



Posted: June 05, 2020

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

The Trinidad City Council will hold a regular meeting on
TUESDAY, JUNE 09, 2020, at 6:00 PM
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

THIS MEETING WILL BE HELD VIA WEBEX VIDEOCONFERENCE

In accordance with Executive Order N-29-20 this meeting will be held via videoconference, and will be hosted on the **Cisco Webex Platform**. Learn more about Webex here: <https://www.webex.com/>

PUBLIC COMMENT: Public comment may be submitted via email in advance of the meeting, or in an orderly process during the conference. If you do not have access to email and you would like to provide a written statement, please deliver your comment to 409 Trinity Street, Trinidad CA, by 2:00pm, Tuesday, May 12, 2020.

Email public comments to cityclerk@trinidad.ca.gov Your comments will be included in the public record for the meeting, and will be accepted at any time during the meeting.

HOW TO PARTICIPATE: The City will publish a direct link to the conference, along with the participant code, on the City Calendar page online at <http://trinidad.ca.gov/calendar>

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ADJOURN TO CLOSED SESSION – No closed session.**
- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES – 05-12-2020 cc, 05-21-2020 scc**
- VI. **COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**
- VII. **STAFF REPORTS – City Manager & Law Enforcement**
- VIII. **ITEMS FROM THE FLOOR**

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

IX. **CONSENT AGENDA**

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

- 1. Staff Activity Report – May 2020
- 2. Law Enforcement Report – May 2020
- 3. Agreement with GHD to Provide Storm Water Project Construction Engineering Assistance
- 4. Authorize Public Works to Evaluate Bids and Select Contractor to Apply Striping to Scenic Drive.
- 5. Resolution 2020-09; Adopting a list of Projects for FY2020-2021 Funded By SB-1, The Road Repair and Accountability Act of 2017.
- 6. Amending the Humboldt Transit Authority Joint Powers Agreement.

IX. DISCUSSION/ACTION AGENDA ITEMS

1. ASBS Stormwater Project Update.
2. Discussion/Decision regarding Short-Term Rental Committee Recommendations
3. Discussion/Decision regarding Resolution 2020-08; Supporting Planning for Electricity Micro-Grid, More Reliable Water Supply, and Alternatives to Broadband Internet Service.
4. Continued Discussion/Decision regarding 2020 Sales Tax Election & Calendar Update.
5. Discussion/Decision regarding April Financial Statements and Preliminary FY2020-2021 Budget Review
6. Discussion/Decision regarding Purchase of an Electronic Variable Message Sign

X. FUTURE AGENDA ITEMS

XI. ADJOURNMENT

APPROVAL OF MINUTES FOR:

**MAY 12, 2020 CC
MAY 21, 2020 SCC**

Supporting Documentation follows with:

9 PAGES

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
TUESDAY, MAY 12, 2020

I. CALL TO ORDER

Mayor Ladwig called the Webex virtual meeting to order at 6:00pm. Council members in attendance: Ladwig, Miller, West, Grover, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams.

II. ADJOURN TO CLOSED SESSION – *There was no closed session scheduled.*

III. RECONVENE TO OPEN SESSION – *No closed session.*

IV. PLEDGE OF ALLEGIANCE

V. APPROVAL OF THE AGENDA

Motion (Miller/Grover) to approve the agenda as amended. Passed unanimously.

VI. APPROVAL OF MINUTES – 04-14-2020 cc, 04-28-2020 cc2

Motion (Grover/Davies) to approve the 04-14-2020 cc with corrections. Passed unanimously.

Motion (West/Grover) to approve the 04-28-2020 cc2 minutes as submitted. Passed unanimously.

VII. COUNCILMEMBER REPORTS/COMMITTEE ASSIGNMENTS

Miller: RCEA is pursuing green energy contracts. As for future water or Rancheria Hotel project decisions, we may have to re-think how temporary virtual meetings may be because we could be meeting this way for a while.

Ladwig: Many residents have requested that decisions regarding the Rancheria Hotel Project water request be made at live meetings, not virtual meetings.

Grover: Nominated as a green party delegate recently.

Davies: Deferred to the Trails agenda item.

West: No report.

VIII. STAFF REPORTS

City Manager Naffah highlighted items listed in the written staff activity report, and showcased one of approximately 170 boxes of emergency food issued to the City by the Area 1 Agency on Aging for distribution to seniors. He also provided an update on Verizon, Covid re-opening Phase II, part 2, and mentioned a possible special meeting on May 21 to discuss the Stormwater Project.

Davies objected to the special meeting, and requested the City stick to its regular schedule.

IX. ITEMS FROM THE FLOOR – *There were no items from the floor.*

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

X. CONSENT AGENDA

1. Staff Activity Report – April 2020
2. Financial Statements – March 2020
3. Law Enforcement Report – April 2020
4. City Manager Contract Renewal

Motion (Miller/West) to approve the consent agenda as submitted. Passed unanimously.

XI. DISCUSSION/ACTION AGENDA ITEMS

1. Discussion/Decision regarding Trails Advisory Committee recommendation for a Covid-19 Trails Safety Protocol.
Councilmember Davies explained that the Trails Committee met and at the request of the City Manager, discussed the Covid-related trail closures. The Committee passed the following motion:

(Davies/Kenny) to recommend that there be a formal policy established and followed before any trail is closed. The following are specific to a COVID-19 safety protocol which are as follows: brushing, ensuring line of sight, and having signage notifying users of mask requirements when social distancing cannot be met. Passed unanimously.

Miller: Details of this nature may not be necessary at the Council level, and I appreciate the City Manager having the discretion to handle such issues. I would like the policy, however, to allow as much use of the trails as possible and only be closed if absolutely necessary.

Gail Kenny, Trails Committee: The Covid emergency is not the same as a catastrophic closure. Certain trails, such as Parker Creek, could be brushed better to create space for proper distancing.

Shirley Laos, Trails Committee: We did not feel it was our responsibility to author the policy. The minutes of our meeting should help explain our rationale for the motion. We differentiated between a true emergency situation vs. a preventative, or precautionary one. Guidelines are important for decisions like this, not personal opinions.

City Manager Naffah explained that he passed the issue along to the Trails Committee because they have more experience on the trails.

Public comment included:

Elaine Weinreb – Trinidad Area

The oceanside of Trinidad Head is getting overgrown with poison oak. **Mayor Ladwig** volunteered to help Public Works if needed.

Council comments included:

Miller: Not everyone is abiding by the 1-way direction of the Trinidad Head trail.

Ladwig: In favor of signage showing we support masks.

By consensus the Council tasked the City Manager with evaluating the need for a policy and prioritizing it if applicable.

City Clerk Adams explained that this is a continuation of the April 14 meeting discussion. The recent Covid-19 pandemic crisis has complicated revenue comparisons and expectations based on normal years, but also complicated anticipating voter sentiment. Considering the ripple effects that the economic collapse will have on the general revenue sources for perhaps years to come, it's hard to imagine the compounding impact that not having the additional sales tax revenue could have on the City's ability to provide some very basic services.

At the April 14 meeting, the Council asked to tie this discussion in with preliminary 2020-2021 revenue projections. In response, Staff added a few more slides to the presentation given on April 14 that shed some light on possible scenarios that could play out, and also provide insight as to how prepared the City is to weather the storm.

A revenue projection spreadsheet was prepared showing the City's average baseline revenues from its primary sources, and calculates what the amounts would be based on 30, 40, and 50% declines. The amounts range from \$125,000 at 30%, to \$205,000 at 50% loss. The City has adequate reserves to shoulder the impact in FY 2020-2021 as designated in Resolution 2019-05 for Emergency and Budget Stabilization. It is very common for cities with large sales and occupancy tax revenues to have high reserves due to volatility.

Deadlines: If the Council decides to proceed with a sales tax measure, the November election ballot will ask the voters to decide on 1) the Sales Tax Measure, and 2) selecting 3 Councilmembers. There are deadlines shared with the Sales Tax Election decision, and others that are independent from the Sales Tax election schedule:

FIRST DEADLINE: June 09, 2020 Council meeting:

1. Final decision to proceed or sunset the Sales Tax Increase must be made.

SECOND DEADLINE: July 14, 2020 Council meeting:

1. If a decision is reached to continue the sales tax increase, the wording must be drafted and approved in a resolution. Staff will draft the resolution based upon the decision reached at the June (or earlier) meeting and include it for adoption at the July (or earlier) Council meeting.
2. A second resolution will be required at this meeting to approve requesting that the City and County consolidate their elections. Clerk will have the resolution prepared for discussion/approval at this meeting, regardless of the Sales Tax decision.

The next steps following the July Council meeting deadline will be advised after each benchmark decision is reached. The Clerk's office will provide monthly updates and announcements to the Council regarding publishing deadlines and required notifications for both elements of the election.

There were no public comments.

Council comments included:

Miller: I would like to see information showing how much of the sales tax is paid by tourists. **I would also like to see a list of options.** **Adams** explained that if that information is possible to establish, City Manager Naffah should be able to access it via private sources. If not, we could list or identify taxable items such as take-out food, gifts, bait, tackle, etc. that will illustrate the point. Adams further explained that the options are endless, but if the Council desires to pose a ballot measure to the voters, it could start by weighing the pros and cons of simply extending the current measure and possibly extending the time-frame.

West: Ready to move this forward.

Davies: We should wait a month and consider it during budget discussions.

No decision was made. The Council requested a list of options to consider at the June 09 regular meeting.

XI. FUTURE AGENDA ITEMS – No items discussed.

ADJOURNMENT: 7:45pm.

Submitted by:

Gabriel Adams
Trinidad City Clerk

Approved by:

Steve Ladwig
Mayor

MINUTES OF THE SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL
TUESDAY, MAY 21, 2020

I. CALL TO ORDER

Mayor Ladwig called the Webex virtual meeting to order at 6:00pm. Council members in attendance: Ladwig, Miller, West, Grover, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

Motion (Miller/West) to approve the agenda as amended. Passed unanimously.

IV. ITEMS FROM THE FLOOR – *There were no items from the floor.*

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

Bryce Kenny – Trinidad

We are in a new era of financial austerity. Grant funding is not guaranteed in the future for the City, nor the Rancheria. Please keep this in mind in your future decisions.

Anita Thompson – Trinidad

Are Trinidad short-term rentals still following the moratorium as new Covid cases rise?

Norm Thompson – Trinidad

Requested an update on the fire hydrant status on the corner of Van Wycke and Galindo. City Manager Naffah will follow up with them.

Steve Madrone – Trinidad Area

Friendly reminder to everyone to mute their microphones.

Ken Miller – Trinidad Area

Should we be concerned with the Casino opening up Friday?

V. CONSENT AGENDA

1. Stormwater Project Update

Motion (Miller/West) to approve the consent agenda as submitted. Passed unanimously.

XI. DISCUSSION/ACTION AGENDA ITEMS

1. Discussion/Decision regarding Resolution 2020-07; Acknowledging the Public Service of Bryan Buckman.

Mayor Ladwig read the resolution aloud, highlighting Buckman's successes and accomplishments during his nearly 20-year career with the City.

Miller: Expressed sincere appreciation for all Buckman has done for the City.

Public comment included:

Bryce Kenny – Trinidad

Buckman was a true son of Trinidad. He worked multiple jobs, found his calling, and will be missed.

Jim Baker – Former resident and Councilmember

It's important to note how much institutional knowledge will be lost with Buckman's retirement.

The full Council expressed their gratitude to Buckman and wished him the best.

Motion (Miller/West) to approve Resolution 2020-07; Acknowledging the Public Service of Bryan Buckman.

Passed unanimously.

2. Discussion/Decision regarding 3-Month Contract Extension for Law Enforcement Services, Second Amendment, with the Humboldt County Sheriff's Office.

City Manager Naffah explained that this agenda item was necessary to allow additional time needed to negotiate a new agreement.

There were no public or Council comments.

