



City of Trinidad

Posted: Friday, April 08, 2011

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

The Trinidad City Council will hold its first regular monthly meeting on
WEDNESDAY, APRIL 13, 2011 at 7:00 PM
in the Town Hall at 409 Trinity Street

6:00 PM CLOSED SESSION IN THE CIVIC CLUB ROOM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **CLOSED SESSION**
 1. **Government Code section 54956.8:** Real Property negotiations regarding the Trinidad Library, located at 042-051-34, between the City of Trinidad through its City Council and/or City Attorney, and the Humboldt North Coast Land Trust, regarding the terms of a potential lease for the Trinidad Library.
 2. **Government Code section 54956.95:** Liability Claims for Damages, etc. against the City of Trinidad, submitted by the following individuals:
 - a. Tsurai Ancestral Society, Axel Lindgren III, Kelly Jean Lindgren, Christine Williams, Kris K.C. Lindgren, Tanna Lindgren-Tripp, Sarah Lindgren-Akana, George E. Nelson, Patricia Bailey, Gary Nelson, Parris Lindgren, Chet Jarboe.
- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES** - February 09, 2011 cc, March 09, 2011 cc
- VI. **COUNCIL MEMBER REPORTS, INCLUDING COMMITTEE ASSIGNMENTS**
- VII. **ORAL STAFF REPORTS** - Specific Department Reports, Planning Commissioner
- VIII. **ITEMS FROM THE FLOOR**
(Three (3) minute limit per Speaker unless Council approves request for extended time.)
- IX. **CONSENT AGENDA**
 1. Staff Activities Report through March 2011
 2. Financial Status Reports for February 2011
 3. Living on Shaky Ground Presentation, Thursday April 14, 2011
 4. Proclamation 2011-03: Declaring May 2011 as National Bike Month
- X. **DISCUSSION/ACTION AGENDA ITEMS**
 1. Presentation and Acceptance of the FY2010 Annual Audit (time set 7:30pm)
 2. Annual Public Hearing on Unmet Transit Needs
 3. Discussion/Decision on Allocation of a Portion of General Fund Revenues derived from Transient Occupancy Taxes for FY2010-2011
 4. Discussion/Decision to Consider Appointment to California Coastal Commission.
 5. Discussion/Decision on Committee to Recognize Quality Community Design
- X. **COUNCIL, STAFF, or PUBLIC REQUESTS FOR FUTURE AGENDA ITEMS**
- XII. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

February 09, 2011 CC:

March 09, 2011 CC:

Supporting Documentation follows with: 11 PAGES

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, FEBRUARY 09, 2011

I. CALL TO ORDER/ROLL CALL

- Mayor Bhardwaj called the meeting to order at 7:00PM. Council members in attendance: Morgan, Bhardwaj, Davies, Fulkerson. – **Miller was absent.**
- City Staff in attendance: City Attorney Paul Hagen, City Clerk Gabriel Adams.

II. PLEDGE OF ALLEGIANCE

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

IV. RECONVENE TO OPEN SESSION

V. APPROVAL OF AGENDA

- Postpone discussion item 5 (Audit) to a future meeting.
- Move consent item 8 to discussion agenda.

Motion (Fulkerson/Davies) to approve the agenda as amended. Passed 4-0.

VI. APPROVAL OF MINUTES – No minutes were prepared for approval.

VII. COMMISSIONERS REPORTS

Bhardwaj:

- **Town Hall:** Met with organizers of upcoming Mardi Gras celebration to discuss decorating options for Town Hall.
- **City Manager:** Interviews underway.
- **Fire Event:** Last Saturday's event details are under investigation. Trying to assemble facts. Event details were not disclosed to City and residents in advance. City personnel attended the event to ensure safety.

Morgan: Attended tourism workshop in Ukiah.

VIII. STAFF REPORTS – None.

IX. ITEMS FROM THE FLOOR

M.J. Misurek – Humboldt Surfrider Representative

Introduced proposed legislation banning plastic grocery bags and updated Council on progress at State and County levels.

Glenn Saunders – Trinidad

Read letter submitted to Council regarding pending lawsuit between Tsurai, City, and residents Pennisi & Ferrett. Suggested that the City let it go.

Marie Garibedian – Humboldt Spin Collective representative, Trinidad Resident.

Organizer of last weekend's event at the Town Hall. Ensured the Council that the Collective performs at many events and is involved in the community. Took full responsibility for the event and requested that any questions involving safety or details be directed to her. Also noted that the group is fully insured with a 2 million dollar liability policy designed to protect cities and property owners where events take place.

Bryce Kenny – Trinidad

Encouraged the Council to move forward with draft lease agreement with HNCLT and County Library system.

Dorothy Cox – Trinidad

Lived behind the Town Hall for many years, and never witnessed an event that was as disruptive as the one that took place last weekend. An event consisting of pyrotechnics should require more notice than was given. The noise irritated pets, and frightened her. Would appreciate advance notification when events of that scale are scheduled.

Bridget Brown – Trinidad

I too live adjacent to the Town Hall. Last weekend's event was safe and spectacular.

Steve Burche – New Trinidad Resident

We recently moved to Trinidad. We didn't relocate here to experience disruptive events like that.

Betty Shernice – Trinidad

I support the proposal to build a Skatepark facility in Trinidad and would be glad to help in any way I can.

X. CONSENT AGENDA

1. Staff Activities Report through January, 2011
2. Financial Status Reports for December, 2011
3. Revision of MOA with the Trinidad Rancheria for Prop 84 ASBS Project
4. Report on Animal Control Ordinances in Trinidad
5. Indian Gaming Committee Appointment
6. Proclamation 2011-01: Engineer's Week
7. Resolution authorizing an agreement for CA Department of Conservation Grant

Motion (Davies/Fulkerson) to approve consent agenda items 1-7. Passed 4-0.

8. Agreement Between the City of Trinidad and Winzler & Kelly for Technical Assistance for Department of Public Health Turbidity Meter/Monitoring Upgrade Grant

City Engineer Rebecca Crow explained that the City was approved for a Turbidity Monitoring Grant from the California Department of Public Health, Proposition 50 Chapter 4.a.3 grant program. The project has been on hold until recently due to state funding delays. In November 2010, CDPH staff contacted the City to see if additional monitoring systems should be added to the project.

Winzler & Kelly discussed this with City staff and developed a list of additional monitoring components that would be of long-term value to the City. The biggest item was the move to a Programmable Logic Controller (PLC) based system which will enable the City to meet existing monitoring needs as well as create a platform that can easily be expanded in the future to provide additional monitoring, controls, and alarms to the City's system.

A scope of services was developed to prepare the additional design plans and equipment specifications that are necessary to put the project out to bid. In addition, the scope includes the work to integrate the information collected by the PLC with a user interface and develop City specific data screens to facilitate easier monitoring of system components and reporting on monthly data.

CDPH is proposing to fully grant fund the entire project, but time is of the essence. The Proposition 50 funds must legislatively be spent by March 2013. CDPH has informed the City that to remain eligible for the grant funds the project must be ready to bid by the end of March. This scope of service will get the project ready in this time frame. Once the project is ready to bid the CDPH will finalize the funding agreement and the City may be reimbursed for expenses incurred. The City received a letter of commitment from CDPH to fund this project in 2008. Per discussions with CDPH no new letter of commitment will be issued for the expanded scope, the original letter is still binding. The project grant budget attached to this staff report, details out the City's costs prior to the formal funding agreement.

Motion (Fulkerson/Davies) to approve Winzler & Kelly's Scope of Services in the amount of \$58,368 for Technical Assistance for Department of Public Health Turbidity Meter/ Monitoring Upgrade Grant. Passed 4-0.

XI. AGENDA ITEMS

1. Memorandum of Understanding with Humboldt County for Temporary Library Location
In searching for a temporary location for the Trinidad Library, the City Manager offered the kitchen office in the Town Hall Annex (463 Trinity Street). Though this is a small space, it was desirable to the City because the building was already under lease where utilities and other costs are already included in the City's budget.

Though the space is far from perfect, as a temporary location it will keep a presence of the library functions in Trinidad until the new building can be constructed and opened. The City Manager worked with the County Administrative office and County Counsel, and it was determined that a Memorandum of Understanding (MOU) would suffice as a business arrangement between the City and County. The MOU was drafted by County Counsel. It needs to be approved by both the Trinidad City Council and the County Board of Supervisors.

Public comment included:

Victor – County Librarian
Thanked the City for assistance.

Kenzie Mullen – Trinidad Librarian, 25 years

Thanked the City for effort in finding a temporary location. Trinidad Library has been in service continually since 1914. This is the first interruption in service. County Bookmobile spent 18 hours in Trinidad last month. Groundbreaking for new library in Saunders Park location is scheduled for spring 2011.

Motion (Fulkerson/Davies) to approve MOU with Humboldt County for temporary library location. Passed 4-0.

2. Skateboarding Issues in Trinidad

Mayor Bhardwaj explained that over the past few months, there has been a growing effort to create a legitimate location for skateboarding in Trinidad. This effort is being led by a number of volunteers, parents, and local kids who want to have a safe and improved location somewhere in or near Trinidad. At this time, this is NOT a city project and no staff time or City resources are being committed to this effort.

At the last Council meeting, the Council requested staff to summarize existing ordinances that limit the locations where skateboarding can be done in Trinidad. There is currently an ordinance in place: Chapter 10.12 of the Municipal Code prohibits skateboarding on Edwards Street, Trinity Street, and Main Street (adopted August 9, 2000). Trinidad Deputy Sheriff Scott Hicks prepared a memo that explains the following laws and ordinances that apply to skateboarding:

- **Trinidad Municipal Code 10.04.010:** Defines "Streets" in relationship to sidewalks.
- **Trinidad Municipal Code 10.12.010:** Prohibits Skateboarding on Main, Trinity, and Edwards Street, as well as Trinidad Lighthouse vicinity.
- **California Vehicle Code 21212(a):** Helmet law that applies to persons under 18 years of age.

Public comment included:

Wendy Carney – Trinidad resident and parent of 2 skateboarders

I have two kids that skate regularly and are members of the Trinidad Skatepark Alliance. I like them to stay close and don't believe that shipping them off to Arcata and Eureka is the right solution. I support the movement to build a safe, legal facility in Trinidad for the kids to skate.

Betty Shernice – Trinidad

I support the skateboarders. I would like to see a facility developed in Trinidad, and offer to help in any way I can.

Clarence Goldberg – Trinidad

Read a prepared statement on behalf of son, Larry Goldberg, parent of skateboarder, who urged the Council to support the effort and consider building a facility in Trinidad and support local youth.

Lisa Espejo – Trinidad Skatepark Alliance Project Coordinator

The mission of the Alliance is to promote skating in a safe environment. The kids skate in Trinidad because they live in Trinidad. The Alliance supports and encourages safe skating, wearing helmets, and involving local youth in the community. Also explained that a public meet and greet will be organized to introduce the Alliance members to the community. Expressed concern with suggestion to create a list of names and locations of skaters, as requested by Mayor Bhardwaj.

Sungnome Madrone – Trinidad Area Resident

Trinidad is a wonderful City. These servants work hard for the community, and without youth where is our future? These kids are always on the hunt for fresh concrete. Let's just plan for it – let's do it! Compared pampas grass taking over disturbed soil with kids taking over freshly poured concrete.

Penny Gunn – Trinidad Area Resident and parent of Skate Alliance member.

These children are our future. Skateboards are a legitimate means of transportation. Get beyond the issues and work together. There is a huge boom of kids growing up in Trinidad that make up a new generation here. This is not just a retirement community or artist community. It has become a community of local families, and the kids should have a voice, and a place in this town too.

Bridget Brown – Trinidad

I am a parent of two kids, age 5 & 6. They both skate and at times, that's all they think about. Skating is a huge part of their life. If we can have a casino here, we can build a skatepark. Also read a prepared statement from sister Alicia Brown, Trinidad native, who also supports the effort.

Johnna Kitchen – Trinidad

I am a registered Dietician. I encourage people to be active and eat healthy. I don't want my kids to be hanging out in the woods or at the beach without me. I support a multi-use park along side a skatepark, to give families a place to play in a central, safe, and visible location.

Marc Woods – Trinidad

I am a parent of 2 kids who skate regularly. I would like to explore the following questions. 1) Is there any suitable public land available and suitable for a skatepark? 2) Are there any funds available? 3) Would the City be interested in assuming State Park lands adjacent to the City? 4) Would it be possible to reclassify or remove "passive recreation only" from the easement between the city and the land trust over Saunders Park?

Stephanie Silvia – Trinidad Area Resident

My son attends a charter school in Arcata, but hangs out with friends after hours in Trinidad. I support the effort to build a safe multi-use park for local families to use, but also attract visitors to the area.

Patti Fleschner – Trinidad Museum President

Thanked the kids and Lisa Espejo for meeting with the Museum Board a few weeks ago. It's wonderful to have children in the community again, and would be happy to discuss option to invite skating on or nearby the park/museum grounds if feasible in the future.

Don Allen – Trinidad Area Resident

I raised 3 kids in Trinidad, and it's great to see enrollment increase at Trinidad School again. We need to find them a space to skate, and if the will is there, the community will build it.

Janine Volkmar – Trinidad Area Resident

52 years ago I built my own skateboard with wheels from roller skates. I worked for 5 years at an injury center and nursed young residents who were permanently disabled from high-risk activities such as skateboarding. More helmets are needed on young heads in this city! Please wear helmets.

Lori Wright – Trinidad Area Resident

It is awesome to see this crowd tonight in support of a community-based, grassroots effort. Also thanked the City Clerk for generosity in privately supporting the 7th & 8th grade class fundraiser. A skatepark will be a great asset to both the city and visitors. Thanked residents without kids for stepping up to help.

