLIERS, WRENCH	\$231.21
				5E05439	TORX HEX KIT, KEY KIT	\$203.57
				5H03843	TEST PROBES, INDUSTRIAL TAPE	\$152.40
Vendor Total:						\$556.06
RYAN NELSON	TR 7/11-12/24	TRAVEL REIMBURSEMENT	\$71.62	10521210-57100	LEARNING AND DEVELOPMENT	\$71.62
Vendor Total:						\$71.62
SAFEWAY INC	JUN 24	MISC. PURCHASES AS REQUIRED	\$745.03	73022601-54109	CATERING INVENTORY & SERVICES	\$14.09
				73022601-54109	CATERING INVENTORY & SERVICES	\$16.44
				73022601-54109	CATERING INVENTORY & SERVICES	\$25.96

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
SAFEWAY INC	JUN 24	MISC. PURCHASES AS REQUIRED	\$745.03	90000000-23226	CONCERT SERIES	\$184.23
				10020210-54100	SUPPLIES	\$56.91
				10022832-54100	SUPPLIES	\$71.09
				20012200-54100	SUPPLIES	\$17.98
				20012200-54100	SUPPLIES	\$24.97
				20012200-54100	SUPPLIES	\$24.97
				20012200-54100	SUPPLIES	\$24.97
				20012200-54100	SUPPLIES	\$56.52
				20012800-54100	SUPPLIES	\$31.98
				20012800-54100	SUPPLIES	\$139.98
				77725200-54100	SUPPLIES	\$54.94
				Vendor Total:		\$745.03
SCOTT'S PPE RECON INC	62373	UNIFORM REPAIR	\$26.50	10521210-54106	SPECIALTY SUPPLIES	\$26.50
				Vendor Total:		\$26.50
SHN CONSULTING ENGINEERS & GEOLOGISTS INC	121731	CONSTRUCTION MAT'L TESTING	\$1,090.00	10024210-52100	CONTRACTUAL SERVICES	\$1,090.00
				Vendor Total:		\$1,090.00
SIGNATURE AVIATION US HOLDINGS INC	7825483	JET A FUEL	\$16,087.86	77725200-58401	AVIATION FUEL	\$16,087.86
	7825033	JET A FUEL	\$22,554.60	77725200-58401	AVIATION FUEL	\$22,554.60
	7828920	JET A FUEL	\$24,344.13	77725200-58401	AVIATION FUEL	\$24,344.13
	7825021	AVGAS 100LL	\$32,827.73	77725200-58401	AVIATION FUEL	\$32,827.73
			Vendor Total:		\$95,814.32	
SNAP-ON INDUSTRIAL	ARV/61817972	RATCHET KIT	\$484.57	82027111-54102	SMALL TOOLS	\$484.57
	ARV/61804731	PLIER SET, ADJUSTABLE WRENCH SET	\$1,034.42	82027111-54102	SMALL TOOLS	\$1,034.42
			Vendor Total:		\$1,518.99	
SOLID WASTES SYSTEMS INC	3614	MISC. DUMP FEES	\$121.67	10022100-54100	SUPPLIES	\$49.52
				69624621-52170	UKIAH WASTE SOLUTIONS	\$8.65
				69624621-52170	UKIAH WASTE SOLUTIONS	\$16.65
				69624621-52170	UKIAH WASTE SOLUTIONS	\$46.85

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
SOLID WASTES SYSTEMS INC	JUN 24	RESIDENTIAL GARBAGE FEES	\$62,266.87	90200000-52170	UKIAH WASTE SOLUTIONS	\$62,266.87
					Vendor Total:	\$62,388.54
SOUTHERN TIRE MART LLC	7740006372	TIRES, TUBES, REPAIRS & LABOR	\$32.67	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$32.67
	7740006314	TIRES, TUBES, REPAIRS & LABOR	\$198.11	10020210-56130	EXTERNAL SERVICES	\$198.11
	7740006435	TIRES, TUBES, REPAIRS & LABOR	\$198.11	10020210-56130	EXTERNAL SERVICES	\$198.11
	7740006293	TIRES, TUBES, REPAIRS & LABOR	\$792.43	10020210-56130	EXTERNAL SERVICES	\$792.43
	7740006286	TIRES, TUBES, REPAIRS & LABOR	\$897.67	10020210-56130	EXTERNAL SERVICES	\$897.67
	7740006393	TIRES, TUBES, REPAIRS & LABOR	\$619.06	82027114-56130	EXTERNAL SERVICES	\$619.06
					Vendor Total:	\$2,738.05
STAPLES CREDIT PLAN	6005390018	SHEET PROTECTORS, DIVIDERS, MEMO'S	\$77.00	10020210-54100	SUPPLIES	\$77.00
	6005390019	CARDSTOCK	\$56.53	10022810-54100	SUPPLIES	\$56.53
	6005390020	PILOT PENS, KLEENEX	\$68.59	20012200-54100	SUPPLIES	\$68.59
					Vendor Total:	\$202.12
STATE WATER RESOURCES CONTROL BOARD	CW-D1601-035	CLEAN WATER STATE REVOLVING FUND	\$706,667.66	82000000-70103	LOAN INTEREST	\$166,488.13
				82000000-70201	LOAN PRINCIPAL PAYMENTS	\$540,179.53
					Vendor Total:	\$706,667.66
STEVEN RATLEY	2202-15	ARCHITECTURAL SVC & PLANS FOR	\$1,170.00	80126100-80220	BUILDING IMPROVEMENTS	\$1,170.00
					Vendor Total:	\$1,170.00
SWANK MOTION PICTURES INC	DB 3677355	DIVE IN MOVIE AT THE POOL	\$490.00	90000000-23235	MOVIES IN THE PLAZA	\$490.00
					Vendor Total:	\$490.00
TARGET SOLUTIONS LEARNING LLC	INV96519	TSCRPRO VECTOR SCHEDULING PRO 7/1/24-6/30/25	\$3,272.15	10521210-52100	CONTRACTUAL SERVICES	\$3,272.15
					Vendor Total:	\$3,272.15
THURSTON CHRYSLER DODGE JEEP RAM	41811	DIAGNOSTIC LABOR CHARGE	\$190.00	10020210-56130	EXTERNAL SERVICES	\$190.00
	25828	AXLE SHAFT	\$304.59	10020210-56130	EXTERNAL SERVICES	\$304.59
					Vendor Total:	\$494.59
TIM MITCHELL	72421D	REIMBURSEMENT: MAILING FINGERPRINT CARD NEW HIRE	\$9.85	20016100-54165	NEW EMPLOYEE FINGERPRINT	\$9.85
					Vendor Total:	\$9.85

List of Checks Presented for Approval on 7/19/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
TRITECH SOFTWARE SYSTEMS	405774	CENTRALSQUARE MAINTENANCE RENEWAL	\$51,561.99	10020210-54320	SOFTWARE	\$23,168.23
				20620231-54320	SOFTWARE	\$28,393.76
	405810	CENTRALSQUARE VISION CAD RENEWAL	\$1,866.30	20620231-54320	SOFTWARE	\$1,866.30
Vendor Total:						\$53,428.29
UKIAH DAILY JOURNAL	0006833603	PUBLISHING SERVICES FY 23/24	\$171.85	10023100-52515	ADVERTISING & PUBLICATION	\$171.85
	0006833218	PUBLISHING SERVICES FY 23/24	\$287.91	10023100-52515	ADVERTISING & PUBLICATION	\$287.91
	0006833207	PUBLISHING SERVICES FY 23/24	\$192.33	10023411-52515	ADVERTISING & PUBLICATION	\$192.33
	0006836774	PUBLISHING SERVICES FY 23/24	\$56.69	20012500-52150	LEGAL SERVICES/ EXPENSES	\$56.69
	0006836876	PUBLISHING SERVICES FY 23/24	\$63.05	20012500-52150	LEGAL SERVICES/ EXPENSES	\$63.05
	0006833989	PUBLISHING SERVICES FY 23/24	\$64.63	20012500-52150	LEGAL SERVICES/ EXPENSES	\$64.63
	0006834638	PUBLISHING SERVICES FY 23/24	\$212.40	20012500-52150	LEGAL SERVICES/ EXPENSES	\$212.40
	0006831161	PUBLISHING SERVICES FY 23/24	\$241.82	20012500-52150	LEGAL SERVICES/ EXPENSES	\$241.82
	0006834872	PUBLISHING SERVICES FY 23/24	\$120.65	77725200-54100	SUPPLIES	\$120.65
Vendor Total:						\$1,411.33
UKIAH VALLEY SANITATION DIST	58070 JUN 24	SEWER: 432 OBSERVATORY AVE	\$145.35	10022100-55210	UTILITIES	\$145.35
Vendor Total:						\$145.35
UNITED SITE SERVICES	INV-4608226	PORTABLE TOILET RENTAL CONTRAC	\$99.74	82027111-52100	CONTRACTUAL SERVICES	\$99.74
Vendor Total:						\$99.74
UNIVAR SOLUTIONS USA INC	52195450	LIQUID SODIUM HYPOCHLORITE 12.	\$11,389.44	84027225-58202	CHEMICALS	\$11,389.44
Vendor Total:						\$11,389.44
VISION METERING LLC	226558	SP-IT-C1SR-2S-240V-HP: ITRON C	\$1,325.00	80026200-54100	SUPPLIES	\$1,325.00
Vendor Total:						\$1,325.00
INVOICE TOTAL:						\$4,132,733.46

List of Checks Presented for Approval on 7/26/2024

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

Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ADAMSON POLICE PRODUCTS	INV417484	SUB ASSY LTHEAD PASS RED WHITE REPLACE	\$364.71	10020210-56130	EXTERNAL SERVICES	\$364.71
					Vendor Total:	\$364.71
AMAZON CAPITAL SERVICES, INC	1HCG-MPFM- RGC4	WIRELESS KEYBOARD AND MOUSE	\$56.34	10023100-54330	COMPUTER AND TECHNOLOGY	\$56.34
	1QGQ-QL7N- P91D	MONITOR STAND	\$51.16	20013400-54330	COMPUTER AND TECHNOLOGY	\$51.16
	1VKL-FCM4- 1PMK	PAPER BAGS	\$147.08	10020210-54201	PRISONER EXPENSE	\$147.08
	1CY1-CYMV- 117Y	CONTRACTOR CLEAN UP BAGS	\$195.90	10020210-54201	PRISONER EXPENSE	\$195.90
	19WT-LT11- 1K4N	SPECIAL EVENTS SUPPLIES	\$712.86	90000000-23256	SPECIAL EVENTS TRUST	\$712.86
	1M7H-7MMJ- 37F7	KEY TAGS, DRY ERASE MARKERS	\$12.15	10020210-54100	SUPPLIES	\$12.15
	1NTY-Q71C- 6NNP	WAITING ROOM GUEST CHAIR	\$138.26	10020210-54100	SUPPLIES	\$138.26
	1JKJ-6FMC- DKDF	HALLOWEEN EVENTS SUPPLIES	\$409.11	10020210-54100	SUPPLIES	\$409.11
	1V71-QCMN- 1JF7	GLOVES	\$440.90	10020210-54100	SUPPLIES	\$440.90
	1DVT-C1FG- TJMG	POOL LADDER STEPS	\$59.75	10022100-54100	SUPPLIES	\$59.75
	1CJL-KWKV- XRMP	SHOP TOWELS, SAFETY GLASSES, GLOVES	\$176.89	10022100-54100	SUPPLIES	\$176.89
	1LJF-LXNJ- LXN4	ADULT SOFTBALL SUPPLIES	\$261.21	10022822-54100	SUPPLIES	\$261.21
	1RDC-MLYN- 1T7Y	ADULT SOFTBALL SUPPLIES	\$1,717.92	10022822-54100	SUPPLIES	\$1,717.92
	1N3J-H3JN- DR4X	ADULT VOLLEYBALL SUPPLIES	\$64.89	10022824-54100	SUPPLIES	\$64.89
	1LFT-KTYF- MLXC	DAYCAMP SUPPLIES	\$12.44	10022840-54100	SUPPLIES	\$12.44
	1C9K-FXNG- WCYM	FIRE HYDRANT WRENCHES	\$156.58	10523600-54100	SUPPLIES	\$156.58
	1LVL-XJ7W- 3NH6	RETURNED: MOUSE	(\$27.21)	20013210-54100	SUPPLIES	(\$27.21)
	1YC7-1HJ6- PHXC	FILE FOLDERS	\$35.61	20013210-54100	SUPPLIES	\$35.61
	1F7R-LMTX- M3FH	FILES FOLDERS	\$96.96	20013210-54100	SUPPLIES	\$96.96
	131N-7Q7J- P73C	USB DESK FAN	\$9.79	20013400-54100	SUPPLIES	\$9.79
	1KGR-9H9K- FJCN	DOOR NAME PLATE	\$18.49	20016100-54100	SUPPLIES	\$18.49
	1CRY--X9YH- TK1P	TAB DIVIDERS	\$29.39	20620231-54100	SUPPLIES	\$29.39

List of Checks Presented for Approval on 7/26/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
AMAZON CAPITAL SERVICES, INC	1JKF-L6FG-Q9FL	ADHESIVE DOTS	\$10.33	73022600-54100	SUPPLIES	\$10.33
	1GF7-XQ6F-PR94	PENS	\$16.10	73022600-54100	SUPPLIES	\$16.10
	1DK7-XGJN-4D9V	BOOT ALLOWANCE: DAN QUARLES	\$239.47	80026110-54100	SUPPLIES	\$239.47
	14X1-RDV4-R7YR	TOWELS	\$488.85	80026110-54100	SUPPLIES	\$488.85
	1D3T-FPHY-C3FK	SAFETY GLASSES, TAP MEASURE	\$126.42	82027114-54100	SUPPLIES	\$126.42
	1GV3-J3DR-C9X1	INSECT BAIT, RATCHET TIE DOWN, HEAT WAVE VISUAL	\$324.60	82027114-54100	SUPPLIES	\$162.30
				84027221-54100	SUPPLIES	\$162.30
Vendor Total:						\$5,982.24
AT&T	000022005099	FIBER INTERNET	\$1,502.62	20913900-52601	DATA STORAGE & CONNECTIVITY	\$1,502.62
	000021948132	TELEPHONE	\$18.31	10521210-55100	TELEPHONE	\$18.31
	00002198131	TELEPHONE	\$29.12	10521210-55100	TELEPHONE	\$29.12
Vendor Total:						\$1,550.05
BOUND TREE MEDICAL LLC	85400450	MISC. SUPPLIES AS NEEDED	\$290.92	10521210-54107	EMS SUPPLIES	\$145.46
				71021100-54107	EMS SUPPLIES	\$145.46
	85400449	MISC. SUPPLIES AS NEEDED	\$409.50	10521210-54107	EMS SUPPLIES	\$204.75
				71021100-54107	EMS SUPPLIES	\$204.75
	85400451	MISC. SUPPLIES AS NEEDED	\$409.50	10521210-54107	EMS SUPPLIES	\$204.75
				71021100-54107	EMS SUPPLIES	\$204.75
Vendor Total:						\$1,109.92
BUSINESS CARD	QRCGPRO-1799548	EMPLOYMENT ADVERTISEMENT	\$191.88	20016100-54162	ADVERTISING	\$191.88
	RZXQH34XA2	FACEBOOK ADVERTISEMENT	\$29.98	20012300-52510	ADVERTISING & PROMOTION	\$29.98
	HQA4S5UEW2	FACEBOOK ADVERTISEMENT	\$43.18	20012300-52510	ADVERTISING & PROMOTION	\$43.18
	06878J	LUNCHEON MEETING HR	\$103.88	20016100-54167	EMPLOYEE DEVELOPMENT	\$103.88
	06/10	LODGING: D BUFFALO	\$265.00	20013400-57100	LEARNING AND DEVELOPMENT	\$265.00
	3608F9FE-0010	CHATGPT SUBSCRIPTION: M CEJA	\$20.00	20012100-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$20.00
	1C78A29D-0010	CHATGPT SUBSCRIPTION: M SIMERSON	\$20.00	20012100-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$20.00
	761AC1A4-0009	CHATGPT SUBSCRIPTION: S SAGIACOMO	\$20.00	20012100-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$20.00

List of Checks Presented for Approval on 7/26/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
BUSINESS CARD	6F612A1F-0010	CHATGPT SUBSCRIPTION: T BOYL	\$20.00	20012100-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$20.00
	MC01950058	COU EMAIL PLATFORM SUBSCRIPTION	\$135.00	20012300-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$135.00
	7/03	WSJ MONTHLY SUBSCRIPTION	\$38.99	20013400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$38.99
	518D0829-001	CHATGJPT SUBSCRIPTION: S MANNION	\$20.00	20016100-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$20.00
	24000886-40127-71	STARLINK MONTHLY SUBSCRIPTION	\$500.00	20913901-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$500.00
	06/19	FINANCE MEETING SNACKS	\$80.75	20013400-54204	RECRUITMENT EXPENSES	\$80.75
	138544260	SQUARESPACE SOFTWARE	\$20.00	10022100-54320	SOFTWARE	\$20.00
	489786	SUGGESTION OX SOFTWARE	\$99.00	20913900-54320	SOFTWARE	\$99.00
	S048148 1	AVPOS SOFTWARE MONTHLY SERVICE FEE	\$50.00	77725200-54100	SUPPLIES	\$50.00
	Vendor Total:					\$1,657.66
CA DIVISION OF THE STATE ARCHITECT	2ND QTR 24	2ND QTR DISABILITY FEE 24	\$88.40	90000000-23012	STATE \$1 BUS. LIC. SET ASIDE	(\$795.60)
				90000000-23002	STATE \$4 BUSINESS LICENSE FEE	\$884.00
				Vendor Total:		\$88.40
CA FIRE CHIEFS ASSOCIATION	300000349	FIRE MEMBERSHIP	\$1,258.00	10521210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$528.36
				10523600-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$37.74
				10621600-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$251.60
				71021100-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$150.96
				71021110-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$289.34
				Vendor Total:		\$1,258.00
CALIFORNIA INTERGOVERNMENTAL RISK AUTHORITY	INV-2314	CIRA GL & WC DEDUCTIBLES FOR QTR ENDING 6/30/24	\$60,326.88	20216200-52522	LIABILITY & PROPERTY DEDUCT	\$11,233.44
				20116220-52525	WORKER'S COMP. EXPENSE	\$49,093.44
				Vendor Total:		\$60,326.88
CARDINAL PUMP COMPANY	059444	PULSAFEEDER, PULSATRON KOP KIT	\$1,896.52	82027111-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,896.52
					Vendor Total:	

List of Checks Presented for Approval on 7/26/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
CAROSE LLC	JULY 28	MYKAL ROSE 2024 SUNDAYS IN THE PARK	\$3,250.00	90000000-23226	CONCERT SERIES	\$3,250.00
					Vendor Total:	\$3,250.00
CARTER GRISSOM	JULY 28	PROMOTER FOR SUNDAYS IN THE PA	\$500.00	90000000-23226	CONCERT SERIES	\$500.00
					Vendor Total:	\$500.00
CHRISTOPHER MANN	TR 7/7-11/24	TRAVEL REIMBURSEMENT	\$307.64	10020210-57100	LEARNING AND DEVELOPMENT	\$307.64
					Vendor Total:	\$307.64
CINDY SAUERS	TR 7/10-11/24	TRAVEL RIEMBURSEMENT	\$255.45	80026400-57100	LEARNING AND DEVELOPMENT	\$255.45
					Vendor Total:	\$255.45
COFFEE CRITIC INC, THE	R35381	MISC. COFFEE SUPPLIES AS NEEDED	\$105.00	73022601-54109	CATERING INVENTORY & SERVICES	\$105.00
	17932	MISC. COFFEE SUPPLIES AS NEEDED	\$208.76	20012200-52100	CONTRACTUAL SERVICES	\$208.76
	R35184	MISC. COFFEE SUPPLIES AS NEEDED	\$100.00	20012200-54100	SUPPLIES	\$100.00
					Vendor Total:	\$413.76
COMCAST	1296 JUL 24	INTERNET SERVICES	\$195.37	20913900-55100	TELEPHONE	\$195.37
	4635 JUL 24	INTERNET SERVICES	\$250.62	20913900-55100	TELEPHONE	\$250.62
	9780 JUL 24	INTERNET SERVICES	\$255.73	73022600-55100	TELEPHONE	\$255.73
					Vendor Total:	\$701.72
DANIEL JOHNSON	TA 7/15-26/24	TRAVEL ADVANCE	\$180.00	10020210-57100	LEARNING AND DEVELOPMENT	\$180.00
					Vendor Total:	\$180.00
DAY CARTER & MURPHY LLP	31542	LEGAL SERVICES FOR WESTERN HILLS	\$2,835.00	80026400-52100	CONTRACTUAL SERVICES	\$2,835.00
	31616	LEGAL SERVICES FOR WESTERN HILLS	\$3,330.00	80026400-52100	CONTRACTUAL SERVICES	\$3,330.00
					Vendor Total:	\$6,165.00
DONALD KEITH HEWETT	TT100657	TOWING SERVICES	\$420.00	20824700-56130	EXTERNAL SERVICES	\$420.00
					Vendor Total:	\$420.00
DOOLEY ENTERPRISES INC	68241	AMMO	\$4,314.78	10020210-54100	SUPPLIES	\$4,314.78
					Vendor Total:	\$4,314.78
E SOURCE COMPANIES LLC	23709	JPA BILLING TRANSITION PROJECT	\$6,375.00	20513300-52100	CONTRACTUAL SERVICES	\$6,375.00
					Vendor Total:	\$6,375.00

List of Checks Presented for Approval on 7/26/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
FABIAN VAZQUEZ	TA 8/1-31/21	TRAVEL ADVANCE	\$1,984.00	91721400-57100	LEARNING AND DEVELOPMENT	\$1,984.00
					Vendor Total:	\$1,984.00
FISHER WIRELESS SVCS INC	13781	SMA MALE CONNECTOR FOR RG58	\$28.74	82027114-56130	EXTERNAL SERVICES	\$28.74
					Vendor Total:	\$28.74
FLOCK GROUP INC	INV-43190	FLOCK CAMERA LEASE-POLICE-5 YEAR	\$35,000.00	10020210-54500	EQUIP RENTS AND LEASES	\$35,000.00
					Vendor Total:	\$35,000.00
FLOWMSP INC	2763	ANNUAL FIRE APP LICENSE FEE	\$3,950.00	10521210-52100	CONTRACTUAL SERVICES	\$1,975.00
				71021100-52100	CONTRACTUAL SERVICES	\$1,975.00
					Vendor Total:	\$3,950.00
FRIEDMANS HOME IMPROVEMENT	INV18621847	MISC. ITEMS AS NEEDED	\$42.17	10521210-56300	BUILDING MAINT. & REPAIR	\$42.17
	INV18655823	MISC. ITEMS AS NEEDED	\$22.97	82027114-54100	SUPPLIES	\$22.97
					Vendor Total:	\$65.14
GENERAL DYNAMICS ORDNANCE & TACTICAL SYSTEMS	CO 357278	REGISTRATION: J MILLER, A SNYDER	\$1,510.00	10020210-57100	LEARNING AND DEVELOPMENT	\$1,510.00
					Vendor Total:	\$1,510.00
GHILOTTI CONSTRUCTION COMPANY INC	6071*10	RECYCLED WATER PROJECT PHASE 4	\$2,182,326.24	25224220-80230	INFRASTRUCTURE	\$180,854.00
				82127113-80230	INFRASTRUCTURE	\$23,742.98
				83027330-80230	INFRASTRUCTURE	\$1,977,729.26
	6095*03	URBAN CORE REHAB AND TRANSPORT	\$765,165.00	50024220-80230	INFRASTRUCTURE	\$6,666.67
				82127113-80230	INFRASTRUCTURE	\$246,396.67
				84427221-80230	INFRASTRUCTURE	\$512,101.66
					Vendor Total:	\$2,947,491.24
GOLDEN STATE RISK	INV-003538	UVFD WORKER COMP, LIABILITY, PROPERTY INSURANCE	\$21,095.00	10521210-52521	LIABILITY INSURANCE PREMIUM	\$18,500.00
				10521210-52181	VOLUNTEER EXPENSES	\$2,595.00
					Vendor Total:	\$21,095.00
GRADY HURN	TR 7/7-12/24	TRAVEL REIMBURSEMENT	\$139.31	80026110-57100	LEARNING AND DEVELOPMENT	\$139.31
					Vendor Total:	\$139.31

List of Checks Presented for Approval on 7/26/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
GRAINGER INC	9166364530	IMPACT SKT NKL ALM BRZ	\$211.78	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$211.78
	9166364548	HAND RATCHET, COMBINATION WRENCH	\$532.61	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$532.61
	9166364522	PIPE WRENCH	\$1,027.53	84027225-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,027.53
	9169590586	CAM AND GROOVE ADAPTER, COUPLING	\$459.02	84027225-56504	FACILITY MAINTENANCE & REPAIR	\$459.02
	9167784348	BUFFER SOLUTION	\$112.44	84027225-54103	LAB SUPPLIES	\$112.44
Vendor Total:						\$2,343.38
HAPPY RIDES INC	CB011	CDBG BUSINESS ASSISTANCE LOAN PROGRAM	\$140,000.00	61123410-59500	LOANS ISSUED	\$140,000.00
					Vendor Total:	\$140,000.00
HERC RENTALS INC	34577433-001	WATER TRUCK RENTAL: MAY	\$3,423.55	82027114-56410	EQUIPMENT RENTAL - PRIVATE	\$1,711.78
				84027221-56410	EQUIPMENT RENTAL - PRIVATE	\$1,711.77
	34577433-002	WATER TRUCK RENTAL: JUNE	\$3,423.55	84027225-56410	EQUIPMENT RENTAL - PRIVATE	\$3,423.55
					Vendor Total:	\$6,847.10
INFOSEND INC	265638	UB PRINT & MAIL SERVICES	\$4,447.00	20513300-52100	CONTRACTUAL SERVICES	\$4,447.00
					Vendor Total:	\$4,447.00
INLAND WATER & POWER COMM	2024.1A	POTTER VALLEY PROJECT LEGAL FEES	\$60,000.00	82027110-52100	CONTRACTUAL SERVICES	\$60,000.00
					Vendor Total:	\$60,000.00
INTEGRITY SHRED LLC	159771	DOCUMENT SHREDDING	\$30.50	20016100-52100	CONTRACTUAL SERVICES	\$30.50
					Vendor Total:	\$30.50
JAMES BROWN	TR 6/1-7/24	TRAVEL REIMBURSEMENT	\$926.72	20913900-57100	LEARNING AND DEVELOPMENT	\$926.72
					Vendor Total:	\$926.72
JENNIFER M BRAUS	20240816	AMBULANCE BILLING SERVICES	\$2,945.20	71021100-52110	AMBULANCE BILLING	\$2,945.20
					Vendor Total:	\$2,945.20
JOHNSON CONTROLS FIRE PROTECTION LP	24217367	HALON SAFETY TEST/INSPECTION	\$699.18	20824700-52100	CONTRACTUAL SERVICES	\$699.18
					Vendor Total:	\$699.18
JUSTIN COLETTI	JULY 28	DUBCRAFT 2024 SUNDAYS IN THE PARK	\$500.00	90000000-23226	CONCERT SERIES	\$500.00
					Vendor Total:	\$500.00

List of Checks Presented for Approval on 7/26/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
KIMBALL MIDWEST	102286139	GLOVES	\$403.06	84027225-54100	SUPPLIES	\$403.06
					Vendor Total:	\$403.06
KIRBY CONSTRUCTION COMPANY INC	240600	SPEC 24-01 HASTINGS TENANT IMP	\$230,427.12	80126100-80220	BUILDING IMPROVEMENTS	\$230,427.12
					Vendor Total:	\$230,427.12
KONOCITI RIDGE CORPORATION	149493	EXTERMINATOR SERVICES	\$85.00	10521210-56300	BUILDING MAINT. & REPAIR	\$85.00
					Vendor Total:	\$85.00
L'AUDIO NORTH	JULY 28	CONCERT SOUND SYSTEM 2024 SUND	\$2,500.00	90000000-23226	CONCERT SERIES	\$2,500.00
					Vendor Total:	\$2,500.00
LARRY WALKER ASSOCIATES INC	00564.08-34	CONSULTING SVCS - NPDES & RECY	\$2,321.00	84027225-52100	CONTRACTUAL SERVICES	\$2,321.00
					Vendor Total:	\$2,321.00
LEXIPOL LLC	INVLEX11238659	LEXIPOL RENEWAL	\$5,830.00	63020210-52100	CONTRACTUAL SERVICES	\$5,830.00
					Vendor Total:	\$5,830.00
MARCUS FREEMAN	TA 7/28-8/2/24	TRAVEL ADVANCE	\$1,753.20	82027111-57100	LEARNING AND DEVELOPMENT	\$1,753.20
					Vendor Total:	\$1,753.20
MARK PARDINI	155949	ICE MACHINE, ICE MAKER	\$3,620.45	82027111-54100	SUPPLIES	\$3,620.45
					Vendor Total:	\$3,620.45
MAVERICK NETWORKS, INC	2401686	SERVICE: REMOTE SERVICE T&M	\$80.00	20913900-52100	CONTRACTUAL SERVICES	\$80.00
					Vendor Total:	\$80.00
MEAD & HUNT INC	369699	CONSTRUCTION ADMIN SVCS FOR RU	\$5,328.75	77825200-80230	INFRASTRUCTURE	\$5,328.75
	367948	CONSTRUCTION ADMIN SVCS FOR RU	\$14,036.00	77825200-80230	INFRASTRUCTURE	\$14,036.00
					Vendor Total:	\$19,364.75
MENDO MILL & LUMBER CO	13166/1	ACE RSTP SPRAY, BRAKE CLEANER, HANGER STRGE TOOL	\$125.01	10521210-56300	BUILDING MAINT. & REPAIR	\$125.01
	12622/1	FIRE EXT REC, FASTENERS	\$58.34	10521210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$58.34
	12715/1	BATTERIES, BRAKE PARTS CLEARNER, PLUNGER, SWITCH	\$72.43	10521210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$72.43
	12100/1	MLW DRVR BIT SET, PIOT DRVR SET, DW RT ANGLE, FAST	\$204.97	10521210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$204.97
	13543/1	COOLER, BOLT U SQ, FASTENERS	\$325.21	10521210-56120	EQUIPMENT MAINTENANCE & REPAIR	\$38.22
				10521210-54100	SUPPLIES	\$286.99
	12521/1	CURCUIT ALERT, LUG EXTREME	\$64.47	91721400-80100	MACHINERY & EQUIPMENT	\$64.47

List of Checks Presented for Approval on 7/26/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
MENDO MILL & LUMBER CO	13600/1	RECIP BIM SET, DRILL SET, RATCHETING WRENCH SET	\$1,315.46	91721400-80100	MACHINERY & EQUIPMENT	\$1,315.46
	12744/1	SHARPI, BLUE TOOLS, ACE SLIMPLUG	\$25.83	10521210-54102	SMALL TOOLS	\$25.83
	13047/1	KEY BOX MAGNET, KEYS	\$14.53	10521210-54100	SUPPLIES	\$14.53
	13110/1	LED UTLITY LIGHT LAMP	\$55.17	10521210-54100	SUPPLIES	\$55.17
	13167/1	LASHING STRAP, TIE WIRE, VERSA STRAP, SPRING SNAP	\$129.09	10521210-54100	SUPPLIES	\$129.09
	12916/1	EXTENSION CORDS, SPRAY PAINT	\$221.27	10521210-54100	SUPPLIES	\$221.27
	13956/1	COOLER	\$345.19	10521210-54100	SUPPLIES	\$345.19
Vendor Total:						\$2,956.97
MILLVIEW COUNTY WATER DISTRICT	10184 JUN 24	WATER SERVICES: 141 LOVERS LANE	\$59.11	10521210-55210	UTILITIES	\$59.11
	Vendor Total:					\$59.11
OCCU-MED LTD	0724511	PRE-EMPLOYMENT PHYSICAL	\$1,958.40	10020210-54161	BACKGROUND & PHYSICALS	\$1,247.80
				20016100-54161	BACKGROUND & PHYSICALS	\$710.60
	Vendor Total:					\$1,958.40
ONE TIME PAY VENDOR	55471-001	ENERGY REBATE: SUSAN HADEL	\$50.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$50.00
	36400-00 1	ENERGY REBATE: SEAN WHITE	\$100.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$100.00
	115864-1 2	ENERGY REBATE: TRACY FLETCHER	\$100.00	80626450-52135	ENERGY CONSERVATION PROGRAM	\$100.00
	32424	REC REFUND: JASON KORTE	\$276.25	10022840-44915	RECREATION PROGRAM INCOME	\$276.25
	31450	REC REFUND: CHELSEA OROZCO	\$297.50	10022840-44915	RECREATION PROGRAM INCOME	\$297.50
	0034657	REC REFUND: MIRIAM VILLVA	\$21.25	10022300-44910	SWIMMING POOL	\$21.25
	31336	REC REFUND: EILEEN TRAVIS	\$59.50	10022300-44910	SWIMMING POOL	\$59.50
	31499/31498/ 31454	REC REFUND: LAURA FOGG	\$344.25	10022300-44910	SWIMMING POOL	\$344.25
	49759-001	UTILITY REFUND: SHANTABEN PATEL	\$126.23	90100000-10421	UTILITY RECEIVABLES CLEARING	\$126.23
	71846-001	UTILITY REFUND: SARA BOWERMAN	\$150.00	90100000-10421	UTILITY RECEIVABLES CLEARING	\$150.00
	91504-001 1	ENERGY REBATE: NICK PALMER	\$173.12	80726441-59301	YARD EQUIPMENT REBATES	\$173.12

List of Checks Presented for Approval on 7/26/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
ONE TIME PAY VENDOR	36400-0 2	ENERGY REBATE: SEAN WHITE	\$179.10	80726441-59301	YARD EQUIPMENT REBATES	\$179.10
					Vendor Total:	\$1,877.20
ONESOURCE DISTRIBUTORS LLC	S007526382.004	(HW-B-2) HARDWARE, BOLT, 1/2" X 2" EVERDURE (PG&E	\$6.55	80000000-12104	INVENTORY - PURCHASES	\$0.53
				80026110-54100	SUPPLIES	\$6.02
	S007526382.005	(HW-B-2) HARDWARE, BOLT, 1/2" X 2" EVERDURE (PG&E	\$239.53	80000000-12104	INVENTORY - PURCHASES	\$19.53
				80026110-54100	SUPPLIES	\$220.00
	S007526382.002	(HW-B-2) HARDWARE, BOLT, 1/2" X 2" EVERDURE (PG&E	\$3,299.78	80000000-12104	INVENTORY - PURCHASES	\$3,134.30
				80026110-54100	SUPPLIES	\$165.48
					Vendor Total:	\$3,545.86
OSCAR GONZALEZ	TA 7/28-8/2/24	TRAVEL ADVANCE	\$2,235.43	82027111-57100	LEARNING AND DEVELOPMENT	\$2,235.43
					Vendor Total:	\$2,235.43
OWEN EQUIPMENT SALES	00064019	HOSE END WELDMENT	\$413.14	82027114-56130	EXTERNAL SERVICES	\$206.57
				84027221-56130	EXTERNAL SERVICES	\$206.57
	00064116	SEAL ASSEMBLY, HOSE END WELDMENT	\$1,761.04	82027114-56130	EXTERNAL SERVICES	\$880.52
				84027221-56130	EXTERNAL SERVICES	\$880.52
					Vendor Total:	\$2,174.18
PACE SUPPLY CORPORATION	029640325	SINGLE OVAL CAPACITATOR	\$8.14	20824700-56300	BUILDING MAINT. & REPAIR	\$8.14
	029635889	ROYAL SLOAN, REGAL SLOAN	\$430.40	10022100-54100	SUPPLIES	\$430.40
	019651198	CLAY COUPLING	\$368.25	84027221-54100	SUPPLIES	\$368.25
					Vendor Total:	\$806.79
PACIFIC INFRASTRUCTURE CORPORATION	6	THICKENING AND DEWATERING IMPR	\$255,871.48	84027225-80100	MACHINERY & EQUIPMENT	\$255,871.48
	7	THICKENING AND DEWATERING IMPR	\$336,478.38	84027225-80100	MACHINERY & EQUIPMENT	\$336,478.38
					Vendor Total:	\$592,349.86
PETERSON TRUCKS INC	284797R	VALVE COVER GASKET	\$51.83	10521210-56130	EXTERNAL SERVICES	\$51.83
					Vendor Total:	\$51.83
PFM ASSET MANAGEMENT LLC	14318952	FINANCIAL ADVISORY SERVICES	\$2,532.57	20013600-52100	CONTRACTUAL SERVICES	\$2,532.57
					Vendor Total:	\$2,532.57

List of Checks Presented for Approval on 7/26/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
PG&E CO	8716-1 JUN 24	PACIFIC GAS AND ELECTRIC	\$16,057.00	82027111-55210	UTILITIES	\$16,057.00
Vendor Total:						\$16,057.00
PITNEY BOWES INC	STMT JUL 24	POSTAGE MACHINE LEASE & SUPPLI	\$100.00	73022600-54101	POSTAGE	\$100.00
Vendor Total:						\$100.00
PSOMAS	209945	LAND SURVEY & MAPPING SVCS-WES	\$1,936.00	20012200-52304	LAFCO FEES AND PROP TAX EXP	\$1,936.00
Vendor Total:						\$1,936.00
PUBLIC RISK, INNOVATION, SOLUTIONS AND MANAGEMENT	25400076	EMPLOYEE ASSISTANCE PROGRAM	\$67.62	10521210-52181	VOLUNTEER EXPENSES	\$67.62
Vendor Total:						\$67.62
RAINBOW AGRICULTURAL SERVICES	73151 /H	LARGE PACKOUT TOOL BOX	\$97.95	83027330-54100	SUPPLIES	\$97.95
Vendor Total:						\$97.95
REDWOOD WASTE SOLUTIONS INC	176059264U039	GARBAGE SERVICE- 141 LOVERS LANE	\$83.71	10521210-55210	UTILITIES	\$83.71
	176059366U039	GARBAGE SERVICE: 1500 S STATE	\$83.71	10521210-55210	UTILITIES	\$83.71
	Vendor Total:					\$167.42
RELIANCE ENTERPRISES	47380	ICE MACHINE REPAIR	\$827.31	73022600-56120	EQUIPMENT MAINTENANCE & REPAIR	\$827.31
Vendor Total:						\$827.31
REOA LTD	380 1	OFFICIATING OF ADULT SOFTBALL/BASKET-BALL	\$1,091.00	10022821-52100	CONTRACTUAL SERVICES	\$264.00
				10022822-52100	CONTRACTUAL SERVICES	\$827.00
				Vendor Total:		\$1,091.00
REXEL USA INC	5G18362	WALLPACK	\$739.13	84027225-56300	BUILDING MAINT. & REPAIR	\$739.13
Vendor Total:						\$739.13
RICHARD ANDERSON	240701-1	AGREEMENT FOR PROF.SVC'S FOR W	\$13,448.54	20913900-52100	CONTRACTUAL SERVICES	\$13,448.54
Vendor Total:						\$13,448.54
RINEHART OIL INC	CL43946	FUEL CARD SERVICES AS PER ATTA	\$376.10	84027225-56210	FUEL & FLUIDS	\$376.10
Vendor Total:						\$376.10
ROGINA WATER COMPANY	JUN 24	WATER SERVICE: 1301 TALMAGE RD	\$32.03	10521210-55210	UTILITIES	\$32.03
Vendor Total:						\$32.03
RYAN MATTHEW JACKSON	061824	SERVICE CALL: MUSEUM & I.T	\$375.00	20913900-52100	CONTRACTUAL SERVICES	\$375.00
Vendor Total:						\$375.00

List of Checks Presented for Approval on 7/26/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
SANTA ROSA JUNIOR COLLEGE	AR24-01834	REGISTRATION: E SINGLETON	\$35.75	10521210-57100	LEARNING AND DEVELOPMENT	\$35.75
					Vendor Total:	\$35.75
SIERRA TREE COMPANY INC	1048	ELECTRIC UTILITY LINE TREE TRIMMING	\$106,950.00	80026110-52100	CONTRACTUAL SERVICES	\$106,950.00
					Vendor Total:	\$106,950.00
SNAP-ON INDUSTRIAL	ARV/61841142	SCREW DRIVER SET	\$207.93	80026110-54102	SMALL TOOLS	\$207.93
	ARV/61821100	COMBO WRENCH SET	\$466.82	82027111-54102	SMALL TOOLS	\$466.82
					Vendor Total:	\$674.75
SOFIA JOHANSEN	TA 8/1-31/24	TRAVEL ADVANCE	\$1,984.00	91721400-57100	LEARNING AND DEVELOPMENT	\$1,984.00
					Vendor Total:	\$1,984.00
STRYKER SALES CORPORATION	9206472191	LIFEPAK	\$6,093.59	10521210-52111	DEFIBRILLATOR MAINTENANCE	\$4,265.51
				71021100-52111	DEFIBRILLATOR MAINTENANCE	\$1,828.08
	9204326199	5 YEAR LIFEPAK15 AND LUCAS SYS	\$8,206.10	10521210-52111	DEFIBRILLATOR MAINTENANCE	\$4,103.05
				71021100-52111	DEFIBRILLATOR MAINTENANCE	\$4,103.05
					Vendor Total:	\$14,299.69
SUNBELT SOLOMON SERVICES, LLC	391067	REPAIR OF PADMOUNTED SWITCHGEAR (PMS-309), S/N: CP	\$6,001.03	80026120-54100	SUPPLIES	\$6,001.03
					Vendor Total:	\$6,001.03
THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	4703265374	JUNE 2024 LINCOLN PREMIUM	\$2,741.55	20700000-20523	P/R DEDUCT-LTD	(\$101.95)
				20700000-20523	P/R DEDUCT-LTD	\$2,486.80
				20700000-20512	REMIF LIFE	\$6.15
				20700000-20512	REMIF LIFE	\$42.75
				20700000-20512	REMIF LIFE	\$307.80
	4713586489	JUL 24 LINCOLN PREMIUM	\$2,756.03	20700000-20523	P/R DEDUCT-LTD	(\$40.66)
				20700000-20523	P/R DEDUCT-LTD	\$2,446.14
				20700000-20512	REMIF LIFE	\$42.75
				20700000-20512	REMIF LIFE	\$307.80
					Vendor Total:	\$5,497.58
THOMAS COREY	P-742	SEWER LATERAL: REIMBURSEMENT	\$2,000.00	84427221-59501	GRANTS ISSUED	\$2,000.00
					Vendor Total:	\$2,000.00

List of Checks Presented for Approval on 7/26/2024

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail		
TODD AFMAN	423628	MASTERLOCKS	\$697.28	80000000-12104	INVENTORY - PURCHASES	\$697.28
					Vendor Total:	\$697.28
TRACI BOYL	4439	REIMBURSEMENT: WORKSHOP SUPPLIES T BOYL	\$106.34	20012800-54100	SUPPLIES	\$106.34
					Vendor Total:	\$106.34
TUFTS POLYGRAPH & INVESTIGATION	2024-943 (A)	POLYGRAPH & INVESTIGATION SERV	\$1,250.00	10020210-54161	BACKGROUND & PHYSICALS	\$1,250.00
					Vendor Total:	\$1,250.00
UKIAH MAIN STREET PROGRAM	2ND QTR 2024	2ND QTR 2024 DOWNTOWN IMPROVEMENT	\$1,752.85	31212600-52115	PERFORMANCE AGREEMENTS	\$1,752.85
					Vendor Total:	\$1,752.85
UKIAH TROPHIES & GIFTS	0002009	SHIRTS/EMBROIDERY SERVICES: PARKS	\$54.98	10022100-54100	SUPPLIES	\$54.98
	0002028	SHIRTS/EMBROIDERY SERVICES: PARKS	\$274.91	10022100-54100	SUPPLIES	\$274.91
					Vendor Total:	\$329.89
UKIAH VALLEY ASSOCIATION FOR HABILITATION INC	IN25561	JANITORIAL SERVICES AT WWTP FY	\$1,080.00	84027225-52100	CONTRACTUAL SERVICES	\$1,080.00
					Vendor Total:	\$1,080.00
UNITED SITE SERVICES	114-13886682	PORTABLE TOILET RENTAL CONTRAC	\$851.63	90000000-23226	CONCERT SERIES	\$851.63
	INV-4606449	PORTABLE TOILET RENTAL CONTRAC	\$214.28	10022832-54100	SUPPLIES	\$214.28
					Vendor Total:	\$1,065.91
UNIVAR SOLUTIONS USA INC	52169166	LIQUID SODIUM HYPOCHLORITE 12.	\$10,969.31	84027225-58202	CHEMICALS	\$10,969.31
					Vendor Total:	\$10,969.31
US CELLULAR	664120178	CELL PHONES	\$249.81	20913900-55100	TELEPHONE	\$24.73
				82027111-55100	TELEPHONE	\$178.96
				84027225-55100	TELEPHONE	\$46.12
					Vendor Total:	\$249.81
WILLOW COUNTY WATER DIST	10010 JUN 24	WATER SERVICE: 1500 S STATE ST	\$41.73	10521210-55210	UTILITIES	\$41.73
					Vendor Total:	\$41.73
WIPF CONSTRUCTION LLC	12617	DELIVERY OF VARIOUS MATERIALS	\$1,031.76	82027114-54100	SUPPLIES	\$515.88
				84027221-54100	SUPPLIES	\$515.88
					Vendor Total:	\$1,031.76
XEROX CORP	021723586	COPIER LEASE - SEE ADD'L DESCR	\$273.54	10022700-52100	CONTRACTUAL SERVICES	\$273.54

List of Checks Presented for Approval on 7/26/2024

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Account Detail and Allocation Detail					
XEROX CORP	021723585	COPIER LEASE - SEE ADD'L DESCR	\$156.00	10020210-54500	EQUIP RENTS AND LEASES	\$109.20			
				20620231-54500	EQUIP RENTS AND LEASES	\$31.20			
				64020213-54500	EQUIP RENTS AND LEASES	\$15.60			
	021723592	COPIER LEASE - SEE ADD'L DESCR	\$162.13	10521210-54500	EQUIP RENTS AND LEASES	\$162.13			
	Vendor Total:					\$591.67			
	ZAB ENTERPRISES INC	JUN 24 CC	PROVIDE MISC. FOOD DISHES AS N	\$880.45	73022601-54109	CATERING INVENTORY & SERVICES	\$880.45		
Vendor Total:					\$880.45				
INVOICE TOTAL:					\$4,396,857.92				

TO: MaryJo Reynolds, Accounts Payable
 CC: Sarah Brown
 FROM: Lauren Ruffin

RE: Payroll & Vendor Checks for Agenda Item
 DATE: 07/12/24

FOR PAY DATE OF:	07/12/24		
PAYROLL PERIOD:	06/23/24	TO	07/06/24
PAYROLL CHECK #'s:	515907	TO	516014
PAYROLL STUB #'s:	129425	TO	129769

TOTAL EMPLOYEE CHECKS:	\$72,061.80
TOTAL ACH TRANSACTIONS:	\$ 706,889.32
SUBTOTAL: PAYROLL CKS & DIRECT DEPOSITS	\$ 778,951.12
TOTAL VENDOR CHECKS:	\$ 3,973.50
TOTAL VENDOR EFT PAYMENTS	\$ 12,111.13
TOTAL EFT PAYMENTS - COU	\$ 439,194.47
SUBTOTAL: EFT PAYMENTS	\$ 455,279.10
GRAND TOTAL:	\$ 1,234,230.22

REISSUE OF VOID CK OR MANUAL CHECK:		PAYABLE TO:	
MISC check	516014	\$103.44	Marrow, Kristen

VOID CHECK NO:		PAYABLE TO:	
	129263	\$541.17	Marrow, Kristen

TO: MaryJo Reynolds, Accounts Payable
 CC: Sarah Brown
 FROM: Lauren Ruffin

RE: Payroll & Vendor Checks for Agenda Item
 DATE: 07/26/24

FOR PAY DATE OF:	07/26/24		
PAYROLL PERIOD:	07/07/24	TO	07/20/24
PAYROLL CHECK #'s:	516015	TO	516115
PAYROLL STUB #'s:	129770	TO	130134

TOTAL EMPLOYEE CHECKS:	\$80,494.74
TOTAL ACH TRANSACTIONS:	\$ 759,236.34
SUBTOTAL: PAYROLL CKS & DIRECT DEPOSITS	\$ 839,731.08
TOTAL VENDOR CHECKS:	\$ 507.50
TOTAL VENDOR EFT PAYMENTS	\$ 12,104.71
TOTAL EFT PAYMENTS - COU	\$ 432,584.78
SUBTOTAL: EFT PAYMENTS	\$ 445,196.99
GRAND TOTAL:	\$ 1,284,928.07

REISSUE OF VOID CK
 OR MANUAL CHECK:
 MISC check

PAYABLE TO:

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VOID CHECK NO:

PAYABLE TO:

_____	_____
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_____	_____



AGENDA SUMMARY REPORT

SUBJECT: Council will Consider Entering into an Agreement with ChargePoint for the Proposed Ukiah Electric Vehicle Charging Stations Project, and Authorize the City Manager to Negotiate and Execute the Agreement.

DEPARTMENT: Electric Utility

PREPARED BY: Cindy Sauers, Electric Utility Director

PRESENTER: Cindy Sauers, Electric Utility Director

ATTACHMENTS:

1. CEC-ChargePoint_REV Grant Participation Agreement_Ukiah_(7-30-2024)_Final

Summary: The City Council will consider entering into an agreement with ChargePoint for the Proposed Ukiah Electric Vehicle Charging Stations Project.

Background: On August 16, 2023, Council approved a Memorandum of Understanding (MOU) with ChargePoint to further explore a partnership for the installation of chargers in Ukiah. ChargePoint was awarded \$1,537,296 from the California Energy Commission (CEC)'s REV grant to provide charging access in rural areas, especially those designated as disadvantaged or low-income by the Department of Housing and Community Development. Certain areas of Ukiah fall within the low-income definition and make Ukiah an ideal location to increase charging opportunities.

The grant provides funding for one "hub" location and four "spoke" locations. The hub site will have four DC fast charging ports and two level 2 ports. The spoke locations will have ten level 2 charging ports. Three locations were under consideration: Leslie, adjacent to the new Courthouse site for the hub, Anton Stadium and the Airport for two spoke sites.

Following the execution of the MOU, the Electric Utility worked with ChargePoint to complete site surveys to ensure buildability at each location. Evaluation of each site resulted in the elimination of two of the three locations, Leslie Street and the Airport. Two new sites were proposed; the City Parking Lot C (north of the Library) for the hub, and Low Gap Park parking lot. The Anton Stadium parking lot remained as the second spoke site. Additionally, in an effort to reduce the capital output, the Electric Utility requested that the number of chargers at the spoke sites be reduced to six ports. The infrastructure installed and paid for with the grant funding will be sufficient to add additional ports at a later date if needed.

Discussion: The agreement (Attachment 1) outlines the responsibilities of both ChargePoint and the City of Ukiah. ChargePoint will hire, manage, and pay the contractor to build the charging location and ensure that all City, State and grant requirements are met. Additionally, they will be responsible for full management of the grant. The City of Ukiah will own and operate the chargers with a 5-year maintenance agreement with ChargePoint. Costs will be shared, ChargePoint will pay for design, site development, and utility upgrades and the City will cover the cost of the chargers, the maintenance agreement, tax and shipping. The total estimated expenditure from the Electric Utility is \$695,548 and the grant will cover \$714,746. The Utility expects a 7-year payback on the spoke sites based on revenue from the existing chargers in Lot A, and is currently evaluating bringing a new DC charging rate to the Council.

Staff recommends Council authorize the City Manager to negotiate and execute the agreement.

Recommended Action: Authorize City Manager to negotiate and execute the agreement with ChargePoint for the proposed Ukiah Electric Vehicle Charging Stations Project.

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

DIVERSITY-EQUITY INITIATIVES (DEI): N/A

CLIMATE INITIATIVES (CI): 2c – Encourage clean vehicles when active transportation is not feasible.

GENERAL PLAN ELEMENTS (GP):GP-A3 - Mobility Element

Approved:


Sage Sangiacomo, City Manager

EV GRANT IMPLEMENTATION FRAMEWORK AGREEMENT

This EV Grant Implementation Framework Agreement (this “Agreement”) is entered into as of _____ (the “Effective Date”) by and between ChargePoint, Inc., a Delaware corporation (“ChargePoint”), with its principal place of business at 240 East Hacienda Avenue, Campbell, CA 95008 and The City of Ukiah, acting through its electric utility (“Operator”), with its principal place of business at 300 Seminary Avenue, Ukiah, CA 95482 (each of ChargePoint and Operator, individually a “Party” and collectively, the “Parties”).

WHEREAS, Operator is interested in engaging with ChargePoint for various opportunities in select electric vehicle charging markets.

WHEREAS, ChargePoint has developed the ChargePoint Network and other products for its Charging Stations and has participated in various state and federal incentive programs resulting in awarded State Grants.

WHEREAS, pursuant to the State Grants, ChargePoint has certain rights in respect of one or more Sites.

WHEREAS, Operator is the City of Ukiah electric utility which furnishes electricity within the City of Ukiah. Operator will furnish electricity to the charging stations developed under this Agreement with maintenance and repair thereof performed pursuant to the Assure Plan. **NOW, THEREFORE**, in consideration of the premises and the agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the Parties agree as follows:

1. **DEFINITIONS.** The following capitalized terms shall have the meanings ascribed herein.

“Affiliate” means an entity directly or indirectly controlling, controlled by, or under common control with the entity specified. “Control”, for purposes of this definition, means direct or indirect ownership or control of fifty percent (50%) or more of the voting interests of the subject entity.

“Applicable Programs” means any applicable State Grants and any statute, law, regulation or rule incorporated into and made a part of any State Grant.

“Assure Plan” means a subscription to ChargePoint’s Assure Warranty Program, as such may be updated, modified and amended from time to time, and the terms and conditions are found here: <https://www.chargepoint.com/en-gb/legal/support-services>.

“Charging Equipment” means all Charging Stations and any electrical and subsurface equipment, including switchgears, conduits, bollard, wheel stops, signage or similar materials installed for the operation of any Charging Station, as set forth on Exhibit D. Charging Equipment specifically excludes any materials or equipment owned, installed or maintained by any third party, such as a Site Host or local utility.

“ChargePoint Network” means the cloud-based SaaS network of Charging Stations hosted and managed by ChargePoint.

“Charging Stations(s)” means ChargePoint electric vehicle charging stations and the component parts thereof.

“Cloud Plan” means a subscription to ChargePoint’s Master Services and Subscription Agreement for the ChargePoint Network, as such may be updated, modified and amended from time to time.

“Commencement of Construction” means the start of material on-site work at a Site for the purpose of installation of Charging Stations.

“EV” means electric vehicle.

“Grant Implementation Costs” means all costs, fees or expenses necessary to comply with any rules, regulations, terms, conditions or obligations imposed by a State Grant or State Authority at each Site.

“Intellectual Property Rights” means, on a worldwide basis, any and all intellectual property, industrial or proprietary rights (by whatever name or term known or designated) and all intellectual property relating thereto arising under law, equity, contract, license or otherwise, whether or not filed, perfected, registered or recorded and whether now or later existing, filed, issued or acquired, including, without limitation: (a) works of authorship, copyrights, moral rights and mask-works; (b) trademarks, trade names, service marks and service names, corporate names, business names, brand names, trade dress, logos, mottos, Internet domain names and certification marks, and all goodwill associated with any of the foregoing items; (c) trade secrets under applicable law and other rights in know-how and confidential or proprietary information; (d) patents, inventions, designs, algorithms and other industrial property rights; (e) all tangible and/or intangible embodiments of any of the foregoing, in any form and in any media now know or hereafter devised; (f) all registrations, applications, renewals, reissues, re-examinations, extensions, continuations, continuations-in-part, provisionals, divisions or reissues thereof now or hereafter in force throughout the universe (including, without limitation, rights in any of the foregoing); and (g) any and all lawsuits, actions, proceeding and claims (whether past, present or future) arising from or related to any of the foregoing.

“Program Funds” means funds provided by State Grants.

“Site” means, individually and collectively, as the context may require, each location as set forth on **Exhibit A-1**.

“Site Host” means the real property owner or lessee of a Site if other than the Operator.

“State Authority” means any state or regulatory department, commission, institution, entity, service utility, board, agency or authority, each having jurisdiction over a State Grant.

“State Grants” means those EV infrastructure deployment grants, including all addendums, amendments, exhibits and attachments thereto, issued by an applicable State Authority to ChargePoint.

“Substantial Completion” means the completion of all permitted work pursuant to any applicable local municipality’s inspection process in connection with a Site.

2. STATE GRANT ADMINISTRATION.

2.1 State Grants. In connection with the development of the Sites, ChargePoint has received or may be eligible to receive, Program Funds from State Authorities pursuant to State Grants. State Grants applicable to each Site are set forth on **Exhibit A-1** and State Grants are referenced in **Exhibit A-2**. All of the terms, conditions and requirements of the State Grants are fully incorporated herein by reference and shall, in all cases with respect to the subject matter therein apply to the Operator equally as if Operator was a recipient under the State Grant, as applicable.

2.2 State Grants. Operator acknowledges and agrees that ChargePoint is the prime recipient of the State Grants and Program Funds from the State Authorities and that ChargePoint will oversee all administration of the State Grants. ChargePoint will be solely responsible for all State Grant administrative activities, including but not limited to (i) negotiating and executing any agreement and any required amendments to the State Grants with any State Authority, as applicable, (ii) being solely responsible for all communications with the applicable State Authority in respect of the State Grants (iii), overseeing State Grant implementation to ensure all applicable scopes of work are completed and conducted in compliance with the applicable State Grant terms and conditions, (iv) producing or collecting deliverables required by the State Grants and providing all such deliverables to the applicable State Authorities, (v) seeking reimbursement or refunds for any Program

Reimbursement Amounts and (vi) participating and facilitating audits as may be required from time to time by the State Authorities. Operator covenants and agrees to provide any and all information, documentation, or support as reasonably requested by ChargePoint which is within the possession of or reasonably accessible to Operator in connection with the administration of any State Grant during the term when any State Grant imposes any obligations on ChargePoint with respect to the Sites (the “Commitment Period”)

3. APPLICABLE PROGRAM COMPLIANCE.

3.1 Applicable Programs. Operator acknowledges and agrees that its ownership, control and operation of Charging Equipment at each Site is subject in all respects to the terms, conditions and requirements of each Applicable Program. Operator acknowledges and agrees it has received, reviewed and is familiar with all the terms, conditions and requirements of each State Grant and Operator shall own, control and operate any Charging Equipment at each Site in conformance with all obligations under such State Grants and shall not take any action in violation, breach or in contravention of any terms of the Applicable Programs.

3.2 Restrictions. Operator acknowledges and agrees that pursuant to the restrictions imposed on the Sites by the Applicable Programs, Operator may be limited or restricted from using the Charging Stations or Sites other than in full compliance with the Applicable Programs, including, but not limited to, restrictions that may relate to branding requirements; construction and Site Design requirements; public accessibility standards or applicable laws; Charging Stations performance requirements, including pricing fees or charges for the use of the Charging Equipment, EV standards or EV connector types; and any other requirement, deliverable or term as required by any State Authority or the Applicable Programs. Operator acknowledges and agrees that Operator shall be exclusively responsible for all Grant Implementation Costs necessary for it to comply with any rules, regulations, terms, conditions or obligations imposed by any Applicable Program or State Authority at each Site. Attached hereto as **Exhibit B** is a non-exclusive list of restrictions, covenants and obligations that may be imposed on Operator in connection with the operation of the Charging Equipment and use of the Sites pursuant to the Applicable Programs.

3.3 Cloud and Assure Plans. Operator covenants and agrees that it shall separately execute, purchase and maintain a Cloud Plan and Assure Plan for all Charging Stations maintained at any Sites during the applicable Commitment Period. Operator further covenants and agrees to maintain all Charging Stations at each Site on the ChargePoint Network during the applicable Commitment Period for each State Grant. Operator acknowledges and agrees any Cloud Plans or Assure Plans obtained and subject to this Section 3.3 may not be canceled or terminated for any reason, with or without cause.

3.4 Operations. In addition to any obligations imposed on Operator pursuant to the State Grants, Operator covenants and agrees to keep all Charging Stations installed at any Site in a manner and in locations that make each available for access and use by the general public twenty-four (24) hours per day, seven (7) days a week and in all respect in full compliance with each applicable State Grant.

3.5 Data Sharing. Operator acknowledges and agrees that, as a condition to the State Grants, ChargePoint may be obligated to share information about, or generated from, the Charging Stations, the Sites or maintained by ChargePoint on the ChargePoint Network related to the Charging Stations (the “Charging Information”) with the federal government or State Authorities as required or requested pursuant to the terms of the State Grants. Operator hereby acknowledges and agrees that ChargePoint is authorized to share, provide and transfer any and all Charging Information required by an Applicable Program or as requested by any federal government authority or State Authority. Operator further acknowledges and agrees that ChargePoint is not responsible for, nor has any authority with respect to, the privacy practices or use of the Charging Information by any of the federal government or any State Authority, including whether any such Charging Information may be made public. ChargePoint retains all Intellectual Property Rights to any Charging Information as set forth in any applicable Cloud Plan. Attached hereto as **Exhibit C** is a non-exclusive list of data elements that may be included in the Charging Information and shared with the federal government or State Authorities pursuant to the Applicable Programs as such may be amended or updated from time to time.

3.6 Insurance. Operator shall obtain and maintain in full force and effect all insurance coverages required to be maintained by ChargePoint under any of the State Grants during the Commitment Period as if Operator was a recipient of the State Grants. Each of the aforementioned insurance policies shall contain a provision providing a waiver of the insurer's right to subrogation. Each Party hereby waives all rights of subrogation against the other with respect to any insurance policies maintained pursuant to this Section 3.6.

3.7 Ownership. Operator covenants and agrees to own and maintain the Charging Equipment at each applicable Site for the entire Commitment Period. Operator covenants not to sell, remove, assign, or otherwise transfer the Charging Equipment to any third-party during the Commitment Period without prior written consent of (i) ChargePoint and (ii) each State Authority, as applicable. Pursuant to the provisions of this Agreement, the State Grants, and any other applicable agreement, if Operator attempts to remove, assign, sell or otherwise transfers the Charging Equipment to any third-party prior to the end of the Commitment Period in violation of the preceding sentence, in addition to any other rights or remedies in favor of ChargePoint hereunder, Operator acknowledged and agrees it shall be liable to ChargePoint for the remedies as set forth in Section 12.4.1.

4. TRANSFER OF CHARGING STATIONS; PAYMENT OBLIGATIONS; REIMBURSEMENT

4.1 Transfer, Shipment and Delivery. ChargePoint shall deliver the Charging Stations to each Site at the address identified on **Exhibit A-1** and Operator shall pay for the cost of all shipment, delivery and applicable taxes with respect to the Charging Stations. Ownership, title and risk of loss to the Charging Stations shall pass to Operator upon activation of the Charging Stations on the ChargePoint Network. ChargePoint shall promptly ensure that new equipment is promptly acquired to replace any equipment lost or damaged prior to activation, except to the extent arising from the negligence or willful misconduct of Operator. If Operator desires expedited shipment terms, Operator shall be responsible for all additional delivery charges.

4.2 Payment Schedule. Operator shall pay ChargePoint the Contribution Costs in the amounts and pursuant to the schedule provided on **Exhibit D**. “Contribution Costs” means the Equipment Installation Costs (as defined below), the costs of the Charging Stations, applicable the Cloud Plan subscriptions and Assure Plan subscription, and any other costs associated with the shipment, installation and operation of the Charging Equipment. All Contribution Costs, including, without limitation, any increase to such Contribution Costs as a result of approved Change Orders pursuant to Section 5.4, shall be due and payable as set forth on **Exhibit D** and in any event, net thirty (30) days from the date of invoice by ChargePoint.

4.3 Reimbursement; Timely Payment. Operator acknowledges and agrees that State Grants may reimburse the Program Reimbursement Amounts (as defined below) and that ChargePoint shall be eligible to retain all Program Reimbursement Amounts and Operator shall have no right or claim to any Program Reimbursement Amounts. Operator further acknowledges that its failure to pay ChargePoint, in accordance with this Section 4, shall constitute an “Event of Default” of this Agreement, provided however, ChargePoint may, at its sole option upon ten (10) calendar days’ prior written notice to Operator, cover a portion of the Operator’s Contribution Costs and Operator shall be fully liable to ChargePoint for such Contribution Costs, plus an additional 10% of such Contribution Costs in addition to any collection fees, including attorneys’ fees, which shall be due and payable net thirty (30) days from the date of invoice by ChargePoint.

5. INSTALLATION

5.1 Site Development Management. Operator hereby selects and appoints ChargePoint as Operator’s development manager for all purposes in connection with the installation of the Charging Equipment at each applicable Site (“Development Management”). ChargePoint will select, contract with and manage a general contractor with an A- General Engineering Contractor or B- General Building Contractor license in good standing from the Contractors State Licensing Board (“Installer”), who may use properly licensed specialty subcontractors to install the Charging Equipment at each applicable Site. The Installer shall perform and/or

hire vendors and subcontractors to perform (i) all installation and electrical make-ready of the Charging Equipment, (ii) Site preparation, trenching, repaving, and landscaping directly related to the installation of the Charging Equipment, including any and all permitting requirements (iii) installation of any signage, and (iv) any other construction, preparation or installation work necessary or related to any of the foregoing, (collectively “Equipment Installation”). The Equipment Installation is a Public Project under Labor Code Section 1720. The Installer shall also perform and/or hire vendors and subcontractors to perform Site Design, engineering and permitting services. Unless specifically agreed to in writing by ChargePoint in advance, only the Installer may perform Equipment Installation. ChargePoint shall enter into any agreements as necessary with the Installer in connection with the Equipment Installation, provided that, subject to Operator’s reasonable review (which shall not exceed five (5) business days), such contracts shall include, at minimum, commercially reasonable warranty, indemnification, and insurance obligations, as applicable. Upon Operator’s written request, ChargePoint shall provide a copy of the executed agreement with Installer. Operator acknowledges and agrees that all Equipment Installation shall be performed pursuant to and subject to the State Grant requirements and ChargePoint shall exclusively manage and direct the Installer so that the Equipment Installation is performed in accordance with the timing, requirements and conditions of the applicable State Grants. A non-exclusive list of ChargePoint responsibilities under this Agreement in connection with the Development Management is set forth on **Exhibit E**. Operator acknowledges and agrees that ChargePoint’s obligation with respect to the Development Management is to use commercially reasonable efforts to cause the Equipment Installation to be completed in accordance with the Site Design and within the time schedule set forth in the Agreement with the Installer, but that ChargePoint shall not be deemed to have given any guaranty or warranty that any of the foregoing can be accomplished and shall not be liable for the errors, omissions or breaches of contract by any other party providing goods or services in connection with the Equipment Installation, including the Installer. ChargePoint, however, shall promptly notify Operator when it reasonably anticipates that the Equipment Installation cannot be completed. Operator shall allow utility upgrades on site, including individual metering of the Charging Stations. Operator agrees to reasonably cooperate in the facilitation of the provision of electricity and any other utilities necessary to operate the Charging Equipment, including by granting (for property owned by Operator) or consenting to the granting of (for property leased by Operator) appropriate easements to local utility providers within 30 days of ChargePoint’s request. ChargePoint does not have any responsibility or liability for interruption, curtailment, failure, or defect in the supply or character of utilities furnished to facilities or equipment located in any Site.

5.2 Installation Costs. The State Grant shall provide a set amount intended to reimburse the eligible costs associated with the Charging Equipment, Site Design, and selected Equipment Installation costs (the “Equipment Installation Costs”) as set forth on **Exhibit D** (the “Program Reimbursement Amounts”). ChargePoint shall provide estimated Site Design costs and Equipment Installation Costs as set forth on **Exhibit D** as of the Effective Date, provided however, such estimated Site Design costs and Equipment Installation Costs may be subject to change as a result of final bids received by Installers and approved Change Orders in accordance with Section 5.4. Notwithstanding the estimated Contribution Costs as set forth on Exhibit D, Operator shall be responsible for all Charging Equipment, Site Design costs, Equipment Installation Costs and Grant Implementation Costs in excess of the Program Reimbursement Amounts, in accordance with Sections 4.2 and 4.3, and all such amounts shall be due and payable by Operator within thirty (30) days of demand thereof.

5.3 Site Design Review. ChargePoint may provide Operator with designs, drawings, plans, specifications, reports, bids, proposals, construction schedules and other information related to the development of applicable Sites (collectively, the “Site Designs”). To the extent Operator is requested or required to review or approve any Site Designs by ChargePoint, Operator shall provide such review or approval within a commercially reasonable time, which in no event shall be longer than ten (10) business days after request by ChargePoint. Failure by Operator to comment or approve any Site Designs in accordance with the preceding sentence shall be deemed approval of such Site Designs as submitted by ChargePoint. Further, Operator covenants and agrees to provide commercially reasonable assistance, and any and all information Operator may have or obtain in

connection with the Sites, for the purpose of the Site Designs or Equipment Installation and ChargePoint shall be entitled to rely upon the accuracy and completeness of any such information provided. ChargePoint shall be responsible for scheduling all Equipment Installation activities. Such Equipment Installation schedule shall be binding unless Operator provides at least twenty (20) business days' prior written notice of any need to reschedule. ChargePoint will use commercially reasonable efforts to provide at least two (2) business days' prior written notice of any need to reschedule such Equipment Installation. Operator and ChargePoint shall work together in good faith to enable timely Equipment Installation schedules and meet all applicable State Grant performance or installation requirements and associated deadlines. Operator acknowledges and agrees that the Site Design and Equipment Installation is subject to the terms of the State Grants and Operator shall be liable to maintain each Site in full conformance with the terms of the State Grants in addition to all applicable federal, state, and local electrical and building codes for construction, including applicable accessibility requirements.

5.4 Change Orders. After commencing Equipment Installation, the Installer may identify a need for additions, deletions, or revisions required for successful Equipment Installation. Such changes shall be provided as a written change order ("Change Order"), itemized and signed by Installer. If such Change Order increases or decreases the Equipment Installation Costs beyond the applicable Program Reimbursement Amount, ChargePoint shall submit such Change Order to Operator and if Operator does not reject such Change Order within five (5) business days thereof, such Change Order will be deemed approved by Operator. If Operator rejects a Change Order, such rejection shall indicate with specificity the reasons for rejection, provided however, if such Change Order is required in order to comply with any applicable State Grant requirement, such Change Order may not be rejected by Operator. ChargePoint and Operator agree to confer in good faith to review any rejected Change Order to resolve any bona fide dispute within ten (10) calendar days after such Change Order is rejected by Operator. Pursuant to Section 5.2, Operator shall pay for all approved, non-rejected or required Change Order costs in addition to previously agreed Equipment Installation Costs.

5.5 Site Access. Operator shall provide or secure for ChargePoint, the Installer and their respective representatives and subcontractors a right of entry and access at the Sites as needed by ChargePoint and the Installer and necessary in order for ChargePoint and the Installer to perform Equipment Installation and any related tasks under this Agreement. In the event that the Operator does not own or control an applicable Site, Operator shall obtain permission from the Site Host for a right of entry as needed by ChargePoint, the Installer, and their respective representatives and subcontractors to perform the work under this Agreement.

6. INTELLECTUAL PROPERTY. Notwithstanding anything to the contrary herein, as between ChargePoint and Operator, ChargePoint shall retain all ownership of all Intellectual Property Rights in the Charging Stations. Except for the rights expressly granted herein, nothing in this Agreement shall convey, license, or otherwise transfer any right, title, or interest in any Intellectual Property Rights or other proprietary rights held by ChargePoint or Operator. Each Party reserves all rights not specifically granted to the other Party under this Agreement, and no licenses or other rights to Intellectual Property Rights are granted by implication, estoppel or otherwise.

7. CONFIDENTIALITY.

7.1 Non-Disclosure. The Parties acknowledge that they will have access to certain non-public information and materials concerning each other's business and products that are confidential and of substantial value to the disclosing Party (the "Confidential Information"), which would be impaired if such Confidential Information was disclosed to third parties. The Parties agree that the terms and conditions of this Agreement are the Confidential Information of each Party. Each Party agrees that it will not use such Confidential Information of the other Party, except in performance of this Agreement or disclose such Confidential Information to third parties except as required by applicable law, including the California Public Records Act, and provided the receiving Party uses reasonable efforts to give the disclosing Party reasonable notice of such required disclosure. Each Party will also take every reasonable precaution to protect the Confidential

Information of the other Party. For purposes of the foregoing obligations, Confidential Information does not include information that (i) was rightfully known to the receiving Party prior to its receipt, (ii) is or becomes publicly available without breach of this Agreement or wrongful act of the receiving Party, (iii) is received by receiving Party without an obligation of confidentiality and without breach of this Agreement, or (iv) is developed independently by the receiving Party without using Confidential Information of the disclosing Party. The Parties acknowledge and agree that this Section 7 shall not apply to any information, including Charging Information, this Agreement or any Exhibit hereto, that ChargePoint is obligated to requested to provide to any third party, including any State Authorities, pursuant to the State Grants.

8. REPRESENTATONS AND WARRANTIES. Each Party hereby represents and warrants to the other that:

8.1 Each Party is duly organized, validly existing and in good standing under the laws of the jurisdiction of its formation and has all requisite power and authority to execute, deliver and perform its obligations under this Agreement.

8.2 The execution, delivery and performance by each Party of this Agreement have been duly authorized by all necessary corporate action, and do not and will not require any further consents or approvals which have not been obtained, or materially violate any provision of any applicable law or the State Grant.

8.3 There are no material actions or proceedings pending or, to each Party's knowledge, threatened before any court or agency or any material outstanding unsatisfied judgment that will have a material adverse effect on such Party's ability to perform its obligations hereunder.

8.4 Neither Party is insolvent, has not filed or had filed against it a petition in bankruptcy, has not made an assignment for the benefit of creditors or otherwise had a receiver or trustee appointed with respect to its properties or affairs and has not incurred any obligations or liabilities, contingent or otherwise, which would cause it to become insolvent.

8.5 This Agreement is the legal, valid and binding obligation of each Party, enforceable against such party in accordance with its terms and applicable law except as enforceability may be limited by bankruptcy, reorganization, insolvency, moratorium and other laws affecting creditors' rights in general and except to the extent that the availability of equitable remedies is subject to the discretion of the court before which any proceeding therefor may be brought.

9. INDEMNIFICATION.

9.1 Indemnification. Each Party and its Affiliates (the "Indemnifying Party") hereby agrees to indemnify, defend and hold harmless the other Party and its Affiliates and its and their respective employees, officers, directors, and agents (the "Indemnified Parties") from and against any and all third party claims, actions, proceedings, costs, liabilities, damages, losses and expenses (including, but not limited to, reasonable outside attorneys' fees and costs) (collectively, "Claims") suffered or incurred by such Indemnified Parties resulting from or arising out of (i) any breach of any representation or covenant contained in this Agreement by the Indemnifying Party, (ii) any act or omissions by an Indemnifying Party in connection with, relating to, or resulting from any violation or breach of the terms, conditions rules or regulations of any Applicable Program, (iii) any fines or penalties arising from a violation of applicable laws or any Applicable Program by the Indemnifying Party, (iv) grossly negligent or tortious acts, errors, or omissions by the Indemnifying Party, or (v) intentional acts or willful misconduct, in each case by or of the Indemnifying Party, excepting only such Claims to the extent caused by the willful misconduct or gross negligence of the Indemnified Party;

9.2 Indemnification Procedure. An Indemnified Party will promptly notify in writing the Indemnifying Party of the Claim, provided that a Indemnified Party's failure to promptly notify the Indemnifying Party shall not release, waive or otherwise affect the Indemnifying Party of its indemnification obligations hereunder,

except to the extent that such failure prevents the Indemnifying Party from defending the Claim. The Indemnifying Party, on behalf of the Indemnified Party, shall have the right to elect to assume control over the defense of the Claim with counsel reasonably acceptable to the Indemnified Party, provided that the costs and expenses incurred by the Indemnified Party in connection with such defense (including reasonable outside attorneys' fees, other professionals' and experts' fees and court or arbitration costs) shall be paid by the Indemnifying Party. In the event of a conflict of interest between the Indemnifying Party and the Indemnified Party as to the defense of any Claim for which indemnification is required hereunder, the Indemnified Party may engage counsel of its own choice to participate in the defense of such Claim (which counsel shall be reasonably satisfactory to the Indemnifying Party) at the expense of the Indemnifying Party. The Indemnifying Party shall not, without the Indemnified Party's prior written consent, settle a Claim if such settlement arises from or is part of any criminal action, suit or proceeding or contains a stipulation to or admission or acknowledgment of, any liability or wrongdoing (whether in contract, tort or otherwise) on the part of the Indemnified Party. Each such settlement shall include a full and unconditional release of the Indemnified Party. If an Indemnifying Party fails to promptly defend the Claim, the Indemnified Party shall have the right to defend the Claim at the Indemnifying Party's sole cost and expense.

10. EXCLUSION OF CONSEQUENTIAL AND RELATED DAMAGES; LIMITATION OF LIABILITY.

(A) REGARDLESS OF WHETHER ANY REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE OR OTHERWISE, IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY LOST REVENUE OR PROFIT, LOST OR DAMAGED DATA, BUSINESS INTERRUPTION, LOSS OF CAPITAL, OR FOR SPECIAL, INDIRECT, CONSEQUENTIAL, INCIDENTAL OR PUNITIVE DAMAGES, HOWEVER CAUSED AND REGARDLESS OF THE THEORY OF LIABILITY OR WHETHER ARISING OUT OF THE USE OF OR INABILITY TO USE THE CHARGEPOINT NETWORK, ANY CHARGEPOINT SERVICES, ABILITY TO USE ANY SITE, THIS AGREEMENT, A STATE GRANT OR RECEIPT OF RIGHTS OR OTHERWISE OR BASED ON ANY EXPRESSED, IMPLIED OR CLAIMED WARRANTIES NOT SPECIFICALLY SET FORTH IN THIS AGREEMENT.

(B) THE PARTIES ACKNOWLEDGE AND AGREE THAT:

I. THE AGGREGATE TOTAL LIABILITY FOR CHARGEPOINT HEREUNDER, INCLUDING ANY INDEMNIFICATION OBLIGATIONS AND DEFENSE OF ANY AND ALL CLAIMS ON THE PART OF CHARGEPOINT, SHALL NOT EXCEED THE VALUE OF ALL AMOUNTS PAID (OR PAYABLE) TO CHARGEPOINT BY OPERATOR UNDER THIS AGREEMENT IN THE PREVIOUS TWELVE MONTHS FROM THE DATE THAT A CAUSE OF ACTION GIVING RISE TO SUCH LIABILITY ARISES, PROVIDED, HOWEVER, THAT THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO ANY LIABILITY OF CHARGEPOINT DUE TO ANY FRAUD, GROSS NEGLIGENCE, OR WILLFUL MISCONDUCT ON THE PART OF CHARGEPOINT

II. THE AGGREGATE TOTAL LIABILITY FOR OPERATOR HEREUNDER, INCLUDING INDEMNIFICATION OBLIGATIONS AND DEFENSE OF ANY AND ALL CLAIMS ON THE PART OF OPERATOR, SHALL NOT EXCEED THE CONTRIBUTION COST REQUIRED OF OPERATOR UNDER EXHIBIT D, PROVIDED THAT THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO ANY LIABILITY OF OPERATOR DUE TO (A) ANY FRAUD, GROSS NEGLIGENCE, OR WILLFUL MISCONDUCT ON THE PART OF OPERATOR, AND (B) ANY PROGRAM PENALTY (AS DEFINED IN SECTION 12.4.1).

11. DISCLAIMER.

EXCEPT FOR THOSE TASKS REQUIRED UNDER TASK 4 IN THE CALIFORNIA ENERGY COMMISSION GRANT #ARV-22-007 SCOPE OF WORK THAT ARE PERFORMED BY CHARGEPOINT UNDER THE ASSURE PLAN AND EXCLUDED FROM THE FOLLOWING DISCLAIMERS, CHARGEPOINT MAKES NO WARRANTY WITH RESPECT TO THE PERFORMANCE OF THE CHARGING STATIONS, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE. CHARGEPOINT EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF NON-INFRINGEMENT OF THIRD-PARTY RIGHTS BY THE CHARGING STATIONS, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CHARGEPOINT DOES NOT WARRANT UNINTERRUPTED OR ERROR FREE OPERATION OF CHARGING STATIONS.

ALL SERVICES PROVIDED HEREUNDER ARE ON AN “AS IS” AND “AS AVAILABLE” BASIS. NO OTHER CHARGEPOINT REPRESENTATION, WARRANTY, PROMISE OR GUARANTEE OF ANY KIND, EITHER EXPRESS OR IMPLIED, IS INCLUDED OR INTENDED BY THIS AGREEMENT OR IN ANY PROPOSAL, CONTRACT, REPORT, STATEMENT OF WORK OR OTHER DOCUMENT IN CONNECTION WITH THE SERVICES THAT IS PROVIDED BY CHARGEPOINT, AND CHARGEPOINT SPECIFICALLY DISCLAIMS ALL OTHER SUCH WARRANTIES, INCLUDING THE WARRANTY OF MERCHANTABILITY, NON-INFRINGEMENT, FITNESS FOR A PARTICULAR PURPOSE OR USE AND COMPLIANCE WITH ANY FEDERAL, STATE, AND LOCAL ENVIRONMENTAL PROTECTION, POLLUTION, HEALTH AND SAFETY OR LAND USE LAWS, RULES, REGULATIONS, ORDINANCES, ORDERS, REQUIREMENTS OR COMMON LAW AND REGULATIONS PROMULGATED UNDER ANY OF THE FOREGOING.

12. TERM AND TERMINATION.

12.1 Term. This Agreement shall commence on the Effective Date and continue until the end of the last Commitment Period. Notwithstanding the foregoing however, in the event the State Grant applicable to a Site is cancelled, terminated, or the State Authority fails to approve any Site for inclusion or participation in any State Grant, all provisions in this Agreement related to administration of such State Grants as set forth in Section 2 and Section 3 for such Site shall immediately be cancelled and terminated with respect to such Site, *provided however*, that Operator shall remain obligated for all payments to ChargePoint upon request of any amounts due and owing under this Agreement with respect to such Site and Operator shall remain liable for payment in full of any such amounts notwithstanding anything to the contrary herein.

12.2 Termination for Breach. “Event of Default” shall mean any of the following: (i) monetary default under this Agreement by Operator, which default is not cured within 5 days after written notice by ChargePoint, (ii) non-monetary default under this Agreement by Operator, which default is not cured within 30 days after written notice by ChargePoint, and (iii) any breach of any provision of this Agreement by Operator which is a violation of applicable laws. Upon the occurrence of an Event of Default, then, in addition to any other applicable remedies hereunder, ChargePoint shall have the right upon notice to immediately terminate this Agreement upon written notice to Operator, without any further obligation or liability. Failure of ChargePoint to immediately terminate this Agreement upon the occurrence of an Event of Default shall not constitute a waiver of ChargePoint’s right to terminate. If Operator repeatedly breaches any of its obligations under this Agreement, whether or not (i) the effect thereof could reasonably be considered material or (ii) such repeated breaches were cured, then ChargePoint may, by giving notice to Operator, terminate this Agreement as of the termination date specified in such notice without regard to any applicable cure period.

12.3 Termination for Insolvency. At the option of the non-insolvent Party, this Agreement shall terminate immediately if the other Party: (a) admits in writing its insolvency or its inability to pay its debts generally as they become due; (b) files a petition or answer seeking reorganization or liquidation under any provision of any federal or state bankruptcy or insolvency laws; (c) makes an assignment for the benefit of creditors; (d) consents to the appointment of a receiver for all or any substantial part of its assets; (e) has a petition in

bankruptcy filed against it, and such petition is not dismissed within ninety (90) days after the filing thereof; (f) has an order, judgment or decree appointing a receiver for all or any substantial part of such Party's assets entered against it by a court of competent jurisdiction; or (g) has all or any substantial part of its assets become subject to the custody or control of a court of competent jurisdiction under the provisions of any other law for the relief or aid of debtors and such custody or control is not terminated or stayed within sixty (60) days from the date of the court's assumption of such custody or control. The occurrence of any of the events described in the immediately preceding sentence shall also constitute a material breach of this Agreement.

12.4 Remedies.

12.4.1 In the event of any termination of this Agreement pursuant to Section 12.2 or 12.3, prior to the occurrence of the end of the last Commitment Period, in addition to any other remedies available to ChargePoint hereunder, including any remedies as set forth in Section 9, Operator shall be obligated to pay to ChargePoint an amount equal to the aggregate of the Program Reimbursement Amounts for each Site still subject to any Commitment Period (the "Program Penalty"). The Parties agree the Program Penalty is fair and reasonable, considering the damages that ChargePoint would sustain as a result of Operator's failure to adhere to the restrictions as set forth in Section 3, and the Program Penalty is agreed upon and fixed as liquidated damages, and not as a penalty, because of the difficulty of ascertaining the exact amount of damages that ChargePoint would sustain as the result of Operators breach of its obligations as set forth in Section 3. The application of any Program Penalty hereunder shall be assessed, determined and calculated on a Site-by-Site basis.

12.5 Survival. Those provisions dealing with Intellectual Property Rights, limitations of liability and disclaimers, governing law and those other provisions which by their nature or terms are intended to survive the termination of this Agreement will remain in full force and effect as between the Parties regardless of the termination of this Agreement. The termination of this Agreement will not relieve either Party of any liability under this Agreement that accrued before such termination.

13. GENERAL

13.1 Assignment. Neither Party may assign, delegate, or transfer this Agreement or any of its rights or duties hereunder, without the prior written consent of the other Party. Any attempted assignment or delegation in violation of this section shall be void. The provisions of this Agreement shall be binding upon and inure to the benefit of the Parties, their successors and permitted assigns. Notwithstanding the foregoing, either Party may assign its rights and duties hereunder in connection with a merger, acquisition, stock sale, or sale of all or substantially all of its assets (a "Change of Control"); *provided however*, the forgoing shall only apply to Operator in the event the third-party acquiring Operator in connection with any such Change of Control assumes, in writing, all the rights and obligations of Operator hereunder prior to the consummation of such Change of Control.

13.2 Counterparts. This Agreement may be executed in one or more counterparts, including by electronic signature or email delivery, each of which shall be deemed an original, but all of which, taken together, shall constitute but one and the samedocument.

13.3 Entire Agreement. This Agreement and the Exhibits constitute the entire agreement between the Parties regarding the subject matter hereof and supersedes and replaces any prior or contemporaneous agreements, understandings and negotiations regarding the same between the Parties and all past dealings or industry customs.

13.4 Force Majeure. "Force Majeure" means any act of God, fire, natural disaster, earthquake, accident, act of government, or an act that is beyond the reasonable control of either Party. Neither Party will be deemed in default of this Agreement to the extent that performance of its obligations or attempts to cure any breach

are delayed or prevented by reason of Force Majeure, provided that such Party gives the other Party written notice thereof promptly and, in any event, within thirty (30) days after discovery thereof and uses its best efforts continue to so perform or cure. In the event of Force Majeure, the time for performance or cure will be extended for a period equal to the duration of the Force Majeure.

13.5 **Governing Law.** This Agreement shall be governed by the laws of the State of California (other than its conflicts of law principles). The Parties hereby consent to the exclusive jurisdiction of and venue in the federal and/or state courts located in Sonoma County, California.

13.6 **Independent Contractors.** In performing their respective duties under this Agreement, each of the Parties will be operating as an independent contractor. Nothing contained herein will in any way constitute any association, partnership, or joint venture between the Parties, or be construed to evidence the intention of the Parties to establish any such relationship. Neither Party will have the power to bind the other Party or incur obligations on the other Party's behalf without the other Party's prior written consent.

13.7 **Notices.** Any required or permitted notices hereunder must be given in writing at the address of each Party set forth below, or to such other address as either Party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; nationally-recognized private express courier; or electronic mail (e-mail) with confirmation of delivery (provided if sent by e-mail, such notice is also sent within one (1) Business day by one of the other methods set forth in this Section 13.7). Notices will be deemed given on the date received.

ChargePoint:

ChargePoint, Inc.
240 East Hacienda Ave.
Campbell, Ca. 95008-6918
Attn: General Counsel
Email: cplegal@chargepoint.com

Operator:

City of Ukiah, Electric Department
300 Seminary Ave.
Ukiah, CA. 954582
Attn: Sage Sangiacomo
Email: ssangiacomo@cityofukiah.com

13.8 **Severability.** If any term or provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.

13.9 **Modification and Waiver.** This Agreement may not be modified except by a written agreement signed by both ChargePoint and Operator. The failure of a Party to insist on strict performance of any provision of this Agreement does not constitute a waiver of, or estoppel against asserting, the right to require performance in the future. A waiver or estoppel given in any one instance does not constitute a waiver or estoppel with respect to a later obligation or breach.

13.10 **Headings.** The headings and captions are included for reference purposes only and do not affect the interpretation of the provisions hereof.

13.11 **Publicity.** Neither Party may make press releases or other public announcements relating to the subject matter of this Agreement without the prior written consent of the other Party.

13.12 **Drafting.** The Parties have participated jointly in the negotiation and drafting of this Agreement. If an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties, and no presumption or burden of proof shall arise favoring either Party by virtue of the authorship of any of the provisions of this Agreement.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed as of the Effective Date by their duly authorized representatives.

CHARGEPOINT, INC.

THE CITY OF UKIAH

Signature: _____

Signature: _____

Name:

Name: Sage Sangiacomo

Title:

Title: City Manager

Date: _____

Date: _____



EXHIBIT A-1

State Grant	Site
California Energy Commission Rural Electric Vehicle Charging Grant #ARV-22-007 (“CEC REV Grant”)	Downtown Ukiah Parking Lot - 289 North Main Street, Ukiah, CA, 95482; APN: 002-192-01
CEC REV Grant	Anton Stadium - 558 Park Blvd, Ukiah, CA 95482
CEC REV Grant	Ukiah Skate Park - 1043 Low Gap Rd, Ukiah, CA 95482

EXHIBIT A-2

State Grants

Operator acknowledges and agrees it has received and reviewed the State Grant ARV-22-007 between ChargePoint, Inc. and California Energy Commission (“CEC”) made effective on 1/25/23 (“CEC REV Grant”).

EXHIBIT B

State Grant Specific Restrictions

B-1: State Grant Specific Restrictions for CEC REV Grant.

1. Commitment Period. Operator shall keep the Charging Equipment operational and connected to the ChargePoint Network, and make the Charging Equipment accessible to the public, clear of snow, and well-lit, twenty-four (24) hours a day for three hundred sixty-five (365) days a year, for a period of five (5) years commencing on the date the Charging Equipment is made available for charging.
2. Pricing Policy Operator acknowledges and agrees that the purpose of any fees charged by Operator for use of the Charging Equipment by drivers ("Charging Fees") is to make a reasonable rate of return on Operator's capital investment and operational expenses, including electricity costs. The Charging Fees shall be comparable to other public charging fees in the area near the applicable Site.

Publicity

1. Publicity. ChargePoint will collaborate with an outreach partner to host an event to educate the public about the new Charging Stations. If requested by ChargePoint, Operator shall allow one publicity event at a Site at a mutually-agreed upon date and time. ChargePoint may post social media announcements, blogs or images about the Charging Stations.
2. Publishing Charger Locations. Operator shall permit ChargePoint to display the Charging Equipment on its online map of publicly available charging locations. The location of the Charging Equipment may also be published on other online platforms such as Google Maps, Apple Maps, PlugShare and the U.S. Department of Energy's Alternative Fuels Data Center.

Weights and Measures Regulations

1. Charging Equipment Registration. Operator shall register Charging Equipment with the applicable county government within three (3) business days of Substantial Completion and ongoing as needed to meet the requirements of the California Business and Professional Code, Division 5 "Weights and Measures", Chapter 5.5, Article 2. Operator shall be responsible for any costs associated with such registration.

EXHIBIT C

Non-Exclusive List of Charging Information required by State Grants

C-1: Non-Exclusive List of Charging Information required by CEC REV Grant.

Data may be reported in aggregate or at the individual Site level, individual charging port level, individual charging session level, or other level of granularity.

- Site address
- Location type, such as street, parking lot, hotel, restaurant, or multi-unit housing
- Charging station identifier
- Charging port identifier
- Construction drawings
- Permits
- Final inspection cards
- As-built Drawings
- Utility interconnection information
- Easements
- Photographs of Site(s)
- Costs of Site acquisition, Charging Equipment acquisition and installation, distributed energy resource acquisition and installation, utility distribution and system upgrades, utility service
- Total cost per charger, the subsidy from the CEC per charger, federal subsidy per charger, utility subsidy per charger, and privately funded share per charger.
- Name and address of entities involved with installation, operation or maintenance of chargers; participation status of these entities in any state or local business opportunity certification programs
- Distributed energy resource installed capacity, in kW or kWh as appropriate, of asset by type (e.g., stationary battery, solar, etc.)
- Current and planned use of renewable energy at the facility
- Energy efficiency measures used in the facility that may exceed Title 24 standards in Part 6 of the California Code Regulations.
- Data on potential job creation, economic development, and increased state revenue as a result of expected future expansion.
- Other information created, shared or developed pursuant to the Installation of Charging Equipment
- Applicable price for charging, including but not limited to: electric utility tariff, electric vehicle service provider (EVSP) service contract, or public charger price.
- Number, type, date, and location of chargers installed

- Nameplate capacity of the installed equipment, in kW for chargers
- Number and type of outlets per charger
- Number of charging sessions
- Charging session start and end times
- Duration of charging session
- Duration of active charging
- Charging session error codes
- Energy dispensed (kWh)
- Peak or average power by port (kW)
- Pricing policies
- Payment method
- Driver fees collected
- Energy delivered back to grid or facility if a bidirectional charging use case (kWh)
- Normal operating hours and charging station port uptime, downtime, and explanations of variations
- Duration of each outage
- Maintenance and repair cost per charging station
- Types of vehicles using the charging equipment
- Connector types used
- Gallons of gasoline and/or diesel fuel displaced
- Greenhouse gas emissions reduced
- Quantified estimate of the project's carbon intensity values for life-cycle greenhouse gas emissions.
- Other data collected by ChargePoint's Network associated with usage of Charging Equipment

EXHIBIT D

Contribution Costs, Payment Schedule and Payment Terms

D-1: Contribution Costs, Payment Schedule and Payment Terms for CEC REV Grant.

Contribution Costs

Site Name:		Downtown Ukiah Parking Lot		
Site Address:		289 North Main Street, Ukiah, CA, 95482		
Cost Category	Itemized Costs	Quantity	Contribution Cost (\$)⁽²⁾	Program Reimbursement Amount (\$)⁽¹⁾
Charging Stations	EXPP-PL202X1BC-6A1S1-6A1S	1	\$46,900.00	\$0.00
Charging Stations	EXPP-PL202X1BC-6A1S1-2A3S1	1	\$44,500.00	\$0.00
Charging Stations	EXPP-PB1000-350A-PD	4	\$171,140.00	\$0.00
Charging Stations	EXPP-PM-40KW	20	\$100,000.00	\$100,000.00
Charging Stations	CP6021B-50A-L5.5	1	\$8,500.00	\$0.00
Charging Stations	Sales Tax on ChargePoint Hardware (8.88%) ⁽²⁾	N/A	\$41,828.35	\$0.00
Cloud Plan	CPCLD-ENTERPRISE-EXPP-5	4	\$27,000.00	\$0.00
Cloud Plan	CPCLD-ENTERPRISE-5	2	\$4,320.00	\$0.00
Assure Plan	EXPP-PL2000-DUAL-ASSURE-5	2	\$19,900.00	\$0.00
Assure Plan	EXPP-BLOCK-ASSURE-5	4	\$116,000.00	\$0.00
Assure Plan	CP6000-ASSURE-5	1	\$1,700.00	\$0.00
Miscellaneous	Signage	6	\$390.00	\$0.00
Shipping	Shipping	1	\$1,400.00	\$0.00
Site Design	Site Design	1	\$0.00	\$17,000.00
Permits	Permits	1	\$2,500.00	\$0.00
Equipment Installation	Site Installation	1	\$0.00	\$289,720.60
Equipment Installation	Utility Interconnection	1	\$0.00	\$69,059.22
Equipment Installation	EXPP-PL2000-COMMISSIONING	2	\$1,700.00	\$0.00
Equipment Installation	EXPP-BLOCK-COMMISSIONING	4	\$6,800.00	\$0.00
Equipment Installation	CPSUPPORT-ACTIVE	3	\$1,047.00	\$0.00
Site Total	N/A	N/A	\$595,625.35	\$475,779.82

⁽¹⁾ Amounts are estimated and subject to repayment terms under the applicable State Grant.

⁽²⁾ Amounts are estimated and subject to change.

Site Name:	Anton Stadium
Site Address:	558 Park Blvd, Ukiah, CA 95482

Cost Category	Itemized Costs	Quantity	Contribution Cost (\$)⁽²⁾	Program Reimbursement Amount (\$)⁽¹⁾
Charging Stations	CP6021B-50A-L5.5	3	\$25,500.00	\$0.00
Charging Stations	Sales Tax on ChargePoint Hardware (8.88%) ⁽²⁾	N/A	\$2,264.40	\$0.00
Cloud Plan	CPCLD-ENTERPRISE-5	6	\$12,960.00	\$0.00
Assure Plan	CP6000-ASSURE-5	3	\$5,100.00	\$0.00
Miscellaneous	Signage	6	\$390.00	\$0.00
Shipping	Shipping	3	\$1,200.00	\$0.00
Site Design	Site Design	1	\$0.00	\$11,000.00
Permits	Permits	1	\$1,500.00	\$0.00
Equipment Installation	Site Installation	1	\$0.00	\$73,882.51
Equipment Installation	Utility Interconnection	1	\$0.00	\$41,756.51
Equipment Installation	CPSUPPORT-ACTIVE	3	\$1,047.00	\$0.00
Site Total	N/A	N/A	\$49,961.40	\$126,639.02

⁽¹⁾ Amounts are estimated and subject to repayment terms under the applicable State Grant.

