

**CITY OF FERNDALE – HUMBOLDT COUNTY CALIFORNIA – U.S.A.
STUDY SESSION**

Location:	City Hall	Date:	July 20, 2016
	834 Main Street	Time:	6:00 pm
	Ferndale CA 95536	Posted:	July 14, 2016

1. CALL STUDY SESSION TO ORDER – Mayor
2. REVIEW AND DISCUSS FY2016-2017 BUDGET
3. ADJOURN STUDY SESSION

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

Location:	City Hall	Date:	July 20, 2016
	834 Main Street	Time:	7:00 pm
	Ferndale CA 95536	Posted:	July 14, 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; Councilman Mierzwa; Councilman Brower; Councilman Brown; and Councilman Sweeney.
4. REPORT OUT OF CLOSED SESSION
5. CEREMONIAL – Swear-in New Police Officer Robert Lindgren
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.")

<i>a.</i> Approval of Minutes of the June 16, 2016 Regular City Council Meeting	Page 5
<i>b.</i> Acceptance of Checkbook Register for June 1-30, 2016	Page 7
<i>c.</i> Grand Jury Response	Page 10
<i>d.</i> Resolution 2016-16 Consolidated Election Request.....	Page 13
<i>e.</i> Change in Ferndale RCEA Representative	Page 15
10. CALL ITEMS REMOVED FROM CONSENT CALENDAR	
11. PRESENTATION – Knotweeds in Ferndale	
12. PUBLIC HEARING – None	
13. BUSINESS	
<i>a.</i> Chamber Budget	Page 17
<i>b.</i> Resolution 2016-17 HCAOG Transportation Sales Tax Measure.....	Page 18
<i>c.</i> Street Lights Replacement.....	Page 27
<i>d.</i> Consider Designating a Voting Delegate to League of California Cities Annual Meeting.....	Page 28
<i>e.</i> Report on Francis Creek Walk.....	Page 33
<i>f.</i> Resolution 2016-18 Adopting FY16-17 Budget.....	Page 34
<i>i.</i> Resolution 2016-19 Fees & Fines.....	Page 36
<i>ii.</i> Resolution 2016-20 Gann Limit	Page 43
<i>g.</i> PG&E Bridge Update.....	Page 46
<i>h.</i> Francis Creek Bridge Update.....	Page 47
14. CORRESPONDENCE	Page 49
15. COMMENTS FROM THE COUNCIL	
16. REPORTS	
<i>a.</i> City Manager Report	Page 55
<i>b.</i> Commissions and Committee Reports	
<i>i.</i> Design Review Minutes.....	Page 66
<i>ii.</i> Planning Commission Minutes	Page 67
<i>c.</i> Minutes from Joint Power Authorities (JPAs) and Reports	
<i>i.</i> Humboldt Waste Management Authority (HWMA) Minutes	Page 69
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, August 18, 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 June 16, 2016

Mayor Don Hindley called the Regular City Council Meeting to order at 7:00 pm. Those present did the flag salute. Present were Mayor Hindley, Vice Mayor Mierzwa, Council Members Dan Brown and Michael Sweeney along with staff City Manager Jay Parrish, City Clerk Jennifer Church, and Police Chief Bret Smith. Councilman Brower was absent (excused).

Report out of Closed Session: None

Modifications to the Agenda: Mayor Hindley announced that the Chamber was not finished with the annual budget by meeting time and asked that business item 13.a be moved to the July meeting.

Report out of Study Session: None

Public Comment: Member of the public Sue Brower brought up an issue she is having with a neighbor. She wanted clarification on who is responsible for trimming foliage coming from a neighbor's property that is damaging her property. It was reaffirmed that this is a civil issue and that she can legally trim the foliage on her property line.

Police Chief Bret Smith announced that Sergeant Adam Stricker is leaving at the end of June. He introduced the new Sergeant, Al Billington. Chief Smith worked with Sergeant Billington previously. He brings 30+ years of experience to the position.

Consent Calendar: There were four items on the Consent Calendar for approval. Member of the public Duane Martin questioned 2 items on pages 8 and 9 of the check register. It was reported that these items were incurred due to computer system failure. **MOTION:** to approve the consent calendar. **(Sweeney/Mierzwa) Unanimous.**

Call Items Removed from Consent Calendar: None

Presentation: Jill Diemers was in attendance to report on the HCRCD Salt River Project. The next phase has been postponed until Spring 2017. This was decided at a meeting 5/27/16. There is an impasse between HCRCD and 2 landowners. The landowners are requesting compensation for participation. It was decided that it is in the best interest to postpone the project for now. She expressed appreciation for the work the City has put into the project. Councilman Sweeney asked what change they expect to see between now and Spring 2017. She responded that they will reach out to the Easement staff at NRCS to get clarification on the easement. Councilman Sweeney thanked her for their work and for trying to keep the project going for this year.

Public Hearing: None

Business:

Health Inspector Update: City Manager reported that the City has been without a health inspector since Robin Smith retired. The City has 2 options: find another local person like Robin Smith or go with the County for all health inspections. The City Manager and the Mayor met with Robin and he assured them that there is some time to find a local person if that's the route the Council chooses to go. If the County was brought in, local businesses could see a substantial change in cost, how inspections are done, how often they take place, etc. City Manager noted that he'd like to maintain the high standards that Robin had. Mayor Hindley added that Robin has some

sources he will look at. He also offered to help train his replacement. The County costs around \$839/year for inspection, which is substantially higher than the City. A member of the public, commented asking that the Council keep it a local person. He owned a restaurant for many years in Fernbridge. He added that his experience with the County was not positive. Mayor Hindley responded that the City is doing its best to find someone local. He wants Ferndale safe and restaurants operating under rules and regulations. Member of the public, Patrick O'Rourke asked if the City is open to paying more than \$150 annually for this service. Mayor Hindley doesn't believe the City can continue to stay at \$150. Though, he added, it's more community service than a job. **NO MOTION.**

Francis Creek Bridge Update: City Manager reported that the money has been raised and the committee is going through final steps. The bridge design has been selected. They are not quite ready to come back in front of the Council for final approval. Councilman Sweeney added that the proper permits are in place. City Manager added that Supervisor Rex Bohn approached him and the Mayor regarding a possible secondary bridge. Councilman Mierzwa added that he saw pictures and thinks it's an intriguing opportunity. **NO MOTION**

Comments from the Council: Mayor Hindley read a letter of resignation from Finance Manager, Donna Timmerman. He noted that she is a tremendous loss to the City. She worked diligently and will be hard to replace.

Reports: No Comments

Mayor Hindley adjourned the meeting at 7:34 pm.

Respectfully submitted,

Jennifer Church
City Clerk

General Checking
 June 1, 2016 - June 30, 2016

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			738,390.19
06/01/16	50235	JAY PARRISH	JAY PARRISH	400.00		737,990.19
06/02/16	50236	ARNKE	ARNOLD C. KEMP	6,346.30		731,643.89
06/06/16	50243	DVLNO	DAVE LENARDO	460.00		731,183.89
06/06/16	50244	DELOR	DEL ORO WATER CO., FDLE. DIST.	469.27		730,714.62
06/06/16	50245	FRONT	FRONTIER	369.66		730,344.96
06/06/16	50246	PACGA	PACIFIC GAS & ELECTRIC	1,356.80		728,988.16
06/07/16	1001		PARRISH, JAY D	2,154.75		726,833.41
06/07/16	1002		HALL, KRISTENE M	1,153.58		725,679.83
06/07/16	1003		TIMMERMAN, DONNA E	1,523.03		724,156.80
06/07/16	1004		CHURCH, JENNIFER L	1,174.67		722,982.13
06/07/16	1005		STRICKER, ADAM D	1,516.40		721,465.73
06/07/16	1006		GAVRYUSH, DMITRIY	1,299.64		720,166.09
06/07/16	1007		JAMES, TYLER	1,344.43		718,821.66
06/07/16	1008		SMITH, BRET A	1,347.13		717,474.53
06/07/16	1009		WIDEMAN, ROBERT A	1,339.15		716,135.38
06/07/16	1010		COPPINI, STEVE L	2,007.42		714,127.96
06/07/16	1011		GRIGGS, JAMES L.	301.78		713,826.18
06/07/16	1012		HOPPIS, JOHNNY F	1,066.14		712,760.04
06/07/16	50237		WILLIAMS, CHRISTOPHER D	256.06		712,503.98
06/07/16	50238		GARDNER, SHAWN C	1,293.52		711,210.46
06/07/16	50239		MIRANDA, TIMOTHY W	1,170.68		710,039.78
06/07/16	50240		BRIGGS, WILLIAM O	147.12		709,892.66
06/07/16	50241		BOYNTON, MARY ELLEN	83.30		709,809.36
06/07/16	50242		RICHARDSON, DIANNA L	37.03		709,772.33
06/09/16		USTREASURY	UNITED STATES TREASURY	13,198.80		696,573.53
06/09/16	50257	BAKTA	BAKER & TAYLOR	365.47		696,208.06
06/09/16	50258	CHOPPIS	CHELCI HOPPIS	173.08		696,034.98
06/09/16	50259	COHUM	COUNTY OF HUMBOLDT	157.13		695,877.85
06/09/16	50260	HUMTE	HUMBOLDT TERMITE & PEST	114.00		695,763.85
06/13/16	50247	BRETSMITH	BRET SMITH	18.14		695,745.71
06/13/16	50248	POREN	PORTLAND ENGINEERING, INC.	130.00		695,615.71
06/13/16	50249	POSTM	POSTMASTER	136.00		695,479.71
06/13/16	50250	SDRMA	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY	803.88		694,675.83
06/13/16	50251	THE GALLERY	THE GALLERY AT ETTERS	85.00		694,590.83
06/13/16	50252	VERZN	VERIZON	210.06		694,380.77
06/13/16	50253	WESGREEN	WES GREEN LANDSCAPING	1,069.20		693,311.57
06/13/16	50254	CALST	CALIFORNIA STATE DISBURSEMENT UNIT	46.15		693,265.42
06/13/16	50256	CHOPPIS	CHELCI HOPPIS	126.92		693,138.50
06/13/16	50262	EELRI	EEL RIVER DISPOSAL	645.35		692,493.15
06/13/16	50319	NANKA	NANCY KAYTIS-SLOCUM	18.49		692,474.66
06/13/16	50320	COPPINI	STEVE COPPINI	322.14		692,152.52
06/14/16	50263	CITFO	CITY OF FORTUNA	1,683.33		690,469.19
06/14/16	50264	CRAFT	CRAFTSMAN'S MALL	54.00		690,415.19
06/14/16	50265	CRMST	CRIMESTAR CORPORATION	1,200.00		689,215.19
06/14/16	50266	GECAP	GE CAPITAL	444.74		688,770.45
06/14/16	50267	HORBU	HORIZON BUSINESS SERVICES	5.30		688,765.15
06/14/16	50268	HUMBOLDT FE	HUMBOLDT FENCE	3,650.00		685,115.15
06/14/16	50269	MIRRE	MIRANDA'S RESCUE	450.00		684,665.15
06/14/16	50270	NETWORK	NETWORK MANAGEMENT SERVICES	39.27		684,625.88
06/14/16	50271	NORCO	NORTH COAST LABORATORIES LTD.	759.00		683,866.88
06/14/16	50272	TIPMO	TIPPLE MOTORS, INC.	62.23		683,804.65
06/14/16	50273	WELF	WELLS FARGO FINANCIAL LEASING	135.00		683,669.65
06/14/16	50293	EDD	EMPLOYMENT DEVELOPMENT DEPT	1,005.00		682,664.65
06/15/16	50274	BILLINGTON	ALLAN BILLINGTON	470.37		682,194.28
06/15/16	50275	ALTBU	ALTERNATIVE BUSINESS CONCEPTS	109.53		682,084.75

