

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

Location:	City Hall	Date:	September 6, 2012
	834 Main Street	Time:	7 pm
	Ferndale CA 95536	Posted: 8/30/12	

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.) None
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. August 2, 2012 Page 17
 - ii. August 23, 2012 Page 18
9. CALL ITEM
10. PRESENTATION / Community Forum

11. BUSINESS	
a. Interview and selection of Council Member to fill out Niels Lorenzen’s term until November 4, 2014`	Page 20
b. Suddenlink-Change in Ownership.....	Page 25
c. Request for a Green Parking Zone in Front of the Red Front Store.....	Page 31
d. Resolution 2012-25 Approving the submittal of a Functional Classification Change for Local Streets and Roads to the State of California, Department of Transportation.....	Page 34
e. Second Reading and possible Adoption of Ordinance 2012-03 An ordinance amending Purchasing Ordinance 07-04, Section 6.01.....	Page 40
12. CORRESPONDENCE	Page 44
13. REPORTS	
a. City Manager Staff Report and Community Events	Page 48
b. Commissions / Committees and others	
i. Planning Commission.....	Page 62
ii. Design Review	Page 64
iii. Sign Committee.....	Page 67
iv. Library Board.....	Page 70
c. Council Reports and Comment	
i. RREDC Minutes	Page 72
ii. HMRA Minutes.....	Page 74
iii. RCEA Minutes	Page 76
iv. HCAOG Minutes	Page 79
v. HWMA Abstract.....	None
14. ADJOURN	Page 81

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, October 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 07/21/12 To 08/20/12

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		
45192	07/24/12		ACHUM	ACCESS HUMBOLDT		180.00
10165055				Contractual services	180.00	
Total for ACCESS HUMBOLDT						180.00
45193	07/24/12		AFLAC	AFLAC - REMIT. PROCESSING SERV. Monthly		184.34
10012260				Health insurance payable	184.34	
45235	08/01/12		AFLAC	AFLAC - REMIT. PROCESSING SERV. Monthly		184.34
10012260				Health insurance payable	184.34	
45270	08/07/12		AFLAC	AFLAC - REMIT. PROCESSING SERV. Monthly		184.34
10012260				Health insurance payable	184.34	
Total for AFLAC - REMIT. PROCESSING SERV.						553.02
45236	08/01/12		ARNKE	ARNOLD C. KEMP Monthly		190.60
10435052				Building regulation/inspectio	190.60	
Total for ARNOLD C. KEMP						190.60
45271	08/07/12		BAKTA	BAKER & TAYLOR Library		396.67
10615024				Books	396.67	
Total for BAKER & TAYLOR						396.67
45194	07/24/12		BAYWE	BAY WEST SUPPLY, INC. Monthly		647.28
10175024				Supplies - public restroom	119.05	
10625020				Building and ground maint.	266.22	
10635020				Buildings and grounds maintenance	262.01	
45272	08/07/12		BAYWE	BAY WEST SUPPLY, INC. Monthly		210.81
10175024				Supplies - public restroom	210.81	
Total for BAY WEST SUPPLY, INC.						858.09
45249	08/01/12		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
45195	07/24/12		CALST	CALIFORNIA STATE DISBURSEMENT UNIT Employee Paid		408.91
10012250				Garnishments payable	408.91	
45273	08/07/12		CALST	CALIFORNIA STATE DISBURSEMENT UNIT		408.91
10012250				Garnishments payable	408.91	
Total for CALIFORNIA STATE DISBURSEMENT UNI						817.82

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Acct No.	Type	Override Description	Amount	Amount	
45196	07/24/12	CIG	CIG	Vehicle Insurance	3,520.00
	10215014		Vehicle expense	2,668.50	
	24315014		Vehicle expense	442.50	
	30515014		Vehicle expense	409.00	
Total for CIG					3,520.00
45197	07/24/12	CITEU	CITY OF EUREKA	JPA Contribution	541.00
	10315055		Contractual services	541.00	
Total for CITY OF EUREKA					541.00
45198	07/24/12	CITFO	CITY OF FORTUNA	Monthly	1,415.00
	10215035		Dispatch service	1,415.00	
45238	08/01/12	CITFO	CITY OF FORTUNA	Monthly	1,016.66
	10215035		Dispatch service	1,016.66	
Total for CITY OF FORTUNA					2,431.66
45199	07/24/12	COMAS	COMPUTER ASSISTANCE	Monthly	40.00
	10125012		Office expense	40.00	
Total for COMPUTER ASSISTANCE					40.00
45200	07/24/12	COUMA	COUNTY OF MARIN /CAL-SLA \ COUNTY OF MARIN - FUND 8		300.00
	25315600		Recycling grant expenditures	300.00	
Total for COUNTY OF MARIN - FUND 80705					300.00
45201	07/24/12	DVLNO	DAVE LENARDO	Sewer Dept.	375.00
	30515055		Contractual services	375.00	
45274	08/07/12	DVLNO	DAVE LENARDO		310.00
	30515055		Contractual services	310.00	
Total for DAVE LENARDO					685.00
45202	07/24/12	DELOR	DEL ORO WATER CO., FDLE. DIST.		420.88
	10155031		Water	30.70	
	10175031		Water - public restroom	85.15	
	10215029		Water	32.33	
	10615033		Water	29.53	
	10625033		Water	70.95	
	10635031		Water	81.72	
	24315033		Water	32.59	
	30515032		Utilities - electric - plant	57.91	
Total for DEL ORO WATER CO., FDLE. DIST.					420.88
45203	07/24/12	DOCST	DOCUSTATION	Monthly	250.22
	10165078		Copy machine expense	250.22	
Total for DOCUSTATION					250.22
45204	07/24/12	DONRE	DON'S RENT-ALL INC.	Sewer Dept	194.40
	30515099		Miscellaneous	194.40	
Total for DON'S RENT-ALL INC.					194.40

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45205	07/24/12		EELRI	EEL RIVER DISPOSAL	Monthly	1,154.65
10155030				Trash service		30.00
30515030				Garbage/sludge	Sewer Dept.	1,124.65
Total for EEL RIVER DISPOSAL						1,154.65
100	07/24/12	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT	Payroll Taxes	814.85
10012302				State P/R Tax Deposits		814.85
100	08/07/12	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		833.88
10012302				State P/R Tax Deposits		833.88
100	08/20/12	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		823.17
10012302				State P/R Tax Deposits		823.17
45234	07/30/12		EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		476.95
10012302				State P/R Tax Deposits		476.95
Total for EMPLOYMENT DEVELOPMENT DEPART						2,948.85
45206	07/24/12		FERTR	FERNBRIDGE TRACTOR & EQUIP. CO.		827.16
30515014				Vehicle expense	Sewer Dept	827.16
Total for FERNBRIDGE TRACTOR & EQUIP. CO.						827.16
45275	08/07/12		FORMO	FORTUNA MOTORS	Police Dept	1,153.06
10215014				Vehicle expense		1,153.06
Total for FORTUNA MOTORS						1,153.06
45207	07/24/12		FRONT	FRONTIER		903.40
10155034				Telephone		173.47
10215034				Telephone		225.52
10615034				Telephone	Monthly	112.31
24315034				Telephone		50.03
30515034				Telephone		342.07
Total for FRONTIER						903.40
45208	07/24/12		GECAP	GE CAPITAL	Monthly	220.83
10165078				Copy machine expense		220.83
Total for GE CAPITAL						220.83
45209	07/24/12		HACCO	HACH COMPANY	Sewer Dept.	288.59
30515157				Effluent testing		288.59
Total for HACH COMPANY						288.59
45276	08/07/12		HAJCO	Hajoca Corp.	Sewer Dept.	124.77
30515122				Sewer line maintenance		124.77
Total for Hajoca Corp.						124.77
45210	07/24/12		HEATH	HEATH BOHACIK	Reimbursement	350.00
10215026.1				Uniform allowance		350.00
Total for HEATH BOHACIK						350.00
45211	07/24/12		HUMEH	HUM CO DEPT OF ENVIRONMENTAL HEALTH		610.00
24315024				Special department	Yearly	305.00
30515024				Special department supply		305.00

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Total for HUM CO DEPT OF ENVIRONMENTAL HE						610.00
45277	08/07/12		HUMSH	HUMBOLDT CO SHERIFF DEPT		35.70
	10215086			Booking fees Police Dept	35.70	
Total for HUMBOLDT CO SHERIFF DEPT						35.70
45212	07/24/12		HUMTE	HUMBOLDT TERMITE & PEST		114.00
	10215020			Building and grounds maint. Police Dept.	49.00	
	10635020			Buildings and grounds maintenance	65.00	
45278	08/07/12		HUMTE	HUMBOLDT TERMITE & PEST	Community Center	65.00
	10635020			Buildings and grounds maintenance	65.00	
Total for HUMBOLDT TERMITE & PEST						179.00
45213	07/24/12		INTRE	INTERNAL REVENUE SERVICE	Payroll Taxes	699.71
	10012301			Federal P/R Tax Deposits	699.71	
Total for INTERNAL REVENUE SERVICE						699.71
45239	08/01/12		JASHY	JASON HYNES	Reimbursement	29.25
	10215026			Uniform expense	29.25	
Total for JASON HYNES						29.25
45240	08/01/12		JAYPA	JAY PARRISH	Monthly	400.00
	10165096			Car Allowance	400.00	
Total for JAY PARRISH						400.00
45214	07/24/12		LMREN	L & M RENNER, INC.		1,983.75
	10215016			Fuel	1,051.39	
	24315016			Vehicle Fuel Monthly	694.31	
	30515016			Vehicle gas	238.05	
Total for L & M RENNER, INC.						1,983.75
45215	07/24/12		MANHD	MANHARD CONSULTING LTD	Monthly	13,206.38
	10425052			General engineering	5,427.50	
	10425053			Developer engineering	495.00	
	26315052			Engineering	4,070.00	
	30515095			Capital outlay	622.63	
	48515055			Engineering design and management	2,591.25	
45241	08/01/12		MANHD	MANHARD CONSULTING LTD	Monthly	6,559.00
	10425052			General engineering	3,300.00	
	10425053			Developer engineering	375.00	
	26315052			Engineering	2,034.00	
	29315052			not used	850.00	
Total for MANHARD CONSULTING LTD						19,765.38
45216	07/24/12		MARCL	MARK A CLEMENTI, Ph.D.	Police Dept	585.00
	10215098			Background expense	585.00	
Total for MARK A CLEMENTI, Ph.D.						585.00
45242	08/01/12		MIRRE	MIRANDA'S RESCUE	Monthly	450.00
	10225096			Animal control	450.00	

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Acct No.	Type			Override Description	Amount	Amount
Total for MIRANDA'S RESCUE						450.00
45217	07/24/12		MISSN	MISSION UNIFORM & LINEN	Community Center	26.08
	10635020			Buildings & grounds maintenance - Commu		26.08
45243	08/01/12		MISSN	MISSION UNIFORM & LINEN		26.08
	10635020			Buildings & grounds maintenance - Commu		26.08
Total for MISSION UNIFORM & LINEN						52.16
45279	08/07/12		MBDVZ	MITCHELL, BRISSO, DELANEY & VRIEZE		1,624.00
	10145052			Professional services	Monthly	1,624.00
Total for MITCHELL, BRISSO, DELANEY & VRIEZE						1,624.00
45280	08/07/12		NANKA	NANCY KAYTIS-SLOCUM	Petty Cash	42.13
	10115012			Office expense - Council		15.00
	10125012			Office expense		12.85
	10155020			Building and ground maint.		11.78
	10415012			Office expenses		2.50
Total for NANCY KAYTIS-SLOCUM						42.13
45218	07/24/12		NILCO	NILSEN COMPANY		328.95
	10155020			Building and ground maint.		35.81
	10625020			Building and ground maint.	Monthly	29.87
	24315020			Building & ground maintenance		17.36
	24315021			Street maintenance		65.12
	30515121			Sewer plant maintenance		180.79
Total for NILSEN COMPANY						328.95
45219	07/24/12		NORCO	NORTH COAST LABORATORIES LTD.	Sewer Dept	35.00
	30515157			Effluent testing		35.00
45281	08/07/12		NORCO	NORTH COAST LABORATORIES LTD.		160.00
	30515157			Effluent testing		160.00
Total for NORTH COAST LABORATORIES LTD.						195.00
100	07/24/12	EFT	NORVA	NORTH VALLEY BANK	Payroll Taxes	5,061.53
	10012301			Federal P/R Tax Deposits		5,061.53
100	08/07/12	EFT	NORVA	NORTH VALLEY BANK		5,258.17
	10012301			Federal P/R Tax Deposits		5,258.17
100	08/20/12	EFT	NORVA	NORTH VALLEY BANK		5,187.58
	10012301			Federal P/R Tax Deposits		5,187.58
45244	08/01/12		NORVL	NORTH VALLEY BANK (1) \ NORTH VALLEY BANK	Loan Payment	1,948.36
	26315194			Interest-Six Rivers loan		1,948.36
Total for NORTH VALLEY BANK						17,455.64

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45220	07/24/12	PACGA	PACIFIC GAS & ELECTRIC			6,873.34
	10155032		Utilities electric		152.13	
	10175032		Electric - public restroom		21.90	
	10215032		Utilities electric		133.62	
	10615032		Utilities		148.23	
	10625032		Utilities - electric	Monthly	29.03	
	10635032		Utilities		304.80	
	22315058		Street lighting		1,198.35	
	24315032		Utilities		202.89	
	30515032		Utilities - electric - plant		4,682.39	
Total for PACIFIC GAS & ELECTRIC						6,873.34
45221	07/24/12	PAUDI	PAUL DIAZ	Reimbursement		350.00
	10215026.1		Uniform allowance		350.00	
Total for PAUL DIAZ						350.00
45282	08/07/12	PIEBU	PIERSON BUILDING CENTER			60.59
	30515121		Sewer plant maintenance	Sewer Dept.	60.59	
Total for PIERSON BUILDING CENTER						60.59
45222	07/24/12	PLANW	PLANWEST PARTNERS, INC.	General Plan		3,195.75
	10415052		General planning services	Staff Coordination	3,195.75	
				Design Manual Research		
Total for PLANWEST PARTNERS, INC.						3,195.75
45232	07/24/12	POREN	PORTLAND ENGINEERING			6,749.00
	30515055		Contractual services	Sewer Dept.	6,749.00	
Total for PORTLAND ENGINEERING						6,749.00
45245	08/01/12	POSTM	POSTMASTER			225.00
	10125012		Office expense	Postage	225.00	
Total for POSTMASTER						225.00
45223	07/24/12	RSLIV	R & S LIVESTOCK SUPPLY			26.80
	30515121		Sewer plant maintenance	Sewer Dept.	26.80	
Total for R & S LIVESTOCK SUPPLY						26.80
45246	08/01/12	RDJSP	RDJ SPECIALTIES, INC.			247.43
	10215024		Special department supply	Police Dept.	247.43	
Total for RDJ SPECIALTIES, INC.						247.43
45224	07/24/12	REDES	REDWOOD ELECTRICAL SERVICES			200.00
	30515121		Sewer plant maintenance	Sewer Dept.	200.00	
Total for REDWOOD ELECTRICAL SERVICES						200.00
45247	08/01/12	ROBSM	ROBIN SMITH			153.47
	10245052		Professional services	Monthly	153.47	
Total for ROBIN SMITH						153.47