⁽²⁾ Amounts are estimated and subject to change.

Site Name:		Ukiah Skate Park		
Site Address:		1043 Low Gap Rd, Ukiah, CA 95482		
Cost Category	Itemized Costs	Quantity	Contribution Cost (\$)⁽²⁾	Program Reimbursement Amount (\$)⁽¹⁾
Charging Stations	CP6021B-50A-L5.5	3	\$25,500.00	\$0.00
Charging Stations	Sales Tax on ChargePoint Hardware (8.88%) ⁽²⁾	N/A	\$2,264.40	\$0.00
Cloud Plan	CPCLD-ENTERPRISE-5	6	\$12,960.00	\$0.00
Assure Plan	CP6000-ASSURE-5	3	\$5,100.00	\$0.00
Miscellaneous	Signage	6	\$390.00	\$0.00
Shipping	Shipping	3	\$1,200.00	\$0.00
Site Design	Site Design	1	\$0.00	\$11,000.00
Permits	Permits	1	\$1,500.00	\$0.00
Equipment Installation	Site Installation	1	\$0.00	\$58,689.64

Equipment Installation	Utility Interconnection	1	\$0.00	\$42,638.31
Equipment Installation	CPSUPPORT-ACTIVE	3	\$1,047.00	\$0.00
Site Total	N/A	N/A	\$49,961.40	\$112,327.95

⁽¹⁾ Amounts are estimated and subject to repayment terms under the applicable State Grant.

⁽²⁾ Amounts are estimated and subject to change.

	<u>Contribution Cost (\$)⁽²⁾</u>	<u>Program Reimbursement Amount (\$)⁽¹⁾</u>
<u>Total for all Sites</u>	\$695,548.15	\$714,746.79

⁽¹⁾ Amounts are estimated and subject to repayment terms under the applicable State Grant.

⁽²⁾ Amounts are estimated and subject to change.

Payment Schedule and Terms

Cost Category	Invoice Date or Milestone	Payment Terms
Charging Stations	On an individual Site basis, 100% of Charging Station costs invoiced upon shipping.	Net 30 days from invoice
Cloud Plan	On an individual Site basis, 100% of Cloud Plan costs invoiced upon Substantial Completion.	Net 30 days from invoice
Assure Plan	On an individual Site basis, 100% of Assure Plan costs invoiced upon Substantial Completion.	Net 30 days from invoice
Miscellaneous	On an individual Site basis, 100% of Miscellaneous costs invoiced upon shipping	Net 30 days from invoice
Shipping	On an individual Site basis, 100% of Shipping costs invoiced upon shipping	Net 30 days from invoice
Site Design and Permits	Upon Effective Date, 100% of Site Design and Permit costs invoiced.	Net 30 days from invoice
Equipment Installation	On an individual Site basis, 80% of Equipment Installation Costs (including Site Installation, Utility Interconnection, Power Link Commissioning, Power Block Commissioning, and Station Activation) invoiced 45 days prior to Commencement of Construction. 20% of Equipment Installation Costs, plus/minus any change orders invoiced upon Substantial Completion.	Net 30 days from invoice

EXHIBIT E

List ChargePoint responsibilities for Development Management services

ChargePoint may perform one or more of the following activities in the role of Development Manager. ChargePoint may engage one or more qualified contractors to perform these tasks.

1. Utility Application

- a. Due Diligence: Determine whether the existing electrical service is sufficient, or a new electrical service is required, by comparing the charger Site layout and power needs with the facility electrical drawings and photos of electrical panels.
- b. New Service Support: If new or increased electrical service is required, engage the relevant utility to determine availability of electrical grid capacity, correct service voltage, potential lead times for utility design and new electrical service construction, estimated fees (if applicable), and contractor responsibilities.
- c. Utility Application: Assist the Operator in completing any utility application.

2. On-site Technical Assessment

- a. Site Due Diligence: Assessment of on-site electrical equipment including switchgear, utility service and point of interconnection.
- b. Map of Site Conditions: Draft a map of Site conditions including ADA and AHJ requirements, location of switchgear, utility service, interconnections, and transformers.
- c. Topographical map: Topographical heat map and slope readings of parking areas surrounding desired charging equipment locations where legally permissible.

3. Contractor Procurement

- a. Bid Package Development: Create standardized bid package including Construction Contract that contains provisions required by and requires the contractor to comply with prevailing wage requirements in Part 7 of the California Labor Code and implementing regulations, Site design requirements, equipment specifications and timelines. Invite qualified contractors to bid process.
- b. Award: Evaluate and compare bids from contractors.
- c. Pricing & Scope Negotiation: Negotiate pricing and scope for the final contract with the selected contractor ("Installer").
- d. Execute Installer Contract: Execute contract with the Installer, to include any relevant flow-down requirements from State Grants.

4. Design and Permitting

- a. Design: Prepare construction drawings, including electrical single-line diagram.
- b. Permitting: Confirm Installer secures necessary permits from AHJ.

5. Construction Management

- a. Project Coordination: Manage construction kick-off meeting; Regularly scheduled coordination meetings with contractor and Operator based on agreed-on cadence; Maintain running punch list of outstanding construction actions; Manage and track schedules; Manage issues which may impact the schedule or the budget; Track project costs; Analyze and evaluate Installer change orders
- b. Construction Management: Coordinate with Installer on procurement of long lead time equipment (switchgear, transformers, EVSE, etc.); Permitting Coordination with contractor; Virtual inspections with Installer/Operator-supplied images; On-site rough inspection visit before trench backfill and wiring, if needed; Manage logistics of ChargePoint Charging Station delivery; Coordinate with Installer to schedule utility upgrades and energization;

Project management installation and commissioning of ChargePoint charging stations;
Work with Installer to ensure final punch list is completed and project passes final
inspection by the AHJ; Coordination of close-out and transfer of Electric Vehicle Charging
Equipment ownership.



AGENDA SUMMARY REPORT

SUBJECT: Award of Purchase of Three (3) Stryker Power Pro 2 Gurneys

DEPARTMENT: Fire

PREPARED BY: Doug Hutchison, Fire Chief

PRESENTER: Doug Hutchison, Fire Chief

ATTACHMENTS:

1. Ukiah x3 XT

Summary: Council will consider the award of purchase of three (3) Stryker Power Pro 2 gurneys from the Stryker Corporation, in the amount of \$95,889.95, including tax.

Background: In November 2023, Adventist Health-West conducted a Request for Proposals (RFP) for Inter Facility ambulance transport services. As a local provider, the Ukiah Valley Fire Authority (UVFA) was asked to submit a proposal along with other ambulance providers currently providing service at Adventist facilities. Ultimately, Adventist Health-West chose the Ukiah Valley Fire Authority to provide these services.

At the August 7, 2024, meeting, the City Council approved the Agreement with Adventist Health Systems West for the Ukiah Valley Fire Authority to provide Inter Facility Transports at three (3) of their facilities. These facilities include Adventist Health- Ukiah Valley, Adventist Health-Howard Memorial, and Adventist Health-Clearlake.

Discussion: These gurneys are necessary to equip the ambulances to service the agreement with Adventist Health Systems West.

They are identical to, and interchangeable with, the current gurneys in service on the Ukiah valley Fire Authority's 911 ambulances.

The cost of these units was approved in the FY 25 budget.

See Attachment 1 for a quote from the Stryker Corporation. Please note, that despite the current shipping address on the quote, the PO will direct the shipment to 411 West Clay Street, Ukiah.

Under the Agreement, Adventist Health does not reimburse for capital expenditures directly but instead provides reimbursement through a transport reimbursement schedule and a subsidy provision. The subsidy is designed to provide the City with a minimum level of funding, currently estimated at \$1,832,402 annually, to cover all costs related to the provision of transport services if billing receipts are insufficient. While the subsidy aims to bring the City's operations to a break-even point, it is capped at \$499,312 annually. The Finance Department has analyzed these reimbursement provisions in the context of the established budget for fiscal year 2024-25 and determined it is reasonable to expect that the City will at least break even on the purchase of the ambulances and equipment over the next three years.

The City will be required to fund the purchase of the ambulances and equipment up front. The Finance Department recommends using an established line of credit for the vehicles and associated equipment with Umpqua Bank.

Recommended Action: Award the purchase of three (3) Stryker Power Pro 2 Gurneys to the Stryker Corporation, in the amount of \$95,889.95, including tax.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 71021110.80100: \$874,866

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Established capital line of credit.

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Finance Department

DIVERSITY-EQUITY INITIATIVES (DEI): N/A

CLIMATE INITIATIVES (CI): N/A

GENERAL PLAN ELEMENTS (GP): N/A

Approved:


Sage Sangiacomo, City Manager



x4 PPXT

Quote Number: 10918417

Version: 1

Prepared For: UKIAH VALLEY FIRE DIST

Attn:

Rep: Sahel Segovia

Email: sahel.segovia@stryker.com

Phone Number: (408) 545-8169

Quote Date: 08/20/2024

Expiration Date: 01/31/2024

Delivery Address

Name: UKIAH VALLEY FIRE DIST

Account #: 20077453

Address: 1500 S STATE ST

UKIAH

California 95482-6709

Sold To - Shipping

Name: UKIAH VALLEY FIRE DIST

Account #: 20077453

Address: 1500 S STATE ST

UKIAH

California 95482-6709

Bill To Account

Name: UKIAH VALLEY FIRE DIST

Account #: 20077453

Address:

Equipment Products:

#	Product	Description	U/M	Qty	Sell Price	Total
1.0	650605550003	6506 MTS PWRPRO COT HIGH CNFIG	PCE	3	\$28,860.81	\$86,582.43
Equipment Total:						\$86,582.43

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$1,731.65
Grand Total:	\$88,314.08

Prices: In effect for 30 days

Terms: Net 30 Days



x4 PPXT

Quote Number:	10918417		
Version:	1		
Prepared For:	UKIAH VALLEY FIRE DIST	Rep:	Sahel Segovia
Attn:		Email:	sahel.segovia@stryker.com
		Phone Number:	(408) 545-8169
Quote Date:	08/20/2024		
Expiration Date:	01/31/2024		

Terms and Conditions:
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.



AGENDA SUMMARY REPORT

SUBJECT: Award of Purchase of Three (3) Stryker MTS Power Load Systems.

DEPARTMENT: Fire

PREPARED BY: Doug Hutchison, Fire Chief

PRESENTER: Doug Hutchison, Fire Chief

ATTACHMENTS:

1. ukiah x3 PL

Summary: Council will consider the award of purchase of three (3) Stryker MTS Power Load Systems, in the amount of \$95,892.80 including tax, to the Stryker Corporation.

Background: In November 2023, Adventist Health-West conducted a Request for Proposals (RFP) for Inter Facility ambulance transport services. As a local provider, the Ukiah Valley Fire Authority (UVFA) was asked to submit a proposal along with other ambulance providers currently providing service at Adventist facilities. Ultimately, Adventist Health-West chose the Ukiah Valley Fire Authority to provide these services.

At the August 7, 2024, meeting, the City Council approved the Agreement with Adventist Health Systems West for the Ukiah Valley Fire Authority to provide Inter Facility Transports at three (3) of their facilities. These facilities include Adventist Health- Ukiah Valley, Adventist Health-Howard Memorial, and Adventist Health-Clearlake.

Discussion: These Power Load Systems are necessary to equip the ambulances to service the agreement with Adventist Health Systems West. The units assist with lifting the gurney in and out of the ambulances, greatly reducing the risk of injury to staff or patients.

They are identical to, and interchangeable with, the current Power Load Systems in service on the Ukiah Valley Fire Authority's 911 ambulances.

The cost of the units was approved in the FY 25 budget.

See Attachment 1 for a quote from the Stryker Corporation. Please note, that despite the current shipping address on the quote, the PO will direct the shipment to 411 West Clay Street, Ukiah.

Under the Agreement, Adventist Health does not reimburse for capital expenditures directly but instead provides reimbursement through a transport reimbursement schedule and a subsidy provision. The subsidy is designed to provide the City with a minimum level of funding, currently estimated at \$1,832,402 annually, to cover all costs related to the provision of transport services if billing receipts are insufficient. While the subsidy aims to bring the City's operations to a break-even point, it is capped at \$499,312 annually. The Finance Department has analyzed these reimbursement provisions in the context of the established budget for fiscal year 2024-25 and determined it is reasonable to expect that the City will at least break even on the purchase of the ambulances and equipment over the next three years.

The City will be required to fund the purchase of the ambulances and equipment up front. The Finance

Department recommends using an established line of credit for the vehicles and associated equipment with Umpqua Bank.

Recommended Action: Award the purchase of three (3) MTS Power Load Systems to the Stryker Corporation, in the amount of \$98,040.11, including tax.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 71021110.80100: \$874,866

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Established capital line of credit.

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Finance Department

DIVERSITY-EQUITY INITIATIVES (DEI): N/A

CLIMATE INITIATIVES (CI): N/A

GENERAL PLAN ELEMENTS (GP): N/A

Approved:


Sage Sangiacomo, City Manager

**x4 PL**

Quote Number: 10918412

Version: 1

Prepared For: UKIAH VALLEY FIRE DIST

Attn:

Rep: Sahel Segovia

Email: sahel.segovia@stryker.com

Phone Number: (408) 545-8169

Quote Date: 08/20/2024

Expiration Date: 11/25/2024

Delivery Address

Name: UKIAH VALLEY FIRE DIST

Account #: 20077453

Address: 1500 S STATE ST

UKIAH

California 95482-6709

Sold To - Shipping

Name: UKIAH VALLEY FIRE DIST

Account #: 20077453

Address: 1500 S STATE ST

UKIAH

California 95482-6709

Bill To Account

Name: UKIAH VALLEY FIRE DIST

Account #: 20077453

Address:

Equipment Products:

#	Product	Description	U/M	Qty	Sell Price	Total
1.0	639005550001	MTS POWER LOAD	PCE	3	\$28,861.64	\$86,584.92
Equipment Total:						\$86,584.92

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$1,731.70
Grand Total:	\$88,316.62

Prices: In effect for 30 days

Terms: Net 30 Days



x4 PL

Quote Number:	10918412		
Version:	1		
Prepared For:	UKIAH VALLEY FIRE DIST	Rep:	Sahel Segovia
Attn:		Email:	sahel.segovia@stryker.com
		Phone Number:	(408) 545-8169
Quote Date:	08/20/2024		
Expiration Date:	11/25/2024		

Terms and Conditions:
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.



AGENDA SUMMARY REPORT

SUBJECT: Award of Purchase of Three (3) Lifepak 15 V4 Cardiac Monitor/Defibrillators.

DEPARTMENT: Fire

PREPARED BY: Doug Hutchison, Fire Chief

PRESENTER: Doug Hutchison, Fire Chief

ATTACHMENTS:

1. Ukiah x3 LP 15

Summary: Council will consider the award of purchase of three (3) Lifepak 15 V4 cardiac monitor/defibrillators from the Stryker Corporation, in the amount of \$166,912.43 including tax.

Background: In November 2023, Adventist Health-West conducted a Request for Proposals (RFP) for Inter Facility ambulance transport services. As a local provider, the Ukiah Valley Fire Authority (UVFA) was asked to submit a proposal along with other ambulance providers currently providing service at Adventist facilities. Ultimately, Adventist Health-West chose the Ukiah Valley Fire Authority to provide these services.

At the August 7, 2024, meeting, the City Council approved the Agreement with Adventist Health Systems West for the Ukiah Valley Fire Authority to provide Inter Facility Transports at three (3) of their facilities. These facilities include Adventist Health- Ukiah Valley, Adventist Health-Howard Memorial, and Adventist Health-Clearlake.

Discussion: These cardiac monitor/defibrillators are necessary to equip the ambulances to service the agreement with Adventist Health Systems West.

These units are identical to, and interchangeable with, the current cardiac monitor/defibrillators in service on the Ukiah Valley Fire Authority's 911 ambulances.

The costs were included in the FY 25 approved budget.

See Attachment 1 for a quote from the Stryker Corporation. Please note, that despite the current shipping address on the quote, the PO will direct the shipment to 411 West Clay Street, Ukiah.

Under the Agreement, Adventist Health does not reimburse for capital expenditures directly but instead provides reimbursement through a transport reimbursement schedule and a subsidy provision. The subsidy is designed to provide the City with a minimum level of funding, currently estimated at \$1,832,402 annually, to cover all costs related to the provision of transport services if billing receipts are insufficient. While the subsidy aims to bring the City's operations to a break-even point, it is capped at \$499,312 annually. The Finance Department has analyzed these reimbursement provisions in the context of the established budget for fiscal year 2024-25 and determined it is reasonable to expect that the City will at least break even on the purchase of the ambulances and equipment over the next three years.

The City will be required to fund the purchase of the ambulances and equipment up front. The Finance Department recommends using an established line of credit for the vehicles and associated equipment with Umpqua Bank.

Recommended Action: Award the purchase of three (3) Lifepak 15 V4 cardiac monitor/defibrillators to the Stryker Corporation in the amount of \$166,912.43, including tax.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: 71021110.80100: \$874,866

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: Established capital line of credit.

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Finance Department

DIVERSITY-EQUITY INITIATIVES (DEI):N/A

CLIMATE INITIATIVES (CI): N/A

GENERAL PLAN ELEMENTS (GP): N/A

Approved:


Sage Sangiacomo, City Manager



x4 LP

Quote Number:

10967883

Version:

1

Prepared For:

UKIAH VALLEY FIRE DIST

Attn:

Quote Date:

08/20/2024

Expiration Date:

11/27/2024

Remit to:

Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Rep:

Sahel Segovia

Email:

sahel.segovia@stryker.com

Phone Number:

(408) 545-8169

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	UKIAH VALLEY FIRE DIST	Name:	UKIAH VALLEY FIRE DIST	Name:	UKIAH VALLEY FIRE DIST
Account #:	20077453	Account #:	20077453	Account #:	20077453
Address:	1500 S STATE ST	Address:	1500 S STATE ST	Address:	
	UKIAH		UKIAH		
	California 95482-6709		California 95482-6709		

Equipment Products:

#	Product	Description	U/M	Qty	Sell Price	Total
1.0	99577-001957	LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order	PCE	3	\$40,974.35	\$122,923.05
2.0	41577-000288	LP15 ACCRY SHIPKIT,AHA,S	PCE	3	\$0.01	\$0.03
3.0	11577-000004	Station Battery Charger - For the LP15	PCE	3	\$2,030.40	\$6,091.20
4.0	11140-000098	LP15 AC Power Adapter (power cord not included)	PCE	3	\$1,784.80	\$5,354.40
5.0	11140-000080	Extension Cable (5ft 3 in)	PCE	3	\$332.00	\$996.00
6.0	11140-000015	AC power cord	PCE	3	\$86.40	\$259.20
7.0	21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	PCE	9	\$499.20	\$4,492.80
8.0	11160-000013	NIBP Cuff-Reusable, Child	PCE	3	\$27.20	\$81.60
9.0	11160-000017	NIBP Cuff -Reusable, Large Adult	PCE	3	\$37.60	\$112.80
10.0	11577-000002	LIFEPAK 15 Basic carry case w/right & left pouches; shoulder strap (11577-000001) included at no additional charge when case ordered with a LIFEPAK 15 device	PCE	3	\$356.00	\$1,068.00
11.0	11220-000028	LIFEPAK 15 Carry case top pouch	PCE	3	\$64.00	\$192.00
12.0	11260-000039	LIFEPAK 15 Carry case back pouch	PCE	3	\$91.20	\$273.60
13.0	21300-008159	LIFEPAK 15 NIBP Straight Hose, 6'	PCE	3	\$80.00	\$240.00
14.0	11577-000001	LIFEPAK 15 Shoulder strap	PCE	3	\$43.20	\$129.60



x4 LP

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Attn:

Quote Date:08/20/2024

Expiration Date:11/27/2024

Remit to:Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Rep:Sahel Segovia

Email:sahel.segovia@stryker.com

Phone Number:(408) 545-8169

#	Product	Description	U/M	Qty	Sell Price	Total
15.0	MVAO	Microstream Advance oral/nasal filter line adult, w/O2 tubing	PK	3	\$367.20	\$1,101.60
16.0	MVAIL	Microstream Advance intubated filter line adult-pediatric, long 25 ct	PK	3	\$330.40	\$991.20
17.0	MVA	Microstream Advance oral/nasal filter line adult 25ct	PK	3	\$332.00	\$996.00
18.0	11996-000519	LNCS-II rainbow DCI 8? SpCO, Adult Reusable Sensor	PCE	3	\$687.20	\$2,061.60
19.0	11996-000518	RD rainbow Adult/Neo 8? SpCO, SpO2, and SpMet, Adult Adhesive Sensors	PK	3	\$767.20	\$2,301.60
20.0	11160-000011	NIBP Cuff-Reusable, Infant	PCE	3	\$24.00	\$72.00
21.0	11160-000019	NIBP Cuff-Reusable, Adult X Large	PCE	3	\$53.60	\$160.80
Equipment Total:						\$149,899.08

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$3,897.18
Grand Total:	\$153,796.26

Prices: In effect for 30 days

Terms: Net 30 Days



x4 LP

Quote Number:	10967883	Remit to:	Stryker Sales, LLC 21343 NETWORK PLACE CHICAGO IL 60673-1213 USA
Version:	1	Rep:	Sahel Segovia
Prepared For:	UKIAH VALLEY FIRE DIST	Email:	sahel.segovia@stryker.com
Attn:		Phone Number:	(408) 545-8169
Quote Date:	08/20/2024		
Expiration Date:	11/27/2024		

Terms and Conditions:
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.



AGENDA SUMMARY REPORT

SUBJECT: Adoption of an Ordinance Amending Various Sections of the Ukiah City Code to Update the City's Approval Process for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs).

DEPARTMENT: Community Development

PREPARED BY: Jesse Davis, Chief Planning Manager

PRESENTER: Consent Calendar

ATTACHMENTS:

1. ADU Ordinance - Redline
2. ADU Ordinance - Clean
3. Ukiah - ADU Ordinance Letter - Cal HDF (08.21.2024)

Summary: The ordinance amendment includes changes to various sections of the Ukiah City Code to update the City's approval process for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs). If approved, the amendment will establish standalone articles for the regulation of ADUs and JADUs and facilitate compliance with recent changes in the California Government Code, including AB 976, AB 2221, SB 477 by adding or removing regulatory language as required.

Background: On August 21, 2024, City Council unanimously approved the introduction of the Ordinance as modified and conveyed within Attachment 1. Staff is now asking the Council to adopt the ordinance for which a finalized version is provided in Attachment 2. In summary, the purpose of updating the City's previously adopted Accessory Dwelling Units (ADU) standards is to:

- Establish standalone articles for the regulation of ADUs and JADUs to improve readability of the City's regulations;
- Clarify ADU development standards to allow for detached ADUs of up to 20' in height, and ADUs attached to the primary dwelling unit or garage at the maximum height of their zoning district, limited by any airport safety restrictions.
- Update the City's local ordinance to address recent changes in the California Government Code, including AB 976, AB 2221, SB 477 by adding or removing regulatory language as required.
- Provide for effective planning regulations to review and enhance the production of accessory units in all formats and locations throughout the City, recognizing that a substantial percentage of the Accessory Dwelling Units constructed in Ukiah since 2017 were conversions of existing space or modifications to existing structures.

Discussion: In response to the changes directed by the Council during the Public Hearing on August 21, 2024, as well as the public comment submitted by the California Housing Defense Fund (Cal HDF) in Attachment 3, Staff provides the following responses:

- **Effective Date:** At the direction of the City Council, the effective date of the ordinance is amended so that it does not become effective until review by the California Department of Housing & Community Development (HCD) pursuant to Government Code Section 66326. Government Code Section 66326 requires that a local agency shall submit a copy of the ordinance adopted pursuant to Section 66314 to the Department of Housing and Community Development within 60 days after adoption. After adoption

of an ordinance, the department may submit written findings to the local agency as to whether the ordinance complies with this article.

- **Districts Permitted:** Staff facilitated a minor update §9056.2(B), to clarify that ADUs are allowed in any district where residential uses are *allowed or permitted*. Staff notes that the creation of a standalone article to regulate ADUs further improves this consideration.
- **Fire Sprinklers:** Staff has removed proposed language that fire sprinklers *may* be required if a structure containing an ADU is greater than one thousand two hundred (1,200) square feet. Staff notes that the Fire Prevention Division reviews and evaluates all proposed residential units for life and safety considerations. In the City of Ukiah, ADUs exceeding 1,200 square feet are non-existent, and would be considered atypical and infrequent, as the majority of ADUs are designed to be significantly smaller, conforming with local zoning standards and the character of surrounding residential developments.
- **Setbacks:** Per the California ADU Handbook (2022), "A local agency may still apply front yard setbacks for ADUs, but front yard setbacks cannot preclude an ADU of at least 800 square feet and must not unduly constrain the creation of all types of ADUs (Page 16)." Staff has updated the proposed language to reflect the considerations presented by Cal HDF, and that the application of front yard setbacks do not apply to ADUs of less than 800 square feet. The proposed front yard setback is sourced from the existing City Ordinance. Staff does not consider that front yard setback regulations are hindering the development of ADUs within the City of Ukiah, as evidenced by recent ADUs under construction, including the detached unit at the intersection of Live Oak Avenue and Walnut Avenue, which was a 'Corner Lot' impacted by the application of front-yard setbacks.
- **Non-Conforming Accessory Structures:** Updated to reflect 150 square feet for full-consistency with State law.
- **Sidewalk & Stormwater Improvements:** Staff has included and retained a linkage within the proposed ADU regulations to UCC §9181(C). This existing regulation requires that curb, gutter, sidewalk, paving and street trees, as determined by the City Engineer be constructed or installed as a condition of approval for building permits where the permit value is equal to or greater than one-third (1/3) of the value of the existing structure, and those considerations are absent. To be sure, these requirements are only considered in the limited circumstances where this infrastructure is absent and the creation of the ADU is more than 1/3 the value of the existing structure. For most ADU conversions, it is unlikely that this requirement would be activated, given the value of property across the City, but could potentially be considered for larger detached units or more comprehensive renovations and development. Since 1982, the City has maintained long-standing goals for street improvements, particularly a complete sidewalk network, as well as improved stormwater management. At this stage only a scattered handful of properties lack these public-facing improvements.

Staff recommends Council adopt the ordinance in Attachment 2.

Recommended Action: Adopt ordinance amending various sections of the Ukiah City Code to update the City's approval process for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs).

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Darcy Vaughn, Assistant City Attorney

DIVERSITY-EQUITY INITIATIVES (DEI): N/A

CLIMATE INITIATIVES (CI): CL 5A: Update the zoning ordinance

GENERAL PLAN ELEMENTS (GP): H-3: Remove governmental constraints to infill housing development; H-3.1: Improve building and planning permit processing for residential construction; LU-1: H-3.1: Improve building and planning permit processing for residential construction.

Approved: 
Sage Sangiacomo, City Manager

ORDINANCE NO.

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH ADDING AND AMENDING
VARIOUS SECTIONS OF THE UKIAH CITY CODE REGULATING ACCESSORY DWELLING
UNITS**

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

SECTION 1

Findings and Declarations. The City Council finds and declares as follows:

- A. The proposed amendments to Division 9, Chapter 2 of the Ukiah City Code are consistent with the 2040 Ukiah General Plan and further the goals, objectives, and policies of the 6th Cycle General Plan Housing Element.
- B. Per the California Government Code, existing law provides for the creation by local ordinance, or by ministerial approval if a local agency has not adopted an ordinance, of accessory dwelling units to allow single-family or multifamily dwelling residential use in accordance with specified standards and conditions. Existing law also provides for the creation of junior accessory dwelling units by local ordinance, or, if a local agency has not adopted an ordinance, by ministerial approval, in accordance with specified standards and conditions.
- C. The adoption of this ADU Ordinance is a necessary action to continue progress towards production of affordable housing in a way that minimizes impacts to local neighborhoods.
- D. Then the State revises ADU law, a local jurisdiction's ADU Ordinance, if non-compliant with the new ADU laws, is rendered "null and void" and local jurisdictions must continue to process ADU applications through a ministerial process in accordance with State law.
- E. The State legislature declared that "Housing is a statewide concern", that California faces a housing crisis, that ADUs are a valuable form of housing, and that local jurisdictions are mandated to comply with applicable State housing laws.

SECTION 2

Division 9, Chapter 2, Article 3, Low density Residential (R-1) of the Ukiah City Code is amended to read as follows (unchanged text is omitted and is shown by "**"):**

§9016 ALLOWED USES

Accessory Buildings

Accessory Dwelling Units (ADUs), as regulated by Article 5.3 of this Chapter.

~~Accessory dwelling units (ADU) or junior accessory dwelling units (JADU) on lots developed with a primary single family or multifamily residence or for which a primary residence is proposed subject to the following standards/criteria:~~

- ~~A. The requirements of this subsection are applicable to all existing ADUs and JADUs as well otherwise specifically provided herein. Existing ADUs or JADUs as of the date~~

~~hereof inconsistent with the provisions listed herein shall be considered legal nonconforming; provided, that they were legal at the time of their creation.~~

- ~~B. Pursuant to California Government Code 65852.2(a)(1)(C) and 65852.22(d) and (e), ADUs and JADUs shall be deemed not to exceed the allowable density for the residential lot upon which an ADU or JADU is located, and ADUs and JADUs are deemed a residential use that is consistent with the existing general plan and zoning designation for the residential lot on which an ADU or JADU is located.~~
- ~~C. These regulations do not allow the division of property upon which an accessory dwelling unit is located unless all requirements of the applicable zoning district and any other requirements of this code are met.~~
- ~~D. The accessory dwelling unit or JADU may be used for rental purposes. The minimum term of a lease for an accessory dwelling unit or JADU shall be thirty (30) days.~~
- ~~E. The ADU or JADU may be rented separate from the primary residence but may not be sold or otherwise conveyed separate from the primary residence.~~
- ~~F. For development of an ADU or JADU, the applicant shall record a deed restriction, which shall run with the land. A copy showing recordation with the Mendocino County Recorder shall be filed with the City, and shall include both of the following:~~
- ~~1. A prohibition on the sale of the ADU or JADU separate from the sale of the primary residence, including a statement that the deed restriction may be enforced against future purchasers.~~
 - ~~2. For a JADU only, a restriction on the size and attributes of the JADU that conforms with this section.~~
- ~~G. Accessory dwelling units may be attached to existing single-family or multiple-family residences or detached as separate structures. Accessory dwelling units shall incorporate the same or substantially similar architectural features, height, building materials and colors as the main dwelling unit or compatible dwellings located on adjacent properties. Architecture not similar to the architecture of the principal dwelling or buildings on adjacent properties shall be subject to the use permit process.~~
- ~~H. Junior accessory dwelling units are installed within a legally established bedroom within the existing walls of a fully permitted single-family dwelling or proposed single-family dwelling. In the case of a legal, nonconforming single-family dwelling unit, the applicant must demonstrate adequate septic capacity for the bedroom count, if the dwelling uses a septic system, and utilize an existing, fully permitted bathroom. A separate entrance to the junior accessory dwelling unit shall be provided. A junior accessory dwelling unit may include a full bathroom, or the occupant(s) may use a full bathroom inside the remainder of the single-family dwelling. A junior accessory dwelling unit shall contain an efficiency kitchen, which shall include a cooking facility for preparation and sanitation of food with appliances (e.g., microwave, toaster oven, hot plate) and a food preparation counter and~~

~~storage cabinets that are of reasonable size in relation to the size of the JADU. The efficiency kitchen must be removed when the JADU use ceases.~~

~~I. The maximum size of an accessory dwelling unit shall be one thousand two hundred (1,200) square feet. The maximum size of a junior accessory dwelling unit shall not exceed five hundred (500) square feet in floor area. If the bathroom is shared with the remainder of the single-family dwelling, it shall not be included in the square footage calculation.~~

~~J. Parking:~~

- ~~1. Parking requirements for the ADU shall be one off-street space (independently accessible or tandem) for each bedroom or ADU, whichever is less, in addition to the two (2) independently accessible parking spaces required for the existing single-family or multifamily residence. If the primary residence was legally constructed at a time when on-site parking was not required, then only the parking space(s) for the ADU shall be required. No off-street parking space shall be required for a JADU.~~
- ~~2. Off-street parking shall be permitted in setback areas in compliance with the definition of "off-street parking" found in section 9278B of this code or through tandem parking.~~
- ~~3. Parking standards will not be imposed for an ADU in any of the following instances:
 - ~~a. The ADU is located within one-half mile of public transit.~~
 - ~~b. The ADU is located within an architecturally and historically significant historic district.~~
 - ~~c. The ADU is part of the existing primary residence or an existing accessory structure.~~
 - ~~d. When on-street parking permits are required but not offered to the occupant of the ADU.~~
 - ~~e. When there is a car share vehicle located within one block of the ADU.~~~~
- ~~4. If a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, the City shall not require that those off-street parking spaces be replaced.~~

~~K. An ADU must meet all applicable building and fire codes, and shall have electric, water and sewer or septic service with the type of meter arrangement at the property owner's option. Water, sewer, and electrical services shall be available prior to the issuance of a building permit for an ADU. No new water or sewer connection fees may be required for ADUs that are contained within the existing space of a single-family or multifamily residence or accessory structure as provided in sections 3731A and 3861B of this code,~~

~~unless the ADU is constructed with a new single family home. ADUs shall not be required to provide fire sprinklers if they are not required for the primary residence.~~

~~L. A junior accessory dwelling unit shall not be considered a separate or new dwelling unit for purposes of applying building codes, fire codes, collection of impact fees, or the provision of water, sewer, and power, including connection fees that might otherwise be associated with the provision of those services. Junior accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.~~

~~M. The ADU or JADU shall comply with all applicable requirements of this code.~~

~~N. The maximum height for ADUs shall be eighteen feet (18'), except for attached ADUs, which shall have a maximum height of thirty feet (30'), pursuant to section 9018 of this code. Taller units may be approved through the use permit process.~~

~~O. The following yard setback requirements shall apply to ADUs:~~

- ~~1. Front Yard: The same as the existing primary residence, but no closer than five feet (5').~~
- ~~2. Side Yard Or Rear Yard, Single Story Or Two Story: Four feet (4').~~
- ~~3. No setback shall be required for an existing living area, garage, or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU.~~

~~P. The proposed ADUs shall have a separate front door, which, in the event of an attached unit, shall not be located along the front of the existing single family or multifamily residence unless it is not obviously visible from the street in front of the residence.~~

~~Q. For a JADU, either the primary single family residence or the JADU shall be occupied by the property owner. Owner occupancy shall not be required if the owner is a governmental agency, land trust, or housing organization.~~

~~R. Any balcony, window or door of an ADU shall utilize techniques to lessen the privacy impacts onto adjacent properties. These techniques may include use of obscured glazing, window placement above eye level, or locating balconies, windows and doors toward the existing on-site primary residence. In addition, trees shall be planted and maintained in a viable condition by the property owner, where appropriate, to preserve the privacy of neighboring property owners. This requirement will not apply to an ADU that is contained within the existing space of a single family or multifamily residence or accessory structure.~~

~~S. Driveways accessing ADUs shall be set back a minimum of five feet (5') from any structure on an adjoining lot that has a bedroom adjacent to the proposed driveway.~~

~~T. The minimum width of a driveway serving an ADU shall be twelve feet (12'), unless the City Fire Marshal determines that adequate fire protection can be provided to the ADU even though the driveway has a width less than twelve feet (12').~~

~~U. Unless otherwise indicated, relief from the above criteria and standards may be pursued through the use permit process pursuant to Chapter 2, Article 20 of this division.~~

- ~~V. Applications for a building permit for an ADU or a JADU shall be considered ministerially without discretionary review or a hearing within sixty (60) days after receiving the application if there is an existing primary dwelling on the lot. If the permit application to create an ADU or a JADU is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the ADU or JADU until the City acts on the permit application to create the new single-family dwelling, but the application to create the ADU or JADU shall be considered without discretionary review.~~
- ~~W. Applications for a building permit within any zoning district where residential uses are allowed by right shall be approved ministerially to develop any of the following:~~
- ~~1. One ADU and one JADU per lot with a proposed or existing single-family dwelling if all of the following apply:~~
 - ~~a. The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than one hundred fifty (150) square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.~~
 - ~~b. The space has exterior access from the proposed or existing single-family dwelling.~~
 - ~~c. The side and rear setbacks are sufficient for fire and safety.~~
 - ~~d. The JADU complies with the requirements of this section.~~
 - ~~2. One detached, new construction, ADU that does not exceed four foot (4') side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The ADU may be combined with a JADU described in subsection W1 of this section.~~
 - ~~3. Multiple ADUs within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with State building standards for dwellings. The number of ADUs permitted within an existing multifamily dwelling structure shall be capped at twenty-five percent (25%) of the existing units in the multifamily dwelling, or one ADU, whichever is greater.~~
 - ~~4. Not more than two (2) ADUs that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to four foot (4') rear and side yard setbacks.~~
- ~~X. For the development of ADUs and JADUs described in subsection W of this section, no additional parking or other development standards as set forth in subsections I, J, N through P, and R through U of this section shall be applied except for building code requirements.~~

~~Y. The City shall not require, as a condition for ministerial approval of a permit application for the creation of an ADU or JADU, the correction of nonconforming zoning conditions. For purposes of this section, "nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.~~

Junior Accessory Dwelling Units (JADUs), as regulated by Article 5.4 of this Chapter.

SECTION 3

Division 9, Chapter 2, Article 4, Medium Density Residential (R-2) regulations of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by "**"):**

§9031 Allowed Uses

Accessory buildings and accessory uses.

Accessory Dwelling Units (ADUs), as regulated by Article 5.3 of this Chapter.

~~Accessory dwelling units and junior accessory dwelling units, as defined in section 9278 of this code and regulated in section 9016 of this code.~~

Junior Accessory Dwelling Units (JADUs), as regulated by Article 5.4 of this Chapter.

~~Second dwelling units as allowed in the R-1 districts in section 9016 of this chapter.~~

SECTION 4

Division 9, Chapter 2, Article 5, High Density Residential (R-3) regulations of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by "**"):**

§9046 Allowed Uses

Accessory uses to any allowed or permitted uses.

Accessory Dwelling Units (ADUs), as regulated by Article 5.3 of this Chapter.

~~Accessory dwelling units and junior accessory dwelling units, as defined in section 9278 of this code and regulated in section 9016 of this code.~~

Junior Accessory Dwelling Units (JADUs), as regulated by Article 5.4 of this Chapter.

~~Second dwelling units as allowed in the R-1 districts in section 9016 of this chapter.~~

SECTION 5

A new Article 5.3, entitled “ACCESSORY DWELLING UNITS (ADUS)” shall be added to Division 9, Chapter 2 of the Ukiah City Code and shall read as follows:

§9056 PURPOSE AND INTENT

The purpose of this article is to create an expedient ministerial approval process for residential Accessory Dwelling Units (ADUs). To do so, this article sets forth development standards in conformance with California Government Code and tailored to meet the changing needs of Ukiah communities and expand housing choices in all neighborhoods.

§9056.1 GENERAL REQUIREMENTS

Accessory Dwelling Units (ADU) on lots developed with a primary single-family or multifamily residence or for which a primary residence is proposed shall be ministerially permitted and subject to the following standards/criteria:

- A. The requirements of this Article are applicable to all existing ADUs, as well as those proposed after the effective date hereof, except for legal nonconforming units, or as specifically provided herein. Existing ADUs as of the date hereof inconsistent with the provisions listed herein shall be considered legal nonconforming; provided, that they were legal at the time of their creation.
- B. ADUs shall be deemed not to exceed the allowable density for the residential lot upon which an ADU is located. ADUs are deemed a residential use that is consistent with the existing general plan and zoning designation for the lot on which an ADU is located with a primary residence.
- C. These regulations do not allow the division of property upon which an accessory dwelling unit is located unless all requirements of the applicable zoning district or State law are met.
- D. The ADU be rented separate from the primary residence but may not be sold or otherwise conveyed separate from the primary residence unless the conveyance meets the requirements of Government Code Sections 66340 through 66342.
- E. Accessory dwelling units may be attached to existing single-family or multiple-family residences or detached as separate structures.
- F. An ADU must meet all applicable building and fire codes, and shall have electric, water and sewer or septic service with the type of meter arrangement at the property owner's option. Water, sewer, and electrical services shall be available prior to the issuance of a

building permit for an ADU. No new water or sewer connection fees may be required for ADUs that are contained within the existing space of a single-family or multifamily residence or accessory structure, unless the ADU is constructed with a new single-family home. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

- G. Nothing in this Chapter shall preclude the development of a Junior Accessory Dwelling Unit as regulated by Ukiah City Code and Government Code §66333 -66339.

§9056.2 DEVELOPMENT REQUIREMENTS

- A. Applications for a building permit for an ADU shall be deemed approved if the local agency has not acted on the completed application within 60 days. If approved, no additional parking or other development standards shall be applied except for building code and fire safety requirements.
- B. Applications for a building permit within any zoning district where residential uses are allowed **or permitted by right** shall be approved ministerially to develop any of the following:
- a. Unit Type. An ADU may be attached to an existing primary residence converted from a portion of the existing living area of the primary residence, detached and on the same legal lot as a primary residence, converted from the entirety of or a portion of an existing accessory structure, or attached to an existing or proposed accessory structure.
 - b. Number of Units. The number of ADUs allowed on a single lot shall be:
 - i. On a lot that contains an existing or proposed single-family dwelling: One (1) ADU attached or detached.
 - ii. On a lot that contains an existing multifamily dwelling: Two (2) ADUs, detached from the multifamily structure, and up to 25 percent of the number of units in the existing multifamily dwelling converted from existing non-livable space in a multifamily structure.
 - iii. On a lot that contains a proposed multifamily dwelling: Two (2) ADUs, detached from the multifamily structure.
- C. Size. The maximum size of a detached ADU shall be one thousand two hundred (1,200) square feet. The conversion of an existing accessory structure or a portion of the existing primary residence to an ADU is not subject to unit size requirements.
- D. Improvements. The City shall not require, as a condition for ministerial approval of a permit application for the creation of an ADU, the correction of nonconforming zoning conditions. For purposes of this section, "nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards. Curb, gutter, sidewalk, paving and street trees, however, shall be required when that infrastructure does not exist, and the proposed building permit value is equal to or greater than one-third (1/3) of the value of the existing structure per UCC §9181 (Street Improvements with Development of Property).

- E. Lot Size: No minimum lot size shall be required.
- F. Lot Coverage. The lot coverage limitation of the base zoning district shall not apply to the construction of an ADU.
- G. Construction Standards. Not exclusive of other applicable state and local building and fire regulations, ADUs shall comply with the following requirements.
 - a. Structures within the state responsibility area (SRA) must comply with applicable local and state regulations for setbacks and fire-resistive construction.
 - b. Structures outside of the SRA must comply with building code regulations for fire-resistive construction, unless more restrictive standards are required pursuant to state law or regulation.
 - c. Fire sprinklers shall not be required in the ADU if the primary residence is not required to have fire sprinklers. ~~Fire sprinklers may be required if a structure containing an ADU is greater than one thousand two hundred (1,200) square feet.~~

§9056.3 SETBACKS

The following yard setback requirements shall apply to ADUs:

- A. Front Yard: The same as the existing primary residence, but no closer than five feet (5').
- B. Side Yard or Rear Yard: Four feet (4').
- C. No setback shall be required for an existing living area, garage, or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU.
- D. The application of front yard setbacks ~~cannot preclude an ADU of 800 square feet or less, and must not unduly constrain the creation of all types of ADUs.~~

§9056.4 PARKING

- A. Parking requirements for the ADU shall be one (1) off-street space (independently accessible or tandem) in addition to the accessible parking spaces required for the existing single-family or multifamily residence. If the primary residence was legally constructed at a time when on-site parking was not required, then only the parking space(s) for the ADU shall be required.
- B. Off-street parking shall be permitted in setback areas in compliance with the definition of "off-street parking" found in section 9278B of this code or through tandem parking
- C. Parking standards will not be imposed for an ADU in any of the following instances:
 - a. The ADU is located within one-half mile of public transit stop;

- b. The ADU is located within an architecturally and historically significant district;
 - c. The ADU is part of the existing primary residence or an existing accessory structure;
 - d. When on-street parking permits are required but not offered to the occupant of the ADU;
 - e. When there is a car share vehicle located within one block of the ADU;
 - f. When an application for an ADU is submitted with an application to create anew single-family or multifamily dwelling on the same lot.
- D. If a garage, carport, or covered parking structure is demolished in conjunction withthe construction of an ADU or converted to an ADU, the City shall not require that those off-street parking spaces be replaced.

§9056.5 LEGAL NONCONFORMING ACCESSORY STRUCTURES

ADUs converted from residential accessory structures determined to be Legal Nonconforming shall be subject to the following requirements:

- A. Legal Nonconforming residential accessory structure that is converted to an ADU, or reconstructed as an ADU to the same footprint and dimensions as the original structure shall not be subject to setback requirements.
- B. A Legal Nonconforming residential accessory structure that is converted to an ADU may be expanded up to 1,200 square feet if the expansion will comply with the height limit and setbacks for new detached ADUs.
- C. Expansion of floor area within a nonconforming setback is limited to **420150** square feet, if necessary, to accommodate associated utilities, ingress and egress.

9056.6 HEIGHT

- A. The maximum height for detached ADUs shall be 20 feet.
- B. ADUs attached to the primary structure can be constructed to the maximum height for the zoning district in which the unit is located.
- C. ADUs may be taller than the primary residential structure.
- D. ADUs above a garage (Attached or Detached) can be constructed to the maximum height for the zoning district in which the unit is located.
- E. Detached ADUs greater than 20 feet in height may be approved through the granting of a Minor Site Development permit.

§9056.7 DETERMINATION OF APPROPRIATENESS

Whenever an ADU is proposed that would involve uses or features that are not explicitly addressed by the design and development standards set forth in this Code or State law, the

Community Development Director shall determine whether the proposal is appropriate and whether it should be reviewed on a ministerial or discretionary basis. In making this determination, the Community Development Director shall find as follows:

- A. The proposed ADU would not be incompatible with other existing or allowed uses in the zoning district or property for which it is proposed; and
- B. The proposed ADU would not be detrimental to the continuing development of the area in which it would be located; and
- C. The proposed ADU would be in harmony and consistent with the purpose of the zoning district; and
- D. The proposed ADU can meet all safety requirements as determined by the City of Ukiah Building Inspection and Fire Prevention Division; and
- E. In the case of determining that an ADU is allowed or permitted, the Community Development Director shall find that the proposed use is similar in nature and intensity to its contextual development and the ADU allowances listed in this Code or State law.

SECTION 6

A new Article 5.4, entitled “JUNIOR ACCESSORY DWELLING UNITS (JADUS)” shall be added to Division 9, Chapter 2 of the Ukiah City Code and shall read as follows:

§9057 PURPOSE AND INTENT

This purpose of this article is to implement the requirements of Government Code and provisions of the General Plan Housing Element that encourage the production of affordable housing by expanding housing opportunities for all economic segments of the community.

§9057.1 GENERAL REQUIREMENTS

Junior accessory dwelling units (JADUs) shall be ministerially permitted in zoning districts that allow single-family dwelling units as permitted uses, in compliance with Government Codes §66333 - 66339, the requirements of this section, and all other requirements of the applicable zoning district. The department shall act on an application to create a JADU within sixty (60) days from the date it receives a completed application if there is an existing single-family dwelling on the lot.

- A. Permit Requirements and Fees. Construction permits (including, but not limited to, abuilding, well, septic, and/or sewer permit) shall be required to establish a JADU. A JADU shall not be considered a separate or new dwelling unit for purposes of applying building codes, fire codes, well and septic requirements, or collection of impact fees.
- B. Timing. A JADU may be established after or concurrently with the single-family residence.

C. Development Standards.

1. Number of Units. One (1) JADU is allowed per lot, within a single-family residence.
2. Unit Size. The floor area of a JADU shall not exceed five hundred (500) square feet. If the bathroom is shared with the single-family residence, it shall not be included in the floor area.
3. Location. A JADU shall be created from space in an existing, fully permitted, or proposed single-family dwelling or garage attached to the single-family residence.
4. Access. A separate, exterior entrance to the JADU shall be provided.
5. Bathroom. If a permitted junior accessory dwelling unit does not include a separate bathroom, the permitted junior accessory dwelling unit shall include a separate entrance from the main entrance to the structure, with an interior entry to the main living area.
6. Kitchen. A JADU shall include an efficiency kitchen. The efficiency kitchen must be removed when the JADU use ceases.

D. Use Restrictions.

1. JADUs may be rented but shall not be sold separate from the single-family residence.
2. JADUs may not be rented for periods of less than thirty (30) days.
3. The owner of the property must reside in either the single-family home or the newly created JADU. Owner-occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.
4. Deed Restriction. The property owner shall record a deed restriction that:
 - i. A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers; and
 - ii. Specifies that the deed restriction runs with the land and is enforceable against future property owners; and
 - iii. Restricts the size and attributes of the JADU to those established by this section and Government Code § 66333; and
 - iv. Makes the City of Ukiah a third-party beneficiary of the deed restriction with the right to enforce the provisions of the deed restriction.

SECTION 7

Division 9, Chapter 2, Article 6, Neighborhood Commercial (C-N) regulations of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *):

§9061 Allowed Uses

Accessory uses to any allowed or permitted uses.

Accessory Dwelling Units (ADUs), as regulated by Article 5.3 of this Chapter.

~~Accessory dwelling units and junior accessory dwelling units, as defined in section 9278 of this code and regulated in section 9016 of this code.~~

Junior Accessory Dwelling Units (JADUs), as regulated by Article 5.4 of this Chapter.

~~Second dwelling units as allowed in the R-1 districts in section 9016 of this chapter.~~

SECTION 8

Division 9, Chapter 2, Article 7, Community Commercial (C-1) regulations of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “**”)**

§9081 Allowed Uses

Accessory uses to any allowed or permitted uses.

Accessory Dwelling Units (ADUs), as regulated by Article 5.3 of this Chapter.

~~Accessory dwelling units and junior accessory dwelling units, as defined in section 9278 of this code and regulated in section 9016 of this code.~~

Junior Accessory Dwelling Units (JADUs), as regulated by Article 5.4 of this Chapter.

~~Second dwelling units as allowed in the R-1 districts in section 9016 of this chapter.~~

SECTION 9

Division 9, Chapter 2, Article 8, Heavy Commercial (C-2) regulations of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “*”):**

§9096 Allowed Uses

Accessory uses to any allowed or permitted uses.

Accessory Dwelling Units (ADUs), as regulated by Article 5.3 of this Chapter.

~~Accessory dwelling units and junior accessory dwelling units, as defined in section 9278 of this code and regulated in section 9016 of this code.~~

Junior Accessory Dwelling Units (JADUs), as regulated by Article 5.4 of this Chapter.

~~Second dwelling units as allowed in the R-1 districts in section 9016 of this chapter.~~

SECTION 10

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 not sooner than completion of review of the Ordinance by the Department of Housing and Community Development pursuant to Government Code Section 66326**

Introduced by title only on August 21, 2024, by the following roll call vote:

AYES: Dueñas, Crane, Rodin, Sher, Orozco

NOES: None

ABSTAIN: None

ABSENT: None

Adopted on , 2024, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Josefina Dueñas, Mayor

ATTEST:

Kristine Lawler, City Clerk

DRAFT

ORDINANCE NO.**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH ADDING AND AMENDING VARIOUS SECTIONS OF THE UKIAH CITY CODE REGULATING ACCESSORY DWELLING UNITS**

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

SECTION 1

Findings and Declarations. The City Council finds and declares as follows:

- A. The proposed amendments to Division 9, Chapter 2 of the Ukiah City Code are consistent with the 2040 Ukiah General Plan and further the goals, objectives, and policies of the 6th Cycle General Plan Housing Element.
- B. Per the California Government Code, existing law provides for the creation by local ordinance, or by ministerial approval if a local agency has not adopted an ordinance, of accessory dwelling units to allow single-family or multifamily dwelling residential use in accordance with specified standards and conditions. Existing law also provides for the creation of junior accessory dwelling units by local ordinance, or, if a local agency has not adopted an ordinance, by ministerial approval, in accordance with specified standards and conditions.
- C. The adoption of this ADU Ordinance is a necessary action to continue progress towards production of affordable housing in a way that minimizes impacts to local neighborhoods.
- D. Then the State revises ADU law, a local jurisdiction's ADU Ordinance, if non-compliant with the new ADU laws, is rendered "null and void" and local jurisdictions must continue to process ADU applications through a ministerial process in accordance with State law.
- E. The State legislature declared that "Housing is a statewide concern", that California faces a housing crisis, that ADUs are a valuable form of housing, and that local jurisdictions are mandated to comply with applicable State housing laws.

SECTION 2

Division 9, Chapter 2, Article 3, Low density Residential (R-1) of the Ukiah City Code is amended to read as follows (unchanged text is omitted and is shown by "**"):**

§9016 ALLOWED USES

Accessory Buildings

Accessory Dwelling Units (ADUs), as regulated by Article 5.3 of this Chapter.

~~Accessory dwelling units (ADU) or junior accessory dwelling units (JADU) on lots developed with a primary single family or multifamily residence or for which a primary residence is proposed subject to the following standards/criteria:~~

- ~~A. The requirements of this subsection are applicable to all existing ADUs and JADUs as well otherwise specifically provided herein. Existing ADUs or JADUs as of the date~~

~~hereof inconsistent with the provisions listed herein shall be considered legal nonconforming; provided, that they were legal at the time of their creation.~~

- ~~B. Pursuant to California Government Code 65852.2(a)(1)(C) and 65852.22(d) and (e), ADUs and JADUs shall be deemed not to exceed the allowable density for the residential lot upon which an ADU or JADU is located, and ADUs and JADUs are deemed a residential use that is consistent with the existing general plan and zoning designation for the residential lot on which an ADU or JADU is located.~~
- ~~C. These regulations do not allow the division of property upon which an accessory dwelling unit is located unless all requirements of the applicable zoning district and any other requirements of this code are met.~~
- ~~D. The accessory dwelling unit or JADU may be used for rental purposes. The minimum term of a lease for an accessory dwelling unit or JADU shall be thirty (30) days.~~
- ~~E. The ADU or JADU may be rented separate from the primary residence but may not be sold or otherwise conveyed separate from the primary residence.~~
- ~~F. For development of an ADU or JADU, the applicant shall record a deed restriction, which shall run with the land. A copy showing recordation with the Mendocino County Recorder shall be filed with the City, and shall include both of the following:

 - ~~1. A prohibition on the sale of the ADU or JADU separate from the sale of the primary residence, including a statement that the deed restriction may be enforced against future purchasers.~~
 - ~~2. For a JADU only, a restriction on the size and attributes of the JADU that conforms with this section.~~~~
- ~~G. Accessory dwelling units may be attached to existing single-family or multiple-family residences or detached as separate structures. Accessory dwelling units shall incorporate the same or substantially similar architectural features, height, building materials and colors as the main dwelling unit or compatible dwellings located on adjacent properties. Architecture not similar to the architecture of the principal dwelling or buildings on adjacent properties shall be subject to the use permit process.~~
- ~~H. Junior accessory dwelling units are installed within a legally established bedroom within the existing walls of a fully permitted single-family dwelling or proposed single-family dwelling. In the case of a legal, nonconforming single-family dwelling unit, the applicant must demonstrate adequate septic capacity for the bedroom count, if the dwelling uses a septic system, and utilize an existing, fully permitted bathroom. A separate entrance to the junior accessory dwelling unit shall be provided. A junior accessory dwelling unit may include a full bathroom, or the occupant(s) may use a full bathroom inside the remainder of the single-family dwelling. A junior accessory dwelling unit shall contain an efficiency kitchen, which shall include a cooking facility for preparation and sanitation of food with appliances (e.g., microwave, toaster oven, hot plate) and a food preparation counter and~~

~~storage cabinets that are of reasonable size in relation to the size of the JADU. The efficiency kitchen must be removed when the JADU use ceases.~~

- ~~I. The maximum size of an accessory dwelling unit shall be one thousand two hundred (1,200) square feet. The maximum size of a junior accessory dwelling unit shall not exceed five hundred (500) square feet in floor area. If the bathroom is shared with the remainder of the single-family dwelling, it shall not be included in the square footage calculation.~~

~~J. Parking:~~

- ~~1. Parking requirements for the ADU shall be one off-street space (independently accessible or tandem) for each bedroom or ADU, whichever is less, in addition to the two (2) independently accessible parking spaces required for the existing single-family or multifamily residence. If the primary residence was legally constructed at a time when on-site parking was not required, then only the parking space(s) for the ADU shall be required. No off-street parking space shall be required for a JADU.~~
- ~~2. Off-street parking shall be permitted in setback areas in compliance with the definition of "off-street parking" found in section 9278B of this code or through tandem parking.~~
- ~~3. Parking standards will not be imposed for an ADU in any of the following instances:~~
 - ~~a. The ADU is located within one-half mile of public transit.~~
 - ~~b. The ADU is located within an architecturally and historically significant historic district.~~
 - ~~c. The ADU is part of the existing primary residence or an existing accessory structure.~~
 - ~~d. When on-street parking permits are required but not offered to the occupant of the ADU.~~
 - ~~e. When there is a car share vehicle located within one block of the ADU.~~
- ~~4. If a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, the City shall not require that those off-street parking spaces be replaced.~~

- ~~K. An ADU must meet all applicable building and fire codes, and shall have electric, water and sewer or septic service with the type of meter arrangement at the property owner's option. Water, sewer, and electrical services shall be available prior to the issuance of a building permit for an ADU. No new water or sewer connection fees may be required for ADUs that are contained within the existing space of a single-family or multifamily residence or accessory structure as provided in sections 3731A and 3861B of this code,~~

~~unless the ADU is constructed with a new single family home. ADUs shall not be required to provide fire sprinklers if they are not required for the primary residence.~~

- ~~L. A junior accessory dwelling unit shall not be considered a separate or new dwelling unit for purposes of applying building codes, fire codes, collection of impact fees, or the provision of water, sewer, and power, including connection fees that might otherwise be associated with the provision of those services. Junior accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.~~
- ~~M. The ADU or JADU shall comply with all applicable requirements of this code.~~
- ~~N. The maximum height for ADUs shall be eighteen feet (18'), except for attached ADUs, which shall have a maximum height of thirty feet (30'), pursuant to section 9018 of this code. Taller units may be approved through the use permit process.~~
- ~~O. The following yard setback requirements shall apply to ADUs:

 - ~~1. Front Yard: The same as the existing primary residence, but no closer than five feet (5').~~
 - ~~2. Side Yard Or Rear Yard, Single Story Or Two Story: Four feet (4').~~
 - ~~3. No setback shall be required for an existing living area, garage, or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU.~~~~
- ~~P. The proposed ADUs shall have a separate front door, which, in the event of an attached unit, shall not be located along the front of the existing single family or multifamily residence unless it is not obviously visible from the street in front of the residence.~~
- ~~Q. For a JADU, either the primary single family residence or the JADU shall be occupied by the property owner. Owner occupancy shall not be required if the owner is a governmental agency, land trust, or housing organization.~~
- ~~R. Any balcony, window or door of an ADU shall utilize techniques to lessen the privacy impacts onto adjacent properties. These techniques may include use of obscured glazing, window placement above eye level, or locating balconies, windows and doors toward the existing on-site primary residence. In addition, trees shall be planted and maintained in a viable condition by the property owner, where appropriate, to preserve the privacy of neighboring property owners. This requirement will not apply to an ADU that is contained within the existing space of a single family or multifamily residence or accessory structure.~~
- ~~S. Driveways accessing ADUs shall be set back a minimum of five feet (5') from any structure on an adjoining lot that has a bedroom adjacent to the proposed driveway.~~
- ~~T. The minimum width of a driveway serving an ADU shall be twelve feet (12'), unless the City Fire Marshal determines that adequate fire protection can be provided to the ADU even though the driveway has a width less than twelve feet (12').~~
- ~~U. Unless otherwise indicated, relief from the above criteria and standards may be pursued through the use permit process pursuant to Chapter 2, Article 20 of this division.~~

- ~~V. Applications for a building permit for an ADU or a JADU shall be considered ministerially without discretionary review or a hearing within sixty (60) days after receiving the application if there is an existing primary dwelling on the lot. If the permit application to create an ADU or a JADU is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the ADU or JADU until the City acts on the permit application to create the new single-family dwelling, but the application to create the ADU or JADU shall be considered without discretionary review.~~
- ~~W. Applications for a building permit within any zoning district where residential uses are allowed by right shall be approved ministerially to develop any of the following:~~
- ~~1. One ADU and one JADU per lot with a proposed or existing single-family dwelling if all of the following apply:~~
 - ~~a. The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than one hundred fifty (150) square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.~~
 - ~~b. The space has exterior access from the proposed or existing single-family dwelling.~~
 - ~~c. The side and rear setbacks are sufficient for fire and safety.~~
 - ~~d. The JADU complies with the requirements of this section.~~
 - ~~2. One detached, new construction, ADU that does not exceed four foot (4') side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The ADU may be combined with a JADU described in subsection W1 of this section.~~
 - ~~3. Multiple ADUs within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with State building standards for dwellings. The number of ADUs permitted within an existing multifamily dwelling structure shall be capped at twenty-five percent (25%) of the existing units in the multifamily dwelling, or one ADU, whichever is greater.~~
 - ~~4. Not more than two (2) ADUs that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to four foot (4') rear and side yard setbacks.~~
- ~~X. For the development of ADUs and JADUs described in subsection W of this section, no additional parking or other development standards as set forth in subsections I, J, N through P, and R through U of this section shall be applied except for building code requirements.~~

~~Y. The City shall not require, as a condition for ministerial approval of a permit application for the creation of an ADU or JADU, the correction of nonconforming zoning conditions. For purposes of this section, "nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.~~

Junior Accessory Dwelling Units (JADUs), as regulated by Article 5.4 of this Chapter.

SECTION 3

Division 9, Chapter 2, Article 4, Medium Density Residential (R-2) regulations of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “*”):**

§9031 Allowed Uses

Accessory buildings and accessory uses.

Accessory Dwelling Units (ADUs), as regulated by Article 5.3 of this Chapter.

~~Accessory dwelling units and junior accessory dwelling units, as defined in section 9278 of this code and regulated in section 9016 of this code.~~

Junior Accessory Dwelling Units (JADUs), as regulated by Article 5.4 of this Chapter.

~~Second dwelling units as allowed in the R-1 districts in section 9016 of this chapter.~~

SECTION 4

Division 9, Chapter 2, Article 5, High Density Residential (R-3) regulations of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “*”):**

§9046 Allowed Uses

Accessory uses to any allowed or permitted uses.

Accessory Dwelling Units (ADUs), as regulated by Article 5.3 of this Chapter.

~~Accessory dwelling units and junior accessory dwelling units, as defined in section 9278 of this code and regulated in section 9016 of this code.~~

Junior Accessory Dwelling Units (JADUs), as regulated by Article 5.4 of this Chapter.

~~Second dwelling units as allowed in the R-1 districts in section 9016 of this chapter.~~

SECTION 5

A new Article 5.3, entitled “ACCESSORY DWELLING UNITS (ADUS)” shall be added to Division 9, Chapter 2 of the Ukiah City Code and shall read as follows:

§9056 PURPOSE AND INTENT

The purpose of this article is to create an expedient ministerial approval process for residential Accessory Dwelling Units (ADUs). To do so, this article sets forth development standards in conformance with California Government Code and tailored to meet the changing needs of Ukiah communities and expand housing choices in all neighborhoods.

§9056.1 GENERAL REQUIREMENTS

Accessory Dwelling Units (ADU) on lots developed with a primary single-family or multifamily residence or for which a primary residence is proposed shall be ministerially permitted and subject to the following standards/criteria:

- A. The requirements of this Article are applicable to all existing ADUs, as well as those proposed after the effective date hereof, except for legal nonconforming units, or as specifically provided herein. Existing ADUs as of the date hereof inconsistent with the provisions listed herein shall be considered legal nonconforming; provided, that they were legal at the time of their creation.
- B. ADUs shall be deemed not to exceed the allowable density for the residential lot upon which an ADU is located. ADUs are deemed a residential use that is consistent with the existing general plan and zoning designation for the lot on which an ADU is located with a primary residence.
- C. These regulations do not allow the division of property upon which an accessory dwelling unit is located unless all requirements of the applicable zoning district or State law are met.
- D. The ADU be rented separate from the primary residence but may not be sold or otherwise conveyed separate from the primary residence unless the conveyance meets the requirements of Government Code Sections 66340 through 66342.
- E. Accessory dwelling units may be attached to existing single-family or multiple-family residences or detached as separate structures.
- F. An ADU must meet all applicable building and fire codes, and shall have electric, water and sewer or septic service with the type of meter arrangement at the property owner's option. Water, sewer, and electrical services shall be available prior to the issuance of a

building permit for an ADU. No new water or sewer connection fees may be required for ADUs that are contained within the existing space of a single-family or multifamily residence or accessory structure, unless the ADU is constructed with a new single-family home. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

- G. Nothing in this Chapter shall preclude the development of a Junior Accessory Dwelling Unit as regulated by Ukiah City Code and Government Code §66333 -66339.

§9056.2 DEVELOPMENT REQUIREMENTS

- A. Applications for a building permit for an ADU shall be deemed approved if the local agency has not acted on the completed application within 60 days. If approved, no additional parking or other development standards shall be applied except for building code and fire safety requirements.
- B. Applications for a building permit within any zoning district where residential uses are allowed or permitted shall be approved ministerially to develop any of the following:
- a. Unit Type. An ADU may be attached to an existing primary residence converted from a portion of the existing living area of the primary residence, detached and on the same legal lot as a primary residence, converted from the entirety of or a portion of an existing accessory structure, or attached to an existing or proposed accessory structure.
 - b. Number of Units. The number of ADUs allowed on a single lot shall be:
 - i. On a lot that contains an existing or proposed single-family dwelling: One (1) ADU attached or detached.
 - ii. On a lot that contains an existing multifamily dwelling: Two (2) ADUs, detached from the multifamily structure, and up to 25 percent of the number of units in the existing multifamily dwelling converted from existing non-livable space in a multifamily structure.
 - iii. On a lot that contains a proposed multifamily dwelling: Two (2) ADUs, detached from the multifamily structure.
- C. Size. The maximum size of a detached ADU shall be one thousand two hundred (1,200) square feet. The conversion of an existing accessory structure or a portion of the existing primary residence to an ADU is not subject to unit size requirements.
- D. Improvements. The City shall not require, as a condition for ministerial approval of a permit application for the creation of an ADU, the correction of nonconforming zoning conditions. For purposes of this section, "nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards. Curb, gutter, sidewalk, paving and street trees, however, shall be required when that infrastructure does not exist, and the proposed building permit value is equal to or greater than one-third (1/3) of the value of the existing structure per UCC §9181 (Street Improvements with Development of Property).

- E. Lot Size: No minimum lot size shall be required.
- F. Lot Coverage. The lot coverage limitation of the base zoning district shall not apply to the construction of an ADU.
- G. Construction Standards. Not exclusive of other applicable state and local building and fire regulations, ADUs shall comply with the following requirements.
 - a. Structures within the state responsibility area (SRA) must comply with applicable local and state regulations for setbacks and fire-resistive construction.
 - b. Structures outside of the SRA must comply with building code regulations for fire-resistive construction, unless more restrictive standards are required pursuant to state law or regulation.
 - c. Fire sprinklers shall not be required in the ADU if the primary residence is not required to have fire sprinklers.

§9056.3 SETBACKS

The following yard setback requirements shall apply to ADUs:

- A. Front Yard: The same as the existing primary residence, but no closer than five feet (5').
- B. Side Yard or Rear Yard: Four feet (4').
- C. No setback shall be required for an existing living area, garage, or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU.
- D. The application of front yard setbacks cannot preclude an ADU of 800 square feet or less.

§9056.4 PARKING

- A. Parking requirements for the ADU shall be one (1) off-street space (independently accessible or tandem) in addition to the accessible parking spaces required for the existing single-family or multifamily residence. If the primary residence was legally constructed at a time when on-site parking was not required, then only the parking space(s) for the ADU shall be required.
- B. Off-street parking shall be permitted in setback areas in compliance with the definition of "off-street parking" found in section 9278B of this code or through tandem parking
- C. Parking standards will not be imposed for an ADU in any of the following instances:
 - a. The ADU is located within one-half mile of public transit stop;
 - b. The ADU is located within an architecturally and historically significant district;

- c. The ADU is part of the existing primary residence or an existing accessory structure;
 - d. When on-street parking permits are required but not offered to the occupant of the ADU;
 - e. When there is a car share vehicle located within one block of the ADU;
 - f. When an application for an ADU is submitted with an application to create anew single-family or multifamily dwelling on the same lot.
- D. If a garage, carport, or covered parking structure is demolished in conjunction withthe construction of an ADU or converted to an ADU, the City shall not require that those off-street parking spaces be replaced.

§9056.5 LEGAL NONCONFORMING ACCESSORY STRUCTURES

ADUs converted from residential accessory structures determined to be Legal Nonconforming shall be subject to the following requirements:

- A. Legal Nonconforming residential accessory structure that is converted to an ADU, or reconstructed as an ADU to the same footprint and dimensions as the original structure shall not be subject to setback requirements.
- B. A Legal Nonconforming residential accessory structure that is converted to an ADU may be expanded up to 1,200 square feet if the expansion will comply with the height limit and setbacks for new detached ADUs.
- C. Expansion of floor area within a nonconforming setback is limited to 150 square feet, if necessary, to accommodate associated utilities, ingress and egress.

9056.6 HEIGHT

- A. The maximum height for detached ADUs shall be 20 feet.
- B. ADUs attached to the primary structure can be constructed to the maximum height for the zoning district in which the unit is located.
- C. ADUs may be taller than the primary residential structure.
- D. ADUs above a garage (Attached or Detached) can be constructed to the maximum height for the zoning district in which the unit is located.
- E. Detached ADUs greater than 20 feet in height may be approved through the granting of a Minor Site Development permit.

§9056.7 DETERMINATION OF APPROPRIATENESS

Whenever an ADU is proposed that would involve uses or features that are not explicitly addressed by the design and development standards set forth in this Code or State law, the Community Development Director shall determine whether the proposal is appropriate and

whether it should be reviewed on a ministerial or discretionary basis. In making this determination, the Community Development Director shall find as follows:

- A. The proposed ADU would not be incompatible with other existing or allowed uses in the zoning district or property for which it is proposed; and
- B. The proposed ADU would not be detrimental to the continuing development of the area in which it would be located; and
- C. The proposed ADU would be in harmony and consistent with the purpose of the zoning district; and
- D. The proposed ADU can meet all safety requirements as determined by the City of Ukiah Building Inspection and Fire Prevention Division; and
- E. In the case of determining that an ADU is allowed or permitted, the Community Development Director shall find that the proposed use is similar in nature and intensity to its contextual development and the ADU allowances listed in this Code or State law.

SECTION 6

A new Article 5.4, entitled “JUNIOR ACCESSORY DWELLING UNITS (JADUS)” shall be added to Division 9, Chapter 2 of the Ukiah City Code and shall read as follows:

§9057 PURPOSE AND INTENT

This purpose of this article is to implement the requirements of Government Code and provisions of the General Plan Housing Element that encourage the production of affordable housing by expanding housing opportunities for all economic segments of the community.

§9057.1 GENERAL REQUIREMENTS

Junior accessory dwelling units (JADUs) shall be ministerially permitted in zoning districts that allow single-family dwelling units as permitted uses, in compliance with Government Codes §66333 - 66339, the requirements of this section, and all other requirements of the applicable zoning district. The department shall act on an application to create a JADU within sixty (60) days from the date it receives a completed application if there is an existing single-family dwelling on the lot.

- A. **Permit Requirements and Fees.** Construction permits (including, but not limited to, abuilding, well, septic, and/or sewer permit) shall be required to establish a JADU. A JADU shall not be considered a separate or new dwelling unit for purposes of applying building codes, fire codes, well and septic requirements, or collection of impact fees.
- B. **Timing.** A JADU may be established after or concurrently with the single-family residence.
- C. **Development Standards.**

1. Number of Units. One (1) JADU is allowed per lot, within a single-family residence.
2. Unit Size. The floor area of a JADU shall not exceed five hundred (500) square feet. If the bathroom is shared with the single-family residence, it shall not be included in the floor area.
3. Location. A JADU shall be created from space in an existing, fully permitted, or proposed single-family dwelling or garage attached to the single-family residence.
4. Access. A separate, exterior entrance to the JADU shall be provided.
5. Bathroom. If a permitted junior accessory dwelling unit does not include a separate bathroom, the permitted junior accessory dwelling unit shall include a separate entrance from the main entrance to the structure, with an interior entry to the main living area.
6. Kitchen. A JADU shall include an efficiency kitchen. The efficiency kitchen must be removed when the JADU use ceases.

D. Use Restrictions.

1. JADUs may be rented but shall not be sold separate from the single-family residence.
2. JADUs may not be rented for periods of less than thirty (30) days.
3. The owner of the property must reside in either the single-family home or the newly created JADU. Owner-occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.
4. Deed Restriction. The property owner shall record a deed restriction that:
 - i. A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers; and
 - ii. Specifies that the deed restriction runs with the land and is enforceable against future property owners; and
 - iii. Restricts the size and attributes of the JADU to those established by this section and Government Code § 66333; and
 - iv. Makes the City of Ukiah a third-party beneficiary of the deed restriction with the right to enforce the provisions of the deed restriction.

SECTION 7

Division 9, Chapter 2, Article 6, Neighborhood Commercial (C-N) regulations of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *):

§9061 Allowed Uses

Accessory uses to any allowed or permitted uses.

Accessory Dwelling Units (ADUs), as regulated by Article 5.3 of this Chapter.

~~Accessory dwelling units and junior accessory dwelling units, as defined in section 9278 of this code and regulated in section 9016 of this code.~~

Junior Accessory Dwelling Units (JADUs), as regulated by Article 5.4 of this Chapter.

~~Second dwelling units as allowed in the R-1 districts in section 9016 of this chapter.~~

SECTION 8

Division 9, Chapter 2, Article 7, Community Commercial (C-1) regulations of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “**”)**

§9081 Allowed Uses

Accessory uses to any allowed or permitted uses.

Accessory Dwelling Units (ADUs), as regulated by Article 5.3 of this Chapter.

~~Accessory dwelling units and junior accessory dwelling units, as defined in section 9278 of this code and regulated in section 9016 of this code.~~

Junior Accessory Dwelling Units (JADUs), as regulated by Article 5.4 of this Chapter.

~~Second dwelling units as allowed in the R-1 districts in section 9016 of this chapter.~~

SECTION 9

Division 9, Chapter 2, Article 8, Heavy Commercial (C-2) regulations of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “**”):**

§9096 Allowed Uses

Accessory uses to any allowed or permitted uses.

Accessory Dwelling Units (ADUs), as regulated by Article 5.3 of this Chapter.

~~Accessory dwelling units and junior accessory dwelling units, as defined in section 9278 of this code and regulated in section 9016 of this code.~~

Junior Accessory Dwelling Units (JADUs), as regulated by Article 5.4 of this Chapter.

~~Second dwelling units as allowed in the R-1 districts in section 9016 of this chapter.~~

SECTION 10

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 not sooner than completion of review of the Ordinance by the Department of Housing and Community Development pursuant to Government Code Section 66326.

Introduced by title only on August 21, 2024, by the following roll call vote:

AYES: Dueñas, Crane, Rodin, Sher, Orozco

NOES: None

ABSTAIN: None

ABSENT: None

Adopted on , 2024, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Josefina Dueñas, Mayor

ATTEST:

Kristine Lawler, City Clerk

DRAFT



Aug 21, 2024

**City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482**

By Email: jduenas@cityofukiah.com; dcrane@cityofukiah.com; ssher@cityofukiah.com; jorozco@cityofukiah.com; mrodin@cityofukiah.com;

CC: ssangiacomo@cityofukiah.com; cityclerk@cityofukiah.com; cschlatter@cityofukiah.com; drapport@cityofukiah.com

Re: Proposed Amendment to the City's Accessory Dwelling Unit Regulations

Dear Ukiah City Council,

The California Housing Defense Fund ("CalHDF") submits this letter as a public comment concerning item 12a on the agenda for the August 21, 2024, City Council meeting. Specifically, CalHDF writes to flag a number of legal issues with the proposed revision of the City's code section that regulates accessory dwelling units ("ADUs").

Districts Where ADUs Are Permitted

Section 9056.2(B) allows ADUs to be developed ministerially only in zoning districts where residential use is permitted by-right. However, Gov. Code, § 66323 creates a class of ADUs that must be permitted in all residential and mixed-use districts, regardless of whether residential use is allowed by-right or via a special permit and/or conditional use process. The City's code should reflect this requirement of state law. The City may consult HCD's ADU Handbook, available [here](#), at page 11, for confirmation that this is the correct understanding of the law:

ADUs proposed pursuant to subdivision (e) of Government Code section 65852.2 must be permitted in any residential or mixed-use zone, which should be construed broadly to mean any zone where residential uses are permitted by-right or by conditional use. For other ADUs, local governments may, by ordinance, designate areas in zones where residential uses are permitted that will also permit ADUs.

**360 Grand Ave #323, Oakland 94610
hi@calhdf.org**

Impermissible Improvement Requirements

Section 9056.2(D) requires the development of curbs, gutters, sidewalks, paving and street trees as a condition of ADU development when the proposed building permit value is equal to or greater than 1/3rd the value of the current structure. However, state law only permits the regulation of landscaping in conjunction with the development of an ADU, not curbs, gutters, sidewalks, or paving. (See Gov. Code, § 66315, which prevents local agencies from establishing standards other than those listed in § 66314.) And while the City may require street trees for some ADUs as an aspect of landscape regulation, it may not require them for any ADUs that meet the requirements of Gov. Code, § 66323 which creates a class of ADUs and JADUs **that must be allowed by the City** without development standards beyond basic height and setback regulations.

Impermissible Sprinkler Requirements

Proposed Code § 9056.2(G)(c) creates a non-objective mechanism for a City official to mandate the installation of sprinklers (emphasis added): “Fire sprinklers shall not be required in the ADU if the primary residence is not required to have fire sprinklers. **Fire sprinklers may be required if a structure containing an ADU is greater than one thousand two hundred (1,200) square feet.**” However, state law does not allow local agencies to arbitrarily decide when sprinklers are required and when they are not.

State law is very clear on this subject. In fact, Gov. Code, § 66314, subd.(d)(12) and Gov. Code § 66323, subd.(c) independently forbid requiring the installation of sprinklers in an ADU if they are not required for the primary dwelling. For instance, an applicant might be converting part of an 1300 sq. ft. accessory garage into an ADU, and state law forbids the City from requiring sprinkler installation as a condition of granting the permit.

Impermissible Parking and Setback Requirements

Given that Gov. Code, § 66323 creates a class of ADUs and JADUs that must be allowed by the City without development standards beyond basic height and setback regulations, the proposed parking requirements contained in proposed code § 9056.4 are inapplicable to any of the ADUs covered by this section of state law. In fact, the City may not require any off-street parking for ADUs that meet the requirements of Gov. Code, § 66323.

And while Gov. Code, § 66323 allows four foot side and rear setbacks, it does not permit application of local front setback requirements, regardless of whether it is possible to build an ADU elsewhere on the property. Proposed Code § 9056.3 violates Gov. Code § 66323 by requiring at least five foot front setbacks, or the setback of the primary dwelling, whichever is greater. And while proposed Code § 9056.3 states, “The application of front yard setbacks cannot preclude an ADU of at least 800 square feet and must not unduly constrain the creation of all types of ADUs,” Gov. Code, § 66323 does not permit the imposition of any front

setbacks, regardless of whether it's possible to develop an 800 square foot ADU anywhere else on the property. Furthermore, "must not unduly constrain" is not an objective standard, and only objective standards may be applied by local agencies to ADU development. (Gov. Code, § 66314.)

The policy reason for this is simple: front yards are typically underutilized, ornamental spaces. Back yards are more private and can be used for many activities that are unsafe in the front yard. For instance, with a fenced-in backyard, children or pets can play or otherwise recreate without fear that they will go into the street. A household may prefer to sacrifice the underutilized front yard for an ADU rather than the much more useful backyard.

Finally, proposed code § 9056.5(C) limits expansion of floor area within a non-conforming setback to 120 square feet to facilitate utilities, ingress, and egress. However, Gov. Code, 66323, subd.(a)(1)(A) clearly states (emphasis added), "The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include **an expansion of not more than 150 square feet** beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress." The City may not limit this allowance to 120 square feet given the mandate of Gov. Code, § 66322, subd. (b regarding nonconforming conditions): "The local agency shall not deny an application for a permit to create an accessory dwelling unit due to the correction of **nonconforming zoning conditions**, building code violations, or unpermitted structures that do not present a threat to public health and safety and are not affected by the construction of the accessory dwelling unit."



While it is laudable that the City is amending its ADU ordinance to keep up to date with state law, we recommend that the City amend the proposed ordinance to reflect the issues that we have highlighted above.

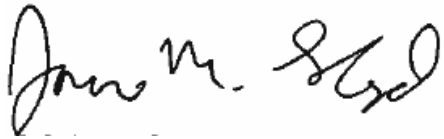
However, CalHDF would also like to note that we applaud the City for removing the requirement for ADUs to match architectural design details of the primary dwelling, particularly as that requirement violated Gov. Code, § 66323. The City is moving in the right direction.

CalHDF is a 501(c)3 non-profit corporation whose mission includes advocating for increased access to housing for Californians at all income levels, including low-income households. You may learn more about CalHDF at www.calhdf.org.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dylan Casey', with a long horizontal flourish extending to the right.

Dylan Casey
CalHDF Executive Director

A handwritten signature in black ink, appearing to read 'James M. Lloyd', with a long horizontal flourish extending to the right.

James M. Lloyd
CalHDF Director of Planning and Investigations



AGENDA SUMMARY REPORT

SUBJECT: Approval of Contract with Stone Creek Environmental Consulting for Engineering Services Related to the Municipal Separate Storm Sewer Systems Permit Issued by North Coast Regional Water Quality Control Board.

DEPARTMENT: Public Works

PREPARED BY: Seth Strader, Administrative Analyst

PRESENTER: Tim Eriksen, Public Works Director/City Engineer

ATTACHMENTS:

1. 240605 Ukiah Proposal for 2024 2025

Summary: Council will consider awarding a professional services agreement to Stone Creek Environmental Consulting in the amount of \$81,600 for engineering services related to the Municipal Separate Storm Sewer Systems Permit.

Background: Discharges of storm water and non-storm water from a Municipal Separate Storm Sewer System (MS4), particularly in an urbanized area, have the potential to carry pollutants into receiving waters. A higher percentage of impervious surfaces in an urban area increases pollutant loading, resulting in turbid water discharges, nutrient enrichment, bacterial contamination, and toxic compounds. In the Russian River Watershed, pollutants of concern in these discharges include: heavy metals, indicator bacteria, nutrients, pesticides, petroleum hydrocarbons, and trash.

Discussion: The City is designated as a Phase 1 co-permittee along with other agencies regulated by the North Coast Regional Water Quality Control Board (Board). These agencies operate under an MS4 permit issued by the Board, which requires specific monitoring, reporting tasks, and the development of special studies in order to maintain permit compliance.

To ensure compliance, Staff requested a proposal (Attachment 1) from Stone Creek Environmental Consulting for engineering and consulting services. Additional requirements of the permit require critical source inspections. Stone Creek will perform these inspections, document findings, and draft corrective action orders. Stone Creek will also assist in developing a critical source inspection program to train Staff on conducting future inspections.

Note, approximately \$23,000 of the contract cost will be funded by the current grant funded construction activities undertaken by the City. Furthermore, Staff will be exploring cost recovery initiatives and will bring back recommendations for Council's consideration before the next service cycle.

Stone Creek has done the stormwater permit support for the City for the last four years. It possesses institutional knowledge of the City's stormwater infrastructure and of the City organization. For this reason, staff is requesting sole source procurement.

Recommended Action: Approve professional services agreement to Stone Creek Environmental Consulting for Engineering Services related to the City's Stormwater Permit.

BUDGET AMENDMENT REQUIRED: NO

CURRENT BUDGET AMOUNT: 10024224.52100 \$81,600.00

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH: Andrew Stricklin, Senior Engineer and Tim Eriksen, Public Works Director/City Engineer

DIVERSITY-EQUITY INITIATIVES (DEI):N/A

CLIMATE INITIATIVES (CI): **4b** – Maintain wild lands. **6c** – Ensure that climate responsibility is integrated throughout the City's departments and operations. **7a** – Expand sustainable water practices.

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

Approved: 
Sage Sangiacomo, City Manager

Date: June 5, 2024

Mr. Tim Eriksen
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

Subject: Proposal for Storm Water Support Services, Fiscal Year 2024/2025

Dear Mr. Eriksen:

Stone Creek Environmental Consulting (Stone Creek) is pleased to present this proposal and fee estimate to provide stormwater support services to the City of Ukiah (City). Colleen Hunt, owner, is a Certified Professional in Municipal Stormwater Management and brings direct regulatory compliance experience with municipal stormwater permit requirements. She has worked with dozens of municipal stormwater Permittees during her time with the Regional Water Board and for the past six years as a consultant. Colleen has been providing stormwater assistance to the City since 2020.

The City is subject to requirements of the Regional Water Board's Waste Discharge Requirements Order No. R1-2015-0030, National Pollutant Discharge Elimination System (NPDES) Permit No. CA0025054 for Discharges from the Municipal Separate Storm Sewer System (MS4) (Permit). The Permit became effective January 6, 2016 and expired on January 5, 2021. The Permit is administratively extended until the Regional Water Board renews the Permit. Until a new Permit is adopted, the City must continue implementing the requirements of the expired Permit.

This Scope of Work is to provide the City with ongoing support for stormwater management requirements, including:

- Construction Site Inspections
- LID Installation and Maintenance Inspections
- Critical Source Inspections
- SMARTs Reporting
- Municipal Staff Training
- Annual Reporting
- Trash Implementation Plan
- Asset Management Planning

Scope of Work

Task 1. Low Impact Development Maintenance Inspections

Permit Section VI.D.12. requires the City to track and inspect all new development and redevelopment projects with LID BMPs. Inspections are required to be conducted on a two-year cycle. Post-construction BMPs were last inspected in 2023 and are due again in 2025. Additionally, any projects completed in 2023 would also need to be inspected in 2025. Under this task, Stone Creek will assist the City with conducting the required LID inspections. This task will include inspecting LID BMPs to assess functionality, with particular attention to BMP maintenance including failure, invasive vegetation, health of desired vegetation and excessive mowing, vector risk, trash and debris, sediment clogging, improper modifications, solids removal, pump-out, and blockage. As specified in the Permit, inspections address LID BMPs that are in the public right of way or at locations that would not require entering private property. Each inspection will be documented on an inspection checklist, which will include recommendations for follow-up, as applicable. A photo record of the BMPs will be provided as part of the inspection summary report.

Budget includes direct costs for mileage and 2NForm licensing fee and assumes inspections for up to 8 projects.

Task 1. Deliverable: Inspection Reports

Task 2. Critical Source Inspections

During the 2024/2025 Fiscal Year, the City will not need to conduct Critical Source Inspections. However, we may need to follow up with facilities previously inspected to address any outstanding corrective actions. The City may also need assistance coordinating with other departments during the fiscal year in preparation of inspections during future fiscal years. Under this task, Stone Creek will make a determination of assistance needed to support the City with Critical Source Inspections and implement those actions.

Task 2. Deliverables: TBD

Task 3. Municipal Staff Training

Section G.12. of the Permit requires the City to annually train staff whose interactions, jobs, and activities may affect stormwater quality. We will provide training on stormwater topics selected by the City. This may include illicit discharge, non-stormwater discharges, municipal activities BMP requirements, and/or integrated pest management. Training will be provided in-person or pre-recorded.

Task 3. Deliverable: Stormwater training, including preparation of a PowerPoint presentation, training materials, and training documentation records.

Task 4. Annual Report

Section J of the Permit requires the City to submit an Annual Report for each fiscal year. The Annual Report for the 2023/2024 reporting period is due October 15, 2024. At the beginning of the new Permit term, the Regional Water Board developed an annual report template for Permittee use. The template provides a streamlined method for annual reporting. Completing the template satisfies the annual reporting requirements specified in Section J.

Under this task, we will assist the City with populating the template and gathering information needed for reporting. The City will need to complete sections of the report with data that is not readily available to us to adequately complete the report. The City will be responsible for submitting the final report to the Regional Water Board.

Schedule:

August 16, 2024	Staff to provide data to complete Annual Report
September 15, 2024	Draft Annual Report submitted to the City for review
October 1, 2024	City comments on the draft Annual Report due back to Stone Creek
October 11, 2024	Stone Creek to provide the final Annual Report for submittal to the Regional Water Board

Assumptions:

- Schedule assumes the Agreement for this Scope of Work will be executed no later than August 1, 2024.
- City staff provides data to complete the Annual Report according to the schedule.

Task 4 Deliverable: Draft Annual Report; Final Annual Report

Task 5. Trash Implementation Plan

The City of Ukiah is participating in the Streets to Creek Trash Pilot program, aimed to study the results of trash accumulation relative to implementing institutional trash control measures. This task is to assist the City with its participation in the pilot study. This task will include developing a project profile to establish the approach to conducting the pilot study, as well as the schedule. This task will also include implementation of the City's program. Implementation tasks are anticipated to include conducting visual trash assessments to document trash conditions at different project stages, implementing the outreach campaign, and summarizing findings in a report. Final implementation measures will be based on the final project plan strategy. The task is dependent on the availability of outreach materials for the Streets to Creeks program.

Task 5. Deliverable: Project Plan. Pilot Study Summary Report.

Task 6. SMARTS Reporting

This task is to assist the city with SMARTS reporting requirements for the Department of Public Work's active construction site projects subject to the state construction general permit (CGP). This includes assistance with the following tasks:

- Preparing permit applications (NOI) and terminations (NOT),
- Creating "ad hoc" monitoring reports within 10 days of monitoring activities,
- Preparing the project annual reports, due September 1, 2024.

This task assumes assistance for SMARTS reporting for up to two projects.

Task 6. Deliverables: TBD based on direction of City.

Task 7. Asset Management

Based on our understanding, all future municipal stormwater permits in the state of California will include some level of developing an asset management program. Draft permit language for asset management requirements includes the development of a program in four phases:

- Inventory and mapping
- Characteristics
- Level of service
- Maintenance and improvement planning

Implementing a storm drain infrastructure asset management program is a significant undertaking that requires substantial time and resources. While the exact requirements included in the permits are not yet known, it is clear that a full program will be included in the permits and will need to be incorporated into the City's stormwater management plan. This task will assist

the City with planning an approach and methodology for meeting future permit asset management requirements.

1. Review of existing data for each asset and determine the data gaps that will need to be filled to meet inventory mapping requirements and characterization of assets. Findings will be summarized and presented in a TM.
2. Develop an asset management project plan to strategize the approach to meeting new permit requirements, including filling data gaps and an implementation schedule. The asset project plan will be provided to the City in a draft form for input and review. The project plan will not be finalized until permit requirements are more clearly defined.

Task 7 Deliverables: Asset Management Data Gap Analysis TM; Draft Asset Management Project Plan.

Task 8. Program Management

This task will include general project management tasks needed to manage the contract properly and effectively. Tasks will include a project schedule, managing budget, monthly invoicing, and routine communications with the City, including in-person meetings to report progress and discuss key recommendations and decisions.

Task 8. Deliverable: Invoices

Cost Recovery Tasks

The following tasks have been identified as cost recovery tasks. Direct hours for each project will be itemized individually enabling the City to recover those costs directly from the project. Budget for these tasks will not come out of the City's funds and therefore have been presented separately for accounting purposes.

Task 9. Construction Site Inspections

Section VI.F4.e of the Permit requires the City to conduct routine inspections of active construction site projects which disturb one acre or more of land. Inspections are required to take place in September, after the first significant rain event, and monthly during the rainy season. Under this task, we will assist the City with construction site inspections. This includes tracking the project inventory, conducting inspections, documenting inspection findings, providing recommendations to improve BMP management, and coordinating follow up with City staff. Stone Creek will continue to use 2NForm to track construction site projects. Project budget includes direct costs such as mileage and 2NForm licensing fee. We assume up to five active construction projects will be included for inspection under this scope of work.

Task 9. Deliverable: Electronic record of inspections.

Task 10. Installation Inspections

Section VI.D.12.c. requires the City to inspect all applicable development sites during installation of post-construction BMPs to ensure proper function. Generally, the inspections occur during four phases of work:

1. Completion of initial excavation.
2. Placement of aggregate layer.
3. Placement of bioretention soil media.
4. Planting of bioretention plants.

Under this task, Stone Creek is available to conduct installation inspections. It is assumed that the City will notify Stone Creek when a project is in the process of installing post-construction BMPs and will provide project contact information so that Stone Creek can make arrangements for inspections. Direct hours for each project will be itemized individually enabling the City to recover those costs directly from the project. This task assumes up to two projects needing installation inspections.

Task 10. Deliverable: Inspection Reports

Fee Estimate and Level of Effort

The Scope of Work will be conducted as described above for an estimated not-to-exceed budget of \$80,000. The estimated fee and associated level of effort are summarized below.

Task	Level of Effort, hours	Estimated Fee, \$
Task 1. LID Maintenance Inspections	30	7,150
Task 2. Critical Source Inspections	10	4,000
Task 3. Municipal Staff Training	12	2,500
Task 4. Annual Report	12	2,500
Task 5. Trash Implementation Plan	40	8,000
Task 6. SMARTS Reporting	40	7,500
Task 7. Asset Management Planning	82	22,750
Task 8. Project Management	14	2,750
City Budget	240 hours	57,150
Task 9. Construction Site Inspections	80	19,000
Task 10. LID Installation Inspections	16	3,850
Cost Recovery Budget	96 hours	23,100
Total	336 hours	80,000

Billing rates for the estimate are provided below. Rates will be valid for the duration of the contract:

Classification	2024
Quality Assurance	\$305
Principal Compliance Specialist	\$275
Compliance Specialist II	\$193
Compliance Specialist I	\$174
Field Inspector	\$185
Intern	\$110
Administrative Assistance	\$110

Direct Costs
Mileage

Cost + 10%
Standard Federal Rate

Any services not included in this Scope of Work will be performed only after receiving written authorization and a corresponding budget augmentation from the City. I am looking forward to working with you on this important work. Please feel free to contact me at 707-318-9415 or colleen@consultingstonecreek.com if you have any questions or would like to discuss this proposal further.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Colleen Hunt', with a stylized flourish at the end.

Colleen Hunt, CPMSM #343
Professional Consultant



AGENDA SUMMARY REPORT

SUBJECT: Receive Report of Contract Change Order for Gregg Simpson Construction for the Work Related to the Orr Street Bridge Project, and Approve of Corresponding Budget Amendment.

DEPARTMENT: Public Works

PREPARED BY: Seth Strader, Administrative Analyst

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

ATTACHMENTS:

1. Contract Change Order #1
2. Contract Change Order #2

Summary: Council will receive a report of a retroactive contract change order for Gregg Simpson Construction for the work related to the Orr Street Bridge Project, and consider an approval of a corresponding budget amendment.

Background: The Public Works Department recently completed the rehabilitation of the Orr Street Bridge. The project involved replacing steel decking, repaving asphalt, and installing guard rails.

Discussion: The contract work was carried out according to the project plans, but unforeseen site conditions required a final change order to complete the project. See Attachments 1 and 2 for additional welding and fabrication for asphalt placement, the installation of extra materials for the bridge's structure and railing, and the construction of a concrete retaining wall to address safety concerns. Chain link fences were also installed at each end of the bridge. Council is being asked to authorize a change order retroactively to approve work already performed and itemized on the attached invoice. These necessary adjustments increased the total project cost to \$360,704.05, which will be covered by Orr Street reserves.

This change order does not include work more recently directed by the Council, such as speed bumps, striping and signage. The Orr Bridge Ad Hoc Committee continues to be engaged regarding these items and an additional change order will likely come forward to include the cost of those items after they are completed.

Recommended Action: Receive report of contract change order for Gregg Simpson Construction for the work related to the Orr Street Bridge Project, and approve of the corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 25124210.80230.18065: \$0

PROPOSED BUDGET AMOUNT: 25124210.80230.18065: \$69,553.62

FINANCING SOURCE: Orr Street Bridge Funds

PREVIOUS CONTRACT/PURCHASE ORDER NO.: 2324104

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

DIVERSITY-EQUITY INITIATIVES (DEI): N/A

CLIMATE INITIATIVES (CI): N/A

GENERAL PLAN ELEMENTS (GP): GP-A3 - Mobility Element GP-A4 - Public Facilities, Services, and Infrastructure Element

Approved: 
Sage Sangiacomo, City Manager

CCO No.	001
DATE:	7/17/2024

CONTRACT CHANGE ORDER

Contract for: Orr Street Bridge Replacement, Spec. 2023-06

Owner: City of Ukiah, 300 Seminary Avenue, Ukiah, California, 95482-5400

To: Gregg Simpson Trucking, 11 Highland Ct, Ukiah, California, 95482

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 (described work continued page 2 if needed):

Proceed with all work (material, equipment, labor) associated with the changes in work due to unforeseen site conditions at Orr Street. The current bridge beams on site are not level, affecting the placement of materials. To correct this, flat bars are to be welded at each beam to create a level work area. Additionally, 4"x8" square tubing is to be placed and welded at the north and south ends to brace the decking. This work includes using City-approved bolts not specified in the plans, fabricating extensions at H-beams for the railing, and manually drilling holes due to the absence of scaling on the plans.

