

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

Location:	City Hall	Date:	Sept. 5, 2013
	834 Main Street	Time:	7 pm
	Ferndale CA 95536	Posted: 8/29/13	

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
7. PUBLIC COMMENT. (This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3^{rds} of the Council that the item came up after the agenda was posted and is of an urgent nature requiring immediate action. This portion of the meeting will be approximately 30 minutes total for all speakers, with each speaker given no more than five minutes.) Page 4
8. CONSENT CALENDAR. (All matters listed under this category are considered to be routine by the City Council and will be enacted by one motion. Unless a specific request is made by a Councilmember, staff or the public, the Consent Calendar will not be read. There will be no separate discussion of these items. However, if discussion is required, that item will be removed from the Consent Calendar and considered separately under “Call Items.”)
 - a. Acceptance of Accounts Payable Page 5
 - b. Approval of previous minutes:
 - i. July 23, 2013 Study Session, Council – Drainage Committee Page 15
 - ii. August 1, 2013 Council meeting Page 16
9. CALL ITEMS
10. PRESENTATION / Community Forum
11. BUSINESS
 - a. Resolution 2013-31 Road Closure for Victorian Holidays Page 19
 - b. PUBLIC HEARING Resolution 2013-34 PG&E Undergrounding Page 22
 - c. Resolution 2013-32 3rd Payment Authorization for V&C Construction Page 28

- d. Deputy City Clerk Job Description..... Page 33
- e. General Plan Update Next Element Selection Page 37
- f. Resolution 2013-33 Agreement to Dedicate Property (Old Nilsen Barn) Page 43
- g. Resolution 2013-30 Budget Appropriation 2006-2013 Page 48
- h. Gann Limit Report..... Page 51
- 12. CORRESPONDENCE Page 57
- 13. REPORTS

 - a. City Manager Staff Report and Community Events Page 59
 - b. Commissions / Committees and others
 - i. Design Review Page 74
 - ii. Drainage Committee None
 - iii. Library Board..... Page 75
 - iv. Planning Commission..... Page 76
 - c. Council Reports and Comment
 - i. HCAOG Minutes None
 - ii. HMRA Minutes None
 - iii. HWMA Abstract None
 - iv. RCEA Minutes None
 - v. RREDC Minutes None

- 14. ADJOURN Page 78

**This notice is posted in compliance with Government Code §54954.2.
The next Regular Meeting of the Ferndale City Council will be held on October 3, 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

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

Printed PayCheck Checks

General Checking - Date Range: From 07/21/13 To 08/20/13 - Check #: All - Dept: All

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

<u>Check #</u>	<u>Date</u>	<u>Emp. #</u>	<u>Employee Name</u>	<u>Amount</u>
46567	07/23/13	6,115	MARY ELLEN BOYNTON	64.71
46568	07/23/13	5,281	WILLIAM O. BRIGGS	Void
46569	07/23/13	5,220	STEVE L. COPPINI	1,674.22
46570	07/23/13	2,185	LINDSEY D. FRANK	1,302.50
46571	07/23/13	5,222	IAN E. IVEY	381.40
46572	07/23/13	1,214	NANCY S. KAYTIS-SLOCUM	1,287.95
46573	07/23/13	5,235	TIMOTHY W. MIRANDA	1,214.68
46574	07/23/13	1,012	JAY D. PARRISH	2,493.66
46575	07/23/13	1,217	LACY L. PEDROTTI	826.98
46576	07/23/13	6,142	DIANNA L. RICHARDSON	101.69
46577	07/23/13	2,200	BRET A. SMITH	1,388.92
46578	07/23/13	2,186	ADAM D. STRICKER	1,353.59
46579	07/23/13	5,223	STEVE A. THRAP	1,107.44
46580	07/23/13	2,187	Christopher D. Williams	911.30
46589	07/24/13	5,281	WILLIAM O. BRIGGS	229.74
46602	08/01/13	1,510	MARIA A. ROSA	245.48
46605	08/06/13	6,115	MARY ELLEN BOYNTON	64.71
46606	08/06/13	5,281	WILLIAM O. BRIGGS	Void
46607	08/06/13	5,220	STEVE L. COPPINI	1,674.23
46608	08/06/13	2,185	LINDSEY D. FRANK	1,097.84
46609	08/06/13	2,188	DMITRIY GAVRYUSH	452.53
46610	08/06/13	5,222	IAN E. IVEY	425.61
46611	08/06/13	1,214	NANCY S. KAYTIS-SLOCUM	1,578.51
46612	08/06/13	5,235	TIMOTHY W. MIRANDA	1,074.70
46613	08/06/13	1,012	JAY D. PARRISH	2,493.65
46614	08/06/13	1,217	LACY L. PEDROTTI	861.36
46615	08/06/13	6,142	DIANNA L. RICHARDSON	101.70
46616	08/06/13	2,200	BRET A. SMITH	1,388.91
46617	08/06/13	2,186	ADAM D. STRICKER	1,183.81
46618	08/06/13	5,223	STEVE A. THRAP	1,107.44
46619	08/06/13	2,187	Christopher D. Williams	968.95
46636	08/06/13	5,281	WILLIAM O. BRIGGS	119.08
46666	08/12/13	5,235	TIMOTHY W. MIRANDA	Void
46667	08/12/13	5,235	TIMOTHY W. MIRANDA	1,599.80
46684	07/31/13	1,012	JAY D. PARRISH	948.58
46685	08/20/13	2,184	FARAZ AZIZSOLTANI	394.09
46686	08/20/13	6,115	MARY ELLEN BOYNTON	83.21
46687	08/20/13	5,281	WILLIAM O. BRIGGS	119.10
46688	08/20/13	5,220	STEVE L. COPPINI	1,674.22
46689	08/20/13	2,185	LINDSEY D. FRANK	1,135.56
46690	08/20/13	2,188	DMITRIY GAVRYUSH	924.66
46691	08/20/13	5,237	JOHNNY F. HOPPIS	723.20
46692	08/20/13	5,222	IAN E. IVEY	218.70
46693	08/20/13	1,214	NANCY S. KAYTIS-SLOCUM	1,578.50
46694	08/20/13	5,235	TIMOTHY W. MIRANDA	1,074.70
46695	08/20/13	1,012	JAY D. PARRISH	2,458.80
46696	08/20/13	1,217	LACY L. PEDROTTI	839.90
46697	08/20/13	6,142	DIANNA L. RICHARDSON	64.71
46698	08/20/13	2,200	BRET A. SMITH	1,388.91
46699	08/20/13	2,186	ADAM D. STRICKER	1,249.83
46700	08/20/13	5,223	STEVE A. THRAP	1,144.03
46701	08/20/13	6,221	BONNIE K. VON BRAUN	26.53

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<u>Check #</u>	<u>Date</u>	<u>Emp. #</u>	<u>Employee Name</u>	<u>Amount</u>
46702	08/20/13	2,187	Christopher D. Williams	947.34
Total				<u><u>47,771.66</u></u>

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Chk No.	Date	Pay Type	Vendor ID	Vendor Name \ Payee Name	Check Amount
46703	08/19/13		ADSTR	ADAM STRICKER POLICE UNIFORM	350.00
Total for ADAM STRICKER					350.00
46620	08/05/13		AFLAC	AFLAC - REMIT. PROCESSING SE	Void
46632	08/05/13		AFLAC	AFLAC - REMIT. PROCESSING SE	74.68
Total for AFLAC - REMIT. PROCESSING SERV.					74.68
46621	08/05/13		ARNKE	ARNOLD C. KEMP	Void
46633	08/05/13		ARNKE	ARNOLD C. KEMP	1,943.44
Total for ARNOLD C. KEMP					1,943.44
46704	08/19/13		AUTOCR	AUTO CREATIONS POLICE PAINT CAR	900.00
Total for AUTO CREATIONS					900.00
46581	07/22/13		BAKTA	BAKER & TAYLOR	108.84
46622	08/05/13		BAKTA	BAKER & TAYLOR LIBRAR	Void
46634	08/05/13		BAKTA	BAKER & TAYLOR	338.03
Total for BAKER & TAYLOR					446.87
46637	08/08/13		BAYWE	BAY WEST SUPPLY, INC.	Void
46662	08/08/13		BAYWE	BAY WEST SUPPLY, INC.	248.83
Total for BAY WEST SUPPLY, INC.					248.83
46705	08/19/13		BEACON	BEACON CONSTRUCTION COMP NEW PARKING	276.00
Total for BEACON CONSTRUCTION COMPANY					276.00
46623	08/05/13		BENAD	BENEFICIAL ADMIN COMPANY I	Void
46635	08/05/13		BENAD	BENEFICIAL ADMIN COMPANY I	142.77
Total for BENEFICIAL ADMIN COMPANY INC.					142.77
46706	08/19/13		BLUE	BLUE ROCK ENVIROMENTAL, IN NEW PARKING	3,100.00
Total for BLUE ROCK ENVIROMENTAL, INC.					3,100.00
46582	07/22/13		BRSMT	BRET SMITH POLICE	53.38
Total for BRET SMITH					53.38
46591	07/24/13		CALPO	CALIFORNIA POLICE CHIEFS AS ANNUAL	300.00
Total for CALIFORNIA POLICE CHIEFS ASSN.					300.00
46583	07/22/13		CALST	CALIFORNIA STATE DISBURSEM	139.38
46624	08/05/13		CALST	CALIFORNIA STATE DISBURSEM	139.38
46707	08/19/13		CALST	CALIFORNIA STATE DISBURSEM	139.38
Total for CALIFORNIA STATE DISBURSEMENT UN					418.14
46584	07/22/13		CARTOP	CARROT-TOP INDUSTRIES LIBRARY FLAG	1,795.45
Total for CARROT-TOP INDUSTRIES					1,795.45
46708	08/19/13		CHWILL	CHRISTOPHER WILLIAMS POLICE UNIFORM	350.00
Total for CHRISTOPHER WILLIAMS					350.00
46592	07/24/13		CITFO	CITY OF FORTUNA	1,016.66
46638	08/08/13		CITFO	CITY OF FORTUNA	Void

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46663	08/08/13		CITFO	CITY OF FORTUNA	64.00
Total for CITY OF FORTUNA					1,080.66
46639	08/08/13		COLRD	COLLEGE OF THE REDWOODS	Void
46664	08/08/13		COLRD	COLLEGE OF THE REDWOODS POLIC	200.00
Total for COLLEGE OF THE REDWOODS					200.00
46593	07/24/13		COMAS	COMPUTER ASSISTANCE CITY	426.67
46640	08/08/13		COMAS	COMPUTER ASSISTANCE POLIC	786.16
46668	08/13/13		COMAS	COMPUTER ASSISTANCE POLIC	64.29
Total for COMPUTER ASSISTANCE					1,277.12
46590	07/24/13		DVLNO	DAVE LENARDO	260.00
46625	08/05/13		DVLNO	DAVE LENARDO SEWE	320.00
46716	08/19/13		DVLNO	DAVE LENARDO	395.00
Total for DAVE LENARDO					975.00
46594	07/24/13		DELOR	DEL ORO WATER CO., FDLE. DIS	574.35
Total for DEL ORO WATER CO., FDLE. DIST.					574.35
46669	08/13/13		DEPJU	DEPARTMENT OF JUSTICE	35.00
Total for DEPARTMENT OF JUSTICE					35.00
46709	08/19/13		DMITGA	DMITRIY GAVRYUSH POLICE UNIFORM	425.00
Total for DMITRIY GAVRYUSH					425.00
46670	08/13/13		DOCST	DOCUSTATION INC. \ DOCUSTAT	141.21
Total for DOCUSTATION					141.21
46641	08/08/13		EZIDS	EASY ID SOLUTIONS INC POLIC	34.00
46710	08/19/13		EZIDS	EASY ID SOLUTIONS INC	34.00
Total for EASY ID SOLUTIONS INC					68.00
46586	07/22/13		EELRI	EEL RIVER DISPOSAL	275.20
46595	07/24/13		EELRI	EEL RIVER DISPOSAL	15.75
Total for EEL RIVER DISPOSAL					290.95
100	07/22/13	EFT	EMPDE	EMPLOYMENT DEVELOPMENT D	673.41
100	08/05/13	EFT	EMPDE	EMPLOYMENT DEVELOPMENT D	687.56
100	08/19/13	EFT	EMPDE	EMPLOYMENT DEVELOPMENT D	810.68
46603	07/29/13		EMPDE	EMPLOYMENT DEVELOPMENT D	408.85
Total for EMPLOYMENT DEVELOPMENT DEPART					2,580.50
46587	07/22/13		EUROX	EUREKA OXYGEN COMPANY	224.76
Total for EUREKA OXYGEN COMPANY					224.76
46711	08/19/13		FISCH	FISCH DRILLING NEW PARKING	1,018.00
Total for FISCH DRILLING					1,018.00
46642	08/08/13		FORAT	STEVES FORTUNA AUTOMOTIVE POLIC	787.69
Total for FORTUNA AUTOMOTIVE					787.69

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46643	08/08/13		FORIR	FORTUNA IRON \ FORTUNA IRON SEWER	308.19
Total for FORTUNA IRON CORPORATION					308.19
46588	07/22/13		FORPD	FORTUNA POLICE DEPT	10.65
Total for FORTUNA POLICE DEPT					10.65
46596	07/24/13		FRONT	FRONTIER	934.40
Total for FRONTIER					934.40
46644	08/08/13		GECAP	GE CAPITAL	221.34
Total for GE CAPITAL					221.34
46645	08/08/13		GIACOM	GIACOMINI FAMILY REUNION COMMUNITTEE CENTER	115.00
Total for GIACOMINI FAMILY REUNION					115.00
46671	08/13/13		HBEFCPC	H.B. Environmental Consultants, FPC SEWE	671.00
Total for H.B. Environmental Consultants, FPC					671.00
46712	08/19/13		HWMA	HUM WASTE MANAGEMENT AU SEWE	64.64
Total for HUM WASTE MANAGEMENT AUTHORIT					64.64
46713	08/19/13		HUMHI	HUMBOLDT CO HISTORICAL SO LIBRAR	35.00
Total for HUMBOLDT CO HISTORICAL SOCIETY					35.00
46626	08/05/13		HUMTE	HUMBOLDT TERMITE & PEST	49.00
46672	08/13/13		HUMTE	HUMBOLDT TERMITE & PEST	65.00
Total for HUMBOLDT TERMITE & PEST					114.00
46597	07/24/13		JAYPA	JAY PARRISH	400.00
Total for JAY PARRISH					400.00
46714	08/19/13		JJACPA	JJACPA, INC. PHASE 1	5,200.00
Total for JJACPA, INC.					5,200.00
46627	08/05/13		JUNLI	JUNIOR LIBRARY GUILD LIBRAR	342.00
Total for JUNIOR LIBRARY GUILD					342.00
46646	08/08/13		LMREN	L & M RENNER, INC.	1,838.08
Total for L & M RENNER, INC.					1,838.08
46647	08/08/13		MANHD	MANHARD CONSULTING LTD	10,121.95
Total for MANHARD CONSULTING LTD					10,121.95
46648	08/08/13		MARCL	MARK A CLEMENTI, Ph.D. POLIC	625.00
Total for MARK A CLEMENTI, Ph.D.					625.00
46598	07/24/13		MIRRE	MIRANDA'S RESCUE	450.00
Total for MIRANDA'S RESCUE					450.00
46649	08/08/13		MISSN	MISSION UNIFORM & LINEN	101.88
Total for MISSION UNIFORM & LINEN					101.88

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Chk No.	Date	Pay Type	Vendor ID	Vendor Name \ Payee Name	Check Amount
46650	08/08/13		MBDVZ	MITCHELL, BRISSO. DELANEY & V	950.50
Total for MITCHELL, BRISSO. DELANEY & VRIEZE					950.50
46651	08/08/13		NANKA	NANCY KAYTIS-SLOCUM SCAN DISK	64.93
Total for NANCY KAYTIS-SLOCUM					64.93
46652	08/08/13		NILCO	NILSEN COMPANY	258.18
Total for NILSEN COMPANY					258.18
46628	08/05/13		NORCO	NORTH COAST LABORATORIES L SEWE	160.00
Total for NORTH COAST LABORATORIES LTD.					160.00
46673	08/13/13		NCUAQ	NORTH COAST UNIFIED AIR QM SEWE	944.11
Total for NORTH COAST UNIFIED AIR QMD					944.11
100	07/22/13	EFT	NORVA	NORTH VALLEY BANK	4,678.81
100	08/05/13	EFT	NORVA	NORTH VALLEY BANK	4,666.85
100	08/19/13	EFT	NORVA	NORTH VALLEY BANK	5,766.48
46599	07/24/13		NORVL	NORTH VALLEY BANK (1) \ NOR JULY PAYMENT	1,948.36
46653	08/08/13		NORVL	NORTH VALLEY BANK (1) \ NOR PAY DOWN	23,051.64
46665	08/08/13		NORVL	NORTH VALLEY BANK (1) \ NOR AUGUST PAYMENT	1,948.36
Total for NORTH VALLEY BANK					42,060.50
46674	08/13/13		NRTHC	NORTHCOAST PUMPHOUSE SEWE	176.25
Total for NORTHCOAST PUMPHOUSE					176.25
46600	07/24/13		PACGA	PACIFIC GAS & ELECTRIC	1,200.36
46654	08/08/13		PACGA	PACIFIC GAS & ELECTRIC	6,552.39
Total for PACIFIC GAS & ELECTRIC					7,752.75
46675	08/13/13		PLANW	PLANWEST PARTNERS, INC. CITY CLERK	2,376.88
46683	08/13/13		PLANW	PLANWEST PARTNERS, INC.	3,580.18
Total for PLANWEST PARTNERS, INC.					5,957.06
46604	08/08/13		POSTM	POSTMASTER	224.00
Total for POSTMASTER					224.00
46629	08/05/13		QUILL	QUILL LIBRAR	195.37
Total for QUILL					195.37
46676	08/13/13		RSLIV	R & S LIVESTOCK SUPPLY SEWE	29.44
Total for R & S LIVESTOCK SUPPLY					29.44
46655	08/08/13		REDME	REDWOOD MEMORIAL HOSPIT POLIC	276.70
Total for REDWOOD MEMORIAL HOSPITAL					276.70
46656	08/08/13		RESTIF	RESTIF CLEANING SERVICES COMMUNITTEE	402.00
46677	08/13/13		RESTIF	RESTIF CLEANING SERVICES	100.00
Total for RESTIF CLEANING SERVICES					502.00
46601	07/24/13		ROBSM	ROBIN SMITH	153.47

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Total for ROBIN SMITH					153.47
46657	08/08/13		SEQGA	SEQUOIA GAS COMPANY	434.21
Total for SEQUOIA GAS COMPANY					434.21
46658	08/08/13		SDRMA	SPECIAL DISTRICT RISK MANAGE	14,401.89
Total for SPECIAL DISTRICT RISK MANAGEMENT A					14,401.89
46630	08/05/13		STACC	STAPLES CONTRACT AND COMM POLIC	294.39
46715	08/19/13		STACC	STAPLES CONTRACT AND COMM CITY HALL	106.35
Total for STAPLES CONTRACT AND COMMERCIAL					400.74
46631	08/05/13		STAPE	STAPLES CREDIT PLAN CITY HALL	241.19
Total for STAPLES CREDIT PLAN					241.19
46659	08/08/13		FEREN	THE FERNDALE ENTERPRISE PUBLIC WORKS	20.82
Total for THE FERNDALE ENTERPRISE					20.82
46678	08/13/13		TIMST	TIMES STANDARD PUBLIC WORKS	505.06
Total for TIMES STANDARD					505.06
46679	08/13/13		USBK	U.S. BANK CORPORATE PAYMEN	388.21
Total for U.S. BANK CORPORATE PAYMENT SYSTE					388.21
46680	08/13/13		UNDSE	UNDERGROUND SERVICE ALERT ANNUAL	152.94
Total for UNDERGROUND SERVICE ALERT					152.94
100	08/08/13	EFT	USDAR	USDA RURAL DEVELOPMENT (1) SEWER	137,581.87
Total for USDA RURAL DEVELOPMENT					137,581.87
46660	08/08/13		VALLU	VALLEY LUMBER	66.77
Total for VALLEY LUMBER					66.77
46661	08/08/13		VERZN	VERIZON	313.14
Total for VERIZON					313.14
46681	08/13/13		WELF	WELLS FARGO FINANCIAL LEAS POLIC	268.76
Total for WELLS FARGO FINANCIAL LEASING					268.76
46682	08/13/13		WENCO	WENDT CONSTRUCTION CO,INC. SEWE	475.00
Total for WENDT CONSTRUCTION CO,INC.					475.00
Total for the 103 checks					256,586.79

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Account Distributions

Account No.	Account Description	Amount
10012250	Garnishments payable	418.14
10012260	Health insurance payable	1,049.27
10012301	Federal P/R Tax Deposits	15,112.14
10012302	State P/R Tax Deposits	2,580.50
10105007	Medical insurance	564.96
10115013	Advertising - Council	505.06
10125007	Insurance Med/Den/Vis	1,355.86
10125012	Office expense	1,317.98
10125063	Contract Services	1,758.89
10145052	Professional services	950.50
10155020	Building and ground maint.	180.62
10155030	Trash service	30.55
10155031	Water	127.85
10155032	Utilities electric	146.99
10155034	Telephone	269.02
10165054	Audit and accounting	5,200.00
10165078	Copy machine expense	362.55
10165096	Car Allowance	400.00
10165099	Miscellaneous	64.64
10175024	Supplies - public restroom	87.85
10175031	Water - public restroom	117.23
10175032	Electric - public restroom	36.92
10215007	Medical insurance	7,559.45
10215012	Office expense	220.34
10215014	Vehicle expense	1,687.69
10215016	Fuel	1,049.18
10215020	Building and grounds maint.	49.00
10215024	Special department supply	1,322.92
10215026	Uniform expense	1,050.00
10215029	Water	37.62
10215032	Utilities electric	133.64
10215034	Telephone	450.35
10215035	Dispatch service	1,016.66

City of Ferndale

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

Printed Regular Checks

General Checking - Summary - From 07/21/13 To 08/20/13

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

10215044	Meetings and dues	300.00
10215051	Physical exams	276.70
10215052	Professional services	35.00
10215063	Contract Services	23.77
10215098	Background expense	635.65
10225096	Animal control	450.00
10245052	Professional services	153.47
10315007	Medical insurance	177.36
10315044	Meetings and dues	152.94
10315095	Capital outlay	60.90
10415052	General planning services	616.30
10415053	Reimbursable fees	755.38
10415058	Special Planning Projects	2,208.50
10425052	General engineering	2,727.55
10425053	Developer engineering	2,379.25
10435052	Building regulation/inspectio	1,943.44
10615012	Office expense	195.37
10615020	Building and ground maint.	1,795.45
10615024	Books	823.87
10615031	Gas	183.13
10615032	Utilities	149.42
10615033	Water	27.00
10615034	Telephone	123.23
10625032	Utilities - electric	57.67
10625033	Water	102.08
10635007	Medical insurance	151.53
10635020	Buildings and grounds maintenance	754.90
10635031	Water	66.91
10635032	Utilities	284.63
10635033	Gas	251.08
10635055	Contractual Services	597.08
20625020	Blding/Grd Mnt.	13.52
21625020	Building and grounds maint	4,118.00
22315007	Medical insurance	279.61
22315058	Street lighting	1,221.30
22315063	Contract Services	23.77

City of Ferndale

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

Printed Regular Checks

General Checking - Summary - From 07/21/13 To 08/20/13

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

24315007	Medical insurance	227.60
24315016	Fuel	643.33
24315020	Building & ground maintenance	276.00
24315021	Street maintenance	14.50
24315024	Special department	64.00
24315032	Utilities	121.76
24315033	Water	32.67
24315034	Telephone	72.23
24315063	Contract Services	47.53
25315007	Medical insurance	100.29
26315007	Medical insurance	183.41
26315063	Contract Services	23.77
26315194	Interest-Six Rivers loan	26,948.36
30515007	Medical insurance	2,970.00
30515012	Office expense	145.55
30515016	Vehicle gas	220.57
30515030	Garbage/sludge	1,390.65
30515032	Utilities - electric - plant	5,663.41
30515034	Telephone	332.71
30515048	Training	129.98
30515055	Contractual services	1,379.07
30515092	Sewer plant permit	944.11
30515121	Sewer plant maintenance	599.60
30515125	Chemicals	29.44
30515157	Testing and monitoring	160.00
30515190	USDA loan	137,581.87
48515095	Construction	4,954.25
		256,586.79

City of Ferndale, Humboldt County, California USA
Special City Council – Drainage Committee Study Session for July 23, 2013

Mayor Stuart Titus called the Special Joint Study Session of the City Council and Drainage Committee to order at 6:35pm. Present were Councilmen Ken Mierzwa, John Maxwell, Michael Sweeney and Daniel Brown along with Richard Hooley, Tom Stephens, Jim Bass and Lee Tomasini and staff City Manager Jay Parrish and City Clerk Nancy Kaytis-Slocum. Those present pledged allegiance to the flag. The City Clerk called roll call.

There were no modifications to the agenda.

History of the Drainage Committee: City Clerk Kaytis-Slocum thanked Caroline Titus for suggesting where to look for the history of the Drainage Committee. The research is in the packet.

\$25 Drainage Assessment: Mayor Titus introduced this item. Discussion included the following: request that the Resolution be put on the next regular council agenda; NVB has reduced the interest rate from 4.75% to 4.25%; the \$25 per parcel is not close to being adequate for the drainage needs, the council will have to look at another way to increase the fund; different methods to bring money into the drainage fund; looking for additional money through grants, having matching funds in case we get a REMA or OES loan; notifying people through the media about the \$25 assessment; whether to sunset the assessment or not. The group decided to move the agenda item to the next city council meeting.

Loan with NVB: City Manager Parrish introduced the item. Discussion included the following: Paying down the loan; paying off the loan; normal maintenance costs of drainage runs \$20,000 to \$25,000/year; funding for emergencies; having maintenance come out of general fund; how many parcels are there that will pay the \$25; how to get the information out: post on bulletin board, take out an ad, special council meetings; study sessions. **MOTION: Advance items 5b and 5c to the next city council meeting. (Sweeney/Tomasini) Unanimous.**

The meeting was adjourned at 8:05pm.

Respectfully submitted,

Nancy Kaytis-Slocum, City Clerk

City of Ferndale, Humboldt County, California USA

City Council Minutes for August 1, 2013

Mayor Stuart Titus called the Regular City Council Meeting to order at 7:08PM. Present were Councilmen John Maxwell, Michael Sweeney and Daniel Brown along with staff City Manager Jay Parrish, City Clerk Nancy Kaytis-Slocum, Planwest intern Christina Wile, Police Chief Bret Smith, City Engineer Praj White and David Caisse. Ken Mierzwa was absent. Those present pledged allegiance to the flag. The City Clerk called roll call.

Under modifications to the agenda: Move items 11f and 11g to the top of the Business items.

Public Comment: Nancy Trujillo, Gable Properties, regarding 580 Main Street. Ms. Trujillo read a letter regarding this property, listing the information she wants.

Consent Calendar: **MOTION**: Accept Accounts Payable. **(Titus/Sweeney) Unanimous**. **MOTION**: Approve the minutes as presented from the June 25, 2013 meeting. **(Titus/Sweeney) Unanimous**. **Maxwell abstained**. **MOTION**: Approve July 8, 2013 minutes as presented. **(Titus/Sweeney) Unanimous**.

Under presentations, Lizette Burtis, Rule 20a Program Liaison from PG&E spoke to us about undergrounding utility lines. The project PG&E has chosen is south on Francis Street. There was some discussion from audience members who thought the undergrounding should go north. The mayor reminded all that this is a presentation, not an action item, and he stayed to listen to the presentation, even though he owns property on Francis Street.

Drainage Assessment: Mayor Titus explained that we have had numerous meetings about this item. City Manager Jay Parrish introduced the item. Comments from the public included paying off the note, using the proceeds only to pay down the loan, whether the funds will be restricted. **MOTION**: Approve Resolution 2013-23 Authorizing the County of Humboldt to add a \$25 drainage assessment to each property. **(Maxwell/Sweeney) Unanimous**.

Loan with NVB: Mayor Titus introduced the item and listed the options: (1) Use existing drainage funds to pay down the loan so that the money received from the \$25 assessment will pay the loan payment; (2) Pay off the loan completely; (3) Accelerate payment schedule to pay in more every month to decrease the interest we would have to pay, and the length of the loan. **MOTION**: Authorize the City Manager and Mayor to submit an amount of \$25,000 to NVB as payment toward principle and interest due on this loan. **(Maxell/Brown) Voice vote was Maxwell, aye; Sweeney nay; Brown aye and Titus aye**. Since a resolution is due on this every year, it will be revisited next year.

Change Order: **MOTION**: Approve Resolution 2013-24 authorization to approve Change Order #2, in the amount of \$6,750.00 to V & C Construction for construction costs associated with the drainage Improvements on 5th St near the Ferndale housing. **(Maxwell/Brown) Unanimous**.

Rose Avenue Pedestrian Improvement Project (Phase 2): **MOTION**: Approval to authorize the City Engineer to move forward with advertising the Rose Avenue Pedestrian Improvement Project (Phase 2) once authorized by FHWA. In addition, authorize the City Manager to execute a construction contract for the above-mentioned project as long as it is within budget. **(Sweeney/Brown) Unanimous**.

Right of Way Certifications: **MOTION**: Approve Resolution 2013-25 authorizing the City Manager to execute Right of Way Certifications for the City of Ferndale, for the State of California Department of Transportation. **(Maxwell/Sweeney) Unanimous.**

Berding Street Project Study Report: City Engineer David Caisse presented his report, which was funded through HCAOG. This project will be ready to go if we get funding. Caisse stressed the importance of maintaining the streets and roads we have so they don't get as bad as Berding Street.

"Old Nilsen Barn Property": City Manger Jay Parrish introduced this item. The City is following the CERQA process to prevent the city from owning a property that has a huge environmental problem. The property has a "Registered Environmental Concern." Public comment included: who would clean up the property if the Phase II Environmental Assessment showed there was a problem? City Engineer Praj White answered that we are doing this assessment before we own the property. **MOTION**: Approve Resolution 2013-28 authorizing the City Manager to contract with Blue Rock Environmental, the lowest qualified bidder, for Phase II Environmental Assessment of the "Old Nilsen Barn Property" 031-083-002. **(Titus/Maxwell) Unanimous.**

Appropriations Limit: **MOTION**: Approve Resolution 2013-26 Finding the annual budget for FY 2013-14 within the appropriations limit. **(Sweeney/Brown) Unanimous.**

Signers of Ferndale Checks: **MOTION**: On August 22, 2013, Approve removal of Nancy Kaytis-Slocum and the addition of Bret Smith as signers to the City of Ferndale checking account. **(Maxwell/Sweeney) Unanimous.**

Sewer Charges: **MOTION**: Approve Resolution 2013-27 Authorizing the County of Humboldt to add sewer charges to the tax roll. **(Brown/Maxwell) Unanimous.**

The meeting was adjourned at 9:35pm. The next regular Council Meeting is scheduled for September 5, 2013 at 7PM.

Respectfully submitted,

Nancy Kaytis-Slocum, City Clerk

Section 9

CALL ITEMS

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

Section 10

PRESENTATIONS

Section 11

BUSINESS

Meeting Date:	September 5, 2013	Agenda Item Number	11A
Agenda Item Title:	Resolution No. 2013-31		
Presented By:	City Manager Jay Parrish		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution		

RECOMMENDATION

Approve Resolution No. 2013-31. Resolution to close Main Street from Washington to Brown St. on November 23, 2013 from 10:00 am to 5:00pm for the Victorian Holidays celebration.

DISCUSSION:

The proposed Victorian Holidays celebration will feature horse and carriage rides, tractor exhibits, and live theater performances. Staff is requesting that closure of Main Street be exempt from Section 7.05 of the zoning ordinance which requires a use permit for any assemblage of persons and vehicles. The applicant has completed the Parade or Assembly Permit Application, supplied proof of insurance and filed an Encroachment Permit Application with CALTRANS.

FISCAL IMPACT: None

RESOLUTION NO. 2013-31

**RESOLUTION TO CLOSE MAIN STREET FROM WASHINGTON TO BROWN FOR AN
EVENT ON 11-23-13 FROM 10AM TO 5PM**

WHEREAS, the Chamber of Commerce wishes to hold an event on November 23, 2013 from the hours of 10 am to 5pm; and

WHEREAS, it is necessary to close a portion of Main Street beginning on Washington Street and ending on Brown Street; and

WHEREAS, the above closure shall be exempt from the City of Ferndale Use Permit Application as currently required in the Zoning Ordinance; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Ferndale that Main Street be closed as stated above,

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

PASSED AND ADOPTED by the City Council of the City of Ferndale on this 5th day of September, 2013 by the following vote:

The motion was made by _____ and seconded by _____ .

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Stuart Titus, Mayor

Attest:

Christina Wile, Deputy City Clerk

PG&E UNDERGROUNDING PUBLIC HEARING

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
-

Meeting Date:	September 5, 2013	Agenda Item Number	11B
Agenda Item Title:	PG&E Rule 20A Undergrounding Project Public Hearing		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Adopt Resolution 2013-34 Designating Underground Utility District No. 2 from the Intersection of Francis and Eugene Streets South to the End of Francis Street.		

RECOMMENDATION

Adopt Resolution 2013-34 Designating Underground Utility District No. 2 from the Intersection of Francis and Eugene Streets South to the End of Francis Street.

DISCUSSION:

At the July 8th regular meeting, the City Council unanimously (with Mayor Titus recusing) authorized the City Manager to pursue an agreement with PG&E and the County for a collaborative Rule 20A Project from the intersection of Francis and Eugene Street south to the end of Francis Street, and directed the City Manager to invite PG&E to the following meeting to discuss the parameters of the project. Lizette Burtis, Rule 20A Program Liaison from PG&E, made a presentation at the August 1st meeting outlining the details of the project and the overall process involved. Ms. Burtis confirmed in the attached letter to the City that PG&E has reviewed the potential undergrounding project at the location authorized by the City Council and supports the project.

The proposed undergrounding project spans from the intersection of Francis and Eugene, where the previous undergrounding had stopped, then continues to the end of Francis Street past the Park, past the Public Works Corporation Yard, to the end of Francis Street where the tallest living Christmas Tree is located. When this project is complete, all transmission lines from Shaw and Main Street to the end of Francis Street will be undergrounded. The project includes approximately 1,444' main trench footage, 843 service lateral footage (trenching from property line to the panel on each property), and 16 panel conversions. All overhead lines, including telephone, electricity, and cable, would also be undergrounded. The City would authorize PG&E to manage the electric service conversions rather than require property owners to fund this work (see attached agreement). This process is anticipated to take from 2-5 years; however, PG&E representatives are working to help accelerate the schedule.

This work would be done under provisions of Rule 20A, an electric tariff filed with the California Public Utilities Commission. PG&E collects and holds Rule 20A monies for each city to be spent only on undergrounding of utilities. These funds are typically accessed only when there is sufficient money accumulated to do a significantly large project. The costs associated with this project are anticipated to be entirely funded by the Rule 20A funds. The ballpark price for this project is \$827,000. The City of

Ferndale currently has 495,684 work credits available, which includes a 5 year borrow of credits. Since the project exceeds the available work credits the City has available, PG&E has encouraged the City to seek County supplemental credits. The County has in the past similarly assisted other cities, and the City Manager has had preliminary conversations with Tom Mattson from County Public Works, who requested that the City send a letter to the County asking them to participate in the project.

In accordance with City of Ferndale Ordinance 251, the Council has called this public hearing to ascertain whether the public necessity, health, safety or welfare requires the removal of poles, overhead wires and associated overhead structures within designated areas of the City and the underground installation of wires and facilities for supplying electric, communication, or similar or associated service.

If the Council adopts Resolution 2013-34, City staff will proceed with coordination with both PG&E and the County. City staff will also prepare amendments to Ordinance 251 allowing the City to charge the Utility for improvements on private property.

FINANCIAL IMPACT:

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



07/18/2013

Jay,

This is a letter to confirm PG&E has reviewed the potential R20A project on Francis Street per your request. The project includes approximately 1,444' of main trench, 843' of service laterals (trenching on private property from property line to electric panel location) and 16 panel conversions.

PG&E is in support of the Francis Street Project as it qualifies under the R20A Tariff and will certainly finish up the South end of Ferndale's downtown improvements very nicely. Included in the Francis Street Project you have the entrance to the City Park as well as the area where the yearly Christmas Tree Lighting event takes place that brings many visitors into Ferndale. I am sure this Rule 20A Project will have a very positive impact for the City of Ferndale.

I would also like to take the opportunity to explain how the allocations that all PG&E Communities receive every year work. The Rule 20A Program is a CPUC mandated program that has been in existence since 1967 and requires that PG&E provide annual allocations to its Communities that can be utilized for overhead to underground conversions.

PG&E does not request underground projects to be initiated, we simply advise and guide our Communities in the various processes and ensure the R20A Tariff is in compliance. It is the Community's discretion to decide when they wish to initiate a R20A project and what location they wish to underground.

If I can be of any further help please do not hesitate to contact me.

Best regards,

Lizette Burtis



Pacific Gas and Electric Company

Agreement to Perform
Tariff Scheduled Related Work,
Rule 20A Electric Panel Service Conversions

- APPLICANT (Original) MLX#
- DIVISION (Original) PM #
- ACCTG. SERVICES PROJECT MGR.

City/County of Fernda, (Applicant) has requested PACIFIC GAS AND ELECTRIC COMPANY, a California corporation (PG&E) to perform the tariff scheduled related work as located and described herein.

Electric Panel Service Conversion Program:

In order to expedite the completion of Rule 20A Projects, PG&E has offered to manage the electric service conversions, and pay for this work from the Applicant's allocation funds. The underground electric feed that replaces the existing overhead service will be installed in the most economical manner possible, as determined by PG&E. To ensure the success of this program, the Applicant agrees to support the Electric Panel Service Conversion Program as follows:

Responsibilities of the Applicant:

1. Provide accurate list of owner, parcel #, address, phone number.
2. Mail informational letters to all residents describing the program and their responsibilities.
 - a. PG&E will provide templates for these letters.
3. Obtain Right of Entry agreements from property owners prior to scheduling construction.
 - a. PG&E will provide the document for each property owner to complete and sign.
4. Provide a liaison for residents and property owners to contact with questions.
5. Waive permit fees.
6. Waive Inspection fees.
7. Facilitate a preliminary job walk with the liaison, building inspector and others.
 - a. Review PG&E's intended placement of new equipment required for conversions.
 - b. Clarify the inspection and permit requirements and timing, if necessary.
8. Provide information enabling the field crews to determine the location of property lines.
9. Disclose all special circumstances
 - a. For example: historic buildings, hazardous materials, environmental issues, burial grounds and other items that may affect the overhead-to-underground conversion.
10. Communicate with the property owners if additional work beyond the conversion will be required.
 - a. PG&E will pay for the work required to replace the existing overhead electric feed with a new underground feed only. The cost of any additional work required to bring the property up to current codes will be borne by others (property owner or Applicant).
 - b. The Applicant will communicate to the property owner all items that must be brought up to code in a timely manner, and all code issues will be managed by the Applicant.
11. Disclose work hours and days.
12. Agree prior to construction regarding the required notifications to residents and property owners.
13. Failure to complete the above requirements may result in construction delays.

PROJECT NAME: Francis St Ferndale

LOCATION: Francis, CALIFORNIA

City: Fernda

Executed this _____ day of _____ 20__

City/County of: _____
Applicant

PACIFIC GAS AND ELECTRIC COMPANY

By: _____

By: _____

(Print or Type Name)

Sindy
(Print or Type Name)

Title:

Principle Program
Title:

Mailing Address: _____

City/County of: Fernda

RESOLUTION 2013-34**DESIGNATING UNDERGROUND UTILITY DISTRICT NO. 2 FROM THE INTERSECTION OF FRANCIS AND EUGENE STREET SOUTH TO THE END OF FRANCIS STREET.**

WHEREAS, A public hearing was held at City Hall, 834 Main Street, Ferndale, California on September 5, 2013 at 7 pm., to determine if the public necessity, health, safety or welfare requires the removal of poles and overhead wires, and the underground installation of conduits and wiring for supplying electricity, communication, or similar or associated service in any such district; and

WHEREAS, it has been recommended that such an underground utility district be designated as first priority to receive available Pacific Gas and Electric Rule 20-A funds, in the vicinity of the intersection of Francis and Eugene streets south to the end of Francis Street; and

WHEREAS, the City will coordinate with the County of Humboldt to potentially obtain supplemental County Rule 20-A credits; and

WHEREAS, notice of such hearing has been given to all affected property owners and utilities concerned in the matter; and

WHEREAS, such hearing has been duly and regularly held, and all persons interested have been given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED by the Ferndale City Council that, pursuant to Ordinance 251 of the City of Ferndale, the area in the vicinity of the intersection of Francis and Eugene streets south to the end of Francis Street is designated for first priority to receive available Pacific Gas and Electric Rule 20, Section A funds;

BE IT FURTHER RESOLVED that the Council does hereby fix January 1, 2017, as the date on which affected property owners must be ready to receive underground service and does hereby order the removal of all poles, overhead wires and associated structures and the underground installation of wires and facilities for supplying electric, communication, or associated service within underground Utility District No. 5 on or before December 31, 2020; and

BE IT FURTHER RESOLVED that the utility which undertakes underground installation of its facilities shall use the underground conversion allocation computed pursuant to decisions of the Public Utilities Commission of the State of California for the purpose of providing to each premises in Underground Utility District No. 5 requiring individual electric service, trenching and conductor as well as backfill, paving and conduit, if required. Each other service utility will provide service trenching and conductor in accordance with its tariffs on file with the California Public Utilities Commission or as required by its Franchise Agreement with the City.; and

BE IT FURTHER RESOLVED that the City Clerk is hereby instructed to notify all affected utilities and all persons owning real property within Underground Utility District No 5 of the adoption of this resolution within ten (10) calendar days after the date of such adoption. Such notification shall be made by mailing a copy of this resolution together with a copy of said Ordinance No. 313 to affected property owners shown on the last equalized assessment roll and to the affected utilities.

PASSED AND ADOPTED by the City Council of the City of Ferndale on this 5th day of September, 2013 by the following vote:

The motion was made by _____ and seconded by _____ .

AYES:
NOES:
ABSTAIN:
ABSENT:

Stuart Titus, Mayor

Attest:

Christina Wile, Deputy City Clerk

Meeting Date:	August 5, 2013	Agenda Item Number	11C
Agenda Item Title:	Request for authorization to approve payment request #3, in the amount of \$15,919.62, to V & C Construction for construction costs associated with the drainage Improvements on 5 th St near Ferndale housing.		
Presented By:	Jay Parrish, City Manager and Praj White, City Engineer		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution No. 2013-32 authorization for payment request #3, in the amount of \$15,919.62, to V & C Construction for construction costs associated with the drainage Improvements on 5 th St near the Navy housing.		

RECOMMENDATION:

Approve Resolution No. 2013-32 authorization for payment request #3, in the amount of \$15,919.62, to V & C Construction for construction costs associated with the drainage Improvements on 5th St near Ferndale housing.

BACKGROUND

On October 4th, 2012, City Council authorized \$60,000 for construction plus an additional \$10,000 in contingency for the Drainage improvements proposed on 5th St near Ferndale housing (the old Navy housing). The project was bid and awarded to V & C Construction in the amount of \$37,444.50.

Change order #1, was necessary to construct a "temporary" ditch to alleviate flooding during the winter. Change order #2, added an additional line item to account for material which needed to be hauled off-site.

The west ditch has been excavated and all remaining items of work have been completed. 5% retainage has been held and will be released once vegetation has been established and all erosion control items have been removed. Deductions in the contract have been made and the final contract amount for the project will be \$42,282.50.

Original Contract amount	\$37,444.50
Change Order #1	\$2,150.50
Change Order #2	\$6,750.00 (not to exceed amount)

New Contract amount	\$46,345.00
Deductions for items not needed*	\$4,062.50
Adjusted FINAL contract amount	\$42,282.50

**Deductions for items not needed: (1) Unsuitable excavation, (2) Remove and connect new 8" PVC sanitary sewer pipe, (3) Relocation of existing sanitary sewer lateral, and (4) adjustments in quantities for material stockpiled and/or hauled off-site.*

Payment Request #1	\$23,120.63
Payment Request #2	\$1,128.13
Payment Request #3	\$15,919.62 (work is 100% complete)

Unpaid Contract balance	\$2,114.12 (5% retainage)
-------------------------	---------------------------

V & C CONSTRUCTION, INC.

P.O. BOX 1269

MINDEN, NV 89423

Invoice

Date	Invoice #
8/22/2013	8017

Bill To
CITY OF FERNDALE P.O. BOX 1095 FERNDALE, CA 95536

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	5TH STREET DRAINAGE IMPROVEMENTS PROGRESS BILLING #3	15,919.62	15,919.62
<p><i>Ok to pay \$15,919.62 for 5th St. Drainage Improvements Dd Cin 8/27/13</i></p>			
Thank you for your business.		Total	\$15,919.62

Progress Billing #3

5th Street Drainage Improvements

Item No	Description of Work	Sched. Quantity	Quant. Prev.		Sched. Unit	Sched. Unit Cost	Sched. Contract Price	Amount		Total Amount To Date
			Sched.	This Period				Prev. Appr.	This Period	
	Part A									
1	Mobilization	1	0.5	0.5	1	LS	\$500.00	\$500.00	\$250.00	\$250.00
2	Maintenance of Traffic	1	0.5	0.5	1	LS	\$500.00	\$500.00	\$250.00	\$250.00
3	Erosion Control	1	0.5	0.5	1	LS	\$300.00	\$300.00	\$150.00	\$150.00
4	Misc. Demolition	1	1	0	1	LS	\$400.00	\$400.00	\$0.00	\$400.00
5	Combined inlet structure	1	0.85	0.15	1	EA	\$7,500.00	\$7,500.00	\$6,375.00	\$1,125.00
6	14" x 23" RCP, Class III	104	104	0	104	LF	\$105.00	\$10,920.00	\$10,920.00	\$0.00
7	Unsuitable Excavation (if necessary)	1	0	0	0	CY	\$35.00	\$35.00	\$0.00	\$0.00
8	3/4" Class II Aggregate Base	48	24	24	48	CY	\$45.00	\$2,160.00	\$1,080.00	\$1,080.00
9	3/8" minus to 1/4" plus aggregate (pea-gravel)	36	36	0	36	CY	\$50.00	\$1,800.00	\$1,800.00	\$0.00
10	A.C. Pavement, Type "B"	9.5	9.5	0.00	9.50	TN	\$125.00	\$1,187.50	\$1,187.50	\$0.00
11	Type "A2-6" Concrete Curb	12	12	0	12	LF	\$25.00	\$300.00	\$300.00	\$0.00
12	4" Thick Concrete Sidewalk	9	9	0	9	SY	\$18.00	\$162.00	\$162.00	\$0.00
13	Concrete Encasement of sanitary sewer pipe	1	0	1	1	LS	\$500.00	\$500.00	\$0.00	\$500.00
14	West Ditch Excavation & Earthwork (cut)	360	0	18	18	CY	\$6.50	\$2,340.00	\$0.00	\$117.00
15	18" HDPE Pipe	60	0	60	60	LF	\$30.00	\$1,800.00	\$0.00	\$1,800.00
16	Rip Rap	5	5	0	5	CY	\$100.00	\$500.00	\$500.00	\$0.00
17	Seed & Mutch	1900	0	1900	1900	SY	\$1.50	\$2,850.00	\$0.00	\$2,850.00
18	Relocate existing sanitary sewer lateral (if necessary)	100	0	0	0	LF	\$35.00	\$3,500.00	\$0.00	\$0.00
ALT 1	8" HDPE sanitary sewer pipe (remove & connect to existing)	10	0	0	0	LF	\$19.00	\$190.00	\$0.00	\$0.00
	CHANGE ORDER									
CO1	"Change in Scope" west ditch	1	1	0	1	LS	\$2,150.50	\$2,150.50	\$2,150.50	\$0.00
CO2	Time extension & haul off materials not in scope	360	0	342	342	CY	\$25.25	\$9,090.00	\$0.00	\$8,635.50
	TOTAL CONTRACT AMOUNT							\$48,685.00	\$25,525.00	\$42,282.50
	Work Complete To Date:									
	Less 5% Retention								\$25,525.00	\$16,757.50
	Subtotal Amount Due:								\$1,276.25	\$937.88
	Less Previous Payments:								\$24,248.75	\$15,919.63
	Total Amount Due:								\$24,248.75	\$24,248.75
									-\$0.01	\$15,919.63

V & C Construction, Inc.

RESOLUTION 2013-32
THE CITY COUNCIL OF THE CITY OF FERNDALE
AUTHORIZES PAYMENT REQUEST #3, IN THE AMOUNT OF \$15,919.62, TO V&C CONSTRUCTION FOR
CONSTRUCTION COSTS ASSOCIATED WITH THE DRAINAGE IMPROVEMENTS ON 5TH STREET NEAR
FERNDALE HOUSING

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

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

WHEREAS, Change Order #1, in the amount of \$2,150.50 was authorized on February 7, 2013 to direct V & C Construction to excavate a portion of the west ditch providing additional capacity for the anticipated winter flooding.

WHEREAS, Change Order #2, in the amount of \$6,750.00 was authorized on August 1, 2013 to provide an additional line item for material which needed to be hauled off-site to a permitted disposal location.

WHEREAS, The Original Contract amount: \$37,444.50, plus Change Order #1 for \$2,150.50, plus Change Order #2 equals New Contract amount of \$46,345.00 (*77% of amount authorized in October*), and

WHEREAS, Payment Request #3 is for \$15,919.62, plus \$4,062.50 in contract deductions (for items not needed), leaves a final unpaid contract balance of \$2,114.12 (5% retainage).

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Ferndale hereby approves payment of the third partial payment request in the amount of \$15,919.62 to V&C Construction.

PASSED AND ADOPTED on this 5th day of September 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Stuart Titus, Mayor

ATTEST:

City Clerk / Deputy City Clerk

Meeting Date:	September 5, 2013	Agenda Item Number	11D
Agenda Item Title:	Deputy City Clerk Job Description		
Presented By:	George Williamson, Contract City Planner		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Direct staff to begin advertising for the Deputy City Clerk position.		

RECOMMENDATION: Direct City staff to begin advertising for the Deputy City Clerk position.

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.

At the July 8, 2014 City Council meeting, the Council approved entering into a transition and recruitment period arrangement with Planwest Partners, Inc. as a low risk option to explore contract services for this position. Planwest has provided expanded services during the transitional period of July 10 to August 22, until the effective date of the City Clerk's resignation. Planwest staff will continue to perform Deputy City Clerk services at City Hall during a 90 day recruitment period while the City advertises for a permanent replacement. This includes updating processes and clarifying procedures for the position.

DISCUSSION: Now that the transition is complete, it is time to begin recruiting. To assist the City in finding a qualified, permanent Deputy City Clerk, Planwest has drawn on experience gained during the transition period to prepare the attached Deputy City Clerk Job Description. The description defines the position, describes the duties involved, and outlines the skills, qualifications, and abilities required to perform those duties. Advertising the position with this job description will assist the City in recruiting a qualified Deputy City Clerk.

FISCAL IMPACT: Budgeted staff item; selected candidate would be compensated within approved Fiscal Year 2013-14 budget.

Deputy City Clerk Services

City of Ferndale

DEFINITION

The primary duty of the Deputy City Clerk is to provide administrative and policy support for City staff, City Council, Planning Commission, committees and the public. Under the direction of the City Manager/City Clerk, the Deputy City Clerk participates in carrying out essential city responsibilities including but not limited to: coordinating the production of legislative agendas, packets and minutes; attending City Council, Planning Commission and committee meetings; serving the public at the front counter of City Hall; issuing routine permits and licenses; and administering the City's records management system and relaying requests for information to the appropriate parties. The Deputy City Clerk fills multiple roles for the City of Ferndale and will be expected to perform related tasks as assigned by the City Manager.

DUTIES

- ◆ Assists City Manager with various administrative tasks, often of a confidential nature.
- ◆ Serves as recording secretary; records actions taken and assures that information is properly and accurately maintained in City's record files; provides notice of action taken to appropriate parties.
- ◆ Works with City Council, Planning Commission, committees, City Manager, City staff, the public and others to prepare City agendas and agenda packets.
- ◆ Receives and reviews agenda items for complete submittals and Brown Act compliance.
- ◆ Prepares and posts legal notices, agendas and related documents.
- ◆ Establishes, maintains and indexes files for the City Council, Planning Commission, and committees; researches and provides back-up materials on a variety of issues.
- ◆ Certifies City Council, Planning Commission, and committee action authenticity and prepares certified copies of such actions, as required.
- ◆ Prepares and distributes ordinances, resolutions, proclamations, staff reports, correspondence and other essential documents.
- ◆ Maintains databases for business and dog licenses; prepares annual mailings; collects funds and distributes licenses.
- ◆ Prepares and distributes applications for building, land use and design review permits; collects fees; issues permits.
- ◆ Manages the processing, indexing, and preservation of vital records including ordinances, resolutions, contracts and other legal documents in accordance with federal, state and local statutory requirements.
- ◆ Ensures compliance to various state laws, including the Brown Act, Maddy Act, Public Records Act, California Elections Code and Political Reform Act/Fair Political Practices Act.
- ◆ Maintains record management system; adheres to the Records Retention Schedule; recommends improvements and modifications as needed.

Deputy City Clerk Services

City of Ferndale

- ◆ Answers questions; provides information, forms and applications; explains City policies and procedures; provides information to the public and others on matters concerning City protocols.
- ◆ Maintains Municipal Code Book; is responsible for codification of ordinances and other actions.
- ◆ Interacts with City Manager, Council, Commission and Committees, staff, other agencies and officials, and the general public to accomplish projects and duties.
- ◆ Coordinates local activities for City elections, including issuing nomination and campaign papers, providing information on candidate eligibility and providing information to County election division
- ◆ Maintains roster of City boards, commissions, committees and other appointments.

QUALIFICATIONS

Knowledge of:

- ◆ Administrative requirements for filing, publishing and processing of various City matters.
- ◆ Basic land use and zoning principles, including historical and design review areas.
- ◆ Policies and procedures governing the City of Ferndale, City Council, Planning Commission and Committees.
- ◆ Standard office practices and procedures including filing systems, document preparation, and the operation of standard office equipment, including a word processor.
- ◆ California municipal law as it relates to City Clerk functions.
- ◆ Municipal Code structure and maintenance principles and practices.
- ◆ Fair Political Practices and Ralph M. Brown Act.
- ◆ Records management methods and procedures for City Clerk functions.
- ◆ Computer skills, Adobe Acrobat, Microsoft Word, Microsoft Excel.

And the ability to:

- ◆ Organize and maintain accurate recordkeeping and indexing systems.
- ◆ Prepare agendas and research and organize pertinent materials for agenda items.
- ◆ Advise the City Manager on policy and procedures interpretations for record keeping.
- ◆ Prepare concise meeting minutes, documentation and other reports and correspondence.
- ◆ Perform word processing tasks accurately and develop and organize electronic files.
- ◆ Establish and maintain effective working relationships with those encountered.
- ◆ Apply verbal and written communication skills.
- ◆ Accomplish tasks in reasonable time frames, and be task-oriented.

Deputy City Clerk Services

City of Ferndale

- ◆ Demonstrate strong organizational and customer satisfaction skills.
- ◆ Communicate effectively, orally and in writing, in both technical/ non-technical terms.
- ◆ Understand and follow oral and written instructions, policies and procedures from the City Manager.
- ◆ Prepare and present accurate and reliable reports containing findings and recommendations.
- ◆ Operate a personal computer using software applications appropriate to assigned tasks.
- ◆ Use logical thinking and creative thought processes to develop solutions following directions.
- ◆ Perform duties and responsibilities with accuracy to meet deadlines and changing priorities.
- ◆ Quickly learn and put to use new information and/or technology, skills and knowledge.
- ◆ Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.

ESSENTIAL PHYSICAL ABILITIES

- ◆ Sufficient clarity of speech and hearing or other communication capabilities, with reasonable accommodation, to enable the employee to communicate effectively;
- ◆ Sufficient powers of observation, with reasonable accommodation, to review a wide variety of materials in electronic or hard copy form;
- ◆ Sufficient manual dexterity, with reasonable accommodation, to operate a personal computer, telephone, and other related equipment;
- ◆ Sufficient personal mobility and physical reflexes, with reasonable accommodation, to safely lift, move, or maneuver administrative materials and equipment to perform position duties;
- ◆ Sufficient personal mobility and physical reflexes, with reasonable accommodation, to efficiently perform Clerk duties, including motorized vehicles and equipment.

Meeting Date:	September 5, 2013	Agenda Item Number	11E
Agenda Item Title:	General Plan Update - Next Element Selection		
Presented By:	George Williamson, Contract City Planner		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information
Action Required:	Approve updating the Noise & Air Quality Element of the General Plan.		

RECOMMENDATION: Planning Commission recommends that the City Council approve updating the Noise and Air Quality Element of the City of Ferndale General Plan.

BACKGROUND: The City of Ferndale must periodically update their General Plan to comply with State law. More importantly the General Plan is the City's comprehensive policy document that defines the type, amount, and location of future growth and development, and keeping it current is vital for implementing community goals and policies.

The General Plan update process is overdue as six of the seven required elements were last updated prior to 1987 (California Planners' Book of Lists, 2009). The Housing Element (required) and Historical & Cultural Resource Element (optional) have been adopted (2012). The Safety Element (required) is complete and ready for environmental review. In order to conserve City resources, staff conducted a joint environmental review of the Housing and Historical & Cultural Resources Elements. Staff intends to similarly combine the review of the Safety Element and the next element chosen by the Commission and City Council.

As the advisory body to the City Council, the Planning Commission generally reviews the remaining elements and selects one to recommend that the Council authorize for updating next. The Council may then choose whether or not to concur with the recommendation. The proposed contents of the remaining elements are included in the attached scope.

DISCUSSION: At the April 17, 2013 meeting the Planning Commission reviewed the attached scope and discussed what would be the best element to update next. The Commission discussed choosing the Land Use Element due to its importance to the City or the Circulation and Public Facilities Element to aid the City in obtaining funding for projects. The Commission ultimately passed a motion recommending that the City Council authorize updating the Noise and Air Quality Element. One of the main reasons for choosing this element to update next was to continue the momentum of the General Plan Element. Commissioners felt that the Noise and Air Quality Element may be less contentious and time consuming than the remaining elements, and, since the Safety Element will not be adopted until the next element is drafted and the combined environmental review is complete, the Commissioners felt that choosing what may be a faster element to complete would enable the City to begin updating the remaining elements sooner.

NEXT STEP: Should City Council concur with Planning Commission's recommendation, staff requests that the Council authorize preparation of a detailed Noise and Air Quality Element scope of work for Planning Commission review at a regularly scheduled meeting. Planning Staff would incorporate Planning Commission input and bring the scope to City Council for approval. Preparation of the Scope would include upfront initial agency consultations, including with the North Coast Unified Air Quality Management District and Caltrans.

FISCAL IMPACT: Budgeted item.

CITY OF FERNDALE PROPOSED MULTI-YEAR GENERAL PLAN UPDATE SCOPE & CONTENTS (UPDATED 2013)

This is a scope to prepare the General Plan update, consistent with State General Plan Guidelines, and to prepare environmental compliance documents required by the update. This will be a community based effort to evaluate the current General Plan in terms of the effectiveness of its policies and programs. City staff, Planning Commission, City Council and interested community members will be engaged to identify policies and programs that may need to be strengthened, changed, or replaced and provide appropriate implementation measures to increase the effectiveness of those policies and programs.

GENERAL PLAN INTRODUCTION

The Introduction was last updated in 1986. It includes the following chapters: Characteristics, Legislative Requirements, Organization, Consistency, and Use of the Plan. The updated introduction will include revised setting and context information and new chapters relating to the City vision, how Ferndale fits into the region, and the use of the General Plan. The proposed Introduction contents include:

- Introduction;
- Setting and Context;
- Planning in the “Victorian Village;”
- City Vision and Regional Perspective; and
- Community Use of the General Plan and Implementation Programs.

REQUIRED ELEMENTS

LAND USE ELEMENT

The 1986 Land Use and Unique Resources Element also serves as a consolidated Open Space and Conservation Element and includes the following chapters: Introduction, Statutory Authority, Community Profile, Area of Special Concern, Overall Goal, Specific Goals and Policies, General Plan Land Use Designations, and Implementation Measures. The updated Land Use Element will primarily focus on land use; a separate Conservation and Open Space Element is proposed. The updated Land Use Element will define a Sphere of Influence and Planning Area in the Land Use Diagram. The proposed Land Use Element contents include:

- Introduction;
- Setting and Context;
- General Plan Land Use Designations;
- Land Use Diagram; and
- Goals, Policies and Implementation Programs.

Updating this element provides the City the opportunity to review the City-wide land uses and make adjustments as needed to anticipate future growth. The individual designations can be consolidated or expanded, adjusted for residential density and range of housing types, or revised to plan for commercial and public facility uses and to identify resource lands to be preserved.

Projects identified in this element may be eligible for Sustainable Communities grants, many of which are awarded on an ongoing basis.

TRANSPORTATION (CIRCULATION) & PUBLIC FACILITIES ELEMENT

The Transportation & Public Facilities Element of the Ferndale General Plan was last updated in 1967. The updated Circulation, Public Facilities and Services Element will define a circulation system hierarchy that includes arterial, collector and local streets. The relevant chapters of the City's Scenic Highway Element, last updated in 1975, will be incorporated into the updated Circulation Element. This task will include a Circulation Diagram with all City streets and public rights of way. The proposed Circulation, Public Facilities and Services Element contents include:

- Introduction;
- Setting and Context;
- Transportation Modes – Vehicle, Bike & Pedestrian, Transit;
- Goods Movement
- Water, Wastewater & Storm Drains;
- Law Enforcement, Fire Protection, Schools & City Administration; and
- Goals, Policies and Implementation Programs.

Over the past several years there has been development that has added traffic to existing streets. There are several planned street connections shown on City circulation maps that may never be built or may need to be realigned and or reclassified if constructed. This update provides the opportunity to review the overall City circulation system and make adjustments. Provisions for bike lanes, pathways and truck routes will also be considered. The public facilities component will include policies and implementation programs for future infrastructure improvement or maintenance.

Projects identified in this element would be forwarded to the Humboldt County Association of Governments (HCAOG) and Caltrans to identify funding opportunities. Coordination with HCAOG will ensure that Ferndale's needs are adequately documented and justified, ultimately aiding in securing funding for projects.

CONSERVATION & OPEN SPACE ELEMENT

The 1986 Land Use and Unique Resources Element serves as a consolidated Open Space and Conservation Element and includes: an Introduction, Statutory Authority, Community Profile, Area of Special Concern, Overall Goal, Specific Goals and Policies, General Plan Land Use

Designations, and Implementation Measures. Staff proposes to again combine these two required elements into one. The Conservation Element update will define and inventory the types of resources subject to conservation measures, and will recommend resource management policies. This task will include preparation of a spatial database and natural resources map. Updating the Open Space Element will define and inventory the different types of open spaces and recommend resource management policies. This task will include preparation of a spatial database and Open Space Map. The proposed Conservation & Open Space Element contents include:

- Introduction;
- Setting and Context;
- Hydrology and Drainage;
- Biological Resources;
- Agricultural Resources; and
- Goals, Policies and Implementation Programs.

This is an opportunity to update open space policies for the managed production of resources, outdoor recreation, public health and safety, and the preservation of natural resources. This includes a review of the management of agricultural lands and related policy. Land trusts and other resource land management organizations could be contacted with funding requests.

NOISE & AIR QUALITY (NEW) ELEMENT

The 1975 Noise Element is included with the Public Safety and Scenic Highway Elements. The Noise Element update will define the types of sensitive receptors subject to noise impacts: schools, medical facilities, and certain residential uses. The Noise Element will also define the different types of noise including, but not limited to, vehicle noise and stationary source (commercial and industrial) noise. This task will include preparation of a noise contour map, using available County and Caltrans noise contour data. The proposed Noise & Air Quality Element contents are:

- Introduction;
- Setting and Context;
- Noise Characteristics and Sources;
- Air Quality Characteristics;
- Air Basin Requirements; and
- Goals, Policies and Implementation Programs.

The air quality data and analysis will include an Emissions Reduction Plan to reduce greenhouse gas emissions as required for SB 375 and AB 32 compliance. This legislation calls for emission level rollbacks which can be accomplished by reducing both stationary and mobile levels. The Emissions Reduction Plan will involve the following tasks:

- Develop Outline, Review Emissions Inventories & Determine Reduction Target.

- Identify and Evaluate Emission Reduction Measures.
- Disclose Costs/Benefits /Challenges of Various Emission Reduction Measures.
- Refine Emission Reduction Measures.
- Prioritize Measures and Develop Implementation Timeline.
- Develop Monitoring and Verification Recommendations for Greenhouse Gas Reductions.
- Prepare Draft Emissions Reduction Plan & Hold Public Hearings.
- Respond to Comments & Prepare Final Emissions Reduction Plan.
- Adopt Emissions Reduction Plan.

The North Coast Unified Air Quality Management District may have funding opportunities for projects identified in this element.

REVIEW

ENVIRONMENTAL COMPLIANCE

An Environmental Impact Report (EIR) was prepared in 1986 for the Ferndale General Plan. This document must be supplemented to comply with the California Environmental Quality Act. An Initial Study/Negative Declaration was prepared for the Housing and Historical & Cultural Resources Elements.

STUDY SESSIONS AND PUBLIC HEARINGS

Public involvement is an integral part of the General Plan update process. City staff will organize and schedule study sessions and public hearings with the Planning Commission and City Council.

Meeting Date:	September 5, 2013	Agenda Item Number	11F
Agenda Item Title:	Resolution 2013-33 authorizing the City Manager to accept the "Agreement to Dedicate Real Property to the City of Ferndale" for the "Old Nilsen Barn Property" 031-083-002		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution 2013-33		

RECOMMENDATION: Approve Resolution 2013-33, directing the City Manager to accept the "Agreement to Dedicate Real Property to the City of Ferndale" (appended as "Exhibit A" to the Resolution) from the owner of that certain real property generally known as the "Old Nilsen Barn Property" (APN 031-083-002) (the "Property"), and perform the tasks stated in the Agreement.

DISCUSSION: The owner of the Property generally known as the Old Nilsen Barn Property, (APN 031-083-002) has offered to donate the Property to the city. Prior to accepting the Property, the City must conduct an Environmental Site Assessment, Phase I and Phase II. The City has completed a Phase I Assessment and have solicited and received three bids for Phase II. Phase II involves site reconnaissance and identify the extent of the problems on the site, and what to do to fix those problems.

The Property adjoins the existing city parking lot and we believe it would be a good acquisition to the city, considering that the owner is donating it. In connection with the proposed dedication, the City will be required to pay for the environmental analysis of the Property, costs are expected to be approximately \$15,000 for both Phases of the analysis as well as legal and engineering fees.

Should the city obtain the property, the city will then go through a process to decide the highest and best use of the property. No project is currently proposed. Preliminary options on what the city could use this property for would be a parking lot, open space, and/or a small park. At this time, Staff seeks direction from the Council to present the Agreement to the property owner for signature, and complete the preliminary steps for dedication discussed in the Agreement.

FINANCIAL IMPACT: Acquisition costs will be approximately \$15,000, including Phases I and II of the Environmental Site Assessment as well as legal and engineering fees. Also, the City will likely need to reimburse the property owner for various carrying costs related to the Property prior to dedication while the matter is evaluated, which are estimated not to exceed \$1,000.00. Funding would come from LAIF.

**AGREEMENT TO DEDICATE PROPERTY TO THE
CITY OF FERNDALE**

This AGREEMENT TO DEDICATE PROPERTY TO THE CITY OF FERNDALE (this "Agreement") is pledged as of August 30, 2013 (the "Effective Date"), by _____, ("Owner"), for the benefit of the City of Ferndale ("City"), an incorporated city in the County of Humboldt, State of California. Where collective reference is intended, Owner and the City are referred to as the "Parties" in this Agreement.

Recitals

A. WHEREAS, Owner is the owner of that certain real property, appurtenant easements and personal property located in the City of Ferndale, County of Humboldt, State of California, and more particularly described in **Exhibit A** (the "Dedicated Property" or "Property"), which is attached hereto and incorporated herein by reference;

B. WHEREAS, the City is interested in taking ownership of the Dedicated Property, although no specific public purpose or project is identified at this time;

C. WHEREAS, prior to accepting ownership of the Dedicated Property, the City must perform an environmental review of the Property, and issue various findings relating to its condition;

D. WHEREAS, the City Council for the City of Ferndale must authorize acceptance of the Dedicated Property, and this Agreement will be presented to the Council for its consideration;

E. WHEREAS, the City of Ferndale is the sole intended recipient of the Dedicated Property, without cost, upon satisfaction of the contingencies recited in this Agreement; and

F. WHEREAS, the actual conveyance of the Dedicated Property will only occur if and when all contingencies to dedication recited in this Agreement are first satisfied, and thereafter the City agrees to accept title to the Dedicated Property and perform all obligations assigned to it under this Agreement.

Agreement

NOW THEREFORE, the Owner hereby covenants and agrees as follows:

1. Covenant to Convey Property. The Owner by execution of this Agreement and conditioned upon prior satisfaction of each and all of the Contingencies recited (and defined) in Section 2 of this Agreement, does hereby agree to convey title to the Dedicated Property to the City free and clear of all liens and encumbrances, and does further agree that the Owner will execute any and all deeds or other documents necessary to convey the Dedicated Property to the City.

2. Contingencies to Conveyance. The City's obligations to accept and take ownership of the Dedicated Property are contingent upon the prior satisfaction of each and all of the terms, conditions and contingencies recited as follows (collectively the "Contingencies"), which can be deemed satisfied or waived in the City's sole discretion:

- (a) The City completes an environmental review and analysis of the Dedicated Property, and the City is willing to accept the Property in its current condition, in the City's discretion;

- (b) The City issues all requisites findings (or exemptions) necessary under the California Environmental Quality Act (“CEQA”), California Public Resources Code §§ 21000, et seq.; and
- (c) The City Council agrees to accept the conveyance of the Dedicated Property in its sole discretion.

3. **Maintenance of Dedicated Property.** After the Dedicated Property (or any portion of it) is conveyed to the City, the City shall unilaterally bear all costs and expenses associated with maintaining the Dedicated Property (or any portion of it conveyed to the City).

4. **Enforceability of Covenant.** The City may enforce Owner’s covenant and agreement to dedicate the Dedicated Property consistent with the terms and conditions of this Agreement.

5. **Entire Agreement.** This Agreement, along with the additional deeds and conveyancing instruments contemplated hereby, represents the entire Agreement between the Parties in connection with the transactions contemplated hereby and the subject matter hereof. This Agreement may not be modified except by a written agreement signed by Owner if amended or modified prior to conveyance of the Dedicated Property to the City or by both Owner and the City if amended or modified after the conveyance of the Dedicated Property to the City.

6. **Governing Law.** This Agreement has been prepared and executed in, and shall be construed in accordance with, the laws of the State of California. Any action or proceeding relating to or arising out of this Agreement shall be filed in the Superior Court of the State of California for the County of Humboldt.

7. **Invalidity of Any Provision.** If any provision (or any portion of any provision) of this Agreement is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction under present or future laws effective during the term of this Agreement, the legality, validity, and enforceability of the remaining provisions (or the balance of such provision) shall not be affected thereby.

IN WITNESS HEREOF, Owner has executed this Agreement as of the date set forth in the first paragraph of this Agreement.

OWNER:

By: _____
 Name: _____
 Its: _____

[Attach exhibits]

EXHIBIT A

BEGINNING in the center of Francis Creek on a line run at right angles to Main Street in the Town of Ferndale, County of Humboldt, State of California, and Westerly from the Southwest corner of Lot 7 of Block 14 of Francis Division of Ferndale, as marked on the Official Map of said Town of Ferndale, and now on file in the Office of the County Recorder of the County of Humboldt, State of California;
thence at right angles to said Main Street, Easterly to the Southwest corner of said Lot 7;
thence at right angles and parallel to said Main Street, Southerly 130 feet to the Southwest corner of Lot 9 in said Block 14;
thence at right angles Westerly to the center of said Francis Creek;
thence along the center of said Creek Northerly to the point of beginning.

PARCEL TWO

BEGINNING in the center of Francis Creek at the most Westerly corner of the parcel first above described; and
running thence Southeasterly along the Southwesterly line of said parcel, 124.1 feet to a point distant thereon 30 feet Northwesterly from the most Southerly corner of said parcel;
thence South 44 degrees 2 minutes West, 0.95 feet;
thence North 52 degrees 30 minutes West, 126.4 feet, more or less, to the center of Francis Creek; and
thence Northerly along the center of said Creek to the point of beginning.

PARCEL THREE

A right of way over the following described parcel:

BEGINNING at the most Westerly corner of Lot 10 in said Block 14; and running thence Northerly and parallel with Main Street, 111.45 feet to the Southerly corner of the parcel first above described;
thence at right angles Westerly, 30 feet;
thence at right angles Southerly, 114.89 feet to Ocean Avenue; and
thence Easterly along said Avenue, 30.02 feet to the point of beginning.

Said right of way is not exclusive, but is to be used in common with other parties entitled to the use thereof.

RESOLUTION 2013-33**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF FERNDALE AUTHORIZING THE CITY MANAGER TO ACCEPT THAT CERTAIN AGREEMENT TO DEDICATE REAL PROPERTY TO THE CITY OF FERNDALE**

WHEREAS, Caroline Jones (the "Property Owner") owns certain unimproved real property generally known as the Old Nilsen Barn Property, located in Ferndale, California (APN 031-083-002) ("Property"); and

WHEREAS, the Property Owner has proposed to dedicate the Property to the City of Ferndale;

WHEREAS, in anticipation of the dedication of the Property, the City has prepared that certain "Agreement to Dedicate Real Property" (the "Agreement"), a true and correct copy of which is attached hereto as **Exhibit "A"**; and

WHEREAS, as noted in the Agreement, the City must complete an environmental evaluation of the Property and those other tasks outlined in the Agreement prior to accepting the dedication and a Deed to the Property; and

WHEREAS, the City Manager has requested the direction and approval of the City Council to present the Agreement to the Property Owner and complete those tasks outlined in the Agreement.

NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF FERNDALE AUTHORIZES THE CITY MANAGER TO OBTAIN THE PROPERTY OWNER'S SIGNATURE ON THE AGREEMENT APPENDED HERETO AS EXHIBIT "A", OR SUBSTANTIALLY SIMILAR FORM, FOR THE ACQUISITION BY DEDICATION OF THE OF PROPERTY (APN 031-083-002), AND PERFORM THE TASKS OUTLINED IN THE AGREEMENT. ONCE ALL TASKS STATED IN THE AGREEMENT ARE COMPLETED, THE CITY MANAGER IS DIRECTED TO RETURN THIS ITEM TO THE COUNCIL FOR FORMAL CONSIDERATION OF ACCEPTING A DEED TO THE PROPERTY, IN THE COUNCIL'S DISCRETION.

PASSED, APPROVED AND ADOPTED this 5th day of September, 2013 by the following roll call **vote**:

AYES:

NOES:

ABSTAIN:

ABSENT:

Stuart Titus, Mayor

ATTEST:

Christina Wile, Deputy City Clerk

Meeting Date:	September 5, 2013	Agenda Item Number	11G
Agenda Item Title:	Budget Appropriation for Fiscal Years ending June 30, 2006 through Fiscal Year 2013-2014		
Presented By:	City Manager Jay Parrish		
Type of Item:	X	Action	Discussion Information
Action Required:	Approve Resolution 2013-30		

RECOMMENDATION

Approve Resolution number 2013-30 Budget Appropriation for Fiscal Years ending June 30, 2006 through Fiscal Year 2013-2014

DISCUSSION:

Each year the City Council is required to pass a resolution with the finding that the annual budget for the fiscal year is within the appropriations limit. This resolution must be passed by the end of calendar year. The City Accountant, Phil Aycock supplies the numbers for the appropriation limit and the appropriations.

Government Code 7910:

- (a) Each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B of the California Constitution at a regularly scheduled meeting or noticed special meeting. Fifteen days prior to the meeting documentation used in the determination of the appropriations limit and other necessary determinations shall be available to the public. The determinations made pursuant to this section are legislative acts.
- (b) A judicial action or proceeding to attack, review, set aside, void, or annul the action of the governing body taken pursuant to this section shall be commenced within 45 days of the effective date of the resolution.
- (c) A court in which an action described in subdivision (b) is pending, including any court reviewing the action on appeal from the decision of a lower court, shall give the action preference over all other civil actions, in the manner of setting the action for hearing or trial and in hearing the action, to the end that the action shall be quickly heard and determined.

In order to comply with Government Code 7910, adjusted appropriation limits must be adopted for the 2012-2013 fiscal year.

FINANCIAL IMPACT: None

RESOLUTION NO. 2013-30
 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE
 ESTABLISHING THE ADJUSTED APPROPRIATION LIMITATIONS OF THE CITY OF FERNDALE
 FOR FISCAL YEARS ENDING JUNE 30, 2006 THROUGH FISCAL YEAR 2013-2014

WHEREAS, The City Council of the City of Ferndale adopted budgets for Fiscal Years 2005-2006; 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012, 2012-2013 and 2013-14; and

WHEREAS, as required by Section 7910 of the Governmental Code, the City Council of the City of Ferndale does resolve as follows:

Section 1. The City Council of the City of Ferndale hereby reports that the estimated actual appropriations subject to limit for the City of Ferndale for the fiscal year 2012-2013 are \$526,296 and will not exceed the \$696,276 appropriation limitation as amended for the 2012-2013 fiscal year.

Section 2. The City Council of the City of Ferndale hereby establishes the appropriation limitation for the City of Ferndale for fiscal year 2013-2014 to be \$733,023, which exceeds the estimated actual appropriations subject to limit of \$573,540.

Section 3. The compound factor used in calculating the 2013-2014 limitation was 1.0528%, which represents the change in City population and California per capita income.

INTRODUCED, PASSED AND ADOPTED this 5th day of September, 2013 by the following vote:

- AYES:
- NOTES:
- ABSENT:
- ABSTAIN:

Stuart Titus, Mayor

Deputy City Clerk/City Clerk

CLERK'S CERTIFICATION

I, _____, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2013-30, passed and adopted at a regular meeting of the City Council of the City of Ferndale held on September 5, 2013

CITY OF FERNDALEGann Appropriations Limit Schedule
For the year ended June 30, 2014

Appropriations limit for the year ended June 30, 2013	\$696,276	Prior year schedule
Calculation Factors:		
1. Population Increase %	1.0015	State Department of Finance
2. Inflation %	1.0512	State Department of Finance
3. Total adjustment factor	<u>1.0528</u>	B1 * B2
Annual Adjustment Increase	36,747	[(B3-1)A]
Other Adjustments		
Lost responsibility (-)	N/A	
Transfers to private (-)	N/A	
Transfers to fees (-)	N/A	
Assumed responsibility (+)	N/A	
Total Adjustments	<u>36,747</u>	(C+D)
Appropriations limit for the year ended June 30, 2014	<u>\$733,023</u>	(A+E)

	<u>Limit</u>	<u>Factor Used</u>
2004-05 Adjusted Base Year	\$556,506	1.0574
2005-06 Adjusted Base Year	588,473	1.0348
2006-07 Adjusted Base Year	608,962	1.0427
2007-08 Adjusted Base Year	634,988	1.0422
2008-09 Adjusted Base Year	661,765	1.0090
2009-10 Adjusted Base Year	667,732	0.9760
2010-11 Adjusted Base Year	651,683	1.0296
2011-12 Adjusted Base Year	670,980	1.0377
2012-13 Adjusted Base Year	696,276	1.0528
2013-14 Adjusted Base Year	733,023	

Meeting Date:	September 5, 2013	Agenda Item Number	11H
Agenda Item Title:	Gann Report for the Fiscal Year ending June 30, 2013		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Receive and file.		

RECOMMENDATION:

Receive and file the Gann Report for the fiscal year ending June 30, 2013.

DISCUSSION:

The Gann Report contains the Appropriations Limit Schedule, as prepared by JJACPA, Inc. The report was compiled to assist the City with meeting the requirements of Section 1.5 of Article XIII-B of the California Constitution.

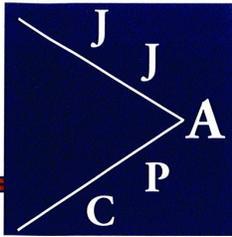
FINANCIAL IMPACT: None.

CITY OF FERNDALE
GANN APPROPRIATIONS LIMIT SCHEDULE
FOR THE YEAR ENDED
JUNE 30, 2013

**City of Ferndale
Gann Appropriations Limit Schedule
For the year ended June 30, 2013**

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JJACPA, Inc.

A Professional Accounting Services Corp.

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

The Honorable City Council
City of Ferndale
Ferndale, California

We have applied the procedures enumerated below to the accompanying Appropriations Limit Schedule of the City of Ferndale (the "City") for the fiscal year ended June 30, 2013. These procedures, which were agreed to by the City and the League of California Cities (as presented in the publication entitled *Agreed-upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIII-B of the California Constitution*), were performed solely to assist the City in meeting the requirements of Section 1.5 of Article XIII-B of the California Constitution. The City's management is responsible for the Appropriations Limit Schedule. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed worksheets used by the City to calculate its Appropriations Limit for the fiscal year ended June 30, 2013 and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by Resolution of the City Council. We also compared the population and inflation options in the aforementioned worksheets to those that were selected by a recorded vote of the City Council.

Finding: No exceptions were noted as a result of our procedures.

2. For the accompanying Appropriations Limit Schedule, we added line A, last year's limit, to line E, total adjustments and compared the resulting amount to line F, this year's limit.

Finding: No exceptions were noted as a result of our procedures.

3. We compared the current year information presented in the accompanying Appropriations Limit Schedule to the other worksheets described in No. 1 above.

Finding: No exceptions were noted as a result of our procedures.

Page – 2 – Findings (continued)

4. We compared the prior year appropriations limit, presented in the accompanying Appropriations Limit Schedule, to the prior year appropriations limit adopted by the City Council for the prior year.

Finding: The beginning amount was not adopted by a recorded vote of the City Council. The City resolved this finding by recalculating the limit from the previous adopted limit and recording an adjusted limit in the 2013-14 fiscal year beginning amount. The amount in the Schedule is the adjusted limit for 2012-13.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit Schedule. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by Article XIII-B of the California Constitution.

This report is intended solely for the information and use of the City Council and management of the City and is not intended to be and should not be used by anyone other than these specified parties.

August 21, 2013

J. J. JACPA, Inc.
JJACPA, Inc.

CITY OF FERNDALE

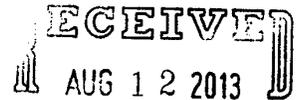
Gann Appropriations Limit Schedule
For the year ended June 30, 2013

Appropriations limit for the year ended June 30, 2012	\$670,980	Prior year schedule
Calculation Factors:		
1. Population Increase %	1.0000	State Department of Finance
2. Inflation %	1.0377	State Department of Finance
3. Total adjustment factor	<u>1.0377</u>	B1 * B2
Annual Adjustment Increase	25,296	[(B3-1)A]
Other Adjustments		
Lost responsibility (-)	N/A	
Transfers to private (-)	N/A	
Transfers to fees (-)	N/A	
Assumed responsibility (+)	N/A	
Total Adjustments	<u>25,296</u>	(C+D)
Appropriations limit for the year ended June 30, 2013	<u>\$696,276</u>	(A+E)

Section 12

CORRESPONDENCE

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



August 9, 2013

TO: STATE, CITY AND LOCAL OFFICIALS

NOTICE OF PACIFIC GAS AND ELECTRIC COMPANY APPLICATION TO RETURN REVENUES FROM THE SALE OF GREENHOUSE GAS ALLOWANCES AND TO RECOVER COSTS ASSOCIATED WITH THIS PROGRAM (A.13-08-003)-----

Summary

On August 1, 2013, Pacific Gas and Electric Company (PG&E) submitted an application to the California Public Utilities Commission (CPUC) to forecast revenues of \$529.9 million to be returned to customers from the sale of greenhouse gas (GHG) allowances under California's GHG emissions reduction program, and to recover \$4.3 million in administrative and outreach costs related to this program in 2014. If this application is approved, PG&E will return revenues from the program to customers via bill credits starting in January, 2014.

About the program to reduce GHG emissions

The California Air Resources Board (CARB) encourages the reduction of greenhouse gas (GHG) emissions by placing a cap on the amount of GHG emissions a facility can emit. This is regulated through the implementation of GHG allowances, or permits. Under California's GHG reduction program, starting in 2013, CARB allocated PG&E and other California utilities GHG emissions allowances are to be sold for the benefit of customers and to mitigate the cost impact of the program. PG&E is required to sell its allowances in an auction and pass the revenue from the sale to its customers, less some expenses for administration and outreach costs. PG&E does not profit from the sale of these GHG allowances.

How will PG&E's application affect me?

If the application is approved, revenues from the sale of GHG allowances will be returned to PG&E's residential and small business customers, and some industrial customers, as directed by state law. While the exact amounts of those revenues may change—they are subject to regulatory approval and market factors—the legislature and CPUC have determined the order and method by which they are returned to customers.¹ They are:

- First, to some Industrial customers annually, via a fixed-amount bill credit
- Then, to Small Business and Residential customers each month until 2020, via a bill credit based on usage
- Then, an additional credit for all Residential households semi-annually, via a fixed-amount bill credit, forecast to be approximately \$35.03. This amount will appear on customers' energy statement as a "Climate Dividend," and will be adjusted based on the actual revenue from the sale of GHG allowances.

How do I find out more about PG&E's application?

You can view PG&E's application and exhibits at pge.com/RegCases. Select "Greenhouse Gas OIR" from the Cases dropdown menu. If you have questions about PG&E's application, please contact PG&E at **1-800-743-5000**. For TDD/TTY (speech-hearing impaired), call **1-800-652-4712**.

If you would like a copy of PG&E's application and exhibits, please write to PG&E at the address below:

Pacific Gas and Electric Company
GHG OIR Application
P.O. Box 7442
San Francisco, CA 94120

A copy of PG&E's application and exhibits are also available for review at the CPUC, 505 Van Ness Avenue, San Francisco, CA 94102, Monday–Friday, 8 a.m.–noon. PG&E's application (without exhibits) is available on the CPUC's website at www.cpuc.ca.gov/puc.

How does the CPUC's decision making process work?

The application will be reviewed through the CPUC formal administrative law process. The application will be assigned to a CPUC Administrative Law Judge (ALJ). The ALJ presides over the proceeding, which develops a formal record that the ALJ relies upon in drafting a Decision to present to the five-member Commission. The CPUC's Division of Ratepayer Advocates (DRA) will review this application and participate in the proceeding. The DRA is an independent arm of the CPUC, which represents the interests of all utility customers. The DRA's views do not necessarily reflect those of the CPUC. Other parties of record may also participate.

Evidentiary hearings are often held in a proceeding to give parties of record an opportunity to present evidence or cross-examine witnesses. Members of the public may attend but not participate in these hearings. After considering all proposals and evidence presented, the ALJ will issue a draft decision based upon the established record. When the CPUC acts on this application, it may adopt all or part of PG&E's request, amend or modify it or deny the application.

If you would like to follow this proceeding or any other issue before the CPUC, you may utilize the CPUC's free and confidential subscription service. Sign up at: <http://subscribecpuc.cpuc.ca.gov>.

If you would like to learn how you can participate in this proceeding, or if you have comments or questions, you may access the CPUC's Public Advisor's website at www.cpuc.ca.gov/puc and click on "Public Advisor" from the CPUC Information menu. You can also:

E-mail: public.advisor@cpuc.ca.gov

Mail: Public Advisor's Office

505 Van Ness Avenue, Room 2103

San Francisco, CA 94102

Call: 1-415-703-2074 or 1-866-849-8390 (toll-free)

TTY: 1-415-703-5282 or 1-866-836-7825 (toll-free)

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

If you are writing or emailing the Public Advisor's Office, please include the application number (A.13-08-003). All comments will be circulated to the Commissioners, the assigned ALJ and the CPUC staff.

¹ Proposed classifications and payments are subject to CPUC approval

*cc packet
PGE
covers*

Section 13

REPORTS

Section 13a: City Manager Staff Report

CITY MANAGER:

Meetings:

- Kiwanis meeting 1st and 3rd Tuesday of the month at 4:30 pm
 - Hazard Mitigation Plan (HMP) meeting-Steering Committee–August 10th-6:00-9:00pm
 - City Council meeting –August 8th –Study session 6:00 – 7:00 pm- Regular meeting from 7:00 – 9:00 pm
 - Met with Tom Stephen on August 17th to go over comments on THP up Francis Creek and tour of debris torrent, and Francis Creek annual inspection.
 - Drainage meeting August 11th 4:30-6:00 pm
 - RCEA meeting- August 15th - 2:30 – 5:00 pm
 - SRWC meeting- August 9th - 2:30-4:00 pm
 - RCD meeting- August 11th- 8:00 am
 - City Manager meeting August 18th - 3:00-5:00 pm.
 - HMP and the Energy Assurance Program meeting August 1st- 10:00- 1:00 pm
 - Mandatory HMP workshop meeting: August 7th 9:00- 12:00 am
 - Range Rider(ICMA) met with Pat Thompson Aug 14th 3:00- 4:30 pm. Pat was City Manager in Napa.
 - Met with DF&G representative regarding a sewer line that goes under Francis Creek at the Berding Street Bridge. Claire had taken Scott Bauer's place and we have been very happy with our interaction with her on a number of projects. August 27th.
 - Numerous conversations with Chamber of Commerce President Karen Pingitore and Caltrans representatives regarding the sidewalk replacement project and the upcoming 211 overlay project that will start at the beginning of September from Fernbridge to town, and then next year all the way through town. I also attended a Chamber of Commerce meeting.
 - Numerous conversations with HWMA executive director Jill Duffy regarding solid waste issues and several meetings to discuss JPA issues.
 - The Mayor and I met with ERD representatives regarding solid waste issues and how we can better help our community to comply with state regulated levels of service and recycling goals. ERD has always been very helpful in our efforts to give the best service to the community at the lowest cost possible. We are planning on having a study session in the coming months to give the entire council and public a background on our Franchise agreement as well as a glimpse into the future.
 - Many conversations with Kiwanis members regarding our 6th annual Bocce tournament to be held at Firemen's' Park on Saturday September 7th.
 - Two Public Hazard Mitigation Planning Workshops were held in July to help raise awareness about natural hazard risks in Humboldt County and to gather public input regarding hazard mitigation and preparation. On August 7th, two Jurisdictional Annex Workshops were held to assist planning partners in learning how to construct their individual portions of the updated version of the plan. These workshops were essential to fulfilling the public and partner participation elements required within the Plan
-

Update. As you know Ferndale council approved a recommendation to include an Energy Assurance Plan in our Hazard Mitigation Plan (HMP) and our plan has been chosen by the county lead person Cybelle Immitt and Tetra-tech's representative as the example template everyone uses to fill out their plans. I wanted to give credit and a thank you to Planwest and in particular Melanie Rheaume. The next meeting will take place on **September 4th**.

- Met with staff to go over workload and efficiency. We have also begun the process of developing a job description of our deputy city clerk position so that we can advertise for the position. Remember that the council approved a short term 90 day agreement with Planwest to cover the clerking position while we develop the new job description. They also approved and understand that I will be filling the position of City Clerk for an undetermined amount of time while we sort out the organizational structure.
 - Numerous meetings with Mayor Titus and Council to go over a myriad of City issues.
 - Numerous meetings with Melanie regarding the sign ordinance and Planwest's progress. We have arrived at a draft of the Ordinance and the Sign Ordinance committee is meeting soon to go over the changes. We will then have a study session with PC and CC.
 - 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. We are almost done with the personnel policy and will bring it back to the council next month.
 - Numerous meetings with Elias and Rick Souza regarding the SRRF and their participation. I have also been involved in talks with them regarding staging areas on their property for the SRRP and the agreement with them to take the City's effluent during the months we do not go to the Francis Creek.
 - Check signing for City.
 - Check review for RCEA.
 - Conversations with John Driscoll, Jared Huffman's representative.
 - The Coastal Commission will have its monthly meeting in Eureka and for once in a long while they will not have the City of Ferndale or the Salt River Restoration items on the docket.
 - 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. We are only waiting for the bench at this point. This little park area is where we propose to put the first walking bridge across Francis Creek as the entrance to Russ Park. You will cross to the area between the Scout building and the Community Center go past the Bocce Courts and Children's Center, past the baseball field, enter the children's playground and then cross a duplicate walking bridge and cross over to Cleveland. You would then continue to Eugene Street and eventually up to Russ Park.
 - Working with engineering department at HSU and Annje Dodd 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. Dane Cowen has finished our new City Hall sign, and it turned out beautiful. Dane volunteered a good portion of his time and the City paid for the materials. Our next necessary improvement will probably be new gutters and the painting of the exterior of City Hall. Rotary has donated the cost of the paint and I have volunteers set up to paint some weekend.
-

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- A number of meetings with Caltrans to go over the paving and sidewalk projects they will be conducting on 211. Caltrans has moved through the residential area and is in the process of cutting out sidewalks and replacing them as they go through. They have finished the sidewalks and are scheduled to start the overlay paving project from Fernbridge to the edge of town sometime at the end of September. They are also including in the project from Fernbridge north to the entrance of 101.
 - 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. We also had a combined meeting of the City Council and Drainage Committee on August 23rd at 6:30 to give residents and opportunity to discuss the funding alternatives for the loan and the drainage fund. The end result was to make a regular monthly payment accompanied with a check that totaled \$25,000 dollars. This leaves the City with about \$125,000 dollars in the drainage fund should we have some emergency needs during the rainy season.
 - Daily meetings with chief regarding police activities and community safety issues, possible grants, and personnel issues.
 - Conference call with California Department of Resources Recycling and Recovery (CalRecycle) on August 19th and will have a visit sometime in the next month.
 - Numerous conversations with other CM's regarding common issues. The CM's continue to get together once every month. Once again the City Managers feel it important to join together in an effort to wrestle the top trophy from other less worthy groups at the 6th annual Ferndale Kiwanis Tournament. We will be striving to take home the gold on Saturday the 7th event. Please come out and show support.
 - 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 three events related to this program. We also discussed the sewer line by Firemen's Park and how we could possibly reconfigure it so that we would not have a line going through Francis Creek. This line is problematic in that it is only a few feet off on the bottom of creek and is submerged much of the year and is subjected to interaction from debris coming down stream.
 - Numerous conversations regarding Salt River Project with Watershed Council members, RCD representatives, council members and citizens. We are concentrating on maintenance funding sources and an overall structure that identifies and monitors project areas. The SRWC wants to consider all avenues of funding.
 - 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. Councilmen Sweeney should be taking over as representative on the RCEA board at the next meeting which will be in September.
 - 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 waived 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. I participated in public meetings that were held in Fortuna and Arcata. I also gave an interview with Channel 3 as part of my obligations as chairman of the HMP Steering Committee. The public meetings went well and we had good turnouts for both meetings. I am proud to say that because of the work the council authorized for inclusion of the energy assurance plan, Ferndale was chosen as a plan that the rest of the planning partners should use to complete their plans.

- 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. As of the end of August we are still continuing this effort.
- 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. We hope to move them to put siding on soon.
- Several discussions with Jo Ann Rennie, executive director of Parsac, related to risk management issues, and programs instituted through them, and grants that are available through them.
- 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. We received the phase one report and it indicated that a phase two should be done. Blue Rock will give a report to the council at the August 1st meeting where the council will determine whether to move forward with this project. Scott from Blue Rock did mention that he thinks the estimated costs will be less than originally reported by maybe a thousand dollars.
- Met with the new Range Rider for northern Region of California. The following article gives a brief summation of the program and the person behind it:

California Range Rider Program

By: Patricia "Pat" Thompson

After I retired with 30 years of local government service, the last 17 with the City of Napa as their City Manager, I was honored to be asked to serve as a "Range Rider" for California's by the International City Managers Association (ICMA) and the League of Cities. My territory or "range"

covers Napa, Marin, Lake, Mendocino, Humboldt and Del Norte counties and all of its cities. The program was established in the 1970's by a long serving City Manager who convinced his professional association that it would be useful to utilize the skills and talents of city managers retiring after serving their communities for many years in good standing. It is now a program used throughout many states across the nation. So why would someone volunteer to become a Range Rider and what do they do?

To be effective in today's challenging economic times and with the ever increasing mandates handed down from the State, city and county managers often need to wear many hats and multi task on a daily basis. They face complex tasks that often overlap jurisdictional boundaries and are continually confronted with hurdles from the State with little or no warning. Some city councils may have expectations from staff for programs or services that are beyond the financial or staffing resources of a city. Public works and public safety staff may be working under extreme stress when an emergency situation arises in a community. And the City or County Manager is often the one shouldering the challenges without a great deal of personal support.

Range Riders can be of assistance to these managers on many fronts. Sometimes it means being an "unbiased ear" to listen to the issues and help to develop some workable solutions. A Range Rider might know of others in the region that have faced similar matters and be able to send copies of reports, ordinances, and other help when needed. Having the ability to think in a clear-headed fashion about very complex problems often can be maximized by having an outside professional with years of local government experience able to offer some confidential support or advice.

Both ICMA and the League of Cities have a wealth of technical and professional development training opportunities. However, with the busy schedules of many top managers in local government it can be very difficult to attend training or even to network with other City Managers. If city councils can take time to encourage and support their Manager in these endeavors, it would more than likely benefit the entire organization and the community. Such organizations stress the need for public servants to put their communities first and not to seek personal gain. City Managers, in particular, who associate with other members of their profession, both locally and nationally, are those that seem to support the rules of ethical conduct that councils and the public expect.

Thus, I have volunteered along with a dozen other retirees around the State to serve as a Range Rider. I find that it is one small way I can continue to support managers in my range with information that they may find informative from other cities, help them to navigate the sometimes turbulent waters of council and staff expectations to insure that goals can be achieved in an orderly manner, and to be aware that the city/county manager is to provide professional policy advice to

the council and it is the council's job to make the final decision based upon those recommendations. City councils should enjoy the credit and the recognition for the government policies they adopt. The professional manager is responsible for, and can take pride in, directing an efficient organization in accordance with the policies council has approved. Any help or advice I can offer to these managers will be time well spent in retirement.

CITY CLERK ACTIVITY

Meetings

- Daily meetings with City Manager regarding work schedule and listening to reports on City Manager meetings.
- City Council August 1, 2013
- Design Review meetings

Projects

- Public hearing notice for PG&E Utility Undergrounding on Francis Street (from Eugene St. to south Francis St.)
 - Printed in Times Standard & Ferndale Enterprise
 - Posted on City Hall & Post Office bulletin boards
 - Transcribed minutes from August 1, 2013 City Council meeting.
 - Met with Melanie Rheaume regarding City Clerk responsibilities.
 - Continue to train Planwest's Christina Wile on City Clerk responsibilities
 - Filing in address files
 - Files in City Clerk's office
 - Building permits
 - Land use permit
 - Reports – strong motion fee reports
 - Filing system on Computers
 - Business Licenses
 - Dog Licenses
 - Plot Plan Memos
 - Staff Reports
 - Deeds & Legal Documents
 - Front counter and telephone calls
 - Routing mail
 - Making electronic deposits
 - Field observation reports
 - Processed Building and Land Use Permit applications
 - Public hearing notices for vacation rental on 925 Bluff Street
 - Sent postcards to property owners within 300ft
 - Posted on City Hall and Post Office bulletin boards
 - 950 Grant Ave – Build horse barn
 - 319 Milky Way – Construct 33,525 sq. ft. SFR & 600 sq. ft. exercise room
 - 632 Main Street – convert old dog grooming space into hair salon
 - 686 Berding Street – Repair fire damage & new electrical service
 - Made appropriate changes to the web-page
 - Updated Business License Application to include updated fees (2013 Fees & Fines Schedule)
-

- Sent Police Chief Brett Smiths information to NVB to authorize check signing
- Counter and phones
- Deposit cash and checks at NVB
- Prepared sewer charges and sent spreadsheet to Joe Mellet
- Prepared \$25 drainage assessment and sent spreadsheet to Joe Mellet.
- Prepared Planning Commission Agenda packet for August 21, 2013
 - Transcribed minutes from the June 19, 2013 meeting
 - Printed and filed the May, 2013 minutes
- Prepared City Council Agenda Packet for 8/1/13 and 9/5/13 City Council Meetings
 - Transcribed minutes
 - Filed Ordinances and Resolutions from the meeting
 - Resolution 2013-23 Placing drainage assessment of \$25 on tax roll - copy to Joe Mellet at the County
 - Resolution 2013-24 Request for authorization to approve Change Order # 2 for V & C Construction – copy for City Engineer, copy in File for 5th Street drainage project.
 - *Resolution 2013-25* Authorizing City Manager to execute Right of Way Certifications – Copy to City Engineer
 - Resolution 2013-26 Budget Appropriations FY 2013-14 – copy to annual auditor
 - Resolution 2013-27 Asking the County to place sewer charges on tax roll – copy to Joe Mellet at the County
 - Resolution 2013-28 Authorizing Blue Rock Environmental Contract – copy in Old Nilsen Property file

<i>Building Permits</i>		
1289	Madison	Replace large porch with smaller porch
855	Washington	Replace tub and add outlet for tub motor
436	Brown	Re-side back walls
660	Berding	Re-roof
<i>Land Use Permits</i>		
436	Brown	Re-side old fire station with hardi lap, paint replace windows
102	Fairview	HOP cook meals from home
779	Main	Addition

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
- Meeting with JJACPA (Year End Audit)

Projects

- Payroll
- Accounts Payable
- Accounts Receivable
- Processed Deposit
- Answer Phones
- Purchase Various Supplies
- Assisted at front counter
- Put Design Review Packets together
- Posted Agenda Items
- Worked on 2013-14 Budget
- Wrote Minutes for Design Review
- Sort Mail
- Pulled Files for End of Year Audit

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

- Responded to inquiries regarding signage allowances in the C-2-D zone, permit requirements for converting a Secondary Dwelling Unit to an AirBnB rental, and visibility requirements for fencing in the R-1-D zone.
- Corresponded with City Manager regarding application of more economical materials on backs and sides of buildings. Composed and sent memo explaining City's related determinations and actions.
- Read and responded to correspondence from applicant for siding at 580 Main Street. Reiterated that Design Review permit was issued and City is waiting to receive building permit application materials.
- Coordinated with City Engineer regarding off-street parking requirements at Berding and Rose.

Task 2 – Reimbursable Fee Planning

- Hadley Merger 2: Coordinated with City Engineer's office on application for merger of seven parcels at the south end of Francis Street. Initiated application review. Application incomplete. Applicant notified.
- Westfall/Witham Minor Subdivision and Lot Line Adjustment: Coordinated with City Engineer's office on application for Lot Line Adjustment and Minor Subdivision at 1210 and 1234 Rose Ave. Received supplemental application materials. Initiated application review. Routed materials to City Engineer.
- 1289 Madison Building Permit: Reviewed Building Permit application. Coordinated with City Clerk and City Manager on setback requirements.
- 925 Bluff Vacation Rental Use Permit: Initiated application review and project report. Sent application complete letter to applicant. Prepared and sent notice of public hearing to applicant, newspaper, and City Clerk. Prepared project report and resolution for 8/21 public hearing.

Task 3 – Special Projects

- Sign Ordinance Update
 - Continued revision, completion, and consolidation of draft Sign Ordinance.
-

- Permits & Fees Update
 - Coordinated with City Clerk and City Engineer on Merger Checklist. Revised checklist.
- Hazard Mitigation Planning (HMP)
 - Attended mandatory jurisdictional annex on 8/7. Reviewed City responsibilities and HMP requirements.
 - Continued coordination with City Manager on HMP update. Completed risk ranking exercise, hazard event history, mitigation initiatives, capability assessment, action prioritization, and mitigation analysis. Prepared draft of Ferndale's Annex of the HMP. Sent to Tetrattech for review.
 - Energy Assurance Plan (EAP) – Prepared Mitigation Actions. Incorporated EAP into HMP.
- Regional Housing Needs Allocation
 - Responded to inquiries regarding Housing Element tabulation of Housing Units by Type.
- Deputy City Clerk Staffing Services
 - Reviewed and performed City Clerk and Deputy City Clerk duties and developed tentative schedule. Updated Deputy City Clerk Duties checklist.

Task 4 – General Plan Review Fund

- Initiated report to City Council outlining remaining elements and Planning Commission's recommendation for which element to update next.

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).
 - Potential locations for future cleanouts are being considered. Once these locations are determined, cost estimates and correspondence with adjacent property owners will take place to determine feasibility.
- Wastewater Treatment Facility – Wetland Maintenance, Monitoring and Reporting
 - The first year conditions were surveyed. The report and maintenance plan is being prepared.

Pedestrian Improvement Project –

- Rose Street: (Phase 2)
 - The Right of Way Certification has been completed and all supporting information submitted to Caltrans for authorization from FHWA.
 - Once authorization to move forward has been granted, the project will be advertised and recommendation of award will be submitted to the City for approval.

Applications –

- Renfer LLA –The Grant Deed and Notice of Lot Line Adjustments were recorded at the Humboldt County Recorder's Office. The applicant has met all of the conditions of approval. This project is complete.

 - Hadley Merger –The applicant has paid the outstanding project fees and signed the Notice of Merger and Certificate of Subdivision Compliance. We are waiting a notarized signature from the City Engineer and the document will be recorded at the Humboldt County Recorder's Office. The project is anticipated to be complete by August 23, 2013.

 - 2nd Hadley Merger (7 parcels) –The applicant provided the requested additional information. The application will remain incomplete while the City Engineer's Office waits for Department of Fish & Wildlife approval on Parcel 'C' for the drainage improvements. Additionally, the City Engineer's Office is requesting additional information related to the legal descriptions. Once the application is complete, the City Engineer's Office will move forward with referring the project and completing the staff report before scheduling a hearing with the City Council.

 - Westfall/Witham Lot Line Adjustment/Subdivision - The proposed project is a two parcel subdivision and lot line adjustment located off Rose Avenue. The application submittal information was incomplete. The applicant was notified and asked to provide the necessary information. Upon receiving the revisions to the Tentative Map, the City Engineer's office was asked to waive the requirements for a Soils Report and Utility Certification for the newly created parcel. Understanding that the new parcel is not slated for development in the near future, the City Engineer's Office deemed the application complete. The subdivision will be conditioned to submit a Soils Report and Utility Certification at the time the Map is recorded. The City of Engineer's Office and the Planning Office are processing both applications as one and is tentatively scheduled to be heard at the City of Ferndale Planning Commission in September.

 - 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. Additional information has been submitted and is under review.

 - Mr. Willis Hadley – Building Permit Application (Fence) – The application has been submitted and a conditional approval letter has been returned to the applicant. Additional information has been received regarding a new landscape/flood barrier wall. The request has been forwarded to the Drainage Committee for comment.
-

- Carl Havener Grading Permit Application – The application submittal information was incomplete. The applicant was notified and asked to provide the necessary information.

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. Change order #2 to relocate material off site has been approved and the remaining portion of the work (ditch excavation) will begin on Monday the 19th.
- Working on a proposed capital improvement report (roads and drainage)
 - Met with Tim and discussed scope of projects to be included but still need to prioritize and prepare estimated for the work. Draft CIP submitted for review.
- Cal Trans Maintenance on SR 211 (Review of SHOPP drawings)
 - Continued coordination and inspections (as needed) 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 –
 - Working with City staff regarding the environmental study for the Old Nilsen Barn Property (Carolyn Jones Property).

Meetings and Committees –

- City Council
 - Attended August Meeting
- HCAOG Meeting
 - Attended August Meeting

Reporting and Correspondence –

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

WASTEWATER OPERATIONS

- CPO loaded 1 truck (approximately 10 yards) of sludge to HBE, shipped by Wendt construction company
 - CPO and OIT Thrap test new winch for pumps in influent headworks
 - Dewater throughout the month for approximately 30 total hours
 - OITs Thrap and Ivey convert old irrigation pipe to mainline pipe for use at farthest end of Sousa ranch
 - Monthly samples prepared and sent to North Coast Labs
 - CPO and OITs drained contact basin and pressure washed
-

- CPO set meeting for 8/27 with fish and game rep Clare Golec to discuss improvement on existing sewer main crossing creek at Fireman's Park
- Moved irrigation pipes to west side of Sousa Dairy
- OIT's Thrap and Ivey clean disc filters
- Weekly safety meetings held, including public works employees
- Monthly eSMR submitted (electronic State Monthly Report)
- CPO turned sludge twice weekly at old site to dry as quickly as possible
- Cal Fire Crew scheduled for brush removal 8/20 along creek at wetlands site
- CPO met with Josh from DCI regarding estimates on cleanouts in mainline by high school. Also discussed pouring more cement at old site to prevent gravel getting mixed with sludge from tractor tires
- Filed online SSO report
- OIT Ivey weedeat around facility and old site
- Underground mainline for irrigation leak discovered on dike of pond. Dig up and repair
- OITs Thrap and Ivey perform lab tests daily to measure efficiency of plant
- Sewer backup at Coast Guard housing; cleared by CPO and OIT Thrap
- OIT Thrap contacted Kaiser about recurring oil leak on blower #2. Further discussion ongoing regarding warranty
- Coliform tests to Fortuna each Tuesday and BOD/TSS samples to Fortuna on 2nd Thursday of the month
- OIT Ivey cleaned walls and catwalks
- OIT Ivey greased all equipment at facility
- The facility received a total of 24 septic dumps from Roto Rooter & Wyckoff's totaling 40,200 gallons and generating \$4,500 in revenue for the facility.
- Total flows through the collection system were 4.2 MG. Of that, .82 MG was pumped to the equalization pond.
- Influent flows that were treated through the facility totaled 3.4 MG for the month of June. 3.3 MG was irrigated to Sousa ranch. The average irrigation flow was .108 MGD

PUBLIC WORKS:**CITY PROPERTY**

- Firemen's Park
 - Routine Maintenance, i.e. Mowing Park and Baseball Field
 - Routine daily walk through to pick-up garbage
 - Mowed bocce court
 - Park Restrooms
 - Routinely cleaned every day of the week
 - Replaced toilet paper dispenser, restocked toilet paper and soap
 - Russ Park
 - Routine maintenance: Pulling out trash from trash & recycle bins as needed
 - Removed rocks from parking lot and infield
 - Town Hall
 - Routine mowing and landscaping
 - Pull out trash daily
 - Painted light poles gloss black
 - Tightened loose faucet in stage bathroom
 - Deep watered trees on city green
 - Library
 - Routine mowing and weed-eating
 - Received Flag Pole
 - City Parking Lot
 - Picked up garbage – Routinely as least once a week unless otherwise warranted.
-

- Replaced lights
- Set up and removed barricades for farmer's market
- Main Street Restrooms
 - Routine maintenance: Daily cleaning and stocking of Main Street Restrooms.
 - Adjusted dead bolt
 - Installed new Sloan valve.
- Community Center
 - Routine checking of CC when the facility is rented before and after.
 - Replaced two floodlights for outdoor kitchen area
 - Repaired leaky faucet
- Childcare Center
- Police Department
 - Routine mowing and weed eating
- Scout Hall
 - Routine mowing and weed-eating
- Roadsides - Routine mowing and weed eating
 - Removed dead deer from Van Ness & Bluff Street
- Public Works

STREETS, SIDEWALKS and STORMDRAINS

- Routine maintenance: Regular maintenance of roadside mowing
- Routine picking up trash at the edge of town
- Routine maintenance: Continuing to pick-up piles around town as resident call and request removal
- Routine maintenance: Sweep Main St., Monday, Wednesday and Friday mornings
- Mowed alleys behind the Library and the Gingerbread mansion
- Cut overhanging branches from Ocean & Washington Street
- Cleaning Van Ness Ave before upcoming Fair. Repainted red curbs
- Painted wooden walkway at Van Ness Ave.

VEHICLE / EQUIPMENT MAINTENANCE

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

MISCELLANEOUS

- Routine paperwork.
- Dealing with daily work orders as residents call.

POLICE DEPARTMENT:

- New police officers, Chris Williams and Dmitriy Gavryush, are progressing in their field training programs.
 - Provided extra staffing for the Humboldt County Fair (seasonal and reserve officers/Fortuna and Rio Dell Police Departments).
 - 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 – July 2013

SERIOUS CRIMES	Number	Cleared
Homicide	0	
Rape	0	
Robbery	0	
Larceny	1	
Assault	0	
Burglary	2	
Vehicle Theft	0	
TOTAL	3	
SECONDARY CRIMES	8	
Calls for Service	43	
Reports Written	17	
Traffic Citations	3	
Other Citations	1	
Parking Citations	0	
Warnings	37	
ARRESTS	11	
AGENCY ASSISTS	18	
TRAFFIC COLLISIONS	0	

Section 13b: Commissions/Committees/Others

City of Ferndale, Humboldt County, California USA
Design Review Minutes for the 8/29/13 - 8:30am meeting

Vic. Chairman Mark Giacomini opened the meeting at 8:30 a.m. Committee Members Marc Daniels and Lino Mogni were present along with Deputy City Clerk Lacy Pedrotti and Christina Wile. Chairman Dane Cowan was absent.

779 Main: Brian Reilly (contractor) was present to answer questions on the addition to the back of the house. **MOTION:** Approve the addition as presented the siding, paint, material and windows are all matching existing structure. **(Daniels/Mogni) Unanimous.**

470 Berding Street: Repainting the outside of structure with similar colors. **MOTION:** Approve the color samples. **(Mogni/Daniels) Unanimous.**

632 Main: Signage for Laundromat and Ferndale Wildcuts on existing post with an addition of a weather vane and street numbers. **MOTION:** Approve signage and changes to the existing post. **(Mogni/Giacomini) Unanimous.**

There was no further business to discuss. Meeting adjourned at 8:40 am.

Respectfully submitted,

Lacy Pedrotti, Deputy City Clerk
City of Ferndale

Ferndale Library Assn.

Board Meeting - July 25, 2013

Pres. Irene Bryant called the meeting to order at Ferndale Library at 7:00 P.M.. Members present were Evo & Bob. and librarian Bonnie. Nancy was absent.

The Minutes of the prior meeting were read and approved.

Bonnie showed a letter sent by the city that A RESOLUTION had been passed reappointing Evo to the board till June 2017.

Bonnie stated the friends have donated \$354.00 for childrens books and 100 childrens book bags.

The summer reading program signed up 26 children of which 12 are active and some on vacation.

Bonnie stated the city had asked if we wanted a one flag pole or a 2 flag pole. there apparently is a difference. Bonnie settle for a one flag. the city will ask Lytel to pay the bill.

The friends will have a book sale again on bargain lovers weekend, sept. 7 & 8, 2013. but will not have the pavilion canopies this year. The friends membership is down and they are getting old, and are HAVING DIFFICULTY putting on events.

The board checked the budget for the 2012-2013 year. The budget seemed o k and the board could find no problems.

The next Meeting was set for October 24, 2013.

Evo M. Lourenzo Secty.



City of Ferndale, Humboldt County, California USA

Minutes for Planning Commission Meeting of August 21, 2013

[Note: These are Action Minutes; a video of the meeting is available at City Hall M-Th 9-4]

1.0 Open meeting / flag salute / roll call — Chair Jorgen Von Frausing-Borch called the Regular Planning Commission meeting to order at 7:03pm. Commissioners Uffe Christiansen, and Dean Nielsen along with staff City Clerk Nancy Kaytis-Slocum, Deputy City Clerk Christina Wile and City Planner Melanie Rheume were present. Those in attendance pledged allegiance to the flag.

2.0 Ceremonial — None.

3.0 Update Agenda

3.1 Proposed changes, modifications to agenda items — City Planner Melanie Rheume explained that the study session to review the Draft Sign Ordinance originally scheduled for 6 pm prior to this meeting was cancelled due to anticipated low attendance. The study session is tentatively rescheduled to be held prior to the next City Council meeting on September 5th 2013 at 6:00pm.

3.2 Commissioners comments — Chairman Von Frausing-Borch commented that, due to excused long-term absences, the Design Review Committee (DRC) has had to cancel meetings due to lack of quorum. The Commission discussed the necessity of having an alternate Planner Commission member on the DRC to ensure that residents can get applications reviewed in a timely fashion. Chairman Von Frausing-Borch directed staff to place item on next agenda to appoint Commissioner Dean Nielsen as DRC alternate.

4.0 Approval of previous minutes

4.1 June 19, 2013 — **MOTION: (Nielsen/Christiansen)**. The June 19, 2013 minutes were unanimously approved.

5.0 Public Comment — None

6.0 Public Hearing

6.1 925 Bluff Street Use Permit, Vacation Rental — Request for a Use Permit to allow for vacation rental use of an attached granny unit and a detached library unit located at 925 Bluff Street (APN 031-211-002). The project site is zoned Agriculture-Exclusive (AE). Planner Melanie Rheume gave an overview. Commissioners ask for clarification on the wording of Item 7 under the Conditions of Approval. City Clerk Nancy Kaytis-Slocum suggested changing Item 7 to read: "Each rental shall be rented out for a minimum of 2 nights." **MOTION (Nielsen/Christiansen)** Adopt Resolution No. PC 2013-29 making the required findings of fact listed in Attachment A to approve the Use Permit, subject to the conditions of approval listed in Attachment B (as amended), and allow for vacation rental use of the existing residence located at 925 Bluff Street. All in favor. The Public Hearing was closed at 7:15pm.

7.0 Business

7.1 Building and Land Use Permits — No action

7.2 Design Review Committee Report — Lino Moggi and Marc Daniels were both absent and unable to report. City Clerk Nancy Kaytis-Slocum was thanked by Commissioner Dean Nielsen for including the Design Review minutes in the Planning Commission packet.

7.3 Design Review Committee Applicants — Commissioners reviewed an application from Charles Collum. Chair Jorgen Frausing-Borch advised City Clerk to continue advertising the vacancy and postponed selection until the next meeting.

7.4 Public Facility Land Use Permits and Building — City Planner Melanie Rheaume advised that there is nothing in the Zoning Code that exempts public facilities from having to apply for land use or building permits.

8.0 Correspondence and Oral Communications — Chair Jorgen Von Frausing-Borch stated that he would follow up on the letter sent to Nancy Trujillo. Chair Jorgen Frausing-Borch asked about a new state law requiring fire suppression sprinklers in new residences. The City Clerk suggested speaking to City Building Official Arnie Kemp and adding the topic to next meeting's agenda. Staff directed to place item on next agenda.

9.0 City Planner's and Deputy City Clerk's Staff Reports — No action.

10.0 Design Review Minutes — No action.

11.0 Adjournment – Next regular meeting September 18, 2013 — Meeting adjourned at 7:45pm.

Respectfully submitted,

Christina Wile
Deputy City Clerk

Section 13c: Council Reports and Comments

Section 14: Adjourn
