

CORRECTED PG 71

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

Location:	City Hall	Date:	March 7, 2013
	834 Main Street	Time:	7 pm
	Ferndale CA 95536	Posted:	2/27/13

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

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

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

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

1. CALL MEETING TO ORDER – Mayor
2. PLEDGE ALLEGIANCE TO THE FLAG
3. ROLL CALL –City Clerk
4. CEREMONIAL
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 may be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3^{rds} of the Council that the item came up after the agenda was posted and is of an urgent nature requiring immediate action. This portion of the meeting will be approximately 30 minutes total for all speakers, with each speaker given no more than five minutes.) Page 4
8. CONSENT CALENDAR. (All matters listed under this category are considered to be routine by the City Council and will be enacted by one motion. Unless a specific request is made by a Councilmember, staff or the public, the Consent Calendar will not be read. There will be no separate discussion of these items. However, if discussion is required, that item will be removed from the Consent Calendar and considered separately under “Call Items.”)
 - a. Acceptance of Accounts Payable Page 5
 - b. Approval of previous minutes: February 7, 2013 Page 16
9. CALL ITEM
10. PRESENTATION / Community Forum
 - a. Greenhouse Gas Inventory Results – Jerome Carman Page 18
11. BUSINESS
 - a. Resolution 2013-06 Applying the Vehicle Code of the State of California to the Roads and Streets within the former Navy Housing, now known

as Ferndale Housing and owned and operated by the O'Rourke Foundation (APNs 030-101-007 and 030-101-010)	Page 20
<i>b.</i> Purchasing Ordinance Revision.....	Page 22
<i>c.</i> Request for Proposals for Annual Audit	Page 31
<i>d.</i> 2 nd Pay Request 5 th Street Drainage Project	Page 38
<i>e.</i> Set up meeting to discuss implications and ramifications of Lytel's letter regarding loss of yearly donation.	Page 40
12. CORRESPONDENCE	Page 42
13. REPORTS	
<i>a.</i> City Manager Staff Report and Community Events	Page 44
<i>b.</i> Commissions / Committees and others	
<i>i.</i> Design Review	Page 58
<i>ii.</i> Health Report.....	Page 60
<i>iii.</i> Library Board Meeting	None
<i>iv.</i> Planning Commission.....	Page 61
<i>v.</i> Sign Committee.....	Page 63
<i>c.</i> Council Reports and Comment	
<i>i.</i> HCAOG	Page 70
<i>ii.</i> HMRA Minutes	None
<i>iii.</i> HWMA Abstract	None
<i>iv.</i> RCEA Minutes	None
<i>v.</i> RREDC Minutes	Page 80
14. ADJOURN	Page 82

**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, April 4, 2013 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 01/23/13 To 02/22/13
 Check #: All - Vendor: All - Payee Name: All - By Payee Name - AP Pmt Distribution

Chk No.	Date Acct No.	Pay Type	Ven ID	Vendor Name \ Payee Name Override Description	Distribution Amount	Check Amount
45987	02/07/13 24315020		101AP	101 AUTO PARTS Building & ground maintenance	PUBLIC 40.30	40.30
Total for 101 AUTO PARTS						40.30
45915	01/23/13 10165055		ACHUM	ACCESS HUMBOLDT Contractual services	180.00	180.00
Total for ACCESS HUMBOLDT						180.00
45956	02/04/13 10215048		ADSTR	ADAM STRICKER Training POLIC	640.00	640.00
Total for ADAM STRICKER						640.00
45969	02/07/13 30515121		AEROM	AERO-MOD Sewer plant maintenance	415.00	415.00
Total for AERO-MOD						415.00
45970	02/07/13 10012260		AFLAC	AFLAC - REMIT. PROCESSING SERV. Health insurance payable	144.38	144.38
Total for AFLAC - REMIT. PROCESSING SERV.						144.38
45957	02/04/13 10435052		ARNKE	ARNOLD C. KEMP Building regulation/inspectio	1,504.90	1,504.90
Total for ARNOLD C. KEMP						1,504.90
45989	02/13/13 10615024		BAKTA	BAKER & TAYLOR Books LIBRAR	398.25	398.25
Total for BAKER & TAYLOR						398.25
45958	02/04/13 10175024 10625020		BAYWE	BAY WEST SUPPLY, INC. Supplies - public restroom Building and ground maint.	92.59 51.22	143.81
45971	02/07/13 10175024 10635020		BAYWE	BAY WEST SUPPLY, INC. Supplies - public restroom Buildings and grounds maintenance	52.63 52.64	105.27
Total for BAY WEST SUPPLY, INC.						249.08
45925	01/31/13 10012260 10105007 10125007 10215007 10315007 10635007 22315007 24315007 25315007 26315007 30515007		BENAD	BENEFICIAL ADMIN COMPANY INC. Health insurance payable Medical insurance Medical insurance	43.57 10.00 27.85 44.32 2.62 1.51 1.87 2.62 4.11 2.47 55.51	196.45
Total for BENEFICIAL ADMIN COMPANY INC.						196.45

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Acct No.	Type		Override Description	Amount	Amount	
45959	02/04/13		CAHEAT	CALIFORNIA HEATING		3,062.00
	10155020			Building and ground maint.	3,062.00	
Total for CALIFORNIA HEATING						3,062.00
45916	01/23/13		CALST	CALIFORNIA STATE DISBURSEMENT UNIT		139.38
	10012250			Garnishments payable	139.38	
45960	02/04/13		CALST	CALIFORNIA STATE DISBURSEMENT UNIT		139.38
	10012250			Garnishments payable	139.38	
46015	02/14/13		CALST	CALIFORNIA STATE DISBURSEMENT UNIT		139.38
	10012250			Garnishments payable	139.38	
Total for CALIFORNIA STATE DISBURSEMENT UNI						418.14
45917	01/23/13		CAMPE	CAMPBELL PET COMPANY		23.04
	10225096			Animal control	23.04	
45926	01/31/13		CAMPE	CAMPBELL PET COMPANY		85.18
	10225096			Animal control	85.18	
Total for CAMPBELL PET COMPANY						108.22
45972	02/07/13		CENTMC	CENTURY MANUFACTURING CORP.		558.45
	10155020			Building and ground maint. PUBLIC	558.45	
Total for CENTURY MANUFACTURING CORP.						558.45
45961	02/04/13		CITFO	CITY OF FORTUNA		1,016.66
	10215035			Dispatch service	1,016.66	
Total for CITY OF FORTUNA						1,016.66
45973	02/07/13		COMAS	COMPUTER ASSISTANCE		824.78
	10125012			Office expense TOWN	145.80	
	10215012			Office expense POLIC	678.98	
Total for COMPUTER ASSISTANCE						824.78
45962	02/04/13		CCCSF	CONTRA COSTA COUNTY		344.00
	10215048			Training POLIC	344.00	
Total for CONTRA COSTA COUNTY						344.00
45927	01/31/13		DEPJU	DEPARTMENT OF JUSTICE		70.00
	10215052			Professional services POLIC	70.00	
Total for DEPARTMENT OF JUSTICE						70.00
45990	02/13/13		DOCST	DOCUSTATION INC. \ DOCUSTATION		115.95
	10165078			Copy machine expense	115.95	
Total for DOCUSTATION						115.95
45928	01/31/13		EELRI	EEL RIVER DISPOSAL		165.00
	10155030			Trash service	165.00	
Total for EEL RIVER DISPOSAL						165.00
100	02/04/13	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		695.98
	10012302			State P/R Tax Deposits	695.98	
100	02/14/13	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		672.54
	10012302			State P/R Tax Deposits	672.54	

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Acct No.		Type		Override Description	Amount	Amount
Total for EMPLOYMENT DEVELOPMENT DEPART						1,368.52
45918	01/23/13			EUREKA OXYGEN COMPANY		271.74
	10155020			Building and ground maint.	15.00	
	24315020			Building & ground maintenance	114.74	
	30515121			Sewer plant maintenance	142.00	
				Memo: DEC STATEMENT		
45974	02/07/13		EUROX	EUREKA OXYGEN COMPANY		Void
	10155020			Building and ground maint.	Void	
	24315020			Building & ground maintenance	Void	
	30515094			Safety equipment	Void	
45991	02/13/13		EUROX	EUREKA OXYGEN COMPANY		30.00
	10635020			Buildings and grounds maintenance	30.00	
Total for EUREKA OXYGEN COMPANY						301.74
45992	02/13/13		FERTR	FERNBRIDGE TRACTOR & EQUIP. CO.		311.61
	24315088			Equipment repair	PUBLIC 311.61	
Total for FERNBRIDGE TRACTOR & EQUIP. CO.						311.61
45929	01/31/13		FRONT	FRONTIER		899.26
	10155034			Telephone	198.46	
	10215034			Telephone	277.11	
	10615034			Telephone	131.73	
	24315034			Telephone	58.12	
	30515034			Telephone	233.84	
Total for FRONTIER						899.26
45993	02/13/13		GECAP	GE CAPITAL		221.34
	10165078			Copy machine expense	221.34	
Total for GE CAPITAL						221.34
45930	01/31/13		GRINCON	GRINSELL CONSTRUCTION		1,284.75
	21625060			Bocce ball	1,284.75	
Total for GRINSELL CONSTRUCTION						1,284.75
45931	01/31/13		HBECFPC	H.B. Environmental Consultants, FPC		600.00
	30515030			Garbage/sludge	SEWE 600.00	
Total for H.B. Environmental Consultants, FPC						600.00
45932	01/31/13		HORBU	HORIZON BUSINESS SERVICES		32.12
	10125012			Office expense	TOWN 32.12	
Total for HORIZON BUSINESS SERVICES						32.12
45975	02/07/13		HUMSH	HUMBOLDT CO SHERIFF DEPT		154.70
	10215086			Booking fees	POLIC 154.70	
Total for HUMBOLDT CO SHERIFF DEPT						154.70
45933	01/31/13		HUMLOD	HUMBOLDT LODGING ALLIANCE, INC.		718.13
	10175072.1			Donation - Visitors & Conv.	TO 718.13	
Total for HUMBOLDT LODGING ALLIANCE, INC.						718.13

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Acct No.	Type	Override Description	Amount	Amount		
45976	02/07/13	HUMTE		HUMBOLDT TERMITE & PEST		65.00
10635020				Buildings and grounds maintenance	65.00	
				Total for HUMBOLDT TERMITE & PEST		65.00
45940	01/31/13	JARDA		JARAD DAORO		3,004.65
10215088				Equipment repair other	POLIC	3,004.65
				Total for JARAD DAORO		3,004.65
45963	02/04/13	JAYPA		JAY PARRISH		400.00
10165096				Car Allowance		400.00
				Total for JAY PARRISH		400.00
45977	02/07/13	LMREN		L & M RENNER, INC.		2,052.92
10215016				Fuel	PUBLIC	1,088.05
24315016				Vehicle Fuel	POLIC	718.52
30515016				Vehicle gas	SEWE	246.35
				Total for L & M RENNER, INC.		2,052.92
45934	01/31/13	LEACA		LEAGUE OF CALIFORNIA CITIES		50.00
10125044				Meetings and dues		50.00
				Total for LEAGUE OF CALIFORNIA CITIES		50.00
45994	02/13/13	LCWTM		LIEBERT CASSIDY WHITMORE		Void
10094307				Miscellaneous		Void
10115044				Meeting and dues - Council		Void
10125044				Meetings and dues		Void
46000	02/13/13	LCWTM		LIEBERT CASSIDY WHITMORE		900.00
10094307				Miscellaneous	PC	400.00
10115044				Meeting and dues - Council	CC	400.00
10125044				Meetings and dues	CM	100.00
				Total for LIEBERT CASSIDY WHITMORE		900.00
45935	01/31/13	MANHD		MANHARD CONSULTING LTD		28,614.23
10425052				General engineering		2,207.50
10425053				Developer engineering		18,056.38
24315021				Street maintenance		105.00
30515095				Capital outlay		1,863.75
40315052				Plans, specs & estimates		3,499.10
48515095				Construction		2,882.50
				Total for MANHARD CONSULTING LTD		28,614.23
45936	01/31/13	MCKCO		MC KAY'S COLLISION REPAIR		Void
10215044				Meetings and dues		Void
45936	01/31/13	MCKCO		MC KAY'S COLLISION REPAIR		Void
10215088				Equipment repair other		Void
45978	02/07/13	MCKCO		MC KAY'S COLLISION REPAIR	POLIC	2,888.35
10215024				Special department supply		2,888.35
				Total for MC KAY'S COLLISION REPAIR		2,888.35

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45919	01/23/13		MERFR	MERCER FRASER COMPANY		387.87
	24315021			Street maintenance	387.87	
45979	02/07/13		MERFR	MERCER FRASER COMPANY		304.24
	24315020			Building & ground maintenance	304.24	
Total for MERCER FRASER COMPANY						692.11
45995	02/13/13		MISSN	MISSION UNIFORM & LINEN		101.88
	10175024			Supplies - public restroom	15.81	
	10635020			Buildings & grounds maintenance - Commu	86.07	
Total for MISSION UNIFORM & LINEN						101.88
45964	02/04/13		MBDVZ	MITCHELL, BRISSO. DELANEY & VRIEZE		1,464.43
	10145052			Professional services	1,464.43	
Total for MITCHELL, BRISSO. DELANEY & VRIEZE						1,464.43
45996	02/13/13		NANKA	NANCY KAYTIS-SLOCUM		56.88
	10125012			Office expense	5.34	
	10165099			Miscellaneous PETTY	10.00	
	10215012			Office expense	40.26	
	30515121			Sewer plant maintenance	1.28	
Total for NANCY KAYTIS-SLOCUM						56.88
45920	01/23/13		NILCO	NILSEN COMPANY		200.10
	10155020			Building and ground maint.	81.49	
	10215088			Equipment repair other	3.84	
	10635020			Buildings and grounds maintenance	15.03	
	20625020			Blding/Grd Mnt.	13.50	
	24315014			Vehicle expense	8.09	
	24315020			Building & ground maintenance	38.59	
	30515121			Sewer plant maintenance	39.56	
Total for NILSEN COMPANY						200.10
45921	01/23/13		NORCO	NORTH COAST LABORATORIES LTD.		1,266.00
	30515157			Effluent testing	1,266.00	
45980	02/07/13		NORCO	NORTH COAST LABORATORIES LTD.		771.00
	30515157			Effluent testing	771.00	
Total for NORTH COAST LABORATORIES LTD.						2,037.00
100	02/04/13	EFT	NORVA	NORTH VALLEY BANK		4,322.08
	10012301			Federal P/R Tax Deposits	4,322.08	
100	02/14/13	EFT	NORVA	NORTH VALLEY BANK		4,182.31
	10012301			Federal P/R Tax Deposits	4,182.31	
45965	02/04/13		NORVL	NORTH VALLEY BANK (1) \ NORTH VALLEY BANK		1,948.36
	26315194			Interest-Six Rivers loan	1,948.36	
Total for NORTH VALLEY BANK						10,452.75

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45997	02/13/13		PACGA	PACIFIC GAS & ELECTRIC		6,029.10
	10155032			Utilities electric	149.48	
	10175032			Electric - public restroom	14.53	
	10215032			Utilities electric	122.08	
	10615032			Utilities	124.78	
	10625032			Utilities - electric	32.11	
	10635032			Utilities	233.08	
	22315058			Street lighting	22.87	
	24315032			Utilities	251.84	
	30515032			Utilities - electric - plant	5,078.33	
Total for PACIFIC GAS & ELECTRIC						6,029.10
45937	01/31/13		PLANW	PLANWEST PARTNERS, INC.		2,129.00
	10415052			General planning services	1,401.50	
	10415053			Reimbursable fees	727.50	
Total for PLANWEST PARTNERS, INC.						2,129.00
45922	01/23/13		REDME	REDWOOD MEMORIAL HOSPITAL		70.00
	10215052			Professional services	POLIC 70.00	
Total for REDWOOD MEMORIAL HOSPITAL						70.00
45966	02/04/13		ROBSM	ROBIN SMITH		153.47
	10245052			Professional services	153.47	
Total for ROBIN SMITH						153.47
45967	02/04/13		SEQGA	SEQUOIA GAS COMPANY		2,046.73
	10155033			Utilities gas	1,065.73	
	10615031			Gas	679.36	
	10635033			Gas	301.64	
Total for SEQUOIA GAS COMPANY						2,046.73
45981	02/07/13		SDRMA	SPECIAL DISTRICT RISK MANAGEMENT AUT		9,458.55
	10012260			Health insurance payable	931.00	
	10105007			Medical insurance	585.05	
	10125007			Medical insurance	1,328.01	
	10215007			Medical insurance	3,396.85	
	10315007			Medical insurance	174.74	
	10635007			Medical insurance	166.74	
	22315007			Medical insurance	194.16	
	24315007			Medical insurance	208.27	
	26315007			Medical insurance	214.37	
	30515007			Medical insurance	2,259.36	
Total for SPECIAL DISTRICT RISK MANAGEMENT A						9,458.55
45923	01/23/13		STJOS	ST. JOSEPH HOSPITAL		35.00
	10215052			Professional services	POLIC 35.00	
Total for ST. JOSEPH HOSPITAL						35.00
45924	01/23/13		SUPIN	SUPERIOR INSTALLS		413.34
	10215024			Special department supply	POLIC 413.34	