Change requested by: Gregg Simpson Trucking

No.	Description of Changes - Itemized Breakdown	Quantity	UM	Unit Price	Estimated Increase/Decrease to Contract amount
1	Level beams, weld tubing, use approved bolts, fabricate extensions, manually drill holes. +	1	LS +	\$ 61,759.33	\$ 61,759.33
ESTIMATED NET CHANGE IN CONTRACT PRICE				\$ 61,759.33	

CONTRACT CHANGE ORDER

CHANGE TO CONTRACT PRICE

Original Contract Price:

\$ 229,409.00

Current Contract Price Prior to this Change Order (include other approved change orders):

\$ 229,409.00

☒ INCREASE ☐ DECREASE ☐ UNCHANGED Contract Price of this Change Order:

\$ 61,759.33

Contract Price Incorporating this Change Order:

\$ 291,168.33

CHANGE IN CONTRACT TIMES

Original Contract Times:

101 calendar days

Contract Times Prior to this Change Order (include other approved change orders):

101 calendar days

☐ INCREASE ☐ DECREASE ☐ UNCHANGED Contract Time of this Change Order:

14

Contract Time Incorporating this Change Order

115 calendar days

CONTRACT CHANGE ORDER

In signing a Change Order, the Owner and Contractor acknowledge and agree that:

1. The Change Order constitutes full mutual accord and satisfaction for the change to the Work. The stipulated compensation (Contract Price or Contract Times, or both) set forth in the Change Order includes not only all direct costs of Contractor such as labor, material, job overhead, and profit markup, but also includes any costs for modifications or changes in sequence of work to be performed, delays rescheduling, disruptions, extended direct overhead or general overhead, acceleration, material or other escalation which includes wages and other impact costs.
2. This Change Order will become a supplement to the Contract and all Contract provisions will apply hereto.
3. It is understood that this Change Order shall be effective on the date the Owner authorizes the Change Order by their signature.
4. No reservation of rights to pursue subsequent claims on the Change Order will be made by either party.
5. No subsequent claim or amendment of the Contract Documents will arise out of or as a result of the Change Order.

Recommended By:

Jason R Benson

Digitally signed by Jason R Benson
DN: cn=J. R. Benson, o=City of Utah
c=US, email=jrbenson@cityofutah.com, ou=City of Utah
I am the author of the document
Contact Info: 707-453-6284
Date: 2024.08.28 14:22:37-0700

7/17/2024

Date

Approved By:

Jason R Benson

Digitally signed by Jason R Benson
DN: cn=J. R. Benson, o=City of Utah
c=US, email=jrbenson@cityofutah.com, ou=City of Utah
I am approving this document
Contact Info: 707-453-6284
Date: 2024.08.28 14:20:47-0700

Date

Accepted:

Amanda Devereux

Digitally signed by Amanda
Devereux
Date: 2024.08.29 15:29:01 -07'00'

Date

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

CCO No.	002
DATE:	8/29/2024

CONTRACT CHANGE ORDER

Contract for: Orr Street Bridge Replacement, Spec. 2023-06

Owner: City of Ukiah, 300 Seminary Avenue, Ukiah, California, 95482-5400

To: Gregg Simpson Trucking, 11 Highland Ct, Ukiah, California, 95482

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 (described work continued page 2 if needed):

Proceed with all work (materials, equipment, labor) related to unforeseen site conditions at Orr Street. This work includes welding and fabricating flat bars on the bridge sides for asphalt placement, installing additional materials to secure the bridge's structure and railing, paving the bridge ends and the driveway at the north end, constructing a concrete retaining wall for safety, and installing chain link fences at both ends of the bridge to address open area concerns. These changes are necessary to ensure the project's safety and compliance with standards.

Change requested by: Gregg Simpson Trucking

No.	Description of Changes - Itemized Breakdown	Quantity	UM	Unit Price	Estimated Increase/Decrease to Contract amount
1	Weld flat bars, secure structure, pave ends, build retaining wall, install fences. +	1	LS +	\$ 69,535.62	\$ 69,535.62
ESTIMATED NET CHANGE IN CONTRACT PRICE		\$ 69,535.62			

CONTRACT CHANGE ORDER

CHANGE TO CONTRACT PRICE

Original Contract Price:

\$ 229,409.00

Current Contract Price Prior to this Change Order (include other approved change orders):

\$ 291,168.33

☒ INCREASE ☐ DECREASE ☐ UNCHANGED Contract Price of this Change Order:

\$ 69,535.62

Contract Price Incorporating this Change Order:

\$ 360,703.95

CHANGE IN CONTRACT TIMES

Original Contract Times:

101 calendar days

Contract Times Prior to this Change Order (include other approved change orders):

115 calendar days

☐ INCREASE ☐ DECREASE ☐ UNCHANGED Contract Time of this Change Order:

14

Contract Time Incorporating this Change Order

119 calendar days

CONTRACT CHANGE ORDER

In signing a Change Order, the Owner and Contractor acknowledge and agree that:

1. The Change Order constitutes full mutual accord and satisfaction for the change to the Work. The stipulated compensation (Contract Price or Contract Times, or both) set forth in the Change Order includes not only all direct costs of Contractor such as labor, material, job overhead, and profit markup, but also includes any costs for modifications or changes in sequence of work to be performed, delays rescheduling, disruptions, extended direct overhead or general overhead, acceleration, material or other escalation which includes wages and other impact costs.
2. This Change Order will become a supplement to the Contract and all Contract provisions will apply hereto.
3. It is understood that this Change Order shall be effective on the date the Owner authorizes the Change Order by their signature.
4. No reservation of rights to pursue subsequent claims on the Change Order will be made by either party.
5. No subsequent claim or amendment of the Contract Documents will arise out of or as a result of the Change Order.

Recommended By:

Jason R Benson

Digitally signed by Jason R Benson
DN: cn=J.R.B., o=City of Utah, ou=City of Utah
Email: jrbenson@cityofutah.com, cn=Jason R Benson
Reason: I am the author of the document
Certificate: 707-463-8284
Date: 2024.08.29 14:20:17-0700

7/17/2024

Date

Approved By:

Jason R Benson

Digitally signed by Jason R Benson
DN: cn=J.R.B., o=City of Utah, ou=City of Utah
Email: jrbenson@cityofutah.com, cn=Jason R Benson
Reason: I am approving the document
Certificate: 707-463-8284
Date: 2024.08.29 14:20:47-0700

Date

Accepted:

Amanda Devereux

Digitally signed by Amanda
Devereux
Date: 2024.08.29 15:29:01 -07'00'

Date

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



AGENDA SUMMARY REPORT

SUBJECT: Possible Introduction by Title Only of an Ordinance to Approve a General Plan Amendment from Low-Density Residential (LDR) to Community Commercial (CC) and a Rezone from Low-Density Residential (R1) to Community Commercial (C1), to Allow for Tenant Improvements to an Existing Structure for Use as a 'Professional Office' at 195 Low Gap Road (APN 002-080-39); File No. 24-9265.

DEPARTMENT: Community Development

PREPARED BY: Jesse Davis, Chief Planning Manager

PRESENTER: Jesse Davis, Chief Planning Manager

ATTACHMENTS:

1. Draft Findings - #24-9265
2. Draft Conditions of Approval - #24-9265
3. Application Materials - #24-9265
4. CEQA - Technical Memo (Terra Nova Planning & Research)
5. Ukiah City Code Regulations (C-1 & R-1)
6. Draft Ordinance

Summary: Council will consider a request to amend the general plan land use designation from Low-Density Residential (LDR) to Community Commercial (CC) and a rezone from Low-Density Residential (R-1) to Community Commercial (C-1) to facilitate tenant improvements to an existing ±2,475 sq. ft. structure for use as a 'Professional Office' at 195 Low Gap Road (APN 002-080-39). No expansion of the existing structure is requested. Limited tenant improvements, however, would be facilitated to utilize the structure as a 'Professional Office'.

Background: The 0.41-acre project site, addressed at 195 Low Gap Road (APN 003-181-01), is located within the City of Ukiah at the intersection of Low Gap Road and North Oak Street, approximately 1 mile southwest of U.S. Route 101. Surrounding land uses include a mixture of residential, public facilities, and commercial enterprises. The property comprises a single legal parcel featuring a primary frontage along Low Gap Road and a secondary frontage along North Oak Street, classifying it as a 'Corner Lot'. Vehicular access to the parcel's off-street parking area is facilitated from paved encroachments via Low Gap Road and North Oak Street.

The subject property was originally developed for 'Religious Assembly' in 1967 (Permit # 764), and the existing structure underwent expansion in 1976, pursuant to Architectural Review (#77-12), adding approximately 224 square feet to accommodate supplementary bathroom and library facilities. Between 1967 and 1999, the property continually served as a place of religious congregation for the Jehovah's Witnesses of Ukiah, hosting regular services and events. During this period, the structure underwent several minor repairs and renovations to ensure the continued functionality and usability of the structure.

It is noteworthy that although the subject parcel was zoned as R-3 (High Density Residential) when the subject structure was constructed, records indicate that between 1977 and 1995 a downzoning to R-1 (Low-Density Residential) occurred, presumably coinciding with one of the City's General Plan Updates or area rezones during that time period. This zoning modification constrained the permissible uses of the property, aligning it more closely with residential districts to the north, which are primarily characterized by single-family dwellings,

as opposed to the commercial uses to the east, which are characterized by a variety of businesses, including automobile repair and mortuary services. The R-1 zoning district generally discourages commercial development, uses and improvements, but does allow for 'Religious Assembly' as a permitted use. The use of the property for 'Religious Assembly' was considered a 'Legal Non-Conforming Use' as no discretionary permit has been identified for that request, as it existed prior to the application of the R-1 zoning district. In 1996, substantial discussion occurred at various hearings of the Ukiah Planning Commission regarding the appropriate zoning and land use designation for the parcel. Ultimately, the Planning Commission deferred applying a commercial zoning and land use designation at that time, but applied it to the adjacent parcel to the east.

To develop a new religious facility on a separate property, the property was sold by the Jehovah's Witnesses of Ukiah in 1999. Later that year, Minor Use Permit No. 99-27, submitted by Lee Enemark on behalf of Kevin Lanteigne, was sought to repurpose the existing 2,475 square foot structure into a mortuary. Originally proposed as a comprehensive mortuary facility with embalming and body storage capabilities, the project underwent revisions prior to approval, limiting operations exclusively to funeral activities and memorial services. The Minor Use Permit facilitated the internal conversion of the church into a mortuary, without necessitating major external alterations to the structure or the property itself. Limited landscaping improvements, however, were conditioned and undertaken at that time. Approval of the Use Permit was granted by the Planning Commission under a Director's Determination, citing the operational similarities between mortuary activities and permitted uses in the R-1 zone, such as 'Religious Assembly'. The occupancy conversion of the existing structure was completed in October 1999 (Permit #10034), and the facility operated for a number of years. Commercial activities on the property, including the sale of associated materials and items was restricted, but the mortuary did function as a commercial business that was licensed by the City.

Per associated utility records, use of the structure as a mortuary lasted until 2008. Around that time, the property reverted to a 'Religious Assembly' use. In 2018, renovation and remodeling (Permits #4383 & 3240) were issued. These improvements included interior modifications, installation of an ADA-compliant ramp, and upgrading the structure's HVAC system.

In 2020, the tenant utilizing the structure for Religious Assembly' relocated to a separate facility elsewhere in Ukiah, and the property was sold to the adjacent property owner. Since that time, the existing structure and property have remained vacant, but occasionally the subject property is used as overflow parking for the adjacent mortuary and funeral home, which has historically maintained a shared parking agreement with the property for events and memorials.

Discussion: This Project proposes to Rezone the existing parcel from R-1 (Low-Density Residential) to Community Commercial (C-1) to allow for tenant improvements to the existing structure for use as a 'Professional Office'. The request also requires that a General Plan Amendment be facilitated to alter the existing land use designation from Low-Density Residential (LDR) to Community Commercial (CC). This project is requested because the Applicant desires to undertake tenant improvements to the existing structure and lease the existing structure for use as a 'Professional Office', which is not allowed under the present R-1 designation. As defined in Ukiah City Code a 'Professional Office' is considered the provision of professional or technical services including accounting, counseling, architecture, design, medical/dental, engineering, law, financial management, and similar professions. For this proposed use, only minor modifications and tenant improvements to the existing structure would be required, given its recent ADA improvements and past renovations.

The Community Commercial (CC) General Plan designation identifies areas generally located along major corridors in the city with the intent of providing a transition between higher-intensity commercial uses along Highway 101 and residential neighborhoods on the western side of the city. The subject parcel meets these considerations. As described in Ukiah City Code Section 9080, the purpose of the C-1 zoning district is *"to provide a broad range of commercial land use opportunities along the primary transportation corridors within the city. It is intended to promote and provide flexibility for commercial development, to encourage the establishment of community-wide commercial-serving land uses and provide opportunities to integrate multiple-family housing and mixed-use projects."*

The proposed use of an existing structure is anticipated to result in a less intensive use of the building and property. 'Religious Assembly' typically experiences high peak usage during worship services, which are often held multiple times throughout the week, or for holidays or specific events such as memorials, weddings or other ceremonies. Given this orientation, use of structures for religious assembly can attract large congregations, leading to increased traffic congestion and parking demand. In contrast, a 'Professional Office' operates on a more regular, daily schedule with appointments spread throughout the day, and typically features limited weekend hours. This results in a more consistent, moderate flow of traffic rather than the high peaks associated with church services. Additionally, the clientele of the 'Professional Office' would likely arrive in smaller numbers and at staggered intervals, further reducing the potential for traffic congestion or impacts on nearby properties. Since the 'Professional Office' will use the existing structure without expansion, there will be no additional demand on the existing off-street parking infrastructure, the building or the surrounding environment. Overall, the intensity of use, in terms of both peak occupancy and traffic generation, is expected to be significantly lower for the 'Professional Office' compared to the previous 'Religious Assembly' use.

Many commercial uses (such as restaurants, general retail, personal improvement establishments, and certain residential uses) are allowed within the C-1 district without discretionary review, while others (such as auto repair shops, cannabis related businesses, community care facilities, bars, and certain residential uses) require approval of the Zoning Administrator or Planning Commission upon review of a Use Permit. The C-1 designation also allows for multifamily residential development, which if undertaken in conjunction with the City's Objective Design and Development Standards, could be processed as an allowed use commiserate with the density requirements of the 2040 General Plan and the Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP). Additionally, the Applicant will be required to provide a 'Landscape Plan' in accordance with the C-1 standards prior to the issuance of any building permit or business license on the subject property.

Beyond use of the structure as a 'Professional Office', new development would require adherence to all C-1 zoning regulations. In addition, given the age of the existing structure, evaluation by the Demolition Review Committee would be required prior to demolition, if proposed, unless immediate demolition of the building is necessary to protect the public health or safety and the failure to immediately demolish the building would constitute a serious threat to public health or safety. Based on the site plan provided, the existing structures would meet the minimum setback requirements of the zoning district and comply with all other lot development standards required by the C-1 land-use and zoning designations.

Per UCC §9265(d), on August 14, 2024, the Planning Commission held a public hearing on the proposed zoning and General Plan amendment and formulated, by a unanimous 4-0 vote, a recommendation to the City Council to approve the Project with requests for the City Council and Applicant to consider the provision of bicycle parking, as well as increased landscaping and parking lot shade coverage. This recommended approval by the Planning Commission was based on the Draft Findings (Attachment 1) and Draft Conditions of Approval (Attachment 2) for the Project as conveyed by the Application Materials in Attachment 3, and supported by additional environmental analysis (Attachment 4) conducted by Terra Nova Planning and Research to facilitate the requested change in Zoning Districts from R-1 to C-1 (Attachment 5).

In response to the recommendation of the PC, Staff notes there is already an existing Condition of Approval for the project to provide a landscaping plan with a particular focus on existing landscape areas. This is commiserate with previous approvals for commercial use of the property that required enhanced landscaping for the property to be utilized as a mortuary. Per Ukiah City Code Section 9087(D), the proposed landscaping plan shall be commensurate with the size and scale of the proposed development project. As conveyed by the Applicant, no exterior modifications beyond limited signage are expected. Additionally, given the existing occupancy classification and historical maintenance of the structure, only limited tenant improvements are expected. If a property owner is only requesting minimal changes to their building (e.g., small renovations or minor adjustments), as is the case here, and those changes have little to no impact on public resources, traffic, or other concerns, the "Nollan/Dolan" test would likely prevent the City from requiring substantial investments such as the installation of landscaping beyond the requirements of the municipal code.

A draft ordinance is provided for the review and evaluation of the City Council in Attachment 6.

Staff recommends introducing the ordinance, by title only, to approve a General Plan Amendment from Low-Density Residential (LDR) to Community Commercial (CC) and a Rezone from Low-Density Residential (R1) to Community Commercial (C1) to allow for tenant improvements to an existing structure for use as a 'Professional Office' at 195 Low Gap Road (APN 002-080-39); File No. 24-9265.

Recommended Action: Introduce by title only an Ordinance to approve a General Plan Amendment from Low-Density Residential (LDR) to Community Commercial (CC) and a Rezone from Low-Density Residential (R1) to Community Commercial (C1) to allow for tenant improvements to an existing structure for use as a 'Professional Office' at 195 Low Gap Road (APN 002-080-39); File No. 24-9265.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Darcy Vaughn, Assistant City Attorney

DIVERSITY-EQUITY INITIATIVES (DEI):N/A

CLIMATE INITIATIVES (CI):N/A

GENERAL PLAN ELEMENTS (GP): LU Policy 8.4 - Reuse of Underutilized Property

Approved:


Sage Sangiacomo, City Manager

**DRAFT FINDINGS TO ADOPT A
GENERAL PLAN AMENDMENT AND REZONE
195 LOW GAP ROAD
FILE NO.: 24-9265**

The Community Development Department's recommendation for approval of a Categorical Exemption, General Plan Amendment and Rezone of 195 Low Gap Road (APN 002-080-39) is based in part on the following findings, in accordance with UCC §9265 and CEQA Guidelines §15301(a).

Project Summary. The Project proposes a 'General Plan Amendment' to convert the subject property from a Low Density Residential (LDR) to a Community Commercial (CC) land use designation, as well as a 'Rezone' of the subject property from Low Density Residential (R1) to Community Commercial (C-1). If approved, the intended use of the property would be for a 'Professional Office'. No additional development or expansion of the existing structure is proposed.

1. The 0.41-acre project site, addressed at 195 Low Gap Road (APN 003-181-01), is located within the City of Ukiah at the intersection of Low Gap Road and North Oak Street, approximately 1 mile southwest of U.S. Route 101. Surrounding land uses include a mixture of residential, public facility, and commercial undertakings along a principal transportation corridor. As such, the proposed General Plan Amendment and Rezone would be consistent with the City's General Plan and would be compatible with surrounding land uses.
2. In accordance with the California Environmental Quality Act (CEQA), the City of Ukiah Planning Division in coordination with Terra Nova Planning & Research Incorporated, prepared a technical memorandum for the proposed Project and determined that the Project is exempt as allowed by CEQA Guidelines Section 15301, Class 1, Existing Facilities.
3. The Lead Agency (City) consulted with all applicable responsible agencies and trustee agencies.
4. The Application Materials were circulated for public review from August 4, 2024, through August 14, 2024.
5. Based upon the analysis contained within the Technical Memorandum, Staff Report and Application Materials, the Project would not have a significant impact, or no impact on all resources discussed herein as it would repurpose an existing structure for a use that is construed to be less intensive than the previously allowed activity. As such, a Categorical Exemption was identified as appropriate for the Project and no mitigation measures are proposed or required, although the project is conditioned to ensure conformance with the proposed zoning district.
6. Based on the findings and conclusions contained in the technical memorandum, the proposed Project would not have environmental effects which would cause substantial adverse effects on humans, either directly or indirectly; and there is no substantial evidence considering the whole record before the City of Ukiah that the Project would have a significant effect on the environment.
7. Based upon the analysis, findings, and conclusions contained in the Technical Memorandum, the Project will not result in impacts that are individually limited, but cumulative considerable.

8. In accordance with the Ukiah City Code and California Environmental Quality Act (CEQA) Guidelines: Notice was provided to property owners within 300 feet of the project parcels, as well as agencies and departments with jurisdiction or interest over the project on August 4, 2024; posted on the City's webpage on August 4, 2024; published in the Ukiah Daily Journal on August 4, 2024; posted on the Project site on August 4, 2024; and posted at the Civic Center (glass case) 72 hours prior to the public hearing.
9. The technical memorandum and record of proceedings of the decision on the Project are available for public review at the City of Ukiah Community Development Department, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA.
10. On August 14, 2024, the Planning Commission held a public meeting and reviewed the technical memorandum, General Plan Amendment and Rezone. The meeting was properly noticed in accordance with UCC §9265 and CEQA Guidelines.

DRAFT

**DRAFT CONDITIONS OF APPROVAL FOR A
GENERAL PLAN AMENDMENT AND REZONE
195 LOW GAP ROAD
FILE NO.: 24-9265**

The following Conditions of Approval shall be made a permanent part of the Project, and shall remain in force regardless of property ownership, and shall be implemented in order for this entitlement to remain valid.

Project Summary. The Project proposes a 'General Plan Amendment' to convert the subject property from a Low Density Residential (LDR) to a Community Commercial (CC) land use designation, as well as a 'Rezone' of the subject property from Low Density Residential (R1) to Community Commercial (C-1). If approved, the intended use of the property would be for a 'Professional Office'. No additional development or expansion of the existing structure is proposed.

The following Conditions of Approval apply to the Project.

City of Ukiah Special Conditions

1. Future development of the site shall be in conformance with all Community Commercial (C-1) zoning regulations, including landscaping requirements, in addition to all applicable Building Code and life safety regulations. Additional discretionary and environmental review may be required for expansion, demolition, or modification of the existing structure, as well as for activities that are determined to be 'Permitted' within the zoning district.
2. A Final Landscaping Plan shall be submitted prior to issuance of Building Permit or Business License, in accordance with all applicable City codes. All landscaping shall be irrigated and maintained to a satisfactory condition of the Community Development Director.

City of Ukiah Standard Conditions

3. Approval is not effective until the 10-day appeal period applicable to this amendment and rezone has expired without the filing of a timely appeal. If a timely appeal is filed, the project is subject to the outcome of the appeal and shall be revised as necessary to comply with any modifications, conditions, or requirements that were imposed as part of the appeal.
4. All use, construction and the location thereof, or occupancy, shall conform to the application and to any supporting documents submitted therewith, including any maps, sketches, or plot plans accompanying the application or submitted by applicant in support thereof.
5. Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Engineering Department of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Planning Commission such standards shall be met.
6. Building permits shall be issued within two years after the effective date of the Planning Permit or same shall be null and void.

7. In addition to any particular condition which might be imposed; any construction shall comply with all building, fire, electric, plumbing, occupancy, and structural laws, rules, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
8. The Applicant shall obtain all required Sign Permits, in compliance with Division 3, Chapter 7, Signs, of the UCC. Prior to the placement/installation of any sign(s), the applicant shall make application for and receive approval of a sign permit. Any signage shall be in substantial conformance with the Community Commercial (C-1) zoning district.
9. The Applicant shall submit verification of all applicable permits or approvals in compliance with all local, state and federal laws to the Community Development Department prior to issuance of building permits.
10. All fees associated with the project planning permits and approvals shall be paid in full prior to occupancy.
11. As outlined in Article 20, Administration and Procedures, of the Zoning Code a planning permit may be revoked through the City's revocation process if the approved project related to this Permit is not being conducted in compliance with these stipulations and conditions of approval; or if the project is not established within two years of the effective date of this approval; or if the established use for which the permit was granted has ceased or has been suspended for 24 consecutive months.

BUILDING DIVISION AND UKIAH VALLEY FIRE AUTHORITY CONDITIONS

12. For any needed or requested tenant improvements, a Building Permit will be required. Please submit plans, building permit application. Please submit complete plan sets, including two wet stamped and signed.
13. The design and construction of all site alterations shall comply with the 2022 California Building Code, 2022 Plumbing Code, 2022 Electrical Code, 2022 California Mechanical Code, 2022 California Fire Code, 2022 California Energy Code, 2022 Title 24 California Energy Efficiency Standards, 2022 California Green Building Standards Code and City of Ukiah Ordinances and Amendments.



City of Ukiah

Community Development Department
 Planning Division
 300 Seminary Ave., Ukiah CA 95482
 Email: planning@cityofukiah.com
 Web: www.cityofukiah.com
 Phone: (707) 463-6268
 Fax: (707) 463-6204

Planning Permit Application

PROJECT NAME: Eversole General Plan Amendment & Rezone (R1 > C1)			
PROJECT ADDRESS/CROSS STREETS: <i>195 Low Gap Rd</i>		AP NUMBER(S): 002-080-39	
APPLICANT/AUTHORIZED AGENT: <i>Eversole</i>	PHONE NO:	FAX NO:	E-MAIL ADDRESS:
APPLICANT/AUTHORIZED AGENT ADDRESS:	CITY: <i>UKIAH</i>	STATE/ZIP: <i>CA 95482</i>	
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT:	PHONE NO:	FAX NO:	E-MAIL ADDRESS:
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT	CITY:	STATE/ZIP:	
HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? ☐ YES ☒ NO			
☐ AIRPORT LAND USE COMM. DETERMINATION REFERRAL 100.0800.611.003	\$	☐ REZONING – PLANNED DISTRICT 100.0800.611.001	\$
☐ ANNEXATION 100.0800.611.001	\$	☐ SITE DEVELOPMENT PERMIT – AMENDMENT 100.0400.449.001	\$
☐ APPEAL 100.0400.449.001	\$	☐ SITE DEVELOPMENT PERMIT – MAJOR 100.0400.449.001	\$
☒ GENERAL PLAN AMENDMENT 100.0800.611.001	\$ X	☐ SITE DEVELOPMENT PERMIT – MINOR 100.0400.449.001	\$
☐ MURAL PERMIT 100.0400.449.001	\$	☐ SPECIFIC/MASTER PLAN 100.0800.611.003	\$
☐ PRE-DEVELOPMENT MEETING 100.0800.611.003	\$	☐ MINOR SUBDIVISION/TENTATIVE PARCEL MAP (4 OR FEWER LOTS) 100.0800.610.001	\$
☐ STAFF RESEARCH (MORE THAN 1 HOUR) 100.0800.610.001	\$	☐ MAJOR SUBDIVISION/TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS) 100.0800.610.001	\$
☐ LOT LINE ADJUSTMENT OR MERGER 100.0800.610.001	\$	☐ OTHER	\$
COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.	\$ -	MAJOR PERMIT DEPOSIT:	\$ \$3,000
COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$ -	MINOR PERMIT FEE:	\$ -
COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$ -	TOTAL FEE:	\$ -
FILING DATE: 2/14/2024		TOTAL AMOUNT PAID: \$ \$3,000	
RECEIPT NUMBER: -		APPLICATION NUMBER(S): #24-9265	

Recommendation: Prior to submitting an application, discuss your project with Staff to discover what fees (sewer, water, in-lieu park fees, traffic impact fees, etc.) may be required for your project. Also, ask about street tree requirements, required sidewalk repairs, drainage issues, storm water mitigation requirements, frontage improvements, etc.

Project Description

Please attach a written project description including summary of work (both interior and exterior for construction and operation) and/or business proposed. The purpose of the project description is to assist Staff in understanding the project. The project description will also be included in the Staff Report required to review (and ultimately approve or deny) the planning permit. Providing complete information will help expedite the project review process and in determining what additional information, if any, related to the project and required environmental review is required.

Environmental Review and Reports

Please be aware that projects are required to comply with the California Environmental Quality Act (CEQA). Projects will be reviewed by Staff for compliance with CEQA and Staff will determine the appropriate CEQA document to prepare for the project (exemption, negative declaration, etc.). In order to make this determination, specific reports (traffic, arborist, soils, etc.) and or additional information may be required.

Use Information

Please provide the following information related to the use of the site and building:

Description of Building & Site			
Parcel Size:	Building Size:	Number of Floors:	
Use of Building (check all that apply)	Description	Square Footage	Number of Units/Suites
☒ Office (business/professional)	175 Low Gap Rd	2600	3
☒ Office (medical/dental)			
☒ Retail			
☐ Light Industrial			
☐ Residential			
☐ Other:			
Operating Characteristics			
Days and Hours of Operation:			
Number of Shifts: 1	Days and Hours of Shifts: M-F 8-6		
Number of Employees/Shift:			
Loading Facilities: ☐ Yes ☒ No	Type/Vehicle Size:		
Deliveries: ☐ Yes ☐ No	Type:	Number (day/week/month):	Time(s) of Day:
Outdoor areas associated with use? (check all that apply)	Sales area: ☐ Yes ☐ No	Unloading of deliveries: ☐ Yes ☐ No	Storage: ☐ Yes ☐ No
☐ Yes ☐ No	Square Footage:	Square Footage:	Square Footage:
Noise Generating Use? ☐ Yes ☐ No	Description:		

To Be Completed by Staff

General Plan Designation: LDR	Zoning District: R1	Airport Land Use Designation: OAE (Other Airport Environs)
City's Architectural & Historic Inventory: ☐ YES ☒ NO	Age of Building: 57 Years	Demolition Policy: N/A
Hillside: ☐ YES ☒ NO	Flood Designation FIRM Map: N/A	Flood Designation Floodway Map: N/A
Tree Policies		
☒ General Plan Open Space Conservation ☐ NO ☐ YES GOAL/POLICY #:	☒ Community Forest Management Plan ☐ NO ☐ YES GOAL/POLICY #:	
☒ Landscaping and Streetscape Design Guidelines ☐ NO ☐ YES GUIDELINE #:	☒ Commercial Development Design Guidelines ☐ NO ☐ YES GUIDELINE #:	
☒ Tree Protection and Enhancement Policy ☐ NO ☐ YES NOTES:	☒ Tree Planting and Maintenance Policy ☐ NO ☐ YES NOTES:	
☒ UBC: Street Tree Policy, Purpose and Intent ☐ NO ☐ YES NOTES:	Other:	
Notes		

I, _____, owner authorize _____
to act on my behalf for this project and I have read and agree with all of the above. (Application must be signed by owner).

PROPERTY OWNER SIGNATURE

DATE

I, _____, am the ☐ owner / ☐ authorized agent of the property for which the development is proposed. The above information and attached documents are true and accurate to the best of my knowledge.

I have read and agree with all of the above.

I hereby authorize employees of the City of Ukiah, the City's authorized agents, and persons with review or decision making authority for the project to enter upon the subject property, as necessary, to inspect the premises, post notices, and process this application.

I understand that conditions of approval may be placed on my project by the city of Ukiah and it is my responsibility to fully understand the conditions and ask questions about them before action is taken on my planning permit.

☒ OWNER / ☐ AUTHORIZED AGENT

DATE

2/13/24

INDEMNIFICATION AGREEMENT

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Ukiah, its agents, officers, council members, employees, boards, commissions or Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void, or annul any approval of the application or related decision, or the adoption or certification of any environmental documents or negative declaration which relates to its approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of it or in connection with the approval of the application or related decision, whether or not there is concurrent, passive, or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions of Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of Ukiah shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney of the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree to all of the above.

☒ PROPERTY OWNER / ☐ AUTHORIZED AGENT
(PLEASE PRINT NAME)

☐ PROPERTY OWNER / ☐ AUTHORIZED AGENT
(SIGNATURE)

2/13/24

DATE

Revised 02/06/2024

Edward Eversole
141 Low Gap Rd.
Ukiah, Ca. 95482
eversolemortuary@gmail.com
707-391-5090
2/16/2024

City of Ukiah Planning Department
300 Seminary Avenue
Ukiah, CA 95482

RECEIVED

FEB 20 2024

CITY OF UKIAH
COMMUNITY DEVELOPMENT

City of Ukiah Planning Department,

I am writing to formally request permission to change the zoning designation of the property located at 195 Low Gap Rd., Ukiah, CA from an R1 property to a C1 property. Our intention is to facilitate the establishment of a physical therapy office at this location.

We are currently in negotiations with a physical therapy office within the community. The building already features ADA-compliant bathrooms and ramps, making it suitable for accessibility purposes. However, some remodeling will be necessary to adapt the space to the specific requirements of a physical therapy office. Notably, there is currently no kitchen facility onsite.

The proposed change in zoning aligns with the city's goals of promoting commercial activity and enhancing the provision of healthcare services within the community. By allowing for the establishment of a physical therapy office at this location, we aim to contribute positively to the well-being of Ukiah residents while also revitalizing a commercial property.

We assure you that any remodeling or renovations will comply with all relevant regulations and guidelines. We are committed to working closely with the Planning Department to ensure full compliance throughout the process.

Thank you for considering our request. Should you require any further information or clarification, please do not hesitate to contact me at 707-391-5090 or eversolemortuary@gmail.com

Sincerely,



Edward Eversole

Property Description:

195 Low Gap Rd, located at the corner of Oak Street, boasts a generously sized lot of approximately 18,000 square feet. The main building spans 2,600 square feet, with setbacks of 20 feet from both the east and north sidewalks, 46 feet from the eastern property line, and 58 feet from the southern property line. Equipped with city utilities and efficient drainage systems, the property offers ample parking space for up to 31 cars. Surrounding the building are mature plants, while the front area features an empty space with signage, making it an ideal spot for various commercial ventures.

RECEIVED

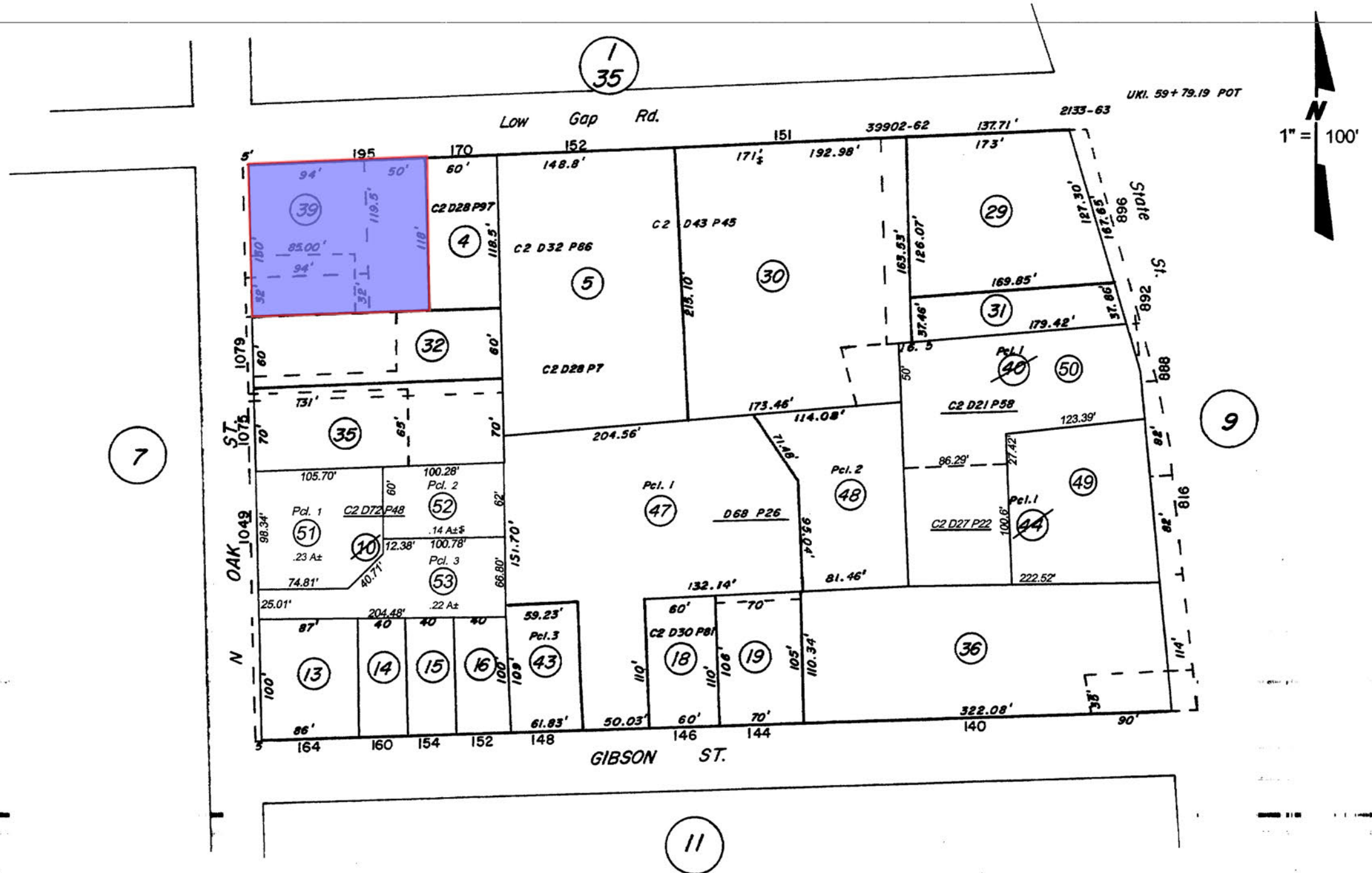
FEB 20 2024

**CITY OF UKIAH
COMMUNITY DEVELOPMENT**

UKIAH CITY

Q03-031
C-1
R-2
R-3

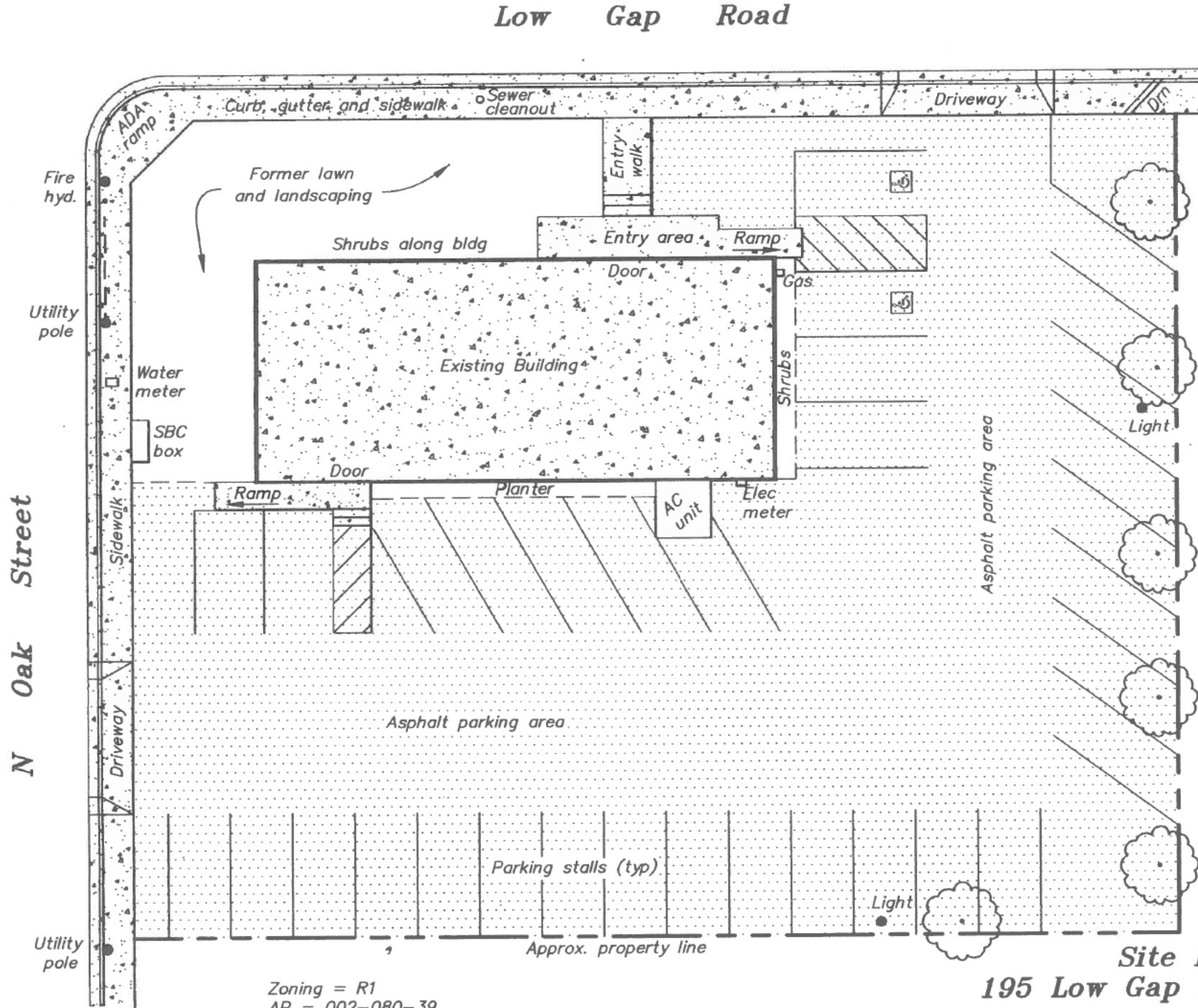
2-08



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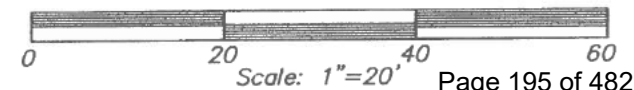
FEB 20 2024

CITY OF UKIAH
COMMUNITY DEVELOPMENT



Zoning = R1
AP = 002-080-39
Site = 195 Low Gap Road
Owner = Eversole Mortuary
Deed = Inst No 2020-16161

Site Map
195 Low Gap Road, Ukiah
AP 002-080-39 -- Feb 20, 2024

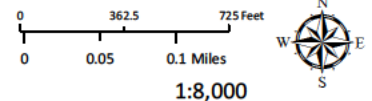




Source: Esri, Maxar, Earthstar Geographics, IGN, and the GIS User Community

CASE:
OWNER: **Eversole Mortuary**
APN: **002-080-39**
APLCT: **Eversole Mortuary**
AGENT:
ADDRESS: **195 Low Gap Rd., Ukiah**

— Highways (2017) - - - - - Driveways/Unnamed Roads
— Public Roads —+— Railroads
== Private Roads



1:8,000

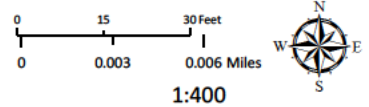
LOCATION

**THIS MAP AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.
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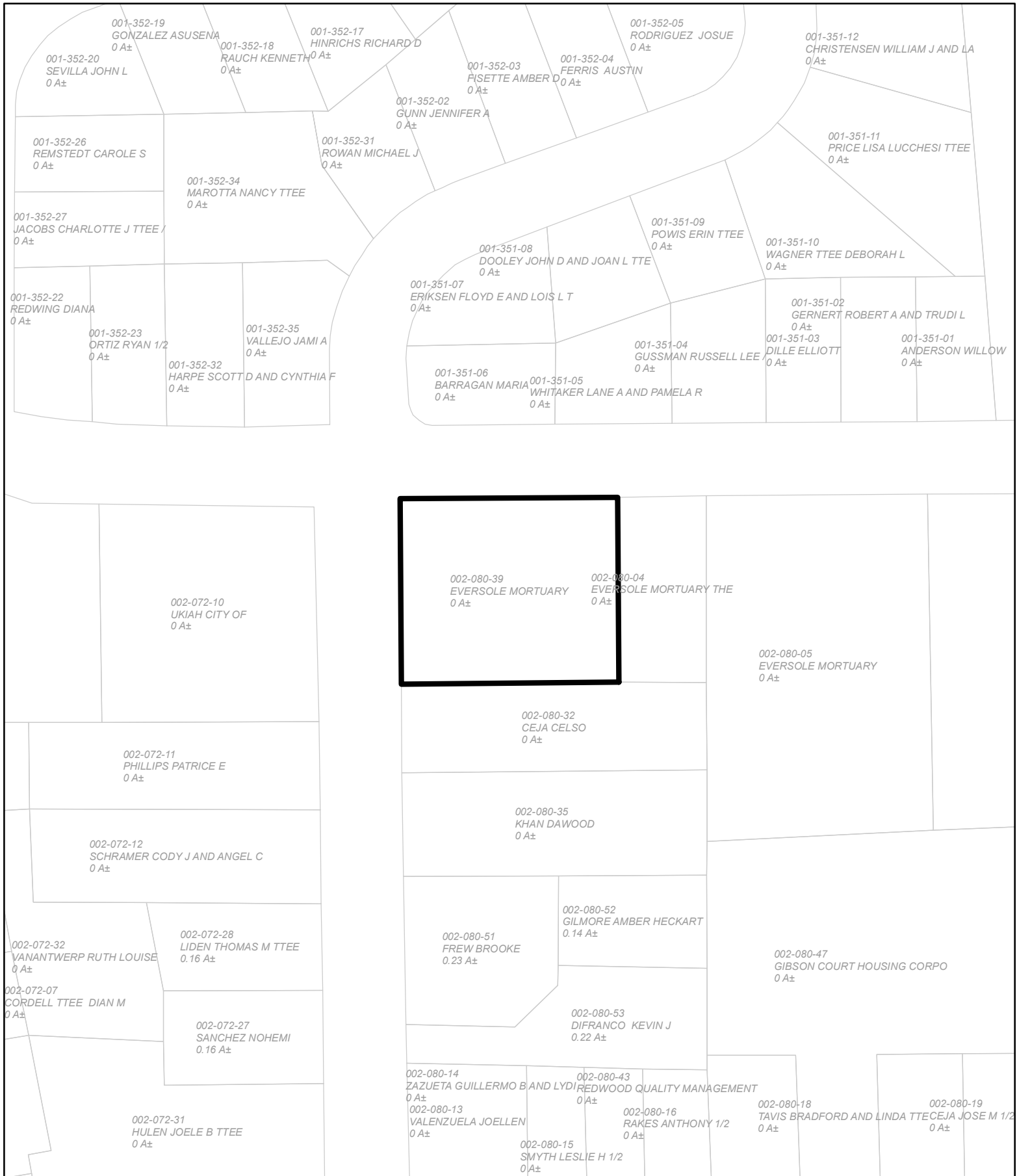
CASE:
OWNER: **Eversole Mortuary**
APN: **002-080-39**
APLCT: **Eversole Mortuary**
AGENT:
ADDRESS: **195 Low Gap Rd., Ukiah**

Public Roads



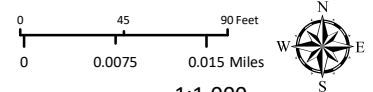
1:400
AERIAL IMAGERY

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CASE:
OWNER: Eversole Mortuary
APN: 002-080-39
APLCT: Eversole Mortuary
AGENT:
ADDRESS: 195 Low Gap Rd., Ukiah

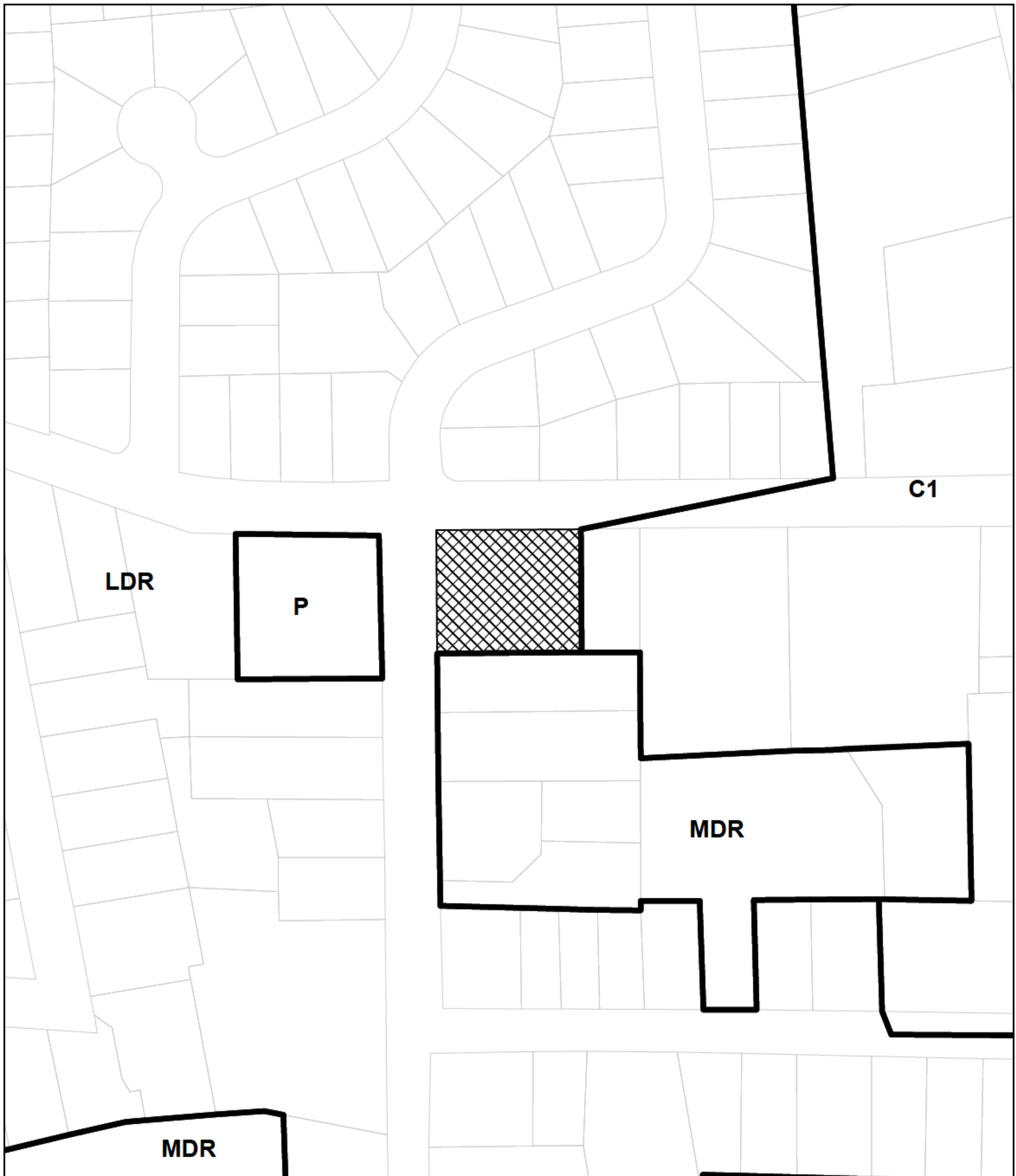
☐ Assessors Parcels



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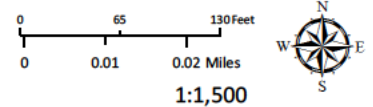
ADJACENT PARCELS

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CASE:
OWNER: **Eversole Mortuary**
APN: **002-080-39**
APLCT: **Eversole Mortuary**
AGENT:
ADDRESS: **195 Low Gap Rd., Ukiah**

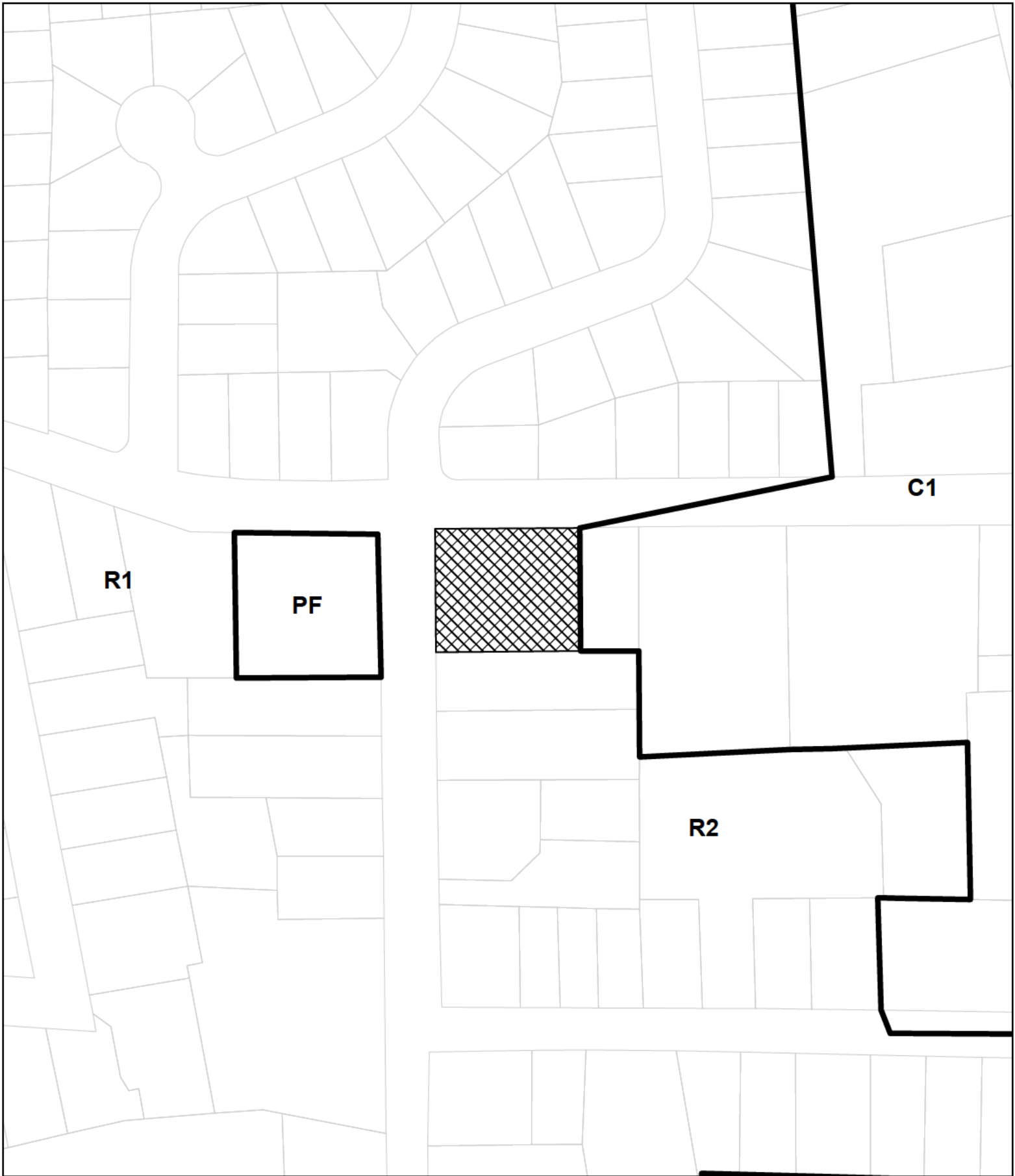
 Assessors Parcels



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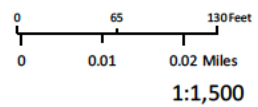
General Plan

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CASE:
OWNER: **Eversole Mortuary**
APN: **002-080-39**
APLCT: **Eversole Mortuary**
AGENT:
ADDRESS: **195 Low Gap Rd., Ukiah**

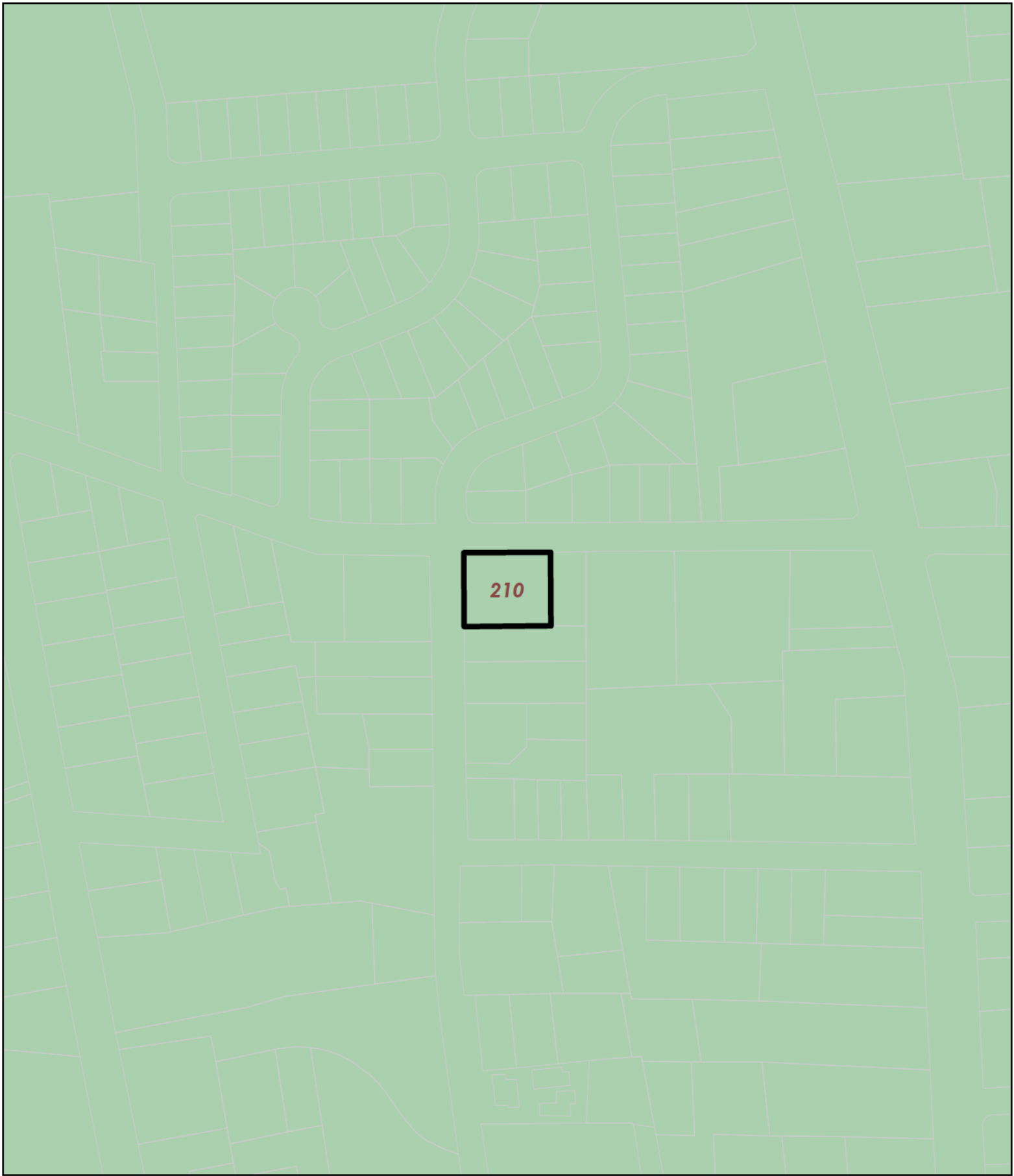
 Assessors Parcels



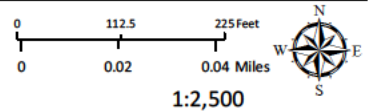
1:1,500

Zoning

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CASE:
OWNER: **Eversole Mortuary**
APN: **002-080-39**
APLCT: **Eversole Mortuary**
AGENT:  Assessors Parcels
ADDRESS: **195 Low Gap Rd., Ukiah**



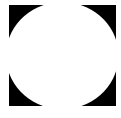
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EASTERN SOIL CLASSIFICATIONS

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TERRA NOVA PLANNING & RESEARCH, INC.®

MEMORANDUM

TO: Jesse Davis, AICP
Chief Planning Manager

FROM: Kelly Clark
Senior Planner

DATE: July 26, 2024

RE: CEQA Categorical Exemption, General Plan Amendment and Rezone (Eversole) - 195 Low Gap Road (APN 002-080-39)

Introduction

Terra Nova Planning & Research has undertaken a comprehensive review of the proposed General Plan Amendment, Rezone, and minor improvements proposed for 195 Low Gap Road to determine whether the Project qualifies for a Categorical Exemption under the California Environmental Quality Act (CEQA). The City has preliminarily determined that the Project is exempt as allowed by CEQA Guidelines Section 15301, Class 1, Existing Facilities. The purpose of this technical memorandum is to determine whether the exemption is appropriate in this case.

Project Location

The Project, consisting of a 0.41-acre site identified as Assessor's Parcel Number (APN) 002-080-39, is located at 195 Low Gap Road in the City of Ukiah. The site is a corner lot located at the intersection of Low Gap Road and North Oak Street, approximately 0.65 miles southwest of U.S. Route 101. (See Figure 1)

The site is bordered by Low Gap Road and single-family residential to the north, a paved lot and Evergreen Memorial Gardens to the east, single-family residential to the south, and North Oak Street and utility infrastructure to the west. (See Figure 2)

The site is currently zoned Low-Density Residential (R1) with a General Plan land use designation of Low-Density Residential (LDR).

Figure 1: Project Vicinity

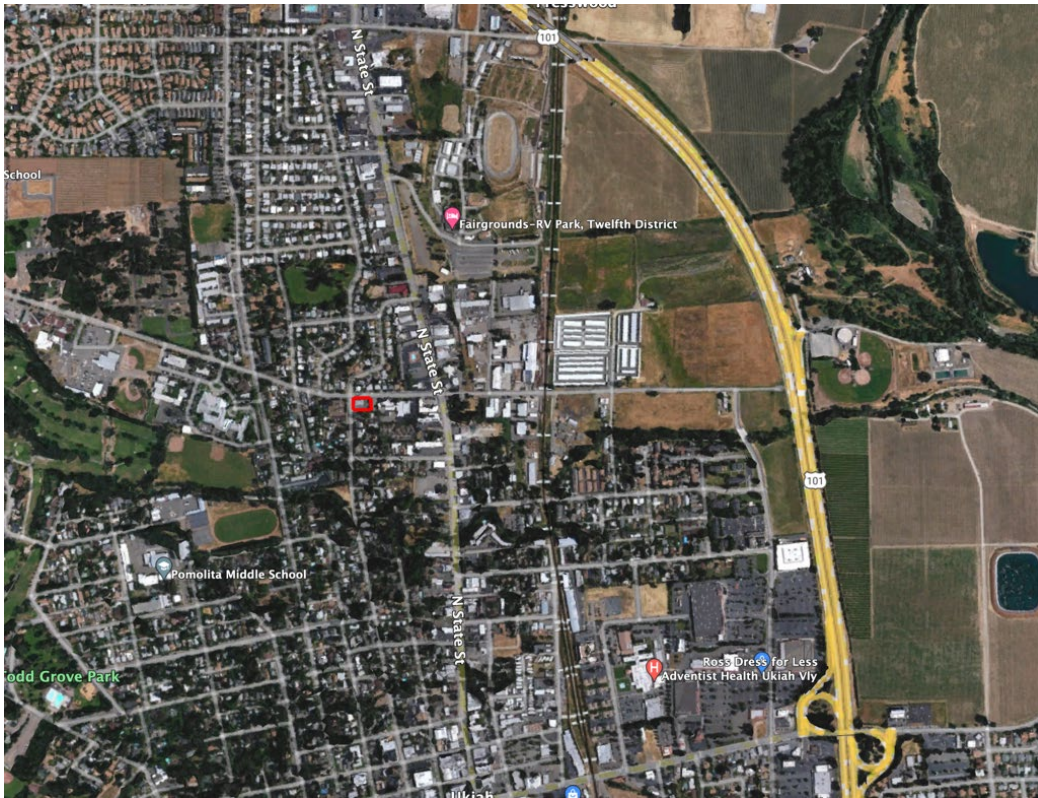
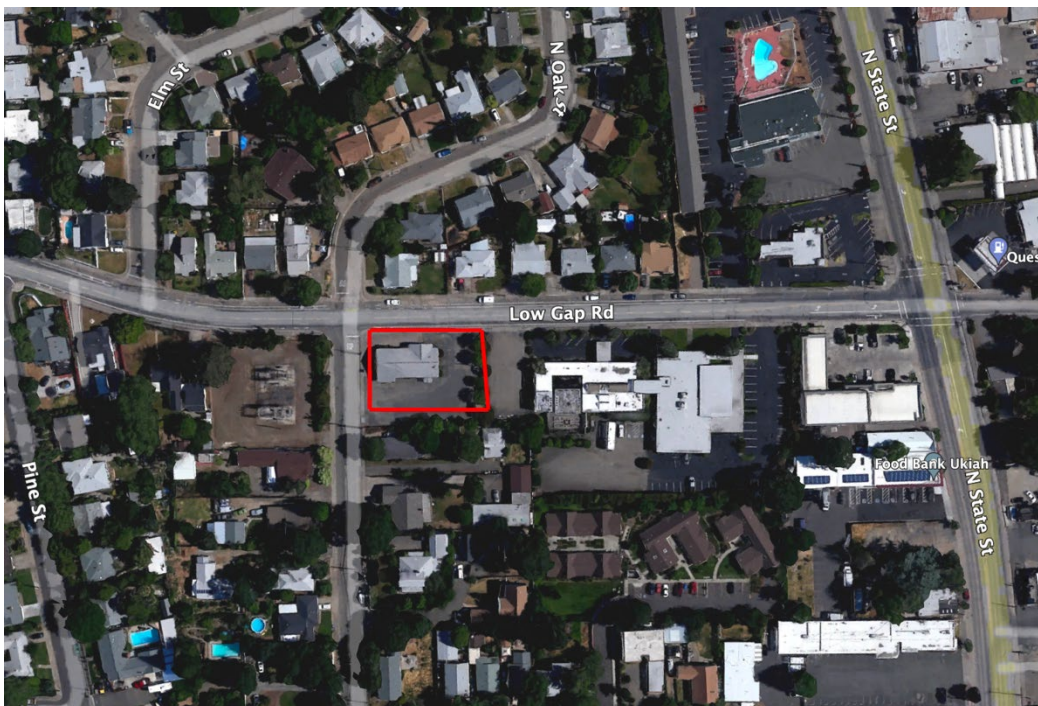


Figure 2: Project Site



Development History

The Project site was originally developed for 'Religious Assembly' in 1967 and operated as an organized religious worship and education facility until 1999. Over this period, the site underwent several minor repairs and renovations to ensure the continued functionality and usability of the structure. The existing R-1 zoning district generally discourages commercial development, uses and improvements, but does allow for 'Religious Assembly' as a permitted use.

The property was sold in 1999, and the new owners submitted a Minor Use Permit (No. 99-27) to repurpose the existing structure into a mortuary. The Minor Use Permit facilitated the internal conversion of the church into a mortuary, without necessitating major external alterations. Approval was granted under a Director's Determination, citing the operational similarities between mortuary activities and permitted uses in the R-1 zone, such as 'Religious Assembly'.

The site operated as a mortuary until 2008, when the property was reverted to use for 'Religious Assembly'. In 2018, renovation and remodeling (Permits #4383 & 3240) were issued, encompassing interior modifications, the installation of an ADA-compliant ramp, and upgrading the structure's HVAC system.

The property was sold in 2020 to the adjacent property owner and has remained vacant, but it is occasionally used as overflow parking for the adjacent mortuary and funeral home, which has historically maintained a shared parking agreement with the property.

Project Description

The Project site is currently developed with an approximately 2,500 square foot commercial structure. The property is fully improved with 33 parking spaces, including 2 ADA parking spaces, landscaping, curb, gutter and sidewalks. The existing structure and property have been vacant since 2020.

The Project proposes a General Plan Amendment from Low-Density Residential (LDR) to Community Commercial (CC) and a Rezone from Low-Density Residential (R1) to Community Commercial (C1) to allow for tenant improvements to the existing structure for use as a 'Professional Office.'

The Project applicant intends to lease the building to a physical therapy office, requiring interior remodeling and renovations to adapt the space to the business's specific requirements, including the addition of a kitchen facility. All remodeling and renovations will comply with all relevant building codes and C1 zoning regulations.

CEQA CATEGORICAL EXEMPTIONS

The California Environmental Quality Act (CEQA) requires that the City evaluate the potential environmental effects of proposed development projects and other major land use action. CEQA Guidelines section 15300 et. seq., describes Categorical Exemptions,

which are projects that have been determined not to have a significant effect on the environment and which are, therefore, exempt from the provisions of CEQA and its requirements for the preparation of environmental documents.

Exemption Analysis

The Project technically meets the key consideration for the Class 1, Existing Facilities Categorical Exemption, which allows for the negligible or no expansion of use with minor alterations. The following discussion considers and analyzes this exemption in relation to the Project.

15301. EXISTING FACILITIES

Per CEQA Guidelines Section 15301, Class 1 categorical exemption reads as follows:

“Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The types of “existing facilities” itemized below are not intended to be all-inclusive of the types of projects which might fall within Class 1. The key consideration is whether the project involves negligible or no expansion of use.

Examples include but are not limited to:

- (a) Interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances;*
- (b) Existing facilities of both investor and publicly owned utilities used to provide electric power, natural gas, sewerage, or other public utility services;*
- (c) Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety), and other alterations such as the addition of bicycle facilities, including but not limited to bicycle parking, bicycle-share facilities and bicycle lanes, transit improvements such as bus lanes, pedestrian crossings, street trees, and other similar alterations that do not create additional automobile lanes);*
- (d) Restoration or rehabilitation of deteriorated or damaged structures, facilities, or mechanical equipment to meet current standards of public health and safety, unless it is determined that the damage was substantial and resulted from an environmental hazard such as earthquake, landslide, or flood;*
- (e) Additions to existing structures provided that the addition will not result in an increase of more than:*
 - (1) 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less; or*
 - (2) 10,000 square feet if:*
 - (A) The project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan and*
 - (B) The area in which the project is located is not environmentally sensitive.*

- (f) *Addition of safety or health protection devices for use during construction of or in conjunction with existing structures, facilities, or mechanical equipment, or topographical features including navigational devices;*
- (g) *New copy on existing on and off-premise signs;*
- (h) *Maintenance of existing landscaping, native growth, and water supply reservoirs (excluding the use of pesticides, as defined in Section 12753, Division 7, Chapter 2, Food and Agricultural Code);*
- (i) *Maintenance of fish screens, fish ladders, wildlife habitat areas, artificial wildlife waterway devices, streamflows, springs and waterholes, and stream channels (clearing of debris) to protect fish and wildlife resources;*
- (j) *Fish stocking by the California Department of Fish and Game;*
- (k) *Division of existing multiple family or single-family residences into common-interest ownership and subdivision of existing commercial or industrial buildings, where no physical changes occur which are not otherwise exempt;*
- (l) *Demolition and removal of individual small structures listed in this subdivision:*
 - (1) *One single-family residence. In urbanized areas, up to three single-family residences may be demolished under this exemption.*
 - (2) *A duplex or similar multifamily residential structure. In urbanized areas, this exemption applies to duplexes and similar structures where not more than six dwelling units will be demolished.*
 - (3) *A store, motel, office, restaurant, or similar small commercial structure if designed for an occupant load of 30 persons or less. In urbanized areas, the exemption also applies to the demolition of up to three such commercial buildings on sites zoned for such use.*
 - (4) *Accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences.*
- (m) *Minor repairs and alterations to existing dams and appurtenant structures under the supervision of the Department of Water Resources.*
- (n) *Conversion of a single family residence to office use.*
- (o) *Installation, in an existing facility occupied by a medical waste generator, of a steam sterilization unit for the treatment of medical waste generated by that facility provided that the unit is installed and operated in accordance with the Medical Waste Management Act (Section 117600, et seq., of the Health and Safety Code) and accepts no offsite waste.*
- (p) *Use of a single-family residence as a small family day care home, as defined in Section 1596.78 of the Health and Safety Code.”*

The proposed Project is consistent with the definition of a Class 1 exemption because it consists of the permitting, repair, leasing, and minor alteration of an existing private structure, involving no expansion of existing use. The Project proposes to renovate and remodel the existing building to the requirements of a physical therapy office, including the addition of a kitchen facility. This is consistent with Class 1, example (a) *Interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances.*

Also, while it is assumed a small kitchen facility will be added to the interior of the existing space, additions to existing structures are permitted under this exemption provided that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition. Given that the existing structure is approximately 2,500 square feet, the interior addition of an office kitchen would not exceed 1,250 square feet.

Community Commercial (CC) designated lands are generally located along major corridors in the city with the intent of providing a transition between higher-intensity commercial uses along Highway 101 and residential neighborhoods on the western side of the city. The purpose of the Community Commercial (C1) zoning district is “to provide a broad range of commercial land use opportunities along the primary transportation corridors within the city. It is intended to promote and provide flexibility for commercial development, to encourage the establishment of community-wide commercial-serving land uses and provide opportunities to integrate multiple-family housing and mixed-use projects.” (Ukiah City Code Section 9080). The C1 zone allows for many commercial uses, including professional offices and banks, restaurants, general retail, personal improvement establishments, and certain residential uses.

The General Plan Amendment and Rezone of the property do not directly result in any physical change to the property or expansion of the existing use. The property has functioned as a church and a mortuary, neither of which are residential uses. The site is bordered by Community Commercial designated and zoned lands on the east and south, and the land use and zoning changes will not result in a change or expansion of use on the property.

15300.2 CEQA EXCEPTIONS TO CATEGORICAL EXEMPTIONS

CEQA Guidelines section 15300.2 establishes six (6) exceptions to categorical exemptions, listed below. Following each exception is an analysis of how it applies or does not apply to the proposed Project.

1. Location

Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant if its impact on the environment may, in a particularly sensitive environment, be significant. Therefore, these classes are considered to apply in all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

Applicability to the proposed Project: The Project is subject to Class 1, Existing Facilities, and is not subject to Classes 3, 4, 5, 6 or 11. Therefore, the Project is not subject to the location exception.

2. Cumulative Impact

All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.

Applicability to the proposed Project: The Project proposes renovations and the reuse of an existing non-residential building that has been in operation off and on since 1967. The proposed Rezone and General Plan Amendment would change the site's permitted uses from low density residential uses to general commercial uses, but would not change the actual operational characteristics of the site in the past. The site has operated as a quasi-commercial use, and has been considered as such in the analysis conducted for the General Plan Environmental Impact Report, as it was an existing use at the time the document was prepared. Because the site is currently developed, all impacts associated with any land disturbance impact, such as biological resources, geology or hydrology, have already occurred. The overall impact of the proposed Project will not cumulatively impact the environment. This exception does not apply to the Project.

3. Significant Effect

A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

Applicability to the proposed Project: This exception to categorical exemptions does not apply to the Project. The Project site has operated as a quasi-commercial use in the past, and will not substantially increase the impacts associated with the site when compared to its past use. The Project occurs on a Major Collector roadway, which is appropriate for a professional office use. The proposed Project will be subject to all of the same standards and requirements as any project in the City, and proposed renovations will adhere to all applicable C1 zoning regulations. There is no evidence that the Project would result in significant impacts, nor would significant impacts be expected from the minor alterations proposed for the existing structure. This exception does not apply to the Project.

4. Scenic Highways

A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.

Applicability to the proposed Project: The Project site is not located on or near a state or county designated or eligible scenic route. The site has been developed since 1967 and does not contain any scenic resources such as rock outcroppings or trees. While the original building was constructed in 1967, several structural modifications have been

made over the years, and the building is not considered to have historic significance. This exception does not apply to the Project.

5. Hazardous Waste Sites

A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

Applicability to the proposed Project: Section 65962.5 requires that the Department of Toxic Substances Control compile a list of all hazardous waste facilities, properties, disposals, release sites and abandoned sites. The Project is not located on a cleanup site according to the Department of Toxic Substances Control (DTSC) EnviroStor database. The Project is not located on a LUST cleanup, military cleanup, or any other cleanup sites listed on the Water Quality Control Board Geotracker database. This exception does not apply to the Project.

6. Historic Resources

A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

Applicability to the proposed Project: The Project will not cause a substantial adverse change in the significance of a historical resource. While the original building was constructed in 1967, several structural modifications have been made over the years, and it has not been identified as having local historic significance. The existing structure underwent expansion in 1976, pursuant to an Architectural Review (77-12), adding approximately 224 square feet to accommodate supplementary bathroom and library facilities. In 2018, renovation and remodeling permits (#4383 & 3240) were issued, encompassing interior modifications, the installation of an ADA-compliant ramp, and upgrading the structure's HVAC system.

There are no resources listed on the National Register of Historic Places on, or in the vicinity of, the subject property. There are also no resources listed in the California Register of Historic Resources (Built Environment Resources Directory) on the Project site or in its immediate vicinity. This exception does not apply.

CONCLUSIONS

As described in the above analysis, the proposed Project is consistent with the terms of Class 1 exemptions under CEQA Guidelines section 15301. The exceptions to categorical exemptions detailed in CEQA Guideline section 15300.2 do not apply to the Project. Therefore, the Project is exempt from CEQA as a minor modification to an existing facility.

ARTICLE 7. REGULATIONS IN COMMUNITY COMMERCIAL (C-1) DISTRICTS¹

SECTION:

[§9080 Purpose And Intent](#)[§9081 Allowed Uses](#)[§9082 Permitted Uses](#)[§9083 Building Height Limits](#)[§9084 Building Site Area Required](#)[§9085 Required Yard Setbacks](#)[§9086 Required Parking](#)[§9087 Additional Requirements](#)[§9088 Determination Of Appropriate Use](#)**§9080 PURPOSE AND INTENT**

The purpose of the Community Commercial Zoning District is to provide a broad range of commercial land use opportunities along the primary transportation corridors within the City. It is intended to promote and provide flexibility for commercial development, to encourage the establishment of community-wide commercial-serving land uses, and provide opportunities to integrate multiple-family housing and mixed-use projects. The Community Commercial (C-1) Zoning District is consistent with the commercial (C) general plan land use designation. (Ord. 1006, §1, adopted 1998; Ord. 1216, §5, adopted 2021)

§9081 ALLOWED USES

The following uses are allowed in the Community Commercial (C-1) Zoning District:

Accessory uses to any of the uses allowed in this district.

Accessory dwelling units and junior accessory dwelling units, as defined in section 9278 of this code and regulated in section 9016 of this code.

Community care facility which provides service for six (6) or fewer persons, with the residents and operators of the facility being considered a family.

Condominiums.

Emergency shelters, small.

Hotels, motels, and bed and breakfast establishments.

Low barrier navigation centers.

Multiple-family dwellings (i.e., duplexes, triplexes, fourplexes, transitional housing, supportive housing, single-room occupancies (SROs)) that comply with the design and development standards in Chapter 2, Article 5.2 of this division are permitted by right.

Personal improvement and personal service establishments.

Places of religious worship, assembly or instruction.

Professional offices and banks.

Public or private schools.

Restaurants.

Retail stores.

Second dwelling units as allowed in the R-1 districts in section 9016 of this chapter.

Small and large family child daycare homes. (Ord. 1006, §1, adopted 1998; Ord. 1047, §1, adopted 2003; Ord. 1205, §9, adopted 2020; Ord. 1216, §5, adopted 2021)

§9082 PERMITTED USES

The following uses require approval of a use permit pursuant to the provisions contained in section 9262 of this chapter:

Auto repair shop, auto body and painting shop, car wash, auto service (gas) station, and new and used car sales.

Bar, dance hall, live entertainment establishment and nightclub.

Billiard parlor, amusement arcade, and bowling alley.

Cabinet shop.

Cannabis cultivation – Processor.

Cannabis manufacturer – Packaging.

Cannabis manufacturer – Shared use.

Cannabis manufacturing – Level 1.

Cannabis microbusiness.

Cannabis nursery.

Cannabis retailer.

Cannabis testing laboratory.

Community care facility for more than six (6) persons, but not more than twelve (12) persons.

Emergency shelters, large.

Machine shop.

Mini/convenience storage.

Outdoor sales establishments that occur for no more than thirty (30) days within a twelve (12) month period may be considered by the Zoning Administrator. All other applications shall be heard by the Planning Commission.

A. All outdoor sales establishments shall comply with the following criteria:

1. Parking: Parking shall be designated for a minimum of three (3) automobiles, located off the public right-of-way with no automobile maneuvering permitted in the public right-of-way. The use permit may require additional parking, depending on the nature of sales proposed.
2. Signage: A maximum of twenty-five percent (25%) of the largest side of the vehicle or structure used in the sales operation. In addition, one sandwich board or A-frame sign pursuant to subsection 3227A5 of this code.
3. Utilities: The need for sanitary sewer, water, and electrical services shall be determined through the use permit process, and all hookups shall comply with this code.
4. Business License: Business license must be prominently displayed at all times, and the operator shall have proof of Board of Equalization sales permit.

Parking lot.

Single-family dwelling (i.e., single-family home, manufactured/modular home, transitional housing, and supportive housing). Manufactured/modular homes shall comply with the additional development standards in section 9087 of this code.

Multiple-family dwellings that do not comply with the design and development standards in Chapter 2, Article 5.2 of this division.

Mobile home parks.

Social halls and lodges.

Theater.

Veterinarian. (Ord. 1006, §1, adopted 1998; Ord. 1186, §1, adopted 2018; Ord. 1216, §5, adopted 2021; Ord. 1226, §3, adopted 2022)

§9083 BUILDING HEIGHT LIMITS

The maximum height of any building in a Community Commercial (C-1) District shall be fifty feet (50'). (Ord. 1006, §1, adopted 1998; Ord. 1216, §5, adopted 2021)

§9084 BUILDING SITE AREA REQUIRED

A. Commercial: For each building or group of buildings a minimum of six thousand (6,000) square feet in area and a minimum width of sixty feet (60') on interior lots; a minimum of seven thousand (7,000) square feet in area and a minimum width of seventy feet (70') on corner lots.

B. Residential And Mixed-Use: No minimum building site area.

C. Mobile Home Parks: Minimum of two (2) acres. (Ord. 1006, §1, adopted 1998; Ord. 1110, §1, adopted 2008; Ord. 1216, §5, adopted 2021)

§9085 REQUIRED YARD SETBACKS

In Community Commercial (C-1) Districts, yards shall be required in the following minimum widths:

A. Front Yards For Single-Story Buildings: The front setback line shall be a minimum of five feet (5') measured from the street right-of-way line fronting such lot. On corner lots, a ten foot (10') vision triangle may be required for traffic safety.

B. Front Yards For Multiple-Story Buildings: The front setback line shall be a minimum of five feet (5') measured from the street right-of-way line fronting such lot (generally being the edge of sidewalk). On corner lots, a ten foot (10') vision triangle may be required for traffic safety.

C. Rear And Side Yards: None required except where the rear or side of a lot abuts on an R-1, R-2, or R-3 district, in which case such rear or side yard shall be that of the adjoining zone. (Ord. 1006, §1, adopted 1998; Ord. 1110, §1, adopted 2008; Ord. 1216, §5, adopted 2021)

§9086 REQUIRED PARKING

The minimum parking area required in the Community Commercial (C-1) Zoning Districts shall be as follows:

A. Commercial Uses:

1. Retail Stores, Professional Offices, And Business Offices: One parking space for each three hundred (300) square feet of gross leasable floor area.
2. Personal Services And Personal Improvement Facilities: One parking space for each three hundred fifty (350) square feet of gross leasable floor area.
3. Commercial Recreation And Public Assembly: One parking space for each four (4) person capacity.
4. Restaurant: One parking space for every three (3) seats, with a minimum of four (4) spaces. An additional parking space for each two (2) employees at maximum shift.
5. Bicycle Parking: Safe bicycle parking facilities shall be provided in all commercial developments, where it is determined that the use would attract bicyclists. The number of bicycle parking spaces required shall be not less than ten percent (10%) of the number of required off-street automobile parking spaces. Such safe bicycle parking shall be located convenient to the entrance(s) to the use.

B. Downtown Parking District: All parcels within the downtown parking district No. 1 are not subject to the C-1 zoning district parking standards. These parcels shall comply with the provisions of the downtown parking improvement program.

C. Residential Uses: The minimum parking areas are required for the following residential uses:

1. Single-Family Dwelling: Two (2) on-site parking spaces per unit.
2. Duplex: One and one-half (1.5) on-site parking spaces per unit.
3. Multiple-Family Dwelling: One on-site parking space per unit.

D. Other Uses: All other uses are subject to the provisions contained in Chapter 2, Article 17 of this division.

E. Exceptions: Relief from the parking requirements in the C-1 zoning district may be approved through the discretionary review process, provided a finding is made that there is a unique circumstance associated with the use or property that results in a demand for less parking than normally expected. (Ord. 1006, §1, adopted 1998;

Ord. 1216, §5, adopted 2021)

§9087 ADDITIONAL REQUIREMENTS

The following additional requirements are applicable in the Community Commercial (C-1) Zoning District:

- A. A site development permit shall be required for development projects in the Community Commercial (C-1) Zoning District, pursuant to the requirements of subsection 9261B of this chapter, excluding multiple-family residential projects as described in section 9081 of this code that comply with the design and development standards in Chapter 2, Article 5.2 of this division.
- B. Any balcony, window, or door shall use at least one of the following development approaches to lessen the privacy impacts onto adjacent properties. These techniques include use of obscured glazing, landscaped/privacy buffer in the required setback with a minimum of five feet (5'), window placement above eye level, or locating balconies, windows, and doors facing toward the street and backyard. Trees and landscaping used as a landscaped/privacy buffer shall be planted and maintained by the property owner to preserve the privacy of adjacent property owners.
- C. Manufactured homes certified under the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 USC section 5401 et seq.) are allowed on individual parcels subject to the following regulations:
 - 1. Foundation System: The manufactured home shall be attached to a permanent foundation system approved by the City Building Official and designed and constructed pursuant to section 18551 of the California Health and Safety Code.
 - 2. Utilities: All utilities to the manufactured home shall be installed pursuant to City standard practices and policies.
 - 3. Permits: All applicable building, site development, and encroachment permits associated with development of residential property shall be secured prior to any on site construction.
- D. All development projects that are not multiple-family residential projects, or that do not comply with the design and development standards in Chapter 2, Article 5.2 of this division, and that require discretionary review, shall include a proposed landscaping plan commensurate with the size and scale of the proposed development project. Landscaping plans shall be submitted as a required component of all site development and use permits at the time of application filing. Properties within the downtown master plan (DMP) area are exempt from the landscaping requirements.
 - 1. All proposed landscaping plans shall comply with the following standards:
 - a. Landscape plantings shall be those which grow well in Ukiah's climate without extensive irrigation. Native species are strongly encouraged.

- b. Deciduous trees shall constitute fifty-one percent (51%) of the trees proposed along the south and west building exposures; nondeciduous street species shall be restricted to areas that do not inhibit solar access.
 - c. Parking lots with twelve (12) or more parking stalls shall have a tree placed between every four (4) parking stalls within a continuous linear planting strip rather than individual planting wells, unless clearly infeasible. Parking lot trees shall primarily be deciduous species, and shall be designed to provide a tree canopy coverage of fifty percent (50%) over all paved areas within fifteen (15) years of planting. Based upon the design of the parking lot, a reduced number of trees may be approved through the discretionary review process.
 - d. Parking lots shall have a perimeter planting strip with both trees and shrubs.
 - e. Parking lots with twelve (12) or more parking stalls shall have defined pedestrian sidewalks or marked pedestrian facilities of no less than three feet (3') in width within landscaped areas and/or separated from automobile travel lanes. Based upon the design of the parking lot, and the use that it is serving, relief from this requirement may be approved through the discretionary review process.
 - f. Street trees may be placed on the property proposed for development instead of within the public right-of-way if the location is approved by the City Engineer, based upon safety and maintenance factors.
 - g. All new developments shall include a landscaping coverage of twenty percent (20%) of the gross area of the parcel, unless because of the small size of a parcel as determined by the Planning Director. A minimum of fifty percent (50%) of the landscaped area shall be dedicated to live plantings.
 - h. Landscaping plans shall include an automatic irrigation system and lighting plan.
 - i. All required landscaping for commercial development projects shall be maintained.
 - j. All healthy existing mature trees on development project sites shall be preserved and incorporated into the proposed landscaping plan, if feasible.
 - k. The Planning Director, Zoning Administrator, Planning Commission, or City Council shall have the authority to modify the required elements of a landscaping plan depending upon the size, scale, intensity, and location of the development project.
- E. No fence shall be constructed over three feet (3') in height in any required front yard setback area.
- F. Existing developments as of the date of this article inconsistent with the provisions listed herein shall be

considered legal nonconforming; provided, that they were legal at the time of their creation, and shall be subject to the nonconforming provisions contained in this chapter. (Ord. 1006, §1, adopted 1998; Ord. 1110, §1, adopted 2008; Ord. 1168, §3, adopted 2016; Ord. 1216, §5, adopted 2021)

§9088 DETERMINATION OF APPROPRIATE USE

Whenever a use is not listed in this article as a use permitted by right or a use subject to a use permit in the C-1 zoning district, the planning director shall determine whether the use is appropriate for the zoning district, either as a right or subject to a use permit. In making this determination, the planning director shall find as follows:

- A. That the use would not be incompatible with other existing or allowed uses in the C-1 zoning district.
- B. That the use would not be detrimental to the continuing development of the area in which the use would be located.
- C. In the case of determining that a use not articulated as an allowed or permitted use could be established with the securing of a use permit, the planning director shall find that the proposed use is similar in nature and intensity to the uses listed as permitted uses. All determinations of the planning director regarding whether a use can be allowed or permitted in the community commercial (C-1) zoning district shall be final unless a written appeal to the city council, stating the reasons for the appeal, and the appeal fee, if any, established from time to time by city council resolution, is filed with the city clerk within ten (10) days of the date the decision was made. Appeals may be filed by an applicant or any interested party. The city council shall conduct a duly noticed public hearing on the appeal in accordance to the applicable procedures as set forth in this chapter. At the close of the public hearing, the city council may affirm, reverse, revise or modify the appealed decision of the planning director. All city council decisions on appeals of the planning director's actions are final for the city. (Ord. 1006, §1, adopted 1998)

¹ Ord. 793, §2, adopted 1982; Ord. 921, §2, adopted 1991; rep. by Ord. 1006, §1, adopted 1998.

ARTICLE 3. REGULATIONS IN LOW DENSITY RESIDENTIAL (R-1) DISTRICTS¹

SECTION:

[§9015 Purpose And Intent](#)

[§9016 Allowed Uses](#)

[§9017 Permitted Uses](#)

[§9018 Building Height Limits](#)

[§9019 Required Site Area](#)

[§9020 Required Yard Setbacks](#)

[§9021 Required Parking](#)

[§9022 Additional Requirements](#)

[§9023 Determination Of Appropriate Use](#)

§9015 PURPOSE AND INTENT

The purpose of the regulations in the Low Density Residential (R-1) District is to preserve, enhance, and protect the low density residential neighborhoods in the community. The R-1 zoning district is intended for residential areas characterized predominantly by single-family uses, duplexes, and with typical single-family residential subdivision lots ranging in size from six thousand (6,000) to ten thousand (10,000) square feet in size. This district is consistent with the LDR (low density residential) land use designation of the City general plan. (Ord. 1001, §1, adopted 1998; Ord. 1216, §1, adopted 2021)

§9016 ALLOWED USES

The following uses are allowed in Low Density Residential (R-1) Districts:

Accessory buildings.

Accessory dwelling units (ADU) or junior accessory dwelling units (JADU) on lots developed with a primary single-family or multifamily residence or for which a primary residence is proposed subject to the following standards/criteria:

A. The requirements of this subsection are applicable to all existing ADUs and JADUs as well as those proposed after the effective date hereof, except for legal nonconforming units, or as is otherwise specifically provided herein. Existing ADUs or JADUs as of the date hereof inconsistent with the provisions listed herein

shall be considered legal nonconforming; provided, that they were legal at the time of their creation.

B. Pursuant to California Government Code 65852.2(a)(1)(C) and 65852.22(d) and (e), ADUs and JADUs shall be deemed not to exceed the allowable density for the residential lot upon which an ADU or JADU is located, and ADUs and JADUs are deemed a residential use that is consistent with the existing general plan and zoning designation for the residential lot on which an ADU or JADU is located.

C. These regulations do not allow the division of property upon which an accessory dwelling unit is located unless all requirements of the applicable zoning district and any other requirements of this code are met.

D. The accessory dwelling unit or JADU may be used for rental purposes. The minimum term of a lease for an accessory dwelling unit or JADU shall be thirty (30) days.

E. The ADU or JADU may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence.

F. For development of an ADU or JADU, the applicant shall record a deed restriction, which shall run with the land. A copy showing recordation with the Mendocino County Recorder shall be filed with the City, and shall include both of the following:

1. A prohibition on the sale of the ADU or JADU separate from the sale of the primary residence, including a statement that the deed restriction may be enforced against future purchasers.
2. For a JADU only, a restriction on the size and attributes of the JADU that conforms with this section.

G. Accessory dwelling units may be attached to existing single-family or multiple-family residences or detached as separate structures. Accessory dwelling units shall incorporate the same or substantially similar architectural features, height, building materials and colors as the main dwelling unit or compatible dwellings located on adjacent properties. Architecture not similar to the architecture of the principal dwelling or buildings on adjacent properties shall be subject to the use permit process.

H. Junior accessory dwelling units are installed within a legally established bedroom within the existing walls of a fully permitted single-family dwelling or proposed single-family dwelling. In the case of a legal, nonconforming single-family dwelling unit, the applicant must demonstrate adequate septic capacity for the bedroom count, if the dwelling uses a septic system, and utilize an existing, fully permitted bathroom. A separate entrance to the junior accessory dwelling unit shall be provided. A junior accessory dwelling unit may include a full bathroom, or the occupant(s) may use a full bathroom inside the remainder of the single-family dwelling. A junior accessory dwelling unit shall contain an efficiency kitchen, which shall include a cooking facility for preparation and sanitation of food with appliances (e.g., microwave, toaster oven, hot plate) and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU. The efficiency kitchen must be removed when the JADU use ceases.

I. The maximum size of an accessory dwelling unit shall be one thousand two hundred (1,200) square feet. The maximum size of a junior accessory dwelling unit shall not exceed five hundred (500) square feet in floor area. If the bathroom is shared with the remainder of the single-family dwelling, it shall not be included in the square footage calculation.

J. Parking:

1. Parking requirements for the ADU shall be one off-street space (independently accessible or tandem) for each bedroom or ADU, whichever is less, in addition to the two (2) independently accessible parking spaces required for the existing single-family or multifamily residence. If the primary residence was legally constructed at a time when on-site parking was not required, then only the parking space(s) for the ADU shall be required. No off-street parking space shall be required for a JADU.

2. Off-street parking shall be permitted in setback areas in compliance with the definition of "off-street parking" found in section 9278B of this code or through tandem parking.

3. Parking standards will not be imposed for an ADU in any of the following instances:

- a. The ADU is located within one-half mile of public transit.
- b. The ADU is located within an architecturally and historically significant historic district.
- c. The ADU is part of the existing primary residence or an existing accessory structure.
- d. When on-street parking permits are required but not offered to the occupant of the ADU.
- e. When there is a car share vehicle located within one block of the ADU.

4. If a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, the City shall not require that those off-street parking spaces be replaced.

K. An ADU must meet all applicable building and fire codes, and shall have electric, water and sewer or septic service with the type of meter arrangement at the property owner's option. Water, sewer, and electrical services shall be available prior to the issuance of a building permit for an ADU. No new water or sewer connection fees may be required for ADUs that are contained within the existing space of a single-family or multifamily residence or accessory structure as provided in sections 3731A and 3861B of this code, unless the ADU is constructed with a new single-family home. ADUs shall not be required to provide fire sprinklers if they are not required for the primary residence.

L. A junior accessory dwelling unit shall not be considered a separate or new dwelling unit for purposes of

applying building codes, fire codes, collection of impact fees, or the provision of water, sewer, and power, including connection fees that might otherwise be associated with the provision of those services. Junior accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

M. The ADU or JADU shall comply with all applicable requirements of this code.

N. The maximum height for ADUs shall be eighteen feet (18'), except for attached ADUs, which shall have a maximum height of thirty feet (30'), pursuant to section 9018 of this code. Taller units may be approved through the use permit process.

O. The following yard setback requirements shall apply to ADUs:

1. Front Yard: The same as the existing primary residence, but no closer than five feet (5').
2. Side Yard Or Rear Yard, Single-Story Or Two-Story: Four feet (4').
3. No setback shall be required for an existing living area, garage, or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU.

P. The proposed ADUs shall have a separate front door, which, in the event of an attached unit, shall not be located along the front of the existing single-family or multifamily residence unless it is not obviously visible from the street in front of the residence.

Q. For a JADU, either the primary single-family residence or the JADU shall be occupied by the property owner. Owner occupancy shall not be required if the owner is a governmental agency, land trust, or housing organization.

R. Any balcony, window or door of an ADU shall utilize techniques to lessen the privacy impacts onto adjacent properties. These techniques may include use of obscured glazing, window placement above eye level, or locating balconies, windows and doors toward the existing on-site primary residence. In addition, trees shall be planted and maintained in a viable condition by the property owner, where appropriate, to preserve the privacy of neighboring property owners.

This requirement will not apply to an ADU that is contained within the existing space of a single-family or multifamily residence or accessory structure.

S. Driveways accessing ADUs shall be set back a minimum of five feet (5') from any structure on an adjoining lot that has a bedroom adjacent to the proposed driveway.

T. The minimum width of a driveway serving an ADU shall be twelve feet (12'), unless the City Fire Marshal determines that adequate fire protection can be provided to the ADU even though the driveway has a width less than twelve feet (12').

U. Unless otherwise indicated, relief from the above criteria and standards may be pursued through the use permit process pursuant to Chapter 2, Article 20 of this division.

V. Applications for a building permit for an ADU or a JADU shall be considered ministerially without discretionary review or a hearing within sixty (60) days after receiving the application if there is an existing primary dwelling on the lot. If the permit application to create an ADU or a JADU is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the ADU or JADU until the City acts on the permit application to create the new single-family dwelling, but the application to create the ADU or JADU shall be considered without discretionary review.