April McDonald - Trinidad Area Resident and parent of Skate Alliance members

These kids are organized and committed. It's fascinating to see kids of all ages playing together, and the Skate Alliance encourages that. Last year many of these kids volunteered to run the Fish Festival Recycling program. They all have great spirits and are active and healthy. I agree completely that helmet safety should be a priority. I also don't want to see my kids playing in the forest unsupervised, and support a centrally located skate facility proposal.

Nick Kieselhorst – Trinidad Area Resident

I was born and raised in Trinidad. I attended Trinidad School. I chose to stay here, become an active member of my community, and reinvest in my town. Everyone should be able to enjoy Trinidad and a multi-use facility would be a great option.

Bryce Kenny – Trinidad

The City should identify ways of better communicating with the kids until a skatepark is built.

Rocky Whitlow – Trinidad Area Resident

I too was born and raised here. Asked all the kids in the audience to stand and introduced them to the Council and audience. Encouraged the City to invest in and support them.

Tom Sebourne – Trinidad Area Resident

Encouraged the Council to review recent Census data if information is needed regarding population statistics.

Council comments included:

Fulkerson: Great comments and questions related to health, injuries, safety, training, pride, locations, etc. What are the possibilities and realities? This will be a challenge. What are the options for multi-use activities? I would support appointing a committee to explore the options. We face two different projects; 1) Our ordinance is vague and should be reviewed, and 2) Skatepark development committee. What role with the committee serve? This shouldn't be a staff committee.

Davies: Thanked Adams and Espejo for mentoring the kids and organizing them. Also explained that the "us against them" mentality will get us nowhere. However, it looks like we're all on the right track.

Morgan: Thanked the Alliance for their efforts, and explained that it would be ideal if they continued with the research and bringing solutions to the Council. Urged the Council to support the effort and keep the up with the momentum.

Bhardwaj: These children are our future. Until we have a park, we need to continue working with the kits and teach them how to integrate themselves into the community. Also would like to hear input from Councilmember Miller.

By consensus, the Council agreed to encourage the Skatepark Alliance supporters to organize and form a committee designed to explore options for development of a multi-use facility and report back to the Council at a future meeting.

3. Report on Van Wycke Trail Improvements

Public Works Director Bryan Buckman explained that staff is investigating how best to improve the Van Wycke Trail. It has been closed temporarily because there has been continued slippage and erosion of the ground beneath the trail, creating a potentially dangerous condition. The entire trail is part of the original right-of-way of the City that was Van Wycke Street.

Since the Council last meeting, Busch Geotechnical Consultants has been retained to evaluate the land under the trail to determine its long-term stability. If both the existing drainage line and the foot path need to be relocated further from the edge of the embankment onto private property (a new easement), then the cost of this action needs to be supported by factual information that would justify the expense.

At the last meeting, Sungnome Madrone presented the Council with a proposal to do a short-term fix to the existing trail that includes addressing the multiple leaks in the existing. That proposal has been given to Winzler & Kelly for review. They think this may be a reasonable short-term fix to be able to reopen the trail, but they also suggest minimizing adding weight to the existing trail.

Buckman explained that the city is faced with 3 options: 1) Allow TPW to execute the work, 2) send repair work out to bid, or 3) retain the services of Madrone Enterprises to perform the work. He suggested approving option number 3.

Public comment included:

Jim Cuthbertson – Trinidad

June is right around the corner and Prop 1B money needs to be spent. Get the job done.

Tom Odom – Trinidad

Supported hiring Madrone Enterprises execute the repairs.

Don Allen – RCAA

The trail should be stabilized and kept for public access.

Sungnome Madrone – Madrone Enterprises

Access permission needs to be secured from adjacent property owners prior to work.

Julie Fulkerson – Adjacent property owner

The big fix seems too big to do before June. I support the project, but it should be done by adding as little weight to the bluff as possible.

Motion (Davies/Morgan) to approve the Van Wycke Trail repair scope of work received February 04, 2011 from Madrone Enterprises not to exceed \$5,000. Passed 3-0. Fulkerson abstained.

4. Report on Vacation Dwelling Units Regulatory Ordinance Schedule

City Attorney Hagen explained that this time last year, the City Council appointed a Vacation Dwelling Units Advisory Committee. Between January and May of 2010, the Committee met frequently to discuss vacation dwelling units in Trinidad and make recommendations to the Council. A final report was presented at the June 9, 2010 Council meeting, and at its August meeting the Council approved moving forward with an ordinance to regulate vacation dwelling units in the City.

The proposed ordinance addresses regulations that would apply to all dwelling units in the City that are used as vacation rentals. At this time, the ordinance does not address any limit or cap to the number of units that can be used for this purpose. The recommendations formed by the Committee and accepted by the Council have been forwarded to the City Attorney to be organized and written into an ordinance format. The recommendations address such things as number of persons per unit, parking, emergency contacts, and signage.

The next step is to send it back to the Planning Commission for review and approval.

Public comment included:

Richard Johnson – Planning Commission Chairman

The February agenda is full. Doubtful the Commission can hear the item before the regular meeting in March.

Adora King – Trinidad

I live at 396 Wagner Street. Vacation rentals are ok, but not at the expense of residents quality of life. This ordinance is acceptable. The city should notify residents of proposed conversion of homes to vacation rentals, specify who inspects septic systems, and clarify excessive parking issues.

Mike Reinman – Redwood Coast Vacation Rentals

The City should give fair and equitable treatment to all rentals, permanent and vacation. Those standards should be applied the same for everyone. I disagree with 1 VDU per parcel. Regarding noise, why is it that the Town Hall can create noise after 10:00pm, but not private homes?

Johnna Kitchen – Trinidad Retreats

Profiling VDU's is unacceptable. If we don't do this for private residents, we shouldn't do it for VDU's. Who will the neighbor call and complain to? I'm concerned about the enforcement process.

Reid Kitchen – Trinidad Retreats

Concerned about homeowner representation in this process, and allowing the city and/or neighbors to have this much control over private property.

Tom Groth – Trinidad Resident

I live in the Trinidad Bay Trailer Court. It's my understanding that over the last 10 years, the Trinidad Police Department has only responded to one complaint regarding vacation rentals. Why are we bothering with all this enforcement? Fine the casino for all the emergency calls that Police must respond too.

Council comments included:

Fulkerson: We should have moved quickly on this month's ago. So much time and work went into developing this ordinance.

Davies: I was on the committee. It had wide representation. We worked together at 8 or 9 meetings to develop a list of concerns, priorities, and concluded with this ordinance. Property rights go both ways. The use of one property shouldn't be allowed to significantly impact another resident's quality of life.

Bhardwaj: Commercial activities and uses do not have the same standards as residential uses, and the City has complete authority to regulate land use issues.

*Motion (Fulkerson/Davies) to forward draft VDU Ordinance to the Planning Commission for expeditious action and return to the Council for consideration at a future meeting. **Passed 4-0.***

5. Presentation and Approval of the 2009-10 Financial Audit.
Continued to a future meeting.

6. Council Position for RREDC vote in February on Governor's Redevelopment
Councilmember Fulkerson explained that RREDC considered taking a position on the State's Redevelopment Proposal. Redevelopment Agencies redirect property tax dollars away from schools and other local agencies. Redevelopment Agencies are typically created to address urban blight. The redevelopment Agency receives the future growth in property taxes from the area, known as the property tax increment. The RREDC Board will take a position on the State's interest in limiting Redevelopment Agencies.

No position was taken. No decision was made.

XII. COUNCIL REQUEST FOR FUTURE AGENDA ITEMS

- Permitting process for town hall events.
- Audit presentation.
- Real Estate Signs.
- Engineer's Scope of Work for Long-Term Fix of Van Wycke Trail.

XIII. ADJOURNMENT

- Meeting ended at 10:35pm

Submitted by:

Gabriel Adams
City Clerk

Approved by:

Kathy Bhardwaj
Mayor

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, MARCH 09, 2011

I. CALL TO ORDER/ROLL CALL

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

II. PLEDGE OF ALLEGIANCE

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

1. Government Code section 54957(b): Personnel - City Manager Selection
2. Government Code section 54956.95: Liability Claims for Damages, etc. against the City of Trinidad, submitted by the following individuals:
Tsurai Ancestral Society, Axel Lindgren III, Kelly Jean Lindgren, Christine Williams, Kris K.C. Lindgren, Tanna Lindgren-Tripp, Sarah Lindgren-Akana, George E. Nelson, Patricia Bailey, Gary Nelson, Parris Lindgren, Chet Jarboe.

IV. RECONVENE TO OPEN SESSION

- City Attorney Hagen reported that no final action was taken on the library item number 1.
- Regarding Personnel item number 2, the Council approved the contract with new City Manager Karen Suiker.
- Regarding pending lawsuit item number 3, no final action was taken.

V. APPROVAL OF AGENDA

- *Approved as submitted by consensus.*

VI. APPROVAL OF MINUTES – No minutes were prepared for approval.

VII. COMMISSIONERS REPORTS

Bhardwaj:

- **Indian Gaming Grant Program:** Money is available this year and grant proposals are due at the beginning of April.
- **Town Hall Report:** Read a statement regarding the Fundraiser held on February 05, 2011. The report concluded that all the appropriate documents were secure and in place for the event as described in the rental agreement. However, the size and scope of the event grew from how it was originally presented to the City after the agreement was signed. Due to the safety hazards it created, notification of residents and additional approvals from City officials were required.
- **Coastal Commission:** Resident Kim Binnie recently contacted the Coastal Commission regarding various complaints and issues involving recent maintenance projects on Trinidad Head and at various other locations in the City. Commission staff met last week with Binnie and toured the sites. City may be receiving a follow-up letter from the State.
- **Acknowledgements:** Congratulated John Shelter for being awarded Peacemaker by McKinleyville Press.

Morgan: Updated Council regarding letter submitted to Council regarding letter from Trinidad Skatepark Alliance committee research.

Fulkerson: Airport update. Announced PG&E Smart Meter Public Meeting being held on March 16 in Town Hall. Application process for HTA General Manager is open.

Davies: Attended RCEA meeting. Developing a support system for cities needing greenhouse gas inventory.

VIII. STAFF REPORTS

Bryan Buckman – Public Works Director

- Water System is in compliance with disinfection byproduct rule.

- Experimenting with different polymers. New polymer costs half as much as previous polymer.
- Buying chlorine in bulk now saves city 30%.
- Identified leaks this fall. 8-10% of production loss may have been saved.

IX. ITEMS FROM THE FLOOR

Pat Morales – Trinidad Resident

Inquired whether the Skate Alliance committee would be subject to public noticing requirements?

X. CONSENT AGENDA

1. Financial Status Reports for January 2011
2. Certify Conditional Use Permit and Coastal Development Permit to expand Trinidad Massage & Day Spa
3. Send letter of congratulations to Supervisor Ryan Sundberg
4. Send letter of gratitude to the Trinidad Rancheria Council
5. Proclamation designating March 20-26, 2011 as Tsunami Preparedness Week in the City of Trinidad.

*Motion (Fulkerson/Morgan) to approve the consent agenda as submitted. **Passed unanimously.***

XI. AGENDA ITEMS

1. Discussion/Decision regarding Approval of Contract with City Manager
Mayor Bhardwaj reported that the Council voted in closed session to approve a contract with new City Manager Karen Suiker. She briefly explained her resume, background, and relevant experience, and expressed her excitement and gratitude that Suiker took the job.

The Council agreed that Suiker was the best candidate for the position and that the City is fortunate to have her.

Public comment included:

Sungnome Madrone – Trinidad Area Resident
Thanked and welcomed Suiker.

Jim Cuthbertson – Trinidad

Requested salary details. **City Attorney Hagen** explained that the previous city manager contract was modified to include Suiker, and that the compensation package includes an annual salary of \$59,220 and \$50.00/month cell phone reimbursement.

2. Discussion/Decision/Update regarding Van Wycke Trail Project
Public Works Director Bryan Buckman explained that the project includes 2 main elements: Culvert repair and Trail repair. A 6 inch water main exists below the surface along the trail. The line lays within the failure area. Valves have been installed above and below the failure area to isolate the vulnerable line in case of failure. A 6 inch line is required to supply fire hydrants. The remaining feed lines are 4 inch. The 6 inch line should be live as long as possible, and the repair is critical. Buckman recommended considering the Feasibility Study and move forward with options for trail failure repair. The main failure is within the city easement.

Public comment included:

Sungnome Madrone – Madrone Enterprises

Met with property adjacent property owners and discussed project scope. One resident refuses to sign access agreement due to issues with vegetation and view obstruction on Fulkerson property. Urged the Council to move forward quickly and insisted that the project is indeed an emergency. Also in favor of feasibility study for complete trail repair.

Jim Cuthbertson – Trinidad

Not in favor of using all money available for engineering. The trail must remain open.

Council comment included:

Bhardwaj: Are the alder trees that are blocking Erin Rowe's view on City property or on Fulkerson's property?

Motion 1: (Miller/Davies) to approve authorizing City Manager to negotiate up to \$5,000 with City Engineer to draft a Feasibility Study for repair of Van Wycke Trail. **Passed 4-0. Fulkerson recused from discussion.**

Motion 2: (Miller/Davies) to approve use of Prop1B funds for the study and repair, and proceed with project if info from City Attorney is favorable unilaterally. Council will not need to be notified if City is able to move forward with repair. **Passed 4-0.**

3. Discussion/Decision regarding Town Hall rental procedures.

Councilmember Fulkerson explained that Trinidad is well-known for civic and social events including the Fish Festival, Clam Beach Run, significant fundraisers for Trinidad Elementary School, the Library, the Museum, Skateboard Park and countless other significant fundraisers. The Hall is also used for weddings, family celebrations, memorials as well as countless classes. Along with beaches and trails, it might be said that Town Hall is the second most used and appreciated public facility in Trinidad.

