



COUNTY OF MENDOCINO

Executive Office

DARCIE ANTLE
CHIEF EXECUTIVE OFFICER
CLERK OF THE BOARD

501 Low Gap Rd. Room 1010
Ukiah, CA 95482

Email: ceo@mendocinocounty.gov
Website: www.mendocinocounty.gov

Office: (707) 463-4441
Fax: (707) 463-5649

Mendocino County

Fuel Abatement Ordinance and Enforcement Planning Project Proposal

Activity Description

Mendocino County's Fuel Abatement Ordinance and Enforcement Planning project will devise an improved regulatory approach for the County to address hazardous vegetation and combustible material to reduce fire hazards. The project will research approaches taken by other communities to encourage and enforce hazardous fuel abatement requirements to ensure public safety, complete a comparative analysis of existing ordinance language to refine the County's existing, unworkable ordinance language, develop a recommended approach for Mendocino County's fuel abatement program, develop updated ordinance language and create a forecast of the resource allocation needed for the County to adopt and implement the plan to aid in future implementation of the ordinance.

This project will result in a plan that evaluates best practices and mechanisms required to enforce effective hazard abatement in rural communities to refine the County's approach. In reviewing approaches and ordinances of other similar communities, the County expects to evaluate best practices that can be incorporated into a recommended strategy for Mendocino County's fuel abatement program as well as how the County's new ordinance, County Code Chapter 8/77, which provides for the abatement of hazardous vegetation and combustible material to reduce fire hazards, may best be applied or modified.

The project's plan and activities, which are expected to be completed within the timeline outlined below, will allow the County to refine ordinance language and enforcement mechanisms while developing a forecast of the resource allocation needed for implementation. Understanding the challenges and opportunities in undertaking hazard abatement activities and assessing future staffing and resource needs related to resolving issues is a crucial focus of the plan. One of the most challenging aspects of the County's current abatement approach is the significant cost associated with enforcement, and this project will seek to identify and quantify the potential costs of various approaches to encouraging and requiring hazardous fuel reduction and hazard abatement. Overall, the project aims to create a comprehensive plan that will enhance public safety and mitigate fire hazards in Mendocino County with a focus on developing a functional process that is less resource-intensive and, therefore, more enforceable than the current approach.

The project takes place in Mendocino County, including zip code 95470, a MID area. The project will benefit the entire county, including LMI populations. According to HUD data, Mendocino County is 45.87% LMI.

Proposed Total Beneficiaries: 85,225

Proposed Total Low-to-Moderate Income Beneficiaries: 39,090

Deliverable Narrative

Deliverable 1: Amended Contract with HCD
Deliverable 2: Contractor Contract
Deliverable 3: Research Findings & Alternative Analysis
Deliverable 4: Action Summary & Workplan
Deliverable 5: Updated Ordinance Language
Deliverable 6: Close Out
Deliverable 7: Monthly Activity Report
Deliverable 8: Monthly Financial Report

Task Narrative

Deliverable 1: Amended Contract with HCD

Task 1.1: Submit requested materials to HCD by requested deadlines
Task 1.2: Review documents and execute contract

Deliverable 2: Contractor Contract

Task 2.1: Prepare RFP and issue RFP
Task 2.2: Review proposals, select successful vendor, execute contract

Deliverable 3: Research Findings & Alternative Analysis

Task 3.1: Contractor to meet with project team and determine research parameters.
Task 3.2: Contractor to research approaches taken by other communities to encourage and enforce hazardous fuel abatement to ensure public safety.
Task 3.3: Contractor to examine specific ordinance language used in other communities for commonalities and differences within both the County's existing ordinance.
Task 3.4: Contractor to meet with project team, including counsel, to discuss findings of research.
Task 3.5: Contractor to synthesize research findings, including discussion of approaches, costs, pros and cons of various models, project team feedback, and differences in structure between other agencies and Mendocino County that could influence efficacy and enforcement. Analysis will include
an alternatives analysis of various potential approaches with cost comparisons including startup estimates and long-term cost considerations.
Task 3.7: Contractor to meet with project team, including counsel, to discuss analysis.

Deliverable 4: Action Summary & Workplan

Task 4.1: Contractor to meet with project team, including counsel, and determine parameters.
Task 4.2: Contractor, based on the information generated in Tasks 3 and feedback from project team, to develop a recommended approach for Mendocino County's fuel abatement program.
Task 4.3: Contractor to meet with project team, including counsel, to discuss draft action summary and workplan.
Task 4.4: Contractor to prepare recommended action summary with workplan for completing the recommended action.

Deliverable 5: Updated Ordinance Language

- Task 5.1: Contractor to meet with project team, including counsel, and determine parameters.
- Task 5.2: Contractor based on the recommended action identified in Task 4, to develop updated ordinance language and a forecast of the resource allocation needed for the County to adopt and implement the new ordinance.
- Task 5.3: Contractor to meet with project team, including counsel, to discuss draft updated ordinance language and workplan.
- Task 5.4: Contractor to revise ordinance language based on feedback in Task 5.3 for Board of Supervisor review along with summary report of necessary resource allocation.
- Task 5.5: Review plan with project team, including counsel.
- Task 5.6: Present plan to Board of Supervisors. Receive and incorporate plan feedback.
- Task 5.7: Finalize plan

Deliverable 6: Close Out

- Task 6.1: County to gather all financial documentation including expense receipts and any other required financial records and ensure all expenses are accurately accounted for.
- Task 6.2: County to prepare final financial report detailing how grant funds were spent.
- Task 6.3: County to prepare final programmatic reports and supporting documentation.
- Task 6.4: Final reports and documentation are submitted by the specified deadline and documents are archived for future reference or audit purposes.

Deliverable 7: Monthly Activity Report

- Task 7.1: Collect monthly report from subcontractor.
- Task 7.2: Enter data and submit in grants portal.

Deliverable 8: Monthly Financial Report

- Task 8.1: Collect invoices and issue payments.
- Task 8.2: Enter data and submit in grants portal.

Timeline

Deliverable	Timeline	
1. Amend Agreement with HCD	2 months	6/24-8/24
2. Contractor Contract	8 months	8/24-4/25
3. Research Findings & Alternative Analysis	6 months	4/25-10/25
4. Action Summary & Workplan	8 months	10/25-6/26
5. Updated Ordinance Language	12 months	6/26 -6/27
6. Close Out	6 months	6/27-12/27
7. Monthly Activity Report	Ongoing throughout project	
8. Monthly Financial Report	Ongoing throughout project	