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Acct No.		Type		Override Description		Amount	Amount
Total for SUPERIOR INSTALLS							413.34
45998	02/13/13		FARSH	THE FARM SHOP			223.29
	24315088			Equipment repair	PUBLIC	223.29	
Total for THE FARM SHOP							223.29
45982	02/07/13		THOGZ	THOMAS W. GONZALEZ, SR			230.00
	10635020			Buildings and grounds maintenance	PUBLIC	230.00	
Total for THOMAS W. GONZALEZ, SR							230.00
45983	02/07/13		TIPMO	TIPPLE MOTORS, INC.			161.53
	10215014			Vehicle expense	PUBLIC	161.53	
Total for TIPPLE MOTORS, INC.							161.53
45999	02/13/13		VCCON	V&C CONSTRUCTION			23,120.63
	24314231			Transportation devel. act	5TH	23,120.63	
Total for V&C CONSTRUCTION							23,120.63
45984	02/07/13		VALLU	VALLEY LUMBER			464.56
	10215024			Special department supply		28.96	
	10635020			Buildings and grounds maintenance		358.21	
	24315021			Street maintenance		22.02	
	30515121			Sewer plant maintenance		55.37	
Total for VALLEY LUMBER							464.56
45985	02/07/13		VERZN	VERIZON			273.56
	10155034			Telephone		32.72	
	10215034			Telephone		130.89	
	24315034			Telephone		11.79	
	30515034			Telephone		98.16	
Total for VERIZON							273.56
45938	01/31/13		WESPU	WEST PAYMENT CENTER			159.81
	10215012			Office expense	POLIC	159.81	
Total for WEST PAYMENT CENTER							159.81
45939	01/31/13		WILSA	WILDWOOD SAW			63.32
	24315088			Equipment repair	PUBLIC	63.32	
Total for WILDWOOD SAW							63.32
45986	02/07/13		WYCKO	WYCKOFF'S			71.41
	10625020			Building and ground maint.		71.41	
Total for WYCKOFF'S							71.41
Total for the 75 checks						114,427.33	114,427.33

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Account Distributions

Account No.	Account Description	Amount
10012250	Garnishments payable	418.14
10012260	Health insurance payable	1,118.95
10012301	Federal P/R Tax Deposits	8,504.39
10012302	State P/R Tax Deposits	1,368.52
10094307	Miscellaneous	400.00
10105007	Medical insurance	595.05
10115044	Meeting and dues - Council	400.00
10125007	Insurance Med/Den/Vis	1,355.86
10125012	Office expense	183.26
10125044	Meetings and dues	150.00
10145052	Professional services	1,464.43
10155020	Building and ground maint.	3,716.94
10155030	Trash service	165.00
10155032	Utilities electric	149.48
10155033	Utilities gas	1,065.73
10155034	Telephone	231.18
10165055	Contractual services	180.00
10165078	Copy machine expense	337.29
10165096	Car Allowance	400.00
10165099	Miscellaneous	10.00
10175024	Supplies - public restroom	161.03
10175032	Electric - public restroom	14.53
10175072.1	Donation - Visitors & Conv.	718.13
10215007	Medical insurance	3,441.17
10215012	Office expense	879.05
10215014	Vehicle expense	161.53
10215016	Fuel	1,088.05
10215024	Special department supply	3,330.65
10215032	Utilities electric	122.08
10215034	Telephone	408.00
10215035	Dispatch service	1,016.66
10215044	Meetings and dues	0.00
10215048	Training	984.00

City of Ferndale

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

Printed Regular Checks

General Checking - Distribution Detail - From 01/23/13 To 02/22/13
Check #: All - Vendor: All - Payee Name: All - By Payee Name - AP Pmt Distribution

10215052	Professional services	175.00
10215086	Booking fees	154.70
10215088	Equipment repair other	3,008.49
10225096	Animal control	108.22
10245052	Professional services	153.47
10315007	Medical insurance	177.36
10415052	General planning services	1,401.50
10415053	Reimbursable fees	727.50
10425052	General engineering	2,207.50
10425053	Developer engineering	18,056.38
10435052	Building regulation/inspectio	1,504.90
10615024	Books	398.25
10615031	Gas	679.36
10615032	Utilities	124.78
10615034	Telephone	131.73
10625020	Building and ground maint.	122.63
10625032	Utilities - electric	32.11
10635007	Medical insurance	168.25
10635020	Buildings and grounds maintenance	836.95
10635032	Utilities	233.08
10635033	Gas	301.64
20625020	Blding/Grd Mnt.	13.50
21625060	Bocce ball	1,284.75
22315007	Medical insurance	196.03
22315058	Street lighting	22.87
24314231	Transportation devel. act	23,120.63
24315007	Medical insurance	210.89
24315014	Vehicle expense	8.09
24315016	Fuel	718.52
24315020	Building & ground maintenance	497.87
24315021	Street maintenance	514.89
24315032	Utilities	251.84
24315034	Telephone	69.91
24315088	Equipment repair	598.22
25315007	Medical insurance	4.11
26315007	Medical insurance	216.84

City of Ferndale

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

Printed Regular Checks

General Checking - Distribution Detail - From 01/23/13 To 02/22/13

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

26315194	Interest-Six Rivers loan	1,948.36
30515007	Medical insurance	2,314.87
30515016	Vehicle gas	246.35
30515030	Garbage/sludge	600.00
30515032	Utilities - electric - plant	5,078.33
30515034	Telephone	332.00
30515094	Safety equipment	0.00
30515095	Capital outlay	1,863.75
30515121	Sewer plant maintenance	653.21
30515157	Testing and monitoring	2,037.00
40315052	Plans, specs & estimates	3,499.10
48515095	Construction	2,882.50
		<hr/> 114,427.33 <hr/>

City of Ferndale

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

Printed PayCheck Checks

General Checking - Date Range: From 01/23/13 To 02/23/13 - Check #: All - Dept: All

Sort Code: All - EmpID: All - Emp Name: All - By Check Number

<u>Check #</u>	<u>Date</u>	<u>Emp. #</u>	<u>Employee Name</u>	<u>Amount</u>
45941	02/05/13	2,190	HEATH A. BOHACIK	1,138.99
45942	02/05/13	6,115	MARY ELLEN BOYNTON	85.02
45943	02/05/13	5,220	STEVE L. COPPINI	1,510.54
45944	02/05/13	2,178	PAUL A. DIAZ JR.	771.86
45945	02/05/13	2,185	LINDSEY D. FRANK	1,372.00
45946	02/05/13	5,222	IAN E. IVEY	293.77
45947	02/05/13	1,214	NANCY S. KAYTIS-SLOCUM	1,380.23
45948	02/05/13	5,235	TIMOTHY W. MIRANDA	1,097.64
45949	02/05/13	1,012	JAY D. PARRISH	2,552.75
45950	02/05/13	1,217	LACY L. PEDROTTI	740.43
45951	02/05/13	6,142	DIANNA L. RICHARDSON	85.03
45952	02/01/13	1,510	MARIA A. ROSA	193.77
45953	02/05/13	2,200	BRET A. SMITH	1,417.82
45954	02/05/13	2,186	ADAM D. STRICKER	1,074.15
45955	02/05/13	5,280	DANIEL V. SUTTON	1,050.68
45988	02/12/13	5,220	STEVE L. COPPINI	499.69
46001	02/19/13	2,190	HEATH A. BOHACIK	1,023.53
46002	02/19/13	6,115	MARY ELLEN BOYNTON	66.13
46003	02/19/13	5,220	STEVE L. COPPINI	1,691.62
46004	02/19/13	2,178	PAUL A. DIAZ JR.	819.93
46005	02/19/13	2,185	LINDSEY D. FRANK	1,008.85
46006	02/19/13	5,222	IAN E. IVEY	322.94
46007	02/19/13	1,214	NANCY S. KAYTIS-SLOCUM	1,311.52
46008	02/19/13	5,235	TIMOTHY W. MIRANDA	1,097.64
46009	02/19/13	1,012	JAY D. PARRISH	2,552.76
46010	02/19/13	1,217	LACY L. PEDROTTI	770.88
46011	02/19/13	6,142	DIANNA L. RICHARDSON	85.02
46012	02/19/13	2,200	BRET A. SMITH	1,417.82
46013	02/19/13	2,186	ADAM D. STRICKER	983.12
46014	02/19/13	5,280	DANIEL V. SUTTON	1,049.92
Total				29,466.05

City of Ferndale, Humboldt County, California USA
City Council Minutes for February 7, 2013

Mayor Stuart Titus called the study session to order at 6:00pm. Present were Councilmen John Maxwell, Michael Sweeney, Ken Mierzwa and Daniel Brown along with staff City Manager Jay Parrish, City Engineers Praj White and David Caisse. The Engineers discussed projects past and present. The study session was concluded at 6:55pm.

Mayor Stuart Titus called the Regular City Council Meeting to order at 7:00PM. Present were Councilmen John Maxwell, Michael Sweeney, Ken Mierzwa and Daniel Brown along with staff City Manager Jay Parrish, City Clerk Nancy Kaytis-Slocum, Deputy City Clerk Lacy Pedrotti, City Engineers Praj White and David Caisse. Those present pledged allegiance to the flag. The City Clerk called roll call.

The City Clerk read the Proclamation for Engineers' Week from February 17 to February 23. Mayor Stuart Titus presented the Proclamation to Mr. Paul Gregson, LACO.

Under Changes, 11h "Emergency project to open up Francis Creek from the Wastewater Treatment Facility (WWTF) to Dillon Bridge" was moved to the top of the Business Agenda.

Study Session Report: City Manager Jay Parrish explained that the engineers had reported on past and present projects and discussed financial implications. Councilmen thanked the Engineers for their explanations.

Public Comment: Mayor Stuart Titus explained that public comment items may be placed on a future agenda, unless the item is of an urgent nature. Mr. Jerry Bruga read a letter prepared by Duane Martin, absent, to the City Council. Other than directing Mr. Bruga to give the letters to staff, no other direction was given.

Consent Calendar: MOTION: (Mierzwa/Maxwell) Accept Accounts Payable and approve the minutes from the January 3, 2013 meeting. Unanimous.

Emergency project to open up Francis Creek from the WWTF to Dillon Bridge. City Manager Jay Parrish explained that the City of Ferndale is requesting that the County Public Works address concerns of flooding on Francis Creek and the Salt River by requesting an emergency project to open Francis Creek from the Wastewater Treatment Facility to the Dillon Road Bridge. Supervisor Rex Bohn explained that they had received a California Fish and Wildlife grant for \$874,000 to replace the Port Kenyon culverts. City Manager Jay Parrish explained that we did an emergency project two years ago and that it filled in again. Ms. Nancy Trujillo from the Riverside Community Water District asked us to take into consideration all the water lines over, above, under and around the Dillon Road Bridge. The District has been working with the Salt River Project to address those lines when the time comes. Councilman Ken Mierzwa clarified that special permits have conditions and someone will have to go through the conditions. There may be prohibitions for working in the riparian sections of Francis Creek and Salt River. Councilman John Maxwell talked about the silt accumulation – anything that we can do to help this situation, we should do. MOTION: (Sweeney/Maxwell) Approve the attached letter and direct City Manager Jay Parrish to sign it. All in favor.

Unmet Transit Needs: Mayor Titus opened the Public Hearing at 7:40pm. City Manager Jay Parrish explained that we get \$45,000 a year to put towards Unmet Transit Needs, and that the City would need about \$75,000 a year for transit service consisting of a bus trip in the morning and one in the afternoon to and from Fernbridge. There were no public comments. Mayor Titus closed the Public Hearing at 7:43.

MOTION: (Maxwell/Sweeney) There are no unmet transit needs which are reasonable to meet. All in favor.

Appointments to Boards, etc. Mayor Titus appointed Dan Brown as Alternate to Emergency Services and John Maxwell as alternate to Redwood Coast Energy Authority. Library Board Member Nancy Kaytis-Slocum relayed the Library Board's question of whether they actually need an appointee from the council. The council agreed and did not appoint a councilman. MOTION: (Maxwell/Mierzwa) Approve both appointments made tonight. All in favor.

National Oceanic and Atmospheric Administration (NOAA) Coastal and Marine Habitat Restoration Program Letter of Support: MOTION: (Mierzwa/Brown) Approve the attached letter and direct the City Manager to sign and send it. All in favor.

Attorney Contract Renewal: MOTION: (Sweeney/Brown) Approval the renewal of contract with City Attorney Russell Gans, from Mitchell, Brisso, Delaney & Vriese Law Firm and direct City Manager to sign the one year contract extension. All in favor.

MOTION: (Sweeney/Mierzwa) Approve Resolution No. 2013-04 Close Main Street from Brown to Washington Streets on March 21, 2013 between the Hours of 7 to 9 pm for fire training. All in favor.

Ethics In Public Service Seminar: AB1234 requires public officials and others to complete ethics training every two years. While much of this has been accomplished using an online website, this year the County has invited the City of Ferndale to join them in a live seminar on Tuesday, February 26, 2013. MOTION: (Titus/Sweeney) Direct staff to allocate no more than \$500 for the City Council (10115044) and not to exceed \$500 for the Planning Commissioners (10094307) to attend said seminar. All in favor.

5th Street Drainage Project Change Order and Pay Request. City Engineer David Caisse explained that V&C Construction had placed culverts under 5th Street, but were not able to get heavy equipment into the field to widen the drainage ditch; they were able to dig the ditch deep enough to drain water from the culvert. The Change Order will allow V&C to come back when the field is drier to complete the drainage ditch widening. MOTION: (Mierzwa/Maxwell) Approve Resolution No. 2013-05 Request for authorization to approve Change Order #1, in the amount of \$2150.50 and payment request #1, in the amount of \$23,120.63 to V&C Construction for construction costs associated with the drainage improvements on 5th Street near Ferndale Housing. All in favor.

To the City Manager's Staff Report, Jay Parrish added that staff will be bringing Drainage Improvement District information to a future City Council Meeting to discuss alternatives. We have about four months before we have to let the county know whether we are going to do enact the Drainage Improvement District fee to be added to the county property tax payment.

Under Council Reports: Councilman Maxwell reported that HWMA presented a time-lapse movie of the Cummings Creek Landfill closure that was very interesting. Mayor Stuart Titus reported that HCAOG had action on a new revised housing allocation. At issue is allocation of low and moderate income housing between the cities and the county. This has been favorable to the City of Ferndale, which went from 52 low and moderate income houses to 27. Alternative 1, which was approved, has more effect on the County of Humboldt, including the area of McKinleyville.

The meeting adjourned at 8:38pm. The next regular Council Meeting is scheduled for March 7, 2013 at 7PM.