*Motion (West/Miller) to adopt the Second Amendment to Agreement to Provide Law Enforcement Services Within the City of Trinidad. **Passed unanimously.***

3. Discussion/Decision regarding Memorandum of Understanding (MOU) with the Trinidad Rancheria on Engaging in a Series of Conversations regarding City Water for their Hotel Project

Mayor Ladwig and City Manager Naffah explained that the City received a letter from the Trinidad Rancheria shortly after the May 13 government-to-government meeting. It seems as if the Rancheria is now halting cooperation on all matters with the City until a decision is made on the hotel project, including the Stormwater project to be completed in the harbor parking lot.

To keep the process from stalling entirely, Mayor Steve Ladwig, Mayor Pro-Tem Jack West, and City Manager Eli Naffah agreed to begin a conversation with the Rancheria on what each party is willing to consider for the water decision. This includes, but is not limited to:

- What are the terms of water delivery?
- What happens in drought years when water restrictions are required?
- What improvements to the water plant is the Rancheria willing to provide?

City Council is responsible for making informed decisions by considering all aspects of an issue. It also has the responsibility of keeping business moving in a productive and respectful manner, to the best of their abilities.

The Rancheria has been informed that the final decision rests with the entire Council and is based on facts generated by the water studies, the needs of the City, and all members of the greater Trinidad community. It also has been noted that the City remains committed to the partnership established by working together on projects of mutual benefit, such as the Stormwater Project.

A draft MOU has been prepared to present to the Council on Thursday that outlines what that conversation would look like for the City. The only desired outcome of the MOU and the conversation with the Rancheria is to bring several options forward to the City and the greater Trinidad community for discussion and decision regarding the Rancheria's request for water in open session at future meetings.

Mayor Ladwig asked the City Manager to summarize the guidelines for government-to-government meetings.

City Manager Naffah explained that the first step listed on the MOU is to engage in a dialogue. The State of Ca has Tribal Consultation Guidelines that require the local government to meet with less than a quorum of its members, and establish procedures to allow tribes to engage with local government in a confidential setting. The intent is to have a conversation to explore the Rancheria's request, and explain the City's needs and limitations. Meeting in a confidential setting allows us to obtain as much information as possible, and return to open meetings with a full scope for public discussion.

Council questions included:

Davies: Regarding the MOU, there are many specific points that appear to be discussed in closed meetings. I've asked, repeatedly, to have the content of these meetings reported back to the Council. People would like to know about these meetings. If this has all been discussed over the last year, why hasn't it been reported out.

Naffah replied, explaining the 8 points listed in the MOU are essentially a roadmap for further discussions and that no conclusions have been reached. Further, as pre the Rancheria's letter, they clearly believe the City has not been responsive over the last year. The Mayor, Mayor Pro-Tem, and I just recently drafted it. **Ladwig** echoed Naffah's comments, noting that this is simply a starting point that is open for deliberation. The Rancheria has not seen it until the meeting packet was published on Friday.

Questions/Clarification from the Council and Public:

Jim Baker – Former City Councilmember

Regarding Gov2Gov consultations, I was unaware that they are confidential. Davies is correct about reporting out, that meeting content should be reported out. We also should ensure whether an MOU has legal implications.

Naffah explained that the Brown Act allows exceptions for confidentiality for real estate negotiations, and cultural places.

Shirley Laos – Trinidad Rancheria

Meeting confidentiality protection isn't limited to cultural places. The categories are very broad. I would be very careful to describe statutory requirements by laypeople in a discussion. When we have our Gov2Gov meetings, there is not a quorum of local officials, and the Tribal Government can determine what content is confidential or not. The MOU was written by the City. The Tribe did not have any input, which was a point of contention for us. The Tribe is a sovereign government - not just a stakeholder, and not just citizens. We expect the same description of Gov2Gov meeting as the Council reports out from its own closed sessions.

Richard Clompus – Trinidad Resident

Requested an example of a confidential topic. **Naffah** explained that Hyatt developers would not want certain privileged information disclosed to its competitors.

Jaque Hostler – Trinidad Rancheria

Any topic that the Rancheria requests be held confidential, should be kept confidential. The Rancheria has been trying to work in good faith. Respecting this means respecting the confidentiality of the Tribe. The illusion that has been cast that there are back-room deals going on is false. Shirley and I were surprised to learn about the MOU through the press. The City Council (or someone) released it to the media first, but we perceived it as an attack. Having an MOU is meaningful.

Sheri Provolt – Yurok Tribal Councilmember

I respect the Gov2Gov process. Transparency is important. Coming out together with a common statement or goals is very important. Having the 5 or 6 points, or goals, to accomplish is very helpful.

Written comments:

All written comments received have been archived on the City website as part of the 05-21-2020 meeting record.

Public comment included:

Bryce Kenny – Trinidad

One big problem I see with the Rancheria's Gov2Gov meeting scenario is less that you have than a majority of the Council agreeing to substantive decisions about what might be confidential. Regarding the MOU, the road you're going down is extremely schyzophrenic. You have the Planning Commission working on a water policy to determine an outside-city connection process, and the Council is going down a completely different track. Now is not the time for an MOU. Everyone must be patient while the PC finishes their work. It's putting the cart before the horse. Once the policy is created, it can be applied to the Rancheria's request. Sunlight is one of the best disinfectant. There is a perception that deals are being made. The Hotel may, or may not be viable considering the current health crisis. Trailer parks north of town have requested water, and your General Plan already includes that area as a priority. Do the right thing.

Jacque Hostler – Trinidad Rancheria

I need to address some of the comments. It's a tried and true tactic to accuse an Indian Tribe of hostility. Neither the Trinidad Rancheria or Tribal Chairman have threatened the City. HARP's mischaracterization of the Tribe's letter evokes a long history in CA where a Tribe has been punished for standing up for its rights. They'll do whatever they can to keep the project from moving forward. HARP is not concerned with the City's water system. The City seeks the right to use the Tribes land for the Stormwater system, and the Tribe has expressed willingness in partnership if the City works in good faith with the Tribe. The Tribe has also expressed willingness to help improve the City's water system. A presentation was made in April 2020 by the Tribe to pursue this partnership. The Council agreed it would be worth pursuing a partnership to determine a positive path forward. The Tribe deserves a response to its year-old request. The Tribe has contributed over \$877,000 to the City's infrastructure over the last few decades.

Don Allan – Trinidad Area

Submitted written statement. I am a member of HARP, and disagree that we do not support a hotel. The Rancheria has stated the request is over a year old. The Tribe stated that an MOU must include other Tribes in the area. I have more questions than statements at this time.

Shirley Laos – Trinidad Rancheria

There is a difference between a Land Trust MOU, and a Gov2Gov MOU.

Richard Harris – Bay Area Resident

Submitted a prepared statement, submitted to the City and included in the Public Comment Packet. Question about how the City decided to proceed with the MOU. Rancheria's representatives say they would like to think about the MOU for a while. It is very one-sided.

Jacque Hostler – Trinidad Rancheria

The FONSI is ready and will be signed by the BIA representative. The Hotel Project is alive and well, and moving forward. The Rancheria has a right to develop, but we want to move forward with the City in partnership, sharing common goals.

Anita Thompson – Trinidad

We have a limited and finite water source. Can we still maintain a partnership while the Rancheria receives water from another source?

Steve Madrone – Fifth District Supervisor, Humboldt County

This is the biggest Webex I've ever seen. 75 participants. I have great respect for Gov2Gov meetings, but I firmly believe that an MOU is not needed. It creates a lot of problems in the community, as simple as it may seem. There is no water to offer. There is ample evidence in the reports received by GHD that without adding any new customers, the City's water supply may not be able to supply water to its existing customers during a drought period. If you understand this, and understand the last 30 years of promises to the north Trinidad area as codified in the General Plan, you'll realize there is not enough water, yet. You keep punting this back to the Planning Commission, but you clearly don't realize the limits of your water supply. I do. If the Rancheria reduces the size of their development and the community starts developing collection and storage, we can get to a better place.

Council comments included:

Miller: I second Madrone's comments. I support the MOU because it doesn't promise any water. All the reports I've read say there is very little, if any, water to share during low-flow periods. Storage is key. I will consider the MOU if it includes the drought considerations in the discussion.

Grover: I assumed that the MOU was developed by the City and Rancheria.

Ladwig: We have been asked as a City to be transparent with our actions, so this was developed in response to a stalemate reached that has affected our Stormwater Project.

Davies: I appreciate all the public comments that were sent in. I had zero knowledge of this MOU until I saw it in the meeting packet. I've heard about a formal request made for water, but I did not see it agendaized in any meeting packet over the last 2 years. Regarding Gov2Gov meetings, other communities meet usually once or twice a year and the meetings are agendaized and published. It would be nice to see agendas for these meetings. We do not have a final water policy yet. The Planning Commission is working on the drought contingency plan. We are considering entering into an MOU with a sovereign nation, and have no legal recourse if there are disagreements between parties. I will not support this MOU tonight, but in the future if one is proposed I would request sovereign immunity is waived by the Rancheria so we both stand on an even level.

Regarding the Gov2Gov meetings, I recommend that the City develop a policy that dictates meeting procedures. I would like to suggest the following motion for consideration:

(Davies/Grover) 1) Considering the Planning Commission has been directed to complete the drought contingency plan of the draft Water Policy, I move to deny the request to develop an MOU with the Rancheria at this time, and 2) if in the future this topic reappears, the discussions will take place in open public meetings.

West: I'm struggling with this. I thought we've been working in the right direction, but overwhelming public comment has me wondering if this is the best method. I've been impressed by how the Rancheria operates and I trust they are committed to our partnership. I like the MOU, but feel we'd be going against the community if I support it. I believe we need to work with the Rancheria, but either way we're in a tough position. I would like to take a step back and review the MOU, and during that time I would like the City to complete its Water Policy and use it as a guide. I received only 1 letter in support of the Rancheria's request. I'm struggling with this decision.

Miller: I request that you read the MOU. It does not reflect the letters received. We are not contracting with this MOU to give the Rancheria water. It merely gives us time to continue discussions with the Rancheria so they understand we're partners. It does not bind us whatsoever. The comments I received were focused on not

giving them water. I want to see a drought related item in the MOU. Voting against the MOU could give a tone that we're not interested in continued good faith discussions.

Davies: This is a very leading document. That's how I read it, and that's how I interpreted it.

Ladwig: This is an MOU to work with the Rancheria. I don't think the Rancheria wants to work with us on finding ways to not provide them water.

West: I support the first part of the motion, but not the second part. I still want to work with the Rancheria, but it may be possible to do this without an MOU.

Continued public comment:

Bryce Kenny – Trinidad

Davies motion is the right thing to do. It does not bind you at all. It simply allows you to finish a process you've already started. It requires the Rancheria to be patient.

Katrine Homan – Trinidad Area

I request that you support the MOU. Keep talking with the Rancheria. At the Coastal Commission meeting in August, they were told that a Water Policy would be prepared in December/January. They've been waiting patiently. For the City it's only a small inconvenience, but the Rancheria is shouldering all the consequences. They've received accusations about them being bullies. This MOU just levels the playing field. A partnership could result in collaborative discussions in a timely manner that balance all interests.

Don Allan – Trinidad Area.

If it has to be one way or the other, it should be no, until there is more data. It's immature to enter into the unknown without all the data. There seems to be a distrust in these Gov2Gov meetings, so I suggest including Supervisor Madrone as a participant.

Jacque Hostler – Trinidad Rancheria

Echo Councilmember Miller's comments. Think about this very carefully. The current motion may put you down a path of no return. We're trying to maintain a good faith relationship, and saying you aren't willing to do that is a very serious decision.

Sheri Provolt – Yurok Tribal Councilmember

An MOU isn't needed, but it's very important to have a collaborative Gov2Gov meeting focused on the science and data on water issues, and think about moving forward in developing a sustainable water system (and waste water systems) for Trinidad and the surrounding area. Your relationship with the Tribe is vital.

Final Council comment included:

West: I agree with Sheri Provolt, and I feel very good about her suggestion. I would like to clarify that we want to move ahead in the future together, collaboratively, and would like to write that up somehow.

Grover: Agree with West.

Davies: I've redrafted my motion in the chat feature of the Webex, as follows:

(Davies/Grover) Considering the Planning Commission has been directed to finish the Water Policy draft, complete with a Drought Contingency Plan, I move to deny the request to develop an MOU with the Trinidad Rancheria at this time. Furthermore, if the topic of this MOU reappears in the future, all negotiations regarding said MOU will take place in an open public meeting. Motion passed by the following vote: YES - Grover, Davies, Ladwig. NO - West, Miller.

