



Posted: Friday, November 09, 2012

## NOTICE AND CALL OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold its regular monthly meeting on  
**WEDNESDAY, NOVEMBER 14, 2012 at 7:00 PM**  
in the Town Hall at 409 Trinity Street

### 6:30 PM CLOSED SESSION

- I. CALL TO ORDER/ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. ADJOURN TO CLOSED SESSION
  1. Government Code section 54956.9(b)(3): Pending Litigation
    - a. Tsurai Ancestral Society Liability Claims for Damages, etc. against the City of Trinidad
- IV. RECONVENE TO OPEN SESSION
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES - 09-26-12 cc2, 10-10-12 cc
- VII. COUNCIL MEMBER REPORTS, INCLUDING COMMITTEE ASSIGNMENTS
- VIII. ORAL STAFF REPORTS - Specific Department Reports, Planning Commission
- IX. ITEMS FROM THE FLOOR  
*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*
- X. CONSENT AGENDA
  1. Staff Activities Report for October 2012
  2. Financial Status Reports for September 2012.
  3. Humboldt County Sheriff Activity Report, October 2012
  4. Second Reading; Ordinance 2012-04, Building Permit Fee Schedule Update
  5. Proclamation 2012-06; Great American Smokeout
  6. Agreement for Accounting and Financial Services
- X. DISCUSSION/ACTION AGENDA ITEMS
  1. Discussion/Decision regarding Request to Remove Existing Conditions and Place New Conditions on the Trinidad Bay Bed & Breakfast
  2. Discussion/Decision regarding General Plan Update, Housing Element and Proposed Cultural/Historical Resources Element.
  3. Discussion/Decision regarding Request for City to Pay Costs for Tree Removal Permit, Land Trust Application #2012-08.
- XI. COUNCIL, STAFF, or PUBLIC REQUESTS FOR FUTURE AGENDA ITEMS
- XII. ADJOURNMENT

**APPROVAL OF MINUTES FOR:**

**September 26, 2012 CC2**  
**October 10, 2012 CC:**

**Supporting Documentation follows with: 8 PAGES**

**MINUTES OF THE SECOND REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, SEPTEMBER 26, 2012**

**I. CALL TO ORDER/ROLL CALL**

- Mayor Bhardwaj called the meeting to order at 7:00PM. Council members in attendance: Morgan, Miller, Bhardwaj, Fulkerson, Davies.
- City Staff in attendance: City Clerk Gabriel Adams, City Planner Trever Parker, City Attorney Andy Stunich.  
**City Manager Karen Suiker was absent.**

**II. PLEDGE OF ALLEGIANCE**

**III. ADJOURNMENT TO CLOSED SESSION - Held and noticed as a separate, special meeting.**

1. Government Code section 54956.9(b)(3): Pending Litigation

**IV. RECONVENE TO OPEN SESSION - Nothing to report.**

**V. APPROVAL OF AGENDA - Approved by consensus.**

**VI. APPROVAL OF MINUTES - No minutes to approve.**

**VII. COMMISSIONERS REPORTS - No reports.**

**VIII. STAFF REPORTS - No staff reports.**

**IX. ITEMS FROM THE FLOOR - None.**

**X. CONSENT AGENDA - No consent items.**

**XI. AGENDA ITEMS**

1. Discussion/Decision regarding Appeal of Planning Commission Approval of CDP #2012-04, Civic Club Lighthouse Landscaping Project

City Planner Trever Parker explained that project before the Council is an after-the-fact Design Review and Coastal Development Permit to remove fencing, conduct landscaping (removal of sod and invasive blackberries) and terrace an existing slope to provide access to the Axel Lindgren Memorial Trail through the Memorial Lighthouse Civic Club property. Most of the work has already taken place.

The Planning Commission took action to conditionally approve the project at their regularly scheduled meeting on August 15, 2012. The Commission originally heard the project on June 20, 2012, but the item was continued twice in order to allow more time to respond to issues brought up by the Tsurai Ancestral Society. If the Council denies the appeal and upholds the PC decision tonight, the action will be appealable to the Coastal Commission. However, if the Council upholds the appeal - denying the Civic Club permit - it would not be appealable to the Coastal Commission. A simple denial of the project is not possible because the work has already been done.

Council questions included:

**Bhardwaj:** What needs to be done to complete the project?

**Charlie Netzow,** contractor for the project, explained that 4 of the 6 terraced steps are built, and some soil needs to be moved to finish. Maybe 6 to 8 hours worth of work total.

**Bhardwaj:** Is the site ok as-is to make it through the winter? **Netzow** explained that if the exposed soil was seeded and some gravel was added to the graded sections, then yes.

**Bhardwaj:** Is it legally required for all projects/improvements on the site to be permitted? **City Attorney Stunich** explained that *only* if the Council made a finding that the project was significant enough to support that level of permitting. **City Planner Parker** further noted that it wouldn't be legal to require the Civic Club to take responsibility for all the work that's been done around the bluff.

**Bhardwaj:** What would the cost be to the City if it was appealed to the Coastal Commission? **Parker** explained that it wouldn't cost the City much, but it could cost the Civic Club significantly.

**Bhardwaj:** Do we know for certain that work has been done on the Civic Club property only? If work has been done on City property, would General Plan Policy 69 be triggered? **Stunich** explained that maybe 6 inches – if any – of City property was disturbed. If it was significant, we could ask the Civic Club to remediate.

Public comment included:

**Charlie Netzow** – Trinidad Civic Club, Contractor

Thanked the Civic Club for selecting him to perform the work. Described the project as originally proposed, and how it changed just prior to construction. He explained that when they first consulted with the Tsurai, the Ancestral Society representative was in favor of re-routing the trail entrance as proposed – as recommended in the Management Plan. He admitted that he made a mistake by working too quickly, and the scope of the project grew. However, better communication would have avoided this situation. A sign should be installed at City Hall that says that projects must be cleared by the building inspector AND city planner. Proposed returning the soil that was removed, offered to attend mediation, or return the site to the way it was before he started work. Safe access to the ALMT is the priority.

**Bunny Subkis** – Trinidad Civic Club

The Civic Club wants to find a solution that is satisfactory to all. We agree with Charlie that safe access to the trail is our priority. The Club wants what is best for the community, and to be respectful of the culture and resources at the site. Please help us find a peaceful resolution tonight.

**Ralph Faust** – Tsurai Ancestral Society representative

There should not be any question of the Council's authority to deal with this issue tonight. The walkway ramp that accesses the site is on City property. There also shouldn't be any reason to discount our testimony as evidence. There is no question that there is evidence that the project occurred on City land. Mr. Netzow's project is a moving target. I agree with your City Planner that CEQA is a 3 part process. However, she found that the project was exempt. The Tsurai disagrees. We also disagree with your legal analysis. I encourage you to make this *your* process tonight, not the Coastal Commission's. This is sacred land. The project is half-baked and should be denied.

**Tom Odom** – Trinidad

There have been misunderstandings since the project started. No one meant any harm or disrespect. I'd like to see the lineal decedents develop a plan of their own for the trail entrance. The area to the west and east of the lighthouse is deteriorating. The City Planner did a wonderful job researching the past 10 year history of the site, and writing the staff report. The project should be approved as-is, but the Ancestral Society should be consulted.

**Robert McConnell** – Yurok Tribe

I'm a Historic Preservationist for the Yurok Tribe. I too have ancestral ties to this area. Although the Yurok Tribe wasn't included in the initial discussions, subsequent meetings occurred and solutions were discussed. The Tsurai did not attend. The Yurok Tribe is not included in the appeal. We support reaching a solution tonight – not threatening to appeal the project.

**Sungnome Madrone** – Fox Point resident

I've heard a lot of good words from good people tonight. Netzow said he "wants to do whatever it takes to make it right." The Tsurai wants time to review and discuss the project. The idea of a survey is not simple, but should be done. If the property was transferred to the Tsurai years ago, a very different process would have been followed. This is a sacred site. Respect the Tsurai, deny the project. Then, come together and reach a new decision that everyone agrees to.

**Axel Lindgren** – Tsurai Ancestral Society Chairman

The Yurok Tribe was established around 1990. There were 60 villages in Yurok country. Tsurai is the southernmost boundary. 5 generations of my family have been dealing with the problem of having their land abused. It's about respect. This may seem petty to you, but it's a big deal to the Tsurai.

Council comments included:

**Fulkerson:** Everyone in this room cares. I've heard positive words like respect, mediation, conciliatory, etc. How can we move forward? Maybe there should be a sign at City Hall that says permits must be received from building and planning before construction begins, but there should also be one that says "call the Tsurai before working near the Management Plan area." We need to patch this up tonight and find a way to improve our relationships.

**Tom Davies:** This project is about steps... not gravel steps, but communication steps. Many of these conversations haven't happened in public. If they would have, we all would be on the same page. However, this Council can't meet and discuss things outside of the public meeting forum.

**Miller:** I went into this process as soon as I got a call from the City Manager about the problem. My first call was to a Tsurai member. I agreed to be a neutral mediator. As I discovered more information, I tried calling the Tsurai again. I didn't receive a return call. According to our staff, it's legal to support our Planning Commission's decision. I support their decision, but in no way does that mean I disrespect the Tsurai. Also, in my initial discussion with the Tsurai, they supported removing the fence. Charlie Netzow modified his plan to implement their recommendation. The current project does not reflect a lack of respect for our native people. This is a small issue, with HUGE emotions involved.

**Morgan:** We need better communication with the Tsurai. If the appeal is not upheld, they still have the opportunity to complete the project and perhaps come back with a new proposal to correct it.

**Bhardwaj:** I'm less confident than staff is with regards to what may happen if the project is appealed. I propose that we delay the decision one month, get a survey, and discuss the project with the Tsurai and other agencies. The Civic Club has agreed to modify the plans. The walkway to the lighthouse is not in good shape. If the decision is delayed, we have time to have an analysis done of the ramp, hang signs up in the office as recommended, and come up with a project that satisfies everyone. But, the Tsurai must be willing to talk with us. Not talking does no good for anyone.

**Fulkerson:** It makes sense to complete the project given the minimal amount of work that it will require, and the erosion control benefits. Asked the Tsurai if it seemed sensible – given the mistakes – to finish the project and handle the big picture issues separately. I'm concerned about the potential erosion issues if the project isn't finished.

**Sarah Lindgren** argued that yet it may seem simple and sensible, the Tsurai are concerned with the displaced soil, and the unknown impacts that this project may have on drainage and erosion. An environmental impact report will address our concerns.

**City Attorney Stunich** explained that the permit specifies that the soil is to be returned to the site.

**Miller:** I propose adding language to the proposed motion that states that the city supports the Trinidad Civic Club's intentions, and respects that the soil removed from the site is sacred to the Tsurai and should be returned as directed by the Ancestral Society.

*Motion (Miller/Fulkerson) that based on the application materials, information and findings included in the Staff Reports and supplements, public testimony, Geologist Lindberg's findings that the project improves slope stability, and the fact that the project advances the goals of the Tsurai Management Plan, the appeal is denied.*

*Furthermore, the Council hereby adopts the required Design Review findings, and approves the project as submitted and conditioned by the Planning Commission with the additional provision:*

*The Council respects that the soil removed from the Tsurai Study Area is sacred to the Ancestral Society, and supports returning it to the Study Area under the supervision and direction of the Ancestral Society.*

Additional Council discussion:

**Davies:** I'm concerned that the motion on the table is our decision, not the Tsurai's, and we're imposing our interpretation of their concern upon them. The soil is only part of the issue.

**Bhardwaj:** I propose that we postpone the decision to allow time to discuss this with the Tsurai.

**Motion as stated was approved 3-2. No – Bhardwaj, Davies.**

**XII. COUNCIL REQUEST FOR FUTURE AGENDA ITEMS**

**XIII. ADJOURNMENT**

- Meeting ended at 9:15pm.

**Submitted by:**

\_\_\_\_\_  
**Gabriel Adams**  
City Clerk

**Approved by:**

\_\_\_\_\_  
**Kathy Bhardwaj**  
Mayor

**DRAFT**

**MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, OCTOBER 10, 2012**

**I. CALL TO ORDER/ROLL CALL**

- Mayor Pro-Tem Fulkerson called the meeting to order at 7:00PM. Council members in attendance: Morgan, Bhardwaj, Davies. **Miller was absent.**
- City Staff in attendance: City Clerk Gabriel Adams, City Engineer Steve Allen.

**II. PLEDGE OF ALLEGIANCE**

**III. ADJOURNMENT TO CLOSED SESSION – No closed session scheduled**

**IV. RECONVENE TO OPEN SESSION**

**V. APPROVAL OF AGENDA**

City Manager Suiker requested that the item be continued to November to allow the Coastal Commission staff time to review the 1985 permit conditions.

*Motion (Morgan/Bhardwaj) to approve the agenda as amended. Passed 4-0.*

**VI. APPROVAL OF MINUTES – September 12, 2012 cc**

*Motion (Morgan/Bhardwaj) to approve the minutes as written. Passed 4-0.*

**VII. COMMISSIONERS REPORTS**

Davies: Nothing to report.

Morgan: Humboldt Lodging Association and TBID report.

Fulkerson: Introduced City Council candidate Maria Bauman.

**VIII. STAFF REPORTS**

City Manager Suiker: Highlighted items listed in her Staff Report – Online Municipal Code, General Plan on track, Gateway Project complete.

Gabriel Adams, City Clerk: Noted that Trinidad met the State's waste diversion mandate in 2011, but only after Pier Reconstruction waste was tracked and backed out of the original tonnage total that was used to determine that the City was non-compliant at first.

Mayor Bhardwaj: Noted how important it was to have a City Manager to track many ongoing, non-glamorous infrastructure projects that have a huge impact on the city such as Recodification of the city's Municipal code. Thanked Suiker for running the town so effectively and efficiently.

**IX. ITEMS FROM THE FLOOR**

**Steve Ruth – Trinidad**

I would like an update on the 12.5 Acre Tsurai Management Plan property transfer discussions with the tribe, and also an update on the OWTS implementation timeline.

**X. CONSENT AGENDA**

1. Financial Status Reports for August 2012.
2. Staff Activities Report for September 2012
3. Sheriff's Activity Report September 2012
4. Final Change Orders and Notice of Completion of the Trinidad Gateway Project.
5. Authorize City Manager to Sign Contract for Service with LACO for the Luffenholtz Creek Sediment Reduction Project

*Motion (Morgan/Bhardwaj) to approve the consent agenda as submitted. Passed 4-0.*

## XI. AGENDA ITEMS

1. Discussion/Decision regarding Ordinance 2012-04; Adopting the Updated Building Department Fee Schedule. City Manager Suiker and Building Inspector John Roberts explained that the City's Municipal Code Section 15.04.260 provides that building department fees are as set forth in the current adopted building codes. Those codes provide for a fee base on valuation with a 2% modifier for our area. There are no itemized fees for smaller jobs such as siding, window replacement, roof repair, except for the valuation submitted by the permit applicant that can widely vary from one project to another for the same amount or type of work. The building code gives authority to the City to establish a fee schedule of its own.

A schedule of fees is proposed based on the County of Humboldt's format. This would establish a comprehensive set of fees that allow the fees to be more consistent and fair. Automatic fee increases would no longer automatically apply, and modifications or changes would require specific action by the Council. Larger projects such as new homes or high valuation projects would enjoy a stabilized fee rate for building projects including mechanical, plumbing and electrical work. The fee schedule provides many unit values for determining valuation in lieu of contractor's bid listing, which can vary from job to job and contractor to contractor. The proposed schedule provides consistency and lower valuations on items such as siding, roofing, windows and foundations.

This fee schedule is based on that in use by the County of Humboldt, and has also been adopted by the City of Blue Lake and is working well. For example, a roofing permit in Blue Lake can be from \$62 to \$200 depending on the extent of the project, where in the City of Trinidad roofing permits typically cost \$250 or more. The proposed fees also provide for cost recovery fees to be collected when a project must be referred for evaluation and input from other agencies or departments, such as Planning.

*There was no comment from the public or Council.*

*Motion (Morgan/Davies) to approve and adopt first reading of Ordinance 2012-04; Updated Building Department Fee Schedule. **Passed 4-0.***

2. Discussion/Decision regarding Wildfire Protection Contract with CalFire. City Manager Suiker explained that for a number of years the City contracted annually with CDF (now Cal Fire) for wildfire protection services for 261 acres of wildland area within the City of Trinidad. The cost for fiscal year 2009-10 was \$5,963. Current costs for this same protection would be \$6,787 (based on \$21.66 per acre plus 11.51% administrative rate). This arrangement is similar in nature to an insurance policy to assure costs associated with wildland fire protection would be contained. In August, 2010, because there had been no wildfires started within the City limits, the City agreed to an arrangement whereby Cal Fire would charge the city for services that extend beyond normal mutual aid in lieu of pre-paying the annual amount. Those costs are defined as the cost for resources deployed for any incident exceeding four hours from time of dispatch to when resources are back in quarters.

Although there is little risk of a wildland fire, the costs associated with responding to a rapidly escalating incident could easily exceed the county's available reserve funds, and it is recommended the Council consider returning to the insurance-type of prepayment to assure costs are contained. Suiker also noted that TVFD Chief Tom Marquette advised that the contract is unnecessary for reasons explained to him by CalFire personnel.