W. Applications for a building permit within any zoning district where residential uses are allowed by right shall be approved ministerially to develop any of the following:

1. One ADU and one JADU per lot with a proposed or existing single-family dwelling if all of the following apply:

- a. The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than one hundred fifty (150) square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.
- b. The space has exterior access from the proposed or existing single-family dwelling.
- c. The side and rear setbacks are sufficient for fire and safety.
- d. The JADU complies with the requirements of this section.

2. One detached, new construction, ADU that does not exceed four foot (4') side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The ADU may be combined with a JADU described in subsection W1 of this section.

3. Multiple ADUs within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with State building standards for dwellings. The number of ADUs permitted within an existing multifamily dwelling structure shall be capped at twenty-five percent (25%) of the existing units in the multifamily dwelling, or one ADU, whichever is greater.

4. Not more than two (2) ADUs that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to four-foot (4') rear and side yard setbacks.

X. For the development of ADUs and JADUs described in subsection W of this section, no additional parking or other development standards as set forth in subsections I, J, N through P, and R through U of this section shall be applied except for building code requirements.

Y. The City shall not require, as a condition for ministerial approval of a permit application for the creation of an ADU or JADU, the correction of nonconforming zoning conditions. For purposes of this section, "nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.

Accessory uses normally incidental to single-family residences.

Community care facility, which provides service for six (6) or fewer persons, with the residents and operators of the facility being considered a family.

Fences:

A. Fences shall be limited to a maximum height of seven feet (7'). Fences exceeding seven feet (7') in height may be erected subject to the securing of a use permit.

B. No fence shall be constructed and no hedge or other screen planting shall be grown or permitted to grow, to a height exceeding three feet (3') within ten feet (10') from any property line abutting a street.

Home occupations (as defined in section 9278 of this chapter).

Manufactured homes certified under the national manufactured home construction and safety standards act of 1974 (42 USC section 5401 et seq.) are allowed on individual residential parcels subject to the following regulations:

A. Foundation System: The manufactured home shall be attached to a permanent foundation system approved by the city building official and designed and constructed pursuant to section 18551 of the state Health and Safety Code.

B. Utilities: All utilities to the manufactured home shall be installed pursuant to city standard practices and policies.

C. Permits: All applicable building, site development, and encroachment permits associated with development of residential property shall be secured prior to any on site construction.

Multiple-family residential dwellings in the form of duplexes, transitional housing, and supportive housing on corner lots. Multiple-family dwellings in the form of triplexes, fourplexes, single-room occupancies (SROs), and rooming and boarding houses are prohibited. Multiple-family dwellings that comply with the design and development standards in Chapter 2, Article 5.2 of this division are permitted by right.

Single-family residential dwellings, including manufactured/modular homes, transitional housing, and supportive housing. Manufactured/modular homes shall comply with the additional development standards in Section 9022 of this code.

Small and large family daycare homes. (Ord. 1001, §1, adopted 1998; Ord. 1047, §1, adopted 2003; Ord. 1168, §1, adopted 2016; Ord. 1181, §5, adopted 2017; Ord. 1205, §5, adopted 2020; Ord. 1216, §1, adopted 2021)

§9017 PERMITTED USES

The following uses may be permitted with the securing of a use permit:

Accredited public or private schools.

Bed and breakfast establishments.

Churches, chapels, and other places of religious assembly and instruction.

Community care facility for more than six (6) persons, but not more than twelve (12) persons.

Condominiums.

Multiple-family dwellings in the form of duplexes, transitional housing, and supportive housing that do not comply with the design and development standards set forth in Chapter 2, Article 5.2 of this division.

Outdoor sales establishments.

Parks, community gardens, and playgrounds.

Public buildings and places of temporary public assembly. (Ord. 1001, §1, adopted 1998; Ord. 1047, §1, adopted 2003; Ord. 1216, §1, adopted 2021)

§9018 BUILDING HEIGHT LIMITS

The following shall be the maximum limits for height of buildings in Low Density Residential (R-1) Districts:

A. For single-family dwellings, two (2) family dwellings and attached accessory dwelling units, a maximum height of thirty feet (30').

B. For accessory buildings a maximum height of twenty feet (20') or the maximum height of the main building,

whichever is less.

C. The height limits for both dwelling units and accessory structures may be exceeded with the securing of a use permit. The height limit for accessory dwelling unit may be exceeded through the use permit process, provided a finding is made that the higher structure would not adversely impact the health, safety, and general welfare of the public. (Ord. 1001, §1, adopted 1998; Ord. 1181, §5, adopted 2017; Ord. 1216, §1, adopted 2021)

§9019 REQUIRED SITE AREA

A. Interior Lots: The required site area on interior lots in the R-1 zoning district is six thousand (6,000) net square feet, and the required lot width is sixty feet (60').

B. Corner Lots: The required site area for corner lots in the R-1 zoning district is seven thousand (7,000) net square feet, and the required lot width is seventy feet (70').

C. Existing Development/Density: In existing development/density there is no minimum site area.

D. Nonconforming Lots: Development may occur on existing, nonconforming R-1 lots; a site development permit is required for existing lots four thousand five hundred (4,500) square feet and greater and a use permit is required on existing lots of less than four thousand five hundred (4,500) square feet. Minimum width in either case is forty feet (40'). (Ord. 1001, §1, adopted 1998)

§9020 REQUIRED YARD SETBACKS

The purpose of establishing yard areas in the R-1 zoning district is to ensure open spaces, and a low density appearance to single-family residential neighborhoods. In Low Density Residential (R-1) Districts, yards shall be required in the following minimum widths, as measured from the street right-of-way:

A. Front: Fifteen feet (15') for residences and accessory structures, and twenty-five feet (25') for garages.

B. Sides: Ten feet (10') for residences and five feet (5') for accessory structures.

C. Rear: Fifteen feet (15') for residences, and five feet (5') for accessory structures.

D. Corner Lots: On corner lots, there shall be a front setback line of fifteen feet (15') on each street side of a corner lot.

Except in cases where fifty percent (50%) of the same side of the block is already built out, then the average setback shall apply. The fifty percent (50%) average setback exception does not apply to accessory structures.

E. Yard Setbacks For Unique Circumstances:

1. Architectural Features: Cornices, eaves, canopies, and other similar architectural features for residential

structures and accessory structures exceeding one hundred twenty (120) square feet in area may extend up to two feet (2') into any required yard.

2. Swimming Pools: Swimming pools shall not be located in front yards, and no closer than five feet (5') to any rear or side property line.

3. Open Porches; Landing Places; Outside Stairways: Open porches, landing places or outside stairways may extend into the required front yard setback provided a minimum of fifteen feet (15') is maintained between the stairway/landing place and the front property line. Open porches, landing places or outside stairways may extend up to two feet (2') into any required side yard, and six feet (6') into any required rear yard. Such porches, landing places, and outside stairways may be roofed, but shall not be enclosed with solid siding, glass, or screening materials, or otherwise made a part of the habitable portion of the structure.

4. Trellises: Trellises providing entry into property are allowed to be located within the front yard setback provided:

- a. The trellis does not exceed a maximum height of ten feet (10').
- b. The trellis is not more than ten feet (10') wide.
- c. The trellis is not located in the public right of way.
- d. The trellis does not obscure or block vehicular traffic lines of sight.
- e. The trellis does not impede or block pedestrian circulation.
- f. The trellis does not pose a threat to the public health and safety as determined by the city building inspector.
- g. The trellis does not hinder the ability of the fire department from accessing the property with emergency equipment and providing emergency services.
- h. A building permit is secured for the construction of the trellis, if required by the city building inspector. Depending upon the height, size, and scale of the trellis, engineering calculations may be required. (Ord. 1001, §1, adopted 1998; Ord. 1082, §1, adopted 2006; Ord. 1216, §1, adopted 2021)

§9021 REQUIRED PARKING

A. The minimum parking area required in Low Density Residential (R-1) Districts is as follows:

1. Single-Family Dwelling: Two (2) on-site parking spaces per unit.

2. Duplex: One and one-half (1.5) on-site parking spaces per unit.

3. Other Uses: The parking requirements for all other allowed or permitted uses shall be subject to the provisions of section 9198 of this code.

B. Each required on-site parking space or garage space for single-family residential uses shall be a minimum of nine feet (9') in width and nineteen feet (19') in depth.

C. Each required on-site parking space or garage space for single-family residential uses shall open directly onto a driveway or aisle and be designed to provide safe and efficient ingress and egress for vehicles accessing such parking space. The maximum width for such driveways shall be twelve feet (12') for single-wide driveways, and twenty feet (20') for double-wide driveways and access lanes to parcels with no street frontage.

D. All driveways on corner lots shall be located a minimum distance of twenty feet (20') from the curb return. (Ord. 1001, §1, adopted 1998; Ord. 1181, §5, adopted 2017; Ord. 1205, §5, adopted 2020; Ord. 1216, §1, adopted 2021)

§9022 ADDITIONAL REQUIREMENTS

A. Manufactured homes certified under the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 USC section 5401 et seq.) are allowed uses on individual residential parcels subject to the following regulations:

1. Foundation System: The manufactured home shall be attached to a permanent foundation system approved by the City Building Official and designed and constructed pursuant to section 18551 of the California Health and Safety Code.

2. Utilities: All utilities to the manufactured home shall be installed pursuant to standards set forth in Division 4 of this code and additional City standard practices and policies.

3. Permits: All applicable building, site development, and encroachment permits associated with development of residential property shall be secured prior to any on-site construction. (Ord. 1216, §1, adopted 2021)

§9023 DETERMINATION OF APPROPRIATE USE

A. Whenever a use is not listed in this article as a use permitted by right or a use subject to a use permit in the R-1 zoning district, the Planning Director shall determine whether the use is appropriate for the zoning district, either as a right or subject to a use permit. In making this determination, the Planning Director shall find as follows:

1. The use would not be incompatible with other existing or allowed uses in the R-1 zoning district;

2. The use would not be detrimental to the continuing residential development of the area in which the use would be located; and
3. The use would be in harmony and consistent with the purpose of the R-1 zoning district.
4. In the case of determining that a use not articulated as an allowed or permitted use could be established with the securing of a use permit, the Planning Director shall find that the proposed use is similar in nature and intensity to the uses listed as permitted uses. (Ord. 1001, §1, adopted 1998; Ord. 1216, §1, adopted 2021. Formerly 9022)

¹ Ord. 793, §2, adopted 1982; Ord. 803-A, §1, adopted 1983; Ord. 813, §1, adopted 1983; Ord. 813, §2, adopted 1983; rep. by Ord. 1001, §1, adopted 1998.

ORDINANCE NO. _____**AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL AMENDING THE OFFICIAL ZONING MAP AND GENERAL PLAN LAND USE MAP BY ESTABLISHING THE COMMUNITY COMMERCIAL (C1) ZONING DISTRICT AND COMMUNITY COMMERCIAL (CC) LAND USE DESIGNATION AT 195 LOW GAP ROAD (APN 002-080-39)**

The City Council of the City of Ukiah does hereby ordain as follows:

SECTION ONE - FINDINGS AND DECLARATIONS

The City Council finds and declares as follows:

1. The Planning Commission held a public hearing to provide direction on the location of the proposed Zoning Map Amendment and General Plan Amendment on August 14, 2024. The Planning Commission voted in favor of recommending that the City Council approve a proposed Zoning Map Amendment and General Plan Amendment, rezoning the subject parcel from Low Density Residential (R-1) to Community Commercial (C-1), and changing the land use designation from Low Density Residential (LDR) to Commercial (CC) ("Amendments").
2. The 0.41-acre Project site is located on the corner of North Oak Street and Low Gap Road at 195 Low Gap Road (APN 002-080-39). The Project proposes to rezone the existing parcel, currently zoned as from Low Density Residential (R-1) to Community Commercial (C-1). The Project also requires a general plan amendment to change the land use designation from Low Density Residential (LDR) to Commercial (CC). This project is requested because the Applicant desires to undertake tenant improvements to the existing structure and lease it for use as a 'Professional Office', which is not allowed under the present R-1 designation. As defined in Ukiah City Code a 'Professional Office' is considered the provision of professional or technical services including accounting, counseling, architecture, design, medical/dental, engineering, law, management, and similar professions.
3. The Zoning Map Amendment is consistent with the findings required for adoption of an ordinance to approve a Zoning Map Amendment and General Plan Amendment as required by Ukiah City Code Section 9265.
4. The Project site is surrounded by a mixture of commercial, public facility and residential uses. Other C1 zoned parcels (with corresponding Community Commercial General Plan designations) currently exist immediately east of the site. No development is proposed. However, future development of the site would require adherence to all C1 zoning regulations. The Project supports General Plan goals and policies related to land use and economic development, as it would provide an opportunity for commercial reuse of an underutilized structure. As such, the proposed Amendments would be consistent with the City's General Plan and City's zoning code.
5. The proposed use of this existing structure as a 'Professional Office' is anticipated to result in a less intensive use of the building and property. 'Religious Assembly', the previous use of the structure, typically experiences high peak usage during worship services, which are

often held multiple times throughout the week, or for holidays or specific events such as memorials, weddings or other ceremonies. Given this orientation, use of structures for religious assembly can attract large congregations, leading to increased traffic congestion and parking demand. In contrast, a 'Professional Office' operates on a more regular, daily schedule with appointments spread throughout the day, and typically features limited weekend hours. This results in a more consistent, moderate flow of traffic rather than the high peaks associated with church services.

6. Notice of the proposed Project and Amendments was provided in the following manner: provided to property owners within 300 feet of the project parcels, as well as agencies and departments with jurisdiction or interest over the project on August 23, 2024; posted on the City's webpage on August 23, 2024; published in the Ukiah Daily Journal on August 25, 2024; posted on the Project site on August 23, 2024; available to the public at the Community Development Counter on August 23, 2024, and posted at the Civic Center (glass case) 72 hours prior to the public hearing.
7. The City Council has considered the Amendments, attached hereto as Exhibit A, together with the recommendation of the Planning Commission to approve this Ordinance.

SECTION TWO – ADOPTION OF ORDINANCE

1. The Official Zoning Map for the City of Ukiah is amended to change the Zoning designation of 195 Low Gap Road (APN 002-080-39) from Low-Density Residential (R-1) to Community Commercial (C-1).
2. The Official General Plan land use map is amended to change the land use designation of 195 Low Gap Road (APN 002-080-39) from Low-Density Residential (LDR) to Community Commercial (CC).
3. This Ordinance incorporates the Amendments depicted in the figures attached hereto as Exhibit A and Exhibit B.

SECTION THREE

This Ordinance shall be published as required by law in a newspaper of general circulation.

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 September 4, 2024, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Adopted on _____, 2024, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Josefina Dueñas, Mayor

ATTEST:

Kristine Lawler, City Clerk

EXHIBIT A: GENERAL PLAN EXHIBIT MAP, APN 002-080-39
EXHIBIT B: REZONE EXHIBIT MAP, APN 002-080-39

Exhibit A: General Plan Exhibit Map

APN 002-080-39 to
be reclassified from
LDR to CC

LDR

P

CC

MDR

MDR

Assessors Parcels

0 65 130 Feet
0 0.01 0.02 Miles



1:1,500

General Plan

CASE: File No. 24-9265
OWNER: Eversole Mortuary
APN: 002-080-39
APLCT: Eversole Mortuary
AGENT: -
ADDRESS: 195 Low Gap Rd., Ukiah

**THIS MAP AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.
DO NOT USE THIS MAP TO DETERMINE LEGAL PROPERTY BOUNDARIES**

Exhibit B: Rezone Exhibit Map

APN 002-080-39 to
be rezoned from R1
to C1

R1

PF

C1

R2

Assessors Parcels

0 65 130 Feet
0 0.01 0.02 Miles

1:1,500



Zoning

CASE: File No. 24-9265
OWNER: Eversole Mortuary
APN: 002-080-39
APLCT: Eversole Mortuary
AGENT: -
ADDRESS: 195 Low Gap Rd., Ukiah

**THIS MAP AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.
DO NOT USE THIS MAP TO DETERMINE LEGAL PROPERTY BOUNDARIES**



AGENDA SUMMARY REPORT

SUBJECT: Proposed Sewer Rate Adjustments for Fiscal Year 2024-2025: Public Hearing and Consideration for Adoption.

DEPARTMENT: Finance

PREPARED BY: Dan Buffalo, Finance Director

Dan Buffalo, Finance Director; Sean White,

PRESENTER: Water Resources Director; and Mark Hildebrand,
Hildebrand Consulting, LLC

ATTACHMENTS:

1. Ukiah 2024 Sewer Rate Study July 17 presentation 7.8.24
2. 2024 Sewer Prop 218 Notice draft 7.8.24
3. City of Ukiah 2024 Sewer Financial Plan final 7.9.24 (1)

Summary: The Council will consider proposed sewer rate adjustments for the City of Ukiah, to be discussed at a public hearing on September 4, 2024, aimed at ensuring the financial stability and operational efficiency of the sewer utility.

Background: The City of Ukiah scheduled a Prop 218 public hearing no less than 45 days out from its regular meeting on July 17, 2024, to discuss and receive any protests to proposed adjustments to sewer service charges. The City's sewer utility serves approximately 3,600 residential and business accounts within the city boundaries, providing essential sewer collection, treatment, and disposal services. These services are crucial for protecting public health and the environment and maintaining the community's quality of life.

The last comprehensive sewer rate study was conducted in 2020, resulting in a series of modest rate increases over the past four years. However, cost inflation and higher-than-expected capital expenditures have necessitated a re-evaluation of the current rates. Despite operational efficiencies and debt refinancing, the sewer utility requires increased revenue to meet its financial obligations and maintain adequate cash reserves. This one-year rate adjustment is intended to complete the current five-year plan. The City and the Ukiah Valley Sanitation District plan to conduct a new five-year joint rate study in fiscal year 2024-25, with the new rate schedule potentially going into effect as early as July 1, 2025.

Discussion: The proposed rate adjustments are necessary to ensure continuity of services and the financial stability of the City's sewer utility. The new rates have been calculated following industry-standard methodologies and in compliance with Proposition 218 (California Constitution Article XIII D, Section 6). The financial plan underlying these rates considers operational costs, debt service, and capital funding needs and is included as Attachment #3.

Key Components of the Proposed Rates:

- **Residential Users:** A fixed monthly service charge per dwelling unit and a consumption rate based on average monthly water usage during the prior winter months (January to March).
- **Commercial Users:** A monthly service charge per equivalent sewer service flow unit (ESSFU) based on average winter water consumption. Consumption rates vary by commercial classification, reflecting different levels of sewer strength.

Proposed Rate Increases:

Monthly Service Charge:

- Current: \$52.38
- Proposed (Effective October 1, 2024): \$59.71

Consumption Rate per HCF (Hundred Cubic Feet):

- Residential: From \$3.79 to \$4.32
- Commercial 1: From \$3.79 to \$4.32
- Commercial 2: From \$4.13 to \$4.71
- Commercial 3: From \$8.24 to \$9.39
- Commercial 4: From \$10.96 to \$12.49

The proposed rate increase of 14% will take effect on October 1, 2024. These adjustments will provide the necessary funds to operate and maintain the sewer infrastructure, ensuring reliable wastewater services and environmental protection.

Rate Comparisons with Other Agencies

To ensure the proposed rates are competitive, a regional survey was conducted comparing the monthly sewer bills for single-family homes with 6 HCF of monthly water usage across various agencies. The findings indicate that even after the proposed rate increase, the City of Ukiah's rates remain in line with or below those of many neighboring jurisdictions:

- City of St. Helena: \$154.99
- City of Calistoga: \$132.80
- City of Healdsburg: \$123.59
- Town of Windsor: \$108.82
- Sonoma Valley County Sanitation District: \$99.96
- City of Santa Rosa: \$99.67
- City of Petaluma: \$96.58
- City of Vallejo: \$94.37
- City of Cloverdale: \$90.83
- City of Ukiah (**Proposed**): \$85.63
- City of Sebastopol: \$84.59
- City of Ukiah (**Current**): \$75.13
- City of Cotati: \$73.54

These comparisons show that the proposed rates for Ukiah, at \$85.63 per month with 6 HCF usage, are competitive within the region. This ensures that the City continues to offer affordable sewer services while maintaining the financial health of the utility. More detail on these comparisons can found in the presentation, Attachment 1.

Proposition 218 Process and Public Participation

Proposition 218 establishes a protest process allowing property owners to voice their opposition to the proposed rates. The City mailed a notice (Attachment 2) of the proposed rate increases to all impacted property owners at least 45 days prior to the public hearing. Property owners and tenants were encouraged to participate in the public hearing and submit written protests if they oppose the rate adjustments.

Written protests must be submitted before the end of the hearing on September 4, 2024. Protests can be hand-delivered during the hearing, mailed, or delivered to the City Clerk at the Ukiah Civic Center. If a majority of property owners submit written protests, the City cannot approve the proposed rate adjustments.

The purpose of the public hearing on September 4, 2024, is to provide a forum for public input, receive protests, and to consider the proposed sewer rate adjustments. This hearing will ensure transparency and allow the City Council to make an informed decision based on community feedback.

Attachments:

1. Presentation of Rate Report and Analysis
2. Notice of Public Hearing
3. Sewer Financial Plan (Rate Analysis Report)

The 2024 Sewer Financial Plan (Rate Analysis Report) (Attachment 3) has also been available on the City's website and inquiries/questions can be directed to (707) 463-6228 or via email at lmartin@cityofukiah.com.

Recommended Action: Conduct a public hearing and then approve the proposed sewer rate adjustments effective October 1, 2024, as outlined in the 2024 Sewer Financial Plan (Sewer Rate Study). Should the City Council decide not to approve the proposed sewer rate adjustments, it is recommended that the Council provide direction to Staff on alternative measures.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: City Manager's Office

DIVERSITY-EQUITY INITIATIVES (DEI): N/A

CLIMATE INITIATIVES (CI): N/A

GENERAL PLAN ELEMENTS (GP): GP-A4 - Public Facilities, Services, and Infrastructure Element

Approved: 
Sage Sangiacomo, City Manager



2024 Sewer Rate Study Findings

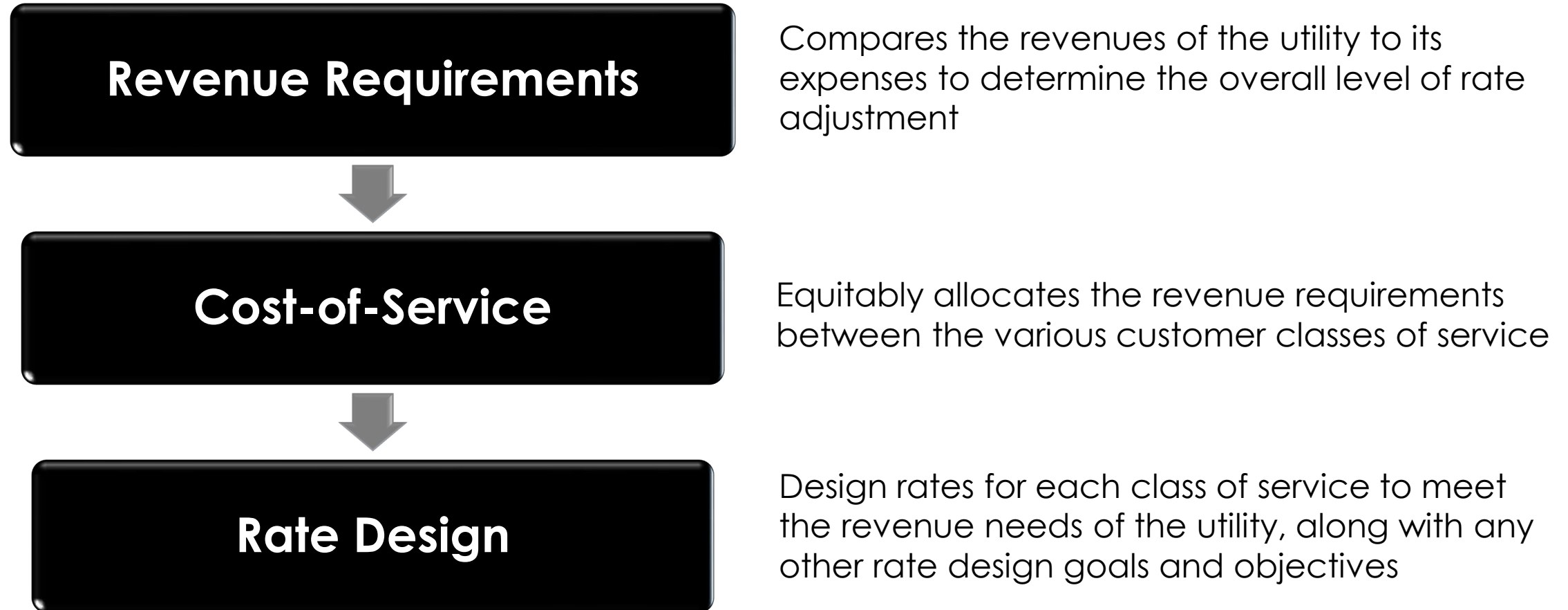
July 17, 2024



Agenda

1. Utility Rate Setting 101
2. Sewer Enterprise Financial Plan
3. Cost of Service / Rate Design
4. Project Schedule

The Rate Setting Process



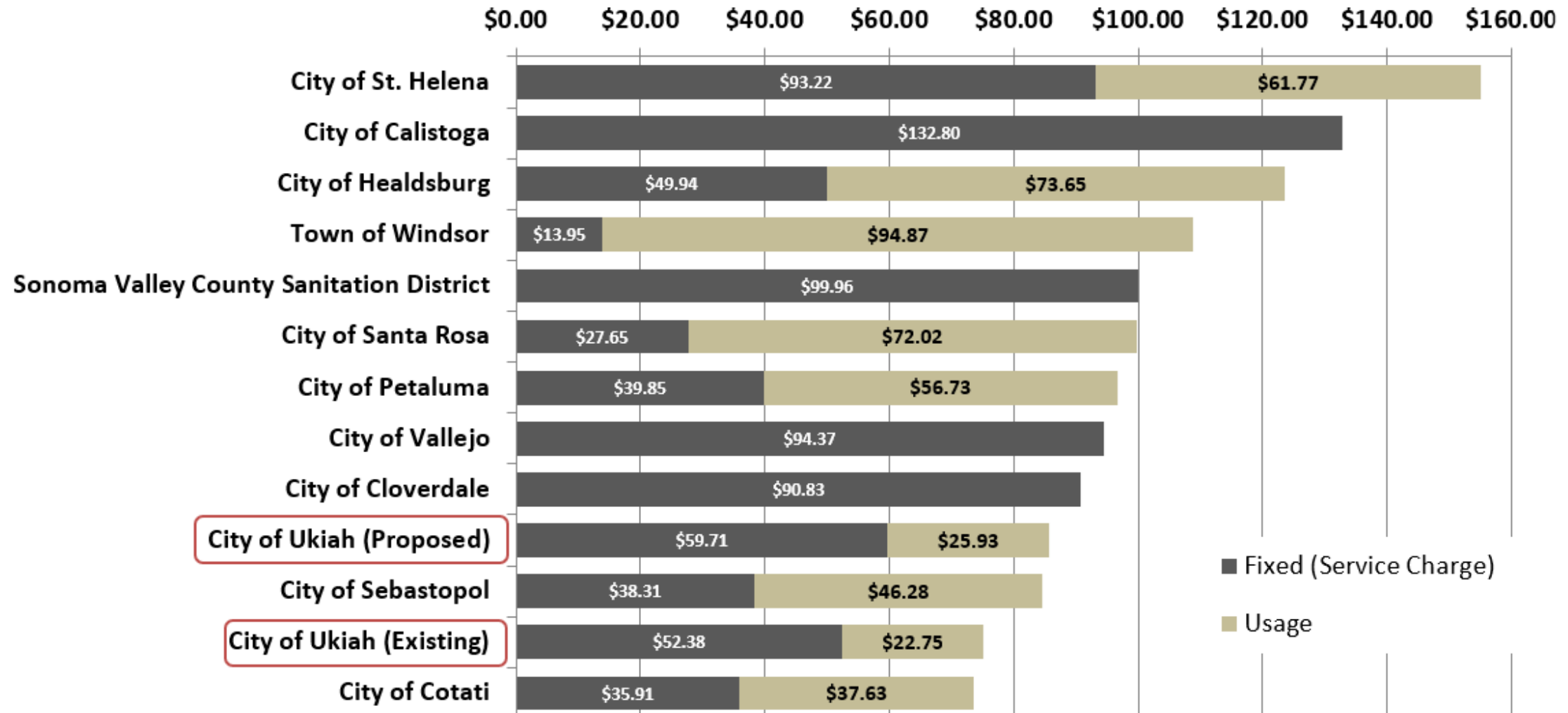
Legal Requirements for Setting Water Rates In California

Proposition 218 (Article XIID, Section 6 of California Constitution)

- Revenues shall not exceed funds required to provide service; nor used for another purpose
- Amount shall not exceed the proportional cost of the service attributable to the parcel
- Service must be actually used or immediately available
- Approval process includes 45-day notice, public hearing, and written majority protest. Does not require a voting process (unlike taxes).

Regional Survey

Monthly Bill for Single Family Homes with 6 HCF of monthly water usage



Reserve Policies

The City's Operating Reserve policy requires the sewer utility to maintain cash reserves of at least 25 percent of operating expenses (currently equal to about **\$1.7 million**).

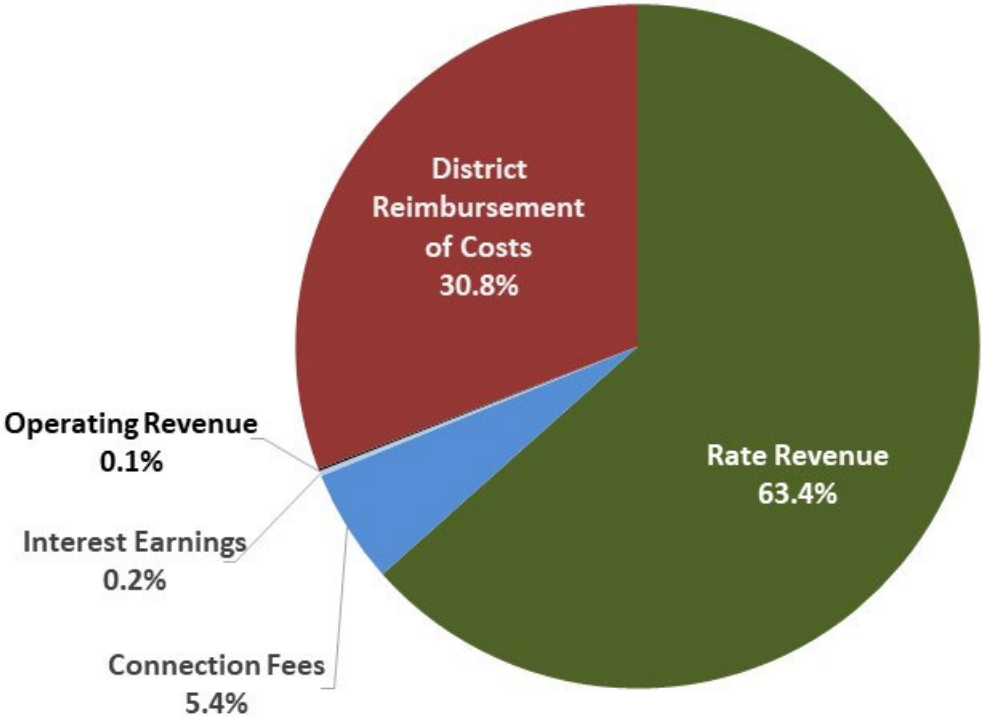
In addition to protecting the City against unforeseen circumstances, these policies also contribute towards the City's credit rating.

The Study recommends that the City consider adopting a capital reserve policy in the future.

Revenue

FY2023/24 Budget

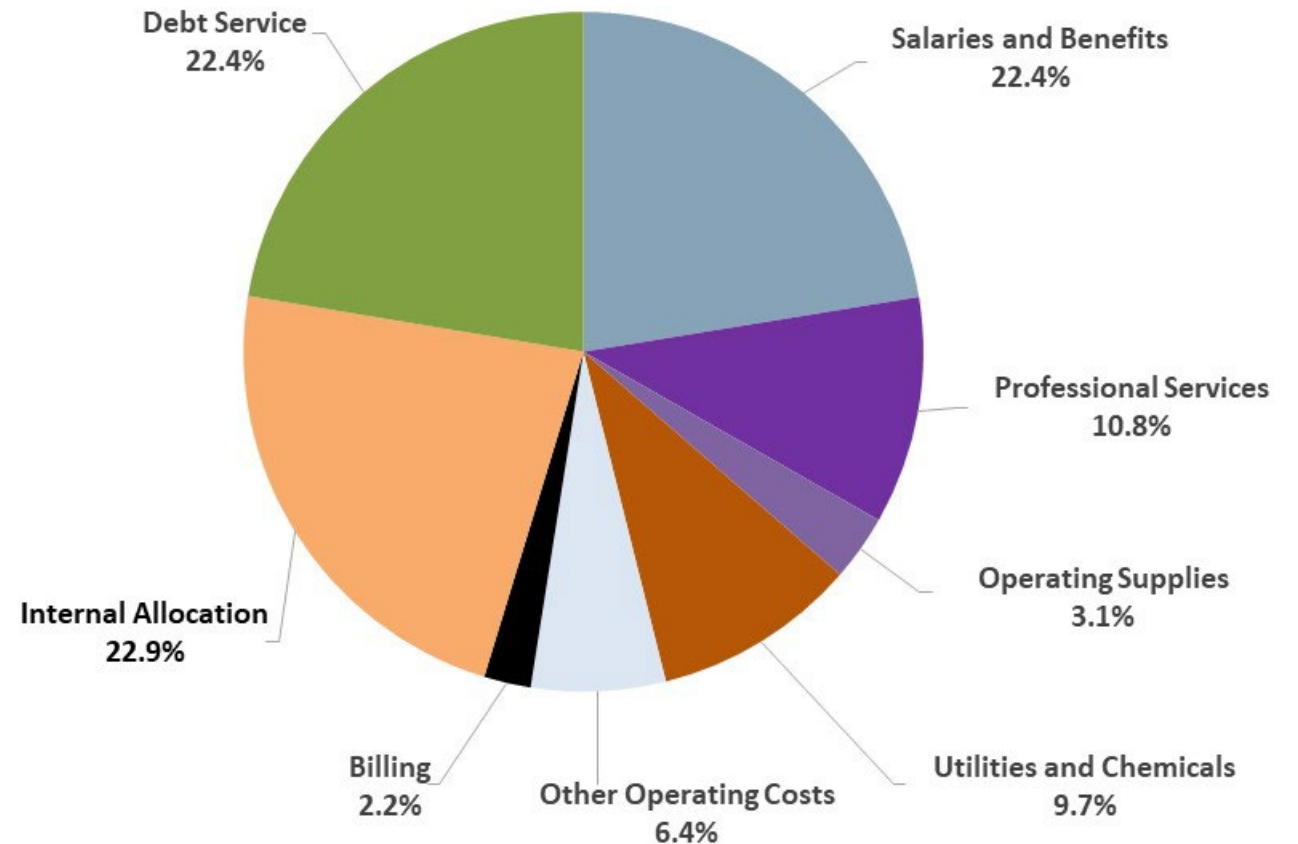
Rate Revenue	\$5,390,000
Non-Rate Revenue	
Connection Fees	\$460,000
Interest Earnings	\$21,000
Operating Revenue	\$8,000
District Reimbursement of Costs	\$2,622,000
Total:	\$8,501,000



Operating and Debt Expenses

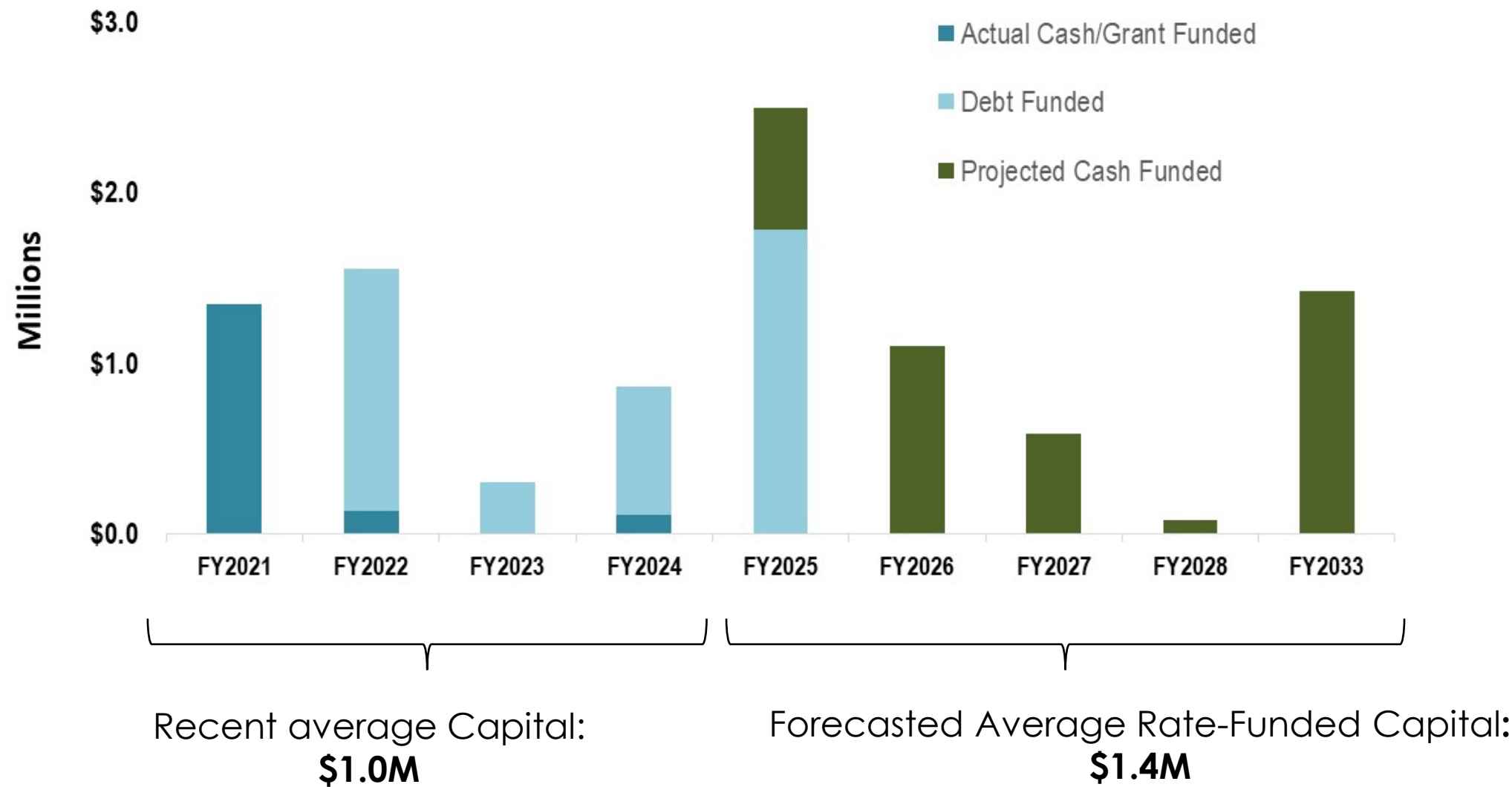
FY2024/25 Budget

Salaries and Benefits	\$2,010,000
Professional Services	\$971,000
Operating Supplies	\$281,000
Utilities and Chemicals	\$871,000
Other Operating Costs	\$573,000
Billing	\$200,000
Internal Allocation	\$2,054,000
Debt Service	\$2,006,000
Total Budget:	\$8,966,000*

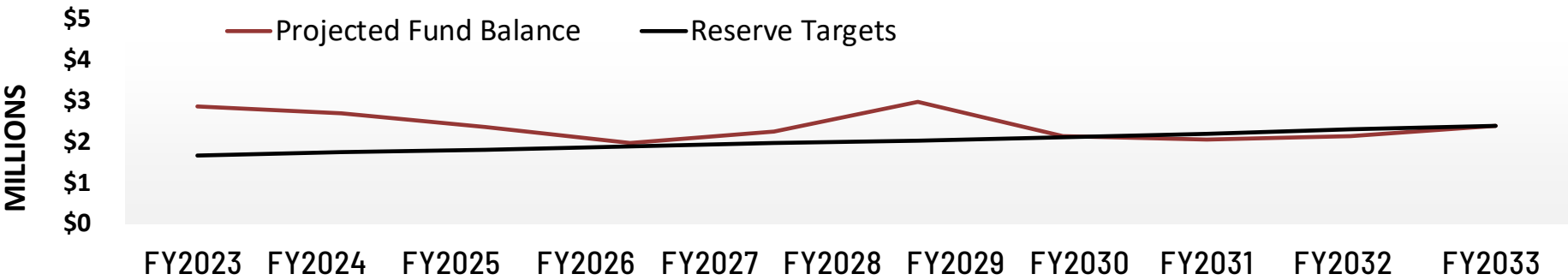
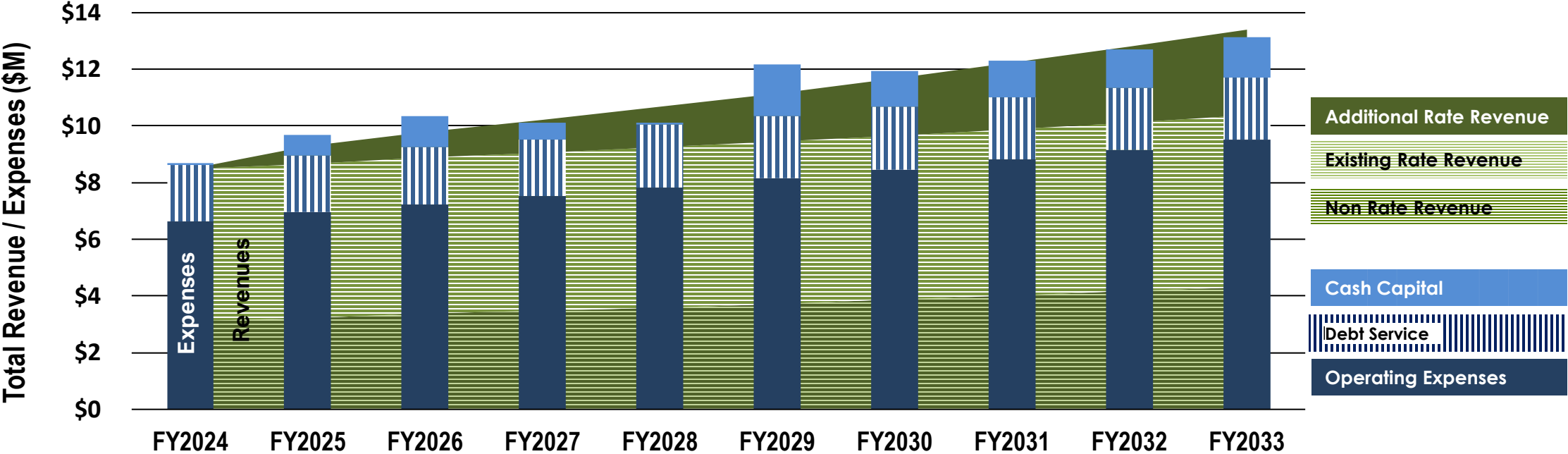


* Does not include capital spending

Historical and Projected Capital Spending



Financial Forecast & Proposed Rate Revenue Increases



		Proposed	Projected							
Proposed Rate Revenue Increases:		14.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Debt Coverage Ratio: 1.21		1.19	1.35	1.28	1.23	1.31	1.54	1.64	1.75	1.86

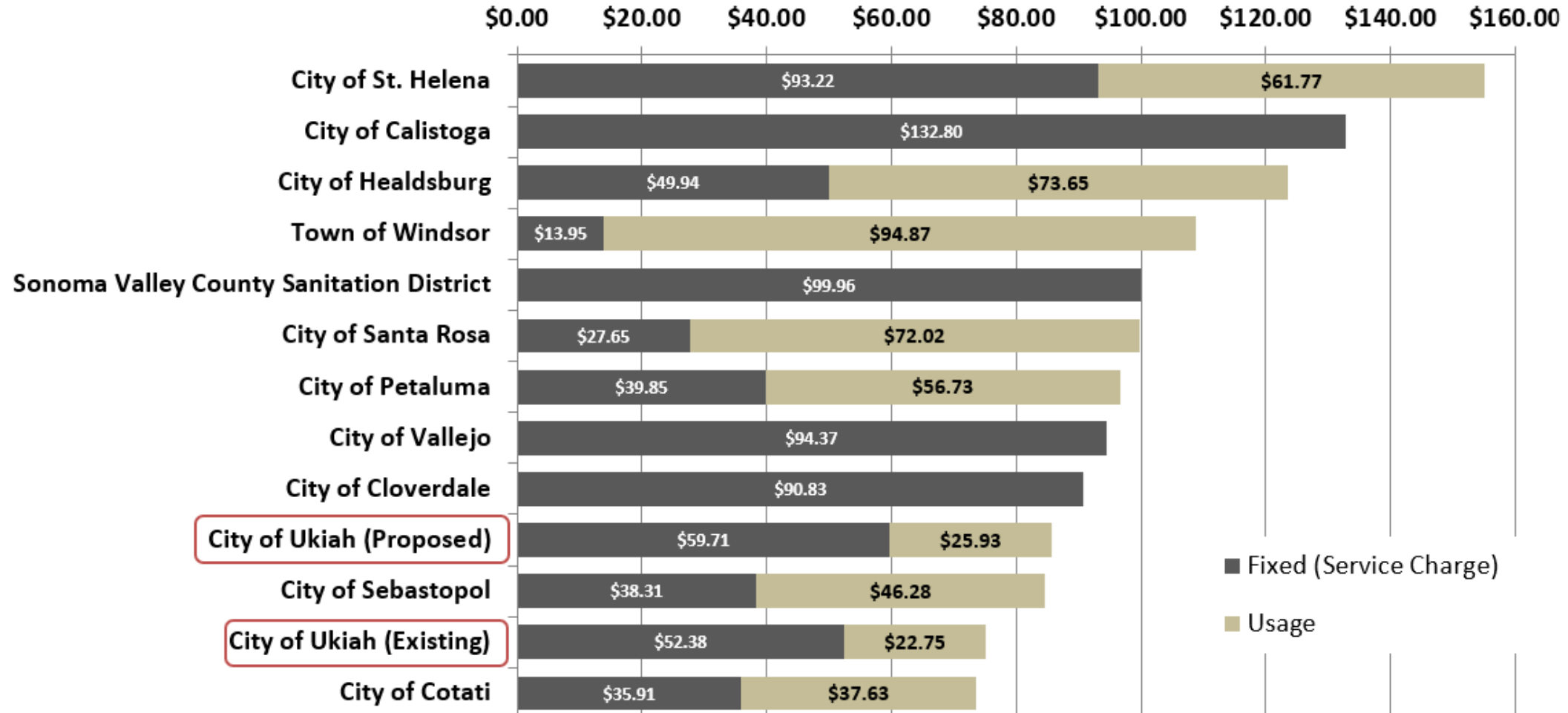
Current & Proposed Rates

	Current Rates	Proposed October 1, 2024
Monthly Service Charge*:	\$52.38	\$59.71
Consumptions Rate (per HCF)		
Residential:	\$3.79	\$4.32
Commerical 1:	\$3.79	\$4.32
Commercial 2:	\$4.13	\$4.71
Commercial 3:	\$8.24	\$9.39
Commercial 4:	\$10.96	\$12.49

* Service Charge is per dwelling unit for residential and per ESSFU for commercial accounts (with a minimum charge of 1 ESSFU)

Regional Survey

Monthly Bill for Single Family Homes with 6 HCF of monthly water usage



Next Steps

- Mail Prop 218 Notifications
- Conduct Public Hearing on September 4th
- Implement first rate increase on October 1, 2024
- Conduct comprehensive rate study in 2025

City of Ukiah

Notice of Public Hearing on Proposed Rates for Sewer Service Charges

September 4, 2024 at 6:00 pm

Ukiah Civic Center

300 Seminary Ave, Ukiah, CA, 95482

The City of Ukiah will hold a public hearing on a proposed rate schedule for Sewer Rates.

The City's sewer utility provides sewer collection, treatment and disposal services for about 3,600 residential and business accounts located within a portion of the City jurisdictional boundaries. The City's sewer utility collects and treats wastewater at the City's wastewater treatment plant. These sewer services are essential to protecting public health and the environment and maintaining a high quality of life.

The City of Ukiah charges Sewer Rates to each property that is connected to the City's sewer system. The City uses these funds to operate the collection and treatment systems, and to pay for effluent and biosolids disposal.

WHY INCREASE RATES NOW?

The City last conducted a sewer rate study in 2020, which led to the City adopting a series of modest rate increases over the past 4 years. Since that time, cost inflation has exceeded expectations and capital spending has exceeded the forecasts made by the 2020 rate study. The City's Sewer Utility has managed to maintain a positive fund balance through operational efficiencies and refinancing debt. An increase in rate revenue is necessary at this time in order to meet the financial requirements of existing debt and to maintain the sewer utility's cash reserves.

In order to meet the sewer utility's current expenses, the City is proposing two rate increases during the coming fiscal year. The proposed rates are designed to meet the City's immediate obligations for its debt commitments and capital spending projects.

HOW WERE RATES CALCULATED?

The proposed Sewer Rates were calculated using methodologies that are aligned with industry standard practices for rate setting and all applicable laws, including California Constitution Article VIII D, Section 6 (commonly known as Proposition 218). The revenue requirements for the City sewer utility were based on a financial plan that integrated operational, debt and capital funding needs.

Residential users will continue to pay a fixed monthly Service Charge on a per-dwelling basis in addition to a Consumption Rate based on the average monthly water used during the prior winter months of January through March.

Commercial users will be charged a monthly Service Charge for each "equivalent sewer service flow unit" (ESSFU), which is a measure of the average winter water use of residential dwelling units. The ESSFU assignment for a Commercial user will be calculated based on the user's average monthly water consumption during the previous winter (with a minimum of one (1) ESSFU per commercial account). The Consumption Rate for Commercial users is determined by multiplying the account's average winter water usage by the respective rate for the Commercial customer's classification (which accounts for sewer strength). Water usage is measured in hundreds of cubic feet ("HCF") which is equal to 748 gallons.

HOW MUCH OF AN INCREASE?

Under this proposal, sewer rates will increase by 14% on October 1, 2024.

For complete details, the 2024 Sewer Financial Plan Sewer Rate Study report is available at:

<http://www.cityofukiah.com/utility-services/>.

For more information on proposed Sewer Rates, please call:

(707) 463-6228

or email: lmartin@cityofukiah.com

HOW TO PARTICIPATE

Proposition 218 establishes a protest process for the public to follow if they wish to oppose the rates.

Written protests on the proposed Sewer Rates must be received prior to the close of the Public Hearing on September 4, 2024 and may be hand delivered during the hearing, mailed or delivered to:

Kristine Lawler
City Clerk
300 Seminary Ave, Ukiah, CA, 95482

E-mail protests are not accepted.

Written protests on the proposed Sewer Rates must identify the owner(s) or tenant of the property and provide the property address. Only one protest per affected parcel will be considered. If written protests are presented by owners from a majority of affected parcels, the City cannot approve the proposed rate.

If approved, the sewer rate adjustment will commence October 1, 2024. You are receiving this notification in compliance with California Constitution Article XIII C and D (commonly known as Proposition 218), which requires that all impacted property owner(s) are mailed notice of proposed rate increases at least 45 days prior to a public hearing.

Proposed Sewer Rate Schedule

	Current Rates	Proposed October 1, 2024
Monthly Service Charge*:	\$52.38	\$59.71
Consumptions Rate (per HCF)		
Residential:	\$3.79	\$4.32
Commerical 1:	\$3.79	\$4.32
Commercial 2:	\$4.13	\$4.71
Commercial 3:	\$8.24	\$9.39
Commercial 4:	\$10.96	\$12.49

* Service Charge is per dwelling unit for residential and per ESSFU for commercial accounts (with a minimum charge of 1 ESSFU)

The City’s Sewer Rates pay all costs necessary to operate and maintain the City’s sewer collection, treatment, and disposal infrastructure. The proposed Sewer Rates will help enable the City to provide reliable and dependable wastewater collection and treatment service while protecting our streams, creeks, rivers, navigable waterbodies and public health.

Please be advised that pursuant to Government Code Section 53759(d) there is a 120-day statute of limitation for any challenge to the new, increased or extended fee or charge.

City of Ukiah
300 Seminary Ave
Ukiah, CA 95482



IMPORTANT NOTICE – Sewer Rate Increase
PUBLIC HEARING NOTICE



2024 Sewer Financial Plan

City of Ukiah

Final Report
July 9, 2024

July 9, 2024

Mr. Daniel Buffalo
Finance Director
City of Ukiah
300 Seminary Ave
Ukiah CA, 95482



Re: 2024 Sewer Financial Plan

Dear Mr. Buffalo,

Hildebrand Consulting is pleased to present this 2024 Sewer Financial Plan (Financial Plan) for the City of Ukiah's Sewer Enterprise. We appreciate the assistance provided by you and all of the members of the City staff who participated in the study.

If you or others at the City have any questions, please do not hesitate to contact me at:

mhildebrand@hildco.com
(510) 316-0621

We appreciate the opportunity to be of service to the City and look forward to the possibility of doing so again in the near future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Hildebrand', is positioned above the printed name.

Mark Hildebrand
Hildebrand Consulting, LLC

Enclosure

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List of Acronyms

AWWA	American Water Works Association
CIP	capital improvement program
DCR	debt service coverage ratio
ESSFU	equivalent sewer service flow unit, a measure of sewer utility service based on the estimated volume of wastewater from an average residential dwelling
FY	fiscal year (which ends on June 30)
hcf	hundred cubic feet (i.e. 748 gallons)
MG	million gallons
WEF	Water Environment Federation
WWTP	Wastewater treatment plant

1. INTRODUCTION AND SUMMARY

Hildebrand Consulting has been retained by the City of Ukiah (City) to conduct an update to the financial plan for the City's Sewer Enterprise. This report describes in detail the assumptions, procedures, and results of the study, including conclusions and recommendations.

1.1. SEWER UTILITY BACKGROUND

The City of Ukiah is located within the Ukiah Valley and owns the collection system within a portion of its jurisdictional boundaries and a wastewater treatment plant (WWTP). The City shares costs with the Ukiah Valley Sanitation District (District) associated with the operation, maintenance, and rehabilitation of the sewer collection system and the WWTP, including debt service for the 2020 Refunding Bond.

1.2. STUDY BACKGROUND

The City's last formal sewer rate study was a joint sewer rate study with the District that was conducted in 2020 (2020 Joint Study¹), which addressed both the revenue requirements of the City's sewer enterprise as well as the balance of cost sharing between the City and the District. The 2020 Joint Study recommended a series of modest sewer rate increases for the City. The 2020 Joint Study assumed an average of about \$600 thousand in annual capital spending for the City. In reality the City has spent well over an average of \$1 million per year over the past three years.

¹ *City of Ukiah and Ukiah Valley Sanitation District 2020 Joint Sewer Rate Study*, Hildebrand Consulting, April 24, 2020

1.3. STUDY OBJECTIVES

The purpose of this Study is to develop new 10-year projections of operating and capital expenses in order to create a financial plan, including a rate increase recommendation for Fiscal Year 2024/25, which will generate sufficient revenue to meet the Sewer Enterprise's financial and service obligations for ongoing operation and maintenance, debt service, and capital improvements while maintaining prudent reserves.

1.4. STUDY METHODOLOGY

This Study applied methodologies that are aligned with industry standard practices for rate setting as laid out in the AWWA M1 Manual, and applicable law, including California Constitution Article XIII D, Section 6(b), commonly known as Proposition 218.

The Study began with a review of the Sewer Enterprises' current financial dynamics and the latest available data for the utilities' operations. A multi-year financial management plan was then developed to determine the level of annual rate revenue required to cover projected annual operating expenses, debt service (including coverage targets), and capital cost requirements while maintaining adequate reserves. This portion of the Study was conducted using MS Excel®-based financial planning models which were customized to reflect financial dynamics and latest available data for the City's operations in order to develop a long-term financial management plan, inclusive of projected annual revenue requirements and corresponding annual rate adjustments.

While this Study did not include an update to the cost-of-service analysis (COSA), a comprehensive COSA was completed as part of the 2018 Study.

2. SEWER ENTERPRISE FINANCIAL PLAN

This section presents the 2024 Financial Plan for the City’s Sewer Enterprise, including a description of the source data, assumptions, and City’s financial policies. The City has provided Sewer Enterprise actual spending data for FY 2022/23 and budgeted financial information for FY 2023/24 and FY 2024/25, including recent actual operating costs, budgeted operating costs, and forecasted capital spending. City staff also assisted in confirming other assumptions and policies, such as reserve targets and escalation rates for operating costs (all of which are described in the following subsections).

The Sewer Enterprise’s rate revenue requirement is the amount of revenue needed from sewer rates to cover planned operating, maintenance, debt service, and capital program costs with consideration of other revenues and financial reserves.

2.1. FINANCIAL PLAN ASSUMPTIONS

The financial plan is an annual cash flow model. As a cash flow model, it differs from standard accounting income statements, and balance sheets. This update to the Sewer Enterprise financial plan reflects the FY 2024/25 budgeted expenses and estimated financial conditions as of the beginning of the fiscal year. The financial plan also reflects the Sewer Enterprise’s debt service obligations and capital improvement program, as identified by City staff, during the planning period that extends through FY 2033/34. The financial plan is based on the best available information and reasonable assumptions; future estimates have been reviewed with staff and are believed to be reasonable.

2.2. PROJECTED CUSTOMER GROWTH

This Study assumes that the annual growth rate will average 1.0 percent for the next 10 years. The customer growth rate is relevant to this financial plan to the extent that (1) an increase in the customer base results in an increase in rate revenue and (2) growth results in connection fee revenue that can contribute to funding capital projects.

2.3. SEWER FUND STRUCTURE

The City's sewer utility is comprised of five funds that are used to manage the sewer utility's use of funds in a transparent manner. The following describes the purpose of each fund and how this Study's financial plan model reflected the use of those funds.

Fund 840 – The **Sewer Operating Fund** is the primary operating fund of the City's sewer utility and tracks most operating and maintenance expenditures that are shared by the City and the District. Fund 840 also collects all revenue (including rate revenue) that is designated for the City.

Fund 841 – The **Sewer Debt Service Fund** is used to track all existing debt and is used as a "clearing fund" to allocate those costs, as appropriate, to Fund 840.

Fund 842 – The **Sewer Rate Stabilization Fund** holds reserves, including reserves that are conditions for debt.

Fund 843 – The **Sewer Connection Fee Fund** holds funds from connect fee revenues, reserves, which are restricted for the purpose of paying for growth-related sewer system capital projects.

Fund 844 – The **Sewer Capital Reserve** holds unrestricted funds for the use of paying for encumbered capital projects.

While the financial plan model for this Study was developed with an understanding of these funds, the model did not attempt to replicate the internal movement of all moneys between funds.

2.4. SEWER FUND BEGINNING FUND BALANCES

The financial plan model is based on the fund structure currently used by the City. The starting cash balance in all funds associated with the Sewer Enterprise at the beginning of FY 2023/24 was about \$2.87 million, which includes the Operating Fund (Fund 840), the Connection Fee

Fund (Fund 843), Rate Stabilization Fund (Fund 842) and the Sewer Capital Reserve Fund (Fund 844) which includes the remaining bond proceeds from a 2020 Bond.

2.5. RESERVE TARGETS

Reserves for utilities are cash balances that are maintained in order to (a) comply with contractual obligations (e.g. bond covenants), (b) protect the utility from unexpected financial events, and/or (c) accommodate operational and capital program cash flow needs. Often multiple reserves are maintained, each with a specific function. In addition to the direct benefits of financial stability, reserves can help utilities obtain higher credit rankings, which can then help qualify the utility for cheaper debt. Credit rating agencies evaluate utilities on their financial stability, which includes adherence to formally adopted reserve targets.

The City has adopted financial management policies which include guidance with respect to reserve levels. The City's policies call for City enterprise funds (including the sewer utility) to maintain a minimum working capital balance of at least 25 percent of operating expenses. The primary purpose of this balance is to set aside funds to maintain cash balances sufficient to pay expenses as needed and to provide for unanticipated or emergency expenses that could not be reasonably foreseen during the preparation of the budget.

The City's financial policies also require that fund balances and retained earnings should be sufficient to meet debt service reserve requirements, reserves for encumbrances, funding requirements for projects approved in prior years that are carried forward and established rate stabilization reserves.

The above policy is generally consistent with Consultant's industry experience for similar systems. In the future, it is recommended that the City consider creating a Capital Reserve which would be used to smooth the inherent variability of the capital spending program.

2.6. REVENUES

The following addresses the various forms of revenue received by the Sewer Enterprise.

2.6.1. CURRENT RATE REVENUE

Rate revenue is the revenue generated from customers for sewer service. All customers pay a fixed monthly Service Charge and a Consumption Rate. Residential customers pay a Service Charge for each dwelling unit while Commercial customers will pay a Service Charge for each “equivalent sewer service flow unit”² (ESSFU). The Consumption Rate for all customers is determined by multiplying the account’s winter water usage by the respective Consumption Rate for the customer classification (which accounts for sewer strength). Water usage is measured in hundreds of cubic feet (“HCF”) which is equal to 748 gallons.

This financial plan uses budgeted rate revenue for FY 2022/23 as a baseline and incorporates the revenue increases that are anticipated for the rate increases that were previously adopted for FY 2023/24 and FY 2024/25 (1 percent increase each year). Budgeted and projected rate revenues are listed in **Schedule 3**.

2.6.2. CONNECTION FEE REVENUE

The City charges a connection fee to new development as a condition for connecting to the sewer system. By law (see California Government Code 66013), connection fee revenue is required to be used “solely for the purposes for which the charges were collected” (i.e. growth-related capital projects). As explained in the 2020 Joint Rate Study, the City uses available connection fee revenues to pay growth-related capital projects and debt service.

2.6.3. NON-RATE REVENUES

In addition to rate revenue and connection fee revenue, the Sewer Enterprise is reimbursed by the District for its portion of operating costs and debt service on the 2020 Refunding Bond (see Section 1.1) and the City also collects miscellaneous fees and interest earnings on investments. Estimates of future interest income were calculated annually based upon

² ESSFUs are calculated based on water usage from the previous winter. A minimum of one (1) ESSFU is assigned to each commercial account.

estimated average fund balances and historic effective return on cash and invested funds (0.5% in this case). Projections of all other non-rate revenues were based on FY 2022/23 actual revenues.

All revenues for the District are depicted below and detailed in **Schedule 3**.

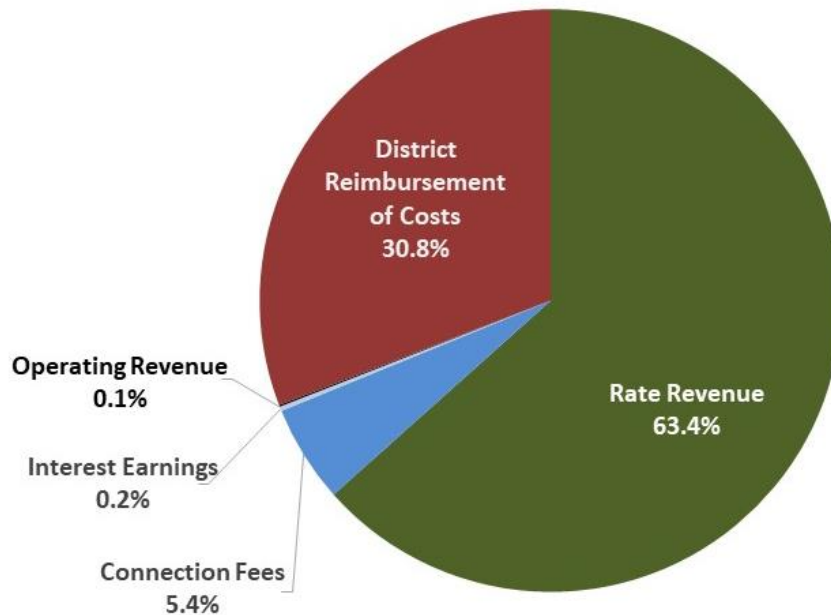


Figure 1: Sewer Enterprise Revenue Categories (Budget FY 2023/24)

2.7. EXPENSES

The following subsections describe current and projected Sewer Enterprise expenditures.

2.7.1. OPERATING AND DEBT EXPENSES

The Sewer Enterprise's expenses include operating and maintenance expenses, debt service, and capital spending. Capital spending is addressed separately in Section 2.7.3. Future operating and maintenance expenses were projected based upon the budgeted expenditures from FY 2024/25 and adjusted for inflation (see Section 2.7.2). The three largest cost categories

include employee costs, debt service, and the internal allocation for support services provided by other City departments. The Sewer Fund's primary debt obligation is the 2020 Refunding Bond. The City also pays a portion of the City's 2022 Lease Revenue Bond.

Major budgeted expense categories for FY 2023/24 are depicted in **Figure 2**. Budgeted and projected operating and maintenance costs as well as debt service expenses are listed in detail in **Schedule 1**.

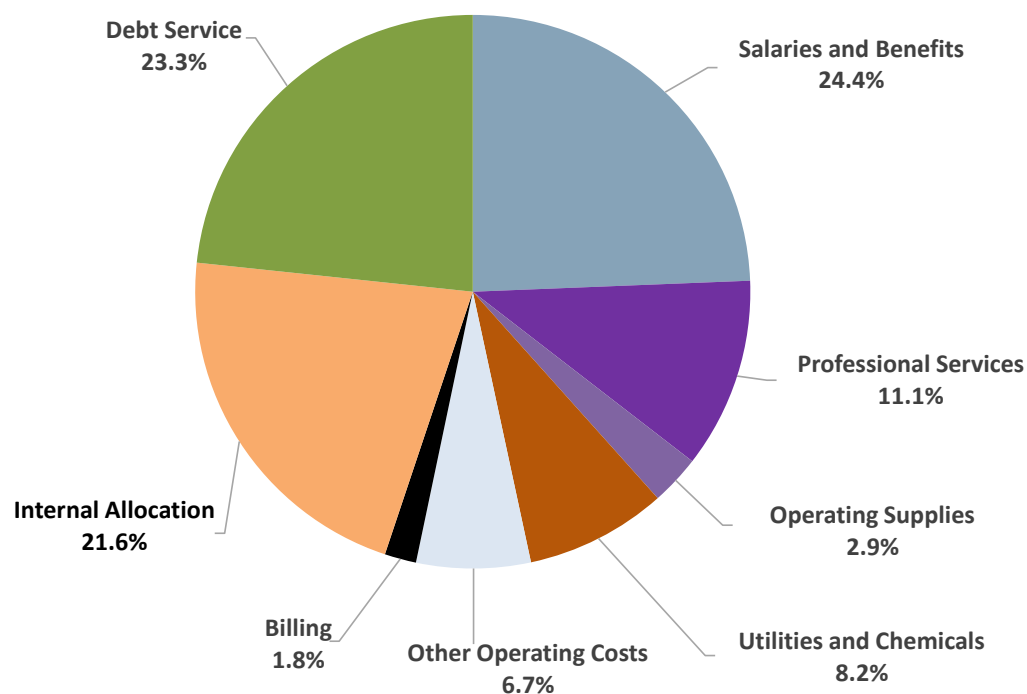


Figure 2: Sewer Enterprise Operating & Debt Expenses (Budget FY 2024/25)

2.7.2. COST ESCALATION ASSUMPTIONS

Annual cost escalation factors for the various types of expenses were developed based upon a review of historical inflation trends, published inflation forecasts, industry experience, and discussions with City staff. During the projection period, all operating expenses are projected

to increase at 4.0 percent per year. These inflation assumptions are slightly higher than long-term historical inflation rates in order to reflect recent inflation trends.

2.7.3. CAPITAL IMPROVEMENT PROGRAM

Figure 3 shows that from FY 2020/21 through FY 2023/24 the City has spent an average of about \$1.0 million per year for capital projects to rehabilitate or improve the sewer system. In comparison, the 2020 Joint Rate Study had forecasted an average annual spending rate of about \$600 thousand. The forecasted average spending from FY 2025/26 through FY 2028/29 is about \$1.4 million per year. Starting in FY 2029/30 this financial plan assumes that the annual capital spending will be \$1 million (in 2024 dollars).

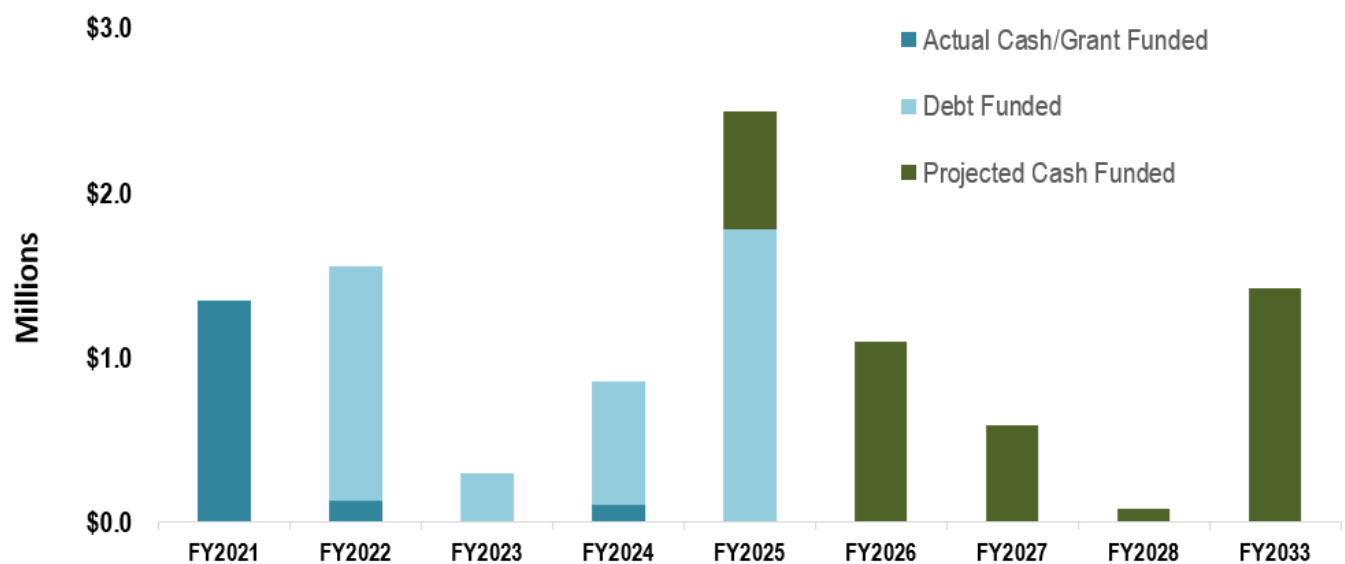


Figure 3: Sewer Enterprise Historical and Forecasted Capital Spending

2.8. PROPOSED RATE STRATEGY

All of the above information was entered into a financial planning model to produce a projection of revenue requirements. While the scope of this Study examines a 10-year financial planning horizon, the proposed rate increase is limited to just one year (FY 2024/25) since the City is expecting to conduct another joint rate study with the District in the coming year.

Based on the previously discussed financial data, assumptions, policies, this Study proposes a 14 percent rate increase for FY 2024/25³. A rate increase of this magnitude is necessary in order to address the cash flow requirements of the capital program, but more importantly the Sewer Enterprise needs to increase rate revenue in order to meet its debt coverage ratio⁴ (DCR) obligations for the 2020 Refunding Bond.

Due to the immediacy of the Sewer Enterprise's DCR needs, this Study recommends using all available Rate Stabilization Funds (\$561 thousand) to temporarily increase the DCR in FY 2023/24. While the FY 2024/25 DCR is forecasted to be lower than it should be, the proposed rate increase will correct the coverage in the following year. The financial plan recommends building back up the Rate Stabilization Fund starting in FY 2027/28 (see Row 26 of Schedule 3).

The numbers provided in **Schedule 3** (cash flow proforma) are summarized graphically in Figure 4, which shows the Sewer Fund target reserves being met through-out the planning period and the DCR being met over time.

Given that it is too late to implement the rate increase on July 1, 2024, it is recommended that the rate increase be implemented on October 1, 2024. The proposed schedule of rates is provided in Table 1. The basis for the existing rate structure was established by the 2020 Joint Rate Study.

³ To be clear, this is in addition to the 1 percent rate increase that was previous adopted for July 1, 2024.

⁴ The Debt Coverage Ratio is a measure of the Sewer Enterprise's available cash flow to pay current debt obligations. The 2020 Refund Bond requires a minimum DCR of 1.2. It is recommended that the Sewer Enterprise target a DCR above 1.5 in order to improve its credit rating.

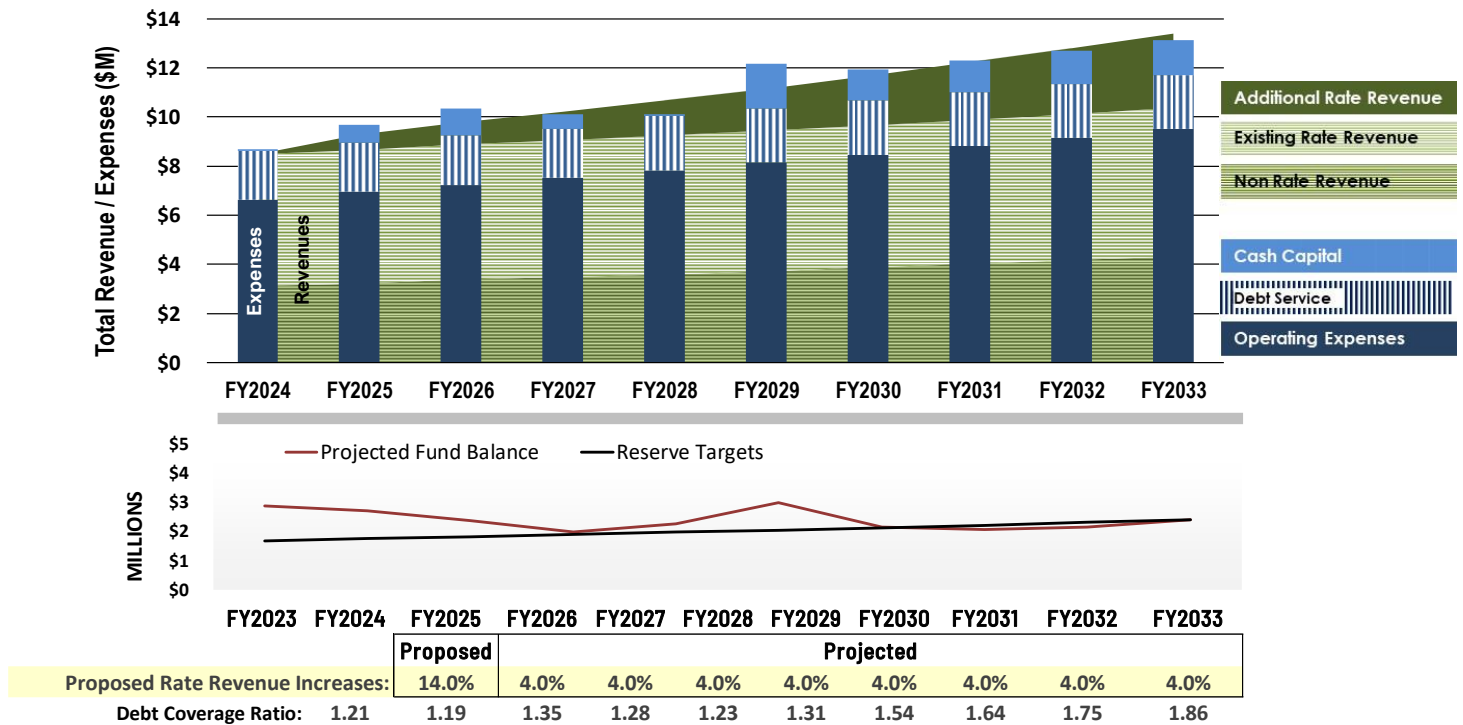


Figure 4: Sewer Enterprise 10-Year Cash Flow Projection

Table 1 – Proposed Rates

	Current Rates	Proposed October 1, 2024
Monthly Service Charge*:	\$52.38	\$59.71
Consumptions Rate (per HCF)		
Residential:	\$3.79	\$4.32
Commerical 1:	\$3.79	\$4.32
Commercial 2:	\$4.13	\$4.71
Commercial 3:	\$8.24	\$9.39
Commercial 4:	\$10.96	\$12.49

* Service Charge is per dwelling unit for residential and per ESSFU for commercial accounts (with a minimum charge of 1 ESSFU)

3. CONCLUSION

This 2024 Sewer Financial Plan finds that the Sewer Fund needs to increase sewer rates immediately in order to meet DCR obligations. Additional rate increases will likely be required the following fiscal year (FY 2025/26), as will be assessed by an anticipated joint rate study with the District in the coming year.

The sewer rate increase will need to be adopted in accordance with Proposition 218, which will require a detailed notice describing the proposed sewer rates to be mailed to each affected property owner or customer at least 45 days prior to conducting a Public Hearing to adopt the rates.

This Report used methodologies that are aligned with industry standard practices for rate setting as promulgated by the AWWA, WEF, and all applicable laws, including California's Proposition 218.

SCHEDULES

- Schedule 1: Sewer Enterprise Projected Operating and Debt Expenses**
- Schedule 2: 6-Year Capital Spending Projections**
- Schedule 3: Sewer Enterprise Cash Flow Pro Forma**

Budgeted and Projected Cash Outflows

Schedule 1

	Budget FY 2024	Forecast FY 2025	Forecast FY 2026	Forecast FY 2027	Forecast FY 2028	Forecast FY 2029	Forecast FY 2030	Forecast FY 2031	Forecast FY 2032	Forecast FY 2033
1 REGULAR SALARIES & WAGES	\$1,476,700	\$1,385,300	\$1,440,700	\$1,498,300	\$1,558,300	\$1,620,600	\$1,685,500	\$1,752,900	\$1,822,900	\$1,895,900
2 OVERTIME SALARIES & WAGES	\$89,000	\$75,000	\$78,000	\$81,100	\$84,300	\$87,700	\$91,200	\$94,900	\$98,700	\$102,600
3 STAND-BY SALARIES & WAGES	\$38,400	\$29,000	\$30,100	\$31,400	\$32,600	\$33,900	\$35,300	\$36,700	\$38,200	\$39,700
4 RETIREMENT (PERS)	\$185,700	\$173,600	\$180,500	\$187,600	\$195,100	\$203,000	\$211,100	\$219,500	\$228,300	\$237,500
5 PERS UNFUNDED LIABILITY	\$293,000	\$328,500	\$341,600	\$355,300	\$369,600	\$384,300	\$399,700	\$415,700	\$432,300	\$449,600
6 INSURANCE	\$289,700	\$308,800	\$321,100	\$333,900	\$347,300	\$361,200	\$375,600	\$390,600	\$406,300	\$422,500
7 WORKERS COMP	\$102,600	\$70,600	\$73,400	\$76,400	\$79,400	\$82,500	\$85,900	\$89,300	\$92,800	\$96,600
8 MEDICARE	\$20,700	\$19,100	\$19,900	\$20,700	\$21,500	\$22,400	\$23,300	\$24,200	\$25,200	\$26,200
9 CELL PHONE STIPEND	\$4,100	\$5,100	\$5,300	\$5,500	\$5,700	\$6,000	\$6,300	\$6,400	\$6,700	\$7,000
10 CONTRACTUAL SERVICES	\$398,000	\$407,000	\$423,300	\$440,200	\$457,800	\$476,100	\$495,200	\$515,100	\$535,600	\$557,000
11 COMPLIANCE STUDIES	\$2,000	\$2,000	\$2,100	\$2,200	\$2,200	\$2,300	\$2,400	\$2,500	\$2,600	\$2,700
12 LEGAL SERVICES/EXPENSES	\$5,000	\$5,000	\$5,200	\$5,400	\$5,600	\$5,800	\$6,100	\$6,300	\$6,600	\$6,800
13 SECURITY SERVICES	\$1,300	\$1,300	\$1,400	\$1,400	\$1,500	\$1,500	\$1,600	\$1,600	\$1,700	\$1,800
14 SUPPLIES	\$130,000	\$170,000	\$176,800	\$183,900	\$191,200	\$198,900	\$206,800	\$215,100	\$223,800	\$232,600
15 POSTAGE	\$400	\$400	\$400	\$400	\$400	\$500	\$500	\$500	\$500	\$500
16 SMALL TOOLS	\$32,000	\$32,000	\$33,300	\$34,600	\$36,000	\$37,400	\$38,900	\$40,500	\$42,100	\$43,800
17 LAB SUPPLIES	\$22,500	\$15,000	\$15,600	\$16,200	\$16,900	\$17,500	\$18,200	\$19,000	\$19,700	\$20,500
18 BACKGROUND & PHYSICALS	\$2,500	\$2,500	\$2,600	\$2,700	\$2,800	\$2,900	\$3,000	\$3,100	\$3,300	\$3,400
19 SOFTWARE	\$15,300	\$11,800	\$12,300	\$12,700	\$13,200	\$13,800	\$14,300	\$14,900	\$15,500	\$16,100
20 COMPUTER AND TECHNOLOGY	\$18,500	\$6,500	\$6,800	\$7,000	\$7,300	\$7,600	\$7,900	\$8,300	\$8,600	\$8,900
21 TELEPHONE	\$9,200	\$9,200	\$9,600	\$10,000	\$10,300	\$10,700	\$11,200	\$11,600	\$12,100	\$12,600
22 PG&E	\$70,000	\$70,000	\$72,800	\$75,700	\$78,700	\$81,900	\$85,200	\$88,600	\$92,100	\$95,800
23 UTILITIES	\$302,500	\$441,100	\$458,800	\$477,100	\$496,200	\$516,100	\$536,700	\$558,100	\$580,500	\$603,700
24 EQUIPMENT MAINTENANCE & REPAIR	\$415,000	\$415,000	\$431,600	\$448,800	\$466,800	\$485,400	\$504,900	\$525,100	\$546,100	\$567,900
25 LAB EQUIP-REPAIR & MAINT.	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26 EXTERNAL SERVICES	\$35,000	\$35,000	\$36,400	\$37,800	\$39,300	\$40,900	\$42,600	\$44,300	\$46,100	\$47,900
27 FUEL & FLUIDS	\$60,000	\$60,000	\$62,400	\$64,800	\$67,400	\$70,200	\$73,000	\$76,000	\$79,000	\$82,200
28 BUILDING MAINT. & REPAIR	\$71,000	\$96,000	\$99,800	\$103,900	\$108,000	\$112,300	\$116,800	\$121,500	\$126,300	\$131,400
29 EQUIPMENT RENTAL - PRIVATE	\$9,000	\$13,000	\$13,500	\$14,100	\$14,600	\$15,200	\$15,800	\$16,400	\$17,100	\$17,700
30 FACILITY MAINTENANCE & REPAIR	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
31 LEARNING AND DEVELOPMENT	\$42,000	\$42,000	\$43,700	\$45,400	\$47,200	\$49,100	\$51,100	\$53,200	\$55,300	\$57,500
32 MEMBERSHIPS & SUBSCRIPTIONS	\$3,000	\$2,000	\$2,100	\$2,200	\$2,200	\$2,300	\$2,400	\$2,500	\$2,600	\$2,700
33 TREATMENT PLANT CHEMICALS	\$338,200	\$360,200	\$374,600	\$389,600	\$405,200	\$421,400	\$438,200	\$455,800	\$474,000	\$493,000
34 GARAGE LUBRICANTS & PARTS	\$6,000	\$4,000	\$4,200	\$4,300	\$4,500	\$4,700	\$4,900	\$5,100	\$5,300	\$5,500
35 PROPERTY TAXES PAID	\$8,000	\$8,000	\$8,300	\$8,700	\$9,000	\$9,400	\$9,700	\$10,100	\$10,500	\$10,900
36 FEES	\$45,500	\$93,200	\$96,900	\$100,800	\$104,800	\$109,000	\$113,300	\$117,900	\$122,500	\$127,500
37 GRANTS ISSUED	\$35,000	\$35,000	\$36,400	\$37,900	\$39,400	\$40,900	\$42,600	\$44,300	\$46,100	\$47,900
38 PURCHASING ALLOCATION	\$50,400	\$46,300	\$48,100	\$50,100	\$52,100	\$54,200	\$56,300	\$58,600	\$60,900	\$63,400
39 PURCHASING - BUYER SERVICES	\$18,000	\$10,100	\$10,500	\$11,000	\$11,400	\$11,900	\$12,300	\$12,800	\$13,300	\$13,900
40 BILLING & COLLECTION ALLOCATIO	\$162,400	\$200,200	\$208,200	\$216,500	\$225,100	\$234,200	\$243,500	\$253,300	\$263,400	\$274,000
41 RENT ALLOCATION	\$15,700	\$16,500	\$17,200	\$17,800	\$18,600	\$19,300	\$20,100	\$20,900	\$21,700	\$22,600
42 BUILDING MAINTENANCE ALLOCATIO	\$10,800	\$9,100	\$9,400	\$9,800	\$10,200	\$10,600	\$11,000	\$11,500	\$11,900	\$12,400
43 IT ALLOCATION	\$139,000	\$119,000	\$123,700	\$128,700	\$133,800	\$139,200	\$144,700	\$150,600	\$156,500	\$162,800
44 CORP YARD ALLOCATION	\$261,200	\$246,900	\$256,800	\$267,000	\$277,700	\$288,800	\$300,400	\$312,400	\$324,900	\$337,900
45 INSURANCE ALLOCATION	\$490,900	\$751,900	\$782,000	\$813,300	\$845,800	\$879,700	\$914,800	\$951,400	\$989,500	\$1,029,000
46 GARAGE ALLOCATION	\$113,500	\$120,200	\$124,900	\$130,000	\$135,200	\$140,600	\$146,300	\$152,000	\$158,200	\$164,500
47 DISPATCH	\$24,700	\$30,700	\$32,000	\$33,200	\$34,600	\$36,000	\$37,400	\$38,900	\$40,500	\$42,100
48 ADMIN & OVERHEAD ALLOCATION	\$414,100	\$378,400	\$393,500	\$409,100	\$425,500	\$442,600	\$460,200	\$478,600	\$497,700	\$517,600
49 TRANSFER TO FUND 830	\$305,000	\$300,000	\$312,000	\$324,500	\$337,500	\$351,000	\$365,000	\$379,600	\$394,800	\$410,600
Debt Service										
50 2022 Refunding Bond	\$1,834,000	\$1,828,000	\$1,823,000	\$1,819,000	\$1,811,000	\$1,806,000	\$1,800,000	\$1,796,000	\$1,791,000	\$1,784,000
51 2022 Lease Revenue Bonds	\$178,000	\$178,000	\$178,000	\$178,000	\$396,000	\$397,000	\$395,000	\$396,000	\$396,000	\$396,000
52	\$8,634,500	\$8,967,500	\$9,240,800	\$9,526,000	\$10,036,800	\$10,346,500	\$10,664,200	\$11,000,200	\$11,345,500	\$11,703,100

6-year Sewer Capital Spending Schedule

Schedule 2

Project Name	Cost Sharing ¹		Cost ²					
	City	District	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Reseal Wash Water Basins	100%				\$60,000			
Recondition Levees	49.71%	50.29%			\$200,000			
Replace Water and Sewer Main - PZ1 to Bush	100%							\$1,500,000
Replace Water/Sewer Operations Call Truck - Shared Cost	49.71%	50.29%			\$40,000			
Replace Water/Sewer Operations Lead Worker Truck - Shared Cost	49.71%	50.29%			\$22,500			
Asphalt Roller -Shared Cost	49.71%	50.29%					\$66,000	
Asphalt Paver - Shared Cost	49.71%	50.29%					\$70,000	
Loader Replacement	49.71%	50.29%	\$110,000					
Digester Rehabilitation and Methane Scrubber	49.71%	50.29%			\$1,500,000			
Replace Ford Ranger	49.71%	50.29%			\$55,000			
Vichy Springs Lift Station Upgrade		100%			\$400,000			
New Sodium Hypochlorite Tanks	49.71%	50.29%			\$100,000			
Bisulfite Tank	49.71%	50.29%				\$100,000		
Solids Conveyor	49.71%	50.29%				\$950,000		
CalTrans LPP Grant Project to be paid by remaining bond proceeds	100%		\$750,000	\$2,399,000				
Total:			\$860,000	\$2,399,000	\$2,377,500	\$1,050,000	\$136,000	\$1,500,000
Total Paid By City:			\$805,000	\$2,495,000	\$1,096,000	\$587,000	\$79,000	\$1,825,000
Total Paid By District:			\$55,000	\$0	\$1,476,000	\$594,000	\$80,000	\$0

¹ Percentages based on current cost sharing ratios. These values may change with future updates.

² Expressed in 2024 dollars

Sewer Enterprise Cash Flow Proforma

Schedule 3

	Actual FY2023	Budget FY2024	Budget FY2025	Forecast FY2026	Forecast FY2027	Forecast FY2028	Forecast FY2029	Forecast FY2030	Forecast FY2031	Forecast FY2032	Forecast FY2033
1 Rate Revenue Increase:			14.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Rate Revenue											
2 Service Charge Revenue	\$5,336,966	\$5,390,000	\$5,444,000	\$6,260,000	\$6,573,000	\$6,902,000	\$7,247,000	\$7,609,000	\$7,989,000	\$8,389,000	\$8,809,000
3 Change due to growth & use			\$54,000	\$63,000	\$66,000	\$69,000	\$72,000	\$76,000	\$80,000	\$84,000	\$88,000
4 Increase due to rate adjustments			\$635,000	\$250,000	\$263,000	\$276,000	\$290,000	\$304,000	\$320,000	\$336,000	\$352,000
Non-Rate Revenues											
5 Interest Earnings	(\$2,000)	\$21,000	\$13,000	\$12,000	\$10,000	\$11,000	\$15,000	\$11,000	\$10,000	\$11,000	\$12,000
6 Connection Fees	\$874,000	\$460,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
7 Operating Revenue	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
8 District Reimbursement	\$2,587,000	\$2,622,000	\$2,696,000	\$2,856,000	\$2,963,000	\$3,075,000	\$3,204,000	\$3,345,000	\$3,493,000	\$3,647,000	\$3,807,000
9 Total Revenue	\$8,803,966	\$8,501,000	\$9,350,000	\$9,949,000	\$10,383,000	\$10,841,000	\$11,336,000	\$11,853,000	\$12,400,000	\$12,975,000	\$13,576,000
O&M Costs											
10 Salaries and Benefits	\$2,133,000	\$2,103,000	\$2,010,000	\$2,091,000	\$2,175,000	\$2,262,000	\$2,352,000	\$2,446,000	\$2,544,000	\$2,646,000	\$2,751,000
11 Professional Services	\$975,000	\$960,000	\$971,000	\$1,010,000	\$1,051,000	\$1,093,000	\$1,136,000	\$1,182,000	\$1,229,000	\$1,278,000	\$1,329,000
12 Operating Supplies	\$196,000	\$251,000	\$281,000	\$293,000	\$304,000	\$317,000	\$329,000	\$342,000	\$356,000	\$370,000	\$385,000
13 Utilities and Chemicals	\$726,000	\$711,000	\$871,000	\$906,000	\$942,000	\$980,000	\$1,019,000	\$1,060,000	\$1,103,000	\$1,147,000	\$1,192,000
14 Other Operating Costs	\$609,000	\$574,000	\$573,000	\$595,000	\$619,000	\$644,000	\$670,000	\$697,000	\$724,000	\$753,000	\$784,000
15 Billing	\$130,000	\$159,000	\$200,000	\$208,000	\$217,000	\$225,000	\$234,000	\$244,000	\$253,000	\$263,000	\$274,000
16 Settlement Agreement Exp	\$1,030,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
17 Internal Allocation	\$1,921,000	\$1,863,000	\$2,054,000	\$2,136,000	\$2,221,000	\$2,310,000	\$2,403,000	\$2,499,000	\$2,599,000	\$2,701,000	\$2,807,000
18 Total Operating Expenses	\$7,720,000	\$6,621,000	\$6,960,000	\$7,239,000	\$7,529,000	\$7,831,000	\$8,143,000	\$8,470,000	\$8,808,000	\$9,158,000	\$9,522,000
Capital Costs											
19 Total Capital Spending	\$299,000	\$860,000	\$2,495,000	\$2,572,000	\$1,181,000	\$159,000	\$1,825,000	\$1,265,000	\$1,316,000	\$1,369,000	\$1,423,000
20 Available Bond Proceeds	\$2,827,262	\$2,530,216	\$1,780,216	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21 Existing Debt Service	\$2,028,000	\$2,013,000	\$2,006,000	\$2,001,000	\$1,997,000	\$2,207,000	\$2,203,000	\$2,195,000	\$2,192,000	\$2,187,000	\$2,180,000
22 City Funded Capital Projects (cash)	\$0	\$55,000	\$715,000	\$1,096,000	\$587,000	\$79,000	\$1,825,000	\$1,265,000	\$1,316,000	\$1,369,000	\$1,423,000
23 District Funded Capital Projects (cash)	\$2,000	\$55,000	\$0	\$1,476,000	\$594,000	\$80,000	\$0	\$0	\$0	\$0	\$0
24 Debt Funded Capital Projects	\$297,000	\$750,000	\$1,780,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25 Total Capital and Debt Expenses	\$2,028,000	\$2,068,000	\$2,721,000	\$3,097,000	\$2,584,000	\$2,286,000	\$4,028,000	\$3,460,000	\$3,508,000	\$3,556,000	\$3,603,000
Other Sources											
26 Use of/(Transfer to) Rate Stabilization Fund		\$561,600			(\$300,000)	(\$300,000)	(\$300,000)				
27 Total Revenue Requirement	\$9,748,000	\$8,689,000	\$9,681,000	\$10,336,000	\$10,113,000	\$10,117,000	\$12,171,000	\$11,930,000	\$12,316,000	\$12,714,000	\$13,125,000
28 Beginning Year Balance (all funds*)	\$4,538,171	\$2,869,000	\$2,681,000	\$2,350,000	\$1,963,000	\$2,233,000	\$2,957,000	\$2,122,000	\$2,045,000	\$2,129,000	\$2,390,000
29 Surplus/(Shortfall)	(\$944,034)	(\$188,000)	(\$331,000)	(\$387,000)	\$270,000	\$724,000	(\$835,000)	(\$77,000)	\$84,000	\$261,000	\$451,000
30 End of Year Balance	\$3,594,137	\$2,681,000	\$2,350,000	\$1,963,000	\$2,233,000	\$2,957,000	\$2,122,000	\$2,045,000	\$2,129,000	\$2,390,000	\$2,841,000
31 Reserve Target	\$1,930,000	\$1,655,000	\$1,740,000	\$1,810,000	\$1,882,000	\$1,958,000	\$2,036,000	\$2,118,000	\$2,202,000	\$2,290,000	\$2,381,000
Debt Coverage Calculations											
32 Total Revenue Available for Debt Service	\$1,083,966	\$2,441,600	\$2,390,000	\$2,710,000	\$2,554,000	\$2,710,000	\$2,893,000	\$3,383,000	\$3,592,000	\$3,817,000	\$4,054,000
33 Total Yearly Parity Debt Payment	\$2,028,000	\$2,013,000	\$2,006,000	\$2,001,000	\$1,997,000	\$2,207,000	\$2,203,000	\$2,195,000	\$2,192,000	\$2,187,000	\$2,180,000
34 Debt Coverage Ratio	0.53	1.21	1.19	1.35	1.28	1.23	1.31	1.54	1.64	1.75	1.86

* includes restricted connection fee funds and bond proceeds



AGENDA SUMMARY REPORT

SUBJECT: Possible Introduction, by Title Only, of Ordinance Establishing Procedures for Adopting and Imposing Development Mitigation Fees on behalf of the Ukiah Valley Fire District.

DEPARTMENT: Fire

PREPARED BY: Darcy Vaughn, Assistant City Attorney

PRESENTER: Darcy Vaughn, Assistant City Attorney; Douglas Hutchison, Fire Chief

ATTACHMENTS:

1. Fire Development Mitigation Fee Ordinance
2. UVFA Nexus Study Public Review Draft v1.1

Summary: The Council will consider introducing, by title only, the ordinance establishing procedures for adopting and imposing development mitigation fees on behalf of the Ukiah Valley Fire District.

Background: To continue to provide service to new development within the Ukiah Valley Fire District, the Fire District requested the County of Mendocino to adopt Fire Impact Fees on behalf of the Fire District in 2008. These fees are intended to help offset the cost of providing service for new development. These are one-time-only fees charged for new developments. Since then, the fees have remained the same. In 2017, the City of Ukiah and the Ukiah Valley Fire District entered a Joint Powers Agreement for fire protection services in the greater Ukiah Valley. The Fire District overlayed the City of Ukiah in 2022. As a part of the overlay, a nexus study was conducted on the current impacts of new developments on the Ukiah Valley Fire Authority. This study (Attached here as Attachment 2) recommended an increase in the Fire Impact Fees collected on new developments to keep pace with the increased cost of providing new services, including but not limited to new capital and vehicle acquisition costs. Fire Impact Fees are regulated under the California Mitigation Fee Act, Govt Code sections 66000-66008.

The Fire District Board, pursuant to the nexus study, has drafted a resolution requesting the City Council to adopt the fees within the city limits on the Fire District's behalf. Before the City adopts and imposes these development mitigation fees on behalf of the Fire District, the City must adopt an ordinance that establishes procedures for adopting and imposing development mitigation fees on behalf of the Fire District ("Ordinance").