Respectfully submitted, Nancy Kaytis-Slocum, City Clerk

Section 9

CALL ITEMS

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

Section 10

PRESENTATIONS

Greenhouse Gas Inventory Results – Jerome Carman

Section 11

BUSINESS

Meeting Date:	March 7, 2013	Agenda Item Number	11A
Agenda Item Title:	Resolution 2013-06 Applying the Vehicle Code of the State of California to the Roads and Streets within the former Navy Housing, now known as Ferndale Housing and owned and operated by the O'Rourke Foundation (APNs 030-101-007 and 030-101-010)		
Presented By:	Chief Bret Smith		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution 2013-06		

RECOMMENDATION

Approve Resolution 2013-06 Applying the Vehicle Code of the State of California to the Roads and Streets within the former Navy Housing, now known as Ferndale Housing and owned and operated by the O'Rourke Foundation (APNs 030-101-007 and 030-101-010)

DISCUSSION:

The O'Rourke Foundation, owner of the roads and streets within the Ferndale Housing Subdivision, has made application to the City of Ferndale to apply the provisions of the Vehicle Code of the State of California to their property (pursuant to Section 21107.7 of the California Vehicle Code). The roads and streets within the Ferndale Housing Subdivision are not necessarily held open to the public at large; however, their proximity and connection to public roads and streets make them of significant interest to the safety of residents and motorist in the affected area.

The O'Rourke Foundation and the Ferndale Police Department jointly propose that all provisions of the California Vehicle Code be applied to the streets and roads of the Ferndale Housing Subdivision.

Upon completion of a public hearing and resolution regarding the proposal, the O'Rourke Foundation will be responsible for providing appropriate signage at the entrance and within the Ferndale Housing Subdivision. The signage will be of such size, shape and color as to be readily legible during daylight hours for a distance of 100 feet and provide notice the roads and streets within the affected area are subject to the provisions of the California Vehicle Code.

FISCAL IMPACT: None

RESOLUTION 2013-06**APPLYING THE PROVISIONS OF THE VEHICLE CODE OF THE STATE OF CALIFORNIA TO THE ROADS AND STREETS WITHIN THE FORMER NAVY HOUSING SUBDIVISION, NOW KNOWN AS FERNDALE HOUSING AND OWNED AND OPERATED BY THE O'ROURKE FOUNDATION (APN 030-101-007 AND 030-101-010)**

WHEREAS, the O'Rourke Foundation, owner of the roads and streets within the former Navy housing subdivision, now known as Ferndale Housing, has made application to the City of Ferndale to apply the provisions of the Vehicle Code of the State of California to said roads and streets, and

WHEREAS, the City Council of the City of Ferndale, pursuant to the provisions of Section 21107.7 of the Vehicle Code of the State of California, did on March 7, 2013, hold a public hearing to determine whether or not the provisions of the Vehicle Code should apply to said roads, and

WHEREAS, The City Council of the City of Ferndale found that although said roads and streets are not held open for public purpose, but by reason of their proximity to or connecting to public roads and streets, the interest of the residents along said roads and streets and the motoring public will best be served by the application of the provisions of the Vehicle Code to such roads and streets.

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

1. The City Council declares the public interest will best be served by the application of the provisions of the Vehicle Code to the roads and streets within the former Navy housing subdivision now known as Ferndale Housing and owned and operated by the O'Rourke Foundation. (Assessor Parcel Numbers 030-101-007 AND 030-101-010)
2. All provisions of the Vehicle Code of the State of California from the date of this Resolution shall apply to all of the roads and streets located within the former Navy housing subdivision now known as Ferndale Housing and owned and operated by the O'Rourke Foundation.
3. The provisions of this Resolution shall not be effective until appropriate signs are erected at the entrances to said roads and streets and are of such size, shape and color as to be readily legible during daylight hours for a distance of 100 feet, to the effect said roads and streets are subject to the provisions of the Vehicle Code of the State of California.

PASSED AND ADOPTED on this 7th day of March 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Stuart Titus, Mayor

City Clerk / Deputy City Clerk

Meeting Date:	March 7, 2012	Agenda Item Number	11B
Agenda Item Title:	Review Proposed Revisions to City of Ferndale Purchasing Ordinance		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve amendments to Purchasing Ordinance 07-04 as First Reading and direct staff to bring it back to the council for 2 nd reading and possible adoption.		

RECOMMENDATION

Approve amendments to Purchasing Ordinance 07-04 as First Reading and direct staff to bring it back to the council for 2nd reading and possible adoption. Proposed revisions to Ordinance No. 07-04 appear as “redline text” on the draft accompanying this Staff Report.

DISCUSSION:

At the January 3, 2013, City Council Meeting, the Council reviewed the history of the procurement process followed regarding two items of heavy equipment previously purchased by the City and considered pertinent provisions of the existing City of Ferndale Purchasing Ordinance (Ordinance No. 07-04) for review and update.

Staff and the City Attorney were instructed to prepare draft revisions to the Purchasing Ordinance to accomplish the following objectives: (1) Propose Ordinance modifications to allow the City to participate in the National Purchasing Partners (NPP) program and/or the California Multiple Award Schedule (CMAS) program in an effort to secure future cost savings for the City; (2) Retain a bidding process and procedure to help insure local vendor participation; and (3) Propose a local vendor preference provision for inclusion in the Ordinance.

FINANCIAL IMPACT:

None

ORDINANCE NO. 07-04

AN ORDINANCE OF THE CITY OF FERNDALE
ESTABLISHING A PURCHASING PROCEDURE
AND REPEALING ORDINANCE 00-02

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 the "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.
- §1.04 The adoption of this ordinance will repeal Ordinance 00-02.

ARTICLE 2: STATUTORY AUTHORITY

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

ARTICLE 3: ADMINISTRATION AND ENFORCEMENT

- §3.01 Purchasing Officer. The responsibility and authority for the purchase of supplies, services and equipment is vested in the City Manager, or in his absence the Mayor, who shall be the Purchasing Officer of the City. The City Manager, or in his absence the Mayor, may designate a Purchasing Officer. The duties of the Purchasing Officer may be combined with those of any other office or position. As Purchasing Officer, the City Manager, or in his absence the Mayor, shall have the authority to:
- 3.01.1 Purchase or contract for supplies, services and equipment required by any using City department or agency in accordance with purchasing procedures prescribed by this ordinance, such administrative regulations as the Purchasing Officer shall adopt for the internal management and operation of the purchasing system, and such other rules and regulations as shall be prescribed by the City Council or City Manager or in his absence the Mayor, at all times endeavoring to obtain as full and open competition as possible on all purchases;
- 3.01.2 Negotiate and recommend execution of contracts for the purchase of supplies, services, and equipment;
- 3.01.3 Act to procure for the City the needed quality in supplies, services and equipment the least expense to the City;

Enacting Date: December 13, 2007

- 3.01.4 Endeavor to obtain the most full and open competition as possible on all purchases;
- 3.01.5 Prepare and recommend to the City Council rules governing the purchase of supplies, service and equipment for the City;
- 3.01.6 Prepare and recommend to the City Council revisions and amendments to the purchasing rules;
- 3.01.7 Keep informed of current developments in the field of purchasing, prices, market conditions, and new products;
- 3.01.8 Prescribe and maintain such forms as are reasonably necessary to conform to the requirements of this ordinance and other rules and regulations;
- 3.01.9 Supervise and inspect all supplies, services, and equipment purchased to insure conformance with specifications;
- 3.01.10 Administer the transfer of surplus or unused supplies and equipment between departments as needed, and the sale of all supplies and equipment which cannot be used by any City department or agency, or which have been unsuitable for City use, or to exchange the same for, or trade in the same on, new supplies and equipment;
- 3.01.11 Oversee the operation of all storerooms for the storage of common use items, to insure the safekeeping and proper storage and handling of all supplies and equipment therein;
- 3.01.12 Require annual departmental inventory of non-consumable items.
- 3.01.13 Maintain a bidder's list, vendor's catalog file, and other records needed for the efficient operation of the purchasing system.

ARTICLE 4: PURCHASING PROCEDURE

- §4.01 Except as otherwise provided in this ordinance, all purchases and contract for supplies, equipment and commodities of any value shall be accomplished either by or through the Purchasing Officer. Purchases shall be processed by one of the following:
- 4.01.1 Purchases: Purchases over twenty-five dollars (\$25.00) for supplies, equipment or services shall be made by purchase order or contract except where payment has been pre-approved by the Purchasing Officer. Written quotations shall be obtained for prospective purchases of supplies, services and equipment in excess of one thousand dollars (\$1,000.00) unless: (i) the purchase is clearly possible from one source only; or (ii) operational urgency is such that an immediate order must be placed with the nearest capable vendor
 - ~~4.01.14~~4.01.2 Purchases over five thousand dollars (\$5,000.00) must be approved by the City Council.
 - ~~4.01.24~~4.01.3 Purchase Orders: A purchase order will not be issued until the Purchasing Officer first approves it. The Purchasing Officer shall have the authority to issue open purchase orders for certain competitive and expendable items where it is not economical to maintain an inventory

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and need is such that the following of normal purchasing procedures would be detrimental to the effective operation of the City.

~~4.01.34.01.4~~ Encumbrance of funds: Except in cases of emergency, as determined pursuant to §6.01, or where specific authority has first been obtained from the City Manager, or in his absence the Mayor, no purchase order or contract shall be issued unless there exists an unencumbered appropriation in the fund account against which the purchase is to be charged.

ARTICLE 5: PURCHASES – USE OF PETTY CASH

- §5.01 All individuals requiring petty cash reimbursement or advance petty cash disbursements shall be required to fill out the appropriate claim form. Receipts shall be required to substantiate all purchases. No petty cash shall be dispensed without the approval of the department head and Purchasing Officer or designee. All receipts for advance petty cash must be returned within two days. Disbursements from petty cash shall not exceed twenty-five dollars or any other amount as may be adopted by resolution of the City Council.
- §5.02 Purchases for twenty-five dollars (\$25.00) or less from suppliers who bill the City on a monthly basis require prior approval of the department head and Purchasing Officer or designee. No purchase made under petty cash or monthly billing criteria will be made unless an unencumbered appropriation in the fund account exists and is identified prior to the purchase.

ARTICLE 6: BIDDING PROCEDURE

- §6.01 General
- 6.01.1 Purchases for supplies, equipment or services over five thousand dollars (\$5,000.00) shall be by bid procedures pursuant to §6.03 or §6.04 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 item on a cooperative basis; or
 - d. When the City Council determines that it is in the best interest of the City to do so and dispensing with formal bid procedures is authorized by law.

Enacting Date: December 13, 2007

§6.02 Public Contract Code items

6.02.1 Purchases of supplies, equipment or services covered under Public Contract Code Section 20161 et seq. shall be made by the City Council to the lowest responsible bidder through the formal bidding procedures pursuant to Public Contract Code 20161 et seq.

§6.03 Formal

6.03.1 Except as otherwise provided in this ordinance, purchases or contract for supplies, services or equipment of an estimated value greater than ten thousand dollars (\$10,000.00) or any other amount as may be adopted by resolution of the City Council shall be by written contract with the lowest responsible bidder or written proposal received pursuant to the procedures prescribed as follows:

- a. The Purchasing Officer shall prepare a notice inviting bids which shall include a general description of the articles or services to be purchased, shall state where bid blanks and specifications may be secured, and the time and place for opening bids.
- b. The notice inviting bids shall be published at least ten days before the date of opening of the bids. Notice shall be published at least once in a newspaper of general circulation, printed and published in the City, or if there is none, it shall be posted in at least three public places in the City that have been designated by ordinance as the places for posting public notices.
- c. The Purchasing Officer shall solicit sealed bids from all responsible prospective suppliers whose names are on the bidders' list or who have requested their names to be added thereto, and any other source known to the Purchasing Officer.
- d. When deemed necessary by the Purchasing Officer, bidder's security may be prescribed in the public notices inviting bids. Bidders shall be entitled to return to bid security provided that a successful bidder shall forfeit his bid security upon refusal or failure to execute the contract within ten days after the notice or award of contract has been mailed, unless the City is responsible for the delay. The City Council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the City Council awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the City to the difference between the low and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.
- e. The City Council shall have authority to require a performance bond before entering a contract in such amount as it shall find responsibly necessary to protect the best interest of the City. If the City Council requires a performance bond, the form and amount of the bond shall be described in the notice inviting bid.

Enacting Date: December 13, 2007

- f. Sealed bids shall be submitted to the Purchasing Officer and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notice. A tabulation of all bids received shall be opened for public inspection during regular business hours for a period of not less than thirty calendar days after the bid opening. No bids shall be accepted after the stated time specified in the notice inviting bids.
- e-g. The bids shall be submitted to the City Council. Contracts or purchase orders shall be awarded by the City Council to the lowest responsible bidder except as otherwise provided in this ordinance.
- f-h. In its discretion, the City Council may reject any and all bids presented, and may re-advertise for bids.
- g-i. If two or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-advertising for bids, the City Council may accept the lowest bid made by negotiations with the tie bidders at the time of the bid opening or at the time of considering the award of the bid by the City Council.
- h-j. Any procedure herein may be waived in emergency situations by the City Council or the City Manager, or in his absence the Mayor. No bid shall be paid without a valid purchase order being in effect. All departments requesting purchase or goods or services shall be responsible for the preparation of necessary specifications and arranging for formal bidding. The City retains all rights to reject all bids.
- k. Prior to, or simultaneously with, pursuing the bid procedure established by this §6.03, the Purchasing Officer may solicit written proposals for supplies, services or equipment of an estimated value greater than ten thousand dollars (\$10,000.00) pursuant to the National Purchasing Partners Program (NPP) or the California Multiple Award Schedule System (CMAS), and submit any proposals received pursuant to these programs to the City Council along with any bids received for evaluation of the most advantageous price. If a written proposal is received through the NPP or CMSA which satisfies the City's specifications for the supplies, services or equipment sought to be acquired is more competitive than the lowest responsible bid received pursuant to the formal bidding process, the City Council may, in its discretion, proceed to accept the proposal received under the NPP or CMAS rather than the bid.

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- §6.04 Informal.
- 6.04.1 If the estimated value of supplies, services or equipment is less than five hundred dollars (\$500.00), the Purchasing Officer may dispense

Enacting Date: December 13, 2007

with formal bidding procedures, but shall secure by telephone or letter price quotations from two or more vendors.

- 6.04.2 If the estimated value of the purchase is greater than five hundred dollars (~~\$500.00~~) but less than five thousand dollars (~~\$5,000.00~~), the Purchasing Officer shall authorize the purchase in the open market of informal bidding, negotiations, or annual purchase agreement. Informal bidding means solicitation by the purchasing officer of at least three price quotations, either written or verbal, of which the bid yielding the lowest ultimate cost shall be accepted. The lowest ultimate cost shall mean the lowest informal bid price commensurate with the quality needed and shall include consideration of anticipated operating costs, transportation or packing charges, availability, storage costs, and supplier responsibility when such factors are relevant. If the estimated value of the purchase is greater than five thousand dollars (\$5,000.00) but less than ten thousand dollars (\$10,000.00), the Purchasing Officer may follow the informal bidding and negotiation procedures set forth in this §6.04.2 but shall first receive City Council before committing to the purchase.

ARTICLE 7: PURCHASING OF SERVICES

- §7.01 When the City Council or City Manager, or in his absence the Mayor, authorizes the hiring of services for which standard specific actions cannot be drawn due to the nature of the service or because of national association by-laws or professional policies prohibiting competitive bidding, such as, but not limited to, architectural services, consultant services, legal services, and engineering services, the Purchasing Officer shall negotiate for the authorized service.
- 7.01.1 Proposals shall be submitted whenever practicable from at least three firms. When the service lends itself to written standard specifications, then bidding for this service shall be conducted pursuant to Section 3 of this ordinance.
- 7.01.2 When the value of any service is greater than one thousand dollars, the contract or purchase order shall not be executed unless approved by the City Council.
- §7.02 Lowest responsible bidder. The lowest responsible bidder shall be the bidder who offers to perform the work involved according to the plans and specification therefore for the least amount of money, provided the bidder has the ability, capacity and, where necessary, the required state or other license.
- 7.02.1 Purchase of supplies or services may be made from other than the lowest bidder when delivery or performance of services are time critical to the needs of the City. It is the responsibility of the Purchasing Officer to document the file and notify the City Council of the reason for the award to other than the lowest bidder.