For the most part, organizations and individuals who use City Hall and City streets for events, use the facilities responsibly. From time to time, Trinidad residents raise concerns about the use of City facilities and ultimate wear and tear. Last month's events held to raise funds for the local skatepark effort drew heightened attention to some specific issues that need to be addressed for future clarity.

- Is the rental process thorough and complete enough?
- Do the fees cover clean-up and damages?
- When is it appropriate to waive fees?
- Do the fees cover long-term need for repairs and upkeep such as curtain and light fixture replacement; floor refinishing?
- When events involve hazardous materials, is there a process to inform the Police Department, Fire Department, Council?
- What is the policy on encroachment permits?
- Is there a process to inform neighbors within X feet that an exceptional event is planned?
- When School grounds are involved, is there a solid communication process with School Administration?

The Council and public agreed that if large-scale events are planned, city officials and neighboring residents need to be fore-warned. When fire art is proposed, a flame effects plan must be submitted and approved by emergency service personnel as well.

By consensus, the council agreed to hear the report from Clerk and Mayor, discuss and gather more information, refer to staff for full report at a future meeting, request back-up information from 3 other Humboldt County cities with similar facilities (Blue Lake, Arcata, & Ferndale).

4. Discussion/Decision Regarding Removal of Pampass Grass from City Property.

Councilmember Miller suggested that the City Council supports effort of local citizens to discourage growth of pampas grass, and other non-native invasive species (such as English Ivy). Where such plants have a significant presence on City property, the Council approves the cutting or removal of those plants by volunteers or groups such as the California Conservation Corps under the supervision of said volunteers, subject to the following conditions:

1. The people involved must register their names and phone numbers with the City Clerk for the proposed date and time of removal.
2. That caution be observed that plant removal not significantly de-stabilize the slope.
3. No significant damage be done to other plants while removing the invasive plants.
4. The removal site be cleaned up to a reasonably "natural" state.

City Clerk Adams explained that the merits of the project were noteworthy. However, due to the sensitive nature of Trinidad Head and the layers of ordinances protecting it from development as identified in the Local Coastal Plan, removing any vegetation on the Head would require permits and cultural monitoring. Adams outlined the details in a memo provided in the meeting packet.

Council comment included:

Bhardwaj: Agree with City Clerk Adams that consultation, plan review, and permitting requirements must be fully understood before removal begins.

Motion (Miller/Morgan) to support the concept of removing non-native and invasive species on city property and encourage the permitting processes be fulfilled to the extent feasible.

Motion passed by the following vote: (3-Yes) – Bhardwaj, Miller, Morgan, (2-No) – Davies Fulkerson.

5. Discussion/Decision Regarding Trinidad Library Lease Agreement

City Attorney Hagen reported that there was no action taken during closed session.

Public comment included:

Bryce Kenny – Trinidad

Urged the Council to maintain a viewpoint of not placing unnecessary roadblocks in the process. Every city faces issues that are not insurable. Encouraged fruitful negotiations with the parties involved.

Motion (Miller/Morgan) to discuss details of closed session. Passed 5-0.

City Attorney Hagen explained that he has discussed this issue with the Humboldt-North Coast Land Trust Attorney Bryce Kenny. The hold-up with negotiations is the acceptance of liability regarding a construction issue and indemnification.

Councilmember Miller: The soil on-site is un-engineered fill. LACO won't be held liable for bypassing engineering requirements to save money. They explained that this presents significant liability risks for them. The Land Trust wants to pass this liability onto the City. The City's insurance carrier PARSAC will not accept this risk.

Land Trust Attorney Bryce Kenny argued that the risk is minimal, and the likelihood of someone suing the City if the building failed in a mass-casualty event is minimal as well. The City should take risks...this is public business. We hope this doesn't become insurmountable.

Museum Board Member Patti Fleschner explained that the Museum has insurance that covers the Land Trust, believes that the risk is minimal, and urged the Council to proceed.

By consensus, the Council agreed to direct staff to find a resolution and report back at a future meeting.

XII. COUNCIL REQUEST FOR FUTURE AGENDA ITEMS

XIII. ADJOURNMENT

- Meeting ended at 9:45pm.

Submitted by:

Gabriel Adams
City Clerk

Approved by:

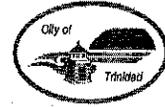
Kathy Bhardwaj
Mayor



CONSENT AGENDA ITEM #1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 5 PAGES

1. Staff Activities Report through March 2011



STAFF ACTIVITIES REPORT

Through March, 2011

A Staff Activities Report is provided to the City Council on a monthly basis. Additions to the previous report will be indicated in **bold type face**. Old information will be left on this report for a period of time and then removed or updated. This report is prepared by the City Manager with input from staff members and contracted consultants.

City Administration:

1. City Manager Transition. **The city manager is pleased to report very cooperative and supportive staff members and consultants who have all greatly assisted in the transition between managers.**
2. FY2011 Budget. The FY2011 Budget was approved by the City Council on June 9, 2010. A budget amendment was approved by the City Council in September, 2010. **Preliminary work on preparing the FY2012 budget is already underway.**
3. FY2009-10 Annual Audit. The FY2010 annual financial audit was completed during the first week of December, 2010, **and is being presented to the Council at the April 2011 meeting.** Marcello and Associates has offered to do the audit again next year at the same rate.
4. Town Hall Rental. **Rental income for the following months were received:**

January: \$200.00, February: \$945.00, March: \$150.00

At the last council meeting staff referred the matter of town hall rental procedures to staff for a full report to be brought back to the full Council. Due to other deadline-driven and grant reporting priorities as well as day-to-day city operations, staff has been unable so far to devote any attention to this project and it needs to be continued to a subsequent meeting.

5. On-Site Waste Water Treatment (OWTS) Ordinance. The City Council adopted the Ordinance on December 10, 2008. In November, Planning Commission requested that a change in the OWTS Ordinance be made to make either the City Manager (administratively) or the City Council responsible for approving the implementation guidelines. An amendment to the Ordinance was prepared to

shift this responsibility to the Council, and it was approved in March 2010. The Guidelines were adopted by the City Council at its November, 2010 meeting. **The Council suggested another public education program be conducted to reacquaint residents with the ordinance prior to enforcement action. Streamline has a variety of materials already compiled.**

6. **Tsunami Warning Signs.** Staff is working with Dan Larkin (County), Royal McCarthy (CalTrans), Lori Dengler (HSU) and Michael Hostler (Rancheria) on placement of signage throughout the Trinidad area to advise residents and visitors as to tsunami warning zone locations.

PLANNING ISSUES

7. **General Plan.** The Planning Commission is back working on the Circulation Element, which is one of the more complex of the seven state required elements, and the fourth reviewed by the Planning Commission so far. There is no news to report on progress to the General Plan.
8. **Accessory Dwelling Unit (ADU) Code.** The ADU Ordinance is on the City's website as a downloadable document for public review and comment. The Ordinance was adopted by the City Council in August, 2010. **Streamline is of the opinion this needs to be approved by the Coastal Commission and will become part of the zoning ordinance.**
9. **Vacation Units Regulations.** The Citizens Advisory Committee on Vacation Dwelling Units was formed and held a total of eight meetings between January and May of 2010. The Committee completed its work and presented its findings and recommendations to the City Council in June of 2010. **The Planning Commission discussed the VDU ordinance at the March, 2011 meeting; however, there were several questions and the matter was continued to the April meeting. As a land use ordinance, this will need to be approved by the Coastal Commission, and it could be submitted in conjunction with the ADU ordinance.**

Status of Grants and Funding Programs

1. Project Name: Gateway Project

Source of Funds: CA State Transportation Improvement \$145,000 and Federal High Risk Rural Roads \$360,000 with local Prop 1B funds for match

Status: Environmental Complete, Design Complete. The Construction Authorization request has been submitted to Cal Trans. The Encroachment Permit was received in April. Staff completed and has obtained construction easements with adjacent property owners and utility relocations with PG&E and

AT&T. **Advertisement and award is expected to be completed by May 31, 2011.**

2. Project Name: Town Hall Heating System
Source of Funds: Energy Efficiency Block Grant (\$25,000)

Status: All agreements for the energy block grant funds to replace the town hall's heating system are in now order and we are ready to proceed with this project, but may need to re-bid since initial bids are over one year old.

3. Project Name: Saunders Park Development
Source of Funds: State Park Bond Act (\$76,737) ; Z'Berg Harris (\$70,000) and local match (\$33,000)

Status: Reductions to the original designed and bid project to bring it within the available funds were approved by the Council at the August 25, 2010 meeting. Concrete work has been completed, street furniture, bocce ball court, irrigation systems and landscape work are nearing completion. The pergolas are in place as of this writing with placement the gazebo to soon follow. The city was given a deadline of March 31, 2011 to submit final reimbursement request for the State Park Bond act portion of the project, but worked with the State Park representative for an informal extension to mid April 2011.

4. Project Name: Turbidity Monitoring (SCADA upgrade)
Source of Funding: CA State Proposition (\$60,000)

Status: Letter of Commitment from State received in 2008. California Department of Public Health will come to Trinidad for a site visit at the water plant in late April, 2011.

5. Project Name: Water Plant Improvement Project
Source of Funding: Safe Drinking Water Revolving Fund (undetermined amount)

Status: Application was submitted December 2009. All agency comments have been addressed; waiting on final funding agreement.

6. Project Name: Luffenholtz Creek Sediment Reduction
Source of Funding: California Department of Public Health (\$1.875 million)

Status: Under review by State Department of Public Health; site visit scheduled end of April, 2011.

7. Project Name: Trinidad Pier Reconstruction (ASBS Project)
Source of Funding: CA State Proposition 84
Amount of Funding: \$2,500,000

Status: State announced in late April 2010 that bond funds have been raised and this project may proceed. The City Council approved a Resolution to allow the City Manager to negotiate the terms of the Agreement. **Staff continues to work with State Water Resources Control Board to clarify details of the grant agreement.**

8. Project Name: Storm Water Management Improvement
Source of Funding: CA State Proposition 84 (\$2,500,000)

Status: State announced in late April 2010 that bond funds have been raised and this project may proceed. The City Council approved a Resolution to allow the City Manager to negotiate the terms of the Agreement. **The City has now submitted the last of the required documents. The grant agreement is being negotiated and should be executed within the next six weeks.**

9. Project Name: Trinidad to Humboldt Bay Coastal Watershed Program
Source of Funding: Department of Conservation Water Coordinator Grant

Status: The Department of Conservation will send the Watershed Coordinator Grant Agreement for \$293,910 by the end of April, 2011.

Police Department

1. Staffing. Deputy Scott Hicks is the Sheriff's Office deputy for Trinidad. For the winter months, his normal work days will be Tuesday through Friday (10-hour days). Roving patrol from the Sheriff's office occurs at other times.
2. Equipment: **In order to make room for library patrons and the book drop, not-in-use patrol vehicles are being temporary located in a county's fenced facility in Eureka. There will be no disposition of law enforcement assets**

until a decision is made on a long-term arrangement for law enforcement services.

3. Law Enforcement Agreement: The contract with the Sheriff's Office became effective on June 30, 2010, and **automatically renewed for six months on January 1, 2011. Council will be asked to consider a long term arrangement before the expiration on June 30, 2011.**

Public Works Department

1. Streets Maintenance. In January, staff replaced all of the deteriorated and faded stop signs in Trinidad.
2. Axel Lindgren Memorial Trail. Public Works will soon be performing repairs and maintenance on this trail weather permitting, using wood generously donated by the Lindgren family.
3. Van Wycke Trail. The Trail has been temporarily closed due to continued land slide that is damaging the Trail and creating an unsafe condition the trail. **Madrone Enterprises completed the project for temporary repairs to the trail as authorized by the Council at the March 2011 meeting, replacing about 25 linear feet of culvert. With the active participation of the Public Works crew in exposing the culvert and the finding of no major failure, the project costs came in \$2,446, which was under the budget allocation of \$5,000. Also pursuant to Council action at that same meeting, Winzler & Kelly has been authorized to prepare a scope of services and estimate for a long-term repair of the trail. That feasibility study is expected to be completed in mid-April.**



CONSENT AGENDA ITEM #2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES

2. Financial Status Reports for February 2011

City of Trinidad
Statement of Revenues and Expenditures
From 2/1/2011 Through 2/28/2011

	Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue				
41010	37,804.38	37,804.38	110,000.00	(65.63)%
41020	3,056.80	3,056.80	0.00	0.00%
41040	46.38	46.38	0.00	0.00%
41050	(85.91)	(85.91)	0.00	0.00%
41060	116.71	116.71	0.00	0.00%
41071	1,934.54	2,078.52	0.00	0.00%
41072	380.22	380.22	0.00	0.00%
41090	333.85	333.85	0.00	0.00%
41110	635.12	635.12	0.00	0.00%
41130	660.50	660.50	0.00	0.00%
41190	(1,778.09)	(1,778.09)	0.00	0.00%
41200	(493.12)	(493.12)	0.00	0.00%
41210	13,628.93	13,628.93	0.00	0.00%
41220	12,917.50	12,917.50	0.00	0.00%
42000	5,300.00	94,874.13	220,000.00	(56.88)%
43000	2,578.98	45,539.48	72,000.00	(36.75)%
47310	0.00	243.91	0.00	0.00%
47350	0.00	134.11	0.00	0.00%
49080	0.00	0.00	1,000.00	(100.00)%
53010	1.00	16.00	100.00	(84.00)%
53020	2,556.52	21,170.29	35,000.00	(39.51)%
53090	39.00	2,683.64	0.00	0.00%
54020	0.00	4,951.75	10,000.00	(50.48)%
54040	0.00	0.00	500.00	(100.00)%
54050	194.50	8,890.24	5,000.00	77.80%
54100	0.00	29.00	200.00	(85.50)%
54130	0.00	210.00	0.00	0.00%
54140	0.00	10.00	0.00	0.00%
54150	25.00	5,035.00	12,000.00	(58.04)%
54300	0.00	210.00	400.00	(47.50)%
56150	0.00	0.00	6,000.00	(100.00)%
56400	0.00	11,373.22	18,000.00	(36.82)%
56500	0.00	0.00	5,000.00	(100.00)%
56650	1,013.98	2,981.75	0.00	0.00%
56700	325.00	4,675.00	10,000.00	(53.25)%
56800	0.00	0.00	500.00	(100.00)%
59999	0.00	0.00	52,000.00	(100.00)%
Total Revenue	81,191.79	272,329.31	557,700.00	(51.17)%