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45283	08/07/12		SEQGA	SEQUOIA GAS COMPANY	Monthly		566.06
	10155033			Utilities gas		170.10	
	10615031			Gas		127.99	
	10635033			Gas		267.97	
Total for SEQUOIA GAS COMPANY							566.06
45225	07/24/12		STAPL	STAPLES OFFICE STORE	Monthly		409.20
	10125012			Office expense		375.84	
	10155020			Building and ground maint.		33.36	
Total for STAPLES OFFICE STORE							409.20
45226	07/24/12		STABO	STATE WATER RESOURCES CONTROL BO (3) \ STATE WATE			170.00
	30515044			Meetings and dues	Sewer Dept	170.00	
Total for STATE WATER RESOURCES CONTROL BO							170.00
45284	08/07/12		THOGZ	THOMAS W. GONZALEZ, SR	Community Center		370.00
	10635020			Buildings and grounds maintenance		370.00	
Total for THOMAS W. GONZALEZ, SR							370.00
45227	07/24/12		USABL	USABBLUEBOOK	Sewer Dept		148.64
	30515157			Effluent testing		148.64	
Total for USABBLUEBOOK							148.64
45228	07/24/12		VALGR	VALLEY GROCERY	Police Dept		76.99
	10215024			Special department supply		76.99	
45285	08/07/12		VALGR	VALLEY GROCERY			9.18
	10215024			Special department supply		9.18	
Total for VALLEY GROCERY							86.17
45229	07/24/12		VALLU	VALLEY LUMBER	Monthly		174.73
	10625020			Building and ground maint.		142.57	
	24315020			Building & ground maintenance		32.16	
45248	08/01/12		VALLU	VALLEY LUMBER	Monthly		750.00
	20625020			Blding/Grd Mnt.		750.00	
Total for VALLEY LUMBER							924.73
45286	08/07/12		VERZN	VERIZON			246.52
	10155034			Telephone		29.34	
	10215034			Telephone	Monthly	117.37	
	24315034			Telephone		11.79	
	30515034			Telephone		88.02	
Total for VERIZON							246.52
45230	07/24/12		WILSA	WILDWOOD SAW			70.00
	30515121			Sewer plant maintenance	Sewer Dept	70.00	
Total for WILDWOOD SAW							70.00
45231	07/24/12		WYCKO	WYCKOFF'S	Monthly		61.74
	10155020			Building and ground maint.		61.74	
Total for WYCKOFF'S							61.74

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Total for the 79 checks	<u>85,107.82</u>	<u>85,107.82</u>
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City of Ferndale

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

Printed Regular Checks

General Checking - Distribution Detail - From 07/21/12 To 08/20/12

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	596.59
10012301	Federal P/R Tax Deposits	16,206.99
10012302	State P/R Tax Deposits	2,948.85
10105007	Medical insurance	8.88
10115012	Office expense - Council	15.00
10125007	Medical insurance	24.12
10125012	Office expense	653.69
10145052	Professional services	1,624.00
10155020	Building and ground maint.	142.69
10155030	Trash service	30.00
10155031	Water	30.70
10155032	Utilities electric	152.13
10155033	Utilities gas	170.10
10155034	Telephone	202.81
10165055	Contractual services	180.00
10165078	Copy machine expense	471.05
10165096	Car Allowance	400.00
10175024	Supplies - public restroom	329.86
10175031	Water - public restroom	85.15
10175032	Electric - public restroom	21.90
10215007	Medical insurance	48.24
10215014	Vehicle expense	3,821.56
10215016	Fuel	1,051.39
10215020	Building and grounds maint.	49.00
10215024	Special department supply	333.60
10215026	Uniform expense	29.25
10215026.1	Uniform allowance	700.00
10215029	Water	32.33
10215032	Utilities electric	133.62
10215034	Telephone	342.89
10215035	Dispatch service	2,431.66
10215086	Booking fees	35.70

City of Ferndale

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

Printed Regular Checks

General Checking - Distribution Detail - From 07/21/12 To 08/20/12

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

10215098	Background expense	585.00
10225096	Animal control	450.00
10245052	Professional services	153.47
10315007	Medical insurance	2.47
10315055	Contractual services	541.00
10415012	Office expenses	2.50
10415052	General planning services	3,195.75
10425052	General engineering	8,727.50
10425053	Developer engineering	870.00
10435052	Building regulation/inspectio	190.60
10615024	Books	396.67
10615031	Gas	127.99
10615032	Utilities	148.23
10615033	Water	29.53
10615034	Telephone	112.31
10625020	Building and ground maint.	438.66
10625032	Utilities - electric	29.03
10625033	Water	70.95
10635007	Medical insurance	1.21
10635020	Buildings and grounds maintenance	814.17
10635031	Water	81.72
10635032	Utilities	304.80
10635033	Gas	267.97
20625020	Blding/Grd Mnt.	750.00
22315007	Medical insurance	1.57
22315058	Street lighting	1,198.35
24315007	Medical insurance	2.47
24315014	Vehicle expense	442.50
24315016	Vehicle Fuel	694.31
24315020	Building & ground maintenance	49.52
24315021	Street maintenance	65.12
24315024	Special department	305.00
24315032	Utilities	202.89
24315033	Water	32.59
24315034	Telephone	61.82
25315007	Medical insurance	3.65

City of Ferndale

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

Printed Regular Checks

General Checking - Distribution Detail - From 07/21/12 To 08/20/12

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

25315600	Recycling grant expenditures	300.00
26315007	Medical insurance	2.17
26315052	Engineering	6,104.00
26315194	Interest-Six Rivers loan	1,948.36
29315052	not used	850.00
30515007	Medical insurance	48.69
30515014	Vehicle expense	1,236.16
30515016	Vehicle gas	238.05
30515024	Special department supply	305.00
30515030	Garbage/sludge	1,124.65
30515032	Utilities - electric - plant	4,740.30
30515034	Telephone	430.09
30515044	Meetings and dues	170.00
30515055	Contractual services	7,434.00
30515095	Capital outlay	622.63
30515099	Miscellaneous	194.40
30515121	Sewer plant maintenance	538.18
30515122	Sewer line maintenance	124.77
30515157	Effluent testing	632.23
48515055	Engineering design and management	2,591.25
		85,107.82

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

Printed PayCheck Checks

General Checking - Date Range: From 07/21/12 To 08/20/12 - Check #: All - Dept: All
Sort Code: All - EmpID: All - Emp Name: All - By Check Number

Check #	Date	Emp. #	Employee Name	Amount
45176	07/24/12	1,215	DEBERA H. AUSTRUS	1,668.65
45177	07/24/12	2,190	HEATH A. BOHACIK	719.90
45178	07/24/12	6,115	MARY ELLEN BOYNTON	85.02
45179	07/24/12	5,220	STEVE L. COPPINI	1,231.35
45180	07/24/12	5,221	DOUGLAS E. CULBERT	1,994.37
45181	07/24/12	2,178	PAUL A. DIAZ JR.	1,010.78
45182	07/24/12	2,185	LINDSEY D. FRANK	902.85
45183	07/24/12	2,179	JASON R. HYNES	1,019.88
45184	07/24/12	1,214	NANCY S. KAYTIS-SLOCUM	1,287.26
45185	07/24/12	5,235	TIMOTHY W. MIRANDA	961.88
45186	07/24/12	1,012	JAY D. PARRISH	2,684.87
45187	07/24/12	6,142	DIANNA L. RICHARDSON	85.02
45188	07/24/12	2,200	BRET A. SMITH	1,417.82
45189	07/24/12	1,216	BRIANNA A. SMITH	629.38
45190	07/24/12	2,186	ADAM D. STRICKER	249.24
45191	07/24/12	5,280	DANIEL V. SUTTON	1,049.91
45233	07/24/12	5,222	IAN E. IVEY	499.01
45250	08/01/12	1,510	MARIA A. ROSA	218.57
45253	08/07/12	6,115	MARY ELLEN BOYNTON	66.13
45254	08/07/12	5,220	STEVE L. COPPINI	1,510.53
45255	08/07/12	5,221	DOUGLAS E. CULBERT	1,994.36
45256	08/07/12	2,178	PAUL A. DIAZ JR.	1,019.39
45257	08/07/12	2,185	LINDSEY D. FRANK	902.85
45258	08/07/12	2,179	JASON R. HYNES	1,011.36
45259	08/07/12	5,222	IAN E. IVEY	467.37
45260	08/07/12	1,214	NANCY S. KAYTIS-SLOCUM	1,360.07
45261	08/07/12	5,235	TIMOTHY W. MIRANDA	961.88
45262	08/07/12	1,012	JAY D. PARRISH	2,552.75
45263	08/07/12	6,142	DIANNA L. RICHARDSON	103.92
45264	08/07/12	2,200	BRET A. SMITH	1,417.83
45265	08/07/12	1,216	BRIANNA A. SMITH	629.38
45266	08/07/12	2,186	ADAM D. STRICKER	249.25
45267	08/07/12	5,280	DANIEL V. SUTTON	1,049.92
45268	08/07/12	1,215	DEBERA H. AUSTRUS	1,668.65
45269	08/07/12	2,190	HEATH A. BOHACIK	719.90
Total				35,401.30

City of Ferndale, Humboldt County, California USA

City Council Minutes for August 2, 2012

Mayor Jeffrey Farley called the Regular City Council Meeting to order at 7:01p.m. Present were Councilmen Ken Mierzwa and Stuart Titus, along with staff City Manager Jay Parrish, City Clerk Nancy Kaytis-Slocum, City Engineer Praj White, and City Police Chief Bret Smith. We had a moment of silence for Councilman Niels Lorenzen who passed away recently. Those present pledged allegiance to the flag. The City Clerk called roll call. John Maxwell was absent. Modifications to the agenda: The Airline Presentation will be presented at the September meeting.

Ceremonial: The City Clerk swore in Officer Adam Stricker, and Chief Bret Smith pinned his badge on. The City Clerk read "A Proclamation of the City Council of the City of Ferndale Honoring Humboldt County Supervisor Jimmy Smith" and the Mayor presented it to him. Councilmen Titus and Mierzwa added their thanks to Mayor Farley's. Supervisor Jimmy Smith thanked the council and talked about some of the projects we'd seen completed. City Manager Jay Parrish presented Jimmy Smith with a Jack Mays drawing from the Council and staff.

Consent Calendar: MOTION: (Mierzwa/Titus) Accept Accounts Payable and Approve the minutes from July 5, 2012 meeting. Unanimous.

City Manager Jay Parrish presented Ordinance 2012-03 An ordinance amending Purchasing Ordinance 07-04, Section 6.01. MOTION: (Titus/Mierzwa) Approve the First Reading of Ordinance 2012-03 An ordinance amending Purchasing Ordinance 07-04, Section 6.01.1(d) by title only, and assign it to the September City Council meeting for a Second Reading and possible adoption. Unanimous.

Russ Park Committee Appointment. MOTION: (Titus/Mierzwa) Appoint City Resident John Vernon to fill one of the two vacancies on the Russ Park Committee, effective immediately. Unanimous.

City Manager Staff Report: Jay Parrish reported that there are new owners of Suddenlink, our cable provider. Sue Buske will be representing the cities and the county in the franchise negotiations at a cost of \$5000 to the City. He also reported that there have been some problems at the Community Center with rentals, and that he is working to modify the rental procedure to alleviate the problems.

Council Comments: Stuart Titus reminded everyone that the County Fair is coming up. Mayor Jeffrey Farley announced that he would not be seeking re-election.

The meeting adjourned at 7:28PM. The next regular Council Meeting is scheduled for September 6, 2012 at 7PM.

Respectfully submitted,
Nancy Kaytis-Slocum
City Clerk

City of Ferndale, Humboldt County, California USA
City Council Minutes for August 23, 2012

Mayor Jeffrey Farley called the Special City Council Meeting to order at 7:00 p.m. Present were Councilmen Ken Mierzwa, and Stuart Titus along with staff City Manager Jay Parrish, City Attorney Russ Gans, and Deputy City Clerk Brianna Smith. Those present pledged allegiance to the flag. The Deputy City Clerk called roll call. Councilmen John Maxwell was absent.

Fresnel Lens: City Manager Jay Parrish and City Attorney Russ Gans gave an update on the Fresnel Lens. City Manager Parrish explained to the Council that the Coast Guard is going let the City have the Fresnel Lens for four more years, in which time the City will try to come up with the funds to put it back together again. The Coast Guard will be paying for the disassembly and crating. The City will be responsible for the reassembly and storage costs. The climate control equipment for the lens will be around \$5300. The Fresnel lens will be reassembled in the Ferndale museum. City Attorney Russ Gans explained that Congressman Thompson's office is in full support of any kind of grant money that the City may seek. The Shining Light Foundation in collaboration with the City, The Chamber of Commerce, The Enterprise, The Fairgrounds and the Museum all played a role in the City being successful in negotiation of this MOU. A Council member had a question regarding the Fresnel lens and asked if the Coast Guard recognized the historical component that would be lost if the Fresnel lens left Ferndale. City Manager Parrish explained that it was not recognized as historically significant by the Coast Guard. Another question brought up by a Council member was a question as to if the City could meet the requirements in Section 11; creating an Interim Storage Facility for the Fresnel lens by September 9th, 2012. The City was certain that we would be able to reach this goal. The City will be responsible for taking a reading of humidity and temperature of the Lens every day and that it will be sent to the Coast Guard on a yearly basis. City Attorney Russ Gans explained that the Coast Guard has not yet signed the MOU, but that the City has been assured that they will. MOTION: (Titus/Mierzwa). Approve Resolution 2012-27, Authorizing entry of a Memorandum of Understanding (MOU) with the United States Coast Guard for relocation of the Fresnel lens to the Ferndale Museum. Unanimous.

The meeting was adjourned at 6:21PM. The next Regular City Council Meeting will be on September 6, 2012.

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

Section 11

BUSINESS

Meeting Date:	September 6, 2012	Agenda Item Number	11a
Agenda Item Title:	Interview and selection of Council Member		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Interview, select and appoint a City Councilmember to complete Niels Lorenzen's term until November 4, 2014		

RECOMMENDATION:

Interview, select and appoint a City Councilmember to complete Niels Lorenzen's term until November 4, 2014.

