



Posted: Friday, March 08, 2019

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

The Trinidad City Council will hold a regular meeting on
WEDNESDAY, MARCH 13, 2019, at 6:00 PM
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

CLOSED SESSION BEGINS at 5:30PM

- I. **CALL TO ORDER**
- II. **ADJOURN TO CLOSED SESSION**
 1. City Manager Hiring and Contract Consideration; Pursuant to California Government Code Section 54957(b)
- III. **RECONVENE TO OPEN SESSION – CLOSED SESSION REPORT**
- IV. **PLEDGE OF ALLEGIANCE**
- V. **APPROVAL OF AGENDA**
- VI. **APPROVAL OF MINUTES –**
- VII. **COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**
- VIII. **STAFF REPORTS**
- IX. **ITEMS FROM THE FLOOR**

At this time, members of the public may comment on items NOT appearing on the agenda. Individual comments will be limited to 3 minutes or less. Comments should be directed to the Council as a whole and not to individual Council Members or staff. Council and staff responses will be minimal for non-agenda items.
- X. **CONSENT AGENDA**

All matters on the Consent Agenda are considered routine by the City Council and are enacted in one motion. There is no separate discussion of any of these items. If discussion is requested by any Council member, that item is removed from the Consent Calendar and considered separately. A single opportunity for public comment on the Consent Agenda is available to the public.

 1. Staff Activities Report February 2019.
 2. Financial Statements January 2019
 3. Law Enforcement Report January 2019
 4. Adopt Resolution 2019-05: Committing General Funds to Designated Fiscal Reserve Funds
 5. Adopt Resolution 2019-04 Authorizing Submittal of an Application for an Amendment to the Local Coastal Program to the California Coastal Commission for the Rezoning of 651 Parker Street
- IX. **DISCUSSION/ACTION AGENDA ITEMS**
 1. Discussion/Decision Regarding Approval of City Manager Contract
 2. Discussion/Decision regarding approval of a new Master Agreement for Engineering Services with GHD
 3. Discussion/Decision Regarding approval of a Scope of Services with GHD for the Downtown Pedestrian Improvement Project.
 4. Presentation by Trinidad Rancheria Regarding Their Trinidad Hotel Project.
- X. **FUTURE AGENDA ITEMS**
- XI. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

FEBRUARY 13, 2019 CC

Supporting Documentation follows with: _____ 4 PAGES

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, FEBRUARY 13, 2019

I. CALL TO ORDER

Mayor Ladwig called the meeting to order at 6:00pm. Council members in attendance: West, Miller, Ladwig, Davies. Baker was absent. City Staff in attendance: City Manager Dan Berman, City Clerk Gabriel Adams.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

Motion (Miller/West) to move approve the agenda as submitted. Passed 4-0.

IV. APPROVAL OF MINUTES – 01-09-19 cc

*- P.2, Bottom; Add "...West also had ex-parte communication..."; and elaborate on the nature of ex-parte communications between Councilmembers and Mike Reinman regarding his project.
Motion (West/Miller) to approve the minutes as amended. Passed 4-0.*

V. COUNCILMEMBER REPORTS/COMMITTEE ASSIGNMENTS

West: HCAOG – 101 Safety Corridor meeting will be held on February 28. Last Chance Grade update
Trails Committee – Met with 4 students from HSU that will be assisting the City on developing trail maintenance policy recommendations.

Miller: RCEA discussion rate adjustments, and evaluating performance of Executive Director.

Davies: Trails Committee meets next Tuesday with HSU Students. Public participation is welcome.

Ladwig: HTA – A new housing plan in Arcata is requesting bus service.

VI. STAFF REPORTS

City Manager Berman highlighted staff accomplishments and various project status. Van Wycke Trail project update, STR License renewal, Rancheria Hotel Project Update, Letter from Coastal Conservancy requesting participation from all tribal entities in the management team process, Water Availability Assessment update.

VII. ITEMS FROM THE FLOOR

(Three (3) minute limit per Speaker unless Council approves request for extended time.)

Patti Fleschner – Trinidad

Civic Club attended the Coastal Commission meeting in Half Moon Bay to support the Lighthouse relocation project. The permit was unanimously approved. The Civic Club will be hosting a Valentine event at the Town Hall on February 14.

Elaine Weinreb – Trinidad Area Resident

The County Planning Department recently held a zoning meeting at the Westhaven Fire Hall. They suggested that all entities (Tribe, County, City) consider participating in creating a Trinidad Area Plan.

Richard Johnson – Trinidad Area Resident

The street lights in the Museum parking lot are not working. Planning Commission Chair John Graves requests that the Council make the General Plan Update a priority. The Planning Commission is ready and willing, but needs support from the Council.

VIII. CONSENT AGENDA

1. Staff Activity Report January 2019
2. Financial Statements December 2018
3. Law Enforcement Report January 2019
4. Authorize Grant Application to North Coast Resource Partnership for Water Line Replacements.
5. Second Reading of Ordinance 2019-01; Zoning Map Amendment Changing APN: 042-042-14 from Urban Residential to Planned Development.

6. Accept Councilmember Jim Baker's Letter re: Short-Term Absence from Council.

Motion (Miller/West) to approve the consent agenda as submitted. Passed 4-0.

XI. DISCUSSION/ACTION AGENDA ITEMS

1. Discussion/Decision regarding CEQA Notice of Exemption and Resolution 2019-03; Authorizing a loan application to the California Energy Commission for the Trinidad Town Hall Photovoltaic Project.
City Manager Berman explained that Redwood Coast Energy Authority (RCEA) is providing free expert technical assistance to the City through their Pilot Solar Program. RCEA has completed an analysis of the financial details for the Trinidad Town Hall Solar PV Project. Their previous report found that Town Hall is a good candidate for a PV solar panel installation and is likely eligible for a 1% loan program through the California Energy Commission (CEC). The current report provides a financial analysis for the project and concludes that under a 1% loan, the City would break even for the first twelve years, as our current electricity bill is replaced by a loan repayment cost, and would save about \$4,200 per year for the 12 years after that. The City would eliminate approximately 28 metric tons of CO2 emissions over the life of the project.

This Resolution and CEQA paperwork is the next step towards implementing this project, but is not a final commitment by the City. This step authorizes a CEC loan application, which requires the CEQA Notice of Exemption. If the Council approves, RCEA and City staff will complete and submit a loan application to the CEC. If that application is successful, the next steps would be to pursue building permits and develop bid documents for going to construction.

The final decision to borrow the money and install the project is only made if the City receives and accepts a bid from a qualified contractor that meets the project goals and budget. The City of Trinidad can apply for the CEC loan and even if the loan is approved, the City is not obligated to borrow the money. If bids come in too high or the bidders are not responsive, then the City can choose to abandon the project or go to re-bid.

There was no public comment.

Motion (Miller/West) to approve Resolution 2019-03 authorizing a CEC loan application for the Town Hall PV Project, and the CEQA Notice of Exemption for the Trinidad Town Hall Solar PV Project. Passed 4-0.

2. Accept Fiscal Year 2018 Audited Financial Statements

City Manager Berman summarized the Audited Financial Statement prepared by Ralph Marcello.

There was no public comment.

Council comments included:

Miller: Doesn't the audit typically include a specific letter with auditor recommendations for the year? One item we discussed was to absorb the Cemetery fund into the General Fund. I'd like to see this as a future agenda item.

Motion (Miller/West) to accept the 2018 audit as submitted. Passed 4-0.

3. Discussion/Decision regarding STR Committee Charter and Allocation of Staff Resources to the Committee
Mayor Ladwig explained that Members of the STR Committee have requested clarification from the Council regarding the mission, structure, and goals of their group. The Charter was approved by the Council in April 2018. The Council appointed 4 members in November 2018, and the Planning Commission appointed one of their members to the Committee on January 19th.

The Committee held it's first meeting on January 30. Members provided questions/feedback to the City that it wasn't able to answer based on the original Charter and direction provided by the Council, such as;

- 1) Who is the designated Chairperson?
- 2) Will City Staff be required to attend?
- 3) Who will take minutes?
- 4) What is the focus, priorities, expectations?

- 5) What topics should be avoided?
- 6) How frequently will they meet?
- 7) How long will the committee serve?
- 8) Committee member term limits?

The Council has made this Committee a priority, but allocating Staff support has not been formally addressed. Requiring Staff attendance has budget implications as the meetings may be held after-hours and require either overtime, a flexed schedule, or time away from pre-prioritized assignments. Staff typically provides basic services to all committees such as agenda & packet preparation, and public notification support. Attendance and minutes are duties that require approval from either the City Manager or Council as they impact work schedules and pre-approved budget priorities.

This is an opportunity for the Council to provide much needed clarification to this committee, and develop a system that will help guide the process or creating new committees in the future.

Public comment included:

John Dean – Trinidad Area Resident

I'll charge less to take notes than your staff does.

Richard Johnson – Trinidad Area Resident

The Gateway Committee was a great model. The representatives took charge, were self-directed, and very effective. Staff provided meeting announcement support.

Leslie Farrar – Trinidad

The Committee should not have to go through the ordinance line-by-line. That's the Planning Commission's job.

Dick Bruce – Trinidad

It's difficult to take notes and participate in the meeting, and a line-by-line review of the ordinance doesn't seem like the best use of the committee resources.

Alan Grau - Trinidad

Echoed Bruce and Farrar's comments.

Jonna Kitchen – Trinidad

The STR Ordinance achieved the expected outcome of creating a cap, create a permit process, and reduce complaints. City Staff compiles much of the info that can be used by the Committee to evaluate the ordinance's performance. Are we supposed to look at perceived, or real issues? The elephant in the room is that this Committee includes members that are adversarial. This poses a great challenge for the Committee.

Dorothy Cox – Trinidad

I'm not an adversary and resent being labeled as one. I've participated in the development of the ordinance from start to finish.

Jan Hunt – Trinidad

Attending STR Ordinance meetings became disturbing. I volunteered for this committee with the hope of being a part of a productive and positive process. I want to hear about what is working, and not working. Leadership needs to be less biased. I offered to take minutes for the group.

Alan Grau – Trinidad

This committee was created to bring all groups together.

Leslie Farrar – Trinidad

The Committee should have the opportunity to succeed, and needs diversity to open up everyone's minds.

Council comments:

West: The Planning Commissioner role was intended to be a neutral person to run meetings and collect information. It also is important to have all sides of the issue represented. My impression of the first meeting was that it was a success. I support sending staff to take minutes. The Committee was designed to receive input, evaluate complaints, provide suggestions, but also give feedback on what's working and what is not. I recommend 1-year term limits, and quarterly meetings – one being at the end of the summer.

Ladwig: Agreed with West.

Miller: I support allocating City Staff to take minutes. The initial charter was loose. I appreciate comments from both sides. I did not hear a personal attack tonight, but there are 2 clear camps in town and we have to work together. There is, however, a naturally adverse relation set up by the Committee to ensure the makeup is diverse. I recommend that Kathleen Lake continue participating in the Committee, but not as a member as recommended by the Planning Commission. Her appointment creates a perception that someone with a strong, known bias is moving the Committee forward. The Council should consider not having a Planning Commission representative on the Committee.

Davies: This is not a judicial committee. Conflict of interest and bias are 2 different things. I was not on the Council when the charter was formed. The precedent of staff taking minutes has already been established by the Trails Committee. This committee should be set up for success. None of our committees are formed by Resolutions or have a standing in this community. Members don't complete financial interest disclosures or receive the Ethics Code. All committees should be disbanded until they're formally adopted by Resolution. I ran for office to bring transparency to this government.

Public comment included:

Kathleen Lake – Trinidad

The Code of Ethics was adopted in 2005.

Adora King – Trinidad

I'm disappointed in this discussion tonight and how people are being treated.

Jonna Kitchen – Trinidad

I signed up to help. I live here too. I believe in the ordinance, the cap, and why it was created. The committee should be balanced. The Council asked for volunteers and I think the Council should take this work on themselves.

Motion (Davies/West) to suspend the STR Committee until a resolution is designed and approved by the Council, and require all members to sign the Code of Ethics and complete financial disclosure forms as applicable.

Passed 4-0.

Ladwig recommended West work with City Manager Berman to develop a draft resolution for consideration at the March meeting.

IX. FUTURE AGENDA ITEMS

- Water Availability Study
- Budget Discussions
- Planning Commission makeup, Bylaws, etc.

ADJOURNMENT: 8:40pm

Submitted by:

Gabriel Adams
Trinidad City Clerk

Approved by:

Steve Ladwig
Mayor



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 16 PAGES

1. Staff Activities Report February 2019.



Steve Ladwig, Mayor
Dan Berman, City Manager

STAFF ACTIVITIES REPORT

For Council Meeting of March 13th

2019

Italics indicate newly updated information.

City Administration:

Staffing

The contract for the new City Manager is on the March 13th Agenda

Construction in Trinidad

The stormwater infiltration work funded by the Ocean Protection Council at Hector St. and East St. is complete. The Hector St. raingarden was planted in late October. The Hidden Creek RV Park new septic system and water system upgrade is complete, funded in part through the City's Clean Beaches Initiative grant project to replace failing septic systems.

Trails Advisory Committee- Trail Construction & Maintenance Policies are under development, and the Trails committee is working with the Gateway Committee to develop a consistent signage concept and recommendations. The Trails Committee has completed recommended Trail Maintenance Policies and Priorities.

Public Comment Policy. Staff are developing a written policy and procedures to address how written comments will be handled with regard to the agenda packets, website postings, and distribution.

OWTS Permits –Staff and the City Planner will continue to implement the plan to issue OWTS operating permits to all septic system owners in the City. The remaining parcels in town without operating permits will be contacted next.

Trinidad Rancheria Efforts to put the Harbor Property in Federal Trust Status.

The City submitted letters (attached) to the Coastal Commission requesting that NEPA be completed and prior questions addressed before Commission approval. The Coastal Commission accepted the Trust Status as consistent with the Coastal Act. BIA must still complete the NEPA process and make the final decision.

Trinidad Rancheria Hotel Project

The Rancheria will be making a presentation regarding the Hotel Project at the March 13th Council meeting. The City requested an update from the Bureau of Indian Affairs and was informed that BIA is still working on responses to the comment letters received.

STR Ordinance

The revised (2016) Ordinance is now in effect. The UR zone is near its cap (21 licenses, cap of 19). The SR zone is below the cap. The new ordinance has resulted in at least three licenses going away upon property sales, and the number of guests in the UR zone has come down by 26 due to lower allowed occupancy and some rentals losing their license upon sale. *Annual STR License Renewals are largely complete. A resolution establishing an STR committee is on the agenda for March 13th.*

Tsurai Study Area.

The Coastal Conservancy has recently informed all parties that they believe the Trinidad Rancheria should be included in this process.

Planning

County rezoning –

Humboldt County has slowed down the process for rezoning county lands as part of the updated County General Plan. They are seeking additional community input, and staff are working to arrange a City-County meeting regarding the areas surrounding the City and the Luffenholtz watershed.

Multi-Jurisdiction Climate Action Plan

The City is participating in this effort

General Plan Update

The Planning Commission is making steady progress on completing the General Plan update.

The following is an update on the various tasks.

- *Planning Commission Review* – The Planning Commission has reviewed all the draft elements of the General Plan again. That occurred from January 2017 through July 2017. Although the Planning Commission had several special meetings to keep that discussing going, it still took well over the estimated two months.
- *Background Reports and Information* – Staff held two harbor area stakeholder meetings on April 17, 2017 (one during the day and one in the evening). Informal Tribal consultation has not been very fruitful so far, but staff continues to seek input.
- *Update Draft General Plan* – Staff have been working on incorporating the Planning Commission comments into the draft, as well as information from recent background reports such as the one regarding climate change and sea level rise. In addition, comments from the harbor stakeholder meeting have been incorporated. Staff have also been adding to the draft elements where deficiencies were identified after an analysis based on the Coastal Commission's LCP update guidelines. In addition, the State adopted new General Plan Guidelines in 2017, which staff have been reviewing for consistency with the existing draft. Staff have finalized revisions to the Land Use Element, and

Conservation and Open Space Element, and are currently working on the Circulation Element and Cultural Resources Element. We have been waiting for updated maps in order to start submitting elements to the Coastal Commission for their staff review, but plan on starting to submit drafts this week regardless of whether all the maps are complete.

- *Zoning Ordinance* – Staff have started drafting zoning ordinance updates to make it consistent with the draft general plan and current Coastal Act requirements.

Memorial Light House –The Planning Commission approved the Civic Club regular ‘follow up’ permit for the Lighthouse move and clean up at the former site. The Coastal Commission also needs to issue approval for the Harbor Area placement.

Unpermitted Development – The City is working with the Coastal Commission and a Scenic Dr. landowner to resolve problems related to shoreline armoring efforts that were undertaken without permits. Final notices before Nuisance Abatement proceedings have been sent.

WATER SYSTEM

Streamflow Monitoring on Luffenholtz Creek

The data can be viewed at the following link, soon to be on the City Website:
<https://m2x.att.com/dashboards/shared/483d35e70ccd5170cf6646115b13a19d?>

Water accountability – Through meter replacement, identifying and addressing leaks, accounting for plant process water, and metering previously un-metered services, staff continue audit and reduce water loss. Recently staff have identified and fixed several leaks in the distribution system. Staff have also identified numerous leaks on the property owner’s side and coordinated with the appropriate party to facilitate the necessary repairs.

Water Distribution System - A major water line under East St. has been replaced. Two new leaks were found and repaired in recent weeks, one on Scenic Dr. and another (caused by a truck driving over the meter box) on Main St. The driver’s company covered the repair cost on that one.

Water Production Rate Assessment study

The Water Production Rate Assessment study currently underway is expected to be complete by the end of February. High flows, and a significant water leak, delayed

PUBLIC WORKS

Streets and Roads

Public works staff and Josh Wolf of GHD are planning to utilize some of our gas tax revenue to participate in a County wide street resurfacing effort this summer. They are prioritizing road segments based on condition and usage.

Trinidad School, Public works staff and Josh Wolf of GHD are considering safety improvements along Trinity St. A description of the proposed improvements will come before the Council for discussion in the coming months.

Public works staff and GHD staff Josh Wolf recently evaluated road slumping issues on Scenic Dr. and had some emergency patch work done for public safety.

Stagecoach Road is now open over Mill Creek, with a narrow one lane bridge.

Project and Grant Coordinator Activities during February 2019

Non-grant (general fund) Projects and tasks assigned in February:

- City Engineer consultant selection process – assisted with negotiation of the City Engineer Master Agreement, scope of services and cost proposal for GHD, Inc. and documented the process in accordance with Caltrans Local Assistance Procedures Manual. Worked GHD and Caltrans to secure approval of the financial documentation and selection process.
- Attended a Local Programs Peer Exchange webinar presenting information about Local Agency and Person in Responsible Charge responsibilities in transportation projects.
- Local Hazard Mitigation Plan (LHMP) - completed the Trinidad Annex Phase 2 of the plan and submitted to Humboldt County Office of Emergency Services. Participation in the LHMP process is required to be eligible for FEMA Hazard Mitigation funding. Completion of the Phase 3 section of the plan is scheduled for March.
- Participated with other municipal stormwater (MS4) permittees in a meeting with Regional Water Quality Control Board staff to discuss the upcoming renewal of the MS4 permit. The Regional Board staff informed permittees about the MS4 permit renewal process and solicited feedback from permittees to inform revisions the new permit.
- Participated in a California Coastal National Monument Trinidad Gateway meeting. Discussed possible plans for a community-wide celebration at the Pier and CCNM Lighthouse on Trinidad Head in September. Meeting participants discussed how to improve collaboration with planning, identifying funding opportunities and implementing trail improvements, maintenance, signage and other amenities and in the Trinidad area between the CCNM group, City Trail Committee, Trinidad Coastal Land Trust and other partners.

Manage Grant Projects – Provided administrative support for all grants; worked with funders to complete funding agreements and develop new grant funding; coordinated with city staff, project consultants and project partners.

- Continued development of a multiple benefit Prop 1 IRWM proposal to replace old City and WCSD water lines and to replace one or more culverts in Westhaven. Worked with Public Works staff, Westhaven CSD and North Coast Resource Partnership and GHD.
- Prepared and submitted grant invoices and reports for period of October – December 2018

Details are provided below for each grant project.

Project Name	Citywide Low Impact Development (LID) Planning and Construction Project (OPC Project)		
Grant Budget	\$848,650	Funding Source	Prop 1 Ocean Protection Council
Match	\$0	Match paid by	NA
Term	10/25/16-6/30/19	City Personnel Costs	Reimbursed by Grant

Project Summary: Citywide LID Planning and Construction Project goals are 1) to construct storm water system improvements on Hector and East Streets that eliminate the discharges to the Trinidad Bay (ASBS) from the upper part of town, and 2) to develop LID policies to protect the bluff by reducing infiltration of stormwater and wastewater in sensitive areas.

Project Status: 90% of the grant funds have been spent and all construction is completed. The final Groundwater Memorandum was submitted. The remaining project tasks include continued development of policies to protect the bluff area from excessive infiltration of storm water and wastewater, developing and installing a permanent interpretive sign, and final project reporting. The permanent interpretive sign will be developed and installed near the Hector Street raingarden to explain how raingardens, vegetated parking swales and infiltration treats stormwater and protects water quality in Trinidad Bay.