Suiker introduced CalFire Trinidad Battalion Chief Tom Nix. Nix explained that even though the likelihood of a wildfire event in Trinidad was rare, operating without a contract in place would give the discretion to CalFire administrators to determine how much –if any- of the expenses incurred would be the liability of the City.

*There was no public comment.*

Council comment included:

**Davies:** CalFire usually beats TVFD to the scene. When we respond to calls outside the city for mutual aid, they send us home and stay to clean up the scene. We have a great working relationship with CalFire and expect that in the event of a major fire, they would treat Trinidad reasonably.

**Bhardwaj:** I believe in insurance. If we can afford it, it's better to have it than not.

**Fulkerson:** According to CalFire, it's too late to consider a contract this year. Let's reconsider this item next April when they are preparing contracts for the 2013 fire season.

*No decision was made.*

3. Discussion/Decision regarding Request from CalFire to Connect to the City's Water System.

City Manager Suiker explained that Cal Fire operates Trinidad Fire Station located outside of the city limits at 923 Patrick's Point Drive and has requested permission to connect to the City's water supply due to documented evidence of a history of coliform bacteria and fecal matter in the station's current water supply. Government Code Section 56133 (c) authorizes a city to provide extended services outside its jurisdictional boundaries ONLY if it first requests and receives written approval from the Local Area Formation Commission (LAFCo).

In May 2010 LAFCo considered such approval and authorized CalFire and the City of Trinidad to negotiate a plan for city water service exclusive to the Cal Fire Trinidad Station. LAFCo determined this proposed service request to be exempt from their out-of-area service policy (which requires annexation) pursuant to Government Code Section 56133 (e). This exemption allows contracts or agreements solely involving two or more public agencies at a level of service that is consistent with the service currently provided. An engineering analysis was conducted by Winzler & Kelly which determined that the City has sufficient water capacity to provide the fire station with their estimated demand (800 gallons/day).

The LAFCo authorizing Resolution 10-7 requires an environmental assessment of the proposed project and the ability for Cal Fire to assume all financial responsibility. If City approval to proceed is granted, Cal Fire will begin the process to secure necessary funding. This would include payment of a \$8,900 hook up to the city for a 1.5" line (size conditioned by LAFCo).

Approval of this connection would not set a precedent for future connections in that the exemption is applicable **solely** because of the public nature of the proposed project.

Public comment included.

**Tom Nix** – CalFire Trinidad Battalion Chief

Thanked the Council for considering the request, and reminded that even if the Council approves the hookup tonight, he has a major uphill battle ahead to seek funding and secure all the necessary permits from the County.

**John Spyropoulos** – Trinidad

Why can't you truck your own water in?

**Richard Johnson** – Trinidad Area Resident

Would there be a reduced water rate for government connection? City Manager Suiker explained that NO, there is no reduced rate in the City's water rate structure for government accounts.

*Motion (Morgan/Davies) to authorize CalFire to connect to the City's water system subject to successful negotiation of a services agreement, payment of any required fees and assumption of all financial responsibility, as well as CalFire's ability to secure all necessary permits and right's of way. **Passed 4-0.***

4. Discussion/Decision regarding Request to Remove Existing Conditions and Place New Conditions on the Trinidad Bay Bed & Breakfast.

*No decision was made. City Manager Suiker requested that the item be continued to November to give the Coastal Commission time to review the original conditions set by the 1985 permit.*

5. Discussion/Decision to Increase Business License Fees.

City Manager Suiker explained that Section 5.04.250 of the Municipal Code provides that the business license fees are as set by resolution of the City Council. Except for consideration of a first year Vacation Dwelling Unit fee (\$100 per VDU Ordinance), the last time the fees were adjusted was by Resolution No. 93-2 adopted in February 1993. The city's external auditor has recommended consideration of a fee adjustment given that costs have risen since 1993.

The \$100 first year VDU fee was based on additional effort that will be required of city staff to review the site plan and sample rental agreements for conformance to the requirements as set forth in the VDU ordinance. With exception of the first year VDU, other fees are proposed at \$60 per year or \$10 per day. This compares to the current fee ranging from \$37.50 to \$90.00 depending on the type of business. The proposed single rate will simplify the collection and will be in line with procedures and costs assessed by other local entities. The late fee is proposed at \$20 if not paid by July 31 of each year. A survey of other smaller local entities was conducted.

Public comment included:

Adora King – Trinidad

Does every business have a license? I request that the fee not increase so much. Please consider a smaller increase.

Council comments included:

Morgan: I support Adora's recommendation that the fee be increased at a smaller rate this year. Business is challenging, and the cost of doing business keeps going up.

Fulkerson: I support the fees as proposed.

*Motion (Davies/Bhardwaj) to approve Resolution 2012-14 updating business license fees for the City of Trinidad. Passed 3-1. No – Morgan.*

**XII. COUNCIL REQUEST FOR FUTURE AGENDA ITEMS**

**XIII. ADJOURNMENT**

- Meeting ended at 8:25pm.

Submitted by:

\_\_\_\_\_  
**Gabriel Adams**  
City Clerk

Approved by:

\_\_\_\_\_  
**Kathy Bhardwaj**  
Mayor

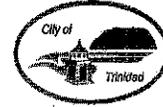


## **CONSENT AGENDA ITEM 1**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 5 PAGES**

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1. Staff Activities Report for October 2012



## STAFF ACTIVITIES REPORT

Through October 2012

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### City Administration:

**1. Code Analysis.** The work authorized by the Council in April 2010 for Code Publishing Company to complete the recodification and publication of Trinidad's Municipal Code has now been completed. The city now has a comprehensive, well organized, user friendly and searchable database of all its ordinances, including the zoning and land use code, all of which can be accessed via the link to <http://www.codepublishing.com/CA/Trinidad/> on the City's web site.

**2. On-Site Waste Water Treatment (OWTS) Ordinance.** Draft materials proposed to be mailed out to property owners were presented to the Council at the August meeting, and revisions suggested at that meeting are being incorporated. In accordance with action taken at the August meeting, Mayor Bhardwaj and Councilmember Miller continue to work with the Planner on the wording of the information to be mailed.

**3. Library.** The building construction is currently underway. Staff is working with the North Coast Land Trust on a long term lease for the subject property. Simultaneously, staff is working with County staff on development of a Memorandum of Understanding to be in effect once the facility is occupied.

**4. Harbor Lease.** The lease agreement for the submerged lands between the City and the Rancheria expired in January 2011, and staff continues efforts to work with the Rancheria to bring forward a new or extended lease.

**5. Fees.** Staff has embarked on a project to consolidate, review and update the various fees charged for city services, many of which have not been updated for years, and some of which are unclear and at times contradictory. Two such fee categories, building inspection services and business license fees were submitted for Council consideration at the October meeting. The matter of updating the fee for appeals to the City Council is currently under consideration. This will require notification to the Coastal Commission, a public hearing before the Planning Commission and a public hearing before the Council, followed by a full application to the Coastal Commission. The intended end result is to enable the City Council to set appeal fees by Resolution.

**6. Staff Recruitment.** A recruitment is underway to fill the recently vacated position of Public Works Maintenance Worker, with resumes due November 16, 2012. This position

is necessary to share in the duties of operating the water distribution system, and proper record keeping of chemicals used, maintaining city roads, buildings, cemetery and recreation areas and sanitation facilities, mowing and debris removal in and near various city facilities, and sharing in on call emergency response duty with 2 other public employees.

**7. Annual audit.** This has been scheduled for the week beginning November 26, and will require substantial preparation and support by city staff.

**8. Streetlight replacement.** Staff is working with PG&E to obtain cost differential for scheduled replacement of streetlights using the same design as recently installed for the Gateway project. Three center bore wood lights are scheduled to be replaced by PG&E next year (on or near Van Wycke and Edwards). All other light replacements would be at city expense.

**9. Disability Access Survey.** In March of this year the Council authorized the submittal of a Grant Program Application for a disability access survey to be funded by the Public Agency Risk Sharing Authority of California (PARSAC). The grant was approved, and the project was on hold pending completion of the Gateway project because a number of disability access improvements were included in this project. Now that the Gateway project is complete, the survey is underway.

## **PLANNING ISSUES**

**1. General Plan.** A status report on the General Plan update together with a request for Council concurrence on the proposed approach to both the Housing Element and Cultural/Historic Resources Element is a separate agenda item for this meeting.

**2. Accessory Dwelling Unit (ADU)/Vacation Dwelling Unit (VDU) LCP Amendment.** The City already responded to an earlier request from the Coastal Commission staff for additional information in order to continue to process the application and to do their analysis. We have recently received another request for further clarification/information. The City is in the process of responding to the second request and we are hopeful that this matter can be considered by the Commission at their January meeting.

**3. Civic Club Lighthouse Project.** This project was conditionally approved by the Trinidad Planning Commission on August 15, 2012 and was subsequently appealed to the City Council. The Council met on September 26 and denied the appeal. A timely appeal of this decision was submitted to the California Coastal Commission and it is anticipated that this appeal will be heard at their January meeting.

## **Status of Grant Funded Programs**

### **1. Project Name: Gateway Project**

Source of Funds: Combination of Transportation Enhancement Funds, Federal High Risk Rural Roads Funds and local Proposition 1B funds

Status: The City-contracted portion of the project is complete and has been accepted by the Council at a prior meeting. The streetlight component of this project is being installed by PG&E contractors, and is anticipated to take place on or about November 15, 2012.

A project management review was recently conducted by a Transportation Engineer from the Federal Highway Administration, with no issues/concerns raised. As a result of this favorable review, we can be assured of successful cost recovery as well as the possibility of removal of sanctions imposed by our failure to properly document and administer the museum landscaping project which resulted in denial of funding.

## **2. Project Name: Turbidity Monitoring (SCADA upgrade)**

Source of Funding: CA State Proposition (\$113,628)

Status: GHD is acting as the project manager. All equipment has been installed, and the final programming of the electronic components should be completed in the next month. The project is expected to be completed before the end of the year.

## **3. Project Name: Water Plant Improvement Project**

Source of Funding: Safe Drinking Water Revolving Fund (\$193,100)

Status: The design of the water plant improvement project is on track. A 60% design deliverable was provided to City staff in October, and GHD continues to coordinate the project with Public Works staff. The project is still on track to potentially be 100% grant funded by the California Department of Public Health Proposition 50 program. GHD is coordinating closely with CDPH on the technical review of the project components.

## **4. Project Name: Luffenholtz Creek Sediment Reduction**

Source of Funding: California Department of Public Health (\$1,670,720)

Status: Preliminary work, including the design, specifications and CEQA, is scheduled for completion in December 2012 under contracts with GHD, LACO and RCAA. This preliminary work is required before the final funding agreement with CDPH can be executed. Following execution of the funding agreement in early 2013, the project can go out to bid for construction to take place in summer 2013.

## **5. Project Name: Trinidad Pier Reconstruction (ASBS Project)**

Source of Funding: CA State Proposition 84 (\$2,500,000)

Background: This is a Trinidad Rancheria project, in partnership with the City of Trinidad. The City has a grant from State Water Resources Control Board that will fund \$2.5 million of the estimated total cost of \$10 million for reconstruction of the Pier.

Status: The Trinidad Pier reconstruction is complete and the pier is open to the public. A Request for Time Extension was approved, extending the work completion date from July 2013 to February 2014 to allow post project water quality monitoring and reporting to be conducted for several seasons.

## **6. Project Name: Storm Water Management Improvement**

Source of Funding: CA State Proposition 84 (\$2,500,000)

Status: Preliminary work is being completed for the Storm Water Management Improvement Project. The Geotechnical work has been completed to investigate the subsurface including groundwater flow, depth and direction of flow, and modeling parameters to be used in the infiltration analysis. Initial planning and design for the stormwater system improvements is underway. An informational public meeting about this project is scheduled for November 28 at Town Hall, and will include a presentation of the Trinidad Subsurface Geotechnical Evaluation results and the pre project water quality monitoring report. Staff met with Regional Water Quality Control Board staff to discuss the City's permit requirements for the Municipal Separate Stormwater Sewer National Pollution Discharge Elimination System Permit, which is scheduled for adoption by the State Water Resources Control Board in November.

## **7. Project Name: Trinidad to Humboldt Bay Coastal Watershed Program**

Source of Funding: Department of Conservation Watershed Coordinator Grant (\$293,910)

Status: Watershed Coordinator activities and accomplishments include: 1) Working with Arcata, Eureka and County staff and other entities to hold a January 2013 workshop for public officials, contractors and developers on how to improve stormwater runoff management during and following construction; 2) Assisting the Coastal Ecosystems Institute to secure \$250,000 in grant funding awarded in October by the California Coastal Conservancy for multi-jurisdictional sea level rise adaptation planning; 3) Organizing the November Trinidad Bay Watershed Council meeting and planning future activities; 4) Assisting with the Luffenholtz Creek Sediment Reduction Project; 5) Working with the California Coastal National Monument Trinidad Gateway committee

to “to protect and preserve the diversity of life on the Trinidad coastline and offshore rocks (CCNM) through example, education, and community cooperation.”

### **8. Project Name: Azalea & Pacific**

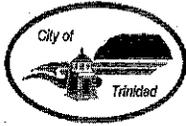
Source of Funding: State Transportation Improvement (\$423,000)

State Transportation Improvement Funds were allocated by the California Transportation Commission at their meeting of October 24, 2012. We are now awaiting the resulting funding agreement to allow for a cost recovery mechanism, after which the various steps will be undertaken leading to construction to take place in spring/summer of 2013. As is routine, PG&E, Suddenlink and AT&T have already been notified of the need to relocate their facilities within the public right-of-way that conflict with the construction of the project.

## Public Works Department

Current projects:

- End of summer organizing and servicing of equipment;
- Completion of the fencing to protect the leach field at town hall;
- Replacement of rotten gate post at water tank site;
- Brushing access road to tank site;
- Replacement of 110 outlets;
- Road striping as weather permits (top priority Westhaven Drive);
- Completion of anti-skid ramp to library;
- Becoming proficient with new SCADA equipment to optimize water quality.



## CONSENT AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES**

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2. Financial Status Reports for September 2012.

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Revenue  
From 9/1/2012 Through 9/30/2012

	Current Month	Year to Date	Total Budget - Original	% of Budget	
Revenue					
41010	PROPERTY TAX - SECURED	0.00	0.00	72,200.00	100.00)%
41020	PROPERTY TAX - UNSECURED	0.00	0.00	3,025.00	100.00)%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	0.00	60.00	100.00)%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	0.00	220.00	100.00)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	0.00	200.00	100.00)%
41070	PROPERTY TAX - FINES	0.00	0.00	1,000.00	100.00)%
41110	PROPERTY TAX EXEMPTION	0.00	0.00	640.00	100.00)%
41130	PUBLIC SAFETY 1/2 CENT	0.00	0.00	1,660.00	100.00)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	0.00	2,000.00	100.00)%
41190	PROPERTY TAX ADMINISTRATION FE	0.00	0.00	(3,675.00)	100.00)%
41200	LAFCO Charge	0.00	0.00	(600.00)	100.00)%
41210	IN-LIEU SALES & USE TAX	0.00	0.00	23,620.00	100.00)%
41220	IN LIEU VLF	0.00	0.00	26,520.00	100.00)%
42000	SALES & USE TAX	25,723.66	25,723.66	190,000.00	(86.46)%
43000	TRANSIENT LODGING TAX	0.00	0.00	87,500.00	100.00)%
47310	VEHICLE LICENSE COLLECTION	0.00	0.00	200.00	100.00)%
49080	MOTOR VEHICLE FINES	0.00	0.00	720.00	100.00)%
53010	COPY MACHINE FEE	2.00	3.00	50.00	(94.00)%
53020	INTEREST INCOME	2,379.06	6,715.77	20,000.00	(66.42)%
53090	OTHER MISCELLANEOUS INCOME	0.00	153.04	2,500.00	(93.88)%
54020	PLANNER- APPLICATION PROCESSIN	1,500.00	2,250.00	6,000.00	(62.50)%
54050	BLDG.INSP-APPLICATION PROCESSI	160.46	2,365.80	10,000.00	(76.34)%
54100	ANIMAL LICENSE FEES	0.00	54.00	100.00	(46.00)%
54150	BUSINESS LICENSE TAX	217.50	7,208.50	8,400.00	(14.18)%
54300	ENCROACHMENT PERMIT FEES	100.00	100.00	200.00	(50.00)%
56400	RENT - VERIZON	1,739.79	5,219.37	21,118.00	(75.28)%
56500	RENT - HARBOR LEASE	0.00	0.00	5,125.00	100.00)%
56650	RENT - SUDDENLINK	0.00	1,105.20	3,920.00	(71.81)%
56700	RENT - TOWN HALL	890.00	1,530.00	10,000.00	(84.70)%
	<b>Total Revenue</b>	<u>32,712.47</u>	<u>52,428.34</u>	<u>492,703.00</u>	<u>(89.36)%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
201 - GFAdmin  
From 9/1/2012 Through 9/30/2012