VI. FUTURE AGENDA ITEMS – No items discussed.

ADJOURNMENT: 9:15pm.

Submitted by:

Approved by:

DRAFT



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION ATTACHED

1. Staff Activity Report – May 2020

City Manager's Report

Date: June 9, 2020

COVID-19 Testing:

Redwood Acres has been set up as a general testing site by appointment for COVID-19. You can schedule an appointment by calling 888-634-1123 or by going to www.lhi.care/covidtesting. Test results are expected in two days after testing.

Lodging:

The City in general has received compliance for lodging stays under 30 days. A Memo has been sent to owners and property managers outlining the current COVID-19 related guidelines. Only guests from the following categories are permitted at this time:

- Essential Workers (medical, emergency services, supply chain) (per City Resolution)
- Local Residents of Humboldt County (per County Health Officer)
- Travelers on a journey who need to rest for one night (per County Sheriff) [note limited to one-night stay]

COVID-19:

I have been attending presentations and meetings re: Coronavirus. The County's Emergency Operations Center, the Governor's Office, the League of California Cities, and the City Managers and County Administrative Officer meetings have been focused on efforts to address COVID-19. Recently, local restaurants and gift shops have been permitted to allow customers in their venues.

Housing Element:

The Housing Element of the General Plan for Trinidad has been certified by California's Department of Housing and Community Development (HCD). California cities are required to have compliant housing elements. In addition, HCD has awarded Trinidad \$162,000 in SB2 planning grant funding.

Sprint:

Sprint is merging with T-Mobile and is ready to decommission their cell tower on Trinidad Head. A Coastal Development Permit (CDP) is needed to remove the portion that is in the ground.

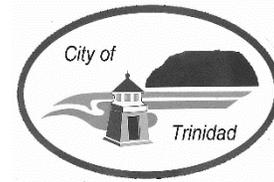
Trails:

All trails are now open except the Van Wycke Trail due to slope damage and safety issues as recommended by our insurance carrier. Signs have been placed on all trails indicating social distancing and the use of masks when needed (i.e. when encounter others on a trail).

PARSAC:

Attended the semi-annual meeting of PARSAC, our risk management agency. PARSAC is merging with REMIF, another insurance agency that serves other local cities. PARSAC will be the successor agency. The new agency will serve 6 of the 7 cities in Humboldt County, except for Rio Dell. The merger will be complete in June, 2021.

To: Trinidad City Council
From: Becky Price-Hall, Project & Grant Coordinator
Date: June 1, 2020
Re: June 2020 Project and Grant Report



As the Project and Grant Coordinator, my primary responsibilities are administering grant funds and securing new grant funding. Since joining the City Staff in 2011, non-grant responsibilities have been added to my work load including:

- Compliance with requirements for public works bidding, contracting and labor compliance. I assist Public Works and Water staff when they prepare for construction projects for grant and non-grant projects over \$5,000.
- ASBS and Storm Water Compliance – The (2011-2014) Department of Conservation Watershed Coordinator Grant included funding for developing a stormwater program to reduce storm water pollution and comply with the Storm Water Discharge Permit requirements. When the grant closed out, I continued my role as MS4 Permit stormwater program manager.
- Compliance with State Water Conservation Requirements: Since 2012 during the drought, I have assisted the City with implementing water use restrictions and reporting. Through 2014, this work was funded through the Watershed Coordinator Grant.

Non-grant (general fund) Projects and tasks assigned for April & May:

- Assisted the City Clerk with FY 20-21 draft budget preparation.
- *Area of Special Biological Significance (ASBS)*: Draft a letter to the State Water Resources Control Board to request an 18-month extension of the ASBS Compliance Plan schedule. Because the Storm Water Project is delayed, the City will not meet the deadline for construction of stormwater improvements to eliminate the stormwater discharge into the ASBS.

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

- *Local Road Safety Plan (LRSP)*: Communicated with Caltrans and County Public Works about the LRSP timeline. The City has partial funding from Caltrans to develop an LRSP in partnership with the County and other cities. The City will apply for additional funding in the fall. Attended a webinar about developing LRSPs.
- *Local Hazard Mitigation Plan (LHMP)*: Began developing a work plan and schedule for Trinidad's LHMP Actions. The next steps will be capital improvement planning and developing a funding strategy.
- *State Housing and Community Development (HCD) Grant*: The City received an award letter that the SB2 Planning Grant application was approved for \$160,000. Good job, Trever! The grant will help the City meet state requirements to streamline approval of affordable housing through development of policies, design standards, plans and incorporating these into the housing and zoning ordinances.
- Ongoing: Identify grant funding to pursue priority projects for water system improvements, hazard mitigation and preparedness, recreation and street improvements. Attended webinar *Strategies for Integrated Hazard Mitigation and Water Resource Planning and Funding*.
- Research, identify and pursue resources (funding, etc...) available to the City for addressing the COVID-19 emergency.

Details are provided below for each grant project.

Project Name	Van Wycke Bicycle and Pedestrian Connectivity Project (Van Wycke Project)		
Grant Budget	\$692,000	Funding Source	Caltrans Active Transportation Program (state funding only)
City Costs	\$21,000	Source	Public Works Budget – 2018 - 2021
Term	7/8/16-1/1/24	City Personnel Costs	Reimbursed by grant

Project Summary: This proposed project will improve access and safety for pedestrians and for bicyclists between Edwards Street and the Harbor Area. In response to stakeholder and public input, an option to re-route the trail has been developed.

Project Status: Approximately 17% of grant budget has been spent plus \$17,000 in City costs (July 2016 – April 2020). City Council voted in January to eliminate the retaining wall and work on project revisions that would be acceptable to stakeholders. The City has requested an extension of the deadline for requesting allocation of Construction funds. If the time extension is approved by the California Transportation Commission (CTC) on June 24, project construction would be scheduled for late 2021, assuming CTC approval of a revised trail route.

Project Name	Bicycle and Pedestrian Outreach & Education (Van Wycke Non-Infrastructure)		
Grant Budget	\$22,000	Funding Source	Caltrans Active Transportation Program (state funding only) Funding through Van Wycke Trail Project but considered a separate project by Caltrans.
Term	7/1/19 -4/1/21	City Personnel Costs	Reimbursed by grant funds

Project Summary: The Education and Outreach program for this project conducts bicycle and pedestrian safety education, develops citywide trail maps, and informs the public about using active modes of transportation and non-motorized routes (trails, sidewalks & bike lanes). Posters will be developed and information will be presented at the Trinidad Fish Festival and a Bike Rodeo will be held.

Project Status: Approximately 15% of the budget has been spent. This project is on hold. Because of the uncertainty with the Van Wycke Connectivity Project construction, staff suspended the contract awarded by Council in December to RCAA for the Educational Program. If the Van Wycke time extension is approved, the project will resume.

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

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

Status: \$43,000 has been spent to date. GHD has begun work on plans and right of way.

Project Name	Storm Water Management Improvement Project Phase 2 (ASBS Storm Water Project)		
Grant Budget	\$4,833,000	Funding Source	Prop 84 Storm Water Grant Program
City Match	\$15,000	Match paid by	General Funds- project development staff costs 2015- 2017
USDA Match	\$26,000	Paid by	USDA SEARCH Grant for Project Engineering Report
USDA Match	\$511,000	Application Pending	USDA Rural Development Storm Water Grant/Loan Financing
Term	9/1/17 - 6/30/21	City Personnel Costs	Funded by Prop 84 grant beginning September 2017

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

Status: Approximately \$310,000 has been spent to date for approximately 5 % of the total project. All tasks are moving very slowly due to the COVID pandemic issues and shelter in place requirement. The City has submitted a request to the funder for an extension of the grant schedule to provide additional time to secure a Coastal Development Permit from the Coastal Commission and an access agreement for the Trinidad Rancheria.

Respectfully submitted by Becky Price-Hall, Project & Grant Coordinator



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION ATTACHED

2. Law Enforcement Report – May 2020



HUMBOLDT COUNTY SHERIFF'S OFFICE

Page 1

Incident Search Results

City is trinidad or trin, Date Between 5/4/2020 and 5/10/2020

05/11/2020

Date	Inc #	Type	Time	Location	Dispositio
05/04/2020	2005040025	XFER	08:10:41	11 OCEAN VIEW DR	Xfer to Medical
05/04/2020	2005040034	602	09:29:42	3550 PATRICKS POINT DR	No Report
05/04/2020	2005040040	AVA	09:56:48	.SB 101 AT SCENIC DRIVE	Not as Reported
05/04/2020	2005040062	33P	11:23:48	3224 PATRICKS POINT DR	Billable Alarm
05/04/2020	2005040096	488	16:01:07	3415 PATRICKS POINT DR	Cad Documentation Only
05/05/2020	2005050015	SUSPC	07:56:31	435 PARKER CREEK DR	No Report
05/05/2020	2005050073	INV	15:47:11	4150 PATRICKS POINT DR	Xfer to another agency
05/05/2020	2005050105	459V	19:54:32	1 BAKER RANCH RD	Report Taken
05/06/2020	2005060132	XFER	21:20:45	51 MIDWAY DR	Xfer to Medical
05/07/2020	2005070024	FU	08:01:12	.SB 101 AT SCENIC DR	No Report
05/07/2020	2005070121	ANIMAL	15:39:46	3550 PATRICKS POINT DR	Warned
05/07/2020	2005070165	415N	21:33:57	122 MOONSTONE BEACH RD	Quiet on Arrival or Departur
05/08/2020	2005080089	WELF	14:49:17	73 ANDERSON LN	Report Taken
05/08/2020	2005080101	ASSISTA	16:05:14	50 ADAMS FOX FARM RD	Agency Assist
05/08/2020	2005080107	UNW	16:36:03	201 MAIN ST	Advised to Move Along
05/09/2020	2005090018	DISP	06:22:21	11 RAYIPA LN	Accidental Dial
05/09/2020	2005090030	TPAT	09:20:22	SCENIC DR	No Report
05/09/2020	2005090068	DISP	13:46:58	800 WESTGATE DR	Cad Documentation Only
05/09/2020	2005090102	SUSPP	17:27:22	570 EWING ST	Cancel Per Rp
05/09/2020	2005090104	BOOM	17:40:30	389 MAIN ST	No Report
05/09/2020	2005090115	BOOM	18:27:45	389 MAIN ST	Quiet on Arrival or Departur
05/09/2020	2005090117	INC	18:35:19	657 HECTOR ST	Accidental Dial
05/09/2020	2005090129	NPROB	20:05:42	306 VIEW AVE	Public Assist
05/09/2020	2005090136	WELF	20:37:49	389 MAIN ST	Field Interview
05/09/2020	2005090138	DISP	20:56:54	.BIG LAGOON SPIT	Pending Recontact From Rp
05/10/2020	2005100074	ASSISTA	15:00:20	264 N WESTHAVEN DR	Gone On Arrival
05/10/2020	2005100082	VEHI	15:32:53	LITTLE RIVER DR/FRONTAGE	Admonished
05/10/2020	2005100084	PARK	15:34:20	53 OCEAN VIEW DR	Cited
05/10/2020	2005100112	INV	19:10:03	3602 PATRICKS POINT DR	Cad Documentation Only