Project Name	Storm Water Management Improvement Project Phase 2 (ASBS Storm Water Project)		
Grant Budget	\$4,833,000	Funding Source	Prop 84 Storm Water Grant Program
City Match	\$15,000	Match paid by	General Funds- project development staff costs 2015- 2017
USDA Match	\$26,000	Paid by	USDA SEARCH Grant for Project Engineering Report
USDA Match	\$500,000	Application Pending	USDA Rural Development Storm Water Grant/Loan Financing
Term	9/1/17 - 6/30/21	City Personnel Costs	Funded by Prop 84 grant beginning September 2017

Project Summary and Background: This is the final phase of the ASBS Storm Water project to eliminate the storm water discharge into the Trinidad Bay (Area of Biological Significance or ASBS) at Launcher Beach (see photos right and below) by constructing LID improvements along Underwood, Edwards, Ewing, and at the harbor parking lot area.

Status: 1.5 % of the total project budget has been spent to date. The City is working diligently to respond to and follow up with the U. S. Department of Agriculture (USDA) to complete the funding process. The Prop 84 Grant Agreement specifies that the City secure all match funding prior to receiving grant reimbursement, the City is providing the grant manager with regular updates. The USDA archaeologist is working to address comments submitted by a tribal entity prior to completion of the National Environmental Protection Act (NEPA) process. At USDA request, the grant coordinator developed and

submitted a draft Cultural Resources Monitoring Plan for review. The City is aware of the cultural sensitivity of the project area.

The draft water quality monitoring and reporting plans have been submitted to the funder for review and approval. Project engineer GHD is arranging for conducting soil borings in the project area the City has invited the tribes to participate and monitor the work. GHD will complete the draft design report following analysis of the soil boring investigation. The City participated in a Government to Government meeting with the Cher-Ae Heights Indian Community of the Trinidad Rancheria to discuss project planning and coordination with the Rancheria regarding groundwater data and their storm water project. The City planner SHN is working on California Environmental Quality Act (CEQA) process, with the draft CEQA due by the end of March. Construction is scheduled for summer 2020.

Project Name	LCP Update Project 2		
Grant Budget	\$51,000	Funding Source	Coastal Commission LCP Planning Grant Round 4
Term	11/1/2017-12/31/2019	City Personnel Costs	Reimbursed by grant funds

Project Summary: This second Coastal Commission LCP grant project focuses on developing a Coastal Hazards Plan/Recommendations and Water Supply Assessment to support planning and work on the General Plan/LCP update.

Project Status: Approximately 10% of the grant budget has been spent. Currently, a water supply assessment is in process and a report to Council is anticipated from GHD in March.

Project Name	Van Wycke Bicycle and Pedestrian Connectivity Project (Van Wycke Trail Project)		
Grant Budget	\$692,000	Funding Source	Caltrans Active Transportation Program (state funding only)
Term	7/8/16-4/1/21	City Personnel Costs	Not reimbursed by grant except in final educational phase

Project Summary: This project will improve the Van Wycke Trail to provide better access and safety for pedestrians and bicyclists between Edwards Street and the Harbor Area.

Project Status: The City Planner issued the CEQA Initial Study and Mitigated Negative Declaration for public review and presentation to the Planning on February 20. The planner is addressing comments. The California Transportation Commission approved a 12 month extension of the deadline for completion of the Environmental Clearance to April 2019, but no additional extensions can be requested. The City plans to request allocation of funding in April for the project engineering/design, right of way phases and non-infrastructure (public education) tasks.

Project Name	Clean Beaches OWTS Repair & Replacement Grant		
Grant Budget	\$480,075	Funding Source	Prop 84 Clean Beaches Initiative Grant

Match	\$225,000 \$10,000	Match paid by	Property owners City and Consultant
Term	6/1/15 - 3/31/19	City Personnel Costs	Reimbursed by grant funds

Project Summary: The OWTS Repair Project identified and prioritized failing OWTS (septic systems) that threatened water quality in Parker, Luffenholtz and Joland Creeks, and worked with interested property owners to upgrade (repair or replace) their failing systems. The project has also provided OWTS care and maintenance information to Trinidad and Westhaven residents.

Status: 90% of the grant funds have been spent. City staff and SHN are working on the Final Project Report to address grant manager comments, and to incorporate results of the post-project water quality monitoring. The Water Board grant manager conducted a site visit of all OWTS replacement projects, which included construction of ten residential septic systems and the Hidden Creek RV Park septic system serving 57 spaces to protect water quality in Parker, Luffenholtz and Joland Creeks and the Trinidad and Westhaven coastal waters.

Project Name	Downtown Trinidad Pedestrian and Connectivity Improvements Project		
Project Budget	\$550,000	Funding Source	Caltrans STIP
Match	\$30,000	Match paid by	City (from Gas Tax & other Transportation funding)
Term	2019 - 2021	City Personnel Costs	Partially reimbursed by STIP funds

Project Summary: The Downtown Trinidad Pedestrian and Connectivity Improvements Project will remove accessibility barriers and extend new safe and accessible pedestrian routes (in accordance with the Americans with Disabilities Act of 1990) along portions of Patrick's Point Drive, Scenic Drive, and Trinity Street.

Status: In March, the City will enter into a scope of services with contract City Engineer GHD, Inc., and work will begin on topographic survey and right-of-way mapping, preliminary design, public meeting, CEQA documentation and preparation of allocation requests for the next phases of the project. GHD will provide a short presentation about the project at the March Council meeting.



April 21st, 2017

Amy Dutschke, Regional Director
Bureau of Indian Affairs, Pacific Regional Office
2800 Cottage Way
Sacramento, CA 95825

Dear Ms. Dutschke:

The City of Trinidad welcomes this opportunity to provide comment on the March 2017 Draft Environmental Assessment (EA) for a Proposed Project that includes: 1) the proposed trust acquisition of approximately nine acres adjacent to Trinidad Bay, by the United States, for the benefit of the Cher-Ae Heights Indian Community of the Trinidad Rancheria Tribe (Tribe); 2) a proposed Storm water Improvement Project on the properties; and 3) a proposed Interpretive Visitor Center on the properties.

The City offers the following comments on the Draft EA in order to ensure that the final document accomplishes the goals of providing a complete and accurate analysis of the impacts of the proposed actions as required under NEPA.

Background:

The natural sheltered harbor of Trinidad Bay is the reason the City of Trinidad exists, and was the first port to be developed on the north coast after Spanish fur traders first landed there in 1775. Trinidad became the main supply port for the Klamath gold rush in the 1850's and was the original County seat of the defunct Klamath County because of the harbor. After the gold rush, logging and fishing became central to the local economy. As logging declined, recreation and tourism increased, with the coastal access and the harbor central to that industry, which brings more than 12,000 visitors per year to Trinidad. And although declining stocks have reduced the fishing fleet in Trinidad, the commercial crab fishery remains vibrant and the harbor remains a primary component of the City's identity.

Trinidad Bay serves as the last safe harbor north of Humboldt Bay until Crescent City, 50 miles to the north. Launcher Beach, proposed for trust acquisition, provides free public access for small beach-launched boats, and has likely done so since time immemorial. The mooring field in Trinidad Bay is operated by the Rancheria, but owned by the City. Access to the mooring field and the Bay itself for boaters including commercial and recreational fisherman is of critical importance. Trinidad Pier is located on City owned tidelands, and the recent replacement of it was paid for primarily with State grant funding. The harbor and the properties in question serve a wide range of users, including commercial and recreational fishermen and recreational boaters accessing the bay.

Summary Comments:

The City's most significant concerns about the Draft EA arise from the minimal analysis provided regarding the most significant component of the Proposed Action: the transfer of the properties into federal trust status. The EA would be unnecessary absent the trust acquisition, and the listed purposes of the project in the EA introduction are focused on the trust acquisition. Yet the impact analysis seems to be focused primarily on the visitor center, with almost no analysis of the trust acquisition impacts, and limited analysis of the impacts of the storm water project. The City believes the document does not adequately address the implications and impacts of the trust acquisition.

The City believes that this dramatic change in jurisdiction can be reasonably anticipated to impact the environment, coastal resources, public access to the ocean and beaches, and public access to Trinidad Head; and those impacts should be discussed and analyzed. The change in jurisdiction and applicable law is not in itself a physical impact, but it would change how all future projects on the property are evaluated and the standards they would be held to.

Local and state laws currently affecting these properties, including the California Coastal Act, and the State Ocean Plan, provide a high level of environmental protection for coastal resources and public access, both of which are critical issues for this location. Removing this property from local and state jurisdiction can be reasonably anticipated to result in significant impact to the environment, and public coastal access. Permitting of future development, including the two projects identified in the EA and all future projects, would occur only through the NEPA process which is less protective of coastal resources and public access to the coast and ocean, than the California Coastal Act.

For example, activities on the property could affect adjacent lands that are in City and/or State jurisdiction. Run-off, both storm water or dry-weather, is a good example. Trinidad Bay is a State Water Quality Protection Area (SWQPA), Area of Special Biological Significance (ASBS) and Critical Coastal Area (CCC) and is subject to strict discharge prohibitions under the California Ocean Plan. Would the State standards apply to runoff from Trust land? And if not, what standards would apply and would they be less protective? The City requests that a revised EA include an analysis of how public access and environmental review of the current proposed projects, and future projects, would change with trust acquisition.

Specific Comments:**1. Ownership of land proposed for trust acquisition.**

The proposed project includes transferring almost 3 acres of land to trust status that is outside the parcels owned in fee by the Trinidad Rancheria. The EA needs to clearly explain and document, how land not owned in fee by the Rancheria can be subject to a 'fee to trust' process.

According to California Civil Code §670, the State of California holds title to all the land below the Ordinary High Water (OHW). The project boundary indicated on Figure 1-3 includes lands that are clearly below OHW as part of the trust acquisition. A portion of the Trinidad Harbor tidelands, including those areas below OHW shown on Figure 1-3, were granted to the City of Trinidad to hold in Trust for the benefit of the public. Those lands cannot be legally transferred as part of this trust acquisition. The legal description of the tidelands granted to the City are publicly available and describe those lands as extending to the high tide line. Portions of the proposed storm water project as shown in Appendix A on 'Launcher Beach' also appear to fall clearly within the City's granted tidelands.

Additionally, there are areas between the OHW and property boundaries of the parcels owned by the Tribe that are shown as part of the trust acquisition. Bay St., as shown on Figure 1-3, was vacated by the City in 1912. The Rancheria may hold legal title of those lands per CA Civil Code §830, but this ownership outside the parcel lines does need to be documented through a survey or surveys that are included or referenced in the EA.

The pier itself is also shown as included in the transfer. The City's understanding is that the Rancheria does own the structure of the Pier, but not the underlying waters (tidelands) which are state lands granted to the City for management. This distinction must be properly and clearly identified in the EA. The draft EA shows an assessor's parcel number for the pier as included for trust acquisition, but that parcel is state tidelands.

The City requests that a revised EA address these issues after further discussion with the State Lands Commission and the City of Trinidad, and that the area proposed for trust status be verified by survey to ensure it does not include state tidelands and is appropriate for transfer.

2. Project Purpose, Need, and Alternatives

The Purpose and Need statement (section 1.4 starting on page 1-3) lists 7 purposes served by the Project, but only the first of them seems to clearly apply to the trust acquisition – facilitating self-governance by exercising sovereignty over the land. The proposed 'Trinidad Harbor District' (page 2-3) to better organize and manage the Harbor area businesses sounds like a good idea, but seems independent of the proposed project. It is also not discussed further or analyzed at all in the EA. If there are economic benefits to the Rancheria to placing the land into trust, they are not well explained in this section. The worthy goals of preserving the local environment, reducing storm water runoff, and highlighting the cultural and economic importance of the Harbor do not obviously depend on trust acquisition. As discussed under Summary Comments above, the City is concerned that environmental protections for the property will in fact be lessened under trust acquisition.

The project alternatives need further exploration and assessment. The EA combines the two construction projects and the placement of the land in trust into a single proposed project for analysis. The statement in the EA that "Alternative A would provide important socioeconomic benefits to the Tribe including recreational and cultural opportunities" needs some explanation and support. Is that associated with the trust acquisition, or the two physical projects, and what are those opportunities and benefits. Without that information it is difficult to assess why a smaller area of Trust transfer, or no Trust transfer at all, would not be reasonable alternatives. The only alternative evaluated is the 'no-action' alternative. But the construction projects and the transfer of the land into federal trust status do not need to be linked. The storm water improvements are already funded by state grants, are supported by the City, and could certainly be implemented independent of the trust acquisition. The Interpretive Visitor Center could also proceed independent of the trust application, with permitting through the City and Coastal Commission.

The City requests that a revised EA provide explanations and support for the arguments presented, to support the purpose and need, and explain how the proposed project, and alternatives, would meet those needs.

3. Public Access

The EA does not have an adequate discussion of the public use and benefit that the harbor provides, nor how that will be protected. The EA states that the Tribe must provide public access to the pier until 2032. That is only 15 years from now; what happens after that? The EA also states that Tribe would maintain public access to all open spaces, but this statement is very vague. What is the area covered, and through what mechanism would this be guaranteed?

The only access road to Trinidad Head passes through the proposed trust acquisition. The City utilizes that road to maintain our popular trail system on Trinidad Head. One of the only mainland components of the California Coastal National Monument has only recently been established on Trinidad Head and is anticipating increased visitor traffic. An important public safety facility (an emergency radio repeater) and federal and state atmospheric monitoring stations are also located on Trinidad Head and require vehicle access. Access rights on that road are currently protected by easement and likely by prescriptive rights as well. Would those easements and prescriptive rights be enforceable after trust acquisition? If not, the loss of those rights should be addressed, and possible mitigation measures to prevent their loss should be considered. This is a public safety and a recreation concern.

Parking is also an important public access issue in the Harbor area. Parking availability and management are already a problem in the harbor area on busy days. Parking is not discussed at all under transportation and traffic or elsewhere in the EA. Could the Rancheria start charging fees to park, or close parking areas to the public? Both would be nearly impossible under current state jurisdiction, but if trust acquisition changes that, those impacts should be analyzed.

Launcher Beach, as the name implies, is heavily used for small boat beach launching. It is the only easily accessed sheltered beach for this purpose between Humboldt Bay and Crescent City. Could this access be closed, or charged for, post trust acquisition? If so, those impacts need to be analyzed.

4. Additional context and impact analysis issues:

The City believes the following issues should be addressed in a revised EA:

- Planning for sea level rise is not mentioned anywhere in the document. The plans shown for the proposed Visitor Center show labelled elevation contours, but it is not clear if those are relative to the high tide line, or to the '0' tidal elevation.
- The discussion regarding flooding data is outdated. FEMA has produced new coastal flood maps for Trinidad reflecting the impacts of sea level rise that should be referenced in this analysis.
- The estimate of five visitors per day to the visitor center is unsupported and seems very low. That could be true if averaged over an entire year, but the analysis needs to be based on peak usage to analyze impacts.
- The data on the City water system is outdated. In addition, the EA contains conflicting information, stating that there are 315 total connections to the City water system in one place of the document and 325 in another.
- The wastewater analysis is based on the stated treatment capacity of the tanks at 35,000 gpd. However, the leachfield only has an approved capacity of 4,750 gpd, which is what the analysis needs to be based on. Also, the average water use is what is presented in the setting, but the analysis needs to include peak usage to be valid. This is a complex wastewater treatment system currently overseen and regulated by the Humboldt County Division of Environmental Health and the North Coast Regional Water Quality Control Board. How would this oversight change should the land be transferred?

- Within the climate change analysis section, the fact that the City, County, CEQ and EPA have not adopted standards or thresholds for greenhouses gasses is used as the basis for determining that there will be no impacts. However, that completely ignores the fact that the State of California has adopted strict guidelines.
- The visual analysis concludes that the overall visual character will be improved over current conditions. While that may be true, there is no discussion or even acknowledgement that coastal views will be blocked and impacted by a larger structure (visitor center). This is a known issue, since there was public controversy over placing an interpretive sign in that vicinity due to view blockage.
- One of the mitigation measures for seismic activity is that structures will be built to California Building Code standards. But there is no information provided about who oversees and enforces that to ensure that impacts are minimized under trust acquisition.
- The indirect effects analysis seems to address cumulative effects and dismisses them as already analyzed under the various individual topics. There will be numerous indirect effects to the City, community, adjacent lands, etc, which needs to be addressed in that section.

5. Socioeconomic Impacts

The discussion of socioeconomics focuses on the County rather than the City, which makes the impacts appear much smaller than they are. The population estimate of 236 for Trinidad is not accurate. The American Community Survey data, where that number came from, is not reliable for a town as small as Trinidad; the margin of error is often 100% or more. For example, the 2010 ACS estimate of Trinidad's population was 259, but the 2010 Census shows a population of 367 and that it was increasing. The tax and land use information and analysis discuss County data, not the City, which makes it invalid for assessing impacts to Trinidad.

This section notes that property taxes were \$46,063 in 2014, and declares them '*de minimis*' in relation to the County's total property tax revenue. Staff see at least three direct financial impacts to the City of Trinidad that should be addressed here:

- Property tax** –The City of Trinidad receives approximately \$4,000 annually in property taxes from the harbor properties, out of approximately \$100,000 in total property tax revenue across the City. The Harbor property taxes may be *de minimis* relative to total County property tax revenue, but they represent about 4% of the City's property tax revenue, and .7% of our total General Fund revenue.
- Sales tax** – The City receives sales and use tax on Seascope restaurant sales as well as the bait shop. These funds will be lost to the City in the event of federal trust status. The City has requests in to the State Board of Equalization to help quantify these amounts.
- Transient Occupancy Tax** – The Rancheria operates a Short Term Rental in the home above the Seascope. The City received almost \$5,000 in Transient Occupancy Tax (TOT) revenues from this rental in the last fiscal year that would be lost in trust acquisition. This is approximately 1% of the City's total annual General Fund Revenue

In addition, the public access and parking issues discussed previously are very significant to the potential socioeconomic impacts to the City. The City is very concerned that trust acquisition means that current protections for public access to and across the property for parking, recreation, and boater use would be lost, and that access could be restricted in the future. The dramatic socioeconomic

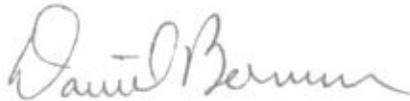
impact of such a restriction must be analyzed as part of the EA. This is the key beach access and boater access in the City, and Trinidad Head itself is a highly scenic and heavily visited area. The City does not doubt the current Rancheria Tribal Council's stated intent to maintain access at all, but a trust acquisition would be effectively permanent, and a future Tribal Council could reconsider this stance. Those access rights are strongly protected under state law, and the proposed action would eliminate those protections. That would in turn affect the socioeconomics of the City. Without a binding guarantee of such access as a mitigation measure, this is a reasonable potential outcome of the project that should be analyzed and addressed.

6. Consultation

The harbor area, and the City of Trinidad in its entirety, are within the ancestral territory of the Yurok Tribe, and the harbor area is immediately adjacent to the historic Yurok village of Tsurai. The EA does not clearly indicate whether the BIA has conducted any consultation with the federally recognized Yurok Tribe regarding the proposed action. In addition, the local Tsurai Ancestral Society (TAS) organization is comprised of descendants of the Tsurai Village. If this has not happened, the City requests that the BIA consult directly with both the Yurok Tribe and the TAS regarding the proposed action as part of revising the EA. The City can provide contact info if necessary.

Thank you for your consideration of these comments. We offer them with the goal of improving the EA. The Trinidad Harbor Area is a key part of the City of Trinidad, and we appreciate your review and look forward to your response. If we can provide any additional information, please contact me at citymanager@trinidad.ca.gov or 707-677-3876.

Sincerely,



Daniel Berman
City Manager

- cc: Trinidad City Council
Trinidad Planning Commission
Trevor Parker, Trinidad City Planner
Jacque Hostler-Carmesin, CEO, Trinidad Rancheria
Su Corbaley, California Coastal Conservancy
Mark Delaplaine, California Coastal Commission
Melissa Kraemer, California Coastal Commission
Reid Boggiano, State Lands Commission



March 1st, 2019

California Coastal Commission

Submitted via email to EORFC@coastal.ca.gov

RE: CD 0006-18 – Consistency Determination for BIA request to place Trinidad Harbor into federal trust status.

Dear Coastal Commissioners and staff,

The City of Trinidad has significant concerns and questions about the proposal to put the Trinidad Harbor properties into federal trust status. These concerns are very relevant to the Consistency Determination request before you, and include impacts to coastal access, loss of protection for coastal resources, and loss of opportunity for local community input and control over this important coastal harbor. The City, local community members, the Coastal Conservancy, the Coastal Commission, and the State Lands Commission all raised these substantive concerns in formal comments on the draft Environmental Assessment (EA) released by the Bureau of Indian Affairs in 2017 for this project. The BIA and the Trinidad Rancheria have never provided any response to the numerous comments that were submitted on the draft EA, nor have they released a revised document or completed the NEPA process for the proposed actions.

The City was surprised to learn that the BIA was applying for a Consistency Determination prior to completing the NEPA process, and prior to providing any response to comments submitted for the draft EA. The comments submitted on the Draft EA are highly relevant to the Consistency Determination before you, and do not appear to have been provided to the CCC, nor considered as part of the staff report on the Consistency Determination. The BIA application to the Coastal Commission appears to include new or updated information that has never been provided to the City or the local community.

I have attached the detailed comments submitted by the City on the draft EA and hereby incorporate them in full as part of the City's comments on the Consistency Determination request before you. I have also attached comments submitted by other agencies and community members, which I ask to be entered into the record for Commission staff and Commissioners to consider in relation to this Consistency Determination.