General Checking
 June 1, 2016 - June 30, 2016

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
06/15/16	50276	CRYST	CRYSTAL SPRINGS BOTTLED WATER CO.	32.50		682,052.25
06/15/16	50277	FORAP	FORTUNA AUTO & TRUCK PARTS INC	47.97		682,004.28
06/15/16	50278	HAJCO	Hajoca Corp.	62.35		681,941.93
06/15/16	50279	MARCL	MARK A CLEMENTI, Ph.D.	625.00		681,316.93
06/15/16	50280	MISLI	MISSION LINEN & UNIFORM SERVICE	13.90		681,303.03
06/15/16	50281	SDRMA	SPECIAL DISTRICT RISK MANAGEMENT AURTHORITY	12,629.64		668,673.39
06/15/16	50282	FARSH	THE FARM SHOP	13.74		668,659.65
06/15/16	50283	FEREN	THE FERNDALE ENTERPRISE	65.00		668,594.65
06/15/16	50284	VALLU	VALLEY LUMBER	140.63		668,454.02
06/15/16	50285	WCPSOLUTION	WCPSOLUTIONS	332.02		668,122.00
06/16/16					43,127.87	711,249.87
06/20/16	50292	DVLNO	DAVE LENARDO	430.00		710,819.87
06/21/16	1001		PARRISH, JAY D	2,154.74		708,665.13
06/21/16	1002		HALL, KRISTENE M	1,153.58		707,511.55
06/21/16	1003		TIMMERMAN, DONNA E	1,754.05		705,757.50
06/21/16	1004		CHURCH, JENNIFER L	1,174.69		704,582.81
06/21/16	1005		STRICKER, ADAM D	1,394.08		703,188.73
06/21/16	1006		GAVRYUSH, DMITRIY	1,138.77		702,049.96
06/21/16	1007		JAMES, TYLER	1,275.09		700,774.87
06/21/16	1008		SMITH, BRET A	1,347.15		699,427.72
06/21/16	1009		WIDEMAN, ROBERT A	1,280.32		698,147.40
06/21/16	1010		BILLINGTON, ALLAN L	409.04		697,738.36
06/21/16	1011		COPPINI, STEVE L	1,841.67		695,896.69
06/21/16	1012		GRIGGS, JAMES L.	447.06		695,449.63
06/21/16	1013		HOPPIS, JOHNNY F	1,066.15		694,383.48
06/21/16	1014		GAVRYUSH, DMITRIY	756.16		693,627.32
06/21/16	50286		ROSA, MARIA A	218.86		693,408.46
06/21/16	50287		GARDNER, SHAWN C	1,277.96		692,130.50
06/21/16	50288		MIRANDA, TIMOTHY W	1,170.68		690,959.82
06/21/16	50289		BRIGGS, WILLIAM O	119.43		690,840.39
06/21/16	50290		BOYNTON, MARY ELLEN	37.02		690,803.37
06/21/16	50291		RICHARDSON, DIANNA L	129.55		690,673.82
06/21/16	50294	CALST	CALIFORNIA STATE DISBURSEMENT UNIT	46.15		690,627.67
06/21/16	50295	CHOPPIS	CHELCI HOPPIS	126.92		690,500.75
06/21/16	50296	CORRE	COLLEGE OF THE REDWOODS	84.00		690,416.75
06/21/16	50297	PACGA	PACIFIC GAS & ELECTRIC	7,098.51		683,318.24
06/21/16	50314	CALST	CALIFORNIA STATE DISBURSEMENT UNIT	278.76		683,039.48
06/22/16	50298	PHIAY	AYCOCK & EDGMON	852.50		682,186.98
06/22/16	50299	DELOR	DEL ORO WATER CO., FDLE. DIST.	564.13		681,622.85
06/22/16	50300	FRONT	FRONTIER	370.86		681,251.99
06/22/16	50301	HUMAS	HUMBOLDT COUNTY ASSESSOR	6.50		681,245.49
06/22/16	50302	LMREN	L & M RENNER, INC.	765.66		680,479.83
06/22/16	50303	MANHARD	MANHARD CONSULTING LTD	1,977.50		678,502.33
06/22/16	50304	MBDVZ	MITCHELL, BRISSO. DELANEY & VRIEZE	513.50		677,988.83
06/22/16	50305	NILCO	NILSEN COMPANY	411.56		677,577.27
06/22/16	50306	HEATHSMART	NORTH RANCH BENEFITS TRUST	216.35		677,360.92
06/22/16	50307	PLANWEST	PLANWEST PARTNERS, INC.	235.50		677,125.42
06/22/16	50308	RSLIV	R & S LIVESTOCK SUPPLY	31.41		677,094.01
06/22/16	50309	RICHO	RICHARD HOOLEY	94.50		676,999.51
06/22/16	50310	SEQGA	SEQUOIA GAS COMPANY	212.29		676,787.22
06/22/16	50311	SUDDEN	SUDDENLINK	595.72		676,191.50
06/22/16	50312	USBANK	US BANK	2,899.19		673,292.31
06/22/16	50313	WYCKO	WYCKOFF'S	184.11		673,108.20
06/22/16	50315	EELRI	EEL RIVER DISPOSAL	435.88		672,672.32
06/22/16	50328	PACGA	PACIFIC GAS & ELECTRIC	1,356.77		671,315.55
06/23/16		EDD	EMPLOYMENT DEVELOPMENT DEPT	1,001.76		670,313.79

City of Ferndale
Bank Account Register

General Checking
 June 1, 2016 - June 30, 2016

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
06/27/16		TRICOUNTY	TRI COUNTY BANK	1,129.58		669,184.21
06/30/16					38,255.15	707,439.36
06/30/16					22,802.22	730,241.58
06/30/16	50316		STRICKER, ADAM D	1,397.21		728,844.37
06/30/16	50317		STRICKER, ADAM D	2,879.43		725,964.94
06/30/16	50329	BRETSMITH	BRET SMITH	47.47		725,917.47
06/30/16	50338	CHENOWETH	RAY CHENOWETH	4,129.00		721,788.47
Totals				<u>120,786.96</u>	<u>104,185.24</u>	<u>721,788.47</u>

Transaction count = 118

Meeting Date:	July 20, 2016	Agenda Item Number	9.c
Agenda Item Title:	Approve and Forward Police Dept. Responses to Grand Jury's Findings and Recommendations		
Presented By:	Police Chief		
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 and forward the Ferndale Police Department's responses to the Humboldt County Grand Jury's findings and recommendations to the Humboldt County Administrative Office.

BACKGROUND:

The 2015-16 Humboldt County Grand Jury issued a report regarding the Humboldt County Sheriff's Department Correctional Facility's booking process and another report addressing Jails and Law Enforcement Facilities. Local law enforcement agencies, including the Ferndale Police Department, were required to respond to specific Grand Jury findings and recommendations related to each report.

FINANCIAL IMPACT:

None

Attachment(s): Responses to Grand Jury Findings and Recommendations



FERNDALE POLICE DEPARTMENT

Bret A. Smith, Chief of Police

600 Berding Street - P.O. Box 1096 Ferndale, CA. 95536

Office Phone: (707) 786-4025 Dispatch: (707) 786-4225



June 28, 2016

County Administrative Office
County of Humboldt
825 Fifth Street
Eureka, CA 95501-1153

Re: Grand Jury Report

On behalf of the City of Ferndale and the Ferndale Police Department, I take this opportunity to respond to the Grand Jury's findings and recommendations regarding "**Booking Report.**"

The Ferndale Police Department respectfully disagrees with the Findings F1-F3. The administration of the Humboldt County Sheriff's Department, on several occasions, has communicated booking process procedures during interagency meetings such as Law Enforcement Chief's Association Humboldt (LECAH). This information was communicated to me as Chief of Police of the Ferndale Police Department. I subsequently provided this information to my patrol staff. My patrol staff was and is knowledgeable regarding their role in the booking process.

Recommendations R1-R3 require the Ferndale Police Department, as well as other local law enforcement agencies, respond to recommendations requiring the Humboldt County Sheriff's Department to pursue certain courses of action. The Ferndale Police Department asserts the Sheriff's Department administration is in the best position to determine their agency's policies and procedures. It would not be in our purview to dictate policy and procedure to another law enforcement agency. If the Sheriff's Department requests input from allied agencies, which is often the case among law enforcement executives and managers, the Ferndale Police Department would be willing to participate.

The City of Ferndale and the Ferndale Police Department appreciate the opportunity to respond to the Grand Jury's recommendations regarding the booking process.

Please do not hesitate to contact me if you should need further information.

Sincerely,

Bret A. Smith
Chief of Police



FERNDALE POLICE DEPARTMENT

Bret A. Smith, Chief of Police

600 Berding Street - P.O. Box 1096 Ferndale, CA. 95536

Office Phone: (707) 786-4025 Dispatch: (707) 786-4225



June 28, 2016

County Administrative Office
County of Humboldt
825 Fifth Street
Eureka, CA 95501-1153

Re: Grand Jury Report

On behalf of the City of Ferndale and the Ferndale Police Department, I take this opportunity to respond to the Grand Jury's findings and recommendations regarding **"Jails and Law Enforcement Facilities."**

Recommendation R1 – Digitizing Records.

The City of Ferndale and the Ferndale Police Department agree with Finding F1.

The Ferndale Police Department has implemented the recommendation and began digitizing records in 2008. We will continue towards a goal of becoming "paperless" as technology and funding become available.

The City of Ferndale and the Ferndale Police Department appreciate the opportunity to respond to the Grand Jury's recommendations regarding digitizing records.

Please do not hesitate to contact me if you should need further information.

Sincerely,

Bret A. Smith
Chief of Police

Meeting Date:	July 20, 2016	Agenda Item Number	9.d
Agenda Item Title:	Resolution 2016-16 Requesting Consolidated Election		
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:

Adopt Resolution No. 2016-16 requesting a consolidated election with the County of Humboldt.

BACKGROUND:

In order to save money over the years, the City of Ferndale has a consolidated election with the County of Humboldt. One of the requirements for a consolidated election with the County of Humboldt is to have approval from the Humboldt County Board of Supervisors.

Attached is Resolution No. 2016-16, asking the County of Humboldt to allow the City of Ferndale to have a consolidated election on November 8, 2016. If the resolution is adopted, a copy will be sent to the Humboldt County Board of Supervisors with a cover letter and placed on the Board's agenda for approval on August 9, 2016.

In 2016, the Candidate's Filing Period begins on July 18, 2016 and ends on August 11, 2016. If none of the incumbents declare candidacy, the Candidate's Filing Period will extend an additional five days to August 16, 2016. (Election Code 10220)

Two Council positions (currently held by Dan Brown and Ken Mierzwa) and the Mayor's seat (currently held by Don Hindley) are up for election on November 8, 2016.

FINANCIAL IMPLICATIONS:

Specific amount saved is unknown.

RESOLUTION NO. 2016-16

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE REQUESTING
A CONSOLIDATED ELECTION**

WHEREAS, two City Council seats and the Mayor’s position are due for election in November, 2016; and

WHEREAS, state law permits consolidation of a municipal election with County elections; and

WHEREAS, the City of Ferndale wants to be fiscally prudent and save money by consolidating the election with the County of Humboldt.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Ferndale that the County of Humboldt is requested to hold a consolidated election for the Mayor and two City Council members.

PASSED AND ADOPTED by the City Council of the City of Ferndale on July 20, 2016, on a motion by _____ and seconded by _____ by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Don Hindley, Mayor

Attest:

Jennifer Church, City Clerk

Meeting Date:	July 20, 2016	Agenda Item Number	9.e
Agenda Item Title	Change in Ferndale RCEA Representative		
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 a change in primary representative for RCEA from Doug Brower to Michael Sweeney.

DISCUSSION:

Councilman Brower emailed City Manager on July 12, 2016 stating that due to recent schedule changes, he felt he could no longer represent the City on the RCEA Board. Alternate Dan Brown stated he could do it, but would like to see if Councilman Sweeney could take it on first because of his previous knowledge and participation on that board. Councilman Sweeney agreed that he could if the council so approved.

FINANCIAL IMPACT: None

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:	July 20, 2016	Agenda Item Number	13.a
Agenda Item Title	Annual Chamber Budget		
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 Chamber budget for upcoming year

DISCUSSION:

Recent discussions on the Chamber and their budget have taken place over the last several months. There was a study session before the May meeting with the Chamber in attendance to answer questions from the Council. At that meeting it was reaffirmed that the Chamber would give an annual presentation on their budget. The Chamber President Karen Pingitore will be in attendance to speak to the Council.

FINANCIAL IMPACT: Unknown at this time

Meeting Date:	July 20, 2016	Agenda Item Number	13.b
Agenda Item Title	Resolution 2016-17 approving the Humboldt County Transportation Ballot Measure Expenditure Plan and recommend to the Humboldt County Board of Supervisors to place a 20-year Transportation Sales Tax Measure on the November 8, 2016 General Election Ballot		
Presented By:	City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input checked="" type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION:

Adopt resolution 2016-17 approving the Humboldt County Transportation Ballot Measure Expenditure Plan and recommend to the Humboldt County Board of Supervisors to place a 20-year Transportation Sales Tax Measure on the November 8, 2016 General Election Ballot.

