

**CITY OF FERNDALE – HUMBOLDT COUNTY CALIFORNIA – U.S.A.
AGENDA - REGULAR CITY COUNCIL MEETING**

Location:	City Hall	Date:	February 18, 2016
	834 Main Street	Time:	7:00 pm
	Ferndale CA 95536	Posted:	February 11, 2016

We welcome you to the meeting. Members of the Public may be heard on any business item on this Agenda before or during the City Council consideration of the item. The public may also directly address the City Council on any item of interest to the public that is not on the Agenda during the public comment time; however, the City Council generally cannot take action on an item not on the agenda.

A person addressing the City Council will be limited to five (5) minutes unless the Mayor of the City Council grants a longer period of time. While not required, we would appreciate it if you would identify yourself with your name and address when addressing the Council.

This City endeavors to be ADA compliant. Should you require assistance with written information or access to the facility, or a hearing amplification, please call 786-4224 24 hours prior to the meeting.

TO SPEAK ON ANY ISSUE, BE ACKNOWLEDGED BY THE MAYOR BEFORE PROCEEDING TO THE PODIUM, STATE YOUR NAME AND ADDRESS FOR THE RECORD (optional), AND DIRECT YOUR COMMENTS ONLY TO THE COUNCIL.

1. CALL MEETING TO ORDER – Mayor
2. PLEDGE ALLEGIANCE TO THE FLAG
3. ROLL CALL – City Clerk: Mayor Hindley; Vice Mayor Mierzwa; Councilman Brower; Councilman Brown; and Councilman Sweeney.
4. REPORT OUT OF CLOSED SESSION
5. CEREMONIAL – None
6. MODIFICATIONS TO THE AGENDA
7. STUDY SESSIONS - REPORT OUT
8. PUBLIC COMMENT. (This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3^{rds} of the Council that the item came up after the agenda was posted and is of an urgent nature requiring immediate action. This portion of the meeting will be approximately 30 minutes total for all speakers, with each speaker given no more than five minutes.)
9. CONSENT CALENDAR. (All matters listed under this category are considered to be routine by the City Council and will be enacted by one motion. Unless a specific request is made by a Council Member, staff or the public, the Consent Calendar will not be read. There will be no separate discussion of these items. However, if discussion is required, that item will be removed from the Consent Calendar and considered separately under "Call Items.")
 - a. Approval of Minutes of the January 21, 2016 Regular City Council Meeting Page 5
 - b. Acceptance of Checkbook Register for January 1-31, 2016 Page 7
 - c. Acceptance of Financial Statements dated January 31, 2016 Page 10
 - d. City Attorney Contract Renewal Page 33
 - e. City Auditor Contract Renewal Page 38

<i>f.</i> Resolution No. 2016-06 Redesignation of the North Coast Recycling Market Development Zone.....	Page 47
10. CALL ITEMS REMOVED FROM CONSENT CALENDAR	
11. PRESENTATION – None	
12. PUBLIC HEARING	
13. BUSINESS	
<i>a.</i> Resolution No. 2016-05 Appoint Member to Ferndale Library Board.....	Page 52
<i>b.</i> PG&E Undergrounding Update.....	Page 55
<i>c.</i> Francis Creek Bridge Update.....	Page 56
<i>d.</i> Nilsen Barn Update	Page 57
14. CORRESPONDENCE	Page 59
15. COMMENTS FROM THE COUNCIL	
16. REPORTS	
<i>a.</i> City Manager Report	Page 64
<i>b.</i> Commissions and Committee Reports	
<i>i.</i> Planning Commission Minutes	Page 73
<i>c.</i> Minutes from Joint Power Authorities (JPAs) and Reports	
<i>i.</i> Hazardous Materials Response Authority (HMRA)	Page 75
<i>ii.</i> Humboldt Waste Management Authority (HWMA)	Page 77
17. ADJOURN	

**This notice is posted in compliance with Government Code §54954.2.
The next Regular Meeting of the Ferndale City Council will be held on
Thursday, March 17, 2016 in the City Hall at 7:00 p.m.**

Section 1

CALL MEETING TO ORDER

Section 2

PLEDGE ALLEGIANCE

Section 3

ROLL CALL

Section 4

CLOSED SESSION REPORT OUT

Section 5

CEREMONIAL

Section 6

MODIFICATIONS TO THE AGENDA

Section 7

STUDY SESSIONS

Section 8

PUBLIC COMMENT

This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction.

Items requiring Council action not listed on this agenda will be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3rd of the Council (three of the five members) that the item came up after the agenda was posted and is of an urgent nature requiring immediate action.

This portion of the meeting will be approximately 30 minutes total for all speakers, with each speaker given no more than five minutes. Please state your name and address for the record. (This is optional.)

Section 9

CONSENT CALENDAR

All matters listed under this category are considered to be routine by the City Council and will be enacted by one motion.

Is there anyone on the Council, Staff or the public that would like to pull an item off the Consent Agenda for scrutiny? Those items will be considered separately under "Call Items."

City of Ferndale, Humboldt County, California, U.S.A.
DRAFT Minutes for City Council Meeting of January 21, 2016

Vice Mayor Ken Mierzwa called the Regular City Council Meeting to order at 7:01 pm. Those present did the flag salute. Present were Vice Mayor Mierzwa, Council Members Michael Sweeney, Doug Brower and Daniel Brown along with staff City Manager Jay Parrish and City Clerk Jennifer Church. Mayor Hindley was absent (excused).

Report out of Closed Session: None

Modifications to the Agenda: None

Public Comment: Member of the public Patrick O'Rourke addressed the Council on his desire to open up a space he had rented next to Wells Fargo as a visitor's center. The Chamber voted not to collaborate with this at this time. He joined the Chamber so he could be more involved and informed. Councilman Brower suggested talking to the downtown merchants and the Chamber.

Consent Calendar: There were three items on the Consent Calendar for approval. No comments from the Public or the Council. **MOTION:** to approve the consent calendar as submitted. **(Sweeney/Brown) Unanimous.**

Presentation: None

Public Hearing: None

Business:

Resolution 2016-01 Establishing City Council Meeting Schedule from Feb 2016-Jan 2017: City Manager reminded that Council that this is an annual resolution to keep the meeting schedule the same or change it. The Council agreed that the schedule is working for them. **MOTION:** to approve Resolution No 2016-01 establishing the City Council meeting schedule from February 2016 through January 2017. **(Sweeney/Brower). Unanimous.**

Resolution 2016-02 Annual Events and Parades Street Closures: City Manager reported that the schedule remains the same as it was last year, but noted that there is one new event Labor Day weekend. The Concours on Main is a car show that will feature Ferraris, Rolls Royce, and other high profile cars. There are scheduled to be approximately 125 cars. Main Street will close from Shaw to Ocean and this will be a 3-day event. He mentioned that Ferndale must hold a local record for most parades, and that is just part of what makes Ferndale special. **MOTION:** to approve Resolution No 2016-02 annual events and parades street closures. **(Brown/Brower). Unanimous**

Nilsen Barn Update: City Manager reported DCI is working on the project. They are putting up walls. DCI estimates that the project will be done by the end of the month. A retaining wall will go up. Councilman Sweeney asked if the City Manager is prepared to reconfigure the area for parking. City Manager responded that in future, perhaps the committee should be reinstated to revisit the design. Once the Committee does that, it can come back to the Council. Vice Mayor Mierzwa added that the City Manager should agendaize the topic in the future. Originally DCI thought they could put in concrete for \$50,000. Councilman Sweeney asked if that figure included striping and curbs. City Manager said that when the time comes, the project will have to go out for bid. Member of the public Patrick O'Rourke commented that he is amazed how fast the project is coming along and he is looking forward to renting some space. **NO MOTION**

Resolution No. 2016-04 Authorizing Submittal of Application for Payment Programs and Related Authorizations: City Manager informed the Council that the City has been a member of the CalRecycle program for about 9 years. This year, the grant proposal system went through an update and is requiring Cities to have resolutions naming an authorized signer. This is a \$5,000 grant. Several items are involved, beginning with taking a rep around the City. He estimates the process takes 8-10 hours per year. Councilman Sweeney asked how the payment is made. City Manager is unsure, but mentioned that it is based on the Citywide program. He mentioned that other Cities like Rio Dell, Blue Lake and Trinidad give their \$5,000 to HWMA. ERD comes to pick up the cardboard from the bins behind the PD and they mentioned that Ferndale is the cleanest that they pick up. Currently ERD picks up recycling every 2 weeks, but City Manager would like to see it picked up weekly. **MOTION:** to approve Resolution no. 2016-04 authorizing City Manager to sign and submit applications for payment programs and related authorizations. **(Sweeney/Brown). Unanimous**

Correspondence: City Manager gave a brief report on the budget audit that was completed today. He also commented that there were 4,500 sandbags filled last Friday. Mercer Fraser donated 3 trucks of sand. The County donated 2 full pallets of bags. Tim Miranda worked Saturday to help.

Comments from the Council: Councilman Sweeney reported on the Francis Creek Bridge project. He mentioned that the Committee met in the beginning of January and made a decision on the design they want to pursue. It will be a pre-engineered bridge and footings. They need to raise the money to move forward. It will not be a covered bridge.

Reports: No Comments

Vice Mayor Mierzwa adjourned the meeting at 7:35 pm.

Respectfully submitted,

Jennifer Church
City Clerk

City of Ferndale
CITY COUNCIL MEETING
Bank Account Register

General Checking
January 1, 2016 - January 31, 2016

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			160,063.31
01/04/16	49800		MIRANDA, TIMOTHY W	873.58		159,189.73
01/04/16	49807	ARNKE	ARNOLD C. KEMP	1,242.78		157,946.95
01/04/16	49808	JAY PARRISH	JAY PARRISH	400.00		157,546.95
01/05/16	1001		PARRISH, JAY D	2,154.75		155,392.20
01/05/16	1002		TAVARES, KRISTENE M	1,188.01		154,204.19
01/05/16	1003		TIMMERMAN, DONNA E	1,383.19		152,821.00
01/05/16	1004		CHURCH, JENNIFER L	1,350.48		151,470.52
01/05/16	1005		STRICKER, ADAM D	1,562.26		149,908.26
01/05/16	1006		GAVRYUSH, DMITRIY	1,516.82		148,391.44
01/05/16	1007		JAMES, TYLER	1,646.35		146,745.09
01/05/16	1008		SMITH, BRET A	1,347.15		145,397.94
01/05/16	1009		WIDEMAN, ROBERT A	1,725.43		143,672.51
01/05/16	1010		COPPINI, STEVE L	1,841.67		141,830.84
01/05/16	1011		HOPPIS, JOHNNY F	954.81		140,876.03
01/05/16	49801		KAYTIS-SLOCUM, NANCY S	46.27		140,829.76
01/05/16	49802		GARDNER, SHAWN C	1,540.53		139,289.23
01/05/16	49803		CAO, QUY H	490.62		138,798.61
01/05/16	49804		BRIGGS, WILLIAM O	174.80		138,623.81
01/05/16	49805		RICHARDSON, DIANNA L	101.81		138,522.00
01/05/16	49806		VON BRAUN, BONNIE K	26.56		138,495.44
01/05/16	49810	CHOPPIS	CHELCI HOPPIS	173.08		138,322.36
01/05/16	49811	CRAFT	CRAFTSMAN'S MALL	54.00		138,268.36
01/05/16	49812	FRANCHISE	FRANCHISE TAX BOARD	95.06		138,173.30
01/05/16	49813	TAXCO	HUMBOLDT COUNTY TAX COLLECTOR	25.00		138,148.30
01/05/16	49814	MIRRE	MIRANDA'S RESCUE	450.00		137,698.30
01/05/16	49815	CALST	CALIFORNIA STATE DISBURSEMENT UNIT	46.15		137,652.15
01/05/16	49816	CITFO	CITY OF FORTUNA	1,683.33		135,968.82
01/05/16	49817	ADAMSTRICKE	ADAM STRICKER	49.00		135,919.82
01/05/16	49818	EDD	EMPLOYMENT DEVELOPMENT DEPT	1,172.23		134,747.59
01/05/16	49819	CALST	CALIFORNIA STATE DISBURSEMENT UNIT	46.12		134,701.47
01/07/16		USTREASURY	UNITED STATES TREASURY	7,027.25		127,674.22
01/10/16	49820	ACCESS	ACCESS HUMBOLDT	180.00		127,494.22
01/10/16	49821	CITFO	CITY OF FORTUNA	1,225.00		126,269.22
01/10/16	49822	DEPJU	DEPARTMENT OF JUSTICE	35.00		126,234.22
01/10/16	49823	DRYCREEK	DRYCREEK	437.76		125,796.46
01/10/16	49824	HUMSH	HUMBOLDT CO SHERIFF DEPT	100.00		125,696.46
01/10/16	49825	HUMTE	HUMBOLDT TERMITE & PEST	114.00		125,582.46
01/10/16	49827	PACGA	PACIFIC GAS & ELECTRIC	5,516.81		120,065.65
01/10/16	49828	PLANWEST	PLANWEST PARTNERS, INC.	737.00		119,328.65
01/10/16	49829	QUILL	QUILL	125.24		119,203.41
01/10/16	49830	SEQGA	SEQUOIA GAS COMPANY	795.20		118,408.21
01/10/16	49831	USABL	USABBLUEBOOK	266.63		118,141.58
01/10/16	49832	WYCKO	WYCKOFF'S	75.04		118,066.54
01/11/16	49850	SDRMA	SPECIAL DISTRICT RISK MANAGEMENT AURTHORITY	803.89		117,262.65
01/12/16	49833	ANDREI HEAD	ANDREI HEADSTROM	820.86		116,441.79
01/12/16	49834	HIGHROCK	CAL FIRE	400.00		116,041.79
01/12/16	49835	CRYST	CRYSTAL SPRINGS BOTTLED WATER CO.	40.00		116,001.79
01/12/16	49836	COMAS	FERNDAL TECH	205.00		115,796.79
01/12/16	49837	GECAP	GE CAPITAL	222.37		115,574.42
01/12/16	49838	LEACA	LEAGUE OF CALIFORNIA CITIES	50.00		115,524.42
01/12/16	49839	POREN	PORTLAND ENGINEERING	1,260.36		114,264.06
01/12/16	49840	SECURITYLOC	SECURITY LOCK AND ALARM	109.50		114,154.56
01/12/16	49861	BAKTA	BAKER & TAYLOR	353.57		113,800.99
01/13/16	49841	CHACO	CHAMBER OF COMMERCE	7,515.79		106,285.20
01/13/16	49842	RCMEL	Dennis Katri	527.71		105,757.49