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	2,385.00	100.00%
60900	HONORARIUMS	250.00	750.00	3,000.00	75.00%
61000	EMPLOYEE GROSS WAGE	7,176.67	19,643.70	92,768.00	78.82%
61250	OVERTIME	0.00	0.00	500.00	100.00%
61470	FRINGE BENEFITS	46.16	138.48	0.00	0.00%
65100	DEFERRED RETIREMENT	277.72	763.74	3,657.00	79.12%
65200	MEDICAL INSURANCE AND EXPENSE	411.51	1,227.38	5,663.00	78.33%
65300	WORKMEN'S COMP INSURANCE	0.00	3,050.19	3,101.00	1.64%
65400	UNEMPLOYMENT COMPENSATION	1,065.44	1,065.44	0.00	0.00%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	120.02	259.02	1,200.00	78.42%
65600	PAYROLL TAX	573.26	1,570.20	7,377.00	78.71%
65800	Grant Payroll Allocation	(142.12)	(142.12)	0.00	0.00%
68090	CRIME BOND	0.00	525.00	525.00	0.00%
68200	INSURANCE - LIABILITY	0.00	9,400.30	9,919.00	5.23%
68300	PROPERTY & CASUALTY	0.00	3,705.00	4,466.00	17.04%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	4,196.85	20,000.00	79.02%
71130	ATTORNEY-LITIGATION	0.00	2,145.00	5,000.00	57.10%
71160	ACCOUNTING	(3,111.35)	0.00	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	1,500.00	100.00%
71310	CITY PLANNER-ADMIN. TASKS	3,522.50	13,815.50	38,600.00	64.21%
71400	BLDG.INSPECTOR-MEETINGS	9.12	9.12	0.00	0.00%
71410	BLDG INSPECTOR-ADMIN TASKS	360.00	910.00	10,000.00	90.90%
71420	BLDG INSPECTOR-PERMIT PROCESS	0.00	280.00	0.00	0.00%
71510	ACCOUNTANT-ADMIN TASKS	3,831.38	3,831.38	11,050.00	65.33%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	13,585.00	100.00%
72000	CHAMBER OF COMMERCE	0.00	0.00	4,000.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	275.00	680.00	1,200.00	43.33%
75170	RENT	650.00	1,950.00	8,190.00	76.19%
75180	UTILITIES	97.29	893.72	6,000.00	85.10%
75190	DUES & MEMBERSHIP	0.00	125.00	1,100.00	88.64%
75200	MUNICIPAL/UPDATE EXPENSE	350.00	4,672.30	6,827.25	31.56%
75220	OFFICE SUPPLIES & EXPENSE	228.35	680.75	5,500.00	87.62%
75240	BANK CHARGES	4.60	28.80	200.00	85.60%
75300	CONTRACTED SERVICES	0.00	0.00	1,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	4.50	0.00	0.00%
76110	TELEPHONE	116.95	331.37	2,500.00	86.75%
76130	CABLE & INTERNET SERVICE	160.95	482.85	2,400.00	79.88%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78120	STREET LIGHTING	0.00	9.53	0.00	0.00%
78160	BUILDING REPAIRS & MAINTENANCE	51.31	377.69	5,000.00	92.45%
78190	MATERIALS, SUPPLIES & EQUIPMEN	2,291.16	2,909.75	6,200.00	53.07%
	<b>Total Expense</b>	<u>18,615.92</u>	<u>80,290.44</u>	<u>285,913.25</u>	<u>71.92%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
301 - Police  
From 9/1/2012 Through 9/30/2012

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
61000	EMPLOYEE GROSS WAGE	391.22	1,034.36	4,694.00	77.96%
65300	WORKMEN'S COMP INSURANCE	0.00	184.86	157.00	(17.75)%
65600	PAYROLL TAX	29.93	79.12	359.00	77.96%
75170	RENT	650.00	1,950.00	8,190.00	76.19%
75180	UTILITIES	195.30	461.73	2,410.00	80.84%
75220	OFFICE SUPPLIES & EXPENSE	0.00	521.40	200.00	(160.70)%
75300	CONTRACTED SERVICES	0.00	0.00	85,372.00	100.00%
75350	ANIMAL CONTROL	113.00	339.00	1,796.00	81.12%
76110	TELEPHONE	78.68	234.40	1,000.00	76.56%
	<b>Total Expense</b>	<u>1,458.13</u>	<u>4,804.87</u>	<u>104,178.00</u>	<u>95.39%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
401 - Fire  
From 9/1/2012 Through 9/30/2012

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60900	HONORARIUMS	150.00	450.00	1,800.00	75.00%
75180	UTILITIES	49.68	237.91	1,315.00	81.91%
75190	DUES & MEMBERSHIP	0.00	0.00	10.00	100.00%
75300	CONTRACTED SERVICES	0.00	145.00	128.00	(13.28)%
76110	TELEPHONE	7.34	18.04	100.00	81.96%
76140	RADIO & DISPATCH	0.00	0.00	618.00	100.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	25.73	0.00	0.00%
78140	VEHICLE FUEL & OIL	32.60	32.60	400.00	91.85%
78150	VEHICLE REPAIRS	0.00	0.00	3,000.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	700.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	2,500.00	100.00%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	750.00	100.00%
90000	Capital Reserves	0.00	0.00	10,000.00	100.00%
Total Expense		<u>239.62</u>	<u>909.28</u>	<u>21,321.00</u>	<u>95.74%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
501 - PW (Public Works)  
From 9/1/2012 Through 9/30/2012

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
61000	EMPLOYEE GROSS WAGE	2,961.26	8,192.76	38,897.00	78.94%
61250	OVERTIME	0.00	0.00	1,500.00	100.00%
65100	DEFERRED RETIREMENT	299.60	829.75	3,943.00	78.96%
65200	MEDICAL INSURANCE AND EXPENSE	1,406.36	4,190.98	19,663.00	78.69%
65300	WORKMEN'S COMP INSURANCE	0.00	1,294.02	1,301.00	0.54%
65600	PAYROLL TAX	249.80	691.27	3,277.00	78.91%
65800	Grant Payroll Allocation	0.00	(467.29)	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	680.00	4,800.00	85.83%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	4,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	510.00	510.00	3,000.00	83.00%
75180	UTILITIES	485.51	485.51	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	111.00	3,000.00	96.30%
78100	STREET MAINT/REPAIR/SANITATION	0.00	356.68	5,000.00	92.87%
78120	STREET LIGHTING	30.46	781.31	5,000.00	84.37%
78130	TRAIL MAINTENANCE	151.72	385.99	1,000.00	61.40%
78140	VEHICLE FUEL & OIL	499.65	1,257.70	4,000.00	68.56%
78150	VEHICLE REPAIRS	7.73	9.66	2,500.00	99.61%
78190	MATERIALS, SUPPLIES & EQUIPMEN	2,285.31	2,749.84	7,795.00	64.72%
90000	Capital Reserves	0.00	0.00	10,000.00	100.00%
	<b>Total Expense</b>	<u>8,887.40</u>	<u>22,059.18</u>	<u>118,676.00</u>	<u>81.41%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
204 - IWM  
From 9/1/2012 Through 9/30/2012

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
46000	GRANT INCOME	0.00	0.00	5,000.00	(100.00)%
47600	BLUE BAG SALES	312.00	1,016.00	3,600.00	(71.78)%
47650	RECYCLING REVENUE	2,258.34	7,900.53	33,060.00	(76.10)%
	<b>Total Revenue</b>	<u>2,570.34</u>	<u>8,916.53</u>	<u>41,660.00</u>	<u>(78.60)%</u>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	437.70	1,209.78	5,762.00	79.00%
65100	DEFERRED RETIREMENT	52.50	145.11	691.00	79.00%
65200	MEDICAL INSURANCE AND EXPENSE	183.51	546.93	2,543.00	78.49%
65300	WORKMEN'S COMP INSURANCE	0.00	184.86	193.00	4.22%
65600	PAYROLL TAX	37.50	103.63	493.00	78.98%
65800	Grant Payroll Allocation	(10.93)	(60.38)	0.00	0.00%
75120	WASTE RECYCLING PICKUP/DISPOSA	1,280.00	1,280.00	18,000.00	92.89%
75130	GARBAGE	568.70	1,009.00	0.00	0.00%
75140	BLUE BAG PURCHASES	0.00	0.00	3,600.00	100.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	514.70	6,500.00	92.08%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	542.55	1,000.00	45.74%
78210	Advertising Outreach & Project	0.00	0.00	100.00	100.00%
	<b>Total Expense</b>	<u>2,548.98</u>	<u>5,476.18</u>	<u>38,882.00</u>	<u>85.92%</u>
	<b>Net Income</b>	<u>21.36</u>	<u>3,440.35</u>	<u>2,778.00</u>	<u>23.84%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
701 - Cemetery  
From 9/1/2012 Through 9/30/2012

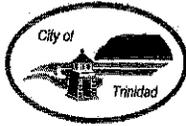
		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	2,000.00	(100.00)%
58100	CEMETERY PLOT SALES	692.50	3,645.00	6,000.00	(39.25)%
	Total Revenue	<u>692.50</u>	<u>3,645.00</u>	<u>8,000.00</u>	<u>(54.44)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	437.69	1,209.75	5,762.00	79.00%
65100	DEFERRED RETIREMENT	52.52	145.16	691.00	78.99%
65200	MEDICAL INSURANCE AND EXPENSE	183.51	546.93	2,543.00	78.49%
65300	WORKMEN'S COMP INSURANCE	0.00	184.86	193.00	4.22%
65600	PAYROLL TAX	37.50	103.63	493.00	78.98%
65800	Grant Payroll Allocation	(10.93)	(60.38)	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	500.00	100.00%
	Total Expense	<u>700.29</u>	<u>2,129.95</u>	<u>10,182.00</u>	<u>79.08%</u>
	Net Income	<u>(7.79)</u>	<u>1,515.05</u>	<u>(2,182.00)</u>	<u>(169.43)%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 9/1/2012 Through 9/30/2012

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
53020	INTEREST INCOME	0.00	0.00	9,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	63.16	72.26	1,000.00	(92.77)%
57100	WATER SALES	24,401.08	74,448.95	265,700.00	(71.98)%
57300	NEW WATER HOOK UPS	0.00	0.00	4,500.00	(100.00)%
57500	WATER A/R PENALTIES	503.67	(3,273.81)	8,000.00	(140.92)%
	<b>Total Revenue</b>	<u>24,967.91</u>	<u>71,247.40</u>	<u>288,200.00</u>	<u>(75.28)%</u>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	6,774.26	18,690.45	89,127.00	79.03%
61250	OVERTIME	0.00	0.00	2,000.00	100.00%
65100	DEFERRED RETIREMENT	785.05	2,166.20	10,332.00	79.03%
65200	MEDICAL INSURANCE AND EXPENSE	3,060.96	9,122.33	41,993.00	78.28%
65300	WORKMEN'S COMP INSURANCE	0.00	2,957.76	2,980.00	0.75%
65600	PAYROLL TAX	578.45	1,596.04	7,609.00	79.02%
65800	Grant Payroll Allocation	(54.66)	(1,078.17)	0.00	0.00%
68090	CRIME BOND	0.00	175.00	0.00	0.00%
68200	INSURANCE - LIABILITY	0.00	5,061.70	5,341.00	5.23%
68300	PROPERTY & CASUALTY	0.00	1,995.00	2,405.00	17.05%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71160	ACCOUNTING	(1,676.15)	0.00	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	5,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	2,063.87	2,063.87	7,000.00	70.52%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	7,315.00	100.00%
72100	BAD DEBTS	0.00	141.05	200.00	29.48%
75180	UTILITIES	1,295.66	3,931.83	13,500.00	70.88%
75190	DUES & MEMBERSHIP	0.00	90.00	900.00	90.00%
75220	OFFICE SUPPLIES & EXPENSE	190.00	340.17	2,200.00	84.54%
75230	INTEREST EXPENSE	435.54	435.54	1,284.00	66.08%
75240	BANK CHARGES	0.00	20.00	100.00	80.00%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	114.49	341.56	900.00	62.05%
76130	CABLE & INTERNET SERVICE	0.00	98.00	620.00	84.19%
76160	LICENSES & FEES	0.00	0.00	2,475.00	100.00%
78100	STREET MAINT/REPAIR/SANITATION	22.45	22.45	0.00	0.00%
78140	VEHICLE FUEL & OIL	262.16	553.46	2,500.00	77.86%
78150	VEHICLE REPAIRS	336.95	336.95	2,000.00	83.15%
78160	BUILDING REPAIRS & MAINTENANCE	18.43	30.50	2,000.00	98.47%
78170	SECURITY SYSTEM	0.00	69.00	350.00	80.29%
78190	MATERIALS, SUPPLIES & EQUIPMEN	2,206.48	2,324.62	6,505.00	64.26%
78200	EQUIPMENT REPAIRS & MAINTENANC	415.90	415.90	1,000.00	58.41%
79100	WATER LAB FEES	340.00	530.00	4,500.00	88.22%
79120	WATER PLANT CHEMICALS	179.89	1,244.78	12,000.00	89.63%
79130	WATER LINE HOOK-UPS	0.00	0.00	4,000.00	100.00%
79150	WATER LINE REPAIR	0.00	90.60	30,000.00	99.70%
79160	WATER PLANT REPAIR	0.00	46.54	10,000.00	99.53%
90000	Capital Reserves	0.00	0.00	15,000.00	100.00%
	<b>Total Expense</b>	<u>17,349.73</u>	<u>53,813.13</u>	<u>294,386.00</u>	<u>81.72%</u>
	<b>Net Income</b>	<u>7,618.18</u>	<u>17,434.27</u>	<u>(6,186.00)</u>	<u>(381.83)%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 9/1/2012 Through 9/30/2012

<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
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## CONSENT AGENDA ITEM 3

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES**

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3. Humboldt County Sheriff Activity Report, October 2012

# Humboldt County Sheriff's Office

## Trinidad Activity

October 2012

Agency Assist	2
Assault	1
Burglary	1
Disturbance	2
Follow Up Details	2
Grand Theft	1
Patrol Checks (including foot patrol)	18
Pedestrian Contact	2
Public Assist	2
Promiscuous Shooting	1
Restraining Order Violation	1
Suspicious Circumstances	3
Threat	1
Traffic Collision	1
Unwanted Subject	1
Welfare Check	1

Please note these numbers indicate the type of call dispatched and do not reflect what the disposition was.



## CONSENT AGENDA ITEM 4

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 16 PAGES**

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4. Second Reading; Ordinance 2012-04, Building Permit Fee Schedule Update

**TRINIDAD CITY HALL**  
**P.O. BOX 390**  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

**KATHY BHARDWAJ, MAYOR**  
**GABRIEL ADAMS, CITY CLERK**



**ORDINANCE NO. 2012-04**

**AN ORDINANCE OF THE CITY OF TRINIDAD AMENDING SECTION 15.04.260 OF THE MUNICIPAL CODE AND ANY OTHER ORDINANCES, RESOLUTIONS, OR PARTS OF ORDINANCES OR RESOLUTIONS THAT ARE IN CONFLICT WITH THE SCHEDULE OF FEES FOR BUILDING INSPECTION SERVICES**

**WHEREAS**, be it ordained by the Trinidad City Council as follows:

Section 1. Section 15.04.260 of the Trinidad Municipal Code is amended to read as follows:

**15.04.260 Building Permit Fees:** Fees for permits and inspection are to be required of any person when required by the appropriate adopted code. Any person required to obtain a permit or a combination of any such permits shall at the time of filing an application therefore pay to the city building inspector the fee set forth in the attached Schedule of Fees for Building Inspection Services.