Discussion: The Ordinance, attached hereto as Attachment 1 and modeled substantially after the procedures used by the County of Mendocino for adoption and imposition of development mitigation fees on behalf of the Fire District, sets forth procedures that the Fire District and City of Ukiah must follow prior to adopting and imposing development impact fees on building permits applied for and issued in the city. The development impact fees are intended to address the impact of new development on the District's ability to provide adequate fire prevention services and to keep pace with the increased costs associated with providing services to new developments. Most of the requirements apply to the Fire District and involve annual adoption of resolutions setting forth the necessity of the fees and reporting on the use of the fees.

Before the City can impose the development mitigation fee on behalf of the Fire District, the Ordinance requires that the District adopt a resolution making specific findings that the fees are necessary to preserve public health and safety in light of the increased demands for fire services and costs of fire prevention facilities and equipment. The resolution must also request that the City adopt these development mitigation fees on

behalf of the District and state that such fees shall only be used to expand the availability of capital facilities and equipment to provide fire services to new development projects. The Ordinance also requires that the Fire District report annually on fee revenue received, account balances, and the amount and type of expenditures made from the fee revenue account. The Ordinance also requires that the Board of Directors for the Fire District adopt a capital fire facility and equipment plan in compliance with Government Code Section 66002 at a noticed public hearing. Furthermore, the Fire District is required to adopt an updated resolution annually that makes the required findings of necessity and identifying the fire protection development mitigation fees requested by the Fire District.

Once the City Council adopts via resolution the development mitigation fees on behalf of the Fire District, these fees will be paid by applicants for building permits or other permits for development projects. The Ordinance sets forth the types of projects requiring building permits that will be exempt from imposition of the Fire District's development mitigation fees. Fire District has the responsibility to collect or accept payment of the fees for the District. The Ordinance authorizes the City and District to include in a fire protection development mitigation fee a component that reflects the City's and District's reasonable costs of administering the fee and complying with all laws, ordinances, and regulations related to the fee.

Finally, the Ordinance states that the City will cease collecting the development mitigation fees on behalf of the Fire District in the event that the District fails to adopt its required annual resolution making findings of necessity and requesting that the City adopt the fees on its behalf. Alternatively, the District may adopt a resolution requesting that the City cease collecting the fees.

Recommended Action: Introduce, by title only, the Ordinance establishing procedures for adopting and imposing development mitigation fees on behalf of the Ukiah Valley Fire District.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Ukiah Valley Fire District Board of Directors

DIVERSITY-EQUITY INITIATIVES (DEI): N/A

CLIMATE INITIATIVES (CI): N/A

GENERAL PLAN ELEMENTS (GP): N/A

Approved:


Sage Sangiacomo, City Manager

ORDINANCE NO.

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH ESTABLISHING AND IMPLEMENTING A FIRE DISTRICT DEVELOPMENT MITIGATION FEE

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

SECTION ONE. FINDINGS

1. Adequate fire protection facilities and equipment must be available to serve new development projects.
2. New development projects require the construction or expansion of the Ukiah Valley Fire District's fire protection facilities and the acquisition of additional equipment.
3. It is necessary to expand the District's current facilities, apparatus, and equipment needed to maintain its existing level of service; no capacity exists to serve new development.
4. If the District's fire system capacity is not increased to satisfy the additional demand, the quality and responsiveness of the District's fire protection and emergency response services will deteriorate.
5. The above conditions pose a risk to the health and safety of the citizens of the City of Ukiah that are served by the District.
6. Fire impact fees are necessary to ensure that the District can adequately fund its fire protection facilities, apparatus, and equipment necessary to mitigate the impacts, in particular the population and employment growth and new structural area, caused by new development within the District's service area.
7. The District has requested the City of Ukiah to establish and administer a development mitigation fee because Fire Districts lack statutory authority to independently impose development impact mitigation fees.
8. The District has prepared all of the supporting documentation to support the findings required to establish the fee, collect the fee and comply with all necessary reporting and accounting procedures for the fee, including the documentation necessary to comply with the California Mitigation Fee Act (Government Code §§ 66000- 66025).

SECTION TWO.

Chapter 15 is hereby added to Division 1 of the Ukiah City Code and shall read as follows:

CHAPTER 15 FIRE DISTRICT DEVELOPMENT MITIGATION FEE

§ 2090 PURPOSE

The purpose of this Chapter is to establish and implement a procedure for the adoption of fire protection development mitigation fees for the Ukiah Valley Fire District and to ensure the assessment and collection of these fees in connection with the issuance of building permits. The fire protection development mitigation fees are to be allocated to the Fire District for the acquisition of capital facilities and equipment in order to ensure the provision of the capital facilities and equipment necessary to maintain current levels of fire protection services that are required as the result of new development projects.

§ 2091 DEFINITIONS

As used in this Chapter, the following definitions shall apply:

- A. "City Council" means the City Council of the City of Ukiah.
- B. "City Clerk" means the City Clerk for the City of Ukiah.
- C. "Development project" means any construction for which a building permit or other permit is needed from the City's Building Department.
- D. "Fire District" means the Ukiah Valley Fire District.
- E. "Fire District Board" means the Board of Directors of the Ukiah Valley Fire District.

§ 2092 REQUIRED ACTIONS OF THE FIRE DISTRICT

This Chapter shall be applicable to development within the boundaries of the Fire District which are within the City of Ukiah when the following events occur:

- A. The Fire District Board adopts a resolution making the following findings:
 - 1. The Fire District does not have existing fire protection facilities and equipment that could be used to provide an adequate level of services to new development projects within the district's boundaries;
 - 2. The Fire District does not have sufficient funds available to construct additional facilities and purchase equipment from fund balances, capital facility funds, property tax sources, fire suppression assessments, or any other available sources; and
 - 3. The lack of additional fire protection facilities and equipment to serve new development projects would create a situation that is dangerous to the public health and safety if fire mitigation fees are not levied within the fire district.
- B. The Fire District further resolves as follows:
 - 1. The Fire District requests that the City impose a specified fire protection development mitigation fee on the Fire District's behalf on applicants for development projects;

2. Fire protection development mitigation fees imposed under this Chapter shall only be used to expand the availability of capital facilities and equipment to provide fire services to new development projects;

3. The Fire District shall place all funds collected under this Chapter and all interest subsequently accruing on these funds in a separate budget accounting category only for those purposes of providing capital improvements and equipment to serve new development projects;

4. The Fire District shall spend funds from the "fire district development mitigation fee" budget accounting category only for those purposes of providing capital improvements and equipment to serve new development projects;

5. The Fire District shall submit a fire mitigation fee annual report no later than October 31st of each year, after the first year the City imposes the specified fire protection development mitigation fee, to the City Clerk. The report shall include, but not be limited to, the balance in the account at the end of the prior fiscal year, the mitigation fee revenue received, the amount and type of expenditures made, and the ending balance in the fund. In addition, the report shall specify the actions the Fire District plans to take to mitigate the facility and equipment needs caused by the new development projects in a capital fire facilities and equipment plan adopted at a noticed public hearing. The Fire District shall make available, upon request by the City Clerk, a copy of the annual audited report;

6. The Fire District shall make its records that justify the basis for the development mitigation fee amount available to the public upon request;

7. The Fire District shall agree to indemnify and defend the City and its officers, agents, and employees from any claim, action, or proceeding that arises from or is in any way related to the adoption of this ordinance or mitigation fees authorized by this ordinance; and

8. For the fifth fiscal year following the first deposit into the Fire District's fire district mitigation fee account and every five (5) years thereafter, the Fire District shall make all of the following findings with respect to any cash portion of the mitigation fees remaining unexpended or uncommitted in the account:

- a. Identify the purpose to which the fee is to be put,
- b. Demonstrate a reasonable relationship between the fee and the purpose for which it was charged,
- c. Identify all sources and amounts of funding anticipated to complete financing all incomplete improvements, and
- d. Designate the approximate dates on which complete funding is expected to be deposited into the account.

If the findings in subsections B.8.a through d of this Section are not made, the Fire District shall refund, on a prorated basis, to the current record owner or owners of the development projects for which the fees were paid the unexpended or uncommitted portion of the fees and any interest accrued

for which a need cannot be demonstrated.

C. The Fire District Board shall adopt a capital fire facility and equipment plan in compliance with Government Code Section 66002 at a noticed public hearing.

D. The Fire District Board shall send a certified copy of the resolution and the capital fire facilities and equipment plan to the City Clerk. The Clerk shall place the resolution and capital fire facilities and equipment plan on an agenda for a regular City Council meeting for the Council's consideration and approval at a public hearing noticed in the manner required by Government Code Section 66002. At the close of the public hearing, the City Council may approve the resolution and capital fire facilities and equipment plan if it finds that the documents meet the requirements of this Chapter and Government Code Sections 66000 *et seq.*

E. The provisions of this Chapter shall apply to any development project within the boundaries of the Fire District that are within the boundaries of the City of Ukiah not later than thirty (30) days after the City Council's approval. The Fire District shall notify the City Building Official of the effective date of its mitigation fee. Any judicial action or other proceeding to challenge the legality of the City Council's approval and adoption of mitigation fees must be commenced within one hundred twenty (120) days of the Council's action approving the mitigation fees.

F. By March 31st of each year following the year of the original adoption of a resolution and approval by the City Council of fire protection development mitigation fees under this Chapter, the Fire District shall submit a copy of a new resolution adopted by the district's governing body making the findings required by Subsection A of this Section and identifying the fire protection development mitigation fees requested by the Fire District. If the resolution proposes to increase the fire protection development mitigation fees, the resolution shall only become effective if approved by the Council in the manner set forth in Subsection D of this Section. A revision of fire protection development mitigation fees shall be effective the following July 1st.

§ 2093 FEE PAYMENT

A. Before the issuance of any building permit or other permit for a development project, the applicant shall pay to the Fire District the fees prescribed by the Fire District resolution as approved by the City Council and shall present written evidence that the provisions of this Chapter have otherwise been satisfied with respect to the development project for which permits are sought. The District may, in its resolution adopting fire protection development mitigation fees, designate those projects requiring a building permit, such as re-roofing, adding siding, installation of mechanical devices, or construction of an accessory building, that will not require payment of a fee.

B. The amount of the fees shall be determined by using the fire protection development mitigation fee in effect on the date of the payment of fees for an unexpired plan check.

C. When application is made for a new permit for a development project following the expiration of a previously issued permit for a development project for which fees were previously paid, no new fee payment shall be required.

D. If a subsequent development project occurs with respect to property for which fees have already been paid, additional fees shall be required only for additional square footage which was not included in computing the prior fee.

E. For the purpose of payment of fees to the City, the City Council delegates to the Fire District the responsibility to collect or accept payment of the fees for the District. The District may contract with the City to collect or accept payment of fees.

§ 2094 EXEMPTIONS

Permits for the following types of development projects shall be exempt from the requirements of this Chapter:

- A. Buildings or other structures constructed for governmental uses;
- B. Construction of accessory buildings or structures which will not produce additional risk of fire over and above the fire risk associated with the principal building or from the existing use of the land.
- C. Alterations of an existing building where no additional square footage is constructed, where the use is not changed, and where the risk of fire is not increased over and above the risk of fire from the existing use.
- D. Alterations of an existing building where no additional square footage is constructed, where the use is not changed, and where the risk of fire is not increased over and above the risk of fire from the existing use.
- E. The replacement of a legally constructed dwelling or other building destroyed by fire or other calamity on the same parcel, provided that:
 - 1. The application for a building permit to replace the destroyed structure is filed with the City building official within one year after destruction of the dwelling or other building,
 - 2. There is no change in occupancy, and
 - 3. The living space is not increased by more than five hundred (500) square feet compared to the destroyed structure.

§ 2095 ADMINISTRATIVE CHARGES

- A. The City may include in an adopted fire protection development mitigation fee a component that reflects the City's reasonable costs of administering the fee and complying with all laws, ordinances, and regulations related to the fee.
- B. The Fire District may include in a proposed fire protection development mitigation fee a component that reflects the District's reasonable costs of administering the fee and complying with all laws, ordinances, and regulations related to the fee, including the requirements imposed by this Chapter.

§ 2096 USE OF FEES

With the exception of the administrative cost component described in Section 2095, all fees collected under this Chapter, including any interest accrued, shall be used by the Fire District for the purpose of providing for capital facilities and equipment.

§ 2097 RECORDS AND REPORTS

The Fire District shall maintain a separate budget accounting category for any fees collected. This category shall be known as the "fire district mitigation fee" account. By October 31st of each year, the Fire District shall file a report with the City Clerk on the balance in the account at the end of the prior fiscal year, the fee revenue received, the amount and type of expenditures made, and the ending balance of the fund. In addition, the report shall specify the actions the Fire District plans to take to mitigate the facility and equipment needs caused by new development projects.

§ 2098 TERMINATION OF FEE COLLECTION

Fee collection as to the Fire District shall terminate as follows:

- A. If by March 31st of any year following the year of the original adoption of a resolution under this Chapter, which was approved by the City Council, the Fire District has not submitted a copy of a new resolution under Subsection 2092.F of this Chapter, fee collection shall terminate on July 1st of that year.
- B. If, at any time, the Fire District Board submits a copy of a resolution requesting termination of fee collection, fee collection shall terminate thirty (30) days from the date of receipt by the Clerk.
- C. The Fire District shall notify the City Building Official of the effective date of its termination of fee collection.

SECTION THREE.

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 _____, 2024, by the following roll call vote:

AYES:

NOES:
ABSENT:
ABSTAIN:

Adopted on , 2024, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Josefina Dueñas, Mayor

ATTEST:

Kristine Lawler, CMC/City Clerk

UKIAH VALLEY FIRE AUTHORITY

FIRE IMPACT FEE NEXUS STUDY

APRIL 2023

PUBLIC REVIEW REPORT V1.1

PREPARED FOR:

BOARD OF DIRECTORS

UKIAH VALLEY FIRE AUTHORITY

PREPARED BY:


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DRAFT

UKIAH VALLEY FIRE AUTHORITY

BOARD OF DIRECTORS

David B. Haas, President
Peter Bushby, Secretary/Treasurer
Michael Graham, Director
Kevin Jennings, Director

FIRE CHIEF

Doug Hutchison

IMPACT FEE CONSULTANT

Blair Aas, Director of Planning Services
SCI Consulting Group

DRAFT

ACKNOWLEDGMENTS

This Fire Impact Fee Nexus Study was prepared by SCI Consulting Group ("SCI") under contract with the Ukiah Valley Fire Authority ("Authority"). The work was accomplished under the general direction of Doug Hutchison, Fire Chief of the Authority.

We want to acknowledge the special efforts made by the following individuals and organizations for this project:

Mendocino County Auditor's Office
Mendocino County Assessor's Office

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EXECUTIVE SUMMARY

INTRODUCTION

The Ukiah Valley Fire Authority (“Authority”) provided fire protection and emergency medical response services to approximately 90 square miles in and around the City of Ukiah (“City”), containing a resident population of approximately 28,000. Its boundaries include historic downtown buildings, county governmental buildings, Mendocino Community College, Dharma Realm Buddhist University, a regional hospital, and all residential and commercial developments within the service area. The Authority is also responsible for the lower half of Lake Mendocino, including the Coyote Dam, expansive wildland-urban interface areas, the Ukiah Municipal Airport, US 101, and State Route 253.

As an urban/rural fire protection agency, the Authority provides first-responder fire protection and emergency response services to the City of Ukiah (“City”) and the surrounding unincorporated Ukiah Valley in Mendocino County (“County”). Specifically, the Authority’s services include fire prevention and suppression, wildland fire protection, emergency medical services, rescue and extraction, hazardous material response, and fire prevention services.

The Authority was formed on July 1, 2017, under a Joint Powers Agreement between the City of Ukiah and the Ukiah Valley Fire Protection Authority, titled the “Agreement for Shared Management of Fire Departments”. The Agreement jointly manages, equips, maintains, and operates all-risk fire, emergency medical, and rescue services to the City and Fire Authority. The Authority was formed to maximize the use of existing resources, create cost containment opportunities, reduce duplication, maintain local control, and continue to deliver fire, medical, and other emergency services at a high level of service.

This Fire Impact Fee Nexus Study (“Nexus Study”) was prepared pursuant to the Mitigation Fee Act as found in Government Code § 66000 et seq. (the “Act”) The purpose of this Nexus Study is to establish the legal and policy basis for the collection of a new fire impact fee (“fee”) on new development within the service boundaries of the Ukiah Valley Fire Authority (“Authority”). The purpose of the fee to fund the one-time cost of expanding the Authority’s facilities, apparatus, and equipment needed to maintain its existing level of service. No capacity exists to serve new development. If the Authority’s fire system capacity is not increased to satisfy the additional demand, the quality and responsiveness of the Authority’s fire protection and emergency response services will deteriorate.

For purposes of this Nexus Study, the term “facilities” or “fire system facilities” refer to facilities (land, stations, and other buildings), apparatus (engines, ambulances, and other vehicles), and equipment (ancillary and station). The term “new development” refers to the persons (residents and employees working in the Authority’s service area) and the structural area (residential area and nonresidential building area) in which the persons live or work.

Under California law, the Authority does not have land-use authority to impose impact fees on development projects. Because the Authority serves the City and unincorporated areas of the County, the City Council and the County Board of Supervisors must adopt the fire impact fee program on behalf of the Authority. A map of the Authority’s boundaries and the area to be subject to the proposed fee program is provided in Appendix A.

In order to impose such fees, this Nexus Study demonstrates that a reasonable relationship between new development, the amount of the fee, and fire facilities, apparatus, and equipment funded by the fee. More specifically, this Nexus Study presents findings to meet the procedural requirements of the Mitigation Fee Act (“Act”), also known as AB 1600, which are as follows:

1. Identify the purpose of the fee. If the use is funding public facilities, the facilities must be identified. Identifying the public facilities may be a broad class of projects or made by reference to a capital improvement plan, made in applicable general or specific plan requirements, or made in other public documents.
2. Identify the use to which the fee is to be put.
3. Determine how there is a reasonable relationship between the fee’s use and the type of development project on which the fee is imposed (“benefit relationship”).
4. Determine how there is a reasonable relationship between the need for the fire facilities and the type of development project on which the fee is imposed (“impact or need relationship”).
5. Determine how there is a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed (“rough proportional relationship”).

Additionally, the Act specifies that the fee shall not include costs attributable to existing deficiencies in public facilities but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to refurbish existing facilities to maintain the existing level of service or achieve an adopted level of service that is consistent with the City General Plan and County General plan.

METHODOLOGY AND APPROACH

To determine the Authority's fire impact fee consistent with these substantive requirements, this Nexus Study utilizes a modified system-wide existing facility standard methodology. Under this widely-used method, the Authority's ratio of existing fire protection facilities, apparatus and equipment to existing development establishes the standard for determining new development's fair share of the cost to expand the Authority's fire system as growth occurs.

The facility standard methodology is a commonly used method for the calculation of fire impact fees. It was validated by the Homebuilders Association of Tulare/Kings Counties, Inc. v. City of Lemoore in 2010. Under this method, identification and use of an existing facility standard and the restricted uses of fee revenue ensure that new development will not fund any existing deficiencies as prohibited by the Act. Instead, only capital improvements and apparatus, vehicle, and equipment purchases that expand the Authority's fire system are allowable uses of fee revenue. Likewise, the fee program will generate only enough revenue to proportionally expand the fire system to maintain the existing level of service.

The existing facility standard is based on the Authority's ratio of existing fire protection and emergency response facilities, apparatus, and equipment to the existing service population. Existing development refers to the persons (residents and employees working in the Authority) and the structural area (residential area and nonresidential building area) in which the persons live or work. Existing development demand is based on the Authority service call data. The Authority's existing fire system's value is determined using the replacement value of the Authority's existing inventory of fire protection facilities, apparatus, and equipment. These costs are then applied to nine land use categories in proportion to the need they create for fire protection and emergency response services.

The Act requires that in establishing a development impact fee program, the facilities funded by the fee must be identified. However, the Act provides flexibility regarding how that identification may be made. The fee program may identify a broad class of projects¹ or made by reference to a capital improvement plan, made in applicable general or specific plan requirements, or made in other public documents². This fee program identifies facilities (land, stations, and other buildings), apparatus (engines, ambulances, and other

¹ According to Government Code § 66000(b) and validated by Homebuilders Association of Tulare/Kings Counties, Inc. v. City of Lemoore in 2010.

² According to Gov't Code Section 66001(a)(2).

vehicles), and equipment as the broad classes that will be funded with the fee. Additionally, the Authority's capital improvement plan is provided in Appendix C.

The Authority's capital improvements and apparatus and equipment purchases will benefit the entire fire system. The Authority's fire protection and emergency response resources are organized as an integrated fire system. The resources of a one fire station do not serve a particular area in isolation from the Authority's other fire stations and resources. When the Authority has a service call, whether for a fire or other emergency, the Authority's response often involves resources from multiple fire stations. Likewise, new development in the Authority's services area is served by all the Authority facilities, apparatus, and equipment, not just by the nearest fire station.

The Nexus Study also details the **procedural requirements** for approval of the Nexus Study and proposed fire impact fee program ("fee program") by the Authority Board of Directors and adoption by the City Council and the County Board of Supervisors on behalf of the Authority. Also, the Act contains specific requirements for the **annual administration** of the fee program. These statutory requirements and other important information regarding the imposition and collection of the fee are provided in the last sections of the Nexus Study.

SUMMARY OF KEY FINDINGS

The following key findings from the Nexus Study are presented:

1. Fire impact fees are necessary to ensure that the Authority can adequately expand its fire protection facilities, apparatus, and equipment to accommodate the population and employment growth and new structural area created by new development.
2. Currently, the County and the City impose fire impact fees on behalf of the Authority in the amount of \$0.39 per square foot for all new development plus 10% for administrative costs. The Authority's current fire impact fees imposed by the City and County are outdated and insufficient to mitigate the impact of new development.
3. It is the objective of the Authority to maintain its existing level of service by establishing a fire impact fee to fund the cost of expanding its facilities, apparatus, and equipment attributable to new development.
4. The Authority may approve, and the City and County may adopt on their behalf, the following fees at or below the levels determined by this Nexus Study.

FIGURE 1 – MAXIMUM FIRE IMPACT FEE SCHEDULE

Land Use Category	Unit	Maximum Fire Impact Fee
Single-Family Housing	BSQFT	\$1.07
Multi-Family Housing	BSQFT	\$1.22
Mobile Home	BSQFT	\$1.15
Accessory Dwelling Unit => 750 sq. ft.	BSQFT	\$1.07
Accessory Dwelling Unit < 750 sq. ft.	- - - Exempt - - -	
Retail / Commercial	BSQFT	\$0.89
Office	BSQFT	\$1.19
Industrial	BSQFT	\$0.95
Agriculture	BSQFT	\$0.57
Warehouse / Distribution	BSQFT	\$0.62
Nursing Homes	BED	\$3,974.06

5. Fee revenue may be used to fund 100% of the cost of new and expanded facilities, 100% of the cost of apparatus, vehicles, and equipment that expand the Authority's existing inventory, and up to 10.5 percent the replacement cost of apparatus, vehicle and equipment purchases.
6. Consistent with nexus requirements of the Act, this Nexus Study demonstrates that there is a reasonable relationship between new development, the amount of the proposed fee, and facilities, apparatus, and equipment funded by the fee.
7. Since only cities and counties have land-use authority to impose development impact fees as a condition of project approval, the Authority's proposed fee must be adopted by the County on behalf of the Authority.
8. The maximum fire impact fee determined by this Nexus Study is consistent with the Mendocino County General Plan.

SUMMARY OF GENERAL RECOMMENDATIONS

Based on the findings presented in the Nexus Study, the following general recommendations are presented:

1. Since only cities and counties have land-use authority to impose development impact fees as a condition of project approval, the Authority's proposed fee must be adopted by the City and the County on behalf of the Authority.
2. The Authority's approved fee should be adopted and implemented in accordance with the applicable provisions of the Act.
3. The Authority should comply with the annual reporting requirements under Government Code § 66006(b).
4. Following the fifth fiscal year after the first deposit of fee revenue and every five years thereafter, the Authority should comply with the reporting requirements under Government Code § 66001(d).
5. The cost estimates presented in this Nexus Study are in January 2023 dollars. The fire impact fee should be adjusted automatically without further action by the Authority Board, the City Council, or the County Board on the first day of each fiscal year by the previous calendar percentage change in the Engineering News-Record Construction Cost Index, or its successor publication.
6. Fee revenue should be used to fund only the cost of expanded facilities, apparatus, ambulances, vehicles, and equipment to serve new development, as further detailed in Figure 11.

DETERMINATION OF EXISTING DEVELOPMENT

The Authority serves both residences and businesses throughout its service area. As such, the demand for the Authority's services and associated facilities, apparatus, and equipment is measured by its service population and the structural area it protects. This section will first determine the service population and structural area within the Authority. These figures, along with the Authority's service call data, will be used to establish an existing facility demand factor for the various residential and nonresidential land uses within the Authority, which in turn will be used to determine existing development's total facilities demand.

EXISTING SERVICE POPULATION AND STRUCTURAL AREA

The Authority provides first-responder fire protection and emergency response services to the City of Ukiah ("City") and the surrounding unincorporated Ukiah Valley in Mendocino County ("County"). Specifically, the Authority's services include fire prevention and suppression, wildland fire protection, emergency medical services, rescue and extraction, hazardous material response, and fire prevention services. A map of the Authority's service boundaries is provided in Appendix A.

The Authority currently serves an estimated resident population of 27,526. The Authority's resident population estimate is based on figures from U.S. Census Bureau, 2021 ACS 5-Year Estimate, for the census tracts 113, 114, 115.01, 115.02, 116, and 117 and assumes an 8.0 percent vacancy rate. The Authority also protects approximately 10,532 occupied and vacant housing units and approximately 7 million square feet of nonresidential building area. The estimated total housing units are from the U.S. Census Bureau, 2021 ACS 5-Year Estimate, for Ukiah Valley Census County Division. Nonresidential is estimated assuming a jobs-to-housing ratio of 1.33 for the City of Ukiah and 1.00 for the unincorporated area, and 513 sq. ft. of building area per employee.

FIGURE 2 – CURRENT RESIDENTIAL DEMOGRAPHICS

Land Use Categories	Calc	Total Dwelling Units ¹	Vacant Dwelling Units (8%) ¹	Occupied Housing Units	Dwelling Unit Occupancy Factor ¹	Resident Population
		a	b	c	d	e = c * d
Single-Family Housing		7,025	562	6,463	3.02	19,518
Multi-Family Housing		2,675	214	2,461	2.38	5,857
Mobile Home		832	67	765	2.81	2,151
Total Residential		10,532	843	9,689	2.83	27,526

Source: 2020 U.S. Census

Notes:

¹ Based on U.S. Census Bureau's 2021 American Community Survey 5-Year Estimate for Mendocino County Census Tracts 113, 114, 115.01, 115.02, 116 and 117.

RESIDENT EQUIVALENT DEMAND FACTOR

For purposes of this Nexus Study, a calls-for-service approach is used to help establish the relative fire facilities demand from residential and nonresidential land uses. Specifically, service call data is converted into a resident equivalent demand factor, which represents the demand for service from a worker compared to a household resident.

As shown in Figure 3, on the following page, service call data indicates the property used for service calls for years 2020 through 2022 were gathered from the Authority's Emergency Reporting database. Over the three years, the Authority annually averaged 2,108 service calls originating from residential property, 877 service calls originating from nonresidential properties, and 183. Service calls originating from highways, roads, open fields, or otherwise not classified as originating from residential or nonresidential land use are excluded. By dividing service calls for residential and nonresidential land uses and nursing homes by the corresponding estimated number of residents and workers results in the relative number of per capita for residential and nonresidential land uses. As shown, Authority residents are served at 1.00, and workers in the Authority are served at 0.87 compared to Authority residents.

FIGURE 3 – RESIDENT EQUIVALENT DEMAND FACTOR

	Calc	Residential	Nonresidential	Nursing Home
Average Annual Service Calls ¹	a	2,108	877	183
Residents or Workers ²	b	27,144	12,849	338
Per Capita Fire Service Demand	$c = a / b$	0.078	0.068	0.542
Resident Equivalent Demand Factor	$d = c / 0.078$	1.00	0.87	6.95

Sources: Ukiah Valley Fire Authority; SCI Consulting Group

Notes:

¹ Average for years 2020 thru 2022 from District's Emergency Reporting database for the Authority's service area.

² See Figure 2. Workers is based on estimated jobs-to-housing ratio of 1.33 of the City and 1.0 for the unincorporated area.

FACILITIES EDU DEMAND FACTOR

Next, equivalent dwelling unit ("EDU") demand factors are established to compare the relative fire facilities demand across three residential and six nonresidential land uses. The EDU is also used to convert nonresidential building area to a residential dwelling unit value. This common approach allows for the cost of fire protection facilities, apparatus, and equipment to be equitably apportioned among residential and nonresidential land uses.

Figure 4 on the following page shows the calculation of the facilities EDU demand factor for nine land use categories. The residential land use categories are expressed per dwelling unit, and the nonresidential land use categories are expressed per 1,000 square feet of building area. Each land use category's occupancy density is multiplied by their respective resident equivalent demand factor, then converted to single-family home value. By this measure, for example, one single-family home creates the demand for fire facilities equal to 430 square feet of retail/commercial building area.

FIGURE 4 – FACILITIES EDU DEMAND FACTOR

Land Use Category	Unit	Occupancy Density per Unit ¹	Resident Equivalent Demand Factor ²	Facilities EDU Demand Factor
Calc		a	b	c = (a * b) / 3.02
Single-Family Housing	DU	3.02	1.00	1.00
Multi-Family Housing	DU	2.38	1.00	0.79
Mobile Home	DU	2.81	1.00	0.93
Residential	DU	2.83	1.00	0.94
Retail / Commerical	KBSF	1.49	0.87	0.43
Office	KBSF	2.50	0.87	0.72
Industrial	KBSF	1.67	0.87	0.48
Agriculture	KBSF	0.33	0.87	0.10
Warehouse / Distribution	KBSF	0.50	0.87	0.14
Nonresidential	KBSF	1.95	0.87	0.56
Nursing Homes	Bed	1.00	6.95	2.30

Notes: DU = Dwelling Unit; KBSQ = 1,000 square feet of building area

¹ Residents per unit is based on census data from the 2020 U.S. Census. All nonresidential density figures (except Agriculture) based on the 2001 "Employment Density Study" prepared by The Natelson Company, Inc. for the Southern California Association of Governments expressed in terms of the number of employees per 1,000 square feet of building area. The density figure for Agriculture is from the 2004 "Employment Density in the Puget Sound Region" report prepared by E.K. Pflum for the University of Washington.

² See Figure 3.

EXISTING FACILITIES DEMAND EDUS

Figure 5 below calculates the District's existing demand EDUs based on the total number of dwelling units and estimated nonresidential building area within the District. As shown, the total existing demand EDUs for the District is 13,602. Existing demand EDUs represents the level of existing development served by the District's existing fire system.

FIGURE 5 – EXISTING DEMAND EDUS

Land Use Categories	Unit	Existing Units ¹	Fire Facilities EDU Demand Factor ²	Total Existing Demand EDUs
Calc		a	b	c = a * b
Single Family Housing	DU	7,025	1.00	7,025
Multi-Family Housing	DU	2,675	0.79	2,113
Mobile Home	DU	832	0.93	774
Nonresidential	KBSF	6,589	0.56	3,690
Total		17,121		13,602

Source: U.S. Census Bureau; California Department of Finance; SCI Consulting Group

Notes:

¹ Housing unit count is from U.S. Census Bureau, 2021 ACS 5-Year Estimate, for the census tracts that generally cover the boundaries of the Authority. Nonresidential is estimated assuming a jobs-to-housing ratio of 1.0 for the City of Willits and 1.0 for the unincorporated area and 552 sq. ft. of building area per employee.

² See Figure 4.

DETERMINATION OF EXISTING FIRE SYSTEM FACILITIES

EXISTING FIRE SYSTEM FACILITIES

The next step in determining the Authority's existing facilities standard is to calculate the replacement value of the Authority's fire protection and emergency response facilities system. Figure 6 below presents a summary of replacement value (in 2023 dollars) for the Authority's existing facilities (land and stations), apparatus (engines, ambulances, and other vehicles) and equipment (ancillary and station).

The replacement cost for the main station is based on the construction cost of the Little Lake Fire Protection District fire station recently constructed in 2020. The cost estimate is \$807.07 for the station which includes an adjustment for inflation. The estimated land value is based on market research conducted by SCI Consulting Group assessed land value for sales within 2022. The estimated replacement value of the Authority's apparatus, vehicles, and equipment inventory is based on unit cost assumptions provided by the Authority. Estimated values of older apparatus have been discounted from the replacement value of the new apparatus to reflect their age. (The detailed inventory and estimated replacement value for each is provided in Appendix B.)

As shown below, the estimated value of the Authority's existing facilities, apparatus, and equipment is \$22.6 million in 2023 dollars.

FIGURE 6 – REPLACEMENT VALUE OF EXISTING FIRE SYSTEM FACILITIES

Fee Components	Total Replacement Value (2023\$)
Land	\$1,328,500
Stations / Other Buildings	\$16,569,539
Apparatus / Vehicles	\$3,425,300
Ancillary Equipment	\$1,275,000
Total Existing Fire System Facilities	\$22,598,339

Source: Ukiah Valley Fire Authority; SCI Consulting Group

DETERMINATION OF THE FIRE IMPACT FEE

The Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the need for fire protection facilities, apparatus and equipment, and the type of development project on which the fee is imposed. In this section, the Authority's existing fire facilities standard is determined and then applied to three residential and six nonresidential land uses categories in proportion to the demand they create as measured by their EDU demand factor.

EXISTING FIRE FACILITIES STANDARD

The Authority's ratio of existing facilities, apparatus, and equipment to the existing demand establishes the standard for determining new development's fair share of the cost to replace and expand the Authority's facilities as growth occurs. As shown below, the standard is represented by the existing fire system facilities cost of \$1,661.40 per demand EDU.

FIGURE 7 – FIRE FACILITIES COST PER DEMAND EDU

Existing Fire System Facilities ¹	\$22,598,339
Existing Demand EDUs ²	13,602
Existing Fire Facility Cost Per EDU	\$1,661.40

Notes:

¹ See Figure 6.

² See Figure 5.

RESIDENTIAL FIRE IMPACT FEE DETERMINATION

Figure 8 on the following page presents the calculation of the Authority's proposed residential fire impact fees. As shown, the residential fees are determined by multiplying the facilities standard by their respective facilities demand EDU factor plus an additional 4 percent for annual administration of the fire impact fee program. The fee program administrative cost component is designed to offset the cost of County collection, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates, and other costs reasonably related to compliance with the Act.

Since residential land uses have different dwelling unit occupancies and sizes, the residential fire impact fee is expressed on a per square footage basis for the following

three residential land use categories. The three residential land use categories are defined below.

- “Single-family housing” means detached and attached one-family dwelling units with an assessor’s parcel number for each unit.
- “Multifamily housing” means buildings or structures designed for two or more families for living or sleeping purposes and having kitchen and bath facilities for each family.
- “Mobile home” means a development area for residential occupancy in vehicles that require a permit to be moved on a highway, other than a motor vehicle designed or used for human habitation and for being drawn by another vehicle.

The fire impact fee shall be charged on the square footage within the perimeter of a residential structure. Garages, carports, walkways, overhangs, patios, enclosed patios, detached storage structures, or similar areas are excluded.

FIGURE 8 – MAXIMUM RESIDENTIAL FIRE IMPACT FEES

Residential Land Use Category	Facility Standard ¹	Facilities Demand EDU Factor ²	Cost per Unit	Admin. Expense 4% ³	Average Living Area per Sq. Ft. ⁴	Proposed Residential Fees ⁵
Calc	a	b	c = a * b	d = c * 0.04	e	f = (c + d) / e
			- per dwelling unit -			- per sq. ft. -
Single-Family Housing	\$1,661.40	1.00	\$1,661.40	\$66.46	1,600	\$1.07
Multi-Family Housing	\$1,661.40	0.64	\$1,063.29	\$42.53	900	\$1.22
Mobile Homes	\$1,661.40	0.80	\$1,329.12	\$53.16	1,200	\$1.15
ADUs => 750 sq. ft. ⁶	NA	NA	NA	NA	NA	\$1.07
ADUs < 750 sq. ft. ⁶	NA	NA	NA	NA	NA	Exempt

Notes:

¹ See Figure 7.

² See Figure 4.

³ County collection, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates and other costs reasonably related to compliance with the Act.

⁴ Based on Mendocino County Assessor's Lien Roll Data as of July 1, 2022.

⁵ Proposed residential fire impact fees are rounded down to the nearest cent.

⁶ Pursuant to Govt. Code § 65852.2(f)(3)(A), the fire impact fee for an accessory dwelling unit (“ADU”) shall imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

The Authority may approve, and the City and County may adopt fees lower than the maximum, justified amounts shown below, provided that they are reduced by the same percentage for each land use category.

NONRESIDENTIAL FIRE IMPACT FEE DETERMINATION

Figure 9 below presents the calculation of the nonresidential fire impact fee. As shown, the fee for the three nonresidential land uses is determined by multiplying the existing facilities standard by their respective EDU demand factor plus an additional four percent for administration of the fire impact fee program. Note that the costs are expressed per 1,000 square feet of nonresidential building area and then converted to a per-square-footage fee.

The Authority may approve, and the City and County may adopt fees lower than the maximum, justified amounts shown below, provided that they are reduced by the same percentage for each land use category.

FIGURE 9 – MAXIMUM NONRESIDENTIAL FIRE IMPACT FEES

Land Use Category	Facility Standard ¹	Facilities Demand EDU Factor ²	Cost per Unit	Admin. Expense 4% ³	Total Cost per Unit	Proposed Nonres. Fire Impact Fee ⁴
	Calc a	b	c = a * b	d = c * 0.04	e = c + d	f = e / 1,000
Nonresidential			- per 1,000 sq. ft. of building area -			- per sq. ft. -
Retail / Commercial	\$1,661.40	0.52	\$864	\$34.56	\$898.48	\$0.89
Office	\$1,661.40	0.69	\$1,146	\$45.85	\$1,192.22	\$1.19
Industrial	\$1,661.40	0.55	\$914	\$36.55	\$950.32	\$0.95
Agriculture	\$1,661.40	0.33	\$548	\$21.93	\$570.19	\$0.57
Warehouse / Distribution	\$1,661.40	0.36	\$598	\$23.92	\$622.03	\$0.62
Special			- per bed -			- per bed -
Nursing Home	\$1,661.40	2.30	\$3,821	\$152.85	\$3,974.06	\$3,974.06

Notes:

¹ See Figure 7.

² See Figure 4.

³ County collection, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates and other costs reasonably related to compliance with the Act.

⁴ Proposed nonresidential fire impact fees are rounded down to the nearest cent.

As stated earlier, the Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the fee and the type of development on which the fee is imposed. Since different nonresidential land uses have varying employment densities, the nonresidential fire impact fee is expressed per square foot of building area based on their respective facilities demand EDU factor for five nonresidential land use categories. The five nonresidential land use categories are shown below.

- “Retail/Commercial” means retail, commercial, educational, and hotel/motel construction.
- “Office” means general, professional, and medical office construction.;
- “Industrial” means manufacturing construction.
- “Agriculture” means a structure designed and constructed to house farm implements, hay, grain, poultry, livestock, or other horticultural products, including storage coolers. This structure shall not be a place of human habitation or a place of employment where agricultural products are processed, treated or packaged; nor shall it be a place used by the public.
- “Warehouse/Distribution” means buildings devoted to the storage or distribution of non-agricultural products. A distribution center for a set of products is a warehouse or other specialized building, which is stocked with products or goods to be redistributed to retailers, wholesalers, or directly to consumers.

The nonresidential fee shall be charged for “covered and enclosed space” within the perimeter of a nonresidential structure. Any storage areas incidental to the principal use of the development, garage, parking structure, unenclosed walkway, or utility or disposal area are excluded.

PROJECTED FIRE IMPACT FEE REVENUE

Figure 10 projects fee revenue through 2043. Total fire impact fee revenue (in 2023 dollars) is then estimated by multiplying the facilities standard by demand EDU growth. Residential demand assumes an annual growth rate of 0.5 percent. It is assumed that nonresidential development will occur proportionately. As shown, fire impact fee revenue will contribute approximately \$2.98

million (in 2023 dollars) towards the Authority's future long-term capital improvement plan, representing new development fair share of the plan. Certainly, arguments can be made for higher or lower demand growth. However, the projected demand growth and fee revenue are merely estimates for planning purposes.

FIGURE 10 – PROJECTED FIRE IMPACT FEE REVENUE

Land Use Category	Current Demand EDUs (2023) ¹	Estimated Demand EDU Growth (2043) ²	Total Cost per Demand EDU ³	Projected Fire Impact Fee Revenue (2023\$)	
	Calc	a	b	c	d = b * c
Residential		10,532	1,105	\$1,661.40	\$1,835,000
Nonresidential		6,589	691	\$1,661.40	\$1,148,000
Total		17,121	1,796	\$1,661.40	\$2,983,000

Source: Ukiah Valley Fire Authority; SCI Consulting Group

Notes:

¹ See Figure 3.

² Estimated Demand EDUs based on projected annual growth rate of 0.5% , or approximately 18 to 20 new housing units per year.

³ See Figure 5.

It is important to note that the fire impact fee program is designed not to depend on a specific capital improvement plan and a particular level of new development. Only enough fee revenue will be generated for the Authority to expand its existing level of service to serve the growing community.

Fee revenue may be used to fund up to 100% of the cost of the new land for fire stations, construction of new fire stations, expansion of existing fire stations, and the purchase of apparatus, vehicle, and equipment purchases added to the Authority existing inventory. Since the Authority will need to replace apparatus, vehicles, and equipment more quickly

due to the increased service calls from the growth in the persons and structure area created by new development, the Authority may use fee proceeds to fund up to 10.5 percent of the replacement cost of existing apparatus, vehicle, and equipment.³ Fee revenue may not be used to fund 1) the renovation of existing facilities and 2) operational, maintenance, or repair costs. (The use of the fee is detailed further in the next section.)

The Authority will need to fund existing deficiencies and any other purchases and improvement costs above its existing level of service with other funding sources. Other potential funding sources include but are not limited to, a general obligation bond measure, state and federal grants, the Authority's general fund, and existing or new special tax and assessment proceeds, if allowable.

The Authority's capital improvement plan is provided in Appendix C.

³ Represents the percentage growth in EDUs.

NEXUS FINDINGS

This section frames the Nexus Study findings in terms of the legislated requirements to demonstrate the legal justification of the fire impact fee. These requirements are discussed below.

PURPOSE OF FEE

The purpose of the fire impact fee is to fund the cost of fire protection and emergency response facilities, apparatus, and equipment attributable to new residential and nonresidential development. The fire impact fees will ensure that new development will not burden existing development with the cost of facilities required to accommodate growth as it occurs.

USE OF FEE REVENUE

Fee revenue will be used solely and exclusively to fund facilities (land, stations, and other buildings), apparatus (engines, ambulances, and other vehicles), and equipment costs that expand the Authority's fire system capacity. Below is a summary of the allowable and prohibited uses of fee revenue.

FIGURE 11 – SUMMARY OF ALLOWABLE AND PROHIBITED USES OF FEE REVENUE

<u><i>Allowable Uses</i></u>	<u><i>Prohibited Uses</i></u>
• <i>The cost of new (added) or expanded land and facilities (100%)</i> • <i>The cost of apparatus, vehicles and equipment purchases that expand the system inventory (100%)</i> • <i>Facility costs already incurred to provide growth-related capacity (100%)</i> • <i>Portion of apparatus and vehicles replacement costs attributable to new development (10.5%)</i> • <i>Portion of a renovation project that expands service capacity</i>	• <i>Existing deficiencies, such as improvements to existing facilities that do not expand service capacity</i> • <i>Portion of apparatus and vehicles replacement costs attributable to existing development (89.5%)</i> • <i>Operational, maintenance or repair costs</i>

BENEFIT RELATIONSHIP

The fee will be collected as development occurs. In order to maintain its existing level of fire protection and emergency response services, fee revenue will be used to replace and expand the Authority's facilities, apparatus, and equipment to meet the additional demand generated by the new residents and employees and new structural area created by new development projects.

Fee revenue will be deposited into a separate fire impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. The fee revenue will be restricted to the uses described in the "Use of Fee Revenue" finding. Additionally, the Act ensures that fee revenue is expended expeditiously or refunded to the developer. These Act requirements ensure that a development project paying the fire impact fee will benefit from its use. Moreover, since the Authority's fire protection and emergency response resources are organized as an integrated fire system, improvements and purchases with the Authority benefit the entire fire system.

IMPACT / NEED RELATIONSHIP

New residential and nonresidential development projects in the Authority will grow the persons (residents and employees) and the structural area (residential area and nonresidential building area) in persons live or work. The growth in persons and structural area will create additional need for the Authority's fire protection and prevention, emergency response service, and a corresponding need for new or expanded facilities and replacement of apparatus, vehicles, and equipment. The fee will be imposed on different types of development projects for the additional service population generated and structural area created by new development projects.

ROUGH PROPORTIONAL RELATIONSHIP

The cost of fire protection facilities, apparatus, and equipment attributable to a development project is based upon the level of existing development served by the Authority's existing fire protection and emergency response facilities. The use of a facility standard methodology to determine the fire impact fee achieves proportionality between existing development and new development. Moreover, these equivalent costs are applied to nine land use categories in proportion to the need they create for improved and expanded facilities.

The use of a fire facilities demand factor to determine the fire impact fee schedule achieves proportionality across the types of development on which the fee is imposed. Larger development projects will generate a higher number of persons and structural area

to protect and, as a result, will pay a higher fee than smaller development projects. Thus, the application of the fire impact fee schedule to a specific project ensures a reasonable relationship between the fee and the cost of the facilities, apparatus, and equipment attributable to that project.

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FEE PROGRAM ADOPTION REQUIREMENTS

Under California law, the Authority does not have land-use authority to impose impact fees on development projects. Because the Authority serves the City and unincorporated areas of the County, the City Council and the County Board of Supervisors must adopt the fire impact fee program on behalf of the Authority.

The following are the general requirements for approval of the Nexus Study and proposed fire impact fee program (“fee program”) by the Authority Board of Directors and adoption by the City Council and County Board of Supervisors on behalf of the Authority. The specific statutory requirements for the adoption of the fee program are found in the Mitigation Fee Act (California Govt. Code § 66000 et seq.) and County Ordinance Code Chapter 5.36.

UKIAH VALLEY FIRE AUTHORITY

1. The Authority Board of Directors (“Authority Board”) shall present the Nexus Study and proposed fee program at a regularly scheduled meeting.
2. After taking public testimony on the proposed fire impact fee program, the Authority Board shall consider adopt a resolution approving the Nexus Study and proposed fee program with a recommendation that the City Council and the County Board of Supervisors adopts the proposed fee program on behalf of the Authority.

CITY OF UKIAH

1. The City Council shall conduct at least “one open and public meeting” as part of a regularly scheduled meeting on the requested fee program.
2. At least 30 days before the meeting, the City shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least 30 days before the meeting, the City shall make available to the public the Nexus Study for review.
4. At least 30 days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication not counting such publication dates.

5. After the public hearing, adopt an ordinance or resolution establishing the proposed fee program on behalf of the Authority.
6. The fire impact fees take effect 60 days after the adoption.

MENDOCINO COUNTY

1. The County Board of Supervisors shall conduct at least “one open and public meeting” as part of a regularly scheduled meeting on the requested fee program.
2. At least 30 days before the meeting, the County shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.
3. At least 30 days before the meeting, the County shall make available to the public the Nexus Study for review.
4. At least 30 days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication not counting such publication dates.
5. After the public hearing, adopt an ordinance or resolution establishing the proposed fee program on behalf of the Authority.
6. The fire impact fees take effect 60 days after the adoption.

FEE PROGRAM ADMINISTRATION REQUIREMENTS

This section contains general requirements for the administration of the fee program. The specific statutory requirements for the administration of the fee program may be found in the Mitigation Fee Act (California Govt. Code § 66000 et seq.).

ACCOUNTING REQUIREMENTS

Proceeds from the fire impact fee should be deposited into a new and separate fund or account so that there will be no commingling of fees with other revenue. The Authority's current fire impact funds or accounts should be closed after fully expended. The fire impact fees should be expended solely for the purpose for which they were collected. Any interest earned by such account should be deposited in that account and expended only for the purpose for which originally collected.

REPORTING REQUIREMENTS

The following information, entitled *Annual Report*, must be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

The Authority shall review the information made available to the public pursuant to paragraph (1) at the next regularly scheduled public meeting, not less than 15 days after this information is made available to the public, as required by this subdivision. Notice of

the time and place of the meeting, including the address where this information may be reviewed, shall be mailed, at least 15 days prior to the meeting, to any interested party who files a written request with the Authority or the County for mailed notice of the meeting. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The legislative body may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service.

For the fifth fiscal year following the first receipt of any fire impact fee proceeds, and every five years thereafter, the Authority must comply with Government Code Section 66001(d)(1) by affirmatively demonstrating that the Authority still needs unexpended fire impact fees to achieve the purpose for which it was originally imposed and that the Authority has a plan on how to use the unexpended balance to achieve that purpose. Specifically, the Authority shall make all of the following findings, entitled Five-Year Report, with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

A refund of all or any part of such unexpended or unappropriated fee revenue, together with any actual interest accrued thereon, in the manner described in Section 66001 (e) of the Government Code, shall be provided to the current record owner of any property for which a fee was paid; provided that if the administrative costs of refunding such fee revenue exceed the amount to be refunded.

FEE PROGRAM UPDATES

The fee program should be reviewed regularly and updated with any changes in the Authority's demographics or significant changes in the Authority's capital facilities plan.

TRANSPARENCY REQUIREMENTS

The Authority must clearly post the information on the Authority's website regarding the fee program:

- The current fee schedule indicated the effective date when approved by the County Board of Supervisors and the City Council.
- Current and five previous annual accounting reports.
- Fire Impact Fee Nexus Study, Final Report

ANNUAL INFLATIONARY ADJUSTMENT

In order for the Authority to maintain its level of service, the fee will need to be automatically adjusted annually commensurate with changes in the cost of facilities, apparatus, and equipment. Therefore, the fire impact fee should be adjusted automatically without further action by the Authority Board, the City Council, or the County Board on the first day of each fiscal year by the previous calendar percentage change in the Engineering News-Record Construction Cost Index, or its successor publication.

FEE EXEMPTIONS

The following development projects are exempted from payment of the fee:

- A structure owned by a governmental agency.
- A structure which is being reconstructed following damage or destruction by fire or another casualty, or the voluntary demolition thereof, provided that the number of structures or the size in such reconstructed structure is no greater than the number of structures or the size of the structure prior to such damage, destruction or demolition.
- A development project found to have no impact on the Authority's fire system.
- An accessory dwelling unit less than 750 square feet.

FEE CREDITS

A fee credit shall be given for demolished existing square footage as part of a new development project in order to comply with the Act and recent court cases. The fee credit shall be based on the effective fee for the land use category that was demolished.

Additionally, subject to certain restrictions, if a developer dedicates land, constructs facilities or provide apparatus/equipment for the Authority, the fire impact fees imposed on that development project may be adjusted to reflect a fee credit for the cost of the dedicated land, facilities constructed, and apparatus/equipment provided.

APPENDICES

Appendix A – Map of Fee Program Area

Appendix B – Fire System Inventory and Replacement Cost Estimates

Appendix C – Capital Improvement Plan

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APPENDIX A – MAP OF FEE PROGRAM AREA

FIGURE 12 – MAP OF FEE PROGRAM AREA

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APPENDIX B – FIRE SYSTEM INVENTORY AND REPLACEMENT COST ESTIMATES

FIGURE 13 – EXISTING LAND AND BUILDING INVENTORY

Fire Station	Unit	Unit Cost	Replacement Cost (2023\$)
Calc	a	b	c = a * b
South Station (1500 S. State St., Ukiah)			
Land	0.64 acres	\$150,000 per acre	\$96,000
Buildings	6,532 sq. ft.	\$807.07 sq. ft.	\$5,271,781
Central Station (300 Seminary Ave., Ukiah)			
Land	6.58 acres	\$150,000 per acre	\$987,000
Buildings	10,772 sq. ft.	\$807.07 sq. ft.	\$8,693,758
North Station (141 Lovers Ln., Ukiah)			
Land	1.33 acres	\$150,000 per acre	\$199,500
Buildings	4,300 sq. ft.	\$350.00 sq. ft.	\$1,505,000
Talmage (1301 Talmage Rd., Ukiah)			
Land	0.46 acres	\$100,000 per acre	\$46,000
Buildings	3,140 sq. ft.	\$350.00 sq. ft.	\$1,099,000
Total Existing Facilities (Land and Buildings)			\$17,898,039

Source: Ukiah Valley Fire Authority; SCI Consulting Group

FIGURE 14 – EXISTING APPARATUS AND EQUIPMENT INVENTORY

Number	Type	Apparatus / Vehicles ¹	Ancillary Equipment	Replacement Value (2023\$)
E6881	Type I Engine	\$460,000	\$115,000	\$575,000
E6882	Type I Engine	\$115,000	\$115,000	\$230,000
E6883	Type I Engine	\$460,000	\$115,000	\$575,000
E6861	Type II/III Engine	\$277,500	\$55,000	\$332,500
E6862	Type VI Engine	\$370,000	\$55,000	\$425,000
E6863	Type II/III Engine	\$277,500	\$55,000	\$332,500
E6874	Type III Engine	\$92,500	\$55,000	\$147,500
T6852	75' Quint	\$600,000	\$145,000	\$745,000
WT6892	2000 Gal Water Tender	\$87,500	\$35,000	\$122,500
S6856	Incident Rehab Unit	\$16,300	\$80,000	\$96,300
M6821	Type 3 Ambulance	\$187,500	\$120,000	\$307,500
M6822	Type 3 Ambulance	\$250,000	\$120,000	\$370,000
M6823	Type 3 Ambulance	\$62,500	\$120,000	\$182,500
C6800	F250 Pickup	\$52,000	\$15,000	\$67,000
C6806	F250 Pickup	\$52,000	\$15,000	\$67,000
C6807	2500 Pickup	\$13,000	\$15,000	\$28,000
C6808				
P6815	2500 Pickup	\$13,000	\$15,000	\$28,000
U6841	F250 Pickup	\$26,000	\$15,000	\$41,000
U6842	F350 Utility Truck	\$13,000	\$15,000	\$28,000
Total Apparatus and Equipment		\$3,425,300	\$1,275,000	\$4,700,300

Source: Ukiah Valley Fire Authority; SCI Consulting Group

Notes:

¹ Value based on estimated current replacement value. Adjustments have been made to discount apparatus and vehicles based on age (0 - 5 years at 100% , 6-10 years at 75% ; 11 - 15 years at 50% and 16 years or more at 25% .)

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AGENDA SUMMARY REPORT

SUBJECT: Possible Introduction, by Title Only, of an Ordinance Amending Chapter 11, Division 3 of the City Code to Require the Manager of a Private, Commercially-Zoned Property to Abate Nuisance Conditions on the Property.

DEPARTMENT: City Attorney

PREPARED BY: Darcy Vaughn, Assistant City Attorney

PRESENTER: Darcy Vaughn, Assistant City Attorney

ATTACHMENTS:

1. Commercial Property Manager Liability Redline
2. Commercial Property Manager Liability Clean

Summary: The City Council will consider introducing, by title only, an Ordinance Amending Chapter 11, Division 3 of the City Code to Require the Manager of a Private, Commercially-Zoned Property to Abate Nuisance Conditions on the Property.

Background: Chapter 11, Division 3 of the Ukiah City Code sets forth guidelines for determining what conditions on private commercially-zoned property constitute a public health, safety, and visual blight problem; establish a method for giving notice of the conditions and an opportunity to correct them; and, finally, in the event the public health, safety, and visual blight conditions are not abated or corrected, provide a procedure for a hearing and determination of the facts and manner in which the conditions shall be corrected or removed. While the statement of purpose for this Chapter and a number of procedural provisions in the Chapter suggest that the intent of this Chapter is that any individual who has control over private commercially-zoned property should be responsible for abating nuisance conditions on that property, this is not stated explicitly. Given the recent spate of properties in which public nuisance conditions exist and the difficulty of staff in incentivizing an absent or recalcitrant owner to abate these conditions, Staff urges Council to amend Chapter 11, Division 3, to authorize the City to require individuals with management authority over blighted properties to abate public nuisance conditions at these properties.

Discussion: The Ordinance Amending Chapter 11, Division 3 of the City Code to Require the Manager of a Private, Commercially-Zoned Property to Abate Nuisance Conditions on the Property ("Ordinance"), attached here in redline as Attachment 1 and in a clean version as Attachment 2, adds a definition of "Manager" to the definitions section of that Chapter. Manager is defined as "any natural person who is a decision-maker for an Owner or occupies a prominent and influential position with the Owner and/or has extensive knowledge and control over the Owner's affairs and as a result thereof has personal responsibility to prevent or abate nuisance conditions under this Chapter." In addition, a "Manager" is added throughout Chapter 11 to the list of individuals, in addition to the Owner, having responsibility to address and abate nuisance conditions on commercially-zoned property.

Managers of nuisance properties will be notified of these conditions and given the opportunity to voluntarily abate these conditions. If they fail to do so within a reasonable abatement period, they will be notified of a public hearing to be held to determine the existence of a public nuisance; said hearing may result in an abatement order. The property Manager, like an owner, may testify at the public hearing. If the Hearing Officer issues an abatement order at the conclusion of the hearing, the Manager will be served with the order. If the Manager does not abate the nuisance conditions and the City must proceed with an abatement action, the

Manager will be responsible for the costs and fees associated with abatement.

The confirmed cost of abatement of a nuisance upon any lot or parcel of land constitutes a personal joint and several obligation of the property owner and Manager of the property. Managers may also be subject to any criminal, administrative, or civil penalties for failure to abate a public nuisance.

Recommended Action: Introduce, by Title Only, an Ordinance Amending Chapter 11, Division 3 of the City Code to Require the Manager of a Private, Commercially-Zoned Property to Abate Nuisance Conditions on the Property,

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Code Enforcement Department

DIVERSITY-EQUITY INITIATIVES (DEI):N/A

CLIMATE INITIATIVES (CI):N/A

GENERAL PLAN ELEMENTS (GP):N/A

Approved: 
Sage Sangiacomo, City Manager

ORDINANCE NO.

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING CHAPTER 11, DIVISION 3 OF THE CITY CODE TO REQUIRE THE MANAGER OF A PRIVATE, COMMERCIALY-ZONED PROPERTY TO ABATE NUISANCE CONDITIONS ON THE PROPERTY.

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

SECTION ONE.

Chapter 11 in Division 3 of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *”):

§3401 DEFINITIONS

* * *

JUNK: Any castoff, damaged, discarded, junked, obsolete, salvaged, scrapped, unusable, worn out or wrecked object, thing or material or substance, having no substantial market value.

MANAGER: If not included in the definition of Owner, a Manager is any natural person who is a decision-maker for an Owner or occupies a prominent and influential position with the Owner and/or has extensive knowledge and control over the Owner's affairs and as a result thereof has personal responsibility to prevent or abate nuisance conditions under this Chapter.

OWNER: Any person(s) shown as the property owner on the latest equalized property tax assessment rolls, or in the case of a vehicle, any person(s) shown on the last registration of the vehicle, or if that information is not ascertainable, the owner shall be deemed to be the occupant of the property on which the vehicle is located.

* * *

§3402 PROHIBITED HEALTH, SAFETY, AND VISUAL BLIGHT NUISANCES

It shall be unlawful, and it is hereby declared to be a public nuisance, for any person owning, leasing, occupying, or having charge of any commercially zoned business or commercially zoned property within the cityCity of Ukiah, to maintain such premises in such a manner that any one or more of the conditions or activities described in the following subsections are found to exist:

* * *

F. Broken or cracked windows, windows boarded up with unpainted materials attached to the exterior of the building, or unattractive products adhered to/covering the inside of the window, unless the structure is undergoing a remodeling project. The property owner or Manager can have thirty (30) to ninety (90) days to correct the problem with the submittal and approval of a reasonable improvement strategy/plan, unless the nuisance condition creates an imminent risk of damage to persons or property.

* * *

§3404 NOTIFICATION OF DECLARED NUISANCE

Whenever the ~~city manager~~City Manager or his/her designee finds that a condition declared a public nuisance, as defined by section 3402 of this chapter, exists on any premises located within the ~~city~~City, he shall advise the property owner or Manager of the nuisance and direct the owner or Manager to abate the nuisance. The property owner or Manager shall be notified of the existence of the nuisance in writing. The notification shall describe the violations and establish a reasonable abatement period, and may also set forth suggested methods of abatement.

§3405 VOLUNTARY ABATEMENT

The owner, Manager, or tenant of any building, structure or property found to be a nuisance under the provisions of this chapter may abate the nuisance at any time within the abatement period by rehabilitation, repair, removal or demolition as appropriate. The ~~city~~City shall be advised of the abatement and shall inspect the premises to ensure that the nuisance has in fact been abated.

* * *

§3407 NOTICE OF PUBLIC HEARING – REQUIRED

A. A written notice of public hearing, substantially in the form contained in subsection B of this section, shall be served at least ten (10) days prior to the date set for the Hearing Officer public hearing.

B. Service of the notice and order may be made upon all persons entitled thereto either by personal delivery or by certified mail, addressed to the record owner and business owner or Manager at his or her or their address as it appears on the latest equalized assessment roll of Mendocino County, or as known to the City Manager. A copy of the notice and order and any amended or supplemental notice and order shall also be posted on the premises.

1. In lieu of personally serving the owner or Manager or service by certified mail, service of the notice and order and any amended or supplemental notice and order may be made as follows:

* * *

§3408 NOTICE OF PUBLIC HEARING – FORM

Notice substantially in the following form shall be given:

NOTICE OF PUBLIC HEARING TO DETERMINE EXISTENCE OF PUBLIC NUISANCE AND TO ABATE IN WHOLE OR IN PART

Notice is hereby given that on (insert date) the Hearing Officer of the City of Ukiah will hold a public hearing at (insert place) to ascertain whether certain premises situated in the City of Ukiah, State of California, known and designated as (insert address or description) to constitute a public nuisance subject to abatement by the rehabilitation of such premises or by the repair or demolition of buildings or structures situated thereon. If said premises, in whole or part, are found to constitute a public nuisance as defined by Section 3402 and if the same are not promptly abated by the owner or Manager, such nuisances may be abated by municipal authorities, in which case the cost of such abatement, including removal of the nuisance, rehabilitation, repair or demolition will be assessed upon such premises and such cost will constitute a lien upon such land until paid.

Said alleged violations consist of the following:

Said methods of abatement available are:

All persons having any objection to, or interest in, said matters are hereby notified to attend a hearing before the Hearing Officer of the City to be held on (insert date and time) when their testimony and evidence will be heard and given due consideration.

DATED (insert date)

City Manager of the City of Ukiah

* * *

§3410 HEARING – PROCEEDINGS

At the time and place stated in the notice of public hearing, the Hearing Officer shall hear and consider all relevant evidence, objections or protests, and shall receive testimony from owners, managers, witnesses, City personnel and interested persons relative to such alleged public nuisance and to proposed abatement measures. The hearing may be continued from time to time.

* * *

§3413 SERVICE OF ABATEMENT ORDER

Upon issuance of the Hearing Officer's written decision, the City Manager/designee shall post a copy thereof conspicuously on the premises involved and shall serve a copy upon the record owner or Manager by first class mail and one copy shall be mailed to each of the following if known to the department head or disclosed from official public records: the holder of any mortgage or deed of trust or other lien or encumbrance of record; the owner, Manager, or holder of any lease of record; and the holder of any other estate or legal interest of record in the premises.

§3414 ABATEMENT IN CONJUNCTION WITH ORDER

The property owner, Manager, or person having charge or control of the property, may at his own expense abate the nuisance as prescribed by the order of the Hearing Officer prior to the expiration of the abatement period set forth in the order. If the nuisance has been inspected by the City and had been abated in accordance with the order, proceedings shall be terminated.

§3416 ENFORCEMENT OF ABATEMENT ORDER

A. After any notice and order issued pursuant to this chapter shall have become final, no person to whom any such order is directed shall fail, neglect or refuse to obey any such order. Any person who fails to comply with any such order or decision after notice thereof is guilty of a misdemeanor.

B. If, after any notice and order has become final, the person(s) to whom such order has been directed shall fail, neglect or refuse to obey such order after notice thereof, the eCity Manager/designee may, without further notice:

1. Refer the person for criminal prosecution;

2. Institute an appropriate action to abate the conditions that constitute a public nuisance. The city managerCity Manager or his designee may cause the same to be abated by eCity forces or a private

contractor.

3. Whenever the ~~Ceity~~ ~~Mm~~anager or his designee determines that a public nuisance is so imminently dangerous to life or adjacent property that such condition must be immediately removed, repaired or isolated, the ~~Ceity~~ ~~Mm~~anager/designee shall notify such person, or persons, of the danger involved and require that such condition be immediately removed, repaired or isolated so as to preclude harm to any person or property.

a. Notice: The ~~Ceity~~ ~~Mm~~anager or his/her designee shall attempt to make contact through a personal interview, or by telephone, with the owner or Manager of the property or the person, if any, occupying or otherwise in real or apparent charge of the property. The ~~Ceity~~ ~~Mm~~anager/designee shall notify such person, or persons, of the danger involved and require that such condition be immediately removed, repaired or isolated so as to preclude harm to any person or property.

b. Abatement: If the ~~city-manager~~City Manager or his/her designee is unable to make contact as hereinabove noted, or if the appropriate persons after notification by the ~~city-manager~~City Manager or his designee do not take action within such time as may be specified by such official, then the ~~city-manager~~City Manager/designee may take all actions deemed necessary in order to protect the public from harm to remove, repair or isolate such dangerous condition or conditions, with the use of ~~city~~City forces or a contractor engaged pursuant to the provisions of this chapter.

§3417 RECORD OF ABATEMENT COSTS

A. If abatement action is taken by the city, all costs of the abatement will be assessed against the property and will attach as a lien until paid.

Costs of expenses for which the ~~city~~City may be reimbursed shall begin to accrue at the time the city first receives a complaint regarding a problem on the property.

The costs of abatement shall include the total ~~city~~City cost of inspections and enforcement (excluding the actual costs of abatement which shall be itemized as set forth in subsection B of this section), which shall be set by resolution of the city council. An additional fee which shall be set by resolution of the city council shall be imposed on the owner and Manager of the property at the conclusion of any matter in which a notice and order has been issued. This termination fee shall be calculated to recover the cost of closing the file, removing or placing liens, and other associated administrative costs. Costs shall be assessed at the conclusion of the abatement provided, however, in the case of the abatement by any method which takes more than six (6) months, costs may be assessed at any time after six (6) months, but in no event more than two (2) times a year.

Costs and expenses may be recovered even if the nuisance is corrected voluntarily, subsequent to the issuance of an abatement order. No fees shall be due and owing if an appeal is filed and the appeal is sustained. All fees shall be a personal obligation of the owner and Manager and a lien upon the property and are due and payable within thirty (30) days of issuance of the notice and order or closing of the file respectively; provided that if an appeal is filed, the fees shall be due and payable upon a final decision on the appeal. Any fee not paid within that time shall be payable to the ~~city~~City.

B. The ~~city-manager~~City Manager/designee shall keep an account of the costs (including incidental expenses) of abating such nuisance on each separate lot or parcel of land where the work is done and shall render an itemized billing to the property owner or Manager which shall be due and payable within

thirty (30) days. If the owner or Manager refuses or neglects to pay the bill, an itemized report in writing shall be made to the city council showing the cost of abatement and the rehabilitation, demolishing or repairing of said premises, building or structures, including any salvage value relating thereto; provided, that before said report is submitted to the city council a copy of the same shall be mailed together with a notice of the time when said report shall be heard by the city council for confirmation.

C. The city council shall set the matter for hearing to determine the correctness or reasonableness, or both, of such costs, and shall serve notice thereof.

D. Proof of said service shall be made by declaration under penalty of perjury filed with the city clerk.

* * *

§3419 NUISANCE ABATEMENT LIEN

A. If the nuisance abatement and related administrative costs are not paid within five (5) days after the city council confirms the costs of abatement, the cityCity shall notify the owner of record of the parcel of land on which the nuisance is maintained, based on the last equalized assessment roll or the supplemental roll, whichever is more current, that a nuisance abatement lien will be recorded. The notice shall specify the amount of the lien, the name of the cityCity, the date of the abatement order, the street address, the legal description and the assessor's parcel number of the parcel on which the lien is imposed, and the name and address of the owner of the parcel. The notice shall be served in the same manner as a summons in a civil action in accordance with article 3 (commencing with section 415.10) of chapter 4 of title 5 of part 2 of the Code of Civil Procedure. If the owner of record after diligent search cannot be found, the notice may be served by posting a copy thereof in a conspicuous place upon the property for a period of ten (10) days and publication thereof in a newspaper of general circulation published in Mendocino County pursuant to section 6062 of the Government Code. The notice of lien shall be in substantially the form provided in subsection 3420B of this chapter.

B. After notice is given in accordance with subsection A of this section, the notice of lien shall be recorded in the Mendocino County recorder's office and shall thereafter constitute a lien on the real property for the expense of the abatement, and the related administrative costs (assessed in accordance with subsection 3417A of this chapter) together with interest thereon.

C. In the event the lien is discharged, released or satisfied, either through payment or foreclosure, notice of the discharge containing the same information as the notice of lien shall be recorded in the Mendocino County recorder's office.

D. The city may enforce the nuisance abatement lien by an action for a money judgment.

* * *

§3421 OWNER'S OR MANAGER'S PERSONAL OBLIGATION

A. The confirmed cost of abatement of a nuisance upon any lot or parcel of land shall constitute a personal joint and several obligation of the property owner and Manager and the city-managerCity Manager/ designee is authorized to commence an action in the name of the cityCity in any court of competent jurisdiction to collect the cost of abatement from the property owner and-Manager.

B. Upon entry of a second or subsequent civil or criminal judgment within a two (2) year period finding that an owner or Manager of property is responsible for a condition that may be abated in accordance with this chapter, except for conditions abated pursuant to section 17980 of the California Health and Safety Code, the court may order the owner or Manager or both to pay triple the costs of the abatement.

§3422 ALTERNATIVE COLLECTION METHODS

A civil action to foreclose a lien, the special assessment procedure and a personal action against the owner or Manager or both shall not be mutually exclusive and the cityCity shall be free to use all methods simultaneously as long as the Ceity does not receive-recover multiple payment for the abatement costs.

* * *

§3424 VIOLATION – PENALTY

A. Criminal Violations; Civil Penalties: Any responsible party, whether owner, Manager, lessee, sublessor, sublessee or occupant of any premises who violates the provisions of this chapter shall be guilty of a misdemeanor for each day such violation continues. Without limiting the enforceability of any other statute, ordinance or regulation that may contain a different or greater penalty under those provisions, after service of notice thereof pursuant to this chapter any person violating the provisions of this chapter shall be subject to a civil action to abate or enjoin the nuisance and shall be liable for civil penalties as follows: Any violation concerning property that is located in a commercially zoned district as authorized by articles 6, 7, and 8 of this code (as amended or supplanted) of not less than one hundred fifty dollars (\$150.00) or more than two thousand five hundred dollars (\$2,500.00) for each day the violation continues. The city attorney may pursue any lawful civil remedy and civil penalties brought to enforce any provisions of this chapter.

B. Administrative Penalties: In addition to criminal sanctions, civil penalties provided in this section, and other remedies set forth in this chapter, administrative penalties may be imposed against any responsible party, whether owner, Manager, lessee, sublessor or sublessee or occupant of any premises in violation of any of the provisions of this chapter. Imposition, enforcement, collection and administrative review of administrative penalties imposed shall be conducted pursuant to this code.

C. Reasonable Period To Correct Violations: No administrative penalty shall be imposed for violations of provisions of this chapter unless the owner or Manager has been provided a reasonable period of time after service of notice thereof pursuant to this chapter to correct the violation before imposition of the penalty except in those cases in which there is an immediate danger to health or safety. The reasonable period for purposes of this chapter shall be thirty (30) days from service of a notice of violation unless otherwise directed by the city council.

D. Abatement Interference: Any person who obstructs, impedes or interferes with any representative, officer, employee, contractor or authorized representative of the city council or with any representative of a city department or with any person who owns or holds any estate or interest in a building which has been ordered to be vacated, repaired, rehabilitated or demolished pursuant to the provisions of this chapter when any of the aforementioned individuals are engaged in the work of abating any nuisance as required by the provisions of this chapter, or in performing any necessary act preliminary to or incidental to such work authorized or directed pursuant to this chapter lawfully engaged in proceedings involving the abatement of a nuisance is guilty of a misdemeanor.

§3425 NUISANCES ENDANGERING PUBLIC HEALTH

A. Whenever a nuisance endangering the public health is ascertained to exist on any premises, or in any house or other place, the ~~health officer~~Building Official shall notify, in writing, any person owning or having control of, or acting as agent for such premises, house or other place, to abate or remove such nuisance within a reasonable time, to be stated in such notice.

B. Upon the neglect or refusal of any owner, Manager, occupant, or agent, or other person having control of such house or other place, to comply with such notice, the ~~health officer~~Building Official may abate such nuisance; and the owner, Manager, agent or occupant, or other person having control of such house or place, in addition to the penalties provided by this chapter shall be liable to the city~~City~~ for the cost of such abatement, to be recovered in a civil action in any court of competent jurisdiction. If no person can be found upon whom to serve such notice, the ~~health office~~Building Division shall proceed to abate such nuisance at the expense of the city~~City~~, at a cost of not to exceed ~~twenty-five~~twenty-five dollars per day.

SECTION THREE.

1. Publication: Within fifteen (15) days after its adoption, this Ordinance shall be published once in a newspaper of general circulation in the City of Ukiah. In lieu of publishing the full text of the Ordinance, the City may publish a summary of the Ordinance once 5 days prior to its adoption and again within fifteen (15) days after its adoption.

2. Effective Date: The ordinance shall become effective thirty (30) days after its adoption.

3. Severability: If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council of the City of Ukiah hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

Introduced by title only on _____, 2024, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Adopted on _____, 2024, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Josefina Dueñas, Mayor

ATTEST:

Kristine Lawler, CMC/City Clerk

ORDINANCE NO.

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING CHAPTER 11, DIVISION 3 OF THE CITY CODE TO REQUIRE THE MANAGER OF A PRIVATE, COMMERCIALY-ZONED PROPERTY TO ABATE NUISANCE CONDITIONS ON THE PROPERTY.

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

SECTION ONE.

Chapter 11 in Division 3 of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *”):

§3401 DEFINITIONS

* * *

JUNK: Any castoff, damaged, discarded, junked, obsolete, salvaged, scrapped, unusable, worn out or wrecked object, thing or material or substance, having no substantial market value.

MANAGER: If not included in the definition of Owner, a Manager is any natural person who is a decision-maker for an Owner or occupies a prominent and influential position with the Owner and/or has extensive knowledge and control over the Owner's affairs and as a result thereof has personal responsibility to prevent or abate nuisance conditions under this Chapter.

OWNER: Any person(s) shown as the property owner on the latest equalized property tax assessment rolls, or in the case of a vehicle, any person(s) shown on the last registration of the vehicle, or if that information is not ascertainable, the owner shall be deemed to be the occupant of the property on which the vehicle is located.

* * *

§3402 PROHIBITED HEALTH, SAFETY, AND VISUAL BLIGHT NUISANCES

It shall be unlawful, and it is hereby declared to be a public nuisance, for any person owning, leasing, occupying, or having charge of any commercially zoned business or commercially zoned property within the City of Ukiah, to maintain such premises in such a manner that any one or more of the conditions or activities described in the following subsections are found to exist:

* * *

F. Broken or cracked windows, windows boarded up with unpainted materials attached to the exterior of the building, or unattractive products adhered to/covering the inside of the window, unless the structure is undergoing a remodeling project. The property owner or Manager can have thirty (30) to ninety (90) days to correct the problem with the submittal and approval of a reasonable improvement strategy/plan, unless the nuisance condition creates an imminent risk of damage to persons or property.

* * *

§3404 NOTIFICATION OF DECLARED NUISANCE

Whenever the City Manager or his/her designee finds that a condition declared a public nuisance, as defined by section 3402 of this chapter, exists on any premises located within the City, he shall advise the property owner or Manager of the nuisance and direct the owner or Manager to abate the nuisance. The property owner or Manager shall be notified of the existence of the nuisance in writing. The notification shall describe the violations and establish a reasonable abatement period, and may also set forth suggested methods of abatement.

§3405 VOLUNTARY ABATEMENT

The owner, Manager, or tenant of any building, structure or property found to be a nuisance under the provisions of this chapter may abate the nuisance at any time within the abatement period by rehabilitation, repair, removal or demolition as appropriate. The City shall be advised of the abatement and shall inspect the premises to ensure that the nuisance has in fact been abated.

* * *

§3407 NOTICE OF PUBLIC HEARING – REQUIRED

A. A written notice of public hearing, substantially in the form contained in subsection B of this section, shall be served at least ten (10) days prior to the date set for the Hearing Officer public hearing.

B. Service of the notice and order may be made upon all persons entitled thereto either by personal delivery or by certified mail, addressed to the record owner and business owner or Manager at his or her or their address as it appears on the latest equalized assessment roll of Mendocino County, or as known to the City Manager. A copy of the notice and order and any amended or supplemental notice and order shall also be posted on the premises.

1. In lieu of personally serving the owner or Manager or service by certified mail, service of the notice and order and any amended or supplemental notice and order may be made as follows:

* * *

§3408 NOTICE OF PUBLIC HEARING – FORM

Notice substantially in the following form shall be given:

NOTICE OF PUBLIC HEARING TO DETERMINE EXISTENCE OF PUBLIC NUISANCE AND TO ABATE IN WHOLE OR IN PART

Notice is hereby given that on (insert date) the Hearing Officer of the City of Ukiah will hold a public hearing at (insert place) to ascertain whether certain premises situated in the City of Ukiah, State of California, known and designated as (insert address or description) to constitute a public nuisance subject to abatement by the rehabilitation of such premises or by the repair or demolition of buildings or structures situated thereon. If said premises, in whole or part, are found to constitute a public nuisance as defined by Section 3402 and if the same are not promptly abated by the owner or Manager, such nuisances may be abated by municipal authorities, in which case the cost of such abatement, including removal of the nuisance, rehabilitation, repair or demolition will be assessed upon such premises and such cost will constitute a lien upon such land until paid.

Said alleged violations consist of the following:

Said methods of abatement available are:

All persons having any objection to, or interest in, said matters are hereby notified to attend a hearing before the Hearing Officer of the City to be held on (insert date and time) when their testimony and evidence will be heard and given due consideration.

DATED (insert date)

City Manager of the City of Ukiah

* * *

§3410 HEARING – PROCEEDINGS

At the time and place stated in the notice of public hearing, the Hearing Officer shall hear and consider all relevant evidence, objections or protests, and shall receive testimony from owners, managers, witnesses, City personnel and interested persons relative to such alleged public nuisance and to proposed abatement measures. The hearing may be continued from time to time.

* * *

§3413 SERVICE OF ABATEMENT ORDER

Upon issuance of the Hearing Officer's written decision, the City Manager/designee shall post a copy thereof conspicuously on the premises involved and shall serve a copy upon the record owner or Manager by first class mail and one copy shall be mailed to each of the following if known to the department head or disclosed from official public records: the holder of any mortgage or deed of trust or other lien or encumbrance of record; the owner, Manager, or holder of any lease of record; and the holder of any other estate or legal interest of record in the premises.

§3414 ABATEMENT IN CONJUNCTION WITH ORDER

The property owner, Manager, or person having charge or control of the property, may at his own expense abate the nuisance as prescribed by the order of the Hearing Officer prior to the expiration of the abatement period set forth in the order. If the nuisance has been inspected by the City and had been abated in accordance with the order, proceedings shall be terminated.

§3416 ENFORCEMENT OF ABATEMENT ORDER

A. After any notice and order issued pursuant to this chapter shall have become final, no person to whom any such order is directed shall fail, neglect or refuse to obey any such order. Any person who fails to comply with any such order or decision after notice thereof is guilty of a misdemeanor.

B. If, after any notice and order has become final, the person(s) to whom such order has been directed shall fail, neglect or refuse to obey such order after notice thereof, the City Manager/designee may, without further notice:

1. Refer the person for criminal prosecution;

2. Institute an appropriate action to abate the conditions that constitute a public nuisance. The City Manager or his designee may cause the same to be abated by City forces or a private contractor.

3. Whenever the City Manager or his designee determines that a public nuisance is so imminently dangerous to life or adjacent property that such condition must be immediately removed, repaired or isolated, the City Manager/designee shall notify such person, or persons, of the danger involved and require that such condition be immediately removed, repaired or isolated so as to preclude harm to any person or property.

a. Notice: The City Manager or his/her designee shall attempt to make contact through a personal interview, or by telephone, with the owner or Manager of the property or the person, if any, occupying or otherwise in real or apparent charge of the property. The City Manager/designee shall notify such person, or persons, of the danger involved and require that such condition be immediately removed, repaired or isolated so as to preclude harm to any person or property.

b. Abatement: If the City Manager or his/her designee is unable to make contact as hereinabove noted, or if the appropriate persons after notification by the City Manager or his designee do not take action within such time as may be specified by such official, then the City Manager/designee may take all actions deemed necessary in order to protect the public from harm to remove, repair or isolate such dangerous condition or conditions, with the use of City forces or a contractor engaged pursuant to the provisions of this chapter.

§3417 RECORD OF ABATEMENT COSTS

A. If abatement action is taken by the city, all costs of the abatement will be assessed against the property and will attach as a lien until paid.

Costs of expenses for which the City may be reimbursed shall begin to accrue at the time the city first receives a complaint regarding a problem on the property.

The costs of abatement shall include the total City cost of inspections and enforcement (excluding the actual costs of abatement which shall be itemized as set forth in subsection B of this section), which shall be set by resolution of the city council. An additional fee which shall be set by resolution of the city council shall be imposed on the owner and Manager of the property at the conclusion of any matter in which a notice and order has been issued. This termination fee shall be calculated to recover the cost of closing the file, removing or placing liens, and other associated administrative costs. Costs shall be assessed at the conclusion of the abatement provided, however, in the case of the abatement by any method which takes more than six (6) months, costs may be assessed at any time after six (6) months, but in no event more than two (2) times a year.

Costs and expenses may be recovered even if the nuisance is corrected voluntarily, subsequent to the issuance of an abatement order. No fees shall be due and owing if an appeal is filed and the appeal is sustained. All fees shall be a personal obligation of the owner and Manager and a lien upon the property and are due and payable within thirty (30) days of issuance of the notice and order or closing of the file respectively; provided that if an appeal is filed, the fees shall be due and payable upon a final decision on the appeal. Any fee not paid within that time shall be payable to the City.

B. The City Manager/designee shall keep an account of the costs (including incidental expenses) of abating such nuisance on each separate lot or parcel of land where the work is done and shall render an itemized billing to the property owner or Manager which shall be due and payable within thirty (30) days. If the owner or Manager refuses or neglects to pay the bill, an itemized report in writing shall be made to the city council showing the cost of abatement and the rehabilitation, demolishing or repairing of said

premises, building or structures, including any salvage value relating thereto; provided, that before said report is submitted to the city council a copy of the same shall be mailed together with a notice of the time when said report shall be heard by the city council for confirmation.

C. The city council shall set the matter for hearing to determine the correctness or reasonableness, or both, of such costs, and shall serve notice thereof.

D. Proof of said service shall be made by declaration under penalty of perjury filed with the city clerk.

* * *

§3419 NUISANCE ABATEMENT LIEN

A. If the nuisance abatement and related administrative costs are not paid within five (5) days after the city council confirms the costs of abatement, the City shall notify the owner of record of the parcel of land on which the nuisance is maintained, based on the last equalized assessment roll or the supplemental roll, whichever is more current, that a nuisance abatement lien will be recorded. The notice shall specify the amount of the lien, the name of the City, the date of the abatement order, the street address, the legal description and the assessor's parcel number of the parcel on which the lien is imposed, and the name and address of the owner of the parcel. The notice shall be served in the same manner as a summons in a civil action in accordance with article 3 (commencing with section 415.10) of chapter 4 of title 5 of part 2 of the Code of Civil Procedure. If the owner of record after diligent search cannot be found, the notice may be served by posting a copy thereof in a conspicuous place upon the property for a period of ten (10) days and publication thereof in a newspaper of general circulation published in Mendocino County pursuant to section 6062 of the Government Code. The notice of lien shall be in substantially the form provided in subsection 3420B of this chapter.

B. After notice is given in accordance with subsection A of this section, the notice of lien shall be recorded in the Mendocino County recorder's office and shall thereafter constitute a lien on the real property for the expense of the abatement, and the related administrative costs (assessed in accordance with subsection 3417A of this chapter) together with interest thereon.

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A. The confirmed cost of abatement of a nuisance upon any lot or parcel of land shall constitute a personal joint and several obligation of the property owner and Manager and the City Manager/ designee is authorized to commence an action in the name of the City in any court of competent jurisdiction to collect the cost of abatement from the property owner and Manager.

B. Upon entry of a second or subsequent civil or criminal judgment within a two (2) year period finding that an owner or Manager of property is responsible for a condition that may be abated in accordance

with this chapter, except for conditions abated pursuant to section 17980 of the California Health and Safety Code, the court may order the owner or Manager or both to pay triple the costs of the abatement.

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A civil action to foreclose a lien, the special assessment procedure and a personal action against the owner or Manager or both shall not be mutually exclusive and the City shall be free to use all methods simultaneously as long as the City does not recover multiple payment for the abatement costs.

* * *

§3424 VIOLATION – PENALTY

A. Criminal Violations; Civil Penalties: Any responsible party, whether owner, Manager, lessee, sublessor, sublessee or occupant of any premises who violates the provisions of this chapter shall be guilty of a misdemeanor for each day such violation continues. Without limiting the enforceability of any other statute, ordinance or regulation that may contain a different or greater penalty under those provisions, after service of notice thereof pursuant to this chapter any person violating the provisions of this chapter shall be subject to a civil action to abate or enjoin the nuisance and shall be liable for civil penalties as follows: Any violation concerning property that is located in a commercially zoned district as authorized by articles 6, 7, and 8 of this code (as amended or supplanted) of not less than one hundred fifty dollars (\$150.00) or more than two thousand five hundred dollars (\$2,500.00) for each day the violation continues. The city attorney may pursue any lawful civil remedy and civil penalties brought to enforce any provisions of this chapter.

B. Administrative Penalties: In addition to criminal sanctions, civil penalties provided in this section, and other remedies set forth in this chapter, administrative penalties may be imposed against any responsible party, whether owner, Manager, lessee, sublessor or sublessee or occupant of any premises in violation of any of the provisions of this chapter. Imposition, enforcement, collection and administrative review of administrative penalties imposed shall be conducted pursuant to this code.

C. Reasonable Period To Correct Violations: No administrative penalty shall be imposed for violations of provisions of this chapter unless the owner or Manager has been provided a reasonable period of time after service of notice thereof pursuant to this chapter to correct the violation before imposition of the penalty except in those cases in which there is an immediate danger to health or safety. The reasonable period for purposes of this chapter shall be thirty (30) days from service of a notice of violation unless otherwise directed by the city council.

D. Abatement Interference: Any person who obstructs, impedes or interferes with any representative, officer, employee, contractor or authorized representative of the city council or with any representative of a city department or with any person who owns or holds any estate or interest in a building which has been ordered to be vacated, repaired, rehabilitated or demolished pursuant to the provisions of this chapter when any of the aforementioned individuals are engaged in the work of abating any nuisance as required by the provisions of this chapter, or in performing any necessary act preliminary to or incidental to such work authorized or directed pursuant to this chapter lawfully engaged in proceedings involving the abatement of a nuisance is guilty of a misdemeanor.

§3425 NUISANCES ENDANGERING PUBLIC HEALTH

A. Whenever a nuisance endangering the public health is ascertained to exist on any premises, or in

any house or other place, the Building Official shall notify, in writing, any person owning or having control of, or acting as agent for such premises, house or other place, to abate or remove such nuisance within a reasonable time, to be stated in such notice.

B. Upon the neglect or refusal of any owner, Manager, occupant, or agent, or other person having control of such house or other place, to comply with such notice, the Building Official may abate such nuisance; and the owner, Manager, agent or occupant, or other person having control of such house or place, in addition to the penalties provided by this chapter shall be liable to the City for the cost of such abatement, to be recovered in a civil action in any court of competent jurisdiction. If no person can be found upon whom to serve such notice, the Building Division shall proceed to abate such nuisance at the expense of the City, at a cost of not to exceed fifty dollars per day.

SECTION THREE.

1. Publication: Within fifteen (15) days after its adoption, this Ordinance shall be published once in a newspaper of general circulation in the City of Ukiah. In lieu of publishing the full text of the Ordinance, the City may publish a summary of the Ordinance once 5 days prior to its adoption and again within fifteen (15) days after its adoption.

2. Effective Date: The ordinance shall become effective thirty (30) days after its adoption.

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Introduced by title only on _____, 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Adopted on _____, 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Josefina Dueñas, Mayor

ATTEST:

Kristine Lawler, CMC/City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Award of Contract with BKF Traffic Engineers for Design and Engineering Services Related to a Roundabout Design at Low Gap Road and North Bush Street, and Approve Corresponding Budget Amendment.

DEPARTMENT: Public Works

PREPARED BY: Seth Strader, Administrative Analyst

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

ATTACHMENTS:

1. Ukiah School Area Traffic Study - Final Draft 2020-12-18
2. Request for Proposals - Low Gap Roundabout - FINAL
3. BKF_Ukiah_Roundabout_Low_Gap_Road
4. BKF_Fee_Ukiah_Roundabout_Low_Gap_Road

Summary: Council will consider the approval of a contract award to BKF Traffic Engineers in the amount of \$250,030 for design and engineering services related to a roundabout design at Low Gap Road and North Bush Street, and approve a corresponding budget amendment.

Background: The City has worked with Mendocino Council of Governments (MCOG) and Ukiah Unified School District (UUSD) to find solutions to the traffic issues that occur in peak travel times, especially when school is in session. The intersection of Low Gap Road and Bush Street has been a key issue as part of this study. This is a unique intersection that sees traffic from three schools in the area; Pomolita, Frank Zeek and Ukiah High. A roundabout was identified in this study as one of the solutions to the problem in this area. The study noted that a single lane roundabout would improve circulation, reduce queuing and enhance safety for pedestrians and cyclists by minimizing conflict points and shortening crossing distances. This study (Attachment 1) was initially presented to Council on March 3, 2021.

Discussion: A Request for Proposal (RFP) for the design and engineering services for the roundabout was released on May 15, 2024 (Attachment 2). The City received two proposals in response. Upon review, Engineering Staff recommend awarding the contract to BKF Traffic Engineers based on their satisfactory past performance on the Urban Core Rehabilitation and Transportation Improvements Project, which included work on Perkins Street, Main Street, and Gobbi Street. See Attachments 3 and 4 for BKF's proposal and fee schedule.

BKF Engineers, in partnership with W-Trans, will be responsible for the roundabout's geometric design, traffic analysis, and public engagement. The services will encompass project management, data collection, various design phases (30%, 60%, and final), public outreach, and quality assurance/quality control measures. Their comprehensive approach ensures that all aspects of the roundabout design are thoroughly addressed to improve traffic flow, pedestrian, and cyclist safety at the Low Gap Road and North Bush Street intersection.

To further enhance bicyclist safety, the design development will evaluate and incorporate features such as appropriate signage and road markings to guide cyclists, cycle-friendly entry and exit points to allow safe merging with vehicular traffic, and elements that encourage lower vehicle speeds, such as tighter radii and raised crosswalks. Well-marked crossing points and visibility enhancements will also be integrated to ensure

that cyclists are visible to drivers, reducing the risk of collisions.

The design and engineering costs for this project will be fully reimbursed by a CalTrans grant.

Recommended Action: Approve of contract award to BKF Traffic Engineers in the amount of \$250,030 for design and engineering services related to a roundabout design at Low Gap Road and North Bush Street, and approve corresponding budget amendment.

BUDGET AMENDMENT REQUIRED: YES

CURRENT BUDGET AMOUNT: NONE

PROPOSED BUDGET AMOUNT: 50924210.80230.TBD \$250,030

FINANCING SOURCE: Caltrans Grant

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

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

DIVERSITY-EQUITY INITIATIVES (DEI): N/A

CLIMATE INITIATIVES (CI): 2b – Encourage active transportation as a viable alternative to automobiles.

GENERAL PLAN ELEMENTS (GP):GP-A3 - Mobility Element

Approved:


Sage Sangiacomo, City Manager



Ukiah Traffic Analysis for Schools and Surrounding Areas

City of Ukiah

Final Report





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1. Introduction

The City of Ukiah Department of Public Works retained GHD to provide a comprehensive traffic analysis of schools in northwest Ukiah and their immediate surroundings to identify safety and congestion issues. This report presents existing conditions, needs, and recommended improvements for walking, bicycling, and driving in northwest Ukiah.

1.1 Planning and Policy Context

This report builds on previous planning efforts in the Ukiah community, helping the City fulfill its goal to improve the quality of life for residents by providing safer and better connected transportation networks (City of Ukiah Bicycle and Pedestrian Master Plan).

Two intersections in the project area have already been identified or programmed for improvements. New signal poles were recently installed at the intersection of North State Street and Low Gap Road that include left turn signal heads and allow for an eight-phase cycle. The intersection of North Bush Street and Low Gap Road has been identified as a potential roundabout location, with \$115,000 funded through the City's Short-Range Improvement Program.

Recommended improvements draw from these and other existing plans, including the Ukiah Safe Routes to School Plan and the Ukiah Bicycle and Pedestrian Master Plan.

Improving multimodal connectivity, particularly near schools, is an explicit goal in several local and regional plans.

- The Mendocino County Safe Routes to School (SRTS) Program and City of Ukiah Safe Routes to School Plan both seek to improve the quality of life for students by promoting physical activity and improving air quality
- The 2017 Mendocino County Regional Transportation Plan notes a need for intersection improvements along North State Street in the study area, among other transportation improvements
- The 2017 Mendocino County Active Transportation Plan presents a regional framework for improving bicycling, walking, and transit throughout the county
- The City of Ukiah Bicycle and Pedestrian Master Plan includes policies and infrastructure recommendations to improve conditions for bicycling and walking in the City and create a better connected network for active transportation
- The City of Ukiah General Plan Circulation Element and the City of Ukiah Citywide Circulation Study provide objectives and policies related to level of service (LOS) and model existing and future circulation and operations



2. Existing Conditions

2.1 Activity Generators

Public schools located in the project area include Ukiah High School, Frank Zeek Elementary School, and Orr Creek School for Special Education. The Ukiah Adult School and Ukiah Independent Study Academy are also located in the project area, but may have atypical transportation patterns compared to other campuses.

The Ukiah Unified School District recently altered the schedule for many of the schools in their district in an attempt to alleviate congestion by staggering start times.

In addition, several Mendocino County administration facilities and offices are located in the study area. These include the Mendocino County Sheriff's Office, Juvenile Hall, and Probation Services; Mendocino County Planning and Building Services; County Administration offices; and General Services. These facilities are located primarily along the south side of Low Gap Road.

2.2 Existing Infrastructure

1. Street Network

The study area includes streets from local to arterial roadways. Regional access is provided primarily by US 101. Circulation within the study area is provided by the following streets.

North State Street is a four-lane, north-south, undivided arterial roadway that runs between Low Gap Road and Empire Drive within the study area. State Street is the primary connector between northern and southern Ukiah.

Low Gap Road is a two-lane, east-west, undivided major collector facility that runs between State Street and Despina Drive within the study area.

Despina Drive is a two-lane, north-south, undivided residential roadway that runs between Low Gap Road and Empire Drive within the study area. Despina Drive currently has a speed limit of 25 MPH.

North Bush Street is a two-lane, north-south, undivided residential roadway that runs between, Low Gap Road and Empire Drive within the study area. Frank Zeek Elementary School and the Ukiah Adult School are both present along North Bush Street.

Empire Drive is a two-lane, east-west, undivided residential roadway that runs between Despina Drive and North State Street. Empire Drive currently has a speed limit of 25 MPH.

2. Pedestrian Network

Sidewalks are present along all roadways in the study area, with no notable gaps in pedestrian facilities. In some areas, utility poles, sign posts, and other obstructions reduce the passable width of sidewalks below minimums required by the Americans with Disabilities Act (ADA). These



obstructions were primarily observed in the project area on Low Gap Road and on North State Street.

Marked crosswalks are provided along North State Street at the intersections of Empire Drive, Bricarelli Drive, and Low Gap Road. Yellow school crosswalks are marked at the following intersections:

- North State Street and Mazzoni Street
- North State Street and Magnolia Street
- North Bush Street and Low Gap Road
- North Bush Street and Arlington Drive
- Midblock on Low Gap Road near the Mendocino County Jail driveway
- Despina Drive and Low Gap Road
- Despina Drive and Capps Lane
- Despina Drive and Empire Drive

3. Bicycle Network

Class II bicycle lanes currently exist in the study area along Low Gap Road, Despina Drive, and North Bush Street. Except for a segment of Low Gap Road west of North Bush Street, all streets with bicycle lanes also have on-street parking.

At the intersection of North Bush Street and Low Gap Road, gaps are created in the bikeway network when bicycle lanes on all approaches end 100 to 250 feet before the intersection.