ARTICLE 8: GENERAL

Enacting Date: December 13, 2007

- §8.01 Purchasing Recycled
- 8.01.1 There is no minimum content requirement for reused or refurbished products and should be considered 100 percent recycled
- 8.01.2 The Purchasing Officer shall endeavor to purchase recycled products instead of nonrecycled products if fitness and quality are equal, whenever recycled products are available at the same or a lesser total cost than nonrecycled products.
- §8.02 Inspection and Testing
- 8.02.1 Each department shall inspect supplies and equipment delivered, and contractual services performed, to determine their conformance with the specifications set forth in the order or contract.
- 8.02.2 The department head or designee shall have the authority to require chemical or physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications.
- §8.03 Surplus supplies and equipment.
- 8.03.1 All using officers or city departments or agencies shall submit to the City Manager or in his absence the Mayor, at such times and in such form as prescribed, reports showing all supplies and equipment which are no longer used or which have become obsolete or worn out.
- §8.04 Unlawful purchases.
- 8.04.1 No purchase or contract for any supplies, equipment or services shall be made contrary to the provisions of this ordinance.
- 8.04.2 No contract or purchase shall be subdivided or split to avoid any of the provisions of this ordinance.
- §8.05 Local Vendor Preference. In computing bids or quotations on all materials, supplies, and services to be purchased by the City, preference may be granted to responsible local vendors by an amount equal to five percent (5%) of the net bid. The granting of this vendor's preference shall be based on a determination by the Purchasing Officer that quantity and quality of the local product is equal to that of the next lowest bidder. For purpose of this §8.05, a "local vendor" will be deemed to be a vendor maintaining its principal place of business in the City of Ferndale. This local vendor preference is expressly made inapplicable to bids for public projects, as defined by Public Contracts Code Sections 20161 and 22002.

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ARTICLE 9: SEVERABILITY: If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions of this ordinance.

ARTICLE 10: EFFECTIVE DATE: This ordinance becomes effective thirty (30) days after the date of its enactment.

Enacting Date: December 13, 2007

ARTICLE 11: POSTING REQUIREMENT: The City Clerk shall cause publication of this ordinance within 15 days after passage in a newspaper of general circulation published and circulated in the city, and posted in at least three public places in the city.

ARTICLE 12: ENACTING DATE AND SIGNATURES: Passed, approved and adopted by the City Council of the City of Ferndale at a regular meeting on November 13, 2007 by the following vote:

AYES:
NOES:
ABSENT:

ATTEST:

Nancy Kaytis-Slocum, City Clerk

Mayor Jeff Farley

First Reading: October 8, 2007
Second Reading: November 13, 2007
Enacting Date: December 13, 2007

Enacting Date: December 13, 2007

Meeting Date:	March 7, 2013	Agenda Item Number	11C
Agenda Item Title:	Request for Proposals for Audit Services		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approval to send out Request for Proposals for Audit Services		

RECOMMENDATION

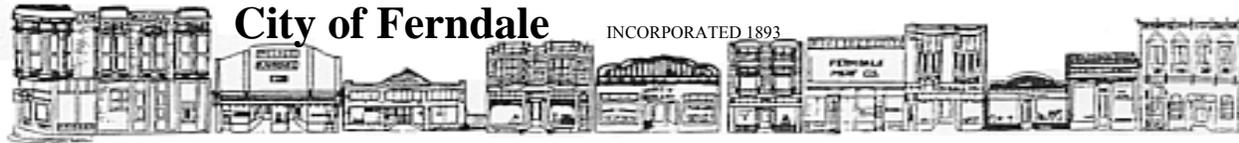
Approve sending out the attached letter and Request for Proposals for Audit Services .

DISCUSSION:

In agreement with our current Certified Public Accounting Firm, Aycock and Edgmon, we are recommending that the city seek proposals from qualified independent Certified Public Accounting firms to audit the financial statements of the City of Ferndale for the fiscal years ending June 30, 2013, with options for extensions for the fiscal years ending June 30, 2014 and 2015.

FISCAL IMPACT:

Lowest qualified bid.



March 1, 2013

To Whom It May Concern:

The City of Ferndale is interested in receiving proposals from qualified CPA firms for the conduct of audit services as set forth in the attached Request for Proposal. If your firm is interested, 7 copies of your proposal should be received by 4:00 p.m. on Thursday, April 25, 2013. Your proposal should be submitted to the following address:

Jay Parrish
City Manager
City of Ferndale
P.O. Box 1095
Ferndale, California 95536

Late proposals will not be accepted. If further information is required to prepare your proposal response, you should contact Jay Parrish at 707-786-4224.

Proposal responses will become part of the official public records of the City of Ferndale and cannot be returned.

Sincerely,

A handwritten signature in blue ink that reads "Jay Parrish". The signature is written in a cursive style and is positioned above the typed name.

Jay Parrish, City Manager
City of Ferndale

**CITY OF FERNDALE
REQUEST FOR PROPOSAL
FOR AUDIT SERVICES**

I. INTRODUCTION

General Information

The City of Ferndale is seeking proposals from qualified independent Certified Public Accounting firms to audit the financial statements of the City of Ferndale for the fiscal years ending June 30, 2013, with options for extensions for the fiscal years ended June 30, 2014 and 2015. The audits are to be conducted in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards, issued by the Comptroller General of the United States and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

There is no expressed or implied obligation for the City of Ferndale to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, seven copies of a proposal must be received by Jay Parrish, City of Ferndale, P.O. Box 1095, Ferndale, CA 95536 on or before April 25, 2013 (4:00 p.m.). The City of Ferndale reserves the right to reject any or all proposals submitted.

The City of Ferndale reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal is acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Ferndale and the firm selected.

It is anticipated the selection of a firm will be completed by May 30, 2013.

Following the notification of the selected firm, it is expected a contract will be executed between both parties by June 13, 2013. A one year contract with a two year extension option is contemplated. The two year renewal option will be subject to review by the City Council and satisfactory negotiation of terms (including a price acceptable to both the City of Ferndale and the selected firm).

Background of the City of Ferndale

The City of Ferndale is located in the northern California approximately 20 miles southwest of the Eureka. The City's fiscal year begins on July 1 and ends on June 30.

The City of Ferndale was established in 1893 under a General Law City in the State of California. The City operates under the Council-Manager form of government. Services provided by the City include: public safety (police), public works (streets and highways), community development (building regulation, planning and zoning), community services (culture and recreation) health and public utilities (sewer).

II. SCOPE OF THE WORK TO BE PERFORMED AND STANDARDS TO BE FOLLOWED

The City of Ferndale desires its Financial Statements to be prepared by the Independent Auditors for the fiscal year ended June 30, 2013

CITY OF FERNDALE
REQUEST FOR PROPOSAL
FOR AUDIT SERVICES

The following is a summary of the audit scope of the City of Ferndale for the years ended June 30, 2013:

1. The audit firm will perform an audit of all funds and departments of the City of Ferndale which expended or otherwise administered City funds. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller of the United States. The City of Ferndale's Financial Statements will be prepared and word processed by the audit firm. The audit firm will render their auditors' report on the basic financial statements which will include both Government-Wide Financial Statements and Fund Financial Statements.
2. The audit firm will perform a single audit on the expenditures of federal grants in accordance with OMB Circular A-133 and render the appropriate audit reports on Internal Control over Financial Reporting based upon the audit of the City of Ferndale's financial statements in accordance with *Government Auditing Standards* and the appropriate reports on compliance with Requirements Applicable to each Major Program, Internal Control over Compliance and on the Schedule of Expenditures of Federal Awards in Accordance with OMB Circular A-133. The single audit report will include an appropriate schedule of expenditures of federal awards, footnotes, findings and questioned costs, and follow up on prior audit findings where required.
3. The audit firm shall issue a separate "management letter" that includes recommendations for improvements in internal control that are considered to be non-reportable conditions, if any.
4. The City finance staff will provide normal cooperation and assistance during the audit including typing of confirmation requests, pulling and refiling of supporting documents and reconciliations of major asset and liability balances. All other information and financial statements are the responsibility of the audit firm.
5. All working papers and reports are to be retained at the auditors' expense for a minimum of three years. The audit firm will be responsible for making working papers available to the City of Ferndale or any government agencies included in the audit of federal grants.

III. TIMETABLE OF DELIVERABLE REPORTS

The audit firm shall be responsible for the preparation and word processing of the following financial statements:

<u>Report Description</u>	<u>Number of Copies</u>	<u>Due date</u>
Financial Statements	10	October 15, 2013
Management letter	10	October 15, 2013
A-133 Single Audit Report	10	October 15,2013

CITY OF FERNDALE
REQUEST FOR PROPOSAL
FOR AUDIT SERVICES

Three draft copies of each financial statement should be delivered to the City Manager for review approximately 10 days prior to the deadlines noted above.

IV. PROPOSAL REQUIREMENTS

The following material is requested to be received by the proposal due date or the firm will not be considered:

1. Title Page - The title page shall show the proposal subject, the firm's name and contact person and the firm's California CPA License Number and Firm's Federal Identification Number.
2. Cover Letter - The cover letter should briefly state the proposer's understanding of the work to be performed, the commitment to perform the work in the required time frame and statements as to why the firm believes it is best qualified to perform the engagement. The cover letter should also make a statement that the firm's offer is a firm, irrevocable offer for 60 days. The cover letter should indicate whether the firm is independent with respect to the City of Ferndale and that the firm is an Equal Opportunity Employer.
3. Table of Contents
4. Proposer's Qualifications - The audit firm should set forth the following:
 - A. Qualifications and Related Experience of the Personnel Who Will Serve the City of Ferndale- Resumes of the Partner, Manager and Senior Auditor should be included. Resumes should include all relevant experience, education and CPA licenses and continuing education of the individuals over the past 3 years.
 - B. Prior Experience Auditing Cities, and Other Local Governments - Sufficient information should be provided regarding current local government clients, and date that the client has been served. Information should be provided regarding clients that the firm serves that have received the CSMFO and GFOA awards.
 - C. References of Local Government Clients - Provide a listing of at least five local government clients for which the firm's local office serves.
 - D. Capabilities in General Consulting and Compliance Auditing - Provide any other information regarding general consulting and special audits provided by the firm.
5. Approach, Scope and Timing of the Audit
 - A. Provide in sufficient detail the firm's approach to the City of Ferndale's audit, including procedures to be performed, tasks required as a part of the A-133 single audit, the use of statistical sampling, the utilization of computers on the audit engagement, analytical procedures that may be used, the

**CITY OF FERNDALE
REQUEST FOR PROPOSAL
FOR AUDIT SERVICES**

consideration of laws and regulations, assistance required from City staff and proposed segmentation of the audit.

- B. Provide sufficient information of your firm’s understanding of the Objectives and Scope of the Engagement - Specifics should be provided of the auditing standards to be followed and reports to be issued by the audit firm.

6. Maximum Fee and Hourly Rates

The maximum fees and estimated hours for the audit of the City of Ferndale should be provided in the following format for fiscal years ended June 30, 2013. The fees should be inclusive of any out of pocket expenses incurred by the audit firm:

A.

<u>Description of Services</u>	<u>Estimated Hours</u>	<u>Not to Exceed Amount Year Ended June 30, 2013</u>
1. Audit of City, including ongoing audit procedures for financial report presentation and management letter		
2. A-133 Single Audit of Federal Grants of the City		\$ _____
Not to Exceed Maximum Fee (Including Expenses)		\$ _____

- B. Hourly Rates of the Firm’s Employees should be provided by the firm for services which may be requested outside the scope of the audits as follows:

<u>Classification</u>	<u>Hourly Rate</u>
Partner	\$ _____
Manager	
Senior Accountant	
Staff Accountant	_____

7. Other Information Required in Proposal

The Auditing Firm shall provide a copy of its most recent Peer Review together with the California Society of CPA’s acceptance of such peer review. The auditing firm shall make a positive statement that it has the required insurance policies in force in amounts of coverage for not less than \$1,000,000 for

**CITY OF FERNDALE
REQUEST FOR PROPOSAL
FOR AUDIT SERVICES**

Professional Liability, Workers Compensation, Comprehensive General Liability and Auto (Owned and Non-Owned). Prior to any commencement of audit services, the auditor will be required to provide certificates of insurance coverage to the City of Ferndale.

V. EVALUATION CRITERIA

Proposals will be evaluated based upon their response to provisions of this Request for Proposal. The following criteria will be used to evaluate responses to this proposal:

1. The firm's licensing, independence with respect to the City of Ferndale and results of most recent peer review (mandatory requirements)
2. Qualifications and Related Experience of the audit team who will serve the City of Ferndale (Partner, Manager and Senior Auditors)
3. Experience of the Firm auditing California Cities.
4. References of Local Government Clients
5. Thoroughness of Approach to conducting the audit of the City of Ferndale
6. Demonstration of the Understanding of the Objectives and Scope of the Audit
7. Commitment to timeliness in the conduct of the audit
8. Maximum fees to conduct the audit

Items 2 through 7 will represent 80% of the weight of the evaluation criteria. Item 8 will be assigned a 20% weighting in the overall evaluation.

VI. OTHER INFORMATION

Firms are encouraged to contact Jay Parrish, City Manager (707) 786-4224, with any questions relating to this RFP or records maintained by the City of Ferndale.

1. Financial Statements - Year ended June 30, 2013 available upon request.

Meeting Date:	March 7, 2013	Agenda Item Number	11D
Agenda Item Title:	Resolution 2013-08 Request for authorization to approve payment request #2, in the amount of \$1,128.13, to V & C Construction for construction costs associated with the drainage Improvements on 5 th St near Ferndale Housing.		
Presented By:	Jay Parrish, City Manager and Praj White, City Engineer		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution 2013-08 authorization for payment request #2, in the amount of \$1,128.13, to V & C Construction for construction costs associated with the drainage Improvements on 5 th St near Ferndale housing.		

RECOMMENDATION:

Approve Resolution 2013-08 authorization for payment request #2, in the amount of \$1,128.13, to V & C Construction for construction costs associated with the drainage Improvements on 5th St near Ferndale housing.

BACKGROUND

On October 4th, 2012, City Council authorized \$50,000 for construction plus an additional \$10,000 in contingency for the Drainage improvements proposed on 5th St near the Ferndale housing. The project was bid and awarded to V & C Construction in the amount of \$37,444.50. Due to the rainy season, only the roadway portion of the work could be completed to date. As a result, the drainage capacity of the new pipes far exceeded the capacity of the west ditch. In an effort to alleviate some of the flooding, the west ditch was partially excavated to allow the discharge to continue downstream. The additional cost for this work was included to the contract as Change Order #1. The remaining portion of work (west ditch widening) is expected to occur this summer.

Original Contract amount	\$37,444.50
Change Order #1	\$2,150.50
New Contract amount	\$39,595.00 (66% of amount authorized in October)
Payment Request #1	\$23,120.63 (approximately 58% complete)
Payment Request #2	\$1,128.13 (approximately 61% complete)
Unpaid Contract balance	\$15,346.24

FINANCIAL IMPACT:

TDA Street Project 24315022

RESOLUTION 2013-08
THE CITY COUNCIL OF THE CITY OF FERNDALE
AUTHORIZES PAYMENT REQUEST #2, IN THE AMOUNT OF \$1,128.13, TO V&C CONSTRUCTION FOR
CONSTRUCTION COSTS ASSOCIATED WITH THE DRAINAGE IMPROVEMENTS ON 5TH STREET NEAR
FERNDALE HOUSING

WHEREAS, The City of Ferndale authorized \$50,000 for construction plus an additional \$10,000 in contingency for Drainage improvements proposed on 5th Street near Ferndale Housing; and

WHEREAS, The project was bid and awarded to V&C Construction in the amount of \$37,444.50; and

WHEREAS Due to the rainy season, only the roadway portion of the work could be completed to date; and

WHEREAS, As a result, the drainage capacity of the new pipes far exceeded the capacity of the west ditch. In an effort to alleviate some of the flooding, the west ditch was partially excavated to allow the discharge to continue downstream. The additional cost for this work was included to the contract as Change Order #1; and

WHEREAS, The remaining portion of work (west ditch widening) is expected to occur this summer; and

WHEREAS, The Original Contract amount: \$37,444.50, plus Change Order #1 for \$2,150.50 equals New Contract amount of \$39,595.00 (*66% of amount authorized in October*), and

WHEREAS, Payment Request #2 is for \$1,128.13 (approximately 61% complete), leaving an Unpaid Contract balance of \$15,346.24.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Ferndale hereby approves payment of the second partial payment request in the amount of \$1,128.13 to V&C Construction.