**PASSED AND ADOPTED** by the Trinidad City Council on this 10<sup>th</sup> day of October, by the following vote:

**First Reading:** *Wednesday, October 10, 2012*

**Second Reading:** *Wednesday, November 14, 2012*

Ayes: Morgan, Fulkerson, Bhardwaj, Davies  
Noes: None  
Absent: Miller  
Abstain: None

Attest:

\_\_\_\_\_  
**Gabriel Adams**  
Trinidad City Clerk

\_\_\_\_\_  
**Kathy Bhardwaj**  
Mayor

# CITY OF TRINIDAD

## SCHEDULE OF FEES - BUILDING INSPECTION SERVICES

SERVICES	FEE
Site	\$ 50.00
Health and Safety	\$ 85.00
Business License	\$ 85.00
Planning Referral	\$ 85.00
Agricultural Exemption - Processing Fee	\$ 85.00
Building Permits	See Page 3
Plan Check	See Page 3
Energy Plan Check (amount added to original plan check fee)	\$ 61.25
Commercial Energy Plan Check (amount added to original plan check fee)	\$ 122.50
Erosion and Sediment Control Inspection (Small Project)	\$ 93.75
Erosion and Sediment Control Inspection (Designed)	\$ 127.50
Seismic Fee - Required by State Law to fund seismic mapping and strong motion instrumentation programs.	See Pages 10,11
California Building Standards Commission Fee - Required by State Law for expenditures to carry out provisions of State Building Standards Law and provisions of State Housing Law relating to building standards	See Page 12
Soils Report Compliance Fee	\$ 50.00
Agency Review	\$ 75.00
HCD Form 433A - Process and Filing	\$ 93.75
Refunds: The Building Official may authorize the refund of permit and plan check fees in accordance with the provisions of the Building Code.	No refund less than \$50
Code Enforcement Assessment	Actual cost at fully burdened hourly rate
Special Services*	
*Special Service Fees are charged for administrative services for special notifications, investigations, examinations or evaluations not otherwise provided for in the fee schedule or not generally provided when processing projects and for special legislative or judicative services for private projects.	Actual cost at fully burdened hourly rate

**UNIT VALUATION SCHEDULE**  
 (NO PERMIT TO BE ISSUED WITH TOTAL FEE LESS THAN █████ \$50<sup>00</sup>)

TYPE OF BUILDING	AMOUNT PER SQUARE FT	
<b>RESIDENCE or RESIDENTIAL ADDITION</b>	\$ 101.95	
<b>ORAGE</b> (Residential Accessory)	\$ 39.61	
<b>CARPORT</b> (Residential Accessory)	\$ 23.77	
<b>ENCLOSED PORCH</b> (Residential)		
Interior Finished	\$ 25.00	
Interior Unfinished	\$ 15.00	
<b>SUNROOM/SOLARIUM</b>		
Attached to Residence, Floor and Open to Residence	\$ 101.95	
Attached to Residence, Floor and Door Between Rooms	\$ 101.95	
<b>BASEMENT</b> (Semi-Finished)	\$ 18.80	
<b>ROOF-LINE CHANGE</b> (Residential)	\$ 8.00	
<b>INTERIOR REMODEL</b> (Residential)		
Kitchen or Bath	\$ 33.00	
All Other Areas	\$ 25.00	
<b>PRE-ASSEMBLED HOUSING</b> (Per Unit{s} Square Footage)	\$ 16.85	
Foundation Only for existing manufactured home (Per Unit{s} Square Footage)	\$ 11.25	
Setup Only (for new manufactured home not placed on foundation system)	\$ 5.60	
<b>CABANA FOR Manufactured Home(s)</b>	\$ 68.34	
<b>DECKS, PATIOS, PORCHES</b>		
Open and Uncovered	\$ 10.00	
Covered	\$ 14.00	
<b>STORAGE BUILDING or BARN (PRIVATE)</b>	\$ 39.61	
<b>POLE BUILDINGS</b>		
Exterior Walls and Floor	\$ 14.00	
Exterior Walls and No Floor	\$ 10.00	
No Exterior Walls, No Floor	\$ 8.00	
<b>FOUNDATION ONLY</b>	\$ 11.25	
<b>SWIMMING POOL</b>	\$ 5.00	Cu Ft
<b>FUEL and WATER STORAGE TANKS</b> (Above Ground)	\$ 6.00	Cu Ft
<b>RETAINING WALLS</b>		
Pressure Treated Poles and Planks	\$ 6.00	
Concrete or Block	\$ 6.00	
Hilfiker	\$ 30.00	
<b>GABION WALLS</b>	\$ 100.00	Cu Yd
<b>WHARF or DOCK Non-Commercial</b>	\$ 14.00	
<b>WHARF or DOCK Commerical Installations Based on Contract Price</b>		
<b>SIDING</b>	\$ 2.50	
<b>DRYWALL</b>	\$ 0.75	
<b>INSULATION</b>	\$ 0.50	
<b>WALLS (Framing)</b>	\$ 6.00	Ln Ft
<b>SPRINKLER SYSTEM (Commercial)</b>	\$ 1.80	
<b>GREENHOUSES</b>		
Private, Detached, No Floor	\$ 4.50	
Attached to Residence, No Floor, With or Without Doors	\$ 6.50	
Commercial <b>**Minimum**</b>	\$ 6.85	
<b>ROOFING</b>		
Residential (Based on Contract Price or Based on Roof Area)	\$ 1.00	
Commercial (Based on Contract Price)		
<b>DEMOLITION</b>		
Residential (Per Structure)	\$ 75.00	
Commercial (Based on Contract Price) <b>**Minimum Fee**</b>	\$ 75.00	
<b>SIGNS and BILLBOARDS</b> (Note: Based on Contract Price) <b>**Minimum Fee**</b>	\$ 50.00	
<b>FENCES</b> (Greater than Six Feet {6'} in Height)	\$ 12.00	Ln Ft

## Building Valuation Data (continued)

accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period

(1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).

- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

**Square Foot Construction Costs<sup>a, b, c, d</sup>**

Group	(2006 International Building Code)	Type of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with stage	207.99	201.27	196.59	188.35	177.31	172.08	182.33	161.78	155.82
	Assembly, theaters, without stage	188.37	181.65	176.97	168.72	157.73	152.50	162.70	142.19	136.23
A-2	Assembly, nightclubs	180.35	155.84	151.87	146.10	137.40	133.56	140.99	124.59	120.41
A-2	Assembly, restaurants, bars, banquet halls	159.35	154.84	149.87	145.10	135.40	132.56	139.99	122.59	119.41
A-3	Assembly, churches	191.73	185.01	180.33	172.08	161.06	155.82	166.06	145.62	139.66
A-3	Assembly, general, community halls, libraries, museums	162.11	155.39	149.71	142.46	129.82	126.20	136.44	114.89	109.93
A-4	Assembly, arenas	187.37	180.65	174.97	167.72	155.73	151.50	161.70	140.19	135.23
B	Business	161.10	155.30	150.33	143.24	130.34	125.39	137.63	114.22	109.47
E	Educational	176.25	170.31	165.47	158.26	148.32	140.74	153.03	130.54	125.61
F-1	Factory and industrial, moderate hazard	97.68	93.20	87.88	84.96	78.10	72.71	81.54	62.67	59.24
F-2	Factory and industrial, low hazard	96.68	92.20	87.88	83.96	76.10	71.71	80.54	62.67	58.24
H-1	High Hazard, explosives	91.50	87.02	82.70	78.78	71.10	66.71	75.36	57.67	N.P.
H234	High Hazard	91.50	87.02	82.70	78.78	71.10	66.71	75.36	57.67	53.24
H-5	HPM	161.10	155.30	150.33	143.24	130.34	125.39	137.63	114.22	109.47
I-1	Institutional, supervised environment	161.32	155.78	151.61	145.46	135.81	132.09	146.81	122.94	118.11
I-2	Institutional, hospitals	271.13	265.33	260.35	253.27	239.63	N.P.	247.66	223.51	N.P.
I-2	Institutional, nursing homes	189.55	183.75	178.78	171.69	159.17	N.P.	166.08	143.05	N.P.
I-3	Institutional, restrained	185.16	179.37	174.39	167.30	155.66	149.72	161.69	139.55	132.80
I-4	Institutional, day care facilities	161.32	155.78	151.61	145.46	135.81	132.09	146.81	122.94	118.11
M	Mercantile	119.24	114.73	109.76	104.99	95.94	93.10	99.88	83.13	79.95
R-1	Residential, hotels	163.43	157.90	153.72	147.58	137.69	133.97	148.68	124.81	119.99
R-2	Residential, multiple family	136.97	131.44	127.26	121.11	111.35	107.63	122.34	98.47	93.65
R-3	Residential, one- and two-family	129.98	126.37	123.27	120.01	115.61	112.61	118.02	108.33	101.95
R-4	Residential, care/assisted living facilities	161.32	155.78	151.61	145.46	135.81	132.09	146.81	122.94	118.11
S-1	Storage, moderate hazard	90.50	86.02	80.70	77.78	69.10	65.71	74.36	65.67	62.24
S-2	Storage, low hazard	89.50	85.02	80.70	76.78	69.10	64.71	73.36	65.67	61.24
U	Utility, miscellaneous	69.10	65.33	61.44	58.37	52.71	49.14	55.08	41.61	39.61

- a. Private Garages use Utility, miscellaneous  
 b. Unfinished basements (all use group) = \$15.00 per sq. ft.  
 c. For shell only buildings deduct 20 percent.  
 d. N.P. = not permitted

Electronic files of the latest Building Valuation Data can be downloaded from the Code Council website at [www.iccsafe.org/cs/techservices](http://www.iccsafe.org/cs/techservices)

## Building Permit Fee Schedule

Building Value	Fee	Building Value	Fee	Building Value	Fee	Building Value	Fee
1 - 500	\$23.50	40001 - 41000	\$552.85	94001 - 95000	\$958.75	148001 - 149000	\$1,268.15
501 - 600	\$26.55	41001 - 42000	\$562.95	95001 - 96000	\$965.75	149001 - 150000	\$1,273.75
601 - 700	\$29.60	42001 - 43000	\$573.05	96001 - 97000	\$972.75	150001 - 151000	\$1,279.35
701 - 800	\$32.65	43001 - 44000	\$583.15	97001 - 98000	\$979.75	151001 - 152000	\$1,284.95
801 - 900	\$35.70	44001 - 45000	\$593.25	98001 - 99000	\$986.75	152001 - 153000	\$1,290.55
901 - 1000	\$38.75	45001 - 46000	\$603.35	99001 - 100000	\$993.75	153001 - 154000	\$1,296.15
1001 - 1100	\$41.80	46001 - 47000	\$613.45	100001 - 101000	\$999.35	154001 - 155000	\$1,301.75
1101 - 1200	\$44.85	47001 - 48000	\$623.55	101001 - 102000	\$1,004.95	155001 - 156000	\$1,307.35
1201 - 1300	\$47.90	48001 - 49000	\$633.65	102001 - 103000	\$1,010.55	156001 - 157000	\$1,312.95
1301 - 1400	\$50.95	49001 - 50000	\$643.75	103001 - 104000	\$1,016.15	157001 - 158000	\$1,318.55
1401 - 1500	\$54.00	50001 - 51000	\$650.75	104001 - 105000	\$1,021.75	158001 - 159000	\$1,324.15
1501 - 1600	\$57.05	51001 - 52000	\$657.75	105001 - 106000	\$1,027.35	159001 - 160000	\$1,329.75
1601 - 1700	\$60.10	52001 - 53000	\$664.75	106001 - 107000	\$1,032.95	160001 - 161000	\$1,335.35
1701 - 1800	\$63.15	53001 - 54000	\$671.75	107001 - 108000	\$1,038.55	161001 - 162000	\$1,340.95
1801 - 1900	\$66.20	54001 - 55000	\$678.75	108001 - 109000	\$1,044.15	162001 - 163000	\$1,346.55
1901 - 2000	\$69.25	55001 - 56000	\$685.75	109001 - 110000	\$1,049.75	163001 - 164000	\$1,352.15
2001 - 3000	\$83.25	56001 - 57000	\$692.75	110001 - 111000	\$1,055.35	164001 - 165000	\$1,357.75
3001 - 4000	\$97.25	57001 - 58000	\$699.75	111001 - 112000	\$1,060.95	165001 - 166000	\$1,363.35
4001 - 5000	\$111.25	58001 - 59000	\$706.75	112001 - 113000	\$1,066.55	166001 - 167000	\$1,368.95
5001 - 6000	\$125.25	59001 - 60000	\$713.75	113001 - 114000	\$1,072.15	167001 - 168000	\$1,374.55
6001 - 7000	\$139.25	60001 - 61000	\$720.75	114001 - 115000	\$1,077.75	168001 - 169000	\$1,380.15
7001 - 8000	\$153.25	61001 - 62000	\$727.75	115001 - 116000	\$1,083.35	169001 - 170000	\$1,385.75
8001 - 9000	\$167.25	62001 - 63000	\$734.75	116001 - 117000	\$1,088.95	170001 - 171000	\$1,391.35
9001 - 10000	\$181.25	63001 - 64000	\$741.75	117001 - 118000	\$1,094.55	171001 - 172000	\$1,396.95
10001 - 11000	\$195.25	64001 - 65000	\$748.75	118001 - 119000	\$1,100.15	172001 - 173000	\$1,402.55
11001 - 12000	\$209.25	65001 - 66000	\$755.75	119001 - 120000	\$1,105.75	173001 - 174000	\$1,408.15
12001 - 13000	\$223.25	66001 - 67000	\$762.75	120001 - 121000	\$1,111.35	174001 - 175000	\$1,413.75
13001 - 14000	\$237.25	67001 - 68000	\$769.75	121001 - 122000	\$1,116.95	175001 - 176000	\$1,419.35
14001 - 15000	\$251.25	68001 - 69000	\$776.75	122001 - 123000	\$1,122.55	176001 - 177000	\$1,424.95
15001 - 16000	\$265.25	69001 - 70000	\$783.75	123001 - 124000	\$1,128.15	177001 - 178000	\$1,430.55
16001 - 17000	\$279.25	70001 - 71000	\$790.75	124001 - 125000	\$1,133.75	178001 - 179000	\$1,436.15
17001 - 18000	\$293.25	71001 - 72000	\$797.75	125001 - 126000	\$1,139.35	179001 - 180000	\$1,441.75
18001 - 19000	\$307.25	72001 - 73000	\$804.75	126001 - 127000	\$1,144.95	180001 - 181000	\$1,447.35
19001 - 20000	\$321.25	73001 - 74000	\$811.75	127001 - 128000	\$1,150.55	181001 - 182000	\$1,452.95
20001 - 21000	\$335.25	74001 - 75000	\$818.75	128001 - 129000	\$1,156.15	182001 - 183000	\$1,458.55
21001 - 22000	\$349.25	75001 - 76000	\$825.75	129001 - 130000	\$1,161.75	183001 - 184000	\$1,464.15
22001 - 23000	\$363.25	76001 - 77000	\$832.75	130001 - 131000	\$1,167.35	184001 - 185000	\$1,469.75
23001 - 24000	\$377.25	77001 - 78000	\$839.75	131001 - 132000	\$1,172.95	185001 - 186000	\$1,475.35
24001 - 25000	\$391.25	78001 - 79000	\$846.75	132001 - 133000	\$1,178.55	186001 - 187000	\$1,480.95
25001 - 26000	\$401.35	79001 - 80000	\$853.75	133001 - 134000	\$1,184.15	187001 - 188000	\$1,486.55
26001 - 27000	\$411.45	80001 - 81000	\$860.75	134001 - 135000	\$1,189.75	188001 - 189000	\$1,492.15
27001 - 28000	\$421.55	81001 - 82000	\$867.75	135001 - 136000	\$1,195.35	189001 - 190000	\$1,497.75
28001 - 29000	\$431.65	82001 - 83000	\$874.75	136001 - 137000	\$1,200.95	190001 - 191000	\$1,503.35
29001 - 30000	\$441.75	83001 - 84000	\$881.75	137001 - 138000	\$1,206.55	191001 - 192000	\$1,508.95
30001 - 31000	\$451.85	84001 - 85000	\$888.75	138001 - 139000	\$1,212.15	192001 - 193000	\$1,514.55
31001 - 32000	\$461.95	85001 - 86000	\$895.75	139001 - 140000	\$1,217.75	193001 - 194000	\$1,520.15
32001 - 33000	\$472.05	86001 - 87000	\$902.75	140001 - 141000	\$1,223.35	194001 - 195000	\$1,525.75
33001 - 34000	\$482.15	87001 - 88000	\$909.75	141001 - 142000	\$1,228.95	195001 - 196000	\$1,531.35
34001 - 35000	\$492.25	88001 - 89000	\$916.75	142001 - 143000	\$1,234.55	196001 - 197000	\$1,536.95
35001 - 36000	\$502.35	89001 - 90000	\$923.75	143001 - 144000	\$1,240.15	197001 - 198000	\$1,542.55
36001 - 37000	\$512.45	90001 - 91000	\$930.75	144001 - 145000	\$1,245.75	198001 - 199000	\$1,548.15
37001 - 38000	\$522.55	91001 - 92000	\$937.75	145001 - 146000	\$1,251.35	199001 - 200000	\$1,553.75
38001 - 39000	\$532.65	92001 - 93000	\$944.75	146001 - 147000	\$1,256.95	200001 - 201000	\$1,559.35
39001 - 40000	\$542.75	93001 - 94000	\$951.75	147001 - 148000	\$1,262.55	201001 - 202000	\$1,564.95

# Building Valuation Data

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated and printed at six-month intervals, with the next update in August 2009. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the "average" construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 108.2 of the 2006 *International Building Code* (IBC) whereas Section 108.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

## Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 108.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are "average" costs based on typical construction methods for each occupancy

group and type of construction. The average costs include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. To this end, the table containing the regional cost modifiers was last printed in the October 2003 issue and has been discontinued.

## PERMIT FEE MULTIPLIER

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

## PERMIT FEE

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

### Example

Type of Construction: IIB                      Area: 1st story = 8,000 sq. ft.  
Height: 2 stories                                      2nd story = 8,000 sq. ft.

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:  
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:  
B/IIB = \$143.24/sq. ft.
3. Permit Fee:  
Business = 16,000 sq. ft. x \$143.24/sq. ft x 0.0075 = \$17,188

## Important Points

- In most cases the BVD does not apply to additions, alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect

**BUILDING PERMIT AND PLAN REVIEW FEES**

<b>TOTAL VALUATION</b>	<b>FEES</b>
\$1.00 to \$500	<b>\$23.50</b>
\$501 to \$2,000	<b>\$23.50</b> for the first \$500.00 plus <b>\$3.05</b> for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001 to \$25,000	<b>\$69.25</b> for the first \$2,000.00 plus <b>\$14.00</b> for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001 to \$50,000	<b>\$391.25</b> for the first \$25,000.00 plus <b>\$10.10</b> for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001 to \$100,000	<b>\$643.75</b> for the first \$50,000.00 plus <b>\$7.00</b> for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001 to \$500,000	<b>\$993.75</b> for the first \$100,000.00 plus <b>\$5.60</b> for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001 to \$1,000,000	<b>\$3,233.75</b> for the first \$500,000.00 plus <b>\$4.75</b> for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,000 and up	<b>\$5,608.75</b> for the first \$1,000,000.00 plus <b>\$3.65</b> for each additional \$1,000.00 or fraction thereof

**Plan review fee shall be 65% of the building permit fee as shown above**

**Other Inspections and Fees**

1. Inspections for which no fee is specifically indicated (minumum charge 1/2 hour)	<b>50.00*</b>
2. For use of outside consultants for plan checking and inspections, or both	<b>Actual costs**</b>

\* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\* Actual costs include administrative and overhead costs.

