

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

| | | | |
|-----------|-------------------|-----------------|--------------|
| Location: | City Hall | Date: | June 7, 2012 |
| | 834 Main Street | Time: | 7 pm |
| | Ferndale CA 95536 | Posted: 5/31/12 | |

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 – Deputy City Clerk
4. CEREMONIAL: None
5. MODIFICATIONS TO THE AGENDA
6. STUDY SESSIONS
7. 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 2/3rds 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 4
8. 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:
 - i. May 3, 2012 Page 16
9. CALL ITEMS
10. PRESENTATION / Community Forum
 - a. Airline Presentation-Greg Foster Page 18
11. BUSINESS
 - a. Resolution 2012-16 Appoint Irene Bryant to the Ferndale Library Board of Directors Page 19

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|---|---------|
| <i>b.</i> General Plan Update-Safety Element Scope..... | Page 21 |
| <i>c.</i> Resolution 2012-20 Approving the Final Payment Request to Sierra National Construction and accepting The Pedestrian Improvement Project as complete | Page 25 |
| <i>d.</i> Resolution 2012-18 Adopting the Conflict of Interest Code..... | Page 28 |
| <i>e.</i> Resolution 2012-17 Authorizing the City to Borrow funds from NVB..... | Page 32 |
| <i>f.</i> Resolution 2012-19 Consolidated Election with County 2012 | Page 34 |
| <i>g.</i> 2 nd Alternate for HWMA | Page 36 |
| <i>h.</i> Set a date for Budgetary Workshop | Page 37 |
| 12. CORRESPONDENCE | Page 38 |
| 13. REPORTS | |
| <i>a.</i> City Manager Staff Report and Community Events..... | Page 50 |
| <i>b.</i> Commissions / Committees and others | |
| <i>i.</i> Planning Commission..... | Page 64 |
| <i>ii.</i> Design Review..... | Page 65 |
| <i>iii.</i> Russ Park..... | Page 66 |
| <i>iv.</i> Sign Committee..... | Page 70 |
| <i>c.</i> Council Reports and Comments | |
| <i>i.</i> RREDC Minutes | Page 74 |
| <i>ii.</i> HMRA Minutes..... | Page 76 |
| <i>iii.</i> HCAOG Minutes..... | Page 78 |
| <i>iv.</i> RCEA Minutes | Page 82 |
| <i>v.</i> HWMA Abstract..... | None |
| 14. ADJOURN | Page 84 |

**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, July 5, 2012 in the Auditorium of City Hall at 7:00pm**

Section 1

Call Meeting to Order

Section 2

Pledge Allegiance

Section 3

Roll Call

Section 4

Ceremonial

Section 5

Modifications to the Agenda

Section 6

Study Sessions

Section 7

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 8

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 04/21/12 To 05/20/12
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 | |
| 44947 | 05/07/12 | | AFLAC | AFLAC - REMIT. PROCESSING SERV. | Employee Paid | 184.34 |
| | 10012260 | | | Health insurance payable | | 184.34 |
| 44970 | 05/15/12 | | AFLAC | AFLAC - REMIT. PROCESSING SERV. | | 184.34 |
| | 10012260 | | | Health insurance payable | | 184.34 |
| Total for AFLAC - REMIT. PROCESSING SERV. | | | | | | 368.68 |
| 44926 | 05/01/12 | | ARNKE | ARNOLD C. KEMP | Monthly | 778.92 |
| | 10435052 | | | Building regulation/inspectio | | 778.92 |
| Total for ARNOLD C. KEMP | | | | | | 778.92 |
| 44910 | 04/30/12 | | PHIAY | AYCOCK & EDGMON | Monthly | 1,275.00 |
| | 10165054 | | | Audit and accounting | | 1,275.00 |
| Total for AYCOCK & EDGMON | | | | | | 1,275.00 |
| 44911 | 04/30/12 | | BAKTA | BAKER & TAYLOR | Library | 318.60 |
| | 10615024 | | | Books | | 318.60 |
| 44971 | 05/15/12 | | BAKTA | BAKER & TAYLOR | | 47.10 |
| | 10615024 | | | Books | | 47.10 |
| Total for BAKER & TAYLOR | | | | | | 365.70 |
| 44939 | 05/02/12 | | BAYWE | BAY WEST SUPPLY, INC. | Community Center | 118.40 |
| | 10635020 | | | Buildings and grounds maintenance | | 118.40 |
| Total for BAY WEST SUPPLY, INC. | | | | | | 118.40 |
| 44927 | 05/01/12 | | 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 | | 2.47 |
| | 10635007 | | | Medical insurance | Monthly | 1.21 |
| | 22315007 | | | Medical insurance | | 1.57 |
| | 24315007 | | | Medical insurance | | 2.47 |
| | 25315007 | | | Medical insurance | | 3.65 |
| | 26315007 | | | Medical insurance | | 2.17 |
| | 30515007 | | | Medical insurance | | 48.69 |
| Total for BENEFICIAL ADMIN COMPANY INC. | | | | | | 187.04 |
| 44887 | 04/24/12 | | BSMTH | BRIANNA SMITH | | 26.63 |
| | 10125012 | | | Office expense | | 7.00 |
| | 10155020 | | | Building and ground maint. | | 3.85 |
| | 10415013 | | | Advertising Planning | | 5.20 |
| | 30515158 | | | UPS/Fedex Sewer | | 10.58 |
| Total for BRIANNA SMITH | | | | | | 26.63 |
| 44928 | 05/01/12 | | CALST | CALIFORNIA STATE DISBURSEMENT UNIT | Employee Paid | 408.91 |
| | 10012250 | | | Garnishments payable | | 408.91 |
| 44972 | 05/15/12 | | CALST | CALIFORNIA STATE DISBURSEMENT UNIT | | 408.91 |
| | 10012250 | | | Garnishments payable | | 408.91 |

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| Chk No. | Date | Pay | Ven ID | Vendor Name \ Payee Name | Distribution | Check |
|--|----------|-----|--------|---|-------------------|-----------------|
| Acct No. | Type | | | Override Description | Amount | Amount |
| Total for CALIFORNIA STATE DISBURSEMENT UNI | | | | | | 817.82 |
| 44888 | 04/24/12 | | CHACO | CHAMBER OF COMMERCE | Quarterly payment | 5,488.75 |
| | 10175072 | | | Chamber of Commerce | | 5,488.75 |
| Total for CHAMBER OF COMMERCE | | | | | | 5,488.75 |
| 44929 | 05/01/12 | | CITFO | CITY OF FORTUNA | Monthly | 1,016.66 |
| | 10215035 | | | Dispatch service | | 1,016.66 |
| Total for CITY OF FORTUNA | | | | | | 1,016.66 |
| 44973 | 05/15/12 | | COMAS | COMPUTER ASSISTANCE | Police Department | 96.25 |
| | 10125012 | | | Office expense | | 96.25 |
| Total for COMPUTER ASSISTANCE | | | | | | 96.25 |
| 44954 | 05/07/12 | | COHUI | COUNTY OF HUMBOLDT (2) \ COUNTY OF HUMBOLDT | | 85.00 |
| | 10125044 | | | Meetings and dues | | 85.00 |
| Total for COUNTY OF HUMBOLDT | | | | | | 85.00 |
| 44948 | 05/07/12 | | CRMST | CRIMESTAR CORPORATION | Police Department | 600.00 |
| | 10215024 | | | Special department supply | | 600.00 |
| Total for CRIMESTAR CORPORATION | | | | | | 600.00 |
| 44930 | 05/01/12 | | DCIBU | DCI BUILDERS | Street | 150.00 |
| | 24315021 | | | Street maintenance | | 150.00 |
| Total for DCI BUILDERS | | | | | | 150.00 |
| 44912 | 04/30/12 | | DELOR | DEL ORO WATER CO., FDLE. DIST. | | 464.34 |
| | 10155031 | | | Water | | 29.78 |
| | 10175031 | | | Water - public restroom | | 55.10 |
| | 10215029 | | | Water | | 23.69 |
| | 10615033 | | | Water | Monthly | 21.92 |
| | 10625033 | | | Water | | 52.57 |
| | 10635031 | | | Water | | 78.87 |
| | 24315033 | | | Water | | 38.83 |
| | 30515032 | | | Utilities - electric - plant | | 163.58 |
| Total for DEL ORO WATER CO., FDLE. DIST. | | | | | | 464.34 |
| 44913 | 04/30/12 | | DEPJU | DEPARTMENT OF JUSTICE | | 35.00 |
| | 10215052 | | | Professional services | Police Department | 35.00 |
| Total for DEPARTMENT OF JUSTICE | | | | | | 35.00 |
| 44889 | 04/24/12 | | DOCST | DOCUSTATION | Monthly | 73.80 |
| | 10165078 | | | Copy machine expense | | 73.80 |
| 44974 | 05/15/12 | | DOCST | DOCUSTATION | Monthly | 77.58 |
| | 10165078 | | | Copy machine expense | | 77.58 |
| Total for DOCUSTATION | | | | | | 151.38 |

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|--|------------|-----|--------|---|---------------|-----------------|
| Acct No. | Type | | | Override Description | Amount | Amount |
| 44890 | 04/24/12 | | EDWJO | EDWARD JONES & COMPANY | | 8,372.77 |
| | 10105010 | | | Deferred comp | 510.12 | |
| | 10125010 | | | Deferred retirement | 972.70 | |
| | 10215010 | | | Deferred retirement | 2,800.18 | |
| | 10315010 | | | Deferred retirement | 186.87 | |
| | 10635010 | | | Deferred retirement | 166.01 | |
| | 22315010 | | | Deferred retirement | 207.63 | |
| | 24315010 | | | Deferred retirement | 225.11 | |
| | 25315010 | | | Deferred retirement | 113.66 | |
| | 26315010.1 | | | Deferred compensation | 198.97 | |
| | 30515010 | | | Deferred retirement | 2,991.52 | |
| Total for EDWARD JONES & COMPANY | | | | | | 8,372.77 |
| 44914 | 04/30/12 | | EELRI | EEL RIVER DISPOSAL | | 575.75 |
| | 30515030 | | | Garbage/sludge | 575.75 | |
| | | | | Sewer Department | | |
| 44940 | 05/02/12 | | EELRI | EEL RIVER DISPOSAL | | 87.50 |
| | 24315020 | | | Building & ground maintenance | 87.50 | |
| Total for EEL RIVER DISPOSAL | | | | | | 663.25 |
| 100 | 05/01/12 | EFT | EMPDE | EMPLOYMENT DEVELOPMENT DEPARTMENT | Payroll Taxes | 726.66 |
| | 10012302 | | | State P/R Tax Deposits | 726.66 | |
| 100 | 05/14/12 | EFT | EMPDE | EMPLOYMENT DEVELOPMENT DEPARTMENT | | 743.92 |
| | 10012302 | | | State P/R Tax Deposits | 743.92 | |
| 44915 | 04/30/12 | | EMPDE | EMPLOYMENT DEVELOPMENT DEPARTMENT | | 3,877.91 |
| | 10012302 | | | State P/R Tax Deposits | 3,877.91 | |
| 44975 | 05/15/12 | | EMPDE | EMPLOYMENT DEVELOPMENT DEPARTMENT | | 66.70 |
| | 10012302 | | | State P/R Tax Deposits | 66.70 | |
| Total for EMPLOYMENT DEVELOPMENT DEPART | | | | | | 5,415.19 |
| 44916 | 04/30/12 | | FORIR | FORTUNA IRON \ FORTUNA IRON CORPORATION | | 580.00 |
| | 30515099 | | | Miscellaneous | 580.00 | |
| | | | | Sewer Department | | |
| Total for FORTUNA IRON CORPORATION | | | | | | 580.00 |
| 44949 | 05/07/12 | | FORMO | FORTUNA MOTORS | | 588.31 |
| | 10215014 | | | Vehicle expense | 588.31 | |
| | | | | Police Department | | |
| Total for FORTUNA MOTORS | | | | | | 588.31 |
| 44931 | 05/01/12 | | FORPD | FORTUNA POLICE DEPT | | 10.50 |
| | 10215098 | | | Background expense | 10.50 | |
| | | | | Police Department | | |
| Total for FORTUNA POLICE DEPT | | | | | | 10.50 |
| 44891 | 04/24/12 | | FRONT | FRONTIER | | 831.99 |
| | 10155034 | | | Telephone | 166.26 | |
| | 10215034 | | | Telephone | 176.84 | |
| | 10615034 | | | Telephone | 107.19 | |
| | 24315034 | | | Telephone | 47.57 | |
| | 30515034 | | | Telephone | 334.13 | |
| | | | | Monthly | | |
| Total for FRONTIER | | | | | | 831.99 |

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|--|----------|-----|----------------------|-----------------------------------|-------------------|-----------------|
| Acct No. | Type | | Override Description | Amount | Amount | |
| 44976 | 05/15/12 | | GECAP | GE CAPITAL | Monthly | 220.83 |
| | 10165078 | | | Copy machine expense | | |
| Total for GE CAPITAL | | | | | | 220.83 |
| 44917 | 04/30/12 | | HORBU | HORIZON BUSINESS SERVICES | Sewer Department | 30.33 |
| | 30515012 | | | Office expense | | |
| 44941 | 05/02/12 | | HORBU | HORIZON BUSINESS SERVICES | Police Department | 96.78 |
| | 10215012 | | | Office expense | | |
| Total for HORIZON BUSINESS SERVICES | | | | | | 127.11 |
| 44977 | 05/15/12 | | HUMTE | HUMBOLDT TERMITE & PEST | Community Center | 65.00 |
| | 10635020 | | | Buildings and grounds maintenance | | |
| Total for HUMBOLDT TERMITE & PEST | | | | | | 65.00 |
| 44918 | 04/30/12 | | INTRE | INTERNAL REVENUE SERVICE | Payroll taxes | 104.39 |
| | 10012301 | | | Federal P/R Tax Deposits | | |
| Total for INTERNAL REVENUE SERVICE | | | | | | 104.39 |
| 44932 | 05/01/12 | | JAYPA | JAY PARRISH | Monthly | 400.00 |
| | 10165096 | | | Car Allowance | | |
| Total for JAY PARRISH | | | | | | 400.00 |
| 44942 | 05/02/12 | | KINKO | KINKO'S INC. | Sewer Department | 50.20 |
| | 30515121 | | | Sewer plant maintenance | | |
| Total for KINKO'S INC. | | | | | | 50.20 |
| 44978 | 05/15/12 | | LMREN | L & M RENNER, INC. | | 4,048.06 |
| | 10215016 | | | Fuel | | 1,778.92 |
| | 10215031 | | | Gas | Monthly | 208.35 |
| | 24315016 | | | Vehicle Fuel | | 1,174.76 |
| | 30515016 | | | Vehicle gas | | 886.03 |
| Total for L & M RENNER, INC. | | | | | | 4,048.06 |
| 44733 | 05/15/12 | | LCWTM | LIEBERT CASSIDY WHITMORE | | 200.00 |
| | 10125044 | | | Meetings and dues | | |
| 44950 | 05/07/12 | | LCWTM | LIEBERT CASSIDY WHITMORE | | 100.00 |
| | 10125044 | | | Meetings and dues | | |
| Total for LIEBERT CASSIDY WHITMORE | | | | | | 300.00 |
| 44979 | 05/15/12 | | MANHD | MANHARD CONSULTING LTD | | 5,180.00 |
| | 10425052 | | | General engineering | | 3,263.75 |
| | 10425053 | | | Developer engineering | | 478.75 |
| | 48515055 | | | Engineering design and management | | 1,437.50 |
| Total for MANHARD CONSULTING LTD | | | | | | 5,180.00 |
| 44943 | 05/02/12 | | MERFR | MERCER FRASER COMPANY | | 58.56 |
| | 24315021 | | | Street maintenance | | |
| Total for MERCER FRASER COMPANY | | | | | | 58.56 |
| 44933 | 05/01/12 | | MIRRE | MIRANDA'S RESCUE | Quarterly Payment | 450.00 |
| | 10225096 | | | Animal control | | |

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|---|----------|-------|--------|---|------------------|------------------|
| Acct No. | Type | | | Override Description | Amount | Amount |
| Total for MIRANDA'S RESCUE | | | | | | 450.00 |
| 44919 | 04/30/12 | MISSN | | MISSION UNIFORM & LINEN | Community Center | 26.08 |
| | 10635020 | | | Buildings & grounds maintenance - Commu | | 26.08 |
| 44980 | 05/15/12 | MISSN | | MISSION UNIFORM & LINEN | | 26.08 |
| | 10635020 | | | Buildings & grounds maintenance - Commu | | 26.08 |
| Total for MISSION UNIFORM & LINEN | | | | | | 52.16 |
| 44951 | 05/07/12 | MBDVZ | | MITCHELL, BRISSO. DELANEY & VRIEZE | | 855.50 |
| | 10145052 | | | Professional services | Monthly | 855.50 |
| Total for MITCHELL, BRISSO. DELANEY & VRIEZE | | | | | | 855.50 |
| 44920 | 04/30/12 | NILCO | | NILSEN COMPANY | | 376.40 |
| | 10625020 | | | Building and ground maint. | | 95.92 |
| | 24315020 | | | Building & ground maintenance | | 18.98 |
| | 24315021 | | | Street maintenance | Monthly | 72.36 |
| | 30515099 | | | Miscellaneous | | 178.77 |
| | 30515121 | | | Sewer plant maintenance | | 10.37 |
| Total for NILSEN COMPANY | | | | | | 376.40 |
| 100 | 05/01/12 | EFT | NORVA | NORTH VALLEY BANK | Payroll Taxes | 4,541.63 |
| | 10012301 | | | Federal P/R Tax Deposits | | 4,541.63 |
| 100 | 05/14/12 | EFT | NORVA | NORTH VALLEY BANK | | 4,670.50 |
| | 10012301 | | | Federal P/R Tax Deposits | | 4,670.50 |
| 44934 | 05/01/12 | | NORVL | NORTH VALLEY BANK (1) \ NORTH VALLEY BANK | | 1,948.36 |
| | 26315194 | | | Interest-Six Rivers loan | Loan Payment | 1,948.36 |
| Total for NORTH VALLEY BANK | | | | | | 11,160.49 |
| 44892 | 04/24/12 | PACGA | | PACIFIC GAS & ELECTRIC | | 1,172.00 |
| | 22315058 | | | Street lighting | | 1,172.00 |
| 44981 | 05/15/12 | PACGA | | PACIFIC GAS & ELECTRIC | | 6,241.48 |
| | 10155032 | | | Utilities electric | | 123.75 |
| | 10175032 | | | Electric - public restroom | | 16.42 |
| | 10215032 | | | Utilities electric | | 120.14 |
| | 10615032 | | | Utilities | Monthly | 134.49 |
| | 10625032 | | | Utilities - electric | | 67.61 |
| | 10635032 | | | Utilities | | 271.92 |
| | 22315058 | | | Street lighting | | 24.63 |
| | 24315032 | | | Utilities | | 203.38 |
| | 30515032 | | | Utilities - electric - plant | | 5,279.14 |
| Total for PACIFIC GAS & ELECTRIC | | | | | | 7,413.48 |
| 44944 | 05/02/12 | PAUDI | | PAUL DIAZ | Reimbursement | 63.17 |
| | 10215012 | | | Office expense | | 63.17 |
| Total for PAUL DIAZ | | | | | | 63.17 |
| 44893 | 04/24/12 | PVEPI | | PINE VALLEY ECO PRODUCTS, INC. | | 365.27 |
| | 24315021 | | | Street maintenance | | 365.27 |
| Total for PINE VALLEY ECO PRODUCTS, INC. | | | | | | 365.27 |

