

CITY OF FERNDALE – HUMBOLDT COUNTY CALIFORNIA – U.S.A.

STUDY SESSION

Location:	City Hall	Date:	MONDAY July 8, 2013
	834 Main Street	Time:	6:00 PM
	Ferndale CA 95536	Posted: 7/3/13	

1. CALL STUDY SESSION TO ORDER – Mayor
 - a. Annual Budget for FY2013-14..... 6:00 pm
2. ADJOURN STUDY SESSION

AGENDA - REGULAR CITY COUNCIL MEETING

Location:	City Hall	Date:	MONDAY July 8, 2013
	834 Main Street	Time:	7 pm
	Ferndale CA 95536	Posted: 7/3/13	

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: John Maxwell; Ken Mierzwa; Stuart Titus; Michael Sweeney; Daniel Brown
4. CEREMONIAL
5. MODIFICATIONS TO THE AGENDA
6. STUDY SESSIONS Page 3
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 2/3rds of the Council that the item came up after the agenda was posted and is of an urgent nature requiring immediate action. This portion of the meeting will be approximately 30 minutes total for all speakers, with each speaker given no more than five minutes.)..... Page 4
8. CONSENT CALENDAR. (All matters listed under this category are considered to be routine by the City Council and will be enacted by one motion. Unless a specific request is made by a Councilmember, staff or the public, the Consent Calendar will not be read. There will be no separate discussion of these items. However, if discussion is required, that item will be removed from the Consent Calendar and considered separately under “Call Items.”)

<i>a.</i>	Acceptance of Accounts Payable	Page 5
<i>b.</i>	Approval of previous minutes: June 6, 2013	Page 50
9.	CALL ITEM	
10.	PRESENTATION / Community Forum	
<i>a.</i>	Tony Smithers, Director, HC Visitors & Convention Bureau	
11.	BUSINESS	
<i>a.</i>	PUBLIC HEARING (Noticed): Resolution 2013-19 Approve Merger 031-131-003, 031-131-017	Page 52
<i>b.</i>	Resolution 2013-20 Deputy Clerk Services Authorization	Page 61
<i>c.</i>	Second Reading and possible adoption of Ordinance 2013-01 “An Ordinance of the City of Ferndale Establishing a Purchasing Procedure and Repealing Ordinance 07-04” by Title Only.	Page 64
<i>d.</i>	PG&E Undergrounding	Page 73
<i>e.</i>	Fiscal Year 2013-2014 Budget	Page 74
<i>i.</i>	Resolution 2013-21 Adopting FY13-14 Budget	
<i>ii.</i>	Resolution 2013-22 Adopting FY13-14 Fees & Fines Schedule	
<i>f.</i>	Drainage Assessment District	Page 80
<i>g.</i>	Berding Street Report (David Caisse – information only)	
12.	CORRESPONDENCE	Page 82
13.	REPORTS	
<i>a.</i>	City Manager Staff Report and Community Events.....	Page 97
<i>b.</i>	Commissions / Committees and others	
<i>i.</i>	Design Review.....	None
<i>ii.</i>	Drainage Committee	None
<i>iii.</i>	Planning Commission	None
<i>c.</i>	Council Reports and Comment	
<i>i.</i>	HCAOG Minutes	none
<i>ii.</i>	HMRA Minutes	none
<i>iii.</i>	HWMA Abstract	Page
<i>iv.</i>	RCEA Minutes	None
<i>v.</i>	RREDC Minutes	None
14.	ADJOURN.....	Page 108

**This notice is posted in compliance with Government Code §54954.2.
The next Regular Meeting of the Ferndale City Council will be held on August 1, 2013**

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
Financial Statements
May 31, 2013

City of Ferndale
Financial Statements
May 31, 2013

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Statements Revenues and Expenditures -----	12
Supplemental Information	
Statement of Cash Balances -----	27

City of Ferndale
General Fund
Balance Sheet

As of May 31, 2013

ASSETS

Current Assets

Cash	\$	525,226.74
Petty cash		60.00
Cash-Restricted-insurance		15,000.00
Undeposited funds		(54,201.77)
Revenue receivable		73,112.28
Transient occupancy tax		1,009.98
Interest receivable		711.42
Due from other funds		<u>16,154.89</u>

Total Current Assets \$ 577,073.54

TOTAL ASSETS \$ 577,073.54

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	\$	12,080.18
Garnishments payable		3,564.48
Health insurance payable		4,718.77
Federal withholding payable		9,424.43
FICA payable		17,056.99
State withholding payable		2,537.06
State disability payable		966.83
State unemployment payable		346.02
Federal P/R Tax Deposits		(26,428.23)
State P/R Tax Deposits		(6,172.64)
Unearned income		<u>(125.00)</u>

Total Current Liabilities \$ 17,968.89

Total Liabilities \$ 17,968.89

Fund Balance

Fund balance-unappropriated	\$	607,016.31
Fund balance-special purposes		10,000.00
Revenue over (under) expenditures		<u>(57,911.66)</u>
Total Fund Balance		\$ <u>559,104.65</u>

TOTAL LIABILITIES AND
FUND BALANCE \$ 577,073.54

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
Russ Park Fund
Balance Sheet

As of May 31, 2013

ASSETS

Current Assets

Cash \$ 4,478.19

Total Current Assets \$ 4,478.19

TOTAL ASSETS \$ 4,478.19

LIABILITIES AND NET ASSETS

Current Liabilities

Fund Balance

Fund balance-special purposes \$ 6,262.19

Revenue over (under) expenditures (1,784.00)

Total Fund Balance \$ 4,478.19

TOTAL LIABILITIES AND
FUND BALANCE \$ 4,478.19

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
Park Fund
Balance Sheet

As of May 31, 2013

ASSETS

Current Assets

Cash	\$	2,506.75	
Cash-Restricted-Fireman's PK		219.24	
Cash-Restricted-Bocce Ball Court		<u>1,854.92</u>	

Total Current Assets			\$ <u>4,580.91</u>
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TOTAL ASSETS			\$ <u><u>4,580.91</u></u>
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LIABILITIES AND NET ASSETS

Current Liabilities

Fund Balance

Fund balance-unappropriated	\$	5,941.11	
Revenue over (under) expenditures		<u>(1,360.20)</u>	
Total Fund Balance			\$ <u>4,580.91</u>

TOTAL LIABILITIES AND FUND BALANCE			\$ <u><u>4,580.91</u></u>
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RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
Gas Tax Fund
Balance Sheet

As of May 31, 2013

ASSETS

Current Assets

Cash \$ 41,609.20

Total Current Assets \$ 41,609.20

TOTAL ASSETS \$ 41,609.20

LIABILITIES AND NET ASSETS

Current Liabilities

Fund Balance

Fund balance-special purposes \$ 82,488.49

Revenue over (under) expenditures (40,879.29)

Total Fund Balance \$ 41,609.20

TOTAL LIABILITIES AND
FUND BALANCE \$ 41,609.20

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City of Ferndale
TEA 21
Balance Sheet

As of May 31, 2013

ASSETS

Current Assets

Cash \$ 66,622.71

Total Current Assets \$ 66,622.71

TOTAL ASSETS \$ 66,622.71

LIABILITIES AND NET ASSETS

Current Liabilities

Fund Balance

Fund balance-special purposes \$ 58,029.71

Revenue over (under) expenditures 8,593.00

Total Fund Balance \$ 66,622.71

TOTAL LIABILITIES AND
FUND BALANCE \$ 66,622.71

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
Transportation Development Act
Balance Sheet

As of May 31, 2013

ASSETS

Current Assets

Cash \$ 267,201.49

Total Current Assets \$ 267,201.49

TOTAL ASSETS \$ 267,201.49

LIABILITIES AND NET ASSETS

Current Liabilities

Fund Balance

Fund balance-special purposes \$ 309,235.69

Revenue over (under) expenditures (42,034.20)

Total Fund Balance \$ 267,201.49

TOTAL LIABILITIES AND
FUND BALANCE \$ 267,201.49

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
Integrated Waste Management

As of May 31, 2013

ASSETS

Current Assets		
Cash	\$	<u>32,638.01</u>
Total Current Assets		\$ <u>32,638.01</u>

TOTAL ASSETS \$ 32,638.01

LIABILITIES AND NET ASSETS

Current Liabilities

Fund Balance		
Fund balance-special purposes	\$	32,353.61
Revenue over (under) expenditures		<u>284.40</u>
Total Fund Balance		\$ <u>32,638.01</u>

TOTAL LIABILITIES AND
FUND BALANCE \$ 32,638.01

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
Drainage Fund
Balance Sheet

As of May 31, 2013

ASSETS

Current Assets		
Cash	\$	<u>178,684.53</u>
Total Current Assets	\$	<u>178,684.53</u>
TOTAL ASSETS	\$	<u>178,684.53</u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
Acrued interest payable	\$	<u>738.89</u>
Total Current Liabilities	\$	<u>738.89</u>
Total Liabilities	\$	<u>738.89</u>
Fund Balance		
Fund balance-special purposes	\$	197,970.35
Revenue over (under) expenditures		<u>(20,024.71)</u>
Total Fund Balance	\$	<u>177,945.64</u>
TOTAL LIABILITIES AND FUND BALANCE	\$	<u>178,684.53</u>

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
TE Funds - Ped. and Bicycle Path

As of May 31, 2013

ASSETS

Current Assets		
Revenue receivable	<u>16,154.90</u>	
Total Current Assets		<u>\$ 16,154.90</u>
TOTAL ASSETS		<u>\$ 16,154.90</u>
LIABILITIES AND NET ASSETS		
Current Liabilities		
Due to other funds	<u>\$ 16,154.90</u>	
Total Current Liabilities		<u>\$ 16,154.90</u>
Total Liabilities		<u>\$ 16,154.90</u>
Fund Balance		
TOTAL LIABILITIES AND FUND BALANCE		<u>\$ 16,154.90</u>

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City of Ferndale
 Waste Water Project
 Statement of Assets, Liabilities, and Fund Equity
 Cash Basis
 As of May 31, 2013

ASSETS	
Current Assets	
Cash	\$ _____
Total Current Assets	\$ _____
TOTAL ASSETS	\$ _____
LIABILITIES AND FUND BALANCE	
Current Liabilities	
Due to other funds	_____ 5,770.00
Total Current Liabilities	\$ _____ 5,770.00
Total Liabilities	\$ _____ 5,770.00
Fund Balance	
Revenue over (under) expenditures	_____ (5,770.00)
Total Fund Balance	\$ _____ (5,770.00)
TOTAL LIABILITIES AND FUND BALANCE	\$ _____ -

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
Sewer Fund
Balance Sheet
As of May 31, 2013

ASSETS	
Current Assets	
Cash	\$ 505,945.13
Due from other funds	<u>5,770.00</u>
Total Current Assets	\$ <u>511,715.13</u>
Fixed Assets	
Vehicles	\$ 38,416.41
Equipment	59,967.02
Less accumulated depreciation	(87,448.50)
Sewer system	13,403,097.06
Less accumulated depreciation	<u>(1,565,002.54)</u>
Total Fixed Assets	\$ <u>11,849,029.45</u>
TOTAL ASSETS	<u>\$ 12,360,744.58</u>
LIABILITIES AND FUND EQUITY	
Liabilities	
Acrued interest payable	(0.50)
Bonds payable-current	4,000.00
Notes payable-long term	63,912.09
Notes payable-water res #2	10,954.81
Notes Payable USDA	<u>4,927,000.00</u>
Total Liabilities	\$ <u>5,005,866.40</u>
Total Liabilities	\$ <u>5,005,866.40</u>
Fund Equity	
Retained earnings-unreserved	\$ 4,910,571.36
R.E. reserved bond retirement	6,131.00
Investment in fixed assets	2,291,900.28
Revenue over (under) expenditures	<u>146,275.54</u>
Total Fund Equity	\$ <u>7,354,878.18</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 12,360,744.58</u>

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
 Governmental Fixed Assets
 Balance Sheet
 As of May 31, 2013

ASSETS		
Fixed Assets		
Buildings and improvements	463,886.10	
Accumulated depreciation	(107,396.22)	
Vehicles	115,855.91	
Accumulated depreciation	(109,555.37)	
Equipment	115,290.51	
Accumulated depreciation	<u>(115,290.51)</u>	
Total Fixed Assets		\$ <u>362,790.42</u>
TOTAL ASSETS		\$ <u>362,790.42</u>
LIABILITIES AND FUND BALANCE		
Fund Balance		
Investment in Fixed Assets	<u>\$ 362,790.42</u>	
Total Fund Balance		\$ <u>362,790.42</u>
TOTAL LIABILITIES AND FUND BALANCE		\$ <u>362,790.42</u>

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
 General Government Long term Debt
 Balance Sheet
 As of May 31, 2013

ASSETS		
LIABILITIES AND FUND BALANCE		
Liabilities		
Vacation payable	\$ (12,826.34)	
Notes payable	<u>(169,863.19)</u>	
Total Liabilities		<u>\$ (182,689.53)</u>
Fund Balance		
Fund balance-long term debt	<u>\$ 182,689.53</u>	
Total Fund Balance		<u>\$ 182,689.53</u>
TOTAL LIABILITIES AND FUND BALANCE		<u><u>\$ -</u></u>

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
General Fund
Statement of Activities-Cash Basis
Actual vs. Budget
For the 11 Months Ended May 31, 2013

	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
Revenues					
Taxes					
10014102 - Property tax-secured	\$ 57,405.88	\$ 138,975.21	\$ 130,000.00	\$ 8,975.21	(107)%
10014104 - Property tax-unsecured	355.37	4,702.10	5,000.00	(297.90)	(94)%
10014107 - Supplemental role	588.92	4,072.34	1,500.00	2,572.34	(271)%
10014110 - Sales and use tax	22,670.12	101,094.65	120,000.00	(18,905.35)	(84)%
10014111 - Trash franchise	0.00	3,060.62	4,000.00	(939.38)	(77)%
10014112 - PG&E franchise	0.00	8,616.63	6,300.00	2,316.63	(137)%
10014114 - Cable franchise	0.00	22,531.23	16,500.00	6,031.23	(137)%
10014116 - Business license tax	381.00	16,577.75	17,000.00	(422.25)	(98)%
10014118 - Real property transfer tax	194.15	1,652.47	2,200.00	(547.53)	(75)%
10014120 - Transient lodging tax	9,086.96	72,468.43	85,000.00	(12,531.57)	(85)%
Total Taxes	90,682.40	373,751.43	387,500.00	(13,748.57)	96%
Licenses and Permits					
10024132 - Construction permits	\$ 568.91	\$ 17,232.06	\$ 12,500.00	\$ 4,732.06	(138)%
10024164 - Health protection	0.00	550.00	3,200.00	(2,650.00)	(17)%
10024166 - Encroachment permits	35.00	140.00	200.00	(60.00)	(70)%
10024278 - Animal license fees	49.00	2,453.50	2,500.00	(46.50)	(98)%
Total Licenses and Permits	652.91	20,375.56	18,400.00	1,975.56	111%
Fines					
10034283 - Court fines	\$ 1,139.19	\$ 4,429.73	\$ 7,100.00	\$ (2,670.27)	(62)%
Total Fines	1,139.19	4,429.73	7,100.00	(2,670.27)	62%
Use of Money and Property					
10044182 - Interest	\$ 180.81	\$ 924.39	\$ 1,200.00	\$ (275.61)	(77)%
10044297 - Town hall rent	590.00	6,025.00	13,257.00	(7,232.00)	(45)%
10044297.1 - Community Center rents	4,190.00	22,191.45	32,541.00	(10,349.55)	(68)%
Total Use of Money and Property	4,960.81	29,140.84	46,998.00	(17,857.16)	62%

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
General Fund
Statement of Activities-Cash Basis
Actual vs. Budget
For the 11 Months Ended May 31, 2013

REVENUE - Continued	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
Intergovernmental					
10054204 - Motor vehicle in-lieu tax	\$ 66,049.28	\$ 146,150.64	\$ 125,000.00	\$ 21,150.64	(117)%
10054222 - Home owners prop. tax relief	685.72	1,665.32	2,000.00	(334.68)	(83)%
10054286 - Street sweeping	0.00	1,900.00	3,800.00	(1,900.00)	(50)%
10054290 - Peace off. stds. & trng.	0.00	3,171.41	3,000.00	171.41	(106)%
10054300 - Public safety 1/2 cent	941.82	3,152.21	4,000.00	(847.79)	(79)%
10054310 - COPS program	<u>0.00</u>	<u>28,288.69</u>	<u>100,000.00</u>	<u>(71,711.31)</u>	<u>(28)%</u>
Total Intergovernmental	<u>67,676.82</u>	<u>184,328.27</u>	<u>237,800.00</u>	<u>(53,471.73)</u>	<u>78%</u>
Fees for Service					
10084271 - Parking fees	\$ 32.50	\$ 292.50	\$ 1,200.00	\$ (907.50)	(24)%
10084279 - Copy machine fees - Library	0.00	146.80	225.00	(78.20)	(65)%
10084280 - Copy machine fees - City	0.00	261.46	50.00	211.46	(523)%
10084291 - Special police services	200.00	2,170.00	15,000.00	(12,830.00)	(14)%
10084298 - Fair racing revenue	<u>413.13</u>	<u>2,760.71</u>	<u>3,400.00</u>	<u>(639.29)</u>	<u>(81)%</u>
Total Fees for Service	<u>645.63</u>	<u>5,631.47</u>	<u>19,875.00</u>	<u>(14,243.53)</u>	<u>28%</u>
Other Revenue					
10094284 - Donations - Library	\$ 0.00	\$ 293.90	\$ 300.00	\$ (6.10)	(98)%
10094284.1 - Donations - City	0.00	18,272.00	20,450.00	(2,178.00)	(89)%
10094306 - Lytle Foundation - Library	0.00	9,045.59	15,000.00	(5,954.41)	(60)%
10094307 - Miscellaneous	961.69	7,112.62	3,600.00	3,512.62	(198)%
10094311 - Little League Park Utilities	0.00	200.00	200.00	0.00	(100)%
10094405 - SB 90 Cost recovery	<u>0.00</u>	<u>0.00</u>	<u>27,782.00</u>	<u>(27,782.00)</u>	<u>0%</u>
Total Other Revenue	<u>961.69</u>	<u>34,924.11</u>	<u>67,332.00</u>	<u>(32,407.89)</u>	<u>52%</u>
TOTAL REVENUE	<u>166,719.45</u>	<u>652,581.41</u>	<u>785,005.00</u>	<u>(132,423.59)</u>	<u>83%</u>

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
General Fund
Statement of Activities-Cash Basis
Actual vs. Budget
For the 11 Months Ended May 31, 2013

	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
EXPENDITURES					
Mayor and City Council					
10115012 - Office expense - Council	\$ 0.00	\$ 332.19	\$ 300.00	\$ (32.19)	111%
10115013 - Advertising - Council	125.36	331.29	200.00	(131.29)	166%
10115044 - Meeting and dues - Council	0.00	400.00	500.00	100.00	80%
10115045 - LAFCO fees	0.00	1,972.96	1,200.00	(772.96)	164%
Total Mayor and City Council	125.36	3,036.44	2,200.00	(836.44)	138%
City Manager and City Clerk					
10105002 - Salary - City Manager	\$ 2,163.44	\$ 32,617.58	\$ 28,124.81	\$ (4,492.77)	116%
10105006 - SSI tax	165.50	2,565.21	2,249.99	(315.22)	114%
10105007 - Medical insurance	585.05	5,734.39	6,468.26	733.87	89%
10105009 - Workers comp. insurance	0.00	0.00	1,073.55	1,073.55	0%
10105010 - Deferred comp	0.00	1,817.31	2,249.99	432.68	81%
10125002 - Salary - City Clerk	2,474.78	48,535.23	87,577.59	39,042.36	55%
10125005 - Salary - overtime	0.00	35.77	0.00	(35.77)	0%
10125006 - Payroll taxes	176.26	6,497.67	7,006.21	508.54	93%
10125007 - Insurance Med/Den/Vis	1,328.01	13,088.13	14,792.66	1,704.53	88%
10125009 - Workers comp. insurance	0.00	0.00	1,533.60	1,533.60	0%
10125010 - Deferred retirement	0.00	3,517.35	7,006.21	3,488.86	50%
Total City Manager and City Clerk	6,893.04	114,408.64	158,082.87	43,674.23	72%
Operating Expenditures					
10125012 - Office expense	\$ 277.37	\$ 6,608.74	\$ 4,500.00	\$ (2,108.74)	147%
10125044 - Meetings and dues	80.00	3,105.40	2,200.00	(905.40)	141%
Total Operating Expenditures	357.37	9,714.14	6,700.00	(3,014.14)	145%
City Attorney					
10145052 - Professional services	\$ 604.50	\$ 14,661.66	\$ 6,500.00	\$ (8,161.66)	226%
Total City Attorney	604.50	14,661.66	6,500.00	(8,161.66)	226%

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
General Fund
Statement of Activities-Cash Basis
Actual vs. Budget
For the 11 Months Ended May 31, 2013

