

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

Location:	City Hall 834 Main Street Ferndale CA 95536	Date:	January 6, 2011
		Time:	Closed Session: 6:00 p.m. Regular Meeting: 7:00 p.m.
		Posted: 1/3/11	

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. Closed Session Per Government Code 54954.5, Public Employee Performance Evaluation; City Manager Jay Parrish..... Page 3
2. CALL MEETING TO ORDER – Mayor
3. PLEDGE ALLEGIANCE TO THE FLAG
4. ROLL CALL – City Clerk
5. CEREMONIAL..... Page 3
  - a. Swear in Mayor and two council members
6. MODIFICATIONS TO THE AGENDA..... Page 5
7. REPORT ON CLOSED SESSION ..... Page 5
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 2/3<sup>rds</sup> 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.)..... Page 5

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 Councilmember, staff or the public, the Consent Calendar will not be read. There will be no separate discussion of these items. However, if discussion is required, that item will be removed from the Consent Calendar and considered separately under "Call Items.")

- a. Acceptance of Accounts Payable ..... Page 5
- b. Approval of previous minutes for December 2, 2010 ..... Page 17

10. CALL ITEMS..... Page 18

11. PRESENTATION / Community Forum ..... None

12. BUSINESS

- a. Ferndale Housing update & appointment of City Council to board of non-profit Ferndale Housing ..... Page 19
- b. Resolution 2011-02 Approval of 5<sup>th</sup> Progress Pay Request for Management and Construction Related Costs for the WWTP ..... Page 20
- c. City Manager contract amendment ..... Page 24
- d. Resolution 2011-03 Establishing Meeting Schedule for 2011 ..... Page 25
- e. Reconfirm or reappoint City Organization members ..... Page 27
- f. Resolution 2011-04: Annual Parades and events street closures ..... Page 29
- g. First Reading Ordinance 2011-01 Building Inspector – Construction Code Ordinance..... Page 32
- h. Set Date Council Refresher Course..... Page 38

13. CORRESPONDENCE ..... Page 39

14. REPORTS

- a. City Manager Report..... Page 40
- b. Commissions, Committees and Others..... Page 48

  - i. Library Association

- c. Council Report and Comments..... Page 49

  - i. HWMA

15. ADJOURN ..... Page 50

**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, February 3, 2011 in the Auditorium of City Hall at 7:00pm**

**Section 1**  
**Closed Session**

**Section 2**  
**Call Meeting to Order**

**Section 3**  
**Pledge Allegiance**

**Section 4**  
**Roll Call**

**Section 5**  
**Ceremonial**

Resolution 2011-01, Certification of Election Results for November 2, 2010 election  
Oaths of Office: Mayor Jeffrey Farley, Councilman John Maxwell & Councilman Niels Lorenzen

**RESOLUTION NO. 2011-01**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE  
TO CERTIFY THE NOVEMBER 2, 2010 ELECTION**

**WHEREAS**, the City of Ferndale held a consolidation election with the County of Humboldt on November 2, 2010, and,

**WHEREAS**, the election was held to elect a mayor and two members to the Council, and

**WHEREAS**, the Humboldt County Election Office relayed the certified election results to the City of Ferndale, and

**WHEREAS**, the certified election results are listed below:

CERTIFICATION OF ELECTION RESULTS

Position	Name	Number of votes	Percent of The Vote
Mayor	Jeffrey Farley	449	86.85%
	Unqualified Write-In Votes	68	13.15%
	Total Votes Cast:	517	72.82%
City Council	Niels Lorenzen	440	47.21%
	John C. Maxwell	444	47.64%
	Unqualified Write-In Votes	48	5.15%
	Total Votes Cast:	932	65.63%

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Ferndale that the above mentioned results are hereby certified.

**PASSED AND ADOPTED** by the City Council of the City of Ferndale on January 6, 2011 by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

\_\_\_\_\_  
Mayor Jeffrey Farley

Attest:

\_\_\_\_\_  
Nancy Kaytis-Slocum, City Clerk

## **Section 6**

### **Modifications to the Agenda**

## **Section 7**

### **Report on Closed Session**

## **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 2/3<sup>rd</sup> 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 Agenda**

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**  
834 Main Street, P.O. Box 236, Ferndale, CA 95536

**Printed Regular Checks**

General Checking - Distribution Detail - From 11/22/10 To 12/21/10  
Check #: All - Vendor: All - Payee Name: All - By Payee Name - AP Pmt Distribution

Chk No.	Date	Pay	Ven ID	Vendor Name \ Payee Name	Distribution	Check
Acct No.	Type			Override Description	Amount	Amount
43104	11/23/10		AESDE	AESTHETIC DESIGN & PHOTOGRAPHY		370.00
	10125012			Office expense	370.00	
<b>Total for AESTHETIC DESIGN &amp; PHOTOGRAPHY</b>						<b>370.00</b>
43105	11/23/10		AFLAC	AFLAC - REMIT. PROCESSING SERV.		184.34
	10012260			Health insurance payable	184.34	
<b>Total for AFLAC - REMIT. PROCESSING SERV.</b>						<b>184.34</b>
43164	12/07/10		BLUCR	ANTHEM BLUE CROSS \ ANTHEM BLUE CROSS OF CALIF		11,016.00
	10012260			Health insurance payable	1,477.00	
	10105007			Medical insurance	647.59	
	10125007			Medical insurance	1,569.73	
	10215007			Medical insurance	2,560.76	
	10315007			Medical insurance	317.63	
	10635007			Medical insurance	123.14	
	22315007			Medical insurance	78.26	
	25315007			Medical insurance	182.50	
	26315007.1			Medical Insurance	403.28	
	30515007			Medical insurance	3,656.11	
<b>Total for ANTHEM BLUE CROSS OF CALIFORNIA</b>						<b>11,016.00</b>
43153	12/02/10		ARNKE	ARNOLD C. KEMP		1,665.91
	10435052			Building regulation/inspectio	1,665.91	
<b>Total for ARNOLD C. KEMP</b>						<b>1,665.91</b>
43145	11/29/10		ATTMB	AT&T MOBILITY		233.38
	10155034			Telephone	49.66	
	10215034			Telephone	74.06	
	30515034			Telephone	109.66	
<b>Total for AT&amp;T MOBILITY</b>						<b>233.38</b>
43106	11/23/10		PHIAY	AYCOCK & EDGMON		6,325.00
	10165054			Audit and accounting	6,325.00	
<b>Total for AYCOCK &amp; EDGMON</b>						<b>6,325.00</b>
43165	12/07/10		BAKTA	BAKER & TAYLOR		19.26
	10615024			Books	19.26	
<b>Total for BAKER &amp; TAYLOR</b>						<b>19.26</b>
43107	11/23/10		BECIN	BECKER INSURANCE AGENCY		251.00
	24315014			Vehicle expense	62.75	
	30515014			Vehicle expense	188.25	
<b>Total for BECKER INSURANCE AGENCY</b>						<b>251.00</b>

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43146	11/29/10		BENAD	BENEFICIAL ADMIN COMPANY INC.		187.04
	10012260			Health insurance payable	43.57	
	10105007			Medical insurance	8.88	
	10125007			Medical insurance	24.12	
	10215007			Medical insurance	48.24	
	10315007			Medical insurance	4.94	
	10635007			Medical insurance	1.21	
	22315007			Medical insurance	1.57	
	25315007			Medical insurance	3.65	
	26315007.1			Medical Insurance	2.17	
	30515007			Medical insurance	48.69	
<b>Total for BENEFICIAL ADMIN COMPANY INC.</b>						<b>187.04</b>
43177	12/10/10		BLOEN	BLOCK ENVIRONMNETAL SERVICES		696.00
	30515157			Effluent testing	696.00	
<b>Total for BLOCK ENVIRONMNETAL SERVICES</b>						<b>696.00</b>
43166	12/07/10		BRSMT	BRET SMITH		450.00
	10215044			Meetings and dues	450.00	
43178	12/10/10		BRSMT	BRET SMITH		589.46
	10215026.1			Uniform allowance	450.00	
	10215048			Training	139.46	
<b>Total for BRET SMITH</b>						<b>1,039.46</b>
43147	11/29/10		CALLA	CALIFORNIA LABOR LAW POSTER SERVICE		125.50
	10165099			Miscellaneous	125.50	
<b>Total for CALIFORNIA LABOR LAW POSTER SERVI</b>						<b>125.50</b>
43108	11/23/10		CALST	CALIFORNIA STATE DISBURSEMENT UNIT		208.61
	10012250			Garnishments payable	208.61	
43179	12/10/10		CALST	CALIFORNIA STATE DISBURSEMENT UNIT		208.61
	10012250			Garnishments payable	208.61	
<b>Total for CALIFORNIA STATE DISBURSEMENT UNI</b>						<b>417.22</b>
43154	12/02/10		CAPBU	CAPITAL BUSINESS MACHINES		400.00
	10215012			Office expense	400.00	
<b>Total for CAPITAL BUSINESS MACHINES</b>						<b>400.00</b>
43155	12/02/10		CITFO	CITY OF FORTUNA		1,016.66
	10215035			Dispatch service	1,016.66	
<b>Total for CITY OF FORTUNA</b>						<b>1,016.66</b>
43109	11/23/10		COMAS	COMPUTER ASSISTANCE		25.00
	10125012			Office expense	25.00	
<b>Total for COMPUTER ASSISTANCE</b>						<b>25.00</b>
43167	12/07/10		DCIBU	DCI BUILDERS		1,900.00
	24315022			Street project	1,900.00	
<b>Total for DCI BUILDERS</b>						<b>1,900.00</b>