City of Ferndale
CITY COUNCIL MEETING
Bank Account Register

General Checking
January 1, 2016 - January 31, 2016

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
01/13/16	49843	LMREN	L & M RENNER, INC.	1,406.26		104,351.23
01/13/16	49844	MISLI	MISSION LINEN & UNIFORM SERVICE	19.59		104,331.64
01/13/16	49845	REDES	REDWOOD ELECTRICAL SERVICES	300.00		104,031.64
01/13/16	49846	ROBSM	ROBIN SMITH	153.47		103,878.17
01/13/16	49847	SCOUTS	SCOUTS	450.00		103,428.17
01/13/16	49848	USBANK	US BANK	101.14		103,327.03
01/13/16	49849	VERZN	VERIZON	225.12		103,101.91
01/19/16	1001		PARRISH, JAY D	2,154.75		100,947.16
01/19/16	1002		TAVARES, KRISTENE M	1,083.08		99,864.08
01/19/16	1003		TIMMERMAN, DONNA E	1,350.57		98,513.51
01/19/16	1004		CHURCH, JENNIFER L	1,174.67		97,338.84
01/19/16	1005		STRICKER, ADAM D	1,439.95		95,898.89
01/19/16	1006		GAVRYUSH, DMITRIY	1,213.83		94,685.06
01/19/16	1007		JAMES, TYLER	1,205.74		93,479.32
01/19/16	1008		SMITH, BRET A	1,347.14		92,132.18
01/19/16	1009		WIDEMAN, ROBERT A	1,275.19		90,856.99
01/19/16	1010		COPPINI, STEVE L	1,841.66		89,015.33
01/19/16	1011		HOPPIS, JOHNNY F	736.35		88,278.98
01/19/16	49851		ROSA, MARIA A	218.86		88,060.12
01/19/16	49852		WILLIAMS, CHRISTOPHER D	266.83		87,793.29
01/19/16	49853		GARDNER, SHAWN C	1,277.96		86,515.33
01/19/16	49854		CAO, QUY H	490.62		86,024.71
01/19/16	49857		BRIGGS, WILLIAM O	174.80		85,849.91
01/19/16	49858		BOYNTON, MARY ELLEN	83.29		85,766.62
01/19/16	49859		RICHARDSON, DIANNA L	83.29		85,683.33
01/19/16	49860		MIRANDA, TIMOTHY W	969.79		84,713.54
01/19/16	49862	ADAMSTRICKE	ADAM STRICKER	82.04		84,631.50
01/19/16	49863	ADS	ADVANCED DISPLAY & SIGNS	1,516.70		83,114.80
01/19/16	49864	ALTBU	ALTERNATIVE BUSINESS CONCEPTS	150.17		82,964.63
01/19/16	49865	PHIAY	AYCOCK & EDGMON	1,316.50		81,648.13
01/19/16	49866	BRETSMITH	BRET SMITH	50.00		81,598.13
01/19/16	49867	CBSCO	CALIFORNIA BUILDING STANDARDS COMMISSION	13.50		81,584.63
01/19/16	49868	CALST	CALIFORNIA STATE DISBURSEMENT UNIT	46.15		81,538.48
01/19/16	49869	CHOPPIS	CHELCI HOPPIS	173.08		81,365.40
01/19/16	49870	COPSPPLUS	COPS PLUS INC	145.25		81,220.15
01/19/16	49871	DEPCO	DEPARTMENT OF CONSERVATION	37.40		81,182.75
01/19/16	49872	EMIL	EMIL FEIERABEND	300.00		80,882.75
01/19/16	49873	EDD	EMPLOYMENT DEVELOPMENT DEPT	1,017.09		79,865.66
01/19/16	49874	FRANCHISE	FRANCHISE TAX BOARD	95.06		79,770.60
01/19/16	49875	MBDVZ	MITCHELL, BRISSE. DELANEY & VRIEZE	184.50		79,586.10
01/19/16	49876	PACGA	PACIFIC GAS & ELECTRIC	1,325.33		78,260.77
01/19/16	49877	WCPSOLUTION	WCPSOLUTIONS	444.33		77,816.44
01/19/16	49878	WELF	WELLS FARGO FINANCIAL LEASING	135.01		77,681.43
01/19/16	49879	WESCH	WESTERN CHAIN SAW CO	28.00		77,653.43
01/20/16					18,097.20	95,750.63
01/20/16	49880	COMAS	FERNDALE TECH	610.00		95,140.63
01/20/16	49881	ROGMA	ROGERS MACHINERY CO.,INC.	802.17		94,338.46
01/20/16	49882	SDRMA	SPECIAL DISTRICT RISK MANAGEMENT AURTHORITY	12,629.64		81,708.82
01/20/16	49883	CALST	CALIFORNIA STATE DISBURSEMENT UNIT	278.76		81,430.06
01/20/16	49884	MODR	JAY WEST	320.00		81,110.06
01/21/16		USTREASURY	UNITED STATES TREASURY	6,661.32		74,448.74
01/22/16			COUNTY FEES	2,762.97		71,685.77
01/22/16					581,398.14	653,083.91
01/25/16					8,900.00	661,983.91
01/26/16	49885	ADAMSTRICKE	ADAM STRICKER	9.87		661,974.04
01/26/16	49886	DSA	DIVISION OF THE STATE ARCHITECT	2.10		661,971.94

City of Ferndale
CITY COUNCIL MEETING
Bank Account Register

General Checking
 January 1, 2016 - January 31, 2016

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
01/26/16	49887	FRONT	FRONTIER	360.24		661,611.70
01/26/16	49888	MANHARD	MANHARD CONSULTING LTD	4,497.50		657,114.20
01/26/16	49889	NILCO	NILSEN COMPANY	234.78		656,879.42
01/26/16	49890	STWA3	STATE WATER CONTROL BOARD	180.00		656,699.42
01/26/16	49891	SUDDEN	SUDDENLINK	600.55		656,098.87
01/26/16	49892	THOMSONREUT	THOMSON REUTERS - WEST	176.05		655,922.82
01/26/16	49893	VALLU	VALLEY LUMBER	19.83		655,902.99
01/27/16		TRICOUNTY	TRI COUNTY BANK	1,129.58		654,773.41
01/27/16	49895	EDD	EMPLOYMENT DEVELOPMENT DEPT	225.82		654,547.59
01/27/16	49898	HUMLODGING	HUMBOLDTL LODGING ALLIANCE, INCL	3,109.87		651,437.72
01/28/16	49896	EDWJO	EDWARD JONES & COMPANY	11,530.31		639,907.41
01/28/16	49897	TIPMO	TIPPLE MOTORS, INC.	564.95		639,342.46
Totals				<u>129,116.19</u>	<u>608,395.34</u>	<u>639,342.46</u>

Transaction count = 123

City of Ferrisdale

Balance Sheet
 Fund 10 - General Fund
 As of January 31, 2016

Assets

Current Assets	
Cash	\$ 328,694.45
Restricted Cash	15,152.59
Accounts Receivable	<u>5,656.40</u>
Total Current Assets	<u>349,503.44</u>
Total Assets	<u>\$ 349,503.44</u>

Liabilities and Fund Balance

Current Liabilities	
Interest Payable	725.44
Accrued Liabilities	13,023.91
Other Current Liabilities	<u>2,775.27</u>
Total Current Liabilities	<u>16,524.62</u>
Total Liabilities	<u>16,524.62</u>
Fund Balance	
Other Equity	495,689.00
Retained Earnings	<u>(162,710.18)</u>
Total Fund Balance	<u>332,978.82</u>
Total Liabilities and Fund Balance	<u>\$ 349,503.44</u>

City of Ferrisdale

Balance Sheet
 Fund 24-Gas Tax
 As of January 31, 2016

Assets

Current Assets	
Cash	\$ <u>66,039.43</u>
Total Current Assets	<u>66,039.43</u>
Total Assets	<u>\$ <u>66,039.43</u></u>

Liabilities and Fund Balance

Current Liabilities	<u> </u>
Total Current Liabilities	<u>0.00</u>
Total Liabilities	<u>0.00</u>
Fund Balance	
Other Equity	74,009.61
Retained Earnings	<u>(7,970.18)</u>
Total Fund Balance	<u>66,039.43</u>
Total Liabilities and Fund Balance	<u>\$ <u>66,039.43</u></u>

Balance Sheet
Fund 23 - RSTP Fund
As of January 31, 2016

Assets

Current Assets	
Cash	\$ <u>72,210.55</u>
Total Current Assets	<u>72,210.55</u>
Total Assets	<u>\$ 72,210.55</u>

Liabilities and Fund Balance

Current Liabilities	<u>0.00</u>
Total Current Liabilities	<u>0.00</u>
Total Liabilities	<u>0.00</u>
Fund Balance	
Other Equity	75,740.20
Retained Earnings	<u>(3,529.65)</u>
Total Fund Balance	<u>72,210.55</u>
Total Liabilities and Fund Balance	<u>\$ 72,210.55</u>

Balance Sheet
Fund 24 - Transportation Development Act
As of January 31, 2016

Assets

Current Assets	
Cash	\$ <u>214,754.32</u>
Total Current Assets	<u>214,754.32</u>
Total Non Current Assets	<u> </u>
Total Assets	\$ <u><u>214,754.32</u></u>

Liabilities and Fund Balance

Current Liabilities	<u> </u>
Total Current Liabilities	<u>0.00</u>
Fund Balance	
Other Equity	237,389.73
Retained Earnings	<u>(22,635.41)</u>
Total Fund Balance	<u>214,754.32</u>
Total Liabilities and Fund Balance	\$ <u><u>214,754.32</u></u>

Balance Sheet
Fund 26 - Drainage Fund
As of January 31, 2016

Assets

Current Assets	
Cash	\$ <u>77,050.42</u>
Total Current Assets	<u>77,050.42</u>
Total Assets	<u><u>\$ 77,050.42</u></u>

Liabilities and Fund Balance

Current Liabilities	
Interest Payable	<u>300.76</u>
Total Current Liabilities	<u>300.76</u>
Total Liabilities	<u>300.76</u>
Fund Balance	
Other Equity	76,663.88
Retained Earnings	<u>85.78</u>
Total Fund Balance	<u>76,749.66</u>
Total Liabilities and Fund Balance	<u><u>\$ 77,050.42</u></u>

City of Ferris

Balance Sheet
 Fund 25 - Integrated Waste Mgt
 As of January 31, 2016

Assets

Current Assets	
Cash	\$ <u>45,038.62</u>
Total Current Assets	<u>45,038.62</u>
Total Assets	\$ <u><u>45,038.62</u></u>

Liabilities and Fund Balance

Current Liabilities	<u>0.00</u>
Total Current Liabilities	<u>0.00</u>
Total Liabilities	<u>0.00</u>
Fund Balance	
Other Equity	42,867.38
Retained Earnings	<u>2,171.24</u>
Total Fund Balance	<u>45,038.62</u>
Total Liabilities and Fund Balance	\$ <u><u>45,038.62</u></u>

City of Ferris

**Balance Sheet
Fund -30 - Sewer
As of January 31, 2016**

Assets

Current Assets	
Cash	\$ <u>428,234.17</u>
Total Current Assets	<u>428,234.17</u>
Property and Equipment	
Vehicles	48,282.05
Equipment	97,646.87
Sewer system	13,436,274.06
Less Accumulated Depreciation	<u>(2,224,992.59)</u>
Net Property and Equipment	<u>11,357,210.39</u>
Total Assets	<u><u>\$ 11,785,444.56</u></u>

Liabilities and Fund Balance

Current Liabilities	
Interest Payable	<u>47,209.93</u>
Total Current Liabilities	<u>47,209.93</u>
Long-Term Liabilities	
Notes payable-water res #2	1,733.44
Notes Payable USDA	4,685,000.00
Capital leases payable	<u>21,384.35</u>
Total Long-Term Liabilities	<u>4,708,117.79</u>
Total Liabilities	<u>4,755,327.72</u>
Fund Balance	
Other Equity	6,649,092.60
Retained Earnings	<u>381,024.24</u>
Total Fund Balance	<u>7,030,116.84</u>
Total Liabilities and Fund Balance	<u><u>\$ 11,785,444.56</u></u>

City of Ferrisdale

Balance Sheet
GASB 34 ASSETS AND LIABILITIES
 As of January 31, 2016

Assets

Property and Equipment	
Buildings and improvements	463,886.10
Vehicles	157,151.57
Equipment	118,580.12
Roadways	10,782,034.50
Sidewalks	163,000.00
Streetlights	25,200.00
Land	131,000.00
Less Accumulated Depreciation	<u>(5,665,698.19)</u>
Net Property and Equipment	<u>6,175,154.10</u>
Total Assets	<u>\$ 6,175,154.10</u>

Liabilities and Fund Balance

Long-Term Liabilities	
Accrued Vacation/Sick pay	39,084.92
Notes payable-current	82,209.36
Capital leases payable	<u>24,384.54</u>
Total Long-Term Liabilities	<u>145,678.82</u>
Fund Balance	
Other Equity	<u>6,029,475.28</u>
Total Fund Balance	<u>6,029,475.28</u>
Total Liabilities and Fund Balance	<u>\$ 6,175,154.10</u>

Income Statement
Fund 10 - General Fund

	1 Month Ended January 31, 2016 Actual	7 Months Ended January 31, 2016 Actual	FY 2015/2016 Budget	Over/(Under) Budget
REVENUES				
Revenues - Taxes				
10014102 Property tax-secured	\$ 68,172.59	\$ 68,172.59	\$ 126,500.00	\$ (58,327.41)
10014104 Property tax-unsecured	4,640.93	4,640.93	4,800.00	(159.07)
10014106 Property tax-prior	3,885.28	3,885.28	9,000.00	(5,114.72)
10014107 Supplemental role	504.82	504.82	1,500.00	(995.18)
10014110 Sales and use tax	23,738.90	75,600.94	160,000.00	(84,399.06)
10014111 Trash franchise	0.00	3,006.80	4,700.00	(1,693.20)
10014112 PG&E franchise	0.00	0.00	6,500.00	(6,500.00)
10014114 Cable franchise	0.00	12,136.08	18,000.00	(5,863.92)
10014116 Business license tax	10.00	12,938.50	14,000.00	(1,061.50)
10014118 Real Property Transfer tax	4,285.31	4,285.31	5,000.00	(714.69)
10014120 Transient lodging tax	4,382.70	76,900.77	136,500.00	(59,599.23)
10014121 TOT Humboldt Lodging Authority	0.00	0.00	45,500.00	(45,500.00)
Total Revenue - Taxes	\$ 109,620.53	\$ 262,072.02	\$ 532,000.00	\$ (269,927.98)
Revenues - Licenses and Permits				
10024132 Construction permits	\$ 640.08	\$ 9,259.35	\$ 16,000.00	\$ (6,740.65)
10024164 Health protection	0.00	1,100.00	2,700.00	(1,600.00)
10024166 Encroachment permits	0.00	105.00	200.00	(95.00)
10024278 Animal license fees	0.00	1,833.14	2,800.00	(966.86)
Total Revenue - Licenses and Permits	\$ 640.08	\$ 12,297.49	\$ 21,700.00	\$ (9,402.51)
Revenues - Use of Money and Property				
10044182 Interest	\$ 271.57	\$ 7,685.23	\$ 1,500.00	\$ 6,185.23
10044297 Town Hall Rent	0.00	2,050.00	6,000.00	(3,950.00)
10044297.1 Community Center rents	100.00	1,167.00	1,200.00	(33.00)
Total Revenue -Use of Money and Property	\$ 371.57	\$ 10,902.23	\$ 8,700.00	\$ 2,202.23
Revenues - Fines				
10034283 Court fines	\$ 4,919.11	\$ 4,919.11	\$ 1,800.00	\$ 3,119.11
Total Revenue - Fines	\$ 4,919.11	\$ 4,919.11	\$ 1,800.00	\$ 3,119.11
Revenues - Intergovernmental				
10054204 Motor vehicle in-lieu tax	\$ 62,179.00	\$ 62,732.21	\$ 126,000.00	\$ (63,267.79)
10054222 Home owners prop. tax relief	951.51	574.91	1,100.00	(525.09)
10054286 Street sweeping	0.00	1,900.00	3,800.00	(1,900.00)
10054290 Peace off. stds. & trng.	0.00	6,328.00	2,500.00	3,828.00
10054300 Public safety 1/2 cent	2,226.14	2,226.14	3,000.00	(773.86)
10054310 COPs Program	8,614.49	36,466.01	100,000.00	(63,533.99)
10054315 AB 109	0.00	0.00	2,000.00	(2,000.00)
10054320 Void Grant	0.00	651.57	2,000.00	(1,348.43)
Total Revenue - Intergovernmental	\$ 73,971.14	\$ 110,878.84	\$ 240,400.00	\$ (129,521.16)