City of Trinidad
Statement of Revenues and Expenditures
 201 - GFAdmin
 From 2/1/2011 Through 2/28/2011

	Current Month	Year to Date	Total Budget - Original	% of Budget	
Expense					
60900	HONORARIUMS	250.00	1,750.00	3,000.00	41.67%
61000	EMPLOYEE GROSS WAGE	3,039.20	36,711.56	47,545.00	22.79%
61470	FRINGE BENEFITS	0.00	6,153.92	0.00	0.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	26,247.00	100.00%
65100	DEFERRED RETIREMENT	205.34	5,719.45	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	306.05	5,308.60	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	613.75	0.00	0.00%
65400	UNEMPLOYMENT COMPENSATION	0.00	2,111.47	0.00	0.00%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	122.00	847.00	1,200.00	29.42%
65600	PAYROLL TAX	248.21	3,622.74	4,721.00	23.26%
68100	FIDELITY BOND	0.00	700.00	700.00	0.00%
68200	INSURANCE - LIABILITY	0.00	5,443.00	5,443.00	0.00%
68300	PROPERTY & CASUALTY	0.00	4,397.00	5,350.00	17.81%
71100	ATTORNEY-MEETINGS	175.00	10,625.00	24,000.00	55.73%
71110	ATTORNEY-ADMINISTRATIVE TASKS	3,250.00	5,250.00	0.00	0.00%
71130	ATTORNEY-LITIGATION	0.00	0.00	10,000.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	5,866.75	6,000.00	2.22%
71220	CITY ENG-APPLICATION PROCESS	0.00	0.00	2,000.00	100.00%
71300	CITY PLANNER-MEETINGS	0.00	2,125.25	2,000.00	(6.26)%
71310	CITY PLANNER-ADMIN. TASKS	0.00	4,489.80	6,000.00	25.17%
71320	CITY PLANNER-APPL. PROCESS	0.00	2,880.00	8,000.00	64.00%
71330	CITY PLANNER-ENFORCEMENT	0.00	168.00	0.00	0.00%
71340	CITY PLANNER - SPECIAL PROJECT	0.00	2,778.00	12,000.00	76.85%
71410	BLDG INSPECTOR-ADMIN TASKS	626.00	686.75	0.00	0.00%
71420	BLDG INSPECTOR-PERMIT PROCESS	0.00	1,084.00	0.00	0.00%
71430	BLDG INSPECTOR-ENFORCEMENT	0.00	593.00	5,000.00	88.14%
71510	ACCOUNTANT-ADMIN TASKS	593.09	12,629.62	18,000.00	29.84%
71620	AUDITOR-FINANCIAL REPORTS	0.00	11,044.00	10,000.00	(10.44)%
72000	CHAMBER OF COMMERCE	0.00	0.00	30,000.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	0.00	715.69	1,000.00	28.43%
75120	WASTE RECYCLING PICKUP/DISPOSA	0.00	1,040.00	0.00	0.00%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	0.00	4,000.00	100.00%
75170	RENT	0.00	0.00	7,800.00	100.00%
75180	UTILITIES	140.73	2,456.68	4,000.00	38.58%
75190	DUES & MEMBERSHIP	0.00	247.00	2,000.00	87.65%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	1,031.97	5,000.00	79.36%
75220	OFFICE SUPPLIES & EXPENSE	767.96	2,933.86	4,500.00	34.80%
75240	BANK CHARGES	0.00	72.80	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	4,200.08	0.00	0.00%
75990	MISCELLANEOUS EXPENSE	0.00	1,027.00	1,000.00	(2.70)%
76110	TELEPHONE	130.71	1,055.49	3,000.00	64.82%
76130	CABLE & INTERNET SERVICE	160.95	1,336.31	1,500.00	10.91%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	1,687.12	1,000.00	(68.71)%
78190	MATERIALS, SUPPLIES & EQUIPMEN	259.30	2,915.38	5,000.00	41.69%
92200	UNREALIZED INVEST. GAINS/LOSSE	10,462.33	10,462.33	0.00	0.00%
Total Expense		20,736.87	164,780.37	268,506.00	38.63%

City of Trinidad
Statement of Revenues and Expenditures
301 - Police
From 2/1/2011 Through 2/28/2011

	Current Month	Year to Date	Total Budget - Original	% of Budget	
Expense					
61000	EMPLOYEE GROSS WAGE	1,065.65	13,971.33	23,231.00	39.86%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	980.00	100.00%
65100	DEFERRED RETIREMENT	0.00	248.43	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	0.00	133.70	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	614.51	0.00	0.00%
65400	UNEMPLOYMENT COMPENSATION	864.53	864.53	0.00	0.00%
65600	PAYROLL TAX	81.52	1,111.30	2,371.00	53.13%
71510	ACCOUNTANT-ADMIN TASKS	508.37	3,948.07	0.00	0.00%
71620	AUDITOR-FINANCIAL REPORTS	0.00	792.00	0.00	0.00%
75170	RENT	1,300.00	9,100.00	7,800.00	(16.67)%
75180	UTILITIES	289.50	1,693.31	1,200.00	(41.11)%
75220	OFFICE SUPPLIES & EXPENSE	0.00	105.50	2,400.00	95.60%
75300	CONTRACTED SERVICES	0.00	0.00	80,000.00	100.00%
75350	ANIMAL CONTROL	113.00	904.00	1,350.00	33.04%
75380	INVESTIGATION	0.00	70.00	0.00	0.00%
76110	TELEPHONE	83.62	631.10	1,800.00	64.94%
76130	CABLE & INTERNET SERVICE	0.00	174.76	0.00	0.00%
78150	VEHICLE REPAIRS	0.00	60.00	0.00	0.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	36.00	0.00	0.00%
78180	OTHER REPAIR & MAINTENENCE	0.00	0.00	500.00	100.00%
85000	CAPITAL OUTLAY	0.00	2,791.75	3,000.00	6.94%
	Total Expense	4,306.19	37,250.29	124,632.00	70.11%

City of Trinidad
Statement of Revenues and Expenditures
401 - Fire
From 2/1/2011 Through 2/28/2011

	<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%
75110	FINANCIAL ADVISOR/TECH SUPPORT	0.00	90.00	0.00	0.00%
75180	UTILITIES	77.07	471.54	600.00	21.41%
75190	DUES & MEMBERSHIP	0.00	10.00	0.00	0.00%
75260	BACKGROUNDS / EDUCATION	0.00	0.00	1,000.00	100.00%
75300	CONTRACTED SERVICES	0.00	123.00	5,700.00	97.84%
76110	TELEPHONE	2.49	138.29	100.00	(38.29)%
76140	RADIO & DISPATCH	0.00	0.00	1,000.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	151.22	750.00	79.84%
78150	VEHICLE REPAIRS	0.00	0.00	3,000.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	202.71	500.00	59.46%
78180	OTHER REPAIR & MAINTENENCE	0.00	0.00	1,500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	23.59	4,118.56	7,500.00	45.09%
85000	CAPITAL OUTLAY	0.00	0.00	10,000.00	100.00%
90000	Capital Reserves	0.00	0.00	20,000.00	100.00%
	Total Expense	<u>253.15</u>	<u>6,355.32</u>	<u>53,450.00</u>	<u>88.11%</u>

City of Trinidad
Statement of Revenues and Expenditures
501 - PW (Public Works)
From 2/1/2011 Through 2/28/2011

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>	
Expense					
61000	EMPLOYEE GROSS WAGE	2,375.39	20,169.11	37,072.00	45.59%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	15,145.00	100.00%
65100	DEFERRED RETIREMENT	171.26	1,774.97	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	1,330.46	7,399.15	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	614.51	0.00	0.00%
65600	PAYROLL TAX	194.82	1,702.25	2,560.00	33.51%
71510	ACCOUNTANT-ADMIN TASKS	0.00	942.64	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	0.00	1,000.00	100.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	11,919.87	24,000.00	50.33%
78110	Street Safety Improvements	0.00	1,320.47	12,000.00	89.00%
78120	STREET LIGHTING	306.28	2,487.62	4,000.00	37.81%
78125	Street Lighting - Improvements	0.00	0.00	15,000.00	100.00%
78130	TRAIL MAINTENANCE	26.47	17,671.15	22,200.00	20.10%
78140	VEHICLE FUEL & OIL	288.12	1,768.29	3,000.00	41.06%
78150	VEHICLE REPAIRS	547.33	1,120.72	0.00	0.00%
78180	OTHER REPAIR & MAINTENENCE	0.00	43.29	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	735.53	1,548.69	2,500.00	38.05%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	217.39	0.00	0.00%
79150	WATER LINE REPAIR	0.00	32.42	0.00	0.00%
	Total Expense	<u>5,975.66</u>	<u>70,732.54</u>	<u>138,477.00</u>	<u>48.92%</u>

City of Trinidad
Statement of Revenues and Expenditures
204 - IWM
From 2/1/2011 Through 2/28/2011

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
46000	GRANT INCOME	0.00	720.00	5,000.00	(85.60)%
47600	BLUE BAG SALES	199.00	2,290.00	2,000.00	14.50%
47650	RECYCLING REVENUE	0.00	17,118.90	23,000.00	(25.57)%
	Total Revenue	<u>199.00</u>	<u>20,128.90</u>	<u>30,000.00</u>	<u>(32.90)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	1,008.97	8,352.06	11,291.00	26.03%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	5,060.00	100.00%
65100	DEFERRED RETIREMENT	92.62	810.95	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	380.85	2,418.50	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	283.62	0.00	0.00%
65600	PAYROLL TAX	84.28	700.99	1,151.00	39.10%
75120	WASTE RECYCLING PICKUP/DISPOSA	1,280.00	7,840.00	12,000.00	34.67%
75140	BLUE BAG PURCHASES	0.00	2,370.00	2,500.00	5.20%
78100	STREET MAINT/REPAIR/SANITATION	657.70	4,339.21	0.00	0.00%
78210	Advertising Outreach & Project	305.00	405.47	2,500.00	83.78%
	Total Expense	<u>3,809.42</u>	<u>27,520.80</u>	<u>34,502.00</u>	<u>20.23%</u>
	Net Income	<u>(3,610.42)</u>	<u>(7,391.90)</u>	<u>(4,502.00)</u>	<u>64.19%</u>

City of Trinidad
Statement of Revenues and Expenditures
601 - Water
From 2/1/2011 Through 2/28/2011

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget	
Revenue					
53020	INTEREST INCOME	0.00	0.00	30,000.00	(100.00)%
53080	OTHER FEES FOR SERVICE	0.00	90.00	0.00	0.00%
53090	OTHER MISCELLANEOUS INCOME	457.50	817.50	0.00	0.00%
57100	WATER SALES	16,681.55	145,674.39	214,600.00	(32.12)%
57300	NEW WATER HOOK UPS	0.00	4,500.00	9,000.00	(50.00)%
57500	WATER A/R PENALTIES	128.19	5,706.79	4,000.00	42.67%
	Total Revenue	<u>17,267.24</u>	<u>156,788.68</u>	<u>257,600.00</u>	<u>(39.13)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	5,873.79	51,372.00	85,050.00	39.60%
61470	FRINGE BENEFITS	0.00	0.00	0.00	0.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	40,022.00	100.00%
65100	DEFERRED RETIREMENT	591.10	5,639.36	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	2,619.89	18,280.89	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	1,843.53	0.00	0.00%
65600	PAYROLL TAX	494.60	4,408.77	7,352.00	40.03%
68200	INSURANCE - LIABILITY	0.00	4,000.00	4,000.00	0.00%
68300	PROPERTY & CASUALTY	0.00	2,250.00	3,231.00	30.36%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	3,000.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	5,146.50	5,146.50	41,000.00	87.45%
71510	ACCOUNTANT-ADMIN TASKS	593.09	5,052.76	14,000.00	63.91%
71610	AUDITOR-ADMINISTRATIVE TASKS	0.00	0.00	8,000.00	100.00%
71620	AUDITOR-FINANCIAL REPORTS	0.00	9,064.00	0.00	0.00%
72100	BAD DEBTS	0.00	94.46	0.00	0.00%
75180	UTILITIES	643.20	8,459.17	14,000.00	39.58%
75190	DUES & MEMBERSHIP	0.00	493.04	1,000.00	50.70%
75220	OFFICE SUPPLIES & EXPENSE	50.55	1,038.73	2,000.00	48.06%
75230	INTEREST EXPENSE	0.00	1,198.96	1,050.00	(14.19)%
75240	BANK CHARGES	0.00	5.00	0.00	0.00%
75990	MISCELLANEOUS EXPENSE	0.00	74.49	0.00	0.00%
76100	TELEPHONE & COMMUNICATIONS	0.00	49.00	1,500.00	96.73%
76110	TELEPHONE	54.87	664.53	0.00	0.00%
76130	CABLE & INTERNET SERVICE	49.00	343.00	0.00	0.00%
76160	LICENSES & FEES	0.00	2,201.17	0.00	0.00%
78140	VEHICLE FUEL & OIL	253.06	1,085.92	3,000.00	63.80%
78150	VEHICLE REPAIRS	0.00	36.79	1,500.00	97.55%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	1,421.99	1,000.00	(42.20)%
78170	SECURITY SYSTEM	69.00	207.00	1,000.00	79.30%
78190	MATERIALS, SUPPLIES & EQUIPMEN	358.56	4,580.37	5,000.00	8.39%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	297.83	0.00	0.00%
79100	WATER LAB FEES	330.00	2,797.01	4,000.00	30.07%
79110	WATER LINES/METERS	9.31	9.31	0.00	0.00%
79120	WATER PLANT CHEMICALS	817.65	8,343.57	14,000.00	40.40%
79130	WATER LINE HOOK-UPS	0.00	0.00	4,000.00	100.00%
79150	WATER LINE REPAIR	1,192.71	12,980.32	18,000.00	27.89%
79160	WATER PLANT REPAIR	318.04	6,683.69	10,000.00	33.16%
	Total Expense	<u>19,464.92</u>	<u>160,123.16</u>	<u>286,705.00</u>	<u>44.15%</u>
	Net Income	<u>(2,197.68)</u>	<u>(3,334.48)</u>	<u>(29,105.00)</u>	<u>(88.54)%</u>