## ELECTRICAL PERMIT FEES

<b>Permit Issuance</b>	<b>\$ 24.00</b>	For the issuance of each electrical permit
<b>Permit Issuance</b>	<b>\$ 8.50</b>	For the issuance of each supplemental permit for which the original permit has not expired, been canceled or finalized

### System Fee Schedule

*Note: The following do not include permit issuance fee.*

<b>New Residential Buildings</b>	(Note: The following fees shall include all wiring and electrical equipment in or on each building)	
<b>Multi-family</b>	<b>\$ 0.07</b>	For new multi-family buildings (apartments and condominiums) having three or more dwelling units constructed at the same time, not including the area of garages, carports and accessory buildings, per square foot (0.09m <sup>2</sup> )
<b>Single and Two-Family</b>	<b>\$ 0.076</b>	For new single- and two-family residential buildings constructed at the same time and not including the area of garages, carports and accessory buildings per square foot (0.09m <sup>2</sup> )
	<b>NOTE:</b>	For the rewiring of existing residential buildings, the appropriate per square foot fee only includes the wiring. All electrical equipment and devices other than receptacles, switches and lighting outlets shall be charged as specified in the Unit Fee Schedule.
	<b>NOTE:</b>	For other types of residential occupancies and for alterations, additions and modifications to existing residential buildings, use the Unit Fee Schedule.
<b>Private Swimming Pools</b>	<b>\$ 75.50</b>	For new private, in-ground swimming pools for single-family and multi-family occupancies including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool, each pool
<b>Temporary Power Service</b>	<b>\$ 46.25</b>	For a temporary service pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances, each
	<b>\$ 31.50</b>	For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lights, Christmas tree sales lots, fireworks stands, etc, each

### Unit Fee Schedule

*(Note: The following do not include permit issuance fee)*

<b>Receptacle, Switch and Light Outlets</b>	For receptacle, switch, light or other outlets at which current is used or controlled, except services, feeders and meters	
	<b>\$ 1.75</b>	First 20 fixtures, each
	<b>\$ 1.15</b>	Additional fixtures, each
<b>Lighting Fixtures</b>	For lighting fixtures, sockets or other lamp-holding devices	
	<b>\$ 1.75</b>	First 20 fixtures, each
	<b>\$ 1.15</b>	Additional fixtures, each
	<b>\$ 1.75</b>	Pole- or platform-mounted lighting fixtures, each
<b>Residential Appliances</b>	<b>\$ 6.25</b>	For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter-mounted cooking tops, electric ranges, self-contained room, console or through-wall air conditioners, space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers, or other motor-operated appliances not exceeding one horsepower (HP) (746 W) in rating, each

Note: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.

## ELECTRICAL PERMIT FEES

<b>Non-Residential Appliances</b>	<b>\$ 7.25</b>	For non-residential appliances and self-contained factory-wired, non-residential appliances not exceeding one horsepower (HP), kilowatt (kW) or kilovolt-ampere (kVA) in rating including medical and dental devices, food, beverage and ice cream cabinets, illuminated show cases, drinking fountains, vending machines, laundry machines or other similar types of equipment, each
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Note: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.

<b>Power Apparatus</b>	For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows:	
	Rating in horsepower (HP), kilowatts (kW), kilovolt-amperes (kVA), or kilovolt-amperes-reactive (kVAR)	
	<b>\$ 6.25</b>	Up to and including 1, each
	<b>\$ 16.00</b>	Over 1 and not over 10, each
	<b>\$ 26.25</b>	Over 10 and not over 50, each
	<b>\$ 63.00</b>	Over 50 and not over 100 each
	<b>\$ 95.50</b>	Over 100, each

Note: 1) For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used  
2) These fees include all switches, circuit breakers, contactors, thermostats, relays and other directly related control equipment.

<b>Signs, Outline Lighting and Marquees</b>	<b>\$ 37.50</b>	For signs, outline lighting systems or marquees supplied on one branch circuit, each
	<b>\$ 7.25</b>	For additional branch circuits within the same sign, outline lighting system or marquee, each

<b>Photovoltaic Systems</b>	<b>\$ 95.50</b>	For each private photovoltaic system
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<b>Services and Panel-Boards</b>	<b>\$ 46.25</b>	For services of 600 volts or less and not over 200 amperes in rating, each
	<b>\$ 94.25</b>	For services of 600 volts or less and over 200 amperes to 1,000 amperes, each
	<b>\$ 189.00</b>	For services over 600 volts or over 1,000 amperes in rating, each
	<b>\$ 24.00</b>	For subpanels or panel-boards

<b>Miscellaneous Apparatus, Conduits and Conductors</b>	<b>\$ 24.00</b>	For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth
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<b>Carnivals and Circuses</b>	Carnivals, circuses or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions	
	<b>\$ 37.50</b>	For electrical generators and electrically driven rides, each
	<b>\$ 11.25</b>	For mechanically driven rides and walk-through attractions or displays having electric lighting, each
	<b>\$ 11.25</b>	For a system of area and booth lighting, each

For permanently installed rides, booths, displays and attractions use the Unit Fee Schedule

<b>Busways</b>	<b>\$ 11.25</b>	For trolley and plug-in-type busways, each 100 feet (30,480 mm) or fraction thereof
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Note: An additional fee is required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. A fee is not required for portable tools.

<b>Other Inspections and Fees</b>	<b>\$ 50.00</b>	Inspections for which no fee is specifically indicated* *Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.
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## MECHANICAL PERMIT FEES

Permit Issuance	\$ 24.00	For the issuance of each mechanical permit
Permit Issuance	\$ 8.50	For the issuance of each supplemental permit for which the original permit has not expired, been canceled or finalized

### Unit Fee Schedule *NOTE: The following do not include permit issuance fee.*

Furnaces	\$ 18.75	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 kW)
	\$ 24.25	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h (29.3 kW)
	\$ 18.75	For the installation or relocation of each floor furnace, including vent
	\$ 18.75	For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater

Appliance Vents	\$ 9.25	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit
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Repairs or Additions	\$ 18.50	For the repair of, alteration of or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code.
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Boilers, Compressors and Absorption Systems	\$ 18.75	For the installation or relocation of each boiler or compressor to and including three horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)
	\$ 35.00	For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)
	\$ 47.00	For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)
	\$ 70.50	For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)
	\$ 118.50	For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)

Air Handlers	\$ 13.50	For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4,719 L/s), including ducts attached thereto
		Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.
	\$ 24.00	For each air-handling unit over 10,000 cfm (4,719 L/s)

## MECHANICAL PERMIT FEES

<b>Evaporative Coolers</b>	\$ 13.50	For each evaporative cooler other than portable type
<b>Ventilation and Exhaust</b>	\$ 9.25	For each ventilation fan connected to a single duct
	\$ 13.50	For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit
	\$ 13.50	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood
<b>Incinerators</b>	\$ 27.50	For the installation or relocation of each domestic-type incinerator
	\$ 113.00	For the installation or relocation of each commercial or industrial-type incinerator
<b>Miscellaneous</b>	\$ 13.50	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table
<b>Other Inspections and Fees</b>	\$ 50.00	Inspections for which no fee is specifically indicated* *Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

## PLUMBING PERMIT FEES

<b>Permit Issuance</b>	\$ 24.00	For the issuance of each plumbing permit
<b>Permit Issuance</b>	\$ 8.50	For the issuance of each supplemental permit for which the original permit has not expired, been canceled or finalized

### Unit Fee Schedule

*Note: The following do not include permit issuance fee.*

<b>Fixtures and Vents</b>	\$ 12.50	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection thereof)
	\$ 6.25	For repair or alteration of drainage or vent piping, each fixture

<b>Sewers, Disposal Systems and Interceptors</b>	\$ 31.50	For each building sewer and each trailer park sewer
	\$ 56.75	For each cesspool
	\$ 113.00	For each private sewage disposal system
	\$ 30.25	For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps
	\$ 15.00	Rainwater systems, per drain (inside building)

<b>Water Piping and Water Heaters</b>	\$ 6.25	For installation, alteration or repair of water piping or water-treating equipment, or both, each
	\$ 16.25	For each water heater including vent

Note: For vents only, see Appliance Vents under Mechanical Permit fees.

<b>Gas Piping Systems</b>	\$ 7.25	For gas piping system of one to five outlets, each
	\$ 1.75	For additional outlets over five, each

<b>Lawn Sprinklers, Vacuum Breakers and Backflow Devices</b>	\$ 22.50	For each lawn sprinkler system on any one meter, including backflow protection devices therefore
	\$ 16.25	For atmospheric-type vacuum breakers or backflow protection devices not included above, one to five devices, each
	\$ 3.50	Over five devices, each
	\$ 16.25	For each backflow-protection device other than atmospheric-type vacuum breakers, 2 inches (50.8 mm) and smaller
	\$ 32.25	Over two inches (50.8 mm)

<b>Swimming Pools</b>	For each swimming pool or spa:	
	\$ 138.75	Public pool
	\$ 92.50	Public spa
	\$ 92.50	Private pool
	\$ 46.00	Private spa

<b>Hydronic Heating Systems</b>	\$ 37.50	For each hydronic heating system, including floor, wall and baseboard systems
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<b>Miscellaneous</b>	\$ 15.00	For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code
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<b>Other Inspections and Fees</b>	\$ 50.00	Inspections for which no fee is specifically indicated* *Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.
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## GRADING PLAN REVIEW FEES

**Grading Plan Review Fee shall be 65% of Grading Permit Fee**

<b>Other Fees</b>	<b>\$ 50.00</b>	Additional plan review required by changes, additions or revisions to plans for which an initial review has been completed* *Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.
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### Grading Permit Fees

<b>\$ 37.50</b>		50 cubic yards (38.2 m <sup>3</sup> ) or less
<b>\$ 56.25</b>		51 to 100 cubic yards (40 to 76.5 m <sup>3</sup> )
		101 to 1,000 cubic yards (77.2 to 764.6 m <sup>3</sup> )
<b>\$ 56.25</b>		for the first 100 cubic yards (76.5 m <sup>3</sup> )
<b>plus</b>	<b>\$26.25</b>	for each additional 100 cubic yards (76.5 m <sup>3</sup> ) or fraction thereof
		1,001 to 10,000 cubic yards (765.3 to 7,645.5 m <sup>3</sup> )
<b>\$ 292.50</b>		for the first 1,000 cubic yards (764.6 m <sup>3</sup> )
<b>plus</b>	<b>\$22.50</b>	for each additional 1,000 cubic yards (764.6 m <sup>3</sup> ) or fraction thereof
		10,001 to 100,000 cubic yards (7,646.3 to 76,455 m <sup>3</sup> )
<b>\$ 495.00</b>		for the first 10,000 cubic yards (7645.5 m <sup>3</sup> )
<b>plus</b>	<b>\$100.25</b>	for each additional 10,000 cubic yards (7,645.5 m <sup>3</sup> ) or fraction thereof
		100,001 cubic yards (76,456m <sup>3</sup> ) or more
<b>\$ 1,397.75</b>		for the first 100,000 cubic yards (76,455 m <sup>3</sup> )
<b>plus</b>	<b>\$55.25</b>	for each additional 10,000 cubic yards (7,645.5 m <sup>3</sup> ) or fraction thereof

<b>Other Inspections and Fees</b>	<b>\$ 50.00</b>	Inspections for which no fee is specifically indicated* *Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.
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**FEE SCHEDULE**  
**Strong-Motion Instrumentation and Seismic Hazard Mapping Fee**  
**Category 1 Construction (1 to 3 Story Residential)\***

**Method 1**

The fee amount can be calculated from the permit valuation amount using the formula:

$$(\text{Valuation Amount}) \times 0.0001 = \text{Fee amount}$$

As an example, the fee for a \$128,580 valuation is \$128,580 x 0.0001 or \$12.86

**Method 2**

As an alternative to Method 1, the fee for a given valuation can be calculated using the following table, as illustrated below:

Valuation	Fee	Valuation	Fee	Valuation	Fee	Valuation	Fee	Valuation	Fee
\$0-100	\$ 0.01	\$ 1,000.00	\$ 0.10	\$ 10,000.00	\$ 1.00	\$ 100,000.00	\$ 10.00	\$ 1,000,000.00	\$ 100.00
200	0.02	2,000	0.20	20,000	2.00	200,000	20.00	2,000,000	200.00
300	0.03	3,000	0.30	30,000	3.00	300,000	30.00	3,000,000	300.00
400	0.04	4,000	0.40	40,000	4.00	400,000	40.00	4,000,000	400.00
500	0.05	5,000	0.50	50,000	5.00	500,000	50.00	5,000,000	500.00
600	0.06	6,000	0.60	60,000	6.00	600,000	60.00	6,000,000	600.00
700	0.07	7,000	0.70	70,000	7.00	700,000	70.00	7,000,000	700.00
800	0.08	8,000	0.80	80,000	8.00	800,000	80.00	8,000,000	800.00
900	0.09	9,000	0.90	90,000	9.00	900,000	90.00	9,000,000	900.00

The fee amount can be obtained by breaking the evaluation amount into parts and using the entries in this table. An example for a permit valuation of \$128,580 is shown at the right:

\$100,000	\$10.00	
20,000	2.00	
8,000	0.80	
500	0.05	
80	0.01	
\$128,580.00	\$12.86	Fee amount

**\*Notes:**

- 1) The minimum fee is \$.50, so the fee for any valuation up to \$5,000 is simply \$.50..
- 2) Category 1 construction includes residential buildings one to three stories in height, except hotels and motels. Single family houses, duplexes and quadruplexes are in Category 1. Condominiums and apartment buildings are in Category 1 only if they are three stories or less in height.
- 3) A "building" is defined as a structure built for the support, shelter or enclosure of people, animals or property.

**FEE SCHEDULE**  
**Strong-Motion Instrumentation and Seismic Hazard Mapping Fee**  
**Category 2 Construction\***

**Method 1**

The fee amount can be calculated from the permit valuation amount using the formula:

$$(\text{Valuation Amount}) \times 0.00021 = \text{Fee amount}$$

As an example, the fee for a \$1,231,890 valuation is \$1,231,890 x 0.00021 or \$258.70

**Method 2**

As an alternative to Method 1, the fee for a given valuation can be calculated using the following table, as illustrated below:

Valuation	Fee	Valuation	Fee	Valuation	Fee	Valuation	Fee	Valuation	Fee
\$0-100	\$0.02	\$1,000	\$0.21	\$10,000	\$2.10	\$100,000	\$21.00	\$1,000,000	\$210.00
200	0.04	2,000	0.42	20,000	4.20	200,000	42.00	2,000,000	420.00
300	0.06	3,000	0.63	30,000	6.30	300,000	63.00	3,000,000	630.00
400	0.08	4,000	0.84	40,000	8.40	400,000	84.00	4,000,000	840.00
500	0.11	5,000	1.05	50,000	10.50	500,000	105.00	5,000,000	1050.00
600	0.13	6,000	1.26	60,000	12.60	600,000	126.00	6,000,000	1260.00
700	0.15	7,000	1.47	70,000	14.70	700,000	147.00	7,000,000	1470.00
800	0.17	8,000	1.68	80,000	16.80	800,000	168.00	8,000,000	1680.00
900	0.19	9,000	1.89	90,000	18.90	900,000	189.00	9,000,000	1890.00

The fee amount can be obtained by breaking the evaluation amount into parts and using the entries in this table. An example for a permit valuation of \$1,231,890 is shown at the right:

\$1,000,000	\$210.00
200,000	42.00
30,000	6.30
1,000	0.21
800	0.17
90	0.02
<hr/>	
\$1,231,890.00	\$258.70 Fee amount

**\*Notes:**

- 1) The minimum fee is \$.50, so the fee for any valuation up to \$2,381 is simply \$.50..
- 2) Category 2 construction includes all buildings not in Category 1. For example, Category 2 includes residential buildings over 3 stories, all office buildings, warehouses, factories and other manufacturing or processing facilities, restaurants and other non-residential buildings.
- 3) A "building" is defined as a structure built for the support, shelter or enclosure of people, animals or property.

**BUILDING STANDARDS COMMISSION**

2525 Natomas Park Drive, Suite 130  
 Sacramento, California 95833  
 (916) 263-0916 FAX (916) 263-0969

**BUILDING STANDARDS BULLETIN 08-01**

**DATE: OCTOBER 30, 2008**

**TO: CITY, COUNTY, AND CITY AND COUNTY JURISDICTIONS**

**SUBJECT: Chapter 719, Statutes of 2008 (Senate Bill No. 1473, Calderon)**

On September 30<sup>th</sup> of this year Governor Schwarzenegger signed SB 1473 into law. It will take effect on January 1, 2009. Among other things, the bill provides for the creation of the Building Standards Administration Special Revolving Fund, which is established in the State Treasury. Moneys deposited in this fund will come from a surcharge on both residential and non-residential building permits.