DISCUSSION:

On June 16, 2016, the Humboldt County Association of Governments (HCAOG) reviewed recent polling results of a possible ½-cent Transportation Sales Tax measure and finalized the Humboldt County Transportation Ballot Measure Expenditure Plan (Expenditure Plan). The HCAOG Board took action to publically release the expenditure plan and directed HCAOG staff to schedule hearings at each jurisdiction requesting approval of the plan. Attachment A of this report is the Humboldt County Transportation Ballot Measure Expenditure Plan presented for Council's approval this evening. Attachment B of this report provided information on California's Self-Help Coalition and transportation funding crisis.

The proposed sales tax measure is estimated to generate \$10 million annually for the region. Other than HCAOG actual administration costs to fund independent audits, staff an oversight committee and develop an annual report, all funds will be allocated to the seven cities and the County for the stated eligible uses.

The formula used to determine the allocations in the Expenditure Plan include road miles, population, sales tax generation and an additional \$50,000 annually set aside for the cities of Blue Lake, Ferndale, Rio Dell and Trinidad.

1/2 Cent Sales Tax Investment Plan											
Annual Revenue Estimate	\$ 10,000,000	Road Mile & Population Allocation %		50%							
		Sales Tax Generation %		50%							
Road Mile %	25%										
Population %	75%										
Jurisdiction	Population*	Road Mileage ⁺	% Total Population	% Total Roadmiles	25% Road Miles 75% Population Allocation	% Total Sales Tax [~]	Return to Source Allocation	Annual Small City Allocation	Estimated Annual Allocation	20 Year Revenue Estimate	% of Estimated Annual Allocation
Audits/Oversight Committee administration									\$ 50,000	\$ 1,000,000	0.50%
Arcata	18,169	69.04	13.4%	4.6%	\$ 548,055	12.16%	\$ 592,987		\$ 1,141,041	\$ 22,820,829	11.41%
Blue Lake	1,287	6.70	1.0%	0.4%	\$ 40,300	0.13%	\$ 6,565	\$ 50,000	\$ 96,865	\$ 1,937,292	0.97%
Eureka	26,765	131.41	19.8%	8.8%	\$ 831,614	49.75%	\$ 2,425,435		\$ 3,257,049	\$ 65,140,972	32.57%
Ferndale	1,434	8.66	1.1%	0.6%	\$ 45,879	0.88%	\$ 43,135	\$ 50,000	\$ 139,014	\$ 2,780,279	1.39%
Fortuna	11,848	47.69	8.8%	3.2%	\$ 359,567	7.96%	\$ 388,135		\$ 747,702	\$ 14,954,035	7.48%
Rio Dell	3,416	12.70	2.5%	0.9%	\$ 102,812	0.67%	\$ 32,820	\$ 50,000	\$ 185,632	\$ 3,712,638	1.86%
Trinidad	367	5.60	0.3%	0.4%	\$ 14,506	0.61%	\$ 29,619	\$ 50,000	\$ 94,125	\$ 1,882,498	0.94%
Unincorporated County	71,830	1210.09	53.2%	81.1%	\$ 2,932,269	27.82%	\$ 1,356,304		\$ 4,288,573	\$ 85,771,457	42.89%
Total	135,116	1491.89	100%	100%	\$ 4,875,000	100.00%	\$ 4,875,000	\$ 200,000	\$ 10,000,000	\$ 200,000,000	100%

* Department of Finance, Table E-1 (released May 1, 2016)
⁺ State of California, California Public Road Data (2013)
[~] Hinderlitter, de Llamas & Associates Sales Tax Allocation Percentage 2015 Sales Tax Allocations

Section 180206 (b) of the Public Utilities Code requires that an expenditure plan shall not be adopted until it has received the approval of the Board of Supervisors and of the City Councils representing both a majority of the cities in the county and a majority of the population residing in the incorporated areas of the County. In addition, the HCAOG Board must adopt an ordinance establishing a 1/2-cent tax for transportation projects and a resolution requesting that the Board of Supervisors place the measure on the ballot. All of these actions must be completed by the August 12 deadline set forth in the California Elections Code.

Staff recommends the Council approve the Expenditure Plan and forward a recommendation to the Humboldt County Board of Supervisors to place the measure on the November General Election ballot.

Fiscal Impacts:

There are no fiscal impacts to the General Fund for support of the Humboldt County Transportation Ballot Measure Expenditure Plan, or to support placing this matter on the ballot in November. Consistent with Public Utilities Code Section 18001 (e), the measure does require a “Maintenance of Effort” provision to safeguard that jurisdictions do not simply supplant existing transportation funding for maintenance purposes when the new funding becomes available. New measure funds must be used to augment and not replace existing general funds used for street and road purposes. A five-year average of discretionary general funds using adopted State Controller Reports will be used for this purpose.

The City would receive approximately (*insert the amount for your city*) over the 20-year period.

Alternatives:

The Council may choose to not support a Countywide transportation sales tax measure and decline to adopt a resolution. The impact of this decision is dependent upon the actions of other jurisdictions and could lead to the inability to place the measure on the November ballot for consideration of the populace.

Attachments:

- A. Humboldt County Transportation Ballot Measure Expenditure Plan
- B. Self-Help Coalition and Transportation Funding Crisis Information
- C. Resolution

FINANCIAL IMPACT: None

Humboldt County Transportation Ballot Measure Expenditure Plan

Not more than half of one percent of funds, on an annual basis, will be used for administrative purposes of the Humboldt County Association of Governments (HCAOG). The remaining 99.5% funds generated by a ½ cent transportation sales tax measure will be allocated to the Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, Trinidad and the County of Humboldt. The allocation formula is based upon \$50,000 base for the four smallest cities (Blue Lake, Ferndale, Rio Dell and Trinidad) with the balance allocated by road miles, population and sales tax generation. The 20-year investment is expected to generate \$200,000,000.

20 Year Plan Totaling \$200 Million	Percent of Funds	Estimated Annual Allocation	20-Year Allocation Estimate
Audits, Oversight Committee Administration, Annual Reports Administration costs will be reimbursed actual expenditures, not to exceed \$50,000 per year.	0.50%	\$50,000	\$1,000,000
Arcata	11.41%	\$1,141,041	\$22,820,829
Blue Lake	0.97%	\$96,865	\$1,937,292
Eureka	32.57%	\$3,257,049	\$65,140,972
Ferndale	1.39%	\$139,014	\$2,780,279
Fortuna	7.48%	\$747,702	\$14,954,035
Rio Dell	1.86%	\$185,632	\$3,712,638
Trinidad	0.94%	\$94,125	\$1,882,498
County of Humboldt	42.89%	\$4,288,573	\$85,771,457
TOTAL	100%	\$10,000,000	\$200,000,000

Eligible Uses

- Maintenance, rehabilitation, and reconstruction of existing transportation including trails and transit.
- Local match leveraging of state and federal funds for road, trails and transit infrastructure.
- Retention of commercial air service.

Safeguards and Accountability Measures

This transportation investment plan includes strong taxpayer safeguards to ensure that the projects and programs approved by the voters are funded and delivered.

Taxpayer Oversight Committee: This committee will be created to provide an enhanced level of accountability for expenditures made under this investment plan to ensure that all voter mandates are carried out and that the financial integrity and performance of the program is maintained.

Annual Independent Audit and Annual Reporting: Annual fiscal and compliance audits will be conducted by an independent Certified Public Accountant, selected by the Taxpayers Oversight Committee, to assure that the revenues expended are reasonable. The audit's results and annual report must be published and made available to the general public.

Sunset Date: This measure terminates in 20 years.

Administrative Expense Cap: Expenditures of HCAOG staff necessary to administer the program will be limited to no more than half of one percent of the annual gross revenues provided by the measure. These costs include independent audits, staffing the oversight committee and producing an annual report.

Eligibility Verification: The cities and County will select transportation projects that meet eligibility criteria as identified in this plan. The local jurisdictions will certify in the annual verification submitted to the HCAOG that these transportation funds were used for eligible expenses.

Maintaining Local Transportation Funding Efforts: The local jurisdictions will certify in the annual verification submitted to HCAOG that these transportation funds will be used to augment and not supplant local resources spent. For purposes of this calculation an average of the prior five (5) years spent for local transportation purposes will be used.

HCAOG is an association of local governments representing all seven cities and the County of Humboldt that is responsible for coordinating transportation planning in the Humboldt region. HCAOG has the fiduciary duty of administering the transportation sales tax proceeds in accordance with all applicable laws and with the Plan. The monies collected shall be accounted for and invested separately, unless and until the funds are turned over to a local agency in accordance with the Plan. At such time, the local agency shall keep a separate accounting of the monies and any and all expenditures to ensure that the monies are spent in accordance with the approved Plan. All interest income generated by these proceeds will be used for the purposes outlined in this Plan and will be subject to audits. HCAOG may use the contingency fund to make up the difference between the budgeted revenues and the actual revenues.



HCAOG

*Regional Transportation
Planning Agency*

611 I Street, Suite B
Eureka, CA 95501
707.444.8208
Fax: 707.444.8319
www.hcaog.net

HCAOG's Self-Help County Efforts

The Self Help Counties Coalition (SHCC) is an organization of 20 local county transportation agencies delivering super majority voter-approved transportation sales tax measures throughout California.

SHCC member agencies are dedicated to keeping the faith of the voting public who provide the authority and the funding so that we may deliver the priority transportation projects Californians depend upon every day. SHCC as an organization is dedicated to ensuring sound public policy so that local governments and the State of California can meet our transportation infrastructure needs. SHCC works closely with the California Transportation Commission, the California Department of Transportation, elected officials as well as other public and private sector interests.



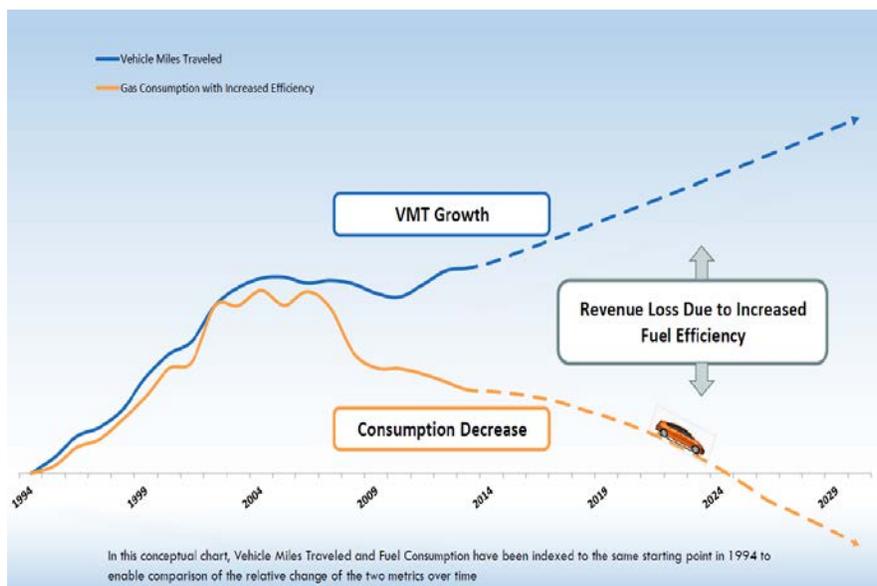
- ✓ Self-Help Counties create and maintain jobs for transportation infrastructure, operations and maintenance.
- ✓ The SHCC provides a reliable and stable funding stream that far outstrips state and federal funding on an annual basis.
- ✓ The SHCC has extensive accountability measures and local elected official oversight on all taxpayer's dollars.
- ✓ The public has direct access to local decision-makers and public meetings are held each month throughout the state with opportunities to participate in every self-help county.
- ✓ Expenditure plans explicitly detail how funds will be spent, allowing the public to fully understand where their local transportation dollars go.

Transportation Funding Crisis

State and federal transportation funding has dropped significantly in recent years, with once reliable funds becoming increasingly unreliable. In January of this year, state transportation officials took action cutting previously promised funding for road and transit projects by \$754 million covering the next five years, the greatest reduction in two decades. While cuts to the Humboldt region only amounted to \$800,000 of the \$3.9 million share targeted for deletion, the decrease in funding is projected to continue its decline.

Transportation’s primary fund source, the gas tax, has not been raised in 20 years, and our cars are more fuel efficient than ever.

Fuel efficiency standards continue to increase while transportation funding continues its decline. As a result, revenues available to operate, maintain and improve our local transportation system have not kept up with the needs of our community.



Available transportation revenues from local, state and federal governments are insufficient, declining, and unable to fully support our existing transportation system. A new, reliable source of transportation funding is needed to maintain our communities and quality of life.

Humboldt County voters are being asked to approve a 20-year, ½-cent sales tax to address these needs. Twenty other counties in California have already approved similar ballot measures making them ‘Self-Help’ Counties. At least eight counties new to the SHCC are placing transportation sales tax measures on the November ballot.