Income Statement
Fund 10 - General Fund

	1 Month Ended January 31, 2016	7 Months Ended January 31, 2016	FY 2015/2016	Over/(Under)
	Actual	Actual	Budget	Budget
Revenues - Fees for Service				
10084270 Plan check fees	\$ 0.00	\$ 710.00	\$ 1,000.00	\$ (290.00)
10084271 Parking fees	0.00	134.88	250.00	(115.12)
10084279 Copy machine fees - Library	0.00	100.00	100.00	0.00
10084280 Copy machine fees - City	0.00	4.00	25.00	(21.00)
10084287 Reimbursed engineering	0.00	4,801.05	0.00	4,801.05
10084287.2 Developer reimbursed fees	0.00	1,200.00	4,291.05	(3,091.05)
10084287.3 Reimbursed Fees Planning	0.00	2,315.00	1,000.00	1,315.00
10084291 Special police services	0.00	669.39	6,000.00	(5,330.61)
10084298 Fair racing revenue	0.00	2,169.58	2,200.00	(30.42)
Total Revenue - Fees for Service	\$ 0.00	\$ 12,103.90	\$ 14,866.05	\$ (2,762.15)
Revenues - Other Revenue				
10094284 Donations - Library	\$ 0.00	\$ 250.00	\$ 150.00	\$ 100.00
10094284.1 Donations - City	0.00	250.00	1,000.00	(750.00)
10094306 Lytle Foundation - Library	0.00	0.00	1,500.00	(1,500.00)
10094307 Miscellaneous	462.00	8,540.18	4,600.00	3,940.18
10094308 PARSAC Grants	0.00	0.00	15,000.00	(15,000.00)
10094311 Utilities - Little League park	0.00	200.00	200.00	0.00
Total Revenue - Other Revenue	\$ 462.00	\$ 9,240.18	\$ 22,450.00	\$ (13,209.82)
TOTAL REVENUES	\$ 189,984.43	\$ 422,413.77	\$ 841,916.05	\$ (419,502.28)

City of Ferrisdale

Income Statement

Fund 10 - General Fund

	1 Month Ended January 31, 2016 Actual	7 Months Ended January 31, 2016 Actual	FY 2015/2016 Budget	Over/(Under) Budget
EXPENDITURES				
Expenditures - City Council				
10115012 Office expense	\$ 0.00	\$ 210.28	\$ 350.00	\$ (139.72)
10115013 Advertising	0.00	177.12	400.00	(222.88)
10115044 Meetings and dues	0.00	0.00	500.00	(500.00)
10115045 LAFCO fees	<u>743.17</u>	<u>743.17</u>	<u>2,000.00</u>	<u>(1,256.83)</u>
Total Expenditures - City Council	\$ <u>743.17</u>	\$ <u>1,130.57</u>	\$ <u>3,250.00</u>	\$ <u>(2,119.43)</u>
Expenditures City Manager				
10105002 Salary - permanent	\$ 2,189.72	\$ 21,555.48	\$ 28,468.27	\$ (6,912.79)
10105006 SSI tax	313.93	1,814.55	2,440.99	(626.44)
10105007 Medical insurance	623.74	4,191.43	9,038.08	(4,846.65)
10105009 Workers comp. insurance	0.00	2,331.01	2,032.64	298.37
10105010 Deferred retirement	11,530.31	12,178.41	2,346.48	9,831.93
10105061 Insurance PARSAC	<u>0.00</u>	<u>3,211.74</u>	<u>3,211.74</u>	<u>0.00</u>
Total expenditures -City Manager	\$ <u>14,657.70</u>	\$ <u>45,282.62</u>	\$ <u>47,538.20</u>	\$ <u>(2,255.58)</u>
Expenditures - City Clerk				
10125002 Salary - permanent	\$ 7,317.27	\$ 51,499.56	\$83,597.03	\$ (32,097.47)
10125006 SSI tax	968.68	4,355.73	7,921.70	(3,565.97)
10125007 Medical insurance	1,796.58	13,813.92	25,784.35	(11,970.43)
10125009 Workers comp. insurance	0.00	6,561.38	6,263.00	298.38
10125010 Deferred retirement	0.00	1,429.10	7,230.02	(5,800.92)
10125012 Office expense	657.63	4,563.47	5,000.00	(436.53)
10125044 Meetings and dues	0.00	204.32	1,000.00	(795.68)
10125050 IT Support	180.00	521.97	1,200.00	(678.03)
10125061 Insurance PARSAC	0.00	4,205.84	4,205.84	0.00
10125099 Miscellaneous	<u>0.02</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditures -City Clerk	\$ <u>10,920.18</u>	\$ <u>87,155.29</u>	\$ <u>142,201.94</u>	\$ <u>(55,046.65)</u>

City of Ferrisde

Income Statement

Fund 10 - General Fund

	1 Month Ended January 31, 2016 Actual	7 Months Ended January 31, 2016 Actual	FY 2015/2016 Budget	Over/(Under) Budget
Expenditures - City Attorney				
10145052 Professional services	\$184.50	\$5,614.00	\$ 12,000.00	\$ (6,386.00)
Total Expenditures - City Attorney	\$ 184.50	\$ 5,614.00	\$ 12,000.00	\$ (6,386.00)
Expenditures - Government Buildings				
10155002 Salary - permanent	\$ 239.32	\$ 1,767.88	\$ 3,000.00	\$ (1,232.12)
10155006 SSI tax	176.20	799.13	409.50	389.63
10155009 Workers comp. insurance	0.00	184.40	184.40	0.00
10155012 Office expense	0.00	97.26	0.00	97.26
10155020 Building and ground maint.	(743.94)	4,866.22	2,000.00	2,866.22
10155030 Trash service	0.00	520.40	450.00	70.40
10155031 Gas	277.41	1,315.95	4,000.00	(2,684.05)
10155032 Utilities	5,516.81	6,505.88	1,800.00	4,705.88
10155033 Water	0.00	716.15	1,200.00	(483.85)
10155034 Telephone/internet	314.63	3,050.40	2,905.00	145.40
10155061 Insurance PARSAC	0.00	217.34	217.34	0.00
10155063 Insurance (Fire Bldg.)	0.00	3,219.00	2,946.00	273.00
Total Expenditures - Government Buildings	\$ 5,780.43	\$ 23,260.01	\$ 19,112.24	\$ 4,147.77
Expenditures - Non departmental				
10165015 Property tax admin. fees	\$ 2,019.80	\$ 2,019.80	\$ 3,600.00	\$ (1,580.20)
10165052 Professional services	0.00	180.00	0.00	180.00
10165054 Audit and accounting	1,316.50	11,008.65	10,600.00	408.65
10165054.1 Accounting services	0.00	0.00	12,000.00	(12,000.00)
10165055 Contractual services	180.00	208.52	600.00	(391.48)
10165078 Copy machine expense	372.54	2,027.79	4,250.00	(2,227.21)
10165099 Miscellaneous	450.00	1,811.00	2,000.00	(189.00)
10165200 Car allowance	400.00	2,800.00	4,800.00	(2,000.00)
Total Expenditures - Nondepartmental	\$ 4,738.84	\$ 20,055.76	\$ 37,850.00	\$ (17,794.24)
Expenditures - Community Promotion				
10175020 Building and ground maint.	\$ 0.00	\$ 88.40	\$ 0.00	\$ 88.40
10175024 Special department supply	59.35	1,526.00	2,200.00	(674.00)
10175031 Gas	0.00	317.84	0.00	317.84
10175032 Utilities	0.00	156.56	250.00	(93.44)
10175033 Water	0.00	410.24	1,645.00	(1,234.76)
10175072 Chamber of commerce	7,515.79	22,547.37	30,063.17	(7,515.80)
10175072.1 Donation - Visitors & Conv.	0.00	0.00	1,500.00	(1,500.00)
10175072.2 Employee appreciation	0.00	0.00	150.00	(150.00)
10175072.3 TOT 2% HLA QTRLY	3,109.87	15,194.33	26,000.00	(10,805.67)
Total Expenditures - Community Promotion	\$ 10,685.01	\$ 40,240.74	\$ 61,808.17	\$ (21,567.43)

Income Statement
Fund 10 - General Fund

	1 Month Ended January 31, 2016	7 Months Ended January 31, 2016	FY 2015/2016 Budget	Over/(Under) Budget
	Actual	Actual	Budget	Budget
Expenditures - Police				
10215002 Salary - permanent	\$ 19,520.75	\$ 136,029.38	\$ 216,550.58	\$ (80,521.20)
10215005 Salary - overtime	0.00	388.96	6,000.00	(5,611.04)
10215006 SSI tax	2,642.49	11,434.61	18,615.49	(7,180.88)
10215007 Medical insurance	4,801.89	32,193.84	55,103.01	(22,909.17)
10215009 Workers comp. insurance	0.00	15,525.43	14,928.68	596.75
10215010 Deferred retirement	0.00	3,463.82	17,233.67	(13,769.85)
10215012 Office expense	274.92	1,086.45	1,800.00	(713.55)
10215014 Vehicle expense	0.00	3,197.06	7,500.00	(4,302.94)
10215016 Fuel	745.32	5,491.59	14,000.00	(8,508.41)
10215020 Building and ground maint.	240.54	1,022.47	1,500.00	(477.53)
10215021 Street maintenance	135.01	723.04	0.00	723.04
10215022 IT support	25.00	516.99	3,800.00	(3,283.01)
10215024 Special department supply	1,661.95	4,019.05	10,300.00	(6,280.95)
10215026 Uniform expense	(500.00)	0.00	250.00	(250.00)
10215026.1 Uniform allowance	500.00	2,500.00	2,500.00	0.00
10215029 Water/sewer	0.00	985.30	750.00	235.30
10215031 Gas	0.00	0.00	200.00	(200.00)
10215032 Utilities	0.00	981.68	1,600.00	(618.32)
10215034 Telephone/internet	288.67	2,517.06	2,905.00	(387.94)
10215035 Dispatch service	1,683.33	11,783.31	20,200.00	(8,416.69)
10215044 Meetings and dues	50.00	675.00	2,450.00	(1,775.00)
10215048 Training	100.00	300.00	5,000.00	(4,700.00)
10215051 Physical exams	0.00	0.00	500.00	(500.00)
10215052 Professional services	0.00	148.00	600.00	(452.00)
10215053 Reimbursable Fees	(4,348.00)	0.00	0.00	0.00
10215055 Contractual services	0.00	0.00	300.00	(300.00)
10215061 Insurance PARSAC	0.00	8,097.08	7,849.58	247.50
10215078 Copy machine expense	0.00	270.02	1,700.00	(1,429.98)
10215086 Booking fees	35.00	105.00	0.00	105.00
10215088 Equipment repair other	0.00	70.96	500.00	(429.04)
10215090 Vehicle insurance	0.00	2,304.00	2,754.00	(450.00)
10215091 Building and prop insurance	0.00	937.00	862.00	75.00
10215098 Background expense	0.00	0.00	1,000.00	(1,000.00)
10215201 Lexipol services	4,348.00	6,328.00	6,020.00	308.00
Total Expenditures - Police	\$ 32,204.87	\$ 253,095.10	\$ 425,272.01	\$ (172,176.91)
Expenditures - Animal Control				
10225096 Animal control	\$ 450.00	\$ 3,150.00	\$ 5,500.00	\$ (2,350.00)
Total Expenditures - Animal Control	\$ 450.00	\$ 3,150.00	\$ 5,500.00	\$ (2,350.00)
Expenditures - Health				
10245052 Professional services	\$ 1,075.29	\$ 1,228.76	\$ 2,200.00	\$ (971.24)
10245055 Contractual services	(921.82)	(153.47)	0.00	(153.47)
Total Expenditures - Health	\$ 153.47	\$ 1,075.29	\$ 2,200.00	\$ (1,124.71)

Income Statement
Fund 10 - General Fund

	1 Month Ended January 31, 2016	7 Months Ended January 31, 2016	FY 2015/2016	Over/(Under)
	Actual	Actual	Budget	Budget
Expenditures - Streets and Roads				
10315002 Salary - permanent	\$ 800.06	\$ 12,649.87	\$ 0.00	\$ 12,649.87
10315006 SSI tax	295.91	535.60	1,228.09	(692.49)
10315007 Medical insurance	402.16	2,392.17	2,897.38	(505.21)
10315009 Workers comp. insurance	0.00	1,112.50	1,112.50	0.00
10315010 Deferred retirement	0.00	300.74	1,311.31	(1,010.57)
10315011 Term life insurance	0.00	464.00	1,171.00	(707.00)
10315012 Office expense	0.00	2,988.34	2,988.34	0.00
10315013 Advertising	0.00	620.00	0.00	620.00
10315014 Vehicle expense	0.00	9,143.31	10,000.00	(856.69)
10315020 Building and ground maint.	142.00	833.06	0.00	833.06
10315021 Street maintenance	0.00	274.42	0.00	274.42
10315024 Special department supply	0.00	104.70	0.00	104.70
10315034 Telephone/internet	59.34	515.11	1,070.00	(554.89)
10315044 Meetings and dues	50.00	281.32	60.00	221.32
10315095 Capital outlay	<u>0.00</u>	<u>1,122.50</u>	<u>0.00</u>	<u>1,122.50</u>
Total Expenditures - Streets and Roads	\$ 1,749.47	\$ 33,337.64	\$ 21,838.62	\$ 11,499.02
Expenditures - Planning				
10415012 Office expense	\$ 737.00	\$ 737.00	\$ 0.00	\$ 737.00
10415013 Advertising	0.00	212.85	0.00	212.85
10415052 Professional services	0.00	8,446.50	10,000.00	(1,553.50)
10415053 Reimbursable Fees	0.00	238.00	1,000.00	(762.00)
10415055 Contractual services	0.00	34.00	0.00	34.00
10415058 Street lighting	<u>0.00</u>	<u>1,236.00</u>	<u>4,500.00</u>	<u>(3,264.00)</u>
Total Expenditures - Planning	\$ 737.00	\$ 10,904.35	\$ 15,500.00	\$ (4,595.65)
Expenditures - City engineer				
10425052 Professional services	\$ 1,519.90	\$ 12,559.90	\$ 1,885.00	\$ 10,674.90
10425053 Reimbursable Fees	775.00	7,723.50	1,000.00	6,723.50
10425058 Street lighting	<u>0.00</u>	<u>1,250.00</u>	<u>500.00</u>	<u>750.00</u>
Total Expenditures - City engineer	\$ 0.00	\$ 21,533.40	\$ 3,385.00	\$ 18,148.40
Expenditures - Building Regulation				
10435052 Professional services	\$ 1,258.38	\$ 6,854.37	\$ 12,800.00	\$ (5,945.63)
Total Expenditures - Building Regulation	\$ 1,258.38	\$ 6,854.37	\$ 12,800.00	\$ (5,945.63)