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|---|------------|-----|--------|--------------------------------------|--------------------|--------------|------------------|
| Acct No. | Type | | | Override Description | | Amount | Amount |
| 44935 | 05/01/12 | | POSTM | POSTMASTER | Postage | | 330.00 |
| | 10125012 | | | Office expense | | 330.00 | |
| Total for POSTMASTER | | | | | | | 330.00 |
| 44921 | 04/30/12 | | PRIEX | PRINTING EXPRESSIONS | Police Department | | 561.67 |
| | 10215024 | | | Special department supply | | 561.67 | |
| Total for PRINTING EXPRESSIONS | | | | | | | 561.67 |
| 44936 | 05/01/12 | | ROBSM | ROBIN SMITH | Monthly | | 153.47 |
| | 10245052 | | | Professional services | | 153.47 | |
| Total for ROBIN SMITH | | | | | | | 153.47 |
| 44894 | 04/24/12 | | SCOUTS | SCOUTS | Quarterly payments | | 450.00 |
| | 10165099 | | | Miscellaneous | | 450.00 | |
| 44922 | 04/30/12 | | SCOUTS | SCOUTS | | | 450.00 |
| | 10165099 | | | Miscellaneous | | 450.00 | |
| Total for SCOUTS | | | | | | | 900.00 |
| 44923 | 04/30/12 | | SEMST | SEMS TECHNOLOGIES, LLC | Sewer Department | | 1,500.00 |
| | 30515044 | | | Meetings and dues | | 1,500.00 | |
| Total for SEMS TECHNOLOGIES, LLC | | | | | | | 1,500.00 |
| 44952 | 05/07/12 | | SEQGA | SEQUOIA GAS COMPANY | Monthly | | 1,196.29 |
| | 10155033 | | | Utilities gas | | 495.36 | |
| | 10615031 | | | Gas | | 376.49 | |
| | 10635033 | | | Gas | | 324.44 | |
| Total for SEQUOIA GAS COMPANY | | | | | | | 1,196.29 |
| 44924 | 04/30/12 | | SNCON | SIERRA NATIONAL CONSTRUCTION, INC | PED Improvement | | 31,195.35 |
| | 40315052.1 | | | Construction engineering | | 31,195.35 | |
| Total for SIERRA NATIONAL CONSTRUCTION, INC | | | | | | | 31,195.35 |
| 44982 | 05/15/12 | | SDRMA | SPECIAL DISTRICT RISK MANAGEMENT AUT | | | 10,593.15 |
| | 10012260 | | | Health insurance payable | | 932.01 | |
| | 10105007 | | | Medical insurance | | 530.14 | |
| | 10125007 | | | Medical insurance | | 1,208.60 | |
| | 10215007 | | | Medical insurance | | 3,080.04 | |
| | 10315007 | | | Medical insurance | | 145.45 | |
| | 10635007 | | | Medical insurance | | 143.18 | |
| | 22315007 | | | Medical insurance | Monthly | 162.72 | |
| | 24315007 | | | Medical insurance | | 196.82 | |
| | 25315007 | | | Medical insurance | | 199.70 | |
| | 26315007 | | | Medical insurance | | 187.69 | |
| | 30515007 | | | Medical insurance | | 3,806.80 | |
| Total for SPECIAL DISTRICT RISK MANAGEMENT A | | | | | | | 10,593.15 |
| 44937 | 05/01/12 | | STAPE | STAPLES CREDIT PLAN | | | 846.14 |
| | 10125012 | | | Office expense | | 110.73 | |
| | 10125044 | | | Meetings and dues | Monthly | 276.48 | |
| | 30515012 | | | Office expense | | 458.93 | |

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

Printed Regular Checks

General Checking - Distribution Detail - From 04/21/12 To 05/20/12
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 |
| Total for STAPLES CREDIT PLAN | | | | | | 846.14 |
| 44945 | 05/02/12 | FARSH | | THE FARM SHOP | | 311.77 |
| | 10615020 | | | Building and ground maint. | 100.10 | |
| | 10625020 | | | Building and ground maint. | 111.58 | |
| | 30515121 | | | Sewer plant maintenance | 100.09 | |
| Total for THE FARM SHOP | | | | | | 311.77 |
| 44983 | 05/15/12 | THOGZ | | THOMAS W. GONZALEZ, SR | Community Center | 460.00 |
| | 10635020 | | | Buildings and grounds maintenance | 460.00 | |
| Total for THOMAS W. GONZALEZ, SR | | | | | | 460.00 |
| 44938 | 05/01/12 | TIPMO | | TIPPLE MOTORS, INC. | | 31.73 |
| | 10215014 | | | Vehicle expense | 12.00 | |
| | 24315020 | | | Building & ground maintenance | 19.73 | |
| 44984 | 05/15/12 | TIPMO | | TIPPLE MOTORS, INC. | Monthly | 536.70 |
| | 10215014 | | | Vehicle expense | 12.00 | |
| | 24315014 | | | Vehicle expense | 524.70 | |
| Total for TIPPLE MOTORS, INC. | | | | | | 568.43 |
| 44953 | 05/07/12 | USBK | | U.S. BANK CORPORATE PAYMENT SYSTEM | | 5,277.16 |
| | 10125044 | | | Meetings and dues | 307.16 | |
| | 10215024 | | | Special department supply | Police Department | 233.00 |
| | 10635020 | | | Buildings and grounds maintenance | 4,737.00 | |
| Total for U.S. BANK CORPORATE PAYMENT SYSTE | | | | | | 5,277.16 |
| 44985 | 05/15/12 | USDAR | | USDA RURAL DEVELOPMENT (1) \ USDA RURAL DEVELOPM | | 100.00 |
| | 30515192 | | | Retirement of bonds | Sewer Department | 100.00 |
| Total for USDA RURAL DEVELOPMENT | | | | | | 100.00 |
| 44946 | 05/02/12 | VERZN | | VERIZON | | 246.47 |
| | 10155034 | | | Telephone | 29.34 | |
| | 10215034 | | | Telephone | Monthly | 117.34 |
| | 24315034 | | | Telephone | 11.78 | |
| | 30515034 | | | Telephone | 88.01 | |
| Total for VERIZON | | | | | | 246.47 |
| 44925 | 04/30/12 | WYCKO | | WYCKOFF'S | Sewer Department | 100.00 |
| | 30515030 | | | Garbage/sludge | 100.00 | |
| Total for WYCKOFF'S | | | | | | 100.00 |
| Total for the 74 checks | | | | | 114,118.10 | 114,118.10 |

City of Ferndale

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

Printed Regular Checks

General Checking - Distribution Detail - From 04/21/12 To 05/20/12

Check #: All - Vendor: All - Payee Name: All - By Payee Name - AP Pmt Distribution

Account Distributions

| Account No. | Account Description | Amount |
|--------------------|----------------------------|---------------|
| 10012250 | Garnishments payable | 817.82 |
| 10012260 | Health insurance payable | 1,344.26 |
| 10012301 | Federal P/R Tax Deposits | 9,316.52 |
| 10012302 | State P/R Tax Deposits | 5,415.19 |
| 10105007 | Medical insurance | 539.02 |
| 10105010 | Deferred comp | 510.12 |
| 10125007 | Medical insurance | 1,232.72 |
| 10125010 | Deferred retirement | 972.70 |
| 10125012 | Office expense | 543.98 |
| 10125044 | Meetings and dues | 968.64 |
| 10145052 | Professional services | 855.50 |
| 10155020 | Building and ground maint. | 3.85 |
| 10155031 | Water | 29.78 |
| 10155032 | Utilities electric | 123.75 |
| 10155033 | Utilities gas | 495.36 |
| 10155034 | Telephone | 195.60 |
| 10165054 | Audit and accounting | 1,275.00 |
| 10165078 | Copy machine expense | 372.21 |
| 10165096 | Car Allowance | 400.00 |
| 10165099 | Miscellaneous | 900.00 |
| 10175031 | Water - public restroom | 55.10 |
| 10175032 | Electric - public restroom | 16.42 |
| 10175072 | Chamber of Commerce | 5,488.75 |
| 10215007 | Medical insurance | 3,128.28 |
| 10215010 | Deferred retirement | 2,800.18 |
| 10215012 | Office expense | 159.95 |
| 10215014 | Vehicle expense | 612.31 |
| 10215016 | Fuel | 1,778.92 |
| 10215024 | Special department supply | 1,394.67 |
| 10215029 | Water | 23.69 |
| 10215031 | Gas | 208.35 |
| 10215032 | Utilities electric | 120.14 |
| 10215034 | Telephone | 294.18 |

City of Ferndale

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

Printed Regular Checks

General Checking - Distribution Detail - From 04/21/12 To 05/20/12

Check #: All - Vendor: All - Payee Name: All - By Payee Name - AP Pmt Distribution

| | | |
|----------|-----------------------------------|----------|
| 10215035 | Dispatch service | 1,016.66 |
| 10215052 | Professional services | 35.00 |
| 10215098 | Background expense | 10.50 |
| 10225096 | Animal control | 450.00 |
| 10245052 | Professional services | 153.47 |
| 10315007 | Medical insurance | 147.92 |
| 10315010 | Deferred retirement | 186.87 |
| 10415013 | Advertising | 5.20 |
| 10425052 | General engineering | 3,263.75 |
| 10425053 | Developer engineering | 478.75 |
| 10435052 | Building regulation/inspectio | 778.92 |
| 10615020 | Building and ground maint. | 100.10 |
| 10615024 | Books | 365.70 |
| 10615031 | Gas | 376.49 |
| 10615032 | Utilities | 134.49 |
| 10615033 | Water | 21.92 |
| 10615034 | Telephone | 107.19 |
| 10625020 | Building and ground maint. | 207.50 |
| 10625032 | Utilities - electric | 67.61 |
| 10625033 | Water | 52.57 |
| 10635007 | Medical insurance | 144.39 |
| 10635010 | Deferred retirement | 166.01 |
| 10635020 | Buildings and grounds maintenance | 5,432.56 |
| 10635031 | Water | 78.87 |
| 10635032 | Utilities | 271.92 |
| 10635033 | Gas | 324.44 |
| 22315007 | Medical insurance | 164.29 |
| 22315010 | Deferred retirement | 207.63 |
| 22315058 | Street lighting | 1,196.63 |
| 24315007 | Medical insurance | 199.29 |
| 24315010 | Deferred retirement | 225.11 |
| 24315014 | Vehicle expense | 524.70 |
| 24315016 | Vehicle Fuel | 1,174.76 |
| 24315020 | Building & ground maintenance | 126.21 |
| 24315021 | Street maintenance | 646.19 |
| 24315032 | Utilities | 203.38 |

City of Ferndale

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

Printed Regular Checks

General Checking - Distribution Detail - From 04/21/12 To 05/20/12

Check #: All - Vendor: All - Payee Name: All - By Payee Name - AP Pmt Distribution

| | | |
|------------|-----------------------------------|-------------------|
| 24315033 | Water | 38.83 |
| 24315034 | Telephone | 59.35 |
| 25315007 | Medical insurance | 203.35 |
| 25315010 | Deferred retirement | 113.66 |
| 26315007 | Medical insurance | 189.86 |
| 26315010.1 | Deferred compensation | 198.97 |
| 26315194 | Interest-Six Rivers loan | 1,948.36 |
| 30515007 | Medical insurance | 3,855.49 |
| 30515010 | Deferred retirement | 2,991.52 |
| 30515012 | Office expense | 489.26 |
| 30515016 | Vehicle gas | 886.03 |
| 30515030 | Garbage/sludge | 675.75 |
| 30515032 | Utilities - electric - plant | 5,442.72 |
| 30515034 | Telephone | 422.14 |
| 30515044 | Meetings and dues | 1,500.00 |
| 30515099 | Miscellaneous | 758.77 |
| 30515121 | Sewer plant maintenance | 160.66 |
| 30515158 | UPS/Fedex | 10.58 |
| 30515192 | Retirement of bonds | 100.00 |
| 40315052.1 | Construction engineering | 31,195.35 |
| 48515055 | Engineering design and management | 1,437.50 |
| | | 114,118.10 |

City of Ferndale

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

Printed PayCheck Checks

General Checking - Date Range: From 04/21/12 To 05/20/12 - Check #: All - Dept: All
Sort Code: All - EmpID: All - Emp Name: All - By Check Number

| Check # | Date | Emp. # | Employee Name | Amount |
|--------------|----------|--------|------------------------|------------------|
| 44895 | 05/01/12 | 1,215 | DEBERA H. AUSTRUS | 1,668.64 |
| 44896 | 05/01/12 | 2,190 | HEATH A. BOHACIK | 719.90 |
| 44897 | 05/01/12 | 5,220 | STEVE L. COPPINI | 1,172.14 |
| 44898 | 05/01/12 | 5,221 | DOUGLAS E. CULBERT | 1,952.56 |
| 44899 | 05/01/12 | 2,178 | PAUL A. DIAZ JR. | 976.29 |
| 44900 | 05/01/12 | 2,185 | LINDSEY D. FRANK | 902.85 |
| 44901 | 05/01/12 | 2,179 | JASON R. HYNES | 1,011.36 |
| 44902 | 05/01/12 | 5,235 | TIMOTHY W. MIRANDA | 1,119.59 |
| 44903 | 05/01/12 | 1,012 | JAY D. PARRISH | 2,403.69 |
| 44904 | 05/01/12 | 6,142 | DIANNA L. RICHARDSON | 85.02 |
| 44905 | 05/01/12 | 1,510 | MARIA A. ROSA | 218.57 |
| 44906 | 05/01/12 | 2,200 | BRET A. SMITH | 1,417.82 |
| 44907 | 05/01/12 | 1,216 | BRIANNA A. SMITH | 579.13 |
| 44908 | 05/01/12 | 5,280 | DANIEL V. SUTTON | 958.54 |
| 44909 | 05/01/12 | 6,115 | MARY ELLEN BOYNTON | 85.02 |
| 44955 | 05/15/12 | 1,215 | DEBERA H. AUSTRUS | 1,668.65 |
| 44956 | 05/15/12 | 2,190 | HEATH A. BOHACIK | 719.90 |
| 44957 | 05/15/12 | 6,115 | MARY ELLEN BOYNTON | 66.13 |
| 44958 | 05/15/12 | 5,220 | STEVE L. COPPINI | 1,210.42 |
| 44959 | 05/15/12 | 5,221 | DOUGLAS E. CULBERT | 1,952.57 |
| 44960 | 05/15/12 | 2,178 | PAUL A. DIAZ JR. | 952.34 |
| 44961 | 05/15/12 | 2,185 | LINDSEY D. FRANK | 902.85 |
| 44962 | 05/15/12 | 2,179 | JASON R. HYNES | 1,019.87 |
| 44963 | 05/15/12 | 1,214 | NANCY S. KAYTIS-SLOCUM | 474.36 |
| 44964 | 05/15/12 | 5,235 | TIMOTHY W. MIRANDA | 1,119.60 |
| 44965 | 05/15/12 | 1,012 | JAY D. PARRISH | 2,403.69 |
| 44966 | 05/15/12 | 6,142 | DIANNA L. RICHARDSON | 103.92 |
| 44967 | 05/15/12 | 2,200 | BRET A. SMITH | 1,417.82 |
| 44968 | 05/15/12 | 1,216 | BRIANNA A. SMITH | 600.45 |
| 44969 | 05/15/12 | 5,280 | DANIEL V. SUTTON | 1,141.29 |
| Total | | | | 31,024.98 |

City of Ferndale, Humboldt County, California USA
City Council Minutes for May 3, 2012

Mayor Jeffrey Farley called the Regular City Council Meeting to order at 7:02p.m. Present were Councilmen Stuart Titus, Niels Lorenzen, Ken Mierzwa, and John Maxwell, along with staff City Manager Jay Parrish, Deputy City Clerk Brianna Smith, Police Chief Bret Smith, and City Planner George Williamson. Those present pledged allegiance to the flag. Deputy City Clerk Brianna Smith called roll call. Modifications to the agenda: City Manager Parrish asked that item 11d be moved to the front.

Ceremonial: City Manager Parrish read the Older American Proclamation. Mayor Farley presented Senior Resource Agency Representative Mary Ann Bansen with the Older American Proclamation. City Manager Parrish also read the National Bike Month Proclamation.

Consent Calendar: MOTION: (Mierzwa/Maxwell) Accept Accounts Payable and Approve the minutes from April 5, 2012 meeting. Motion passed unanimously with an (uncounted) abstention from Lorenzen.

Update on Francis Creek: Tom Stephens gave an update on the Francis Creek slide. He discussed wanting to develop a monitoring system as an early indicator. He also explained that they're doing a good job at collecting information that will be important for future restoration of the channel.

PUBLIC HEARING: Historical and Cultural Resources Element (H&CRE)- City Planner George Williamson gave an update of the H&CRE. Chairman of the Planning Commission Jorgen Von Frausing Borch commended Plan West on their work on the H&CRE. He asked that the City Council approve the document. Councilman Maxwell also gave his appreciation to Plan West for their thoroughness. MOTION: (Maxwell/Titus). Approve Resolution 2012-14, approving the Historical and Cultural Resources Element. Unanimous.

General Plan Update: City Planner George Williamson gave an update on the General Plan. He went over the different elements that still need to be updated. He explained that he brought two elements to the Planning Commission; the Safety Element and the Conservation and Open Space Element. The Planning Commission chose the Safety Element. It was explained that if the Council chose the Safety Element as the Planning Commission recommended that Plan West would bring a detailed scope of work to the Planning Commission at their May meeting, and then it would be brought back to the City Council in June and if it is accepted, a budget will be worked out and work will begin on July 1, 2012. Member of the public Mike Warner had a question as to why the Safety Element was chosen over the Conservation and Open Space Element. City Planner George Williamson explained that the Safety Element has not been updated since 1975 and given the vintage and issues facing Ferndale the Planning Commission felt that the Safety Element should be next. All of the Councilmen agreed that the Safety Element was an appropriate element on which to begin work. MOTION: (Maxwell/Titus). Approve updating the Safety Element of the City of Ferndale. Unanimous.

PUBLIC HEARING: Unmet Transit Needs- City Manager Parrish gave an update. Comments that some Councilmembers had included; getting a shuttle bus to Fernbridge and getting a kiosk with a light at the bus stop in Fernbridge, as it is hard for the drivers to see at that location. City Manager Parrish explained that the comments would be forwarded to HCAOG. MOTION: (Maxwell/Titus). No Unmet Transit Needs are reasonable to meet. Unanimous.

Resolution 2012-15 Accepting the 3rd Pay Request for the Pedestrian Improvement Project- City Manager Parrish gave a brief update on the PED project. MOTION: (Farley/Mierzwa). Accept Resolution 2012-15, approving the 3rd partial payment for the Pedestrian Improvement Project. Unanimous.