With these voter-approved local transportation funds, Self-Help Counties have the ability to maintain and improve their transportation systems. They are also more successful in competing for funding and leveraging a larger share of state and federal dollars. Self-Help funds generated must stay local and can only be spent on transportation.

RESOLUTION NO. 2016-17**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE,
CALIFORNIA, APPROVING THE HUMBOLDT COUNTY TRANSPORTATION
BALLOT MEASURE EXPENDITURE PLAN AND RECOMMENDATION TO THE
HUMBOLDT COUNTY BOARD OF SUPERVISORS TO PLACE A 20-YEAR
TRANSPORTATION SALES TAX MEASURE ON THE NOVEMBER 8, 2016
GENERAL ELECTION BALLOT**

WHEREAS, available revenues, including funding from Local, State and Federal governments, are not adequate to support needed maintenance, upgrading or safety improvements to the existing infrastructure; and

WHEREAS, the road, transportation and circulation systems within the cities and unincorporated areas of Humboldt County are of regional concern and the quality of such systems have a direct impact on residents, visitors and tourism, agriculture, business, industry and the general economy within the county; and

WHEREAS, the Humboldt County Association of Governments Board has developed the Humboldt County Transportation Ballot Measure Expenditure Plan pursuant to the authority of Public Utilities Code Section 180206; and

WHEREAS, the Humboldt County Transportation Ballot Measure Expenditure Plan was authorized for public release by the governing body of the Humboldt County Association of Governments on June 16, 2016; and

WHEREAS, the 20-year Humboldt County Transportation Ballot Measure Expenditure Plan will: generate revenue, of which 99.5% will be specifically and solely for local maintenance projects selected by local agencies, better leverage state and federal funds to support local projects, retain commercial air service, create jobs that support economic development, and establish an Taxpayer Oversight Committee to ensure that all funds are spent consistent with the voter-approved expenditure plan; and

WHEREAS, it has been determined in prior court cases and in particular, *Sustainable Transportation Advocates of Santa Barbara v. Santa Barbara County Association of Governments* (2009) 179 Cal.App.4th 113, the Court of Appeal, Second Appellate District, that establishing a Transportation Investment Plan and corresponding measure does not constitute a project under the State of California Environmental Quality Act and that the City does not need to make an environmental determination at this time; and

WHEREAS, the interests of Humboldt County and its residents and businesses will benefit by the implementation of the 20-year Humboldt County Transportation Ballot Measure Expenditure Plan through the new half-cent sales tax for transportation in Humboldt County.

NOW, THEREFORE, BE IT RESOLVED by the Council of Ferndale as follows:

SECTION 1. Action. The City Council of the City of Ferndale hereby approves the Humboldt County Transportation Ballot Measure Expenditure Plan introduced by the Humboldt County Association of Governments on June 16, 2016.

SECTION 2. Action. The City Council of the City of Ferndale recommends that the Humboldt County Board of Supervisors place the Humboldt County Transportation Ballot Measure Expenditure Plan on the November 8, 2016 ballot together with a transportation sales tax measure.

SECTION 3. Environmental Determination. The City Council has determined that the above actions do not constitute a project, as defined by the California Environmental Quality Act and is not subject to environmental review.

Approved and Adopted the 20th of July, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Don Hindley, Mayor

Attest:

Jennifer Church, City Clerk

Meeting Date:	July 20, 2016	Agenda Item Number	13.c
Agenda Item Title	Authorize City Manager to Replace Street Lights on Main Street		
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:

Authorize City Manager to work with the Chamber to replace broken or non-functioning street lights along Main Street.

DISCUSSION:

The City Manager and the Chamber have had discussions regarding the condition of some of the street lights along Main Street. A problem a couple weeks ago with a streetlight that was leaning resulted in us inspecting all of the streetlights downtown and we found that although they were not as compromised as the initial streetlight, we should replace all of the streetlights down town because of structural problems associated with their environment and age. A benefactor has offered to pay for the initial group of lights to be replaced and the Chamber is in favor of the design and has offered to pick up the cost of freight. City Staff will remove and install the new streetlights. There may be some unexpected costs that arise during this process, but it is unknown until the process begins.

FINANCIAL IMPACT: none

Meeting Date:	July 20, 2016	Agenda Item Number	13.d
Agenda Item Title	Consider Designating a Voting Delegate to League of California Cities Annual Meeting		
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:

Council consider designating a voting delegate and alternate, and decide whether the City will pay for that delegate to attend the LOC conference.

BACKGROUND:

Each year the City has an opportunity to send a representative to the League of California Cities Annual Conference. In the past, the Council has voiced the opinion that the expenditure to send someone to this conference was not a responsible use of city funds.

If the Council does decide to designate the Mayor or a Council Member as a voting delegate, the Mayor or Council Member who goes would be eligible to have their travel expenses reimbursed by the City according to the "City of Ferndale Travel and Reimbursement Policy." According to this policy, the Mayor or Council Member could receive a maximum reimbursement of \$440 for four days for room and a maximum of \$144 for meals. He would also be eligible to be reimbursed for mileage (at \$0.54/mile for total miles driven, which to San Francisco from Ferndale, round trip, is approximately 564 miles) in the amount of about \$304. A flight from San Francisco to Long Beach is an additional \$116. Other flight options are available, but more expensive. Total reimbursed expenses could be up to \$1004. The 2016-17 Budget did not set aside money for this purpose, so if approved, monies would need to be allocated from the General Fund. The cost to attend the Conference is an additional \$525.

FISCAL IMPACT:

Under current city policy, reimbursement could be up to \$1,529

Council Action Advised by July 31, 2016

June 10, 2016

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – October 5 – 7, Long Beach**

The League's 2016 Annual Conference is scheduled for October 5 – 7 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for noon on Friday, October 7, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 23, 2016. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, October 5, 8:00 a.m. – 6:00 p.m.; Thursday, October 6, 7:00 a.m. – 4:00 p.m.; and Friday, October 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

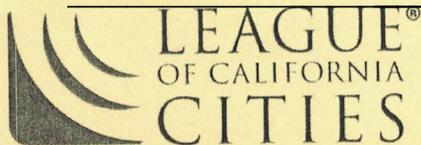
Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 23. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

2016 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, September 23, 2016. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, September 23, 2016

League of California Cities
ATTN: Kayla Gibson
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: kgibson@cacities.org
(916) 658-8247

Meeting Date:	July 20, 2016	Agenda Item Number	13.e
Agenda Item Title	Report on Francis Creek Walk		
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 report from the Francis Creek walk.

DISCUSSION:

Each year the City does a walkthrough of Francis Creek determining the brush and debris that needs to be removed. Homeowners are notified via mail of such debris that is on their property. This year's walk took place on Friday, July 8, 2016. City Manager will give a report on the findings.

FINANCIAL IMPACT: None

Meeting Date:	July 20, 2016	Agenda Item Number	13.f
Agenda Item Title:	Resolution 2016-18 Adopting FY16-17 Budget		
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:

Adopt Resolution 2016-18 Approving Budget for Fiscal Year 2016-2017

BACKGROUND:

The City is required to adopt an operating budget for each fiscal year. The City of Ferndale has routinely adopted a single year budget to meet this requirement.

The Annual Budget for the City of Ferndale for the Fiscal Year 2016-2017 has been presented by the City Manager and Staff and is now brought before the Council for discussion and possible approval.

The proposed budget provides generally the same level of service as in prior years with changes in the revenues and expenditures to be offset by General Fund reserves. The personnel costs include routine step-increases, as well as COLA increases where appropriate for contracts.

FINANCIAL IMPACT:

Discussed above

RESOLUTION NO. 2016-18**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE
ADOPTING THE FISCAL YEAR 2016-17 OPERATING BUDGET**

WHEREAS, State Law mandates and sound management necessitates the adoption of an annual budget; and

WHEREAS, the City of Ferndale seeks to continue to provide services desired by the public; and

WHEREAS, a budget has been crafted that preserves essential services.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Ferndale, the FY 2016-17 Annual Operating Budget attached and made part hereto, is adopted.

PASSED AND ADOPTED by the City Council of the City of Ferndale on July 20, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Don Hindley, Mayor

Attest:

Jennifer Church, City Clerk

Meeting Date:	July 20, 2016	Agenda Item Number	13.f.i
Agenda Item Title:	Resolution 2016-19 Adopting FY16-17 Fees & Fines Schedule		
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:

Adopt Resolution 2016-19 Approving Fees and Fines Schedule for Fiscal Year 2016-2017

BACKGROUND:

Traditionally, the Fees and Fines Schedule is reviewed at the same time as we consider next year’s budget. It is particularly important during these economic times that services are paid for by the individuals receiving them in actual costs. In preparing the Fees and Fines schedule for 2016-2017, Staff reviewed the fees of other like-sized cities in the County. The Fees and Fine schedule is attached to Resolution 2016-19.

FINANCIAL IMPACT:

Discussed above

DEPARTMENT	ITEM	DESCRIPTION		Enacting Document		2015-16 Fee
Building	Building Permits	Per Uniform Building Code	Per cost of work	Uniform Admin. Code		Varies
		Issuance Fee		Res. No. 2014-16		\$26.00
		Strong Motion Seismic Hazard Fee	per \$100,000, 1-3 story	Sec. 2705 Public Resource Code		\$13.00
		Strong Motion Seismic Hazard Fee	per \$100,000, over 3-story	Sec. 2705 Public Resource Code		\$28.00
	Drainage	New Building after 1994		Ord. 94-01		\$ 1,500.00
		New Building before 1994		Ord. 94-01		\$ 2,500.00
		New impervious area over 100 sq ft	per sq ft	Ord. 94-01		\$ 0.50
		New gravel road/parking over 100 sq ft	per sq ft	Ord. 94-01		\$ 0.36
	Demolition	Building		Uniform Building Code		\$ 50.00
	Plan Check			Res. No. 2014-16		\$35/hr
	Burn Down Letter			Res. No. 2015-17		\$ 100.00
	Investigation/Pre permit meetings			Res. No. 2014-16		\$35/hr
	Grading/Drainage Plan			Res. No. 2014-16		\$715.00
Public Works/	Information Request		Deposit	Res. No. 2014-16		\$35/hr
Land Use	Lot Line Adjustments		Deposit	Res. No. 2014-16		\$710 + \$58/hr
	Parcel Mergers		Deposit	Res. No. 2014-16		\$ 510.00
	Project Meetings		Deposit + hourly	Res. No. 2014-16		\$120 + \$58/hr
	Improvement Plans		Deposit + hourly	Res. No. 2014-16		\$710 + \$58/hr
	Development Plans		Deposit	Res. No. 2014-16		\$ 1,020.00
	Drainage Reports		Deposit + hourly	Res. No. 2014-16		\$710 + \$58/hr
	Minor Subdivision	Tentative Map	Deposit	Res. No. 2014-16		\$ 1,020.00
	Major Subdivision	Tentative Map	Deposit + hourly	Res. No. 2014-16		\$710 + \$58/hr
	Parcel or Final Map	Review and certification	Per Lot	Res. No. 2014-16		\$ 305.00
	Boundary Correction		Deposit	Res. No. 2014-16		\$ 510.00
	Review-Land Use Permits		Deposit	Res. No. 2014-16		\$ 100.00
	Encroachment Permit	Varies according to issues	Deposit + hourly	Res. No. 2014-16		\$35 + 58/hr
	Special Traffic/Curb Marking			Res. No. 2014-16		\$ 75.00
Planning	Project Meetings		Deposit	Res. No. 2014-16		\$35/hr
	Applicant Inquiries		Deposit	Res. No. 2014-16		\$ 120.00
	Design Review Permit	*\$58/hour if Planner assistance required		Res. No. 2014-16		No fee *
	Exception to Development	Standands & Application Processing	Deposit + hourly	Res. No. 2014-16		\$ 710.00
	Lot Line Adjustments		Deposit + hourly	Res. No. 2014-16		\$ 710.00