HUMBOLDT COUNTY SHERIFF'S OFFICE

Incident Search Results

City is trinidad or trin, Date Between 5/11/2020 and 5/17/2020

05/28/2020

Date	Inc #	Type	Time	Location	Dispositio
05/11/2020	2005110018	33X	07:38:07	1364 STAGECOACH RD	Cancel Per Rp
05/11/2020	2005110023	UNW	08:41:45	300 TRINITY ST	Public Assist
05/11/2020	2005110026	PC	09:04:41	CLAM BEACH DR	Cad Documentation Only
05/11/2020	2005110043	XFER	10:36:14	300 TRINITY ST	Xfer to Medical
05/11/2020	2005110045	AVA	10:44:25	850 WESTHAVEN DRIVE	No Report
05/11/2020	2005110052	594	11:08:11	/SCENIC DR/BAKER BEACH	Online Report
05/11/2020	2005110120	COVID	18:39:04	389 MAIN ST	Gone On Arrival
05/11/2020	2005110143	XPAT	23:30:28	185 BAKER RANCH RD	No Report
05/12/2020	2005120049	PC	11:15:32	PATRICKS POINT DR	Unable to Locate
05/12/2020	2005120082	WELF	14:04:26	463 TRINITY ST	Public Assist
05/12/2020	2005120084	XFER	14:11:13	788 S WESTHAVEN DR	Xfer to Medical
05/12/2020	2005120096	PC	15:43:47	PARKER CREEK DR/VIEW AVE	Advised to Move Along
05/12/2020	2005120117	UNW	17:36:16	389 MAIN ST	Gone On Arrival
05/12/2020	2005120124	SUSPV	18:16:30	OCEAN VIEW DR	Advised to Move Along
05/13/2020	2005130078	911M	14:44:06	1480 STAGECOACH RD	Accidental Dial
05/13/2020	2005130098	INC	17:13:47	51 MIDWAY DR	Cad Documentation Only
05/13/2020	2005130136	XPAT	23:30:19	185 BAKER RANCH RD	No Report
05/14/2020	2005140011	VEHI	05:18:41	SCENIC DR/MAIN ST	Field Interview
05/14/2020	2005140031	459R	09:35:05	110 S WESTHAVEN DR	Report Taken
05/14/2020	2005140051	PROB	10:59:49	473 QUARRY RD	Cad Documentation Only
05/15/2020	2005150085	DISP	13:54:15	TRINIDAD STATE BEACH	Cad Documentation Only
05/15/2020	2005150117	INC	16:23:00	2478 TRINIDAD HEAD	Cad Documentation Only
05/15/2020	2005150130	INV	17:38:34	109451 STATE HWY 101	No Report
05/15/2020	2005150183	XPAT	23:30:06	185 BAKER RANCH RD	Cad Documentation Only
05/17/2020	2005170120	PC	20:26:40	(UNKNOWN ADDRESS)	No Report
05/17/2020	2005170122	TRF	20:32:59	201 MAIN ST	Warned



HUMBOLDT COUNTY SHERIFF'S OFFICE

Page 1

Incident Search Results
City is trinidad or trin, Date Between 5/18/2020 and 5/24/2020

05/28/2020

Date	Inc #	Type	Time	Location	Dispositio
05/18/2020	2005180073	MP	13:20:54	1030 S WESTHAVEN DR	Report Taken
05/18/2020	2005180088	VEHI	15:05:26	FRONTAGE RD	Field Interview
05/18/2020	2005180123	WELF	19:52:44	PATRICKS POINT DR	Cancel Per Rp
05/18/2020	2005180136	XPAT	23:30:10	185 BAKER RANCH RD	Quiet on Arrival or Departur
05/19/2020	2005190047	FP	11:28:55	WOODED AREA BEHIND MURPH	Inable to Locate
05/19/2020	2005190080	BITE	14:27:18	858 TEPONA LN	Pending Recontact From Rp
05/19/2020	2005190105	XFER	17:06:38	290 6TH AVE	Xfer to CHP
05/20/2020	2005200014	911M	06:12:04	(UNKNOWN ADDRESS)	Cad Documentation Only
05/20/2020	2005200016	XFER	06:20:46	HWY 101/TRINIDAD	Xfer to CHP
05/20/2020	2005200026	ANIMAL	08:36:36	602 SPRUCE AVE	Report Taken
05/20/2020	2005200038	FU	09:44:49	185 BAKER RANCH RD	Cad Documentation Only
05/20/2020	2005200052	PC	10:57:38	(UNKNOWN ADDRESS)	Cad Documentation Only
05/20/2020	2005200056	459V	11:47:54	.BAKER BEACH	Report Taken
05/20/2020	2005200071	INV	13:13:57	375 MAIN ST	Cad Documentation Only
05/20/2020	2005200129	459	18:16:40	1 BAKER RANCH RD	Online Report
05/20/2020	2005200163	XPAT	23:30:45	185 BAKER RANCH RD	No Report
05/21/2020	2005210023	459V	08:34:11	/SCENIC DR AT BAKER BEAC	Online Report
05/21/2020	2005210025	FU	08:41:37	1 STAGECOACH RD	Report Taken
05/21/2020	2005210078	XPAT	13:17:55	(UNKNOWN ADDRESS)	Cad Documentation Only
05/21/2020	2005210080	XPAT	13:21:27	(UNKNOWN ADDRESS)	Cad Documentation Only
05/21/2020	2005210106	UNW	16:08:07	343 MAIN ST	Field Interview
05/21/2020	2005210145	SHOTSH	22:26:41	OLD WAGON RD	No Report
05/22/2020	2005220024	PARK	09:56:19	BIG LAGOON COUNTY PARK	Cited
05/22/2020	2005220025	INFO	09:58:01	651 PARKER ST	Cad Documentation Only
05/22/2020	2005220061	DISP	14:01:45	27 SCENIC DR	Cad Documentation Only
05/22/2020	2005220080	459V	15:01:56	N/A	Cad Documentation Only
05/22/2020	2005220098	459V	16:17:39	COLLEGE COVE PARK	Xfer to another agency
05/22/2020	2005220119	459V	17:51:48	SCENIC DR/BAKER RANCH RD	Scheduled Incident Created
05/23/2020	2005230033	459V	07:00:27	SCENIC DR/BAKER RANCH RD	Report Taken
05/23/2020	2005230036	XFER	07:29:02	51 MIDWAY DR	Xfer to Medical
05/23/2020	2005230084	459V	12:14:23	SCENIC DR	Report Taken
05/23/2020	2005230090	PC	12:44:04	SCENIC DR	Unable to Locate
05/23/2020	2005230098	TPAT	13:22:27	(UNKNOWN ADDRESS)	Agency Assist
05/23/2020	2005230122	ASSISTP	15:26:40	155 ROUNDHOUSE CREEK RD	Cancel Per Rp
05/23/2020	2005230129	INC	16:17:32	3224 PATRICKS POINT DR	Cad Documentation Only
05/23/2020	2005230133	UNW	16:31:14	355 MAIN ST	Cad Documentation Only
05/23/2020	2005230139	242	16:57:38	51 MIDWAY DR	Cad Documentation Only
05/24/2020	2005240055	INV	12:50:19	201 MAIN ST	Cad Documentation Only



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION ATTACHED

3. Agreement with GHD to Provide Storm Water Project Construction Engineering Assistance

AGENDA ITEM

Date: June 9, 2020

Item: AUTHORIZE ENTERING INTO AN AGREEMENT WITH GHD TO PROVIDE STORM WATER PROJECT CONSTRUCTION ENGINEERING ASSISTANCE

Summary:

The ASBS Storm Water Management Improvement Project is has completed environmental planning, design and permitting and will be moving into the construction phase, beginning with advertising for bids. Approximately \$420,000 in grant funds have been budgeted for Bid Period Assistance and Construction Administration. Staff recommends entering into an agreement (task order) for services to provide bid period assistance and construction administration (Construction Engineering Assistance) under the City's master agreement for engineering services with GHD, Inc.

Background:

As a reminder, this is the final phase of the ASBS Storm Water Project (Project) to eliminate the storm water discharge into the Trinidad Bay (Area of Biological Significance or ASBS). This will be accomplished by installation of stormwater facilities that treat and infiltrate the runoff rather than piping it untreated into Trinidad Bay. Previous phases of the project were completed in 2013 and 2018 to install infiltration galleries, bioswales and a raingarden in the upper part of town. This final phase will construct improvements on Underwood Drive, Ewing Street, Van Wycke, Edwards Street and in the beach parking lot.

The ASBS Project has been funded through a grant of \$4,832,981 from the State Water Resources Control Board (SWRCB) and a grant of \$540,994 from the USDA Rural Utility Service. The Agreement will be paid for with grant funding. GHD was awarded the City Engineering Services Master Agreement by City Council in March 2019 following a competitive Request for Services process.

Staff Recommendation:

- Authorize the City Manager to sign an agreement for services with GHD not to exceed \$420,000 for Construction Assistance.

Attachments:

Scope of Services for Construction Engineering Assistance with GHD, Inc.

**Scope of Services Between
GHD Inc. and the City of Trinidad
For**

Stormwater Project Bid Period Assistance and Construction Administration

This Scope of Services is a “task order” under the Professional Services (master) agreement dated March 13, 2019 between the City of Trinidad and GHD Inc. (GHD). All provisions of the master agreement apply to this scope of services unless noted otherwise herein.

In addition to the terms and conditions outlined herein and in the master agreement, the terms and conditions of this agreement shall be in accord with and encompass those terms and conditions set forth in the Proposition 84 Grant Agreement No. D1712652, attached hereto as Exhibit A.

Project Description

The purpose of this project is to construct a low impact storm water runoff management system to treat and infiltrate storm water discharges into the Trinidad Head Area of Special Biological Significance (ASBS) in the City of Trinidad. GHD will provide engineering services for project management assistance, bid period services and construction administration. Agreement task numbers and budget item numbers are consistent with the Prop 84 Grant Agreement task and budget numbering.

Scope of Services

Task 1.1 Project Management Technical Assistance (Budget Item 2.4)

Provide technical services as needed for Project completion including addressing grant manager and project partner questions, comments and requests for information. Attendance at three (3) public (and partner) meetings to present project information and updates.

Deliverables

- GPS Information for project sites
- Pre-Construction Photo Documentation
- Present project information at 3 meetings

Task 4.4 Bid Period Assistance (Budget Item 3.1)

Complete the bid documents in accordance with the approved design plans, after receiving all required approvals, and advertise the Project for bid. Submit the advertised bid documents and bid summary to the City. Estimated Due Date _____

Services

- Present bid package to the City and obtain approval to issue the project for public bid.
- Prepare copies of the bid package which details the requirements for public bidders
- Schedule and attend one pre-bid meeting combined with one pre-bid job walk
- Public opening of bids received at GHD’s Eureka office
- Compile list of bidders
- Review bids and determine if bidders are responsive to bid requirements
- Verify responsive bidders qualifications

- Submit recommendations for low bid to City Council and the OPC, and obtain Council’s approval for contract award
- Prepare contract documents and assist City to enter into contract with selected bidder

Deliverables

- advertised bid documents and bid summary

Task 5 Construction Administration (Budget Item 3.3)

Construction observers and construction managers will be used to periodically monitor the construction activities in the field and to provide project administration and management support. An engineering construction observer will be on site during significant construction activities during the project. The construction contractor will be responsible for hiring a cultural resources monitoring as a part of the construction contract. The construction observer will be supported by office staff for submittal review, project management, and record keeping. Records of construction activities documented during construction observation and significant written communications with the contractor will be maintained in project files. The project schedule, materials supply list, contractor payment requests, contractor log submittals, and payroll and manpower utilization reports will be reviewed and updated periodically. During the review process the construction observer will prepare recommended change orders and maintain accounts of commitments, expenditures, and forecasts of cash flows, and costs to complete. Once the project is complete and participating agencies have signed off, a notice of completion will be recorded with the Humboldt County Clerk. Provide responses as needed to technical questions and assist City with review of post project monitoring report, draft project report and final project report.

Deliverables

- One public meeting as needed prior to construction
- Notice to Proceed
- During- and post-construction photo documentation
- Review and response by consultant’s licensed engineer(s) of contractor submittals and requests for information
- Project Record Drawings
- Pay Request Recommendations including progress updates
- Draft and final change orders
- Notice of completion submitted to Humboldt County Clerk
- Operations and Maintenance Plan (3 hard copies of final plan, pdf and word file)

Schedule

Scope Task	Schedule* Assumes grant extension
1.1 Project Management Technical Assistance	April 1 – May 31, 2021
3.1 Bid Period Assistance	June 10, 2020 – May 31, 2021
• advertised bid documents and bid summary	March 31, 2021
3.3 Construction Administration	June 1, 2021 – May 31, 2022
• Notice to Proceed and Awarded Construction Contract	May 28, 2021

Compensation

GHD will provide the services outlined in the above scope on a time and materials basis, not to exceed the task fees shown in the following table. Method of payment to be Specific Rates of Compensation.

