

**CITY OF UKIAH
CITY COUNCIL AGENDA
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
February 17, 2016
6:00 p.m.**

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS**
- 4. PETITIONS AND COMMUNICATIONS**
- 5. APPROVAL OF MINUTES**

- a. Minutes of January 28, 2016, a Special Meeting.
- b. Minutes of February 3, 2016, a Regular Meeting.
- c. Minutes of February 8, 2016, a Special Meeting.

6. RIGHT TO APPEAL DECISION

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

7. CONSENT CALENDAR

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

- a. Report of Disbursements for the Month of January 2016
- b. Approve Notice of Completion for Grace Hudson Museum Building Improvements Spec No. 15-08, Funded by Proposition 84 Nature Education Facilities Grant Program
- c. Approval of Notice of Completion for the Low Gap to Despina 200/600 Amp Loop Project, Specification No. 15-04 and Approval of Final Payment of the 5% Retention to All Phase Excavating and Construction, Inc. (EUD)
- d. Report Contractual Staffing Services with Accountemps in the Amount of \$19,499.55, and Approval for an Additional \$25,200, for a Final Estimated Contract Amount Not to Exceed \$44,699.55 for the Backfill of a Vacant Accounting Assistant Position

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

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

9. COUNCIL REPORTS

10. CITY MANAGER/CITY CLERK REPORTS

11. PUBLIC HEARINGS (6:15 PM)

- a. Public Hearing to Review Draft General Plan Housing Element

12. UNFINISHED BUSINESS

- a. Receive Water Rate Study Presentation, Approve the Final Draft Water Rate Study, Authorize City Manager to Mail Proposition 218 Notices and Schedule a Public Hearing on Proposed Water Utility Rate Changes
- b. Receive Update on Current and Future Municipal Solid Waste Solutions for Ukiah Curbside Solid Waste
- c. Approval of Engagement Letters with Moss-Adams, LLP for Financial Review of Ukiah Waste Solutions and Solid Waste Systems and Corresponding Budget Amendment in the Amount of \$30,000

13. NEW BUSINESS

- a. Award Contract to Infosend for Providing Data Processing Print and Mail Services for the Finance Department, Utility Billing Division

14. CLOSED SESSION – Closed Session may be held at any time during the meeting.

a. Conference with Legal Counsel – Existing Litigation

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

Name of case: *City of Ukiah v. Questex, LTD, et al*, Mendocino County Superior Court, Case No. SCUUK- CVPT-15-66036

b. Conference with Legal Counsel – Existing Litigation

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

Name of case: *Ukiah Valley Sanitation District v. City of Ukiah*, Mendocino County Superior Court, Case No. SCUUK-CVC-13-63024

c. Conference with Legal Counsel – Existing Litigation

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

Name of case: *County of Mendocino v. Solid Waste System, Inc. et al.*, Mendocino County Superior Court, Case No. SCUUK-CVG-11-59459

d. Conference with Labor Negotiator

(Government Code Section 54957.6)

Agency Representative: Sage Sangiacomo, City Manager
Employee Organizations: All Bargaining Units

e. Public Employee Performance Evaluation

Government Code Section 5495

Title: City Manager

15. ADJOURNMENT

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

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

Dated this 12th day of February, 2016.

Ashley Cocco, Deputy City Clerk

**CITY OF UKIAH
CITY COUNCIL AGENDA
Special Meeting
Ukiah Valley Conference Center
200 South School Street
Ukiah, CA 95482**

**January 28, 2016
4:30 p.m.**

1. ROLL CALL

Ukiah City Council met at a Special Meeting on January 28, 2016, having been legally noticed on January 26, 2016. Mayor Scalmanini called the meeting to order at 4:32 p.m. Roll was taken with the following **Councilmembers Present:** Douglas F. Crane, Maureen Mulheren, Kevin Doble, Vice Mayor Jim O. Brown, and Mayor Scalmanini. **Staff Present:** Sage Sangiacomo, City Manager; Mel Grandi, Electric Utility Director; Tim Santo, Interim Electric Supervisor; Ashley Cocco, Deputy City Clerk; and Kristine Lawler, City Clerk.

Also Present: Charley Stump, Planning and Community Development Director; Tim Eriksen, Public Works Director/City Engineer; Sean White, Water and Sewer Director; Chris Dewey, Police Chief; Shannon Riley, Senior Management Analyst; Karen Scalabrini, Finance Director; Maya Simerson, Community Services Director; Melody Harris, Human Resources Director; David Rapport, City Attorney; Kevin Jennings, Operations Fire Chief; and Diann Lucchetti, Electric Utility Department Administrative Secretary.

MAYOR SCALMANINI PRESIDING.

CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 4:36 P.M.

2. CLOSED SESSION

a. Conference with Legal Counsel – Existing Litigation

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

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

CITY COUNCIL RECONVENED IN OPEN SESSION AT 6:03 P.M.

No action for Closed Session item taken.

3. STRATEGIC PLANNING WORKSHOP (5:30 p.m.)

a. Overview and Discussion of the City of Ukiah's Electric System and Review of System Infrastructure, Staffing, and Resources.

Presenters: Mel Grandi, Electric Utility Director and Tim Santo, Interim Electric Supervisor.

Electric Utility Director, Mel Grandi showed a PowerPoint presentation (attached), which gave an overview of the history of the electric utility in the City of Ukiah, followed by detailing the current state of the electric system, including the hydro-electric plant, substation, and status of the electric utility department's financials. Director Grandi went on to present slides on a number of projects, explaining concerns and possible solutions, and brought various examples to demonstrate elements used in the electric system. In conclusion, Director Grandi summarized the status of the electric utility department's capital projects.

A discussion ensued addressing methods of departmental coordination when planning future load upgrades and other capital improvement projects; consideration for how to serve areas that currently aren't in the city but may potentially be included down the road; the status of the City's own power generation and whether funds should be set aside for those potential projects; additional electrical feeds from other points on the grid; and the consideration of possible inclusion of empty pipe for possible computer/broadband use.

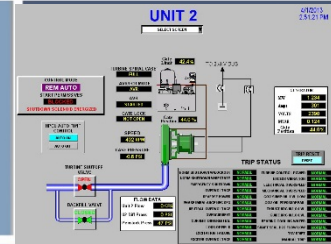
The meeting concluded with Councilmember Crane expressing appreciation to the Electric Utility Department for the improvements that they have achieved in having a lesser impact on the community when power outages occur.

4. **PUBLIC COMMENT**

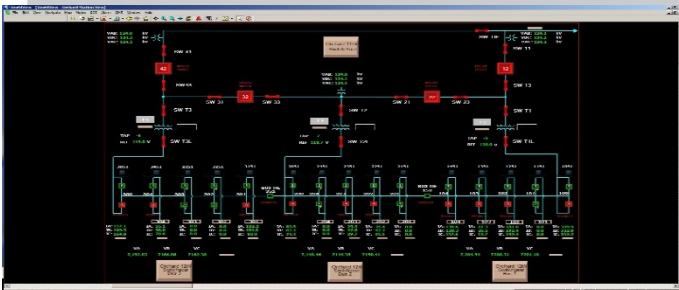
5. **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:31p.m.

Kristine Lawler, City Clerk



Ukiah Electric Utility





1892

20 Street Lights
Installed

1898-1901

Ukiah Delivered
Electric Energy

1984

Hydro Electric
Power Plant -
Commercial

2009-10

Carbon &
Renewable
Energy Credit
Markets

2016

Lowest Rates
and **57%**
**Renewable-
Carbon Free**

City of Ukiah
**Live
Better
Electrically**

Power Tools
Appliances
Heating
Cooking



Electric
System



Fast Facts

Customers:

Residential:	6,000
Commercial:	<u>2,100</u>
Total:	8,100

Poles: 2014

Transformers: 1128*

* Plus one for the Tesla Chargers

12,000 Volt Conductor:

79.1 miles or 417,648 feet

Connections:

>200,000 or

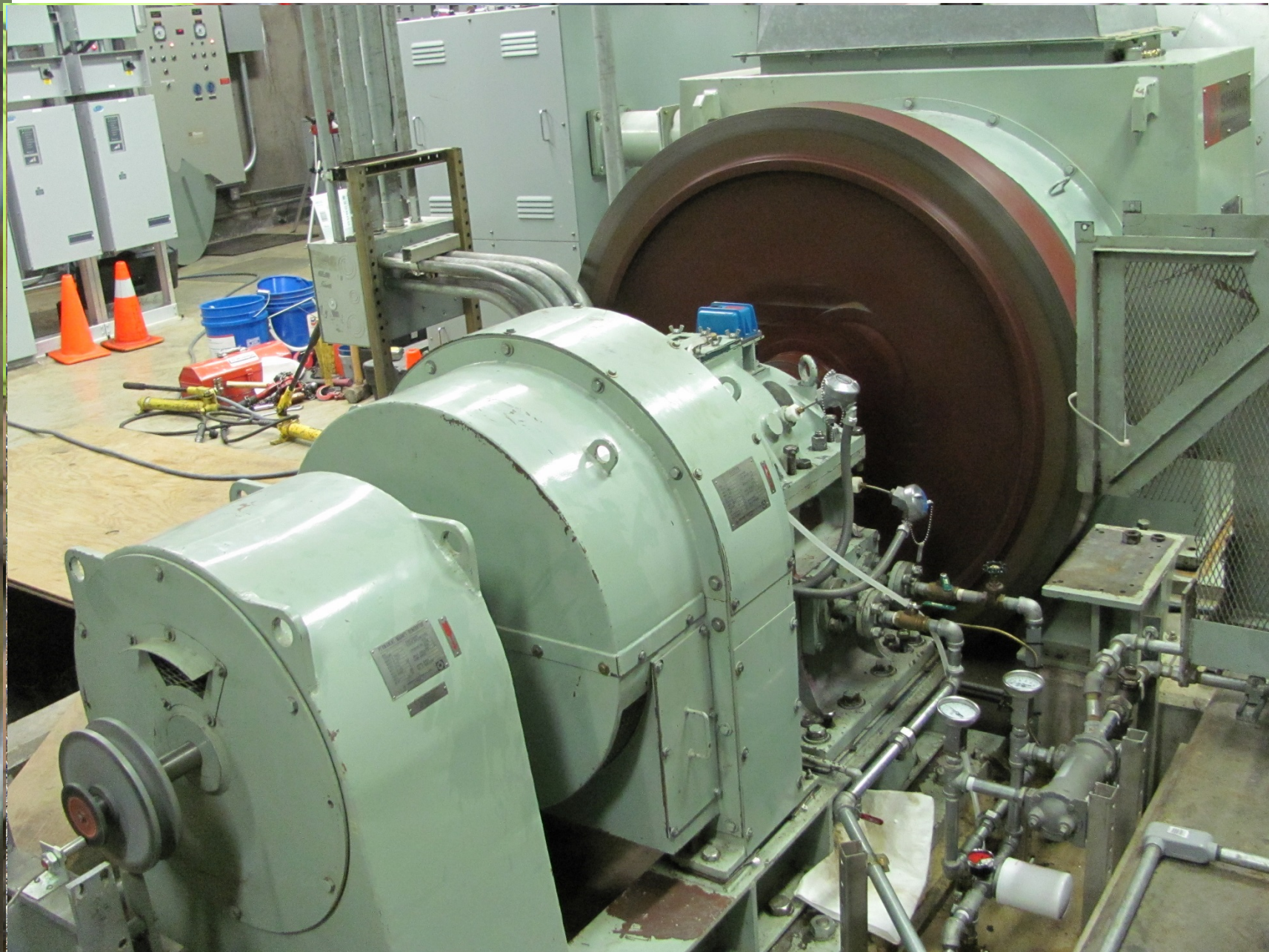
About 4 miles of Cheese Balls



Friedman's
HOME IMPROVEMENT

1104-S

Hydro
Electric
Plant





2015 Power Content Label

The following information is being provided in accordance with California State Law.

As a City of Ukiah Electric Utility customer, 57% of your electric energy is from carbon-free green renewable resources. The table below details your electric energy resource mix for 2014.

ENERGY RESOURCES	Ukiah 2014 Fuel Mix (Actual)	California Power Mix**
Renewables	49.0%	20.0%
--Biomass	0.0%	3.0%
--Geothermal	46.0%	4.0%
--Small Hydro	3.0%	1.0%
--Solar	0.0%	4.0%
--Wind	0.0%	8.0%
Coal	0.0%	6.0%
Large Hydro	8.0%	6.0%
Natural Gas	19.0%	45.0%
Nuclear	0.0%	9.0%
Other	0.0%	0.0%
Unspecified Sources of Power	24.0%	14.0%
Total	100%	100%

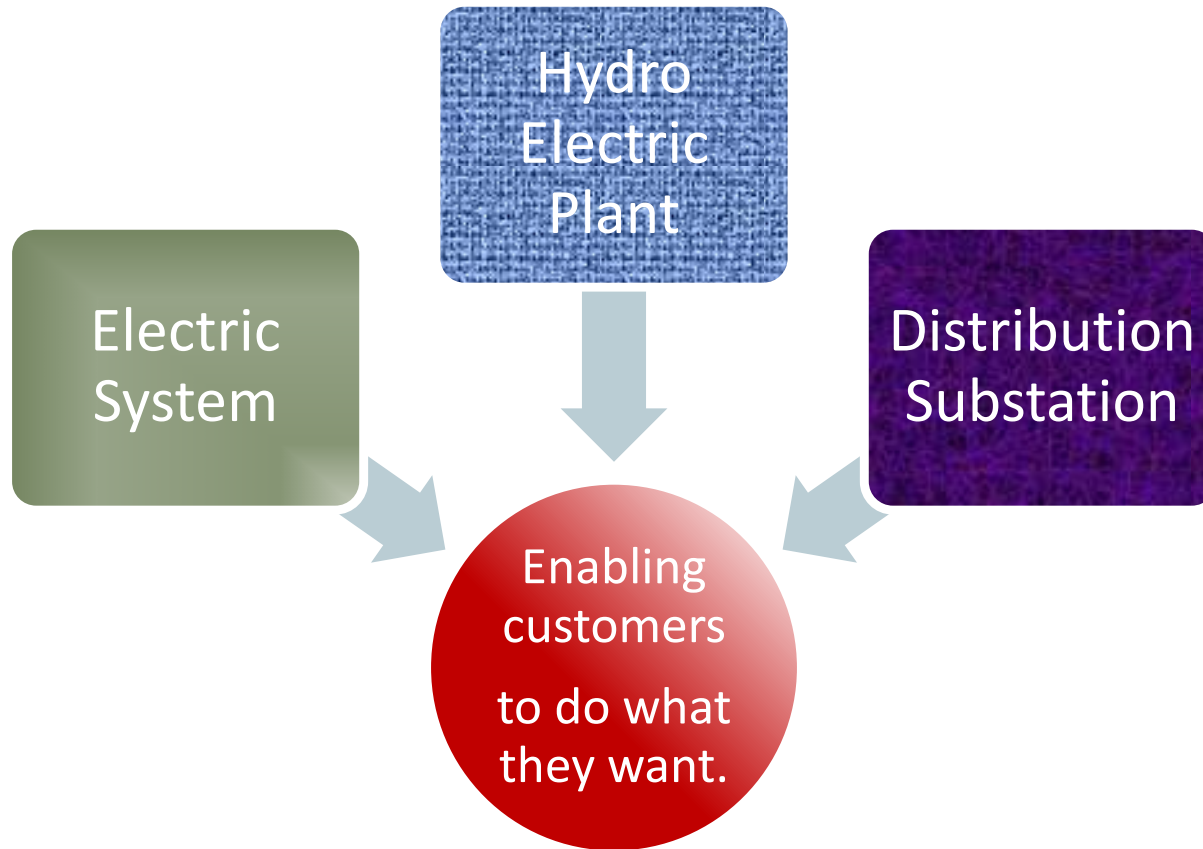
* "Unspecified sources of power" means electricity from transactions that are not traceable to specific generation sources.

** Percentages are estimated annually by the California Energy Commission based on the electricity sold to California consumers during the previous year.

For specific information about this electricity product, contact **the City of Ukiah, Electric Utility Department @ (707) 467-5711**. For general information about the Power Content Label, contact the California Energy Commission at 1-800-555-7794 or www.energy.ca.gov/consumer.

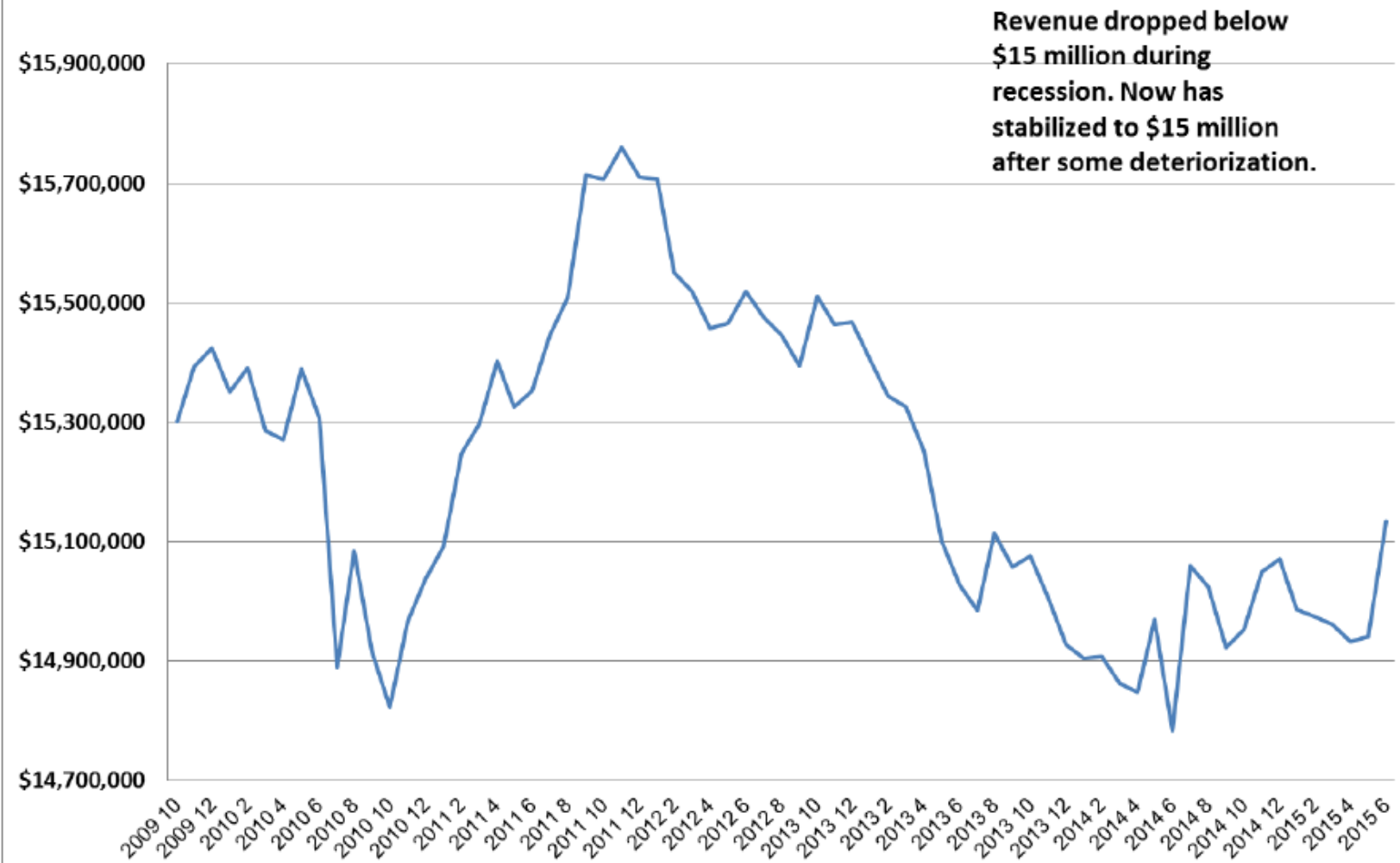
Substation



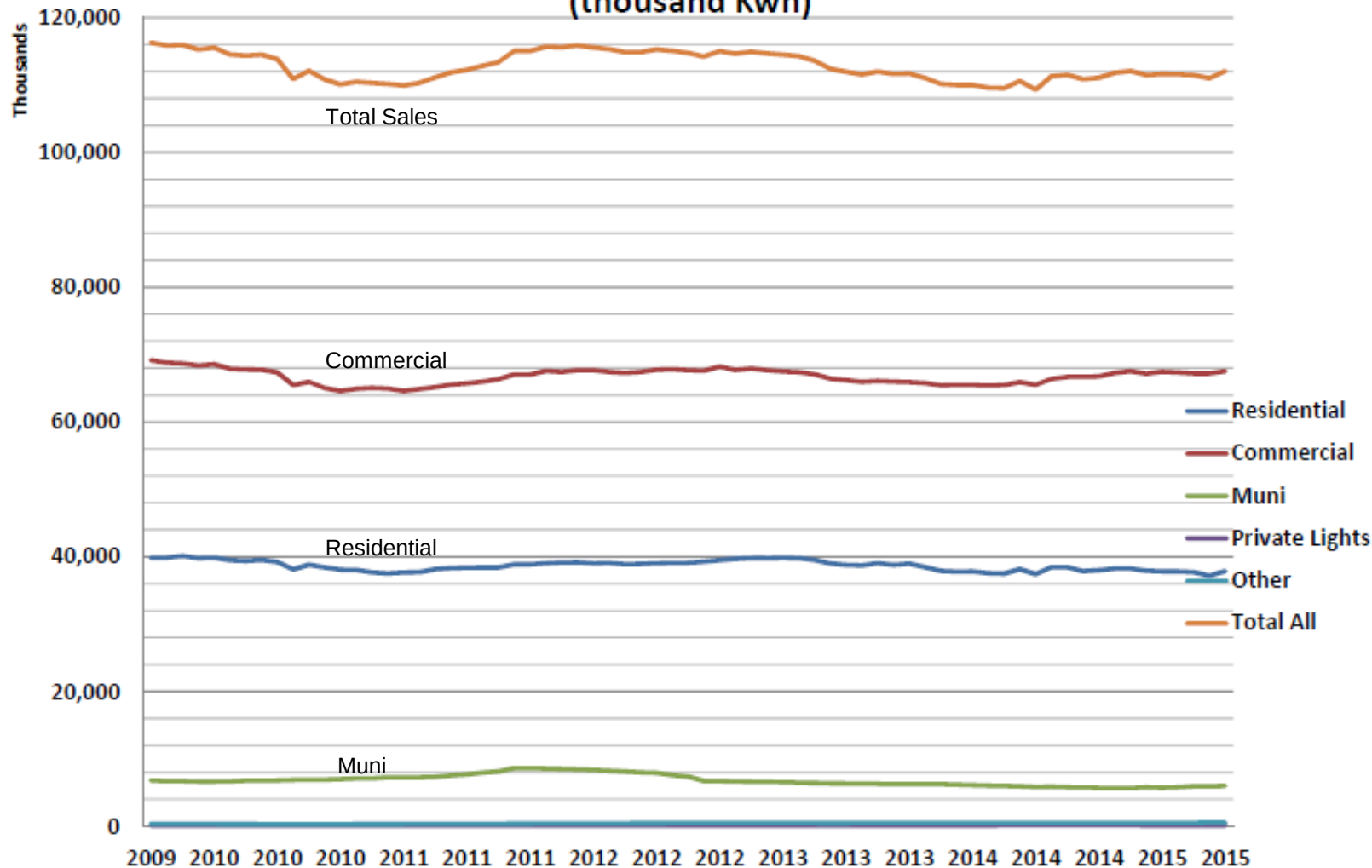


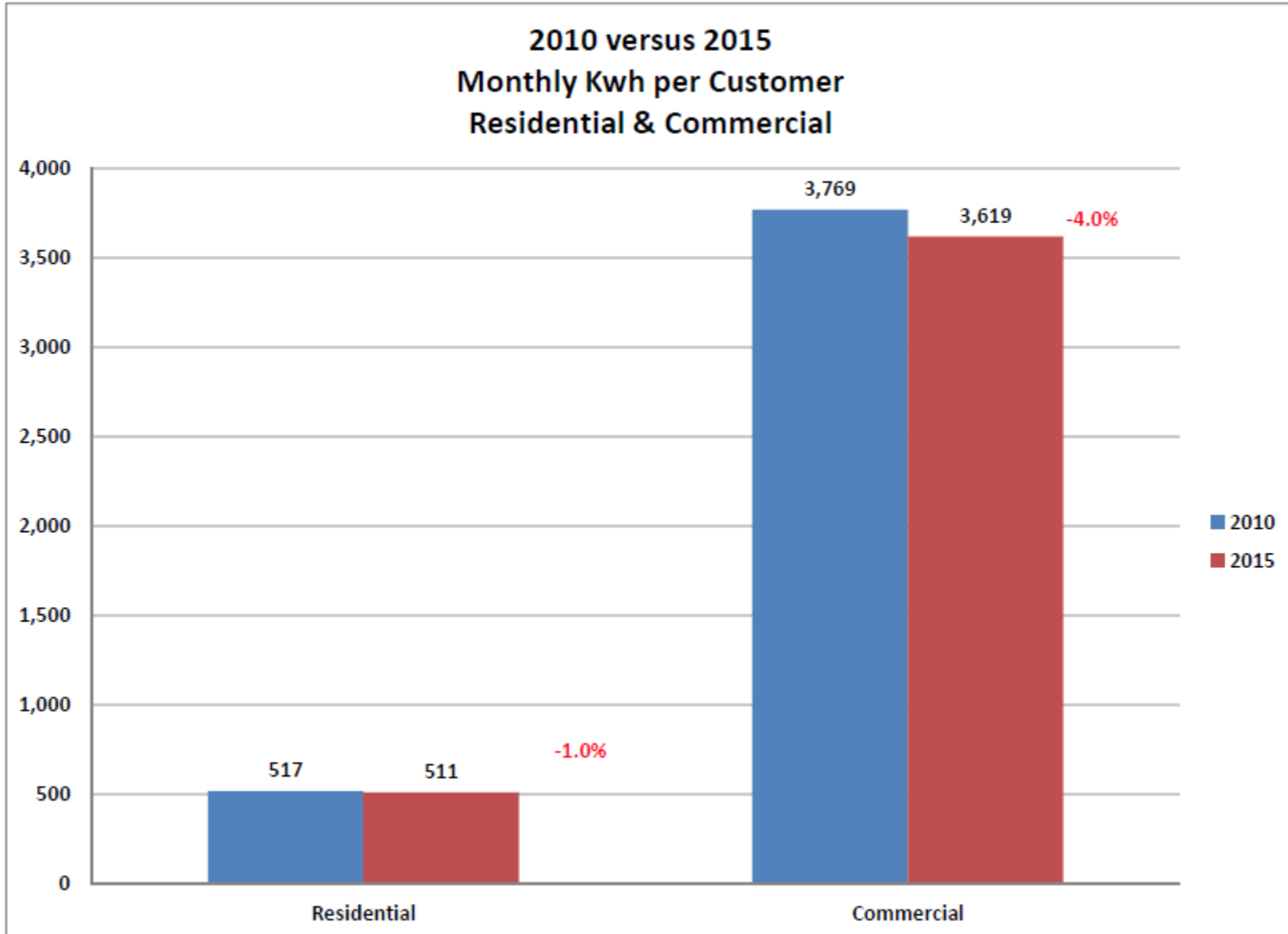


Revenue Annual Average
2010-10 to 2015-6



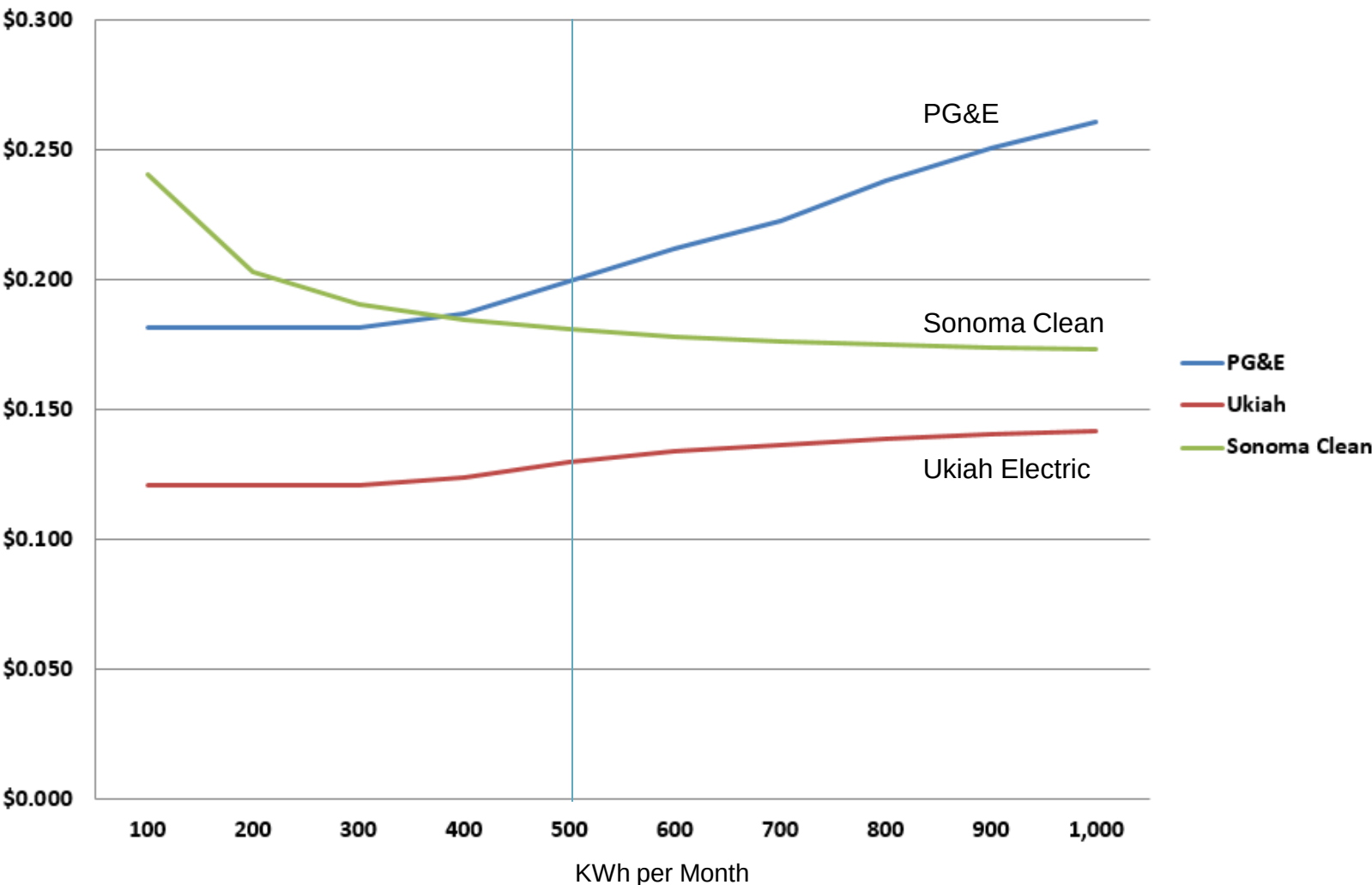
**Trend Annual Energy (last twelve month sum)
by Class & Total by year
(thousand Kwh)**



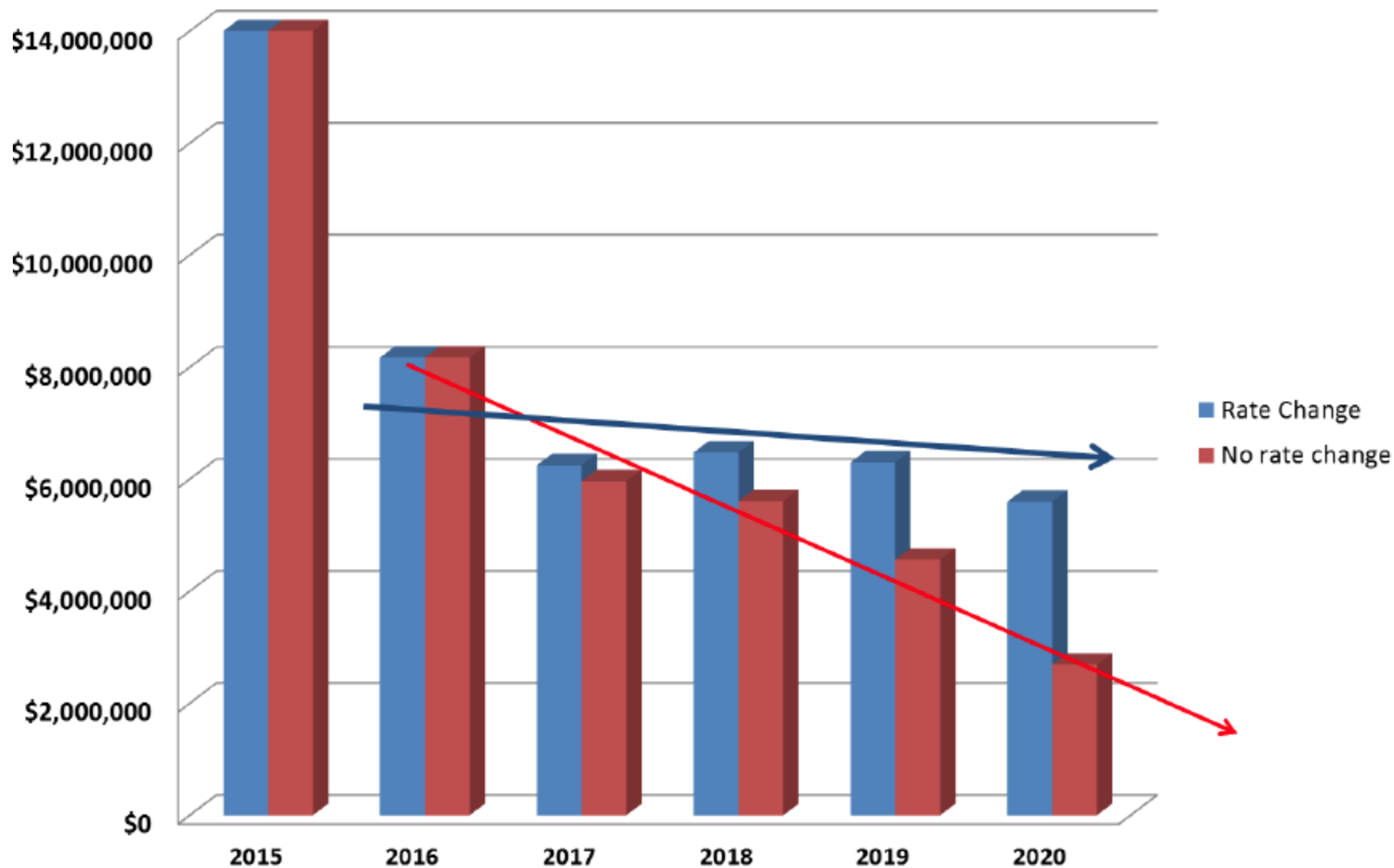




Compare Residential Rate \$/kwh
PG&E, Ukiah & Sonoma Green
by kwh per month



Fund Balance



If we only keep the lights on...

We have failed!

A maintained system is not enough...

It is paramount to have an electric system designed for

- Capacity,
- Capability and
- Critical load planning



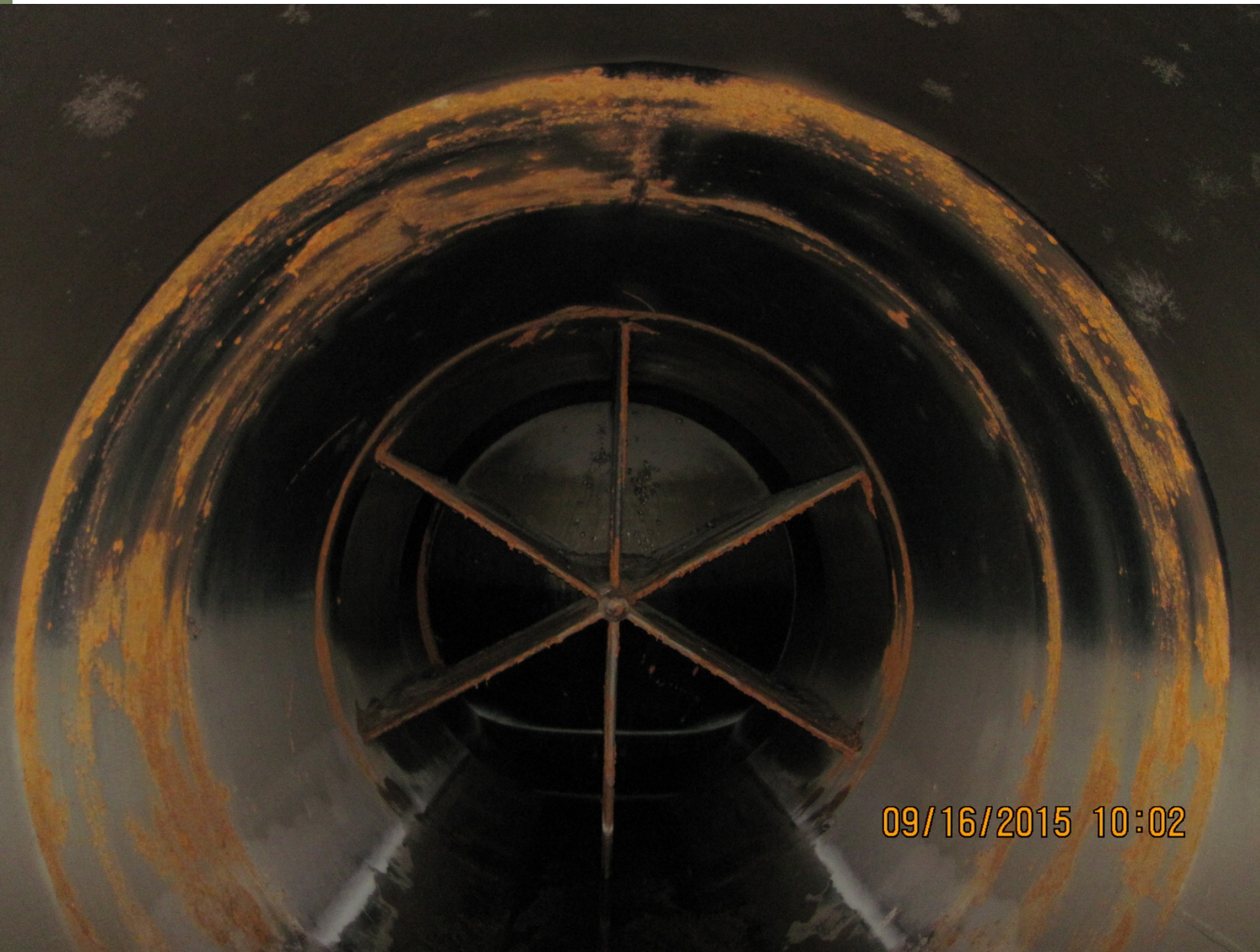




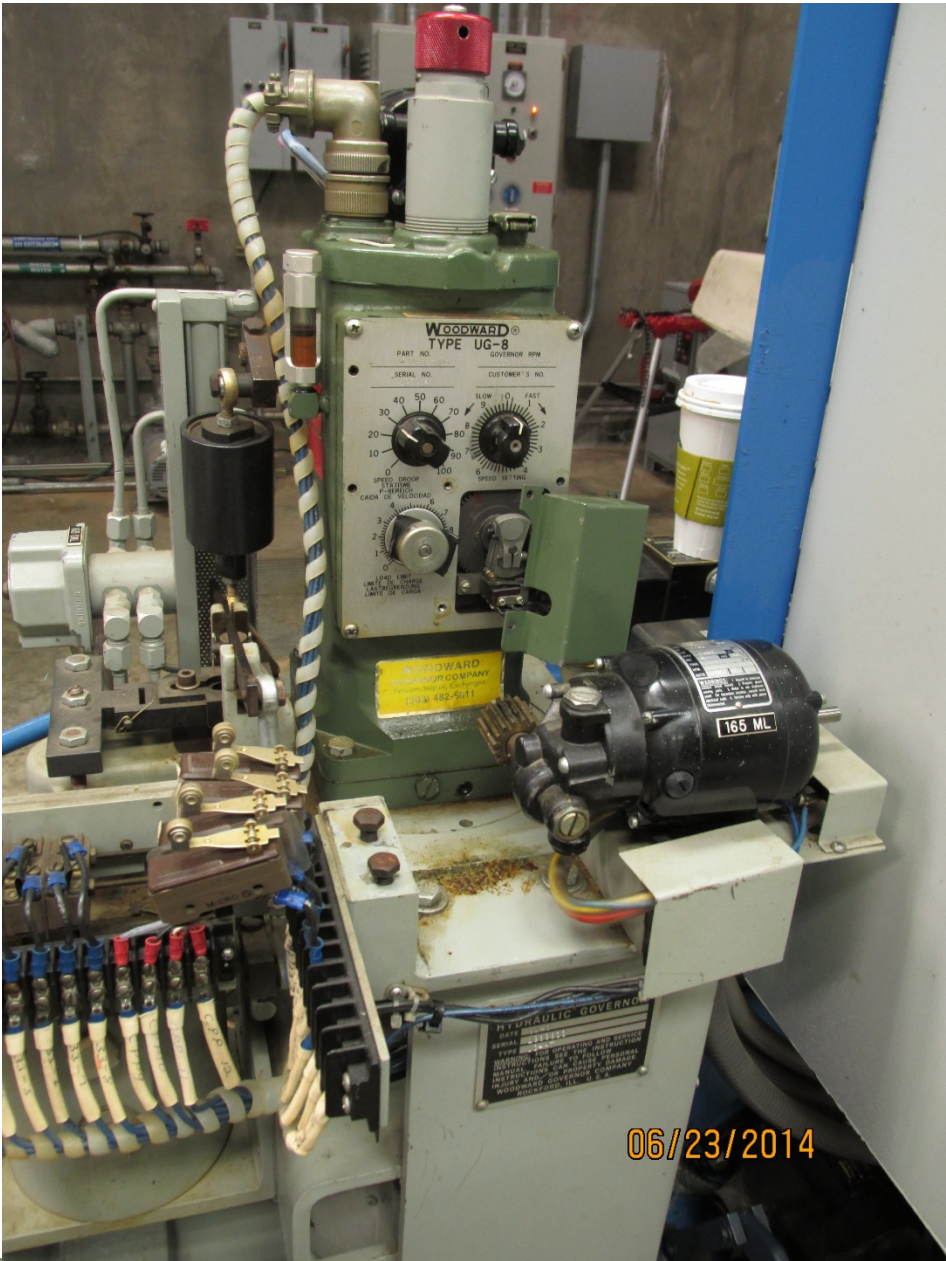






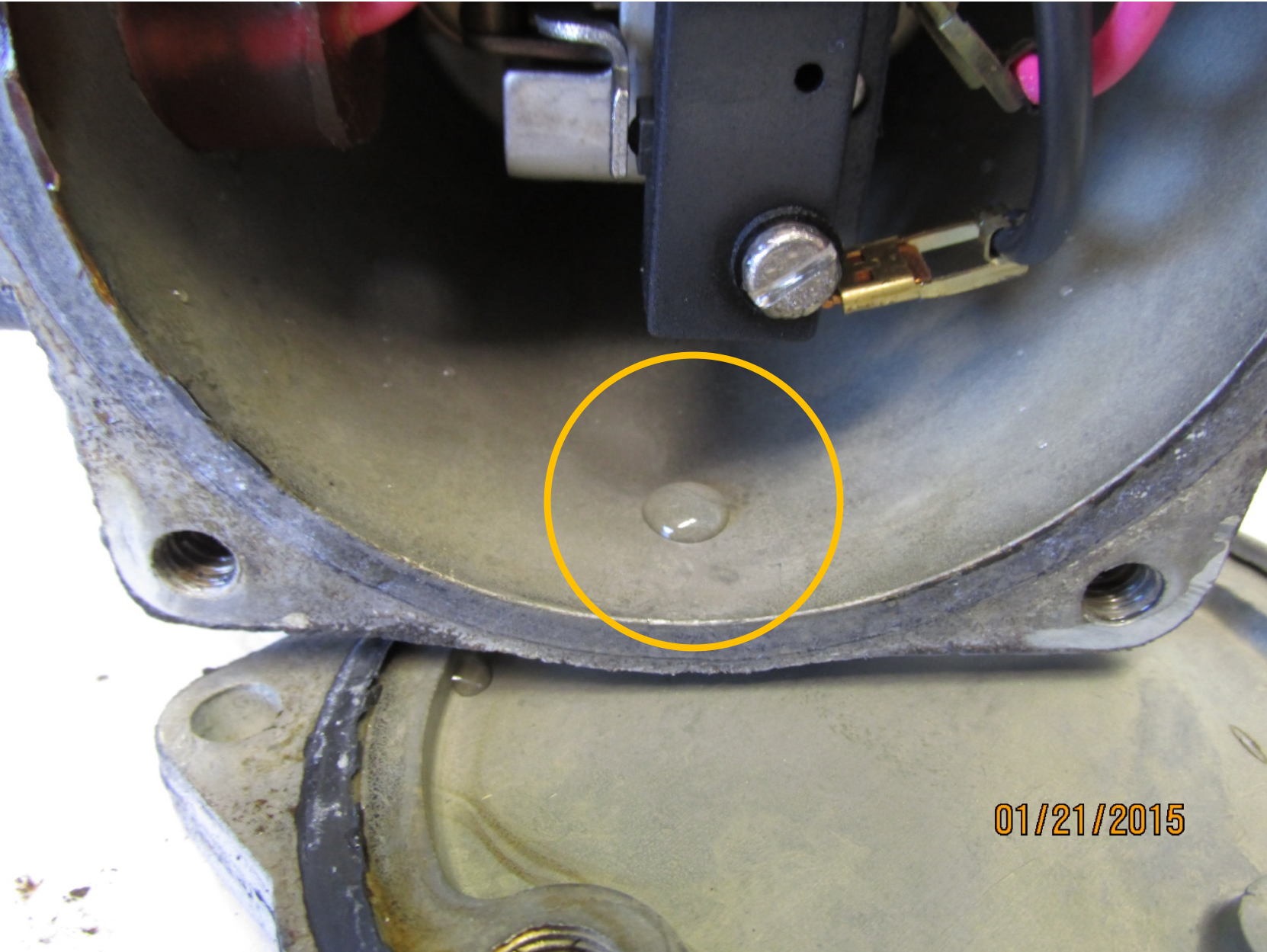


09/16/2015 10:02





01/20/2015



01/21/2015



Capital Projects - Electric

Fiscal Year 2016 Capital Items: \$4,745,000

Funding Source Available:
Electric Capital Improvement Project (CIP) Fund 801 \$4,745,000
(transfer from 800 Operations to 801 CIP Fund)

Total Fund Sources \$4,745,000

Summary of Electric Capital Projects:

PCB Transformer Replacement	Completed	\$ 20,000
Pole – Replacements	Completed	\$ 15,000
Automated Meter Reading – AMI	Developing Specification 5%	\$1,990,000
AMI – Loading & Fault Locating	Developing Specification 5%	\$ 40,000
Communication Upgrades	Designing System & Installation 10%	\$ 80,000
Transformer Upgrades	Completed	\$ 25,000
State St Widening – Pole/Equipment Upgrades	Pending County	\$ 40,000
#6 Reconductor and System Tap Protection		\$ -



Capital Projects- Electric (Continued)

Digger Derrick	Completed	\$ 380,000
E-Truck	Reviewing Options 80%	\$ 40,000
Foreman Truck	Completed	\$ 75,000
On-Call Sub Truck	Reviewing Options 80%	\$ 40,000
Underground System Switching Upgrades/Oak Manor	Design Comp. work sched & bid 50%	\$ 180,000
Underground System Switching Upgrades/Leslie-Gobbi Vault	Completed	\$ 60,000
600 Amp Connector Replacement/Orchard Ave	Completed	\$ 10,000
Low Gap 200 & 600 Amp Upgrades	Completed	\$ 150,000
Perkins Street Underground Project – Phase 2	Utility – 5% pending contractor & schedule	\$ 180,000
Perkins Street Underground Project – Street Lighting	Pending UGing 90%	\$ 145,000
Substation Transformer #1 and #3 Repair	Pending Consultant-10%	\$ 400,000
Hydro Electric Plant Seal Repair	Pending Consultant-10%	\$ 175,000
Electric Service Center Improvements	Pending Consultant- 5%	\$ 700,000

Plan for the
Future (Loads)

Shorten
Outage
Durations

Improve
Power System
Capabilities

Attract qualified Personnel with
experience

Reduce No. of Outages

Improve System Operational Monitoring and
Control (AMI, SCADA & Communication)



CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
February 3, 2016
6:00 p.m.

1. **ROLL CALL**

Ukiah City Council met at a Regular Meeting on February 3, 2016, having been legally noticed on January 29, 2016. Mayor Scalmanini called the meeting to order at 6:01 p.m. Roll was taken with the following **Councilmembers Present:** Douglas Crane, Maureen Mulheren, Kevin Doble, Vice Mayor Brown, and Mayor Scalmanini. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR SCALMANINI PRESIDING.

URGENCY ITEM

Presenter: David Rapport, City Attorney and Shannon Riley, Senior Management Analysis.

Motion/Second: Crane/Doble to accept urgency item due to timelines and placed as agenda item 13c. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

2. **PLEDGE OF ALLEGIANCE**

3. **PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS**

4. **PETITIONS AND COMMUNICATIONS**

5. **APPROVAL OF MINUTES**

a. Minutes of January 20, 2016, a Regular Meeting.

Motion/Second: Mulheren/Brown to approve the minutes of January 20, 2016, a Regular Meeting, to include missing pages. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: None. ABSTAIN: Crane.

6. **RIGHT TO APPEAL DECISION**

7. **CONSENT CALENDAR**

a. **Budget Amendment to Increase the Salary for Airport Attendant and Reclassification of the Airport Grounds Maintenance Attendant - Airport.**

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

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

9. **COUNCIL REPORTS**

Presenters: Vice Mayor Brown, Mayor Scalmanini, and Councilmember Doble.

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

Presenters: Sage Sangiacomo, City Manager and Tim Eriksen, Public Works Director/City Engineer.

11. **PUBLIC HEARINGS – 6:15 P.M.**

a. Consider Approving an Application to Demolish a Structure Over 50 Years Old Located at 517 South Main Street – Planning and Community Development.

Presenter: Kevin Thompson, Principal Planner.

PUBLIC HEARING OPENED AT 6:28 P.M.

Public Comment: Estok Menton.

Staff Comment: Charley Stump, Planning and Community Development Director.

PUBLIC HEARING CLOSED AT 7:08 P.M.

Motion/Second: Crane/Mulheren to find that the structure does not meet the City Code criteria for historic or architectural significance. Motion carried by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: Crane. ABSTAIN: None.

NOTE: It was determined that the City Council is not the appropriate entity to approve the demolition permit.

RECESS: 7:11 – 7:20 P.M.

12. **UNFINISHED BUSINESS**

b. Discussion and Direction Regarding Mendocino County Aids and Viral Hepatitis Network's Request to Extend the Duration of the Emergency Winter Homeless Shelter for an Additional 30 Days – Administration.

Presenter: Shannon Riley, Senior Management Analyst.

Public Comment: Libby Guthrie, MCAVHN; Benj Thomas; Allen Rogina; Holly Knight; John McCowen; Don Popowski; Dr. Mimi Doohan; Jackie Williams; Greg Harper; and Sandy O'Farrell.

Report was received.

RECESS: 8:28 – 8:34 P.M.

a. Adoption of Resolution Approving Memoranda of Understanding for Employee Bargaining Units – Management Unit and Local 1245 of the International Brotherhood of Electrical Workers (IBEW) – Human Resources.

Presenter: Melody Harris, Human Resources Director.

Motion/Second: Crane/Doble to adopt Resolution (2016-07) approving 2015-2018 Memoranda of Understanding for the Management (COU No. 1516-159) and Local 1245 of the International Brotherhood of Electrical Workers (IBEW) (COU No. 1516-160) Bargaining Units. Motion carried by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

c. Adoption of Resolutions Authorizing Participation of the City of Ukiah in Property Assessed Clean Energy Programs and Authorize the City Manager to Negotiate and Execute Corresponding JPA Agreements – Administration.

Presenter: Shannon Riley, Senior Management Analyst.

Motion/Second: Crane/Doble to adoption of Resolutions (2016-08, 2016-09, 2016-10, 2016-11) Authorizing Participation of the City of Ukiah in Property Assessed Clean Energy Programs and Authorize the City Manager to Negotiate and Execute Corresponding JPA Agreements (*Open PACE and YGreene - COU No. 1516-161; HERO – COU No. 1516-162*). Motion carried by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

13. NEW BUSINESS

a. Authorize the City Engineer to Act as the Project Director for a State Water Resources Control Board Grant Application on Behalf of the Russian River Watershed Association, Authorize the City Manager to Execute Necessary Contracts and Authorize the Establishment of Revenue and Expense Accounts Should the Grant be Awarded – Public Works.

Presenters: Tim Eriksen, Public Works Director/City Engineer and Jarod Thiele, Public Works Project Analyst.

Motion/Second: Crane/Doble to authorize the City Engineer to act as the Project Director for a State Water Resources Control Board grant application on behalf of the Russian River Watershed Association, authorize the City Manager to execute necessary contracts and authorize the establishment of revenue and expense accounts should the grant be awarded. Motion carried by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

b. Receive Verbal Report and Provide Direction if Necessary on the First Amendment to the 2016 Regional Transportation Improvement Program through the Mendocino Council of Governments (MCOG). – Public Works.

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

Report was received.

c. (Urgency Item) Authorize the City Manager to Negotiate and Execute a Revised Disposition Agreement with Petaluma Ecumenical Properties that would Restructure the Land Transfer from a Sale for \$1 to a Long Term Note that will be Due and Payable in 55 Years – Administration

Presenter: Shannon Riley, Senior Management Analyst.

Motion/Second: Crane/Doble to authorize the City Manager to negotiate and execute the revisions to the Disposition Agreement (*COU No. 1415-157-A2*) with Petaluma Ecumenical Properties that would restructure the land transfer from a sale for \$1 to a long term note that will be due and payable in 55 years. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

THE CITY COUNCIL ADJOURNED TO CLOSED SESSION AT 9:15 P.M.

14. CLOSED SESSION

a. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Gov't Code 54956.9 (1 case)

b. Conference with Legal Counsel – Existing Litigation

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

Name of case: *City of Ukiah v. Questex, LTD, et al*, Mendocino County Superior Court, Case No. SCUk- CVPT-15-66036

c. Conference with Legal Counsel – Existing Litigation

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

Name of case: *Ukiah Valley Sanitation District v. City of Ukiah*, Mendocino County Superior Court, Case No. SCUk-CVC-13-63024

d. Conference with Legal Counsel – Existing Litigation

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

Name of case: *County of Mendocino v. Solid Waste System, Inc. et al.*, Mendocino County Superior Court, Case No. SCUk-CVG-11-59459

e. Conference with Labor Negotiator

(Government Code Section 54957.6)

Agency Representative: Sage Sangiacomo, City Manager

Employee Organizations: All Bargaining Units

f. Public Employee Performance Evaluation

Government Code Section 5495

Title: City Manager

No action was taken on Closed Session items.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 10:40 p.m.

Kristine Lawler, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Special Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482**

**February 8, 2016
4:00 p.m.**

1. ROLL CALL

Ukiah City Council met for a Special Meeting on February 8, 2016, which was legally noticed on February 5, 2016, Mayor Scalmanini called the meeting to order at 4:05 p.m. Roll was taken with the following **Councilmembers Present:** Douglas Crane, Maureen Mulheren, Kevin Doble, Vice Mayor Jim O. Brown and Mayor Stephen G. Scalmanini. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

2. PUBLIC COMMENT

3. UNFINISHED BUSINESS

a. Issuance of Water Revenue Refunding Bonds, Series 2016 – Finance.

Presenters: Karen Scalabrini, Finance Director; Christine Choi, The PFM Group; Cyrus Torabi, Stradling Yocca Carlson & Rauth, P.C. Bond Counsel.

Motion/Second: Crane/Brown to adopt Resolution (2016-12) authorizing the issuance of Water Revenue Refunding Bonds, Series 2016, and approving certain documents - *Indenture of Trust (COU No. 1516-163); Bond Purchase Agreement (COU No. 1516-164); Escrow Agreement (COU No. 1516-165); Official Statement; Continuing Disclosure Certificates* - and authorizing certain actions in connection therewith. Motion carried by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

4. ADJOURNMENT

There being no further business, the meeting adjourned at 4:18 p.m.

Kristine Lawler, City Clerk



ITEM NO.: 7a

MEETING DATE: February 17, 2016

AGENDA SUMMARY REPORT**SUBJECT: REPORT OF DISBURSEMENTS FOR THE MONTH OF JANUARY 2016****Summary:**

Payments made during the month of JANUARY 2016, are summarized on the attached Report of Disbursements. Further detail is supplied on the attached Schedule of Bills, representing the four (4) individual payment cycles within the month.

Background:

Accounts Payable check numbers: 3015009 – 3015102, 3015103 – 3015193,
3015194 – 3015278, 3015279 - 3015398

Accounts Payable Wire Transfer numbers:

Payroll Check numbers: 503484 – 503506, 503507 – 503554

Payroll Manual check numbers:

Void check numbers: 74830, 75019, 3014790, 3012152, 3009380, 3010532, 3010541,
3010595, 3012209, 3012404, 3013435, 3013455, 3013530, 3013998,
3014955, 3015097, 3015187, 3009227, 3012957, 3013835

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

FISCAL IMPACT:			
Budgeted Amount in 15-16 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required
See Attached	N/A	See Attached	Yes ☐ No ☒

Continued on Page 2

RECOMMENDED ACTION(s): Approve the Report of Disbursements for the month of JANUARY 2016**ALTERNATIVES:** N/A

Citizens advised: N/A
Requested by: City Manager
Prepared by: Administrative Analyst – Finance Department
Coordinated with: Finance Director and City Manager
Presenters:
Attachments: Report of Disbursements

COUNCIL ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____**RECORDS APPROVED:** ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____*Note: Please write Agreement No. in upper right corner of agreement when drafted.*

Approved: 
Sage Sangiacomo, City Manager

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

FUNDS:

100	General Fund	\$96,454.12	700	Sanitary Disposal Site Fund	\$26,154.50
105	Measure S General Fund	\$136,246.68	701	Landfill Corrective Fund	
110	Special General Fund		702	Disposal Closure Reserve Fund	\$165.00
201	Worker's Comp Fund	\$130,377.92	704	Post Closure Fund - Solid Waste	\$0.00
202	Liability Fund		720	Golf Fund	\$1.22
203	Garage Fund	\$7,029.66	730	Conference Center Fund	\$17,870.64
204	Purchasing Fund	\$975.87	750	Visit Ukiah	\$0.00
205	Billing & Collections Fund	\$12,131.66	777	Airport Fund	\$11,328.08
206	Public Safety Dispatch Fund	\$6,727.08	778	Airport Capital Improvement Fund	
207	Payroll Posting Fund	\$221,456.01	779	Special Aviation Fund	
208	Building Maintenance/Corp Yard Fund	\$0.00	800	Electric Fund	\$725,763.06
209	IT Fund	\$0.00	801	Electric Capital Reserve Fund	
220	Equipment Reserve Fund	\$13,525.62	803	Lake Mendocino Bond Reserve	\$1,787.50
250	Special Revenue Fund	\$1,361.94	805	Street Lighting Fund	\$9,972.26
251	Special Projects Reserve Fund	\$262.50	806	Public Benefits Fund	\$14,075.79
300	Park Development Fund	\$10,510.59	820	Water Fund	\$56,178.11
301	Anton Stadium Fund	\$0.00	822	Water Capital Improvement Fund	\$8,420.00
302	Observatory Park Fund		840	City/District Sewer Fund	\$96,425.04
304	Swimming Pool Fund	\$0.00	841	Sewer Contruction Fund	
305	Riverside Park Fund	\$0.00	843	Sewer Capital Fund	
306	Skate Park Fund	\$0.00	900	Special Deposit Trust	\$12,314.64
310	Museum Grants	\$12,159.66	901	General Service (Accts Recv)	\$1,004.41
311	Alex Rorbaugh Recreation Center Fund	\$3,048.95	902	U S W. Billing & Collection	\$22,570.35
312	Downtown Business Improvement Fund	\$25.00	903	Public Safety - AB 109	\$0.00
500	2106 Gas Tax Fund		905	Federal Emergency Shelter Grant	
501	2107 Gas Tax Fund		905	Mendocino Emergency Service Authority	
503	2105 Gas Tax Fund		911	Russian River Watershed Association	\$41,246.66
505	Signalization Fund		940	Sanitation District Special Fund	
506	Bridge Fund		943	Sanitation District Capital Improvement Fund	
507	1998 STIP Augmentation Fund		952	REDIP Sewer Enterprise Fund	
508	SB325 Reimbursement Fund		960	Community Redevelopment Agency	
509	S.T.P. Fund		961	RDA Housing Pass-Through	
510	Trans-Traffic Congest Relief Fund		962	Redevelopment Housing Fund	
600	Community Development Block Grant		963	Housing Debt	\$119,300.00
601	EDBG 94-333 Revolving Loan		964	RDA Capital Pass-Through	
602	Community Development Fund		965	Redevelopment Capital Improvement Fund	
603	08-HOME-4688		966	Redevelopment Debt Service	
604	CDBG Grant 09-STBG-6417		967	Housing Bond Proceeds	
605	11-HOME-7654 Fund	\$0.00	968	Non-Housing Bond Proceeds	
606	CDBG Grant 10-EDEF-7261		969	RDA Obligation Retirement Fund	\$336.04
607	Prop B4 Grant Fund		844/944	Sewer Capital Projects Fund	\$61,268.20
610	City RDA Projects Fund			Retainage Withheld	
630	Asset Seizure Fund	\$1,122.33			
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	\$2,500.00			
637	Local Law Enforcement Block Grant				
638	Asset Forfeiture 11470.2 H & S				
639	Special Revenue - Police	\$0.00			
640	Parking District Fund	\$4,702.99			
691	Museum Fund	\$1,415.20			

PAYROLL CHECK NUMBERS: 503484 - 503506

DIRECT DEPOSIT NUMBERS: 74649 - 74830

PAYROLL PERIOD: 12/20/15 - 01/02/16

PAYROLL CHECK NUMBERS: 503507 - 503554

DIRECT DEPOSIT NUMBERS: 74831 - 75019

PAYROLL PERIOD:

PAYROLL CHECK NUMBERS:

DIRECT DEPOSIT NUMBERS:

PAYROLL PERIOD:

VOID CHECK NUMBERS: 74830, 75019,

3014790,3012152,3009380,3010532,3010541,3010595,

3012209,3012404,3013435,3013455,3013530,3013998,

3014955,3015097,3015187, 3009227,3012957,3013835

MANUAL CHECK NUMBERS:

WIRE TRANSFER NUMBERS:

TOTAL DEMAND PAYMENTS- A/P CHECKS \$1,888,215.28

TOTAL DEMAND PAYMENTS-WIRES* & EFT's \$44.00

TOTAL PAYROLL CHECKS & DIRECT DEPOSITS \$689,870.40

TOTAL PAYROLL EFT's (TAXES, PERS, VENDORS) \$554,273.75

* vendor name(if applicable)

TOTAL PAYMENTS \$3,132,403.43

CERTIFICATION OF CITY CLERK

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

City Clerk

APPROVAL OF CITY MANAGER

I have examined this Register and approve same

City Manager

CERTIFICATION OF DIRECTOR OF FINANCE

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

Director of Finance

Account Code Summary

10000000	General Fund	20526430	Electric Department - Meter Readers
10010000	City Council	20620231	Ukiah Dispatch
10011100	City Clerk	20620232	Ft Bragg Dispatch
10011300	Elections	20700000	Payroll Posting Fund
10012100	City Manager	20822500	Building Maintenance
10012200	Administrative Support	20824300	Corporation Yard
10012400	Miscellaneous General Government	20922900	IT Fund
10013400	Finance Department	22013300	FA Replace - Finance UB
10014000	City Attorney	22020200	FA Replace - Police Operations
10015100	Treasury Management	22021210	FA Replace - Fire Administration
10016100	Human Resources	22022900	FA Replace - Information Technology
10017100	Economic Development	22024100	FA Replace - Garage
10018000	Community Outreach	22024220	FA Replace - Streets
10020217	Animal Control	22024413	FA Replace - Water Distribution Cap
10022100	Parks	22024414	FA Replace - Water Distribution O&M
10022300	Aquatics	22024421	FA Replace - City Wastewater
10022800	Recreation	25024210	Engineering Reserve
10022810	Recreation Administration	25024300	Corporation Yard Reserve
10022821	Adult Basketball	25122900	CIP - IT
10022822	Adult Softball	25123100	CIP - Planning
10022824	Co-Ed Volleyball	25124210	CIP - Engineering
10022831	Youth Basketball	25124220	CIP - Streets
10022832	Youth Softball	25124410	CIP - Water
10022840	Day Camp	25124421	CIP - City Wastewater
10022850	Classes & Clinics	25126410	CIP - Electric
10022860	Special Activities	30022200	Park Development
10023100	Community Planning	30122210	Anton Stadium
10023320	Building Inspection	30222220	Observatory Park
10024210	Engineering	30522250	Riverside Park
10024214	Traffic Signals	30622260	Skate Park
10024220	Streets	30822280	Project Planning
10024224	Storm Drains	31022700	Museum Grant
10514000	Police - City Attorney	31122870	Alex Rorabaugh Recreation Center
10520210	Patrol	31217100	Downtown Business Improvement District
10520214	Police Reserves	50524210	Engineering - Signalization Fund
10520216	COPS Grant	50624210	Capital Engineering
10520218	Police - CSO	50824210	SB325 - Engineering
10520224	Police - Major Crimes Task Force	50824220	SB325 - Streets
10521210	Fire Administration	50924210	STP - Engineering
10521312	Fire Volunteer Station	50924220	STP - Streets
20112400	Worker's Compensation Fund	51024220	Trans - Traffic Slurry Seal
20212400	Liability Fund	510X9999	Trans -Traffic Project
20324100	Garage Fund	60217441	Grant - CDBG 602
20413500	Purchasing Fund	60317442	Grant - HOME 603
20513300	Billing and Collections	60417441	Grant - CDBG 604
20514000	Billing and Collections - City Attorney	60517442	Grant - HOME 605
20524412	Water Department - Meter Readers	60517461	First Time Homebuyer Program

Account Code Summary

60517462	FTHB Activity Delivery	80026130	Electric Substation
60517467	FTHB - PIR	80026140	Reimbursable Work for Others
60600000	CDBG Grant 10-EDEF-7261 Fund	80026200	Electric Metering
60617441	Grant - CDBG 606	80026300	Electric Generation
60617451	General Administration	80026312	Mendocino Hydro
60617452	AD ED Direct Financial Assistance	80026330	Hydro Electric
60617453	ED Direct Financial Assistance	80026400	Electric Administration
60717443	Grant Prop 84	80026410	Electric General Administration
60724413	Prop 84 Water Distribution Cap	80026430	Interdepartmental Charges
60900000	13-CDBG-8940	80326330	Hydro Plant
60917458	13-CDBG-8940	80526610	Street Lighting
63020210	Asset Seizure Expenditure	80626500	Public Benefit
63120210	Drug & Alcohol Education	82024410	Water
63320210	H&S Asset Seizure Expenditure	82024411	Water - Production O&M
63420250	Fed Asset Seizure Expenditure	82024413	Water - Distribution Capital
63520210	SLESF	82024414	Water - Distribution O&M
63820210	Asset Forfeiture 11470	82024415	Water - Production Capital
64020213	Parking Enforcement	82224413	Water - Distribution Capital
69122700	Museum	84024420	Wastewater
70024500	Landfill 700	84024421	Wastewater City - O&M
70224500	Landfill Closure	84024422	Wastewater City - Capital
70424500	Landfill Post closure	84024425	Wastewater Treatment - O&M
72022400	Golf	84124426	Wastewater Treatment - Capital
73022600	Conference Center	84224420	Wastewater
75017110	Visit Ukiah	84324422	Wastewater City - Capital
77725200	Airport Operations	84424421	Wastewater City Capital - O&M
77817411	FAA Grant	84424422	Wastewater City - Capital
80026100	Electric Administration	90000000	Special Deposit Trust Fund
80026110	Electric Overhead	91190100	Russian River Watershed Assoc
80026120	Electric Underground	96900000	Successor Agency

List of Checks Presented for Approval on 1/8/2016

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

 1-12-16
Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
ACCONTEMP	44658781	TEMP SUPPORT - RICARDO CHAVARR	\$592.00	10013400-52100	CONTRACTED SERVICES	\$592.00
	44436407	A/P BACKFILL - JOANNA MONTES	\$805.00	10013400-52100	CONTRACTED SERVICES	\$805.00
	44467459	A/P BACKFILL - JOANNA MONTES	\$840.00	10013400-52100	CONTRACTED SERVICES	\$840.00
	44651077	A/P BACKFILL - JOANNA MONTES	\$1,356.25	10013400-52100	CONTRACTED SERVICES	\$1,356.25
	44588968	A/P BACKFILL - JOANNA MONTES	\$1,388.45	10013400-52100	CONTRACTED SERVICES	\$1,388.45
Vendor Total:						\$4,981.70
ADVANCED COLLISION REPAIR INC	SF-D 18322	AUTO REPAIR SERVICES	\$146.37	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.68)
				82024411-56130	EXTERNAL SERVICES	\$0.68
				82024411-56130	EXTERNAL SERVICES	\$146.37
Vendor Total:						\$146.37
AIMEE SHIELDS	JAN16	TRANSCRIPTION SERVICES	\$2,500.00	63520210-52100	CONTRACTED SERVICES	\$2,500.00
Vendor Total:						\$2,500.00
ALONZO FRIAS	1/25-5/23/16	TRAVEL ADVANCE	\$1,580.40	82024411-57100	CONFERENCE & TRAINING	\$1,580.40
Vendor Total:						\$1,580.40
ALPHA ANALYTICAL LABORATORIES INC	PO 44016	ENVIRONMENTAL AND ECOLOGICAL S	\$19,846.80	70024500-52100	CONTRACTED SERVICES	\$19,846.80

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
ALPHA ANALYTICAL LABORATORIES INC	5102708	MISCELLANEOUS LAB WORK AS NEED	\$35.25	25024210-80230	INFRASTRUCTURE	\$35.25
Vendor Total:						\$19,882.05
APPERSON ENERGY MGMT	DV 122215	WEATHERIZATION ENERGY REBATE	\$1,136.00	80626500-52135	ENERGY CONSERVATION PROGRAM	\$1,136.00
	DV 122215	WEATHERIZATION ENERGY REBATE	\$1,736.00	80626500-52135	ENERGY CONSERVATION PROGRAM	\$1,736.00
Vendor Total:						\$2,872.00
APPLE INC	4368077495	COMPUTER HARDWARE AND PERIPHER	\$57.31	77725200-54100	SUPPLIES	\$57.31
	4368235131	COMPUTER HARDWARE AND PERIPHER	\$1,008.56	77725200-54100	SUPPLIES	\$1,008.56
Vendor Total:						\$1,065.87
ARAMARK UNIFORM SERVICES	STMT 11/30/15	MAT & TOWEL SERVICES (PLEASE S	\$514.56	20822500-56300	BUILDING MAINT. & REPAIR	\$187.50
				73022600-56300	BUILDING MAINT. & REPAIR	\$147.50
				31122870-56120	EQUIPMENT MAINTENANCE & REPAIR	\$179.56
	STMT11/30/15	UNIFORM SVC - AIRPORT FYE 2016	\$219.13	77725200-54100	SUPPLIES	\$219.13
Vendor Total:						\$733.69
BELKORP AG	SF-D 19375	PARTS	\$119.93	10022100-56130	EXTERNAL SERVICES	\$119.93
Vendor Total:						\$119.93
BJ'S EMBROIDERY	SF-D 11895	UNIFORM EXPENSE	\$146.62	20524412-54100	SUPPLIES	\$146.62
Vendor Total:						\$146.62
BOUTIN JONES INC	89056	LEGAL RETAINER FOR UVSD LITIGA	\$8,441.86	84424422-52100	CONTRACTED SERVICES	\$8,441.86
	88189	LEGAL RETAINER FOR UVSD LITIGA	\$9,063.60	84424422-52100	CONTRACTED SERVICES	\$9,063.60
Vendor Total:						\$17,505.46

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
CANTEEN SERVICE	8627	MISCELLANEOUS SUPPLIES AS NEED	\$129.25	10012200-54100	SUPPLIES	\$129.25
					Vendor Total:	\$129.25
CDW GOVERNMENT INC	BLZ5505	COMPUTER HARDWARE AND PERIPHER	\$376.05	20513300-54100	SUPPLIES	\$376.05
	BKM7604	COMPUTER HARDWARE AND PERIPHER	\$2,468.77	20513300-54100	SUPPLIES	\$2,468.77
					Vendor Total:	\$2,844.82
CELLEBRITE USA INC	163581	DATA PROCESSING, COMPUTER, PRO	\$3,098.99	10520210-54202	MAJOR CRIME INVETIGATIONS	\$3,098.99
					Vendor Total:	\$3,098.99
CLOVERDALE SAW AND MOWER CENTER	03483	ROAD AND HIGHWAY ASPHALT AND C	\$1,833.75	84024421-54102	SMALL TOOLS	\$1,833.75
					Vendor Total:	\$1,833.75
COMCAST	DEC15	UTILITIES	\$150.16	73022600-55100	TELEPHONE	\$150.16
					Vendor Total:	\$150.16
COMPUTER OPTIONS INC	BILL34518	IT SERVICES	\$900.00	20922900-52100	CONTRACTED SERVICES	\$900.00
					Vendor Total:	\$900.00
CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	8821-496075	MISC ELECTRICAL SUPPLIES AS NE	\$290.59	20822500-56300	BUILDING MAINT. & REPAIR	\$1.35
				20822500-56300	BUILDING MAINT. & REPAIR	\$290.59
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$1.35)
					Vendor Total:	\$290.59
COUNTY OF MENDOCINO	JAN16	SPANISH MTN SUBLEASE MO RENT-N	\$50.00	20620231-52100	CONTRACTED SERVICES	\$50.00
					Vendor Total:	\$50.00

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
CWEA	DV 123015	CERTIFICATE RENEWAL	\$81.00	84024425-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$81.00
Vendor Total:						\$81.00
DANIEL STEEL & MACHINE INC	SF-D 19322	EQUIPMENT MAINTENANCE	\$218.33	10520210-56130	EXTERNAL SERVICES	\$218.33
Vendor Total:						\$218.33
DC CUSTOMS INC	SF-D 19326	PARTS AS NEEDED	\$130.33	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.61)
				10022100-56130	EXTERNAL SERVICES	\$0.61
				10022100-56130	EXTERNAL SERVICES	\$130.33
Vendor Total:						\$130.33
DEEP VALLEY SECURITY	287918	ALARM SERVICES AS REQUIRED, FY	\$113.66	20824300-52100	CONTRACTED SERVICES	\$113.66
Vendor Total:						\$113.66
DELL MARKETING LP	XJRMTXKF6	COMPUTER HARDWARE AND PERIPHER	\$3,174.79	10520210-54100	SUPPLIES	\$3,174.79
Vendor Total:						\$3,174.79
DENBESTE LANDSCAPE SUPPLIES	521043	MISC LANDSCAPE SUPPLIES AS NEE	\$258.31	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$1.20)
				10022100-59400	OTHER EXPENSES	\$1.20
				10022100-59400	OTHER EXPENSES	\$258.31
Vendor Total:						\$258.31
DIVISION OF THE STATE ARCHITECT	DV 010616	DISABILITY ACCESS & EDUCATION FEE	\$8.10	90000000-23012	STATE \$1 BUS. LIC. SET ASIDE	(\$18.90)
				90000000-23002	STATE \$1 BUSINESS LICENSE FEE	\$27.00
Vendor Total:						\$8.10

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
EFAQ CORPORATE C/O J2 GLOBAL COMMUNICATIONS	703623.2	EFAQ SERVICES	\$5.70	10012200-55100	TELEPHONE	\$5.70
Vendor Total:						\$5.70
EVOQUA WATER TECHNOLOGIES LLC	SF-D 18565	PARTS AS NEEDED	\$77.85	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$77.85
Vendor Total:						\$77.85
FASTENAL	CAUKA18786	PARTS	\$10.57	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$10.57
	CAUK 18642	PARTS	\$206.98	84024421-54100	SUPPLIES	\$206.98
Vendor Total:						\$217.55
FEDERAL EXPRESS	5-259-98507	SHIPPING SERVICES	\$226.49	10013400-54101	POSTAGE	\$31.85
				10013400-54101	POSTAGE	\$35.87
				10520210-54101	POSTAGE	\$18.81
				10520210-54101	POSTAGE	\$18.81
				10520210-54101	POSTAGE	\$22.45
				10520210-54101	POSTAGE	\$22.45
				10520210-54101	POSTAGE	\$25.75
				10520210-54101	POSTAGE	\$50.50
Vendor Total:						\$226.49
FILETRAIL	2015-0758	HOSTED FILE MANAGMENT SYSTEM	\$475.00	10011100-52100	CONTRACTED SERVICES	\$475.00
	2015-0814	HOSTED FILE MANAGMENT SYSTEM	\$475.00	10011100-52100	CONTRACTED SERVICES	\$475.00
Vendor Total:						\$950.00
FIRST ALARM	884443	ALARM FOR UPD EVIDENCE FACILIT	\$62.40	10520210-52180	SECURITY SERVICES	\$62.40
Vendor Total:						\$62.40

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
FISHER WIRELESS SVCS INC	225443	COMMUNICATION EQUIP & MIS REPA	\$120.00	20620231-52100	CONTRACTED SERVICES	\$120.00
					Vendor Total:	\$120.00
GEARY, SHEA, O'DONNELL, GRATTAN, & MITCHELL	401197	TRIAL COUNSEL IN UVSD VS. COU	\$623.50	84424422-52100	CONTRACTED SERVICES	\$623.50
					Vendor Total:	\$623.50
GHD INC	57142	DESIGN OF WELL #9	\$2,001.00	82024410-52100	CONTRACTED SERVICES	\$2,001.00
	56422	DESIGN OF WELL #9	\$3,038.00	82024410-52100	CONTRACTED SERVICES	\$3,038.00
					Vendor Total:	\$5,039.00
GOLDEN STATE EMERGENCY VEHICLE SERVICE INC	SF-D 19320	PARTS	\$99.54	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.10)
				10521210-56130	EXTERNAL SERVICES	\$0.10
				10521210-56130	EXTERNAL SERVICES	\$99.54
					Vendor Total:	\$99.54
GRANICUS INC	68244	DATA PROCESSING, COMPUTER, PRO	\$1,950.00	20922900-54320	SOFTWARE	\$1,950.00
					Vendor Total:	\$1,950.00
GRANITE CONSTRUCTION COMPANY	917500	MISC ROCK & ROAD PATCH MTLs AS	\$577.88	10022100-59400	OTHER EXPENSES	\$577.88
	916947	MISC ROCK & ROAD PATCH MTLs AS	\$671.17	10022100-59400	OTHER EXPENSES	\$671.17
	914415	MISC ROCK & ROAD PATCH MTLs AS	\$87.42	84024421-54100	SUPPLIES	\$87.42
					Vendor Total:	\$1,336.47
GRILL BROS PARTNERSHIP	198771-2	EQUIPMENT & MACHINERY RENTAL A	\$89.25	96995669-52100	CONTRACTED SERVICES	\$89.25
					Vendor Total:	\$89.25
HACH COMPANY	9689014	SUPPLIES	\$276.63	84024425-54100	SUPPLIES	\$276.63

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
HACH COMPANY	9687166	SUPPLIES	\$574.04	84024425-54100	SUPPLIES	\$574.04
	9697011	SUPPLIES	\$947.18	84024425-54100	SUPPLIES	\$947.18
	Vendor Total:					\$1,797.85
HOME DEPOT CREDIT SERVICES	7182531	MISCELLANEOUS SUPPLIES AS NEED	\$31.63	20822500-56300	BUILDING MAINT. & REPAIR	\$31.63
	6031026	MISCELLANEOUS SUPPLIES AS NEED	\$230.80	20822500-56300	BUILDING MAINT. & REPAIR	\$230.80
	2020020	MISCELLANEOUS SUPPLIES AS NEED	\$14.86	10022100-54100	SUPPLIES	\$14.86
	6025825	MISCELLANEOUS SUPPLIES AS NEED	\$43.19	10022100-54100	SUPPLIES	\$43.19
	12684	MISCELLANEOUS SUPPLIES AS NEED	\$12.79	10022300-54100	SUPPLIES	\$12.79
	8012294	MISCELLANEOUS SUPPLIES AS NEED	\$67.63	10022300-54100	SUPPLIES	\$67.63
	70344973	MISCELLANEOUS SUPPLIES AS NEED	\$83.17	10022300-54100	SUPPLIES	\$83.17
	1174830	MISCELLANEOUS SUPPLIES AS NEED	\$21.66	80026330-54100	SUPPLIES	\$21.66
Vendor Total:					\$505.73	
IDEXX DISTRIBUTION INC	295898342	SUPPLIES AS NEEDED	\$358.99	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.38)
				84024425-54100	SUPPLIES	\$0.38
				84024425-54100	SUPPLIES	\$358.99
	295898341	SUPPLIES AS NEEDED	\$943.50	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$1.07)
				82024411-54100	SUPPLIES	\$1.07
				82024411-54100	SUPPLIES	\$943.50
Vendor Total:					\$1,302.49	
INTEGRITY SHRED	54532	DOCUMENT SHREDDING SERVICES	\$28.50	10016100-52100	CONTRACTED SERVICES	\$28.50

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
INTEGRITY SHRED	54455	DOCUMENT SHREDDING SERVICES	\$57.00	10520210-54100	SUPPLIES	\$28.50
				20620231-54100	SUPPLIES	\$28.50
				Vendor Total:		\$85.50
INTERCOUNTY MECHANICAL & ELECTRICAL INC	4954	GENERATOR REPAIR-CITY HALL	\$550.00	20822500-56300	BUILDING MAINT. & REPAIR	\$550.00
	4820-B	Heat Pumps	\$12,255.89	84024425-80100	MACHINERY & EQUIPMENT	\$12,255.89
	Vendor Total:		\$12,805.89			
JAROD THIELE	1/25-5/23/16	TRAVEL ADVANCE	\$360.00	82024410-57100	CONFERENCE & TRAINING	\$360.00
						Vendor Total:
KEN FOWLER	94241	MISC AUTOMOTIVE PARTS AS NEEDE	\$38.93	10520210-56130	EXTERNAL SERVICES	\$38.93
	93777	MISC AUTOMOTIVE PARTS AS NEEDE	\$216.75	80026400-56130	EXTERNAL SERVICES	\$216.75
	Vendor Total:		\$255.68			
LACO ASSOCIATES	0036562	EVAL WATER RESOURCES @ UKIAH G	\$8,420.00	82224413-80230	INFRASTRUCTURE	\$8,420.00
						Vendor Total:
LINDLEY ROBERTSON	NEF003	LABOR COMPLIANCE SERVICES	\$7,920.00	31022700-52100	CONTRACTED SERVICES	\$7,920.00
						Vendor Total:
LOUIS MALDONADO SR	DV010416	DEFENSIVE TACTICAL TRAINING FO	\$2,100.00	10520210-57100	CONFERENCE & TRAINING	\$2,100.00
						Vendor Total:
MARIO APARICIO	DV 010416	INSTRUCTOR	\$80.00	10022850-52100	CONTRACTED SERVICES	\$80.00
						Vendor Total:

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
MELISSA COBURN	DV 010416	INSTRUCTOR	\$120.00	10022850-52100	CONTRACTED SERVICES	\$120.00
					Vendor Total:	\$120.00
MENDOCINO COUNTY ENVIRONMENTAL HEALTH	SF-D 24173	HAZARDOUS MATERIAL PERMIT	\$1,281.00	77725200-52100	CONTRACTED SERVICES	\$1,281.00
					Vendor Total:	\$1,281.00
MENDOCINO SOLID WASTE MANAGEMENT AUTHORITY	10244	HAZARDOUS WASTE DISPOSAL	\$110.00	80026330-52100	CONTRACTED SERVICES	\$110.00
	10094	HAZARDOUS WASTE DISPOSAL	\$97.00	10022300-54100	SUPPLIES	\$97.00
					Vendor Total:	\$207.00
MICROBIOLOGICS INC	669252	SUPPLIES	\$412.11	84024425-54100	SUPPLIES	\$412.11
					Vendor Total:	\$412.11
MITCHELL 1	3975846	AUTOMOTIVE SHOP AND RELATED EQ	\$1,728.00	20324100-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,728.00
					Vendor Total:	\$1,728.00
MOIRS	127405	MISC POOL SUPPLIES AS NEEDED,	(\$160.00)	82024411-58202	WATER TREATMENT PLANT CHEMICAL	(\$160.00)
	127379	MISC POOL SUPPLIES AS NEEDED,	\$77.53	82024411-58202	WATER TREATMENT PLANT CHEMICAL	\$77.53
	127351	MISC POOL SUPPLIES AS NEEDED,	\$192.58	82024411-58202	WATER TREATMENT PLANT CHEMICAL	\$192.58
	127404	MISC POOL SUPPLIES AS NEEDED,	\$470.11	82024411-58202	WATER TREATMENT PLANT CHEMICAL	\$470.11
					Vendor Total:	\$580.22
MUNISERVICES LLC	0000039855	BUSINESS LICENSE PROCESSING	\$900.00	10013400-52100	CONTRACTED SERVICES	\$900.00
					Vendor Total:	\$900.00
NATHANIEL HAYES	DV 010416	INSTRUCTOR	\$948.00	10022850-52100	CONTRACTED SERVICES	\$948.00
					Vendor Total:	\$948.00

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
NOVACOAST INC	90033251	SOFTWARE, SYSTEM, NETWORK MAIN	\$350.00	20922900-52100	CONTRACTED SERVICES	\$350.00
					Vendor Total:	\$350.00
NSI LAB SOLUTIONS INC	326287	CHLORINE CHECK STANTARD	\$221.50	84024425-54100	SUPPLIES	\$221.50
					Vendor Total:	\$221.50
ONE TIME PAY VENDOR	1945	EQUIPMENT PARTS	\$75.69	10520210-54100	SUPPLIES	\$75.69
					Vendor Total:	\$75.69
OWEN EQUIPMENT SALES	SF-D 19313	VANGUARD SOLUTION	\$984.59	84024421-56130	EXTERNAL SERVICES	\$984.59
					Vendor Total:	\$984.59
PACE SUPPLY CORPORATION	023089858-2	MISCELLANEOUS ITEMS AS NEEDED,	\$55.59	82024411-56300	BUILDING MAINT. & REPAIR	\$0.26
				82024411-56300	BUILDING MAINT. & REPAIR	\$55.59
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.26)
	023062743	MISCELLANEOUS ITEMS AS NEEDED,	\$85.42	82024411-56300	BUILDING MAINT. & REPAIR	\$0.40
				82024411-56300	BUILDING MAINT. & REPAIR	\$85.42
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.40)
	023072960	MISCELLANEOUS ITEMS AS NEEDED,	\$9.21	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.04)
				84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$0.04
				84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$9.21
	023024097	MISCELLANEOUS ITEMS AS NEEDED,	\$291.88	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$1.36)
				84024421-54100	SUPPLIES	\$1.36

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
PACE SUPPLY CORPORATION	023024097	MISCELLANEOUS ITEMS AS NEEDED,	\$291.88	84024421-54100	SUPPLIES	\$291.88
					Vendor Total:	\$442.10
PACIFIC ECORISK INC	11514	ENVIRONMENTAL AND ECOLOGICAL S	\$565.00	84024425-52100	CONTRACTED SERVICES	\$565.00
					Vendor Total:	\$565.00
PARCEL QUEST	17930	COMPUTER HARDWARE AND PERIPHER	\$1,256.90	20922900-54320	SOFTWARE	\$1,256.90
					Vendor Total:	\$1,256.90
PAUL & HING CHAN FAMILY ENT LP	JAN16	PARKS OFFICE RENT	\$1,365.00	10022100-52600	RENT	\$1,365.00
					Vendor Total:	\$1,365.00
PETERSON CAT	PC060128206	MISC PARTS AS NEEDED, FYE 2016	\$119.06	10520210-56130	EXTERNAL SERVICES	\$119.06
	PC060128207	MISC PARTS AS NEEDED, FYE 2016	\$246.07	10521210-56130	EXTERNAL SERVICES	\$246.07
	PC060128244	MISC PARTS AS NEEDED, FYE 2016	\$92.18	80026400-56130	EXTERNAL SERVICES	\$92.18
	PC060128488	MISC PARTS AS NEEDED, FYE 2016	\$238.11	20324100-58510	REIMBRSABLE JOBS	\$238.11
					Vendor Total:	\$695.42
PETERSON TRUCKS INC	213379	VEHICLE MAINTENANCE	\$306.00	20324100-56130	EXTERNAL SERVICES	\$306.00
					Vendor Total:	\$306.00
PLAYCRAFT DIRECT	11389-PC	TIMBER CONNECTOR	\$67.58	10022100-54100	SUPPLIES	\$67.58
					Vendor Total:	\$67.58
POLLARDWATER.COM	0030936	PLUMBING EQUIPMENT, FIXTURES,	\$1,168.61	84024421-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,168.61
					Vendor Total:	\$1,168.61

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
POWER INDUSTRIES INC	698373	PARTS AS NEEDED	\$101.73	84024421-56130	EXTERNAL SERVICES	\$101.73
Vendor Total:						\$101.73
PR BUSHBY SHARPENING INC	549441	EQUIPMENT REPAIRS	\$140.00	10521210-56130	EXTERNAL SERVICES	\$140.00
Vendor Total:						\$140.00
PROFESSIONALCELLULAR & PAGING	13372	PAGERS FOR IT	\$398.25	20922900-54100	SUPPLIES	\$398.25
Vendor Total:						\$398.25
REDWOOD COAST FUELS	1745931	CARDLOCK FUEL PURCHASES, FYE 2	\$6,196.36	10022100-56210	FUEL & FLUIDS	\$814.79
				10024220-56210	FUEL & FLUIDS	\$943.46
				10520210-56210	FUEL & FLUIDS	\$33.78
				10520210-56210	FUEL & FLUIDS	\$150.88
				10520210-56210	FUEL & FLUIDS	\$1,947.34
				10520224-56210	FUEL & FLUIDS	\$198.17
				20324100-56210	FUEL & FLUIDS	\$73.15
				20524412-56210	FUEL & FLUIDS	\$22.18
				20822500-56210	FUEL & FLUIDS	\$64.54
				77725200-56210	FUEL & FLUIDS	\$59.19
				80026400-56210	FUEL & FLUIDS	\$53.81
				80026400-56210	FUEL & FLUIDS	\$982.67
				82024411-56210	FUEL & FLUIDS	\$235.50
				82024414-56210	FUEL & FLUIDS	\$59.64
				82024414-56210	FUEL & FLUIDS	\$231.14
				84024421-56210	FUEL & FLUIDS	\$50.80

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
REDWOOD COAST FUELS	1745931	CARDLOCK FUEL PURCHASES, FYE 2	\$6,196.36	84024421-56210	FUEL & FLUIDS	\$196.90
				84024425-56210	FUEL & FLUIDS	\$78.42
	1752186	CARDLOCK FUEL PURCHASES, FYE 2	\$6,800.11	10022100-56210	FUEL & FLUIDS	\$594.58
				10024210-56210	FUEL & FLUIDS	\$19.19
				10024220-56210	FUEL & FLUIDS	\$1,173.08
				10520210-56210	FUEL & FLUIDS	\$28.66
				10520210-56210	FUEL & FLUIDS	\$2,490.39
				10520224-56210	FUEL & FLUIDS	\$146.07
				20324100-56210	FUEL & FLUIDS	\$73.17
				20524412-56210	FUEL & FLUIDS	\$21.15
				80026400-56210	FUEL & FLUIDS	\$55.20
				80026400-56210	FUEL & FLUIDS	\$786.81
				82024411-56210	FUEL & FLUIDS	\$339.40
				82024414-56210	FUEL & FLUIDS	\$241.64
				82024414-56210	FUEL & FLUIDS	\$280.15
				84024421-56210	FUEL & FLUIDS	\$205.85
				84024421-56210	FUEL & FLUIDS	\$238.64
				84024425-56210	FUEL & FLUIDS	\$106.13
				Vendor Total:		\$12,996.47
RICK & JANE CUPPLES	DV 122215	WEATHERIZATION ENERGY REBATE	\$2,124.00	80626500-52135	ENERGY CONSERVATION PROGRAM	\$25.00
				80626500-52135	ENERGY CONSERVATION PROGRAM	\$672.00