	Parcel Mergers		Deposit + hourly	Res. No. 2014-16		\$ 710.00
	Variance		Deposit + hourly	Res. No. 2014-16		\$ 710.00
	Secondary Dwelling Permit		Deposit + hourly	Res. No. 2014-16		\$ 560.00
	Street Vacation	Including Engineering Fee	Deposit + hourly	Res. No. 2014-16		\$ 1,240.00
	Conditional Use Permit		Deposit + hourly	Res. No. 2014-16		\$ 710.00
	Permit Amendment	Permits and/or of Conditions of Approval	Deposit + hourly	Res. No. 2014-16		\$ 710.00
	Permit/Project Extension	For Use Permits, Variances, etc.	Deposit + hourly	Res. No. 2014-16		\$ 710.00
	Minor Subdivision	Cost varies on number of lots & issues	Deposit	Res. No. 2014-16		\$1225 + \$50/lot
	Major Subdivision	Cost varies on number of lots & issues	Deposit	Res. No. 2014-16		\$1530 + \$50/lot
	Amendment of Minor	Approval	Deposit + hourly	Res. No. 2014-16		\$ 710.00
	Amendment of Major	Approval	Deposit + hourly	Res. No. 2014-16		\$710 + \$58/hr
	Tentative Map Expiration Extension		Deposit + hourly	Res. No. 2014-16		\$710 + \$58/hr
	Zoning Ordinance or Map	Amendment	Deposit + hourly	Res. No. 2014-16		\$710 + \$58/hr
	Density Bonus		Deposit + hourly	Res. No. 2014-16		\$710 + \$58/hr
	Reasonable Accommodation		Deposit	Res. No. 2014-16		\$ 116.00
	Sign Permit		Deposit	Res. No. 2014-16		\$ 58.00
	General Plan or Map	Amendment	Deposit	Res. No. 2014-16		\$ 2,040.00
	Appeals	To Planning Commission or City Council	Deposit + hourly	Res. No. 2014-16		\$710 + \$58/hr
	Appeals - If No Application Fee	To Planning Commission or City Council	Deposit + hourly	Res. No. 2014-16		\$120 + \$58/hr
	CEQA Initial Study	Does not include Special Studies	Deposit + hourly	Res. No. 2014-16		\$1,200 + \$58/hr
	CEQA EIR	Cost varies on number issues	Deposit + hourly	Res. No. 2014-16		\$120 + \$58/hr
Finance	Business License Fees	One fiscal year - Retail		Ord. 06-01 & Res. No.2015-17		\$ 65.00
		Quarterly - Retail		Ord. 06-01 & Res. No.2015-17		\$ 20.00
		One fiscal year - No Sales Tax		Ord. 06-01 & Res. No.2015-17		\$ 85.00
		Quarterly - No Sales Tax		Ord. 06-01 & Res. No.2015-17		\$ 25.00
		Duplicate issuance		Ord. 06-01 & Res. No.2015-17		\$ 10.00
		Relocation of location		Ord. 06-01 & Res. No.2015-17		\$ 10.00
		Carnival, per day		Ord. 06-01 & Res. No. 04-04		\$ 105.00
		Peddlers etc.: Finger printing		Ord. 06-01 & Res. No. 04-04		\$ 10.00
		Application Investigation		Ord. 06-01 & Res. No.2015-17		\$ 50.00
		Registration		Ord. 06-01 & Res. No.2015-17		\$ 20.00
		Renewal of registration permit		Ord. 06-01 & Res. No.2015-17		\$ 10.00
		Public dance hall permit		Ord. 06-01 & Res. No. 0578		\$70.00
		Police protection at prevailing rates	Per Hour	Res. No. 2014-16		\$30/hr.

CITY COUNCIL MEETING
City of Ferndale FY 2016-17 FEES FINES SCHEDULE

		Vendor-service/product not offered locally		Ord. 06-01 & Res. No. 04-04		\$ 10.00
		Vendor-service/product offered locally		Ord. 06-01 & Res. No. 2015-17		\$ 175.00
		Chamber sponsored Sales		Ord. 06-01 & Res. No. 04-04		\$ 100.00
		Junk Yard Permit		Ord. 06-01		\$ 100.00
Public Facility	City Hall Rental	Auditorium/Lounge/Kitchen		Res. No. 2014-16		\$ 200.00
		Auditorium/Lounge/Kitchen Weekend Rate	2pm Fri - 6pm Sun	Res. No. 2015-17		\$ 375.00
		Auditorium/Lounge/Kitchen - Non-Profits		Res. No. 2015-17		\$ 95.00
Rentals		Lounge/Kitchen only		Res. No. 2015-17		\$ 125.00
		Lounge/Kitchen only - Non-Profits		Res. No. 2015-17		\$ 50.00
		Youth & Non-profit - hour class		Res. No. 2015-17		\$ 10.00
		Cleaning Deposit		Res. No. 2014-16		\$ 150.00
Miscellaneous	Health Fee	Annual for Farmers' Markets		Res. No. 2014-16		\$ 75.00
	Copies	Per page		Res. No. 2014-16		\$ 0.35
	DVD Copy			Res. No. 2014-16		\$ 5.00
	Merchandise	Police patches		Res. No. 2014-16		\$ 15.00
	Motion Picture/TV Productions	Major Productions		Res. No. 2014-16		
		Permit application fee		Res. No. 2014-16		\$ 710.00
		Film Production permit per day		Res. No. 2014-16		\$ 575.00
		Road Closure of 30 min. or more/day		Res. No. 2014-16		\$ 360.00
		Cancellation of permit		Res. No. 2014-16		\$ 360.00
		Duplicate permit		Res. No. 2014-16		\$ 75.00
		Attachment of a rider		Res. No. 2014-16		\$ 40.00
		Police or Public Works Services	Per hour	Res. No. 2014-16		\$30/hr.
		Material expenditures	Cost	Res. No. 2014-16		cost
		Faithful performance bond		Res. No. 2014-16		\$ 140,000.00
		Minor Productions				
		Permit application fee		Res. No. 2014-16		\$ 150.00
		Film Production permit per day		Res. No. 2014-16		\$ 300.00
		Cancellation of permit		Res. No. 2014-16		\$ 75.00
	Research / Staff Time	Research Fee	Per hour	Res. No. 2014-16		\$35/hr.
	Returned Check Fee	Per check				\$ 40.00
	Transient Occupancy Tax	10% to City; 2% to Visitor & Conv. Bureau		Ord. No. 2015-02		12%
Library	Proctor Fees			Res. No. 2013-19		\$ 35.00
Administration/	CC or PC Packets		Per page	Res. No. 2014-16		\$ 0.35

CITY COUNCIL MEETING
City of Ferndale FY 2016-17 FEES FINES SCHEDULE

Ministerial	Home Occupation Permits			Res. No. 2014-16		\$ 150.00
	Secondary Dwelling Unit			Res. No. 2014-16		\$ 150.00
	Information Request	First 1/2 hour free	Per hour	Res. No. 2014-16		\$35/hr.
	Plot Plan Review			Res. No. 2014-16		\$35/hr.
Police	Animal License Fees	License one year sterilized		Res. No. 2014-16		\$ 15.00
		License two year sterilized		Res. No. 2014-16		\$ 30.00
		License three year sterilized		Res. No. 2014-16		\$ 45.00
		License one year non-sterilized		Res. No. 2014-16		\$ 40.00
		License two year non-sterilized		Res. No. 2014-16		\$ 80.00
		License three year non-sterilized		Res. No. 2014-16		\$ 120.00
	Animal Impound Fee Sterilized	1st impound in 12 month period		Res. No. 2014-16		\$ 40.00
		2nd impound in 12 month period		Res. No. 2014-16		\$ 75.00
		3rd impound in 12 month period		Res. No. 2014-16		\$ 110.00
		4th impound in 12 month period		Res. No. 2014-16		\$ 165.00
	Animal Impound Fee Non-Fixed	1st impound in 12 month period		Res. No. 2014-16		\$ 80.00
		2nd impound in 12 month period		Res. No. 2014-16		\$ 220.00
		3rd impound in 12 month period		Res. No. 2014-16		\$ 260.00
		4th impound in 12 month period		Res. No. 2014-16		\$ 300.00
	Dog License Late Payment Fee			Res. No. 2015-17		\$ 10.00
	Dog License Replacement Tag			Res. No. 2015-17		\$ 10.00
	Kennel License Fee	per year		Res. No. 2014-16		\$ 210.00
	Bus. License Investigation			Res. No. 2014-16		\$ 38.00
	Clearance Letter			Res. No. 2014-16		\$ 25.00
	Copies	per page		Res. No. 2014-16		\$ 0.35
	Finger Printing			Res. No. 2014-16		\$ 10.00
	False Alarms		After 2nd annual	Res. No. 2014-16		\$ 30.00
	Infraction	See gov't code 36900				-
	Nuisance Violations	First violation (Maximum \$1000.00)	Per day	Res. No. 2015-17		\$ 100.00
		Second violation (Maximum \$2000.00)	Per day	Res. No. 2015-17		\$ 200.00
		Third Violation	Per day	Res. No. 2015-17		\$ 500.00
		Cost Recovery	Cost	Ord. 01-01		Cost
	Parking red/green/yellow			Per Ferndale PD		\$ 55.00
	Parking 18" from curb			Per Ferndale PD		\$ 55.00
	Parking posted no parking			Per Ferndale PD		\$ 55.00

	Parking block driveway			Per Ferndale PD	\$ 55.00
	Parking in alley			Per Ferndale PD	\$ 55.00
	Park abandon vehicle			Per Ferndale PD	\$ 105.00
	Parking double			Per Ferndale PD	\$ 55.00
	Parking block hydrant			Per Ferndale PD	\$ 55.00
	Parking handicap			Res. No. 2015-17	\$ 335.00
	Parking block lower curb			Res. No. 2015-17	\$ 335.00
	Towing Charge			Per Ferndale PD	\$ 125.00
	DUI Vehicle Release			Per Ferndale PD	\$ 150.00
	Other MC/VC			Per Ferndale PD	\$ 55.00
	Reports/Accident			Per Ferndale PD	\$ 10.00
	Research			Per Ferndale PD	\$30/hr.
	Sign Off Fix-It Ticket			Per Ferndale PD	\$ 10.00
	Special Services			Res. No. 2015-17	\$50/hr.
	VIN Verification			Res. No. 2015-17	\$50/hr.
Sewer	Sewer Fees	Existing facilities connection charge		Ord. 04-03 Sec. 3.01	10% - estimated construction cost
		Special connection charge		Ord. 04-03 Sec. 3.02	Computed by CE
	Lateral Service Connection Charge	4" lateral		Ord. 04-03 Sec. 3.03.1	Set by CE
		6" lateral		Ord. 04-03 Sec. 3.03.1	Set by CE
		First new hookup		Res. No. 05-16	\$ 5,180.16
		Each additional hookup up to 4 units		Ord. 04-03 Sec. 3.03.3	\$ 400.00
		Over 4 units		Ord. 04-03 Sec. 3.03.4	\$ 200.00
	Sewer Permit & Inspection	Single Family		Ord. 04-03 Sec. 3.04.1	\$ 2.00
		Trailer Ct & multiple dwelling		Ord. 04-03 Sec. 3.04.2	\$2 1st; \$1 after
		Comm'l Industrial, Church, etc		Ord. 04-03 Sec. 3.04.3	\$ 7.00
		Public Sewer Connection		Ord. 04-03 Sec. 3.04.4	\$5 + \$5/lin.ft of sewer
		Alter exist sewer installation		Ord. 04-03 Sec. 3.04.4	\$ 4.00
	Monthly Service Charge	Single Family Residential (1 EDU)		Resolution 06-02	\$66/mo
		Commercial		Ord. 04-03 Sec. 4.04	Per EDU

RESOLUTION NO. 2016-19
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE ADOPTING THE
FY 16-17 FEES AND FINES SCHEDULE, RESCINDING RESOLUTION 2015-17

WHEREAS, the City of Ferndale performs special services for the benefit of a limited number of persons to whom such services are of value; and

WHEREAS, the cost of rendering such services should be borne by that limited group who are the beneficiaries rather than the citizenry at large; and

WHEREAS, the City Council is of the opinion also that the charges established for such service should equate to the direct cost thereof to the City of Ferndale; and

WHEREAS, the City of Ferndale seeks to continue to provide services desired by the public; and

WHEREAS, this resolution will rescind Resolution 2015-17; and

WHEREAS, a budget has been crafted that preserves essential services while ensuring that expenditures do not exceed revenues and cash on hand; and

WHEREAS, the City of Ferndale wishes its fees and fines to be in concert with those of other like-sized cities in the County and made adjustments accordingly.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Ferndale, that the FY 16-17 Fees and Fines Schedule attached and made part hereto, is adopted.

BE IT FURTHER RESOLVED: that Fees and Fines will be examined on a yearly basis.