BACKGROUND

Councilman Niels Lorenzen passed away on July 29, 2012. The vacancy was advertised after the meeting on August 2, 2012, with a closing date of August 29, 2012.

Applicants are to be interviewed at today's City Council meeting using pre-determined questions. The same questions will be asked of all candidates. There will be no public speakers in support of or in opposition to any applicant.

Written ballot votes are to be submitted by each Councilmember to the City Clerk. The City Clerk will read aloud and identify each Councilmember and their vote.

A majority vote of remaining Councilmembers is required to fill the position.

FINANCIAL IMPACT

None

To
A ug. 11 2012
City of Ferndale

RECEIVED
AUG 13 2012

BY:.....

My name is Lino Mogni. I have been a resident of Ferndale for 75 years.

I am submitting my name to be considered to fill the vacancy left on the City Council by Niels Lorenzen.



I am presently serving on the Planning Commission and the Design Review.

I have been a Dairy Farmer, also operated Lino's Richfield Service Station for 40 years. I was Ferndale Fire chief for 10 years and served as President of the Humboldt Fire Chiefs Asst. I served 28 years in the Ferndale Fire Department.

I am a charter member of the Ferndale Rotary.

On July 4,1997 I started the rebuilding and repairs on the Ivanhoe with my son and daughter in law, Dave and Barbara Mogni.I was head chef there for 10 years.

Scan CC packet
Corres
City Council

Ferndale is my city and my home. I know my city well and work only
In her best interest.

Lino Mogni

980 Arlington Ave,

Ferndale Calif.

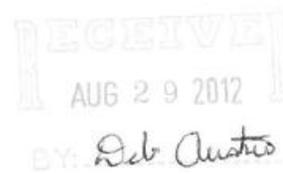
95536

A handwritten signature in cursive script that reads "Lino Mogni".

Phone 707-786-4164 Cell 707-496-6274

August 29, 2012

City Council
City of Ferndale
Ferndale, CA 95536



Dear Council Members,

The purpose of this letter is to express my interest in being appointed to fill the remaining 2 years of the City Council position recently vacated by the untimely passing of Councilman Nils Lorenzen.

As a member of the Design Review Committee for the past 2 years, I have enjoyed working with fellow committee members to improve the design review process, better inform building and business owners of the requirements affecting properties in the Design Review Combining Zone, and review a number of permits for a variety of building improvement projects. For about a year I have also served as a member of the Sign Ordinance Update Committee.

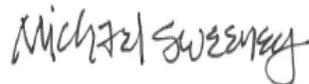
I know a number of fellow Ferndale residents who have served or are currently serving on the City Council. Often this service comes after a period of time on the Design Review Committee and/or the Planning Commission which become steps to serving on the City Council. In my mind, the unexpected vacancy on the City Council qualifies as "opportunity knocking" and overrides the traditional steps taken by many to City Council membership.

Currently I am what you might call semi-retired. I continue to teach distance learning-based courses on ecotourism through the Office of Extended Education at HSU. On occasion I work with the Local Government Commission, a non-profit organization out of Sacramento that provides technical assistance to local government entities. The ecotourism courses largely focus on sustainable practices related to tourism development with an emphasis on educating the tourist on matters pertaining to the conservation of nature. As a member of a LGC project team recently completed projects include a *Conceptual Plan to Improve Orick's Sense of Place as a Gateway to the Redwood Parks* (2012); and, a *Comprehensive Community-based Plan for the Cher-Ae Heights Indian Community of the Trinidad Rancheria* (2011). In 2010, I was a member of a project team responsible for preparing the documentation required by the Local Agency Formation Commission to form a Community Services District for the Town of Scotia to operate the community's water and wastewater facilities; and an Environmental Impact Report for Humboldt County Planning Division to subdivide the Town of Scotia for eventual sale of individual residential and commercial lots while preserving the historic character of one of the last "company towns" in the state.

These kinds of projects give me a broad background in the various aspects of community development policy and planning. My reasons for expressing interest in the vacant council position include 1) a continuing desire to serve the community I have lived in for 23 years, 2) an opportunity to apply my knowledge and expertise in addressing the issues confronting Ferndale including but not limited to updating the City's General Plan and addressing stormwater drainage issues in concert with the Salt River Restoration Project, and, (3) learning more about the rapidly evolving policy options available to small communities in the 21st century.

With this letter in mind, I hope you consider me as qualified and capable to serve as a member of the City Council over the next 2 years and continue to accomplish together the tasks necessary to move Ferndale forward.

Respectfully submitted,

A handwritten signature in black ink that reads "Michael Sweeney". The signature is written in a cursive, slightly slanted style.

Michael Sweeney
P.O. Box 809
504 Schley Avenue
Ferndale, CA 95536

(707)786-9269

Meeting Date:	September 6, 2012	Agenda Item Number	11b
Agenda Item Title:	Suddenlink Change of Ownership		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:			

RECOMMEDATION:

Approve the following supplemental budget;

Revenue:

1001411 Miscellaneous Revenue \$5,000.00

Expenditure:

10165055 Professional Services \$5,000.00

BACKGROUND:

The City of Ferndale holds a franchise Agreement with Suddenlink Communications (Suddenlink). Suddenlink has recently informed us that the equity investors' of its parent company, Cebridge Acquisition, have entered into a Purchase and Sale Agreement with Nespresso Acquisition.

While the transaction will simply substitute existing equity investors with the new investors, it is our responsibility to: make sure the transition goes smoothly; review any compliance issues; and approve the change of control.

We have been told that there will be no change locally, and that our community will continue to be served by Suddenlink.

Suddenlink has sent Ferndale, and the other local franchise holders: the County of Humboldt, the City's of Eureka, Arcata, Fortuna, Rio Dell, Trinidad and Blue Lake, each a \$5,000 check to assist with the cost(s) associated with the changeover. Since all entities have existing contracts with Access Humboldt to manage our Franchise Agreements, it makes sense to pool our resources and hire AH and the Buske Consulting group to assist us with this project.

FISCAL IMPACT:

There is no financial impact to the General Fund. It is proposed that the \$5,000.00 check from Suddenlink, be used to hire Access Humboldt and the Buske Group to perform the audit, handle the sales transaction and franchise approval process on the City of Ferndale's behalf.

Attachments:

- 1. July 24, 2012 Buske Group Proposal**



July 24, 2012

Sean McLaughlin
Executive Director
Access Humboldt
1915 J Street
Eureka, CA 95501

Dear Sean:

The Buske Group is pleased to have the opportunity assist Access Humboldt, acting on behalf of Humboldt County and the Cities of Arcata, Blue Lake, Eureka, Fortuna, Ferndale, and Rio Dell. During our recent telephone conversation, you requested a scope of work and budget for the work that was discussed regarding the recently announced change of control/transfer of ownership of the Suddenlink cable system, which serves the County and Cities.

Background:

Over the past ten years, we have had the opportunity to work with Access Humboldt, Humboldt County and the Cities on a number of occasions. The Buske Group assisted the County and Cities in the franchise renewal process with Cox, which was completed in 2006. That process involved revising the Cities/County Code, and negotiating a renewed franchise with Cox that was subsequently transferred to Suddenlink. During that renewal process, we assisted the County and Cities in creating Access Humboldt and assisted in the process of hiring the Executive Director. In 2006, StarStream applied for a transfer of cable system ownership for its system in the Garberville area to WAVE Broadband. We assisted the County with that transfer of ownership process. In the years that followed, after changes in state law occurred, The Buske Group assisted the County and Cities in developing a new section of the Cities/County Code that addressed state video franchises.

The Project:

The local franchise agreements between Suddenlink and the County and Cities empower the local governments to approve a change of control/cable transfer of ownership that may occur. Both the local franchises and federal law contain certain information submittal requirements with which the seller and the buyer must comply. In addition, federal law specifies certain criteria that may be considered by a local government when making a determination whether to approve a transfer of ownership.

4808 T Street ☐ Sacramento, CA 95819

Voice: (916) 441-6277 Fax: (360) 351-0869 www.buskegroup.com

Since all seven local governments have identical franchise agreements and ordinances, the transfer process can be conducted in an effective and economical fashion. A good deal of the general research and background analysis associated with the proposed transfer of ownership is applicable to any community being served by the cable operator that has proposed the transfer.

The timing of this transfer of ownership/change of control is of particular significance because the local franchise agreements are due to expire in April 2014 and will roll over to state franchises pursuant to state law. Once the local franchises end, the County and Cities will have very limited authority over the cable operator and only in areas where state law permits local government to seek remedies in court (PEG access and franchise fees). Therefore, this is likely to be the last time the local government will have an opportunity to have any "leverage" with the cable company to correct compliance issues or make changes. It is important to remember that *Suddenlink* is asking the County and Cities for something of value to Suddenlink -- approval of the transfer/change of control. The County and Cities may not unreasonably withhold approval of this transaction, but it is certainly reasonable to carefully review and consider the past performance of Suddenlink and the financial and management capabilities of the buyer.

Below is a list of tasks that we foresee to be undertaken by the consultant:

- Review FCC Form 394 filed by Suddenlink.
- Review other associated documents, such as the transfer of assets agreements and associated financial documents.
- Communicate with designated Access Humboldt and Cities/County staff to identify franchise compliance issues, if any.
- Communicate with designated Access Humboldt and Cities/County staff regarding other ancillary issues, if any (e.g., rate issues).
- Prepare a memo outlining our findings.
- Draft a change of control/transfer of ownership agreement (if necessary) and a resolution for action by the Cities/County Councils.
- Conduct negotiations (as necessary) with Suddenlink and/or the buyer to agree on the terms of the transfer of ownership agreement.
- Provide other assistance related to the transfer of ownership as requested by Access Humboldt and Cities/County staff.

The hourly professional fees for the services listed above will be as follows:

Senior Consultant/Negotiator (Sue Buske)	\$150.00 per hour
Senior Consultant (Randy VanDalsen)	\$125.00 per hour
Financial Analyst (Connie Cannady)	\$195.00 per hour
Engineers and Technical Associates (Columbia Telecommunications)	\$75.00 - \$170.00 per hour
Legal Advice (the law firm of Spiegel McDiarmid)	\$300 - \$450.00 per hour

Direct costs such as printing, overnight delivery fees, and travel (if any) will be billed as incurred, in addition to the professional hourly fees listed above.

I anticipate that the total cost to Access Humboldt on behalf of the County and Cities for all aspects of the transfer of ownership project will not exceed \$35,000. If the cost exceeds this estimate, we would not proceed with additional work until we received a written authorization from Access Humboldt to do so. The Cities/County Codes include a clause that states as follows: *"The proposed transferee shall pay all reasonable costs incurred by the City(County) in reviewing and evaluating the applications"*.

We believe that it is wise to undertake a compliance review when a transfer is requested, since it is difficult to achieve franchise/contract compliance with regard to certain matters after a franchise transfer has occurred. This may even be the case in situations where the Cities/County possess the legal right to insist on such compliance and the incoming cable operator has the responsibility to remedy all past noncompliance issues (known and unknown).

Therefore, we are also prepared to undertake the following tasks upon request.

1. Review the Operator's Compliance with the Existing Franchise.

As part of the change of control/transfer of ownership process, the Cities/County have an interest in reviewing the operator's past performance to assure that they and members of the public have received all benefits of the existing franchise. If noncompliance areas are identified, the Cities/County may seek corrections to the areas of noncompliance and penalties or remedies. If the noncompliance is the result of a lack of clarity in the franchise agreement, the Cities/County may seek revised franchise language to eliminate any ambiguities. The review may also result in immediate improvements to service in some areas. This task would include charting all primary obligations and determining the level of compliance in such areas as PEG access, reporting, interconnection, system rebuild, required performance bonds and letter of credit.

Estimated Cost: \$5,000 - \$7,000

2. Conduct a Franchise Fee Payment Review.

We have found that when a cable operator requests a transfer of ownership, it is appropriate to review the past franchise fees it has paid. This will assure that a community has collected the historical amounts due before a transfer of ownership is renewal is approved. The types of issues that typically arise in assuring that franchise fee payments are correct include:

- Differences between cash receipts and accrual accounting, including bad debt accounting polices;
- Procedures for allocating revenues to particular franchising authority areas when the same operation serves multiple jurisdictions;
- Inclusion or exclusion of certain revenue items (e.g., advertising, home shopping, leased access, late fees, and others); and
- Treatment of the franchise fee amount itself as an element of gross revenues.

We propose to determine whether payments made commencing January 2009 through July 2012 (or an alternative period selected by the affected Cities/County) have been appropriate.

Estimated Cost Range: \$9,000 – 13,000

I have prepared this proposal to provide consulting services related to the cable change of control/transfer of ownership process (and other services) in a letter form – rather than a more formal proposal – to permit Access Humboldt and the Cities/County to make its decision on these matters as soon as possible. A rapid decision with regard to the consulting services you require is necessary because Federal law requires that each community must act upon a transfer of ownership request within 120 days of the date that the FCC Form 394 is received. Furthermore, once the FCC 394 is filed with the Cities/County the local government have only 30 days to respond with request for any additional information that might be needed to properly review the transfer application.

I look forward to the opportunity to work with you and to be of assistance to Access Humboldt and the Cities/County.

Sincerely,



Sue Miller Buske, President
The Buske Group

Meeting Date:	September 6, 2012	Agenda Item Number	11c
Agenda Item Title:	Request for Green Curb in Front of the Red Front Store		
Presented By:	Jay Parrish, City Manager		
Type of Item:	x	Action	Discussion Information
Action Required:	Per Council's Direction		

RECOMMEDATION:

As per Council's direction

BACKGROUND:

Dennis Gorton, owner of The Red Front Store, 577 Main Street, has requested the City grant him a green zone in front of his business (see attached correspondence). Ferndale City Ordinance describes a green zone as twenty (20) minute parking. Mr. Gorton's request is predicated on the following:

- Red Front caters to "quick in and out" customers.
- Red Front estimates an average of 225-250 customers per day.
- Long term parking in front of his business impairs the quick in and out nature of his business.

The downtown Ferndale business area currently has green zone (20 minute) parking on Main Street in front of the post office and North Valley Bank, on Brown Avenue in front of North Valley Bank's ATM machine and on Shaw Avenue in front of Valley Lumber. Customer traffic for these businesses is generally consistent with less than 20 minutes. Mr. Gorton's request appears consistent with other green zone parking areas within the downtown business area.

FISCAL IMPACT

Paint: \$16.00
City Staff: \$16.00

Attachment(s): Dennis Gorton letter.
Diagram

Chief Brett Smith
Ferndale Police Department
600 Berding Street
PO Box 1096
Ferndale, CA. 95536

RECEIVED
AUG 20 2012
BY:.....