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
RICK & JANE CUPPLES	DV 122215	WEATHERIZATION ENERGY REBATE	\$2,124.00	80626500-52135	ENERGY CONSERVATION PROGRAM	\$1,427.00
					Vendor Total:	\$2,124.00
SAFETY 1ST	S1ST2016	MARKETING PACKET	\$10.00	77725200-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$10.00
					Vendor Total:	\$10.00
SAN DIEGO POLICE EQUIPMENT CO	620452	POLICE AND PRISON EQUIPMENT AN	\$1,332.10	10520210-54100	SUPPLIES	\$1,332.10
	620650	POLICE AND PRISON EQUIPMENT AN	\$2,002.63	10520210-54100	SUPPLIES	\$2,002.63
	620303	POLICE AND PRISON EQUIPMENT AN	\$4,716.96	10520210-54100	SUPPLIES	\$4,716.96
					Vendor Total:	\$8,051.69
SEAN WHITE	1/25-5/23/16	TRAVEL ADVANCE	\$360.00	82024410-57100	CONFERENCE & TRAINING	\$360.00
					Vendor Total:	\$360.00
SESAC	DV123015	2016 SESAC PERFORMANCE LICENSE	\$378.00	90000000-23226	CONCERT SERIES	\$378.00
					Vendor Total:	\$378.00
SILVA SEPTIC INC	61907	MAINTENANCE SERVICES	\$105.00	10022100-54100	SUPPLIES	\$105.00
					Vendor Total:	\$105.00
SOLAR WINDS	IN251763	COMPUTER HARDWARE AND PERIPHER	\$1,435.00	20922900-54320	SOFTWARE	\$1,435.00
					Vendor Total:	\$1,435.00
STACY ROWE	DV 010516	INSTRUCTOR	\$68.00	10022850-52100	CONTRACTED SERVICES	\$68.00
					Vendor Total:	\$68.00
STAPLES CARD	73279	OFFICE SUPPLIES, MISC AS NEEDED	\$131.65	10022100-54100	SUPPLIES	\$131.65
	39779	OFFICE SUPPLIES, MISC AS NEEDED	\$19.45	10520210-54100	SUPPLIES	\$19.45

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
STAPLES CARD	74287	OFFICE SUPPLIES, MISC AS NEEDE	\$54.04	10520210-54100	SUPPLIES	\$54.04
	78166	OFFICE SUPPLIES, MISC AS NEEDE	\$91.90	20922900-54100	SUPPLIES	\$91.90
	78393	OFFICE SUPPLIES, MISC AS NEEDE	\$35.66	77725200-54100	SUPPLIES	\$35.66
	75554	OFFICE SUPPLIES, MISC AS NEEDE	\$37.60	77725200-54100	SUPPLIES	\$37.60
	16403	OFFICE SUPPLIES, MISC AS NEEDE	\$152.53	77725200-54100	SUPPLIES	\$152.53
	77463	OFFICE SUPPLIES, MISC AS NEEDE	\$258.67	77725200-54100	SUPPLIES	\$258.67
	71947	OFFICE SUPPLIES, MISC AS NEEDE	\$347.06	77725200-54100	SUPPLIES	\$347.06
	74395	OFFICE SUPPLIES, MISC AS NEEDE	\$302.73	82024410-54100	SUPPLIES	\$151.36
				84024420-54100	SUPPLIES	\$151.37
	76242	OFFICE SUPPLIES, MISC AS NEEDE	\$83.22	82024411-54100	SUPPLIES	\$83.22
	73004	OFFICE SUPPLIES, MISC AS NEEDE	\$75.64	82024414-54100	SUPPLIES	\$75.64
	77250.12/10/15	OFFICE SUPPLIES, MISC AS NEEDE	\$95.12	84024425-54100	SUPPLIES	\$95.12
Vendor Total:						\$1,685.27
STATE OF CALIFORNIA	139786	CHEM TEST/SUPPORT CRIMINAL INV	\$1,200.48	20620231-55100	TELEPHONE	\$1,200.48
	Vendor Total:					\$1,200.48
STEPHANIE YOUNG	DV 123015	DEPARTMENT LUNCHEON REIMBURSEMENT	\$41.30	10022850-54100	SUPPLIES	\$41.30
	Vendor Total:					\$41.30
TGIF REPAIRS INC	4784	EQUIPMENT REPAIRS	\$140.00	82024411-52100	CONTRACTED SERVICES	\$140.00
	Vendor Total:					\$140.00

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
TIM ERIKSEN	1/25-5/23/16	TRAVEL ADVANCE	\$360.00	82024410-57100	CONFERENCE & TRAINING	\$360.00
Vendor Total:						\$360.00
TYLER TECHNOLOGIES INC	045-145811	CONTRACT FOR UTILITY BILLING B	\$587.50	22013300-80100	MACHINERY & EQUIPMENT	\$587.50
	045-147960	CONTRACT FOR UTILITY BILLING B	\$1,175.00	22013300-80100	MACHINERY & EQUIPMENT	\$1,175.00
	045-146539	CONTRACT FOR UTILITY BILLING B	\$2,350.00	22013300-80100	MACHINERY & EQUIPMENT	\$2,350.00
Vendor Total:						\$4,112.50
UKIAH PAPER SUPPLY	I450201	JANITORIAL SUPPLIES, MISC AS N	\$43.82	20822500-56300	BUILDING MAINT. & REPAIR	\$43.82
	I450763	JANITORIAL SUPPLIES, MISC AS N	\$75.58	20824300-56130	EXTERNAL SERVICES	\$75.58
	I449620	JANITORIAL SUPPLIES, MISC AS N	\$34.37	10022100-54100	SUPPLIES	\$34.37
	I449619	JANITORIAL SUPPLIES, MISC AS N	\$294.77	10022100-54100	SUPPLIES	\$294.77
	I449954	JANITORIAL SUPPLIES, MISC AS N	\$34.11	20822500-54100	SUPPLIES	\$34.11
	I450730	JANITORIAL SUPPLIES, MISC AS N	\$217.71	20822500-54100	SUPPLIES	\$217.71
	451049	JANITORIAL SUPPLIES, MISC AS N	\$584.21	20822500-54100	SUPPLIES	\$584.21
	I450837	JANITORIAL SUPPLIES, MISC AS N	\$71.25	20824300-54100	SUPPLIES	\$71.25
	450833	JANITORIAL SUPPLIES, MISC AS N	\$166.43	20824300-54100	SUPPLIES	\$166.43
	I450324	JANITORIAL SUPPLIES, MISC AS N	\$146.50	31122870-54100	SUPPLIES	\$146.50
	I4494420	JANITORIAL SUPPLIES, MISC AS N	\$166.82	31122870-54100	SUPPLIES	\$166.82
	I450007	JANITORIAL SUPPLIES, MISC AS N	\$34.11	73022600-54100	SUPPLIES	\$34.11
	449957	JANITORIAL SUPPLIES, MISC AS N	\$66.52	73022600-54100	SUPPLIES	\$66.52

List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
UKIAH PAPER SUPPLY	451207	JANITORIAL SUPPLIES, MISC AS N	\$109.13	73022600-54100	SUPPLIES	\$109.13
	450053	JANITORIAL SUPPLIES, MISC AS N	\$186.08	73022600-54100	SUPPLIES	\$186.08
	1451427	JANITORIAL SUPPLIES, MISC AS N	\$192.45	73022600-54100	SUPPLIES	\$192.45
	451184	JANITORIAL SUPPLIES, MISC AS N	\$265.21	73022600-54100	SUPPLIES	\$265.21
	450008	JANITORIAL SUPPLIES, MISC AS N	\$300.98	73022600-54100	SUPPLIES	\$300.98
	451026	JANITORIAL SUPPLIES, MISC AS N	\$332.59	73022600-54100	SUPPLIES	\$332.59
	450219	JANITORIAL SUPPLIES, MISC AS N	\$51.53	75017110-54100	SUPPLIES	\$51.53
	1451017	JANITORIAL SUPPLIES, MISC AS N	\$75.55	77725200-54100	SUPPLIES	\$75.55
	449329	JANITORIAL SUPPLIES, MISC AS N	\$222.35	77725200-54100	SUPPLIES	\$222.35
	1451497	JANITORIAL SUPPLIES, MISC AS N	\$92.64	80026400-54100	SUPPLIES	\$92.64
	1450495	JANITORIAL SUPPLIES, MISC AS N	\$393.15	80026400-54100	SUPPLIES	\$393.15
	1450856	JANITORIAL SUPPLIES, MISC AS N	\$51.91	82024411-54100	SUPPLIES	\$51.91
Vendor Total: -----						\$4,209.77
UKIAH WASTE SOLUTIONS INC	SF-D 19243	EXTRA PICKUP FEE	\$28.38	73022600-56300	BUILDING MAINT. & REPAIR	\$28.38
						Vendor Total: -----
UNITED SITE SERVICES	114-3597060	PORTABLE TOILET RENTAL	\$166.78	10022100-52100	CONTRACTED SERVICES	\$166.78
	114-3597061	PORTABLE TOILET RENTAL	\$166.78	10022100-52100	CONTRACTED SERVICES	\$166.78
	114-3597062	PORTABLE TOILET RENTAL	\$166.78	10022100-52100	CONTRACTED SERVICES	\$166.78
	114-3597063	PORTABLE TOILET RENTAL	\$166.78	10022100-52100	CONTRACTED SERVICES	\$166.78

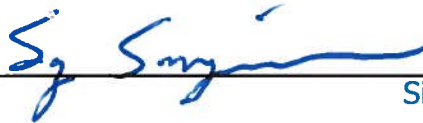
List of Checks Presented for Approval on 1/8/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
UNITED SITE SERVICES	114-3600790	PORTABLE TOILET RENTAL	\$249.19	10022100-52100	CONTRACTED SERVICES	\$249.19
	114-3337893	PORTABLE TOILET RENTAL	\$356.49	10022100-52100	CONTRACTED SERVICES	\$356.49
	114-3503144	PORTABLE TOILET RENTAL	\$136.29	80026330-52100	CONTRACTED SERVICES	\$136.29
	114-3597064	PORTABLE TOILET RENTAL	\$136.29	80026400-52100	CONTRACTED SERVICES	\$136.29
	Vendor Total:					\$1,545.38
USA BLUEBOOK	SF-D 15877	SUPPLIES	\$914.14	84024421-56120	EQUIPMENT MAINTENANCE & REPAIR	\$914.14
					Vendor Total: \$914.14	
WESCO GRAPHICS INC	DV 123015	PRODUCTION OF RECREATION GUIDE	\$4,756.65	10022850-54100	SUPPLIES	\$4,756.65
					Vendor Total: \$4,756.65	
ZACK'S RESTAURANT & CATERING INC	44034	MISCELLANEOUS SERVICES, NO. 1	\$8,350.60	73022600-54100	SUPPLIES	\$8,350.60
					Vendor Total: \$8,350.60	
INVOICE TOTAL:						\$178,434.39

List of Checks Presented for Approval on 1/15/2016

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

 1-19-16
Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
ADAMSON POLICE PRODUCTS	INV198236	POLICE AND PRISON EQUIPMENT AN	\$1,161.55	10520210-56130	EXTERNAL SERVICES	\$1,161.55
Vendor Total:						\$1,161.55
ALHAMBRA NATIONAL WATER	12926652122315	DRINKING WATER SERVICES, FYE 2	\$134.04	10520210-54100	SUPPLIES	\$67.02
				20620231-54100	SUPPLIES	\$67.02
Vendor Total:						\$134.04
ALL-GUARD ALARM SYSTEMS INC	SF-D 18573	ALARM SYSTEM MONITORING WWTP	\$74.00	84024425-52180	SECURITY SERVICES	\$74.00
Vendor Total:						\$74.00
ALPHA ANALYTICAL LABORATORIES INC	511694-UKAIHLF	MISCELLANEOUS LAB WORK AS NEED	\$250.00	70024500-52100	CONTRACTED SERVICES	\$250.00
	5121727-UKIAH	MISCELLANEOUS LAB WORK AS NEED	\$22.00	82024411-52100	CONTRACTED SERVICES	\$22.00
	5112881-UKIAH	MISCELLANEOUS LAB WORK AS NEED	\$60.00	82024411-52100	CONTRACTED SERVICES	\$60.00
	5122156-UKIAH	MISCELLANEOUS LAB WORK AS NEED	\$60.00	82024411-52100	CONTRACTED SERVICES	\$60.00
	5122945-UKIAH	MISCELLANEOUS LAB WORK AS NEED	\$60.00	82024411-52100	CONTRACTED SERVICES	\$60.00
	5110962-UKIAH	MISCELLANEOUS LAB WORK AS NEED	\$380.00	82024411-52100	CONTRACTED SERVICES	\$380.00
	5112958-UKIAHSTP	MISCELLANEOUS LAB WORK AS NEED	\$271.00	84024425-52100	CONTRACTED SERVICES	\$271.00
	5121768-UKIAHSTP	MISCELLANEOUS LAB WORK AS NEED	\$271.00	84024425-52100	CONTRACTED SERVICES	\$271.00

List of Checks Presented for Approval on 1/15/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
ALPHA ANALYTICAL LABORATORIES INC	5122860- UKIAHSTP	MISCELLANEOUS LAB WORK AS NEED	\$271.00	84024425-52100	CONTRACTED SERVICES	\$271.00
	5112668- UKIAHSTP	MISCELLANEOUS LAB WORK AS NEED	\$318.00	84024425-52100	CONTRACTED SERVICES	\$318.00
Vendor Total:						\$1,963.00
AT BATTERY CO	1217367	SUPPLIES	\$21.32	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$21.32
Vendor Total:						\$21.32
B & B INDUSTRIAL SUPPLY INC	174429	MISC MATERIALS AS NEEDED, FYE	\$35.12	84024421-56130	EXTERNAL SERVICES	\$35.12
	174422	MISC MATERIALS AS NEEDED, FYE	\$14.41	10022300-54100	SUPPLIES	\$14.41
	174855	MISC MATERIALS AS NEEDED, FYE	\$76.86	80026120-54100	SUPPLIES	\$76.86
	174505	MISC MATERIALS AS NEEDED, FYE	\$100.73	82024414-54100	SUPPLIES	\$100.73
	174849	MISC MATERIALS AS NEEDED, FYE	\$29.09	84024421-54100	SUPPLIES	\$29.09
Vendor Total:						\$256.21
BOHLMANN INC	B7798	PARTS	\$73.16	10022100-54100	SUPPLIES	\$73.16
Vendor Total:						\$73.16
BORGES & MAHONEY INC	137350	PARTS	\$599.65	84024425-54100	SUPPLIES	\$599.65
Vendor Total:						\$599.65
BSN SPORTS	97454481	SUPPLIES	\$124.11	10022831-54100	SUPPLIES	\$124.11
	97508798	SUPPLIES	\$319.12	10022831-54100	SUPPLIES	\$319.12
Vendor Total:						\$443.23
BWS DISTRIBUTORS INC	207351	EQUIPMENT MAINTENANCE	\$234.98	80026400-52100	CONTRACTED SERVICES	\$234.98
Vendor Total:						\$234.98

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
CA ASSOCIATION FOR PROPERTY AND EVIDENCE	03789	MEMBERSHIP DUES	\$45.00	10520210-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$45.00
					Vendor Total:	\$45.00
CA BUILDING STANDARDS	DV011216	4TH QTR BSA REPORT & FEES	\$87.00	90000000-23027	BUILDING STDS ADMIN SPEC FD	\$97.00
				10000000-48110	MISCELLANEOUS RECEIPTS	(\$10.00)
					Vendor Total:	\$87.00
CHEVRON AND TEXACO BUSINESS CARD SVCS	46379406	FUEL AS NEEDED	\$576.32	10520210-56210	FUEL & FLUIDS	\$576.32
					Vendor Total:	\$576.32
CHRISTOPHER JOHN WATT	DV010616	PLANNING COMMISSION STIPEND	\$600.00	10023100-52100	CONTRACTED SERVICES	\$600.00
					Vendor Total:	\$600.00
CHRISTOPHER MC MAHAN	DV122915	BOOT ALLOWANCE REIMBURSEMENT	\$150.00	10022100-54100	SUPPLIES	\$150.00
					Vendor Total:	\$150.00
CLARK PEST CONTROL	17694353	PEST CONTROL SVCS	\$74.00	80026330-52100	CONTRACTED SERVICES	\$74.00
	17820903	PEST CONTROL SVCS	\$74.00	80026330-52100	CONTRACTED SERVICES	\$74.00
	17749407	PEST CONTROL SVCS	\$140.00	84024425-52100	CONTRACTED SERVICES	\$140.00
					Vendor Total:	\$288.00
COMPUTER OPTIONS INC	BILL37574	IT SERVICES	\$1,350.00	20922900-52100	CONTRACTED SERVICES	\$1,350.00
					Vendor Total:	\$1,350.00
CUMMINS PACIFIC LLC	027-20937	RENEWAL FEE	\$489.81	20324100-56120	EQUIPMENT MAINTENANCE & REPAIR	\$489.81
	025-14885	PARTS	\$113.34	80026400-56130	EXTERNAL SERVICES	\$56.67

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
CUMMINS PACIFIC LLC	025-14885	PARTS	\$113.34	84024421-56130	EXTERNAL SERVICES	\$56.67
Vendor Total:						\$603.15
DAN QUARLES	1/26 - 1/29/16	TRAVEL ADVANCE	\$1,342.33	80026400-57100	CONFERENCE & TRAINING	\$1,342.33
Vendor Total:						\$1,342.33
DAPHINE HARRIS	CRR 082415	COURSE REIMBURSEMENT	\$504.00	10013400-57100	CONFERENCE & TRAINING	\$504.00
Vendor Total:						\$504.00
DAVID RAPPORT	6335	LEGAL SERVCIES FOR FY 15/16	\$25,583.66	84424422-52100	CONTRACTED SERVICES	\$7,074.45
				10014000-52150	LEGAL SERVICES/EXPENSES	\$166.80
				10014000-52150	LEGAL SERVICES/EXPENSES	\$2,533.10
				10014000-52150	LEGAL SERVICES/EXPENSES	\$4,137.91
				10514000-52150	LEGAL SERVICES/EXPENSES	\$7,047.76
				20414000-52150	LEGAL SERVICES/EXPENSES	\$340.27
				77714000-52150	LEGAL SERVICES/EXPENSES	\$115.65
				80014000-52150	LEGAL SERVICES/EXPENSES	\$313.58
				82014000-52150	LEGAL SERVICES/EXPENSES	\$1,240.98
				90214000-52150	LEGAL SERVICES/EXPENSES	\$2,057.17
				90214000-52140	LITIGATION EXPENSES	\$555.99
	6336	LEGAL SERVCIES FOR FY 15/16	\$22.00	96995669-52100	CONTRACTED SERVICES	\$22.00
Vendor Total:						\$25,605.66
DEEP VALLEY SECURITY	287905	ALARM SERVICES AS REQUIRED, FY	\$4.33	10022100-52100	CONTRACTED SERVICES	\$4.33
	287904	ALARM SERVICES AS REQUIRED, FY	\$8.65	10022100-52100	CONTRACTED SERVICES	\$8.65

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
DEEP VALLEY SECURITY	288513.0	SECURITY SYSTEM AT OBSERVATORY	\$39.95	10022100-52180	SECURITY SERVICES	\$39.95
	288513	ALARM SERVICES AS REQUIRED, FY	\$479.45	10022100-52180	SECURITY SERVICES	\$56.90
				10022822-52180	SECURITY SERVICES	\$22.95
				20822500-52180	SECURITY SERVICES	\$42.95
				20824300-52180	SECURITY SERVICES	\$27.25
				69122700-52180	SECURITY SERVICES	\$85.90
				73022600-52180	SECURITY SERVICES	\$41.90
				73022600-52180	SECURITY SERVICES	\$74.90
				80026400-52180	SECURITY SERVICES	\$24.50
				82024411-52180	SECURITY SERVICES	\$44.95
				82024414-52180	SECURITY SERVICES	\$28.62
	84024421-52180	SECURITY SERVICES	\$28.63			
	Vendor Total:					\$532.38
	DEPT OF CONSERVATION	DV011216	4TH QTR SMIP TAX RETURN	\$228.13	90000000-23006	STRONG MOTION ED. SET ASIDE
90000000-23005					STRONG MOTION INSTR. PROG.	\$240.14
Vendor Total:					\$228.13	
DEPT OF FORESTRY & FIRE PROT	131011	PUBLIC WORKS AND RELATED SERVI	\$228.48	10024220-54100	SUPPLIES	\$228.48
	131137	PUBLIC WORKS AND RELATED SERVI	\$456.96	10024220-54100	SUPPLIES	\$456.96
	Vendor Total:					\$685.44
EFAX CORPORATE C/O J2 GLOBAL COMMUNICATIONS	719282	FAX SERVICES	\$136.00	10012200-55100	TELEPHONE	\$136.00
Vendor Total:					\$136.00	

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
EMD MILLIPORE CORP	7408475	PARTS	\$529.68	84024425-54100	SUPPLIES	\$529.68
					Vendor Total:	\$529.68
EVERGREEN JOB & SAFETY TRAINING INC	426	SECURITY, FIRE, SAFETY, AND EM	\$927.68	80026110-52100	CONTRACTED SERVICES	\$463.84
				80026120-52100	CONTRACTED SERVICES	\$463.84
	427	SECURITY, FIRE, SAFETY, AND EM	\$2,028.00	80026110-52100	CONTRACTED SERVICES	\$1,014.00
				80026120-52100	CONTRACTED SERVICES	\$1,014.00
					Vendor Total:	\$2,955.68
FARWEST LINE SPECIALTIES	202403	PARTS	\$692.61	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.39)
				90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.39)
				80026110-54102	SMALL TOOLS	\$0.39
				80026110-54102	SMALL TOOLS	\$346.30
				80026120-54102	SMALL TOOLS	\$0.39
				80026120-54102	SMALL TOOLS	\$346.31
					Vendor Total:	\$692.61
FIRST ALARM	884444	SECURITY SERVICES	\$43.68	10022500-52180	SECURITY SERVICES	\$43.68
					Vendor Total:	\$43.68
FLOYD WILLIAMS	44042	SECURITY, FIRE, SAFETY, AND EM	\$1,450.00	10022100-57100	CONFERENCE & TRAINING	\$700.00
				10022810-57100	CONFERENCE & TRAINING	\$350.00
				20822500-57100	CONFERENCE & TRAINING	\$200.00
				73022600-57100	CONFERENCE & TRAINING	\$200.00
					Vendor Total:	\$1,450.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
GAYLENE BARTHOLF	DV010616	REIMBURSE SUPPLIES	\$16.20	64020213-54100	SUPPLIES	\$16.20
					Vendor Total:	\$16.20
GRAINGER INC	9923906003	PARTS AS NEEDED	\$116.97	82024411-56300	BUILDING MAINT. & REPAIR	\$116.97
					Vendor Total:	\$116.97
GRAPHIC ENTERPRISES INC	52446	BUSINESS CARDS	\$53.09	10520210-54101	POSTAGE	\$53.09
	52229	BUSINESS CARDS	\$117.86	10011100-54100	SUPPLIES	\$58.93
				10520210-54100	SUPPLIES	\$58.93
	52281	BUSINESS CARDS	\$64.77	10520210-54100	SUPPLIES	\$64.77
	52332	BUSINESS CARDS	\$64.77	10520210-54100	SUPPLIES	\$64.77
					Vendor Total:	\$300.49
GREG OWEN	1/31 - 2/3/16	TRAVEL ADVANCE	\$1,493.00	77725200-57100	CONFERENCE & TRAINING	\$1,493.00
					Vendor Total:	\$1,493.00
HACH COMPANY	9695362	SUPPLIES AS NEEDED	\$90.50	84024425-54100	SUPPLIES	\$90.50
					Vendor Total:	\$90.50
HOPLAND FIRE PROTECTION DIST	01052016	SERVICES OF FIRE CHIEF JOHN BA	\$3,500.00	10521210-52100	CONTRACTED SERVICES	\$3,500.00
					Vendor Total:	\$3,500.00
IDEXX DISTRIBUTION INC	295984611	SUPPLIES	\$59.00	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.26)
				84024425-54100	SUPPLIES	\$0.26
				84024425-54100	SUPPLIES	\$59.00
					Vendor Total:	\$59.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
INTEGRITY SHRED	54817	DOCUMENT SHREDDING	\$57.00	10520210-54100	SUPPLIES	\$28.50
				20620231-54100	SUPPLIES	\$28.50
				Vendor Total:		\$57.00
INTERCOUNTY MECHANICAL & ELECTRICAL INC	4964	DISPATCH MAINTENANCE	\$110.00	20822500-56300	BUILDING MAINT. & REPAIR	\$110.00
				Vendor Total:		\$110.00
INTERWEST CONSULTING GROUP INC	7-OCT-15	GIS SERVICES - ON-CALL AND AS	\$3,686.25	10023320-52100	CONTRACTED SERVICES	\$352.50
				20922900-52100	CONTRACTED SERVICES	\$2,572.50
				80026400-52100	CONTRACTED SERVICES	\$498.75
				25124410-54320	SOFTWARE	\$131.25
				25124421-54320	SOFTWARE	\$131.25
	24427	GIS SERVICES - ON-CALL AND AS	\$1,458.75	20922900-52100	CONTRACTED SERVICES	\$1,458.75
				Vendor Total:		\$5,145.00
J & M LOCK	32608	DUPLICATE KEYS, REPAIRS, & MISC.,	\$12.98	20822500-56300	BUILDING MAINT. & REPAIR	\$12.98
				Vendor Total:		\$12.98
JUSTIN WYATT	DV122815	FUEL REIMBURSEMENT	\$117.95	10520210-56210	FUEL & FLUIDS	\$117.95
				Vendor Total:		\$117.95
KEOUGH'S LANDSCAPING INC	14738	LANDSCAPE MAINT.-ORCHARD SUBST	\$400.00	80026130-52100	CONTRACTED SERVICES	\$400.00
	14846	LANDSCAPE MAINT.-ORCHARD SUBST	\$500.00	80026130-52100	CONTRACTED SERVICES	\$500.00
				Vendor Total:		\$900.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
KERRI VAU	DV010616	REIMBURSE SEWER LATERAL REPLACEMENT	\$2,000.00	84424422-52100	CONTRACTED SERVICES	\$2,000.00
					Vendor Total:	\$2,000.00
KEVIN MURRAY	UA10516	UNIFORM ALLOWANCE	\$425.48	10520210-51270	UNIFORM ALLOWANCE	\$425.48
					Vendor Total:	\$425.48
LAURA CHRISTENSEN	DV010616	PLANNING COMMISSION STIPEND	\$600.00	10023100-52100	CONTRACTED SERVICES	\$600.00
					Vendor Total:	\$600.00
LES SCHWAB TIRE CENTER	64000216502	MISCELLANEOUS TIRE SERVICES AS	\$964.68	10024220-56130	EXTERNAL SERVICES	\$964.68
	64000218369	MISCELLANEOUS TIRE SERVICES AS	\$40.50	84024421-56130	EXTERNAL SERVICES	\$40.50
					Vendor Total:	\$1,005.18
LINDA SANDERS	DV010616	PLANNING COMMISSION STIPEND	\$600.00	10023100-52100	CONTRACTED SERVICES	\$600.00
					Vendor Total:	\$600.00
MARK HILLIKER	DV010616	PLANNING COMMISSION STIPEND	\$600.00	10023100-52100	CONTRACTED SERVICES	\$600.00
					Vendor Total:	\$600.00
MARY WILLIAMSON	1/24 - 1/29/16	TRAVEL ADVANCE	\$115.00	20413500-57100	CONFERENCE & TRAINING	\$115.00
					Vendor Total:	\$115.00
MATHESON TRI-GAS INC	12544598	OXYGEN & MISC AS NEEDED, FYE 2	\$64.64	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.30)
				80026130-54100	SUPPLIES	\$0.30
				80026130-54100	SUPPLIES	\$64.64
					Vendor Total:	\$64.64
MCMMASTER-CARR SUPPLY CO	41685582	PARTS	\$40.67	84024421-56120	EQUIPMENT MAINTENANCE & REPAIR	\$40.67

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
MCMASTER-CARR SUPPLY CO	41672441	EQUIPMENT CREDIT	(\$569.63)	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	(\$569.63)
	45757831	PARTS	\$35.55	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$35.55
	41515392	PARTS	\$76.51	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$76.51
	46217183	PARTS	\$449.72	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$449.72
	Vendor Total:					\$32.82
MELODY HARRIS	DV010816	REIMBURSE LUNCH MEETING EXPENSE	\$35.28	10016100-54164	HR - FORMS & OTHER DIV. EXP.	\$35.28
					Vendor Total: \$35.28	
MERLIN E SWITZER	1474	TRAINING SESSION	\$187.50	63020210-57100	CONFERENCE & TRAINING	\$187.50
					Vendor Total: \$187.50	
MICHAEL L WHETZEL	DV010616	PLANNING COMMISSION STIPEND	\$600.00	10023100-52100	CONTRACTED SERVICES	\$600.00
					Vendor Total: \$600.00	
MUNICIPAL MAINTENANCE EQUIPMENT	0106447-IN	MISCELLANEOUS PARTS AS NEEDED,	\$349.35	10520210-56130	EXTERNAL SERVICES	\$349.35
	0106501-IN	MISCELLANEOUS PARTS AS NEEDED,	\$393.78	10520210-56130	EXTERNAL SERVICES	\$393.78
	0105989-IN	MISCELLANEOUS PARTS AS NEEDED,	\$11.76	84024421-56130	EXTERNAL SERVICES	\$11.76
	Vendor Total:					\$754.89
MUNISERVICES LLC	DV010615	2016 BUSINESS LICENSE	\$46.00	10521210-54100	SUPPLIES	\$46.00
					Vendor Total: \$46.00	
NCPA	JAN16	NCPA JAN16	\$669,935.00	80026300-58104	NCPA MANAGEMENT SERVICES	\$43,053.00
				80026300-58101	NCPA PLANT GENERATION	\$223,592.00
				80026300-58102	NCPA POWER PURCHASES	\$322,400.00
				80026300-58105	NCPA THIRD PARTY SALES	(\$54,217.00)

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
NCPA	JAN16	NCPA JAN16	\$669,935.00	80026300-58103	NCPA TRANSMISSION	\$135,107.00
Vendor Total:						\$669,935.00
NETMOTION WIRELESS INC	M0001230	COMPUTER HARDWARE AND PERIPHER	\$1,968.75	20620231-52100	CONTRACTED SERVICES	\$1,968.75
Vendor Total:						\$1,968.75
NOBLE WAIDELICH	01/25 - 2/25/16	TRAVEL ADVANCE	\$1,373.02	10520210-57100	CONFERENCE & TRAINING	\$1,373.02
Vendor Total:						\$1,373.02
OFFICE DEPOT	801273475001	OFFICE SUPPLIES & MISC. AS NEE	\$20.00	80026400-54100	SUPPLIES	\$20.00
Vendor Total:						\$20.00
ONE TIME PAY VENDOR	DV011216	LINEMAN INTERVIEW TRAVEL EXPENSE	\$199.80	80026110-57100	CONFERENCE & TRAINING	\$199.80
	DV010416	YOUTH BASKETBALL REFEREE TRAINING	\$200.00	10022831-52100	CONTRACTED SERVICES	\$200.00
Vendor Total:						\$399.80
PACE SUPPLY CORPORATION	023100119	MISCELLANEOUS ITEMS AS NEEDED,	\$143.40	82024411-56300	BUILDING MAINT. & REPAIR	\$0.67
				82024411-56300	BUILDING MAINT. & REPAIR	\$143.40
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.67)
	023102412	MISCELLANEOUS ITEMS AS NEEDED,	\$132.36	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.61)
				82024414-54100	SUPPLIES	\$0.61
				82024414-54100	SUPPLIES	\$132.36
Vendor Total:						\$275.76
PAYMENTUS GROUP INC	US15120028	TRANSACTION FEES	\$1,153.00	20513300-52100	CONTRACTED SERVICES	\$1,153.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
PAYMENTUS GROUP INC	44019	NON-BIDDABLE MISCELLANEOUS ITE	\$2,303.28	20513300-52100	CONTRACTED SERVICES	\$2,303.28
					Vendor Total:	\$3,456.28
PERFORMANCE PUMP SERVICE INC	8462	EQUIPMENT REPAIRS	\$7.66	10022300-54100	SUPPLIES	\$7.66
					Vendor Total:	\$7.66
PETERSON CAT	PC060128603	MISC PARTS AS NEEDED, FYE 2016	\$246.07	80026400-56130	EXTERNAL SERVICES	\$246.07
					Vendor Total:	\$246.07
PG&E CO	JAN 16	GAS AND ELECTRIC SERVICE FOR ARRC	\$2,211.13	31122870-55210	UTILITIES	\$2,211.13
					Vendor Total:	\$2,211.13
RAU & ASSOCIATES INC	201500216	PREP OF LANDFILL FINANCIAL ASS	\$165.00	70224500-52100	CONTRACTED SERVICES	\$165.00
					Vendor Total:	\$165.00
REGE CONSTRUCTION, INC.	3316	AGGREGATE BASE ON THE LEVEE RO	\$11,872.00	84024425-52100	CONTRACTED SERVICES	\$11,872.00
					Vendor Total:	\$11,872.00
RICHARD THORNTON DBA TELECOM	0000007889	MISCELLANEOUS SERVICES, NO. 2	\$1,128.75	10520210-52100	CONTRACTED SERVICES	\$1,128.75
					Vendor Total:	\$1,128.75
ROSS LUNCEFORD	DV010616	REFUND DOG TRAINING	\$120.00	10022800-44915	RECREATION PROGRAM INCOME	\$120.00
					Vendor Total:	\$120.00
RUFF & ASSOCIATES INC	110315	ARCHITECTURAL SERVICES FOR CC	\$1,050.00	22022500-80220	BUILDING IMPROVEMENTS	\$1,050.00
					Vendor Total:	\$1,050.00
SIMONA'S ITALIAN RESTAURANT	DV011416	EUD STAFF MEETING/LUNCHEON	\$509.42	80026400-54100	SUPPLIES	\$509.42
					Vendor Total:	\$509.42

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
STATE OF CALIFORNIA	139652	CHEM TEST/SUPPORT CRIMINAL INV	\$105.00	10520210-52100	CONTRACTED SERVICES	\$105.00
					Vendor Total:	\$105.00
STATE WATER RESOURCES CONTROL BOARD	DV010616	RENEWAL - GRADE 4 DISTRUBUTION CERT	\$105.00	82024411-57100	CONFERENCE & TRAINING	\$105.00
					Vendor Total:	\$105.00
THOMSON REUTERS BARCLAYS	44044	LIBRARY AND SUBSCRIPTION SERVI	\$1,230.00	80026400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$1,230.00
					Vendor Total:	\$1,230.00
THURSTON HONDA	34722	PARTS AS NEEDED	\$110.71	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.51)
				10520210-56130	EXTERNAL SERVICES	\$0.51
				10520210-56130	EXTERNAL SERVICES	\$110.71
					Vendor Total:	\$110.71
TRINIDAD ARTEAGA	344141	PARTS	\$483.22	10520210-56130	EXTERNAL SERVICES	\$237.82
				20324100-54100	SUPPLIES	\$7.57
				82024414-54100	SUPPLIES	\$118.92
				84024421-54100	SUPPLIES	\$118.91
					Vendor Total:	\$483.22
UKIAH VALLEY CULTURAL & RECREATIONAL CENTER	DV010716	ARRC BENEFIT	\$520.00	10018000-52510	ADVERTISING & PROMOTION	\$520.00
					Vendor Total:	\$520.00
UNITED SITE SERVICES	114-3407201	PORTABLE TOILET RENTAL	\$166.78	10022100-52100	CONTRACTED SERVICES	\$166.78
	114-3407202	PORTABLE TOILET RENTAL	\$166.78	10022100-52100	CONTRACTED SERVICES	\$166.78
	114-3407203	PORTABLE TOILET RENTAL	\$166.78	10022100-52100	CONTRACTED SERVICES	\$166.78

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
UNITED SITE SERVICES	114-3407204	PORTABLE TOILET RENTAL	\$166.78	10022100-52100	CONTRACTED SERVICES	\$166.78
	114-3407205	PORTABLE TOILET RENTAL	\$136.29	80026400-52100	CONTRACTED SERVICES	\$136.29
					Vendor Total:	\$803.41
UPS	0000E19R5450 5	SHIPPING SERVICES	\$25.12	80026400-52100	CONTRACTED SERVICES	\$25.12
					Vendor Total:	\$25.12
US BANK	DV011216	ELECTRIC SERIES 92 TRUSTEE & PAYING AGENT SERVICES	\$1,787.50	80326330-52500	TRUSTEE FEES	\$1,787.50
					Vendor Total:	\$1,787.50
USA BLUEBOOK	824662	PARTS	\$684.88	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$684.88
	831143	PARTS	\$1,041.39	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,041.39
					Vendor Total:	\$1,726.27
VWR INTERNATIONAL INC	8043425904	SUPPLIES	\$997.63	84024425-54100	SUPPLIES	\$997.63
					Vendor Total:	\$997.63
WALMART COMMUNITY	7037	MISC ITEMS AS NEEDED, FYE 2016	\$38.82	84024420-57100	CONFERENCE & TRAINING	\$38.82
	07031	MISC ITEMS AS NEEDED, FYE 2016	\$89.23	84024420-57100	CONFERENCE & TRAINING	\$89.23
	08719	MISC ITEMS AS NEEDED, FYE 2016	\$90.79	84024420-57100	CONFERENCE & TRAINING	\$90.79
	01915	MISC ITEMS AS NEEDED, FYE 2016	\$10.68	10520210-54100	SUPPLIES	\$10.68
	08699	MISC ITEMS AS NEEDED, FYE 2016	\$68.12	20324100-54100	SUPPLIES	\$68.12
	07230	MISC ITEMS AS NEEDED, FYE 2016	\$5.75	20922900-54100	SUPPLIES	\$5.75
	09916	MISC ITEMS AS NEEDED, FYE 2016	\$4.18	73022600-54100	SUPPLIES	\$4.18
	6264	MISC ITEMS AS NEEDED, FYE 2016	\$17.71	73022600-54100	SUPPLIES	\$17.71

List of Checks Presented for Approval on 1/15/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
WALMART COMMUNITY	07083	MISC ITEMS AS NEEDED, FYE 2016	\$28.44	73022600-54100	SUPPLIES	\$28.44
	06435	MISC ITEMS AS NEEDED, FYE 2016	\$33.59	73022600-54100	SUPPLIES	\$33.59
	07655	MISC ITEMS AS NEEDED, FYE 2016	\$47.10	73022600-54100	SUPPLIES	\$47.10
	03262	MISC ITEMS AS NEEDED, FYE 2016	\$201.47	77725200-54100	SUPPLIES	\$201.47
	09541	MISC ITEMS AS NEEDED, FYE 2016	\$26.48	80026400-54100	SUPPLIES	\$26.48
	08048	MISC ITEMS AS NEEDED, FYE 2016	\$20.51	82024411-54100	SUPPLIES	\$20.51
	9461	MISC ITEMS AS NEEDED, FYE 2016	\$15.07	84024425-54100	SUPPLIES	\$15.07
Vendor Total:						\$697.94
WESCO DISTRIBUTION INC	619188	SUPPLIES AS NEEDED	\$40.98	80000000-12104	INVENTORY - PURCHASES	\$40.98
	Vendor Total:					\$40.98
WEST YOST ASSOCIATED	2015UWMP	PREP OF 2015 URBAN WATER MGMT	\$4,223.00	82024410-52100	CONTRACTED SERVICES	\$4,223.00
	5.2016	RRWA EXECUTIVE DIRECTOR SERVIC	\$41,246.66	91190100-52100	CONTRACTED SERVICES	\$10,419.68
				91190100-52100	CONTRACTED SERVICES	\$12,647.83
				91190100-52100	CONTRACTED SERVICES	\$18,179.15
	Vendor Total:					\$45,469.66
WILLOW COUNTY WATER DIST	JAN2016	UTILITIES	\$21.44	84024425-58201	WATER PURCHASES	\$21.44
	Vendor Total:					\$21.44
ZAB ENTERPRISES INC	CREDIT FORWARD	PROVIDE MISC. FOOD DISHES AS N	(\$157.97)	73022600-54100	SUPPLIES	(\$157.97)
	210799	PROVIDE MISC. FOOD DISHES AS N	\$22.41	73022600-54100	SUPPLIES	\$22.41
	212989	PROVIDE MISC. FOOD DISHES AS N	\$67.05	73022600-54100	SUPPLIES	\$67.05

List of Checks Presented for Approval on 1/15/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
ZAB ENTERPRISES INC	211327	PROVIDE MISC. FOOD DISHES AS N	\$78.64	73022600-54100	SUPPLIES	\$78.64
	211328	PROVIDE MISC. FOOD DISHES AS N	\$201.71	73022600-54100	SUPPLIES	\$201.71
	210295	PROVIDE MISC. FOOD DISHES AS N	\$244.15	73022600-54100	SUPPLIES	\$244.15
	212988	PROVIDE MISC. FOOD DISHES AS N	\$560.43	73022600-54100	SUPPLIES	\$560.43
Vendor Total:						\$1,016.42
INVOICE TOTAL:						\$812,231.02

List of Checks Presented for Approval on 1/22/2016

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

 2-8-16
Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
ACCONTEMPS	44732034	TEMP SUPPORT - RICARDO CHAVARR	\$434.75	10013400-52100	CONTRACTED SERVICES	\$434.75
	44796032	A/P BACKFILL - JOANNA MONTES	\$840.00	10013400-52100	CONTRACTED SERVICES	\$840.00
	Vendor Total:					\$1,274.75
ADAMSON POLICE PRODUCTS	INV199856	EQUIPMENT SUPPLIES	\$241.80	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.26)
				10520210-56130	EXTERNAL SERVICES	\$0.26
				10520210-56130	EXTERNAL SERVICES	\$241.80
				Vendor Total:		
AFLAC	216934	CANCER, LIFE, ACC INSURANCE	\$6,735.72	20700000-20527	SECTION 125 (CANCER & LIFE)	\$6,735.72
				Vendor Total:		
ALHAMBRA NATIONAL WATER	5109554010616	DRINKING WATER SERVICES, FYE 2	\$94.34	69122700-54100	SUPPLIES	\$36.14
				77725200-54100	SUPPLIES	\$17.46
				84024425-54100	SUPPLIES	\$40.74
				Vendor Total:		
ALPHA ANALYTICAL LABORATORIES INC	6011876-UKIAHLF	MISCELLANEOUS LAB WORK AS NEED	\$1,833.40	70024500-52100	CONTRACTED SERVICES	\$1,833.40
				Vendor Total:		
ALPINE AWARDS	5508465	YOUTH BASEBALL T-SHIRTS	\$52.04	10022831-54100	SUPPLIES	\$52.04
				Vendor Total:		

List of Checks Presented for Approval on 1/22/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
ALSCO-AMERICAN LINEN DIVISION	LSR0871542	LINEN SERVICES	\$204.74	20324100-52100	CONTRACTED SERVICES	\$204.74
	LSR0874922	LINEN SERVICES	\$204.74	20324100-52100	CONTRACTED SERVICES	\$204.74
	LSR0877861	LINEN SERVICES	\$204.74	20324100-52100	CONTRACTED SERVICES	\$204.74
Vendor Total:						\$614.22
ALTEC INDUSTRIES INC	10502101	PARTS & MAT'LS AS NEEDED, FYE	\$542.55	80026400-56130	EXTERNAL SERVICES	\$542.55
	Vendor Total:					\$542.55
AMERICAN SOCIETY OF COMPOSERS	DV011916	2016 CONCERT IN THE PARK SERIES LICENSE	\$336.00	90000000-23226	CONCERT SERIES	\$336.00
	Vendor Total:					\$336.00
ARAMARK UNIFORM SERVICES	16583670	UNIFORM SVC - AIRPORT FYE 2016	\$228.08	77725200-54100	SUPPLIES	\$228.08
	Vendor Total:					\$228.08
AT&T	JAN 16	911 SYSTEM	\$223.51	20620231-52100	CONTRACTED SERVICES	\$223.51
	0601974674	LIVE SCAN	\$1,079.67	10520210-55100	TELEPHONE	\$1,079.67
	Vendor Total:					\$1,303.18
AT&T MOBILITY	832118877X011 42016	DATA & VOICE	\$142.91	10022300-55100	TELEPHONE	\$49.51
				20620231-55100	TELEPHONE	\$12.54
				77725200-55100	TELEPHONE	\$17.57
				82024410-55100	TELEPHONE	\$12.54
				82024411-55100	TELEPHONE	\$12.54
				82024411-55100	TELEPHONE	\$13.13
				84024421-55100	TELEPHONE	\$25.08
	832056361X011 42016	POLICE MODEMS	\$503.80	10520210-55100	TELEPHONE	\$503.80

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
AT&T MOBILITY	875108535X011 42016	VOICE & DATA	\$62.70	84024421-55100	TELEPHONE	\$62.70
					Vendor Total:	\$709.41
BNY WESTERN TRUST CO	12092015	ANNUAL PRINCIPAL PAYMENT	\$119,300.00	96395602-70102	BOND INTEREST PAYMENTS	\$119,300.00
					Vendor Total:	\$119,300.00
BSN SPORTS	6814697	SPORTS EQUIPMENT	\$491.96	10022831-54100	SUPPLIES	\$491.96
					Vendor Total:	\$491.96
CA MUNICIPAL UTILITIES ASSOC	DV 011116	REGISTRATION FEES	\$130.00	80026400-57100	CONFERENCE & TRAINING	\$130.00
					Vendor Total:	\$130.00
CA RURAL WATER ASSOC	4/25 - 4/26/16	REGISTRATION	\$1,450.00	82024410-57100	CONFERENCE & TRAINING	\$800.00
				82024411-57100	CONFERENCE & TRAINING	\$650.00
					Vendor Total:	\$1,450.00
CALPERS	1000000146830 40	ANNUAL UNFUNDED ACCRUES LIABILITY CONTRIBUTION	\$42,934.00	10520210-51211	PERS UNFUNDED LIABILITY	\$42,934.00
	1000001468303 1	ANNUAL UNFUNDED ACCRUED LIABILITY	\$23,263.00	10521210-51211	PERS UNFUNDED LIABILITY	\$23,263.00
	DV011416	SURVIVORS BENEFIT	\$1,428.00	10520210-51210	RETIREMENT (PERS)	\$336.00
				10520210-51210	RETIREMENT (PERS)	\$1,092.00
					Vendor Total:	\$67,625.00
CANON SOLUTIONS AMERICA INC	4017981234	LEASE EQUIPMENT	\$841.00	10012200-56120	EQUIPMENT MAINTENANCE & REPAIR	\$611.87
				10012200-54100	SUPPLIES	\$229.13
					Vendor Total:	\$841.00

List of Checks Presented for Approval on 1/22/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
CLARK PEST CONTROL	17820941	PEST CONTROL SVCS	\$95.00	80026400-52100	CONTRACTED SERVICES	\$95.00
					Vendor Total:	\$95.00
DAVID MCQUEARY	01/31 - 02/04/16	TRAVEL ADVANCE	\$628.52	10520210-57100	CONFERENCE & TRAINING	\$628.52
					Vendor Total:	\$628.52
DELL MARKETING LP	XJTRT8TF4	COMPUTER HARDWARE AND PERIPHER	\$1,665.82	10022810-54100	SUPPLIES	\$1,665.82
	XJT7XMCK4 & XJT6PDD7	COMPUTER HARDWARE AND PERIPHER	\$2,123.75	10520210-54100	SUPPLIES	\$2,123.75
	XJTWCF43	COMPUTER HARDWARE AND PERIPHER	\$1,035.50	20513300-54100	SUPPLIES	\$1,035.50
					Vendor Total:	\$4,825.07
DFM ASSOC	DV 011116	ELECTION CODE REFERENCE MATERIALS	\$53.75	10011100-54100	SUPPLIES	\$53.75
					Vendor Total:	\$53.75
EFFICIENCY SERVICES GROUP LLC	942	ADMIN OF EUD PUBLIC BENEFITS P	\$3,418.08	80626500-52137	PUBLIC BENEFITS PROGRAM MGMT	\$3,418.08
	973	ADMIN OF EUD PUBLIC BENEFITS P	\$3,623.47	80626500-52137	PUBLIC BENEFITS PROGRAM MGMT	\$3,623.47
					Vendor Total:	\$7,041.55
FAMILY TREE SERVICE, INC.	111815-C	PUBLIC WORKS AND RELATED SERVI	\$9,000.00	10022500-52100	CONTRACTED SERVICES	\$5,000.00
				64020213-52100	CONTRACTED SERVICES	\$4,000.00
					Vendor Total:	\$9,000.00
FRIEDMANS HOME IMPROVEMENT	35368948	MISC ITEMS AS NEEDED, FYE 2016	\$9.09	20822500-56300	BUILDING MAINT. & REPAIR	\$9.09
	35342640	MISC ITEMS AS NEEDED, FYE 2016	\$64.38	20822500-56300	BUILDING MAINT. & REPAIR	\$64.38
	35349827	MISC ITEMS AS NEEDED, FYE 2016	\$82.49	20822500-56300	BUILDING MAINT. & REPAIR	\$82.49
	35341015	MISC ITEMS AS NEEDED, FYE 2016	\$131.57	20822500-56300	BUILDING MAINT. & REPAIR	\$131.57

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
FRIEDMANS HOME IMPROVEMENT	35349228	MISC ITEMS AS NEEDED, FYE 2016	\$139.96	20822500-56300	BUILDING MAINT. & REPAIR	\$139.96
	35343242	MISC ITEMS AS NEEDED, FYE 2016	\$60.27	77725200-56300	BUILDING MAINT. & REPAIR	\$60.27
	35363639	MISC ITEMS AS NEEDED, FYE 2016	\$63.24	77725200-56300	BUILDING MAINT. & REPAIR	\$63.24
	35348551	MISC ITEMS AS NEEDED, FYE 2016	\$150.60	77725200-56300	BUILDING MAINT. & REPAIR	\$150.60
	35344377	MISC ITEMS AS NEEDED, FYE 2016	(\$9.03)	82024411-56300	BUILDING MAINT. & REPAIR	(\$9.03)
	35355218	MISC ITEMS AS NEEDED, FYE 2016	\$8.14	82024411-56300	BUILDING MAINT. & REPAIR	\$8.14
	35363579	MISC ITEMS AS NEEDED, FYE 2016	\$13.85	82024411-56300	BUILDING MAINT. & REPAIR	\$13.85
	35346242	MISC ITEMS AS NEEDED, FYE 2016	\$22.15	82024411-56300	BUILDING MAINT. & REPAIR	\$22.15
	345342414	MISC ITEMS AS NEEDED, FYE 2016	\$74.28	82024411-56300	BUILDING MAINT. & REPAIR	\$74.28
	35367911	MISC ITEMS AS NEEDED, FYE 2016	\$184.06	82024411-56120	EQUIPMENT MAINTENANCE & REPAIR	\$184.06
	35354396	MISC ITEMS AS NEEDED, FYE 2016	\$223.45	82024411-56120	EQUIPMENT MAINTENANCE & REPAIR	\$223.45
	35363863	MISC ITEMS AS NEEDED, FYE 2016	\$7.05	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$7.05
	35341240	MISC ITEMS AS NEEDED, FYE 2016	\$17.91	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$17.91
	35368692	MISC ITEMS AS NEEDED, FYE 2016	\$18.93	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$18.93
	35363394	MISC ITEMS AS NEEDED, FYE 2016	\$26.99	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$26.99
	35366843	MISC ITEMS AS NEEDED, FYE 2016	\$52.71	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$52.71
	35342144	MISC ITEMS AS NEEDED, FYE 2016	\$104.85	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$104.85
	35348395	MISC ITEMS AS NEEDED, FYE 2016	\$1.34	10022100-56130	EXTERNAL SERVICES	\$1.34
	S191070I	MISC ITEMS AS NEEDED, FYE 2016	\$1.61	10024220-56130	EXTERNAL SERVICES	\$1.61

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
FRIEDMANS HOME IMPROVEMENT	35324571	MISC ITEMS AS NEEDED, FYE 2016	\$116.07	10024220-56130	EXTERNAL SERVICES	\$116.07
	35350530	MISC ITEMS AS NEEDED, FYE 2016	\$3.11	10521210-56130	EXTERNAL SERVICES	\$3.11
	35349109	MISC ITEMS AS NEEDED, FYE 2016	\$14.20	10022100-59400	OTHER EXPENSES	\$14.20
	35359365	MISC ITEMS AS NEEDED, FYE 2016	\$14.20	10022100-59400	OTHER EXPENSES	\$14.20
	35342565	MISC ITEMS AS NEEDED, FYE 2016	\$34.99	10024220-54120	PW - SPECIAL SUPPLIES	\$34.99
	35363244	MISC ITEMS AS NEEDED, FYE 2016	\$110.26	10024220-54120	PW - SPECIAL SUPPLIES	\$110.26
	35342281	MISC ITEMS AS NEEDED, FYE 2016	\$329.63	10024220-54120	PW - SPECIAL SUPPLIES	\$329.63
	35347216	MISC ITEMS AS NEEDED, FYE 2016	\$386.38	10024220-54120	PW - SPECIAL SUPPLIES	\$386.38
	35348590	MISC ITEMS AS NEEDED, FYE 2016	\$27.38	96995669-51110	REGULAR SALARIES & WAGES	\$27.38
	35349560	MISC ITEMS AS NEEDED, FYE 2016	\$87.06	96995669-51110	REGULAR SALARIES & WAGES	\$87.06
	35349317	MISC ITEMS AS NEEDED, FYE 2016	\$110.35	96995669-51110	REGULAR SALARIES & WAGES	\$110.35
	35354295	MISC ITEMS AS NEEDED, FYE 2016	\$14.22	20822500-54102	SMALL TOOLS	\$14.22
	35341711	MISC ITEMS AS NEEDED, FYE 2016	\$133.86	80026120-54102	SMALL TOOLS	\$133.86
	35344439	MISC ITEMS AS NEEDED, FYE 2016	\$46.88	82024411-54102	SMALL TOOLS	\$46.88
	35342760	MISC ITEMS AS NEEDED, FYE 2016	\$161.32	82024414-54102	SMALL TOOLS	\$161.32
	35350425	MISC ITEMS AS NEEDED, FYE 2016	\$193.00	82024414-54102	SMALL TOOLS	\$193.00
	35355385	MISC ITEMS AS NEEDED, FYE 2016	\$23.10	84024425-54102	SMALL TOOLS	\$23.10
	35368735	MISC ITEMS AS NEEDED, FYE 2016	\$12.65	10022100-54100	SUPPLIES	\$12.65
	35366680	MISC ITEMS AS NEEDED, FYE 2016	\$15.61	10022100-54100	SUPPLIES	\$15.61

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
FRIEDMANS HOME IMPROVEMENT	35354505	MISC ITEMS AS NEEDED, FYE 2016	\$17.71	10022100-54100	SUPPLIES	\$17.71
	35350717	MISC ITEMS AS NEEDED, FYE 2016	\$24.12	10022100-54100	SUPPLIES	\$24.12
	35341398	MISC ITEMS AS NEEDED, FYE 2016	\$564.80	10022100-54100	SUPPLIES	\$564.80
	35354011	MISC ITEMS AS NEEDED, FYE 2016	\$69.97	10022500-54100	SUPPLIES	\$69.97
	35368635	MISC ITEMS AS NEEDED, FYE 2016	\$47.42	10022822-54100	SUPPLIES	\$47.42
	35346979	MISC ITEMS AS NEEDED, FYE 2016	\$88.02	20324100-54100	SUPPLIES	\$88.02
	35356493	MISC ITEMS AS NEEDED, FYE 2016	\$2.11	80026110-54100	SUPPLIES	\$2.11
	35349822	MISC ITEMS AS NEEDED, FYE 2016	\$2.64	80026120-54100	SUPPLIES	\$2.64
	35349127	MISC ITEMS AS NEEDED, FYE 2016	\$3.56	80026120-54100	SUPPLIES	\$3.56
	35349799	MISC ITEMS AS NEEDED, FYE 2016	\$12.10	80026120-54100	SUPPLIES	\$12.10
	35361610	MISC ITEMS AS NEEDED, FYE 2016	\$22.71	80026120-54100	SUPPLIES	\$22.71
	35364040	MISC ITEMS AS NEEDED, FYE 2016	\$7.53	80026200-54100	SUPPLIES	\$7.53
	35344156	MISC ITEMS AS NEEDED, FYE 2016	\$10.00	80026330-54100	SUPPLIES	\$10.00
	35342717	MISC ITEMS AS NEEDED, FYE 2016	\$41.37	80026330-54100	SUPPLIES	\$41.37
	35355901	MISC ITEMS AS NEEDED, FYE 2016	\$430.12	80026330-54100	SUPPLIES	\$430.12
	35355114	MISC ITEMS AS NEEDED, FYE 2016	\$9.28	80026400-54100	SUPPLIES	\$9.28
	35350821	MISC ITEMS AS NEEDED, FYE 2016	\$32.63	80026400-54100	SUPPLIES	\$32.63
	35347007	MISC ITEMS AS NEEDED, FYE 2016	\$115.05	80026400-54100	SUPPLIES	\$115.05
	35349344	MISC ITEMS AS NEEDED, FYE 2016	\$28.65	80526610-54100	SUPPLIES	\$28.65

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
FRIEDMANS HOME IMPROVEMENT	35361497	MISC ITEMS AS NEEDED, FYE 2016	\$90.31	82024411-54100	SUPPLIES	\$90.31
	35361758	MISC ITEMS AS NEEDED, FYE 2016	\$15.74	82024414-54100	SUPPLIES	\$15.74
	35367603	MISC ITEMS AS NEEDED, FYE 2016	\$23.39	82024414-54100	SUPPLIES	\$23.39
	35363506	MISC ITEMS AS NEEDED, FYE 2016	\$23.42	82024414-54100	SUPPLIES	\$23.42
	35342765	MISC ITEMS AS NEEDED, FYE 2016	\$161.17	82024414-54100	SUPPLIES	\$161.17
	35342199	MISC ITEMS AS NEEDED, FYE 2016	\$183.79	84024420-54100	SUPPLIES	\$183.79
	35351296	MISC ITEMS AS NEEDED, FYE 2016	\$3.78	84024421-54100	SUPPLIES	\$3.78
	35355759	MISC ITEMS AS NEEDED, FYE 2016	\$5.15	84024421-54100	SUPPLIES	\$5.15
	35362127	MISC ITEMS AS NEEDED, FYE 2016	\$13.33	84024421-54100	SUPPLIES	\$13.33
	35351807	MISC ITEMS AS NEEDED, FYE 2016	\$56.54	84024421-54100	SUPPLIES	\$56.54
	35355182	MISC ITEMS AS NEEDED, FYE 2016	\$85.13	84024421-54100	SUPPLIES	\$85.13
	35340988	MISC ITEMS AS NEEDED, FYE 2016	\$137.57	84024421-54100	SUPPLIES	\$137.57
Vendor Total: -----						\$5,613.27
GATES & ASSOC	37894	ARCHITECTURAL SERVICES, PROFES	\$9,520.00	30022200-52100	CONTRACTED SERVICES	\$9,520.00
						Vendor Total: -----
GAYNOR TELESYSTEMS INC	INV000030464	COMPUTER HARDWARE AND PERIPHER	\$9,027.89	20922900-80100	MACHINERY & EQUIPMENT	\$9,027.89
						Vendor Total: -----
GCR	851-31022	TIRES,TUBES,REPAIR & LABOR AS	\$873.98	10022100-56130	EXTERNAL SERVICES	\$873.98
	851-30995	TIRES,TUBES,REPAIR & LABOR AS	\$239.33	80026400-56130	EXTERNAL SERVICES	\$239.33
	Vendor Total: -----					\$1,113.31

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
GRANICUS INC	70954	SOFTWARE & SERVICES AGREEMENT	\$2,313.00	20922900-56120	EQUIPMENT MAINTENANCE & REPAIR	\$2,313.00
					Vendor Total:	\$2,313.00
GRANITE CONSTRUCTION COMPANY	917587	MISC ROCK & ROAD PATCH MTLs AS	\$257.02	82024414-54100	SUPPLIES	\$75.11
				84024421-54100	SUPPLIES	\$85.68
				84024421-54100	SUPPLIES	\$96.23
					Vendor Total:	\$257.02
HARRY E SWANK	DV011916	INSTRUCTOR	\$48.93	10022850-52100	CONTRACTED SERVICES	\$48.93
					Vendor Total:	\$48.93
HARTFORD RETIREE PREMIUM ACCT	50011 - JAN 16	RETIREE HEALTH INSURANCE	\$3,449.15	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$3,449.15
	50011-FEB 16	RETIREE HEALTH INSURANCE	\$3,449.15	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$3,449.15
					Vendor Total:	\$6,898.30
JAMES REESE	16508	BUILDING MAINTENANCE, INSTALLA	\$1,627.50	73022600-56300	BUILDING MAINT. & REPAIR	\$1,627.50
					Vendor Total:	\$1,627.50
LEAGUE OF CALIFORNIA CITIES	1405	MEMBERSHIP DUES	\$100.00	10012400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$100.00
	158658	MEMBERSHIP DUES	\$6,727.76	10012400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$6,727.76
					Vendor Total:	\$6,827.76
MATHESON TRI-GAS INC	12583255	OXYGEN & MISC AS NEEDED, FYE 2	\$27.12	80026130-54100	SUPPLIES	\$27.12
	12556978	OXYGEN & MISC AS NEEDED, FYE 2	\$1.18	82024411-54100	SUPPLIES	\$1.18
					Vendor Total:	\$28.30

List of Checks Presented for Approval on 1/22/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
MENDOCINO COUNTY AUDITOR-CONTROLLER	010516	DEC 2015 PARKING REVENUE	\$1,644.00	90000000-23070	COUNTY SURCHG, PKG ENFORCE	\$1,644.00
					Vendor Total:	\$1,644.00
MENDOCINO COUNTY ENVIRONMENTAL HEALTH	EH29043	HAZARDOUS MATERIALS PERMIT	\$1,277.00	82024411-59101	FEES	\$1,277.00
					Vendor Total:	\$1,277.00
MENDOCINO COUNTY FARM SUPPLY	421172	MISC. SUPPLIES AS NEEDED, FYE	\$168.61	20824300-54100	SUPPLIES	\$168.61
					Vendor Total:	\$168.61
MGM TARGETS	38388	CARDBOARD TARGETS	\$862.60	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$1.08)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$4.32)
				90000000-23013	STATE USE TAX LIABILITY	(\$64.70)
				10520210-54100	SUPPLIES	\$70.10
				10520210-54100	SUPPLIES	\$862.60
					Vendor Total:	\$862.60
MUNISERVICES LLC	0000040401	BUSINESS LICENSE PROCESSING	\$4,914.00	10013400-52100	CONTRACTED SERVICES	\$4,914.00
					Vendor Total:	\$4,914.00
NORTHWEST PUBLIC POWER ASSOC	13075	MEMBERSHIP RENEWAL	\$6,744.99	80026400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$6,744.99
					Vendor Total:	\$6,744.99
NORTHWEST PUBLIC POWER ASSOCIATION	DV 011116	REGISTRATION FEES	\$940.00	80026110-57100	CONFERENCE & TRAINING	\$940.00
					Vendor Total:	\$940.00
OCCU-MED LTD	01165110A	PRE-EMPLOYMENT PHYSICAL	\$311.00	10016100-54161	HR - BACKGROUND & PHYSICALS	\$311.00
					Vendor Total:	\$311.00

List of Checks Presented for Approval on 1/22/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
ONE TIME PAY VENDOR	DV 12/02/15	BUSINESS LICENSE REFUND	\$26.00	31200000-41440	BUSINESS LICENSE TAX	\$25.00
				90000000-23002	STATE \$1 BUSINESS LICENSE FEE	\$1.00
	DV 01/14/16	SETTLEMENT OF CLAIM	\$133.85	80026110-52100	CONTRACTED SERVICES	\$133.85
	DV 011416	SETTLEMENT OF CLAIM	\$271.21	80026110-52100	CONTRACTED SERVICES	\$271.21
	DV011916	RELEASE & SETTLEMENT CLAIM	\$452.95	80026110-52100	CONTRACTED SERVICES	\$452.95
	DV 01142016	YOUTH BASKETBALL REFUND	\$51.00	10022831-44915	RECREATION PROGRAM INCOME	\$51.00
	107085-3	UTILITY REFUND	\$16.48	90100000-10421	UTILITY RECEIVABLES CLEARING	\$16.48
	113609-2	UTILITIES REFUND	\$18.86	90100000-10421	UTILITY RECEIVABLES CLEARING	\$18.86
	114483-1	UTILITIES REFUND	\$43.59	90100000-10421	UTILITY RECEIVABLES CLEARING	\$43.59
					Vendor Total:	\$1,013.94
ONLINE INFORMATION SRVS INC	687739	UTILITY EXCHANGE REPORTING FY1	\$178.50	20513300-52100	CONTRACTED SERVICES	\$178.50
					Vendor Total:	\$178.50
OPERATING ENGINEER PUBLIC& MISC EMPLOYEES	86138 JAN 16	HEALTH INSURANCE	\$3,256.00	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$3,256.00
					Vendor Total:	\$3,256.00
PETERSON CAT	2733720	EQUIPMENT MAINTENANCE AND REPA	\$2,282.60	10022500-56130	EXTERNAL SERVICES	\$2,282.60
					Vendor Total:	\$2,282.60
PG&E CO	JAN16	GAS AND ELECTRIC SERVICES	\$6,803.17	84024425-55200	PG&E	\$737.46
				10022100-55210	UTILITIES	\$94.21
				10024220-55210	UTILITIES	\$30.55
				20822500-55210	UTILITIES	\$1,900.49
				69122700-55210	UTILITIES	\$165.84

List of Checks Presented for Approval on 1/22/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
PG&E CO	JAN16	GAS AND ELECTRIC SERVICES	\$6,803.17	70024500-55210	UTILITIES	\$546.85
				73022600-55210	UTILITIES	\$350.58
				73022600-55210	UTILITIES	\$537.75
				77725200-55210	UTILITIES	\$8.65
				77725200-55210	UTILITIES	\$47.65
				82024411-55210	UTILITIES	\$2,289.55
				84024421-55210	UTILITIES	\$93.59
				Vendor Total:		\$6,803.17
PLEASANT VIEW DAIRY	100383534	PROVIDE MISC GOODS AS NEEDED,	\$15.57	73022600-54100	SUPPLIES	\$15.57
				Vendor Total:		\$15.57
PRE-PAID LEGAL SERVICES INC	38295- JAN 16	PRE-PAID LEGAL SERVICE	\$51.80	20700000-20526	PREPAID LEGAL - AFLAC	\$51.80
				Vendor Total:		\$51.80
PUBLIC SERVICE DEPARTMENT	120915	UTILITY SERVICES	\$63,543.91	80626500-52133	MONTHLY DISCOUNT PROGRAM	\$113.24
				10012400-55210	UTILITIES	\$321.80
				10017100-55210	UTILITIES	\$136.78
				10022100-55210	UTILITIES	\$6,139.08
				10022300-55210	UTILITIES	\$2,794.91
				10022300-55210	UTILITIES	\$4,707.90
				10024220-55210	UTILITIES	\$416.66
				10026630-55210	UTILITIES	\$534.43
				20620231-55210	UTILITIES	\$52.88
				20824300-55210	UTILITIES	\$1,418.51

List of Checks Presented for Approval on 1/22/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
PUBLIC SERVICE DEPARTMENT	120915	UTILITY SERVICES	\$63,543.91	25024300-55210	UTILITIES	\$24.05
				64020213-55210	UTILITIES	\$460.13
				69122700-55210	UTILITIES	\$580.54
				73022600-55210	UTILITIES	\$1,835.33
				77725200-55210	UTILITIES	\$1,975.14
				80026400-55210	UTILITIES	\$1,653.97
				80526610-55210	UTILITIES	\$9,086.50
				82024411-55210	UTILITIES	\$11,028.24
				82024414-55210	UTILITIES	\$409.81
				84024421-55210	UTILITIES	\$73.35
				84024425-55210	UTILITIES	\$19,780.66
				31122870-55210	UTILITIES	\$106.59
				Vendor Total:		\$63,650.50
REDWOOD EMPIRE MUNICIPAL INSURANCE FUND	JAN-16	MEDICAL, DENTAL & VISION INSURANCE PREMIUMS	\$197,295.50	20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$379.50
				20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$2,129.00
				20700000-20524	NON-EMPLOYEE HEALTH INS.PREM	\$4,599.00
				20700000-20520	P/R DEDUCT.- MEDICAL INS	\$173,667.00
				20700000-20510	REMIF DENTAL	\$14,079.00
				20700000-20511	REMIF VISION	\$2,442.00
	FEB-16	LIFE, LTD & EAP INSURANCE	\$3,147.40	20700000-20523	P/R DEDUCT-LTD	\$2,520.38
				20700000-20512	REMIF LIFE	\$189.10
				20112400-52525	WORKER'S COMP. EXPENSE	\$437.92

List of Checks Presented for Approval on 1/22/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
REDWOOD EMPIRE MUNICIPAL INSURANCE FUND	DV 010616	WORKERS COMPENSATION PREMIUM	\$129,940.00	20112400-52525	WORKER'S COMP. EXPENSE	\$129,940.00
					Vendor Total:	\$330,382.90
RICHARD THORNTON DBA TELECOM	0000007991	MISCELLANEOUS SERVICES, NO. 2	\$6,105.00	20922900-52100	CONTRACTED SERVICES	\$6,105.00
					Vendor Total:	\$6,105.00
RINO PACIFIC	CL12490	FUEL AS NEEDED	\$28.75	82024414-56210	FUEL & FLUIDS	\$15.53
				84024421-56210	FUEL & FLUIDS	\$13.22
	CL12712	FUEL AS NEEDED	\$255.80	82024414-56210	FUEL & FLUIDS	\$138.14
				84024421-56210	FUEL & FLUIDS	\$117.66
	CL12370	FUEL AS NEEDED	\$395.37	82024414-56210	FUEL & FLUIDS	\$213.50
				84024421-56210	FUEL & FLUIDS	\$181.87
					Vendor Total:	\$679.92
RONALD DONOHUE	1/11 - 1/15/16	REIMBURSE TRAVEL EXPNESE	\$48.06	10520210-57100	CONFERENCE & TRAINING	\$48.06
					Vendor Total:	\$48.06
ROY DOUGLASS	19744	ANNUAL & QTRLY 2 YR SERVICE ON	\$674.50	82024411-56120	EQUIPMENT MAINTENANCE & REPAIR	\$674.50
	19777	OXYGEN SERVICES AS NEEDED	\$769.69	82024411-56120	EQUIPMENT MAINTENANCE & REPAIR	\$769.69
					Vendor Total:	\$1,444.19
SBOE EXCISE TAX DIVISION	DV 011916	ELECTRICAL ENERGY SURCHARGE	\$7,902.00	90000000-23009	ELECTRIC SURCHARGE TRUST	\$7,902.00
					Vendor Total:	\$7,902.00
SCOTT BOZZOLI	2/1 - 2/4/16	TRAVEL ADVANCE	\$1,166.72	80026120-57100	CONFERENCE & TRAINING	\$1,166.72
					Vendor Total:	\$1,166.72

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
SHAPIRO, GALVIN, SHAPIRO & MORAN	20936	LEGAL REPRESENTATION IN PERSON	\$45.00	10016100-52100	CONTRACTED SERVICES	\$45.00
	20937	LEGAL REPRESENTATION IN PERSON	\$900.00	10016100-52100	CONTRACTED SERVICES	\$900.00
					Vendor Total:	\$945.00
SIERRA CHEMICAL	SLS 10029513	CHLORINE PRODUCTS AS PER CONTR	\$2,946.95	84024425-58202	WATER TREATMENT PLANT	\$2,946.95
					CHEMICAL	
					Vendor Total:	\$2,946.95
SOLID WASTES SYSTEMS INC	DEC 15	RESIDENTIAL GARBAGE FEES	\$19,957.19	90200000-52170	UKIAH WASTE SOLUTIONS	\$19,957.19
					Vendor Total:	\$19,957.19
SOUTH BAY REGIONAL TRAINING CENTER	DV 121515	RADAR/LIDAR TRAINING	\$105.00	10520210-57100	CONFERENCE & TRAINING	\$105.00
					Vendor Total:	\$105.00
SPORT & CYCLE INC	200383	SOFTBALL SUPPLIES	\$413.94	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.45)
				10022822-54100	SUPPLIES	\$0.45
				10022822-54100	SUPPLIES	\$413.94
	199303	SOFTBALL SUPPLIES	\$1,436.70	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$1.57)
				10022822-54100	SUPPLIES	\$1.57
				10022822-54100	SUPPLIES	\$1,436.70
					Vendor Total:	\$1,850.64
STEVE BEAMAN	11/17 - 11/20/15	REIMBURSE TRAVEL EXPENSE	\$741.46	80026200-57100	CONFERENCE & TRAINING	\$741.46
					Vendor Total:	\$741.46
STEVE STUMP	DV 011316	BOOT ALLOWANCE	\$150.00	84024425-54100	SUPPLIES	\$150.00
					Vendor Total:	\$150.00

List of Checks Presented for Approval on 1/22/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
SUNCOAST RESEARCH LABS INC	31657	WATER AND WASTEWATER TREATING	\$2,799.79	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$6.48)
				84024421-56120	EQUIPMENT MAINTENANCE & REPAIR	\$6.48
				84024421-56120	EQUIPMENT MAINTENANCE & REPAIR	\$2,799.79
				Vendor Total:		\$2,799.79
THANKSGIVING COFFEE COMPANY	0370279-IN	MISC COFFEE SUPPLIES AS NEEDED	\$96.50	73022600-54100	SUPPLIES	\$96.50
				Vendor Total:		\$96.50
UKIAH AUTO PARTS	912616	MISC PARTS AS NEEDED FYE 2016	\$8.31	20324100-56120	EQUIPMENT MAINTENANCE & REPAIR	\$8.31
	914317	MISC PARTS AS NEEDED FYE 2016	\$10.03	20324100-56120	EQUIPMENT MAINTENANCE & REPAIR	\$10.03
	912985	MISC PARTS AS NEEDED FYE 2016	\$10.80	20324100-56120	EQUIPMENT MAINTENANCE & REPAIR	\$10.80
	914760	MISC PARTS AS NEEDED FYE 2016	\$22.87	20324100-56120	EQUIPMENT MAINTENANCE & REPAIR	\$22.87
	917535	MISC PARTS AS NEEDED FYE 2016	\$43.24	80026400-56120	EQUIPMENT MAINTENANCE & REPAIR	\$43.24
	915166	MISC PARTS AS NEEDED FYE 2016	\$9.21	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$9.21
	916809	MISC PARTS AS NEEDED FYE 2016	\$18.85	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$18.85
	913590	MISC PARTS AS NEEDED FYE 2016	\$14.68	10022100-56130	EXTERNAL SERVICES	\$14.68
	914016	MISC PARTS AS NEEDED FYE 2016	\$16.22	10022100-56130	EXTERNAL SERVICES	\$16.22
	913694	MISC PARTS AS NEEDED FYE 2016	\$24.19	10022100-56130	EXTERNAL SERVICES	\$24.19
	916518	MISC PARTS AS NEEDED FYE 2016	\$3.23	10520210-56130	EXTERNAL SERVICES	\$3.23
	914752	MISC PARTS AS NEEDED FYE 2016	\$18.86	10520210-56130	EXTERNAL SERVICES	\$18.86
	915379	MISC PARTS AS NEEDED FYE 2016	\$21.32	10520210-56130	EXTERNAL SERVICES	\$21.32

List of Checks Presented for Approval on 1/22/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
UKIAH AUTO PARTS	916527	MISC PARTS AS NEEDED FYE 2016	\$21.63	10520210-56130	EXTERNAL SERVICES	\$21.63
	916790	MISC PARTS AS NEEDED FYE 2016	\$27.03	10520210-56130	EXTERNAL SERVICES	\$27.03
	914688	MISC PARTS AS NEEDED FYE 2016	\$92.93	10520210-56130	EXTERNAL SERVICES	\$92.93
	913128	MISC PARTS AS NEEDED FYE 2016	\$94.07	10520210-56130	EXTERNAL SERVICES	\$94.07
	913956	MISC PARTS AS NEEDED FYE 2016	\$24.00	10521210-56130	EXTERNAL SERVICES	\$24.00
	912974	MISC PARTS AS NEEDED FYE 2016	\$25.46	77725200-56130	EXTERNAL SERVICES	\$25.46
	912977	MISC PARTS AS NEEDED FYE 2016	\$48.65	77725200-56130	EXTERNAL SERVICES	\$48.65
	912857	MISC PARTS AS NEEDED FYE 2016	\$14.79	82024411-56130	EXTERNAL SERVICES	\$14.79
	912847	MISC PARTS AS NEEDED FYE 2016	\$24.00	82024411-56130	EXTERNAL SERVICES	\$24.00
	912895	MISC PARTS AS NEEDED FYE 2016	\$100.50	82024411-56130	EXTERNAL SERVICES	\$100.50
	910750	MISC PARTS AS NEEDED FYE 2016	\$11.31	84024425-56130	EXTERNAL SERVICES	\$11.31
	917508	MISC PARTS AS NEEDED FYE 2016	\$65.11	84024425-54102	SMALL TOOLS	\$65.11
Vendor Total: -----						\$771.29
UKIAH OXYGEN	417525.1	EQUIPMENT MAINTENANCE	(\$150.84)	31122870-56120	EQUIPMENT MAINTENANCE & REPAIR	(\$150.84)
	417490	EQUIPMENT MAINTENANCE	\$145.14	31122870-56120	EQUIPMENT MAINTENANCE & REPAIR	\$145.14
	416471	EQUIPMENT MAINTENANCE	\$15.50	10521210-56130	EXTERNAL SERVICES	\$15.50
	417727	EQUIPMENT MAINTENANCE	\$63.00	10024220-54120	PW - SPECIAL SUPPLIES	\$63.00
	417726	EQUIPMENT MAINTENANCE	\$110.41	20824300-54100	SUPPLIES	\$110.41
Vendor Total: -----						\$183.21

List of Checks Presented for Approval on 1/22/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
UKIAH VALLEY MEDICAL CENTER	205	PRE-EMPLOYMENT & EMPLOYEE EXAMS	\$2,741.83	10016100-54161	HR - BACKGROUND & PHYSICALS	\$343.83
				10521210-54100	SUPPLIES	\$2,398.00
				Vendor Total:		\$2,741.83
US CELLULAR	0117661425	VOICE & DATA CHARGES	\$170.27	80026400-55100	TELEPHONE	\$43.71
				80026400-55100	TELEPHONE	\$62.87
				82024410-55100	TELEPHONE	\$17.67
				84024421-55100	TELEPHONE	\$17.67
				84024425-55100	TELEPHONE	\$28.35
				Vendor Total:		\$170.27
VERIZON WIRELESS	9757503789	VOICE & DATA	\$941.94	10023100-54100	SUPPLIES	\$38.01
				10024210-55100	TELEPHONE	\$63.35
				10024220-55100	TELEPHONE	\$25.21
				10520210-55100	TELEPHONE	\$76.02
				20922900-55100	TELEPHONE	\$308.57
				77725200-55100	TELEPHONE	\$38.01
				80026400-55100	TELEPHONE	\$152.04
				82024410-55100	TELEPHONE	\$25.34
				82024410-55100	TELEPHONE	\$38.01
				82024411-55100	TELEPHONE	\$38.01
				84024420-55100	TELEPHONE	\$25.34
				84024421-55100	TELEPHONE	\$114.03
				Vendor Total:		\$941.94

List of Checks Presented for Approval on 1/22/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
WAGNER & BONSIGNORE	03-15-2110.0	ENG SVCS FOR WATER RIGHT PERMI	\$78.95	82024410-52100	CONTRACTED SERVICES	\$78.95
	05-15-2110.0	ENG SVCS FOR WATER RIGHT PERMI	\$488.80	82024410-52100	CONTRACTED SERVICES	\$488.80
	07-15-2110.0	ENG SVCS FOR WATER RIGHT PERMI	\$1,002.50	82024410-52100	CONTRACTED SERVICES	\$1,002.50
Vendor Total: -----						\$1,570.25
WESCO DISTRIBUTION INC	605290	SILICONE COMPOUND	\$375.76	80000000-12104	INVENTORY - PURCHASES	\$375.76
	Vendor Total: -----					\$375.76
WILLOW COUNTY WATER DIST	JAN 15	IRRIGATION SERVICES FOR ARRC	\$20.00	31122870-55210	UTILITIES	\$20.00
	JAN15	WATER SERVICES FOR ARRC	\$26.67	31122870-55210	UTILITIES	\$26.67
	Vendor Total: -----					\$46.67
XEROX CORP	082859291	PERKINS ST UNDERGROUNDING PROJ	\$672.61	20822500-52100	CONTRACTED SERVICES	\$672.61
	082859286	COPIER LEASE-SEE ADD'L DESCRIP	\$719.52	20822500-52100	CONTRACTED SERVICES	\$719.52
	082859290	COPIER LEASE-SEE ADD'L DESCRIP	\$176.14	69122700-52100	CONTRACTED SERVICES	\$176.14
	082859289	COPIER LEASE-SEE ADD'L DESCRIP	\$320.76	73022600-52100	CONTRACTED SERVICES	\$320.76
	082859288	COPIER LEASE-SEE ADD'L DESCRIP	\$231.90	10520210-94500	LEASE PAYMENTS	\$127.55
				10521210-94500	LEASE PAYMENTS	\$81.17
				20620231-94500	LEASE PAYMENTS	\$11.60
				64020213-94500	LEASE PAYMENTS	\$11.58
	082859287	COPIER LEASE-SEE ADD'L DESCRIP	\$409.60	10520210-94500	LEASE PAYMENTS	\$225.28
				10521210-94500	LEASE PAYMENTS	\$143.36
				20620231-94500	LEASE PAYMENTS	\$20.48

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Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail	
XEROX CORP	082859287	COPIER LEASE-SEE ADD'L DESCRIP	\$409.60	64020213-94500	LEASE PAYMENTS \$20.48
					Vendor Total: \$2,530.53
					INVOICE TOTAL: \$749,489.97

List of Checks Presented for Approval on 1/29/2016

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

 2-9-16
Signature

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
ACCONTEMPS	44761745	TEMP SUPPORT - RICARDO CHAVARR	\$413.29	10013400-52100	CONTRACTED SERVICES	\$413.29
	44625449	TEMP SUPPORT - RICARDO CHAVARR	\$592.00	10013400-52100	CONTRACTED SERVICES	\$592.00
	44829227	TEMP SUPPORT - RICARDO CHAVARR	\$888.00	10013400-52100	CONTRACTED SERVICES	\$888.00
Vendor Total:						\$1,893.29
AFLAC GROUP INSURANCE	A062078400	CRITICAL CARE INSURANCE	\$563.38	20700000-20538	AFLAC CRITICAL ILLNSS POLICY	\$563.38
						Vendor Total:
AL SMATSKY	21	DESIGN, ENGINEERING & CONSULTAN	\$3,900.00	80026400-52100	CONTRACTED SERVICES	\$3,900.00
						Vendor Total:
ALLEN JAMES	DV012716	INSTRUCTOR	\$44.00	10022850-52100	CONTRACTED SERVICES	\$44.00
						Vendor Total:
ALTEC INDUSTRIES INC	10505004	PARTS & MAT'LS AS NEEDED, FYE	\$74.87	80026400-56130	EXTERNAL SERVICES	\$74.87
						Vendor Total:
ANIXTER	3099689	SUPPLIES	\$739.90	80000000-12104	INVENTORY - PURCHASES	\$739.90
						Vendor Total:
ANTONIO MUNOZ	CFM122015	HEALTH RELATED SERVICES (FOR H	\$333.33	10521210-57100	CONFERENCE & TRAINING	\$333.33
						Vendor Total:

List of Checks Presented for Approval on 1/29/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
AT&T	0601986556	LIVE SCAN	\$1,080.13	10520210-55100	TELEPHONE	\$1,080.13
Vendor Total:						\$1,080.13
BLR	3-16837527	ANNUAL RENEWAL	\$560.17	10521210-57100	CONFERENCE & TRAINING	\$560.17
Vendor Total:						\$560.17
BOUTIN JONES INC	89294	LEGAL RETAINER FOR UVSD LITIGA	\$14,310.94	84424422-52100	CONTRACTED SERVICES	\$14,310.94
Vendor Total:						\$14,310.94
BUSINESS CARD	sf 18802	PURCHASING CREDIT CARD, MISC P	\$104.91	10018000-52510	ADVERTISING & PROMOTION	\$104.91
	05660J	FINANCE CREDIT CARD, MISC PURC	\$17.59	10013400-57100	CONFERENCE & TRAINING	\$17.59
	7816	FINANCE CREDIT CARD, MISC PURC	\$30.00	10013400-57100	CONFERENCE & TRAINING	\$30.00
	165790	FINANCE CREDIT CARD, MISC PURC	\$370.00	10013400-57100	CONFERENCE & TRAINING	\$370.00
	sf-9200	POLICE CREDIT CARD, MISC PURCH	\$8.99	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.02)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.05)
				10520210-54201	PRISONER EXPENSE	\$0.75
				10520210-54201	PRISONER EXPENSE	\$8.99
				90000000-23013	STATE USE TAX LIABILITY	(\$0.68)
	sf 9200	POLICE CREDIT CARD, MISC PURCH	\$31.08	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.04)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.15)
				10520210-54201	PRISONER EXPENSE	\$0.27
				10520210-54201	PRISONER EXPENSE	\$31.08
				90000000-23013	STATE USE TAX LIABILITY	(\$0.08)

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
BUSINESS CARD	SF 18757	POLICE CREDIT CARD, MISC PURCH	\$49.95	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.07)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.25)
				90000000-23013	STATE USE TAX LIABILITY	(\$3.75)
				10520210-54100	SUPPLIES	\$4.07
				10520210-54100	SUPPLIES	\$49.95
	sf 18206.1	PURCHASING CREDIT CARD, MISC P	\$179.89	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.23)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.90)
				90000000-23013	STATE USE TAX LIABILITY	(\$13.50)
				20922900-54100	SUPPLIES	\$14.63
				20922900-54100	SUPPLIES	\$179.89
	CUK98	CONTROLLING, INDICATING, MEASU	\$231.00	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.29)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$1.16)
				84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$18.78
				84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$231.00
				90000000-23013	STATE USE TAX LIABILITY	(\$17.33)
	SF 16787	PURCHASING CREDIT CARD, MISC P	\$247.28	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.26)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$1.03)
				20922900-54100	SUPPLIES	\$1.29
				20922900-54100	SUPPLIES	\$247.28
	sf 18686	PURCHASING CREDIT CARD, MISC P	\$1,225.76	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$1.54)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$6.13)
				90000000-23013	STATE USE TAX LIABILITY	(\$91.94)

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
BUSINESS CARD	sf 18686	PURCHASING CREDIT CARD, MISC P	\$1,225.76	10520210-54100	SUPPLIES	\$99.61
				10520210-54100	SUPPLIES	\$1,225.76
	SF 18756	POLICE CREDIT CARD, MISC PURCH	\$69.50	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.33)
				63020210-54100	SUPPLIES	\$0.33
				63020210-54100	SUPPLIES	\$69.50
	101-261225895	ELECTRICAL EQUIPMENT AND SUPPL	\$1,961.48	20922900-56120	EQUIPMENT MAINTENANCE & REPAIR	\$1,961.48
	sf 17559	PURCHASING CREDIT CARD, MISC P	\$249.00	90000000-23236	FIELD SIGNAGE FEES	\$249.00
	2862164	HR/RISK MGMT CREDIT CARD, MISC	\$29.19	10016100-54164	HR - FORMS & OTHER DIV. EXP.	\$29.19
	216391	NURSERY (PLANTS) STOCK, EQUIPM	\$1,302.64	25024210-80230	INFRASTRUCTURE	\$1,302.64
	17311	FINANCE CREDIT CARD, MISC PURC	\$110.00	10013400-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$110.00
	SF 18755	POLICE CREDIT CARD, MISC PURCH	\$67.30	10520210-54100	SUPPLIES	\$67.30
	sf 18688	PURCHASING CREDIT CARD, MISC P	\$70.70	20513300-54100	SUPPLIES	\$70.70
	sf 18687	PURCHASING CREDIT CARD, MISC P	\$151.32	20524412-54100	SUPPLIES	\$151.32
	sf 18206	PURCHASING CREDIT CARD, MISC P	\$185.26	20922900-54100	SUPPLIES	\$185.26
	sf 15888	PURCHASING CREDIT CARD, MISC P	\$750.35	80026120-54100	SUPPLIES	\$750.35
Vendor Total: -----						\$7,443.19
CAROLLO ENGINEERS INC	0146501	DESIGN PHASES I&II RECYCLED WA	\$19,717.58	84424422-80230	INFRASTRUCTURE	\$19,717.58
						Vendor Total: -----
CHOUINARD & MYHRE INC	1601078	SOFTWARE MAINTENANCE	\$571.96	20922900-56120	EQUIPMENT MAINTENANCE & REPAIR	\$571.96
						Vendor Total: -----

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
COLLEGE OF THE REDWOODS	16-1067	TRAINING	\$318.00	10520210-57100	CONFERENCE & TRAINING	\$318.00
					Vendor Total:	\$318.00
COMCAST	011216-1296	TELEPHONE SERVICES	\$147.25	31122870-52100	CONTRACTED SERVICES	\$147.25
	011016-4635	INTERNET SERVICES	\$257.07	10011100-55100	TELEPHONE	\$2.45
				10012100-55100	TELEPHONE	\$9.79
				10012200-55100	TELEPHONE	\$7.34
				10013400-55100	TELEPHONE	\$11.02
				10016100-55100	TELEPHONE	\$4.90
				10017100-55100	TELEPHONE	\$2.45
				10022100-55100	TELEPHONE	\$1.22
				10022810-55100	TELEPHONE	\$7.34
				10023100-55100	TELEPHONE	\$9.79
				10023320-55100	TELEPHONE	\$2.45
				10024210-55100	TELEPHONE	\$9.79
				10024220-55100	TELEPHONE	\$2.45
				10520210-55100	TELEPHONE	\$0.01
				10520210-55100	TELEPHONE	\$61.21
				10521210-55100	TELEPHONE	\$26.93
				20413500-55100	TELEPHONE	\$2.45
				20513300-55100	TELEPHONE	\$23.26
				20620231-55100	TELEPHONE	\$7.34
				20922900-55100	TELEPHONE	\$9.79

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
COMCAST	011016-4635	INTERNET SERVICES	\$257.07	64020213-55100	TELEPHONE	\$2.45
				69122700-55100	TELEPHONE	\$7.34
				70024500-55100	TELEPHONE	\$2.45
				72022400-55100	TELEPHONE	\$1.22
				73022600-55100	TELEPHONE	\$4.90
				77725200-55100	TELEPHONE	\$4.90
				80026400-55100	TELEPHONE	\$17.14
				82024410-55100	TELEPHONE	\$7.34
				82024411-55100	TELEPHONE	\$4.90
				84024425-55100	TELEPHONE	\$2.45
				Vendor Total:		
COMPUTER OPTIONS INC	BILL37726	IT SERVICES	\$6,075.00	20922900-52100	CONTRACTED SERVICES	\$6,075.00
	BILL37816	IT SERVICES	\$6,300.00	20922900-52100	CONTRACTED SERVICES	\$6,300.00
Vendor Total:					\$12,375.00	
CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	8821-496136	MISC ELECTRICAL SUPPLIES AS NE	\$213.95	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.99)
				80026330-54100	SUPPLIES	\$0.99
				80026330-54100	SUPPLIES	\$213.95
	8821-496222	MISC ELECTRICAL SUPPLIES AS NE	\$718.83	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$3.34)
				84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$3.34
				84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$718.83
Vendor Total:					\$932.78	