City of Trinidad
Statement of Revenues and Expenditures
701 - Cemetery
From 2/1/2011 Through 2/28/2011

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
53020	INTEREST INCOME	0.00	0.00	5,000.00	(100.00)%
58100	CEMETERY PLOT SALES	450.00	7,615.00	8,000.00	(4.81)%
	Total Revenue	<u>450.00</u>	<u>7,615.00</u>	<u>13,000.00</u>	<u>(41.42)%</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	666.73	5,443.00	6,841.00	20.44%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	2,946.00	100.00%
65100	DEFERRED RETIREMENT	51.56	461.89	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	319.60	1,784.36	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	189.08	0.00	0.00%
65600	PAYROLL TAX	54.92	451.51	885.00	48.98%
68200	INSURANCE - LIABILITY	0.00	500.00	500.00	0.00%
75300	CONTRACTED SERVICES	0.00	0.00	500.00	100.00%
78180	OTHER REPAIR & MAINTENANCE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	180.81	180.81	0.00	0.00%
	Total Expense	<u>1,273.62</u>	<u>9,010.65</u>	<u>12,172.00</u>	<u>25.97%</u>
	Net Income	<u>(823.62)</u>	<u>(1,395.85)</u>	<u>828.00</u>	<u>(268.56)%</u>



CONSENT AGENDA ITEM #3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

3. Living on Shaky Ground Presentation, Thursday April 14, 2011

Title: Living on Shaky Ground Presentation, Thursday April 14, 2011

Background: After the recent earthquake/tsunami in Japan, local resident Larry Goldberg did some investigation into putting on a "Living on Shaky Ground" workshop for Trinidad. Dr. Lori Dengler, recommended Judith Warren, the American Red Cross instructor of that class as presenter. Mr. Goldberg has followed up and has arranged for the event. The "How to Survive Earthquakes and Tsunamis in Northern California" booklet will be available along with additional handouts including tsunami evacuation maps. Mr. Goldberg will make a brief presentation.

Action: Hear plans for workshop: "Living on Shaky Ground"

Encourage citizens to attend the workshop tomorrow night.

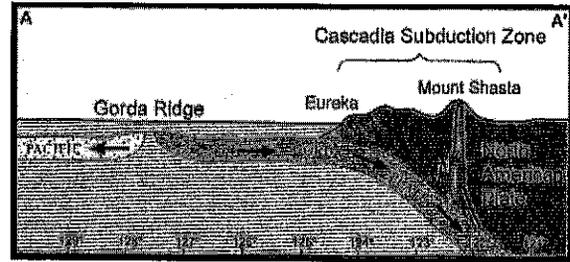
Send letter thanking Judith Warren for presenting her two-hour training: 7-step disaster preparedness plan from the "Living on Shaky Ground" which covers both earthquakes and tsunamis preparedness.

Thank Mr. Goldberg for his assistance with getting the word out to the rural community.

Ask Mayor Bhardwaj to welcome attendees.

Contact: Judy Warren 445-8008 and Larry Goldberg 845-7272

If you live in Humboldt County, you live in Earthquake Country!



Find out how you can protect yourself and your family before the big one strikes.

What you know can protect your family from tsunamis, too.

Come to our free class:

Living on Shaky Ground: How to Survive Earthquakes and Tsunamis in Northern California

Thursday, April 14
6:30-8:30 PM

Trinidad Town Hall — 409 Trinity Street, Trinidad

Open to the public, but seating is limited
Please call 677-0223 to reserve your seat

Presented to the community in the interest of public safety by the City of Trinidad, the California Emergency Management Agency, and the Humboldt Earthquake Education Center.



CONSENT AGENDA ITEM #4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

4. Proclamation 2011-03; Declaring May 2011 as National Bike Month

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

Kathy Bhardwaj, Mayor
Gabriel Adams, City Clerk



CITY OF TRINIDAD PROCLAMATION 2011-03

MAY 2011 - NATIONAL BIKE MONTH

WHEREAS, bicycle commuting is an effective means to improve air quality, reduce traffic congestion and noise, increase physical activity, as well as conserve energy;

WHEREAS, bicycling is part of the solution for addressing transportation needs, limiting climate change, conserving energy, and improving public health; and

WHEREAS, bicycle commuting can help us achieve the Global Warming Solutions Act of 2006, which requires California to reduce our greenhouse gas emissions 30 percent by 2020, and by 80 percent by 2050;

WHEREAS, bicycle commuting benefits both employees and employers through better employee health and fitness; reduced commuting, parking, and health care costs; lower employee absenteeism and turnover; and increased employee productivity;

WHEREAS, increasing numbers of businesses have installed bicycle parking and other facilities to help employees and customers commute by bicycle;

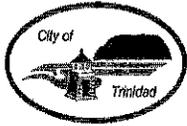
WHEREAS, the month of May is "National Bike Month" which promotes the bicycle as a means of transportation and recreation and May is also "Clean Air Month" which promotes air quality;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Trinidad:

- I. Believes that achieving increased levels of bicycling and bicycle commuting is in the local, state, national and global interest; and
- II. Proclaims May 2011 as NATIONAL BIKE MONTH throughout Trinidad;
- III. Encourages adjacent jurisdictions to adopt similar proclamations in support of the Bike Month.
- IV. Urges all citizens to support and participate in these and other activities that contribute to the health of the community and the environment.

Gabriel Adams
Trinidad City Clerk

Kathy Bhardwaj
Mayor, City of Trinidad



AGENDA ITEM #1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 6 PAGES

1. Presentation and Acceptance of the FY2010 Annual Audit (time set 7:30pm)

DISCUSSION/ACTION AGENDA ITEM 1

Date: April 13, 2011

Item: **PRESENTATION AND ACCEPTANCE OF THE FY2010 ANNUAL AUDIT**

Background: The firm of Marcello and Company, Certified Public Accountants, has performed the fiscal and management audit for the City of Trinidad for the past eight years. The principal in the firm, Ralph Marcello, has personally performed these audits and is keenly aware of the City's practices and finances.

In addition to a complete review and check of the City's finances, the auditor prepares a management letter that offers recommended changes to practices used by the City in its financial management. This year there are ten (10) recommendations, and staff supports implementation of these recommendations to the extent possible.

There were certain difficulties in obtaining accurate and complete trial balances and supporting schedules from the City's bookkeeping service; however, this was expected due to the change in accounting software during the 2009-10 fiscal year. The audit was an improvement over the prior year 2008-09 audit, when the previous bookkeeping firm quit without adequate notice. Staff is confident that there will be continued improvement in the bookkeeper's ability to provide accurate and complete financial schedules, and we remain satisfied and confident with the manner in which the finances are handled.

Mr. Ralph Marcello, CPA, will be available via telephone connection during the Council's discussion of this item. This is to save the travel costs that would be associated with an on-site visit. Should there be sufficient concerns and questions to warrant a personal appearance before the Council, staff will make necessary arrangements for that to occur at a future Council meeting.

Mr. Marcello is again willing to perform the audit for FY2010-2011 at the same cost as the prior year (\$18,000 audit preparation, \$900 reimbursable expenses, \$2,000 preparation of financial statements) and staff recommends continuation of this satisfactory arrangement.

Recommended Actions:

1. Accept the FY2010 Annual Financial Audit;
2. Director staff to implement the recommendations in the Audit Management Letter; and
3. Authorize the City Manager to execute an Audit Engagement Letter to perform the FY2010-11 audit at the same costs as the prior year.

Attachments:

Copies of the Annual Audit were provided to each member of the Council. It is available for public review in Town Hall.

The Management Letter is included as an attachment to this agenda item

MARCELLO & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

2701 Cottage Way, Suite 30 / Sacramento, California 95825 / 916.979.9079

January 26, 2011

To the Trinidad City Council, and City Manager
Trinidad, California

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Trinidad for the year ended June 30, 2010. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Trinidad are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2009-10. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the City's financial statements was as follows:

Because of the inadequacy of historic accounting records, we were unable to form an opinion regarding the amounts at which property and equipment, and accumulated depreciation, are recorded in the accompanying financial statements at June 30, 2010, therefore the reported capital assets, accumulated depreciation and related depreciation expense could be subject to change should the actual amounts become available.

Difficulties Encountered in Performing the Audit

We encountered some difficulties in dealing with the City's bookkeeping service in their providing us with accurate and complete trial balances, and supporting schedules. This was expected due to the change in accounting software during the 2009-10 fiscal year. However the audit this year was an improvement over the 2008-09 fiscal year audit; of which the previous bookkeeping firm quit without adequate notice.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatements detected as a result of audit procedures were corrected by management:

- (1) Fifty+ adjusting journal entries to correct or adjust various account balances.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We requested and received certain representations from management that are included in the Management Representations Letter dated December 7, 2010.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention. Other issues that came to our attention that are appropriate to communicate to you at this time are as follows:

1. As mentioned previously, the City purchased new accounting software and installed it during the 2009-10 fiscal year. This software should provide accurate, and easy to read, accounting information for the City's 25+ funds. Given a normal learning curve of one year, the City's bookkeeper should be able to provide accurate trial balances and records by June 30, 2011.
2. Due to the small size of the accounting department which is typical in a small governmental unit, there is limited segregation of accounting duties. One way to reduce the risk of loss from misappropriation of assets is to purchase an employee fidelity insurance policy for an amount roughly equal to the amount of cash in the banks and investment portfolios at any given time. This policy addendum might be expensive, but the risk is high. Another way to reduce risk is to remove the City Clerk as a check signer. When one person is responsible for billing, collection and receiving cash, risks increase accordingly. As an oversight, the bank statements can be mailed to a post office box only accessible to city council members, who review these statements before they are forwarded to the bookkeeper for monthly reconciliation to the books. This

procedure does not prevent misappropriation of assets but gives those charged with governance the opportunity to review bank statements and cancelled checks for appropriateness.

3. The Harbor Lands Lease agreement does not include a penalty clause for late payments. The April 2010 billing was not received by the City until October 2010. Without a penalty clause there is no incentive or penalty for the vendor to make payments in a timely manner. The suggestion is to have an attorney insert such a clause in subject agreement.
4. The lessee in the Harbor Lands Lease agreement did not provide to the City a copy of their policy listing the City as "additional insured" subjecting the City to potential liability. The suggestion is to include that requirement on the annual invoice to the lessee with follow-up procedures established by the City.
5. Recommend the City review its Investment Policy on an annual basis, and consider including it with their annual budget package, which is a practice common to many cities. This is important given the changing qualifications and experience of the individual(s) who make investment decisions. Our records indicate your Investment Policy was last updated July 13, 2005. That policy allows the City to invest in "Repurchase agreements." Those types of investments are extremely complicated, and what bankrupted Orange County.
6. Recommend that business license renewals for each fiscal year not be mailed out until after July 1st. This will insure that such revenue is recorded in the proper fiscal year.
7. California Government Code section 53647 (a) states "Interest on all money deposited belongs to, and shall be paid quarterly into the general fund....unless otherwise directed by law." In the past the City allocated part of its investment (interest) earnings to all its funds. This practice creates an unnecessary and time consuming burden on your bookkeepers. Funds that receive and spend intergovernmental revenue are created solely for receiving and disbursing such money, not to generate investment earnings, nor is there an expectation in these funds for investment earnings. Recommend that all investment earning be recorded in the general fund, and if the City Council should chose so, to allocate a portion of investment earning annually, at either December 31st or June 30th, to the funds it deems appropriate to receive a portion of such earnings. For example the business-type activity funds maintain a large amount of cash for the future replacement and repairs of the water utility, and for the future maintenance endowment of the cemetery fund once all available plots have been sold. These two funds do have, by design, an expectation of investment earnings in order to accumulate future reserves. Discussed further below.
8. In addition to the above, it is recommended to establish separate savings accounts for the water and cemetery enterprise funds. This recommendation has two benefits. First it removes money from the general cash pool and reduces the risks of misappropriation of assets if there is a two-signature requirement for withdrawal of funds, ie. City Council members, not those working in a non-segregation of duties environment. Second, it creates separate savings accounts that are clearly established for: (1) the future replacement of aging infrastructure and capital assets and (2) establishes an endowment-type account for the future maintenance of the cemetery. These types of accounts clearly show proper stewardship of the City's assets both for current needs and for the future. A portion of every water utility bill should have a clearly established separate line item for something to the effect "capital replacements." For example if the City establishes a \$1.00 per month, per customer, fee for such replacements, the City would transfer roughly \$318 per month into its reserve account because it has 318 customers. When the time comes to

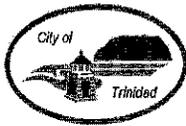
replace pumps or major sections of water lines, the money would be transferred from the reserve account to the operating account. For the cemetery reserve account, the City should estimate the annual maintenance costs and judge how much will be required in the future. The City spends approximately \$8,000 per year to maintain the cemetery. Given an estimated inflation rate of 3.5%, and an investment rate of return of 2%, The City should have \$400,000 set aside in an endowment fund today if the cemetery could not sell additional plots and the general fund could not subsidize maintenance operations. The recommendation is to transfer all current cash in the cemetery fund to a new account, and deposit all cemetery plot sales to this account. Then have the general fund budget a transfer of \$8,000 each year to the cemetery fund to cover current year operations, for the next 50 to 100 years.