Letter to Del Oro Water Company- City Manager Parrish gave an update on a letter the City received from Del Oro Water Company in response to a letter they had received from a Ferndale resident asking for a rate reduction. City Manager Parrish explained that the rates were raised when the Navy Housing was abandoned and that right now Del Oro does not have the sufficient data to perform the necessary income/expense and rate analysis, but that in 6 months the information they need will be available.

Correspondence – City Manger gave an update about the new fridge the City was able to buy with a grant from the Lytle Foundation.

Council Reports: Ken Mierzwa gave an update American Airlines.

The meeting adjourned at 8:22PM. The next regular Council Meeting is scheduled for June 7, 2012 at 7PM.

Respectfully submitted,

Brianna Smith
Deputy City Clerk

Section 9

CALL ITEMS

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

Section 10

PRESENTATIONS

Airline Presentation-Greg Foster

Section 11

BUSINESS

| | | | |
|--------------------|---|-------------------------------------|--------------------------------------|
| Meeting Date: | June 7, 2012 | Agenda Item Number | 11a |
| Agenda Item Title: | Resolution 2012-16 Appointing Irene Bryant to the Ferndale Library Board of Directors | | |
| Presented By: | Jay Parrish, City Manager | | |
| Type of Item: | <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |
| Action Required: | Adoption of Resolution | | |

RECOMMENDATION:

Adopt Resolution 2012-16 Appointing Irene Bryant to the Ferndale Library Board of Directors

BACKGROUND:

Irene Bryant has served on the Ferndale Library Board of Directors for many years. This resolution will re-appoint her for an additional four years.

RESOLUTION NO. 2012-16
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE APPOINTING
IRENE BRYANT TO THE FERNDALE LIBRARY BOARD OF DIRECTORS

WHEREAS, Irene Bryant served as an Alternate Appointee to the Ferndale Library Board of Directors; and

WHEREAS, Irene Bryant was appointed to the Ferndale Library Board as a Director on May 7, 1990 to serve until June 30, 1992; and

WHEREAS, Irene Bryant has faithfully served the Ferndale Library Board, most recently as President; and

WHEREAS, Irene Bryant has agreed to serve the board for an additional four years.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Ferndale hereby appoints Irene Bryant to serve as Director on the Ferndale Board of Directors for a term of four years ending in June, 2016.

PASSED AND ADOPTED by the City Council of the City of Ferndale on June 7, 2012 by the following vote:

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

 Jeffrey Farley, Mayor

Attest:

 Nancy Kaytis-Slocum, City Clerk

| | | | |
|--------------------|--|-------------------------------------|--------------------------------------|
| Meeting Date: | June 7, 2012 | Agenda Item Number | 11b |
| Agenda Item Title: | Ferndale General Plan Safety Element Update Scope of Work | | |
| Presented By: | George Williamson, Contract City Planner | | |
| Type of Item: | <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |
| Action Required: | Approve Scope and Authorize Preparation of Safety Element Update | | |

RECOMMENDATION: Review the following Scope of Work, hear public comment, provide input, and authorize preparation of the Ferndale General Plan Safety Element Update.

BACKGROUND:

The Ferndale City Council has implemented a multi-year General Plan Update process. The Housing Element Update and Historical & Cultural Resources Element are complete and have been adopted. At the May 3 meeting, City Council concurred with Planning Commission recommendation to now update the Safety Element. At their May 16 meeting, Planning Commission unanimously supported the Safety Element Scope of Work.

DISCUSSION:

The 1975 Public Safety Element includes the following chapters: Introduction, Seismic Hazards, Flooding Hazards, Fire Hazards, Traffic and Pedestrian Hazards, Storage Hazards, Attractive Nuisances and Other Hazards, Disaster Preparedness and Implementation. The Safety Element update will define the different types of potential public safety hazards, including known faults, steep slopes, areas subject to erosion, flood zones, high fire hazard areas, and locations of known hazardous materials. This work will include preparation of a Safety Map(s). The proposed Safety Element contents are:

- Introduction;
- Definitions;
- Setting and Context;
- Geologic & Seismic Hazards;
- Flooding & Drainage Hazards;
- Fire Hazards;
- Hazardous Materials;
- Acceptable Risk;
- Emergency Preparedness; and
- Goals, Policies and Implementation Programs.

During Element preparation, the city will collaborate with agencies, districts, and organizations including but not limited to: Ferndale Volunteer Fire Department, Ferndale Fire Protection District, Humboldt County Office of Emergency Services, CALFIRE, FEMA, California Geological Survey, and the State Mining and Geology Board. The Element will be reviewed for consistency with other relevant plans such as the County Hazard Mitigation Plan and Master Fire Protection Plan. The City will rely on existing studies and available safety data for the Element. No new technical studies are included in this Scope.

Introduction

The Safety Element is one of the seven mandated elements listed in the State General Plan Guidelines (California Government Code §65302). The aim of the Safety Element is to reduce the potential risk of death, injuries, property damage, and economic and social dislocation resulting from fires, floods, earthquakes, landslides, and other hazards. The Element will summarize potential hazards including: seismically induced surface rupture, ground shaking, ground failure, tsunami, seiche, and dam failure; slope instability leading to mudslides and landslides; subsidence, liquefaction and other seismic hazards; flooding; and wildland and urban fires. The Safety Element may also address evacuation routes, peak load water supply requirements, and minimum road widths and clearances around structures as those items relate to fire and geologic hazards. The fire safety provisions in the safety element will comply with the minimum statewide fire safety standards pertaining to road standards, signing standards for roads and buildings, private water supply reserves, and fuel breaks and greenbelts.

The introduction will also address how the Safety Element is internally consistent with all City General Plan elements, goals, and policies. All General Plan Elements are interdependent and related to each other. No single element of the Plan should be used in isolation without consideration of all other component elements as an integrated General Plan.

Definitions

This section will provide definitions of terms used throughout the Element.

Setting & Context

This Element section will include identification and overview of geologic, storm, flood, fire, and other potential hazards in the Ferndale Planning Area. Ferndale's location in and relationship to the greater Eel River Valley will also be discussed.

Geologic & Seismic Hazards

This section will discuss topography and geology of Ferndale and the surrounding Planning Area, and will include a map showing the location and extent of known geologic hazards. The section will address seismically induced surface rupture; ground shaking; ground failure; tsunami; seiche; slope instability leading to mudslides and landslides; subsidence; liquefaction; and other seismic or geologic hazards known to potentially occur within City limits.

Flooding & Drainage Hazards

This section will address the potential for flooding within the Planning Area, including a flooding and floodplain management overview, flooding conditions, historical conditions, and existing improvements. The Element will identify flood hazard areas and establish policies to avoid unreasonable flood risks. A comprehensive approach will include preparing a floodplain map from FEMA data or other sources; establishing general policies to keep new development out of floodplains or to mitigate and protect against flood impacts if development is to be located in such areas; minimizing impacts on existing development where possible; establishing policies regarding capital improvements or acquisitions necessary to ensure flood protection; and establishing flood management policies which may include both structural and non-structural approaches to flood control using a multi-objective watershed approach.

Fire Hazards

This section and related policies and implementation strategies will be prepared in coordination with the Ferndale Volunteer Fire Department and Fire Protection District. Levels of service, including minimum road widths and clearances around structures will be addressed as well as fire safety of building construction and defensible space and its benefits balanced with City conservation goals.

Hazardous Materials

This section will address those establishments identified within and near Planning Area which store these materials and the potential for hazardous material spills.

Acceptable Risk

This section will define the term 'acceptable risk' as the level of risk that a majority of citizens and insurance companies will accept without asking for governmental action to provide protection. Various structures and land uses will be classified according to how the population of Ferndale would be affected in the event of loss or failure of each facility, and a level of acceptable damage will be established for each facility type. This information will be used to identify best locations for the various land uses in relation to Ferndale's hazard areas.

Emergency Preparedness

This section will consider the steps that can be taken to cope with major emergencies such as a major earthquake, extensive flooding, or large scale threats to the public health and safety. It will be consistent with the County Hazard Mitigation Plan and will discuss collaboration with the Regional Training Institute (RTI) - Community Disaster Preparedness. The Institute's mission is to offer a centralized system for conducting Community Emergency Response Team (CERT) training in addition to other preparedness classes.

Goals, Policies, & Implementation Programs

Goals, policies, and implementation programs will be developed to provide a policy basis for measures Ferndale can take to prevent loss of life, reduce injuries and property damage, and minimize economic and social dislocations which could result from earthquake, fire, or other natural and man-made disasters. The contract planner and City staff will work with the Planning Commission and City Council to craft policies and implementation strategies for reduction of risk and mitigation or abatement of those hazards and for emergency preparedness and disaster response through land use planning. Policies may address the intensity of development in hazardous areas, clearly define the scope of hazard mitigation measures by type of land use, requirements (if any) for geotechnical and geologic investigations to mitigate geologic hazards and clear procedures for geotechnical and geologic report review.

Study Sessions and Public Hearings

Public involvement is an integral part of the General Plan update process. City staff will work with the Planning Commission to organize and schedule study sessions and public hearings to gather public input for integration into the Element. During this process, the City will consider options for an overall General Plan Element format and method of reference and citation to ensure consistency in the updated General Plan. At the conclusion of their review, Planning Commission will make a recommendation to the City Council, which will schedule subsequent hearings for Element Adoption.

Environmental Compliance

An Environmental Impact Report (EIR) was prepared in 1986 for the Ferndale General Plan. At minimum, this document must be supplemented to comply with the California Environmental Quality Act (CEQA). Environmental review for the Element update may be coordinated with other General Plan Element Updates and/or other related discretionary actions of the City.

| | | | |
|--------------------|---|-------------------------------------|--------------------------------------|
| Meeting Date: | June 7, 2012 | Agenda Item Number | 11c |
| Agenda Item Title: | Resolution 2012-21 Approving the Final Payment Request for the Pedestrian Improvement Project and accepting the Pedestrian Improvement Project as complete. | | |
| Presented By: | Jay Parrish, City Manager | | |
| Type of Item: | <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |
| Action Required: | Adoption of Resolution | | |

RECOMMENDATION:

Accept Resolution 2012-21 approving the final pay request to Sierra National Construction Inc and accept the Pedestrian Improvement Project as complete.

BACKGROUND:

The Pedestrian Improvement Project began construction on January 23, 2012. The project generally consists of the construction of a new roadway on Herbert Street between Dewey Ave and Rose Ave. The road section includes the installation of sidewalk, curb and gutter, various storm drain improvements and paving on Herbert Street. This grant-funded project has been in the works for several years and has gone through some modifications due to a reduction in original funding.

FISCAL IMPACT:

\$ 125,905.89



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

May 30, 2012

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

RE: City of Ferndale Pedestrian Improvement Project

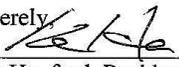
Dear Mr. Parrish:

The Pedestrian Improvement Project has been completed and Herbert Street has been reopened to traffic. All improvements were constructed in conformance with the approved contract documents, plans and specifications. Additional improvements were constructed beyond the original scope of work to accommodate the existing storm drain system and adjacent property owners. This additional work is reflected in the contract summary. The contractor has requested final payment for the work completed and the project is ready for acceptance by the City Council.

A summary of the construction contract is included below.

| | | |
|---|-----------|-------------------|
| Original Contract Amount | \$ | 230,090.00 |
| Total Contract Change Orders | \$ | 36,790.00 |
| Total Contract + Change Orders | \$ | 275,880.99 |
| Contract Work + Change Order Work Completed To Date | \$ | 275,880.99 |
| Previous Billed | \$ | 149,975.10 |
| Work To Date Minus Previous Billed | \$ | 125,905.89 |
| TOTAL AMOUNT DUE | \$ | 125,905.89 |

The project closeout package has been prepared and submitted to Caltrans for review and approval. The reimbursement of project funds to the City of Ferndale by Caltrans is in process and Caltrans is hopeful that the reimbursement will be completed by the end of June. If you have any questions, please feel free to contact me.

Sincerely,

 Kent Hanford, Resident Engineer

RESOLUTION 2012-21
THE CITY COUNCIL OF THE CITY OF FERNDALE
APPROVES THE FINAL PAYMENT REQUEST TO SIERRA NATIONAL CONSTRUCTION INC. AND HEREBY
ACCEPTS THE PEDESTRIAN IMPROVEMENT PROJECT

WHEREAS, Sierra National Construction Inc. began Work on our Pedestrian Improvement Project on January 23, 2012; and

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

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

WHEREAS, The City Council has received the final payment request of \$125,905.89 for Sierra National Construction Inc. This all falls within the parameters of our Pedestrian Improvement budget.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Ferndale hereby approves payment of the final payment request in the amount of \$125,905.89 for Sierra National Construction and accepts the Pedestrian Improvement Project as complete.

PASSED AND ADOPTED on this 7th day of June, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeffrey Farley, Mayor

ATTEST:

Brianna Smith, Deputy City Clerk

| | | | |
|--------------------|---|-------------------------------------|--------------------------------------|
| Meeting Date: | June 7, 2012 | Agenda Item Number | 11d |
| Agenda Item Title: | Resolution 2012-18 Adopting a Conflict of Interest Code | | |
| Presented By: | Jay Parrish, City Manager | | |
| Type of Item: | <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |
| Action Required: | Adoption of Resolution | | |

RECOMMENDATION:

Staff recommends that the City Council review and adopt Resolution 2012-18 adopting a Conflict of Interest Code.

DISCUSSION:

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. No later than October 1 of each even-numbered year, each agency must submit to the code reviewing body a notice indicating whether or not an amendment is necessary.

The City Clerk reviews the code for the City Council and will recommend changes, if necessary, on even-numbered years.

FINANCIAL IMPACT:

None

RESOLUTION NO. 2012-18
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS: the Political Reform Act, Government Code Section (§) 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS: The Fair Political Practices Commission (FPPC) has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code; and

WHEREAS: The code can be incorporated by reference, and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act.

NOW, THEREFORE BE IT RESOLVED: The terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference, and along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the City of Ferndale.

BE IT FURTHER RESOLVED: Designated employees shall file their statements with the City of Ferndale which will make the statements available for public inspection and reproduction (G.C. §81008). Statements for all designated employees will be retained by the City Clerk of the City of Ferndale.

BE IT FURTHER RESOLVED: That the City of Ferndale abides by G.C. §87200 requiring Mayors, City Managers, City Attorneys, City Treasurers, Members of City Councils and Planning Commissions, and any other public officials who manage public investments, and to candidates for any of these offices at any election.

PASSED AND ADOPTED by the City Council of the City of Ferndale on June 7, 2012, by the following vote:

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

Mayor Jeffrey Farley

Attest:

Nancy Kaytis-Slocum, City Clerk

Appendix A - Resolution 2012-18

| Position | Disclosure Level |
|--|------------------|
| City Manager | 1 |
| City Clerk | 1 |
| City Treasurer | 1 |
| City Attorney | 1 |
| City Engineer | 1 |
| City Planner | 1 |
| Building Official / Building Inspector | 3 and 5 |
| Mayor | 1 |
| City Council persons | 1 |
| Planning Commission Chair | 1 |
| Planning Commissioners | 1 |
| Consultants* | See Appendix B |

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The City Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manger’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Appendix B - Resolution 2010-36

Disclosure Categories

| | | |
|---|---|--|
| 1 | Full Disclosure | All interests in real property located within the jurisdiction, as well as investments, business positions and sources of income, including gifts, loans and travel payments. |
| 2 | Full Disclosure (excluding interests in real property) | All investments, business positions and sources of income, including gifts, loans and travel payments. |
| 3 | Interests in Real Property | All interests in real property located in the jurisdiction. |
| 4 | General Contracting Categories (Two models) | <p>Note: The first model can be used for an individual who contracts for the entire agency. The second model is for an individual who has contracting authority for a specific department (e.g. fleet manager).</p> <p>All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the City of Ferndale.</p> <p>All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the specific department of the City of Ferndale.</p> |
| 5 | Regulatory, Permit or Licensing Agency (Two models) | <p>Note: The first model can be used by an agency that licenses or regulates. The second model can be used by an agency that licenses occupations, as well as approves classes or curricula to obtain, or maintain an occupation license.</p> <p>All investments, business positions and income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before, the City of Ferndale.</p> <p>All investments, business positions and income, including gifts, loans and travel payments, from sources that either contract to provide education or training required by the City of Ferndale to qualify or maintain a license, or entities that provide education or training services which courses or curricula are approved by the City of Ferndale.</p> |
| 6 | Grant / Service Providers / Agencies that Oversee Programs (two models) | <p>Note: The first model can be used by an agency that awards monies or grants to organizations or individuals. The second model is for an agency that also approves programs for rehabilitative services.</p> <p>All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the City of Ferndale.</p> <p>All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to offer or provide consulting, rehabilitative or educational services concerning the prevention, treatment or rehabilitation of persons suffering from alcohol related problems / drug abuse.</p> |

| | | | |
|--------------------|--|-------------------------------------|--------------------------------------|
| Meeting Date: | June 7, 2012 | Agenda Item Number | 11e |
| Agenda Item Title: | Resolution 2012-17 Authorizing the City to Borrow Funds from NVB | | |
| Presented By: | Jay Parrish, City Manager | | |
| Type of Item: | <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |
| Action Required: | Approve Resolution | | |

RECOMMENDATION:

Approve Resolution 2012-17 Authorizing the City to Borrow Funds from NVB

BACKGROUND:

The Loan Department at North Valley Bank requests a new resolution every year.

RESOLUTION NO. 2012-17**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE AUTHORIZING THE CITY TO BORROW FUNDS FROM NORTH VALLEY BANK (Replaces 2011-25)**

WHEREAS, the City of Ferndale applied for a \$2,436,000.00 Hazard Mitigation Grant to reduce the frequency of flooding in the City from Francis Creek from the Federal Emergency Management Agency; and

WHEREAS, the City of Ferndale was required to provide matching funds for twenty-five percent (25%) of the approved project; and

WHEREAS, the City of Ferndale found it necessary to borrow a portion of the required matching funds; and

WHEREAS, Resolution 2011-25 is replaced by this Resolution.

NOW, THEREFORE BE IT RESOLVED, That the City of Ferndale shall be authorized to borrow an amount not to exceed ONE HUNDRED SEVENTY ONE THOUSAND, FOUR HUNDRED FIFTY TWO AND 42/100 DOLLARS (\$171,452.42) at a rate not to exceed FOUR AND THREE QUARTERS PER CENT (4.75%) from NORTH VALLEY BANK with a maturity date of August 30, 2013. Payments amortized over 20 years all due and payable annually; and

BE IT FURTHER RESOLVED, That the loan (Loan Number 300000745) is designated as a qualifying tax exempt obligation of the City of Ferndale within the meaning of Section 265(B)(3) of the Internal Revenue Code of 1986; and

BE IT FURTHER RESOLVED, That the City Manager and City Clerk or Deputy City Clerk shall be authorized to sign loan documents to secure aforementioned loan.

PASSED AND ADOPTED by the City Council of the City of Ferndale on June 7, 2012 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Jeffrey Farley, Mayor

Attest:

Nancy Kaytis-Slocum, City Clerk

| | | | |
|--------------------|--|-------------------------------------|--------------------------------------|
| Meeting Date: | June 7, 2012 | Agenda Item Number | 11f |
| Agenda Item Title: | Resolution 2012-19 Consolidated Elections | | |
| Presented By: | Jay Parrish, City Manager | | |
| Type of Item: | <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |
| Action Required: | Approve Resolution | | |

RECOMMENDATION:

Adopt Resolution No. 2012-19, a resolution requesting a consolidated election with the County of Humboldt.