EXPENDITURES - Continued	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
Government Buildings					
10155002 - Salary - permanent	\$ 235.20	\$ 2,399.04	\$ 2,607.90	\$ 208.86	92%
10155006 - SSI tax	25.05	260.73	260.79	0.06	100%
10155009 - Workers comp. insurance	0.00	0.00	306.72	306.72	0%
10155020 - Building and ground maint.	2,643.39	24,271.88	15,000.00	(9,271.88)	162%
10155030 - Trash service	30.00	1,114.80	360.00	(754.80)	310%
10155031 - Water	35.09	326.86	300.00	(26.86)	109%
10155032 - Utilities electric	270.10	1,564.44	2,000.00	435.56	78%
10155033 - Utilities gas	312.93	4,444.80	6,800.00	2,355.20	65%
10155034 - Telephone	<u>249.27</u>	<u>2,393.94</u>	<u>2,700.00</u>	<u>306.06</u>	<u>89%</u>
Total Government Buildings	<u>3,801.03</u>	<u>36,776.49</u>	<u>30,335.41</u>	<u>(6,441.08)</u>	<u>121%</u>
Nondepartmental					
10165015 - Property tax admin. fees	\$ 1,784.00	\$ 4,714.95	\$ 7,700.00	\$ 2,985.05	61%
10165052 - SB 90 Cost recovery	0.00	0.00	2,778.00	2,778.00	0%
10165054 - Audit and accounting	1,135.12	19,698.12	21,000.00	1,301.88	94%
10165055 - Contractual services	0.00	5,540.00	1,000.00	(4,540.00)	554%
10165061 - Insurance (PARSAC)	0.00	0.00	18,121.50	18,121.50	0%
10165063 - Insurance (Fire Bldg.)	0.00	10,153.00	7,700.00	(2,453.00)	132%
10165064 - Election expense	0.00	677.71	0.00	(677.71)	0%
10165078 - Copy machine expense	404.35	4,163.66	3,300.00	(863.66)	126%
10165085 - Audio/video tapes	0.00	18.11	0.00	(18.11)	0%
10165095 - Capital outlay	0.00	1,005.78	1,500.00	494.22	67%
10165096 - Car Allowance	400.00	4,400.00	4,800.00	400.00	92%
10165099 - Miscellaneous	<u>0.00</u>	<u>2,315.37</u>	<u>1,800.00</u>	<u>(515.37)</u>	<u>129%</u>
Total Nondepartmental	<u>3,723.47</u>	<u>52,686.70</u>	<u>69,699.50</u>	<u>17,012.80</u>	<u>76%</u>
Community Promotion					
10175024 - Supplies - public restroom	\$ 87.11	\$ 1,964.39	\$ 1,100.00	\$ (864.39)	179%
10175031 - Water - public restroom	68.77	846.38	850.00	3.62	100%
10175032 - Electric - public restroom	40.59	222.05	250.00	27.95	89%
10175072 - Chamber of Commerce	0.00	16,554.27	22,072.34	5,518.07	75%
10175072.1 - Donation - Visitors & Conv.	0.00	8,629.49	1,500.00	(7,129.49)	575%
10175072.2 - Employee appreciation	<u>0.00</u>	<u>150.00</u>	<u>150.00</u>	<u>0.00</u>	<u>100%</u>
Total Community Promotion	<u>196.47</u>	<u>28,366.58</u>	<u>25,922.34</u>	<u>(2,444.24)</u>	<u>109%</u>

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City of Ferndale
 General Fund
 Statement of Activities-Cash Basis
 Actual vs. Budget
 For the 11 Months Ended May 31, 2013

EXPENDITURES - Continued	Current Period	Year To Date	Annual	Variance	Percent of Budget
	Actual	Actual	Budget		
Police					
10215002 - Salary - permanent	\$ 11,572.08	\$ 172,093.87	\$ 183,558.04	\$ 11,464.17	94%
10215005 - Salary - overtime	118.89	3,558.90	4,000.00	441.10	89%
10215006 - SSI tax	894.37	14,664.50	15,004.64	340.14	98%
10215007 - Medical insurance	3,396.85	32,503.02	37,539.30	5,036.28	87%
10215009 - Workers comp. insurance	0.00	0.00	16,256.16	16,256.16	0%
10215010 - Deferred retirement	0.00	8,081.19	14,684.64	6,603.45	55%
10215012 - Office expense	0.00	1,676.26	1,500.00	(176.26)	112%
10215014 - Vehicle expense	0.00	7,494.36	7,000.00	(494.36)	107%
10215016 - Fuel	668.61	13,425.25	14,000.00	574.75	96%
10215020 - Building and grounds maint.	127.48	659.89	2,800.00	2,140.11	24%
10215024 - Special department supply	0.00	10,494.58	11,200.00	705.42	94%
10215026 - Uniform expense	0.00	29.25	0.00	(29.25)	0%
10215026.1 - Uniform allowance	0.00	1,900.00	1,900.00	0.00	100%
10215029 - Water	31.89	331.33	300.00	(31.33)	110%
10215031 - Gas	0.00	0.00	600.00	600.00	0%
10215032 - Utilities electric	230.58	1,354.82	1,400.00	45.18	97%
10215034 - Telephone	420.42	4,109.32	3,500.00	(609.32)	117%
10215035 - Dispatch service	1,016.66	10,166.60	12,199.92	2,033.32	83%
10215044 - Meetings and dues	0.00	0.00	3,500.00	3,500.00	0%
10215048 - Training	0.00	1,940.00	3,500.00	1,560.00	55%
10215051 - Physical exams	0.00	0.00	1,000.00	1,000.00	0%
10215052 - Professional services	217.73	1,263.11	1,250.00	(13.11)	101%
10215053 - Lexipol Services	0.00	2,950.00	950.00	(2,000.00)	311%
10215086 - Booking fees	0.00	487.90	600.00	112.10	81%
10215088 - Equipment repair other	0.00	437.74	500.00	62.26	88%
10215094 - Vehicle replacement	0.00	9,035.84	9,300.00	264.16	97%
10215098 - Background expense	<u>66.00</u>	<u>651.00</u>	<u>1,500.00</u>	<u>849.00</u>	<u>43%</u>
 Total Police	 <u>18,761.56</u>	 <u>299,308.73</u>	 <u>349,542.70</u>	 <u>50,233.97</u>	 <u>86%</u>
Animal Control					
10225096 - Animal control	<u>\$ 450.00</u>	<u>\$ 5,058.22</u>	<u>\$ 5,500.00</u>	<u>\$ 441.78</u>	<u>92%</u>
 Total Animal Control	 <u>450.00</u>	 <u>5,058.22</u>	 <u>5,500.00</u>	 <u>441.78</u>	 <u>92%</u>

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
General Fund
Statement of Activities-Cash Basis
Actual vs. Budget
For the 11 Months Ended May 31, 2013

EXPENDITURES - Continued	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
Health					
10245052 - Professional services	\$ 153.47	\$ 1,688.17	\$ 2,200.00	\$ 511.83	77%
Total Health	<u>153.47</u>	<u>1,688.17</u>	<u>2,200.00</u>	<u>511.83</u>	<u>77%</u>
Street and Roads					
10315002 - Salary - permanent	\$ 1,122.01	\$ 13,510.79	\$ 11,603.76	\$ (1,907.03)	116%
10315005 - Salary - overtime	0.00	12.70	0.00	(12.70)	0%
10315006 - SSI tax	24.21	257.45	928.30	670.85	28%
10315007 - Medical insurance	174.74	1,662.24	1,757.42	95.18	95%
10315010 - Deferred retirement	0.00	851.07	928.30	77.23	92%
10315024 - Special department supply	0.00	3.00	0.00	(3.00)	0%
10315044 - Meetings and dues	0.00	0.00	60.00	60.00	0%
10315095 - Capital outlay	<u>0.00</u>	<u>2,627.50</u>	<u>0.00</u>	<u>(2,627.50)</u>	<u>0%</u>
Total Streets and Roads	<u>1,320.96</u>	<u>18,924.75</u>	<u>15,277.78</u>	<u>(3,646.97)</u>	<u>124%</u>
Planning					
Revenues Collected					
10084287.3 - Reimbursed Fees Planning	\$ 742.50	\$ 2,278.60	\$ 3,500.00	\$ 1,221.40	65%
Total Revenue Collected	<u>742.50</u>	<u>2,278.60</u>	<u>3,500.00</u>	<u>1,221.40</u>	<u>65%</u>
Expenditures					
10415012 - Office expenses	\$ 0.00	\$ 2.50	\$ 0.00	\$ (2.50)	0%
10415013 - Advertising	0.00	0.00	200.00	200.00	0%
10415052 - General planning services	2,031.60	11,193.95	21,000.00	9,806.05	53%
10415053 - Reimbursable fees	27.50	7,802.38	3,500.00	(4,302.38)	223%
10415055 - General plan review fund	495.00	13,164.66	2,458.00	(10,706.66)	536%
10415058 - Special Planning Projects	<u>467.50</u>	<u>5,273.25</u>	<u>2,908.00</u>	<u>(2,365.25)</u>	<u>181%</u>
Total Expenditures	<u>3,021.60</u>	<u>37,436.74</u>	<u>30,066.00</u>	<u>(7,370.74)</u>	<u>125%</u>
Net Planning Expenditures	<u>\$ (2,279.10)</u>	<u>\$ (35,158.14)</u>	<u>\$ (26,566.00)</u>	<u>\$ (8,592.14)</u>	<u>(132)%</u>

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
General Fund
Statement of Activities-Cash Basis
Actual vs. Budget
For the 11 Months Ended May 31, 2013

EXPENDITURES - Continued	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
City Engineer					
Revenues Collected					
10084270 - Plan check fees	\$ 495.00	\$ 2,930.60	\$ 100.00	\$ (2,830.60)	2931%
10084287.2 - Developer reimbursed fe	<u>4,030.70</u>	<u>11,294.42</u>	<u>5,000.00</u>	<u>(6,294.42)</u>	<u>226%</u>
Total Revenue Collected	<u>4,525.70</u>	<u>14,225.02</u>	<u>5,100.00</u>	<u>(9,125.02)</u>	<u>279%</u>
Expenditures					
10425052 - General engineering	\$ 1,058.00	\$ 17,923.17	\$ 5,000.00	\$ (12,923.17)	358%
10425053 - Developer engineering	<u>167.50</u>	<u>4,554.50</u>	<u>5,000.00</u>	<u>445.50</u>	<u>91%</u>
Total Expenditures	<u>1,225.50</u>	<u>22,477.67</u>	<u>10,000.00</u>	<u>(12,477.67)</u>	<u>225%</u>
Net City Engineer Expenditures	<u>\$ 3,300.20</u>	<u>\$ (8,252.65)</u>	<u>\$ (4,900.00)</u>	<u>\$ (3,352.65)</u>	<u>168%</u>
Building Regulation					
10435052 - Building regulation/inspectio	\$ 523.98	\$ 9,296.54	\$ 10,000.00	\$ 703.46	93%
Total Building Regulation	<u>523.98</u>	<u>9,296.54</u>	<u>10,000.00</u>	<u>703.46</u>	<u>93%</u>
Library					
10615002 - Salary - permanent	\$ 364.32	\$ 4,429.26	\$ 5,451.46	\$ 1,022.20	81%
10615006 - SSI tax	38.81	481.50	436.12	(45.38)	110%
10615009 - Workers comp. insurance	0.00	0.00	1,073.52	1,073.52	0%
10615012 - Office expense	105.93	520.71	600.00	79.29	87%
10615020 - Building and ground maint.	0.00	0.00	1,200.00	1,200.00	0%
10615024 - Books	529.63	4,832.85	5,000.00	167.15	97%
10615031 - Gas	235.45	3,053.60	3,600.00	546.40	85%
10615032 - Utilities	288.56	1,560.94	1,650.00	89.06	95%
10615033 - Water	25.32	283.10	300.00	16.90	94%
10615034 - Telephone	133.54	1,324.30	1,300.00	(24.30)	102%
10615078 - Copy machine expense	0.00	0.00	100.00	100.00	0%
10615095 - Lytel grant expenditures	<u>0.00</u>	<u>9,211.18</u>	<u>15,000.00</u>	<u>5,788.82</u>	<u>61%</u>
Total Library	<u>1,721.56</u>	<u>25,697.44</u>	<u>35,711.10</u>	<u>10,013.66</u>	<u>72%</u>

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
General Fund
Statement of Activities-Cash Basis
Actual vs. Budget
For the 11 Months Ended May 31, 2013

EXPENDITURES - Continued	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
Parks and Recreation					
10625020 - Building and ground maint.	\$ 753.50	\$ 2,846.67	\$ 2,500.00	\$ (346.67)	114%
10625024 - Special department supply	0.00	0.00	150.00	150.00	0%
10625032 - Utilities - electric	270.54	640.92	950.00	309.08	67%
10625033 - Water	<u>89.61</u>	<u>913.05</u>	<u>1,100.00</u>	<u>186.95</u>	<u>83%</u>
Total Parks and Recreation	<u>1,113.65</u>	<u>4,400.64</u>	<u>4,700.00</u>	<u>299.36</u>	<u>94%</u>
Community Center					
10635002 - Salary	\$ 803.98	\$ 9,692.38	\$ 11,317.05	\$ 1,624.67	86%
10635005 - Salary - overtime	0.00	10.54	0.00	(10.54)	0%
10635006 - SSI tax	61.51	801.54	905.36	103.82	89%
10635007 - Medical insurance	166.74	1,588.05	1,732.59	144.54	92%
10635009 - Workers compensation insurance	0.00	0.00	920.16	920.16	0%
10635010 - Deferred retirement	0.00	6,723.70	905.36	(5,818.34)	743%
10635020 - Buildings and grounds maintena	1,124.57	16,684.71	7,000.00	(9,684.71)	238%
10635031 - Water	107.68	879.46	750.00	(129.46)	117%
10635032 - Utilities	560.69	3,132.26	3,000.00	(132.26)	104%
10635033 - Gas	364.87	3,369.50	4,000.00	630.50	84%
10635055 - Contractual Services	50.00	50.00	750.00	700.00	7%
10635095 - Capital outlay	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>0%</u>
Total Community Center	<u>3,240.04</u>	<u>42,932.14</u>	<u>33,280.52</u>	<u>(9,651.62)</u>	<u>129%</u>
Total General Fund Expenditures	<u>\$ 41,965.36</u>	<u>\$ 710,368.07</u>	<u>\$ 787,118.22</u>	<u>\$ 76,750.15</u>	<u>90%</u>
Revenues over (under) Expenditures	<u>\$ 124,754.09</u>	<u>\$ (57,786.66)</u>	<u>\$ (2,113.22)</u>	<u>\$ (55,673.44)</u>	<u>(2.735)%</u>
Transfers in (out)					
Revenues over (under) Expenditures and Transfers in (out)	<u>\$ 124,754.09</u>	<u>\$ (57,786.66)</u>	<u>\$ (2,113.22)</u>	<u>\$ (55,673.44)</u>	<u>2.735%</u>

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
Special Revenue Funds
Statement of Revenues and Expenditures
Actual vs. Budget
For the 11 Months Ended May 31, 2013

	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
<u>Russ Park Fund</u>					
Revenues					
20624182 - Interest income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0%
20624284 - Donations - Russ Park	0.00	0.00	0.00	0.00	0%
20625990 - Transfer in(out)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0%</u>
Total Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0%</u>
Expenditures					
20625020 - Blding/Grd Mint.	\$ 28.26	\$ 1,784.00	\$ 0.00	\$ (1,784.00)	0%
20625024 - Special department supply	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0%</u>
Total Expenditures	<u>28.26</u>	<u>1,784.00</u>	<u>0.00</u>	<u>(1,784.00)</u>	<u>0%</u>
Revenues Over (under) Expenditures	<u>\$ (28.26)</u>	<u>\$ (1,784.00)</u>	<u>\$ 0.00</u>	<u>\$ (1,784.00)</u>	<u>\$ -</u>
<u>Park Fund</u>					
Revenues					
21624284.3 - Donations - Firemen's Park	\$ 0.00	\$ 0.00	\$ 1,425.00	\$ (1,425.00)	0%
21624285 - Bocce ball	<u>0.00</u>	<u>2,276.50</u>	<u>315.00</u>	<u>1,961.50</u>	<u>(723)%</u>
Total Revenue	<u>0.00</u>	<u>2,276.50</u>	<u>1,740.00</u>	<u>536.50</u>	<u>131%</u>
Expenditures					
21625020 - Building and grounds maint	\$ 23.95	\$ 2,351.95	\$ 200.00	\$ (2,151.95)	1,176%
21625060 - Bocce ball	<u>0.00</u>	<u>1,284.75</u>	<u>500.00</u>	<u>(784.75)</u>	<u>257%</u>
Total Expenditures	<u>23.95</u>	<u>3,636.70</u>	<u>700.00</u>	<u>(2,936.70)</u>	<u>520%</u>
Revenues Over (under) Expenditures	<u>\$ (23.95)</u>	<u>\$ (1,360.20)</u>	<u>\$ 1,040.00</u>	<u>\$ (2,400.20)</u>	<u>\$ 131</u>

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City of Ferndale
Special Revenue Funds
Statement of Revenues and Expenditures
Actual vs. Budget
For the 11 Months Ended May 31, 2013

	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
<u>Gas Tax Fund</u>					
Revenues					
22314210.1 - Gas tax (2105)	\$ 0.00	\$ 528.51	\$ 6,500.00	\$ (5,971.49)	(8)%
22314210.2 - Gas tax (2106)	0.00	863.33	8,500.00	(7,636.67)	(10)%
22314210.3 - Gas tax (2107)	0.00	1,050.02	8,000.00	(6,949.98)	(13)%
22314210.4 - Gas tax (2107.5)	0.00	1,789.36	7,000.00	(5,210.64)	(26)%
Total Revenue	0.00	4,231.22	30,000.00	25,768.78	14%
Expenditures					
22315002 - Salary - permanent	\$ 2,867.69	\$ 28,126.60	\$ 20,234.67	\$ (7,891.93)	139%
22315005 - Overtime	0.00	19.78	0.00	(19.78)	0%
22315006 - SSI tax	219.36	2,554.16	1,618.77	(935.39)	158%
22315007 - Medical insurance	194.16	1,834.69	1,971.50	136.81	93%
22315009 - Workers comp. insurance	0.00	0.00	306.72	306.72	0%
22315010 - Deferred retirement	0.00	957.38	1,618.77	661.39	59%
22315058 - Street lighting	818.53	11,617.90	14,500.00	2,882.10	80%
Total Expenditures	4,099.74	45,110.51	40,250.43	(4,860.08)	112%
Revenues Over (under) Expenditures	\$ (4,099.74)	\$ (40,879.29)	\$ (10,250.43)	\$ 30,628.86	\$ 399
<u>TEA 21</u>					
Revenues					
23314211 - RSTP revenue	\$ 0.00	\$ 8,593.00	\$ 0.00	\$ 8,593.00	0%
Total Revenue	0.00	8,593.00	0.00	(8,593.00)	0%
Expenditures					
Revenues Over (under) Expenditures	\$ 0.00	\$ 8,593.00	\$ 0.00	\$ (8,593.00)	\$ -

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City of Ferndale
Special Revenue Funds
Statement of Revenues and Expenditures
Actual vs. Budget
For the 11 Months Ended May 31, 2013

	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
<u>Transportation Development Act</u>					
Revenues					
24314231 - Transportation devel. act	\$ 2,847.50	\$ 35,075.35	\$ 40,882.00	\$ (5,806.65)	(86)%
Total Revenue	<u>2,847.50</u>	<u>35,075.35</u>	<u>40,882.00</u>	<u>(5,806.65)</u>	<u>86%</u>
Expenditures					
24315002 - Wages	\$ 1,137.68	\$ 13,755.33	\$ 15,815.21	\$ 2,059.88	87%
24315005 - Salary - overtime	0.00	14.78	0.00	(14.78)	0%
24315006 - SSI tax	87.05	1,143.91	1,265.22	121.31	90%
24315007 - Medical insurance	208.27	2,067.87	2,391.46	323.59	86%
24315009 - Workers comp. insurance	0.00	0.00	1,073.52	1,073.52	0%
24315010 - Deferred retirement	0.00	797.14	1,265.22	468.08	63%
24315014 - Vehicle expense	0.00	1,119.69	3,275.50	2,155.81	34%
24315016 - Fuel	441.53	8,503.48	7,000.00	(1,503.48)	121%
24315020 - Building & ground maintenance	0.00	1,267.23	1,750.00	482.77	72%
24315021 - Street maintenance	29.55	4,842.62	5,000.00	157.38	97%
24315022 - Street project	0.00	37,614.73	79,585.00	41,970.27	47%
24315024 - Special department	0.00	408.85	750.00	341.15	55%
24315032 - Utilities	381.19	2,254.76	2,000.00	(254.76)	113%
24315033 - Water	52.18	391.83	650.00	258.17	60%
24315034 - Telephone	72.81	711.95	600.00	(111.95)	119%
24315088 - Equipment repair	72.63	956.93	1,500.00	543.07	64%
24315099 - Miscellaneous	0.00	1,258.45	7,500.00	6,241.55	17%
Total Expenditures	<u>2,482.89</u>	<u>77,109.55</u>	<u>131,421.13</u>	<u>54,311.58</u>	<u>59%</u>
Revenues Over (under) Expenditures	<u>\$ 364.61</u>	<u>\$ (42,034.20)</u>	<u>\$ (90,539.13)</u>	<u>\$ 48,504.93</u>	<u>\$ 46</u>

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City of Ferndale
 Special Revenue Funds
 Statement of Revenues and Expenditures
 Actual vs. Budget
 For the 11 Months Ended May 31, 2013

	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
<u>Integrated Waste Management</u>					
Revenues					
25314288 - Tipping fees IWM	\$ 1,679.75	\$ 4,929.18	\$ 6,596.00	\$ (1,666.82)	(75)%
25314600 - Recycling grant	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>(5,000.00)</u>	<u>0%</u>
Total Revenue	<u>1,679.75</u>	<u>4,929.18</u>	<u>11,596.00</u>	<u>(6,666.82)</u>	<u>43%</u>
Expenditures					
25315002 - Salary	\$ 0.00	\$ 2,814.44	\$ 5,672.12	\$ 2,857.68	50%
25315006 - SSI tax	0.00	218.43	453.77	235.34	48%
25315007 - Medical insurance	167.16	1,021.57	2,440.20	1,418.63	42%
25315009 - Workers compensation ins.	0.00	0.00	1,226.88	1,226.88	0%
25315010 - Deferred retirement	0.00	270.73	453.77	183.04	60%
25315600 - Recycling grant expenditures	<u>0.00</u>	<u>319.61</u>	<u>0.00</u>	<u>(319.61)</u>	<u>0%</u>
Total Expenditures	<u>167.16</u>	<u>4,644.78</u>	<u>10,246.74</u>	<u>5,601.96</u>	<u>45%</u>
Revenues Over (under) Expenditures	<u>\$ 1,512.59</u>	<u>\$ 284.40</u>	<u>\$ 1,349.26</u>	<u>\$ (1,064.86)</u>	<u>\$ 21</u>

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
 Special Revenue Funds
 Statement of Revenues and Expenditures
 Actual vs. Budget
 For the 11 Months Ended May 31, 2013

	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
<u>Drainage Fund</u>					
Revenues					
26314230 - Drainage fees	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ (5,000.00)	0%
26314240 - Drainage District fees	<u>0.00</u>	<u>25,000.00</u>	<u>25,000.00</u>	<u>0.00</u>	<u>(100)%</u>
Total Revenue	<u>0.00</u>	<u>25,000.00</u>	<u>30,000.00</u>	<u>(5,000.00)</u>	<u>83%</u>
Expenditures					
26315002 - Wages	\$ 1,309.64	\$ 16,054.12	\$ 19,123.72	\$ 3,069.60	84%
26315005 - Salary - overtime	0.00	12.08	0.00	(12.08)	0%
26315006 - SSI tax	100.17	1,320.79	1,529.90	209.11	86%
26315007 - Medical insurance	214.37	2,062.47	2,278.38	215.91	91%
26315009 - Workers comp. insurance	0.00	0.00	766.77	766.77	0%
26315010.1 - Deferred compensation	0.00	920.76	0.00	(920.76)	0%
26315024 - Supplies	11.90	1,813.91	0.00	(1,813.91)	0%
26315052 - Engineering	0.00	0.00	2,000.00	2,000.00	0%
26315095 - Capital outlay	0.00	1,262.50	0.00	(1,262.50)	0%
26315194 - Interest-Six Rivers loan I&I Project	<u>1,948.36</u>	<u>21,578.08</u>	<u>19,500.00</u>	<u>(2,078.08)</u>	<u>111%</u>
26315010 - Deferred compensation	\$ 0.00	\$ 0.00	\$ 1,529.90	\$ (1,529.90)	0%
Total Expenditures	<u>3,584.44</u>	<u>45,024.71</u>	<u>46,728.67</u>	<u>1,703.96</u>	<u>96%</u>
Revenues Over (under) Expenditures	<u>\$ (3,584.44)</u>	<u>\$ (20,024.71)</u>	<u>\$ (16,728.67)</u>	<u>\$ (3,296.04)</u>	<u>\$ 120</u>
<u>TF Funds - Ped. and Bicycle Path</u>					
Revenues					
40314235 - Transportation Enhancement re	<u>\$ 7,150.80</u>	<u>\$ 16,154.90</u>	<u>\$ 8,000.00</u>	<u>\$ 8,154.90</u>	<u>(202)%</u>
Total Revenue	<u>7,150.80</u>	<u>16,154.90</u>	<u>8,000.00</u>	<u>(8,154.90)</u>	<u>202%</u>
Expenditures					
40315052 - Plans, specs & estimates	<u>\$ 7,150.80</u>	<u>\$ 16,154.90</u>	<u>\$ 8,000.00</u>	<u>\$ (8,154.90)</u>	<u>202%</u>
Total Expenditures	<u>7,150.80</u>	<u>16,154.90</u>	<u>8,000.00</u>	<u>(8,154.90)</u>	<u>202%</u>

RESTRICTED FOR MANAGEMENT'S USE ONLY.