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
COOPER COMPLIANCE CORPORATION	1345	COMPLIANCE RPT SVCS TO MEET FE	\$2,666.67	80026400-52100	CONTRACTED SERVICES	\$2,666.67
					Vendor Total:	\$2,666.67
CRAWFORD & ASSOC INC	584	ENGINEERING SERVICES - HYDROELE	\$217.50	80026330-52100	CONTRACTED SERVICES	\$217.50
					Vendor Total:	\$217.50
DC ELECTRIC GROUP INC	25240	EMERGENCY REPAIR OF TRAFFIC SIGNALS	\$622.72	10024214-52100	CONTRACTED SERVICES	\$622.72
	25241	EMERGENCY REPAIR OF TRAFFIC SIGNALS	\$1,106.90	10024214-52100	CONTRACTED SERVICES	\$1,106.90
					Vendor Total:	\$1,729.62
DEFATTE EQUIPMENT INC	11188	EQUIPMENT MAINTENANCE & REPAIR	\$885.54	80026400-56130	EXTERNAL SERVICES	\$885.54
					Vendor Total:	\$885.54
DLT SOLUTIONS INC	4471695A	COMPUTER SOFTWARE FOR MICROCOM	\$7,148.61	80026400-52100	CONTRACTED SERVICES	\$7,148.61
					Vendor Total:	\$7,148.61
EFFICIENCY SERVICES GROUP LLC	947	ADMIN OF EUD PUBLIC BENEFITS P	\$1,925.00	80626500-52139	RESEARCH, DEVELOPMENT & DEMO	\$1,925.00
					Vendor Total:	\$1,925.00
EMD MILLIPORE CORP	7421919	SUPPLIES	\$706.81	84024425-54100	SUPPLIES	\$706.81
					Vendor Total:	\$706.81
FARWEST LINE SPECIALTIES	203495	SUPPLIES	\$623.80	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.35)
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.35)
				80026110-54100	SUPPLIES	\$0.35
				80026110-54100	SUPPLIES	\$311.90
				80026120-54100	SUPPLIES	\$0.35

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
FARWEST LINE SPECIALTIES	203495	SUPPLIES	\$623.80	80026120-54100	SUPPLIES	\$311.90
					Vendor Total:	\$623.80
FASTENAL	CAUKA18584	SUPPLIES	\$1.55	20822500-54102	SMALL TOOLS	\$1.55
					Vendor Total:	\$1.55
FILETRAIL	2016-0040	HOSTED FILE MANAGMENT SYSTEM	\$475.00	10011100-52100	CONTRACTED SERVICES	\$475.00
					Vendor Total:	\$475.00
FIRST ALARM	6622	CONTRACTED SERVICES	\$703.00	10520210-52100	CONTRACTED SERVICES	\$703.00
					Vendor Total:	\$703.00
FLEETPRIDE	74430438	MISC PARTS & MAT'LS AS NEEDED,	\$32.46	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.15)
				10024220-56130	EXTERNAL SERVICES	\$0.15
				10024220-56130	EXTERNAL SERVICES	\$32.46
	74743911	MISCELLANEOUS SUPPLIES AS NEED	\$58.86	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.27)
				82024411-54102	SMALL TOOLS	\$0.27
				82024411-54102	SMALL TOOLS	\$58.86
					Vendor Total:	\$91.32
FLIGHT LIGHT INC	0052709-IN	BUILDING MAINT. & REPAIR	\$572.21	77725200-56300	BUILDING MAINT. & REPAIR	\$2.53
				77725200-56300	BUILDING MAINT. & REPAIR	\$572.21
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$2.53)
					Vendor Total:	\$572.21
GAYNOR TELESYSTEMS INC	INV00030463	BUILDING CONSTRUCTION SERVICES	\$8,363.12	22022500-80100	MACHINERY & EQUIPMENT	\$4,613.12

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
GAYNOR TELESYSTEMS INC	INV00030463	BUILDING CONSTRUCTION SERVICES	\$8,363.12	22022900-80100	MACHINERY & EQUIPMENT	\$3,750.00
					Vendor Total:	\$8,363.12
GOLDEN STATE EMERGENCY VEHICLE SERVICE INC	CI002309	EQUIPMENT MAINTENANCE & REPAIR	\$329.02	90000000-23252	DISTRICT USE TAX-LIBRARIES	(\$0.36)
				10521210-56130	EXTERNAL SERVICES	\$0.36
				10521210-56130	EXTERNAL SERVICES	\$329.02
					Vendor Total:	\$329.02
GRAINGER INC	9930277059	EQUIPMENT MAINTENANCE & REPAIR	\$209.14	82024411-56120	EQUIPMENT MAINTENANCE & REPAIR	\$209.14
	9933220122	EQUIPMENT MAINTENANCE & REPAIR	\$274.41	82024411-56120	EQUIPMENT MAINTENANCE & REPAIR	\$274.41
	9926397713	EQUIPMENT MAINTENANCE & REPAIR	\$618.08	82024411-56120	EQUIPMENT MAINTENANCE & REPAIR	\$618.08
					Vendor Total:	\$1,101.63
GRAPHIC ENTERPRISES INC	52774	BUSINESS CARDS	\$155.30	10520210-54100	SUPPLIES	\$114.02
				82024411-54100	SUPPLIES	\$41.28
					Vendor Total:	\$155.30
GROENIGER & CO	1140486	PLUMBING EQUIPMENT, FIXTURES,	\$4,401.67	82000000-12104	INVENTORY - PURCHASES	\$4,401.67
					Vendor Total:	\$4,401.67
HARRY MATOSSIAN	64053-2	UTILITY REFUND	\$19.27	90100000-10421	UTILITY RECEIVABLES CLEARING	\$19.27
	55753-8	UTILITY REFUND	\$141.76	90100000-10421	UTILITY RECEIVABLES CLEARING	\$141.76
	40185-1	UTILITY REFUND	\$291.30	90100000-10421	UTILITY RECEIVABLES CLEARING	\$291.30
					Vendor Total:	\$452.33

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
HERTZ EQUIPMENT RENTAL	28423275	RENTAL OR PURCHASE OF MISC EQU	\$437.90	84024425-52100	CONTRACTED SERVICES	\$437.90
					Vendor Total:	\$437.90
IBEW, LOCAL 1245	DV012516	ELECTRIC UNIT UNION DUES	\$1,484.83	20700000-20509	P/R DEDUCT.-UNION DUES	\$1,484.83
					Vendor Total:	\$1,484.83
INVENSYS SYSTEMS INC	93334166	EQUIPMENT MAINT. & REPAIR	\$994.73	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$994.73
					Vendor Total:	\$994.73
ITRON INC	397956	DATA PROCESSING, COMPUTER, PRO	\$1,084.53	20524412-56120	EQUIPMENT MAINTENANCE & REPAIR	\$542.27
				20526430-56120	EQUIPMENT MAINTENANCE & REPAIR	\$542.26
					Vendor Total:	\$1,084.53
JAROD THIELE	DV012616	BOOT ALLOWANCE REIMBURSEMENT	\$150.00	82024410-54100	SUPPLIES	\$75.00
				84024420-54100	SUPPLIES	\$75.00
					Vendor Total:	\$150.00
JOHN M PHILLIPS	010316	CONTRACTED SERVICES	\$175.00	10024220-52100	CONTRACTED SERVICES	\$175.00
					Vendor Total:	\$175.00
KEMIRA WATER SOLUTIONS INC	9017485424	LIQUID FERRIC CHLORIDE AS PER	\$6,746.61	84024425-58202	WATER TREATMENT PLANT CHEMICAL	\$6,746.61
					Vendor Total:	\$6,746.61
KEVIN JENNINGS	13926	UNIFORM ALLOWANCE	\$497.16	10521210-51270	UNIFORM ALLOWANCE	\$497.16
					Vendor Total:	\$497.16
LEXISNEXIS RISK DATA MGMNT	1410964- 20151231	LEXIS NEXIS LE PLUS SEARCHING	\$84.50	10520210-54202	MAJOR CRIME INVETIGATIONS	\$84.50
					Vendor Total:	\$84.50

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
LINCOLN EQUIPMENT INC	2/29 - 3/1/16	REGISTRATION	\$395.00	10022100-57100	CONFERENCE & TRAINING	\$395.00
					Vendor Total:	\$395.00
LOS ANGELES COUNTY AUDITOR- CONTROLLER	16ME0186	LA MEDICAL EXAMINER GSR KITS,	\$1,545.00	10520210-54202	MAJOR CRIME INVETIGATIONS	\$1,545.00
					Vendor Total:	\$1,545.00
MARTIN BRADLEY	DV11516	REIMBURSE FOR SOCIAL MEDIA ADVERTISING	\$42.75	10018000-52510	ADVERTISING & PROMOTION	\$42.75
					Vendor Total:	\$42.75
MENDOCINO COUNTY AUDITOR- CONTROLLER	1605	PROPERTY TAX REIMBURSEMENT	\$192.15	64020213-52301	PROPERTY TAX ADMIN FEE	\$192.15
					Vendor Total:	\$192.15
MENDOCINO COUNTY ENVIRONMENTAL HEALTH	EH29168	HAZARDOUS MATERIALS PERMIT - SUBSTATION METERING	\$391.00	80026130-59101	FEES	\$391.00
	EH29041	HAZARDOUS MATERIAL PERMIT - ORCHARD SUBSTATION	\$951.00	80026130-59101	FEES	\$951.00
	EH29040	HAZARDOUS MATERIALS PERMIT - HYDRO PLANT	\$865.00	80026330-59101	FEES	\$865.00
					Vendor Total:	\$2,207.00
MENDOCINO COUNTY FARM SUPPLY	421632	MISC. SUPPLIES AS NEEDED, FYE	\$123.25	84024425-54100	SUPPLIES	\$123.25
					Vendor Total:	\$123.25
MENDOCINO COUNTY GENERAL SVCS	201512-4	RADIO MAINT SVC - SPANISH MOUN	\$385.00	20620231-52100	CONTRACTED SERVICES	\$385.00
					Vendor Total:	\$385.00
MENDOCINO SOLID WASTE MANAGEMENT AUTHORITY	10099	DISPOSAL OF USED CHEMICALS	\$27.50	84024425-59101	FEES	\$27.50
					Vendor Total:	\$27.50
MICHAEL TUFTS	2016-243(A)	POLYGRAPH EXAM & REPORT	\$650.00	10520210-52100	CONTRACTED SERVICES	\$650.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
MICHAEL TUFTS	2016-247(A0	POLYGRAPH EXAM & REPORT	\$650.00	10520210-52100	CONTRACTED SERVICES	\$650.00
					Vendor Total:	\$1,300.00
MICROFLEX CORP #774353	IN1630075	SUPPLIES	\$338.97	10520210-54201	PRISONER EXPENSE	\$338.97
					Vendor Total:	\$338.97
MOTION INDUSTRIES INC	CA23-496050	MISC. PARTS AND SUPPLIES AS NE	\$896.42	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$896.42
					Vendor Total:	\$896.42
NATIONAL DOCUMENT SOLUTIONS	0069149	FORMS, CONTINUOUS: COMPUTER PA	\$534.44	20513300-54100	SUPPLIES	\$534.44
					Vendor Total:	\$534.44
NETMOTION WIRELESS INC	I0029303	Software Maintenance/Support	\$1,350.00	20620231-52100	CONTRACTED SERVICES	\$1,350.00
					Vendor Total:	\$1,350.00
NOVACOAST INC	90031136	SOFTWARE, SYSTEM, NETWORK MAIN	\$175.00	20922900-52100	CONTRACTED SERVICES	\$175.00
					Vendor Total:	\$175.00
OFFICE DEPOT	813426170002	OFFICE SUPPLIES & MISC. AS NEE	\$1.61	10016100-54160	HR - CITY LIABILITY & CONTRACT	\$1.61
	813426170001	OFFICE SUPPLIES & MISC. AS NEE	\$12.86	10016100-54160	HR - CITY LIABILITY & CONTRACT	\$12.86
	813426297001	OFFICE SUPPLIES & MISC. AS NEE	\$29.72	10016100-54160	HR - CITY LIABILITY & CONTRACT	\$29.72
	811517803001	OFFICE SUPPLIES & MISC. AS NEE	\$996.83	10016100-54160	HR - CITY LIABILITY & CONTRACT	\$996.83
	810053292001	OFFICE SUPPLIES & MISC. AS NEE	\$134.41	10520210-54201	PRISONER EXPENSE	\$134.41
	812751408002	OFFICE SUPPLIES & MISC. AS NEE	\$18.64	10010000-54100	SUPPLIES	\$18.64
	812751408001	OFFICE SUPPLIES & MISC. AS NEE	\$271.39	10010000-54100	SUPPLIES	\$271.39

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
OFFICE DEPOT	8130589857001	OFFICE SUPPLIES & MISC. AS NEE	\$64.86	10023100-54100	SUPPLIES	\$64.86
	811070723001	OFFICE SUPPLIES & MISC. AS NEE	\$133.64	10023100-54100	SUPPLIES	\$133.64
	813794006001	OFFICE SUPPLIES & MISC. AS NEE	\$12.10	10520210-54100	SUPPLIES	\$12.10
	806613489002	OFFICE SUPPLIES & MISC. AS NEE	\$14.13	10520210-54100	SUPPLIES	\$14.13
	812950199001	OFFICE SUPPLIES & MISC. AS NEE	\$54.26	10520210-54100	SUPPLIES	\$54.26
	812793803001	OFFICE SUPPLIES & MISC. AS NEE	\$63.40	10520210-54100	SUPPLIES	\$63.40
	811985836001	OFFICE SUPPLIES & MISC. AS NEE	\$141.45	10520210-54100	SUPPLIES	\$141.45
	811501567001	OFFICE SUPPLIES & MISC. AS NEE	\$516.37	10520210-54100	SUPPLIES	\$516.37
	814197966001	OFFICE SUPPLIES & MISC. AS NEE	\$43.26	20413500-54100	SUPPLIES	\$5.90
				20413500-54100	SUPPLIES	\$11.34
				20413500-54100	SUPPLIES	\$12.86
				20413500-54100	SUPPLIES	\$13.16
	810185106001	OFFICE SUPPLIES & MISC. AS NEE	\$75.21	20413500-54100	SUPPLIES	\$75.21
	810003082001	OFFICE SUPPLIES & MISC. AS NEE	\$1,288.41	20524412-54100	SUPPLIES	\$34.59
				20524412-54100	SUPPLIES	\$1,253.82
	811086570001	OFFICE SUPPLIES & MISC. AS NEE	\$129.90	80026200-54100	SUPPLIES	\$36.61
				80026200-54100	SUPPLIES	\$93.29
	809488460001	OFFICE SUPPLIES & MISC. AS NEE	\$18.64	80026400-54100	SUPPLIES	\$18.64
	809488130001	OFFICE SUPPLIES & MISC. AS NEE	\$154.08	80026400-54100	SUPPLIES	\$154.08
	813058796001	OFFICE SUPPLIES & MISC. AS NEE	\$456.46	80026400-54100	SUPPLIES	\$456.46

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
OFFICE DEPOT	814197929001	OFFICE SUPPLIES & MISC. AS NEE	\$10.37	82024414-54100	SUPPLIES	\$5.19
				84024421-54100	SUPPLIES	\$5.18
				Vendor Total:		\$4,642.00
ONE TIME PAY VENDOR	DV12216	FINAL RELEASE & SETTLEMENT OF CLAIM	\$900.55	82024411-56120	EQUIPMENT MAINTENANCE & REPAIR	\$900.55
	DV010616	REFUND REC CLASS	\$120.00	10022800-44915	RECREATION PROGRAM INCOME	\$120.00
	DV012716	REFUND REC CLASS	\$120.00	10022800-44915	RECREATION PROGRAM INCOME	\$120.00
	20365	PROGRAMMING FEES	\$250.00	20513300-54100	SUPPLIES	\$250.00
	112042.7	UTILITY REFUND	\$476.28	90100000-10421	UTILITY RECEIVABLES CLEARING	\$476.28
Vendor Total:						\$1,866.83
ONESOURCE DISTRIBUTORS LLC	S4927881.001	ELECTRICAL EQUIPMENT AND SUPPL	\$1,629.01	80000000-12104	INVENTORY - PURCHASES	\$1,629.01
	S4954773.001	ELECTRICAL EQUIPMENT AND SUPPL	\$2,618.93	80000000-12104	INVENTORY - PURCHASES	\$2,618.93
	S4956740.001	SUPPLIES	\$19.59	80026110-54102	SMALL TOOLS	\$19.59
	S4974347.001	SUPPLIES	\$141.04	80026110-54100	SUPPLIES	\$141.04
Vendor Total:						\$4,408.57
OPERATING ENGINEERS UNION	1601-1	UNION DUES	\$1,083.00	20700000-20509	P/R DEDUCT.-UNION DUES	\$1,083.00
	1601-1M	UNION DUES	\$1,378.00	20700000-20509	P/R DEDUCT.-UNION DUES	\$1,378.00
Vendor Total:						\$2,461.00
OPPERMAN & SON INC	1253520006	MISC. PARTS AS NEEDED, FYE 201	\$15.47	20324100-56120	EQUIPMENT MAINTENANCE & REPAIR	\$15.47
	1253550002	MISC. PARTS AS NEEDED, FYE 201	\$69.94	20324100-56120	EQUIPMENT MAINTENANCE & REPAIR	\$69.94
	1253350028	MISC. PARTS AS NEEDED, FYE 201	\$54.16	10022100-56130	EXTERNAL SERVICES	\$8.68

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
OPPERMAN & SON INC	1253350028	MISC. PARTS AS NEEDED, FYE 201	\$54.16	10024220-56130	EXTERNAL SERVICES	\$9.13
				10024220-56130	EXTERNAL SERVICES	\$25.19
				10520210-56130	EXTERNAL SERVICES	\$4.34
				10520210-56130	EXTERNAL SERVICES	\$6.82
	1253480040	MISC. PARTS AS NEEDED, FYE 201	\$59.13	10022100-56130	EXTERNAL SERVICES	\$59.13
	1253390019	MISC. PARTS AS NEEDED, FYE 201	\$10.32	10024220-56130	EXTERNAL SERVICES	\$10.32
	1253440045	MISC. PARTS AS NEEDED, FYE 201	\$31.67	10024220-56130	EXTERNAL SERVICES	\$31.67
	1253430023	MISC. PARTS AS NEEDED, FYE 201	\$38.45	10024220-56130	EXTERNAL SERVICES	\$38.45
	1253480063	MISC. PARTS AS NEEDED, FYE 201	\$173.55	10520210-56130	EXTERNAL SERVICES	\$173.55
	1253410012	MISC. PARTS AS NEEDED, FYE 201	\$130.46	10521210-56130	EXTERNAL SERVICES	\$130.46
	1253630007	MISC. PARTS AS NEEDED, FYE 201	\$148.89	10521210-56130	EXTERNAL SERVICES	\$148.89
	1253560001	MISC. PARTS AS NEEDED, FYE 201	\$199.98	10521210-56130	EXTERNAL SERVICES	\$199.98
	1253440026	MISC. PARTS AS NEEDED, FYE 201	\$114.72	20324100-58510	REIMBRSABLE JOBS	\$114.72
	1252810041	MISC. PARTS AS NEEDED, FYE 201	\$126.71	20324100-58510	REIMBRSABLE JOBS	\$126.71
	1253550044	MISC. PARTS AS NEEDED, FYE 201	\$859.49	20324100-58510	REIMBRSABLE JOBS	\$859.49
OREN THOMPSON	1253480030	MISC. PARTS AS NEEDED, FYE 201	\$57.18	20824300-54100	SUPPLIES	\$57.18
Vendor Total:						\$2,090.12
OREN THOMPSON	011116	MISC PARTY RENTALS & SUPPLIES	\$434.66	73022600-54100	SUPPLIES	\$434.66
	01-019811-03	MISC PARTY RENTALS & SUPPLIES	\$529.49	73022600-54100	SUPPLIES	\$529.49
Vendor Total:						\$964.15

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
PACE SUPPLY CORPORATION	023111407	MISCELLANEOUS ITEMS AS NEEDED,	\$49.96	82024411-56300	BUILDING MAINT. & REPAIR	\$0.23
				82024411-56300	BUILDING MAINT. & REPAIR	\$49.96
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.23)
	023111144	MISCELLANEOUS ITEMS AS NEEDED,	\$67.47	82024411-56300	BUILDING MAINT. & REPAIR	\$0.31
				82024411-56300	BUILDING MAINT. & REPAIR	\$67.47
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.31)
	023113642	MISCELLANEOUS ITEMS AS NEEDED,	\$127.30	82024411-56300	BUILDING MAINT. & REPAIR	\$0.59
				82024411-56300	BUILDING MAINT. & REPAIR	\$127.30
				90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.59)
	023123831	MISCELLANEOUS ITEMS AS NEEDED,	\$133.76	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$0.62)
				84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$0.62
				84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$133.76
	023115573	MISCELLANEOUS ITEMS AS NEEDED,	\$285.26	90000000-23237	DISTRICT USE TAX-MEASURE S	(\$1.33)
				82024414-54100	SUPPLIES	\$1.33
				82024414-54100	SUPPLIES	\$285.26
	023069545	PLUMBING EQUIPMENT, FIXTURES,	\$1,358.27	82000000-12104	INVENTORY - PURCHASES	\$1,358.27
Vendor Total:					\$2,022.02	
PAN-PACIFIC SUPPLY CO	29591838	Recycled Pumping Equipment and	\$3,263.02	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$3,263.02
Vendor Total:					\$3,263.02	
PERFECT FIT SHIELDS WALLETS	159601	SUPPLIES	\$865.00	63020210-54100	SUPPLIES	\$865.00
Vendor Total:					\$865.00	

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
PETERSON CAT	PC60128687	MISC PARTS AS NEEDED, FYE 2016	\$105.63	80026400-56130	EXTERNAL SERVICES	\$105.63
					Vendor Total:	\$105.63
PG&E CO	JAN16 SMT 7075	UTILITIES	\$67.06	10022100-55210	UTILITIES	\$67.06
					Vendor Total:	\$67.06
PHILLIPS SEABROOK ASSOCIATES	6027	STRUCT ENGNG/PLAN CHCK/SUBSTIT	\$640.00	10023320-52100	CONTRACTED SERVICES	\$640.00
					Vendor Total:	\$640.00
PITNEY BOWES INC	613564	POSTAGE MACHINE SUPPLIES	\$117.00	73022600-52100	CONTRACTED SERVICES	\$117.00
	636657	POSTAGE MACHINE SUPPLIES	\$145.98	73022600-52100	CONTRACTED SERVICES	\$145.98
	624688	MISC ITEMS AS NEEDED, FYE 2016	\$162.19	10012200-54100	SUPPLIES	\$162.19
					Vendor Total:	\$425.17
POWER INDUSTRIES INC	700167	EQUIPMENT MAINTENANCE & REPAIR	\$119.26	84024421-56130	EXTERNAL SERVICES	\$119.26
					Vendor Total:	\$119.26
R EMMETT JONES	DEC15	MANAGEMENT ADVISORY SERVICES F	\$3,675.00	70024500-52100	CONTRACTED SERVICES	\$3,675.00
					Vendor Total:	\$3,675.00
REDWOOD COAST FUELS	1757855	CARDLOCK FUEL PURCHASES, FYE 2	\$133.86	20324100-56120	EQUIPMENT MAINTENANCE & REPAIR	\$90.83
				84024421-56130	EXTERNAL SERVICES	\$43.03
	1757729	CARDLOCK FUEL PURCHASES, FYE 2	\$404.97	84024421-56120	EQUIPMENT MAINTENANCE & REPAIR	\$404.97
	0744162	CARDLOCK FUEL PURCHASES, FYE 2	\$13.99	20822500-56130	EXTERNAL SERVICES	\$13.99
	17418516	CARDLOCK FUEL PURCHASES, FYE 2	\$157.11	20822500-56130	EXTERNAL SERVICES	\$157.11
	1743984	CARDLOCK FUEL PURCHASES, FYE 2	\$114.54	80026400-56130	EXTERNAL SERVICES	\$31.63

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
REDWOOD COAST FUELS	1743984	CARDLOCK FUEL PURCHASES, FYE 2	\$114.54	84024425-56130	EXTERNAL SERVICES	\$82.91
	1751979	CARDLOCK FUEL PURCHASES, FYE 2	\$742.87	80026400-56130	EXTERNAL SERVICES	\$21.51
				20324100-56210	FUEL & FLUIDS	\$721.36
	1753343	CARDLOCK FUEL PURCHASES, FYE 2	\$346.69	84024421-56130	EXTERNAL SERVICES	\$346.69
	1751143	CARDLOCK FUEL PURCHASES, FYE 2	\$92.72	84024425-56130	EXTERNAL SERVICES	\$92.72
	1755868	CARDLOCK FUEL PURCHASES, FYE 2	\$104.24	84024425-56130	EXTERNAL SERVICES	\$104.24
	1756775	CARDLOCK FUEL PURCHASES, FYE 2	\$4,799.01	10022100-56210	FUEL & FLUIDS	\$423.14
				10024210-56210	FUEL & FLUIDS	\$74.04
				10024220-56210	FUEL & FLUIDS	\$81.66
				10024220-56210	FUEL & FLUIDS	\$1,137.10
				10520210-56210	FUEL & FLUIDS	\$27.73
				10520210-56210	FUEL & FLUIDS	\$43.74
				10520210-56210	FUEL & FLUIDS	\$1,653.40
				10520224-56210	FUEL & FLUIDS	\$189.87
				20524412-56210	FUEL & FLUIDS	\$11.97
				80026400-56210	FUEL & FLUIDS	\$623.22
				82024411-56210	FUEL & FLUIDS	\$173.80
				82024414-56210	FUEL & FLUIDS	\$30.02
				82024414-56210	FUEL & FLUIDS	\$97.50
				84024421-56210	FUEL & FLUIDS	\$23.58
				84024421-56210	FUEL & FLUIDS	\$83.05
				84024425-56210	FUEL & FLUIDS	\$125.19

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
REDWOOD COAST FUELS	1754575	CARDLOCK FUEL PURCHASES, FYE 2	\$5,249.47	10022100-56210	FUEL & FLUIDS	\$550.35
				10024210-56210	FUEL & FLUIDS	\$86.24
				10024220-56210	FUEL & FLUIDS	\$954.12
				10520210-56210	FUEL & FLUIDS	\$16.47
				10520210-56210	FUEL & FLUIDS	\$155.56
				10520210-56210	FUEL & FLUIDS	\$1,760.56
				10520224-56210	FUEL & FLUIDS	\$84.89
				20524412-56210	FUEL & FLUIDS	\$19.03
				20822500-56210	FUEL & FLUIDS	\$152.28
				80026400-56210	FUEL & FLUIDS	\$733.69
				82024411-56210	FUEL & FLUIDS	\$263.04
				82024414-56210	FUEL & FLUIDS	\$53.54
				82024414-56210	FUEL & FLUIDS	\$133.88
				84024421-56210	FUEL & FLUIDS	\$45.60
				84024421-56210	FUEL & FLUIDS	\$114.04
				84024425-56210	FUEL & FLUIDS	\$126.18
	1759200	CARDLOCK FUEL PURCHASES, FYE 2	\$5,928.27	10022100-56210	FUEL & FLUIDS	\$720.94
				10024210-56210	FUEL & FLUIDS	\$59.50
				10520210-56210	FUEL & FLUIDS	\$26.06
				10520210-56210	FUEL & FLUIDS	\$86.35
				10520210-56210	FUEL & FLUIDS	\$87.78
				10520210-56210	FUEL & FLUIDS	\$116.07
				10520210-56210	FUEL & FLUIDS	\$884.11

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
REDWOOD COAST FUELS	1759200	CARDLOCK FUEL PURCHASES, FYE 2	\$5,928.27	10520210-56210	FUEL & FLUIDS	\$1,200.81
				10520210-56210	FUEL & FLUIDS	\$1,785.79
				20324100-56210	FUEL & FLUIDS	\$52.44
				20524412-56210	FUEL & FLUIDS	\$19.01
				82024411-56210	FUEL & FLUIDS	\$225.88
				82024414-56210	FUEL & FLUIDS	\$56.55
				82024414-56210	FUEL & FLUIDS	\$103.80
				82024414-56210	FUEL & FLUIDS	\$108.86
				84024421-56210	FUEL & FLUIDS	\$48.16
				84024421-56210	FUEL & FLUIDS	\$88.41
				84024421-56210	FUEL & FLUIDS	\$92.73
				84024425-56210	FUEL & FLUIDS	\$165.02
	0055295	CARDLOCK FUEL PURCHASES, FYE 2	\$339.64	10024220-56210	FUEL & FLUIDS	\$75.48
				77725200-56210	FUEL & FLUIDS	\$241.52
				82024414-56210	FUEL & FLUIDS	\$22.64
	1763340	CARDLOCK FUEL PURCHASES, FYE 2	\$507.27	20324100-56210	FUEL & FLUIDS	\$507.27
	1763339	MISC. PARTS AS NEEDED, FYE 201	\$733.25	20324100-56210	FUEL & FLUIDS	\$733.25
	63983	CARDLOCK FUEL PURCHASES, FYE 2	\$687.71	20824300-56210	FUEL & FLUIDS	\$687.71
	0051047	CARDLOCK FUEL PURCHASES, FYE 2	\$226.11	77725200-56210	FUEL & FLUIDS	\$226.11
	52336	CARDLOCK FUEL PURCHASES, FYE 2	\$793.52	77725200-56210	FUEL & FLUIDS	\$793.52
	1758971	CARDLOCK FUEL PURCHASES, FYE 2	\$102.72	82024414-56210	FUEL & FLUIDS	\$51.36
				84024421-56210	FUEL & FLUIDS	\$51.36

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
REDWOOD COAST FUELS	0064711	CARDLOCK FUEL PURCHASES, FYE 2	\$265.84	80026330-54100	SUPPLIES	\$265.84
	1760772	CARDLOCK FUEL PURCHASES, FYE 2	\$182.52	84024421-54100	SUPPLIES	\$182.52
Vendor Total:						\$21,926.32
REDWOOD TOXICOLOGY LAB INC	001698201511	DRUG SCREENING TESTING	(\$21.25)	10520210-52100	CONTRACTED SERVICES	(\$21.25)
	001698201512	DRUG SCREENING TESTING	\$58.00	10520210-52100	CONTRACTED SERVICES	\$58.00
Vendor Total:						\$36.75
REDWOOD TREE SERVICE STATIONS INC	STMT 123115	CAR WASHES & INTERIOR CLEANING	\$112.00	10520210-56130	EXTERNAL SERVICES	\$112.00
	Vendor Total:					\$112.00
RELINER DURAN INC	23088	SUPPLIES	\$611.43	84024421-54100	SUPPLIES	\$611.43
	Vendor Total:					\$611.43
REMY MOOSE MANLEY LLP	102224	RETAIN TO REP CITY IN LAWSUIT	\$600.00	90000000-21111	PLANNING PERMIT ESCROW	\$600.00
	Vendor Total:					\$600.00
REXEL INC	I352356	MISC ELECTRICAL SUPPLIES AS NE	\$193.55	20822500-56300	BUILDING MAINT. & REPAIR	\$193.55
	I170979	MISC ELECTRICAL SUPPLIES AS NE	\$363.30	69122700-56300	BUILDING MAINT. & REPAIR	\$363.30
	I226114	MISC ELECTRICAL SUPPLIES AS NE	\$16.03	82024411-56300	BUILDING MAINT. & REPAIR	\$16.03
	I249462	MISC ELECTRICAL SUPPLIES AS NE	\$40.95	82024411-56300	BUILDING MAINT. & REPAIR	\$40.95
	I331385	MISC ELECTRICAL SUPPLIES AS NE	\$84.34	82024411-56300	BUILDING MAINT. & REPAIR	\$84.34
	I060715	MISC ELECTRICAL SUPPLIES AS NE	\$241.12	82024411-56300	BUILDING MAINT. & REPAIR	\$241.12
	I330273	MISC ELECTRICAL SUPPLIES AS NE	\$50.13	31122870-56120	EQUIPMENT MAINTENANCE & REPAIR	\$50.13
	I337767	MISC ELECTRICAL SUPPLIES AS NE	\$115.86	80026400-54100	SUPPLIES	\$115.86

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
REXEL INC	I394999	MISC ELECTRICAL SUPPLIES AS NE	\$394.33	80526610-54100	SUPPLIES	\$394.33
	I372636	MISC ELECTRICAL SUPPLIES AS NE	\$462.78	80526610-54100	SUPPLIES	\$462.78
					Vendor Total:	\$1,962.39
RICHARD MARTIN	20982	CONTRACTED SERVICES	\$185.81	80026330-52100	CONTRACTED SERVICES	\$185.81
					Vendor Total:	\$185.81
RICHARD THORNTON DBA TELECOM	7973	TELEPHONE PARTS AS NEEDED, FYE	\$105.00	20922900-52100	CONTRACTED SERVICES	\$105.00
					Vendor Total:	\$105.00
SAFEWAY INC	724171	MISC SUPPLIES AS NEEDED, FYE 2	\$32.47	82024410-57100	CONFERENCE & TRAINING	\$11.36
				20824300-54100	SUPPLIES	\$21.11
	803486	MISC SUPPLIES AS NEEDED, FYE 2	\$65.89	10010000-54100	SUPPLIES	\$65.89
	801285	MISC SUPPLIES AS NEEDED, FYE 2	\$47.38	77725200-54100	SUPPLIES	\$47.38
					Vendor Total:	\$145.74
SAVE MART SUPERMARKET	17033	SUPPLIES AS NEEDED	\$75.33	82024410-57100	CONFERENCE & TRAINING	\$34.35
				10016100-54167	HR - EMPLOYEE DEVELOPMENT	\$40.98
	17032	SUPPLIES AS NEEDED	\$154.29	82024410-57100	CONFERENCE & TRAINING	\$154.29
					Vendor Total:	\$229.62
SBOE SALES & USE TAX	DV12616	4TH QTR 2015 SALES TAX RETURN	\$1,029.00	77725200-58401	AVIATION FUEL	\$979.86
				90000000-23013	STATE USE TAX LIABILITY	\$49.14
					Vendor Total:	\$1,029.00
SHAPE PRODUCTS	4002733	SUPPLIES	\$809.06	84024425-54100	SUPPLIES	\$809.06
					Vendor Total:	\$809.06

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
SHORELINE ENVIRONMENTAL RESOURCES INC	2007	HAZ WASTE BIN RENTAL AND DISPO	\$372.00	80026400-52100	CONTRACTED SERVICES	\$372.00
Vendor Total:						\$372.00
SIERRA CHEMICAL	SLS10028964	SODIUM HYDROCHLORITE 12.5% PER	\$2,950.36	84024425-58202	WATER TREATMENT PLANT CHEMICAL	\$2,950.36
Vendor Total:						\$2,950.36
SLAM DUNK PIZZA	DV012616	EUD STAFF MEETING/LUNCHEON	\$96.87	80026400-54100	SUPPLIES	\$96.87
Vendor Total:						\$96.87
STAPLES ADVANTAGE	3288869292	SUPPLIES	\$525.95	10013400-54100	SUPPLIES	\$127.47
				10013400-54100	SUPPLIES	\$201.41
				20922900-54100	SUPPLIES	\$12.46
				20922900-54100	SUPPLIES	\$30.25
				20922900-54100	SUPPLIES	\$154.36
	3288869290	SUPPLIES	\$503.11	10022100-54100	SUPPLIES	\$103.43
				20413500-54100	SUPPLIES	\$86.35
				20413500-54100	SUPPLIES	\$100.15
				20413500-54100	SUPPLIES	\$106.59
				20413500-54100	SUPPLIES	\$106.59
	3288869291	SUPPLIES	\$973.94	20513300-54100	SUPPLIES	\$973.94
	Vendor Total:					
STATE OF CALIFORNIA	144878	CHEM TEST/SUPPORT CRIMINAL INV	\$280.00	10520210-52100	CONTRACTED SERVICES	\$280.00
144770	CHEM TEST/SUPPORT CRIMINAL INV	\$1,200.48	20620231-55100	TELEPHONE	\$1,200.48	
Vendor Total:						\$1,480.48

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
STATE WATER RESOURCES CONTROL BOARD	DV012016	GRADE 1 WTP OPERATOR CERTIFICATE	\$210.00	82024410-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$210.00
					Vendor Total:	\$210.00
STEPHANIE YOUNG	DV012616	REIMBURSE 2016 CONCERT LUNCHEON	\$65.50	90000000-23226	CONCERT SERIES	\$65.50
					Vendor Total:	\$65.50
TABITHA OLSON	0346	REIMBURSE CATERING EXPENSE	\$81.00	73022600-54100	SUPPLIES	\$81.00
					Vendor Total:	\$81.00
THE REED GROUP INC	1594	PERFORM WATER & WASTE WATER RA	\$5,875.00	82024410-52100	CONTRACTED SERVICES	\$5,875.00
					Vendor Total:	\$5,875.00
THOMSON REUTERS BARCLAYS	831113.16	ANNUAL UPDATE - TITLE 19 - PUBLIC SAFETY CODES	\$145.00	10521210-54100	SUPPLIES	\$145.00
					Vendor Total:	\$145.00
THURSTON AUTO PLAZA	TOC5221772	PARTS & SERVICE REPAIRS AS NEE	\$55.00	10520210-56130	EXTERNAL SERVICES	\$55.00
					Vendor Total:	\$55.00
TRACTOR SUPPLY CREDIT PLAN	300185097	MISCELLANEOUS SUPPLIES AS NEED	\$54.03	10024220-54120	PW - SPECIAL SUPPLIES	\$54.03
	300186022	MISCELLANEOUS SUPPLIES AS NEED	\$51.89	10520210-54100	SUPPLIES	\$51.89
	100266867	MISCELLANEOUS SUPPLIES AS NEED	(\$16.21)	80026400-54100	SUPPLIES	(\$16.21)
	200139097	MISCELLANEOUS SUPPLIES AS NEED	\$16.21	80026400-54100	SUPPLIES	\$16.21
	200136773	MISCELLANEOUS SUPPLIES AS NEED	\$172.99	84024421-54100	SUPPLIES	\$172.99
					Vendor Total:	\$278.91
UKIAH AUTO DISMANTLERS	123015	DISPOSAL OF TRAILER	\$725.00	10520210-56130	EXTERNAL SERVICES	\$725.00
					Vendor Total:	\$725.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
UKIAH OXYGEN	417729	SUPPLIES	\$590.99	80026400-54100	SUPPLIES	\$590.99
					Vendor Total:	\$590.99
UKIAH ROUND TREE GLASS	150635	WINDSHEILD REPAIR	\$245.00	10024220-56130	EXTERNAL SERVICES	\$245.00
					Vendor Total:	\$245.00
UKIAH VALLEY ASSOCIATION FOR HABILITATION INC	IN17337	JANITORIAL SVCS-CORP YARD & WW	\$800.00	84024425-52100	CONTRACTED SERVICES	\$800.00
					Vendor Total:	\$800.00
UNITED SITE SERVICES	114-3427607	PORTABLE TOILET RENTAL	\$994.23	90000000-23219	PUMPKINFEST	\$994.23
					Vendor Total:	\$994.23
UNIVAR USA INC	SJ723656	SODIUM BISULFITE 25% FOR WWTP	\$4,374.28	84024425-58202	WATER TREATMENT PLANT CHEMICAL	\$4,374.28
					Vendor Total:	\$4,374.28
UPS	0000E19R5401 6	SHIPPING CHARGES	\$8.72	10022100-54100	SUPPLIES	\$8.72
	0000E19R5403 6	SHIPPING CHARGES	\$14.20	80026120-54100	SUPPLIES	\$14.20
					Vendor Total:	\$22.92
USA BLUEBOOK	836670	PARTS	\$142.34	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$142.34
	840840	WALL MOUNT EYE WASH & DRENCH HOSE	\$322.83	84024425-54100	SUPPLIES	\$322.83
					Vendor Total:	\$465.17
VALLEY AUTO CENTER INC	246346	MISC PARTS AS NEEDED - FYE 201	\$7.53	10022100-56130	EXTERNAL SERVICES	\$7.53
	246627	MISC PARTS AS NEEDED - FYE 201	\$32.08	10521210-56130	EXTERNAL SERVICES	\$32.08
					Vendor Total:	\$39.61

List of Checks Presented for Approval on 1/29/2016

Invoices

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail		
WABASH VALLEY MANUFACTURING INC	355792	Picnic Tables	\$990.59	30022200-54100	SUPPLIES	\$990.59
					Vendor Total:	\$990.59
WALMART COMMUNITY	HGBX8R	MISC ITEMS AS NEEDED, FYE 2016	\$22.75	84024420-57100	CONFERENCE & TRAINING	\$22.75
	RVDTYD	MISC ITEMS AS NEEDED, FYE 2016	\$16.74	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$16.74
	SQE7WS	MISC ITEMS AS NEEDED, FYE 2016	\$47.90	10022831-54100	SUPPLIES	\$47.90
	P243BB	MISC ITEMS AS NEEDED, FYE 2016	\$204.54	77725200-54100	SUPPLIES	\$204.54
					Vendor Total:	\$291.93
WAUSAU TILE INC	494025	FLOOR COVERING, FLOOR COVERING	\$4,239.66	31022700-80230	INFRASTRUCTURE	\$4,239.66
					Vendor Total:	\$4,239.66
WESCO DISTRIBUTION INC	603712	SUPPLIES	\$595.12	80000000-12104	INVENTORY - PURCHASES	\$595.12
					Vendor Total:	\$595.12
WONDERWARE NOR CAL C/O E AND M	280684	EQUIPMENT MAINTENANCE & REPAIR	\$185.00	84024425-56120	EQUIPMENT MAINTENANCE & REPAIR	\$185.00
					Vendor Total:	\$185.00
WQI	DV012116	GRADE 3 WWTP CERTIFICATION REVIEW	\$700.00	84024425-57100	CONFERENCE & TRAINING	\$700.00
					Vendor Total:	\$700.00
ZAB ENTERPRISES INC	227022	PROVIDE MISC. FOOD DISHES AS N	\$36.27	84424422-52100	CONTRACTED SERVICES	\$36.27
	227386	PROVIDE MISC. FOOD DISHES AS N	\$28.50	10010000-54100	SUPPLIES	\$28.50
	STMT 123115	PROVIDE MISC. FOOD DISHES AS N	\$145.67	73022600-54100	SUPPLIES	\$145.67
					Vendor Total:	\$210.44
					INVOICE TOTAL:	\$203,431.29



ITEM NO.: 7b

MEETING DATE: February 17, 2016

AGENDA SUMMARY REPORT

SUBJECT: APPROVE NOTICE OF COMPLETION FOR GRACE HUDSON MUSEUM BUILDING IMPROVEMENTS SPEC NO. 15-08, FUNDED BY PROPOSITION 84 NATURE EDUCATION FACILITIES GRANT PROGRAM

Summary: Council will consider action to approve the Notice of Completion for FRC, Inc. for Specification No. 15-08 Grace Hudson Museum Building Improvements.

Background: In August 2015, the City Council awarded the contract for the Grace Hudson Museum Building Improvements, Spec 15-08 to FRC, Inc. in an amount of \$344,000. The construction work began in September 2015, this included reconfiguring the existing restrooms to address ADA code, plumbing code, and general building code items; constructing a new exhibit hallway and entry point to lead visitors from the Museum reception area into the new Nature Education garden space. During the execution of the project the staff, architect, and contractor found ways to adjust or improve items via change orders which resulted in a savings to the project. The final contract amount is \$324,634. This work is a grant deliverable for the Nature Education Facility Grant Project and was expended from grant fund 31022700.

Discussion: Staff is recommending that the Council accept the work performed by FRC, Inc. as complete and direct the City Clerk to file the Notice of Completion. Final payment of the 5% retention will be made to the Contractor after 35 days from the date the Notice of Completion is filed with the County Recorder (Attachment 1).

FISCAL IMPACT:			
Amount Budgeted FY 15/16	Source of Funds (Title & No.)	Account Number	Budget Amendment Required
\$2,432,000	Museum Grant Infrastructure Nature Education Facility	31022700.80230	Yes ☐ No ☒

RECOMMENDED ACTION(S): 1) Accept the work as complete. 2) Direct the City Clerk to file the Notice of Completion with the County Recorder.

ALTERNATIVES: 1) Remand to staff with other direction.

Citizens advised: Sun House Guild, Museum Endowment.

Requested by: N/A

Prepared by: Katie Marsolan, Project Analyst.

Coordinated with: Mary Horger, Purchasing Supervisor and Maya Simerson, Community Services Supervisor.

Presenters: Katie Marsolan, Project Analyst and Sherrie Smith-Ferri, Museum Director.

Attachment: 1) Notice of Completion

2) Photos of Museum Building Repairs

COUNCIL ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager

Please return to:

CITY OF UKIAH
300 Seminary Avenue
Ukiah, California 95482-5400
(707) 463-6200

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

1. That the real property described is owned by the following whose address is: City of Ukiah, a Municipal Corporation, 300 Seminary Avenue, Ukiah, California 95482-5400
2. That the nature of the title to the Grace Hudson Museum Building Improvements Project, Specification No. 15-08, of all said owners is that of fee simple.
3. That on the 10th day of February, 2016, the Contract work for this project was actually completed.
4. That the name and address of the Contractor is FRC, Inc 1360 Industrial Avenue Suite D, Petaluma, CA 94952.
5. That the real property herein referred to is situated in the County of Mendocino, State of California, and is described as follows: City-owned property identified as Grace Hudson Museum located at 431 S Main Street, Ukiah CA 95482.

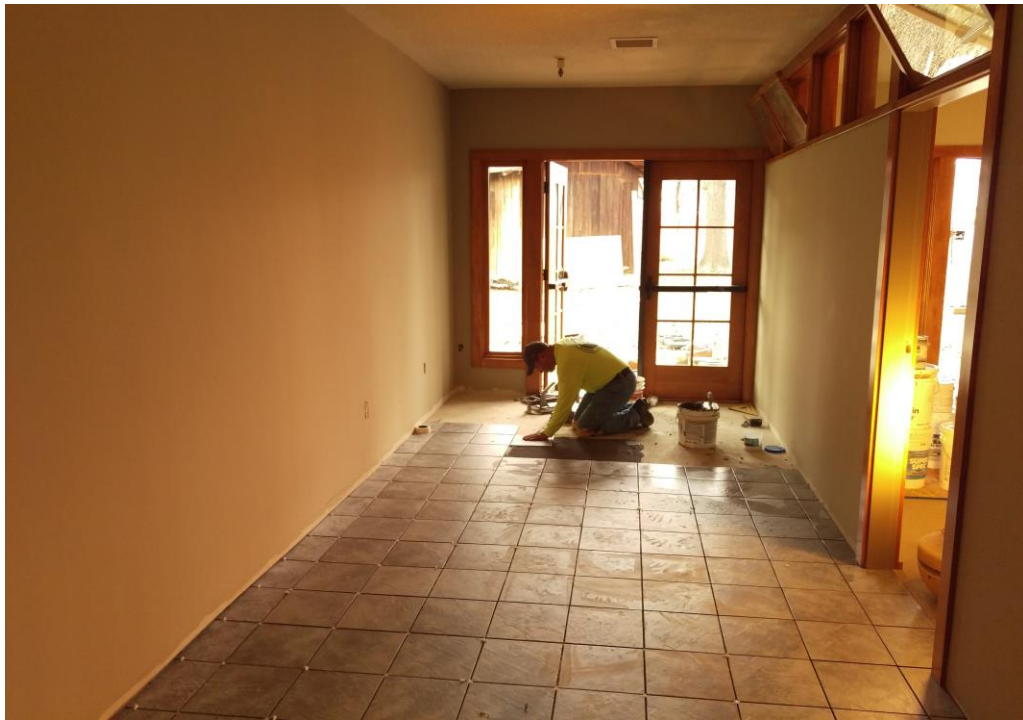
I hereby certify under penalty of perjury that the forgoing is true and correct:

City Council Approval CITY OF UKIAH, a Municipal Corporation

Date By: _____
Kristine Lawler, City Clerk _____
Date

State of California

County of Mendocino



Garden Entrance and Exhibit Hallway: New exterior door providing a connection point between the front of the Museum, reception area, gallery area and Nature Education Project





Bathroom Renovation: Renovated both Mens and Womens for new plumbing wall with adequate space for ADA stall, new tile, new flooring





ITEM NO.: 7c

MEETING DATE: February 17, 2016

AGENDA SUMMARY REPORT

SUBJECT: APPROVAL OF NOTICE OF COMPLETION FOR THE LOW GAP TO DESPINA 200/600 AMP LOOP PROJECT, SPECIFICATION NO. 15-04 AND APPROVAL OF FINAL PAYMENT OF THE 5% RETENTION TO ALL PHASE EXCAVATING AND CONSTRUCTION, INC. (EUD)

Summary: The Ukiah Electric Utility Department is proud to announce a project that has been completed that will help improve electric service to 2,250 customers in the north-west portion of the City.

Construction included installing underground conduit, vaults, and equipment along Low Gap Road and Despina Drive between Bush Street and Capps Lane. The work will improve reliability to all customers in the area.

Discussion: Over the past few years, Ukiah electric customers including County Administration, County Jail, Sheriff offices, Ukiah High School, Fair Grounds, and several hundred residential customers have experienced several extended power outages. Some outages have exceeded ten hours in duration.

Utilizing improved equipment and design techniques, this project will make outages 1) Less frequent, 2) Shorter in duration and 3) Impact fewer customers (smaller groups of customers will be effected). Funds were budgeted in the 2013-14 budget for design/engineering and subsequently in the 2014-15 budget for substructure installation.

This project installed electric substructures (conduits, vaults, pedestals and pad mount switch box pads) along Low Gap Road and Despina Drive from Bush Street to Empire Drive. The new conduit system connects to existing underground facilities and provides:

1. Protection of main feeder from 200 amp events,
2. Improve fault isolation capabilities on 200 and 600 amp systems,
3. Create 200 amp loops to maintain customer service during most failures and
4. Provide system status during power outages and ability to monitor performance of the system.

Continued on Page 2

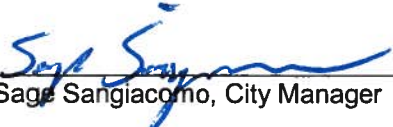
RECOMMENDED ACTION(S): Approval of Notice of Completion for the Low Gap to Despina 200/600 Amp Loop Project, Specification No. 15-04 and Approval of Final Payment of the 5% Retention to All Phase Excavating and Construction, Inc. (EUD).

ALTERNATIVES: Council Direction to EUD Staff.

Citizens advised: N/A
Requested by: Mel Grandi, Electric Utility Director.
Prepared by: Diann Lucchetti, Electric Utility Program Coordinator and Scott Bozzoli, Electrical Engineer Technician.
Coordinated with: Sage Sangiacomo, City Manager and Mary Horger, Purchasing Supervisor.
Presenter: Mel Grandi, Electric Utility Director.
Attachment: 1. Notice of Completion

COUNCIL ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Approved: 
Sage Sangiacomo, City Manager

The contracted work was completed by the contractor in conformance with the approved plans and specifications on February 10, 2015. The original awarded contract amount was \$200,104.00. There were three Change Orders to this contract:

Change Order 1: Revised equipment and conduit layout due to customer concerns, decreased the contract in the amount of \$ -300.00.

Change Order 2: Added conduit not included on original bid, increased the contract in the amount of \$14,030.00.

Change Order 3: Increased scope to include changes to paving and conduit, increased the contract in the amount of \$4,198.26.

The final contract cost is \$218,032.26. The contract's retention (5%) payment will be made 35 days after the date the Notice of Completion is filed with the County Recorder.

FISCAL IMPACT:			
Budgeted Amount in 14-15 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required
\$675,000	Underground-Infrastructure	80026120.80230	Yes ☐ No ☒

Please return to:

CITY OF UKIAH
300 Seminary Avenue
Ukiah, California 95482-5400
(707) 463-6200

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

1. That the project described as: Low Gap to Despina 200/600 Amp Loop Project.
2. That the nature of the work: Installation of an underground system to re-enforce the electrical capabilities, Specification No. 15-04.
3. That on the 10th Day of February, the Contract work for this project was actually completed.
4. That the name and address of the Contractor is All Phase Excavating and Construction, 13655 Twin Lakes Lane, Redding Ca. 96003.
5. That the property location of work performed herein referred to is situated in the County of Mendocino, State of California, and is described as follows: Bush St., Low Gap Rd and Despina Dr..

I hereby certify under penalty of perjury that the forgoing is true and correct:

City Council Approval CITY OF UKIAH, a Municipal Corporation

By: _____

Date Scott Bozzoli, Electrical Engineering
Technician Date

State of California

County of Mendocino



ITEM NO.: 7d

MEETING DATE: February 17, 2016

AGENDA SUMMARY REPORT

SUBJECT: REPORT CONTRACTUAL STAFFING SERVICES WITH ACOUNTEMPS IN THE AMOUNT OF \$19,499.55, AND APPROVAL FOR AN ADDITIONAL \$25,200, FOR A FINAL ESTIMATED CONTRACT AMOUNT NOT TO EXCEED \$44,699.55 FOR THE BACKFILL OF A VACANT ACCOUNTING ASSISTANT POSITION

Summary: Council will receive a report regarding a contract with Accountemps for the backfill of the vacant Accounting Assistant position and consider an extended interim contract on an as needed basis until the position can be filled.

Background: In October 2015, the Accounting Assistant position became vacant. This is a critical support position for the accounts payable and miscellaneous Finance Department activities. Immediate backfill of this position was necessary in order to continue daily operations.

Discussion: A contract was entered with Accountemps on October 20, 2015, to temporarily fill the vacated Accounting Assistant position. The initial contract was for \$35.00 per hour. It is anticipated that by the end of the business day on Friday, February 19th, 2016, 557.13 hours will be worked by the temporary employee, for a total contract amount of \$19,499.55. Per Municipal Code, Staff is reporting this amount.

Over the next few months, the Finance Department will be working with the Human Resources Department to recruit and fill the position. During this interim period, the department is recommending the continued use of temporary staffing from Accountemps on an as needed basis. The hourly contracted amount of \$35 per hour is equivalent to the fully burden cost already budgeted for the vacant position. Thus, no budget amendment is required for this action.

It is Staff's recommendation for Council to receive the report of the contract in the amount of \$19,499.55, and approve an additional amount of \$25,200, for a total contract amount not to exceed \$44,699.55. Funds are budgeted and available in the Finance Department budget account number 10013400.51110.

Continued on Page #2

Recommended Action(s): Receive report of the contract with Accountemps in the amount of \$19,499.55, and approve an additional amount of \$25,200, for a total contract amount not to exceed \$44,699.55 for the backfill of a vacant Accounting Assistant Position.

Alternative(s): Receive report, but do not approve additional amount of \$25,200, and provide alternate direction to Staff.

Citizens advised: N/A

Requested by: Karen Scalabrini, Finance Director.

Prepared by: Karen Scalabrini, Finance Director and Mary Horger, Purchasing Supervisor.

Coordinated with: Sheri Mannion, Human Resources and Sage Sangiacomo, City Manager.

Presenters: Karen Scalabrini, Finance Director and Mary Horger, Purchasing Supervisor.

Attachments: N/A

COUNCIL ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager

FISCAL IMPACT:			
Budgeted Amount in 15-16 FY	New Appropriation Source of Funds	Account Number	Budget Amendment Required
\$ 340,324	Finance Fund Regular Salaries	10013400.51110	Yes ☐ No ☒



ITEM NO.: 11a
MEETING DATE: February 17, 2016

AGENDA SUMMARY REPORT

SUBJECT: PUBLIC HEARING TO REVIEW DRAFT GENERAL PLAN HOUSING ELEMENT

Summary: Council will conduct a public hearing on Draft General Plan Housing Element and provide comments and suggestions to staff. Staff will return at a later date with an adopting resolution.

Background: Attached for your consideration is the Negative Declaration (Attachment 1) and 2014-2019 Draft General Plan Housing Element (Attachment 2). The City has been in the process of updating the Draft Housing Element over the past year. The Housing Element is an important tool for decision makers. Specifically, the Housing Element sets forth how the City will address the housing needs for all segments of the community, focusing especially on low-and moderate-income families, special needs families, and individuals. The Housing Element identifies housing needs, including the City's fair share of the regional housing need; establishes goals and qualified objectives; evaluates constraints to the production of housing; inventories available sites and establishes programs and policies to meet the identified needs.

Planning Commission Review: At the December 9, 2015, Planning Commission, a workshop was held to review and solicit public comments on the Draft Housing Element. At that meeting the Commission provided comments which were incorporated into the attached Draft Housing Element. A subsequent Planning Commission meeting was held on January 13, 2016, where the Commission provided additional comments and recommended the document along with the Negative Declaration be forwarded to the City Council for review and adoption. The minutes from the both Planning Commission meetings are included as Attachment 3.

Department of Housing and Community Development Review (HCD): It is important to note the Housing Element has been reviewed by the State Department of Housing and Community Development (HCD). Staff has addressed all of HCD's comments including the requirements of SB2, the Homeless Shelter Overlay Zone. See HCD letter (Attachment 4).

Continued on Page 2

RECOMMENDED ACTION(S): Conduct Public Hearing and provide comments and suggestions to Staff.

ALTERNATIVES: Provide alternate direction to Staff.

Citizens advised: Publically noticed pursuant to Ukiah City Code.
Requested by: Charley Stump, Planning and Community Development Director.
Prepared by: Kevin Thompson, Principal Planner.
Coordinated with: Charley Stump, Planning and Community Development Director
Presenter: Kevin Thompson, Principal Planner.
Attachments: 1) Negative Declaration
2) Draft Housing Element (previously distributed)
3) Minutes of Planning Commission meetings: December 9, 2015, and January 13, 2016
4) Letter from Department of Housing and Community Development

COUNCIL ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted..

Approved: 
Sage Sangiacomo, City Manager

Discussion changes from previous Housing Element: This is considered a Housing Element update, and as such, much of the information from the previous Element was retained. Where available, new data was included.

The Housing Element contains six goals not proposed to be changed with this update as follows:

Goal H-1: Conserve, rehabilitate, and improve the existing housing stock to provide adequate, safe, energy efficient, and decent housing for all Ukiah residents.

Goal H-2: Provide housing for all economic segments of the community.

Goal H-3: Expand affordable housing opportunities for persons with special housing needs such as the homeless, mentally ill, physically disabled, households with very low and low to moderate incomes, senior citizens, farm workers, female heads of households with children under 18 years old, first time homebuyers, and the developmentally disabled.

Goal H-4: Promote well planned and designed housing opportunities for all persons regardless of race, gender, age, sexual orientation, marital status, or national origin.

Goal H-5: Use land effectively to meet housing needs and to implement smart growth, green building, and sustainable development policies with a focus on infill development.

Goal H-6: Maintain a collaborative working relationship with all groups and organizations dedicated to providing affordable housing in the community, and ensure broad public participation in the development of housing goals and policies.

Next Steps: After an initial review of both the Negative Declaration and Draft Housing Element by the City Council, Staff will return with a request for formal adoption. The Housing Element will then be submitted to the State Department of Housing and Community Development (HCD) for certification and the process will be complete.

RECOMMENDATION: Staff requests the City Council conduct a public hearing on the Draft Housing Element, provide comments, and direct staff to return with adopting resolution.

FISCAL IMPACT:			
Budgeted Amount in 15-16 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required
N/A	N/A	N/A	Yes ☐ No ☒



Initial Environmental Study
and
Negative Declaration

Project Information:

Project Title:	City of Ukiah Housing Element Update
Lead Agency:	City of Ukiah, Planning and Community Development
Project Location:	City-wide
Project Sponsor and Address:	City of Ukiah, 300 Seminary Drive, Ukiah Ca. 95482
General Plan Designation:	Because the project applies to all land in the City, it encompasses multiple General Plan designations
Zoning:	Because the project applies to all land in the City, it encompasses multiple zoning designations
Assessor's Parcel No.	N/A
Contact Person:	Kevin Thompson, Principal Planner
Phone Number:	(707) 463-6207
Date Prepared:	October 7, 2015



The Sun House approved (2015) 42 unit low and very income Senior Project

Project Description

The project is to update the Housing Element of City of Ukiah as required by Government Code Sections 65580-65589.8. The Housing Element is a comprehensive statement by the City describing the housing needs of Ukiah and how the City plans, policies, action items and regulations facilitate the development, improvement and perseverance of housing for all economic segments of the community. The Housing Element is one of seven General Plan Elements mandated by the State of California, as required in Government Code Sections 65580 to 65589.8. State law requires that the Housing Element consist of “identification and analysis of existing and projected housing needs and a statement of goals, policies, quantified objectives and scheduled programs for the preservation, improvement and development of housing. The Housing Element sets forth the City’s strategy for enhancing and preserving the housing stock, for expanding housing opportunities for various economic segments, and along with the Land Use Element, provides policy guidance for decision making related to housing. State law also requires regular updates of the Housing Element. Until the passage of 375 in 2008, Housing Element were expected to be undated every five years. SD 375 requires Housing Element.

HCD projects statewide housing needs and allocates those needs to each regional government in the State. For Ukiah, the regional agency is the Mendocino Council of Governments (MCOG). MCOG allocates housing production goals for each jurisdiction primarily based on their “fair share” of the region’s population growth. Of the 250 housing units allocated to MCOG, Ukiah will need to accommodate 45 units. One of the primary purposes of the Housing Element is to demonstrate the City’s ability to accommodate residential development to meet the housing allocation. According to the 2014-2019 housing allocation the City will need to accommodate 11 very low-income, 7 low-income, 7 moderate-income and 20 above moderate income housing units. It is important to note the City does not build housing. While the City can provide incentives and assist in with the development of affordable housing to the degree resources are available.

The Draft 2014-2019 Housing Element identified sufficient exiting land zoned at various densities to accommodate the City’s Regional Housings Needs Allocation of 45 dwelling units. The development of 45 units is consistent with County’s General Plan (2009) projections for growth.

The 2014-2019 Housing Element is a policy document: it sets forth policies and strategies for accommodating the City’s housing needs. The element identifies sites where there is capacity for development to occur to meet identified housing needs consistent with General Plan and current zoning. This Negative Declaration does not evaluate the site-specific impacts of any development. Development could occur on identified sited or on other sites within the City, and it would be speculative to assume that development to meet housing needs will occur only on those sites identified in the Housing Element. Residential development on the identified opportunity sites or most other sites in the City will require entitlement and appropriate environmental review that will address site-specific impacts.

The Draft 2014-2019 Housing Element includes goals to be implemented. This Initial Study / Negative Declaration (IS/ND) evaluates the foreseeable impacts of those goals as described below:

The following are the goals contained in the Housing Element Update:

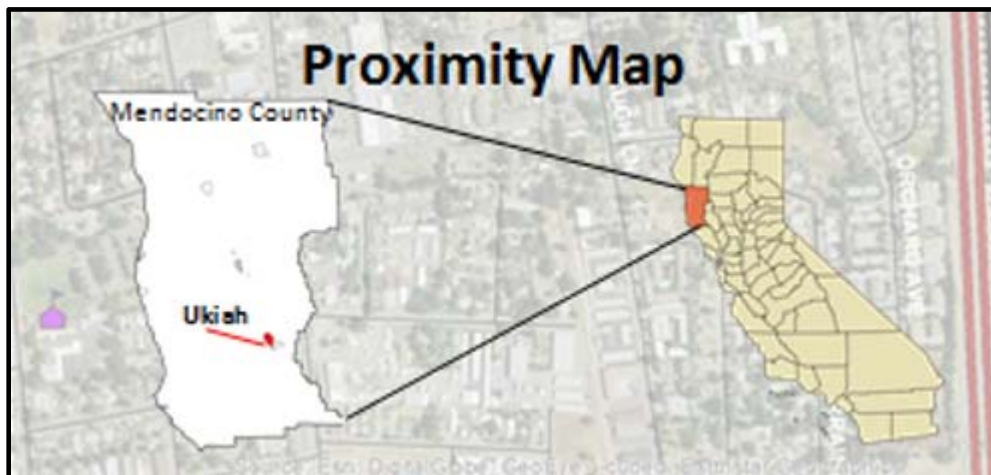
- **GOAL 1:** We want to conserve, rehabilitate, and improve the existing housing stock to provide adequate, safe, energy efficient, and decent housing for all Ukiah residents
- **GOAL 2:** We want to provide housing for all economic segments of the community
- **GOAL 3:** We want to expand affordable housing opportunities for persons with special housing needs such as the elderly, homeless, mentally ill, physically disabled, households with very low to moderate incomes, senior citizens, Female heads of households with children under 18 years old, and first time homebuyers

- **GOAL 4:** We want to promote well planned and designed housing opportunities for all persons regardless of race, gender, age, sexual orientation, marital status or national origin;
- **GOAL 5:** We want to use land effectively to meet housing needs and to implement smart growth, green building, and sustainable development policies with a focus on infill development
- **GOAL 6:** We want to maintain a collaborative working relationship with all groups and organizations dedicated to providing affordable housing in the community, and ensure broad public participation in the development of housing goals and policies.

Environmental Setting

The Project is located in the City of Ukiah, Mendocino County, California. The City of Ukiah is located approximately 110 miles north of San Francisco, and is situated along US 101 in southeastern Mendocino County. US 101 freeway traverses the City of Ukiah in a north/south direction. State Route (SR) 222, also known as Talmage Road, is a short east/west state highway that intersects US 101 in the southern portion of the City of Ukiah. US 101 connects Ukiah to Santa Rosa and San Francisco, providing major regional access to the City. SR 253, located at the south end of Ukiah, begins at US 101 and travels in an east/west direction connecting Ukiah with SR 1 along the coast.

The Housing Element update has been prepared in accordance with Article 10.6 of the State of California Planning and Zoning Law. The proposed Housing Element identifies and analyzes existing and projected housing needs, and states the City's goals, policies, quantified objectives, and programs for the preservation, improvement, and development of housing within the City and sphere of influence. The proposed Housing Element would therefore be applicable citywide.



Environmental Checklist

The Project's potential level of impact is indicated as follows:

Potentially Significant	Potentially significant environmental impacts.
Potentially Significant and Mitigable	Potentially significant impacts which can be mitigated to less than significant levels.
Less than Significant	Impacts which are considered less than significant and do not require mitigation.
No Impact	No impacts related to the project.

Environmentally Factors Potentially Affected

None of the environmental factors would be potentially affected by this project. The environmental factors below are discussed in this document.

1. Aesthetics	10. Land Use Planning
2. Agricultural Resources	11. Mineral Resources
3. Air Quality	12. Noise
4. Biological Resources	13. Population and Housing
5. Cultural Resources	14. Public Services
6. Geology and Soils	15. Recreation
7. Greenhouse Gas Emissions	16. Transportation and Circulation
8. Hazardous Materials	17. Utilities and Service Systems
9. Hydrology and Water Quality	18. Mandatory Findings of Significance

Determination (Completed by the Lead Agency)

On the basis of this initial evaluation:

- ☒ I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- ☐ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- ☐ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- ☐ I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- ☐ I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Purpose of this Initial Study

This Initial Study has been prepared consistent with CEAQ Guidelines Section 15063, to determine if the project, as proposed, may have a significant effect upon the environment. Based upon the finding contained in this report, the Initial Study will be used in support of the preparation of a negative declaration.

Evaluation of Environmental Impacts

1. A brief explanation is required for all answers except "No Impact" answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A "No Impact" answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g. the project fall outside a fault rupture zone). A "No Impact" answer should be explained where it is based on project-specific factors as well as general standards (e.g.

- the project will not expose sensitive receptors to pollutants, based on the project-specific screening analysis).
2. All answers must take into account the whole action involved, including offsite as well as onsite, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
 3. Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant with mitigation or less than significant. "Potentially Significant Impact" is appropriate if there is substantial evidence that an effect may be significant. If there are one or more "Potentially Significant Impact" entries when the determination is made, an EIR is required.
 4. "Negative Declaration: Potentially Significant Unless Mitigation Incorporated" applies where the incorporation of mitigation measures has reduced an effect from "Potentially Significant Impact" to a Less Than Significant Impact". The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level mitigation measures from Section XVII, "Earlier Analysis" may be cross-referenced.
 5. Earlier analysis may be used where, pursuant to the tiering, program EIR, or other CEAQ process, an effect had been adequately analyzed in an earlier EIR or negative declaration. Section 15063(c)(3)(D). In this case, a brief discussion should identify the following:
 - a. Earlier Analysis Used. Identify and state where they are available for review
 - b. Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of an adequately analyzed in an earlier document pursuant to applicable legal standards and state whether such effects were addressed by mitigation measures based in the earlier analysis.
 - c. Mitigation Measures. For effects that are "Less than Significant with Mitigation Measures Incorporated." Describe the mitigation measures, which were incorporated or refined from the earlier document and the extent to which they address site specific conditions for the project.
 6. Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g. general plans, zoning ordinances). Reference to previously prepared or outside document should, where appropriate, include a reference to the page where the statement is substantiated.
 7. Supporting Information Sources: A sources list should be attached, and other sources used or individuals contacted should be cited in the discussion.

<u>I. AESTHETICS.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have a substantial adverse effect on a scenic vista?				X
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?				X
c) Substantially degrade the existing visual character or quality of the site and its surroundings?				X

d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?				X
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No Impact a-d: The proposed Housing Element Update is a policy document intended to help ensure and maintain consistency with State law and the City's General Plan. Goals, policies and action items are included to direct higher density housing to areas currently established for this propose in the General Plan and are established, in part, in order to reduce impacts on the scenic character of the City. Land use tools such as the *Recreation and Public* land use designations and General Plan policies adopted to ensure that future growth is consistent with the 1996 General Plan Development Element will promote the protection of scenic resources.

The Housing Element Update does not propose specific projects, and potential indirect impacts, such as damage or degradation of scenic resources or visual character, effects on scenic vistas, and new sources of light and glare will be considered at the time site specific projects are proposed. Therefore, impacts are considered to have no impact.

II. AGRICULTURE AND FORESTRY RESOURCES. Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?				X
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?				X
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?				X
d) Result in the loss of forest land or conversion of forest land to non-forest use?				X
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?				X

No Impact a-e: The proposed 2014-2018 Housing Element update encourages the development of parcels in locations near services. The General Plan contains policies that encourages infill growth with infrastructure and service capacity to support growth. These areas typically are zoned for residenital, furthermore the City of Ukiah has no agriculture within its jurstidical boundaries.

III. AIR QUALITY. Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Conflict with or obstruct implementation of the applicable air quality plan?				x
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?				x
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?				x
d) Expose sensitive receptors to substantial pollutant concentrations?				x
e) Create objectionable odors affecting a substantial number of people?				x

No Impact a-e: The Housing Element Update is a policy document and does not involve the construction of housing that would violate air quality standards, result in a net increase in pollutants, expose sensitive receptors to substantial pollutant concentrations, or create objectionable odors. Furthermore, the Element does not conflict with applicable air quality plans. The Housing Element does include policies and implementing actions that are designed to facilitate the development of housing to meet the current and future housing needs of all income levels and special needs groups. These implementing actions may result in the construction of additional housing or the rehabilitation of existing housing within the City of Ukiah. This may result in additional pollutants and a cumulative increase in criteria pollutants. Each project that involves the construction of housing units or substantial rehabilitation will be subject to project-specific environmental review. At such time, determination will be made as to whether that project will result in potentially significant impacts to air quality.

The Mendocino County Air Quality Management District has established attainment criteria for pollutants and any increase in criteria emissions must address this issue. Future development must remain in attainment for criteria pollutants and any impacts from increased emissions from the City of Ukiah. Thus, impacts from the Housing Element Update are considered less than significant.

<u>IV. BIOLOGICAL RESOURCES:</u> Would the project	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?				x
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?				x
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?				x
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?				x
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?				x
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?				x

No Impact IV a-f: The adoption of the Housing Element Update will not adversely impact biological resources, special status habitat, wetlands, wildlife movement, local policies protecting biological resources, or conflict with an adopted habitat conservation plan or state habitat conservation plan.

Environmental review procedures (CEQA and the City's Environmental Review Guidelines) currently in place and administered by the City will ensure that adequate mitigation measures will be identified for future projects that will achieve "no net loss" of sensitive habitat acreage, values, and function.

<u>V. CULTURAL RESOURCES.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Cause a substantial adverse change in the significance of a historical resource as defined in § 15064.5?				x
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to § 15064.5?				x
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?				x
d) Disturb any human remains, including those interred outside of formal cemeteries?				x

No Impacts a-d: The Housing Element Update does not involve the construction of housing. Future development consistent with the Housing Element and City's General Plan is not expected to negatively impact land that has historical, archaeological or paleontological significance as described in the General Plan. Future discretionary projects will be subject to environmental review, and specific projects that include the development of housing will be evaluated for the possibility of the disturbance of any archaeological or historical resources, including human remains associated with these resources. As a result, impacts to cultural resources are considered less than significant.

The Historic and Archaeological Element of the General Plan Update includes four policies for the protection of cultural resources: Policy HA-1.2, HA-5 and HA-7. The General Plan Update and implementation of these policies reduces the potential impacts to cultural resources.

<u>VI. GEOLOGY AND SOILS.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:				x
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.				x
ii) Strong seismic ground shaking?				x
iii) Seismic-related ground failure, including liquefaction?				x
iv) Landslides?				x
b) Result in substantial soil erosion or the loss of topsoil?				x

c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?				x
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?				x
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?				x

No Impact a-e: While the City's Housing Element Update does not propose the development of new housing, it does introduce policies that could lead to the development of additional units or residential density. These policies do not specify where additional housing should be located or mandate construction; rather the policies serves as a plan for the City with respect to the development of housing. Thus the Housing Element Update does not conflict with the policies identified in the General Plan.

Alquist-Priolo Earthquake Fault Zones are mapped within the project area, and applicable state and local regulations will apply. General Plan policies and implementation measures, in conjunction with seismic provisions of the California Building Code (CBC), will minimize the impact of strong seismic shaking. In addition, any rezoning of land or future development will be evaluated on a project-by-project basis for potential seismic or geological risks. As required by the City Planning and Building, specific sites will be reviewed to ascertain whether the soil has the potential for landslides, erosion, subsidence, liquefaction, expansion, and is capable of handling septic tanks or other wastewater disposal systems. Similarly, any reduction in the minimum lot size for residential zones would include the study and evaluation of whether such a reduction would impact the geologic stability.

While the potential for seismic activity cannot be totally avoided, adherence to City regulations relative to unreinforced masonry buildings, Alquist-Priolo Earthquake Fault Zones, current building codes, and the lack of building types (multi-story) that are normally high-risk from a seismic shaking, reduce this potential impact to a less than significant level.

<u>VII. GREENHOUSE GAS EMISSIONS.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?				x
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?				x

No Impact a-b: While the City's Housing Element Update does not propose the development of new housing, it does introduce policies that could lead to the development of additional units or residential density. These policies do not specify where additional housing should be located or mandate construction; rather the policies serves as a plan for the City with respect to the development of housing. Impacts are considered to be less than significant.

<u>VIII. HAZARDS AND HAZARDOUS MATERIALS.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?				x
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?				x
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?				x
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?				x
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?				x
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?				x

g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?				x
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?				x

No Impact a-h: The Housing Element Update is a policy document designed to address the City's housing needs. Implementation of the Update will not create new hazards as the Update does not involve the construction of housing, but is designed to address housing needs by facilitating future development. The Update complies with the City's General Plan.

The Housing Element Update contains implementation measures which may lead to future development in currently undeveloped areas. The Housing Element intends to direct future development to more urbanized areas and not in areas with a high risk of wildland fire hazards, known hazardous areas or sources, airport hazards, or inadequate emergency access. Specific housing projects will be subject to environmental review to identify and address these issues. Impacts are considered to be less than significant.

<u>IX. HYDROLOGY AND WATER QUALITY.</u>				
Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Violate any water quality standards or waste discharge requirements?				x
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?				x
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?				x
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?				x
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?				x
f) Otherwise substantially degrade water quality?				x

g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?				x
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?				x
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?				x
j) Inundation by seiche, tsunami, or mudflow?				x

No Impact a-j: Although the Housing Element Update does not propose or mandate the construction of new housing units in the city, it does have policies that could result in additional density in as-of-yet unspecified portions of the incorporated area. Any specific projects resulting from the implementation of policies and actions included as part of the Housing Element Update would be subject to environmental review to address the individual and cumulative impact upon water resources, including the alteration of drainage patterns that might result in flooding, siltation, or erosion.

The Housing Element Update does not place any structures in the 100-year flood plain or put persons or structures at risk due to dam or levee failure or inundation as the document is a policy document and does not include actual construction of housing. While there are risks associated with the development of any specific project within the 100-year floodplain, future development is subject to environmental review and mitigation prior to project approval. As a result, impacts are less than significant.

<u>X. LAND USE AND PLANNING.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Physically divide an established community?				x
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?				x
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?				x

No Impact a-c: The Housing Element Update is a planning document designed to address the City's housing needs over the 2014-2019 planning period. The Housing Element Update does not propose any actions that would divide established communities in the City of Ukiah. Goals, policies and implementation measures proposed in the Housing Element Update have been drafted to be in compliance with the City's updated General Plan (1995). None of the proposed Housing Element goals, policies, and implementation measures

are considered contrary to the City's General Plan. Several policies are directed to rehabilitate existing housing. Potential impacts are considered less than significant.

<u>XI. MINERAL RESOURCES.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?				x

No Impact: The Housing Element Update is a policy document and does not involve the direct use of natural resources, including mineral resources or sites containing known mineral resources. The Update contains policy implementation related to this item designed to avoid any impacts to natural resources, consistent with the 1995 City General Plan.

<u>XII. NOISE</u> Would the project result in:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?				x
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?				x
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?				x
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?				x
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?				x
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?				x

No Impact a-f: The Housing Element Update encourages the development of housing within the City of Ukiah. While in some cases this may lead to residential development in or near commercial areas or in proximity to noise sources, the 1995 General Plan includes goals, policies, implementation measures and mitigation intended to reduce noise impacts upon new development. Furthermore, new development is subject to

environmental review, including an assessment of potential noise impacts on new residential development in residential as well as commercial districts.

Any project that proposes residential development within an airport land use plan or near a public, private or public use airport would be subject to environmental review as well as the regulations regarding noise outlined in the General Plan, Zoning Ordinance, and airport Comprehensive Land Use Plan. Impacts are considered less than significant

<u>XIII. POPULATION AND HOUSING.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?				x
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?				x
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?				x

No Impact a-c: While the Housing Element is designed to facilitate the development of housing in order to meet anticipated population growth and includes policies to allow for greater residential density, the implementation of the Housing Element Update is not expected to induce growth. The purpose and scope of the Update is to ensure that sufficient sites are available and that existing constraints are reduced or removed in order to encourage housing production to meet the expected need during the 2014-2019 planning period.

The proposed project would ensure adequate land is made available with appropriate zoning to allow the City to meet its RHNA allocation. The Update does not propose development of these units, but identifies actions to remove governmental constraints associated with unit development and includes policies that would promote development of the affordable units. The Update is a policy document and does not identify or entitle actual construction and/or future development projects. Future housing projects will require appropriate environmental review and impacts associated with those projects will be considered at that time. Growth inducement impacts as a result of the project are considered to be less than significant.

The Housing Element Update includes policies and implementation measures that focus, in part, on revitalization and rehabilitation of existing housing in an effort to reduce the necessity to disrupt existing residents and communities. Rehabilitation efforts, as prescribed in the implementation measures and policies of the Housing Element Update, are not expected to result in the displacement of substantial numbers of persons or housing units. The Housing Element must demonstrate the availability of appropriately zoned land needed to meet the Regional Housing Needs Allocation (RHNA) (Government Code Sections 65582(a)(3) and

65582.2(a)). The City currently has an ample supply of land suitable for residential development to meet the RHNA. Impacts are less than significant.

<u>XIV. PUBLIC SERVICES.</u>	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				x
Fire protection?				x
Police protection?				x
Schools?				x
Parks?				x
Other public facilities?				x

No Impact: While the Housing Element Update does not cause the construction of housing units, the Element does include implementation measures that could facilitate increased housing density in some areas, thereby requiring additional public services. At this point however, it is impossible to predict where and what districts these areas will be located. Nor is it possible to predict whether or not development will actually occur.

The City of Ukiah is expected to continue to grow in the future regardless of whether the Housing Element Update is adopted. One purpose of the Housing Element is to ensure that existing constraints are reduced or removed in order to encourage housing production to meet the expected need during the 2014-2019 planning period. Future residential projects will be subject to CEQA review including potential impacts on fire and police protection, schools, parks, and other public facilities. Impact from implementation of the Housing Element Update is expected to be less than significant.

<u>XV. RECREATION.</u>	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?				x
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?				x

No Impact a-b: The Housing Element Update is intended to address existing and future housing needs in the City of Ukiah. The implementation measures included as part of the Housing Element Update are not expected to generate excess housing capacity. New developments resulting from density increases would be required by existing regulations to provide adequate recreational facilities consistent with the City's General Plan. Future residential projects will be subject to CEQA review, including potential impacts on recreational facilities. As a result, impacts are considered to be less than significant.

<u>XVI. TRANSPORTATION/TRAFFIC.</u>	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
Would the project:				
a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?				x
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?				x
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?				x

d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?				x
e) Result in inadequate emergency access?				x
f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?				x

No Impact a-f: The adoption and implementation of the Housing Element is not expected to generate additional traffic beyond that identified in the 2004 General Plan Circulation Element Update. Which resulted from an update of the Housing Element at that time. The number of units project in that Housing Element far exceeded the RHNA units in the Housing Element update. Actions in the Housing Element such as increasing density in some areas and encouraging mixed-use, second units, and multi-family development, may reduce traffic and commute times as housing is located in closer proximity to job centers. Over the long-term, increased density and a range of housing opportunities may reduce traffic congestion and cumulative increases in areas of the City. Individual housing developments remain subject to project-specific review to assess potential traffic impacts.

The Housing Element Update does not increase or change air traffic patterns or substantially increase hazards. Implementation of the Update does not involve changes to airports or prompt changes in air traffic patterns due to the rezoning of land to residential uses. Furthermore, no design features that would substantially increase safety risks are proposed as part of the Update.

The Update does not propose any changes to emergency access. Proposed individual housing developments in the City are subject to environmental review, including review by fire and police to determine adequate emergency access. Implementation measures that encourage second units as well as mixed-use and multi-family development in commercial areas may create additional parking needs; however, these individual projects would be subject to review and must meet the parking requirements contained in the City's Zoning Ordinance. Furthermore, the location of housing in commercial districts and more urbanized areas may lessen the need for parking as more persons are in closer proximity to jobs and public transportation. This may facilitate the use of public transportation and other alternative means of transit. Impacts are considered less than significant.

<u>XVII. UTILITIES AND SERVICE SYSTEMS.</u> Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?				x
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?				x
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the				x

construction of which could cause significant environmental effects?				
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?				x
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?				x
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?				x
g) Comply with federal, state, and local statutes and regulations related to solid waste?				x

No Impact a-g: The City's Housing Element is a policy plan intended to address housing needs. While the Housing Element Update does not cause the construction of housing units, the Element does include implementation measures that could facilitate increased housing density in some areas, thereby requiring additional public services. At this point however, it is impossible to predict where and what districts these areas will be located. Nor is it possible to predict whether or not development will actually occur. Thus, the Housing Element is not expected to exceed wastewater treatment requirements, require new or expanded wastewater, storm drainage, solid waste, or water facilities, or conflict with federal, state or local regulations pertaining to solid waste. Impact is considered less than significant.

XVIII. MANDATORY FINDINGS OF SIGNIFICANCE.	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?				x
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?				x
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?				x

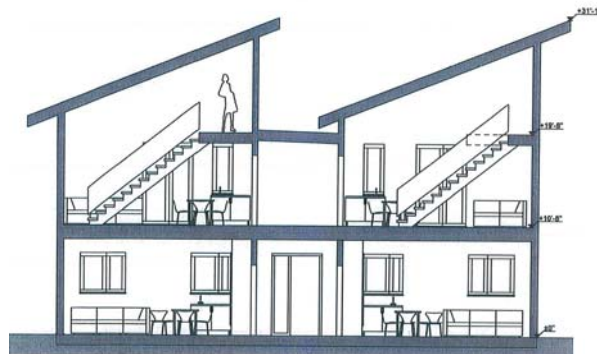
- A. As discussed in the preceding sections, the project does not have the potential to significantly degrade the quality of the environment, including effects on animals or plants, or to eliminate historic or prehistoric sites.
- B. As discussed in the preceding sections, both short-term and long-term environmental effects associated with the project will be less than significant.
- C. When impacts associated with the project are considered alone or in combination with other impacts, the project-related impacts are insignificant.
- D. The above discussions do not identify any substantial adverse impacts to people as a result of the project.

Attachment:

Draft Housing Element



2014-2019
General Plan Housing Element Update
DRAFT
March 2015



Prepared by the
Department of Planning and Community Development

Charley Stump, Director

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Housing Element

2014-2019 Ukiah General Plan Housing Element Update

Background

Every California city and county is required to include a housing strategy in its general plan that establishes housing goals, policies, and programs that respond to the community's housing conditions and needs. The City of Ukiah adopted its last updated Housing Element in 2011. The California Department of Housing and Community Development found the Element to be in substantial conformance with State law later that same year. This Housing Element updates that document, discusses who we are as a community, what the City has accomplished in the past in regard to housing, what the key issues are for the next five years, and how the City intends to respond to those issues and address the housing needs of the community.

The primary housing challenge for the City of Ukiah over the next five years is how to meet local housing needs with a slumping economy, municipal structural deficit and the loss of the City Redevelopment Agency that has provided millions of dollars in funding over the past 20 years.

The City updated its General Plan Housing Element in 2011 (2009-2014) and it was certified by the State Department of Housing and Community Development. The City, with limited staff resources and funding has had success implementing the programs contained in the Element. The 2014-2019 updated Housing Element builds on this success and focuses on what can realistically be achieved in the coming years given anticipated limited Staff and financial resources.

What is Required?

The Housing Element responds to Ukiah's housing needs by identifying policies and implementing actions for meeting those needs. State law defines the general topics that Ukiah's Housing Element must cover. Specifically, the element must: (1) document housing related conditions and trends; (2) provide an assessment of housing needs; (3) identify resources, opportunities and constraints to meeting those needs; and (4) establish policies, programs and quantified objectives to address housing needs.

Overview of State Law Requirements

State law establishes requirements for all portions of the General Plan. However, for the

Housing Element, the State requirements tend to be more specific and extensive than for other elements. The purpose of a Housing Element is described in Government Code §65583.

“The housing element shall consist of an identification and analysis of existing and projected housing needs and a statement of goals, policies, quantified objectives, and scheduled programs for the preservation, improvement, and development of housing. The housing element shall identify adequate sites for housing, including rental housing, factory-built housing, and mobilehomes, and shall make adequate provision for the existing and projected needs of all economic segments of the community.”

While jurisdictions must review and revise all elements of their General Plan on a regular basis to ensure that they remain up to date, State law requires that Housing Elements be reviewed and updated at least every five years. The process of updating Housing Elements is to be initiated by the State through the regional housing needs process, as described later in this document. The regional housing needs process was recently conducted in 2008.

State law is also quite specific in terms of what the Housing Element must contain:

1. “An assessment of housing needs and an inventory of resources and constraints relevant to meeting these needs . . .”
2. “A statement of the community’s goals, quantified objectives, and policies relative to the maintenance, preservation, improvement, and development of housing . . .”
3. “A program which sets forth a five-year schedule of actions the local government is undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the housing element through the administration of land use and development controls, provision of regulatory incentives, and the utilization of appropriate federal and state financing and subsidy programs when available . . .”
4. The Housing Element must: (1) identify adequate sites with appropriate zoning densities and infrastructure to meet the community’s need for housing (including its need for very low, low and moderate income households); and (2) address, and where appropriate and legally possible, remove governmental constraints to housing development.
5. An assessment of homeless needs and the opportunity for the creation of emergency shelters and transitional/supportive housing. The opportunity must encourage these facilities while providing flexibility for existing local strategies and cooperative efforts.
6. An evaluation of Military Compatibility and whether or not the City of Ukiah meets one of the three criteria that require measures to ensure compatibility.

This updated General Plan Housing Element contains these required ingredients, but begins with who we are as a community, what we’ve accomplished in terms of housing, and what our guiding principles are.

Who Are We?

Ukiah is a diverse community with a variety of cultural influences. There is a significant senior population and a growing Hispanic population. There is also a significant homeless population with an increase in homeless persons unwilling to utilize the local shelter facility and other services. Even so, the local Plowshares Peace and Justice Center dining hall served 60,678 meals to those in need in 2012.

There is also a dedicated number of people working in the public and social service fields who are committed to creating opportunity for and developing affordable shelter. While local, State and Federal funding has decreased for affordable housing projects, the City of Ukiah has explored new ways to provide assistance. The City has also modified its zoning code to provide more opportunity for affordable housing, and purposefully maintained low fees for planning permits for affordable housing projects.

Interestingly, according to the State Department of Finance Demographic Unit, the City's population declined between 2004 and 2008. Overall, the population has decreased 187 people since the 2004 Housing Element was adopted and certified.

Table 1 – Population 2004-2013

Year	Population	Population Growth
2009	15,711	
2010	16,075	364
2011	15,926	Minus 149
2012	16,030	104
2013	16,065	35
		An odd fluctuation over the past several years - 139 more people in 2013 than in 2011 when the last Housing Element was prepared and certified, but still less than in 2010

Source: State Department of Finance (www.dof.ca.gov)

Table 2 – Community Characteristics

City Area Size	4.2 square miles
Vacant / Underutilized Land	105 acres
Vacant Residential Units (%)	2.6%
Occupied Housing Units	94.9%
Persons Per Household	2.49 (2010)
Median Age	35.9
Sex Percentages	Females = 51.9% (8,336) Males = 48.1% (7,739)
Median Income	\$43,432 (2011) \$37,772 (2009) \$39,357 (2008)

Senior Citizens (over age 65)	2331 (14.5%) (2010)
Children Under 5 Years Old	1173 (7.3%) (2010)
Median Age	35.9 Years
Individuals Below Poverty Level	17.8% (2012) (18.3% in 2011)
Total Housing Units	6,488 (2010)
Owner-Occupied Housing Units	2,673 (43.4%)
Renter-Occupied Housing Units	3,485 (56.6%)
Median Single Family Home Rental	\$921 (2013) \$976 (2011)
Median Home Sales Price	\$306,800,000 (Dec, 2014)
Extremely Low Income Households	941 - Approximately 17% (year 2011) (20% in 2000)
Mobile Homes	439
Mobile Home Tenants	Significant number of single women over the age of 65 with an average annual income of less than \$12,000.
Homeless Shelter Daily Average	Approximately 64 people
Homeless Demographic (2011)	Majority: Male; 41-50 years old; Caucasian; No family/partner; No children; 1-2 years homeless Fastest growing population: Male 51-60 years old. 61.4% of survey respondents had children under 18 years old living homeless with them.
Free Meals Served at Plowshares	36,071 (1,818 children) in 2012
People who Speak a Language Other Than English at Home	2,699 (19.2%)
Average Household Size	2.48 people (2.47 in 2009)
Those in the Labor Force	6,522 in 2011 (7,124 in 2009)
Largest Employers	Ukiah Valley Medical Center, MC Social Services
Female Heads of Household	15.8% (as a percentage of total population) (14.3% in 2004)
Unemployment Rate	Since 2005 the unemployment rate in Ukiah has ranged from 4.1% in October 2006 to 12.6% in March 2010, to 9.3% in 2012. The current unemployment rate for Ukiah is 7.4% in June 2013. Mendocino County: 7.9% (July, 2013) California: 9.3% (July, 2013)
Ethnic Percentages	White = 62.9% Hispanic = 27.7% Indian = 2.7% Asian = 2.5% Black = 1.0%

Source: State Dept of Finance; MC Economic/Demographic Profile, CED Chico; MC WIB Economic Scorecard; www.city-data.com

***NOTE:** A person with disabilities is someone who has a physical or mental impairment that limits a major life activity; has a record of such impairment; or is regarded as having such an impairment. People

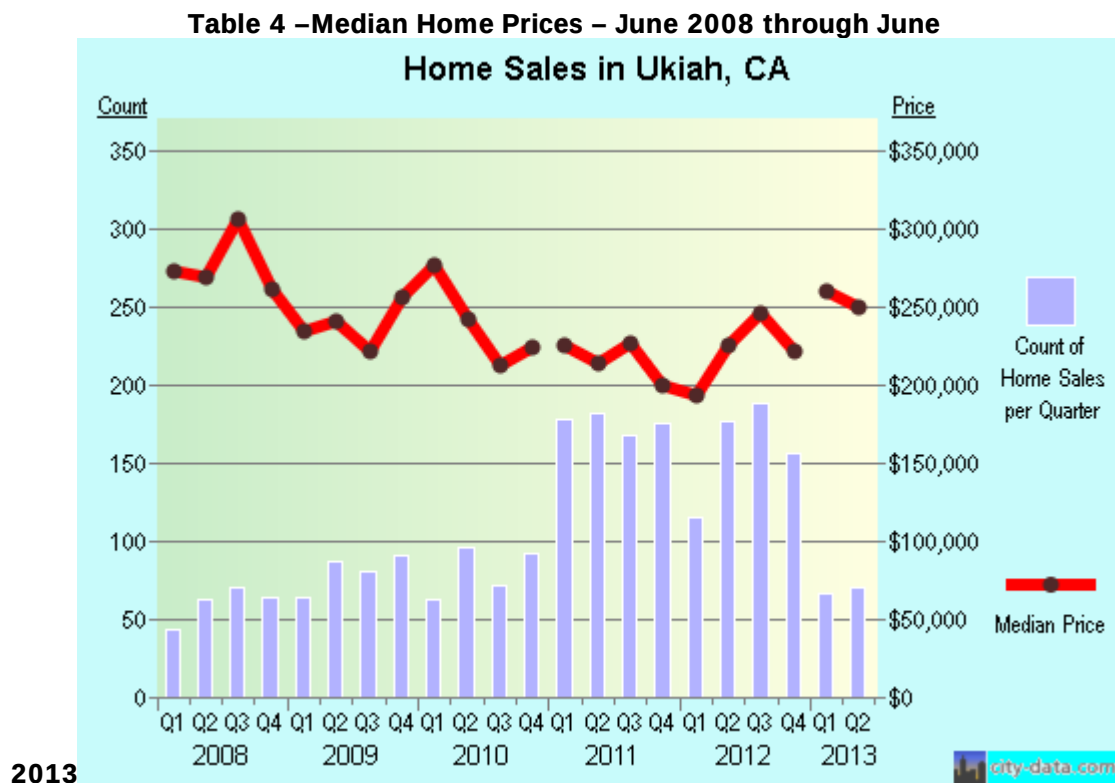
in recovery for substance abuse are also protected by fair housing laws; however, current users of illegal controlled substances are not protected by fair housing laws unless they have a separate disability (Federal Fair Housing Amendments Act, 1988).