9. "Reserve" designations of undesignated Fund Balances have not been created by the City Council in the past. These reservations indicate to the public that those charged with governance have recognized a need or goal, and have established or set in motion the path to achieve that goal. For example, it has been relayed to us that the City's fire department has earmarked approximately \$85,000 of the undesignated general fund's Fund Balance. There is no evidence or written documentation of such a claim to the general fund's Fund Balance. Establishing "designations" by council resolution is how to achieve these goals. For fiscal year 2010-11 there are new terms to use in designating fund balances, which are explained in Note 12 of your 2009-10 financial statements. This same approach can be accomplished for setting aside reserves for future repairs to the town hall and other such capital assets, infrastructure and streets.

10. Other suggestions were relayed to management in our audit exit conference memorandum dated December 3, 2010.

This information is intended solely for the use of Trinidad City Council and management and is not intended to be and should not be used by anyone other than these specified parties, particularly due to the sensitive discussion of internal controls related to the cash and investment accounts.

Sincerely,



AGENDA ITEM #2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES

2. Annual Public Hearing on Unmet Transit Needs

DISCUSSION/ACTION AGENDA ITEM #2

Date: April 13, 2011

Item: ANNUAL PUBLIC HEARING ON UNMET TRANSIT NEEDS

Background: Trinidad and all the cities in Humboldt County annually conduct a public hearing to assess the public's opinions regarding unmet transit needs.

Members of the public are encouraged to testify and address unmet needs or their perception regarding improvements that would make the transit system more usable and accessible to the public.

Recommended Action: Open the public hearing to comment, close the public hearing, and instruct staff to forward the comments to the Humboldt County Association of Governments (HCAOG).

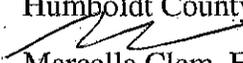
Attachments: Correspondence from HCAOG regarding the Unmet Transit Needs public process.

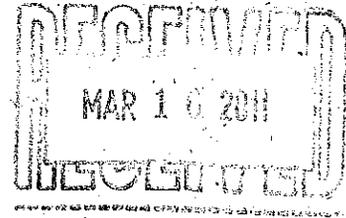


HCAOG

HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS

Members: County of Humboldt • Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, Trinidad

Date: March 14, 2011
To: Humboldt County CAO, City Managers
From:  Marcella Clem, Executive Director
Re: **Citizen Participation Process for Unmet Transit Needs FY 2011/12:
Request for Entity Public Hearings**



Each spring, the Humboldt County Association of Governments (HCAOG), as the Regional Transportation Planning Agency (RTPA), conducts a citizen participation process to assess unmet transit needs within Humboldt County. This annual "unmet transit needs" process helps HCAOG properly apply funds provided through the Transportation Development Act (TDA). The HCAOG Board of Directors will hold a public hearing for community members to express any unmet needs they have for public transit and paratransit service. The HCAOG public hearing is scheduled for April 28, 2011.

Additionally, HCAOG encourages member entities to conduct separate hearings to receive constituent comments for their respective jurisdictions. We suggest member entities hold public hearings, if possible, during regularly scheduled meetings in **April, 2011**.

Please notify us of your hearing date, so that we may give a schedule to the members of HCAOG's Social Services Transportation Advisory Council (SSTAC). Members may attend various meetings as part of their responsibility to identify transit needs and recommend action by the RTPA.

The SSTAC, pursuant to Section 99238 of the TDA, annually shall recommend to HCAOG one of the following: That within the Regional Transportation Planning Agency's jurisdiction,

- (A) there are no unmet transit needs; or
- (B) there are no unmet transit needs that are reasonable to meet; or
- (C) there are unmet transit needs, including needs that are reasonable to meet.

The HCAOG Board makes the final finding pursuant to Section 99401.5(d).

Please note that the SSTAC recommended, and the HCAOG Board approved, redefining "unmet transit need," and "reasonable to meet." For your convenience, we have attached the newly adopted definitions and a synopsis of the citizen participation process for unmet transit needs.

When your entity has concluded its public hearing on unmet transit needs, please send HCAOG a record of generated comments or a meeting transcript. We would like to receive all records no later than May 16, 2011. We will include all entities' hearing records in the "Unmet Needs Report of Findings" for 2011-12.

(over)

Timely conduct of the hearing process, and submittal of the requested documentation, will allow for a June adoption of the Report, and avoid delays in the processing of TDA claims for FY 2010-11.

If we can assist you in this regard, or if you would like HCAOG staff to attend your hearing, please contact our office at 444-8208.

Attachments: A – Synopsis: Citizen Participation Process for Unmet Transit Needs

cc: HCAOG Social Services Transportation Advisory Committee
HCAOG Citizens Advisory Committee
Public Transit Operators

EXISTING DEFINITION OF UNMET TRANSIT NEEDS:

1. Transit levels identified in the Humboldt County Regional Transportation Plan (RTP) as the threshold level of service, which have not been implemented or addressed.
2. Transit levels identified in the Humboldt County Regional Transportation Plan (RTP) needs assessment, which have not been implemented or addressed.
3. Transit needs identified through the public hearing process, delivered in public testimony.

PROPOSED DEFINITION OF UNMET TRANSIT NEEDS:

Unmet transit needs are, at a minimum:

1. Trips requested from residents who do not have access to public transportation, specialized transportation, or private transport services or resources for the purpose of traveling to medical care, shopping, social/recreational activities, education/training, and employment; or
2. Proposed public transportation, specialized transportation, or private transport services that are identified in the following (but is not limited to): Transportation Development Plans, the Regional Transportation Plan, the Coordinated Public Transit – Human Services Transportation Plan.

EXISTING CRITERIA USED TO DETERMINE IF AN UNMET TRANSIT NEED IS FOUND TO BE 'REASONABLE TO MEET':

Unmet transit needs may be found to be **reasonable to meet** if all of the following conditions prevail:

1. A significant level of support exists for the public subsidy of transit services designed to address the unmet transit need, including but not limited to, support from community groups, community leaders, and community meetings reflecting a public commitment to public transit.
2. Sufficient funding is forecast to be available on a long-term basis from the respective entity or entities' Local Transportation Fund for the purpose of providing services to address the unmet transit need.
3. The complete cost of addressing the unmet transit need justifies service implementation or continuation in terms of the size of the transit dependent public, passengers served, severity of need, and feasibility.
4. Transit services designed or intended to address an unmet transit need shall not duplicate transit services currently provided either publicly or privately.

5. Transit services designed or intended to address an unmet transit need shall in all cases make coordinative efforts with transit services currently provided, either publicly or privately.

PROPOSED CRITERIA USED TO DETERMINE IF AN UNMET TRANSIT NEED IS FOUND TO BE 'REASONABLE TO MEET':

Unmet transit needs may be found to be *reasonable to meet* by means of the following criteria:

1. Pursuant to the requirements of Transportation Development Act (TDA) Statutes (Public Utilities Code Section 99401.5 (c)), a determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need for streets and roads, for the allocation of TDA funds. The fact that an identified transit need cannot be fully met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet.
2. If a new, expanded or revised transit service fails to meet ridership or cost effectiveness standards after one full year of operation, reasonable efforts will be made and documented to rectify the situation during the following year of operation. If service has not met performance standards during the period required by the Transportation Development Act Statutes, and efforts to improve service productivity have been documented by the operator to be unsuccessful, the service will be subject to termination as not being reasonable to meet. Efforts to rectify the underperforming ridership may include but are not limited to increased outreach/marketing of service (newspaper placement), collaboration between organizations or agencies that work with potential ridership of the service and surveys documenting ways in which the service could be improved or made more attractive.
3. Evaluation of potential unmet needs shall be conducted by the TDA claimant that is expected to provide the new, expanded, or revised transit service. The TDA claimant shall review, evaluate, and indicate that the service is operationally feasible, including:
 - a. Forecast of anticipated ridership if service is provided.
 - b. Estimate of capital and operating cost for the provision of such services.
 - c. Determination if there are adequate roadways and selected turnouts to safely accommodate transit vehicles.
 - d. Determination that vehicles are currently available in the marketplace.
 - e. Determination if potential transit service duplicates existing services.
4. An unmet transit need may be determined to be unreasonable to meet because it is not feasible to initiate service within the coming fiscal year, due to the time required for vehicle acquisition, planning, or similar timing factors, or because additional information is needed to determine whether or not the unmet transit need is reasonable to meet. An unmet transit need shall not be determined unreasonable to meet more than once on these grounds.

Humboldt County Association of Governments

SYNOPSIS:

Citizen Participation Process for Assessing Unmet Transit Needs

Transportation Development Act

California's Transportation Development Act (TDA) legislates funding for transit purposes primarily, and for non-transit purposes under certain conditions. TDA funds are distributed through the Regional Transportation Planning Agencies (RTPA) throughout the state. An RTPA must assess its jurisdiction's "unmet transit needs" prior to allocating any TDA funds for purposes *not* directly related to public transit or facilities used exclusively by pedestrian and bicyclists.

Public Process to Make a Finding

Each year, HCAOG conducts a citizen participation process to receive public comment concerning transit needs within the RTPA jurisdiction. The HCAOG Social Services Transportation Advisory Council (SSTAC) leads the process to solicit broad input from transportation-dependent and transportation-disadvantaged persons. With recommendations from the SSTAC, at the end of the process the Board shall find that:

- (a) there are no unmet transit needs; or
- (b) there are no unmet transit needs which are reasonable to meet; or
- (c) there are unmet transit needs, including those that are reasonable to meet. (Section 99401.5)

The Board shall make this finding as a result of testimony received, and based on HCAOG's adopted definitions (see box).

If the HCAOG Board finds that there are no unmet transit needs, or that there are no unmet transit needs which are reasonable to meet, entities may expend excess (unexpended) TDA funds for non-transit purposes. A finding that there are unmet transit needs, including those that are reasonable to meet, delivers a mandate to the respective entity to set aside funds, given that they are available, to implement a program to meet those needs deemed "reasonable to meet."

(over)

DEFINITIONS

"Unmet transit needs" are, at a minimum:

- (1) Trips requested from residents who do not have access to public transportation, specialized transportation, or private transport services or resources for the purpose of traveling to medical care, shopping, social/recreational activities, education/training, and employment; or
- (2) Proposed public transportation, specialized transportation, or private transport services that are identified in the following (but is not limited to): a Transportation Development Plan, Regional Transportation Plan, Coordinated Public Transit-Human Services Transportation Plan.

"Reasonable to meet" criteria:

- (1) Whether a need is "reasonable to meet" shall **not** be determined by comparing unmet transit needs with the need for streets and roads, or for the sole reason that there is a lack of available resources to fully meet the identified need.
- (2) New, expanded, or revised transit service that has not met performance standards in the first two full years of operation can be subject to termination as being unreasonable to meet.
- (3) The transit operator (TDA claimant) that is expected to provide a new, expanded, or revised transit service indicates that it is operationally feasible.
- (4) One and one time only, an unmet transit need may be found to be unreasonable to meet if time constraints make it infeasible to begin service within the coming fiscal year, or if more information is needed to determine whether or not the unmet transit need is reasonable to meet.

The TDA directs HCAOG, as the RTPA, to make the finding that there are no unmet transit needs which are reasonable to meet prior to approving fund claims for street and road purposes.

Public Hearings on "Unmet Transit Needs"

HCAOG holds the single statutorily-required public hearing. In addition, HCAOG encourages all member entities to conduct hearings to receive constituent comments. HCAOG encourage entities to notify stakeholders of the public hearings with as much advance notice as is possible. We also encourage entities, to the fullest extent possible, to hold meetings during times that available transit is in service. The public is also welcome to provide written comments and comments by phone.

After conducting an "Unmet Transit Needs" hearing, the member entity forwards to HCAOG the public hearing's record of comments or transcript.

Report of Findings

HCAOG compiles public testimony and other comments from all entities, and includes it in the *Unmet Transit Needs Report of Findings* for the upcoming fiscal year. The report also covers demographic information of the transportation-dependent public, existing programs, and includes recommendations for meeting transit demands.

Timely conduct of the hearing process and submittal of the requested documentation allows HCAOG staff to prepare the *Report of Findings* for the Board to consider and adopt in June, and thereby avoid delays in processing TDA claims for the upcoming fiscal year.

For questions or assistance regarding this Public Participation Process, contact HCAOG at (707) 444-8208 or hcaog@pacbell.net.