The City believes that the Coastal Commission should postpone acting on this Consistency Determination until the NEPA process has been completed. Completion of the NEPA process would:

- 1) Result in a clear and thorough project description for the public to review, which is currently not available;

- 2) Provide a process for BIA and the Trinidad Rancheria to publicly address the many unanswered questions submitted in response to the draft EA, providing significant additional information for the Commission as they consider the Consistency Determination;
- 3) Provide clarity and detail on any minimization and mitigation measures that result from the NEPA process, which could (hopefully) help address many of the City's concerns; and
- 4) Provide substantially more detail than is currently available on the impacts of the project to coastal access, resources, and future use.

The proposed 'conditional approval' in the draft staff report reflects the legitimate concerns of CCC staff, that the proposed action will result in a situation where future development and management of this critical coastal access facility will no longer be subject to local or state control. This poses a very real risk that future management and development may not be consistent with the Coastal Act. Unfortunately the proposed condition in the staff recommendation is fundamentally ineffective in addressing this very real concern. The proposed tribal council resolution expressing an intent to consult with the Commission on future uses and management practices is well-intentioned but cannot be enforced. In the best-case scenario where it is fully in place and utilized, this consultation would be entirely voluntary on the part of the Trinidad Rancheria, and they would have no obligation to implement any of the Commission's recommendations. The Coastal Commission would have some authority to influence future actions through Consistency Determination reviews, but only for activities that trigger a new federal permit process, and the decision to initiate new federal permitting would lie primarily with the Trinidad Rancheria.

One striking example of community concerns is that under federal trust status the Rancheria could implement parking fees for effectively all parking for the Harbor, Trinidad Head, Launcher Beach, and Trinidad State Beach. The Rancheria could limit, charge for, or even eliminate the longstanding and free beach launching at 'Launcher Beach'. This is a valuable and extremely rare type of coastal access in Northern California and is heavily used. The City is very concerned, and we think the Commission should be very concerned, that there would be no way to prevent impacts like these to coastal access under federal trust status. Such restrictions would not require federal funding or approval, and therefore would be solely under the authority of the Trinidad Rancheria Tribal Council.

The City urges the Commission to postpone action on this item until the NEPA process is completed and the many questions and concerns posed to the BIA and Rancheria through that process are addressed. Alternatively, the Commission should request detailed responses to these questions and comments that the BIA and Trinidad Rancheria received almost two years ago. Either approach would allow the Commissioners and their staff to make a much more informed decision on this important issue.

Please review our attached letter in detail, as well as those of other concerned agencies and citizens.

Thank you for your attention to this critical decision,

A handwritten signature in cursive script, appearing to read "Dan Berman".

Dan Berman

City Manager
City of Trinidad

cc (via email)

Trinidad City Council

Trinidad Planning Commission

Trinidad City Planner

Cher-ae Heights Indian Community of the Trinidad Rancheria

Bureau of Indian Affairs

California Coastal Conservancy

State Lands Commission



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES

2. Financial Statements January 2019

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 1/1/2019 Through 1/31/2019

	Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue				
41010	PROPERTY TAX - SECURED	0.00	0.00	92,000.00 100.00)%
41020	PROPERTY TAX - UNSECURED	0.00	0.00	3,400.00 100.00)%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	0.00	50.00 100.00)%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	0.00	1,300.00 100.00)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	0.00	200.00 100.00)%
41070	PROPERTY TAX - FINES	0.00	0.00	500.00 100.00)%
41071	MOTOR VEHICLES	0.00	0.00	500.00 100.00)%
41110	PROPERTY TAX EXEMPTION	0.00	0.00	1,300.00 100.00)%
41130	PUBLIC SAFETY 1/2 CENT	0.00	0.00	1,900.00 100.00)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	0.00	4,500.00 100.00)%
41190	PROPERTY TAX ADMINISTRATION FE	0.00	0.00	(2,300.00) 100.00)%
41200	LAFCO Charge	0.00	0.00	(1,850.00) 100.00)%
41220	IN LIEU VLF	0.00	0.00	30,000.00 100.00)%
42000	SALES & USE TAX	10,186.67	125,887.13	245,000.00 (48.62)%
43000	TRANSIENT LODGING TAX	15,757.41	75,665.27	138,000.00 (45.17)%
46000	GRANT INCOME	0.00	0.00	120,000.00 100.00)%
46100	Measure Z Grant Income	0.00	0.00	75,000.00 100.00)%
53010	COPY MACHINE FEE	0.00	3.40	50.00 (93.20)%
53020	INTEREST INCOME	9,466.77	21,599.13	15,000.00 43.99%
53090	OTHER MISCELLANEOUS INCOME	0.00	9,289.33	2,500.00 271.57%
54020	PLANNER- APPLICATION PROCESSIN	0.00	23,175.17	9,000.00 157.50%
54050	BLDG.INSR-APPLICATION PROCESSI	50.00	4,143.17	10,000.00 (58.57)%
54100	ANIMAL LICENSE FEES	0.00	110.00	200.00 (45.00)%
54150	BUSINESS LICENSE TAX	6,960.00	16,695.00	9,500.00 75.74%
54170	VDU License Fee (Vacation Dwelling Unit)	0.00	0.00	8,000.00 100.00)%
54300	ENCROACHMENT PERMIT FEES	0.00	300.00	400.00 (25.00)%
56400	RENT - VERIZON	2,460.44	19,209.27	49,600.00 (61.27)%
56500	RENT - HARBOR LEASE	0.00	0.00	5,200.00 100.00)%
56550	RENT - PG& E	0.00	0.00	10,000.00 100.00)%
56650	RENT - SUDDENLINK	0.00	3,401.13	6,500.00 (47.67)%
56700	RENT - TOWN HALL	300.00	2,165.00	6,500.00 (66.69)%
57100	WATER SALES	0.00	180.92	0.00 0.00%
	Total Revenue	45,181.29	301,823.92	841,950.00 (64.15)%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
 201 - GFAdmin
 From 1/1/2019 Through 1/31/2019

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
60900	HONORARIUMS	200.00	1,400.00	3,500.00	60.00%
61000	EMPLOYEE GROSS WAGE	14,883.63	70,291.38	126,315.00	44.35%
61470	FRINGE BENEFITS	69.24	346.20	0.00	0.00%
65100	DEFERRED RETIREMENT	1,430.49	7,152.44	15,158.00	52.81%
65200	MEDICAL INSURANCE AND EXPENSE	378.88	7,935.06	25,940.00	69.41%
65250	Health Savings Program	16.63	333.91	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	10,943.18	4,737.00	(131.01)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	38.28	349.33	500.00	30.13%
65600	PAYROLL TAX	1,238.36	5,949.02	10,823.00	45.03%
65800	Grant Payroll Allocation	(250.07)	(6,892.56)	(5,500.00)	(25.32)%
68090	CRIME BOND	0.00	487.50	500.00	2.50%
68200	INSURANCE - LIABILITY	0.00	(5,584.18)	12,400.00	145.03%
68300	PROPERTY & CASUALTY	0.00	5,437.90	4,800.00	(13.29)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	10,000.00	100.00%
71130	ATTORNEY-LITIGATION	0.00	0.00	10,000.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	3,000.00	100.00%
71310	CITY PLANNER-ADMIN. TASKS	0.00	34,500.88	51,000.00	32.35%
71410	BLDG INSPECTOR-ADMIN TASKS	1,040.00	4,034.46	7,000.00	42.36%
71510	ACCOUNTANT-ADMIN TASKS	2,838.91	10,844.45	15,000.00	27.70%
71620	AUDITOR-FINANCIAL REPORTS	11,115.00	11,115.00	14,500.00	23.34%
72000	CHAMBER OF COMMERCE	0.00	0.00	15,000.00	100.00%
72100	BAD DEBTS	0.00	750.00	0.00	0.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	278.25	743.75	3,000.00	75.21%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	500.00	500.00	0.00%
75170	RENT	750.00	5,250.00	9,000.00	41.67%
75180	UTILITIES	824.38	6,848.15	8,250.00	16.99%
75190	DUES & MEMBERSHIP	128.00	128.00	750.00	82.93%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	3,945.74	4,000.00	1.36%
75220	OFFICE SUPPLIES & EXPENSE	172.90	2,133.55	6,500.00	67.18%
75240	BANK CHARGES	0.00	40.00	200.00	80.00%
75280	TRAINING / EDUCATION	0.00	0.00	1,000.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	8,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	500.00	100.00%
76110	TELEPHONE	160.34	1,161.98	1,800.00	35.45%
76130	CABLE & INTERNET SERVICE	215.88	1,507.18	3,500.00	56.94%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78170	SECURITY SYSTEM	0.00	226.50	500.00	54.70%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	2,000.00	100.00%
Total Expense		<u>35,529.10</u>	<u>181,878.82</u>	<u>375,673.00</u>	<u>51.59%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 1/1/2019 Through 1/31/2019

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
61000	EMPLOYEE GROSS WAGE	656.76	3,008.68	5,656.00	46.81%
65100	DEFERRED RETIREMENT	55.11	275.55	679.00	59.42%
65200	MEDICAL INSURANCE AND EXPENSE	23.07	142.44	0.00	0.00%
65250	Health Savings Program	0.50	3.00	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	216.26	212.00	(2.01)%
65600	PAYROLL TAX	54.27	251.23	485.00	48.20%
75170	RENT	750.00	5,250.00	9,000.00	41.67%
75180	UTILITIES	197.08	926.87	2,000.00	53.66%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	245,000.00	100.00%
75350	ANIMAL CONTROL	124.00	856.00	1,500.00	42.93%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	91.30	639.42	1,200.00	46.72%
78170	SECURITY SYSTEM	76.50	454.50	0.00	0.00%
	Total Expense	<u>2,028.59</u>	<u>12,023.95</u>	<u>266,482.00</u>	<u>95.49%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 1/1/2019 Through 1/31/2019

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	1,050.00	1,800.00	41.67%
75180	UTILITIES	57.81	330.43	550.00	39.92%
75190	DUES & MEMBERSHIP	0.00	144.00	250.00	42.40%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	2,500.00	100.00%
76110	TELEPHONE	494.63	834.52	1,000.00	16.55%
76140	RADIO & DISPATCH	0.00	0.00	900.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	82.51	350.00	76.43%
78150	VEHICLE REPAIRS	0.00	158.57	2,500.00	93.66%
78160	BUILDING REPAIRS & MAINTENANCE	448.32	448.32	1,000.00	55.17%
78190	MATERIALS, SUPPLIES & EQUIPMENTS	100.90	2,802.97	5,000.00	43.94%
78200	EQUIPMENT REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	100.00%
	Total Expense	<u>1,251.66</u>	<u>5,851.32</u>	<u>17,350.00</u>	<u>66.27%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 1/1/2019 Through 1/31/2019

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
61000	EMPLOYEE GROSS WAGE	10,496.19	50,747.70	93,517.00	45.73%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	1,070.37	5,480.99	11,222.00	51.16%
65200	MEDICAL INSURANCE AND EXPENSE	78.12	21,477.94	44,584.00	51.83%
65250	Health Savings Program	19.23	1,013.41	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	3,577.08	3,507.00	(2.00)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	0.00	43.36	0.00	0.00%
65600	PAYROLL TAX	869.65	4,279.17	8,013.00	46.60%
65800	Grant Payroll Allocation	(5,056.87)	(44,856.19)	(75,500.00)	40.59%
71210	CITY ENGINEER-ADMIN. TASKS	2,044.00	5,731.75	10,000.00	42.68%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	3,000.00	100.00%
75180	UTILITIES	0.00	10.13	0.00	0.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	2,847.00	2,500.00	(13.88)%
75240	BANK CHARGES	0.00	10.00	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	9,250.00	25,000.00	63.00%
75370	UNIFORMS/PERSONAL EQUIP.	222.40	286.40	450.00	36.36%
76110	TELEPHONE	0.00	175.68	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	8,976.75	3,000.00	(199.22)%
78120	STREET LIGHTING	379.39	2,597.71	4,500.00	42.27%
78130	TRAIL MAINTENANCE	0.00	494.46	3,500.00	85.87%
78140	VEHICLE FUEL & OIL	363.08	1,844.12	4,000.00	53.90%
78150	VEHICLE REPAIRS	0.00	224.01	2,500.00	91.04%
78160	BUILDING REPAIRS & MAINTENANCE	22.17	5,384.49	15,000.00	64.10%
78170	SECURITY SYSTEM	0.00	213.00	500.00	57.40%
78190	MATERIALS, SUPPLIES & EQUIPMEN	1,362.63	3,630.70	6,000.00	39.49%
78200	EQUIPMENT REPAIRS & MAINTENANC	1,294.82	4,304.27	1,000.00	(330.43)%
	Total Expense	13,165.18	87,743.93	166,793.00	47.39%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 1/1/2019 Through 1/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
47650	RECYCLING REVENUE	0.00	0.00	10,500.00	(100.00)%
56150	FRANCHISE FEES	931.09	5,477.06	6,200.00	(11.66)%
	Total Revenue	<u>931.09</u>	<u>5,477.06</u>	<u>16,700.00</u>	<u>(67.20)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	1,368.72	6,391.76	12,089.00	47.13%
65100	DEFERRED RETIREMENT	108.93	591.79	1,451.00	59.22%
65200	MEDICAL INSURANCE AND EXPENSE	14.96	1,980.44	5,348.00	62.97%
65250	Health Savings Program	3.19	225.38	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	458.97	450.00	(1.99)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	0.00	12.23	0.00	0.00%
65600	PAYROLL TAX	111.92	516.47	1,036.00	50.15%
75130	GARBAGE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,200.00	100.00%
	Total Expense	<u>1,607.72</u>	<u>10,177.04</u>	<u>22,074.00</u>	<u>53.90%</u>
	Net Income	<u>(676.63)</u>	<u>(4,699.98)</u>	<u>(5,374.00)</u>	<u>(12.54)%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 1/1/2019 Through 1/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	8,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	270.00	270.00	2,000.00	(86.50)%
57100	WATER SALES	25,630.28	194,185.46	315,000.00	(38.35)%
57200	Water Sales - Wholesale	0.00	5,220.00	5,000.00	4.40%
57300	NEW WATER HOOK UPS	0.00	0.00	1,000.00	(100.00)%
57500	WATER A/R PENALTIES	818.78	1,336.55	1,000.00	33.66%
	Total Revenue	<u>26,719.06</u>	<u>201,012.01</u>	<u>332,000.00</u>	<u>(39.45)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	11,990.55	56,848.76	103,994.00	45.33%
61250	OVERTIME	0.00	0.00	501.00	100.00%
65100	DEFERRED RETIREMENT	1,183.05	5,979.74	12,479.00	52.08%
65200	MEDICAL INSURANCE AND EXPENSE	150.50	19,858.21	42,412.00	53.18%
65250	Health Savings Program	24.51	1,130.47	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	4,575.08	3,900.00	(17.31)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	0.00	44.47	0.00	0.00%
65600	PAYROLL TAX	988.09	4,638.82	8,910.00	47.94%
68090	CRIME BOND	0.00	262.50	300.00	12.50%
68200	INSURANCE - LIABILITY	0.00	6,363.70	6,650.00	4.31%
68300	PROPERTY & CASUALTY	0.00	2,416.05	2,625.00	7.96%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	1,000.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	75.50	4,000.00	98.11%
71510	ACCOUNTANT-ADMIN TASKS	1,528.64	5,839.30	6,700.00	12.85%
71620	AUDITOR-FINANCIAL REPORTS	5,985.00	5,985.00	7,000.00	14.50%
72100	BAD DEBTS	120.00	499.22	350.00	(42.63)%
75180	UTILITIES	871.86	8,934.34	13,500.00	33.82%
75190	DUES & MEMBERSHIP	0.00	197.52	1,500.00	86.83%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	1,985.00	0.00	0.00%
75220	OFFICE SUPPLIES & EXPENSE	140.00	1,768.00	3,000.00	41.07%
75240	BANK CHARGES	10.00	40.00	100.00	60.00%
75280	TRAINING / EDUCATION	110.00	402.53	1,000.00	59.75%
75300	CONTRACTED SERVICES	0.00	0.00	6,000.00	100.00%
76110	TELEPHONE	137.25	925.19	1,800.00	48.60%
76130	CABLE & INTERNET SERVICE	61.95	433.65	750.00	42.18%
76160	LICENSES & FEES	0.00	1,173.30	4,500.00	73.93%
78120	STREET LIGHTING	0.00	0.00	1,600.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	430.30	1,500.00	71.31%
78150	VEHICLE REPAIRS	1.15	4,358.19	2,000.00	(117.91)%
78160	BUILDING REPAIRS & MAINTENANCE	205.75	205.75	1,000.00	79.42%
78170	SECURITY SYSTEM	0.00	153.00	500.00	69.40%
78190	MATERIALS, SUPPLIES & EQUIPMEN	7.11	1,272.12	6,000.00	78.80%
78200	EQUIPMENT REPAIRS & MAINTENANC	1,261.48	6,919.03	1,000.00	(591.90)%
79100	WATER LAB FEES	600.00	2,647.00	4,000.00	33.83%
79120	WATER PLANT CHEMICALS	655.00	3,798.88	7,500.00	49.35%
79130	WATER LINE HOOK-UPS	438.09	438.09	1,000.00	56.19%
79150	WATER LINE REPAIR	4,393.67	64,818.52	68,000.00	4.68%
79160	WATER PLANT REPAIR	1,030.00	6,148.11	6,000.00	(2.47)%
	Total Expense	<u>31,893.65</u>	<u>221,565.34</u>	<u>333,071.00</u>	<u>33.48%</u>
	Net Income	<u>(5,174.59)</u>	<u>(20,553.33)</u>	<u>(1,071.00)</u>	<u>1,819.08%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
701 - Cemetery
From 1/1/2019 Through 1/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
53020	INTEREST INCOME	0.00	0.00	200.00	(100.00)%
58100	CEMETERY PLOT SALES	1,410.00	5,287.50	6,000.00	(11.88)%
	Total Revenue	<u>1,410.00</u>	<u>5,287.50</u>	<u>6,200.00</u>	<u>(14.72)%</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	1,493.16	7,155.70	13,205.00	45.81%
65100	DEFERRED RETIREMENT	123.87	683.53	1,585.00	56.88%
65200	MEDICAL INSURANCE AND EXPENSE	14.94	2,233.03	5,747.00	61.14%
65250	Health Savings Program	3.44	248.83	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	504.96	495.00	(2.01)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	0.00	11.12	0.00	0.00%
65600	PAYROLL TAX	122.18	580.95	1,131.00	48.63%
75180	UTILITIES	45.23	316.61	750.00	57.79%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	300.00	500.00	40.00%
	Total Expense	<u>1,802.82</u>	<u>12,034.73</u>	<u>23,413.00</u>	<u>48.60%</u>
	Net Income	<u>(392.82)</u>	<u>(6,747.23)</u>	<u>(17,213.00)</u>	<u>(60.80)%</u>



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 5 PAGES

3. Law Enforcement Report January 2019

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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Incident Search Results

City is trinidad or trin, Date Between 2/4/2019 and 2/10/2019

02/13/2019

Date	Inc #	Type	Time	Location	Dispositio
02/04/2019	1902040009	XFER	01:45:04	889 S WESTHAVEN DR	Xfer to Medical
02/04/2019	1902040021	UNW	06:45:01	1364 STAGECOACH RD	Clear Call Cad Documentation
02/04/2019	1902040028	XPAT	08:00:39	269 BIG LAGOON PARK RD	Clear Call Cad Documentation
02/04/2019	1902040087	911H	14:25:06	935 PATRICKS POINT DR	Accidental Dial
02/04/2019	1902040146	ASSISTP	23:42:43	27 SCENIC DR	Report Taken
02/05/2019	1902050007	PC	00:58:57	MOONSTONE BEACH RD	Unable to Locate
02/05/2019	1902050022	415	03:31:41	102 KAY-WIN LN	Clear Call Cad Documentation
02/05/2019	1902050059	XPAT	10:00:20	380 JANIS CT	Clear Call Cad Documentation
02/05/2019	1902050058	XPAT	10:00:20	UNDERWOOD DR	Clear Call Cad Documentation
02/05/2019	1902050125	NPROB	18:47:37	184 BIG LAGOON PARK RD	Clear Call Cad Documentation
02/05/2019	1902050140	XFER	22:09:52	231 DRIFTWOOD LN	Xfer to Medical
02/06/2019	1902060035	XPAT	09:00:00	300 TRINITY ST	No Report
02/06/2019	1902060054	SUSPV	10:15:52	278 LANFORD RD	Gone On Arrival
02/06/2019	1902060151	BUS	21:40:00	27 SCENIC DR	Clear Call Cad Documentation
02/07/2019	1902070019	SUSPC	04:55:56	1084 DRIVER RD	Gone On Arrival
02/07/2019	1902070023	WELF	06:42:24	1084 DRIVER RD	Assisted
02/07/2019	1902070041	INV	09:35:52	.TRINIDAD	Report Taken
02/07/2019	1902070048	XPAT	10:00:45	OCEAN AVE	Clear Call Cad Documentation
02/07/2019	1902070047	XPAT	10:00:45	357 MAIN ST	Clear Call Cad Documentation
02/07/2019	1902070052	XPAT	10:05:45	1146 DRIVER RD	Cancel Per Rp
02/07/2019	1902070056	602	10:57:07	728 DRIVER RD	No Assistance Needed
02/07/2019	1902070061	WELF	11:18:33	199 N WESTHAVEN DR	No Report
02/08/2019	1902080019	INV	04:30:30	1084 DRIVER RD	Not as Reported
02/08/2019	1902080042	MAINT	09:45:56	.TRINIDAD HEAD	Clear Call Cad Documentation
02/08/2019	1902080046	XPAT	10:00:20	.TRINDAD BOAT RAMP	Clear Call Cad Documentation
02/08/2019	1902080083	XFER	13:48:48	1778 PATRICKS POINT DR	Xfer to Medical
02/08/2019	1902080106	WELF	15:54:16	155 ROUNDHOUSE CREEK RD	Clear Call Cad Documentation
02/08/2019	1902080120	INV	16:49:25	.TRINIDAD RANCHERIA TRIB	No Report
02/08/2019	1902080149	AWS	21:10:44	27 CHER-AE LN	Cancel Per Rp
02/09/2019	1902090039	XPAT	07:15:56	1146 DRIVER RD	Clear Call Cad Documentation
02/09/2019	1902090048	WELF	09:46:02	(UNKNOWN ADDRESS)	Warned
02/09/2019	1902090059	UNW	11:03:44	389 MAIN ST	Public Assist
02/09/2019	1902090073	WELF	13:15:19	3415 PATRICKS POINT DR	Cancel Per Rp
02/09/2019	1902090095	SHOTSH	17:19:34	877 9TH AVE	Quiet on Arrival or Departur
02/09/2019	1902090109	XFER	19:37:26	100 RAVEN RIDGE RD	Xfer Caller to another agenc
02/10/2019	1902100106	SUSPP	15:34:38	389 MAIN ST	Unable to Locate
02/10/2019	1902100117	417	18:53:23	101 MAIN ST	No Report
02/10/2019	1902100130	BUS	20:44:30	.TRINIDAD HEAD LIGHT HOU	Clear Call Cad Documentation
02/10/2019	1902100141	911H	23:02:40	172 ADAMS FOX FARM RD	Clear Call Cad Documentation