Table 3 – Average Rental Costs

Housing Type	2004	2009	2013
3/2 Single Family Home	\$1,280	\$1,370	\$1,163
Studio Apartment	\$630	\$700	\$700
2-Bedroom Apartment	\$730	\$810	\$815
2-Bedroom Townhouse	\$840	\$910	\$900

Source: Ukiah Daily Journal

Rental costs for single family homes have decreased and rental costs for and studio apartments, 2-bedroom apartments and 2-bedroom townhomes have remained the same since 2009.



(Source: www.city-data.com)

The median home price is have increased slightly from approximately \$240,000 to \$250,000 since 2011. In June of 2009, there were 148 foreclosure homes for sale on the Ukiah market. In September of 2013, there were between 36 and 53 foreclosure homes in the City limits.

Overpayment: U.S. Census data reveals that 1,909 of 6,523 (29 %) lower income households used more than 30% of their income for housing costs. This reflects the slow growth and development in the City and region in terms of new housing stock, and the relatively high monthly cost for rental units.

Table 4 Ukiah Households Overpayment by Tenure

	Renters		Owners		Totals	
	Number	Percentage	Number	Percentage	Total Households	Percentage
Extremely Low	769	91%	172	69%	641	87%
Very-Low	287	37%	287	37%	638	55%
Low Income	618	67%	515	41%	630	55%
Moderate	647	29%	440	63%	472	43%

*U.S. Census Data 2010

Implementing Tasks are included in this Housing Element to address the overpayment issue. These include limiting the conversion of rental units to condominiums, limiting the conversion of single family homes to professional offices, pursuit of the consideration of an inclusionary housing ordinance, supporting applications for affordable rental housing financing, amending the zoning code to allow single room occupancy developments by right, permitting small lot subdivisions, and working closer with affordable housing advocates and developers to facilitate affordable rental housing.

What Have we Accomplished in the Past?

Since 1990, 169 single family residential units and 349 multiple family units have been constructed in the City for a total of 518 residential housing units. The relatively low numbers over the past five years are a result of the lack of vacant land, a lack of unconstrained land, increased land prices, and a slumping economy.

The majority of new residential units over the past ten years have been affordable and market rate apartments, sweat-equity affordable units, and special needs housing. Even still, shortages remain for these types of housing.

The major affordable housing accomplishments the City has achieved include:

- The contribution of over 4-million dollars of Redevelopment Agency Housing funds to affordable housing projects since 1991.
- Established and maintained lower planning permit fees for affordable housing projects.

- Modified the commercial zoning district regulations to permit affordable and high density housing in all commercial zones.
- Modified the Planned Development zoning regulations to provide a tool for affordable housing projects to achieve maximum densities and receive relief from development standards.
- Modified the zoning code to establish density bonuses for affordable housing projects.
- Modified the zoning code to establish reasonable accommodation requirement for persons with disabilities.
- Encouraged the maximum possible densities in affordable housing projects and granting density bonuses.
- Sponsored HOME grants for affordable housing projects.
- Utilized CDBG funds for a variety of affordable housing related projects.
- Ongoing Staffing of the RDA Low and Moderate Income Housing Advisory Committee.
- Completed a Housing Conditions Survey in 2008 and secured a HOME grant for residential rehabilitation projects in 2009/2010.
- Approved and helped fund the permanent Buddy Eller Homeless Shelter Facility.
- Approved and help fund an important transitional housing project on the Buddy Eller Homeless Shelter site.
- Purchased properties on Cleveland Lane and Main Street for low and moderate income housing opportunities.
- Entered into an agreement with senior affordable housing developers to conduct due diligence regarding a senior affordable housing development on Cleveland Lane.
- Maintained a positive working relationship with affordable housing advocates.
- Secured an \$800,000 HOME grant in 2008 for housing rehabilitation and first time home buyer assistance. Completed six (6) first time home buyers loans during 2008-2010.
- Promoted and approved a number of infill high density affordable (extremely low, very low, and low income) housing projects, including the Summer Creek Village Apartments, Clara Court Apartments, Mulberry Street sweat equity single family homes, Cleveland Lane sweat equity single family homes, Main Street Village mixed use project, and others.

The Summer Creek Village affordable Apartments were financed in part with a City sponsored \$1 million HOME grant. The facility has 64 units with a large number of three and four-bedroom family units. It has a swimming pool, barbeque and picnic areas, basketball court, computer room, exercise facility, lounge, and spacious grounds. 11 of the units are reserved for extremely low income residents. The remaining units are reserved for very low and low income residents.

The Clara Court affordable apartment project was financed in part with City Redevelopment 20% set-a-side funds and is comprised of 32 units available to extremely low, very low, and low income residents. It is ideally situated on a major transportation corridor and bus route in close proximity to retail shopping, the Ukiah Valley Medical Center, and other services. Ground breaking is expected in 2010.

In October, 2010, the City deferred the \$413,284 water, wastewater, and electrical connection fees when it issued the building permit for the Clara Court project. These fees are now required prior to the final inspection and grant of occupancy.

- Completed a survey of mobile home park tenants to determine demographics, issues, and needs.
- Adopted a Mobile Home Park Rent Stabilization Ordinance – October 2010
- Secured a \$50,000 HOME grant to assist four participants in the first time homebuyer program.
- Secured a \$1 million dollar CDBG grant for 1) low income residents to participate in the City's sewer lateral testing and repair program; and 2) Major repairs and upgrades for an existing RCHDC affordable housing project.
- Entered into a negotiation agreement with a senior affordable housing developer to facilitate an affordable senior housing apartment complex on City-owned property.
- Completed administering a HOME grant for first time home buyer assistance program. Four participants secured loan funding that enabled them to become home buyers in the community. The four loans/grants totaled \$302,300.
- 2009-2014 Housing Production: Housing production in the City and surrounding Ukiah Valley has been sluggish for many years. Due to the significant economic decline beginning in 2008, the lack of housing production has slowed even further and new units within the City limits were essentially non-existent.
- o The City is currently in negotiations with PEP Housing for the donation of the 1.4 acre site owned by the City. PEP is interested in constructing 42 low and very income senior units.

Table 6 Housing Production

Income Level	2009	2010	2011	2012	2013	2014	Total
Very Low	0	22	0	0	0	0	22
Low	0	0	0	0	0	0	0
Moderate	0	0	0	0	0	0	0
Above Moderate	0	0	0	0	0	0	0

Note: Units serving extremely low-income households are included in the “very low” category

What are we currently working on?

Even with reduced Staff and limited resources, the City is currently engaged in a number of affordable housing projects.

HOME Grant: In 2013, the City, with the assistance of the Community Development Commission of Mendocino County, completed administering a CDBG grant for first time home buyer assistance program. Four participants secured loan funding that enabled them to become home buyers in the community. The four loans/grants totaled \$302,300. The City is currently seeking an additional grant to continue the program in 2014.

Downtown Zoning Code: The City adopted and is implementing a new Downtown Zoning Code (Form Based Code), which provides new opportunities for medium and high density residential development in and near the historic downtown. Incentives are being discussed for projects involving affordable housing that may include density bonuses, relaxation of parking requirements, and fast-track permit processing.

City-Owned Property: The City is working with an affordable housing developer on an affordable senior housing project to be located on City-owned property (to be sold to developers) near the urban core of the City near medical services, shopping, transit, etc.

The City is also in preliminary discussions with another interested housing partner regarding a second City-owned property in close proximity to the historic downtown core.

CDBG Grant: The City recently secured a \$1 million dollar CDBG grant for 1) low income residents to participate in the City's residential sewer lateral testing and repair program; and 2) Major repairs and upgrades for an existing RCHDC affordable housing project.

Local Housing Development: The City Staff have been working with a local developer on a number of housing projects ranging from a new duplex in the downtown to a 30+ unit apartment complex adjacent to major shopping, offices and the local transit system. Also the City is donating 1.5 acres of infill parcels to PEP Housing for the construction of 42 low income senior units.

New Approaches: The City is developing new approaches to affordable housing facilitation due to the loss of the Ukiah Redevelopment Agency.

What are our Guiding Principles for Housing?

The foundations for our guiding principles for housing are to provide housing for all in need and to do so in a way that responds to climate change.

1. Supply affordable housing to the full range of our workforce and all economic segments of our diverse community.
2. Protect the surrounding agricultural lands and avoid urban sprawl.
3. Carefully focus new housing development on vacant, underutilized, and redevelopment infill sites taking care to ensure compatibility and neighbourhood preservation.
4. Increase energy efficiency in our homes and promote green, sustainable building and careful infill development to reduce greenhouse gas emissions and the City's carbon footprint. These steps will decrease our contribution to global warming and will reduce energy costs to renters and owners.

Do We Have a New Housing Strategy?

There were mixed results with implementing the 2009-2014 Housing Element. A lack of resources, the loss of the Ukiah Redevelopment Agency, and competing community driven priorities precluded full implementation success. These constraints and limiting factors are expected to remain to some degree so the updated Housing Element takes these factors into account. It is acknowledged that the regional fair share of housing units was dramatically reduced for Mendocino County and consequently for the City of Ukiah to account for the slumped economy, lack of population growth and historically low housing production numbers. This more realistic approach to defining the regional need creates a better chance for success. The strategy involves creating more opportunity for small infill housing in the urban core areas near transportation and other services, and where infrastructure is available to serve the units. The primary program to implement this strategy is to further reduce regulatory constraints for this type of development. The types of housing to be encouraged and targeted will be primarily for extremely low, very low, and low income households with an emphasis on rental units, smaller for-sale housing units, special needs housing, affordable student housing, and affordable senior housing. Above moderate income housing, while not the primary need, is still recognized as a need in the community. There will be continued assistance to homeless service providers as resources allow, and a zoning code amendment to allow homeless shelters in the C-2 (Heavy Commercial) zoning district. The strategy also calls for the same inclusionary housing ordinance called for in the adopted 2009 Housing Element, possible housing impact fees, and zoning code modifications to provide opportunities for farm worker housing.

The overall strategy also involves developing or increasing existing incentives for energy efficient, and green and sustainable housing projects. Also to preserve existing housing,

promote more rental housing, and develop a housing rehabilitation program for extremely low, very low, and low income property owners that would be focused on improving energy efficiency in existing homes. Finally, the new strategy includes working with the Ukiah Police Department and local apartment housing managers to develop strategies for increasing safety in their facilities through improved and consistent management practices. Copies of the Housing Element were provided to the sewer and water providers in accordance with Government Code section 65589.7.

Implementing programs are included to fulfil this overall strategy.

Community Participation

The elimination of the Ukiah Redevelopment Agency dissolved the RDA Low and Moderate Income Housing Advisory Committee, whose charge was to seek applications and distribute the RDA 20% set-a-side funds. The Committee had broad representation and participated in the General Plan Housing Element update process over the years. The loss of this Committee, coupled with the struggling economy, reduction of available outside funding, non-profit lay-offs, etc., has negatively impacted the energy and enthusiasm for participating in the 2014-2019 Housing Element update process.

The public outreach campaign for the 2014-2019 Housing Element update project consisted of a public workshop conducted at City Hall, working with Northern California Legal Services, direct phone calls to and interviews with community stakeholders, letters to interested parties, public notice of the project sent to the local newspaper and broadcast via fax to all local media sources, and the posting of flyers in key locations throughout the City.

The community stakeholders included affordable housing developers, real estate professionals, architects and engineers, social service providers, leadership groups representing minority populations, health industry professionals, and local government officials. The responses are summarized below:

Table 7 Public Outreach

Primary Suggestions from the Public Outreach Program	Response
<i>Discuss how the loss of the Redevelopment Agency has affected the ability for the community to construct affordable housing</i>	The draft document includes such a discussion
<i>Add a discussion of public safety in regard to high density apartment complexes and the need to focus on strong management</i>	The draft document includes such a discussion
<i>Consider suggesting that a public safety impact fee</i>	Added to the list of programs

<i>on commercial and large scale residential development be established.</i>	
<i>Update the discussion/analysis of the homeless population. Include the rising number of mentally ill homeless individuals that do not want housing.</i>	The discussion of the homeless population has been updated
<i>Update the data base of vacant, underutilized, and "re-developable" properties</i>	The data base and map have been updated
<i>Document the lack of housing starts in the area over the past several years and the need to provide incentives to jumpstart the housing construction industry</i>	The draft document includes such a discussion
<i>Continue to emphasize the rising senior citizen population and the need for very low priced housing</i>	The draft document includes such a discussion
<i>Continue to suggest that a program be included calling for an affordable housing impact fee.</i>	The draft document continues to include such a program
<i>Continue to emphasize the need for community stakeholders to routinely communicate and work together.</i>	The draft document continues to include such a program

Who Needs Housing in Ukiah?

Discussions with affordable housing providers and social service organizations, as well as the review of statistical data reveals that the primary housing needs in the City of Ukiah are unchanged from those identified in the 2009-2014 Housing Element:

- **Lower Income Households.** Extremely low, very low, low and moderate income households are in need of housing in the City of Ukiah. There is an overcrowding problem and an increase in makeshift unsafe and unhealthy housing accommodations.
- **Young Adults.** Rental housing for students and both rental and first-time home buying opportunities for young adults.
- **Persons with Special Needs.** People living with disabilities who require specific design or service considerations, such as full wheelchair-accessible apartments; people in group homes with semi-independent living; the homeless; people in need of mental

health care; farm workers; and people with severe illnesses. All of these groups are represented in the City of Ukiah.

- **Local Service Workers.** The increase in service oriented jobs and the increase in housing prices and rental costs have led to an increased need for housing affordable to local service workers.
- **The Senior Population.** Seniors with extremely low, very low and low incomes, and others who may desire to scale down and sell their homes for smaller housing units closer to services.
- **Female Heads of Households.** Single women with children who head their households.
- **Upper Income Households.** Higher level wage earners seeking upper end detached single family residences.

What services are provided to the homeless and what are their special needs?

In 2007 Mendocino County prepared a *Continuum of Care Plan* that found that local homeless individuals and families had a wide range of needs, including emergency shelter, transitional housing, and permanent supportive housing. Emergency shelters provide immediate short-term housing typically limited to less than six months. Transitional housing provides housing between six months and two years, and typically includes specialized treatment for alcohol and drug abuse, intensive case management, mental health treatment, life skills and employment training, etc. Permanent supportive housing offers a stable residential environment with mental health counseling, job training, among other services.

Homeless populations are often transient rendering city/county jurisdiction lines meaningless. According to the *Continuum of Care Plan*, there are approximately 1,400 homeless people in Mendocino County at any given time. In 2009, another count was taken by the Mendocino County Social Services Department, which revealed a total homeless population of 1,206 persons. While it is impossible to determine is how many homeless people are in the City of Ukiah at any given time because the population is very transient. However, it is safe to assume that the number is significant because the majority of services for the homeless population are located within City limits.

An updated homeless persons survey was conducted by the Mendocino County Department of Social Services in 2011 and found the following:

- The highest percentage of homeless persons are Caucasian men between the ages of 31 and 50.
- The number of homeless military veterans has increased by approximately 2% since 2009.

- The number of homeless persons with physical and mental illnesses has increased 15% (physical) and 8% (mental) since 2009.
- The number of homeless persons experiencing chronic health issues has increased 11% since 2009.
- The majority of homeless persons continue to live outdoors.
- Long-term homelessness (6 months to 10 years) has increased since 2009.
- The main reasons for homelessness are no job/no money, can't pay the rent, no transportation, and alcohol/drug addiction.

The Buddy Eller Center – Permanent Homeless Shelter Facility

The Buddy Eller Center Permanent Homeless Shelter Facility (shelter, meals, showers) located at 201 Brush Street opened in 2004 after the City facilitated approval of a series of winter homeless shelters. The capacity of the Center is 24 individuals and 40 persons in families with children for a total of 64. At times the capacity is exceeded, which requires special management measures. The facility is operated and managed with a high level of professionalism and success by the Ford Street Project, and it remains a crucial community facility.

In April, 2014, the Buddy Eller Center leadership announced that due to a loss of Federal funding in March 2013, the Center must close in July 2014. Significant local donations since March of 2013 have kept the shelter open, but it was not enough to avoid an unsustainable \$62,500 budget shortfall for the fiscal year.

The local Homeless Services Planning Group is meeting regularly to develop a plan for moving forward. Initial thoughts include opening a smaller shelter at the Ford Street Project facility that would focus on homeless families, as well as offer support designed to promote improved self-sufficiency.

The Ford Street Project Transitional Housing Facilities

Transitional housing, as defined by H.U.D., is from six months to two years, and it is meant to be a housing bridge between shelter and permanent housing. During one's stay in transitional housing, tenants are case managed and provided services designed to increase tenant skills toward the self-sufficiency required for successful independent living. The Ford Street Project provides transitional housing for homeless single adults and to homeless families with children. Some of these units are in "scattered sites" in Ukiah:

- **748 Waugh Lane** - Six two-bedroom units for homeless individuals and families. This housing cluster has been successfully housing the homeless since 1988. Since these units are "off site," a residential manager occupies one of the apartments. Services and case management are provided.

- **"Progress House" at 200 Ford Street** - This facility is located across the street from Ford Street's main campus and houses homeless single males who have completed an aftercare program. Abstinence from alcohol and drugs is the goal for all these houses and apartment units.
- **"Unity Village" at 133 and 135 Ford Street** - This facility is located behind Ford Street Project and provides transitional housing for Ford Street program clients.
- **"T.O.T.I.L." (Transitional Opportunity Towards Independent Living)** – The site is located adjacent to the Buddy Eller permanent homeless shelter has been approved for construction.

The Ford Street Project Supportive Housing Program

Since 1996, the Ford Street Project has received funding from HUD's Supportive Housing Program (SHP) through the department of Health and Human Services of Mendocino County to provide housing and services for homeless families and homeless individuals with disabilities in Mendocino County. This funding is used in a variety of ways. Currently it is used to fund transitional housing units. In addition, SHP funds are utilized to provide case management and drug/alcohol counseling to homeless clients. The SHP has been instrumental in Ford Street's work with the homeless, not only in creating more housing and service options for this population but in promoting intensive collaboration on behalf of the homeless among a number of concerned agencies throughout the county.

The Ford Street Project Garden Court Apartments

A 10-unit apartment complex (formerly "The Garden Court Motel") for homeless, low-income adults, generally with psychiatric disabilities. Housing is "permanent", meaning that there is no target date for residents to move out to other housing. A resident manager is on the premises. There are 6 one-bedroom apartments and 3 two-bedroom apartments. Rents are based on criteria established by the State HOME Program and are pegged to resident income as determined at intake. Applications are available at the Manager's Unit at 1175 South State Street, Ford Street Project's Main Office at 139 Ford Street or through the Department of Mental Health Housing Coordinator.

Needs of the Homeless

The homeless population and homeless services providers need continued support from the City of Ukiah to address issues and problems. The City should support the local Homeless Services Planning Group and its members, and other active groups and organizations when practical to assist in their efforts to provide shelter, clothing, food, counselling, and life's essentials to the homeless population.

According to homeless population support advocates, the primary needs of the homeless population are:

- A well-defined and clearer path from shelter to permanent housing, with clear goals and client attainments for each housing stage.
- An effective day shelter program which can actually train homeless persons and prepare them for full independent living, including job training that emphasizes specific skills for various kinds of jobs, how to be an effective tenant, developing parenting skills, learning to take instructions from authorities, developing communication skills, etc.
- Additional homeless facilities given the fact that the majority of the Mendocino County homeless population congregates in the Ukiah area to utilize available services, and the existing permanent shelter only has 64 beds.

Some have argued that the current permanent shelter has too many rules for a number of the chronically homeless who can't stop drinking, using drugs, etc., but operating and managing an "open" facility with no rules that would allow for virtually any sort of behavior may not be practical or reasonable. However, because of the high number of homeless persons and the low number of available homeless facility beds, opportunity for an additional facility or facilities has been identified as a local need that must be addressed in the next planning period.

Where can homeless facilities be located?

The Ukiah Zoning Code currently permits Homeless facilities to be proposed and approved in the following zoning districts with Planning Commission approval of a Use Permit: CN (Neighborhood Commercial); C-1 (General Commercial); C-2 (Heavy Commercial/Light Industrial); PF (Public Facilities); M (Manufacturing); R-1 (Single-Family Residential); R-2 (Medium Density Residential) and R-3 (High Density Residential).

There is no location in the City where a homeless facility can locate without the approval of a Use Permit. However, an Implementation Task/Program is included in this Housing Element to allow homeless facilities in the Manufacturing (M) zoning district without the requirement for a Use Permit. There are approximately 22 vacant and underutilized acres and 3 prime redevelopable acres in the C-2 zone that could accommodate a second homeless facility in the City. These prime sites are situated in close proximity to transit routes, social service providers, medical facilities, and commercial services.

The need for an additional homeless shelter has not been identified as a high priority in the community. Moreover, the cost and lack of available resources are overwhelming. Regardless, the task of amending the zoning code to allow homeless shelters in the Manufacturing (M) zoning district without a Use Permit is carried over into the 2014-2019 Housing Element.

What can the City do to assist the homeless over the next five years?

There are two primary ways the City can assist the homeless over the next five years. First, it can continue to provide support and possible funding to homeless services providers with a focus on helping to define the path from shelter to permanent housing, and helping to establish

an effective life-skill building day shelter program. Second, the City shall examine its zoning districts and consider making homeless facilities an allowed use rather than requiring discretionary review.

Is farm worker housing needed in the City of Ukiah?

Ukiah is located in the most urbanized portion of Mendocino County paralleling the Highway 101 corridor. There are no working farms within the City limits, but there are working orchards and vineyards adjacent to the City, particularly to the east along the Russian River.

The Assessment of the Demand for Farm Worker Housing and Transportation in Mendocino County prepared in 2008 by the California Institute for Rural Studies found that in 2006, there were 4,163 farm workers in Mendocino County. Of those, 1,416 worked in Mendocino County for seven months or more, 673 worked in Mendocino County for 3 to 6 months, and 2,074 worked in Mendocino County for less than 3 months. The Assessment found that the majority of farm workers Countywide live in single family residences, rent individual rooms in single family residences, live in labor camps, apartments or trailers.

The Assessment found that 47% of the farm workers or approximately 1,957 live in the Ukiah Valley. Based on the findings in the Assessment, it is concluded that the majority of farm workers who live within the City limits live in single family homes, apartments, or mobile homes/trailers.

State Public Health and Safety Code Section 17021.5 requires employee housing with accommodations six or fewer employees to be allowed by right and treated as a single family residence rather than a dormitory, boarding house, hotel or other similar term implying that the employee housing is a business run for profit.

The City zoning ordinance allows single family residences by right in the R-1 (Single Family Residential) zoning district. It also does not limit the number of persons living in a residence, or preclude a group of employees, students, or other non-related persons from occupying the residence.

In both the R-2 (Medium Density Residential) and R-3 (High Density Residential) zoning districts, single family dwellings, duplexes, condominiums, apartment houses, and room and board residences are allowed by right without the requirement for a use permit.

The City zoning ordinance also contains an *Agriculture Exclusive* (A-E) zoning district. While no land within the City is zoned A-E, the regulations allow by-right “one family dwellings, trailers and accessory buildings, and farm buildings of all kinds, including labor camps when located upon farms and occupied or used by the owner, farm tenant, or other persons employed thereon or the non-paying guests thereof.” Nothing in the statutes limits the number of dwelling units or how many persons can occupy the units.

It is concluded that the current zoning standards comply with the requirements of State Public Health and Safety Code Section 17021.5, and no new program involving code amendments is required.

Is transitional and supportive housing needed?

Supportive housing is generally defined as permanent, affordable housing with on-site services that help residents transition into stable, more productive lives. Services may include childcare, after-school tutoring, career counseling, etc. Most transitional housing includes a supportive services component. The City regulates supportive housing as a residential use, provided supportive services are subordinate to the residential use.

There are a number of existing transitional and supportive housing facilities in the City of Ukiah, some of which are described above. The City zoning ordinance defines these types of facilities as “Community Care Facilities,” and allows them for up to six persons in all residential zoning districts and in the C-1 (Community Commercial) zoning district without a use permit. Larger facilities housing between 7 and 12 persons are permitted in these zoning districts with a use permit. “Community Care Facility” is defined in the zoning ordinance as being “consistent with the definition contained in Section 1502(a) of the State Public Health and Safety Code.” Section 1502(a) of the PHSC includes 12 different types of community care facilities including “transitional shelter care facility” and “transitional housing placement facility.”

Currently, if a transitional or supportive housing use does not involve medical treatment or other formal services, and it is simply a residential living use, it is treated as a single family dwelling, duplex, or apartment complex identical to other single family dwellings, duplexes, or apartment complexes. However, this may not be completely consistent with Senate Bill 2, which states that all transitional and supportive housing constitutes residential uses. Accordingly, a program has been added to amend the zoning code to be consistent with Senate Bill 2.

Is there a high number of female heads of households in Ukiah?

The 2010 census revealed that there were 866 female heads of households in the City, down from 944 in 2000. Of the 866, 63% or 547 were living under the poverty level.

Table 8 - Female Heads of Household

Community	Female Heads of Household / percentage of total population
Mendocino County (unincorporated)	2268 (3.8%)
Ukiah	866 (5.4%)
Willits	309 (6.3%)
Fort Bragg	437 (6.0%)

Many female heads of household have children under the age of 18. These households generally require affordable housing, since their incomes are often less compared to two-parent households. Housing for female heads of household is a high priority for the City of Ukiah.

Is there a high number of extremely low income households in Ukiah?

Extremely low-income is defined as households with income less than 30 percent of area median income. The area median income in the City is \$43,432. For extremely low income households, this results in an income of \$13,030 or less for a four-person household. For example, most families and individuals receiving public assistance, such as social security insurance (SSI) or disability insurance are considered extremely low-income households. At the same time, a minimum wage worker could be considered an extremely low-income household with an annual income of approximately \$17,000 or less. The service worker who makes your sandwich at the local deli and your server at a local coffee shop could be earning \$8.00 per hour. These people have jobs that could qualify them as extremely low income households.

Existing Extremely Low Income Needs: In 2011, 941 extremely low-income households resided in the City, representing 17% of the total households. This was down from 2000 when there were 1,202 extremely low income households or 20% of the total households. Most extremely low-income households are renters (769) and experience a high incidence of housing problems. For example, many of extremely low-income households faced housing problems (defined as cost burden greater than 30 percent of income and/or overcrowding and/or without complete kitchen or plumbing facilities) and most were in overpayment situations.

Projected Extremely Low Income (ELI) Needs: The Comprehensive Housing Affordability (CHAS) data indicates that there are 172-owner and 769-renter ELI households in the City of Ukiah. Of the ELI households, 70 percent of owners and 82 percent of renters pay greater than 30 percent of their income on housing costs.

To calculate the projected ELI housing needs, the City assumed 50 percent of its 2012 low-income regional housing needs are extremely low-income households. As a result, from the low income need of 11 units, the City has a projected need of 6 units for extremely low-income households. Many extremely low-income households will be seeking rental housing and most likely facing an overpayment, overcrowding or substandard housing condition. Some extremely low-income households could be with mental or other disabilities and special needs. To address the range of needs, the City will employ a detailed housing strategy including promoting a variety of housing types, such as single-room occupancy (SRO) units and small lot subdivisions.

To address the housing needs of extremely low-income households, the City will undertake two programs during the planning period:

1. Identify and meet with nonprofit builders who specialize in building housing for extremely low-income households. This effort is designed to build a long-term partnership in development, gain access to specialized funding sources, identify the range of local resources and assistance needed to facilitate the development of housing for extremely low-income households, and promote a variety of housing types, including higher density, multifamily supportive, single room occupancy and shared housing.

Work in conjunction with other agencies to address the needs of the extremely low income households in the City. At least annually and on an on-going basis contact agencies and developers to facilitate implementing the program. Actions to be considered for inclusion in the program include prioritizing City funding, supporting grant and other applications for funding, and exploring housing types and construction methods to promote housing for ELI citizens.

Is there overcrowding in Ukiah?

A common method of measuring overcrowding is to compare the number of persons to the number of rooms in the unit. The Census defines an overcrowded household as one that has more than 1.01 persons per room (not including kitchens and bathrooms), while units with more than 1.5 persons per room are considered severely overcrowded. In Ukiah, the data collected from the 2011 American Communities Survey shows that four percent of all occupied units were overcrowded.

Table 9 Overcrowding by Tenure

Overcrowding by Tenure				
Occupants Per Room	Owner Occupied		Renter Occupied	
1.00 or less	2,548	41%	4,346	70%
1.01-1.50	102	1.6%	102	1.6%
1.51 or more	0	0	62	1%
Total	102	1.6%	164	2.6

*American Communities Survey 2011

Are there other types of special needs housing?

Persons with disabilities in Ukiah face unique problems in obtaining affordable and adequate housing. This segment of the population, which includes individuals with mental, physical, and developmental disabilities need affordable, conveniently-located housing which, where necessary, has been specially adapted for wheelchair accessibility, along with other physical needs.

The living arrangements for persons with disabilities depend on the severity of the disability. Many persons live at home in an independent environment with the help of other family members. To maintain independent living, disabled persons may require assistance. This can include special housing design features for the physically disabled, income support for those who are unable to work, and in-home supportive services for persons with medical conditions. Accessible housing can also be provided via senior housing developments.

The majority of persons with disabilities live on an income that is significantly lower than the non-disabled population. Many disabled individuals live on a small fixed income which severely limits their ability to pay for housing. The Task Force on Family Diversity estimates that at least one-third of all persons with disabilities in the United States lives in poverty. Persons with disabilities have the highest rate of unemployment relative to other groups. For most, their only source of income is a small fixed pension afforded by Social Security Disability Insurance (SDI), Social Security Insurance (SSI), or Social Security Old Age and Survivor's Insurance (SSA), which will not adequately cover the cost of rent and living expenses even when shared with a roommate. In addition, persons with disabilities oftentimes experience discrimination in hiring and training. When they find work, it tends to be unstable and at low wages.

Description of Need

A disability is a physical or mental impairment that substantially limits one or more major life activities. According to the 2000 Census, an estimated 25% of Ukiah residents (3,494 persons) have one or more disabilities. The most pervasive disabilities for the general population are physical and mental disabilities.

Physical Disabilities: While there are a number of well-managed affordable housing facilities that are accessible to persons with a physical disability, there is a need for additional accessible units. In 1990 only one percent of the City's housing units were accessible. In order to accommodate the City's population with physical disabilities, there is a need to adapt houses or apartments for wheelchairs and other special requirements. Both federal and State housing laws require certain features of adaptive design for physical accessibility in all multifamily residential buildings with four or more units built for first occupancy starting March 13, 1991. However, numerous dwelling units built before that date are not subject to these accessibility requirements. This, however, does not assist individuals – particularly seniors – who choose to remain in their homes rather than move to assisted living facilities and/or other newly constructed units.

Mental Disability: According to 2000 Census data, there are a number of persons with a severe mental disability in Ukiah. This includes a large proportion of the homeless which are often thought to have mental disabilities. Persons with mental disabilities are a critically under-served population with respect to housing. Approximately 20-50 percent of these are capable of living semi-independently in their own supported housing units with assistance in maintaining their apartment, the provision of meals and obtaining transportation, as do other persons with disabilities.

While there is a number of well-managed permanent living and day treatment facilities and programs to serve persons with mental disabilities, there remains a need for additional facilities.

The 2000 Census recorded the disability status of the civilian non-institutional population of City residents. Approximately 21 percent of residents in the City reported as having a disability. The disability breakdown can be seen in the table below. The largest percentage (26 %) of the disabled population has a physical disability. The second largest populated group is that of employment disability of 22 percent.

Table 10 Persons with Disabilities

Persons with Disabilities by Type		
	Number	Percentage
Sensory disability	801	13%
Physical disability	1,619	26.4%
Mental disability	1,171	19%
Self-care disability	654	10.6%
Go-outside-home disability	509	8.3%
Employment disability	1,364	22%
Total Persons with disabilities	6,118	100%

Elderly Population

An analysis of the needs of elderly or senior households or persons is important for four reasons: 1) many elderly have fixed, limited incomes; 2) many elderly persons are “over-housed” (living alone or with two people in a three or four bedroom house); 3) some elderly have mobility and health problems that can create special housing needs; and 4) recent projections indicate an increase in the elderly population in the planning period, both those currently living in the area City of Ukiah.

According to the 2010 Census, there are a total of 1,375 owner-occupied housing units and 665 renter-occupied housing units of which 2,040 are senior households. Table 3-16 represents householders by tenure and age in the City of Ukiah.

Table 11 Senior Households

Senior Households						
	Owner		Renter		Total	
	Number	Percent	Number	Percent	Number	Percent
Total 65 and older	876	14%	514	8	1,390	22
Total 64 and under	499	8%	151	2	650	10
TOTAL	1,375	22%	665	10%	2,040	32%

Large Households

Large families can have special housing needs if they cannot find affordable, large housing units then and living conditions may become overcrowded. The Table below shows the total occupied housing units by the number of persons living within each unit. This information is shown for owner-occupied and rental housing.

For owner-occupied units, the highest percentage is for a two-person unit (59%). Approximately twelve percent of the owner-occupied households are occupied by five or more persons. For renter-occupied units, the highest percentage is a two-four-person household (60%). Less than two percent of the renter-occupied units are occupied by five or more persons.

Table 12 Large Family Households

Large Family Households				
	Rental	Percent	Owner-occupied	Percent
2- 4 person household	1,662	60%	1,552	59%
5+ person household	431	2%	322	12%

Strategies and Programmatic Responses to Meet Projected Needs

Appropriate housing for persons with mental or physical disabilities include very low cost units in large group home settings (near retail services and public transit), supervised apartment settings with on- or off-site support services, outpatient/day treatment programs, and inpatient/day treatment programs, crisis shelters and transitional housing.

In 1984, Title 24 of the State Uniform Building Code mandated that all multiple-family residential construction projects containing in excess of 5 units under construction after September 15, 1985, would conform to specific disabled adaptability/accessibility regulations. In

1988, the Federal government enacted the U.S. Fair Housing Amendment Act, also with the intent of increasing the number of rental units being built that would be accessible to handicapped individuals. In July 1993, the State of California issued "California Multifamily Access Requirements" based upon the Act. Unfortunately, the actual increase in the number of handicapped-accessible units available on the current rental market has been small.

The City does not require special building codes or onerous project review to construct, improve, or convert housing for persons with disabilities. Both the federal Fair Housing Act and the California Fair Employment and Housing Act impose an affirmative duty on local governments to make reasonable accommodations (i.e., modifications or exceptions) in their zoning and other land-use regulations when such accommodations may be necessary to afford disabled persons an equal opportunity to use and enjoy a dwelling. For example, it may be a reasonable accommodation to allow covered ramps in the setbacks of properties that have already been developed to accommodate residents with mobility impairments. The City allows homeowners to build ramps into single-family dwellings to allow first floor access for physically disabled residents. Such ramps or guardrails are permitted to intrude into the standard setbacks required under zoning, and are subject only to a building permit. This provision eliminates the need to obtain a zoning variance.

The City also makes rehabilitation funds available to income qualified households for accessibility improvements. The Housing Rehabilitation Program, funded with a HOME grant has been designed in part to address these needs by providing affordable loans to assist disabled tenants to improve their rental units to meet their physical needs.

The housing needs of several other categories of disabled persons, including developmentally disabled persons and the mentally ill are typically not addressed by Title 24 Regulations. The housing needs of persons with these types of disabilities, in addition to basic affordability, range from needing slight modifications of existing units to the need for a variety of supportive housing arrangements. Some of this population can only live successfully in housing which provides a semi-sheltered, semi-independent living state, such as clustered group housing or other group- living quarters; others are capable of living independently if affordable units are available.

Group-home living quarters for a variety of specific disabled clientele groups have traditionally been found intermixed within Ukiah's residential neighborhoods. Consistent with State law, group homes with six or fewer residents per facility are allowed by right in all residential zones. Care facilities with seven or more persons are also permitted in all residential districts and several commercial districts, subject to a conditional use permit.

What types of housing are needed?

- **Rental Units.** Rental units for larger families, particularly for extremely low, very low and low income households. Small rental and for sale units, such as single room occupancy studios, particularly for seniors, students, low wage earners, female heads of household, and farm workers.

- **Smaller For-Sale Housing.** Smaller attached and detached for-sale units affordable to low and moderate income households, and first-time homebuyers. Also, small lot subdivisions. In addition, the preservation of mobile home parks as a contributor to the local affordable housing stock has become significantly important.
- **Special Needs Housing.** Special needs housing and housing with service components. This includes housing for persons with physical and mental impairments, and/or other special needs, as well as farm worker housing that may be seasonal.
- **Student Housing.** Rental housing for Mendocino College students has been a priority for the College and is a priority for the City. This could include dormitory style housing with living units and a communal kitchen/dining facility.
- **Senior Housing.** Affordable housing demand for the Senior citizen population has increased and is expected to continue growing in the future. In particular, housing units for those seniors in the *Extremely Low* income category.
- **Above Moderate Income Units.** Detached for-sale units, rental apartments, and for-sale and rental condominiums available to higher income households.

What types of housing does Ukiah have?

Table 13 provides a breakdown of the total housing units by type of structure for 2000 and 2008. In 2013, it was estimated that there were 6,523 housing units in the City. As indicated, the majority of the units (55%) in Ukiah are single-family units. The variety of housing types in Ukiah fairly diverse.

Table 13 Housing Units by Type

Housing Units by Type*		
	Number	Percent
Single Family Detached	3,596	55%
Single Family Attached	412	6%
Two to Four Attached	839	13%
Five plus Attached	1,237	19%
Mobile Home	439	7%

TOTAL:	6,523	100%
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*California Department of Finance 2010

What is the vacancy rate by tenure?

The Department of Finance reported 330 vacant units, which is five percent of the total housing units in the City.

Table 14 Housing Vacancy

*Housing Stock by type of Vacancy		
	Number	Percent
For Rent	136	2
Rented not occupied	7	.01
For sale only	73	1.1
Sold not occupied	13	.1
Seasonal Use Only	25	.3
All other vacant	76	1.1
TOTAL:	330	5.0

*California Department of Finance 2010

How much housing is needed?

- MCOG Regional Housing Needs.** Under California law, every city and county has a legal obligation to respond to its fair share of the projected future housing needs in the region in which it is located. For Ukiah and other Mendocino County jurisdictions, the regional housing need is determined by the Mendocino Council of Governments, based upon an overall regional need number established by the State. The fair share numbers establish goals to guide local planning and development decision making.

In 2013, the MCOG in partnership with representatives from local City and County jurisdictions met and agreed upon the local fair share housing needs.

Table 15 – 2013 Mendocino Council of Governments Regional Housing Needs for Ukiah

Years	Extremely Low	Very Low	Low	Moderate	Above Moderate	Total
2009-2014	65	134	65	120	75	459
2014-2019	9 (50% of VL and L)	11	7	7	20	46

Limited Population Growth. As noted in Table 1, there has been very little population growth over the past five years. However, housing needs remain, particularly for extremely low, very low and above moderate income households. This interesting need statistic reflects the lack of overall housing starts in the community due to the slumping economy and the loss of the City's Redevelopment Agency.

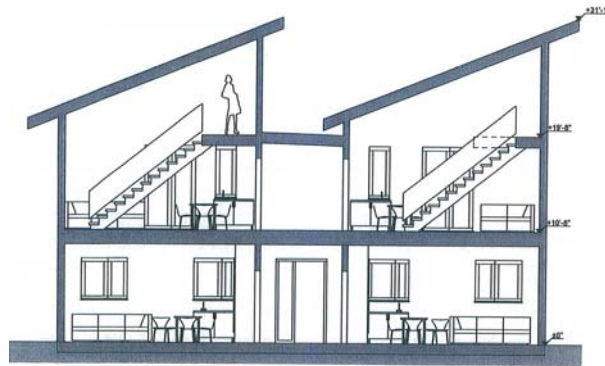
Housing Production since 2009: Even with a reduction of regulatory constraints and continued City support, housing production since 2009 has dropped dramatically. Four single family residential units were constructed in since 2009, and the Clara Court 34 unit affordable housing project was constructed and opened in 2010.

Table 16 – 2013 Housing Production

Year	Extremely Low	Very Low	Low	Moderate
2009	0	0	0	3
2010	22 (Transitional)	34	0	1
2011	0	0	0	0
2012	0	0	0	4
TOTAL	22	34	2	4

Additionally, a number of housing projects were approved by the City Planning Commission in the past couple of years, but not yet constructed. These include:

- 30+ apartment units on Old Talmage Road
- A mixed-use project including seven 1-bedroom apartment units and 5 efficiency Single Room Occupancy apartment units.
- A small Planned Development with 4 1-bedroom apartment units and a efficiency studio unit above an existing garage.



Efficiency Single Room Occupancy Units Approved by the Planning Commission

Where can new housing be located?

The 2009 Vacant and Underutilized Land Map was updated in January 2014 (Appendix 3). Over the past 4-5 years there has been a very minor reduction in vacant and underutilized land available for housing development (3 acres).

Table 17 – Vacant and Underutilized Land

Year	Total Vacant and Underutilized Land
2009	108 acres
2014	105 acres

The vacant and underutilized land continues to be spread out in the City with a very limited amount of large vacant parcels. Of the last remaining larger properties, most can be developed with residential land uses, but because of location (prime commercial) it is not probable. However, the enabling zoning and regulatory framework for the development of these parcels will continue to permit residential development.

The primary opportunity sites for very low, low and moderate priced rental and ownership housing are vacant infill parcels, underutilized land, and parcels ripe for redevelopment. To

successfully develop these sites, traffic, design compatibility, infrastructure, neighbourhood compatibility, and other issues must be analyzed.

- **Infill Parcels.** The Vacant and Underutilized Land Map updated in 2014 shows a number of important infill opportunity sites within the City Limits. These parcels are close to existing infrastructure and situated along transportation corridors, and are close to the downtown, retail opportunities, medical services, and professional offices. Development of these parcels will promote increased pedestrian activities and will lower the City's overall carbon footprint.
- **Underutilized Land.** There is underutilized land throughout the City which provides opportunity for all types of needed housing.
- **Redevelopment Sites.** There are a number of key developed properties in and around the downtown and along important transportation corridors that are poised for redevelopment. The sites listed in the following table represent sites with the greatest potential for redevelopment within the planning period.
- **Site Consolidation.** There are a number of key sites that are contiguous to one another with the potential to be combined to accommodate larger projects.

Table 18 – Redevelopment Sites

Property Owner	Address	APN	Parcel Size (sq ft)	Percent (%) Developed	Current Use	Potential Units (see note below)	GP & Zoning	Constraints?
Somers Geraldine SUCCTTEE	290 Seminary Ave	0226304	23,814	73%	Retail/Program Services	13 total 8 probable	C C-1	No
Mendocino Savings Bank	294 W. Smith Street	0218304	13,417	64%	Commercial – Bank	8 total 6 probable	C C-1	No
Heller Richard V. & Eileen E. TTEES	304 Pine Street	0217410	8,389	73%	Residential Single Family Dwelling	1	LDR R-1	No
Trinity Youth Services	915 W. Church	0121708	28,742	72%	Vacant	5	LDR R-1	No
Trinity Youth Services	225 S. Hope Street	0126101	27,749	67%	Vacant	5	LDR R-1	No
Trinity Youth Services	915 W. Church	0121603	43,151	91%	Vacant	7	LDR R-1	No
Trinity Youth Services	200 S. Barnes Street	0121404	16,873		Vacant	2	LDR R-1	No
Trinity Youth Services	200 S. Barnes Street	0121409	54,360	55%	Church and School	9	LDR R-1	No
Trinity Youth Services	W. Church &	0121401	33,611	0%	Vacant	5	LDR R-1	No

	Thompson							
Taaning Jessica L.	E. Clay Street	0228105	13,674	0%	Vacant	2	C C-2	2-Story Maximum
H & L Schmidbauer	273 E. Clay	0228104	22,424	65%	Commercial – Warehouse	4	C C-2	2-Story Maximum
Hoskins Roy H. Jr. & Gail TTEES	276 E. Clay	0223124	58,999	43%	Retail Sales	10	C C-2	2-Story Maximum
H & L Schmidbauer Properties LLC	265 E. Clay	0228103	29,007	61%	Retail Sales	5	C C-2	2-Story Maximum
Peabody Robert L.	291 E. Clay	0228106	8,756	81%	Residential Single Family Dwelling	1	C C-2	2-Story Maximum
Mountanos Linda M TTEE	334 N. Main Street	0218602	4,442	0%	Vacant	1 total 1 probable	C C-1	2-Story Maximum
Ceja Celso	479 S. State Street	0218601	5,494	56%	Retail Sales	4 total 2 probable	C C-1	2-Story Maximum
Rocha Antonio Moreno	519 S. State Street	0227328	7,858	39%	Retail Sales	5 total 3 probable	C C-1	2-Story Maximum
Wang Quingnan	521 S. State Street	0227329	3,882	17%	Residential – Single Family Dwelling	2 total 2 probable	C C-1	2-Story Maximum
Wang Quingnan	523 S. State Street	0227322	3,655	40%	Retail Sales	2 total 1 probable	C C-1	2-Story Maximum
Chang James TTEE	527 A & B S. State Street	0227325	7,947	48%	Office	5 total 3 probable	C C-1	2-Story Maximum
Lorenzi Marlyn	533 A S. State Street	0227324	9,040	30%	Retail Sales	6 total 5 probable	C C-1	2-Story Maximum
Hoskins Roy H Fr. & Gail L.	307/311 S. Main Street	0223125	16,520	60%	Office	11 total 8 prob	C C-1	2-Story Maximum
City of Ukiah	Cleveland Lane	002-281-15	10,200	0%	Vacant	7 total 7 probable	P P-F	2-Story Maximum
City of Ukiah	Cleveland Lane	002-281-18	10,500	0%	Vacant	7 total 7 probable	C C-2	2-Story Maximum
City of Ukiah	Cleveland Lane	002-281-28	1 acre	0%	Vacant	28 total 28 probable	C C-1	2-Story Maximum
City of Ukiah	Cleveland Lane	002-281-24	½ acre	25%	Office	14 total 1 probable	C C-1	2-Story Maximum
Bertha Burnham	817 Waugh Ln.	003-574-07	1.7 acres	10%	Single- family	47 total 38 probable	R3	2-Story Maximum
TOTAL POTENTIAL UNITS						222 total 170probable		

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NOTES:

1. The potential number of units was determined by factoring in the number of units allowed by zoning, the applicable development standards, the size of the parcels, the shape and configuration of the parcels, the percentage of existing development, surrounding land uses, on-site field work, and in some cases, subjective, yet professional opinions. Additionally, the existing development on all of the identified sites is aged and in some cases dilapidated, which increases the opportunities for redevelopment and infill affordable housing.

The Ukiah General Plan and Zoning Code permits high density residential development in the C-1 (Community Commercial) zoning district. While full high density residential development is possible, the potential number of units assumes a mix of residential and commercial (25% to 50% residential). This assumption is based on the mix of recently constructed mixed-use projects, and discussions with local and regional developers concerning how mixed-use projects must “pencil-out” to be financial successful.

2. The maximum density allowed in the high density and commercial zoning districts is 28 units per acre.
3. There is a need for 18 extremely low, very low, and low income units. There is opportunity for 280 units on residentially zoned land (vacant, underutilized and redevelopable parcels).
4. It should be noted that not all commercial zoned sites are anticipated to be developed residentially. However, as noted above, there are more than enough opportunity sites to meet the local need.
5. The Ukiah Airport Master Plan limits some parcels to two-stories which is considered a constraint because it could disallow maximum density under the zoning. The Airport compatibility zone maximum density in these areas is 90 people per acre, which does not represent a constraint because it far exceeds the maximum density under the zoning (28 units per acre).
6. No other land use controls significantly constrain the parcels. The City zoning code does not contain a floor area ratio standard, and the height limit, yard setback, and lot coverage standards in the C-1 zoning district are generous, which encourages infill affordable housing development.
7. The Medium Density Residential (R2) and High Density Residential (R3) zoning districts allow owner occupied and rental multifamily residential land uses by-right without a use permit.
8. The maximum density allowed in the high density and commercial zoning districts is 28 units per acre.
9. There is a need for 18 extremely low, very low, and low income units. There is opportunity for 280 units on residentially zoned land (vacant, underutilized and redevelopable parcels).
10. The Cleveland Street parcels are currently in the process of being donated to PEP Housing for the construction of 42 senior affordable units. These parcels will be combined.

The regulatory incentives that provide increased opportunity for these sites to redevelop include the availability of the Planned Development (PD) zoning tool, no floor area ratio standard, a generous height limit, limited yard setbacks in the commercial zones, (grants) for façade and infrastructure improvements.

The sites were chosen because of existing worn or dilapidated structures, near-by successful revitalization efforts, reasonably foreseeable near-by future projects, and other factors. As indicated in footnote number 1, on-site field work was performed on each parcel to determine if and how much affordable housing could be added to the sites given the location and type of existing development, parcel configuration, and other factors.

Additionally, it should be noted that the City has been successful in attracting housing projects in the C-1 (Community Commercial) zoning district. Approved and constructed projects with full residential development on commercially zoned parcels include a 6-unit apartment complex on North Main Street and a 12 unit apartment complex on South Main Street. Both of these projects are situated in the downtown area and in close proximity to commercial services, medical services, bus routes, and governmental services.

Standard practice of the City of Ukiah Planners is to promote residential development on the commercially zoned property identified as prime for affordable housing development. Programs has been added to post the suitable sites map and associated information on the City's website and to prepare hard-copy hand-out material for property owners and developers.

Is there enough suitable land available to meet the housing need?

The City's share of the regional housing need is 46 units and there is plenty of appropriately zoned, unconstrained land to accommodate this desired number of units. The total probable units for the vacant, underutilized and redevelopable land within the City is 738 units. The primary reason for this is because the City permits medium and high density residential development in its commercial zoning districts. Another reason is that there are a substantial number of underutilized older commercial properties where residential units could be added. The zoning code permits mixed commercial/residential land uses in all commercial zoning districts. Additionally, the City's Planned Development zoning tool provides for creative, well planned residential development and the flexing of typical development standards and densities.

The Housing Element strongly encourages carefully infill medium and high density residential development because of the close proximity to existing infrastructure, transportation corridors, social services, commercial uses, and medical facilities, and to prohibit impacts on surrounding agricultural lands that results from urban sprawl.

Are there constraints to housing development in Ukiah?

The City has regulatory constraints (fees/exactions and zoning standards), as well as environmental constraints just like every other community in California. The environmental constraints include traffic, drainage/flood zones, mature trees, and airport compatibility. All of these constraints affect future development to varying degrees, and each site listed in the Vacant and Underutilized Land Survey (Appendix 3), was examined not only for the presence of constraints, but to what degree the constraints would impact the future development of housing units.

The following table provides a listing and details of constraints to housing development.

Table 19 - Constraints

Constraint	Detail
Fees and Exactions	A new fee schedule was adopted in 2007. Reduced planning permit fees are charged for affordable housing and special needs housing projects.

Wastewater (Sewer) Treatment	The wastewater treatment plan upgrade and expansion project has been completed and sufficient capacity is available to serve the identified vacant, underutilized and redevelopable parcels.
Water Storage and Capacity	A water storage project has been completed, which added nearly 2 million gallons of storage to the City's water storage system, and an upgrade to the water treatment plant has been completed. Sufficient water exists to serve the identified vacant, underutilized and redevelopable parcels.
Zoning and Land Use Controls (see below)	The amendments called for in the 2004 Housing Element were completed in 2008. Additionally, the City is working on a Downtown Zoning Code project that will provide more opportunity and certainty for housing development in the downtown. Medium and high density housing is now permitted in all commercial zoning districts, and the Planned Development tool has been used to facilitate unconventional housing and alternative development standards. Zoning is no longer considered a constraint. The City has lot coverage, yard setback, height and other regulatory constraints to development. While these zoning standards are typical, the City also does not have a Floor Area Ratio (FAR) standard, which limits development in other communities. The City also has a Planned Development overlay zoning classification, which provides flexibility for development projects. Additionally, in 2008, the City adopted new zoning regulations establishing reasonable accommodations for persons with disabilities (see procedure below).
Airport	There are density limitations and 3-story buildings (other than for public facilities) are disallowed in the B2 Infill area north of the airport. However, many of the identified vacant, underutilized and redevelopable parcels are not located in the B1 or B2 infill area north of the airport.
Drainage	The City adopted new <i>Low Impact Development</i> drainage requirements which could result in lower costs for housing projects.
Traffic	The City adopted a City-Wide traffic study in 2007 and if traffic impact fees are considered in the future, reduced fees for affordable housing projects may be adopted. Additionally, the City has an adopted Capital Improvement Program that includes a number of significant street and intersection improvements that will reduce traffic related constraints for the identified parcels.
Parking	The Ukiah City Code requires 1 parking space for 1-bedroom apartment units and 2 spaces for 2-bedroom apartment units. However, the Planned Development zoning tool can be used to relax this standard if a proposed development such as senior housing can demonstrate that less parking would be needed.
Flood Zones	100-year flood zones and flood-ways exist in the City, but ample suitable land is available to meet the housing need. Most of the identified vacant, underutilized and redevelopable parcels are not situated in a 100-year flood zone.
Permit Processing Procedures	Permit processing for all permits is generally faster and less

	costly than surrounding jurisdictions. Priority processing is provided for affordable and special needs housing projects.
Housing for Persons with Disabilities	The zoning code was amended in 2008 to include provisions for reasonable accommodation (procedure listed below). Additionally, planning permit fees for special needs housing projects are even less than those charged for affordable housing projects.
Building Codes	The City has adopted the 2007 California Building Codes. These codes have not presented a hardship to affordable housing developers. The State of California and the City of Ukiah will adopt the new 2010 California Codes on January 1, 2011. All building permit applications which are submitted after January 1, 2011 will be required to comply with these new regulations. One of the most significant changes that is anticipated in the new codes is that all new residential occupancies will be required to have fire suppression systems (fire sprinklers). This will add addition costs to affordable housing projects. The City is examining the possibility of using Redevelopment Housing 20% set-a-side funds to offer grants or low interest loans to assist affordable housing developers to comply with this anticipated new requirement. The City of Ukiah code enforcement activities have become complaint driven ever since the loss of the Code Compliance Coordinator position due to budget cuts. However, City staff due initial code compliance cases when they are observed during routine inspection and field observations.
Cost of Land and Financing	Currently, the cost of land is lower than it has been in many years. This is primarily due to the economic downturn. Similarly, the availability of land is higher than it has been with a larger than average number of properties on the market. While financing is tight, there is local optimism that lending institutions are relaxing recent restrictions and the financing market is opening up. Additionally, interest rates are remaining low, and the City's first time home buyer program has been very active over the past year.
Cost of Construction	According to PEP Housing, a local affordable housing builder, the cost of construction in Ukiah is comparable to that of neighbouring counties of Sonoma and Lake. Typical construction costs are between \$190 and \$215 dollars per square foot.
High Density Housing Management	The Ukiah Police Department have expressed concern about the development of new affordable housing projects that do not have requirements for updated and consistent management practices that support safety. The Police have found that the key to safe affordable housing is strong management. A new policies and implementing task have been added to address this concern.

Housing for Persons with Disabilities Procedure:

Request: A request for reasonable accommodation may be made by any person with a disability as defined under the federal fair housing act and California fair employment and housing act, or his/her representative or any entity, when the application of a regulation under this chapter acts as a barrier to fair housing opportunities. In general, a person with a disability is a person who has a physical or mental impairment that limits or substantially limits one or more major life activities, anyone who is regarded as having such impairment or anyone who has a record of such impairment. A request for reasonable accommodation may include modifications or exceptions to the regulations, standards, policies and practices for the siting, placement, construction, development or use of housing or housing related buildings, structures and facilities that would eliminate regulatory barriers and provide persons with a disability equal opportunity to housing of their choice.

Application Submittal: A request for reasonable accommodation shall be submitted on an application form provided by the director of the department of planning and community development including documentation of the disability and any other information required to make the determinations required by this section.

Review Of Application: Applications for reasonable accommodation shall be reviewed by the director of the department of planning and community development or designee, or may be referred to the authority taking action on a concurrent application.

In granting an application for reasonable accommodation, the director may impose any conditions of approval relating to the findings above as deemed practical and necessary including, but not limited to, restoration of the property to its former condition and recording in the office of the county recorder notice thereof.

Can certain constraints be overcome or resolved to provide more opportunity for housing?

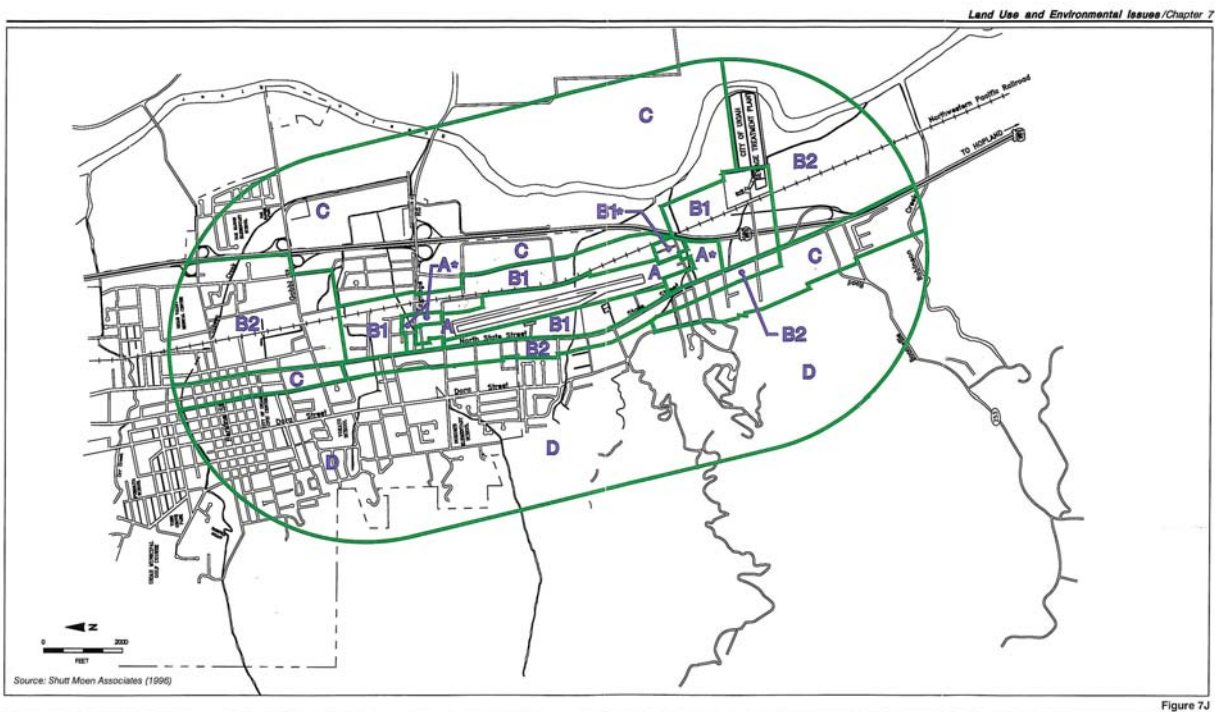
Since adoption and certification of the last General Plan Housing Element in 2011, progress has been made to resolve constraints. These efforts include the adoption of the new Downtown Zoning Code which encourages more housing in and around the downtown, street improvements (East Perkins Street), drainage infrastructure improvements (East Perkins Street), etc.

The wastewater treatment plant and water treatment plant were recently upgraded and have the capacity to serve future housing development on the identified vacant, underutilized, and redevelopable parcels.

Additionally, the City has secured a CDBG grant to help fund sewer lateral inspections and repairs for extremely low, very low and low income residents.

The HOME grant First Time Home Buyers program has enabled very low and low income residents to purchase homes in the community.

Airport Compatibility:



Land Use Compatibility Map
Ukiah Municipal Airport

The Airport Land Use Compatibility Zone Map

The “A”, “B1” (Infill) and “B2” (Infill) compatibility zones have the following standards for development:

Table 20 – Airport Master Plan Requirements

Zone	Max Density	Parcel Size for New Subdivisions	Open Space	Height
A Zone: Runway Protection Zone	10 people per acre	0	All	7 to 1 slide slope from runway center line
B1 Zone – Infill	60 people per	10 Acres	30%	7 to 1 slide slope from runway center line

Area North of Airport: Approach and Departure Zone	acre			
B2 Zone - Infill Area North of Airport: Extended Approach and Departure Zone	60 people per acre	2 acres	30%	7 to 1 slide slope from runway center line

* If development projects in these zones can meet these requirements, they can proceed without an Airport Comprehensive Land Use Plan consistency determination from the Mendocino County Airport Land Use Commission (ALUC). However, if any project involves a General Plan amendment, rezoning, or specific plan, it is required to be submitted to the ALUC for a CLUP consistency determination.

As noted in the Table, the Ukiah Airport Master Plan indicates that residential subdivisions and multi-family residences are not normally acceptable in the B1 and B2 airport compatibility zones. However, the Plan also indicates that “These uses typically do not meet the density and other development conditions listed. They should be allowed only if a major community objective is served by their location in this zone and no feasible alternative exists.”

There have been a number of multi-family residential projects proposed in the B1 and B2 Infill compatibility zones north of the airport over the past several years. The most notable of these is the 64-unit Summer Creek Village affordable housing project. While this project served the major community objective of providing much needed affordable housing, it also complied with the density and other requirements of the B2 infill compatibility zone. Based on the long-standing procedural agreement with Mendocino County, the project did not need a formal consistency review from the Mendocino County Airport Land Use Commission because both City and County Staff determined that it was clearly consistent with all the requirements for the B2 infill area.

The Summer Creek Village project was located on a large enough parcel to meet the 60 people per acre density standard. The primary vacant and underutilized sites identified in the 2009 survey that are in the B1 or B2 airport compatibility zones are as large or larger than the Summer Creek Village parcel, therefore it is confidently assumed that multi-family residential projects could be developed on these parcels.

These constraints result in less opportunity for housing development. However, the City highly values the airport as an integral component of its economic development strategy. Accordingly, the City seeks to balance the affordable housing and economic development goals of the City.

It should be noted that none of the identified vacant, underutilized or redevelopable parcels are located in the “A” compatibility zone.

It should be further noted that most of the identified vacant, underutilized or redevelopable parcels are not significantly burdened with airport compatibility zone constraints.

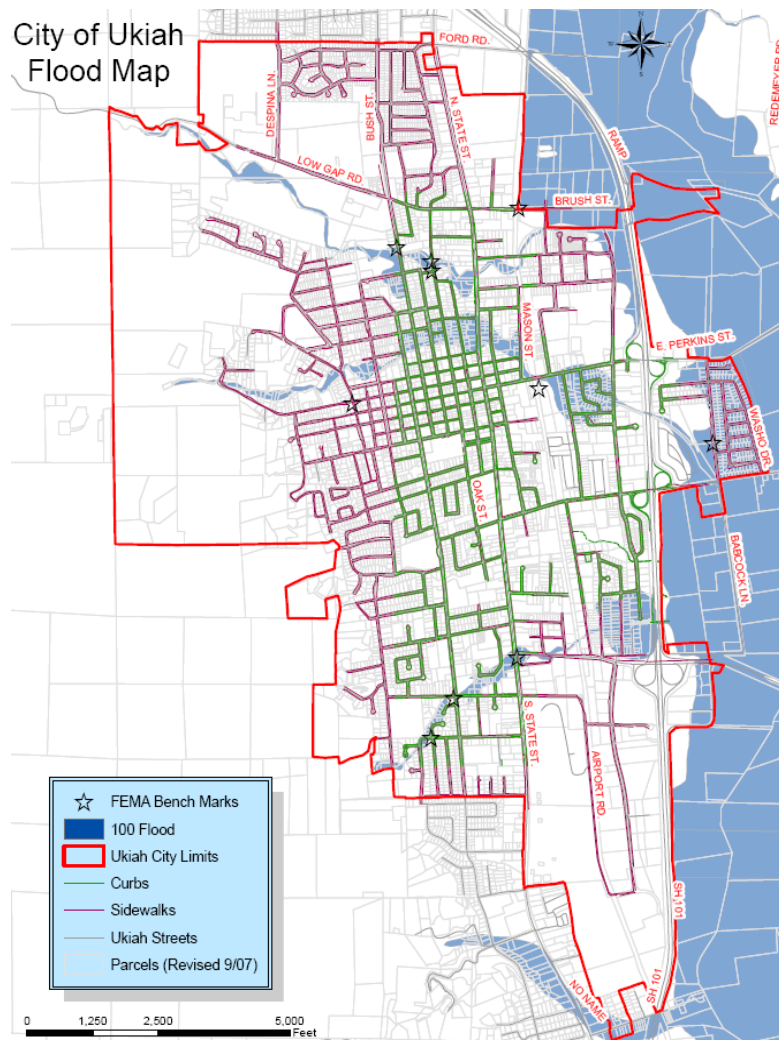
In the event, a housing developer proposes to build on land within the airport B1 infill compatibility area, here is a summary of the required steps and process:

1. An affordable housing developer applies to construct 28 units on a one-acre parcel in the airport B1 infill compatibility zone area which allows a maximum density of 60 people per acre. Using the 1.92 people per unit factor, City staff determines that the

project would result in 54 people per acre, and that it would be in compliance with the B1 zone.

2. The developer decides to seek a density bonus of 25% (7 units).
3. Staff determines that this would add 13 people to the site for a total of 67 people, which would exceed the density standard of 60 people per acre. The Ukiah Regional Airport Master Plan indicates that projects exceeding the density standard (or other standards) should “only be allowed if a major community objective is served by the project in the proposed location and no feasible alternative location exists.”
4. Staff refers the project to the Mendocino Airport Land Use Commission for a “consistency determination”, making the argument that the project serves the major community objective of providing affordable infill housing, and that no feasible alternative location exists.
5. If the Land Use Commission finds that even though the project exceeds the allowable density in the B1 zone, it serves a major community objective, and that no feasible alternative sites exists, and then approves the project, it would advance to the City Zoning Administrator or Planning Commission for final action.
6. If the Land Use Commission finds that the project does not meet an important community objective and/or other alternatives sites exist, and says “no” to the proposal, City staff could schedule the matter for a final determination by the City Council, who on a 4/5 votes could override the Mendocino County Airport Land Use Commission.

Flood Zones:



The City of Ukiah Flood Zone Map

A number of vacant and/or underutilized parcels are situated within the 100-year Flood Zone, which requires structures and roads to be elevated and potentially other measures to protect

life and property in the event of a 100-year flood event. This represents potential increased cost associated with the future development of these parcels. The City is currently examining the Flood Zone Maps (1985) to determine if any of the zones warrant a *Map Correction* application to the Federal Emergency Management Association. This exercise could result in a reduction in the flood zone constraints.

An implementation program has been added to identify a prime affordable housing infill site currently burdened by flood zone issues and pursue an engineering study and possible FEMA map correction to eliminate this constraint.

Traffic: Traffic congestion, particularly along the City's major street corridors can affect the developability of some parcels. However, the City's adopted 2010-2011 Capital Improvement Program (CIP) identifies street and intersection improvement projects and funding sources to remedy many traffic congestion problems.

Future development projects may require the preparation of traffic studies to determine potential impacts and reasonable mitigation measures for projects outside the area covered by identified CIP projects.

What are the current land use controls for housing development?

Table 21 – Zoning Standards

ZONING DISTRICT	FRONT YARD SETBACK	SIDE YARD SETBACK	REAR YARD SETBACK	MAXIMUM HEIGHT	MAXIMUM LOT COVERAGE	REQUIRED SITE AREA	MAX DENSITY	PARKING REQ
R-1 Single Family Residential	20' 30' for garages	10' 5' for accessory buildings	20' 5' for accessory buildings	30' 20' for accessory buildings*	N/A	6,000 sq ft 7000 sq ft. for corner lot	7+ units per acre	2 on-site
R-2 Medium Density Residential	15' 25' for garages	10'	15'	30' 20' for accessory buildings*	N/A	6,000 sq ft 7000 sq ft for corner lot	14 units per acre	2 Per duplex unit; 1 per bedroom for MFR
R-3 High Density Residential	15' 25' for garages	5'	10'	40' 30' when abutting R-1 or R-2	N/A	6,000 sq ft 7000 sq ft for corner lot	28 units per acre	2 Per duplex unit; 1 per bedroom for MFR
C-N	10' 15' for	5' 10' for	10'	30' 20' for	40%	7000 sq ft	28 units per acre	2 Per duplex

Neighbor Comm	second story	second story		accessory buildings				unit; 1 per bedroom for MFR
C-1 Community Commercial	10' 15' for second story	0' unless abutting an R-1, R-2, or R-3 parcel**	0' unless abutting an R-1, R-2, or R-3 parcel	50'	40%	6000 sq ft 7000 sq ft corner lot	28 units per acre	2 Per duplex unit; 1 per bedroom for MFR
C-2 Heavy Commercial	10' 15' for second story	0' unless abutting an R-1, R-2, or R-3 parcel	0' unless abutting an R-1, R-2, or R-3 parcel	40' 20' for accessory buildings	40%	6000 sq ft 7000 sq ft corner lot	28 units per acre	2 Per duplex unit; 1 per bedroom for MFR
P-D Planned Develop	To be determined in the review process	To be determined in the review process	To be determined in the review process	To be determined in the review process	To be determined in the review process	½ acre unless located in the downtown and fulfills other criteria	28 or more units per acre	Flexible

NOTES:

1. * 20' or the maximum height of the main building whichever is less
2. ** If abutting an R-1, R-2, or R-3 parcel, then the setback for that residential district applies
3. The B1 and B2 Airport Compatibility Zones list multiple story offices as “normally not acceptable.” The B2 *Infill Policy* north of the airport limits buildings to 2-stories.
4. Various residential housing types are allowed or permitted in all of the above zoning districts
5. Parking requirements vary, but are generally less than nearby jurisdictions in an effort to reduce the size of parking lots and to discourage automobile use.
6. Deviation from lot coverage standards are available with discretionary review.

Zoning and Housing Types: The City's current zoning code allows for a variety of housing types throughout the City. For example, multiple family residential apartment units are permitted in all commercial zoning districts, and second residential units (granny units) are allowed in the Single Family Residential (R-1) zoning district without the need for a use permit.

Small family day care (6 or fewer children) and community care facilities are allowed in all residential zones and in the Community Commercial zoning district without a Use Permit. Large family day care (7 or more) and community care facilities are permitted in these districts with the securing of a Use Permit. The City code does not include any spacing or concentration restrictions.

The Planned Development (PD) zoning tool contained in the City Code allows for creative, well planned housing projects, and provides for the possible relaxation of typical development standards, as well as permitting unconventional housing types such as cooperative housing and

school dormitories. This tool was used successfully during the past planning period to approve a compact, nicely designed infill low to moderate income housing development. The tool allowed for the reduction in parking, street and driveway widths, density, and yard setbacks. This Planned Development zoning remains an important tool in the City's toolbox for affordable housing projects.

The PD tool is an overlay zoning district that technically is a rezoning. For example, an affordable senior housing project applicant may propose to lay the PD zone over an existing R-3 (High Density Residential) zoning district to reduce parking requirements, relax yard setbacks, and reduce access roadway widths. The application requires review and a public hearing by the Planning Commission and a final review and action by the City Council. Affordable housing projects that successfully used this tool include the Cleveland Lane sweat equity project, Mulberry Street sweat equity project, and the Cottage Lane project.

Fees and Development Review Process: The City requires payment of different fees as a condition of development approval. These fees are lower than comparable market-rate fees for technical plan review tasks and for fees charged by other nearby jurisdictions. Discounted fees are levied for affordable housing projects.

Table 22 – Planning Permit Fees

Planning Permit Fees	Regular	Affordable Housing
Site Development Permit- - Major	100% cost recovery	Affordable Housing: 80% cost recovery; Special Needs Housing: 60% cost recovery
Site Development – Minor	\$450	Same
Use Permit Major	100% cost recovery	Affordable Housing: 80% cost recovery; Special Needs Housing: 60% cost recovery
Use Permit Minor	\$450	Same
Variance Major	100% cost recovery	Affordable Housing: 80% cost recovery; Special Needs Housing: 60% cost recovery
Variance Minor	\$225	Same
Subdivision Major	100% cost recovery	Affordable Housing: 80% cost recovery; Special Needs Housing: 60% cost recovery
Subdivision Minor	\$900	Affordable Housing: \$720 Special Needs Housing: \$540
Subdivision Exception	100% cost recovery	Affordable Housing: 80% cost recovery; Special Needs Housing: 60% cost recovery

Boundary Line Adjustment	\$450	Affordable Housing: \$360; Special Needs Housing: \$270
General Plan Amendment	100% cost recovery	Same
Annexation	100% cost recovery	Same
Rezoning	100% cost recovery	Same
Rezoning Planned Unit Development	100% cost recovery	Affordable Housing: 80% cost recovery; Special Needs Housing: 60% cost recovery
Environmental Impact Report (EIR)	Consultant cost plus 15% administration	Same
Specific Plan/Master Plan Review	\$1,800	Affordable Housing: 80% cost recovery; Special Needs Housing: 60% cost recovery
Development Impact Fees	None, except for a specific traffic impact fee associated with the development of the Airport Business Park mixed use shopping center. Residential sewer hook-up fees vary depending upon how many bedrooms are proposed. The fee for a one bedroom home is \$9,820; two bedroom \$10,911; and a three bedroom is \$12,002. For each bedroom beyond 3, and for a bedroom addition to an existing home, the fee is \$1,091.	Developers of affordable housing projects may be eligible funds to help finance infrastructure improvements.

Example Project: The 32-unit Clara Court affordable apartment project, which received approximately \$350,000 in grants and low interest loans from the Ukiah Redevelopment Agency for property acquisition and pre-development funds, paid approximately \$450,000 in total fees (planning permit, building permit, water, sewer, public works, electrical, planning, and fire protection). This amounts to approximately \$14,000 per unit (does not include school district fees collected by the district). This amount appears reasonable when compared to other jurisdictions. For example, in unincorporated Mendocino County, the cost is approximately

\$17,500 per unit (pages 3-20 and 3-21, 2010 Mendocino County General Plan Housing Element).

Fee Percentage of Development Cost: According to the issued building permit(s) for the Clara Court project, the total value/development costs for the project are \$2,917,944. The total City collected fees of \$450,000 equate to only 15.4 percent of the development costs for the project.

The City is also deferring the electrical, water, and sewer connection fees (\$413,284 of the \$450,000) until final inspection and the grant of occupancy. This will significantly contribute to project feasibility and achievement of affordable targets because it helps to meet construction loan underwriting requirements and reduces financing costs.

Additionally, in December, 2010, the City RDA provided an additional \$450,000 to the project to assist in clean-up of unanticipated contaminated soil.

Development Review Process:

Table 23 – Development Review Process

Project Type	Approving Body	Timeline	Comment
Individual single family house	Staff	2 to 4 weeks	Plan check prior to issuance of building permit
Minor Subdivision	City Engineer	1 to 2 months	Parcel Map 1 to 3 months Final Map 1 to 2 months
Major Subdivision	Planning Commission and City Council	3 to 5 months	Subdivision Map 2 to 3 months Final Map 1 to 2 months
Duplex or triplex in a R-3 District	Staff	2 to 4 weeks	Staff review of site development plan
Multifamily housing with no subdivision	Planning Commission	2 to 3 months	Site Development Permit
Multifamily housing with major subdivision	Planning Commission	3 to 4 months	Site Development Permit and Subdivision Map
Mixed Residential Commercial Use (CUP)	Planning Commission	3 to 4 months	Project with no land division requires a Use Permit and Site Development Permit Review by the PC.
Planned Development Rezoning	Planning Commission and City Council	3 to 4 months	Requires a concept plan and a precise development plan.
CEQA Negative Declaration	Planning Commission	Varies	Processed jointly with project
CEQA EIR	Planning Commission	up to 12 months	Processed jointly with project.

Site Development Permit (SDP): The review of a Site Development Permit focuses on architecture, landscaping, parking, and other site design elements. The landscaping and parking standards are clear and concise and the Planning Commission has the authority and

flexibility to reduce the requirement on a case-by-case basis. The architectural design findings are similarly concise and routinely shared with project applicants early in the pre-application discussions. The finding is not burdensome and allows for flexibility in the design of housing structures:

“There is sufficient variety, creativity, and articulation to the architecture and design of the structure(s) and grounds to avoid monotony and/or a box-like uninteresting external appearance.”

The Side Development Permit Review Process: Processing a typical Side Development Permit takes approximately 6-8 weeks and includes the following steps:

Step 1 - Filing an Application

Applications are submitted to the City at the Planning and Community Development public information counter at the Ukiah Civic Center – 300 Seminary Avenue, Ukiah. While pre-application review (at no cost) is encouraged, it is not required.

Step 2 – Project Review Committee

The project planner will schedule the project for a roundtable discussion between the applicants and various City Staff members to flush out issues and problems, and to provide the applicants with a preliminary determination regarding possible conditions that may be imposed on the project.

Step 3 – Application Completeness

Within approximately 2 weeks after application submittal, the project planner will determine if enough information has been submitted to fully understand the proposed project. If enough information has been submitted, the application will be deemed “complete” for processing. If not, the project planner will send a detailed letter to the applicant indicating exactly what information is needed to fully understand the proposal.

Step 4 - Environmental Review

Some Site Development Permit applications need a preliminary environmental review (Initial Study) by the project planner. The purpose of this review is to find out if the project will cause any adverse environmental impacts. You may be required to give us more information about traffic, noise, etc. After reviewing all the information, the City Environmental Coordinator will make an environmental determination.

Step 5 - Public Notice

Once the project planner has completed an analysis of the proposal, and all issues have been resolved, a public notice is published in the local newspaper describing the proposal and when the required public hearing will be conducted. A public notice is also sent to all property owners within 300-feet of the project site, and the project planner will physically post/stake a notice on the subject parcel.

Step 6 – Public Hearing and Action

The City Zoning Administrator or Planning Commission will conduct a public hearing, make findings, and take action on the project. If the project is approved, the Zoning Administrator or Planning Commission may impose conditions on the project. For information regarding the required findings that have to be made to approve the Site Development Permit project or the conditions of approval that may be placed on the project, contact the City Planning Staff at the number listed below.

Use Permit: The primary finding required to approve a Use Permit is that the housing project would not have a detrimental effect on the health, safety, and general welfare of the public. The Use Permit review process is the same as the Site Development Permit Review process.

Planned Development Rezoning: The Planned Development Rezoning tool has been the most successful tool for creating affordable housing in the City. As indicated, it provides flexibility with development standards such as lot sizes, yard setbacks, driveway widths, etc. Hundreds of affordable housing units have been constructed as a result of this tool, including two large “sweat-equity” home ownership projects.

While the process is discretionary and involves public hearings before the Planning Commission and City Council, it is clear and provides certainty to the community and developers. The certainty is provided to the community because this rezoning proposal/application includes an actual development plan rather than just changing the zoning classification. Certainty is provided to the developer because the pre-application review is intimate with staff and staff is readily available through-out the process. It is not uncommon for staff to meet with the developer of a Planned Development project many times during the course of review to discuss and resolve issues.

Moreover, the process is not time consuming and the cost is not restrictive given the City's fee reduction for affordable housing projects. This is why the tool has been so successful in the City of Ukiah.

Planned Development Rezoning Review Steps: The review process for Planned Development projects takes approximately 3-4 months to complete.

1. Pre-application review. This is an optional step in the process that is free of charge, and provides the developer with an opportunity to meet with staff to discuss the proposal, identify issues, sound-board solutions, located infrastructure, and confirm the steps in the review process.
2. Application filing. The applicant meets with staff and files the application. If it is an affordable housing projects, the applicant pays reduced fees.
3. Application routing. The application is routed to various departments and agencies for review and comment.
4. Application completeness. Within approximately 2-weeks, staff determines if enough information has been submitted to fully understand the project.

- On and Off-Site Improvement Requirements:** The City requires streets, curb, gutter and sidewalks, water and sewer connections, electrical connections and landscaping for all new construction, including affordable housing projects.

The specification for a typical residential street, curbs and gutters, and sidewalks are typical of a small rural city, and have not resulted in a significant barrier to affordable housing projects:



1. Typical street section to be used in new residential subdivisions.
2. ADT Is Average Daily Traffic.
3. Rolled curb and gutter may be constructed at street elbows and cul-de-sacs if approved.
4. The planter width may only be reduced or the planter removed to meet residential housing densities or to conform to existing street right-of-way if approved.
5. The street section may be modified for infill development.

Water service connection fees are typical of a small rural City and have not resulted in a barrier to affordable housing projects. The City owns its own electrical utility and its electrical service connection fees are not only considered reasonable, but are in fact are less than those charged by the Pacific, Gas and Electric Company (PG&E), which provides electrical service outside the City limits.

The sewer connection fees charged by the City are identical to those charged by the Ukiah Valley Sanitation District which provides wastewater service to the unincorporated areas outside the City limits. The fees are considerably less than those charged by cities to the south in Sonoma County.

Landscaping: Affordable housing projects are required to landscape 20% of the project site, and this has not presented a significant barrier to past projects. The zoning code does allow a reduction to the amount of landscaping depending upon the size, scale, intensity, and location of the project.

Traffic Level of Service: Depending upon the number of units and location of a proposed project, including affordable housing proposals, a traffic study may be required. As part of the 2004 General Plan Housing Element update, the City amended its General Plan Circulation Element to relax the roadway level of service from a “C” to a “D” as an interim measure until the City completed a citywide traffic model and further revisions to its Circulation Element. This has removed a barrier to affordable housing development.

It is concluded that the City’s required on and off-site improvements do not present a significant barrier to the development of affordable housing projects. This is evident because of the recent project approvals for the Clara Court and Summercreek Village affordable housing projects, where on and off-site improvements were not issues and did not present barriers.

What Affordable Housing Developers Can Expect: Affordable housing developers can expect professionalism, cooperation, and a team approach from City Staff on issues such as property identification, constraints and opportunities analysis, potential funding assistance, reduced development processing fees, and expedited time frames for permit processing.

To assist developers, the City has produced a document entitled “What You Need to Know About Construction and Development.” It is provided free upon request and is posted on the City’s website.

The goal and mission of City Staff is to help shape an approvable project, and to provide certainty to the developer in terms of fees, standards, findings, and the entirety of the permit review process.

Military compatibility

There are no Military bases in or near the City of Ukiah or Mendocino County. However, the City is within an SUA (Special Use Airspace) more specifically termed a Military Operations Area (MOA). An MOA is an area of airspace designated for military training activities and requires the City to notify the appropriate military office when it proposes to amend or adopt a new General Plan or when large development projects are proposed. A program has been added requiring these tasks to be accomplished.

Crime prevention and environmental design (CPTED)

CPTED is defined as “the proper design and effective use of the built environment that can lead to a reduction in the fear and incidence of crime and an improvement in the quality of life.” There are ten key principals and associated strategies communities should consider when applying the CEPTED framework to the design, development, redevelopment, and maintenance of buildings and community spaces:

1. **Natural Surveillance**— *the design and placement of physical features to maximize visibility and surveillance.* Keeping intruders easily observable by maximizing visibility.

Key strategies include the design, placement, and lighting of doors, windows, walkways, gathering areas, roadways, and structures. The objectives are to eliminate hiding places and increase the perception of human presence or supervision.

2. **Natural Access Management**— *the physical guidance of people and vehicles.* Designing streets, sidewalks, building entrances, and neighborhood gateways to clearly indicate public routes and discouraging access to private areas.

Key strategies include the use of real or perceived barriers such as fencing or plantings, and other way finding elements such as lighting, signage, and artwork. The objectives are to provide orientation and a pedestrian-friendly environment and to discourage would-be offenders by making noncompliance obvious.

3. **Territorial Reinforcement**— *the use of physical attributes to delineate space and express a positive sense of ownership.* Increased definition of private space to create a greater sense of ownership and territorial control of an area.

Key strategies include the use of art, signs, landscaping, and boundary treatments as well as the orientation and strategic placement of buildings. The objectives are to define borders, express ownership, and communicate a space is cared for and protected.

4. **Physical Maintenance**—*the repair, replacement, and general upkeep of a space, building, or area.*

Key strategies include the use of low-maintenance landscaping and architectural materials, trash collection and removal, and other programs to maintain a clean and orderly environment. The objective is to allow for the continued use of a space for its intended purpose.

5. **Order Maintenance**—*the attention to minor violations and reduction of opportunities for inappropriate behavior.*

Key strategies include posting rules and expectations, using graffiti- and vandalism-resistant materials, and imposing quick, fair, and consistent consequences for violations. The objectives are to foster safe, orderly, and predictable behaviors.

6. **Activity Support**—*the planning and placement of safe activities.*

Key strategies include sidewalk and street level activities, such as markets, fairs, and festivals, in key community areas. The objective is to increase the number of people using a space, thereby enhancing visibility, social comfort and control.

7. **Social Capital**—*the social trust, norms, and networks people draw upon to solve common problems, foster civic engagement, and discourage inappropriate behaviors.*

Key strategies include designated gathering areas, social events, community programs, and communication protocols or equipment. The objective is to encourage communication, trust, and collaboration among stakeholders and also with the governmental agencies that serve them.

8. **Land Use and Community Design**—*the distribution, location, and amount of land for various uses; their density and intensity; and the design elements, strategies, and overall character of a planning area.*

Key strategies include team training for professionals involved in planning and development activities, solicitation of community public safety concerns and collaboration in problem solving, and incorporation of CPTED principles into planning processes. The objectives are to create, or recreate, and manage built environments in a manner that includes considerations for public safety.

9. **Target Hardening**— *the making of potential targets resistant to criminal attack.* Using features such as window locks and dead bolts that prohibit entry or access. The City could naturally reduce crime by encouraging development projects to use these CPTED tools. Educating City staff on how CPTED principles can reduce crime and offering incentives to residential and commercial builders who incorporate CPTED principles into their project design could reduce crime and the overall need for policing in the City.

Key strategies include the reinforcement of entry and exit features, law enforcement or security presence, and security devices such as locks, alarms, and cameras. The objectives are to increase the efforts that offenders must expend and the risk of their being identified or apprehended in committing an offense.

10. **Natural Imperatives**—*ensuring access to necessary goods and services including natural light, clean air and water, healthy foods, physical activity, employment, and housing.*

Key strategies include pedestrian amenities, public parks, accessible transit systems, quality food sources, and education and employment opportunities. The objective is to promote healthy behaviors and reduce mental fatigue and associated risky behaviors by meeting the biological, social, and economic needs of the population.

A program has been added to require the use of CPTED when reviewing housing development projects.

Safety and high density housing management

The Ukiah Police Department has participated in a program that brings law enforcement together with the owners and managers of high density housing complexes to devise strategies for keeping the facilities safe. While funding for the program remains uncertain, the Police

leadership believe it represents the best approach to increasing safety and reducing police calls to high density apartment complexes.

Are there affordable housing units in the community that are at-risk of being converted to market rate units?

There are affordable housing units throughout California which were built 30 years ago with federal low-interest mortgages from the U. S. Department of Housing and Urban Development with an agreement that the rents of these units be kept at a level affordable to low income households. State Government Code §65863.10 requires owners of such projects to provide at least nine months notice of contract termination or prepayment of federal assistance to tenants and public agencies. State law requires an analysis cover a ten-year period, and be divided into two periods, coinciding with updates of the Housing Element. There are three general cases that can result in the conversion of publicly assisted units:

1. Prepayment of HUD Mortgages: Section 221(d)(3). Section 202 and Section 236: A Section 221(d)(3) is a privately owned project where the U. S. Department of Housing and Urban Development (HUD) provides either below market rate loans or a subsidy to the tenants. With Section 226 assistance, HUD provides financing to the owner to reduce the costs for tenants by paying most of the interest on a market rate mortgage. Additional rental subsidy may be provided to the tenant. Section 202 assistance provides a direct loan to non-profit organizations for project development and rent subsidy for low income tenants. Section 202 provides assistance for the development of units for physically handicapped, developmentally disabled, and chronically mentally ill residents.
2. Opt-outs and expirations of project based Section 8 contracts: Section 8 is a federally funded program that provides subsidies to the owner of a pre-qualified project for the difference between the tenant's ability to pay and the contract rent. Opt-outs occur when the owner of the project decides to opt-out of the contract with HUD by pre-paying the remainder of the mortgage. Usually, the likelihood of opt-outs increases as the market rents exceed contract rents.
3. Other: Expiration of the low income use period of various financing sources, such as the Low-Income Housing Tax Credit (LIHTC), Bond financing, density bonuses, California Housing Finance Agency (CFHA), Community Development Block Grants (CDBG) and HOME funds and redevelopment funds. Generally, bond-financing properties expire according to a qualified project period or when the bonds mature. Former properties funded with Redevelopment Agency funds generally require a minimum affordability term of 30 years.

There is one subsidized housing development that was at risk of conversion to market rate. However, according to ownership, Ukiah Autumn Leaves, a non-profit tax exempt corporation has extended its Section 8 project based voucher financing. The result is the project will not convert to market rate for at least an additional 10 years.

While the need is limited, this Housing Element includes a Program calling for the establishment of an *At-Risk Unit Program* to address the issue of at-risk unit loss.

Table 24 – Multi-Family Projects on the Market in 2013

Name/Address	Asking Price	Units	Price/Unit	Year on Market
740 El Rio Street	\$249,000	2	\$124,500	2013
Mason Street	\$895,000	8	\$111,875	2013
State Street	\$1,150,000	3	\$383,333	2013
Average			\$206,569	

Source: www.loopnet.com

The City will contact qualified non-profit organizations or other agencies and explore opportunities to assist and facilitate the transfer ownership of “at risk” units. Potential funding sources may include:

- The City of Ukiah General Fund
- State Department of Housing and Community Development
- Mendocino County Housing Authority
- Burbank Housing Development Corporation

A Note on Greenhouse Gas Emissions and Global Warming

The greenhouse effect is a natural phenomenon whereby the Earth's heat is trapped in the atmosphere by certain gases. Greenhouse gases thus contribute to maintaining a surface temperature on Earth favorable to life. Industrialization and the population explosion that have occurred over the past 200 years have been accompanied by a substantial increase in the use of fossil fuels such as coal, oil and natural gas, thus leading to an equally considerable increase in greenhouse gas emissions in the atmosphere. The additional greenhouse gas emissions have in turn exacerbated the greenhouse effect, which appears to be the cause of the increase in the temperature of the Earth's surface and the lower layers of its atmosphere.