PASSED AND ADOPTED on this 7th day of March 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Stuart Titus, Mayor

ATTEST:

City Clerk / Deputy City Clerk

Meeting Date:	March 7, 2013	Agenda Item Number	11e
Agenda Item Title:	Set up meeting to discuss implications and ramifications of Lytel's letter regarding loss of yearly donation.		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Set meeting date		

RECOMMENDATION

Set meeting date.

DISCUSSION:

In 1997 the city voted to set up a Drainage Assessment District, which would assess \$25 per property per year to allow us to pay off a Drainage Loan to cover our portion of the FEMA Francis Creek Project. Before the city initiated this assessment the Lytel Foundation agreed to grant the City \$25,000 a year as a donation to the drainage fund with the stipulation that the city would continue to pay the loan. According to the attached letter, the Lytel Foundation will not continue donating to the Drainage Fund on an annual basis.

We are estimating a two hour study session and would like to know if the Council would like to set up a special meeting before the 4/4/13 council meeting to investigate the ramifications of this loss of revenue or set up a meeting after the 4/4/13 council meeting.

FISCAL IMPACT:

\$25,000 (26314240)

BERTHA RUSS LYTEL FOUNDATION
 PO BOX 893
 FERNDALE, CA 95536-0893 TELEPHONE (707) 786-4657

November 19, 2012

City of Ferndale
 PO Box 1095
 Ferndale, CA 95536

RECEIVED
 NOV 21 2012
 BY: _____

RE: Drainage payment

Attn: Jay Parish

Dear Jay,

As you are aware, the Bertha Russ Lytel Foundation has been making payments in the amount of \$25,000.00 per year to the Ferndale Drainage Fund. This payment was being made in lieu of a \$50.00 parcel tax on the citizens of Ferndale. This letter is to inform you that the Bertha Russ Lytel Foundation will not be making these payments in the future.

We hope that the City will be able to get by without charging the parcel tax or collect it at a reduced rate. If not, this letter is to inform you of our decision to stop our payments and allow you sufficient time to process any necessary paper work to get the assessment on the tax rolls.

We regret that we can no longer make these payments. Please feel free to give me a call should you have any questions.

Sincerely,



Don Hindley
 Manager
 786-4657

CM
 Finance
 Corres
 Drainage Comm
 Council packet

Section 12
CORRESPONDENCE

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

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
- Participated with painting crew to paint Community Center kitchen ceiling. February 1st.
- Capstone meeting with Annje Dodd and Tom Stevens February 4th- 11:00- 1:00 pm
- Met with Mike Warner (local church leader) to go over a possible volunteer effort to landscape around City Hall on the Chimney side. They would have an ability to donate around four hours with a sufficient crew to accomplish the project. We are trying to have this finished in April.
- Meeting with Manhard and Mayor regarding study session February 5th- 11:00- 1:00 pm
- Hazard Mitigation Plan meeting-Steering Committee - February 6th - 1:00-3:00 pm
- Participated with painting at library on 8th and 10th.
- Signed up the City's participation in ethics seminar on February 26th from 6:00-8:00 pm.
- Numerous conversations with Gerald Silva regarding Russ Park issues.
- Regular meeting of the SRWC- February 13th-2:00-5:00 pm
- Daily meeting with staff to go over workload and efficiency. We strive every day to complete as many tasks as we can, but do feel the effects of being one person short for such a long duration.
- Numerous meetings with Mayor Titus to go over myriad of City issues.
- City Council- February 7th – 7:00-8:30 pm
- Design Review- February 14th- 8:30 am
- RCEA Board meeting – February 28th - 3:15-5:00 pm
- HMRA meeting 14th- 4:30-5:30 pm
- City Manager meeting February 17th - 3:00-5:00 pm.
- Check signing for City and RCEA.
- Number of conversations with Councilman Sweeney regarding some ADA pads on Ocean Avenue that have come up and need to be re-laid.
- Meet and greet at Jimmy Smith's house for Jared Huffman to meet Ben Miller his Chief of Staff, and Jenny Callaway his public relations director. Congressman Huffman also showed up and it was a nice evening with wonderful food and stimulating conversation.
- Hazard Mitigation Plan meeting-Steering Committee - February 6th - 1:00-3:00 pm
- Met with Betty Ann Koch and Sara Turner regarding a park bench at the end of Francis Street. The Garden Club wants to donate a bench to be placed in the memory of Shirley Walker. I am in the process of trying to get Cal-fire to supply the bench.
- Number of conversations with Bocce board members Steve Dolfini and Emil Feierabend in regards to providing a new horseshoe pit in Fireman's park. They accomplished this at no-cost to the City and it turned out very nice, and is a wonderful addition to our park.
- Met with Stephanie Koch about painting the kitchen ceiling in the Community Center and to talk about reestablishing a volunteer group to help maintain the building. The City paid for some materials and the paint and we were able to accomplish this project. In further discussions and another meeting we were able to consider other projects using volunteer help. The next project they want to tackle is to repaint the interior of the hall in a more neutral color. We have set April as a date to try to accomplish this. We also discussed evaluating the tables and chairs and putting together a plan and a budget to repair as many as we can every year.
- Met with Annje Dodd and Tom Stevens to discuss a student engineering project that will address flooding and settling basins on Francis Creek. This will be a HSU project and we are very excited about the possibilities these projects may have in helping us reduce sedimentation and flooding in the creek.

Annje and engineering students will be surveying and working on the cross-sections on March 2nd. We have been trying to accomplish this data for a couple of years. We will be able to use this to justify to Department of Fish & Wildlife (formerly DF&G) future maintenance projects related to maintaining the capacity flow through our system as it related to the original FEMA rocking project. It is believed that the capacity has greatly been reduced in the last ten years. Met numerous times to go over criteria to make sure the city would be able to use data to support our efforts to apply for grants related to flooding and sedimentation removal.

- Met with PW regarding daily routine. Focus this month was on Francis Creek maintenance and drainage projects as well as 5th Street drainage improvements. Most conversations directed at drainage systems and making sure we are as ready as possible when we do have a weather event that taxes our system.
- The library is in need of a new flag pole. PW's is working on this. Tim is looking into a flagpole that is similar to the flag pole we put in front of the Police department. He also said that the flag pole is not a dangerous situation and is in no danger of blowing down.
- Meeting with Orrin Plocher and Steve Coppini regarding work order request for State mandated work related to our NPDES permit from RWQCB. Six tasks are being recommended. Feb 21st 11:00- 12:00 am.
- A number of meetings with Caltrans to go over the paving and sidewalk projects they will be conducting on 211 from Fernbridge to edge of town, and the next year through town. The first year would be an overlay of pavement, and the next year is an overlay and sidewalk improvements. Karen Pingetore was also in attendance at the first meeting and we were given the opportunity to express concerns as well as get assurance from Caltrans that we will have many opportunities to interact with them before project begins.
- Met with Supervisor Bohn several times to talk about drainage issues in Port Kenyon area. We also meet with William Creek residents to discuss Ambrosini Lane issues as it relates to the Salt River Restoration Project.
- In concert with our engineering firm we have continued efforts to develop an emergency application process during high water events on Francis Creek. There were a number of bank stabilization failures that occurred through town as a result of high water in Francis Creek during late November and early February events. This application process will help property owners through a process and government agencies to make sure they are compliant with their projects. We were able to help guide a property owner up Francis Street in a bank stabilization project using this application process.
- Met with HSU Art director a number of times regarding the student contest to place a sculpture in the city green. There were two students who participated in the contest and I am working with Joe Koches and Jack Mays to evaluate the sculptures. We will have an event in May to celebrate the arrival of the sculpture.
- Numerous meetings with Phil Aycock and Stacey Edgmon to go over a number of financial issues.
- Several conversations related to the Drainage Fund and the loss of the Lytel annual funding. Phil Aycock has agreed to come to a meeting to give his institutional memory of this fund. Don Hindley who was on the council at the time this donation was instituted and is now manager of the Lytel Russ Foundation has also agreed to attend a meeting and give input to the council. Our engineering firm will also be giving input as to what drainage projects if any may be affected. I will ask council to schedule meeting at March meeting for sometime in April.
- ERD contract negotiations: I have had discussions with Harry Hardin and Karen Smith about a reasonable recycling rebate policy associated with our franchise agreement. I have set up a meeting within the next few weeks with Councilman Maxwell to meet with ERD to try and move ahead on this issue.
- Daily meetings with chief regarding police activities and community safety issues.
- Numerous conversations with Garden Club about landscaping in City Green. I have received a design from a landscape company for a project on the City Green side of City Hall. The price for this project was

over what we could fit in our budget, but I was contacted by an organization that was willing to supply enough volunteers to complete the grass removal and the weed mat preparation at no cost to City. I also received a donation to our general fund that would pay for half the cost of the plants and think that we may be able to finish this project before the sculpture's arrival.

- Numerous conversations with Michael Bailey regarding questions related to Sign Ordinance. I also contacted attorney on specific questions related to signs and our limitations as to their regulation.
- Numerous conversations with other CM's regarding common issues. The CM's continue to get together once every month.
- Several conversations with John Driscoll (Mike Thompson's local representative and soon to be Jared Huffman's representative) regarding Ferndale issues.
- Daily interaction with Staff regarding workload. Finance Supervisor is still out recovering from surgery and we are covering this position by having everyone else take over tasks associated with that position. Staff is doing a commendable job trying to fill the void. Everyone is looking forward to Deb's return.
- Numerous conversations regarding Salt River Project with Watershed Council members, RCD representatives, council members and citizens.
- The Fresnel lens is now resting comfortably at the climate controlled room at the Fairgrounds. The Shining Light Foundation with help from retired Fortuna City manager is going through a list of agencies in an effort to find funding opportunities. The county fair is storing the lens and we have a four year possible relationship with them as we try to find funding to move the lens to the museum. Because of changes in fair personnel we will need to reaffirm that the climate control environment is and will be continued.
- Governor's Initiative North Coast Stakeholder Meeting - 1:00-3:00 pm February 25th. The Local Government Commission and the Office of Planning and Research are partnering on a year-long AmeriCorps Governor's planning grant to assess climate change, transportation and energy needs through a series of regional stakeholder meetings across the state. The input gleaned at these meetings will be used to identify the most pressing needs of communities in California and the most effective leverage points to assist local governments in their efforts. The results will shape the development of a 3-year statewide effort, utilizing approximately 85 AmeriCorps members per year to address the needs identified through this planning process. Our input helps ensure that this program will be useful as possible for local governments.
- Discussions with Karen Clower related to training seminars available because of my inclusion in the County Academy. The City is invited to participate in a seminar designed for elected officials regarding the Brown Act and other related responsibilities associated with the position. I am hoping that the Council and PC will be able to take advantage of this invitation. The seminar will be offered on February 26 between 6:00 and 8:00 pm. This seminar will take the place of an orientation study session we were going to have here at city hall. The seminar was a good review and there were eight of us that participated.
- Separate meetings in with Gerald Silva, David Yarrington, and County planning staff regarding alternative route to Russ Park off Eugene Street. We have developed a timeline for the possible lot line adjustment. David Yarrington and Planwest have put together an estimate of costs associated with a possible trade of some land that would allow Russ Park enthusiasts to enter the park just past the water company on Eugene Street. In analyzing the procedure with the County it was pointed out that the Siva property was under the Williamson Act and that would complicate the process and that we might consider waiting until that came out of the Act in 2014. We are in the process of talking to all parties to get consensus before moving forward. We have developed a timeline for the possible lot line adjustment. We will not begin the technical work on this until the fall of 2013. I will continue to work with Russ Park Committee to inform them of the particulars.

- Numerous meetings with individual councilmen and the mayor regarding City issues, and updates about representation on the various joint power authorities.
- The Sign Ordinance Committee is making good progress. Still looking at maybe six months before we bring something to council.
- Coordinated with City Planner regarding Design Review and planning issues. Planning Commission continues to have presentations related to the Safety Element.
- Several conversations with Cybelle Immitt who is a senior planner for the County. Cybelle led a coalition of cities and agencies back in 2008 through a process to develop Hazard Mitigation Plans (HMP) for those agencies and the County. Those mitigation plans had a shelf life of 5 years and now we are required to update our previous plans. The goal of this planning effort is to update data for the natural hazards that could impact the planning area to determine the level of risk, update the identification of actions and activities that can reduce any losses from those hazards, and reinvigorate the coordinated process of implementing the plan. Back in of October of last year the Council approved a match of \$2,500 dollars to continue our participation in this program to update our HMP. The fiscal match was waved as a consequence of representation on the steering committee. We have scheduled the first kick-off meeting for February 7th, and I will once again represent the City on the Steering committee. Since we are going through our Safety Element I have already been coordinating the two projects through our planning consultant to take advantage of over lapping information.
- Sent an application in to PG&E for a possible grant on changing our street lighting to a diode system which would give better lighting but lower our costs.
- Many conversations with Gerald Silva to include some sediment basins on his property to reduce sedimentation in Francis Creek. Most people involved have recognized that sediment reduction upstream would be the best scenario for the long-term success of the Salt River Restoration Project. And remember 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 debris torrent for the City and has reported no movement so far and he is pleased with what he sees to this point. He commented at the Drainage Committee meeting that the debris torrent was about twice as long as originally reported and that he will continue to monitor at pre-determined times of the year dependent on weather events.
- Numerous discussions with City Planner regarding design review and planning issues. The council approved the Design Review Process and the Final Review for Design Review Applications a couple of months ago and staff is now using the new process and applications.
- Many discussions and conversations with our Planner and City Inspector and staff about the Kinetic building downtown that had the stucco taken off. The project was given the green light to put siding on at the January PC meeting.
- Several discussions with Jo Ann Rennie, executive director of Parsac, our risk management authority related to our membership on its board.
- Part of a panel to interview applicants for the wastewater operator position. We had a lot of good candidates.
- Number of conversations with Cal-trans in reference to the road improvement and sidewalk improvement projects that are scheduled for next year and the year after. I also asked that we have a meeting in the near future so that we can be given a presentation on the project. Remember that they will be paving from Fernbridge to City limits next year and from the city limits through town the next year. The Chamber and some other citizens have mentioned that they would like to be able to take advantage of these projects to possibly change some streetscape, such as streetlights. Karen Pingitore and I met on February 9th to go over the two phases of the project with the Cal-trans engineer here at

city hall. I have also had some conversations with Tom Grinsell who has some fire hydrants that he may want to add to Main Street. I have passed this along to Caltrans.

- Conversations with RCEA requesting information on grants related to replacing energy efficient streetlights. I am hopeful that we may be able to garner a loan or grant to replace the current lamps with ones that are not only more efficient, but more aesthetic.
- Conversations with PG&E related to our undergrounding fund we have built up over the years and the ability to possibly finish undergrounding project at the end of Francis Street. We are currently checking into estimated amount we would need to accomplish the project. This would eliminate the power poles from Eugene to the end of Francis Street.
- Conversations with Scouts regarding the Scout Building, which we own, lead to discussions with PW's and engineering to develop a project to stabilize the creek bank adjacent to Scout building. After we understand the project and its cost we will try to identify funding.

CITY CLERK ACTIVITY***Meetings***

- Daily meetings with City Manager regarding work schedule.
- City Council meeting 2/7/13.
- Planning Commission meeting 2/20/13.