RE: Green Zone (15 min) Parking at Red Front Store

Chief,

We would like to request a Green (15 min) parking zone in front of our store. We are one of the busiest businesses on Main Street catering to the local residents as a quick in and out stop. On average we serve anywhere between 225 and 250 customers per day, albeit many are less than five feet tall. However, my driving customers are looking for a quick grab and go and often cannot find parking because visitors are parked for hours or local tenants park close to their apartments on Main Street taking up valuable parking spaces.

Your assistance in this request is appreciated.

Respectfully,

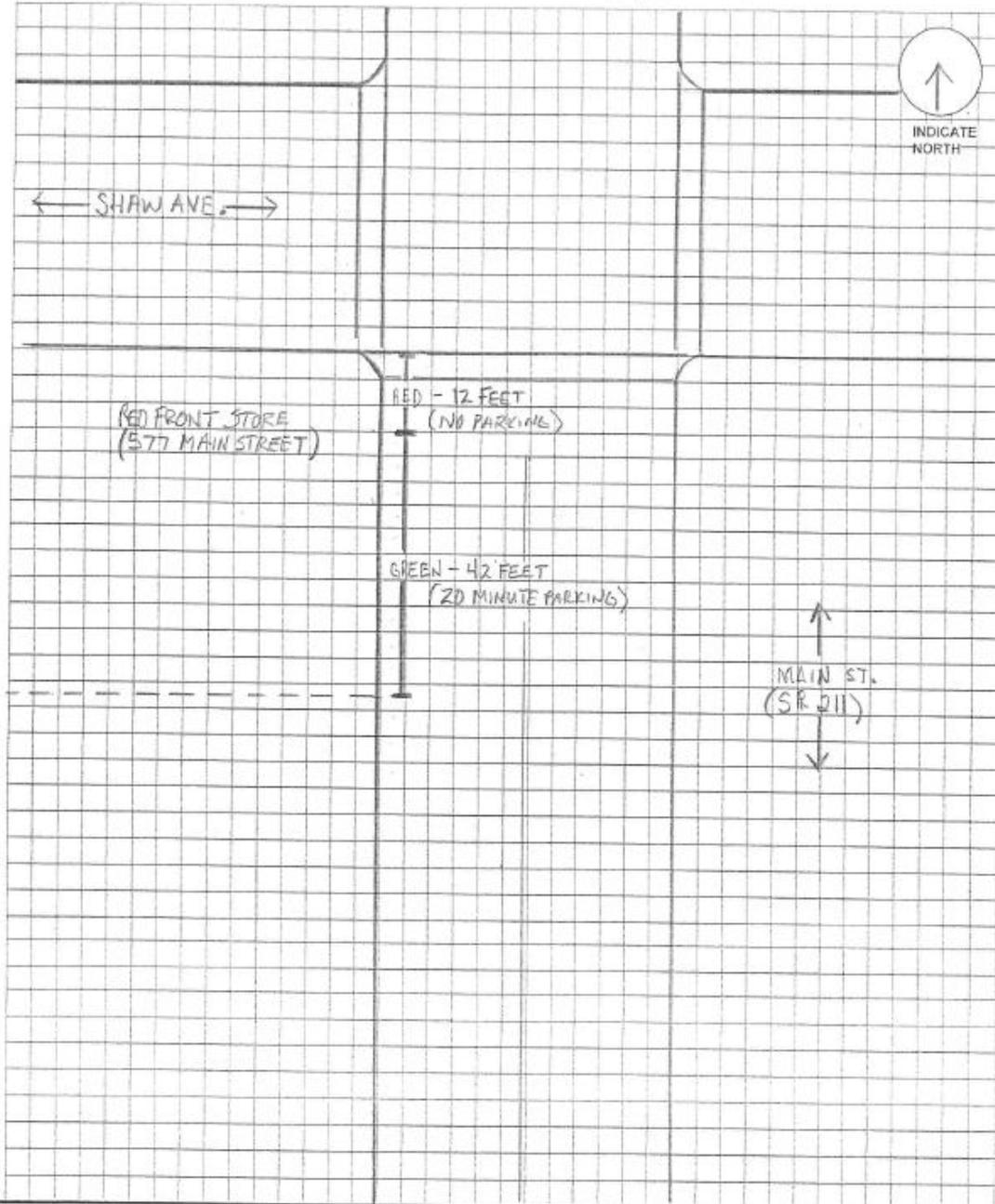


Dennis and Carol Gorton
Red Front Store



DATE OF COLLISION (MO DAY YEAR)		TIME (24HR)	NCID#	OFFICER ID	NUMBER

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED @SCALE =



PREPARED BY BA SMITH, CHIEF	ID NUMBER	MO. DAY YEAR	REVIEWER'S NAME	MO. DAY YEAR 11
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Meeting Date:	September 6, 2012	Agenda Item Number	11d
Agenda Item Title:	Resolution 2012-25 Approving the submittal of a Functional Classification Change for Local Streets and Roads to the State of California, Department of Transportation.		
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 2012-25 Approving the submittal of a Functional Classification Change for Local Streets and Roads to the State of California, Department of Transportation.		

RECOMMENDATION:

Approve Resolution 2012-25 Approving the submittal of a Functional Classification Change for Local Streets and Roads to the State of California, Department of Transportation.

BACKGROUND

The California Road System (CRS) Map is used to determine the Federal funding to maintain the roadways. A large majority of the Federal funding is reserved for roadways classified as Major Collectors and higher. If we do not update the map to reflect the actual conditions of our area, we would not be eligible for money reserved for maintenance (and other improvements) to the system within the City of Ferndale.

RESOLUTION 2012-25
THE CITY COUNCIL OF THE CITY OF FERNDALE
APPROVES THE SUBMITTAL OF A FUNCTIONAL CLASSIFICATION CHANGE FOR LOCAL STREETS
AND ROADS TO THE STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION

WHEREAS, incorporated cities are responsible for initiation requests for changes to the functional classification of streets and roads under their jurisdiction; and

WHEREAS, the City of Ferndale receives State and Federal road improvement and maintenance funding based on the street and road designation; and

WHEREAS, said Functional Classification Change as presented in Exhibit A, has been reviewed and examined by the City Council of Ferndale; and

NOW THEREFORE BE IT RESOLVED that the foregoing resolution was introduced at a regular meeting of the City Council of the City of Ferndale, held on the 6th day of September 2012, by Council Member _____, who moved its adoption, which motion was duly seconded by Council Member _____, and the resolution adopted by the following vote:

PASSED AND ADOPTED on this 6th day of September, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

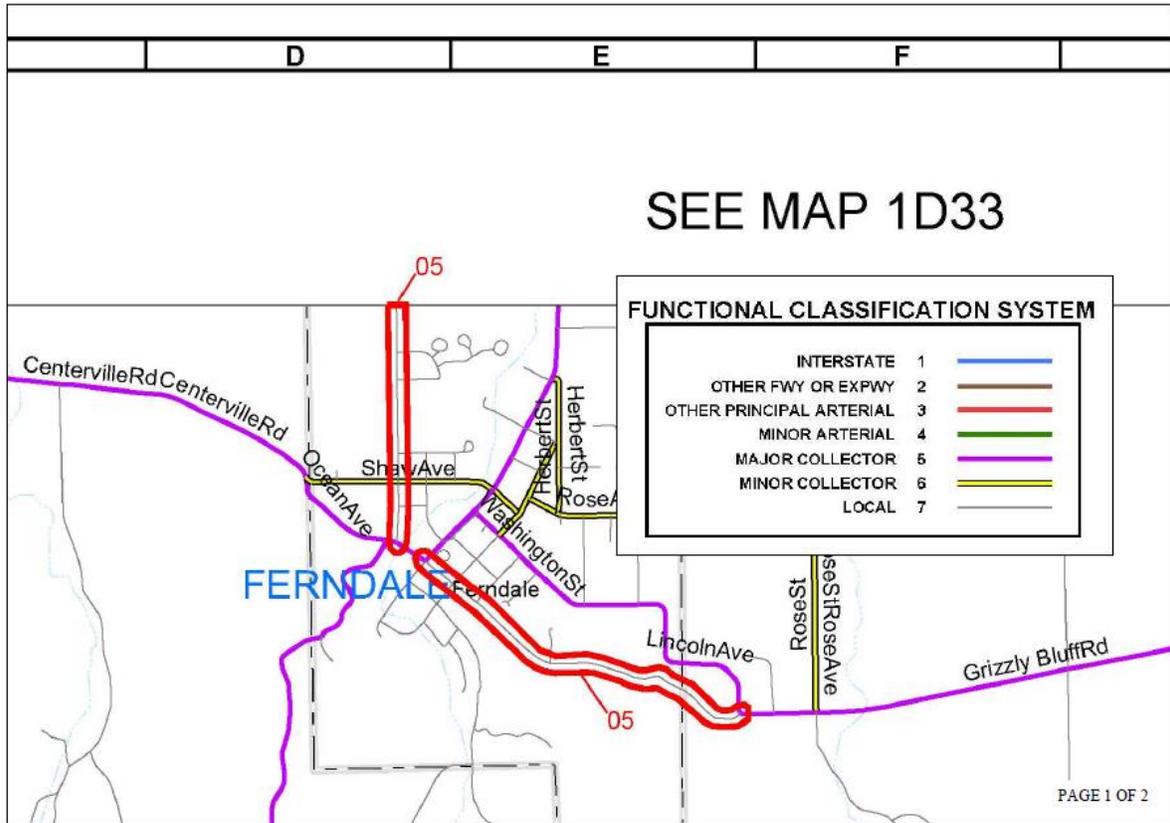
 Jeffrey Farley, Mayor

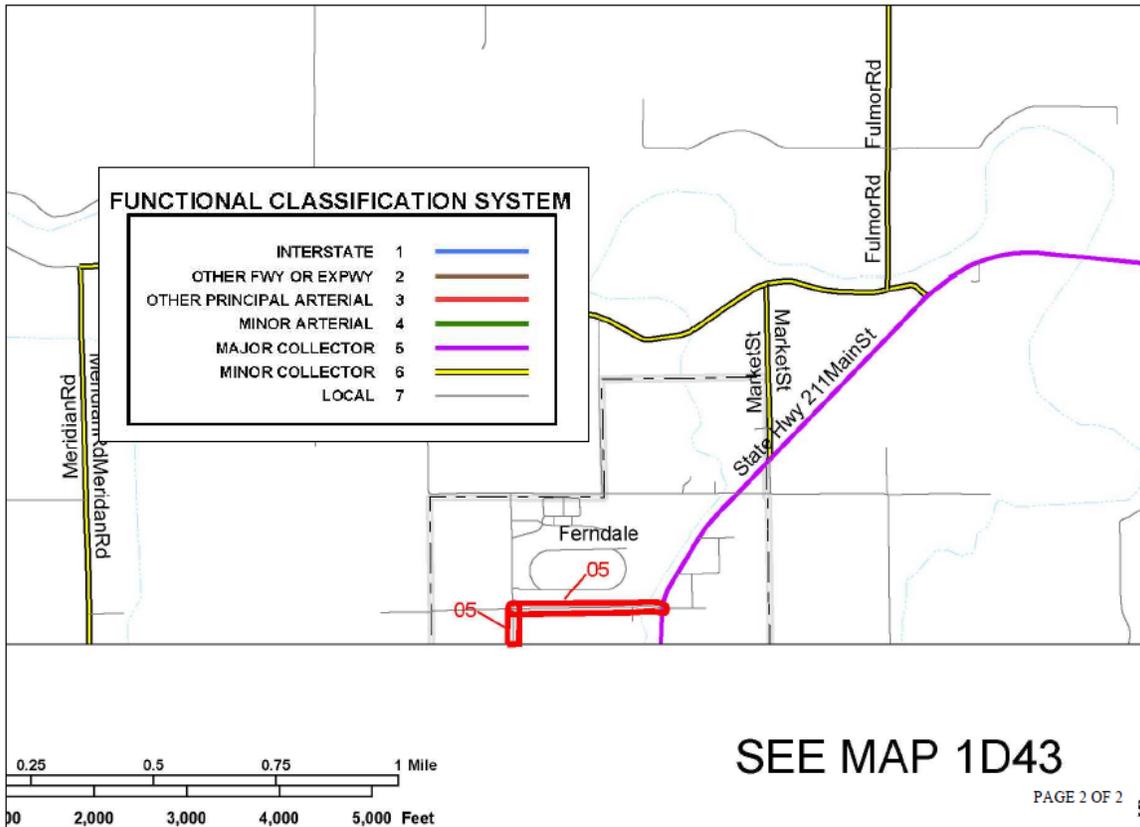
ATTEST:

 City Clerk / Deputy City Clerk

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EXHIBIT A





Meeting Date:	September 6, 2012	Agenda Item Number	11e
Agenda Item Title:	Ordinance 2012-03, An ordinance amending Purchasing Ordinance 07-04, Section 6.01		
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 Second Reading of Ordinance 2012-03		

RECOMMENDATION:

Approve the Second Reading of and Adopt Ordinance 2012-03 An ordinance amending Purchasing Ordinance 07-04, Section 6.01.1(d) by title only, and direct staff to notice the Ordinance.

BACKGROUND:

The City Council approved the first reading of Ordinance 2012-03 during the August Meeting. This is the Second reading and possible adoption of the ordinance.

In the case of hiring an attorney, the current Purchasing Ordinance gave responsibility to the City Manager or the Purchasing Officer; however, our organizational chart designates the City Council as the only entity that can hire the attorney. It is therefore our recommendation that the following change be made to the current Purchasing Ordinance.

ARTICLE 6: BIDDING PROCEDURE**§6.01 General**

- 6.01.1 Purchases for supplies, equipment or services shall be by bid procedures pursuant to this ordinance except:
- a. During an emergency as determined by the City Manager or in his absence the Mayor, which requires an order be placed with the nearest or most readily available source necessary to provide an essential city-supplied service affecting the public health, safety or welfare that would be delayed through the normal purchasing procedure in the procurement of the items or service; or
 - b. When the Purchasing Officer determines that the supplies, service or equipment can be obtained from only one vendor; or

- c. When the City has a contract with another governmental unit to purchase a particular time on a cooperative basis; or
- d. *When the City Council determines that it is in the best interest of the City to do so.* ~~When the Purchasing Officer finds that negotiations shall best serve the City due to the nature of the supplies, equipment or contractual service.~~

ORDINANCE NO. 2012-03

AN ORDINANCE OF THE CITY OF FERNDALE, STATE OF CALIFORNIA, AMENDING PURCHASING
ORDINANCE 07-04 §6.01 PERTAINING TO BIDDING PROCEDURE

THE CITY COUNCIL OF THE CITY OF FERNDALE DOES ORDAIN AS FOLLOWS:

ARTICLE 1: SHORT TITLE, PURPOSE, SCOPE AND REPEAL

- §1.01 This ordinance shall be known and cited as “Amending Purchasing Ordinance.”
- §1.02 The purpose of this ordinance is to establish efficient procedures for the purchase of supplies, equipment and services; to secure supplies, equipment and services at the lowest possible cost commensurate with the quality needed; to exercise positive financial control over all purchases; and to clearly define authority for the purchasing function.
- §1.03 This ordinance shall cover procurement for all departments throughout the City of Ferndale.