PASSED AND ADOPTED by the City Council of the City of Ferndale on July 20, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Don Hindley, Mayor

Attest:

Jennifer Church, City Clerk

Meeting Date:	July 20, 2016	Agenda Item Number	13.f.ii
Agenda Item Title:	Resolution 2016-20 Adoption of Gann Appropriations Spending Limitation for Fiscal Year 2016-2017		
Presented By:	City Manager		
Type of Item:	X	Action	Discussion
Action Required:		No Action	x Voice Vote
			Information
			Roll Call Vote

RECOMMENDATION

Adopt Resolution number 2016-20 Adoption of Gann Appropriations Spending Limitation for Fiscal Year 2016-2017.

BACKGROUND:

Pursuant to California Constitution Article XIII (B) (Proposition 4), public entities are required to conform to budgetary guidelines set forth in the Gann Initiative. The purpose of Article XIII (B) is to constrain fiscal growth in government by limiting the proceeds of taxes that may be appropriated each year. Each year’s limit may be adjusted for increase in cost of living (California per capita income) and population. For special districts, if the district is located entirely within one county, the county’s population change factor is to be used. The limit may also be changed in the event of a transfer of fiscal responsibility. The California Department of Finance is mandated to provide the requisite price and population change data for local jurisdictions to calculate their appropriations limit.

DISCUSSION:

Each year the City Council is required to pass a resolution with the finding that the annual budget for the fiscal year is within the appropriations limit. This resolution must be passed by the end of calendar year.

FINANCIAL IMPACT: None

CITY OF FERNDALE

Gann Appropriation Limits Schedule
 For the year ending June 30, 2016

	<u>Amount</u>	<u>Source</u>
A. Appropriations limit for the year ending June 30, 2016	\$756,537	Prior year schedule
B. Calculation Factors:		
1. Population Increase %	0.9993	State Department of Finance
2. Inflation %	1.0537	State Department of Finance
3. Total adjustment factor	<u>1.0530</u>	B1 x B2
C. Annual Adjustment Increase	40,096.46	[(B3-1)A]
D. Other Adjustments		
Loss Responsibility (-)	N/A	
Transfers to Private (-)	N/A	
Transfers to fees (-)	N/A	
Assumed Responsibility (+)	N/A	
E. Total Adjustments	<u>40,096</u>	(C+D)
F. Appropriations limit for the year ending June 30, 2017	\$796,634	(A+E)

RESOLUTION NO. 2016-20
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE
ESTABLISHING THE ADJUSTED APPROPRIATION LIMITATIONS OF THE CITY OF FERNDALE
FOR FISCAL YEAR 2016-2017

WHEREAS, The City Council of the City of Ferndale adopted a budget for Fiscal Year 2016-2017; and

WHEREAS, as required by Section 7910 of the Governmental Code, the City Council of the City of Ferndale does resolve as follows:

Section 1. The City Council of the City of Ferndale hereby establishes the appropriation limitation for the City of Ferndale for fiscal year 2016-2017 to be \$796,634 which exceeds the estimated actual appropriations subject to limit of \$639,660.

Section 2. The compound factor used in calculating the 2016-2017 limitation was 1.05296, which represents the change in City population and California per capita income.

INTRODUCED, PASSED AND ADOPTED this 20th day of July, 2016 by the following vote:

AYES:

NOTES:

ABSENT:

ABSTAIN:

Don Hindley, Mayor

Jennifer Church, City Clerk

Meeting Date:	July 20, 2016	Agenda Item Number	13.g
Agenda Item Title	Update on Bridge from PG&E		
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:

Authorize City Manager to spend up to \$3,000 to bring in a 100-foot bridge from PG&E to lead into Russ Park.

DISCUSSION:

The City Manager was recently approached by Supervisor Rex Bohn regarding a 100-foot-long bridge for possible use by the City to fulfill our long-term strategy of a route to connect Fireman's Park with the backside of Russ Park. The bridge is currently located at the PG&E power plant in King Salmon. As we are all aware, the power plant is decommissioning and this bridge must be removed. The City Manager was successful in applying for a donation from PG&E for the bridge. Our engineer and staff have analyzed the appropriateness of the bridge structurally and believe that it is a good fit for the location. The City needs approximately \$2,000-\$3,000 to transport the bridge and place it close to the site where it will be positioned after the city permits, and engineers do some landing site improvements. These efforts will be a future cost but minimal to its value to the park system.

FINANCIAL IMPACT: Not to exceed \$3,000. (Park: Buildings and maintenance)

Meeting Date:	July 20, 2016	Agenda Item Number	13.h
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 June meeting, City Manager reported that the fundraiser held May 20 was a success and the committee believes enough funds have been raised for the project. Final steps are under way. Once a bridge has been selected, the committee will return before the Council for final approval

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

FINANCIAL IMPACT: None – Donor Funded

Section 14

CORRESPONDENCE

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

Mr. Charlton H. Bonham
Director
California Department of Fish and Wildlife
1416 9th Street, 12th Floor
Sacramento, CA

June 23, 2016

Dear Director Bonham:

The City of Ferndale strongly supports the proposed Eel River Estuary and Centerville Slough Enhancement Project, an historic opportunity to restore a portion of the Eel River Delta identified as an acquisition and restoration priority by the State of California more than forty years ago.

Acquired by The Wildlands Conservancy in 2008, the purchase of the 1,200-acre Connick Ranch afforded an historic and unprecedented restoration opportunity. With matching funds from CDFW and the Coastal Conservancy, CalTrout, TWC and other project partners set out to realize the shared vision of a restored Occidental Marsh, a complex estuarine environment located at the mouth of the Eel River. The project has since expanded to include adjacent properties, the owners of whom seek to realize both habitat enhancement and agricultural productivity improvements on their properties. The Coastal Conservancy has agreed to serve as Lead Agency under CEQA for the proposed project.

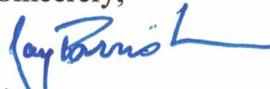
The potential benefits for this ecosystem restoration project include:

- Protecting and restoring anadromous fish habitat through tidal marsh and channel restoration on the property
- Improving access to restored aquatic habitats for salmonids and other aquatic dependent species by increasing migratory access between estuarine and inland waters and by restoring overwintering and rearing habitat for juvenile salmonids
- Protecting and restoring the coastal wetlands ecosystem of the larger Eel River Delta
- Improving drainage efficiency and managing sediment loads more effectively to enhance agricultural productivity
- Enhancing tidal processes by restoring tidal prism to the Inner Marsh and by maintaining and improving tidegate infrastructure to provide adaptability for sea level rise
- Enhancing freshwater pond habitat for amphibians, migratory waterfowl and other species
- Facilitating access for agricultural land management, public access and nature study opportunities
- Suppressing invasive species

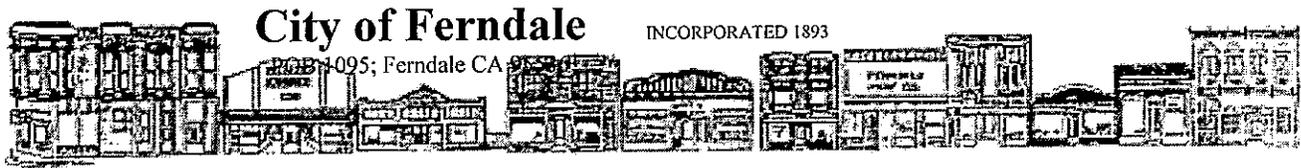
Three key habitat enhancement projects are underway in the Eel River Delta. These include the Salt River Ecosystem Restoration Project, the Ocean Ranch Project and the Eel River Estuary and Centerville Slough Enhancement Project. All are important, and all offer unique improvements to the ecosystem and agricultural economy of the region.

We respectfully encourage you to support this important project for the restoration of a valuable estuary and watershed, and for the agricultural improvements the project provides.

Sincerely,



Jay Parrish
City Manager



June 21, 2016

Robin Smith
PO Box 993
Ferndale, CA 95536

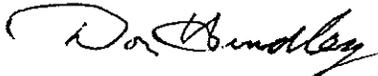
Dear Robin,

On behalf of the City Council of the City of Ferndale, I would like to thank you for your many years of service as Health Inspector for the City of Ferndale. It has truly been a pleasure having you fill this important position.

The Council, residents, stores, restaurant owners and many more have been lucky to have you in Ferndale. We appreciate the thoughtful, professional and thorough inspections done at Ferndale businesses as well as at the Humboldt County Fair.

Again, thank you for your time, contributions and effort through serving as Health Inspector.

Sincerely,



Don Hindley, Mayor

City of Ferndale

INCORPORATED 1893

POB 1095; Ferndale CA 95536



June 30, 2016

Tricia Sturdevant
PO Box 995
Ferndale, CA 95536

Re: 380 Craig Street

Dear Tricia,

Responding to complaints of residents, it has come to the City's attention that you are keeping goats on your property at 380 Craig Street in violation of the City's Zoning Ordinance. Per the ordinance section listed below, goats are permitted on city parcels that are one acre or larger. Your property does not meet the minimum lot size for this purpose. Please relocate your goats to an appropriate location within two weeks (but no later than July 15, 2016).

§7.04 Animals and Animal Shelters: *Adult domestic animals may be kept as accessory to any residential use, according to the following schedule:*

7.04.2: *Four (4) medium-sized domestic animals, including sheep and goats, may be kept on any parcel of not less than one acre. One additional animal may be kept for each 10,000 square feet of area by which such parcel exceeds one acre.*

Further, you are using a public right-of-way as personal pasture for your goats by fencing a portion of the Craig Street alley. This action prohibits use of the alley by adjoining property owners. Craig Street alley is to remain open and free of obstructions at all times. Please refrain from blocking any portion of the alley with fences or any other materials.

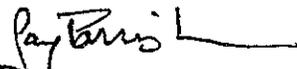
§4.01 Streets, alleys, public-use sidewalks

4.01.1: *It shall be the duty of every person owning or occupying any lot or block or land in the City of Ferndale which shall be bounded on any side by any legally established public-use sidewalk, street, lane, or alley ... to keep such ... alley free from all ... obstructions of every kind, as far as the middle of such street or alley ...and as far in length as the corresponding dimensions of such lot or block.*

While this courtesy letter carries no penalty, it does represent the beginning of a public nuisance action that, left unabated, can result in daily fines of \$50 per day.

Your prompt attention to this matter is encouraged by the City and will be appreciated by Ferndale residents. Please contact the City at 786-4224 with any questions concerning this matter.

Sincerely,



Jay Parrish
City Manager

cc: City Planner
Police Chief
City Attorney

Notice of Ex Parte Hearing for an Order Amending the Judgment to Add a Ninth Set of Additional Associate Member Entities

TO ALL PERSONS INTERESTED IN THE MATTER OF THE PROCEEDINGS FOR THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS CALIFORNIA HERO PROGRAM:

Western Riverside Council of Governments is seeking to amend the validation judgment obtained in Riverside County Superior Court, Case Nos. RIC1308636 and RIC130837, which pursuant to AB 860 authorized the financing of distributed generation renewable energy sources, or energy efficiency improvements, water efficiency improvements, and electric vehicle infrastructure permanently fixed to residential, commercial, industrial, or other eligible real property in California. The validation judgment specifically authorized the financing of the construction or installation of the improvements, the issuance of limited obligation improvement bonds, the initial establishment and the subsequent expansion of the program area within which contractual assessments may be offered to include cities and counties throughout California, and the placement and collection by WRCOG of assessments on the tax roll of those counties within which participating cities and counties are located.

WRCOG is now seeking to amend the validation judgment to expand the California HERO Program to include the Cities of Amador, Avenal, Bishop, Campbell, Chico, Corcoran, Corning, Cotati, Dinuba, Dunsmuir, Exeter, Farmersville, Ferndale, Fortuna, Gonzales, Grover Beach, Ione, Isleton, Jackson, Lathrop, Lindsay, Live Oak, Loyalton, Mendota, Moorpark, Morro Bay, Mount Shasta, Orange Cove, Orland, Oroville, Paso Robles, Piedmont, Plymouth, San Joaquin, San Juan Bautista, Sand City, Ukiah, Wheatland, the Towns of Colma and Moraga and Mariposa County.

Any person who wishes to challenge the expansion of the California HERO Program to include each of the entities listed above must provide written notice to Danielle Sakai at Best Best & Krieger LLP, 3390 University Ave., 5th Floor, Riverside, CA 92501, phone number (951) 686-1450 by August 12, 2016, or appear at the hearing on August 22, 2016 at 8:30 a.m. in Department 4 of the Riverside County Superior Court located at 4050 Main Street, Riverside, California 92501.