City of Ferndale
 Special Revenue Funds
 Statement of Revenues and Expenditures
 Actual vs. Budget
 For the 11 Months Ended May 31, 2013

	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
<u>Waste Water Project</u>					
Revenues					
Expenditures					
Total Expenditures	<u>510.00</u>	<u>5,770.00</u>	<u>0.00</u>	<u>(5,770.00)</u>	<u>0%</u>
Revenues Over (under) Expenditures	<u>\$ (510.00)</u>	<u>\$ (5,770.00)</u>	<u>\$ 0.00</u>	<u>\$ (5,770.00)</u>	<u>\$ -</u>

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City of Ferndale
Proprietary Fund
Statement of Revenues and Expenditures
For the 11 Months Ended May 31, 2013

	Current Period Actual	Year To Date Actual	Annual Budget	Variance	Percent of Budget
<u>Sewer Fund</u>					
Revenues					
30514274 - Sewer service charge	\$ 198,536.26	\$ 620,515.04	\$ 795,314.51	\$ (174,799.47)	(78)%
30514275 - Sewer connection fees	0.00	0.00	10,000.00	(10,000.00)	0%
30514276 - Refunds - sewer fees	0.00	4,125.00	0.00	4,125.00	0%
30514307 - Miscellaneous revenue	0.00	31,347.00	0.00	31,347.00	0%
30514308 - Revenue reserved for plant	<u>69,141.05</u>	<u>70,866.62</u>	<u>225,000.00</u>	<u>(154,133.38)</u>	<u>(32)%</u>
Total Revenue	<u>267,677.31</u>	<u>726,853.66</u>	<u>1,030,314.51</u>	<u>303,460.85</u>	<u>71%</u>
Expenditures					
30515002 - Salary - permanent	\$ 13,428.45	\$ 162,873.19	\$ 178,784.25	\$ 15,911.06	91%
30515005 - Salary - overtime	494.96	7,012.53	6,000.00	(1,012.53)	117%
30515006 - SSI tax	1,174.69	14,039.88	14,302.74	262.86	98%
30515007 - Medical insurance	3,723.04	30,965.56	46,265.88	15,300.32	67%
30515009 - Workers comp. insurance	0.00	0.00	4,907.52	4,907.52	0%
30515010 - Deferred retirement	0.00	3,870.47	14,302.74	10,432.27	27%
30515012 - Office expense	0.00	1,080.81	1,000.00	(80.81)	108%
30515014 - Vehicle expense	0.00	888.16	2,000.00	1,111.84	44%
30515016 - Vehicle gas	151.38	3,377.68	4,500.00	1,122.32	75%
30515024 - Special department supply	0.00	305.00	2,000.00	1,695.00	15%
30515030 - Garbage/sludge	238.05	6,832.61	8,400.00	1,567.39	81%
30515032 - Utilities - electric - plant	9,903.52	69,758.39	52,000.00	(17,758.39)	134%
30515034 - Telephone	296.90	4,234.96	4,500.00	265.04	94%
30515044 - Meetings and dues	0.00	988.00	1,000.00	12.00	99%
30515048 - Training	0.00	629.68	2,500.00	1,870.32	25%
30515052 - Professional services	0.00	0.00	300.00	300.00	0%
30515055 - Contractual services	490.00	8,817.00	9,000.00	183.00	98%
30515063 - Insurance	0.00	0.00	9,500.00	9,500.00	0%
30515092 - Sewer plant permit	0.00	6,366.27	6,000.00	(366.27)	106%
30515094 - Safety equipment	280.61	692.26	1,000.00	307.74	69%
30515095 - Capital outlay	183.75	80,455.33	110,000.00	29,544.67	73%
30515099 - Miscellaneous	1,063.52	2,516.05	2,000.00	(516.05)	126%
30515121 - Sewer plant maintenance	371.68	14,931.68	12,000.00	(2,931.68)	124%
30515122 - Sewer line maintenance	355.48	5,112.93	20,000.00	14,887.07	26%
30515125 - Chemicals	0.00	1,701.54	2,000.00	298.46	85%
30515157 - Testing and monitoring	771.00	31,700.51	30,000.00	(1,700.51)	106%
30515158 - Postage and shipping	0.00	486.39	600.00	113.61	81%
30515162 - Insurance PARSAC Liability	0.00	0.00	19,000.00	19,000.00	0%
30515164 - Fines	0.00	0.00	30,000.00	30,000.00	0%
30515190 - USDA loan	0.00	87,077.40	194,000.00	106,922.60	45%
30515192 - Retirement of bonds	0.00	4,100.00	4,050.00	(50.00)	101%
30515198 - Sewer match loan	<u>0.00</u>	<u>29,763.84</u>	<u>30,000.00</u>	<u>236.16</u>	<u>99%</u>
Total Expenditures	<u>32,927.03</u>	<u>580,578.12</u>	<u>821,913.13</u>	<u>241,335.01</u>	<u>71%</u>
Revenues Over (under) Expenditures	<u>\$ 234,750.28</u>	<u>\$ 146,275.54</u>	<u>\$ 208,401.38</u>	<u>\$ 62,125.84</u>	<u>\$ 70</u>

RESTRICTED FOR MANAGEMENT'S USE ONLY.

Supplemental Information

City of Ferndale
Summary of Cash Balances and Investments
May 31, 2013

CASH BY FUND	<u>AMOUNT</u>	<u>PERCENT</u>
General Fund Cash		
Cash - unrestricted	\$ 525,226.74	
Petty cash	60.00	
Cash-restricted-insurance	<u>15,000.00</u>	
Total General Fund	<u>\$ 540,286.74</u>	<u>33.29%</u>
Park Fund Cash		
Cash - restricted	\$ 2,506.75	
Cash - restricted - Fireman's	\$ 219.24	
Cash - restricted - Bocce Ball Courts	<u>1,854.92</u>	
Total Park Fund	<u>\$ 4,580.91</u>	<u>0.28%</u>
Gas Tax Cash		
Cash - restricted	<u>\$ 41,609.20</u>	<u>2.56%</u>
TEA 21 Cash		
Cash - restricted	<u>\$ 66,622.71</u>	<u>4.11%</u>
Transportation Development Act Cash		
Cash - restricted	<u>\$ 267,201.49</u>	<u>16.46%</u>
Integrated Waste Management Cash		
Cash - restricted	<u>\$ 32,638.01</u>	<u>2.01%</u>
Drainage Fund Cash		
Cash - restricted	<u>\$ 178,684.53</u>	<u>11.01%</u>
TE Funds		
Russ Park Fund Cash		
Cash - restricted	<u>\$ 4,478.19</u>	<u>0.28%</u>
Waste Water Project		
Sewer Fund Cash		
Cash -unrestricted	<u>\$ 505,945.13</u>	
Total Sewer Fund	<u>\$ 505,945.13</u>	<u>31.17%</u>
 TOTAL CASH BY FUND	 <u><u>\$ 1,642,046.91</u></u>	 <u><u>101%</u></u>
 CASH BY ACCOUNT		
General Checking Six Rivers	\$ 921,906.28	56.80%
LAIF	700,974.21	43.19%
Cash in County Treasury	19,106.42	1.18%
Petty cash	<u>60.00</u>	<u>0.00%</u>
TOTAL CASH BY ACCOUNT	<u><u>\$ 1,642,046.91</u></u>	<u><u>101%</u></u>

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City of Ferndale

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

Printed Regular Checks

General Checking - Distribution Detail - From 05/21/13 To 06/20/13
 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
46347	05/29/13 10012260		AFLAC	AFLAC - REMIT. PROCESSING SERV. Health insurance payable	74.68	74.68
Total for AFLAC - REMIT. PROCESSING SERV.						74.68
46368	06/03/13 10435052		ARNKE	ARNOLD C. KEMP Building regulation/inspectio	50.00	50.00
Total for ARNOLD C. KEMP						50.00
46328	05/21/13 10215020		ASAP	ASAP LOCK & KEY Building and grounds maint. POLIC	60.00	60.00
Total for ASAP LOCK & KEY						60.00
46329	05/21/13 10165054		PHIAY	AYCOCK & EDGMON Audit and accounting	1,075.00	1,075.00
46438	06/18/13 10165054		PHIAY	AYCOCK & EDGMON Audit and accounting	1,562.50	1,562.50
Total for AYCOCK & EDGMON						2,637.50
46312	05/21/13 10615024		BAKTA	BAKER & TAYLOR Books	417.66	417.66
46348	05/29/13 10615024		BAKTA	BAKER & TAYLOR Books LIBRAR	65.30	65.30
46370	06/10/13 10615024		BAKTA	BAKER & TAYLOR Books	28.21	28.21
46423	06/12/13 10615024		BAKTA	BAKER & TAYLOR Books	18.46	18.46
Total for BAKER & TAYLOR						529.63
46371	06/10/13 10175024 10635020		BAYWE	BAY WEST SUPPLY, INC. Supplies - public restroom Buildings and grounds maintenance	76.57 240.17	316.74
Total for BAY WEST SUPPLY, INC.						316.74
46372	06/10/13 10012260 10105007 10125007 10215007 10315007 10635007 22315007 24315007 26315007 30515007		BENAD	BENEFICIAL ADMIN COMPANY INC. Health insurance payable Medical insurance Medical insurance Medical insurance Medical insurance Medical insurance Medical insurance Medical insurance Medical insurance Medical insurance Medical insurance	43.57 10.00 27.85 23.51 2.62 1.51 1.87 2.62 2.47 53.87	169.89
Total for BENEFICIAL ADMIN COMPANY INC.						169.89
46313	05/21/13 10012250		CALST	CALIFORNIA STATE DISBURSEMENT UNIT Garnishments payable	139.38	139.38
46349	05/29/13 10012250		CALST	CALIFORNIA STATE DISBURSEMENT UNIT Garnishments payable	139.38	139.38

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Acct No.	Type		Override Description	Amount	Amount	
46373	06/10/13		CALST	CALIFORNIA STATE DISBURSEMENT UNIT		Void
	10012250			Garnishments payable	Void	
46398	06/10/13		CALST	CALIFORNIA STATE DISBURSEMENT UNIT		139.38
	10012250			Garnishments payable	139.38	
Total for CALIFORNIA STATE DISBURSEMENT UN						418.14
46314	05/21/13		CAMEL	CAMPTON ELECTRIC SUPPLY, INC.		Void
	10155020			Building and ground maint.	Void	
Total for CAMPTON ELECTRIC SUPPLY, INC.						0.00
46315	05/21/13		CITFO	CITY OF FORTUNA		Void
	10215098			Background expense	Void	
46369	06/03/13		CITFO	CITY OF FORTUNA		1,016.66
	10215035			Dispatch service	1,016.66	
Total for CITY OF FORTUNA						1,016.66
46316	05/21/13		COMAS	COMPUTER ASSISTANCE		182.73
	10215052			Professional services	182.73	
46424	06/12/13		COMAS	COMPUTER ASSISTANCE		80.00
	10125012			Office expense	80.00	
46426	06/13/13		COMAS	COMPUTER ASSISTANCE		40.00
	10215052			Professional services	40.00	
Total for COMPUTER ASSISTANCE						302.73
46374	06/10/13		CRMST	CRIMESTAR CORPORATION		600.00
	10215024			Special department supply	600.00	
46439	06/18/13		CRMST	CRIMESTAR CORPORATION		600.00
	10215024			Special department supply	600.00	
Total for CRIMESTAR CORPORATION						1,200.00
46350	05/29/13		DVLNO	DAVE LENARDO		250.00
	30515055			Contractual services	250.00	
46375	06/10/13		DVLNO	DAVE LENARDO		255.00
	30515055			Contractual services	255.00	
Total for DAVE LENARDO						505.00
46317	05/21/13		DELOR	DEL ORO WATER CO., FDLE. DIST.		466.69
	10155031			Water	35.09	
	10175031			Water - public restroom	68.77	
	10215029			Water	31.89	
	10615033			Water	25.32	
	10625033			Water	89.61	
	10635031			Water	107.68	
	24315033			Water	52.18	
	30515032			Utilities - electric - plant	56.15	
Total for DEL ORO WATER CO., FDLE. DIST.						466.69
46318	05/21/13		DEPJU	DEPARTMENT OF JUSTICE		35.00
	10215052			Professional services	35.00	

City of Ferndale

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Chk No.	Date	Pay	Ven ID	Vendor Name \ Payee Name	Distribution	Check
Acct No.	Type	Override Description	Amount	Amount		
46432	06/18/13	DEPJU		DEPARTMENT OF JUSTICE		17.00
	10215052			Professional services	17.00	
Total for DEPARTMENT OF JUSTICE						52.00
46319	05/21/13	DOCST		DOCUSTATION INC. \ DOCUSTATION		183.01
	10165078			Copy machine expense	183.01	
46404	06/12/13	DOCST		DOCUSTATION INC. \ DOCUSTATION		64.09
	10165078			Copy machine expense	64.09	
Total for DOCUSTATION						247.10
46405	06/12/13	DONRE		DON'S RENT-ALL INC.		414.60
	30515122			Sewer line maintenance	414.60	
Total for DON'S RENT-ALL INC.						414.60
46320	05/21/13	EELRI		EEL RIVER DISPOSAL		268.05
	10155030			Trash service	30.00	
	30515030			Garbage/sludge SEWE	238.05	
Total for EEL RIVER DISPOSAL						268.05
100	05/21/13	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		683.84
	10012302			State P/R Tax Deposits	683.84	
100	05/29/13	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		667.31
	10012302			State P/R Tax Deposits	667.31	
100	06/10/13	EFT	EMPDE	EMPLOYMENT DEVELOPMENT DEPARTMENT		705.17
	10012302			State P/R Tax Deposits	705.17	
Total for EMPLOYMENT DEVELOPMENT DEPART						2,056.32
46321	05/21/13	EURBL		EUREKA BOILER WORKS	PAID WITH	Void
	10625020			Building and ground maint.	Void	
Total for EUREKA BOILER WORKS						0.00
46433	06/18/13	FERG		FERGUSON ENTERPRISES, INC. #3021	PUBLIC	71.09
	10625020			Building and ground maint.	71.09	
Total for FERGUSON ENTERPRISES, INC. #3021						71.09
46376	06/10/13	FORFE		FORTUNA FEED AND GARDEN CENTER	TOWN	301.86
	10155020			Building and ground maint.	301.86	
Total for FORTUNA FEED AND GARDEN CENTER						301.86
46330	05/21/13	FORPD		FORTUNA POLICE DEPT		66.00
	10215098			Background expense	66.00	
Total for FORTUNA POLICE DEPT						66.00
46322	05/21/13	FRONT		FRONTIER		900.78
	10155034			Telephone	216.72	
	10215034			Telephone	290.23	
	10615034			Telephone	133.54	
	24315034			Telephone	61.03	
	30515034			Telephone	199.26	
Total for FRONTIER						900.78

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46377	06/10/13 10165078		GECAP	GE CAPITAL Copy machine expense	221.34	221.34
Total for GE CAPITAL						221.34
46406	06/12/13 30515122		HAJCO	Hajoca Corp. Sewer line maintenance	27.04	27.04
Total for Hajoca Corp.						27.04
46378	06/10/13 10125012		HUMAS	HUMBOLDT COUNTY ASSESSOR Office expense	6.30	6.30
Total for HUMBOLDT COUNTY ASSESSOR						6.30
46323	05/21/13 10215020		HUMTE	HUMBOLDT TERMITE & PEST Building and grounds maint.	49.00	49.00
46407	06/12/13 10635020		HUMTE	HUMBOLDT TERMITE & PEST Buildings and grounds maintenance	65.00	65.00
46434	06/18/13 10215020		HUMTE	HUMBOLDT TERMITE & PEST Building and grounds maint.	49.00	49.00
Total for HUMBOLDT TERMITE & PEST						163.00
46435	06/18/13 24315099		INTRE	INTERNAL REVENUE SERVICE Miscellaneous	566.80	566.80
Total for INTERNAL REVENUE SERVICE						566.80
46362	06/03/13 10165096		JAYPA	JAY PARRISH Car Allowance	400.00	400.00
Total for JAY PARRISH						400.00
46408	06/12/13 30515122		KEESU	KEENAN SUPPLY Sewer line maintenance	Void	Void
Total for KEENAN SUPPLY						0.00
46409	06/12/13 10635020		KINUN	KINETIC UNIVERSE Buildings and grounds maintenance	18.27	18.27
Total for KINETIC UNIVERSE						18.27
46410	06/12/13 10215016 24315016 30515016		LMREN	L & M RENNER, INC. Fuel Vehicle Fuel Vehicle gas	668.61 441.53 151.38	1,261.52
Total for L & M RENNER, INC.						1,261.52
46351	05/29/13 10125044		LEACA	LEAGUE OF CALIFORNIA CITIES Meetings and dues	80.00	80.00
Total for LEAGUE OF CALIFORNIA CITIES						80.00
46427	06/13/13 10165052		LGCON	LOCAL GOVERNMENT CONSULTANTS, LLC SB 90 Cost recovery	700.00	700.00
Total for LOCAL GOVERNMENT CONSULTANTS, L						700.00

City of Ferndale

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Acct No.	Type		Override Description	Amount	Amount	
46352	05/29/13		MANHD	MANHARD CONSULTING LTD		9,070.05
	10425052			General engineering	1,058.00	
	10425053			Developer engineering	167.50	
	30515095			Capital outlay	183.75	
	40315052			Plans, specs & estimates	7,150.80	
	48515095			Construction	510.00	
46428	06/13/13		MANHD	MANHARD CONSULTING LTD		4,344.65
	10315095			Capital outlay	52.50	
	10425052			General engineering	1,470.10	
	10425053			Developer engineering	1,740.80	
	24315022			Street project	139.65	
	48515095			Construction	941.60	
Total for MANHARD CONSULTING LTD						13,414.70
46399	06/10/13		MARCD	MARC DANIELS		5,123.50
	10155020			Building and ground maint. WINDOW	5,123.50	
Total for MARC DANIELS						5,123.50
46363	06/03/13		MIRRE	MIRANDA'S RESCUE		450.00
	10225096			Animal control	450.00	
Total for MIRANDA'S RESCUE						450.00
46379	06/10/13		MISSN	MISSION UNIFORM & LINEN		67.92
	10175024			Supplies - public restroom	10.54	
	10635020			Buildings & grounds maintenance - Comm	57.38	
Total for MISSION UNIFORM & LINEN						67.92
46380	06/10/13		MBDVZ	MITCHELL, BRISSO, DELANEY & VRIEZE		604.50
	10145052			Professional services	604.50	
Total for MITCHELL, BRISSO, DELANEY & VRIEZE						604.50
46324	05/21/13		MODR	MOBILE DIESEL REPAIR		1,063.52
	30515099			Miscellaneous SEWE	1,063.52	
Total for MOBILE DIESEL REPAIR						1,063.52
100	05/21/13	EFT	NILCO	NILSEN COMPANY		Void
	10155020			Building and ground maint.	Void	
	10215020			Building and grounds maint.	Void	
	10635020			Buildings and grounds maintenance	Void	
	30515121			Sewer plant maintenance	Void	
46331	05/21/13		NILCO	NILSEN COMPANY		664.73
	10215020			Building and grounds maint.	18.48	
	10625020			Building and ground maint.	398.00	
	10635020			Buildings and grounds maintenance	10.13	
	30515121			Sewer plant maintenance	238.12	