Projects

- Counter and phones.
 - Pick up mail, copy, distribute and file.
 - Assisted citizen in getting the Elections Office to change the designation of her voting precinct from county to city.
 - Prepared City Council Agenda packet for 2/7/13
 - Discussed with City Manager and Project Manager, then wrote procedure for Project Funding – copies for “How To” Book and for file.
 - Reviewed procedure for Land Use Permit applications.
 - Lot Line Adjustment – 400 McKinley and 1167 Grant
 - Compiled and sent notification to property owners within 300’
 - Posted Public Notice on bulletin boards
 - Prepared Planning Commission Agenda packet for 2/20/13.
 - Continue to train deputy city clerk on procedures.
 - City Council Meeting Follow-up
 - Reviewed Deputy Clerk’s minutes
 - Printed January City Council minutes, filed, posted online
 - Sent City Manager’s letter to Tom Matsen, HC Director of Public Works
 - Prepared letter to HCAOG regarding Unmet Transit Needs, scanned and emailed, mailed original
 - Completed Appointments to Boards, Committees and Commissions – made copy for Statements of Economic Interest file
 - Mailed NOAA re Coastal and Marine Habitat Restoration letter of support.
 - Prepared letter of transmittal to City Attorney with copies of Agreement
 - Filed Resolution 2013-04 Approving closure of Main Street from Brown to Washington on March 21, 2013 from 7-9pm for Fire Training. Copy to CalTrans.
 - Filed Resolution 2013-05 Approve Resolution No. 2013-05 authorizations for Change Order #1, in the amount of \$2,150.50 and payment request #1, in the amount of \$23,120.63, to V&C Construction for the construction costs associated with the Drainage Improvements on 5th Street near Ferndale Housing. Copy to 5th Street Drainage Project file.
 - Had Public Works move boxes of records from file hallway to the back of the building for storage. PW also dumped boxes of records that had been approved to be destroyed into bin for Eel River Disposal to shred.
 - Wrote PW Staff report using notes on calendar.
 - Assisted Deputy Clerk with deposits.
-

Building Permits		
535	Main	Replace roof
230	Shaw	Furnace and Tank
683	A Street	Re-roof
117	Berding	Repair bank at north end of foot bridge, correct erosion under bridge abutment and patio.
638	Main	Install power for vacuum pump in shed in parking lot
Land Use Permits		
1141	Main	replace redwood siding w/ cement board.
535	Main	replace roof and awning
543	Main	Ferndale Pie Co signage
176	Francis St	Vacation Rental
385	Main St	Ferndale Music Co. signage

ADMINISTRATIVE ASSISTANT/DEPUTY CITY CLERK:

Meetings

- Meeting with City Manager on Office Issues
- Attended City Council Meeting
- Attended Design Review Meetings
- Attended Planning Commission Meeting
- Meeting with Phil Aycock and Stacey Edgmon

Projects

- Payroll
- Accounts Payable
- Accounts Receivable
- Processed Deposit
- Answer Phones
- Purchase Various Supplies
- Assisted at front counter
- Reconcile Bank Account
- Put Design Review Packets together
- Put Sign Ordinance Packets together

- Posted Agenda Items
- Revised Management's Discussion and Analysis
- Wrote Minutes for Design Review and City Council Meetings

CITY PLANNER:

Meetings, Planning & Coordination

- Coordinated with City Manager and City Clerk on planning and development projects.
- Continued review of Sign Ordinance Update materials and progress.
- Continued coordination with City Manager and HCAOG on Regional Housing Needs Allocation Process.
- Continued coordination on the Humboldt Operational Area Multi-Agency Multi-Hazard Mitigation Plan (HMP) Update. Continued integration of the HMP with the City of Ferndale General Plan Safety Element Update. Prepared Scope of Work for City involvement in HMP update process.
- Continued coordination with City Clerk on Design Review Use Permit application and associated CEQA process for stucco replacement at 580 Main Street. Finalized project report and submitted for agenda, conducted public hearing, filed Notice of Determination with the County Recorder's office, coordinated with Fish & Wildlife to file the No Effect Determination, submitted required filing fees, sent notice of PC action to applicant, and coordinated with City on application fees.
- Continued coordination with City Clerk and City Engineer on Lot Line Adjustment at 400 McKinley Ave. Reviewed staff responsibilities with City Engineer. Prepared and posted public notice for Public Hearing. Corresponded with applicant. Prepared staff report and presented at 2/20 Planning Commission meeting.
- Coordinated with City Clerk on permit process updates.
- Coordinated with City Clerk to determine frontage on a property at 660 Eugene Street.
- Coordinated with City Engineer on Dottie Pierce Grading Permit application CEQA requirements.
- Initiated review of Vacation Rental Use Permit application at 176 Francis Street.
- Initiated review of proposed telecommunications facility installation at 989 Milton Ave.
- Attended 2/20 Planning Commission meeting and study session. Arranged for and introduced study session speaker on community level emergency response. Conducted Public Hearing on behalf of City Engineer for Lot Line Adjustment application at 400 McKinley Ave. Presented Safety Element Update Draft Chapter 9.0 Emergency Preparedness and staff report as well as staff report regarding Safety Element Update sample goals, policies, and implementation programs.

Projects

- General Plan Update – Prepared Draft General Plan Safety Element Emergency Preparedness chapter and presented at 2/20 Planning Commission meeting. Arranged study session presentation by Judith Warren, co-author of *Living on Shaky Ground: How to Survive Earthquakes and Tsunamis in Northern California* and Regional Coordinator of the Regional Training Institute for Disaster Preparedness. Advertised Study Session in the Ferndale Enterprise
-

and by posting flyers. Prepared and presented Safety Element Update goals, policies, and implementation program examples and staff report at 2/20 PC meeting. Initiated Chapter 10.0 Goals, Policies and Implementation Programs.

CITY ENGINEER:

Sewer Projects –

- Working on a proposed capital improvement report (sewer)
 - The draft document has been prepared and waiting for additional input regarding the sewer priorities.

Pedestrian Improvement Project -

- 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 have been authorized.
 - Prepared two route alternatives and estimates. Waiting for input from City council on which alternative is preferred and directions on how to proceed.

Applications –

- Renfer LLA – Responses to the routed information have come back with no concerns. City Engineers staff report has been forwarded to the City Planner for review and comment. Public Hearing scheduled for February 20th.
- Mr. Willis Hadley - Francis Street Project: A letter has been forwarded to the owner regarding the requirements that need to be met in order for the application to be approved. Still waiting for response.
- Dottie Pierce Grading Permit Application – Application was reviewed and determined that additional permits and submittal information would be required. A response letter was forwarded to the applicant. Additional information was received and deemed acceptable. Permit was issued and construction was inspected and documented.

General Engineering –

- 5th Street Flooding in front of Navy House Parcel –
 - Initial work (pipe, inlet and rip rap installed) completed in December. In January, the roadwork and paving was also completed. Remaining portion of the work (ditch excavation) will be completed in the summer when it dries out more.
 - ADA Mats on Ocean Ave –
 - The existing mats at 5 locations have begun to bubble and are potential trip hazards. In addition, the configuration does not meet current standards. The manufacturer was contacted and will sell the mats at cost and supply enough material to re-install the existing ones.
 - Continued working on a Project Study Report for resurfacing Berding Street
 - Determining cost estimates based on the Pavement Condition Index Report, ADA sidewalk improvements and proposed drainage improvements.
 - Discussed results of the Project Initiation Document for the intersection of 4th and Shaw Ave.
-

- Design has been completed. We received positive feedback from the School Superintendent and Police Chief and neither had any problems with the construction moving forward as soon as possible. Bid documents are complete. Project has been deferred until Summer 2013.
- Working on a proposed capital improvement report (roads and drainage)
 - Met with Tim and discussed scope of projects to be included but still need to prioritize and prepare estimated for the work. Draft CIP submitted for review.
- Washington St. drainage culvert repair.
 - Met with Tim to discuss possible alternatives. A conceptual plan and rough estimate was submitted and waiting for approval. Once approval is received, a survey, plans and specs will be completed and advertised.
- Francis St Undergrounding of Utilities
 - Met with PG&E representative. PG&E is screening the project prior to making recommendation to proceed.
- Cal Trans Maintenance on SR 211 (Review of SHOPP drawings)
 - Met with the Cal Trans design team on Jan. 9th to discuss the upcoming projects. Reviewed drawings, expressed concerns and waiting for additional review as the design progresses.
- Misc. Document review.
 - Reviewing documents from HCAOG regarding the FY 11-12 Regional Surface Transportation Program (RSTP) Allocation
 - Prepared and submitted a list of roadway, bike and pedestrian projects to be included in the updated RTP.
 - Prepared a project description for a new PSR project to do a safety and ADA accessibility study for the pedestrian corridors throughout the City. We would review the existing facilities (sidewalks, curb ramps, handicap parking, crosswalks, etc...), prepare a report and then prioritize the deficiencies based on expected use and recommendations from the City. The request was discussed at the TAC meeting and recommended allocation of \$7,500.

Meetings and Committees –

- City Council
 - Attended February Meeting
- HCAOG
 - Attended February Meeting

Reporting and Correspondence –

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

WASTEWATER OPERATIONS:

- Review monthly lab results
 - Continued correspondence with Hank Brenard Enterprises (HBE) regarding biosolids handling.
 - OIT Ivey pressure wash RAS troughs
 - Staff performed process tests to assist in the operation of the facility.
-

- CPO and OIT Ivey handled biosolids at drying facility by turning and sorting to facilitate faster drying.
- 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
- CPO and OIT Ivey performed general maintenance around facility
- CPO filed online SSO report
- OIT Ivey performed the normal in-house weekly and monthly testing and scheduled lab work to be done.
- CPO cleaned UVT probe.
- Contacted Hank Brenard about scheduling biosolids pickup
- Coliform test to Fortuna
- Motor Operated Valve was pulled to have sent off and fixed
- Biosolids picked up by HBE (14 yards)
- CPO talked with Aeromod about correcting belt press and corrections to treatment process regarding sludge blanket depth.
- Marvin Brown from Aeromod came to facility to inspect and diagnose belt alignment issue on belt press.
- Take and send samples to NCL
- OIT Ivey cleaned basin walls
- CPO and DCI construction repaired broken sewer main located by city yard and scout hall.
- CPO completed and submitted annual biosolids report for EPA.
- CPO finished and submitted annual report to water board.
- OIT Ivey added gravel to dump road on wetland for roto rooter and Wyckoff drivers.
- CPO met with Doug Culbert to review applications for vacant operator position.
- High sludge blanket in clarifier; adjusted ras and waste times to bring level down.
- Miller Farms fixed drive thru gate at front of facility. Gate was inoperable (would not close)
- CPO manually adjusted return valve from pond in the manhole located on Port Kenyon road in front of plant
- Dewater each Tuesday for 6 hours each day to maintain sludge control in facility
- The facility received a total of 25 septic dumps from Roto Rooter & Wyckoff's totaling 41,800 gallons and generating \$6,714 in revenue for the facility.
- Total flows through the collection system were 23.75 MG. Of that, .54 MG was pumped to the equalization pond.
- Influent flows that were treated through the facility totaled 23.26 MG for the month of January. The average flow was .766 MGD.
- Effluent flows totaled 24.35 MG for the month of January. The average flow was .785 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.
-

- Replaced light at park
- Repair broken faucet – break due to icy mornings.
- Order window for Snack Shack
- 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
 - Two new flood lights
 - Pull out trash daily
- Library
 - Routine mowing and weed eating
 - Flag pole is in poor shape and will be removed
- City Parking Lot
 - Picked up garbage – Routinely as least once a week unless otherwise warranted.
 - Fix broken lamp cover
 - Spread asphalt and filled holes
- 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
 - Mask Kitchen to prepare for volunteer painting over the weekend.
 - Replace exit lights bulbs
 - Replace broken window
 - Paint air vent
 - Remove fallen willow tree which fell from creek onto the back of the Community Center
 - Open Center for use.
 - Remove moss and dirt from West exit from Community Center.
- Childcare Center
 - Replace exit lights bulbs
 - Stop water leak from heater
 - Repair water faucet
- Police Department
 - Routine mowing and weed eating
 - Repair spotlight for flag
- Scout Hall - Routine mowing and weedeating
- PW Barn
 - Worked on gutters, down spouts

STREETS, SIDEWALKS, CREEK and STORMDRAINS

- Roadsides - Routine mowing and weed eating
 - Patching Roadways throughout town
 - Fill in holes in alley behind Library
 - Restock yard with asphalt
-

- Removed fallen trees from 4th Street bridge to Shaw Street bridge
- Mow alleys as needed throughout town
- 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.
- Removed debris from all the drains and grates around town.
- Improved drainage at the West end of Fern Avenue

VEHICLE / EQUIPMENT MAINTENANCE

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

MISCELLANEOUS

- Pick up supplies for restrooms and park
- Assist C.P.O. on broken sewer pipe on Francis Street
- Remove garbage from Wildcat Road
- Put on mower belts
- Routine paperwork.
- Dealing with daily work orders as residents call.
- Viewed Safety videos.

POLICE DEPARTMENT:

- Officers Lindsey Frank and Heath Bohacik apprehended two individuals inside the US Bank in the early morning hours of January 27. The individuals forced entry into the bank. They attempted to gain entry into the ATM machine with an acetylene torch. Kudos to Officers Frank and Bohacik.
 - Officer Stricker attended POST Field Officer Training school.
 - Chief Smith attended Kiwanis meetings/functions.
 - Chief Smith attended the monthly Community Corrections Partnership Executive Committee.
 - Chief Smith attended the monthly LECAH meeting.
-

Police Statistics – January 2013

SERIOUS CRIMES	Number	Cleared
Homicide	0	
Rape	0	
Robbery	0	
Larceny	2	
Assault	1	
Burglary	1	
Vehicle Theft	0	
TOTAL	4	
SECONDARY CRIMES	3	
Calls for Service	37	
Reports Written	10	
Traffic Citations	4	
Other Citations	0	
Parking Citations	0	
Warnings	33	
ARRESTS	5	
AGENCY ASSISTS	17	
TRAFFIC COLLISIONS	0	

Section 13b: Commissions, Committees and Other

City of Ferndale, Humboldt County, California USA

Special Design Review Minutes for the 1/17/13 - 8:30am meeting

Dane Cowan opened the meeting at 8:35 a.m. Committee Members Lino Mogni and Mark Giacomini were present along with staff Deputy City Clerk Lacy Pedrotti. There were no modifications to the agenda.

1141 Main Street – Siding. Alana Clark owner of 1141 Main Street or Daron Luster (contractor) were not in attendance to present their project. Design Review Application states that the 8” smooth beveled redwood siding would be replaced with 8” smooth Hardi siding along with the 1x4 redwood corner trim be replaced with Azek trim that is also 1x4. Samples of the product to be used were present along with the paint chips.

MOTION: (Giacomini/Mogni) Approve removal of redwood siding and corner to be replaced with Hardi and Azek material. All in favor.

Meeting adjourned at 8:45am

Respectfully submitted, Lacy Pedrotti, Deputy City Clerk

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 1/31/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:30 a.m. Committee Members Lino Mogni and Mark Giacomini were present along with staff Deputy City Clerk Lacy Pedrotti. Michael Bailey was absent. There were no modifications to the agenda.

MOTION (Mogni/Giacomini) The minutes from the 12/13/12 meeting was unanimously accepted.

MOTION (Cowan/Mogni) The minutes from the 12/20/12 meeting was unanimously accepted.

543 Main Street-New Business. Sign for The Ferndale Pie Company 2’x3’ sign, new blue awning with 6” letters 3’ long, paint chips of blue and white were proposed. Paint chips and sample of the awning were present. Allotted signage for this building is 7.5feet.

MOTION: (Giacomini/Mogni) Approve the signage, awning and paint colors as presented. All in favor.

Meeting adjourned at 8:45am; Respectfully submitted, Lacy Pedrotti, Deputy City Clerk

City of Ferndale, Humboldt County, California USA

Special Design Review Minutes for the 2/14/12 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:30 a.m. Committee Members Lino Mogni and Mark Giacomini were present along with staff Deputy City Clerk Lacy Pedrotti. Michael Bailey was absent. Modifications to the agenda were the word "Special" was not on agenda and noted that the fourth Thursday of the month is the regular meeting. The January 17 and 31, 2013 minutes and 7.A. Committee Member Comments are to be removed and on the regular meeting date.

535 Main Street-Roofing. Willis Hadley owner of 535 Main Street had Mark Hamor (contractor) present to represent the project. Design Review Application states replacing rotten roofing and awning roof with galvanized tin. MOTION: (Giacomini/Mogni) Not to approve the application for galvanized tin roofing. Chairman Cowan abstained.

Meeting adjourned at 8:45am; Respectfully submitted, Lacy Pedrotti; Deputy City Clerk

City of Ferndale, Humboldt County, California USA

Special Design Review Minutes for the 2/21/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:35 a.m. Committee Members Lino Mogni, Michael Bailey and Mark Giacomini were present along with staff City Clerk Nancy Kaytis-Slocum. The Planning Commission has yet to appoint another representative from the Planning Commission to the Design Review Committee. There were no modifications to the agenda.

385 Main Street: MOTION: (Bailey/Giacomini) Approve one sign to be placed in window to the left of the front door and other sign on window facing parking lot. All in favor.