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Acct No.	Type		Override Description	Amount	Amount	
43110	11/23/10		DELOR	DEL ORO WATER CO., FDLE. DIST.		266.25
	10155031			Water	23.16	
	10175031			Water - public restroom	54.48	
	10215029			Water	26.72	
	10615033			Water	20.20	
	10625033			Water	70.23	
	10635031			Water	50.74	
	24315033			Water	20.72	
<b>Total for DEL ORO WATER CO., FDLE. DIST.</b>						<b>266.25</b>
43180	12/10/10		DEPJU	DEPARTMENT OF JUSTICE		17.00
	10215052			Professional services	17.00	
<b>Total for DEPARTMENT OF JUSTICE</b>						<b>17.00</b>
43168	12/07/10		DOCST	DOCUSTATION		122.34
	10165078			Copy machine expense	122.34	
<b>Total for DOCUSTATION</b>						<b>122.34</b>
43156	12/02/10		DBOWN	DON BOWEN		1,600.00
	10165099			Miscellaneous	1,600.00	
<b>Total for DON BOWEN</b>						<b>1,600.00</b>
43103	11/23/10		DOUCU	DOUG CULBERT		326.88
	30515157			Effluent testing	326.88	
<b>Total for DOUG CULBERT</b>						<b>326.88</b>
43169	12/07/10		DOURE	DOUG'S REFRIGERATION		403.60
	30515121			Sewer plant maintenance	403.60	
<b>Total for DOUG'S REFRIGERATION</b>						<b>403.60</b>
43170	12/07/10		DUNMA	DUN & MARTINEK LLP		544.80
	10145052			Professional services	544.80	
<b>Total for DUN &amp; MARTINEK LLP</b>						<b>544.80</b>
43148	11/29/10		EBGDN	ED BOGDANYI		2,200.00
	10165099			Miscellaneous	2,200.00	
<b>Total for ED BOGDANYI</b>						<b>2,200.00</b>
43111	11/23/10		EELRI	EEL RIVER DISPOSAL		29.25
	10155030			Trash service	29.25	
<b>Total for EEL RIVER DISPOSAL</b>						<b>29.25</b>
100	11/29/10	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		775.85
	10012302			State P/R Tax Deposits	775.85	
100	12/13/10	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		758.69
	10012302			State P/R Tax Deposits	758.69	
<b>Total for EMPLOYMENT DEVELOPMENT DEPART</b>						<b>1,534.54</b>

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	Acct No.	Type		Override Description	Amount	Amount
43181	12/10/10		EUROX	EUREKA OXYGEN COMPANY		604.28
	10155020			Building and ground maint.	77.05	
	10215020			Building and grounds maint.	177.56	
	10615020			Building and ground maint.	30.58	
	10635020			Buildings and grounds maintenance	147.99	
	24315020			Building & ground maintenance	122.02	
	30515121			Sewer plant maintenance	49.08	
<b>Total for EUREKA OXYGEN COMPANY</b>						<b>604.28</b>
43112	11/23/10		FARPL	FARM PLAN		104.60
	24315088			Equipment repair	42.84	
	30515014			Vehicle expense	61.76	
<b>Total for FARM PLAN</b>						<b>104.60</b>
43113	11/23/10		FERTR	FERNBRIDGE TRACTOR & EQUIP. CO.		58.22
	30515014			Vehicle expense	58.22	
<b>Total for FERNBRIDGE TRACTOR &amp; EQUIP. CO.</b>						<b>58.22</b>
43171	12/07/10		FORMO	FORTUNA MOTORS		84.73
	10215014			Vehicle expense	84.73	
<b>Total for FORTUNA MOTORS</b>						<b>84.73</b>
43114	11/23/10		FRONT	FRONTIER		732.52
	10155034			Telephone	188.38	
	10215034			Telephone	197.85	
	10615034			Telephone	116.55	
	24315034			Telephone	52.54	
	30515034			Telephone	177.20	
<b>Total for FRONTIER</b>						<b>732.52</b>
43172	12/07/10		GECAP	GE CAPITAL		171.19
	10165078			Copy machine expense	171.19	
<b>Total for GE CAPITAL</b>						<b>171.19</b>
43115	11/23/10		HWMA	HUM WASTE MANAGEMENT AUTHORITY		111.89
	25315600			Recycling grant expenditures	111.89	
<b>Total for HUM WASTE MANAGEMENT AUTHORITY</b>						<b>111.89</b>
43116	11/23/10		HUMAS	HUMBOLDT COUNTY ASSESSOR		6.95
	10125012			Office expense	6.95	
<b>Total for HUMBOLDT COUNTY ASSESSOR</b>						<b>6.95</b>
43117	11/23/10		HUMOT	HUMBOLDT OUTFITTERS		144.88
	30515094			Safety equipment	144.88	
<b>Total for HUMBOLDT OUTFITTERS</b>						<b>144.88</b>
43182	12/10/10		HUMTE	HUMBOLDT TERMITE & PEST		65.00
	10635020			Buildings and grounds maintenance	65.00	
<b>Total for HUMBOLDT TERMITE &amp; PEST</b>						<b>65.00</b>

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Acct No.	Type	Override Description	Amount	Amount	
43157	12/02/10	JAYPA	JAY PARRISH		400.00
	10165096		Car Allowance	400.00	
<b>Total for JAY PARRISH</b>					<b>400.00</b>
43183	12/10/10	KIWCL	KIWANIS CLUB OF FERNDALE		240.00
	10125044		Meetings and dues	120.00	
	10215044		Meetings and dues	120.00	
<b>Total for KIWANIS CLUB OF FERNDALE</b>					<b>240.00</b>
43118	11/23/10	LMREN	L & M RENNER, INC.		824.55
	10215016		Fuel	437.01	
	24315016		Vehicle Fuel	288.59	
	30515016		Vehicle gas	98.95	
<b>Total for L &amp; M RENNER, INC.</b>					<b>824.55</b>
43119	11/23/10	MANHD	MANHARD CONSULTING LTD		3,742.30
	10425052		General engineering	304.40	
	10425053		Developer engineering	1,183.10	
	30515095		Capital outlay	2,254.80	
43188	12/10/10	MANHD	MANHARD CONSULTING LTD		8,139.67
	10425052		General engineering	853.10	
	10425053		Developer engineering	346.57	
	30515095		Capital outlay	6,940.00	
<b>Total for MANHARD CONSULTING LTD</b>					<b>11,881.97</b>
43158	12/02/10	MIRRE	MIRANDA'S RESCUE		450.00
	10225096		Animal control	450.00	
<b>Total for MIRANDA'S RESCUE</b>					<b>450.00</b>
43149	11/29/10	MISSN	MISSION UNIFORM & LINEN		21.02
	10635020		Buildings & grounds maintenance -	21.02	
43184	12/10/10	MISSN	MISSION UNIFORM & LINEN		21.02
	10635020		Buildings & grounds maintenance -	21.02	
<b>Total for MISSION UNIFORM &amp; LINEN</b>					<b>42.04</b>
43120	11/23/10	NILCO	NILSEN COMPANY		659.69
	10155020		Building and ground maint.	16.83	
	10215012		Office expense	22.87	
	10215014		Vehicle expense	11.66	
	10615020		Building and ground maint.	338.80	
	10625020		Building and ground maint.	41.33	
	10635020		Buildings and grounds maintenance	9.73	
	24315014		Vehicle expense	15.46	
	24315020		Building & ground maintenance	6.60	
	24315021		Street maintenance	14.50	
	24315024		Special department	11.67	
	30515121		Sewer plant maintenance	170.24	
<b>Total for NILSEN COMPANY</b>					<b>659.69</b>

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Acct No.	Type		Override Description	Amount	Amount	
100	11/29/10	EFT	NORVA	NORTH VALLEY BANK		4,663.97
	10012301			Federal P/R Tax Deposits	4,663.97	
100	12/13/10	EFT	NORVA	NORTH VALLEY BANK		4,610.92
	10012301			Federal P/R Tax Deposits	4,610.92	
43159	12/02/10		NORVL	NORTH VALLEY BANK (1) \ NORTH VALLEY BANK		1,948.36
	26315194			Interest-Six Rivers loan	1,948.36	
<b>Total for NORTH VALLEY BANK</b>						<b>11,223.25</b>
43121	11/23/10		PACGA	PACIFIC GAS & ELECTRIC		1,156.94
	22315058			Street lighting	1,156.94	
<b>Total for PACIFIC GAS &amp; ELECTRIC</b>						<b>1,156.94</b>
43122	11/23/10		PIEBU	PIERSON BUILDING CENTER		23.84
	10155020			Building and ground maint.	23.84	
<b>Total for PIERSON BUILDING CENTER</b>						<b>23.84</b>
43123	11/23/10		PLANW	PLANWEST PARTNERS, INC.		1,871.25
	10415052			General planning services	1,838.75	
	10415053			Reimbursable fees	32.50	
<b>Total for PLANWEST PARTNERS, INC.</b>						<b>1,871.25</b>
43175	12/08/10		POSTM	POSTMASTER		220.00
	10125012			Office expense	220.00	
<b>Total for POSTMASTER</b>						<b>220.00</b>
43176	12/10/10		PRODK	PRODEK, INC.		185.00
	10625020			Building and ground maint.	185.00	
<b>Total for PRODEK, INC.</b>						<b>185.00</b>
43124	11/23/10		RCMEL	RCM ELECTRIC		234.62
	30515121			Sewer plant maintenance	234.62	
<b>Total for RCM ELECTRIC</b>						<b>234.62</b>
43185	12/10/10		REDEM	REDWOOD EMPIRE DIVISION		50.00
	10115044			Meeting and dues - Council	50.00	
<b>Total for REDWOOD EMPIRE DIVISION</b>						<b>50.00</b>
43160	12/02/10		ROBSM	ROBIN SMITH		153.47
	10245052			Professional services	153.47	
<b>Total for ROBIN SMITH</b>						<b>153.47</b>
43173	12/07/10		SEQGA	SEQUOIA GAS COMPANY		1,563.85
	10155033			Utilities gas	843.87	
	10615031			Gas	405.93	
	10635033			Gas	314.05	
<b>Total for SEQUOIA GAS COMPANY</b>						<b>1,563.85</b>
43150	11/29/10		SIRRA	SIERRA CHEMICAL CO.		3,945.47
	30515125			Chlorine	3,945.47	
<b>Total for SIERRA CHEMICAL CO.</b>						<b>3,945.47</b>