The bill requires that each city, county, and city and county collect a fee from an applicant for a building permit, assessed at the rate of four dollars (\$4) per one hundred thousand dollars (\$100,000) in valuation, with appropriate fractions thereof, but not less than one dollar (\$1). "Appropriate fractions thereof" is interpreted to be \$1 per every twenty-five thousand (\$25,000) in valuation per table illustrated below. Fees will be submitted quarterly to the California Building Standards Commission (CBSC), as follows:

Permit Valuation	Fee
\$1 - 25,000	\$1
\$25,001 - 50,000	\$2
\$50,001 - 75,000	\$3
\$75,001 - 100,000	\$4
Every \$25,000 or fraction thereof above \$100,000	Add \$1

In addition, SB 1473 provides that the city, county, or city and county may retain up to ten (10) percent of the fees collected for related administrative costs and for code enforcement education. The bill requires that the local jurisdiction transmit the remainder to CBSC for deposit in the Building Standards Administration Special Revolving Fund.

Once appropriated, moneys deposited in this fund will be available to CBSC, the Department of Housing and Community Development, and the Office of the State Fire Marshal for expenditure in carrying out the provisions of the State Building Standards Law and provisions of State Housing Law that relate to building standards. Emphasis is to be placed on the development, adoption, publication, updating, and educational efforts associated with green building standards.

Notification that the first quarter's fees will be due on April 15, 2009, and a reporting form for the first quarter beginning January 1, 2009, and ending March 31, 2009, will be distributed to each city, county, and city and county, and placed on CBSC's website at [www.bsc.ca.gov](http://www.bsc.ca.gov) in the first part of 2009. If you have any questions concerning this bulletin, please contact Jane Taylor, Senior Architect, by telephone at (916) 263-0807, or via email at [Jane.Taylor@dgs.ca.gov](mailto:Jane.Taylor@dgs.ca.gov).

David Walls  
 Executive Director



## CONSENT AGENDA ITEM 5

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES**

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5. Proclamation 2012-06: Great American Smokeout

**TRINIDAD CITY HALL**  
P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-0223

**Kathy Bhardwaj, Mayor**  
**Gabriel Adams, City Clerk**



## **PROCLAMATION 2012-06**

### **IN RECOGNITION AND SUPPORT OF THE GREAT AMERICAN SMOKEOUT,** **NOVEMBER 15, 2012**

**WHEREAS**, the American Cancer Society encourages all tobacco users to join the Great American Smokeout and quit for at least one day; and

**WHEREAS**, more people in Humboldt County die every year from tobacco-related diseases than die from AIDS, alcohol, car crashes, fires, illegal drugs, murders, and suicides combined; and

**WHEREAS**, exposure to secondhand smoke is known to cause heart disease, lung cancer, asthma attacks, and ear infections; and

**WHEREAS**, studies have shown that children living in multi-unit housing (apartments) where smoking is permitted are more exposed to secondhand smoke, even when nobody smokes in their unit; and

**WHEREAS**, efforts to reduce smoking and exposure to secondhand smoke in California have saved Californians' more than \$86 billion in health care expenditures; and

**WHEREAS**, more than half of adult "ever-smokers" have already quit; and

**WHEREAS**, cities around the world with smoke-free laws see an appreciable reduction in hospital admittances for heart attacks in the months and years after such laws are passed; and

**WHEREAS**, in Humboldt County 8 out of 10 smokers want to quit tobacco, and there are several free resources available to assist them.

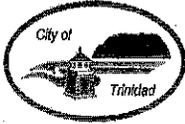
**NOW, THEREFORE, BE IT PROCLAIMED** that the City Council of the City of Trinidad hereby recognizes and supports the American Cancer Society's GREAT AMERICAN SMOKEOUT, on November 15, 2012 in the City of Trinidad and encourages all citizens who smoke, or use chew/dip tobacco, to demonstrate to themselves and their children that they can quit using tobacco by joining the American Cancer Society's Great American Smokeout.

**PASSED, APPROVED, AND ADOPTED** by the Trinidad City Council on Wednesday, November 14, 2012.

Attest:

\_\_\_\_\_  
**Gabriel Adams**  
City Clerk

\_\_\_\_\_  
**Kathy Bhardwaj**  
Mayor



## **CONSENT AGENDA ITEM 6**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 5 PAGES**

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6. Agreement for Accounting and Financial Services

CONSENT AGENDA ITEM

Date: November 14, 2012

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Item: Agreement for Accounting and Financial Services

Background: At the meeting of November 9, 2011, your Council authorized the City Manager to execute an Agreement for Accounting and Financial Services with Neil Tierney, the former Assistant Auditor/Controller with the County of Humboldt. This was recommended to assist in year end closing, assist in reconciliation of grant funds and to initiate journal transactions to assure the city's financial reports agree with the annual audits. Prior to this arrangement, the city's external auditor needed to initiate far too many financial transactions in order to conduct the annual audit, which potentially calls into question the matter of an independent review. This arrangement was successful in terms of assuring proper grant recovery and the overall integrity of the city's account records. Unfortunately, Mr. Tierney passed away. Staff has recently secured agreement for a similar arrangement with Wendy Howard, a Certified Public Accountant and Accounting Supervisor with the City of Eureka. She is also currently under contract with the City of Blue Lake for similar purposes.

Ms. Howard's billing rate is \$45/hour. Efforts on accounting for specific grants will be chargeable to the respective grant. It is estimated the work will not exceed 10 hours/month.

Proposed Action: Authorize the City Manager to execute the Agreement for Consulting Services between the City of Trinidad and Wendy Howard

**AGREEMENT FOR CONSULTING SERVICES BETWEEN  
THE CITY OF TRINIDAD AND WENDY HOWARD**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2012 by and between the City of Trinidad, a general law municipal corporation located in the County of Humboldt, State of California (hereinafter "City"), and Wendy Howard, an individual (hereinafter "Consultant").

1. **Agreed Facts.** This Agreement is made with respect to the following facts:

(a) City has a need for consulting services in the areas of accounting and financial services.

(b) Consultant has the ability and is willing to provide the services as needed by City in accordance with the terms of this Agreement.

2. **Retainer.** City hereby retains Consultant to perform accounting and financial services for City pursuant to this Agreement from and after the effective date of this Agreement, on the terms and conditions contained herein, until this Agreement is terminated as hereinafter provided.

3. **Independent Contractor.** In performing services under this Agreement, Consultant shall act as an independent contractor and shall have control over her work and the manner in which it is performed. She shall be free to contract for similar services to be performed for others while under contract with the City. Consultant is not to be considered an agent or employee of the City, and is not entitled to any employee benefits. Consultant shall furnish, at her expense, all tools, equipment, services, labor and materials necessary to complete all requirements of this Agreement.

4. **Termination.** Either party may terminate this Agreement with or without cause by giving at least thirty (30) days prior written notice of termination to the other party. Within a reasonable time after such termination, Consultant shall be paid all amounts due on the effective date of termination. Upon termination, all finished and unfinished documents, data, studies and reports prepared by Consultant under this Agreement, shall, at the option of City, become City's property.

5. **Duties.** Consultant shall perform such accounting and financial services as requested by the City Manager of City. Obligations and duties shall be similar to, and may include, but are not limited to:

- Assist staff and provide direction to account clerk in properly recording financial transactions
- Advise and implement internal systems to safeguard City's assets
- Assist with providing the City Manager and City Council financial reports so that management can make informed decisions

- Develop or assist in preparing special studies such as grant applications, capital asset expenditures, cash management and other similar activities
- Assist in year end closing, including preparation of documents, analyses and exhibits to allow an expedient closure to annual audit process
- Clear unusual entries with account clerk; inform and discuss with City Manager any unusual issues
- Prepare reconciliation of trust and/or grant funds when requested
- Respond to requests from staff for assistance in coding or otherwise dealing with unusual transactions
- Together with the City Manager review the draft annual audit report and meet with auditors to discuss and resolve any issues
- When requested, participate in the draft Management Discussion and Analysis to be included in the audit report

**6. Compensation and Reimbursement for Expenses.**

(a) City will pay Consultant \$45.00 per hour for all consulting services of whatever nature performed by Consultant.

(b) City will reimburse Consultant for all costs advanced on City's behalf, including long-distance telephone calls, copying charges, postal expenses, and other reasonable and necessary expenses.

© City will reimburse Consultant's ordinary and necessary travel expenses between the City of Trinidad and the Consultant's home in McKinleyville at the then applicable IRS mileage rate.

(d) Consultant will not count as time spent in providing consulting services for City, and City will not pay Consultant for, time spent in traveling to and from City's office.

**7. Billing.** Consultant shall submit a bill to City for all services and reimbursement covered by this Agreement within ten (10) days of the end of each calendar month. Such bill shall become due and payable upon receipt.

**8. Other Clients.** Consultant may maintain an active consulting and/or accounting practice or any other job, occupation, or profession, but Consultant shall not represent clients in accounting or consulting matters if representation of City would pose a conflict of interest for Consultant.

**9. Insurance and Indemnity.**

(a) Indemnity. To the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless, City and any and all of its boards (including the Council, boards, commissions, committees and task forces), officials, employees and agents from and against any and all losses, liabilities, damages, costs and expenses,

including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or sub-consultants or any entity or individual for which Consultant shall bear legal liability in the performance of professional services under this Agreement.

(b) Insurance.

Auto: Consultant shall maintain during the term of this Agreement a policy of vehicle liability insurance covering bodily injury and property damages in the minimum of \$100,000.00 per claim and \$300,000.00 annual aggregate as to all vehicles used to provide services hereunder. Certificate shall contain a statement that the policy will not be cancelled except after thirty (30) days prior written notice to City.

**10. Services not Covered.** It is expressly understood and agreed that Consultant shall have no general responsibility for overseeing City operations or for consulting services in connection with any manner that Consultant is not specifically required to undertake. It is also understood and agreed that City may obtain consulting services from time to time from other consultants concerning special matters.

**11. Contract Terms to be Exclusive.** This written Agreement contains the sole and entire agreement between the parties. It supersedes any and all other agreements between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this Agreement or representation inducing the execution and delivery hereof, except such representations as are specifically set forth herein, and each party acknowledges that it has relied on its own judgment entering into this Agreement.

**12. Waiver or Modification Ineffective Unless in Writing.** No waiver or modification of this Agreement or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith.

**13. Contract Governed by Law of the State of California.** This Agreement and performance hereunder and all suits and special proceedings hereunder shall be construed in accordance with the laws of the State of California. In any action, special proceeding, or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the State of California shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which the action or special proceeding may be instituted:

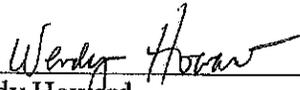
**14. Term of this Agreement.** The term of this Agreement shall commence upon execution, and end December 31, 2014, unless sooner terminated by either party pursuant to Paragraph 4 of this Agreement.

**IN WITNESS WHEREOF,** the parties have executed this Agreement in duplicate on the day and year first above written.

City of Trinidad  
P. O. Box 390  
Trinidad, CA 95570

Wendy Howard  
2710B Daffodil Avenue  
McKinleyville, CA 95519

By \_\_\_\_\_  
Karen Suiker, City Manager

  
\_\_\_\_\_  
Wendy Howard



## AGENDA ITEM 1

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 16 PAGES**

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1. Discussion/Decision regarding Request to Remove Existing Conditions and Place New Conditions on the Trinidad Bay Bed & Breakfast

## DISCUSSION/ACTION AGENDA

Date: October 10, 2012

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Item: Consider Request to Remove Existing Conditions and Place New Conditions on Trinidad Bay Bed and Breakfast

Background: The matter of removing conditions on the Trinidad Bay Bed and Breakfast was considered and approved by the Planning Commission in July 2010 as a recommendation to the City Council. The matter was then considered by the City Council in August 2010 with a resulting action "to deny Morgan's request to have the conditions removed, and maintain the current requirements and conditions as placed on the B&B in 1985. However, if future water quality testing on the bluff yields negative septic impacts then the city may reconsider the request. Conditions will be enforced based on trust and good faith that the owner will comply. "

Mr. Morgan is once again requesting a modification of the previously approved use permit to remove/alter the conditions of approval, and he will be prepared to express his opinions at the meeting.

With regard to the current two conditions, Planner Parker's July 2010 staff report advised as follows:

Condition (1): The condition to use a commercial linen service was not based on any real data or professional recommendation. The condition was intended to reduce the amount of water going into the system; however, there is no restriction to the property owner simply taking the laundry to his adjacent property and doing the wash there. This does not reduce the amount of water going into the ground in general.

Condition (2): The condition to cease business if the septic system fails is covered by other laws/regulations, and the Department of Health has no issue with removal of this condition.

The Planning Commission (with concurrence from the County Health Department), determined that there are other ways to protect the system than requiring a commercial linen service. For that reason, even though the two original conditions were recommended for removal, additional conditions were recommended to be put into place. Those three conditions were:

1. The property owner shall have the septic system inspected annually during the wet weather season and the results provided to Department of Health (DEH) each year. This inspection schedule may be modified under implementation of the City's On Site

Wastewater Treatment System (OWTS) Management Program with written approval from DEH.

2. The owner recognizes that if the septic system fails, steps will be taken by the City and/or DEH to rectify the situation, which may include suspension of the Use Permit or temporary closure of the business until the system is repaired to the satisfaction of DEH.

3. The next annual inspection, to occur in the upcoming wet season, shall conform to the requirements for a performance inspection under the City's OWTS Management program verifying the function of the entire system, including the leachfield and confirming the presence or absence of an effluent filter. If an effluent filter is not already installed, one shall be installed at the time of inspection.

Proposed Action: Remove the current two conditions in favor of three new conditions as outlined in the July 8, 2010 staff report from Planner Parker and as restated above.

Attachments:

August 11, 2010 Council agenda report with the following attachments:

- July 8, 2010 staff report from Trever Parker
- July 5, 2010 Application Referral Form from County Health Department indicating no objection to removal of the off site laundry requirement condition.
- Proof of work done on septic system.

## DISCUSSION/ACTION AGENDA ITEM X.1

Date: August 11, 2010

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**Item:** **PLANNING APPLICATION 2010-06 REGARDING THE REQUESTED REMOVAL OF CONDITIONS ON THE TRINIDAD BAY BED AND BREAKFAST**

**Background:** In 1985, the Trinidad Planning Commission and the City Council approved a request to establish a bed and breakfast inn at the residence at 560 Edwards Street. The approval included two conditions, and the current owner has filed an application requesting that those conditions be removed.

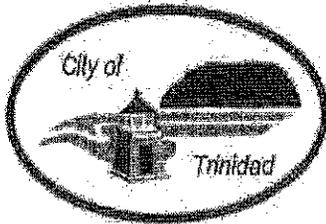
During the public review at the Planning Commission at its July, 2010 meeting, it was pointed out that, since the original approval and conditions were placed by the City Council, it would be appropriate for the current City Council to either remove, modify, or confirm the conditions that were placed in 1985.

The Planning Commission did complete its discussion of the item and agreed with the applicant to remove the conditions placed in 1985. In their place, the Commission recommended three new conditions that are included on page 6 of the attached report.

The applicant will be present to express his opinions as to these new conditions.

**Staff Recommendation:** Approve the applicant's request to remove the 1985 conditions, and add three new conditions as recommended by the Trinidad Planning Commission.

**Attachments:** Staff Report dated July 8, 2010, from Treyer Parker;  
Response email from the County Health Department regarding its acceptance of removal of the 1985 conditions; and  
Proof of work done on the septic system at the Trinidad Bay Bed and Breakfast since the Planning Commission meeting on 7/21/10.



Filed: July 8, 2010  
Staff: Trever Parker  
Staff Report: July 9, 2010  
PC Hearing Date: July 21, 2010  
Commission Action: Remd Cond'l Approval  
CC Hearing Date: August 11, 2010  
City Council Action:

**STAFF REPORT: CITY OF TRINIDAD**

APPLICATION NO: 2010-06  
APPLICANT (S): Michael Morgan  
AGENT: NA  
PROJECT LOCATION: 560 Edwards Street  
PROJECT DESCRIPTION: Modification of an existing Conditional Use Permit for the Trinidad Bed and Breakfast to remove two conditions previously placed on the original project approval in 1986 that (1) a commercial linen service must be used, and (2) that the use permit will be suspended if the septic system were to fail.  
ASSESSOR'S PARCEL NUMBER: 042-101-07  
ZONING: PD – Planned Development  
GENERAL PLAN DESIGNATION: PD – Planned Development  
ENVIRONMENTAL REVIEW: Categorically Exempt from CEQA per § 15306 of the CEQA Guidelines exempting minor alterations in land use limitations.

**APPEAL STATUS:**

Planning Commission action on a coastal development permit, a variance or a conditional use permit, and Design Assistance Committee approval of a design review application will become final 10 working days after the date that the Coastal Commission receives a "Notice of Action Taken" from the City unless an appeal to the City Council is filed in the office of the City Clerk within that time. Furthermore, this project is        / is not  X  appealable to the Coastal Commission per the City's certified LCP, but may be appealable per Section 30603 of the Coastal Act.

## **STAFF COMMENTS:**

Because of the nature of this request, most of the staff report discussion items do not apply, and so this is an abbreviated form of a staff report.