AGENDA ITEM #3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES

3. Discussion/Decision on Allocation of a Portion of General Fund Revenues derived from Transient Occupancy Taxes for FY2010-2011

DISCUSSION/ACTION AGENDA ITEM 3

Date: April 13, 2011

Item: Council Discussion On Allocation of a Portion of General Fund Revenues derived from Transient Occupancy Taxes for FY 2010-2011

Background: During preparation of the 2010-11 budget, proposals were solicited for funding efforts to increase tourism in the area. The source of funding represents a portion of the transient occupancy taxes (TOT), which is expected to generate about \$72,000 this fiscal year. Three funding proposals were received as follows:

- Greater Trinidad Chamber of Commerce \$9,500
- Trinidad Museum Society 2% or other portion
- Humboldt County Convention & Visitors Bureau \$1,500

Transient Occupancy Taxes were recently increased to 10%, and are intended to cover the city's costs for law enforcement services, road and street maintenance, park operation and maintenance and other city services used by visitors to our area. These visitors do not contribute to these costs by payment of local property taxes, as do local residents.

The Council may wish to consider an allocation of some of these funds to promote tourism. For the past several years, a \$1,500 contribution has been made to the Humboldt County Convention & Visitors Bureau (HCCVB). With the exception of the immediate prior year, a \$3,000 annual contribution to the Greater Trinidad Chamber of Commerce has historically been made.

Proposed Action: Consider approving the distribution of funds to support tourism-related efforts. Staff recommends a conservative approach to allocating additional funds beyond historical practices in light of the unknown costs associated with maintenance and operation of the new Saunders Park.

Attachments:

Funding requests from:

Greater Trinidad Chamber of Commerce
Trinidad Museum Society
Humboldt County Convention & Visitors Bureau

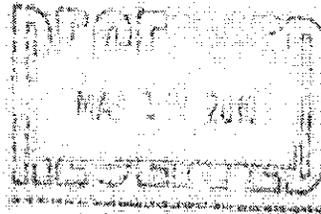
Cc: Three proposers



California's
**REDWOOD
COAST**

May 13, 2010

Stephen Albright
Trinidad City Manager
409 Trinity Street
Trinidad, CA 95570



Dear Steve:

On behalf of the Humboldt County Convention & Visitors Bureau, I would like to thank the City of Trinidad for its funding support of \$1,500 towards our fiscal year 2009-2010 tourism marketing program.

By this letter, I am also requesting a similar contribution (\$1,500) towards our FY 2011 program. As you know, HCCVB undertakes a countywide tourism marketing effort to promote the Humboldt County brand, to attract visitors and encourage them to stay longer and return frequently. All Humboldt communities and the businesses therein benefit from our efforts, but we specifically promote many Trinidad businesses, attractions and events that help to showcase your city to the world.

Later this year we will have available an annual report detailing the successes of the visitor industry and of our marketing programs in FY 2010. Meanwhile, I have enclosed the 2009 annual report. Suffice it to say, the North Coast has weathered the economic downturn rather well when it comes to tourism, and by many indicators (such as occupancy and room rates) we had the least decline in the entire state.

Trinidad's contribution of \$1,500 in FY 2011 will help us fulfill our mission of building the tourism economy. A check payable to HCCVB, received by the middle of the fiscal year, would be most welcome.

I have also enclosed our preliminary FY 2011 budget for your information. You will note that we continue to reduce our overhead costs and commit the majority of funds to pure marketing.

On a final note, I welcome the opportunity to report to the Trinidad City Council on our use of the funds and our accomplishments.

Sincerely,

Tony Smithers
Executive Director

HUMBOLDT
COUNTY
CONVENTION
& VISITORS
BUREAU

1034 2nd Street
Eureka, CA 95501

707-443-5097
800-346-3482
FAX 443-5115

TRINIDAD MUSEUM SOCIETY**P.O. BOX 1126
TRINIDAD, CA 95570**

April 30, 2010

**Mr. Stephen Albright
Trinidad City Manager
P. O. Box 390
Trinidad, Ca. 95570**

Re: City Budget FY 2011

Dear Steve,

Thank you so very much for considering Trinidad Museum in your overall Trinidad budget planning.

The Trinidad Museum Board has just one request and that is that a portion of the Transient Occupancy Tax or TOT, perhaps two percent, be allocated to the Trinidad Museum sustaining maintenance and operations fund on a quarterly or annual basis.

What we hoped would happen when we opened the new building last September is exceeding our expectations, and that is visitor interest in the museum. Happily, there are some days when the docent on duty never sits down because of traffic in the building.

As the Museum grows in visibility, more and more people will be attracted to it (and to the park and library, of course), and we believe that this will benefit Trinidad both culturally and economically as visitors to the museum remain for lunch, an overnight stay, or stop at Murphy's or other businesses.

So far, we've given six special group tours to organizations in Eureka, Fortuna, and McKinleyville and they all have stayed for lunch.

We understand that the Greater Trinidad Chamber of Commerce relies to some extent on the bed tax for regular operations and have no desire to encroach on Chamber needs. But there is justification for Trinidad Museum to be part of Trinidad's long term financial planning as an asset to be encouraged.

The Trinidad Museum Society is absolutely delighted with the City's support, proactive encouragement with completing the whole Trinidad Center project, Janis Court, and now the grounds improvements. We are very grateful.

Warmest regards,



Patricia Fleschner

President

P. O. Box 1126

Trinidad, Ca. 95570

P.S. This does not directly relate to Trinidad Museum, however, we hope the City of Trinidad might find a way, through Gateway funds or the Saunders Park project or other, to contribute to the purchase of the the Connie Butler Whale and Calf bronze sculpture to be permanently installed at the Trinidad Center site.

April 30, 2010

Stephen Albright
City Manager
City of Trinidad

Dear Steve,

In accordance with your request for proposal dated March 30, 2010, the Greater Trinidad Chamber of Commerce is pleased to provide you with our response for annual support from the City of Trinidad in FY 2011. The proposed funding will be used exclusively for tourism marketing for the Trinidad area.

The Greater Trinidad Chamber of Commerce has a long history of community and tourism support that is unmatched by any other organization in this area. Our funding request focuses on two separate but equally important areas of tourism:

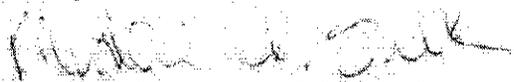
1. Marketing to encourage visitors to come to Trinidad
2. Support for visitors once they are here in the Trinidad area

We appreciate the opportunity to propose to the City a request for \$9,500 for FY2011. Attached are specific projects and their estimated FY 2011 cost. We believe these provide the best value for the Chamber and an excellent return on the City's investment in marketing tourism.

We look forward to discussing this proposal in more detail during the City's budget workshops in May and June, 2010.

If you or your staff have any questions or require clarification of this proposal, please contact the undersigned.

Sincerely,



Midori Fulk
Executive Director
Greater Trinidad Chamber of Commerce



Ground Rules and Assumptions:

1. Amount of funding requested is based on specific projects that the Chamber Board of Directors believe provide an optimal balance between the cost for the project and return on investment in terms of market visibility.
2. Payment of approved funding may be in the form of a check or direct deposit to the Greater Trinidad Chamber of Commerce - Attention Treasurer
3. Quarterly payments of approved funding are acceptable. However, due to the publication cycle of tourism guides, the majority of funding proposed for marketing/tourism guides will be used during the 2nd and 3rd quarter of the fiscal year.
4. Funds provided by the City will be accounted for separately and a final report on the use of the funds will be available to City at the end of the program and prior to requesting any financial support for the next year.

Item 1 – Marketing to encourage visitors to come to Trinidad - \$3,000

1a. Task Description - Advertisement in local and regional tourism guides, such as:

- "Insider's Guide to the North Coast", published by the Times-Standard
- "101 Things to Do in Humboldt County", published by Blarney Publishing Co.
- "Redwood Coast Map & Guide" and associated spotlight ad on the bureau website, published by the Humboldt County Convention & Visitors Bureau

Basis of Estimate -- The price for each of the 3 advertisements is based on current price sheets from each publisher for a 1/8 page horizontal advertisement, adjusted for estimated price in the 2nd and 3rd quarter of FY2011.

Note: Typical advertisements in these publications are priced by the size of the ad slots. The larger the slot or size, the higher the price and consequently a larger visibility or exposure for Trinidad. Depending on availability and the specific publication, we may elect to utilize either a larger or smaller slot that gives us best value for the price. Also, additional funding will allow the Chamber to expand our efforts into new markets and additional publications, with an emphasis on encouraging visitors from the San Francisco Bay, Redding, and Sacramento areas.

Item 2 – Support for visitors once they are here in the Trinidad area - \$6500

2a. Task Description - Printing of the 8-panel "Discover Trinidad" brochure. (\$2000) Annually, we mail or distribute thousands of these brochures that contain maps of the City, surrounding areas with listings for Chamber members, including restaurants, rentals, things to do, shopping and local services. This brochure has been and will continue to be a major component of our marketing plan.

Basis of Estimate – Historical and current printing quotes from Times Printing, Eureka, CA, adjusted for increased quantity of brochures.

2b. Task Description - Refurbishment of "Discover Trinidad" bill boards located north and south of the Trinidad along Highway 101 (\$3,500). This project involves refurbishment of the existing billboards to ensure structural integrity and manufacture of a vinyl overlay with up to date graphics to advertise to visitors that they are very close to Trinidad. Cal-Trans permits were renewed last year, so the only expense is the refurbishment of the bill boards themselves.

Basis of Estimate – Verbal estimates from local sign vendors who supply the vinyl overlays with associated labor and materials required to refurbish the wooden billboards

2c. Task Description - Continued support of the Chamber WiFi hot spot, (\$1000)
Visitors in Trinidad use this hot spot to locate lodging, restaurants and exciting things to do in our area. Currently located near the City Manager's office, we are investigating the feasibility of moving it along with a picnic table to the Chamber kiosk. This location is more convenient for visitors just entering the City.

Basis of Estimate – Based on current monthly SuddenLink service charge, adjusted to include estimated charges to move and re-connect system to a location close to the Chamber kiosk.

Total Requested Funding For All Projects: \$9,500



AGENDA ITEM #4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

4. Discussion/Decision to Consider Appointment to California Coastal Commission.



BOARD OF SUPERVISORS

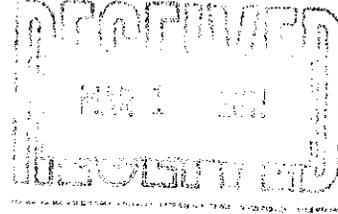
COUNTY OF HUMBOLDT

825 5TH STREET

EUREKA, CALIFORNIA 95501-1153 PHONE (707) 476-2390 FAX (707) 445-7299

March 15, 2011

Kathy Bhardwaj, Mayor
City of Trinidad
409 Trinity Street
Trinidad, Ca 95570



Dear Mayor Bhardwaj and Council Members:

I am writing to respectfully request that the Trinidad City Council support my nomination to the California Coastal Commission as the North Coast Representative.

Having lived in Humboldt County all of my life, I am very aware of the unique challenges and opportunities that face coastal communities.

During my ten years as an elected representative of the City of Eureka, many projects came to fruition that vastly improved public access to our coastal areas, increased recreational opportunities, provided improvements for the fishing industry, cleaned up contaminated Brownfields and enhanced existing wetlands and marshes. Examples include the C Street Market Square, Eureka Trails Master plan, the Elk River Wildlife Trail and Truesdale Vista Point, development and completion of the Aquatic Center, development of the Fisherman's Terminal Building, replacement of the defunct Ice Plant, upgrade of the Fish Processing Plant, rebirth of formerly contaminated Halvorson Park as a performing arts arena and completion of the Palco Marsh cleanup and enhancement project.

I believe it is extremely important to strike a balance between the areas of resource preservation, economic development and public access and recreational opportunities. I am committed to working hard to find and maintain that balance as the representative of the North Coast.

I appreciate your consideration to support my nomination to represent the North Coast Region on the California Coastal Commission. If you have any questions, please feel free to call me at 707-476-2394 or vbass@co.humboldt.ca.us.

Sincerely,

Virginia Bass, 4th District Supervisor
County of Humboldt

Education

1986 Bachelor of Science, business administration, Cum Laude

Employment history

1976-2008 Operated family business, OH's Townhouse

2008-2010 Pharmaceutical representative, Eli Lilly

Elective offices held

2000-2006 City Council Member, City of Eureka

2006-2004 Mayor, City of Eureka

2010-present 4th District Supervisor, County of Humboldt

Committees/appointments

2006 League of California Cities Redwood Empire President

2000-2002 League of California Cities Public Safety Policy Committee

2002-2004 League of California Cities Transportation Policy Committee

2002-2007 North coast Unified Air Quality Management District, city representative

2011-present North coast Unified Air Quality Management District, county representative

2000-2006 Eureka Trails Committee

2006-2010 Humboldt County Association of Governments, city representative

2002-2010 Humboldt/ Del Norte Hazardous Materials Response Authority, city representative

2011-present Humboldt/ Del Norte Hazardous Materials Response Authority, county representative

2001-2004 Harbor District Revitalization Plan, city representative

2000-2010 Eureka Redevelopment Agency
2011-present California State Association of Counties, alternate

2011-present Liaison to Humboldt County Visitors and Convention Bureau

2011-present National Association of Counties, alternate

2011-present Humboldt Waste Management Authority, county representative



BOARD OF SUPERVISORS

COUNTY OF HUMBOLDT

825 5TH STREET

EUREKA, CALIFORNIA 95501-1153 PHONE (707) 476-2390 FAX (707) 445-7299

March 9, 2011

Kathy Bhardwaj, Mayor
City of Trinidad
409 Trinity Street
Trinidad, CA 95570

Dear Mayor Bhardwaj and Members of the Trinidad City Council,

On February 24th Governor Jerry Brown called for a list of nominees to fill the North Coast seat on the California Coastal Commission, which the Governor had recently made vacant. I am writing to express my interest in this appointment and to request your nomination.