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Chk No.	Date	Pay Ven ID	Vendor Name \ Payee Name	Distribution	Check
Acct No.	Type	Override Description	Amount	Amount	
43151	11/29/10	STAPE	STAPLES CREDIT PLAN		155.04
	10125012		Office expense	146.40	
	10155020		Building and ground maint.	8.64	
<b>Total for STAPLES CREDIT PLAN</b>					<b>155.04</b>
43125	11/23/10	STWRC	STATE WATER RESOURCES CONTROL BRD \ STATE WATE		3,668.00
	30515092		Sewer plant permit	3,668.00	
43163	12/07/10	STWA3	STATE WATER RESOURCES CONTROL BO (2) \ STATE		3,346.59
	30515198		Sewer match loan	3,346.59	
Memo: ATTN: ACCOUNTING OFFICE					
<b>Total for STATE WATER RESOURCES CONTROL</b>					<b>7,014.59</b>
43152	11/29/10	SUPIN	SUPERIOR INSTALLS		490.00
	10215014		Vehicle expense	490.00	
<b>Total for SUPERIOR INSTALLS</b>					<b>490.00</b>
43126	11/23/10	TELIN	TELSTAR INSTRUMENTS, INC.		2,453.10
	30515121		Sewer plant maintenance	2,453.10	
<b>Total for TELSTAR INSTRUMENTS, INC.</b>					<b>2,453.10</b>
43174	12/07/10	THOGZ	THOMAS W. GONZALEZ, SR		255.00
	10635020		Buildings and grounds maintenance	255.00	
<b>Total for THOMAS W. GONZALEZ, SR</b>					<b>255.00</b>
43186	12/10/10	USBNK	U.S. BANK CORPORATE PAYMENT SYSTEM		136.62
	10125012		Office expense	112.96	
	30515158		UPS/Fedex	23.66	
<b>Total for U.S. BANK CORPORATE PAYMENT SYSTE</b>					<b>136.62</b>
43127	11/23/10	VALGR	VALLEY GROCERY		18.34
	10615020		Building and ground maint.	18.34	
<b>Total for VALLEY GROCERY</b>					<b>18.34</b>
43128	11/23/10	VALLU	VALLEY LUMBER		522.29
	10215020		Building and gounds maint.	9.50	
	10625020		Building and ground maint.	38.93	
	20625020		Blding/Grd Mnt.	34.07	
	24315021		Street maintenance	404.63	
	30515121		Sewer plant maintenance	35.16	
43187	12/10/10	VALLU	VALLEY LUMBER		45.00
	30515125		Chlorine	45.00	
<b>Total for VALLEY LUMBER</b>					<b>567.29</b>
43161	12/02/10	VLCLB	VILLAGE CLUB		1,000.00
	10165099		Miscellaneous	1,000.00	
<b>Total for VILLAGE CLUB</b>					<b>1,000.00</b>
<b>Total for the 73 checks</b>				<b>82,216.61</b>	<b>82,216.61</b>

**City of Ferndale**  
834 Main Street, P.O. Box 236, Ferndale, CA 95536

**Printed Regular Checks**

General Checking - Distribution Detail - From 11/22/10 To 12/21/10  
Check #: All - Vendor: All - Payee Name: All - By Payee Name - AP Pmt Distribution

Account Distributions

Account No.	Account Description	Amount
10012250	Garnishments payable	417.22
10012260	Health insurance payable	1,704.91
10012301	Federal P/R Tax Deposits	9,274.89
10012302	State P/R Tax Deposits	1,534.54
10105007	Medical insurance	656.47
10115044	Meeting and dues - Council	50.00
10125007	Medical insurance	1,593.85
10125012	Office expense	881.31
10125044	Meetings and dues	120.00
10145052	Professional services	544.80
10155020	Building and ground maint.	126.36
10155030	Trash service	29.25
10155031	Water	23.16
10155033	Utilities gas	843.87
10155034	Telephone	238.04
10165054	Audit and accounting	6,325.00
10165078	Copy machine expense	293.53
10165096	Car Allowance	400.00
10165099	Miscellaneous	4,925.50
10175031	Water - public restroom	54.48
10215007	Medical insurance	2,609.00
10215012	Office expense	422.87
10215014	Vehicle expense	586.39
10215016	Fuel	437.01
10215020	Building and grounds maint.	187.06
10215026.1	Uniform allowance	450.00
10215029	Water	26.72
10215034	Telephone	271.91
10215035	Dispatch service	1,016.66
10215044	Meetings and dues	570.00
10215048	Training	139.46
10215052	Professional services	17.00
10225096	Animal control	450.00

**City of Ferndale**  
834 Main Street, P.O. Box 236, Ferndale, CA 95536

**Printed Regular Checks**

General Checking - Distribution Detail - From 11/22/10 To 12/21/10  
Check #: All - Vendor: All - Payee Name: All - By Payee Name - AP Pmt Distribution

10245052	Professional services	153.47
10315007	Medical insurance	322.57
10415052	General planning services	1,838.75
10415053	Reimbursable fees	32.50
10425052	General engineering	1,157.50
10425053	Developer engineering	1,529.67
10435052	Building regulation/inspectio	1,665.91
10615020	Building and ground maint.	387.72
10615024	Books	19.26
10615031	Gas	405.93
10615033	Water	20.20
10615034	Telephone	116.55
10625020	Building and ground maint.	265.26
10625033	Water	70.23
10635007	Medical insurance	124.35
10635020	Buildings and grounds maintenance	519.76
10635031	Water	50.74
10635033	Gas	314.05
20625020	Blding/Grd Mnt.	34.07
22315007	Medical insurance	79.83
22315058	Street lighting	1,156.94
24315014	Vehicle expense	78.21
24315016	Vehicle Fuel	288.59
24315020	Building & ground maintenance	128.62
24315021	Street maintenance	419.13
24315022	Street project	1,900.00
24315024	Special department	11.67
24315033	Water	20.72
24315034	Telephone	52.54
24315088	Equipment repair	42.84
25315007	Medical insurance	186.15
25315600	Recycling grant expenditures	111.89
26315007.1	Medical Insurance	405.45
26315194	Interest-Six Rivers loan	1,948.36
30515007	Medical insurance	3,704.80
30515014	Vehicle expense	308.23

City of Ferndale  
834 Main Street, P.O. Box 236, Ferndale, CA 95536

**Printed Regular Checks**

General Checking - Distribution Detail - From 11/22/10 To 12/21/10  
Check #: All - Vendor: All - Payee Name: All - By Payee Name - AP Pmt Distribution

30515016	Vehicle gas	98.95
30515034	Telephone	286.86
30515092	Sewer plant permit	3,668.00
30515094	Safety equipment	144.88
30515095	Capital outlay	9,194.80
30515121	Sewer plant maintenance	3,345.80
30515125	Chlorine	3,990.47
30515157	Effluent testing	1,022.88
30515158	UPS/Fedex	23.66
30515198	Sewer match loan	3,346.59
		<hr/> <b>82,216.61</b>

**Printed PayCheck Checks**

General Checking - Date Range: From 11/22/10 To 12/21/10 - Check #: All - Dept: All  
Sort Code: All - EmpID: All - Emp Name: All - By Check Number

Check #	Date	Emp. #	Employee Name	Amount
43130	11/30/10	1,215	DEBERA H. AUSTRUS	1,521.73
43131	11/30/10	2,190	HEATH A. BOHACIK	944.18
43132	11/30/10	6,115	MARY ELLEN BOYNTON	64.64
43133	11/30/10	5,220	STEVE L. COPPINI	1,081.13
43134	11/30/10	5,221	DOUGLAS E. CULBERT	1,855.98
43135	11/30/10	2,178	PAUL A. DIAZ JR.	890.99
43136	11/30/10	2,185	LINDSEY D. FRANK	916.47
43137	11/30/10	2,179	JASON R. HYNES	1,037.50
43138	11/30/10	1,214	NANCY S. KAYTIS-SLOCUM	1,314.84
43139	11/30/10	5,235	TIMOTHY W. MIRANDA	1,018.29
43140	11/30/10	1,012	JAY D. PARRISH	1,981.28
43141	11/30/10	6,142	DIANNA L. RICHARDSON	83.11
43142	11/30/10	2,200	BRET A. SMITH	1,349.81
43143	11/30/10	1,216	BRIANNA A. SMITH	279.49
43144	11/30/10	5,280	DANIEL V. SUTTON	1,036.58
43162	12/02/10	1,510	MARIA A. ROSA	197.58
43189	12/14/10	1,215	DEBERA H. AUSTRUS	1,521.74
43190	12/14/10	2,190	HEATH A. BOHACIK	840.18
43191	12/14/10	6,115	MARY ELLEN BOYNTON	110.81
43192	12/14/10	5,220	STEVE L. COPPINI	1,092.16
43193	12/14/10	5,221	DOUGLAS E. CULBERT	1,855.98
43194	12/14/10	2,178	PAUL A. DIAZ JR.	715.72
43195	12/14/10	2,185	LINDSEY D. FRANK	1,035.82
43196	12/14/10	2,179	JASON R. HYNES	991.73
43197	12/14/10	1,214	NANCY S. KAYTIS-SLOCUM	1,314.85
43198	12/14/10	5,235	TIMOTHY W. MIRANDA	1,080.17
43199	12/14/10	1,012	JAY D. PARRISH	1,981.28
43200	12/14/10	6,142	DIANNA L. RICHARDSON	55.41
43201	12/14/10	2,200	BRET A. SMITH	1,349.82
43202	12/14/10	1,216	BRIANNA A. SMITH	333.32
43203	12/14/10	5,280	DANIEL V. SUTTON	899.95

Total 30,752.54

**City of Ferndale, Humboldt County, California USA**  
City Council Minutes for the December 2, 2010 7:00 p.m.

Mayor Jeffrey Farley called the regular meeting to order at 7:00 pm. Councilmen Ken Mierzwa, John Maxwell and Niels Lorenzen as well as staff City Clerk Nancy Kaytis-Slocum, Chief Bret Smith and WWTP Project Manager Kent Hanford were in attendance. Stuart Titus was absent. Those present pledged allegiance to the flag.

There were no Modifications to the Agenda.

Public Comment: Duane Martin is concerned that the equity that the city will have in the Ferndale Housing not be used for other needs in the city. Mayor Farley asked that this be put on a future agenda. Councilman Maxwell said he'd been asked for clarification on whether an abstention is a no vote or not. Staff explained that we will be having a refresher meeting other than the regular January meeting to go over the Rules of Order and other reference information for the Council.