ARTICLE 2: STATUTORY AUTHORITY

- §2.01 Authority is pursuant to Government Code §§54201 through 54205

ARTICLE 3: GENERAL PROVISIONS

- §3.01 The following change shall be made to section 6.01 of Purchasing Ordinance 07-04. The section noted shall read as follows

ARTICLE 6: BIDDING PROCEDURE**§6.01 General**

- 6.01.1 Purchases for supplies, equipment or services shall be by bid procedures pursuant to this ordinance except:**
- a. During an emergency as determined by the City Manager or in his absence the Mayor, which requires an order be placed with the nearest or most readily available source necessary to provide an essential city-supplied service affecting the public health, safety or welfare that would be delayed through the normal purchasing procedure in the procurement of the items or service; or**
 - b. When the Purchasing Officer determines that the supplies, service or equipment can be obtained from only one vendor; or**
 - c. When the City has a contract with another governmental unit to purchase a particular time on a cooperative basis; or**
 - d. *When the City Council determines that it is in the best interest of the City to do so.* ~~When the Purchasing Officer finds that negotiations shall best serve the City due to the nature of the supplies, equipment or contractual service.~~**

ARTICLE 4: ENACTMENT

- §4.01 SEVERABILITY CLAUSE: The City Council hereby declares that it would have passed this Ordinance and each section, subsection, paragraph, sentence, clause and phrase thereof, irrespective of the fact that one or more of such sections, subsections, paragraphs, sentences, clauses or phrases might be declared invalid, unconstitutional or void. Should any section, subsection, paragraph, sentence, clause or phrase of this Ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause or phrase; and if this Ordinance or any portion thereof should be held to be invalid on one ground, but valid on another, it shall be construed that the valid ground is the one upon which said Ordinance or such portion thereof was enacted.
- §4.02 Effective Date. This Ordinance shall become effective thirty (30) days after the date of its enactment.

PASSED, APPROVED AND ADOPTED this 6th day of September, 2012 on the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Nancy Kaytis-Slocum, City Clerk

Jeffrey Farley, Mayor

First Reading:	August 2, 2012
Second Reading:	September 6, 2012
Enacted:	October 6, 2012

Section 12
CORRESPONDENCE

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

August 9, 2012
TO: STATE, COUNTY AND CITY
OFFICIALS

**NOTICE OF APPLICATION OF PACIFIC GAS AND ELECTRIC COMPANY'S
2013-2014 STATEWIDE MARKETING, EDUCATION AND OUTREACH PROGRAM
(A.12-08-007)**

On August 2, 2012, Pacific Gas and Electric Company (PG&E) filed its 2013-2014 Statewide Marketing, Education & Outreach (ME&O) Application (12-08-007) with the California Public Utilities Commission (CPUC) as required by CPUC Decisions 12-04-045 and 12-05-015. In the application, PG&E proposes an annualized budget of \$12.3 million for activities in 2013-2014 to support statewide customer awareness of energy efficiency, demand response, distributed and solar generation, and similar programs offered by investor-owned utilities such as PG&E, as well as state and local governments, and Community-Based Organizations (CBOs). The changes from current revenues are only a \$0.5 million increase in annual electric revenues, and a \$0.07 million decrease in annual gas revenues.

What is the Statewide Marketing, Education & Outreach Program?

The Statewide ME&O Program is intended to create awareness around Energy Upgrade California (EUC), as a new statewide umbrella brand that increases consumer awareness about energy management and encourages consumer interest in programs to manage energy use. The EUC website (www.energyupgradeca.org) will provide education and a "gateway" for information about customer energy management programs and sources of additional information.

What is the impact of PG&E's request on existing rates?

Approval of this application would result in a slight increase of about 0.004 percent to customer electric rates and a slight decrease of about 0.002 percent to customer gas rates. PG&E is requesting a \$517,780 increase in annual electric revenues and a \$86,608 decrease in annual gas revenues. Because PG&E's revenue request is so low, the monthly electric bills for a typical customer using 550 kilowatts (kWh) per month and 37 therms (thm) per month remain unchanged at \$89.73 and \$46.13, respectively. The monthly electric bill for a typical customer using approximately twice the baseline allowance, or 850 kWh, per month will increase one cent from \$185.92 to \$186.93.

Approval of PG&E's proposed Statewide ME&O budget for 2013-2014 will result in slight changes to both gas and electric public purpose program and distribution charges. The annual electric Statewide ME&O budget request will result in a slight increase in public purpose program and distribution charges paid by all electric customers including bundled¹, Direct Access² and departing load customers who are required to pay public purpose program charges. PG&E's annual gas Statewide ME&O budget request will result in a slight decrease in the 2013-2014 gas public purpose program surcharges paid by residential, commercial and industrial customers.

PG&E expects that the rate changes associated with this application will be consolidated with changes in other CPUC proceedings, such as PG&E's 2012 Annual Electric True UP and Public Purpose Program Surcharge advice letters filed later this year, so the eventual net change in rates for individual customers is difficult to predict.

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 1-800-860-6789

詳情請致電 1-800-893-9555

Please specify that you are inquiring about A.12-08-007.

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

Pacific Gas and Electric Company
Statewide ME&O 2013-2014 Program
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 will 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.

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
505 Van Ness Avenue
Room 2103
San Francisco, CA 94102
1-415-703-2074 or 1-866-849-8399 (toll free)
TTY 1-415-703-5282 or TTY 1-866-836-7825 (toll free)
Email to public.advisor@cpuc.ca.gov

If you are writing a letter to the Public Advisor's Office, please include the number of the application (12-08-007) 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 Statewide ME&O 2013-2014 application and exhibits are 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 on the CPUC's website at <http://www.cpuc.ca.gov/puc>.

¹ Customers who receive electric generation as well as transmission and distribution service from PG&E.

² Customers who purchase energy from an energy provider other than PG&E.

cc packet
PGE
comers

To: Ferndale City Manager

From: Richard Hooley

Subject: Request for a revocable easement for the fence spanning "E" St. between 1009 Main St. and 949 Main St.

Date: 8/1/12

RECEIVED
AUG 06 2012

The subject fence has been the topic of discussion between the city and some number of local citizens. In fact, as I understand it, at least one formal complaint has been submitted and several verbal complaints have followed. It seems that the original concern was that the Fire Department could not access the creek to draft water in an emergency. Other concerns seem to center around a thought that if the fence remains, a precedent will be set that would allow any street to be "taken over" by some property owner. As a matter of interest I believe the expressed concerns are being instigated by some in retaliation for my letter to the Fair Board addressing the unacceptable behavior, by some on the board, in trying to muzzle the local news paper. I would like to address these concerns but first I want to provide the city with a little background on why and how the fence came into being.

I purchased the property at 1009 Main St. in Sept. 1999 with the goal of returning it back to something that my wife and I, along with the rest of the community, could be proud of. I believe I have accomplished that goal. Of course the surrounding properties, "E" St. being one, can have a significant detrimental effect on the area if it is left untended and not maintained in a reasonable manner. When I moved here "E" St. was nothing more than a weed infested path that had been poorly graveled some time in the distant past. There was a large growth of blackberry bushes that covered the entire area, making it extremely difficult to access my garage. In short the city had not taken care of this street and unknown persons had used the area for a dumping ground for all sorts of "junk". In fact it appeared that the city had abandoned this street, which seemed reasonable since it dead ends approximately 25 feet short of the creek. The only use for this street is by myself and the Fosters, at 949 Main St., to access our garages and Mr. Smith, who owns the land starting at the west end of "E" St. In my continuing effort to enhance this community I talked with Mr. Taubitz in 2000/2001, who was a council member and acted as the Director of Public Works, and asked him if I needed to get permission from the city to clean up the area and install a fence between my property and the Fosters' property to "hide the unsightly area from Main St". His informal response was that he saw no need to get formal approval as long as I did not install any permanent structures and recognized that I would have to remove the fence if the city decided to extend "E" St. sometime in the future. In appreciation for my cleanup effort Mr. Taubitz had the public works crew haul away all the brush that I had cut down. I hauled approximately 1 ton of "hard" debris to the disposable site in Fortuna. The fence was later erected to further enhance the appearance of the area and has been in place since sometime in 2001/2002. I might add that the neighbors have repeatedly expressed their appreciation for the improvement and no one in the community has ever expressed any concern in all these years.

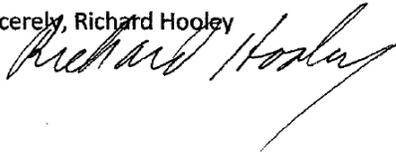
As you know "E" St. ends approximately twenty five feet from the creek. The city map also shows an alley that starts at Van Stone and runs north to end at "E" St. While shown on the map this alley does not exist and has been absorbed into the adjacent properties sometime in the distant past. While this alley remains City property I would not recommend that it be restored as an alley any more than I would expect the city to properly improve "E" St. with sidewalks and paved driving surface. I have improved the driving surface by removing the weeds and over graveled the old driving surface with crushed gravel and the Fosters have maintained the grass area on the south side. The "street" is maintained by myself and the Fosters' with no expectation of assistance from the City.

As we all know the fence has been in place over ten years and only after the letter to the Fair Board has any concern been expressed. I sincerely hope the city does not let itself become an instrument of this retaliation and evaluates the subject in an objective manner.

The facts are that "E" St. is only used by the two adjacent homes, the fence hides a less desirable view from Main St., the fence can be removed if and when a need exists, the city does not have to erect a barrier at the west end of the street, the city does not have to expend resources on maintenance of the street, and the city retains ownership of the property for any future development. This is a win- win for everyone. I believe this street is unique and leaving the fence in place does not set a precedent for other areas in the city.

In order to preserve all of the positive attributes listed above I request that the city issue a revocable easement, at no cost to the requester, allowing the fence to remain in place. This easement would be in the name of Richard Hooley 1009 Main St. It is understood that this easement would be revocable at anytime at the discretion of the city.

Sincerely, Richard Hooley

A handwritten signature in cursive script, appearing to read "Richard Hooley", written in black ink.

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
- Meeting in Russ Park with Gerald Silva, David Yarrington, and CM regarding access to Park
- Meeting with Karen Clower (Aug 1st) of the County regarding the use of City Hall for budgetary meetings in March
- City Council- August 2nd – 7:00-8:30 pm
- Meeting with Johnny's Flooring at library regarding carpeting replacement (Aug 7th)
- Design Review- August 9th 8:30 am
- HMRA meeting- August 9th – 4:30- 6:00 pm
- SRWC meeting- August 10th - 2:00-5:00 pm
- Humboldt Transit Authority- August 13th meeting to discuss bus service to Fair from Fernbridge
- RCEA Board meeting – August 20th - 3:15-5:00 pm
- City Manager meeting- August 16th - 3:00-5:00 pm
- Meeting with Donna Chambers (RCD) regarding Mike Thompson and Jimmy Smith event on Sept 22
- SRWC – August 28th- 2:00-5:00 pm
- Planning Commission meeting August 29 7:00 – 8:30 pm
- Met with PW regarding daily routine
- Pickup mail every morning
- Met with City Managers and CAO to go over the process of transfer of new ownership of Suddenlink. The group agreed that a continuation with our relationship with the Buske group to negotiate for our group would be in the best interest of all of us. I will bring this to the Council for approval at the next regular meeting.
- ERD contract negotiations: Discussions with Karen Smith of ERD to 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 in order to keep rates as low as possible. Karen is working up a proposal that will address the present inequity. I have also had discussions with HWMA personnel going over various solid waste issues. We also have had a number of discussions related to extending our green waste pickup agreement for one more year.
- Daily meetings with chief regarding police activities and community safety issues.
- Conversations with Wastewater operators regarding compliance related, personnel related issues and scheduling. Also many sludge related alternatives and guidance to reduce associated weight and costs.
- Daily interaction with Staff regarding workload.

- Numerous conversations regarding Salt River Project with Watershed Council members, RCD representatives, council members and citizens. We continue work with property owners in effort to get support for the project. We now have all property owners on board and are meeting with Coastal Committee in hopes of getting the development permit.
- Frequent conversations with John Driscoll and Congressmen Thompson representatives and Coast Guard (CG) representatives regarding the MOU to retain Fresnel lens at Fairgrounds while giving us time to secure funding to reassemble lens in the museum. The Coast Guard has plans to start disassembly around September^{9th}, with that process taking around a week. The City and Shining Light Foundation (SLF) will have four years according to the MOU to raise the required funds. It has been a long process negotiating with the CG in an effort to keep the lens in our community where it has resided for over sixty-three years. The Shining Light Foundation which is comprised of the City, County Fair, Chamber of Commerce, the Museum, and the Ferndale Enterprise should be commended for its time and efforts to retain this iconic artifact which is part of our historic fiber. We also had numerous conversations with SLF members regarding the preparation of temporary housing building to make sure it was compliant with CG guidelines.
- Numerous meetings with Gerald Silva related to possible agreement on Russ Park access. I have recently met with Gerald and our surveyor, David Yarrington to go over some very interesting and creative ideas surrounding the access to our back entrance to Russ Park. I have advanced this idea to county planning representatives who have indicated that they did not see any barriers and that an application to them would be our next step. There are a number of issues we are still sorting through, however we believe that we will bring this subject to the council in coming months.
- Numerous meetings with individual Councilmen and the mayor regarding City issues.
- Daily morning meetings with Public Works to go over daily activities and guidance on projects. Recently our focus beyond routine maintenance has been centered on the irrigation around City Hall and the City Green, and our annual Francis Creek inspection procedure. In regards to the creek, the report was that it was in better condition than we thought it would be. There were several properties that we needed to send letters to and we are working with all these individuals to resolve issues. We have been trying to find the most cost efficient way to irrigate the City Hall grass without the discoloration of our building or our benches. Crew Chief Miranda will be giving me a report soon. We are also planning in conjunction with Garden Club and Village Club changes and improvements outside and inside City Hall in regards to keeping the sprinkler system off the building. Met with Village Club members to go over a grant application that would renovate kitchen, chamber, and stage. That draft grant application will be shown to council before we submit.
- 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. Sondra has sent me some ideas and plans to go over and I am in the process of completing that analysis and will be getting back in touch with her with comments. I am scheduled to meet with her on September 5th and hopefully we can agree on the scope of the 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. Staff is in the process of writing a letter to business district updating our progress and reminding them that there were non-compliant situations before we started this process and that although there may be changes in what is and is not allowed, we will be enforcing whatever the Council approves at the end of this process.