City of Ferndale

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

Chk No.	Date	Pay	Ven ID	Vendor Name \ Payee Name	Distribution	Check
Acct No.	Type		Override Description	Amount	Amount	
46411	06/12/13		NILCO	NILSEN COMPANY		988.57
	10155020			Building and ground maint.	106.10	
	10155030			Trash service	5.77	
	10175024			Supplies - public restroom	236.27	
	10215020			Building and grounds maint.	3.86	
	10625020			Building and ground maint.	48.89	
	20625020			Blding/Grd Mnt.	14.51	
	24315020			Building & ground maintenance	12.99	
	30515121			Sewer plant maintenance	560.18	
Total for NILSEN COMPANY						1,653.30
46353	05/29/13		NORCO	NORTH COAST LABORATORIES LTD.		771.00
	30515157			Effluent testing	771.00	
46412	06/12/13		NORCO	NORTH COAST LABORATORIES LTD.		771.00
	30515157			Effluent testing	771.00	
Total for NORTH COAST LABORATORIES LTD.						1,542.00
100	05/21/13	EFT	NORVA	NORTH VALLEY BANK		4,634.33
	10012301			Federal P/R Tax Deposits	4,634.33	
100	05/29/13	EFT	NORVA	NORTH VALLEY BANK		4,619.00
	10012301			Federal P/R Tax Deposits	4,619.00	
100	06/10/13	EFT	NORVA	NORTH VALLEY BANK		4,829.95
	10012301			Federal P/R Tax Deposits	4,829.95	
46364	06/03/13		NORVL	NORTH VALLEY BANK (1) \ NORTH VALLEY BANK		1,948.36
	26315194			Interest-Six Rivers loan	1,948.36	
Total for NORTH VALLEY BANK						16,031.64
46354	05/29/13		NRTHC	NORTHCOAST PUMPHOUSE		41.22
	30515121			Sewer plant maintenance	41.22	
Total for NORTHCOAST PUMPHOUSE						41.22
46355	05/29/13		OSTDEC	OSTLER DECORATIONS		2,275.00
	10155020			Building and ground maint.	2,275.00	
Total for OSTLER DECORATIONS						2,275.00
46325	05/21/13		PACGA	PACIFIC GAS & ELECTRIC		4,962.39
	10155032			Utilities electric	110.85	
	10175032			Electric - public restroom	16.39	
	10215032			Utilities electric	95.18	
	10615032			Utilities	122.68	
	10625032			Utilities - electric	100.41	
	10635032			Utilities	255.13	
	22315058			Street lighting	20.16	
	24315032			Utilities	180.51	
	30515032			Utilities - electric - plant	4,061.08	
46356	05/29/13		PACGA	PACIFIC GAS & ELECTRIC		773.86
	22315058			Street lighting	773.86	

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Chk No.	Date Acct No.	Pay Type	Ven ID	Vendor Name \ Payee Name Override Description	Distribution Amount	Check Amount
46413	06/12/13		PACGA	PACIFIC GAS & ELECTRIC		6,971.90
	10155032			Utilities electric	159.25	
	10175032			Electric - public restroom	24.20	
	10215032			Utilities electric	135.40	
	10615032			Utilities	165.88	
	10625032			Utilities - electric	170.13	
	10635032			Utilities	305.56	
	22315058			Street lighting	24.51	
	24315032			Utilities	200.68	
	30515032			Utilities - electric - plant	5,786.29	
Total for PACIFIC GAS & ELECTRIC						12,708.15
46425	06/12/13		PARS1	PARSAC (1) \ PARSAC		24,202.00
	10105009			Workers comp. insurance	847.09	
	10125009			Workers comp. insurance	1,210.10	
	10155009			Workers comp. insurance	242.02	
	10215009			Workers comp. insurance	12,827.06	
	10315009			Workers comp. insurance	847.07	
	10615009			Workers comp. insurance	726.06	
	10635009			Wokers compensation insurance	242.02	
	22315009			Workers comp. insurance	968.08	
	24315009			Workers comp. insurance	847.07	
	25315009			Workers compensation ins.	605.03	
	26315009.1			Workers comp. insurance	968.08	
	30515009			Workers comp. insurance	3,872.32	
				Memo: WORKERS COMPENSATION PAID ONCE A		
46429	06/13/13		PARS2	PARSAC (2) \ PARSAC		14,916.00
	10165061			Insurance (PARSAC)	7,458.00	
	30515162			Insurance PARSAC Liability	7,458.00	
				Memo: Liability Insurance		
Total for PARSAC						39,118.00
46440	06/18/13		PLANW	PLANWEST PARTNERS, INC.		3,326.60
	10415052			General planning services	1,043.75	
	10415055			General plan review fund	27.50	
	10415058			Special Planning Projects	2,255.35	
Total for PLANWEST PARTNERS, INC.						3,326.60
46357	05/29/13		POREN	PORTLAND ENGINEERING		Void
	30515121			Sewer plant maintenance	Void	
46357	06/03/13		POREN	PORTLAND ENGINEERING		180.00
	30515055			Contractual services	180.00	
46415	06/12/13		POREN	PORTLAND ENGINEERING		60.00
	30515055			Contractual services	60.00	
Total for PORTLAND ENGINEERING						240.00
46436	06/18/13		POSTM	POSTMASTER		125.00
	10125012			Office expense	125.00	

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Chk No.	Date Acct No.	Pay Type	Ven ID	Vendor Name \ Payee Name Override Description	Distribution Amount	Check Amount
Total for POSTMASTER						125.00
46358	05/29/13		QUILL	QUILL		105.93
	10615012			Office expense LIBRAR	105.93	
Total for QUILL						105.93
46326	05/21/13		RSLIV	R & S LIVESTOCK SUPPLY		29.44
	30515122			Sewer line maintenance	29.44	
Total for R & S LIVESTOCK SUPPLY						29.44
46437	06/18/13		REDFR	RED FRONT STORE		7.43
	10155020			Building and ground maint.	7.43	
Total for RED FRONT STORE						7.43
46400	06/10/13		RESTIF	RESTIF CLEANING SERVICES		143.10
	10635020			Buildings and grounds maintenance	143.10	
46416	06/12/13		RESTIF	RESTIF CLEANING SERVICES		50.00
	10635055			Contractual Services C. CENTE	50.00	
Total for RESTIF CLEANING SERVICES						193.10
46365	06/03/13		ROBSM	ROBIN SMITH		153.47
	10245052			Professional services	153.47	
Total for ROBIN SMITH						153.47
46327	05/21/13		ROTRO	ROTO-ROOTER		299.00
	30515122			Sewer line maintenance	299.00	
46417	06/12/13		ROTRO	ROTO-ROOTER		687.00
	30515122			Sewer line maintenance	687.00	
Total for ROTO-ROOTER						986.00
46381	06/10/13		SEQGA	SEQUOIA GAS COMPANY		913.25
	10155033			Utilities gas	312.93	
	10615031			Gas	235.45	
	10635033			Gas	364.87	
Total for SEQUOIA GAS COMPANY						913.25
46382	06/10/13		SDRMA	SPECIAL DISTRICT RISK MANAGEMENT AUT		7,827.71
	10012260			Health insurance payable	931.00	
	10105007			Medical insurance	585.05	
	10125007			Medical insurance	1,328.01	
	10215007			Medical insurance	925.18	
	10315007			Medical insurance	174.74	
	10635007			Medical insurance	166.74	
	22315007			Medical insurance	194.16	
	24315007			Medical insurance	208.27	
	25315007			Medical insurance	167.16	
	26315007			Medical insurance	214.37	
	30515007			Medical insurance	2,933.03	
Total for SPECIAL DISTRICT RISK MANAGEMENT A						7,827.71

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Chk No.	Date Acct No.	Pay Type	Ven ID	Vendor Name \ Payee Name Override Description		Distribution Amount	Check Amount
46401	06/10/13 24315088		FARSH	THE FARM SHOP Equipment repair	PUBLIC	72.63	72.63
Total for THE FARM SHOP							72.63
46418	06/12/13 10125012		FEREN	THE FERNDALE ENTERPRISE Office expense	CREEK CLEAN	59.50	59.50
Total for THE FERNDALE ENTERPRISE							59.50
46332	05/21/13 10165054		TIMST	TIMES STANDARD Audit and accounting	AUDIT	60.12	60.12
46419	06/12/13 10115013		TIMST	TIMES STANDARD Advertising - Council	CREEK CLEAN	125.36	125.36
Total for TIMES STANDARD							185.48
46366	06/03/13 10625020		USBNK	U.S. BANK CORPORATE PAYMENT SYSTEM Building and ground maint.	EUREKA	355.50	355.50
Total for U.S. BANK CORPORATE PAYMENT SYSTE							355.50
46420	06/12/13 30515094		USABL	USABLUBOOK Safety equipment	SEWE	217.74	217.74
Total for USABLUBOOK							217.74
46421	06/12/13 10155020 26315024 30515094		VALLU	VALLEY LUMBER Building and ground maint. Supplies Safety equipment		66.53 11.90 62.87	141.30
Total for VALLEY LUMBER							141.30
46383	06/10/13 10155034 10215034 24315034 30515034		VERZN	VERIZON Telephone Telephone Telephone Telephone		32.97 131.86 11.78 98.90	275.51
Total for VERIZON							275.51
46367	06/03/13 30515121		WILSA	WILDWOOD SAW Sewer plant maintenance		46.17	46.17
46422	06/12/13 30515121		WILSA	WILDWOOD SAW Sewer plant maintenance	PAID TWICE	46.17	46.17
Total for WILDWOOD SAW							92.34
Total for the 101 checks						124,971.11	124,971.11

City of Ferndale

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Printed Regular Checks

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Account Distributions

Account No.	Account Description	Amount
10012250	Garnishments payable	418.14
10012260	Health insurance payable	1,049.25
10012301	Federal P/R Tax Deposits	14,083.28
10012302	State P/R Tax Deposits	2,056.32
10105007	Medical insurance	595.05
10105009	Workers comp. insurance	847.09
10115013	Advertising - Council	125.36
10125007	Insurance Med/Den/Vis	1,355.86
10125009	Workers comp. insurance	1,210.10
10125012	Office expense	270.80
10125044	Meetings and dues	80.00
10145052	Professional services	604.50
10155009	Workers comp. insurance	242.02
10155020	Building and ground maint.	7,880.42
10155030	Trash service	35.77
10155031	Water	35.09
10155032	Utilities electric	270.10
10155033	Utilities gas	312.93
10155034	Telephone	249.69
10165052	SB 90 Cost recovery	700.00
10165054	Audit and accounting	2,697.62
10165061	Insurance (PARSAC)	7,458.00
10165078	Copy machine expense	468.44
10165096	Car Allowance	400.00
10175024	Supplies - public restroom	323.38
10175031	Water - public restroom	68.77
10175032	Electric - public restroom	40.59
10215007	Medical insurance	948.69
10215009	Workers comp. insurance	12,827.06
10215016	Fuel	668.61
10215020	Building and grounds maint.	180.34
10215024	Special department supply	1,200.00
10215029	Water	31.89

City of Ferndale

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10215032	Utilities electric	230.58
10215034	Telephone	422.09
10215035	Dispatch service	1,016.66
10215052	Professional services	274.73
10215098	Background expense	66.00
10225096	Animal control	450.00
10245052	Professional services	153.47
10315007	Medical insurance	177.36
10315009	Workers comp. insurance	847.07
10315095	Capital outlay	52.50
10415052	General planning services	1,043.75
10415055	General plan review fund	27.50
10415058	Special Planning Projects	2,255.35
10425052	General engineering	2,528.10
10425053	Developer engineering	1,908.30
10435052	Building regulation/inspectio	50.00
10615009	Workers comp. insurance	726.06
10615012	Office expense	105.93
10615024	Books	529.63
10615031	Gas	235.45
10615032	Utilities	288.56
10615033	Water	25.32
10615034	Telephone	133.54
10625020	Building and ground maint.	873.48
10625032	Utilities - electric	270.54
10625033	Water	89.61
10635007	Medical insurance	168.25
10635009	Wokers compensation insurance	242.02
10635020	Buildings and grounds maintenance	534.05
10635031	Water	107.68
10635032	Utilities	560.69
10635033	Gas	364.87
10635055	Contractual Services	50.00
20625020	Blding/Grd Mnt.	14.51
22315007	Medical insurance	196.03
22315009	Workers comp. insurance	968.08

City of Ferndale

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22315058	Street lighting	818.53
24315007	Medical insurance	210.89
24315009	Workers comp. insurance	847.07
24315016	Fuel	441.53
24315020	Building & ground maintenance	12.99
24315022	Street project	139.65
24315032	Utilities	381.19
24315033	Water	52.18
24315034	Telephone	72.81
24315088	Equipment repair	72.63
24315099	Miscellaneous	566.80
25315007	Medical insurance	167.16
25315009	Workers compensation ins.	605.03
26315007	Medical insurance	216.84
26315009.1	Workers comp. insurance	968.08
26315024	Supplies	11.90
26315194	Interest-Six Rivers loan	1,948.36
30515007	Medical insurance	2,986.90
30515009	Workers comp. insurance	3,872.32
30515016	Vehicle gas	151.38
30515030	Garbage/sludge	238.05
30515032	Utilities - electric - plant	9,903.52
30515034	Telephone	298.16
30515055	Contractual services	745.00
30515094	Safety equipment	280.61
30515095	Capital outlay	183.75
30515099	Miscellaneous	1,063.52
30515121	Sewer plant maintenance	931.86
30515122	Sewer line maintenance	1,457.08
30515157	Testing and monitoring	1,542.00
30515162	Insurance PARSAC Liability	7,458.00
40315052	Plans, specs & estimates	7,150.80
48515095	Construction	1,451.60
		124,971.11

City of Ferndale

P.O. Box 236, Ferndale, CA 95536

Monthly PayCheck Checks

m 05/23/13 To 06/22/13 - Check #: All - Dept: All

ll - Emp Name: All - By Check Number

Check #	Date	Emp. #	Employee Name	Amount
46333	05/28/13	2,190	HEATH A. BOHACIK	943.99
46334	05/28/13	6,115	MARY ELLEN BOYNTON	83.20
46335	05/28/13	5,220	STEVE L. COPPINI	1,542.51
46336	05/28/13	2,185	LINDSEY D. FRANK	1,020.49
46337	05/28/13	5,222	IAN E. IVEY	425.61
46338	05/28/13	1,214	NANCY S. KAYTIS-SLOCUM	1,283.35
46339	05/28/13	5,235	TIMOTHY W. MIRANDA	1,074.71
46340	05/28/13	1,012	JAY D. PARRISH	2,493.66
46341	05/28/13	1,217	LACY L. PEDROTTI	826.98
46342	05/28/13	6,142	DIANNA L. RICHARDSON	83.20
46343	05/28/13	2,200	BRET A. SMITH	1,395.75
46344	05/28/13	2,186	ADAM D. STRICKER	1,020.74
46345	05/28/13	5,280	DANIEL V. SUTTON	1,114.70
46346	05/28/13	5,223	STEVE A. THRAP	1,144.03
46359	06/01/13	1,510	MARIA A. ROSA	189.64
46384	06/11/13	2,190	HEATH A. BOHACIK	1,062.61
46385	06/11/13	6,115	MARY ELLEN BOYNTON	64.71
46386	06/11/13	5,220	STEVE L. COPPINI	1,787.46
46387	06/11/13	2,185	LINDSEY D. FRANK	1,210.69
46388	06/11/13	5,222	IAN E. IVEY	413.94
46389	06/11/13	1,214	NANCY S. KAYTIS-SLOCUM	1,283.34
46390	06/11/13	5,235	TIMOTHY W. MIRANDA	1,043.62
46391	06/11/13	1,012	JAY D. PARRISH	2,493.65
46392	06/11/13	1,217	LACY L. PEDROTTI	826.97
46393	06/11/13	6,142	DIANNA L. RICHARDSON	55.46
46394	06/11/13	2,200	BRET A. SMITH	1,395.74
46395	06/11/13	2,186	ADAM D. STRICKER	1,051.26
46396	06/11/13	5,280	DANIEL V. SUTTON	1,042.14
46397	06/11/13	5,223	STEVE A. THRAP	1,119.64

Total	<u>29,493.79</u>
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City of Ferndale, Humboldt County, California USA
City Council Minutes for June 6, 2013

Mayor Stuart Titus called the Regular City Council Meeting to order at 7:00PM. Present were Councilmen Ken Mierzwa, Michael Sweeney and Daniel Brown along with staff City Manager Jay Parrish, City Clerk Nancy Kaytis-Slocum, Deputy City Clerk Lacy Pedrotti, Police Chief Brett Smith and City Planner George Williamson. Those present pledged allegiance to the flag. The City Clerk called roll call. Councilman John Maxwell was absent.

Consent Calendar: **MOTION:** Accept Accounts Payable, Finance Statements and approve the minutes as presented from the May 2, 2013 meeting. **(Mierzwa/Sweeney) Unanimous.**

Resolution No. 2013-17 Authorizing funds for Planwest to complete the Sign Ordinance: City Council and Staff discussed the history and background along with the importance of this document. Council and Staff both agree that this document must be simple to read and understand. **MOTION:** Authorize Planwest time and materials not to exceed \$6,500 to assist the Sign Ordinance Committee in completing Draft Sign Ordinance Section 1003,1006, and 1007, and reorganize, revise and consolidate completed sections. **(Sweeney/Brown) Unanimous.**

General Plan Housing Element Implement Plan 2013: On May 15th Planning Commission approved the General Plan Housing Element Implement Plan 2013 and recommended it to the City Council for approval. **MOTION:** Approve General Plan Housing Element Implement Plan 2013. **(Mierzwa/Brown) Unanimous.**

Auditing Services: **MOTION:** Approve the Certified Public Accounting firm JJACPA, Inc. to audit the City of Ferndale for year 2012-2013 and 2013-2014. **(Sweeney/Brown) Unanimous.**

Second reading of the Purchasing Procedure Ordinance 2013-01 : City Council gave direction for Staff to make a few changes.

- 6.03.1 d. clarify what happens between lowest and second lowest bidder

City Council asked Staff to bring clarification back to the council along with the Ordinance for a 2nd reading and possible adoption.

Resolution 2013-16 Re-appoint Evo Lourenzo to Library Board to another four year term: **MOTION:** Approve Evo Lourenzo to a four year term. **(Sweeney/Titus) Unanimous.**

Appoint Councilmember to Library Board: Mayor Stuart Titus volunteered. **MOTION: (Brown/Mierzwa) Unanimous.**

The City Council received City Manager's Staff Report along with Commissions/Committees and Council Reports. City Manager Jay Parrish informed City Council that the Design Review Committee is in need of another member; City Clerk Nancy Kaytis-Slocum placed an ad in the Ferndale Enterprise about the open position. Deadline for applying is June 18th at 4pm City Hall. City Manager Jay Parrish informed City Council that the next Drainage Meeting will be June 13th City Hall at 4pm. The meeting adjourned at 8:25pm. The next regular Council Meeting is scheduled for MONDAY July 8th, 2013 at 7PM.

Respectfully submitted,

Lacy Pedrotti, Deputy City Clerk

Section 9

CALL ITEMS

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

Section 10

PRESENTATIONS

Tony Smithers, Director
HC Visitor & Convention Bureau

Section 11

BUSINESS

PUBLIC HEARING HADLEY PARCEL MERGER

1. OPEN PUBLIC HEARING

- a. Announce agenda item number and state the subject
- b. Invite staff to report on the item, including any recommendation
- c. Ask members of the Council or Commission if they need clarification. If so, the questions should be asked of the person reporting on the item.
- d. Invite Public Comment. Mayor may limit the time for speakers to 3 minutes

2. CLOSE PUBLIC HEARING

- a. Invite a motion from the governing body and announce the name of the person making the motion
 - b. Invite a second from the governing body and announce the name of the person seconding the motion
 - c. Invite discussion by members of the governing body
 - d. Take a vote; ayes and then nays are normally sufficient
 - e. Announce the result of the vote and announce what action (if any) the body has taken.
 - f. Indicate names of members who voted in the minority of the motion
-

CC Meeting:	July 8, 2013	Case No.: ME1313
Applicant:	Willis Hadley	Agenda Items: 11A
Agenda Item Title	Resolution 2013-19 Making the Required Findings for Conditionally Approving the Parcel Merger for Assessor Parcel Numbers 031-132-03 and 031-132-17	
Property Address:	Between 619 and 703 Main St	APNs 031-132-03 and 031-132-17
Zoning:	Community Commercial Design Control (C-2-D)	

PROJECT DESCRIPTION: The proposed Parcel Merger, located between 619 and 703 Main Street, covers two adjacent parcels held under common ownership. The subject parcels are APN 031-132-03 (Parcel 1) and 031-132-17 (Parcel 2). The proposed Merger would result in one approximately 17,697 square foot parcel. The stated purpose of combining the two parcels is to retain the 104 foot frontage on Main Street in a single parcel. Parcel 1 and Parcel 2 are both undeveloped land zoned Community Commercial Design Control (C-2-D).

ENVIRONMENTAL REVIEW: The proposed Merger is subject to environmental review in accordance with the California Environmental Quality Act (CEQA), and qualifies for a Class 5 Categorical Exemption per CEQA Guidelines §15305. Class 5 exempts minor alterations to land use limitations, such as Lot Line Adjustments, variances, and reversions to acreage on land with a slope of less than 20% that do not result in changes in land use or density.

STAFF CONTACT: Planwest Partners, Contract City Planner. Phone: 707.825.8260, Fax, 707.825.9181 and Email: melanier@planwestpartners.com

STAFF RECOMMENDATION:

Assuming that there are no changes to the project, and that there are no new issues brought forward before or during the public hearing, Planning staff recommends the Council make the findings of fact listed in Attachment A and approve the Parcel Merger, subject to the conditions of approval listed in Attachment B.