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

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Incident Search Results
City is trinidad or trin, Date Between 2/11/2019 and 2/17/2019

02/19/2019

Date	Inc #	Type	Time	Location	Dispositio
02/11/2019	1902110037	XPAT	08:15:28	269 BIG LAGOON PARK RD	Clear Call Cad Documentation
02/11/2019	1902110056	FP	10:16:41	1 STAGECOACH RD	Clear Call Cad Documentation
02/11/2019	1902110071	911H	11:26:10	172 ADAMS FOX FARM RD	Phone Malfunction
02/11/2019	1902110089	459	13:07:16	1639 SCENIC DR	Report Taken
02/11/2019	1902110150	UNW	21:06:28	27 SCENIC DR	No Report
02/12/2019	1902120001	PC	00:13:21	1251 N WESTHAVEN DR	Gone On Arrival
02/12/2019	1902120022	XPAT	07:00:08	1146 DRIVER RD	No Report
02/12/2019	1902120044	PC	09:29:38	560 EDWARDS ST	Gone On Arrival
02/12/2019	1902120055	XPAT	10:00:10	380 JANIS CT	No Report
02/12/2019	1902120054	XPAT	10:00:10	UNDERWOOD DR	No Report
02/12/2019	1902120063	459	10:59:07	1364 STAGECOACH RD	Public Assist
02/12/2019	1902120090	XFER	14:31:11	393 N WESTHAVEN DR	Xfer to Medical
02/12/2019	1902120151	VEHI	23:00:37	101 MAIN ST	Clear Unoccupied
02/12/2019	1902120157	1125	23:20:17	(UNKNOWN ADDRESS)	Clear Call Cad Documentation
02/12/2019	1902120159	VEHI	23:25:45	MOONSTONE BEACH RD	Clear Call Cad Documentation
02/13/2019	1902130009	33X	02:11:24	389 MAIN ST	Arrest Made
02/13/2019	1902130010	DISP	02:24:42	306 VIEW AVE	Clear Call Cad Documentation
02/13/2019	1902130040	XPAT	09:00:40	300 TRINITY ST	No Report
02/13/2019	1902130106	ADMIN	15:37:40	.TRINIDAD	Assisted
02/13/2019	1902130146	AWS	20:28:07	27 SCENIC DR	Arrest Made
02/13/2019	1902130152	ASSISTA	21:36:11	WESTHAVEN DR/DRIVER RD	Assisted
02/14/2019	1902140026	XPAT	07:05:54	1146 DRIVER RD	No Report
02/14/2019	1902140053	33X	09:54:01	1550 PATRICKS POINT DR	Billable Alarm
02/14/2019	1902140057	XPAT	10:00:56	357 MAIN ST	Clear Call Cad Documentation
02/14/2019	1902140058	XPAT	10:00:56	OCEAN AVE	Clear Call Cad Documentation
02/14/2019	1902140062	SUSPC	10:27:38	495 OCEAN AVE	No Report
02/14/2019	1902140083	SUSPP	12:19:36	SB HWY 101/WESTHAVEN	Field Interview
02/14/2019	1902140094	INV	13:21:30	785 UNDERWOOD DR	Report Taken
02/14/2019	1902140095	XPAT	13:27:00	300 TRINITY ST	Scheduled Incident Created
02/14/2019	1902140115	33X	15:50:59	565 TRINITY ST	Billable Alarm
02/14/2019	1902140116	ANIMAL	15:51:13	1 BAY ST	Clear Call Cad Documentation
02/14/2019	1902140144	415	20:55:06	51 MOONSTONE BEACH RD	Verbal Domestic Violence Onl
02/14/2019	1902140145	33X	21:11:20	174 FOX FARM RD	Cancel Per Rp
02/14/2019	1902140148	XPAT	22:00:00	300 TRINITY ST	Public Assist
02/14/2019	1902140150	XFER	22:45:04	889 S WESTHAVEN DR	Xfer to Medical
02/15/2019	1902150003	33X	00:30:15	565 TRINITY ST	Billable Alarm
02/15/2019	1902150005	FP	00:49:39	389 MAIN ST	Clear Call Cad Documentation
02/15/2019	1902150045	XPAT	10:00:01	.TRINIDAD BOAT RAMP	No Report
02/15/2019	1902150092	XFER	15:03:09	889 S WESTHAVEN DR	Xfer to Medical
02/15/2019	1902150138	ASSISTA	22:58:46	SCENIC DR/LUFFENHOLTZ RD	Report Taken
02/16/2019	1902160010	PC	02:37:41	51 MOONSTONE BEACH RD	Unable to Locate
02/16/2019	1902160026	XPAT	07:00:04	1146 DRIVER RD	Clear Call Cad Documentation
02/17/2019	1902170027	TRF	04:37:59	27 SCENIC DR	Clear Unoccupied
02/17/2019	1902170036	245	09:29:01	951 KINGDOM RD	No Report



HUMBOLDT COUNTY SHERIFF'S OFFICE

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Incident Search Results

City is trinidad or trin, Date Between 2/11/2019 and 2/17/2019

02/19/2019

Date	Inc #	Type	Time	Location	Dispositio
02/17/2019	1902170105	SHOTSH	21:58:26	877 9TH AVE	Quiet on Arrival or Departur
02/17/2019	1902170107	XPAT	22:00:34	300 TRINITY ST	Clear Call Cad Documentation



HUMBOLDT COUNTY SHERIFF'S OFFICE

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Incident Search Results
City is trinidad or trin, Date Between 2/18/2019 and 2/24/2019

02/25/2019

Date	Inc #	Type	Time	Location	Dispositio
02/18/2019	1902180040	XPAT	08:00:13	269 BIG LAGOON PARK RD	Clear Call Cad Documentation
02/18/2019	1902180079	33X	13:34:19	10 METSKO LN	Cancel Per Rp
02/18/2019	1902180099	ASSISTA	17:04:19	3602 PATRICKS POINT DR	Agency Assist
02/18/2019	1902180116	ASSISTP	18:46:50	(UNKNOWN ADDRESS)	Report Taken
02/18/2019	1902180138	459	21:32:08	501 S WESTHAVEN DR	Report Taken
02/18/2019	1902180143	XPAT	22:00:09	300 TRINITY ST	No Report
02/18/2019	1902180152	VEHI	23:02:47	N/A	Clear Call Cad Documentation
02/19/2019	1902190004	XFER	00:33:02	889 S WESTHAVEN DR	Xfer to Medical
02/19/2019	1902190030	XPAT	07:00:34	1146 DRIVER RD	No Report
02/19/2019	1902190050	XPAT	10:00:49	380 JANIS CT	Cancel Per Rp
02/19/2019	1902190049	XPAT	10:00:49	UNDERWOOD DR	Cancel Per Rp
02/20/2019	1902200025	CIVS	07:08:54	199 N WESTHAVEN DR	Good Service
02/20/2019	1902200035	XFER	08:05:33	889 S WESTHAVEN DR	Xfer to Medical
02/20/2019	1902200037	PC	08:30:55	(UNKNOWN ADDRESS)	Clear Call Cad Documentation
02/20/2019	1902200039	XPAT	09:00:55	300 TRINITY ST	Clear Call Cad Documentation
02/20/2019	1902200088	XFER	13:00:20	101 WESTGATE DR	Xfer to Medical
02/20/2019	1902200130	CWS	15:38:08	1872 PATRICKS POINT DR	Report Taken
02/20/2019	1902200149	911H	18:10:27	606 STONE LN	Clear Call Cad Documentation
02/20/2019	1902200192	VEHI	23:25:29	N/A	Field Interview
02/21/2019	1902210028	INV	05:39:08	797 EDWARDS ST	Report Taken
02/21/2019	1902210033	XPAT	07:00:05	1146 DRIVER RD	Clear Call Cad Documentation
02/21/2019	1902210054	UNW	09:41:39	728 DRIVER RD	No Report
02/21/2019	1902210057	XPAT	10:00:53	OCEAN AVE	Clear Call Cad Documentation
02/21/2019	1902210056	XPAT	10:00:53	357 MAIN ST	Clear Call Cad Documentation
02/21/2019	1902210125	ANIMAL	15:36:46	(UNKNOWN ADDRESS)	Gone On Arrival
02/21/2019	1902210173	XPAT	22:00:47	300 TRINITY ST	Clear Call Cad Documentation
02/21/2019	1902210178	PC	22:50:38	EAST ST/OCEAN AVE	Clear Call Cad Documentation
02/21/2019	1902210183	VEHI	23:01:26	BAKER RANCH RD/SCENIC DR	Field Interview
02/22/2019	1902220009	VEHI	02:27:09	1 BAKER RANCH RD	Field Interview
02/22/2019	1902220029	VEHI	09:01:13	N/A	Field Interview
02/22/2019	1902220033	XPAT	10:00:25	.TRINIDAD BOAT RAMP	Clear Call Cad Documentation
02/22/2019	1902220129	XPAT	19:39:59	969 PATRICKS POINT DR	Clear Call Cad Documentation
02/22/2019	1902220139	BOOM	20:11:33	139 LANFORD RD	Quiet on Arrival or Departur
02/22/2019	1902220141	BOOM	20:15:04	199 N WESTHAVEN DR	Quiet on Arrival or Departur
02/22/2019	1902220142	33X	20:43:13	3443 PATRICKS POINT DR	Billable Alarm
02/23/2019	1902230040	XPAT	07:10:29	1146 DRIVER RD	Clear Call Cad Documentation
02/23/2019	1902230063	SUSPP	10:03:06	(UNKNOWN ADDRESS)	Not as Reported
02/23/2019	1902230084	CUST	12:14:43	389 MAIN ST	Civil Problem
02/23/2019	1902230107	33X	16:12:16	1211 SCENIC DR	Cancel Per Rp
02/23/2019	1902230114	XFER	18:43:01	1116 STAGECOACH RD	Xfer to Medical
02/24/2019	1902240020	XFER	03:58:23	889 S WESTHAVEN DR	Xfer to Medical
02/24/2019	1902240062	XFER	14:37:50	2060 PATRICKS POINT DR	Xfer to Fire
02/24/2019	1902240106	XPAT	22:00:36	300 TRINITY ST	Public Assist



HUMBOLDT COUNTY SHERIFF'S OFFICE

Incident Search Results

City is trinidad or trin, Date Between 2/25/2019 and 3/3/2019

03/04/2019

Date	Inc #	Type	Time	Location	Dispositio
02/25/2019	1902250021	XFER	05:30:21	SCENIC DR	Xfer to CHP
02/25/2019	1902250025	XFER	06:53:42	889 S WESTHAVEN DR	Xfer to Medical
02/25/2019	1902250029	XPAT	08:00:37	269 BIG LAGOON PARK RD	No Report
02/25/2019	1902250108	5150	17:06:44	27 SCENIC DR	Public Assist
02/25/2019	1902250111	DISP	17:15:25	27 SCENIC DR	Clear Call Cad Documentation
02/25/2019	1902250112	XFER	17:17:26	23 OKEGA LN	Xfer to CHP
02/25/2019	1902250136	XPAT	22:00:30	300 TRINITY ST	No Report
02/25/2019	1902250140	DISP	22:17:18	27 SCENIC DR	Clear Call Cad Documentation
02/25/2019	1902250141	PC	22:23:28	ANDERSON LN/STAGECOACH RD	Clear Call Cad Documentation
02/25/2019	1902250144	VEHI	22:36:24	PATRICKS POINT DR/HIGHWAY	Clear Unoccupied
02/26/2019	1902260018	INC	02:52:30	171 BAKER RANCH RD	Clear Call Cad Documentation
02/26/2019	1902260029	XPAT	07:00:44	1146 DRIVER RD	No Report
02/26/2019	1902260052	XPAT	10:00:44	UNDERWOOD DR	No Report
02/26/2019	1902260053	XPAT	10:00:44	380 JANIS CT	No Report
02/26/2019	1902260071	PROB	11:34:51	864 PATRICKS POINT DR	Clear Call Cad Documentation
02/26/2019	1902260130	911H	18:18:29	199 N WESTHAVEN DR	Clear Call Cad Documentation
02/26/2019	1902260151	33X	21:15:24	1277 STAGECOACH RD	Billable Alarm
02/26/2019	1902260154	601	21:37:12	199 N WESTHAVEN DR	No Assistance Needed
02/26/2019	1902260173	XFER	23:39:37	(UNKNOWN ADDRESS)	Xfer to CHP
02/27/2019	1902270028	BOLO	05:18:34	1170 PATRICKS POINT DR	Clear Call Cad Documentation
02/27/2019	1902270054	XPAT	09:00:25	300 TRINITY ST	Cancel Per Rp
02/27/2019	1902270097	EVIC	12:45:00	199 N WESTHAVEN DR	Clear Call Cad Documentation
02/27/2019	1902270126	ANIMAL	15:08:38	(UNKNOWN ADDRESS)	Clear Call Cad Documentation
02/27/2019	1902270139	487	15:54:20	51 MIDWAY DR	Report Taken
02/27/2019	1902270143	415MW	16:30:16	774 STAGECOACH RD	Report Taken
02/27/2019	1902270152	AWS	17:35:03	27 SCENIC DR	Unable to Locate
02/27/2019	1902270162	PC	18:14:41	EDWARDS ST	Clear Call Cad Documentation
02/28/2019	1902280053	911H	09:44:42	171 BAKER RANCH RD	Not as Reported
02/28/2019	1902280056	XPAT	10:00:36	357 MAIN ST	Clear Call Cad Documentation
02/28/2019	1902280057	XPAT	10:00:37	OCEAN AVE	Clear Call Cad Documentation
02/28/2019	1902280142	XFER	19:39:46	3601 PATRICKS POINT DR	Xfer to Medical
03/01/2019	1903010002	BUS	00:28:06	27 SCENIC DR	Clear Call Cad Documentation
03/01/2019	1903010004	PC	00:46:58	51 MIDWAY DR	Clear Call Cad Documentation
03/01/2019	1903010018	XFER	03:29:16	889 S WESTHAVEN DR	Xfer to Medical
03/01/2019	1903010042	XPAT	10:00:25	.TRINIDAD BOAT RAMP	Clear Call Cad Documentation
03/02/2019	1903020020	PED	07:55:54	N/A	Warned
03/02/2019	1903020088	WELF	20:29:16	659 S WESTHAVEN DR	No Report
03/02/2019	1903020091	33X	20:46:41	1277 STAGECOACH RD	Billable Alarm
03/03/2019	1903030113	33X	22:32:56	1277 STAGECOACH RD	Billable Alarm



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

4. Adopt Resolution 2019-05: Committing General Funds to Designated Fiscal Reserve

CONSENT AGENDA ITEM

Date: March 13, 2019

Item: Adopt Resolution 2019-xx Committing General Funds to Designated Fiscal Reserve Funds

Summary and Recommendation: The City Fiscal Reserve Policy (Policy) of 2017 sets target amounts for City Reserve Funds based on the annual GF operating budget and calls for periodic review of Reserve Fund status and reallocation of available funds to meet those targets. The recently completed 2018 Audit provides a basis for reviewing Reserve Fund status and shows that the City has 'unassigned' General Fund reserves available to designate to Reserve Funds. The Reserve Fund amounts need updating based on the current year Budget and Audit. Staff recommends adoption of Resolution 2019-xx Committing General Funds to Reserves in accordance with the Policy.

Background: Reserves are a critical part of how cities plan for and respond to fiscal challenges, infrastructure replacement, and cash flow management. Collectively, reserves provide the City with time and flexibility to respond to financial challenges without disrupting the provision of essential City services. The City Council adopted Resolution 2017-10 Fiscal Reserve Policy to formalize the City's approach towards establishing, maintaining and utilizing Reserve funds. The Fiscal Reserves Policy established targets and a process for establishing, funding, and utilizing fiscal reserves.

Discussion: The 2018 Audit Balance Sheet for Governmental Funds (pages 6 and 7) show the Reserve Fund balances established in 2017 based on that year's budget and shows a "Committed" fund balance of \$1,154,475 and an "unassigned" General Fund balance of \$260,142 available to commit to reserve designation.

The proposed Resolution would reallocate funds to Reserves in accordance with the Fiscal Reserve Policy based on the current year (FY 2019) General Fund budget of \$653,876 as follows:

<u>Reserve Fund</u>	<u>General Target</u>	<u>FY 2019 Target</u>
Emergency	75% of GF budget:	\$490,500
Budget Stabilization	75% of GF budget:	\$490,500
Capital/Special Project	>50% of GF Budget*:	\$410,000*
Self-Insurance Reserve	(set by PARSAC)	\$15,000
<u>Committed Funds Total:</u>		<u>\$1,406,000</u>
Unassigned Funds		\$8,617

*According to the Policy, where all Emergency and Budget Stabilization Reserve targets are met, the General Fund balance exceeding the level required by the policy shall be allocated to the Capital and Special Projects Reserve Funds. The proposed Reserve Fund amount above represents an additional \$83,000 to this fund beyond the target of 50% of the current GF Budget.

This is a financial 'housekeeping' action to update the Reserve Fund amounts according to City Policy. It indicates Council intent for these funds, but does not prevent the Council from acting to utilize these funds as needed in the future. It is also advantageous for some grant and loan opportunities where 'undesignated' fund balances impact the City's eligibility for financing.

Staff recommends the Council:

Adopt Resolution 2019-xx Committing General Funds to Designated Fiscal Reserve Funds

Attachments:

Relevant pages from 2018 Audit

2017 Fiscal Reserve Policy

Proposed Resolution 2019-xx Committing General Funds to Designated Fiscal Reserve Funds



RESOLUTION 2019-05

**A RESOLUTION OF THE TRINIDAD CITY COUNCIL
COMMITTING GENERAL FUNDS TO DESIGNATED FISCAL RESERVE FUNDS**

WHEREAS, the Trinidad City Council is responsible for the fiscal management of the City; and

WHEREAS, changes in the economy, natural disasters, litigation, and the necessity of maintaining and replacing valuable City assets and infrastructures can create both expected and unexpected impacts to the City's finances; and

WHEREAS, setting aside adequate financial reserves to address emergencies, unexpected expenses, and the replacement of capital assets is an important component of prudent fiscal management; and

WHEREAS, the City Council adopted Resolution 2017-10 establishing a fiscal reserve policy; and

WHEREAS, the Fiscal Reserve Policy directs the establishment, maintenance, and use of Reserve Funds for the fiscal health of the City of Trinidad including the Emergency Reserve Fund, the Budget Stabilization Fund, the General Fund Capital and Special Project Reserves, Self-Insurance Reserve; and

WHEREAS, the Fiscal Reserve Policy directs that the Council shall review and reset Reserve Fund balances periodically based on the current budget and available financial resources;

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Trinidad does hereby commit available general funds to fiscal reserve status as summarized below:

Emergency Reserve Fund (75% of GF budget):	\$490,500
Budget Stabilization Fund (75% of GF budget):	\$490,500
Capital/Special Project Reserves (>50% of GF budget) :	\$410,000
Self-Insurance Reserve	\$15,000
<u>Committed Funds Total:</u>	<u>\$1,406,000</u>
Unassigned Funds	\$8,617

PASSED, APPROVED AND ADOPTED this 13th day of March, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Gabriel Adams
Trinidad City Clerk

Steve Ladwig
Mayor

Attachment A to City of Trinidad Resolution 2017-10

CITY OF TRINIDAD

FISCAL RESERVES POLICY

POLICY PURPOSE:

The purpose of this Policy is to protect the long term fiscal health of the City of Trinidad by establishing designated reserve funds, setting target levels for those funds, and providing clear guidance on their use and maintenance.