According to California Assembly Bill 32, "Global warming poses a serious threat to the economic well-being, public health, natural resources, and the environment of California. The potential adverse impacts of global warming include the exacerbation of air quality problems, a reduction in the quality and supply of water to the state from the Sierra snowpack, a rise in sea levels resulting in the displacement of thousands of coastal businesses and residences, damage to marine ecosystems and the natural environment, and an increase in the incidences of infectious diseases, asthma, and other human health-related problems."

The Legislature also found that Global warming "will have detrimental effects on some of California's largest industries, including agriculture, wine, tourism, skiing, recreational and

commercial fishing, and forestry. It will also increase the strain on electricity supplies necessary to meet the demand for summer air-conditioning in the hottest parts of the state."

What Are the Sources of Greenhouse Gases? In the U.S., our greenhouse gas emissions come mostly from energy use and fossil fuel combustion (automobiles). These are driven largely by automobile use, the current manner of economic growth, fuel used for electricity generation, and weather patterns affecting heating and cooling needs. Energy-related carbon dioxide emissions, resulting from petroleum and natural gas, represent 82 percent of total U.S. human-made greenhouse gas emissions. Transportation causes 38% of greenhouse gas emissions in California.

Land Use and Greenhouse Gas: Over the past 50 years, urban sprawl in the immediate vicinity of Cities has increased dramatically. Locally, urban development has occurred in an unstructured manner outside the Ukiah City limits.

These resulting areas are characterized by low-density; have increased distances between residential areas and workplaces, businesses and services; are ill suited to modes of transportation other than the automobile; have relatively less attractive central areas; and many have vacant lots and underused or abandoned buildings.

Increase in automobile trips: Sprawling low density urban development generates automobile trips that lead to substantial greenhouse gas emissions and, more specifically, carbon dioxide (CO₂) emissions. Indeed, the automobile is the preferred if not the only possible choice for transportation. As public transit choices, walking and cycling are often unavailable, uneconomical, or inaccessible. Moreover, in urban areas, an increase in the use of the automobile is accompanied by an increase in the number of vehicle trips and in the distances traveled.

Conclusion: In response to greenhouse gas emissions and global warming, as well as other basic planning principals, a Guiding Principle for future housing development is to promote green and sustainable building, water conservation, energy efficiency, pedestrian orientation, and careful infill development.

Implementing programs are included to fulfil this Guiding Principle.

Opportunities for Energy and Water Conservation

There are positive opportunities for fulfilling the Guiding Principle to increase energy and water conservation and efficiency in housing developments.

Energy Conservation: The City is currently operating a housing rehabilitation program with the use of HOME grant funds. This program requires recipients to focus on energy efficiency measures and to date nearly \$400,000 has been utilized to improve existing housing units. The City is poised to continue this program if successful in securing additional HOME grant funds in the future.

The City also owns its own electric utility and offers a number of energy conservation incentives and rebates for residential development. These include:

Energy Efficiency & Solar Program
 Energy Efficiency Air Conditioning and Heat Pump Rebate Program
 Weatherization Rebate Program
 Energy Efficiency Water Heater Rebate Program
 Energy Efficiency Appliance Rebate Program
 Residential Lighting Program

The programs include higher incentive rebate amounts for lower income households.

The City is committed to continuing these programs and not only encouraging energy conservation, but taking the steps to really making it happen.

Water Conservation: The City has been proactive in water conservation matters and offers both indoor and outdoor water conservation tips on its website. The Planning Commission has consistently raised water conservation issues when reviewing proposed development projects and routinely requires native drought tolerant plant species in landscaping plans.

The City is committed to continuing these approaches to water conservation.

Housing Goals

Table 25 - 2009-2014 and 2014-2019 Housing Goals Comparison

2009 -14 Housing Goals	2014 - 2019 Housing Goals
Goal H-1: Conserve, rehabilitate, and improve the existing housing stock to provide adequate, safe, energy efficient, and decent housing for all Ukiah residents.	Goal H-1: Conserve, rehabilitate, and improve the existing housing stock to provide adequate, safe, energy efficient, and decent housing for all Ukiah residents.
Goal H-2: Provide housing for all economic segments of the community.	Goal H-2: Provide housing for all economic segments of the community.
Goal H-3: Expand affordable housing opportunities for persons with special housing needs such as the homeless, mentally ill, physically disabled, households with very low to moderate incomes, senior citizens, farm workers, female heads of households with children under 18 years old, and first time homebuyers.	Goal H-3: Expand affordable housing opportunities for persons with special housing needs such as the homeless, mentally ill, physically disabled, households with very low and low to moderate incomes, senior citizens, farm workers, female heads of households with children under 18 years old, first time homebuyers and the developmentally disabled.
Goal H-4: Promote well planned and designed housing opportunities for all persons regardless of race, gender, age, sexual orientation, marital status or national origin.	Goal H-4: Promote well planned and designed housing opportunities for all persons regardless of race, gender, age, sexual orientation, marital status or national origin.
Goal H-5: Use land effectively to meet housing needs and to implement smart growth, green building, and sustainable development policies with a focus on infill development.	Goal H-5: Use land effectively to meet housing needs and to implement smart growth, green building, and sustainable development policies with a focus on infill development.
Goal H-6: Maintain a collaborative working relationship with all groups and organizations dedicated to providing affordable housing in the community, and ensure broad public participation in the development of housing goals and policies.	Goal H-6: Maintain a collaborative working relationship with all groups and organizations dedicated to providing affordable housing in the community, and ensure broad public participation in the development of housing goals and policies.

Housing Goals and Policies

What do we want to Happen?

Goal H-1	
“We want to conserve, rehabilitate, and improve the existing housing stock to provide adequate, safe, energy efficient, and decent housing for all Ukiah residents.”	
Policies to Support Goal H-1	
H-1.1:	Promote and encourage the rehabilitation of existing residential units.
H-1.2:	Promote the use of sustainable and/or renewable materials and energy technologies (such as solar and wind) in rehabilitated housing when possible.
H-1.3	Preserve at-risk housing units.
H-1.4	Improve the safety for residents at high density apartment complexes.
Implementing Tasks <i>How Results Will be Achieved</i>	
H-1.a:	By the end of 2015, develop and implement a residential rehabilitation program with an emphasis on improving safety, comfort and energy efficiency.
H-1.b:	Work with the City Public Utility Department to potentially expand the City's Energy Efficiency Public Benefits Fund.
H-1.c:	Provide informational materials to the public regarding sustainable and green building materials.
H-1.d:	Consider measures that would preserve/conserve existing mobile home parks, such as a mobile home rehabilitation program, conversion to ownership program, infrastructure improvement incentives, rent stabilization, etc.
H-1.e	Develop an At-Risk Units Program: Maintain an inventory of at-risk affordable housing units and work with property owners and non-profit affordable housing organizations to preserve these units by identifying and seeking funds from Federal, State, and local agencies to preserve the units.

H-1.f Work closely with the Ukiah Police Department and local apartment complex managers to keep housing safe. Consider funding mechanisms for increasing public safety.

H-1.g Refer all proposed General Plan amendments to the appropriate military offices for review and comment. Revise the planning permit application form to include this step of referral.

Tracking Progress

How Success Will be Measured

Measuring success is the key to knowing if the goal of Conserve, rehabilitate, and improve the existing housing stock is being pursued and if progress is being made. To track progress, the annual General Plan Housing Element Progress Report must ask and answer the following questions:

- What progress has been made to Conserve, rehabilitate, and improve the existing housing stock?
- What specific tasks are planned for the next year that will increase success?
 - Has internal consistency with other Elements of the General Plan been achieved and maintained?

Why is this Goal important?

The 2008 Housing Conditions Survey revealed that 77% of the local housing stock was more 25 years old, and that 37% or 1,445 units needed moderate repairs, 0.9% need substantial repairs, or and (23.4%) minor repairs. Additionally, the survey found that 567 residential units needed window replacement or repair, and only 44% of the units showed evidence of window insulation. In 2014, this housing stock has aged further.

A decent place to live is basic to human dignity and helps define a community's quality of life. The current housing situation in Ukiah does not provide enough decent housing for extremely low income, very low income, low income, and persons in special need. It restricts opportunity for seniors and young adults to remain in the community. It limits the ability of teachers and other public service employees, people who work in local businesses and people who provide child care and elder care to find housing so that they can live in the community where they work.

How do the Goal and Policies Relate to the Guiding Principles?

One of the Guiding Principles is to promote and support green and sustainable building, increase energy efficiency, and respond to climate change. This goal and associated policies correspond directly to this Guiding Principle.

Goal H-2 “We want to provide housing for all economic segments of the community.”
Policies to Support Goal H-2 H-2.1: Ensure that adequate residentially designated land is available to accommodate the City's share of the Regional Housing Need. H-2.2: Continue to allow placement of manufactured housing units on permanent foundations in residential zoning districts. H-2.3: Encourage new condominium development to provide housing for persons desiring to “scale-down” their housing circumstances and to provide broader opportunities for first-time home buyers and moderate income persons. H-2.4: Continue to consider and explore HOME grant, CDBG and other funding sources to facilitate housing affordable to extremely low, very low and low income households. H-2.5: Continue to support the Ukiah Homeless Service Planning Group and homeless support services in all ways feasible.
Implementing Tasks <i>How Results Will be Achieved</i> H-2.a: Provide copies of the inventory of vacant and underdeveloped land for public distribution. H-2.b: Work with public transit providers and developers to encourage housing development located close to public transit facilities. H-2.c: Provide reduced planning permit application fees for residential second dwelling units. H-2.d: Review the zoning code and determine if any constraints to condominium developments and cooperative living projects exist, and if so, eliminate the constraints. H-2.e: As Staff and resources allow, assist the Ukiah Homeless Services Planning Group in all ways possible. H-2.f: The zoning code shall be amended to allow homeless facilities without the requirement for a Use Permit in the M Manufacturing zoning district. The zoning code shall require a Site Development Permit and facility management plan, and reasonable site development standards for homeless facilities, pursuant to California Government Code Section 65583. H-2.g: Do not permit the conversion of rental units to condominium units unless the City's

amount of rental units is sufficiently adequate.

H-2.h: Do not permit the conversion of single family residential homes to professional offices unless the City's amount of residential units is sufficiently adequate.

H-2.i: Adopt an Inclusionary Housing Ordinance by 2017 that requires below-market rate housing to be included as part of residential projects as follows:

1. 20 percent of the units in a rental housing project of five or more units shall be affordable to very low and low-income households.
2. 20 percent of the units in a for-sale project of five or more units shall be affordable to very low to moderate-income households.
3. All housing projects involving 2 to 4 units shall pay a housing impact fee if established by the City.
4. Alternative methods of meeting the intent of the inclusionary requirements such as the payment of an in-lieu fee deposited in the Housing Fund, or providing land for the construction of affordable units may be permitted under certain circumstances.
5. Inclusionary units shall be constructed, rather than in-lieu fees being paid for larger housing developments. The threshold for this requirement shall be established in the Zoning Ordinance.
6. The amount of in-lieu fees shall be established by a resolution of the City Council and bear a relationship to the difference between the sales price between market-rate versus affordable housing units.
7. The allocation of inclusionary units among the income categories shall resemble the proportion of extremely low, very-low, low, and moderate income units identified in the Regional Housing Needs Determination to the maximum feasible extent.

H-2.j: Adopt the following minimum standards for inclusionary housing units:

1. The exterior appearance of inclusionary units shall not be different than for other units in the housing development of which they are a part; and
2. Inclusionary units shall be dispersed or distributed throughout the development rather than being concentrated in one portion of the development.

H-2.k: Prepare a Nexus Study by 2017 to determine if a nexus can be established requiring the developers of large residential and commercial projects to construct needed affordable housing units on site or in another appropriately zoned location near the place of employment and/or pay a housing impact fee. If a nexus can be established, adopt the affordable housing requirement or housing impact fee. The Nexus Study shall include an analysis of housing impacts on public safety and the possible development of a Public Safety Impact fee for certain types of development.

H-2.l: Identify and meet with nonprofit builders who specialize in building housing for extremely low-income households. This effort is designed to build a long-term partnership in development,

gain access to specialized funding sources, identify the range of local resources and assistance needed to facilitate the development of housing for extremely low-income households, and promote a variety of housing types, including higher density, multifamily supportive, single room occupancy and shared housing.

H-2.m: Work in conjunction with other agencies to jointly develop and implement a program that is designed to address the needs of the extremely low income households in the City. At least annually and on an on-going basis contact agencies and developers to facilitate implementing the program. Actions to be considered for inclusion in the program include prioritizing City/RDA funding, supporting grant and other applications for funding, and exploring housing types and construction methods to promote housing for ELI citizens.

H-2.n: Amend the zoning ordinance to be consistent with Senate Bill 2. All transitional and supportive housing shall be considered a residential use and only those restrictions that apply to other residential uses of the same type (single family residential, duplex, multi-family, etc.) shall be imposed.

H-2.o: Post the sites inventory map and housing development in commercial zones information on the City's website and prepare hard-copy informational handout material for property owners and developers.

H-2.p: Within 1-year of adoption of the Housing Element, conduct a roundtable meeting with non-profit housing sponsors and developers to educate and share information about vacant and underutilized sites, the planned development tool, the lot consolidation process, and incentives offered by the City.

H-2.q: To ensure adequate sites are available throughout the planning period to meet the City's RHNA, the City will continue to annually update an inventory that details the amount, type, and size of vacant and underutilized parcels to assist developers in identifying land suitable for residential development and that also details the number of extremely low-, very low-, low-, and moderate-income units constructed annually. If the inventory indicates a shortage of available sites, the City shall rezone sufficient sites to accommodate the City's RHNA.

The City has identified residential capacity within the mixed use zone to accommodate 284 units of the City's RHNA for lower-income households. To ensure sufficient residential capacity is maintained within this zone to accommodate the identified need of 284 units, the City will develop and implement a formal ongoing (project-by-project) evaluation procedure pursuant to Government Code Section 56863. Should an approval of commercial development result in a reduction of capacity within mixed use zones below the residential capacity needed to accommodate the remaining need for lower-income households, the City will identify and zone sufficient sites to accommodate the shortfall on land zones exclusively for residential multifamily use allowing at least 16 du/acre.

H-2.r: Facilitate the consolidation of smaller, multi-family parcels by 1) publicizing the underutilized sites inventory on the City's website, and 2) providing technical assistance to property owners and developers in support of lot consolidation. To encourage development of quality housing at prices lower income households can afford on smaller, multi-family parcels, the City will meet with non-profit sponsors and developers to promote strategies and the creation of lot consolidation incentives.

Tracking Progress
How Success Will be Measured

Measuring success is the key to knowing if the goal of providing housing for all economic segments of the community is being pursued and if progress is being made. To track progress, the annual General Plan Housing Element Progress Report must ask and answer the following questions:

- What progress has been made to housing for all economic segments of the community? What specific tasks have been accomplished?
- What specific tasks are planned for the next year that will increase success?
- Has internal consistency with other Elements of the General Plan been achieved and maintained?

Why are this Goal and these Policies important?

This Goal and its associated policies are important because they ensure an ongoing effort to provide clean and safe shelter to all citizens in need.

How do the Goal and Policies Relate to the Guiding Principles?

This goal and its associated policies relate directly to Guiding Principal number 1.

Goal H-3

“We want to expand affordable housing opportunities for persons with special housing needs such as the elderly, homeless, mentally ill, physically disabled, households with very low to moderate incomes, senior citizens, Female heads of households with children under 18 years old, and first time homebuyers.”

Policies to Support Goal H-3

H-3.1: Establish working relationships with local groups and organizations that provide special needs housing.

H-3.2: As Staff resources allow, be aggressive in pursuing State and Federal funding for very low, low and moderate income housing developments, particularly for those with special needs such as senior citizens.

H-3.3: Allow senior housing projects to be developed with parking requirements less stringent than those specified in the Zoning Ordinance, where found to be consistent with maintaining the character of the surrounding neighbourhood.

H-3.4: Provide density bonuses to projects that provide a required percentage of total units affordable to very-low and low-income households and for units meeting the special housing

needs identified in this Element.

H-3.5: Identify and support programs that address the housing needs of special needs groups and work with local organizations that can address their housing needs.

H-3.6: Utilize the housing rehabilitation program to fund the construction of renovations and improvements that improve the accessibility to housing for seniors and persons with disabilities and developmentally disabled .

H-3.7: Encourage affordable housing for first time homebuyers, and young families.

Implementing Tasks

How Results Will be Achieved

H-3.a: Special Needs Rental Housing: Support applications to State and federal agencies such as HCD, State Treasurer's Office, HUD and USDA for affordable rental housing financing to provide shelter for very low-income families and special needs households.

H-3.b: Increase housing opportunities for persons with disabilities consistent with the fair housing and disability laws, and encourage physical access to and within residential units and areas during the development review process.

H-3.c: Review the zoning code and consider eliminating regulatory constraints to special needs housing projects.

H-3.d: Continue to support and assist farmworker housing advocates by providing technical assistance with development applications; lower planning application fees for affordable housing projects, and identifying potential sites for farm worker housing.

H-3.e: Amend the zoning code to define and allow Single Room Occupancy (SRO) developments in the Medium Density (R-2) and High Density (R-3) zoning districts.

Tracking Progress

How Success Will be Measured

Measuring success is the key to knowing if the goal of expanding affordable housing opportunities for persons with special housing needs is being pursued and if progress is being made. To track progress, the annual General Plan Housing Element Progress Report must ask and answer the following questions:

- What progress has been made to expand affordable housing opportunities for persons with special housing needs? What specific tasks have been accomplished?
- What specific tasks are planned for the next year that will increase success?
- Has internal consistency with other Elements of the General Plan been achieved and

maintained?

Why are this Goal and these Policies important?

This goal and its associated policies are important because one of the important identified housing needs in the City of Ukiah is clean and safe housing for citizens with special needs.

How do the Goal and Policies Relate to the Guiding Principles?

This goal and its associated policies relate directly to Guiding Principal number 1.

Goal H-4

“We want to promote well planned and designed housing opportunities for all persons regardless of race, gender, age, sexual orientation, marital status or national origin.”

Policies to Support Goal H-4

H-4.1: Continue to promote non-discrimination in housing in Ukiah.

H-4.2: Work with local housing providers to understand local discrimination issues and what steps can be taken to resolve those issues.

Implementing Tasks

How Results Will be Achieved

H-4.a: Continue to refer housing discrimination complaints to Legal Services of Northern California, State Fair Employment and Housing Commission, and the U.S. Department of Housing and Urban Development (HUD).

H-4.b: Distribute housing discrimination public information and make it available at the Ukiah Civic Center and on the City's website.

Tracking Progress

How Success Will be Measured

Measuring success is the key to knowing if the goal of promoting well planned and designed housing opportunities for all persons is being pursued and if progress is being made. To track progress, the annual General Plan Housing Element Progress Report must ask and answer the following questions:

- What progress has been made to expand affordable housing opportunities for persons with special housing needs? What specific tasks have been accomplished?
- What specific tasks are planned for the next year that will increase success?
- Has internal consistency with other Elements of the General Plan been achieved and maintained?

Why are this Goal and these Policies important?

This goal and its associated policies are important because in the City of Ukiah housing is a right not a privilege, and clean and decent housing must be available to all citizens.

How do the Goal and Policies Relate to the Guiding Principles?

This goal and its associated policies relate directly to Guiding Principal number 1.

Goal H-5

“We want to use land effectively to meet housing needs and to implement smart growth, green building, and sustainable development policies with a focus on infill development.”

Policies to Support Goal H-5

H-5.1: Housing Design: Assure that new housing is well-designed to enhance Ukiah's neighborhoods and the community as a whole.

H-5.2: Housing Design: Support and encourage affordable housing projects that use sustainable and green building design and techniques.

H-5.3: Innovative Site Design: Support and encourage compact infill development that provides extremely low, very low, low or moderate income level housing that is safe, liveable.

H-5.4: Mixed Use: Encourage the development of mixed residential and commercial uses in the commercial zoning districts where the viability of the commercial activities would not be adversely affected.

H-5.5: Live/Work Developments: Encourage live/work housing developments particularly in the Downtown. Live/work units provide local workforce affordable housing, generate additional economic activity in the community, and improve the jobs/housing balance. Encourage opportunities for live/work developments where housing can be provided for workers on-site or caretaker or other types of housing can be provided in appropriate locations.

H-5.6: Infill Development: Support careful well-designed infill housing development in areas currently served by City services.

H-5.7: Sustainable Development: Encourage and support sustainable site planning and development.

Implementing Tasks
How Results Will be Achieved

H-5.a: Apply the CEQA Infill Exemption when possible and perform expedited review for well designed, compact projects using green and sustainable design and building techniques.

H-5.c: Prepare and present a green building/sustainable development incentive tool(s) for consideration that could include expedited permit processing, density bonuses and relief from parking and other zoning requirements.

H-5.d: Green Building Codes: Consider Amending the building and zoning codes to identify and remove constraints to green-building, resource conservation, and alternative energy generation and establish green building and sustainable practice requirements for new developments, remodels and retrofits. Topics to be included are: Green building materials and practices, Passive solar design and siting, Energy efficient heating and cooling technology, Alternative water storage, wastewater treatment and reclamation, and storm-water management systems

H-5.e: Continue to administer the solar and energy efficiency rebate programs.

H-5.f: Assist developers and housing development agencies in incorporating green building, energy conservation, and alternative energy generation into their projects by providing information about resources and links to local organizations such as local renewable energy system designers and installers, rebates, energy-rating systems, and funding, on the Housing Resources website.

H-5.g: Promote energy and water conservation education programs that address steps to energy and water efficiency, benefits of weatherization and weatherization assistance programs, and information of onsite renewable energy generation technologies and financing options.

H-5.h: Promote stormwater management systems for mutli-family housing developments that have multiple benefits such as bio-swales to reduce downstream flooding, contamination of streams and rivers, fire hazard, and irrigation needs and to distribute stormwater and recharge groundwater.

H-5.i: Reduce electricity and natural gas demands by promoting the use of renewable energy technologies in residential and mixed-use projects. Strongly promote solar energy generation, use of solar water heaters, and passive solar design in new housing and, especially, multi-family housing both prior to and during project review.

H-5.j: Work with developers to create residential neighborhoods with mixed housing densities, types, and housing affordability levels that promote human interaction, neighborhood-scale services and facilities, safety, and connectivity to schools, neighborhoods, and commerce.

Tracking Progress
How Success Will be Measured

Measuring success is the key to determining if land is being used effectively to meet housing needs and to implement smart growth, green building, and sustainable development policies, and if progress is being made. To track progress, the annual General Plan Housing Element Progress Report must ask and answer the following questions:

- What progress has been made to determining if land is being used effectively to meet housing needs and to implement smart growth, green building, and sustainable development policies,? What specific tasks have been accomplished?
- What specific tasks are planned for the next year that will increase success?
- Has internal consistency with other Elements of the General Plan been achieved and maintained?

Why are this Goal and these Policies important?

The goal and its associated policies are important because the City recognizes that the way in which housing is designed and constructed, and where it's constructed can adversely impact neighborhoods, the City, the region, the state, and ultimately the health of the planet. We want progressive, healthy, and safe housing for all residents.

How do the Goal and Policies Relate to the Guiding Principles?

This goal and its policies directly relate to Guiding Principle No. 4

Goal H-6 “We want to maintain a collaborative working relationship with all groups and organizations dedicated to providing affordable housing in the community, and ensure broad public participation in the development of housing goals and policies.”
Policies to Support Goal H-6 H-6.1: Continue to encourage and facilitate public participation in the formulation and review of the City's housing and development policies. H-6.2: Assume a Leadership Role in the development of all types of needed housing in the community.
Implementing Tasks <i>How Results Will be Achieved</i> H-6.b: Develop a Housing Resources webpage that may be used to facilitate the development and improvement of affordable housing. Included on the webpage could be items such as funding resources, affordable housing development agencies and developers, energy conservation and green-building resources and services.

H-6.c: Conduct periodic meetings with developers, non-profit housing development agencies, the Ukiah Police Department and others to identify constraints to development of affordable housing and use the information gained to consider zoning code amendments.

Tracking Progress
How Success Will be Measured

Measuring success is the key to determining if a collaborative working relationship with all groups and organizations is being maintained and if broad public participation is occurring. To track progress, the annual General Plan Housing Element Progress Report must ask and answer the following questions:

- What specific tasks are planned for the next year that will increase success?
- Has internal consistency with other Elements of the General Plan been achieved and maintained?

Why are this Goal and these Policies important?

This goal and its associated policies are important because communication and relationship building in the community is essential to understanding and successfully addressing the true housing needs.

How do the Goal and Policies Relate to the Guiding Principles?

This goal and its policies are fundamental to all the Guiding Principles.

Five Year Quantified Objectives

	Extremely low	Very Low	Low	Moderate	Above Moderate
Construction	9	11	7	7	20
Rehabilitation	15	5	5	0	0
Conservation Preservation	15	15	15	0	0
TOTAL	39	31	27	7	20

Construction: Construction of housing and housing starts of all types has slumped dramatically over the past several years. However, the City is working with a number of local housing developers to potentially create new senior and student housing opportunities.

Rehabilitation: The City is currently administering a housing/sewer lateral testing and rehabilitation program using \$500,000 of HOME grant funds. The eligible recipients extremely low, very low and low income property owners. It is anticipated that the average sewer lateral rehabilitation project will utilized approximately \$20,000 in funds, so that the City expects to complete a total 25 projects with the currently available funding.

Conservation/Preservation: Implementation measures are included to preserve and conserve existing residential units. Measure H-1.d calls directs the City to consider steps to preserve and conserve the existing 462 affordable mobile home units that house a significant number of extremely low income seniors. Such steps could potentially include a specific rehabilitation program for mobile home units. The 462 mobile home units were surveyed in 2009 and it was discovered that the majority of the 135 survey responses received were from senior tenants in the extremely low and very low income category. These are the units that are targeted for preservation/conservation.

NOTE:

Extremely Low 1-person household: \$11,250
Very Low 1-person household: \$19,550
Low 1-person household: \$31,250
Moderate1-person household: \$39,050

Annual Reporting

California Government Code Section 65400 requires each city and planning agency to prepare an annual report on the status of the General Plan housing element and its progress with implementation. The annual reports are required to contain the following information:

1. A cover sheet with the name and mailing address of the reporting local government, the name, phone, fax and email numbers for the contact person, and the calendar year of the reporting period.
2. The following data for assessing progress in meeting the local government's regional housing needs allocation ("RHNA"):
3. Total allocation of housing units for the RHNA planning period and allocation by household income levels (i.e., very low, low, moderate, above moderate).
4. Number of permits for new residential units actually issued by the local government for each year of the RHNA planning period by household income level (i.e., very low, low, moderate, above moderate).
5. Total number of permitted units by household income level, total number of permitted units issued by year, the unfulfilled regional housing need allocation by household income level, and the total remaining unfulfilled RHNA.
6. For each housing development affordable to moderate- or lower-income households including mixed-income multifamily projects for which building permits were issued during the reporting period, the following information:
 - Identifying information for each project (e.g., address, intersection, or assessor's parcel number).
 - Unit category (i.e., single family, 2-4 units, 5 or more units, second-unit, mobilehome).

- Tenure of the unit(s) (i.e., owner or renter), where apparent at time of project application.
 - Total number of units affordable to each of the following household income groups at initial occupancy: very low-income, low-income, moderate-income and above moderate-income when included as part of a mixed-income multifamily development.
 - Monetary/financing programs used to achieve affordability (e.g., state, federal, or local financial assistance, and including tax credits and bond financing).
 - Non-monetary programs used to achieve affordability and utilizing some form of deed restrictions or covenants running with the land (e.g., density bonus, inclusionary zoning).
 - Any other methods used to achieve affordability at initial occupancy and including an explanation of how the affordability of the units was determined. For units that are affordable to lower- or moderate-income households without direct governmental assistance, the report shall include the initial projected sales price or rent of the unit, and the maximum qualifying household income levels applicable at the time of initial sale or rent as determined pursuant to Health and Safety Code sections 50052.5(b) and 50053(b) and California Code of Regulations, Title 25, Division 1, Chapter 6.5, Sections 6918 and 6920
7. Report the total number of units affordable to above moderate-income households for which building permits were issued during the reporting period by unit category (i.e., single family, 2-4 units, 5 or more units, second-unit, and mobilehome).
 8. For each program identified in the housing element pursuant to the requirement of subdivision (c) of Government Code 65583, the following information:
 - Name of the program.
 - Objective of the program as set forth in the housing element.
 - Deadline for achieving the objective as set forth in the housing element.
 - Status of program implementation as of the end of the annual reporting period listing dates of specific milestones or accomplishments, and quantified to the extent applicable and possible (e.g., 25 acres rezoned to R-4 on June 1st).
 9. Notwithstanding the foregoing, for a city or county which has issued permits for 1,500 or more multifamily units in the reporting period, the following reporting requirements apply:
 - The city, county, or city and county is not required to report the information required by section (c) above on a project-by-project basis for projects of less

than 25 units, but may report the information as summary data for the reporting period.

Information related to affordability on the units in projects of less than 25 units may be provided based on information other than building permit information. However, if the information is not based on building permits, the jurisdiction must provide an explanation as to how these units were determined to be assigned to the reporting period. Upon request by the Department, the city or city and county shall provide back-up documentation for the information provided.

The City will review its annual reports with the Planning Commission and City Council and will submit them to the State Department of Housing and Community Development.

Consistency with Other General Plan Elements

The Draft General Plan Housing Element Update has been guided by the Vision Statement and goals and policies of the existing General Plan. The General Plan Vision Statement includes the following:

We Envision.....development that provides a mix of housing types and process.”

The Draft updated Housing Element fulfils this vision.

Preliminary review of the goals and policies of other General Plan Elements reveals no inconsistencies and therefore no need to amend the General Plan. Specifically, no proposed goal, policy, or implementing program requires a modification to General Plan land use classifications, street levels of service, infrastructure policies, open space goals, or natural resource protection policies.

As housing development projects are proposed and the City or Redevelopment Agency undertakes housing activities, the goals and policies of all General Plan Elements/Chapters are examined to ensure consistency. In the event that a proposed project or housing activity is inconsistent with the General Plan, the project applicant or City Staff could initiate an amendment to the Plan to accommodate the project or activity. This process involves internal staff review, CEQA compliance, a public hearing before the Planning Commission, and a public hearing before the City Council.



APPENDIX A

Housing Program Implementation: What, Who, How Much, and When?

Implementation Program	Responsibility	Potential Funding	Time Frame
H-1.a: Residential rehabilitation program	City Staff (Planning and Community Development and Economic Development)	HOME Grant CDBG Grant	2014-2019
H-1.b: Expand the City's Energy Efficiency Public Benefits Fund.	City Staff (Electric Utility)	Public Benefits Fund	2015
H-1.c: Provide informational materials to the public regarding sustainable and green building materials.	City Staff (Planning and Community Development)	General Fund	2014-2019
H-1.d: Consider measures that would reserve/conservate existing mobile home parks such as a mobile home rehabilitation program, conversion to ownership program, infrastructure improvement incentives, rent stabilization, etc.	City Staff (Planning and Community Development)	General Fund	2015-2019
H-1.e: Develop an At-Risk Units Program: Maintain an inventory of at-risk affordable housing units and work with property owners and non-profit affordable housing organizations to preserve these units by identifying	City Staff (Planning and Community Development)	General Fund	2014-2019

and seeking funds from Federal, State, and local agencies to preserve the units.			
H-1.f Work closely with the Ukiah Police Department and local apartment complex managers to keep housing safe. Consider funding mechanisms for increasing public safety.	City Staff (Planning and Community Development)	General Fund	2014-2019
H-1.g Refer all proposed General Plan amendments to the appropriate military offices for review and comment. Revise the planning permit application form to include this step of referral.	City Staff (Planning and Community Development)	General Fund	2014-2019
H-2.a: Provide copies of the inventory of vacant and underdeveloped land for public distribution.	City Staff (Planning and Community Development)	General Fund	2014-2019
H-2.b: Work with public transit providers and developers to encourage housing development located close to public transit facilities.	City Staff (Planning and Community Development and Public Works)	N/A	Ongoing
H-2.c: Provide reduced planning permit application fees for residential second dwelling units.	City Staff (Planning and Community Development)	N/A	2009-2014
H-2.d: Review the zoning code and consider eliminating constraints to condominium Developments and cooperative living projects exist, and if so, eliminate the constraints.	City Staff (Planning and Community Development)	General Fund	2016
H-2.e: As Staff and resources allow, assist the Ukiah Homeless Services Planning Group in all ways possible.	City Staff (Planning and Community Development, RDA, and Economic Development)	General Fund	Ongoing
H-2.f: The zoning code shall be amended to allow homeless facilities without the requirement for a Use	City Staff (Planning and Community Development)	General Fund	2016

Permit in the M Manufacturing zoning district. The zoning code shall require a Site Development Permit and facility management plan, and reasonable site development standards for homeless facilities, pursuant to California Government Code Section 65583.			
H-2.g: Do not permit the conversion of rental units to condominium units unless the City's amount of rental units is sufficiently adequate.	City Staff (Planning and Community Development)	General fund	Ongoing
H-2.h: Do not permit the conversion of single family residential homes to professional offices unless the City's amount of residential units is sufficiently adequate.	City Staff (Planning and Community Development)	General fund	Ongoing
H-2.i: Adopt an Inclusionary Housing Ordinance that requires below-market rate housing to be included as part of residential projects as follows: 1. 20 percent of the units in a rental housing project of five or more units shall be affordable to very low and low-income households. 2. 20 percent of the units in a for-sale project of five or more units shall be affordable to very low to moderate-income households.	City Staff (Planning and Community Development)	General Fund	2017

3. All housing projects involving 2 to 4 units shall pay a housing impact fee if established by the City. 4. Alternative methods of meeting the intent of the inclusionary requirements such as the payment of an in-lieu fee deposited in the Housing Fund, or providing land for the construction of affordable units may be permitted under certain circumstances. 5. Inclusionary units shall be constructed, rather than in-lieu fees being paid for larger housing developments. The threshold for this requirement shall be established in the Zoning Ordinance. 6. The amount of in-lieu fees shall be established by a resolution of the City Council and bear a relationship to the difference between the sales price between market-rate versus affordable housing units. 7. The allocation of inclusionary units			
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among the income categories shall resemble the proportion of very-low, low, and moderate income units identified in the Regional Housing Needs Determination to the maximum feasible extent.			
H-2.j: Adopt the following minimum standards for inclusionary housing units: 1. the exterior appearance of inclusionary units shall not be different than for other units in the housing development of which they are a part; and 2. Inclusionary units shall be dispersed or distributed rather than being concentrated in one portion of the development.	City Staff (Planning and Community Development)	General Fund	2017
H-2.k: Prepare a Nexus Study to determine if a nexus can be established requiring the developers of large residential and commercial projects to construct needed affordable housing units on site or in another appropriately zoned location near the place of employment and/or pay a housing impact fee. If a nexus can be established, adopt the affordable housing requirement or housing impact fee. The	City Staff (Planning and Community Development)		2017

Nexus Study shall include an analysis of housing impacts on public safety and the possible development of a Public Safety Impact fee for certain types of development.			
H-2.i: Identify and meet with nonprofit builders who specialize in building housing for extremely low-income households. This effort is designed to build a long-term partnership in development, gain access to specialized funding sources, identify the range of local resources and assistance needed to facilitate the development of housing for extremely low-income households, and promote a variety of housing types, including higher density, multifamily supportive, single room occupancy and shared housing.	City Staff (Planning and Community Development)	General Fund	2015
H-2.m: Work in conjunction with other agencies to jointly develop and implement a program that is designed to address the needs of the extremely low income households in the City. At least annually and on an on-going basis contact agencies and developers to facilitate implementing the program. Actions to be considered for inclusion in the program include prioritizing City/RDA funding, supporting grant and other applications for funding, and exploring housing types and construction methods to promote housing for ELI citizens.	City Staff (Planning and Community Development)	General Fund	2015
H-2.n: Amend the zoning ordinance to be consistent with Senate Bill 2. All transitional and supportive housing shall be considered a residential use and only those restrictions that apply to other residential uses of	City Staff (Planning and Community Development)	General Fund	2015

the same type (single family residential, duplex, multi-family, etc.) shall be imposed.			
H-2.o: Post the sites inventory map and information on the City's website and prepare hard-copy informational handout material for property owners and developers.	City Staff (Planning and Community Development)	General Fund	2014
H-2.p: Within 1-year of adoption of the Housing Element, conduct a roundtable meeting with non-profit housing sponsors and developers to educate and share information about vacant and underutilized sites, the planned development tool, the lot consolidation process, and incentives offered by the City.	City Staff (Planning and Community Development)	General Fund	Immediate and ongoing
H-2.q: To ensure adequate sites are available throughout the planning period to meet the City's RHNA, the City will continue to annually update an inventory that details the amount, type, and size of vacant and underutilized parcels to assist developers in identifying land suitable for residential development and that also details the number of extremely low-, very low-, low-, and moderate-income units constructed annually. If the inventory indicates a shortage of available sites, the City shall rezone sufficient sites to accommodate the City's RHNA. The City has identified residential capacity within	City Staff (Department of Public Works)	General Fund	2014 and ongoing

the mixed use zone to accommodate 284 units of the City's RHNA for lower-income households. To ensure sufficient residential capacity is maintained within this zone to accommodate the identified need of 284 units, the City will develop and implement a formal ongoing (project-by-project) evaluation procedure pursuant to Government Code Section 56863. Should an approval of commercial development result in a reduction of capacity within mixed use zones below the residential capacity needed to accommodate the remaining need for lower-income households, the City will identify and zone sufficient sites to accommodate the shortfall on land zones exclusively for residential multifamily use allowing at least 16 du/acre.			
H-2.r: Facilitate the consolidation of smaller, multi-family parcels by 1) publicizing the underutilized sites inventory on the City's website, and 2) providing technical assistance to property owners and developers in support of lot consolidation. To encourage development of quality housing at prices lower income households can afford on smaller, multi-family parcels, the City will meet with non-profit sponsors and developers to promote strategies and the creation	City Staff (Planning and Community Development, RDA, and Economic Development	General Fund	Ongoing

of lot consolidation incentives.			
H-2.s: Identify a prime affordable housing infill site currently burdened by flood zone issues and pursue an engineering study and possible FEMA map correction to eliminate this constraint.	City Staff (Planning and Community Development, RDA, and Economic Development)	General Fund	2012
H-3.a: Special Needs Rental Housing: Support applications to State and federal agencies such as HCD, State Treasurer's Office, HUD and USDA for affordable rental housing financing to provide shelter for very low-income families and special needs households.	City Staff (Planning and Community Development, RDA, and Economic Development)	General Fund	Ongoing
H-3.b: Increase housing opportunities for persons with disabilities consistent with the fair housing and disability laws, and encourage physical access to and within residential units and areas during the development review process.	City Staff (Planning and Community Development, RDA, and Economic Development)		Ongoing
H-3.c: Review the zoning code and determine if any regulatory constraints to special needs housing projects exist, and if so, eliminate them.	City Staff (Planning and Community Development)	General Fund	2015-2016
H-3.d: Continue to support and assist farm worker housing advocates by providing technical assistance with development applications; lower planning application fees for affordable housing projects, and identifying potential sites for farm worker housing.	City Staff (Planning and Community Development)	General Fund	Ongoing
H-3.e: Amend the zoning	City Staff (Planning and Community Development)	General Fund	2016

code to define and allow Single Room Occupancy (SRO) developments in the Medium Density (R-2) and High Density (R-3) zoning districts.	Development)		
H-4.a: During fiscal year 2014-2015 prepare non-discrimination in housing public information	City Staff (Planning and Community Development	General Fund	2014-2015
H-4.b: Distribute housing discrimination public information and make it available at the Ukiah Civic Center and on the City's website.	City Staff (Planning and Community Development, RDA, and Economic Development	General Fund	2014-2015
H-5.a: Apply the CEQA Infill Exemption and perform expedited review for well designed, compact projects using green and sustainable design and building techniques.	City Staff (Planning and Community Development	N/A	Ongoing
H-5.b: Prepare and present a downtown core small lot subdivision ordinance or similar tool for consideration.	City Staff (Planning and Community Development and Public Works	General Fund	2011-2012
H-5.c: Prepare and present a green building/sustainable development incentive tool(s) for consideration that could include density bonuses and relief from parking and other zoning requirements.	City Staff (Planning and Community Development	General Fund	2015-2016
H-5.d: Green Building Codes: Consider Amending the building and zoning codes to identify and remove constraints to green-building, resource conservation, and alternative energy generation and establish	City Staff (Planning and Community Development	General Fund	2015-2016

green building and sustainable practice requirements for new developments, remodels and retrofits. Topics to be included are: Green building materials and practices, Passive solar design and siting, Energy efficient heating and cooling technology, Alternative water storage, wastewater treatment and reclamation, and storm-water management systems.			
H-5.e: Continue to administer the solar and energy efficiency rebate programs.	City Staff (Public utilities)	Utilities Public Benefit Fund	Ongoing
H-5.f: Assist developers and housing development agencies in incorporating green building, energy conservation, and alternative energy generation into their projects by providing information about resources and links to local organizations such as local renewable energy system designers and installers, rebates, energy-rating systems, and funding, on the Housing Resources website.	City Staff (Planning and Community Development)	General Fund	2014-2019 and Ongoing
H-5.g: Promote energy and water conservation education programs that address steps to energy and water efficiency, benefits of weatherization and weatherization assistance programs, and information of onsite renewable energy generation technologies.	City Staff (Public utilities, Public Works, Planning, Building)	Public Utilities	2014-2019 and Ongoing

H-5.h: Promote stormwater management systems for multi-family housing developments that have multiple benefits such as bio-swales to reduce downstream flooding, contamination of streams and rivers, fire hazard, and irrigation needs and to distribute stormwater and recharge groundwater.	City Staff (Public Works, Planning, Building)		2014-2019 and Ongoing
H-5.i: Reduce electricity and natural gas demands by promoting the use of renewable energy technologies in residential and mixed-use projects. Strongly promote solar energy generation, use of solar water heaters, and passive solar design in new housing and, especially, multi-family housing both prior to and during project review.	City Staff (Public utilities, Economic Development, RDA and Planning, Building)	Public Utilities	Ongoing
H-5.j: Work with developers to create residential neighborhoods with mixed housing densities, types, and housing affordability levels that promote human interaction, neighborhood-scale services and facilities, and connectivity to schools, neighborhoods, and commerce.	City Staff (Planning, RDA, Economic Development)	General Fund	Ongoing
H-6.k: Prepare written and electronic public information about what the City is doing to promote and create affordable housing, and invite public participation and suggestions.	City Staff (Planning and Community Development and Economic Development)	General Fund	2012-2015
H-6.l: Conduct periodic meetings with developers, and non-profit housing	City Staff (Planning, Building)	General Fund	Ongoing

development agencies, the Ukiah Police Department and others to identify constraints to development of affordable housing and use the information gained to consider zoning code amendments.			
H-6.J No Net Loss The City will monitor project approvals and comply with the <i>no net loss</i> requirements of <i>Government Code</i> §65863. No zoning amendment or project approval shall reduce the residential density or allow development of any parcel at a lower residential density than assumed in the Housing Element land inventory unless the City makes written findings in accordance with §65863(b).	City Staff (Planning, Building)	General Fund	Ensure compliance with <i>no net loss</i> requirements throughout the planning period



APPENDIX B

2014 Vacant and Underutilized Land

Vacant Parcels

APN	Owner	Location	Existing Use	GP and Zoning	Acres	Potential Units	Constraints (see note below)
00130606	Henrie, P.	250 W. Gobbi Street	Vacant	MDR R2	.9259	10	Traffic
00313038	Ritdet, Y.	1006 S. State Street	Vacant	C C2	.6520	15	Traffic
00306125	Calvary Baptist	1030 Helen	Vacant	LDR R1	.6015	2	Access

	Church	Avenue					
00311083	Hiatt, M.	1080 Helen Avenue	Vacant	LDR R1	3.192	6	Hillside, Access, Drainage
00308310	Phillips, S. TTEE	1405 S. State Street	Vacant	C C2	.7607	12	Traffic, B1 Airport Zone
00308302	Cardenas, J.	1045 S. State Street	Vacant	C C2	.5395	3	Traffic, B1 Airport Zone
00211414	Zbitnoff, I	744 N. State Street	Vacant	C C1	1.184	20	Traffic
00216010	Hillside Community Hospital	E. Hamilton Drive	Vacant	C C2	1.453	30	Traffic
00216013	Hillside Community Hospital	W. Hamilton Drive	Vacant	C C2	2.419	50	Traffic
00219344	Northwestern Pacific Railroad	Railroad off Mason Street	Vacant	C C2	2.409	30	B2 Airport Zone, Traffic, Drainage
00120108	Hill, T.	110 Highland Avenue	Vacant	LDH R1H	.4123	2	Hillside Slopes
00228110	Moretta, G.	190 Cleveland Lane	Vacant	C C2	.1913	5	Drainage
00120331	Wildberger, J. TTEE	Highland Avenue & Clay Street	Vacant	LDR R1	1.458	7	Drainage
00230125	Sanchez, F.	211 W. Mill Street	Vacant	C C1	.2339	2	Traffic
00314001	Thomas, C.	190 Rupe	Vacant	C C2	2.035	10	Traffic, B1 Airport Zone
00347206	Nevill, G.	Off Wabash Avenue	Vacant	C C2	.6662	4	Traffic, B1 Airport Zone
00316057	Mountanos, M. TTEE	582 Talmage Road	Vacant	MDR R2	2.417	35	Access, Noise, Traffic
00228218	Northwestern Pacific Railroad	200 E. Clay Street	Vacant	C C2	1.812	25	Traffic, B1 Airport Zone, Drainage
00228219	Northwestern Pacific Railroad	200 E. Clay Street	Vacant	C C2	1.511	25	Traffic, B1 Airport Zone, Drainage
00234044	Patel, R. TTEE	560 S. Orchard Avenue	Vacant	C C1	.8338	12	Traffic, Drainage

00315040	City of Ukiah	410 Talmage Road	Vacant	C C2	.2611	2	Traffic
00214615	Vargas, R.	502 N. State Street	Vacant	C C1	.1211	1	Traffic
00326053	Cashada, D.	1381 Laurel Avenue	Vacant	LDR R1	.2027	1	Traffic
18007003	Vanranken, F.	1117 Commerce Drive	Vacant	MPA PD	2.264	0	Airport B1 Zone
00230111	Foucault, J.	737 S. Oak Street	Vacant	HDR R3	.1493	4	Traffic
18008028	Redwood Business Park of Ukiah	1701 Airport Road	Vacant	MPA PD	4.683	29	Airport B1 Zone
18008029	Redwood Business Park of Ukiah	1701 Airport Road	Vacant	MPA PD	4.710	29	Airport B1 Zone
18008030	Redwood Business Park	1701 Airport Road	Vacant	MPA PD	7.839	56	Airport B1 Zone
18008025	Redwood Park of Ukiah	1240 Airport Park Blvd.	Vacant	MPA PD	3.596	25	None
00203006	Moreno & Co.	N. Orchard Avenue	Vacant	C C1	4.736	58	Traffic
00203005	Moreno & Co.	595 Brush Street	Vacant	C C1	1.142	15	Traffic
00304078	Shapiro, M.	210 E. Gobbi Street	Vacant	MDR R2	.5852	8	Traffic, B1 Airport Zone, Drainage
00304077	Shapiro, M.	210 E. Gobbi Street	Vacant	C C1	.8738	25	Traffic, B1 Airport Zone, Drainage
Total					53.275	533 Units	

Underutilized Parcels

APN	Owner	Location	Existing Use	Percent (%) Dev	GP and Zoning	Acres	Potential Units and Dev Reduction Factor	Constraints (see note below)
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00211418	Titen, H.	720 N. State Street	Pizza parlor	77%	C C1	.9198	20	Traffic
00211420	Baarsch, B. TTEE	682 N. State Street	Single Family Residence	55%	C C1	.5066	3	Traffic, Creek
00211429	Barrington, R.	660 N. State Street	Dentist office	64%	C C1	1.390	15	Creek, Traffic
00111328	Crook, B.	650 N. Bush	Single Family Residence	87%	LDR R1	.7703	5	Drainage, Traffic
00118114	Goodwin, C. TTEE	400 Park Blvd.	Single Family Residence	62%	LDR R1	2.273	15	Flood Zone
00118115	Vargas, R.	1028 W. Standley Street	Multi Family Residences	53%	LDR R1	1.441	10	Flood Zone, Traffic
00225701	Liu, G. TTEE	390 W. Clay Street	Medical Office	39%	C C1	.4187	5	Mature Trees
00130403	Davis, J.	700 S. Oak Street	Single Family Residence	69%	MDR R2	.1423	1	Yard Setbacks
00303109	American Savings & Loan	S. State Street	Bank	66%	C C1	1.832	15	Traffic, Drainage
00305065	Obergin, D.	751 S. State Street	Affordable Housing	33%	C C1	2.179	40	Traffic, access, Drainage
00313008	Siderakis, S.	1090 S. State St	Small Strip Mall	54%	C C2	.7669	10	Flood Zone, traffic
00354023	Evans, A. TTEE	196 Wabash	Single Family Residence	62%	LDR R1	1.625	6	Drainage
00210112	Orchard Village	715 Sidnie Court	Affordable Housing	55%	MPA PD	1.604	10	Traffic
00210108	Orchard Village	568 Ford Street	Affordable Housing	71%	MPA PD	1.882	10	Traffic
00213804	Orchard Manor	610 N. Orchard Avenue	Affordable Housing	72%	HDR R3	3.988	15	Traffic
00309008	Wiles, G.	23 Betty Street	Single Family Residence	63%	MDR R2	.2597	2	Traffic

00309010	Grivette, H.	19 Betty Street	Single Family Residence	71%	MDR R2	.2612	2	Traffic
00309011	Ferrer, P.	17 Betty Street	Single Family Residence	49%	MDR R2	.2740	2	Traffic
00309012	Salisbury, J.	15 Betty Street	Single Family Residence	68%	MDR R2	.2500	1	Traffic
002232-12,	Northwestern Pacific Railroad	309 E. Perkins Street	Vacant	0%	C C1	6.31 acres	100	Airport B2 Zone, Drainage, Traffic
002232-13	Northwestern Pacific Railroad	309 E. Perkins Street	Railroad Depot	5%	C C-1	4.31 acres	50	Airport B2 Zone, Drainage, Traffic
002282-18	Northwestern Pacific Railroad	309 E. Perkins Street	Vacant	0%	C C-2	2.29 acres	35	Airport B2 Zone, Drainage, Traffic
002282-19	Northwestern Pacific Railroad	309 E. Perkins Street	Vacant	0%	C C-2	1.83 acres	15	Airport B2 Zone, Drainage, Traffic
00224706	Shami Enter	225 N. Orchard Avenue	Shopping Center	41%	C C1	2.123	25	Railroad, Drainage, Traffic
00224707	Shami Enter	275 N. Orchard Avenue	Shopping Center	36%	C C1	1.388	16	Traffic
00204018	Hunt, D.	902 Mazzoni	Single Family Residence	43%	C C2	.5673	1	Traffic
00301049	Wooldridge, J.	302 Banker Blvd.	Single Family Residence	67%	LDR R1	.3553	1	Infill
00114240	Snyder, M. TTEE	179 Park Place	Single Family Residence	86%	LDR R1	.5883	1	Infill
00214601	Penland, N. TTEE	589 N. School Street	Single Family Residence	38%	LDR R1	.72954	1	Infill
00218401	Keiffer, C.	493 N. School Street	Single Family Residence	52%	LDR R1	.1953	1	Infill
00210102	Porzio, F.	725 Orr Street	Single Family Residence	14%	MPA PD	.4878	1	Traffic

00209325	Seminack Most Reverend Richard	190 Orr Street	Church	43%	C C2	3.254	14	Traffic
00125245	Nazarene Church Dist. Advisory	604 Jones Street	Church	69%	LDR R1	.3788	1	Infill
00124220	Hammond, V. TTEE	606 Mary Lane	Single Family Residence	74%	LDR R1	.2432	1	Infill

APN	Owner	Location	Existing Use	Percent (%) Dev	GP and Zoning	Acres	Potential Units and Dev Reduction Factor	Constraints (see note below)
18007018	Action Rents JMP Enter	1400 Hastings Road	Equip Rental and Retail	37%	C C1	2.493	35	Drainage
18004008	Franks, J. TTEE	640 Talmage Road	Single Family Residence	74%	C C2	1.289	9	Drainage
00124217	Allen, M.	624 Mary Lane	Single Family Residence	77%	LDR R1	.5018	1	Infill
00121501	Cariveau, T. Administrator	915 W. Perkins Street	Multi Family residential	89%	LDR R1	.88595	1	Infill
00207231	Brody, T. TTEE	1000 N. Oak Street	Single Family Residence	79%	LDR R1	.8704	1	Infill
00347241	Gerhart, K.	1330 S. State Street	Commercial	66%	C C2	1.0151	10	Drainage, Traffic
0113010	McKinney, N.	506 Park Blvd.	Single Family Residence	50%	LDR R-1	1.1072	7	Odd narrow configuration
0114201	Delgrosso, B.	500 Park Blvd.	Single Family Residence	47%	LDR R1	.2586	2	Narrow configuration
00305087	Davis, M. TTEE	272 Cherry Street	Single Family Residence	49%	MDR R2	.2222	1	Traffic, Airport B1 Zone
00305088	Davis, M. TTEE	272 Cherry Street	Vacant	0%	MDR R2	.3219	1	Traffic, Airport B1 Zone

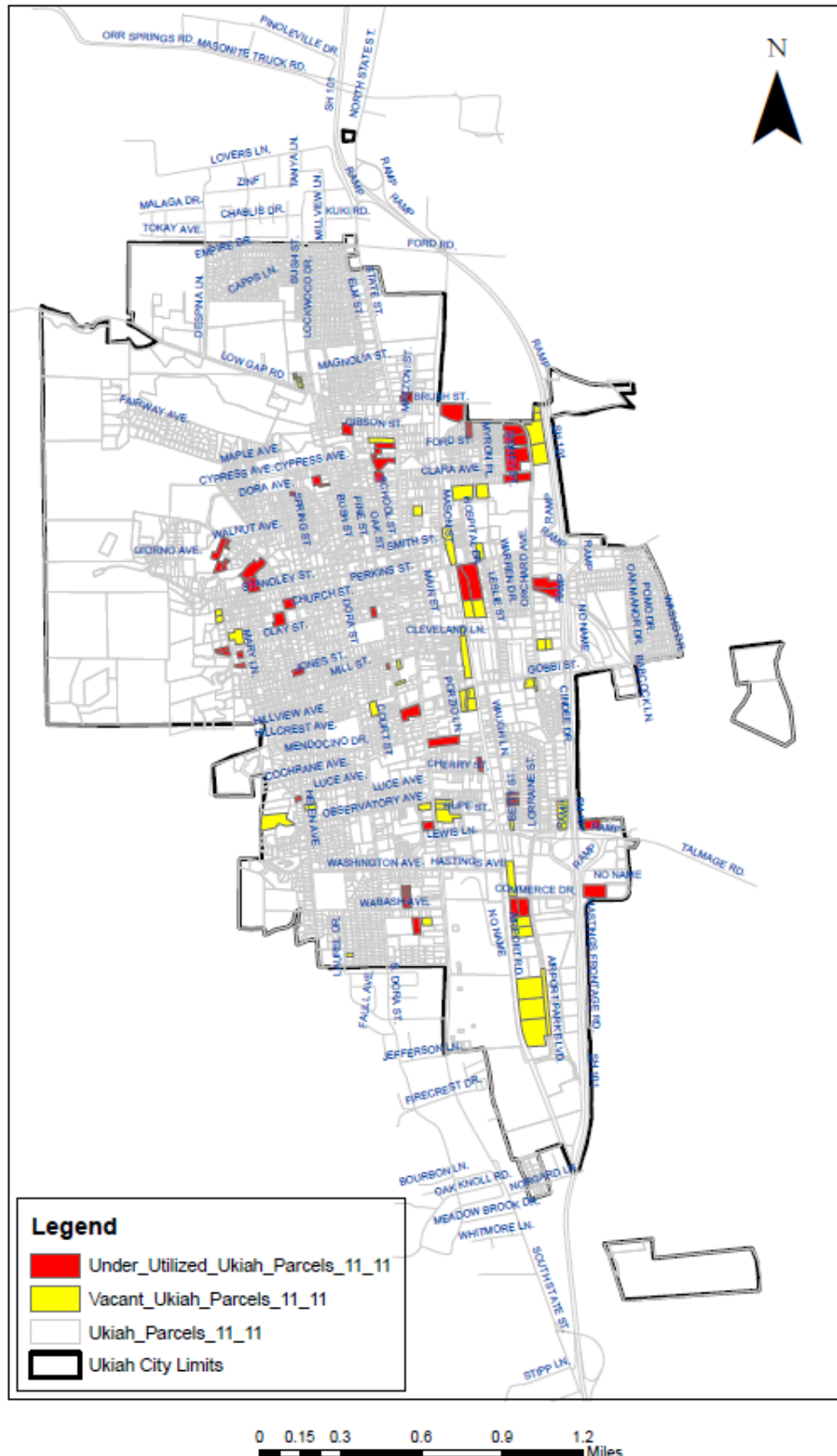
Total						50.786	346	
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	2004	2009	2014
Total Vacant /Underutilized Potential Units	1129	904	879
Total Potential Hillside Units	66	63	63
Total Redevelopable Site Units	N/A	114	114
Total Potential Units	1195	1081	1056
Total Probable Units	733	659	634

1. The probable number of units takes into consideration property ownership, known long range plans of the property owner, location, market forces, and other constraints to development.
2. The traffic and access constraints are subjective and based on empirical observations and knowledge of the area surrounding each parcel. The potential number of units takes these observations into account and reflects a best guess or estimate of total probable units.
3. The drainage, creek, and flood zone constraints are listed because the sites are either located adjacent to or in close proximity to a creek or they are located in a 100-500 year flood area as mapped by FEMA. The potential number of units takes these observations into account and reflects a best guess or estimate of total probable units.
4. The Infill constraint merely recognizes that the sites are identified infill parcels that typically experience infill "issues" when proposed for development or redevelopment. These issues include neighborhood compatibility, noise, congestion, etc. Each site was evaluated independently with these "issues" in mind and the probable number of units were estimated accordingly.
5. The Airport B1 Zone limits the number of people on a site at any given time, and precludes multi-family residential development if the density standard cannot be met and other alternatives sites exist. The B2 Airport Compatibility Zone (Infill) allows a higher density than the B1, so that typical multi-family residential development (28 units per acre) can be achieved.
6. The same percentage reduction factor (36%) used in 2004 to arrive at the "Probable" units was used in 2009.
7. The 2009 land survey utilized GIS technology and more detailed field work than the 2004 land survey. As a result, additional vacant and underutilized parcels were discovered, and exact acreages were determined. In most cases, the size of the 2004 parcels were reduced somewhat with the more exact GIS technology for determining their sizes.
8. In regard to the Underutilized Land, Staff made assumptions regarding potential additional units based on such factors as where existing buildings were located on the parcels, the presence of mature trees, creeks and other natural "constraints", etc.
9. As indicated 3 of the 4 Northwest Pacific Railroad parcels are vacant. They are included in the list of underutilized parcels because they represent a prime lot consolidation opportunity with the 1 partially developed parcel.
10. The Orchard Village/Manor parcels are listed as underutilized because the development on these parcels includes large expansive lawn/turf areas that could be utilized for additional affordable housing units.
11. The residential development potential in the C-1 and C-2 zones is high. The maximum density allowed is 28 units per acre. Recently constructed housing developments in commercial zoning districts (non-mixed use) include a 6 unit apartment complex on North Main Street and a 12 unit apartment complex on South Main Street.
12. The maximum density allowed in the high density and commercial zoning districts is 28 units per acre.
13. There is a need for 234 extremely low, very low, and low income units. There is opportunity for 280 units on residentially zoned land (vacant, underutilized and redevelopable parcels).

14. It should be noted that as of March, 2011, the railroad depot site owned by the North Coast Railroad Authority was being considered by the State of California for the new Courthouse location.

CITY OF UKIAH
VACANT & UNDERUTILIZED LAND 2014-2019
GENERAL PLAN HOUSING ELEMENT UPDATE



APN	OWNER	SITUS_3	Status	MapID	Area (in Acres)
00204018	HUNT DENNIS L & MARY LYNN	902 MAZZONI ST	Underutilized	1	0.57
00209325	SEMINACK MOST REVEREND RICHARD	190 ORR ST	Underutilized	2	3.25
00203005	MORENO & COMPANY	595 BRUSH ST	Vacant	3	1.14
00207231	BRODY JOELE B TTEE	1000 NO OAK ST	Underutilized	4	0.87
00210102	PORZIO FRANK & KATHLEEN J TTEE	725 ORR ST	Underutilized	5	0.49
00210103	PORZIO FRANK & KATHLEEN J TTEE	725b ORR ST	Underutilized	6	0.42
00210112	ORCHARD VILLAGE	715 SIDNIE CT	Underutilized	7	1.60
00210108	ORCHARD VILLAGE	568 FORD ST	Underutilized	8	1.88
00213804	ORCHARD MANOR	610 NO ORCHARD AVE	Underutilized	9	3.99
00203006	MORENO & COMPANY	NO ORCHARD AVE	Vacant	10	4.74
00211414	ZBITNOFF IGOR 1/4	744 NO STATE ST	Vacant	11	1.18
00211418	TITEN HAROLD	720 NO STATE ST	Underutilized	12	0.92
00211420	BAARSCH BEATRICE J TTEE 1/2	682 NO STATE ST	Underutilized	13	0.51
00211429	BARRINGTON ROBERT W & JULIE A	660 NO STATE ST	Underutilized	14	1.39
00111126	PRIOR FAMILY TRUST	DORA @ SPRING ST	Underutilized	15	0.15
00111328	CROOK BRUCE D JR & CYNTHIA M	650 NO BUSH ST	Underutilized	16	0.77
00214601	PENLAND NORMAN H TTEE /	589 NO SCHOOL ST	Underutilized	17	0.73
00237026	PEAR ORCHARD ASSOCIATES		Underutilized	18	0.49
00237027	PEAR ORCHARD ASSOCIATES		Underutilized	19	1.03
00216013	HILLSIDE COMMUNITY HOSPITAL OF	WE HAMILTON DR	Vacant	20	2.42
00216010	HILLSIDE COMMUNITY HOSPITAL OF	EA HAMILTON DR	Vacant	21	1.45
00214615	VARGAS RODRIGO R & JOSEPHINE M	502 NO STATE ST	Vacant	22	0.12
00218401	KEIFFER CHRISTOPHER & BETTY M	493 NO SCHOOL ST	Underutilized	23	0.20
00215330	DOYLE BRENT A & HEIDI O TTEES	345 NO MAIN ST	Vacant	24	0.72
00215322	LEEPIN ALLEN	242 MASON ST	Underutilized	25	0.43
00217506	FIRST BAPTIST CHURCH OF UKIAH	460 NO OAK ST	Underutilized	26	0.22
00113010	MCKINNEY NORAH K	506 PARK BLVD	Underutilized	27	1.11
00114201	DELGROSSO BEVERLY A	500 PARK BLVD	Underutilized	28	0.26
00114240	SNYDER MARY E TTEE	179 PARK PL	Underutilized	29	0.59
00114239	SNYDER MARY E TTEE	179 PARK PL	Underutilized	30	0.43
00118114	GOODWIN EDITH M TTEE	400 PARK BLVD	Underutilized	31	2.27
00118115	VARGAS RODRIGO R & JOSEPHINE M	1028 WE STANDLEY ST	Underutilized	32	1.44
00219344	NORTHWESTERN PACIFIC RAILROAD	RR OFF MASON	Vacant	33	2.41
00219314	GRQ ENTERPRISES	326 EA PERKINS ST	Vacant	34	0.18
00223213	NORTH COAST RAILROAD AUTHORITY	309 EA PERKINS ST	Underutilized	35	2.54
00223212	NORTHWESTERN PACIFIC RAILROAD	309 EA PERKINS ST	Underutilized	36	3.93

00224706	UKIAH ORCHARD LLC	225 SO ORCHARD AVE	Underutilized	37	2.12
00224707	UKIAH ORCHARD LLC	275 SO ORCHARD AVE	Underutilized	38	1.39
00228218	NORTHWESTERN PACIFIC RAILROAD	200 EA CLAY ST	Vacant	39	1.81
00228219	NORTH COAST RAILROAD AUTHORITY	200 EA CLAY ST	Vacant	40	1.51
00225701	LIU GRACE C TTEE	390 WE CLAY ST	Underutilized	41	0.42
00121501	CARIVEAU TOM ADMINISTRATOR 1/4	915 WE PERKINS ST	Underutilized	42	0.89
00121409	TRINITY YOUTH SERVICES	200 SO BARNES ST	Underutilized	43	1.25
00120108	HILL THOMAS P	110 HIGHLAND AVE	Vacant	44	0.41
00120331	WILDBERGER JOSEPH A TTEE 1/2	HIGHLAND AND CLAY	Vacant	45	1.46
00228110	MORETTA GINO & MARY 1/3	190 CLEVELAND LN	Vacant	46	0.19
00234044	PATEL RAMAN M TTEE 1/3	560 SO ORCHARD AVE	Vacant	47	0.83
00124220	HAMMOND VIRGINIA TTEE	606 MARY LN	Underutilized	48	0.24
00124217	ALLEN MARY E	624 MARY LN	Underutilized	49	0.50
00125245	NAZARENE CHURCH DIST ADVISORY	604 JONES ST	Underutilized	50	0.38
00130403	DAVIS JAN L	700 SO OAK ST	Underutilized	51	0.14
00230125	SANCHEZ FRANCIS & MARGIE K	211 WE MILL ST	Vacant	52	0.23
00230111	FOUCAULT JOHN W	737 SO OAK ST	Vacant	53	0.15
00130606	HENRIE PATRICK	250 WE GOBBI ST	Vacant	54	0.93
00303109	AMERICAN SAVINGS & LOAN ASSOCI	SO STATE ST	Underutilized	55	1.83
00304077	SHAPIRO MICHAEL L & SHARON MK	210 EA GOBBI ST	Vacant	56	0.87
00304078	SHAPIRO MICHAEL L & SHARON K T	210 EA GOBBI ST	Vacant	57	0.59
00305065	OBERGIN DANIEL	751 SO STATE ST	Underutilized	58	2.18
00305088	DAVIS MARK E & DONNA TTEES 1/2	272 CHERRY ST	Underutilized	59	0.32
00305087	DAVIS MARK E & DONNA TTEES 1/2	272 CHERRY ST	Underutilized	60	0.22
00301049	WOOLDRIDGE JASON & MOHENI	302 BANKER BLVD	Underutilized	61	0.36
00311083	HIATT MARY D	1080 HELEN AVE	Vacant	62	3.19
00306125	CALVARY BAPTIST CHURCH	1030 HELEN AVE	Vacant	63	0.60
00313038	RITDET YAOWAPHA /	1006 SO STATE ST	Vacant	64	0.65
00308310	PHILLIPS SANDRA TTEE 1/2	1405 SO STATE ST	Vacant	65	0.76
00308302	CARDENAS JAIME & MARIA G 1/4	1045 SO STATE ST	Vacant	66	0.54
00314001	THOMAS CATHERINE 1/2	190 RUPE ST	Vacant	67	2.03
00313008	SIDERAKIS SID STEVE 1/2	1090 SO STATE ST	Underutilized	68	0.77
00309008	WILES GLENN M & ROSE	23 BETTY ST	Underutilized	69	0.26
00309010	GRIVETTE HUBERT E & ANITA M	19 BETTY ST	Underutilized	70	0.26
00309011	FERRER PAZ C	17 BETTY ST	Underutilized	71	0.27
00309012	SALISBURY JERRY G & MARY LOU H	15 BETTY ST	Underutilized	72	0.25
00315040	CITY OF UKIAH	410 TALMAGE RD	Vacant	73	0.26

00316057	MOUNTANOS MARK P TTEE	582	TALMAGE RD	Vacant	74	2.42
18004008	FRANKS JACK D TTEE 1/3	640	TALMAGE RD	Underutilized	75	1.29
18007003	VANVRANKEN FRANK A	1117	COMMERCE DR	Vacant	76	2.26
00354023	EVANS ALICE V TTEE	196	WABASH AVE	Underutilized	77	1.63
18007018	THURSTON AUTO GROUP INC	1400	HASTINGS RD	Underutilized	78	2.49
00347241	GERHART KATHERINE E	1330	SO STATE ST	Underutilized	79	1.02
00347206	NEVILL GARY L & JEANNE M		OFF WABASH	Vacant	80	0.67
18008025	REDWOOD BUSINESS PARK OF UKIAH	1230	AIRPORT PARK BLVD	Vacant	81	3.60
00326053	CASHADA DONALD L & MARJORIE M	1381	LAUREL AVE	Vacant	82	0.20
18008028	REDWOOD BUSINESS PARK OF UKIAH	1701	AIRPORT RD	Vacant	83	4.68
18008029	REDWOOD BUSINESS PARK OF UKIAH	1701	AIRPORT RD	Vacant	84	4.71
18008030	REDWOOD BUSINESS PARK OF UKIAH	1701	AIRPORT RD	Vacant	85	7.84



APPENDIX C

Review of 2009-2014 Housing Element

Implementation Accomplishments

The City of Ukiah is committed to continually improving programs in the Housing Element to ensure that the housing needs of the community are met. Reviewing past accomplishments is an important step in developing housing strategies that are effective and address identified community needs. State law requires the City to report on progress made in meeting the goals, policies, and objectives set forth in the prior Housing Element. This includes reviewing progress made in implementing programs included in the adopted element, and evaluating their effectiveness and continued appropriateness for the City.

The last Housing Element was adopted in 2011 and covered the RHNA period from 2009 to 2014. Even with the loss of the Redevelopment Agency and a lack of staff and financial resources, moderate to good progress was made implementing the 2009-2014 tasks.

Program	Objective	Timeframe in Housing Element	Progress/Appropriateness
H-1.a: By the end of 2010, develop and implement A residential rehabilitation Program with an emphasis on Improving safety, comfort and Energy Efficiency.	Rehabilitate residential units	2010	Progress: CDBG funds secured for rehab projects. Mendocino County Community Development Commission managed program for the City. Two rehab projects completed. Additional funds being sought. Appropriateness: In theory, this program has a big bang for the buck, but the qualification requirements were challenging for many residents. Looking for additional funds with less stringent qualification requirements.
H-1.b: Work with the City Public Utility Department to potentially expand the City's Energy Efficiency Public Benefits Fund.	Energy Efficiency Improvements	Ongoing	Progress: Discussion in 2011. GHG Inventory and Climate Action Plan underway in 2012 -2013 – Expansion of the City's Energy Efficiency Public Benefits Fund may become a program in CAP. Appropriateness: This

			program is still appropriate and may be fulfilled with the adoption of the City Climate Action Plan – slated for 2014.
H-1.c: Provide informational materials to the public regarding sustainable and green building materials.	Education	Ongoing	Progress: Completed. Green Building Resource Center created in the Ukiah Civic Center. Appropriateness: This program provides valuable information to residents, contractors, architects, etc.
H-1.d: Consider measures That would preserve/conserv existing mobile home parks, such as a mobile home rehabilitation program, conversion to ownership program, infrastructure improvement incentives, rent stabilization, etc.	Preservation of Mobile Home Parks	Ongoing	Progress: Completed. Rent stabilization ordinance adopted in 2011. Appropriateness: While a major part of this program was completed, it remains appropriate and is included in the updated element.
H-1.e Develop an At-Risk Units Program: Maintain an Inventory of at-risk affordable housing units and work with property owners and non-profit affordable housing organizations to preserve these units by identifying and seeking funds from Federal, State, and local agencies to preserve the units.	Maintain stock of affordable housing.	Ongoing	Progress: Inventory completed in 2011. Appropriateness: While a major part of this program was completed, it remains appropriate and is included in the updated element.
H-2.a: Provide copies of the inventory of vacant and underdeveloped land for public distribution.	Education	Ongoing	Progress: Completed in 2011. Appropriateness: The program is appropriate and on-going, and remains in the updated element.
H-2.b: Work with public transit providers and developers to encourage housing development located close to public transit facilities.	Education	Ongoing	Progress: Development project referral to the Mendocino Transit Authority routine procedure. Appropriateness: The program is appropriate and on-going, and remains in the updated element.

H-2.c: Provide reduced planning permit application fees for residential second dwelling units.	Encourage and increase second dwelling units	Ongoing	Progress: Reduced fees adopted if units are affordable. Appropriateness: Completed and no longer included in the updated element.
H-2.d: Review the zoning code and determine if any constraints to condominium developments and cooperative living projects exist, and if so, eliminate the constraints.	Encourage condo and cooperative living projects.	Ongoing	Progress: Preliminary review completed in 2011. Appropriateness: This program has not been completed and is still appropriate. It remains in the updated element.
H-2.e: As Staff and resources allow, assist the Staff of the Buddy Eller Homeless Shelter facility to resolve any neighborhood compatibility issues that arise.	Eliminate incompatibility	Ongoing	Progress: No complaints received. Ongoing discussions and monitoring. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-2.f: The zoning code shall be amended to allow homeless facilities without the requirement for a Use Permit in the M Manufacturing zoning district. The zoning code shall require a Site Development Permit and facility management plan, and reasonable site development standards for homeless facilities, pursuant to California Government Code Section 65583.	Increase homeless shelters	Ongoing	Progress: Low priority because no capacity issues at the existing shelter. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-2.g: Do not permit the conversion of rental units to condominium units unless the City's amount of rental units is sufficiently adequate.	Retain rental housing stock	Ongoing	Progress: No conversions proposed in 2011-2013. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-2.h: Do not permit the conversion of single family residential homes to	Retain housing stock	Ongoing	Progress: No conversions proposed in 2011-2013.

professional offices unless the City's amount of residential units is sufficiently adequate.			Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-2.i: Adopt an Inclusionary Housing Ordinance by 2013 that requires below-market rate housing to be included as part of residential projects	Increase affordable housing	Ongoing	Progress: Preliminary work completed. Minimal housing starts in the City. Inclusionary housing ordinance low priority. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-2.j: Adopt the following minimum standards for inclusionary housing units: 3. The exterior appearance of inclusionary units shall not be different than for other units in the housing development of which they are a part; and • 4. Inclusionary units shall be dispersed or distributed throughout the development rather than being concentrated in one portion of the development.	Increase affordable housing	Ongoing	Progress: Preliminary work completed. Minimal housing starts in the City. Inclusionary housing ordinance low priority. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-2.k: Prepare a Nexus Study by 2014 to determine if a nexus can be established requiring the developers of large residential and commercial projects to construct needed affordable housing units on site or in another appropriately zoned location near the place of employment and/or pay a housing impact fee. If a nexus can be established, adopt the affordable housing requirement or housing impact fee.	Generate affordable housing funds	Ongoing	Progress: No work completed. Reduced staff and a lack of funds to prepare Study. Loss of Ukiah RDA stalled effort. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-2.l: Identify and meet with nonprofit builders who specialize in building housing	Develop partnerships with affordable housing developers.	Ongoing	Progress: Met and worked closely with an out-of-town affordable housing developer

for extremely low-income households. This effort is designed to build a long-term partnership in development, gain access to specialized funding sources, identify the range of local resources and assistance needed to facilitate the development of housing for extremely low-income households, and promote a variety of housing types, including higher density, multifamily supportive, single room occupancy and shared housing.			about the old Trinity School site. Effort stalled due to the elimination of the Ukiah RDA. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-2.m: Work in conjunction with other agencies to jointly develop and implement a program that is designed to address the needs of the extremely low income households in the City. At least annually and on an on-going basis contact agencies and developers to facilitate implementing the program. Actions to be considered for inclusion in the program include prioritizing City/RDA funding, supporting grant and other applications for funding, and exploring housing types and construction methods to promote housing for ELI citizens.	Create more affordable housing	Ongoing	Progress: Some progress made. Loss of staff and the elimination of the Ukiah RDA has stalled efforts. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-2.n: Amend the zoning ordinance to be consistent with Senate Bill 2. All transitional and supportive housing shall be considered a residential use and only those restrictions that apply to other residential uses of the same type (single family residential, duplex, multi-family, etc.) shall be imposed.	Streamline transitional housing projects.	Ongoing	Progress: Preliminary work completed in 2011. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-2.o: Post the sites inventory map and housing development in commercial zones information on the City's website and prepare hard-copy informational handout material for property	Education	Ongoing	Progress: Completed in 2011 Appropriateness: This program is on-going and still appropriate. It remains in the updated element.

owners and developers.			
H-2.p: Within 1-year of adoption of the Housing Element, conduct a roundtable meeting with non-profit housing sponsors and developers to educate and share information about vacant and underutilized sites, the planned development tool, the lot consolidation process, and incentives offered by the City.	Create more affordable housing	Ongoing	Progress: Loss of staff and the elimination of the Ukiah RDA have stalled efforts. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-2.q: To ensure adequate sites are available throughout the planning period to meet the City's RHNA, the City will continue to annually update an inventory that details the amount, type, and size of vacant and underutilized parcels to assist developers in identifying land suitable for residential development and that also details the number of extremely low-, very low-, low-, and moderate-income units constructed annually. If the inventory indicates a shortage of available sites, the City shall rezone sufficient sites to accommodate the City's RHNA. The City has identified residential capacity within the mixed use zone to accommodate 284 units of the City's RHNA for lower-income households. To ensure sufficient residential capacity is maintained within this zone to accommodate the identified need of 284 units, the City will develop and implement a formal ongoing (project-by-project) evaluation procedure pursuant to Government Code Section 56863. Should an approval of commercial development result in a reduction of capacity within mixed use zones below the residential capacity needed to accommodate the remaining need for lower-income households, the City will identify and zone sufficient sites to accommodate the	Education	Ongoing	Progress: Completed. Inventory updated in 2014 Appropriateness: This program is on-going and still appropriate. It remains in the updated element.

shortfall on land zones exclusively for residential multifamily use allowing at least 16 du/acre.			
H-2.r: Facilitate the consolidation of smaller, multi-family parcels by 1) publicizing the underutilized sites inventory on the City's website, and 2) providing technical assistance to property owners and developers in support of lot consolidation. To encourage development of quality housing at prices lower income households can afford on smaller, multi-family parcels, the City will meet with non-profit sponsors and developers to promote strategies and the creation of lot consolidation incentives.	Create more affordable housing	Ongoing	Progress: Initial steps completed in 2012. Ongoing efforts slowed by reduced staff and the elimination of the Ukiah RDA. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-2.s: Identify a prime affordable housing infill site currently burdened by flood zone issues and pursue an engineering study and possible FEMA map correction to eliminate this constraint.	Increase potential affordable housing sites	Ongoing	Progress: Completed in 2011. ("Garden Café" site – South State Street). Appropriateness: Completed and therefore not included in updated element.
H-3.a: Special Needs Rental Housing: Support applications to State and federal agencies such as HCD, State Treasurer's Office, HUD and USDA for affordable rental housing financing to provide shelter for very low-income families and special needs households.	Increase very low and special needs housing units	Ongoing	Progress: Reduced staff and the elimination of the Ukiah RDA have stalled implementation. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-3.b: Increase housing opportunities for persons with disabilities consistent with the fair housing and disability laws, and encourage physical access to and within residential units and areas during the development review process.	Increase housing opportunities for persons with disabilities	Ongoing	Progress: Routine procedure with the review of development projects. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-3.c: Review the zoning code and consider eliminating regulatory constraints to special needs housing projects.	Eliminate constraints	Ongoing	Progress: Preliminary work completed in 2011. Appropriateness: This program is on-going and still

			appropriate. It remains in the updated element.
H-3.d: Continue to support and assist farmworker housing advocates by providing technical assistance with development applications; lower planning application fees for affordable housing projects, and identifying potential sites for farm worker housing.	Increase farmworker housing	Ongoing	Progress: Lower fees adopted. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-3.e: Amend the zoning code to define and allow Single Room Occupancy (SRO) developments in the Medium Density (R-2) and High Density (R-3) zoning districts.	Increase tools to encourage affordable housing.	Ongoing	Progress: Downtown Zoning Code adopted in 2012 – includes opportunities for SRO development. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-4.a: Continue to refer housing discrimination complaints to Legal Services of Northern California, State Fair Employment and Housing Commission, and the U.S. Department of Housing and Urban Development (HUD).	Education	Ongoing	Progress: No complaints received. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-4.b: Distribute housing discrimination public information and make it available at the Ukiah Civic Center and on the City's website.	Education	Ongoing	Progress: Completed. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-5.a: Apply the CEQA Infill Exemption when possible and perform expedited review for well designed, compact projects using green and sustainable design and building techniques.	Education	Ongoing	Progress: Implemented with Planning Commission approval in 2012 of the Richard Ruff project on North State Street. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.

H-5.b: Prepare and present a downtown core small lot subdivision ordinance or similar tool for consideration.	Education	Ongoing	Progress: Completed with adoption of the Downtown Zoning Code in 2012. Appropriateness: Completed and not included in updated element.
H-5.c: Prepare and present a green building/sustainable development incentive tool(s) for consideration that could include expedited permit processing, density bonuses and relief from parking and other zoning requirements.	Education	Ongoing	Progress: Project programed for 2013. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-5.d: Green Building Codes: Consider Amending the building and zoning codes to identify and remove constraints to green-building, resource conservation, and alternative energy generation and establish green building and sustainable practice requirements for new developments, remodels and retrofits. Topics to be included are: Green building materials and practices, Passive solar design and siting, Energy efficient heating and cooling technology, Alternative water storage, wastewater treatment and reclamation, and storm-water management systems.	Education	Ongoing	Progress: Project programed for 2013 Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-5.e: Continue to administer the solar and energy efficiency rebate programs.	Education	Ongoing	Progress: The program continues and is under evaluation for possible expansion. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-5.f: Assist developers and housing development agencies in incorporating green building, energy	Education	Ongoing	Progress: Green Building Information Center completed in the Ukiah Civic Center.

conservation, and alternative energy generation into their projects by providing information about resources and links to local organizations such as local renewable energy system designers and installers, rebates, energy-rating systems, and funding, on the Housing Resources website.			Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-5.g: Promote energy and water conservation education programs that address steps to energy and water efficiency, benefits of weatherization and weatherization assistance programs, and information of onsite renewable energy generation technologies and financing options.	Education	Ongoing	Progress: Green Building Information Center completed in the Ukiah Civic center. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-5.h: Promote stormwater management systems for mutli-family housing developments that have multiple benefits such as bio-swales to reduce downstream flooding, contamination of streams and rivers, fire hazard, and irrigation needs and to distribute stormwater and recharge groundwater.	Education	Ongoing	Progress: Routine practice of Public Works Staff. New storm-water ordinance adopted in 2010. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-5.i: Reduce electricity and natural gas demands by promoting the use of renewable energy technologies in residential and mixed-use projects. Strongly promote solar energy generation, use of solar water heaters, and passive solar design in new housing and, especially, multi-family housing both prior to and during project review.	Education	Ongoing	Progress: Routine practice during project review. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-5.j: Work with developers to create residential neighborhoods with mixed housing densities, types, and housing affordability levels that promote human interaction, neighborhood-scale services and facilities, safety, and connectivity to schools, neighborhoods, and commerce.	Education	Ongoing	Progress: No opportunities have surfaced. Poised to implement. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.

H-5.k: Adopt a form based zoning code for the downtown that would promote and provide opportunity for compact, pedestrian friendly, infill mixed use development including a variety of housing types.	Education	Ongoing	Progress: Downtown form-based code adopted in 2012. Appropriateness: Completed and not included in the updated element.
H-6.a: Redesign and reinvigorate the RDA low and moderate income housing program.	Increase affordable housing	Ongoing	Progress: RDA eliminated by the State of California. Appropriateness: RDA eliminated and this program is not included in the updated element.
H-6.b: Develop a Housing Resources webpage that may be used to facilitate the development and improvement of affordable housing. Included on the webpage could be items such as funding resources, affordable housing development agencies and developers, energy conservation and green-building resources and services.	Education	Ongoing	Progress: New City website under construction 2012-2014. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.
H-6.c: Conduct periodic meetings with developers and non-profit housing development agencies to identify constraints to development of affordable housing and use the information gained to consider zoning code amendments.	Education	Ongoing	Progress: Reduced staff and the elimination of the Ukiah RDA have stalled efforts. Appropriateness: This program is on-going and still appropriate. It remains in the updated element.



APPENDIX D

Zoning Matrix



CITY OF UKIAH
Department of Planning & Community Development, 300 Seminary Avenue, Ukiah, CA 95482
planning@cityofukiah.com (707) 463-6200 www.cityofukiah.com



BASE ZONING DISTRICTS – LAND USE MATRIX

This matrix provides a generalized reference for identifying uses by zoning district. The matrix is not adopted and does not amend or substitute for regulations adopted by the City. Consult the Ukiah Municipal Code (Division 9, Chapter 2, Zoning) for definitions, regulations, standards and exceptions. Other regulations may apply. Some base and combining zoning districts are not shown. The Ukiah Municipal Code is online at: <http://66.113.195.234/CA/Ukiah/index.htm>

BASE ZONING DISTRICTS – GENERALIZED LAND USE MATRIX

(A = Allowed use by right, UP = Use permit required)

USE	R-1	R-2	R-3	C-N	C-1	C-2	M	PF
RESIDENTIAL								
Condominiums	UP	A	A		A			
Duplexes		A	A		UP			
Dwelling groups		UP	UP					
Multiple-family residential units, apartment houses		A	A		UP	UP		
Mobile home parks			UP		UP	UP	UP	
Manufactured homes	A	A	A					
Single-family dwellings	A	A	A	A	UP			
Single-family dwelling - 3,000 square foot lot		UP						
Second dwelling units	A	A	A	A	A			
Farm labor camps								
Resident manager/security personnel housing						UP	UP	
RESIDENTIAL/COMMERCIAL								
Mixed residential with compatible commercial land uses					UP	UP		
Mixed rental dwelling units with allowed or permitted use(s)				UP				
Boarding or rooming houses		A	A					
Bed and breakfast establishments	UP	UP	UP	UP	A	UP		
Hotels, motels			UP		A	UP	UP	
PUBLIC, QUASI-PUBLIC, COMMUNITY								
Public buildings, structures and uses			UP			UP		A

BASE ZONING DISTRICTS – GENERALIZED LAND USE MATRIX
(A = Allowed use by right, UP = Use permit required)

USE	R-1	R-2	R-3	C-N	C-1	C-2	M	PF
Public buildings and places of temporary public assembly	UP	UP						
Quasi-public buildings, structures and uses						UP		UP
Public or private schools	UP	UP		UP	A			A
Churches, chapels, religious assembly and instruction	UP	UP	UP	UP	A			
Small family child daycare home - 6 maximum		A						
Small family child daycare home - 8 maximum, including children under the age of ten (10) years who reside at the home	A		A	UP	A			
Large family child daycare home - 7 - 14 including children under the age of 10 who reside at the home	UP	UP	UP	UP	UP			
Community care facility - 6 maximum	A	A	A		A			
Community care facility - 7 - 12	UP	UP	UP		UP			
Small homeless facilities - 7 - 12 (see section 9171)	UP	UP	UP	A	A	UP	UP	UP
Large homeless facilities - more than 12 (see section 9171)	UP	UP	UP	UP	UP	UP	UP	UP
Rest homes, convalescent services, residential medical facilities		UP	UP	UP				
Hospitals and pharmacies			UP	UP				
Conservation and natural resource conservation areas								A
Airports and aviation-related functions and uses								A
Corporation yards								UP
Public cemeteries and similar uses								UP
Public transportation facilities								UP
Public utility facilities and uses								A
Recycling facility						A		
Refuse disposal/recycling areas, refuse transfer stations								UP
Minor food services unrelated to primary use								A
Historical sites and monuments								A
Parks, community gardens, playgrounds	UP	UP	UP			UP		A
Fairgrounds								A
Community concerts, farmers markets, craft bazaar, flea markets								UP
COMMERCIAL								
Bar, dance hall, live entertainment establishment, nightclub					UP			
Billiard parlor, amusement arcade, bowling alley					UP			
Theater					UP			
Adult entertainment businesses (see section 9176)							UP	UP
Social halls and lodges		UP			UP			
Circuses, carnivals, amusement parks, open air theaters, similar	UP*	UP*	UP*	UP*	UP*	UP	UP*	UP

BASE ZONING DISTRICTS – GENERALIZED LAND USE MATRIX
(A = Allowed use by right, UP = Use permit required)

USE	R-1	R-2	R-3	C-N	C-1	C-2	M	PF
temporary establishments involving large assemblages of people								
Home occupations	A	A	A	A				
Outdoor sales establishments (see section 9184)	UP	UP		UP	UP	UP	UP	
Professional offices generally			UP	A	A	UP	UP	
Professional office - converted from a single-family residence		UP						
Medical offices				A				
Banks					A			
Business services						A		
Personal service establishments				UP	A		UP	
Barbershops, beauty shops			UP	A				
Coin operated laundromat			UP			A		
Laundry service						A		
Drugstores				A				
Florist			UP	A				
Video rentals/sales			UP					
Tailor shop				UP				
Bookstore				UP				
'Mom and pop' convenience grocery stores, delicatessens			UP	A				
Bakeries			UP	UP				
Coffee shops			UP	UP				
Restaurants, cafes (no drive-through)				UP				
Restaurants (includes drive-through)					A	UP		
Retail stores					A	UP	UP	
Retail – except large commercial retail stores (such as department stores, supermarkets, chain drugstores, discount clothing stores)				UP				
Wholesale stores						A		
Kennel, pet shop, and pet services						A		
Veterinarian					UP			
HEAVY COMMERCIAL OR INDUSTRIAL								
Auto sales – new or used					A	A		
Auto – repair, body and painting, car wash, service (gas) station					A	A	A	
Equipment repair shop						A	A	
Auto wrecking, junk yards							A	
Public or private parking lots for automobiles to accommodate primary use, or when next to C-N, C-1 or C-2 (see section 9176)	UP	UP	A					

BASE ZONING DISTRICTS – GENERALIZED LAND USE MATRIX
(A = Allowed use by right, UP = Use permit required)

USE	R-1	R-2	R-3	C-N	C-1	C-2	M	PF
Parking lots					UP			
Transportation services						A		
Blacksmith shops							A	
Building materials yards, lumber yards							A	
Construction sales and service						A	A	
Farm equipment sales and feed stores						A	A	
Cabinet shop					UP	A	A	
Machine shop					UP	A	A	
Planing mills							A	
Sign shop						A	A	
Safety services						A		
Mini/convenience storage					UP	A	A	
Storage facilities and bulk fuel storage							A	UP
Warehousing and distribution (limited)						A	A	
Warehousing and distribution (general)							UP	
Wholesale and storage establishments							A	
Light manufacturing and industrial uses						UP	A	UP
Industrial, manufacturing, or storage uses objectionable due to smoke, dust, noise, radioactivity, vibration, bright light, etc.							UP	
Heavy industrial and manufacturing uses without appreciable offensive or objectionable noise, odor, dust or nuisance factors							A	
Removal of minerals, earth, other natural materials (see section 9176)	UP	UP	UP	UP	UP	UP	UP	UP
Temporary uses meeting purpose and intent of district, not to exceed 6 months (see section 9176)	UP	UP	UP	UP	UP	UP	UP	UP
Fences - 6' or less	A	A	A	A	A	A	A	A
Fences - exceeding 6 feet (see section 9178)	UP	UP	UP	UP	UP	UP	UP	UP
Accessory uses and buildings	A	A	A	A	A	A	A	A

Source: City of Ukiah - Planning and Community Development Department, 6/2007

**UKIAH PLANNING COMMISSION
December 9, 2015
Minutes**

COMMISSIONERS PRESENT

Mike Whetzel, Chair
Christopher Watt
Mark Hilliker
Linda Sanders

COMMISSIONERS ABSENT

Laura Christensen

STAFF PRESENT

Charley Stump, Planning Director
Kevin Thompson, Principal Planner
Cathy Elawadly, Recording Secretary

OTHERS PRESENT

Listed below, Respectively

1. CALL TO ORDER

The regular meeting of the City of Ukiah Planning Commission was called to order by Chair Whetzel at 6:00 p.m. in the Council Chambers of the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE - Everyone cited.