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 July 20, 2016 City Council Meeting
Reporting to June 30, 2016**CITY MANAGER****Meetings**

- Kiwanis meeting 1st and 3rd Tuesday of the month at 4:30 pm
- Salt River Watershed Council - June 14th- 2:00-5:00
- City Council meeting – June 16th – Regular meeting from 7:00 – 9:30 pm
- AB 939 local task force meeting. All the cities and county with HWMA coordinating meeting. We also include local solid waste contractors.
- SRWC meeting- June 9th - 2:00-5:00 pm
- City Manager meeting- June 19th– 3:00-5:00pm
- Emergency Response Committee- June 15th- 2:30- 4:30 pm
- AB 939 local task force meeting. June 30th- All the cities and county with HWMA coordinating meeting. We also include local solid waste contractors. Topic was Assembly bill 1826 and new recycling requirements to be phased in in the next few years. Ferndale is not at a level that mandates much presently, but in future years will be required to initiate a plan for organic waste. Organic waste is defined as food waste and food soiled paper: Green waste, landscape and pruning waste, and non-hazardous wood waste. The regulatory requirements could be; on-site composting, self-haul to a composter, or commercial organics recycling. Jurisdictions would need to assess organic volume, divert organic waste into acceptable processing system, track and report volume of material being diverted, and report annually to CalRecycle.
- Many discussions with PG&E, regarding a foot bridge they are slated to remove during the decommissioning process at King Salmon plant. I was contacted by our Supervisor Rex Bohn that he attended a meeting where they talked about the bridge and thought that it would be a good one to get if we could go through PG&E's donation application process successfully. I went up and looked at the bridge and felt it would fit our needs, went through their application process and worked with their representatives, and after several weeks found out that we were successful. It is a wonderful bridge and I will give particulars at the next council meeting. although the bridge is donated there will be costs related to permitting, engineering and some construction costs for the landing. Remember that most of our focus has been on the first bridge across Francis Creek on Francis Street by the Boy Scout Hall, this bridge will be all the way down by the kids' playground area and will go from the public bathrooms across Francis Creek over to Harrison and Cleveland Street intersection. You will then go to Eugene Street, take a right and go to the back side of Russ Park.
- Public Works; Focus is still on drainage issues but have started looking forward to the dry months and improvements to our streets and roads and parks. Met with engineer to get all drainage ditches included in maintenance program, as our 5C ditch maintenance program had some places that were not covered. Advertised our annual creek walk and contacted DF&W (Dept. of Fish and Wildlife), Corp of Engineers, and Regional Water Quality to accompany us if they wanted, and two representatives

- from the Drainage committee. We suspect that we will need to remove less vegetation, spend less time, and therefore take less effort to maintain possible flow through town. We believe that this procedure promotes less chance of flooding and was of the primary reasons we did not flood last year. As expected the report from creek walk was very positive and will require less maintenance and effort.
- The Lentz building renovation is moving along and will be a continuation to the improvement of the city's historical landscape when it is done. It already is looking like it will become one of our premier properties. Remember that the property owner replaced a very shabby sidewalk next to Brown Street and included three trees that are a very nice aesthetic improvement to that section of town and reduced problems associated with uneven sidewalks related to tripping hazards.
 - 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.
 - Numerous conversations with Chamber of Commerce President Karen Pingitore discussing business activities and issues almost on a daily basis. The council met with them before our last council meeting and talked about TOT and have also talked about replacing our much beloved health Inspector Robin Smith, who retired after 30 years. Robin did a great job and the community and City thank him for years of community service overseeing and taking on the health inspection needs of our small community. We have hired that position and Robin Smith will be introducing her to all the prospective businesses in the coming months as he mentors her in the position. We are proposing to augment our fees and fines schedule to include training costs associated with continuing education and expertise.
 - Financial preparation of information related to gas tax and a state audit sometime after the fourth of July. The auditor did come but only stayed half as long as they predicted. The audit included the last 12 years and staff did a remarkable job researching and producing required information. Staff is confident that we represented the City well and our report will confirm that.
 - Numerous consultation with Financial Officer Donna Timmerman related to financial issues. We are working on Budget with the various departments as well as preparing for our annual auditor to visit in June. Our annual audit also occurred in June and went smoothly also. Once again a great job by our staff. A special thanks to Donna Timmerman our Financial Manager for lending her talents to the City and a very fond send off to her as she goes into retirement next month. We wish her much happiness and enjoyment in her years to come.
 - We continue to have Emergency Response and Drainage meetings monthly. There are still sand bags available from our efforts over the wet season, and ERC continues to look at emergency event situations to increase our ability to be prepared. We should be handing out our city emergency contact list update as well as a monthly focus meeting.
 - Conversations with John Driscoll regarding Congressman Huffman and an update on Ferndale issues. Numerous conversations about the SRP and the pause in construction in 2016.

- Regular conversations and meetings with County Supervisor Bohn regarding common issues.
- Numerous meetings with Salt River and Francis Creek land owners regarding their participating in SRRP. Although we were not able to move forward with the project as designed we continue to understand the importance to the whole watershed an community and will continue to negotiate in the hope that they will feel comfortable in the coming months to join with their neighbors to support this very necessary project.
- Working on a number of grant applications related to drainage and reducing costs at the wastewater facility. Reducing costs at the wastewater facility is centered around our energy costs for our ultra violet disinfection system and running the plant optimally. We have already made improvements that are saving substantial energy costs and now are concentrating on our new wastewater permit and will be asking RWQCB to reduce our dosing requirements that will lower our costs even more.
- I was contacted by Annje Dodd who has asked me if the city would consider another Humboldt State Capstone project that would allow the students to explore alternative energy solutions to reducing energy costs at the wastewaterplant. they will probably bring a project to the council for approval in the coming months.
- Met with Caltrans on some sidewalk replacement activities in the near future. The improvements would be at the north end of town and would include some cement replacement in front of two properties and one wood decking replacement. The contractor showed three different sidewalk examples of color and texture and certainly showed that they are trying to match our sidewalks to the best of their ability. They were also trying to time the construction to have as little impact on the Fair activities and the beginning of school as possible.
- Variety of interactions with business and property owners regarding building improvements to the downtown area and historical recommendations and requirements and procedures and processes to move projects along. Staff has participated on a number of improvements on Main Street that have added to the City's character without compromising our authenticity. The Pizza company's recent renovations are an example of working with property owners downtown to improve our overall character. The Lentz and Paine building renovations are major improvements and will greatly enhance that side of downtown Main Street. We have also been in contact with other building owners that are considering Main Street improvements. We should commend our staff, building inspector, planning consultant, Design Review members as well as Planning Commissioners who have taken our historical distinction seriously while promoting a helpful and welcoming interaction with building permit applicants, and contractors.
- Many conversations and meetings with Salt River Restoration Project personnel to find compromises and a resolution that would enable the project to go to construction phase this summer. Ultimately we were unable to reach a compromise with the two property owners where the project needs to go next. We are hopeful that negotiation will continue and we will have any problems worked out before next construction season. This project started out many years ago as a project supported by property owners to limit flooding and to improve the environmental aspects of the watershed. It is still a very important project for these reasons and for the good of everyone in the community should be completed as soon as possible. the City continues to meet and

discuss this matter with our elected officials and their representatives. I have focused my attention on Congressman's Huffman's office and his representative John Driscoll, and Michael Bowen a long term supporter of our project and an organization that has contributed more than 4 million dollars to the project. We continue to analyze the current situation to find workable remedies to the project and individual challenges that have interrupted our ability to the project up the watershed. We are presently looking to the State and Federal NRCS for high-level assessment of their position on the easement.

- We were recently informed that the RCD and the Salt River Eco-Restoration Project was awarded a \$372,000 grant to include Williams Creek into a phased aspect of the SRRP. This is good news for the residents on Frog Ally. The California Ocean Protection Council's grant is to restore 2.5 miles of the Salt River floodplain, reestablish a connection between the Salt River and Williams Creek, and install a number of instream and wooden structures and riparian areas.
- Continue to work with attorney on nuisance abatement and remedial damage assessment on Craig Street Alley. Public Works installed bollards at the Bluff Street end of the alley at the top and bottom of the elevated portion.
- Working on the budget, the audit and financial reorganization of our staffing needs.
- Bocce court resurfacing project was finished with us replacing the oyster shell with decomposed granite. All activities were completed with donated funds and volunteer efforts. This change should require less maintenance, better drainage, and a superior rolling surface. The bocce committee and bocce enthusiasts should be commended for maintaining and improving the courts and making sure that the courts and landscaping are a positive addition to our beautiful Fireman's Park.
- Applied and submitted a CalRecycle grant before June 1st deadline. Also conducted and met with CalRecycle representative from Sacramento who I gave a tour around the City to inspect our solid waste and recycling program for compliance. I believe that he was pleased and impressed with our programs and will continue to support and recommend programs to lower our overall percentage of solid waste to our landfills.
- Numerous meetings and conversations with Gerald Silva related to a land swap to remove the necessity of Russ Park visitors crossing his land to get to backside of Russ Park. Our previous city resident David Yarrington had done considerable Pro bono work on the lot line adjustment, and gave the City the recorded maps to go along with it recently.

CITY CLERK ACTIVITY

Meetings

- Meetings with City Manager regarding work activities and council agenda.
- Attended:
 - Regular City Council meeting 6/16/16
 - Emergency Response meeting 6/15/16
- Wrote agenda items and compiled packet for:
 - Regular City Council Meeting 6/16/16
 - Began agenda compilation for City Council meeting 7/20/16
- Transcribed and drafted meeting minutes and uploaded meeting videos for:
 - Regular City Council Meeting 6/16/16

- 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.
- 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 2016 Possessory Interests Spreadsheet.
- Sent out Public Nuisance letters
- Preparation for November Elections
- Prepare for State Auditor
- Begin Training with Finance Manager

DEPUTY CITY CLERK ACTIVITY

Meetings

- Prepared Packet and Posted Agenda for 06/09/16 & 6/30/16 Design Review Committee Meeting
- Attended and transcribed minutes for 06/02/16, 06/09/16, & 06/30/16 Design Review Committee Meeting
- Prepared Packet and Posted Agenda for 7/6/16 Planning Commission Meeting

Projects

- Staffed the front counter and phones at City Hall
- Sent Business License and Dog License Renewal Postcards
- 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
- Sent out Correspondence regarding field observation reports
- Posted and sent out public notices regarding Planning Commission Vacancy

- Inventoried and ordered office supplies
- Processed Parade and Encroachment Permits
- Sent Building Permit reports to Assessors office and Construction Industry Research Board
- 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
- Ongoing Sewer Assessment Project
- Ongoing project of reviewing and cleaning up property files

FINANCE OFFICER ACTIVITY

Tasks:

- Continued to document and train staff for finance department duties and tasks.
- Prepared the list of documents requested by the State Controllers Gas Tax Auditor needed for his five-day site visit beginning on July 5th.
- Budget meetings with City Manager and Department Heads
- Meetings with City Manager – re: office issues
- 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:

- Review and update job descriptions

CITY PLANNER ACTIVITY

Task 1 – General Planning

- Emailed communication with City Manager and Deputy City Clerk
- Researched Zoning and Nuisance Ordinance before preparing Notice of Violation and Order to Abate for Steve Nunes' cargo locker
- Finalized letter for Stephen Nunes on nuisance of cargo locker on McKinley Ave.
- Corresponded with City Manager and City Attorney by email
- Collected material on solar panels in historic districts for PC
- Monthly Staff Report
- General Staff Coordination

Task 2 – Reimbursable Fee Planning - None

Task 3 – Special Projects - None

Task 4 – Additional Authorizations – None

Task 5 – General Plan Review - None

CITY ENGINEER

5C Roadside Ditch Maintenance

- **Background Information:** The City requires periodic maintenance of the roadside ditches within the City limits. Last year, the City Engineer obtained all regulatory permits and authorizations from the US Army Corps of Engineers (ACOE), North Coast Regional Water Quality Control Board (NCRWQCB), and the CA Department of Fish and Wildlife (DFW) to conduct the annual roadside maintenance activities under the 5C Waiver program. Under the terms of the 5C waiver, the City Engineer is required to conduct a walkthrough, photograph the condition of the ditches and provide a report showing no impact has occurred to the permitting agencies.
 - The walkthrough was completed on June 2nd, 2016 and the report was completed and submitted on June 23rd, 2016.

Transportation Safety Funds

- **Background Information:** Funds are being made available annually to address transportation safety issues (sidewalk accessibility, stop signs, crosswalks, etc.). Submission for funding must be based on documented traffic collisions or other issues. The City Engineer has attempted in the past to research collision data based on published records but was not able to locate any information. Recent discussions with the police department indicate that collision data must be retrieved manually. The City Engineer requests authorization to work with the police department to identify and document traffic safety hazards within the City and to coordinate with the County on current year and future available funding to address these hazards. Another potential stakeholder is the local school district as safe routes to school represent another safety issue. The intersection of Washington and Berding was identified as a location for a 4 way stop sign in preliminary discussions.
 - The City Engineer is awaiting further direction from City Manager to collect this data.