BACKGROUND:

Reserves are a critical part of how cities plan for and respond to fiscal challenges, infrastructure replacement, and cash flow management. Fiscal challenges can include natural disasters, other unexpected costs or reductions in revenue, and economic downturns. Reserves also provide a framework to plan and save for the maintenance and replacement of the City's infrastructure and capital assets. Reserves are critical to managing cash flow. Collectively, reserves provide the City with time and flexibility to respond to financial challenges without disrupting the provision of essential City services.

Reserves fall into two general categories: Restricted and Designated. Restricted reserves are already committed to a specific purpose due to financial, accounting, or legal restrictions, and are not available for other use. Designated reserves are established by Council policy for an intended purpose and are available for use per Council direction according to that policy.

Our annual audit follows the Governmental Accounting Standards Board (GASB) Statement 54 Fund Reporting and Governmental Fund Type Definitions, which require that all fund balances be classified on the governmental funds balance sheet as follows:

Restricted Reserves:

- Non-spendable: - amounts that cannot be spent because they are either (a) legally or contractually required to be maintained intact or (b) not in spendable form such as long-term notes receivable.
- Restricted: - amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Designated Reserves:

- Committed - amounts that can be used only for the specific purposes determined by a formal action of the City Council, to establish, modify or rescind a fund balance commitment.
- Assigned - amounts that are constrained by the government's intent to be used for specific purposes but do not meet the criteria to be classified as restricted or committed, as determined by a formal action or policy of the City Council or its appointed official.
- Unassigned - the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

GUIDING PRINCIPLES:

Following sound financial practices and adhering to the Government Finance Officers' of American (GFOA) recommendations, the City's designated reserves include reserves for known and unknown contingencies, which take into consideration the:

- Diversity of revenue base
- Cyclical nature of revenue
- Changes in community priorities
- Frequency of budget surpluses/deficits
- Cash flow management practices
- Nature of financial risks to the City
- Budget size relative to potential risks.

POLICY:

Reserve Funds

The City will set aside funds into designated reserves to address unforeseen emergencies or disasters, significant changes in the economic environment, and key infrastructure and capital projects.

General Fund designated reserves shall include an Emergency Reserve Fund, Budget Stabilization Reserve Fund, and Capital and Special Projects Reserve Funds.

Enterprise Reserve Funds shall include the Water Utility Reserve Fund and the Cemetery Reserve Fund.

Key General Fund Designated Reserves

Emergency Reserve. Funds reserved under this category shall be used to mitigate costs associated with unforeseen emergencies or fiscal crises, including natural disasters or catastrophic events. Other uses of this fund could include significant one-time expenses due to litigation, or legal or insurance settlements.

In the case of a natural disaster or other emergency that requires the immediate expenditure of City resources beyond those provided for in the annual budget, the City Manager or designee shall have authority to approve Emergency Reserve appropriations. The City Manager or designee shall notify the Council immediately upon such use, and then present to the City Council within two weeks of such action a budget amendment confirming the nature of the emergency and authorizing the appropriation of reserve funds.

Budget Stabilization Reserve. Funds reserved under this category shall be used to mitigate, should they occur, annual budget revenue shortfalls (actual revenues less than projected revenues) due to changes in the economic environment and/or one-time expenditures that will result in future efficiencies and/or budgetary savings. Examples of "economic triggers" and one-time uses include, but are not limited to:

- Significant decrease in property, sales, or transient occupancy tax, or other economically sensitive revenues;
- Loss of businesses considered to be significant sales tax generators;
- Reductions in revenue due to actions by the state/federal government;
- Workflow/technical system improvements to reduce ongoing, personnel costs and enhance customer service;
- One-time maintenance of service levels due to significant economic/budget constraints, and
- One-time transitional costs associated with organizational restructuring to secure long-term personnel cost savings.

Capital and Special Projects Reserve. Funds reserved under this category are designated for key infrastructure and capital/special projects as identified in the current City Capital Improvement Plan. The City Council shall designate funds towards specific capital and special projects in relation to their priority, expected cost, and date of replacement. These shall include a Fire Department Equipment Reserve, a Town Hall Reserve, a Streets and Roads Reserve, an ADA compliance Reserve, and other Reserves as designated by the Council.

Reserve Target Levels

The target level for the Emergency Reserve and the Budget Stabilization Reserve shall be based on a percentage of the current year General Fund annual operating expenditures (minus one-time expenditures).

- The Emergency Reserve target shall be set at 75% of the current year GF operating expenditures.
- The Budget Stabilization Reserve target shall be set at 75% of the current year GF operating expenditures.
- The General Fund Capital and Special Project Reserves target shall be set at a minimum of 50% of the current year GF operating expenditures, with specific targets for individual projects or assets to be adjusted in accordance with the current Council approved Capital Improvement Plan.
- The Water Fund Reserve target shall be set at a minimum of 50% of the current year Water Fund operating expenditures, and will be managed in coordination with the City's current Capital Improvement Plan to provide for the long term maintenance and replacement of the Water Plant and Water Distribution System.

The targets for Capital and Special Project Reserves, and Water Fund reserves, shall depend on the specific priority, expected cost, and date of replacement or implementation of the individual projects and assets. Individual targets shall reflect the depreciated value of city assets so that the reserve can fund their replacement when needed. For special projects, the target shall be set so that the reserve fund equals the project cost at the planned implementation date. This Reserve, and specific targets, shall be managed in coordination with the City's current Capital Improvement Plan.

Reserve Utilization and Revisions to this Policy

The General Fund Reserve Policy and the status of Reserve Funds shall be reviewed at least biannually by the City Council as part of the adoption of the annual audit, and the annual operating budget review and adoption process.

Appropriations of Reserve Funds shall require formal Council authorization, either through the adopted annual budget or through separate approval, with the limited exception of the Emergency Reserve Fund described above.

Replenishment of Unreserved Fund Balance

When any reserve fund falls below its target thresholds, the City Council will develop a 1 to 5 year reserve replenishment plan to meet the minimum thresholds. The Capital Improvement Plan shall guide appropriate individual targets for the Capital Assets Reserve Funds.

Excess Fund Balance

After the close of each fiscal year, the City reports on the audited year-end budgetary results and fund balances. The acceptance of the final audit shall include a report on and discussion of current Designated Reserve funding levels. Where all Emergency and Budget Stabilization Reserve targets are met, the General Fund balance exceeding the level required by the policy shall be allocated to the Capital and Special Projects Reserve Funds.

Surplus Water Funds at the close of each fiscal year shall be designated to the Water Fund Reserve.

CITY OF TRINIDAD
Balance Sheet
Governmental Funds
June 30, 2018

	General Fund	Clean Beaches Grant	COPS Grant Program	OPC Citywide LID	USDA Stormwater Grant	Other Governmental Funds	Total Governmental Funds
ASSETS							
Cash and investments	\$ 1,391,002	\$ -	\$ 8,906	\$ -	\$ -	\$ 54,760	\$ 1,454,668
Receivables	176,553	36,963	-	68,726	27,031	30,603	339,876
Prepaid expenses	39,402	-	-	-	-	-	39,402
Total assets	\$ 1,606,957	\$ 36,963	\$ 8,906	\$ 68,726	\$ 27,031	\$ 85,363	\$ 1,833,946
LIABILITIES							
Payables	\$ 32,194	\$ 151	\$ -	\$ 34,829	\$ -	\$ 11,832	\$ 79,006
Cash overdrafts	-	36,621	-	33,904	27,031	30,771	128,327
Accrued expenses	20,098	-	-	-	-	1,528	21,626
Total liabilities	52,292	36,772	-	68,733	27,031	44,131	228,959
FUND BALANCES							
Nonspendable	-	-	-	-	-	-	-
Restricted	75,317	191	8,906	-	-	55,568	139,982
Committed	1,154,475	-	-	-	-	-	1,154,475
Assigned	64,731	-	-	-	-	-	64,731
Unassigned	260,142	-	-	(7)	-	(14,336)	245,799
Total fund balances	1,554,665	191	8,906	(7)	-	41,232	1,604,987
Total liabilities and fund balances	\$ 1,606,957	\$ 36,963	\$ 8,906	\$ 68,726	\$ 27,031	\$ 85,363	\$ 1,833,946

The accompanying notes to financial statements are an integral part of this financial statement

CITY OF TRINIDAD
Notes to Financial Statements
June 30, 2018

Note 12 - Fund Balance Designations Section of the Balance Sheet

Fund Balances	General Fund	Clean Beaches Grant	COPS Grant Program	OPC Citywide LID	Other Governmental Funds	Total Fund Balance Designations
Nonspendable:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted for:						
Clean Beaches project	-	191	8,906	-	-	9,097
Measure Z proposition	75,317	-	-	-	-	75,317
Integrated Waste Mgmt	-	-	-	-	3,714	3,714
State Gas Tax street projects	-	-	-	-	33,106	33,106
State TDA street projects	-	-	-	-	18,748	18,748
Total restricted fund balances	<u>75,317</u>	<u>191</u>	<u>8,906</u>	<u>-</u>	<u>55,568</u>	<u>139,982</u>
Committed to:						
Emergency reserve	459,000	-	-	-	-	459,000
Budget Stabilization reserve	459,000	-	-	-	-	459,000
Capital/Spec al Project reserve	221,475	-	-	-	-	221,475
Self insurance reserve	15,000	-	-	-	-	15,000
Total committed fund balances	<u>1,154,475</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,154,475</u>
Assigned to:						
Fire dept capital reserve	50,700	-	-	-	-	50,700
Public works capital reserve	10,000	-	-	-	-	10,000
Town hall capital reserve	4,031	-	-	-	-	4,031
Total assigned fund balances	<u>64,731</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>64,731</u>
Unassigned:	<u>260,142</u>	<u>-</u>	<u>-</u>	<u>(7)</u>	<u>(14,336)</u>	<u>245,799</u>
Total Fund Balances	<u>\$ 1,554,665</u>	<u>\$ 191</u>	<u>\$ 8,906</u>	<u>\$ (7)</u>	<u>\$ 41,232</u>	<u>\$ 1,604,987</u>



CONSENT AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

5. Adopt Resolution 2019-04 Authorizing Submittal of an Application for an Amendment to the Local Coastal Program to the California Coastal Commission for the Rezoning of 651 Parker Street

CONSENT AGENDA ITEM

Date: March 13, 2019

Item: Resolution authorizing submittal of an LCP amendment application to the Coastal Commission for the Rezone and General Plan Map Amendment of APN 042-042-017 approved by the City Council at the January and February 2019 meetings.

Summary

Due to an oversight, the Resolution of Submittal described and included in the packet materials for this item in January, did not end up in the February meeting packet for adoption. Therefore, it has been included for adoption at the March meeting. This Resolution authorizes staff to submit an LCP amendment application to the Coastal Commission for the already approved zoning and general plan map amendments for 651 Parker Street. The amendments change the zoning and land use designations from Urban Residential to Planned Development. Further information can be found under Discussion/ Action Agenda Item #2 in the January 9, 2019 Council meeting packet.

Recommendation

Adopt the attached resolution.

Trinidad City Hall
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
707-677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



RESOLUTION NO. 2019-04

A RESOLUTION OF THE CITY OF TRINIDAD, CALIFORNIA, AUTHORIZING SUBMITAL OF A LOCAL COASTAL PROGRAM AMENDMENT TO AMEND THE LAND USE MAP OF THE TRINIDAD GENERAL PLAN / LAND USE PLAN PORTION OF THE LOCAL COASTAL PROGRAM AND AMEND THE ZONING MAP OF THE IMPLEMENTATION PLAN PORTION OF THE LOCAL COASTAL PROGRAM TO CHANGE APN 042-042-017 FROM URBAN RESIDENTIAL TO PLANNED DEVELOPMENT

WHEREAS, the City of Trinidad City Council has adopted Resolution 2019-01 amending the Land Use Map and Ordinance 2019-01 amending the Zoning Map of the City's Local Coastal Program to change APN 042-042-017 from Urban Residential to Planned Development; and

WHEREAS, this amendment has been reviewed and processed pursuant to the provisions of the Local Coastal Program and City laws; and

WHEREAS, the amendment is Statutorily exempt per §15265 exempting adoption of coastal plans and programs by local governments; and

WHEREAS, after due notice and public hearing, and in accordance with the Local Coastal Program (Trinidad Zoning Ordinance section 7.03 as certified), the Planning Commission recommended approval of the amendments to the Land Use Map and Zoning Map on August 29, 2018, and the Trinidad City Council adopted the general plan amendment by Resolution 2019-01 on January 9, 2019 and adopted the zoning amendment by Ordinance 2019-01 on February 13, 2019 as recommended and conditioned by the Planning Commission; and

WHEREAS, this amendment is intended to be carried out in a manner in conformity with the Coastal Act and the implementing Local Coastal Program; and

WHEREAS, this amendment is consistent with the City's certified Local Coastal Program; and

WHEREAS, this amendment shall take effect immediately upon certification by the California Coastal Commission if approved as submitted. If the California Coastal Commission certifies the amendment subject to conditions that change the nature of the amendment, final approval by the Trinidad City Council shall be required prior to the amendment taking effect; and

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

1. City staff is directed to apply to, and work with, the California Coastal Commission for approval of this Local Coastal Program amendment.

PASSED, APPROVED, AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 13th day of March, 2019.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Trinidad City Council by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

Gabriel Adams
Trinidad City Clerk

Steve Ladwig
Mayor



DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 0 PAGES

1. Discussion/Decision Regarding Approval of City Manager Contract

NO SUPPORTING DOCUMENTS WERE SUBMITTED FOR THIS ITEM.



DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 16 PAGES

2. Discussion/Decision regarding approval of a new Master Agreement for Engineering Services with GHD

AGENDA ITEM

Date: March 13, 2019

Item: Award Contract for City Engineering Services to GHD, Inc.

Summary: As authorized by the City Council on October 10, 2018, the City Manager negotiated a contract for City Engineering Services with GHD Inc. for Council review and approval. The City is following the Caltrans consultant selection process to ensure the City is authorized to receive reimbursement for GHD services on Caltrans projects. The City submitted the A&E Consultant Contract Reviewers Checklist for acceptance by the Division of Local Assistance (DLA). Staff recommends Council awarding the contract and authorizing the Mayor to execute the GHD Master Agreement.

Background: The City advertised a Request for Qualifications (RFQ) on August 22 & 29, 2018 in the Mad River Union. GHD and LACO submitted qualification packages at City Hall by the deadline on September 11, 2018. A bottom-up independent cost estimate was developed for the City Engineer Master Agreement based on actual costs in previous years. Costs were estimated for the Van Wycke Trail project and Trinidad Downtown Pedestrian Connectivity Project based on the budgets developed for the respective projects and other similar projects. The consultant selection committee reviewed and ranked the submitted Statements of Qualifications (SOQs) and checked references, then recommended that the City Manager negotiate a contract for City Engineering Services with GHD, Inc. for Council review and approval.

The City Manager began contract negotiations in a meeting with Steve Allen on Tuesday October 30th, 2018 and subsequently through email and phone correspondence. Rates for GHD's Project Managers and Discipline Leads are being discounted by approximately 30% (up to 33%). Annual increases are capped at 3% per year. The Scope for the City Engineer includes general engineering services for public works, the water department and review of applicant planning, building or other permits. GHD's billing structure will be tailored to allow City staff to easily review charges and assign to the appropriate fund categories. If a project requires greater assistance or requires individual tracking for funding or other reasons, a separate scope, budget and schedule will be developed and used for that project.

The draft Master Agreement was reviewed and revised by PARSAC and the City Attorney and the draft been returned to GHD for approval of the revisions. Following execution of the GHD Contract, staff will thank the other consulting engineer firm for submitting qualifications for this competition, notify them that the City has awarded to GHD, and return the unopened cost information submitted.

Staff Recommendation:

- Award the contract for City Engineering Services to GHD Inc. and authorize the Mayor to execute the contract.

Attachment:

- Professional Services agreement for City Engineer Services between City and GHD Inc.
- Attachment A. City Engineer Scope of Services
- Attachment B. GHD Staff and Rates (Exhibits A and B)

**CITY OF TRINIDAD
PROFESSIONAL SERVICES AGREEMENT
FOR CITY ENGINEER SERVICES**

This Agreement ("Agreement") for professional services is made on February 12th, 2019 between the City of Trinidad, a California municipality ("City"), and GHD Inc. ("Consultant").

- 1. Scope of Services.** Consultant shall provide to City the professional services described in the Scope of Services, attached hereto as **Attachment A** and incorporated herein (the "Services"). Only the City's governing body or the City Manager may authorize any change or addition to the Scope of Services specified in Attachment A.
- 2. Term.** This Agreement shall become effective on March 13th, 2019 and shall continue in full force and effect until March 13th, 2022, unless sooner terminated in accordance with Section 12, below ("Initial Term"). After the Initial Term, this Agreement shall automatically renew for an additional two years, unless either party provides the other sixty (60) days prior written notice before the expiration of the Initial Term of its election not to renew this Agreement for the additional two year term. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance.
- 3. Compensation.** For the full and satisfactory completion of the Services, City shall compensate Consultant on a Time and Materials as needed basis as described in **Attachment B**.
- 4. Prevailing Wage Laws.** Services by persons deemed to be employees of Consultant possibly may be subject to prevailing wages under California Labor Code Sections 1770-1781. Consultant has the sole responsibility to comply with those requirements, should they apply. If a dispute based upon the prevailing wage laws occurs, Consultant, at its expense, shall indemnify, defend (including Consultant's providing and paying for legal counsel for City), and hold harmless City, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, fines, penalties, wages, costs, or expenses pertaining to the prevailing wage laws.
- 5. Payment.** City shall pay Consultant for services satisfactorily provided during each calendar month within thirty (30) days following City receipt and approval of a detailed invoice. The invoice must include, at a minimum:

 - 5.1 A description of the specific Services provided,
 - 5.2 the name of the individual providing the Services,
 - 5.3 the date(s) upon which the Services were provided,
 - 5.4 the time spent providing the Services,

5.5 the amount due for the Services and the basis for calculating the amount due, and

5.6 an itemized summary of Allowable Reimbursable Expenses.

6. Independent Contractor. Consultant understands and acknowledges that Consultant is an independent contractor, not an employee, partner, agent, or principal of the City. This Agreement does not create a partnership, joint venture, association, or employer-employee relationship between the Parties. At its own expense, Consultant is responsible for providing compensation; employment benefits; disability, unemployment, and other insurance; workers' compensation; training; permits and licenses; and office space for Consultant and for Consultant's employees and Subconsultants. Consultant has, and shall retain, the right to exercise full control over the employment, direction, compensation, and discharge of all persons whom Consultant uses in performing the Services under this Agreement. Consultant shall provide the Services in Consultant's own manner and method, except as this Agreement specifies.

Consultant shall indemnify, fund the defense of, (including Consultant's providing and paying reasonable fees for legal counsel for City), and hold harmless City for an obligation; claim; suit; demand for tax or retirement contribution; social security; salary or wages; overtime, penalty, or interest payment; or workers' compensation payment that City may be required to make on behalf of Consultant, an employee of Consultant, or any employee of Consultant construed to be an employee of City, for the work done under this Agreement.

7. Consultant's Warranties.

7.1 Consultant warrants that all Services provided under this Agreement shall be performed in accordance with generally accepted professional practices and standards for Consultant's profession in the state.

7.2 Consultant warrants that all Services provided under this Agreement shall be performed in accordance with applicable federal, state, and local laws and regulations, including, but not limited to, conflict of interest laws.

7.3 Consultant warrants that Consultant has no present interest which would conflict in any manner with the performance of Services on the City's behalf.

7.4 Consultant represents and warrants that it is now, and will remain for the duration of its Services, properly licensed, qualified, experienced, and equipped to perform the Services.

7.5 Consultant possesses the competence, experience, expertise, skill, facilities, equipment, personnel, financial wherewithal, and other resources necessary to perform this Agreement and the Services in a professional and competent manner.

7.6 Consultant represents and warrants that the Services and the sale or use of the Services shall not infringe, directly or indirectly, on any valid patent, copyright or trademark, and Consultant shall, at Consultant's sole cost and expense, indemnify, defend and hold harmless the City from and against any and all claims and causes of action based on alleged or actual infringements thereof.

7.7 These warranties shall survive the expiration or termination of this Agreement, and are in addition to any warranties provided by law. No payment to Consultant for any Services performed hereunder (including, without limitation, final payment) shall constitute a waiver of any Claims by the City against Consultant relating to the Services.

8. Notice. Any notice, billing, or payment required by this Agreement must be made in writing, and sent to the other party by personal delivery, U.S. Mail, a reliable overnight delivery service, facsimile, or by e-mail as a .pdf (or comparable) file. Notice is deemed effective upon delivery unless otherwise specified. Notice for each party shall be given as follows:

City:

City of Trinidad
PO Box 390
Trinidad, CA 95570
Ph: (707) 677-0223
Attention: City Manager

Consultant:

GHD Inc.
718 Third Street
Eureka, CA 95501
Ph: 707-443-8326
Attention: Office Manager

9. Indemnity.

Where the services to be provided by Consultant under this Agreement are design professional services, as that term is defined under Civil Code Section 2782.8, Consultant agrees to indemnify, fund the defense of, and hold harmless, the City, its officers, officials, and employees from claims, demands, costs or liability, to the extent caused by the negligence, recklessness or willful misconduct of Consultant and its agents in the performance of Services under this Agreement to the maximum extent provided by law, but this indemnity does not apply to liability for damages for bodily injury, property damage or other loss, resulting from the City's own negligent acts or omissions, recklessness, or willful misconduct. If it is finally adjudicated that liability is caused by the comparative fault of the City, then Consultant's indemnification and defense obligations shall be reduced in proportion to the established comparative liability of the City and

shall not exceed the Consultant's proportionate percentage of fault. In no event shall the cost to defend the City charged to Consultant exceed the Consultant's proportionate percentage of fault as finally adjudicated.