4. Transit Network

Mendocino Transit Authority provides transit service on two local routes within Ukiah and three regional routes that offer connections to nearby destinations. The Ukiah Unified School District also operates eleven school bus routes within the community.

Transit stops in the project area are located near each school and along North Bush Street and North State Street.

2.3 Existing Traffic Operations Analysis

1. Level of Service

Traffic operations are measured using “Level of Service” (LOS), a qualitative metric for traffic conditions. Letter grades A through F are assigned to intersections or roadway segments and represent progressively worsening traffic conditions. In general, LOS A represents free-flow conditions with very little delay, and LOS F represents over-capacity conditions with long delays and queues.



Mendocino County's *Ukiah Valley Area Plan* establishes standards for acceptable LOS that apply to multiple intersections in this project area:

- For State Routes and all Mendocino County arterials and collectors, LOS D is acceptable
- For local roads, LOS C is acceptable

The City of Ukiah General Plan includes interim standards for acceptable LOS that apply to this project:

- At signalized or all-way stop controlled intersections, LOS D is acceptable
- At intersections with stop controls only on side streets, LOS E is acceptable, except where side streets have very low traffic volumes and LOS F conditions may be acceptable

Six intersections in the study area were selected for analysis using existing traffic volumes, intersection controls, and lane geometries. Table 1 presents selected intersection operations for AM and PM peak hours under both school year and summer conditions.

Table 1: Existing Intersection Operations

#	Intersection	Control Type ^{1,2}	School Year				Summer			
			AM		PM		AM		PM	
			Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS
1	N State St & Empire Dr	Signal	44.4	D	35.7	D	17.6	B	22.0	C
2	N State St & Low Gap Rd	Signal	19.4	B	20.4	C	17.4	B	21.7	C
3	N Bush St & Low Gap Rd	AWSC	31.7	D	32.9	D	12.4	B	11.8	B
4	Despina Dr & Low Gap Rd	AWSC	16.9	C	15.4	C	8.1	A	7.3	A
5	Despina Dr & Capps Ln	TWSC	33.0	D	20.1	C	9.5	A	9.9	A
6	Despina Dr & Empire Dr	TWSC	22.3	C	13.3	B	9.5	A	9.0	A

As shown in Table 1, three intersections were found to operate at an unacceptable LOS during the school year:

- North State Street and Empire Drive operates at LOS D due to high eastbound left-turn volumes on Empire Drive
- North Bush Street and Low Gap Road operates at LOS D due to low peak hour factors on some movements
- Despina Drive and Capps Lane operates at LOS D due to heavy school traffic on Despina Drive making it difficult to turn off of Capps Lane



All study intersections currently operate at or above acceptable LOS during summer months, likely due to the absence of regular school-related traffic.

Additional detail on this traffic operations analysis is provided in Appendix A. Traffic counts and turning movements are documented in Appendix B, and model outputs are provided in Appendix C.

2. Queues

Due to the complex interaction between the pedestrians, vehicles, and school crossing guard at the intersections of N. Bush Street & Low Gap Road, a SimTraffic analysis was performed to determine the impact these various modes have on the circulation system. The SimTraffic model was modified to better align with what was observed in the field. Due to the limitations of the program, the AM peak hour queues reported in SimTraffic do not match the observed AM peak hour queues.

Table 2 presents the Existing School Year Queue Lengths in the AM and PM peak hours.

Table 2: Existing School Year Queue Lengths

#	Intersection/Approach	Control Type ^{1,2}	Existing School Year 95 th Percentile Queue (ft)		Available Storage
			AM	PM	
3	N Bush St & Low Gap Rd	AWSC			
	Eastbound Left		94	145	115
	Eastbound Through/Right		227	371	
	Westbound Left		100	72	110
	Westbound Through/Right		143	119	
	Northbound Left		101	87	75
	Northbound Through		102	154	
	Northbound Right		5	88	75
	Southbound Left		59	56	105
	Southbound Through		103	110	
	Southbound Right		57	36	80
4	Despina Dr & Low Gap Rd	AWSC			
	Eastbound Left/Through		107	107	
	Westbound Through/Right		141	94	
	Southbound Left/Right		97	80	

Queues are mostly acceptable, with the exception of the eastbound through lane at the intersection of N Bush Street and Low Gap Road. The queues exceed the available storage of the turn pocket for the northbound left lane during both the AM and PM peak hour, and for the eastbound left and northbound right lanes during the PM peak hour.

Based on field observations, there are extensive queues at the above study intersections that were not reflected in the modeled queue lengths. At the intersection of N. Bush Street & Low Gap Road the eastbound, westbound, and southbound queues exceed capacity. This is largely due to the



number of pedestrians and the crossing guard. Despite the crossing guard only motioning to stop traffic in two directions, the entire intersection would stop instead, bring all traffic to a standstill while students crossed. This, coupled with slow decision-making at the intersection, greatly increased the queue length compared to what was simulated.

At the intersection of Despina Drive & Low Gap Road, there was a consistently long queue in the westbound direction. The queue in the eastbound direction did not appear until after the school had officially started and is due to the vehicles that dropped off students at the school. The long westbound queue is due to a combination of students crossing and slow decision-making at the intersection.

2.4 Collisions

Collisions at the intersections in the study area were reviewed for the period of 2011 to 2017 from both the Statewide Integrated Traffic Records System (SWITRS) and Transportation Injury Mapping System (TIMS). The collisions during this period can be summarized as follows:

1. North State Street and Empire Drive: four injury collisions, three of which involved pedestrians. One severe injury, two visible injury, one complaint of pain. There were also three property damage only collisions.
2. North State Street and Low Gap Road: four visible injury and five complain of pain collisions. In addition, nine property damage only collisions were reported.
3. North Bush Street and Low Gap Road: one property damage only collision.
4. Despina Drive and Low Gap Road: one severe injury just north of the intersection, and one property damage only collision.
5. Despina Drive and Capps Lane: one visible injury, and two complaint of pain injury collisions, both of which involved pedestrians.
6. Despina Drive and Empire Drive: one property damage only collision.

3. Needs & Recommendations

Recommended infrastructure improvements are described in the following chapter, along with a summary of the challenge or concern that each improvement is intended to address.

Recommendations are organized by numbered locations that correspond to intersection numbers from Table 1 and add additional numbers for other spot or corridor locations.

Figure 1 on the following page presents a concept-level overview of recommended improvements. Where applicable, designs for individual recommendations are provided in additional detail. These detailed concepts are also presented in Appendix D.

Figure 1:
Ukiah School Improvement Map
DRAFT

- 1

North State Street at Empire Drive and at Brush Street
- 2

- Improvements are part of the North State Street Study Project
- 3

North Bush Street and Low Gap Road

- Consider installing a single-lane roundabout or traffic signal
- 4

Despina Drive and Low Gap Road

- Consider installing a single-lane roundabout or traffic signal
- 5

Despina Drive and Capps Lane

- Install curb extensions on all corners, including between the two crosswalks on the west side of the intersection

- Upgrade marked crosswalks to yellow high visibility crosswalks

- Improve pedestrian gate and path onto school campus to meet ADA accessibility standards
- 6

Despina Drive and Empire Drive

- Install curb extensions on both ends of east and south leg marked crosswalks

- Upgrade marked crosswalks to yellow high visibility crosswalks
- 7

Empire Drive

- Install Class III Bicycle Route signs every 300-500 feet
- 8

Low Gap Road

- Install Class II Buffered Bicycle Lanes
- 9

North Bush Street near Arlington Drive

- Install curb extension on the west side of the intersection

- Upgrade marked crosswalks at intersection to yellow high visibility crosswalks

- Mark yellow high visibility crosswalks across school driveways south of Arlington Drive
- 10

Ukiah High School Parking Lot

- Mark yellow high visibility crosswalk across all driveways

- Install green conflict markings for bicycle lanes at driveways

- Mark yellow high visibility crosswalk and install RRFB at pedestrian pathway





3.1 Recommended Improvements

1. North State Street at Empire Drive

Improvements are being developed at this location as part of the North State Street Study Project.

2. North State Street at Brush Street

Improvements are being developed at this location as part of the North State Street Study Project.

3. North Bush Street at Low Gap Road

Challenges

Yellow transverse crosswalks are marked on all legs of the intersection, and all approaches are stop controlled. On the northwest side of the intersection, a pedestrian refuge “pork chop” exists between the southbound right turn and through lanes.

There is sufficient pedestrian traffic during morning and afternoon periods, and sufficient vehicular traffic, to have a crossing guard stationed at the northwest corner of the intersection. The current crossing guard typically crosses both the north east/west leg and the west north/south leg, waiting on the “pork chop.” Morning and afternoon queueing have been documented.

Recommendations

- A single lane roundabout is recommended to improve circulation and reduce queueing. This improvement will also reduce conflict points for pedestrians crossing the intersection, and reduce the crossing distance at any one time. See Figure 2.
- A traffic signal was considered at this location, but is not the preferred alternative at this time. Analysis of traffic operations with a signal at this location is included in Appendix C.



4. Despina Drive at Low Gap Road

Challenges

Yellow transverse crosswalks exist on the eastern and northern legs of this intersection; a yellow crosswalk with zebra markings is located on the western leg. All three approaches are stop controlled. A single diagonal curb ramp exists at each northern corner, and a single perpendicular curb ramp exists on both south corner.

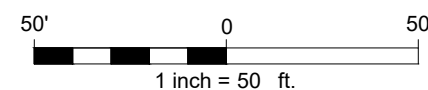
The northwest corner, at the High School parking lot, allows for unconstrained turning movements and provides enough room for right turning vehicles to pull alongside left turning vehicles.

Recommendations

- A single lane roundabout is recommended to improve circulation and reduce queueing. This improvement will also reduce conflict points for pedestrians crossing the intersection, and reduce the crossing distance at any one time. See Figure 3.
- Alternately, curb extensions and/or a traffic signal could be installed at this intersection. See Figure 4 and Figure 5. Appendix C presents analysis of traffic operations at this intersection if a signal were installed. Average delay would be reduced from 31.7 seconds to 26 seconds in the AM peak hour and from 32.9 seconds to 22.7 seconds in the PM peak hour, coinciding with a change in LOS from D to C for both AM and PM. Appendix E presents the signal timing sheet for the signal alternative.



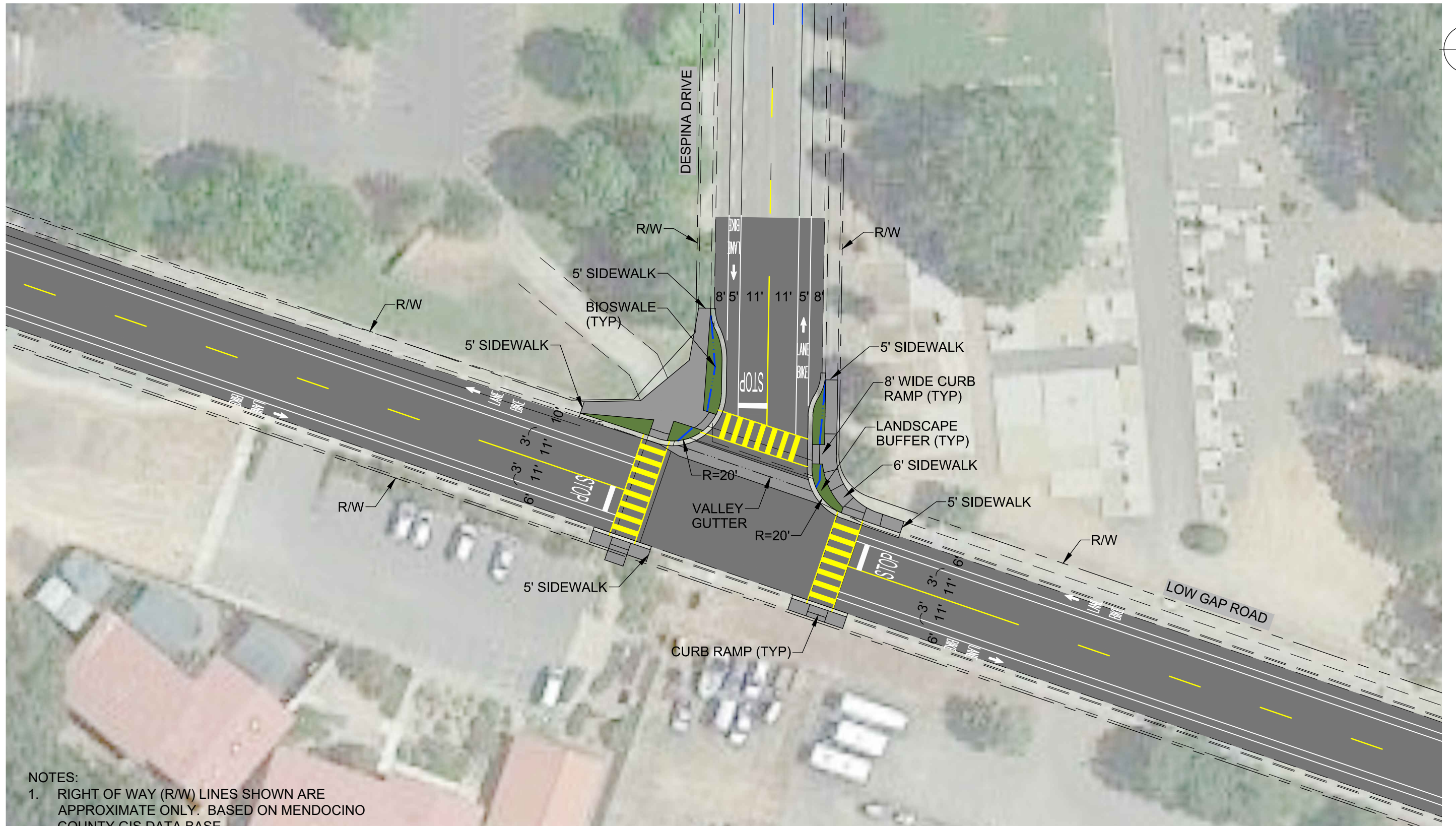
INTERSECTION #4 IMPROVEMENTS CONCEPT ROUNDBOUT



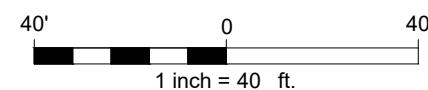
City of Ukiah
Ukiah Traffic Analysis for
Schools and Surrounding Areas
**INTERSECTION IMPROVEMENT
CONCEPTS**

Project No. 11176246
Report No.
Date 12.19.19

FIGURE 3
Source:



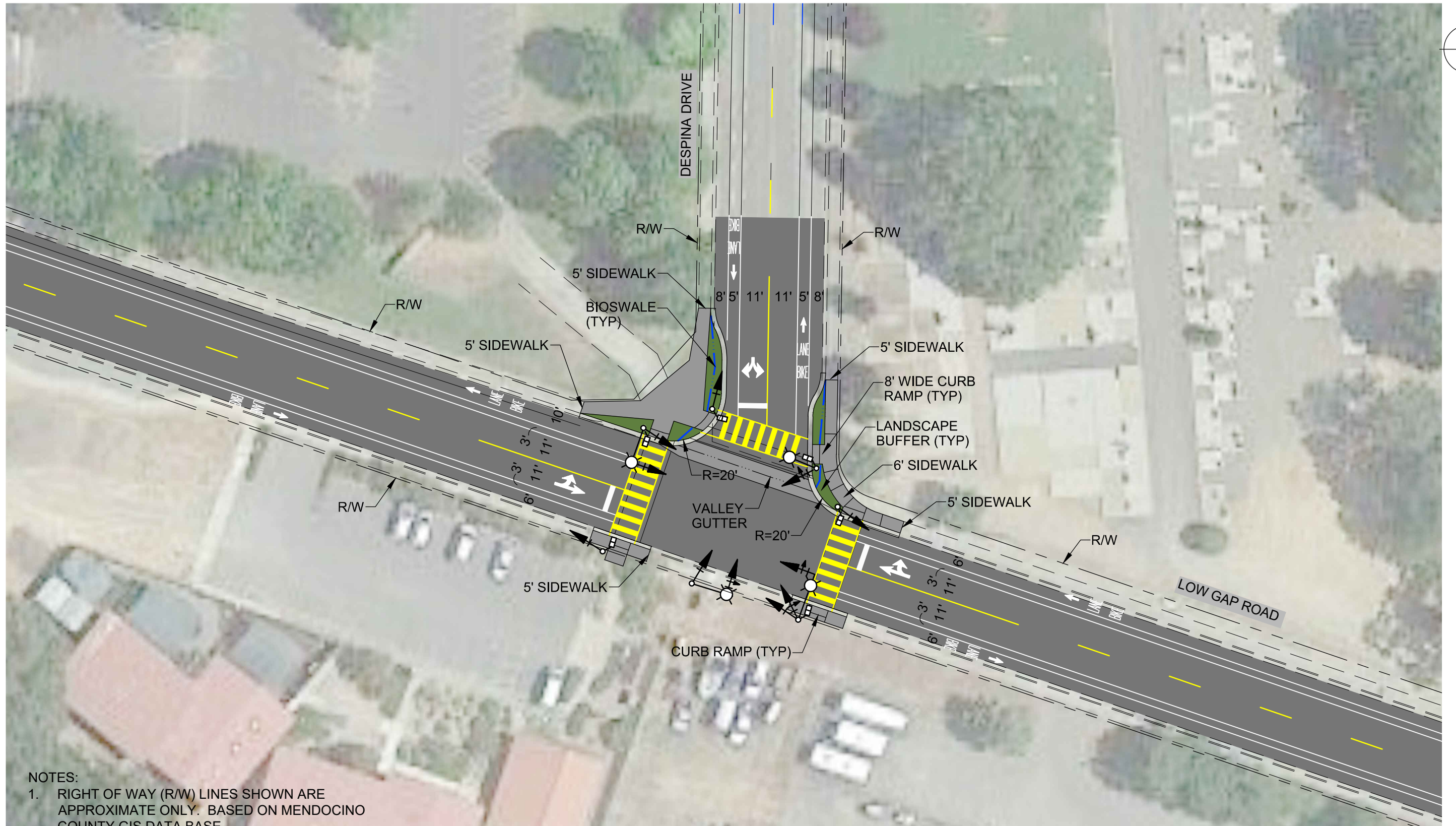
INTERSECTION #4 IMPROVEMENTS CONCEPT CURB EXTENSIONS



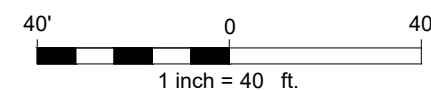
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INTERSECTION IMPROVEMENT
CONCEPTS

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Report No.
Date 12.24.19

FIGURE 4



INTERSECTION #4
IMPROVEMENTS CONCEPT
CURB EXTENSIONS / TRAFFIC SIGNAL



City of Ukiah
Ukiah Traffic Analysis for
Schools and Surrounding Areas
INTERSECTION IMPROVEMENT
CONCEPTS

Project No. 11176246
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Date 12.19.19

FIGURE 5
Source:



5. Despina Drive at Capps Lane

Challenges

Yellow transverse crosswalks are marked on all three legs of this intersection. Only the Capps Lane approach is controlled with a stop sign.

There is a narrow gap in the school fence on the west side of this intersection which is heavily used by students walking onto the campus. An unpaved path has been worn into the field.

Parents dropping off and picking up students also use this school access. Existing on-street parking on Despina Drive provides a place for drivers to pull over while students enter and exit vehicles, but can also create conflicts and visibility challenges for pedestrians crossing Despina Drive.

Recommendations

- Install curb extensions on all corners of the intersection, including a large curb extension spanning both crosswalks on the west side of the intersection. This will improve visibility between drivers and pedestrians, reduce pedestrian exposure by shortening crossing distances, and will discourage passenger loading and unloading in the intersection. See Figure 6.
- Upgrade the existing marked crosswalks to yellow high visibility crosswalks. This will enhance conspicuity of the intersection for oncoming drivers.
- Improve the pedestrian gate and unpaved path to meet standards for ADA accessibility and Class I shared use paths. Although bicycling is unlikely to be permitted on this path, these improvements will provide a safer and more accessible path onto campus for pedestrians. Paving the pathway will also support walking to school during winter months when rain may make an unpaved path impassable.

6. Despina Drive at Empire Drive

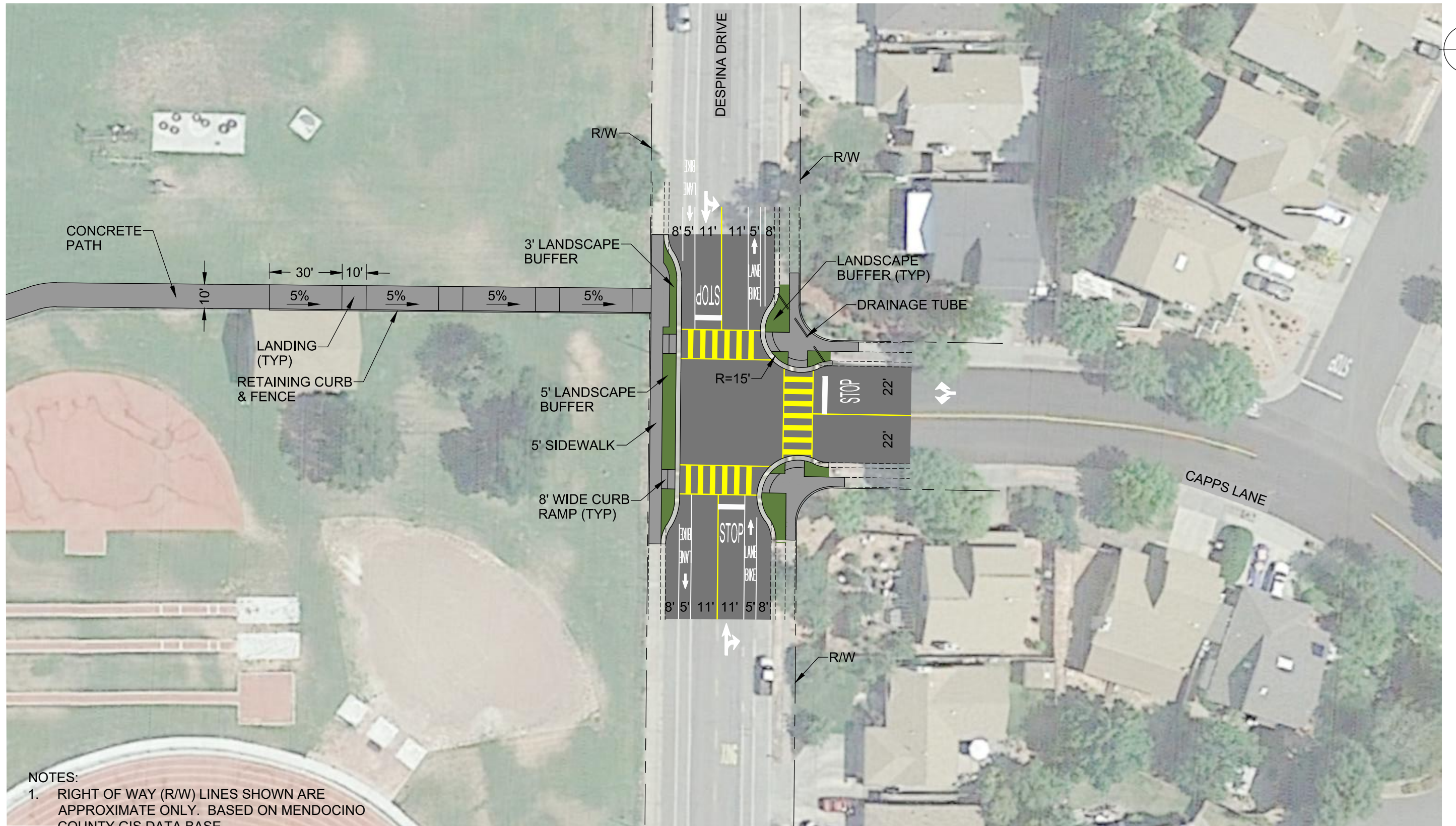
Challenges

Yellow transverse crosswalks are marked on the east and south legs of this T-intersection. Only the Empire Drive approach is controlled by a stop sign. A single diagonal curb ramp is provided on each of the northeast and southeast corners, but no curb ramp is provided to access the sidewalk on the west side of Despina Drive.

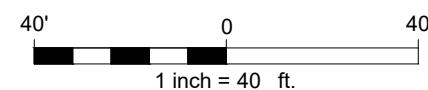
Existing on-street parking on Despina Drive provides a place for drivers to pull over while students enter and exit vehicles, but can also create conflicts and visibility challenges for pedestrians crossing Despina Drive at this location.

Recommendations

- Install curb extensions at each end of the crosswalks on the east and south legs of the intersection. This will improve visibility between drivers and pedestrians and reduce pedestrian exposure by shortening crossing distances.
- Upgrade the existing marked crosswalks to yellow high visibility crosswalks. This will enhance conspicuity of the intersection for oncoming drivers.



INTERSECTION #5 IMPROVEMENTS CONCEPT CURB EXTENSIONS



City of Ukiah
Ukiah Traffic Analysis for
Schools and Surrounding Areas
INTERSECTION IMPROVEMENT
CONCEPTS

Project No. 11176246
Report No.
Date 12.24.19

FIGURE 6
Source:



7. Empire Drive

Challenges

Ukiah has few designated bicycle facilities, but Class II bicycle lanes exist on both Despina Drive and Bush Street. The nearest east-west bicycle facility connecting these streets is Low Gap Road, which may be uncomfortable for some bicyclists due to its higher speeds and traffic volumes.

Recommendations

- Implement a Class III bicycle route on Empire Drive from Despina Drive to State Street. This will provide a bicycle connection on a quiet, low-stress street for students traveling to schools in the area.

8. Low Gap Road

Challenges

Class II bicycle lanes currently exist on Low Gap Road through the project area, which are relatively narrow and offer little separation between bicyclists and traffic. The posted speed limit on Low Gap Road is 30 mph, with the 85th percentile surveyed at 33 mph. Multiple schools, community buildings, and businesses have driveway access off of Low Gap Road, which creates potential conflicts between bicyclists and drivers turning in or out of driveways.

Recommendations

- Upgrade existing bicycle lanes to Class II buffered bicycle lanes. This will improve comfort for bicyclists by providing additional separation from moving traffic, and may have a traffic calming effect by narrowing the width of vehicle lanes.
- Highlight bicycle lanes with green markings where they cross driveways. This will increase visibility of the bicycle lane for drivers and reinforce that drivers turning across the bicycle lane must yield the right of way to bicyclists.

9. North Bush Street near Arlington Drive

Challenges

Yellow transverse crosswalks are marked on all three legs of this intersection. All three approaches are controlled with stop signs. The west side of this intersection is a driveway providing access for school buses to drop off and pick up students. The curb on the west side of Bush Street is marked red and parking is prohibited within the intersection and approximately 50 feet to the north and south.

In addition to the school bus driveway located at the Arlington Drive intersection, three other driveways south of Arlington Drive provide access to the school's parking lots. Each of these creates a potential conflict with pedestrians walking along the sidewalk.



Recommendations

- Install curb extensions on the west end of both crosswalks on the west side of the intersection. This will improve visibility between drivers and pedestrians, reduce pedestrian exposure by shortening crossing distances, and will discourage passenger loading and unloading in the intersection while preserving bus access to the bus loop driveway.
- Upgrade the existing marked crosswalks to yellow high visibility crosswalks. This will enhance conspicuity of the intersection for oncoming drivers.
- Mark yellow high visibility crosswalks across driveways. This will enhance visibility of pedestrians for drivers entering or exiting driveways.

10. Ukiah High School Parking Lots

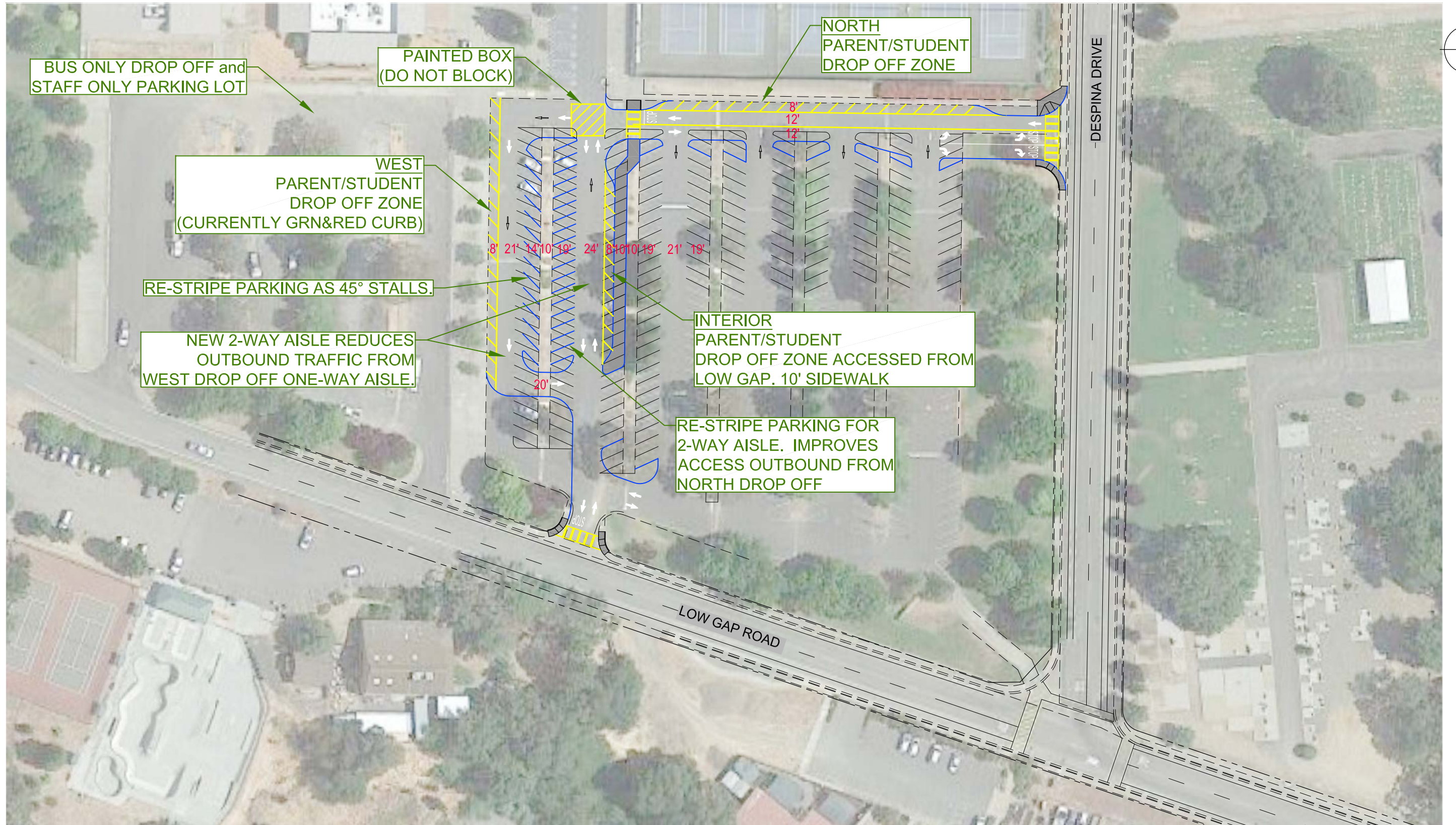
Challenges

Four driveways off Despina Drive and Low Gap Road provide access to staff and student parking lots at Ukiah High School. Each of these creates a potential conflict with pedestrians walking along the sidewalk and bicyclists traveling in bicycle lanes. A skate park located south of Low Gap Road has created demand for a crossing from the school, but no crosswalk exists. This contributes to students darting across the roadway.

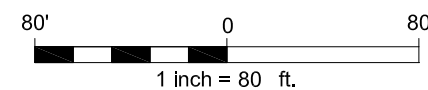
In addition, vehicle circulation within the student and visitor parking lot at the corner of Low Gap Road and Despina Drive is currently challenging at congested school arrival and dismissal times. The high school has a mix of students who drive themselves to school and students who are dropped off by a parent or other adult. Long queues form at the exit driveways, exacerbated by queues on both Low Gap Road and Despina Drive that form at the stop-controlled intersection. Within the parking lot, exiting drivers are currently funneled to routes that conflict with drivers accessing drop-off areas. Large sections of curb are currently marked red and parking is prohibited, contributing to underutilized curb space for drop-off that could facilitate smoother operations.

Recommendations

- Reconfigure internal parking lot circulation and student drop-off as shown in Figure 7.
- Mark yellow high visibility crosswalks across driveways. This will enhance visibility of pedestrians for drivers entering or exiting driveways.
- Highlight bicycle lanes with green markings where they cross driveways. This will increase visibility of the bicycle lane for drivers and reinforce that drivers turning across the bicycle lane must yield the right of way to bicyclists.
- Mark a yellow high visibility crosswalk and install a rectangular rapid flashing beacon (RRFB) across Low Gap Road aligned with the pedestrian path on the high school campus and the skate park. This will increase visibility of pedestrians crossing the road and encourage crossings to occur at a single designated location.
- This configuration will result in a net loss of 53 parking spaces, which should be within the typical amount of unused spaces in the lot on a daily basis.



PARKING LOT
IMPROVEMENT CONCEPT
UKIAH HIGH SCHOOL



City of Ukiah
Ukiah Traffic Analysis for
Schools and Surrounding Areas
**PARKING LOT CONCEPT
UKIAH HIGH SCHOOL**

Project No. 11176246
Report No.
Date 2.6.2020

FIGURE 7
Source:



about GHD

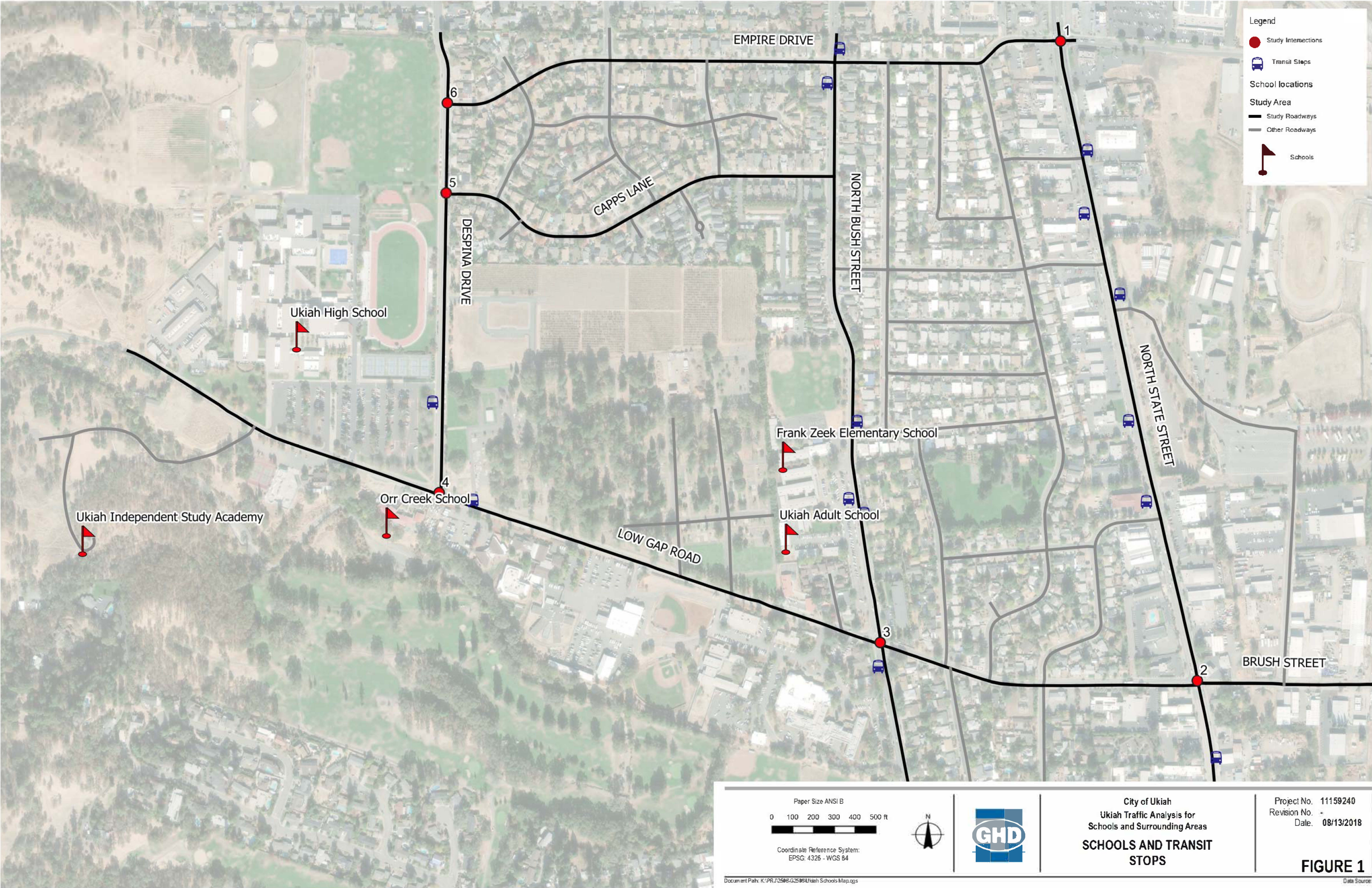
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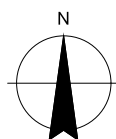
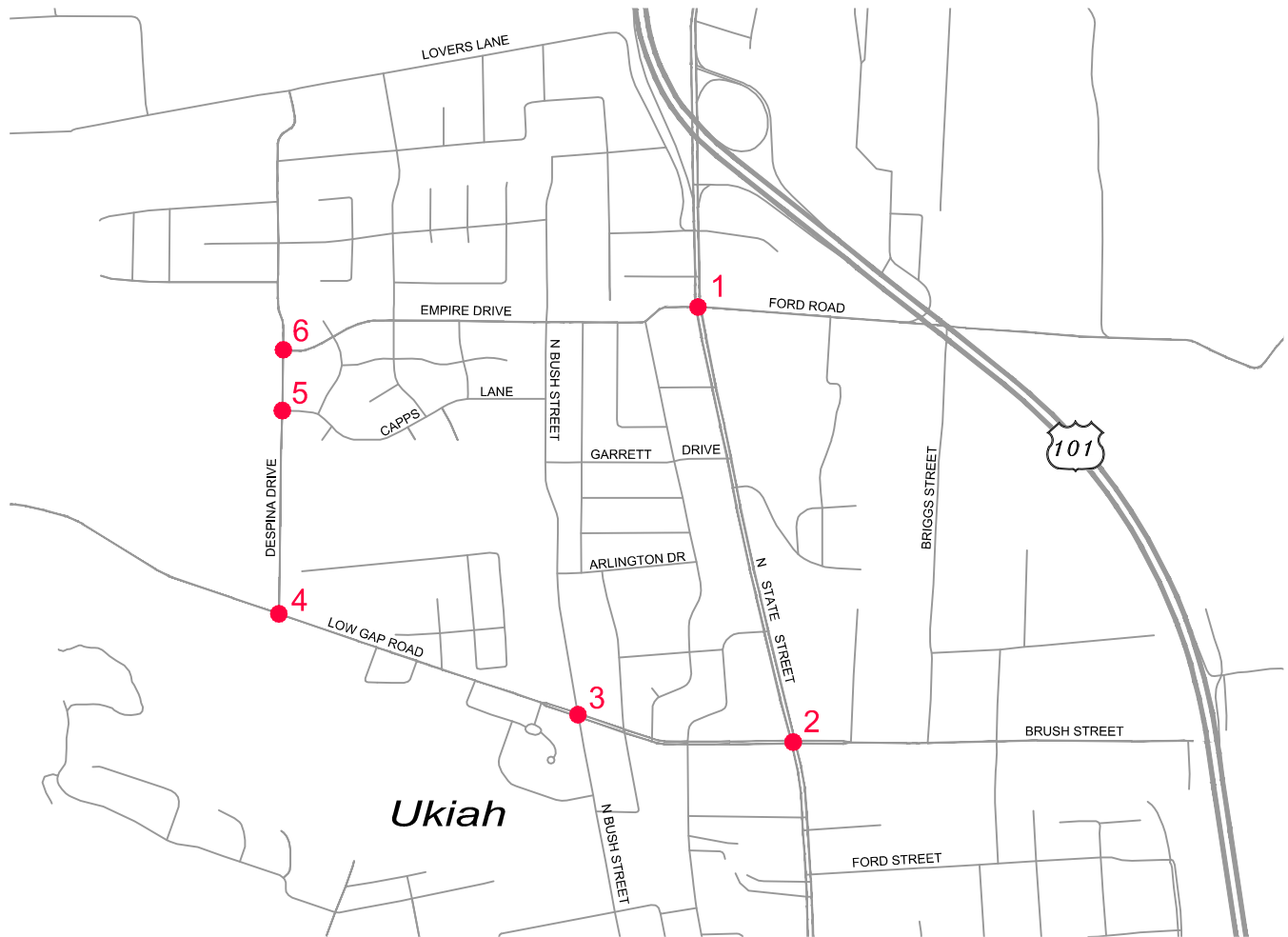
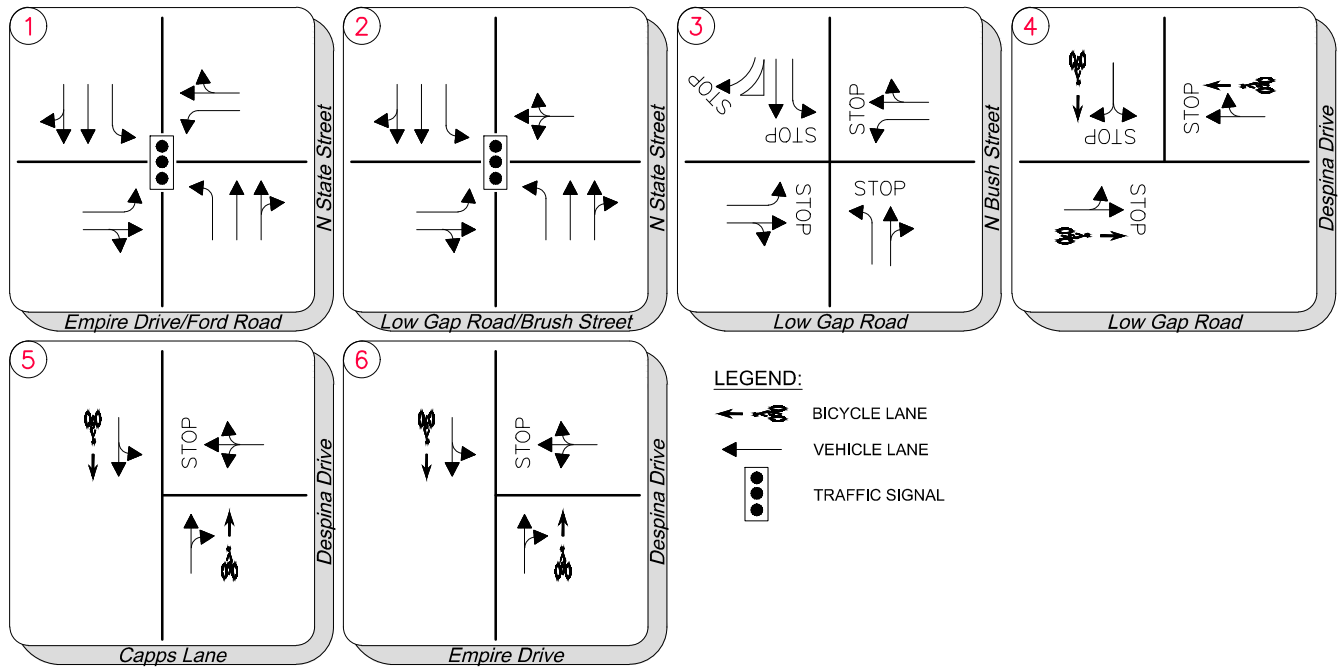
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Appendix A: Traffic Operations Analysis Figures

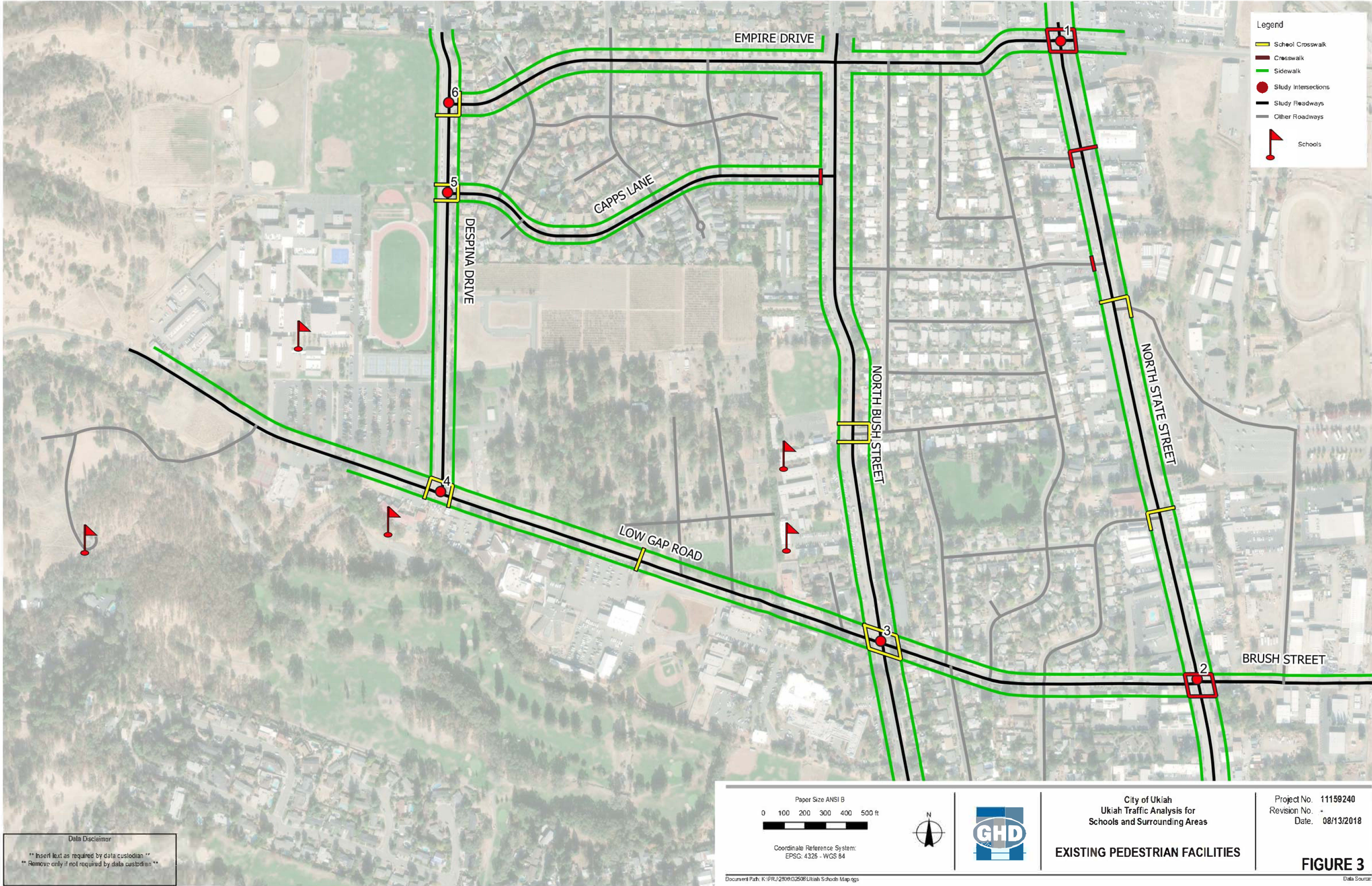


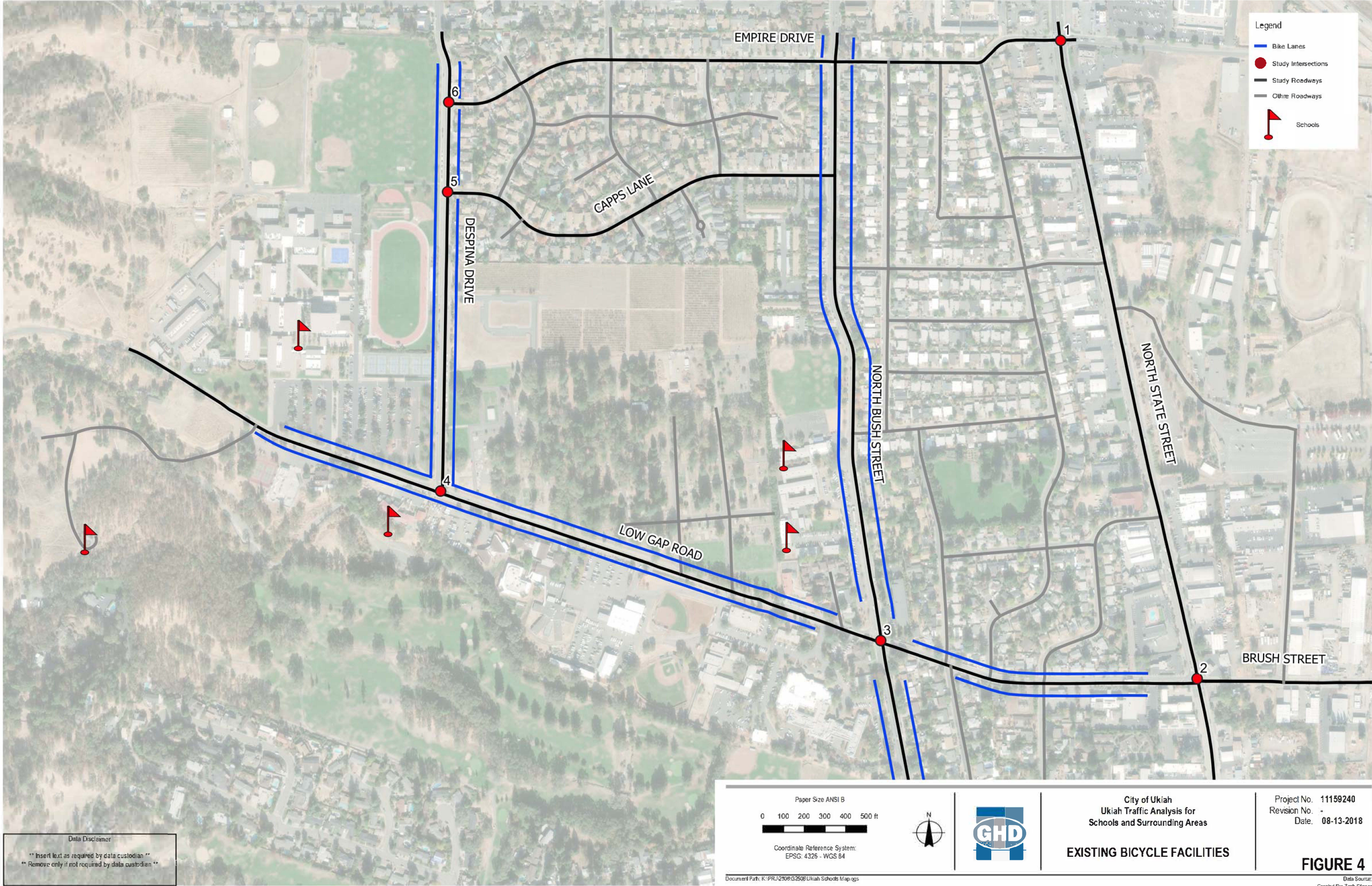


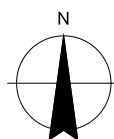
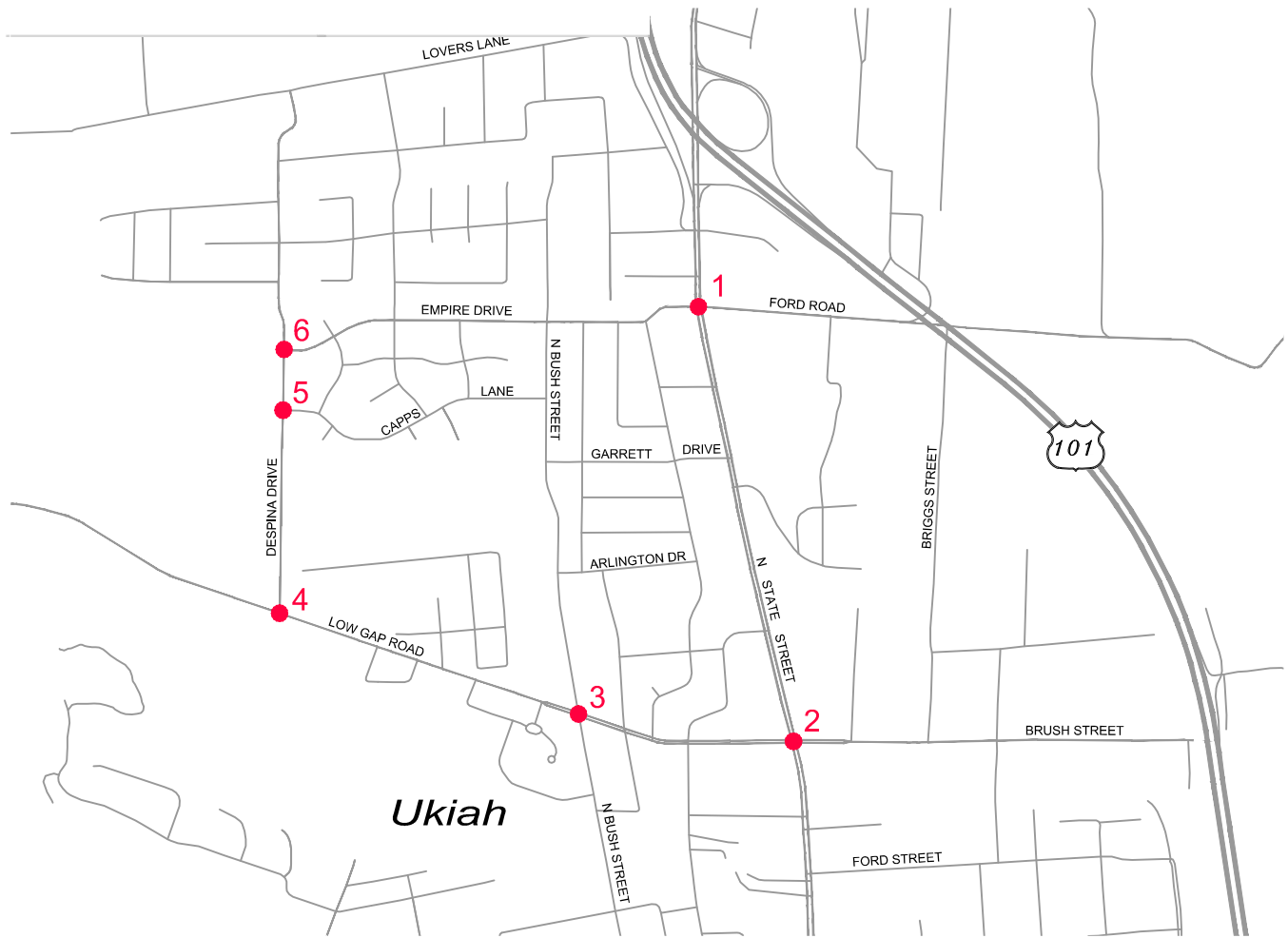
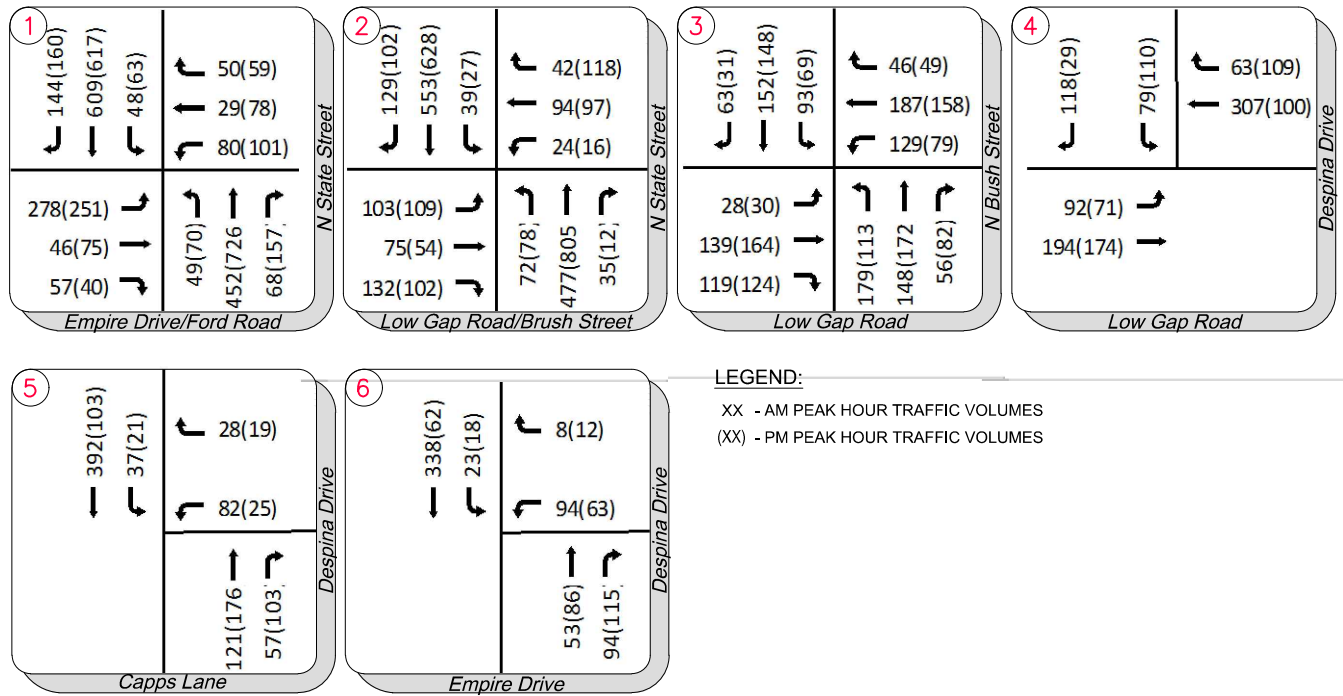
City of Ukiah
 TRAFFIC ANALYSIS FOR SCHOOLS &
 SURROUNDING AREA
 EXISTING LANE GEOMETRICS
 AND CONTROL

Project No. 11176246
 Report No. 001
 Date 07.12.2018

FIGURE 2



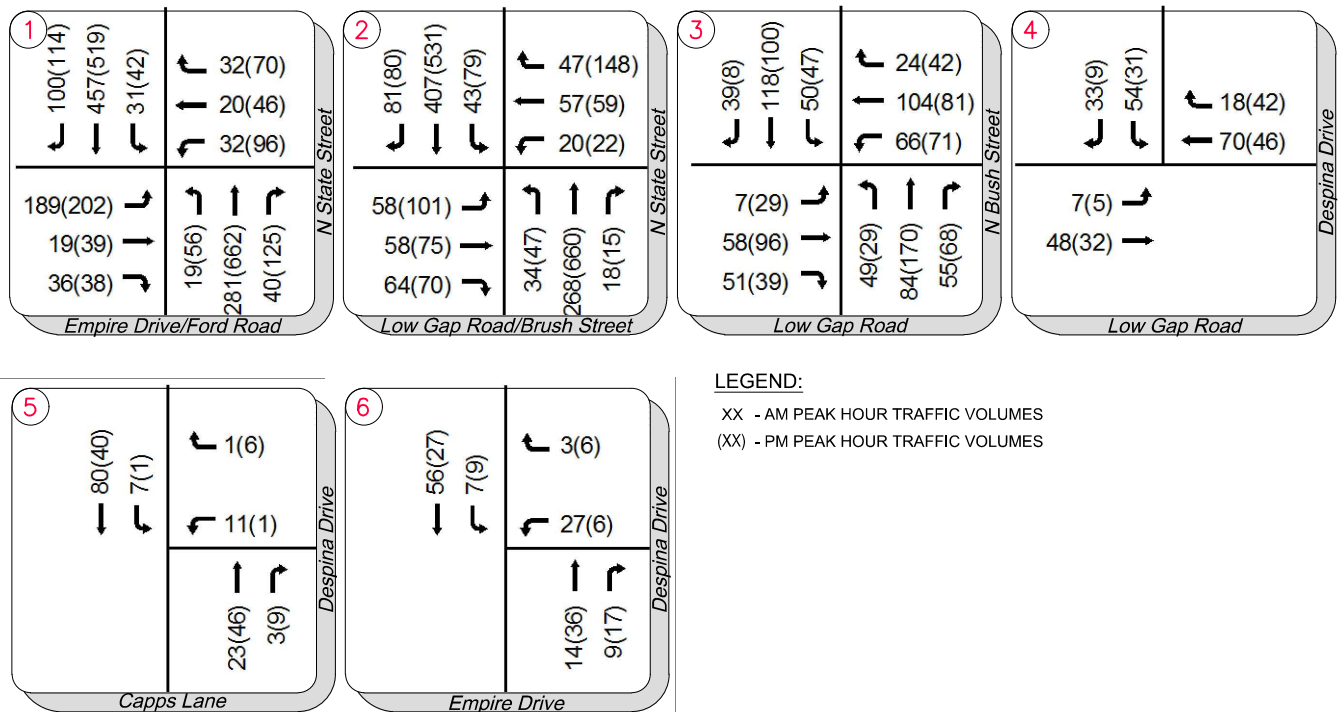




City of Ukiah
 TRAFFIC ANALYSIS FOR SCHOOLS &
 SURROUNDING AREA
 EXISTING SCHOOL YEAR PEAK HOUR
 TRAFFIC VOLUMES

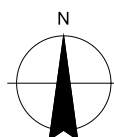
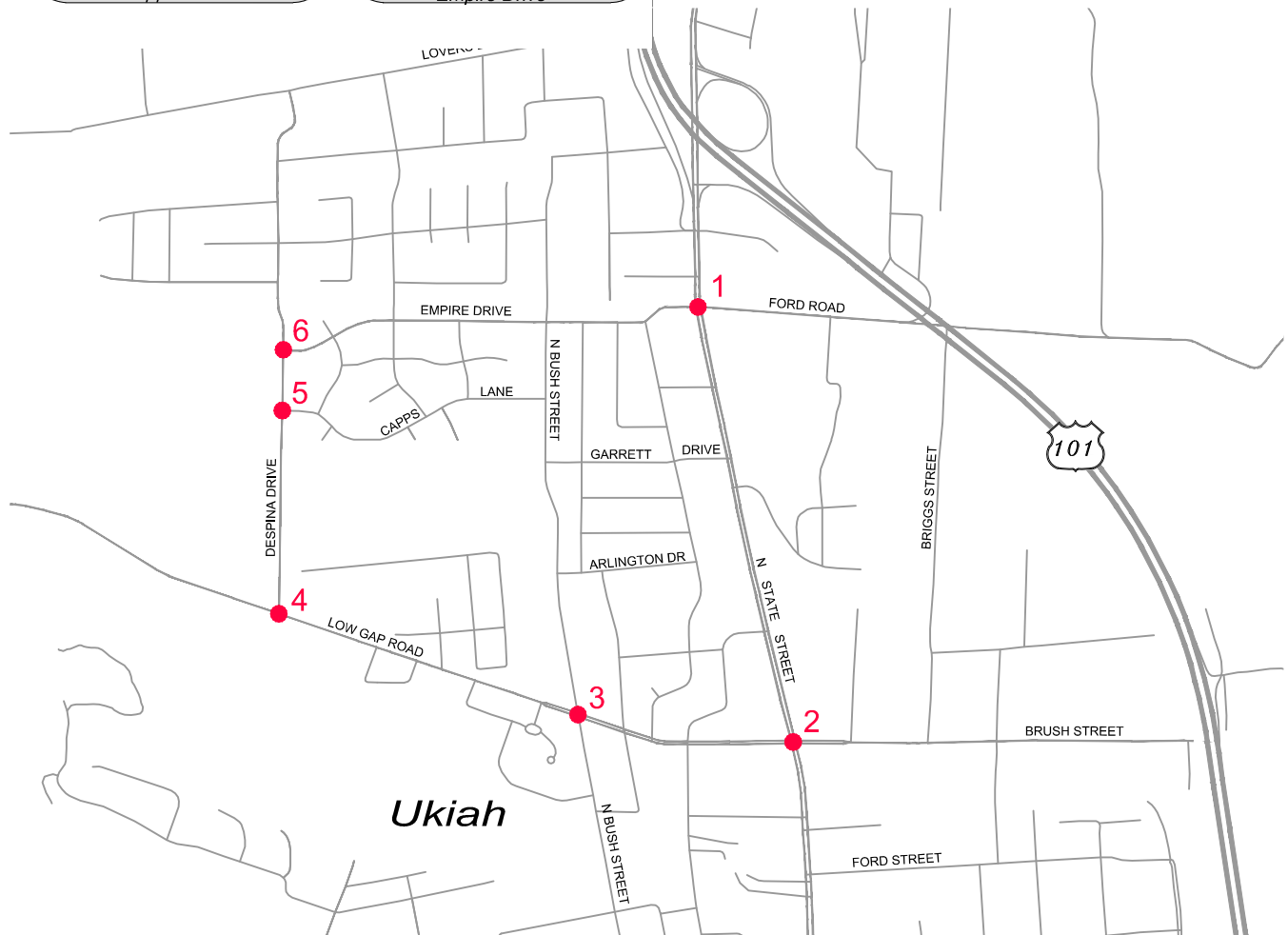
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FIGURE 5



LEGEND:

XX - AM PEAK HOUR TRAFFIC VOLUMES
(XX) - PM PEAK HOUR TRAFFIC VOLUMES



City of Ukiah
TRAFFIC ANALYSIS FOR SCHOOLS &
SURROUNDING AREA
EXISTING SUMMER PEAK HOUR
TRAFFIC VOLUMES

Project No. 11176246
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Date 07.12.2018

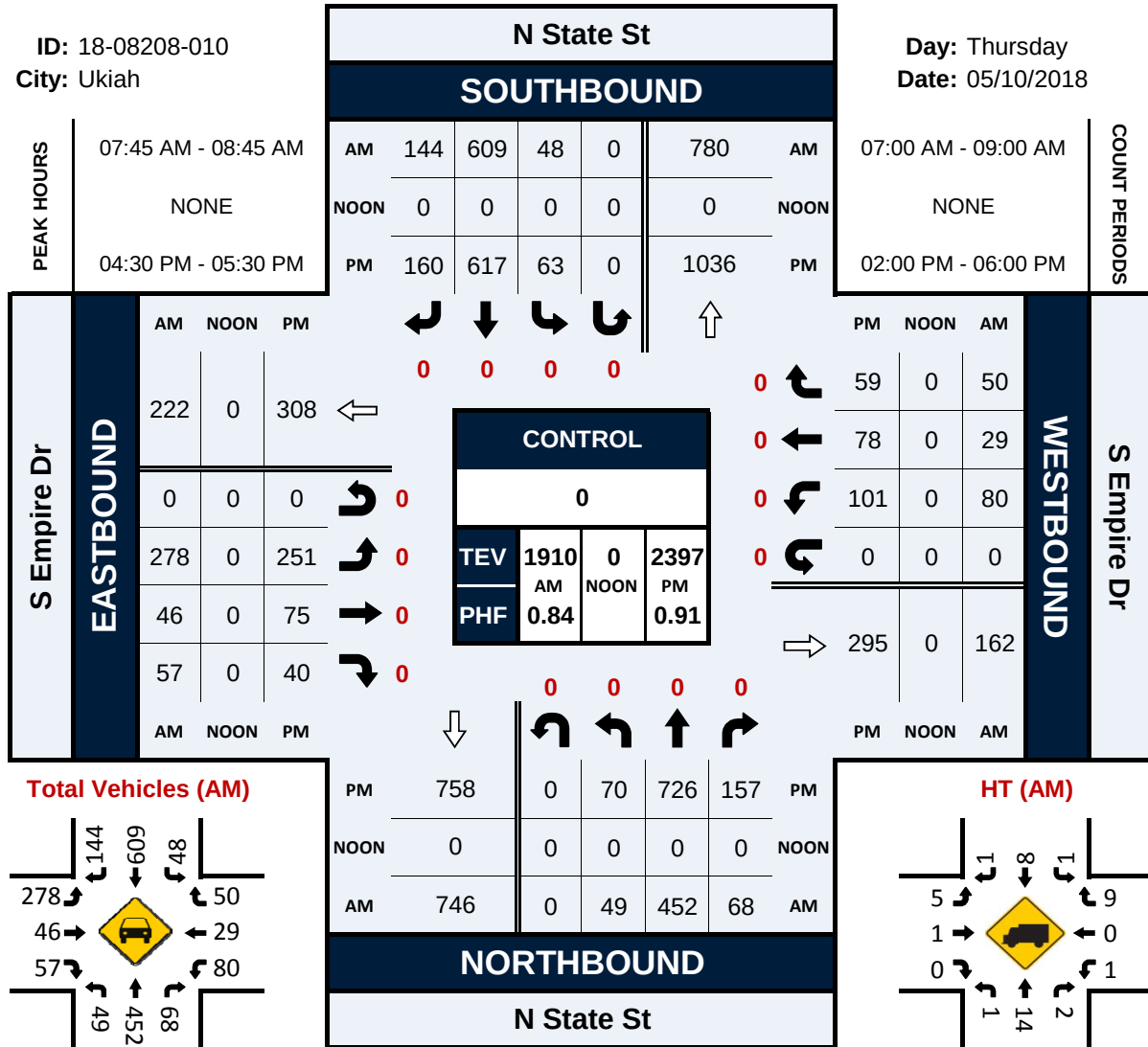
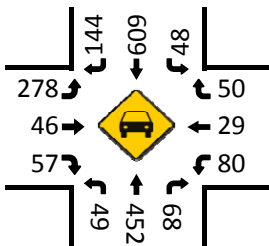
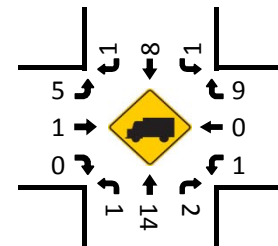
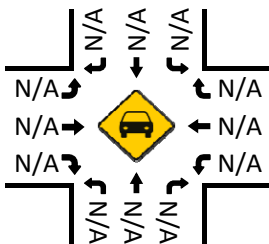
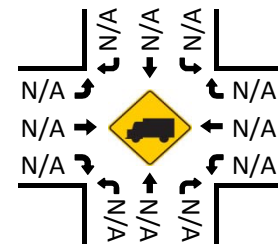
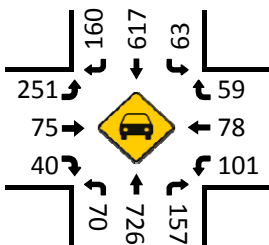
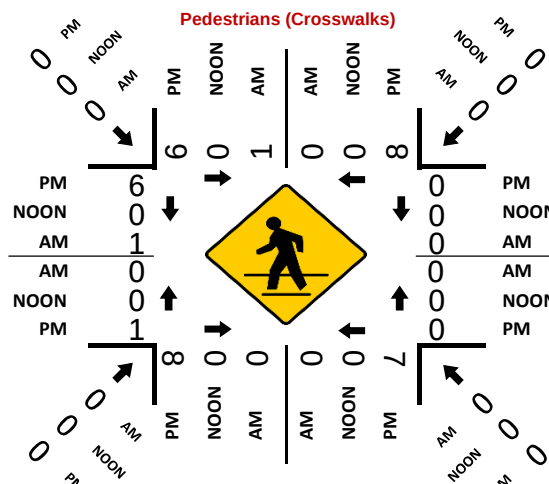
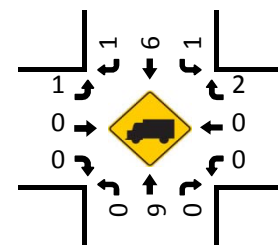
FIGURE 6

Appendix B: Intersection Turning Movement Counts

N State St & S Empire Dr**Peak Hour Turning Movement Count**

ID: 18-08208-010
City: Ukiah

Day: Thursday
Date: 05/10/2018

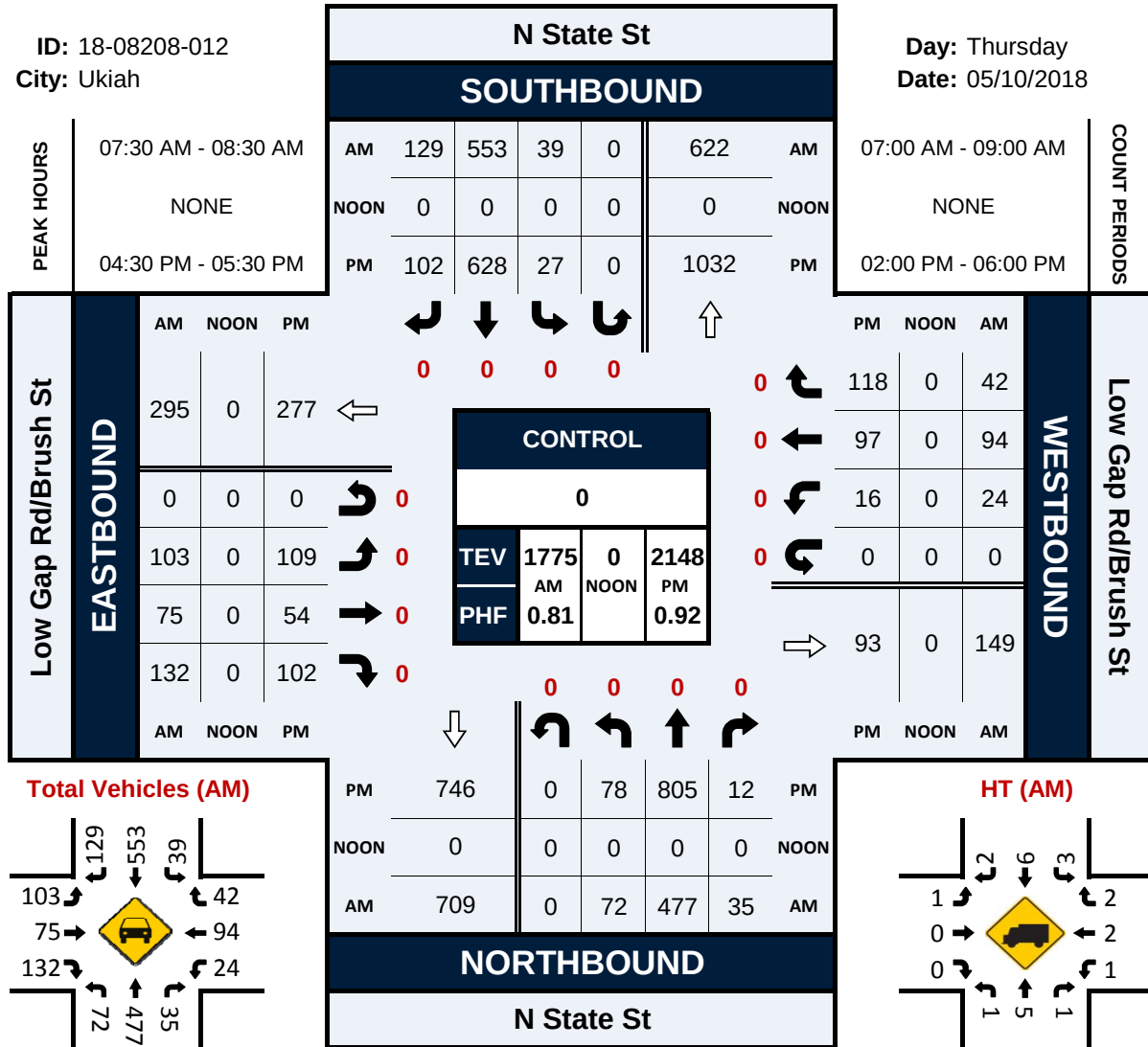
**Total Vehicles (AM)****HT (AM)****Total Vehicles (Noon)****HT (NOON)****Total Vehicles (PM)****HT (PM)**

N State St & Low Gap Rd/Brush St

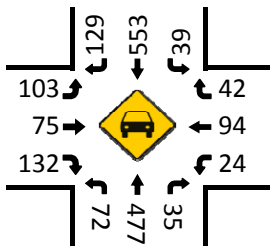
Peak Hour Turning Movement Count

ID: 18-08208-012
City: Ukiah

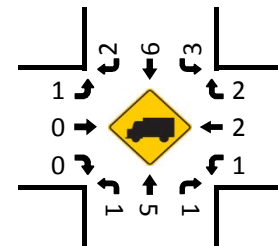
Day: Thursday
Date: 05/10/2018



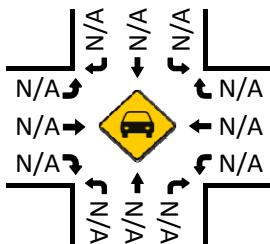
Total Vehicles (AM)



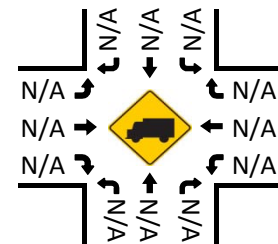
HT (AM)



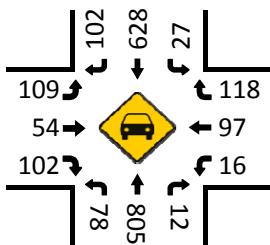
Total Vehicles (Noon)



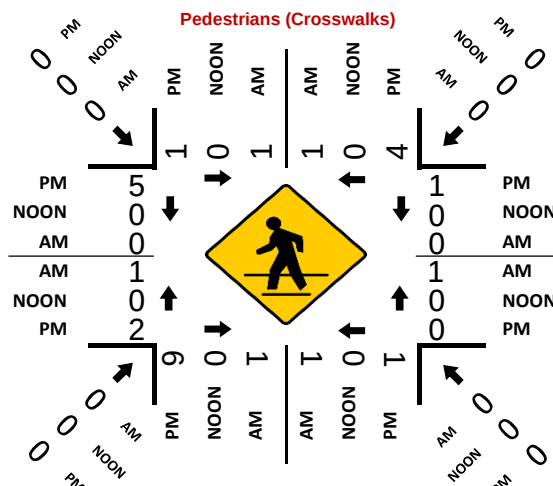
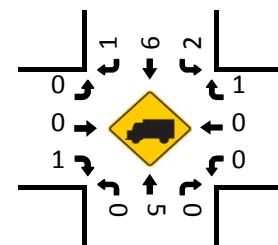
HT (NOON)



Total Vehicles (PM)



HT (PM)