Comments: Neither the City Clerk nor the Deputy City Clerk will not be available for next week's regular Design Review meeting. Committee member Mark Giacomini volunteered to take minutes.

Meeting adjourned at 8:45am; Respectfully submitted; Nancy Kaytis Slocum; City Clerk

Humboldt Medical Group, Inc.

3306 Renner Dr.
Fortuna, CA 95540
(707) 725-6101

528 Washington St.
Ferndale, Ca 95536
(707) 786-4028

Donald I. Baird M.D.
Rodney B. Grover D.O.
Tamara S. Dennis M.D.
Mark T. Roback D.O.
Robert G. Smith FNP
Elaine Bettiga FNP
Martin Kimble FNP
Maureen Frank FNP

FERNDALE HEALTH INSPECTOR
~~4TH~~ ^{1ST} QUARTER REPORT
~~2013~~ 2012

January 29, 2013

The 4th Quarter of 2012 was relatively quiet with only minor infractions that were quickly corrected by the establishments involved.

Looking forward into 2013, there will be some changes in the State Law regarding cottage production of cakes, cookies, et cetera. The changes may need input from the City of Ferndale. I plan to contact Nancy Kaytis in the near future.

Respectfully submitted,



Robin Smith
Ferndale Health Inspector

RS:lt

City of Ferndale, Humboldt County, California USA
Minutes for Planning Commission Meeting of January 16, 2013

Study Session: Chair Jorgen Von Frausing-Borch called the study session to order at 6:29. Planner Melanie Rheaume introduced Troy Nicolini, Warning Coordination Meteorologist, National Weather Service in Eureka California and the Tsunami Program Manager for northwestern California, who gave a presentation about seismic and tsunami hazards and safety in Ferndale. Mr. Nicolini is also the co-chair of the Redwood Coast Tsunami Work Group, a multi-agency organization that promotes efforts to reduce North Coast earthquake and tsunami risks.

Call to Order: Chair Jorgen Von Frausing-Borch called the Regular Planning Commission meeting to order at 7:00pm. Commissioners Uffe Christiansen, Trevor Harper, Lino Mogni and Dean Nielsen along with staff City Clerk Nancy Kaytis-Slocum, Deputy City Clerk Lacy Pedrotti and City Planner Melanie Rheaume were present. Those in attendance pledged allegiance to the flag. Chair Jorgen Von Frausing-Borch announced that Commissioner Trevor Harper has handed in his letter of resignation. Chair Jorgen Von Frausing-Borch took a few minutes to express his gratitude to Commissioner Trevor Harper for his duty of two years and accomplishments. Commissioner Trevor Harper took the time to explain his resignation and if the City Council wants, he would be willing to remain on the Planning Commission until his replacement is found. Harper also stated that he would attend the Sign Ordinance Committee meetings but would not be a voting member.

MOTION: (Harper/Christiansen). The November 15, 2012 minutes were unanimously approved. There was no public comment.

Public Hearing 580 Main Street – Initial Study/Negative Declaration and Design Review Use Permit. The Chairman opened the Public Hearing for 580 Main Street. City Planner Melanie Rheaume gave the project description: Requests for Design Review Use Permit to replace stucco with finger jointed, shiplap style redwood material with 11.25" coverage on the front (Main Street) and north (Shaw Street) side of the building; prime and paint the siding and trim in a contrasting color scheme similar to the original stucco and trim board; replace the existing signs with spacers rather than embedded in the siding; and reinstall the original striped awnings. The existing signage and stucco siding have been removed from the building for safety. The project site is located in the Community Commercial Design Control zone (C-2-D). Planner Rheaume read the staff report, including the findings of fact and conditions of approval (including the need for a building permit); went over the Initial Study and Negative Declaration; discussed the attachments of the design review application, plans and drawings, signs, and photographs. The City Clerk showed the commissioners the paint colors. The applicant showed the commissioners the siding material. MOTION: (Harper/Mogni) "Adopt Resolution No. PC 2013 – 01 making the required finding of fact, listed in Attachment A, for adopting the Negative Declaration and approving the Design Review Use Permit for Assessor Parcel Number 031-143-004, subject to the conditions of approval listed in Attachment B." All in favor.

Building and Planning Applications were listed as the first item of business. The Chair thanked staff for the list, which will be a permanent item on the agenda.

General Plan Safety Element Update Draft Risk Assessment Chapter: The City Planner Melanie Rheaume spoke about the study sessions that the Commission has been a part of (Flooding, Fire Hazards and Hazardous Materials) to the Planning Commission. She discussed the section included in the packet: "Acceptable Risk:" The level of risk that a majority of citizens and insurance companies will accept

without asking for governmental action to provide protection. Rheume pointed out the critical facilities listed in the charts. The initial draft of the Emergency Preparedness chapter will be prepared for the February 2, 2013 Planning Commission meeting.

General Plan Safety Element Update Risk Assessment Policy Examples: City Planner Melanie Rheume went over the chapter as presented in the packet. There were no commissioner comments.

Sign Ordinance Committee Section 1004.3, 1004.4, 1004.5, 1004.6, 1005.2: The Sign Ordinance Chairman Michael Bailey was not present at the meeting to present this item to the Planning Commission. Chairman Jorgen Von Frausing Borch (Planning Commission) asked if Commissioner Trevor Harper could present and answer questions on behalf of the Sign Ordinance Committee. Trevor Harper is on the Sign Ordinance Committee and is aware of the sections in question. After a quick discussion on Neon Signage in the city limits, Chairman Jorgen Von Frausing Borch requested that the Sign Ordinance Committee Sections listed above return to the agenda for next Planning Commission Meeting as an Action Item.

The next regular meeting will be February 20, 2013 at 7pm with a Study Session Workshop at 6:30pm. The meeting was adjourned at 8:07 pm.

Respectfully submitted,

Lacy Pedrotti, Deputy City Clerk

City of Ferndale, Humboldt County, California USA
Sign Ordinance Committee Minutes for the 12/6/12 2:30 pm meeting

Chairman Michael Bailey opened the meeting at 2:35 pm. Committee members Michael Sweeney, Phil Ostler, Trevor Harper and Karen Pingitore were present.

No modifications to agenda

November 8, 2012 Minutes: MOTION: Approve minutes. (Ostler/ Pingitore). All in favor.

PUBLIC COMMENT: None

BUSINESS

- A. Review and Approve the following:
- i. 1004.6 Illumination & Reflecting Signs Rev. 2
 - ii. 1005.2 Public Message Signs

The Committee reviewed the changes made in Section 1004.6 in response to discussions at the November 8, 2012 meeting.

Chairman Bailey report to the Committee that a total number of 27 neon product signs were counted and photograph at a recent survey of Main Street. Based on restrictions in current draft (section 1004.6) no more than 21 "product signs" would be allowed. It was noted that buildings on corners, most notably the Redfront Store, Ivanhoe, and VVI qualify as having two storefronts.

After discussion, the Committee decided to edit item 4 under section 1004.6.5 Product Signs as follows:

4. All product signs will require an individual use permit. ~~and the total number of lighted product signs permitted in the business district is limited to twenty (20).~~

The Committee agreed to approve and forward section 1004.6 to the Planning Commission.

MOTION: Approve forwarding of draft ordinance section 1004.6 to the Planning Commission (Pingitore/Ostler). All in favor.

It was noted that the Kitchen Store has recently added flood lights to illuminate their sign. While the sign itself has received a Design Review permit, the lighting will require a permit as well. The Committee suggested sending a letter to the Kitchen Store owners reminding them that the new lights require Design Review approval.

Section 1005.2 was reviewed by the committee without comment at the November meeting. The Committee agreed to approve and forward section 1005.2 to the Planning Commission.

MOTION: Approve forwarding of draft ordinance section 1005.2 to the Planning Commission (Pingitore/Ostler). All in favor.

- B. Review Committee Inputs on the Following;
 - i. 1005.1 Temporary Signs
 - ii. 1005.3 Situational Signs

The Committee reviewed draft language for section 1005, specifically sections 1005.1 and 1005.3. Edits were noted from discussions at the November 8, 2012 meeting for section 1005.1.9 Sandwich-board, A-Frame or Sidewalk Signs as follows:

1. Signs ~~may be~~ are not permitted within rights-of-way ~~with the approval of the Planning Commission~~ or on sidewalks, but may be placed on private property with written permission of the property owner;

A typos was also noted in item 3 as follows:

3. There shall be no more ~~that~~ than one (1) sign approved for placement in any single corner or for any single business;

An edit to language in section 1005.1.10 was noted:

1005.1.10 Snipe Signs – These types of signs ~~is~~ are prohibited

Discussion on section 1005.3 Situational Signs focused on 1005.3.6 Menu-board Signs. These signs are generally used outside of restaurants and drive-through lanes to display a current menu and pricing. Currently, menu board signs are common in front of the Lost Coast Café, Matias, the Kitchen Store, Main Street Café, and Cream City Café among others. Under the current draft regulations, menu-board signs are restricted to the restaurant property and cannot be placed in the public right-of-way or on a sidewalk. As most menu-board signs are placed on the sidewalk in front of the business, they will be required to remove the menu-boards located on the sidewalk and post them in the window or doorway. The Lost Coast Café would be able to post its menu-board on the wrought iron fence. No edits to this section were proposed and it will be an action item for the next meeting.

The Committee will continue to discuss these sections at the December 20, 2013 meeting.

- B. Revised Sign Ordinance Committee Schedule

The Committee reviewed the revised schedule for completing the update of the sign ordinance. Essentially, the schedule involves another 4-5 meetings of the Sign Ordinance Committee, followed by a Legal Review by the City Attorney around June 2013 and ultimate submittal of final draft ordinance to the Planning Commission by August 2013.

The Committee approved the revised schedule and voted to forward to the Planning Commission.

MOTION: Approve forwarding of revised schedule to the Planning Commission (Pingitore/Ostler). All in favor.

CORRESPONDENCE

A copy of a letter sent to business and building owners in the Historic District advising them of the progress of the Sign Ordinance Committee was presented.

The next meeting will be December 20, 2012 at 2:30 pm. The meeting was adjourned at 3:55 pm.

Respectfully submitted by:

Michael Sweeney

City of Ferndale, Humboldt County, California USA
Sign Ordinance Committee Minutes for the 1/17/13 2:30 pm meeting

Chairman Michael Bailey opened the meeting at 2:30 pm. Committee members Michael Sweeney, Phil Ostler, Trevor Harper and Karen Pingitore were present.

No modifications to agenda

December 6, 2012 Minutes: MOTION: Approve minutes. (Pingitore/ Ostler). All in favor.

PUBLIC COMMENT: None

Under old business, Committee discussion ensued on language presented in Section 1004.6.5 Product Signs at the December 6, 2012 meeting. The language pertaining to item 4 was further edited as follows:

4. All product signs will require an ~~individual~~ use permit.

Discussion clarified that if a business owner has 3 product signs they can request approval with one permit application that includes all three signs. However, the fee schedule will require that they pay for 3 permits. This should reduce the paperwork that would result if the owner needed to submit 3 use permit applications (one for each sign) and staff would need to process them separately.

BUSINESS

- A. Review and Approve the following:
 - i. 1005.1 Temporary Signs
 - ii. 1005.3 Situational Signs

The sign standards in Sections 1005.1 were reviewed at the 12/1/12 meeting and it was determined that minor changes needed to be made. Section 1005.3 was reviewed by the committee without comment. All known changes have been incorporated into the proposed sign codes and the effected sections are now put forward for approval prior to sending them to the Planning Commission for consideration and feedback.

Under further review and discussion, the Committee approved additional edits (in red type) to Section 1005.1.1 as follows

1005.1.1 Construction, Development Project, or Contractor Signs – Construction identification signs may be allowed in all zoning districts without permit from the date of Building Permit issuance to thirty (30) days after the later of Building Permit Final Inspection, Project Completion or Building Occupancy, and in compliance with the following exceptions and additional requirements:

Under further review and discussion, the Committee approved additional edits to Section 1005.1.6 as follows:

1005.1.6 Political Signs – ~~Every effort will be made to contact political candidates in advance to inform them of sign regulations.~~ The City Manager will attempt to identify candidates for upcoming elections and notify them in writing of the political sign criteria. If time does not allow for this procedure, the City Manager will contact campaign headquarters verbally and inform them of regulations. General Political Sign Criteria are provided in Sections 1005.1 above and specifically in Section 1004.5.12. Some exceptions for Political and Opinion Signs are listed below:

MOTION: Approve forwarding of draft ordinance section 1005.1 to the Planning Commission as amended. (Pingitore/ Ostler). All in favor.

The Committee discussed language in draft section 1005.3 Situational Signs without additional changes.

MOTION: Approve forwarding of draft ordinance section 1005.3 to the Planning Commission. (Harper/Pingitore). All in favor.

B. Review Committee Inputs on the following:

i. 1005.4 Identification Signs

Discussion ensued on the different types of Identification Signs. Chairman Bailey noted that specific sign types listed in this section may also be listed and regulated in other sections of this ordinance. In such cases the most restrictive requirements will apply. Further discussion focused on Home Occupation Signs. Whereas draft language under section 1005.4.6 allows signs for “nameplate” purposes only in all zones, Committee member Harper pointed out that the Home Occupation Ordinance does not allow business ID signs. Chairman Bailey pointed out that legally we cannot restrict putting up a person’s name or business name [on the inside of a window in a private residence](#), but we can restrict number of signs and size. Language in section 1005.4.6 limits the number of signs to 1 per building frontage at or near the entrance and the size is limited to 1 square foot each which must be attached to the inside glass surface of a window, transom or door. Committee member Harper expressed concern that this language would conflict with the language in the Home Occupation ordinance. Chairman Bailey believed that this section did not “necessarily” conflict with the Home Occupation ordinance that explicitly does not allow “business” signs in that section 1005.4.6 allows signs for “nameplate” purposes only. Committee member Harper requested that the City Attorney provide a legal opinion on this matter to ensure that a regulation (as set forth in section 1005.4.6) does not conflict or contradict with another regulation (Home Occupation ordinance) and [that the current ordinance is actually enforceable in this situation](#).

The request for approval of this section and subsequent forward to the Planning Commission will await the legal opinion and will be addressed at the next meeting.

CORRESPONDENCE

There was no correspondence.

Committee member Sweeney noted that at the December meeting the Committee requested that a letter be sent to the Kitchen Store reminding them that a Design Review Permit will be necessary for the new lights installed adjacent to the Kitchen Store sign. Committee member Pingitore stated that she spoke with Kitchen Store owners about the very bright and glaring lights they have installed. She noted that the original lights have been replaced with lower wattage and less glaring lights. But she reminded the owners that they still need to apply for a Design Review Permit. Chairman Bailey will follow-up on this issue and ask the City Manager to prepare and deliver a letter reminding the Kitchen Store owners that they need to apply for a Design Review permit for the new lights.

The next meeting will be February 21, 2013 at 2:30 pm. The meeting was adjourned at 3:56 pm.

Respectfully submitted by:

Michael Sweeney

Section 13c: Council Reports and Comments



Humboldt County Association of Governments

611 I Street, Suite B
Eureka, CA, 95501
www.hcaog.net

AGENDA ITEM NO. 11
HCAOG Board meeting
of February 21, 2013

DATE: February 22, 2013
TO: HCAOG Board
FROM: Marcella Clem, Executive Director
SUBJECT: **HCAOG Board Membership**

STAFF REPORT

Contents:

- Staff's recommended HCAOG Board action
- Staff Summary
- Resolution 13-07

Staff recommended HCAOG Board Action:

1. Introduce the item as an action Item;
2. Allow staff to present the item;
3. Receive public comment;
4. Discuss item and consider making one of the following motions.

"I move to adopt Resolution 13-07, approving final membership criteria and direct staff to forward the final criteria to the Northern California Tribal Chairman's Association and the McKinleyville Community Services District."

"I move to continue this item to the next HCAOG Board meeting on April 18 2013 for consideration of adoption of a resolution identifying final membership criteria."

Staff Summary:

Requests for membership on the HCAOG Board have been submitted by two organizations. A request from the McKinleyville Community Services District, (MCSD) was received May 16, 2011 and a request from the Northern California Tribal Chairmen's Association (NCTCA), was received April 3, 2012.