Income Statement
Fund 10 - General Fund

	1 Month Ended January 31, 2016	7 Months Ended January 31, 2016	FY 2015/2016	Over/(Under)
	Actual	Actual	Budget	Budget
Expenditures - Library				
10615002 Salary - permanent	\$ 322.52	\$ 2,329.81	\$ 5,000.00	\$ (2,670.19)
10615006 SSI tax	101.04	530.26	744.13	(213.87)
10615009 Workers comp. insurance	0.00	323.00	323.00	0.00
10615012 Office expense	125.24	210.38	600.00	(389.62)
10615015 Property tax admin. fees	0.00	1,408.38	1,146.00	262.38
10615016 Fuel	0.00	0.00	172.38	(172.38)
10615020 Building and ground maint.	19.59	1,318.20	1,000.00	318.20
10615024 Special department supply	353.57	1,979.75	5,000.00	(3,020.25)
10615031 Gas	517.79	727.85	1,400.00	(672.15)
10615032 Utilities	0.00	678.48	1,650.00	(971.52)
10615033 Water	0.00	165.78	750.00	(584.22)
10615034 Telephone/internet	103.68	905.67	1,070.00	(164.33)
10615078 Copy machine expense	0.00	0.00	100.00	(100.00)
10615095 Capital outlay	0.00	0.00	1,500.00	(1,500.00)
Total Expenditures - Library	\$ 1,543.43	\$ 10,577.56	\$ 20,455.51	\$ (9,877.95)
Expenditures - Parks				
10625002 Salary - permanent	\$ 408.00	\$ 2,346.00	\$ 3,536.00	\$ (1,190.00)
10625006 SSI tax	55.70	320.26	482.66	(162.40)
10625009 Workers comp. insurance	0.00	221.52	221.52	0.00
10625020 Building and ground maint.	498.33	4,627.34	2,500.00	2,127.34
10625024 Special department supply	0.00	0.00	150.00	(150.00)
10625032 Utilities	0.00	246.50	950.00	(703.50)
10625033 Water	0.00	2,203.84	1,500.00	703.84
Total Expenditures - Parks	\$ 962.03	\$ 9,965.46	\$ 9,340.18	\$ 625.28
Expenditures -Community Center				
10635002 Salary - permanent	\$ 130.46	\$ 2,633.25	\$ 2,468.02	\$ 165.23
10635005 Salary - overtime	0.00	11.33	0.00	11.33
10635006 SSI tax	8.15	202.23	122.81	79.42
10635007 Medical insurance	13.24	1,037.92	0.00	1,037.92
10635009 Workers comp. insurance	0.00	111.25	111.25	0.00
10635010 Deferred retirement	0.00	30.05	131.13	(101.08)
10635020 Building and ground maint.	592.71	2,821.40	780.00	2,041.40
10635031 Gas	0.00	74.05	0.00	74.05
10635032 Utilities	(1,311.66)	1,065.11	0.00	1,065.11
10635033 Water	0.00	792.20	0.00	792.20
10635055 Contractual services	0.00	317.00	0.00	317.00
10635091 Building and prop insurance	0.00	2,796.00	2,548.00	248.00
Total Expenditures -Community center	\$ (567.10)	\$ 11,891.79	\$ 6,161.21	\$ 5,730.58

Income Statement

Fund 10 - General Fund

	1 Month Ended January 31, 2016 Actual	7 Months Ended January 31, 2016 Actual	FY 2015/2016 Budget	Over/(Under) Budget
TOTAL EXPENDITURES	\$ <u>86,201.38</u>	\$ <u>585,123.95</u>	\$ <u>846,213.08</u>	\$ <u>(261,089.13)</u>
REVENUES OVER (UNDER) EXPENDITURES	\$ <u><u>103,783.05</u></u>	\$ <u><u>(162,710.18)</u></u>	\$ <u><u>(4,297.03)</u></u>	\$ <u><u>(158,413.15)</u></u>

STATEMENT OF REVENUES AND EXPENDITURES

FUND 22 - GAS TAX

	1 Month Ended January 31, 2016 Actual	7 Months Ended January 31, 2016 Actual	FY2015/2016 Budget	Over/(Under) Budget
Revenues				
22314182 Interest	\$ 0.00	\$ 42.42	\$ 0.00	\$ 42.42
22314210.1 Gas tax (2105)	0.00	3,844.28	8,250.00	(4,405.72)
22314210.2 Gas tax (2106)	0.00	5,199.79	9,053.00	(3,853.21)
22314210.3 Gas tax (2107)	0.00	4,854.68	11,279.00	(6,424.32)
22314210.4 Gas tax (2107.5)	0.00	1,000.00	1,000.00	0.00
22314210.5 Gas Tax (2103)	0.00	4,120.03	6,541.00	(2,420.97)
Total Revenue	<u>0.00</u>	<u>19,061.20</u>	<u>36,123.00</u>	<u>(17,061.80)</u>
EXPENDITURES				
22315002 Salary - permanent	1,641.48	11,080.17	20,345.43	(9,265.26)
22315005 Salary - overtime	0.00	11.33	0.00	11.33
22315006 SSI tax	155.59	840.15	1,709.87	(869.72)
22315007 Medical insurance	528.78	3,246.40	6,056.25	(2,809.85)
22315009 Workers comp. insurance	0.00	2,119.42	1,522.67	596.75
22315010 Deferred retirement	0.00	400.96	1,787.51	(1,386.55)
22315058 Street lighting	2,636.99	9,332.95	15,600.00	(6,267.05)
TOTAL EXPENDITURES	<u>4,962.84</u>	<u>27,031.38</u>	<u>47,021.73</u>	<u>(19,990.35)</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (4,962.84)</u>	<u>\$ (7,970.18)</u>	<u>\$ (10,898.73)</u>	<u>\$ 2,928.55</u>

STATEMENT OF REVENUES AND EXPENDITURES

FUND 23 - RSTP

	1 Month Ended January 31, 2016 Actual	7 Months Ended January 31, 2016 Actual	FY2015/2016 Budget	Over/(Under) Budget
Revenues				
23314182 Interest	\$ 0.00	\$ 41.68	\$ 0.00	\$ 41.68
23314211 RSTP Revenue	0.00	9,164.00	9,000.00	164.00
Total Revenue	<u>0.00</u>	<u>9,205.68</u>	<u>9,000.00</u>	<u>205.68</u>
EXPENDITURES				
23315002 Salary - permanent	1,568.27	8,676.87	32,880.92	(24,204.05)
23315006 SSI tax	(151.45)	277.43	1,177.50	(900.07)
23315007 Medical insurance	351.27	2,480.39	5,477.00	(2,996.61)
23315009 Workers comp. insurance	0.00	1,021.93	1,021.93	0.00
23315010 Deferred retirement	0.00	278.71	1,195.94	(917.23)
TOTAL EXPENDITURES	<u>1,768.09</u>	<u>12,735.33</u>	<u>41,753.29</u>	<u>(29,017.96)</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (1,768.09)</u>	<u>\$ (3,529.65)</u>	<u>\$ (32,753.29)</u>	<u>\$ 29,223.64</u>

STATEMENT OF REVENUES AND EXPENDITURES

FUND 24 - TRANSPORTATION DEVELOPMENT ACT

	1 Month Ended January 31, 2016 Actual	7 Months Ended January 31, 2016 Actual	FY2015/2016 Budget	Over/(Under) Budget
Revenues				
24314182 Interest	\$ 0.00	\$ 138.82	\$ 0.00	\$ 138.82
24314231 Transportation devel. act	0.00	0.00	44,170.00	(44,170.00)
Total Revenue	<u>0.00</u>	<u>138.82</u>	<u>44,170.00</u>	<u>(44,031.18)</u>
EXPENDITURES				
24315002 Salary - permanent	1,694.23	10,512.20	20,713.59	(10,201.39)
24315005 Salary - overtime	0.00	20.76	0.00	20.76
24315006 SSI tax	55.77	597.17	1,470.70	(873.53)
24315007 Medical insurance	397.30	2,731.77	5,151.34	(2,419.57)
24315009 Workers comp. insurance	0.00	1,310.36	1,310.36	0.00
24315010 Deferred retirement	0.00	337.35	1,539.71	(1,202.36)
24315014 Vehicle expense	49.62	114.40	1,000.00	(885.60)
24315016 Fuel	492.19	3,904.08	8,500.00	(4,595.92)
24315020 Building and ground maint.	0.00	754.54	1,750.00	(995.46)
24315021 Street maintenance	0.00	232.62	5,000.00	(4,767.38)
24315024 Special department supply	0.00	560.12	500.00	60.12
24315032 Utilities	0.00	862.80	2,000.00	(1,137.20)
24315033 Water	0.00	349.30	425.00	(75.70)
24315034 Telephone/internet	59.35	472.16	650.00	(177.84)
24315063 Insurance (Fire Bldg.)	0.00	0.00	350.00	(350.00)
24315088 Equipment repair other	0.00	14.60	500.00	(485.40)
TOTAL EXPENDITURES	<u>2,748.46</u>	<u>22,774.23</u>	<u>50,860.70</u>	<u>(28,086.47)</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (2,748.46)</u>	<u>\$ (22,635.41)</u>	<u>\$ (6,690.70)</u>	<u>\$ (15,944.71)</u>

STATEMENT OF REVENUES AND EXPENDITURES

FUND 26 - DRAINAGE FUND

	1 Month Ended January 31, 2016 Actual	7 Months Ended January 31, 2016 Actual	FY2015/2016 Budget	Over/(Under) Budget
Revenues				
26314182 Interest	\$ 41.13	\$ 41.13	\$ 0.00	\$ 41.13
26314230 Drainage fund	<u>10,262.50</u>	<u>10,262.50</u>	<u>17,385.00</u>	<u>(7,122.50)</u>
Total Revenue	<u>10,303.63</u>	<u>10,303.63</u>	<u>17,385.00</u>	<u>(7,081.37)</u>
EXPENDITURES				
26315006 SSI tax	302.90	302.90	0.00	302.90
26315022 IT support	422.65	422.65	0.00	422.65
26315022.1 Clean F. Creek	300.00	300.00	0.00	300.00
26315024 Special department supply	268.00	268.00	0.00	268.00
26315052 Professional services	1,740.00	1,740.00	0.00	1,740.00
26315194 Interest expense	<u>7,184.30</u>	<u>7,184.30</u>	<u>13,162.00</u>	<u>(5,977.70)</u>
TOTAL EXPENDITURES	<u>10,217.85</u>	<u>10,217.85</u>	<u>13,162.00</u>	<u>(2,944.15)</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>\$ 85.78</u>	<u>\$ 85.78</u>	<u>\$ 4,223.00</u>	<u>\$ (4,137.22)</u>

STATEMENT OF REVENUES AND EXPENDITURES
 FUND 25 - INTEGRATED WASTE MANAGEMENT

	1 Month Ended January 31, 2016 Actual	7 Months Ended January 31, 2016 Actual	FY2015/2016 Budget	Over/(Under) Budget
Revenues				
25314182 Interest	\$ 0.00	\$ 28.12	\$ 0.00	\$ 28.12
25314288 Tipping fee (int. waste mgt.)	0.00	1,596.51	5,000.00	(3,403.49)
25314600 Recycling grant	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>
Total Revenue	<u>0.00</u>	<u>6,624.63</u>	<u>10,000.00</u>	<u>(3,375.37)</u>
EXPENDITURES				
25315002 Salary - permanent	464.48	3,052.40	5,176.05	(2,123.65)
25315006 SSI tax	63.40	261.40	430.76	(169.36)
25315007 Medical insurance	99.58	780.89	1,594.95	(814.06)
25315009 Workers comp. insurance	0.00	358.70	358.70	0.00
25315010 Deferred retirement	0.00	0.00	414.08	(414.08)
25315024 Special department supply	0.00	0.00	200.00	(200.00)
25315600 Recycling grant expenditures	<u>0.00</u>	<u>0.00</u>	<u>350.00</u>	<u>(350.00)</u>
TOTAL EXPENDITURES	<u>627.46</u>	<u>4,453.39</u>	<u>8,524.54</u>	<u>(4,071.15)</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (627.46)</u>	<u>\$ 2,171.24</u>	<u>\$ 1,475.46</u>	<u>\$ 695.78</u>

City of Ferris

INCOME STATEMENT

FUND 30 - SEWER FUND

	1 Month Ended January 31, 2016 Actual	7 Months Ended January 31, 2016 Actual	FY2015/2016 Budget	Over/(Under) Budget
Revenues				
30514182 Interest	\$ 0.00	\$ 68.91	\$ 0.00	\$ 68.91
30514274 Sewer service charge	282,161.48	282,161.48	446,000.00	(163,838.52)
30514275 Sewer connection fees	0.00	0.00	5,000.00	(5,000.00)
30514307 Miscellaneous	3,888.00	29,948.06	58,000.00	(28,051.94)
30514309 Revenue reserved for plant replacement	121,278.14	132,397.27	194,000.00	(61,602.73)
Total Revenue	<u>407,327.62</u>	<u>444,575.72</u>	<u>703,000.00</u>	<u>(258,424.28)</u>
EXPENSES				
30515002 Salary - permanent	16,078.50	113,534.37	193,192.06	(79,657.69)
30515005 Salary - overtime	0.00	957.54	6,000.00	(5,042.46)
30515006 SSI tax	1,949.84	9,664.10	16,241.50	(6,577.40)
30515007 Medical insurance	3,534.50	24,104.50	43,972.20	(19,867.70)
30515009 Workers comp. insurance	0.00	13,750.10	13,153.36	596.74
30515010 Deferred retirement	0.00	3,172.63	12,559.29	(9,386.66)
30515012 Office expense	0.00	613.41	1,000.00	(386.59)
30515014 Vehicle expense	0.00	8,803.34	3,272.37	5,530.97
30515016 Fuel	168.75	2,594.49	3,000.00	(405.51)
30515022 IT support	0.00	542.56	0.00	542.56
30515024 Special department supply	0.00	408.66	1,000.00	(591.34)
30515030 Trash service	437.76	4,281.36	12,000.00	(7,718.64)
30515032 Utilities	0.00	23,950.48	63,000.00	(39,049.52)
30515033 Water	0.00	1,048.90	0.00	1,048.90
30515034 Telephone/internet	360.24	2,330.59	2,100.00	230.59
30515044 Meetings and dues	0.00	594.33	1,300.00	(705.67)
30515048 Training	180.00	1,618.08	600.00	1,018.08
30515050 IT Support	0.00	19.99	800.00	(780.01)
30515052 Professional services	0.00	0.00	300.00	(300.00)
30515055 Contractual services	0.00	2,610.00	600.00	2,010.00
30515063 Insurance (Fire Bldg.)	0.00	2,755.00	0.00	2,755.00
30515092 Sewer plant permit	0.00	7,358.54	7,200.00	158.54
30515094 Safety equipment	266.63	266.63	400.00	(133.37)
30515095 Capital outlay	0.00	27,648.75	23,400.00	4,248.75
30515099 Miscellaneous	0.00	0.00	250.00	(250.00)
30515121 Sewer plant maintenance	3,611.64	28,893.97	12,500.00	16,393.97
30515122 Sewer line maintenance	0.00	1,740.21	15,000.00	(13,259.79)
30515125 Chemicals	0.00	1,613.52	2,000.00	(386.48)
30515130 Ultra Violet Lights	0.00	10,839.31	12,500.00	(1,660.69)
30515157 Testing and monitoring	1,725.00	7,654.55	25,000.00	(17,345.45)
30515160 Postage & Shipping	0.00	0.00	600.00	(600.00)
30515161 Liability Insurance	0.00	4,456.28	4,208.78	247.50
30515165 Vehicle Insurance	0.00	640.00	3,389.00	(2,749.00)
30515190 USDA loan	0.00	139,658.12	194,000.00	(54,341.88)
30515198 Sewer match loan	0.00	1,764.16	1,764.00	0.16
TOTAL EXPENSES	<u>28,312.86</u>	<u>449,888.47</u>	<u>676,302.56</u>	<u>(226,414.09)</u>
NET INCOME (LOSS)	<u>\$ 379,014.76</u>	<u>\$ (5,312.75)</u>	<u>\$ 26,697.44</u>	<u>\$ (32,010.19)</u>

Cash Balances

As of January 31, 2016

Cash Balances

Current Assets		
General Fund	\$	328,694.45
Restricted Cash	\$	15,152.59
Gas Tax	\$	66,039.43
RSTF	\$	72,210.55
TDA	\$	214,754.32
IWM	\$	45,038.62
Drainage	\$	77,050.42
Sewer	\$	<u>428,234.17</u>
Total	\$	<u><u>1,247,174.55</u></u>
Checking	\$	639,342.46
LAIF	\$	607,679.50
Petty cash	\$	<u>152.59</u>
Total	\$	<u><u>1,247,174.55</u></u>

Meeting Date:	February 18, 2016	Agenda Item Number	Item: 9.d
Agenda Item Title	City Attorney Contract Renewal		
Presented By:	City Manager, Jay Parrish		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input checked="" type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION

Approve contract renewal for legal services and direct City Manager to sign the contract extension.