Consent calendar. Duane Martin asked about money paid to Elizabeth Conner and was told that it is within budget. He also noted that the money paid for the dump truck was split. Staff explained the split. Martin asked if the portion allotted to the sewer plant is part of the money for the new Waste Water Treatment Plant or if it is allotted to the Sewer Department. Staff was requested to find out. MOTION: (Mierzwa/Maxwell) Accept Accounts Payable and Approve the minutes for November 4, 2010. Motion carried with an abstain from Councilman Lorenzen.

WWTP Update: Project Manager Kent Hanford reported that the sewer plant construction is moving along into our 5<sup>th</sup> month. We continue to make progress. Mr. Hanford met with the systems integrator who will be assembling computers and control programs and pre-testing them at his facility in Oregon, so that he will be able to install them here more easily. Hanford explained that there will be some change orders coming up, including more rebar required by a structural engineer. We are also working on a few changes to make the plant more energy-efficient. We are still slightly ahead of schedule. MOTION (Maxwell/Mierzwa) Approve Resolution 2010-53, Approval of 4<sup>th</sup> Progress Pay Request for Management and Construction Related Costs for the Wastewater Treatment Plant (WWTP). All in favor.

Regarding the refresher meeting for the Council, John Maxwell is not available from January 3<sup>rd</sup> to the 18<sup>th</sup> and requested that the meeting be other than during that time.

The meeting was adjourned at 7:30pm. The next regular council meeting will be January 6, 2011.

Respectfully Submitted:

Nancy Kaytis-Slocum  
City Clerk

## **Section 10**

### **CALL ITEMS**

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

## **Section 11**

### **PRESENTATIONS**

## **Section 12**

### **BUSINESS**

Meeting Date:	January 6, 2011	Agenda Item Number	12a
Agenda Item Title:	Ferndale Housing Update & appointment of City Council to board of Non-Profit Housing Agency		
Presented By:	Jay Parrish, City Manager		
Type of Item:	x	Action	x
Action Required:		No Action	x
			Discussion
			Information
			Voice Vote
			Roll Call Vote

**RECOMMENDATION:**

Appoint the City Council as the Board of Directors for the non-profit organization called Ferndale Housing

**BACKGROUND:**

As recommended by staff the process of organizing a non-profit organization (Ferndale Housing) to operate the Navy housing property has been initiated. The Articles of Incorporation have been filed with the Secretary of State of California for Ferndale Housing. At this time, it would be appropriate to appoint an initial board of directors to carry out the initial business and housekeeping of the newly formed Ferndale Housing. The Incorporator, Philip Aycok, CPA, will schedule a meeting with the newly appointed board of directors to conduct this business.

The initial meeting's business of the non-profit may be as follows:

- Election of Officers
- Resolutions :
  - authorize obtaining a federal ID number
  - establish a bank account
  - direction to draft bylaws
  - direction to obtain federal and state tax exempt status
  - establish initial funding of the Corporation
- Other business that may arise.

**FISCAL IMPACT:**

None

Meeting Date:	January 6, 2011	Agenda Item Number	12b
Agenda Item Title:	Resolution 2011-02 Approval of 5 <sup>th</sup> Progress Pay Request for Management and Construction Related Costs for the WWTP		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input checked="" type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

**RECOMMENDATION:**

Approve Resolution 2011-02, Approval of 5<sup>th</sup> Progress Pay Request for Management and Construction Related Costs for the WWTP.

**BACKGROUND:**

Work on our WWTP began on August 2, 2010 and we have made four previous draw downs from the USDA loan. The costs associated with this draw down include costs from Wahlund Construction, as well as Construction Management costs from Manhard Consulting. This all falls within the parameters of our WWTP budget

**FISCAL IMPACT:**

\$528,694.56 from the USDA loan account.

**RESOLUTION 2011-02**

THE CITY COUNCIL OF THE CITY OF FERNDALE

APPROVES THE FIFTH PARTIAL PAYMENT REQUEST TO WAHLUND CONSTRUCTION AND MANHARD CONSULTING FOR THE WASTEWATER TREATMENT FACILITY PROJECT

WHEREAS, Wahlund Construction began Work on our Wastewater Treatment Plant on August 2, 2010; and

WHEREAS, Manhard Consulting is supplying Construction Administration for this project; and

WHEREAS, The City of Ferndale will be processing partial pay requests on a monthly basis, as well as periodic individual bills; and

WHEREAS, The City Council has received the fifth partial payment request of \$484,860.89 for Wahlund and \$43,127.67 for Manhard Consulting. Also included is a reimbursement of \$94.00 for Del Oro Water Company for engineering review services, \$150.00 for Arnie Kemp for inspection services and \$462.00 for State Water Resources Control Board (SWRCB) for temporary storm water permit. This all falls within the parameters of our WWTP budget

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Ferndale hereby approves payment of the fifth partial payment request in the amount of \$484,860.89 to Wahlund Construction, \$43,127.67 for Manhard Consulting \$94.00 to Del Oro Water Company, \$150.00 for Arnie Kemp for inspection services and \$462.00 to the SWRCB.

PASSED AND ADOPTED on this 6<sup>th</sup> day of January, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jeffrey Farley, Mayor

ATTEST:

\_\_\_\_\_  
Nancy Kaytis-Slocum, City Clerk



Civil Engineers  
Surveyors  
Water Resources Engineers  
Water & Wastewater Engineers  
Construction Managers  
Environmental Scientists  
Landscape Architects  
Planners

December 28, 2010

Mr. Jay Parrish  
City Manager  
City of Ferndale  
834 Main Street  
Ferndale, CA 95536

**RE: City of Ferndale Wastewater Treatment Plant Additions**

Dear Mr. Parrish:

The Wastewater Treatment Plant Project has begun the sixth month of construction. The construction on the site has continued productively despite the increase in rainfall. Installation of the on site process water and drain line piping has continued including preparation of the concrete UV channel within the filter building. Underground pipe installation for process water distribution to irrigation and facility operation has also continued. The bottom slab for the biological treatment tank has been poured and form work has been placed for the first section of walls to be cast.

The contractor has submitted the fifth partial payment estimate. I have reviewed the estimate and find it acceptable and appropriate for the work completed at the time the estimate was prepared. The current pay estimate includes the following:

- Contractor Operational Costs
- Treatment and Control System Equipment Acquisition
- Filter Building Plumbing
- Filter Building Earthwork
- Site Grading
- Site Piping
- Biological Tank Concrete and Rebar Placement

The retention required by the USDA contract specifications of ten percent, has been withheld from the partial payment request.

Design modifications to the biological treatment tank have been completed. The contractor is in the process of preparing field placement drawings and a cost estimate for the

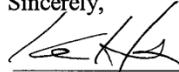
additional improvements requested. Revisions to the facility building design are nearly complete. Once plans are finalized, the contractor will provide a cost estimate for alterations to the original layout. After the cost estimates for all site modifications are received and agreed upon, contract change orders will be prepared for your approval and presentation to City Council.

A summary of the current construction contract is included below

Original Contract Amount	\$	8,265,088.00
Net Total Change Orders	\$	(4,427.16)
Total Contract + Change Orders	\$	8,260,660.84
Contract Work + Change Order Work Completed To Date	\$	2,460,887.40
Work To Date Minus 10% Retention	\$	2,214,798.66
Previous Billed	\$	1,729,937.77
Work To Date Minus Previous Billed	\$	484,860.89
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>	<b>484,860.89</b>

In the coming month, work on the filter building will continue in preparation for delivery of the steel building structure. This work includes filter building plumbing, foundation work, UV channel and equipment pad concrete placement. In addition to the filter building construction, concrete work on the biological treatment tank and onsite pipe installation will continue. If you have any questions, please feel free to contact me.

Sincerely,



Kent Hanford  
Resident Project Representative

Meeting Date:	January 6, 2011	Agenda Item Number	12c
Agenda Item Title:	Amendment of City Manager's Contract		
Presented By:	Jay Parrish, 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 amending City Manager's contract increasing workweek by 8 hours from 32 to 40 hours.

**BACKGROUND:**

Present contract with City Manager requires 32 hours per week. The City Manager's workload has required him to consistently work 40+ hours. City Manager would request that his contract be amended to include a 40 hour workweek and be compensated accordingly.

**FISCAL IMPACT:**

Compensation for 8 additional hours a week at current pay rate.

Meeting Date:	January 6, 2011	Agenda Item Number	12d
Agenda Item Title:	Resolution 2011-01 Establishing the City Council meeting schedule from February 2011 through January 2012		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input checked="" type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

**RECOMMENDATION:**

Approve Resolution 2011-03 Establishing the City Council meeting schedule from February 2011 through January 2012.

**BACKGROUND:**

The city must confirm each year in a resolution its meeting schedule. The City Council of the City of Ferndale desires to continue the meetings on the first Thursday of the month at 7 p.m., located at City Hall, 834 Main Street, Ferndale.

**FISCAL IMPACT:**

None

**RESOLUTION NO. 2011-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE ESTABLISHING THE MEETING SCHEDULE FOR THE FERNDALE CITY COUNCIL FOR FEBRUARY 2011 THROUGH JANUARY 2012**

**WHEREAS**, Ordinance 06-03 establishes that the meeting schedule of the City Council shall be set by resolution; and

**WHEREAS**, the City Council of the City of Ferndale desires to continue the meetings on the first Thursday of the month at 7 p.m., located at City Hall, 834 Main Street, Ferndale; and

**WHEREAS**, If the first Thursday falls on a legal holiday, the meeting shall be held on the next business day, Monday, per Government Code 36808/GC 54954 at the same hour; and

**WHEREAS**, the City Council of the City of Ferndale desires to adopt a meeting schedule.

**NOW, THEREFORE BE IT RESOLVED, by the Ferndale City Council, that** the City Council shall meet on the following dates:

Thursday, February 3, 2011  
Thursday, March 3, 2011  
Thursday, April 7, 2011  
Thursday, May 5, 2011  
Thursday, June 2, 2011  
Thursday July 7, 2011

Thursday, August 4, 2011  
Thursday, September 1, 2011  
Thursday, October 6, 2011  
Thursday, November 3, 2011  
Thursday, December 1, 2011  
Thursday, January 5, 2012

**PASSED AND ADOPTED** by the City Council of the City of Ferndale on January 6, 2011, by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

\_\_\_\_\_  
Jeffrey Farley, Mayor

**Attest:**

\_\_\_\_\_  
Nancy Kaytis-Slocum, City Clerk

Meeting Date:	January 6, 2011	Agenda Item Number	12e
Agenda Item Title:	Reconfirm or Reappoint representatives to Organizations to which the City belongs.		
Presented By:	Jay Parrish, 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 the Mayor's recommendations for appointees and alternates to various organizations to which the city belongs.