4. APPROVAL OF MINUTES – The minutes from the October 28, 2015 meeting are included for review and approval.

M/S Sanders/Hilliker to approve October 28, 2015 minutes, as submitted. Motion carried (4-0).

5. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS**6. APPEAL PROCESS****7. SITE VISIT VERIFICATION**

8. VERIFICATION OF NOTICE – Confirmed by Staff.

9. PUBLIC WORKSHOP

9A. Housing Element Update – Request for Planning Commission to review and conduct a public workshop on the Draft 2014 Housing Element. No action will be taken.

Principal Planner Thompson: Gave a staff report as provided for on pages 1-3 of the staff report and PowerPoint presentation the content of which is included in the minutes as attachment 1:

What is a Housing Element?

- 1 of 7 mandated elements of the General Plan
- Assess housing needs within the City
- Sets the stage for a variety of housing
- Requires review and certification by the State.

What is in the Contents of the Housing Element

- Needs Assessment – projected need, special needs: elderly, large families, farmworkers
- Resources and Constraints Analysis as this relates to zoning, fees permits, Non-governmental: cost of lands, financing

- Site Analysis – Inventory of suitable land, analysis of zoning, zoning for all types of housing (Refer to City Map that references underutilized/vacant parcels in the City limits)
- Programs – Goals (What we want to happen); Policies (Support the goals); Implementation tasks (How results will be achieved). Programs are a big part of the Housing Element because this represents housing goals/policies and corresponding implementation tasks.

City of Ukiah RHNA (Regional Housing Needs Assessment) Allocation

- The State of California determines where and how much growth is going to occur in the next cycle. The RHNA is the state-mandated process to identify the total number of housing units by affordability level that each jurisdiction must accommodate in its Housing Element. The California Department of Housing and Community Development (HCD) identifies housing need for Mendocino County for an eight-year period in this cycle from 2014 to 2022. Mendocino Council of Governments (MCOG) must then develop a methodology to distribute this need to local governments. Once a local government/jurisdiction has received its final RHNA, it must revise its Housing Element to show how it plans to accommodate its portion of the region's housing need as determined by HCD. The housing needs figure is divided among the various corresponding jurisdictions and represents what each jurisdiction and/or city is 'obligated' to accommodate, not necessarily 'build.' Each city has to look at availability of land and whether or not there are constraints and/or if a rezone is a necessary and/or possible option. Much of housing needs assessment was brought on by SB375 (Sustainable Communities Strategies). Noted during the last RHNA cycle most cities were 'hit with some unrealistic housing needs numbers' that could not possibly be met. Also while some cities have experienced a higher housing needs assessment number, Ukiah's housing needs number has dropped.
- The chart represents the RHNA allocation for the City of Ukiah and quantifies the need for housing within each jurisdiction during specified planning periods from 2014 to 2019 for the different income levels (very low, low, moderate and above moderate)
- The City is not required to actually build the housing units but rather sets the stage for the private market and as such, how the City plans to fulfill its housing needs quota.

Progress

- Related to 2014-2022 RHNA: Chart demonstrates progress made to date concerning proposed housing projects for 'very low, low, moderate and above moderate income levels.

Housing Element Goals

- Goal H-1: Conserve, rehabilitate and improve the existing housing stock to provide adequate, safe, energy efficient, and decent housing for all Ukiah residents (General goal).
- Goal H-2: Provide housing for all economic segments of the community (General Goal).
- Goal H-3: Expand affordable housing opportunities for persons with special housing needs such as the homeless, mentally ill, physically disabled, households with very low to moderate incomes, senior citizens, farm workers, female heads of households with children under 18 years old, and first time homebuyers (Special needs).
- Goal H-4: Promote well planned and designed housing opportunities for all persons regardless of race, gender, age, sexual orientation, marital status or national origin (Fair housing).
- Goal H-5: Use land effectively to meet housing needs and to implement smart growth, green building, and sustainable development policies with a focus on infill development (Efficiency).
- Goal H-6: Maintain a collaborative working relationship with all groups and organizations dedicated to providing affordable housing in the community, and ensure board public participation in the development of housing goals and policies (Collaboration).

(Housing Element Goals will remain unchanged).

Housing Element Review

- Department of Housing and Community Development (HCD) has completed two reviews where the primary comment is the City must comply with SB2. The current draft General Plan Housing Element (2014-2019) and corresponding Negative Declaration reflects the elimination of

1 references to 'redevelopment' as well as other minor changes based on updated
2 information/data.

3
4 **Chair Whetzel:**

- 5 • Asked what if the City did not have sufficient/suitable acreage for housing projects and how would
6 this issue be addressed?
- 7 • Would assume the City is encouraging developments that would be for low income persons first.
8

9 **Commissioner Watt:**

- 10 • Rezoning requires looking at impacts to traffic/congestion and other types of impacts and asked if
11 there is an environmental analysis that coincides with a rezone.
- 12 • Understands the one impediment concerning compliance with the housing needs allocation
13 process that has to be addressed is the zoning and then deal with potential project impacts.
14 Asked if looking at availability for water/sewer would be another component of the CEQA
15 documentation process for rezones.
- 16 • If there is no suitable land available for housing projects and no rezone is possible would
17 annexation be a consideration?
- 18 • Understands then that the purpose of zoning changes is to allow for more density.
- 19 • Asked if 'low and very low' represents 'affordability.'
- 20 • Asked, for example, relative to 'very low income' 11 units that are required for the 2014-2022
21 cycle and does this mean some manipulation of the land use policy and zoning is necessary that
22 brings the potential for the number of very low income housing units to 11 units.
- 23 • Referred to the draft 2014-2019 Housing Element dated March 2015 and the revisions and what
24 the City has to do and if there is a direct correlation/relation with changes to the land use policy
25 that will likely result in a letter from HCD? How does the City say our Housing Element will
26 accommodate the City of Ukiah RHNA assessment? Are the number of units established for a
27 particular housing needs assessment cycle accommodated/available on the map. In other words,
28 is the assessment documented by actual units on a map?
- 29 • How does 'very low' income relate/compare to the other income categories in terms of
30 determining housing needs allocation? It would follow then that Moderate and Above Moderate
31 income groups would be associated with single-family housing units.
32

33 **Commissioner Sanders:**

- 34 • US Census information is documented in the Housing Element.
35

36 **Principal Planner Thompson:**

- 37 • The aforementioned issue of potentially not having suitable inventory of land for housing
38 development would result in a rezone, particularly to accommodate/provide for multi-family
39 housing (R-3 density). It is important for jurisdictions to comply with State HCD housing
40 requirements and have their housing element certified because this is directly tied to the financing
41 of grant allocations/appropriations for housing projects.
- 42 • Confirmed an environmental analysis would be required for a rezone as it relates to site analysis
43 and CEQA would require review of potential project impacts. The intent of review concerning a
44 potential rezone is to go as far as possible in the process until a 'real/specific' project is actually
45 proposed where potential and possible significant environmental impacts are identified/addressed
46 that may, for instance require a traffic count study, etc.
- 47 • Acknowledged there are project level impacts that need to be identified and addressed in more
48 detail once a project is more clearly defined. Again, staff is required to look at CEQA
49 documentation for rezones. Site analysis for potential housing development encompasses many
50 elements that have to be addressed that may have to do with traffic/congestion, water/sewer
51 availability, even tree removal issues, for example.
- 52 • Is not familiar with any jurisdiction being required to annex land to meet housing allocation needs.
53 Has observed some communities are completely 'built-out' having no vacant land available and
54 their required housing numbers are typically low as to what housing they are required to provide.

- Very low, low, moderate, above moderate represent income levels as defined by the State and classified by area median percentage.
- Referred to the map that shows vacant and underutilized parcels in the City limits and noted the map has not been revised for this housing needs assessment cycle. The map is exactly the same from the previous housing needs cycle (2009-2014) where the based assessment shows high numbers (Very low = 131 units; Low = 113 units; Moderate = 101 units; Above Moderate = 249) compared to the 2014 cycle where the based assessment shows lower numbers (Very low = 11 units; Low = 7 units; Moderate = 7 units; Above Moderate = 20 units).
- The City is not proposing any land use changes.
- Confirmed the number of units for a particular housing needs assessment is related to number of units on the map. Related to the map red represents underutilized parcels in City limits and yellow represents vacant parcels in City limits and are considered 'inventory' and/or 'open properties' that are available.
- Very low income would correlate and/or is associated with high density housing projects.
- Confirmed low income housing developments would be encouraged. Some cities provide for 'Inclusionary Housing' which is a term that refers to municipal and county planning ordinances that require a given share usually 10 to 20% of new construction to be affordable to people with low to moderate incomes. The City of Ukiah does not have an inclusionary housing requirement/ordinance.
- Emphasized that the housing numbers being discussed were assigned to us by the State. Again, the State gives the housing numbers to MCOG for Mendocino County that MCOG divides among the jurisdictions. The City has the opportunity to comment on the housing allocation numbers. Unlike the previous allocation cycle, the City's numbers for the current cycle are so low that there is no objection.
- Confirmed US Census information is included in the Housing Element, particularly as it pertains to population and identification of special needs, head of household categories etc., and some of the information comes from the California State Department of Finance.

Commissioner Watt:

- Basically in conclusion the numbers from the US Census and State Department of Finance are related to 'units on a map.'

Commissioner Hilliker:

- Does the information in the Housing Element say anything about the coming and going of population in areas and/or can this be effectively assessed?

Commissioner Sanders:

- Referred to page 7 and 8 of the draft Housing Element for 2014-2019 and noted the information in the various tables addresses specific elements concerning population as to who makes up the population and what the housing needs are. The Housing Element does a good job of identifying the housing needs as to how the City can best serve its citizens.

Principal Planner Thompson:

- Information about population from the US Census is assessed and coincides with the SB375 that focuses on Sustainable Communities Strategies and/or the complicated formula associated with Green House Gases Emissions/particle equation. The intent is to focus on housing opportunities in communities where feasible/properly zoned areas and to avoid 'sprawl' development.
- Acknowledged the City is only one year into its housing cycle and in terms of progress is already above the allocation needs in three of the four income groups as shown in the 'Progress' table of the PowerPoint presentation concerning approved new housing projects. Unlike 'Very low' and 'Low' income groups it is more difficult for the 'Moderate' income category to meet the designated housing needs allocation because of costs and funding availabilities.

Commissioner Watt:

- With the housing market crash houses were plentiful so there was no real incentive for anyone to build a single-family dwelling.

Chair Whetzel:

- The City of Ukiah does its best to fulfill its housing quota and requested clarification there is no penalty if the quotas for the different income groups are not met.

Principal Planner Thompson:

- The 'Moderate' income category is rather complex in that it goes up to 100% of area median income and while it is considered 'affordable' housing there is essentially no financing for this type of housing so there is less incentive to meet this housing need. Affordable housing needs are families who pay more than 30% of their income for housing and are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation and medical care. A family with one full-time worker earning the minimum wage cannot afford local fair-market rates for a two-bedroom apartment let alone to rent a single-family dwelling. It is not uncommon for cities not to fulfill their 'Moderate' income housing quota. Since 'Very low' and 'Low' income categories placate to higher density units there is more incentive for this type of housing development because of tax credit assistance and/or funding opportunities that may include grants etc., that are available.
- Confirmed there is essentially no penalty for not meeting the housing quotas assigned but the City is obligated to tell the State about any land constraints, discuss the City's process for meeting the housing needs allocation quotas, advise of goals/policies that address special needs housing types in the community/or comment on any other associated problems/issues.
- Discussed the Housing Element Goals H-1 through H-6.
- Talked about the next steps in the process of getting the Housing Element for 2014-2019 adopted and certified. After tonight's discussion and Commission comments, staff will come back requesting a formal recommendation for adoption by City Council with final review by HCD for certification.

Commissioner Watt:

- Related to the 'Goals' particularly the goal that provides opportunities and asked if this means the City must provide funding?
- Asked in staff's opinion if there is an opportunity to develop land use policies that actually improve the quality of life for the citizens beyond having to 'jumping through the hoop' just to get a Housing Element document adopted and certified?
- The site analysis is the requirement as it pertains to suitable land/analysis of zoning, etc., and asked if there is an opportunity to develop land use opportunities beyond the requirement?
- Implementation tasks are essentially what we want developers to do on the building permit applications.

Commissioner Sanders:

- Implementation tasks represent a much broader scope of how the results should be achieved than just what builders must do on a building permit application and referred to page 10 of the draft Housing Element that talks about 'Implementing Tasks' that include limiting the conversion of rental units to condominiums, limiting the conversion of single family home to professional offices, pursuit of the consideration of an inclusionary housing ordinance, supporting applications for affordable rental housing financing, amending the zoning code to allow single room occupancy developments by right, permitting small lot subdivisions, and working closer with affordable housing advocates and developers to facilitate affordable rental housing.
- The intent is to make projects work to accommodate the citizens.
- It appears for this Housing Element cycle the City is 'more proactive' than in past cycles in terms of establishing effective goal/policies/implementation tasks to encourage/see that potential housing developments work and how we can best serve the very low-income groups satisfy their housing needs.

1 **Commissioner Watt:**

- 2 • Views the 'Implementation Tasks' as essentially 'policies' the City applies to projects as they are
3 presented and is of the opinion 'Goals' and corresponding 'Implementation Tasks' are directly
4 related to the land uses. Of course, if someone wants to do a particular project, the City would
5 support this endeavor and 'lower the constraints' if necessary to make the project work. Is of the
6 opinion the policies are just policies and questions whether or not just having policies in place
7 really makes things happen for citizens and sees the importance and necessity of having land
8 use requirements in place that can automatically address housing needs and allocation thereof.
9 Understands while policies and implementation tasks do help jurisdictions meet and shape their
10 housing quotas finds that having land use requirements in place are also important.

11
12 **Chair Whetzel:**

- 13 • The Housing Element basically tells the State the City of Ukiah 'is trying' to provide housing
14 opportunities for its citizens. The vacant/underutilized map indicates we have land available.
15 • Noted the RHNA requirements/quota in the current Housing Element is much less than in the
16 2010.

17
18 **Principal Planner Thompson:**

- 19 • Confirmed the City does not have to provide funding to comply with the 'Goals' that are set forth.
20 Referred to the recently approved PEP Senior Housing project where the land was donated by
21 the City that also acts to satisfy a general Housing Element goal.
22 • Much of the contents of the Housing Element is the same as the last cycle. With the economic
23 downturn that occurred the State did not require cities to start over with having to revitalize their
24 Housing Element and corresponding housing goals.
25 • With the latest review of the draft Housing Element the State made comments where the City
26 responded and made changes that are reflected in the current House Element document. (See
27 Housing Element)
28 • The way in which land uses translate relates to site analysis, i.e., inventory of suitable land,
29 analysis of zoning and subsequent zoning for all types of housing.
30 • Is of the opinion 'land use' represents a small component of the Housing Element. As such, there
31 are many programs in the Housing Element related to goals/policies/implementation tasks that
32 address what we want to see happen and how the results should be achieved.
33 • Acknowledged while housing opportunities are 'land use driven' there is a lot more to it and this is
34 the reason the Housing Element addresses programs and goals/policies/implementation tasks.
35 • Again, the Housing Element has changed very little since the last cycle. Most of the
36 implementation measures are the same.
37 • The primary intent is make certain things happen as a result of the 'Goals' set forth. Every
38 community has similar goals. The first goal is to always provide adequate and safe housing for
39 the community.

40
41 **Commissioner Sanders:**

- 42 • The PEP project was not a 'typical' project as the property was redevelopment land.
43 • Referred to page 13 of the draft Housing Element, Local Housing Development and noted the
44 City has been working with a local developer on a number of housing project ranging from a new
45 duplex in the Downtown to a 30+ unit apartment complex adjacent to major shopping, offices and
46 the local transit system and also the City is donating 1.5 acres of infill parcels to PEP Housing for
47 the construction of 42 low and moderate income senior units. This demonstrates the City has
48 been proactive in generating/encouraging housing projects.
49 • Staff reports prepared for projects typically mention if they follow the Housing Element as well as
50 the General Plan, Zoning Ordinance, etc.
51 • Would like to see existing residential units preserved for housing. Does not support allowing
52 residential units to be converted to professional office use/office space and noted there are many
53 such scenarios in the City. Many of these units could be used for affordable housing. Is of the
54 opinion the aforementioned issue of converting residential units to office space needs to be
55 addressed. Would like to see the issue of conversions be reviewed and reassessed. Supports

1 that the concept of allowing conversions of any residential unit in any zoning designation be
2 addressed particularly if there is not sufficient housing stock for citizens and takes away from the
3 housing inventory. Residential units exist in commercial zoning designations all over town. Notes
4 the vacancy rate is really low in Ukiah for residential.

- 5 • Referred to page 63 of the Housing Element, Implementation Task H-2-h states, 'Do not permit
6 the conversion of single family residential homes to professional office unless the City's amount
7 of residential units is sufficiently adequate.' While pleased to see this in the Housing Element,
8 questions how can we protect the housing stock and what happens to those homes that have
9 already been converted to office space? Is there any way to get these home back for housing
10 use?

11
12 **Chair Whetzel:**

- 13 • The PEP project put the City 'way over its goal' relative to meeting Housing Element quotas for
14 housing development.

15
16 **Principal Planner Thompson:**

- 17 • The PEP property was purchased with 20% set aside money intended for housing development
18 purposes originating from property tax appropriations and fundamental in conjunction with the
19 Redevelopment Agency set aside funding program. Even though money for redevelopment
20 purposes is no longer a program the City is still able to help projects. The City made a sound
21 decision to purchase the PEP property with redevelopment money before 'Redevelopment' was
22 dissolved when all associated money was transferred back to the State.
- 23 • Notes realistically it is not possible to satisfy/complete all the 'Goals' and 'Implementation tasks'
24 set forth in the Housing Element.
- 25 • Some residential units are lost to demolition for various reasons that decreases the housing
26 inventory. Understands conversions of residential uses to commercial office space does reduce
27 the housing stock and while this issue is mentioned in the Housing Element the document
28 concerns itself more with what is going on and what can be done with regard to site analysis in
29 connection with land constraints and zoning. Demolition of residential units are reported.
30 Acknowledged that conversion of residential units to office space represents a loss in the housing
31 stock.
- 32 • There are residential units in the Downtown area and in other areas that exist in commercially
33 zoned districts. Conversion of residential units in the R1 zoning district to office space use is not
34 likely allowed.
- 35 • Those residential units already converted to office space and with the likelihood of them being
36 converted back to residential use is up to the discretion of the property owner. Typically a
37 considerable amount of money is spent on a conversion. Conversions may be a zoning issue that
38 can be looked at.

39
40 **Commissioner Watt:**

- 41 • Supports that sources providing information/data in the Housing Element such as in the tables
42 cited in the document be dated because some information may be outdated and/or is no longer
43 relevant but yet is referenced.
- 44 • It may be some uses are non-conforming within a particular zoning district and therefore, a zoning
45 issue and possibly representative of re-zoning changes not enforced.

46
47 **Principal Planner Thompson:**

- 48 • Information in the Housing Element is reviewed and updated as much as is possible with what is
49 available. Since US Census information is not always current from the last census
50 conducted/taken, the American Community Survey is a source that is available and provides
51 more current information about population/households/renting versus homeownership/housing
52 that can be used/cited in Housing Elements for updates, but much of this information is estimates.
- 53 • Acknowledged it is a good idea to date sources used in the Housing Element and will review
54 sections/tables where this would be necessary/valuable.
- 55 • Rezones can result in legal non-conforming uses that do exist from time to time in certain cases.

1 **Commissioner Sanders:**

- 2 • City Council could make a statement about preserving affordable housing by not supporting
3 residential conversions to commercial uses. It could be that a conversion was allowed because of
4 a rezone.
5 • It may be that more commercial office space is necessary in this community but not draw/take
6 away from the housing stock.
7

8 **Commissioner Watt:**

- 9 • A conversion could be illegal or it was allowed by right. It may be that an 'overlay' zone is
10 necessary to preserve housing stock.
11 • Sees there is many vacant office space available in different areas of the community. Is of the
12 opinion there is not a high demand and/or need for office space because of the vacant space
13 available.
14 • It is difficult to find affordable housing within walking distance to transportation, services in town
15 but rent for such residential units are rather expensive so people tend to look outside the City
16 limits for more affordable rental opportunities.
17

18 **Principal Planner Thompson:**

- 19 • Related to conversions of residential units to commercial office space, the majority of which
20 appear to exist on the fringe of the Downtown. A rezone makes it possible to change the existing
21 'Commercial' use to 'Residential.' An approved use permit runs permanently with the land such
22 that the only way for a change to occur is for a rezone or a revocation of the use permit.
23

24 **Chair Whetzel:**

- 25 • The commercial area around the Downtown is fairly large.
26

27 **Principle Planner Thompson:**

- 28 • The areas in and around the Downtown core are zoned C-1 (Community Commercial) or C-N
29 (Neighborhood Commercial) in which professional office uses are allowed. Residential units exist
30 in these areas where residential conversions to commercial office space are possible. These
31 areas represent the transition between the Downtown zoning and residential areas where some
32 homes functions as 'residential' while other function as 'commercial.'
33

34 **Commissioner Sanders:**

- 35 • Referred to page 52 of the draft Housing Element and questioned the matter of projects having to
36 provide for on and off-site improvements requirements such that the City requires street curb,
37 gutter and sidewalks, water and sewer connections, electrical connections and landscaping for all
38 new construction, including affordable house. Related to the curb, gutter and sidewalk
39 requirements does not view this as an ideal/effective way to direct storm water and asked if this is
40 an issue? Does this pertain to the project or street side?
41 • Is City Council interested in adopting an Inclusionary Housing Ordinance?
42 • In order for Inclusionary Housing to work, this needs to be an ordinance.
43

44 **Chair Whetzel:**

- 45 • Providing for on and off-site improvements is a City Public Works standard requirement and
46 documenting this in the Housing Element advises the State the City has these requirements.
47

48 **Commissioner Watt:**

- 49 • Is of the opinion what is being talked about in this section is curb, gutter and sidewalk 'on the
50 project and not on the street side.'
51 • Referred to page 27 of the draft Housing Element, Drainage, states 'The City adopted new Low
52 Impact Development drainage requirements which could result in lower costs for housing
53 projects,' and questions how this is possible? It would seem this requirement would add costs to
54 projects.
55

1 **Commissioner Hilliker:**

- 2 • Related to the 'Strategic Planning' process that is ongoing there has been discussion relative to
3 storm water and sewer and understands this has become a rather large issue and is interested
4 to see how the discussion plays out.
5 • Referred to the checklist on page 7 of the Initial Environmental Study and Negative Declaration
6 prepared for the City of Ukiah Housing Element update and asked about reference to the
7 Williamson Act and what this act represents?
8 • Referred to the checklist question on page 9 of the Negative Declaration, Biological Resources,
9 item f states, 'Conflict with the provisions of an adopted Habitat Conservation Plan, Natural
10 Community Conservation Plan, or other approved local, regional, or state habitat conservation
11 plan' and inquired how often these types of plans are updated?
12

13 **Principal Planner Thompson:**

- 14 • The Williamson Act of the US state of California (officially, the California Land Conservation Act of
15 1965) is a California law that provides relief of property tax to owners of farmland (agricultural
16 land) and open-space land in exchange for a 10-year agreement that the land will not be
17 developed or otherwise converted to another use.
18

19 **Commissioner Watt:**

- 20 • The Williamson Act is essentially a property tax break where Ag owners do not get taxed at the
21 full rate in exchange for a 10-year agreement the land will not be developed. Requested
22 clarification the City does not have such a contract.
23

24 **Principal Planner Thompson:**

- 25 • Reference to the Williamson Act in the Initial Study/Negative Declaration is standard/generic
26 language used in the checklist concerning the 'Agriculture and Forestry Resource' section and
27 confirmed there is no Williamson Act property in the City limits.
28 • Related to the checklist question in item 'f' that addresses conflict with provisions of an adopted
29 Habitat Conservation Plan, etc., this also represents standard language having to do with CEQA
30 requirements.
31 • City Council has discussed an Inclusionary Housing Ordinance, but no interest was expressed at
32 the time this matter was brought forward. The matter of Inclusionary Housing is an ordinance and
33 discussed what other jurisdictions do in this regard.
34

35 **Commissioner Watt:**

- 36 • The language in item 'f' is CEQA provision related and 'there is nothing like this in the City.'
37

38 **Principal Planner Thompson:**

- 39 • Will review the aforementioned comments made by the Commission and come back with a
40 Resolution and formal recommendation for adoption of the Housing Element to Council.
41

42 **10. PLANNING DIRECTOR'S REPORT**

43 **Principal Planner Thompson:**

- 44 • Gave an update on recent Zoning Administrator meeting decisions and upcoming Planning
45 Commissioner projects.
46

47 **Commissioner Sanders:**

- 48 • Asked about the status of the Redwood Tree Car Wash project condition of approval about
49 planting a street tree next to the MTA bus stop.
50 • Asked about the status of the Gobbi Street Apartment project.
51

52 **Principal Planner Thompson:**

- 53 • Is pretty sure the City Public Works Department upheld the condition of approval regarding the
54 planting of a street tree in the planter area next to the MTA bus stop and will confirm and advise
55 the Commission accordingly.

- 1 • Confirmed no building permit has been issue for the Gobbi Street Apartment project. The
2 applicant has assured the City they will proceed with the project.
3

4 **Chair Whetzel:**

- 5 • Asked if the Planning Commission will review the California Medical Marijuana Regulation and
6 Safety Act (MMRSA) and what this means/translates for Ukiah in terms of zoning, etc.
7

8 **Principal Planner Thompson:**

- 9 • Planning staff and the City Attorney have met regarding the new law and advised the City is in
10 good shape with what the rules the City currently has in place as far as marijuana control. Does
11 not recall offhand what rules the City has with regard to marijuana use and cultivation.
12

13 **11. PLANNING COMMISSIONERS' REPORT**

14 **Commissioner Sanders:**

- 15 • Provided an update on the annual Planning Conference regarding the subject matter and noted it
16 was informative and beneficial.
17

18 **Chair Whetzel:**

- 19 • Local 4-H Club members will conduct a 'wreaths Across America' ceremony for the veterans at
20 the Russian River Cemetery District in Ukiah on Saturday morning.
21 • The Ukiah Municipal Airport annual Christmas party potluck luncheon is tomorrow and the
22 Planning Commissioners are invited to attend.
23

24 **12. ADJOURNMENT**

25 There being no further business, the meeting adjourned at 8:11 p.m.
26
27

28 _____
29 Cathy Elawadly, Recording Secretary
30
31

HOUSING ELEMENT WORKSHOP



Planning Commission
December 9, 2015

What is a Housing Element?

- 1 of 7 mandated elements of the General Plan
- Assesses housing needs at within the City
- Sets the stage for a variety of housing
- Requires review and certification by the State



CONTENTS



Needs Assessment:

Projected need, special needs: elderly, large families, farmworkers.

Resources and Constraints Analysis:

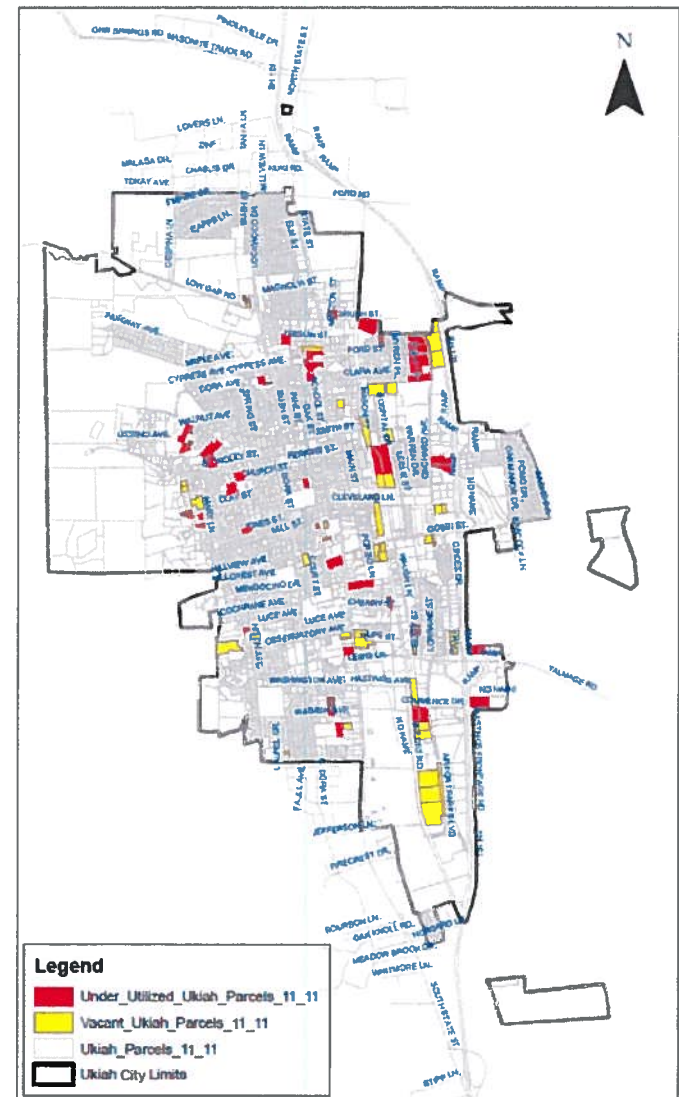
Zoning, Fees, Permits, Non-Governmental: cost of land, financing



CONTENTS

Sites Analysis:

Inventory of suitable land, analysis of zoning, zoning for all types of housing.



CONTENTS

Programs:

Goals- *What we want to happen*

Policies- *Support the Goals*

Implementation Tasks- *How results will be achieved*



City of Ukiah RHNA Allocation

RHNA- Regional Housing Needs Assessment- quantifies the need for housing within each jurisdiction during specified planning periods 2014-2019.

City not required to build units, set the stage for private market.

	Very low	Low	Moderate	Above Moderate
2009-2014	131	113	101	249
2014-2022	11	7	7	20

SB 375



PROGRESS

	Very low	Low	Moderate	Above Moderate
2014-2022 RHNA	11	7	7	20
Progress to date:				
PEP Housing	* 21	21		
Gobbi Street Apartments				26
Mountanos Duplex				2
Total Needed	+10	+14	-7	+8

*5 Units extremely low



GOALS

- **Goal H-1:** Conserve, rehabilitate, and improve the existing housing stock to provide adequate, safe, energy efficient, and decent housing for all Ukiah residents- **General Goal.**
- **Goal H-2:** Provide housing for all economic segments of the community- **General Goal.**



GOALS

- **Goal H-3:** Expand affordable housing opportunities for persons with special housing needs such as the homeless, mentally ill, physically disabled, households with very low to moderate incomes, senior citizens, farm workers, female heads of households with children under 18 years old, and first time homebuyers- **Special Needs**
- **Goal H-4:** Promote well planned and designed housing opportunities for all persons regardless of race, gender, age, sexual orientation, marital status or national origin- **Fair Housing**



GOALS

- **Goal H-5:** Use land effectively to meet housing needs and to implement smart growth, green building, and sustainable development policies with a focus on infill development- **Efficiency.**
- **Goal H-6:** Maintain a collaborative working relationship with all groups and organizations dedicated to providing affordable housing in the community, and ensure broad public participation in the development of housing goals and policies- **Collaboration.**



Prior Review

- *Department of Housing and Community Development- two reviews
- *Major comment SB2 compliance
- * Eliminate references to Redevelopment
- *Other minor changes based updated data



NEXT STEPS

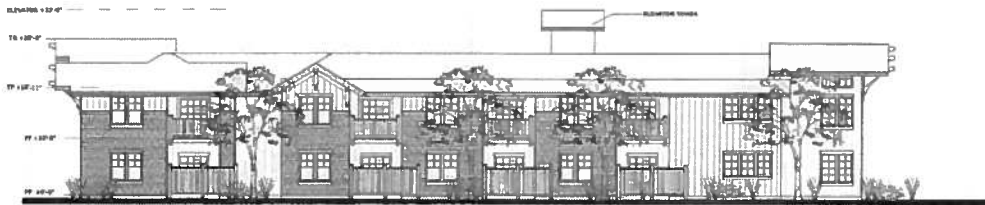


Planning Commission
Workshop

Planning Commission
Recommendation

Council Adoption

HCD for Final Review
60 days



**Draft UKIAH PLANNING COMMISSION
January 13, 2016
Minutes**

COMMISSIONERS PRESENT

Mike Whetzel, Chair
Christopher Watt
Laura Christensen
Mark Hilliker
Linda Sanders

COMMISSIONERS ABSENT

STAFF PRESENT

Kevin Thompson, Principal Planner
Michelle Johnson, Assistant Planner
Cathy Elawadly, Recording Secretary

OTHERS PRESENT

Listed below, Respectively

1. CALL TO ORDER

The regular meeting of the City of Ukiah Planning Commission was called to order by Chair Whetzel at 6:00 p.m. in the Council Chambers of the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE - Everyone cited.

4. APPROVAL OF MINUTES – The minutes from the December 09, 2015 meeting are included for review and approval.

M/S Sanders/Watt to approve December 09, 2015 minutes, as submitted. Motion carried (4-0) with Commissioner Christensen abstaining.

5. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

6. APPEAL PROCESS

7. SITE VISIT VERIFICATION

8. VERIFICATION OF NOTICE – Confirmed by Staff.

9. PUBLIC HEARING

9A. Ukiah Forest Club Major Use Permit for Live Music, 239 North State (File No.: 1414-UP-PC)

An application has been received from Frank Kibbish on behalf of the Ukiah Forest Club, 239 North State Street for Planning Commission approval to allow live inside entertainment and special events at 239 North State Street, APN 002-227-12.

Assistant Planner Johnson:

- Gave a PowerPoint and project presentation as provided for on pages 1 through 8 of the staff and corresponding attachments 1 through 5.
- Approval of the proposed use permit project would allow live inside entertainment in the form of:
- 1) various nights of the week; 2) Hours of 8:00 p.m. to 1:00 p.m.; 3) Amplified music such as a band or disc jockey; 4) comedy shows; open microphone; 5) Karaoke.
- The proposed project is located in the General Plan land use designation 'Commercial' and the property is located in the Downtown Zoning Code designation and zoned Downtown Core (DC) that requires approval of a major Use Permit for live entertainment past 9:00 p.m.

- The project site is developed with a 2,500 sq. ft. commercial building on a 2,578 sq. ft. parcel. The parking lot located to the rear of the building with existing perimeter trees is not part of the site and/or project.
- The proposed project is located in Airport Compatibility Zone B-2 (Extended/Approach Departure) Infill where low intensity retail and office are normally acceptable. The maximum density is 90 people for non-residential uses in the B-2 Infill area. The City of Ukiah Fire Marshal has indicated the maximum occupancy rate for a 2,500 sq. ft. night club is approximately 95 people. Based on staff's empirical observations, the number of people at the Forest Club on a typical Friday and Saturday night would be similar to the 85 persons the applicant predicts will attend the proposed Live Entertainment events. This number plus the two employees for a maximum shift does not exceed the maximum allowed occupancy rate of 95 people. The Forest Club has been operating at this level of intensity for over 50 years at the subject location and well before the Ukiah Airport Master Plan as it relates to density was adopted. The expected maximum number of people on the site during a music event exceeds the recently adopted airport density standard such that the use has been determined and is considered legal non-conforming to the density standard for the B-2 Infill Airport Compatibility Zone.
- The project has no on-site parking accommodations and is located in the Downtown Parking Improvement District such that it is exempt from the parking requirements of the Downtown Zoning Code.
- Due to the building and parcel size and corresponding constraints leaves no opportunity for new landscaping such that the project would not comply with the City 20% landscape coverage requirement where an exception to the requirement is requested. The City approved the Ukiah Forest Club prior to adoption of the 20% landscaping lot coverage standard. Staff supports a reduction to the landscaping coverage as addressed in Finding 5.
- The applicant submitted a Security Management Plan date stamped December 01, 2015 that was reviewed and approved with comments by the City Police and Fire Department and addresses the issues of safety/security, noise, loitering, litter, lighting, alcohol consumption and education/training as provided for in attachment 3.
- One public comment was received by staff today in support of the proposed project and is included in the minutes as attachment 1.
- Staff recommends the Planning Commission approve the proposed project based on the draft Findings in attachment 1 and subject to the draft Conditions of Approval in attachment 2 that address the extended hours of live entertainment occurring past 9:00 p.m., the exception to the landscaping coverage requirement, and Security Management Plan.

Commissioner Sanders:

- Asked about staff's analysis regarding live entertainment in the DZC.
- Referenced attachment 4 concerning condition #3 from the Ukiah Police Department that states, 'As a condition of any use permit granted; If the live entertainment or cover charge events cause the need for a Police Response more than two times in a calendar year, the permit holder will be required to thereafter submit a security plan to the Ukiah Police Department for approval a minimum of 45 days prior to any future events. The plan will articulate in detail the event planned and clear describe how security will be staffed to minimize the need for police responses. In such cases, approval or denial will be provided to the applicant no less than 30 days prior to the proposed event' and asked how the 'two calls per year' policy came into existence/play. Is concerned the Security Plan and corresponding conditions of approval are fair/reasonable and consistent with other approved Live Entertainment use permits in the community. Questioned if the two per year service calls apply to other businesses?
- Asked about the origin/status of the City Building Code violation currently in effect for the existing building that would have to be corrected before the proposed use permit is valid.

Assistant Planner Johnson:

- The staff analysis concerning live entertainment was based on DZC requirements since the Ukiah Forest Club is located in the DC zone and referenced the fundamental issues related to the live

entertainment use that are specially addressed in the Security Management Plan that had to be appropriately addressed for consistency with the required findings for the DZC.

- Referred to draft Condition of Approval 5 that states, 'This Use Permit shall be reviewed within 12 months of issuance by the Planning Director to determine compliance with the conditions of approval. The number of Police Response in a calendar year that were a direct result of the establishment's failure to follow their approved management plan as determined, after a review, by the Planning Director and the Police Department regarding the amount of Police staff time associated with the Use Permit, and complaints received as a result of the live music and special events. If the Planning Director determines the use is not in compliance with the conditions of approval and/or that the use requires additional review, the Use Permit shall be scheduled for review by the Planning Commission. Review of the Use Permit by Planning Commission shall include a public notice and the applicant is responsible for paying the costs associated with Planning Commission review of the Use Permit (cost recovery). If complaints associated with the approved live music and special events are received during the first 12 months, this Use Permit shall be reviewed annually by the Planning Director as described above. The Planning Director shall determine if Planning Commission review of the Use Permit is required' and noted this condition more fully explains the need for the Ukiah Forest Club to follow their Management/Security Plan (attachment 3) that was agreed upon by the applicant and Police Department with regard to safety/security, noise, loitering, litter, lighting, alcohol consumption and education/training so service calls to the police department do not increase that could trigger review of the Use Permit for compliance with the project conditions of approval that includes conditions of approval from the Police Department. If the Security Plan is not being followed and a compliant is made that would count as a 'strike' against the Use Permit that if not corrected could lead to review of the permit by the Planning Director. Condition of Approval 5 is in place to protect the Forest Club from a possible disgruntled person making an erroneous/invalid complaint. The complaint must be valid and have substance. The intent was to make certain the Security Plan and corresponding policies/rules regarding service calls to the Police Department and use permit conditions of approval for the live entertainment operation were fairly/accurately assessed/addressed to avoid potential violations thereof.
- Confirmed 'the two calls per year' policy was also applied to the PUB Live Entertainment Use Permit.
- Would have to defer the type of building code violation on file with the City Building Department to the applicant.

Commissioner Watt:

- Questioned how we got to the point where a business that has been in operation for more than 50 years and had live music is required to get a use permit. There should be some policy in place that allows a business that has been in operation for a substantial period time to have a 'vested right' for such things as live entertainment without having to get a use permit. In other words, is there some 'vesting' that that exempts such business from having to comply with newly adopted zoning codes regulations and/or having to go through the use permit process.
- Requested clarification if a business has been conducting a certain activity and a new zoning code goes into effect that requires a use permit for that activity does this automatically apply to the business even though the business was conducting that particular activity long before the zoning code was adopted?
- Reference is given in the staff report to loitering in the parking lot and noted the project does not have a parking lot. There are outside areas and a back patio.

Principal Planner Thompson:

- Is not familiar with allowing for a 'vesting right.'
- Is of the opinion/has knowledge a compliant likely triggered the need to get use permit approval to allow live music in bar/restaurant establishments. Has knowledge the PUB Bar and Restaurant experienced a variety of complaints over time concerning the bar use such that the number of complaints and/or police service calls triggered the need to go through the use permit process to allow for live entertainment.

- It is likely a business conducting a certain activity long before the zoning code was adopted would not require a use permit but then again if complaints are made about a particular establishment with regard to a use, it is likely a use permit would be required for a new use. Again, if a business becomes an issue with the neighborhood then a proposed new use would have to be looked at to make sure this business is operating up to code like everyone else.

Assistant Planner Johnson:

- The PUB Bar was required to get use permit approval for live entertainment that was essentially the result of public complaints.
- Confirmed there is no parking lot included in the proposed project.

Commissioner Hilliker:

- Asked about the type of building code violation.

Chair Whetzel:

- Served on the Planning Commission when the DZC was being reviewed for eventual adoption by City Council. Many hours were spent formulating the use table that does address live entertainment in the three DZC zoning designations in the Downtown. It is his understanding live music was allowed in the Downtown area by right and without a use permit. Questioned why the Commission is reviewing a use permit application to allow live music in the Downtown core.
- The intent of the DZC was to more or less streamline projects such as Live Music provided the appropriate criteria is met without requiring applicants to go through the lengthy discretionary review process.
- Does not make sense to require the Planning Commission approve a major use permit to allow live entertainment in the Downtown where unlike the PUB there is no residential use in the area. Would be willing to approve the proposed project 'right now.'

Assistant Planner Johnson:

- The DZC requires approval of a use permit to allow live entertainment past 9:00 p.m. in the Downtown core.
- Related to the DZC live entertainment is considered an accessory use to the 'Bar, Cocktail Lounge' use and section 9224.6 states, 'Live entertainment with four or fewer acoustical performers is allowed as an accessory use when it is clearly incidental to the primary use of the building or site and will not negatively impact surrounding businesses and properties and **hours of performance do not extend past 9:00 p.m.**'
- The DZC says related to extended hours that live entertainment may be authorized past the hours of 9:00 p.m. with Zoning Administrator or Planning Commission approval. It was the Planning Director's decision to have the Planning Commission review the proposed live entertainment project rather than the Zoning Administrator.

Principal Planner Thompson:

- Confirmed the Zoning Administrator would have reviewed the project if the Planning Commission did not where the hearing would have been publically noticed.
- It is likely the reason the Planning Commission is reviewing the use permit application for the Forest Club is because the PUB required approval of a use permit for live entertainment where the PUB had various types of complaints over time that required police service calls. Given the problems generated from the PUB and in all fairness to the neighborhood of the Forest Club with regard potential significant impacts Planning Commission review of a Security Plan and Use Permit to allow live entertainment was of importance to staff.

PUBLIC HEARING OPENED: 6:30 p.m.

Frank Kibbish, Applicant:

- Does not own the building. The building owner would have to take care of any building 'red tags.'
- The impending building code violation has not affected his bar operation.

- Addressed the existing fence and security gate located to the rear of the property and how this works. The Police Department likes that the fence is over 12 feet in height and the back area is fenced-off from a safety and security issue standpoint.
- Addressed the location of the entrances and advised security persons are assigned to these entrances to make certain underage and/or other undesirable persons cannot patron the establishment.
- Related to police service calls, does not recall many call-outs in three years, if any, since he has owned the business. The Forest Club does not experience any issues under the current management.

Commissioner Watt:

- The use permit cannot take effect until the building code violation issue is cleared-up/resolved.

Commissioner Hilliker:

- Inquired about the rear exit and how this functions.
- Inquired about the patio area and if this was intended for people using the facility.
- Inquired about the industrial locked gate located in the rear of the building.
- Asked about occupancy rate of 95 people and whether this should be that high.

Commissioner Sanders:

- Is hoping the Building Official would not require work on the fence, if this is what the code violation is. Finds the fencing to be 'attractive' and a good height. Also likes the Redwood trees that border the fence line. As such, is a perfect reason the Planning Commission should not add any more landscaping requirements for the proposed project.
- It appears the gate is safe and hopes this is not the violation. It would be nice to have more clarity in this regard.

Commissioner Christensen:

- Requested clarification if the building is 2,500 sq. ft. and the parcel is 2,578 sq. ft. the gate is not on the property.
- Asked for clarification if the code violation pertains to the gate.

Frank Kibbish:

- Understands the building code violation must be cleared.
- Confirmed the function of the patio area.
- The alarmed gate remains locked at all times from the outside and the fence is attached. There is a 'panic bar' on the gate from the inside of the property for safety purposes and talked about how the panic bar works and the type. The Fire Department has reviewed and approved the security gate and its function.
- Technically the gate is not associated with the Forest Club. The owner of the Forest Club also owns the parking lot where the gate is located. The Forest Club rents the parking lot that is used as the patio area. The intent of the patio area is to cut down on the amount of loitering in the front of the building. Confirmed the parking lot is a separate lot.
- Is unsure what the code violation pertains to. The building is more than 100 years old so there are likely building code violations. Noted it may be no building permit was issued for the office space constructed inside the building above the bar by the former bar owner that would have to be torn down/ inspected and this would mean removal of sheetrock and such that should not be too costly to do.
- The occupancy rate of 95 persons was formulated by the Fire Marshal. Wants the occupancy rate to be lower just to be safe and is fine with the occupancy rate of 85 persons.
- The building could actually withstand an occupancy rate of 100 persons, but for safety reasons should be lower.

Assistant Planner Johnson:

- Estimated the density to 87 persons, i.e., 2 employees on the maximum shift plus 85 customers at the Ukiah Forest Club.
- The Fire Marshal was to again review maximum density allowed for the building and inform staff.
- Consulted with the Building Official concerning density and compliance with the B2 Airport Compatibility Zone and asked what the potential occupancy rate should be based on the building square footage. The Building Official calculated a rough estimated density of 100 to 150 persons based on the square footage and other consideration such as chairs, pool tables, etc. The occupancy rate of 95 persons is far below what the Building Official estimated.

Commissioner Hilliker:

- Would not support a density rate of 150 persons or even a density of 100 persons.
- Having been in the building when it was well occupied by patrons finds that will all the furniture, pool tables to be very crowded. While it may not be a code violation, is of the opinion it would be unsafe to have more than 95 persons in the building at one time, especially with the consumption of alcohol and all the activities going on.

Frank Kibbish:

- If the bar becomes crowded the pool tables are moved to the corner of the building in a place that is almost always unoccupied freeing up space upfront for safety reasons and this makes it less crowded.

Commissioner Hilliker:

- Even with the pool tables moved to the corner that allows for more space upfront, there still is not sufficient floor space when the building is crowded.

PUBLIC HEARING CLOSED: 6:30 p.m.

Commissioner Hilliker:

- Having worked security in nightclubs asked how security is handled at the Ukiah Forest Club.
- Is pleased with how the Forest Club is currently managed/operated.

PUBLIC HEARING RE-OPENED 6:31 p.m.

Frank Kibbish:

- Staff handles security and explained the protocol/procedures.
- Is experienced in managing nightclubs and understands how one should be effectively operated, particularly with regard to addressing security.

PUBLIC HEARING CLOSED: 6:37 p.m.

Associate Planner Johnson:

- Related to Commission concern regarding maximum occupancy and project approval, Condition of Approval #1 requires that live entertainment and special events fully comply with the project description and Security Management Plan submitted by the applicant and date stamped December 1, 2015 by the Planning Department as provided for in attachment 3. If the Commission still has further concerns about density a condition stating what the maximum occupancy rate can be crafted.

Chair Whetzel:

- The discussion has been about the estimated density rate being established between 85 and 95 persons.

Commissioner Watt:

- Requested clarification the proposed use permit is for live entertainment past 9:00 p.m. where live entertainment is allowed prior to 8:00 p.m.

1
2 **Associate Planner Johnson:**

- 3 • While the staff analysis talks about estimated density as provided for on page 3 of the staff report,
4 no condition of approval has been formulated in this regard.
5 • Confirmed the intent of the project use permit is to allow live entertainment at 239 N. State Street
6 after 9:00 p.m. and the establishment of a maximum occupancy rate is required for the use
7 permit.
8

9 **Commissioner Sanders:**

- 10 • Requested clarification the Fire Marshal sets the occupancy rate.
11 • Condition of Approval #16 from the Fire Marshal states, 'Prior to opening for live music I will
12 require a Fire and Life Safety Inspection and an occupancy check (how many people can safely
13 occupy the business). Both of these items I can do now or any time prior,' and questioned why
14 the Fire Marshal did not state what the maximum occupancy rate should be in the Condition of
15 Approval.
16

17 **Commissioner Hilliker:**

- 18 • Occupancy rate is addressed/provided for in the City Fire Code and is based on a number of
19 factors some of which include building square footage, floor plan, type of operation occurring in
20 the building, etc.
21

22 There was Commission discussion about what the maximum occupancy rate should be.
23

24 **Commission consensus:**

- 25 • The use permit for live entertainment shall have maximum occupancy rate of 92 persons for live
26 events after 9:00 p.m.
27 • Related to the issue of the applicant seeking relief from the landscaping requirements supports
28 Finding #5 that states, 'The Planning Commission has the authority to modify the required
29 elements of a landscaping plan 'depending upon the size, scale, intensity, and location of the
30 development project.' The reduction of landscaping is reasonable and appropriate for the
31 following reasons: The existing property is developed with a 2,500 square feet commercial
32 building and the total parcel size is 2,578, which leaves very little opportunity for new
33 landscaping.'
34

35 **Associate Planner Johnson:**

- 36 • Recommends new condition of approval regarding maximum density be numbered 2F.
37

38 **M/S Watt/Hilliker** to approve Ukiah Forest Club Major Use Permit for Live Music, File No.: 1414-UP-PC
39 based on Findings in attachment 1 and subject to Conditions of Approval in attachment 2 with new
40 condition of approval establishing the maximum occupancy rate, as discussed above. Motion carried
41 (5-0).
42

43 **Final Use Permit Findings**
44 **LIVE ENTERTAINMENT AND SPECIAL EVENTS**
45 **AT 239 NORTH STATE STREET, APN 002-227-12**
46 **FILE NO: MUNIS 1414**
47

48 The following findings are supported by and based on information contained in this staff report, the
49 application materials and documentation, and the public record.
50

- 51 1. The proposed project, as conditioned, is consistent with the goals and policies of the General
52 Plan and Zoning Code as described in the staff report and Table 2.
53
54 2. The proposed project, as conditioned, will not be detrimental to public health, safety and general
55 welfare based on the following:

- A. Through the use permit, the operational characteristics are regulated and conditions of approval have been added to reduce any adverse impacts as discussed above. Therefore, the project would not be detrimental to the surrounding uses.
 - B. The project has been reviewed by the Fire Marshal, Police Department, Building Official, and Public Works and any review comments from these departments have been included as conditions of approval.
 - C. The project is required to comply with all federal, state and local laws.
3. The proposed project is exempt from the provisions of the California Environmental Quality Act(CEQA) pursuant to Section 15303 Class 3, conversion of small structures and Section 15301 Class 1, Existing Facilities based on the following:
 - A. The proposed project will be ancillary to an existing business and does not involve hazardous materials;
 - B. The location is not environmentally sensitive and no drainage courses or bodies of water (such as creeks or streams).
 - C. The site is developed with an existing building, utilities and services are available at the site and no expansion of the existing building footprint is proposed as part of the project.
4. The proposed project is located in the Downtown Parking Improvement District therefore is exempt from parking requirements prescribed in section 9228.2 of the Downtown Zoning Code.
5. The Planning Commission has the authority to modify the required elements of a landscaping plan "depending upon the size, scale, intensity, and location of the development project." The reduction of landscaping is reasonable and appropriate for the following reasons:
 - A. The existing property is developed with a 2, 500 square feet commercial building and the total parcel size is 2,578; which leaves very little opportunity for new landscaping.

Notice of the proposed project was provided in the following manner as required by the Zoning Ordinance:

- a) posted in three places on the project site on December 29, 2015;
- b) mailed to property owners within 300 feet of the project site on January 04, 2016; and
- c) published in the Ukiah Daily Journal on January 03, 2016.

**Final Use Permit Conditions of Approval
LIVE ENTERTAINMENT AND SPECIAL EVENTS
AT 239 NORTH STATE STREET, APN 002-227-12
FILE NO: MUNIS 1414**

1. Approval is granted to allow live entertainment and special events as described in the project description submitted to the Planning and Community Development Department and date stamped December 01, 2015 and the Security Management Plan date stamped December 01, 2015 except as modified by the following conditions of approval.
2. Live Entertainment is allowed subject to the following:
 - A. Live entertainment is allowed in the form of a live band and/or disc jockey, Comedy Show, Open Microphone, and/or Karaoke.
 - B. Live entertainment may be amplified or non-amplified.
 - C. Live entertainment is allowed on various nights of the week.

- D. Within the Ukiah Forest Club, the hours for live entertainment are limited to 8:00 p.m. to 1:00 p.m. in order to reduce noise when live entertainment is occurring within the Ukiah Forest Club, exterior doors shall remain closed.
 - E. No outdoor amplified live entertainment is allowed.
 - F. Maximum Occupancy of 92 people for live events after 9:00 p.m.
3. All employees of the Ukiah Forest Club shall be given a copy of the approved Security Management Plan and these conditions of approval.
 4. At least one owner of the Ukiah Forest Club shall be onsite during all live entertainment events.
 5. This Use Permit shall be reviewed within 12 months of issuance by the Planning Director to determine compliance with the conditions of approval. The number of Police Response in a calendar year that were a direct result of the establishment's failure to follow their approved management plan as determined, after a review, by the Planning Director and the Police Department regarding the amount of Police staff time associated with the Use Permit, and complaints received as a result of the live music and special events. If the Planning Director determines the use is not in compliance with the conditions of approval and/or that the use requires additional review, the Use Permit shall be scheduled for review by the Planning Commission. Review of the Use Permit by Planning Commission shall include a public notice and the applicant is responsible for paying the costs associated with Planning Commission review of the Use Permit (cost recovery). If complaints associated with the approved live music and special events are received during the first 12 months, this Use Permit shall be reviewed annually by the Planning Director as described above. The Planning Director shall determine if Planning Commission review of the Use Permit is required.
 6. In order to reduce noise and loitering within the parking lot, at the close of business each night the Ukiah Forest Club owners/staff shall ensure that their patrons have left the site by 2:00 a.m. each night.
 7. Any modifications to the ABC license for the premises may require an amendment to this Use Permit or a new Use Permit to allow an increase of the hours during which alcohol is served.
 8. All provisions of the Security Management Plan date stamped December 01, 2015 to Operate the Ukiah Forest Club shall be adhered to at all times.
 9. Activities approved as part of this Use Permit are subject to the requirements of Ukiah City Code Division 7, Chapter 1, Article 6 (Noise Ordinance).
 10. The applicant agrees to post signs in a location that is visible to people entering the Ukiah Forest Club telling patrons to respect the peace of residential neighborhoods and to please avoid parking in the residential neighborhood where possible.

From the Police Department (Sean Kaeser)

11. As a condition of any use permit granted the applicant must obtain and maintain the proper modifications and conditions to their Alcohol License as required by the California Department of Alcohol Beverage Control.
12. As a condition of any use permit granted the applicant have a written Security Plan in place that meets the approval of the Ukiah Police Department.

- 1 13. As a condition of any use permit granted; If the live entertainment or cover charge events cause
2 the need for a Police Response more than two (2) times in a calendar year, the permit holder will
3 be required to thereafter submit a security plan to the Ukiah Police Department for approval a
4 minimum of 45 days prior to any future events. The plan will articulate in detail the event planned
5 and clearly describe how security will be staffed to minimize the need for police responses. In
6 such cases, approval or denial will be provided to the applicant no less than 30 days prior to the
7 proposed event.
8
9 14. As a condition of any use permit granted the facility will be open to inspection during live
10 entertainment and coverage events and the Ukiah Police Department will not be denied access.
11
12 15. As a condition of any user permit granted; In the event of a change of ownership or management
13 of the facility associated with the live entertainment, the City shall be notified on the change in
14 ownership/management. The new owner/manager shall meet with the Planning Department and
15 Police Department to review this Use Permit and Security Plan. The new owner/manager shall
16 indicate in writing if any modifications to the uses allowed by this Use Permit are proposed and
17 shall identify the proposed modifications. Any proposed modifications shall be reviewed by the
18 Planning Department and Police Department. The Planning Director shall determine if the
19 proposed modifications are consistent with this Use Permit or require approval of an amendment
20 to this Use Permit and shall determine if the amendment is minor (Zoning Administrator) or major
21 (Planning Commission) .
22

23 From the Fire Marshal (Kevin Jennings)
24

- 25 16. Prior to opening for live music I will require a Fire and Life Safety Inspection, and an occupancy
26 check (how many people can safely occupy the business). Both of these items I can do now or
27 any time prior.
28

29 From the Building Official (David Willoughby)
30

- 31 17. There is currently an active building violation case on this property. Until the violation is abated,
32 an increased use of the facility is not allowed. The following comments are intended to aid the
33 applicant in realizing possible requirements for the project and are not intended as a plan review.
34
35 • Once the violation is abated then a floor plan drawn to scale showing the location of the
36 proposed live entertainment, table and chair layout and exiting will be required to
37 evaluate the possibility of having live entertainment at the facility. Work may be required
38 to bring the second rear exit up to standards.
39

40 Standard City Conditions of Approval
41

- 42 18. Business operations shall not commence until all permits required for the approved use,
43 including but not limited to business license, tenant improvement building permit, have
44 been applied for and issued/finaled.
45
46 19. No permit or entitlement shall be deemed effective unless and until all fees and charges
47 applicable to this application and these conditions of approval have been paid in full.
48
49 20. The property owner shall obtain and maintain any permit or approval required by law, regulation,
50 specification or ordinance of the City of Ukiah and other Local, State, or Federal agencies as
51 applicable. All construction shall comply with all fire, building, electric, plumbing, occupancy, and
52 structural laws, regulations, and ordinances in effect at the time the Building Permit is approved
53 and issued.
54
55 21. A copy of all conditions of this Use Permit shall be provided to and be binding upon any future
56 purchaser, tenant, or other party of interest.

22. All conditions of approval that do not contain specific completion periods shall be completed prior to building permit final.

23. This Use 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.

24. This approval is contingent upon agreement of the applicant and property owner and their agents, successors and heirs to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions 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 the approval of this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City. 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.

9B. Housing Element Update – Request for Planning Commission to make a recommendation of adoption of the City Council for the Negative Declaration and draft Housing Element.

Principal Planner Thompson:

- The Housing Element was reviewed by the Department of Housing and Community Development (HCD) earlier this year. Staff has addressed all of HCD's comments including the requirements of SB2, homeless shelter overlay zone.
- At the December 9, 2015 Planning Commission meeting the draft 2014-2019 Housing Element was reviewed in a workshop format where the Commission provided comments which have been incorporated into the document.
- Staff is now requesting the Planning Commission make a formal recommendation of adoption of the 2014-2019 draft General Plan Housing Element and corresponding Negative Declaration and Resolution tentatively approving an amendment/update to the Housing Element of the Ukiah General Plan and Negative Declaration to the City Council.
- After the City Council adopts the Housing Element, the final step is to submit the document to the Housing and Community Development for possible certification.

Commissioner Sanders:

- While there is reference in the draft Housing Element concerning the conversion of Single family residential homes to professional offices (see page 65, Implementing Tasks, H-2h and page 80) supports that this matter be a little more 'forcefully' directed/addressed in the Housing Element Resolution about the conversion issue and zoning.
- Has no idea what the State considers an appropriate vacant rate in a community but according to the Housing Element for the City of Ukiah the vacancy rate is 2.6% in the City limits and this appears to be 'critical.'
- It does not seem right that residential conversions to office space are allowed when the vacancy rate is low in this community. Residential conversions reduces the housing stock on much needed housing opportunities in this community, particularly affordable housing.
- Is not asking to change the Housing Element Update document in that the issue of residential conversions is being addressed/acknowledged with implementation tasks and such, but rather directly address this issue in the Resolution tentatively approving the update as required by the State.

- Supports that the policies/rules governing conversions in the Housing Element are better addressed in terms of more effectively drawing attention to the issue that this does occur and takes away from the much-needed housing stock in this community.

Chair Whetzel:

- It would appear that conversions would be best addressed during the Building permit process and/or by some other process/approach.
- Asked if the better approach might be for the Commission or Council to generate a proposed zoning ordinance amendment to address housing conversions as opposed to formulating text and making changes to the General Plan that is costly and time consuming.

Commissioner Sanders:

- Referred to page 80 of the Housing Element Update, section H-2.h that states, 'Do not permit the conversion of single family residential homes to professional offices unless the City's amount of residential units is sufficiently adequate.' What does 'sufficiently adequate' means?

Principal Planner Thompson:

- If it is the consensus that housing conversions be addressed in a different manner, it might be a good idea to include an implementation task that could read, 'The City shall consider amending the zoning ordinance to not allow home conversions to other uses.' A zoning amendment would trigger/bring about a broader discussion/review concerning housing conversions. More research is likely needed to determine how best to address housing conversions.
- Acknowledged the better approach would be to formulate a zoning ordinance amendment and provide the necessary justification thereof that would include more restrictive zoning measures concerning housing conversions.
- The term 'sufficiently adequate' is open to interpretation and would be part of the discussion should the matter of more intently looking at whether or not housing conversions in this community is really issue/problem where a more arduous approach can be taken.
- Consulted with the Building Department and there have no recent housing conversion in the last three years that staff is aware of. Most of the existing conversions in and around the Downtown and/or on Dora Street took place in the past.
- Confirmed a zoning ordinance amendment would be the most acceptable approach to not allow housing conversions that may also include a map amendment.

Commissioner Sanders:

- Would like language documented somewhere and/or in the Housing Element that states a zoning ordinance amendment is an acceptable approach to addressing how home conversions should be treated. Is of the opinion this is a need.

Chair Whetzel:

- While the General Plan House Element Update addresses housing conversion and that they should not be allowed, is of the opinion this is not the document where onerous action needs to be taken to alleviate housing conversions but rather should be considered and more appropriately addressed in the zoning ordinance amendment process. The Housing Element already states housing conversions should not be allowed. The Zoning ordinance amendment process would define/outline the criteria/circumstance in which housing conversions can be done. The Housing Element simply describes what we want, but does not explain/quantify how this should be done which is what the zoning ordinance amendment would do given the zoning designation.

Principal Planner Thompson:

- As part of the process would need to quantify what the critical need is for vacancies and/or document/establish what the housing conditions are in this community and determine if there is a housing shortage.
- After review of the rental market in Ukiah and a town of this size finds there are a 'fair' number of houses for rent.

- It would be nice to obtain data concerning vacancies rates and housing stock in Ukiah to determine whether there is a housing issue in Ukiah. Will look into adding more data in this regard.

Commissioner Hilliker:

- Asked if Commissioner Sander's concern about housing conversions pertain to outlying areas or the Downtown area or if the concern expands beyond this?

Commissioner Sanders:

- Her concern is not just within the Downtown area but rather where zoning allows for a commercial use in addition to a residential use. As such, property owners may desire to rent residential units for commercial reasons rather than for people that need housing where the house is converted to a commercial use. Housing conversions take away housing stock that was once in the rental or first time homebuyer market. It is important affordable housing opportunities are available in this community. Many people are paying 50-60% of their income on housing. Is of the opinion 2.6% vacancy rate is really low.

Commissioner Watt:

- Asked what the current zoning allows in different areas where a house is located in a commercial zoning district. What must occur to the house before it can be a business rental?
- Requested clarification a house in a zoning designation that allows commercial uses is proposed to be divided into office space can this be done over the counter with a building permit such that there is nothing in the zoning code that prohibits this type of conversion.
- Asked if Commissioner Sander's concern is in the commercial zoning area that residences are being converted into businesses or outside the commercial area?
- To get more of a handle on residential conversions, it appears the best approach is to change the zoning code and go through the process thereof.

Principle Planner Thompson:

- The first step is to identify the use as to whether or not use permit approval is required. If no use permit is required such as an office use near the Downtown, which is an allowed use, it really becomes a building code issue and would typically be a ministerial, over-the-counter type of matter unless the house is being converted to a restaurant, which would not be a ministerial matter.
- An office conversion can be expensive.
- Confirmed a house being divided into office space in a commercial zone can be done by way of a building permit and confirmed while not preferred, housing conversions to office space in commercial zones are not prohibited.

Commissioner Sanders:

- Her concern is houses in commercially zoned areas can be converted to businesses because it is financially more attractive such that the matter can be handled over the counter with a building permit. Would like the City policy makers to look at this matter.

Chair Whetzel:

- Concern is if conversions into office space are not allowed the rooms can be rented at a premium price because they are so close to the Downtown area. The rooms would not be for low income persons.
- Unless there was some restriction on the house requiring that the owner must rent it for low income/affordable housing purposes conversions to office space are allowed in commercial zones and the owner can charge what rent he/she wants per room for a premium downtown commercial house.

Principal Planner Thompson:

- Explained the zoning ordinance amendment process.

1 **Commissioner Christensen:**

- 2 • Related to the concern referenced above, the GP Housing Element does state conversion from
3 residential to professional office should not be permitted unless the vacancy rate is sufficiently
4 adequate and that this vacancy rate needs to be more appropriately defined. Questioned while
5 data is not available in this regard how difficult would it be to find a standard for what is an
6 adequate vacancy rate/level in our community?
7

8 **Principle Planner Thompson:**

- 9 • Would have to do some research to find what an adequate vacancy rate should be for a town the
10 size of Ukiah. Is not familiar with such a standard, but this type of standard is likely out there and
11 recommends looking at the existing housing conditions in the community to get a better
12 understanding where to go from there.
13

14 **Commissioner Watt:**

- 15 • Referred to page 80 of the Housing Element Update and asked what the 'goal' regarding section
16 H-2.h represents and/or is classified as? Is it an implementation program task? If there is an
17 implementation program in the Housing Element that says not to permit the conversion of single
18 family residential homes to office spaces how does this translate into action? If there are many
19 implementation measures, generally speaking, how does this translate into action?
20

21 **Principal Planner Thompson:**

- 22 • The Housing Element incorporates many implementation measures.
23 • Related to action with regard to adequately addressing implementation tasks of the Housing
24 Element, the annual report to HCD is one form of accountability where we talk about our
25 implementation goals and tasks and what we have done to address them. Sometimes a date is
26 included to document when an action was taken on an implementation goal/task.
27 • Acknowledged there is 'housing' work that needs to be done in terms of implementing Housing
28 Element tasks.
29

30 **Commissioner Watt:**

- 31 • Again, general speaking, how do implementation programs/tasks in the General Plan Housing
32 Elements get implemented?
33 • Finds there are 'lofty' goals in the Housing Element with no way to follow through on
34 implementing them.
35 • Requested clarification a residential area that is not commercial if someone wanted to do a
36 conversion would it not be allowed and is a zoning ordinance amendment the best way to
37 proceed in this regard?
38

39 **Principal Planner Thompson:**

- 40 • Generally, city planning staff works on implementation tasks and documents the date when a task
41 is completed/updated and documents the funding source or potential funding source.
42 • Ideally, the preference would be to employ a part-time person that works on housing issues to
43 implement Housing Element implementation tasks and determine which tasks need to be
44 implemented for any given year, determine how best to proceed and rank them according to
45 need/importance. The aforementioned approach would be a way to get Housing Element
46 implementation tasks on the books for action/completion.
47 • Unlike the City of Ukiah, larger jurisdictions have staff members that do just housing-related work.
48 • Confirmed a residential conversion could not occur in a non-commercially zoned area where a
49 zoning ordinance amendment would be necessary.
50 • One approach would be to look at all the commercially zoned areas and determine how many
51 houses exist and/or have been converted to establish a baseline that essentially addresses the
52 current housing conditions.
53

54 **Chair Whetzel:**

- The Planning Commission can look at the zoning ordinance for the Downtown commercial area as it relates to residential housing.

Commissioner Sanders:

- Recommends next time a Housing Element update is necessary include a housing inventory of how many residential units have been converted to office space that can be put in 'table' format. The current update does not have this table.
- Referred to page 90 of the Housing Element, Implementation Program H-6J (No Net Loss) that appears to be related to the matter of 'land' and likes this statement that says, 'The City will monitor project approvals and comply with the no net loss requirements of Government Code Section 65863, no zoning amendment or project approval shall reduce the residential density or allow development of any parcel at a lower residential density than assumed in the Housing Element land inventory unless the City makes written findings in accordance with section 65682(b).'
- Sees conversion of residential units to commercial office space as a problem in our community. Is hopeful City Council will agree that conversions are an issue that need to be addressed in our town.
- Recommends the minutes for this meeting and those of December 9, 2016 concerning the General Plan Housing Element Update are included in the staff report for City Council for adoption of the Housing Element.
- Referred to page 12 of the draft Housing Element that references ground breaking in 2010 for the Clara Court affordable apartment project and noted this project has been completed where such reference should be deleted from the document.
- Referred to page 38 of the draft Housing Element, section related to the zoning and land use controls that references the City is working on a Downtown Zoning Code (DZC) project. This project has been completed and the DZC has been adopted so reference in this regard should be deleted from the document.

Chair Whetzel:

- Is of the opinion conversions in the Downtown area and the spaces created thereof would rent at a premium price unless a restriction is placed in this regard.
- Asked about the language on page 38 of the draft Housing Element, zoning and land use section that references the DZC and states 'medium and high density housing is permitted in all commercial zoning districts and the Planned Development tool has been used to facilitate unconventional housing and alternate development standards. Zoning is no longer considered a constraint.' Requested clarification that the language in this section says the DZC allows for medium and high density housing and that 'houses' then would fall into this category.

Commissioner Watt:

- Procedurally speaking, is it necessary to update City ordinances and zoning codes to be consistent with the General Plan Housing Element?
- Page 52 of the Housing element contains a typographical error 'Side Development Permit' should read, 'Site Development Permit.'

Principal Planner Thompson:

- The State asked that the aforementioned implementation program (H-6J) be included in the Ukiah's Housing Element.
- Affirmed City ordinances/zoning code changes/updates are necessary to be consistent with the General Plan Housing Element. An example of this was the approved zoning ordinance amendment per the requirements of SB2 to establish a zoning overlay district where a homeless shelter can be established by right.
- While the Housing Element does not need to be updated for another five years, consideration is being given to updating the Ukiah General Plan and this would be a good opportunity to look at land uses.

- Related to page 38 would amend the section that talks about zoning and land use control to say the City has adopted the DZC that allows medium and high density housing and confirmed 'houses' would fall under this category.
- While not seen too much in Ukiah, multi-family housing is allowed in commercially zoned areas without being mixed-use. Is of the opinion the property recently approved for apartments behind Rite Aid is zoned 'commercial.' Typically mixed-use projects (residential/commercial) are what developers are looking to pull-off with regard to allowing residential use in commercial zones.

Sanders/Christensen to recommend City Council adopt the Initial Environmental Study and Negative Declaration for the 2014-2019 General Plan Housing Element Update. Motion carried (5-0).

Sanders/Christensen to recommend City Council adopt the 2014-2019 General Plan Housing Element Update. Motion carried (5-0).

10. PLANNING DIRECTOR'S REPORT

Principal Planner Thompson:

- There is a Planning Commissioner academy in San Ramon.
- Planning Commission stipend checks will be sent next week.
- The PEP Senior Housing has applied for a building permit.

Commissioner Watt:

- Inquired about the transfer of ownership from the City to PEP Senior Housing

Principal Planner Thompson:

- Legal documents are required before a change in ownership can occur.
- Chipotle restaurant has 'broken ground.'
- Anticipates a decision concerning Costco will be made in February or March.
- The developer for the Rite Aid apartment project wants to change the development plans.
- There has been no recent Zoning Administrator action.
- City Council will approve a demolition permit to demolish a single family dwelling located at 517 S. Main Street for the PEP Senior Housing project.
- City Council at the regular January 20, 2016 meeting is to adopt a resolution authorizing the City to join the Statewide Community Infrastructure Program that is part of the fee deferral economic development effort. The City has a policy in place where developers can defer water/sewer fees for projects until certificate of occupancy. The Statewide Community Infrastructure Program would essentially finance the aforementioned infrastructure fees over the course of several years.
- The Planning Commission will have the opportunity to review the Ukiah Bicycle and Pedestrian Master Plan at the regular January 27 meeting.

11. PLANNING COMMISSIONERS' REPORT

Commissioner Hilliker:

- Noted the two homes being refurbished on Main Street that were very run-down and an eyesore are a product of nice work.

Commissioner Watt:

- Asked about the RFPs concerning the City-owned property on Main Street.

Principal Planner Thompson:

- Confirmed three RFPs have been received. City Council supports market rate housing opportunities manifest for the City-owned property on Main Street.

12. ADJOURNMENT

There being no further business, the meeting adjourned at 7:21 p.m.

Cathy Elawadly, Recording Secretary

Michelle Johnson

From: Charley Stump
Sent: Wednesday, January 13, 2016 3:48 PM
To: Kevin Thompson; Michelle Johnson
Subject: FW: Forest Club and Music

Charley Stump, Director
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(707) 463-6219 / cstump@cityofukiah.com
planning@cityofukiah.com

From: Cynthia Ariosta [<mailto:saucyukiah@gmail.com>]
Sent: Wednesday, January 13, 2016 3:30 PM
To: Charley Stump
Subject: Forest Club and Music

Dear Planning Commissioners,

I am unable to attend tonight's Planning Commission meeting, on which a Public Hearing is agendized regarding live music at the Forest Club.

I want to submit this letter as unwavering support for the Forest Club offering live music at their venue. I have noticed that there has been a notable decrease of business traffic in the downtown area since The Ukiah Brewing Company/Ritual ceased offering live music. Live music not only brings business to the venue offering it; the increased foot traffic downtown of the attendees certainly helps to support local restaurants as well as other merchants in the area. Increased traffic downtown, of course, increases tax dollars generated for the City, as well as supports the employees in jobs created by these small businesses.

Live music is an integral part of a vibrant and exciting downtown area. The City of Ukiah is making great progress in attracting attention and business to our Downtown, and permitting live music in a commercial venue in a commercial zone is a natural part of that progress. Any action other than allowing the Forest Club to offer live music is counter to that progress. I encourage you to vote in support of the Forest Club offering live music.

Thank you for your time.

Best Regards,

Cynthia Ariosta
The Big Cheese
Saucy

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



May 11, 2015

Charley Stump, Director
Planning and Community Development
City of Ukiah
300 Seminary Ave
Ukiah, CA 95482

Dear Mr. Stump:

RE: City of Ukiah's 5th Cycle (2014-2019) Draft Housing Element

Thank you for submitting the City of Ukiah's draft housing element received for review on March 12, 2015, along with revisions received on May 8 and 11, 2015. Pursuant to Government Code (GC) Section 65585(b), the Department is reporting the results of its review. Our review was facilitated by various communications and a telephone conversation on April 24, 2015 with Mr. Kevin Thompson, Principal Planner.

While the draft element meets the statutory requirements of State housing element law, the Department cannot yet find the housing element in full compliance. Ukiah must complete actions required in the prior 4th cycle to amend its zoning ordinance to permit year-round emergency shelter(s) without discretionary action pursuant to GC Section 65583(a)(4)(A), amended by Senate Bill 2 (Chapter 633, Statutes of 2007). As noted in the current element on page 63, Program H-2.f, zoning has not been updated. The element will comply with housing element law once the City has completed this zoning amendment and submitted the adopted housing element to the Department pursuant to GC Section 65585(g).

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City must continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available, considering and incorporating comments where appropriate.

The Department appreciates the hard work and dedication of Mr. Thompson during the course of our review. We are committed to assist Ukiah in addressing all statutory requirements of housing element law. If you have any questions or need additional technical assistance, please contact Hilda Sousa, of our staff, at (916) 263-1784.

Sincerely,


Glen A. Campora
Assistant Deputy Director



ITEM NO.: 12a

MEETING DATE: February 17, 2016

AGENDA SUMMARY REPORT

SUBJECT: RECEIVE WATER RATE STUDY PRESENTATION, APPROVE THE FINAL DRAFT WATER RATE STUDY, AUTHORIZE CITY MANAGER TO MAIL PROPOSITION 218 NOTICES AND SCHEDULE A PUBLIC HEARING ON PROPOSED WATER UTILITY RATE CHANGES

Summary: The City Council will receive the draft Water Rate Study and consider setting a Proposition 218 public hearing date for water rates.

Background: Staff has worked with Bob Reed from the Reed Group and the Rate Studies for Electric, Water, and Sewer Ad Hoc committee (Councilmembers Crane and Doble) to complete the Water Rate Study (Attachment 1) which includes a ten-year financial plan for the water utility. The purpose of the Water Rate Study is to ensure that water rates are sufficient to meet the Utility's financial and service obligations for ongoing operation and maintenance, debt service, and capital improvements while maintaining prudent reserves. The last adjustment to the water rates occurred in July 2014.

The Study describes the analyses performed, presents the financial plan for the water utility, summarizes findings and recommendations regarding water rates, and proposes a new drought surcharge for the future.

During meetings with the Rate Studies for Electric, Water, and Sewer Ad Hoc, the committee suggested including some additional capital expenditures during the scheduled Capital Improvement Program (CIP) "recovery period" (See Attachment 2 - Updated Water Utility Capital Improvement Plan FY17/18 thru FY 19/20) to prevent future deferred maintenance.

Staff worked with Mr. Reed and added funds to the CIP for the years in question and was able to maintain the 3% increase proposal.

This resulted in a need to update the overall Water Utility Financial Plan, see Attachment 3.

Continued on Page 2

RECOMMENDED ACTION(S): Receive update on Water Rate Study, authorize City Manager to mail Proposition 218 notices and schedule a public hearing on proposed water utility rate changes.

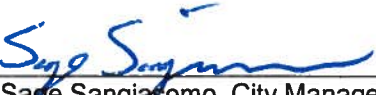
ALTERNATIVES: Propose additional changes to Water Rate Study, which would delay the implementation of new water rates and result in additional costs for the study.

Citizens advised: N/A
Requested by: Councilmembers Crane and Doble, Rates Ad-Hoc Committee.
Prepared by: Karen Scalabrini, Finance Director.
Coordinated with: Tim Eriksen, Public Works Director / City Engineer and Sean White, Water and Sewer Director.
Presenters: Karen Scalabrini, Finance Director; Sean White, Water and Sewer Director; and Bob Reed, The Reed Group, Inc.
Attachments: 1. Draft Water Rate Study
2. Updated Water Utility Capital Improvement Plan
3. Updated Water Utility Financial Plan
4. Presentation

COUNCIL ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager

As the current rate study and CIP are intended to address all current infrastructure priorities, staff recommends adopting the current proposal. Future rate studies and CIPs should be able to proceed with more uniform schedules for project implementation and funding.

Discussion: Mr. Reed will provide a presentation on the specific components of the Water Rate Study and proposed rate model (Attachment 4).

Specific rate schedules for future water rates recommended in the Water Rate study are summarized in the following chart, which can be found on page 3 of the Water Rate Study. Each of the proposed adjustments to water rates are intended to increase water rate revenues by 3%. The changes in individual rate components proposed for June 2016, reflect a cost of service analysis, as required by Proposition 218. Some of the rate components increase, while others decrease.

**City of Ukiah
Current and Proposed Water Rates**

	Current (1)	June 2016	January 2017	January 2018	January 2019	January 2020
Water Usage Rate (\$/CCF)						
All Water Usage	\$ 2.73	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Monthly Service Charge						
3/4" meter	\$ 32.25	\$ 33.63	\$ 34.64	\$ 35.68	\$ 36.75	\$ 37.85
1" meter	\$ 54.81	\$ 54.00	\$ 55.62	\$ 57.29	\$ 59.01	\$ 60.78
1 1/2" meter	\$ 106.40	\$ 104.47	\$ 107.60	\$ 110.83	\$ 114.15	\$ 117.57
2" meter	\$ 170.88	\$ 165.27	\$ 170.23	\$ 175.34	\$ 180.60	\$ 186.02
3" meter	\$ 322.41	\$ 307.24	\$ 316.46	\$ 325.95	\$ 335.73	\$ 345.80
4" meter	\$ 538.45	\$ 510.02	\$ 525.32	\$ 541.08	\$ 557.31	\$ 574.03
6" meter	\$ 1,073.66	\$ 1,016.50	\$ 1,047.00	\$ 1,078.41	\$ 1,110.76	\$1,144.08
Monthly Fire Service Charges						
Up to 2" meter	\$ 34.18	\$ 36.07	\$ 37.15	\$ 38.26	\$ 39.41	\$ 40.59
3" meter	\$ 64.48	\$ 64.84	\$ 66.79	\$ 68.79	\$ 70.85	\$ 72.98
4" meter	\$ 107.69	\$ 105.93	\$ 109.11	\$ 112.38	\$ 115.75	\$ 119.22
6" meter	\$ 214.72	\$ 208.56	\$ 214.82	\$ 221.26	\$ 227.90	\$ 234.74
8" meter	\$ 214.72	\$ 331.77	\$ 341.72	\$ 351.97	\$ 362.53	\$ 373.41

In addition, the Water Rate Study proposes temporary water shortage rate surcharges as listed in the following chart (can be found on page 5 of the Water Rate Study). Under water shortage conditions the water usage rate would increase by a predetermined percentage, depending on the required reduction in water usage. Water shortage rate surcharges would only apply to the water usage rate and not fixed monthly service charges and would only be applied during water shortage conditions. The temporary surcharge is not intended to be a penalty for excessive use. It represents each customer's proportionate share of the cost to partially bridge a financial deficit created by reduced water sales during periods of water shortage. If adopted, the temporary water shortage rate surcharge would be implemented only when the City Council has established a water use reduction goal over 20%. Surcharges would only continue while the shortage conditions exist.

Staff does not anticipate the need for the temporary water rate surcharge in 2016. However, adopting the surcharge as part of this rate update proceeding would make the surcharge available to timely implementation in a future water shortage situation. In addition, the water shortage financial analysis and temporary rate surcharge will be incorporated into the City's 2015 Urban Water Management Plan.

City of Ukiah
Proposed Water Shortage Rate Surcharges Applied to Water Rates for June 2016 (1)

	Normal Supply (1)	Minor Shortage	Moderate Shortage	Critical Shortage	Health & Safety Per Capita Limit
Use Reduction Goal -->	None	10% to 20%	20% to 35%	35% to 50%	> 50%
Wtr. Short. Surch. (2) -->	None	None	15%	25%	35%
Water Usage Rate (\$/CCF)					
All Water Usage	\$ 2.86	\$ 2.86	\$ 3.29	\$ 3.58	\$ 3.86
Monthly Service Charge	No changes to service charges during shortages				
3/4" meter	\$ 33.63	\$ 33.63	\$ 33.63	\$ 33.63	\$ 33.63
1" meter	\$ 54.00	\$ 54.00	\$ 54.00	\$ 54.00	\$ 54.00
1 1/2" meter	\$ 104.47	\$ 104.47	\$ 104.47	\$ 104.47	\$ 104.47
2" meter	\$ 165.27	\$ 165.27	\$ 165.27	\$ 165.27	\$ 165.27
3" meter	\$ 307.24	\$ 307.24	\$ 307.24	\$ 307.24	\$ 307.24
4" meter	\$ 510.02	\$ 510.02	\$ 510.02	\$ 510.02	\$ 510.02
6" meter	\$ 1,016.50	\$ 1,016.50	\$ 1,016.50	\$ 1,016.50	\$ 1,016.50

Notes:

- (1) The water shortage rate surcharge percentages are shown applied to proposed water rates for June 2016 for illustrative purposes. The percentages would be applied to any then-current water usage rates when implemented by declaration of a water shortage.
- (2) The water shortage rate surcharge would be an incremental (percentage) increase in the water usage rates, but would not be applied to monthly service charges.

With the City Council's approval, the next steps in the process are to issue the Proposition 218 Notices and to set a public hearing date for a Proposition 218 hearing so new water rates and temporary water shortage rate surcharges can be adopted. The soonest public hearing date is April 20, 2016. With authorization from the City Council, staff will mail a detailed notice of public hearing at least 45 days prior to the public hearing.

FISCAL IMPACT:				
Budgeted Amount in 15-16 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
N/A	N/A	N/A	Yes ☐ No ☒	N/A

CITY OF UKIAH

Water Rate Study

Final Draft Report

January 14, 2016



THE REED GROUP, INC.

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SECTION I. EXECUTIVE SUMMARY

INTRODUCTION AND BACKGROUND

The City of Ukiah retained The Reed Group, Inc. to develop a ten-year water system financial plan and to update water rates for the City's water utility. The purpose of the study was to ensure that water rates are sufficient to meet the utility's financial and service obligations for ongoing operation and maintenance, debt service, and capital improvements while maintaining prudent reserves. The last adjustment to the water rates occurred in July 2014.

The scope of services for the water rate study included the following:

- Review financial goals and policy objectives
- Review current budget, existing debt obligations, and capital improvement plans
- Prepare a ten-year financial plan and determine annual water rate revenue requirements for the water utility
- Review the current water rate structure and recommend changes consistent with rate setting objectives
- Develop water rate recommendations that meet the legal requirements for cost of service
- Present preliminary recommendations to the City Council to review the assumptions and conclusions from the financial plan and rate analyses
- Prepare a water rate study report (this report) to document the analyses performed during the study
- Present study recommendations to the City Council during a regular meeting, and assist the City in preparing a notice of public hearing regarding the proposed water rates
- Present final water rate recommendations during a public hearing to adopt new rates.

The purpose of this report is to describe the analyses performed, present the financial plan for the water utility, and summarize findings and recommendations regarding the water rates.

FINANCIAL PLAN AND REVENUE NEEDS

The City's water rates were last increased in July 2014 in the last of a series of annual rate adjustments spanning five years. In general, financial objectives have been met. However, at present the City and the State are in the midst of a multi-year drought, which has reduced water sales and related revenue. While the financial condition of the water utility is not critical, capital improvement needs are not being fully or adequately funded.

While the City's water utility continues to provide reliable water service to its customers, the current financial situation limits its ability to implement needed capital replacement, rehabilitation, and upgrade projects. The capital improvement plan for the water utility totals about \$22 million (in current dollars) in new projects over the planning period (through FY 23-24). However, about \$15 million of this amount is scheduled for the next five years. Current revenues do not fully support this level of capital program activity, and currently available reserves will be significantly depleted as these projects are completed.

It is recommended that the City continue its practice with modest annual water rate increases. Beginning in June 2016, it is recommended that the City increase water rates by 3 percent followed by four years with a 3 percent annual water rate increase each January. These increases will help ensure financial stability during the current drought and subsequent recovery, maintain adequate revenues for operating and maintenance costs, as well as debt service, and provide additional funding for the capital improvement program.

The financial plan model reflects assumptions and estimates that are believed reasonable at the present time. However, conditions change. It is recommended that the City review the financial condition of the water utility annually as part of the budget process, and perform a more comprehensive financial plan and rate update study every 3 to 5 years, unless otherwise needed sooner. The financial analysis presented in this report indicates that the revenues generated by the water rates would not exceed the cost of providing service, including maintaining prudent reserves for specified purposes.

Details of financial plan analyses and the recommendation to annually adjust the water rates to keep pace with change in costs are presented in Section II of this report.

PROPOSED WATER RATE SCHEDULE

Exhibit I-1 presents the proposed water rate schedules for the next five years, based on a public hearing in March 2016¹. The water rates presented in this report include minor rate structure changes to better align the water rates with the cost of providing service. The water rate structure includes:

- Maintaining a uniform water usage rate structure for all customer classes
- Adjustments to the monthly service charges to better align the allocation of customer costs across all customer accounts, as well as to reflect the allocation of capacity costs in relation to the capacity provided across meter sizes.

Details of the water rate recommendations are presented in Section III of this report.

¹ Proposition 218 required a Notice of Public Hearing be mailed to all affected property owners and customers of the proposed changes to water rates. Therefore, notices will need to be mailed out in June to accommodate a rate hearing in August.

Exhibit I-1
City of Ukiah
Current and Proposed Water Rates

	Current (1)	June 2016	January 2017	January 2018	January 2019	January 2020
Water Usage Rate (\$/CCF)						
All Water Usage	\$ 2.73	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Monthly Service Charge						
3/4" meter	\$ 32.25	\$ 33.63	\$ 34.64	\$ 35.68	\$ 36.75	\$ 37.85
1" meter	\$ 54.81	\$ 54.00	\$ 55.62	\$ 57.29	\$ 59.01	\$ 60.78
1 1/2" meter	\$ 106.40	\$ 104.47	\$ 107.60	\$ 110.83	\$ 114.15	\$ 117.57
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6" meter	\$ 1,073.66	\$ 1,016.50	\$ 1,047.00	\$ 1,078.41	\$ 1,110.76	\$1,144.08
Monthly Fire Service Charges						
Up to 2" meter	\$ 34.18	\$ 36.07	\$ 37.15	\$ 38.26	\$ 39.41	\$ 40.59
3" meter	\$ 64.48	\$ 64.84	\$ 66.79	\$ 68.79	\$ 70.85	\$ 72.98
4" meter	\$ 107.69	\$ 105.93	\$ 109.11	\$ 112.38	\$ 115.75	\$ 119.22
6" meter	\$ 214.72	\$ 208.56	\$ 214.82	\$ 221.26	\$ 227.90	\$ 234.74
8" meter	\$ 214.72	\$ 331.77	\$ 341.72	\$ 351.97	\$ 362.53	\$ 373.41

Notes:

(1) Effective July 1, 2014.

Comparison of Proposed Water Rates with Neighboring Communities

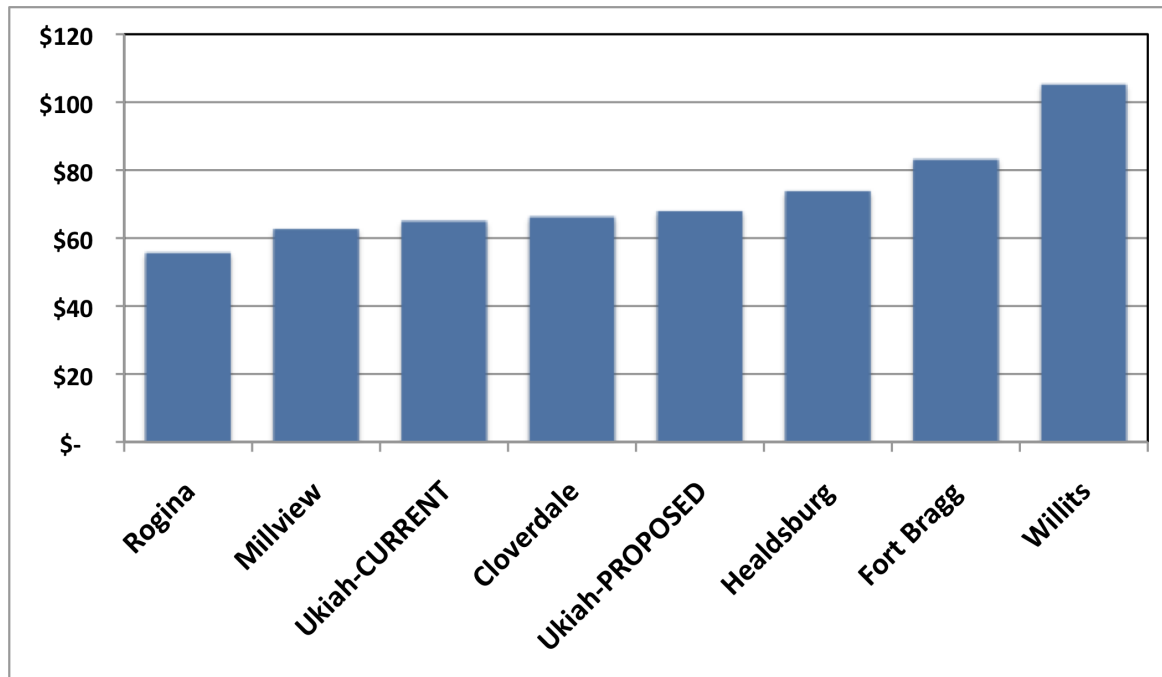
A typical monthly water bill for residential customers in Ukiah can be compared with the water bills for the same water usage in neighboring communities. The typical water bill for a single family customer in Ukiah is compared with water bills based on current water rates of neighboring communities in **Exhibit I-2**. The comparison assumes a standard meter size (3/4" in Ukiah) and monthly water use of 12 CCF. The water rates for each community reflect the specific factors affecting water service in their service area, including source(s) of water supply, age and condition of infrastructure, regulatory requirements, and policy decisions.