DISCUSSION:

On February 5, 2015 the City Council unanimously approved the contract for the City Attorney service from Mitchell, Brisso, Delaney & Vrieze, LLP, Law Firm. The primary representatives will be Russ Gans and Paul Brisso, and associate attorney Ryan Plotz, and the term of contract was February 9, 2015 through February 19, 2016. A renewal is sought at this time for calendar year 2016, subject to the parties rights to declare early termination (which is required for all legal service agreements).

Mitchell, Brisso, Delaney & Vrieze, LLP, did not request a rate change in 2014 or 2015, and have indicated that they will **not** request a rate change for 2016.

FINANCIAL IMPACT:

General Fund, Professional services (10145052)

LEGAL SERVICES AGREEMENT

MITCHELL, BRISSO, DELANEY & VRIEZE ('Law Firm') and **CITY OF FERNDALE** ('City') hereby agree that Law Firm will provide legal services to the City on the terms set forth below.

1. **CONDITIONS.** This Agreement will not take effect, and the Law Firm will have no obligation to provide legal services, until City returns a signed copy of this Agreement.
2. **TERM.** The term of this Agreement shall commence on February 18, 2016, and shall terminate on February 16, 2017, unless terminated earlier at either party's discretion in the event of a Declaration of Termination.
3. **SCOPE OF SERVICES.** Law Firm will provide those legal services reasonably required to represent and advise the City, upon authorization by the City Manager or Mayor, acting on behalf of the City Council. For purposes of providing services under this Agreement, Russell Gans shall be designated as the City Attorney and Paul Brisso shall be designated as Assistant City Attorney. If other attorneys with the Law Firm provide legal services it shall be deemed as in the capacity of Deputy City Attorney. Law Firm will take reasonable steps to keep the City informed of progress and to respond to the City's inquiries. This is a non-exclusive agreement, and the City has the right to retain other counsel for specific legal issues or to resolve potential conflicts.
4. **INDEPENDENT CONTRACTOR.** Law Firm hereby declares it is engaged in an independent business and agrees to perform services provided for in this Agreement as an independent contractor and not as the agent, servant or employee of the City. The Law Firm shall be solely responsible for its own matters relating to payment of employees, including compliance with social security, withholding and all other regulations governing such matter.
5. **DEPOSIT.** There will be no deposit requirement.
6. **LEGAL FEES AND BILLING PRACTICES.** City agrees to pay by the hour at Law Firm's prevailing rates for all time spent on City's matter by Law Firm's legal personnel. Current hourly rates for legal personnel are as follows:

Partners \$155/hour

Associates \$130/hour

Paralegals \$70/hour

The rates on this schedule are subject to change on 30 days written notice to City. If City declines to pay any increased rates, Law Firm will have the right to withdraw as Law Firm for City.

Time is charged in minimum units of one tenth (.1) of an hour.

7. COSTS AND OTHER CHARGES.

(a) Law Firm may incur various costs and expenses in performing legal services under this Agreement. City agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. The costs and expenses commonly include, service of process charges, filing fees, court and deposition reporters' fees, jury fees, notary fees, deposition costs, long distance telephone charges, messenger and other delivery fees, postage, photocopying and other reproduction costs, travel costs including parking, mileage, transportation, meals and hotel costs, investigation expenses, consultants' fees, expert witness, professional, mediator, arbitrator and/or special master fees and other similar items. Except for the items listed below, all costs and expenses will be charged at Law Firm's cost.

Mileage \$0.58/mile

(b) Out of town travel. City agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by Law Firm's personnel. City will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Experts, Consultants and Investigators. To aid in the preparation or presentation of City's case, it may become necessary to hire expert witnesses, consultants or investigators. City agrees to pay such fees and charges. Law Firm will select any expert witnesses, consultants or investigators to be hired, and City will be informed of persons chosen and their charges.

Additionally, City understands that if the matter proceeds to court action or arbitration, City may be required to pay fees and/or costs to other parties in the action. Any such payment will be entirely the responsibility of City.

8. BILLING STATEMENTS. Law Firm will send City periodic statements for fees and costs incurred. Each statement will be payable within 30 days of its mailing date. City may request a statement at intervals of no less than 30 days. If the City so requests, Law Firm will provide a statement within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

9. INSURANCE. During the term of this Agreement, Law Firm shall maintain the following insurance:

A. General liability and property damage insurance in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate;

B. Professional errors and omissions insurance in the minimum amount of \$2,000,000 per occurrence and \$4,000,000 aggregate; and

C. Workers compensation and employer's liability insurance in the amount of \$1,000,000 per accident.

Proof of coverage shall be provided to the City.

10. **INDEMNIFICATION.** Law Firm agrees to indemnify, defend and hold harmless the City, its Council, officers, agents and employees from any and all claims or losses to the extent caused by and arising out of the wrongful or negligent acts or omissions of Law Firm or any person employed by Law Firm in the performance of this Agreement.

11. **NONDISCRIMINATION.** Law Firm shall not discriminate on the basis of race, religion, color, creed, national origin, gender, sexual orientation, marital status, age, physical or mental disability, legally protected medical condition, veteran status, or any other basis protected by law.

12. **CONFLICT OF INTEREST.** Law Firm agrees that neither it, nor any member of Law Firm who may work on City matters, has any current conflict of interest with the City's interests. Law Firm agrees that neither it nor any member of Law Firm who may work on City matters, will acquire any interest, direct or indirect, which would conflict in any matter or degree with the performance of Law Firm's performance of its services to the City under this Agreement. Law Firm acknowledges that it and its attorneys are subject to various conflict of interest requirements under California law, local ordinances, policies and regulations.

13. **ARBITRATION REGARDING FEES.** If a dispute arises between the City and the Law Firm over fees charged for services, the dispute will be submitted to binding arbitration in accordance with the rules of the California State Bar Fee Arbitration Program. Each side will bear its own attorneys fees and costs.

14. **DISCHARGE AND WITHDRAWAL.** City may discharge Law Firm at any time. Law Firm may withdraw with City's consent or for good cause. Good cause includes City's breach of this Agreement, refusal to cooperate or to follow Law Firm's advice on a material matter or any fact or circumstance that would render Law Firm's continuing representation unlawful or unethical. When Law Firm's services conclude, all unpaid charges will immediately become due and payable. After services conclude, Law Firm will, upon City's request, deliver City's file and property in Law Firm's possession, whether or not City has paid for all services.

15. **DISCLAIMER OF GUARANTEE AND ESTIMATES.** Nothing in this Agreement and nothing in Law Firm's statements to City will be construed as a promise or guarantee about the outcome of the matter. Law Firm makes no such promises or guarantees. Law Firm's comments about the outcome of the matter are expressions of opinion only. Any estimate of fees given by Law Firm shall not be a guarantee. Actual fees may vary from estimates given.

16. **ENTIRE AGREEMENT AND MODIFICATION BY SUBSEQUENT AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding of the parties. This Agreement may be modified by subsequent Agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

17. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

18. EFFECTIVE DATE AND EXECUTION. This Agreement will govern all legal services performed by Law Firm on behalf of City commencing with the date Law Firm first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, City will be obligated to pay Law Firm the reasonable value of any services Law Firm may have performed for City. This Agreement may be executed in counterparts, the parts of which shall be taken to constitute one whole. Electronic scan signatures and/or facsimile signatures shall be deemed to constitute originals.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE LAW FIRM FIRST PROVIDED SERVICES. IF MORE THAN ONE CITY SIGNS BELOW, EACH AGREES TO BE LIABLE, JOINTLY AND SEVERALLY, FOR ALL OBLIGATIONS UNDER THIS AGREEMENT. CITY SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

DATED: _____

Mitchell, Brisso, Delaney & Vrieze, LLP

Russell S. Gans

Paul A. Brisso

DATED: _____

City of Ferndale

By: _____

Name: _____

Its: _____

Meeting Date:	February 18, 2016	Agenda Item Number	9.e
Agenda Item Title	City Auditor Contract Renewal		
Presented By:	City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input checked="" type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION

Approve renewal of contract with Joseph Arch, CPA of JJACPA, Inc. to provide Annual Auditing Services for the City and direct the City Manager to sign the contract extension for one additional year.

DISCUSSION:

On Feb 5, 2015 the City Council voted to approve the contract with Joseph Arch, CPA of JJACPA to provide for annual auditing services for FY 2014-2015 for Ferndale. The current contract would be to provide for annual auditing services for FY 2015-2016.

FINANCIAL IMPACT:

General Fund, Professional services (10145052)

ATTACHMENT:

Proposed contract for Auditing Services from Joseph Arch, CPA of JJACPA

February 9, 2016

Jay Parrish
City Manager
City of Ferndale
834 Main Street
P.O. Box 1095
Ferndale, CA 95536

Dear Jay:

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Ferndale (City) , as of June 30, 2016, and for the year then ended and the related notes to the financial statements, which collectively comprise the City 's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by *the Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Information

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Combining and individual nonmajor fund financial statements.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- Introductory Section
- Statistical Section, if applicable

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards of the Comptroller General of the United States of America.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Management's Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.
- c. For following up and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
- d. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- e. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and

- iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- f. For adjusting the financial statements to correct material misstatements and 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 current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
- g. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of Government Auditing Standards, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Fees and Timing

The timing of our audit will be scheduled for performance and completion as follows:

	<i>Begin</i>	<i>Complete</i>
Document internal control and preliminary tests	5/2/16	5/4/16
Mail confirmations	7/1/16	7/1/16
Trial Balance sent to JJACPA	9/12/16	9/12/16
Perform year-end audit procedures	9/19/16	9/21/16
Issue audit report	10/14/16	10/14/16

Joseph Arch is the engagement partner for the audit services specified in this letter. His responsibilities include supervising JJACPA’s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered every two weeks and are payable upon presentation. We estimate that our fee for the audit will be \$14,800. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the City’s personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

Dispute Resolution

This agreement shall be governed by the laws of the State of California. If a dispute arises out of the audit 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 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.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

We will provide the City with the following nonattest services:

- Prepare the financial statements based on information in the trial balance and other relevant information that is provided by, and is the responsibility of, management.

With respect to any nonattest services we perform, the City’s management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

At the conclusion of our audit engagement, we will communicate to the City Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of JJACPA, Inc. and constitutes confidential information. However, we may be requested to make certain audit documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of JJACPA's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of Government Auditing Standards, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

JJACPA, Inc.

JJACPA, Inc.,
7080 Donlon Way, Suite 204,
Dublin, CA 94568

RESPONSE:

This letter correctly sets forth our understanding.

City of Ferndale

Acknowledged and agreed on behalf of City of Ferndale by:

Title: _____

Date: _____

City of Ferndale

Audit billing worksheet - per contract

	Interim	
	Total 2015-16	Balance
City Audit and Related Reports	\$ 10,200	\$ 10,200.00
Single Audit	4,000	4,000.00
Gann Compliance Letter	-	-
Out of pocket expenses	600	600.00
Grand Total	\$ 14,800	\$ 14,800.00

City of Ferndale

Total Hours

TOTAL HOURS BY POSITION FOR THE AUDIT OF THE FISCAL YEAR 2015 - 2016 FINANCIAL STATEMENTS

	City	Single Audit	State Controller's Reports
President/Tech Reviewer	32	8	-
Senior Accountant	36	12	-
IT Specialist	4	-	-
Staff Accountant	40	8	-
	112	28	0
Totals	112	28	0

Less: Single Audit

Meeting Date:	February 18, 2016	Agenda Item Number	9.f
Agenda Item Title:	Resolution No. 2016-06 Redesignation of the North Coast Recycling Market Development Zone		
Presented by:	City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input checked="" type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION

Approve Resolution no. 2016-06 authorizing City of Ferndale to remain in the North Coast Recycling Market Development Zone as re-designated by the California Department of Resources Recycling and Recovery (CalRecycle).

DISCUSSION:

The redesignation or renewal of the North Coast Recycling Market Development Zone (North Coast RMDZ) is required so that designated communities in Humboldt and Del Norte counties may remain active participants in the California Department of Resources, Recycling and Recovery’s (CalRecycle) Recycling Market Development Zone Program (RMDZ). RMDZs are designated for ten (10) years, and the current designation of the NCRMDZ expired in 2013, but has remained active.

The redesignation, or renewal, of the North Coast RMDZ is required so that the communities in unincorporated Humboldt and Del Norte counties, and the cities of Arcata, Blue Lake, Crescent City, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad may remain active participants in the California Department of Resources, Recycling and Recovery’s (CalRecycle) Recycling Market Development Zone Program (RMDZ). This program promotes recycling by providing businesses that use materials from the waste stream to manufacture their products access to low interest loans, assistance in permitting, feedstock identification, referrals to local agencies and business assistance groups, and free product marketing, if they site within a RMDZ. While some jurisdictions have limited or no heavy industrial land, their participation in the North Coast RMDZ could provide assistance for smaller cottage industries that also use recycled feedstock. Additionally, all jurisdictions will benefit from having local markets for their recycled materials.

In 1990, the State of California established the California Recycling Market Development Zone (SB 2310) for the purpose of stimulating the recycling of waste materials generated in California. The RMDZ is an economic and technical assistance program consisting of state-funded low interest loans, engineering and technical assistance, siting and permitting assistance and assistance with obtaining recycled feedstock. There are approximately 36 zones that cover roughly 88,000 square miles of California from the Oregon border to San Diego. Assistance is provided by local zone administrators and local government incentives may include relaxed building codes and zoning laws, streamlined local permit processes, reduced taxes and licensing, and increased and consistent secondary material feedstock supply.

The designation as a RMDZ is necessary to assist in attracting private sector recycling investments to the area. A key unique benefit of the RMDZ designation is that recycled product manufacturers located within a RMDZ have access to the State's low-interest RMDZ loan program, which currently has a 4% interest rate. The types of projects eligible for loans are:

1. Waste Prevention
2. Re-Use
3. Recycling, Composting and Anaerobic Digestion
 - a. Producing recycled raw feedstock material
 - b. Manufacturing recycled-content finished products.

Program funds can be used for, but not limited to:

1. Machinery and equipment
2. Working capital
3. Real estate purchase (max. \$1,000,000)
4. Real estate improvements
5. Finance loan-closing points.

Formation of the Humboldt RMDZ designation was originally approved by the Humboldt County Board of Supervisor's in 1992, and in 2003, the RMDZ was expanded to include Del Norte County and approved by CalRecycle as the North Coast RMDZ (NCRMDZ). The NCRMDZ encompasses Humboldt and Del Norte counties and the incorporated cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, Trinidad and Crescent City.

The NCRMDZ outreach and assistance program continues the City's good faith efforts to meet both the State-mandated solid waste diversion from landfill goal of 50%, as well as working towards the State Diversion goal of 75% by 2020, which will require the implementation of additional programs to divert more material from the landfills.

ENVIRONMENTAL REVIEW

In 1993, County staff prepared a Notice of Exemption, Class 7 (Section 15307) and Class 9 (Section 15308). For the current renewal, CalRecycle is allowing lead agencies to file a Notice of Exemption in order to meet CEQA requirements on behalf of the other cities and counties within their joint designation.

FISCAL IMPACTS: No funding requested. Minimal staff time required to prepare the resolution.