Recommended Motion: “Adopt Resolution No. 2013-19 making the required findings of fact listed in Attachment A to approve the Parcel Merger, subject to the conditions of approval listed in Attachment B, to merge two parcels located between 619 and 703 Main Street.”

ENVIRONMENTAL SETTING:

The parcels are vacant and are anticipated to remain under the current ownership and to remain vacant. Both parcels front on Main Street to the east. The rear of both parcels extends to the center of Francis Creek. To the south is 619 Main Street, a former residence, which now is used as a business. To the north is the historic Shaw House, now operated as a Bed & Breakfast Inn.

APPLICABLE REGULATIONS:

Ferndale Zoning Ordinance §5.08 defines the Community Commercial or C-2 Zone as intended to apply to areas where more complete commercial facilities are necessary for community convenience. The following regulations apply in all Community Commercial or C2 Zones:

5.08.3 Other regulations:

- a. Minimum lot area: 2,000 square feet.
- b. Minimum lot width: 25 feet.

Ferndale Zoning Ordinance §6.05 defines the Design Control Combining or -D Zone as intended to be combined with any principal zone in which the appearance and design of buildings and structures form a substantial contribution to the desirability of the zone for the uses permitted therein, and in which it is desired to protect the over-all Victorian appearance of the zone by regulating the design of proposed buildings and structures in the zone. The following regulation applies in any zone with which a Design Control Combining or -D Zone is combined:

6.05.2 Before any structure or building may be erected, structurally altered, or in any way remodeled or improved so as to change the outward appearance of the structure or building, a Design Review Use Permit shall be obtained.

ANALYSIS:

The proposed Merger has been reviewed for conformance with the City's General Plan and Zoning Ordinance. Based on the submitted Parcel Merger map and application materials the proposed Merger results in one conforming parcel meeting applicable Zoning Ordinance standards for the C-2-D zone. As this Parcel Merger does not alter the external appearance of any structures, it does not require a Design Review Use Permit.

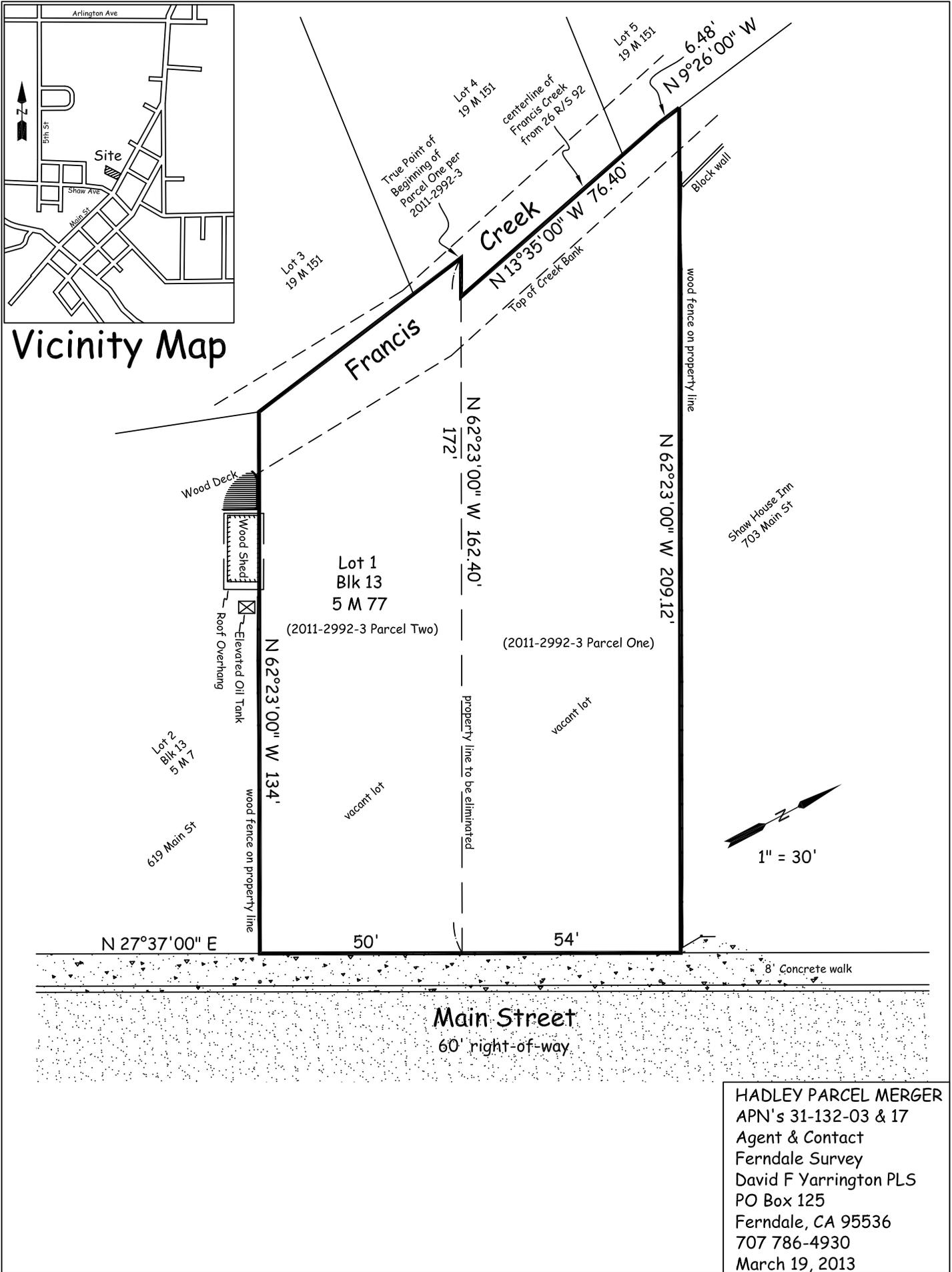
The proposed project as outlined and conditioned conforms to and is consistent with the Ferndale Subdivision Ordinance and the Subdivision Map Act. The project will be conditioned to require the applicant to record a 'Notice of Merger and Certificate of Subdivision Compliance' and an updated parcel map with the Humboldt County Recorder's Office.

See attached June 26, 2013 Memo from the City Engineer which contains additional analysis and recommended conditions of approval.

Note: The following APN map shows the approximate location of the existing property line to be eliminated. The full size Parcel Merger map is available for review at City Hall and will be available at the July 8, 2013 public hearing.



Vicinity Map



HADLEY PARCEL MERGER
 APN's 31-132-03 & 17
 Agent & Contact
 Ferndale Survey
 David F Yarrington PLS
 PO Box 125
 Ferndale, CA 95536
 707 786-4930
 March 19, 2013

ATTACHMENT A – FINDINGS OF FACT

Assuming that there are no changes to the project, and that there are no new issues brought forward before or during the public hearing, Planning staff recommends the City Council approve the Parcel Merger if it can make the following findings:

1. The proposed project as outlined and conditioned conforms to and is consistent with the Ferndale Subdivision Ordinance §1.11, which states “Contiguous legal parcels owned by own and the same owner can be combined into one parcel, thus constituting a “Merger.”
2. The proposed project as outlined and conditioned conforms to and is consistent with Subdivision Map Act §66499.21, §66499.22 and §66499.23.
3. The proposed project is subject to environmental review in accordance with the California Environmental Quality Act (CEQA), and qualifies for a Class 5 Categorical Exemption per §15305 of CEQA Guidelines. Class 5 exempts minor alterations to land use limitations, such as Lot Line Adjustments, variances, and reversions to acreage on land with a slope of less than 20% that do not result in changes in land use or density.
4. The proposed project as outlined and conditioned conforms to and is consistent with the Ferndale General Plan and conforms to the Ferndale Zoning Ordinance and the requirements associated with the C-2-D zone.
5. The existing project, as outlined and with conditions:
 - Maintains the integrity and character of the zone (or neighborhood);
 - Is not detrimental to the public health, safety, or welfare;
 - Is compatible with the maintenance of a healthful residential living environment and the predominantly residential character of the area;
 - Does not significantly impact the general peace, safety, comfort, health and welfare of the zone/residential communities; and
 - Is compatible with and does not detract from the character and aesthetics of the adjacent zones.

ATTACHMENT B – CONDITIONS OF APPROVAL

1. The applicant shall be responsible to pay all applicable fees, deposits or charges associated with the processing and finalizing of the merger, and/or otherwise owed to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale prior to the Notice of Merger being submitted to the County Recorder for filing.
2. The Merger shall be reflected in a Final and/or Parcel Map, one of which will be recorded. The Map will need to be reduced to 8.5 x 11 and should be recorded with Notice of Merger & Certificate of Subdivision Compliance cover sheet (Ferndale Subdivision Ordinance 1.1103).

Resolution Number 2013 - 19**THE CITY COUNCIL OF THE CITY OF FERNDALE****MAKING THE REQUIRED FINDINGS FOR CONDITIONALLY APPROVING THE PARCEL MERGER FOR ASSESSOR PARCEL NUMBERS 031-132-03 AND 031-132-17**

WHEREAS, David Yarrington on behalf of Willis Hadley has submitted an application and evidence in support of approving the Parcel Merger to allow for lot consolidation on two lots between 619 and 703 Main Street; and

WHEREAS, the project is exempt from California Environmental Quality Act per Section 15305 of Article 19 "Categorical Exemptions;" and

WHEREAS, the City has reviewed the submitted application and evidence for conformance with General Plan policy and goals and applicable sections of the Ferndale Zoning Ordinance, Subdivision Ordinance, and the Subdivision Map Act as required to allow for the Parcel Merger; and

WHEREAS, the staff report includes evidence in support of making all of the required findings for approving the Parcel Merger; and

WHEREAS, the documents and materials on which this decision is based are on file at the office of the City Clerk,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ferndale approves the Parcel Merger allowing for lot consolidation of two lots between 619 and 703 Main Street (APNs 031-132-03 and 031-132-17).

PASSED AND ADOPTED on this 8th day of July 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

City Clerk / Deputy City Clerk

Stuart Titus, Mayor



Office of the City Engineer
City of Ferndale, CA

MEMORANDUM

Date: June 27, 2013
To: Melanie Rheaume, City Planner
From: David Caisse, PE 
 Praj White, PE, City Engineer
Subject: Hadley Merger Application Review/Staff Report/Conditions of Approval

This office has reviewed the subject application and offers the following comments and/or conditions:

Hadley – Merger Application

The request is for a parcel merger located on two contiguous parcels between 619 & 703 Main Street, held under common ownership. The subject parcels are APN 031-132-03 (Parcel 1) and APN 031-132-17 (Parcel 2). The proposed merger would create one parcel approximately 17,694 square feet in size. Both parcels are currently undeveloped.

Referrals

The project was circulated to the following local utilities for comments:

Utility	Recommendation/Comments
Ferndale Sewer Operator	No response received by the date of this Memo.
Ferndale Fire Dept.	No response received by the date of this Memo.
Ferndale Police Dept.	No response received by the date of this Memo.
Del Oro Water Co.	No comments (Response from Troy Hubner received 06/14/2013).
PG&E	No response received by the date of this Memo.

Staff Analysis

1. **Application Completeness Check:** The table below identifies the evidence which supports the finding that the applicant has submitted the information required by the City of Ferndale Subdivision Ordinance Section 1.11.

Application Requirements	Submitted	Not Submitted
Completed Signed Standard Application Form	√	
Environmental Information Form	√	
Written Statement Explaining Reasons for the Merger	√	
Preliminary Title Report	√	
Parcel Merger Plot Plan	√	
Exhibit "A" – Property Description of merged parcels	√	

Hadley Parcel Merger
City Engineer Report

June 27, 2013
Page 2 of 2

as prepared by David F. Yarrington		
Copy of letters sent to referral departments and utilities	√	

2. Staff Findings:

1. The proposed project as outlined and conditioned conforms to and is consistent with the Ferndale Subdivision Ordinance §1.11, which states “Contiguous legal parcels owned by own and the same owner can be combined into one parcel, thus constituting a “Merger.”

031-132-03; PARCEL ONE and 031-132-17; PARCEL TWO

According to Schedule A for the above-named parcels, “Title to said estate or interest at the Date hereof is vested in:

Willis D. Hadley
as Trustee of the Willis D. Hadley 2011 Living Trust created February 9, 2011

2. The proposed project as outlined and conditioned conforms to and is consistent with the SMA §66499.20.1, §66499.20.2 and SMA §66499.20.3. The project will be conditioned to require the applicant to record a ‘Notice of Merger and Certificate of Subdivision Compliance’ and an updated parcel map with the Humboldt County Recorder’s Office.

Informational Notes

1. Due to common ownership of the parcels, new deeds are not required.
2. Approval of the parcel merger does not guarantee that developable parcels will result. Final approval for any development will depend on demonstration of conformance with site suitability requirements and resource management regulations in effect at the time development is proposed.

Recommended Conditions of Approval

1. The applicant shall be responsible to pay all applicable fees, deposits or charges associated with the processing and finalizing of the merger, and/or otherwise owed to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale prior to the Notice of Merger being submitted to the County Recorder for filing.
2. The Merger shall be reflected in a Final and/or Parcel Map, one of which will be recorded. If The Map will need to be reduced to 8.5” x 11” and should be recorded with Notice of Merger & Certificate of Subdivision Compliance cover sheet. (Ferndale Subdivision Ordinance 1.1103)

Meeting Date:	July 8, 2013	Agenda Number	Item	11B
Agenda Item Title:	Resolution 2013-20 Authorization of a temporary change in City of Ferndale staffing whereby the City Manager adopts the title of City Clerk and Planwest Partners, Inc expands current duties to provide Deputy City Clerk services at the City Managers direction.			
Presented By:	Jay Parrish, City Manager			
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/>	<input type="checkbox"/> Information
Action Required:	Approve Resolution 2013-20.			

RECOMMENDATION: Authorize a temporary transition and recruitment services augment to Planwest Partners professional services contract. This would allow for Planwest staff to work with the City Clerk during remainder of her employment (transition) and perform duties during a 90 day period for advertizing (recruitment) for and selecting a permanent replacement. During this period the City Manager adopts the title of City Clerk and Planwest Partners, Inc serves as Deputy City Clerk.

BACKGROUND: The recent resignation of the City Clerk is the loss of a valuable long time employee, and also an opportunity to take a new look at staffing services for the City. The City Clerk provides essential services to the City Manager, City Council, Planning Commission and committees. The Clerk also interacts with the public and handles many day to day responsibilities at City Hall.

DISCUSSION: Planwest proposes to provide expanded services during a transitional period of July 10 to August 22, until the effective date of the City Clerks resignation. Then Planwest staff will perform Deputy City Clerk services at City Hall during a 90 day period when the City would advertise (recruitment) for a permanent replacement. This could be either the hiring of a new city staff person or a longer term contract services extension, at the City's sole discretion. The three-month recruitment period would allow the City sufficient time to explore the most efficient and cost effective staffing/ contract services options. In either case the objective is to have City Clerk services available at Ferndale City Hall during open hours: 9AM to 4PM Monday through Thursday. During the transition period Planwest staff will provide 20-32 hours of staff time per week (excluding holidays, vacation, and sick time). Planwest staff would then perform contract services during the 90 day recruitment period.

Contract services during transition and recruitment periods would be done primarily at Ferndale City Hall, during open hours, by Planwest staff Christina Wile and Melanie Rheaume. Both their resumes are attached in the Planwest services proposal. Christina has recently joined the firm, and has already become familiar with City data by compiling and organizing a Geographic Information System (GIS) database for the City. She also offers a computer science degree, and relevant work experience compiling and updating data and performing administrative functions.

Melanie Rheaume has been providing planning services to the City since November 2011, under the current Planwest contract agreement. This includes interacting regularly with the City Clerk and staffing Commission and Committee meetings at the City. This has given her a good understanding of City Clerk responsibilities.

Christina and Melanie would provide the day to day services at City Hall. During the transition period Christina and Melanie would work with the current City Clerk and prepare a job description based on duties that would be used to advertise during the recruitment period. This would involve a minimum 20 hours per week of staff time at a cost of \$658 per week up to a maximum of 32 hours of staff time for a cost of \$997 per week at the City Managers discretion. During the subsequent 90 day recruitment period Planwest would provide 32 hours of staff time for a cost of \$997 per week. During both periods there will be some travel time. Thirty two hours of staff time equates to \$47,856 per year, not including vacation and holidays. This number of hours is the equivalent to the those provided by the current City Clerk, but exceeds the number of hours City Hall is open. Some work would be performed at Planwest offices, where more interaction with other professional staff is possible, including the Principal Planner.

Entering into a transition and recruitment period arrangement with Planwest offers the City a low risk option to explore contract services for this position. It also builds on the existing contract relationship between Planwest and the City. If selected Christina and Melanie will provide a schedule for updating the City filing system and demonstrate how the GIS Inventory can be used by city staff and the public, to search for parcel information during the trial period. The firm intends to demonstrate the value of expanding and continuing contract services with Planwest beyond the trial period.

FISCAL IMPACT: \$17,946 (for full 32 hrs/wk over 18 weeks). Actual costs are likely to be less.

Resolution Number 2013 -20

THE CITY COUNCIL OF THE CITY OF FERNDALE

RESOLUTION 2013-20 AUTHORIZATION OF A TEMPORARY CHANGE IN CITY OF FERNDALE STAFFING WHEREBY THE CITY MANAGER ADOPTS THE TITLE OF CITY CLERK AND PLANWEST PARTNERS, INC AUGMENTS CURRENT STAFFING ARRANGEMENT TO PROVIDE DEPUTY CITY CLERK SERVICES FOR UP TO 32 HOURS OF STAFF TIME AT A COST OF \$997 PER WEEK.

WHEREAS, the City Clerk of the City of Ferndale has submitted a letter of resignation; and

WHEREAS, the City Clerk of the City of Ferndale provides essential services to the City Manager, City Council, Planning Commission, other committees, and the residents of Ferndale; and

WHEREAS, In a general law California city, the City Clerk’s duties are established in Government Code section 40801, *et seq.*; and

WHEREAS, the City Manager may adopt the title and perform the statutory duties of the City Clerk so that the administrative responsibilities of the city are carried out in a lawful manner; and

WHEREAS, Planwest Partners may provide Deputy City Clerk services to the City during a transition and recruitment period in order to perform the non-statutory duties of the City Clerk;

WHEREAS, Planwest Partners has proposed to provide Deputy City Clerk services for a minimum of 20 hours per week during a transition period at a cost of \$658 per week; and .

WHEREAS, Planwest Partners has proposed to provide Deputy City Clerk services for 32 hours a week for a 90 day transition period at a cost of \$997 per week so the City may recruit for a permanent position.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ferndale authorizes a change in City of Ferndale staffing structure whereby the City Manager adopts the moniker of City Clerk and Planwest Partners, Inc Deputy City Clerk staffing services up to 32 hours of staff time not to exceed 18 weeks at a cost of \$997 per week.

PASSED AND ADOPTED on this 8th day of July 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

City Clerk / Deputy City Clerk

Stuart Titus, Mayor

Meeting Date:	July 8, 2013	Agenda Item Number	11C
Agenda Item Title:	Second Reading and possible adoption of Ordinance 2013-01 "An Ordinance of the City of Ferndale Establishing a Purchasing Procedure and Repealing Ordinance 07-04" by Title Only.		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Second Reading and possible adoption of Ordinance 2013-01 "An Ordinance of the City of Ferndale Establishing a Purchasing Procedure and Repealing Ordinance 07-04" by Title Only.		

RECOMMENDATION

Approve the Second Reading of Ordinance 2013-01 "An Ordinance of the City of Ferndale Establishing a Purchasing Procedure and Repealing Ordinance 07-04" by Title Only, and direct staff to properly notice the adoption.

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 prepared 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.

On May 2, 2013, The City Council approved a first reading, with suggested changes, of Ordinance 2013-01 "An Ordinance of the City of Ferndale Establishing a Purchasing Procedure and Repealing Ordinance 07-04" by Title Only and directed staff to bring the revised Ordinance back to the council for a second reading and possible adoption.

On June 6, the Council asked for clarification of Section 6.03.1(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.”

Russ Gans, City Attorney wrote the following: “... the language is about as clear as it can be and is taken from standard procurement ordinances. If the City requires the bidder to post a security deposit, and then the lowest bidder refuses to sign the contract as per bid, the City gets to keep the bidder’s security deposit up to the amount of the next lowest bid.”

“For example, assume the City requires a \$5,000 dollar bid deposit from all bidders. Assume the lowest bidder submits a bid for the project in the amount of \$100,000, and the second lowest bidder bids the job at \$104,000. For whatever reason (which is not the City’s fault), the lowest bidder refuses to sign the contract and accept the job after the bidding is complete. Under this provision, the City gets to keep the bid security deposit posted by the lowest bidder, up to the difference in the next lowest bid (i.e., \$4,000.00).”

“Without a bid deposit (where the City deems one necessary), the City could have to re-bid projects multiple times and would have no protection if low bidders pull out.”

FINANCIAL IMPACT:

Professional Services a/c 10145052

ORDINANCE NO. 2013-01

AN ORDINANCE OF THE CITY OF FERNDALE ESTABLISHING A PURCHASING PROCEDURE
AND REPEALING ORDINANCE 07-04

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 07-04.

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;
- 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
 - 4.01.2 Purchases over five thousand dollars (\$5,000.00) must be approved by the City Council.
 - 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 and need is such that the following of normal purchasing procedures would be detrimental to the effective operation of the City.
 - 4.01.4 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.

§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.
 - 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.
 - 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.
 - h. In its discretion, the City Council may reject any and all bids presented, and may re-advertise for bids.
 - 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.
 - 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 two thousand five hundred dollars (\$2,500.00) 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.

§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 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 written price quotations, 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 approval 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

- §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.