This appointment would allow me to apply my years of experience in coastal issues. I currently serve as Co-Chair of the Coastal Counties Regional Association, which represents the State's 15 coastal counties. The association's top priority is to develop an improved working relationship between local governments and the Coastal Commission, primarily regarding Local Coastal Plan approvals and amendments.

I also currently serve on the West Coast working group to establish protocols for offshore wind, wave and tidal energy, and previously served on the Humboldt Working Group for PG&E's Wave Connect project. Additionally, I have broad experience working with local, State and Federal agencies on natural resources, land use, development and environmental issues.

The California coastline is a unique and distinctly valuable natural and scenic resource. The prudent stewardship of our coastline requires that existing and future development be carefully planned so as to ensure that the natural, social and economic benefits of this unique resource accrue to all present and future residents of the State of California. As coastal communities, our identity and our economic well-being are uniquely tied to the preservation of the Coastal Zone for those distinct uses which can best be accommodated within this narrow strip of land. This balancing of public and private interests is the most essential function of the California Coastal Commission.

Humboldt County has had the great privilege of representing the North Coast region on the Coastal Commission for many years, with Supervisors Bonnie Neely and John Woolley and Fortuna City Councilmember Ken Zanzi having been appointed by four consecutive Governors. I would be honored with the opportunity to continue that tradition of leadership.

I appreciate your consideration for this important position. Please feel free to contact me if you have any questions or if there is any other information that I may provide for you.

Sincerely,

Mark Lovelace, Chair
Board of Supervisors
County of Humboldt
(707) 476-2393
mlovelace@co.humboldt.ca.us

Mark Lovelace

2322 Buttermilk Lane
Arcata, CA 95521
(707) 476-2393
mlovelace@co.humboldt.ca.us

Summary:

- ◆ Statewide leadership role with other California counties on natural resources, land use, renewable energy and coastal issues
 - ◆ 10 years experience working with State and Federal agencies on land use, natural resources and environmental issues
 - ◆ Knowledge and experience in working with the California Coastal Act, CEQA, Public Trust Doctrine, Clean Water Act, Porter-Cologne Water Quality Act, Forest Practices Act, Subdivision Map Act and other environmental regulations
-

Current Position:

- ◆ **Humboldt County 3rd District Supervisor, 2009-Present**
-

Selected Appointments:

- ◆ **California State Association of Counties (CSAC), Board of Directors**
 - Co-Chair, CSAC Coastal Counties Regional Association
 - Co-Chair, CSAC Medical Marijuana Working Group
 - CSAC/RCRC Williamson Act Working Group
 - CSAC State Budget Reform Taskforce
 - ◆ **Ocean Renewable Energy Protocols Stakeholder Working Group**
 - West coast working group to recommend study and monitoring protocols for wave, wind and tidal energy projects
 - ◆ **PG&E Wave Connect, Humboldt Working Group**
 - Multi-agency working group to explore feasibility of wave energy project
 - ◆ **Klamath Basin Coordinating Committee**
 - County representative for implementation of Klamath Dams removal agreements
 - ◆ **Chair, Redwood Region Economic Development Commission**
 - Multi-jurisdictional economic development commission
 - ◆ **Humboldt County Workforce Investment Board**
 - Public/private agency to address workforce development issues
 - ◆ **National Association of Counties (NACo)**
 - County representative at national conferences, 2009-2010
 - ◆ **Chair, North Coast Unified Air Quality Management District**
 - Joint Powers Authority for Humboldt, Trinity and Del Norte counties
-

Mark Lovelace

2322 Buttermilk Lane
Arcata, CA 95521
(707) 476-2393
mlovelace@co.humboldt.ca.us

Education:

- ◆ **San Jose State University**
B.S. Industrial Design, 1987
-

Professional Employment and Experience:

- ◆ **President, Humboldt Watershed Council, 2003 – 2008**
Led successful efforts to improve regulation of water quality and to protect downstream residents. Represented HWC in meetings and hearings with local, State, and Federal agencies, officials and elected representatives. Authored two successful appeals to the State Water Board.
 - ◆ **Co-Founder / Project Coordinator, Healthy Humboldt Coalition, 2004 – 2008**
Worked to protect the environment and preserve open space and working lands through development of land use and planning policies, with the goal of making our cities attractive, vibrant and healthy places where people want to live, work and play. Partnered with public health, affordable housing, and transportation advocates. Helped defeat regulatory challenge to Humboldt County's Housing Element.
 - ◆ **Founder / Director, Sunnybrae/Arcata Neighborhood Alliance, 2000 – 2006**
Guided project to address community concerns regarding timber harvesting, resulting in the successful addition of 175 acres to the Arcata Community Forest. Achieved unprecedented cooperation from State and Federal agencies.
 - ◆ **Founder and Manager, Arcata Forest Fund, 2002 – Present**
Raised \$120,000 in direct donations from the community and leveraged nearly \$3 million in State, Federal and private grants for the acquisition of the Sunny Brae Forest and the Bayview Ranch, protecting 500 acres of open space.
 - ◆ **Owner, Design Link, Arcata, California, 2001 – 2008**
Design and product-development consultant for small manufacturers. Helped businesses develop new products and improve production to reach new markets. Connected clients with manufacturers both locally and across the country.
 - ◆ **Production Manager, Wildwoods Company, Arcata, California, 1987 – 2001**
Managed all aspects of production, machine programming and tooling design. Increased production by 500%, creating jobs. Trained employees and created instruction and operations manuals.
-

Mark Lovelace

2322 Buttermilk Lane
Arcata, CA 95521
(707) 476-2393
mlovelace@co.humboldt.ca.us

Affiliations:

- ◆ **Humboldt Partnership for Active Living, Steering Committee, 2005 - Present**
Assisted in development and strategic planning for multi-disciplinary partnership between public health, land use planning and transportation interests to advocate for healthier, walkable communities, trails, and alternative transportation
 - ◆ **Housing for All, Steering Committee, 2007 – 2008**
Advocated for programs and policies that would ensure an adequate supply of affordable housing to meet the needs of the whole community
 - ◆ **Community Forestry Team, 2006-2008**
Partnered with The Nature Conservancy and Save The Redwoods League to attract over half-a-billion dollars in private capital investment with the goal of acquiring and managing the Pacific Lumber Company's lands for the long-term benefit of the environment and the local community
 - ◆ **Redwood Forest Foundation Inc, 2005 - 2008**
Large Acquisitions Committee
 - ◆ **Humboldt Baykeeper, 2005 – Present**
Advisory Board
 - ◆ **Humboldt Area Foundation, 2002 – 2008**
Scholarship Committee
-

Awards:

- ◆ **Arcata Eye**, Citizen of the Year Award, 2002
 - ◆ **Redwood Region Audubon Society**, Conservation Award, 2005
 - ◆ **Humboldt Watershed Council**, Award of Excellence, 2001, 2004
-

Training and Workshops:

- ◆ **Great Valley Leadership Institute**, October 2010
 - ◆ **Subdivision Map Act Seminar**, March 2010
 - ◆ **State Bar of California Environmental Law Conference**, 2008, 2009
 - ◆ **Land Trust Alliance National Conference**, October 2007
 - ◆ **Mello-Roos Community Financing Districts**, January 2006
 - ◆ **Transferable Development Rights**, December 2005
-

Mark Lovelace
2322 Buttermilk Lane
Arcata, CA 95521
(707) 476-2393
mlovelace@co.humboldt.ca.us

Selected Reports, Presentations and Speaking Engagements:

- ◆ **Humboldt State University, Guest Lecturer**
 - Conflict Resolution in Environmental Issues, 2002 - Present
 - Case Studies in Environmental Impacts, 2001 - Present
 - Environmental Ethics, 2001 - Present
 - Sustainable Communities Forum, February 2006
 - Legal and Political Social Work, February 2010
 - Marijuana Legalization Forum, March 2010

 - ◆ **National Association of Counties (NACo) Annual Conference, March 2010**
 - "Improving Public Health Through Better Land Use Planning"

 - ◆ **Sierra Nevada Alliance, Sierra Nevada Conference, August 2006**
 - "Thinking Like a Watershed: How to Build Diverse Coalitions"
 - "Social License: How Societal Expectations Predict Future Regulation"

 - ◆ **Institute for Sustainable Forestry, Future Forests Conference, October 2005**
 - "What is Social License?"

 - ◆ **Renewable Energy Secure Communities Experts Forum, February 2011**
 - "Humboldt County's RESCO Project"

 - ◆ **Numerous Presentations, 2005 - 2007**
 - "Analysis of Pacific Lumber Company's Financial Crisis"

 - ◆ **Alliance for Sustainable Jobs and the Environment, March 2007**
 - "Bankruptcy 101: Understanding the Pacific Lumber Chapter 11 Case"

 - ◆ **Citizens for Real Economic Growth Public Forum, February 2006**
 - "The Impact of Big Box Retail on the Local Economy"

 - ◆ **Humboldt Watershed Council Public Workshop Series**
 - "Can Habitat Conservation Plans Protect Endangered Species?" 2003
 - "Understanding Watershed-wide Waste Discharge Permits," July 2005
 - "Sensitive Watersheds Nomination Process," 2004

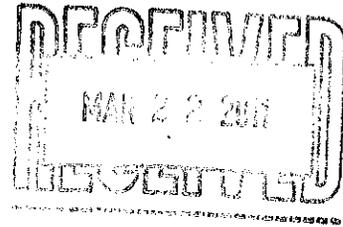
 - ◆ **Report on Sensitive Watershed Nomination Process, September 2004**
 - Citizens' advisory team report and presentation to Board of Forestry
-

Alex Stillman

PO Box 1194 • Arcata, CA 95518 • 707-822-2269 alexnacv@gmail.com

March 11, 2011

City of Trinidad
736 F Street
Arcata, CA. 95521



Dear Trinidad City Council:

I would like to request that you consider putting my name forward to the governor's office for their consideration in regard to the pending opening on the California Coastal Commission.

Thank you,

Sincerely,

Alex Stillman

Alexandra Stillman
Arcata City Council Member

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Position: California Coastal Commission, North Coast Region

Applicant: Alexandra Stillman

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Government:

Arcata City Council: 2011-present

Humboldt County Workforce Investment Board: 2007-present

Humboldt County WIB Green Building Council: 2010-present

P.G.&E. Wave Connect, Humboldt Working Group

Arcata City Council 2006-2010

Humboldt County's Headwaters Fund Board: 2003-2011

California Main Street Legislation: 1980's

California Water Commission: 1976-1980

Arcata City Council: 1972-1980

Business:

Owner and manager of commercial and residential properties in Arcata

Arcata Stay Lodging Network

Historic preservation and design consultant

Former partner in two downtown Arcata retail businesses

Community:

Godwit Days Bird Migration Festival

Arcata Forest Fund Ridge Trail Development Project

Historical Sites Society of Arcata

Arts, Arbor, Arcata and Arcata Main Street Design Committee

Fire Arts Center

Humboldt State University Business Partners

Umpqua Bank Divisional Board

Awards:

League of Women Voters, Civic Contribution Award: 2003

Democrat of the Year, Humboldt County: 1996

Full Resume: City of Arcata's website: www.cityofarcata.org



AGENDA ITEM #5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

5. Discussion/Decision on Committee to Recognize Quality Community Design

Item: Establish a Committee of the Council with the task of recognizing quality community design.

Background: Trinidad has an active citizenry in countless ways. Residents care about their community and work to maintain attractive landscaping, housing, retail and community spaces.

It is easy to look at what is missing, what doesn't work and where the messes are. It is, therefore, important to recognize Good Work of a community. By doing so, we recognize the talents and efforts of our citizenry. This process would recognize work of citizens to enhance the visual appearance of the village and improve first impressions of visitors.

Trinidad's "Shared Community Vision Statement" emphasizes "Trinidad as a rural, coastal community nestled in the forest along the Pacific...is clean and well-maintained...there are small shops in a quaint rural business district. "

Proposal:

A citizen's committee of five members, selected by the Council and chaired by the Planning Commission Chair, will meet to determine which residents, households and businesses best achieve high standards of design reflecting the values of the Village of Trinidad.

Categories for awards:

- Best Alley Design and Maintenance
- Best Retail Store and Landscaping Design
- Best Commercial Signage
- Best "Fishing Village" Exterior Remodel
- Best Secondary Unit Design
- Best Coastal and Native Plant Landscaping
- Best Energy Efficiency Remodel
- Best Vacation Dwelling Unit Design

Pool of possible awardees:

Locations within the City limits of Trinidad.

Process for selection:

There will be no official nomination process, although residents are encouraged to suggest candidates/addresses for consideration. Names and addresses of potential awardees may be submitted to the Design Award Committee for consideration.

Committee members will individually tour the City of Trinidad in order to consider all potential award candidates. Members will gather information and bring to the committee for consideration.

Awards will be made at a City Council Meeting within two months of appointment of the Award Committee. Awardees will be invited to attend. Ideally, the Award Committee will present digital images of award winners.

Qualities of Design and Trinidad Village Enhancement for the Committee to consider:

Community Enhancement:

- Enhances the sense of community pride
- Strengthens self-image and identity of Trinidad

Human Scale and Richness:

- Appeals to the intellect, emotions, senses and spirit
- Pleasing to the eye and mind

Environmental Sensitivity:

- Connects to its surroundings
- Improves the quality of the environment of which it is a part

Urban Greenscape:

- Protects and adds to native habitats, natural landforms, nature space, and connecting pathways

Sustainability:

- Addresses energy use as well as economic, social, cultural and ecological concerns
- Contributes to wise and responsible use of natural resources

Regional Character:

- Helps people understand the significance of this area including its natural and cultural history
- Retains and enhances nature views, natural aesthetics, sacred areas, and historic sites that define the Trinidad region

Resources: Trinidad's Draft General Plan, Vision Statement and City of Spokane's "15 Qualities of Good Design"