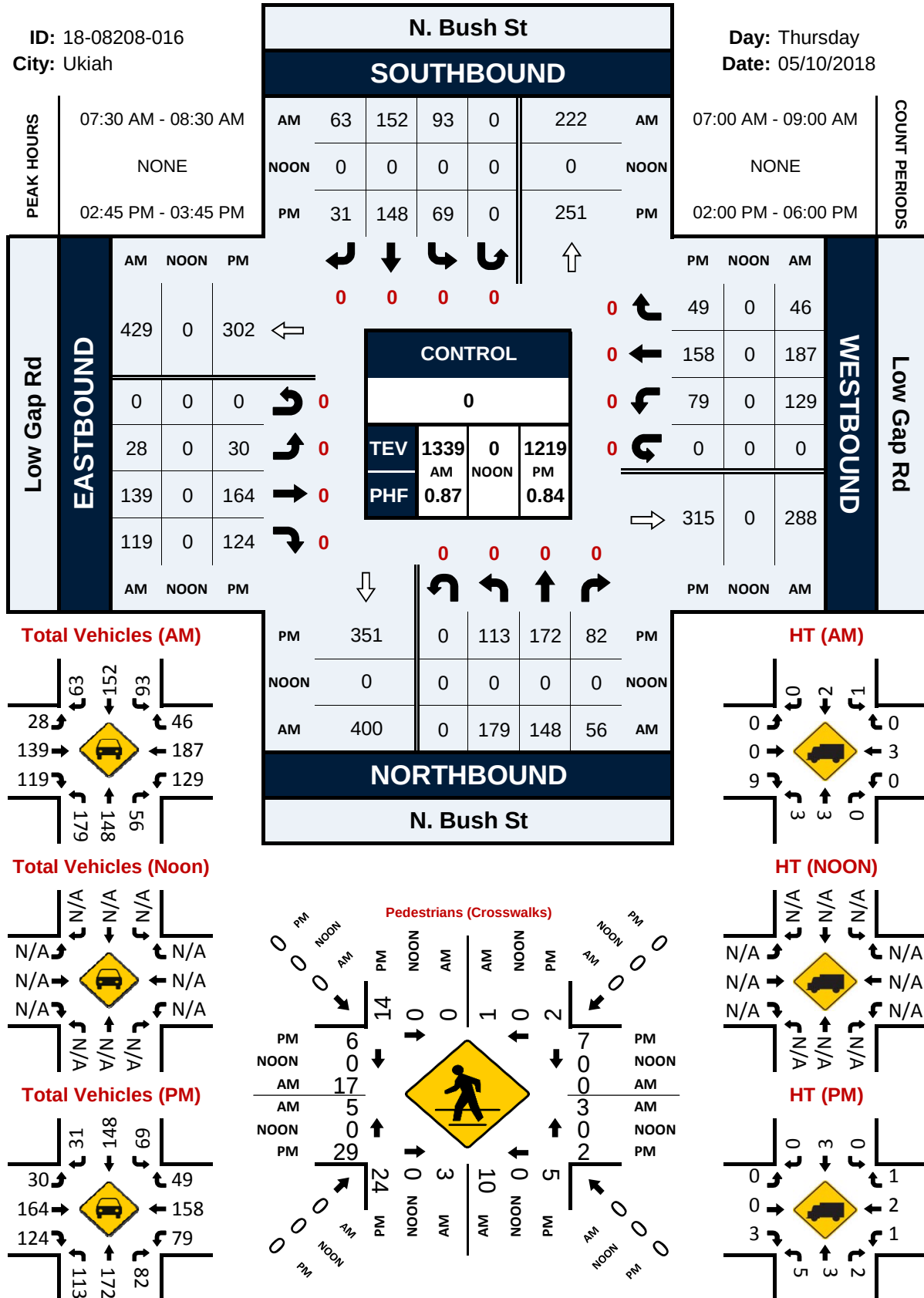


N. Bush St & Low Gap Rd

Peak Hour Turning Movement Count

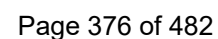
ID: 18-08208-016
City: Ukiah

Day: Thursday
Date: 05/10/2018

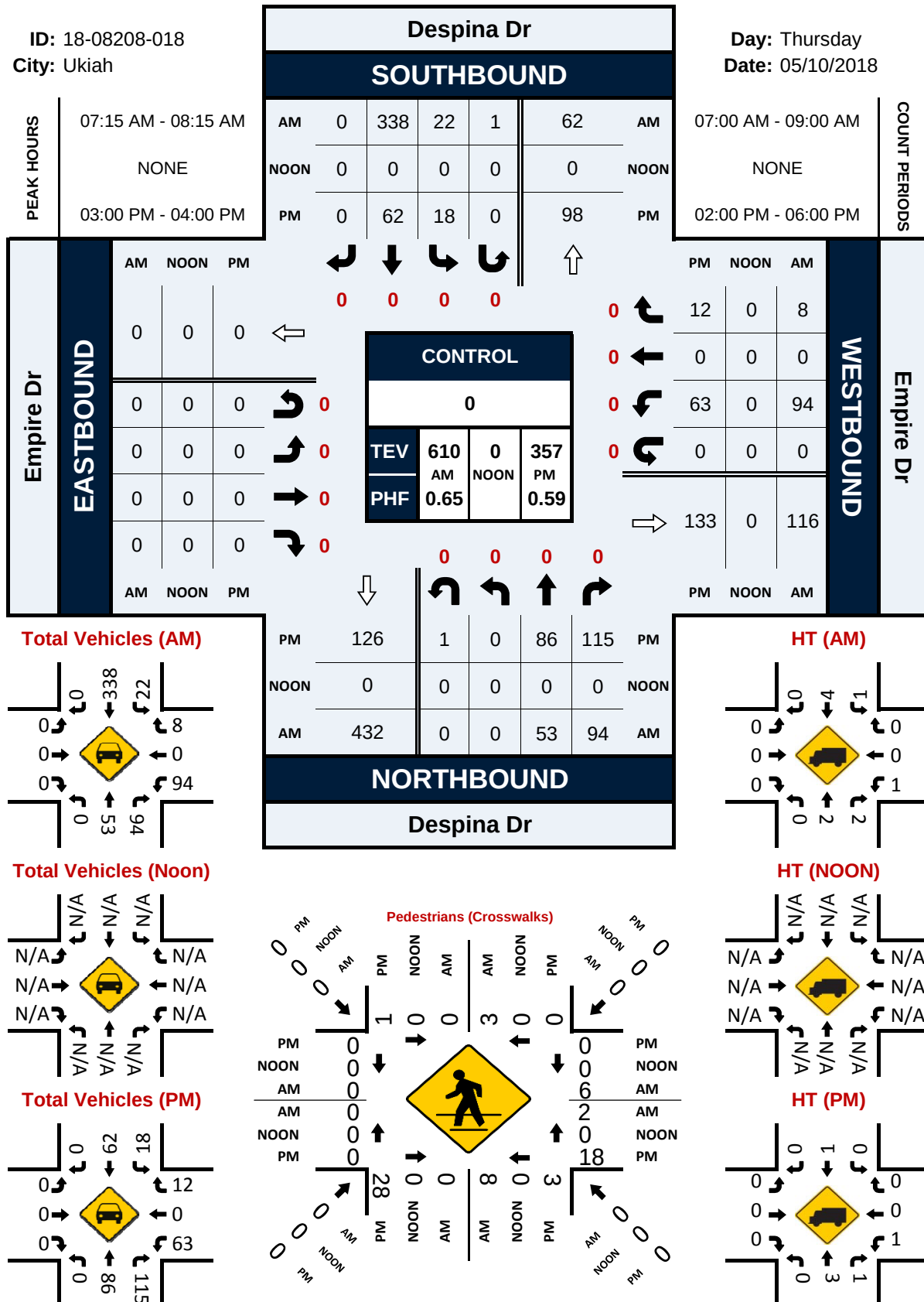


ID: 18-08208-017
City: Ukiah

Day: Thursday
Date: 05/10/2018



Day: Thursday
Date: 05/10/2018

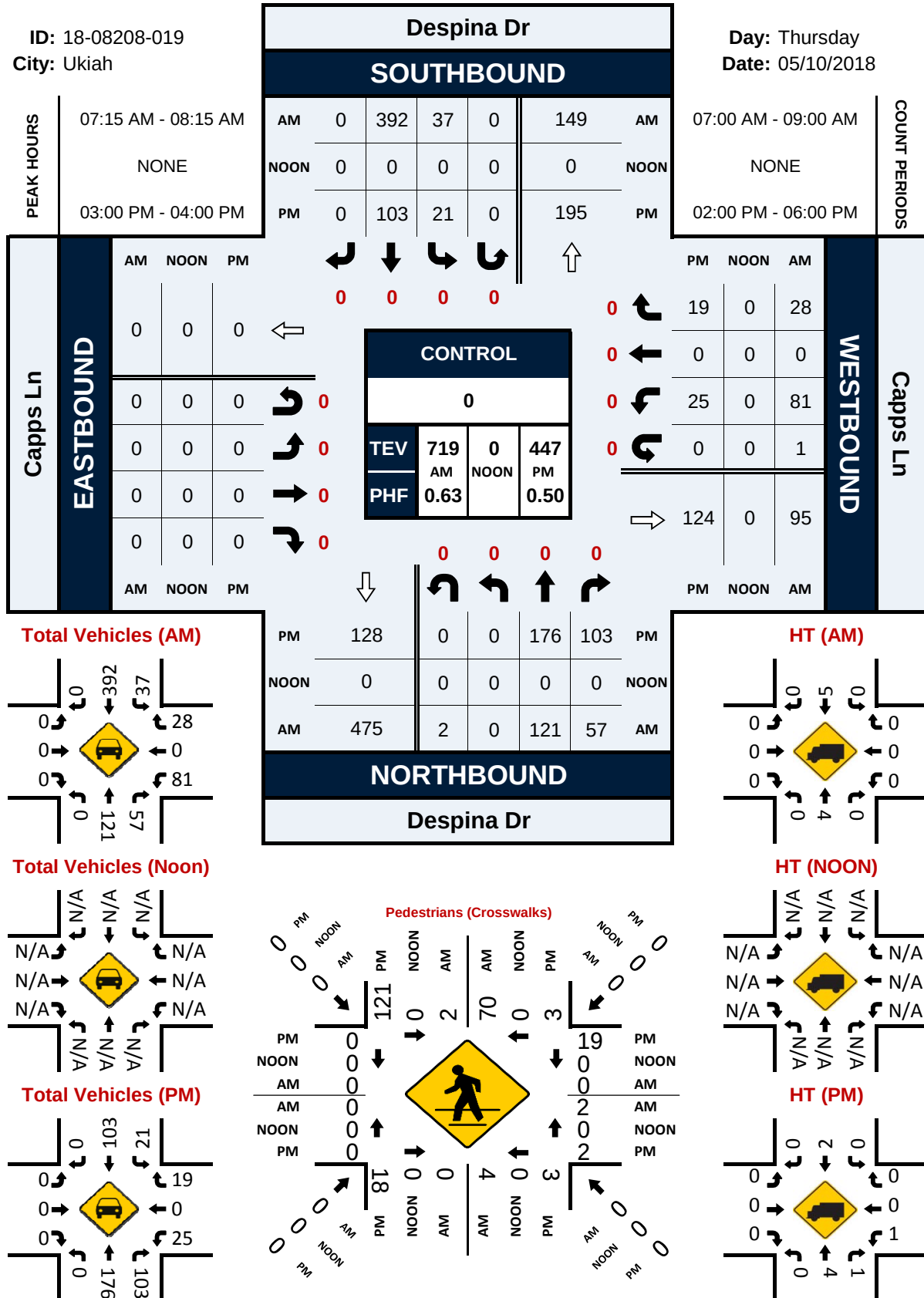


Despina Dr & Capps Ln

Peak Hour Turning Movement Count

ID: 18-08208-019
City: Ukiah

Day: Thursday
Date: 05/10/2018

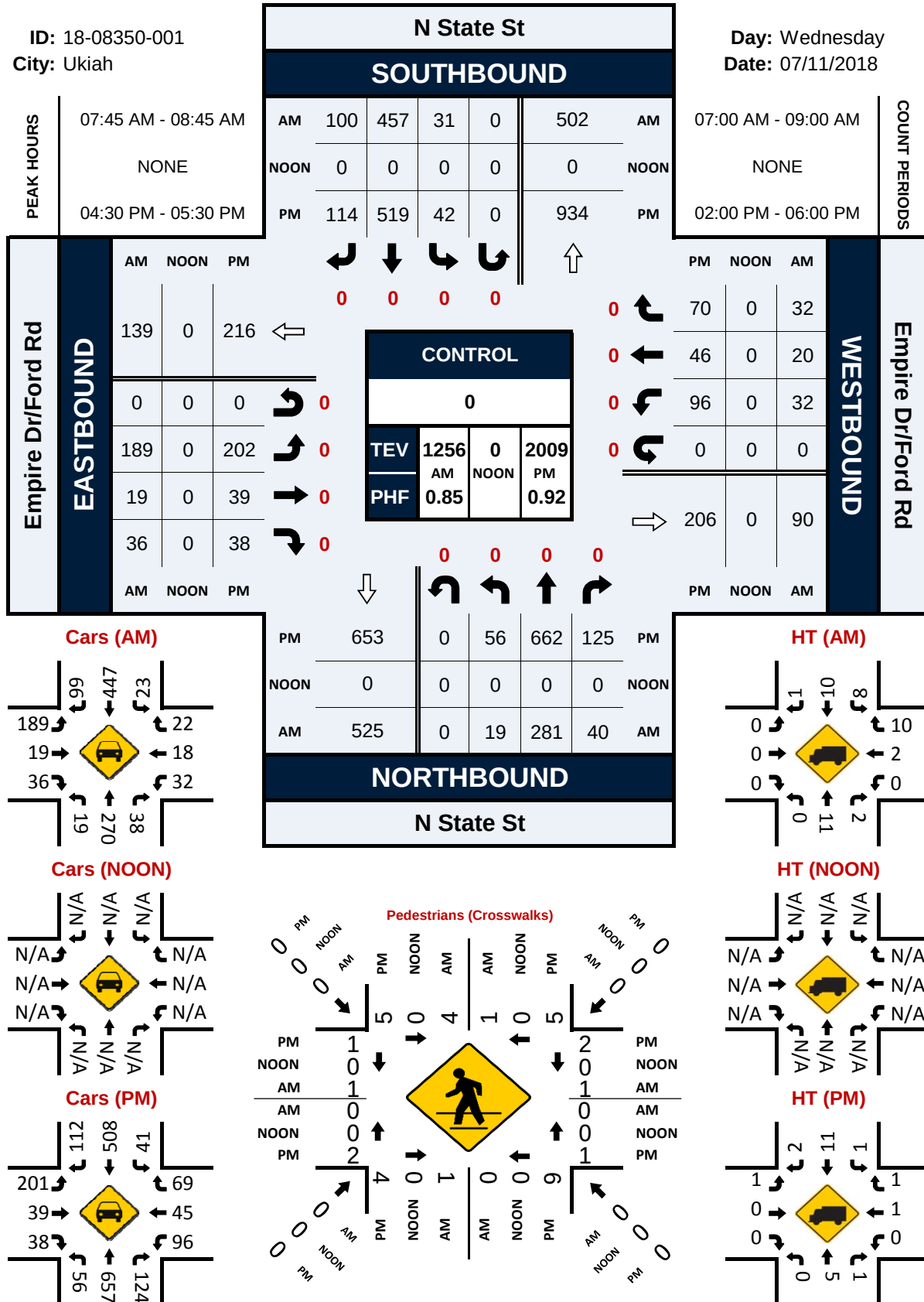


N State St & Empire Dr/Ford Rd

Peak Hour Turning Movement Count

ID: 18-08350-001
City: Ukiah

Day: Wednesday
Date: 07/11/2018

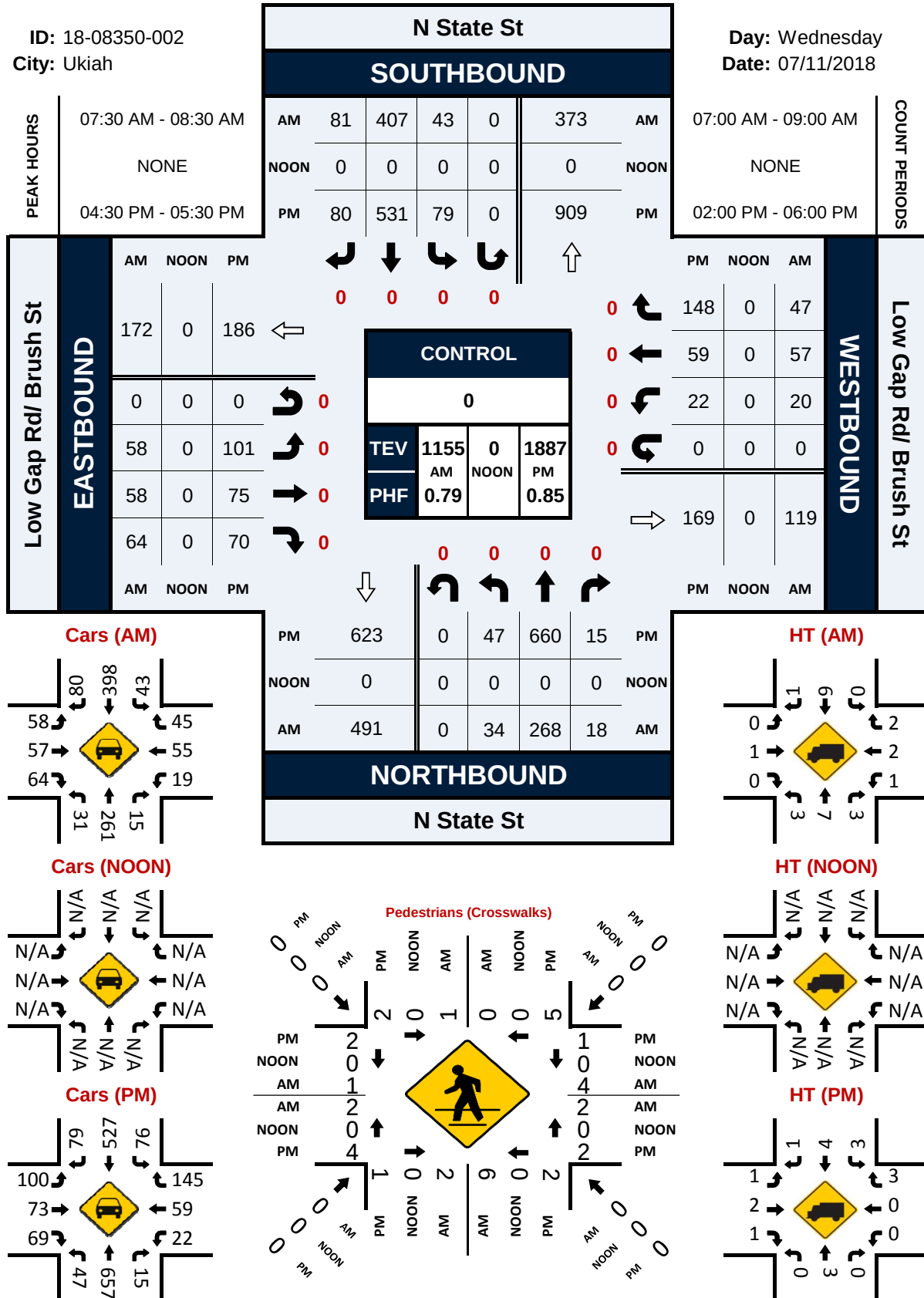


N State St & Low Gap Rd/ Brush St

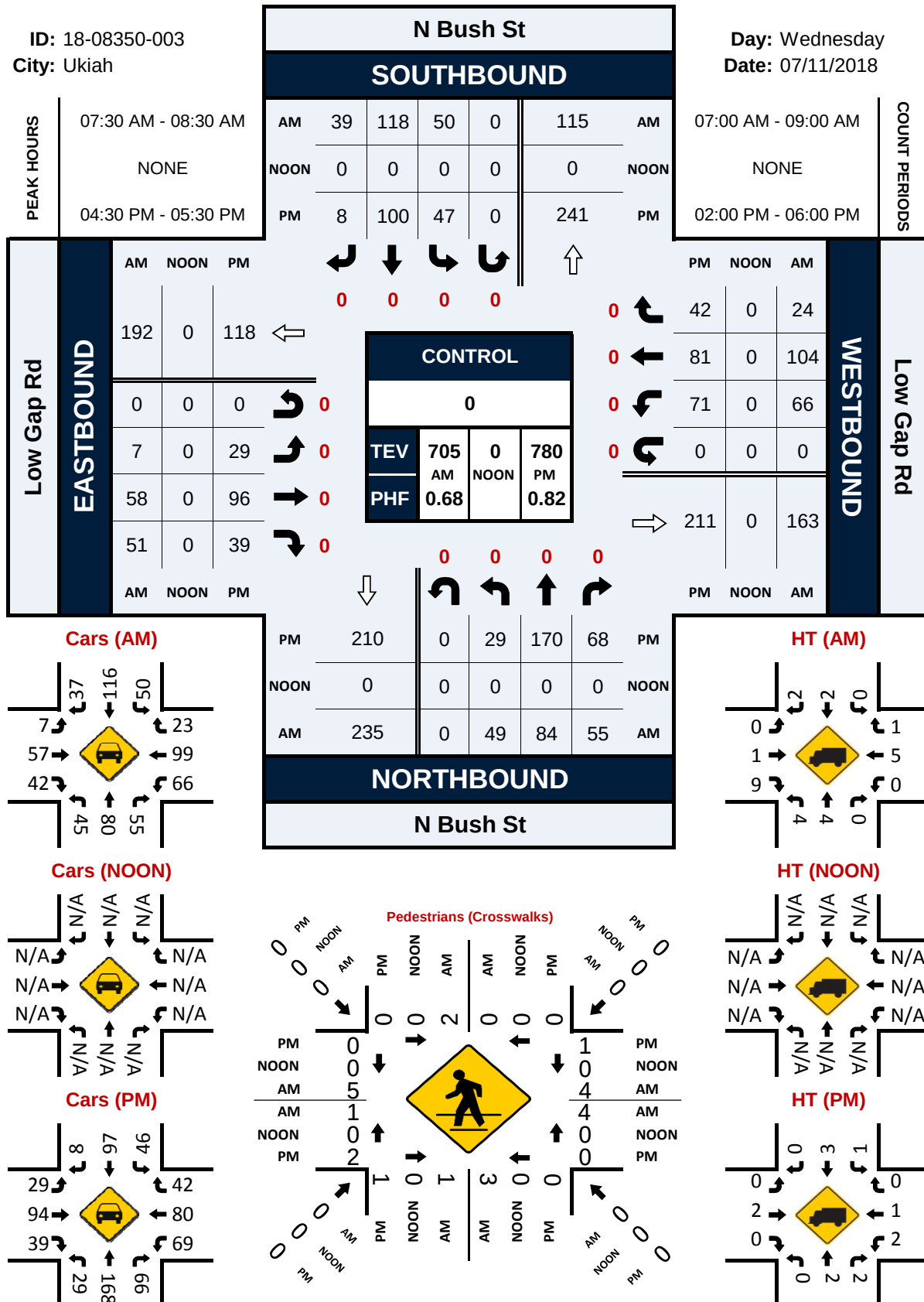
Peak Hour Turning Movement Count

ID: 18-08350-002
City: Ukiah

Day: Wednesday
Date: 07/11/2018



Day: Wednesday
Date: 07/11/2018

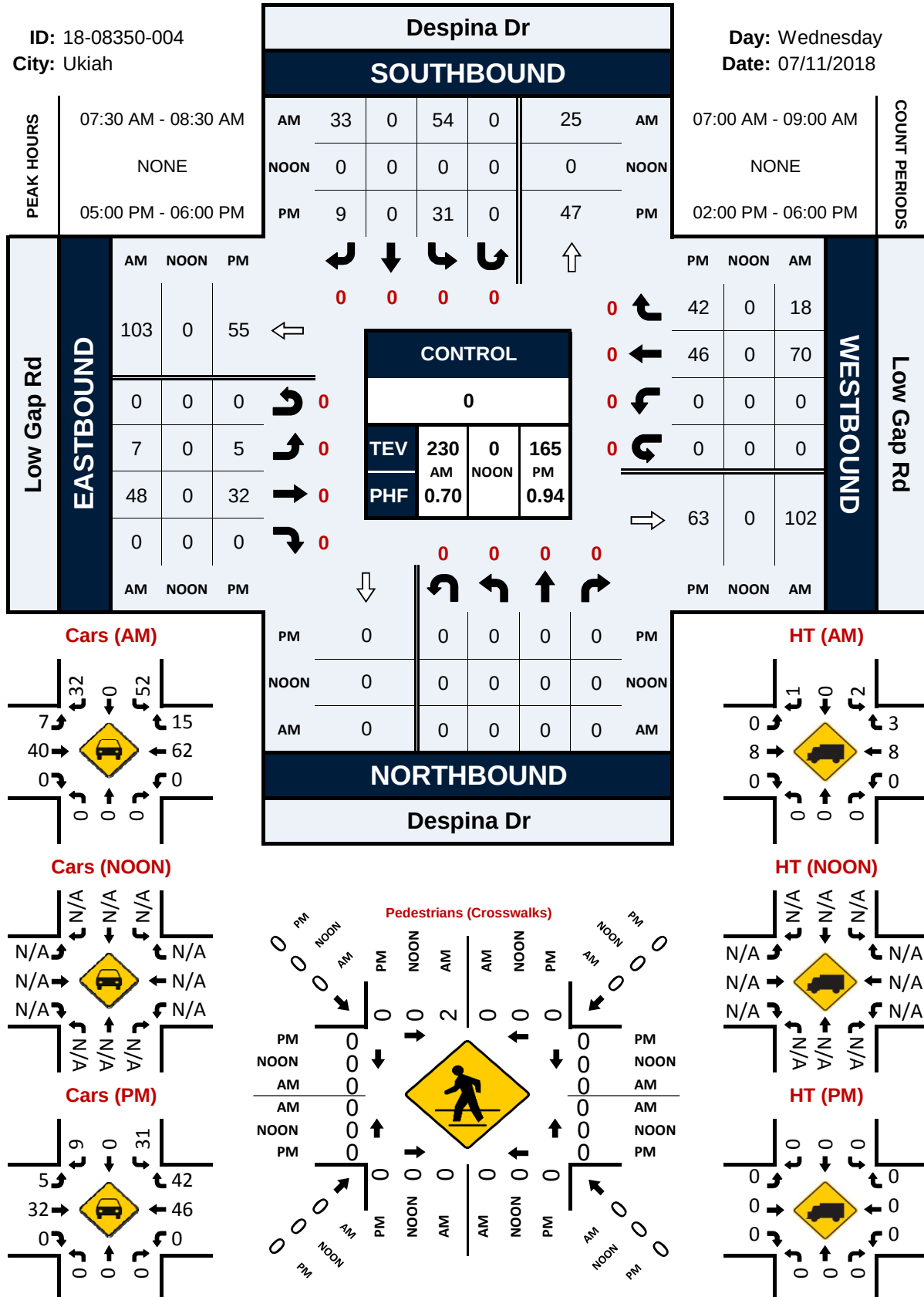


Despina Dr & Low Gap Rd

Peak Hour Turning Movement Count

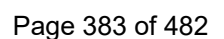
ID: 18-08350-004
City: Ukiah

Day: Wednesday
Date: 07/11/2018

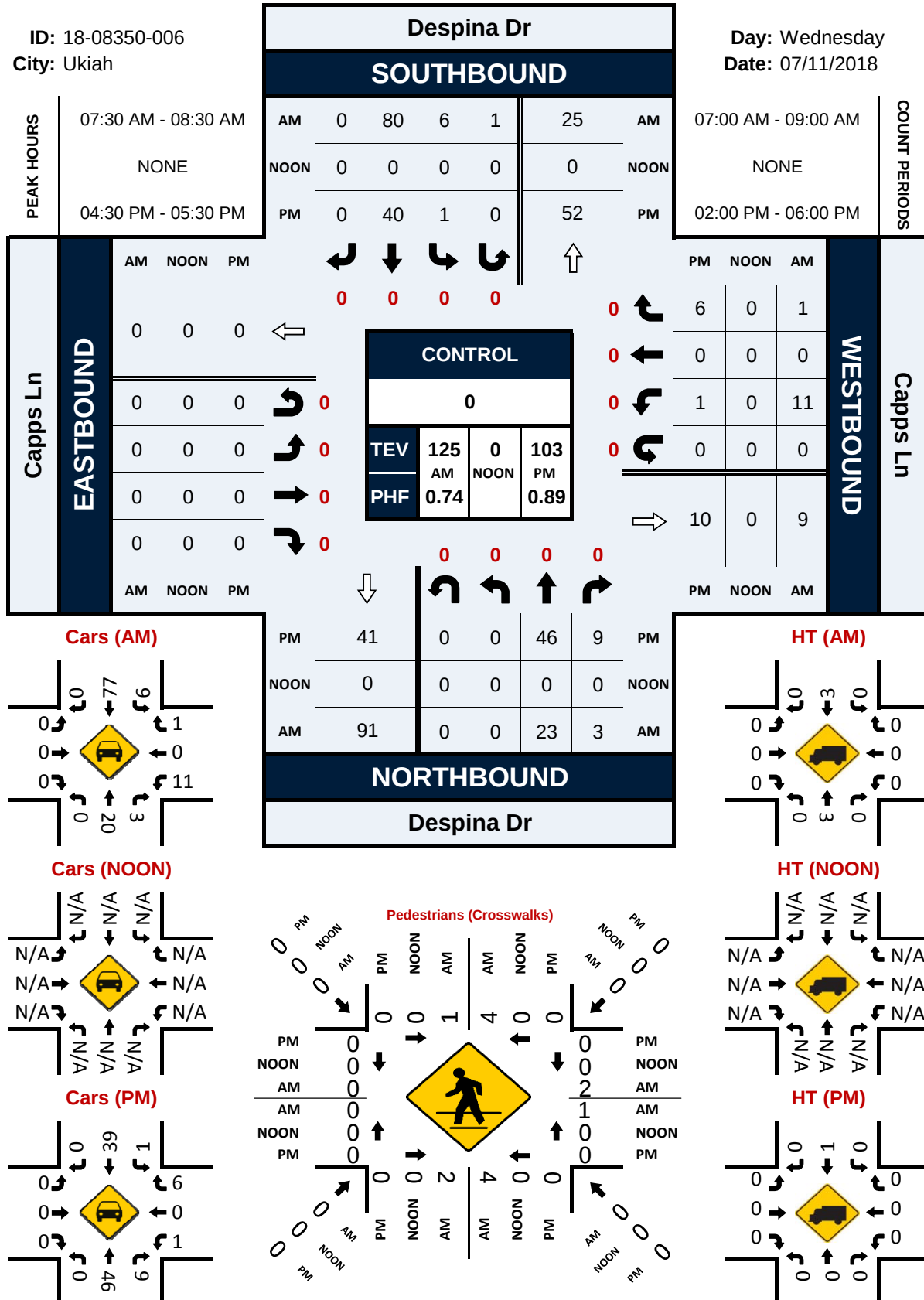


ID: 18-08350-005
City: Ukiah

Day: Wednesday
Date: 07/11/2018



Day: Wednesday
Date: 07/11/2018



Appendix C: Synchro and SimTraffic Outputs

HCM 6th Signalized Intersection Summary

1: N State St & S Empire Rd/Ford Rd

Existing Conditions
AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	278	46	57	80	29	50	49	452	68	48	609	144
Future Volume (veh/h)	278	46	57	80	29	50	49	452	68	48	609	144
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach	No			No			No			No		
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	331	55	68	95	35	60	58	538	81	57	725	171
Peak Hour Factor	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	245	124	154	122	58	99	78	1026	154	78	943	222
Arrive On Green	0.14	0.16	0.16	0.07	0.09	0.09	0.04	0.33	0.33	0.04	0.33	0.33
Sat Flow, veh/h	1781	761	940	1781	617	1058	1781	3099	465	1781	2852	673
Grp Volume(v), veh/h	331	0	123	95	0	95	58	308	311	57	452	444
Grp Sat Flow(s),veh/h/ln	1781	0	1701	1781	0	1676	1781	1777	1787	1781	1777	1748
Q Serve(g_s), s	7.0	0.0	3.3	2.7	0.0	2.8	1.6	7.1	7.2	1.6	11.6	11.6
Cycle Q Clear(g_c), s	7.0	0.0	3.3	2.7	0.0	2.8	1.6	7.1	7.2	1.6	11.6	11.6
Prop In Lane	1.00		0.55	1.00		0.63	1.00		0.26	1.00		0.38
Lane Grp Cap(c), veh/h	245	0	278	122	0	158	78	588	592	78	588	578
V/C Ratio(X)	1.35	0.00	0.44	0.78	0.00	0.60	0.74	0.52	0.53	0.74	0.77	0.77
Avail Cap(c_a), veh/h	245	0	335	631	0	264	666	1119	1125	701	944	929
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	21.9	0.0	19.2	23.3	0.0	22.1	24.0	13.7	13.8	24.0	15.3	15.3
Incr Delay (d2), s/veh	181.5	0.0	0.4	4.1	0.0	1.4	5.0	0.3	0.3	5.0	0.8	0.8
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	15.1	0.0	1.2	1.2	0.0	1.1	0.7	2.5	2.5	0.7	4.0	3.9
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	203.4	0.0	19.6	27.4	0.0	23.5	29.0	14.0	14.0	29.0	16.1	16.1
LnGrp LOS	F	A	B	C	A	C	C	B	B	C	B	B
Approach Vol, veh/h	454				190				677			
Approach Delay, s/veh	153.6				25.4				15.3			
Approach LOS	F				C				B			
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	7.2	21.8	8.5	13.3	7.2	21.8	12.0	9.8				
Change Period (Y+Rc), s	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0				
Max Green Setting (Gmax), s	20.0	32.0	18.0	10.0	19.0	27.0	7.0	8.0				
Max Q Clear Time (g_c+I1), s	3.6	9.2	4.7	5.3	3.6	13.6	9.0	4.8				
Green Ext Time (p_c), s	0.0	2.5	0.0	0.1	0.0	3.2	0.0	0.0				
Intersection Summary												
HCM 6th Ctrl Delay			44.4									
HCM 6th LOS			D									
Notes												

HCM 6th Signalized Intersection Summary

2: State St & Low Gap Rd/Brush St

Existing Conditions
AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	103	75	132	24	94	42	72	477	35	39	553	129
Future Volume (veh/h)	103	75	132	24	94	42	72	477	35	39	553	129
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach	No			No			No			No		
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	127	93	163	30	116	52	89	589	43	48	683	159
Peak Hour Factor	0.81	0.81	0.81	0.81	0.81	0.81	0.81	0.81	0.81	0.81	0.81	0.81
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	168	145	253	59	215	97	116	1223	89	82	987	230
Arrive On Green	0.09	0.24	0.24	0.03	0.18	0.18	0.07	0.36	0.36	0.05	0.35	0.35
Sat Flow, veh/h	1781	609	1067	1781	1222	548	1781	3358	245	1781	2861	665
Grp Volume(v), veh/h	127	0	256	30	0	168	89	311	321	48	424	418
Grp Sat Flow(s),veh/h/ln	1781	0	1675	1781	0	1770	1781	1777	1826	1781	1777	1749
Q Serve(g_s), s	4.1	0.0	8.2	1.0	0.0	5.1	2.9	8.0	8.1	1.6	12.2	12.2
Cycle Q Clear(g_c), s	4.1	0.0	8.2	1.0	0.0	5.1	2.9	8.0	8.1	1.6	12.2	12.2
Prop In Lane	1.00		0.64	1.00		0.31	1.00		0.13	1.00		0.38
Lane Grp Cap(c), veh/h	168	0	398	59	0	312	116	647	665	82	613	604
V/C Ratio(X)	0.76	0.00	0.64	0.51	0.00	0.54	0.76	0.48	0.48	0.59	0.69	0.69
Avail Cap(c_a), veh/h	599	0	844	449	0	743	449	1343	1380	449	1343	1323
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	26.3	0.0	20.4	28.3	0.0	22.3	27.4	14.6	14.6	27.8	16.8	16.8
Incr Delay (d2), s/veh	6.8	0.0	1.7	6.8	0.0	1.4	9.9	0.6	0.5	6.5	1.4	1.4
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	2.0	0.0	3.1	0.5	0.0	2.1	1.5	3.0	3.1	0.8	4.7	4.6
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	33.1	0.0	22.2	35.1	0.0	23.8	37.3	15.1	15.1	34.3	18.2	18.2
LnGrp LOS	C	A	C	D	A	C	D	B	B	C	B	B
Approach Vol, veh/h	383			198			721			890		
Approach Delay, s/veh	25.8			25.5			17.9			19.1		
Approach LOS	C			C			B			B		
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	7.2	26.7	6.5	19.1	8.4	25.5	10.1	15.5				
Change Period (Y+Rc), s	4.5	5.0	4.5	5.0	4.5	5.0	4.5	5.0				
Max Green Setting (Gmax), s	15.0	45.0	15.0	30.0	15.0	45.0	20.0	25.0				
Max Q Clear Time (g_c+I1), s	3.6	10.1	3.0	10.2	4.9	14.2	6.1	7.1				
Green Ext Time (p_c), s	0.1	4.3	0.0	1.5	0.1	6.2	0.2	0.8				
Intersection Summary												
HCM 6th Ctrl Delay			20.4									
HCM 6th LOS			C									
Notes												

HCM 6th AWSC
3: Bush St & Low Gap Rd

Existing Conditions
AM Peak Hour

Intersection

Intersection Delay, s/veh31.7

Intersection LOS D

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	28	139	119	129	187	46	179	148	56	93	152	63
Future Vol, veh/h	28	139	119	129	187	46	179	148	56	93	152	63
Peak Hour Factor	0.70	0.89	0.89	0.70	0.81	0.72	0.80	0.86	0.78	0.66	0.71	0.51
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	40	156	134	184	231	64	224	172	72	141	214	124
Number of Lanes	1	1	0	1	1	0	1	1	1	1	1	1

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	2	3	3
Conflicting Approach Left SB		NB	EB	WB
Conflicting Lanes Left	3	3	2	2
Conflicting Approach RightNB		SB	WB	EB
Conflicting Lanes Right	3	3	2	2
HCM Control Delay	42.4	37	26.9	23.6
HCM LOS	E	E	D	C

Lane	NBLn1	NBLn2	NBLn3	EBLn1	EBLn2	WBLn1	WBLn2	SBLn1	SBLn2	SBLn3
Vol Left, %	100%	0%	0%	100%	0%	100%	0%	100%	0%	0%
Vol Thru, %	0%	100%	0%	0%	54%	0%	80%	0%	100%	0%
Vol Right, %	0%	0%	100%	0%	46%	0%	20%	0%	0%	100%
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	179	148	56	28	258	129	233	93	152	63
LT Vol	179	0	0	28	0	129	0	93	0	0
Through Vol	0	148	0	0	139	0	187	0	152	0
RT Vol	0	0	56	0	119	0	46	0	0	63
Lane Flow Rate	224	172	72	40	290	184	295	141	214	124
Geometry Grp	8	8	8	8	8	8	8	8	8	8
Degree of Util (X)	0.677	0.495	0.192	0.123	0.82	0.542	0.813	0.426	0.617	0.33
Departure Headway (Hd)	10.888	10.362	9.626	11.025	10.18	10.584	9.93	10.893	10.367	9.631
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cap	331	348	373	325	357	341	365	331	349	373
Service Time	8.655	8.129	7.392	8.79	7.944	8.348	7.693	8.66	8.134	7.397
HCM Lane V/C Ratio	0.677	0.494	0.193	0.123	0.812	0.54	0.808	0.426	0.613	0.332
HCM Control Delay	33.8	22.9	14.7	15.3	46.1	25.3	44.3	21.6	28.6	17.1
HCM Lane LOS	D	C	B	C	E	D	E	C	D	C
HCM 95th-tile Q	4.7	2.6	0.7	0.4	7.2	3.1	7.1	2	3.9	1.4

Intersection

Intersection Delay, s/veh 16.9

Intersection LOS C

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	92	194	307	63	79	118
Future Vol, veh/h	92	194	307	63	79	118
Peak Hour Factor	0.63	0.82	0.81	0.70	0.86	0.62
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	146	237	379	90	92	190
Number of Lanes	0	1	1	0	1	0

Approach	EB	WB	SB
Opposing Approach	WB	EB	
Opposing Lanes	1	1	0
Conflicting Approach Left SB			WB
Conflicting Lanes Left	1	0	1
Conflicting Approach Right		SB	EB
Conflicting Lanes Right	0	1	1
HCM Control Delay	16.3	19.2	13.7
HCM LOS	C	C	B

Lane	EBLn1	WBLn1	SBLn1
Vol Left, %	32%	0%	40%
Vol Thru, %	68%	83%	0%
Vol Right, %	0%	17%	60%
Sign Control	Stop	Stop	Stop
Traffic Vol by Lane	286	370	197
LT Vol	92	0	79
Through Vol	194	307	0
RT Vol	0	63	118
Lane Flow Rate	383	469	282
Geometry Grp	1	1	1
Degree of Util (X)	0.59	0.688	0.455
Departure Headway (Hd)	5.551	5.284	5.811
Convergence, Y/N	Yes	Yes	Yes
Cap	647	680	618
Service Time	3.604	3.334	3.868
HCM Lane V/C Ratio	0.592	0.69	0.456
HCM Control Delay	16.3	19.2	13.7
HCM Lane LOS	C	C	B
HCM 95th-tile Q	3.9	5.5	2.4

HCM 6th TWSC
5: Despina Dr & Capps Ln

Existing Conditions
AM Peak Hour

Intersection						
Int Delay, s/veh	5.5					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	82	28	121	57	37	392
Future Vol, veh/h	82	28	121	57	37	392
Conflicting Peds, #/hr	4	72	0	2	2	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	63	63	63	63	63	63
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	130	44	192	90	59	622
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	983	311	0	0	284	0
Stage 1	239	-	-	-	-	-
Stage 2	744	-	-	-	-	-
Critical Hdwy	6.42	6.22	-	-	4.12	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	-	-	2.218	-
Pot Cap-1 Maneuver	276	729	-	-	1278	-
Stage 1	801	-	-	-	-	-
Stage 2	470	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	253	610	-	-	1272	-
Mov Cap-2 Maneuver	253	-	-	-	-	-
Stage 1	741	-	-	-	-	-
Stage 2	466	-	-	-	-	-
Approach	WB	NB	SB			
HCM Control Delay, s	33	0	0.7			
HCM LOS	D					
Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT		
Capacity (veh/h)	-	-	297	1272	-	
HCM Lane V/C Ratio	-	-	0.588	0.046	-	
HCM Control Delay (s)	-	-	33	8	0	
HCM Lane LOS	-	-	D	A	A	
HCM 95th %tile Q(veh)	-	-	3.5	0.1	-	

HCM 6th TWSC
6: Despina Dr & S Empire Dr

Existing Conditions
AM Peak Hour

Intersection						
Int Delay, s/veh	4					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	94	8	53	94	23	338
Future Vol, veh/h	94	8	53	94	23	338
Conflicting Peds, #/hr	8	3	0	8	8	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	65	65	65	65	65	65
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	145	12	82	145	35	520
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	761	166	0	0	235	0
Stage 1	163	-	-	-	-	-
Stage 2	598	-	-	-	-	-
Critical Hdwy	6.42	6.22	-	-	4.12	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	-	-	2.218	-
Pot Cap-1 Maneuver	373	878	-	-	1332	-
Stage 1	866	-	-	-	-	-
Stage 2	549	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	346	857	-	-	1308	-
Mov Cap-2 Maneuver	346	-	-	-	-	-
Stage 1	818	-	-	-	-	-
Stage 2	539	-	-	-	-	-
Approach	WB	NB		SB		
HCM Control Delay, s	22.3	0		0.5		
HCM LOS	C					
Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT		
Capacity (veh/h)	-	-	363	1308	-	
HCM Lane V/C Ratio	-	-	0.432	0.027	-	
HCM Control Delay (s)	-	-	22.3	7.8	0	
HCM Lane LOS	-	-	C	A	A	
HCM 95th %tile Q(veh)	-	-	2.1	0.1	-	

HCM 6th Signalized Intersection Summary

1: N State St & S Empire Rd/Ford Rd

Existing Conditions
PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	251	75	40	101	78	59	70	726	157	63	617	160
Future Volume (veh/h)	251	75	40	101	78	59	70	726	157	63	617	160
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.97	1.00		0.97	1.00		1.00	1.00		0.99
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach	No			No			No			No		
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	276	82	44	111	86	65	77	798	173	69	678	176
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	219	190	102	143	121	92	98	1020	221	87	961	249
Arrive On Green	0.12	0.17	0.17	0.08	0.12	0.12	0.06	0.35	0.35	0.05	0.35	0.35
Sat Flow, veh/h	1781	1133	608	1781	973	735	1781	2904	630	1781	2786	723
Grp Volume(v), veh/h	276	0	126	111	0	151	77	488	483	69	432	422
Grp Sat Flow(s),veh/h/ln	1781	0	1741	1781	0	1708	1781	1777	1757	1781	1777	1732
Q Serve(g_s), s	7.0	0.0	3.7	3.5	0.0	4.8	2.4	14.0	14.0	2.2	12.0	12.0
Cycle Q Clear(g_c), s	7.0	0.0	3.7	3.5	0.0	4.8	2.4	14.0	14.0	2.2	12.0	12.0
Prop In Lane	1.00		0.35	1.00		0.43	1.00		0.36	1.00		0.42
Lane Grp Cap(c), veh/h	219	0	292	143	0	213	98	624	617	87	613	597
V/C Ratio(X)	1.26	0.00	0.43	0.78	0.00	0.71	0.79	0.78	0.78	0.79	0.71	0.71
Avail Cap(c_a), veh/h	219	0	306	564	0	240	596	1001	990	627	844	823
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	24.9	0.0	21.2	25.6	0.0	23.9	26.5	16.5	16.5	26.7	16.1	16.1
Incr Delay (d2), s/veh	147.4	0.0	0.4	3.4	0.0	6.2	5.1	0.8	0.8	5.9	0.7	0.7
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	11.8	0.0	1.5	1.5	0.0	2.2	1.1	5.1	5.0	1.0	4.3	4.2
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	172.4	0.0	21.6	29.1	0.0	30.1	31.6	17.3	17.3	32.6	16.8	16.9
LnGrp LOS	F	A	C	C	A	C	C	B	B	C	B	B
Approach Vol, veh/h	402				262				1048			
Approach Delay, s/veh	125.1				29.6				18.4			
Approach LOS	F				C				B			
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	7.8	25.0	9.6	14.5	8.1	24.6	12.0	12.1				
Change Period (Y+Rc), s	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0				
Max Green Setting (Gmax), s	20.0	32.0	18.0	10.0	19.0	27.0	7.0	8.0				
Max Q Clear Time (g_c+I1), s	4.2	16.0	5.5	5.7	4.4	14.0	9.0	6.8				
Green Ext Time (p_c), s	0.0	4.0	0.0	0.1	0.0	3.0	0.0	0.0				
Intersection Summary												
HCM 6th Ctrl Delay	35.7											
HCM 6th LOS	D											
Notes												

HCM 6th Signalized Intersection Summary

2: State St & Low Gap Rd/Brush St

Existing Conditions
PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	109	54	102	16	97	118	78	805	12	27	628	102
Future Volume (veh/h)	109	54	102	16	97	118	78	805	12	27	628	102
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.99	1.00		0.99	1.00		0.99	1.00		0.99
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	118	59	111	17	105	128	85	875	13	29	683	111
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	156	158	296	37	157	191	112	1297	19	57	1011	164
Arrive On Green	0.09	0.27	0.27	0.02	0.21	0.21	0.06	0.36	0.36	0.03	0.33	0.33
Sat Flow, veh/h	1781	578	1087	1781	762	929	1781	3584	53	1781	3056	496
Grp Volume(v), veh/h	118	0	170	17	0	233	85	434	454	29	397	397
Grp Sat Flow(s),veh/h/ln	1781	0	1665	1781	0	1692	1781	1777	1860	1781	1777	1775
Q Serve(g_s), s	3.9	0.0	5.0	0.6	0.0	7.7	2.8	12.5	12.5	1.0	11.7	11.7
Cycle Q Clear(g_c), s	3.9	0.0	5.0	0.6	0.0	7.7	2.8	12.5	12.5	1.0	11.7	11.7
Prop In Lane	1.00		0.65	1.00		0.55	1.00		0.03	1.00		0.28
Lane Grp Cap(c), veh/h	156	0	454	37	0	348	112	643	673	57	588	587
V/C Ratio(X)	0.76	0.00	0.37	0.46	0.00	0.67	0.76	0.67	0.67	0.51	0.67	0.68
Avail Cap(c_a), veh/h	587	0	823	440	0	697	440	1318	1380	440	1318	1316
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	27.0	0.0	17.9	29.4	0.0	22.2	28.0	16.3	16.3	28.9	17.5	17.5
Incr Delay (d2), s/veh	7.3	0.0	0.5	8.9	0.0	2.2	10.1	1.2	1.2	6.9	1.4	1.4
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	1.9	0.0	1.8	0.3	0.0	3.1	1.5	4.7	5.0	0.5	4.5	4.5
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	34.3	0.0	18.4	38.3	0.0	24.4	38.1	17.6	17.5	35.8	18.8	18.9
LnGrp LOS	C	A	B	D	A	C	D	B	B	D	B	B
Approach Vol, veh/h		288			250			973			823	
Approach Delay, s/veh		24.9			25.4			19.4			19.5	
Approach LOS		C			C			B			B	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	6.4	27.0	5.7	21.5	8.3	25.1	9.8	17.5				
Change Period (Y+Rc), s	4.5	5.0	4.5	5.0	4.5	5.0	4.5	5.0				
Max Green Setting (Gmax), s	15.0	45.0	15.0	30.0	15.0	45.0	20.0	25.0				
Max Q Clear Time (g_c+I1), s	3.0	14.5	2.6	7.0	4.8	13.7	5.9	9.7				
Green Ext Time (p_c), s	0.0	6.5	0.0	1.0	0.1	5.7	0.2	1.2				
Intersection Summary												
HCM 6th Ctrl Delay			20.7									
HCM 6th LOS			C									
Notes												
User approved pedestrian interval to be less than phase max green.												

HCM 6th AWSC
3: Bush St & Low Gap Rd

Existing Conditions
PM Peak Hour

Intersection

Intersection Delay, s/veh32.9

Intersection LOS D

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	30	164	124	79	158	49	113	172	82	69	148	31
Future Vol, veh/h	30	164	124	79	158	49	113	172	82	69	148	31
Peak Hour Factor	0.54	0.79	0.76	0.85	0.70	0.86	0.82	0.72	0.83	0.62	0.84	0.86
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	56	208	163	93	226	57	138	239	99	111	176	36
Number of Lanes	1	1	0	1	1	0	1	1	1	1	1	1

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	2	3	3
Conflicting Approach Left SB		NB	EB	WB
Conflicting Lanes Left	3	3	2	2
Conflicting Approach Right NB		SB	WB	EB
Conflicting Lanes Right	3	3	2	2
HCM Control Delay	56.2	30.4	22.6	20
HCM LOS	F	D	C	C

Lane	NBLn1	NBLn2	NBLn3	EBLn1	EBLn2	WBLn1	WBLn2	SBLn1	SBLn2	SBLn3
Vol Left, %	100%	0%	0%	100%	0%	100%	0%	100%	0%	0%
Vol Thru, %	0%	100%	0%	0%	57%	0%	76%	0%	100%	0%
Vol Right, %	0%	0%	100%	0%	43%	0%	24%	0%	0%	100%
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	113	172	82	30	288	79	207	69	148	31
LT Vol	113	0	0	30	0	79	0	69	0	0
Through Vol	0	172	0	0	164	0	158	0	148	0
RT Vol	0	0	82	0	124	0	49	0	0	31
Lane Flow Rate	138	239	99	56	371	93	283	111	176	36
Geometry Grp	8	8	8	8	8	8	8	8	8	8
Degree of Util (X)	0.388	0.639	0.244	0.154	0.942	0.261	0.742	0.328	0.494	0.094
Departure Headway (Hd)	10.149	9.626	8.892	9.962	9.143	10.124	9.443	10.615	10.09	9.354
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cap	354	375	403	362	400	355	384	338	358	383
Service Time	7.912	7.388	6.655	7.662	6.843	7.884	7.202	8.382	7.856	7.12
HCM Lane V/C Ratio	0.39	0.637	0.246	0.155	0.927	0.262	0.737	0.328	0.492	0.094
HCM Control Delay	19.2	28	14.5	14.5	62.4	16.4	35	18.5	22.4	13.1
HCM Lane LOS	C	D	B	B	F	C	D	C	C	B
HCM 95th-tile Q	1.8	4.2	0.9	0.5	10.5	1	5.8	1.4	2.6	0.3

Intersection

Intersection Delay, s/veh 15.4

Intersection LOS C

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	71	174	100	109	110	29
Future Vol, veh/h	71	174	100	109	110	29
Peak Hour Factor	0.61	0.64	0.57	0.57	0.40	0.68
Heavy Vehicles, %	3	3	3	3	3	3
Mvmt Flow	116	272	175	191	275	43
Number of Lanes	0	1	1	0	1	0

Approach	EB	WB	SB
Opposing Approach	WB	EB	
Opposing Lanes	1	1	0
Conflicting Approach Left SB			WB
Conflicting Lanes Left	1	0	1
Conflicting Approach Right		SB	EB
Conflicting Lanes Right	0	1	1
HCM Control Delay	16.6	14.2	15.3
HCM LOS	C	B	C

Lane	EBLn1	WBLn1	SBLn1
Vol Left, %	29%	0%	79%
Vol Thru, %	71%	48%	0%
Vol Right, %	0%	52%	21%
Sign Control	Stop	Stop	Stop
Traffic Vol by Lane	245	209	139
LT Vol	71	0	110
Through Vol	174	100	0
RT Vol	0	109	29
Lane Flow Rate	388	367	318
Geometry Grp	1	1	1
Degree of Util (X)	0.599	0.534	0.523
Departure Headway (Hd)	5.554	5.243	5.926
Convergence, Y/N	Yes	Yes	Yes
Cap	648	686	607
Service Time	3.606	3.298	3.98
HCM Lane V/C Ratio	0.599	0.535	0.524
HCM Control Delay	16.6	14.2	15.3
HCM Lane LOS	C	B	C
HCM 95th-tile Q	4	3.2	3

HCM 6th TWSC
5: Despina Dr & Capps Ln

Existing Conditions
PM Peak Hour

Intersection						
Int Delay, s/veh	2.4					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	25	19	176	103	21	103
Future Vol, veh/h	25	19	176	103	21	103
Conflicting Peds, #/hr	21	124	0	21	21	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	50	50	50	50	50	50
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	50	38	352	206	42	206
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	787	600	0	0	579	0
Stage 1	476	-	-	-	-	-
Stage 2	311	-	-	-	-	-
Critical Hdwy	6.42	6.22	-	-	4.12	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	-	-	2.218	-
Pot Cap-1 Maneuver	360	501	-	-	995	-
Stage 1	625	-	-	-	-	-
Stage 2	743	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	311	346	-	-	949	-
Mov Cap-2 Maneuver	311	-	-	-	-	-
Stage 1	566	-	-	-	-	-
Stage 2	708	-	-	-	-	-
Approach	WB	NB	SB			
HCM Control Delay, s	20.1	0	1.5			
HCM LOS	C					
Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT		
Capacity (veh/h)	-	-	325	949	-	
HCM Lane V/C Ratio	-	-	0.271	0.044	-	
HCM Control Delay (s)	-	-	20.1	9	0	
HCM Lane LOS	-	-	C	A	A	
HCM 95th %tile Q(veh)	-	-	1.1	0.1	-	

Intersection

Int Delay, s/veh 3.2

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	63	12	86	115	18	62
Future Vol, veh/h	63	12	86	115	18	62
Conflicting Peds, #/hr	5	1	0	18	18	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	59	59	59	59	59	59
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	107	20	146	195	31	105

Major/Minor	Minor1	Major1	Major2
Conflicting Flow All	434	263	0
Stage 1	262	-	-
Stage 2	172	-	-
Critical Hdwy	6.42	6.22	-
Critical Hdwy Stg 1	5.42	-	-
Critical Hdwy Stg 2	5.42	-	-
Follow-up Hdwy	3.518	3.318	-
Pot Cap-1 Maneuver	579	776	-
Stage 1	782	-	-
Stage 2	858	-	-
Platoon blocked, %		-	-
Mov Cap-1 Maneuver	534	743	-
Mov Cap-2 Maneuver	534	-	-
Stage 1	729	-	-
Stage 2	849	-	-

Approach	WB	NB	SB
HCM Control Delay, s	13.3	0	1.8
HCM LOS	B		

Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT
Capacity (veh/h)	-	-	559	1152
HCM Lane V/C Ratio	-	-	0.227	0.026
HCM Control Delay (s)	-	-	13.3	8.2
HCM Lane LOS	-	-	B	A
HCM 95th %tile Q(veh)	-	-	0.9	0.1

Queuing and Blocking Report

Existing Conditions

08/28/2019

Intersection: 3: Bush St & Low Gap Rd

Movement	EB	EB	WB	WB	NB	NB	NB	SB	SB	SB
Directions Served	L	TR	L	TR	L	T	R	L	T	R
Maximum Queue (ft)	145	421	176	310	124	246	108	142	285	151
Average Queue (ft)	37	138	54	75	56	61	29	40	75	28
95th Queue (ft)	123	342	139	217	115	176	69	112	218	105
Link Distance (ft)		875		631		614			793	
Upstream Blk Time (%)										
Queuing Penalty (veh)										
Storage Bay Dist (ft)	115		110		75		75	105		80
Storage Blk Time (%)		25	4	8	15	2	0	0	10	1
Queuing Penalty (veh)		8	12	13	33	5	0	1	25	5

Intersection: 4: Low Gap Rd & Despina Dr

Movement	EB	WB	SB
Directions Served	LT	TR	LR
Maximum Queue (ft)	176	290	131
Average Queue (ft)	71	95	56
95th Queue (ft)	132	227	98
Link Distance (ft)	931	982	1378
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: Despina Dr & Capps Ln

Movement	WB	NB	SB
Directions Served	LR	TR	LT
Maximum Queue (ft)	160	79	256
Average Queue (ft)	53	15	66
95th Queue (ft)	119	53	182
Link Distance (ft)	211	1378	384
Upstream Blk Time (%)	1		0
Queuing Penalty (veh)	0		0
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Zone Summary

Zone wide Queuing Penalty: 102

Queuing and Blocking Report

Existing Conditions

08/28/2019

Intersection: 3: Bush St & Low Gap Rd

Movement	EB	EB	WB	WB	NB	NB	NB	SB	SB	SB
Directions Served	L	TR	L	TR	L	T	R	L	T	R
Maximum Queue (ft)	175	761	153	300	113	176	110	92	182	98
Average Queue (ft)	55	361	40	94	37	62	41	28	68	6
95th Queue (ft)	173	947	120	270	90	137	89	68	135	44
Link Distance (ft)		1087		608		572			852	
Upstream Blk Time (%)		11		0						
Queuing Penalty (veh)		0		0						
Storage Bay Dist (ft)	115		110		75		75	105		80
Storage Blk Time (%)	0	52	0	14	3	8	1	1	10	0
Queuing Penalty (veh)	0	18	0	12	7	17	2	1	11	0

Intersection: 4: Low Gap Rd & Despina Dr

Movement	EB	WB	SB
Directions Served	LT	TR	LR
Maximum Queue (ft)	316	333	270
Average Queue (ft)	97	89	71
95th Queue (ft)	243	238	208
Link Distance (ft)	731	906	1378
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Intersection: 5: Despina Dr & Capps Ln

Movement	WB	NB	SB
Directions Served	LR	TR	LT
Maximum Queue (ft)	118	204	155
Average Queue (ft)	33	52	35
95th Queue (ft)	86	139	109
Link Distance (ft)	211	1378	384
Upstream Blk Time (%)	0		
Queuing Penalty (veh)	0		
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

Zone Summary

Zone wide Queuing Penalty: 67

HCM 6th Signalized Intersection Summary

1: N State St & S Empire Rd/Ford Rd

Existing Without School Conditions

AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	189	19	36	32	20	32	19	281	40	31	457	100
Future Volume (veh/h)	189	19	36	32	20	32	19	281	40	31	457	100
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach	No			No			No			No		
Adj Sat Flow, veh/h/ln	1841	1841	1841	1841	1841	1841	1841	1841	1841	1841	1841	1841
Adj Flow Rate, veh/h	222	22	42	38	24	38	22	331	47	36	538	118
Peak Hour Factor	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85
Percent Heavy Veh, %	4	4	4	4	4	4	4	4	4	4	4	4
Cap, veh/h	275	115	220	60	52	82	38	809	114	57	781	171
Arrive On Green	0.16	0.20	0.20	0.03	0.08	0.08	0.02	0.26	0.26	0.03	0.27	0.27
Sat Flow, veh/h	1753	566	1080	1753	640	1014	1753	3078	433	1753	2853	623
Grp Volume(v), veh/h	222	0	64	38	0	62	22	187	191	36	329	327
Grp Sat Flow(s),veh/h/ln	1753	0	1646	1753	0	1654	1753	1749	1763	1753	1749	1727
Q Serve(g_s), s	5.2	0.0	1.4	0.9	0.0	1.5	0.5	3.8	3.8	0.9	7.2	7.3
Cycle Q Clear(g_c), s	5.2	0.0	1.4	0.9	0.0	1.5	0.5	3.8	3.8	0.9	7.2	7.3
Prop In Lane	1.00		0.66	1.00		0.61	1.00		0.25	1.00		0.36
Lane Grp Cap(c), veh/h	275	0	335	60	0	134	38	459	463	57	479	473
V/C Ratio(X)	0.81	0.00	0.19	0.64	0.00	0.46	0.58	0.41	0.41	0.63	0.69	0.69
Avail Cap(c_a), veh/h	287	0	384	737	0	309	778	1307	1317	819	1103	1089
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	17.4	0.0	14.1	20.4	0.0	18.8	20.8	13.0	13.1	20.5	13.9	13.9
Incr Delay (d2), s/veh	13.8	0.0	0.1	4.2	0.0	0.9	5.2	0.2	0.2	4.2	0.7	0.7
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	2.9	0.0	0.5	0.4	0.0	0.6	0.2	1.3	1.3	0.4	2.3	2.3
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	31.2	0.0	14.2	24.6	0.0	19.7	26.0	13.2	13.3	24.7	14.6	14.6
LnGrp LOS	C	A	B	C	A	B	C	B	B	C	B	B
Approach Vol, veh/h	286		100				400				692	
Approach Delay, s/veh	27.4		21.6				14.0				15.1	
Approach LOS	C		C				B				B	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	6.4	16.2	6.5	13.7	5.9	16.7	11.7	8.5				
Change Period (Y+Rc), s	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0				
Max Green Setting (Gmax), s	20.0	32.0	18.0	10.0	19.0	27.0	7.0	8.0				
Max Q Clear Time (g_c+I1), s	2.9	5.8	2.9	3.4	2.5	9.3	7.2	3.5				
Green Ext Time (p_c), s	0.0	1.5	0.0	0.0	0.0	2.4	0.0	0.0				
Intersection Summary												
HCM 6th Ctrl Delay			17.6									
HCM 6th LOS			B									
Notes												

HCM 6th Signalized Intersection Summary

2: State St & Low Gap Rd/Brush St

Existing Without School Conditions

AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	58	58	64	20	57	47	34	268	18	43	407	81
Future Volume (veh/h)	58	58	64	20	57	47	34	268	18	43	407	81
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1856	1856	1856	1856	1856	1856	1856	1856	1856	1856	1856	1856
Adj Flow Rate, veh/h	73	73	81	25	72	59	43	339	23	54	515	103
Peak Hour Factor	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79
Percent Heavy Veh, %	3	3	3	3	3	3	3	3	3	3	3	3
Cap, veh/h	114	198	220	52	199	163	80	933	63	94	839	167
Arrive On Green	0.06	0.25	0.25	0.03	0.21	0.21	0.05	0.28	0.28	0.05	0.29	0.29
Sat Flow, veh/h	1767	802	890	1767	942	772	1767	3351	226	1767	2929	583
Grp Volume(v), veh/h	73	0	154	25	0	131	43	178	184	54	309	309
Grp Sat Flow(s),veh/h/ln	1767	0	1693	1767	0	1714	1767	1763	1814	1767	1763	1749
Q Serve(g_s), s	2.0	0.0	3.7	0.7	0.0	3.2	1.2	3.9	4.0	1.4	7.4	7.4
Cycle Q Clear(g_c), s	2.0	0.0	3.7	0.7	0.0	3.2	1.2	3.9	4.0	1.4	7.4	7.4
Prop In Lane	1.00		0.53	1.00		0.45	1.00		0.12	1.00		0.33
Lane Grp Cap(c), veh/h	114	0	418	52	0	363	80	491	505	94	505	501
V/C Ratio(X)	0.64	0.00	0.37	0.48	0.00	0.36	0.54	0.36	0.37	0.57	0.61	0.62
Avail Cap(c_a), veh/h	729	0	1048	547	0	884	547	1637	1685	547	1637	1625
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	22.1	0.0	15.1	23.1	0.0	16.3	22.6	14.0	14.0	22.4	15.0	15.0
Incr Delay (d2), s/veh	5.8	0.0	0.5	6.7	0.0	0.6	5.5	0.4	0.4	5.4	1.2	1.2
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.9	0.0	1.3	0.4	0.0	1.2	0.6	1.4	1.5	0.7	2.7	2.7
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	28.0	0.0	15.7	29.8	0.0	16.9	28.1	14.5	14.5	27.8	16.2	16.2
LnGrp LOS	C	A	B	C	A	B	C	B	B	C	B	B
Approach Vol, veh/h		227			156			405			672	
Approach Delay, s/veh		19.6			19.0			15.9			17.1	
Approach LOS		B			B			B			B	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	7.1	18.5	5.9	17.0	6.7	18.9	7.6	15.3				
Change Period (Y+Rc), s	4.5	5.0	4.5	5.0	4.5	5.0	4.5	5.0				
Max Green Setting (Gmax), s	15.0	45.0	15.0	30.0	15.0	45.0	20.0	25.0				
Max Q Clear Time (g_c+I1), s	3.4	6.0	2.7	5.7	3.2	9.4	4.0	5.2				
Green Ext Time (p_c), s	0.1	2.3	0.0	0.9	0.0	4.3	0.1	0.6				
Intersection Summary												
HCM 6th Ctrl Delay			17.4									
HCM 6th LOS			B									
Notes												
User approved pedestrian interval to be less than phase max green.												

Intersection

Intersection Delay, s/veh 12.4

Intersection LOS B

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	7	58	51	66	104	24	49	84	55	50	118	39
Future Vol, veh/h	7	58	51	66	104	24	49	84	55	50	118	39
Peak Hour Factor	0.68	0.68	0.68	0.68	0.68	0.68	0.68	0.68	0.68	0.68	0.68	0.68
Heavy Vehicles, %	4	4	4	4	4	4	4	4	4	4	4	4
Mvmt Flow	10	85	75	97	153	35	72	124	81	74	174	57
Number of Lanes	1	1	0	1	1	0	1	1	1	1	1	1

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	2	3	3
Conflicting Approach Left SB		NB	EB	WB
Conflicting Lanes Left	3	3	2	2
Conflicting Approach Right NB		SB	WB	EB
Conflicting Lanes Right	3	3	2	2
HCM Control Delay	12.8	13	11.5	12.3
HCM LOS	B	B	B	B

Lane	NBLn1	NBLn2	NBLn3	EBLn1	EBLn2	WBLn1	WBLn2	SBLn1	SBLn2	SBLn3
Vol Left, %	100%	0%	0%	100%	0%	100%	0%	100%	0%	0%
Vol Thru, %	0%	100%	0%	0%	53%	0%	81%	0%	100%	0%
Vol Right, %	0%	0%	100%	0%	47%	0%	19%	0%	0%	100%
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	49	84	55	7	109	66	128	50	118	39
LT Vol	49	0	0	7	0	66	0	50	0	0
Through Vol	0	84	0	0	58	0	104	0	118	0
RT Vol	0	0	55	0	51	0	24	0	0	39
Lane Flow Rate	72	124	81	10	160	97	188	74	174	57
Geometry Grp	8	8	8	8	8	8	8	8	8	8
Degree of Util (X)	0.153	0.245	0.144	0.022	0.311	0.203	0.361	0.154	0.34	0.101
Departure Headway (Hd)	7.637	7.127	6.413	7.81	6.976	7.53	6.896	7.559	7.05	6.336
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cap	470	504	559	459	516	479	525	475	510	565
Service Time	5.378	4.868	4.154	5.551	4.718	5.23	4.596	5.299	4.789	4.075
HCM Lane V/C Ratio	0.153	0.246	0.145	0.022	0.31	0.203	0.358	0.156	0.341	0.101
HCM Control Delay	11.8	12.2	10.2	10.7	12.9	12.1	13.4	11.7	13.4	9.8
HCM Lane LOS	B	B	B	B	B	B	B	B	B	A
HCM 95th-tile Q	0.5	1	0.5	0.1	1.3	0.8	1.6	0.5	1.5	0.3

Intersection

Intersection Delay, s/veh 8.1

Intersection LOS A

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	7	48	70	18	54	33
Future Vol, veh/h	7	48	70	18	54	33
Peak Hour Factor	0.70	0.70	0.70	0.70	0.70	0.70
Heavy Vehicles, %	10	10	10	10	10	10
Mvmt Flow	10	69	100	26	77	47
Number of Lanes	0	1	1	0	1	0

Approach	EB	WB	SB
Opposing Approach	WB	EB	
Opposing Lanes	1	1	0
Conflicting Approach Left SB			WB
Conflicting Lanes Left	1	0	1
Conflicting Approach Right		SB	EB
Conflicting Lanes Right	0	1	1
HCM Control Delay	8	8.1	8.2
HCM LOS	A	A	A

Lane	EBLn1	WBLn1	SBLn1
Vol Left, %	13%	0%	62%
Vol Thru, %	87%	80%	0%
Vol Right, %	0%	20%	38%
Sign Control	Stop	Stop	Stop
Traffic Vol by Lane	55	88	87
LT Vol	7	0	54
Through Vol	48	70	0
RT Vol	0	18	33
Lane Flow Rate	79	126	124
Geometry Grp	1	1	1
Degree of Util (X)	0.099	0.151	0.153
Departure Headway (Hd)	4.523	4.327	4.434
Convergence, Y/N	Yes	Yes	Yes
Cap	795	832	812
Service Time	2.534	2.338	2.445
HCM Lane V/C Ratio	0.099	0.151	0.153
HCM Control Delay	8	8.1	8.2
HCM Lane LOS	A	A	A
HCM 95th-tile Q	0.3	0.5	0.5

Intersection						
Int Delay, s/veh	1.3					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	11	1	23	3	7	80
Future Vol, veh/h	11	1	23	3	7	80
Conflicting Peds, #/hr	4	72	0	2	2	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	74	74	74	74	74	74
Heavy Vehicles, %	5	5	5	5	5	5
Mvmt Flow	15	1	31	4	9	108
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	165	107	0	0	37	0
Stage 1	35	-	-	-	-	-
Stage 2	130	-	-	-	-	-
Critical Hdwy	6.45	6.25	-	-	4.15	-
Critical Hdwy Stg 1	5.45	-	-	-	-	-
Critical Hdwy Stg 2	5.45	-	-	-	-	-
Follow-up Hdwy	3.545	3.345	-	-	2.245	-
Pot Cap-1 Maneuver	819	939	-	-	1554	-
Stage 1	980	-	-	-	-	-
Stage 2	889	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	809	873	-	-	1551	-
Mov Cap-2 Maneuver	809	-	-	-	-	-
Stage 1	972	-	-	-	-	-
Stage 2	885	-	-	-	-	-
Approach	WB	NB		SB		
HCM Control Delay, s	9.5	0		0.6		
HCM LOS	A					
Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT		
Capacity (veh/h)	-	-	814	1551	-	
HCM Lane V/C Ratio	-	-	0.02	0.006	-	
HCM Control Delay (s)	-	-	9.5	7.3	0	
HCM Lane LOS	-	-	A	A	A	
HCM 95th %tile Q(veh)	-	-	0.1	0	-	

Intersection						
Int Delay, s/veh	2.9					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	27	3	14	9	7	56
Future Vol, veh/h	27	3	14	9	7	56
Conflicting Peds, #/hr	8	3	0	8	8	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	74	74	74	74	74	74
Heavy Vehicles, %	5	5	5	5	5	5
Mvmt Flow	36	4	19	12	9	76
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	135	36	0	0	39	0
Stage 1	33	-	-	-	-	-
Stage 2	102	-	-	-	-	-
Critical Hdwy	6.45	6.25	-	-	4.15	-
Critical Hdwy Stg 1	5.45	-	-	-	-	-
Critical Hdwy Stg 2	5.45	-	-	-	-	-
Follow-up Hdwy	3.545	3.345	-	-	2.245	-
Pot Cap-1 Maneuver	852	1028	-	-	1552	-
Stage 1	982	-	-	-	-	-
Stage 2	915	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	833	1017	-	-	1540	-
Mov Cap-2 Maneuver	833	-	-	-	-	-
Stage 1	968	-	-	-	-	-
Stage 2	908	-	-	-	-	-
Approach	WB	NB		SB		
HCM Control Delay, s	9.5	0		0.8		
HCM LOS	A					
Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT		
Capacity (veh/h)	-	-	848	1540	-	
HCM Lane V/C Ratio	-	-	0.048	0.006	-	
HCM Control Delay (s)	-	-	9.5	7.4	0	
HCM Lane LOS	-	-	A	A	A	
HCM 95th %tile Q(veh)	-	-	0.1	0	-	

HCM 6th Signalized Intersection Summary

1: N State St & S Empire Rd/Ford Rd

Existing Without School Conditions

PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	202	39	38	96	46	70	56	662	125	42	519	114
Future Volume (veh/h)	202	39	38	96	46	70	56	662	125	42	519	114
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.97	1.00		0.96	1.00		1.00	1.00		0.99
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	220	42	41	104	50	76	61	720	136	46	564	124
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	239	153	150	134	78	119	80	969	183	66	917	201
Arrive On Green	0.13	0.18	0.18	0.07	0.12	0.12	0.05	0.32	0.32	0.04	0.32	0.32
Sat Flow, veh/h	1781	857	837	1781	654	994	1781	2983	563	1781	2891	633
Grp Volume(v), veh/h	220	0	83	104	0	126	61	429	427	46	346	342
Grp Sat Flow(s),veh/h/ln	1781	0	1694	1781	0	1649	1781	1777	1769	1781	1777	1748
Q Serve(g_s), s	6.4	0.0	2.2	3.0	0.0	3.8	1.8	11.2	11.2	1.3	8.6	8.7
Cycle Q Clear(g_c), s	6.4	0.0	2.2	3.0	0.0	3.8	1.8	11.2	11.2	1.3	8.6	8.7
Prop In Lane	1.00		0.49	1.00		0.60	1.00		0.32	1.00		0.36
Lane Grp Cap(c), veh/h	239	0	303	134	0	197	80	577	575	66	564	555
V/C Ratio(X)	0.92	0.00	0.27	0.78	0.00	0.64	0.76	0.74	0.74	0.69	0.61	0.62
Avail Cap(c_a), veh/h	239	0	325	616	0	253	650	1092	1087	684	921	906
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	22.3	0.0	18.5	23.7	0.0	21.9	24.6	15.6	15.6	24.8	15.1	15.1
Incr Delay (d2), s/veh	36.3	0.0	0.2	3.7	0.0	1.3	5.4	0.7	0.7	4.7	0.4	0.4
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	4.9	0.0	0.8	1.3	0.0	1.4	0.8	4.0	4.0	0.6	3.0	2.9
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	58.6	0.0	18.6	27.3	0.0	23.2	30.0	16.4	16.4	29.5	15.5	15.5
LnGrp LOS	E	A	B	C	A	C	C	B	B	C	B	B
Approach Vol, veh/h		303			230			917			734	
Approach Delay, s/veh		47.6			25.0			17.3			16.4	
Approach LOS		D			C			B			B	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	6.9	21.9	8.9	14.3	7.3	21.5	12.0	11.2				
Change Period (Y+Rc), s	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0				
Max Green Setting (Gmax), s	20.0	32.0	18.0	10.0	19.0	27.0	7.0	8.0				
Max Q Clear Time (g_c+I1), s	3.3	13.2	5.0	4.2	3.8	10.7	8.4	5.8				
Green Ext Time (p_c), s	0.0	3.6	0.0	0.1	0.0	2.5	0.0	0.0				
Intersection Summary												
HCM 6th Ctrl Delay			22.0									
HCM 6th LOS			C									
Notes												
User approved pedestrian interval to be less than phase max green.												

HCM 6th Signalized Intersection Summary

2: State St & Low Gap Rd/Brush St

Existing Without School Conditions

PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	101	75	70	22	59	148	47	660	15	79	531	80
Future Volume (veh/h)	101	75	70	22	59	148	47	660	15	79	531	80
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.99	1.00		0.99	1.00		0.99	1.00		0.99
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	119	88	82	26	69	174	55	776	18	93	625	94
Peak Hour Factor	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	157	242	225	52	100	251	88	1147	27	122	1059	159
Arrive On Green	0.09	0.27	0.27	0.03	0.21	0.21	0.05	0.32	0.32	0.07	0.34	0.34
Sat Flow, veh/h	1781	887	827	1781	467	1178	1781	3549	82	1781	3094	464
Grp Volume(v), veh/h	119	0	170	26	0	243	55	388	406	93	358	361
Grp Sat Flow(s),veh/h/ln	1781	0	1714	1781	0	1645	1781	1777	1854	1781	1777	1781
Q Serve(g_s), s	4.0	0.0	5.0	0.9	0.0	8.4	1.9	11.7	11.7	3.2	10.3	10.3
Cycle Q Clear(g_c), s	4.0	0.0	5.0	0.9	0.0	8.4	1.9	11.7	11.7	3.2	10.3	10.3
Prop In Lane	1.00		0.48	1.00		0.72	1.00		0.04	1.00		0.26
Lane Grp Cap(c), veh/h	157	0	467	52	0	351	88	574	600	122	608	610
V/C Ratio(X)	0.76	0.00	0.36	0.50	0.00	0.69	0.63	0.68	0.68	0.76	0.59	0.59
Avail Cap(c_a), veh/h	575	0	830	431	0	664	431	1291	1347	431	1291	1294
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	27.6	0.0	18.2	29.6	0.0	22.5	28.9	18.2	18.2	28.4	16.8	16.8
Incr Delay (d2), s/veh	7.3	0.0	0.5	7.3	0.0	2.4	7.1	1.4	1.3	9.5	0.9	0.9
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	1.9	0.0	1.9	0.5	0.0	3.3	0.9	4.6	4.8	1.6	3.9	4.0
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	34.9	0.0	18.7	36.9	0.0	24.9	36.0	19.6	19.5	37.8	17.7	17.7
LnGrp LOS	C	A	B	D	A	C	D	B	B	D	B	B
Approach Vol, veh/h		289			269			849			812	
Approach Delay, s/veh		25.3			26.1			20.6			20.0	
Approach LOS		C			C			C			C	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	8.7	25.0	6.3	21.9	7.6	26.2	10.0	18.2				
Change Period (Y+Rc), s	4.5	5.0	4.5	5.0	4.5	5.0	4.5	5.0				
Max Green Setting (Gmax), s	15.0	45.0	15.0	30.0	15.0	45.0	20.0	25.0				
Max Q Clear Time (g_c+I1), s	5.2	13.7	2.9	7.0	3.9	12.3	6.0	10.4				
Green Ext Time (p_c), s	0.1	5.6	0.0	0.9	0.1	5.1	0.2	1.2				

Intersection Summary

HCM 6th Ctrl Delay	21.7
HCM 6th LOS	C

Notes

User approved pedestrian interval to be less than phase max green.

Intersection

Intersection Delay, s/veh 11.8

Intersection LOS B

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Vol, veh/h	29	96	39	71	81	42	29	170	68	47	100	8
Future Vol, veh/h	29	96	39	71	81	42	29	170	68	47	100	8
Peak Hour Factor	0.82	0.82	0.82	0.82	0.82	0.82	0.82	0.82	0.82	0.82	0.82	0.82
Heavy Vehicles, %	2	2	2	2	2	2	2	2	2	2	2	2
Mvmt Flow	35	117	48	87	99	51	35	207	83	57	122	10
Number of Lanes	1	1	0	1	1	0	1	1	1	1	1	1

Approach	EB	WB	NB	SB
Opposing Approach	WB	EB	SB	NB
Opposing Lanes	2	2	3	3
Conflicting Approach Left SB		NB	EB	WB
Conflicting Lanes Left	3	3	2	2
Conflicting Approach Right NB		SB	WB	EB
Conflicting Lanes Right	3	3	2	2
HCM Control Delay	11.9	11.6	12.1	11.5
HCM LOS	B	B	B	B

Lane	NBLn1	NBLn2	NBLn3	EBLn1	EBLn2	WBLn1	WBLn2	SBLn1	SBLn2	SBLn3
Vol Left, %	100%	0%	0%	100%	0%	100%	0%	100%	0%	0%
Vol Thru, %	0%	100%	0%	0%	71%	0%	66%	0%	100%	0%
Vol Right, %	0%	0%	100%	0%	29%	0%	34%	0%	0%	100%
Sign Control	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop	Stop
Traffic Vol by Lane	29	170	68	29	135	71	123	47	100	8
LT Vol	29	0	0	29	0	71	0	47	0	0
Through Vol	0	170	0	0	96	0	81	0	100	0
RT Vol	0	0	68	0	39	0	42	0	0	8
Lane Flow Rate	35	207	83	35	165	87	150	57	122	10
Geometry Grp	8	8	8	8	8	8	8	8	8	8
Degree of Util (X)	0.07	0.38	0.135	0.072	0.301	0.173	0.269	0.118	0.233	0.017
Departure Headway (Hd)	7.102	6.594	5.882	7.294	6.589	7.205	6.463	7.396	6.887	6.175
Convergence, Y/N	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cap	502	543	605	489	542	495	552	482	518	575
Service Time	4.88	4.371	3.66	5.076	4.371	4.987	4.245	5.184	4.674	3.961
HCM Lane V/C Ratio	0.07	0.381	0.137	0.072	0.304	0.176	0.272	0.118	0.236	0.017
HCM Control Delay	10.4	13.4	9.6	10.6	12.2	11.5	11.6	11.2	11.8	9.1
HCM Lane LOS	B	B	A	B	B	B	B	B	B	A
HCM 95th-tile Q	0.2	1.8	0.5	0.2	1.3	0.6	1.1	0.4	0.9	0.1

Intersection

Intersection Delay, s/veh 7.3

Intersection LOS A

Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Vol, veh/h	5	32	46	42	31	9
Future Vol, veh/h	5	32	46	42	31	9
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	5	34	49	45	33	10
Number of Lanes	0	1	1	0	1	0

Approach	EB	WB	SB
Opposing Approach	WB	EB	
Opposing Lanes	1	1	0
Conflicting Approach Left SB			WB
Conflicting Lanes Left	1	0	1
Conflicting Approach Right		SB	EB
Conflicting Lanes Right	0	1	1
HCM Control Delay	7.3	7.2	7.4
HCM LOS	A	A	A

Lane	EBLn1	WBLn1	SBLn1
Vol Left, %	14%	0%	78%
Vol Thru, %	86%	52%	0%
Vol Right, %	0%	48%	23%
Sign Control	Stop	Stop	Stop
Traffic Vol by Lane	37	88	40
LT Vol	5	0	31
Through Vol	32	46	0
RT Vol	0	42	9
Lane Flow Rate	39	94	43
Geometry Grp	1	1	1
Degree of Util (X)	0.045	0.098	0.049
Departure Headway (Hd)	4.106	3.752	4.183
Convergence, Y/N	Yes	Yes	Yes
Cap	870	953	851
Service Time	2.141	1.782	2.23
HCM Lane V/C Ratio	0.045	0.099	0.051
HCM Control Delay	7.3	7.2	7.4
HCM Lane LOS	A	A	A
HCM 95th-tile Q	0.1	0.3	0.2

Intersection						
Int Delay, s/veh	0.8					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	1	6	46	9	1	40
Future Vol, veh/h	1	6	46	9	1	40
Conflicting Peds, #/hr	21	124	0	21	21	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	89	89	89	89	89	89
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	1	7	52	10	1	45
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	146	202	0	0	83	0
Stage 1	78	-	-	-	-	-
Stage 2	68	-	-	-	-	-
Critical Hdwy	6.42	6.22	-	-	4.12	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	-	-	2.218	-
Pot Cap-1 Maneuver	846	839	-	-	1514	-
Stage 1	945	-	-	-	-	-
Stage 2	955	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	811	725	-	-	1484	-
Mov Cap-2 Maneuver	811	-	-	-	-	-
Stage 1	925	-	-	-	-	-
Stage 2	936	-	-	-	-	-
Approach	WB	NB		SB		
HCM Control Delay, s	9.9	0		0.2		
HCM LOS	A					
Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT		
Capacity (veh/h)	-	-	736	1484	-	
HCM Lane V/C Ratio	-	-	0.011	0.001	-	
HCM Control Delay (s)	-	-	9.9	7.4	0	
HCM Lane LOS	-	-	A	A	A	
HCM 95th %tile Q(veh)	-	-	0	0	-	

Intersection						
Int Delay, s/veh	1.7					
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	6	6	36	17	9	27
Future Vol, veh/h	6	6	36	17	9	27
Conflicting Peds, #/hr	5	1	0	18	18	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	97	97	97	97	97	97
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	6	6	37	18	9	28
Major/Minor	Minor1	Major1	Major2			
Conflicting Flow All	115	65	0	0	73	0
Stage 1	64	-	-	-	-	-
Stage 2	51	-	-	-	-	-
Critical Hdwy	6.42	6.22	-	-	4.12	-
Critical Hdwy Stg 1	5.42	-	-	-	-	-
Critical Hdwy Stg 2	5.42	-	-	-	-	-
Follow-up Hdwy	3.518	3.318	-	-	2.218	-
Pot Cap-1 Maneuver	881	999	-	-	1527	-
Stage 1	959	-	-	-	-	-
Stage 2	971	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	856	981	-	-	1501	-
Mov Cap-2 Maneuver	856	-	-	-	-	-
Stage 1	937	-	-	-	-	-
Stage 2	966	-	-	-	-	-
Approach	WB	NB		SB		
HCM Control Delay, s	9	0		1.9		
HCM LOS	A					
Minor Lane/Major Mvmt	NBT	NBRWBLn1	SBL	SBT		
Capacity (veh/h)	-	-	914	1501	-	
HCM Lane V/C Ratio	-	-	0.014	0.006	-	
HCM Control Delay (s)	-	-	9	7.4	0	
HCM Lane LOS	-	-	A	A	A	
HCM 95th %tile Q(veh)	-	-	0	0	-	

Proposed Improvements

HCM 6th Signalized Intersection Summary

3: Bush St & Low Gap Rd

Existing Conditions Signals/New Geometry
AM Peak Hour



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	28	139	119	129	187	46	179	148	56	93	152	63
Future Volume (veh/h)	28	139	119	129	187	46	179	148	56	93	152	63
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.97	1.00		0.98	1.00		0.93	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach	No			No			No			No		
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	40	156	134	184	231	64	224	172	72	141	214	0
Peak Hour Factor	0.70	0.89	0.89	0.70	0.81	0.72	0.80	0.86	0.78	0.66	0.71	0.51
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	72	205	177	231	440	122	276	464	366	182	366	
Arrive On Green	0.04	0.22	0.22	0.13	0.31	0.31	0.15	0.25	0.25	0.10	0.20	0.00
Sat Flow, veh/h	1781	915	786	1781	1402	388	1781	1870	1473	1781	1870	1585
Grp Volume(v), veh/h	40	0	290	184	0	295	224	172	72	141	214	0
Grp Sat Flow(s),veh/h/ln	1781	0	1701	1781	0	1791	1781	1870	1473	1781	1870	1585
Q Serve(g_s), s	1.3	0.0	9.7	6.1	0.0	8.2	7.4	4.6	2.4	4.7	6.3	0.0
Cycle Q Clear(g_c), s	1.3	0.0	9.7	6.1	0.0	8.2	7.4	4.6	2.4	4.7	6.3	0.0
Prop In Lane	1.00		0.46	1.00		0.22	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	72	0	382	231	0	562	276	464	366	182	366	
V/C Ratio(X)	0.56	0.00	0.76	0.80	0.00	0.52	0.81	0.37	0.20	0.77	0.59	
Avail Cap(c_a), veh/h	178	0	502	345	0	696	403	592	466	377	564	
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Uniform Delay (d), s/veh	28.7	0.0	22.1	25.7	0.0	17.2	24.9	19.0	18.1	26.7	22.3	0.0
Incr Delay (d2), s/veh	6.6	0.0	4.8	7.6	0.0	0.8	7.8	0.5	0.3	6.8	1.5	0.0
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.7	0.0	4.1	2.9	0.0	3.2	3.5	1.9	0.8	2.2	2.7	0.0
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	35.3	0.0	26.9	33.3	0.0	17.9	32.7	19.5	18.4	33.5	23.8	0.0
LnGrp LOS	D	A	C	C	A	B	C	B	B	C	C	
Approach Vol, veh/h	330		479			468			355			A
Approach Delay, s/veh	27.9		23.8			25.6			27.6			
Approach LOS	C		C			C			C			
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	10.7	19.6	12.4	18.2	13.9	16.4	7.0	23.6				
Change Period (Y+Rc), s	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5				
Max Green Setting (Gmax), s	12.9	19.3	11.8	18.0	13.8	18.4	6.1	23.7				
Max Q Clear Time (g_c+I), s	10.7	6.6	8.1	11.7	9.4	8.3	3.3	10.2				
Green Ext Time (p_c), s	0.2	0.9	0.2	0.9	0.3	0.8	0.0	1.4				

Intersection Summary

HCM 6th Ctrl Delay	26.0
HCM 6th LOS	C

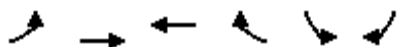
Notes

Unsignalized Delay for [SBR] is excluded from calculations of the approach delay and intersection delay.

HCM 6th Signalized Intersection Summary

4: Low Gap Rd & Despina Dr

Existing Conditions Signals/New Geometry
AM Peak Hour



Movement	EBL	EBT	WBT	WBR	SBL	SBR	
Lane Configurations							
Traffic Volume (veh/h)	92	194	307	63	79	118	
Future Volume (veh/h)	92	194	307	63	79	118	
Initial Q (Qb), veh	0	0	0	0	0	0	
Ped-Bike Adj(A_pbT)	1.00			0.96	1.00	0.97	
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	
Work Zone On Approach		No	No		No		
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1900	1900	
Adj Flow Rate, veh/h	146	237	379	90	92	190	
Peak Hour Factor	0.63	0.82	0.81	0.70	0.86	0.62	
Percent Heavy Veh, %	2	2	2	2	0	0	
Cap, veh/h	226	1057	494	117	125	258	
Arrive On Green	0.13	0.57	0.34	0.34	0.24	0.24	
Sat Flow, veh/h	1781	1870	1449	344	522	1078	
Grp Volume(v), veh/h	146	237	0	469	283	0	
Grp Sat Flow(s),veh/h/ln	1781	1870	0	1793	1606	0	
Q Serve(g_s), s	3.6	2.9	0.0	10.7	7.5	0.0	
Cycle Q Clear(g_c), s	3.6	2.9	0.0	10.7	7.5	0.0	
Prop In Lane	1.00			0.19	0.33	0.67	
Lane Grp Cap(c), veh/h	226	1057	0	611	384	0	
V/C Ratio(X)	0.65	0.22	0.00	0.77	0.74	0.00	
Avail Cap(c_a), veh/h	701	2037	0	1072	730	0	
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	
Upstream Filter(I)	1.00	1.00	0.00	1.00	1.00	0.00	
Uniform Delay (d), s/veh	19.1	5.0	0.0	13.5	16.2	0.0	
Incr Delay (d2), s/veh	3.1	0.1	0.0	2.1	2.8	0.0	
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	
%ile BackOfQ(50%),veh/ln	1.5	0.7	0.0	3.9	2.7	0.0	
Unsig. Movement Delay, s/veh							
LnGrp Delay(d),s/veh	22.2	5.1	0.0	15.6	18.9	0.0	
LnGrp LOS	C	A	A	B	B	A	
Approach Vol, veh/h		383	469		283		
Approach Delay, s/veh		11.6	15.6		18.9		
Approach LOS		B	B		B		
Timer - Assigned Phs			4		6	7	8
Phs Duration (G+Y+Rc), s			30.5		15.5	10.3	20.2
Change Period (Y+Rc), s			4.5		4.5	4.5	4.5
Max Green Setting (Gmax), s			50.1		20.9	18.1	27.5
Max Q Clear Time (g_c+I1), s			4.9		9.5	5.6	12.7
Green Ext Time (p_c), s			1.5		0.7	0.3	2.7
Intersection Summary							
HCM 6th Ctrl Delay			15.1				
HCM 6th LOS			B				
Notes							

LANE SUMMARY

 **Site: 101 [Intersection 3 AM Ex School]**

New Site
Site Category: (None)
Roundabout

Lane Use and Performance													
	Demand Total veh/h	Flows HV %	Cap. veh/h	Deg. Satn v/c	Lane Util. %	Average Delay sec	Level of Service	95% Back of Veh	Queue Dist ft	Lane Config	Lane Length ft	Cap. Adj. %	Prob. Block. %
South: N Bush Street													
Lane 1 ^d	468	2.0	948	0.493	100	9.9	LOS A	3.4	86.5	Full	235	0.0	0.0
Approach	468	2.0		0.493		9.9	LOS A	3.4	86.5				
East: Low Gap Road													
Lane 1 ^d	479	2.0	859	0.558	100	12.1	LOS B	4.8	120.9	Full	260	0.0	0.0
Approach	479	2.0		0.558		12.1	LOS B	4.8	120.9				
North: N Bush Street													
Lane 1 ^d	355	2.0	768	0.462	100	11.0	LOS B	2.7	69.4	Full	125	0.0	0.0
Lane 2	124	2.0	768	0.161	100	6.4	LOS A	0.6	15.7	Full	125	0.0	0.0
Approach	479	2.0		0.462		9.8	LOS A	2.7	69.4				
West: Low Gap Road													
Lane 1 ^d	330	2.0	768	0.430	100	10.3	LOS B	2.5	63.3	Full	170	0.0	0.0
Approach	330	2.0		0.430		10.3	LOS B	2.5	63.3				
Intersection	1755	2.0		0.558		10.6	LOS B	4.8	120.9				

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Sign Control.

Lane LOS values are based on average delay and v/c ratio (degree of saturation) per lane.

LOS F will result if v/c > 1 irrespective of lane delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all lanes (v/c not used as specified in HCM 6).

Roundabout Capacity Model: US HCM 6.

HCM Delay Formula option is used. Control Delay does not include Geometric Delay since Exclude Geometric Delay option applies.

Gap-Acceptance Capacity: Traditional M1.

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

^d Dominant lane on roundabout approach

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Organisation: GHD SERVICES PTY LTD | Processed: Tuesday, June 18, 2019 1:23:09 PM

Project: K:\PRJ\2506\T2506\Sidra\Improvements.sip8

LANE SUMMARY

 **Site: 101 [Intersection 4 AM Ex School]**

New Site
Site Category: (None)
Roundabout

Lane Use and Performance													
	Demand Total veh/h	Flows HV %	Cap. veh/h	Deg. Satn v/c	Lane Util. %	Average Delay sec	Level of Service	95% Back of Veh	Queue Dist ft	Lane Config	Lane Length ft	Cap. Adj. %	Prob. Block. %
East: Low Gap Road													
Lane 1 ^d	469	2.0	1161	0.404	100	7.2	LOS A	2.5	62.5	Full	1600	0.0	0.0
Approach	469	2.0		0.404		7.2	LOS A	2.5	62.5				
North: Despina Drive													
Lane 1 ^d	282	2.0	910	0.310	100	7.3	LOS A	1.5	38.3	Full	1600	0.0	0.0
Approach	282	2.0		0.310		7.3	LOS A	1.5	38.3				
West: Low Gap Road													
Lane 1 ^d	383	2.0	1227	0.312	100	5.8	LOS A	1.7	44.4	Full	1600	0.0	0.0
Approach	383	2.0		0.312		5.8	LOS A	1.7	44.4				
Intersection	1134	2.0		0.404		6.8	LOS A	2.5	62.5				

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Sign Control.

Lane LOS values are based on average delay and v/c ratio (degree of saturation) per lane.

LOS F will result if v/c > 1 irrespective of lane delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all lanes (v/c not used as specified in HCM 6).

Roundabout Capacity Model: US HCM 6.

HCM Delay Formula option is used. Control Delay does not include Geometric Delay since Exclude Geometric Delay option applies.

Gap-Acceptance Capacity: Traditional M1.

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

^d Dominant lane on roundabout approach

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Organisation: GHD SERVICES PTY LTD | Processed: Tuesday, August 27, 2019 10:32:21 AM

Project: K:\PRJ\2506\T2506\Sidra\Improvements.sip8

HCM 6th Signalized Intersection Summary

3: Bush St & Low Gap Rd

Existing Conditions Signal/New Geometry
PM Peak Hour



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	30	164	124	79	158	49	113	172	82	69	148	31
Future Volume (veh/h)	30	164	124	79	158	49	113	172	82	69	148	31
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.93	1.00		0.95	1.00		0.91	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach	No				No				No			
Adj Sat Flow, veh/h/ln	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870	1870
Adj Flow Rate, veh/h	56	208	163	93	226	57	138	239	99	111	176	0
Peak Hour Factor	0.54	0.79	0.76	0.85	0.70	0.86	0.82	0.72	0.83	0.62	0.84	0.86
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	93	271	212	122	435	110	179	445	342	144	408	
Arrive On Green	0.05	0.29	0.29	0.07	0.31	0.31	0.10	0.24	0.24	0.08	0.22	0.00
Sat Flow, veh/h	1781	938	735	1781	1425	359	1781	1870	1437	1781	1870	1585
Grp Volume(v), veh/h	56	0	371	93	0	283	138	239	99	111	176	0
Grp Sat Flow(s),veh/h/ln	1781	0	1672	1781	0	1784	1781	1870	1437	1781	1870	1585
Q Serve(g_s), s	1.7	0.0	11.3	2.8	0.0	7.3	4.2	6.2	3.1	3.4	4.5	0.0
Cycle Q Clear(g_c), s	1.7	0.0	11.3	2.8	0.0	7.3	4.2	6.2	3.1	3.4	4.5	0.0
Prop In Lane	1.00		0.44	1.00		0.20	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	93	0	483	122	0	544	179	445	342	144	408	
V/C Ratio(X)	0.60	0.00	0.77	0.76	0.00	0.52	0.77	0.54	0.29	0.77	0.43	
Avail Cap(c_a), veh/h	218	0	678	241	0	746	337	758	582	305	725	
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Uniform Delay (d), s/veh	25.7	0.0	18.1	25.4	0.0	15.9	24.4	18.5	17.3	25.0	18.7	0.0
Incr Delay (d2), s/veh	6.2	0.0	3.5	9.3	0.0	0.8	6.9	1.0	0.5	8.4	0.7	0.0
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.8	0.0	4.3	1.4	0.0	2.8	2.0	2.6	1.0	1.7	1.9	0.0
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	31.9	0.0	21.5	34.7	0.0	16.7	31.3	19.5	17.8	33.4	19.4	0.0
LnGrp LOS	C	A	C	C	A	B	C	B	B	C	B	
Approach Vol, veh/h	427				376				476		287	
Approach Delay, s/veh	22.9				21.2				22.6		24.8	
Approach LOS	C				C				C		C	
Timer - Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	9.0	17.7	8.3	20.5	10.1	16.6	7.4	21.4				
Change Period (Y+Rc), s	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5				
Max Green Setting (Gmax), s	22.5	22.5	7.5	22.5	10.5	21.5	6.8	23.2				
Max Q Clear Time (g_c+I), s	11.4	8.2	4.8	13.3	6.2	6.5	3.7	9.3				
Green Ext Time (p_c), s	0.1	1.5	0.0	1.6	0.1	0.8	0.0	1.4				

Intersection Summary

HCM 6th Ctrl Delay	22.7
HCM 6th LOS	C

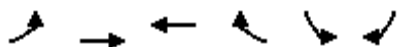
Notes

Unsignalized Delay for [SBR] is excluded from calculations of the approach delay and intersection delay.

HCM 6th Signalized Intersection Summary

4: Low Gap Rd & Despina Dr

Existing Conditions Signal/New Geometry
PM Peak Hour



Movement	EBL	EBT	WBT	WBR	SBL	SBR	
Lane Configurations							
Traffic Volume (veh/h)	71	174	100	109	110	29	
Future Volume (veh/h)	71	174	100	109	110	29	
Initial Q (Qb), veh	0	0	0	0	0	0	
Ped-Bike Adj(A_pbT)	1.00			0.94	1.00	0.92	
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	
Work Zone On Approach		No	No		No		
Adj Sat Flow, veh/h/ln	1856	1856	1856	1856	1900	1900	
Adj Flow Rate, veh/h	116	272	175	191	275	43	
Peak Hour Factor	0.61	0.64	0.57	0.57	0.40	0.68	
Percent Heavy Veh, %	3	3	3	3	0	0	
Cap, veh/h	196	982	249	271	400	63	
Arrive On Green	0.11	0.53	0.32	0.32	0.27	0.27	
Sat Flow, veh/h	1767	1856	782	853	1481	232	
Grp Volume(v), veh/h	116	272	0	366	319	0	
Grp Sat Flow(s),veh/h/ln	1767	1856	0	1635	1717	0	
Q Serve(g_s), s	2.8	3.6	0.0	8.8	7.5	0.0	
Cycle Q Clear(g_c), s	2.8	3.6	0.0	8.8	7.5	0.0	
Prop In Lane	1.00			0.52	0.86	0.13	
Lane Grp Cap(c), veh/h	196	982	0	520	464	0	
V/C Ratio(X)	0.59	0.28	0.00	0.70	0.69	0.00	
Avail Cap(c_a), veh/h	713	1906	0	856	953	0	
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	
Upstream Filter(I)	1.00	1.00	0.00	1.00	1.00	0.00	
Uniform Delay (d), s/veh	19.0	5.8	0.0	13.4	14.7	0.0	
Incr Delay (d2), s/veh	2.8	0.2	0.0	1.8	1.8	0.0	
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	
%ile BackOfQ(50%),veh/ln	1.2	1.0	0.0	2.9	2.8	0.0	
Unsig. Movement Delay, s/veh							
LnGrp Delay(d),s/veh	21.8	6.0	0.0	15.2	16.5	0.0	
LnGrp LOS	C	A	A	B	B	A	
Approach Vol, veh/h		388	366		319		
Approach Delay, s/veh		10.7	15.2		16.5		
Approach LOS		B	B		B		
Timer - Assigned Phs			4		6	7	8
Phs Duration (G+Y+Rc), s			28.3		16.6	9.5	18.8
Change Period (Y+Rc), s			4.5		4.5	4.5	4.5
Max Green Setting (Gmax), s			46.1		24.9	18.1	23.5
Max Q Clear Time (g_c+I1), s			5.6		9.5	4.8	10.8
Green Ext Time (p_c), s			1.7		0.9	0.2	1.9
Intersection Summary							
HCM 6th Ctrl Delay			14.0				
HCM 6th LOS			B				
Notes							

LANE SUMMARY

 **Site: 101 [Intersection 3 PM Ex School]**

New Site
Site Category: (None)
Roundabout

Lane Use and Performance													
	Demand Total veh/h	Flows HV %	Cap. veh/h	Deg. Satn v/c	Lane Util. %	Average Delay sec	Level of Service	95% Back of Veh	Queue Dist ft	Lane Config	Lane Length ft	Cap. Adj. %	Prob. Block. %
South: N Bush Street													
Lane 1 ^d	475	2.0	911	0.522	100	10.8	LOS B	4.1	103.2	Full	235	0.0	0.0
Approach	475	2.0		0.522		10.8	LOS B	4.1	103.2				
East: Low Gap Road													
Lane 1 ^d	376	2.0	861	0.436	100	9.6	LOS A	2.6	65.9	Full	260	0.0	0.0
Approach	376	2.0		0.436		9.6	LOS A	2.6	65.9				
North: N Bush Street													
Lane 1 ^d	287	2.0	889	0.323	100	7.6	LOS A	1.4	36.0	Full	125	0.0	0.0
Lane 2	36	2.0	889	0.041	100	4.4	LOS A	0.1	3.7	Full	125	0.0	0.0
Approach	324	2.0		0.323		7.2	LOS A	1.4	36.0				
West: Low Gap Road													
Lane 1 ^d	426	2.0	900	0.474	100	9.9	LOS A	3.1	78.7	Full	170	0.0	0.0
Approach	426	2.0		0.474		9.9	LOS A	3.1	78.7				
Intersection	1601	2.0		0.522		9.6	LOS A	4.1	103.2				

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Sign Control.

Lane LOS values are based on average delay and v/c ratio (degree of saturation) per lane.

LOS F will result if v/c > 1 irrespective of lane delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all lanes (v/c not used as specified in HCM 6).

Roundabout Capacity Model: US HCM 6.

HCM Delay Formula option is used. Control Delay does not include Geometric Delay since Exclude Geometric Delay option applies.

Gap-Acceptance Capacity: Traditional M1.

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

^d Dominant lane on roundabout approach

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Organisation: GHD SERVICES PTY LTD | Processed: Tuesday, June 18, 2019 1:19:35 PM

Project: K:\PRJ\2506\T2506\Sidra\Improvements.sip8

LANE SUMMARY

 **Site: 101 [Intersection 4 PM Ex School]**

New Site
Site Category: (None)
Roundabout

Lane Use and Performance													
	Demand Total veh/h	Flows HV %	Cap. veh/h	Deg. Satn v/c	Lane Util. %	Average Delay sec	Level of Service	95% Back of Veh	Queue Dist ft	Lane Config	Lane Length ft	Cap. Adj. %	Prob. Block. %
East: Low Gap Road													
Lane 1 ^d	367	3.0	1184	0.310	100	5.9	LOS A	1.7	43.2	Full	1600	0.0	0.0
Approach	367	3.0		0.310		5.9	LOS A	1.7	43.2				
North: Despina Drive													
Lane 1 ^d	318	3.0	1108	0.287	100	6.0	LOS A	1.5	37.6	Full	1600	0.0	0.0
Approach	318	3.0		0.287		6.0	LOS A	1.5	37.6				
West: Low Gap Road													
Lane 1 ^d	388	3.0	997	0.389	100	7.8	LOS A	2.1	53.8	Full	1600	0.0	0.0
Approach	388	3.0		0.389		7.8	LOS A	2.1	53.8				
Intersection	1073	3.0		0.389		6.6	LOS A	2.1	53.8				

Site Level of Service (LOS) Method: Delay & v/c (HCM 6). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Roundabout LOS Method: Same as Sign Control.

Lane LOS values are based on average delay and v/c ratio (degree of saturation) per lane.

LOS F will result if v/c > 1 irrespective of lane delay value (does not apply for approaches and intersection).

Intersection and Approach LOS values are based on average delay for all lanes (v/c not used as specified in HCM 6).

Roundabout Capacity Model: US HCM 6.

HCM Delay Formula option is used. Control Delay does not include Geometric Delay since Exclude Geometric Delay option applies.

Gap-Acceptance Capacity: Traditional M1.

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

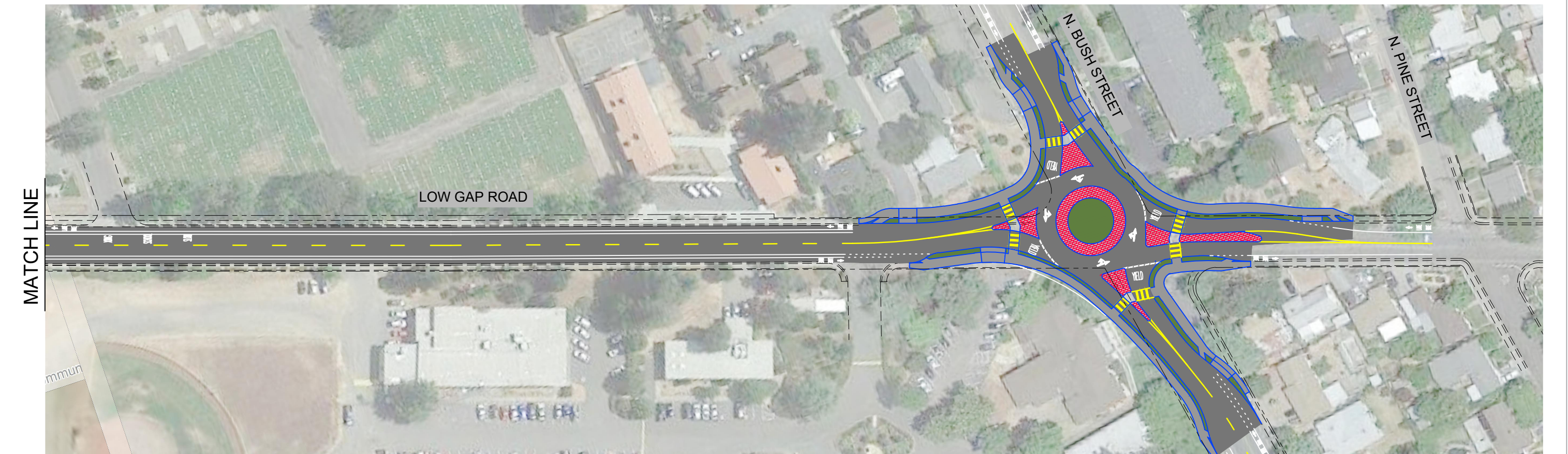
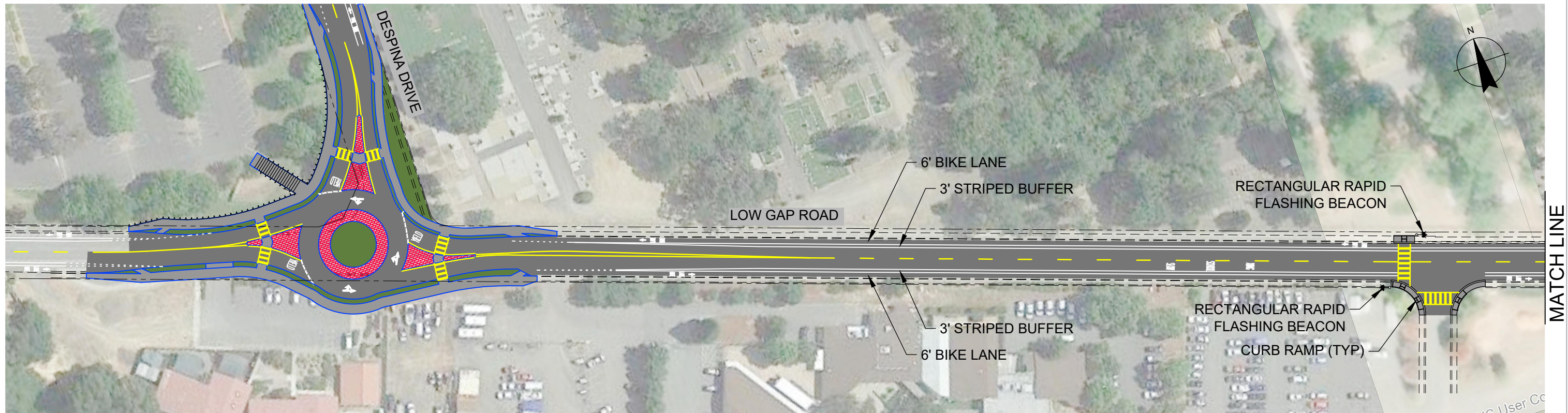
^d Dominant lane on roundabout approach

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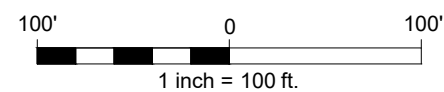
Organisation: GHD SERVICES PTY LTD | Processed: Tuesday, August 27, 2019 10:31:51 AM

Project: K:\PRJ\2506\T2506\Sidra\Improvements.sip8

Appendix D: Design Recommendations



LOW GAP ROAD IMPROVEMENTS CONCEPT ROUNDBABOUTS



City of Ukiah
Ukiah Traffic Analysis for
Schools and Surrounding Areas
**INTERSECTION IMPROVEMENT
CONCEPTS**

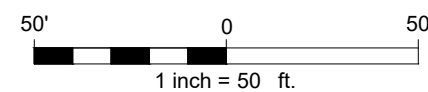
Project No. 11176246
Report No.
Date 12.19.19

FIGURE D1

Source:



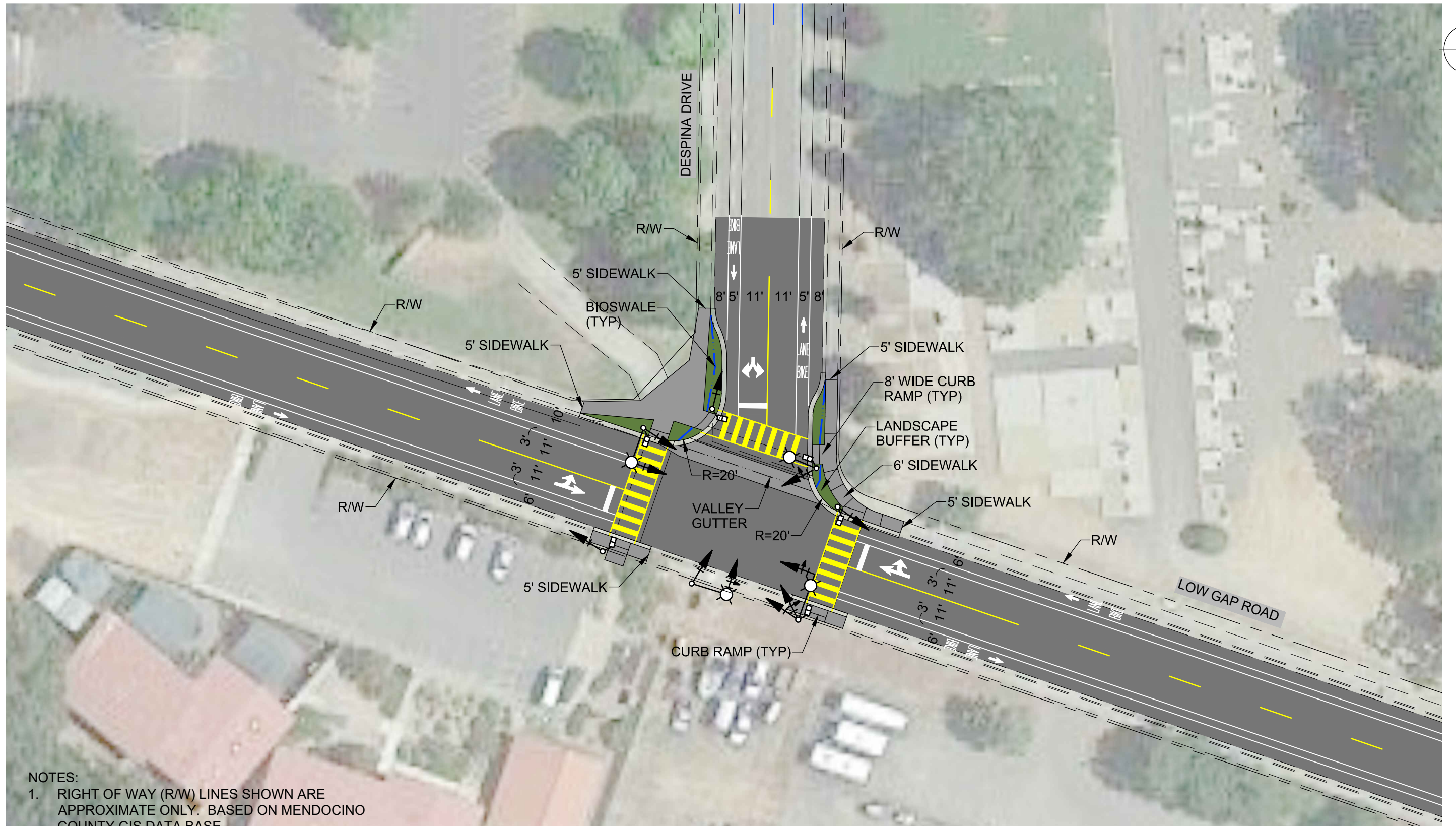
INTERSECTION #4 IMPROVEMENTS CONCEPT ROUNDBABOUT



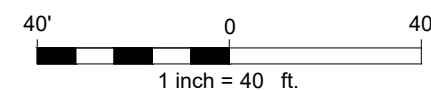
City of Ukiah
Ukiah Traffic Analysis for
Schools and Surrounding Areas
**INTERSECTION IMPROVEMENT
CONCEPTS**

Project No. 11176246
Report No.
Date 12.19.19

FIGURE D3
Source:



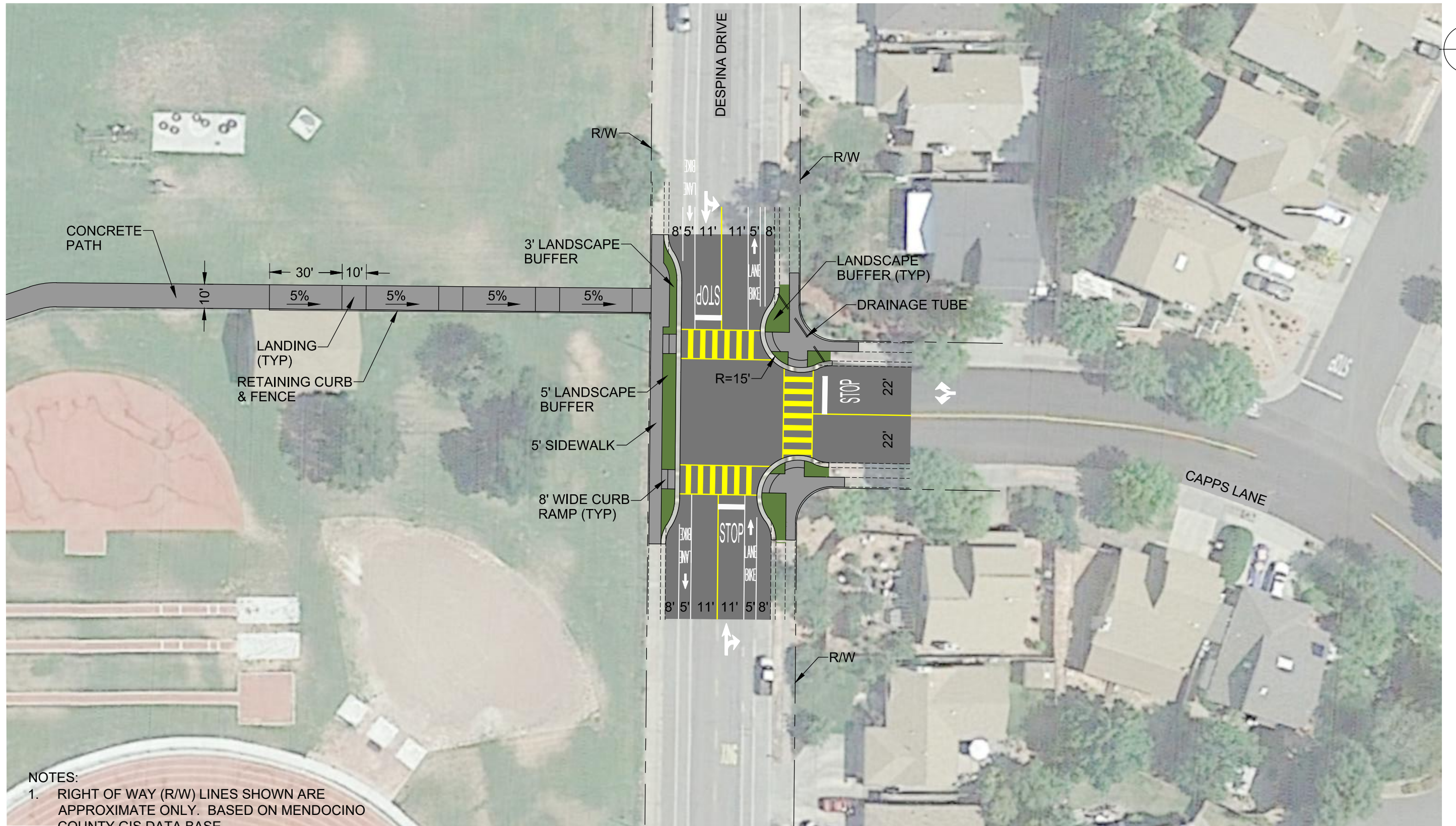
INTERSECTION #4
IMPROVEMENTS CONCEPT
CURB EXTENSIONS / TRAFFIC SIGNAL



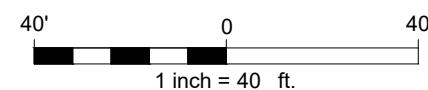
City of Ukiah
Ukiah Traffic Analysis for
Schools and Surrounding Areas
INTERSECTION IMPROVEMENT
CONCEPTS

Project No. 11176246
Report No.
Date 12.19.19

FIGURE D5
Source:



INTERSECTION #5 IMPROVEMENTS CONCEPT CURB EXTENSIONS



City of Ukiah
Ukiah Traffic Analysis for
Schools and Surrounding Areas
INTERSECTION IMPROVEMENT
CONCEPTS

Project No. 11176246
Report No.
Date 12.24.19

FIGURE D6

Source:

Appendix E: Signal Timing

INTERSECTION:

Page 1 (of 5)

Group Assignment:
Field Master Assignment:
System Reference Number:

N/S Street Name: **State Street**
E/W Street Name: **Despina Drive/Low Gap Road**

Last Database Change:

Change Record					
Change	By	Date	Change	By	Date

Notes: Phase 7 is a ped only phase for the N-S Peds

Drop Number		<C+0+0>
Zone Number		<C+0+1>
Area Number		<C+0+2>
Area Address		<C+0+3>
QuicNet Channel		(QuicNet)

Communication Addresses

Manual Plan		<C+A+1>
Manual Offset		<C+B+1>

Manual Selection

Max Initial		<F+0+E>
Red Revert		<F+0+F>
All Red Start		<F+C+0>

Start / Revert Times

		Phase							
Column Numbers ---->		1	2	3	4	5	6	7	8
Row	Phase Names ---->				EB		SB	Ped	WB
0	Ped Walk							7	7
1	Ped FDW							17	21
2	Min Green				8		6		8
3	Type 3 Limit								
4	Added Initial								
5	Veh Extension				2.5		2.0		2.5
6	Max Gap				3.0		2.5		3.0
7	Min Gap				2.5		2.0		2.5
8	Max Limit				30.0		30.0		35.0
9	Max Limit 2								
A									
B	Call To Phase								
C	Reduce By				0.0		0.0		0.0
D	Reduce Every				0.0		0.0		0.0
E	Yellow Change				3.6		3.6		3.6
F	Red Clear				1.0		1.0		1.0

Phase Timing - Bank 1

<F Page>

		E		F		Row
RR-1 Delay						0
RR-1 Clear						1
EV-A Delay						2
EV-A Clear						3
EV-B Delay						4
EV-B Clear						5
EV-C Delay						6
EV-C Clear						7
EV-D Delay						8
EV-D Clear						9
RR-2 Delay						A
RR-2 Clear						B
View EV Delay	---					C
View EV Clear	---					D
View RR Delay	---					E
View RR Clear	---					F

Preempt Timing**Phase Functions**

<F Page>

Manual Plan
0 = Automatic
1-9 = Plan 1-9
14 = Free
15 = Flash

Manual Offset
0 = Automatic
1 = Offset A
2 = Offset B
3 = Offset C



REQUEST FOR PROPOSAL

DESIGN AND ENGINEERING SERVICES

ROUNDBOUT DESIGN AT LOW GAP ROAD AND NORTH BUSH STREET

Request Date:
Deadline for Responses:

May 15, 2024
June 12, 2024, 5:00 P.M. (PST)

CITY OF UKIAH
Request for Proposal (RFP) – Design and Engineering Services
Roundabout Design at Low Gap Road and North Bush Street

1.0 INTRODUCTION & BACKGROUND

The City of Ukiah's Public Works Department invites qualified engineering firms with proven expertise in roundabout design to submit proposals for the redesign of the intersection at Low Gap Road and North Bush Street. The existing 4-way stop intersection will be replaced with a roundabout to improve traffic flow, enhance safety, and provide a more efficient intersection configuration.