Budget Item	Total Task Budget
2.4 Project Management Technical Assistance	\$4,000
3.1 Bid Period Assistance	\$20,000
3.3 Construction Administration	\$396,000
Total Scope of Services Budget	\$420,000

Agreed

 Eli Naffah
 Trinidad City Manager

 Date

 Steve Allen
 GHD

 Date



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION ATTACHED

4. Authorize Public Works to Evaluate Bids and Select Contractor to Apply Striping to Scenic Drive.

CONSENT AGENDA ITEM

Tuesday, June 09, 2020

STAFF REPORT

Background: The Public Works Department was recently approached by road contractor Apply-A-Line, LLC, offering a May & June special striping deal that they've extended to numerous jurisdictions in an effort to keep their company busy during the Covid crisis.

The striping along the City's section of Scenic Drive is long overdue, and the lack of adequate marking is a safety concern of the department. Apply-A-Line uses thermoplastic material for striping, and possess all the required licensing and certifications to work in the City. Thermoplastic, as compared to paint, has a much higher reflectivity and longer lifespan. The proposal is to apply all the required markings (fog lines and yellow dividers) to approximately .7 miles of the City's section of Scenic Drive.

Apply-A-Line has bid the project for \$8,279.04. The City's procurement procedures require that Staff obtain at least 3 bids when awarding maintenance contracts for costs in this range. This project is considered street maintenance, and there are various funds (both restricted and unrestricted) in the City's budget for the expense. There is approximately \$4200 remaining in the unrestricted General Fund – Public Works budget for street maintenance projects, but Staff will use TDA and Gas Tax Funds to cover this expense. These funds are designated for use by only street and road maintenance expenses and should always be used first.

Apply-A-Line, GRS, and Statewide provided bids for the work. Apply-A-Line provided the most competitive and responsive bid.

Staff intends to award the bid accordingly, and seeks the Council's approval to begin the process as soon as it can be scheduled.



SAFER ROADS SAVE LIVES

APPLY-A-LINE, LLC

19652 N. Hirsch Court • Anderson, CA 96007
Phone (530) 365-4000 • Fax (530) 365-4060



DIR: 1000053259 C-32 LIC. # 1031889
DIR EXP. 6-30-21 LIC EXP 10-31-21

To: **General Contractors**

Project: **CITY OF TRINIDAD STRIPING SPRING 2020**

County: **HUMBOLDT**
City: **TRINIDAD**

Bid Date: **5/7/2020**

The following is our proposal for the above referenced project:

Item #	Description	QTY	Unit	Price	Total:
1	THERMO STRIPE D/Y 60 MIL	7392	LF	\$0.56	\$4,139.52
2	THERMO STRIPE FOG LINE 60 MIL	7392	LF	\$0.56	\$4,139.52
	OPTIONAL				\$8,279.04
1A	PAINTED STRIPE D/Y 1 COAT	7392	LF	\$0.45	\$3,326.40
2A	PAINTED STRIPE FOG LINE 1 COAT	7392	LF	\$0.45	\$3,326.40
					\$6,652.80

SPRING SPECIAL MAY & JUNE, QUANTITIES MAY BE EXTENDED

Apply-A-Line, LLC proposes to furnish all labor, equipment, and materials necessary to complete the bid items on referenced project.

CONDITIONS OF PROPOSAL:

- 1 Offerer reserves the right to withdraw proposal if not accepted within 30 days.
- 2 Prices quoted above do NOT include performance bond.
- 3 If a formal subcontract is required a complete copy of this quote must be included.
- 4 1-Trip included.
- 5 T.C. included

PLEASE NOTIFY US RIGHT AWAY IF WE GET THIS JOB SO WE CAN PROCESS AND CREATE FILE.

Thank you for the opportunity to quote this project.

Sincerely,

Wes Wilhite
Project Manager/Estimator
wes@applyaline.com



DIR PW REG#1000001109
EXP. 6/30/2020

Proposal/Quote

Statewide - Arcata

License # 975518
40 South G Street
Arcata, CA 95521
Ph (707) 825-6927
Fax (707) 825-6947

BID DATE: 05/06/20

CONTRACT INFO
CITY OF TRINIDAD-SCENIC DR

PROPOSAL: 121645

ESTIMATOR
Scott St John

CLIENT: EST
ESTIMATING DEPARTMENT

PROJECT:
CITY OF TRINIDAD-SCENIC DR
SCENIC DRIVE
TRINIDAD, CA

ITEM #	DESCRIPTION	QUANTITY	PRICE	AMOUNT
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Proposal General Notes:

THIS PROPOSAL AND ATTACHED PROVISIONS MUST BECOME A BINDING PART OF ANY SUBCONTRACT

TRAFFIC CONTROL SYSTEM

SPECIFICATIONS:

1 - 3 LANES, 1 DIRECTION, 2 MILES, 1 T.C. TRUCK, 2 MEN *\$1,650.00/8 HRS.

Includes (2) on-ramp and (2) off ramp closures; NO detours

Shoulder Closure, 1 T.C. TRUCK, 1 MAN *\$1,050.00/8 HRS.

Connector/Ramp closure with Detour during lane closure *\$100.00/EACH

Additional Lanes, Ramps, and/or Miles *\$50.00/EACH

Additional T.C. Truck (no equipment) *\$225.00/SHIFT

Additional T.C. Tech *\$700.00/8 HRS.

Impact Attenuator Vehicle with Driver *\$1,075.00/8 HRS.

FLAGGING - 2 MEN / DAY (T-13)/NO Rumble Strips *\$1,575.00/8 HRS.

FLAGGING - 2 MEN / NIGHT (T-13)/NO Rumble Strips / 2 Light Sources *\$1,625.00/8 HRS.

FLAGGING - 2 MEN / DAY (T-13)/INCLUDES Rumble Strips *\$1,775.00/8 HRS.

FLAGGING - 2 MEN / NIGHT (T-13)/INCLUDES Rumble Strips / 2 Light Sources *\$1,825.00/8 HRS.

PILOT CAR with DRIVER *\$900.00/8 HRS.

* EXCLUDES 'Portable Changeable Message Sign', 'Impact Attenuator Vehicle' or 'Portable Vehicle Speed feedback Sign'.

- Contractor must provide Traffic Techs a 30 minute meal period. Missed meal periods will be billed at \$55.00/TC Tech after 5 1/2 hours. A second missed meal period will be charged after 11 1/2 hours.

- Overtime \$115.00/8-12 hrs/man; Doubletime \$135.00/hr over 12 hrs/man

- Saturday closures multiply above rates by 1.45; Sunday closures multiply by 1.75

- Time begins upon arrival at jobsite. Rates include travel time up to one-half (1/2) hour from any STSSI branch location.

Additional travel time will be charged at \$35.00 per 1/2 hour/driver, each direction.

- Traffic control system is a four (4) hour minimum charge at 75% of rates. Full rate charged after four (4) hours. The minimum charge will be applied to all cancellations with less than eight (8) hours notice. Apply 30 - 60 minutes for set up and pick up.

NO RETENTION HELD FOR TRAFFIC CONTROL.

PORTABLE CHANGEABLE MESSAGE SIGN

RENTAL RATES - \$125.00/DAY; \$400.00/1 WEEK; \$1,000.00/4 WEEKS

\$75.00 delivery & \$75.00 pick up each

NO delivery or pick up charge if STSSI performs traffic control. DAY rate is applied if STSSI maintains PCMS during traffic control operations.

IMPACT ATTENUATOR VEHICLE (20 miles included per day; no driver)

RENTAL RATES - \$350.00/DAY; \$1,200.00/1 WEEK; \$3,000.00/4 WEEKS;

\$150.00 delivery & \$150.00 pick up each

ITEM #	DESCRIPTION	QUANTITY	PRICE	AMOUNT
--------	-------------	----------	-------	--------

Surcharge \$0.75 per mile, portal to portal, after 20 miles per day credit.

PORTABLE VEHICLE SPEED FEEDBACK SIGN

RENTAL RATES - \$100.00/DAY; \$320.00/1 WEEK; \$800.00/4 WEEKS

\$75.00 delivery & \$75.00 pick up each way.

NO delivery or pick up charge if STSSI performs traffic control. DAY rate is applied if STSSI maintains PVSFS during traffic control operations.

PROPOSAL PROVISIONS - TC

SPECIFICATIONS:

- A signed contract and 15 working days notice must be given prior to any move in. This quote shall remain valid for 30 days from date of actual bid opening, unless otherwise agreed upon. PAYMENT TERMS ARE- 100%, NET 30 unless otherwise agreed upon.
- Unless stated otherwise, all permits and associated fees are excluded from Statewide Traffic Safety and Signs, Inc's pricing.
- Lump sum items are based on "working days" listed in the Special Provisions or working days bid for this project. Additional compensation (standard rental rates) will be applied if working days are exceeded.
- Standards for 5 day work shift must be established IN WRITING prior to Statewide Traffic Safety and Signs, Inc. starting work.
- Rental equipment furnished and installed by Statewide Traffic Safety and Signs, Inc. may not be moved by anyone other than Statewide Traffic Safety and Signs, Inc. without prior approval.
- Traffic Control not included in installation, removal, or repair of any item. Stand-by time charged at \$225.00/hr.
- Portable equipment will be delivered and picked up from one location. Contractor to maintain. Contractor is liable for loss and or damaged equipment. Barricades do not include flashing lights or sign panels unless otherwise noted. - Contractor is liable for lost or damaged equipment removed or relocated by Contractor's forces.
- Statewide Traffic Safety and Signs, Inc. does not accept charges or back charges of any kind unless agreed to in writing prior to work beginning.
- Statewide Traffic Safety and Signs, Inc. shall fully indemnify Contractor for any liability arising out of Statewide Traffic Safety and Signs, Inc. work or products, but only to the extent of Statewide Traffic Safety and Signs, Inc. liability and not that of anyone else. Statewide Traffic Safety and Signs, Inc. maintains insurance coverage for their work hereunder, including \$2,000,000.00 Products- Comp/OP Agg and a 10/93 Additional Insured Endorsement.
- If there are any issues or concerns regarding Statewide Traffic Safety and Signs, Inc. products or work, Contractor shall promptly notify and give Statewide Traffic Safety and Signs, Inc. first opportunity to correct any such problems.
- All change order work must be approved by agency / owner prior to work being performed by Statewide Traffic Safety and Signs, Inc.
- Acceptance of this quote is acceptance of these provisions, which shall prevail if in conflict with any other documents.
- No retention is to be held for Traffic Control and Equipment Rental.

TOTAL BID: _____

Signed: _____

Print: _____

Dated: _____

Title: _____

[Print](#) | [Close Window](#)

Subject: Thermo Stripe
From: "Randy Sundberg" <Randy@grsinc.biz>
Date: Thu, May 07, 2020 9:49 am
To: <rdesmet@trinidad.ca.gov>
Cc: "Ronald Wallace" <ron@grsinc.biz>
Attach: image001.jpg

Ryan:

Thermo 4" fog is 1.00 per foot
Thermo 4" Double yellow is 1.75 per foot
Traffic control 1 day is \$1200.00

We don't do paint in those longer qty's. I would not recommend paint anyways due to the superior longevity of thermo.

If you have any questions or need further info my cell# 407-5986

We can do this possibly tomorrow afternoon or next week.

Thanks

Randy Sundberg
GRADING • PAVING • EXCAVATING • UNDERGROUND UTILITIES



5211 Boyd Rd.
Arcata, CA 95521

PH. 707-825-6565
FAX 707-825-6563

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CONSENT AGENDA ITEM 5

SUPPORTING DOCUMENTATION ATTACHED

5. Resolution 2020-09; Adopting a list of Projects for FY2020-2021 Funded By SB-1, The Road Repair and Accountability Act of 2017.

STAFF REPORT

Item: Adopt Resolution No. 2020-09, Adopting a List of Projects for Fiscal Year 2020/2021 Funded by SB 1: The Road Repair and Accountability Act of 2017.

Summary:

The City is required to adopt a resolution designating projects during fiscal year 2020/2021 which will be funded by SB 1: The Road Repair and Accountability Act.