- Discussions with City Planner regarding Design Review and planning issues. Planning Commission continues to move through the Safety Element.
- 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. This area looks stable and we will continue to monitor. Tom Stevens is monitoring the torrent for the City and has reported no movement so far and he is pleased with what he sees to this point.
- Numerous discussions and conversations with our engineers regarding our sludge pressing and removal process. I have met with and spoken with both the Rio Dell city manager and the Fortuna city manager and we are working toward some sort of agreement that will allow us to dispose of our sludge through them until we have a more permanent agreement with Rio Dell after they have their new dryer system installed. We are continuing the process of updating many of our personnel policies and job descriptions.
- Numerous discussions with City Planner regarding Design Review and planning issues. Most discussions have revolved around the General Plan updates, Safety Element progress, Design Review procedures, various applications and specific agenda items for the DRC, PC, and the CC. The PC recommended to the CC that we undertake the Safety Element next and the CC approved of that strategy, and the Planning Commission has started the process of updating the Safety Element and will continue in that effort for about a year before they come to the City Council with a recommendation.
- Numerous discussions with our Planner and City Inspector and staff about the Kinetic building downtown that is having the stucco taken off. The City Inspector approved an emergency demolition permit to remove the stucco at the request of their structural engineer. The building will then apply for building permit to address whatever structural issues it may have. The project will go through Design Review to consider what type of CEQA process or procedure will be appropriate. Although the businesses in this area are affected it is clear that there is a need for structural repairs to this historically significant building. We are very happy that this property owner is going through the expense and process to preserve this building.
- Numerous conversations with the new Gingerbread property owner and manager regarding renovation plans, ideas and design review applications. They have made great headway and the building is truly being brought back to match its iconic status and contribute as a resource for many decades.
- Spoke with several pastors in the town who expressed an interest in helping put a new coat of paint on City Hall. We are also intending to replace gutters before painting. I also intend to repair the windows around City Hall that are in need of rehabilitation. I intend to accomplish this before we paint. Inside the council chambers we have improvements to the stage area, including the sound system and curtains. I have received bids on curtains and gutters. Sound Advice is giving us a bid on the sound system, which will replace our system with new microphones for the council, staff and public, and will also include all amplifiers and speaker systems. They will also look at some type of acoustic design change for best performance of the system. If we are able to garner the funds for these improvements we will be able to consider having the capability to have certain venues carried on our local Access Humboldt cable network. I will try to bundle this project for grant funding.
- The City Managers group is working with Access Humboldt to analyze the requirements we need to go through as a result of the change in ownership of Suddenlink.
- Numerous conversations with resident that lives beside E Street and put up a fence that shortened the dead-end street by about thirty feet in 2000. The City received a complaint that asked about this as it related to the fire departments need as a drafting site. I checked that out and it did not seem to be a issue. However the Chair of the Planning Commission and the Mayor both asked me to look into the situation and staff has researched this and will put it in front of the Planning Commission to discuss in a public forum. The Planning Commission had this in front of them last week and had a few things they

wanted staff to look into before moving it to Council. The day after Mr. Hooley contacted me and said that he would rather take the fence down than see the City spend its money on questions through the attorney.

FINANCE MANAGER:

Projects:

- Payroll
- Accounts Payable
- Accounts Receivable
- Answer Phones/Greet Visitors
- Purchase Various Supplies
- Sent New Fiscal Budget to Auditor
- Month end Reports
- Send out new Transient Occupancy Tax letters
- Social Security Report

CITY CLERK:

Meetings

- Daily meetings with Office Manager and/or City Manager regarding work schedule.
- Design Review Meeting – July 26, 2012
- City Council Meeting – August 2, 2012

Projects

- Assist with counter and phones.
- Pick up mail, copy, distribute and file.
- Printed copy of record of Planning Commission action regarding Lot Line Adjustment, entered on Land Use Database, filed folder. Received information from Land Surveyor, emailed Planwest to finalize procedure, passed information to City Engineer for finalization.
- Printed business cards for Mayor Farley.
- At City Manager's direction, prepared letter for Building Inspector to sign regarding façade removal on Main Street building.
- At City Manager's direction, prepared Ordinance 2012-03 Amending Purchase Ordinance Section 6.01 for August Agenda.
- Organized notes from past week into follow-up schedule.
- Researched Government Code and Municipal Council Vacancy Policy regarding City Council Vacancy. Discussed with City Manager.

- Prepared letters and envelopes for Finance Director regarding Humboldt County Tourism Business Improvement District. Revised T.O.T. Form for inclusion with letter.
- Talked with CM and City Inspector as well as owner of building regarding damage that needs to be fixed.
- 219 Francis Street; at CM's direction assembled information from the National Register of Historic Places and out of book "Doors of Ferndale". Compose letter to property owner regarding procedure.
- Found civil code referring to adverse possession.
- Reviewed MOU and sent it to group that uses the Community Center asking for a signature.
- Transcribed Design Review Minutes for the July 26, 2012 meeting. Printed minutes that had been approved for signature and filing.
- Worked with Audrey Hanks who was here conducting a Possessory Interest audit of our rental agreements for city facilities for the County of Humboldt.
- Filed Officer Adam Stricker's Oath of Office.
- Transcribed City Council Meeting Minutes for the August 2, 2012 meeting. Printed July minutes that had been approved, signed and filed. Uploaded to the webpage.
- Figured, faxed and filed Fee Report to the Department of Conservation for 4/1/12-6/30/12.
- Figured, faxed and filed Report of Building or Zoning Permits issued for new privately-owned housing units.
- Continue to fine-tune the Community Center Rental Policy, including working with Public Works for a before and after checklist for the Community Center.
- Election duties: Received and filed nomination papers for Stuart Titus, Mayor; Ken Mierzwa, City Councilman; Dan Brown, City Councilman. Took nomination signatures to the County Elections office to check validity of signatures. Received and filed nomination papers for Kenneth Weller, Mayor; faxed paperwork to the County Elections Office. Copied and mailed original Form 700's to the Fair Political Practices Commission, as required. Answered questions from the media as to candidates.
- Worked with the City Manager on a letter to applicant to explain procedure for work in the Historic District / Design Review District.
- Working with member using the Community Center to have an MOU as well as an application form signed and on file, along with a security deposit.
- Reviewed Design Review meeting packet that Deputy City Clerk had prepared.

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- June 28, 2012
- Planning Commission Meeting- July 18, 2012
- Special Design Review Meeting- July 19, 2012

PROJECTS:

- Assembled Regular Design Review Agenda/Packet for June 28, 2012 Meeting.
- Assembled City Council Agenda/Packet for July 5, 2012 Meeting.
- Assembled Special Design Review Agenda/Packet for July 18, 2012 Meeting.
- Assembled Planning Commission Agenda/Packet for July 19, 2012 Meeting.
- Posted Regular Design Review Agenda; uptown/at city hall.
- Posted Special Design Review Agenda; uptown/at city hall.
- Posted Planning Commission Agenda; uptown/at city hall.
- Posted City Council Agenda; uptown/at city hall/online.
- Set up for Planning Commission Meeting,
- Set up for Sign Committee Meeting.
- Typed Minutes for the Special Design Review Meeting- July 19, 2012.
- Typed Minutes for Planning Commission Meeting- July 18, 2012.
- Uploaded PC video.
- Business Licenses.
- Dog License.
- City Hall/Community Center Rentals.
- Electronic Deposits.
- Cash Deposits.
- Field Observation Reports
- Counter work/Answer Phones/Messages

Land Use, Building and Encroachment Permits Issued

<i>B1229</i>	<i>730 5th St</i>	<i>Water heater</i>
<i>B1230</i>	<i>1289 Madison</i>	<i>Windows/Replace Steps</i>
<i>B1231</i>	<i>927 Main</i>	<i>4 external light poles</i>
<i>B1232</i>	<i>1390 Rose</i>	<i>Re-roof</i>
<i>DR1217</i>	<i>1085 Main</i>	<i>Painting house</i>
<i>DR1218</i>	<i>820 Herbert</i>	<i>Re-roof</i>

CITY PLANNER:**Meetings, Planning & Coordination:**

- Coordinated with City Manager, City Clerk, and Deputy City Clerk on planning and development projects.
- Continued review of Sign Ordinance Update materials and progress.
- Coordinated with City Engineer and City Clerk on 1101 Main Street Lot Line Adjustment finalization and timeline. Advised realtor of timeline.
- Continued coordination on alleviating issues stemming from Russ Park access across private land.
- Reviewed letter from Ferndale resident requesting that the City grant a revocable encroachment permit for a fence in a public right of way. Advised City Manager of estimated cost.
- Attended 7/26 Design Review meeting and presented Design Review Manual Preparation Scope and Staff Report as well as Design Review Use Permit Application Process revisions and Staff Report.
- Wrote and mailed application incomplete letter to applicant for stucco removal at 580 Main St.
- Coordinated with City Clerk on process for notifying resident of Design Review Combining Zone violation for removal of a contributing feature from a listed building in the Historic District.
- Responded to property owner questions about the potential to subdivide property located on Main Street; corresponded by email and phone to answer additional questions related to zoning standards.
- Responded to property owner questions regarding converting an existing structure on the property into a dwelling space. Coordinated with City Clerk to advise resident on options.
- Coordinated with City Clerk and City Manager to draft letter to Ferndale resident outlining City requirements for a building permit for stucco removal in the Historic District.

Projects:

- General Plan Update—Prepared General Plan Safety Element Settings & Context and Geologic and Seismic Hazards chapters for presentation at 8/29 Planning Commission meeting. Contacted Troy Nicolini and arranged for him to make a brief presentation on Geologic Hazards during meeting. Continued agency coordination and presentation scheduling for future meetings.
- Design Review Use Permit Application Process – Attended 7/26 Design Review Committee meeting and presented staff report and revised application process with revisions marked and explained. Made additional changes to application process as directed by Committee and prepared staff report for 8/23 meeting.

CITY ENGINEER:**Sewer Projects –**

- Investigating permit requirements and estimated cost for a sludge storage/drying building
- Working on a proposed capital improvement report (sewer)
 - Met with Doug and discussed scope of projects to be included and priority ranking. Working on updated cost estimate and map for DRAFT submittal.

Pedestrian Improvement Project -

- Herbert Street: (Phase 1)
 - Project is complete
 - Finalizing Project Close Out
- Rose Street: (Phase 2)
 - \$250,000.00 has been granted to the City of Ferndale for Transportation Enhancement (pedestrian improvements) on Rose Street.
 - Design development and preparation of construction documents should begin in September upon receiving the Expense Authorization (EA)/Finance letter. *Cal Trans meeting in July (for authorization of funds) was cancelled.*

Applications –

- Mr. Willis Hadley - Francis Street Project: Project started without a permit. Referral sent to California Department of Fish and Game for drainage work. DF&G requested additional consultation with the US Army Corps of Engineers.
- Reviewed Status of 5th and Arlington Subdivision Expiration date.
- Reviewing status of Beal LLA

General Engineering –

- Looking into solutions for 5th Street Flooding in front of Navy House Parcel
 - Reviewed existing easements, utilities and prepared alternatives and cost estimate to meet the 25-year design flow criteria
 - Analyzed basin area conditions and updated the information from the 2004 Drainage Master Plan Update. Scheduled to meet with the Drainage Review Committee on September 13th to discuss possible solution.

- Working on a Project Study Report for resurfacing Berding Street
 - Preparing a Pavement Condition survey of the existing surface
 - Preparing a repair/maintenance report based on the Pavement Condition Index
 - Preparing possible solutions and cost estimates

- Discussed results of the Project Initiation Document for the intersection of 4th and Shaw Ave.
 - Preparing Design plans and construction/bid documents for construction.

- Working on a proposed capital improvement report (roads and drainage)
 - Met with Tim and discussed scope of projects to be included and priority ranking. Working on updated cost estimate and map for DRAFT submittal.

- Working on Roadway Functional Classification change
 - Completed the CRS map changes
 - Completed the Functional Classification request form
 - Completed the Resolution to City Council
 - Received approval letter from HCAOG
 - Waiting for City Council approval before final submittal to Cal Trans

- Working on 25' Francis Creek Setback Map
 - Completed the GIS map showing Francis Creek and the 25' offset and zoning
 - Identified the potential lots affected

- Submitted final SWPPP and NOT for NCWQCB.
- Wetland Assessment preparation for compliance with permits and California Coastal Commission
- 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 –

- HCAOG
 - Attend TAC meetings

Reporting and Correspondence –

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

WASTEWATER OPERATIONS:

- CPO worked on Sewer Tax audit and Assessor report.
- Sent numerous emails to HWMA regarding diversion numbers in preparation for completing the annual recycling report.
- CPO complete and submit annual recycling report to the state
- OIT assisted operator Coppini with moving irrigation pipes
- Numerous correspondence with manufacturer of pond motor operated valve regarding failure and warranty replacement.
- CPO and CM working with Orick CSD regarding old generator.
- OIT Ivey replace belts on blower #3
- Contacted Mobley construction about repairing asphalt patch behind elementary school
- Flygt rep in to discuss maintenance contract for influent and pond pumps
- Eel River Disposal advised the City that they could no longer take our sludge mixed with solid waste. Staff is looking into several different options for disposing of our sludge. During this time, there were no dewatering events since the last report. ERD supplied the City with a 20 yd roll-off to store our dried sludge while the first stage of the sludge drying building is completed. Staff has contacted Waste Management, who issues Anderson Landfill's permit, and has begun the process of setting up a profile with them. Until we are able to find a long term solution, ERD will pick up our single-stream sludge and deliver it to Anderson after a short testing period to confirm that our biosolids meet their standards.
- Numerous calls to Waste Management in Redding regarding taking our sludge
- Operator Coppini and OIT Ivey perform routine maintenance on screw press.
- Met with Hank Brenard and Dennis Ryan regarding biosolids handling.
- Ride-along with Jim Brewer to look at berm that was installed to minimize flooding on Pt. Kenyon West of the effluent site.
- Motor Operated Valve (MOV) from the pond has an issue with sealing on close. Contacted contractor to look at it. Manufacture ordered new valve which will be replaced by the contractor. Should be repaired by end of August
- Trouble shoot MOV from pond and get data off nameplate for manufacturer.
- CPO gave tour of plant to operators from Fort Bragg
- Boom truck in to clear influent pumps.
- Staff performed process tests to assist in the operation of the facility.
- Operator Coppini manage biosolids handling with turning and mixing to get maximum dry.
- Operator Coppini contacted Aeromod regarding waste time issues in the PLC
- OIT Ivey perform major scrub down and cleaning of belt press
- Staff clean up and haul away debris from effluent site in preparation for drying building construction
- Mow and weedwack along road adjacent to facility
- Clean filter hoods
- Contact Block Environmental regarding the Copper study
- Contacted Del Oro corporate regarding commercial water usage report for tax info.
- New sewer hookup at 1292 Ambrossini Ln
- Fixed irrigation gun at wetlands
- CPO discussed capital improvement plans with Manhard to coordinate any work being done on the roads.