The project is allocated a budget of \$263,000, generously provided by Caltrans. This funding is intended to cover various aspects of the project, with a specific portion earmarked for the design phase. The City of Ukiah seeks proposals that align with the available budget and demonstrate an understanding of efficient fund utilization, especially concerning the design requirements.

Qualified engineering firms are encouraged to present innovative and cost-effective solutions that maximize the impact of the allocated funds. Proposals should clearly outline how the design phase will be executed within the specified budget, ensuring transparency and accountability in financial planning.

2.0 SCHEDULE OF EVENTS

The schedule for this procurement is as follows:

Distribute Request for Proposals:	May 15, 2024
Deadline for Responses:	June 12, 2024, 5:00 P.M. (Pacific Time)
City Evaluation of Proposals:	By June 21, 2024
Interviews (if necessary)	By June 28, 2024
City Council approval requested for recommended firm:	July 3, 2024

The City must receive proposals no later than the time and date specified above. Those proposals received after this date and time will not be considered. Proposals will only be accepted electronically. Send your proposals to the following:

Mary Horger
Financial Services Manager
City of Ukiah
mhorger@cityofukiah.com

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

3.0 SCOPE OF WORK

All services shall be provided in accordance with the following attachments: Attachment A – City of Ukiah Insurance Requirements; Attachment B – City of Ukiah Professional Services Agreement.

The scope of services for the project shall include tasks described below, as well as other elements or modifications which may be suggested by consultants presenting proposals to better meet the needs of the City. In collaboration with the City, the selected firm will perform the following key services:

1. **Project Overview:**
 - a. Provide a detailed description of the project, emphasizing the need for a roundabout at the North Bush Street and Low Gap Road intersection in Ukiah, California.
 - b. Highlight the project's goals, including improving traffic flow, enhancing safety, and minimizing environmental impact.
2. **Site Analysis:**
 - a. Conduct a thorough analysis of the existing intersection, considering traffic patterns, pedestrian and cyclist movements, and adjacent land uses.
 - b. Identify potential challenges, such as existing utilities, drainage issues, and environmental constraints.
3. **Design Criteria:**
 - a. Specify design criteria in accordance with local, state, and federal standards for roundabout construction.
 - b. Consider aesthetic elements, landscaping, and public art opportunities to enhance the roundabout's visual appeal.
4. **Traffic Analysis:**
 - a. Perform a comprehensive traffic analysis, projecting future traffic volumes and assessing the impact of the proposed roundabout on traffic operations.
 - b. Consider peak hours, school zones, and special events in the traffic analysis.
5. **Geometric Design:**
 - a. Develop detailed geometric design plans for the roundabout, including lane configurations, radii, crosswalks, and splitter islands.
 - b. Ensure ADA-compliant pedestrian facilities and safe accommodations for cyclists.
6. **Drainage and Utilities:**
 - a. Assess the existing drainage conditions and propose a stormwater management plan.
 - b. Coordinate with utility providers to identify and address potential conflicts and relocations.
7. **Environmental Considerations:**
 - a. Consider sustainable design practices and incorporate green infrastructure where applicable.
8. **Public Outreach:**
 - a. Develop a public outreach plan to keep the community informed about the project's progress and gather feedback.
 - b. Organize public meetings and workshops to address concerns and build support for the roundabout.
9. **Project Schedule:**
 - a. Provide a detailed project timeline, outlining key milestones, deliverables, and anticipated completion dates.
 - b. Include a phased approach to construction, if applicable.
10. **Budget Estimate:**
 - a. Present a preliminary cost estimate for the design phase, including engineering fees, surveying, and any additional services required.
 - b. Clearly define the scope of services covered by the proposed budget.
11. **Qualifications and Experience:**
 - a. Outline the qualifications and relevant experience of the engineering firm, emphasizing past successful roundabout projects.
 - b. Include resumes of key personnel who will be involved in the project.
12. **Project Meetings:**
 - a. Specify the frequency and format of project meetings, such as weekly, bi-weekly, or as needed.



- b. Clarify the purpose of each meeting, including progress updates, issue resolution, and coordination with stakeholders.
- c. Indicate the preferred location of meetings, whether in-person, virtual, or a combination, considering potential travel constraints.
- d. Highlight the importance of attendance by key project team members, including engineers, project managers, and relevant stakeholders.

Deliverables and Project Review Meetings:

1. Conceptual Design Plans:

- a. Initial concepts to be submitted at 30% design phase.

2. Phased Final Design Plans:

- a. Detailed design plans to be submitted in three phases: a.
 - i. 30% Design Phase: Preliminary plans for review and feedback.
 - ii. 60% Design Phase: Intermediate plans incorporating feedback and detailing design elements further.
 - iii. 100% Design Phase: Finalized plans reflecting all revisions and ready for approval.

3. Specifications Document:

- a. Specifications to be submitted concurrently with the 60% Design Phase.

4. Engineer's Estimate:

- a. Cost estimates to be submitted at each design phase: a. Preliminary estimate at the 30% Design Phase. b. Revised estimate at the 60% Design Phase. c. Finalized estimate at the 100% Design Phase.

5. Traffic Control Plans:

- a. Submit plans at the 60% Design Phase, incorporating feedback from the initial submission.

6. Public Outreach Materials:

- a. Regular updates on public outreach activities to be included in progress reports.

7. As-Built Drawings:

- a. Initial as-built drawings submitted after construction completion for review.

8. Closeout Documentation:

- a. Documentation to be submitted within 30 days of project completion.

When submitting deliverables, provide three printed sets of plans and specifications, along with one electronic copy in PDF format. Include AutoCAD files for the plan sheets.

Project Review Meetings:

- A project review meeting will be scheduled after the submission of deliverables at each design phase.
- Meetings will provide an opportunity for the engineering firm to present and discuss their progress, address any concerns, and receive feedback.
- Key project team members, stakeholders, and relevant city representatives are expected to attend these review meetings.

By adhering to these guidelines, we aim to select an engineering firm that will deliver a high-quality roundabout design to enhance traffic flow and safety at the North Bush Street and Low Gap Road intersection in Ukiah, California.



4.0 REQUIRED PROPOSAL CONTENT

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

A. Cover Letter

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

B. Project Understanding and Proposed Approach

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

C. Project Team

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

D. Experience and References

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

E. Fee Proposal

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

F. Proposed Project Schedule

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

G. Exceptions

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



5.0 PROPOSAL EVALUATION

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

- A. Demonstration of understanding of the project. (30 points)
- B. Clarity of submittal and responsiveness to the RFP. (20 points)
- C. Qualifications, competence, technical ability and relevant experience of specific personnel identified by the consultant. (30 points)
- D. Quality of consultant's related work experience: experience with similar projects, experience with preparation of construction plans and specifications for a government agency, cost estimates, and permitting. (20 points)

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

6.0 CONTACT PERSON

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

Mary Horger
Financial Services Manager
City of Ukiah
mhorger@cityofukiah.com

Communication between a proposing company and a member of the City staff, other than the designated contact person, or between a proposing company and a non-designated City representative regarding the selection of a proposing company or award of this contract is explicitly prohibited from the time the RFP is advertised until the selection of a proposing company or award of the contract. Questions pertaining to this RFP shall be addressed to the party specified above. Failure of a proposing company, or any of its representatives, to comply with this paragraph will result in their proposal being rejected.

7.0 ADDENDA

If it becomes necessary to revise any part of this Request for Proposal after it has been released, the City will issue an addendum containing the revision. All addenda will be posted on the City's website at www.cityofukiah.com/purchasing with the rest of the documents. Anyone who intends to submit a proposal in response to this solicitation must check the website frequently for any posted addenda. Anyone submitting a proposal will be deemed to have seen and agreed to be bound by the posted addenda.

8.0 INSURANCE REQUIREMENTS

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

9.0 CITY BUSINESS LICENSE

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



10.0 PUBLIC RECORDS

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

11.0 FINANCIAL RESPONSIBILITY

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





Attachment A - INSURANCE REQUIREMENTS FOR CONSULTANTS

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

I. Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

II. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

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

III. Deductibles and Self-Insured Retentions

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

IV. REQUIRED Insurance Provisions

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

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

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

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

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

V. RATING - Acceptability of Insurers

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

VI. Verification of Coverage

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

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

ATTACHMENT B -
AGREEMENT FOR
PROFESSIONAL CONSULTING SERVICES
[Design Professional]

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

RECITALS

This Agreement is predicated on the following facts:

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

TERMS OF AGREEMENT

1.0 DESCRIPTION OF PROJECT

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

2.0 SCOPE OF SERVICES

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

3.0 CONDUCT OF WORK

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

4.0 COMPENSATION FOR SERVICES

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

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

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

5.0 ASSURANCES OF CONSULTANT

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

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

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

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

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

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

6.0 INDEMNIFICATION

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

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

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

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

C. Deductibles and Self-Insured Retentions

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

D. Other Insurance Provisions

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

1. General Liability and Automobile Liability Coverages

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

2. Worker's Compensation and Employers Liability Coverage

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

3. Professional Liability Coverage

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

4. All Coverages

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

E. Acceptability of Insurers

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

F. Verification of Coverage

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

G. Subcontractors

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

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

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

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

7.0 CONTRACT PROVISIONS

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

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

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

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

9.0 SIGNATURES

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

CONSULTANT

BY: _____ Date _____

PRINT NAME: _____

IRS IDN Number

CITY OF UKIAH

BY: _____ Date _____

CITY MANAGER

ATTEST

CITY CLERK Date _____

City of Ukiah

PROPOSAL FOR
DESIGN AND ENGINEERING SERVICES: ROUNDABOUT DESIGN
AT LOW GAP ROAD AND NORTH BUSH STREET

JUNE 12, 2024



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June 12, 2024

Mary Horger
Financial Services Manager
City of Ukiah
mhorger@cityofukiah.com

Submitted via email

**SUBJECT: REQUEST FOR PROPOSALS -
ROUNDAABOUT DESIGN AT LOW GAP ROAD AND NORTH BUSH STREET**

Dear Ms. Horger and the Selection Committee:

Traffic congestion, particularly during the morning rush-hour, can be a frustrating experience for motorists. Traditional traffic flow improvements such as wider roadways and increased speeds may relieve congestion, but can come at the detriment of pedestrian safety. In pedestrian-centric areas, such as near school zones and residential area, a thoughtful and balanced approach to increasing motorist efficiency while enhancing pedestrian safety needs to be prioritized. The Low Gap Road and North Bush Street intersection would benefit from strategic improvements to both traffic flow and pedestrian circulation improvements, and we believe that we have the right team to develop the thoughtful and balanced approach to make this intersection improvement project a success for all users!

BKF Engineers (BKF) welcomes this opportunity to submit our proposal to support the City of Ukiah with the design of a "mini" roundabout at the Low Gap Road and North Bush Street intersection. BKF's Santa Rosa office is one of 16 offices strategically located across California, serving both our public and private clients with the local touch they deserve. Understanding our client's needs is the cornerstone of our corporate culture. The foundation of our success stems from our ability to tailor our approach to each unique situation, and deliver project results that match or exceed our client's expectations.

While each project is truly unique, many contain the same core building blocks. We've stacked these blocks in creative and effective ways, creating a history of successfully projects over the last several years. We have a portfolio of satisfied municipal clients and beautiful, functional projects, including past projects with the City of Ukiah. Within our proposal we have highlighted some recent similar project experiences, and would be excited to expand on our project expertise, if requested.

BKF has teamed W-Trans, a local and Woman-Owned company familiar to City of Ukiah staff, to support the roundabout analysis, geometric design, and striping and lighting improvements. Our project team will be managed by Becky Dower, PE, who brings over 15 years of experience delivering successful transportation projects for our Public Works clients. Becky has collaborated with City staff during the last 4 years on our other various ventures with the City, and is excited to leverage our learned experiences to accelerate this mini roundabout project forward.

Additionally, our strong and lasting professional relationship with a number of additional consulting firms can be leveraged, if needed, to provide the City with the expertise needed to navigate the foreseeable project challenges. Additional optional team members that we can staff the project with include WRA, Inc., for environmental entitlements and permitting support, RGH Consultants for geotechnical investigation and pavement design recommendations, and AIM, Inc., to expand on our public outreach offering if a more robust engagement is determined to be valuable. Additionally, we have included on our team both Integra+, for landscape design and public art implementation, and Bender Rosenthal, Inc., to facilitate easement and right-of-way acquisitions. We have all worked together on similar projects, and each bring relevant past project experience to the team.

Among our over 500 employees, we also have a wide array of in-house service offerings. For this project we have identified optional services that include Underground Utility Locating services, Right-of-Way Surveying, and Construction Administration Support, should these services be needed. Most notably, BKF would like to extend the services related to Grant and Funding Support, to help the City identify and apply for additional design and construction funding, should the City identify a budgetary shortfall with the current allocated funds.

COVER LETTER

We have reviewed and previously executed a Professional Consulting Services Agreement with the City of Ukiah and are confident we can successfully negotiate the terms of the agreement. This proposal is a firm offer that is valid for sixty (60) days following today's date.

We have allocated adequate staff resources to meet the demands of the project and are ready to dedicate these resources once we are selected to support the City with this project. As Principal, I am authorized to bind the firm contractually. I speak for all of BKF and our sub-consultant partners when I say we are excited to have the opportunity to continue to support the City of Ukiah with projects that benefit the community.

We appreciate your review of our proposal. Please feel free to reach out to us to discuss our approach, the project opportunities, or to request additional information.

Sincerely,

BKF ENGINEERS



Jason Kirchmann, PE, PLS
Principal/Executive in Charge

FIRM INFORMATION

LOCAL OFFICE

BKF Engineers
200 Fourth Street, Suite 300,
Santa Rosa, CA 95401
Ph. (707) 583-8500

INDIVIDUAL AUTHORIZED TO NEGOTIATE A CONTRACT

Jason Kirchmann, PE, PLS
Principal/Vice President
Ph. (707) 583-8515
jkirchmann@bkf.com

PROJECT UNDERSTANDING AND PROPOSED APPROACH

PROJECT UNDERSTANDING AND APPROACH

Given our team's experience with similar roundabout intersection improvement projects, we understand the importance of this project and the benefit that this new mini roundabout will bring the City. We are excited to partner with the City on another project to provide a safe, efficient, and *aesthetically pleasing* transportation facility that meets the needs of the community and promotes *sustainable transportation practices*.

BKF will take a comprehensive approach to *identifying and defining the critical design issues* that we may encounter as we explore and design a mini roundabout at the Low Gap Road and North Bush Street intersection. This skewed, four-way stop-controlled intersection with a free right-turn/right slip lane for southbound traffic presents interesting geometry for a mini roundabout, whose features may need to include an elliptical center circle, as opposed to a more traditional round center circle. Additionally, our review of the project site has identified the following constraints and opportunities that we will consider as the new intersection improvements are developed:

- Several public transit stops are located near the intersection, requiring coordination with Mendocino Transit Authority and potential relocation
- Numerous large, mature trees flank the legs of the intersection; avoiding new hardscape improvements within the drip line of the trees will help to protect the health of the trees
- Private improvements exist along back of walk on all legs of the intersection; to control costs and minimize project impacts outside of the public Right of Way, the project may need to incorporate strategic curb ramp type selection and placement, potentially including Case C curb ramps set back from the curb returns while also aiming to maintain the back of walk in-place
- A prolonged construction phase will have negative impacts on school and business-related traffic and pedestrian circulation; a simplified scope of improvements, including surface-mounted features and striping, will help to shorten the construction window and lessen construction-related traffic impacts

We understand that a 2020 study titled *Ukiah Traffic Analysis for Schools and Surrounding Areas* was prepared that identified a roundabout as the recommended intersection improvement. However, based on our knowledge of the area and preliminary layout work that we have completed, we also understand that a full single-lane roundabout is unlikely to fit within the existing right of way, and will have significant impacts not only to existing private improvements, but also to traffic during the lengthy construction phase. As an alternative to a conventional roundabout, we believe the City will reap many of the same benefits without the extensive scope of improvements by utilizing a *creative and efficient mini roundabout*, making use of the existing hardscape infrastructure to the extent possible.

Herein you will find that we have *tailored our scope and approach to meet the budget that the City has available for the project*. We understand that the City has limited funds for design and construction of the intersection improvements, but believe that our design approach can minimize both project costs as well as traffic impacts during construction.



PROJECT UNDERSTANDING AND PROPOSED APPROACH

SCOPE OF SERVICES

TASK 1: PROJECT MANAGEMENT

Project Management: BKF will provide general project management and consultant oversight services including defining and tracking tasks, status updates, general coordination, and preparation of a detailed schedule showing planned milestones and deliverables to be achieved for completion of the Project. BKF will also track the budget and issue monthly invoices.

Project Kick-Off Meeting: BKF will schedule regular progress meeting to discuss the status of the Project, upcoming efforts, issues, coordination items, and other relevant information. Agendas, action logs, updated project schedules, and meeting minutes will be prepared and distributed. We will also maintain frequent and timely communication with City staff throughout the duration of the Project.

Routine Status Update Meetings: BKF will schedule regular progress meetings to discuss the status of the Project, upcoming efforts, issues, coordination items, and other relevant information. At this time, we are assuming that monthly virtual meetings will be sufficient to keep the City informed of design progress. Additionally, we will schedule in-person design review meetings to review milestone submittal materials with the City. Agendas, action logs, updated project schedules, and meeting minutes will be prepared and distributed. We will also maintain frequent and timely communication with City staff throughout the duration of the Project.

Quality Assurance/Quality Control (QA/QC): BKF will perform quality control checks for each submittal in accordance with BKF's Quality Manual prior to submitting to City. BKF's Quality Control Manager will review both in-house and sub-consultant work at each phase of the Project to ensure quality and contract compliance. All plan review comments will be documented and formally responded to in the form of a comment response letter and/or comment response markups. A copy of BKF's full Quality Manual can be provided upon request.

DELIVERABLES:

- Schedule Updates
- Invoices
- Progress Report
- Updated Action Log
- Meeting Agendas and Minutes
- Plan Review Response Documents

TASK 2: DATA COLLECTION

Record Data Collection: BKF will research and collect available records from the City, Mendocino County, and the public utilities to obtain property lines, utility data, and geotechnical and traffic information. BKF will take notes of any potential public/private conflicts within rights-of-way. While BKF understands it is the City's intent to construct the Project within existing public rights-of-way, should a conflict occur, BKF will identify needed Right of Way or easements to facilitate the roundabout construction.

Public Utilities Coordination: Older streets often have shallow utilities which may conflict with full depth replacement paving or other designs implemented with this project. Additionally, in order to prolong the finished streets lifespan, it is important to coordinate any planned utility projects prior to final paving. BKF will communicate with Comcast, AT&T, and the City of Ukiah Public Works Utilities Division to understand the location of the existing and future utilities and to coordinate relocations and potential upgrades to their facilities, if needed. We will gather the available record drawings and/or block maps to depict the record location of the utilities superimposed onto the base map to be prepared as part of this agreement.

PROJECT UNDERSTANDING AND PROPOSED APPROACH

Field Review: The consultant team, along with City staff, will visit the project area to review existing conditions, further identify constraints, and confirm project assumptions. During the course of the site walk, BKF will collect photos within the project limits.

Topographic Survey: In an effort to be efficient with our services and provide data only to the accuracy needed in specific locations, BKF will utilize multiple survey tools to survey the project corridor. BKF's field crews will collect survey data with typical cross sections of the intersection at specific locations and higher density topographic spot data where bulb-outs or curb ramps are anticipated.

BKF will complete field surveys along the roadway, acquiring cross sections at 25 foot intervals. BKF will create base maps including topographic, utility, and boundary information that will be based on existing as-builts, right-of-way and easement maps as provided by the City. Base maps will include topographic features and fixed works such as grade breaks, drainage swales, striping, edge of pavements, concrete, trees 12-inches in diameter and larger, utility poles and other visible utility structures. Underground utilities will be shown based on observed surface information and as-built drawings provided by the City. "Dips" of gravity utility structures and subsurface exploration or detection of underground locating of utilities is not included in this scope of services, but can be provided as an additional service if requested.

Our understanding is that the City expects the project will be constructed within previously established and occupied roadway facilities, and that right-of-way property information is not critical. Therefore, in an effort to be efficient with our services and the City's available fees, we are not proposing to survey or show property boundaries on the mapping. It does appear from the preliminary studies performed by other consultants for the City that there may be some confusion as to the location of the actual right of way. Therefore, if required, BKF can perform a right of way survey of the City owned property rights and adjoining private properties as an additional service. Please refer to optional services for right of way surveying services. Formal boundary determination and a record of survey are not included, but can be provided as an additional service.

Traffic Counts and Traffic Analysis: W-Trans will obtain intersection volumes during the school year including auto, pedestrian, and bicycle volumes during the weekday a.m., afternoon school pick-up, and p.m. peak hours. Existing traffic operation including level of service (LOS) and queuing will be summarized.

W-Trans will prepare a traffic analysis technical memorandum summarizing roundabout level of service (LOS) and queuing projections under the following scenarios:

- Existing school year volumes during the a.m. peak hour, afternoon school release peak hour, and p.m. peak hour
- Future volumes as developed from available sources or growth factors
- Existing and future volumes for a selected peak period that is heavily influenced by special event traffic such as a sports event at Ukiah High School

DELIVERABLES:

- Base Map including Topography and Utility Information
- Tabulated Traffic Count Data
- Traffic Analysis Technical Memorandum

PROJECT UNDERSTANDING AND PROPOSED APPROACH

TASK 3: PUBLIC ENGAGEMENT

BKF will work closely with City staff to coordinate community outreach plan to inform the public of the forthcoming project. As the initial planning for the project has already been completed, and limited funding for the project will drive many of the available options, we believe that the public engagement activities for this project should be limited to informing and educating the public about the project, rather than hosting various events to develop wish-lists and project alternatives. To support the City's outreach, BKF will be available to prepare presentation materials and graphics for either in-person or virtual meetings and outreach events. BKF will document the feedback received from the meeting attendees and project stakeholders in the form of meeting minutes and can be available to assist City staff with review and providing written responses to any formally received public comments. We have assumed that the project will require the following public outreach events; if additional public outreach is required for the project, we can provide a more robust community outreach plan in conjunction with our specialist subconsultant:

- One Workshop with City Staff, including the City Ad Hoc Committee
- One Project Presentation Event with the Public
- One City Council Presentation

Our community outreach plan includes engaging with both City and quasi-City staff members, as well as the general public. We anticipate meeting with the City's Ad Hoc Committee and informal pedestrian and bicycle advisory group prior to commencing design. Following development of a conceptual design and acceptance of the design by City staff, BKF would provide content and graphics, including a project rendering, to City staff for inclusion on the City webpage and social media pages. We will then work with the City to host a public meeting to introduce the project and highlight its benefits to the community, as well as give the members of the public an opportunity to voice feedback and questions. Following the conclusion of the design phase, we can further support the City by participating in a City Council hearing to present the project for approval to bid and construct.

TASK 4: 30% DESIGN

The Design Team will collaborate with City staff to define the critical factors that could influence the roundabout layout and footprint, with a focus on identifying any existing physical elements (such as major utilities) to be avoided. Preferred design treatments to accommodate bicyclists such as wide peripheral pathways will also be identified with Staff, since such decisions may play a major role in the intersection's overall footprint and geometry. Movements that must accommodate large design vehicles will also be confirmed with the City. The potential to use modular components to construct a mini-roundabout will also be discussed with the City.

A roundabout design criteria technical memorandum will be prepared containing a summary of roundabout performance criteria as established in the Guide for Roundabouts, NCHRP Report 1043, 2023. The Design Team will also identify areas where there may be flexibility in design parameters in consideration of a mini-roundabout being selected for this location, and based on the site's context including the surrounding street network and land uses. We will reference the US Department of Transportation Federal Highway Administration Mini-Roundabouts Technical Summary for supplemental design guidance.

Preliminary geometric alignment design concepts (10% design) for the single-lane roundabout will be prepared. The design will be consistent with state-of-the-practice roundabout design methods and will include the locations of curbs (or modular components if used), striping, median and splitter islands, truck apron(s), the central island, pedestrian facilities, and bicycle facilities. The layouts will be carried through transitions to tie in points on the existing roadways.

PROJECT UNDERSTANDING AND PROPOSED APPROACH

Following City feedback on the conceptual design, the Design Team will develop a 30% design package. We are familiar with the City of Ukiah's Standard Plans and Notes and anticipate that these standards will be used as the basis for our design. The Design Team will coordinate with the City and verify that the proposed plan conforms to existing conditions, boundary, and site constraints. We will verify, based on the available record information, if there are any identifiable conflicts between proposed and existing improvements. At this stage, we will also assess the potential need to incorporate Low Impact Development (LID) features, based on the amount of new or replaced impervious surface. It is anticipated that the scope of new hardscape improvements will be limited, and that the project is unlikely to trigger the need to comply with local LID requirements. Initial layouts for the new or replaced pedestrian sidewalks and curb ramps will be provided.

Drawings: We will prepare the following drawings:

- Civil Cover Sheet
- Geometric Layout Plan
- Grading and Paving Plan
- Curb Ramp Layout Plan
- Striping Plan

Supporting Documents: We will prepare the following supporting documents:

- Preliminary LID sizing calculations
- Preliminary engineer's estimate of probable construction costs
- Outline of technical specifications

DELIVERABLES:

- Conceptual (10%) Intersection Layout Exhibit
- Preliminary (30%) Design Drawings
- Preliminary (30%) Engineer's Estimate of Probable Construction Costs

TASK 5: 60% DESIGN

Based on the comments received on the 30% design submittal, BKF will advance the design of the paving, hardscape, and striping improvements. During this task, we will layer in additional detail to the design and continue in-depth coordination with the City. Signing and striping plans will be prepared using CAMUTCD and Caltrans Standard Plans illustrating the signing, striping, and pavement markings at the roundabout. Curb ramps and other accessible pedestrian features will be designed in accordance with the Public Right-of-Way Accessibility Guidelines, and other hardscape and utility improvements in accordance with applicable City of Ukiah standards.

A photometric analysis will be conducted using Visual lighting software for the roundabouts and street lighting between the intersections based on ANSI/IES RP-8-22 guidelines. Photometric exhibits will be provided to the City for their review. Upon confirmation of the new lighting standard locations, the location of the service cabinet will be coordinated with PG&E to obtain a service point. Preparation of a request or application is assumed as part of the scope of work, but any fees owed to PG&E would be City responsibility.

Additionally, a roundabout performance technical memorandum will be prepared containing a summary of design vehicle maneuverability and fastest-path evaluations, including exhibits.

Drawings: We will prepare the following drawings:

- Civil Cover Sheet
- Notes & Legend
- Typical Roadway Sections
- Demolition and Erosion Control Plan
- Grading and Paving Plan

PROJECT UNDERSTANDING AND PROPOSED APPROACH

- Street Lighting Layout Plan
- Utility Plan
- Striping and Signage Plan
- Curb Ramp Layout and Grading Details
- Construction Details

Supporting Documents: We will prepare the following supporting documents:

- Engineer's estimate of probable construction costs
- Technical specifications
- Roundabout Performance Technical Memorandum
- Photometric Analysis Exhibit

DELIVERABLES:

- Draft (60%) Design Drawings
- Draft (60%) Technical Specifications
- Draft (60%) Engineer's Estimate of Probable Construction Costs
- Roundabout Performance Technical Memorandum
- Photometric Analysis Exhibit

TASK 6: FINAL PS&E

It is our understanding these documents will be used by the City to perform the bidding process, as such the documents will be detailed to the level required by the Contractor to bid and construct. The Design Team will finalize the plans, specifications, and engineer's estimate of probable construction costs (collectively known as PS&E) based on final review comments from the City.

DELIVERABLES:

- Final Signed/Sealed Drawings for Construction
- Final Signed/Sealed Technical Specifications
- Final Signed/Sealed Engineer's Estimate of Probable Construction Costs

PROJECT UNDERSTANDING AND PROPOSED APPROACH

OPTIONAL SCOPE OF SERVICES

We have developed our Scope of Services based on the level of effort and process that we believe the project will follow and have tailored our approach to be in-line with the City's available funding for the project. However, as with any significant project there may be unforeseen challenges, late-breaking new opportunities, or changes in socio-political preferences that may require us to revisit our project scope and approach. Using our vast array of previous project experience, we have provided basic scope for a number of optional tasks that may be needed to support the projects, as well as identified some additional or specialty services that can be further defined and scoped, if and when the need arises.

OPTIONAL TASK 1: FUNDING OPPORTUNITIES TECHNICAL MEMORANDUM

BKF's Grant Team will prepare a Technical Memorandum outlining the potential funding mechanisms and opportunities for project construction, including a review of potential grants, loans, collaborative partnerships, and mitigations funds. To support the development of the Memorandum, BKF would meet with the City to discuss funding preferences, review previous funding applications, and develop a game plan for target funding research. If needed, BKF can provide further grant application support to the City on an as-needed basis under an amendment to the project agreement.

OPTIONAL TASK 2: RIGHT OF WAY, BOUNDARY AND RECORD OF SURVEY

If requested, BKF can provide boundary surveying to resolve right of way and easement locations based on title reports provided to BKF by the City. Should right of way or easement acquisitions be required, BKF will prepare legal descriptions and plat to accompany the offers made to private property owners. Upon completion of the boundary survey, BKF will file a Record of Survey with the Mendocino County Surveyor to fulfill our legal and professional obligations.

OPTIONAL TASK 3: UNDERGROUND UTILITY LOCATING SERVICES

If requested, BKF will provide underground utility detection services in the same area of the proposed topographic survey. BKF will perform utility investigation services using industry acceptable methods to determine the approximate horizontal position and count of existing utilities on the subject site (except irrigation, typically). BKF's field crews will use a combination of water-based paint or marking chalk or pin flags (in the appropriate APWA color) to mark the results of our investigation on the ground surface. BKF will compare available utility record information (supplied by City) with the results of field investigation services to consolidate field evidence and record documentation. Utilities not identifiable by BKF's field crews due to lack of utility record information or above ground appurtenances will be marked with pink paint on the ground surface and annotated as "Unknown" on the project deliverables. Once the utilities have been marked, BKF will survey the locations of the utilities and add them to the base drawing. BKF will utilize the project's horizontal and vertical coordinate system so as to keep the utility data on the same coordinate system as the surveying files. BKF will make a reasonable effort to locate and map underground utilities, however, given the current technological limitations of the locating equipment, a guarantee as to all utilities cannot be made.

OPTIONAL TASK 4: BID AND CONSTRUCTION PHASE SUPPORT SERVICES

BKF can provide bid and construction phase support services. Scope and fee can be provided upon request and would be executed as an amendment to the Professional Services Agreement.

Bid Support Services: BKF can assist the City during the construction bid solicitation process on an as-needed basis. Bid support services can include the following:

- a. Responding to Requests for Information (RFIs) during the bid process
- b. Assisting the City with issuing bid addendum packages
- c. Summarizing and tabulating received bids

PROJECT UNDERSTANDING AND PROPOSED APPROACH

Construction Support Services: BKF can allocate time to support the Contractor and Design Team during the construction phase of the Project. Anticipated services include written responses to RFIs, review of submittals, and drawing revisions as needed. Preparation of record drawings based on the Contractor's as-builts can also be provided as part of this service.

Construction Meetings: BKF can attend site meetings with the Contractor during the construction process. Anticipated meetings include the following:

- a. pre-construction meeting
- b. three (3) interim site visits
- c. final punch-list walk
- d. additional meetings as determined necessary by the City

ADDITIONAL OPTIONAL TASKS THAT CAN BE SCOPED AND PROVIDED UPON REQUEST:

- Environmental studies, entitlements, and permitting
- Caltrans LAPM and E-76 Compliance
- Geotechnical Investigation and Reporting
- Expanded Public Engagement
- Analysis and Design of a Conventional Roundabout
- Landscape Design and Public Art Improvements
- Grant Application Support
- Monument Preservation/Replacement
- Right of Way Acquisition

STAFF RELEVANT EXPERIENCE

	JASON KIRCHMANN, PE, PLS Principal in Charge BKF Engineers EDUCATION: Civil Engineering, Surveying and Technology Program, Santa Rosa Junior College LICENSE: Licensed Civil Engineer, CA No. 78079, Licensed Land Surveyor, CA No. 8806 - Gobbi Street Utility Replacement, Ukiah - East Perkins Widening PS&E, Ukiah - Paradise Drive Multi-Modal Improvements, Corte Madera
	BECKY DOWER, PE Project Manager BKF Engineers EDUCATION: B.S., Civil Engineering, University of Nevada, Reno LICENSE: Licensed Civil Engineer, CA No. 80868 - Gobbi Street Utility Replacement, Ukiah - East Perkins Widening PS&E, Ukiah - Electric Utility Field Operations Center, Ukiah - Penngrove Intersection Improvements, Sonoma County - Paradise Drive Multi-Modal Improvements, Corte Madera
	JAGGI BHANDAL, PE, LEED AP QA/QC Manager BKF Engineers EDUCATION: B.S., Civil Engineering, UC Davis LICENSE: Licensed Civil Engineer, CA No. 77430 - Clearlak Dam Road Roundabout, Clearlake - Saratoga Village Turnaround, Saratoga - MacArthur/Superior Roundabout, San Leandro - The Homes at Deer Hill, Brown Avenue Roundabout, Lafayette
	IAN CARPENTER, PE, QSD/QSP Project Engineer BKF Engineers EDUCATION: B.S., Civil Engineering, California Polytechnic State University, San Luis Obispo LICENSE: Licensed Civil Engineer, CA No. 93698 - Penngrove Intersection Improvements, Sonoma County - Coloma St. Safe Pathways to Schools, Sausalito - Francisco Blvd. East Sidewalk Improvements, San Rafael - Third Street Rehabilitation Project San Rafael
	RALPH THOMAS, PLS Survey Manager BKF Engineers EDUCATION: B.S., Surveying, San Francisco City College LICENSE: Licensed Land Surveyor, CA No. 4760 - Cowell & Chiles Roundabout, Davis - Dora Street Overlay: Construction Staking, Ukiah - Penngrove Intersection Improvements, Sonoma County - Francisco Blvd. East Sidewalk Improvements, San Rafael
	MARLEY MUELLER, JD Funding Strategies Manager BKF Engineers EDUCATION: B.A., Rhetoric and Communications, University of California, Davis. J.D., University of West Los Angeles, School of Law - Alameda de las Pulgas Corridor, Belmont - Treat Blvd. Pavement Rehabilitation, Concord - L Street Bikeway and Streetscape Improvement Project, Antioch - Donald Gap Pedestrian Improvements, Sonoma County
	ATUL PATEL, PE, TE, PTOE Traffic/Roundabout Consultant W-Trans EDUCATION: B.S., Civil Engineering, UC Davis LICENSE: Licensed Civil Engineer, CA No. 77430 - Alameda De Las Pulgas Corridor and Traffic Signal Project, Belmont - Creston Road Design Services, Paso Robles - Creston Rd./ Rolling Hills Roundabout, Paso Robles - Murchison Drive/Trousdale Drive/Davis Drive Bicycle Route, Burlingame

ORGANIZATION CHART

BKF has assigned professional engineers to specific roles based on the professionals' expertise. We are organized for a quick response to address your needs and are able to meet tight schedules. If needed, BKF has the resources to provide additional experienced personnel, office support, and/or field staff. With a total staff of 500 employees, including 143 licensed civil engineers and 21 licensed land surveyors from which to draw resources, we are able to schedule multiple tasks simultaneously to respond to project needs quickly.



Key Personnel



PROJECT MANAGEMENT



Jason Kirchmann, PE, PLS, QSD/QSP
Principal in Charge



Becky Dower, PE, QSD/QSP
Project Manager

BKF ENGINEERS TEAM

Jaggi Bhandal, PE
QA/QC Manager
BKF ENGINEERS

Ian Carpenter, PE, QSD/QSP
Project Engineer
BKF ENGINEERS

Ralph Thomas, PLS
Survey Manager
BKF ENGINEERS

Marley Mueller
Funding Strategies Manager
BKF ENGINEERS

KEY SUBCONSULTANT



Atul Patel, PE, TE, PTOE
Traffic/Roundabout Consultant
W-TRANS (DBE)

OPTIONAL SERVICES SUBCONSULTANTS

Geoff Riley
Environmental Services
WRA

Eric Chase
Geotechnical Engineering
RGH

Gladys Cornell
Public Outreach Consultant
AIM (DBE)

Michael Cook
Landscape Architecture
INTEGRA+

Rebekah Green
Right of Way Acquisition
BENDER ROSENTHAL, INC.

BKF ENGINEERS, SURVEYORS, PLANNERS
500 SUPPORT STAFF



JASON KIRCHMANN, PE, PLS, QSD/QSP

PRINCIPAL IN CHARGE

Jason has a wide variety of experience in civil engineering design and land surveying for local municipalities and private sector clients. He has provided design support and project management on civic, healthcare, residential, education, parks, and commercial projects. He assists in converting clients' ideas and desires into final construction documents. In a supervisory role, Jason has been responsible for all tasks related to the design and construction of transportation, residential, commercial and public works projects. He understands the importance of providing seamless coordination with clients, other professional consultants, and reviewing agencies. He brings a keen sense of urgency to projects, consistently demonstrating the ability to stay on schedule and within budget.

EDUCATION

Santa Rosa Junior
College CEST Program

REGISTRATION

Professional Land
Surveyor, CA No. 8806

Professional Civil
Engineer, CA No. 78079

Qualified SWPPP
Developer and
Practitioner, No. 20085

AFFILIATIONS

Former Deputy County
Surveyor
(County of Marin)

Acting Town Surveyor
(Town of Corte Madera)

Acting Deputy City
Surveyor
(City of San Rafael)

California Land
Surveyors Association
(CLSA)

Member American
Society of Civil
Engineers (ASCE)

AWARDS

North Bay Business
Journal's 2018 "Forty
under 40" Award
Winner

TOTAL YEARS EXPERIENCE

21 years

SELECT PROJECT EXPERIENCE

Gobbi Street Utility Replacement
Ukiah

East Perkins Widening PS&E
Ukiah

Electric Utility Field Operations Center
Ukiah

**Dora Street Overlay:
Construction Staking**
Ukiah

**Petaluma Boulevard South
Road Diet**
Petaluma

**Petaluma Boulevard South Road Diet
(E Street to Crystal Lane)**
Petaluma

**Group 10 Pavement Rehabilitation -
Nave Drv & Bel Marin Keys Blvd.**
Novato

Mill District Street Improvements
Healdsburg

**St. Helena Grayson Avenue and South
Crane Avenue Rehabilitation R19-05**
St. Helena

Cloverdale Vista Drive Slide Repair
Cloverdale

**Francisco Boulevard East Sidewalk
Improvements**
San Rafael

**Wellington Avenue & Fallen Leaf
Street Rehabilitation**
San Anselmo

**City of Petaluma Intersection/ADA
Improvements**
Petaluma

2nd & A Street Inverts
San Rafael

3rd Street - Lindero Street Topo
San Rafael

**Third Street at Hetherton Street
Improvement Project**
San Rafael

**Sausalito Southview Park
Improvement Project**
Sausalito

**Sonoma County Monument
Preservation-Barnett Valley Rd.**
Santa Rosa

**Sonoma County Monument
Preservation – Bohemian Hwy**
Santa Rosa

**Sonoma County Monument
Preservation – Porter Creek Rd.**
Santa Rosa



BECKY DOWER, PE, QSD/QSP

PROJECT MANAGER

Becky has more than 15 years of experience in civil engineering design of public works improvements, including pavement rehabilitation, utility rehabilitation and replacement, streetscape and complete streets projects, and pedestrian facility upgrades for compliance with current ADA standards. Her responsibilities have included pavement alternatives review and pavement design, utility design, water system modeling, specifications for special conditions such as night work and sewer by-pass pumping, and cost estimating. In addition to design, Becky oversees internal budget, schedule, and staff resource management as well as external communications and client care. Becky enjoys collaborating with municipal clients and understands that successful public works projects need to be focused around an understanding of how the public uses the areas and perceives the value of the project at hand.

EDUCATION

B.S., Civil Engineering,
University of Nevada,
Reno

REGISTRATION

Professional Civil
Engineer CA No. 80868

Qualified SWPPP
Developer and
Practitioner, No. 23934

TOTAL YEARS EXPERIENCE

15 years

SELECT PROJECT EXPERIENCE

Gobbi Street Utility Replacement
Ukiah

East Perkins Widening PS&E
Ukiah

Courthouse-Design Build
Ukiah

Penngrove Intersection Improvements
Sonoma County

**Sir Francis Drake Boulevard -
Construction Documents**
San Rafael

**Brannan-Lincoln Street Crosswalk
Improvements**
Calistoga

Lake Street-Grant-Silverado Trail
Calistoga

**Francisco Boulevard East Sidewalk
Improvements**
San Rafael

**St. Helena Grayson Ave and South
Crane Ave Rehabilitation R19-05**
St. Helena

**Ross Laurel Grove Safe Pathways to
School II**
Ross

**City of Petaluma- Intersection/ADA
Improvements**
Petaluma

**Paradise Drive Multi-Modal
Improvements**
Corte Madera

SF Bay Trail - Lone Tree Point
Rodeo

**City of Napa Pedestrian Bridge
Analysis**
Napa

**Petaluma North McDowell
Complete Streets**
Petaluma

**South Gate Residential Resurfacing
I&II**
South Gate

**Bridgeway Blvd Safety Improvements
Napa to Johnson**
Sausalito

Maria Drive Roadway Rehabilitation
Petaluma

**EDUCATION**

MBA, Technical
Management,
University of Phoenix

B.S., Civil Engineering,
Texas A&M University

REGISTRATION

Professional Traffic
Engineer, CA No. 2321

Professional Traffic
Operations Engineer,
No. 1640

Civil Engineer, TX No.
83987

Civil Engineer, FL No.
89838

Civil Engineer, HI No.
20897

**TOTAL YEARS
EXPERIENCE**

34 years

ATUL PATEL, PE, TE, PTOE

W-TRANS | PRINCIPAL IN CHARGE

Atul Patel is a Principal and oversees W-Trans' design practice. He brings over 30 years of public and private sector traffic engineering design experience to our growing firm. He has designed numerous roadway lighting and signing and striping plans for roundabouts. He has designed traffic signal installations and modifications involving Caltrans and obtained encroachment permits for these clients. Some of his design projects have included flashing yellow arrow operation, signal hardware upgrades, ITS equipment, installation of traffic signal interconnect conduit and cable to the adjacent signals, installation of curb ramps that comply with the Americans with Disabilities Act (ADA), video detection systems, video surveillance systems, emergency vehicle pre-emption, and fiber optic communication hubs. He has also completed railroad signal pre-emption, prepared signing and striping designs, and provided bid and construction assistance support services.

SELECT PROJECT EXPERIENCE**Alameda De Las Pulgas Corridor and Traffic Signal Project, Belmont, CA**

Deputy Project Manager responsible for PS&E. This study provided an evaluation of potential circulation improvements to Alameda de las Pulgas between Ralston Avenue and Club Drive-Dartmouth Avenue. W-Trans evaluated pedestrian, bicycle, and vehicular circulation issues along the corridor in the vicinity of Carlmont High School and Tierra Linda Middle School. The project included data collection, review and analysis, development of alternatives/options, and public outreach. Alternatives were developed that include options for traffic (bicycle and vehicular) circulation, pedestrian circulation, and parking within the public right-of-way and on both school campuses. Also considered were alternative school entrances/exits, traffic control measures for the corridor and side streets and alternatives for improving transit through the corridor. W-Trans is now preparing the detailed signing and striping design PS&E for the corridor and streetlighting plans for Alameda de las Pulgas and at the three roundabouts.

Creston Road Design Services Phase II, Paso Robles, CA

W-Trans led the preparation of the Creston Road Corridor Study for the City of Paso Robles in 2017 and is now assisting with the preparation of construction plans including a roundabout at the Golden Hills Road intersection. The corridor, including the roundabout, is being designed with a focus on Complete Street principles to more fully serve pedestrian and bicycle users and enhance multimodal safety for those accessing nearby schools.

Creston Road/Rolling Hills Roundabout, Paso Robles, CA

W-Trans completed a comprehensive study to determine future intersection improvements needed at this key intersection in the City of Paso Robles. The intersection is located on an arterial serving several nearby schools and adjacent to a proposed high-density housing development. Study issues included pedestrian crossing safety, vehicular capacity, queuing and operational interaction with adjacent signalized intersections, access control, accommodation of bicyclists, and speed moderation. Installation of a modern roundabout was recommended, and the study includes a full conceptual roundabout design based on state-of-the-practice techniques used to balance safety, capacity, speed moderation, and accommodation of semi trucks and emergency vehicles.

WORKING HISTORY WITH SUBCONSULTANT TEAM

BKF Engineers has served the City of Ukiah for the past four (4) years, and will continue to serve the City to the best of our abilities when given the opportunity. We have purposefully selected and invited our longstanding subconsultant, W-Trans, that we have partnered with for nearly ten (10) years. The BKF Team has decades of industry experience with cities and agencies, similar to the City of Ukiah, and we are eager to bring forth the expertise and capabilities our team offers to you.

CURRENT AND PREVIOUS WORK ASSIGNMENTS WITH W-TRANS

CITY OF UKIAH

East Perkins Widening PS&E



CITY OF BELMONT

Alameda de las Pulgas Corridor*



CITY OF COTATI

Cotati Park and Ride*



SONOMA COUNTY

Penngrove Intersection Improvements*



CITY OF SANTA ROSA

Santa Rosa Bicycle & Pedestrian Overcrossing*



CITY OF SANTA ROSA

Santa Rosa Corridor Improvements*



SONOMA COUNTY

Forestville Pedestrian Improvements*



TOWN OF WINDSOR

Old Redwood Hwy/Shiloh Rd. Intersection



* Current Project

500
Employees

Founded in
1915

16
West Coast
Offices

160
Professional
Engineers &
Surveyors

BKF Engineers

**Delivering Inspired Infrastructure for
over 109 years**

Since 1915, BKF Engineers has earned a reputation for its ability to successfully plan, design, survey, and implement complex projects. We are an engineering and land surveying firm that has dedicated its talents, time, and resources to supporting the needs and vision of communities in the western United States. Our clients continue to call upon us to partner with them to design and build the most challenging projects the West Coast has seen in the last hundred years. With complete services from funding strategies to design-build, we are equipped with over 500 team members from the network of our 16 offices to make our clients' projects happen. Our portfolio includes projects in transportation, water, land surveying, retail, commercial, government, civic, and federal projects. We're driven by our passion for our neighbors and being a part of something greater, which is our communities.

We follow a project from inception to completion by helping our clients acquire adequate funding to achieve their project goals successfully. Our proven approach recognizes that developing dynamic projects is informed by focused team collaboration, mitigating physical constraints and potential risks, and balancing design goals with value engineering solutions. Facilitating the unique permitting and expertise requirements of projects, we provide a number of specialty services, including agency permit expediting, grant/funding strategies, sustainable infrastructure, site accessibility consulting, hydrology/hydraulics, traffic signal and traffic handling designs, utility locating services, automated construction surveying monitoring, and 3D laser scanning.

BKF's 109+ years of engineering, surveying, and planning experience is evident in our legacy projects throughout the west coast. With our comprehensive suite of services, we cater to our clients by offering tailored solutions. Notable projects include Clearlake Dam Road Roundabout, Cowell & Chiles Roundabout, Sakurai Street Roundabout, Saratoga Village Turnaround, Stanford Bowdoin Roundabout, Old Redwood Highway at Shiloh, Old Redwood Highway at Ely, Old Redwood Highway at Railroad, and Southwest Boulevard at Adrian.

SERVICES

- Civil Engineering
- Surveying
- Planning
- Transportation
- Water Resources
- Construction Management
- Utility Locating
- Grants Funding

OFFICE LOCATIONS

- **Santa Rosa**
- Modesto
- Newport Beach
- Oakland
- Pleasanton
- Portland
- Redwood City
- Roseville
- Sacramento
- San Francisco
- Salinas
- San Diego
- San Jose
- San Luis Obispo
- San Rafael
- Walnut Creek

SUBCONSULTANT INFORMATION



WHITLOCK & WEINBERGER TRANSPORTATION, INC. (DBA W-TRANS)

Address: 490 Mendocino Avenue, Suite 201, Santa Rosa, CA 95401

Key Personnel Contact: Atul Patel, PE, PTOE

Ph. (707) 284-7736 **Email.** apatel@w-trans.com

W-Trans has established and maintained a strong design practice since the founding of the company in 1995. While the early years focused primarily on vehicle-oriented design services such as traffic signal and signing and striping plans, our design services have evolved with the transportation engineering industry and W-Trans has played a crucial role in advocating for, and designing, new state-of-the practice facilities for pedestrians and bicyclists such as enhanced pedestrian crossings and protected and buffered bike lanes. W-Trans is proud to have designed the first High-Intensity Activated Crosswalk (HAWK) Beacon in Sonoma County on Montgomery Drive adjacent to the Spring Lake Village senior living community in the City of Santa Rosa.

Our design projects range from traffic control improvements at intersections to mid-block crossing enhancements to Complete Streets corridor-level improvement projects. Our design and Complete Streets practices often work hand-in-hand and allow W-Trans the unique ability to work on all transportation-related aspects of a design project in-house from concept design to final design all the way through construction support. Many of our construction design projects are a result of an improvement identified through one of our corridor studies or are based on concept design plans prepared by our Complete Streets practice. This capability allows critical design knowledge to be passed along seamlessly from an operational analysis or concept plan to a final design plan with the benefit being a cohesive, well-thought-out construction drawing.

RELEVANT PROJECT EXPERIENCE

- Healdsburg Mini-Roundabout, Lighting, and Traffic Control Design (City of Healdsburg)
- Five Corners Mini-Roundabout Design (City of Avalon)
- Creston Road/Golden Hills Road Roundabout Design (City of Paso Robles)
- Alameda De Las Pulgas/San Carlos Avenue Corridor (Cities of San Carlos and Belmont)
- Old Redwood Highway Complete Street Improvements (Town of Windsor)



MINI-ROUNDAABOUT, LIGHTING AND TRAFFIC CONTROL DESIGN

HEALDSBURG, CA

REFERENCE

City of Healdsburg

Curt Bates

Project Manager

Ph. (707) 431-3335

cbates@ci.healdsburg.ca.us

To support construction of an approved new residential development in Healdsburg, W-Trans prepared plans for the traffic aspects of the project, including design of a mini-roundabout, street lighting and traffic control. The project is located on Grove Street, a two-lane two-way street that is parallel to US 101, carries a moderate volume, and provides access to single family residences and commercial properties at each end of the block. The traffic control plans were challenging because of the narrow width of the road and the need to maintain access to the private properties.

EXPERIENCE AND REFERENCES

REFERENCE

City of Ukiah
Andrew Stricklin
Senior Engineer
Ph. (707) 436-6297
astricklin@cityofukiah.com

PROJECT HIGHLIGHTS

- » New ADA-compliance curb ramps
- » Limited public Right of Way, requiring unique curb ramp and driveway apron replacements
- » Utility main and service replacements
- » Storm drain extension
- » Sidewalk replacement
- » Intersection improvements
- » Pavement rehabilitation
- » Striping and signage improvements



GOBBI STREET UTILITY REPLACEMENT



EAST PERKINS WIDENING PROJECT

CITY OF UKIAH PROJECTS

UKIAH, CA

EAST PERKINS WIDENING PROJECT

City of Ukiah, using Measure Y funds, intends for the East Perkins Widening Project to be a revitalization of Perkins Street from Main Street to Pomeroy Avenue with improvements intended to restart the pavement design life and polish off the corridor following the recent completion of the overhead undergrounding project. While the entire project corridor spans approximately 2,470 linear feet in length, most of the desired improvements are centered around the East Perkins Street and South Orchard Avenue intersection, adjacent to the 101 interchange. The improvements at this location are to support a new vehicle lane through the intersection; including widening on the north side and south side of East Perkins Street, along with the associated hardscape (new 5-foot sidewalk) and utility improvements (including new storm drain, street light relocation, and traffic signal relocation).

GOBBI STREET UTILITY REPLACEMENT

The City of Ukiah, using Measure Y funds, intends for the project to be a revitalization of Gobbi Street to modernize the utility system and restart the pavement design life for the section between South Dora Street and the western limits of the US Highway 101 interchange. The project will include the replacement of the aging utility infrastructure along the Gobbi Street corridor following the planned undergrounding of the existing overhead lines and the upcoming installation of a new traffic signal at the intersection of Gobbi Street and Waugh Lane (to be completed as separate projects). BKF will provide the City with recommendations and design options for pavement rehabilitation, utility replacement design, new curb ramps at select locations, and restriping of the roadway. While many of the Gobbi Street Utility Replacement components may seem fairly standard for a typical utility replacement and paving improvement project, during our visit of the site and review of publicly available documentation, we have observed unique challenges that will accompany the design and construction of the project.

EXPERIENCE AND REFERENCES

REFERENCE

Sonoma County
Carmen Rodriguez
Project Manager
Ph. (707) 565-2440
Carmen.Rodriguez1@
sonoma-county.org

PROJECT HIGHLIGHTS

- » Roundabout layout alternatives
- » Roundabout "Design Checks"
- » Coordination with local transit authority
- » Storm drain re-routing and extension
- » Environmental review and permitting
- » Right of Way Acquisition
- » Pavement rehabilitation
- » Striping and signage improvements
- » Lighting improvements



PENNGROVE INTERSECTION IMPROVEMENTS

SONOMA, CA

NEW ROUNDABOUTS AT ELY ROAD AND RAILROAD AVENUE

A significant number of vehicles use Petaluma Hill Road and Old Redwood Highway as an alternate north-south route. As a result, intersections around Penngrove face significant congestion during peak hours. Sonoma County is currently working on a project to improve safety and efficiency at the intersection of Adobe Road and Main Street/Petaluma Hill Road. The County now seeks to improve Old Redwood Highway at the Ely Road and Railroad Avenue intersections. Together, the improvements at these three intersections will improve the flow of traffic for the Penngrove community and along the Old Redwood Highway and Petaluma Hill Road corridors.

This project will involve two phases of work. Phase 1 will construct improvements at the intersection of Old Redwood Highway North and Ely Road. Phase 2 will construct improvements at the intersection of Old Redwood Highway North and East/West Railroad Avenue. The intersection improvements will maintain Old Redwood Highway North as a truck route and install new ADA compliant curb ramps, sidewalks, and signage.

BKF scope includes Roadway engineering, including ADA Compliance, Quantity calculations, Preliminary right-of-way engineering, and acquisition support, Utility research and coordination, including relocation, Drainage design and stormwater treatment, Traffic control, Pavement delineation, Hydraulic analysis, Topographic and boundary surveying, Preparation of bid-ready Plans, Specifications, and Estimates (PS&E), and Assistance with environmental permits.

REFERENCE

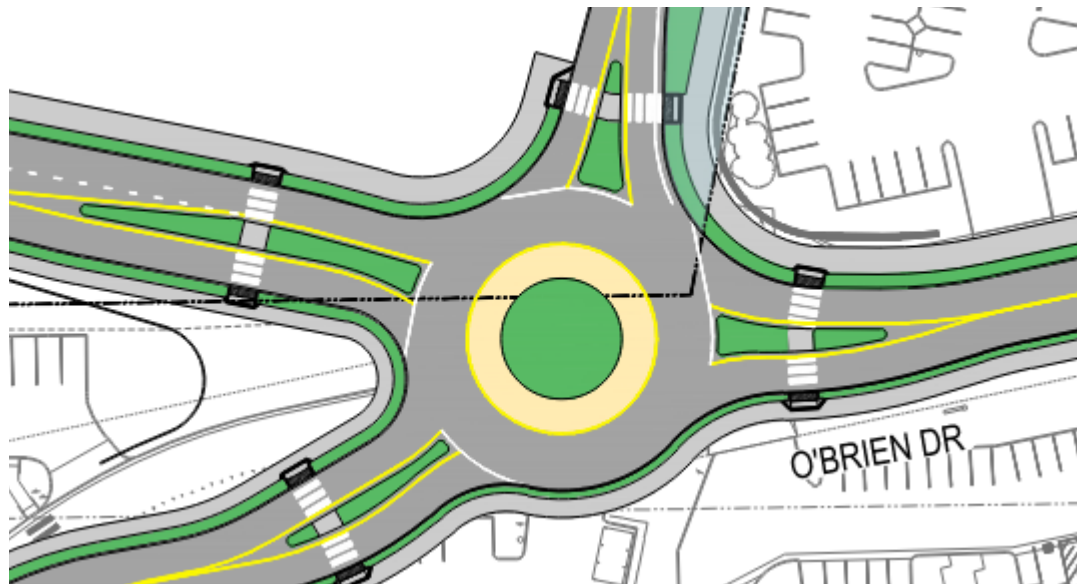
EXPERIENCE AND REFERENCES

REFERENCE

City of Menlo Park
Michael Fu
Associate Civil Engineer
Ph. (650) 330-6706
mgfu@menlopark.org

PROJECT HIGHLIGHTS

- » Development of design alternatives resulting in operational improvements and cost savings
- » Traffic operation improvements
- » Facilitate negotiations with adjacent property owners to minimize right of way impacts
- » Coordination with multiple agencies and utility owners
- » Stormwater treatment



WILLOW VILLAGE O'BRIEN DRIVE ROUNDABOUT

MENLO PARK, CA

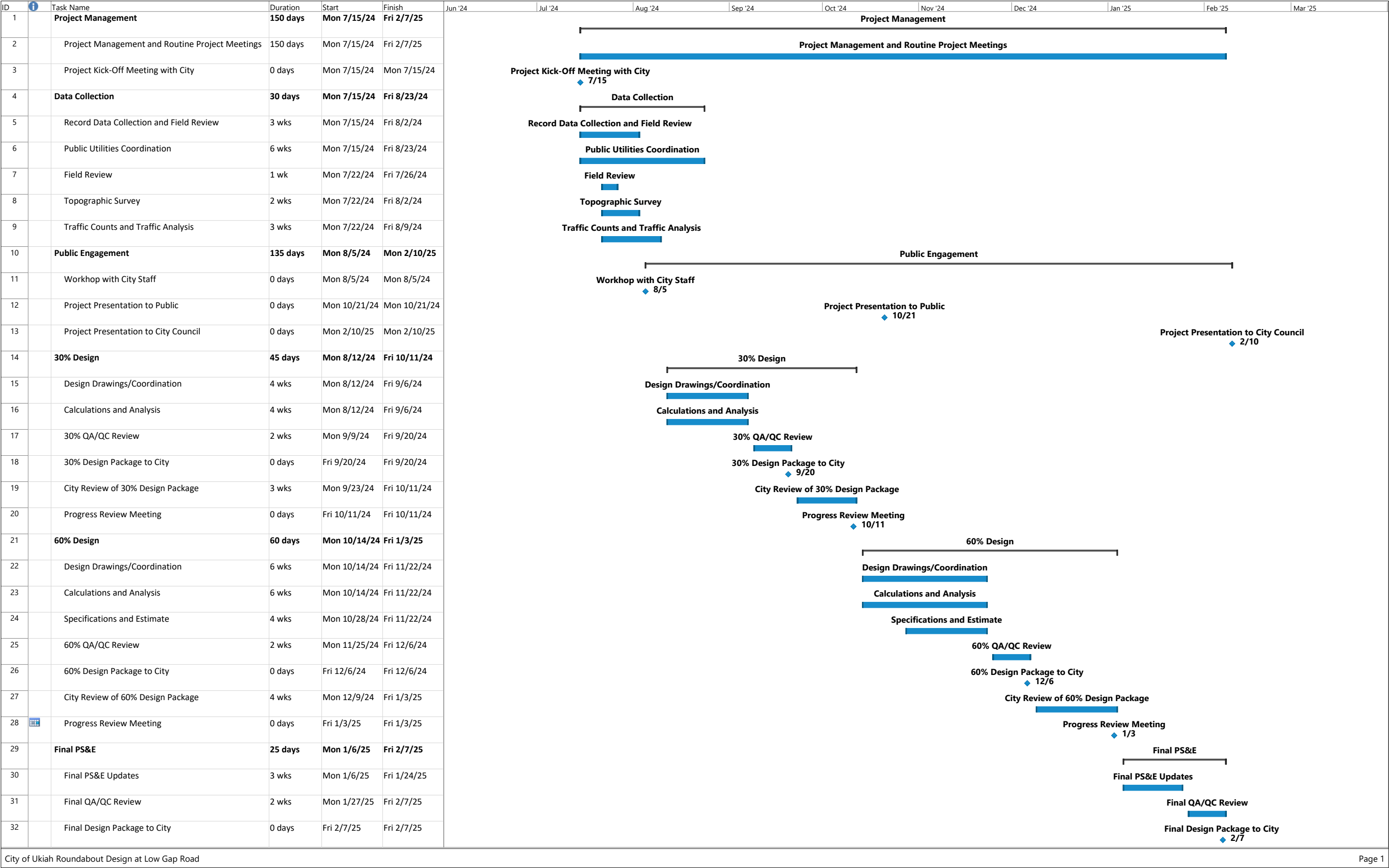
BKF was retained by Signature Development Group and the City of Menlo Park to prepare PS&E documents for the O'Brien Drive Intersection Roundabout project in the City of Menlo Park. The objective of the project is to connect communities established as part of Meta's Willow Village campus expansion project and to accommodate future vehicular capacity requirements while reducing greenhouse gas emissions.

As part of the Willow Village Project, BKF led the evaluation and design of a specialized roundabout at the O'Brien Drive, Main Street, and East Loop Road intersection. At the site of the Old Prologis Campus, which is currently occupied by Meta, the project involves widening O'Brien Drive by approximately 18 feet and modifying its horizontal geometry to accommodate a roundabout. To ensure a smooth flow of traffic and enhance safety, the proposed roundabout design features 12-foot minimum travel lanes, 2-foot minimum inside shoulders, 5-foot landscaped areas, and 10-foot sidewalks in each direction. Working with the City and Signature Development Group, BKF developed design elements to provide adequate space for vehicles, pedestrians, and cyclists, creating a well-integrated transportation network.

Since the roundabout traverses a sensitive SFPUC Hetchey water system and numerous business properties, BKF prepared 6 different design concepts in coordination with stakeholders and SFPUC to reach a desired design. Due to the project's footprint and location within surrounding properties, BKF has been working with impacted property owners to develop parking lot reconfigurations to minimize business operation disruptions and mitigate any negative effects on property owners and other critical stakeholders.

BKF will prepare necessary right-of-way dedications to the City involving portions along O'Brien Drive which will be essential to implementing the proposed design effectively.

PROPOSED PROJECT SCHEDULE



Our Team has reviewed the City's Agreement provided in the RFP. While we can accept the Agreement, we would like to present the following edits for your consideration. These suggestions are provided as the basis of negotiation and we would welcome the opportunity to discuss any items listed herein that may not be agreeable to the City:

REMOVE TEXT IN RED: 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.~~

REMOVE TEXT IN RED & ADD TEXT IN PURPLE:: 6.2 Indemnification. Notwithstanding the foregoing insurance requirements, and in addition thereto, Consultant agrees, ~~for the full period of time allowed~~ **..TO THE FULLEST EXTENT PERMITTED..**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.



CONTACT

Jason Kirchmann, PE, PLS, QSD/QSP
(707) 583-8515
jkirchmann@bkf.com

BKF Engineers
200 4th Street, Suite 300
Santa Rosa, CA 95401
www.bkf.com



City of Ukiah

PROPOSAL FOR
DESIGN AND ENGINEERING SERVICES
ROUNDBOUT DESIGN AT LOW GAP ROAD AND NORTH BUSH STREET

FEE PROPOSAL

JUNE 12, 2024



COVER LETTER

June 12, 2024

Mary Horger
Financial Services Manager
City of Ukiah
mhorger@cityofukiah.com

Submitted via email

**SUBJECT: REQUEST FOR PROPOSALS -
ROUNDAABOUT DESIGN AT LOW GAP ROAD AND NORTH BUSH STREET**

Dear Ms. Horger and the Selection Committee:

Thank you for the opportunity to submit our fee proposal for your consideration. We look forward to discussing more with the City during negotiations.

Sincerely,

BKF ENGINEERS



Jason Kirchmann, PE, PLS
Principal/Executive in Charge

FEE PROPOSAL

Low Gap Road and North Bush Street Roundabout		CONSULTING SERVICES								Total BKF Hours	Total BKF Fee	Sub-Consultant		Total Subconsultant Fee *	Total Fee
		Principal	Project Manager	QA/QC Manager	Sr Project Engineer	Project Engineer	Design Engineer	Field Party Chief	Field Crew			W-Trans	Transportation		
Task	Description	VP	AP	PM	SPE	PE	DE	FC	FC					*Includes 10% Markup	
	Full Rate	\$302	\$273	\$260	\$222	\$195	\$170	\$222	\$143						
1 Project Management															
1	Project Management	0	40	0	0	0	0	0	0	40	\$10,920	\$0	\$0	\$0	\$10,920
2	Project Kick-Off Meeting	4	4	0	4	4	4	0	0	20	\$4,648	\$0	\$0	\$0	\$4,648
3	Routine Status Update Meetings	16	40	0	0	24	0	0	0	80	\$20,432	\$17,500	\$19,250	\$39,682	\$39,682
4	Quality Assurance/Quality Control (QA/QC)	4	0	24	0	0	0	0	0	28	\$7,448	\$0	\$0	\$0	\$7,448
1 Project Management Subtotal:		24	84	24	4	28	4	0	0	168	\$43,448	\$17,500	\$19,250	\$62,698	
2 Data Collection															
1	Record Data Collection	0	1	0	0	4	8	0	0	13	\$2,413	\$0	\$4,100	\$6,513	\$6,513
2	Public Utilities Coordination	0	1	0	0	2	4	0	0	7	\$1,343	\$0	\$0	\$1,343	\$1,343
3	Field Review	0	4	0	0	4	4	0	0	12	\$2,552	\$0	\$4,127	\$6,679	\$6,679
4	Topographic Survey	2	2	1	0	0	16	10	10	41	\$7,780	\$0	\$0	\$7,780	\$7,780
5	Traffic Counts and Traffic Analysis	0	2	0	2	0	0	0	0	4	\$990	\$6,000	\$6,600	\$7,590	\$7,590
2 Data Collection Subtotal:		2	10	1	2	10	32	10	10	77	\$15,078	\$6,000	\$14,827	\$29,905	
3 Public Engagement															
1	Workshop with City Staff and Committees	0	6	0	0	0	0	0	0	6	\$1,638	\$0	\$0	\$1,638	\$1,638
2	Public Project Presentation	0	8	0	0	0	0	0	0	8	\$2,184	\$0	\$0	\$2,184	\$2,184
3	City Council Presentation	0	4	0	0	0	0	0	0	4	\$1,092	\$0	\$0	\$1,092	\$1,092
4	Public Engagement Graphics and Materials	0	8	0	0	0	16	0	0	24	\$4,904	\$0	\$0	\$4,904	\$4,904
3 Public Engagement Subtotal:		0	26	0	0	0	16	0	0	42	\$9,818	\$0	\$0	\$9,818	
4 30% Design															
1	Conceptual Design	2	2	0	0	4	0	0	0	8	\$1,930	\$15,500	\$17,050	\$18,980	\$18,980
2	Drawings	4	16	8	0	20	40	0	0	88	\$18,356	\$17,000	\$18,700	\$37,056	\$37,056
3	Supporting Documents	0	0	0	8	0	2	0	0	10	\$2,116	\$5,500	\$6,050	\$8,166	\$8,166
4 30% Design Subtotal:		6	18	8	8	24	42	0	0	106	\$22,402	\$38,000	\$41,800	\$64,202	
5 60% Design															
1	Drawings	4	12	4	0	16	32	0	0	68	\$14,084	\$24,500	\$26,950	\$41,034	\$41,034
2	Specifications	0	2	0	12	0	0	0	0	14	\$3,210	\$2,500	\$2,750	\$5,960	\$5,960
3	Cost Opinion	0	1	0	0	4	4	0	0	9	\$1,733	\$1,000	\$1,100	\$2,833	\$2,833
4	Supporting Documents	0	0	0	8	0	2	0	0	10	\$2,116	\$2,800	\$3,080	\$5,196	\$5,196
5 60% Design Subtotal:		4	15	4	20	20	38	0	0	101	\$21,143	\$30,800	\$33,880	\$55,023	
6 Final PS&E															
1	Drawings	4	8	2	0	12	20	0	0	46	\$9,652	\$9,500	\$10,450	\$20,102	\$20,102
2	Specifications	0	1	0	8	0	0	0	0	9	\$2,049	\$1,500	\$1,650	\$3,699	\$3,699
3	Cost Opinion	0	1	0	0	2	2	0	0	5	\$1,003	\$1,000	\$1,100	\$2,103	\$2,103
6 Final PS&E Subtotal:		4	10	2	8	14	22	0	0	60	\$12,704	\$12,000	\$13,200	\$25,904	
Reimbursable and Consultant Expenses															
General BKF Printing, Plotting, and Travel (1% of Total)															\$2,480
Consultant Labor Totals		40	163	39	42	96	154	10	10	554	\$124,593	\$104,300	\$122,957	\$247,550	
Total Fees* (Total fees include consultant and reimbursable markups pursuant to rate sheets)															\$250,030

HOURLY RATE FEE SCHEDULE

BKF ENGINEERS PROFESSIONAL SERVICES RATE SCHEDULE

EFFECTIVE JANUARY 1, 2024

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
PROJECT MANAGEMENT	
Principal	\$302.00
Senior Associate Principal	\$280.00
Associate Principal	\$273.00
Senior Project Manager Senior Technical Manager	\$265.00
Project Manager Technical Manager	\$260.00
Engineering Manager Surveying Manager Planning Manager	\$239.00
TECHNICAL STAFF	
Senior Project Engineer Senior Project Surveyor Senior Project Planner	\$222.00
Project Engineer Project Surveyor Project Planner	\$195.00
Design Engineer Staff Surveyor Staff Planner	\$170.00
BIM Specialist I, II, III	\$170.00 - \$195.00 - \$222.00
Technician I, II, III, IV	\$162.00 - \$172.00 - \$189.00 - \$203.00
Drafter I, II, III, IV	\$127.00 - \$139.00 - \$150.00 - \$167.00
Engineering Assistant Surveying Assistant Planning Assistant	\$106.00
FIELD SURVEYING	
Survey Party Chief	\$222.00
Instrument Person	\$190.00
Survey Chainperson	\$143.00
Utility Locator I, II, III, IV	\$116.00 - \$164.00 - \$197.00 - \$224.00
Apprentice I, II, III, IV	\$88.00 - \$118.00 - \$130.00 - \$138.00
CONSTRUCTION ADMINISTRATION	
Senior Consultant	\$290.00
Senior Construction Administrator	\$253.00
Resident Engineer	\$188.00
Field Engineer I, II, III	\$170.00 - \$195.00 - \$222.00
FUNDING & GRANT MANAGEMENT	
Director of Funding Strategies	\$208.00
Funding Strategies Manager	\$190.00
Funding/Research Analyst I, II, III, IV	\$130.00 - \$150.00 - \$160.00 - \$176.00
PROJECT ADMINISTRATION	
Project Coordinator	\$142.00
Senior Project Assistant	\$122.00
Project Assistant	\$108.00
Clerical Administrative Assistant	\$90.00

Expert witness rates are available upon request.

Subject to the terms of a services agreement:

- Charges for outside services, equipment, materials, and facilities not furnished directly by BKF Engineers will be billed as reimbursable expenses at cost plus 10%. Such charges may include, but shall not be limited to: printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; agency fees; insurance; transportation on public carriers; meals and lodging; and consumable materials.
- Allowable mileage will be charged at the prevailing IRS rate per mile.
- Monthly invoices are due within 30 days from invoice date. Interest will be charged at 1.5% per month on past due accounts.
- The rates shown are subject to periodic increases, including January 1st of each year.



Fee Schedule

2024 Staff Billing Rates

Position	Billing Rate (per hour)
Senior Principal	\$300 – \$375
Principal	\$230 – \$300
Senior Engineer/Planner	\$195 – \$230
Engineer/Planner	\$175 – \$200
Associate Engineer/Planner	\$155 – \$180
Assistant Engineer/Planner	\$130 – \$155
Technician/Administrative	\$120 – \$155
Intern	\$30 – \$80
Field Technician	\$30 – \$75

2024 Expense Charges

Item	Charge
Mileage	\$0.74/mile*
Services and Expenses	10% surcharge

These rates are valid for work performed prior to December 31, 2024. Work performed after January 1, 2025, and any subsequent year may be billed at the revised rates established for that year.

* Mileage charge will be based on the IRS Standard Mileage Rate (set at \$0.67/mile effective January 1, 2024) plus 10 percent.



CONTACT

Jason Kirchmann, PE, PLS, QSD/QSP

(707) 583-8515

jkirchmann@bkf.com

BKF Engineers
200 4th Street, Suite 300
Santa Rosa, CA 95401
www.bkf.com





AGENDA SUMMARY REPORT

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

DEPARTMENT: City Clerk **PREPARED BY:** Kristine Lawler, City Clerk
PRESENTER: Mayor Dueñas and Various Councilmembers

ATTACHMENTS:

- 1. 2024 City Council Special Assignments and Ad Hoc

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

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

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

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

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

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

DIVERSITY-EQUITY INITIATIVES (DEI): N/A

CLIMATE INITIATIVES (CI): N/A

GENERAL PLAN ELEMENTS (GP): N/A

Approved: 
Sage Sangiacomo, City Manager

2024 CITY COUNCIL SPECIAL ASSIGNMENT LIST

LOCAL / UKIAH VALLEY		MTG DATE/TIME	MEETING LOCATION		MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
City Broadband Project		TBD	TBD		Civic Center 300 Seminary Ave. Ukiah, CA 95482	to evaluate the Request for Proposal (RFP) for the Internet Service Provider (ISP) for the California's Public Utilities Commission (CPUC) Last Mile Broadband	Orozco	Jim Robbins, Grants Manager, 463-6708; jrobbins@cityofukiah.com
Investment Oversight Committee		Varies	Civic Center 300 Seminary Ave. Ukiah, CA 95482		Civic Center 300 Seminary Ave. Ukiah, CA 95482	Reviews City investments, policies, and strategies	Crane Orozco - Alternate Alan Carter, Treasurer	Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com
Disaster Council		Shall meet a minimum of once a year at a time and place designated upon call of the chair	Place designated upon call of the chair or, if she/he is unavailable or unable to call such meeting, the first vice chair and then the City Manager or her/his designee.		Office of Emergency Management 300 Seminary Ave. Ukiah, CA 95482 467-5720 - Traci Boyl	Develop any necessary emergency and mutual aid plans, agreements, ordinances, resolutions, rules, and regulations.	Orozco Duenas- Alternate	Traci Boyl, City Manager's Office Management Analyst; 467-5720; tboyl@cityofukiah.com
Greater Ukiah Business & Tourism Alliance (GUPTA)		4th Monday of month, 10 a.m.	200 S School St. Ukiah, CA 95482		200 S School St. Ukiah, CA 95482	Promotes tourism and works to strengthen and promote the historic downtown and businesses within the greater Ukiah area	Marianne Davison - <i>Community Services Department Staff</i> Duenas - Alternate	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Mendocino County Inland Water and Power Commission (IWPC)		2nd Thursday of month, 6:00 p.m.	Civic Center 300 Seminary Avenue conference room 5		IWPC Staff P.O. Box 1247 Ukiah, CA 95482 391-7574 - Candace Horsley	Develops coordination for water resources and current water rights: Potter Valley project - Eel River Diversion	Rodin Orozco - Alternate	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
North Coast Opportunities (NCO)		4th Wednesday of month, 2 p.m.	Alternating locations - Ukiah and Lakeport		Governing Board Chair North Coast Opportunities 413 North State Street Ukiah, CA 95482	Assist low income and disadvantaged people to become self reliant	Burgess	Jake Burgess, Community Services Supervisor; 463-6201 jburgess@cityofukiah.com
Sun House Guild ex officio		2nd Tuesday of month, 4:30 p.m.	Sun House 431 S. Main St. Ukiah, CA		431 S. Main Street Ukiah, CA 95482 467-2836	Support and expand Grace Hudson Museum	Duenas Neil Davis - Alternate	David Burton, Museum Director; 467-2836 dburton@cityofukiah.com
Ukiah Valley Basin Groundwater Sustainability Agency (GSA)		2nd Thursday of month, 1:30 p.m.	Board of Supervisors Chambers; 501 Low Gap Road Ukiah, CA		County Executive Office 501 Low Gap Rd., Rm. 1010 Ukiah, CA 95482 463-4441	GSA serves as the Groundwater Sustainability Agency in the Ukiah Valley basin	Crane Duenas- Alternate	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
MENDOCINO COUNTY		MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
City Selection Committee		Called as required by the Clerk of the Board	BOS Conference Room 501 Low Gap Rd. Rm. 1090 Ukiah, CA		C/O: BOS 501 Low Gap Rd., Rm 1090 Ukiah, CA 95482 463-4441	Makes appointments to LAFCO and Airport Land Use Commission <i>(Mayor - Primary; Vice Mayor - Alternate)</i>	Mayor Duenas Vice Mayor Crane - Alternate	Kristine Lawler, City Clerk; 463-6217 klawler@cityofukiah.com
Economic Development & Financing Corporation (EDFC)		2nd Thursday of month, 2:00 p.m.	Primarily 631 S. Orchard Street (location varies)		Executive Director 631 South Orchard Avenue Ukiah, CA 95482 467-5953	Multi-agency co-op for economic development and business loan program	Riley (appointed 12/19/18)	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Library Advisory Board		3rd Wednesdays of alternate months; 1:00 p.m.	Various Mendocino County Libraries		Ukiah County Library 463-4491	Review library policy and activities	Sher Rodin - Alternate	Kristine Lawler, City Clerk; 463-6217; klawler@cityofukiah.com
Mendocino County 1st District Liaison		Monthly; TBD	Civic Center Annex conference room #5 411 West Clay St. Ukiah, CA 95482		Civic Center 300 Seminary Ave. Ukiah, CA 95482	To coordinate activities and policy development with the City's 1st District Supervisor	Rodin Crane- Alternate	Sage Sangiacomo, City Manager; 463-6221; ssangiacomo@cityofukiah.com
Mendocino County 2nd District Liaison		1st Wednesdays of month, 8:00 a.m.	Civic Center Annex conference room #5 411 West Clay St. Ukiah, CA 95482		Civic Center 300 Seminary Ave. Ukiah, CA 95482	To coordinate activities and policy development with the County's 2nd District Supervisor	Rodin Duenas - Alternate	Shannon Riley, Deputy City Manager; 467-5793 sriley@cityofukiah.com
Mendocino Council of Governments (MCOG)		1st Monday of month, 1:30 p.m.	Board of Supervisors Chambers 501 Low Gap Road Ukiah, CA		Executive Director 367 N. State Street, Ste. 206 Ukiah, CA 95482 463-1859	Plan and allocate State funding, transportation, infrastructure and project County wide	Duenas Sher - Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Mendocino County Airport Land Use Commission		As needed	BOS Conference Room 501 Low Gap Rd., Rm. 1090, Ukiah, CA		Mendocino County Executive Office 501 Low Gap Rd. Rm. 1010 Ukiah, CA 95482	To formulate a land use compatibility plan, provide for the orderly growth of the airport and the surrounding area, and safeguard the general welfare of the inhabitants within the vicinity	Liaisons: Owen/Schlatter	Greg Owen, Airport Manager; 467-2855; gowen@cityofukiah.com Craig Schlatter, Director of Community Development; 463-6219; cschlatter@cityofukiah.com
Mendocino County Local Area Formation Commission (LAFCO)		1st Monday of month, 9:00 a.m.	Board of Supervisors Chambers		Executive Director 200 S. School Street, Ste. 2 Ukiah, CA 95482 463-4470	Required by legislation - planning spheres of influence, annexation, service areas, and special districts	Rodin Crane - Alternate for both city seat members on Commission	Craig Schlatter, Director of Community Development; 463-6219; cschlatter@cityofukiah.com

Mendocino County Continued	MTG DATE/TIME	MEETING	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Mendocino Solid Waste Management Authority (MSWMA)	3rd Thursday of every other month (varies), 10:00 a.m.	Willits Council Chambers		Solid Waste Director 3200 Taylor Drive Ukiah, CA 95482 468-9710	County-wide Solid Waste JPA	Crane Sher - Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Mendocino Transit Authority (MTA) Board of Directors	Last Wednesday of month, 1:30 p.m.	Alternating locations - Ukiah Conference Center or Fort Bragg, or Point Arena		Executive Director 241 Plant Road Ukiah, CA 95482 462-1422	County-wide bus transportation issues and funding	Sher Duenas - Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Mendocino Youth Project JPA Board of Directors	3rd Wednesday of month, 7:45 a.m.	776 S. State Street Conference Room		Mendocino Co. Youth Project 776 S. State Street, Ste. 107 Ukiah, CA 95482 707-463-4915	Targets all youth with a focus on drug and alcohol prevention, healthy alternatives and empowering youth to make healthy choices	Cedric Crook, Police Chief Duenas - Alternate	Cedric Crook, Police Chief; 463-6771; ccrook@cityofukiah.com
Russian River Flood Control District (RRFCD) Liaison	1st Monday of month, 5:30 p.m.	151 Laws Ave., Suite D Ukiah, CA		151 Laws Ave., Ukiah, CA 95482; rrfc@pacific.net; 462-5278	Proactively manage the water resources of the upper Russian River for the benefit of the people and environment of Mendocino County	White/Orozco	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com
Ukiah Players Theater Board of Directors	3rd Tuesday of month, 6:00 p.m	1041 Low Gap Rd Ukiah, CA 95482 462-1210		1041 Low Gap Rd Ukiah, CA 95482 462-1210	To oversee the activities, organization and purpose of the Ukiah Players Theater	Greg Owen, Airport Manager (appointed 12/19/18)	Kristine Lawler, City Clerk; 463-6217 klawler@cityofukiah.com
Ukiah Unified School District (UUSD) Committee	Quarterly	511 S. Orchard, Ste. D Ukiah, CA 95482		511 S. Orchard Ukiah, CA 95482	Information exchange with UUSD Board Chair, Mayor, Superintendent, and City Manager	Duenas Rodin - Alternate Sage Sangiacomo, City Manager Cedric Crook, Police Chief	Sage Sangiacomo, City Manager; 463-6221 ssangiacomo@cityofukiah.com
REGIONAL	MTG DATE/TIME	LOCATION		MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Great Redwood Trail Agency	Bi-monthly, 3rd Thursdays, 10:30 a.m.	Various Locations - announced		419 Talmage Road, Suite M Ukiah, CA 95482 463-3280	Provides a unified and revitalized rail infrastructure meeting the freight and passenger needs of the region	Rodin Duenas - Alternate	Neil Davis, Community Services Director 467-5764 ndavis@cityofukiah.com
League of California Cities Redwood Empire Legislative Committee	Prior to Division Meetings, meets 3x in person and then via conference call	Various locations that are announced		Redwood Empire League President; Public Affairs Program Manager (916) 658-8243	Elected city officials and professional city staff attend division meetings throughout the year to share what they are doing and advocate for their interests in Sacramento	Duenas Orozco - Alternate	Sage Sangiacomo, City Manager; 463-6221 ssangiacomo@cityofukiah.com
Russian River Watershed Association (RRWA)	4th Thursday of month, 9:00 a.m. (only 5 times a year)	Windsor Town Hall		Russian River Watershed Association 2235 Mercury Way, Suite 105 Santa Rose, CA 95407 info@rrwatershed.org 707-508-3670 (message only)	Consider issues related to Russian river - plans projects and funding requests	Rodin Sher - Alternate	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Northern California Power Agency (NCPA) - Commission	4th Thursday of month, 9:00 a.m. (see NCPA calendar)	Roseville, CA and other locations		651 Commerce Drive Roseville, CA 95678 916-781-4202	Pool of State and local power utilities developing and operating power generation, providing scheduling and related energy services and providing regulatory and legislative support.	Crane - Commissioner Sher - City Council Alternate Sauers - Alternate and Commissioner in absence of Commissioner Crane	Cindi Sauers - Electric Utility Director; 463-6286 csauers@cityofukiah.com
Northern California Power Agency (NCPA) – Lodi Energy Center (LEC) Appointment	2nd Monday of month, 10:00 AM	Lodi, CA and other locations		651 Commerce Drive Roseville, CA 95678 916-781-4299	Committee oversees the operation, maintenance and expenditures of the LEC 300 MW generating project.	Sauers – Project Participate Appointee	Cindy Sauers, Electric Utility Director, 463-6286, csauers@cityofukiah.com
Transmission Agency of Northern California (TANC)	4th Wednesday of month, 10 a.m.	35 Iron Point Circle Suite 225 Folsom, CA		35 Iron Point Cir #225 Folsom, CA 95630 916-852-1673; info@tanc.us	Provide electric transmission to its Member utilities through transmission line ownership or contract arrangements.	Crane Sauers - Alternate	Cindi Sauers - Electric Utility Director; 463-6286 csauers@cityofukiah.com
STANDING COMMITTEES	MTG DATE/TIME	LOCATION		MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Diversity and Equity	TBD	Virtual Meeting Room (link to be created)		Civic Center 300 Seminary Ave. Ukiah, CA 95482	Improve diversity and equity in the City’s workforce and municipal services	Orozco/Duenas	Traci Boyl, City Manager's Office Management Analyst; 467-5720; tboyl@cityofukiah.com
Fire Executive Committee	2nd Tue, every other month beginning in January; 5:00 p.m.	Ukiah Valley Conference Center, 200 S. School Street Ukiah, CA		Civic Center 300 Seminary Ave. Ukiah, CA 95482 sabba@cityofukiah.com	Per the recently adopted agreement between the City of Ukiah and the Ukiah Valley Fire Protection District	Orozco/Sher	Doug Hutchison, Fire Chief; 463-6263; dhutchison@cityofukiah.com
Countywide Oversight Board to the RDA Successor Agencies	4th Thursday of January, 4:00 p.m.; meets annually	Ukiah Valley Conference Center, 200 S. School Street Ukiah, CA		City of Ukiah ATTN: City Clerk 300 Seminary Ave. Ukiah, CA 95482	Oversee and direct the Successor Agencies of the former redevelopment agencies	Crane	Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com Kristine Lawler, City Clerk; 463-6217, klawler@cityofukiah.com
Water Executive Committee (Ukiah Valley Water Authority)	1st Tue of each month at 6:00 p.m.	Ukiah Valley Conference Center, 200 S. School Street Ukiah, CA		City of Ukiah ATTN: Sean White 300 Seminary Ave. Ukiah, CA 95482	Oversight of UVWA; set annual budget for the combined water system; Manage rates and collect levies; modify existing water rights for the provision of water service; mediation and dispute resolution;	Crane/Orozco	Sean White, Director of Water Resources; 463-5712 swhite@cityofukiah.com

2024 AD HOC COMMITTEES		
COMMITTEE	ASSIGNED TO	PRINCIPAL STAFF SUPPORT
Electric Grid Operational Improvements	Crane/Orozco	Cindy Sauers, Electric Utility Director; 463-629586 csauers@cityofukiah.com
Trench Cut Policy Development	Crane	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Advance Planning & Policy for Sphere of Influence (SOI), Municipal Service Review (MSR), Annexation, Tax Sharing, Detachment, and Out of Area Service Agreements	Crane/Rodin	Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com
UVSD/ City Relations <i>Ad hoc committee to address specific issues with the Ukiah Valley Sanitation District, including discussion of overall sewer system service delivery policies, operating policy revisions, potential revisions to the current Operating Agreement, and cost sharing</i>	Crane/Orozco	Dan Buffalo, Director of Finance; 463-6220 dbuffalo@cityofukiah.com Sean White, Water Resources Director 463-5712 swhite@cityofukiah.com
Orr Street Bridge Corridor	Rodin/Sher	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com
Complete Streets	Rodin/Crane	Tim Eriksen, Public Works Director/City Engineer; 463-6280 teriksen@cityofukiah.com Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com Neil Davis, Community Services Director 467-5764 ndavis@cityofukiah.com
Special Districts (Water District Consolidation)	Orozco/Crane	Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com
Corp Yard Planning	Crane/Orozco	Jason Benson, Senior Civil Engineer 463-6284 jbenenson@cityofukiah.com
Mendocino County Courthouse Project and Reuse	Sher/Orozco	Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com
Climate Action Plan <i>Will coordinate with the Community Development Director to identify and assign representation to each of the identified categories, and also coordinate with the Community Development Director and the Climate Action Plan Working Group related to other outreach efforts during the development of the draft municipal Climate Action Plan related to the 2040 General Plan</i>	Sher/Duenas	Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com
City's 150-Year Anniversary Planning	Orozco/Rodin	Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com
Zoning Reform <i>(previously was the Community Development Fee Review ad hoc)</i> <i>function is to explore creation of a new ministerial zoning permit and identify additional zoning streamlining and reform efforts to provide better and more consistent development outcomes</i>	Crane/Orozco	Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com
Community Health Needs Assessment (CHNA) Steering Committee <i>assist in the creation of the 2025 CHNA Report for the communities served by the three Adventist Health hospitals in Mendocino County. providing insight, identifying, gathering and analyzing the health needs of our community. Additionally</i>	Rodin/Sher	Jeremy Malin, NP Director of Community Health Analytics Adventist Health Howard Memorial Adventist Health Ukiah Valley Adventist Health Mendocino Coast 978-289-3330; malinj@ah.org
Parks & Recreation Special District Exploration	Rodin/Orozco	Neil Davis, Community Services Director 467-5764 ndavis@cityofukiah.com
Downtown Zoning code	Crane/Rodin	Craig Schlatter, Community Development Director 463-6219 cschlatter@cityofukiah.com
TOT 3% Tax Measure Material Development	Rodin/Sher	Shannon Riley, Deputy City Manager 467-5793 sriley@cityofukiah.com
City Council Handbook Review and Update	Sher	Kristine Lawler, City Clerk 463-6217; klawler@cityofukiah.com