Recommended Action:

Council adopt Resolution No. 2020-09, a resolution of the City Council of the City of Trinidad incorporating a list of projects for fiscal year 2020/2021 to be funded by SB 1: The Road Repair and Accountability Act.

Discussion:

The City of Trinidad will receive an estimated \$6,307.00 in Road Maintenance and Rehabilitation Account (RMRA) funding in Fiscal Year 2020-21 from SB 1. City Public Works staff worked with the City Engineer to identify roadway rehabilitation projects to be completed this calendar year, which can be funded in part by the City's RMRA share. The fiscal year 2020/2021 list of projects planned to be funded with RMRA SB 1 revenues is as follows:

Name	Locations	Description	Estimated Useful Life	Anticipated Project Schedule
Trinidad Pavement Rehabilitation - Accelerated Cure Slurry Project 2020	Parker Street, Hector Street, Edwards Street, Galindo Street	Pavement rehabilitation, slurry seal, pavement markings and striping	10 Years	July 2020 – Nov 2020
Scenic Drive Striping Project	Scenic Drive	Pavement striping	10 years	July 2020 – Aug 2020

Fiscal Impact:

Adoption of the Resolution will allow for RMRA funding to be used for roadway rehabilitation within the City of Trinidad.

Proposed Action:

1. Council adopt Resolution No. 2020-09, a resolution of the City Council of the City of Trinidad incorporating a list of projects for fiscal year 2020/2021 to be funded by SB 1: The Road Repair and Accountability Act.
2. Authorize staff to proceed with implementation of the project.

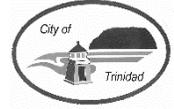
Attachments:

1. FY 20.21 SB 1 Project List Resolution (DOCX)

Trinidad City Hall

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

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2020-09

RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2020-21 FUNDED BY
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Trinidad must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated \$6,307.00 in RMRA funding in Fiscal Year 2020-21 from SB 1; and

WHEREAS, this is the third year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City Public Works staff and the City Engineer have reviewed and concur with the proposed SB 1 project list; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate four streets/roads throughout the City this year; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in an "good" condition and this revenue will help us maintain the overall quality of our road system; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the Trinidad City Council, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of proposed projects will be funded in-part or solely with fiscal year 2020-21 Road Maintenance and Rehabilitation Account revenues:

Name	Locations	Description	Estimated Useful Life	Anticipated Project Schedule
Trinidad Pavement Rehabilitation - Accelerated Cure Slurry Project 2020	Parker Street, Hector Street, Edwards Street, Galindo Street	Pavement rehabilitation, slurry seal, pavement markings and striping	10 Years	July 2020 – Nov 2020
Scenic Striping Project	Scenic Drive	Pavement striping	10 years	July 2020 – Aug 2020

PASSED AND ADOPTED by the Trinidad City Council, State of California this 9th day of June, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Gabriel Adams
Trinidad City Clerk

Steve Ladwig
Mayor



CONSENT AGENDA ITEM 6

SUPPORTING DOCUMENTATION ATTACHED

6. Amending the Humboldt Transit Authority Joint Powers Agreement.

Dear ---

The Humboldt Transit Authority Board recently approved a change to its joint power agreement (JPA), which now requires approval by all of HTA's member agencies to become effective.

The primary revision to the JPA is to designate the HTA Finance Manager as the agency's Treasurer, and the HTA General Manager Director as its Auditor-Controller. Currently, these roles are filled by the County Treasurer and County Auditor, respectively, and all of HTA's operational funds are released first to the County before being forwarded to HTA. This arrangement can cause a delay of up to six months before HTA actually receives its operational funds, which may result in cash flow problems for HTA. This revision would expedite funds being transferred to HTA's account for payroll and monthly invoices.

In addition, the proposed JPA revisions would broaden the service area to ensure Humboldt County residents have options to get outside the county and connect to the National Bus Network. In addition revisions would change the HTA Board regular meeting schedule from every month to at least quarterly, as determined annually by resolution of the HTA Board.

Amendments to the JPA require approval by a majority of HTA's members. Please have your City Council [Board of Supervisors] take action at the next available opportunity to approve the enclosed Amended and Restated JPA, and return the signature page to me with the appropriate Official's signature. I am available for any questions you have and can meet with your City Council [Board of Supervisors] if you would like.

Thank you for your attention.



133 V Street
Eureka, CA 95501

A Public Entity Serving Humboldt County Since 1976

Office: (707) 443-0826
Fax: (707) 443-2032
www.hta.org

TO: Chair Pitino
All Governing Board Members

FROM: Greg Pratt, General Manager

DATE: March 4, 2020

SUBJECT: Humboldt Transit Authority's Joint Power Agreement (JPA)

The Joint Powers agreement was created on January 28, 1975 between the County of Humboldt, the Cities of Eureka, Arcata, and Fortuna. Since then, there have been several amendments including adding the City of Trinidad, and then later the City of Rio Dell. Over the last 45 years there have been several amendments to the JPA so Staff is recommending incorporating past amendments into one document.

At the December 2019 Board Meeting, Staff discussed a few needed changes to the JPA. Below is a proposed summary of those changes.

1. Regular Meetings

The current language states that the governing board will hold at least one regular meeting every month. Staff is recommending a change because there are a few months where meetings do not need to be held because of no agenda items. The recommendation is to hold quarterly meetings based on a calendar set by the Board and to set special meetings on the first Wednesday of the month as needed.

2. Geographical Jurisdiction

Currently, the jurisdiction of the Authority is restricted to the territory within the County of Humboldt. Staff is recommending changing the language to allow the Humboldt Transit Authority to provide transportation outside of the County to connect the National Bus Network to make sure residents have the necessary options.

3. Treasurer and Auditor

The County Treasurer is designated as the Treasurer of the Authority and the County Auditor-Controller is designated as the Auditor of the Authority. To expedite funds being transferred into our account for payroll and monthly invoices, Staff is recommending changing designation of the Treasurer to HTA Finance Manager and the Auditor-Controller designation be given to the HTA General Manager.

Action Recommended: Approve Amendment. If approved, the General Manager will coordinate with each representative to their respective entity for Council/Board approval as soon as possible.

The Revisions will become effective upon the approval by the majority vote of the members.

**AMENDED AND RESTATED JOINT POWERS AGREEMENT OF THE HUMBOLDT
TRANSIT AUTHORITY**

This Amended and Restated Joint Powers Agreement of the Humboldt Transit Authority is made and entered into pursuant to the provisions of Government Code Section 6500 et seq., and supersedes the initial Joint Exercise of Powers Agreement Among the Cities of Arcata, Eureka, and Fortuna, and the County of Humboldt effective January 28, 1975, and subsequently amended to include the Cities of Rio Dell and Trinidad. This Amended and Restated Joint Powers Agreement (“Agreement”) is effective as of _____, 20__.

RECITALS

WHEREAS, the Humboldt Transit Authority was formed in 1975 by the Cities of Arcata, Eureka, and Fortuna, and the County of Humboldt, and subsequently joined by the Cities of Rio Dell and Trinidad (each a “Member,” collectively the “Members”) to provide public transportation services throughout the Humboldt County region; and

WHEREAS, the Members desire to amend said Joint Exercise of Powers Agreement to revise the designations of the Authority’s Treasurer and Auditor-Controller in order to obtain operational and fiscal efficiencies; and,

WHEREAS, the Members further desire to amend said Joint Exercise of Powers Agreement to revise the regular meeting schedule of the Authority Governing Board of Directors; and

WHEREAS, the Members further desire to amend said Joint Exercise of Powers Agreement to extend the geographical service area of the Authority to allow it’s transit riders access to the national bus network; and

WHEREAS, the Members believe it would be desirable and convenient to restate the Joint Exercise of Powers Agreement in its entirety, including previous amendments, and further amend said Agreement as recited herein.

NOW, THEREFORE, based on the mutual covenants, conditions and terms recited herein, which are made a material part of this Agreement, the undersigned public agencies, collectively referred to herein as the “Members,” enter into this Amended and Restated Joint Powers Agreement and agree as follows:

ARTICLE I – DEFINITIONS

- 1.1. General**. Unless the context otherwise requires, the words and terms defined in this Article shall, for the purposes hereof, have the meanings herein specified.
- 1.2. Act**. “Act” means Article 1 (commencing with Section 6500) of Chapter 5, Division 7, Title 1 of the Government Code of the State of California.
- 1.3. Authority**. “Authority” means the Humboldt Transit Authority created pursuant hereto.

- 1.4. **Mills-Alquist-Deddeh Act.** “Mills-Alquist-Deddeh Act” means Chapter 4 (commencing with Section 99200) of Part II, Division 10 of the Public Utilities Code of the State of California.
- 1.5. **County.** “County” means the County of Humboldt, California.
- 1.6. **Redwood Transit System.** “Redwood Transit System” means the public transit service provided by the Authority along Highway 101, connecting all of the cities represented on the Authority and making intermediate stops in the unincorporated area of the County.

ARTICLE II - GENERAL PROVISIONS

- 2.1. **Purpose.** This Agreement is made pursuant to the Act providing for the joint exercise of powers common to public agencies. The purpose of this Agreement is to provide for the joint exercise of powers for the purpose of providing public transit services in a manner consistent with the Regional Transportation Plan within the geographical territory over which the Authority has jurisdiction pursuant to Section 2.2 hereof. In order to provide such public transit services, the Authority may finance, acquire, construct, manage, operate and maintain public transit systems and related property and facilities, excluding intra-city systems unless the consent of the city is first obtained, and apply for and receive grants or loans from appropriate sources, including the Mills-Alquist-Deddeh Act and other state and federal laws. Each of the parties hereto is authorized to exercise such powers pursuant to its organic law.
- 2.2. **Geographical Jurisdiction.** The jurisdiction of the Authority shall extend to all territory lying within the County and outside the County to ensure residents have access to the national bus network.

ARTICLE III - CREATION AND OPERATION OF AUTHORITY

- 3.1. **Creation of Authority.** Pursuant to the Act, there is hereby created a public entity to be known as the “Humboldt Transit Authority.” The Authority is a public entity separate and apart from the parties to this agreement.
- 3.2. **Governing Board.** The Authority shall be administered by the Governing Board, consisting of seven (7) members and up to seven (7) alternates. One (1) member and one (1) alternate shall be appointed by the City Council of Arcata from its Council; one (1) member and one (1) alternate shall be appointed by the City Council of Fortuna from its Council; one (1) member and one (1) alternate shall be appointed by the City Council of Eureka from its Council; one (1) member and one (1) alternate shall be appointed by the City Council of Trinidad from its Council; one (1) member and one (1) alternate shall be appointed by the City Council of Rio Dell from its Council; and two (2) members and one (1) or two (2) alternates shall be appointed by the Board of Supervisors of County from its Board. The Governing Board shall be called the Governing Board of the Humboldt Transit Authority. All voting power shall reside in the Governing Board. Additional general purpose governments may be represented upon such terms and conditions as are agreed upon by the parties hereto.

Members of the Governing Board shall receive no compensation except .for actual expenses incurred while performing the duties and activities of the Board. Each member of the Governing Board shall serve at the pleasure of the appointing party hereto; provided, however, that membership thereon shall terminate upon termination of the office created in the paragraph above. Vacancies shall be filled by the appointing party thereto.

- 3.3. **Regular Meetings**. The Governing Board shall provide for its regular and special meetings; provided, however, that at least one regular meeting shall be held quarterly. The date, hour and place of the holding of the regular meetings shall be fixed by resolution of the Governing Board and a copy of such resolution shall be filed with each party hereto.
- 3.4 **Ralph M. Brown Act**. All meetings of the Governing Board of the Authority, including without limitation, regular, adjourned regular, and special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code)
- 3.5. **Minutes**. The Secretary of the Authority shall cause to be kept minutes of the Governing Board and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each member of the Governing Board and to Arcata, Fortuna, Eureka, Rio Dell, Trinidad and County.
- 3.6. **Quorum**. A majority of the Governing Board shall constitute a quorum for the transaction of business, but the affirmative vote of at least a majority of all board members is necessary to approve any action of the Governing Board. However, if less than a majority of the Board is present at a meeting, the members present may adjourn the meeting.
- 3.7. **Rules**. The Governing Board may adopt and amend such rules and regulations for the conduct of its meetings and affairs as are necessary or desirable to accomplish its stated purposes.