Most of the neighboring communities also have uniform water rates for their single family customers. Some of the neighboring communities in Exhibit I-2 have either adopted procedures for automatically adjusting water rates on an annual basis, or have adopted specific multi-year rate schedules with specific annual rate adjustments. In addition, some communities are currently preparing for their own rate update studies.

WATER SHORTAGE FINANCIAL ANALYSIS AND WATER SHORTAGE SURCHARGES

This water rate study also included an analysis of the financial impacts associated with drought and reduced water sales. As drought conditions worsened in 2015, the Governor declared a statewide water emergency and ordered urban water agencies to reduce water use by 25 percent. In implementing the Governor's Executive Order, the SWRCB has required the City of Ukiah to reduce water use by 20 over 2013 levels. The City, like other communities in the state, has responded by requiring customers to reduce water usage and implementing restrictions on water use.

Exhibit I-2
City of Ukiah -- Water Utility
Comparison of Typical Single Family Water Bills with Neighboring Communities



Because of the current and continuing drought conditions, this water rate study includes a separate analysis of the financial implications of the sustained reduced water sales that coincides with water shortage conditions. The financial analysis includes the development of water shortage rates surcharges that could be implemented during periods of mandatory water use reductions and prohibitions as declared by the City.

Water shortage conditions can result in (1) reduced water sales, (2) reduced water supply purchase and pumping costs, and (3) increased water conservation education and assistance costs. The net effect of these impacts is to create a financial deficit during periods of water shortage (i.e., revenue will decline more than the decline in expenses).

To counter the financial impact of water shortage, a three-prong strategy is proposed that includes (1) utilizing a portion of available Rate Stabilization Reserves to offset a portion of the financial deficit created by reduced water sales, (2) adopting and implementing water shortage rate surcharges to generate additional revenue, and (3) in the most severe shortages reducing the annual contribution to the capital replacement fund for capital projects. This strategy, including the water shortage rate surcharges, should be incorporated into the City's water shortage contingency plans.

Article 11 of Chapter 1 in Division 4 of the Ukiah Municipal Code contains the City's water shortage emergency policies. The Code defines three stages of water shortage, beyond normal water supply conditions, which include various water use restrictions. The stages, however, are not tied to specific water use reduction goals.

Proposed temporary water shortage rate surcharges would be implemented whenever the City Council declares a water shortage emergency, and would be tied to water use reduction goals (or mandates). Water shortage rate surcharges would be applied to the uniform water rates (but not to monthly service charges). The temporary surcharges would mean that all customers would bear a proportionate share of the financial burden created by water shortage. The water shortage rate surcharges have been designed such that customers meeting water use reduction goals will have lower water bills than their normal water bills. Customers that do not meet water use reduction goals may have higher water bills.

Exhibit I-3 presents the proposed temporary water shortage rate surcharges, expressed as a percentage increase to the normal water usage rate. The amount of increase depends on the water use reduction goal. It is expressed as a percentage so that it can be applied to any future water usage rate schedule. The specific rates shown in Exhibit I-3 are an application of the water shortage surcharges to the proposed water rates for June 2016. As an example, with a water use reduction goal of 25 percent, a 15 percent water shortage rate surcharge would temporarily increase the water usage rate from \$2.86 per CCF to \$3.29 per CCF (a surcharge of \$0.43 per CCF). Monthly service charges would be unaffected.

The temporary water shortage rate surcharges will need to be adopted through a Proposition 218 notice and public hearing process. It is recommended that the water shortage rate surcharges be adopted with the other water rates proposed by the study. The water shortage rate surcharges could then be implemented during the current or any future declared water shortage. Details of the water shortage financial analysis are presented in Section II of this report, and proposed water shortage surcharges are presented in Section III of this report.

Exhibit I-3
City of Ukiah
Proposed Water Shortage Rate Surcharges Applied to Water Rates for June 2016 (1)

	Normal Supply (1)	Minor Shortage	Moderate Shortage	Critical Shortage	Health & Safety Per Capita Limit
Use Reduction Goal -->	None	10% to 20%	20% to 35%	35% to 50%	> 50%
Wtr. Short. Surch. (2) -->	None	None	15%	25%	35%
Water Usage Rate (\$/CCF)					
All Water Usage	\$ 2.86	\$ 2.86	\$ 3.29	\$ 3.58	\$ 3.86
Monthly Service Charge		No changes to service charges during shortages			
3/4" meter	\$ 33.63	\$ 33.63	\$ 33.63	\$ 33.63	\$ 33.63
1" meter	\$ 54.00	\$ 54.00	\$ 54.00	\$ 54.00	\$ 54.00
1 1/2" meter	\$ 104.47	\$ 104.47	\$ 104.47	\$ 104.47	\$ 104.47
2" meter	\$ 165.27	\$ 165.27	\$ 165.27	\$ 165.27	\$ 165.27
3" meter	\$ 307.24	\$ 307.24	\$ 307.24	\$ 307.24	\$ 307.24
4" meter	\$ 510.02	\$ 510.02	\$ 510.02	\$ 510.02	\$ 510.02
6" meter	\$ 1,016.50	\$ 1,016.50	\$ 1,016.50	\$ 1,016.50	\$ 1,016.50

Notes:

- (1) The water shortage rate surcharge percentages are shown applied to proposed water rates for June 2016 for illustrative purposes. The percentages would be applied to any then-current water usage rates when implemented by declaration of a water shortage.
- (2) The water shortage rate surcharge would be an incremental (percentage) increase in the water usage rates, but would not be applied to monthly service charges.

SECTION II. WATER FINANCIAL PLAN

This section of the report describes the financial plan and related recommendations for the City's water utility. The ten-year financial plan is used to determine annual water rate revenue requirements. The annual rate revenue requirement is the amount of revenue needed from water rates to cover planned operating, maintenance, debt service, and capital program costs with consideration of other revenues and financial reserves.

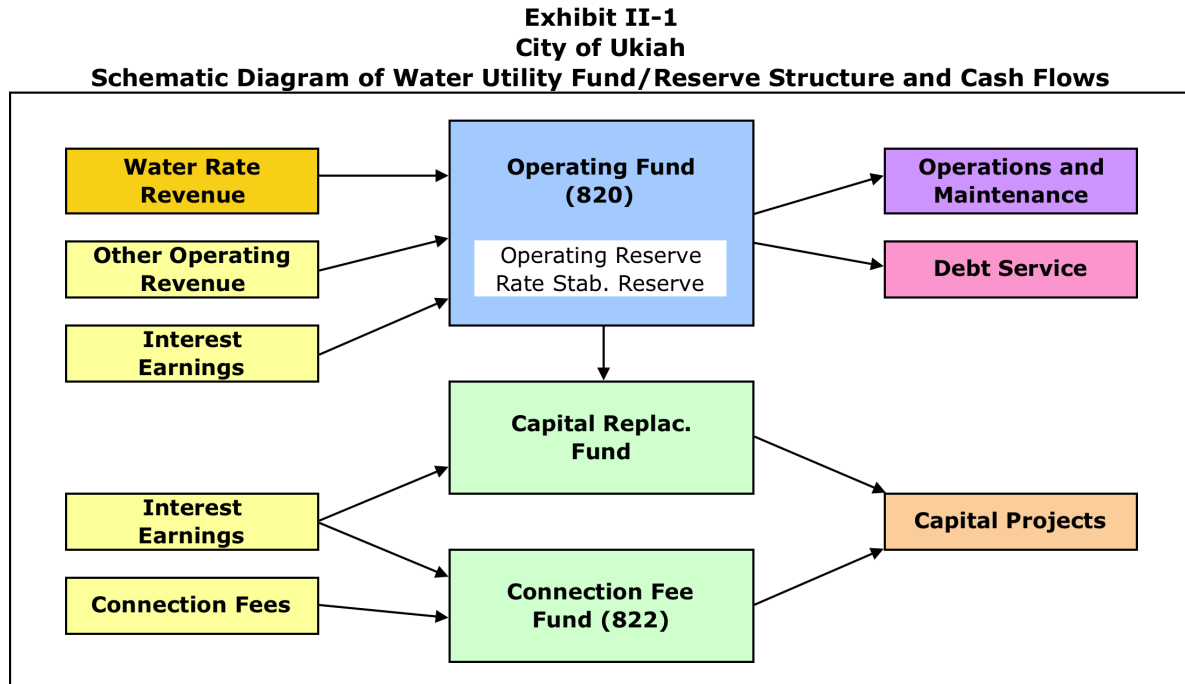
FUND STRUCTURE AND CASH FLOWS

The financial plan is an annual cash flow model. As a cash flow model, it differs from standard accounting income statements, and balance sheets. The financial plan models sources and uses of funds into, out of, and between the various funds and reserves of the water utility.

The financial plan model is based on a fund and reserve structure generally used by the City, although it incorporates new reserves to the existing structure for specified purposes. This structure was discussed with staff and the City Council, with general concurrence that it would provide a helpful framework for evaluating the financial needs of the utility and for clearly demonstrating how operating and maintenance costs, debt service obligations, and capital program needs are being addressed. The proposed reserve structure includes an Operating Reserve and a Rate Stabilization Reserve within the Operating Fund, as well as a Capital Replacement Fund (new) separate from the Operating Fund for the purpose of meeting capital program needs, and the Connection Fee Fund that is currently used to account for connection fee revenues and expenditures. **Exhibit II-1** is a schematic diagram of the funds/reserves and major cash flows associated with the financial plan model.

An understanding of the fund/reserve structure is helpful in understanding the financial plan worksheets that model estimated annual cash flows through the water utility from one year to the next. The fund/reserve structure is comprised of:

- **Operating Fund** – The Operating Fund is the primary fund within the water utility. Most of the water system's revenues, including water rate revenues, flow into the Operating Fund and all operating and maintenance costs, including debt service payments, are paid out of this fund. Funds are also transferred from the Operating Fund to the Capital Replacement Fund to help pay for capital projects intended to rehabilitate and upgrade facilities.
 - *Operating Reserve* – The City maintains an Operating Reserve equal to 25 percent of annual operating and maintenance costs, including debt service, for the water system. The purpose of the Operating Reserve is to provide working capital and funds for unplanned operating and maintenance expenditures. The current balance in the Operating Fund is sufficient to fully fund this reserve, and it remains fully funded for the entire planning period.



- *Rate Stabilization Reserve* – The City maintains a Rate Stabilization Reserve within the Operating Fund for drought or other emergency purposes. A previous water rate study recommended that the City fund the Rate Stabilization Reserve at an amount equal to 50 percent of annual operating and maintenance costs, excluding debt service. The current balance in the Operating Fund is sufficient to fully fund this reserve.
- *Available Balance* – The balance in the Operating Fund in excess of the target amounts for the Operating Reserve and the Rate Stabilization Reserve is shown in the financial plan as Available Balance. After all other obligations are met the Available Balance is used to offset rate increases. The financial plan model generally seeks to reduce any Available Balance over time. A negative value for the Available Fund Balance would indicate shortfalls in maintaining the minimum Operating Reserve and/or Rate Stabilization Reserve.
- *Capital Replacement Fund* – The Capital Replacement Fund is recommended as a new fund to be used to account for revenues and funds available for capital projects intended to rehabilitate, upgrade, and expand the water system to meet current and future needs of the water utility. The financial plan model generally seeks to maintain a positive balance in the Capital Replacement Fund while also covering the costs of planned capital improvement projects.
- *Water Connection Fee Fund* – The Water Connection Fee Fund is used to account for connection fee revenue, as well as the expenditure of connection fee revenue on capital projects intended to provide additional capacity in order to serve new development. This fund is also used to satisfy the statutory requirements for the accounting of connection fee revenue. At present, the

Connection Fee Fund has a negative cash balance. For purposes of financial plan analysis, a portion of the current balance in the Operating Fund is transferred to the Connection Fee Fund to eliminate this negative balance in FY 15-16. Having a negative balance in one place makes a positive balance elsewhere artificially high, which can lead to false conclusions regarding the utility's financial condition.

FINANCIAL PLAN ASSUMPTIONS

The financial plan reflects FY 14-15 actual results and the FY 15-16 budget, as well as financial conditions as of the beginning of the fiscal year. The financial plan also reflects the City's debt service obligations and capital improvement program, as identified by City staff, during the ten-year planning period.

The financial plan is based on the best available information and its assumptions are believed to be reasonable; however, no assurance can be provided as to the accuracy and completeness of future estimates. The proposed annual adjustments help protect the City and ratepayers from some of the uncertainty associated with financial plan assumptions. Primary assumptions reflected in financial plan analyses are described below, with additional information presented in **Exhibit II-2**:

- *Interest Rates* – Interest earned on fund/reserve balances is estimated to be 0.25 percent per year in FY 15-16, 0.50 percent in FY 16-17 and FY 17-18, 0.75 percent in FY 18-19 and FY 19-20, 1.0 percent in FY 20-21 and FY 21-22, and then 1.25 percent per year for the remainder of the planning period. Interest calculations are based on beginning-of-year balances. These interest rates reflect the current return from the Local Agency Investment Fund (LAIF), which is currently 0.32 percent, as well as a gradual return towards historical averages. Interest accrues to each of the funds. The City also pays interest on outstanding long-term debt obligations. The interest payments on outstanding debt are those contained in existing contracts and repayment schedules.
- *Inflation Rates* – The financial plan analyses include general inflation at 3.0 percent per year applied to all operating and maintenance costs on an aggregate basis and construction inflation also at 3.0 percent per year. General inflation is currently below 1.0 percent, as reported by the Bureau of Labor Statistics for the San Francisco-Oakland-San Jose area. Construction inflation, as indicated by the *Engineering News Record's* 20-Cities Construction Cost Index has increased about 3.0 percent per year for the past five years. Each of these inflation assumptions has been reviewed with City staff and is reasonable for financial planning purposes.
- *Growth Projections* – The financial plans assume that the customer base (number of active service connections) will grow by 0.5 percent per year throughout the planning period. The estimate is believed to be reasonable for financial planning purposes and has been reviewed with City staff.

Exhibit II-2
City of Ukiah
Financial Plan Assumptions

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Financial Assumptions											
General Inflation			3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Construction Inflation			3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Interest Earnings		0.25%	0.25%	0.5%	0.5%	0.75%	0.75%	1.0%	1.0%	1.25%	1.25%
Customer Base and Water Usage											
No. of Accounts	4,864	4,889	4,913	4,938	4,963	4,988	5,013	5,038	5,063	5,088	5,113
No. of 3/4" Equiv. Mtr.	6,501	6,533	6,557	6,582	6,607	6,632	6,657	6,682	6,707	6,732	6,757
Customer Growth Rate		0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%
Water Use Factor		-18%	-0.5%	6.0%	6.0%	3.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Ann. Water Sales (CCF)	1,212,000	996,000	996,000	1,061,000	1,130,000	1,170,000	1,176,000	1,182,000	1,188,000	1,194,000	1,200,000
Annual Water Sales (AF)	2,782	2,287	2,287	2,436	2,594	2,686	2,700	2,713	2,727	2,741	2,755
Water Sales Growth Rate	-0.3%	-17.8%	0.0%	6.5%	6.5%	3.5%	0.5%	0.5%	0.5%	0.5%	0.5%
Water Production											
Water Production (AF)	3,308	2,598	2,541	2,677	2,851	2,952	2,967	2,982	2,997	3,012	3,027
System Losses	-16%	-12%	-10%	-9%	-9%	-9%	-9%	-9%	-9%	-9%	-9%
Water Connection Fees											
Conn. Fee (1" meter)	\$ 1,597	\$ 1,597	\$ 1,645	\$ 1,694	\$ 1,745	\$ 1,797	\$ 1,851	\$ 1,907	\$ 1,964	\$ 2,023	\$ 2,084
Conn. Fee Revenue	\$ 39,900	\$ 39,900	\$ 39,500	\$ 42,400	\$ 43,600	\$ 44,900	\$ 46,300	\$ 47,700	\$ 49,100	\$ 50,600	\$ 52,100

- *Customer Demand* – Due to the continuing drought, and State-mandated water conservation in 2015, customer water demand is assumed to be 20 percent below 2013 (consistent with the State’s mandate), and then to rebound from the current drought levels over a three-year period based on the removal of restrictions on water use. While a return to normal water supplies is reflected in the financial plan analysis, continuation of the drought could result in sustained reduced customer water demands. The assumption used is believed reasonable for financial planning purposes.
- *Operation and Maintenance Costs* – The financial plan model is based on current operating and maintenance costs as reflected in the FY 15-16 operating budget, with future estimates based on the inflation and growth assumptions described above. Assumptions were reviewed with City staff.
- *Capital Improvement Program* – The water utility’s capital improvement plan, as developed by staff, includes multiple projects totaling about \$22 million (in current dollars) over a ten-year period to be funded by the water utility. However, about \$15 million of this amount is planned for the next five years. The financial plan assumes that capital projects will be funded from user rates, connection fees, and available reserves. No new long-term debt is included in the financial plan analysis. The capital improvement plan reflected in the financial plan is presented in **Exhibit II-3**.
- *Debt Obligations* – Existing water system long-term debt obligations are summarized in **Exhibit II-4**. The water utility currently pays about \$1,050,000 annually on debt service related to debt issues in 1992 and 2005. One of the requirements associated with bond financing is to maintain rates and other water system revenues at levels sufficient to meet debt service coverage requirements. At present, the City is required to maintain water system revenues at a level that covers all ongoing operating and maintenance costs, as well as 1.20 times annual debt service. The water utility also had an outstanding internal loan, which the utility repaid in FY 14-15.

Exhibit II-5 provides the details of the financial plan model of the City’s water utility. It illustrates how 3 percent annual water rate increases would provide the financial capacity for the water utility to continue to meet financial and service obligations, including meeting debt service obligations and adequately supporting the planned capital improvement program. **Exhibit II-6** graphically summarizes the annual revenues, expenses, and year-end Operating Fund balance through the planning period.

Exhibit II-3
City of Ukiah
Water Utility Capital Improvement Plan

Capital Project	Proj. No.	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Advanced Water Treatment Rehab.	PWW03				250,000						
Additional 1.0 MG of Storage	PWW04										
Additional Pipeline Improvements	PWW05	500,000	450,000	700,000		500,000	500,000	750,000	750,000		
Develop New Well #4	PWW07	500,000	1,400,000								
Expand SCADA Sys to Wells & Bstr Pumps	PWW08				200,000						
Impl. CUWCC & UWMP DIMMs 1, 2, 14	PWW10	45,000	45,000	45,000							
Replace and Upgrade Water Meters	PWW14			1,000,000	1,000,000	1,250,000	1,250,000	-			
Replace 100,000 Gal. PZ2 Reservoir	PWW15		300,000								
Seismic Retrofit of PZ1 Reservoir	PWW16			400,000	400,000						
Millview/Ukiah Intertie (1)	PWW22		125,000								
Willows/Ukiah Intertie (1)	PWW23		125,000								
Well #9	PWW24		2,000,000								
Unspecified Projects	PWW25								800,000	1,500,000	1,500,000
Connect Chlorine at WTP	PWW26		200,000								
Two Vactor Trucks	PWW27	200,000	200,000								
Water Truck	PWW28		30,000								
Valve Turner	PWW29	60,000									
Service Truck at WTP	PWW30	25,000									
Well #10	PWW31			500,000	1,000,000						
Well #11	PWW32				500,000	1,000,000					
Totals (Current dollars)		1,330,000	4,875,000	2,645,000	3,350,000	2,750,000	1,750,000	750,000	1,550,000	1,500,000	1,500,000
Totals (Inflated dollars)		1,330,000	4,875,000	2,724,000	3,554,000	3,005,000	1,970,000	869,000	1,851,000	1,845,000	1,900,000

Notes:

(1) Amount shown is the entire cost for each intertie project. Project will be funded 50% from a grant, with the balance split between Ukiah and Millview/Willows.

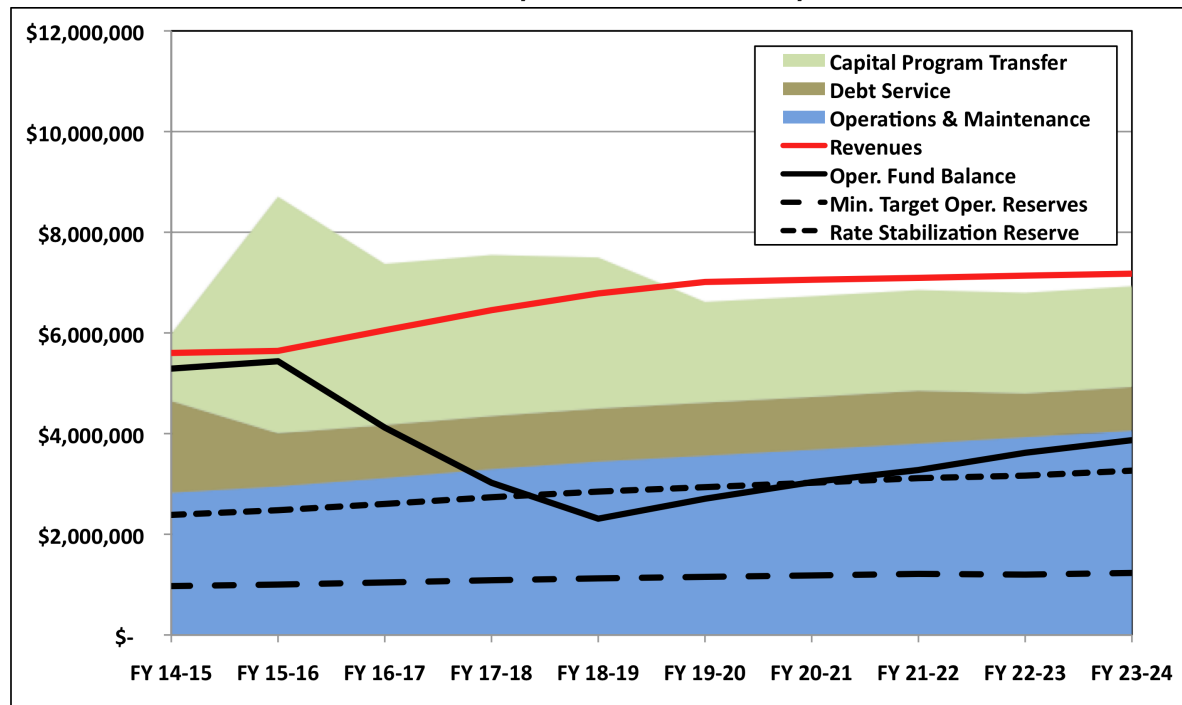
**Exhibit II-4
City of Ukiah
Summary of Water Utility Debt Service**

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
1992 DWR Loan											
Principal Payment	133,157	137,997	143,014	148,212	153,600	159,183	164,969	170,964	177,955		
Interest Payment	48,855	44,015	38,999	33,801	28,414	22,831	17,045	11,048	4,834		
Total Payment	182,012	182,012	182,013	182,013	182,014	182,014	182,014	182,012	182,789		
Outstanding Balance	1,255,894	1,117,897	974,883	826,671	673,071	513,888	348,919	177,955	-		
2005 ABAG Revenue Bonds											
Principal Payment	335,000	350,000	360,000	375,000	390,000	405,000	425,000	435,000	455,000	475,000	495,000
Interest Payment	538,422	524,547	509,992	494,925	479,243	462,945	445,930	428,083	409,279	389,516	368,904
Total Payment	873,422	874,547	869,992	869,925	869,243	867,945	870,930	863,083	864,279	864,516	863,904
Outstanding Balance	12,195,000	11,845,000	11,485,000	11,110,000	10,720,000	10,315,000	9,890,000	9,455,000	9,000,000	8,525,000	8,030,000
Internal Loan											
Principal Payment	-	745,000									
Interest Payment	18,625	18,625									
Total Payment	18,625	763,625									
Outstanding Balance	745,000	-									

Exhibit II-5
City of Ukiah
Water Utility Financial Plan

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
	Rate Adjustments -->	3%	3%	3%	3%	3%	3%	0%	0%	0%	0%
	Jan.	Jan.	Jan.	Jan.	Jan.	Jan.	Jan.	Jan.	Jan.	Jan.	Jan.
WATER OPERATING FUND (820)											
Beginning Balance	3,350,135	5,667,270	9,914,766	5,437,500	4,119,900	3,023,600	2,309,700	2,706,200	3,035,300	3,276,900	3,618,800
Revenues											
Water Service Charges	5,646,505	5,244,134	5,291,000	5,688,000	6,082,000	6,401,000	6,624,000	6,657,000	6,690,000	6,723,000	6,757,000
Fire Service Charges	288,867	290,886	298,897	309,000	319,000	329,000	339,000	339,000	339,000	339,000	339,000
Miscellaneous Revenue	57,493	21,235	28,671	29,500	30,400	31,300	32,200	33,200	34,200	35,200	36,300
Interest Earnings	67,464	45,815	24,800	27,200	20,600	22,700	17,300	27,100	30,400	41,000	45,200
Total Revenues	6,060,329	5,602,070	5,643,368	6,053,700	6,452,000	6,784,000	7,012,500	7,056,300	7,093,600	7,138,200	7,177,500
Expenses											
City Administration	460,391	340,950	541,671	557,900	574,600	591,800	609,600	627,900	646,700	666,100	686,100
PW Administration	415,183	630,813	573,512	590,700	608,400	626,700	645,500	664,900	684,800	705,300	726,500
Production	964,780	1,051,539	1,091,213	1,197,300	1,313,400	1,400,700	1,450,100	1,501,200	1,554,100	1,608,800	1,665,400
Meter Reading	95,367	95,666	747,228	773,500	800,700	828,800	857,900	888,100	919,300	951,600	985,000
Distribution	661,268	709,188	-	-	-	-	-	-	-	-	-
Fixed Assets	72,146	-	-	-	-	-	-	-	-	-	-
Debt Service											
Internal Loan	18,625	763,625	-	-	-	-	-	-	-	-	-
1992 DWR Loan	182,012	182,012	182,000	182,000	182,000	182,000	182,000	182,000	182,800	-	-
2005 ABAG Rev. Bond	873,422	874,547	870,000	869,900	869,200	867,900	870,900	863,100	864,300	864,500	863,900
Transfer to Capital Reserve	1,330,000	1,330,000	4,700,000	3,200,000	3,200,000	3,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Transfer to Conn. Fee Fund	-	-	1,415,000	-	-	-	-	-	-	-	-
Total Expenses	3,743,194	5,978,340	10,120,624	7,371,300	7,548,300	7,497,900	6,616,000	6,727,200	6,852,000	6,796,300	6,926,900
Ending Balance	5,667,270	5,291,000	5,437,500	4,119,900	3,023,600	2,309,700	2,706,200	3,035,300	3,276,900	3,618,800	3,869,400
Operating Reserve (25%)	931,000	971,000	1,001,000	1,043,000	1,087,000	1,124,000	1,154,000	1,182,000	1,213,000	1,199,000	1,232,000
Rate Stab. Reserve (50%)	1,335,000	1,414,000	1,480,000	1,560,000	1,650,000	1,190,000	1,550,000	1,840,000	1,970,000	1,970,000	2,032,000
Available Balance	3,401,270	2,906,000	2,956,500	1,516,900	286,600	(4,300)	2,200	13,300	163,900	449,800	605,400
DS Coverage (1.20 min.)	3.16	1.54	2.59	2.83	3.05	3.22	3.32	3.28	3.20	3.79	3.69
CAPITAL REPLACEMENT FUND (8xx)											
Beginning Balance	-	-	-	12,500	488,600	137,000	133,000	164,000	1,296,600	1,458,600	1,631,800
Revenues											
Transfer from Operations	1,330,000	1,330,000	4,700,000	3,200,000	3,200,000	3,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Grant Proceeds (Interities)	-	-	125,000	-	-	-	-	-	-	-	-
Millview/Willows Cost Share	-	-	62,500	-	-	-	-	-	-	-	-
Interest Earnings	-	-	-	100	2,400	1,000	1,000	1,600	13,000	18,200	20,400
Total Revenues	1,330,000	1,330,000	4,887,500	3,200,100	3,202,400	3,001,000	2,001,000	2,001,600	2,013,000	2,018,200	2,020,400
Expenses											
Capital Projects	1,330,000	1,330,000	4,875,000	2,724,000	3,554,000	3,005,000	1,970,000	869,000	1,851,000	1,845,000	1,900,000
Total Expenses	1,330,000	1,330,000	4,875,000	2,724,000	3,554,000	3,005,000	1,970,000	869,000	1,851,000	1,845,000	1,900,000
Ending Balance	-	-	12,500	488,600	137,000	133,000	164,000	1,296,600	1,458,600	1,631,800	1,752,200
WATER CONNECTION FEE FUND (822)											
Beginning Balance	(530,195)	(1,449,222)	(1,412,922)	38,078	80,678	124,678	170,478	218,078	267,978	319,778	374,378
Revenues											
Transfer from Operations	-	-	1,415,000	-	-	-	-	-	-	-	-
Connection Fees	6,338	39,900	39,500	42,400	43,600	44,900	46,300	47,700	49,100	50,600	52,100
Interest Earnings	(2,420)	(3,600)	(3,500)	200	400	900	1,300	2,200	2,700	4,000	4,700
Total Revenues	3,918	36,300	1,451,000	42,600	44,000	45,800	47,600	49,900	51,800	54,600	56,800
Expenses											
Contr. Serv. & Infrastr.	228,228	-	-	-	-	-	-	-	-	-	-
Total Expenses	228,228	-	-	-	-	-	-	-	-	-	-
Ending Balance	(754,505)	(1,412,922)	38,078	80,678	124,678	170,478	218,078	267,978	319,778	374,378	431,178

**Exhibit II-6
City of Ukiah
Water Utility Financial Plan Summary**



FINANCIAL PLAN FINDINGS AND CONCLUSIONS

The preceding portion of this section described the basic framework and assumptions underlying the financial analyses. Specific findings and conclusions pertaining to the water utility are presented below, beginning with a description of the current situation. At present, the City's water utility has:

- Sufficient cash in the Operating Fund to fully maintain the Operation Reserve and Rate Stabilization Fund, as recommended,
- Current annual water utility revenues of about \$5.3 million, and
- Current annual operating and maintenance costs, including debt service obligations totaling about \$4.0 million,
- Planned water system capital improvements in FY 15-16 totaling about \$4.9 million,
- Estimated debt service coverage in FY 14-15 of 1.54 (the minimum required is 1.20).²

² Debt service coverage is calculated as net revenues (defined as gross revenues minus annual operating and maintenance expenses) divided by annual debt service. Existing debt covenants require that debt service coverage exceed 1.20.

An increase in water rates is needed in order to: (1) offset the effects of reduced water sales that has resulted from drought conditions, (2) continue to cover ongoing operating and maintenance costs and meet debt service obligations, (3) provide adequate funding for planned water system improvements, and (4) maintain prudent financial reserves consistent with current policy objectives.

It is recommended that the City increase water rates by 3 percent in June 2016 and then 3 percent per year each January for the next four years. These increases will allow the City to meet its service and financial obligations, including completing the planned capital improvement program. Any lower rate increase could result in the water utility not meeting one or more of financial objectives. The water rate revenue estimates reflected in the financial plan shown in Exhibit II-5 incorporate estimates for these annual water rate adjustments.

As indicated previously, the ten-year capital improvement program is front-loaded with about two-thirds of project expenditures occurring in the first five years. Even with the proposed water rate increases, the financial plan analysis indicates that the Rate Stabilization Reserve will be partially utilized in the next few years in order to complete the planned capital improvement program without issuing new debt. However, once the near-term concentration of capital projects is complete the revenues will exceed expenses, allowing the Rate Stabilization Reserve to return to the target level. Using the Rate Stabilization Reserve to help fund the capital program is exactly what it is intended for. Using the Rate Stabilization Reserve enables the City to maintain uniform water rate increases through most of the planning period.

The financial plan model reflects assumptions and estimates that are believed reasonable at the present time. However, conditions change. It is recommended that the City review the financial condition of the water utility annually as part of the budget process, and perform a more comprehensive financial plan and water rate update study every 3 to 5 years, unless otherwise needed sooner.

WATER SHORTAGE FINANCIAL ANALYSIS

This water rate study also included an analysis of the financial impacts associated with drought and reduced water sales. Coming on the heel of a very dry year in 2013, the continuation of dry conditions in 2014 led the Governor to request a 20 percent reduction in water use throughout California. The State Water Resources Control Board (SWRCB) then adopted emergency regulations requiring all urban water suppliers to enforce programs that reduce outdoor water usage. With drought conditions worsening in 2015, the Governor declared a statewide water emergency and ordered urban water agencies to reduce water use by 25 percent. In implementing the Governor's Executive Order, the SWRCB required the City of Ukiah to reduce water use by 20 over 2013 levels. The City, like other communities in the state, has responded by requiring customers to reduce water usage and implemented restrictions on water use.

The City's water utility can be affected in several ways by drought conditions. Changes in operating and maintenance costs and revenues can include:

- Reduced water sales and water sales revenue

- Reduced water purchases and water purchase costs
- Increased groundwater production and production costs
- Increased water conservation program costs.

While the reduction in water sales revenue will be partially offset by the reduction in water purchase and production costs, revenue will decline more than costs creating a financial deficit. Increased water conservation program costs, including education and assistance programs, add to the financial deficit created by water shortage.

In response to water shortage, and the financial deficit created, the City has the ability to take several actions. The analysis presented herein focuses on three potential courses of action, including:

- Using available financial reserves, including designating a portion of reserves for drought/emergency purposes
- Supplementing water rate revenues through imposition of temporary water shortage surcharges
- In the most severe conditions, reducing the annual contribution (transfers) of water rate revenue to the Capital Fund in support of the capital improvement program.

The City could also reduce operating and maintenance costs, where possible, defer capital projects, or seek outside funding sources to help bridge a financial deficit.

Using the financial plan model, an analysis of the potential financial impacts of water shortages has been performed. The analysis includes estimating the magnitude of reduced revenue, reduced costs, and increased costs that may be associated with various ranges of water shortage. **Exhibit II-7** graphically illustrates the financial deficit created by reduced water sales resulting from water shortage conditions.

Exhibit II-8 summarizes estimated FY 15-16 operating revenues and expenses under *normalized* water supply conditions and under various water shortage conditions. The shortage analysis starts with normal conditions whereby revenues and expenses are effectively in balance. Under water shortage conditions, a financial deficit will emerge and increase with increasing severity of shortage conditions. **Exhibit II-9** graphically illustrates how the financial deficit created by reduced water sales could be bridge through a combination of action. Under minor shortage conditions, the City would rely on its Rate Stabilization Reserve to bridge the deficit gap. Under moderate conditions, the City would implement the proposed temporary water shortage rate surcharges to provide supplemental water rate revenue. In the most severe conditions, the City could also reduce transfers to the Capital Fund in support of the capital improvement program.

**Exhibit II-7
City of Ukiah
Estimated Financial Deficit Created by Water Shortage**

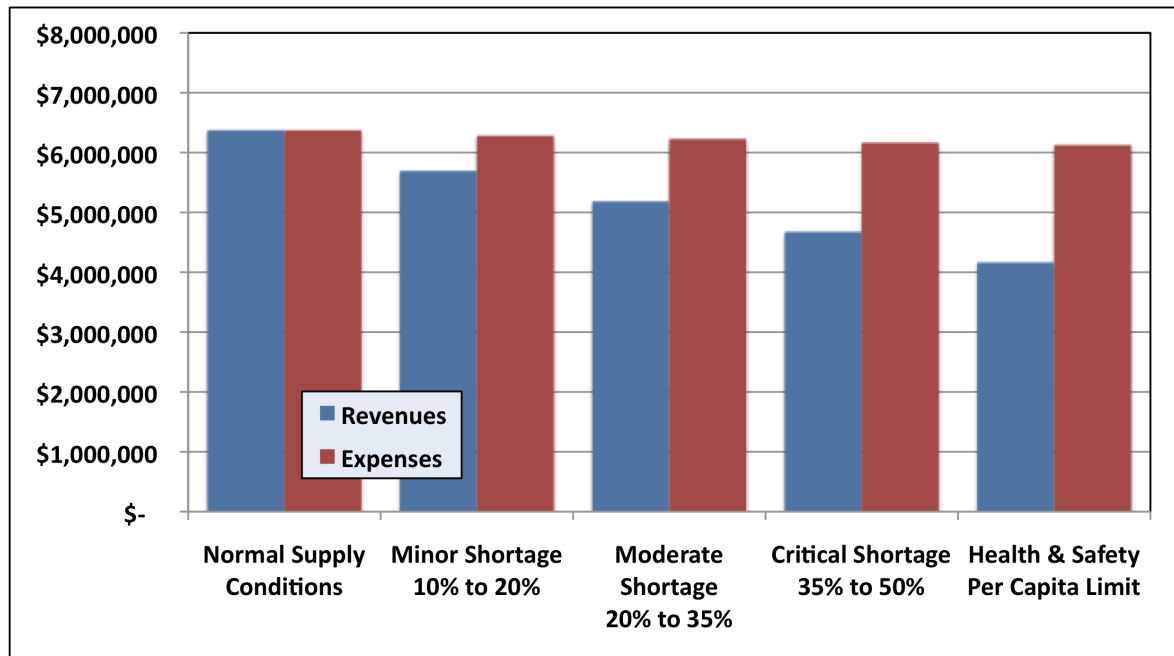


Exhibit II-10 presents additional details of the analysis of estimated FY 15-16 annual revenue and expenses at the defined ranges of water shortage, based on the use of Rate Stabilization Reserve. Analyses presented in Exhibit II-8 suggest that a Rate Stabilization Reserve of \$2,000,000 should be sufficient to bridge the financial deficit created by two years of the most extreme drought conditions, or a longer period of more moderate conditions, based on the analyses and assumptions incorporated therein. This analysis assumes water shortage rate surcharges, as described in Section III of this report, would also be used to help limit the financial strain created by reduced water sales during drought conditions.

**Exhibit II-8
City of Ukiah
Bridging the Financial Deficit Created by Water Shortages (FY 15-16)**

	Normal Supply (1)	Minor Shortage	Moderate Shortage	Critical Shortage	Health & Safety Per Capita Limit
Use Reduction Goal -->	None	10% to 20%	20% to 35%	35% to 50%	> 50%
Modeled Use Reduction -->	0%	20%	35%	50%	65%
Est. Financial Deficit from Water Shortage					
Reduced Water Sales Revenue		(680,000)	(1,189,000)	(1,699,000)	(2,209,000)
Reduced Water Production Costs		98,000	157,000	234,000	293,000
Increased Conservation Costs		(6,000)	(13,000)	(25,000)	(46,000)
Est. Total Financial Deficit	-	(588,000)	(1,045,000)	(1,490,000)	(1,962,000)
Multi-Pronged Corrective Strategy					
Use Rate Stabilization Reserves (2)		588,000	714,000	765,000	846,000
Reduce Transfers to Capital Fund		-	-	300,000	700,000
Impose Water Shortage Charge (3)		-	331,000	425,000	416,000
Total Corrective Actions	-	588,000	1,045,000	1,490,000	1,962,000
Water Shortage Charge (3) -->	None	None	15%	25%	35%

Notes:

- (1) Analysis based on FY 14-15 budget with adjustments to reflect normal water supply conditions.
- (2) Rate Stabilization Reserve is currently funded at about \$1.5 million.
- (3) Water shortage charges are an incremental increase in the water usage rates. Monthly service charges are not affected.

**Exhibit II-9
City of Ukiah
Bridging the Deficit Gap Created by Water Shortages**

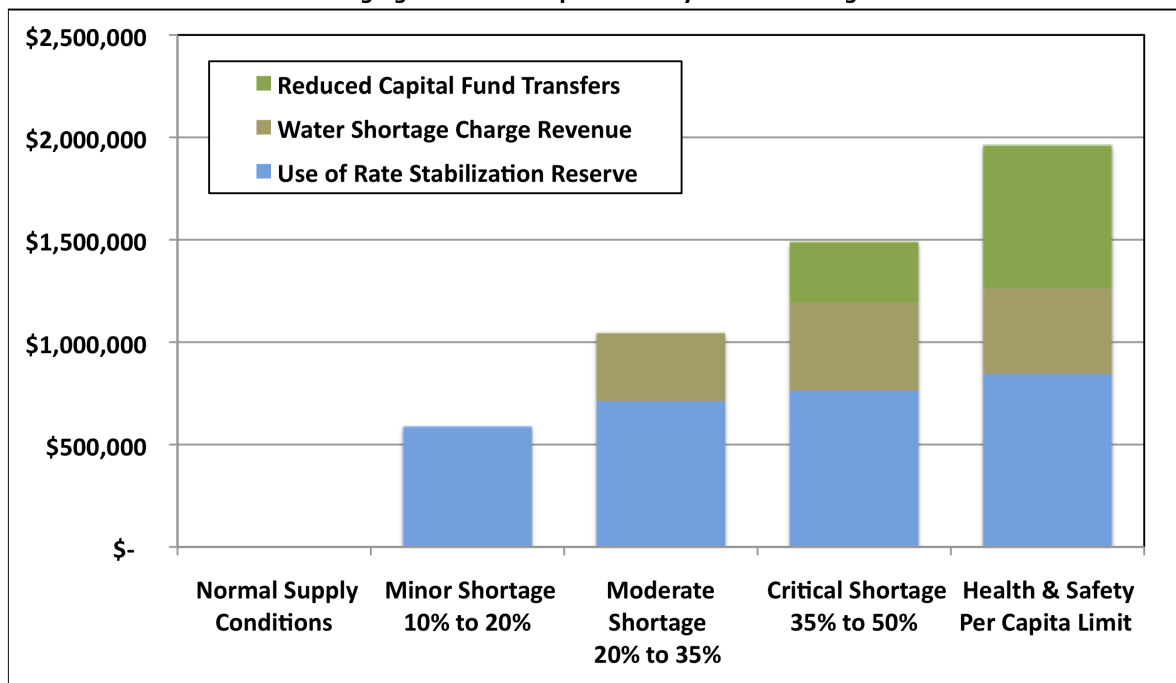


Exhibit II-10
City of Ukiah
Estimated Financial Deficit Created by Water Shortages (FY 15-16)

	Normal Supply (1)	Minor Shortage	Moderate Shortage	Critical Shortage	Health & Safety Per Capita Limit
Use Reduction Goal -->	None	10% to 20%	20% to 35%	35% to 50%	> 50%
Modeled Use Reduction -->		20%	35%	50%	65%
Revenues					
Service Charge Revenues	2,618,000	2,618,000	2,618,000	2,618,000	2,618,000
Water Usage Charge Revenues (2)	3,398,000	2,718,000	2,209,000	1,699,000	1,189,000
Water Shortage Charge Rev. (3)			331,000	425,000	416,000
Fire Service Charges	304,000	304,000	304,000	304,000	304,000
Other Revenue	53,000	53,000	53,000	53,000	53,000
Total Revenue	6,373,000	5,693,000	5,515,000	5,099,000	4,580,000
(% of Normal)		-11%	-13%	-20%	-28%
Expenditures and Transfers					
City Administration	542,000	542,000	542,000	542,000	542,000
PW Administration	511,000	511,000	511,000	511,000	511,000
Water Purchases (4)	38,000	19,000	19,000	-	-
Water Conservation (5)	25,000	31,000	38,000	50,000	71,000
Production	771,000	771,000	771,000	771,000	771,000
Utilities & Chemicals (6)	393,000	314,000	255,000	197,000	138,000
Distribution	747,000	747,000	747,000	747,000	747,000
Debt Service	1,052,000	1,052,000	1,052,000	1,052,000	1,052,000
Transfer to Capital Replac. Fund	2,200,000	2,200,000	2,200,000	1,900,000	1,500,000
Addition to Reserves	94,000	94,000	94,000	94,000	94,000
Total Expend. and Trans.	6,373,000	6,281,000	6,229,000	5,864,000	5,426,000
(% of Normal)		-1%	-2%	-8%	-15%
Surplus/Deficit in Operations	-	(588,000)	(714,000)	(765,000)	(846,000)

Notes:

- (1) Analysis based on FY 15-16 budget with adjustments to reflect normal water supply conditions.
- (2) Water usage revenue would decline in proportion to water sales.
- (3) Water shortage charges are an incremental increase in the water usage rates. Monthly service charges are not affected.
- (4) RRFCD water purchases assumed to be 400 AF until shortage goal reaches 35 percent and 0 AF in more severe shortage conditions.
- (5) Estimated water conservation program costs assumed to increase in inverse proportion to water use reductions.
- (6) Utility and chemical costs assumed to decline in proportion to water sales.

The water shortage analysis suggests that the target level for the Rate Stabilization Reserve of 50 percent of annual operating and maintenance costs is appropriate and prudent. As a result of this analysis, it is recommended that the City continue to maintain the Rate Stabilization Reserve with a target balance of 50 percent of annual operating and maintenance costs. At present, the Rate Stabilization Reserve is fully funded (within the Water Operating Fund). However, as described earlier in this section, a portion of the Rate Stabilization Reserve will be needed to help fund capital improvement projects in the next few years. Continuation of the current drought could impact the ability to undertake all these projects, but also reinforces the need to adopt the water shortage financial strategy, as presented in this report. To that end, adopting the water shortage rate surcharges (presented in Section III of this report) is an important step in protecting the water utility's financial condition against the uncertainty associated with continued drought conditions.

SECTION III. WATER RATES

This section of the report presents information and analyses leading to the development of water rate recommendations for FY 15-16 through FY 19-20.

CURRENT WATER RATES

The City of Ukiah provides water service through about 4,900 water service connections and nearly 200 private fire service connections³. The City's current water rates were last adjusted in July 2014 with the last of five scheduled water rate adjustments. The current water rates are summarized in **Exhibit III-1**. Current water rates include a monthly service charge based on meter size and a uniform water rate for all water usage. Monthly fire protection charges apply to dedicated private fire service connections (related to fire suppression requirements). At present, about 54 percent of water rate revenue is generated from water usage charges and about 46 percent from fixed service charges.

The current uniform water usage rate is intended to discourage excessive water use and encourage customers to conserve water. The water conservation best management practice (BMP 1.4) promulgated by the California Urban Water Conservation Council (CUWCC) suggests that at least 70 percent of water rate revenue should come from water usage charges⁴. However, that standard often places water utilities at undue financial risk, as most water system costs are fixed. Effective rate structure design requires establishing a balance between different rate setting objectives.

CUSTOMER ACCOUNT DATA AND WATER USE ESTIMATES

Water rate calculations are based on a number of factors related to the City's customer base. Factors include the number of customers, hydraulic capacity as indicated by meter size, and actual water usage. The City provides water service through about 4,900 water service connections (customers). Residential customers (single family and multi-family) comprise about 4,800 (98 percent) of the customer accounts and about 85 percent of annual water usage. Non-residential customer accounts (commercial, irrigation, municipal) make up nearly 100 (2 percent) of the customer accounts with about 15 percent of annual water usage.

³ The term "customer" is generally used in this report to refer to a water service connection that provides water service to an individual parcels. In some cases, a parcel may be served by more than one service connection.

⁴ The CUWCC provides an alternative means for complying with BMP 1.4, and it is recommended that the City utilize this alternative method. The Reed Group, Inc. is available to assist with the required analysis to use this alternative method of compliance.

**Exhibit III-1
City of Ukiah
Current Water Rates**

	Current (1)
<i>Water Usage Rate (\$/CCF)</i>	
All Water Usage	\$ 2.73
<i>Monthly Service Charge</i>	
3/4" meter	\$ 32.25
1" meter	\$ 54.81
1 1/2" meter	\$ 106.40
2" meter	\$ 170.88
3" meter	\$ 322.41
4" meter	\$ 538.45
6" meter	\$ 1,073.66
<i>Monthly Fire Service Charges</i>	
Up to 2" meter	\$ 34.18
3" meter	\$ 64.48
4" meter	\$ 107.69
6" meter	\$ 214.72
8" meter	\$ 214.72

Notes:

(1) Effective July 1, 2014.

While there are extremes on both the low and high ends, average single family water usage is about 12 CCF per month (about 300 gallons per day)⁵. Single family customers also exhibit a wide variation in water usage throughout the year. Water usage for multi-family dwellings is lower than for single family residences for a variety of reasons including fewer people per household and limited landscape irrigation (or irrigation that is separately metered). Non-residential water usage can vary dramatically, and non-residential customers are served by meters of varying sizes to accommodate the differences in water demands.

Service connections with different meter sizes can place different demands on the water system. Much more water can be delivered through a 4" water meter than through a 1" meter. To relate the potential demands on the water system from customers with different sized water meters, it is recommended that hydraulic capacity factors be used to determine the number of equivalent meters represented by the total customer base with variable meter sizes. For purposes of rate analysis, 3/4" meters are assigned a meter equivalency factor of 1.0. The ratios of instantaneous flow capacities of the various meter sizes to the capacity of a 3/4" meter are used to determine the meter equivalencies for larger

⁵ One CCF = 100 cubic feet = 748 gallons.

meter sizes. This capacity relationship across meter sizes is generally used to allocate capacity-related costs to various customers.

The foregoing customer account, capacity relationship, and water use data have been used in water rate analysis that is presented in the remainder of this section.

WATER RATE CALCULATIONS

There are three steps to determining water rates. These are:

- Determine annual water rate revenue requirements
- Analyze the cost of providing service to each customer class
- Design water rates to recover costs from each customer class.

Water Rate Revenue Requirements

The ten-year financial plan was used to identify the water rate revenue required to meet financial obligations for each fiscal year of the planning period. The water rate calculation presented herein is based on the revenue to be generated in FY 15-16, and reflects the proposed 3 percent overall rate increase that is needed to meet immediate ongoing operations, debt service and capital program needs. The revenue requirement for water rates to be implemented in June 2016 is \$5,417,000 (plus an additional \$304,000 from private fire service charges). The actual revenue reflected in the financial plan for FY 15-16 is \$5,291,000 from water rates and \$299,000 from private fire service charges. These amounts are lower than the revenue requirement for rate calculation purposes, because the proposed rates would not go into effect until June 2016.

Cost of Service Analysis

Once the annual water rate revenue requirement was determined using the financial plan model, the next step in the rate setting process was to evaluate the cost of providing service. Water rate calculations contained herein are intended to generate the level of revenue commensurate with the revenue requirement from the City's water service customers. The manner in which each customer is responsible for the water utility's costs is the determining factor in the cost of service analysis.

The water utility incurs certain types of costs associated with making water service available to customers. Other costs are incurred as a direct result of customer water usage. A cost of service analysis is intended to allocate the costs of providing water service to customers in proportion to the extent to which each customer causes the costs to be incurred. There are many approaches to cost of service analysis; some are more complex than others. The approach used herein is commensurate with the available data, the distinctions currently made between various types of customers, and the requirement to fairly and reasonably reflect differences in service provisions to differently situated customers.

The cost allocation methodology used herein begins by assigning all costs to one of three categories. The cost allocation process is performed with data available in the City's budget and accounting documents. The three categories include:

- Customer costs, such as meter reading and billing, are fixed costs that tend to vary as a function of the number of customers being served. Customer costs are allocated to customers based on the number of accounts. That is, every customer will pay an equal share of customer-related costs.
- Capacity costs are also fixed costs; however, these tend to vary in relation to the capacity of the water system and the ability to serve the demands of active customers. Customers that place greater or lesser burdens on the capacity of the water system should bear greater or lesser shares of these costs. The sizing of the water system is based on the potential demand that each customer could place on the water system. Capacity costs are allocated to customers based on the hydraulic capacity of the water meter. The hydraulic capacity factors reflect the ratio of the rated flow capacity of each meter size to the rated flow capacity of a $\frac{3}{4}$ " meter. The hydraulic capacity reflects the potential demand that a customer could place on the water system at any given time. A customer with a large meter size will be assigned a large share of fixed capacity-related costs than one with a smaller meter. Capacity costs include costs associated with the water system's capacity including contributions to the capital program, debt service, maintenance costs, and certain fixed operating costs.
- Commodity costs are variable costs that vary with the amount of actual water use. Water treatment costs and energy costs are two typical examples. However, in an effort to encourage water conservation, fixed costs are frequently included in commodity components such that a majority of costs are recovered on the basis of usage. Even though some commodity costs are fixed, rather than variable, it is reasonable to allocate these costs to customers on the basis of usage, rather than the capacity relationship expressed by meter size. This helps to achieve the City's water conservation objectives. A significant portion of the water utility's fixed costs is recovered through water usage charges.

The water conservation best management practice for retail water rates (BMP 1.4), as promulgated by the CUWCC, specifies that at least 70 percent of water rate revenue be generated through usage charges. The City's current water rates generate about 54 percent of revenue from usage (commodity) charges. This is due in part to reduced water usage during the current drought. Because of the high portion of fixed costs, the proposed water rates slightly decrease the usage-based portion of the revenue mix, while continuing to provide an important water conservation incentive. As water usage rebounds a growing share of rate revenue will be derived from water usage charges.

Based on a review of estimated costs for FY 15-16 for the water utility, customer service costs are estimated to be about 3.5 percent of the annual water rate revenue requirement. Similarly, about 44 percent of the revenue requirement is allocated to the capacity cost category. This leaves 52.5 percent of the revenue requirement allocated to commodity costs, to be recovered through water usage charges.

Water Rate Design

The third step in the rate setting process is the design of water rates to recover costs from each customer class and generate the revenue needed for the utility. The City's

current water rates include both fixed monthly service charges and a uniform water usage rate. **Exhibit III-2** presents the calculation of monthly service charges and the uniform water usage rate for the water rates proposed for September 2015. The calculation of each of these is described below.

Service Charges

Service charges are intended to recover the customer and capacity costs identified through the cost of service analysis. Service charges apply to all customer water bills, regardless of the amount of water actually used. Customers that use no water during a month should still be required to pay the monthly service charge, as service is immediately available to them. In calculating service charges customer costs are allocated equally to all customers and capacity costs are allocated based on meter size in relation to the hydraulic capacity associated with the various meter sizes.

The proposed monthly service charge for a $\frac{3}{4}$ " meter (typical for a single family home) is \$33.63. Service charges for larger meter sizes vary from \$54.00 to \$1,016.50, depending on meter sizes ranging from 1" to 6". All of these charges properly reflect the capacity relationship across meter sizes, as well as the revenue needs of the utility. The variation of service charges through meter sizes reflects the fact that a small portion of water system costs are directly related to the number of customers served. A majority of fixed costs are allocated on a capacity basis as reflected by the meter size. The changes to the service charges across the range of meter sizes better reflects the cost of providing service to customers of varying meter sizes. At present, an equal allocation of customer costs to all meter sizes is not expressed in the rates.

Water Usage Rates

The current water rates include a uniform usage rate for all customer classes. This rate structure is administratively simple, and is often perceived as the most fair by customers. During the course of this study, other rate structures were considered from a qualitative perspective, including tiered water rates. However, a uniform water rate for all customer classes remains as the preferred rate structure.

The proposed water usage rate for June 2016, based on the cost of service analysis performed in this study, is \$2.86 per CCF. This was calculated simply by dividing the commodity costs of \$2,844,000 divided by estimated annual water usage of 996,000 CCF.

Water Rate Calculations for June 2016

No. of Accounts	Meter Size							8"	Total	Ann. Water Usage (CCF)
	3/4"	1"	1 1/2"	2"	3"	4"	6"			
Water Service	4,327	261	145	104	30	18	4	-	4,889	996,000
Fire Service	-	-	-	16	-	89	56	11	172	-
Total	4,327	261	145	120	30	107	60	11	5,061	996,000
No. of 3/4" Mtr. Equiv.	4,327	436	483	554	300	300	133	-	6,533	
Hydraulic Capac. Factor	1.00	1.67	3.33	5.33	10.00	16.67	33.33	53.33		
Monthly Service Charges										
Customer Cost	\$ 3.23	\$ 3.23	\$ 3.23	\$ 3.23	\$ 3.23	\$ 3.23	\$ 3.23			
Capacity Cost	\$ 30.40	\$ 50.77	\$ 101.24	\$ 162.04	\$ 304.01	\$ 506.79	\$ 1,013.27			
Water Serv. Charge	\$ 33.63	\$ 54.00	\$ 104.47	\$ 165.27	\$ 307.24	\$ 510.02	\$ 1,016.50			Annual Revenue
Fire Serv. Charge				\$ 36.07	\$ 64.84	\$ 105.93	\$ 208.56	\$ 331.77		
Wtr. Serv. Charge Rev.	\$ 1,746,204	\$ 169,128	\$ 181,778	\$ 206,257	\$ 110,606	\$ 110,164	\$ 48,792			\$ 2,572,930
Fire Serv. Charge Rev.				\$ 6,925	\$ -	\$ 113,133	\$ 140,152	\$ 43,794		\$ 304,005
Annual Water Rate Revenue Requirement				Water Usage Rate						
Customer Cost	\$		189,595	3.5%						
Capacity Cost	\$		2,383,480	44.0%						
Commodity Cost	\$		2,843,925	52.5%						
Total Water Rate Rev. Rqmt.	\$		5,417,000							
Fire Serv. Chrg. Rev. Rqmt.	\$		304,000							
				All Water Usage			996,000	\$ 2.86	\$ 2,848,560	

Fire Protection Service Charges

The City has established distinct fire protection service charges for separate private service connections that provide fire suppression capabilities to structures and property (e.g., serving automatic internal sprinkler systems)⁶. In effect, these connections extend the public fire suppression capabilities of the water distribution systems (i.e., provided through public fire hydrants) to private property. Costs to be recovered through the fire protection charges are limited to the costs associated with maintaining the connection, monitoring usage, and servicing the account (fire flow capacity is built into the water distribution system as an essential public health and safety benefit to the entire community). When these fire protection services are used, they are billed at the same water usage rate as any other type of water service. As with the general water rates, a 3 percent increase in the fire protection service charges is necessary to meet the financial and service obligations of the utility for the delivery of this service.

PROPOSED WATER RATE SCHEDULE

Exhibit III-3 summarizes proposed water rate schedules for rates to be effective in June 2016, with subsequent annual adjustment each January through 2020. As described in Section II of this report, the overall water rate increases are equivalent to 4 percent in June 2016, and 3 percent each January from 2017 through 2020. No rate structure changes are proposed beyond those reflected in the rates for June 2016. The proposed water rates reflect the cost of providing water service to customers and will provide additional revenue essential to continuing to provide water service.

WATER SHORTAGE RATE SURCHARGES

To help encourage and to help bridge the financial deficit created by a water shortage, it is recommended that the City adopt temporary water shortage surcharges that could be implemented under certain water shortage conditions. The temporary water shortage rate surcharges would be incremental increases in the water usage rate. Even though the water shortage rate surcharges represent an increase in the water rates, total water rate revenue will still decline with reduced water sales as water shortage conditions worsen. That is, the supplemental revenue generated through the water shortage rate surcharges would only partially bridge the deficit gap created by drought and reduced water sales.

In addition because a multi-pronged approach to water shortages is suggested, the water shortage rate surcharges have been specifically design such customers that meet water use reduction goals will have lower water bills with the water shortage rate surcharges than they would with normal water usage and normal water rates. Customers that do not meet water use reduction goals may pay more for water service because of the water shortage rate surcharges.

⁶ Customers who have private fire service connections also have general water service connections for ongoing water use.

**Exhibit III-3
City of Ukiah
Current and Proposed Water Rates**

	Current (1)	June 2016	January 2017	January 2018	January 2019	January 2020
Water Usage Rate (\$/CCF)						
All Water Usage	\$ 2.73	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Monthly Service Charge						
3/4" meter	\$ 32.25	\$ 33.63	\$ 34.64	\$ 35.68	\$ 36.75	\$ 37.85
1" meter	\$ 54.81	\$ 54.00	\$ 55.62	\$ 57.29	\$ 59.01	\$ 60.78
1 1/2" meter	\$ 106.40	\$ 104.47	\$ 107.60	\$ 110.83	\$ 114.15	\$ 117.57
2" meter	\$ 170.88	\$ 165.27	\$ 170.23	\$ 175.34	\$ 180.60	\$ 186.02
3" meter	\$ 322.41	\$ 307.24	\$ 316.46	\$ 325.95	\$ 335.73	\$ 345.80
4" meter	\$ 538.45	\$ 510.02	\$ 525.32	\$ 541.08	\$ 557.31	\$ 574.03
6" meter	\$ 1,073.66	\$ 1,016.50	\$ 1,047.00	\$ 1,078.41	\$ 1,110.76	\$1,144.08
Monthly Fire Service Charges						
Up to 2" meter	\$ 34.18	\$ 36.07	\$ 37.15	\$ 38.26	\$ 39.41	\$ 40.59
3" meter	\$ 64.48	\$ 64.84	\$ 66.79	\$ 68.79	\$ 70.85	\$ 72.98
4" meter	\$ 107.69	\$ 105.93	\$ 109.11	\$ 112.38	\$ 115.75	\$ 119.22
6" meter	\$ 214.72	\$ 208.56	\$ 214.82	\$ 221.26	\$ 227.90	\$ 234.74
8" meter	\$ 214.72	\$ 331.77	\$ 341.72	\$ 351.97	\$ 362.53	\$ 373.41

Notes:

(1) Effective July 1, 2014.

Exhibit III-4 presents the June 2016 water rate schedule including the effect of temporary water shortage rate surcharges. As an example, the water usage rate would increase from \$2.86 per CCF to \$3.29 per CCF under moderate water shortage conditions (15 percent surcharge). Because the water shortage rate surcharge would only apply to the water usage rate (and not the fixed monthly service charges) the impact on the total water bill would be mitigated.

The temporary water shortage rate surcharge is not intended to be a penalty for excessive use; rather it represents each customer fair share of the cost of partially bridging the financial deficit created by reduced water sales during periods of water shortage. Customers would participate in bearing this cost in proportion to their water use.

Water shortage rate surcharges would provide relatively modest revenue increases for dealing with significant water supply shortages. As illustrated graphically in **Exhibit III-5**, the water shortage rate surcharge revenue only partially replaces lost revenue due to reduced water sales. As a result, even with the water shortage rate surcharges, the proposed water rates for water shortage conditions are less than the total cost of providing water service. The information in Exhibit III-5 reflects revenue estimates based on implementation of water shortage rate surcharges in FY 15-16.

If adopted, the temporary water shortage rate surcharges would be implemented when the City Council established a water use reduction goal over 20 percent. The surcharges would continue only as long as the shortage conditions exist. When the shortage is declared over, then the water shortage rate surcharges would be discontinued.

**Exhibit III-4
City of Ukiah**

Proposed Water Shortage Rate Surcharges Applied to Water Rates for June 2016 (1)

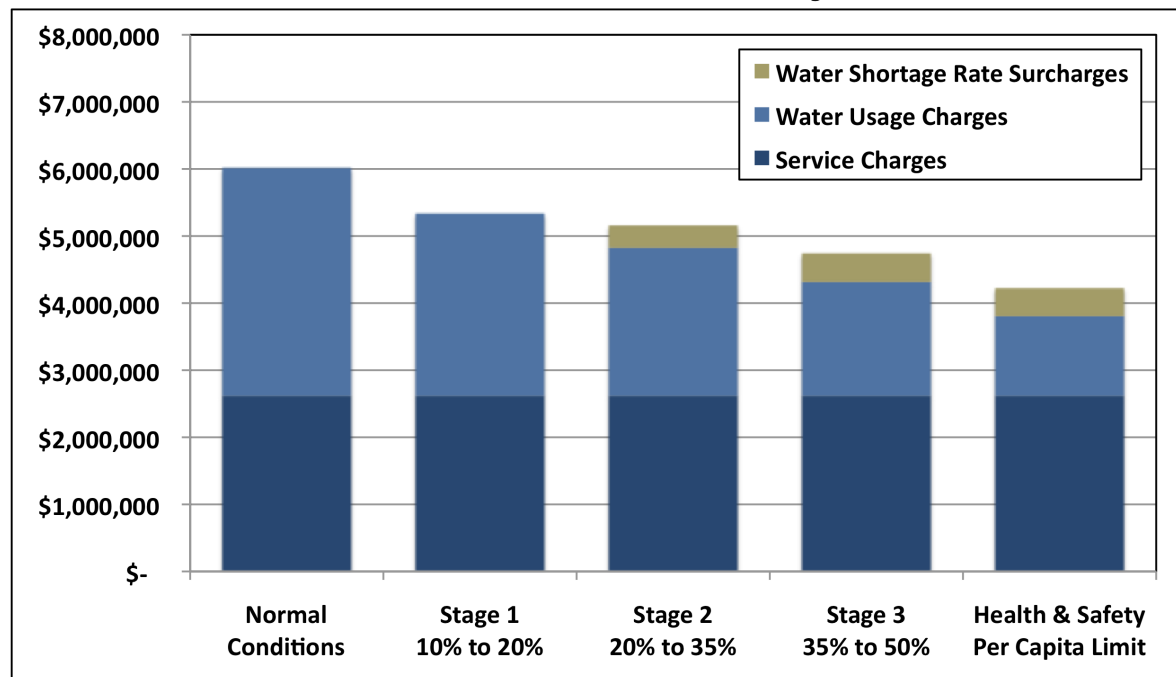
	Normal Supply (1)	Minor Shortage	Moderate Shortage	Critical Shortage	Health & Safety Per Capita Limit
Use Reduction Goal -->	None	10% to 20%	20% to 35%	35% to 50%	> 50%
Wtr. Short. Surch. (2) -->	None	None	15%	25%	35%
Water Usage Rate (\$/CCF)					
All Water Usage	\$ 2.86	\$ 2.86	\$ 3.29	\$ 3.58	\$ 3.86
Monthly Service Charge	No changes to service charges during shortages				
3/4" meter	\$ 33.63	\$ 33.63	\$ 33.63	\$ 33.63	\$ 33.63
1" meter	\$ 54.00	\$ 54.00	\$ 54.00	\$ 54.00	\$ 54.00
1 1/2" meter	\$ 104.47	\$ 104.47	\$ 104.47	\$ 104.47	\$ 104.47
2" meter	\$ 165.27	\$ 165.27	\$ 165.27	\$ 165.27	\$ 165.27
3" meter	\$ 307.24	\$ 307.24	\$ 307.24	\$ 307.24	\$ 307.24
4" meter	\$ 510.02	\$ 510.02	\$ 510.02	\$ 510.02	\$ 510.02
6" meter	\$ 1,016.50	\$ 1,016.50	\$ 1,016.50	\$ 1,016.50	\$ 1,016.50

Notes:

- (1) The water shortage rate surcharge percentages are shown applied to proposed water rates for June 2016 for illustrative purposes. The percentages would be applied to any then-current water usage rates when implemented by declaration of a water shortage.
- (2) The water shortage rate surcharge would be an incremental (percentage) increase in the water usage rates, but would not be applied to monthly service charges.

**Exhibit III-5
City of Ukiah**

Estimated Water Rate Revenues Under Water Shortage Conditions



Bill Impacts of Water Shortage Rate Surcharges

Water shortage rate surcharges have been specifically designed such that customers achieving required water use reduction goals will have lower water bills than they would have with normal water rates and normal water usage. Customers that do not meet water use reduction goals may have higher water bills. Because the water shortage rate surcharges apply to all water usage, all customers will participate in bridging the financial gap created by water shortage. Of course, those customers that use the least amount of water or conserve the most will pay less through the water shortage rate surcharges.

Exhibit III-6 illustrates how three different single family customers would be affected by the water shortage rate surcharges across various shortage conditions. Monthly water bills are shown for customers that, under normal conditions, use 12 CCF monthly (typical), 8 CCF (typical in winter), and 24 CCF (typical in summer) of water. Water bills are calculated for customers meeting requested water use reduction goals, and customers that do not conserve at all.

ADOPTING PROPOSED WATER RATES

In order to adopt the both the proposed water rates for the next five years and the proposed water shortage rate surcharges the City will need to follow the requirements contained in Article XIII D of the California Constitution (Proposition 218). This includes a Notice of Public Hearing to be mailed to all affected property owners and customers at least 45 days prior to a public hearing.

It is recommended that the City combine the adoption of the proposed 5-year water rates and the adoption of water shortage rate surcharges into a single public notice and rate hearing. This will save the City both time and expenses.

Exhibit III-6
City of Ukiah
Sample Single Family Residential Water Bills with Water Shortage Rate Surcharges

Water Shortage Stage	Water Use Reduction Goal	Monthly Water Use (CCF)	Service Charge	Usage Charge	Water Shortage Charge	Total Water Bill	% Change from Normal Bill
Average Single Family Customer Meeting Reduction Goals							
Normal Supply Conditions	None	12	\$ 33.63	\$ 34.32	\$ -	\$ 67.95	
Minor Shortage	10% to 20%	10	\$ 33.63	\$ 28.60	\$ -	\$ 62.23	-8.4%
Moderate Shortage	20% to 35%	8	\$ 33.63	\$ 22.88	\$ 3.43	\$ 59.94	-11.8%
Critical Shortage	35% to 50%	6	\$ 33.63	\$ 17.16	\$ 4.29	\$ 55.08	-18.9%
Health & Safety Per Capita Limit	> 50%	4	\$ 33.63	\$ 11.44	\$ 4.00	\$ 49.07	-27.8%
Average Single Family Customer With No Water Use Reduction							
Normal Supply Conditions	None	12	\$ 33.63	\$ 34.32	\$ -	\$ 67.95	
Minor Shortage	10% to 20%	12	\$ 33.63	\$ 34.32	\$ -	\$ 67.95	0.0%
Moderate Shortage	20% to 35%	12	\$ 33.63	\$ 34.32	\$ 5.15	\$ 73.10	7.6%
Critical Shortage	35% to 50%	12	\$ 33.63	\$ 34.32	\$ 8.58	\$ 76.53	12.6%
Health & Safety Per Capita Limit	> 50%	12	\$ 33.63	\$ 34.32	\$ 12.01	\$ 79.96	17.7%
Low Water-Using Single Family Customer Meeting Reduction Goals							
Normal Supply Conditions	None	8	\$ 33.63	\$ 22.88	\$ -	\$ 56.51	
Minor Shortage	10% to 20%	6	\$ 33.63	\$ 17.16	\$ -	\$ 50.79	-10.1%
Moderate Shortage	20% to 35%	5	\$ 33.63	\$ 14.30	\$ 2.15	\$ 50.08	-11.4%
Critical Shortage	35% to 50%	4	\$ 33.63	\$ 11.44	\$ 2.86	\$ 47.93	-15.2%
Health & Safety Per Capita Limit	> 50%	3	\$ 33.63	\$ 8.58	\$ 3.00	\$ 45.21	-20.0%
Low Water-Using Single Family Customer With No Water Use Reduction							
Normal Supply Conditions	None	8	\$ 33.63	\$ 22.88	\$ -	\$ 56.51	
Minor Shortage	10% to 20%	8	\$ 33.63	\$ 22.88	\$ -	\$ 56.51	0.0%
Moderate Shortage	20% to 35%	8	\$ 33.63	\$ 22.88	\$ 3.43	\$ 59.94	6.1%
Critical Shortage	35% to 50%	8	\$ 33.63	\$ 22.88	\$ 5.72	\$ 62.23	10.1%
Health & Safety Per Capita Limit	> 50%	8	\$ 33.63	\$ 22.88	\$ 8.01	\$ 64.52	14.2%
High Water-Using Single Family Customer Meeting Reduction Goals							
Normal Supply Conditions	None	24	\$ 33.63	\$ 68.64	\$ -	\$ 102.27	
Minor Shortage	10% to 20%	19	\$ 33.63	\$ 54.34	\$ -	\$ 87.97	-14.0%
Moderate Shortage	20% to 35%	16	\$ 33.63	\$ 45.76	\$ 6.86	\$ 86.25	-15.7%
Critical Shortage	35% to 50%	12	\$ 33.63	\$ 34.32	\$ 8.58	\$ 76.53	-25.2%
Health & Safety Per Capita Limit	> 50%	8	\$ 33.63	\$ 22.88	\$ 8.01	\$ 64.52	-36.9%
High Water-Using Single Family Customer With No Water Use Reduction							
Normal Supply Conditions	None	24	\$ 33.63	\$ 68.64	\$ -	\$ 102.27	
Minor Shortage	10% to 20%	24	\$ 33.63	\$ 68.64	\$ -	\$ 102.27	0.0%
Moderate Shortage	20% to 35%	24	\$ 33.63	\$ 68.64	\$ 10.30	\$ 112.57	10.1%
Critical Shortage	35% to 50%	24	\$ 33.63	\$ 68.64	\$ 17.16	\$ 119.43	16.8%
Health & Safety Per Capita Limit	> 50%	24	\$ 33.63	\$ 68.64	\$ 24.02	\$ 126.29	23.5%

Water Utility Capital Improvement Plan

Capital Project	Proj. No.	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Advanced Water Treatment Rehab.	PWW03				250,000						
Additional 1.0 MG of Storage	PWW04					500,000	500,000				
Additional Pipeline Improvements	PWW05	500,000	450,000	700,000				750,000	750,000		
Develop New Well #4	PWW07	500,000	1,400,000								
Expand SCADA Sys to Wells & Bstr Pumps	PWW08				200,000						
Impl. CUWCC & UWMP DMMs 1, 2, 14	PWW10	45,000	45,000	45,000							
Replace and Upgrade Water Meters	PWW14			1,000,000	1,000,000	1,250,000	1,250,000	-			
Replace 100,000 Gal. PZ2 Reservoir	PWW15		300,000								
Seismic Retrofit of PZ1 Reservoir	PWW16			400,000	400,000						
Millview/Ukiah Intertie (1)	PWW22		125,000								
Willows/Ukiah Intertie (1)	PWW23		125,000								
Well #9	PWW24		2,000,000								
Unspecified Projects	PWW25				100,000	150,000	150,000	500,000	800,000	1,500,000	1,500,000
Connect Chlorine at WTP	PWW26		200,000								
Two Vactor Trucks	PWW27	200,000	200,000								
Water Truck	PWW28		30,000								
Valve Turner	PWW29	60,000									
Service Truck at WTP	PWW30	25,000									
Well #10	PWW31			500,000	1,000,000						
Well #11	PWW32				500,000	1,000,000					
Totals (Current dollars)		1,330,000	4,875,000	2,645,000	3,450,000	2,900,000	1,900,000	1,250,000	1,550,000	1,500,000	1,500,000
Totals (Inflated dollars)		1,330,000	4,875,000	2,724,000	3,660,000	3,169,000	2,138,000	1,449,000	1,851,000	1,845,000	1,900,000

Notes:

(1) Amount shown is the entire cost for each intertie project. Project will be funded 50% from a grant, with the balance split between Ukiah and Millview/Willows.

Water Utility Financial Plan											
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
	Rate Adjustments -->		3%	3%	3%	3%	3%	0%	0%	0%	0%
			June	January	January	January	January	January	January	January	January
WATER OPERATING FUND (820)											
Beginning Balance	3,323,135	5,640,270	9,914,766	5,410,500	4,084,800	2,980,300	2,058,100	2,344,700	2,912,100	3,144,400	3,476,600
Revenues											
Water Service Charges	5,646,505	5,244,134	5,264,000	5,684,000	6,078,000	6,397,000	6,620,000	6,653,000	6,686,000	6,719,000	6,753,000
Fire Service Charges	288,867	290,886	298,897	305,000	315,000	325,000	335,000	335,000	335,000	335,000	335,000
Miscellaneous Revenue	57,493	21,235	28,671	29,500	30,400	31,300	32,200	33,200	34,200	35,200	36,300
Interest Earnings	67,464	45,815	24,800	27,100	20,400	22,400	15,400	23,400	29,100	39,300	43,500
Total Revenues	6,060,329	5,602,070	5,616,368	6,045,600	6,443,800	6,775,700	7,002,600	7,044,600	7,084,300	7,128,500	7,167,800
Expenses											
City Administration	460,391	340,950	541,671	557,900	574,600	591,800	609,600	627,900	646,700	666,100	686,100
PW Administration	415,183	630,813	573,512	590,700	608,400	626,700	645,500	664,900	684,800	705,300	726,500
Production	964,780	1,051,539	1,091,213	1,197,300	1,313,400	1,400,700	1,450,100	1,501,200	1,554,100	1,608,800	1,665,400
Meter Reading	95,367	95,666	-	-	-	-	-	-	-	-	-
Distribution	661,268	709,188	747,228	773,500	800,700	828,800	857,900	888,100	919,300	951,600	985,000
Fixed Assets	72,146	-	-	-	-	-	-	-	-	-	-
Debt Service											
Internal Loan	18,625	763,625	-	-	-	-	-	-	-	-	-
1992 DWR Loan	182,012	182,012	182,000	182,000	182,000	182,000	182,000	182,000	182,800	-	-
2005 ABAG Rev. Bond	873,422	874,547	870,000	869,900	869,200	867,900	870,900	863,100	864,300	864,500	863,900
Transfer to Capital Reserve		1,330,000	4,700,000	3,200,000	3,200,000	3,200,000	2,100,000	1,750,000	2,000,000	2,000,000	2,000,000
Transfer to Conn. Fee Fund			1,415,000								
Total Expenses	3,743,194	5,978,340	10,120,624	7,371,300	7,548,300	7,697,900	6,716,000	6,477,200	6,852,000	6,796,300	6,926,900
Ending Balance	5,640,270	5,264,000	5,410,500	4,084,800	2,980,300	2,058,100	2,344,700	2,912,100	3,144,400	3,476,600	3,717,500
Operating Reserve (25%)	931,000	971,000	1,001,000	1,043,000	1,087,000	1,124,000	1,154,000	1,182,000	1,213,000	1,199,000	1,232,000
Rate Stab. Reserve (50%)	1,335,000	1,414,000	1,470,000	1,550,000	1,640,000	930,000	1,190,000	1,730,000	1,900,000	1,960,000	2,030,000
Available Balance	3,374,270	2,879,000	2,939,500	1,491,800	253,300	4,100	700	100	31,400	317,600	455,500
DS Coverage (1.20 min.)	3.16	1.54	2.57	2.82	3.04	3.21	3.31	3.27	3.18	3.77	3.67
CAPITAL REPLACEMENT FUND (8xx)											
Beginning Balance		-	-	4.08	2.98	2.26	2.65	2.97	3.20	3.53	
Revenues				12,500	488,600	31,000	62,200	24,700	325,900	478,200	639,200
Transfer from Operations		1,330,000	4,700,000	3,200,000	3,200,000	3,200,000	2,100,000	1,750,000	2,000,000	2,000,000	2,000,000
Grant Proceeds (Interties)			125,000								
Millview/Willows Cost Share			62,500								
Interest Earnings		-	-	100	2,400	200	500	200	3,300	6,000	8,000
Total Revenues		1,330,000	4,887,500	3,200,100	3,202,400	3,200,200	2,100,500	1,750,200	2,003,300	2,006,000	2,008,000
Expenses											
Capital Projects		1,330,000	4,875,000	2,724,000	3,660,000	3,169,000	2,138,000	1,449,000	1,851,000	1,845,000	1,900,000
Total Expenses		1,330,000	4,875,000	2,724,000	3,660,000	3,169,000	2,138,000	1,449,000	1,851,000	1,845,000	1,900,000
Ending Balance		-	12,500	488,600	31,000	62,200	24,700	325,900	478,200	639,200	747,200
WATER CONNECTION FEE FUND (822)											
Beginning Balance	(530,195)	(1,449,222)	(1,412,922)	38,078	80,678	124,678	170,478	218,078	267,978	319,778	374,378
Revenues											
Transfer from Operations			1,415,000								
Connection Fees	6,338	39,900	39,500	42,400	43,600	44,900	46,300	47,700	49,100	50,600	52,100
Interest Earnings	(2,420)	(3,600)	(3,500)	200	400	900	1,300	2,200	2,700	4,000	4,700
Total Revenues	3,918	36,300	1,451,000	42,600	44,000	45,800	47,600	49,900	51,800	54,600	56,800
Expenses											
Contr. Serv. & Infrastr.	228,228										
Total Expenses	228,228	-	-	-	-	-	-	-	-	-	-
Ending Balance	(754,505)	(1,412,922)	38,078	80,678	124,678	170,478	218,078	267,978	319,778	374,378	431,178

City of Ukiah

Water Rate Study Summary of Recommendations

February 17, 2016

The Reed Group, Inc.



Study Objectives

- Prepare 10-year financial plan model
- Assess current financial situation and ongoing revenue needs
- Perform cost of service analyses to support rate recommendations
- Propose rate structure changes consistent with rate-setting objectives
- Assist with adoption and implementation of new water rates

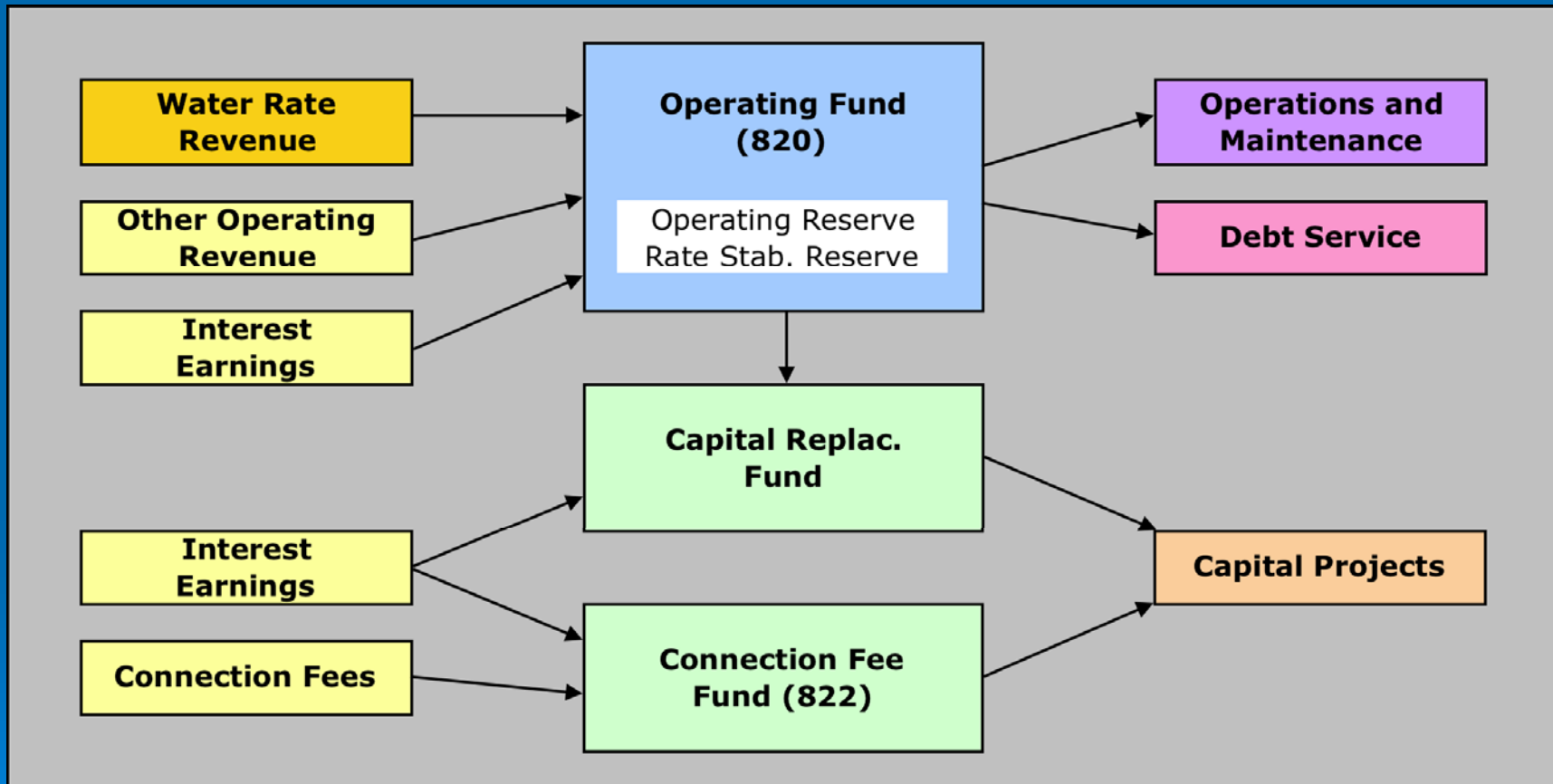


Current Situation

- Water rates last adjusted in July 2014
- Drought and state-mandated water use reductions have impacted water sales
 - Water sales volume is down 20% from 2013
 - Water rate revenue is down 7% from 2013
 - Post-drought demand rebound uncertain
- *San Juan Capistrano* appellate court decision has clarified cost of service requirements
- Capital improvement program is not adequately funded
 - Wells, meters, pipelines, and storage improvements



Financial Plan Schematic

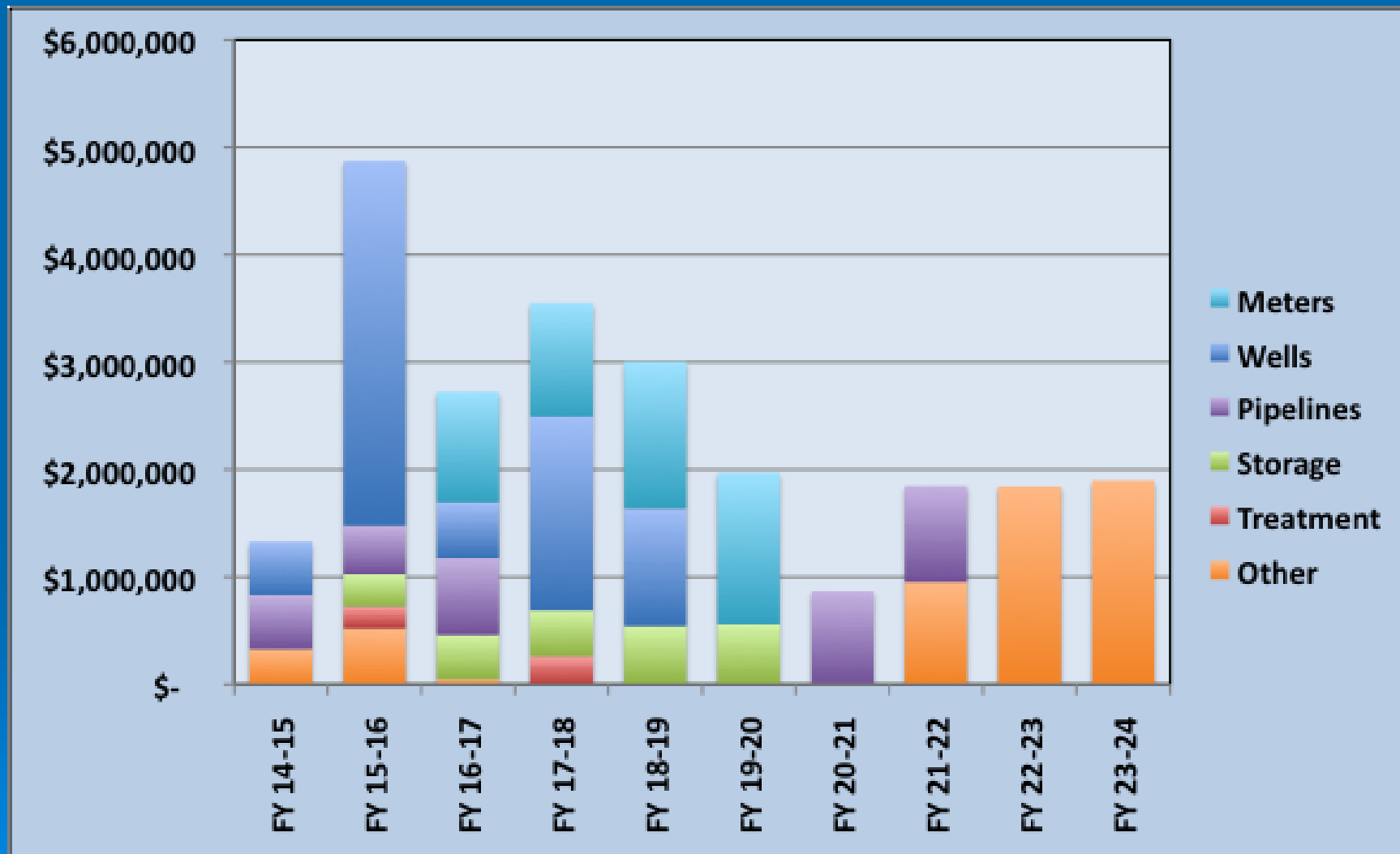


Assumptions

- FY 15-16 budget and 10-year CIP
- Inflation, interest, and growth rates
 - Inflation: 3% per year
 - Interest: 0.5% to 1.25% per year
 - Growth: 0.5% per year
- Current debt service obligations
 - 1992 DWR loan and 2005 revenue bond
 - Debt service coverage requirements
- Operating reserve: 25% of O&M + DS
- Rate Stab. Rsrv.: 50% of O&M



Capital Improvement Program

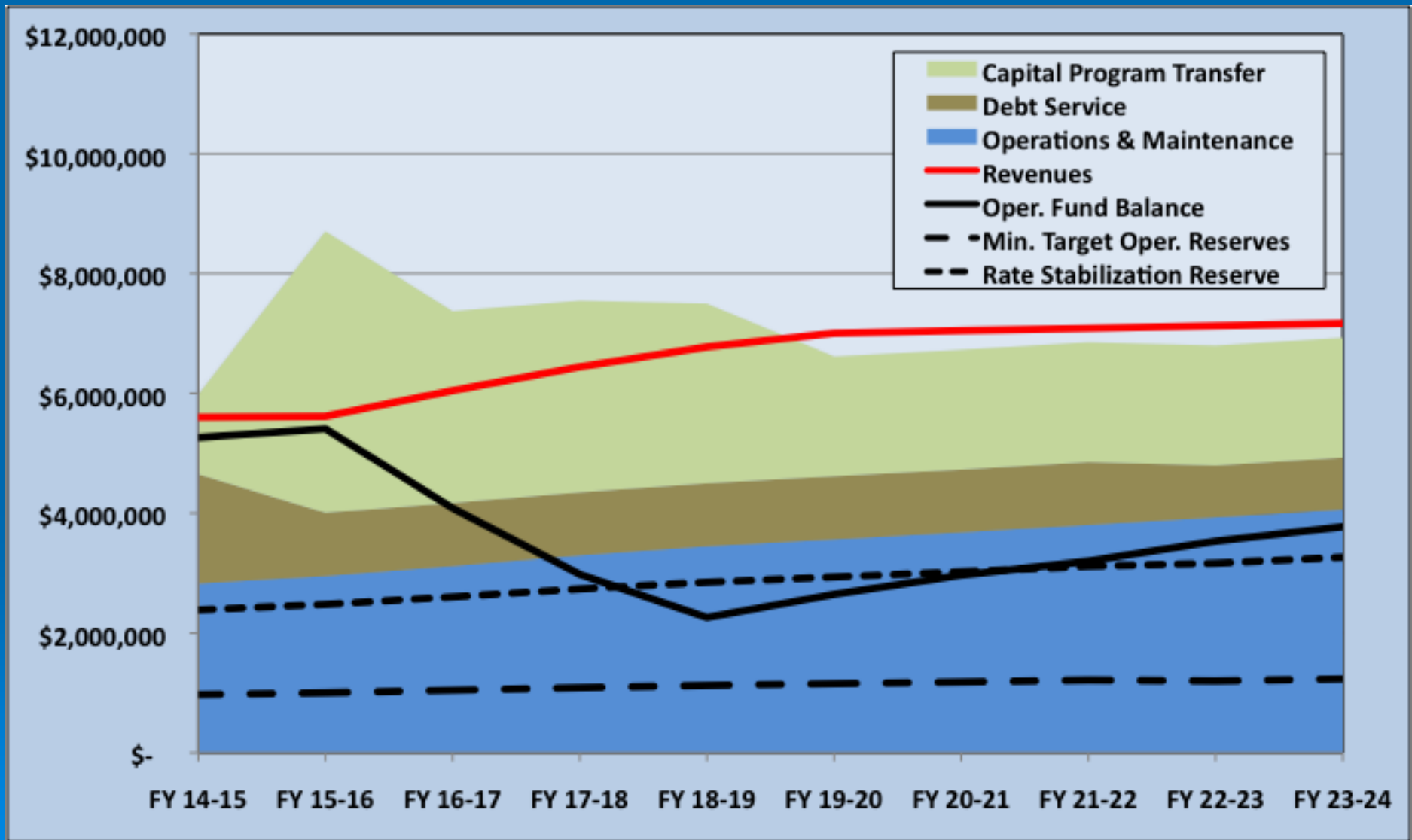


Financial Strategy

- Use a portion of available reserves to help fund the planned CIP
- Gradually implement needed annual water rate increases
- Monitor financial condition during post-drought demand rebound
- Adopt a financial strategy to reduce risk during future water supply shortages



Financial Plan Summary



Proposed Overall Water Rate Increases

- June 2016 3%
- January 2017 3%
- January 2018 3%
- January 2019 3%
- January 2020 3%

Rate Setting Objectives

- Generate sufficient revenues to meet financial obligations
- Reflect the cost of providing service to customers
- Encourage water conservation and efficient water use



Proposed Water Rate Structure Changes

- Update water rates based on cost of service analysis
- Maintain a uniform water usage rate for all customers
- Adjust monthly service charges to reflect customer and capacity requirements
- Adopt a multi-year rate plan



Proposed Water Rates

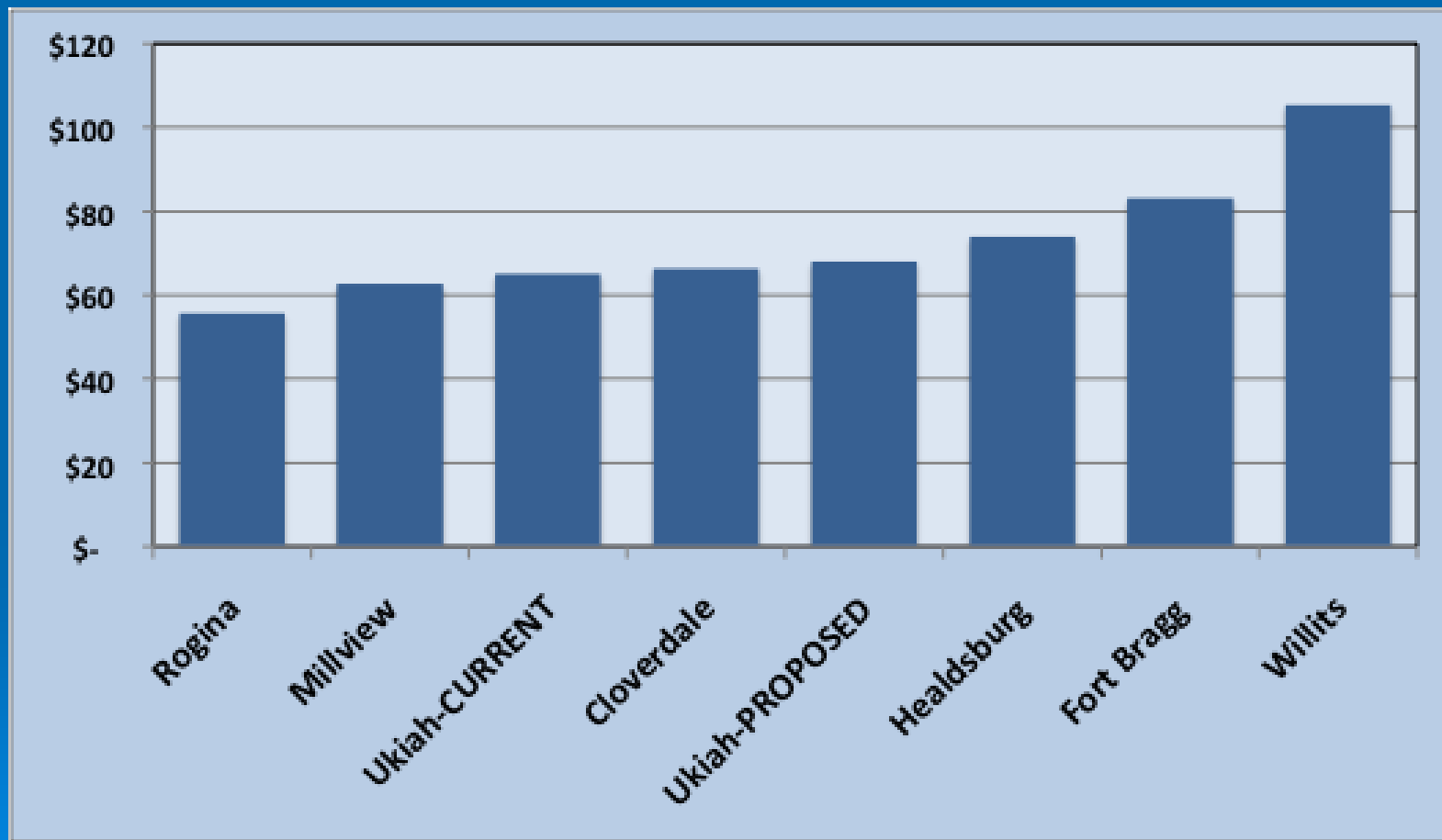
	Current (1)	June 2016	January 2017	January 2018	January 2019	January 2020
Water Usage Rate (\$/CCF)						
All Water Usage	\$ 2.73	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Monthly Service Charge						
3/4" meter	\$ 32.25	\$ 33.63	\$ 34.64	\$ 35.68	\$ 36.75	\$ 37.85
1" meter	\$ 54.81	\$ 54.00	\$ 55.62	\$ 57.29	\$ 59.01	\$ 60.78
1 1/2" meter	\$ 106.40	\$ 104.47	\$ 107.60	\$ 110.83	\$ 114.15	\$ 117.57
2" meter	\$ 170.88	\$ 165.27	\$ 170.23	\$ 175.34	\$ 180.60	\$ 186.02
3" meter	\$ 322.41	\$ 307.24	\$ 316.46	\$ 325.95	\$ 335.73	\$ 345.80
4" meter	\$ 538.45	\$ 510.02	\$ 525.32	\$ 541.08	\$ 557.31	\$ 574.03
6" meter	\$ 1,073.66	\$ 1,016.50	\$ 1,047.00	\$ 1,078.41	\$ 1,110.76	\$1,144.08
Monthly Fire Service Charges						
Up to 2" meter	\$ 34.18	\$ 36.07	\$ 37.15	\$ 38.26	\$ 39.41	\$ 40.59
3" meter	\$ 64.48	\$ 64.84	\$ 66.79	\$ 68.79	\$ 70.85	\$ 72.98
4" meter	\$ 107.69	\$ 105.93	\$ 109.11	\$ 112.38	\$ 115.75	\$ 119.22
6" meter	\$ 214.72	\$ 208.56	\$ 214.82	\$ 221.26	\$ 227.90	\$ 234.74
8" meter	\$ 214.72	\$ 331.77	\$ 341.72	\$ 351.97	\$ 362.53	\$ 373.41

Notes:

(1) Effective July 1, 2014.