As respects all acts or omissions which do not arise directly out of the performance of design professional services as defined in Civil Code section 2782.8, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, Consultant agrees to indemnify, fund the defense of, and hold harmless the City, its officers officials, and employees for and against a claim, demands, losses, and liability to the extent caused by the Consultant's negligent performance or failure to perform under the terms of this Agreement, excepting those which arise out of the negligence or willful misconduct of the City, its officers, officials, employees and volunteers.

This indemnification obligation shall survive the expiration or early termination of this Agreement with respect to Liability arising during the term of the Agreement.

10. Insurance. Before providing any services under this Agreement, Consultant shall be required to procure and provide proof of the insurance coverage required by this section in the form of certificates and endorsements. The required insurance must cover the activities of Consultant and its employees or subcontractors relating to or arising from the performance of services under this Agreement, and must remain in full force and effect at all times during the term of the Agreement. All required insurance must be issued by an insurer licensed to do business in the State of California, and each such insurer must have an A.M. Best financial strength rating of "A" or better and a financial size rating of "VIII" or better. If Consultant fails to provide any of the required coverage, City may, at its sole discretion, purchase such coverage at Consultant's expense and deduct the cost from payments due to Consultant.

10.1 The following insurance policies and limits are required for this Agreement:

10.1.1 Commercial General Liability Insurance ("CGL"). Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

10.1.2 Automobile Insurance. The automobile liability insurance shall cover bodily injury and property damage in an amount no less

than one million dollars (\$1,000,000.00) combined single limit for each occurrence, including owned, hired, and non-owned vehicles.

10.1.3 Workers' Compensation Insurance and Employer's Liability. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

10.1.4 Professional Liability. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to the Entity for review.

10.2 Each certificate of insurance must state that the coverage afforded by the policy or policies shall not be reduced, cancelled or allowed to expire without written notice to City, unless due to non-payment of premiums, in which case written notice shall be made to City.

10.3 Excluding Professional Liability, Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Entity by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer. However, the Consultant must provide a waiver of subrogation endorsement from its workers' compensation insurer.

10.4 If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

10.4.1 Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall

ensure that City is an additional insured on insurance required from subcontractors

10.5 The CGL policy must include the following endorsements:

10.5.1 The General and Auto liability insurance policies are to contain, or be endorsed to contain, the following provisions: The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

10.5.2 For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

11. Dispute Resolution. In the event that any dispute arises between the parties in relation to this Agreement, the parties agree to meet face to face as soon as possible to engage in a good faith effort to resolve the matter informally. In the event that any dispute arises between the parties in relation to this Agreement, and the dispute is not resolved by informal discussions, the parties agree to submit the dispute to mediation.

11.1 Either party may give written notice to the other party of a request to submit a dispute to mediation, and a mediation session must take place within sixty (60) days after the date that such notice is given, or sooner if reasonably practicable. The parties shall jointly appoint a mutually acceptable mediator. The parties further agree to share equally the costs of the mediation, except costs incurred by each party for representation by legal counsel.

11.2 Good faith participation in mediation pursuant to this Section is a condition precedent to either party commencing litigation in relation to the dispute.

12. Early Termination.

12.1 Termination for Convenience. City may terminate this Agreement for convenience by giving fourteen (14) calendar days written notice to Consultant. In the event City elects to terminate the Agreement without cause, it shall pay Consultant for services satisfactorily provided up to that date that such notice of termination is given.

12.2 Termination for Cause. If either party breaches this Agreement by failing to timely or satisfactorily perform any of its obligations or otherwise violates the terms of this Agreement, the other party may terminate this Agreement by giving written notice seven (7) calendar days prior to the effective date of termination, specifying the reason and the effective date of the termination. Consultant shall be entitled to payment for all services satisfactorily provided up to the effective date of termination, except that the City may deduct from that payment the amount of costs the City incurred, if any, because of Consultant's breach of the Agreement.

13. Work Product. City shall be the sole owner of all rights to any work product in any form, which has been prepared by Consultant on City's behalf pursuant to this Agreement, unless otherwise specified in writing by the parties.

14. Audit. During this Agreement's Term and for a period of four (4) years after the expiration, cancellation, or termination of this Agreement, or any extension of it, Consultant shall:

14.1 Keep and maintain, in their original form, all records, books, papers, or documents related to Consultant's performance of this Agreement; and

14.2 Permit City or its authorized representatives, at all reasonable times, to have access to, examine, audit, excerpt, copy, photocopy, photograph, or transcribe all records, books, papers, or documents related to Consultant's performance of this Agreement including, but not limited to: direct and indirect charges, and detailed documentation, for work Consultant has performed or will perform under this Agreement.

Notwithstanding the foregoing, City's right to examine, audit, excerpt, copy, photocopy, photograph, or transcribe all records, books, papers, or documents related to Consultant's performance shall not extend to proprietary information such as the composition of the amount of Contractor's fixed rates and fees, standard charges, and percentage multipliers.

15. General Provisions.

15.1 Assignment and Successors. Neither party may transfer or assign its rights or obligations under this Agreement, in part or in whole, without the other party's prior written consent. This Agreement is binding on the heirs, successors, and permitted assigns of the parties hereto.

15.2 Third Party Beneficiaries. There are no intended third party beneficiaries to this Agreement.

15.3 Nondiscrimination. Consultant shall comply with all applicable federal, state and local laws, rules and regulations regarding nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

15.4 Choice of Law and Venue. This Agreement shall be governed by California law, and venue shall be in the Superior Court for the county in which City is located, and no other place.

15.5 Severability. If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Agreement shall remain in full force and effect.

15.6 Amendment. No amendment or modification of this Agreement shall be binding unless it is in a writing duly authorized and signed by the parties to this Agreement.

15.7 Provisions Deemed Inserted. Every provision of law required to be inserted in this Agreement shall be deemed to be inserted, and this Agreement shall be construed and enforced as though included. If it is discovered that through mistake or otherwise that any required provision is not inserted, or not correctly inserted, this Agreement shall be amended to make the insertion or correction.

15.8 Entire Agreement. This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties regarding the subject matter of this Agreement and supersedes all prior written or oral understandings or agreements of the parties.

15.9 Attachments. If any provision in any attachment to this Agreement conflicts with or is inconsistent with the provisions set forth in the body of this Agreement, the provisions set forth in the body of this Agreement shall control over the conflicting or inconsistent provisions in the attachment.

15.10 **Waiver.** No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

15.11 **Force Majeure.** If either party is delayed or hindered in or prevented from the performance of any act required hereunder because of strikes, lockouts, inability to procure labor or materials, failure of power, riots, insurrection, war, fire or other casualty, or other reason beyond the reasonable control of the party delayed, excluding financial inability ("Force Majeure Event"), performance of that act shall be excused for the period during which the Force Majeure Event prevents such performance, and the period for that performance shall be extended for an equivalent period. Delays or failures to perform resulting from lack of funds shall not be Force Majeure Events.

15.12 **Headings.** The headings in this Agreement are included for convenience only and shall neither affect the construction or interpretation of any provision in this Agreement nor affect any of the rights or obligations of the parties to this Agreement.

15.13 **Execution in Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

15.14 **Authorization.** Each individual executing this Agreement, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.

15.15 **Attorneys Fees and Venue for Disputes.** If litigation becomes necessary to enforce the terms and provisions of this Agreement or as a result of any breach by Architect or the City of this Agreement, the prevailing party in any such litigation shall be entitled to recover reasonable attorney's fees and costs. The Humboldt County Superior Court for the State of California shall have exclusive jurisdiction over any dispute arising out of this Agreement or Consultant's provision of Services hereunder, and shall serve as the venue for any such dispute. All parties expressly consent to this designation of jurisdiction and venue.

The parties agree to this Agreement as witnessed by the signatures below:

CITY:

s/ _____

Name/Title [print]

Date: _____

CONSULTANT:

s/ _____

Name/Title [print]

Date: _____

Attachments:

Attachment A: Scope of Services
Attachment B: Consultant's Fee Schedule

Attachment A.

City of Trinidad City Engineer

Scope of Services March 13, 2019

Introduction

The City of Trinidad has no “in house” City Engineer. Engineering Services to be provided to the City include various engineering reviews, summary memos to the council, inspections, engineering review of building permits and other development related permits, consultation, design, bidding and construction management assistance for various State, Federal and locally funded capital improvement projects and engineering recommendations for maintenance and emergency situations, assistance with funding proposals, and other related City engineering services as requested by the City such as attendance at meetings, representing the City on various technical advisory boards, committees and commissions as appropriate and providing assistance with labor compliance, and developing CEQA/NEPA documentation.

Scope of Services

To help the City Manager track the efforts of the City Engineer, the following project phases and sub-phases will be set up and used to track time charged and to organize the related charges on invoices:

General Public Works Services

- City Roads & Sidewalks (includes maintenance, safety, trails, ROW)
- City Buildings
- ASBS & MS4
- Groundwater Monitoring and Modeling
- Public Works Funding Assistance
- Miscellaneous

Development Review (Applicant-Based Projects, formerly Phase 11057 Property Issues)

- Permit Review Services

Water Services

- Water System
- Water Rights Assistance
- Water Funding Assistance

For each of the above phases, notes will be provided for each time entry with a description of the work completed. As requested by the City, sub-phases will be set up and tracked for specific projects or assignments so that project specific tasks can be tracked separately, and upon request, invoiced separately.

Compensation

Effort will be billed on a time and materials basis. Exhibit A to this scope provides a special rate table for designated professional employees (Project Managers and Project Leads) for the above phases relating to the City Engineering services. Exhibit B (Agreement Attachment B) provides the standard rates for employees and expenses for individual grant funded projects or other projects that are not directly related to City Engineering services.

Schedule

The scope of services presented above will be completed on an ongoing basis for the life of the contract. Schedules shall be developed as needed for individual pieces of work.

Attachment B. Compensation

Project Managers

Steve Allen	\$195
Josh Wolf	\$145

Discipline Leads

Rebecca Crow	\$145
Brian Howard	\$140
Patrick Sullivan	\$135
Dagan Short	\$135
David Jermstad	\$150
Brian Crowell	\$135
Rick Guggiana	\$165
Misha Schwarz	\$155
Julia Clark	\$105

Dollar value represents discounted City Engineering rates per hour. Rates have been discounted up to 33%. Annual increases are capped at 3% per year.

Exhibit A -
City Engineering
staff and rates

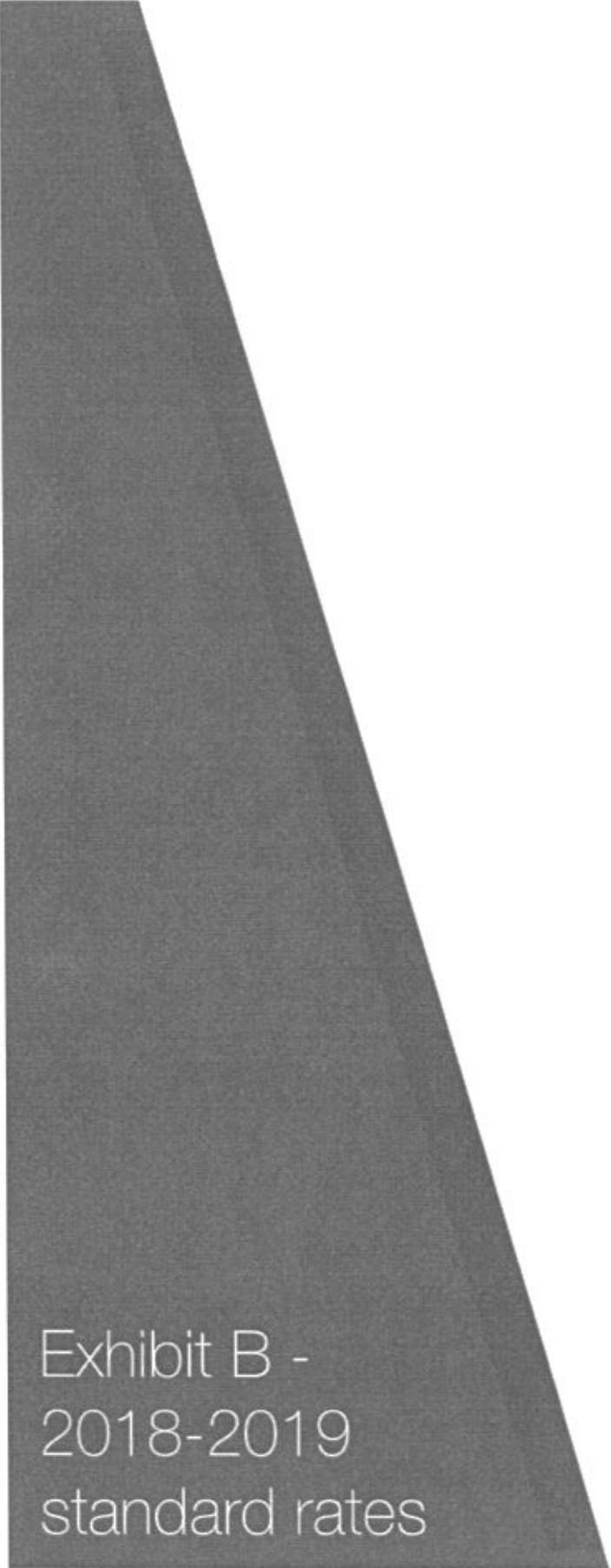


Exhibit B -
2018-2019
standard rates



2018-19 US West Fee Schedule

Principals:	\$210.00 - \$265.00	Information Technologists:	
Associates:	\$175.00 - \$245.00	◆ Level A	\$125.00
Specialist:	\$200.00 - \$250.00	◆ Level B	\$135.00
Engineers:		◆ Level C	\$150.00 - \$160.00
◆ Level A	\$115.00 - \$125.00	◆ Level D	\$170.00 - \$180.00
◆ Level B	\$130.00 - \$140.00	◆ Level E	\$195.00 - \$205.00
◆ Level C	\$145.00 - \$155.00	◆ Level F	\$225.00 - \$235.00
◆ Level D	\$160.00 - \$185.00	Database Analysts:	
◆ Level E	\$190.00 - \$220.00	◆ Level A	\$105.00
◆ Level F	\$225.00 - \$245.00	◆ Level B	\$120.00
Geologists/Hydrogeologists:		◆ Level C	\$135.00 - \$155.00
◆ Level A	\$125.00	◆ Level D	\$170.00 - \$190.00
◆ Level B	\$135.00	◆ Level E	\$205.00 - \$215.00
◆ Level C	\$145.00 - \$170.00	◆ Level F	\$220.00 - \$240.00
◆ Level D	\$175.00 - \$185.00	Technicians/Technologists:	
◆ Level E	\$195.00 - \$205.00	◆ Level A	\$85.00
◆ Level F	\$210.00 - \$230.00	◆ Level B	\$100.00 - \$110.00
Environmental Chemists/Scientists/Planners:		◆ Level C	\$110.00 - \$120.00
◆ Level A	\$100.00 - \$130.00	◆ Level D	\$125.00 - \$140.00
◆ Level B	\$115.00 - \$145.00	◆ Level E	\$145.00 - \$160.00
◆ Level C	\$130.00 - \$155.00	◆ Level F	\$180.00 - \$190.00
◆ Level D	\$140.00 - \$175.00	Draft/CADD:	
◆ Level E	\$165.00 - \$195.00	◆ Level A	\$75.00 - \$80.00
◆ Level F	\$195.00 - \$215.00	◆ Level B	\$90.00
Industrial Hygienists/Safety Professionals:		◆ Level C	\$95.00 - \$100.00
◆ Level A	\$120.00	◆ Level D	\$115.00 - \$125.00
◆ Level B	\$130.00	◆ Level E	\$130.00 - \$160.00
◆ Level C	\$140.00 - \$155.00	◆ Level F	\$135.00 - \$170.00
◆ Level D	\$165.00 - \$175.00	Technical Apprentices:	\$87.00 - \$98.00
◆ Level E	\$190.00 - \$200.00	Administrative Support:	\$70.00
◆ Level F	\$225.00 - \$235.00		



Fee Schedule

2018-2019 USA West Fee Schedule

Employee time will be billed in accordance with the fees listed above. These rates are subject to change on a semi-annual basis. For other than professional employees, time spent over 8 hours per day, time spent on swing shifts, and time spent on Saturdays will be charged at 1.5 times the hourly billing rate. Work on Sundays will be charged at 2.0 times the hourly billing rate and holiday work will be charged at 2.5 times the hourly billing rate. All field personnel charges are portal to portal. Professional employees will not be charged out at premium charge rates for overtime work.

Expenses and other similar project related costs are billed out at cost plus 15%. The cost of using equipment and specialized supplies is billed on the basis of employee hours dedicated to projects. Our rates are:

- A. Office consumables: \$6.00/hr
- B. Environmental Dept/Construction Inspector consumables: \$11.00/hr
- C. Survey Field consumables: \$15.00/hr
- D. Various Environmental, Construction and Land Surveying equipment: At market B. C. D.

Payment for work and expenses is due and payable upon receipt of our invoice. Amounts unpaid thirty (30) days after the issue date of our invoice shall be assessed a service charge of one and one half (1.5) percent per month.

(*) These rates do not apply to forensic-related services, or to work for which Prevailing Wage obligations exist. It is the responsibility of the client to notify GHD Inc in writing if Prevailing Wage obligations are applicable, in which case the fees will be adjusted proportionate to the increase in labor cost.



DISCUSSION AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 27 PAGES

3. Discussion/Decision Regarding approval of a Scope of Services with GHD for the Downtown Pedestrian Improvement Project.

DISCUSSION AGENDA ITEM

Date: March 13, 2019

Item: **DOWNTOWN TRINIDAD PEDESTRIAN AND CONNECTIVITY IMPROVEMENT PROJECT UPDATE AND DISCUSSION**

Summary:

The Downtown Trinidad Pedestrian and Connectivity Improvement Project (Project) has been approved by the California Transportation Commission (CTC) and programmed in the State Transportation Improvement Program (STIP) for \$550,000. \$40,000 in funding was recently allocated for the Project Approvals & Environmental Document (PA&ED) phase, which includes a topographic survey and right-of-way mapping, preliminary design, public meeting, CEQA documentation and preparation of allocation requests for the next phases of the project. Subsequent phases of work are programmed in later fiscal years (refer to Table 1 below).

In order to initiate the Project, staff is recommending the Council authorize a contract with City Engineer GHD, Inc. to support all the phases of the project. Project costs for the City Engineer services will be reimbursed by Caltrans. In accordance with Caltrans required consultant selection process, this scope of services is a "task order" under the Contract City Engineer agreement, considered for award by the Council in a separate Agenda item.

Table 1. Funding and Schedule Summary

Project Phase	FY Programmed	STIP Programmed Amount	Local Match
Project Approvals & Environmental Document (PA&ED)	18/19	\$ 40,000	
Plans, Specifications and Estimates (PS&E)	19/20	\$ 60,000	
Right-of-Way	20/21	\$ 15,000	
Construction	20/21	\$ 435,000	\$ 30,000
Total		\$ 550,000	\$ 30,000

Background:

On December 13, 2017, the City Council adopted Resolution 2017-19 committing \$30,000 in funds to match the \$550,000 in STIP funds for the Project. The Project is intended to remove accessibility barriers and extend new ADA compliant pedestrian routes along portions of Patrick's Point Drive, Scenic Drive, and Trinity Street. The project also includes isolated roadway pavement rehabilitation.

Many of the existing sidewalks and curb ramps within the project area create a barrier to pedestrian mobility and are non-compliant with current accessibility codes and standards. There are also several existing off-street parking areas along Trinity Street that are too short to accommodate standard vehicle lengths which often results in sidewalks being partially or entirely blocked, rendering the route inaccessible for pedestrians. In addition, portions of Trinity Street are

showing signs of distress, which if left unaddressed, would continue to deteriorate and ultimately require the entire roadway to be reconstructed.

The Contract City Engineer, GHD will make a brief presentation outlining the current plans and schedule for this project.

Staff is recommending the Council authorize Scope of Services with GHD, Inc. for the project, not to exceed \$ 163,000.00. The cost for the services will be reimbursed by Caltrans STIP funding.

Staff Recommendation:

1) Receive presentation, discuss, and authorize City Manager to sign a scope of services with GHD, Inc. for the Downtown Trinidad Pedestrian and Connectivity Improvement Project.

Attachments:

GHD Proposal/Scope for Downtown Trinidad Pedestrian and Connectivity Improvement Project.

Project Presentation



**Proposal
for
Professional Engineering Services**

**Downtown Trinidad Pedestrian &
Connectivity Improvement Project
City of Trinidad**

January 2, 2019

Introduction

The Downtown Trinidad Pedestrian & Connectivity Improvement project has been a long time priority for the City and builds upon previous City projects to provide a complete accessible route through central Trinidad. The City's previous Gateway project (completed in 2012) provided an accessible route along Main Street and a portion of Trinity Street. This project will further improve connectivity and accessibility by removing barriers and extending new accessible routes along portions of Patrick's Point Drive, Scenic Drive, and Trinity Street. Specific improvements include new sidewalks, driveways, curb ramps, crosswalks, signage, striping and pavement repair. The project is funded by the State Transportation Improvement Program (STIP) (\$550,000) along with local funding from the City of Trinidad (\$30,000).