BACKGROUND:

In order to save money, 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. 2012-19, asking the County of Humboldt to allow the City of Ferndale to have a consolidated election on November 6, 2012. Once the resolution is adopted, a copy will be sent to the Humboldt County Board of Supervisors with a cover letter.

The Declaration of Candidacy will begin on July 16, 2012 and ends on August 10th, 2012. If none of the incumbents declare candidacy, the Declaration of Candidacy period will extend an additional five days. (Election Code 10220)

The positions that are open are Mayor (Jeffrey Farley) and two council positions (Stuart Titus and Ken Mierzwa).

FINANCIAL IMPLICATIONS:

Unknown election savings.

RESOLUTION NO. 2012-19
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE REQUESTING
A CONSOLIDATED ELECTION

WHEREAS, two City Council seats and the Mayor’s Office are due for election in November, 2012; and

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

WHEREAS, the City of Ferndale desires to 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 City Council.

PASSED AND ADOPTED by the City Council of the City of Ferndale on June 7, 2012, by the following vote:

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

Jeffrey Farley, Mayor

Attest:

Nancy Kaytis-Slocum, City Clerk

| | | | |
|--------------------|---|-------------------------------------|--------------------------------------|
| Meeting Date: | June 7, 2012 | Agenda Item Number | 11g |
| Agenda Item Title: | 2 nd Alternate for HWMA | | |
| Presented By: | Jay Parrish, City Manager | | |
| Type of Item: | <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |
| Action Required: | Choose a 2 nd alternate for HWMA | | |

RECOMMENDATION:

Appoint a second alternate for HWMA.

BACKGROUND:

Councilman Maxwell is our representative for Humboldt Waste Management Authority (HWMA). Ken Mierzwa is our alternate. It has come to our attention that neither one will be able to attend the June meeting therefore we will need a second alternate to represent the City.

| | | | |
|--------------------|--|-------------------------------------|--------------------------------------|
| Meeting Date: | June 7, 2012 | Agenda Item Number | 11h |
| Agenda Item Title: | Set date for Budgetary Workshop | | |
| Presented By: | Jay Parrish, City Manager | | |
| Type of Item: | <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |
| Action Required: | Pick a date for a Budgetary Workshop | | |

RECOMMENDATION:

Set a date for budget study session.

BACKGROUND:

Annually the City Council goes over next year's budget with City staff. This is an opportunity for the City Council to comment or make suggestions as to how each department provides services to its citizens. We normally like to schedule this study session in the third week of June, which allows staff to use the most current financial information available while at the same time allowing us to have one more study session if the City Council desires.

Section 12

CORRESPONDENCE

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



Transmittal

RECEIVED
MAY 09 2012
BY:.....

4 May 2012

| | | | |
|-----------|--|----------|--------------------|
| To | City of Ferndale Post Office Box 1095 Ferndale, California 95536 | Ref no.: | |
| | | Job no. | 0108111008.11003 |
| | | From | Anna Gower |
| Attention | Mayor Jeff Farley | GHD tel | 707-443-8326 |
| Project | Humboldt County Department of Public Works Ferndale Veterans Hall | GHD fax | 707-444-8330 |
| Subject | Subsurface Investigation Report | Email | anna.gower@ghd.com |

| Drawing no./ Document ref. | Issue | Description/Title | No. of copies |
|----------------------------|-------|--|---------------|
| | | Subsurface Investigation Report | 1 |
| | | | |
| | | | |
| | | <i>Underground Storage Tank Report</i> | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

ISSUED FOR your information construction quotation
 your approval/comments for re-submission returned to you

Sent by GHD messenger Receiver's messenger Mailed under separate cover Mail enclosed

Per _____

REMARKS Please find the Subsurface Investigation Report for the Ferndale Veterans Hall enclosed.
Please let me know if any questions arise.

*1100 Main
 ✓ cc packet (1tr)
 Corres (1tr)*

April 30, 2012

TO: STATE, COUNTY AND CITY OFFICIALS

MAY 08 2012

BY:

NOTIFICATION OF APPLICATION FILING BY PACIFIC GAS AND ELECTRIC COMPANY TO APPROVE ITS 2013 COST OF CAPITAL PROPOSAL A. 12-04-018

On April 20, 2012, Pacific Gas and Electric Company (PG&E) filed an application with the California Public Utilities Commission (CPUC) to decrease its authorized cost of capital for its electric and gas utility operations for test year 2013. If approved by the CPUC, PG&E's electric revenues¹ would decrease by approximately \$74.6 million or 0.6 percent, and its gas revenues would decrease by approximately \$22.7 million, or 0.7 percent.

In addition, PG&E proposes that the CPUC continue to authorize the automatic cost of capital adjustment mechanism referred to as the Annual Cost of Capital Adjustment Mechanism (ACCAM). The ACCAM automatically adjusts PG&E's authorized cost of capital based on changes in benchmark interest rates, in lieu of an annual COC proceeding for the period 2014 to 2015.

Definition of the cost of capital

Cost of capital is a financial term defining how much a corporation is allowed in rates as a return on its invested capital. In this proceeding, the CPUC will determine the appropriate capital structure² for PG&E, as well as PG&E's reasonable costs of long-term debt, preferred stock and common stock that are part of the authorized cost of capital. The cost of capital authorized in this application will be applied to capital investments authorized by the CPUC for PG&E.

Summary of PG&E's Key Reasons for Its Cost of Capital Request

Approval of PG&E's cost of capital proposals will assist the company in:

- Maintaining an investment-grade credit rating, thereby reducing overall financing costs
- Attracting the capital necessary to serve PG&E's customers safely and efficiently at reasonable rates
- Continuing the ACCAM to remove the costs and burdens associated with an annual cost of capital proceeding, while adjusting cost of capital based on defined changes in utility bond interest rates

Will rates increase as a result of this application?

No, approval of this application will decrease electric rates by less than one percent for bundled service customers (those who receive electric generation as well as transmission and distribution service from PG&E) and for direct access and community choice aggregation customers (those who take electric supply from non-PG&E suppliers). Electric rates for some departed load customers (customers who purchase their electricity from a non-utility supplier and receive transmission and distribution service from a publicly owned utility or municipality) will decrease slightly due to changes in the California Alternative Rates for Energy (CARE) discount. The annual electric revenue requirement decrease of \$74.6 million will decrease the system bundled average rate by 0.6 percent (relative to current rates).

A typical bundled residential electric customer using 550 kWh per month would see a decrease in their average monthly bill of 0.6 percent or \$0.50, from \$89.73 to \$89.23 per month. A customer using 850 kWh per month (roughly twice baseline) would receive a decrease of 1.1 percent or \$1.98, from \$185.92 to \$183.94 per month. Individual customer bills may differ.

If the CPUC approves PG&E's request, a typical residential gas customer using 37 therms per month would see an average monthly gas bill decrease of \$0.25, from \$46.13 to \$45.88. Individual customer bills may differ.

PG&E will provide a more illustrative allocation of the potential rate decreases among customer classes, under its proposal, in a bill inset to that will be mailed directly to customers in May.

FOR FURTHER INFORMATION

To request a copy of the application and exhibits or for more details, call PG&E at 1-800-743-5000.

For TDD/TTY (speech-hearing impaired), call 1-800-652-4712.

Para más detalles llame al 1-800-660-6789 詳情請致電 1-800-893-9555

You may request a copy of the application and exhibits by writing to:

Pacific Gas and Electric Company
Cost of Capital Application
P.O. Box 7442, San Francisco, CA 94120.

THE CPUC PROCESS

The CPUC's Division of Ratepayer Advocates (DRA) will review this application.

The DRA is an independent arm of the CPUC, created by the Legislature to represent the interests of all utility customers throughout the state and obtain the lowest possible rate for service consistent with reliable and safe service levels. The DRA has a multi-disciplinary staff with expertise in economics, finance, accounting and engineering. The DRA's views do not necessarily reflect those of the CPUC. Other parties of record may also participate.

The CPUC may hold evidentiary hearings where parties of record present their proposals in testimony and are subject to cross-examination before an Administrative Law Judge (ALJ). These hearings are open to the public, but only those who are parties of record may present evidence or cross-examine witnesses during evidentiary hearings. Members of the public may attend, but not participate in, these hearings.

¹ Revenue describes the total amount of money customers pay in rates for the gas and electric service they receive.

² Capital structure is a financial term used to describe the relative amounts, or weighting of debt and equity used to fund PG&E's investments in its plant and equipment.

Corres
PGE
Council file

After considering all proposals and evidence presented during the hearing process, the ALJ will issue a draft decision. When the CPUC acts on this application, it may adopt all or part of PG&E's request, amend or modify it, or deny the application. The CPUC's final decision may be different from PG&E's application.

If you would like to learn how you can participate in this proceeding or if you have comments or questions, you may contact the CPUC's Public Advisor as follows:

| | |
|-------------------------|---|
| Public Advisor's Office | 1-415-703-2074 or 1-866-849-8390 (toll free) |
| 505 Van Ness Avenue | TTY 1-415-703-5282 or 1-866-836-7825 (toll free) |
| Room 2103 | Email to public.advisor@cpuc.ca.gov |
| San Francisco, CA 94102 | |

If you are writing a letter to the Public Advisor's Office, please include the number of the application (12-04-018) to which you are referring. All comments will be circulated to the Commissioners, the assigned Administrative Law Judge and the Energy Division staff.

A copy of PG&E's Cost of Capital Application and exhibits is also available for review at the California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, CA 94102, Monday–Friday, 8 a.m.–noon, and the CPUC's website at www.cpuc.ca.gov/puc.



May 14, 2012

RECEIVED
MAY 15 2012
BY:.....

Jay Parrish
City Manager
City of Ferndale
PO Box 1095
Ferndale, CA 95536

Dear Mr. Parrish:

At a regular meeting on May 10, 2012 the HWMA Board of Directors adopted Resolution 2013-01 establishing waste management fees for Fiscal Year 2012/2013. The new waste management fees will go into effect July 1, 2012. You may want to review your fee schedule to ensure that it covers the new HWMA waste management fees.

Enclosed is a signed copy of the Resolution. If you have any questions about it please call me at (707) 268-0356.

Sincerely,

Patrick Owen
Interim Executive Director

Corres
HWMA
CC packet

RESOLUTION 2013-01**A RESOLUTION OF THE
HUMBOLDT WASTE MANAGEMENT AUTHORITY
FOR THE COLLECTION OF INTEGRATED WASTE MANAGEMENT FEES****Section 1. PURPOSE AND INTENT.**

The purpose of this Resolution is to establish and collect fees as authorized by Sections 41901 and 41902 of the Public Resources Code in order to fund the reasonable and necessary costs incurred by the Humboldt Waste Management Authority in the preparation, maintenance, adoption and implementation of the Countywide Integrated Waste Management Plan mandated by Section 40000 et seq. of the Public Resources Code, and in the operation of the integrated waste management system implemented as a result of that plan.

It is the intent of this Resolution and of the Authority to achieve these purposes in the most cost-effective manner possible, while continuing to reduce the amount and toxicity of waste generated in the County to the greatest degree possible.

It is the further intent of the Authority that such fees recover the full and complete costs associated with providing and operating waste management facilities and programs, including any and all surcharges imposed by other governmental agencies on the receipt, handling, processing or disposal of refuse or other waste materials. Facility and program costs supporting the fees charged by this Resolution are identified in the Authority's annual budget.

Section 2. DEFINITIONS.

- (a) Unless otherwise stated, the terms used in this Resolution shall have the same meaning as provided by the definitions set forth in Section 17225 of Title 14, California Code of Regulations and the appropriate subsections of Division 30, Part 1, Chapter 2, California Public Resources Code.
- (b) "Authority" means the Humboldt Waste Management Authority.
- (c) "Carpet" means a manufactured article that is used in commercial or residential buildings affixed or placed on the floor or building walking surface as a decorative or functional building interior feature and that is primarily constructed of a top visible surface of synthetic face fibers or yarns or tufts attached to a backing system derived from synthetic or natural materials. "Carpet" includes, but is not limited to, a commercial or a residential broadloom carpet or modular carpet tiles. "Carpet" does not include a rug, pad, cushion, or underlayment used in conjunction with, or separately from, a carpet.
- (d) "Executive Director" means the Executive Director of the Humboldt Waste Management Authority or a designated representative thereof.
- (e) "Franchise Collector" or "Franchise Waste Hauler" means a company that collects Solid Waste under contract with a public agency.

- (f) "Greenwaste" means any wastes generated from the maintenance or alteration of public, commercial or residential landscapes including, but not limited to, yard clippings, leaves, tree trimmings, prunings, brush, weeds, wood that is not treated with preservatives or painted and cardboard that is not otherwise recyclable."
- (g) "Household Hazardous Waste" means all those wastes defined by Section 25218.1(e) of the Health and Safety Code and/or Cal. Admin. Code tit. 14, § 18720(27).
- (h) "Jurisdictional Boundaries of the Authority" means the jurisdictional boundaries coinciding with those of the Authority's member agencies.
- (i) "Operator" means a person or entity who accepts Waste Material generated within the Jurisdictional Boundaries of the Authority and to whom permission to operate a Transformation Facility or Transfer/Processing Station for Solid Waste, or a combination of Solid Waste and Hazardous Waste, is granted under Section 40000 et seq. of the Public Resources Code.
- (j) "Non-Franchise Collector" or "Collector" means a person or entity within the Jurisdictional Boundaries of the Authority engaged in collecting and/or transporting Solid Waste directly to an approved landfill facility for the purpose of disposal.
- (k) "Satellite Facility" means a transfer station that receives Waste Materials generated from within the Jurisdictional Boundaries of the Authority that is not owned or directly operated by the HWMA.
- (l) "Self Haul Customers" means any person or entity that transports Solid Waste directly to a Transfer/Processing Station and/or Transformation Facility.
- (m) "Solid Waste" means all putrescible and nonputrescible solid, and semisolid wastes; including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semisolid wastes, and other discarded solid and semisolid wastes. "Solid Waste" does not include hazardous, low-level radioactive or medical waste. "Solid Waste" as herein defined shall not include materials source-separated by the generator for the purpose of recycling, reuse, repair, or composting.
- (n) "Transfer/Processing Station" means a facility utilized to receive Waste Material from Collectors and Self Haul Customers and to temporarily store, separate, transfer, convert, or otherwise process said materials and/or to transfer it directly from smaller to larger vehicles or railroad trains for transport.
- (o) "Transformation Facility" means a facility whose principal function is to receive and manage Solid Waste through a non-landfill disposal process other than composting such as incineration, pyrolysis, distillation, gasification, or biological conversion.

- (p) "Waste Material" means all materials including Solid Waste, Household Hazardous Waste, and Greenwaste.

Section 3. COLLECTION OF FEE.

The Waste Management Fee shall be collected from all Franchise and Non-Franchise Collectors, Self Haul Customers, and all Operators of Transformation Facilities and/or Transfer/Processing Stations located within the Jurisdictional Boundaries of the Authority or who accept Waste Material generated within the Jurisdictional Boundaries of the Authority. Such Fee shall be included in and considered to be part of the disposal rate charged by Operators and Collectors for the provision of services.

For Non-Franchise Collectors, Transformation Facilities or Transfer/Processing Stations collecting or receiving Waste Material, the fee shall be based only on the Solid Waste collected or received except as set forth in Schedule A herein.

Non-Franchise Collectors shall maintain at their respective offices or other place acceptable to the Authority, full and complete accounting books and records, and shall prepare and submit, without additional request and at no cost to the Authority, records documenting their respective proper performance under this Ordinance. The Authority may audit such books and records at the Authority's expense upon three (3) working days' notice.

Section 4. WASTE MANAGEMENT FEE.

(a) The Authority Waste Management Fee rates specified in Schedule A shall take effect beginning on July 1, 2012 for the Fiscal Year 2012/2013.

(b) Table 1. Countywide Program Fees shall be paid by all Franchise Collectors, Non-Franchise Collectors and Self Haul customers. For Self-Haul customers, this fee shall be collected by the Operator and remitted to the Authority on a monthly basis.

(c) Table 2. Self Haul Fees for Authority owned and/or operated facilities shall be paid by all Self Haul customers at Authority owned and/or operated facilities. This includes all persons or entities dropping off Waste Materials at an Authority facility except Franchise Collectors. Self Haul loads that require special handling or processing, such as travel trailers, auto body parts, large pieces of concrete or metal, or cleanup of spills may be charged an additional per hour fee for the extra handling required. Loads containing cathode ray tubes, appliances, tires, or any other unpermitted waste may be subject to additional special fees established in Schedule A, Table 7.

(d) Table 3. Franchise Collector Fees for Authority Operated Facilities shall be paid by all Franchise Collectors dropping off Waste Materials at any Authority owned or operated facility. Member agencies that drop off Waste Materials at an Authority facility shall pay the Franchise Collector Fee rate found in Schedule A, Table 3. Franchise Collector loads that require special handling or processing, such as travel trailers, auto body parts, large pieces of concrete or metal, or cleanup of spills, may be charged an additional per hour fee for the extra handling required. Loads containing cathode ray tubes, tires, or any other unpermitted waste may be subject to additional special fees established in Schedule A, Table 7.

(e) Table 4. Volume Based Pricing, Hawthorne Facility, shall be paid by Self Haul customers when the scales are inoperable.

(f) Table 5. HWMA Fees for Satellite Facilities shall be paid by Operators of independent transfer stations for handling Authority member Solid Waste.

(g) Table 6. Non-Franchise Collector Fees consisting of Countywide Fees shall be paid by Non-Franchise Collectors. Non-Franchise Collectors shall deliver copies of all weight receipts to the Authority on a monthly basis.

(h) Table 7. Additional Fees shall be charged to Franchise Collectors and Self Haul Customers that drop off non-standard Waste Materials as specified in Table 7.

(i) Table 8. Household Hazardous Waste Fees shall be charged to Self Haul customers, both residential and commercial. Residential customers who bring in more than 15 gallons per vehicle (measured by the total volume of the containers brought in, not by the volume of material contained) and commercial customers may be charged a fee based on the cost of handling and processing as determined by the Executive Director.

(j) Table 9. Greenwaste Fees Charged at Mad River Compost Facility. Franchise Collector Fees and Self Haul Customer Fees shall be paid by all customers dropping off Green Waste at the Mad River Compost Facility.

(k) Table 10. Eureka Recycling Center Fees shall be charged to Self Haul customers, both residential and commercial, who use the Hawthorne Street drop-off facility.

Section 5. PAYMENT OF FEES.

(a) For cash transactions, payment shall be due upon delivery of the Waste Materials in accordance with Schedule A herein. For account customers, the fee shall be set based upon the volume or tonnage of Waste Material received during the preceding month according to Schedule A. Fees charged to accounts shall be paid to the Humboldt Waste Management Authority within thirty (30) days following the fee due date. The due date is the date of the monthly statement, and shall become due and payable by each account customer on the date of the monthly statement.

(b) Fees that are not remitted to the Authority within thirty (30) days following the due date provided in this part are delinquent. A late fee of one and one half percent (1 1/2%) shall be assessed on delinquent accounts not paid by the end of the month. The minimum late fee is \$1.