Comparison of Single Family Water Bills with Other Communities

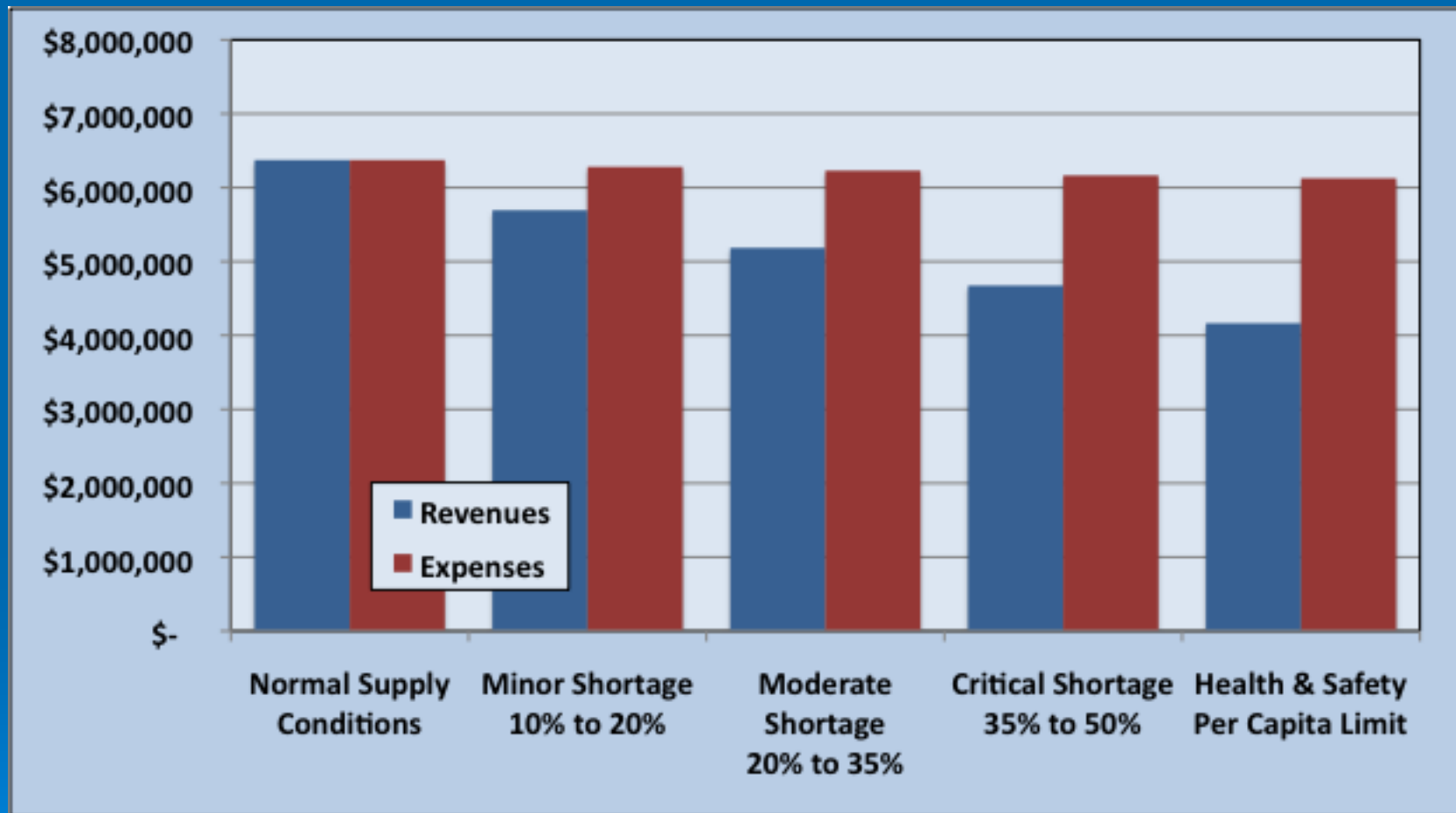


Financial Impact of Water Shortages

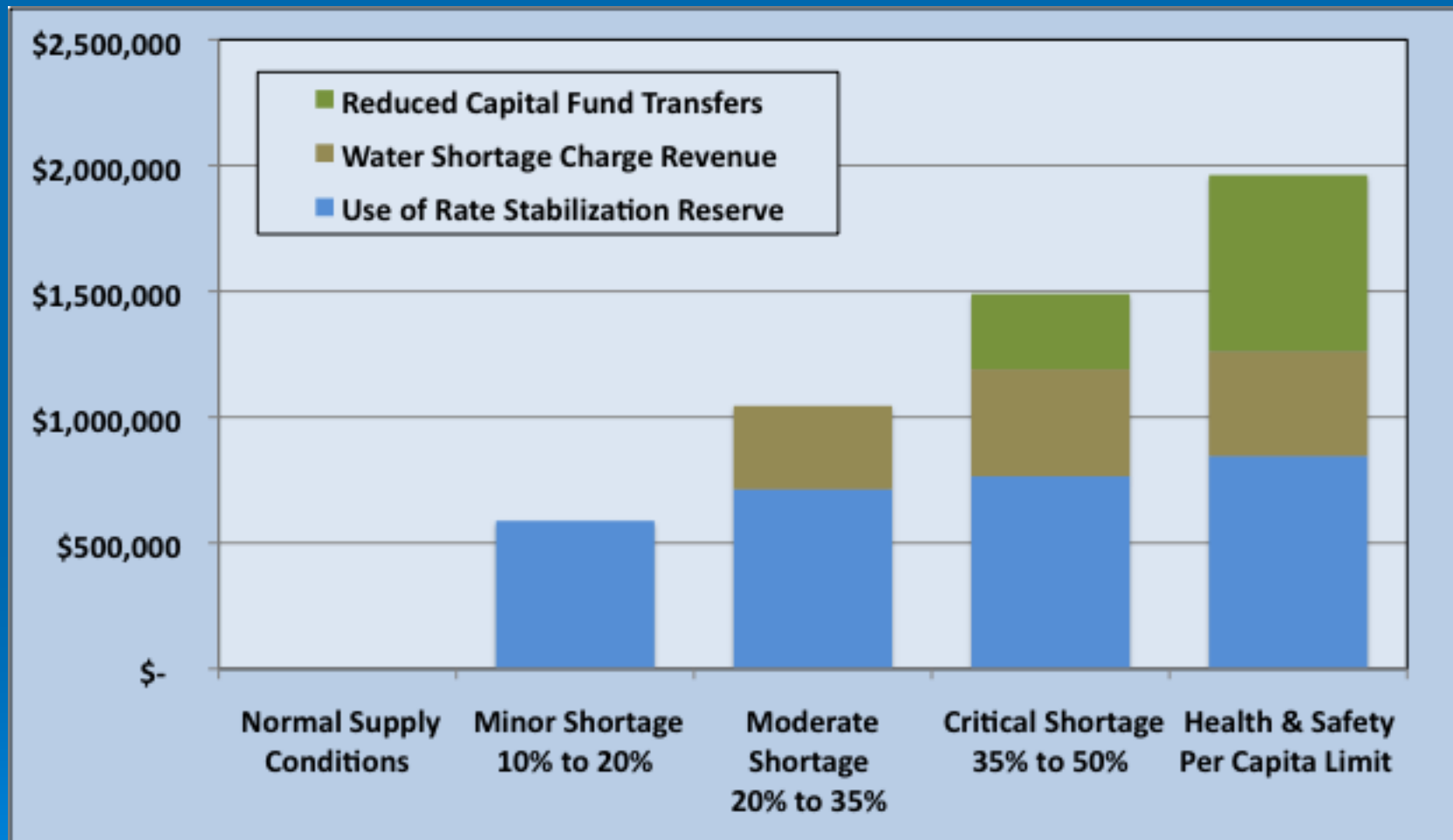
- Drought conditions can create financial instability as reduced water sales result in a financial deficit
- Recommend a multi-prong strategy for offsetting the impact of drought
 - Use portion of rate stabilization reserve
 - Adopt temporary water shortage rate surcharge
 - Reduce CIP transfers in severe conditions



Water Shortage Financial Deficits



Water Shortage Financial Strategy



Temporary Water Shortage Rate Surcharges

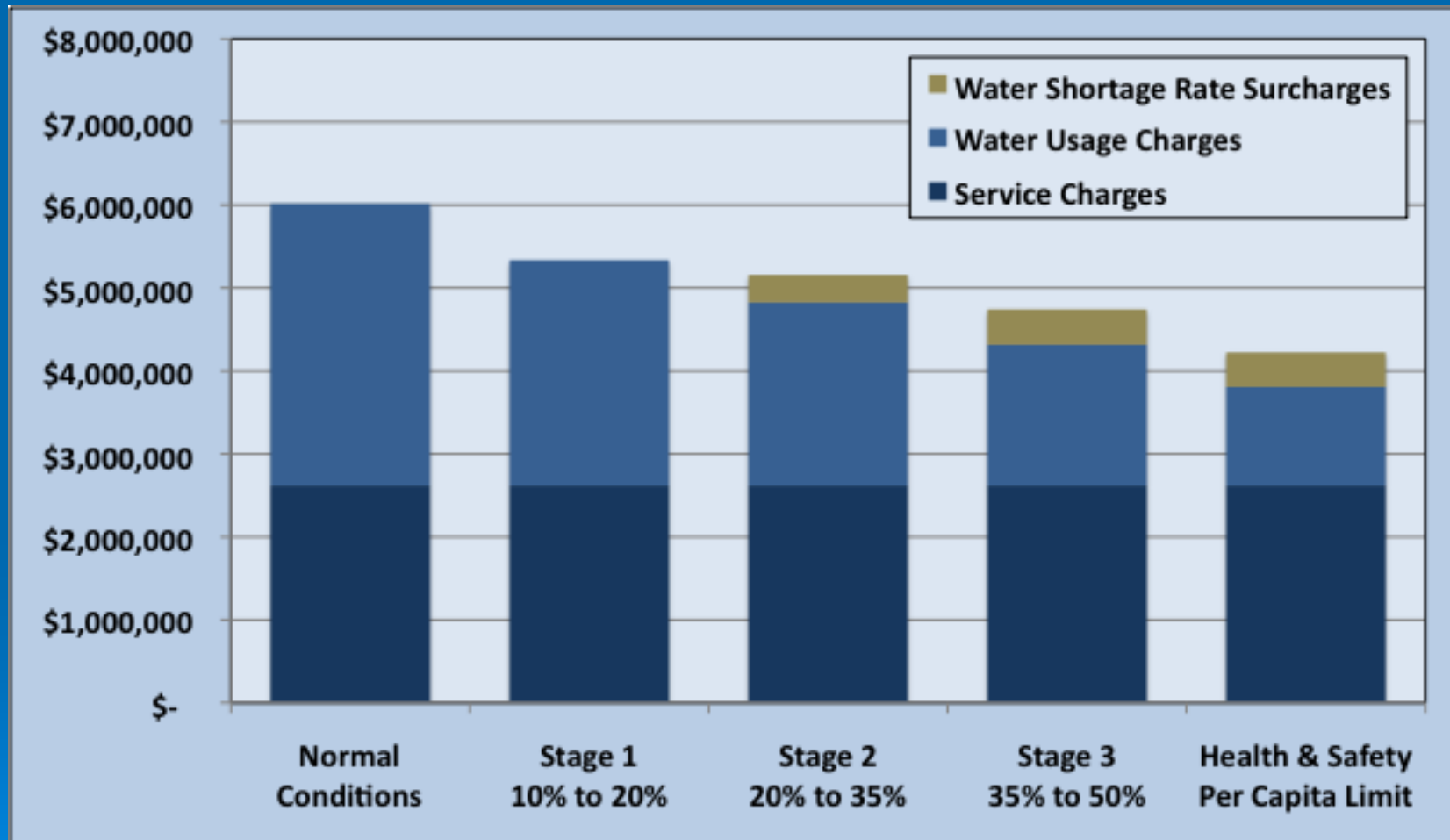
	Normal Supply (1)	Minor Shortage	Moderate Shortage	Critical Shortage	Health & Safety Per Capita Limit
Use Reduction Goal -->	None	10% to 20%	20% to 35%	35% to 50%	> 50%
Wtr. Short. Surch. (2) -->	None	None	15%	25%	35%
Water Usage Rate (\$/CCF)					
All Water Usage	\$ 2.86	\$ 2.86	\$ 3.29	\$ 3.58	\$ 3.86
Monthly Service Charge	No changes to service charges during shortages				
3/4" meter	\$ 33.63	\$ 33.63	\$ 33.63	\$ 33.63	\$ 33.63
1" meter	\$ 54.00	\$ 54.00	\$ 54.00	\$ 54.00	\$ 54.00
1 1/2" meter	\$ 104.47	\$ 104.47	\$ 104.47	\$ 104.47	\$ 104.47
2" meter	\$ 165.27	\$ 165.27	\$ 165.27	\$ 165.27	\$ 165.27
3" meter	\$ 307.24	\$ 307.24	\$ 307.24	\$ 307.24	\$ 307.24
4" meter	\$ 510.02	\$ 510.02	\$ 510.02	\$ 510.02	\$ 510.02
6" meter	\$ 1,016.50	\$ 1,016.50	\$ 1,016.50	\$ 1,016.50	\$ 1,016.50

Notes:

- (1) The water shortage rate surcharge percentages are shown applied to proposed water rates for June 2016 for illustrative purposes. The percentages would be applied to any then-current water usage rates when implemented by declaration of a water shortage.
- (2) The temporary water shortage rate surcharge would be an incremental (percentage) increase in the water usage rates, but would not be applied to monthly service charges.



Water Shortage Rate Revenue



Bill Impacts of Shortage Strategy

Water Shortage Stage	Water Use Reduction Goal	Monthly Water Use (CCF)	Service Charge	Usage Charge	Water Shortage Charge	Total Water Bill	% Change from Normal Bill
Average Single Family Customer Meeting Reduction Goals							
Normal Supply Conditions	None	12	\$ 33.63	\$ 34.32	\$ -	\$ 67.95	
Minor Shortage	10% to 20%	10	\$ 33.63	\$ 28.60	\$ -	\$ 62.23	-8.4%
Moderate Shortage	20% to 35%	8	\$ 33.63	\$ 22.88	\$ 3.43	\$ 59.94	-11.8%
Critical Shortage	35% to 50%	6	\$ 33.63	\$ 17.16	\$ 4.29	\$ 55.08	-18.9%
Health & Safety Per Capita Limit	> 50%	4	\$ 33.63	\$ 11.44	\$ 4.00	\$ 49.07	-27.8%
Average Single Family Customer With No Water Use Reduction							
Normal Supply Conditions	None	12	\$ 33.63	\$ 34.32	\$ -	\$ 67.95	
Minor Shortage	10% to 20%	12	\$ 33.63	\$ 34.32	\$ -	\$ 67.95	0.0%
Moderate Shortage	20% to 35%	12	\$ 33.63	\$ 34.32	\$ 5.15	\$ 73.10	7.6%
Critical Shortage	35% to 50%	12	\$ 33.63	\$ 34.32	\$ 8.58	\$ 76.53	12.6%
Health & Safety Per Capita Limit	> 50%	12	\$ 33.63	\$ 34.32	\$ 12.01	\$ 79.96	17.7%



Rate Adoption Process

- Finalize rate recommendations based on comments from City Council and staff
- Prepare and mail the required public notice of proposed rate changes
 - 45-days prior to public hearing
- Hold public hearing (April 20) and consider protests
- In absence of majority protect, adopt new water rates

Summary

- Water rate increase needed to meet service and financial obligations
- Proposed water rates reflect proportionality requirements for cost of service
- Multi-year rate increases intended to ease impacts while still meeting financial needs
- Water shortage strategy and temporary surcharges provide tools to mitigate financial risk in future shortages





ITEM NO.: 12b

MEETING DATE: February 17, 2016

AGENDA SUMMARY REPORT

SUBJECT: RECEIVE UPDATE ON CURRENT AND FUTURE MUNICIPAL SOLID WASTE SOLUTIONS FOR UKIAH CURBSIDE SOLID WASTE

Summary: Council will receive an update on current and future municipal solid waste solutions for Ukiah curbside solid waste.

Background: In December 2011, the City Council approved flow control of Ukiah's curbside municipal solid waste (garbage) to be transported and disposed of at the Eastlake Landfill in Lake County. That contract with the Eastlake Landfill is set to expire on December 31, 2016.

Discussion: Since the Valley Fire, Eastlake Landfill is experiencing an overwhelming influx of material. Eastlake has notified the City that they do not wish to extend the existing contract beyond December 31, 2016, expiration date. City staff has been concerned that this situation might occur. As a result, staff in coordination with Solid Waste Systems, Inc. (SWS) which operates the Transfer Station, have been exploring other disposal options for our solid waste and have been seeking a solution to this issue.

This solution requires a new long term contract with a substitute landfill. The new disposal contract will be between SWS and the new landfill, with the City named as a third party beneficiary to the contract as is common with all of the City's disposal contracts. SWS and staff are in the process of developing a new contract for disposal. Staff and the Five Year Rate Review Ad Hoc (Councilmembers Brown and Mulheren) will review the draft contract when available to make sure that it meets the needs of the City, and when ready, present it to the Council for discussion and approval. This action should be forthcoming in the next few months.

FISCAL IMPACT:				
Budgeted Amount in 15-16 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
N/A	N/A	N/A	Yes ☐ No ☒	N/A

RECOMMENDED ACTION(S): Receive report and provide direction to Staff.

ALTERNATIVES: N/A

Citizens advised: N/A
Requested by: Sage Sangiacomo, City Manager.
Prepared by: Tim Eriksen, Director of Public Works/City Engineer.
Coordinated with: Five Year Rate Review Ad Hoc (Councilmembers Brown and Mulheren).
Presenter: Tim Eriksen, Director of Public Works/City Engineer.
Attachments: N/A

COUNCIL ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted..

Approved: 
Sage Sangiacomo, City Manager



ITEM NO.: 12c

MEETING DATE: February 17, 2016

AGENDA SUMMARY REPORT

SUBJECT: APPROVAL OF ENGAGEMENT LETTERS WITH MOSS-ADAMS, LLP FOR FINANCIAL REVIEW OF UKIAH WASTE SOLUTIONS AND SOLID WASTE SYSTEMS AND CORRESPONDING BUDGET AMENDMENT IN THE AMOUNT OF \$30,000

Summary: Council will consider approving Engagement Letters with Moss-Adams, LLP for a financial review of Ukiah Waste Solutions, Inc. and Solid Waste Systems, Inc. Statements of Operations.

Background: Ukiah Waste Solutions, Inc. (UWS) is the City's franchise solid waste hauler and Solid Waste Systems, Inc. (SWS) operates the Ukiah Valley Transfer Station. Per the curbside contract with Ukiah Waste Solutions, Inc. the five-year rate review is in process. The City Council has formed a Five Year Rate Review Ad-Hoc committee consisting of Councilmembers Brown and Mulheren to engage with staff in this process.

Discussion: The first step in the five-year rate review is the preparation of a financial Statement of Operations for each company, so that the financial statement can be subjected to an assurance service provided by an independent accounting firm. City staff recommends with the concurrence of the Ad-Hoc committee, to engage the firm of Moss-Adams, LLP Certified Public Accountants to perform review of the financial statement of each company. Moss-Adams, LLP is one of the fifteen largest accounting and consulting firms in the United States. They provide accounting, tax, and consulting services to public and private middle-market enterprises in many different industries. They were founded in 1913 and are headquartered in Seattle. They have twenty-seven locations in California, Washington, Oregon, Arizona, New Mexico, Kansas, and Texas.

Moss-Adams, LLP is familiar with the unique operations of the solid waste industry. They provide services on an ongoing basis for sixteen companies in this industry in California and the Pacific Northwest. Moss-Adams, LLP has provided services to many of their waste management clients for fifteen to twenty years.

Moss-Adams, LLP will be engaged to review the Statement of Operation for the year ending December 31, 2015, for both Ukiah Waste Solutions, Inc. and Solid Waste Systems, Inc.

Continued on Page 2

RECOMMENDED ACTION(s): Approval of Engagement Letters with Moss-Adams, LLP for financial review of the Statement of Operations of Ukiah Waste Solutions, Inc. and Solid Waste Systems, Inc. and corresponding budget amendment in the amount of \$30,000.

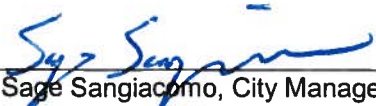
ALTERNATIVES: Do not approve Engagement Letters and provide direction to Staff.

Citizens advised: N/A
Requested by: Sage Sangiacomo, City Manager.
Prepared by: Tim Eriksen, Director of Public Works/City Engineer and Jarod Thiele, Public Works Project Analyst.
Coordinated with: Karen Scalabrini, Finance Director and Rate Review Ad hoc (Councilmembers Brown/Mulheren)
Presenter: Tim Eriksen, Director of Public Works/City Engineer.
Attachments: 1. Engagement letter with Moss-Adams, LLP for Ukiah Waste Solutions, Inc. (Curbside)
2. Engagement letter with Moss-Adams, LLP for Solid Waste Systems, Inc. (Transfer Station)

COUNCIL ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager

As provided for in the Franchise Curbside Collection contract, funds for this contract will be paid out of the Solid Waste Collection Fee fund and will be reimbursed by Ukiah Waste Solutions, Inc. and Solid Waste Systems, Inc.

This financial review is consistent with Section 6.4, Five Year Review of the Amended and Restated Transfer Station Agreement, dated December 12, 2011¹.

FISCAL IMPACT:				
Budgeted Amount in 15-16 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
\$0	Solid Waste Collection	90224100.52100 PC SW14	Yes ☒ No ☐	N/A

¹ **6.4 Five Year Review.** Once every five (5) years (beginning no later than April 2, 2016 for purposes of adjusting the Rates effective January 1, 2017), City shall conduct a review for the purpose of determining whether or not the automatic adjustments provided in Sections 6.2, 6.3 and 6.5 have adequately adjusted the Rates to cover the actual increase or decrease in the Contractor's reasonable operating costs or have exceeded those costs and whether the Rates remains fair to the ratepayer and the Contractor. Depending on the results of that review the City may approve an increase or decrease in the Rates. City shall complete each such review and adjustment, if any, at least three months (3) prior to the beginning of such year (by September 30, 2016 in the case of the first such review), and Contractor shall cooperate with such review. In conducting each such review, City shall consider the following information: financial records of Contractor (including operating expenses and revenues and Disposal, Processing, Regulatory and other costs of Contractor, and Contractor revenues), the factors described in Section 6.5 below, and rates charged for comparable services at similar facilities. Increases or decreases in the Rates pursuant to this Section 6.4 shall be subject to the notice and public hearing requirements in the Ukiah City Code, Division 4, Chapter 6, Article I, commencing with Section 3950. The City may conduct such investigation as it deems necessary to perform this review and Contractor shall cooperate with such investigation, which may include the City's inspection and copying of Contractor records and review and/or audit of Contractor's financial records by a City retained CPA, the costs of which shall be reimbursed to City from Base Revenue but treated as a Pass-Through Cost for rate setting purposes.

Attachment 1

MOSS ADAMS LLP
Certified Public Accountants | Business Consultants

WWW.MOSSADAMS.COM

101 Second Street, Suite 900
San Francisco, CA 94105

T (415) 956-1500 F (415) 956-4149

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years COUNTS
1913-2013

February 11, 2016

City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

Ukiah Waste Solutions, Inc.
3515 Taylor Drive
Ukiah, CA 95482

Re: Review and Nonattest Services

Dear Sirs/Madams;

This engagement letter ("Engagement Letter") and the attached Professional Services Agreement, which is incorporated by this reference, confirm our understanding of the terms and objectives of our engagement and limitations of the services that Moss Adams LLP ("Moss Adams," "we," "us," and "our") will provide to the City of Ukiah ("City") and Ukiah Waste Solutions, Inc. ("Company"). Collectively, the City and Company may be referred to as "you" and "your" throughout this agreement.

Scope of Services – Review

You have requested that we perform a review engagement on the Company's statement of operations for the year ended December 31, 2015, and related notes to the financial statement (collectively, the "financial statement"), that has been prepared in accordance with accounting standards generally accepted in the United States of America. As a part of our engagement, we will issue a written report that will describe the financial statement to which our report applies, the responsibility for the financial statement is that of Company's management. Our report will also describe our responsibility and our conclusion based on the results of our review. Our report will state that a review report is substantially less in scope than an audit and accordingly, we do not express an opinion on the financial statement.

Our report is intended solely for the use of the City and the Company, and should not be used by anyone other than the City and the Company. Accordingly, our report will include a statement to this effect similar to the following:

Restriction on Use

Our report is intended solely for the information and use of the City of Ukiah and Ukiah Waste Solutions, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Additionally, we cannot provide assurance that our review report will not be further modified or that we will be able to issue a review report. There may be circumstances in which our report may differ

from its expected form and content, including the need for us to report known departures from the applicable financial reporting framework, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If, for any reason, we are unable to complete our review of the Company's financial statement, we will not issue a report on such financial statement as a result of this engagement.

Scope of Services and Limitations – Nonattest

We will provide the Company with the following nonattest services:

1. Assist the Company in preparation of the financial statement and related footnotes for the year ended December 31, 2015, as described above.
2. Assist the Company in the preparation of the tax provision with respect to the presentation and disclosure of income taxes in the Company's financial statement and related footnotes for the year ended December 31, 2015.

Our professional standards require that we remain independent with respect to our attest clients, including those situations where we also provide nonattest services such as those identified in the preceding paragraphs. As a result, the Company must accept the responsibilities set forth below related to this engagement:

- Assume all management responsibilities.
- Oversee the service, by designating an individual, preferably within senior management who possesses skill, knowledge, and/or experience to oversee the nonattest services. The individual is not required to possess the expertise to perform or reperform the services.
- Evaluate the adequacy and results of the nonattest services performed.
- Accept responsibility for the results of the nonattest services performed.

It is our understanding that Jack Simmons, Controller has been designated by the Company to oversee the nonattest services and that in the opinion of the Company is qualified to oversee the nonattest services as outlined above. If any issues or concerns in this area arise during the course of our engagement, we will discuss them with the Company prior to continuing with the engagement.

Timing

Hiromi Young is responsible for supervising the engagement and authorizing the signing of our report. We expect to begin the review fieldwork for this engagement at the Company's office on an agreed upon date and the review engagement plan calls for two to three days of on-site procedures.

As we reach the conclusion of our engagement, we will coordinate with the Company the date the financial statements will be available for issuance. The Company understands that (1) the Company will be required to consider subsequent events through the date the financial statements are available for issuance, (2) the Company will disclose in the notes to the financial statement the date through which subsequent events have been considered, and (3) the subsequent event date disclosed in the footnotes will not be earlier than the date of the management representation letter and the date of our review report.

Our scheduling depends on the Company's completion of the year-end closing and adjusting process prior to our arrival to begin the fieldwork. We may experience delays in completing our services due to the Company's staff's unavailability or delays in the Company's closing and adjusting process. The Company and the City understand our fees are subject to adjustment if we experience these delays in completing our services. Our services will be concluded upon delivery of our report on the Company's financial statement for the year ended December 31, 2015 to the City and the Company.

Fees

We estimate that our fees for the review services and nonattest services will be in the range of \$15,000. The City will be responsible for payment of our invoices. The City will also be billed for expenses.

Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness, and accuracy of the Company's records, and, for example, the number of general ledger adjustments required as a result of our work. We will also need the Company's accounting staff to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments and/or untimely assistance will result in an increase of our fees.

Additional Services

You may request that we perform additional services not contemplated by this Engagement Letter. If this occurs, we will communicate with the party requesting additional services regarding the scope of the additional services and the estimated fees. It is our practice to issue a separate agreement covering additional services. However, absent such a separate agreement, all services we provide the City and the Company on a collective basis shall be subject to the terms and conditions in the Professional Services Agreement.

City of Ukiah
Ukiah Waste Solutions, Inc.
February 11, 2016
Page 4 of 5

We appreciate the opportunity to be of service to you. If you agree with the terms of our engagement as set forth in this Agreement, please sign the enclosed copy of this letter and return it to us with the Professional Services Agreement.

Your sincerely,



Christopher L. Paris, Partner, for
Moss Adams LLP

Enclosures

ACCEPTED AND AGREED:

This Engagement Letter and the attached Professional Services Agreement set forth the entire understanding of Ukiah Waste Solutions, Inc. and the City of Ukiah with respect to this engagement and the services to be provided by Moss Adams LLP:

The City of Ukiah

Signature: _____

Print Name: _____

Title: _____

Date: _____

Ukiah Waste Solutions, Inc.

Signature:  _____

Print Name: David Carroll _____

Title: President _____

Date: 2/11/16 _____

City of Ukiah
Ukiah Waste Solutions, Inc.
February 11, 2016
Page 5 of 5

Client: #609398 v. 2/04/2016

PROFESSIONAL SERVICES AGREEMENT

Review and Nonattest Services

This Professional Services Agreement (the "PSA") together with the Engagement Letter, which is hereby incorporated by reference, represent the entire agreement (the "Agreement") relating to services that Moss Adams will provide to the Company and the City. Any undefined terms in this PSA shall have the same meaning as set forth in the Engagement Letter.

Objective of the Review

The objective of our review engagement is to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statement for it to be in accordance with the applicable financial reporting framework, primarily through the performance of inquiry and analytical procedures. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants.

Procedures and Limitations

A review differs significantly from and is substantially less in scope than an audit of a financial statement, the objective of which is the expression of an opinion regarding the financial statement as a whole. A review engagement includes primarily applying analytical procedures to the Company's financial data and making inquiries of Company management. A review does not contemplate: (a) obtaining an understanding of the Company's internal control, (b) assessing fraud risk, (c) testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents, or (d) other procedures ordinarily performed in an audit engagement. Accordingly, we will not express an opinion on the financial statement. You agree we have no responsibility to identify and communicate significant deficiencies or material weaknesses in the Company's internal control as part of this engagement.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by error or fraud, or to identify or disclose any wrongdoing within the Company or noncompliance with laws and regulations. However, we will inform the appropriate level of Company management of any material errors and any evidence or information that fraud may have occurred should such material errors or fraud come to our attention during the performance of our review procedures. Further, we will report to the Company any evidence or information that comes to our attention during the performance of our review procedures regarding noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. You agree we have no responsibility to identify and communicate significant deficiencies or material weaknesses in the Company's internal control as part of this engagement.

We may assist Company management in the preparation of the Company's financial statement. Regardless of any assistance we may render, all information included in the financial statement remains the representation of the Company's management. We may issue a preliminary draft of our review report, and/or the Company's financial statement, to the Company for its review. Any preliminary draft of our report, or the Company's financial statement, should not be relied upon, reproduced or otherwise distributed without the written permission of Moss Adams.

Management's Responsibility for Financial Statements

The Company is responsible for making all financial records and related information, including documents, explanations, and other information, available to us and for the accuracy and completeness of that information, including significant judgments used in the preparation of the Company's financial statement and the selection of the financial reporting framework to be applied in the preparation of the Company's financial statement. The Company is also responsible for the fair presentation of the financial statement in accordance with the applicable financial reporting framework. The Company is responsible for the inclusion of all informative disclosures that are appropriate for the applicable financial reporting framework used to prepare its financial statement. We may advise the Company about appropriate accounting principles and their application and may assist in the preparation of the Company's financial statement, but the Company is responsible for its financial statement. The Company is also responsible for the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. The Company is responsible for preventing and detecting fraud and for the safeguarding of assets. The Company is responsible for adjusting the financial statement to correct material misstatements and for confirming to us in the management representation letter

that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement taken as a whole. The Company is also responsible for identifying and ensuring that the Company complies with applicable laws and regulations.

The Company agrees that as a condition of our engagement they will provide us, in a timely and orderly way, with access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statement. This includes all records, documentation, and other matters, and additional information that we may request from them for the purpose of our engagement, and all such information will be, to the best of their knowledge and belief, truthful and accurate. The Company agrees that they will provide us with unrestricted access to persons within the Company of whom we determine it necessary to make inquiries.

Dissemination of Financial Statements

Our report on the financial statement must be associated only with the financial statement that was the subject of our engagement. Our report is intended solely for the use of the City and the Company and it should not be used by anyone other than the City and the Company. Our report will include a statement to this effect. You agree not to disseminate our report to anyone outside the City or the Company who will rely on our report as it is not intended for such purposes. You agree not to include or make reference to our report in any document containing the Company's financial statement that indicates we have performed a review engagement on such financial statement without our express written permission. You may make copies of our report, but only if the entire financial statement (including related footnotes, as appropriate) is reproduced and distributed with our report. You agree not to reproduce or associate our report with any other financial statements, or portions thereof, that are not the subject of this engagement.

Offering of Securities

This Agreement does not contemplate Moss Adams providing any services in connection with the offering of securities, whether registered or exempt from registration, and Moss Adams will charge additional fees to provide any such services. You agree not to incorporate or reference our report in a private placement or other offering of equity or debt securities without our express written permission. You further agree we are under no obligation to re-issue our report or provide written permission for the use of our report at a later date in connection with an offering of securities, the issuance of debt instruments or for any other circumstance. We will determine, at our sole discretion, whether we will reissue our report or provide written permission for the use of our report only after we have conducted any procedures we deem necessary in the circumstances. You agree to provide us with adequate time to review documents where (a) our report is requested to be reissued, (b) our report is included in the offering document or referred to therein, or (c) reference to our firm is expected to be made. If we decide to reissue our report or provide written permission to the use of our report, you agree that Moss Adams will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to reissue our report or withhold our written permission to use our report, you may be required to engage another firm to perform an audit or review the financial statement covered by our review report, and that firm will likely bill you for its services. While the successor accountant may request access to our engagement documentation for those periods, we are under no obligation to permit such access.

Changes in Professional or Accounting Standards

To the extent that future federal, state or professional rule-making activities require modification of our review, procedures, scope of work, etc., we will advise you of such changes and the impact on our fee estimate. If we are unable to agree on the additional fees, if any, that may be required to implement any new accounting and review standards that are required to be adopted and applied as part of our engagement, we may terminate this Agreement as provided herein, regardless of the stage of completion.

Representations of Management

During the course of our engagement, we may request information and explanations from the Company's management regarding, among other matters, the Company's operations, internal control, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the

Professional Services Agreement

Review and Nonattest Services

Page 3 of 6

issuance of our report, that the Company's management provide us with a written representation letter confirming some or all of the representations made during the engagement. The procedures that we will perform in our engagement will be heavily influenced by the representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we will not be responsible for any misstatements in the Company's financial statement and supplementary information that we fail to detect as a result of false or misleading representations, whether oral or written, that are made to us by the Company's management. While we may assist the Company's management in the preparation of the representation letter, it is the responsibility of the Company's management to carefully review and understand the representations made therein.

In addition, because our failure to detect material misstatements could cause others relying upon our review report to incur damages, the Company further agrees to indemnify and hold us harmless from any liability and all costs (including legal fees) that we may incur in connection with claims based upon our failure to detect material misstatements in the Company's financial statement resulting in whole or in part from knowingly false or misleading representations made to us by any member of the Company's management.

Fees and Expenses

You acknowledge that the following circumstances will result in an increase of our fees:

- Failure to prepare for the review as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure to complete the review preparation work by the applicable due dates;
- Significant unanticipated transactions, review issues, or other such circumstances;
- Delays causing scheduling changes or disruption of fieldwork;
- After review or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the review;
- Issues with the prior accounting firm, prior year account balances or report disclosures that impact the current year engagement;
- An excessive number of review adjustments.

We will endeavor to advise you in the event these circumstances occur, however we may be unable to determine the impact on the estimated fee until the conclusion of the engagement. We will bill any additional amounts based on the experience of the individuals involved and the amount of work performed.

Billings are due upon presentation and become delinquent if not paid within 30 days of the invoice date. Any past due fee under this Agreement shall bear interest at the highest rate allowed by law on any unpaid balance. In addition to fees, you may be billed for expenses and any applicable sales and gross receipts tax. Direct expenses may be charged based on out-of-pocket expenditures, per diem allotments, and mileage reimbursements, depending on the nature of the expense. Indirect expenses, such as processing and copying, are passed through at our estimated clerical and equipment cost and may be charged as a flat fee. If we elect to suspend our engagement for nonpayment, we may not resume our work until the account is paid in full. If we elect to terminate our services for nonpayment, or as otherwise provided in this Agreement, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our work. The Company will be obligated to compensate us for fees earned for services rendered and to reimburse us for expenses. You acknowledge and agree that in the event we stop work or terminate this Agreement as a result of the Company's failure to pay on a timely basis for services rendered by Moss Adams as provided in this Agreement, or if we terminate this Agreement for any other reason, we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

Limitation on Liability

IN NO EVENT WILL MOSS ADAMS BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR OTHERWISE ARISING OUT OF THIS AGREEMENT, EVEN IF YOU ARE ADVISED OF

THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL MOSS ADAMS BE LIABLE FOR EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT.

Subpoena or Other Release of Documents

We may be required or requested to provide information or documents to you or a third-party in connection with governmental regulations or activities, or a legal, arbitration or administrative proceeding (including a grand jury investigation), in which we are not a party. The Company may, within the time permitted for our firm to respond to any request, initiate such legal action as the Company deems appropriate to protect information from discovery. If the Company takes no action within the time permitted for us to respond or if the Company's action does not result in a judicial order protecting us from supplying requested information, we will construe the Company's inaction or failure as consent to comply with the request. Our efforts in complying with such requests or demands will be deemed a part of this engagement and we shall be entitled to additional compensation for our time and reimbursement for our out-of-pocket expenditures (including legal fees) in complying with such request or demand.

Document Retention Policy

At the conclusion of this engagement, we will return to the Company all original records the Company supplied to us. The Company's records are the primary records for its operations and comprise the backup and support for the results of this engagement. Our records and files, including our engagement documentation whether kept on paper or electronic media, are our property and are not a substitute for the Company's own records. Our firm policy calls for us to destroy our engagement files and all pertinent engagement documentation after a retention period of seven years (or longer, if required by law or regulation), after which time these items will no longer be available. We are under no obligation to notify you regarding the destruction of our records. We reserve the right to modify the retention period without notifying you. Catastrophic events or physical deterioration may result in our firm's records being unavailable before the expiration of the above retention period.

Except as set forth above, you agree that Moss Adams may destroy paper originals and copies of any documents, including, without limitation, correspondence, agreements, and representation letters, and retain only digital images thereof.

Use of Electronic Communication

We may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential to you. Our firm employs measures in the use of facsimile machines and computer technology designed to provide reasonable assurance that data security is maintained. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume that you consent to our use of facsimile transmissions to your representatives and other use of these electronic devices during this engagement as we deem appropriate.

Enforceability

In the event that any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of this Agreement.

Entire Agreement

This Professional Services Agreement and Engagement Letter constitute the entire agreement and understanding between Moss Adams, the City and the Company. You agree that in entering into this Agreement you are not relying and have not relied upon any oral or other representations, promise or statement made by anyone which is not set forth herein.

Use of Moss Adams' Name

You may not use any of Moss Adams' name, trademarks, service marks or logo in connection with the services contemplated by this Agreement or otherwise without the prior written permission of Moss Adams, which permission may be withheld for any or no reason and may be subject to certain conditions.

Use of Third-Party Service Providers

We may use third-party service providers in serving you, including software and data storage providers. You understand that Moss Adams does not control the providers' networks, security or availability of services.

Use of Nonlicensed Personnel

Certain engagement personnel who are not licensed as certified public accountants may provide services during this engagement.

Dispute Resolution Procedure and Venue

This Agreement shall be governed by the laws of the state of Washington, without giving effect to any conflicts of laws principles. If a dispute arises out of or relates to the engagement described herein, and if the dispute cannot be settled through negotiations, the parties agree first to try in good faith to settle the dispute by mediation using an agreed upon mediator. If the parties are unable to agree on a mediator, the parties shall petition the state court that would have jurisdiction over this matter if litigation were to ensue and request the appointment of a mediator, and such appointment shall be binding on the parties. Each party shall be responsible for its own mediation expenses, and shall share equally in the mediator's fees and expenses.

If the claim or dispute cannot be settled through mediation, each party hereby irrevocably (a) consents to the exclusive jurisdiction and venue of the appropriate state or federal court located in King County, state of Washington, in connection with any dispute hereunder or the enforcement of any right or obligation hereunder, and (b) WAIVES ITS RIGHT TO A JURY TRIAL. EACH PARTY FURTHER AGREES THAT ANY SUIT ARISING OUT OF OR RELATED TO THIS AGREEMENT MUST BE FILED WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ARISES.

Termination

This Agreement may be terminated by any of the parties, with or without cause, upon ten (10) days' written notice. In such event, we will stop providing services hereunder except on work, mutually agreed upon in writing, necessary to carry out such termination. In the event of termination: (a) the Company shall pay us for services provided and expenses incurred through the effective date of termination, (b) we will provide you with all finished reports that we have prepared pursuant to this Agreement, (c) none of the parties shall be liable to the other parties for any damages that occur as a result of our ceasing to render services, and (d) we will require any new accounting firm that you may retain to execute access letters satisfactory to Moss Adams prior to such accounting firm reviewing our files.

Income Tax Provision

With respect to the preparation of the tax provision regarding the presentation and disclosure of income taxes in the Company's financial statement, we will not provide tax advice related to all tax positions due to the risk-based approach used in the income tax provision preparation process.

The tax provision workpapers and templates are instruments of service and Moss Adams shall retain the copyright, trademark, patent, and all other intellectual property rights, whether or not the workpapers or templates are completed. It is not anticipated that Moss Adams will provide the City with access to tax provision workpapers, and any access to tax provision workpapers by the Company may be limited. In the event Moss Adams provides the Company with access to tax provision workpapers, Moss Adams grants the Company an irrevocable, non-exclusive, royalty-free license to use the completed workpapers and templates only for its use as set forth herein. The Company may not modify the tax provision workpapers or templates, or attempt to apply the tax provision workpapers or templates to generate calculations outside of those produced by Moss Adams.

You may not distribute, discuss or otherwise disclose any tax provision workpapers or templates to any other party ("Third Party") without our prior written consent. This does not apply to any tax provision information that may be contained in our review report regarding the Company's financial statement.

Regulatory Access to Documentation

The documents created or incorporated into our documentation for this engagement are the property of Moss Adams and constitute confidential information. However, we may be requested to make certain engagement related documents available to regulatory agencies pursuant to authority given to them by law or regulation. If requested and in our opinion a response is required by law, access to such engagement related documents will be provided under the supervision of Moss Adams personnel. Furthermore, upon request, we may provide photocopies of selected engagement related documents to regulatory agencies. The regulatory agencies may intend or decide to distribute the photocopies or information contained therein to others, including other government agencies.

February 11, 2016

City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

Solid Waste Systems, Inc.
3515 Taylor Drive
Ukiah, CA 95482

Re: Review and Nonattest Services

Dear Sirs/Madams;

This engagement letter ("Engagement Letter") and the attached Professional Services Agreement, which is incorporated by this reference, confirm our understanding of the terms and objectives of our engagement and limitations of the services that Moss Adams LLP ("Moss Adams," "we," "us," and "our") will provide to the City of Ukiah ("City") and Solid Waste Systems, Inc. ("Company"). Collectively, the City and Company may be referred to as "you" and "your" throughout this agreement.

Scope of Services – Review

You have requested that we perform a review engagement on the Company's statement of operations for the year ended December 31, 2015, and related notes to the financial statement (collectively, the "financial statement"), that has been prepared in accordance with accounting standards generally accepted in the United States of America. As a part of our engagement, we will issue a written report that will describe the financial statement to which our report applies, the responsibility for the financial statement is that of Company's management. Our report will also describe our responsibility and our conclusion based on the results of our review. Our report will state that a review report is substantially less in scope than an audit and accordingly, we do not express an opinion on the financial statement.

Our report is intended solely for the use of the City and the Company, and should not be used by anyone other than the City and the Company. Accordingly, our report will include a statement to this effect similar to the following:

Restriction on Use

Our report is intended solely for the information and use of the City of Ukiah and Solid Waste Systems, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Additionally, we cannot provide assurance that our review report will not be further modified or that we will be able to issue a review report. There may be circumstances in which our report may differ

from its expected form and content, including the need for us to report known departures from the applicable financial reporting framework, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If, for any reason, we are unable to complete our review of the Company's financial statement, we will not issue a report on such financial statement as a result of this engagement.

Scope of Services and Limitations – Nonattest

We will provide the Company with the following nonattest services:

1. Assist the Company in preparation of the financial statement and related footnotes for the year ended December 31, 2015, as described above.
2. Assist the Company in the preparation of the tax provision with respect to the presentation and disclosure of income taxes in the Company's financial statement and related footnotes for the year ended December 31, 2015.

Our professional standards require that we remain independent with respect to our attest clients, including those situations where we also provide nonattest services such as those identified in the preceding paragraphs. As a result, the Company must accept the responsibilities set forth below related to this engagement:

- Assume all management responsibilities.
- Oversee the service, by designating an individual, preferably within senior management who possesses skill, knowledge, and/or experience to oversee the nonattest services. The individual is not required to possess the expertise to perform or reperform the services.
- Evaluate the adequacy and results of the nonattest services performed.
- Accept responsibility for the results of the nonattest services performed.

It is our understanding that Jack Simmons, Controller has been designated by the Company to oversee the nonattest services and that in the opinion of the Company is qualified to oversee the nonattest services as outlined above. If any issues or concerns in this area arise during the course of our engagement, we will discuss them with the Company prior to continuing with the engagement.

Timing

Hiromi Young is responsible for supervising the engagement and authorizing the signing of our report. We expect to begin the review fieldwork for this engagement at the Company's office on an agreed upon date and the review engagement plan calls for two to three days of on-site procedures.

As we reach the conclusion of our engagement, we will coordinate with the Company the date the financial statements will be available for issuance. The Company understands that (1) the Company will be required to consider subsequent events through the date the financial statements are available for issuance, (2) the Company will disclose in the notes to the financial statement the date through which subsequent events have been considered, and (3) the subsequent event date disclosed in the footnotes will not be earlier than the date of the management representation letter and the date of our review report.

Our scheduling depends on the Company's completion of the year-end closing and adjusting process prior to our arrival to begin the fieldwork. We may experience delays in completing our services due to the Company's staff's unavailability or delays in the Company's closing and adjusting process. The Company and the City understand our fees are subject to adjustment if we experience these delays in completing our services. Our services will be concluded upon delivery of our report on the Company's financial statement for the year ended December 31, 2015 to the City and the Company.

Fees

We estimate that our fees for the review services and nonattest services will be in the range of \$15,000. The City will be responsible for payment of our invoices. The City will also be billed for expenses.

Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness, and accuracy of the Company's records, and, for example, the number of general ledger adjustments required as a result of our work. We will also need the Company's accounting staff to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments and/or untimely assistance will result in an increase of our fees.

Additional Services

You may request that we perform additional services not contemplated by this Engagement Letter. If this occurs, we will communicate with the party requesting additional services regarding the scope of the additional services and the estimated fees. It is our practice to issue a separate agreement covering additional services. However, absent such a separate agreement, all services we provide the City and the Company on a collective basis shall be subject to the terms and conditions in the Professional Services Agreement.

City of Ukiah
Solid Waste Systems, Inc.
February 11, 2016
Page 4 of 5

We appreciate the opportunity to be of service to you. If you agree with the terms of our engagement as set forth in this Agreement, please sign the enclosed copy of this letter and return it to us with the Professional Services Agreement.

Your sincerely,



Christopher L. Paris, Partner, for
Moss Adams LLP

Enclosures

ACCEPTED AND AGREED:

This Engagement Letter and the attached Professional Services Agreement set forth the entire understanding of Solid Waste Systems, Inc. and the City of Ukiah with respect to this engagement and the services to be provided by Moss Adams LLP:

The City of Ukiah

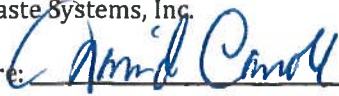
Signature: _____

Print Name: _____

Title: _____

Date: _____

Solid Waste Systems, Inc.

Signature:  _____

Print Name: David Carroll

Title: President

Date: 2/11/16

City of Ukiah
Solid Waste Systems, Inc.
February 11, 2016
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Client: #609398 v. 2/04/2016

PROFESSIONAL SERVICES AGREEMENT

Review and Nonattest Services

This Professional Services Agreement (the "PSA") together with the Engagement Letter, which is hereby incorporated by reference, represent the entire agreement (the "Agreement") relating to services that Moss Adams will provide to the Company and the City. Any undefined terms in this PSA shall have the same meaning as set forth in the Engagement Letter.

Objective of the Review

The objective of our review engagement is to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statement for it to be in accordance with the applicable financial reporting framework, primarily through the performance of inquiry and analytical procedures. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants.

Procedures and Limitations

A review differs significantly from and is substantially less in scope than an audit of a financial statement, the objective of which is the expression of an opinion regarding the financial statement as a whole. A review engagement includes primarily applying analytical procedures to the Company's financial data and making inquiries of Company management. A review does not contemplate: (a) obtaining an understanding of the Company's internal control, (b) assessing fraud risk, (c) testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents, or (d) other procedures ordinarily performed in an audit engagement. Accordingly, we will not express an opinion on the financial statement. You agree we have no responsibility to identify and communicate significant deficiencies or material weaknesses in the Company's internal control as part of this engagement.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by error or fraud, or to identify or disclose any wrongdoing within the Company or noncompliance with laws and regulations. However, we will inform the appropriate level of Company management of any material errors and any evidence or information that fraud may have occurred should such material errors or fraud come to our attention during the performance of our review procedures. Further, we will report to the Company any evidence or information that comes to our attention during the performance of our review procedures regarding noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. You agree we have no responsibility to identify and communicate significant deficiencies or material weaknesses in the Company's internal control as part of this engagement.

We may assist Company management in the preparation of the Company's financial statement. Regardless of any assistance we may render, all information included in the financial statement remains the representation of the Company's management. We may issue a preliminary draft of our review report, and/or the Company's financial statement, to the Company for its review. Any preliminary draft of our report, or the Company's financial statement, should not be relied upon, reproduced or otherwise distributed without the written permission of Moss Adams.

Management's Responsibility for Financial Statements

The Company is responsible for making all financial records and related information, including documents, explanations, and other information, available to us and for the accuracy and completeness of that information, including significant judgments used in the preparation of the Company's financial statement and the selection of the financial reporting framework to be applied in the preparation of the Company's financial statement. The Company is also responsible for the fair presentation of the financial statement in accordance with the applicable financial reporting framework. The Company is responsible for the inclusion of all informative disclosures that are appropriate for the applicable financial reporting framework used to prepare its financial statement. We may advise the Company about appropriate accounting principles and their application and may assist in the preparation of the Company's financial statement, but the Company is responsible for its financial statement. The Company is also responsible for the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. The Company is responsible for preventing and detecting fraud and for the safeguarding of assets. The Company is responsible for adjusting the financial statement to correct material misstatements and for confirming to us in the management representation letter

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that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement taken as a whole. The Company is also responsible for identifying and ensuring that the Company complies with applicable laws and regulations.

The Company agrees that as a condition of our engagement they will provide us, in a timely and orderly way, with access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statement. This includes all records, documentation, and other matters, and additional information that we may request from them for the purpose of our engagement, and all such information will be, to the best of their knowledge and belief, truthful and accurate. The Company agrees that they will provide us with unrestricted access to persons within the Company of whom we determine it necessary to make inquiries.

Dissemination of Financial Statements

Our report on the financial statement must be associated only with the financial statement that was the subject of our engagement. Our report is intended solely for the use of the City and the Company and it should not be used by anyone other than the City and the Company. Our report will include a statement to this effect. You agree not to disseminate our report to anyone outside the City or the Company who will rely on our report as it is not intended for such purposes. You agree not to include or make reference to our report in any document containing the Company's financial statement that indicates we have performed a review engagement on such financial statement without our express written permission. You may make copies of our report, but only if the entire financial statement (including related footnotes, as appropriate) is reproduced and distributed with our report. You agree not to reproduce or associate our report with any other financial statements, or portions thereof, that are not the subject of this engagement.

Offering of Securities

This Agreement does not contemplate Moss Adams providing any services in connection with the offering of securities, whether registered or exempt from registration, and Moss Adams will charge additional fees to provide any such services. You agree not to incorporate or reference our report in a private placement or other offering of equity or debt securities without our express written permission. You further agree we are under no obligation to re-issue our report or provide written permission for the use of our report at a later date in connection with an offering of securities, the issuance of debt instruments or for any other circumstance. We will determine, at our sole discretion, whether we will reissue our report or provide written permission for the use of our report only after we have conducted any procedures we deem necessary in the circumstances. You agree to provide us with adequate time to review documents where (a) our report is requested to be reissued, (b) our report is included in the offering document or referred to therein, or (c) reference to our firm is expected to be made. If we decide to reissue our report or provide written permission to the use of our report, you agree that Moss Adams will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to reissue our report or withhold our written permission to use our report, you may be required to engage another firm to perform an audit or review the financial statement covered by our review report, and that firm will likely bill you for its services. While the successor accountant may request access to our engagement documentation for those periods, we are under no obligation to permit such access.

Changes in Professional or Accounting Standards

To the extent that future federal, state or professional rule-making activities require modification of our review, procedures, scope of work, etc., we will advise you of such changes and the impact on our fee estimate. If we are unable to agree on the additional fees, if any, that may be required to implement any new accounting and review standards that are required to be adopted and applied as part of our engagement, we may terminate this Agreement as provided herein, regardless of the stage of completion.

Representations of Management

During the course of our engagement, we may request information and explanations from the Company's management regarding, among other matters, the Company's operations, internal control, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the

issuance of our report, that the Company's management provide us with a written representation letter confirming some or all of the representations made during the engagement. The procedures that we will perform in our engagement will be heavily influenced by the representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we will not be responsible for any misstatements in the Company's financial statement and supplementary information that we fail to detect as a result of false or misleading representations, whether oral or written, that are made to us by the Company's management. While we may assist the Company's management in the preparation of the representation letter, it is the responsibility of the Company's management to carefully review and understand the representations made therein.

In addition, because our failure to detect material misstatements could cause others relying upon our review report to incur damages, the Company further agrees to indemnify and hold us harmless from any liability and all costs (including legal fees) that we may incur in connection with claims based upon our failure to detect material misstatements in the Company's financial statement resulting in whole or in part from knowingly false or misleading representations made to us by any member of the Company's management.

Fees and Expenses

You acknowledge that the following circumstances will result in an increase of our fees:

- Failure to prepare for the review as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure to complete the review preparation work by the applicable due dates;
- Significant unanticipated transactions, review issues, or other such circumstances;
- Delays causing scheduling changes or disruption of fieldwork;
- After review or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the review;
- Issues with the prior accounting firm, prior year account balances or report disclosures that impact the current year engagement;
- An excessive number of review adjustments.

We will endeavor to advise you in the event these circumstances occur, however we may be unable to determine the impact on the estimated fee until the conclusion of the engagement. We will bill any additional amounts based on the experience of the individuals involved and the amount of work performed.

Billings are due upon presentation and become delinquent if not paid within 30 days of the invoice date. Any past due fee under this Agreement shall bear interest at the highest rate allowed by law on any unpaid balance. In addition to fees, you may be billed for expenses and any applicable sales and gross receipts tax. Direct expenses may be charged based on out-of-pocket expenditures, per diem allotments, and mileage reimbursements, depending on the nature of the expense. Indirect expenses, such as processing and copying, are passed through at our estimated clerical and equipment cost and may be charged as a flat fee. If we elect to suspend our engagement for nonpayment, we may not resume our work until the account is paid in full. If we elect to terminate our services for nonpayment, or as otherwise provided in this Agreement, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our work. The Company will be obligated to compensate us for fees earned for services rendered and to reimburse us for expenses. You acknowledge and agree that in the event we stop work or terminate this Agreement as a result of the Company's failure to pay on a timely basis for services rendered by Moss Adams as provided in this Agreement, or if we terminate this Agreement for any other reason, we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

Limitation on Liability

IN NO EVENT WILL MOSS ADAMS BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR OTHERWISE ARISING OUT OF THIS AGREEMENT, EVEN IF YOU ARE ADVISED OF

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THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL MOSS ADAMS BE LIABLE FOR EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT.

Subpoena or Other Release of Documents

We may be required or requested to provide information or documents to you or a third-party in connection with governmental regulations or activities, or a legal, arbitration or administrative proceeding (including a grand jury investigation), in which we are not a party. The Company may, within the time permitted for our firm to respond to any request, initiate such legal action as the Company deems appropriate to protect information from discovery. If the Company takes no action within the time permitted for us to respond or if the Company's action does not result in a judicial order protecting us from supplying requested information, we will construe the Company's inaction or failure as consent to comply with the request. Our efforts in complying with such requests or demands will be deemed a part of this engagement and we shall be entitled to additional compensation for our time and reimbursement for our out-of-pocket expenditures (including legal fees) in complying with such request or demand.

Document Retention Policy

At the conclusion of this engagement, we will return to the Company all original records the Company supplied to us. The Company's records are the primary records for its operations and comprise the backup and support for the results of this engagement. Our records and files, including our engagement documentation whether kept on paper or electronic media, are our property and are not a substitute for the Company's own records. Our firm policy calls for us to destroy our engagement files and all pertinent engagement documentation after a retention period of seven years (or longer, if required by law or regulation), after which time these items will no longer be available. We are under no obligation to notify you regarding the destruction of our records. We reserve the right to modify the retention period without notifying you. Catastrophic events or physical deterioration may result in our firm's records being unavailable before the expiration of the above retention period.

Except as set forth above, you agree that Moss Adams may destroy paper originals and copies of any documents, including, without limitation, correspondence, agreements, and representation letters, and retain only digital images thereof.

Use of Electronic Communication

We may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential to you. Our firm employs measures in the use of facsimile machines and computer technology designed to provide reasonable assurance that data security is maintained. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume that you consent to our use of facsimile transmissions to your representatives and other use of these electronic devices during this engagement as we deem appropriate.

Enforceability

In the event that any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of this Agreement.

Entire Agreement

This Professional Services Agreement and Engagement Letter constitute the entire agreement and understanding between Moss Adams, the City and the Company. You agree that in entering into this Agreement you are not relying and have not relied upon any oral or other representations, promise or statement made by anyone which is not set forth herein.

Use of Moss Adams' Name

You may not use any of Moss Adams' name, trademarks, service marks or logo in connection with the services contemplated by this Agreement or otherwise without the prior written permission of Moss Adams, which permission may be withheld for any or no reason and may be subject to certain conditions.

Use of Third-Party Service Providers

We may use third-party service providers in serving you, including software and data storage providers. You understand that Moss Adams does not control the providers' networks, security or availability of services.

Use of Nonlicensed Personnel

Certain engagement personnel who are not licensed as certified public accountants may provide services during this engagement.

Dispute Resolution Procedure and Venue

This Agreement shall be governed by the laws of the state of Washington, without giving effect to any conflicts of laws principles. If a dispute arises out of or relates to the engagement described herein, and if the dispute cannot be settled through negotiations, the parties agree first to try in good faith to settle the dispute by mediation using an agreed upon mediator. If the parties are unable to agree on a mediator, the parties shall petition the state court that would have jurisdiction over this matter if litigation were to ensue and request the appointment of a mediator, and such appointment shall be binding on the parties. Each party shall be responsible for its own mediation expenses, and shall share equally in the mediator's fees and expenses.

If the claim or dispute cannot be settled through mediation, each party hereby irrevocably (a) consents to the exclusive jurisdiction and venue of the appropriate state or federal court located in King County, state of Washington, in connection with any dispute hereunder or the enforcement of any right or obligation hereunder, and (b) WAIVES ITS RIGHT TO A JURY TRIAL. EACH PARTY FURTHER AGREES THAT ANY SUIT ARISING OUT OF OR RELATED TO THIS AGREEMENT MUST BE FILED WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ARISES.

Termination

This Agreement may be terminated by any of the parties, with or without cause, upon ten (10) days' written notice. In such event, we will stop providing services hereunder except on work, mutually agreed upon in writing, necessary to carry out such termination. In the event of termination: (a) the Company shall pay us for services provided and expenses incurred through the effective date of termination, (b) we will provide you with all finished reports that we have prepared pursuant to this Agreement, (c) none of the parties shall be liable to the other parties for any damages that occur as a result of our ceasing to render services, and (d) we will require any new accounting firm that you may retain to execute access letters satisfactory to Moss Adams prior to such accounting firm reviewing our files.

Income Tax Provision

With respect to the preparation of the tax provision regarding the presentation and disclosure of income taxes in the Company's financial statement, we will not provide tax advice related to all tax positions due to the risk-based approach used in the income tax provision preparation process.

The tax provision workpapers and templates are instruments of service and Moss Adams shall retain the copyright, trademark, patent, and all other intellectual property rights, whether or not the workpapers or templates are completed. It is not anticipated that Moss Adams will provide the City with access to tax provision workpapers, and any access to tax provision workpapers by the Company may be limited. In the event Moss Adams provides the Company with access to tax provision workpapers, Moss Adams grants the Company an irrevocable, non-exclusive, royalty-free license to use the completed workpapers and templates only for its use as set forth herein. The Company may not modify the tax provision workpapers or templates, or attempt to apply the tax provision workpapers or templates to generate calculations outside of those produced by Moss Adams.

You may not distribute, discuss or otherwise disclose any tax provision workpapers or templates to any other party ("Third Party") without our prior written consent. This does not apply to any tax provision information that may be contained in our review report regarding the Company's financial statement.

Regulatory Access to Documentation

The documents created or incorporated into our documentation for this engagement are the property of Moss Adams and constitute confidential information. However, we may be requested to make certain engagement related documents available to regulatory agencies pursuant to authority given to them by law or regulation. If requested and in our opinion a response is required by law, access to such engagement related documents will be provided under the supervision of Moss Adams personnel. Furthermore, upon request, we may provide photocopies of selected engagement related documents to regulatory agencies. The regulatory agencies may intend or decide to distribute the photocopies or information contained therein to others, including other government agencies.



ITEM NO.: 13a
MEETING DATE: February 17, 2016

AGENDA SUMMARY REPORT

SUBJECT: AWARD CONTRACT TO INFOSEND FOR PROVIDING DATA PROCESSING PRINT AND MAIL SERVICES FOR THE FINANCE DEPARTMENT, UTILITY BILLING DIVISION

Summary: Council will consider approval to enter a contract with InfoSend to provide data processing print and mail services for the Finance Department, Utility Billing Division.

Background: The City currently performs its own monthly bill printing and mailing – consisting of four billings per month (one billing each week), with a possible additional billing the fourth week of the month. This process consists of printing, inserting, and mailing the statements to approximately 10,000 City customers on a monthly basis.

Discussion: A request for proposal was released for the outsourcing of the print and mail services. Proposals were received from five companies: Cash Cycle Solutions, Central Valley Presort, Document Fulfillment Services, Electronic Output Solutions, and InfoSend. Proposals were evaluated based on methodology and work plan, understanding of the project, completeness of proposal submitted, direct experience and qualifications, geographic location, and cost. A committee carefully reviewed the proposals, and ranked them accordingly. Pricing was evaluated separately. From this a final ranking was established, with InfoSend being the top candidate.

InfoSend has provided business process outsourcing services since 1996. Since that time, InfoSend has provided the processing and handling of critical documents for industries throughout the United States. Utilizing the most current technology, InfoSend offers an innovative approach.

To process our billing, the City would send InfoSend an electronic file. From this file, InfoSend would create a batch. Batches are printed by InfoSend using a high-speed production process onto their paper stock. Printed documents are put through a quality control process and then released to the mailing department to be inserted into outgoing envelope. The return envelopes and any applicable inserts are included as well. After a batch of mail is completed in InfoSend's system, it will be marked as such in the online Job Tracker, and a Process Confirmation Report will be emailed to the City. A copy of this report will also be available to download from the InfoSend website.

The City will have access to an online Job Tracking application that shows the progress of each file as it is processed and becomes a batch of documents to be printed and mailed.

Recommended Action(s): Award the unit price contract to InfoSend for providing data processing print and mail services for the Finance Department, Utility Billing Division.

Alternative(s): Do not award contract, and provide alternate direction to staff.

Citizens advised: N/A

Requested by: Karen Scalabrini, Finance Director.

Prepared by: Mary Horger, Purchasing Supervisor and Jan Newell, Finance Controller.

Coordinated with: Sage Sangiacomo, City Manager.

Attachments: 1.Draft Agreement

COUNCIL ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager

InfoSend's services will include processing the mailing addresses and performing the following functions:

- Apply CASS-certified address validation
- Comply with USPS requirements to obtain pre-sort automation rates
- Stay current with all USPS regulations required to mail presorted first class mail

Postage rates are determined directly by the United States Postal Service, and are independent of any InfoSend service or material fees. Because of the high number of mailings that InfoSend processes, they are able to combine with other mailings, and realize a lower postage amount than the City currently pays.

The proposed agreement (included here as Attachment 1) would be for a term of three years, with the option of two one year extensions, and will be a unit cost contract, covering all fees that may apply to processing jobs sent to InfoSend. The following is a breakdown of current processing costs of the Utility Statements by the City, versus the anticipated costs of having them processed by InfoSend, based on a rounded estimate of 10,000 bills per month (please note this is based on processing Utility Statements only, additional fees would apply when special inserts are additionally processed, and would be based on the pricing sheet as shown in the attached agreement):

City's Cost of Processing Utility Statements

Description	Unit Price	Extended Price
Utility Statement	\$0.0201	\$201.11
Envelope, outgoing	\$0.033	\$330.00
Envelope, remit	\$0.014	\$140.00
Postage	\$0.471	\$4710.00
Staff processing time (20 hrs @ \$47.42/hour)		\$948.40
Price per mail piece	\$0.6329	
Price per month	\$6,329	
Price per year	\$75,954	

InfoSend's Cost of Processing Utility Statements

Description	Unit Price	Extended Price
Initial Set-up Fee*	\$0.00	\$0.00
Color Printing	\$0.069	\$690.00
Blank Form, standard	\$0.015	\$150.00
Envelope, outgoing, 2 window, standard	\$0.0169	\$169.00
Envelope, remit, 1 window, standard	\$0.014	\$140.00
Postage	\$0.391	\$3,910
Price per mail piece	\$0.5059	
Price per month	\$5,059	
Price per year	\$60,708	

**This fee is waived for conversion to current Harris Utility Billing Software System. A \$500 fee will be assessed for converting later to a new Utility Billing System once ready to go live.*

*By utilizing InfoSend's services, the City would realize a savings of approximately **\$15,246** per year.*

It is staff's recommendation to award a unit price contract to InfoSend as recommended. Funds have been budgeted, and are available, in 20513300.52100.

FISCAL IMPACT:			
Budgeted Amount in 15-16 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required
\$ 144,165	UB Contracted Services	20513300.52100	Yes ☐ No ☒

ATTACHMENT 1

AGREEMENT FOR DATA PROCESSING PRINT & MAIL SERVICES

This Agreement, made and entered into this ____ day of _____, 2016 ("Effective Date"), by and between CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and InfoSend, a corporation, organized and in good standing under the laws of the state of California, hereinafter referred to as "Vendor".

RECITALS

This Agreement is predicated on the following facts:

- a. City requires services related to providing data processing print & mail services for the City's Finance Department, Utility Billing division.
- b. Vendor 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.

TERMS OF AGREEMENT

1.0 DESCRIPTION OF PROJECT

- 1.1 The Project is described as Data Processing, Printing and Mailing Service ("DPPM Service"): During the term of this Agreement, Vendor will provide data processing, printing and mailing services. The Service consists of processing data, printing documents, mail preparation, applying postage (where applicable) and sending via the United States Postal Service. Document types include, but are not limited to, bills, postcards, letters and inserts.

2.0 SCOPE OF SERVICES

2.1 Data Transfer and Processing.

A. City to transmit data to Vendor in an agreed upon format. Should City make changes to data file format after initial setup is complete, it agrees to pay for the professional services required to accommodate the new file format.

B. A File Transfer Report will be emailed to the City representatives who have opted-in to this email. A copy of this report is also available to download from the Vendor website.

C. City will have access to an online Job Tracking application that shows the progress of each file as it is processed and becomes a batch of documents to be printed and mailed. City can see both the original input file name and the InfoSend-assigned "Job Code".

D. Vendor will process the mailing addresses and perform the following functions:

- 1. Apply Cass-certified address validation
- 2. Comply with USPS requirements to obtain pre-sort automation rates
- 3. InfoSend will stay current with all USPS regulations required to mail presorted first class mail.

ATTACHMENT 1

E. Vendor will provide proofs of the final print-ready PDF files to City to be reviewed and approved before printing begins (if requested).

2.2. Document Printing and Mailing.

A. Batches are printed by InfoSend using a high-speed production process onto the agreed upon forms.

B. Printed documents are put through a quality control process and then released to the mailing department to be inserted into outgoing envelope. The return envelope and any applicable inserts are included as well.

C. After a batch of mail is completed in Vendor's system, it will be marked as such in the online Job Tracker and a Process Confirmation Report will be emailed to the Client representatives who have opted-in to this email.

2.3. Materials and Postage.

A. Custom Forms/Envelopes – If City has selected the Printing and Mailing Service and at any time requests that Vendor fees include the cost of custom client-specific materials (either in this Agreement or since its execution), then City understands and accepts that these materials will be purchased in bulk to achieve the lowest possible per-unit cost. Client agrees to purchase any remaining supplies of requested custom materials (normally forms or envelopes, excluding inserts) if City stops using Vendor's service for any reason. City agrees to purchase the remaining supply of custom forms/envelopes upon City's request to change the custom forms/envelopes before the supply has been depleted.

B. USPS Postage Rates – Postage rates are determined by the United States Postal Service. All postage rate changes are determined directly by USPS and are independent of any Vendor service or materials fees. In no event shall any change in the postage rates affect the Vendor service or materials fees. The City will be invoiced the amount of excess for overweight and foreign mail.

C. Postage Deposit – Vendor purchases the postage needed to mail City documents on the day of mailing. The postage charges are later invoiced to City based on the City's payment terms. Vendor requires City to submit a postage deposit prior to the first mailing to facilitate the payment terms. This amount will remain in deposit for the duration of the Agreement. Upon Agreement expiration or termination City must pay in full any outstanding invoices from Vendor for payables created under this Agreement; the postage deposit will be refunded within fifteen (15) days of the date that the last open invoice is paid. The postage deposit is subject to an annual review, and may be adjusted to account for changes to City average mailing volume, or changes to USPS postage rates. There will be no more than one adjustment requested per year, if at all. The postage amount is calculated by multiplying the estimated number of mail pieces per month by the current 5-Digit pre-sorted first class postage rate. The postage deposit amount due is: 10,000 mail pieces per month x 0.391 x 2 months = \$7,620.00.

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

ATTACHMENT 1

3.0 CONDUCT OF WORK

3.1 Performance.

A. Initial Set-up Completed:

1. Harris Implementation – 8-10 weeks from when all deliverables are in hand.
2. Additional Set-up for new Utility Billing software system implementation: 12 weeks from when all deliverables are in hand.

B. Mail Processing - Finished mail pieces will be delivered to the USPS **within one (1) business day** of receipt of data files from City. If samples (proofs) are requested then the mailing will be completed within one business day of sample approval. File upload deadline for next-day mailing is 3:00PM local time at the production facility designated for your account. If samples are required then they must be approved by 5:30 PM for the file to be mailed by the next business day.

3.2 Term. The term of this Agreement shall commence on the date hereof and shall continue in full force and effect for thirty-six (36) months after the date hereof, with the option of two (2) one (1) year extensions. This Agreement shall automatically renew month to month, until the existing agreement has been terminated, or a new agreement has been fully executed. Vendor shall complete the work to the City's reasonable satisfaction, even if contract disputes arise or Vendor contends it is entitled to further compensation.

4.0 COMPENSATION FOR SERVICES

4.1 Basis for Compensation. For the performance of the services of this Agreement, Vendor shall be compensated based on the schedule of fees, as set forth in Attachment "A". The fee schedule shall include all indirect costs and expenses of every kind or nature. Fees may be adjusted once every twelve months to account for increases in the cost of materials, labor and other overhead costs. Vendor reserves the right to increase fees on a yearly basis (starting no earlier than July 1, 2017), not to exceed the Consumer Price Index (CPI) All Urban Consumers West Region for the State of California, plus 1% for services fees and material price increases that may have occurred during the previous year. The Vendor will notify the City, in writing, at least 30 days prior to such price increase. An amendment to this Agreement will not be required if the fees are changed, unless the terms or conditions of the Agreement have changed. Postage fees can change at any time per USPS pricing regulations and do not require an Agreement amendment.

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 this agreement, 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-contractors 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-contractors shall be included within guaranteed not-to-exceed amount set forth in Section 4.1.

4.4 Terms of Payment. Payment to Vendor 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 the invoice less any amount already paid to Vendor, which

ATTACHMENT 1

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 to support the expenses claimed.

5.0 ASSURANCES OF VENDOR

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

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

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

Vendor 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. Vendor understands that its professional responsibility is solely to City. Vendor has no interest and will not acquire any direct or indirect interest that would conflict with its performance of the Agreement. Vendor shall not in the performance of this Agreement employ a person having such an interest. If the City Manager determines that the Vendor has a disclosure obligation under the City's local conflict of interest code, the Vendor 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 Vendor's obligations arising under Paragraph 6.2 Vendor 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.

ATTACHMENT 1

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

B. Minimum Limits of Insurance

Vendor shall maintain limits no less than:

1. General Liability: Vendor shall maintain limits no less than \$1,000,000 per occurrence for bodily injury and property damage, and an aggregate limit of \$1,000,000. Insurance must be written on an occurrence basis.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require:

1. The insurer to reduce or eliminate such deductibles or self-insured retentions with respect to the City, its officers, officials, employees and volunteers; or
2. The Vendor to provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses; or
3. The City approve the deductible without a guarantee.

D. REQUIRED Insurance Provisions

Proof of General Liability policy or policies are to contain, or be **endorsed** to contain, the following provisions:

1. The City, its officers, officials, employees and volunteers are to be covered as **ADDITIONAL INSURED** with respect to the products supplied by the Vendor.
2. The Vendor'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 Vendor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall **not be canceled**, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

E. Rating - 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

1. Vendor shall furnish the City with original certificates and **amendatory endorsements** effecting coverage required by this clause.
2. The endorsements should be on **forms provided by the City**. If endorsements are on forms other than the City's forms, endorsements must

ATTACHMENT 1

provide coverage that is equivalent to or better than the forms requested by the City.

3. All endorsements are to be received and approved by the City **before work commences**.
4. 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.

G. Subcontractors

Vendor shall include all subcontractors or sub-contractors as insured under its policies or shall furnish separate certificates and endorsements for each sub-contractor. All coverage for sub-contractors 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, Vendor 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 Vendor in the performance of services under this contract by Vendor, 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 Vendor include their officers, employees, agents, and subcontractors.

7.0 CONTRACT PROVISIONS

- 7.1 Ownership of Work. All documents furnished to Vendor by City and all documents or reports and supportive data prepared by Vendor 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 Vendor's services at no additional cost to City. All documents produced by Vendor shall be furnished to City in digital format and hardcopy. Vendor shall produce the digital format, using software and media approved by City.

- 7.2 Confidentiality of Information. All information and data relating to City's business submitted by City to Vendor under this Agreement shall be treated as confidential by Vendor and shall not, unless otherwise required by law, be disclosed to any third party by Vendor without City's written consent. Vendor shall promptly notify City should Vendor be served with a summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, requests for admission, or other discovery request or court order from any third party regarding this Agreement and/or the Services performed under this Agreement.

ATTACHMENT 1

Vendor has a Human Resources policy that requires all new employees to pass a background check performed by an outside company. All new employees must pass a drug-screening test as well. These practices will remain in place for the duration of the Agreement.

- 7.3 Governing Law. Vendor 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.
- 7.4 Entire Agreement. This Agreement plus its Attachment(s) and executed Amendments set forth the entire understanding between the parties.
- 7.5 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.
- 7.6 Modification. No modification of this Agreement is valid unless made with the agreement of both parties in writing.
- 7.7 Assignment. Vendor's services are considered unique and personal. Vendor 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.
- 7.8 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.
- 7.9 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 Vendor for services provided under this Agreement; or 3) City has abandoned and does not wish to complete the project for which Vendor 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 Vendor. City shall pay the Vendor only for services performed and expenses incurred as of the effective termination date. In such event, as a condition to payment, Vendor shall provide to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Vendor under this Agreement. Vendor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder, subject to off-set for any direct damages City may incur as a result of Vendor's breach of contract.
- 7.10 Duplicate Originals. This Agreement may be executed in duplicate originals, each bearing the original signature of the parties. When so signed, each such document shall be admissible in administrative or judicial proceedings as proof of the terms of the Agreement between the parties.

ATTACHMENT 1

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 FINANCE – PURCHASING
300 SEMINARY AVENUE
UKIAH, CALIFORNIA 95482-5400

INFOSEND
MR. RUSS REZAI, COO
4240 E. LA PALMA AVENUE
ANAHEIM, CA 92807

9.0 SIGNATURES

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

INFOSEND

BY: _____

Date

PRINT NAME: _____

IRS IDN Number

CITY OF UKIAH

BY: _____

SAGE SANGIACOMO
CITY MANAGER

Date

ATTEST

KRISTINE LAWLER
CITY CLERK

Date

ATTACHMENT "A"

InfoSend's Fees – Initial Set-up Costs			
Implementation, professional services, and optional services fees.			
Professional Services Fees	Setup 1: WAIVED Harris Raw Data setup. Includes all phases of the project prior to the production phase. Setup 2: \$500.00 Tyler (or other) PDF data setup. Includes all phases of the project prior to the production phase. Please note that Clients must sign off on requirements documents (Statement of Work, project plan, etc.) before programming and system configuration can begin. Client can be charged additional fees and/or have the project go-live date delayed if requirements are changed after they have been finalized and signed off.		
	Professional Services Fee Per hour and performed only upon request. For customizations made to your data processing application after go-live. Work is only started after receiving your approval of a formal quote.	Per Hour	\$160.00

Pricing: Data Processing, Print & Mail Service Fees

InfoSend's Fees – Turnkey Data Processing, Print & Mail Service:

The individual prices shown in the table below apply only to the turnkey Data Processing Print & Mail service for the following document types. Other types of document printing and or mailing can be quoted later, if needed.

Primary Services	Turnkey Data Processing Print & Mail service	Per Item	Options Below:								
	Price is per physical page. Includes processing of your unique data, CASS address validation, presorting, printing, and mail insertion. Finished mail pieces are delivered to the USPS within one (1) business day. If samples (proofs) are requested then the mailing will be completed within one day of sample approval. File upload deadline for next-day mailing is 3:00PM local time at the production facility designated for your account. If samples are required then they must be approved by 5:30PM for the file to be mailed by the next business day. Excludes materials, sales tax (where applicable), and postage. A postage deposit will be required prior to go live. For the quoted prices to apply InfoSend must have the right to combine data files sent by your organization with other files you have sent, when possible. Higher pricing applies if files must be printed separately. <i>Pricing assumes the use of materials options listed in the below section.</i>	Statements and Late Notices (Per Sheet) Est. Volume 10,000 documents/month Est. 4 Batch/month per job type Different options are available at different prices. Numbers fewer than 4 equal spot colors. The number 1=black or grey All sheets are billed at the same rate; the price for the sheet with the highest number of colors is the applicable fee. 4 equals CMYK (full color). <table><tr><td>1/0 or 1/1 Printing</td><td>\$0.063</td></tr><tr><td>2/1 or 2/2 Printing</td><td>\$0.069</td></tr><tr><td>4/1 Printing</td><td>\$0.073</td></tr><tr><td>4/4 Printing</td><td>\$0.079</td></tr></table>	1/0 or 1/1 Printing	\$0.063	2/1 or 2/2 Printing	\$0.069	4/1 Printing	\$0.073	4/4 Printing	\$0.079	
		1/0 or 1/1 Printing	\$0.063								
		2/1 or 2/2 Printing	\$0.069								
		4/1 Printing	\$0.073								
		4/4 Printing	\$0.079								
		Inline Inserts (Per Sheet) 8.5" x 11" inserts are printed right after the statement page. They are printed on the same 24lb uncoated white paper stock. You never have to pay for overage as we print the exact number of inserts required. Price includes printing and inserting, you do not pay a separate inserting charge as is the case with traditional inserts. Price includes everything but paper (see next page for paper price). Example of total price for 1/1 Inline Insert: \$0.063 (from above row) – \$0.028 discount + \$0.015 paper = \$0.05	Subtract \$0.028 from above prices.								
Multiple Page Mail Piece Surcharge – Handwork This surcharge is assessed per mail piece (not per page). This surcharge only applies to multiple page bills that have too many pages to be inserted into the #10 envelope by machine. This surcharge covers the necessary manual labor required to process these mail pieces. Standard trigger for this surcharge is when more than 8 bill pages need to be inserted into the envelope, but this number is reduced when there are inserts.	\$0.35										
Postage (for all job types) You will be invoiced for the exact postage used. You must use one of the two USPS approved Move Update methods to get the presort discounts:	Pass Through										
Electronic Address Updates – NCOALink or ACS Per reported update. InfoSend electronically reports the addresses it received in your data that need to be updated because the customer filed a Change of Address Report with the USPS. Cost is per update.	\$0.40										

Material Component Fees – Data Processing Print & Mail Service

Materials	Statement, Invoice, or Letter Paper Stock		
	All Documents: white paper stock with or without perforation. Paper is 8.5x11" and 24lb. Price includes all inventory costs. The larger 8.5x14" format is supported at a higher material cost and higher printing cost. All of your content will be digitally printed on the plain white paper in black, black plus one color, or full color per the printing option from the prior table that you select before implementation.	Per Sheet	\$0.015
	InfoSend Standard Window Envelopes		
	Standard Window Envelopes These envelopes include security tint printed on the inside of the paper stock and clear film that prevent the contents of the envelope from being viewed. These envelopes also use sustainably logged paper (SFI). If you utilize the InfoSend standard #10 single window envelope instead of the InfoSend standard #10 double window envelope then you will be able to show messages through this window. This option can be combined with an 8.5 x 14" bill design, if desired.	Per Standard Envelope	Options Below:
		#10 InfoSend Standard Double Window Outgoing Envelope (This is the most commonly used outgoing envelope)	\$0.0169
		#9 InfoSend Standard Single Window Return Envelope	\$0.014
		#10 InfoSend Standard Single Window Outgoing Envelope (Optional large single window to use instead of the double window envelope, in order to show messages through the large window)	\$0.021
	Other Envelopes		
	Flat Single Window Envelope – only used for multiple page statements that do not fit in the #10 envelope.	Per Flat Envelope	\$0.20

Pricing: Turnkey Data Processing Print & Mail Service

Optional Services

Drop-Shipped Inserts & Inserting of InfoSend-Printed Inserts Clients can print and fold inserts and ship them to InfoSend to be mailed with the statements. If folding is required add \$0.01 to the fee. InfoSend-printed inserts are quoted upon request. No additional service cost to use selective inserting to selectively include inserts with certain bill types as long as at least 3,000 customers are targeted (set-up costs can apply in some situations for advanced selective inserting criteria). Cost includes all inventory costs.	Per Insert	\$0.01
Buckslip Insert 1/1 Printing. Pricing is for producing insert. Price includes paper but excludes the cost to insert the buck slip (see above row for that cost).	Per insert	\$0.032
Print Messages on the Outside of the Standard Envelope Custom messages and images can be printed onto the standard InfoSend #10 double window envelope. This type of printing is referred to as “sniping” and usually used to print temporary content on a month or two worth of envelope stock. It is more cost effective to digitally inkjet print this content onto pre-manufactured envelopes than to order truly custom stock that was manufactured specifically for you. Price depends on the artwork you’d like to print – number of colors and whether it prints on one or both sides of the envelope. Price is quoted upon request.	Per Envelope	TBD
Print Image Archive Each bill is stored as a PDF and indexed in a database. Search by account number or other key fields. You are charged one up-front fee per document to process it, index it, and store it for a set number of months. The PDFs are accessed using a browser-based application that is accessed by logging in to the InfoSend website. Third party applications can also access the PDFs via a lightweight API with no cost increase to the unit fees. Setup fees may apply depending on your configuration needs. <i>This service includes outbound mail tracking at no additional cost. You can view USPS-provided mail tracking data from the same interface that you use to view PDFs of the printed bills. Only available with mail sent using 1st Class Postage, and not available in some cases with postcard mailings.</i>	Per PDF (No Set-up Fee)	\$0.01 - For 12 Months of Retention \$0.017 - For 18 Months of Retention \$0.022 - For 24 Months of Retention \$0.027 - For 36 Months of Retention
Electronic Inserts PDF copies of your physical inserts can be included in the Print Image Archive at an additional cost. This will let your team see exactly which inserts were delivered with each mail piece. This will also allow you to include the inserts in the eBill PDFs that are presented and/or emailed to customers if you use an InfoSend eBusiness service that delivers eBills to your customers or if you use a third party application that pulls the PDFs from InfoSend’s Print Image Archive API to present to your customers.	Per Insert (No Set-up Fee)	\$0.01
Professional Services Per hour and performed only upon request. For customizations made to document processing program or document format after go-live. Work is only started after receiving your approval of a formal quote.	Per Hour	\$160.00