**BACKGROUND:**

The Mayor last made appointments to fill Michael Moreland's membership to various committees in October, 2010. At this time, the Mayor has the option of reconfirming the appointments, or changing the appointees or alternates.

Organization / Title	AKA	2009 Appointee	2009 Alternate	Contact
Library Board 4 <sup>th</sup> Wednesday, Jan, Apr, Jul, Oct 7pm Ferndale Library		Farley		
Street Priority Committee		Farley	Maxwell	Street Priority Committee
Local Agency Formation Commission 3 <sup>rd</sup> Wednesday of the Month, 9am County Board of Supervisors Chambers, Eureka	LAFCo	Farley		Jennifer Longman Humboldt LAFCo Administrator 1125 16 <sup>th</sup> St, Ste 202 Arcata CA 95521 445-7508 Ph 825-9181 Fax <a href="mailto:administrator@humboldtlafo.org">administrator@humboldtlafo.org</a>
Vice Mayor, City Council 1 <sup>st</sup> Thursday, 7pm City Hall, Ferndale	CC	Titus		
Emergency Services 1 <sup>st</sup> Thursday, even number months, 1:30pm Jail Administration Bldg 5 <sup>th</sup> & J (Up Blue Stairs) Eureka	OES	Titus	Farley	826 4 <sup>th</sup> Street Eureka 95501 NO FORM 700 REQ'D 268.2502
Drainage Committee 2 <sup>nd</sup> Thursday of the Month City Hall, Ferndale	DC	Titus	Mierzwa	
Humboldt Waste Management Authority 2 <sup>nd</sup> Thursday, 7pm	HWMA	Maxwell	Mierzwa	1059 W. Hawthorn Eureka 95501 268.8680 Susan

Eureka City Hall Council Chambers Eureka				YES FOR BOTH Form 700
Redwood Regional Economic Development Commission  Last Mon of month; 6:30pm; except Nov. and Dec. Prosperity Center 520 E Street, Eureka	RREDC	Mierzwa	Maxwell	520 E Street Eureka 95501 445.9651  YES FOR BOTH Form 700
Redwood Coast Energy Authority  3 <sup>rd</sup> Monday, 3pm 517 5 <sup>th</sup> St. Eureka	RCEA	Parrish	Farley	517 5 <sup>th</sup> Street Eureka 95501 269-1700 YES FOR BOTH Form 700
Hazard Materials Response  Quarterly Eureka Fire Dept.	HMRA	Parrish	Maxwell	HCDEH (Attn Melissa Martel) 100 H St, Ste 100, Eureka 95501 268.2203 YES FOR BOTH Form 700

Meeting Date:	January 6, 2011	Agenda Item Number	12f
Agenda Item Title:	Resolution No. 2011-04: Annual Events and Parades Street Closures		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input checked="" type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

**RECOMMENDATION:**

Approve Resolution 2011-04 Annual Events and Parades Street Closures.

**BACKGROUND:**

As in the past, staff is requesting that the listed closures be exempt from Section 7.05 of the zoning ordinance which requires a use permit for any assemblage of persons and vehicles. Instead, the closures require a "Parade or Assembly" Permit, as well as an encroachment permit either from CalTrans (for Main Street) or from the City (for any other street closure).

**FINANCIAL IMPACT:**

None.

**RESOLUTION NO. 2011-04**

**RESOLUTION TO USE MAIN STREET FROM OCEAN AVENUE TO FERNDALE CITY LIMITS FOR PARADES, BANNERS AND FESTIVALS FROM JANUARY 1, 2011 THROUGH DECEMBER 31, 2011; TO CLOSE BERDING ST. FROM FERN TO LEWIS ON OCT. 31, 2011 FOR THE HARVEST FESTIVAL & CHILI COOK-OFF; TO CLOSE THE END OF FRANCIS STREET FROM EUGENE STREET SOUTHWEST TO THE END OF FRANCIS ST ON DECEMBER 4, 2011 FOR THE LIGHTING OF THE CHRISTMAS TREE**

**WHEREAS**, the following parades, festivals and placement of banners will take place in the City of Ferndale from January 1, 2011 through December 31, 2011:

20	February	2011	Firemen’s Games
13	March	2011	Annual Foggy Bottoms Milk Run – Foot Race
TBA	April	2011	The California Mille visits Ferndale
7	May	2011	Annual Bicycle Tour of the Unknown Coast
14	May	2011	Cinco de Mayo Fiesta
30	May	2011	Great Arcata to Ferndale Kinetic Sculpture Race
30	May	2011	Veteran’s Memorial Day Parade
4	June	2011	Annual Pet Parade
11-12	June	2011	Portuguese Holy Ghost Festa
26	June	2011	Street Dance
4	July	2011	Annual 4 <sup>th</sup> of July Parade and Picnic
10-11	September	2011	Bargain Lovers’ Weekend
TBA	October	2011	High School Homecoming Parade
31	October	2011	Annual Harvest Festival and Chili Cook-Off (Close Berding from Fern and Lewis)
2	December	2011	Hospitality Night
4	December	2011	Lighting of America’s Tallest Living Christmas Tree (Close end of Francis Street)
18	December	2011	Christmas Lighted Tractor Parade

**WHEREAS**, it is necessary, in order to install banners, provide traffic control and to accommodate the crowd and participants during the stated events, to alter vehicular movement and/or close portions of Main Street; and,

**WHEREAS**, the above closures shall be exempt from the City of Ferndale Use Permit Application as currently required in the Zoning Ordinance.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Ferndale that Main Street be closed as stated in the attachment, and

**BE IT FURTHER RESOLVED**, That the Chief of Police is hereby empowered and instructed to enforce this Resolution, and that this Resolution shall not be effective, with respect to the State of California, Department of Transportation, without prior approval, in writing, from the Department of Transportation when and to the extent required by the vehicle code of the State of California.

**PASSED AND ADOPTED** by the City Council of the City of Ferndale on January 6, 2011 by the following vote:

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Jeffrey Farley, Mayor

Attest:

\_\_\_\_\_  
Nancy Kaytis-Slocum, City Clerk

**ATTACHMENT**

- February 20: Firemen's Games. Ferndale's volunteer firemen compete in old fashioned firefighting techniques: bucket brigade, quick dressing, hose coupling. Main Street, noon to 3 p.m.
- March 13: 34<sup>th</sup> Annual Foggy Bottoms Milk Run. Main Street from Ocean and Main to Main and City Limits starts at Noon.
- April TBA: The California Mille visits Ferndale. America's salute to Italy's famed Mille Miglia (thousand mile) race, scheduled for April 26-29, 2010, stops for lunch in Ferndale at about 11:45 AM for a free Main Street car show, which will also spotlight local collectors and their cars.
- May 7: 33rd Annual Bicycle Tour of the Unknown Coast. Events for the whole family! 10-, 20-, and 50-mile courses plus California's toughest "century," the 100-mile loop through the redwoods, tracing the Lost Coast to the Victorian Village of Ferndale. Start times: 100-mile, 7 a.m.; 50-mile, 8 a.m.; 20-mile, 10 a.m.; 10-mile, 11:30 a.m.
- May 14: Cinco de Mayo Fiesta presented by Ferndale Elementary School students. Parade down Main Street, 11 a.m. Cinco de Mayo Fiesta-Close Main Street from Ocean to Shaw and all of Francis Street from 11:00 a.m. to 12:00 p.m.
- May 30: Memorial Day Parade. Ferndale veterans and other organizations coordinate the 10 a.m. parade on Main Street from the Veterans Building on Main Street to the intersection of Ocean and Main.
- May 30: 43<sup>rd</sup> Annual Kinetic Sculpture Race finish line in the Victorian Village of Ferndale (finishing any time after noon Monday)
- June 4: Pet Parade. Children 12 and younger parade costumed pets down Main Street to Firemen's Park for prizes at 10:30 a.m.
- June 11-12: 87<sup>th</sup> Annual Portuguese Holy Ghost Celebration Parade on Main Street from the intersection of Ocean and Main to the intersection of Washington and Main during the period of 9:00 a.m. to 1:00 p.m. The parade time will be two 20 minute periods.
- June 26: Street Dance hosted by the Victorian Inn, corner of Main St. & Ocean Ave.
- July 4: Annual 4<sup>TH</sup> of July Parade close Main Street from Ocean Ave to Arlington during the period of 12 noon to 2 p.m.
- September 10-11: Bargain Lovers' Weekend. Close Francis Street from Main Street to U.S. Bank ATM driveway from 8 a.m. to 6 p.m.
- October TBA: Ferndale High School Homecoming. Parade starts at 9 a.m. Exact date to be determined at a later date. Parade to be from the intersection of Arlington and Main to the intersection of Ocean and Main. The parade time will be approximately 20 minutes.
- October 31: St. Mark's Annual Harvest Festival and Chili Cook-Off. Family fun, games, cakewalk, hayride, live music and a candy booth for the kids. Chili judged by local dignitaries at the beginning of festivities, followed by hot dogs and chips with a taste of chili for other attendees, free. 5:30-8:30 p.m. St. Mark's, Berding Street closed from Fern to Lewis.
- December 2: Hospitality Night Open House. Close the portion of Francis Street from Main Street to the U.S. Bank ATM driveway.
- December 4: Lighting of America's Tallest Living Christmas Tree. Decked with colored lights by Ferndale's intrepid volunteer firemen, the huge, radiant Spruce at the end of Francis Street (the S.W. end of Main Street) is visible for miles, a beacon to herald the Christmas season. A Ferndale tradition since 1934. 5:30 p.m.
- December 18: 19<sup>th</sup> Annual Christmas Lighted Tractor Parade. Parade will be from the intersection of Ocean and Main to the intersection of Lewis and Main.