In February of 2012, an HCAOG Board Subcommittee developed a list of questions and a decision timeline for consideration of the request from the North Coast Tribal Chairman's Association. Since that time, the HCAOG Board has continued discussion of all questions and

considerations concerning expanded membership. A recap of previous questions, information, power point presentations and discussion was provided to the Board and public at the October 18th meeting. The staff report is available on the HCAOG website for review (<http://www.hcaog.net/calendar/date/hcaog-board-meeting-10>).

On November 15, 2012 the HCAOG Board discussed potential criteria. A final list of criteria is before the Board for consideration of adoption through Resolution 13-07.

Proposed Joint Powers Agency Membership Criteria

A public agency organized under the Joint Exercise of Powers Act, California Government Code Section 6500, which agency is not an incorporated city, is eligible to apply to the Association to become a member, if they conform to each of the following membership criteria.

1. A Joint Powers Agency (JPA) consisting solely of federally recognized Indian Tribes located **entirely** within Humboldt County, or any other public agency enumerated in California Government Code Section 6500.
2. The representative of a Joint Powers Agency identified in criteria No. 1 above, designated by that JPA to serve on the Association Board, shall be an elected official.
3. No public agency, including a JPA, will be eligible for membership without its written consent first obtained, agreeing that said agency will adhere to all state laws and regulations in the conduct of its affairs. This agreement shall include, but is not limited to, the Brown Act, Public Records Act, Political Reform Act, and other public interest laws and regulations that ensure political transparency.
4. Any tribal JPA and each of a tribal JPA's constituent member entities must first consent in writing to refrain from making any campaign contributions to individuals running for the Humboldt County Board of Supervisors or any City Council of a City located in Humboldt County, or to any transportation related ballot measure.
5. Each member of the Association shall ensure that its designated representative and alternate have not accepted campaign contributions from a tribal government or from any tribal JPA that is a member of the Association.
6. Any member agency that is not a direct recipient of housing allocations distributed by the Association through the Regional Housing Needs Assessment (RHNA) shall not be permitted to vote on RHNA matters.
7. A public agency, including a JPA must possess and maintain public roadways system of more than five (5) miles. In the case of a tribal JPA, this threshold shall apply to the JPA members collectively, and not to each of its constituent members.
8. Each public agency must have a population of at least three hundred (300) persons residing within the entity's jurisdictional boundaries. In the case of membership of a tribal JPA, this threshold shall apply to the JPA collectively, and not to each of its constituent members.

-
9. Federally recognized Native American Tribes and any JPA formed by them for the purpose of membership must first agree in writing to a limited waiver of sovereign immunity specifically defined below, or as may be modified in the future, for their role in participating or enforcing provisions of this agreement.

Nothing in this Cooperative Agreement shall be deemed or construed to be a waiver of the sovereign immunity of any tribal government, or any JPA formed by tribal governments, its officials, its entities, or employees, acting within their official or individual capacities except to the limited extent provided in this section. A member tribal government or any JPA formed by tribal governments waives its sovereign immunity solely for declaratory and injunctive relief, and enforcement thereof, arising in relationship to the interpretation of the Cooperative Agreement as between member, or between members and the Association. A member Tribal Government does not waive its sovereign immunity to any action beyond those arising in relation to the interpretation of the Cooperative Agreement and does not waive sovereign immunity with respect to actions by non-parties to the Cooperative Agreement.

Unresolved issues and questions to be discussed:

1. What affirmative vote will it take to admit a new member? The current Agreement does not address this. Whatever the Board decides should be written into the Cooperative Agreement.
2. A change to the existing Cooperative Agreement is an amendment of it. What vote, and by whom, is required? Must the County vote in the affirmative, or should it be a simple majority?
3. Should there be sanctions for a member who fails to conform to the criteria? If so, what?

**COOPERATIVE AGREEMENT FOR THE FORMATION OF THE
HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
AS AMENDED**

1 This Cooperative Agreement is made and entered into by and among the County of
2 Humboldt, a political subdivision of the State of California, and the incorporated cities of Arcata,
3 Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad, all municipal corporations located
4 within the boundaries of Humboldt County, California; as having executed this agreement.

5 The parties, in the joint exercise of their power pursuant to Article 1 (commencing with
6 Section 6500), Chapter 5, Division 7, Title 1 of the Government Code, mutually agree as
7 follows:

8 Section 1. Declaration of Purpose.

9 The parties hereto, by their respective governing bodies, declare as follows:

10 (a) That it is necessary and desirable that an agency be created with authority
11 to advise, plan for, and suggest solutions to common problems, assist in the preparation of
12 proposals by utilizing talents and general plans of the various governmental jurisdictions in the
13 county and of experts in various other fields, coordinate their efforts, and provide services to
14 member entities as may be agreed to from time-to-time.

15 (b) That the creation of such an agency, and action by it upon development
16 projects, appear necessary to qualify the county, its various cities and special agencies and
17 districts, for allocation of State and Federal funds necessary to carry out such projects.

18 (c) That it is not the intention of the parties hereto, in creating such an agency

1 to require any of the parties hereto to submit its plans for any development project to said agency
2 for its approval prior to the execution of any project unless such action shall be required as a
3 condition to securing State or Federal financial assistance for such project.

4 (d) Without limiting the generality of the forgoing, the specific purpose of the
5 Association is to engage in:

- 6 • Mandated State and Federal Government activities.
- 7 • Regional Transportation Planning Agencies activities.
- 8 • Service Authority for Freeway Emergencies (SAFE) (call boxes).
- 9 • Regional trails planning, management, and development.

10 Section 2. Humboldt County Association of Governments Established.

11 The Humboldt County Association of Governments is hereby created and established
12 pursuant to the provisions of Sections 65060 through 65089.10, inclusive, of the Government
13 Code of the State of California, and any amendments or successors to said sections, providing for
14 area planning. The Association shall consist of the Chairman of the Board of Supervisors and
15 the Mayor of each City a party to this agreement, but any such officer may designate another
16 *elected* member of his governing body as his alternate on the Association. Such alternate shall
17 have the powers and responsibilities of his principal.

18 The members shall serve so long as each shall hold the office which qualified him for
19 membership on the Association. The alternate shall serve at the pleasure of the member by
20 whom he was appointed.

21 Section 3. Additional Members.

22 In addition to the incorporated cities mentioned in this agreement, any other city
23 which may hereinafter be incorporated within the boundaries of the County of Humboldt and

1 which may desire to participate in the activities of the Association may do so by executing this
2 agreement without prior approval or ratification of the named parties to the agreement, and shall
3 thereafter be governed by all of the terms and provisions of this agreement, including the right of
4 representation.

5 Section 4. Powers.

6 The powers of the Association are purely advisory to the County of Humboldt and to the
7 respective cities which execute this agreement.

8 Section 5. Contributions by Members.

9 It is anticipated that administration expenses, including salaries and office expenses of
10 employees, will be funded by grants from the State of California, and no provision is made
11 herein for the sharing of expenses of administration by the parties hereto.

12 Section 6. Designation of Treasurer; Accountability.

13 (a) The Treasurer of Humboldt County is hereby designated as the depository
14 of agency funds, and he shall discharge all of the duties set forth in Government Code Section
15 6505.5, including the function of auditor, and shall maintain strict accountability of agency
16 funds.

17 (b) The Association is a public entity separate and apart from its individual
18 members. It's debts, liabilities, and obligations do not constitute debts, liabilities, or obligations
19 of any party to this Agreement.

20 Section 7. Custodian of Property; Distribution on Dissolution.

21 (a) From time to time, the parties hereto shall designate the public officers or
22 persons, having charge of handling or having access to any property of the Authority, and

1 shall further designate the respective amounts of the official bonds of such persons
2 pursuant to California Government Code Section 6505.1.

3 (b) In the event of the dissolution of this agreement, assets, office equipment,
4 etc. may be sold at auction with population proportionate distribution of any proceeds.
5 Archived or present agency informational assets, including proceedings, documents,
6 reports, etc., shall be archived by the County of Humboldt for a minimum of ten years.

7 Section 8. Other Cooperative Agreements.

8 It is anticipated that the agency will act as a vehicle for some or all member entities to
9 provide such coordinated municipal services as may be provided by separate cooperative
10 agreements. But that no member entity will be required to be a party to such agreements. All
11 policies and directives to the manager of such services shall be determined by the agency's
12 governing Board; except that only the representative of those members which are parties to the
13 separate cooperative agreement involved shall be entitled to vote.

14 Section 9. Necessary Powers.

15 The agency shall have such powers as are necessary to carry out the purpose hereinabove
16 stated, including but not limited to the power to contract for goods and services, to employ an
17 Executive Officer and other necessary personnel, experts, and consultants, to contract for special
18 reports, surveys and studies, and to accept gifts, loans or grants from public or private sources,
19 and to implement other cooperative agreements.

20 Section 10. Amendment of Agreement.

21 Approval of a majority of Board of Directors of the Association shall be required for
22 amendment of this agreement.

23 Section 11. Organization.

1 An organizational meeting of the Association shall be held as soon after this Agreement
2 has been executed by the County and by at least four (4) of the seven (7) cities in the county as is
3 practicable and mutually agreeable. The organizational meeting shall be held to decide upon the
4 time, place and date of ensuing regular meetings and special meetings, if any, the method of
5 calling special meetings, the election of officers, and the use of such public entities' personnel as
6 may be mutually agreed upon and determined necessary and appropriate, arrangements for
7 additional plans for organization functions and financing, rules of procedure, and any other
8 matters properly before it, organization or not. In any event, regular meetings shall be held not
9 less often than quarterly.

10 Section 12. Cooperation Pledged.

11 The parties to this agreement pledge full cooperation to achieve the purposes of this
12 agreement in any or all matters which shall come before the Humboldt County Association of
13 Governments, subject to any necessary and legal approval of its acts by the legislative bodies of
14 the cities and the county. Any party to this agreement may terminate its participation in the
15 Association by resolution of its governing body to this effect. Such termination shall have no
16 effect on the continuance of this agreement among the remaining members, and the agreement
17 shall remain in full force and effect as to the remaining members.

18 Section 13. Execution of Counterparts.

19 This agreement may be executed in any number of counterparts and when any such
20 counterpart is executed by a party thereto, such counterpart shall be deemed to be an original
21 hereof.

22

23

1 Section ~~13~~ 14. Signatures.

2 This agreement shall take effect upon its execution by authorized representatives of the
3 legislative bodies of the County of Humboldt and at least four (4) of the Cities, all of whom were
4 signatories of the original agreement.

5

1 _____

2 ATTEST
3 DATE: _____

Chairman, Humboldt County
Board of Supervisors

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7 _____

8 ATTEST
9 DATE: _____

Mayor, City of Arcata

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13 _____

14 ATTEST
15 DATE: _____

Mayor, City of Blue Lake

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20 ATTEST
21 DATE: _____

Mayor, City of Eureka

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26 ATTEST
27 DATE: _____

Mayor, City of Ferndale

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32 ATTEST
33 DATE: _____

Mayor, City of Fortuna

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37 _____

38 ATTEST
39 DATE: _____

Mayor, City of Rio Dell

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44 ATTEST
45 DATE: _____

Mayor, City of Trinidad

**Minutes
Meeting of the RREDC Board of Directors
January 28, 2013**

- I. **Call to Order and Flag Salute**

Chair Mike Newman called the meeting to order at 6:30 p.m.
Present: Richard Dorn, Julie Fulkerson, Tyler Holmes, Nancy Koke, Sue Long, Mark Lovelace, Mike Newman, Bruce Rupp, Alex Stillman, Frank Wilson, Mike Wilson, John Woolley
Absent: Kevin Benjamin, Michael McKaskle, Ken Mierzwa, Frank Scolari, Bill Wennerholm
Guests: Virginia Bass, Jacqueline Debets, Ted Kuiper, Ken Musante, Kyle Visser, Ginger Weber, Mark Wetzel
Staff Present: Don Ehnebuske, Virginia Fisher
- II. **Approval of Agenda and Minutes**

M/S/P: Rupp/Fulkerson to approve agenda for January 28, 2013 and minutes of October 22, 2012.
Motion passed unanimously.
- III. **Public Input – for non-agenda items**

None
- IV. **Closed session: per California Government Code Section 54957 Public Employee Performance Evaluation, Title: Executive Director**
- V. **Reconvene in open session.** The report was that the board chair was authorized to negotiate a salary change with the executive director.
- VI. **Financial Reports – action required**

A. Acceptance of Agency wide Financial Reports: October 31, 2012, November 30, 2012, December 31, 2012: **M/S/P: Lovelace/Rupp to approve the third quarter 2012 financials as presented.** Motion passed unanimously.
- VII. **Reports – no action required**
 - A. Loan Portfolio Report: October 31, 2012, November 30, 2012, December 31, 2012 Report submitted; no action needed.
 - B. Executive Directors Report: Report submitted; no action needed.
 - C. Executive minutes of September 24, 2012 and November 19, 2012: no action needed

- A. Prosperity 2012 Comprehensive Economic Development Strategy (CEDS): Review plan and make recommendations:** At their Jan. 28, 2013 meeting, the RREDC Executive Committee approved the following language for the motion to adopt the plan: *We move to approve recommending the adoption of the Prosperity 2012 Comprehensive Economic Development Strategy. "We endorse this plan as a community roadmap to lead us to economic prosperity. RREDC will continue to evaluate loan requests and organizational priorities based on the merits of individual projects."*
M/S/P: Fulkerson/Lovelace to approve the recommendation of the Executive Committee. Motion passed unanimously.

Jacqueline Debets, Humboldt County Economic Development, gave a PowerPoint presentation. Industry Leaders Kyle Visser, *Shred Tec*, Ginger Weber, *Premier Financial* and Ken Musante, *Eureka Payments* also contributed to the discussion.

The RREDC board was asked to review the entire document, make suggestions and approve the language of the motion for approval suggested by the RREDC Executive Committee.

IX. New Business

A/B. Election of Board Officers and Executive Committee Members

Two positions, Chair of the Board of Directors, Vice-Chair of the Board of Directors and two member-at-large positions on the Executive Committee needed to be filled. Nominations were as follows:

Chair of the Board of Directors, 2013

M/S: Rupp/Fulkerson to nominate Mike Newman

M/S: Fulkerson/Rupp to close nominations

Newman elected unanimously

Vice-Chair of the Board of Directors, 2013

M/S: Rupp/Newman to nominate Julie Fulkerson

M/S: Newman/Rupp to close nominations

Fulkerson elected unanimously

Member-at-Large, Executive Committee, 3-Year Term, 2013-2016

M/S: Rupp/Newman to nominate Virginia Bass

M/S: Newman/Lovelace to close nominations

Bass elected unanimously

Member-at-Large, Executive Committee, 2-Year Term, 2013-2015

M/S: Newman/Rupp to nominate Sue Long

M/S: Rupp/Newman to close nominations

Long elected unanimously

Member-at-Large, Executive Committee, Nancy Koke

M/S/P: Fulkerson/Holmes: to confirm her term on the committee to be until January 2016. Motion passed unanimously.

Returning Executive Committee members are Mike Wilson, Past Chair and Bruce Rupp and Nancy Koke, Members-at-Large.

C. Adoption of audit for FY 2011-2012: M/S/P: Rupp/Fulkerson to adopt the audit for FY 2011-2012 as prepared by Mark Wetzel, CPA and staff of David L. Moonie Co. Motion passed unanimously.

D. Airport naming recommendation to Board of Supervisors: There is interest in changing the name of the Eureka-Arcata Airport, located in McKinleyville, to one that more accurately and positively identifies our region. This would not change the FAA issued airport code (ACV) but would be a relatively simple process between the airport owner and operator, in this case the Humboldt County Board of Supervisors and a review from the FAA.

Because of the regional identification with redwood trees and the local branding effort to include the word "redwood" in all forms of marketing, the name "Redwood Coast Airport" was recommended. **M/S/P: Woolley/Dorn to direct staff to send a letter to the Humboldt County Board of Supervisors in support of the name Redwood Coast Airport.** Motion passed unanimously.

E. New RREDC board member orientation: An orientation for new board members/alternates will be scheduled in February.

IX. Member Reports/Updates
None

X. Agenda Requests for February 25, 2013

XI. Adjourn
The meeting adjourned at 9:00 p.m.

Respectfully submitted:

Bonnie Smoller, Recorder

Mike Wilson, Chair

Section 14: