

**CITY OF FERNDALE – HUMBOLDT COUNTY CALIFORNIA – U.S.A.  
CLOSED SESSION**

Location:	City Hall	Date:	May 20, 2020
	834 Main Street	Time:	<b>6:00 pm</b>
	Ferndale CA 95536	Posted:	May 14, 2020

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor’s Emergency Declaration related to COVID-19, and the Governor’s Executive Order N-29-20 issued on March 17, 2020 that allows attendance by members of the City Council, City staff, and the public by teleconference, videoconference, or both.

We are strongly recommending that public comments for this meeting be submitted prior to the meeting. Public comments should be submitted to [cityclerk@ci.ferndale.ca.us](mailto:cityclerk@ci.ferndale.ca.us) by 4:00pm on Wednesday, May 20, 2020, please be sure to put “Public Comment “in the subject line, and include the agenda item if applicable. All public comments received by 4pm will be read into the record (limit to 5 minutes) during the regular meeting.

To provide public comment during the meeting, you will need to join the Zoom meeting.

To Join the Zoom Meeting use the following link

<https://us02web.zoom.us/j/83692825018?pwd=VWZKRfVbG41Sm4rczM3ZW9YTDRXQT09>

or go to Zoom.us, Select Join a Meeting, and when prompted, input the following:

Meeting ID: 836 9282 5018

Password: 114655

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 836 9282 5018

Password: 114655

Find your local number: <https://us02web.zoom.us/u/kf2xPMiIO>

**MICROPHONES AND VIDEO WILL AUTOMATICALLY BE MUTED WHEN YOU JOIN THE MEETING. PUBLIC WILL BE PLACED IN THE WAITING ROOM DURING CLOSED SESSION DISCUSSIONS. ONCE CLOSED SESSION IS RECONVENED YOU WILL BE ALLOWED BACK IN THE MEETING**

1. CALL CLOSED SESSION TO ORDER – Mayor
2. APPOINTMENT OF REAL PROPERTY NEGOTIATORS
  - a. Appoint Real Property Negotiators for Humboldt County Assessor Parcel Number 101-051-001-000 and 101-051-024-000. Proposed City Negotiators: Jay Parrish, City Manager and Ryan Plotz, City Attorney
  - b. Appoint Real Property Negotiators for 606 Port Kenyon Road, Ferndale, CA (APN 100-162-020-000). Proposed City Negotiators: Jay Parrish, City Manager and Ryan Plotz, City Attorney
3. PUBLIC COMMENT ON CLOSED SESSION ITEMS
4. ADJOURN TO CLOSED SESSION
  - a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: Humboldt County Assessor Parcel Number 101-051-001-000 and 101-051-024-000; Agency negotiator: Jay Parrish, City Manager and Ryan Plotz, City Attorney; Negotiating parties: Silva Family; Under negotiation: price and terms of payment.

b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 606 Port Kenyon Road, Ferndale, CA (APN 100-162-020-000); Agency negotiator: Jay Parrish, City Manager and Ryan Plotz, City Attorney; Negotiating parties: Steven Sweeney, TeleSpan; Under negotiation: price and terms of payment.

c. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (One case)

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

Location:	City Hall	Date:	May 20, 2020
	834 Main Street	Time:	<b>7:00 pm</b>
	Ferndale CA 95536	Posted:	May 14, 2020

To Join the Zoom Meeting use the following link

<https://us02web.zoom.us/j/83692825018?pwd=VWZKRfVbG41Sm4rczM3ZW9YTDRXQT09>

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1. CALL MEETING TO ORDER – Mayor
2. PLEDGE ALLEGIANCE TO THE FLAG
3. ROLL CALL – City Clerk: Mayor Sweeney; Councilman Avis; Councilwoman Bullard; Councilwoman Fisk-Becker; and Councilman Smith.
4. REPORT OUT OF CLOSED SESSION
5. CEREMONIAL – None
6. MODIFICATIONS TO THE AGENDA
7. STUDY SESSION - None
8. 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<sup>rds</sup> 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.)

9. 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 Council Member, 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. Approval of Minutes of the April 15, 2020 Regular City Council Meeting..... Page 6
  - b. Approval of Minutes of the April 13, 2020; April 27, 2020; and April 30, 2020 Special City Council Meetings..... Page 9
  - c. Acceptance of Checkbook Register for April 1-30, 2020 ..... Page 13
  - d. Acceptance of Financial Statements for April 1-30, 2020 ..... Page 16
10. CALL ITEMS REMOVED FROM CONSENT CALENDAR
11. PRESENTATION
12. PUBLIC HEARING
13. BUSINESS
  - a. Set Proposed Sewer Rate Increase; Set Public Hearings; and Direct Staff to Proceed with Prop 218 Procedures ..... Page 39
  - b. Resolution 2020-09 Approving Cream City 5<sup>th</sup> Street Minor Subdivision Final Map ..... Page 79
  - c. Resolution 2020-10 Approving Anderson Minor Subdivision Final Map ..... Page 88
  - d. General Plan Annual Progress Report..... Page 95
  - e. COVID 19 Update and Discussion ..... Page 106
14. CORRESPONDENCE ..... Page 108
15. COMMENTS FROM THE COUNCIL
16. REPORTS
  - a. City Manager Report ..... Page 116
  - b. Commission and Committee Reports
    - i. Planning Commission Minutes
    - ii. Design Review Committee Minutes
  - c. Minutes from Joint Power Authorities (JPAs) and Reports
    - i. Humboldt Waste Management Authority (April 2020)..... Page 126
    - ii. Redwood Coast Energy Authority (Feb 2020) ..... Page 128
17. ADJOURN

**This notice is posted in compliance with Government Code §54954.2.  
The next Regular Meeting of the Ferndale City Council will be held on  
May 20, 2020 in the City Hall at 7:00 p.m.**

**Section 1**

**CALL MEETING TO ORDER**

**Section 2**

**PLEDGE ALLEGIANCE**

**Section 3**

**ROLL CALL**

**Section 4**

**CLOSED SESSION REPORT OUT**

**Section 5**

**CEREMONIAL**

**Section 6**

**MODIFICATIONS TO THE AGENDA**

**Section 7**

**STUDY SESSIONS**



## **Section 8**

### **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 2/3<sup>rd</sup> 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 9**

### **CONSENT CALENDAR**

*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, Humboldt County, California, U.S.A.**  
DRAFT Minutes for City Council Meeting of April 15, 2020

Mayor Michael Sweeney called the Regular City Council Meeting to order at 7:00 pm via Zoom Video Conference. Those present did the flag salute. Present were Mayor Sweeney, Council Members Stephen Avis, Robin Smith, Jenny Fisk-Becker, and Kathleen Bullard along with staff: City Manager Jay Parrish, and City Clerk Kristene Hall.

Report out of Closed Session: None

Ceremonial: None

Modifications to the Agenda: None:

Report out of Study Session: None

Public Comment: Ferndale Health Inspector Vanessa Huerta was present and went over with the council what she has been doing to inform the local businesses on the COVID-19 emergency. Huerta explained she had been working closely with each business to help everyone through this difficult time and transition. Huerta added she would continue to do this for as long as needed.

Consent Calendar: There were five items on the Consent Calendar for approval. Councilwoman Bullard requested Item 9.e (acceptance of Financial Statements) be removed from the consent calendar. **MOTION:** to approve Items 9a, b, c, and d on the consent calendar. **(Avis/Smith) Unanimous**

Call Items Removed from Consent Calendar: Item 9.e was removed for discussion. Councilwoman Bullard stated her concerns on being underbudget on lodging tax. Bullard also stated that she was concerned that we should be at 75% expenditures but are already at approximately 80%. Bullard asked that a budget committee meeting be held soon to discuss the upcoming budget. **MOTION:** to approve item 9e on the consent calendar. **(Bullard/Avis) Unanimous**

Presentation: None

Public Hearing: None

Business:

Second Reading, by title only, of Ordinance 2020-02 Amending Building Inspector/Construction Code Ordinance 2011-01 Section 6.01: City Manager Jay Parrish explained the first reading of this Ordinance had been unanimously approved at the March Council Meeting. Parrish added that this update was done every three years and was a required update by the state. Councilman Avis questioned the appointment process of the building inspector. Staff will look into the inquiry. A member of the public questioned the inspector rates. Councilman Smith commented on the procedures. **MOTION:** to approve 2<sup>nd</sup> Reading, by title only, Amending Building/Construction Code Ordinance 2011-01. **(Avis/Bullard) Unanimous**

Resolution 2020-07 Approving Projects List for SB1 Funding: City Manager Jay Parrish explained the funding and the requirement of a projects list that needs to be submitted to the state in order to be eligible for the funding. Parrish stated the funds are approximately \$25,000. and the city has the ability to bank funds to build up monies for projects. Parrish added that the 4<sup>th</sup> & Shaw project was added. Parrish also added that the use of reserve funds for the projects could be impacted by the COVID-19 pandemic and could impact the projects on the list. Councilman Avis stated he was delighted with the funding and glad it was moving forward. **MOTION:** to approve Resolution 2020-07 approving the SB1 funding projects list. **(Avis/Bullard) Unanimous**

Discuss and Possible Action to Move Forward on Proposition 218 Process to Increase Sewer Rates: Mayor Sweeney stated the council has had many meetings on the proposed sewer rate increases. Sweeney turned the discussion over to Paul Gregson. Gregson went over the summary of the proposed increase and took questions from the council and public. Councilman Avis requested the process of how and when this will go to the public with the vote. Gregson stated that first we will need to decide if we want to continue to move forward due to the COVID 19 pandemic and if the council decided to move forward, the process and approval would be presented at the May Council Meeting. Councilman Avis stated that he was comfortable moving forward with the increase and thanked Gregson for his work on the project. Councilwoman Bullard also thanked Gregson and stated she was comfortable moving forward. Councilwoman Fisk-Becker stated she was in support of moving forward due to the ability of improving the sewer system which in turn will help put less stress on the treatment process. Councilman Smith questioned Gregson on the connection fee. Gregson clarified the connection fees on new residences and accessory dwelling units. Mayor Sweeney stated that at the May council meeting the council could set the sewer rate and would start the 218 process. Sweeney also stated that there is grants funds available to assist with the funding of the 218 process if we move forward at this point. A member of the public questioned the process and public input. City Manager Parrish stated there had already been several meetings held and will also be a couple more public hearings during the process. Gregson also went over the process of voting. **MOTION:** to move forward on the Proposition 218 Process to increase sewer rates. **(Bullard/Avis) Unanimous**

Resolution 2020-08 Authorizing the City Manager to Move Forward with the Bid Process and Execute a Construction Contract for the 4<sup>th</sup> & Shaw Improvements: City Manager Parrish went over the project details. Parrish stated that SB1 funding would pay for approximately half of it. Councilman Avis stated he was glad this project was moving forward. Councilwoman Fisk-Becker stated concerns on people being aware of the stop signs. A member of the public stated he was in favor of a four-way stop. **MOTION:** to approve Resolution 2020-08 authorizing the City Manager to move forward with the bid process and execute a construction contract for the 4<sup>th</sup> & Shaw improvements. **(Avis/Bullard) Unanimous**

COVID-19 Update and Discussion: City Manager Jay Parrish went over the current numbers. Parrish also stated what the governor has stated regarding businesses. Parrish added that the community had been adhering to the shelter in place well to his knowledge. Parrish also went over a webinar that was to held to assist localities with funding due to lost revenues due to COVID 19 pandemic. Parrish added that he is concerned about a ripple effect due to COVID 19 that may affect us on and off for quite some time. Councilman Avis stated concerns and the

possibility of working with the chamber to assist business owners with forms for financial assistance. Councilwoman Bullard stated her request for a budget meeting. Bullard agreed that reaching out to the business owners is a great idea. Councilwoman Fisk-Becker read a statement she had received from Chamber member Paul Beatie. Councilman Smith agreed with Parrish regarding the ripple effect. Smith also questioned a letter that had been drafted by Councilwoman Fisk-Becker from the council to the public. Fisk-Becker stated it was in the newspaper last week. Smith added if the letter would be going out in a mass mail to the public. Parrish stated that changes occur so quickly that it may be best to do a second letter when the time comes. Councilman Smith agreed that waiting would be appropriate. Mayor Sweeney questioned the testing ability and contact tracing. The council further discussed businesses and outdoor activities. Mayor Sweeney stated his concerns on the budget and shortfall on the budget for next fiscal year. Councilman Smith went over how the virus is passed from person to person. A member of the public commented on international travel, large gatherings, and a local business that received some funding. Councilwoman Fisk-Becker went over what was happening at the Ferndale Schools.

Correspondence: No Comments

Comment from the Council: Councilman Avis commented on the Zoom meeting and stated it went very well. Avis stated that he has been in attendance in several teleconference meetings and the ability to possibly continue once the emergency is over. Councilman Smith thanked City Clerk Kristene Hall for working with him on getting ready for the Zoom Meetings.

Reports:

City Managers Report: No Comments

Other Reports: Councilman Avis stated that RCEA was giving rebates for anyone who purchases an electric bicycle. Avis added that they are also increasing incentives for anyone who adds battery backup to their residence. Mayor Sweeney stated that the recycle residue was at 23% last reported and should be at 15%. Looking into how to spread the word as this can increase rates. Avis also stated his concerns on how to get information out to the community. Councilwoman Fisk-Becker stated she likes the way the meetings are working by each councilperson has a time to speak individually and would like to continue this was. Councilwoman Bullard stated that RRDEC executive director has been working to get the word out to businesses about loans to help get through this hard time.

Mayor Sweeney adjourned the meeting at 9:20 pm.

Respectfully submitted

Kristene Hall  
City Clerk

**City of Ferndale, Humboldt County, California, U.S.A.**  
DRAFT Minutes for Special City Council Meeting of April 13, 2020

Mayor Michael Sweeney called the Special City Council Meeting to order at 2:00 pm via Zoom Video Conference. Those present did the flag salute. Present were Mayor Sweeney, Council Members Stephen Avis, and Kathleen Bullard along with staff: City Manager Jay Parrish and City Clerk Kristene Hall.

Modifications to the Agenda: None

Business:

Reaffirm Local Emergency Declaration: City Manager Jay Parrish went over the declaration of the local emergency due to the ongoing COVID-19 pandemic. Parrish explained that per our emergency protocols, the emergency declaration needs to be reaffirmed every 14 days. **Motion:** to reaffirm the local emergency due to COVID-19. **(Avis/Bullard)** Unanimous

Mayor Sweeney adjourned the meeting at 2:08pm

Respectfully submitted

Kristene Hall  
City Clerk

**City of Ferndale, Humboldt County, California, U.S.A.**  
DRAFT Minutes for Special City Council Meeting of April 27, 2020

Mayor Michael Sweeney called the Special City Council Meeting to order at 2:00pm via Zoom Video Conference. Those present did the flag salute. Present were Mayor Sweeney, Council Members Kathleen Bullard and Robin Smith along with staff: City Manager Jay Parrish and City Clerk Kristene Hall.

Modifications to the Agenda: None

Business:

Reaffirm Local Emergency Declaration: City Manager Jay Parrish went over the declaration of the local emergency due to the ongoing COVID-19 pandemic. Parrish explained that per our emergency protocols, the emergency declaration needs to be reaffirmed every 14 days. **Motion:** to reaffirm the local emergency due to COVID-19. **(Avis/Smith) Unanimous**

Mayor Sweeney adjourned the meeting at 2:06 pm

Respectfully submitted

Kristene Hall  
City Clerk

**City of Ferndale, Humboldt County, California, U.S.A.**  
DRAFT Minutes for Special City Council Meeting of April 30, 2020

Mayor Michael Sweeney called the Special City Council Meeting to order at 2:00pm via Zoom Video Conference. Those present did the flag salute. Present were Mayor Sweeney, Council Members Stephen Avis, Kathleen Bullard, Jenny Fisk-Becker and Robin Smith along with staff: City Manager Jay Parrish and City Clerk Kristene Hall.

Modifications to the Agenda: None

Business:

Phased Reopening Plan Survey: City Manager Jay Parrish explained that the city had received a letter from the Humboldt County OES requesting a survey be completed on what non-essential businesses should be allowed to open. Parrish stated there were example sent out and lists of businesses as well as guidelines that would need to be in place for any business to reopen. The council went over the John Hopkins School of Public Health categories for phased reopening of businesses. Mayor Sweeney explained the process John Hopkins used to analyze contact risk as businesses reopened. Councilwoman Bullard stated she had read the John Hopkins document thoroughly and would recommend to the County OES that our local retail shops be allowed to open. Councilwoman Fisk-Becker questioned if the city would be given local control to allow the reopening of Ferndale businesses. Councilman Smith agreed but added that there would need to be signs posted detailing maximum occupancy and the maintenance of six-foot distancing. Smith also added that each facility should have a way to check temperature of employees when they arrive to work. Smith also added that public spaces need to be monitored. Councilman Avis questioned whether local control would be by county or city. Parrish stated that he was unsure at this time, but added that the Police Chiefs, sheriffs, and other law enforcement had been in contact and are looking at trying to maintain the same guidelines to not confuse the public. Avis also questioned enforcement authority of businesses that are not complying with the guidelines once opened. Mayor Sweeney stated that enforcement would be a mutual response between the business owners, police and other citizens. Sweeney also went over the requirement that would need to be met in order to be open which included requirement of face mask, hand sanitizing station, and maintaining a six-foot distance. Councilwoman Fisk-Becker added that she sees signs already on businesses with guidelines. Councilman Avis added concerns about businesses feeling pressure to open if other businesses start to open. City Clerk Kristene Hall read into record a public comment received from Ayala Talpai that would like to see businesses reopened. Other members from the public including local business members. Philip Ostler stated he has seen people complying with the face mask requirements. Chris Boyton commented that compared to the big stores currently opened, feels like a small store would have an easier time monitoring the requirements. Gordon Green agreed with Ostler on public adhering to guidelines. Green also added that to business owners their businesses are all essential and if we wait to long to open than there may not be any businesses to open. Another member of the public agreed with the other public members. Lowell Daniels also agreed with the other community members and added their employees and patron all wear masks and are constantly sanitizing. Daniels added that the hotel has been open to essential workers and they have specified and extensive rules in place for safety. Mayor Sweeney started going over the businesses categories that were provided by the John Hopkins report so the council can make a recommendation to the county on businesses to open once Phase Two starts. The Council individually discussed which businesses they would like to see recommended. The Council unanimously agreed that retail shops, restaurants, gyms, museum, library, bars, hair and nail

salons and outdoor activities be recommended to the county as long as they are able to meet strict guidelines to maintain the health and safety of others which may include social distancing, face masks, sanitizing stations and any other requirements put in place by the state, county or city.

Mayor Sweeney adjourned the meeting at 3:20 pm

Respectfully submitted

Kristene Hall  
City Clerk

DRAFT



## City of Ferndale

## Bank Account Register

General Checking

April 1, 2020 - April 30, 2020

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			603,814.49
04/01/20			4/1/20 deposit		3,480.50	607,294.99
04/01/20		JAY PARRISH	JAY PARRISH	400.00		606,894.99
04/01/20		ALL LINES	ALL-LINES LEASING	950.45		605,944.54
04/01/20	53941	CITFO	CITY OF FORTUNA	1,950.00		603,994.54
04/01/20	53942	MIRRE	MIRANDA'S RESCUE	450.00		603,544.54
04/01/20	53943	VANESSA	VANESSA HUERTA	200.00		603,344.54
04/07/20	53957	ACCESS	ACCESS HUMBOLDT	180.00		603,164.54
04/07/20	53958	ARNKE	ARNOLD C. KEMP	715.36		602,449.18
04/07/20	53959	CHACO	CHAMBER OF COMMERCE	9,387.29		593,061.89
04/07/20	53960	C FIELDER	CHARLES FIELDER	19.80		593,042.09
04/07/20	53961	CRYST	CRYSTAL SPRINGS BOTTLED WATER CO.	26.00		593,016.09
04/07/20	53962	MISLI	MISSION LINEN & UNIFORM SERVICE	18.20		592,997.89
04/07/20	53963	NAPA	NAPA AUTO PARTS	52.89		592,945.00
04/07/20	53964	NILCO	NILSEN COMPANY	485.01		592,459.99
04/07/20	53965	NORCO	NORTH COAST LABORATORIES LTD.	450.00		592,009.99
04/07/20	53966	RSLIV	R & S LIVESTOCK SUPPLY	107.62		591,902.37
04/07/20	53967	EELRI	RECOLOGY HUMBOLDT COUNTY	311.77		591,590.60
04/07/20	53968	SECURITYLOC	SECURITY LOCK AND ALARM	269.54		591,321.06
04/07/20	53969	SEQGA	SEQUOIA GAS COMPANY	85.10		591,235.96
04/07/20	53970	VALLU	VALLEY LUMBER	1,327.70		589,908.26
04/07/20	53971	VAPAC PETRO	VALLEY PACIFIC PETROLEUM SERVICES, INC.	742.79		589,165.47
04/07/20	53972	VERZN	VERIZON WIRELESS	257.77		588,907.70
04/07/20	53973	WYCKO	WYCKOFF'S	80.44		588,827.26
04/09/20	1001		PARRISH, JAY D	2,558.04		586,269.22
04/09/20	1002		HALL, KRISTENE M	1,549.64		584,719.58
04/09/20	1003		JOHNSON, DONNA J	1,475.20		583,244.38
04/09/20	1004		SMITH, BRET A	1,561.17		581,683.21
04/09/20	1005		LINDGREN, ROBERT C	1,287.32		580,395.89
04/09/20	1006		FIELDER, CHARLES COSMAS	587.43		579,808.46
04/09/20	1007		DIAS, TIMOTHY G	1,459.21		578,349.25
04/09/20	1008		MENDES, ALAN SCOTT	285.48		578,063.77
04/09/20	1009		COPPINI, STEVE L	2,242.99		575,820.78
04/09/20	1010		GARDNER, SHAWN C	1,716.51		574,104.27
04/09/20	1011		LIU, CARSON B	336.22		573,768.05
04/09/20	1012		HOPPIS, JOHNNY F	1,738.75		572,029.30
04/09/20	53954		BALCH, DYLAN C	1,086.36		570,942.94
04/09/20	53955		CERVANTES, CESAR E	1,087.91		569,855.03
04/09/20	53956		Franceschi, David A	1,304.01		568,551.02
04/09/20	53974	CHOPPIS	CHELCI HOPPIS	126.92		568,424.10
04/09/20	53975	FEPEA	FEPEA	82.50		568,341.60
04/14/20		EDD	EMPLOYMENT DEVELOPMENT DEPT	1,241.22		567,100.38
04/14/20		USTREASURY	UNITED STATES TREASURY	6,975.72		560,124.66
04/14/20	53976	ALTBU	ALTERNATIVE BUSINESS CONCEPTS	157.78		559,966.88
04/14/20	53977	CITFO	CITY OF FORTUNA	1,800.00		558,166.88
04/14/20	53978	HUMTE	HUMBOLDT TERMITE & PEST	49.00		558,117.88
04/14/20	53979	PACGA	PACIFIC GAS & ELECTRIC	6,249.88		551,868.00
04/14/20	53980	PLANWEST	PLANWEST PARTNERS, INC.	2,836.50		549,031.50
04/14/20	53981	SEQGA	SEQUOIA GAS COMPANY	278.62		548,752.88
04/14/20	53982	FEREN	THE FERNDALE ENTERPRISE	773.50		547,979.38
04/14/20	53983	MBDVZ	THE MITCHELL LAW FIRM, LLP	1,520.00		546,459.38
04/14/20	53984	TIPMO	TIPPLE MOTORS, INC.	73.34		546,386.04
04/21/20	53988	DELOR	DEL ORO WATER CO., FDLE. DIST.	426.69		545,959.35
04/21/20	53989	BAKTA	BAKER & TAYLOR	72.46		545,886.89
04/21/20	53990	CBSCO	CA BUILDING STANDARDS COMM.	22.50		545,864.39
04/21/20	53991	DCI BUILDER	DCI, INC.	1,686.00		544,178.39

## City of Ferndale

## Bank Account Register

General Checking

April 1, 2020 - April 30, 2020

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
04/21/20	53992	DEPCO	DEPARTMENT OF CONSERVATION	58.62		544,119.77
04/21/20	53993	DEPJU	DEPARTMENT OF JUSTICE	35.00		544,084.77
04/21/20	53994	DSA	DIVISION OF THE STATE ARCHITECT	3.60		544,081.17
04/21/20	53995	EEL SCRAP	EEL RIVER SCRAP & SALVAGE	85.00		543,996.17
04/21/20	53996	POREN	PORTLAND ENGINEERING, INC.	35.00		543,961.17
04/21/20	53997	TIM D	TIMOTHY G. DIAS	600.00		543,361.17
04/21/20	53998	WELF(\$106)	WELLS FARGO FINANCIAL LEASING	106.46		543,254.71
04/21/20	53999	WELLS(\$206)	WELLS FARGO VENDOR FIN SERV	206.76		543,047.95
04/22/20			4/22/20 deposit		2,363.51	545,411.46
04/23/20	1001		PARRISH, JAY D	2,558.06		542,853.40
04/23/20	1002		HALL, KRISTENE M	1,616.60		541,236.80
04/23/20	1003		JOHNSON, DONNA J	1,475.19		539,761.61
04/23/20	1004		ALAMEDA, RENAE MARY	218.62		539,542.99
04/23/20	1005		SMITH, BRET A	1,561.18		537,981.81
04/23/20	1006		LINDGREN, ROBERT C	1,265.30		536,716.51
04/23/20	1007		FIELDER, CHARLES COSMAS	587.41		536,129.10
04/23/20	1008		DIAS, TIMOTHY G	1,459.20		534,669.90
04/23/20	1009		MENDES, ALAN SCOTT	564.35		534,105.55
04/23/20	1010		COPPINI, STEVE L	2,243.00		531,862.55
04/23/20	1011		GARDNER, SHAWN C	1,734.65		530,127.90
04/23/20	1012		LIU, CARSON B	336.21		529,791.69
04/23/20	1013		HOPPIS, JOHNNY F	1,738.75		528,052.94
04/23/20	53985		BALCH, DYLAN C	1,124.38		526,928.56
04/23/20	53986		CERVANTES, CESAR E	1,087.90		525,840.66
04/23/20	53987		Franceschi, David A	1,304.01		524,536.65
04/23/20	54000	CHOPPIS	CHELCI HOPPIS	126.92		524,409.73
04/23/20	54001	FEPEA	FEPEA	82.50		524,327.23
04/24/20			4/24/20 deposit		7,823.76	532,150.99
04/27/20		TRICOUNTIES	TRI COUNTIES BANK	1,129.58		531,021.41
04/28/20		USTREASURY	UNITED STATES TREASURY	7,155.97		523,865.44
04/28/20		EDD	EMPLOYMENT DEVELOPMENT DEPT	1,266.96		522,598.48
04/28/20	54002	ALAN MEN	ALAN MENDES	300.00		522,298.48
04/28/20	54003	ASAP	ASAP LOCK & KEY	5.43		522,293.05
04/28/20	54004	PHIAY	AYCOCK & EDGMON	425.00		521,868.05
04/28/20	54005	COMAS	DEMETRIUS DISTEFANO	112.70		521,755.35
04/28/20	54006	EDWJO	EDWARD JONES & COMPANY	10,877.81		510,877.54
04/28/20	54007	FDAC	FDAC EBA	11,520.97		499,356.57
04/28/20	54008	FRONT	FRONTIER	504.30		498,852.27
04/28/20	54009	HUMLDGING	HUMBOLDT LODGING ALLIANCE, INC	1,538.50		497,313.77
04/28/20	54010	JOES AUTO	JOE'S AUTO GLASS	150.00		497,163.77
04/28/20	54011	ONTIV	ONTIVEROS & ASSOCIATES, INC.	1,421.00		495,742.77
04/28/20	54012	PACGA	PACIFIC GAS & ELECTRIC	1,053.60		494,689.17
04/28/20	54013	SDRMA	SPECIAL DISTRICT RISK MGMT AUTHORITY	818.25		493,870.92
04/28/20	54014	SUDDEN	SUDDENLINK	751.06		493,119.86
04/28/20	54015	VAPAC PETRO	VALLEY PACIFIC PETROLEUM SERVICES, INC.	498.55		492,621.31
04/28/20	54019	COPPL	COPIERS PLUS	402.88		492,218.43
04/29/20					34,660.66	526,879.09
04/30/20		EDD	EMPLOYMENT DEVELOPMENT DEPT	3,567.67		523,311.42
04/30/20			4/30/20 deposit		2,498.94	525,810.36
			<b>Totals</b>	<u>128,831.50</u>	<u>50,827.37</u>	<u>525,810.36</u>

Transaction count = 104

<b>APRIL 2020 Deposit Recap</b>	<b>4.1.20</b>	<b>4.22.20</b>	<b>4.24.20</b>	<b>4.29.20</b>	<b>4.30.20</b>	<b>TOTAL-APR 20</b>
RETAIL TAX			7,823.76			7,823.76
HIGHWAY USER TAX/VEHICLE LICENSE FEES	3,480.50	2,363.51			2,498.94	8,342.95
BUSINESS LIC				245.00		245.00
ANIMAL LIC						-
BUILDING RENTS				350.00		350.00
PERMITS				1,194.90		1,194.90
TOT				4,363.63		4,363.63
HEALTH INSPECTIONS						-
HCAOG - RSTP						-
RECYCLING GRANT						-
PARSAC - GRANT / OTHER						-
COUNTY OF HUMBOLDT-STREETS & ROADS						-
SEPTIC DUMPS / SEWER REVENUE				8,247.00		8,247.00
FRANCHSE FEES				19,260.13		19,260.13
HUMBOLDT CTY - COPS						-
DONATIONS						-
POLICE SERVICES						-
SMALL MISC				1,000.00		1,000.00
DRAINAGE FEES						-
COUNTY OF HUMBOLDT-PROPERTY TAXES						-
COUNTY OF HUMBOLDT-SEWER						-
COUNTY OF HUMBOLDT-INTEREST INCOME						-
STATE - CAL TRANS - STREET SWEEP						-
MISC: STATE OF CA - OEM REIMB FY 16/17						
WORKERS COMP DIVIDENDS - PARSAC						
MISC: COUNTY OF HUMBOLDT-MEASURE Z						-
	3,480.50	2,363.51	7,823.76	34,660.66	2,498.94	50,827.37

City of Ferndale  
Balance Sheet  
Fund 10 - General Fund  
As of April 30, 2020

Assets

Current Assets	
Cash	\$ 373,498.79
Restricted Cash	15,150.00
Accounts Receivable	<u>54,702.50</u>
Total Current Assets	<u>443,351.29</u>
Total Assets	<u><u>\$ 443,351.29</u></u>

Liabilities and Fund Balance

Current Liabilities	
Accounts Payable	\$ 45,991.18
Accrued Liabilities	<u>7,349.50</u>
Total Current Liabilities	<u>53,340.68</u>
Total Liabilities	<u>53,340.68</u>
Fund Balance	
Retained Earnings	<u>390,010.61</u>
Total Fund Balance	<u>390,010.61</u>
Total Liabilities and Fund Balance	<u><u>\$ 443,351.29</u></u>

City of Ferndale  
Balance Sheet  
Fund 22-Gas Tax  
As of April 30, 2020

Assets

Current Assets	
Cash	\$ <u>20,136.54</u>
Total Current Assets	<u>20,136.54</u>
Total Assets	<u>\$ 20,136.54</u>

Liabilities and Fund Balance

Current Liabilities		<u>                    </u>
Total Current Liabilities	\$ <u>0.00</u>	<u>0.00</u>
Total Liabilities	<u>                    </u>	<u>                    </u>
Fund Balance		<u>                    </u>
Retained Earnings	<u>20,136.54</u>	<u>20,136.54</u>
Total Fund Balance	<u>20,136.54</u>	<u>20,136.54</u>
Total Liabilities and Fund Balance	<u>\$ 20,136.54</u>	<u>20,136.54</u>

City of Ferndale  
Balance Sheet  
Fund 23 - RSTP Fund  
As of April 30, 2020

Assets

Current Assets	
Cash	\$ <u>74,894.58</u>
Total Current Assets	<u>74,894.58</u>
Total Assets	<u>\$ 74,894.58</u>

Liabilities and Fund Balance

Current Liabilities	<u>                    </u>
Total Current Liabilities	\$ <u>0.00</u>
Total Liabilities	<u>0.00</u>
Fund Balance	
Retained Earnings	<u>74,894.58</u>
Total Fund Balance	<u>74,894.58</u>
Total Liabilities and Fund Balance	<u>\$ 74,894.58</u>

City of Ferndale  
 Balance Sheet  
 Fund 24 - Transportation Development Act  
 As of April 30, 2020

**Assets**

Current Assets	
Cash	\$ <u>263,671.75</u>
Total Current Assets	<u>263,671.75</u>
Total Non Current Assets	<u>                    </u>
Total Assets	<u><u>\$ 263,671.75</u></u>

**Liabilities and Fund Balance**

Current Liabilities	
Total Current Liabilities	\$ <u>0.00</u>
Fund Balance	
Retained Earnings	<u>263,671.75</u>
Total Fund Balance	<u>263,671.75</u>
Total Liabilities and Fund Balance	<u><u>\$ 263,671.75</u></u>

City of Ferndale  
Balance Sheet  
Fund 26 - Drainage Fund  
As of April 30, 2020

Assets

Current Assets	
Cash	\$ <u>7,052.80</u>
Total Current Assets	<u>7,052.80</u>
Total Assets	\$ <u><u>7,052.80</u></u>

Liabilities and Fund Balance

Current Liabilities	<u>                    </u>
Total Current Liabilities	\$ <u>0.00</u>
Total Liabilities	<u>0.00</u>
Fund Balance	
Retained Earnings	<u>7,052.80</u>
Total Fund Balance	<u>7,052.80</u>
Total Liabilities and Fund Balance	\$ <u><u>7,052.80</u></u>



**City of Ferndale**  
**Balance Sheet**  
**Fund 25 - Integrated Waste Mgt**  
**As of April 30, 2020**

**Assets**

Current Assets		
Cash	\$	51,636.01
Total Current Assets		51,636.01
Total Assets	\$	51,636.01

**Liabilities and Fund Balance**

Current Liabilities		
Total Current Liabilities	\$	0.00
Total Liabilities		0.00
Fund Balance		
Retained Earnings		51,636.01
Total Fund Balance		51,636.01
Total Liabilities and Fund Balance	\$	51,636.01

City of Ferndale  
Balance Sheet  
Fund -30 - Sewer  
As of April 30, 2020

**Assets**

<b>Current Assets</b>	
Cash	\$ <u>369,678.63</u>
<b>Total Current Assets</b>	<u>369,678.63</u>
<b>Property and Equipment</b>	
Vehicles	42,332.05
Equipment	87,061.27
Sewer system	13,459,674.06
Less Accumulated Depreciation	<u>(3,013,758.69)</u>
<b>Net Property and Equipment</b>	<u>10,575,308.69</u>
<b>Total Assets</b>	<u>\$ <u>10,944,987.32</u></u>

**Liabilities and Fund Balance**

<b>Current Liabilities</b>	
Interest Payable	\$ <u>42,938.02</u>
<b>Total Current Liabilities</b>	<u>42,938.02</u>
<b>Long-Term Liabilities</b>	
Notes Payable USDA	<u>4,339,000.00</u>
<b>Total Long-Term Liabilities</b>	<u>4,339,000.00</u>
<b>Total Liabilities</b>	<u>4,381,938.02</u>
<b>Fund Balance</b>	
Other Equity	6,649,092.60
Retained Earnings	<u>(86,043.30)</u>
<b>Total Fund Balance</b>	<u>6,563,049.30</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ <u>10,944,987.32</u></u>

City of Ferndale  
Balance Sheet  
GASB 34 ASSETS AND LIABILITIES  
As of April 30, 2020

Assets

Property and Equipment	
Buildings and improvements	479,444.72
Vehicles	173,365.86
Equipment	142,665.72
Roadways	10,782,034.50
Sidewalks	173,300.00
Streetlights	31,684.18
Land	131,000.00
Less Accumulated Depreciation	<u>(8,680,844.96)</u>
Net Property and Equipment	<u>3,232,650.02</u>
Total Assets	<u>\$ 3,232,650.02</u>

Liabilities and Fund Balance

Long-Term Liabilities	
Accrued Vacation/Sick pay	32,588.85
Notes payable-current	<u>40,053.95</u>
Total Long-Term Liabilities	<u>72,642.80</u>
Fund Balance	
Other Equity	<u>3,160,007.22</u>
Total Fund Balance	<u>3,160,007.22</u>
Total Liabilities and Fund Balance	<u>\$ 3,232,650.02</u>

**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended April 30, 2020 Actual	10 Months Ended April 30, 2020 Actual	FY 2019/2020 Budget	Over/(Under) Budget
<b>REVENUES</b>				
<b>Revenues - Taxes</b>				
10014102 Property tax-secured	\$ 0.00	\$ 77,461.24	\$ 143,000.00	\$ (65,538.76)
10014104 Property tax-unsecured	0.00	5,870.97	5,500.00	370.97
10014106 Property tax-prior	0.00	25.03	2,000.00	(1,974.97)
10014107 Supplemental role	0.00	1,542.23	2,400.00	(857.77)
10014110 Sales and use tax	7,823.76	109,232.87	160,000.00	(50,767.13)
10014111 Trash franchise	0.00	5,930.33	5,000.00	930.33
10014112 PG&E franchise	0.00	11,984.43	7,200.00	4,784.43
10014114 Cable franchise	0.00	17,703.64	25,000.00	(7,296.36)
10014116 Business license tax	245.00	12,600.25	12,000.00	600.25
10014118 Real Property Transfer tax	0.00	2,148.86	6,000.00	(3,851.14)
10014120 Transient lodging tax	0.00	106,838.19	200,000.00	(93,161.81)
10014121 TOT Humboldt Lodging Authority	0.00	20,009.34	40,000.00	(19,990.66)
<b>Total Revenue - Taxes</b>	<b>\$ 8,068.76</b>	<b>\$ 371,347.38</b>	<b>\$ 608,100.00</b>	<b>\$ (236,752.62)</b>
<b>Revenues - Licenses and Permits</b>				
10024132 Construction permits	\$ 1,194.90	\$ 45,337.46	\$ 40,800.00	\$ 4,537.46
10024164 Health protection	0.00	3,325.00	3,850.00	(525.00)
10024166 Encroachment permits	0.00	385.00	225.00	160.00
10024278 Animal license fees	0.00	1,217.50	1,400.00	(182.50)
<b>Total Revenue - Licenses and Permits</b>	<b>\$ 1,194.90</b>	<b>\$ 50,264.96</b>	<b>\$ 46,275.00</b>	<b>\$ 3,989.96</b>
<b>Revenues - Use of Money and Property</b>				
10044182 Interest	\$ 3,253.76	\$ 12,225.05	\$ 16,650.00	\$ (4,424.95)
10044285 Bocce ball revenue	0.00	70.00	0.00	70.00
10044297 Town Hall Rent	0.00	2,515.00	3,000.00	(485.00)
10044297.1 Community Center rents	50.00	500.00	600.00	(100.00)
<b>Total Revenue -Use of Money and Property</b>	<b>\$ 3,303.76</b>	<b>\$ 15,310.05</b>	<b>\$ 20,250.00</b>	<b>\$ (4,939.95)</b>
<b>Revenues - Fines</b>				
10034283 Court fines	\$ 0.00	\$ 1,229.18	\$ 1,500.00	\$ (270.82)
<b>Total Revenue - Fines</b>	<b>\$ 0.00</b>	<b>\$ 1,229.18</b>	<b>\$ 1,500.00</b>	<b>\$ (270.82)</b>
<b>Revenues - Intergovernmental</b>				
10054204 Motor vehicle in-lieu tax	\$ 0.00	\$ 1,085.11	\$ 133,000.00	\$ (131,914.89)
10054222 Home owners prop. tax relief	0.00	869.96	1,200.00	(330.04)
10054286 Street sweeping	0.00	16,364.16	16,364.00	0.16
10054289 RMRA	0.00	17,200.69	22,532.00	(5,331.31)
10054300 Public safety 1/2 cent	0.00	1,210.82	4,500.00	(3,289.18)
10054310 COPs Program	0.00	131,242.62	145,000.00	(13,757.38)
<b>Total Revenue - Intergovernmental</b>	<b>\$ 0.00</b>	<b>\$ 167,973.36</b>	<b>\$ 322,596.00</b>	<b>\$ (154,622.64)</b>

**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended April 30, 2020 Actual	10 Months Ended April 30, 2020 Actual	FY 2019/2020 Budget	Over/(Under) Budget
<b>Revenues - Fees for Service</b>				
10084271 Parking fees	\$ 0.00	\$ 27.62	\$ 150.00	\$ (122.38)
10084280 Copy machine fees - City	0.00	25.00	0.00	25.00
10084287.2 Developer reimbursed fees	1,000.00	8,545.50	6,700.00	1,845.50
10084291 Special police services	0.00	1,905.00	300.00	1,605.00
10084298 Fair racing revenue	0.00	1,841.88	2,400.00	(558.12)
<b>Total Revenue - Fees for Service</b>	<b>\$ 1,000.00</b>	<b>\$ 12,345.00</b>	<b>\$ 9,550.00</b>	<b>\$ 2,795.00</b>
<b>Revenues - Other Revenue</b>				
10094284 Donations - Library	\$ 0.00	\$ 100.00	\$ 100.00	\$ 0.00
10094307 Miscellaneous	300.00	49,132.37	3,600.00	45,532.37
10094308 PARSAC Grants	0.00	10,354.74	9,000.00	1,354.74
10094311 Utilities - Little League park	0.00	200.00	200.00	0.00
<b>Total Revenue - Other Revenue</b>	<b>\$ 300.00</b>	<b>\$ 59,787.11</b>	<b>\$ 12,900.00</b>	<b>\$ 46,887.11</b>
<b>TOTAL REVENUES</b>	<b>\$ 13,867.42</b>	<b>\$ 678,257.04</b>	<b>\$ 1,021,171.00</b>	<b>\$ (342,913.96)</b>

**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended April 30, 2020 Actual	10 Months Ended April 30, 2020 Actual	FY 2019/2020 Budget	Over/(Under) Budget
<b>EXPENDITURES</b>				
<b>Expenditures - City Council</b>				
10115012 Office expense	\$ 0.00	\$ 67.97	\$ 200.00	\$ (132.03)
10115013 Advertising	682.50	1,268.66	300.00	968.66
10115044 Meetings and dues	0.00	1,950.02	3,000.00	(1,049.98)
10115045 LAFCO fees	<u>0.00</u>	<u>626.62</u>	<u>640.00</u>	<u>(13.38)</u>
<b>Total Expenditures - City Council</b>	<b>\$ 682.50</b>	<b>\$ 3,913.27</b>	<b>\$ 4,140.00</b>	<b>\$ (226.73)</b>
<b>Expenditures City Manager</b>				
10105002 Salary - permanent	\$ 2,512.46	\$ 26,943.97	\$ 31,106.08	\$ (4,162.11)
10105006 SSI tax	132.18	2,115.76	2,490.49	(374.73)
10105007 Medical insurance	662.24	6,583.55	8,211.30	(1,627.75)
10105009 Workers comp. insurance	0.00	1,797.11	1,866.36	(69.25)
10105010 Deferred retirement	0.00	1,948.51	2,488.49	(539.98)
10105061 Liability Insurance	<u>0.00</u>	<u>1,475.95</u>	<u>1,493.09</u>	<u>(17.14)</u>
<b>Total expenditures -City Manager</b>	<b>\$ 3,306.88</b>	<b>\$ 40,864.85</b>	<b>\$ 47,655.81</b>	<b>\$ (6,790.96)</b>
<b>Expenditures - City Clerk</b>				
10125002 Salary - permanent	\$ 5,861.95	\$ 65,176.92	\$74,768.18	\$ (9,591.26)
10125006 SSI tax	324.50	5,557.41	6,217.04	(659.63)
10125007 Medical insurance	1,057.58	10,811.67	12,334.56	(1,522.89)
10125009 Workers comp. insurance	0.00	4,319.62	4,486.09	(166.47)
10125010 Deferred retirement	0.00	4,872.67	5,980.72	(1,108.05)
10125012 Office expense	1,604.11	6,188.33	3,900.00	2,288.33
10125022 IT support	112.70	913.15	500.00	413.15
10125044 Meetings and dues	216.82	1,277.40	1,100.00	177.40
10125061 Liability Insurance	<u>0.00</u>	<u>3,547.67</u>	<u>3,588.87</u>	<u>(41.20)</u>
<b>Total Expenditures -City Clerk</b>	<b>\$ 9,177.66</b>	<b>\$ 102,664.84</b>	<b>\$ 112,875.46</b>	<b>\$ (10,210.62)</b>

**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended April 30, 2020 Actual	10 Months Ended April 30, 2020 Actual	FY 2019/2020 Budget	Over/(Under) Budget
<b>Expenditures - City Attorney</b>				
10145052 Professional services	\$ 490.00	\$ 14,370.72	\$ 9,000.00	\$ 5,370.72
<b>Total Expenditures - City Attorney</b>	<b>\$ 490.00</b>	<b>\$ 14,370.72</b>	<b>\$ 9,000.00</b>	<b>\$ 5,370.72</b>
<b>Expenditures - Government Buildings</b>				
10155002 Salary - permanent	\$ 239.32	\$ 1,785.17	\$ 2,995.36	\$ (1,210.19)
10155006 SSI tax	23.51	215.97	372.93	(156.96)
10155009 Workers comp. insurance	0.00	173.05	179.72	(6.67)
10155012 Office expense	0.00	1,589.91	1,500.00	89.91
10155020 Building and ground maint.	85.00	7,704.72	6,000.00	1,704.72
10155030 Trash service	35.16	351.60	400.00	(48.40)
10155031 Gas	278.62	3,484.88	4,800.00	(1,315.12)
10155032 Utilities	199.85	1,547.12	2,500.00	(952.88)
10155033 Water	37.74	3,985.03	3,980.00	5.03
10155034 Telephone/internet	390.74	3,661.30	3,850.00	(188.70)
10155061 Liability Insurance	0.00	142.13	143.78	(1.65)
10155063 Building and Property Insurance	0.00	2,955.00	3,850.00	(895.00)
<b>Total Expenditures - Government Buildings</b>	<b>\$ 1,289.94</b>	<b>\$ 27,595.88</b>	<b>\$ 30,571.79</b>	<b>\$ (2,975.91)</b>
<b>Expenditures - Non departmental</b>				
10165015 Property tax admin. fees	\$ 0.00	\$ 0.00	\$ 3,600.00	\$ (3,600.00)
10165054 Audit and accounting	0.00	19,998.00	17,900.00	2,098.00
10165054.1 Accounting services	575.00	9,150.00	10,100.00	(950.00)
10165055 Contractual services	0.00	540.00	720.00	(180.00)
10165078 Copy machine expense	364.54	3,595.79	4,000.00	(404.21)
10165099 Miscellaneous	0.00	3,954.59	1,800.00	2,154.59
10165200 Car allowance	400.00	4,000.00	4,800.00	(800.00)
<b>Total Expenditures - Nondepartmental</b>	<b>\$ 1,339.54</b>	<b>\$ 41,238.38</b>	<b>\$ 42,920.00</b>	<b>\$ (1,681.62)</b>
<b>Expenditures - Community Promotion</b>				
10175020 Building and ground maint.	\$ 0.00	\$ 72.77	\$ 0.00	\$ 72.77
10175028 Public restroom	27.30	1,930.71	3,600.00	(1,669.29)
10175032 Utilities	19.30	28.53	310.00	(281.47)
10175033 Water	64.23	1,334.19	1,440.00	(105.81)
10175072 Chamber of commerce	9,387.29	37,549.16	37,549.00	0.16
10175072.1 Donation - Visitors & Conv.	0.00	1,500.00	1,500.00	0.00
10175072.2 Employee appreciation	0.00	100.00	150.00	(50.00)
10175072.3 TOT 2% HLA QTRLY	0.00	19,968.98	33,000.00	(13,031.02)
<b>Total Expenditures - Community Promotion</b>	<b>\$ 9,498.12</b>	<b>\$ 62,484.34</b>	<b>\$ 77,549.00</b>	<b>\$ (15,064.66)</b>

**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended April 30, 2020 Actual	10 Months Ended April 30, 2020 Actual	FY 2019/2020 Budget	Over/(Under) Budget
<b>Expenditures - Police</b>				
10215002 Salary - permanent	\$ 18,490.76	\$ 204,818.51	\$ 270,611.66	\$ (65,793.15)
10215004 Salary - reserve	2,392.31	15,825.15	1,986.00	13,839.15
10215005 Salary - overtime	50.90	4,304.15	7,000.00	(2,695.85)
10215006 SSI tax	1,299.01	19,771.19	21,946.93	(2,175.74)
10215007 Medical insurance	5,233.78	45,784.94	54,898.08	(9,113.14)
10215009 Workers comp. insurance	0.00	19,580.16	15,799.80	3,780.36
10215010 Deferred retirement	0.00	7,739.94	16,352.29	(8,612.35)
10215012 Office expense	454.11	2,123.33	6,150.00	(4,026.67)
10215014 Vehicle expense	600.82	12,460.33	8,000.00	4,460.33
10215016 Fuel	596.94	9,415.41	7,500.00	1,915.41
10215020 Building and ground maint.	204.12	8,337.73	11,100.00	(2,762.27)
10215022 IT support	0.00	430.45	9,190.00	(8,759.55)
10215024 Special department supply	0.00	1,848.43	5,000.00	(3,151.57)
10215026 Uniform expense	400.00	618.00	1,100.00	(482.00)
10215026.1 Uniform allowance	200.00	3,000.00	3,000.00	0.00
10215029 Water/sewer	46.22	1,326.47	1,400.00	(73.53)
10215032 Utilities	183.40	1,501.60	2,700.00	(1,198.40)
10215034 Telephone/internet	323.81	3,359.97	3,600.00	(240.03)
10215035 Dispatch service	1,950.00	19,500.00	23,400.00	(3,900.00)
10215044 Meetings and dues	0.00	272.09	1,520.00	(1,247.91)
10215048 Training	0.00	2,062.04	1,500.00	562.04
10215051 Physical exams	0.00	242.00	900.00	(658.00)
10215052 Professional services	35.00	588.00	600.00	(12.00)
10215061 Liability Insurance	0.00	12,840.23	12,639.83	200.40
10215063 Building and Property Insurance	0.00	830.00	1,100.00	(270.00)
10215078 Copy machine expense	106.46	1,113.30	1,300.00	(186.70)
10215088 Equipment repair other	0.00	321.95	200.00	121.95
10215098 Background expense	0.00	3,463.00	1,650.00	1,813.00
10215201 Lexipol services	0.00	4,493.00	2,300.00	2,193.00
<b>Total Expenditures - Police</b>	<b>\$ 32,567.64</b>	<b>\$ 407,971.37</b>	<b>\$ 494,444.59</b>	<b>\$ (86,473.22)</b>
<b>Expenditures - Animal Control</b>				
10225096 Animal control	\$ 450.00	\$ 4,500.00	\$ 5,400.00	\$ (900.00)
<b>Total Expenditures - Animal Control</b>	<b>\$ 450.00</b>	<b>\$ 4,500.00</b>	<b>\$ 5,400.00</b>	<b>\$ (900.00)</b>
<b>Expenditures - Health</b>				
10245052 Professional services	\$ 200.00	\$ 2,000.00	\$ 2,400.00	\$ (400.00)
<b>Total Expenditures - Health</b>	<b>\$ 200.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,400.00</b>	<b>\$ (400.00)</b>



**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended April 30, 2020 Actual	10 Months Ended April 30, 2020 Actual	FY 2019/2020 Budget	Over/(Under) Budget
<b>Expenditures - Streets and Roads</b>				
10315002 Salary - permanent	\$ 1,414.72	\$ 14,976.43	\$ 17,372.16	\$ (2,395.73)
10315005 Salary - overtime	106.08	597.70	0.00	597.70
10315006 SSI tax	77.09	1,273.65	1,463.37	(189.72)
10315007 Medical insurance	403.00	4,006.60	4,996.94	(990.34)
10315009 Workers comp. insurance	0.00	1,003.65	1,042.33	(38.68)
10315010 Deferred retirement	0.00	647.64	942.66	(295.02)
10315011 Bldg/property insurance	0.00	448.00	0.00	448.00
10315014 Vehicle expense	950.45	10,397.84	11,406.00	(1,008.16)
10315020 Building and ground maint.	0.00	3,864.79	2,000.00	1,864.79
10315021 Street maintenance	0.00	7,033.86	8,000.00	(966.14)
10315024 Special department supply	0.00	874.04	1,500.00	(625.96)
10315026.1 Uniform allowance	0.00	267.20	0.00	267.20
10315034 Telephone/internet	77.79	767.77	840.00	(72.23)
10315055 Contractual services	0.00	539.00	550.00	(11.00)
10315061 Liability Insurance	0.00	824.29	833.86	(9.57)
10315088 Equipment repair other	<u>0.00</u>	<u>751.88</u>	<u>1,000.00</u>	<u>(248.12)</u>
<b>Total Expenditures - Streets and Roads</b>	<b>\$ 3,029.13</b>	<b>\$ 48,274.34</b>	<b>\$ 51,947.32</b>	<b>\$ (3,672.98)</b>
<b>Expenditures - Planning</b>				
10415052 Professional services	\$ 0.00	\$ 20,557.22	\$ 23,400.00	\$ (2,842.78)
10415053 Reimbursable Fees	0.00	10,734.50	10,000.00	734.50
10415055 Contractual services	0.00	12,254.50	14,500.00	(2,245.50)
10415059 Special Planning Projects	<u>0.00</u>	<u>5,116.50</u>	<u>0.00</u>	<u>5,116.50</u>
<b>Total Expenditures - Planning</b>	<b>\$ 0.00</b>	<b>\$ 48,662.72</b>	<b>\$ 47,900.00</b>	<b>\$ 762.72</b>
<b>Expenditures - City engineer</b>				
10425052 Professional services	<u>\$ 0.00</u>	<u>\$ 27,829.35</u>	<u>\$ 18,000.00</u>	<u>\$ 9,829.35</u>
<b>Total Expenditures - City engineer</b>	<b>\$ 0.00</b>	<b>\$ 27,829.35</b>	<b>\$ 18,000.00</b>	<b>\$ 9,829.35</b>
<b>Expenditures - Building Regulation</b>				
10435024 Special department supply	\$ 0.00	\$ 1,401.28	\$ 0.00	\$ 1,401.28
10435052 Professional services	<u>944.66</u>	<u>30,252.22</u>	<u>32,400.00</u>	<u>(2,147.78)</u>
<b>Total Expenditures - Building Regulation</b>	<b>\$ 944.66</b>	<b>\$ 31,653.50</b>	<b>\$ 32,400.00</b>	<b>\$ (746.50)</b>

**City of Ferndale  
Income Statement  
Fund 10 - General Fund**

	1 Month Ended April 30, 2020 Actual	10 Months Ended April 30, 2020 Actual	FY 2019/2020 Budget	Over/(Under) Budget
<b>Expenditures - Library</b>				
10615002 Salary - permanent	\$ (3,387.50)	\$ 4,100.03	\$ 5,000.00	\$ (899.97)
10615006 SSI tax	(25.10)	485.35	622.50	(137.15)
10615009 Workers comp. insurance	0.00	288.87	300.00	(11.13)
10615012 Office expense	0.00	318.73	250.00	68.73
10615020 Building and ground maint.	0.00	85.55	250.00	(164.45)
10615024 Special department supply	0.00	1,696.67	2,500.00	(803.33)
10615031 Gas	0.00	1,904.70	3,360.00	(1,455.30)
10615032 Utilities	103.51	1,280.78	2,100.00	(819.22)
10615033 Water	34.42	350.32	310.00	40.32
10615034 Telephone/internet	138.45	1,364.60	1,500.00	(135.40)
10615061 Liability Insurance	0.00	237.24	240.00	(2.76)
10615063 Building and Property Insurance	0.00	1,191.00	1,400.00	(209.00)
10615078 Copy machine expense	0.00	0.00	50.00	(50.00)
<b>Total Expenditures - Library</b>	<u>\$ (3,136.22)</u>	<u>\$ 13,303.84</u>	<u>\$ 17,882.50</u>	<u>\$ (4,578.66)</u>
<b>Expenditures - Parks</b>				
10625002 Salary - permanent	\$ 228.23	\$ 4,306.36	\$ 6,215.82	\$ (1,909.46)
10625006 SSI tax	11.14	423.57	662.04	(238.47)
10625007 Medical insurance	60.36	600.15	748.52	(148.37)
10625009 Workers comp. insurance	0.00	359.11	372.95	(13.84)
10625010 Deferred retirement	0.00	123.81	169.67	(45.86)
10625020 Building and ground maint.	(3.89)	3,831.37	5,500.00	(1,668.63)
10625024 Special department supply	0.00	96.81	300.00	(203.19)
10625032 Utilities	27.94	305.93	750.00	(444.07)
10625033 Water	137.35	1,352.19	1,200.00	152.19
10625061 Liability Insurance	0.00	294.93	298.37	(3.44)
10625065 Russ Park expenditures	73.52	73.52	800.00	(726.48)
<b>Total Expenditures - Parks</b>	<u>\$ 534.65</u>	<u>\$ 11,767.75</u>	<u>\$ 17,017.37</u>	<u>\$ (5,249.62)</u>
<b>Expenditures -Community Center</b>				
10635020 Building and ground maint.	\$ 0.00	\$ 3,462.65	\$ 0.00	\$ 3,462.65
10635063 Building and Property Insurance	0.00	2,316.00	3,300.00	(984.00)
<b>Total Expenditures -Community center</b>	<u>\$ 0.00</u>	<u>\$ 5,778.65</u>	<u>\$ 3,300.00</u>	<u>\$ 2,478.65</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 60,374.50</u>	<u>\$ 894,873.80</u>	<u>\$ 1,015,403.84</u>	<u>\$ (120,530.04)</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (46,507.08)</u>	<u>\$ (216,616.76)</u>	<u>\$ 5,767.16</u>	<u>\$ (222,383.92)</u>

**City of Ferndale**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**FUND 22 - GAS TAX**

	1 Month Ended April 30, 2020 Actual	10 Months Ended April 30, 2020 Actual	FY2019/2020 Budget	Over/(Under) Budget
<b>Revenues</b>				
22314210.1 Gas tax (2105)	\$ 485.12	\$ 6,152.31	\$ 7,614.00	\$ (1,461.69)
22314210.2 Gas tax (2106)	734.70	8,236.81	10,062.00	(1,825.19)
22314210.3 Gas tax (2107)	671.13	7,648.97	9,945.00	(2,296.03)
22314210.4 Gas tax (2107.5)	0.00	1,000.00	1,000.00	0.00
22314210.5 Gas Tax (2103)	607.99	10,408.29	11,808.00	(1,399.71)
22314210.6 Loan repay & road maint	<u>0.00</u>	<u>0.00</u>	<u>1,546.00</u>	<u>(1,546.00)</u>
<b>Total Revenue</b>	<u>2,498.94</u>	<u>33,446.38</u>	<u>41,975.00</u>	<u>(8,528.62)</u>
<b>EXPENDITURES</b>				
22315002 Salary - permanent	1,690.12	17,793.66	19,527.55	(1,733.89)
22315005 Salary - overtime	111.40	634.53	0.00	634.53
22315006 SSI tax	95.48	1,484.61	1,668.64	(184.03)
22315007 Medical insurance	441.23	4,386.40	5,533.30	(1,146.90)
22315009 Workers comp. insurance	0.00	1,128.18	1,203.32	(75.14)
22315010 Deferred retirement	0.00	1,041.10	1,092.72	(51.62)
22315057 Street signs	0.00	2,521.67	0.00	2,521.67
22315058 Street lighting	1,084.35	10,497.23	15,240.00	(4,742.77)
22315061 Liability Insurance	<u>0.00</u>	<u>926.56</u>	<u>962.67</u>	<u>(36.11)</u>
<b>TOTAL EXPENDITURES</b>	<u>3,422.58</u>	<u>40,413.94</u>	<u>45,228.20</u>	<u>(4,814.26)</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (923.64)</u>	<u>\$ (6,967.56)</u>	<u>\$ (3,253.20)</u>	<u>\$ (3,714.36)</u>

**City of Ferndale**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**FUND 23 - RSTP**

	1 Month Ended April 30, 2020 Actual	10 Months Ended April 30, 2020 Actual	FY2019/2020 Budget	Over/(Under) Budget
<b>Revenues</b>				
23314211 RSTP Revenue	\$ 0.00	\$ 10,720.00	\$ 9,500.00	\$ 1,220.00
<b>Total Revenue</b>	<u>0.00</u>	<u>10,720.00</u>	<u>9,500.00</u>	<u>1,220.00</u>
<b>EXPENDITURES</b>				
23315002 Salary - permanent	458.14	4,825.28	5,501.42	(676.14)
23315006 SSI tax	24.26	386.25	454.46	(68.21)
23315007 Medical insurance	111.12	1,104.85	1,413.87	(309.02)
23315009 Workers comp. insurance	0.00	317.84	330.08	(12.24)
23315010 Deferred retirement	0.00	281.08	373.04	(91.96)
23315061 Liability Insurance	<u>0.00</u>	<u>261.04</u>	<u>264.07</u>	<u>(3.03)</u>
<b>TOTAL EXPENDITURES</b>	<u>593.52</u>	<u>7,176.34</u>	<u>8,336.94</u>	<u>(1,160.60)</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (593.52)</u>	<u>\$ 3,543.66</u>	<u>\$ 1,163.06</u>	<u>\$ 2,380.60</u>

**City of Ferndale**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**FUND 24 - TRANSPORTATION DEVELOPMENT ACT**

	1 Month Ended April 30, 2020 Actual	10 Months Ended April 30, 2020 Actual	FY2019/2020 Budget	Over/(Under) Budget
<b>Revenues</b>				
24314231 Transportation devel. act	\$ 0.00	\$ 30,000.00	\$ 62,380.00	\$ (32,380.00)
<b>Total Revenue</b>	<u>0.00</u>	<u>30,000.00</u>	<u>62,380.00</u>	<u>(32,380.00)</u>
<b>EXPENDITURES</b>				
24315002 Salary - permanent	1,488.00	15,972.42	19,776.30	(3,803.88)
24315005 Salary - overtime	63.66	378.04	0.00	378.04
24315006 SSI tax	82.17	1,345.88	1,610.26	(264.38)
24315007 Medical insurance	406.40	4,040.80	5,120.18	(1,079.38)
24315009 Workers comp. insurance	0.00	1,142.55	1,154.90	(12.35)
24315010 Deferred retirement	0.00	704.22	1,313.80	(609.58)
24315014 Vehicle expense	0.00	241.51	250.00	(8.49)
24315016 Fuel	394.20	6,073.60	5,600.00	473.60
24315020 Building and ground maint.	0.00	2,400.55	300.00	2,100.55
24315021 Street maintenance	0.00	441.45	1,000.00	(558.55)
24315024 Special department supply	0.00	549.93	1,000.00	(450.07)
24315032 Utilities	346.05	2,148.56	3,300.00	(1,151.44)
24315033 Water	36.90	409.08	385.00	24.08
24315034 Telephone/internet	77.79	767.75	840.00	(72.25)
24315061 Liability Insurance	0.00	938.36	923.92	14.44
24315088 Equipment repair other	0.00	399.60	550.00	(150.40)
<b>TOTAL EXPENDITURES</b>	<u>2,895.17</u>	<u>37,954.30</u>	<u>43,124.36</u>	<u>(5,170.06)</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (2,895.17)</u>	<u>\$ (7,954.30)</u>	<u>\$ 19,255.64</u>	<u>\$ (27,209.94)</u>

**City of Ferndale**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**FUND 26 - DRAINAGE FUND**

	1 Month Ended April 30, 2020 Actual	10 Months Ended April 30, 2020 Actual	FY2019/2020 Budget	Over/(Under) Budget
<b>Revenues</b>				
26314230 Drainage fund	\$ 0.00	\$ 4,986.00	\$ 4,500.00	\$ 486.00
26314240 Drainage district fees	<u>0.00</u>	<u>11,460.49</u>	<u>19,000.00</u>	<u>(7,539.51)</u>
<b>Total Revenue</b>	<u>0.00</u>	<u>16,446.49</u>	<u>23,500.00</u>	<u>(7,053.51)</u>
<b>EXPENDITURES</b>				
26315002 Salary - permanent	1,356.36	14,357.05	16,719.33	(2,362.28)
26315005 Salary - overtime	90.19	514.59	0.00	514.59
26315006 SSI tax	76.64	1,214.71	1,403.34	(188.63)
26315007 Medical insurance	373.17	3,710.10	4,662.91	(952.81)
26315009 Workers comp. insurance	0.00	965.93	1,003.16	(37.23)
26315010 Deferred retirement	0.00	675.39	957.49	(282.10)
26315019 Creek maintenance	0.00	1,504.32	500.00	1,004.32
26315023 Drain project	0.00	0.00	200.00	(200.00)
26315024 Special department supply	0.00	697.45	500.00	197.45
26315061 Liability Insurance	0.00	793.31	802.53	(9.22)
26315194 Interest expense	<u>1,129.58</u>	<u>11,295.80</u>	<u>13,555.00</u>	<u>(2,259.20)</u>
<b>TOTAL EXPENDITURES</b>	<u>3,025.94</u>	<u>35,728.65</u>	<u>40,303.76</u>	<u>(4,575.11)</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (3,025.94)</u>	<u>\$ (19,282.16)</u>	<u>\$ (16,803.76)</u>	<u>\$ (2,478.40)</u>

**City of Ferndale**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**FUND 25 - INTEGRATED WASTE MANAGEMENT**

	1 Month Ended April 30, 2020 Actual	10 Months April 30, 2020 Actual	FY2019/2020 Budget	Over/(Under) Budget
<b>Revenues</b>				
25314288 Tipping fee (int. waste mgt.)	\$ 0.00	\$ 933.28	\$ 3,200.00	\$ (2,266.72)
25314600 Recycling grant	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>(5,000.00)</u>
<b>Total Revenue</b>	<u>0.00</u>	<u>933.28</u>	<u>8,200.00</u>	<u>(7,266.72)</u>
<b>EXPENDITURES</b>				
25315002 Salary - permanent	380.68	4,082.43	4,713.04	(630.61)
25315006 SSI tax	20.03	312.23	377.35	(65.12)
25315007 Medical insurance	100.35	997.60	1,244.14	(246.54)
25315009 Workers comp. insurance	0.00	272.29	282.78	(10.49)
25315010 Deferred retirement	0.00	295.23	377.04	(81.81)
25315061 Liability Insurance	0.00	223.63	226.23	(2.60)
25315600 Recycling grant expenditures	<u>10.76</u>	<u>125.84</u>	<u>236.00</u>	<u>(110.16)</u>
<b>TOTAL EXPENDITURES</b>	<u>511.82</u>	<u>6,309.25</u>	<u>7,456.58</u>	<u>(1,147.33)</u>
 <b>REVENUES OVER (UNDER) EXPENDITURES</b>	 <u>\$ (511.82)</u>	 <u>\$ (5,375.97)</u>	 <u>\$ 743.42</u>	 <u>\$ (6,119.39)</u>

**City of Ferndale**  
**INCOME STATEMENT**  
**FUND 30 - SEWER FUND**

	1 Month Ended April 30, 2020 Actual	10 Months Ended April 30, 2020 Actual	FY2019/2020 Budget	Over/(Under) Budget
<b>Revenues</b>				
30514274 Sewer service charge	\$ 0.00	\$ 405,381.94	\$ 700,000.00	\$ (294,618.06)
30514275 Sewer connection fees	0.00	15,940.43	15,000.00	940.43
30514303 Septic discharge	9,291.50	62,715.50	88,800.00	(26,084.50)
30514325 State Water Board Grant	0.00	52,010.24	300,000.00	(247,989.76)
	<u>9,291.50</u>	<u>536,048.11</u>	<u>1,103,800.00</u>	<u>(567,751.89)</u>
<b>Total Revenue</b>				
<b>EXPENSES</b>				
30515002 Salary - permanent	19,792.24	183,207.60	212,501.65	(29,294.05)
30515005 Salary - overtime	792.22	9,269.12	9,877.40	(608.28)
30515006 SSI tax	935.01	15,891.33	18,466.87	(2,575.54)
30515007 Medical insurance	3,651.85	36,474.95	45,926.08	(9,451.13)
30515009 Workers comp. insurance	0.00	12,847.61	13,342.74	(495.13)
30515010 Deferred retirement	0.00	12,420.13	16,232.86	(3,812.73)
30515012 Office expense	0.00	394.95	1,725.00	(1,330.05)
30515014 Vehicle expense	0.00	966.64	300.00	666.64
30515016 Fuel	135.16	2,517.66	2,000.00	517.66
30515024 Special department supply	0.00	978.22	2,500.00	(1,521.78)
30515030 Trash service	276.61	5,113.48	5,000.00	113.48
30515032 Utilities	5,339.08	59,098.42	74,000.00	(14,901.58)
30515033 Water	69.83	1,766.26	1,800.00	(33.74)
30515034 Telephone/internet	504.30	5,101.97	5,800.00	(698.03)
30515044 Meetings and dues	0.00	612.00	900.00	(288.00)
30515048 Training	0.00	961.53	850.00	111.53
30515050 IT Support	0.00	2,159.34	250.00	1,909.34
30515055 Contractual services	0.00	3,420.00	6,700.00	(3,280.00)
30515061 Liability Insurance	0.00	10,580.66	10,674.19	(93.53)
30515063 Building and Property Insurance	0.00	1,675.00	2,950.00	(1,275.00)
30515092 Permits	0.00	13,873.73	10,750.00	3,123.73
30515095 Capital outlay	0.00	0.00	10,000.00	(10,000.00)
30515121 Sewer plant maintenance	2,730.12	49,459.73	68,000.00	(18,540.27)
30515122 Sewer line maintenance	0.00	28,344.41	15,000.00	13,344.41
30515130 Ultra Violet Lights	0.00	38,552.50	45,000.00	(6,447.50)
30515157 Testing and monitoring	1,800.00	10,621.50	33,000.00	(22,378.50)
30515160 Postage & Shipping	0.00	307.53	2,000.00	(1,692.47)
30515170 State Water Planning Grant Expenses	0.00	52,006.57	300,000.00	(247,993.43)
30515190 USDA loan	0.00	193,958.74	194,000.00	(41.26)
	<u>36,026.42</u>	<u>752,581.58</u>	<u>1,109,546.79</u>	<u>(356,965.21)</u>
<b>TOTAL EXPENSES</b>				
<b>NET INCOME (LOSS)</b>	<u>\$ (26,734.92)</u>	<u>\$ (216,533.47)</u>	<u>\$ (5,746.79)</u>	<u>\$ (210,786.68)</u>



City of Ferndale  
Cash Balances

As of April 30, 2020

Cash Balances

Current Assets	
General Fund	\$ 373,498.79
Restricted Cash	15,150.00
Gas Tax	20,136.54
RSTF	74,894.58
TDA	263,671.75
IWM	51,636.01
Drainage	7,052.80
Sewer	<u>369,678.63</u>
Total	<u>\$ 1,175,719.10</u>
Checking	\$ 525,810.36
LAIF	649,758.74
Petty cash	<u>150.00</u>
Total	<u>\$ 1,175,719.10</u>

**Section 10**

**CALL ITEMS**

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

**Section 11**

**PRESENTATION**

**Section 12**

**PUBLIC HEARING**

**Section 13**

**BUSINESS**

Meeting Date:	May 20, 2020	Agenda Item Number	13a
Agenda Item Title	Set Proposed Sewer Rate Increase; Set Public Hearing for July 15, 2020; and Direct Staff to Move Forward on Mailing Notices to Affected Property Owners as Required under Proposition 218		
Presented By:	City Manager		
Type of Item:	X	Action	Discussion Information
Action Required:		No Action	Voice Vote X Roll Call Vote

**RECOMMENDATION:**

It is recommended that the Council:

1. Set proposed rate increase and rate table.
2. Set date of Public Hearing for July 15, 2020 to set rate increase and rate table
3. Direct staff to move forward with the Proposition 218 process

**DISCUSSION:**

The City has had a number of public meetings regarding our wastewater facility and a study that Paul Gregson has spearheaded as part of a grant that we received at the end of 2018. This study had a number of focused areas such as our energy usage, composting of the sludge, our collection system and ways to more efficiently use our lagoon without detrimentally affecting our wastewater process. As part of that grant a sewer rate study was required and that has identified a justification through the 218 process to raise our rates at an appropriate amount.

If approved, staff will move forward on mailing out notices to affected property owners and begin the 45-day public hearing process.

**ATTACHMENTS:**

Rate Study



# CITY OF FERNDALE RATE STUDY

## APRIL 2020

PREPARED BY LOST COAST ENGINEERING

FUNDED BY CALIFORNIA PROPOSITION 1 FUNDING

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## TABLES

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Table 2	Estimated future expenses and rate determination
Table 3	Sample EDU calculations and setting monthly rate
Table 4	Historical Revenues
Table 5	City of Ferndale EDU structure
Table 6	Recommended improvements

## FIGURES

Figure 1	Location Map
Figure 2	Map Key to Recommended Improvements

## APPENDICES

Appendix A	Fiscal Sustainability Plan
Appendix B	Description of EDU Calculation Method Using Water Meters
Insert	DVD with Report, Text, Figures and Tables

## 1.0 Executive Summary

Proposition 218 which was passed by California voters in 1996 requires property tax increases to be approved by the property owners. As part of that requirement for sewer and water rates, an engineer must prepare a report describing the requirements for the rate increase. This report has been prepared to meet that requirement. This report recommends a sewer rate as well as modifications to the sewer billing structure.

The report includes the following recommendations:

- Increase the current monthly rate<sup>1</sup> from \$66.02 (\$792.24 per year) to \$73.02 per month (\$876.24 per year)
- Increasing the rate will show the State of California that the City will maintain its infrastructure, and that grant funds awarded will be well spent and result in a sewer system that is properly maintained.
- Account for inflation by allowing for a maximum 2.5-percent rate increase per year. The percentage increase is to be determined each year by the City Council based on the previous year's revenue surplus or shortfalls.
- Prepare a resolution for a proposition 218 vote on the rate increase and hold a vote
- The City needs to set aside \$50,000 a year for capital reserves to fund major and minor improvements to the sewer treatment and collection system because there is a limited amount of grant funding available. Capital reserves are accounted for in the recommended rate
- Reducing inflow and infiltration (I&I) in the collection system will result in lower energy consumption possibly reduce sewer rates in the future.
- Apply the revenues from septage to the sewer budget to reduce sewer fees
- Set aside \$59,807 per year to fund anticipated long-term improvements as described in the Fiscal Sustainability Plan. This fund is to be used to pay for major equipment maintenance and replacement at the wastewater treatment facility over the coming 20 years.
- Keep track of the funds set aside for long term improvements, and capital reserves as required by Proposition 218

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<sup>1</sup> The term sewer rate and assessment are used interchangeably in this document. The California Supreme Court has ruled that a sewer rate is a property tax based on Proposition 218, and therefore it is a property assessment.

- The capital reserves are to be used to repair and maintain the sewer system as well as repair or replace infrastructure damaged by sewer overflows or construction.
- Replace the current method of estimating Equivalent Dwelling Units (EDUs) using water meter records with the Table Method. This will make it easier for City staff to explain the rates to customers
- Charge parcels that add an accessory or junior dwelling unit an additional 0.5 sewer Equivalent Dwelling Unit to cover the cost of the additional sewage load on the sewer system.
- Revenues will fluctuate from year to year and surplus revenues are to be placed in capital reserves. Budget deficiencies are to be funded from capital reserves. Surplus Capital Reserves are to be rolled over to the following year(s) and saved for future improvements.

## 2.0 Introduction

The City of Ferndale (City) is located in Humboldt County California in the Eel River Valley (Figure 1) and surrounded by dairy farms. It is one of the smaller Cities in California with a population of roughly 1,400 people residing within a one square mile area. The City collects and treats its wastewater at a treatment facility located near the Salt River. The wastewater is treated to a high degree to meet a low mixing requirement of the discharge permit when discharging to the Salt River.

This study used the American Water Works Association Principles of Water Rates, Fees and Charges, the American Water Works Association Developing Rates for Small Systems, the City's previous five years accounting records, and the recently completed Fiscal Sustainability Plan in its preparation. The Rate Study, and Fiscal Sustainability Plan are in some ways closely related, and at times there is some ambiguity as to where items should be placed. For example, one fourth of the ultraviolet lights are replaced and could be listed under either budget<sup>2</sup>. The results of the Fiscal Sustainability Plan have been added to the rate.

A rate is an estimate of the revenue required to cover the costs of providing a service. The revenue is then divided proportionally amongst those users benefiting from the service and collected as a fee. The estimate should allow for inflation as purchases and wages almost always increase over time. For large

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<sup>2</sup> The UV light replacement costs are listed in the Rate Study.



communities there is usually a large revenue stream due to many users sharing the service and this usually results in lower rates due to an economy of scale.

The City of Ferndale serves a small population of roughly 1400 residents, is partially rural with grazing lands scattered within the City and is required to maintain a treatment facility capable of treating the wastewater to a high quality. This is because the Salt River is the nearest disposal waterway to discharge the treated sewage, and it has relatively low flows which results in low dilution of the treated wastewater. Most wastewater facilities discharge their treated waste to higher flowing waterways and their waste is heavily diluted by the receiving waters.

The result of having a small population base and a high-quality wastewater effluent requirement is that Ferndale residents historically payed higher wastewater fees. Having a smaller population, with a relatively low population density, results in a community that is socially less stressed, has a low crime rate, and in residents having a strong sense of community. Unfortunately, there are consequences to living in a small community such as having to pay higher sewage fees.

### 3.0 Ferndale Rate History

The City of Ferndale last passed a rate increase in 2004 that called for a rate increase of \$100 per year for the subsequent three years. The rate was set at \$66.02 per month per equivalent dwelling unit (EDU). The sewer rates have not been reviewed or increased since then.

The City does not send out monthly invoices, instead the City attaches the sewer rate to the property tax and collects the sewer fees on a yearly basis.

The City uses a simplified billing structure for sewer. The current billing method uses meter records to determine commercial EDUs and the resulting number is then multiplied by \$792.20 to establish the user's yearly sewer rate.

The City serves parcels that are located on County land outside the City limits. The City's service area is shown in Figure 2.

### 4.0 Rate Determination

A sewer rate is an estimate of the amount of money required to cover the expenses of operating and maintaining the sewer treatment and collection system. First, an estimate of expenses is derived and

then revenue sources determined. Next revenues other than from rates are reviewed, summarized, and subtracted from the required revenue to determine the revenue to be derived from sewer rates. Finally, the number of equivalent dwelling units (EDUs)<sup>3</sup> is calculated and divided into the final sewer rate to determine the rate per EDU.

#### 4.1 Basis of Expenses

The City's wastewater expenses for the past five years<sup>4</sup> were reviewed and tabularized to determine past expenses and are shown in Table 1. The report assumes that the large increases in operational expenses will stabilize at \$58,600 since there was a large expense for ultraviolet (UV) lamp and parts replacement in 2018-2019<sup>5</sup>. Additional expenses were added to account for long term maintenance as called for in the Fiscal Sustainability Plan, and a capital reserve fund has been added.

Past expenses were reviewed and either averaged to estimate future needs, modified due to unusual expenses for one year, or accounted for in new categories such as long-term improvements. Table 2 shows the estimated expenses per category<sup>6</sup>.

#### 4.2 Estimated Future Expenses

Table 2 shows the expenses used in determining the sewer rate as well as the sewer rate calculation. Expenses have increased at an average of 3.5-percent per year over the past five years. This is higher than the 2.5-percent annual increase recommended in this report. However, three of the past years show expenses rising at a rate of less than 2.5-percent, and unexpected cost, such as major work on the UV system have skewed the data. Those costs have been accounted for in the rate study and distributed over several years to minimize their sudden impact.

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<sup>3</sup> Equivalent dwelling units (EDU) are the estimated amount of sewage a single-family residence generates per day. This number is then used to determine the rate for properties that generate a large amount of sewage. See Appendix B for a description of the methodology.

<sup>4</sup> From June 2013 to June 2019

<sup>5</sup> The City replaced all the UV bulbs that year and this report distributes the total UV bulb replacement cost to one bank a year (roughly \$11,000/year). The Operational Expenses were averaged for the years 2013 to 2018 and \$11,000 for UV bulb replacement added to estimate the future expenses.

<sup>6</sup> The categories used in the report are the same categories used by the City's bookkeeper. In some cases, the categories have merged to simplify the table.

Historical expenses were analyzed, modified as needed, and used as a basis to set the rate and entered in Column C on Table 2.

#### 4.21 Description of Categories shown in Tables 1 & 2

##### Payroll Costs

These include costs associated with payroll and include wages, deferred retirement, workers compensation insurance, and medical coverage.

##### Utilities

These are utility cost for the wastewater treatment plant and water, trash, telephone and internet and electrical service. Note that should the City significantly reduce inflow and infiltration in the collection system, this should result in less electrical energy being used at the treatment plant for pumping and UV disinfection which should reduce electricity costs in the future.

##### Operational Expenses

These costs include the general operational expenses at the wastewater treatment facility and include general supplies, vehicles costs, training, computer support, safety equipment, chemical, UV lights, postage, and laboratory testing.

##### Maintenance

Included here are contractual services such as engineering, sewer line maintenance, street repair to patch the streets due to sewer maintenance, and general sewer plant maintenance. Table 2 has added Long Term Maintenance to cover costs described in the Fiscal Sustainability Plan.

##### Insurance

This includes liability, building, and car insurance.

### Fees, Permits, and Fines

These include paying for the wastewater treatment plant operating permit to the Regional Water Quality Control Board, fines due to sewage accidents, and professional dues.

### Debt

This is to pay off the USDA loan used to fund the construction of the wastewater treatment plant.

### Capital Reserves

This fund is to be used by the City to pay for emergency repairs, needed improvements, and possible revenue shortfalls.

### Outside Revenue

This includes revenue other than from monthly service fees such as connection fee and septage acceptance fees.

## 4.3 Inflation

Cost of labor, utilities, and materials rise regularly and need to be accounted for in the rate.

Table 2, Estimated Future Expenses and Rate Determination, accounts for different inflationary rates. The different inflationary rates are used in projecting future costs. Table 2 shows which inflationary rate was used for each category.

The inflationary rates used in Table 2 are as follows:

Salaries – A rate of 5% was used for project increases in payroll costs. The City usually gives its employees a regular 5% merit increase to reflect their added value to the City.

Medical – A rate of 4.4% was used based on the average increase of medical insurance rates from 2010 to 2017.

Cost of Living – A rate of 1.8% was used based on the average inflation rate from 2010 to 2019.

Electricity – A rate of 3.33% was used based on analysis by the Sacramento Municipal Utilities District’s analysis of PG&E rate increases.<sup>7</sup>

Gasoline – a rate of 1.32% was used based on average fuel price increases from 2010 to 2018.

Construction Costs – The RS Means construction cost index was used to estimate future construction costs. See the Fiscal Sustainability Plan for a description of this item and its application.

The City should have the ability to adjust the sewer rate up to 2.5% per year to account for inflationary costs<sup>8</sup>.

#### 4.4 Capital Reserves

The report recommends that a capital reserve fund be created and that \$50,000 per year be set added to the reserves. These funds are to pay for collection system improvement and cost emergency repairs, as well as for unexpected repairs at the treatment facility. The goal is to collect up to \$1,000,000 over twenty years. The City is not expected to have \$1,000,000 in savings in twenty years; the money is to be spent on needed improvements.

Although the Fiscal Sustainability Plan calls for all major sewer work to be paid for by grants, there are limits on the amount of grant funding available, and it will be difficult to justify and obtain grant funds to repair some of the sewers. There is a maximum for \$6,000,000 available in grant funding for construction project, and the City may not be awarded the full \$6,000,000 for improvements, and it may be many years before the City can obtain additional funding to replace the remaining sewers. Additionally, the collection system is critically short of manholes and long sweep cleanouts and some of the capital reserves should be used to install access point to the sewer system<sup>9</sup>.

Capital reserves are to be used for system improvements, large capital cost emergency repairs, to cover revenue shortfalls, or other costs related to the wastewater system. Proposition 218

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<sup>7</sup> <https://www.smud.org/en/Rate-Information/Compare-rates>

<sup>8</sup> An analysis of Table 2’s increases over five years indicates that the inflation rate will approach 2.6% in the final years; however, percentage increases are exponential, and inflation is normally linear. Therefore Table 2 likely slightly overestimates the inflation rate as it uses percentages over the years.

<sup>9</sup> The City has several sections of sewer that are missing manholes. This makes it very difficult and at times expensive for City staff to investigate and repair sewer blockages.

prohibits fees collected for a specific function from being used for other purposes; therefore, the capital reserve funds must be used exclusively on the sewer system. It is permissible for the fund to be used to repair or restore infrastructure damage cause by replacing of repairing sewers such as repaving a road that has been trenched for sewers repairs or improvements. The funds cannot be used to install new sewers for new developments; however, if a sewer main needs replacement it may pay for upsizing the sewer to accommodate future development<sup>10</sup>. In short developers must pay for the infrastructure required to accommodate their development, and sewer fees are to be used to install new infrastructure that alleviates an existing problem, to maintain the sewer system, or to replace failing equipment or sewer mains that are not related to new development.

#### 4.5 Debt

The City's sewer system's debt is to pay off a low interest loan used to build the new wastewater treatment facility. The loan was issued in 2013 for a duration of forty-years (2053). The City pays the United States Department of Agriculture \$194,300 a year to repay the debt, and each EDU contributes roughly \$18.03 per month.

#### 4.6 Fiscal Sustainability Plan

The State of California requires grant recipients to prepare a fiscal sustainability plan. This is a plan that estimates the cost to replace major facility components that are likely to fail or require replacement in the upcoming 20 years (2040). The Fiscal Sustainability Plan reviewed the components of the wastewater treatment plant, estimated their life expectancies, and replacement costs. The plan determined that the City should collect \$5.55 per month per EDU to cover anticipated expenses over the next twenty years. This portion of the rate is found in Table 5 under Long Term Maintenance, and totals \$59,807 per year.

The Fiscal Sustainability Plan should be updated regularly, and the recommendation is that this be done every five years. If updated in 2025, this will estimate maintenance costs to the year

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<sup>10</sup> The increased cost of adding sewer capacity can be recorded and new developments that connect to the system required to pay all or a portion of the additional sewer capacity costs.

2045 when treatment facility will be 33 years old. There may be significant replacement costs required by then that could require an increase in the Fiscal Sustainability Plan rate.

## 4.7 Revenue Sources

Table 4 shows the sewer system's revenue sources from the past five years. Due to changes in accounting methods there are some differences between items over the years. Until recently the treatment plant debt was not counted as revenue, and Table 4 has modified the table for clarification.

### 4.71 Sewer Rates

The primary source of revenue for the sewer system is from sewer rates that are collected yearly as part of the customer's property tax bill.

### 4.72 Donations

Donations have been made to the City in the past by residents or organizations to assist with special projects. This report does not consider donations when estimating the rate because they are sporadic and sought only when there is a special need.

### 4.73 Connection Fees

A \$5,000 connection<sup>11</sup> fee is charged to a new residence connecting to the sewer system to help pay for the additional capacity reserved for them at the treatment facility, as well as to pay for a portion of the collection system that serves them. The City has averaged a little over one connection per year over the past five years, and the rate study assumes there will be one connection per year to the sewer system in the future. If more than one residence connects to the system, the additional funds are to be placed in capital reserves to assist with system improvements<sup>12</sup>.

### 4.74 Septage Fees

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<sup>11</sup> Connection Fees are sometimes referred to as Capacity Charges

<sup>12</sup> The City should consider increasing its connection (capacity) fee. At the very least inflation should be added to the connection fee on a yearly basis. At 2.5% this would be an increase of \$125 per year, every year thereafter.

Septage is the solids collected from septic tanks that cannot be processed by septic systems and must be transported to a facility for treatment. The City has been accepting septage and charging fees to treat it for the past several years. The yearly revenue from septage has varied between \$57,000 and \$95,000 per year (Table 4). The rate study assumes that the septage revenues will average \$60,000 per year over the next five years. The lower estimate is being used because septage revenues may drop as more communities realize that accepting septage can be an additional source of revenue<sup>13</sup>.

The rate study assumes that revenue from septage will reduce the monthly sewer rate from \$78.59 to \$73.02, a savings of \$66.84 per year per single-family residence (EDU).

Should septage revenue exceed \$60,000 the City is to place the excess revenue into capital reserves.

## 4.8 Cost Distribution

### 4.81 Equivalent Dwelling Units

The sewer rate must account for the volume of sewage generate by a property and proportion it accordingly. To determine the rate equivalent dwelling units (EDUs) are usually used. An EDU is the estimated amount of wastewater a single-family household generates over a time period, usually in one day.

There are two primary methods to calculate an EDU; the first is to use water meter records, and the second is to use a table. Both methods have their advantages and disadvantages. The water meter method the water used is also the volume of sewage produced, but ignores the concentration of the waste, and the table method is based on the facility's size and the concentration of organics sent for treatment, but does not directly estimate the volume of sewage generate.

This report recommends that the City use the table method because the City of Ferndale does not provide water service to its residents. Water service is provided by the Del Oro Water Company, a privately owned water provider. Therefore, the City does not have easy access to

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<sup>13</sup> The most recent set of plans showing improvements to the City of Arcata's wastewater treatment facility indicate that they are installing a septage receiving station.



monthly water records, nor does it have a monthly billing system in place. Appendix B describes the water meter method to estimate EDUs.

The table method to estimated EDUs is shown in Table 5 which was created by the Rural Community Assistance Corporation and modified slightly for the City of Ferndale's use.

Table 5 estimates the volume of sewage generated by non-residential as well as considering the concentration of the organics in the waste. For example, a small restaurant will use roughly the same amount of water as a single-family household; however, there will be more food waste (in the sewage). Because this sewage has a larger organic load it will require additional treatment, which will incur additional treatment costs, and therefore they are charged a minimum of two EDUs. The table makes allowance for the size of the business which will impact the amount of sewage produced based on square footage.

A spreadsheet included on the DVD as a part of this report contains the assessor's Parcel number, street address, a brief description of the property, the number of EDUs assigned to the property based on EDUs taken from Table 5 for the properties served by the City. A comparison of EDUs between the proposed new method and the previous method resulted in similar numbers. The old system calculated 875 EDUs and the new system determined that there are 898 EDUs.

The report recommends that the City use Table 5 to track the number of EDUs in the collection system when determining EDUs. When there is a change of business on a property, the City should look up the business type in the table and update the number of EDUs for that parcel.

#### 4.82 Accessory Dwelling Units and Junior Dwelling Units

The State of California has made it easier to for homeowners to add housing to their residential properties by reducing setback requirements and eliminating sewer and water connection fees. This has resulted in homeowners adding small units to the existing property (accessory dwelling units) or converting portion of their home or garage into living quarters (junior dwelling units). By State law the City cannot charge its \$5,000 connection fee to the homeowner making the improvement; however, it can charge a monthly fee to cover the costs of treating the additional sewage. This report recommends that the City charge each residence that installs an accessory dwelling (ADU) unit or a junior dwelling unit (JDU) an additional 0.5 EDUs to cover the cost of

treating the additional sewage. Currently (February 2020) there are a total of six ADUs and JDUs in the City, and the number is expected to grow.

#### 4.83 Public Services and Property Taxes

The California State Board of Equalization has determined that Public Schools, as well as public libraries and museums that are free to the public are exempt from paying property taxes. In July 2006 the California Supreme Court ruled that metered rates were property related, therefore a property tax, and subject to Proposition 218<sup>14</sup>. This means that public schools, museums and libraries are not required to pay for sewer and water; however, these facilities require sewer and water service, are not usually interested in treating their own sewage, and enter into agreements with the service providers to obtain service.

The Ferndale museum charges a two-dollar admission fee, is not a free public service and must therefore pay a sewer fee. The Ferndale Library, elementary and high schools are exempt from paying a sewer fee. The library and schools have been paying a fee for sewer service, and because this would have been agreed rates set in the past, the rate study has not modified their EDUs, but used their past EDUs in determining their rate.

#### 4.9 Sewer Rate

Based upon the above the City needs to increase its monthly sewer rate from \$66.02 (792.24) per year) to \$73.02 (\$876.24 per year) to cover its operating expenses, and to prepare for future maintenance.

#### 4.10 Annual Sewer Rate Review

Every year, before the City sends its sewer assessment, the amount to charge property owners for sewer service, to the County Assessor in August, it should review its EDU table and verify it is up to date. At the June of July City Council meeting, the previous year's sewer expenses should be totaled and divided by the number of EDUs in the system. The new rate should then be compared to the previous rate and the percentage increase (or possible decrease) to account

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<sup>14</sup> *Bighorn-Desert View Water Agency v. Verjil, July 2006*

for inflationary costs, determined and sent to the City Council as the recommended percentage sewer rate modification for the year. The City Council should then review the recommendation and determine if it should enact the new rate<sup>15</sup>.

## 5.0 Propositions 218

In 1996, California voters enacted Proposition 218 which requires property tax increases to be voted on by the electorate. In 2006, the California Supreme Court ruled in *Bighorn-Desert View Water Agency v. Verjil*, that water and sewer rates were a property tax and subject to Proposition 218 requirements. Therefore, water and sewer rate increases required voter approval. The procedure to meet Proposition 218 requirements is as follows:

1. The recommended sewer rate increase (Assessment) must be present in a report prepared and stamped by an Engineer (this report).
2. The City will set the amount of the increase and a public hearing date. Agency will also create guidelines for sewer rate increase (assessment) vote.
3. The City must provide written 45 days' notice of public hearing, and mail ballots, to recorded owner of each property affected by the assessment.
  - a. Notice must include at least the following information:
    - i. Proposed total assessment for entire district.
    - ii. Proposed assessment for owner's parcel.
    - iii. Assessment duration (How long will rate increase be imposed)
    - iv. Reason for assessment. (Briefly describes improvements or services provided by assessment)
    - v. Basis of the increase. This should state "the basis upon which the amount of the proposed assessment was calculated."
    - vi. Public hearing date, time, location.
    - vii. Procedures Summary. This includes "a summary of the procedures applicable to the completion, return, and tabulation of the ballots."
    - viii. Protest Statement. This statement discloses that a "majority protest" will result in the assessment not being imposed.

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<sup>15</sup> This process assumes that the City's rate increase will be passed by voters.

ix. Ballot.

4. The City is to prepare envelopes and ballots for the assessment vote. The ballot is to include the AP number, amount of the assessment, Owner name and address, voting instructions, direction on how to obtain the engineer's report, and the date and time of a Public Hearing.
5. Recommend that City Hall be designated as the ballot drop-off location. Votes may be mailed or dropped off in person.
6. Ballots shall remain sealed until tabulation commences at the close of the public testimony portion of the Public Hearing. This means that a ballot may be changed, withdrawn or submitted prior to the conclusion of the public testimony.
  - a. Ballots will no longer be accepted once public testimony has closed during the Public Hearing.
7. Tabulate the votes – recommend they be tabulated at City Hall in public. Votes must be tabulated at the conclusion of the Public Hearing by “an impartial person designated by the City”
  - a. Votes are weighed by the amount of the assessment. For example: a vote from a property owner assessed at \$100 will have 20 times the weight of a vote from a property owner assessed at \$5. So, the property assessed at \$100 will have twenty votes.
  - b. The outcome is based on the votes submitted and weighted accordingly.
  - c. If there are more “no” votes than “yes” votes the proposed assessment fails.
  - d. If there are more “yes” votes than “no” votes it passes and then must go before the City Council for a vote to enact.

The City is currently (April 2020) preparing for a Proposition 218 vote based on this rate study.

# **Appendix A**

# **Asset Inventory**

**Appendix A - Asset Inventory**

<b>Utility Name: City of Ferndale Wastewater System</b>
<b>Current Plan Year: 2020</b>

**RS Means Values Used**

Future RS Means	
RS Means Value for 2020	230.30

A	A	B	C	D	F	G	H	I
Existing Assets - Treatment	Units	Quantity	\$/Unit (2020) <sup>(1)</sup>	Replacement and Installation Cost (2020) <sup>(2)(3)(12)</sup>	Year Installed <sup>(5)</sup>	Expected Useful Life Expectancy	Estimated Remaining Useful Life in Years (2020)	Item to be Replaced in 20 Years
<b>Sewer Collection System</b>								
				<b>Total</b>		<b>(Years)</b>		
PVC pipes 6 in	FT	12,100	\$ 226	\$ 4,101,900	1988	60	28	
PVC pipes 8 in	FT	7,900	\$ 305	\$ 3,614,250	1988	60	28	
PVC pipes 10 in	FT	2,300	\$ 343	\$ 1,183,350	1988	60	28	
PVC pipes 12 in	FT	1,625	\$ 383	\$ 933,563	1988	60	28	
PVC pipes 15 in	FT	4,400	\$ 442	\$ 2,917,200	1988	60	28	
VCP pipes 6 in	FT	12,190	\$ 226	\$ 4,132,410	1940	60	-20	\$4,132,410
VCP pipes 8 in	FT	1,245	\$ 305	\$ 569,588	1940	60	-20	\$569,588
VCP pipes 10 in	FT	1,200	\$ 343	\$ 617,400	1940	60	-20	\$617,400
VCP pipes 12 in	FT	3,500	\$ 383	\$ 2,010,750	1940	60	-20	\$2,010,750
HDPE pipes 6 in	FT	900	\$ 226	\$ 305,100	1988	60	28	
HDPE 8 in	FT	300	\$ 305	\$ 137,250	1988	60	28	
ACP 6 in <sup>(7)</sup>	FT	2,500	\$ 452	\$ 1,695,000	1960	60	0	\$1,695,000
VCP 6 in. (Historical District) <sup>(7)</sup>	FT	310	\$ 678	\$ 315,270	1940	60	-20	\$315,270
VCP 8 in. (Historical District) <sup>(7)</sup>	FT	2,055	\$ 610	\$ 1,880,325	1940	60	-20	\$1,880,325
PVC pipes 12 in (California Street) <sup>(8)</sup>	FT	1,200	\$ 383	\$ 689,400	2020	60	60	
Existing Concrete Manholes(conditions vary)	EA	105	\$ 10,000	\$ 1,575,000	1988	75	43	
New City Cleanouts <sup>(9)</sup>	EA	20	\$ 3,000	\$ 90,000	1988	75	43	
New Concrete Manholes	EA	17	\$ 10,000	\$ 255,000	1980	75	35	
Manhole Maintenance - Grout Seals to Reduce I&I	EA	10	\$ 1,800	\$ 27,000	1980	10	-30	\$27,000
Treated effluent Sewer 8 in	FT	1200	\$ -	\$ -	2011	60	51	
Treated effluent manholes	EA	6	\$ -	\$ -	2011	75	66	
<b>Existing Assets - Storage Pond</b>								
12" plug valve	EA	1	\$ 3,600	\$ 7,200	2011	30	21	
12" butterfly valve	EA	1	\$ 2,600	\$ 5,200	2011	30	21	
Pressure transducer	EA	1	\$ 3,000	\$ 6,000	2011	20	11	\$6,000
<b>Existing Assets - Master Lift Station</b>								
Vault 1 concrete structure	EA	1	\$ 38,500	\$ 38,500	2011	50	41	
Vault 2 concrete structure	EA	1	\$ 38,500	\$ 38,500	2011	50	41	
Manholes	EA	12	\$ 5,000	\$ 60,000	2011	100	91	
influent pumps <sup>(10)</sup>	EA	3	\$ 22,500	\$ 135,000	2011	25	16	\$135,000
pond pumps <sup>(10)</sup>	EA	3	\$ 53,500	\$ 321,000	2011	25	16	\$321,000
Pressure transducer	EA	1	\$ 3,000	\$ 6,000	2011	20	11	\$6,000
12" Pond flow meter	EA	1	\$ 4,000	\$ 8,000	2011	30	21	
6" plug valves	EA	3	\$ 3,900	\$ 23,400	2011	30	21	
6" check valves	EA	3	\$ 5,400	\$ 32,400	2011	30	21	
10" plug valve	EA	1	\$ 2,500	\$ 5,000	2011	30	21	

A	A	B	C	D	F	G	H	I
Existing Assets - Treatment	Units	Quantity	\$/Unit (2020) <sup>(1)</sup>	Replacement and Installation Cost (2020) <sup>(2)(3)(12)</sup>	Year Installed <sup>(5)</sup>	Expected Useful Life Expectancy	Estimated Remaining Useful Life in Years (2020)	Item to be Replaced in 20 Years
<b>Sewer Collection System</b>								
				<b>Total</b>		<b>(Years)</b>		
12" plug valves	EA	3	\$ 10,800	\$ 64,800	2011	30	21	
12" check valves	EA	3	\$ 12,000	\$ 72,000	2011	30	21	
Influent & Storage pond Control Panel <sup>(10)</sup>	EA	1	\$ 20,804	\$ 41,608	2011	50	41	
Shed building (housing Influent/Pond control panel)	EA	1	\$ 6,000	\$ 12,000	2011	50	41	
<b>Existing Assets - Headworks</b>								
10" Inflow meter	EA	1	\$ 2,500	\$ 5,000	2011	20	11	\$5,000
Mechanical screen bar/Screening washer/compactor <sup>(10)</sup>	EA	1	\$ 184,600	\$ 369,200	2011	30	21	
Influent sampler <sup>(10)</sup>	EA	1	\$ 7,750	\$ 15,500	2011	20	11	\$15,500
10" plug valves	EA	2	\$ 5,000	\$ 20,000	2011	30	21	
2" ball valves	EA	1	\$ 400	\$ 800	2011	30	21	
2" ball valve motor operated	EA	1	\$ 800	\$ 1,600	2011	30	21	
2" gate valves	EA	2	\$ 800	\$ 3,200	2011	30	21	
<b>Existing Assets - Primary Treatment (Aeromod)</b>								
Aeromod Concrete Structure <sup>(11)</sup>	EA	1		-	2011	50	41	
DO Probe	EA	2	\$ 2,100	\$ 8,400	2011	12	3	\$8,400
DO control Panel	EA	1	\$ 4,200	\$ 8,400	2011	30	21	
Aeration system control panel <sup>(10)</sup>	EA	1	\$ 15,000	\$ 30,000	2011	30	21	
10" Flex couplings	EA	2	\$ 1,000	\$ 4,000	2011	20	11	\$4,000
10" gate valve	EA	2	\$ 7,000	\$ 28,000	2011	30	21	
10" butterfly valve	EA	2	\$ 4,000	\$ 16,000	2011	30	21	
6" butterfly valve	EA	4	\$ 4,000	\$ 32,000	2011	30	21	
6" butterfly valve motor operated	EA	4	\$ 12,000	\$ 96,000	2011	30	21	
4" butterfly valve	EA	3	\$ 2,400	\$ 14,400	2011	30	21	
4" butterfly valve motor operated	EA	2	\$ 4,800	\$ 19,200	2011	30	21	
3" plug valve	EA	2	\$ 1,400	\$ 5,600	2011	30	21	
3" ball valve	EA	1	\$ 500	\$ 1,000	2011	30	21	
1/2" ball valve	EA	72	\$ 4,000	\$ 576,000	2011	30	21	
1.5" ball valve	EA	38	\$ 7,000	\$ 532,000	2011	30	21	
1" ball valve	EA	2	\$ 200	\$ 800	2011	30	21	
1.5" ball valves motor operated	EA	8	\$ 8,800	\$ 140,800	2011	30	21	
<b>Existing Assets - Filter Building</b>								
Disc filters system w/Control Panel <sup>(10)</sup>	EA	1	\$ 275,000	\$ 550,000	2011	30	21	
New Filters for disc filter system (every 8 years)	EA							
Effluent sampler <sup>(10)</sup>	EA	1	\$ 7,750	\$ 15,500	2011	20	11	\$15,500
Belt filter press sludge dewatering system/ w control panel	EA	1	\$ 260,000	\$ 520,000	2011	30	21	
Belt filter press replacement components(motors, pumps, belts, sensors, polymer feed equipment)	EA	1	\$ 30,000	\$ 60,000	2011	10	1	\$60,000
Air compressors	EA	2	\$ 4,000	\$ 16,000	2011	30	21	
Compressed air alternation control panel <sup>(10)</sup>	EA	1	\$ 2,000	\$ 4,000	2011	50	41	
Desiccants air dryer	EA	1	\$ 1,200	\$ 2,400	2011	30	21	
12" butterfly valve	EA	2	\$ 5,200	\$ 20,800	2011	30	21	
4" gate valve	EA	2	\$ 2,800	\$ 11,200	2011	30	21	
3" plug valve	EA	2	\$ 1,400	\$ 5,600	2011	30	21	
3" check valve	EA	1	\$ 600	\$ 1,200	2011	30	21	

A	A	B	C	D	F	G	H	I
Existing Assets - Treatment	Units	Quantity	\$/Unit (2020) <sup>(1)</sup>	Replacement and Installation Cost (2020) <sup>(2)(3)(12)</sup>	Year Installed <sup>(5)</sup>	Expected Useful Life Expectancy	Estimated Remaining Useful Life in Years (2020)	Item to be Replaced in 20 Years
<b>Sewer Collection System</b>				<b>Total</b>		<b>(Years)</b>		
2" ball valve	EA	3	\$ 1,350	\$ 8,100	2011	30	21	
2" ball valve motor operated	EA	1	\$ 1,300	\$ 2,600	2011	30	21	
2" gate valve	EA	1	\$ 400	\$ 800	2011	30	21	
1" gate valve	EA	1	\$ 150	\$ 300	2011	30	21	
3/4" ball valve	EA	4	\$ 120	\$ 960	2011	30	21	
3/4" ball valve motor operated	EA	1	\$ 500	\$ 1,000	2011	30	21	
1/2" ball valve	EA	15	\$ 375	\$ 11,250	2011	30	21	
Turbidity meter	EA	1	\$ 5,000	\$ 10,000	2011	20	11	\$10,000
2" Reduced pressure device	EA	1	\$ 600	\$ 1,200	2011	30	21	
Fume Hood	EA	1	\$ 13,077	\$ 26,154	2011	50	41	
<b>Existing Assets - UV disinfection System</b>								
UV disinfection system <sup>(10)</sup>	EA	1	\$ 295,000	\$ 590,000	2011	30	21	
UV disinfection Control Panel <sup>(10)</sup>	EA	1	\$ 20,804	\$ 41,608	2011	50	41	
Sample pump <sup>(10)</sup>	EA	1	\$ 5,278	\$ 10,556	2011	25	16	\$10,556
PH meter	EA	1	\$ 2,000	\$ 4,000	2011	20	11	\$4,000
PH sensor	EA	1	\$ 1,100	\$ 2,200	2011	20	11	\$2,200
<b>Existing Assets - Blower room</b>								
Blowers	EA	3	\$ 4,000	\$ 24,000	2011	30	21	
Aerators	EA	1	\$ 10,000	\$ 20,000	2011	50		
Blower Control Panel <sup>(10)</sup>	EA	1	\$ 15,000	\$ 30,000	2011	50	41	
6" flex couplings	EA	4	\$ 1,600	\$ 12,800	2011	20	11	\$12,800
6" check valves	EA	3	\$ 5,400	\$ 32,400	2011	30	21	
6" butterfly valves	EA	3	\$ 3,000	\$ 18,000	2011	30	21	
<b>Existing Assets - Chlorination Area</b>								
Contact basin	EA	1		-	2011	50	41	
Effluent pumps <sup>(10)</sup>	EA	2	\$ 51,300	\$ 205,200	2011	25	16	\$205,200
Spray/process pumps <sup>(10)</sup>	EA	2	\$ 51,300	\$ 205,200	2011	25	16	\$205,200
Effluent to creek flow meter	EA	1	\$ 2,500	\$ 5,000	2011	20	11	\$5,000
Effluent to spray system flow meter	EA	1	\$ 2,500	\$ 5,000	2011	20	11	\$5,000
Electrode level sensor	EA	1	\$ 600	\$ 1,200	2011	15	6	\$1,200
6" check valves	EA	6	\$ 10,800	\$ 129,600	2011	30	21	
6" ball valves	EA	2	\$ 5,000	\$ 20,000	2011	30	21	
6" butterfly valves	EA	4	\$ 4,000	\$ 32,000	2011	30	21	
6" gate valves	EA	5	\$ 6,000	\$ 60,000	2011	30	21	
4" gate valves	EA	2	\$ 2,800	\$ 11,200	2011	30	21	
Pressure transducer	EA	1	\$ 3,000	\$ 6,000	2011	25	16	\$6,000
50,000 GAL hydro tank w/air pumps <sup>(10)</sup>	EA	1	\$ 47,000	\$ 94,000	2011	50	41	
Irrigation Pipes	EA	40	\$ -	\$ -	2011	30	21	
<b>Existing Assets - General</b>								
SCADA system	EA	1	\$ 12,500	\$ 2,278	2011	8	-1	\$2,278
Secondary treatment/ Office building	EA	1	\$ 300,000	\$ 300,000	2011	100	91	
Garage	EA	1	\$ 36,000	\$ 36,000	2011	100	91	
2012 Ford 3-yard dump truck F-350	EA	1	\$ 50,000	\$ 50,000	2012	12	4	\$50,000



A	A	B	C	D	F	G	H	I		
Existing Assets - Treatment	Units	Quantity	\$/Unit (2020) <sup>(1)</sup>	Replacement and Installation Cost (2020) <sup>(2)(3)(12)</sup>	Year Installed <sup>(5)</sup>	Expected Useful Life Expectancy	Estimated Remaining Useful Life in Years (2020)	Item to be Replaced in 20 Years		
<b>Sewer Collection System</b>				<b>Total</b>		<b>(Years)</b>				
2015 Ford pickup truck F-250	EA	1	\$ 40,000	\$ 40,000	2015	12	7	\$40,000		
Stand by generator w/fuel tank <sup>(10)</sup>	EA	1	\$ 103,426	\$ 206,852	2011	30	21			
Pipe Jetter	EA	1	\$ 30,000	\$ 30,000	2009	20	9	\$30,000		
Tractor	EA	1	\$ 30,000	\$ 30,000	2009	20	9	\$30,000		
								Total Assets to be Replaced <sup>(11)</sup>	\$12,443,577	
								Distributing System Asset to be Replaced	\$11,247,743	
								Wastewater Treatment Assets to be replaced	\$1,195,834	
								Monthly Charge per EDU	\$5.55	
<b>System EDUs</b>		<b>898</b>								

<sup>(1)</sup> These are estimated costs based on the Construction cost index, and previous bids

<sup>(2)</sup> The year of installation is often estimated.

<sup>(3)</sup> Construction Indexes Used to estimate future costs indices : for 2011 an index of 191.2 is used; for 2019 an index of 225.9 is used; for 2020 an index of 230.3 is used

<sup>(4)</sup> The average construction cost index from 2013 to 2018 increased an average of 4.34 percent per year; therefore the 2020 index was increased by 10.85 to 241.15 to reflect a 2 1/2 years increase, and to assist with the rate study.

<sup>(5)</sup> Includes estimated Installation by doubling the product cost, and Engineering Cost, value increase to 2020 costs by multiplying by index

<sup>(6)</sup> See Table 2 for descriptions

<sup>(7)</sup> Pipe sections located in Historical District on Main Street - cost of replacement is tripled. ACP cost have been doubled to cover costs of disposing asbestos.

<sup>(8)</sup> A DWR Proposition 1 grant was awarded to replace the VCP on California Street. The improvement cost have been omitted from the 20-year asset improvements

<sup>(9)</sup> It is unclear how many city cleanouts exist in the collection system. Old maps show cleanouts that cannot be located in the field, and may have been paved over. The number 20 is an estimate.

<sup>(10)</sup> Cost based on 2011 construction cost and updated to 2020 cost

<sup>(11)</sup> No cost was estimated for this structure. If the structure needs replacement, it is likely that the entire treatment process will be replaced

<sup>(12)</sup> Sewer replacement includes costs to repave streets

## **Appendix B**

### **Asset Rating Description**

### Asset Rating Description

<b>Column K</b>	
<b>Condition Assessment</b>	
Condition Rating	Description
5	Unserviceable/End of useful life - Over 50% of asset requires replacement
4	Significant Deterioration - 20-40% requires renewal/upgrade
3	Moderate Deterioration - 10-20% requires significant maintenance
2	Minor Deterioration - Requires minor maintenance
1	New or Excellent Condition - Only normal maintenance required

<b>Column L</b>	
<b>Probability of Failure</b>	
Performance Rating	Description
5	Imminent - Likely to occur in the near future
4	Probable - Likely to occur several times in the life of an item
3	Occasional - Likely to occur sometime in the life of an item
2	Remote - Unlikely but possible to occur in the life of an item
1	Improbable - So unlikely, it can be assumed occurrence may not be experienced

<b>Column M</b>	
<b>Consequence of Failure</b>	
Performance Rating	Description
5	Catastrophic disruption
4	Major disruption
3	Moderate disruption
2	Minor disruption
1	Insignificant disruption

## **Appendix C**

### **RS Means Sample Calculations**

The table below lists both the RSMMeans® historical cost index based on Jan. 1, 1993 = 100 as well as the computed value of an index based on Jan. 1, 2019 costs. Since the Jan. 1, 2019 figure is estimated, space is left to write in the actual index figures as they become available through the quarterly *RSMMeans Construction Cost Indexes*.

To compute the actual index based on Jan. 1, 2019 = 100, divide the historical cost index for a particular year by the actual Jan. 1, 2019 construction cost index. Space has been left to advance the index figures as the year progresses.

Year	Historical Cost Index Jan. 1, 1993 = 100		Current Index Based on Jan. 1, 2019 = 100		Year	Historical Cost Index Jan. 1, 1993 = 100	Current Index Based on Jan. 1, 2019 = 100		Year	Historical Cost Index Jan. 1, 1993 = 100	Current Index Based on Jan. 1, 2019 = 100	
	Est.	Actual	Est.	Actual			Est.	Actual			Actual	Est.
Oct 2019*					July 2004	143.7	63.2		July 1986	84.2	37.1	
July 2019*					2003	132.0	58.1		1985	82.6	36.3	
April 2019*					2002	128.7	56.6		1984	82.0	36.1	
Jan 2019*	227.3		100.0	100.0	2001	125.1	55.0		1983	80.2	35.3	
July 2018		222.9	98.1		2000	120.9	53.2		1982	76.1	33.5	
2017		213.6	94.0		1999	117.6	51.7		1981	70.0	30.8	
2016		207.3	91.2		1998	115.1	50.6		1980	62.9	27.7	
2015		206.2	90.7		1997	112.8	49.6		1979	57.8	25.4	
2014		204.9	90.1		1996	110.2	48.5		1978	53.5	23.5	
2013		201.2	88.5		1995	107.6	47.3		1977	49.5	21.8	
2012		194.6	85.6		1994	104.4	45.9		1976	46.9	20.6	
2011		191.2	84.1		1993	101.7	44.7		1975	44.8	19.7	
2010		183.5	80.7		1992	99.4	43.7		1974	41.4	18.2	
2009		180.1	79.2		1991	96.8	42.6		1973	37.7	16.6	
2008		180.4	79.4		1990	94.3	41.5		1972	34.8	15.3	
2007		169.4	74.5		1989	92.1	40.5		1971	32.1	14.1	
2006		162.0	71.3		1988	89.9	39.5		1970	28.7	12.6	
2005		151.6	66.7		1987	87.7	38.6		1969	26.9	11.8	

### Adjustments to Costs

The "Historical Cost Index" can be used to convert national average building costs at a particular time to the approximate building costs for some other time.

### Example:

Estimate and compare construction costs for different years in the same city. To estimate the national average construction cost of a building in 1970, knowing that it cost \$900,000 in 2019:

INDEX in 1970 = 28.7

INDEX in 2019 = 227.3

### Time Adjustment Using the Historical Cost Indexes:

$$\frac{\text{Index for Year A}}{\text{Index for Year B}} \times \text{Cost in Year B} = \text{Cost in Year A}$$

$$\frac{\text{INDEX 1970}}{\text{INDEX 2019}} \times \text{Cost 2019} = \text{Cost 1970}$$

$$\frac{28.7}{227.3} \times \$900,000 = .126 \times \$900,000 = \$113,400$$

The construction cost of the building in 1970 was \$113,400.

**Note:** The city cost indexes for Canada can be used to convert U.S. national averages to local costs in Canadian dollars.

### Example:

To estimate and compare the cost of a building in Toronto, ON in 2019 with the known cost of \$600,000 (US\$) in New York, NY in 2019:

INDEX Toronto = 110.1

INDEX New York = 132.1

$$\frac{\text{INDEX Toronto}}{\text{INDEX New York}} \times \text{Cost New York} = \text{Cost Toronto}$$

$$\frac{110.1}{132.1} \times \$600,000 = .834 \times \$600,000 = \$500,076$$

The construction cost of the building in Toronto is \$500,076 (CN\$).

\*Historical Cost Index updates and other resources are provided on the following website:  
<http://info.thegordiangroup.com/RSMMeans.html>

# APPENDIX B

## CALCULATING EDUs WITH WATER METER RECORDS

### Explanation and Description of EDU Calculations Using Water Meter Records

To estimate sewage EDUs using water meter records, first is to obtain the water use records for a time period when there is little or no irrigation, usually the winter months, and to use the water reading during those months as an indicator of how much wastewater is produced. The assumption is that all the water used<sup>14</sup> during periods of heavy rainfall is sent into the sewer system. The average water use per day is then determined for a single-family-residence by analyzing the residential water use. The resulting number establishes the amount of sewage in gallons per day that is an EDU, and all single-family-dwellings are then assigned one EDU<sup>15</sup>.

The average water use per day is then determined for a single-family-residence by analyzing the residential water use. The resulting number establishes the amount of sewage in gallons per day that is an EDU, and all single-family-dwellings are then assigned one EDU<sup>16</sup>.

The gallons per day for a single-family residence (EDU) is then divided into the winter water use of all the non-single-family-residential customers to determine how many EDUs those property owners contribute to the sewer system. Fractions below one are usually rounded to the nearest whole number. The number of EDUs is then used to determine their sewer rate with the idea being that if they used more water than the average user, they generated more sewage, and should pay more to maintain and operate treatment and collection systems. Table 3 shows how an example rate is determined for a small community using water meter readings.

Once the number of EDUs in the collection system have been determined, they are totaled, and the number of EDUs divided into the sewer system's revenue requirements to determine the sewer rate. This system is often used by wastewater districts, and it is, to some extent a fair and equitable system; however, it is time consuming, and does not reflect the concentration of the organic waste contributed by different businesses that may require additional treatment<sup>17</sup>.

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<sup>14</sup> The EPA suggests that 90% of the water enters the sewer system. This report uses 100% as a safety factor.

<sup>15</sup> Some Cities and District will track the estimated amount of wastewater produced by a single-family residence and charge additional fees to those households.

<sup>16</sup> Some Cities and District will track the estimated amount of wastewater produced by a single-family residence and charge additional fees to those households.

<sup>17</sup> Note that it is not realistic to add meters to sewer systems. There is too much debris coming down the sewer laterals and they would foul a propeller meter. Installing magnetic flow meters would be very expensive and require a power source.

# TABLES

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**TABLE 1**  
**Rate Study**  
**Historical Expenses**  
City of Ferndale

Summarized Categories	Detailed Categories	2018/2019	2017/2018	2016/2017	2015/2016	2014/2015	2013/2014
		Expenses	Expenses	Expenses	Expenses	Expenses	Expenses
Payroll and Payroll Related	Salary	\$233,124	\$225,887	\$230,800	\$216,998	\$219,176	\$196,009
	Medical Insurance	\$42,108	\$41,145	\$36,652	\$42,159	\$38,445	\$30,945
		\$14,159	\$13,731	\$10,872	\$13,750	\$74	\$8,367
	Deferred Retirement	\$16,368	\$15,814	\$15,259	\$9,839	\$12,878	\$10,641
	<b>Total</b>	<b>\$305,759</b>	<b>\$296,577</b>	<b>\$293,582</b>	<b>\$282,746</b>	<b>\$270,572</b>	<b>\$245,962</b>
Utilities	Trash Service	\$5,068	\$4,663	\$4,573	\$9,225	\$16,148	\$21,775
	Water	\$1,796	\$1,800	\$1,578	\$1,605	-	-
	Telephone/ Internet	\$5,093	\$4,405	\$4,050	\$4,156	\$2,627	\$2,932
	PGE	\$72,990	\$64,893	\$73,211	\$56,893	\$71,384	\$58,240
	<b>Total</b>	<b>\$84,946</b>	<b>\$75,761</b>	<b>\$83,412</b>	<b>\$71,879</b>	<b>\$90,158</b>	<b>\$82,947</b>
Operational Expenses	Office Expenses	\$2,186	\$2,197	\$200	\$613	\$3,269	\$513
	Vehicle/Fuel Expenses	\$2,703	\$2,955	\$11,052	\$12,158	\$3,305	\$5,429
	Special WWTP Supplies	\$2,470	\$1,641	\$920	\$409	\$310	\$1,609
	Training	-	-	\$702	\$2,216	\$576	\$480
	IT support	\$50	\$979	\$219	\$563	\$0	-
	Safety Equipment	-	-	-	\$267	\$315	\$1,039
	Chemicals	-	-	-	\$1,614	\$1,652	\$1,658
	UV lights	\$44,141	\$325	\$1,503	\$10,839	-	-
	Testing and Monitoring	\$29,712	\$35,168	\$35,386	\$28,382	\$27,889	\$25,728
	Postage/Shipping	\$1,895	\$239	\$8	\$0	\$214	\$569
<b>Total</b>	<b>\$83,156</b>	<b>\$43,503</b>	<b>\$49,989</b>	<b>\$57,060</b>	<b>\$37,529</b>	<b>\$37,025</b>	
Maintenance	Street Maintenance/Repair	-	-	-	-	\$960	\$8,297
	Contractual Services	\$6,600	\$5,803	\$10,433	\$5,820	\$5,455	\$12,934
	Sewer Plant Maintenance	\$65,874	\$61,480	\$26,219	\$23,267	\$48,408	\$18,732
	Sewer Line Maintenance	\$12,415	\$16,727	\$22,021	\$12,835	\$24,756	\$6,075
	<b>Total</b>	<b>\$84,889</b>	<b>\$84,010</b>	<b>\$58,673</b>	<b>\$41,922</b>	<b>\$79,579</b>	<b>\$46,037</b>
Insurance	Building and Property Insurance	\$2,880	\$2,753	\$2,659	\$2,755	\$215	\$0
	Liability Insurance	\$10,618	\$9,523	\$5,745	\$4,456	-	\$7,500
	Vehicle Insurance	\$184	\$913	\$640	\$640	-	-
	<b>Total</b>	<b>\$13,682</b>	<b>\$13,188</b>	<b>\$9,044</b>	<b>\$7,851</b>	<b>\$215</b>	<b>\$7,500</b>
Professional Fees/Permits/Fines	Meetings and Dues	\$583	\$866	\$539	\$936	\$1,207	\$825
	Permits	\$10,648	\$9,860	\$6,950	\$7,359	\$7,164	\$7,045
	Fines	\$0	-	-	-	\$31	\$3,000
	<b>Total</b>	<b>\$11,231</b>	<b>\$10,726</b>	<b>\$7,489</b>	<b>\$8,295</b>	<b>\$8,402</b>	<b>\$10,870</b>
Capital Improvements, Loan Payments, and Misc. Expenses	Capital outlay	\$0	\$89,470	\$6,157	\$28,428	\$3,265	\$23,756
	USDA Loan Payment/ other loans	\$194,300	\$105,382	\$194,300	\$194,300	\$194,300	\$194,300
	Interest Expense	-	\$449	-	\$0	\$848	-
	Sewer Match Loan	-	-	-	\$1,764	\$494	\$1,522
	Sewer Treatment Loan	-	-	-	-	-	\$357
	<b>Total</b>	<b>\$194,300</b>	<b>\$195,301</b>	<b>\$200,457</b>	<b>\$224,492</b>	<b>\$198,907</b>	<b>\$219,935</b>
<b>Total</b>		<b>\$777,964</b>	<b>\$719,067</b>	<b>\$702,647</b>	<b>\$694,244</b>	<b>\$685,362</b>	<b>\$650,276</b>
Percent Increase per year		8.19%	2.34%	1.21%	1.30%	5.40%	

## Table 2

City of Ferndale

### Estimated Future Expenses and Rate Determination

A	B	C	D	E	F	G	H	I	J	K	
		Expenses Used for Projections	Inflation Index Used	Inflationary Rate Used	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025	
1	Payroll Costs	Salaries	\$264,000	City Rate	5.00%	\$277,200	\$291,060	\$305,613	\$320,894	\$336,938	\$353,785
		Medical	\$42,100	Medical Insurance	4.40%	\$43,952	\$45,886	\$47,905	\$50,013	\$52,214	\$54,511
		<b>Subtotal</b>	<b>\$306,100</b>			<b>\$321,152</b>	<b>\$336,946</b>	<b>\$353,518</b>	<b>\$370,907</b>	<b>\$389,152</b>	<b>\$408,296</b>
2	Utilities	Trash Service	\$5,100	Inflation Rate	1.80%	\$5,192	\$5,285	\$5,380	\$5,477	\$5,576	\$5,676
		Water	\$1,800	Inflation Rate	1.80%	\$1,832	\$1,865	\$1,899	\$1,933	\$1,968	\$2,003
		Telephone/Internet	\$5,100	Inflation Rate	1.80%	\$5,192	\$5,285	\$5,380	\$5,477	\$5,576	\$5,676
		Electrical	\$73,000	Electrical Increases	3.33%	\$75,431	\$77,943	\$80,538	\$83,220	\$85,991	\$88,855
		<b>Subtotal</b>	<b>\$85,000</b>			<b>\$87,647</b>	<b>\$90,379</b>	<b>\$93,198</b>	<b>\$96,108</b>	<b>\$99,111</b>	<b>\$102,211</b>
3	Operational Expenses	Office Expenses	\$2,200	Inflation Rate	1.80%	\$2,240	\$2,280	\$2,321	\$2,363	\$2,405	\$2,449
		Vehicle/Fuel Expenses	\$2,700	Gasoline Rate	1.32%	\$2,736	\$2,772	\$2,808	\$2,845	\$2,883	\$2,921
		Special WWTP Supplies	\$1,000	Inflation Rate	1.80%	\$1,018	\$1,036	\$1,055	\$1,074	\$1,093	\$1,113
		Training	\$1,000	Inflation Rate	1.80%	\$1,018	\$1,036	\$1,055	\$1,074	\$1,093	\$1,113
		IT support	\$400	Inflation Rate	1.80%	\$407	\$415	\$422	\$430	\$437	\$445
		Safety Equipment	\$200	Inflation Rate	1.80%	\$204	\$207	\$211	\$215	\$219	\$223
		Chemicals	\$900	Inflation Rate	1.80%	\$916	\$933	\$949	\$967	\$984	\$1,002
		UV lights	\$15,000	Inflation Rate	1.80%	\$15,270	\$15,545	\$15,825	\$16,110	\$16,399	\$16,695
		Testing and Monitoring	\$35,000	Inflation Rate	1.80%	\$35,630	\$36,271	\$36,924	\$37,589	\$38,265	\$38,954
		Postage/Shipping	\$200	Inflation Rate	1.80%	\$204	\$207	\$211	\$215	\$219	\$223
<b>Subtotal</b>	<b>\$58,600</b>			<b>\$59,642</b>	<b>\$60,702</b>	<b>\$61,782</b>	<b>\$62,880</b>	<b>\$63,998</b>	<b>\$65,137</b>		
4	Maintenance	Street Maintenance/Repair	\$2,000	Construction Costs <sup>(1)</sup>		\$2,037	\$2,075	\$2,112	\$2,150	\$2,187	\$2,224
		Contractual Services	\$8,000	Construction Costs <sup>(1)</sup>		\$8,150	\$8,299	\$8,449	\$8,598	\$8,748	\$8,897
		Long Term Maintenance <sup>(2)</sup>	\$59,807	Construction Costs <sup>(1)</sup>		\$60,925	\$62,043	\$63,162	\$64,280	\$65,398	\$66,516
		General Plant Maintenance	\$41,000	Construction Costs <sup>(1)</sup>		\$41,767	\$42,533	\$43,300	\$44,066	\$44,833	\$45,600
		Sewer Line Maintenance	\$17,000	Construction Costs <sup>(1)</sup>		\$17,318	\$17,636	\$17,954	\$18,271	\$18,589	\$18,907
		<b>Subtotal</b>	<b>\$127,807</b>			<b>\$130,197</b>	<b>\$132,586</b>	<b>\$134,976</b>	<b>\$137,366</b>	<b>\$139,755</b>	<b>\$142,145</b>
5	Insurance	Building and Property Insurance	\$2,900	Inflation Rate	1.80%	\$2,952	\$3,005	\$3,059	\$3,115	\$3,171	\$3,228
		Liability Insurance	\$10,700	Inflation Rate	1.80%	\$10,893	\$11,089	\$11,288	\$11,491	\$11,698	\$11,909
		Vehicle Insurance	\$200	Inflation Rate	1.80%	\$204	\$207	\$211	\$215	\$219	\$223
		<b>Subtotal</b>	<b>\$13,800</b>			<b>\$14,048</b>	<b>\$14,301</b>	<b>\$14,559</b>	<b>\$14,821</b>	<b>\$15,088</b>	<b>\$15,359</b>
6	Professional Fees/Permits/Fines	Meetings and Dues	\$600	Inflation Rate	1.80%	\$611	\$622	\$633	\$644	\$656	\$668
		Permits	\$10,700	Inflation Rate	1.80%	\$10,893	\$11,089	\$11,288	\$11,491	\$11,698	\$11,909
		Fines	\$5,000	No Inflation		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
		<b>Subtotal</b>	<b>\$16,300</b>			<b>\$16,503</b>	<b>\$16,710</b>	<b>\$16,921</b>	<b>\$17,136</b>	<b>\$17,354</b>	<b>\$17,577</b>
7	Debt	USDA Loan Payment/Other Loans	\$194,300	No Inflation		\$194,300	\$194,300	\$194,300	\$194,300	\$194,300	\$194,300
		<b>Subtotal</b>	<b>\$194,300</b>			<b>\$194,300</b>	<b>\$194,300</b>	<b>\$194,300</b>	<b>\$194,300</b>	<b>\$194,300</b>	<b>\$194,300</b>
8	Capital Reserves	<b>Capital Reserves<sup>(3)</sup></b>	<b>\$50,000</b>			<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
9	Required Revenue	<b>Expenses</b>	<b>\$851,907</b>			<b>\$873,489</b>	<b>\$895,925</b>	<b>\$919,254</b>	<b>\$943,517</b>	<b>\$968,759</b>	<b>\$995,024</b>
10	Outside Revenue (Credits)	<b>Septage<sup>(4)</sup></b>	<b>\$60,000</b>			<b>\$61,500</b>	<b>\$63,000</b>	<b>\$64,500</b>	<b>\$66,000</b>	<b>\$67,500</b>	<b>\$69,000</b>
		<b>Connection Fees<sup>(4)</sup></b>	<b>\$5,000</b>			<b>\$5,125</b>	<b>\$5,250</b>	<b>\$5,375</b>	<b>\$5,500</b>	<b>\$5,625</b>	<b>\$5,750</b>
11	Income Requirements	<b>Income Requirement</b>	<b>\$786,907</b>			<b>\$806,864</b>	<b>\$827,675</b>	<b>\$849,379</b>	<b>\$872,017</b>	<b>\$895,634</b>	<b>\$920,274</b>
		Rate with 898 EDUs <sup>(4)(5)(6)</sup>	<b>\$73.02</b>			\$74.88	\$76.81	\$78.82	\$80.92	\$83.11	\$85.40

<sup>(1)</sup> Construction inflationary costs are based on the RS Means Construction Cost Index. The index used averaged inflationary costs for past 10 years  
See the 2020 fiscal Sustainability Plan for details and instructions

<sup>(2)</sup> From Fiscal Sustainability Plan

<sup>(3)</sup> For needed sewer replacement not paid for by grants

<sup>(4)</sup> Assume Septage and Connection fees will increase to match inflation increases

<sup>(5)</sup> Proposed EDUs (does not include ADUs or JDUs)

<sup>(6)</sup> Future rates assume a 2.5% increase every year

**TABLE 3**  
CITY OF FERNDALE RATE STUDY

**SAMPLE EDU CALCULATIONS AND SETTING MONTHLY RATE**

Description	Monthly Water Use (Gal)			Average Daily Water Use (Gal.)	EDUs	MONTHLY RATE
	December	January	February			
Residential	6231	4701	5105	178	1	\$74.79
Residential	4456	7659	4750	187	1	\$74.79
Residential	7604	5967	4650	202	1	\$74.79
Residential	5803	4650	7750	202	1	\$74.79
Residential	4666	7750	6200	207	1	\$74.79
Residential	6902	6089	4650	196	1	\$74.79
Commercial	8001	6234	4650	210	1	\$80.26
Commercial	12403	10304	14623	415	2	\$158.65
Commercial	30034	25435	25879	904	5	\$345.72

Estimated EDU	196	Gallons per day
---------------	-----	-----------------

Rate Calculation

Total EDUs	14
Expenses	\$17,400.00
Connection fees collected	\$5,000.00
Required revenue (expenses less connection fees)	\$12,400.00
Yearly Rate (required revenue divided by EDUs)	\$897.42
Monthly Rate (yearly rate divided by 12)	\$74.79

Table 4  
Historical Revenues  
City of Ferndale Rate Study

	FY 2018/2019	FY 2017/2018	FY 2016/2017	FY 2015/2016	FY 2014/2015	FY 2013/2014
Sewer Service Charge	\$699,325.12	\$682,750.64	\$685,841.78	\$649,343.63	\$672,968.46	\$701,555.58
Sewer Connection Fees	\$10,360.32	\$5,180.16	\$10,360.32		\$792.00	
Septic discharge	\$73,773.75	\$95,475.50	\$70,643.10			
Misc Revenue		\$25,000.00		\$59,297.06	\$59,716.00	\$56,680.00
Refunds			(\$660.20)	(\$820.86)		
Interest		\$3,274.55		\$68.91	\$761.62	\$456.90
Total Revenue	\$783,459.19	\$811,680.85	\$766,185.00	\$707,888.74	\$734,238.08	\$758,692.48

**TABLE 5**  
**City of Ferndale EDU Structure<sup>(1)(2)</sup>**

Customer Type	Base	Add'l	Description for Additional Charges:
Single Family Dwelling	1.0	0.8	Additional "Granny House"
Apartments/Duplex/Triplex	1.0	0.8	For each additional dwelling unit
ADUs and JDUs	0.5	-	.05 EDUs per parcel with and ADU or JDU
City/Government Facility	1.0	-	Per lot regardless of size & occupancy
Butchers	2.0	-	2.0 EDU min to 1,000 sq. ft.; 1.7 EDU each additional 1,000 sq. ft. gross floor area
Bed & Breakfast, Boarding House	1.0	0.4	For each additional rental/sleeping room
Convalescent Homes, Community	1.0	0.6	For each additional rental/sleeping room
Hotels, Motels, Resorts	1.0	0.3	Per Unit
Trailer Parks, Mobile Home Parks	1.0	0.8	Per Pad or Space
Auto Dealership (New & Used)	1.0	0.2	1.0 EDU min, to 1,000 sq. ft.; 0.2 EDU each additional 1,000 sq. ft. gross floor area
Banks & Financial Institutions	1.0	0.3	1.0 EDU minimum, to 1,000 sq. ft.; 0.3 EDU each additional 1,000 sq. ft. gross floor area
Bakeries	2.0	1.7	2.0 EDU min to 1,000 sq. ft.; 1.7 EDU each additional 1,000 sq. ft. gross floor area
Bars & Taverns	1.0	1.0	1.0 EDU minimum to 1,000 sq. ft.; 1.0 EDU each additional 1,000 sq. ft.
Car Wash	1.0	-	1.0 EDU minimum (if stand alone)
Self Service Car Wash		1.0	1.0 EDU per stall
Automatic Car Wash		3.0	3.0 EDU per wash rack
Dry Cleaners, Commercial/Industrial Laundries	1.7	1.7	1.7 EDU per 1,000 sq. ft. floor space
Fire Stations	1.0	0.6	1.0 EDU up to 1,000 sq. ft.; 0.6 EDU each additional 1,000 sq. ft.
Garages & Equipment Rental/Service yard	1.0	1.0	1.0 EDU minimum (if stand alone), plus 1.0 EDU per 10 repair bays
Halls, Lodges, Auditoriums	1.0	0.3	1.0 EDU minimum plus 0.3 each 1,000 sq. ft. floor space
Health Studios, Beauty Salons, Spas & Gyms	2.0	1.0	2.0 EDU up to 1,000 sq. ft.; 1.0 EDU each additional 1,000 sq. ft.
Hospitals, Medical Clinics, EMT Facilities	2.0	1.0	2.0 EDU minimum (if stand alone) plus 1.0 EDU per 10 licensed beds or equivalent care stations
Laundries; Self-Service Laundromats	1.0	0.3	1.0 EDU minimum (if stand alone), plus 0.3 EDU per washing machine
Markets & minimi-Marts	1.0	0.5	1.0 EDU minimum, plus 0.5 EDU each additional 1,000 sq. ft.
Medical & Dental Offices	1.0	0.5	1.0 EDU minimum plus 0.5 EDU each additional 1,000 sq. ft.
Mortuaries	1.0	1.0	1.0 EDU min plus 1.0 EDU per "slumber room"
Office Buildings	1.0	0.2	1.0 EDU min (if stand alone) plus 0.2 EDU per 1,000 sq. ft. gross floor area
Parks & Fairgrounds	1.0	1.0	1.0 EDU min plus 1.0 EDU per restroom, comfort room & janitor supply
Places of Worship	2.0	0.2	2.0 EDU per facility up to 10,000 sq. ft gross floor space, plus 0.2 EDU per each additional 1,000 equ ft. 1.0 additional EDU per each residence on site
Restaurant Take Out Only	1.0	1.0	1.0 EDU per 1,000 sq. ft. gross floor areas
Restaurant Full Service	2.0	2.0	2.0 EDU per 1,000 sq. ft. gross floor space
Retail Stores	1.0	0.5	1.0 EDU min; .05 EDU additional per each 1,000 sq. ft. floor area
Elementary School	-	-	Exempt by State Law
High School	-	-	Exempt by State Law
Service Stations	1.0	0.1	1.0 EDU minimum; plus 0.1 EDU per pump
Theaters	1.0	0.4	1.0 EDU min, plus 0.4 EDU per 1,000 sq. ft. - Snack Bar included in base allocation
Warehouses & Storage Facilities	1.0	1.0	1.0 EDU per 10,000 sq. ft. plus 1.0 EDU if manager's quarters on-site
Non-defined Commercial	1.0	-	1.0 EDU minimum plus additional allocation on per-case basis
Industrial & Manufacturing	2.0	-	2.0 EDU min plus additional allocation on per-case basis, plus additional applicable industrial wastewater fees

<sup>(1)</sup> Based on Rural Community Assistance Corporation Table; 2018.

<sup>(2)</sup> Public facilities such as schools, libraries, and museums that do not charge entrance fees are exempt from sewer fees.

**Table 6**  
**Estimated Construction Costs**  
City of Ferndale

ID	Description	Total Estimated Improvement Cost	Grant Funded	City Funded
1	California	\$326,750	\$326,750	
2	Port Kenyon	\$242,000	\$242,000	
3A	Business District A	\$697,200	\$697,200	
3B	Business District B	\$515,300	\$515,300	
3C	Business District C	\$487,900	\$487,900	
4	Howard	\$690,300	\$690,300	
5	Madison and Main Area	\$483,800	\$483,800	
6	Herbert	\$467,000	\$467,000	
7	Harrison	\$267,700	\$267,700	
8	Fern	\$399,300	\$399,300	
9	Private Road (off 5th)	\$186,300	\$186,300	
10	Francis	\$473,500	\$473,500	
11	Shaw	\$403,000	\$403,000	
12	Tennyson	\$248,400	\$248,400	

A	Ambrosini	\$174,100		\$174,100
B	Emmerson	\$294,300		\$294,300
C	Van Ness	\$706,000		\$706,000
D	Rose	\$307,100		\$307,100
E	5th Street	\$209,300		\$209,300
F	Craig	\$224,300		\$224,300
G	Dewey	\$112,300		\$112,300
H	Grant	\$154,800		\$154,800
I	Navy Housing	\$286,200		\$286,200

<b>Total Grant Funding</b>	<b>\$5,888,450</b>
<b>Total City Funding</b>	<b>\$2,468,400</b>

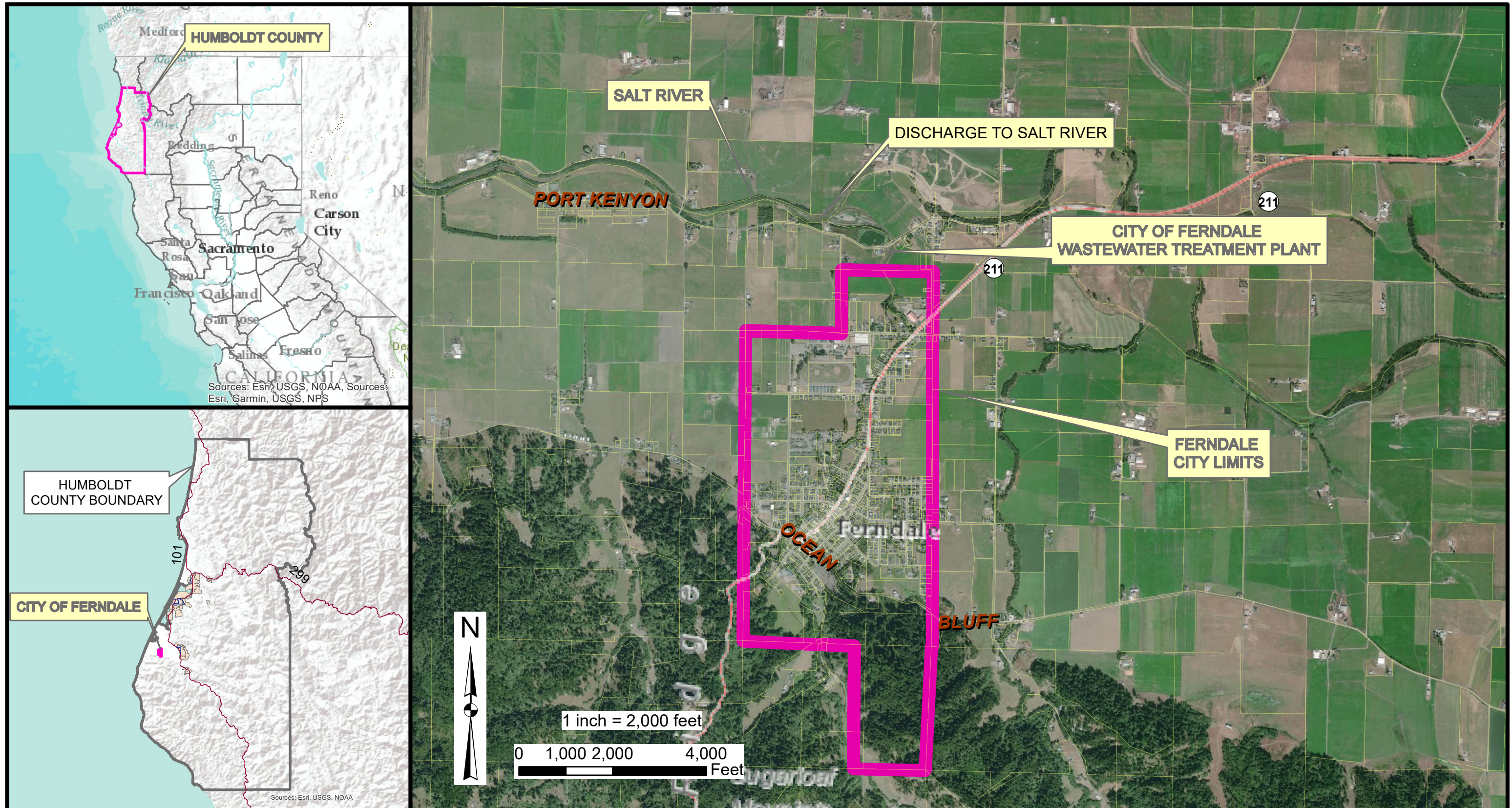
**NOTES**

- Estimates assume a negative CEQA declaration
- Estimates assume no coastal permit is required
- Estimates assume the sewers will be replaced

# FIGURES

DRAFT





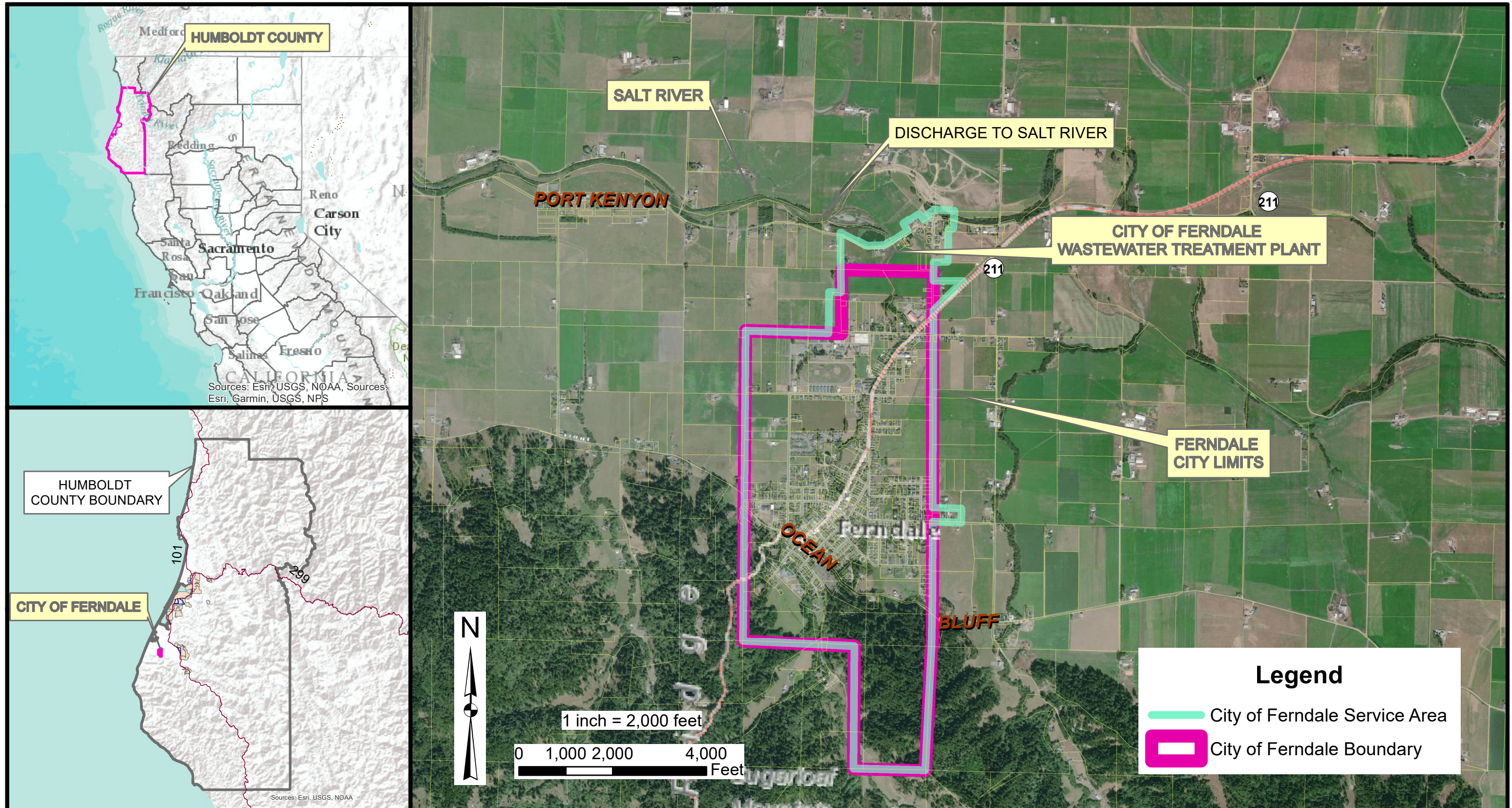
CITY OF FERNDALE

CITY OF FERNDALE  
 2020 RATE STUDY  
 LOCATION MAP

FIGURE 1

4/1/2020





**CITY OF FERNDALE**

**CITY OF FERNDALE  
RATE STUDY SERVICE AREA**

**FIGURE 2**

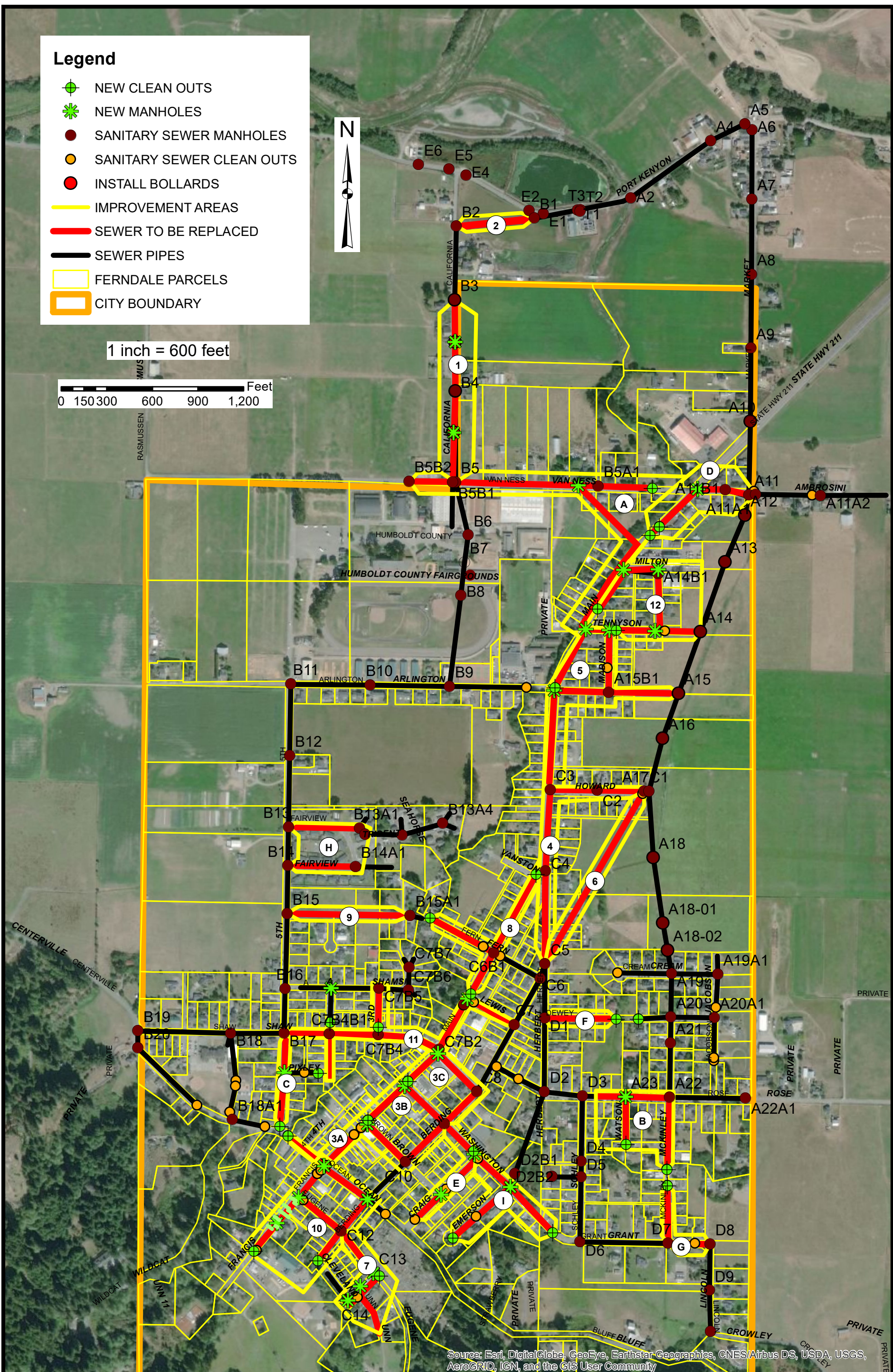
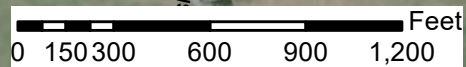
**4/1/2020**



**Legend**

- NEW CLEAN OUTS
- NEW MANHOLES
- SANITARY SEWER MANHOLES
- SANITARY SEWER CLEAN OUTS
- INSTALL BOLLARDS
- IMPROVEMENT AREAS
- SEWER TO BE REPLACED
- SEWER PIPES
- FERNDALE PARCELS
- CITY BOUNDARY

1 inch = 600 feet



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



**CITY OF FERDALE**  
**ENERGY SAVINGS PROJECT**  
**IMPROVEMENT KEY**

FIGURE 2

3/25/2020



Meeting Date: May 20, 2020			Agenda Item Number: 13.b		
Agenda Item Title: Cream City 5 <sup>th</sup> Street Subdivision Parcel Map					
Presented By: City Planner					
Type of Item:	X	Action		Discussion	Information
Action Required:		No Action		Voice Vote	X Roll Call Vote

**PROJECT DESCRIPTION:**

Approve Parcel Map recordation for an approved minor subdivision located at 1140 5<sup>th</sup> Street; APN 030-091-21. The subdivision creates four (4) lots with a remainder parcel. This action is ministerial in nature.

**STAFF RECOMMENDATION:**

Approve Findings of Fact (Attachment A) and recordation of the Cream City 5<sup>th</sup> Street Minor Subdivision Parcel Map as presented in Exhibit 1.

**ENVIRONMENTAL REVIEW:**

As previously determined during Planning Commission review and approval, the project is categorically exempt from California Environmental Quality Act (CEQA) requirements per CEQA Guidelines Section 15315, *Minor Land Divisions*. This exemption consists of division of property..... into four or fewer parcels with General Plan and zoning conformance, no variances or exceptions required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within previous 2 years & parcel does not have average slope > than 20 %. (*Public Resources Code Section 21083 and: Section 21084*)

**PROJECT SUMMARY:**

The Planning Commission, following a public hearing on July 11, 2018, approved the tentative map for a minor subdivision of land located at 1140 5<sup>th</sup> Street by Resolution 2018-12. The subdivision creates four approximately 8,300 square foot lots fronting 5<sup>th</sup> Street and leaves an approximately 14.95-acre remainder parcel. The remainder parcel has access directly from Arlington and from 5<sup>th</sup> street by an easement.

Staff received, reviewed, and provided comments on project improvement plans in June 2019. According to the Deputy City Engineer, the subdivision improvements have been completed in accordance with the approved improvement plans. The Deputy City Engineer and City Surveyor have reviewed and determined that the Parcel Map as presented in Exhibit 1 addresses all previously provided comments and requested revisions, and substantially complies with the approved tentative map.

To comply with condition of approval No. 9, “the applicant shall submit a signed Subdivider Certification Regarding Remainder Parcel prior to the Certificate of Subdivision Compliance and Final Parcel Map being submitted to the County Recorder for filing. The remainder parcel is zoned R-1 (one-family residential). No additional discretionary approval for the remainder parcel by current or future owners is allowed without first submitting an application for a major subdivision including a comprehensive drainage plan.”

**APPLICABLE REGULATIONS:**

**Subdivision Ordinance Section 1.302 City Council.** The City Council shall have final jurisdiction in the approval of Parcel Maps, Final Maps and improvement agreements, and the acceptance by the City of land and/or improvements as may be proposed for dedication to the City for any and all subdivisions.

**Subdivision Ordinance Section 1.602 Parcel Maps. 1.602.3 Form.** The form of the Parcel Map shall conform to Final Map form requirements as specified by Section 1.504.3 of this Ordinance.

**Subdivision Ordinance Section 1.602.8 Approval by City Engineer....** The City Engineer shall not deny approval of a Parcel Map if the Planning Commission has previously approved a Tentative Map for the proposed subdivision and if he/she finds that the Parcel Map is in substantial compliance with the previously approved Tentative Map.

**Subdivision Ordinance Section 1.602.9 Approval by City Council.** The Parcel Map, upon execution by the City Engineer, City Surveyor (if required), and Secretary of the Planning Commission... shall be placed on the Council agenda for their approval.

**ANALYSIS:**

The subject property and surrounding parcels have a Land Use designation for low-density residential development and are zoned R1 (One-family residential). The subdivision creates four new parcels that can be developed for residential purposes. Such development is considered in-fill and is consistent with the goals and objectives of the Ferndale General Plan.

The Deputy City Engineer and City Surveyor have reviewed and determined that the Parcel Map as presented in Exhibit 1 addresses all previously provided comments and substantially complies with the approved tentative map. The Deputy City Engineer also confirmed that subdivision improvements have been completed in accordance the approved subdivision improvement plans; therefore, no subdivision improvement agreement is necessary. The attached Findings of Fact and Parcel Map as presented in Exhibit 1 are recommended for approval.

**Exhibit 1:** Cream City Parcel Map

**Attachments:** A – Findings of Fact  
B – Vicinity Map  
C – Remainder Certification  
D – Resolution 2020-09

# Exhibit 1

### OWNER'S STATEMENT

THAT THE UNDERSIGNED, BEING THE PARTY HAVING A RECORD TITLE INTEREST IN THE REAL PROPERTY BEING SUBDIVIDED BY THIS MAP, DOES HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS MAP AND TO THE DEDICATION OF THE EASEMENTS FOR THE PURPOSES SHOWN HEREON.

*Dennis DeBiaggio* DATED 4-29-20

*Richard Phills* DATED 4-29-20

Richard Phills, Secretary/CFO  
CREAM CITY INVESTMENT

*J. E. Vroman* DATED 04/30/2020

Trueman E. Vroman, Beneficiary of Deeds of Trust recorded on August 8, 2008, July 1, 2009, and August 6, 2009 as Instruments No. 2008-19513-7, 2009-14862-2, and 2009-18058-4 of Official Records.

### NOTARY ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Humboldt

On April 29, 2020 before me, Kelli Townsend, Notary Public, personally appeared Dennis DeBiaggio and Richard Phills, who proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacities, and that by their signatures on the instrument the persons, or the entity upon behalf of which the persons acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal. My principal place of business is in  
Signature Kelli Townsend Humboldt County

Printed Name Kelli Townsend My Commission expires 11-20-2021

Official seal not required.

### NOTARY ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Humboldt

On 4/30/2020 before me, M. Adams, Notary Public, personally appeared Trueman E. Vroman, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal. My principal place of business is in  
Signature M. Adams Humboldt County

Printed Name M. Adams My Commission expires 2-2-2024

Official seal not required.

### TAX COLLECTOR'S STATEMENT

I, JOHN BARTHOLOMEW, TAX COLLECTOR OF HUMBOLDT COUNTY, CALIFORNIA, HEREBY CERTIFY THAT, ACCORDING TO RECORDS OF THIS OFFICE, AS OF THIS DATE, THAT THERE ARE NO TAX LIENS CURRENTLY DUE AGAINST THE LAND WITHIN THIS SUBDIVISION OR PARCEL DESCRIPTION DESCRIBED AS ASSESSOR'S PARCELS NO. 030-091-021 & 030-101-016, FOR ANY UNPAID COUNTY TAXES OR SPECIAL ASSESSMENTS.

I FURTHER CERTIFY THAT TAXES OR ASSESSMENTS WHICH WILL BECOME A LIEN ON THE PROPERTY, BUT WHICH ARE NOT YET CURRENTLY DUE, ARE ESTIMATED AT \$ \_\_\_\_\_ AND THAT A BOND IN THIS AMOUNT HAS BEEN COLLECTED AND DEPOSITED WITH THIS OFFICE ON BEHALF OF THE BOARD OF SUPERVISORS.

JOHN BARTHOLOMEW  
HUMBOLDT COUNTY TAX COLLECTOR

BY: \_\_\_\_\_ DEPUTY

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

### COUNTY RECORDER'S STATEMENT

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020, AT \_\_\_\_\_ M.  
IN BOOK \_\_\_\_\_ OF PARCEL MAPS, AT PAGES \_\_\_\_\_

HUMBOLDT COUNTY RECORDS AT THE REQUEST OF ONTIVEROS & ASSOCIATES, INC.

KELLY E. SANDERS  
HUMBOLDT COUNTY RECORDER

BY: \_\_\_\_\_ DEPUTY

PRINT NAME \_\_\_\_\_

FEE \_\_\_\_\_

INSTRUMENT NO. \_\_\_\_\_

### CITY CLERK'S STATEMENT

I, KRISTINE HALL, CITY CLERK AND EX OFFICIO CLERK OF THE CITY COUNCIL OF THE CITY OF FERNDALE, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA, HEREBY STATE THAT THE CITY COUNCIL AT A MEETING HELD ON \_\_\_\_\_, 2020 AT WHICH A QUORUM WAS PRESENT, APPROVED THIS MAP, AND ACCEPTED ON BEHALF OF THE PUBLIC THE EASEMENT AS OFFERED FOR DEDICATION FOR THE USES SET FORTH HEREON SHOWN AS PARCEL A.

\_\_\_\_\_ DATED \_\_\_\_\_

### DEDICATIONS

SHOWN HEREON AS PARCEL A ALONG THE FRONTAGE OF FIFTH STREET AND EXTENDING FROM THE NORTH LINE OF PARCEL 1 TO THE SOUTH LINE OF PARCEL A IS A 10 FOOT WIDE EASEMENT FOR PUBLIC SIDEWALK AND PUBLIC UTILITY PURPOSES (PUE) AND IS HEREBY OFFERED FOR DEDICATION TO THE CITY OF FERNDALE FOR PUBLIC USE.

### PLANNING COMMISSION CERTIFICATE

I, JORGEN VON FRUISING-BORCH, CHAIRMAN OF THE PLANNING COMMISSION OF THE CITY OF FERNDALE, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA, HEREBY CERTIFY THAT THE PLANNING COMMISSION AT A MEETING HELD ON JULY 11, 2018 RECOMMENDED ACCEPTANCE OF THE ACCOMPANYING SUBDIVISION MAP BY RESOLUTION NO. PC-2018-12.

*Jorgen von Fruising-Borch* DATED 4/29/20

### SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF CREAM CITY INVESTMENT IN OCTOBER 2018. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP.

ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED. THE MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

*Kenneth R. Johnston* DATED APRIL 30, 2020

KENNETH R. JOHNSTON, PLS 9194



### CITY SURVEYOR'S STATEMENT

PURSUANT TO SECTION 66450 OF THE GOVERNMENT CODE, THIS MAP HAS BEEN EXAMINED THIS 2<sup>ND</sup> DAY OF MAY, 2020, AND I AM SATISFIED THE MAP IS TECHNICALLY CORRECT.

*Michael J. O'Hern*

MICHAEL J. O'HERN, LS 4829  
CITY SURVEYOR, CITY OF FERNDALE

DATED: MAY 2, 2020



### CITY ENGINEER'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP, EXCEPT FOR THOSE REQUIREMENTS EXAMINED BY THE CITY SURVEYOR. THE SUBDIVISION AS SHOWN IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THEREOF. ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND OF ANY LOCAL SUBDIVISION ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH.

*Jeffrey T. Larkam*

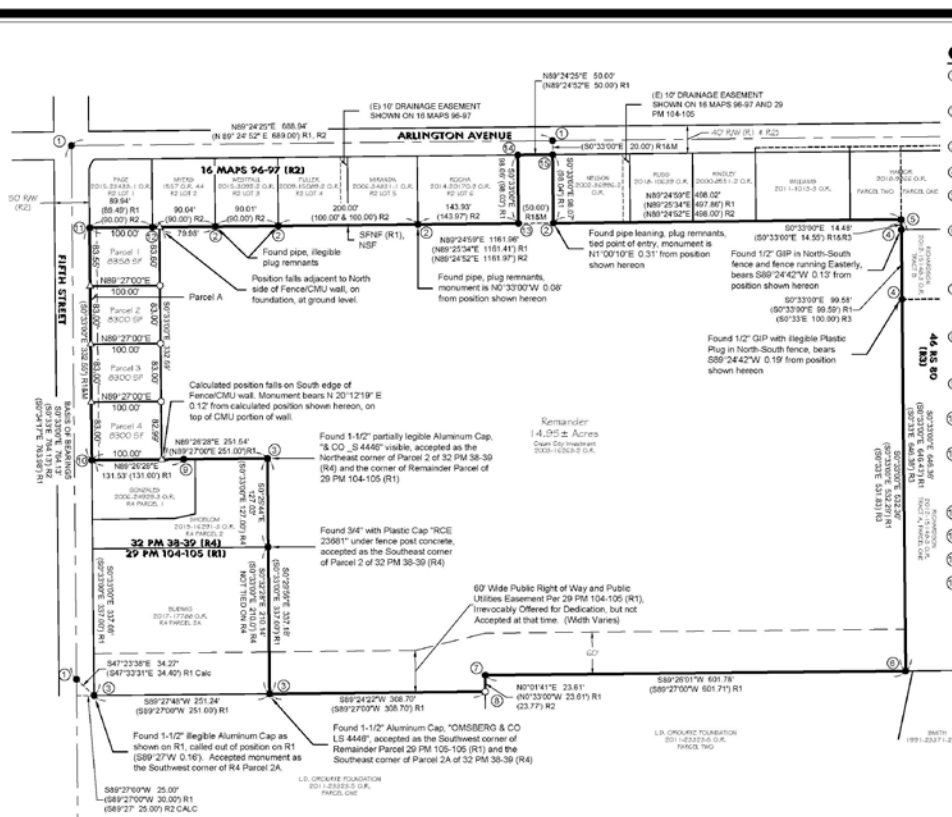
JEFFREY T. LARKAM, RCE 68586  
DEPUTY CITY ENGINEER, CITY OF FERNDALE

DATED: May 7, 2020



VICINITY MAP  
Not To Scale

Parcel Map No. \_\_\_\_\_  
FOR  
**Cream City Investment,**  
A California Corporation  
LOCATED IN THE CITY OF FERNDALE  
COUNTY OF HUMBOLDT - STATE OF CALIFORNIA  
SECTION 2, TOWNSHIP 2N, RANGE 2W  
HUMBOLDT MERIDIAN  
MARCH, 2020  
Sheet 1 of 2  
ONTIVEROS & ASSOCIATES, INC.  
CONSULTING ENGINEERS AND SURVEYORS  
FORTUNA, CA  
(707) 725-7410  
PROJECT: 17-087



**CORNER NOTES**

- ① Found 2" Brass Cap with punch mark in standard monument well per Book 16 of Maps, Pages 96-97 (R2) and as shown on Book 29 of Parcel Maps, Pages 104-105 (R1).
- ② Found 3/4" Galvanized Iron Pipe with Plastic Cap stamped "LS 3431" per Book 16 of Maps, Pages 96-97 (R2) and as shown on Book 29 of Parcel Maps, Pages 104-105 (R1).
- ③ Found 5/8" Rebar with 1-1/2" Aluminum Cap "OMBERG & CO. LS 4446" per Book 29 of Parcel Maps, Pages 104-105 (R1).
- ④ Found 1/2" Galvanized Iron Pipe with Plastic Cap stamped "LS 2820" per Book 46 of Surveys, Page 80 (R3).
- ⑤ Found 3/4" Galvanized Iron Pipe plug remnants with "3431" visible, see Corner Note 2, pipe bent, pulled, tied point of entry, straightened pipe and reset in vertical hole. Accepted as the Northeast corner of Remainder Parcel of 29 PM 104-105 (R1).
- ⑥ Found 1/2" Galvanized Iron Pipe with Plastic Plug "KELLY LS 2820" per Book 46 of Surveys, Page 80 (R3) in East-West fence, accepted as the Southeast corner of Remainder Parcel of 29 PM 104-105 (R1). Found 3/4" GIP with Plastic Plug remnants adjacent to fence running North-South bears N43°51'32"W 3.71' (N44°05'W 3.73') R1, pipe is per 16 Maps 96-97 (R2). Found 1/2" open GIP in East-West fence and fence running Southwesterly bears N86°27'01"E 10.19' (N86°40'E 10.23') R1, pipe is per Book 27 of Surveys, Page 47.
- ⑦ Found 1-1/2" Aluminum Cap, see Corner Note 3, rebar bent, pulled, tied point of entry, straightened rebar and reset in vertical hole. Accepted as the corner of Remainder Parcel of 29 PM 104-105 (R1). Found 1/2" open GIP with nearly 90° bend, pulled, tied point of entry, straightened pipe and reset in vertical hole, bears N7°29'11"W 1.18' (N10°33'E 1.66') R1. Fence corner bears N83°55'03"E 1.23'.
- ⑧ Reestablished corner at record distance-distance intersected position for the Remainder Parcel of 29 PM 104-105 (R1). Found badly rusted Iron Pipe remnant bears S9°12'20"W 0.45', not enough evidence left of pipe to determine if remnant is monument as shown on 29 PM 104-105 (R1). Broken off old wood fence post bears S65°17'25"E 0.75'. Fence corner bears S37°34'4"E 3.37'. Set monument as noted.
- ⑨ Found 1-1/2" illegible Aluminum Cap, see Corner Note 3, note 32 PM 38-39 (R4) calls this monument searched for, not found. Searched for, not found 3/4" GIP per 32 PM 38-39 (R4) 16.4' Easterly, wood fence post is located in the vicinity where pipe should be.
- ⑩ Found 1-1/2" partially legible Aluminum Cap "LS 444" visible, at back of walk, see Corner Note 3, monument is S65°49'32"E 0.30' from position shown hereon.
- ⑪ Found Habentberg 3/4" Galvanized Iron Pipe, illegible plug, see Corner Note 2, in record position per 16 Maps 96-97 (R2). Found Omberg 1-1/2" illegible Aluminum Cap, see Corner Note 3, per 29 PM 104-105 (R1), monument is N62°24'56"E 0.51' from corner position shown hereon. Both monuments are at the end of existing sidewalk and below sidewalk level, now covered by new sidewalk. Set 1-1/2" Brass Tag with Magnail in drill hole stamped "JOHNSTON PLS 9194" in new sidewalk.
- ⑫ Found 3/4" GIP, illegible plug remnants, see Corner Note 2, monument is S0°33'00"W 0.10' from position shown hereon.
- ⑬ Found 3/4" GIP, full of concrete, see Corner Note 2, monument is N5°40'28"E 0.19' from position shown hereon (N0°31'45"W 0.19') R1.
- ⑭ Found 3/4" GIP, see Corner Note 2, monument is N10°41'31"W 0.11' from position shown hereon.
- ⑮ Found 3/4" GIP open in record position, see Corner Note 2.

**OTHER INTERESTS**

1. A waiver of any claim for any and all damages to said land by reason of the location, construction, landscaping or maintenance of the highway adjacent to said land, as contained in the Deed to the City of Ferndale, recorded in Book 1005 of Official Records, Page 332 along the Northerly portion of the Remainder Parcel.
2. The terms and provisions of a Deferred Improvement Agreement recorded September 5, 1997 as Instrument No. 1997-22153-10, Humboldt County Records, and the effect of any failure to comply therewith. A Supplement to Deferred Improvement Agreement was recorded February 18, 2005 as Instrument No. 2005-5701-2, Humboldt County Records.

**SURVEY NOTES**

1. This Map illustrates the Subdivision of that Parcel of Land described in Instrument No. 2003-16263-2 into Four Parcels and a Remainder Parcel, said land being also known as the Remainder Parcel of Parcel Map No. 3150 in Book 29 of Parcel Maps, Pages 104 and 105 (R1). Subdivision is within the City Limits of the City of Ferndale, County of Humboldt, State of California.
2. There is some historical confusion on the width of Fifth Street. The original record map (5 Maps 77) showing Shaw's Division of Ferndale, 29 PM 104-105 (R1), 32 PM 38-39 (R4), 28 PM 16-17, the field notes of the survey of Ferndale reproduced on 41 RS 87-88, 63 RS 47, and 64 RS 55-56 indicate Fifth Street is 60' in width, and the centerline of the Right of Way at Shaw Avenue is 310' West of the centerline of Shaw Avenue and Fourth Street. The record map (16 Maps 96-97 (R2)) which set the centerline monuments on Fifth Street in the vicinity of this Parcel Map, 16 RS 151, and an unrecorded Parcel Map for Adams that has been reviewed and accepted by the City of Ferndale Surveyor indicate Fifth Street is 50' in width, and the centerline of the Right of Way at Shaw Avenue is 305' West of the centerline of Shaw Avenue and Fourth Street. The deed for the Northern extension of Fifth Street, Book 101 of Deeds, Page 96, recorded on 7/23/1907, describes a Right of Way 50' in width and extending from the centerline of Shaw Avenue to the centerline of Arlington Avenue, but is silent on the distance West along Shaw Avenue from Fourth Street. City of Ferndale Ordinance No. 98, passed and approved on 8/5/1907, accepts and declares Fifth Street extended as Fifty Feet wide. The discrepancy is pointed out in the "Note Regarding 5th Street" on 46 RS 80 (R3) which accepts the centerline monument as set by 16 Maps 96-97 (R2) but is silent on the width of Fifth Street as the discrepancy in width and location does not affect the location of the Easterly Right of Way line of Fifth Street. This Parcel Map accepts the City of Ferndale determination that the width of Fifth Street in this vicinity is 50' in width, and as monumented by the centerline monuments set on 16 Maps 96-97 (R2).

**LEGEND**

- FOUND MONUMENT AS NOTED
- SET 5/8" REBAR 30" LONG WITH PLASTIC CAP STAMPED "JOHNSTON PLS 9194"
- △ SET 1-1/2" BRASS TAG WITH MAGNAIL IN DRILL HOLE STAMPED "JOHNSTON PLS 9194"
- R. ALL REFERENCED DOCUMENTS ARE HUMBOLDT COUNTY RECORDS
- ( ) RECORD DATA AS NOTED
- R1 RECORD DATA PER BOOK 20 OF PARCEL MAPS, PAGES 104-105
- R2 RECORD DATA PER BOOK 16 MAPS, PAGES 96-97
- R3 RECORD DATA PER BOOK 46 OF SURVEYS, PAGES 80
- R4 RECORD DATA PER BOOK 32 OF PARCEL MAPS, PAGES 38-39
- ⊙ CORNER NOTES
- M MEASURED
- ⊕ SEARCHED FOR, NOT FOUND
- NSF NOT SEARCHED FOR



**BASIS OF BEARINGS**

The Centerline of Fifth Street taken as North 0°33'00" West per 16 Maps 96-97 (R2)

Parcel Map No. \_\_\_\_\_  
 FOR  
**Cream City Investment,**  
*A California Corporation*

LOCATED IN THE CITY OF FERNDALE  
 COUNTY OF HUMBOLDT - STATE OF CALIFORNIA  
 SECTION 2, TOWNSHIP 2N, RANGE 2W  
 HUMBOLDT MERIDIAN  
 MARCH, 2020  
 Sheet 2 of 2

ONTVEROS & ASSOCIATES, INC.  
 CONSULTING ENGINEERS AND SURVEYORS  
 FORTUNA, CA  
 (707) 725-7410  
 PROJECT: 17-087

BOOK \_\_\_\_\_ OF PARCEL MAPS, PAGE \_\_\_\_\_

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## Attachment A

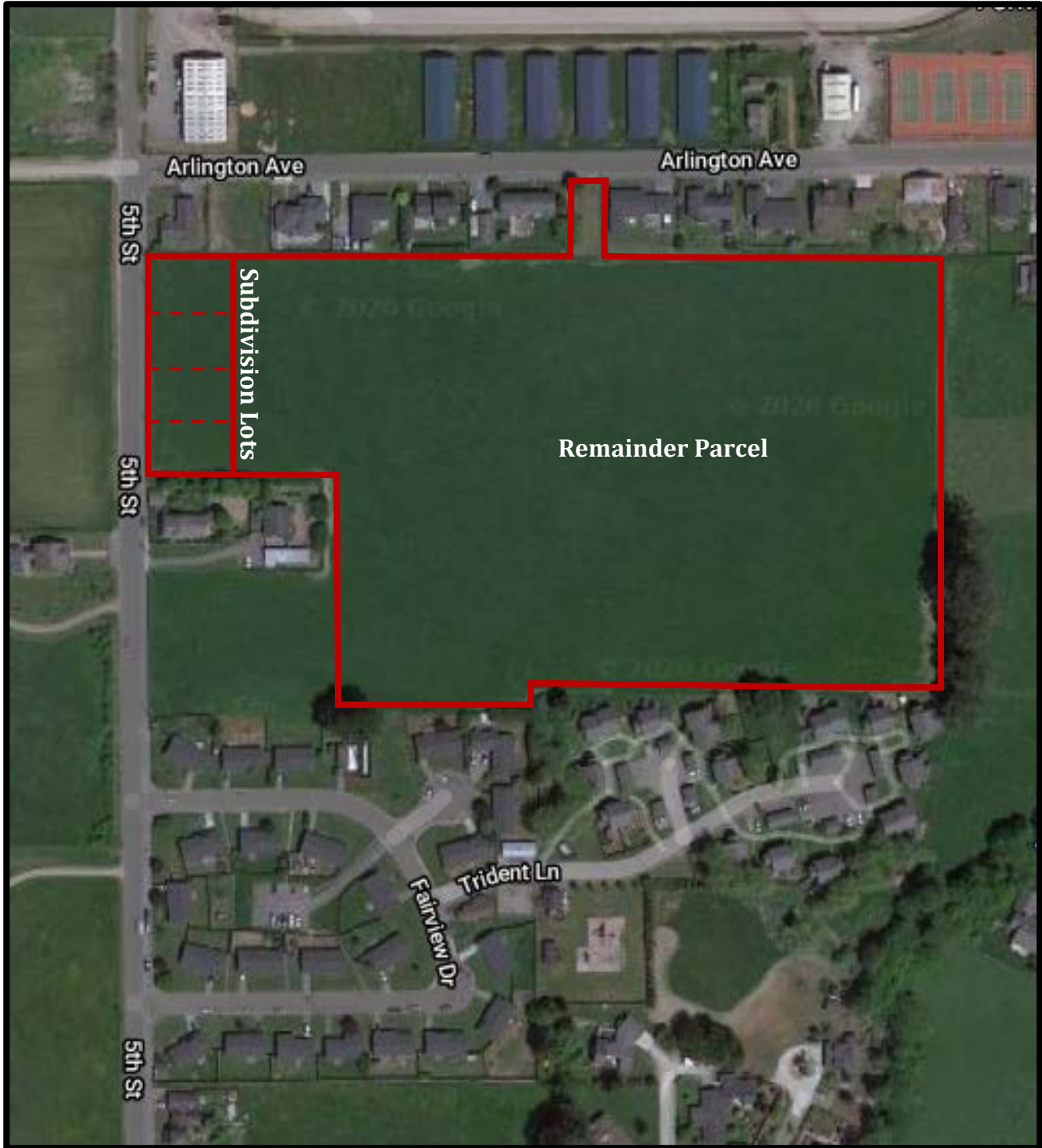
### Findings of Fact

1. On July 11, 2018, the Planning commission held a public hearing to consider a minor subdivision of APN 030-091-21 located at 1140 5<sup>th</sup> Street, Ferndale.
2. After reviewing the staff report, accepting public testimony and deliberating, the Planning Commission approved the tentative map for the subdivision (Resolution PC-2018-12).
3. The tentative map has not expired. Based on the July 11, 2018 approval date, the tentative map is valid until July 2020.
4. The conditions of the tentative map have been met, including required subdivision improvements.
5. The City Surveyor and City Engineer have reviewed the tentative and parcel maps, stating that the parcel map is in substantial conformance with the tentative map.
6. Ferndale Subdivision Ordinance Section 1.602.9 requires City Council approval of a parcel map before it can be recorded with the County.
7. Approval of this parcel map is a ministerial action, does not require a public hearing and is consistent with the CEQA compliance for the approved tentative map for the minor subdivision.
8. The subdivision is consistent with the Ferndale General Plan including, but not limited to, the following goals and objectives:
  - To phase residential development so that it is adequately supported by City and community services.
  - To provide for residential development which will not interfere with the preservation and maintenance of agriculturally zoned lands.
  - The infilling and completion of residential neighborhoods should be encouraged to achieve the efficient use of public services.
  - Encourage the development of presently available vacant and under-utilized parcels served by sewer and water to full potential under the Zoning Ordinance.



# Attachment B

## Vicinity Map



Note: Boundaries shown are approximate.



# City of Ferndale

INCORPORATED 1893



## Planning & Engineering Services SUBDIVIDER CERTIFICATION REGARDING REMAINDER PARCEL

Cream City Investments Inc. has filed with the City of Ferndale (the City) an application for a Tentative Parcel Map for a Minor Subdivision (SD-1710). The application proposes to subdivide the land into four lots plus a "Remainder Parcel." The California Subdivision Map Act and the Ferndale Subdivision Ordinance generally require that a Tentative Map for a Major Subdivision be filed to divide land into five or more lots. A Tentative Parcel Map for a Minor Subdivision may be used to create up to four lots plus a designated Remainder Parcel when the Remainder is not divided for the purpose of sale, lease, or financing.

I, Richard Phillis, swear under penalty of perjury that I do not intend to sell or develop the Remainder Parcel designated in my application without receiving future major subdivision approval from the City and that I do not intend to circumvent State Law and City Ordinances by applying for a Minor Subdivision. I understand that the City intends to rely upon my sworn statement in determining whether to grant my application for a Minor Subdivision. I further understand that this sworn statement can be used as evidence in any court in the State of California.

The purpose for which I propose to create the Remainder Parcel is as follows: \_\_\_\_\_

Future Major Subdivision and Lot Line Adjustments

I acknowledge that if I later decide to sell or develop the Remainder Parcel, I must first obtain a Certificate of Compliance or Conditional Certificate of Compliance from the City. I understand that when the City issues such a Certificate, the City may impose the same requirements it would have imposed if I had originally applied for a Tentative Map for a Major Subdivision.

**I declare under penalty of perjury that the foregoing is true and correct.**

Notary certification on adjoining page.

Executed this 12 day of \_\_\_\_\_ May \_\_\_\_\_, 2020 in the County of Humboldt, California:

For Cream City Investments Inc. by: Richard Phillis SEC/SFO

Signature: Richard Phillis

*See attached  
Notary Acknowledgment*

**CALIFORNIA ACKNOWLEDGMENT**

CIVIL CODE § 1189

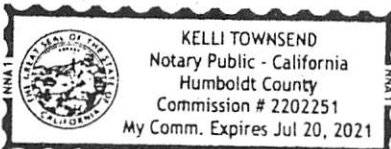
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }  
County of Humboldt

On May 12, 2020 before me, Kelli Townsend, Notary Public  
Date Here Insert Name and Title of the Officer

personally appeared Richard Phillis  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.  
WITNESS my hand and official seal.

Place Notary Seal and/or Stamp Above

Signature Kelli Townsend  
Signature of Notary Public

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**  
Title or Type of Document: Subdivider Certification Re. Remainder Parcel  
Document Date: 5-12-2020 Number of Pages: 1  
Signer(s) Other Than Named Above: N/A

**Capacity(ies) Claimed by Signer(s)**  
Signer's Name: \_\_\_\_\_ Signer's Name: \_\_\_\_\_  
 Corporate Officer – Title(s): \_\_\_\_\_  Corporate Officer – Title(s): \_\_\_\_\_  
 Partner –  Limited  General  Partner –  Limited  General  
 Individual  Attorney in Fact  Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  Other: \_\_\_\_\_  
Signer is Representing: \_\_\_\_\_ Signer is Representing: \_\_\_\_\_

**RESOLUTION 2020-09****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE  
APPROVING THE CREAM CITY 5<sup>TH</sup> STREET MINOR SUBDIVISION PARCEL MAP**

WHEREAS, the applicant, Cream City Investments Inc., has applied for a minor subdivision create four parcels with a remainder parcel on 5<sup>th</sup> Street in Ferndale; and

WHEREAS, on June 12, 2018 the City Engineer at the time issued Application Review/Staff Report comments for the Cream City Minor Subdivision; and

WHEREAS, on July 11, 2018 the City of Ferndale Planning Commission (PC), following a public hearing, adopted Resolution PC 2018-12 finding the subdivision categorically exempt from CEQA with a Class 15 exemption and conditionally approving the minor subdivision and tentative map; and

WHEREAS, the tentative map has not expired, the subdivision improvements have been made, and conditions of the tentative map have been met; and

WHEREAS, the Deputy City Engineer and City Surveyor found: The Parcel Map to be in substantial conformance with the tentative map, that the conditions of approval have been met, and approved the Parcel Map; and

WHEREAS, The City's Subdivision Ordinance, No. 99-04, requires final approval of all Parcel Maps by the City Council.

NOW THEREFORE BE IT RESOLVED That the City Council of the City of Ferndale approves the Cream City 5<sup>th</sup> Street Subdivision Parcel Map per Subdivision Ordinance Section 1.602.9. and authorize the City Clerk to certify said approval.

BE IT FURTHER RESOLVED as follows:

1. That the Ferndale Planning Commission has previously approved a Tentative Map for the proposed subdivision; and
2. That the Parcel Map is in substantial compliance with the previously approved Tentative Map;
3. The subdivision is consistent with the Ferndale General Plan; and
4. Upon City Council approval the Final Map will be forwarded to the County Recorder for filing.

**PASSED AND ADOPTED** by the City Council of the City of Ferndale on May 20, 2020, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Michael Sweeney, Mayor

**Attest:**

\_\_\_\_\_  
Kristene Hall, City Clerk

Meeting Date: May 20, 2020		Agenda Item Number: 13.c			
Agenda Item Title: Anderson Minor Subdivision Parcel Map					
Presented By: City Planner					
Type of Item:	X	Action		Discussion	Information
Action Required:		No Action		Voice Vote	X Roll Call Vote

**PROJECT DESCRIPTION:**

Approve Parcel Map recordation for an approved minor subdivision located at 977 Grant Avenue; APN 031-201-04. This action is ministerial in nature.

**STAFF RECOMMENDATION:**

Approve Findings of Fact (Attachment A) and recordation of the Anderson Minor Subdivision Parcel Map as presented in Exhibit 1.

**ENVIRONMENTAL REVIEW:**

As previously determined during Planning Commission review and approval, this project is categorically exempt from California Environmental Quality Act (CEQA) requirements per CEQA Guidelines Section 15315, Minor Land Divisions. This exemption consists of division of property ..... into four or fewer parcels with General Plan and zoning conformance, no variances or exceptions required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within previous 2 years, and the parcel does not have average slope > than 20 %. (*Public Resources Code Section 21083 and Section 21084*).

**PROJECT SUMMARY:**

The Planning Commission, following a public hearing on June 6, 2018, approved the tentative map for a minor subdivision of land located at 977 Grant Avenue by Resolution 2018-08. The subdivision splits the parcel into two lots. The westerly lot (Parcel 1), is developed with a single-family residence. The easterly lot (Parcel 2) is vacant with existing water and sewer connections serving the Nunes property to the north at 977 ½ Grant Avenue.

A preliminary Parcel Map was prepared and submitted for approval on September 18, 2019. However, the City Engineer had additional comments regarding utility easements. Based on City Engineer comments, the applicant decided to move forward with the subdivision improvements prior to recording the Parcel Map. The applicant also recorded a new easement for the benefit of the Nunes property, to widen the ingress/egress and utility easement to 18’ wide and to include a waterline easement, the centerline of which is located 19’ from the east property line of Parcel Two. The City Engineer and City Surveyor have reviewed and determined that the Parcel Map as presented in Exhibit 1 addresses all previously provided comments and requested revisions, and substantially complies with the approved tentative map.

**APPLICABLE REGULATIONS:**

**Subdivision Ordinance Section 1.302 City Council.** The City Council shall have final jurisdiction in the approval of Parcel Maps, Final Maps and improvement agreements, and the acceptance by the City of land and/or improvements as may be proposed for dedication to the City for any and all subdivisions.



**Subdivision Ordinance Section 1.602 Parcel Maps.** 1.602.3 Form. The form of the Parcel Map shall conform to Final Map form requirements as specified by Section 1.504.3 of this Ordinance.

**Subdivision Ordinance Section 1.602.8 Approval by City Engineer.....** The City Engineer shall not deny approval of a Parcel Map if the Planning Commission has previously approved a Tentative Map for the proposed subdivision and if he/she finds that the Parcel Map is in substantial compliance with the previously approved Tentative Map.

**Subdivision Ordinance Section 1.602.9 Approval by City Council.** The Parcel Map, upon execution by the City Engineer, City Surveyor (if required), and Secretary of the Planning Commission... shall be placed on the Council agenda for their approval.

**ANALYSIS:**

The subject property and surrounding parcels have a Land Use designation for low-density residential development and are zoned R1 (One-family residential). The subdivision creates one new parcel that can be developed for residential purposes. Such development is considered in-fill and is consistent with the goals and objectives of the Ferndale General Plan.

The City Engineer and City Surveyor have reviewed and determined that the Parcel Map as presented in Exhibit 1 addresses all previously provided comments and substantially complies with the approved tentative map. The City Engineer also confirmed that subdivision improvements have been completed in accordance the approved subdivision improvement plans; therefore, no subdivision improvement agreement is necessary. The attached Findings of Fact and revised Parcel Map as presented in Exhibit 1 are recommended for approval.

**Exhibit 1:** Anderson Parcel Map

**Attachments:** A – Findings of Fact  
B – Vicinity Map  
C - Resolution 2020-10



EXHIBIT 1

OWNER'S STATEMENT

KNOW ALL MEN BY THESE PRESENTS:

THAT THE UNDERSIGNED, BEING PARTIES HAVING A RECORD TITLE INTEREST IN THE REAL PROPERTY BEING SUBDIVIDED BY THIS MAP, DO HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS MAP.

Elizabeth K. Anderson 5/12/20
ELIZABETH K. ANDERSON, AN UNMARRIED WOMAN DATE

ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA

COUNTY OF Humboldt

ON 5-12-20

BEFORE ME, Susan E. Aste, NOTARY PUBLIC,

PERSONALLY APPEARED Elizabeth K. Anderson, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE Susan E. Aste

PRINTED NAME Susan E. Aste

MY PRINCIPAL PLACE OF BUSINESS IS IN Humboldt COUNTY

MY COMMISSION EXPIRES: 4-23-21

(OFFICIAL SEAL NOT REQUIRED) Comm# 2193372

TAX COLLECTOR'S CERTIFICATE

I, JOHN BARTHOLOMEW, TAX COLLECTOR OF HUMBOLDT COUNTY, CALIFORNIA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS OF THIS OFFICE, AS OF THIS DATE, THAT THERE ARE NO TAX LIENS CURRENTLY DUE AGAINST THE LAND WITHIN THIS SUBDIVISION OR PARCEL DESCRIPTION DESCRIBED AS ASSESSOR'S PARCEL NO. 031-201-004, FOR ANY UNPAID COUNTY TAXES OR SPECIAL ASSESSMENTS.

I FURTHER CERTIFY THAT TAXES OR ASSESSMENTS WHICH WILL BECOME A LIEN ON THE PROPERTY, BUT WHICH ARE NOT YET CURRENTLY DUE, ARE ESTIMATED AT \$ AND THAT A BOND IN THIS AMOUNT HAS BEEN COLLECTED AND DEPOSITED WITH THIS OFFICE ON BEHALF OF THE BOARD OF SUPERVISORS.

JOHN BARTHOLOMEW
HUMBOLDT COUNTY TAX COLLECTOR

BY: DEPUTY DATE

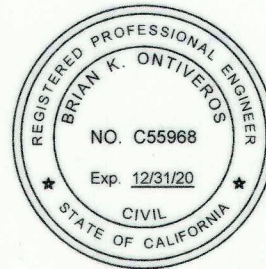
PRINTED NAME

CITY ENGINEER'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP, EXCEPT FOR THOSE REQUIREMENTS EXAMINED BY THE CITY SURVEYOR; THAT THE SUBDIVISION, AS SHOWN, IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THEREOF; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AMENDED AND OF ANY LOCAL SUBDIVISION ORDINANCES OF THE CITY OF FERNDALE APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH.

Brian Ontiveros PE 55968
CITY ENGINEER, CITY OF FERNDALE

5/13/2020
DATE



PLANNING COMMISSION CERTIFICATE

I, JORGEN VON FRAUSING-BORCH, CHAIRMAN OF THE PLANNING COMMISSION OF THE CITY OF FERNDALE, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA, HEREBY CERTIFY THAT THE PLANNING COMMISSION, AT A MEETING HELD ON JUNE 6, 2018, APPROVED THE TENTATIVE MAP FOR THE SUBDIVISION BY RESOLUTION NO. PC-2018-08.

Jorgen von Frausing-Borch

5/11/20
DATE

COUNTY RECORDER'S STATEMENT

FILED THIS DAY OF , 2020 AT M.
IN BOOK OF PARCEL MAPS, AT PAGES,
HUMBOLDT COUNTY RECORDS AT THE REQUEST OF A.M. BAIRD ENGINEERING AND SURVEYING, INC.

KELLY E. SANDERS
HUMBOLDT COUNTY RECORDER

BY: DEPUTY

PRINTED NAME:

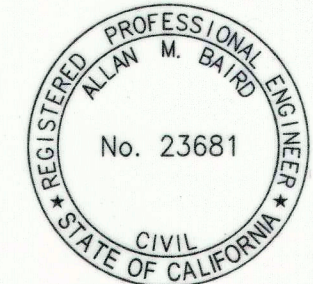
FEE: \$ INSTRUMENT NO.

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF ELIZABETH ANDERSON ON JULY 7, 2016. I HEREBY STATE THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND THAT THE MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, AND THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP. I HEREBY STATE THAT SAID SURVEY IS TRUE AND COMPLETE AS SHOWN.

Allan M. Baird
ALLAN M. BAIRD CE 23681

5-11-2020
DATE



CITY SURVEYOR'S STATEMENT

THIS MAP HAS BEEN EXAMINED FOR CONFORMANCE WITH THE REQUIREMENTS OF SECTION 66444-66450 OF THE SUBDIVISION MAP ACT THIS 12 DAY OF MAY, 2020 AND I AM SATISFIED THE MAP IS TECHNICALLY CORRECT.

Michael J. O'Hern
MICHAEL J. O'HERN LS 4829
CITY SURVEYOR



EASEMENT NOTE

ALL EASEMENTS AND ENCUMBRANCES OF RECORD DISCLOSED IN THE TITLE INSURANCE POLICY ISSUED BY HUMBOLDT LAND TITLE COMPANY FILE NO. FHBT-T02000169G ON APRIL 14, 2020 ARE SHOWN HEREON EXCEPT THE FOLLOWING:

- 1. BOOK 18 DEEDS PAGE 510 RECORDED 3/3/1886 TO GJ JACKSON
THIS EASEMENT PERTAINS TO WATER RIGHTS IN THE NORTHEAST QUARTER OF SECTION 11 FOR "A SPRING SITUATED NEAR THE NORTH LINE OF THE PUBLIC ROAD LEADING FROM FERNDALE TO GRIZZLY BLUFF AND IMMEDIATELY WEST OF THE METHODIST CAMPGROUNDS" AS WELL AS SMALL 1/2" WATER PIPELINE RIGHTS OF WAY
THIS EASEMENT MAY AFFECT THE PARCELS SHOWN AND IS NOT LOCATED BY THIS SURVEY
2. THE CREATION DOCUMENT FOR THE SUBJECT PARCEL IS NOTED AS BOOK 94 DEEDS PAGE 201. A PROVISION IS MADE THAT THE SOUTH 30' OF SAID TRACT SHALL ONLY BE USED FOR ROAD PURPOSES. THIS STRIP OF LAND IS INDICATED HEREON AS GRANT AVENUE
3. EASEMENT RIGHTS DESCRIBED IN DOCUMENT NO. 1992-25985 (INGRESS, EGRESS AND UTILITIES) AND DOCUMENT NO. 2001-14242-1 (EXISTING WATER AND SEWER LINE) ARE ENTIRELY CONTAINED WITHIN THAT EASEMENT DESCRIBED IN DOCUMENT NO. 2020-002608 AS SHOWN HEREON AND ARE NOT LOCATED BY THIS SURVEY. THESE EASEMENTS AFFECT PARCEL TWO.
4. EASEMENT FOR WATERLINE DESCRIBED IN DOCUMENT NO. 2020-002608 PARCEL THREE LIES APPROXIMATELY 19 FEET WEST FROM THE EAST LINE OF PARCEL TWO AND IS NOT SHOWN HEREON. RIGHTS DESCRIBED IN DOCUMENT NO. 2020-002608 AFFECT PARCEL TWO

PARCEL MAP NO.

FOR

ELIZABETH ANDERSON

A SUBDIVISION OF THE LANDS DESCRIBED IN DOCUMENT NO. 2017-011842 LOCATED IN THE CITY OF FERNDALE, COUNTY OF HUMBOLDT WITHIN THE NE 1/4 OF SECTION 11 TOWNSHIP 2 N RANGE 2 W HM AND A PORTION OF BLOCK 13 OF TYRRELL ADDITION TO FERNDALE

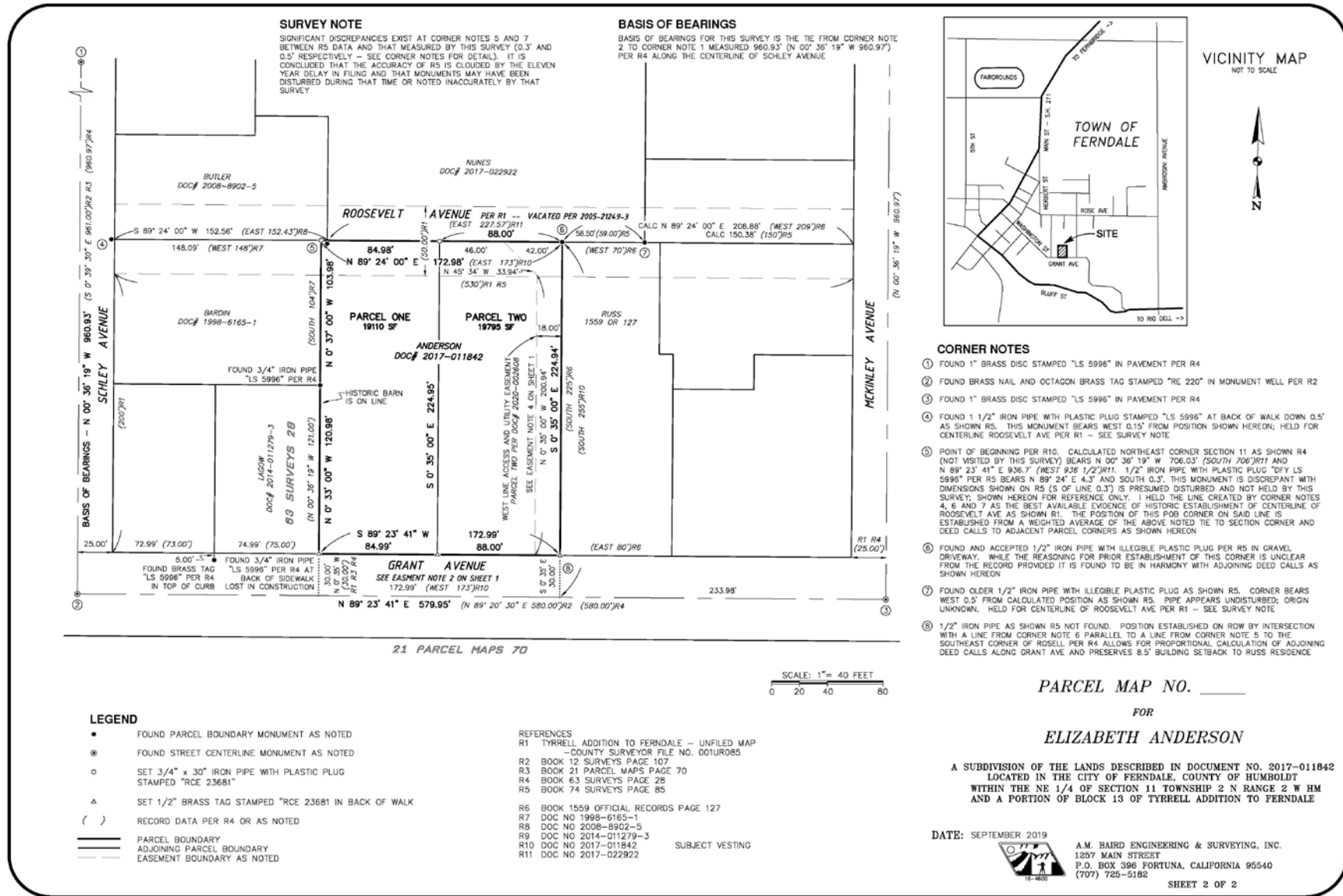
DATE: SEPTEMBER 2019



A.M. BAIRD ENGINEERING & SURVEYING, INC.
1257 MAIN STREET
P.O. BOX 396 FORTUNA, CALIFORNIA 95540
(707) 725-5182

SHEET 1 OF 2





## **Attachment A**

### **Findings of Fact**

1. On June 6, 2018, the Planning commission held a public hearing to consider a minor subdivision of APN 031-201-04 located at 977 Grant Avenue, Ferndale.
2. After reviewing the staff report, accepting public testimony and deliberating, the Planning Commission approved the tentative map for the subdivision (Resolution PC-2018-08).
3. The tentative map has not expired. Based on the June 6, 2018 approval date, the tentative map is valid until June 2020.
4. The conditions of the tentative map have been met, including required subdivision improvements.
5. The City Surveyor and City Engineer have reviewed the tentative and parcel maps, finding that the parcel map is in substantial conformance with the tentative map.
6. Ferndale Subdivision Ordinance Section 1.602.9 requires City Council approval of a parcel map before it can be recorded with the County.
7. Approval of this parcel map is a ministerial action, does not require a public hearing and is consistent with the CEQA compliance for the approved tentative map for the minor subdivision.
8. The subdivision is consistent with the Ferndale General Plan including, but not limited to, the following goals and objectives:
  - To phase residential development so that it is adequately supported by City and community services.
  - To provide for residential development which will not interfere with the preservation and maintenance of agriculturally zoned lands.
  - The infilling and completion of residential neighborhoods should be encouraged to achieve the efficient use of public services.
  - Encourage the development of presently available vacant and under-utilized parcels served by sewer and water to full potential under the Zoning Ordinance.



# Attachment B

## Vicinity Map



Note: Boundaries shown are approximate.

**RESOLUTION 2020-10****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FERNDALE  
APPROVING THE ANDERSON MINOR SUBDIVISION PARCEL MAP**

WHEREAS, the applicant, Elizabeth Anderson, has applied for a minor subdivision to split one parcel into two parcels at 977 Grant Avenue in Ferndale; and

WHEREAS, on May 15, 2018 the City Engineer at the time issued Application Review/Staff Report comments for the Anderson Subdivision; and

WHEREAS, on June 6, 2018 the City of Ferndale Planning Commission (PC), following a public hearing, adopted Resolution PC 2018-08 finding the subdivision categorically exempt from CEQA with a Class 15 exemption and conditionally approving the minor subdivision and tentative map; and

WHEREAS, the tentative map has not expired, the subdivision improvements have been made, and conditions of the tentative map have been met; and

WHEREAS, the City Engineer and City Surveyor found: The Parcel Map to be in substantial conformance with the tentative map, that the conditions of approval have been met, and approved the Parcel Map; and

WHEREAS, The City's Subdivision Ordinance, No. 99-04, requires final approval of all Parcel Maps by the City Council.

NOW THEREFORE BE IT RESOLVED That the City Council of the City of Ferndale approves the Anderson Subdivision Parcel Map per Subdivision Ordinance Section 1.602.9. and authorize the City Clerk to certify said approval.

BE IT FURTHER RESOLVED as follows:

1. That the Ferndale Planning Commission has previously approved a Tentative Map for the proposed subdivision; and
2. That the Parcel Map is in substantial compliance with the previously approved Tentative Map;
3. The subdivision is consistent with the Ferndale General Plan; and
4. Upon City Council approval the Final Map will be forwarded to the County Recorder for filing.

**PASSED AND ADOPTED** by the City Council of the City of Ferndale on May 20, 2020, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Michael Sweeney, Mayor

**Attest:**

\_\_\_\_\_  
Kristene Hall, City Clerk

Meeting Date:	May 20, 2020	Agenda Item Number	13.d
Agenda Item Title	General Plan Annual Progress Report		
Presented By:	City Planner		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input type="checkbox"/> Voice Vote	<input checked="" type="checkbox"/> Roll Call Vote

**PROJECT DESCRIPTION:** General Plan Annual Progress Report

**STAFF RECOMMENDATION:** Receive report, accept public comment, and approve General Plan Annual Progress Report document.

**BACKGROUND:**

Government Code Section 65400 and 65700 mandates that all cities and counties submit an annual report on the General Plan status and progress in its implementation to their legislative bodies, the Governor’s Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD) by April 1 of each year. Due to the COVID-19 pandemic, OPR has allowed additional time for local jurisdictions to coordinate annual progress report (APR) submittal. OPR released updated General Plan APR Guidance in March 2020 outlining format and content requirements. The General Plan APR gives OPR the opportunity to identify statewide trends in land use decision-making and how local planning and development activities relate to statewide planning goals and policies.

APRs must be presented to the local legislative body for review and acceptance, usually as a consent or discussion item on a regular meeting agenda. The APR is intended to provide enough information for decision makers to assess how the General Plan was implemented during the 12-month reporting period.

**DISCUSSION:**

The City of Ferndale’s APR includes: introduction and purpose; general plan elements overview; general plan and zoning ordinance amendments summary; and general plan implementation projects overview.

The Ferndale General Plan currently contains the following elements: Land Use (includes Conservation & Open Space); Public Safety & Noise; Historical & Cultural Resources; Housing; and Transportation (Circulation) & Public Facilities. The City continues to update its general plan based on community goals and funding availability. In 2019 the City completed its 6<sup>th</sup> Cycle Housing Element for 2019-2027. The element provides a comprehensive overview of the City’s current demographics and housing trends and outlined numerous programs to assist with housing development. In 2019, the City also received SB2 funding to update the Land Use

Element, complete Zoning Code amendments, develop ADU preapproved plans, update the City's Drainage Master Plan, and complete CEQA compliance for the Land Use, Safety, Noise & Air Quality Elements.

The General Plan APR provides an overview of recent zoning ordinance (Z.O.) amendments including updates to Z.O. Section 7.23 adding sidewalk standards and Section 7.21 modifying regulations for Accessory Dwelling Units. The APR also provides an overview of upcoming general plan implementation projects including the Drainage Master Plan update, ADU preapproved plans, CEQA compliance, and anticipated development projects.

**ATTACHMENT:**

General Plan Annual Progress Report

# City of Ferndale



## General Plan Annual Progress Report - 2019 -

For submittal to:

Governor's Office of Planning and Research and  
CA Department of Housing and Community Development

Reviewed by Ferndale City Council

[Date] 2020

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## 1.0 Introduction

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### 1.1 Annual Progress Report Purpose

The Annual Progress Report (APR) provides local legislative bodies and the public with information regarding General Plan implementation. APRs also inform the public of the progress in meeting the community's goals. APRs explain how land use decisions relate to adopted goals, policies, and implementation measures of the General Plan. The APR is intended to provide enough information to identify necessary "course adjustments" or modifications to the General Plan and means to improve implementation.

Government Code Section 65400 and 65700 mandates that all cities and counties submit an annual report on the status of the General Plan and progress in its implementation to their legislative bodies, the Governor's Office of Planning and Research (OPR) and the Housing and Community Development (HCD) by April 1 of each year. The General Plan APR gives OPR the opportunity to identify statewide trends in land use decision-making and how local planning and development activities relate to statewide planning goals and policies.<sup>1</sup>

### 1.2 City Council Presentation and Adoption

APRs must be presented to the local legislative body for its review and acceptance, usually as a consent or discussion item on a regular meeting agenda. The APR is intended to provide enough information for decision makers to assess how the General Plan was implemented during the 12-month reporting period. This General Plan APR was reviewed and accepted by the, Ferndale City Council on [insert date] 2020.

## 2.0 General Plan Elements

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### 2.1 OPR General Plan Guidelines

Per OPR guidelines, all general plans must have seven mandatory elements including land use, circulation, housing, conservation, open space, noise, and safety. Several optional elements may also be included based on needs of the jurisdiction. The General Plan also must comply with environmental justice considerations, collaborative planning with military lands and facilities (if applicable), and consultation with Native American Tribes.

The City of Ferndale's General Plan currently includes the following elements: Land Use (includes Conservation & Open Space); Public Safety & Noise; Historical & Cultural Resources; Housing; and Transportation (Circulation) & Public Facilities. The City continues to update its general plan based on community goals and funding availability. As general plan elements are updated and/or amended the City consults with Native American Tribes and considers potential environmental justice issues; there are no active military lands or facilities in the City. The general plan elements status is summarized in Table 1 below.

---

<sup>1</sup> General Plan Annual Progress Report Memo, Governor's Office of Planning and Research. March 4, 2020.



**Table 1: Ferndale General Plan Element Summary**

Element Title	Date	Notes
Land Use (Includes Conservation & Open Space)	1986	Update in progress; anticipated completion date 2021.
Housing	2019	None.
Safety	1975	Update drafted in 2014; anticipation CEQA completion in 2021.
Historic & Cultural Resources	2012	None.
Noise	1975	Update drafted in 2016 also includes Air Quality; anticipated CEQA completion in 2021.
Transportation (Circulation) & Public Facilities	1967	None.

## 2.2 City of Ferndale Overview

The City of Ferndale, located 16 miles southwest of Eureka and 6 miles west of Fortuna near the Pacific coastline, has a long rich history in the agricultural industry and maintains deep community connections. This historic town, noted for its many preserved historical architecture styles, has a unique setting that provides the benefits of small-town rural living while maintaining access to larger City services located nearby. Since the City's settlement in 1852 by a small group of people searching for fertile farmland, it has an existing population of approximately 1,400 within an area of 1 square mile.

The principal guiding documents for the City include the General Plan and the Zoning Ordinance. The City land use designations cover broad use types and density/intensity standards while the zoning designations provide details on allowed uses and development standards.

## 2.3 Land Use Element (Includes Conservation & Open Space)

The City of Ferndale's General Plan was last comprehensively updated and adopted in 1986. Since then the City's land use needs have changed as a result of changing economic and demographic conditions and changes to state guidelines and policies. In order to begin the update process, the City applied for and was awarded funds through SB2 to complete a comprehensive Land Use Element update in 2020-21.

A City Land Use Element update provides the opportunity to review and program City-wide land uses for future growth. Land use designations may be adjusted for residential density and an expanded range of housing types consistent with 6th Cycle Housing Element Programs. The update will review and potentially re-designate land to accommodate a broader range of housing types, accelerate housing production, and streamline development approval consistent with updated elements/codes.

The City Council has already initiated outreach and authorized some Land Use Element Update funding. In 2018, Humboldt State University's (HSU's) Environmental Science and Management: Planning and Policy Senior Practicum Course Students assisted Ferndale's City Planner in identifying potential land use changes. One of their key recommendations was to "allow for a range of mixed-use and affordable housing." They engaged stakeholders including business owners, agricultural landowners, staff, elected officials, and residents. This outreach significantly benefits continued public engagement efforts, which is a general plan update requirement.



## 2.4 Housing Element

The City recently completed its 6<sup>th</sup> Cycle Housing Element for 2019-2027. The element provided a comprehensive overview of the City's current demographics and housing trends and outlined numerous programs to assist with housing development. These programs are put in place to assist the City with coming into compliance with State policies and guidelines and to help the City reach its housing objectives and Regional Housing Need Allocation.

The Goals, Policies, and Programs contained in the Housing Element are intended to guide the City of Ferndale, stakeholders, and residents toward the preservation, improvement and development of housing for all economic levels. It is the City's intent to encourage quality, varied, affordable housing development by both the public and private sectors. The Housing Element consists of five sections: (1) Purpose and Statutory Requirements; (2) Context and Strategies; (3) Goals and Policies; (4) Housing Programs; and (5) Technical Appendix. The Technical Appendix provides a detailed assessment of the City's existing and projected housing needs, constraints and opportunities for addressing those needs, and an evaluation of City achievements under the prior 2014-2019 Housing Element.

In order to track the progress of housing goals, the State requires a Housing Element Annual Progress Report in accordance with state housing element law (Government Code Sections 65400, 655583, and 65584). The City recently submitted reports for both 2018 and 2019 utilizing the State's new reporting format. The City's new housing development is summarized below.

**Table 2: Ferndale Housing Development Summary**

	2018	2019
Housing Applications Submitted	5	10
# of Proposed Units in All Applications Submitted	8	11
Total Housing Units Approved	8	11
Total Housing Units Disapproved	0	0
Number of Building Permits Issued	2	8

## 2.5 Safety Element

The General Plan Safety Element update was drafted in 2014; however, due to a lack of funds, the CEQA analysis was not completed for the document and therefore it could not be certified. As part of the SB2 funding received by the City, CEQA analysis will be conducted on the Safety Element along with the Land Use Element when it is completed. This will enable both elements to be certified by the City Council. It has been several years since the completion of the Safety Element; therefore, it will be reviewed for compliance with current State standards and updated as necessary before certification.

The purpose of the Safety Element is to provide a policy basis for measures Ferndale can take to reduce the potential risk of death, injuries, property damage, and economic and social dislocation resulting from fires, floods, earthquakes, landslides, and other natural and man-made hazards. The Element summarizes potential hazards including: seismically induced surface rupture, ground shaking, and ground failure; slope instability leading to landslides; subsidence, liquefaction and other seismic hazards; flooding; and wildland and urban fires. The Safety Element also addresses evacuation routes, peak load water supply requirements, and minimum road widths and clearances around structures as those items relate to fire and geologic hazards.

This element is important because the City of Ferndale is susceptible to natural hazards, such as earthquakes, floods, fires, and man-made hazards such as the handling and transport of hazardous materials. The City and its residents must understand the risks associated with these hazards and devise a plan for an acceptable level of community safety. Although risks and threats cannot be eliminated, damage levels can be reduced through community preparedness, individual and community action to reduce or eliminate long-term risks (mitigation efforts), and sound development practices.

## 2.6 Historic & Cultural Resources Element

The Historical & Cultural Resources Element of the City's General Plan, which was last updated in 2012, sets goals, policies and implementation strategies for the City's role in planning for the unique historical aspects of Ferndale and its regional cultural setting in the Eel River Valley. This element is part of the City's General Plan because preserving community character, history, and architectural features is important to Ferndale. While not specifically mandated under state planning law, 126 California counties/cities have historic preservation general plan elements. Many of Ferndale's most defining features are its buildings and public spaces. Historical resources include individual structures, the National Register District along Main Street, and the architectural themes found throughout the City. This element also sets goals, policies, and implementation strategies for managing the qualifying historical resources and better defining historic district maintenance.

The purpose of the Historical & Cultural Resources Element is to preserve and enhance the community's historic resources for heritage tourism, economic development and a continued source of community identity and pride. The Element also addresses new development to ensure compatibility with existing historical resources and encourages both public and private stewardship. Although the adopted General Plan contains historic preservation goals and policies, the City felt it is important to develop a long-term plan to integrate historic preservation within the context of land use development.

Implementation measures for the Historic & Cultural Resources Element focus on education and preservation. The City will continue to work with the local library and historians to develop and supply education brochures on the many different historic architecture types in the City. The City continues to utilize the Design Review Committee for any projects proposed in the Design Review District of the City and is working towards updating the committee's guidelines and regulations.

## 2.7 Noise & Air Quality Element

The Noise & Air Quality Element was most recently drafted in 2016, however, due to lack of funding for the CEQA analysis of the document, it has not yet been certified. The OPR Guidelines require that the Noise Element provide a basis for comprehensive local programs that control and abate environmental noise to protect citizens from excessive exposure. The element is required to identify and appraise noise in the community and follow guidelines adopted by the Office of Noise Control in the State Department of Health Services. Local governments must analyze and quantify noise levels and the extent of noise exposure through actual measurements or the use of noise modeling. The Noise component of the Element defines types of noise including mobile and stationary sources and uses projections, contour mapping and analysis to ensure that City noise standards are met.

Although an Air Quality Element is not a required element, in recognition of the significant value the community places on clean air the City has chosen to include one. It is among the most common optional General Plan elements throughout California, with state level guidance found in the OPR

General Plan Conservation Element Guidelines. The Air Quality component of the element focuses on air quality policy, integrating related land use, transportation and circulation, transit, safety, and energy issues. The Air Quality component's policies and programs are intended to improve air quality and encourage cooperation with other jurisdictions involved in regional air quality improvement efforts.

In addition to general air quality issues, the component discusses climate change. The potential effects of climate change are extensive, have been well publicized, and are generally accepted by the scientific community. Although actions taken on a local level cannot resolve this global issue, the Noise & Air Quality Element contains policies that address energy and resource conservation and compact community design. These policies reduce greenhouse gas emissions, counteract global warming, and help reduce potential adverse effects of global warming.

The goals, policies, and programs outlined in the Noise & Air Quality Element focus on updating policies to match State standards in addition to working with local agencies to promote reduced noise and air pollutant levels. The City continues to coordinate with local agencies such as the North Coast Air Quality Management District and will be taking a look at current land use policies during the planned Land Use Element Update in 2020.

## 2.8 Transportation and Public Facilities Element

The Transportation and Public Facilities Element was last prepared in 1967. At the time the element focused on defining transportation routes and potential needed facilities. No major four lane roads were proposed due to the City's relative isolation from regional transportation networks. The need for parks and other recreation facilities was also considered to be limited due to the City's size.

The City will be seeking additional funding to update the Transportation and Public Facilities Element. A comprehensive update to this element will ensure that it meets current State guidelines and policies in addition to updating the City's goals to reflect changing transportation patterns and to promote mixed modal usage.

## 3.0 General Plan Amendments

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There were no General Plan amendments completed in 2019. As noted above, the City is in the process of updating and/or certifying several general plan element updates.

## 4.0 Zoning Ordinance Amendments

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During 2019, two ordinances were passed that amended the City's Zoning Code:

- In March 2019 the City Council adopted Ordinance 2019-01 which amended Zoning Ordinance 02-02 Section 7.23 adding City sidewalk standards.
  - The purpose of the Ordinance is to amend Zoning Ordinance 02-02 to add standards for aesthetics and maintenance to the city's sidewalks. Sidewalks and their historic appearance are important to Ferndale. Their purpose is to provide an attractive, safe and elevated hard surface for pedestrian traffic. The City wishes to maintain and replicate historic design patterns and appearance of sidewalks in commercial and residential areas.

- In September 2019 the City Council adopted Ordinance 2019-02 which amended Zoning Ordinance 02-02 Section 7.21 modifying regulations for Accessory Dwelling Units.
  - The purpose of the Ordinance is to establish regulations for Secondary/Accessory dwelling units within the City Limits of Ferndale.

The City is also in the process of updating fence standards for side yards of corner lots. Current items under consideration include fence height and setbacks. The City Council formed an ad hoc committee to review existing fence standards and provide recommendations for proposed updates. The ad hoc committee prepared recommendations and has requested Planning Commission input. If adopted, the change(s) will be noted in the calendar year 2020 APR.

## 5.0 General Plan Implementation

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### 5.1 Drainage Master Plan

The City of Ferndale is the most downstream incorporated area in the Eel River Valley. The City and surrounding area are within the Salt River watershed, the most downstream Eel River tributary. Ferndale and the surrounding area's relatively flat topography result in stormwater runoff associated with heavy winter rains, causing chronic flooding and sedimentation problems. The Salt River restoration project, currently underway will significantly improve drainage capacity in this impacted watershed and allow the city to make critical drainage improvements.

The City of Ferndale has recognized that continued growth can only occur in or adjacent to those portions of the city that experience chronic flooding, and that providing a solution to storm water runoff management is in the public interest and a significant factor in planning future development. Even though land in the City has been planned for growth, addressing the flooding constraint is expected to facilitate housing construction and bring more certainty for onsite improvement costs.

Utilizing awarded SB2 funds, the City plans to update the Drainage Master Plan to help address these issues. The update will implement changes to reduce the processing time and cost of housing development in areas of Ferndale prone to flooding. A site analyses will also be prepared for high-priority growth areas with a specific focus on adopting a program that addresses the flooding issue through environmental hazard/drainage assessments. This will reduce a barrier to housing development by reducing the individual cost of the engineering study, allowing for public discussion of the solutions, and ensuring a regional solution that would apply to all projects. With the master plan based solutions, the City can approve more housing in the area and provide certainty to developers about where and how much development can occur on specific sites.

### 5.2 Accessory Dwelling Units

As noted in Section 4.0, the City recently amended the Zoning Ordinance to include Accessory Dwelling Units (ADUs) and Junior ADUs. In order to further support the development of ADUs, the City applied for and received funding through SB2 to develop pre-approved ADU Plans that meet current City regulations. Having pre-approved plans would create more certainty for applicants going through the City design review process. It also reduces individual design costs, a significant up-front impediment for property owners considering an ADU. Given the number of larger single family lots in the City with a single residence, this is expected to add 25 or more units, many of which are anticipated to be

affordable, over the next 5-8 years. The City anticipates developing and making these plans available by the end of 2020.

### 5.3 California Environmental Quality Act

The City has prepared or updated several General Plan elements in the last decade. However, due to a lack of funding for CEQA analysis, some elements have not been certified. To address this issue, the City recently obtained funding through SB2 to conduct CEQA analysis for the Housing (completed and adopted in 2019), Land Use, and Safety elements. The Land Use Element may trigger a more rigorous level of review, depending on whether or not the City decides to undertake intense densification or reclassification of agricultural lands to residential, both of which have been discussed by the Council in relation to the Housing Element. The EIR would include program level analysis that will help accelerate future housing production and assist developers by streamlining the environmental review and permitting process for future individual projects. It would also incorporate analysis of the Safety element to streamline environmental review. The City anticipates beginning CEQA review in late 2020.

### 5.4 Planned Development

The City has seen a recent increase in development applications. Several subdivision applications have been submitted in recent years and the City is working closely with landowners and potential developers to ensure that development meets current City standards. The majority of development is planned to take place along the 5<sup>th</sup> Street corridor. This is an area with known drainage issues; as noted above, the City is seeking funding to improve drainage in this area.

Meeting Date:	May 20, 2020	Agenda Item Number	13.e
Agenda Item Title	COVID-19 Update & Discussion		
Presented By:	City Manager		
Type of Item:	<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input checked="" type="checkbox"/> No Action	<input type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

**RECOMMENDATION:**

Receive & File

**DISCUSSION:**

This agenda item will give the council, staff, and public a chance to address any concerns or provide any updates from the COVID-19 Pandemic.

**ATTACHMENTS:**

## **Section 14**

### **CORRESPONDENCE**

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

PO Box 1246  
Ferndale CA 95536

April 18, 2020

To:  
Mr. Jay Parrish and Ferndale City Council  
Ferndale CA 95536

Dear Mr. Parrish and Council:

I will come straight to the point. We all know the history of the city's dealings with Mr. Nunes, including my letters of complaint so I will not waste time explaining my house's location related to that of Mr. Nunes.

The issues are these:

1. There seems to be no evidence of the replanting of the riparian vegetation Mr. Nunes was supposed to carry out.
2. Noise nuisance and use of property. On some days, for example, today, Saturday, April 18, there is almost constant movement of large equipment on the property. Other days it is intermittent. In our opinion, the noise from the engines constitutes a nuisance and a detriment to the sale value of our property. I am sure this situation is true for all the properties bordering that of the Nunes. Furthermore, I am pretty sure that the obvious storage of said equipment is illegal under the zoning laws.

We understand that the council has a lot to do during this season, but, when special matters related to Covid-19 are finished, we ask that this matter be brought up for discussion at your earliest convenience.

Thank you for all you do for this community,

Sincerely,

David and Elizabeth Kilmer  
533 ½ Watson Ave  
407-7596/407-5741





# HUMBOLDT

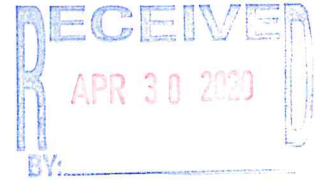
*Local Agency Formation Commission*

1125 16<sup>th</sup> Street, Suite 202, Arcata, CA 95521

(707) 445-7508 / (707) 825-9181 fax

[www.humboldtlafo.org](http://www.humboldtlafo.org)

**DATE:** April 29, 2020  
**TO:** Humboldt County Administrative Officer  
City Managers  
Independent Special District Managers  
**FROM:** Colette Metz Santsche, Executive Officer  
**SUBJECT: Proposed LAFCo Budget for Fiscal Year 2020-21**



Humboldt LAFCo is responsible under State law to annually adopt a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>, and to circulate the proposed and final budgets to member agencies. LAFCo is principally funded in equal thirds by the county, cities, and independent special districts, with the County Auditor-Controller allocating the proportionate costs. Government Code Section 56381 describes the LAFCo budget adoption process in more detail.

The proposed budget for fiscal year 2020-21, as adopted by the Commission on April 29, 2020, is enclosed. The Commission's operating expenses for fiscal year 2020-21 accommodate the following activities:

- Basic services, including the day-to-day administrative functions.
- Application processing activities for changes of organization and reorganization proposals that come before LAFCo.
- Anticipated staffing services to conduct scheduled municipal service reviews and sphere of influence updates.

The Commission is proposing no increase in member contributions, which will remain at \$126,300. This would be apportioned to the seven cities, 49 independent special districts, and the county.

The Commission will consider adopting its final budget at a public hearing on May 20, 2020 at 9:00 a.m. during its regularly scheduled meeting. The Commission will conduct this meeting entirely by teleconference. Anyone who wishes to participate should consult the meeting agenda for the Zoom call-in telephone number. The agenda will be posted on the Commission's website [www.humboldtlafo.org](http://www.humboldtlafo.org) at least 72 hours before the scheduled start time of the meeting.

LAFCo requests comments on the proposed budget by May 14, 2020 to be included in the agenda packet. Comments may be mailed to 1125 16<sup>th</sup> Street, Suite 202, Arcata, CA 95521, or e-mailed to [colettem@humboldtlafo.org](mailto:colettem@humboldtlafo.org) (preferred). Please contact LAFCo staff at 707-445-7508 if you have any questions.

cc: Karen Paz Dominguez, County Auditor-Controller

# Humboldt LAFCo Operating Budget

**Revenues:**

<u>Account</u>	<u>Revenue Category</u>	FY 2019-20			FY 2020-2021
		Adopted	9 Month Actual	Difference Under/ (Over)	Proposed
671181	Cities	\$42,100	\$42,100	\$0	\$42,100
671182	Special Districts	\$42,100	\$42,100	\$0	\$42,100
671183	County	\$42,100	\$42,100	\$0	\$42,100
	<b>Intergovernmental Total</b>	<b>\$126,300</b>	<b>\$126,300</b>		<b>\$126,300</b>
631100	Professional Services	\$55,000	\$42,246	\$12,754	\$55,000
	Application Fees	\$55,000	\$42,246		\$55,000
401000	Interest	\$1,310	\$576	\$734	\$1,230
	<b>REVENUE SUBTOTAL</b>	<b>\$182,610</b>	<b>\$169,121</b>		<b>\$182,530</b>

**Operating Expenses:**

<u>Account</u>	<u>Expense Category</u>	FY 2019-20			FY 2020-2021
		Adopted	9 Month Actual	Difference Under/ (Over)	Proposed
2106	Communications	\$160	\$117	\$43	\$160
2110	Insurance	\$2,500	\$2,552	-\$52	\$3,320
2115	Memberships	\$4,750	\$4,707	\$43	\$4,750
2117	Office Supplies	\$600	\$317	\$283	\$600
2118	Professional & Special Services	\$160,900	\$108,641		\$160,900
	Legal Services	\$5,000	\$1,926	\$3,074	\$5,000
	Application Processing	\$55,000	\$55,714	-\$714	\$55,000
	Basic Services-EO/Clerk	\$55,000	\$32,882	\$22,119	\$55,000
	MSRs/SOIs	\$45,000	\$16,983	\$28,018	\$45,000
	Website Services	\$200	\$637	-\$437	\$200
	Meeting Exp/Stipends	\$700	\$500	\$200	\$700
2119	Publications & Legal Notices	\$1,500	\$306	\$1,194	\$1,500
2121	Rents & Leases - Structures	\$5,400	\$4,050	\$1,350	\$5,400
2125	Transportation & Travel	\$6,800	\$6,680		\$5,900
	Mileage/Travel (In-County)	\$800	\$538	\$262	\$800
	Mileage/Travel (Out-of-County)	\$3,500	\$2,725	\$775	\$2,600
	Conference Registration	\$2,500	\$3,417	-\$917	\$2,500
<b>Contingency/ Carryover</b>					
2020	Contingency	-	-		-
	<b>Contingency Total</b>	<b>-</b>	<b>-</b>		<b>-</b>
	<b>EXPENSE SUBTOTAL</b>	<b>\$ 182,610.00</b>	<b>\$ 127,369.54</b>		<b>\$ 182,530.00</b>

**Operating Difference**

(Negative Balance Indicates Use of Reserves)

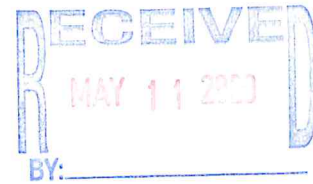
\$ -      \$ 41,751.95      \$ -

**Unreserved/Unrestricted Fund Balance**

Beginning      \$46,670.17  
Ending



SRF 41912



Dear Frontier Partner:

We appreciate the efforts you have made to date to work with us as we have transitioned into chapter 11. We are writing because we have received multiple inquiries about mailings offering to purchase our outstanding debts at a discount. We are not involved in these solicitations. Any choice is ultimately yours to make, but in light of these mailings, we wanted to reiterate the information from our prior correspondence.

Frontier has entered into a Restructuring Support Agreement (or RSA) with our bondholders. The financial restructuring plan contemplated under the RSA will significantly reduce the Company's debt while we continue to provide quality service to customers without interruption. To implement this plan, we voluntarily filed petitions under Chapter 11 in the U.S. Bankruptcy Court.

Here are important points you should know:

- **Under the restructuring contemplated in the RSA, vendors are unimpaired for both pre- and post-petition obligations.** This means that we currently anticipate that all vendors will be paid for goods and services provided both before and after the filing date. Invoices for goods and services provided before or after the filing date should be submitted through the typical accounts payable channels. Because of the nature of the bankruptcy process, most payments will be made upon exit from bankruptcy. As such, there will likely be an impact to the timing of payment(s) for prepetition services.
- **We project that we have sufficient liquidity to run our business and pay our vendors throughout the Court-supervised process.** In advance of filing chapter 11, Frontier received commitments for \$460 million in debtor-in-possession (DIP) financing. Following Court approval, which Frontier intends to seek at a hearing scheduled on May 22, 2020, this additional liquidity, combined with cash flow generated by the Company's ongoing operations, is expected to be available and sufficient to meet Frontier's operational and restructuring needs. As such, we do not anticipate a disturbance to the timing of payments for postpetition services.
- **Frontier is fully operational. We are relying on your support to continue serving our customers and keeping people connected without interruption.** We value our relationship and will continue to work closely with you as we move forward.

While we work through this process, we are committed to keeping you informed as there are updates to share. Additional information regarding Frontier's restructuring is also available at [www.frontierrestructuring.com](http://www.frontierrestructuring.com). Court filings and information about the restructuring process are available at <https://cases.primeclerk.com/fttr>, by sending an email to [fttrinfo@primeclerk.com](mailto:fttrinfo@primeclerk.com) or calling the Company's Information hotline toll-free at 877-433-8020 (or +1-646-442-5842 for calls originating outside the U.S.).

Thank you for your continued support. We are confident in the future of our company and look forward to supporting our mutual success as we build a stronger, more sustainable Frontier.

# **PROPOSED EXTENSION OF DEL ORO WATER COMPANY CATASTROPHIC WILDFIRE SURCHARGE DUE TO THE COVID-19 PANDEMIC**

## **Advice Letter No. 521**

On June 8, 2019, the California Public Utilities Commission (CPUC) approved Del Oro’s Advice Letter 511-A, the Statewide Lost Revenue Surcharge, a temporary measure designed to keep Del Oro operational and reduce the \$1,200,000 annual revenue shortfall until it could file a Statewide General Rate Case (GRC) to reallocate revenue and expenses based on the reduced number of customers following the CAMP Fire.

On December 20, 2019, Del Oro filed Advice Letter 516, a GRC to reallocate its revenue and expenses. This GRC was expected to be analyzed and approved before the expiration of the Lost Revenue Surcharge on May 31, 2020.

**However, due to the COVID-19 pandemic, Del Oro does not expect the GRC to be finalized before expiration and is proposing to extend the current Lost Revenue Surcharge of \$10.54 per customer per monthly billing cycle to continue to minimize the revenue shortfall until the pending General Rate Case is approved by the CPUC.**

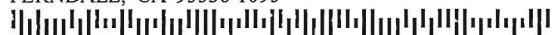
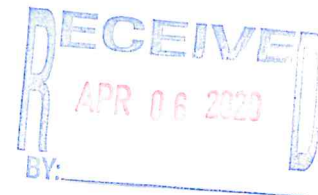
**BACKGROUND:** The CAMP Fire in Butte County on November 8, 2018 destroyed over 11,000 structures in the Paradise area, and immediately Governor Brown issued a proclamation declaring a State of Emergency for Butte County. Significant damage was caused in Del Oro’s Paradise Pines, Magalia, Lime Saddle and Buzztail Districts with the loss of over **2,200 homes and businesses and an estimated statewide revenue shortfall of over \$100,000 per month.**

**This catastrophic event destroyed 38% of our Paradise Pines District; 50% of the Lime Saddle District; 89% of the Magalia District and 34% of the Buzztail District. Overall, Del Oro’s loss reduced our total statewide customer base by 26%. Despite losing a significant portion of our customers’ homes and businesses, DEL ORO WAS AND IS COMMITTED TO STAYING FULLY OPERATIONAL SINCE THE CAMP FIRE AND DURING THE WORLDWIDE PANDEMIC as our Butte County hub supports 100% of Del Oro’s customers throughout California with:**

- **Shared field technicians**
- **24/7 Call Center operations & response teams**
- **Accounting functions**

Del Oro has always sought to minimize costs to its customers by sharing resources among its districts whenever possible. Those statewide shared costs have always been reflected in customers’ current rates by allocating a certain portion of shared statewide costs over all districts.

*(Continued on back)*



The CPUC staff will make a thorough investigation of the utility's request. Following the investigation, the CPUC may grant the utility's request in whole or in part, or may deny it. Customers who would like to call the CPUC's attention to any problems concerning their water service, or who would like to provide any other information or comments regarding this requested change should do so by writing to the CPUC.

Customers are encouraged to contact Del Oro at 530-717-2506 with any questions regarding this surcharge extension request. In addition, there are two ways to respond to this notice. You may send a protest to the CPUC's Water Division and, if you do, you must send a copy of the protest to DOWC, or you can send a response to the CPUC and mention "The Proposed Catastrophic Wildfire Surcharge Extension".

*Due to the limited ability to schedule evidentiary hearings regarding protests, customers are especially encouraged to contact Del Oro with any questions before filing a protest.*

**File a PROTEST:**

A protest is a document stating that you object to the utility receiving all or some part of its request. If you wish to file a protest, you must state the facts constituting the grounds for the protest, how the advice letter affects you, and the reasons why you believe the whole advice letter, or part of it, is not justified.

If the protest requests an evidentiary hearing (an evidentiary hearing is a legal proceeding held before an administrative law judge at the Commission to obtain evidence), your protest must state the facts you would present at the evidentiary hearing to support your request for a complete or a partial denial of the advice letter. The filing of a protest does not ensure that an evidentiary hearing will be held. The decision whether or not to hold an evidentiary hearing will be based on the content of the protest.

**File a RESPONSE:**

A response is a document that does not object to the request sought in the application, but nevertheless, presents information you believe would be useful to the Commission in acting on the application.

Comments should mention that they pertain to The Proposed Catastrophic Wildfire Surcharge Extension.

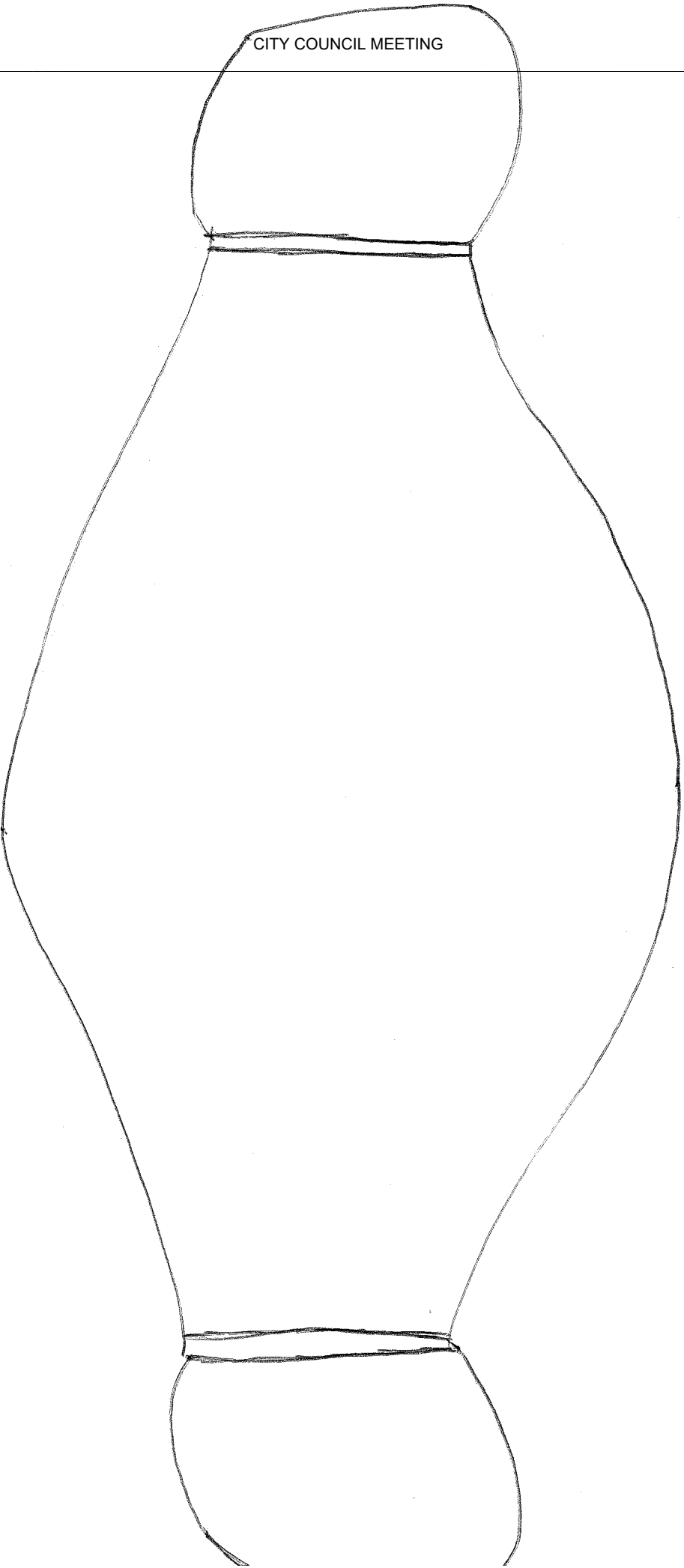
All protests and responses should be sent to:

CPUC, Water Division	and	DOWC, Director of Community Relations
505 Van Ness Avenue		Drawer 5172
San Francisco, CA 94102		Chico, CA 95927
Fax: (415) 703-2655		Fax: (530) 894-5405
E-Mail: water_division@cpuc.ca.gov		E-Mail: CommunityRelations@delorowater.com

Protests and Responses must be sent no later than twenty (20) days after the date this notice was mailed. If you have not received a reply to your protest from the utility within 10 business days, contact Del Oro's corporate offices at 530-717-2506.