Meeting Date:	January 6, 2011	Agenda Item Number	12g
Agenda Item Title:	First Reading Ordinance 2011-01 Building Inspector – Construction Code Ordinance		
Presented By:	Jay Parrish, 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 First Reading Ordinance 2011-01 Building Inspector – Construction Code Ordinance and direct staff to set for Second reading and possible adoption at the February meeting.

**BACKGROUND:**

Periodically the City updates its construction codes and standards and at the recommendation of our City Inspector we are bringing this before the Council to have the process initiated.

**FINANCIAL IMPACT:**

None

## ORDINANCE NO. 2011-01

AN ORDINANCE OF THE CITY OF FERNDALE CREATING THE OFFICE OF BUILDING INSPECTOR; ADOPTING CONSTRUCTION CODES AND STANDARDS; PROVIDING PENALTIES FOR VIOLATION; ESTABLISHING FEES FOR PERMITS AND INSPECTIONS AND REPEALING ORDINANCES 226, 255, 257, 99-03 AND 05-03

The City Council of the City of Ferndale does Ordain as Follows:

ARTICLE 1: SHORT TITLE, PURPOSE AND SCOPE

§1.01: This ordinance shall be known and cited as the “Building Inspector - Construction Code Ordinance”.

§1.02: The purpose of the Building Inspector – Construction Code Ordinance is to create the office of Building Inspector of the City of Ferndale and to Adopt Construction Codes and Standards for the City of Ferndale.

§1.03: The provisions adopted in this ordinance shall not be exclusive but shall be cumulative and complementary to any other provisions of Ferndale City ordinances and County, State and Federal laws. Nothing in this ordinance shall be read, interpreted or construed so as to limit any existing right, power or authority of the Mayor or the City Council to enter into any supplemental agreement with the Building Inspector delineating additional terms and conditions of employment not inconsistent with any provision of this chapter.

§1.04: Nothing in this ordinance shall be construed as prohibiting the City from contracting with qualified persons, firms or agencies for building plan review and/or inspection services.

§1.05: Upon the effective date of this Ordinance, Ordinances 226, 255, 257, 99-03 and 05-03 are hereby repealed.

ARTICLE 2: STATUTORY AUTHORITY / ENFORCEMENT AUTHORITY

§2.01: California Government Code §§37103 and 53060

ARTICLE 3: ENFORCEMENT AND PENALTIES

§3.01: Any person, firm, or corporation, whether as principal, agent, employee, or otherwise violating or causing the violation of any part of this ordinance shall be guilty of a misdemeanor and upon conviction shall be punishable by a fine of not more than Five Hundred Dollars (\$500.00) or by imprisonment for a term not exceeding six (6) months, or both. Such person, firm, or corporation shall be deemed guilty of a separate offence for each and every day during any portion of which any violation of this ordinance, or any part of this ordinance, is committed, continued or permitted by such person, firm, or corporation, and shall be punishable as herein provided.

ARTICLE 4: DEFINED AND OFFICE CREATED

- §4.01: For the purposes of this Ordinance, the terms Building Official and Building Inspector are interchangeable.
- §4.02 Office Created. The office of Building Inspector of the City is created and established.
- §4.03: Appointment. The City Building Inspector shall be appointed by the City Manager, or in his/her absence, the City Council solely on the basis of his / her ability and qualifications and shall hold office at the pleasure of the City Manager or in his/her absence, the City Council.
- §4.04 Compensation / Expenses: The City Building Inspector shall receive such compensation as the City Council shall from time to time determine, unless the Building Inspector serves under an employment contract and then the compensation shall be according to the terms of the employment contract. Compensation may be based on a salary or hourly basis; and based on full time or part time basis.

ARTICLE 5: POWERS AND DUTIES

- §5.01: General: It shall be the duty of the Building Inspector to administer and enforce the provisions of this ordinance and all ordinances of the City and statutes of the State of California for regulating and providing minimum standards for the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area, location, design, quality of materials, operation, installation, replacement and maintenance of all buildings, and/or structures; heating, ventilation, cooling, refrigeration systems; electrical systems; plumbing and drainage systems; signs and solar systems in the City of Ferndale.
- §5.02: Additional Duties: It shall be the duty of the Building Inspector to perform such other duties and exercise such other powers as may be delegated to him/her from time to time by ordinance, resolution, or action of the City Council.
- §5.03 Right of Entry: When necessary to make an inspection to enforce any of the provisions of this code and the technical codes, or when the building official has reasonable cause to believe that there exists in any building or upon a premises a condition which is contrary to or in violation of this code which makes the building or premises unsafe, dangerous or hazardous, the building official may enter the building or premises at all reasonable times to inspect or to perform the duties imposed by this code, provided that if such building or premises be occupied, that credentials be presented to the occupant and entry requested. If such building or premises be unoccupied, the building official shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and request entry. Should entry be refused, the building official shall have recourse to the remedies provided by law to secure entry.

ARTICLE 6: ADOPTION OF CONSTRUCTION CODES

§6.01 The City of Ferndale incorporates by reference and adopts as its Building Standards and Regulations applicable to all occupancies in the City of Ferndale each and all of the terms, conditions, regulations, penalties, and provisions of the following codes as from time to time adopted, amended, added, and deleted by regulation of the California State Building Standards Commission:

6.01.1 The following codes published by the International Conference of Building Officials:

- a. Uniform Administrative Code
- b. Uniform Building Code
- c. *California Building Code, Title 24 Part 2 (2 volumes – includes parts 8 & 10)*
- d. *California Residential Code, Title 24 Part 2.5*
- e. *California Electrical Code, Title 24 Part 3*
- f. *California Mechanical Code, Title 24 Part 4*
- g. Uniform Building Code Standards
- h. Uniform Mechanical Code
- i. Uniform Sign Code
- j. Uniform Housing code, except its definition of “Substandard Building”

6.01.2 The following codes published by the International Association of Plumbing and Mechanical Officials:

- a. Uniform Plumbing Code
- b. *California Plumbing Code, Title 24 Part 5*
- c. Uniform Mechanical Code

6.01.3 The following codes published by the National Fire Protection Association:

- a. National Electrical Code
- b. *Sprinkler 1 & 2 Family*

§6.02 The above-mentioned codes and amendments shall become effective and operative within the City of Ferndale 180 days after the date of the first publication of the State Building Standards Code by the State Building Standards Commission in the California Code of Regulations, the California Regulatory Notice Register or California Regulatory Code Supplement.

§6.03 The above-mentioned codes and amendments shall be and are adopted as the Construction Code of the City of Ferndale for regulating and providing minimum standards for the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area, location, design, quality of materials, operation, installation, replacement and maintenance of all buildings, and/or structures; heating, ventilation, cooling, refrigeration systems; electrical systems; plumbing and drainage systems; signs, and solar systems in the City of Ferndale, except as modified by the zoning Ordinance of the City of Ferndale and providing for the issuance of permits and the collection of fees.

§6.04 Nothing contained herein shall be construed as prohibiting or limiting the authority of the City of Ferndale from adopting or establishing more restrictive building standards than provided in the above-mentioned codes or amendments after making the findings required by Government Code §17958.7

§6.05 The City Inspector shall maintain one (1) copy of all building codes and standards as required by the State of California, 2001 California Building Code, Title 24.

ARTICLE 7: FEES FOR PERMITS AND INSPECTIONS

§7.01 Any person required to obtain a permit shall at the time of filing an application shall pay to the City Clerk a deposit for plan review in the amount as set forth in the Uniform Administrative Code referred to in §6.01.1(a) above.

§7.02 Where work is commenced prior to obtaining a permit, a double fee shall be charged.

§7.03 For the purpose of determining valuation of any work to be performed, the City may use the Valuation Data Table taken from the publication Building Standards, published by the International Conference of Building Officials once every two months during the year. The City will implement an updated edition of the Valuation Data Table commencing on July 1 of each year using the most recently published edition of the Valuation Data Table.

ARTICLE 8: PERSON MAY DO OWN WORK

§8.01 Nothing in this ordinance shall be construed as prohibiting any person from doing his own work or employing any person to work on a building or structure to which the provisions of this ordinance apply unless otherwise prohibited by law.

ARTICLE 9: SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions of this ordinance.

ARTICLE 10: EFFECTIVE DATE:

This ordinance becomes effective thirty (30) days after the date of its enactment.

ARTICLE 11: POSTING REQUIREMENT

The City Clerk shall cause publication of this ordinance within 15 days after passage in a newspaper of general circulation published and circulated in the city, and posted in at least three public places in the city.

ARTICLE 12: ENACTING DATE AND SIGNATURES

Passed, approved and adopted by the City Council of the City of Ferndale at a regular meeting on February 3, 2011, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Jeffrey Farley, Mayor

ATTEST:

\_\_\_\_\_  
Nancy Kaytis-Slocum, City Clerk

First Reading:            January 6, 2011  
Second Reading:        February 3, 2011  
Enacted:                    March 5, 2011

Meeting Date:	January 6, 2011	Agenda Item Number	12h
Agenda Item Title:	Set date for City Council Orientation Study Session		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

**RECOMMENDATION:**

Set a date for City Council Orientation Study Session

**BACKGROUND:**

Staff has put together an orientation packet that includes City Council protocol, general information about the City's organization, ordinances and policies. This study session will give staff and council the opportunity to go over this information together.