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

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

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

ARTICLE 12: ENACTING DATE AND SIGNATURES: Passed, approved and adopted by the City Council of the City of Ferndale at a regular meeting on July 8, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Nancy Kaytis-Slocum, City Clerk

Mayor Stuart Titus

First Reading: May 2, 2013
Second Reading: July 8, 2013
Enacting Date: August 7, 2013

Meeting Date:	July 8, 2013	Agenda Item Number	11d
Agenda Item Title:	PG&E Rule 20A Undergrounding project proposal		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Authorize the CM to pursue an agreement with PG&E and the County for a collaborative Rule 20a Project from Francis and Eugene Street, south to the end of Francis Street.		

RECOMMENDATION

Authorize the CM to pursue an agreement with PG&E and the County for a collaborative Rule 20a Project from Francis and Eugene Street, south to the end of Francis Street.

DISCUSSION:

PG&E has identified a project that they say they believe would be a good use of our undergrounding credits. The project identified starts at Eugene Street where the previous undergrounding had stopped, then continues all the way to the end of Francis Street past the Park, past our Public Works Corporation Yard, and ends at the end of Francis Street where the tallest living Christmas Tree is located. When this project is complete, all our transmission lines from Shaw and Main Street to the end of Francis Street will be undergrounded. Please note that when PG&E does these Rule 20a projects that the telephone, electricity, cable (all overhead lines) will also be undergrounded. The CM has had preliminary conversations with Tom Mattson from County Public Works, and he has said that the first thing he needs is a letter from the city asking them to participate in our project. We will have a public hearing, as required, to present the entire project to the public.

FINANCIAL IMPACT:

Use Rule 20a monies from PG&E, which amount to \$454,000.

Meeting Date:	July 8, 2013	Agenda Item Number	11E
Agenda Item Title:	Fiscal Year 2013-2014 Budget Resolution 2013-21 Adopting FY11-12 Budget Resolution 2013-22 Adopting FY11-12 Fees & Fines Schedule		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Adoption of Resolutions		

RECOMMENDATION:

It is recommended that the City Council take the following actions to approve the Fiscal Year 13-14 Budget and related Fees and Fines.

1. Resolution 2013-21 Adoption of FY 13-14 Budget
2. Resolution 2013-22 Adoption of FY 13-14 Fees and Fines Schedule

BACKGROUND:

The City is required to adopt an operating budget for each fiscal year. The City of Ferndale has routinely adopted a single year budget to meet this requirement. At the same time the Fees and Fines Schedule are routinely adjusted.

The Annual Budget for the City of Ferndale for the Fiscal year beginning July 1, 2013, has been presented by the City Manager and Staff, reviewed, studied and revised by the City Council in their Study Session and is now brought before the Council for approval.

Fiscal difficulties at the State level continue to translate into tight times at the local level. The State's finances have not improved over last fiscal year, and the impact at the local level has been significant. There remain uncertainties for some in the state's budget that will affect revenue programs upon which the city relies.

The proposed budget provides generally the same level of service as in prior years with only slight changes in the revenues and expenditures. The personnel costs include routine step-increases.

Traditionally, the Fees and Fines Schedule is reviewed at the same time as the budget. It is particularly important during these economic times that services are paid for by the individuals receiving them in actual costs. Our fees and fines are therefore based on the state's Consumer Price Index, which is 1.1% this year. The Fees and Fines schedule is attached to Resolution 2013-22, below.

FINANCIAL IMPACT:

Discussed above

RESOLUTION NO. 2013-21**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE
ADOPTING THE FY 13-14 OPERATING BUDGET**

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

WHEREAS, a fiscal shortage at the State level still exists which negatively impacts the City of Ferndale; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Ferndale, the FY 13-14 Annual Operating Budget attached and made part hereto, is adopted.

PASSED AND ADOPTED by the City Council of the City of Ferndale on July 8, 2013 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Stuart Titus, Mayor

Attest:

Nancy Kaytis-Slocum, City Clerk

RESOLUTION NO 2013-22
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE ADOPTING THE
FY 13-14 FEES AND FINES SCHEDULE, RESCINDING RESOLUTION 2012-24

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

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

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

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

WHEREAS This resolution will rescind Resolution 2012-24; and

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

WHEREAS, the City Council last adopted increases to Developer Permits and motion picture fees in 2011, is updating Developer Permit fees according to information from contract Planning and Contract Engineering; amended the sewer fee schedule in 2002 and 2003; increased business license fees in 2004; amended the sewer hookup fee in 2005; and set the drainage fees in 1994; and,

WHEREAS, numerous other cities use the annual Consumer Price Index (CPI) to adjust their Fees & Fines on a yearly basis. The unadjusted 12 month CPI increase effective April, 2013, is 1.1%.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Ferndale, that: the FY 13-14 Fees and Fines Schedule attached and made part hereto, is adopted.

BE IT FURTHER RESOLVED: that Fees and Fines will be examined on a yearly basis with the budget, and increased using the CPI for the previous year.

PASSED AND ADOPTED by the City Council of the City of Ferndale on July 8, 2013 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Stuart Titus, Mayor

Attest:

Nancy Kaytis-Slocum, City Clerk

CITY OF FERNDALE

FY 13-14 FEES AND FINES SCHEDULE Adopted by Resolution 2013-19 on 7/8/13

FEES AND FINES SCHEDULE		101.10%		Enacting Document	adjusted
Building	Building Permits	Per Uniform Building Code		Uniform Admin. Code	varies
	Drainage	New Building after 1994		Ord. 94-01	\$ 1,500.00
		New Building before 1994		Ord. 94-01	\$ 2,500.00
		New impervious area over 100 sq ft	per sq ft	Ord. 94-01	\$ 0.50
		New gravel road/parking over 100 sq ft	per sq ft	Ord. 94-01	\$ 0.36
	Demolition	Building		UBC	\$ 50.00
	Plan Check			Res. No. 2013-19	cost
	Burn Down Letter			Res. No. 2013-19	\$ 50.00
	Investigation/Pre permit meetings			Res. No. 2013-19	\$ 50.00
	Grading/Drainage Plan			Res. No. 2013-19	\$700.00
Public Works/	Information Request		Deposit	Res. No. 2013-19	cost
Land Use	Lot Line Adjustments		Deposit	Res. No. 2013-19	\$ 500.00
	Parcel Mergers		Deposit	Res. No. 2013-19	\$ 500.00
	Project Meetings		Deposit	Res. No. 2013-19	cost
	Improvement Plans		Deposit	Res. No. 2013-19	\$ 1,000.00
	Development Plans		Deposit	Res. No. 2013-19	\$ 1,000.00
	Drainage Reports		Deposit	Res. No. 2013-19	\$ 750.00
	Minor Subdivision	Tentative Map	Deposit	Res. No. 2013-19	\$ 1,000.00
	Major Subdivision	Tentative Map	Deposit	Res. No. 2013-19	\$ 2,500.00
	Parcel or Final Map	Review and certification	per lot	Res. No. 2013-19	\$ 300.00
	Boundary Correction		Deposit	Res. No. 2013-19	\$ 500.00
	Review-Land Use Permits		Deposit	Res. No. 2013-19	\$ 100.00
	Encroachment Permit		varies	Res. No. 2013-19	\$ 35.00
	Special Traffic/Curb Marking			Res. No. 2013-19	\$ 70.00
Planning	Project Meetings		Deposit	Res. No. 2013-19	\$ 145.00
	Applicant Inquiries		Deposit	Res. No. 2013-19	\$ 116.00
	Design Review Permit	For applications involving Planning Staff input	Deposit	Res. No. 2013-19	\$ 377.00
	Exception to Development	Standands & Application Processing	Deposit	Res. No. 2013-19	\$ 696.00
	Lot Line Adjustments		deposit	Res. No. 2013-19	\$ 696.00
	Parcel Mergers		deposit	Res. No. 2013-19	\$ 696.00
	Variance		Deposit	Res. No. 2013-19	\$ 696.00
	Secondary Dwelling Permit		Deposit	Res. No. 2013-19	\$ 555.00
	Street Vacation	Included engineering fee	Deposit	Res. No. 2013-19	\$ 1,218.00
	Conditional Use Permit		Deposit	Res. No. 2013-19	\$ 696.00
	Permit Amendment	Permits and/or of Conditions of Appr.	Deposit	Res. No. 2013-19	\$ 696.00
	Permit/Project Extension	(I.e. Use permits, variances)	Deposit	Res. No. 2013-19	\$ 696.00
	Minor Subdivision	cost varies on number of lots & issues	Deposit	Res. No. 2013-19	\$1200 + \$50/lot
	Major Subdivision	cost varies on number of lots & issues	Deposit	Res. No. 2013-19	\$1500 + \$50/lot
	Amendment of Minor	Subdivision Tentative Map and/or conditions of approval	Deposit	Res. No. 2013-19	\$ 696.00
	Amendment of Major	Subdivision Tentative Map and/or conditions of approval	Deposit	Res. No. 2013-19	\$ 696.00
	Tentative Map Expiration Ext		Deposit	Res. No. 2013-19	\$ 696.00
	Zoning Ord or Map	Amendment	deposit	Res. No. 2013-19	\$ 1,500.00
	General Plan or Map	Amendment	deposit	Res. No. 2013-19	\$ 2,000.00
	Appeals	To Planning Commission or City Council	Deposit	Res. No. 2013-19	initial ap cost
	Appeals - If No Application Fee	To Planning Commission or City Council		Res. No. 2013-19	\$ 285.00
	CEQA Initial Review for exemptions		Deposit	Res. No. 2013-19	\$116.00
	CEQA Initial Study	Does not include Special Studies	Deposit	Res. No. 2013-19	\$2,000.00
	CEQA EIR		Deposit	Res. No. 2013-19	varies

Finance	Business License Fees	One fiscal year - Retail		Ord. 06-01 & Res. No. 04-04	\$ 60.00
		Quarterly - Retail		Ord. 06-01 & Res. No. 04-04	\$ 15.00
		One fiscal year - No Sales Tax		Ord. 06-01 & Res. No. 04-04	\$ 80.00
		Quarterly - No Sales Tax		Ord. 06-01 & Res. No. 04-04	\$ 20.00
		Duplicate issuance		Ord. 06-01 & Res. No. 04-04	\$ 5.00
		Relocation of location		Ord. 06-01 & Res. No. 04-04	\$ 2.00
		Carnival, per day		Ord. 06-01 & Res. No. 04-04	\$ 100.00
		Peddlers etc.: Finger printing		Ord. 06-01 & Res. No. 04-04	\$ 10.00
		Application Investigation		Ord. 06-01 & Res. No. 0578	\$ 25.00
		Registration		Ord. 06-01 & Res. No. 0578	\$ 8.00
		Renewal of registration permit		Ord. 06-01 & Res. No. 0578	\$ 1.00
		Public dance hall permit		Ord. 06-01 & Res. No. 0578	\$ 150.00
		Public dance permit		Ord. 94-02	
		Police protection at prevailing rates	rate	Res. No. 2013-19	prevail wage
		Vendor-service/product not offered locally		Ord. 06-01 & Res. No. 04-04	\$ 10.00
		Vendor-service/product offered locally		Ord. 06-01 & Res. No. 04-04	\$ 150.00
		Chamber sponsored Sales		Ord. 06-01 & Res. No. 04-04	\$ 100.00
		Junk Yard Permit		Ord. 06-01	\$ 100.00
		Fair Food Vendors apply to Fair, insp by Health Insp			
	City Hall Rental	Auditorium		Res. No. 2013-19	\$ 160.00
		Lounge		Res. No. 2013-19	\$ 80.00
	Community Center	3 days hall only		Res. No. 2013-19	\$ 425.00
		Kitchen, 1 day		Res. No. 2013-19	\$ 502.00
		Kitchen, 2 days		Res. No. 2013-19	\$ 552.00
		1 day kitchen, 3 days hall		Res. No. 2013-19	\$ 930.00
		2 day kitchen, 3 days hall		Res. No. 2013-19	\$ 995.00
	Health Fee	Annual for Farmers' Markets		Res. No. 2013-19	\$ 70.00
	Copies	Per page		Res. No. 2013-19	\$ 0.35
	Council Packets			Res. No. 2013-19	\$ 14.00
	Merchandise	Police patches		Res. No. 2013-19	\$ 14.00
	Motion Picture/TV Productions	Major Productions		Res. No. 2013-19	
		Permit application fee		Res. No. 2013-19	\$ 695.00
		Film Production permit per day		Res. No. 2013-19	\$ 560.00
		Road Closure of 30 min. or more per day		Res. No. 2013-19	\$ 350.00
		Cancellation of permit		Res. No. 2013-19	\$ 350.00
		Duplicate permit		Res. No. 2013-19	\$ 72.00
		Attachment of a rider		Res. No. 2013-19	\$ 38.50
		Police Protection and Public Works assistance at prevailing hourly industry standard		Res. No. 2013-19	prevail wage
		Direct reimbursement for matl expenditures		Res. No. 2013-19	cost
		Faithful performance bond		Res. No. 2013-19	\$ 137,210.00
		Minor Productions		Res. No. 2013-19	
		Permit application fee		Res. No. 2013-19	\$ 145.00
		Film Production permit per day		Res. No. 2013-19	\$ 288.00
		Cancellation of permit		Res. No. 2013-19	\$ 71.50
	Research / Staff Time	Research Fee	per hour	Res. No. 2013-19	\$ 35.00
	Returned Check Fee	Per check			\$ 38.00
	Transient Occupancy Tax	8% to City; 2% to Visitor & Convention Bureau		Ord. No. 311 and Res 2012-10	10%
Administration/	Planning Comm. Packets			Res. No. 2013-19	\$ 6.50
Ministerial	Home Occupation Permits			Res. No. 2013-19	\$ 150.00
	Secondary Dwelling Unit			Res. No. 2013-19	\$ 150.00
	Information Request	First 1/2 hour free	hourly rate	Res. No. 2013-19	\$ 35.00
	Plot Plan Review			Res. No. 2013-19	\$ 40.00

CITY OF FERNDALE

FY 13-14 FEES AND FINES SCHEDULE Adopted by Resolution 2013-19 on 7/8/13

Police	Animal License Fees	License one year sterilized		Res. No. 2013-19	\$ 14.00
		License two year sterilized		Res. No. 2013-19	\$ 28.00
		License three year sterilized		Res. No. 2013-19	\$ 42.00
		License one year non-sterilized		Res. No. 2013-19	\$ 35.00
		License two year non-sterilized		Res. No. 2013-19	\$ 70.00
		License three year non-sterilized		Res. No. 2013-19	\$ 105.00
	Animal Impound Fee Sterilized	1st impound in 12 month period		Res. No. 2013-19	\$ 37.50
		2nd impound in 12 month period		Res. No. 2013-19	\$ 75.00
		3rd impound in 12 month period		Res. No. 2013-19	\$ 106.00
		4th impound in 12 month period		Res. No. 2013-19	\$ 160.00
	Animal Impound Fee Non-Fixed	1st impound in 12 month period		Res. No. 2013-19	\$ 75.00
		2nd impound in 12 month period		Res. No. 2013-19	\$ 215.00
		3rd impound in 12 month period		Res. No. 2013-19	\$ 250.00
		4th impound in 12 month period		Res. No. 2013-19	\$ 300.00
	Dog License Late Payment Fee			Res. No. 2013-19	\$ 6.75
	Dog License Replacement Tag			Res. No. 2013-19	\$ 6.75
	Kennel License Fee	per year		Res. No. 2013-19	\$ 210.00
	Bus. License Investigation			Res. No. 2013-19	\$ 37.50
	Clearance Letter			Res. No. 2013-19	\$ 22.50
	Copies	per page			\$ 0.35
	Finger Printing				\$ 10.00
	False Alarms		after 2nd annual		\$ 25.00
	Infraction	See gov't code 36900			-
	Nuisance Violations	First violation (Maximum \$1000.00)	per day	Ord. 01-01	\$ 55.00
		Second violation (Maximum \$2000.00)	per day	Ord. 01-01	\$ 105.00
		Cost Recovery		Ord. 01-01	cost
	Parking red/green/yellow			Per Ferndale PD	\$ 55.00
	Parking 18" from curb			Per Ferndale PD	\$ 55.00
	Parking posted no parking			Per Ferndale PD	\$ 55.00
	Parking block driveway			Per Ferndale PD	\$ 55.00
	Parking in alley			Per Ferndale PD	\$ 55.00
	Park abandon vehicle			Per Ferndale PD	\$ 105.00
	Parking double			Per Ferndale PD	\$ 55.00
	Parking block hydrant			Per Ferndale PD	\$ 55.00
	Parking handicap			Per Ferndale PD	\$ 330.00
	Parking block lower curb			Per Ferndale PD	\$ 330.00
	Towing Charge			Per Ferndale PD	\$ 105.00
	Other MC/VC			Per Ferndale PD	\$ 55.00
	Reports/Accident			Per Ferndale PD	\$ 10.00
	Research			Per Ferndale PD	hourly rate
	Sign Off Fix-It Ticket			Per Ferndale PD	\$ 10.00
	Special Services			Per Ferndale PD	hourly rate
	VIN Verification			Per Ferndale PD	\$ 25.00

Meeting Date:	July 8, 2013	Agenda Item Number	11F
Agenda Item Title:	Drainage Assessment District		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Direct City Manager to request county assessor to include Drainage Assessment of \$25 on each property. Set date for study session to discuss drainage information and loan alternatives.		

RECOMMENDATION

Direct City Manager to request county assessor to include Drainage Assessment of \$25 on each parcel.

Set a date for a study session to discuss drainage information and loan alternatives.

DISCUSSION:

On November 19, 2012, we were informed by Lytel Foundation that they would no longer be paying the \$25,000 per year on a loan we took out to pay for Francis Creek Flood Mitigation work.

In 1997 the citizens of Ferndale passed Measure V which approved a drainage assessment fee of \$25 on each property in Ferndale. The assessment fee was not instituted because the Lytel Foundation offered to grant us \$25,000 per year in lieu of the assessment. Our attorney has given an opinion that we can still enact this assessment. The County advises that they need a list of parcels and the assessment by August 10, along with a resolution authorizing the assessment be placed on the property tax bill.

- Assessment of \$25 per property will bring in approximately \$18,550 per year
- \$146,613.71 – November 1, 2013 balance on North Valley Bank (NVB) loan
- \$174,208.44 – November 1, 2013 balance in the Drainage Fund.

Revenues into Drainage Fund:

- drainage fees on new buildings \$1500 on parcels created after 1994
- drainage fees on new buildings \$2500 on parcels created prior to 1994
- Fees for additions of improvements to existing parcels which result in additional ground coverage or increased impervious area in excess of 100 sq. ft shall be \$0.50 per square foot.
- New graveled roadways and parking areas shall be levied at \$0.36 per square for areas over 100 sq. ft. The total fee shall not exceed \$500 for any one addition or improvement
- The fee for commercial and/or industrial development on existing parcels shall be \$0.50 per sq. ft. of impervious area created. The total fee paid for such development shall not exceed \$15,000 per acre.

- Fee for new parcels created after 1994 which are zoned commercial (and/or industrial) shall be prorated at \$15,000 per acre.

Expenses from the Drainage Fund:

- Projects recommended by our Engineers in their Capital Improvement Projects:

Project	Priority	Est. Cost	Notes
5 th St. Storm Drain	1	\$70,000	ID'd 2009 CIP. Replace storm drain, culvert and widen drainage ditch
Washington Street	2	\$30,000	ID'd 2009 CIP. Replace culvert.
Fairgrounds storm drainage pipe	3	\$306,000	Install new storm drainage pipe

- 2004 Drainage Master Plan priority list:

Project	2003 cost	Done? cost
1. Replace existing Rose Avenue 12" storm drain with 470 feet of new 24 inch to 30 inch pipe. Will require obtaining easements and working in narrow areas. Est cost does not include the cost to acquire easements.	107,000	
2. Regrade and widen channel west of 5 th St to improve flow conditions and replace existing 6 inch by 24 inch storm drain crossing 5 th Street with a new 2' x 4' storm drain	175,000	\$60,000
3. Install a drop inlet and 510 ft of 48" pipe from Herbert St down Dewey to the East Side Drainage Channel	164,000	Part of Herbert St Proj- DI only
4. Overlay 100' of roadway on Shaw Av west of the intersection and repair 200' of roadway on Berding St south of the intersection to improve cross slopes.	33,000	
5. Replace existing 24" Washington St culvert with a 4' wide by 2' high concrete box culvert or equivalent	100,000	Est. \$30,000
6. Abandon the culvert and redirect flow to keep the water on the west side of Market St. Will require upsizing several driveway culverts and increasing the capacity of the existing ditch.	77,000	
7. Replace the existing 36" section of the Ambrosini Ln culvert with a new 48" section	66,000	
8. Install a new storm drainage line through the Fairgrounds between Arlington Ave and Van Ness Ave	306,000	

- Drainage support activities

Meeting Date:	July 8, 2013	Agenda Item Number	11G
Agenda Item Title:	Berding Street Project Study Report		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Receive and File		

RECOMMENDATION

Receive and File Berding Street Project Study Report

DISCUSSION:

Attached is the Berding St Project Study Report David Caisse, Contract City Engineer, has been working on for some time now. It explains the deficiencies found on Berding St, the underlying cause and proposed solutions (with estimates to complete the work).

FINANCIAL IMPACT:

This is the PSR which was funded by HCAOG and is fully reimbursable. Our Finance Department has already submitted the reimbursement request.