RESOLUTION 2016-06**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE
SUPPORTING THE RENEWAL OF NORTH COAST RECYCLING MARKET
DEVELOPMENT ZONE REDESIGNATION**

WHEREAS, California Public Resources Code Section 42010, et al, provides for the establishment of the Recycling Market Development Zone (RMDZ) program throughout the State which provides incentives to stimulate development of post-consumer and secondary materials markets for recyclables; and

WHEREAS, all California jurisdictions must meet a mandatory 50% reduction in landfill waste disposal by 2000 as mandated by CalRecycle, with a goal of meeting a 75% reduction by 2025; and

WHEREAS, Humboldt Recycling Market Development Zone was established by the Humboldt County Board of Supervisors in 1992 and included the designated areas of Humboldt County and the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad; and

WHEREAS, in 2002 the Humboldt Board of Supervisors designated the Humboldt Waste Management Authority as the Zone Administrator for the Humboldt County RMDZ; and

WHEREAS, in 2003 the Humboldt RMDZ was expanded to include Del Norte County and the City of Crescent City, and re-named the **North Coast Recycling Market Development Zone** (North Coast RMDZ); and

WHEREAS, California Public Resources Code Section 42011 requires the appropriate legislative bodies designate the RMDZ every 10 years; and

WHEREAS, the **North Coast RMDZ** is dedicated to establish, sustaining and expanding recycling-based manufacturing businesses, which is essential for market development and to assist these jurisdictions in meeting the established landfill waste reduction goals; and

WHEREAS, the City of Ferndale desires existing and new recycling-based manufacturing businesses located within the **North Coast RMDZ** to be eligible for the technical and financial incentives associated with the RMDZ program; and

WHEREAS, the renewal of the **North Coast RMDZ** as a RMDZ is still necessary to facilitate local and regional planning, coordination, and support existing recycling-based manufacturing businesses, as well as attract private sector recycling investments to the RMDZ; and

WHEREAS, the California Legislature has defined environmental justice as “the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies” [Government Code section 65040.12 (e)], and has directed the California Environmental Protection Agency to

conduct its programs, policies and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of all races, cultures and income levels, including minority populations and low-income populations of the state [Public Resource Code section 7110(a)]; and

WHEREAS, the County of Humboldt and the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad, and the County of Del Norte and the city of Crescent City have agreed to submit an application to CalRecycle requesting renewal as a RMDZ; and

WHEREAS, the County of Humboldt has agreed to act as Lead Agency for the proposed renewal of the RMDZ;

WHEREAS, in accordance with the California Environmental Quality Act (CEQA), the County of Humboldt has determined that this redesignation is exempt from CEQA; and

WHEREAS, the City of Ferndale finds there are no grounds for the City of Ferndale to assume the Lead Agency role or to prepare an environmental document.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ferndale hereby approves the renewal of **North Coast RMDZ** and directs the Chairman of the Board of Supervisors of the County of Humboldt, or is/her designee, to submit an application to CalRecycle requesting renewal of **North Coast RMDZ** as an RMDZ which includes Humboldt County, the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad and Del Norte County and the city of Crescent City.

BE IT FURTHER RESOLVED that the County of Humboldt will continue to administer the **North Coast RMDZ** program, and in a manner that seeks to ensure the fair treatment of people of all races, cultures and incomes including by not limited to soliciting public participation in all communities within the RMDZ, including minority and low income populations.

PASSED, APPROVED AND ADOPTED on this 18th day of February, 2016 by the following vote:

AYES:

NOES:

ABSENT:

City of Ferndale, Mayor
Don Hindley

Jennifer Church, City Clerk

Section 10**CALL ITEMS**

*These are items pulled from the consent agenda
for discussion and a separate motion.*

Section 11**PRESENTATION****Section 12****PUBLIC HEARING****Section 13****BUSINESS**

Meeting Date:	February 18, 2016	Agenda Item Number	13.a
Agenda Item Title:	Resolution No. 2016-05 Appoint Member to Ferndale Library Board		
Presented by:	City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input checked="" type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION

Approve Resolution No. 2016-05 Appointing Irene Bryant as a Member to Ferndale Library Board for a four-year term.

DISCUSSION:

Irene Bryant has been a President of the Library Board, but her term has expired. She has agreed to serve another four-year term on the Library Board of Trustees. Her application is supported by the Ferndale Librarian Bonnie von Braun.

Ferndale’s Ordinance 90 (July 1, 1904), states that the board shall consist of five members who shall be appointed by the City Council. Therefore, the Library Board of Trustees needs another member.

FINANCIAL IMPACT:

None

RESOLUTION NO. 2016-05**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE APPOINTING
IRENE BRYANT TO THE FERNDALE LIBRARY BOARD OF DIRECTORS**

WHEREAS, Irene Bryant has expressed an interest in and willingness to serve on the Ferndale Library Board of Directors; and

WHEREAS, Irene Bryant has the support of other members of the Ferndale Library Board; and

WHEREAS, Irene Bryant has agreed to serve on the Ferndale Library Board for four years.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Ferndale hereby re-appoints Irene Bryant to serve as a Director on the Ferndale Library Board of Directors for a term of four years ending in January 2020.

PASSED AND ADOPTED by the City Council of the City of Ferndale on February 18, 2016 by the following vote:

Ayes:

Noes:

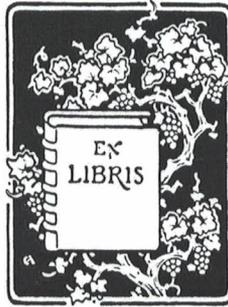
Abstain:

Absent:

Don Hindley, Mayor

Attest:

Jennifer Church, City Clerk



Ferndale Public Library
807 Main St.
P.O. Box 397
Ferndale, CA 95536

February 2, 2016

City of Ferndale
Mayor and Council;

The service term of current Library Board President Irene Bryant has expired. Pending City Council approval, she has agreed to serve a further four years. Her new end of term will be January 2020.

Yours,

A handwritten signature in blue ink, appearing to read "Bonnie", is written over the typed name.

Bonnie von Braun
Ferndale Library
Branch Manager

Meeting Date:	February 18, 2016	Agenda Item Number	13.b
Agenda Item Title	PG&E Undergrounding Update		
Presented By:	City Manager		
Type of Item:	<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input checked="" type="checkbox"/> No Action	<input type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION

Receive and file most recent update on the PG&E undergrounding project.

DISCUSSION:

In September 2015, the County Board of Supervisors approved the City’s request to use some of their Rule 20A credits for some of our projects. This allowed the City to select 2 project areas, instead of just one. The Council voted to focus on Francis St and Main Street from Shaw to Herbert. City Manager has been in contact with Lizette Burtis of PG&E regarding the next steps required to move the project forward. She has forwarded a list of items to the City Manager that he has begun work on. In the future, Lizette has agreed to come out and work with Staff to complete these items.

FINANCIAL IMPACT:

No budgetary financial impact to City, however the project will use Rule 20a monies from PG&E, which amount to about \$500,000 and the County Board of Supervisors has voted to allow the City to use some of its credits to finish the projects.

Meeting Date:	February 18, 2016	Agenda Item Number	13.c
Agenda Item Title	Update on Francis Creek Bridge		
Presented By:	City Manager		
Type of Item:	<input type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information
Action Required:	<input checked="" type="checkbox"/> No Action	<input type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION:

Receive update from the Francis Creek Bridge Committee

DISCUSSION:

There are currently no paths or sidewalks from Francis St to Fireman’s Park. Visitors use a narrow bridge that travels around Scout Barn to access the Park. Adding a footbridge to connect from the end of Francis St directly into Fireman’s Park would add a safe route for tourists and locals alike, which is away from moving vehicles.

At the January meeting Councilman Sweeney reported that a design had been finalized and that the Committee will be getting a prefabricated bridge. A decision was made to also keep the bridge uncovered.

Monthly updates were requested and will be given by the City Manager or bridge ad hoc committee.

FINANCIAL IMPACT: None – Donor Funded

Meeting Date:	February 18, 2016	Agenda Item Number	13.d
Agenda Item Title	Nilsen Barn Update		
Presented By:	City Manager		
Type of Item:	<input type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information
Action Required:	<input checked="" type="checkbox"/> No Action	<input type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION:

Receive and file most recent update on the Nilsen Barn

BACKGROUND

At the March 19, 2015 regular City Council meeting, the City Council unanimously voted to approve the Nilsen barn lease between the City and Phillip Ostler, allowing him to move forward with renovations. At the June 18, 2015 meeting, a member of the Council asked to be updated monthly with regards to progress made and current status of this project. Mr. Ostler or the City Manager will give updates to the Council monthly.

At the January 21, 2016 meeting, City Manager updated the Council that DCI has been working on the project. Walls were being put up and they were hopeful it would be completed by the end of the month. A retaining wall will also be put in.

FINANCIAL IMPACT:

None.

Section 14

CORRESPONDENCE

Correspondence Files are available for review at City Hall during regular business hours, Monday through Thursday, 9am to 4pm.

U.S. Department of
Homeland Security



United States
Coast Guard

Commandant
United States Coast Guard

2703 Martin Luther King Jr. Ave. S.E.
Washington, DC 20593
Staff Symbol: CG-09231
Phone: (202) 372-4653
Fax: (202) 372-4984

RECEIVED
JAN 26 2016

5750
December 18, 2015

BY:.....

Jay Parrish
City Manager
City of Ferndale
834 Main St.
P.O. Box 1095
Ferndale, CA 95536

FIRST AMENDMENT TO FRESNEL LENS LOAN AGREEMENT DTD SEPTEMBER 2012

Due to circumstances not anticipated at the time they signed the September 2012 Fresnel Lens Loan Agreement, the parties understand that it is no longer reasonable to construct the Ferndale Museum improvements described in Section 5 of the September 2012 Fresnel Lens Loan Agreement by 1 January 2016. The parties are therefore willing to extend the deadline. Accordingly, said agreement shall be amended by inserting 1 July 2016 in place of 1 January 2016 in the twelfth line of Section 11 RETURN/TERMINATION FOR CAUSE. All other provisions of the agreement shall remain unchanged.

JAY PARRISH Jay Parrish DATE: 1/26/16
City Manager
City of Ferndale, CA

APPROVED FOR THE U.S. COAST GUARD:

SCOTT PRICE
U.S. COAST GUARD CHIEF HISTORIAN (Acting)
USCG 22 AUGUST, 2012
(For the Commandant)

Scott Price DATE: 22 December 2015

City of Ferndale

INCORPORATED 1893



January 25, 2016

Stephen & Ruth Nunes
POB 876
Ferndale, CA 95536

Re 500 McKinley Avenue (APN 031-251-010)
Compliance with Zoning Ordinance 02-02

Dear Mr. & Mrs. Nunes,

It has come to the City's attention that there is a metal shipping/storage container on your property at 500 McKinley Ave. This "accessory unit" is in violation of Ferndale Zoning Ordinance 02-02, Section §7.02 which states:

Accessory Uses: Accessory uses, as defined herein, shall be permitted as appurtenant to any permitted use, without the necessity of securing a use permit, unless particularly provided in this Article, provided that no accessory use shall be conducted on any property in any R Zone unless and until the main building is erected and occupied, or until a use permit is secured.

Upon receiving a complaint, City staff investigated and did see the shipping container was placed on a vacant lot in an R-1 zone-(residential single family dwelling zone) with no main building erected and occupied.

Please consider this a courtesy letter (per §2.03 of the Zoning Ordinance) advising you to remove the shipping/storage container within four (4) weeks of the date of this letter. You can find a copy of the Zoning Ordinance on the City's website at ci.ferndale.ca.us. Please submit evidence to the City that you have removed the container and are now in compliance with the Zoning Ordinance. Failure to abate this nuisance within four (4) weeks will result in further action. If you would like to discuss the matter or have any questions, please call 786-4224.

Sincerely,

Kristene Tavares
Deputy City Clerk

File: 500 McKinley Avenue
Correspondence

RECEIVED
FEB 09 2016

BY:

February 8, 2016

Ken Rhoades
P.O. Box 871
Ferndale, Ca. 95536

City of Ferndale
P.O. Box 1095
Ferndale, Ca. 95536

Ferndale Chamber of Commerce
P.O. Box 325
Ferndale, Ca. 95536

Masonic Lodge #193
P.O. Box 1265
Ferndale, Ca. 95536

InLight Fitness
P.O. Box (General Delivery)
Ferndale, Ca. 95536

Grand Lodge of California
1111 California St.
San Francisco, Ca. 94108

Dear Sirs and Madams:

We're having earthquakes. The dishes rattled as the house shook with a deep, "thump...thump...thump," pile driver kind of noise. My family was visiting the first time it happened. I went to investigate but it stopped before I could determine the cause. It's happened several times now and every time I look for the source it stops before I can determine the cause; Until the other night it continued for longer than usual and I found the root of the problem.

The exercise gym, 'In Light Fitness,' was having a Sumba class or something? People were heaving heavy large balls on the floor to see if they would bounce??? The signage on the front door of the Masonic Hall now has a message for patrons of the gym to sign up for future exercise classes. I guess this could mean loud music with Jazzercise classes too.

We had no idea the Masonic Hall was about to become an exercise gym until I was rudely awakened last month and asked to move my vehicle from in front of my house so some moving vans could unload industrial strength heavy duty exercise equipment into the building adjacent to my home of ten years.

Our family dog rarely barks. The operation hours on the sign reads, "Temporary house of operation are from 5 a.m. to 9 p.m. Now gym patrons arrive and my dog barks when cars pull up to the front of the house, radios blaring, doors slamming. Yes, starting at 5 a.m. and lasting until our bedtime. Some of the patrons bring their dogs and leave them, barking, in their cars while they exercise in the gym. Sets our dog off even more We used to leave the door open while at home so our dog could get in and out to take care of his business. Now we have to keep the door closed and the dog penned up inside the house so that he's not barking at the constant distraction.

I'm hearing there are plans to add card key locking systems and most likely extending the hours patrons will have access allowing disruptions to occur round the clock 7x24x365? I would ask if any of the decision makers that allowed this to take place would like to have this facility located adjacent to their homes. Including the proprietor of this business himself.

What is this going to do to the property value of our home? We can't even cut and run, which we don't desire, because who wants to purchase a residence adjacent to this mayhem.

This could have been adverted with a little due diligence. If impacted neighbors were approached, as we were not, the decision might have been made to seek a more suitable location. The prior location of 'In Light Fitness' was far more suitable. There were retail business on both sides and no residential neighbors to be disturbed.

It is requested that the city, Masonic landlords, Chamber of Commerce and gym proprietor take this input under consideration to undo what has been done here. Anyone who can assist helping to undo this wrong will be appreciated. Or, is this just another, "oh well, Ken, sucks to be you," kind of thing?

Sincerely,



Ken Rhoades

Section 15
COMMENTS FROM THE COUNCIL

Section 16
REPORTS

City Manager's Report
Commissions and Committee Reports
Minutes from JPAs and Reports

City of Ferndale, Humboldt County, California USA
City Manager's Report for February 18, 2016 City Council Meeting
Reporting to January 31, 2016

CITY MANAGER

Meetings

- Kiwanis meeting 1st and 3rd Tuesday of the month at 4:30 pm
- City Council meeting – January 21st – Regular meeting from 7:00 – 9:30 pm
- SRWC meeting- January 12th - 2:00-5:00 pm
- City Manager meeting- January 21st– 3:00-5:00pm
- Drainage Committee meeting- January 14th - 3:00- 5:00 pm
- Emergency Response Committee- January 13th- 2:30- 4:30 pm
- Public Works; Focus is on drainage issues to make sure we have our drainage system ready for what is predicted to be a wet winter season. We feel we have Francis Creek and our ditch system in optimal condition for maximum carrying capacity.
- Port Kenyon culvert replacement is complete except for the paving of the street over the bridge. The flooding event in the middle of January tested Francis Creek and consequently the new Port Kenyon Bridge. Francis Creek handled that event well, but the new bridge construction area still had sedimentation and flooding problems. It is unfortunate that the Grant for the culvert replacement project required the County and RCD to put the new bridge in place before the Salt River Project was able to dredge past that point. The result was restricted flow through that area causing serious problems with sedimentation drop out. The Port Kenyon road is still closed, however our workers can at least drive to our facility. We may not see the road opened by County until later in the year.
- Many conversations with Planner Stephen Avis and Planning Commission secretary regarding conversion of Lentz building and other building and planning issues around town, as well as General Plan Element issues. Continue to make headway and Planning Commission is doing a great job vetting the documentation.
- Conversation with staff and volunteer committee members to remove vegetation on Craig Street alley and to block off area where city does not want public access due to safety concerns. We will schedule this when weather permits. Hoping to be able to move ahead on this soon.
- Weekly training bulletin from ERMANet. This is an online training program that I have participated in since 2006 as a requirement from our Risk Management Authority. Daily meetings and discussions and updates with Mayor and Council members regarding current issues and projects.
- A number of conversations with Kin of Parsac related to insurance across the Silva's property. We still feel that the best solution to access the back of park would be to exchange some of the present park with some of the adjoining Silva property by the water company and allow a park trail to Russ Park without having to use the Silva's road. This has been something we have been working with Gerald Silva on and are now looking forward to also negotiating with his sister on.
- Numerous conversations with Chamber of Commerce President Karen Pingitore discussing business activities and issues almost on a daily basis. Chamber meets at 5:30

every Monday in the back of the Village Inn. Karen and I did have a number of conversations about the car charging stations.

- Numerous conversations with Financial Officer Donna Timmerman related to financial issues. Not only are we working with a new software program, but just finished the final Financial site visit. Our audit went smoothly and Donna Timmerman should be commended for her effort and diligence in taking the City through another successful audit.
- Daily meetings with office staff and department heads of Public Works and Chief Wastewater Operator. We have been getting used to a different and more interactive organizational structure with the Wastewater and Public Works departments over the last several months. We are using all of our employees in a way that allows for either department to share employees determined by the daily workload. This of course necessitates cross training some of our employees. We have folded in this practice into interaction with our departments such as our weekly safety meetings and ground maintenance projects.
- Monthly and annual evaluations of all departments.
- Conversations with John Driscoll regarding Congressman Huffman and an update on Ferndale issues.
- Regular conversations and meetings with County Supervisor Bohn regarding common issues. This is the time of year when Supervisor Bohn and I get together for regular field trips up Ambrosini Lane, Port Kenyon and Rose Avenue so that we can pass along information to various governmental agencies in efforts to address flooding issues. This year we have continued that routine as well as collaborated on several joint sandbagging operations. So far this year we have filled 10,500 bags that have been available to county and city residents. I thank Mercer-Frasier, Leonardo Trucking, Donny Mobley, and Eureka Ready Mix for their help and donations this season. I would also like to thank the Community Chest for a donation towards our sandbagging operation. It takes a lot of coordination and phone time to bring all of the necessary resources together which include the County, Rex and Art Reeves, the City Public Works, Tim Miranda and Johnny Hoppis, CalFire and their crew, and then the volunteers and gravel companies and then of course the County fair that houses the bagger in and enclosed building. This is always a coordinated operation that shows great interaction and community support from all parties.
- Undergrounding Rule 20a: Numerous conversations with Lizette of PG&E regarding contract requirements. The City will be sending out letters to all the property owners along the two undergrounding districts and setting up and conducting meetings to go over the project design and acceptance of that design throughout the districts. We will also have a meeting with Lizette sometime in the next month to make sure we have followed and completed all the tasks associated with the contract and resolution. Remember we will be using our funds as well as necessary County credits to complete around a three million dollar project.
- Emergency Response Committee continues to meet monthly to improve our readiness for natural emergency events like earthquakes and floods. Staff are still updating our City of Ferndale Emergency Plan as well as coordinating with the Fire Department, Schools, County OES, Public Works, Police, and Radio specialists like Wayne Shaw and Spencer Koch. Last month we concentrated on radio communication and Hamm radio capability.

- Wastewater facility is concentrating on the flooding issues surrounding it as well as in conversations with specialists that are helping Steve and I develop the information necessary to renew our NPDES permit with RWQCB to lower our dosing requirements for our disinfection system in a way that should reduce our electrical consumption. This will be a fairly long process that might take six or 12 months to realize. Last month we concentrated on data from the last several years and are assessing that in order to put together a report to RWQCB to justify an amendment to the new NPDES.
- Fresnel lens update: I relayed the councils request to see if the Coast Guard would consider extending our present agreement last month and Arlyn Danielson called and said that after discussions with her supervisor and based on our positive interaction with them, that they would agree to a six month extension in order for the Fair Board to come up with some other kind of proposal. I relayed this to the Mayor who in turn relayed it to Fair Board executive director. I passed on the contact information to Lisa Hindley last month so that the Fair Association can interact with the Coast Guard. I also contacted Arlyn Danielson of the Coast Guard to let her know that they will be contacting the Coast Guard with a new proposal. We sent the new contract information and old contract to the fair association when we received it last week.
- Charging station waiting on PG&E.
- Numerous conversations with volunteer group as to getting together and removing vegetation from Craig Street Alley. The alley is still fairly soggy and we may decide to remove some of the vegetation without the aerial lift in order to at least start the removal process.

CITY CLERK ACTIVITY

Meetings

- Meetings with City Manager regarding work activities and council agenda.
- Attended:
 - Regular City Council meeting 1/21/16
- Wrote agenda items and compiled packet for:
 - Regular City Council Meeting 1/21/16
 - Began agenda compilation for City Council meeting 2/18/16
- Transcribed and drafted meeting minutes and uploaded meeting videos for:
 - Regular City Council Meeting 1/21/16
- Posted all meeting agendas and public notices on City Hall, Post Office bulletin boards and at the library.
- Uploaded meeting packets to City website.
- Met with office staff regarding office issues
- Had monthly performance review with City Manager

Projects

- Work with front counter and telephones assisting the public, answering questions and information requests.
- On-going communications with contract Engineers about agenda items before the City Council.
- Sent and received emails daily.
- Pick up and distribute City correspondence daily.

- Organized and filed paperwork.
- Signed and filed resolutions and ordinances of the City Council.
- Filed approved City Council minutes.
- Deposited checks into the bank.
- Responded to Public Records Act requests.
- Posted employment opportunities
- Maintained minute, resolution, ordinance and agenda binders.
- Contacted Mayor re: upcoming agenda
- Read weekly ERMA bulletins
- Continued planning phase for purge of old files.
- Updated 2015 Possessory Interests Spreadsheet.

DEPUTY CITY CLERK ACTIVITY

Meetings

- Prepared Packet and Posted Agenda for 01/07/2016 Design Review Committee Meeting
- Attended and transcribed minutes for 01/07/2016 Design Review Committee Meeting
- Prepared Packet and Posted Agenda for 01/14/2016 Drainage Committee Meeting
- Prepared Packet and poster Agenda for 02/03/2016 Planning Commission Meeting

Projects

- Staffed the front counter and phones at City Hall
- Processed dog & business licenses
- Calculated and collected fees for building permits and sent completed applications to Arnie to be checked
- Processed checks, created revenue spreadsheet and deposits
- Processed Field Observation Reports
- Inventoried and ordered office supplies
- Processed Parade and Encroachment Permits
- Sent Building Permit reports to Assessors office and Construction Industry Research Board
- Processed Quarterly Reports for TOT, State Architects Office, Building Standards Commission, and Department of Conservation.
- Assisted Finance with Accounts Payable
- Met with Planner regarding current projects
- Met with Building Inspector to review plans and finals on permits
- Read all ERMA training bulletins
- Sent Correspondence regarding monthly reporting of TOT
- Sent Correspondence regarding unlicensed dogs

FINANCE OFFICER ACTIVITY

Tasks:

- Assisted Auditors during their three site visit.
- Meetings with City Manager – re: office issues
- Continued training new accounting software
- Prepared employee monthly and annual reviews.

- Processed Payroll/Payroll Tax Payments
- Processed Accounts Payable
- Processed Accounts Receivables.
- Reviewed ERMA and HR bulletins.
- Assisted at the front desk and answered phones.

On Going Projects:

- Complete accounting software implementation and documentation.
- Review and update job descriptions.

CITY PLANNER ACTIVITY

Task 1 – General Planning

- Coordinated with City Manager & Deputy City Clerk on planning and development projects
- Coordinated with City Staff to prepare Agenda Packets for City Council, Planning Commission, and Drainage Committee meetings
- Reviewed and Respond to email and telephone requests
- Prepared Planning Commission staff report for Noise and Air Quality Elements
- Prepared for Design Review Committee meeting and Planning Commission meeting
- Met with Building Inspector on-site to review potential Second Unit conversion
- Prepared Monthly Planner Report
- Attended January 6, 2016 Planning Commission meeting (Noise & Air Quality Element recommendation)
- Attended January 7, 2016 Design Review Committee meeting (Lentz Building) and meeting with a residential property owner to discuss setback variance options.
- Revised Planning Commission Staff Report. Read and respond to email re: GPU

Task 2 – Reimbursable Fee Planning – None

Task 3 – Special Projects

- Refined Initial Study and Negative Declaration for Lentz Dept. Store building project
- Final revisions to Francis Creek Vegetation Maintenance Monitoring Report.
Coordination with City Engineer on project.

Task 4 – Additional Authorizations – None

Task 5 – General Plan Review

- Updated and edited Noise and Air Quality Element for public hearing, made last minute corrections to Noise and Air Quality Element.

CITY ENGINEER

Monitoring Report for City-Wide Debris and Vegetation Removal along Francis Creek and Bank Slope Stabilization at 161 Francis Street

- On January 29th, 2016, City Engineer and City Planner submitted 2015 Annual Francis Creek Monitoring Report to the California Department of Fish and Wildlife, the North Coast Regional Water Quality Control Board and the United States Army Corps of Engineers.

Humboldt County Francis Creek Culvert Replacement on Port Kenyon Road

- **Background Information:** Last year the City prepared plans for the City's owned sewer line relocation in preparation for the Humboldt County's Port Kenyon Road Project. The Humboldt County Department of Public Works is currently executing the project.

- Special treatment may be needed around the new and existing manhole bases. The existing base is to be visually inspected and the new base to pass vacuum testing before work will be accepted by the City Engineer. NOTE: Contractor may not be able to complete repairs and testing until end of wet season due to volume of groundwater infiltration into new and existing manhole bases. Contractor to notify City Engineer of plans to perform tests.
- As of December 1st, 2015 the Contractor is working to complete the installation of the manholes. Both new and existing bases are still leaking and require patching to meet specified vacuum pressure test.
- On November 30th, 2015, the City Engineer was on site with the contractor patching leaking new and existing manhole bases. Existing upstream manhole barrels were replaced with existing base remaining in place. The existing base of the upstream manhole was modified, however, to meet the new flowline of the relocated sewer line. A new manhole and manhole base were installed downstream of the new culvert. Both new and existing bases were leaking and required patching to meet specified vacuum pressure test called out in the plans and specifications.
- Existing manhole was relocated and the new section of pipeline installed second and third week of October. There is groundwater currently leaking through the base of the new manhole. The Contractor is expected to repair the manhole base and vacuum test the new and the existing manholes next week. The arch culvert has been set and the remainder of the sewer work is expected to follow.
- As of October 6th, 2015, Construction has been delayed due to the pre-cast bridge supplier. The pre-cast units will not be available until Oct 20th. No schedule has been received to date from the Contractor for proceeding with the sewer work.
- On August 12th, 2015, City Engineer and the City Chief Wastewater Treatment Plant Operator met representatives with the Contractor, Mercer Fraser, Humboldt County Public Works Department, and the Humboldt County Resource Conservation District (HCRCD) for an on-site meeting to discuss the City's related sewer portion of this project.
 1. HCRCD will pay for the additive option (sewer relocation) and Mercer-Fraser agreed to honor their original bid price of \$91,700.00 for this work.
 2. Existing Manhole located on the east side of Francis Creek to remain in place to allow for bypassing the City's sewer flows during construction. The existing Manhole will be modified to accommodate the new pipeline alignment across Francis Creek.
 3. Backfill of proposed 12-inch pipe crossing Francis Creek – Instead of installing slurry mix directly over the proposed pipe as shown on the plans, Contractor will install a 6-inch thick layer of crushed rock above the top of pipe, and then install 1-foot thick slurry mix above the crushed rock.
 4. The County will forward any cost savings to the HCRCD for the sewer line relocation if any cost savings are realized during construction.
 5. Mercer Fraser to locate the sewer line on the west side of Francis Creek along Port Kenyon Road before the proposed wick drain are installed in order to insure wick drains do not puncture existing sewer line.

Applications

- **Westfall/Witham Lot Line Adjustment/Subdivision (SD 1323)**

This project included a two parcel subdivision and lot line adjustment located off Rose Avenue. On September 18, 2013, the Planning Commission approved the Lot Line Adjustment for Assessor Parcel Numbers (APNs) 031-241-09 and 031-241-10 and a minor subdivision of APN 031-241-09. The Notice

of Lot Line Adjustment and Certificate of Compliance was recorded on July 31, 2015. The Parcel Map is currently under review by Manhard Consulting. Because project expires on September 28, 2015, the applicant requested an extension. An extension was approved by the Planning Commission on November 4, 2015. A letter will be provided to the agent in the month of January to discuss the final items needed to record the map.

○ **Chenoweth LLA (LLA 1513)**

This project includes a lot line adjustment (LLA) between APNs 031-091-06 and 031-091-29. The purpose of the LLA is to adjust the lot lines so the existing garage on APN 031-091-06 will become a part of APN 031-091-29. The agent was notified this application was considered complete on October 29, 2015. The project was sent out for referral by the City Engineer's office the same week. The referral agencies have until November 13, 2015, to respond to the application. The City Engineer's office provided the staff report to the City Planner on December 14, 2015. The Planning office will move the project forward to the Planning Commission in January.

○ **Laffranchi/Woodward Minor Subdivision and Lot Line Adjustment (SD 1522/LLA 1513)**

This project includes a two parcel subdivision and a lot line adjustment located off of McKinley Avenue. The application was submitted on July 29, 2015, and revised on October 15, 2015, to include the lot line adjustment. The agent for this project was notified on December 28, 2015, after the requested additional information was provided to the City Engineer's office. The project was sent out for referral on December 30, 2015. The staff report was completed on February 4, 2016, and provided to the City Planner to move forward to the hearing with the Planning Commission.

Meetings and Committees

○ **Streets Committee Meeting**

- Tentative meeting scheduled with Streets Committee in December 2015 to further discuss and finalize priority list.
- On August 25th, 2015, City Engineer and City Staff met with Streets Committee to discuss CIP transportation priorities. Follow-up meeting to be scheduled sometime in December this year to further develop a prioritized list of streets to be repaired. Streets will be prioritized based on an integrated approach which considers not just condition of streets but also condition of surrounding storm drainage and underlying water and sewer utility lines.

○ **HCAOG Meeting**

- HCAOG did not hold a meeting in December.

Reporting and Correspondence

- Prepared monthly staff report.
- General correspondence with City Staff.