- Discuss with contractor and realtor about lot split at 1101 Main Street. Current upper lateral crosses over into the new lot that was split from the parcel. Advised realtor that the existing house will need to install a new upper and lower lateral to the main and cap off existing lateral to be available for future service when the other lot is developed.
- Sent copper data to Lisa
- CPO attended all day CWEA Fall training conference at Redwood Acres.
- Submitted a request to the Regional Board to change the copper limit in our NPDES permit. The Water Effects Ratio study that was completed by Block showed that the limit could be increased by nearly 3 times. When the limits were established, only lab water was used to determine the effects copper has on aquatic life. Because the water is so pure, without any influence of organics, aquatic life has a less survival rate. The WER uses actual effluent to do the same study. Since effluent has suspended solids and other influences, copper can adhere to that matter more and less to aquatic life.
- System wide manhole inspection performed
- Took composite samples from dried biosolids in storage for sampling to determine the compliance for disposal at the Anderson Landfill. Should take three weeks to receive results.
- Operator Coppini discuss plan with ERD for use of 20 yd roll-off for temporary storage of dried biosolids
- Continued to work through some process issues at the plant. Flows are decreasing and therefore the biological process is changing.
- CPO met with reps from Fortuna Iron to discuss the construction of a small, portable hoist that can be used for removing the small influent pumps for routine maintenance.
- Control strategies regarding the influent pumps and UV control seem to be working as energy costs have decreased 20% from previous month.
- Completed and submitted monthly electronic annual report for the Regional Board
- The facility received a total of 19 septic dumps from Roto Rooter & Wyckoff's totaling 26,050 gallons and generating \$4,329 in revenue for the facility.
- Plant DATA updated on SEMS software
- CPO attended 2 CWEA board meetings in Eureka
- Monthly eSMR was submitted
- Staff performed routine process tests in our lab.
- Prepared monthly sample containers
- Filled out POs for monthly invoices
- Monthly samples picked up by NCL
- Operator Coppini performed general maintenance around the facility
- Operator Coppini filed online SSO report.
- Operator Coppini performed the normal in-house weekly and monthly testing and scheduled lab work to be done.
- No violations were reported during the month
- Total flows through the collection system were 6.893 MG. Of that, 2.887 MG was pumped to the equalization pond
- Influent flows that were treated through the facility totaled 4.066 MG for the month of July. The average flow was .131 MGD.
- Irrigation flows totaled 3.566 MG for the month of July. The average flow was .128 MGD.

PUBLIC WORKS:**CITY PROPERTY**

- Firemen's Park
 - Routine Maintenance, i.e. Mowing Park and Baseball Field.
 - Routine daily walk through to pick-up garbage.
- Park Restrooms
 - Routinely cleaned every day of the week including weekends.
- 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
 - Cut the hedge.
 - Changed out lights in the lounge.
- Library
 - Routine mowing and weed eating
- City Parking Lot
 - Picked up garbage – Routinely as least once a week unless otherwise warranted.
 - Restriped lot – painted parking stripes.
- 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
 - Replumbing down spouts and adding length to the down spouts on the back of the building.
 - Received bid for replacement of the community kitchen and relocating the roof vents.
 - Bid awarded to Cory Nunes Construction. He will start ASAP.
 - Spoke to Trevor Christiansen about locking up after the Zumba class.
 - Fixing bathroom fan... ordered new fan.
 - Roto Rooter pulled two of the three toilets and reset on new rings and two new sloan valves.
 - Called Fortuna Glass for broken window.
 - Power washed the steps to the kitchen.
- Police Department
 - Routine mowing and weed eating
 - Painted stripes in parking lot.
 - Mowed alley behind PD.
- Scout Hall - Routine mowing and weedeating

- Roadsides - Routine mowing and weed eating
- Working on the creek and meeting with property owners regarding creek questions.
- Met with Ron Smith regarding the creek.

STREETS AND SIDEWALKS AND STORMDRAINS

- 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.
- Continuing to patch the roads as needed.
- Painted curbs throughout town preparing for the fair. At high school. At 5th St. At Van Ness. At Main St Post Office. At Six Rivers Bank on Main St. At Fire Dept. At Valley Lumber. Foot bridge at Main and Van Ness + More.
- Cutting overgrown vegetation on Bluff St.
- Graded the sides of the road on Bluff St. for water runoff.
- 6 Hours Ford Tractor 6610 – Mowing roadsides
- Removed dead deer off of Watson St.
- Met with Manhardt regarding priority list on roads and drainage.
- Painted bridge and rails on Van Ness.
- Painted cross walks on California and Van Ness.
- Mowed Wildcat entry road.
- Painted Elementary cross walks on Shaw Ave.
- Painted white curb at West Shaw.
- Removed debris from all the drains and grates around town.

VEHICLE / EQUIPMENT MAINTENANCE

- Routine monthly maintenance and weekly maintenance on frequently used equipment.
- Repaired flat tire on the dump truck.

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.

Chief Smith attended Kiwanis meetings/functions.

Chief Smith attended the monthly LECAH meeting.

Chief Smith attended the monthly Community Corrections Partnership Executive Committee.

Provided a tour of the police department and police patrol units to children from the Ferndale Children's Center.

Provided cones, signage, traffic control and extra patrol for the Humboldt County Fair and related activities.

Police Statistics – July 2012

SERIOUS CRIMES	Number	Cleared
Homicide	0	
Rape	0	
Robbery	0	
Larceny	2	0
Assault	0	0
Burglary	1	
Vehicle Theft	0	
TOTAL	3	
SECONDARY CRIMES	0	
Calls for Service	30	
Reports Written	7	
Traffic Citations	2	
Other Citations	0	
Parking Citations	0	
Warnings	29	
ARRESTS	0	
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 August 29, 2012

Call to Order: Chair Jorgen Von Frausing-Borch called the Planning Commission meeting to order at 7:02pm. Commissioners Dan Brown, Uffe Christiansen, Trevor Harper, and Lino Mogni along with staff City Manager Jay Parrish, Deputy City Clerk Brianna Smith, and City Planner Melanie Rheaume. Those in attendance pledged allegiance to the flag. MOTION: (Brown/Christiansen). The July 18, 2012 minutes were unanimously approved.

Modifications to the agenda: City Manger Parrish asked that Item 6.3 the Revocable Easement for E-Street be moved to the first item.

No Public Comment.

Revocable Easement for E-Street: City Planner Melanie Rheaume briefly gave a background on the E-Street Revocable Easement. She Let the Commissioners know that the applicant had asked the City to wave the fee for the Easement. It was added that since this issue was brought forth by City officials that it didn't seem fair for the applicant to pay. City Planner Melanie Rheaume asked that the PC Commissioner look over the draft easement. A Commissioner asked how this issue affects the Fosters, who also use the fence. City staff explained that the Fosters were in full support in keeping the fence, but have not requested anything. Mr Hooley gave some background on the fence. He explained to the Commissioners that he had installed the fence after he had some conversations with then Public Works Director Mr. Taubitz in 2001. He had asked Mr. Taulbitz if he needed permission from the City to clean up the area and install a fence between his property and the Foster's property. His informal response was that he saw no need to get formal approval. Ron Smith, who lives at the West end of E-St who could not be at the meeting expressed to Mr. Hooley that he has no concerns with the fence and would like to see it left up. A Commissioner had a question to as who the owner of E-Street was? It was explained that The City is the owner E-Street. It was asked why the City doesn't deem themselves the owner of the fence? Staff explained that the Revocable Easement puts the onus off the City. Commissioners had concern about the legal aspects of the Revocable Easement and asked if it had been looked over by legal counsel. It was explained that it had not been, but that this document had been used by other cities and had been altered to fit the situation. All Commissioners agreed that they wouldn't feel comfortable recommending this to Council as is and that they would like more legal information and would like to know more about Adverse Possession and its role. MOTION: (Brown/Mogni) Tabled until legal advice is obtained. Unanimous

Geological and Tsunami Hazards and Safety Presentation-Troy Nicolini: Will be rescheduled at a later date.

Safety Element Update: It was asked that Study Sessions at 6:30 were reinstated do to speakers that will be giving presentations at the September, October, November and February meetings. City Planner Melanie Rheaume gave an update on the Safety Element. She went over The Setting and Context section

which includes identification and overview of geological, storm, flood, fire and other potential hazards in the Ferndale Planning area. The next section that was looked at was the Geological and Seismic Hazards and the Potential Liquefaction Area of the Ferndale Planning area. Figures for Soil Instability and the Tsunami Evacuation area were looked at. City Planner Melanie Rheaume also briefly discussed Acceptable risk and Emergency Preparedness.

The next regular meeting will be September 19, 2012. The meeting was adjourned at 8:09PM.

Respectfully submitted,

Brianna Smith
Deputy City Clerk

City of Ferndale, Humboldt County, California USA
Design Review Minutes for the 07/26/12 8:30am meeting

Vice Chairman Dane Cowan opened the meeting at 8:40 a.m. Committee Members Michael Bailey, Michael Sweeney, and Lino Mogni were present along with staff City Manager Jay Parrish, City Planner George Williamson and City Clerk Nancy Kaytis-Slocum. Chair Dan Brown was absent. Modifications: Committee member comments was moved in front of 5c.

MOTION: (Bailey/Sweeney). Approve minutes from the 6/21/12, 6/28/12 and 7/19/12 meetings as presented. Unanimous.

Design Review Process - City Planner George Williamson explained that language on page 6 of the packet came from the Zoning Ordinance. Michael Bailey had a concern with page 9, middle "Consult with City Staff to determine if your project requires a Design Review Use Permit application." He was also concerned about paint colors, the definition of an emergency repair. Planner Williamson made note of the changes. Also discussed is having a letter instead of a call to the applicant informing them of the acceptance of their application so that there is a paper trail. Staff pointed out the space at the bottom of the application where it provides a space to write the date the applicant was notified, as well as a space to mark when the project is finalized. There was more discussion about the notification process. Vice Chair Cowan suggested a disclaimer on the application that if the applicant changes the approved project, it will have to come back before the Design Review Committee. Also discussed were before and after photos; a list of some of the things the applicant may need to present with the application, not needed is the requirement of a plot plan when the footprint is not changing. Committee member Sweeney suggested wording that staff determines if CEQA is necessary, the project would go to Planwest, then to the Design Review Committee. He also thought check boxes on the application would be a good idea. There was further discussion on the CEQA process. Planner Williamson will make changes and bring back before the committee.

Design Review Manual: Planner Williamson discussed the preparation scope and noted that the preliminary work would be done by the Committee; Planwest would not become involved until Task 6. A user guide will be a "bible" for staff and the community. Williamson left a copy of the Samoa manual for review.

Committee Comments: Planner Williamson explained that the Historic and Cultural Resources Element was adopted by the City Council in February. The approved element should be online for reference on our web page.

Final Procedure for DR Applications- Committee member Bailey brought several applications forward that he wanted to discuss with the group;

1. 1238 Main Street; Bailey felt the contractor did a poor job of joining the new siding to the old, and that the paint does not match. Vice Chair Cowan asked if the applicant had done what was applied for, and if so, to sign off on it, as the committee has no control over the contractor that is chosen by the applicant. Bailey signed off.

2. 460 Main Street; replace awning signs. Bailey felt there were too many other signs, no street number noted on building, and a flashing neon open sign; however, he signed off on what had been requested by the applicant.
3. 393 Main Street; remove built on lean-to and eventually build a second exit from upstairs of house. The project has not been completed due to lack of money. He questioned if there is an expiration date on the application.
4. 1400C Main Street; landscaped sign had previously been approved, other signs not. Bailey remarked that the neon closed sign shines all night, neon open sign in window, other signs removed as stated, and signed off on it.
5. 358 Main Street – paint bare white spot above store. Never completed and won't be. Remove application from list.

In addition, the following applications were taken by the committee members: Dane Cowan: 1117 1103 1019 1102 1018; Lino Mogni: 1003 0916 0914; Michael Bailey: 0912 0910 0911 0909 1213 1214; Michael Sweeney: 1005 1009 1010 1013 1014.

The meeting adjourned at 10:10AM. The next meeting regular meeting will be August 23, 2012.

Respectfully submitted,

Nancy Kaytis-Slocum
City Clerk

City of Ferndale, Humboldt County, California USA
Design Review Minutes for the 08/9/12 8:30am meeting

Chairman Dan Brown opened the meeting at 8:33 a.m. Committee Members Michael Sweeney, Lino Mogni, Michael Bailey and Dane Cowan along with staff City Manager Jay Parrish and Deputy City Clerk Brianna Smith were present.

219 Francis Street- Chairman Dan Brown went over the letter that City Manager Parrish sent to Teruko McCarthy with the Committee. City Manager Jay Parrish explained to the committee that the resident at 219 Francis Street had removed her door without going through the proper process and doing further research found the door to be historically significant. City Manager Parrish explained that he had spoke with Ms. McCarthy and let her know that she needed to file a Design Review Application and that since her house is a contributing building in the Historical District, that staff will refer the project to the City Planner for a CEQA review, if she would like. Also it was explained if she restores the door to its original place then City review would not be required.

The meeting adjourned at 9:13AM. The next meeting regular meeting will be August 23, 2012

Respectfully submitted:

Brianna Smith
Deputy City Clerk

City of Ferndale, Humboldt County, California USA
Design Review Minutes for the 08/23/12 8:30am meeting
NO QUORUM

City of Ferndale, Humboldt County, California USA
Sign Ordinance Committee Minutes for the 7/19/12 2:30 pm meeting

Chairman Michael Bailey opened the meeting at 2:31 pm. Committee members Michael Sweeney, Phil Ostler and Karen Pingitore were present. Committee member Trevor Harper was absent. City Manager Jay Parrish was in attendance.

No modifications to agenda

June 21, 2012 Minutes: MOTION: Approve minutes as edited. (Pingitore/Bailey). All in favor.

No public comment.

BUSINESS

A. Press Release

Chairman Bailey initiated a discussion on the most appropriate way to inform the public about the activities of the Sign Ordinance Committee. In spite of meeting monthly since September 2011, no members of the public have attended. Concern was expressed that when the Committee submits a draft ordinance to the Planning Commission, people will then show up at public hearings stating that they had no idea this Committee existed and had no opportunity to express their views. Coincidentally, during the discussion, local business person Demetri DiStefano showed up unannounced. In the process of revamping his business, Demetri will also be applying for a new sign permit. The Committee seized on this opportunity to query Demetri on how this Committee could best inform the community in general and the businesses in particular about the sign ordinance update process. Concluding that most of the signage and most of the changes in the sign ordinance would affect the business community rather than residential areas within the City, Demetri felt that a direct mail approach may be the most productive. Other options such as radio spots, an open house session to provide an update to interested business persons, and a special meeting allowing non-compliant sign owners to address their issues were discussed. No decision was made on the next step.