**FINANCIAL IMPACT:**

None

## **Section 13**

### **CORRESPONDENCE**

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

## **Section 14**

### **REPORTS**

#### ***Section 14a: City Manager Staff Report***

##### **CITY MANAGER:**

##### **Meetings:**

- Kiwanis meeting 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 4:40 pm
- Parsac meeting in Sacramento: 12/ 1&2- Required meeting by our workers comp and liability risk management authority.
- RCEA meeting- 3-5 pm 12/ 13 Smart meters and EECDBG grants. Last meeting show of appreciation for retiring ED David Boyd.
- City Council Meeting – 12/1- 7-9:30 pm. Absent: attending Parsac in Sacramento.
- Met with citizen interested in donating trees to replace trees around city hall. Numerous discussions with him and committee, and have decided to talk with Mary Gearheart a landscape architect to complete final decision on replace trees.
- Met with construction manager and went over monthly pay request. Also went over construction progress.
- Meeting of Fresnel Lens committee 12/7<sup>th</sup> at 5:30 pm
- Meeting of Housing Committee 12/14<sup>th</sup> at 2: Numerous meetings with consultant and ad hoc committee regarding the next steps in the housing process.
- Went over the SEP project the City is responsible for and put together a letter to RWQCB to ask for an extension of a couple years that should allow us to complete our portion as the dredging goes by our facility. We are waiting for regional staff to get back to us with their suggestions and comments.
- Meeting with SRRP designers regarding some possible changes to the project around our WWTF. Also discussed having Doug and I help with some outreach efforts with Francis Creek property owners.
- Wrote letter to Lentz giving them an additional year to address the stucco on the back of their building due to the financial strain they were already under because of the earthquake repairs.
- Meeting with Praj and Annje going over an overall capital improvement plan for our entire infrastructure. Still compiling information.
- Numerous meetings with individual councilmen and the mayor regarding City issues. We are compiling orientation material for a packet to give new and continuing councilmen. We are planning to have a study session to go with this packet sometime in January.
- More conversations with Del Oro about water in NH. Several meetings and conversations with Troy Hubner regarding water system evaluation in navy housing complex. We have spent considerable time figuring out the long-term and short term infrastructure needs in the complex

to best meter the area. The long term goal would be to have all units individually metered. It may make sense in the short term to average the cost of water and to start a five year plan to individual meter each dwelling. This could lower the initial loan substantially and could be used for both water and gas. The electrical system is already individually metered. Del Oro is putting together a cost estimate and plan that we will help us in determining our loan request. Still working on this and may be leaning more toward the averaging idea as a way to complete necessary work within timeline and limit loan amount.

- Daily interaction with Police Chief regarding City and citizen issues.
- City Managers Meeting- 12/16 3-5pm
- Daily meetings with Public Works in morning to go over daily activities.
- Daily discussions and updates on City Council agenda items and city issues with City Clerk and Treasurer.
- Meetings with City Engineer. We have sent in the contract with Cal-trans on our Bicycle and Pedestrian grant. We will have to wait until next spring to go out because of state budgetary problems. We continue to look reduce problems related to drainage, streets and wastewater collection issues.
- Numerous conversations and meetings with construction manager of WWTF going over the progress and process. They are making great strides forward trying to get as much done before the rainy season as they can. We are pleased with the construction manager and the contactor and the general progress made. We pored the bottom of large aeration tank in the weather window. This was one of the most significant items in the project and went successfully. We had that increase in rebar requirements that added several weeks to our schedule. I have had a number of conversations with Ken Wahlund as to possible adjustments and believe that we will complete the project within our financial parameters.
- Number of meetings with staff regarding Main Street properties and the Mills Act. This may be a way that property owners in our historical district can preserve their properties but garner the cost of that preservation from their property taxes. We are still considering this as a possibility, although other things have limited our time investigating this.
- Continuing the general plan process in the PC meetings. We did not meet on this in December.
- Meetings with Shining Light Foundation continuing efforts to retain Fresnel lens. We are in the process of having Doug Brown draw up plans that would allow us to move the lens to the museum for storage and as a final home. We are hoping that the museum can be seen by the Coast Guard as a acceptable venue for the artifact. Dennis DelBiaggio is helping with the renovation estimates and added construction information for Doug to complete more detailed drawings for proposal.
- Number of conversations with Karen Ringel of Navy about conveyance issues and escrow. She reported that sometime in January she may be done with her due diligence. Elizabeth and I have continued to work with NVB on the loan requirements. The appraisal is not completed. We have recently hired a market study consultant and we are working on our engineer to put specs together for a renovation RFP. Phil Aycock is sending in documents for the establishment of the non-profit.
- Daily interaction with City Finance Supervisor on budget and department interaction to explain use of funds. Should be receiving our annual audit anytime.
- Numerous discussions with Curtis Ihle from RCD regarding the Salt River Project and the Watershed Council and working with property owners.
- Met with CPO regarding the annual inspection of collection system to reduce I&I. We annually do a flow test in February to identify problem areas. We still believe there is part of our

collection system that has a inflow when we receive high rainfall amounts, and we are determined to find it.

- Daily conversations with Public Works regarding daily workload and drainage issues, and preparation of winter events.
- Discussions with Scouts concerning maintenance of Scout Hall and quarterly meetings. I have agreed to attend those meetings.
- Numerous conversations and meetings with the Shining Light Foundation to submit a proposal to USCG to move the Fresnel lens to the Ferndale Museum. The committee has put countless hours into this effort. I give special thanks to Stuart Titus (County Fair ED, and City Councilmen) Kirk Gothier and Don Anderson (Ferndale Museum), Karen Pingitore (Chamber), Doug Brown (Brown Designs), and Dennis DelBiaggio (DCI), and our attorney David Martinek. We are almost ready to send to USCG a proposal that would move the lens to the museum which we believe will comply with their requirements. It is still our contention that we have a valid contract with CG to house and display artifact. We have not received a reply from US Assistant Attorney regarding this issue.
- Almost daily interaction with Mayor regarding events related to City.
- Review of the last four years in preparation for a study session with council that will look at past goals and accomplishments, as well as establish future goals.
- Daily interaction with members of the Housing committee, utility companies, and construction companies regarding renovation estimates and development of specs. We have received one proposal to help us do the renovation specs, however we are still developing the exact scope of work we should do for occupation and compliance. We desire to keep our loan request as low as possible while at the same time addressing as many needs as we can before occupation.
- A number of conversations with executive director of Parsac, regarding the marijuana ordinance and inherent liability issues.
- Discussed list of needed improvements to city hall.
- Received final correspondence from FEMA and Cal-EMA on the 1203 DSR that stemmed from the 97-98 rain events that separated Williams Creek from Salt River.
- We have a been breaking in a new employee in the office that is working part time and taking the place of Nancy's hours as she goes down to 32 hrs a week.
- Conversations with Karen Ringel regarding Housing and ability to have access to housing for inspections.
- Numerous conversations with Planwest regarding historical and cultural element. We will try to have community meeting sometime in the middle of January with guest speakers to address the subject.
- Met numerous times with Phil Aycock to go over the non-profit organization and the timeline and process we will need to go through to get us to through this startup mode.

**CITY CLERK:**

NOT AVAILABLE IN TIME FOR PRINTING

**FINANCIAL MANAGER/DEPUTY CITY CLERK:**

***Projects***

- Payroll
- Accounts Payable
- Accounts Receivable

- Answer Phones/Greet Visitors
- Purchase Various Supplies
- Receive and File October Financial Reports
- Receive and File November Financial Reports

**CITY PLANNER:*****Meetings & Planning Materials***

- Coordinated with City Manager and City Clerk on planning and development projects.
- Reviewed and commented on draft Secondary Dwelling Unit approval letter template.
- Responded to inquiry about existing non-conforming building replacement at 1238 Main Street (does not meet side setback requirements).
- Responded to question about recording two parcels gifted to family members.
- Reviewed letter to property owner regarding fence height violation.

***Projects***

- Housing Element Update - Submitted revised Chapters 3 & 5 to City Staff for review. Completed responses to Dept. of Housing and Community Development comments and completed tracking sheet of proposed Element revisions.
- General Plan Update - Historical & Cultural Resources Element - Continued preparation of new element, researched and continued preparation of Element sections including purpose, setting and context, historic resource identification, and historic district mapping. Continued community outreach meeting planning.

**CITY ENGINEER:**

Sewer Projects: New Sewer Manholes Main Street, Cleanouts other locations –

- Cleanout design

Pedestrian Improvement Project –

- Update design alignment for ADA and PG&E & Telephone Poles
- Construction Documentation

Applications –

- Finalize Keyes LLA, correspondence with applicants surveyor, Notice of LLA delivered to Recorder's Office
- Review Pidgeon Soils Report (Building in Hamper's Subdivision)

General Engineering –

- ARRA reporting for Pedestrian Improvement Project

Meetings and Committees –

- No meetings during December

Reporting and Correspondence –

- Prepared monthly staff report
- General correspondence and meetings with City Staff

**PUBLIC WORKS:****CITY PROPERTY**

- Firemen's Park
  - Routine Maintenance, i.e. Mowing Park and Baseball Field.
  - Routine daily walk through to pick-up garbage.
  - Mowed the Bocce area and BB Field.

- Fixed a swing.
- Park Restrooms
  - Routinely cleaned every day of the week including weekends.
- Russ Park
  - Routine maintenance: Pulling out trash from trash & recycle bins daily.
  - Picked-up loose garbage from Russ Park.
- Town Hall
  - Routine mowing and weedeating
  - Pull out trash daily
  - Planted three trees that were donated by an anonymous donor.
  - Dug out the stumps from the cut down Hawthorn trees
  - Cleaning the light globes around the grounds of town hall.
  - Hung Christmas lights around the grounds of town hall.
  - Cut back rose bushes.
- Library
  - Routine mowing and weedeating
- City Parking Lot
  - Picked up garbage – Routinely as least once a week unless otherwise warranted.
- Main Street Restrooms
  - Routine maintenance: Daily cleaning and stocking of Main Street Restrooms – 7 days a week.
- Community Center
  - Routine checking of CC when the facility is rented before and after.
  - Patched the roof at the kitchen and installed a new roof jack for a bathroom fan.
  - Installed a new vent cover.
- Police Department
  - Routine mowing and weed eating
- Scout Hall - Routine mowing and weedeating
- Roadsides - Routine mowing and weedeating
- Entrance of town and Bluff St... 5<sup>th</sup> St.
- Public Works –
  - Cleaned the gutters at PW shop.
  - Cleaned the PW shop for the tree lighting.
  - Set up tables for the xmas tree lighting.
  - Cleaned up the shop after the xmas tree lighting.