Scope of Services

Based on our understanding of the project, GHD has developed the following scope of services for the project, which will include:

- Task 1 – Project Approvals & Environmental Document (PA&ED)
- Task 2 – Plans, Specifications & Estimates (PS&E)
- Task 3 – Right-of-Way Engineering (ROW)
- Task 4 – Construction Engineering (CE)

Task 1 – Project Approvals & Environmental Document (PA&ED)

PA&ED Management, Meetings and Coordination

This project will require regular communication and close coordination with team members, the City, and other project partners including stakeholders and the general public. This task includes monitoring the project progress on a regular basis, providing updates to the City in the form of emails, memorandums, and presentations, managing project budgets and schedules, assisting the City in coordinating with the various stakeholders, and coordinating and performing quality control reviews.

As part of the ongoing project management process, GHD anticipates participating in monthly meetings or conference calls with the City and other stakeholders to provide updates on project status, review projects designs and issues, and receive input and direction.

Kickoff Meeting

GHD will initiate, organize and attend a project kickoff meeting with the City. The meeting will allow GHD to gather available background information and better understand the City's goals and desires for this project. We anticipate participants in the meeting to include City staff, Caltrans Local Assistance Engineers, and representatives from the School District and Rancheria (if interested and if requested by the City).

The meeting will be crucial for starting the project off on the right track by gaining consensus on key design approaches while at the same time bringing everyone to a similar understanding of the overall project scope, budget, and schedule. The meeting will also help to define any special requirements for the



project. Meeting topics will include the project description, information needs, and project schedule. GHD will prepare meeting minutes and highlight action items, and other items to be addressed later in the project.

Topographic Mapping and Right-of-Way Survey

Gutierrez Land Surveying (GLS) will perform the survey services for the project. The topographic and right-of-way surveying will include the project areas on Patrick's Point Drive from Main Street to Janis Court, Scenic Drive from Main Street to the Saunders Shopping Center driveway, and Trinity Street from Edwards Street to approximately 150 feet south of Main Street.

The topographic survey for the project will utilize the topographic survey information obtained by GLS in 2013. GLS will field review the 2013 survey for any changes that may have occurred since the survey was originally completed, and update the survey as needed to reflect current conditions. The final topographic survey will include surface topography and grade breaks, indications of underground utilities, drainage structures and inverts, trees, fences, edge of pavement, sidewalks, gutters, signs, structures, and other features, and details.

GLS will conduct boundary research and prepare a right-of-way survey for the project area. The survey will locate all right-of-way lines. Individual parcel lines will be calculated from record information. A boundary survey of each parcel within the area will not be conducted. GLS will prepare a Record of Survey for filing with the County of Humboldt if research indicates that one is required. It appears from initial research that a Record of Survey will not be required for Trinity Street since a survey was previously recorded for the area ("Record of Survey for the City of Trinidad" filed January 5, 1962 in Book 19 of surveys, Pages 120-126). GLS will obtain up to eight (8) title reports, and research public easements at the following locations where initial research indicates that existing sidewalks or curb ramps may potentially be located outside the existing City right-of-way: along the west side of Patrick's Point Drive and Scenic Drive, and at the intersections of Trinity Street with Edwards, Parker and West streets.

Vertical control will be NAVD88 basis. Horizontal control will be based on the existing record of survey for Trinity Street. Temporary control benchmarks will be set for use in construction. All survey data will be processed and rendered into a CAD basemap.

Preliminary Design

GHD will produce a refined conceptual design based on the initial design concepts included in the Project Study Report (PSR) dated December 12, 2017. GHD will develop preliminary design plans that will establish the scale, relationship, and orientation of the proposed improvements within the project area. The primary objective of this task is to accurately locate the proposed improvements and identify any potential impacts which may affect the CEQA documentation, permits, right-of-way or the final design. The preliminary designs will also be used to inform the public and stakeholders of the project improvements.

The preliminary design plans will be developed on 22" x 34" sheets that allow scaled reduction to 11" x 17" sheets. The project will be designed using English Standard units in AutoCAD at an appropriate scale utilizing AutoCAD standards, including project folder structures, layer names, line styles and font resources, color tables, etc. The preliminary design plans are expected to include:

- Cover Sheet
- Plan Sheet Index
- Typical Cross Sections
- Plan Sheets
- Other sheets we deem necessary to convey the design intent



GHD will provide an opinion of probable construction costs for the preliminary design which will be prepared using standard engineering estimating procedures for each design submittal. The opinion of cost will include the anticipated cost for the items of work included with the project based on bid results from previous projects or published unit costs available from Caltrans.

Public Meeting

GHD will participate in one (1) public workshop meeting with the general public, specific stakeholders, and/or property owners adjacent to the project area identified by the City. This meeting can occur at any point during the PA&ED phase of work.

The stakeholder/public meeting will consist of a two-hour meeting in the evening on a weeknight. The meeting space may include large maps, diagrams, schematics, photographs, and other visual aids. GHD's project manager and lead designer will attend the meeting and be available to describe the project to attendees or answer questions.

We assume that the City will be responsible for identifying and notifying specific stakeholders or the general public about the meetings, and will provide a meeting venue. GHD will assist the City with the preparation of notification flyers to be distributed by the City.

CEQA NOE & Coastal Development Permit Assistance

The project is subject to the California Environmental Quality Act (CEQA). The project potentially meets the definition for a CEQA Class 1 Categorical Exemption (§15301.1(c)) which allows for minor alterations, repairs and permitting of existing highways, streets, sidewalks, gutters and bicycle/ pedestrian trails involving negligible or no expansion of use. GHD will provide a brief project description and will assist the City Planner with the preparation of a Notice of Exemption (NOE) for CEQA. It is our understanding that the City Planner will file the NOE with the Humboldt County Recorder.

The City of Trinidad has permitting authority within the project area based on land use and zoning regulations. The Project is also located within the coastal zone's primary jurisdiction of the City of Trinidad and within the appeal zone to the California Coastal Commission (CCC). GHD will assist the City Planner with the preparation of a City of Trinidad Coastal Development Permit (CDP) application. An alternatives analysis is not anticipated to be required for the CDP. It is our understanding that the City Planner will coordinate necessary approvals through the Trinidad Planning Commission.

PS&E and Right-of-Way Allocation Request

After the CEQA document has been adopted by the City, GHD will assist the City in preparing the PS&E and ROW allocation requests for the California Transportation Commission (CTC). Although the ROW funding is programmed in FY 20/21, GHD recommends requesting an advancement so that the work can occur simultaneously with the PS&E phase. Once the funds have been allocated by the CTC, reimbursable worked identified under the PS&E and Right-of-Way tasks below (Tasks 2 and 3) can begin.

The PS&E and ROW allocation submittals will each include the following required forms:

- Funding Allocation Request Data Form
- Exhibit 23-O - Request for Funding Allocation
- Exhibit 23-C - State Only Finance Letter

Task 1 Deliverables:

- Meeting notes
- Topographic and right-of-way survey



- Preliminary design plans and exhibits
- Public meeting notifications/flyers
- Project description and draft NOE
- Draft CDP application
- PS&E and Right-of-Way Allocation Request exhibits

The above documents will be provided in electronic format only.

Task 2 – Plans, Specifications & Estimates (PS&E)

The primary objective of the PS&E phase is to develop a set of plans and specifications suitable for bidding and construction.

PS&E Project Management, Meetings and Coordination

The PS&E phase will require regular communication and close coordination with team members, the City, Caltrans and other project stakeholders. This task also includes reviewing the project status on a regular basis, providing progress updates to the City, managing project budgets and schedules, assisting the City in coordinating with the various agencies involved, and coordinating and performing quality control and quality assurance reviews.

As part of the ongoing project coordination, management process, GHD anticipates participating in regular meetings (or conference calls) with the City and other stakeholders to provide updates on project status, review projects designs and issues, and receive input and direction.

Council Meeting Presentations

GHD will also be available to attend up to two (2) City Council meeting during the PS&E phase to present the project, if requested.

Final Design

The primary objective of the design will be to develop a set of plans and specifications suitable for bidding and construction. The GHD Team will continue the design process from the preliminary level to prepare a set of final civil design documents suitable for construction. The plans, specifications, and estimates will be prepared based on the standards of practice in the industry and will include sufficient detail to allow for review by Caltrans, the City and the California Division of the State Architect (DSA).

The design documents will include road, drainage and non-motorized facilities. The Construction plans, specifications and estimate will make up the design set and will be submitted to the City for review at 60%, 90% and 100% completion stages. The City will have the opportunity to comment on the 60% and 90% design sets.

Construction Plans

The Construction Plans will be developed on 22" x 34" sheets that allow scaled reduction to 11" x 17" sheets. The project will be designed using English Standard units in AutoCAD at an appropriate scale utilizing AutoCAD standards, including project folder structures, layer names, line styles and font resources, color tables, etc. All plans will be stamped and signed by a professional engineer and will be used as part of the construction documents. Construction plans are expected to include:

- Title Sheet
- General Notes, Symbols and Abbreviation Sheet
- Construction Area Signs Plan
- Typical Cross Sections



- Improvement Plans
- Signage and Striping Plans
- Construction Details, and
- other sheets we deem necessary to convey the design intent

Technical Specifications

GHD will prepare technical specifications consisting of Special Provisions to amend and supplement the State of California Department of Transportation Standard Specifications (2018). Technical Specifications for this project will include information specific to the project and work items, such as order of work, testing and quality control, asphalt concrete, roadside signs, thermoplastic paving markings, etc.

Construction Estimates

The engineer's opinion of probable construction costs will be prepared using standard engineering estimate procedures for each design submittal. The opinion of cost will include the anticipated cost for the items of work included with the project based on bid results from previous projects or published unit costs available from Caltrans. Actual construction costs will vary and the low bidder may be higher than the Opinion of Probable Construction Cost due to availability of labor, equipment, materials, market conditions, or other factors.

DSA Access Compliance Review

GHD will submit the draft 100% plans and technical specifications to the California Division of the State Architect (DSA) for an Access Compliance review. GHD will prepare and submit form DSA-1 (Application for Approval of Plans and Specifications), form DSA-95 (Intake Project Review Box Request) and will request an electronic review. GHD has budgeted up to \$1,500 to pay the DSA review fee.

GHD will modify the design to incorporate applicable comments received by DSA. The revised plans and specifications will be compiled into the final bidding package.

Bidding Package

GHD will develop the bidding package which we anticipate will include the following: advertisement for bid, bid schedule, bidding requirements, contract forms, special contract requirements, general conditions, state requirements (Non-Lobbying Certification, prevailing wage, etc.), technical specifications, and construction plans. Given that there is a fixed budget, the project will likely be structured with a base bid and additive bid alternates.

Task 2 Deliverables:

- 60% PS&E Submittal: Plans, Specifications, and Estimates
- 90% PS&E Submittal: Plans, Specifications, and Estimates
- 100% PS&E Submittal: Plans, Specifications, and Estimates
- DSA Access Compliance forms
- Final bidding package

GHD will provide one (1) electronic PDF and up to ten (10) hard copies for each of the above documents.

Task 3 – Right-of-Way Engineering (ROW)

Right-of-Way Evaluations & Permissions

Although no additional right-of-way is anticipated for this project, the City must certify that work is completed within existing right-of-ways. Using the topographic and right-of-way survey developed and



information provided by the City, GHD will determine the location of City right-of-way relative to the proposed project improvements.

To the extent possible, the project will be configured to avoid the need for additional temporary or permanent right-of-way. Where the need for additional right-of-way is unavoidable, the right-of-way will need to be acquired in accordance to the Local Assistance Procedures Manual. In this situation, GHD will assist the City with landowner coordination and the preparation of exhibits to support appraisals and/or acquisition by the City.

For encroachments onto private property which benefit the property owner (e.g. driveway conforms), GHD will prepare Permit's to Enter and Construct and will assist the City with obtaining necessary temporary permissions to enter on private property and construct the improvements.

Because the project will be utilizing State Only Funding (no federal participation), a formal Right-of-Way Certification will not be required.

Utility Conflict Clearance

GHD will utilize the topographic survey developed and utility information provided by the City and utility companies to identify existing utilities within the project area. GHD will work to minimize the amount of utility relocations required, however if unavoidable utility conflicts are identified, GHD will coordinate with the affected utilities for necessary adjustments or relocations. For non-City owned utilities, GHD will assist the City in preparing the relocation documentation to verify ownership, financial responsibility and relocation.

Construction Allocation Request

When the PS&E package is near completion and right-of-ways cleared or obtained, GHD will assist the City in preparing the construction allocation request for the CTC. Once the construction funds have been allocated by the CTC, reimbursable construction and construction engineering work can begin. The project must be awarded within 6 months of construction allocation.

The Construction allocation submittals will each include the following required forms:

- Funding Allocation Request Data Form
- Exhibit 23-O - Request for Funding Allocation
- Exhibit 23-C - State Only Finance Letter

Task 3 Deliverables:

- *Right-of-Way exhibits*
- *Permits to Enter and Construct*
- *Utility Relocation documents (if necessary)*
- *Construction Allocation Request exhibits*

Task 4 – Construction Engineering (CE)

GHD will provide construction engineering services throughout the construction of the project. Services to be provided would include:

- Bidding Assistance
- Pre-Construction Assistance
- Construction Management
- On-Site Construction Observation
- Project Closeout



Bidding Assistance

Bidding assistance by GHD will include the following:

- Print and distribute plans and specifications to contractors at cost (no cost to builders exchange or City)
- Respond to contractor questions
- Issue Addenda during bidding
- Organize and conduct a pre-bid meeting/conference
- Summarize the pre-bid conference and addressing questions from the conference for distribution to bidders
- Organize and conduct a public bid opening
- Prepare a bid summary and review contractor bids
- Work with selected contractor on obtaining and verifying bonds and insurance
- Work with City with preparing the contract documents for approval
 - Notice of Award
 - Contract/Agreement
 - Notice to Proceed

Pre-Construction Assistance

Following the award of the project, but prior to the start of construction, GHD will provide the following pre-construction services:

- Review contractor's initial construction schedule for adherence to project requirements and ease of monitoring progress.
- Review contractor's preliminary traffic control plan (the traffic control plan will also be subject to the City's formal approval).
- Review public noticing requirements and schedule with contractor.
- Prepare and distribute the pre-construction meeting agenda, conduct meeting, compile meeting minutes and a task list, and distribute to the project team.

GHD will prepare Exhibit 23-A (Award Information for STIP Projects) for submittal to the Caltrans District Local Assistance Engineer. Because the project utilizes state only funding, it is our understanding that Caltrans does not require any other award documentation.

Construction Management

GHD's Resident Engineer will coordinate communication between the Contractor, City, Caltrans, utility companies and other parties throughout the course of the project's construction. Many of the items below will involve the input and feedback of the City and others.

- Coordinate Materials Testing and Contract Administration requirements through the course of the project;
- Record working days, non-working days, weather related days, and issue weekly statement of working days;
- Review Contractor monthly payment requests, review differences in payment quantities with contractor, and prepare and submit recommendations of payment requests to City;
- Maintain project records and files as needed for general compliance with Caltrans requirements;



- Attend project meetings and prepare agenda, and document meeting minutes (as deemed necessary);
- Coordinate and manage Submittal and Shop Drawing reviews and maintain tracking logs;
- Review and respond to Contractor submittals;
- Monitor the Contractor's construction schedule and progress for adherence to project schedule, coordinate with the Contractor on planned activities, notify Contractor, City and Caltrans of any schedule issues identified, review schedule revisions and negotiate time extensions if necessary;
- Manage Contractor correspondence including Request for Information (RFIs) and Contract Change Order (CCOs);
- Submit copy of CCO memorandum and CCOs to the City and Caltrans.
- Attend on-site meetings to address construction issues, prepare agenda and meeting minutes.

On-site Construction Observation

GHD will provide the following onsite construction observation services:

- Provide regular part-time on-site construction observation to review Contractor general conformance with the project plans and specifications (up to 160 hours budgeted).
- Prepare observation reports including digital photo logs of progress.
- Maintain a set of red line plans depicting changes noted by the construction observer.
- Collect and maintain material tags and testing tags/reports.
- Review traffic control and Contractor daily activities.
- Review Contractor's erosion and sediment control BMPs.
- Perform on-site employee interviews to review job classifications and wages paid.
- Collect and maintain material tags and testing tags/reports.
- Review Certificates of Compliance.
- Reject or recommend deductions for materials not meeting the project requirements.

Project Closeout

Final documentation by GHD will include the following items:

- Project photo log
- Submittals
- Inspection and observation reports
- Materials testing and inspection records and final reports
- Labor compliance interview records

Following final acceptance of the project by the City and Caltrans, GHD will assist the City with the preparation of a Notice of Completion (NOC) for approval by City and submittal to Humboldt County for Recording.

Task 4 Deliverables:

- *All deliverables listed in the above task will be provided as electronic PDFs unless otherwise requested by the City.*



GENERAL EXCLUSIONS AND ASSUMPTIONS

This scope of services is based on the tasks described above which are anticipated for the project. The City may need additional services during the process of the project due to increased regulatory issues, unusual public interest, and additional issues identified during the project.

This proposal is based on the following assumptions:

- This scope does not include anything not specifically described above;
- The City will be responsible for the filling the CEQA Notice of Exemption and processing the CDP;
- The scope does not include any geotechnical investigations, pavement or material testing, construction staking;
- The projects estimated area of ground disturbance is less than 1-acre therefore a stormwater pollution prevention plan (SWPPP) is not required for the project;
- The scope assumes that no new permanent right-of-way will be required. GHD's right-of-way support services are limited to developing exhibits which identify needed right-of-way and assisting the City in obtaining permits to enter and construct only;
- With the exception of the DSA Access Compliance review fee, the scope of services does not include any applications, permits, or related fees (i.e. utility, agency, regulatory, encroachment);
- The scope assumes an electronic Access Compliance review by DSA;
- The scope of services does not include any design changes following the completion of the final bid package; and
- The City will complete their review of the plans and prepare any comments they have in a timely manner and will deliver one set of rectified comments to GHD following each review.

COMPENSATION

GHD will provide the services outline in the above scope on a time and materials basis, not to exceed the task fees shown in the following table. Method of payment to be Specific Rates of Compensation in accordance to Caltrans Local Assistance Procedures Manual. The services required to complete the project may be different than those identified in the tasks above and will depend on the involvement and requests by the City, other agencies, as well as actual field conditions, contractor characteristics and other factors.

Task	Description	Fee
1	Project Approvals & Environmental Document (PA&ED)	\$ 36,000
2	Plans, Specifications & Estimates (PS&E)	\$ 57,000
3	Right-of-Way Engineering (ROW)	\$ 14,000
4	Construction Engineering (CE)	\$ 56,000
	Total	\$ 163,000

Project Study Report (PSR)

To Request Programming in the 2018 RTIP for:

- Project Approval and Environmental Document (PA&ED)
 - Plans, Specifications, and Estimate (PS&E)
 - Right-of-Way
 - Construction

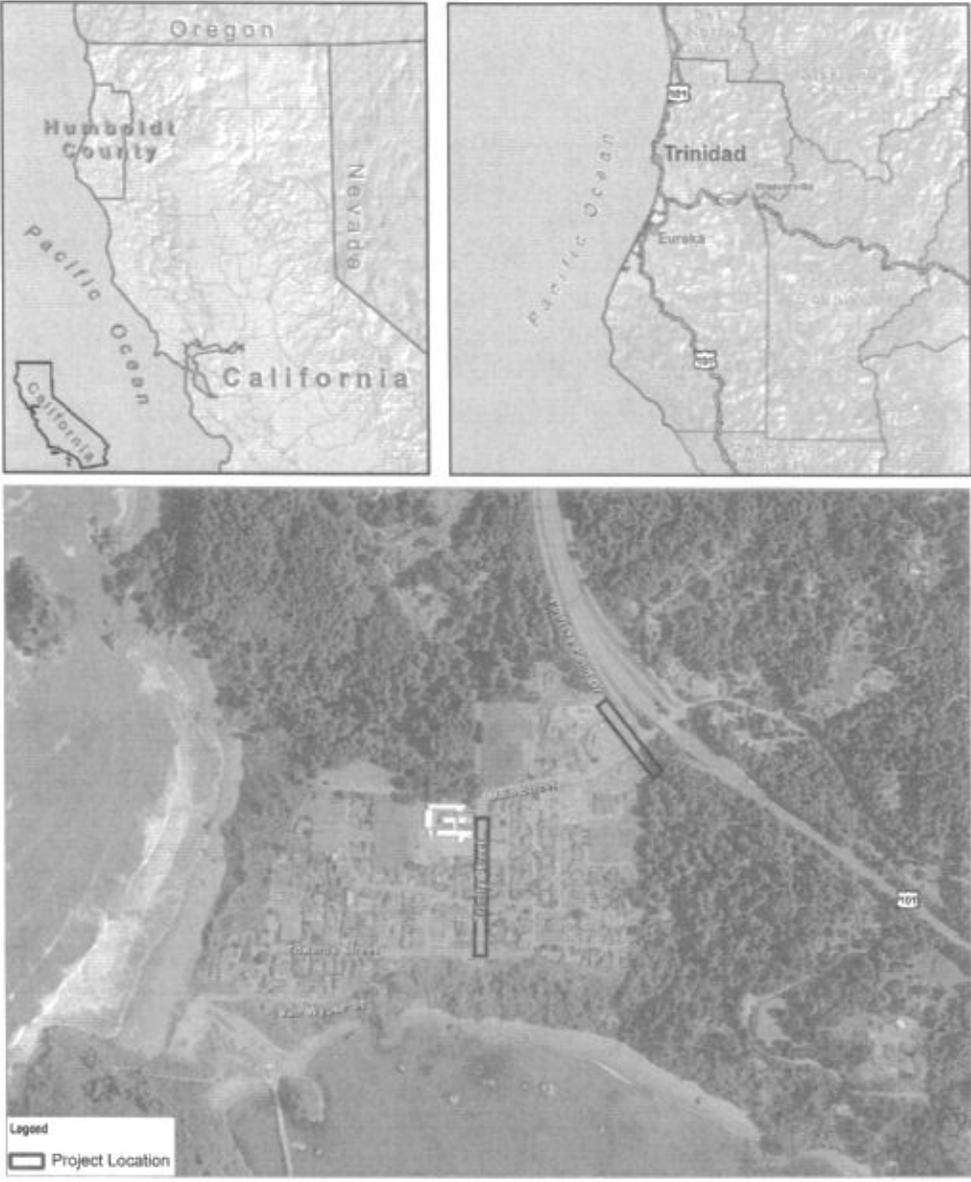
**Downtown Trinidad Pedestrian & Connectivity Improvements
City of Trinidad**

APPROVED:

Dan Berman, Trinidad City Manager

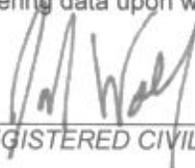
Date

Vicinity Map



<p>Scale: 0 210 420 630 840 Feet</p> <p>Map Projection: Lambert Conformal Conic Horizontal Datum: North American 1983 Grid: NAD 1983 StatePlane California 1 FIPS 5001 Feet</p>			<p>City of Trinidad Downtown Trinidad Pedestrian & Connectivity Improvements</p> <p>Vicinity Map</p>	<p>Project No. 0106307001-11050 Revision No. . Date 12/01/2017</p> <p>FIGURE 1</p>
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This project study report has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based.