### Background

The Bed and Breakfast was originally converted from a single-family residence in 1985 by previous owners of the property. According to file information, the project was rather controversial at the time, and residents were adverse to the idea of a commercial establishment in this location. Conditional Use Permits do not expire (unless written as such) and run with the land, meaning they transfer to new property owners. Only two conditions were placed on the original issuance of the Use Permit: (1) that "a commercial linen service must be used," and (2) that "if the septic system fails, this permit shall be discontinued until the system is brought up to standards or replaced; a compliance check shall be made by the City Building Inspector." The applicant is requesting that both conditions be removed at this time. A discussion from staff's perspective is included below under 'sewage disposal.' Also see the letter submitted by the applicant for additional reasoning and support.

## **SITE CHARACTERISTICS:**

The subject property is located on the corner of Trinity and Edwards Street. It is developed with a large, 5-bedroom residence and outbuildings that have previously been approved for use as a bed and breakfast. The site is generally flat, and access is from Edwards Street. The project will not result in any changes to the physical characteristics of the site.

## **ZONING ORDINANCE/GENERAL PLAN CONSISTENCY**

A bed and breakfast is an allowable use with the granting of a use permit in the PD zone (§17.36.020). A use permit to run a 5-bedroom bed and breakfast was granted by the City in accordance with the certified Local Coastal Plan (LCP) in 1985. Within the PD Zone, all uses require a use permit (even a single-family home) and all use permits in the PD Zone must be approved by the City Council after a recommendation by the Planning Commission. The proposed project will not change any structures or the use of the property that would affect zoning, setbacks, etc.). This request could be considered a change in the intensity of the use, but still meets the requirements of the LCP. The Use Permit findings are included below, but they should be considered just in terms of removing the conditions, not the existing use as a bed and breakfast.

## **SLOPE STABILITY:**

The property where the proposed project is located is outside of any areas designated as unstable or questionably stable based on Plate 3 of the Trinidad General Plan.

## SEWAGE DISPOSAL:

### Condition 1

When looking at all the facts surrounding the situation, this condition could be considered somewhat unreasonable. I can find no evidence that this condition was based on any real data or professional recommendation. There was quite a bit of involvement in this project from the County Division of Environmental Health (DEH), and they never had any objections (though they did have concerns) with the project, and this condition was not a recommendation of DEH. The septic system was upgraded in 1989 to add a larger tank and additional leachlines. However, it still does not meet current standards were a new system for a new business to be installed today, but is still better than it was in 1985. The system is being well maintained according to documentation submitted by the applicant showing pumping records from Steve's Septic Service. The current owner has the system pumped annually in order to protect it. The property does not appear to use significantly more water than neighboring properties. In addition, the condition was intended to reduce the amount of water going into the system, so there should be no restriction on the property owner taking the laundry to his adjacent property and doing the wash there. There would also be no restriction on the owner paying some other nearby resident to do the laundry, which would not reduce the amount of water going into the ground in general.

Although DEH did have some concerns since the system is undersized for the use, they determined that they had no objections to the removal of the condition to use a commercial laundry service as long as a record of an annual wet weather season inspection of the system is provided to DEH. In addition, the Planning Commission noted that the City's OWTS Management Program, that should be implemented some time this year, is designed to protect such systems as this, and will require its own rigorous inspection and maintenance schedule. The Planning Commission also included a condition to require that an effluent filter be installed if not already to protect the leachfield from keeping solids out of it.

### Condition 2

The second condition placed on the project that the business must cease if the septic system fails is covered by other laws. If the system were to fail the County Division of Environmental Health (DEH) would take immediate enforcement action. This situation is also covered by the City's recent OWTS Management Program ordinance. I don't see how the condition adds any more protection or enforcement ability since other mechanisms are already in place. However, this condition was a recommendation of the DEH as part of the referral process for the use permit processing in 1985. Conditions may have been different then and the County did not have as many options for enforcement. But at this point, the DEH has no issue with removing this condition.

## LANDSCAPING AND FENCING:

There is no landscaping or fencing associated with this project.

## DESIGN REVIEW / VIEW PROTECTION FINDINGS:

Because the project will not alter any structures, and will not change the topography of the site by more than 2 feet, no Design Review is required.

## USE PERMIT FINDINGS:

The following findings, as may be revised, are required in order to approve this project. As usual, the findings are written in a manner to allow approval of the project, but if the Planning Commission disagrees with any of the findings, or public testimony presents conflicting information, then the findings should be reworded accordingly.

- A. *The proposed use at the site and intensity contemplated and the proposed location will provide a development that is necessary or desirable for and compatible with the neighborhood or the community.* Response: The use of the site as a bed and breakfast has already been established. The removal of the conditions relating to the septic system will not alter the use.
- B. *Such use as proposed will not be detrimental to the health, safety, convenience, or general welfare of persons residing or working in the vicinity or injurious to property improvements or potential development in the vicinity with respect to aspects including but not limited to the following:*
1. *The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of structures;* Response: There is no evidence that utilizing the existing septic system for laundry will adversely affect the function of the system.
  2. *The accessibility of the traffic patterns for persons and vehicles, and the type and volume of such traffic, and the adequacy of proposed off-street parking and loading;* Response: The proposed project will not affect traffic or parking.
  3. *The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor;* Response: The proposed project will not involve any emissions. Other legal safeguards are already in place to protect public health and the environment should the OWTS fail or malfunction.
  4. *Treatment given, as appropriate, to such aspects as landscaping, screening, open space, parking and loading areas, service areas, lighting and signs;* Response: The proposed removal of conditions will not affect any of these items.
- C. *That such use or feature as proposed will comply with the applicable provisions of this title, will be consistent with the policies and programs of the general plan*

and will assist in carrying out and be in conformity with the Trinidad coastal program. Response: As discussed above, under the Zoning Ordinance / General Plan Consistency section, the proposed project can be found to be consistent with the City's Zoning Ordinance, General Plan and Local Coastal Program.

- D. *That the proposed use or feature will have no significant adverse environmental impact or there are no feasible alternatives, or feasible mitigation measures, as provided in the California Environmental Quality Act, available which would substantially lessen any significant adverse impact that the actions allowed by the conditional use permit may have on the environment.* Response: Removal of conditions is exempt from CEQA per § 15305 of the CEQA Guidelines exempting minor alterations to land use limitations.
- E. *When the subject property is located between the sea and the first public road paralleling the sea or within three hundred feet of the inland extent of any beach or of the mean high tide line where there is no beach, whichever is the greater, that:* Response: The project is not located between the sea and the first public road, therefore the following findings are not applicable.
1. *The development provides adequate physical access or public or private commercial use and does not interfere with such uses.*
  2. *The development adequately protects public views from any public road or from a recreational area to, and along, the coast.*
  3. *The development is compatible with the established physical scale of the area.*
  4. *The development does not significantly alter existing natural landforms.*
  5. *The development complies with shoreline erosion and geologic setback requirements.*

#### **PLANNING COMMISSION RECOMMENDATION:**

Based on the above analysis, the project is consistent with the City's Zoning Ordinance and General Plan and other policies and regulations, and the necessary findings for granting approval of the project can be made. The Planning Commission agreed with staff's recommendation and found that the Use Permit Findings could be made, and recommended conditional approval of the project with the following motion:

Based on application materials, information and findings included in this Staff Report, and based on public testimony, I move to adopt the information and required findings in this staff report and recommend that the City Council approve the project as conditioned herein.

## CONDITIONS OF APPROVAL

1. The property owner shall have the septic system inspected annually during the wet weather season and the results provided to DEH each year. This inspection schedule may be modified under implementation of the City's OWTS Management Program with written approval from DEH.
2. The owner recognizes that if the septic system fails, steps will be taken by the City and / or DEH to rectify the situation, which may include suspension of the Use Permit or temporary closure of the business until the system is repaired to the satisfaction of DEH.
3. The next annual inspection, to occur in the upcoming wet season, shall conform to the requirements for a performance inspection under the City's OWTS Management program verifying the function of the entire system, including the leachfield and confirming the presence or absence of an effluent filter. If an effluent filter is not already installed, one shall be installed at the time of inspection.

Attention - Pat Morales

APN: 042-101-07  
DATE: July 5, 2010  
APPL # 2010-06

**APPLICATION REFERRAL FORM**

FROM: Traver Parker, City Planner  
Phone: (707) 822-5785; FAX: (707) 822-5786; email: [traver@streamlineplanning.net](mailto:traver@streamlineplanning.net)

TO:  City Engineer  Building Inspector  
 Co. Health Department  CA Coastal Commission  
 CA Department of Fish and Game  U.S. Army Corps of Engineers

RE:  Design Review  Variance  
 Use Permit  Minor/Major Subdivision  
 Other

DATE NEEDED BY: July 14, 2010 (Please call if comments cannot be prepared by this time.  
Otherwise it will be assumed that you recommend approval. Please send comments to Traver Parker, City Planner at: STREAMLINE Planning Consultants, 1062 G St, Suite L, Arcata, CA 95521)

APPLICANT: Mike Morgan

PROJECT LOCATION: 560 Edwards Street, Trinidad, CA

PROJECT DESCRIPTION: Modification of an existing Conditional Use Permit for the Trinidad Bay Bed and Breakfast to remove a previous condition placed on the original project approval in 1985 that all laundry must be done off-site.

**COPY  
FYI**

CEQA STATUS:  EXEMPT  NEGATIVE DECLARATION  EIR

APPEALABLE TO THE COASTAL COMMISSION?  YES  NO

**TO BE COMPLETED BY RECIPIENT**

CHECKLIST OF ITEMS NEEDING TO BE ADDRESSED:  NONE

- |                                       |  |  |
|---------------------------------------|--|--|
| 1. <input type="checkbox"/> ZONING    | 7. <input type="checkbox"/> SETBACKS       | 13. <input type="checkbox"/> CREEKS, WETLAND |
| 2. <input type="checkbox"/> WATER     | 8. <input type="checkbox"/> SIDEWALKS      | 14. <input type="checkbox"/> SURVEYS         |
| 3. <input type="checkbox"/> SEPTIC    | 9. <input type="checkbox"/> GRADING        | 15. <input type="checkbox"/> ST. LIGHTING    |
| 4. <input type="checkbox"/> ELECTRIC  | 10. <input type="checkbox"/> DRAINAGE      | 16. <input type="checkbox"/> HAZ. MATERIALS  |
| 5. <input type="checkbox"/> ACCESS    | 11. <input type="checkbox"/> ENCRDACHMENT  | 17. <input type="checkbox"/> PUBLIC SAFETY   |
| 6. <input type="checkbox"/> EASEMENTS | 12. <input type="checkbox"/> VEG. CLEARING | 18. <input type="checkbox"/> POLICE CONCERNS |

19.  OTHER

**PROPOSED CONDITIONS OF APPROVAL, COMMENTS & RECOMMENDATIONS:**

7/15/10 DEH HAS NO OBJECTION TO THE AFOREMENTIONED MODIFICATION  
UNDER THE CONDITION THAT A RECORD OF AN ANNUAL INSPECTION  
OF THE SEPTIC SYSTEM IS PROVIDED TO THE DIVISION OF ENV. HEALTH

COMMENTS CONTINUED:  ON REVERSE SIDE  ATTACHED  NONE

*J. S.*



#1 IN THE #2 BUSINESS!

1810 Murray Road  
McKinleyville, CA 95519

# Invoice

Date	Invoice #
6/1/2010	9154

<b>Bill To</b>
Trinidad Bed & Breakfast P.O. Box 849 Trinidad, CA 95570-0849

P.O. No.	Terms	Due Date	Location
	Net 15	6/16/2010	

Serviced	Item	Description	Qty	Rate	Amount
6/1/2010	Pump Septic-C	Pump 1500 gallons from septic tank		600.00	600.00
6/1/2010	Discounts			-25.00	-25.00

TERMS: A Finance Charge of 1.5% per month (18% per annum) will be charged on past due accounts.

<b>Total</b>	\$575.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$575.00

Phone #	Fax #	E-mail
(707) 839-2270	(707) 839-2112	ssslc2112@sbcglobal.net



#1 IN THE #2 BUSINESS!  
 1810 Murray Road  
 McKinleyville, CA 95519

# Invoice

Date	Invoice #
8/3/2010	8996

Bill To
Trinidad Bed & Breakfast P.O. Box 849 Trinidad, CA 95570-0849

P.O. No.	Terms	Due Date	Location
	Net 30	9/2/2010	560 Edwards Street Trinidad

Serviced	Item	Description	Qty	Rate	Amount
8/3/2010	20" Lid-Plastic	20" Round Riser Lid	4	20.00	80.00T
8/3/2010	Riser-6x20	6" High x 20" Diameter Riser	4	20.00	80.00T
8/3/2010	4" Effluent Filter	4" Effluent Filter w/ T-Baffle Housing	1	45.00	45.00T
8/3/2010	Couple PVC S&D 4..	Couple PVC S&D 4" HxH	1	25.00	25.00T
8/3/2010	Misc. Fittings	Bags of Hydraulic cement	5	20.00	100.00T
8/3/2010	Materials-Septic NIP	Quick Concrete	2	10.00	20.00T
8/3/2010	Labor	Repair outlet pipe to install filter		145.00	145.00
8/3/2010	Labor	Water test; repaired crack on gray water tank.		180.00	180.00
		Sales Tax		8.25%	28.88

TERMS: A Finance Charge of 1.5% per month (18% per annum) will be charged on past due accounts.

<b>Total</b>	\$703.88
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$703.88

Phone #	Fax #	E-mail
(707) 839-2270	(707) 839-2112	sssic2112@sbeglobal.net



#1 IN THE #2 BUSINESS!

1810 Murray Road, McKinleyville, CA 95519  
(707) 839-2270 / Fax: (707) 839-2112  
E-mail: ssslle2112@sbcglobal.net

# Onsite Wastewater Treatment System Inspection Report

Season: Summer

Ordered by Whom: Trinidad Bed-Breakfast Date/Time Scheduled: 8/3/10 9AM

Send Copy to: SSM

Fax to: \_\_\_\_\_

Site Address: 560 Edwards

Billing Address: \_\_\_\_\_

Street

PO Box

Trinidad

849

Trinidad

Phone: 845-9090

Phone: 677-6840

## A. General Information: (Obtain as much as possible when inspection ordered)

- 1.) Age of wastewater treatment system: ? years.  
 Was a Homeowner Questionnaire completed?  Yes  No  
 Water softener  Garbage disposal  Whirlpool bath  Cleaning service  
 In-Home Business: type \_\_\_\_\_  
 Flow Meter: \_\_\_\_\_
- 2.) Number of people occupying dwelling: Currently: \_\_\_\_\_ Anticipated: \_\_\_\_\_  
 If currently unoccupied, for how long has it been vacant? \_\_\_\_\_ months
- 3.) Number of bedrooms in dwelling: \_\_\_\_\_  
 Design: \_\_\_\_\_ Listing: \_\_\_\_\_
- 4.) Has there ever been a backup in the house?  Yes  No
- 5.) List any known repairs made to the system: \_\_\_\_\_
- 6.) Has the system recently been inspected by others?  Yes  No
- 7.) Is there a service contract for system components?  Yes  No  
 Company: \_\_\_\_\_
- 8.) Date the treatment tank last pumped: \_\_\_\_\_  Never to my knowledge  
 At what frequency?: \_\_\_\_\_ Company: \_\_\_\_\_

The above information is true to the best of my knowledge.

Owner \_\_\_\_\_

Date \_\_\_\_\_

## B. System Type

### 1.) Components of Wastewater Treatment System (complete as necessary)

Pretreatment Unit 1: 1200 [gallons or gpd]

Pump/Pump Tank 1: 1 gpm/tdh [ ] [gallons]

Pretreatment Unit 2: 800 [gallons or gpd] *Grey Water*

Pump/Pump Tank 2: 1 gpm/tdh [ ] [gallons]

Soil Treatment Unit: Leach 1 ? [square feet]

Additional Components:

### 3.) Gray-water run-off or drainage system?

None  Surface  Subsurface Discharge

Comments: Plumbed water TEST OK!

## C. Evaluation Procedures: (Check the appropriate boxes)

Locate, access and open the septic tank cover  Yes  No

If at grade, is the cover "secure?"  Yes  No

Can surface water infiltrate into the tank?  Yes  No

Any indicators of previous failure?  Yes  No

Inspect lid, inspect level, measure sludge and scum, check effluent screen  Yes  No

Run an operation test  Yes  No

Gallons added in the test 300 gallons Both Tanks

If applicable, pump out primary treatment tank  Yes  No

Listen and observe for backflow into the tank from the outlet pipe

Comments: Sealed + Repaired + Installed Reverse Filter

Caution: Do not pump treatment tank if there is evidence of a malfunction in any portion of the system.