#### **STREETS, SIDEWALKS, STORM DRAINS**

- Removed debris from all the drains around town.
- Been cleaning the storm drains often.
- Routine maintenance: Regular maintenance of roadside mowing.
- Routine picking up trash at the edge of town.
- Routine maintenance: Continuing to pick-up piles around town as resident call and request removal.
- Routine maintenance: Sweep Main St., Monday, Wednesday and Friday mornings.
- Marked out USA locates throughout town.
- Re-graded Eugene Street. Hauled in two loads of base rock and spread it.
- Patched the road on Frances St
- Patched the intersection of Herbert and Main St.

- Cleaned the road gutters on Van Ness and the ditch and hauled the spoils away.
- Cleaning ditches on Washington and Grant Streets. Hauling spoils away.
- Cleaned the ditch at Van Ness at the Fair Grounds.
- Hauling road base in the alley behind the library and the alley at city hall.
- Cleaned out culvert on California St.

#### **VEHICLE / EQUIPMENT MAINTENANCE**

- Routine monthly maintenance and weekly maintenance on frequently used equipment.
- Painted the new dump trucks rails
- Installed rails for the dump truck.

#### **MISCELLANEOUS**

- Routine paperwork.
- Dealing with daily work orders as residents call.
- Viewed Safety videos.
- Went to Bay West to pickup supplies.
- City has one community service worker.
- Fixed the lock at the city bulletin board.
- Rounded up all the city fire extinguishers and had them checked... then returned them all to their proper place.

#### **WASTEWATER OPERATIONS:**

- Prepared monthly sample containers
- Semi-annual Acute Toxicity results came back with 100% survival.
- Operator Coppini spent time preparing for the Grade 3 certification exam that he is planning to take in April.
- Meeting with Kent and Jay regarding additional rebar needed for aeration tank as well as change orders involved.
- CPO investigated a possible private lateral spill on Grant Street. Spoke with owner regarding the proper procedures for reporting private lateral spills.
- CPO spoke with realtor regarding a sewer lateral inspection at 1311 Main Street. Inspection was completed within three years and didn't need one at this time.
- City Manager and CPO went over SEP process and plan of action. Also met with RCD to make sure we have latest information included for SRRP.
- Filed letter requesting an extension on 2006 SEP. The letter included an updated scope that more aligns with the updated SRRP. May need to go before the Regional Board to request an extension.
- CPO and City Manager met with Ken Wahlund and Kent regarding WWTF and working together and being fair related to time delay.
- CPO worked on preparing data for electronic filing of our monthly Self Monitoring Report (SMR). Currently we fill out a hard copy and mail to the Regional Board. When it's set up we will be able to input our data into a dedicated file and upload it to the Regional Board. This will eventually save time and postage. There is a trial period before we can go solely electronic so until then we will need to send both.
- CPO attended meeting with City Manager and Salt River Restoration group to discuss the project and strategy for contacting property owners.

- CPO and City Manager attended conference call with Portland Engineering Inc., Manhard, Aeromod and Wahlund to discuss the SCADA (Supervisory Control and Data Acquisition) control strategy for the new facility. Hot ticket item discussed was the control strategy for the peak usage time between 10 and 2. Discussed the option of powering down the plant or switching to generator daily during that time. Manhard will put together a cost estimate to see if the generator option will be cheaper than the 15x/kw-hr that PG&E proposes to charge during that time period.
- Filled out POs for monthly invoices
- Ongoing inspection and site visits to WWTP construction site.
  - Aeration tank was poured.
  - More site piping and valves were installed
  - Footings for the UV channel were dug and pipe drains installed. Subs are working on forming to pour the channel by year end.
- Monthly meeting with City Manager, Debbie Coggins(USDA) and Kent Hanford(Manhard) to discuss the current payment request for the USDA loan.
- Received chlorine and sulfur dioxide vacuum regulators that were sent out for maintenance.
- CPO attended CWEA monthly board meeting that was hosted by the City.
- CPO and City Manager met with a small group from the North Coast to discuss the new Toxicity Policy being presented by the State Water Board. The policy, if adopted, would mean a considerable increase in lab costs for our respective plants. We put together a list of concerns and the CPO attended the SWB meeting and workshop to present the groups concerns.
- CPO assisted in office answering phones and helping customers while office staff gone.
- Downloaded video files from December City Council meeting. Edited files and burned to DVD for archiving.
- CPO reviewed and signed daily operation sheets for WWTF
- CPO performed the daily operation of WWTP during operator Coppini’s scheduled day off.
- Completed and mailed monthly Self Monitoring Report to the Regional Board
- Operator Coppini performed general maintenance around the facility
- Operator Coppini filed online SSO report.
- Operator Coppini performed the normal in-house weekly and monthly testing and scheduled lab work to be done.

<b>November 2010 Flows</b>	<b>Average</b>	<b>Minimum</b>	<b>Maximum</b>
Influent MGD	.467	.083	.906
Effluent MGD	.780	.135	1.515

**POLICE DEPARTMENT:**

- Officer Franks continues to work with Fortuna PD and Rio Dell PD regarding an Alcohol Beverage and Control grant. The grant provides for training, education and enforcement of ABC violations.
- Chief Smith attended Kiwanis meetings/functions.
- Officers provided traffic control for the Christmas tree lighting.
- Officers lead the Christmas Tractor Parade and assisted with traffic control.
- Chief Smith continues to research Medical Marijuana Dispensary issues.

**Police November – October, 2010**

SERIOUS CRIMES	Number	Cleared
Homicide	0	
Rape	0	
Robbery	0	
Larceny	1	
Assault	0	
Burglary	1	
Vehicle Theft	0	
TOTAL	2	
SECONDARY CRIMES	2	
Calls for Service	49	
Reports Written	8	
Traffic Citations	19	
Other Citations	0	
Parking Citations	10	
Warnings	37	
ARRESTS	1	
AGENCY ASSISTS	13	
TRAFFIC COLLISIONS	0	

## Section 14b: Commissions, Committees and Others

### FERNDALE LIBRARY ASSOCIATION

Board meeting - October 27, 2010

Pres. Irene Bryant called the meeting to order at ferndale library at 7:00 P.M. Members present were Nancy, Bob & Evo, along with librarian Bonnie. Jeff Farley was absent.

The minutes of the prior meeting were read and APPROVED.

Bonnie stated library staff held the book sale on Saturday of bargain lover weekend because friends were unable to. But friends will be back next year. \$257.00 was made for the day.

Bonnie showed the centennial plaque, MADE by a foundry in New York state for \$439.00, leaving \$61.00 from the \$500.00 collected. The board agreed to give the \$61.00 to friends.

The date for the ceremony for the plaque instalation to be decided when it is discovered how to install the plaque on the wall.

Nancy stated Delbiaggio construction will install the new railing and Nancy will dispose of the old railing no charge.

Bonnie stated Frontier telephone has volunteered to install wireless computer access to our computer no charge per month, but not the county computer. The county library is working on a grant for speeding up all the county computers.

The budget was looked at and the telephone bill and garbage charges will be checked and reported on by Nancy at next meeting.

A board members term of office expires at the end of every year. Nancy will look up who is to be reappointed and have the city do so.

The next meeting was set for ~~January 26, 2011~~

Evo M. Lourenz, Secty



## Section 14c: Council Reports and Comments

### ABSTRACT

HWMA Meeting of the Board of Directors  
Wednesday, November 10, 2010 6:00 PM  
Eureka City Council Chambers

Boardmember Duffy was not present; Executive Director Test was not present due to illness. The Board discussed various projects taking place in their respective towns; Boardmember Schapiro reported on a discussion that had taken place between Footprint Recycling and Blue Lake Power involving the use of fats, oils and grease waste to produce biogas; Boardmember Maxwell reported on the Ferndale sewage plant; Boardmember Brinton briefly discussed some issues with a proposed Navy training range being established in Arcata, and warned against some of the potential issues when working with Footprint Recycling that the City of Arcata has dealt with in the past. Boardmembers Schapiro and Maxwell briefly discussed the Authority's finances before passing the consent calendar and moving on to the bulk of the evening's discussion.

The Board discussed a protest letter from Arcata Community Recycling Center regarding the request for proposal process for a recycling processor. Due to a date discrepancy in the RFP packet, one submission was submitted one day late based on one section of the RFP, while other sections indicate that it was submitted on time. Mark Loughmiller, Executive Director of ACRC, read a statement into the record on his organization's stance on the subject, and again asked that the Board avoid making a decision based on a faulty submission process. Authority staff and Legal Counsel maintains that, while there was clearly a discrepancy in the RFP packet, the second submission was made in good faith and without intent to harm any other proposers. Staff also believes that dismissing one of the two submissions would only serve to hurt the Authority's options for disposal of recyclable materials. Boardmember Brinton apologized to ACRC for the Board, stating that the mistake in the RFP packet created an unfair situation for everyone. He agreed with staff's recommendation to reject the letter, however, for the express purpose of being able to make the best decision for the Authority and its ratepayers. Ultimately, the Board voted to reject ACRC's protest letter.

Staff presented a resolution that would allow the Authority to pursue the ability to become an electronic waste processor. This designation would allow the Authority to recognize increased earnings from the sale of electronic waste, as well as reduce the shipping costs for waste that leaves the Transfer Station. Patrick Owen, Operations Manager, would like to start a pilot program to test the feasibility of the system, with the potential benefit of creating more jobs in the Recycling Center. Boardmember Schapiro confirmed that the proposed resolution was simply the first step in the process, and that further permitting would be required. Mr. Owen foresees no extra costs in the permitting of this project.

The Board discussed an increase to contingency funds for the remodel of the Tip Floor break room, electing to increase the fund by \$20,000. Boardmember Brinton was elected to the position of Vice Chair, to carry out the term vacated by Boardmember Moreland and prepare the Board for a new set of members in January.

Mr. Owen ended the meeting with a brief update of activities. The RFP review group will meet during the next month to begin rating the two recycling processor submissions; Boardmember orientation is planned for January, with all members of the Board and their agency's staff members invited to participate; the Authority was successful in its application for a \$200,000 grant from the EPA. More information will be made available at a later date. Boardmember Brinton thanked Chairman Glass for his service on the Board, as this would be his last meeting.

## **Section 15**

# **ADJOURNMENT**