B. Letter to Business Community

City Manager Jay Parish presented a draft letter he has prepared to the business community that updates them on the activities and progress of the Sign Ordinance Committee.

C. Review, Add, Revise and Approve the following:

Chairman Bailey presented the changes to previously discussed sections of the sign ordinance including the following:

Proposed Sign Ordinance Outline – Draft 2

- 1001 Background, Purpose, and Scope, Rev. 1
- 1002 Sign Definitions, Rev. 1
- 1004.1 General Sign Regulations, Rev. 1
- 1004.2 Miscellaneous Business Signs, Rev. 1

Discussion focused on the definitions and relationship between the terms “grandfathered sign,” “historic significance or historic plaque,” “illegal use sign,” and “non-conforming use sign.” There was some confusion and apparent overlap between these terms. The term “grandfathered sign” is normally interpreted by many people as having existed for a long-time and not subject to subsequent regulations that may prohibit such signs. The “grandfathered sign” definition included the statement that “A grandfathered sign is a non-conforming sign which legally exists and is allowed to remain, due to a significantly high replacement cost, even though it may not meet the terms of this (*referring to adopted*) ordinance.” The Committee discussed the need for or the appropriateness of the “replacement cost” language in the grandfathered definition.

Currently, the definition of “historic significance” simply refers to any sign deemed historic by the City, state, or federal authority. The definition for “illegal use sign” pertains to a sign that was placed without a permit or a sign that does not comply with the applicable regulations. A “non-conforming use sign” refers to a sign that was lawfully placed prior to adoption or amendment of an ordinance. This definition usually has a defined amortization period after which its status changes from non-conforming to abandoned, obsolete, or illegal. This definition seems closest to how most people perceive the term “grandfathered.” The Committee tabled discussion for the next meeting to further distinguish between grandfathered and non-conforming signs.

Discussion focused on the sandwich board signs which the Planning Commission does not like. Apparently, most, if not all, of the currently placed sandwich board signs are not permitted. Many of these signs grew out of the movies produced in the late 1990s when the production companies provided local businesses with such signs to mitigate disruption in shopper traffic due to filming logistics. Both Karen Pingitore and Phil Ostler strongly believed that sandwich boards offer a unique means of messaging and have considerable value for business owners. The Committee tabled this discussion until the next meeting when draft language will be presented to better define Section 1004.2.1.3 Off-site temporary directional signs.

The Committee reviewed draft language that deleted regulations for Monument signs and added regulatory language for Multi-faced and Pole, Pylon, Post, and Panel or Column signs. The draft regulatory language for Wind and Door signs was adapted from the International Building Code.

At the next meeting, the Committee will approve the revisions and forward these sections to the Planning Commission as an update to what we have accomplished so far. The Committee tabled the remainder of the agenda items until the next meeting.

CORRESPONDENCE

The Committee received two items through correspondence:

An article titled “Danger Signs and Dangerous Sign Codes: Avoiding Five Common Errors in Sign Regulation” by Randal Morrison was provided by City Manager Jay Parish for the Committees’ information.

A letter sent via Certified Mail to Lowell Daniels regarding the Administrative Abatement of the “VI Restaurant” sign which did not go through the Design Review Committee and currently is not permitted.

The next regular meeting will be August 16, 2012 at 2:30 pm. The meeting was adjourned at 5:08 pm.

Respectfully submitted by:

Michael Sweeney

FERNDALE LIBRARY ASSN.

Board meeting-July 26, 2012

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

The minutes of the Febr. 22, 2012 Meeting were read and approved.

The terms of office were reviewed with Evo in 2013, Nancy 2014, Bob 2015, Irene 2016,

Bonnie read a letter she sent to Wendy Lestina advising her that the board has passed a motion allowing her to go to the library unaccompanied by an adult henceforth. Bonnie read a return letter from Wendy thanking the board and wrote she will refrain from arrent behavior herceforth.

Bonnie announced that the County extension manager Lin Landry has retired as of last month. The new manager is Janet Smith, head of County Technical Services.

Bonnie stated THE SUMMER READING PROGRAM is decreasing each year. With only 32 enrolled in the program this year.

Irene announced that she submitted the bid for the new library carpet and we should hear from Lytel Foundation soon.

The 2011-12 year budget was reviewed. The Budget was \$20557.76 and the actual expenditdures were \$18241.55. Next years budget has not been finalized as yet.

Next Meeting was set for October 25, 2012

Evo M. LOurenzo, Secty.



Section 13c: Council Reports and Comments

II. B.

**Minutes
Meeting of the Board of Directors
July 23, 2012**

- I. **Call to Order**

Vice Chair Mike Newman called the meeting to order at 6:33 p.m.
Present: Dendra Dengler, Richard Dorn, Julie Fulkerson, Tyler Holmes, Nancy Koke, Mark Lovelace, Ken Mierzwa, Mike Newman, Michael McKaskle for John Rogers, Bruce Rupp, Sherman Schapiro, Frank Scolari, Alex Stillman
Absent: Bud Leonard, Mike Losey, Bill Wennerholm, Mike Wilson
Guests: Kathryn Lehman, President, College of the Redwoods
Staff Present: Don Ehnebuske, Virginia Fisher, Bonnie Smoller
- II. **Approval of Agenda and Minutes**

M/S/P: Rupp/Fulkerson to approve the July 23, 2012 board agenda.
M/S/P: Schapiro/Holmes to approve the June 25, 2012 board minutes.
Both motions passed unanimously.
- III. **Public Input** – for non-agenda items
None
- IV. **Program: Kathryn Lehman**, President, College of the Redwoods
Ms. Lehman took the position of CR President in May 2012. She gave an update of the accreditation process and projects currently under construction.
- V. **Financial Reports**

A. Acceptance of Agency-wide Financial Reports: June 30, 2012
M/S/P: Rupp/McKaskle to accept reports as presented. Motion passed unanimously.
- VI. **Reports – no action required**
 - A. **Loan Portfolio Report. June 30, 2012:** information only.
 - B. **Executive Director Report:** the report was given in writing.
 - C. **Executive Committee minutes of April 23, 2012:** information only.
- VII. **Old Business** - None
- VIII. **New Business**
 - A. **Consider nomination of Mike Newman to Workforce Investment Board**

M/S: Stillman/Rupp to approve the nomination of Mike Newman for membership on the **Workforce Investment Board**. Ayes: 12; Nays: 0; Abstain: 1. Motion passes. The nomination will now go to the Workforce Investment Board for approval, with final approval by the County Board of Supervisors.
 - B. **Request for approval of proposed Microloan Program**

The Executive Committee recommended approval for creating a microloan program to serve businesses needing loans of less than \$35,000. The funds would come from the non-restricted RREDC Loan Fund, and would be capped at \$100,000. Loan approval would be done by the executive director and lender. After six months the program will be brought to the board for review.

M/S/P: Stillman/Holmes to approve the **Microloan Program** as recommended by the **Loan and Executive Committees**. Motion passed unanimously.

- C. **Discussion of secretary position:** There has been interest in having the secretary of the board be elected from the board members, rather than the executive director of RREDC.

After discussing the benefits of having the secretary "in house" and in charge of minutes, the board seal, etc., it was suggested that enlarging the Executive Committee would be preferred. This would be done by adding one at-large position, bringing the number to seven. A quorum would still be four members.

To do this requires a change to the by-laws. Staff will introduce this item, in accordance with by-law regulations, at the August 2012 meeting. No action taken.

- IX. **Member Reports:** County of Humboldt, City of Ferndale, Redway CSD
- X. **Agenda item requests for August 27, 2012 meeting:** members were asked to contact staff if they have items for the August agenda.
- XI. **Adjourn:** the meeting adjourned at 8:23 p.m.

Respectfully submitted:

Bonnie Smoller, recorder

Mike Newman, Vice 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 Methamphetamine 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. 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.

- B. 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.
- C. 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.



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

June 18, 2012
Monday, 3:15 p.m.

I. ROLL CALL

Present: Jay Parrish, Lana Manzanita, Jack Thompson, Linda Atkins, John Woolley, Tom Davies, Susan Ornelas, Sue Long

Absent: Sheri Woo

Staff: Matthew Marshall, Dana Boudreau, Kristopher Buihner

Guests: Evan (Lana's grandson)

II. REPORTS FROM MEMBER ENTITIES

Director Thompson reported on the City of Rio Dell's wastewater plant project, which has encountered an issue with the water board requiring ownership documentation for all property involved in the project before continuing.

Director Davies reported that the City of Trinidad has begun work on their gateway improvement project, and that the new Trinidad Pier has been completed.

III. ORAL COMMUNICATIONS

None

IV. CONSENT CALENDAR

A. Approve Minutes of May 21, 2011 Board Meeting

B. Approve attached Warrants

C. Accept attached Financial Reports

M/S/C: Woolley, Manzanita: approve the consent calendar items.

V. REMOVED FROM CONSENT CALENDAR ITEMS

None

VI. OLD BUSINESS

A. Discussion of support for hydrogen transportation expansion.

Executive Director Marshall introduced a proposed resolution supporting hydrogen technology and other alternative fuels

M/S/C: Manzanita, Ornelas: Adopt resolution supporting the development and deployment of hydrogen transportation technology and other alternative fuels.

VII. NEW BUSINESS

A. Redwood Coast Energy Watch Program update presentation

Executive Director Marshall provided a presentation on Energy Watch program progress, projections through the end of the 2010-2012 cycle, and expectations for the upcoming 2013-14 cycle.

The Board discussed the program status, as well as the difficulty of addressing the high energy use of illegal indoor growing. A analysis by Evan Mills on energy and indoor growing was suggested for reference by Director Ornelas.

B. RCEA Fiscal Year 2012-13 Budget

Executive Director Marshall introduced the proposed budget for the 2012-13 fiscal year.

Director Thompson suggested fully utilizing the general fund balance to generate interest income, and posed the topic of buying a building rather than paying rent.

M/S/C: Atkins, Thompson: Adopt the proposed RCEA Fiscal Year 2012-2013 annual budget.

C. Assign check-signing board members.

Executive Director Marshall reported that Directors Thompson and Parrish are the current board members that are signers on the account and asked for volunteers who are closer to RCEA who would be added to the account.

Director Atkins agreed to be a check-signer.

M/S/C: Woolley, Ornelas: Approve adding Director Atkins as a singer for the Umpqua Bank account.

D. Discuss policy on use of RCEA discretionary General Funds

Executive Director Marshall reintroduced the topic of the uncommitted General Funds that RCEA has accumulated.

The Board directed staff to develop a draft policy on the use of uncommitted net income.

The Board also directed staff to refine how the general fund balance is reported to more clearly delineate committed and uncommitted funds in the general fund.

VIII. STAFF REPORT

A. Matthew Marshall, Executive Director

- Executive Director Marshall provided an update on the Makani Power grant proposal, which was successfully submitted.
- Executive Director Marshall proposed that RCEA could begin to explore strategies to help local governments install renewable energy systems, including power purchasing agreements. The Board requested staff research if and how Power Purchasing Agreements might be a viable strategy for local governments to pursue renewable energy projects.

IX. ADJOURNMENT

Meeting adjourned at 4:15pm

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



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
 611 I Street, Suite B
 Eureka, CA 95501
 (707) 444-8208
<http://www.hcaog.net>

Board of Directors
DRAFT MEETING RECORD

Regular Meeting
 June 21, 2012, 4:00 p.m.
 HCAOG Conference Room
 611 I Street, Suite B, Eureka

Present:

Mayor Jeff Farley, Chair
 Councilmember Susan Ornelas, Vice Chair
 Mayor Frank Jäger
 Mayor Doug Strehl
 Supervisor Virginia Bass
 Councilmember Bud Leonard (Alternate)
 Councilmember McCall-Wallace

Policy Advisory Committee Members:

Supervisor Mark Lovelace (Alternate)
 Rex Jackman

Staff:

Marcella Clem
 Debbie Egger
 Oona Smith
 Debra Dees
 Meghan Ryan
 Siana Watts

Absent:

Councilmember Mike Morgan

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

Humboldt Transit Authority
 Caltrans

Executive Director
 Administrative Services Officer
 Senior Planner
 Associate Planner
 Assistant Planner
 Executive Assistant

City of Trinidad

1. **Call to Order**
 Chair Farley called the meeting to order at 4:04 p.m.
2. **Approval of the Meeting Record**
Motion was made (Ornelas/Bass) to approve the May 17, 2012 meeting record as submitted.
Motion carried unanimously.
Abstention: Leonard, McCall-Wallace
3. **Public Participation**
 There was no public participation.
4. **Adjournment of the HCAOG Board; Convening of the Policy Advisory Committee (PAC)**
 4:08 p.m.

5. Consent Items

Motion was made (Ornelas/Bass) to approve the consent agenda.
Motion carried unanimously.

a. Planning, Programming, and Monitoring (PPM) Funds Request

The PAC reviewed a request from the City of Blue Lake for PPM funds in the amount of \$15,000 for a geometric assessment of Greenwood and Railroad Avenue, and considered a recommendation for approval to the HCAOG Board

6. Informational Items/Member Communication**a. Humboldt County Traffic Model**

Sean McAtee of LSA Associates, Inc. made a presentation on the Humboldt County Traffic Model update.

7. Discussion Items**a. Transportation Development Plan (TDP)**

Motion was made (Ornelas/Strehl) to return item to the July meeting for further discussion and approval.
Motion carried unanimously.

b. Support for the Bay (Trail Effort)

Motion was made (Bass/Strehl) to table the item with the understanding that Board members will bring the discussion before their individual agencies.
Motion carried unanimously.

Public Participation on item 7b.

Dennis Rael
Judy Hodges
Peter Oringer
Mike Knight
Bob Eckart
Mark Madson
Bill Bertain
Monty Provolt
Jan Kraepelin
Nick Angeloff
Debbie Provolt

**c. FY 2012-13 Overall Work Program (OWP) Final Draft
(Resolution 12-11)**

Motion was made (McCaill-Wallace/Ornelas) to recommend HCAOG Board approval of FY 2012-13 OWP with concordant Resolution 12-11.
Motion carried unanimously.

8. PAC Member Reports

There were no PAC reports.

a. **Regional Housing Needs Assessment (RHNA)/Establishment of an ad hoc RHNA Methodology Committee**

Motion was made (McCall-Wallace/Bass) to establish an Ad Hoc RHNA Methodology Committee consisting of one member from each jurisdiction, as appointed by the jurisdiction, on an optional, voluntary basis.
Motion carried unanimously.

Public Participation on item 10g.

Norman Shopay, McKinleyville Community Service District

11. **Adjournment**

The meeting was adjourned at 6:47 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.

Section 14: Adjourn