(c) Documentation substantiating the tonnage upon which the Waste Management Fee is collected shall be maintained by an Operator or Collector for a period of three years.

Upon three working days written notice, an Operator or Collector shall provide access to the Authority for the purpose of reviewing the accuracy of the submitted data.

In the event that the Authority, following such a review, determines that the accuracy of the submitted data cannot be verified, the Authority and the Operator or Collector shall mutually agree to an alternative procedure for determining or measuring the tonnage collected, or received at the

Disposal Site, Transformation Facility and/or Transfer/Processing Station, in order to ensure the accuracy of such data.

Failure to implement or to adhere to a verifiable measuring procedure after a reasonable period of time shall result in the referral of the disputed collections for review to an independent auditor. Costs for such an audit shall be borne by the losing party.

In the event that an independent audit determines that funds due the Authority under this Ordinance have not been paid in a timely manner, such amounts shall be determined to be delinquent, and shall be subject to late fee penalties.

Customers who wish to keep a record of individual waste transactions should retain their weight ticket (invoice) from each transaction. The Authority also keeps a record of transactions. Customers may request copies of previous weight tickets and will be charged 75 cents for each weight ticket that is copied, sent, or faxed. A request for a copy of any weight ticket that is over 180 days old will be billed at \$40 per hour for staff research time.

Section 6. FAILURE TO COMPLY.

The Authority may collect any unpaid fees and penalties by civil action, in which event the Authority shall have judgment for the cost of the suit and reasonable attorney's fees.

Remedies for the failure to comply with this Resolution are non-exclusive. The Authority reserves the right to take any, all or combination of administrative, civil and criminal actions to enforce the terms of this Resolution, separately or concurrently.

Section 7. REFUNDS.

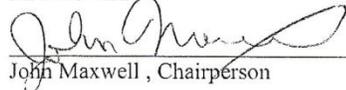
In the event any fee has been overpaid or has been erroneously received by the Authority under this Resolution, it shall be refunded.

Section 8. EFFECTIVE DATE.

This Resolution shall take effect on July 1, 2012.

The foregoing Resolution was passed by the Board of the Humboldt Waste Management Authority this 10th day of May, 2012.

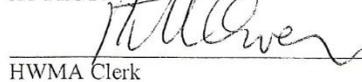
APPROVED:



John Maxwell, Chairperson

Date: May 10, 2012

ATTEST:



HWMA Clerk

Date: May 10, 2012

**SCHEDULE A
WASTE MANAGEMENT FEES**

TABLE 1

| COUNTY WIDE PROGRAMS | PER TON |
|---------------------------------------|----------------|
| Household Hazardous Waste Program | 5.71 |
| Cleanup / Enforcement Programs | 0.57 |
| Rural Container Program | 2.76 |
| City/County AB 939 Recycling Program | 2.46 |
| Table Bluff Landfill Maintenance | 0.50 |
| County Local Enforcement Agency (LEA) | 2.66 |
| Administration | 5.34 |
| Cummings Road Maintenance | 4.67 |
| Total | 24.67 |

TABLE 2

| SELF HAUL FEES FOR AUTHORITY OPERATED FACILITIES | PER TON |
|--|----------------|
| Operation, Capital, Transport, Disposal | 121.64 |
| Countywide Programs | 24.67 |
| Total Self Haul Rate Per Ton | 146.31 |
| Minimum Fee for Waste | 12.00 |
| Greenwaste | 90.00 |
| Minimum Fee for Greenwaste | 7.00 |
| Carpet, Pilot Recycling Program | 90.00 |
| Minimum Fee for Carpet | 7.00 |
| Special Handling, Per Hour (Minimum for illegal dump clean up is \$100.) | 180.00/hr. |
| See Table 7 for Additional Fees | |
| See Table 8 for Household Hazardous Waste Fees | |

TABLE 3

| FRANCHISE COLLECTOR FEES FOR AUTHORITY OPERATED FACILITIES | PER TON |
|---|----------------|
| Operation, Capital, Transport, Disposal | 95.56 |
| Countywide Programs | 24.67 |
| Total Franchise Rate Per Ton | 120.23 |
| Special Handling, Per Hour | 180.00/hr. |
| See Table 7 for Additional Fees | |
| Greenwaste delivered to HWMA facilities | 55.00 |

TABLE 4

| VOLUME BASED PRICING, HAWTHORNE STREET FACILITY | |
|--|-------|
| General Residential Waste | |
| Minimum Fee for Waste | 12.00 |
| Per Cubic Yard | 15.00 |
| Small Pickup (level with top of the box) | 20.00 |
| Mid-Size Pickup (level with top of the box) | 27.00 |
| Full-Size Pickup (level with top of the box) | 33.00 |
| Misc. Construction Debris Per Cubic Yard | 78.00 |
| Greenwaste Per Cubic Yard | 9.00 |

TABLE 5

| SATELLITE FACILITIES | PER TON |
|--|----------------|
| Operation, Transport, Disposal | 67.97 |
| Countywide Programs | 24.67 |
| Total Satellite Facilities Rate | 92.64 |

TABLE 6

| NON-FRANCHISE COLLECTOR | TOTAL |
|-------------------------|-------|
| Countywide Programs | 24.67 |

TABLE 7

| ADDITIONAL FEES | EACH |
|---|--------|
| Asbestos Handling Fee (in addition to per ton rate) | 50.00 |
| Appliances with Freon or without Freon, Large Commercial Unit | 65.00 |
| Appliances with Freon or without Freon, Residential | * |
| Bulky Items such as mattress, sofa, stuffed chair (in addition to per ton rate) | 5.00 |
| Bulky Items Franchise Rate per Item (in addition to per ton rate) | 3.00 |
| Tire, Light Truck, Passenger, Motorcycle or Smaller | 5.25 |
| Tire, Light Truck, Passenger, Motorcycle or Smaller on Rim | 6.50 |
| Tire, Truck | 11.50 |
| Tire, Truck on Rim | 23.00 |
| Tire, Grader | 40.00 |
| Tire, Off Road (Giant) | 257.00 |
| Tire, Foam Filled or Solid (forklift) | 194.00 |

TABLE 8

| HOUSEHOLD HAZARDOUS WASTE FEES | |
|--|----------------|
| Residential Users Per visit, up to 15 gallons* | 5.00 per visit |
| *Volume is calculated by the volume of the container, regardless of how much material is in the container. | |
| For Commercial Users or Residential Users with loads over 15 gallons, the rate will be based on the cost of handling and processing as determined by the Executive Director. | |

TABLE 9

| GREENWASTE FEES AT MAD RIVER COMPOST FACILITY | |
|---|-------|
| Franchise Collector Rate Per Ton | 55.00 |
| Self Haul Rate Per Ton | 90.00 |
| Self Haul Rate Per Cubic Yard | 9.00 |
| Self Haul Minimum Fee | 7.00 |

TABLE 10

| EUREKA RECYCLING CENTER | |
|---|-----------|
| Self Haul Minimum Fee (No Charge items are exempt from Minimum Fee) | No fee |
| Appliances with Freon or without Freon, Large Commercial Unit | 65.00 |
| Appliances with Freon or without Freon, Residential | * |
| Books | * |
| Cathode Ray Tubes (televisions and computer monitors) | * |
| Dual-stream Recycling, per visit | No fee |
| Electronics, Computers | * |
| Fluorescent Tubes (4' max) and Compact Fluorescent Lights, 10 combined | No Charge |
| Fluorescent Tubes, over 4' or more than 10 combined, each | * |
| HID Lights, each | * |
| Used Oil and Oil Filters, Residential | No Charge |
| CRV redemption only | No Charge |
| *Charges for additional materials will be based on the cost of handling and processing as determined by the Executive Director. | |

Section 13

REPORTS

Section 13a: City Manager Staff Report

CITY MANAGER:

Meetings:

- Kiwanis meeting 1st and 3rd Tuesday of the month at 4:30 pm
- Rotary meeting- June 5th- 5:30- 6:30 pm- related to City Hall painting project
- City Council- May 3rd – 7:00-11:30 pm
- PARSAC seminar and board meeting- May 29th and 30th - 7:00 am – 4:30 pm
- Liebert, Cassidy Whitmore seminar- May 9th- 10:00 to 4:00 pm
- HMRA meeting- May 7th- 4:30- 6:00 pm
- SRWC meeting- May 15th- 6:30-8:00 pm
- RCEA Board meeting – May 21st 3:15- 5:00 pm
- City Manager meeting- April 19th- 3:00-5:00 pm
- ERD contract negotiations: Met with ERD representatives to once again talk about revenue sharing as part of our recycling contract. I have had a number of conversations with other cities who have this type of agreement which allows a community to improve on its recycling program, while at the same time sharing in the financial success of the program.
- Daily meetings with chief regarding police activities and community safety issues.
- Daily interaction with Staff regarding daily workload.
- Numerous conversations regarding Salt River Project with Watershed Council members, NRC representatives, council members and citizens. We continue work with property owners in effort to get support for project. We had a number of meetings with members of the SRWC regarding the operation and maintenance of the Salt River watershed after the project's completion. This will be the area we focus on in the coming months and years. The SRWC board voted to increase the size of the board a couple of months ago in anticipation of getting some of the sub-committees up and going and to increase representation of the watershed on the board. The new board members are Jay Russ and Dennis DelBiaggio.
- Numerous conversations with Supervisor Smith to go over current issues.
- Frequent conversations with John Driscoll related to the interaction with Coast Guard about Fresnel lens. The next step planned is a conversation with Mike Thompson and the Coast Guard to negotiate an agreement related to the display and care of the lens.
- Numerous meetings with Gerald Silva related to possible agreement on Russ Park access.
- Had a couple of conversations with Mike Thompson regarding Fresnel lens.
- Numerous meetings with individual councilmen and the mayor regarding City issues.
- Daily meetings with Public Works in morning to go over daily activities. We are still working with the Silvas on an agreement regarding access to Russ Park at the end of Eugene Street. The fence at firemen's park continues and most of the cement work is completed. The property owner is working with our engineer on a related development. I have had numerous meeting with Gerald Silva related

to interaction with the City on rights of way through his property to Russ Park and Francis Creek related issues such as last year's slide, sedimentation, and possible retention sites to reduce sedimentation downstream. I was also able to have through Gerald discussion with Leland Rock regarding the monitoring of the slide on his property. He allowed interaction with his forestry team to work with Tom Stevens to setup a monitoring plan that will keep track of any movement. It has already resulted in information that makes it pretty unlikely of that area doing anything other than contributing to an increase in sedimentation.

- A number of meetings with Russ Gans, our attorney and Jim Stretch to discuss the ongoing access to Russ Park across Gerald Silva's property.
- Sculpture in City Green was taken away at the end of April and we are trying to replace with a student sculpture from HSU. I am working with Sondra Schwetman of the Art Department in an effort to start some type of rotational exhibit. She is excited about the possibilities and is in the process of putting a proposal together that will possibly allow the City to have a sculpture from HSU students on a rotational basis. We are looking forward to participating with HSU on this project.
- The Sign Ordinance Committee is making good progress. The current ordinance and procedures are still in effect and businesses must still go through Design Review and procedures for placement of signs and related issues. Although Chairmen Bailey will be on vacation for the next six weeks, the rest of the sign ordinance committee will continue to meet.
- Discussions with City Planner regarding Design Review and planning issues. I plan on having a study session to go over with council the past planning structure and costs compared to our current structure. The reason for the study session is to assess continuation of General Plan directive from Council as well as planning services in general. Because we contract with Planwest to help us on so many different planning issues I felt it was important to review all aspects of our interaction before the Council decides to move to the next element of our General Plan update. This will give the Council opportunity to voice support of acknowledged progress of their directives and to make suggestions or changes to current process and structure.
- We have successfully initiated in conjunction/collaboration with Leland Rock and Gerald Silva a monitoring program to watch and record any movement of last year's slide area.
- I will attend the biannual training and board meeting in Sacramento on May 30th through the 31st. The PARSAC Academy this year will feature Gordon Graham and focus on integrating "real" risk management into specific government operations. I attend these seminars a couple times a year and find them very valuable, as well as taking advantage of the cost savings realized by combining the training with our mandated board meeting attendance. Remember that the board meetings costs are reimbursed and we also are able to utilize our annual training voucher so that the City does not historically (six years) need to expend its own funds. PARSAC reimburses entire trip including meals, hotel and travel expenses.
- Numerous discussions and conversations with our engineers regarding our sludge pressing and removal process. Although the WWTF is performing at a high level, I have directed our CPO to concentrate on reducing the amount of water content in the sludge in order to reduce the cost of disposal. I have suggested several alternatives that we are working on that have already reduced water weight significantly. I have had discussions and meeting with USDA, HWMA, and Manhard, as well as CPO to investigate composting scenarios that could allow us to land apply our product which could reduce our costs entirely. We are in the process of analyzing permitting requirements of Coastal Commission, Regional Water, F&G to name a few.
- I was able to attend Liebert, Cassidy Whitmore's seminar at the end of March. It was half a day on Wednesday and half a day on Thursday. The seminar was regarding employee evaluation and discipline. Although many of the principles were included in our present policies, enough changes in

best management procedures have changed that I have begun the process of updating our procedures and processes, as well as our Personnel Policy Manual. Russell Gans, our City Attorney will review the end product.

- Attended a joint seminar put on by the County of Humboldt and Mendocino as a member of the county's Management Academy which focused on individual development.
- A number of conversations with John Miller of the County Planning department to check on whether there has been any information from Shell Wind regarding the wind turbine project. Nothing new to report on that. We did get an e-mail saying that they would not be having their public meeting until they completed the transportation component. There has been no new information regarding the wind turbine project, and no projected date for a public meeting related to the project as of the printing of this agenda.
- Numerous discussions with City Planner regarding design review and planning issues. Most discussions have revolved around the general plan updates, and the agenda items for the choice of the next element. The PC recommended to the CC that we undertake the Safety Element next and the CC approved of that strategy at our last meeting. Earlier this month we brought the scope of work necessary to do the Safety Element to the PC and the CC will look at that scope of work at our June 7th meeting.
- Numerous conversations with the new Gingerbread property owner and manager regarding renovation plans, ideas and design review applications. It has been a very pleasant process and the end result is going to be a resurrection of one of our premiere buildings once again contributing to our community.
- Spoke with several pastors in the town who expressed an interest in helping put a new coat of paint on City Hall. I recently received an e-mail from Pastor Sean and he reported that all of the churches seemed interested in being involved. I plan on speaking to the Rotary next to see if they would like to participate. We have made many improvements over the last few years and painting will be one of the major maintenance needs. We are also intending to replace gutters before painting and inside the council chambers we have improvements to the stage area, including the sound system and curtains. I have spoke with Diane Ostler regarding the curtains and she has promised to give me an estimate for replacement.
- Wrote a grant for a new refrigerator at the community center. The total cost was around \$4,700. It was delivered several weeks ago and took quite an effort to remove the old refrigerator and replace with the new one. Kudos to Tim and Danny and Dick Hooley for getting that accomplished while interfering with the Senior Resource Center (SRC) activities as little as possible. The new refrigerator should last for decades, and is used not only by the SRC but by anyone who rents the community Center.

FINANCE MANAGER:

Meetings

- Meet with City Manager on various Office issues
- Meet with City Manager and Administrative Assistant on Office issues
- Meet with City Manager, Admin. Assist. & City Clerk on Office issues

Projects

- Payroll
- Accounts Payable
- Accounts Receivable

- Daily Banking
- Answer Phones/Greet Visitors
- Purchase Various Supplies
- Receive and File April Financial Reports
- Update 2011-2012 Budget
- Prepare Quarterly Reports
- Printout LAIF Statement
- Scan various documents
- Fill out and file online Two Census reports

CITY CLERK:

Meetings

- Daily meetings with Office Manager and/or City Manager regarding work schedule.
- City Council Study Session and regular meeting – January 5, 2012

Projects

Dec-Jan

- Placed Public Notice for Planning Commission opening in local newspaper and on bulletin boards. Placed item on the January PC meeting agenda.
- Research procedure for installation of gravel driveway including Development Application Process for Development within Special Flood Hazard Areas, Drainage Ordinance 94-01, Floodplain Ordinance 08-02 and Grading Permits. Replied to City Manager.
- Contact real estate agent regarding building/construction debris on sidewalk and in gutter.
- Locate and copy documents related to Wastewater Treatment Plant grants and loans.
- Discuss Fresnel Lens procedures with City Manager to determine what documents to find.
- Prepare Public Notice for Draft Housing Element and Second Reading on Zoning Ordinance Amendment for Housing Overlay; post in newspaper and on bulletin boards for January's City Council Meeting.
- Researched Bear River Wind Project letter written in 2010.
- Discussed January Agenda items with City Manager and City Planner.
- Directed citizen to the Department of Fish & Game regarding a dead fawn.
- Wrote Ordinance 2012-01, "Amending Zoning Ordinance 02-02 by adding Section 6.07 Housing Combining Zone Overlay or -H Zone"
- Researched information regarding the Fresnel Lens and emailed to City Manager.
- At City Manager's direction, continued to assemble the January 2012 City Council Packet; worked with Deputy City Clerk.
- Prepared Resolution 2012-01 "Health Insurance Increase" as well as agenda item.
- Prepared Resolution 2012-02 "Recognizing a \$14,415 grant from a local non-profit organization for upgrades and renovation to the Ferndale Police Department."
- Prepared Resolution 2012-03 outline, "17th Payment request to USDA for Wahlund and Manhard for WWTP."
- Prepared Resolution 2012-04 "Annual Events and Parades Street Closures," as well as agenda item.
 - Double checked dates and information with those involved
- Prepared Resolution 2012-05 "Sousa Agreement to Accept Water."

- Prepared Resolution 2012-06 “Council Meeting Day and Dates” as well as agenda item.
- Discussed Resolution List with Deputy City Clerk.
- Completed FPPC Statements of Economic Interests Article II List, supplying email addresses where appropriate, and changes where necessary.
- Entered building permits issued since August.
- Entered “finalized” dates on Building Permits list, pulled permits from clipboard, prepared for filing
- Wrote “How To” on entering Building Permits on list.
- Completed “Report of Building or Zoning Permits Issued for new Privately-owned housing units” for June, July, August and December and faxed to the US Department of Commerce. Filed reports.
- Per Government Code Section 54970-54974, commonly referred to the Maddy Act, prepared and posted Committee, Board and commission openings for the year 2012.
- Numerous requests for information on Ferndale Housing Complex – referred to Non-Profit.
- Signed checks
- Located Eel River Disposal Franchise Agreement File for City Manager.
- Reminded 12 people (including myself) to complete the Ethics Training available online.
- Researched contact information for Dental Insurance.
- Reviewed Webpage for changes, which will be sent to the city’s webmaster for corrections.
- Posted Zoning Ordinance 02-02, which has been amended by Ordinance 2011-04 regarding Design Review majority votes.
- Discussed filming permit application with City Manager. Referenced Ordinance and fee schedule, and emailed exempted application.
- Researched pest control for public works.
- Discussed an MOU with City Manager for a frequent user of the Ferndale Community Center. Prepared draft MOU and emailed to user.
- Reviewed RFP for City Attorney; placed ad.
- Transcribed minutes for the January 5, 2012 City Council Meeting.
- Filed Resolution 2012-01 Increase in cost of Health Insurance. Copy to Finance Manager.
- Filed Resolution 2012-02: Recognizing a \$14, 415.00 grant from a local non-profit organization for upgrades and renovation to the Ferndale Police Department. Copy to Police Department.
- Filed Resolution 2012-03 WWTP Pay Request #17, copy to Kent Hanford and copy in payments file.
- Filed Resolution 2012-04 Annual Events and Parades Street Closures. Copy to CalTrans. Notify event and parade coordinators to file necessary encroachment permits and to provide city with copy of insurance. Copy to Police Department, copy to Parades Book.
- Filed Resolution 2012-05 Sousa Agreement to Accept Water. Filed copy in Agreements file.
- Filed Resolution 2012-06 Establishing the City Council meeting schedule from February 2012 through January 2013
- Noticed Ordinance 2012-01 Zoning Ordinance Amendment for Housing Overlay, amended Zoning Ordinance 02-02 to reflect Ordinance 2012-01, uploaded amended version of Zoning Ordinance 02-02 to the website.
- Filed and uploaded December City Council Minutes.
- Spoke with City Manager and Police Chief to gather information in order to reply to the Grand Jury Report, mailed letter.
- Had copy machine orientation with Xerox representative.
- Located Street project file from the 1970’s
- Drive by site visit of property on Main Street for City Planner. Emailed information and photo.