WASTEWATER OPERATIONS

- Monthly samples prepared and sent to North Coast Labs
- Coliform to Fortuna each Tuesday, BOD each Thursday
- Rescheduled Hach maintenance due to flooding
- Continuous monitoring of INF flows, over night monitoring of retention pond due to creek infiltration over banks and into pond
- OITs Gardner and Cao performs lab tests daily to measure efficiency of plant
- Take monthly samples to Arcata lab
- Pump 2 plugged, pump pulled and cleared
- Effluent pump failure due to battery backup on PC going bad. Able to reroute power to PC so pumps could resume working. Took the battery backup in for repair

- Place plastic and straw along fence by creek to help curb infiltration during high rains
- Haul silt around pond, also to help keep creek water out of pond
- Monthly eSMR (electronic State Monthly Report) prepared and submitted
- Submit yearly CERS (haz mat) online. Also submitted yearly monitoring report to water board, annual emission report for our generator to Air Quality and annual Biosolids report
- Front gate chain oiled each Monday
- Required toxicity samples taken and sent to Pacific Ecorisk
- Part of roof at old site came up after wind storm, repair
- Took the hydro back to Eureka, repairs done to it the first time weren't correct
- Sewer backup @ Abraxas building
- Clear road of silt
- OITs Gardner and Cao cleaned walls and catwalk
- Total flows through the collection system for January were 71.7 MG. Of that 9.8 MG was pumped to the equalization pond.
- Influent flows that were treated through the facility totaled 61.9 MG for the month of January. Average discharge to Francis Creek was 1.5 MGD.

PUBLIC WORKS STAFF ACTIVITY

- Continued with monthly and daily duties, such as: cleaning and maintenance of city's bathrooms, mowing of city's owned properties, cleaning of storm drains, keeping streets clear of debris and the maintenance of city's facilities.
- Went to Eureka and picked up PW chain saw.
- Went to Fortuna and got road patch x3.
- Installed carbon monoxide detectors at City Hall.
- Replaced light at Children's Center.
- Walked with Jay Parrish and Councilmen Sweeney on the drainage issue between McKinley and Schley.
- Took old trash cans to Eel River Disposal.
- Took remaining trees to PW spoil lot.
- Cleaned up brush and trees around City Hall.
- Cleaned up tree on Bluff St.
- Re-anchored stop sign at McKinley and Dewey.
- Fixed leg on couch at City Hall.
- Replaced light fixtures at Police Dept.
- Replaced Tail light on dump truck.
- Installed flex pipe at Scout Hall down spouts so rain water will flow to the creek.
- Pressure washed back deck of Scout Hall.
- Continued with weekly safety meetings.
- Capped bolts on the benches at Fireman's Park, so as to avoid injuries.
- Replaced rotten boards on picnic tables at Fireman's Park.
- Repaired pressure washer.
- Fixed flag light at City Hall.

- Repaired Petrolia sign on Main St.
- Cleaned Community Center, City Hall and Scout Hall's gutter's.

POLICE DEPARTMENT

- Officer Wideman attended 24 hours of POST mandated perishable skills training at College of the Redwoods.
- Police department staff continued monitoring downtown parking.
- Exploring options/alternatives to upgrading and improving the police department's radio repeater tower to ensure officer safety.
- We have been placing the radar trailer at various locations where we have received speeding complaints.
- Chief Smith attended Kiwanis meetings/functions.
- Chief Smith attended the monthly LECAH meeting.
- Chief Smith attended monthly area training manager's meeting.
- The police department continues targeted enforcement of peripheral areas impacting the Ferndale quality of life.

Police Statistics – for January 2016

SERIOUS CRIMES	Number	Cleared
Homicide	0	
Rape (Attempted)	1	1
Robbery	0	
Larceny	0	
Assault	1	1
Burglary	0	
Vehicle Theft	0	
TOTAL	2	
SECONDARY CRIMES	8	
Calls for Service	61	
Reports Written	14	
Traffic Citations	0	
Other Citations	0	
Parking Citations	0	
Warnings	0	
ARRESTS	6	
AGENCY ASSISTS	12	
TRAFFIC COLLISIONS	1	

City of Ferndale, Humboldt County, California USA
Minutes for Planning Commission Meeting of January 6, 2016

Call to Order — Chair Jorgen von Frausing-Borch called the Planning Commission Meeting to order at 7:10pm. Commissioners Paul Gregson, Ellin Beltz, Dean Nielsen, and Michael Warner were present along with staff Planner Stephen Avis and Deputy City Clerk Kristene Tavares. Those in attendance pledged allegiance to the flag.

2.0 Ceremonial—None

3.0 Modifications to the Agenda – None.

4.0 Approval of previous minutes – **Motion:** To approve the minutes of the November 4, 2015 Regular Meeting. **(Nielsen/Gregson) Unanimous**

5.0 Public Comment-None

6.0 Public Hearing

6.1 Noise & Air Quality Element- City Planner Stephen Avis presented the Planning Commissioners with the staff report for the changes made by the commissioners on the Noise & Air Quality Element. Avis asked commissioners to look over the changes and decide which changes they wanted to keep, change or withdraw. Commissioner Beltz questioned Avis on not having a clean copy document. . Beltz also commented that there were changes suggested by the commissioners that did not appear on the element including, changes that may have affected the introduction and definitions. Beltz also commented on the use of the word “micro turbines and LED lighting” being too specific. Commissioner Warner agreed with Beltz and added that by the city just being more energy efficient, the city would be complying with the document. Beltz also commented on the fact that there is a 105 acre bird sanctuary that is located in the city limits that was not mentioned in the document. Beltz also commented that the document was too specific on asking Cal Trans for recommendations on just reducing the noise level on the entrance to town. She stated the recommendations should include reducing noise levels along all of Highway 211 within the city limits. Commissioner Nielsen agreed with Beltz but stated the speed limit and noise levels along the entrance of town are a serious problem. Commissioner Gregson was concerned about the use of the words “shall” and “will” being used. Gregson is concerned it may put the city in a situation that would require them to spend money. Gregson also commented on a table that is included and should just be a paragraph with bulleted item. Planner Avis agreed with Gregson. Commissioner Warner pointed out a sentence that may be misleading. Warner and Commissioners revised the sentence. Commissioners and Planner Avis proceeded to go over all suggested changes once again so that the document may be ready for a recommendation to the City Council at the next

meeting. **MOTION:** to table the recommendation to City Council until the February meeting.
Unanimous

7.0 Business

7.1 Building and Land Use Permits- There were no Questions or Comments

7.2 Design Review Committee Report and Minutes: Commissioner Gregson reported to the Commissioners that Mark Giacomini had resigned from the Design Review Committee. Commissioner Warner commented that Giacomini was an asset to the city and appreciated his hard work. Gregson commented that Committee Member Jeff Farley was the new chair and that vice-chair had remained the same. Gregson also commented on the signage that was approved and also the meeting set for tomorrow was to review the upcoming changes to the Lentz building.

7.0 Correspondence- Staff included a copy of a thank you card sent by Mr. Westfall.

8.0 Commissioner Comments- Commissioner Gregson thanked staff for their work on the Element.

9.0 Staff Comments- Planner Avis commented on the beauty and character of Ferndale. Avis also commented that he was happy to be a part of the community.

Meeting Adjourned at 8:28 pm

Respectfully Submitted

Kristene Tavares
Deputy City Clerk

Humboldt/Del Norte
Hazardous Materials Response Authority
Regular Meeting Minutes
Monday, January 11, 2016

1. Roll Call:

Present: Chairperson Ms. Melinda Ciarabellini, City of Eureka; Member Daniel Brown, City of Ferndale, Member Paul Pitino, City of Arcata.

Via Conference Call: Member Dale Watson, Del Norte County; Member Tim Sanderson, Yurok Tribe.

Guests: Battalion Chief Ed Laidlaw, Humboldt Bay Fire Department; Secretary Majé Hoyos, Humboldt County Division of Environmental Health.

2. Call to Order:

Meeting was called to order at 4:37 p.m. by Chairperson Ms. Melinda Ciarabellini.

3. Public Comments:

The public was invited to address the Board, none were present.

4. Old Business:

- A. Ms. Melinda Ciarabellini called for approval of the October 13, 2015 Regular Meeting Minutes. The motion to approve the minutes was made by Mr. Daniel Brown and was seconded by Mr. Paul Pitino. The motion was carried by those members present.
- B. Chief Laidlaw apprised the Board regarding the purchase of the new vehicle for the Hazardous Materials Response Team. Negotiation for the purchase of a replacement vehicle was discontinued, subsequently it did not meet the requirements for the Hazardous Materials Response Team. A search for a replacement vehicle continues, with a goal of acquisition that will meet or exceeds the needs to be within five to six years.
- C. Chief Laidlaw talked about the storage structure for the Hazardous Materials Response Team vehicle. Tabled until next meeting.

5. New Business:

- A. Elections of Officers. Motion for Chairperson Ms. Melinda Ciarabellini and for Vice-Chairperson Virginia Bass to administrate the Hazardous Materials Response Authority for the calendar year 2016 was made by Mr. Daniel Brown and seconded by Mr. Paul Pitino. Ms. Melinda Ciarabellini abstained, motion carried by those members present.

- B. Chief Ed Laidlaw presented to the Board that the development of a written policy and procedure is currently being created. The City of Eureka is currently conducting a final audit to verify that all monies have been transferred to the Hazardous Materials Response Authority which should be completed by February. An incidental spending limit of \$2,000 has been established for purchases, any spending over that limit would be presented before the Board for approval. Invoicing to counties and cities for annual contributions to the Hazardous Materials Response Authority are being sent this month. Grant funding to replace the Mass Decontamination Shelter was approved through Humboldt County Office of Emergency Service, and the vendor has held to the original approved cost that was quoted. If any additional charges are accrued, permission was granted to cover those charges from Hazardous Materials Response Authority funds.
- C. Chief Ed Laidlaw presented the 2015 Fourth Quarter and 2015 Annual Hazardous Materials Response Team Response and Training Report. During the fourth quarter period there were no reportable responses and five non-response incidents (consultations). Conducted First Responder Operations and Decontamination Training and Certification for Del Norte County. Two presentations for Hazardous Materials First Responder Awareness at College of the Redwoods Police Academy. Annual 2015 report of the Hazardous Materials Response Team Response and Training, two Hazardous Materials Response Team members were sent to the Center for Domestic Preparedness (five day training) in Anniston, AL and Chief Ed Laidlaw received training at the National Fire Academy in Emmitsburg, MD. The Hazardous Materials Area Plan exercise was held in Fortuna on August 8, 2015 which provided training for emergency personnel along with some special districts that were able to attend. Monthly Hazardous Materials Response Team meeting and training, preventative maintenance and calibration of monitoring equipment.

6. Adjournment:

Ms. Melinda Ciarabellini called for adjournment at 5:25 pm. The next regular meeting of the Humboldt/Del Norte Hazardous Materials Response Authority is scheduled at the Humboldt Bay Fire Department Conference Room on Monday, April 11, 2016.



BOARD OF DIRECTORS

Jack Thompson, City of Rio Dell, **Chair**
Natalie Arroyo, City of Eureka,
Adelene Jones, City of Blue Lake
Sofia Pereira, City of Arcata, **Vice Chair**
Michael Sweeney, City of Ferndale
Rex Bohn, County of Humboldt

Minutes

Thursday, January 14, 2015 5:30 PM
Eureka City Council Chambers
531 K Street, Eureka, CA

Present: Jack Thompson, Natalie Arroyo, Sofia Pereira, Rex Bohn
Absent: Adelene Jones, Michael Sweeney
Staff: Jill Duffy, Tyler Egerer, Brent Whitener
Legal Counsel: Nancy Diamond (absent)

Video of Proceedings: https://archive.org/details/AH-hwma_1-14-16

Recordings of the meetings of the HWMA Board of Directors are provided for information only, and should not be considered official records of the HWMA. The Actions of the HWMA Board of Directors are recorded below and, following approval by a majority of the members of the Board, are the official record of the Board's actions for the meeting date noted above.

1. Call to Order and Roll Call at 5:30 PM

Chairman Thompson called the meeting to order at 5:30 p.m. A quorum was present and acting.

2. Closed Session: No Scheduled Closed Session

3. Consent Calendar

- a. Approve Minutes from the November 12, 2015 HWMA Board of Directors Meeting.
- b. Receive the October Fiscal Year 2015-2016 Financials
- c. Receive the November Fiscal Year 2015-16 Financials
- d. Approve Scope of Work with Lawrence & Associates for Professional Support and Development of a Cummings Road Landfill Operational and Maintenance Manual
- e. Approve Amendment No. 2 with Solid Wastes of Willits, Inc. for Recyclable Materials Loading, Transportation, Processing and Marketing Services
- f. Approve Recycling Services Pricing Agreement with Lighting Resources, LLC, Ontario, CA
- g. Approve Agreement for PaintCare
- h. Approve Agreement with Mattress Recycling Coalition
- i. Receive NCRMDZ Report – Informational Only
- j. Reject Claim for injury and damages against HWMA filed by Daniel Hogan, and forward to SDRMA

Chairman Thompson opened the floor to Public Comment regarding the Consent Calendar. No comment was received.

Chairman Thompson closed the floor to Public Comment.

Motion: Director Bohn Moved and Director Arroyo Seconded to Approve the Consent Calendar.
Action: Approve Motion as made by Director Bohn and Seconded by Director Arroyo by the following vote:
Ayes: Thompson, Bohn, Pereira, Arroyo
Nays: None
Absent: Jones, Sweeney

4. Oral and Written Communications

Chairman Thompson opened the floor to Public Comment regarding matters not on the Agenda. The following individuals provided comment:

Erika Guevara Blackwell, Zero Waste Humboldt, regarding Zero Waste Humboldt upcoming events.

Rick Powell, Eel River Disposal, regarding closure of ERD's Arcata Site.

Chairman Thompson closed the floor to Public Comment.

5. Receive Report on Strategic Plan Status and Implementation

Chairman Thompson opened the floor to Public Comment regarding the Strategic Plan presentation. No comment was received.

Chairman Thompson closed the floor to Public Comment.

Action: No formal action taken. Information and discussion only.

6. Consider Proposed Staff Re-Organization

Chairman Thompson opened the floor to Public Comment regarding the proposed reorganization. No comment was received.

Chairman Thompson closed the floor to Public Comment.

Motion: Director Arroyo Moved and Director Pereira Seconded to Approve 1) Re-Organization Plan; 2) Organization Chart; 3) Pay Plan, and; 4) Job Descriptions.

Action: Approve Motion as made by Director Arroyo and Seconded by Director Pereira by the following vote:

Ayes: Thompson, Bohn, Pereira, Arroyo

Nays: None

Absent: Jones, Sweeney

7. Receive Mid-Year Budget Report

Chairman Thompson opened the floor to Public Comment regarding the proposed mid-year budget adjustments. No comment was received.

Chairman Thompson closed the floor to Public Comment.

Chairman Thompson opened the floor to Public Comment regarding a presentation received from Emmett Jones and Gerald Ward, of Solid Waste of Willits. Comments were received from the following members of the public:

Rick Powell, Eel River Disposal

Emmett Jones, Solid Waste of Willits

Chairman Thompson closed the floor to Public Comment.

Motion: Director Pereira Moved and Director Bohn Seconded to Receive and File FY 2015-16 Mid-Year Financial Report and Approve Submitted List of Budget Transfers and Adjustments.

Action: Approve Motion as made by Director Pereira and Seconded by Director Bohn by the following vote:

Ayes: Thompson, Bohn, Pereira, Arroyo

Nays: None

Absent: Jones, Sweeney

8. Board Member Reports

Reports were received from the following Members of the Board:

Director Arroyo, City of Eureka

Director Pereira, City of Arcata

9. Executive Director's Report

The Board received the Executive Director's Report, and received further updates via oral presentation.

10. Adjourn

Chairman Thompson adjourned the meeting at 8:18 p.m.

Next Meeting: February 11, 2016 at 5:30 p.m. at Eureka City Hall Council Chambers.

Section 17

ADJOURN