A copy of Del Oro Water Company's filing may be inspected in its business office: 426 Broadway, Suite 301, Chico, California 95928 or at its website: www.delorowater.com. By calling 530-717-2506, you may request a copy to be mailed to you. You will be billed for the copies at \$0.10 per page. Further information may be obtained from the utility at its business office or from the Commission at the above address.

# Please Wear Your Mask!



**Color/Design/Doodle/Create a design on the above mask and return to any Ferndale Merchant!  
They will post in their front window. Thank you for helping to keep Ferndale safe!**

**Section 15**  
***COMMENTS FROM THE COUNCIL***

**Section 16**  
***REPORTS***

***City Manager's Report***  
***Commissions and Committee Reports***  
***Minutes from JPAs and Reports***

**City Manager's Report**  
for May, 2020 City Council Meeting

**CITY MANAGER (Reporting April 09, 2020-May 14, 2020)**

**Meetings**

- Kiwanis meeting 1st Tuesday of the month at 4:30 pm
- Drainage Committee Meeting- May 7<sup>th</sup> 3:00-5:00 pm cancelled
- City Council Special Meetings – April 13, April 27, April 30, and May 11, 2020
- City Council meeting– April 19<sup>th</sup> – Regular meeting from 7:00 – 9:30 pm
- City Manager Meeting April 20<sup>th</sup>- 3:00-5:00 pm
- Study Session on Equivalent Dwelling Units- April 4<sup>th</sup>- 3:15-5:00 pm
- Emergency Response Committee: Salt River Restoration Project Update: The City hosted the last RCD meeting on April 13<sup>th</sup> which was meant to allow for Ferndale community and SRWC to attend and hear about RCD's plans on plans and construction on the Salt River Ecosystem Restoration Project. The Humboldt County Resource Conservation District (HCRCD) is continuing to work towards implementing a phase of Salt River Ecosystem Restoration Project construction during the 2020 construction season. Project design engineers and hydrologists continue to develop channel design plan options for 2020 construction season, and the design team and HCRCD continue meeting with key landowners to work through design plans. In addition, HCRCD is completing an Alternatives Analysis of potential restoration designs on Williams Creek (upstream of the Salt River project), which is anticipated to be completed in April. The design team and HCRCD have been meeting with key landowners continue to be held to review restoration options, including citing of a potential sediment management area (SMA). A meeting with regulatory agencies was held April 3<sup>rd</sup> to update the agencies on completing Salt River project, introduce representatives to the Williams Creek project, and discuss phasing the remaining Salt River construction work. The HCRCD Board will be holding a Special Meeting on April 13<sup>th</sup> in Ferndale, and the HCRCD staff and the design team will present on the status of the project to update the community.
- Public Works: Focused on vegetation removal in drainage ditches and street sweeping. Have completed most of the drainage ditches and cleaning out drainage culverts. Public Works did a great job cleaning out most of the drainage easements throughout town and some of the ditches. We try to do all the easements and ditches at least every two years. Public Works worked on smoothening out Shaw and 4<sup>th</sup> with cold patch, but it will need to be attended to a few times this winter and spring before our project to fix this intersection goes out to bid and is completed.
- City Engineer: Numerous meetings to relay City projects and priorities. Met numerous times going over on-going projects and relaying information to bring engineer up to date on projects and needed infrastructure improvements. He has some priority projects such as Washington Street drainage improvement and 4<sup>th</sup> and Shaw intersection improvement project that he is putting together a bid package to accomplish these projects this year. That may be about all we can do with available funds this year.
- Looking into a cell tower that might bring some revenue each month located somewhere in town.



- Weekly training bulletin from ERMAnet. This is an online training program that I have participated in since 2006 as a requirement from our Risk Management Authority.
- Employee meetings and personnel issues.
- Numerous one-on-one meetings and discussions and updates with council members regarding current issues and projects. Continuing outreach program with Council to give institutional background on City projects, policies and programs. Each council member has individual items of interest and we try to fill in as much information as we can so that each council member feels like they have a strong base of understanding of the history of City policies so they can make informed decisions in the future.
- Library Mandated Improvement for Safety and ADA compliance: We have completed the first round of barriers to the Library. Improvements will now continue with a second list of necessary ADA and Safety improvements. The architect has signed off on our initial ADA project and now we will continue our collaboration with the Friends of the Library (Friends) and the County to comply with their remaining requirements to remain a facility that is open to the public and staff, that is fully compliant with current regulations and California building code. We received the second list of necessary improvements from the county as to the state architect inspection report. we are going through it and have found a number of things that the City will not be responsible fiscally to replace or renovate. There were some items for improvement on Main Street and this was moved off our list to Caltrans as their responsibility. The County is going to be responsible for a number of signs in the inside of the building. There is about 80 pages of improvements that we are analyzing with the Friends of the Library representatives and will then go over with county representatives who will oversee the plan of action we have to make sure we will be compliant with architects' requirements. This has been pretty much on hold until we get a handle on the Covid-19 situation.
- Climate Action Plan: Met with Fortuna, Rio Dell and County Representatives on April 9<sup>th</sup> to go over county and city plans. We are in the final stages of the Climate Action Plan (CAP). Our planner and I have been attending and having conversations with county representatives developing and participating in a state mandated Climate Action Plan. The county is offering to include the cities of Humboldt in their plan with just minimal financial support. We have begun this process and have had meetings already and we have been offered a grant by RCEA, and the county will be covering most of the cost of our participation. We have agreed to join this plan and I will attend and participate in monthly meetings to develop this plan as our part in the funding requirements. The plan will be focusing on reducing greenhouse gas emissions by 40% by 2030. We have a near completed list of GHG reduction policies, and completed final drafts of the inventories and forecasts. Overall, we hope to have a completed draft by the end of this year. We're preparing a list of around 50 detailed measures informed largely by one-on-one meetings with city staff and the discussions we've had as a group. Many of these draft measures include a GHG reduction potential, cost/savings analysis and implementation strategies. Once the committee settles on a plan, we will bring it to the council for approval. I will meet with the county's representative, Connor McGuigan on the 20<sup>th</sup> of April, and then we have a group meeting on April 24<sup>th</sup>. This has been put on the back burner by county while we work on the Covid-19 pandemic.

- Continuing discussions with Chief Wastewater Operator with wastewater issues and replacement of wastewater facility components as our plant is more than eight years old now and things are starting to pass their peak performance and need replacing. We also have a grant that is looking at the appropriate rate for our sewer system and we have had a number of study sessions regarding this study and the need for a rate increase. The State has approved our Fiscal Sustainability Plan which is one of the requirements. We have had several study sessions going over rate structure, our facility, which includes our collection system, and the plants current condition and ability to maintain it.
- Numerous conversations and discussions with the Fire Department and Emergency Response Committee to improve readiness for natural disasters and the new situation with power shut-off possibilities because of PG&E's new policy to reduce fires due to weather events.
- Numerous communications with county emergency response officials, league of cities representatives, and local emergency response representatives regarding the Coronavirus related events, conditions and best practices. It is still important at this point to wash your hands after being in an environment where other people have been, cough into elbow, try not to be in crowded events, and where a mask.
- Numerous conversations with Rick Hill regarding possible grants. Conference call with Rick and Paul Gregson and Brian Ontiveros the week of council meeting.
- Negotiating with US Bank for easement for undergrounding project.
- Numerous conversations and discussions with Brian Ontiveros, our engineer, we will be using Whitchurch Engineering on at least one possible drainage project as acting City Engineer.
- Conversation with Michael Bowen regarding a possible grant application with Prop 1 for drainage project on Arlington and 5th Street. This is a grant that will redirect drainage from the Arlington/ North 5<sup>th</sup> Street area around Fairgrounds instead of through fairgrounds. This will avoid dysfunctional drainage system in fairgrounds and go north on 5<sup>th</sup> Street underground in culvert until it gets to van Ness and then dump into Van Ness ditch, and then go north in a swale across pasturelands and under Port Kenyon Road then into a rock trench which would drop into Salt River four or five hundred feet below the wastewater facility. We were successful in getting our grant application in a timely way.
- Continue to work with Paul Gregson on the Sewer Rate Analysis. Should be on the next council meeting.
- The Covid-19 pandemic has affected almost all of the elements of our jobs, interaction with community, and our outside of work as well as our home life. Please follow the recommendations and limit your interaction outside of your home, wash your hands often, wear a mask to reduce conveyance from you to others and from others to you. Please know that though we are not able to put the time into our normal goals and priorities we are working hard at both our usual responsibilities and the increased responsibilities associated with this invisible pandemic.
- Discussions with Finance director on the budget. Mayor Sweeney and Council member Bullard will meet with us on May 12 to discuss the economic situation due to the Covid-19 pandemic.

- **May 13, 2020 - County Launches Online Tool to Help Businesses Meet State Reopening Requirements**

The Humboldt County Office of Emergency Services (OES) today is launching an online portal for businesses to submit a Reopening Plan in preparation for a gradual lifting of California's Stay-at-Home Order.

Gov. Gavin Newsom announced on Tuesday that statewide restrictions on shopping malls, dine-in restaurants and some office spaces would ease somewhat, but the state will still require businesses to have a worksite specific plan in place before reopening. While reopening will occur in stages based on the state's timelines, completing a local Reopening Plan now is a step business can take in advance to be ready to open, while at the same time protecting the health and safety of employees and customers.

Businesses should review the state guidelines for reopening and prepare their safety plans prior to starting the online process. Humboldt County Sheriff William Honsal said, "Businesses aren't just checking boxes with this online application. The state mandates that the business conduct training for all of their employees, put in place procedures for cleaning and disinfecting their workplace, adapt their stores if needed to increase physical distance—all of those measures that will keep us all safer as businesses start to reopen. I want to assure businesses that we will do everything we can to expedite the process."

This process was designed by the Emergency Operations Center in collaboration with the Economic Impact and Recovery team. OES Economic Impact and Recovery Private Sector Coordinator Scott Adair said this process will allow businesses to employ a "thoughtful and purposeful approach" as they develop their Business Reopening Plans. "These plans are a state requirement for all businesses, and adoption is necessary in order to meet the Governor's guidelines for an incremental reopening of the economy," Adair said.

Humboldt County Health Officer Dr. Teresa Frankovich said, "Every business that we open adds to the number of people moving around and interacting in our community. All of that movement increases the likeliness of exposure and transmission. We have to reopen gradually and see what's happening with our transmission rates and case count before we open up too much and risk overwhelming our health care system."

***Business Certification Process Guidance***

*All businesses are encouraged to prepare a plan and apply for certification.*

*However, priority will be given to businesses that are currently open to the public such as grocery stores. Retail businesses open to delivery and curbside pickup only may apply to open their buildings to the public with state mandated protocols and precautions in place, but the timing of additional reopening is dependent on state approval of the county's expanded Stage Two plan and local approval by the County Health Officer. Supply chains that have opened to support these businesses, in the manufacturing and logistics sectors, will also need to apply to remain open.*

*Business owners and employers can utilize the online portal as follows:*

- Navigate to [humboldt.gov/covidreopening](https://humboldt.gov/covidreopening)

- *Select the Reopening Plan form most appropriate to the business' sector (i.e. Retail, Construction, etc.)*
- *Fill out the form*
- *Submit the form online*
- *Applicants will receive a certificate of approval or will be asked for additional information*
- *Plan approval does not constitute permission to reopen. A business with an approved plan can reopen once their sector is allowed to reopen by the state.*

*The information business owners and employers will need to complete the plan is included on the form for each sector, along with text boxes to briefly outline how state and local requirements will be incorporated into the specific facility's plan. Completion of the form will take about 30 to 90 minutes, depending on the sector. To assist in filling out the Reopening Plan form, samples have been provided here: [humboldt.gov/covidreopeningsamples](http://humboldt.gov/covidreopeningsamples)*

*Please note that guidance for some business sectors has not been provided by the state, including hair and nail salons and outdoor adventure businesses. Guidance for additional sectors will be incorporated into this process as it becomes available.*

*The Economic Impact and Recovery team is available to support businesses in navigating this process. The OES Business Task Force is also available to provide general support and guidance to businesses. The task force is comprised of the North Coast Small Business Development Center, the Redwood Region Economic Development Commission, the Arcata Economic Development Center and the Fortuna Business Improvement District.*

*The COVID Business Information Line can be reached at 707-268-2527. Contact information for the OES Business Task Force and links to other helpful business resources are available online at [humboldt.gov/covidbusiness](http://humboldt.gov/covidbusiness).*

- For general information about COVID-19, please contact the Joint Information Center at 707-441-5000 or [covidinfo@co.humboldt.ca.us](mailto:covidinfo@co.humboldt.ca.us)

## **Staff Reporting April 1-30, 2020**

### **CITY CLERK ACTIVITY**

#### **Meetings**

- Meetings with City Manager regarding work activities and council agenda.
- Attended:
  - City Council Regular Meeting 04/15/2020
  - City Council Special Meetings: 04/13/20, 04/27/20, and 04/30/20
  - Design Review Special Meeting 04/30/2020
- Wrote agenda items and compiled packets for:
  - Regular City Council Meeting 04/15/2020
  - City Council Special Meeting; 04/13/20, 04/27/20, and 04/30/20
  - Design Review Meeting 04/30/2020
  - Began agenda compilation for City Council Meeting 05/20/2020
- Transcribed, drafted meeting minutes and uploaded meeting videos for:
  - City Council Regular Meeting 04/15/2020
  - City Council Special Meetings: 04/13/20, 04/27/20, and 04/30/20

- Design Review Special Meeting 04/30/2020
- Posted all meeting agendas and public notices on the City Hall and Post Office bulletin boards, and on the City Website.
- Uploaded meeting packets to City Website.
- Correspondence with City Planner and Engineer regarding projects
- Had monthly performance review with City Manager

### **Projects**

- Assisted the public via telephone and email, answering questions and information requests.
- On-going communications with contract Engineers and City Planner about agenda items before the City Council and Planning Commission Meetings.
- Communications with Paul Gregson regarding sewer rates.
- Calculated and collected fees for building permits and sent applications to Arnie to be checked
- Numerous call Building Inspector to review plans and finals on projects
- Sent and received emails daily.
- Pick up and distribute City correspondence.
- Organized and filed paperwork.
- Filed approved City Council, Planning Commission, and Other Minutes
- Inventoried and ordered office supplies
- Processed checks, created revenue spreadsheet and deposit checks into the bank.
- Responded to Public Records Act requests.
- Maintained minute, resolution, ordinance and agenda binders.
- Contacted Mayor re: upcoming agenda
- Read weekly ERMA bulletins
- Updated 2020 Possessory Interests Spreadsheet.
- Sent Building Permit reports to Assessors office and Construction Industry Research Board.
- Processed Town Hall Rental Applications/Refunds due to COVID-19
- Numerous time spent on research of COVID-19, updating the website for information, set up computer for remote working part-time from home.
- Set up and viewed webinars on “Zoom” meetings.
- Assisted Council Members setting up and using Zoom for Council Meetings

### **FINANCE OFFICER ACTIVITY**

#### **Tasks:**

- Meetings with City Manager – re: office issues and financial reports
- Assisted City Manager with HR/personnel issues and filings
- Processed Payroll/Payroll Tax Payments
- Processed Accounts Payable
- Processed Accounts Receivables
- Reviewed ERMA and HR bulletins
- Assisted at the front desk and answered phones
- Begun process of preparing next fiscal year budget

**CITY PLANNER ACTIVITY:****General Planning Services**

## Task 1 Response to Public Request for Info

- Community inquiry responses – Provided map of utilities near Milton St. in response to submitted records request. Proposed LLA application preliminary review (Mircetich).
- City Code interpretations – Researched City standards for cell towers in public facility zone.

## Task 2 CEQA Compliance - none.

## Task 3 Community Planning – Hazard Mitigation Plan, Transportation Planning, Reporting

- Finalized and submitted State HCD annual housing reports for 2018 and 2019 that included: development applications submitted/approved; building permits issued; numbers and types of housing units constructed; progress implementing housing element programs.
- Submitted SB1 road improvement projects adopted Council Resolution to the State.

## Task 4 Meetings &amp; Hearings, and Materials:

- Planning Commission – none.
- City Council – none.
- City Manager & City Clerk: meetings, calls, emails, research.
- Drainage Committee – none.
- HCAOG Technical Advisory Committee – April TAC meeting cancelled

## Task 5 GIS Mapping – spatial database updates including drainage data, LIDAR research.

Task 6 Grant Writing/Funding Coordination – Researched Local Early Action Planning (LEAP) Grant funds; City is eligible for up to \$65K from HCD for planning related to housing production; application is due July 1.

**General Plan Review**

- Began preparing required General Plan Annual Progress Report (GP APR) for submittal to CA Office of Planning and Research and HCD. The GP APR summarizes all general plan elements and progress implementing programs.

**SB 2 Grant Projects**

- Land Use Element Update – Continued to compile and prepare element update and began developing land use plan map update considerations. Continued updating element sections.
- ADU pre-approved plans RFP review.

**Reimbursable Fees**

- Budwig Minor Subdivision – no action.
- Anderson Subdivision – Parcel Map being finalized.
- Adams Subdivision – no action.
- Cream City Investments – Parcel Map being finalized.

**CITY ENGINEER ACTIVITY****General City Engineering Services:**

- Phone calls / emails with the City Manager regarding various City items.
- Attended March Drainage Committee Meeting
- Shaw & 4<sup>th</sup> Street Intersection Project
  - Preparation of Bid Documents
- Washington Street Storm Drain Replacement



- No update this month
- Drainage Master Plan Update
  - No update this month

**Reimbursable Project Services:**

- Anderson Lot Split – Grant Street
  - Parcel Map Review
  
- Nunes Grading Permit – Grant Street
  - Sent letter to Nunes specifically outlining what needs to be submitted for his grading permit.
  
- Adams Minor Subdivision – Fifth Street
  - Awaiting revised Parcel Map and Improvement Plans to be submitted from Applicant.
  
- Cream City Investments Minor Subdivision – Fifth St. & Arlington
  - Coordinated with the Deputy City Engineer, Jeff Laikam, to review the Subdivision Improvements and the Parcel Map.

**WASTEWATER OPERATIONS**

- Monthly samples prepared and sent to North Coast Labs
- Operators perform lab tests daily to measure efficiency of plant
- Consult County on monument at Arlynda Corners
- Monthly eSMR (electronic State Monthly Report) prepared and submitted
- Generator serviced
- Monthly no spill verification report completed on CIWQS website
- Clean polymer tube
- Front gate chain oiled each Monday
- Replace lamps on bank D
- Inspect manholes throughout town weekly
- Fix 4-wheel drive on gator
- Weekly maintenance performed on UV banks
- Burn at old site, clear brush at old site
- Dewater for total of 12 hours. Sludge dried at old site
- Pull grease from manhole Shaw Ave.
- Operators cleaned walls and catwalk
- Cold patch repair on Van Ness Ave.
- Turned sludge at old site weekly
- Scrubbed launders in clarifier
- Removal of duck weed from clarifiers on weekly basis
- Weed eat around Aeromod
- Billed RotoRooter, Taylor Enterprises, Steve's Septic and Wyckoff a total of \$6,431.25 for the month of March. 36 total dumps for total of 79,930 gallons.
- Total flow through the plant in April was 12.1 MGD. Of that, .34 MGD was pumped to retention pond. Average discharge to Francis Creek was .376 MGD.

**PUBLIC WORKS STAFF ACTIVITY**

- Continued with monthly and daily duties. Such as, cleaning and maintenance of city's bathrooms, mowing of city's owned properties, cleaning of storm drains, keeping streets clear of debris and the maintenance of city's facilities.
- Closed public restrooms for the month of April.
- Continued working on picnic table.
- Trimmed tree's at Fireman's Park.
- Filling potholes around town.
- Cut grass on along ditch on Washington st.
- Continue sweeping Business District of Main St twice a week.
- Trimmed tree's along Bluff St.

**POLICE DEPARTMENT**

- Chief Smith attended several meetings regarding the City's and County's response to COVID-19.
- Chief Smith participated in several Zoom conferences with the Humboldt County Sheriff and other county Chiefs of Police. Chief Smith also participated in a video conference with state police chiefs, Cal. OES and Ca. DOJ regarding COVID-19.
- Staff continues to work on the Measure Z project regarding a new records management system.
- New personal body armor provided for four officers
- The police department continues targeted enforcement of peripheral areas impacting the Ferndale quality of life.

**Police Statistics – for April 2020**

SERIOUS CRIMES	Number	Cleared
Homicide	0	
Rape (Attempted)	0	
Robbery	0	
Larceny	0	
Assault	1	
Burglary	0	
Vehicle Theft	0	
TOTAL	0	
SECONDARY CRIMES	7	
Calls for Service	135	
Reports Written	12	

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Traffic Citations	3
Other Citations	0
Parking Citations	0
Warnings	25
ARRESTS	5
AGENCY ASSISTS	11
TRAFFIC COLLISIONS	0

**BOARD OF DIRECTORS**

Sofia Pereira, City of Arcata,  
 Elaine Hogan, City of Blue Lake  
 Leslie Castellano, City of Eureka  
 Michael Sweeney, City of Ferndale, **Chair**  
 Rex Bohn, County of Humboldt  
 Frank Wilson, City of Rio Dell, **Vice Chair**

**Minutes****Thursday, April 9, 2020****Special Meeting****Zoom Video Conference Meeting**

**Present:** Michael Sweeney, Sofia Pereira, Frank Wilson, Rex Bohn, Elaine Hogan, Leslie Castellano  
**Staff:** Jill Duffy, Tyler Egerer, Eric Keller-Heckman, Tony Heacock  
**Legal Counsel:** Nancy Diamond

**1. Call to Order and Roll Call at 5:30 PM**

**Chairman Sweeney** called the meeting order at 5:30 p.m. A quorum was present and acting.

**2. Consent Calendar**

a. Approve Minutes from the March 12, 2020 HWMA Board of Directors Meeting

**Chairman Sweeney** opened the floor to public comment regarding the Consent Calendar. No comment was received.

**Chairman Sweeney** closed the floor to public comment.

**Motion:** Director Wilson moved and Director Castellano seconded the motion to approve the Consent Calendar.

**Action:** Approve the Motion as made by Director Wilson and seconded by Director Castellano by the following vote:

**Ayes:** Sweeney, Pereira, Wilson, Hogan, Bohn, Castellano

**Noes:** None

**Absent:** None

**3. Oral and Written Communications**

**Linda Wise**, General Manager, Recology of Humboldt, provided information on Recology's efforts to continue most services during the COVID-19 Shelter-in-Place directives established by the State and County.

**4. Receive and Discuss FY 2020-21 Budget; Provide Direction as Appropriate**

**Executive Director Duffy** presented and discussed the draft budget with the Board.

**Chairman Sweeney** opened the floor to public comment regarding the Draft Budget.

**Linda Wise**, General Manager, Recology of Humboldt, responded to information presented regarding the mixed stream recycling agreement.

**Chairman Sweeney** closed the floor to public comment.

**Motion:** Director Wilson moved and Director Pereira seconded the motion to approve the Consent Calendar.

**Action:** Approve the Motion as made by Director Wilson and seconded by Director Pereira by the following vote:

**Ayes:** Sweeney, Pereira, Wilson, Hogan, Bohn, Castellano

**Noes:** None

**Absent:** None

**5. Approve Resolution 2020-07 Related To Ratifying Operational Actions, Employment Practices And Procedures And Policies, And Emergency Signing Authority In Response To Covid-19**

**Chairman Sweeney** opened the floor to public comment regarding the Resolution. No comment was received.

**Chairman Sweeney** closed the floor to public comment.

**Motion:** Director Pereira moved and Director Castellano seconded the motion to approve the Consent Calendar.

**Action:** Approve the Motion as made by Director Pereira and seconded by Director Castellano by the following vote:

**Ayes:** Sweeney, Pereira, Wilson, Hogan, Bohn, Castellano

**Noes:** None

**Absent:** None

**6. Board Member Reports**

**No Reports** were given.

**7. Executive Director's Report**

**Executive Director Duffy** discussed her report with the Board, and further discussed activities and potential impacts of the Shelter-in-Place Order.

**8. Adjourn**

**Chairman Sweeney** adjourned the meeting at 7:02p.m.

**Next Meeting:** May 14, 2020 at 5:30p.m. via Zoom video conferencing software.



Redwood Coast Energy Authority  
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## **BOARD OF DIRECTORS MEETING DRAFT MINUTES**

**Humboldt Bay Municipal Water District Office**  
**828 7<sup>th</sup> Street, Eureka, CA 95501**

**February 27, 2020**  
**Thursday, 3:30 p.m.**

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Chair Austin Allison called a regular meeting of the Board of Directors of the Redwood Coast Energy Authority to order on the above date at 3:30 p.m. Notice of this meeting was posted on February 22, 2020. PRESENT: Chair Austin Allison, Stephen Avis, Chris Curran, Vice Chair Estelle Fennell, Dwight Miller, Frank Wilson, Michael Winkler, Sheri Woo. ABSENT: Dean Glaser. STAFF AND CONSULTANTS PRESENT: Business Planning and Finance Director Lori Biondini, Operations Director Dana Boudreau, RCEA General Counsel Nancy Diamond, Power Resources Account Services Manager Mahayla Slackerelli, Executive Director Matthew Marshall, Clerk of the Board Lori Taketa.

**REPORTS FROM MEMBER ENTITIES** - There were no reports from member entities.

### **ORAL COMMUNICATIONS**

Chair Allison invited public comment. No member of the public came forward to speak.

Executive Director Matthew Marshall reported that the County Board of Supervisors will discuss an energy resilience and independence bond measure at the Tuesday, March 3, meeting. RCEA staff is providing technical assistance in preparation for this discussion.

Director Marshall went on to recognize and thank outgoing Board Chair Michael Winkler for his service, adding that RCEA has never had a more interested, technically knowledgeable Chair in its 17-year history.

Chair Allison closed public comment. Director Fennell arrived at 3:35 p.m.

### **CONSENT CALENDAR**

- 3.1** Approve Minutes of January 23, 2020, Board Meeting.
- 3.2** Approve Disbursements Report.
- 3.3** Accept Financial Reports.
- 3.4** Authorize Executive Director to Enter into Real Property Negotiations for New Office Space, APN 001-104-001-000.

Chair Allison invited public comment. No member of the public came forward to speak.

Chair Allison removed agenda item 3.1 by emailed request of member of the public Dr. Ken Miller and closed the public comment period.

**M/S: Miller, Winkler: Approve consent calendar items 3.2, 3.3, and 3.4.**



**The motion passed with a unanimous vote. Ayes: Allison, Avis, Curran, Fennell, Miller, Wilson, Winkler, Woo. Noes: None. Abstain: None. Absent: Glaser.**

## **ITEMS REMOVED FROM CONSENT CALENDAR**

Chair Allison read Ken Miller's email requesting identification of potential onshore wind sites in the minutes of the last Board meeting.

Chair Allison invited further public comment. No one came forward to speak. Chair Allison closed public comment.

**M/S: Fennell, Miller: Approve consent calendar item 3.1 as written.**

**The motion passed with a unanimous vote. Ayes: Allison, Avis, Curran, Fennell, Miller, Wilson, Winkler, Woo. Noes: None. Abstain: None. Absent: Glaser.**

**COMMUNITY CHOICE ENERGY (CCE) BUSINESS** - Chair Allison confirmed a quorum was present to conduct CCE business.

**OLD CCE BUSINESS** – None.

## **NEW CCE BUSINESS**

### **6.1. 2020 Distributed Storage Solicitation**

Matthew Marshall reported that the California Public Utilities Commission (CPUC) assigned all load-serving entities to procure an increased proportional share of Resource Adequacy (RA) for new power generation facilities to provide power reliability to the electric grid. The increased requirement is due to natural gas plant decommissioning, projected increased electricity demand and for solar power balancing. The state allows purchasing RA from pooled, behind-the-meter energy storage resources that reduce load and are California Independent Systems Operator demand-responsive. A concurrent state incentive program targeting battery storage at local government and critical facilities presents an opportunity to invite companies working with behind-the-meter storage resources to submit proposals to help meet resiliency needs during outages and also provide resource adequacy to the grid. Funds from RCEA's resource adequacy budget would leverage upcoming state incentive program funds to fulfill these dual needs.

The directors discussed the inclusion of thermal, hot or cold water, energy storage in the RFP due to thermal storage's potentially lower cost, lack of toxicity and longer life cycle than batteries; staff's focus on battery storage to encourage participation in the favorable upcoming rebate opportunity; and local distributed storage RA's anticipated higher cost compared with other RA sources, which would be comparable to past small energy purchases.

Chair Allison invited public comment. No one came forward to speak. Chair Allison closed public comment.

**M/S: Miller, Avis: Authorize staff to release a Request for Proposals for up to 5 MW of local behind-the-meter energy storage systems, including battery, thermal and other storage systems, in alignment with the terms provided, and with an RCEA incentive not to exceed 150% of market RA prices, in addition to any funds currently budgeted for 2020 carbon-free energy procurement not committed by May 1, 2020.**

**The motion passed with a unanimous vote. Ayes: Allison, Avis, Curran, Fennell, Miller, Wilson, Winkler. Noes: None. Non-Voting: Woo. Absent: Glaser.**

## **END OF COMMUNITY CHOICE ENERGY (CCE) BUSINESS**

### **OLD BUSINESS**

#### **7.1 Fiscal Year 2019-2020 2<sup>nd</sup> Quarter Budget Summary (Information only)**

Business Development and Finance Director Lori Biondini reported that agency revenue and expenses are projected to be under budget amounts at the end of the year due to: airport microgrid project delays, lower personnel expenses from staff vacancies, and lower than anticipated incentive and rebate disbursement due to staff focus on program administrator status application and Energy Watch contract completion. Staff anticipates that the approved customer program funding will be used. Large postage increases for required mailings increased outreach spending. No budget amendments are recommended.

Director Fennell reported receiving a call from a Petrolia resident requesting that overdue bill envelopes not be stamped "Past Due." Account Services Manager Mahayla Slackerelli reported that staff received the customer's feedback and revised the overdue statement envelope to read "Important Billing Information Inside."

Chair Allison invited public comment.

Member of the public Deborah Dukes requested a thank you note be sent to the customer with acknowledgement that her comment made an immediate difference.

Chair Allison closed public comment.

### **NEW BUSINESS**

#### **8.1 Clean Mobility Grant Application**

Operations Director Dana Boudreau reported that the County requested that RCEA be a sub-applicant for a Clean Mobility Options Voucher Pilot Program grant. If approved, RCEA would assist with electric vehicle charging station installation at underserved community locations identified by the County Department of Health and Human Services.

The directors discussed partnering with affordable housing developers to include connection to the Clean Mobility Options Voucher Program and sustainable transportation plans with their grant funding applications.

Chair Allison invited public comment. No one came forward to speak. Chair Allison closed public comment.

**M/S: Fennell, Winkler: Adopt Resolution No. 2020-2, authorizing RCEA to partner with the County of Humboldt to achieve Clean Mobility grant goals and authorize the Executive Director to execute associated documents as necessary.**

**The motion passed with a unanimous vote. Ayes: Allison, Avis, Curran, Fennell, Miller, Wilson, Winkler, Woo. Noes: None. Abstain: None. Absent: Glaser.**

**STAFF REPORTS** – Staff had no reports to present.

**FUTURE AGENDA ITEMS** - No future agenda items were requested by the Board.

## **CLOSED SESSION**

Chair Allison invited public comment on the closed session items. Member of the public Deborah Dukes thanked the Board for going to closed session so soon. The directors adjourned to closed session at 3:56 p.m. to discuss the following:

- 11.1.** Public employee performance evaluation, pursuant to Government Code section 54957(b)(1): Executive Director.
- 11.2.** Conference with real property negotiators per Government Code section 54956.8 in re APN 001-104-001-000; RCEA negotiator: Executive Director; Owner's negotiating party: Kramer Investment Corporation; Under negotiation: price and terms.
- 11.3.** Closed Session to meet with legal counsel per Government Code Section 54956.9(d)(4), in re PG&E, Bankruptcy Court, 19-30088, Northern District of California.

Director Fennell left at 5:04 p.m.

The directors reconvened to open session at 5:35 p.m. Chair Allison stated there was nothing to report from closed session.

Chair Allison adjourned the meeting at 5:35 p.m.

Lori Taketa  
Clerk of the Board

**Section 17**

**ADJOURN**