- Reviewed City Council Meeting disk for exact wording of a motion. Typed minutes from the January City Council meeting, reviewed with City Manager.
- Discussed City Clerk duties with possible help in my absence.
- Filed 2011 Housing Unit Survey online. Added 2 units – Betsy Anderson and Jean Davis.
- Entered all building permits that were finalized in 2011 on the building permit excel list
- Began filing the “2011 Government Units Survey” to the US Department of Commerce, Economic and Statistics Administration, US Census Bureau, but could not complete. Wrote notes and printed a PDF form for Finance Manager.

May

- Filed Strong Motion Fee Reports from July 1 through December 31, 2011.
- Prepared FPPC filing notifications for Council, Planning Commission and Staff.
- Conferred with Deputy City Clerk on Sign Abatement procedures and letters.
- Advised citizen on non-conforming use of a 4-plex in C1Zone, that with a use permit the 4-plex could be rebuilt.
- Collected information from office staff for Computer Assistance work order.
- Wrote Administrative Abatement letter to overgrown lot property owner for City Manager approval. Will follow up in four weeks.
- Daily: Go over mail with City Manager or Office Manager.
- Discuss Nuisance Ordinance with Deputy City Clerk and City Manager.
- Review Monthly “To Do” book to find items.
 - Update DUNS# Annually in CCR System
 - Enter Building Permits on Excel Data Base
 - Follow up on the Ethics Training Certificates that haven’t been returned – send letters or emails.
 - Double check Statements of Economic Interest return. Sent letter to newest Planning Commissioner to fill out forms and return to City Clerk. Conferred with commissioner by phone, received and mailed Statement to FPPC.
 - Created Resolution 2012-16 Appointing Irene Bryant to the Ferndale Library Board of Directors and wrote staff report
 - Created Resolution 2012-17 Authorizing the city to borrow funds from North Valley Bank and wrote staff report
- In response to comments by Planning Commissioner, review webpage archives to see if dates match up with document for Planning Commission meetings. They do match.
- Explain Land Use procedures including public notice to Deputy City Clerk regarding Variance.
- Forms: Make changes on internal forms
 - Building Permit Processing Checklist
- Land Use Permits – entered recent additions and printed list
- Assist Deputy Clerk with counter customers and phone calls
- Generated list of Policies and Procedures
- Assisted Deputy Clerk in creating a follow-up system
- Moved 2009-2011 City Council, Planning Commission, Drainage Committee and Design Review packets open up current file drawers in Clerk’s office.
- Creek Walk and Drainage Cleanout: Placed advertisement in newspaper, public notices on bulletin boards, Set up Drainage Committee meeting, discuss drainage cleanout with Public Works
- Field Observation forms – shared fillable form with Deputy City Clerk
- Reviewed building permits with Building Inspector to determine which had yet to be finalized. Will write letters to remind permit holders to have their projects signed off.

- Located DRAFT Agreement and forwarded to City Attorney
- Assisted Deputy City Clerk with procedure to sign off on Design Review Permits.

DEPUTY CITY CLERK:

Meetings:

- Daily meetings with City Manager to discuss various office issues
- Coordinated with City Manager and City Planner on planning and developmental projects.
- Regular Design Review Meeting- April 26, 2012
- Special Design Review Meeting- May 3, 2012
- City Council Meeting- May 3, 2012
- Planning Commission Study Session/Regular Meeting- May 16, 2012
- Meeting with City Manager, Office Manager and City Clerk on office duties

Projects:

- Assembled Regular Design Review Agenda/Packet for April 26, 2012 Meeting.
- Assembled Special Design Review Agenda/Packet for May 3, 2012 Meeting.
- Assembled City Council Agenda/Packet for May 3, 2012 Meeting.
- Older Day American Proclamation.
- Posted Regular Design Review Agenda; uptown/at city hall.
- Posted Special Design Review Agenda; uptown/at city Hall.
- Posted City Council Agenda; uptown/at city hall/online.
- Typed Minutes for the Regular Design Review Meeting- April 26, 2012.
- Typed Minutes for the Special Design Review Meeting May 3, 2012.
- Typed Minutes for City Council Meeting- May 3 2012.
- Sign and File Resolution 2012-14.
- Sign and File Resolution 2012-15.
- Upload City Council Video.
- Assembled Planning Commission Agenda/Packet- May 16, 2012 Meeting.
- Assembled Sign Committee Agenda/Packet for the May 17, 2012 Meeting.
- Posted Planning Commission Agenda; uptown/ city hall/online.
- Posted Sign Committee Agenda-uptown/city hall.
- Signed and Filed approved PC minutes from the 3/21/12 meeting.
- Upload Planning Commission Video.
- Coordinated with City Planner on LLA.
- Electronic Deposit-2.
- Coordinated with Building Inspector on permitting for addition of garage.
- Coordinated with City Manager and City Planner on Demolition Permit and Home Occupation Permits.
- Research amount of household pets allowed in the R1 zone.
- Research on Nuisance Ordinance/Abatement and Sign Removal.
- Wrote Courtesy letter to Lowell Daniels regarding non-compliant sign at the VI. Will follow up in 4 weeks.
- Faxed Building Permit to Evans Mechanical.
- Field Observation follow ups.
- Updated Land Use Log.

- Coordinated with City Manager and City Clerk on Abatement Process.
- Coordinated on LLA with City Planner.
- Sent LLA to City Engineers.
- Faxed Parade Permit to Cal-trans.
- Dog Licenses.
- Business Licenses.
- Various Filing.
- Answer Phones/Messages/Counter Work.
- Faxed April Building Permits to Assessor.

Land Use, Building and Encroachment Permits Issued

| | | |
|---------|------------------|---|
| B1214 | 48 Francis | Temp. Power |
| B1215 | 650 Fifth | Replace Furnace |
| B1216 | 191 Shaw | Replace <e> bath/shower |
| B1217 | 431 Schley | New 40 Gallon Hot Water Heater |
| B1218 | 17 Francis | |
| B1219 | 778 Main | Propane Tank, Set and Gas Supply Line to Furnace Location |
| B1220 | 85 Shaw | Propane Tank and Underground Gas Supply |
| B1221 | 778 Main | Install Forced Air Heater |
| E1203 | 400 Berding | Painting |
| HO1208 | 1115 Cream Court | HOP Jewelry Design |
| LLA1209 | 1101 Main | Lot Line Adjustment |

CITY PLANNER:

Meetings, Planning & Coordination

- Coordinated with City Manager, City Clerk, and Deputy City Clerk on planning and development projects.
- Advised City Clerk on Lot Line Adjustment, Home Occupation Permit, and Demolition Permit application processes.
- Revised the Home Occupation Permit and Second Dwelling Unit Permit application processes. Initiated revisions to the Historic District and Design Review Use Permit application processes. Prepared memo outlining issues and recommending solutions.
- Reviewed Zoning Ordinance regulations on signs and variances for the Victorian Inn.
- Prepared and mailed project routing sheet for a Lot Line Adjustment application for 1101 Main Street. Coordinated with City Clerk and City Engineer on application processing.
- Met with Sign Ordinance Committee Chairman Michael Bailey to discuss Ordinance content, format, and eventual incorporation into the existing Zoning Ordinance.
- Coordinated with City Engineer on process for preparing a streamside setback ordinance for Ferndale.
- Attended 5/3 City Council meeting to present three agenda items, including a staff report outlining the scope of the General Plan Update, discussing the remaining elements, and presenting scope and budget estimates for two remaining elements. The Council unanimously agreed with Planning Commission recommendation to update the Safety Element next.
- Attended 5/16 Planning Commission Meeting and presented Scope of Work for Ferndale General Plan Safety Element Update.

- Coordinated on behalf of Ferndale with Humboldt County Association of Governments (HCAOG) on the Regional Housing Need Allocation (RHNA) Plan process. Attended 4/23 preparatory meeting and the May 16th RHNA workshop. Gathered information and resources necessary to participate in the process and ensure Ferndale gets only its fair share of the regional housing need.

Projects

- General Plan Update—Prepared staff report recommending Council approve Resolution number 2012-14 General Plan Historical & Cultural Resources Element Update and presented at 5/3 City Council meeting. Council unanimously approved. Prepared staff report recommending preparation of a Design Manual to implement the adopted H&CR Element, clarify the Design Review process, and supplement the Sign Ordinance update.
- General Plan Update—Prepared General Plan Safety Element Scope of Work for 5/16 Planning Commission meeting. Commissioners approved and recommended to City Council. Initiated staff report for 6/7 City Council meeting.

CITY ENGINEER:

Sewer Projects: –

- Investigating permit requirements and estimated cost for a sludge storage/drying building
Pedestrian Improvement Project:

Herbert Street: (Phase 1)

- Project is generally complete
- Federal Highway Administration – prepared document addressing contract services for management of federal funds as part of project close out.
- Request final payment from Sierra National. Sierra National very slow to send final invoice.

Rose Street: (Phase 2)

- \$250,000.00 has been granted to the City of Ferndale for Transportation Enhancement (pedestrian improvements) on Rose Street.
- Submitted Authorization document to begin project PS&E. Design development and preparation of construction documents will begin in July.

Applications –

- Navy Housing Parking Proposal
- Willis Hadley Francis Street Project: Project started without a permit. Referral sent to California Department of Fish and Game for drainage work. Waiting on comments from DF&G.

General Engineering –

- HCAOG
- Attend TAC meetings
- Looking into solutions for 5th Street Flooding in front of Navy House Parcel
- Investigating existing easements
- Assessing existing facilities
- Working on a proposed capital improvement report (roads and drainage)
- Prepare Project Study Report for resurfacing Berding Street
- Prepare scope, exhibit, preliminary cost estimates and priority for roads/street projects
- Prepare scope, exhibit, preliminary cost estimates and priority for drainage projects

- WWTF Construction Permit Compliance – Performed water sampling for Storm water Pollution and Prevention Plan. Preparing final SWPPP and NOT for NCWQCB.
- Wetland Assessment preparation for compliance with permits and California Coastal Commission
- ARRA reporting for Pedestrian Improvement Project
- Review opportunities for new transportation projects funded by State or Federal sources
- Research and correspondence with City and County staff regarding Francis Creek sediment deposition and dredging.
- Looking into grading and drainage at west end of Fern Street
- Coordinated with Plan West for potential Stream Side Management Ordinance
- Development of 2012/2013 Office of City Engineer Budget

Meetings and Committees –

- Attended Planning Commission Meeting to discuss current and upcoming pedestrian improvement projects
- Reporting and Correspondence –
- Prepared monthly staff report
- General correspondence and meetings with City Staff

WASTEWATER OPERATIONS:

- CPO discussed 2012-13 budget draft with City Manager.
- Staff worked on putting together a job description for the Operator-In-Training position that will be advertised during the month.
- Numerous correspondences with City Manager and City Engineers relating to sludge disposal strategies.
- Posted OIT job description and advertisement. Received 5 applications at time of this copy. This is a part time temporary position that will allow for trainees to earn valuable experience and time in service in order to obtain their Operator Certification.
- Staff investigated missing signs at the wetland site. Someone dismantled the signs from their posts and tossed them into the water.
- FedEx freight in to pick up pump to ship to Flygt under warranty.
- CPO began updating the Risk Management Plan for the CalArp(California Accidental Release Prevention) program which is mandatory for businesses that have gas chemicals on site. The city retained the minimum amount of chemical needed to run the disinfection and dechlorination systems as a backup to the UV system. Although, when it was needed it was found to not function properly. That, combined with permitting and regulatory challenges staff has decided to remove the chemical feed system and returned the chemicals to the suppliers. This will allow the city to opt out of the CalArp program and eliminate the regulatory and permitting issues associated with it. Staff is looking into a portable system that can be stored when not being used and will employ powder chlorine rather than gas.
- Contact with Aeromod regarding sludge pumping and wasting rates.
- Shipped final Copper sample for the WER (Water Effects Ratio) study that is being performed for the city by Block Environmental Services. The first round of tests were favorable and showed that the city's copper limit could be increased by three times. Once the Study is complete a report is sent to the Regional Board for approval of our new limits.

- CPO's daughter accompanied him to work for "Take your child to work" day. She helped her dad take samples and performed routine lab tests. She also updated data on the computer, pulled weeds and helped plant flowers around the facility.
- Staff gave tours to several prospective applicants for OIT position.
- CPO and Operator Coppini met with City Engineers to discuss sludge disposal options. Short term plan is to dump several loads of sludge at the effluent site and measure moisture reduction weekly over a 30 day period. Staff has already seen a difference in disposal costs related to the storing of sludge to allow drying more. Staff found that 5 loads of wet sludge stored for a month was reduced to three loads when disposing at the dump which reduced disposal costs by 40 percent. City staff is looking at speeding up the drying process.
- Phone conversation with Lisa Bernard regarding the City's decision to eliminate the chemical feed disinfection system. She agreed that it was a good decision. Also spoke about our receipt of septic sludge. She forwarded the regulations for accepting and monitoring septic sludge.
- Correspondence with Hank Brenard regarding a portable disinfection system.
- Found that the suspicious water accumulating by filters was actually due to a test valve that has faulted. The valve was not needed and replaced with a cap to stop the water from leaking from the filter.
- Completed and submitted monthly electronic annual report for the Regional Board
- The facility received a total of 15 septic dumps from Roto Rooter & Wyckoff's totaling 20,100 gallons and generating \$3,618 in revenue for the facility.
- New tractor arrived and is already in use in the sludge drying process.
- #2 Influent pump returned from Flygt and was installed. #3 Influent pump clogged again and had to be pulled and debris removed from impeller. This is a common occurrence when there isn't pre-screening prior to pumping to the headworks. Staff is looking into options of purchasing our own portable hoist and crane system to eliminate the cost of hiring a boom truck each time this occurs.
- Staff gave tour of the plant to the local Home School group. In all, 34 people attended.
- Staff prepared for switch over to irrigation discharge on May 16th. Since flows are still up and we are limited to what we can send to irrigation we talked strategy regarding pump times and balancing the flow rates between influent and irrigation. Josh Downs from Portland Engineering was in and we discussed adding computer tags to allow the influent pumps to shut down when the effluent basin reached a user defined level. Once the pumps shut down all raw flow would be diverted to the EQ basin on the front end and brought back through the automatic flow valve at a later time when needed. This would eliminate the need to pump treated effluent back to the EQ basin and treat it again.
- CPO was contacted by SEMS, the maker of our plant management software, to assist in designing new module for uploading monthly electronic reports directly from the program. They wanted to use the CPO for consulting and getting input with the new module and how it would integrate with the system that the state has already in place. In return the City would receive the new module at no cost.
- Plant DATA updated on SEMS software
- CPO set up file sharing options for City Manager
- CPO attended CWEA board meeting in Eureka
- Monthly eSMR was submitted
- Staff performed routine process tests in our lab.
- Operator Coppini cleaned up effluent site to make room for more sludge storage and handling.
- Sierra Chemical picked up chlorine and sulfur dioxide for return.
- Prepared monthly sample containers

- Filled out POs for monthly invoices
- Monthly samples picked up by NCL
- Operator Coppini performed several dewatering events. 2.4 tons of sludge was dewatered and disposed of in April.
- Operator Coppini performed general maintenance around the facility
- Operator Coppini filed online SSO report.
- Sent additional process samples to the lab for calibration of meters.
- CPO organized and archived 2011 files that needed to be retained and stored.
- Operator Coppini performed the normal in-house weekly and monthly testing and scheduled lab work to be done.
- Influent flows through the facility totaled 30.2 MG for the month of April. Averages were 1.001 MGD. The plant received a high flow of 1.5 MG on the 4th and a low flow of .444 MG on the 30th.
- Effluent flows totaled 35.7 MG for the month of April. Averages were 1.171 MGD. The plant discharged a high flow of 2.4 MG on the 1st and a low flow of .477 MG on the 30th.
- We had a peak influent storm flow of 2.006 MG on the 4th.

PUBLIC WORKS:

CITY PROPERTY

- Firemen's Park
 - Routine Maintenance, i.e. Mowing Park and Baseball Field.
 - Routine daily walk through to pick-up garbage.
 - Cover bolt ends on the park equipment and back stop.
 - Ordered a new drinking fountain cartridge. These cartridges break when the weather is cold.
 - Vandalism at the Snack Shack. Somebody tried to pry the door open and broke the door knob and ruined the weather stripping. – Replaced the door knob and installed new weather stripping.
- Park Restrooms
 - Routinely cleaned every day of the week including weekends.
 - Rebuilt the handrail. The old handrail was kicked in and broken.
 - Primed and painted new bathroom rail.
 - Installed the bathroom rail.
 - Replacing and painting new trim boards.
- Russ Park
 - Routine maintenance: Pulling out trash from trash & recycle bins as needed.
 - Picked-up loose garbage from Russ Park.
- Town Hall
 - Routine mowing and weedeating
 - Pull out trash daily
- Library
 - Routine mowing and weed eating
- City Parking Lot
 - Picked up garbage – Routinely as least once a week unless otherwise warranted.
 - Removed a fallen willow tree and hauled away.
- 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.
 - Showing CC to potential renters as needed
 - Repaired two holes in the sheet rock. Repainted the sheetrock.
 - Preparing for the new fridge for CC Center.
 - Removed the old refrigerator from the kitchen and installed a new refrigerator.
- Police Department
 - Routine mowing and weed eating
- Scout Hall - Routine mowing and weedeating
 - Bank slip out. Barricaded off rear entrance to the hall due to dangerous conditions for the public.
- Roadsides - Routine mowing and weed eating

Storm Drains

- Removed debris from all the drains and grates around town. –

STREETS AND SIDEWALKS

- 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. – When needed.
- Removing piles.
- Installed a 2” drain under the bridge at Main and Van Ness at the west side. Asphalted in drain inlet.
- Roadside mowing on Ford Tractor 6610. 6 hours.
- Laid out new asphalt on the Wildcat before the bike race TUC.
- Ongoing removal of debris from city streets.
- Mowed streets with the Ford Tractor 6610. 6hours.
- PW started cleaning out drainage ditch on Washington and Grant Ave.
- Mowed the alley at the Gingerbread Mansion.
- Cleaning ditches on Nichols Way, Grant and Washington.
- Clean Ocean Ave next to the hill of loose gravel, grass and dirt.
- Mowed Eugene St alley.
- Mowing out of town.
- Mowing bottom of Wildcat.