REGISTERED CIVIL ENGINEER

12/4/2017
DATE



1. INTRODUCTION

Project Description:

The project includes pedestrian connectivity and accessibility improvements to Patrick's Point Drive, Scenic Drive, and Trinity Street, including sidewalks, driveways, curb ramps, crosswalks, signage, striping and pavement repair.

Project Limits	Patrick's Point Drive – from Janis Court to Main Street; Scenic Drive – from Main Street to approx. 200 feet south of Main Street; Trinity Street from Main Street to Edwards Street.
Funding Source	RTIP, Local Committed Funds
Type of Facility	Patrick's Point Drive – Minor Collector; Scenic Drive – Minor Collector; Trinity Street – Major Collector
Anticipated Environmental Determination or Document	CEQA CE

2. BACKGROUND

The project has been a long time priority for the City and builds upon previous City projects to provide a complete accessible route through central Trinidad. The City's previous Gateway project (completed in 2012) provided an accessible route along Main Street and a portion of Trinity Street. This project will implement complete streets improvements by removing barriers and extending new accessible routes along portions of Patrick's Point Drive, Scenic Drive, and Trinity Street.

The improvements included in the project were identified as priorities by the City in 2013. The Humboldt County Association of Governments (HCAOG) provided funding to the City at that time to develop planning level designs and cost estimates of the City's proposed transportation projects in order to prepare the City for future RTIP cycles.

3. PURPOSE AND NEED

Purpose:

The primary purpose of the project is to remove accessibility barriers and extend new safe and accessible pedestrian routes (in accordance to the Americans with Disabilities Act of 1990) along portions of Patrick's Point Drive, Scenic Drive, and Trinity Street. The secondary project purpose is to ensure the integrity of the roadway pavement.

Need:

Many of the existing sidewalks, driveways and curb ramps within the project area are non-compliant with current accessibility codes and standards and create a barrier in pedestrian mobility. The new accessible routes are needed to provide direct connections to the Trinidad Library/Museum, Saunders Park, Trinidad Town Hall, Trinidad Elementary School and the Trinidad Bay overlook at Edwards Street. Improvements are also needed to reduce conflicts and potential safety hazards between pedestrians and vehicles by formalizing and improving access to off-street parking areas.

Portions of Patrick's Point Drive and Trinity Street are exhibiting signs of extreme pavement distress and failure. These streets are the primary backbone of the City's transportation network and pavement failure would result in significant social and economic impacts to the community (including residents and businesses).

4. DEFICIENCIES

Along Scenic Drive there are no pedestrian facilities or accessible routes for pedestrians. Along Patrick's Point Drive and Trinity Street, many of the existing sidewalks, driveways and curb ramps are non-compliant with current accessibility codes and standards (longitudinal and cross slopes well in excess of that allowed by Americans with Disabilities Act of 1990)

and create a barrier in pedestrian mobility. There are also several existing off-street parking areas along Trinity Street that too short to accommodate standard vehicle lengths which often results in sidewalks being partially or entirely blocked, rendering the route inaccessible for pedestrians.

Portions of Patrick's Point Drive and Trinity Street are exhibiting signs of extreme pavement distress and failure. Patrick's Point Drive through the project area was identified to have a Pavement Condition Index (PCI) of 52 (as of 12/31/16). And portions of Trinity Street are beginning to show signs of distress, which if left unaddressed, would continue to deteriorate and ultimately require the entire roadway to be reconstructed.

5. CORRIDOR AND SYSTEM COORDINATION

The improvements included in the project were prioritized in the HCAOG's Regional Transportation Plan (RTP) - 2014 Update, which was adopted following public meetings and public comments. The project with its current title will also be included in HCAOG's Regional Transportation Plan 2017 Update, which is currently under development.

6. ALTERNATIVES

No alternative projects or improvements were identified that fulfil the project's primary purpose of removing accessibility barriers and extending new safe and accessible pedestrian routes along portions of Patrick's Point Drive, Scenic Drive, and Trinity Street.

7. ENVIRONMENTAL COMPLIANCE

The Project meets the definition of a "project" under Section 15378 of the California Environmental Quality Act of 1970, as amended (CEQA). As the "project sponsor," the City of Trinidad would be the CEQA Lead Agency

This project includes the construction and reconstruction of sidewalks, curb ramps, driveways, pavement reconstruction and other improvements primarily within the existing public right-of-way. Minor encroachments onto private property are anticipated for conforms. It is anticipated that the project will qualify for a CEQA Notice of Exemption (NOE) and that no federal funding will be used and therefore NEPA clearance will not be required (not applicable). The project is located in the California Coastal Zone therefore a Coastal Development Permit (CDP) (City of Trinidad's Coastal Plan jurisdiction) is expected to be required.

8. FUNDING AND PROGRAMMING

Funding:

The project will be funded by a combination of funding sources including the HCAOG RTIP and local funds committed by the City of Trinidad.

Programming:

Fund Source	Fiscal Year Estimate								
	Prior	18/19	19/20	20/21	22/23	23/24	24/25+	Future	Total
Total									
Component	In thousands of dollars (\$1,000)								
PA&ED Support		40							40
PS&E Support			60						60
Right-of-Way			15						15
Construction				465					465
Total		40	75	465					580

Fund Source	Fiscal Year Estimate								
HCAOG RTIP	Prior	18/19	19/20	20/21	22/23	23/24	24/25+	Future	Total
Component	In thousands of dollars (\$1,000)								
PA&ED Support		40							40
PS&E Support			60						60
Right-of-Way			15						15
Construction				435					435
Total		40	75	435					550

Fund Source	Fiscal Year Estimate								
Local Committed Funds – City of Trinidad	Prior	18/19	19/20	20/21	22/23	23/24	24/25+	Future	Total
Component	In thousands of dollars (\$1,000)								
PA&ED Support									
PS&E Support									
Right-of-Way									
Construction				30					30
Total				30					30

9. DELIVERY SCHEDULE

Project Milestones	Milestone Date (Month/Year)
PROGRAM PROJECT	12/2017
BEGIN ENVIRONMENTAL (PA&ED) PHASE	8/2018
COMPLETE ENVIRONMENTAL DOCUMENT (CEQA CE)	12/2018
END ENVIRONMENTAL PHASE (PA&ED MILESTONE)	4/2019
BEGIN DESIGN (PS&E) PHASE	8/2019
END DESIGN PHASE (RTL MILESTONE)	4/2020
BEGIN RIGHT-OF-WAY PHASE	8/2019
END RIGHT-OF-WAY PHASE	4/2020
BEGIN CONSTRUCTION PHASE	10/2020
END CONSTRUCTION PHASE	6/2022
BEGIN CLOSEOUT PHASE	7/2022
END CLOSEOUT PHASE	12/2022

10. EXTERNAL AGENCY COORDINATION

The project requires the following agency coordination:

Local Coastal Program

California Public Resources Code Division 20 (California Coastal Act)
Coastal Development Permit

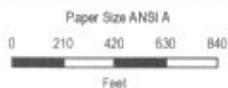
11. ATTACHMENTS

- A. Location Map
- B. Representative Project Photos
- C. Conceptual Drawings
- E. Engineer's Estimate



Legend

Project Location



Map Projection: Lambert Conformal Conic
 Horizontal Datum: North American 1983
 Grid: NAD 1983 StatePlane California I FIPS 0401 Feet



City of Trinidad
 Downtown Trinidad Pedestrian
 & Connectivity Improvements

Project No. 0106307001-11050
 Revision No. -
 Date 12/01/2017

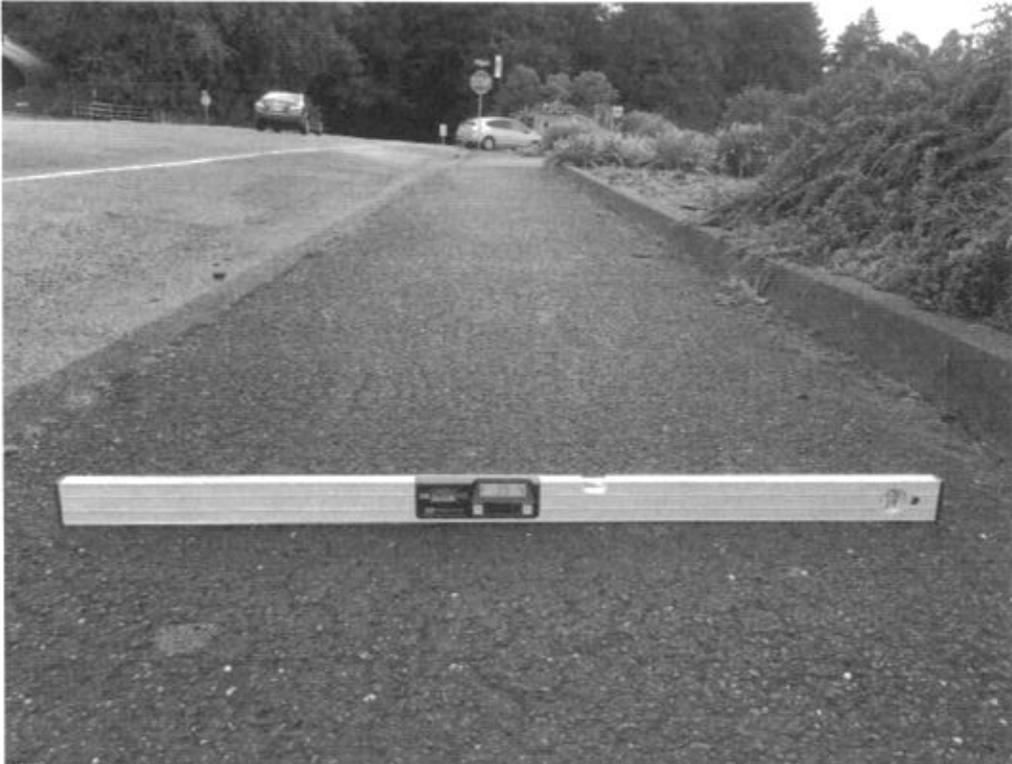
Vicinity Map

FIGURE 1

Downtown Trinidad Pedestrian & Connectivity Improvements



Non-accessible/non-compliant driveway on Patrick's Point Drive (cross slope 8.1%)



Non-accessible/non-compliant sidewalk on Patrick's Point Drive (cross slope 3.5%)



Severely failed pavement on Patrick's Point Drive.



Failed culvert on Scenic Drive (exposed end is a hazard to vehicles)

Downtown Trinidad Pedestrian & Connectivity Improvements

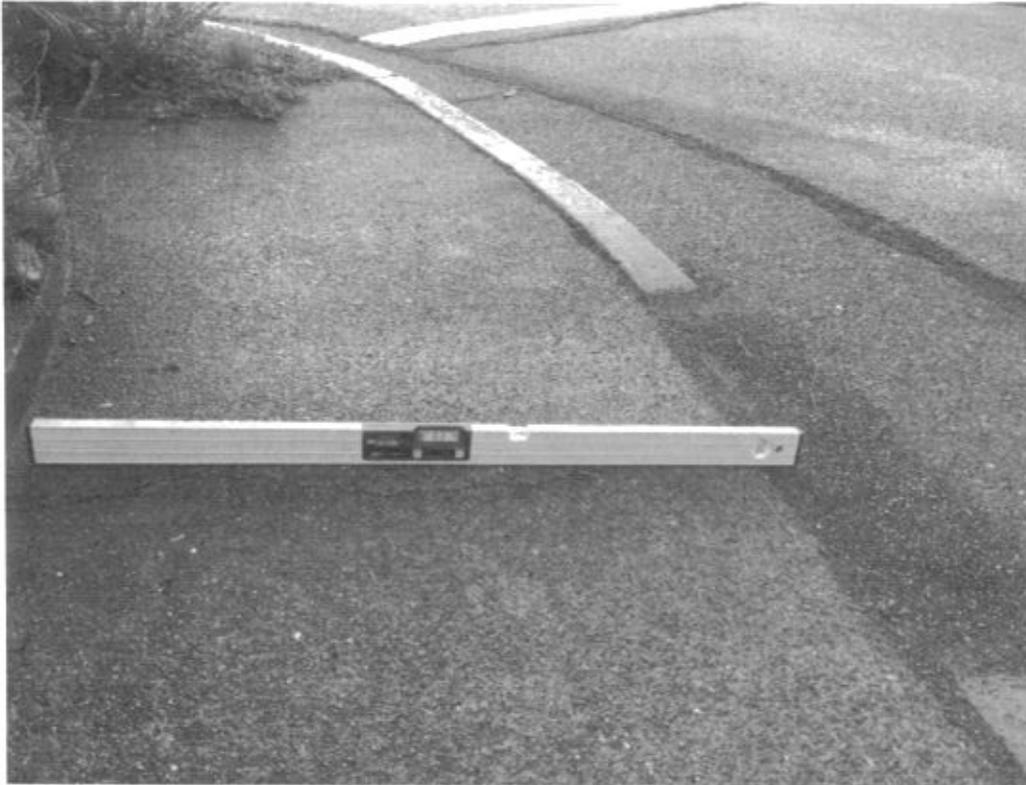


Sidewalk/driveway blocked by off-street parking (Trinidad Elementary School and Town Hall in background). Driveway is also non-accessible/non-compliant with cross-slopes greater than 4%.

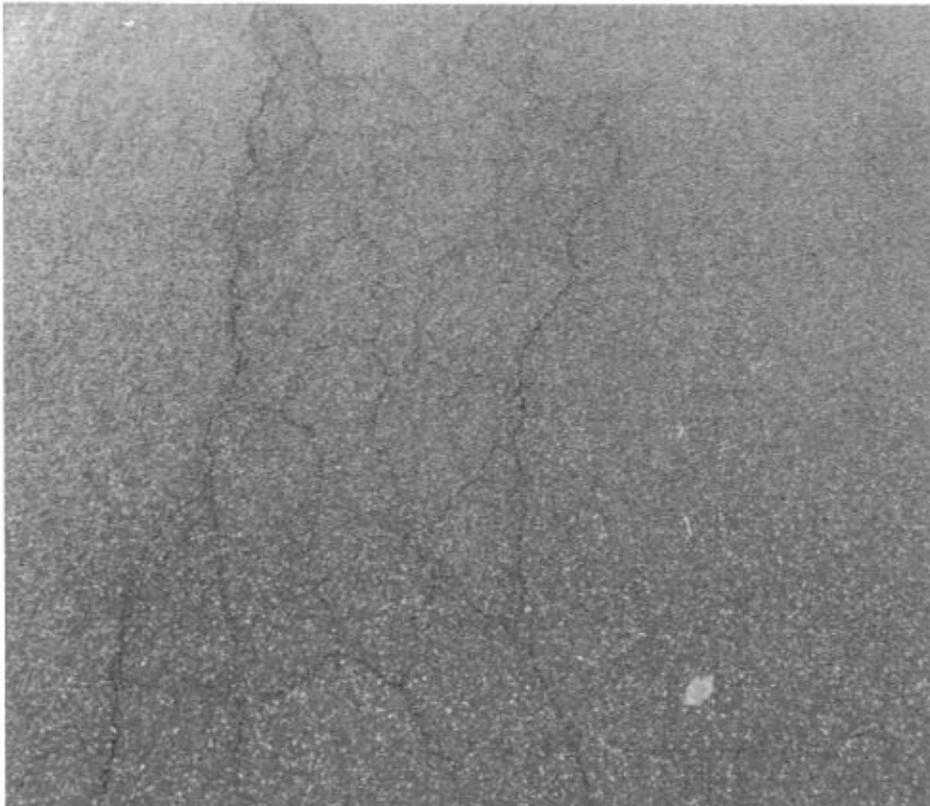


Example of non-accessible/non-compliant sidewalk on Trinity Street (cross slope >5%); Typical of 12 locations on Trinity Street.

Downtown Trinidad Pedestrian & Connectivity Improvements



Non-accessible/non-compliant curb ramp on Trinity Street (cross-slope 6.3%); Typical of 6 locations on Trinity Street.



Severe alligator cracking/rutting (pavement failure) on Trinity Street.

ENGINEERS ESTIMATE

Agency: City of Trinidad

Project Name: Downtown Trinidad Pedestrian & Connectivity Improvements

Project Location: Trinidad, California

Date of Estimate: November 9, 2017

Item No.	Description	Trinity Quantity	Scenic Quantity	Patrick's Point Quantity	Total Quantity	Units	Unit Cost	Total
1	Mobilization/Demobilization (7%)				1	LS	\$26,000	\$26,000
2	Traffic Control (4%)				1	LS	\$15,000	\$15,000
3	Minor Items (4%)				1	LS	\$15,000	\$15,000
4	Construction Area Signs	4	4	4	12	EA	\$500	\$6,000
5	Water Pollution Control				1	LS	\$5,000	\$5,000
6	Demolition & Removal	10518	2155	4078	16750	SF	\$2	\$33,500
7	Drainage Inlet, Type G1		1		1	EA	\$4,000	\$4,000
8	Storm Drain Pipe, 12"		50		50	LF	\$100	\$5,000
9	Adjust Valve/Meter Box	14			14	EA	\$500	\$7,000
10	Minor Concrete - Curb			115	115	LF	\$40	\$4,600
11	Minor Concrete - Curb & Gutter	765	210	115	1090	LF	\$50	\$54,500
12	Minor Concrete - Sidewalk	700	330	570	1600	SF	\$12	\$19,200
13	Minor Concrete - Driveway	1780	250	400	2430	SF	\$15	\$36,450
14	Minor Concrete - Curb Ramp	795	100		895	SF	\$15	\$13,425
15	Minor Concrete - Valley Gutter	750			750	SF	\$15	\$11,250
16	Detectable Warning Surface	7	1		8	EA	\$800	\$6,400
17	Concrete Wheel Stop	4			4	EA	\$150	\$600
18	Driveway Conforms/Transitions - Concrete	1860			1860	SF	\$15	\$27,900
19	Driveway Conforms/Transitions - Asphalt (0.2')	1520	950	1020	3490	SF	\$9	\$31,410
20	Class II Aggregate Base (Town Hall Parking Paving)	17			17	CY	\$75	\$1,250
21	HMA Paving (0.2') - Parking and Road Paving	900			900	SF	\$9	\$8,100
22	HMA Paving (0.4') - Pavement Repair/Digouts	300		1800	2100	SF	\$10	\$21,000
23	Red Curb Paint	150	50	50	250	LF	\$3	\$750
24	4" Thermoplastic Stripe (Center/Edge)	300	150	1000	1450	LF	\$2	\$2,900
25	12" Thermoplastic Stripe (Stop Bar/Crosswalk)	310		50	360	LF	\$10	\$3,600
26	Thermoplastic Pavement Markings	3			3	EA	\$250	\$750
27	Roadside Signs	4	1	4	9	EA	\$800	\$7,200
							Construction Capital Subtotal	\$368,000
							Construction Contingency (10%)	\$36,800
							Construction Capital Total	\$405,000

Total Project Costs	
	E&P (PA&ED) (10%) \$40,000
	PS&E (15%) \$60,000
	Right of Way (4%) \$15,000
	Construction Engineering (15%) \$60,000
	Construction Capital Total \$405,000
	Total Project Cost \$580,000



DISCUSSION AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 0 PAGES

4. Presentation by Trinidad Rancheria Regarding Their Trinidad Hotel Project.

NO SUPPORTING DOCUMENTS WERE PROVIDED FOR THIS AGENDA ITEM