Inspect the condition of the primary treatment tank Repaired  Yes  No

(i.e. cracks, infiltration, deterioration or damage) Cracks in Grey Water Tank

Inspect the integrity of the inlet and outlet baffles  Yes  No

(i.e. deterioration or damage)

Does the system contain a dosing or pump tank, ejector or grinder pump?  Yes  No

If so, did you check integrity of the tank (cracks, infiltration, etc?)  Yes  No

Is the pump elevated off the bottom of the chamber?  Yes  No

Does the pump work?  Yes  No

If there is a check valve, is a purge hole present?  Yes  No

Is there a high water alarm?  Yes  No

Does the alarm work?  Yes  No  
 Do electrical connections appear satisfactory?  Yes  No  
 Did you clean the pump tank?  Yes  No

Probe the soil treatment area  Yes  No  
 check for excessive moisture, odor and/or effluent

Type of Distribution:  Gravity  Pressure

Is There:  
 Any indication of a previous failure?  Yes  No  
 Seepage visible on the lawn?  Yes  No  
 Lush vegetation present?  Yes  No  
 Ponding water in the distribution media?  Yes  No  
 Even distribution of effluent in the field?  Yes  No

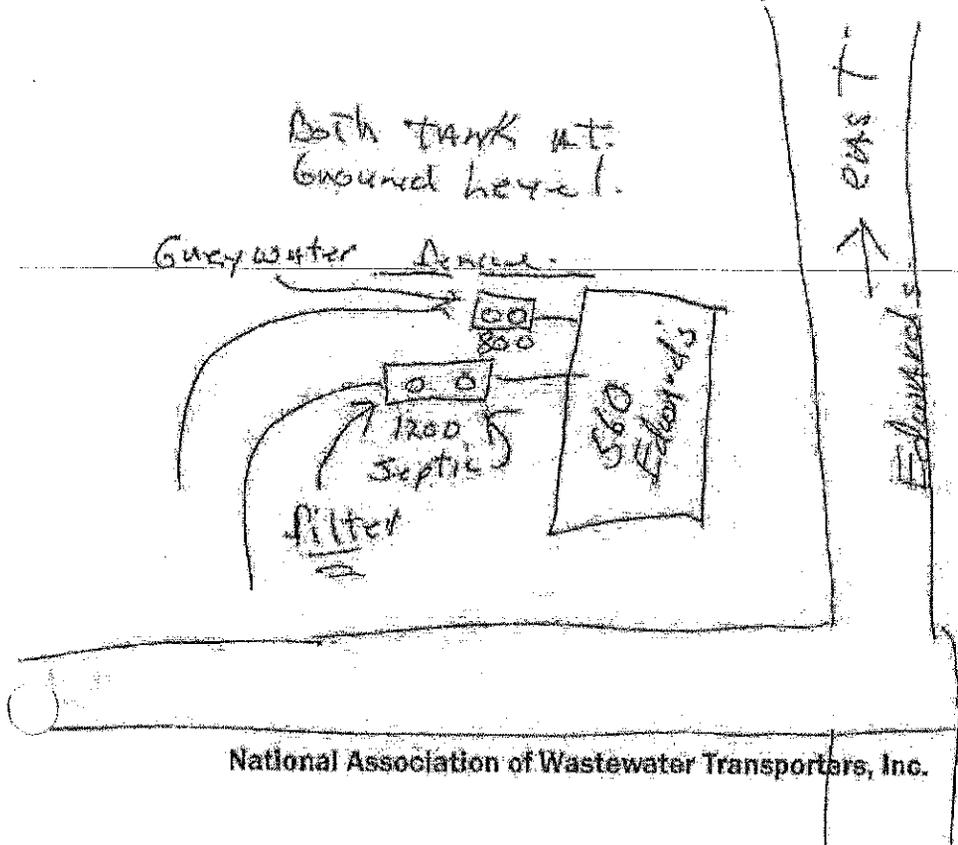
Determine approximate distance between water well and soil treatment area.  
 Approximate distance is 60m. water feet.

Explain answers as necessary:

Both are old systems but working good!  
 Filter on 1200 TANK need cleaning once a year!

**D. Sketch of System**

For reproducible results, show dimensions from structures that will not change, such as corners or the house. Show details, such as the rod, in relation to the house to get the correct orientation. Show all located components.



### E. Checklist Summary

- 1.) Pretreatment Unit 1 is in  Acceptable  Unacceptable condition.  
Pretreatment Unit 2 is in  Acceptable  Unacceptable condition.  
*Comments:*
  
- 2.) Soil Treatment area is in  Acceptable  Unacceptable condition.  
*Comments:*
  
- 3.) ~~Pumps and pump-tank~~ is in  Acceptable  Unacceptable condition.  
*Comments:*

### F. Disclaimer

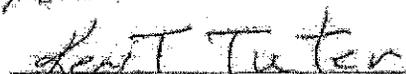
Based on what we were able to observe and our experience with onsite wastewater technology, we submit this Onsite Wastewater Treatment System Inspection report based on the present condition of the onsite wastewater treatment system. Steve's Septic Service has not been retained to warrant, guarantee, or certify the proper functioning of the system for any period of time in the future. Because of the numerous factors (usage, soil characteristics, previous failures, etc.) which may effect the proper operation of a wastewater treatment system, this report shall not be construed as a warranty by our company that the system will function properly for any particular buyer. Steve's Septic Service DISCLAIMS ANY WARRANTY, either expressed or implied, arising from the inspection of the wastewater treatment system or this report. We are also not ascertaining the impact the system is having on the environment.

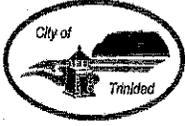


**#1 IN THE #2 BUSINESS!**

1810 Murray Road, McKinleyville, CA 95519  
(707) 839-2270 / Fax: (707) 839-2112  
E-mail: [sssllc2112@sbcglobal.net](mailto:sssllc2112@sbcglobal.net)

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Print Name



## AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES**

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2. Discussion/Decision regarding General Plan Update, Housing Element and Proposed Cultural/Historical Resources Element.

## DISCUSSION AGENDA

Date: November 14, 2012

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Item: General Plan Update, Housing Element and Proposed Cultural / Historical Resources Element

### *Budget*

From our June 2012 invoice (which was billed in July, so is part of this fiscal year) through October (not yet billed), Streamline time spent on the General Plan update is at a total of \$5,195 out of the \$20,000 budget allocated for this fiscal year. That means that we are actually under budget, though somewhat behind schedule.

### *Circulation Element*

The Planning Commission accepted the text of the Circulation Element in July, and recommended consideration by the City Council. However, the figures had not yet been finalized to their satisfaction. The Planning Commission and staff continued to work on those for the next month, and the figures were completed in August.

### *Noise and Public Safety Element*

The text of this element is also complete and finalized, but the Planning Commission will continue to work on the figures over the next month or two. (Though there will not be a regular meeting in November, since it would fall the Wednesday before Thanksgiving.) When this is done, I will forward both the Circulation and Noise & Safety Elements to the Council for review.

### *Housing Element*

This is the last of the seven State required elements. Staff recommended, and the Planning Commission concurred, that the City should not try to develop a housing element fully in compliance with the Department of Housing and Community Development (HCD) standards at this point in time. This is the one element that is required to be certified by a State agency, but the standards go well beyond what is really necessary for a City with only 200 housing units (see attached memo for more information). No new budget allocations are required for this. The memo provides a separate budget estimate for this element to put your options into perspective.

### *Cultural & Historic Resources Element*

Since the early stages of our general plan update, staff has proposed a separate Cultural & Historic Resources element. This is not a required element, but these issues would have to be addressed somewhere in the general plan anyway. With some of the issues that have resurfaced lately related to the Tsurai Study Area (TSA), staff felt this would be a good time to start developing this important element. This will be a crucial first step in codifying the policies and recommendations of the Tsurai Management Plan (TMP) and moving toward implementation. This process will also provide a basis for a holistic approach to management and impact analysis that has been requested by the Tsurai Ancestral Society (TAS) and others. It will also include cultural resources and issues outside of the TAS, including Trinidad Head and others. I also feel that it is important to address more recent historic resources, including homes and other structures that are important to the community.

This element will be difficult and time consuming. There are numerous important issues that need to be addressed as well as several interested parties, community groups and Tribes with sometimes

conflicting issues and priorities that will need to be involved. Therefore, I thought that the Coastal Conservancy might be a good resource for funding, neutral third party involvement and technical expertise. I did have a chance to speak at length with Su Corbaley, who served as the Conservancy's representative on the development of the TMP. Though very supportive of this effort, the Conservancy does not have a lot of funding opportunities to offer, particularly for planning. For one, most of their funding sources are geared toward implementation projects, and secondly, they recently provided significant funding for the development of the TMP. (In the meantime, Su will look into possible funding for some priority implementation projects identified in the TMP, such as repair or removal of the handicap access ramp, construction of a handrail, etc.) The Conservancy can however, provide some staff technical assistance, make their existing data available to the City and attend key meetings.

I propose moving forward with this element using the existing General Plan budget. There are a lot of recommendations included in the TMP that should be made policies within the General Plan. I have included an outline of key issues that should be addressed.

#### Cultural & TSA Issues

- Consultation protocol for TSA
- Identify culturally significant areas within and around the City (not just TSA)
- ID areas for project notification to tribal interests
- Policies for requiring a cultural monitor
- Trail maintenance guidelines
- Site-monitoring and policies for how to deal with looting and trespassing, etc.
- Signage
- Consideration of GHD groundwater study
- Policies / considerations for land transfer
- Vegetation management policies

#### Historic Resources

- Inventory historic homes and historic characteristics
- ID other historic events / places, if any
- ID policies to protect and alter historic homes / resources
- ID threats and opportunities

#### Procedural Considerations

- Formal Tribal consultations (Yurok, Trinidad Rancheria, TAS)
- Clarification of Conservancy easement (TSA)
- CEQA analysis
- Coastal Commission certification

Proposed Action: I request concurrence from the Council on staff's proposed approach to both the Housing Element and the Cultural / Historic Resources Element.

Attachments: August 31, 2012 Housing Element memo to the Planning Commission.

## CITY OF TRINIDAD MEMORANDUM

**TO:** Trinidad Planning Commission

**FROM:** Trever Parker, City Planner

**DATE:** August 31, 2012

**RE:** Housing Element Compliance

We have discussed the housing element in the past, and I suggested that the City may not want to try to fully comply with the State's requirements in this regard. This is because the requirements are rather onerous, particularly for a City the size of Trinidad. All jurisdictions are supposed to comply with these same requirements, from the City of LA, to Humboldt County, to the City of Trinidad. The Planning Commission assed for an assessment of the advantages and disadvantages of completing a housing element.

The Trinidad Housing Element has not been updated since 1997 (15 years) and is currently out of compliance with the California Department of Housing & Community Development (HCD). According to State law, Housing Elements are required to be updated at least once every 5 years which should generally coincide with publication of the Regional Housing Needs Allocation Plan. The current Regional Housing Needs Plan for Humboldt County covers the planning period from January 1<sup>st</sup>, 2007 to June 30<sup>th</sup>, 2014, and allocates 11 new housing units to be provided by the City of Trinidad during that period (See table below for housing unit allocation by income group).

Total Allocations	VERY LOW		LOW		MODERATE		ABOVE MODERATE		
	Total Units	Adjusted %	Income Allocation						
<b>REGIONAL GOAL</b>		24.8%		16.0%		17.4%		41.8%	
Arcata	811	23.4%	190	16.2%	131	17.8%	143	42.8%	347
Blue Lake	20	24.9%	5	16.2%	3	17.2%	4	41.7%	8
Eureka	880	24.3%	215	15.7%	138	17.4%	152	42.6%	375
Ferndale	52	25.8%	14	16.1%	9	17.2%	9	40.8%	20
Fortuna	586	25.0%	147	15.9%	93	17.3%	101	41.8%	245
Rio Dell	138	24.7%	34	16.0%	22	17.0%	24	42.3%	58
Trinidad	11	26.2%	3	16.1%	2	16.9%	2	40.7%	4
Unincorporated	2249	25.2%	567	16.2%	364	17.4%	390	41.3%	928
<b>RRNA TARGETS</b>	<b>4747</b>		<b>1175</b>		<b>762</b>		<b>825</b>		<b>1985</b>

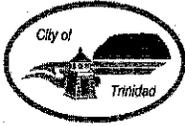
Table 2: 2007-2014 RHNA Allocations by Income Group

Having an out of compliance Housing Element has two main consequences. The first is that the City is not eligible for certain housing, community development, and infrastructure funding programs. This assumes that the City meets all of the other criteria for these programs such as income levels, population size, special needs populations, etc., and that the compliance of the Housing Element is the only factor preventing the City from being eligible or competitive. The

primary reason that the City developed its 1997 housing element was to be eligible for these programs. But when the City applied for these grants, it was told that the City's median income was too high to qualify. The second consequence is that the City can be sued for not updating its Housing Element. The reasoning would be that the City is not doing its part to plan for providing its allocated share of adequate housing for all income levels. However, it is not likely that a City the size of Trinidad will be sued over its Housing Element, but it is possible.

When speaking with representatives of the Department of Housing & Community Development (HCD), they suggested that the City look at Rio Dell's Housing Element as an example of a compliant Housing Element completed by a smaller rural City. The Rio Dell Housing Element is 116 pages long, which is longer than the entire Trinidad General Plan (Currently 79 pages). It would appear excessive for a City with a population of 367 to have a 100+ page document to discuss providing adequate housing. Based on review of the June 1, 2012 Housing Element Compliance Report prepared by HCD, Trinidad is not the only jurisdiction in the state of CA who is in this predicament. There are at least 30 other jurisdictions (Cities & Counties) in the State of CA that have not adopted or submitted Housing Elements to HCD during this planning period (2007-2014). The smallest of these is the City of Amador with a population of 206 and the largest is the County of San Bernardino with a population of 2,035,210. These jurisdictions have differing reasons for being out of compliance that include things such as, 1) a lack of vacant land to provide housing units allocated in the regional housing needs plan; 2) a resistance to encouraging low-income housing in upper-income communities; 3) anti-growth policies which discourage housing development; and 4) lack of expertise or funding to meet Housing Element requirements. However, since Trinidad is in the process of updating its General Plan, it is an appropriate time to review whether it is a priority for Trinidad to have a current & compliant Housing Element.

Trinidad has three main options in which to proceed with updating its Housing Element that include: 1) Doing nothing; 2) Doing a minor update to meet the needs of the City; and 3) Doing a major update to be compliant with HCD and State law. Option 1 would not cost anything except missing out on funding programs and the potential for a lawsuit against the City. A minor update (Option 2) that would provide a Housing Element specific to the needs of the City would cost approximately \$3,500 and would at least show the City made an effort at compliance. A major update (option 3) that would be compliant with State law and certified by HCD would cost approximately \$8,500. At this point, staff would recommend Option 2.



## AGENDA ITEM 3

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES**

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3. Discussion/Decision regarding Request for City to Pay Costs for Tree Removal Permit, Land Trust Application #2012-08.

## **DISCUSSION/ACTION AGENDA**

Date: November 14, 2012

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Item: Request for City to Pay Costs for Tree Removal Permit

Background: The Trinidad Coastal Land Trust submitted an application for a use permit and Coastal Development Permit to remove a holly tree from their property and paid a \$750 deposit at the time of the request. This application was submitted to the City's Planner, and a six (6) page staff report was produced to address the zoning ordinance/General Plan consistency, slope stability, sewage disposal, landscaping and fencing, design review/view protection findings, and use permit findings all of which led to the staff recommendation to conditionally approve the project. The Planning Commission approved the project, including the condition to reimburse the City for all costs associated with processing the application.

The costs incurred by the City's Planner to date total \$895. There will be a bit more time from working on the minutes and copies, so the total project may come in at about \$950. The Land Trust has requested a refund of the \$750 deposit and presumably is requesting the City also absorb additional costs over and above that deposit.

As an outside consultant, the costs to the Planner need to be reimbursed in full, so simply waiving the fee is not an option. The question before the Council is whether to use City General Funds to refund costs already paid by the Land Trust and pay additional expenses beyond the deposit.

Proposed Action: In view of the city's financial situation, staff cannot recommend the City absorb 100% of the costs, particularly in light of the precedent this sets, but the Council may wish to consider a reduction such as a 50/50 cost share in consideration of the organization's non-profit status.

Attachment: Request for Reimbursement from Land Trust

## City of Trinidad

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**From:** Trinidad City Manager [citymanager@trinidad.ca.gov]  
**Sent:** Thursday, November 08, 2012 9:34 AM  
**To:** 'City of Trinidad'  
**Subject:** FW: Tree Permit Fee Deposit Reimbursement Request

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**From:** Ben Morehead [mailto:benm161@yahoo.com]  
**Sent:** Tuesday, October 30, 2012 11:06 AM  
**To:** Trinidad City Manager; kathy.bhardwaj@gmail.com; Julie Fulkerson; DWIGHT MILLER; tdavies@suddenlink.net; Michael Morgan  
**Cc:** Gabriel Adams  
**Subject:** Tree Permit Fee Deposit Reimbursement Request

Dear Trinidad City Council and Manager,

As volunteer president of our non-profit land trust board, I am making the request to your council, on behalf of our volunteer board of trustees, that the \$750 deposit we made to the city, re: the approved hazardous tree removal permit, be reimbursed in full. If and when we decide to remove the tree, we will need to use our limited organizational funds to pay for the actual cost of removing the tree. This is in addition to the thousands of dollars we are currently spending on the remodel of the Trinidad Art building. Note there is no immediate action being taken now or in the near future to take down the tree. Overall, the many community groups in Trinidad and all the public benefit projects these groups, including ours, take on depend on community and collaborative efforts. \$750 dollars is a lot of money to just get approval to cut a hazard tree next to our city's second oldest building. Please advise how I can provide additional information or documentation in regards to this request.

Thank you,

Ben Morehead. (please feel free to call my personal cell phone anytime: 707-496-33750)  
Trinidad Coastal Land Trust  
[www.trinidadcoastallandtrust.org](http://www.trinidadcoastallandtrust.org)