Capital Infrastructure Program

- **Background Information:** The City Engineer prepared a prioritization last met with the Streets Committee on March 8th and presented a list of streets and their functional classification.
 - The Streets committee indicated a desire to walk the streets with the City Engineer to verify condition and priorities. The City Engineer is waiting for this task to be scheduled.

Fireman Park Pedestrian Bridge

- **Background Information:** A citizens group has raised funds for a pedestrian bridge across Francis Creek south of the intersection of Cleveland Street and Berding Street. Structural plans and calculations were provided for review on May 4th. A review letter was issued on May 24th.
 - The City Engineer answered questions from the bridge committee regarding accessibility code on June 19th.
 - The City Engineer is awaiting a resubmittal of plans and documents that addresses the items raised in the review letter.

Fireman Park PGE Bridge Donation

- **Background Information:** Pacific Gas and Energy (PGE) is de-commissioning and existing pedestrian bridge and has offered to donate it to the City of Ferndale. Per discussion with the

City Manager, this bridge is planned to be located east of the parking lot east of the baseball field and would cross Francis Creek to the intersection of Cleveland and Harrison Street. The City will need to obtain the necessary permits to construct the bridge, obtain a survey, and design the concrete abutments to secure and anchor the bridge.

- The City Engineer has reviewed the documents (drawings and calculations) associated with the bridge. The bridge will meet current code.
- On June 27th, the City Engineer visited Fireman Park with the City Manager and a local contractor, North Coast Fabricators, to evaluate bridge location, tree removal, and construction staging.
- The City Engineer will be coordinating with the Department of Fish and Wildlife to review of removal of existing trees and brush along Francis Creek at the proposed bridge location.
- Once authorization is received and the trees and brush are removed, a survey of the area can be performed to begin the design process.

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. The review of the Final Map is complete. The agent is working toward completing the conditions of approval, which includes preparation of an improvement plan and revising the final map. Once the conditions of approval are complete and the final map is revised, the project will be scheduled with the City Council for approval of the final map before the map records.

- **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. This project was approved by the Planning Commission on March 2, 2016. The agent is in the process of addressing the conditions of approval. Once the conditions of approval are complete, the project will be recorded.

- **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. This project was approved by the Planning

Commission on March 2, 2016. The agent is in the process of addressing the conditions of approval. Once the conditions of approval are complete, the project will be recorded.

Meetings and Committees

- HCAOG Meeting
 - City Engineer attended this month's HCAOG TAC meeting on June 2nd.

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 3rd Thursday
- Compile all discharge information on Sousa property since opening of new plant
- OITs Gardner and Griggs performs lab tests daily to measure efficiency of plant
- Call out to plant for faulty battery backup in control room causing loss of communication with plant computer; problem corrected
- Monthly eSMR (electronic State Monthly Report) prepared and submitted
- Locate sewer main running through DeCarli property on Rose Ave
- Front gate chain oiled each Monday
- Met with Paul Gregorson concerning lateral and main repairs over last 7 years; info used in possible grant application
- Dewater for total of 14 hours
- Toured new plant at Bear River with OIT Gardner
- Maintenance of air dryer and air compressor
- OITs Gardner and Griggs cleaned walls and catwalk
- Dig up riser on Sousa property that was buried from winter flooding
- Place ad in Enterprise for bid on completion on sludge building at old site
- Unplug INF pump 2
- Remove selected weeds from wetland to meet criteria for monitoring
- Service UVT probe and PH lines
- Lateral inspections at 511 Ocean, 977 Grant
- Serviced work truck
- Turn sludge 3 times weekly
- Weedeat along Port Kenyon road
- Total flows through the collection system for June were 6.2 MG. Of that .6 MG was pumped to the equalization pond.
- Billed Rotorooter and Wyckoff a total of \$7,659 for the month of June. 30 total dumps for total of 42,550 gallons
- Influent flows that were treated through the facility totaled 5.4 MG for the month of June. Average irrigation discharge to Sousa property was .125 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.

- Repaired and painted railing at Community Center.
- Burned left over wood scraps from the Nilsen's barn project.
- Took trash to Eel River Disposal.
- Attended Emergency Committee meeting at City Hall.
- Went to Fortuna to pick up bollards for Craig St Alley and installed.
- Cut path from Cleveland St to Francis Creek for possible foot bridge.
- Painted bollards at Craig St Alley.
- Did maintenance on Cub Cadet lawn mower.
- Had Cal Fire Hand Crew clear brush along Cleveland St and trim tree's at the entrance to the park.
- Had meeting with Manhard, Northcoast Fabricators and City Manager of the placement of possible donated footbridge from PG&E.
- Continued with weekly safety meetings.
- Took down light pole at the VI due to rust. Contacted Fortuna Iron to possibly fix light pole.
- Switched all Main St flags to American Flags for 4th of July.
- Scheduled annual creek walk for the 8th of July.

POLICE DEPARTMENT

- Sergeant Adam Stricker resigned to take employment with Marysville Police Department.
- Hired Sergeant Allan Billington to replace Adam.
- Officer Dmitry Gavryush resigned.
- Made a conditional offer of employment to Robert Lindgren who just graduated from the College of the Redwoods Basic Law Enforcement Academy.
- Chief Smith attended the graduation ceremonies for the College of the Redwoods Basic Law Enforcement Academy and presented the Top Academic Award.
- Sergeant Billington and Chief Smith completed the POST certified 16-hour patrol rifle course.
- Sergeant Billington and Chief Smith attended a Chamber of Commerce meeting.
- Police department staff continued monitoring downtown parking.
- 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 June 2016

SERIOUS CRIMES	Number	Cleared
Homicide	0	

Rape (Attempted)	0	
Robbery	0	
Larceny	1	
Assault	1	
Burglary	1	
Vehicle Theft	0	
TOTAL	3	
SECONDARY CRIMES	7	
Calls for Service	46	
Reports Written	13	
Traffic Citations	1	
Other Citations	0	
Parking Citations	0	
Warnings	20	
ARRESTS	3	
AGENCY ASSISTS	11	
TRAFFIC COLLISIONS	0	

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 06/09/16 - 8:30am meeting

Chair Jeff Farley opened the meeting at 8:33 a.m. Committee Members Paul Gregson, Ellin Beltz, and Marc Daniels were present along with Deputy City Clerk Kristene Tavares.

Approval of Previous Minutes: **MOTION** to **APPROVE** the May 26, 2016 and June 2, 2016 meeting minutes **(Gregson/Daniels) Unanimous**

There was no Modifications to the Agenda

There was no Public Comments.

207 Francis Street: The Design Review Committee was presented with an additional drawing for the side and upper views of the proposed deck for the remodel of the shed into a secondary dwelling unit. Chair Farley commented that the Committee had received all the drawings they had asked for over the last couple meetings. **MOTION** to make the required findings of fact listed in Attachment A to **APPROVE** the Design Review Use Permit, subject to the conditions of approval listed in Attachment B, to reconstruct a shed into a secondary dwelling unit, using all the approved drawings submitted during the approval process over the last several meetings. **(Beltz/Daniels) Unanimous**

There was no Correspondence:

Committee Member Comments: Committee Member Daniels commented on the possibility of putting a bicycle rack in the vicinity of the town clock. Committee Members stated it would be a good idea to look into. Committee Member Beltz mentioned the St. Mark's Lutheran Church having a new sign that is now illuminated all night. Staff will check into new illuminated sign.

Meeting adjourned at 8:49 am

Respectfully submitted,

Kristene Hall, Deputy City Clerk
City of Ferndale

City of Ferndale, Humboldt County, California USA
Minutes for Planning Commission Meeting of May 4, 2016

Call to Order — Chair Jorgen von Frausing-Borch called the Planning Commission Meeting to order at 6:58 pm. Commissioners Paul Gregson, Ellin Beltz, and Dean Nielsen were present along with 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 March 2, 2016 Regular Planning Commission Meeting. **(Beltz/Gregson) Unanimous**

5.0 Public Comment-None

6.0 Business

6.1 Design Review Applicants- Deputy City Clerk reported staff had advertised the Design Review Vacancy four times. The last advertising brought in two applicants. Diane Ostler and Partick O'Rourke both submitted applications. Diane Ostler was present at the meeting. Mrs. Ostler spoke to the commissioners regarding her background and credentials. Commissioners asked Mrs. Ostler questions about her background in design and making sure she was aware of the time commitment. Commissioner Nielsen asked staff if Mr. O'Rourke was aware he was supposed to be at the meeting tonight. Staff stated that Mr. O'Rourke was asked to be at both the Planning Commission and City Council meetings. Commissioners looked over and discussed Mr. O'Rourke's application. Commissioners then discussed both applicants. Staff took a roll call vote. Commissioners all voted in favor of Diane Ostler. **MOTION:** To recommend to City Council the appointment of Diane Ostler to the Design Review Committee.

(von Frausing-Borch/Nielsen) Unanimous

6.2 Building and Land Use Permits Feb 25, 2016-April 27, 2016: Staff went over building permits issued. Commissioner Beltz asked about a permit on 5th Street. Staff explained there was a building permit issued, but it was issued after the reporting period for this meeting. There were no other comments.

6.3 Design Review Committee Report & Minutes: Commissioners Beltz and Gregson reported on the Design Review Minutes. Commissioners had no other comments.

7.0 Correspondence- Commissioners were presented with a letter of resignation from Commissioner Warner. There was no other correspondence.

8.0 Commissioner Comments- Chair von Frausing-Borch stated he was very sorry to see Commissioner Warner resign, but he accepted Warner's resignation. Chair von Frausing-Borch directed staff to advertise for a Planning Commission Vacancy. Staff will put out Planning Commission Vacancy notices next week.

9.0 Staff Comments- Staff had no comments

Meeting Adjourned at 7:20 pm

Respectfully Submitted

Kristene Tavares
Deputy City Clerk

**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, April 14, 2016 5:30 PM
Eureka City Council Chambers
531 K Street, Eureka, CA

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

Video of Proceedings: https://archive.org/details/AH-hwma_4-14-16

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 5:31 p.m. A quorum was present and acting.

2. Closed Session: No Closed Session was held.**3. Consent Calendar**

- a. Approve Minutes from the March 10, 2016 HWMA Board of Directors Meeting.
- b. Receive the February Fiscal Year 2015-2016 Financials
- c. Receive and File *2016 Strategic Plan Update*
- d. Extension of Temporary Employee Hours

Chairman Thompson Opened the floor to public comment on the Consent Calendar. No comment was received.

Chairman Thompson Closed the floor to public comment.

Motion: Director Winkler Moved and Director Sweeney Seconded to Approve the Consent Calendar.

Action: Approve Motion as made by Director Winkler and Seconded by Director Sweeney by the following vote:

Ayes: Thompson, Arroyo, Bohn, Sweeney, Winkler

Nays: None

Abstain: Jones

4. Oral and Written Communications

Chairman Thompson opened the floor to public comment on Items not on the Agenda. No comment was received.

Chairman Thompson closed the floor to public comment.

5. Receive Draft Fiscal Year 2016-17 Budget

The Board discussed discretionary requests with the following individuals:

Emmett Jones, representing Solid Waste of Willits

Gerald Ward, representing Solid Waste of Willits

Chairman Thompson opened the floor to public comment regarding the draft Fiscal Year 2016-17 Budget. No comment was received.

Chairman Thompson closed the floor to public comment.

Motion: Director Bohn Moved and Director Arroyo Seconded to Approve Solid Waste of Willits Request for an Increase in Contract Fees above CPI for Medical Expenses, and to Deny Requests for an Increase Related to Fuel Performance and Uncontrollable Wait Times.

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

Ayes: Thompson, Arroyo, Jones, Winkler, Bohn, Sweeney

Nays: None

Motion: Director Arroyo Moved and Director Sweeney Seconded to Accept Draft Budget as Presented.

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

Ayes: Thompson, Arroyo, Jones, Winkler, Bohn, Sweeney

Nays: None

6. Board Member Reports

Reports were received from the following:

Director Jones, City of Blue Lake

Director Winkler, City of Arcata

Director Arroyo, City of Eureka

7. Executive Director's Report

The Board received a verbal update from Executive Director Duffy on the Executive Director's Report.

8. Adjourn

Chairman Thompson adjourned the meeting at 7:34 p.m.

Next Meeting: May 12, 2016 at 5:30 p.m. at Eureka City Hall Council Chambers.

Section 17

ADJOURN