ARTICLE IV- OFFICERS

- 4.1. **Chairman, Vice-Chairman and Secretary**. The Governing Board shall elect a Chairman and a Vice Chairman and shall appoint a Secretary who may, but need not, be a member of the Governing Board. The officers shall perform the duties normally appertaining to said offices and,
 - 4.1.1 The Chairman shall sign all contracts on behalf of the Authority and perform such other duties as may be imposed by the Governing Board;
 - 4.1.2 The Vice-Chairman shall act in the absence of the Chairman; and
 - 4.1.3 The Secretary shall countersign, all contracts on behalf of the Authority, perform such other duties as may be imposed by the Governing Board, and keep minutes of all meetings and cause a copy of the minutes to be forwarded to each of the members of the Governing Board and to Arcata, Fortuna, Eureka, Rio Dell, Trinidad and County, and cause a copy of this Agreement to be filed with the Secretary of State pursuant to the Act.

- 4.2. **Treasurer and Auditor.** The Finance Manager of the Authority is hereby designated as the Treasurer of the Authority and the General Manager of the Authority is hereby designated as the Auditor of the Authority. As the Authority's depository, the Treasurer shall have custody of all money of the Authority from whatever source.

The Treasurer and the Auditor shall have the duties and obligations set forth in Sections 6505 and 6505.5 of the Act and shall assure that there is strict accountability of all funds and report of all receipts and disbursements of the Authority. The Board of Supervisors of the County shall determine reasonable charges to be made against the Authority for the services of the Treasurer and Auditor-Controller.

- 4.3 **Bonding.** The Governing Board shall designate the officers or other persons, in addition to the Treasurer and Auditor-Controller, having charge of handling or having access to any property of the Authority, and shall set the amount of their official bonds, pursuant to Section 6505.1 of the Act.

ARTICLE V- ADMINISTRATION

- 5.1. **Administrative Entity.** The Governing Board of the Authority is hereby designated as the administrative entity for the purpose of carrying out this Agreement.
- 5.2. **Budget.** The Governing Board shall adopt an annual budget for the administration of the Authority.
- 5.3. **Services of Parties.** On request of the Governing Board, one or more of the parties hereto, and such party's employees, agents or consultants, may agree to provide all or a portion of the services requested by the Governing Board, on terms and conditions agreed upon by the party and the Authority.

ARTICLE VI - POWERS

- 6.1. **Common Powers.** The Authority shall have the powers common to Arcata, Fortuna, Eureka, Rio Dell, Trinidad and County to finance, acquire, construct, manage, operate and maintain transit systems and related facilities for providing public transit services.
- 6.2. **Included Powers.** The Authority may in its own name do all acts necessary to exercise said common powers to implement the Regional Transportation Plan, including, but not limited to, the following:
- 6.2.1. Make and enter into contracts;
 - 6.2.2. Acquire, construct, manage, maintain or operate any buildings, works, facilities, improvements or other property;
 - 6.2.3. Incur debts, liabilities or obligations;
 - 6.2.4. Employ agent and employees;
 - 6.2.5. Sue and be sued in its own name;

- 6.2.6. In accordance with Section 6509.5 of the Act, invest money in the Treasury of the Authority that is not required for immediate necessities;
 - 6.2.7. Apply for, accept and use grants and other funds from any source for public transit purposes;
 - 6.2.8. Receive revenues from the provision of public transit services;
 - 6.2.9. Administer agreements to provide public transit services made between any of the parties hereto and other persons or entities.
- 6.3. **Restrictions on Exercise of Powers**. Such powers shall be exercised as provided in the Act and shall be subject, in accordance with Section 6509 of the Act, to such restrictions upon the manner of exercising such powers as are imposed upon County in the exercise of similar powers.
- 6.4. **Obligations**. The debts, liabilities and obligations of the Authority shall not be the debts, liabilities or obligations of any party to this Agreement.
- 6.5. **Advances of Funds**. On request of the Governing Board, any party hereto may advance its public funds to the Authority for the purpose of meeting the Authority's operating expenses. Any such advance of funds shall be repaid by the Authority from revenues as they become available.

ARTICLE VII - COSTS

- 7.1. **Shared Costs**. All costs which were properly budgeted and which were incurred by the Authority in connection with the operation of the Redwood Transit System, less fare box revenues and other sources of funds, shall be shared by the parties on the following basis: County fifty percent (50%) and participating cities fifty percent (50%). The portion to be paid by each city shall be determined by its population relative to the other participating cities, as shown by the latest U.S. Census or by another source of official population data designated by the Governing Board. In the event that the population of the unincorporated area of the County increases or decreases five percent (5%) or more from such population as shown by the 1980 U.S. Census, the cost sharing formula provided for herein shall, on request of any party hereto, be renegotiated among the parties to more accurately reflect their respective populations.
- 7.2. **Non-Shared Costs**. The Authority and any party hereto may enter into a contract for transit services to be provided by the Authority which are not otherwise provided for in the budget adopted by the Authority for operation of the Redwood Transit System. Any costs incurred by the Authority in providing such contract services shall be the sole responsibility of the party requesting such services, and the terms of payment and other terms for the provision of such services shall be as provided in said contract.
- 7.3. **Source of Funds**. Each party hereto shall individually determine whether to pay its share of the costs determined in accordance with Sections 7.1 and 7.2 of this Article from Mills-Alquist-Deddeh Act allocations or from other appropriate fund.

ARTICLE VIII - ADDITIONAL MEMBERS

- 8.1. Additional Members.** Additional general purpose governments within the County may become parties to this Agreement on approval of the parties hereto and on such terms and conditions as are mutually agreed upon. Any new member will be represented on the Board by the addition of one (1) member and one (1) alternate, as provided in Section 3.2 hereof.

ARTICLE IX - TERMINATION

- 9.1. Term.** This Agreement shall become effective on the date first above written and shall continue in effect until rescinded or terminated by agreement of the parties.
- 9.2. Disposition of Assets.** On the termination of this Agreement, all surplus money of the Authority shall be returned to the parties hereto in proportion to the contributions each made.

All other property of the Authority, both real and personal, shall be divided in a manner agreed upon by the parties.

ARTICLE X - WITHDRAWAL

- 10.1. Withdrawal.** Any member may withdraw from this Agreement by sending written notice of such decision to all other parties hereto. Such notice will become effective only at the end of the full fiscal year next commencing after the date the notice is given, unless the notice is earlier rescinded. The giving of such notice does not relieve such party from its obligations hereunder prior to the effective date of such notice.

ARTICLE XI - MISCELLANEOUS

- 11.1. Notices.** Notices required to be given hereunder shall be delivered to:

Arcata: City Manager, City of Arcata, 736 "F" Street, Arcata, California 95521.

Fortuna: City Manager, City of Fortuna, City Hall, Fortuna, California 95540.

Eureka: City Manager, City of Eureka, City Hall, Eureka, California 95501.

Rio Dell: City Clerk, City of Rio Dell, 125 Wildwood Drive, Rio Dell, California 95562.

Trinidad: City Clerk, City of Trinidad, Drawer "N", Trinidad, California 95570.

County: County Administrative Officer, County of Humboldt, Courthouse, Eureka, California 95501.

- 11.2. Headings.** The section headings in this Agreement are for convenience only and are not to be construed as modifying or governing the language in the sections so headed.

11.3. Consent. Whenever in this Agreement any consent or approval is required, the same shall not be unreasonably withheld.

11.4. Law Governing. This Agreement is made in the State of California and is to be construed in accordance with the laws thereof.

11.5. Partial Invalidity. If any of the terms, provisions, sections, promises or conditions of this Agreement be to any extent adjudged invalid, unenforceable, void or voidable for any reason whatsoever, by a court of competent jurisdiction, the remaining terms provisions, sections, promises and conditions shall not be affected thereby; and shall be valid and enforceable to the fullest extent permitted by law.

11.6. Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors of the parties.

11.7. Counterparts. This Agreement amendment may be executed by the parties hereto in counterparts it not being necessary that all of the parties hereto execute the same copy hereof, and each counterpart so executed shall be deemed a duplicate original and of full and binding force and effect.

IN WITNESS WHEREOF, the Members of the Humboldt Transit Authority have approved this Amended and Restated Joint Powers Agreement and execute this Agreement as of the dates written below.

(Signatures on following pages)

CITY OF ARCATA

By: _____
_____, Mayor

Dated: _____

Attest:

By: _____
_____, City Clerk

CITY OF EUREKA

By: _____
_____, Mayor

Dated: _____

Attest:

By: _____
_____, City Clerk

CITY OF FORTUNA

By: _____
_____, Mayor

Dated: _____

Attest:

By: _____
_____, City Clerk

CITY OF RIO DELL

By: _____
_____, Mayor

Dated: _____

Attest:

By: _____
_____, City Clerk

CITY OF TRINIDAD

By: _____
_____, Mayor

Dated: _____

Attest:

By: _____
_____, City Clerk

COUNTY OF HUMBOLDT

By: _____
_____, Chair of the Board

Dated: _____

Attest:

By: _____
_____, Clerk of the Board

RESOLUTION No. 20-04

A RESOLUTION OF THE HUMBOLDT TRANSIT AUTHORITY GOVERNING BOARD OF DIRECTORS APPROVING AN AMENDED AND RESTATED JOINT POWERS AGREEMENT

WHEREAS, the Humboldt Transit Authority was formed pursuant to a Joint Exercise of Powers Agreement (“JPA”) entered into among the Cities of Arcata, Eureka, Fortuna, Rio Dell and Trinidad and the County of Humboldt effective January 28, 1975, and subsequently amended; and

WHEREAS, the Governing Board desires to amend the JPA to revise the designations of the Authority’s Treasurer and Auditor-Controller in order to obtain operational and fiscal efficiencies; and,

WHEREAS, the Governing Board further desire to amend the JPA to revise the regular meeting schedule of the Board of Directors; and

WHEREAS, the Governing Board further desire to amend the JPA to extend the geographical service area of the Authority to allow it’s transit riders access to the national bus network; and

WHEREAS, the JPA may be amended by a majority vote of the member agencies of the HTA; and

WHEREAS, the Governing Board believes it would be desirable and convenient to restate the JPA in its entirety, including previous amendments, and further amend said Agreement as recited herein.

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Governing Board of the Humboldt Transit Authority hereby approves the Amended and Restated Joint Powers Agreement attached hereto and incorporated herein.
2. The Governing Board of the Humboldt Transit Authority hereby directs the General Manager to forward the Amended and Restated Joint Powers Agreement to each of the Authority member agencies for approval.
3. The Amended and Restated Joint Powers Authority shall become effective upon approval by a majority of the Authority member agencies.

PASSED AND ADOPTED by the Humboldt Transit Authority of Humboldt County, State of California, at a regular meeting of said Board Meeting held on the 4th day of March, 2020, by the following vote:

AYES: *Bohn, Wilson, Arroyo, Woodcull, Pitino*
NOES:
ABSENT: *Ladwig, Trent*



Chair of the HTA Governing
Board of Directors

ATTEST:



HTA Secretary to the Board



DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION ATTACHED

1. ASBS Stormwater Project Update.



City of Trinidad

Trinidad ASBS Stormwater Improvement Project Update - 2020

Steven Allen, P.E.



Presentation Outline

- ✓ ASBS Stormwater Improvement Project Summary
- ✓ Review of Completed Work
- ✓ Review of Upcoming Final Project Phase
- ✓ Questions

Stormwater Project Summary

The City received a letter from the State Water Resources Control Board regarding protecting the Trinidad Bay Area of Special Biological Significance (ASBS):

- There are 34 Designated ASBS Areas along California's Coast.

The City pursued grant funding to complete an Integrated Coastal Watershed Management Plan (ICWMP) with many project partners and stakeholders:

- Result was a Stormwater Action Plan that identified projects within the City.