VEHICLE / EQUIPMENT MAINTENANCE

- Routine monthly maintenance and weekly maintenance on frequently used equipment.

MISCELLANEOUS

- Routine paperwork.
- Dealing with daily work orders as residents call.
- Viewed Safety videos.
- Went to Bay West to pick up supplies.

POLICE DEPARTMENT:

- Officer Lee Haldorson has been proceeding through his Field Training Program on the weekends.
- The telephone for the police department lobby has been installed. We are awaiting Frontier to activate the line. We hope to have signage and a self-help center up and running by the second week of June.
- Chief Smith attended Kiwanis meetings/functions.
- Chief Smith attended the monthly LECAH meeting.
- Chief Smith attended the monthly Community Corrections Partnership Executive Committee.
- Chief Smith is completing a pre-employment background investigation on a seasonal police officer candidate.
- Officers provided traffic control for a Kinetics event on May 13.
- The police department will be hosting DMV training for the regional area on June 29th at Town Hall.

Police Statistics – April 2012

| SERIOUS CRIMES | Number | Cleared |
|--------------------|--------|---------|
| Homicide | 0 | |
| Rape | 0 | |
| Robbery | 0 | |
| Larceny | 2 | |
| Assault | 0 | |
| Burglary | 1 | |
| Vehicle Theft | 0 | |
| | | |
| TOTAL | 3 | |
| SECONDARY CRIMES | 1 | |
| Calls for Service | 36 | |
| Reports Written | 10 | |
| | | |
| Traffic Citations | 15 | |
| Other Citations | 0 | |
| Parking Citations | 2 | |
| Warnings | 32 | |
| ARRESTS | 2 | |
| AGENCY ASSISTS | 12 | |
| TRAFFIC COLLISIONS | 1 | |

Section 13b: Commissions, Committees and Other

City of Ferndale, Humboldt County, California USA

Minutes for Planning Commission Meeting of May 16, 2012

Chair Jorgen Von Frausing Borch called the study session at 6:36PM. Present were Commissioners Lino Mogni, Dan Brown and Trevor Harper along with staff Deputy City Clerk Brianna Smith and City Planner George Williamson. Commissioner Uffe Christiansen was absent. City Planner George Williamson gave an update on the General Plan. He explained that at the May 3, 2012 Council meeting the City Council agreed with the Planning Commission's recommendation to update the Safety Element. City Planner Williamson went over the scope of work, including:

- Introduction
- Definitions
- Setting and Context
- Geologic & Seismic Hazards
- Flooding & Drainage Hazards
- Fire Hazards
- Acceptable Risk
- Emergency Preparedness; and
- Goals, Policies and Implementation Programs

Call to Order: Chair Jorgen Von Frausing-Borch called the Planning Commission meeting to order at 7:06pm. Commissioners Dan Brown, Trevor Harper, Lino Mogni as well as staff Deputy City Clerk Brianna Smith, City Planner George Williamson and City Engineer Praj White were present. Uffe Christiansen was absent. Those in attendance pledged allegiance to the flag. MOTION: (Brown/Harper). The April 18, 2012 minutes were unanimously approved.

No Public Comment.

General Plan Update: There was a study session held regarding the Safety Element prior to the regular scheduled meeting. MOTION: (Von Frausing Borch/Brown) Take the Safety Element Scope to the City Council for their approval. Unanimous.

Update on the Pedestrian Improvement Project: City Engineer Praj White gave the Planning Commission and update on the Pedestrian Improvement Project.

The next regular meeting will be June 20, 2012. The meeting was adjourned at 7:55pm.

Respectfully submitted,
Brianna Smith, Deputy City Clerk

City of Ferndale, Humboldt County, California USA
Special Design Review Minutes for the 05/03/12 8:30am meeting

Chairman Dan Brown opened the meeting at 8:44 a.m. Committee Members Lino Mogni and Michael Sweeney were present, along with staff City Manager Jay Parrish and Deputy City Clerk Brianna Smith. Applicant Jas Barbe was also present. Committee members Dane Cowan and Michael Bailey were absent.

400 Berding Street-Gingerbread Mansion: MOTION: (Mogni/Sweeney). Approve application as presented. Unanimous.

The meeting adjourned at 9:00am. The next meeting regular meeting will be May 24, 2012.

Respectfully submitted:

Brianna Smith
Deputy City Clerk

City of Ferndale, Humboldt County, California USA
Special Design Review Minutes for the 05/10/12 8:30am meeting

Vice Chairman Dane Cowan opened the meeting at 8:30 a.m. Committee Members Michael Sweeney Lino Mogni, along with staff Deputy City Clerk Brianna Smith were present. Dan Brown and Michael Bailey were absent.

400 Ocean-Victorian Inn: MOTION: (Sweeney/Mogni). Reject application due to the fact that it does not comply with the Sign Ordinance size requirements.

The meeting adjourned at 8:54am. The next meeting regular meeting will be May 24, 2012

Respectfully submitted:

Brianna Smith
Deputy City Clerk

**City of Ferndale, Humboldt County,
California, USA**

Minutes of the Russ Park Committee

DATE: Wednesday, January 25, 2012
TIME: 7:00PM
LOCATION: Ferndale City Council Chambers
834 Main Street
Ferndale, CA. 95536 (707) 786-4224

Members present: Doug Olsen, Emily Silver and Jim Stretch. Andrei Hedstrom is absent and there is (1) vacancy.

Agenda Topics:

1. **Approval of August 24, 2011 minutes.** The minutes were approved as submitted.
2. **Report on improvements and activities in park since last meeting.** It was reported that a number of trees that had fallen across the trails and had been removed. A relatively dry but windy winter so far! Metal map posts were dug-in at the (4) entrances to park and are ready to receive new maps.
3. **Update on issues related to Eugene St. access to park, including proposed new agreement with Silva Ranch, and appointment of new committee representative on the issue.** The City Attorney's first draft of an agreement between the City and Gerald Silva relating to the Eugene St. entrance to the park was discussed. The committee felt that it was lacking several key provisions that the committee had previously submitted to the City Attorney.

Specifically,

- a. Any provision in the agreement could be lost if Mr. Silva revokes it. Does that mean that the 1957 Superior Court judgment won by the City could be diminished in some way by his unilateral action?
- b. Items 2 & 4 in the draft could be combined to provide that the access may be used, with reasonable notice, for parking of private vehicles at the log deck for maintenance purposed. Reasonable notice may be given by telephone to Mr. Silva or his answering machine no less than 24 hours prior to an event. No notice is required for city vehicles to park on the access.
- c. Add a 6th item to the agreement to reflect that, since Mr. Silva changed the public's access in a detrimental way, that he is required to make the initial improvement for access from the Eugene St extension to the park gate to define and smooth the trail for hikers and maintenance vehicles. The City would pick up the maintenance thereafter.

- d. Add a 7th item concerning the log deck under recent use thru which the public now must navigate to find the trail. The agreement should make it clear that there must be no hindrance or blocking of the public's or City's access to the park with logs or equipment.
- e. Add item #8 to require that Mr. Silva must confer with the City at least 30 days prior to commencement date of any change or modification that affects the City or public's access to the park. Furthermore, the City and Mr. Silva must agree in writing as to any change or modification to the access prior to commencing any modification or change.

A discussion as to a new committee representative for the Eugene St access issues was postponed until the next meeting in hopes that all members could be present.

4. **Report on Russ Park expenditures and fund balance.** Information was not available from City Finance—carried forward.
5. **Report on updated trail and kiosk maps for Russ Park.** Emily continues to work on this topic and has not yet found a local vendor to produce the (12) updated metal trail maps placed at the entrances and trail intersections. The committee viewed a digitized copy of the Eifert map on a laptop computer. A number of tweaks were suggested concerning print size, the location of trail names on the map and what looked like missing pieces on the original map when it was digitized. The work continues.
6. **Report on park sign project.** This topic was carried forward to the next meeting.
7. **Acquisition of (2) picnic tables for park (\$750).** Contact had been made with Fire Captain Renner at the CDF Camp at High Rock for construction and installation of picnic tables in the spring of 2012. The committee approved placing the order with CDF, not to exceed \$750.
8. **Opportunity for report from City Manager/City Council on Russ Park topics.**
None
9. **Opportunity for community to comment on Russ Park topics not on agenda.**
None
10. **Set next meeting at City Hall, 7:00PM, February 22, 2012.** The February meeting was set.
11. **Adjournment.** The meeting was adjourned at 8:00PM.

**Russ Park Committee
City of Ferndale, Humboldt County,
California, USA**

Minutes of the Russ Park Committee

DATE: Wednesday, April 25, 2012
TIME: 7:00PM
LOCATION: Ferndale City Council Chambers
834 Main Street
Ferndale, CA. 95536 (707) 786-4224

Members Present: Doug Olsen, Emily Silver and Jim Stretch. Andrei Hedstrom is absent and there is (1) vacancy on the committee.

Agenda Topics

1. **Approval of January 25, 2012 minutes.** The minutes were approved as submitted.
2. **Report on improvements and activities in park since last meeting.** Maintenance activities in the park for the period of January through April 25, 2012 were reviewed and briefly discussed. Also, progress on the Russ Park Work Plan for 2011-2012 was discussed. Both reports were received and filed.
3. **Update on issues related to Eugene St. access to park, including proposed agreement with Silva Ranch and a Committee representative on the issue.** Jim reported that he had a recent conversation with City Manager Jay Parrish on the topic. There hasn't been much movement due to a change in City Attorney personnel after the initial draft was circulated. However, there is interest in getting the parties back together to see if an agreement can be reached. The committee appointed Emily Silver and Doug Olsen as new committee representatives to work with the City Manager on the issue.
4. **Report on Russ Park fund expenditures and account balance.** The memo in the packet was corrected to reflect that the balance in the Russ Park account as of 3-30-12 was \$6,314.49.
5. **Reimbursement to Jim R. Stretch for \$71.31 of expense related to Russ Park.** The committee approved the reimbursement as requested. Jim will submit the claim to the City Manager for processing.
6. **Report on updated trail and kiosk maps for Russ Park.** Emily reported that

she has had no luck finding a local vender to produce the large kiosk maps the way we wanted. Furthermore, there isn't anyone local that can make replacements of the etched metal maps found on the metal posts, located at every park entrance and trail intersection. The maps at BLM's Elk River Trail are apparently similar to what we are looking for. She will contact BLM for that company's information. Samples and prices from that contact are anticipated for the May agenda.

7. **Report on park sign project.** This item was continued.
8. **Acquisition of (2) picnic tables for park (\$750).** The committee approved this expenditure at the 1-25-12 meeting. Jim reported that he has confirmed the order with CDF Fire Captain Renner for spring delivery and installation.
8. **Status on filling committee vacancy—John Vernon email.** The committee discussed that there could be (2) vacancies on the committee and that John Vernon and Martin Tubb had both expressed an interest to serve. That interest will be firmed up by committee members for an action item on the May agenda.
9. **Proposal for park to become a collection site for the California Project, USA National Phenology project.** Jim explained that he had attended a California Phenology Project (CPP) workshop at the USFS office in Arcata and thought that the City's participation might be a good fit for Russ Park since it has most of the plant species they want to track. Basically, phenology is the study of seasonal biological events such as flowers, insect emergence, and animal migration and focuses on how their status is interrelated with and responds to climate change. The project requires observation and systematic data collection and reporting. The committee wants to participate in the project. Jim will contact CCP and attempt to get a representative to a City Council meeting to present the topic and answer questions.
10. **Opportunity for report from City Manager/City Council on Russ Park topics.** Jim reported that he had a conversation with the City Manager on 4-25-12 about moving forward on the Eugene Street park access matter.
11. **Park Opportunity for community to comment on Russ Park topics not on agenda.** None
12. **Set next meeting at City Hall, May 23, 2012, 7:00PM.** The meeting was set.
13. **Adjournment.** The meeting was adjourned at 8:15PM.

City of Ferndale, Humboldt County, California USA
Sign Ordinance Committee Minutes for the 5/17/12 2:30 pm meeting

Acting Chairperson Michael Sweeney opened the meeting at 3:32 pm. Committee members Trevor Harper, Phil Ostler and Karen Pingitore were present. Committee member Michael Bailey was absent (on vacation).

No modifications to agenda

April 18, 2012 Minutes: MOTION: Approve minutes as presented. (Harper/Sweeney). All in favor.

No public comment.

BUSINESS

A. Review, Add and Revise the following: 10004.1 Sign Standards, Maintenance and Design Control

The Committee reviewed edits completed by Chairman Bailey following discussions at the April 18, 2012 meeting. Additional discussion focused on draft sub-section 1004.1.1 Design and Construction, specifically language related to sign size and what size would trigger the need for sign design by an engineer or professional designer. Draft language stated: "In any case, signs (including mounting structure) larger than thirty-two (32) square feet and/or 50 lbs. or more will require plans signed by an engineer..." Trevor Harper reminded the Committee that under current ordinance and practice all signs are reviewed by Arnie Kemp, the City's building inspector, during the permitting process. The Committee decided to strike the above language related to size requiring engineer design from this section. The remaining language would clarify this matter: "The permitting process and the installation will be inspected by the City building inspector prior to final approval by the Planning Commission."

Subsection 1004.1.5 Copy Design and Typeface Guidelines language states: These principles are provided in a separate brochure provided by the Ferndale Design Review Committee. Michael Sweeney disclosed that the Handbook for Building & Business Owners in the Historic District (assuming this is the brochure referred to above) does not include any principles related to Copy Design and Typeface. The Committee decided to strike the above language related to "...principles provided in a separate brochure..."

Subsection 1004.1.6 Lighting includes the following draft language: "No sign should be lighted before sunset or after sunrise." The Committee felt that this restriction was not practical and decided to strike the language from this section.

Trevor Harper noted that during the most recent Planning Commission meeting Commission members did not support the allowance for "sandwich board" signs in the City. Historically, many sandwich boards were provided by the producers of the movie Majestic to support

businesses during filming. Long after the movie was finished some businesses continued to use sandwich boards for advertising. Commission members expressed concern about these types of signs blocking the sidewalk and creating a hazard for pedestrians. Karen Pingatore expressed her belief that sandwich boards were important signs for some businesses (museum, flower shop, surrey bicycles) and added additional aesthetic features to the "streetscape." Phil Osler believed that sandwich board signs were valuable in conveying a commercial message. None of the current existing "sandwich board" signs have ever been vetted through the permitting process. Karen Pingatore stated that the signs should "look like a sign" (rather than a hand written message on a blackboard or poster board) and be approved via the permitting process including Design Review. There should also be a requirement that the signs are removed at the end of the business day. She also added that when going through the permit process, the size of a sandwich board sign should not be included as part of the signage allowed for the building occupied by the same business.

B. Review Committee Inputs on Section 1004.2 Miscellaneous Business Signs

The Committee continued the discussion from the April meeting addressing 1004.2.Miscellaneous Business Signs and draft language proposed by Michael Bailey. In review of sub-section 1004.2.1 Directional (On & Off-Site) Signs, draft language stated: Directional signs may not exceed six (6) square feet in area and forty six (46) inches in height. Trevor Harper stated that current dimensions for directional signs contained in the Ferndale Sign Ordinance section 7.23.1 b) (v) adequately regulated signs related to business. Accordingly, the Committee reduced the "not to exceed to three (3) square feet in area" and struck the remainder of the sentence from the text as shown below:

Directional signs may not exceed ~~six (6)~~ three (3) square feet in area. ~~and forty six (46) inches in height.~~

Under subsection 1004.2.1 3. The Committee added the following language in parentheses after the sub-heading Off-site temporary direction signs (e.g., sandwich board or sidewalk signs). Additional language was added here to limit the size at six (6) square feet and 46 inches in height. The last sentence of this sub-section was edited to place a period at the end of annually and strike through the remainder of the sentences as presented below:

An application for these signs must be submitted annually. ~~or if any changes are made to the sign copy. Copy change signs are not allowed for this application.~~

As the above signs may include copy related to menus or special messages (e.g, Mother's Day Special, etc.) the Committee felt that sign copy should be allowed to change as the circumstances related to the message change throughout the year. However, the physical design of such signs should be submitted and approved through the permitting and Design Review processes on an annual basis.

Under sub-section 1004.2.2 Multifaced, Double Faced & V-Type signs, the draft language was edited as follows:

One (1) multifaced sign shall be permitted. Such signs shall ~~not~~ be located at a safe setback from vehicular traffic ~~closer than three (3) to the vertical plane of the right-of-way.~~

For sub-section 1004.2.3 Exterior and Interior signs, the Committee felt that existing sign ordinance language was preferable and substituted the draft language in this section with the following from Section 7.23.3.a. (i - iv):

- a. In any C-1, C-2 or M-L zone, appurtenant to any permitted use, the maximum aggregate area of all signs shall not exceed the following:
 - i. On a building with forty (40) feet or less frontage on a public way, sign(s) shall not exceed 0.25 square feet for each foot of frontage. In the case of a building with frontage on more than one public way, each frontage is considered separately.
 - ii. On a building with frontage greater than forty (40) feet, sign(s) shall not exceed 0.25 square feet for each foot of frontage, to a maximum of twenty (20) square feet. In the case of a building with frontage on more than one public way, each frontage is considered separately.
 - iii. A business with a location within the interior of a structure served by an interior mall or other means of ingress and egress shall be limited to one (1) sign at each building entry identifying the building name and a directory that may contain the names of all businesses within the building. Individual businesses within the building shall be limited to one (1) overhanging sign not to exceed three (3) square feet or one (1) flat sign not to exceed six (6) square feet.
 - iv. Signs found to be of historic significance by the City Council on the recommendation of the Planning Commission may be exempt from the above requirements.

In discussing sub-section 1004.2.4 Freestanding Sign, the Committee considered that signs of this nature (as described under this sub-section) appear not to be appropriate for the Historic District or elsewhere in the City largely due to the allowed size which suggest a sign similar in scale to a billboard. Subsequently, this language was stricken from the section.

Discussion of sub-section 1004.2.5 Ground Sign did not lead to any editorial changes. Such signs are few in Ferndale including Nilsen's, the Mortuary, Redwood Suites, the churches, and the NotoCo sign.

Discussion of 1004.2.6 Monument Signs concluded that such signs are out of character with the City of Ferndale.. Phil Osler stated that monument signs represent a significant piece of construction. Karen Pingatore suggested that a monument sign would be appropriate if Nilsen's broke itself into a mall with several separate stores requiring multiple signs typically included in a monument type sign. Subsequently, this language was stricken from the section.

Committee discussion concluded with three subsections remaining for review:

- 1004.2.7 Wall or Fascia
- 1004.2.8 Wall Murals and Graphic Designs, and
- 1004.2.9 Window and Door

The next regular meeting will be June 21, 2012 at 2:30 pm. The meeting was adjourned at 5:00 pm.