Office of the City Engineer
City of Ferndale, CA
(707) 444-3800

Civil Engineering
Surveying
Water Resources Management
Water & Wastewater Engineering
Supply Chain Logistics
Construction Management
Environmental Sciences
Landscape Architecture
Land Planning

Project Study Report (PSR)

FERNCE – PSR - Berding Street improvements

To

Request for programming for Capital Support for

- Project Approval and Environmental Document
- Plans, Specifications and Estimate
- Construction Management

And

Request for Programming for Construction Capital

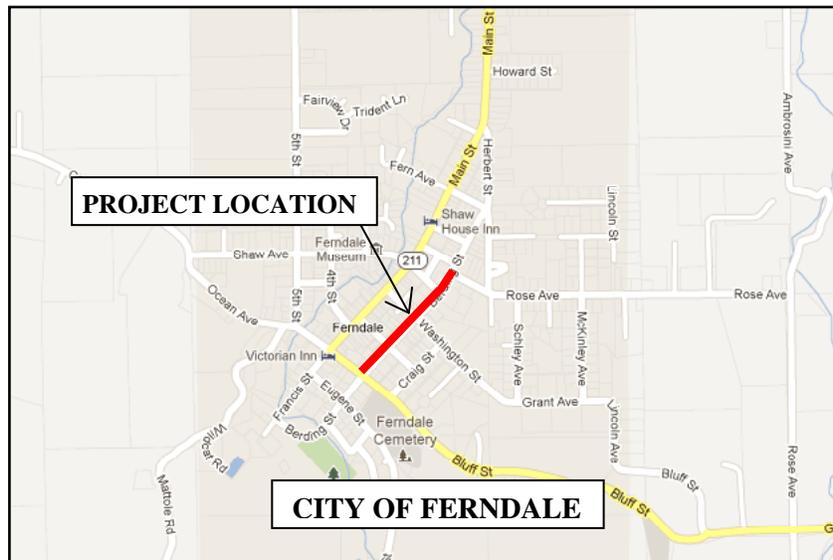
June 2013

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1. PROJECT LOCATION

Vicinity Map



2. INTRODUCTION

The purpose of this report is to document the Pavement Condition Survey (PCS) undertaken on Berding St. and to provide a recommendation for repair treatment. This report presents the results of the survey conducted on Berding St., from Rose Ave. to Ocean Ave, on July 20, 2012. This report summarizes pavement condition results in various ways and provides a listing of pavement ratings for each of the sampling units within this section. The appendices of this report also include detailed information regarding the rating methods used to collect the pavement condition data.

3. BACKGROUND

This portion of Berding Street is approximately 1,200 feet in length and 40' wide. The roadway consists of two-lane, two-way traffic with adjacent parallel parking, curbs and sidewalks. Ferndale is known for its well-preserved Victorian homes. Several are located along this section of Berding Street including the State's most famous Queen Anne Victorian Bed and Breakfast, the Gingerbread Mansion.

4. CORRIDOR AND SYSTEM COORDINATION

According to the latest California road system (CRS) maps, Berding Street, from Rose Avenue to Washington Street, is considered a Minor Collector. This classification enables this portion of roadway to be eligible for possible future federal funding (such as

High Risk Rural funds). The remaining portion of the project, from Washington Street to Ocean Avenue is considered a local street. Funding would be the responsibility of the City of Ferndale. Figure 1 shows a portion of the California Roads System (CRS) Map.

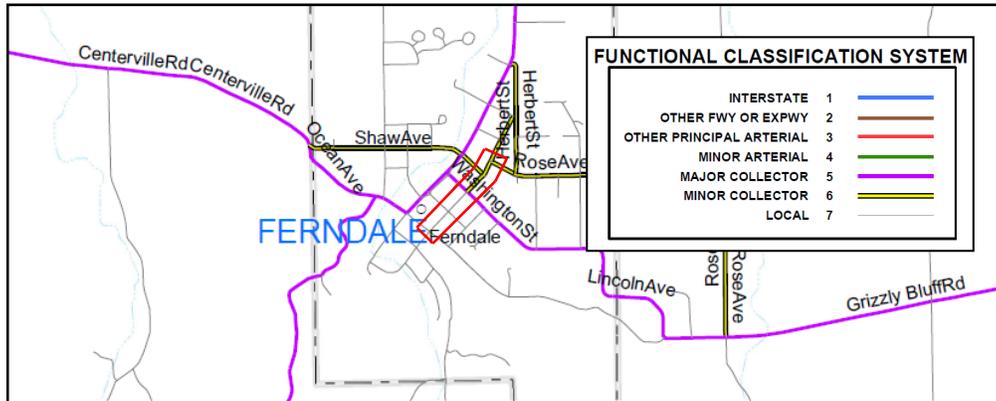


Figure 1 – California Road System (CRS) Map

5. SURVEY PROCEDURES AND RESULTS

Survey Procedures - The results of this PCS Report were determined using ASTM D6433-07, Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys. This practice covers the determination of pavement conditions through visual surveys using the Pavement Condition Index (PCI) method of quantifying pavement conditions.

The PCI is a numerical indicator that rates the surface condition of the pavement. The PCI provides a measurement of the present condition of the pavement based on observations of the surface (which also indicate the structural integrity). The rating procedure scores each sample with a value ranging from 0 to 100, which relates to the pavement conditions as shown in Table 1.

Condition Score	Pavement Condition
86 - 100	Good
71 - 85	Satisfactory
56 - 70	Fair
41 - 55	Poor
26 - 40	Very Poor
11 - 25	Serious
0 - 10	Failed

Table 1 – Relationship Between Pavement Score and Condition

Photos showing examples of pavement in good to very poor conditions are shown in Figure 2.



Figure 2 – Examples Photos of Pavement Conditions

Survey Results - On July 20, 2012, a PCS was performed on Berding Street within the project limits. The survey was divided into 4 sampling units to identify the PCI of each individual section within the subject area. Below, Table 2 defines the limits of the different sampling units and their respective PCI scores.

Sample	Limits	PCI
01	Rose Ave to Shaw Ave (includes both intersections)	50
02	Shaw Ave to Washington Ave (includes the intersection of Washington Ave.)	57
03	Washington Ave to Brown Ave. (includes the intersction of Brown Ave.)	14
04	Brown Ave. to Ocean Ave.	26

Table 2 – Sampling Units and Scoring

Note: The weighted Pavement Condition Index (PCI) score for the overall project was determined to be a 35 (very poor).

The majority of the pavement distresses found within the project fell under two main categories, cracking or disintegration. Many of the cracks are fatigue cracks (or also known as alligator cracking). These are typically caused by failure of the surface layer or base due to repeated traffic loading. If left untreated, these areas will result in potholes. Small areas can be patched however; larger areas require reclamation or reconstruction. Another form of cracking apparent throughout this section is longitudinal and transverse cracking. These cracks typically are caused from thermal issues or joint failures. Depending on the severity of the cracks, filling or sealing of the cracks can fix the problem. See Figure 3 for actual photos of these conditions on Berding St.

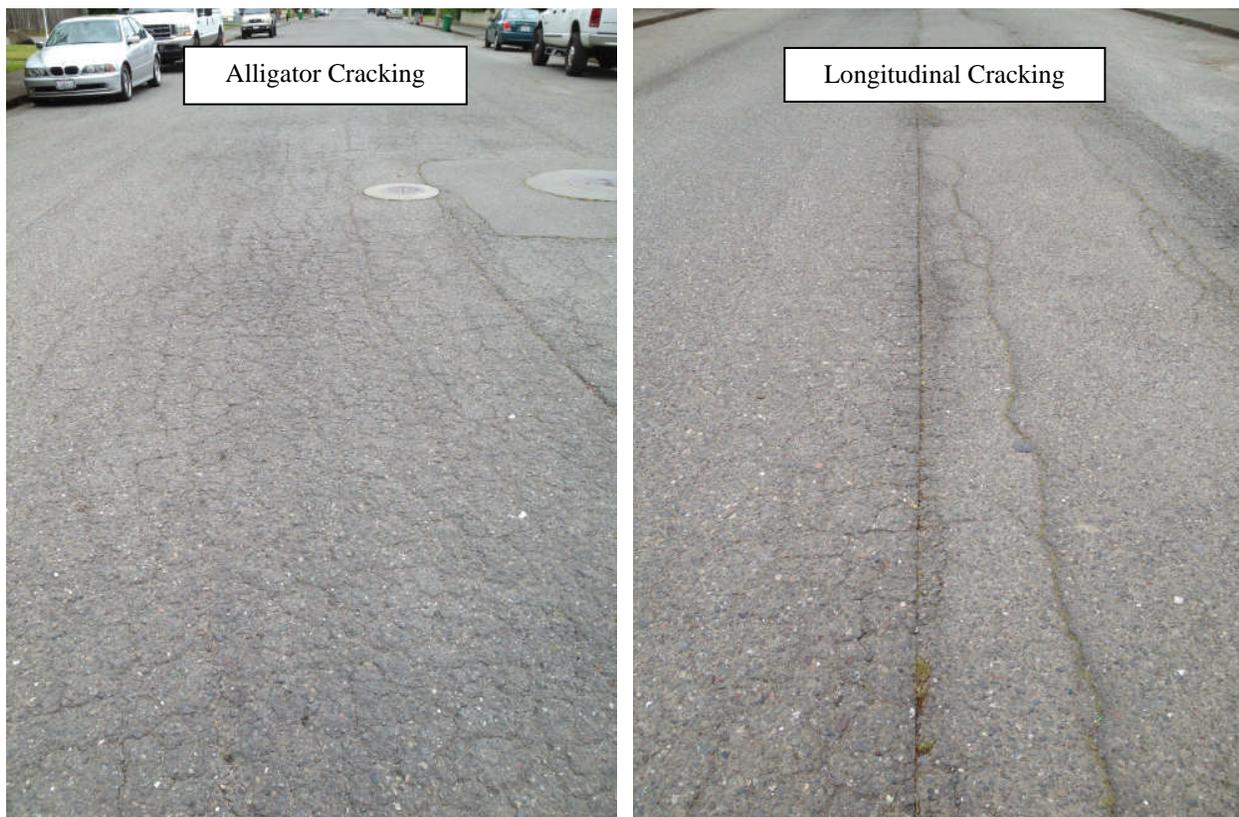
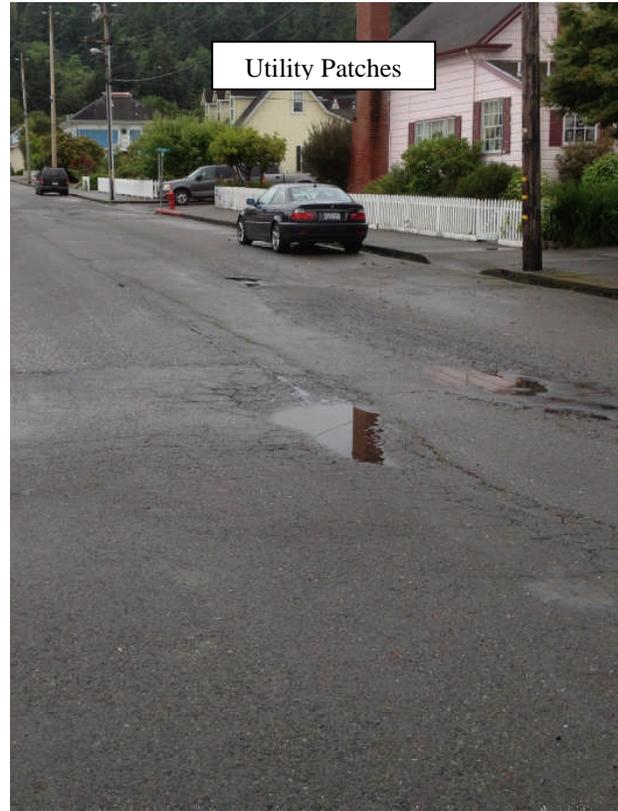


Figure 3 – Example Photos of Cracking on Berding St.

The other common type of Pavement distress found within the project is known as disintegration. Potholes and patches are forms of disintegration and are found throughout Berding St. Most of the patches were a result of utility trenches repairs however; many appeared to be "Demand Patching". Typically, a roadway patch is not considered a pavement defect as long as failures do not occur. Unfortunately, many of these patches have failures (such as swells, depressions, joint failure, etc...) and as a

result, have caused problems to the adjacent pavement. See Figure 4 for additional photos of these conditions on Berding St.



Depending on the severity of the pavement distress, a number of solutions are available as repair treatments. Below, Table 3 includes a list of available repair options (and anticipated duration of repair) for many different distress types.

PAVEMENT REPAIR MATRIX

	Repair treatment category						
	Crack treatments	Patching	Thin wearing course	Overlays	Recycling	Reclamation	Reconstruction
Average duration	3-5 years	1-10 years	3-10 years	5-15 years	10-20 years	15-50 years	25-50 years
Distress to be repaired							
Low skid resistance			X	X			
Raveling			X	X	X		
Bleeding				X ²	X		X
Rutting			X ¹	X ⁴	X	X	X
Low severity cracks	X ³		X				
moderate severity cracks	X ³			X ⁵			
High severity cracks		X			X	X	X
Potholes		X				X	
Roughness				X ⁴		X	X

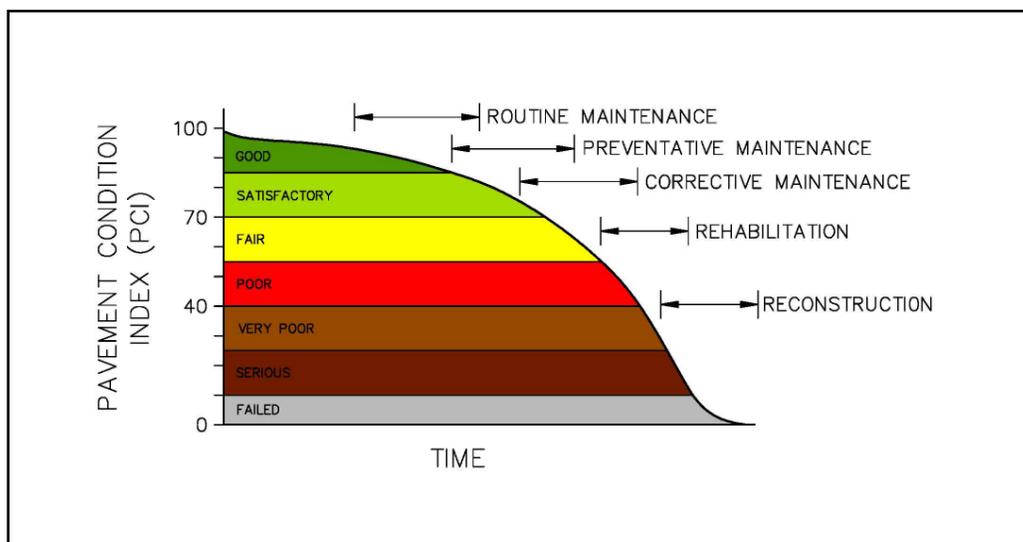
- 1 - Micropaving will fill some ruts
- 2 - Bleeding may reappear after a few years
- 3 - Not all cracks are good candidates for repairs
- 4 - Overlays with a leveling layer added may be used to fill ruts and improve ride quality
- 5 - Cracks will reflect through unless repairs are completed first

Table 3 – Pavement Repair Matrix

6. PURPOSE AND NEED

Ferndale is home to many beautiful historic homes and is a destination for many tourists. The Victorian village is attractive to many visitors in the region. Improving the degraded pavement and improving accessibility will be a positive impact upon visiting and will add economic viability to the city of Ferndale and the County of Humboldt.

Pavement Life Cycle - Pavements are load-carrying structures that degrade over time due to the combined action of traffic and environment. As a result, they must be resurfaced or rehabilitated at periodic intervals to add service life and keep them in good condition. As long as a given pavement's foundation and base layers are protected from degradation, it can be resurfaced over and over again without the need for complete replacement. Unfortunately, at the present time, Berding St. does not fit with this practice. If resurfacing is delayed for too long, the pavement structure and underlying base materials can become excessively damaged and complete replacement (reconstruction) becomes necessary at much higher cost. Figure 2 below shows a typical pavement deterioration curve with typical Pavement Condition Index (PCI) values and corresponding serviceable conditions. Figure 3 below shows a relative maintenance cost and potential increase if delayed.



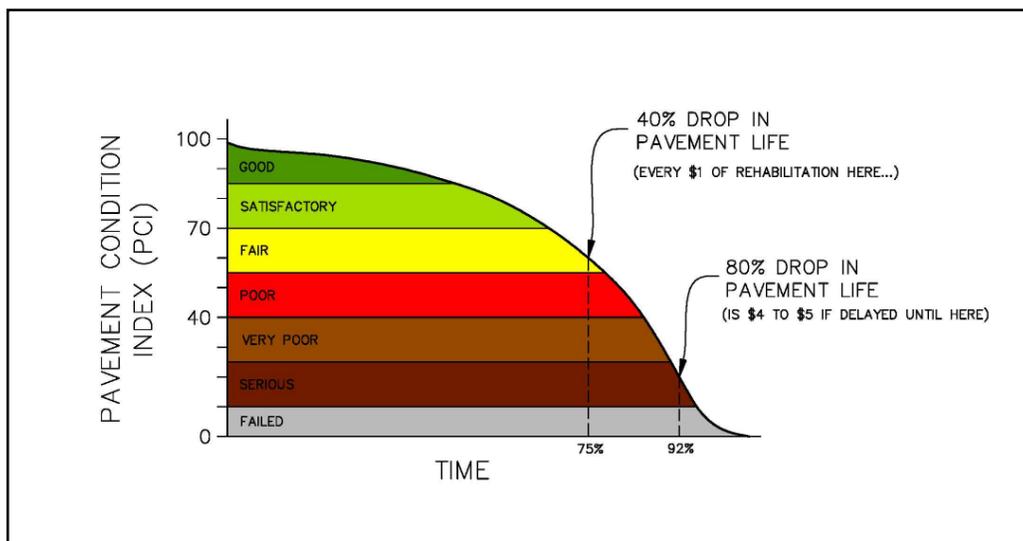


Figure 3 – Pavement Condition Index (PCI) vs. Rehabilitation costs

During the first few years, deterioration is slow but the rate increases quickly as the pavement ages. The first 10 years of life results in only a 25% drop in condition, but the next 25% drop in condition takes less than 5 additional years while the cost to repair more than doubles. Over the long run, it is much more cost effective to maintain the roadway system in good condition. It is evident that even if the less expensive treatments must be applied more often, the overall costs will be less if the pavement is repaired early rather than too late.

7. ALTERNATIVES

As described previously, the different types of pavement distress can be used to provide insight as to the underlying condition of the structural layers. Based on the conditions observed throughout Berding Street, the base is weak and has begun to fail. While there are many ways the base or subbase can be weakened, the primary causes are poor drainage or inadequately built structural layers.

Asphalt will naturally breakdown over time and begin to form cracks. Once this has begun, water will eventually penetrate the asphalt and wash out the underlying base. If the base has been compromised, the asphalt surface will move and flex causing it to breakdown even further. Poor drainage and a lack of maintenance, the problems are compounded and the process speeds up.

In some cases, the structural layers were never designed or constructed to handle the amount of weight or volume of traffic along the roadway. Without sufficient structural support, the base and asphalt will flex beyond it's capabilities causing the surface to crack and rut. When this happens, the depressions will hold water causing the deterioration to occur even faster.

In order to determine the root cause, core samples will need to be collected and analyzed. If the existing base and subgrade has adequate strength, the roadway may only need minor base work and a new surface layer. If the base layers need strengthening, full depth reconstruction will be required. For this reason two alternatives have been proposed and are described below.

Alternative No. 1 - Mill and overlay

This alternative will be used if the core samples indicate that the existing base layers have adequate thickness to provide support. Construction would include full depth asphalt removal (milling), adding and reworking a portion of the existing base material (to increase drainage) and repaving the same thickness of asphalt. Additional work will include the reconstruction of curb ramps and driveways to meet ADA. Landscaping will include concrete removal and the installation of tree pits/grates every 150 feet. The estimate for this work is provided in the table below.

Subsurface exploration:	\$ 5,000
Project approval and Environmental document:	\$ 15,000
Plans, Specifications and Estimates:	\$ 40,000
Construction:	\$ 430,000
Construction Management:	\$ 65,000
15% Contingency:	\$ 83,250

Total estimated cost: \$ 638,250

Alternative No. 2 - Full depth reconstruction

This alternative will be used if it is determined that full depth reconstruction is needed. Construction will include full depth asphalt and base removal. Additional material will then need to be excavated to accommodate the increased thickness of base. Once the new base has been added and graded, asphalt will be installed. Similar to the first alternative, curb ramps and driveways will be reconstructed to conform to ADA. Tree pits/grates will be installed and trees will be planted every 150 feet. The estimate for this work is provided in the table below.

Subsurface exploration:	\$ 5,000
Project approval and Environmental document:	\$ 15,000
Plans, Specifications and Estimates:	\$ 50,000
Construction:	\$ 610,000
Construction Management:	\$ 90,000
15% Contingency:	\$ 115,500

Total estimated cost: \$ 886,500

8. ENVIRONMENTAL DETERMINATION/DOCUMENT

An Environmental Determination/Document will need to be prepared for this project however; we do not anticipate any negative impacts given the reconstructive nature of the project.

9. SCHEDULE

To be determined.

Please review and provide direction to move forward or to continue exploring other options.

A handwritten signature in blue ink, appearing to read "Praj White". The signature is stylized with a large initial "P" and a long horizontal flourish extending to the right.

Praj White, P.E.
Manhard Consulting, Ltd.
City Engineer

Section 12

CORRESPONDENCE

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



ARCATA-EUREKA AIRPORT TERMINAL
McKINLEYVILLE
FAX 839-3596

DEPARTMENT OF PUBLIC WORKS

COUNTY OF HUMBOLDT

MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579
AREA CODE 707

PUBLIC WORKS BUILDING
SECOND & L ST., EUREKA
FAX 445-7409

CLARK COMPLEX
HARRIS & H ST., EUREKA
FAX 445-7388

AVIATION

839-5401

ADMINISTRATION

445-7491

BUSINESS

445-7652

ENGINEERING

445-7377

FACILITY MAINTENANCE

NATURAL RESOURCES

445-7741

PARKS

445-7651

ROADS & EQUIP. MAINT.

445-7421

445-7493

LAND USE

445-7205

NATURAL RESOURCES

445-7205

PLANNING

Media Release

For Immediate Release

June 27, 2013

CONTACT: Cybelle Immitt, Humboldt County Public Works, Natural Resources Planning Division, (707) 268-3736, cimmitt@co.humboldt.ca.us.

IT'S NOT A MATTER OF IF WE WILL FACE A DISASTER, BUT WHEN. ARE WE READY?

DISASTER PLANNING WORKSHOPS PLANNED

All residents of Humboldt County are invited to attend one of two public workshops designed to help raise awareness about the risks associated with natural hazards in Humboldt County. Each workshop will include a presentation on the results of a study examining Humboldt County's vulnerability to natural hazards. The results of this study will guide local governments in planning mitigation projects that will help reduce the impact of hazards before they happen, and enable us to recover more quickly once they occur. This presentation will also give residents an understanding of the extent that they and their homes are vulnerable to a variety of potential hazards.

Workshop Locations and Dates:

Fortuna - Wednesday, July 10 in Fortuna at the River Lodge, located at 1800 Riverwalk Drive from 6:00 p.m. to 8:00 p.m.

Arcata - Thursday, July 11 in Arcata at the Community Center, located at 321 Dr. Martin Luther King Jr. Parkway from 6:00 p.m. to 8:00 p.m.

A one- hour presentation will begin at 6:00 p.m., followed by an open house session. Information will be provided about what you can do to prepare your home and family before disaster strikes. Representatives from Red Cross, Local Fire Protection agencies, the Redwood Coast Tsunami Work Group, the Humboldt Bay Sea Level Rise Adaptation Working Group, the Humboldt County Fire Safe Council, the National Weather Service, and others will be available to answer questions.

The public's assistance is also requested to help identify and plan for future natural disasters with an emphasis on identifying projects that will reduce/avoid future loss. Follow the link provided below to respond to a disaster preparedness survey. Local governments want to learn about what hazards - such as earthquake, tsunami, or flood - residents are most worried about and what

precautions they are willing to take to reduce their vulnerability to injury or damage. The process is entirely anonymous and should take less than 5 minutes to complete. To take the survey visit: surveymonkey.com/s/HumboldtCohazmit.

If you have questions contact Cybelle Immitt of the Humboldt County Public Works, Natural Resources Planning Division at: 707-268-3736 or send an email to: hazardplan@co.humboldt.ca.us. Or visit co.humboldt.ca.us/natural-resources.

-END-

Section 13

REPORTS

Section 13a: City Manager Staff Report

CITY MANAGER:

Meetings and Projects:

- Kiwanis meeting 1st and 3rd Tuesday of the month at 4:30 pm
 - Hazard Mitigation Plan (HMP) meeting-Steering Committee-June 5th-1:00-3:00 pm
 - City Council meeting -June 6th -Study session 6:00 – 7:00 pm- Regular meeting from 7:00 – 9:00 pm
 - Design Review meeting- June 13th 8:30- 9:00 am
 - Met with Tom Stephen to go over comments on THP up Francis Creek and tour of debris torrent.
 - RCEA meeting- June 16th -2:30 – 5:00 pm cancelled
 - SRWC meeting- June -2:30-4:00 pm
 - City Manager meeting June - 3:00-5:00 pm.
 - HMP and the Energy Assurance Program meeting July 1st- 10:00- 1:00 pm
 - We are considering taking the Sears siding off the building to see what it looks like underneath. If it is not bad we might repair what needs to be fixed and then paint it. If the siding is in bad shape we will consider applying Hardi-board. I will be trying to obtain a grant for the cost of the materials, but the labor will be donated. Martin Tubbs will paint the building if we will pay for the paint. He is requesting a certain kind of paint to do job.
 - Daily meeting with staff to go over workload and efficiency. We are still holding down the fort until our financial supervisor returns.
 - Numerous meetings with Mayor Titus and council to go over myriad of City issues.
 - Numerous meetings with Melanie regarding the sign ordinance and Planwest's progress.
 - Number of conversations and meetings with Rio Dell CM and Fortuna CM to discuss solid waste issues, wastewater sludge issues and animal control issues. We meet once a month as well as the CM meeting.
 - Design Review, Planning Commission, Sign Ordinance Committee, CC meeting, RCEA, HMRS, HMP Steering Committee agenda and minutes review.
 - Several discussions with Gerald Silva regarding Russ Park LLA agreement.
 - Numerous conversations with Russ Gans, our attorney to go over personnel policy, procurement policy, and public information requests.
 - Check signing for City.
 - Check review for RCEA.
 - Conversations with John Driscoll, Jared Huffman's representative. The Mayor and I met with Congressman Huffman and John Driscoll on June 5th and went over Ferndale and surrounding area issues.
 - Sarah Turner and the Garden Club are moving forward on the little pocket park at the end of Francis Creek. You may have seen the big rock that has been strategically placed by the creek. A short distance in front of the rock they intend to place a bench in Shirley Walker's memory.
-

- Working with engineering department at HSU to come up with a design for bridges to go across Francis Creek as part of an entrance to Russ Park at Fireman's Park. I have received a donation of old barn beams for the structure.
 - Many people have complimented us on the landscaping improvements in City green.
 - Writing grant for new flagpole by library.
 - A number of meetings with Caltrans to go over the paving and sidewalk projects they will be conducting on 211. Caltrans received eight bids for this project. Bids were opened on 4/17/2013. An "apparent" low bidder has been identified. North Region Office Engineer submitted a Contract Award Recommendation to Contract Awards and Services on 4/23/13. Official "Contract Award" should be plus or minus about 30 days, pending review of certain submittals from the apparent low bidder such as proof of bonding, insurance information, etc. I spoke with Curtis Coburn regarding this last week and there is no further update at this time.
 - Sondra Schwetman from the HSU Art department and Sculptor Dorian Daneau were on hand for the unveiling of his winning sculpture in the contest amongst students to display their art for one year on the City green. The Chamber of Commerce had their weekly meeting at City Hall to help celebrate and accept the loan. Dorian and Sondra spoke about how they appreciated the interest of the City and that they hoped the collaboration lasted for many years.
 - We had a study session before our last City Council meeting and are continuing to look at some alternatives related to our present loan and the need for a Drainage fund that is available should we have worthy projects. The Drainage committee met and voted to recommend to the Council that the County Assessor initiate the Drainage assessment amount of \$25 dollars to each property in the City.
 - Daily meetings with chief regarding police activities and community safety issues.
 - Numerous conversations with Garden Club and Village Club related to the landscaping project.
 - Scheduled a conference call and site visit with California Department of Resources Recycling and Recovery (CalRecycle) for some time in the middle of July.
 - Numerous conversations with Michael Bailey and Michael Sweeney with questions related to Sign Ordinance. Planwest is working on completing this project.
 - We had an orientation meeting with the City Council, Planning Commission and Design Review presented by our Planner George Williamson. It was well attended and members said that it was well worth their time.
 - Numerous conversations with other CM's regarding common issues. The CM's continue to get together once every month.
 - Daily interaction with New Chief Wastewater Operator, Steve Coppini regarding wastewater issues and Capital Improvement projects, and next year's budget. We have signed up for a energy conservation program through PG&E and ECS that allows the City to receive payment if we participate in reducing our electrical usage during state recognized times of energy shortage. We have already had two events related to this program.
 - Numerous conversations regarding Salt River Project with Watershed Council members, RCD representatives, council members and citizens. As chairman of the SRWC I have been concentrating on maintenance funding sources and an overall structure that identifies and monitors project areas. I met with John Vernon to discuss alternatives for maintenance funding as it was structured in an assessment district where he used to live. We are putting together a number of alternatives that include grants, membership dues and assessment district scenarios as possible funding sources. The SRWC wants to consider all avenues of funding.
 - 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.

- Conversation with CalRecycle to schedule a meeting and site visit to go over examples of recycling in commercial, residential and government sectors.
- Continuation of meetings 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 Silva 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 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 have recently had conversations with Gerald and Russ Gans as to an agreement that will substantiate the expectations of both sides. I have also had discussions with Jim Stretch the chairman of the Russ Park committee to go over RP issues and strategies. I am also exploring the background on the property as it relates to the gravel mine that operated on this property.
- Numerous meetings with individual councilmen and the mayor regarding City issues, and updates about representation on the various joint power authorities and issues that relate to our membership on those organizations.
- Daily 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 the HMP. The fiscal match was waved as a consequence of representation on the steering committee. We have met every month since December and have made great progress. We have our website up and running and have put out a survey that should help us in our efforts.
- Continued 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. I have been working with Donna Chambers on this and RCD is in the process of determining the necessary scope of work to move forward on analyzing the parameters identified for these sites. Although arrived at separately the engineering students identified some of the same areas on the Silva parcel. Yarrington the surveyor is developing surveying needs.
- Tom Stevens inspected the creek and the debris torrent and said they both look as good as can be expected. We have been fortunate since the December rain event and have not had sustained events of extended duration.
- 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 and staff is using the new process and applications. We have also been concentrating on reorganizing our filing system into a more electronically based system which will help us in becoming more efficient.
- Many discussions and conversations with our Planner and City Inspector and staff about the Kinetic building downtown where stucco was removed. The project was given the green light to put siding on at the January PC meeting. The property has gone through an owner transfer, but it is unclear

what is holding up any construction by the new owner. Staff will be contacting new owner to make sure timeline is in compliance. Our attorney is putting together information to contact present owner of their responsibilities.

- Several discussions with Jo Ann Rennie, executive director of Parsac, related to risk management issues, and programs instituted through them.
- 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. The project for selected sidewalk replacement has been awarded and the City is working with Caltrans to disrupt our business community as little as possible.
- The council approved the hiring of Blue Rock Environmental to complete a Phase 1 analysis of the old Nielson property. They have started that and we should have the results in a couple of weeks. That report most likely will indicate a need to do a Phase 2 report that will take about a month to do. After hearing that report, the council will determine whether to move through the acquisition process. The donor is aware that the process may not be finished until sometime after August 15th.

CITY CLERK ACTIVITY

Meetings

- Daily meetings with City Manager regarding work schedule.
- City Council Meeting 6/6/13
- Planning Commission meeting 6/19/13.

Projects

- Continue sewer charge process: received water usage report from DelOro Water
- Discussed retaining wall caps with City Manager and City Engineers.
- Continue Creek Cleanout: PW submitted list of affected properties.
- Reviewed Design Review Minutes. Placed newspaper ad for Design Review Committee member, placed notices on bulletin boards.
- Researched retaining wall, going back to records from 1995, sent info to City Engineer.
- Sent in six months of reports of "Building or Zoning Permits issued for new Privately-owned housing units" to the US Census Bureau.
- Transcribed notes from the Administrative Review / Orientation 5/15/13 meeting. Sent to Planwest for review.
- Processed Building and Land Use Permit applications,
 - Merger for Willis Hadley at end of Francis Street
 - Second Dwelling Unit (SDU) for 831 Main Street approved administratively
 - Building Permit for SDU at 831 Main Street
 - 1057 Fifth Street – addition.
 - 176 Francis Street – sidewalk and driveway repair
- Made appropriate changes to the web-page
- Counter and phones
- Reconcile deposits
- Updated Master Mailing List addresses from cards returned on three APN's
- Prepared City Council Agenda packet for June 6, 2013
 - Reviewed Deputy City Clerk minutes
- Prepared Drainage Committee Agenda packet for June 13, 2013

- Prepared Planning Commission Agenda packet for June 19, 2013
- Continue to train deputy city clerk on procedures.

<i>Building Permits</i>		
516	Shamsi Ct	Heater
176	Francis	replace drive entrance along s/w
176	Francis	sw @ house
543	Main	replace rotten trim behind awning
495	Main	caps on retaining wall
831	Main	SDU Kitchen
1101	Main	Gas Lines
1199	Grant	Reroof barn
<i>Land Use Permits</i>		
	Francis	Merger
831	Main	SDU
495	Main	Privacy Fence
452	Main	replace partical board w/ non slip tile

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
- Posted Agenda Items
- Worked on 2013-14 Budget
- Wrote Minutes for Design Review and City Council Meetings
- Received and File May Financial Reports
- Sort Mail
- Worked on Business License mailings for 2013-14
- Worked on Dog License mailing for 2013-14

CITY PLANNER:***Task 1 – General Planning***

- Coordinated with City Manager and City Clerk on Fee Schedule Update.
- Attended 6/6 City Council meeting. Prepared and presented staff report and Resolution 2013-09 authorizing Planning staff to assist the Sign Ordinance Committee in completing Draft Sign Ordinance Sections 1003, 1006, and 1007, and reorganize, revise, and consolidate completed sections. Prepared and presented Housing Element Implementation Plan and staff report.
- Attended 6/19 Planning Commission meeting. Prepared and presented staff report reviewing new Planning Commissioner and Design Review Committee Member orientation conducted on 5/15. Prepared and presented Sign Ordinance Completion staff report.
- Corresponded with property owner on proposed project in City Right of Way. Coordinated with City staff on best approach.
- Coordinated with City Clerk on inquiry regarding setback requirements in R-1B-2 zone, public hearing and noticing requirements, GIS data library, Zoning Ordinance definitions, and PC meeting minutes. Provided Ferndale Zoning Map with enhanced color differentiation.
- Received and reviewed correspondence from Governor's Office of Planning and Research regarding Ferndale's General Plan status. Corresponded with agency representative.
- Revised Planning Application Checklist to clarify Parcel Merger roles and responsibilities.
- Responded to inquiry from AT&T representative regarding backup generator permitting requirements for 989 Milton Ave.

Task 2 – Reimbursable Fee Planning

- Coordinated with City Clerk and Engineer on application for Parcel Merger. Initiated Planner's Report. Mailed notice of Public Hearing to applicant and property owner and sent to Ferndale Enterprise for publication.

Task 3 – Special Projects

- Sign Ordinance Update
 - Coordinated with City Manager and members of the Sign Ordinance Committee on direction and completion of draft Sign Ordinance. Reviewed complete draft Sign Ordinance sections. Prepared Resolution 2013-17 authorizing Planning staff to assist the Sign Ordinance Committee in completing Draft Sign Ordinance sections and to reorganize, revise, and consolidate completed sections. Council authorized completion. Initiated completion of Sections 1003, 1006, and 1007.
 - Permits & Fees Update
 - Coordinated with City Engineer on proposal to update permit processes. Drafted authorization of staff time and materials to review and assess current processing procedures and devise a plan to efficiently implement necessary revisions.
 - Coordinated with City Clerk on Fees and Fines Schedule update. Updated Planner section.
 - General Plan Implementation & Scoping
-

- Prepared General Plan Housing Element Implementation Plan for Housing Element and State housing regulation compliance. Presented at 6/6 CC Meeting. Initiated preparation of authorization for implementation.
- Hazard Mitigation Planning
 - Continued coordination with City Manager on HMP update.
 - Energy Assurance Plan – coordinated with CaLEAP representatives to identify gaps in City Key Assets' energy resiliency. Coordinated with City Manager on projects and actions to address gaps.

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.
- Working with Steve to determine the problems with the sewer line on Main St (in front of the High School).
 - The problems are being reviewed and evaluated.
 - Once the cause and extent of damages are known, the appropriate repair method will be employed. If needed, the City Engineer will assist in bids for the work (in accordance with the Purchasing Ordinance).

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.
 - The Environmental Document, NEPA CE and allocation request have been completed and the project is on schedule to begin Construction in September or October.
 - Caltrans approved the request for funding allocation (construction) and is awaiting Right of Way Certification prior to submitting the E 76 form to FHWA.
 - Adjacent property owners are being contacted to grant permission as required by the Caltrans Right of Way department.

Applications –

- Renfer LLA – Public hearing was held and Planner's comments have been submitted. The owner has been contacted, fees have been paid and the final documents are being recorded.
 - Hadley Merger (2 parcels) – The application submittal information was incomplete. A letter was sent to the applicant requesting the additional information. The required information has been submitted, routed and an agenda item has been prepared for City Council approval in July.
 - 2nd Hadley Merger (7 parcels) – The information is currently being reviewed to determine completeness.
 - 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.
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- Mr. Willis Hadley – Building Permit Application (Fence) – The application has been submitted and a conditional approval letter has been returned to the applicant.
- Carl Havener Grading Permit Application – the material is being reviewed for completeness and a site visit is scheduled.

General Engineering –

- 5th Street Flooding in front of Ferndale Housing –
 - 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. V&C Construction were contacted and plan to begin construction of the west ditch excavation this Thursday (the 27th).
- Completed the 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
 - 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 a later date.
- Working on a proposed capital improvement report (roads and drainage)
 - Met with PW Crew Leader and discussed scope of projects to be included but still need to prioritize and prepare estimated for the work. Draft CIP submitted for review.
- 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. The construction Project Manager has been contacted and we have discussed our concerns. Continued coordination and inspections will take place until the projects are completed.
- Misc. Document review.
 - 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 the HCAOG board approved the use of \$7,500 for this study.
- Misc correspondence –
 - Had multiple discussions with City staff and potential consultants to complete the Phase 1 Environmental study for the Old Nilsen Barn Property adjacent to City Parking Lot.

Meetings and Committees –

- City Council
 - Attended June Meeting
 - Drainage Committee Review Meeting
 - Attended June Meeting
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Reporting and Correspondence –

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

WASTEWATER OPERATIONS:

- OIT Ivey cleans basin walls and RAS troughs
 - CPO met with Trans Tech employee while dumping old tank water into sewer system at Bob Scarborough's lot on Main Street
 - OIT Ivey and Thrap grease and clean belt press
 - Prepare and send samples to North Coast Labs
 - Move irrigation pipes to east side of Sousa ranch
 - CPO toured Hank Brenard Environmental Inc.'s facility in Arcata
 - Dewater throughout the month for approximately 40 total hours
 - OIT Ivey cleaned catwalk and tank walls
 - OITs Ivey and Thrap constructed temporary walls at old site for extra space to dry sludge
 - Sewer blockage on Tennyson. CPO responded
 - OITs Ivey and Thrap check sludge depths in clarifiers daily
 - OIT Ivey weedeats around old facility
 - CPO met with HBE manager to discuss new contract for sludge disposal. Other options being considered before a new contract is signed.
 - Monthly eSMR submitted
 - Performed dye test to sewer main on Tennyson and Milton to determine flow pattern and direction as follow up to plugged mainline on Tennyson. Was feared to have broken mainline, appears to have been debris in line
 - No sludge was shipped offsite during the month due to no current contract with HBE. Sludge is currently being dried and stacked on site pending new agreement
 - OITs Ivey and Thrap serviced blowers
 - Filed online SSO report
 - Sewer blockage at Washington/Emerson. Cleared by CPO and OIT Thrap
 - Coliform tests to Fortuna each Tuesday and BOD/TSS samples to Fortuna each Thursday
 - Staff performed routine process tests throughout the month to maintain operation of facility
 - CPO and OIT Thrap put irrigation pipes out on Sousa property. Discharge for winter to creek is finished
 - Air dryer pressure release valve malfunctioned. Removed valve per Aeromod's recommendation
 - The facility received a total of 25 septic dumps from Roto Rooter & Wyckoff's totaling 32,750 gallons and generating \$6,093 in revenue for the facility.
 - Total flows through the collection system were 6.0 MG. Of that, 1.4 MG was pumped to the equalization pond.
 - Influent flows that were treated through the facility totaled 4.6 MG for the month of May. 2.6 MG was discharged to Francis Creek, 2 MG was irrigated to Sousa ranch. The average flow was .204 MGD to Francis Creek, .116 MGD to irrigation
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PUBLIC WORKS:**CITY PROPERTY**

- Firemen's Park
 - Routine Maintenance, i.e. Mowing Park and Baseball Field.
 - Broken vandalized door at Snack Shack; replaced door knob.
 - Routine daily walk through to pick-up garbage.
 - Removed marked debris, brush and obstructions.
 - Re-striped Handicap parking
- Park Restrooms
- Russ Park
 - Routine maintenance: Pulling out trash from trash & recycle bins as needed.
- Town Hall
 - Routine mowing and weed eating
- Library
 - Routine mowing and weed eating
- City Parking Lot
 - Re-striped parking lot, including handicap parking.
- Main Street Restrooms
- Community Center
 - Mop Community Center Floor.
 - Clean up after Kinetic Event, keep track of charges and time spent.
- Childcare Center
 - Fix toilet seat
- Police Department
 - Routine mowing and weed eating
 - Mowed field behind station
 - Re-striped parking area
- Scout Hall
- Roadsides - Routine mowing and weed eating
- Public Works

STREETS, SIDEWALKS and STORMDRAINS

- Routine maintenance: Regular maintenance of roadside mowing.
- Annual Creek Walk along Francis Creek; prepared list of people who need to clear debris; gave to City Clerk.
- 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.
- Mowed all City Alleys, Wildcat, Ferndale town entry
- Pick up trash on Main Street after Kinetic Race.
- Put out cones on Bluff Street to allow adjacent property owner to trim overhanging trees.
- Cut back tree on Ocean by school.
- Changed out light and photo cell on Main Street light pole and re-anchored turnbuckle

VEHICLE / EQUIPMENT MAINTENANCE

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

- Loaned compactor equipment to Fairgrounds
- Dealing with daily work orders as residents call.

POLICE DEPARTMENT:

- Officers assisted Humboldt and Shasta County Sheriff's Departments with the Petrolia area manhunt for a triple homicide suspect.
- Officer Adam Stricker did a presentation to students at the Ferndale Children's Center.
- Officers provided security and monitored the Kinetic Race events.
- Officers provided traffic control and assistance for Memorial Day activities.
- Chief Smith attended the College of the Redwoods Administration of Justice Advisory Board meeting.
- We have been placing the radar trailer at various locations where we have received speeding complaints.
- Chief Smith attended Kiwanis meetings/functions.
- Chief Smith attended the monthly LECAH meeting.

Police Statistics – May 2013

SERIOUS CRIMES	Number	Cleared
Homicide	0	
Rape	0	
Robbery	0	
Larceny	0	
Assault	0	
Burglary	2	
Vehicle Theft	0	
TOTAL	2	
SECONDARY CRIMES	5	
Calls for Service	49	
Reports Written	17	
Traffic Citations	2	
Other Citations	0	
Parking Citations	1	
Warnings	30	
ARRESTS	3	
AGENCY ASSISTS	15	
TRAFFIC COLLISIONS	0	

Section 13b: Commissions, Committees and Other

Section 13c: Council Reports and Comments

Section 14: Adjourn