Respectfully submitted by:

Michael Sweeney

Section 13c: Council Reports and Comments

II.

Minutes Meeting of the Board of Directors April 23, 2012

- I. **Call to Order and Flag Salute**
Chair Mike Wilson called the meeting to order at 6:30 p.m.
Present: Dendra Dengler, Richard Dorn, Julie Fulkerson, Nancy Koke, Mike Losey, Ken Mierzwa, Mike Newman, John Rogers, Frank Scolari, Alex Stillman, Mike Wilson
Absent: Tyler Holmes, Bud Leonard, Mark Lovelace, Bruce Rupp, Sherman Schapiro, Bill Wennerholm
Staff Present: Don Ehnebuske, Virginia Fisher, Bonnie Smoller
Guests Present: Emily Jacobs Humboldt County Public Works, Aviation Division
- II. **Approval of Agenda and Minutes**
M/SP: Losey/Stillman to approve the April 23 agenda and minutes of the March 26, 2012 board meeting. Motion passed unanimously.
- III. **Financial Reports: M/S/P: Dorn/Rogers to accept the financial reports of March 31, 2012.**
Motion passed unanimously.
- IV. **Reports – no action required**
 - A. **Loan Portfolio Report. March 31, 2012:** information only.
 - B. **Executive Director Report:** the report was given in writing.
 - C. **Executive Committee minutes of April 12, 2012:** information only.
- V. **Public Input – for non-agenda items:** none
- VI. **Old Business**
 - A. **Adoption of Budget for Fiscal Year 2012-2013: Fulkerson/Dorn to adopt budget for fiscal year 2012-2013 as presented.** Motion passed unanimously.
 - B. **Update on the Humboldt County Comprehensive Economic Development Strategy**
Process: 19 Citizen Action Teams worked on various economic development projects and prepared recommendations for the Comprehensive Economic Development Strategy (CEDs). On April 20, the teams reported to the community at a meeting held at Redwood Acres. The next step will be to refine proposals from the community and forward them to the Industry Leader Council. The Board of Supervisors will ultimately approve the CEDs.
- VII. **New Business**
 - A. **Appointment of RREDC Secretary: M/S/P: Newman/Losey: moved to appoint Don Ehnebuske as secretary to the RREDC Board of Directors.** Motion passed unanimously.
 - B. **Consider Process for Setting RREDC Priority Activities:** Executive director, Don Ehnebuske, provided a list of projects he has been involved with during his first month as E.D. As the number of projects can outnumber the time available for them, he asked for direction from the board for prioritization, whether a formal planning process or informal feedback.

A prioritizing process was done when the previous executive director was hired.

Staff was directed to bring a proposal to the next board meeting for the purpose of establishing goals for the next year.

C. **Discussion of May 2012 Meeting Schedule:** The Memorial Day holiday falls on the regular board meeting day. The group was asked if they wanted to cancel the May meeting or move it to another day. **M/S/P: Newman/Dorn: to reschedule May board meeting to May 21, 2012.** Motion passed unanimously.
The RREDC conference room is unavailable May 21. **The meeting will be held at College of the Redwoods, Foster Parent/Kinship Care Office, 333 6th Street, Suite C, Eureka.**

D. **Authorization for Staff to Pursue Funding Opportunities for Airline Recruitment:** The proposed agreement with American Airlines did not take place, but the County and other parties are moving forward with plans to find and secure funding that will eventually increase air service in Humboldt County.

Joseph Pickering of Mead & Hunt informed RREDC of a Dept. of Transportation (DOT) grant that will be posted soon. Mr. Pickering offered to do the preparation for the DOT grant for half his usual fee. The fee amount would be split evenly between RREDC and the County of Humboldt, Aviation Division. If awarded, the grant could be used as a portion of a Minimum Revenue Guarantee (MRG) for future air service proposals.

There is a conference call on Wed., April 25 with Joseph Pickering to discuss the grant. RREDC staff, airport officials and Headwaters Fund staff will participate.

M/S/P: Losey/Stillman to authorize staff to go forward with Dept. of Transportation grant for airline recruitment. Motion passed unanimously.

A contingent from Humboldt County will attend the Jumpstart Air Service Development Program on June 4-7 in Sacramento. It was suggested that plans for a MRG be developed, separate from the DOT grant, in order to be prepared before meeting with airlines.

M/S/P: Stillman/Mierzwa: to authorize staff to make plans/process for the Minimum Revenue Guarantee (MRG) with a budget, and bring back to the board at the next meeting. Motion passed unanimously.

VIII. Member Reports

Reporting were City of Eureka, Redwood Community Colleges District and Humboldt Bay Harbor District

XII. Agenda Requests for May 21, 2012 meeting: Proposal for RREDC Goals and Activities,

XIII. Adjourn

The meeting adjourned at 7:59 p.m.

Respectfully submitted:

Bonnie Smoller, recorder

Mike Wilson, Chair

**Humboldt/Del Norte
Hazardous Materials Response Authority
Special Meeting Minutes
Monday, May 7, 2012**

1. Roll Call:

Via Speaker phone: Mr. Dale Watson, Del Norte County; Chief Steve Wakefield, Crescent City

Present: Mr. Jay Parrish Chairperson, City of Ferndale; Mr. Mark Wheatley, City of Arcata; Ms. Susan Ornelas, City of Arcata; Ms. Melinda J. Ciarabellini, City of Eureka; Mr. Glenn Bernald, City of Blue Lake; Chief Mary McQuillen, Yurok Tribe, Mr. Tim Sanderson, Yurok Tribe

Guests: Captain Ed Laidlaw, Eureka Fire Department; Mr. Dan Larkin, Humboldt County Office of Emergency Services; Ms Maje Hoyos, Humboldt County Division of Environmental Health; Mr. Jose Gonzalez, Humboldt County Division of Environmental Health.

2. Convening of the Meeting:

Meeting was called to order at 4:38 p.m. by Mr. Jay Parrish.

3. Public Comments:

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

4. Old Business:

- A. Mr. Jay Parrish called for approval of the July 11, 2011 minutes. The motion to approve the minutes was presented by Ms. Susan Ornelas and was seconded by Ms. Melinda Ciarabellini; the motion was carried by those members present.
- B. California Department of Justice, Humboldt County Drug Task Force, and Humboldt/ Del Norte Hazardous Materials Response Authority emergency response to Metham-phetamine Labs. Mr. Larry Lancaster was not able to attend, will be addressed at the next regular meeting.

5. New Business:

- A. Captain Ed Laidlaw reported on the Proposed 2012/2013 Budget for the Humboldt/Del Norte Hazardous Materials Response Authority as being identical to the Budget for 2011/2012 with no increases or reductions at this time. Current Year 2011-2012 Budget is currently under budget. Captain Laidlaw presented for approval to the Board a request to purchase a new known/unknown Hazardous Category Chemical Identification System to replace the currently

used Identification System that is 10 years old and is out of date. The motion to approve Proposed 2012/2013 Budget was presented by Ms. Susan Ornelas and was seconded by Mr. Glenn Bernald; the motion was carried by those members present.

- B. Mr. Jay Parrish extended a warm welcome to Public Safety Chief Mary McQuillen and to Mr. Tim Sanderson of the Yurok Tribe our newest Board Member and Alternate Board Member respectively. Chief Mary McQuillen introduced herself and Mr. Tim Sanderson Emergency Services Coordinator for the Yurok Tribe.
- C. Discussion regarding appointment of Legal Counsel for the Humboldt/ Del Norte will be addressed at the next Regular meeting of the Humboldt/Del Norte Hazardous Materials Response Authority.
- D. Captain Ed Laidlaw presented to the Board the 2011 Annual Response and Training Report. Five Level I responses during the 2011 Calendar Year, none require a full response form the Hazardous Material Response Team. Monthly training and training to allied agencies was conducted throughout the year, one member of the Hazardous Materials Response Team was sent to California Specialized Training Institute (CSTI) technician training.

6. Adjournment:

Mr. Jay Parrish called adjournment at 5:00 pm. A Regular Meeting of the Humboldt / Del Norte Hazardous Materials Response Authority meeting is scheduled at the Eureka Fire Department Conference Room on Monday, July 9, 2011 at 4:30 pm.



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS

611 I Street, Suite B

Eureka, CA 95501

<http://www.hcaog.net>

HCAOG BOARD

DRAFT MEETING RECORD

Regular Meeting
March 15, 2012, 4:00 p.m.
Room 207 Eureka City Hall
531 K Street, Eureka

Present:

Mayor Jeff Farley, Chair
 Councilmember Susan Ornelas, Vice-Chair
 Mayor Frank Jäger
 Mayor Doug Strehl
 Mayor Julie Woodall
 Supervisor Virginia Bass
 Councilmember Michele McCall-Wallace
 Councilmember Mike Morgan (Alternate)

City of Ferndale
 City of City of Arcata
 City of Eureka
 City of Fortuna
 City of Rio Dell
 County of Humboldt
 City of Blue Lake
 City of Trinidad

Policy Advisory Committee Members:

Supervisor Mark Lovelace
Rex Jackman

Staff:

Marcella Clem
Debbie Egger
Debra Dees
Siana Watts

1. Call to Order

Chair Farley called the meeting to order at 4:00 p.m.

Pursuant to Government Code Section 5494.2(b) the HCAOG Board may take action on items of business not appearing on the posted agenda under the condition that there is a need to take immediate action and that the need for action came to the attention of the

local agency subsequent to the agenda being posted. A two-thirds vote of the members is required, or if less than two-thirds of the members are present, a unanimous vote is required.

There were two items not on the posted agenda that required action.

a) Request from Congressman Mike Thompson for a Prioritized List of Critical Infrastructure Improvements in the Region.

b) HCAOG Resolution (12-05) Authorizing the Submittal and Execution of Grant Applications and Agreements, Certifications and Assurances and other Documents as may be Necessary for the Purpose of Obtaining Financial Assistance Provided by the State of California Emergency Management Agency (Cal EMA).

Motion was made (Bass/Strehl) to add items to the agenda regular calendar (PAC).
Motion passed unanimously.

2. Public Participation- The following participants provided public comment.
Bob Higgons, Humboldt Association of Realtors
David Elsebusch, McKinleyville resident

3. Adjournment of the HCAOG Board; Convening of the Policy Advisory Committee (PAC)
4:10 p.m.

4. Approval of the Meeting Record (February 23, 2012)
Motion was made (Jäger/Strehl) to approve the February 23, 2012 meeting record as presented.
Motion carried unanimously.
Abstention: Bass

5. Consent Calendar (PAC)
Motion was made (Ornelas/Jäger) to approve the consent calendar.
Motion carried unanimously.

a) Transportation Development Act (TDA) Funds Allocation (Resolution 12-04)
City of Blue Lake FY 11-12 TDA claim (\$5,739).

6. Items Removed from Consent Calendar
There were no items removed from the Consent Calendar

7. Regular Calendar (PAC)
a) imagine humboldt! Blueprint Planning Update
Project Manager Kathy Moxon provided an update on the Blueprint Planning project, and information on the utilization of Geographic Information Systems (GIS) map layering.
Public Participation on item 7.a- The following participants provided public comment.
Charles Ciancio, Cutten
Jacque Hostler, Trinidad Rancheria

b) FY 2011-12 Overall Work Program (OWP) Amendment #2

Motion was made (Bass/McCall-Wallace) to approve the FY 11-12 OWP Amendment #2.
Motion carried unanimously.

c) California Transportation Commission (CTC) 2012 State Transportation Improvement Plan (STIP) Recommendations

The PAC reviewed the CTC's 2012 STIP recommendations programming local highway improvement projects.

There were two items not on the posted agenda that required action.

a) Request from Congressman Mike Thompson for a Prioritized List of Critical Infrastructure Improvements in the Region.

Motion was made (McCall-Wallace/Ornelas) to direct staff to present the prioritized list of eleven STIP projects to the CTC.

1. US 101 Corridor Rail-with-Trail and Inundation Protection Project
2. Eureka-Arcata Corridor Improvement Project Phase II
3. Flood Control Redwood Creek Levee Rehabilitation & Esutary Restoration
4. Blue Lake/Fieldbrook Waterline Mad River Crossing Replacement
5. City of Eureka-California Coastal Trail
6. Ranney Collector 1 Lateral Replacement
7. People Powered Pathways (HP#)
8. Airport Safety Infrastructure Maintenance & Enhancement
9. Techite Water Pipeline Replacement
10. Berding Street-Road and Pedestrian Improvements
11. Klamath Basin Economic Restoration Act of 2011

Motion carried unanimously.

b) HCAOG Resolution (12-05) Authorizing the Submittal and Execution of Grant Applications and Agreements, Certifications and Assurances and Other Documents as may be Necessary for the Purpose of Obtaining Financial Assistance Provided by the State of California Emergency Management Agency (Cal EMA).

Motion was made (Jäger/Lovelace) to approve Resolution 12-05.
Motion carried unanimously.

8. PAC Member Reports

There were no PAC member reports.

9. Reconvening of the HCAOG Board: Action on PAC Items – 5:15 p.m.

Motion was made (Bass/McCall-Wallace) to ratify the actions taken by the Policy Advisory Committee.

Motion carried unanimously.

10. Personnel and Administration

There were no personnel or administrative items for staff to report.

11. Informational Item

Caltrans provided electronic copies of the February 2012 Eureka-Arcata Federal Coastal Consistency request made to the California Coastal Commission.

12. Adjournment

The meeting adjourned at 5:22 p.m.

Respectfully submitted by,
Siana Watts, Executive Assistant

Individuals requiring special accommodations, accessible seating, or documentation in alternative formats are requested to contact the HCAOG office at 444-8208 prior to the meeting.



Redwood Coast Energy Authority

517 5th Street

Eureka, CA 95501

Phone: (707) 269-1700 Toll-Free (800) 931-RCEA Fax: (707) 269-1777

E-mail: info@redwoodenergy.org Web: www.redwoodenergy.org

MEETING MINUTES

**Redwood Coast Energy Resource Center
517 5th Street, Eureka, CA 95501**

**March 19, 2011
Monday, 3:15 p.m.**

Redwood Coast Energy Authority will accommodate those with special needs. Arrangements for people with disabilities who attend RCEA meetings can be made in advance by contacting Cheryl Clayton at 269-1700 by noon the day of the meeting.

I. ROLL CALL

Present: Jay Parrish, Sue Long, Lana Manzanita, Jack Thompson, Sheri Woo, Linda Atkins, Ryan Sundberg, Alex Stillman

Absent: Tom Davies

Staff: Matthew Marshall, Kristopher Buihner, Cheryl Clayton

Guests: None

II. REPORTS FROM MEMBER ENTITIES

Director Manzanita reported that 19 people graduated from training that will allow them to volunteer with the local Fire Department.

Director Sundberg reported that the Trinidad Rancheria Master Land Use Plan has some notable sustainability features, including a rain catchment system, permeable parking lots, and state-of-the-art wastewater systems.

Director Atkins reported that the Fisherman's Terminal in Eureka received gold-level LEED certification.

Director Parrish reported that construction of the City of Ferndale's wastewater plant has been completed, with a grand opening scheduled for April 17th.

Director Woo reported that the Humboldt Bay Municipal Water District has received a grant to study in-stream flow options for the water in the Mad River.

Director Thompson reported that a contract has been signed to begin construction of the City of Rio Dell's wastewater treatment facility.

Director Stillman reported that the City of Arcata has yet to finalize new appointments for the RCEA board for 2012.

III. ORAL COMMUNICATIONS

None

IV. CONSENT CALENDAR

A. Approve Minutes of January 23, 2011 Board Meeting

B. Approve attached Warrants

M/S/C: Atkins, Thompson: approve the consent calendar items.

V. REMOVED FROM CONSENT CALENDAR ITEMS

None

VI. OLD BUSINESS

A. RCEA financial report

Executive Director Marshall provided a financial report; the board discussed and agreed that acceptance of financial reports can be added to the consent calendar at future meetings.

Executive Director Marshall provided details on Umpqua Bank's line of credit offer.

M/S/C: Thompson, Woo: Accept offer from Umpqua Bank for a \$75,000 line of credit, secured by accounts receivable and equipment, and authorize Executive Director Matthew Marshall to sign loan documents, with final documents provided to the board for review.

B. Regional Electric Vehicle Readiness Planning Grant

Executive Director Marshall reported on the final CEC approval of the contract with RCEA for the regional plug-in vehicle planning project, which includes implementation funding for co-applicants GHD Inc and the HSU Schatz Energy Research Center.

M/S/C: Thompson, Atkins: Approve grant agreement ARV-11-006 with the California Energy Commission (CEC) for \$199,949 for regional electric vehicle readiness planning.

Executive Director Marshall reported that, due to receiving the final CEC contract Terms and Conditions the day the board agenda packet was finalized, the two subcontracting entities have not had time to fully review the entire set of subcontract documents. Consequently, approval should be contingent upon review and approval by RCEA's legal counsel of any substantive changes proposed by either subcontractor. Director Thompson stated that he supports additional wording to the indemnification section proposed by GHD, and suggested this addition might be incorporated into RCEA's standard contract template; Executive Director Marshall will have legal counsel provide an opinion on permanently including this addition into RCEA's contract template.

M/S/C: Thompson, Stillman: Approve subcontract to CEC grant agreement ARV-11-006 with the Schatz Energy Research Center for \$87,058 for regional electric

RCEA March 19, 2011 Meeting Minutes
Page 3

vehicle readiness planning project implementation support, with any substantive changes to the contract language approved by RCEA legal counsel.

M/S/C: Long, Manzanita: Approve subcontract to CEC grant agreement ARV-11-006 with GHD Inc (formerly Winzler & Kelley) for \$72,022 for regional electric vehicle readiness planning project implementation support, with any substantive changes to the contract language approved by RCEA legal counsel.

VII. NEW BUSINESS

A. Establish RCEA Board subcommittees

1. Staffing and compensation review subcommittee

Barbara Hecathorn, Linda Atkins, and Jack Thompson were appointed to the staffing and compensation review subcommittee.

2. Draft Comprehensive Action Plan for Energy review subcommittee

Lana Manzanita, Alex Stillman, and Sheri Woo were appointed to the CAPE review subcommittee. Any changes to the draft CAPE proposed by the committee or members of the public will be brought to the full board at a regular meeting for review and final adoption.

VIII. STAFF REPORT

A. Executive Director Marshall provided a staff report on the following items:

- RCEA successfully completed its contract with Ecology Action to provide local implementation-support for the state-wide Energy Upgrade CA program.
- Remaining Redwood Coast Energy Watch incentive funds for the 2010-2012 program cycle are almost fully committed or reserved for pending projects; initial draft program guidelines for the 2012-2014 program cycle are expected to be issued by the CA Public Utilities Commission in the near future.
- Staff is researching information on recent state and federal developments regarding funding and support for hydrogen transportation technology and infrastructure to help inform an RCEA resolution on the topic.
- The Non-profit Energy Efficiency Project surpassed \$100,000 from the McLean Foundation and PG&E Corporation Foundations in project funding provided to non-profits through the program, and RCEA hosted a celebration with the funders commemorating this milestone.

IX. ADJOURNMENT

The meeting was adjourned at 4:08PM

***The next regular RCEA Board of Directors Business Meeting
will be held at 3:15PM on Monday, April 16, 2012.***

Section 14 ADJOURNMENT