The City pursued grant funding to implement the action plan, portions of which have been completed and the final phases are now funded:

- Overall Concept is to utilize simple technologies, gravity based systems, with low maintenance requirements
- Completed Project results in no direct Ocean Discharge, eliminating the City's compliance requirements for ASBS discharges.



Completed Work

- ✓ Integrated Coastal Watershed Management Plan (2008)
- ✓ Geotechnical Investigations (2012)
- ✓ Groundwater Model (2013)
- ✓ Construction of Phase I (2014)
 - ✓ Trinity Street
 - ✓ Ocean Avenue
- ✓ Construction of Phase I-b (2018)
 - ✓ Hector Avenue
 - ✓ East Street



Upcoming Final Phase of Project



Upcoming Final Phase of Project: Phase II Stormwater Improvements

- ❖ Stormwater improvements located on:
 - Edwards Street,
 - Ewing Street,
 - Underwood Drive,
 - Van Wycke Street, and the
 - Lower Parking Lot

- ❖ LID technologies included:
 - Stormceptor Treatment Structure;
 - Infiltration Pipe; and
 - New catch basins and drainage inlets.



Upcoming Final Phase of Project: Construction Considerations

- ❖ Public Access to the State Beach, Dock, Boat Launch, Restaurant:
 - Public access maintained during construction.
 - Ongoing coordination with Rancheria;
 - One way traffic control or detours; and
 - Parking in lower parking lot limited but available.

- ❖ Public Schools
 - Trying to have work in town completed early in summer
 - No construction traffic allowed in front of school on Trinity after school starts

- ❖ Project Schedule
 - Time Extension Requested
 - Construction June through October 2021
 - Phased coordination with Trinidad Rancheria stormwater project





Questions?

www.ghd.com



DISCUSSION AGENDA ITEM 2

NO SUPPORTING DOCUMENTATION ATTACHED

2. Discussion/Decision regarding Short-Term Rental Committee Recommendations



DISCUSSION AGENDA ITEM 3

SUPPORTING DOCUMENTATION ATTACHED

3. Discussion/Decision regarding Resolution 2020-08: Supporting Planning for Electricity Micro-Grid, More Reliable Water Supply, and Alternatives to Broadband Internet Service.

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

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2020-08

**THE TRINIDAD CITY COUNCIL SUPPORTS PLANNING FOR GREATER TRINIDAD ELECTRICITY
MICRO-GRID, MORE RELIABLE WATER SUPPLY, AND ALTERNATIVES TO TRINIDAD'S BROADBAND
INTERNET SERVICE**

WHEREAS, the residents of Trinidad and of Greater Trinidad have recently experienced an increased number of electrical outages, and

WHEREAS, Trinidad's water supply during droughts and late-summer dry months has little reserve capacity, and

WHEREAS, Local residents rely primarily on one cable provider and occasionally unreliable cellular service, and

WHEREAS, The City Council, by resolution in November 2019, expressed support for an ad-hoc Energy and Resilience Committee to seek wide-ranging input, from residents, HSU's Schatz Energy Lab, RCEA, internet research, and exploration of "best-practices" by other cities in the USA and elsewhere, and

WHEREAS, The City Council, by the afore-mentioned resolution in November 2019, supported developing policies to "ensure our independence from long-distance inputs of electricity or telecommunications, as well as minimize our greenhouse gas emissions."

NOW, THEREFORE be it resolved, that the Trinidad City Council supports a recommendation by the Energy and Resilience Committee for city staff to engage in planning discussions with local landowners and governing agencies toward a Greater Trinidad electricity micro-grid, more reliable water supply, alternatives to Trinidad's broadband internet service, and other activities that will promote greater resilience and lower greenhouse emissions. These discussions should include potential grant funding from the US Department of Agriculture, the California Energy Commission, and others.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 9th day of June, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Attest:

Eli Naffah
Trinidad City Manager

Steve Ladwig
Mayor

Staff Analysis and report of the Energy and Resilience Committee

This resolution is a follow-on resolution to the November 2019 resolution setting up a Energy and Resilience Committee of the Council. The intent of the initial resolution was to explore our resource needs so that Trinidad can better survive threats to critical services.

This resolution more narrowly directs city staff to explore with our neighbors how we may jointly plan to ensure mutual sustainability. There are no specific action items for council decision in this resolution.

Rather, council support will be helpful in staff discussions with potential partners.

ELECTRICITY

We (councilors Miller & Grover of the Energy and Resilience Committee) have found that electrical micro-grids are being built throughout the world, and in particular by our neighbors at the Blue Lake Rancheria and at the main Humboldt County airport. Each of these micro-grids were largely financed by state and federal grants. If we move quickly, grant funding may be available for our own project, as discovered by councilor Miller at a webinar put on by the USDA in April (Dept. of Agriculture-Rural Energy Savings Program-notes available).

The Blue Lake micro-grid already demonstrated its ability to support many local people during last fall's PG&E outages. The airport microgrid should be completed by December of 2020. It is a joint project of RCEA, PG&E, Humboldt County, and HSU Schatz Energy Research Center. If we develop a Trinidad micro-grid, it will likely have greater acceptance if we are not alone. We should encourage our neighbors as partners: Green Diamond, Humboldt County, Trinidad Rancheria, Westhaven CSD, Big Lagoon Rancheria, and others, with support from or partnership with RCEA, PG&E, and the Schatz Energy Research Center. Funding may be available from the USDA, California Energy Commission, or others.

(reference 1: <http://schatzcenter.org/microgrids/>)

(reference 2: <https://redwoodenergy.org/community-choice-energy/about-community-choice/power-sources/airport-solar-microgrid/>)

WATER

Trinidad's water supply is very low during droughts and every year during the fall months. We must explore possibilities for much greater storage, as

our two 100,000-gallon tanks would be emptied in a few hours if we had a fire emergency at more than one residence. One possible source of greater storage is uphill, on Green Diamond land. Our county supervisor, Steve Madrone, has described several possibilities for planning. An additional benefit (a “two-fer”) could be designed around storage reservoirs. If paired with additional PV solar power, possibly on Green Diamond land, we could use daytime solar power to pump water from lower to higher reservoirs, then, at night, the water could flow downhill to provide local green energy to our micro-grid when solar energy is not available. This is often described as pumped-hydro battery storage. It would provide better 24x7 electricity for a local grid ... better resilience in times of outages.

(reference: <https://energystorage.org/why-energy-storage/technologies/pumped-hydropower/>)

INTERNET/Broadband

Additionally, we propose to explore possibilities for a municipal broadband service. Elsewhere in the world, such municipal services have demonstrated greater speeds, lower costs, and better service than commercial services. We should be planning for reliable and affordable internet services for **all** of our residents.

(reference 1: *Community Networks*: <https://muninetworks.org/>)

(reference 2: *The Secrets Behind Partnerships to Improve Internet Access*: <https://muninetworks.org/reports/secrets-behind-partnerships-improve-internet-access>)

This resolution expresses the Council’s support for exploratory steps into three specific domains, each of which are necessary for the resilience of our City of Trinidad, and by sharing resources and partnering, for Greater Trinidad.

There is no specific deadline, nor a projected budget on staff time.

It states the intent of this council to explore, with whatever official or volunteer resources are available, the possibilities of more resilient services for electricity, water, and broadband.

Proposed Action:

Consider approval of a resolution

The Trinidad City Council supports planning for Greater Trinidad electricity micro-grid, more reliable water supply, and alternatives to Trinidad’s broadband internet service



DISCUSSION AGENDA ITEM 4

SUPPORTING DOCUMENTATION ATTACHED

4. Continued Discussion/Decision regarding 2020 Sales Tax Election & Calendar Update.

DISCUSSION/ACTION AGENDA

Date: June 09, 2020 – **Continued from April 14, and May 12, 2020**

Item: Consideration of Sales Tax Extension

Background: In April, 2004, the City of Trinidad voters approved a ballot measure to impose a 1% transactions and use tax (sales tax) for a period of four years, which took effect on January 01, 2005 and ended on December 31, 2008.

In 2008, the voters approved a .75% sales tax, effective April 01, 2009 for four years. Collection of this additional tax was scheduled to end on March 31, 2013, but was put before the voters again in November 2012, and approved for four more years. Then, again in 2018 the voters approved by a 63% majority to extend the tax another four years.

The additional tax has generated an average of approximately \$133,000 per year, representing roughly 18% of the total General Fund revenue budget, and supplements (significantly) the core services that City government provides; Police, Fire, Public Works, park & trail maintenance, and public facilities such as the Library, Park, and Town Hall.

In order to continue either the .75% tax add-on or implement a different tax, a measure will need to be included on the November 2020 ballot. There would be no preparatory costs assessed by the Board of Equalization in the event the current tax add-on is continued. If the tax add-on lapsed and was subsequently approved at a later date, the Board of Equalization will assess an implementation cost of approximately \$16,000.

The recent Covid-19 pandemic crisis has thrown a serious wrench into the process by not only complicating revenue comparisons and expectations based on normal years, but also anticipating voter sentiment. Considering the ripple effects that the economic collapse will have on the general revenue sources for perhaps years to come, it's hard to imagine the compounding impact that not having the additional sales tax revenue could have on the City's ability to provide some very basic services.

At the April 14 meeting, the Council asked to tie this discussion in with preliminary 2020-2021 revenue projections. In response, Staff has added a few more slides to the presentation given on April 14 that will shed some light on possible scenarios that could play out, and also provide insight as to how prepared the City is to weather the storm.

At the May 12 meeting, the Council asked for a list of options. The list includes, but is not limited to;

- A) .75% for 4-years (no change)
- B) .75% for 10-years
- C) .75 indefinitely, until rescinded by a majority vote of the Council.

- D) 1% for 4-years
- E) 1% for 10-years
- F) 1% indefinitely, until rescinded by a majority vote of the Council.

Deadlines: If the Council decides to proceed with a sales tax measure, the November election ballot will ask the voters to decide on 1) the Sales Tax Measure, and 2) selecting 3 Councilmembers. There are deadlines shared with the Sales Tax Election decision, and others that are independent from the Sales Tax election schedule:

FIRST DEADLINE: June 09, 2020 Council meeting:

1. Final decision to proceed or sunset the Sales Tax Increase must be made.

SECOND DEADLINE: July 14, 2020 Council meeting:

1. If a decision is reached to continue the sales tax increase, the wording must be drafted and approved in a resolution. Staff will draft the resolution based upon the decision reached at the June (or earlier) meeting and include it for adoption at the July (or earlier) Council meeting.
2. A second resolution will be required at this meeting to approve requesting that the City and County consolidate their elections. Clerk will have the resolution prepared for discussion/approval at this meeting, regardless of the Sales Tax decision.

The next steps following the July Council meeting deadline will be advised after each benchmark decision is reached. The Clerk's office will provide monthly updates and announcements to the Council regarding publishing deadlines and required notifications for both elements of the election.

Proposed Action:

Provide direction to staff to prepare documentation for a ballot measure for the November election regarding the add-on .75% Sales Tax.

DISCUSSION/ACTION AGENDA

Date: Tuesday, February 11, 2020

NOVEMBER 2020 CITY ELECTION CALENDAR

February

- Accept 2018-2019 Audit
- Check-In on City Budget through December

March

- Begin Fiscal Year Budget preparation
- Discussion (Part I) regarding consideration of Sales Tax Extension, benefits/implications to the City in general, ballot measure language, termination date options, questions, staff homework, etc..

April

- Continue Fiscal Year Budget preparation.
- Discuss/Consider Sales Tax Extension (Part II), Implications on 2020-2021 Budget.

May

- Adopt Resolution calling for election on a proposal to extend the Sales Tax Increase.
- Adopt Resolution requesting Election Consolidation with the County
- Continue FY 2020-2021 Budget preparations.

June

- Adopt FY 2021 Budget
- Prepare/Present/Announce the upcoming election season calendar

July

- Publish Election Notice for (2) Upcoming November Council Seats & Sales Tax Election
- Candidate Nomination Period opens.

August

- Publish Arguments For, Against, and Rebuttals for Sales Tax Extension
- Adopt Ordinance that will authorize the State Board of Equalization to implement the Sales Tax Extension should it pass.
- Filing period for City Council Candidate nominees closes August 10.

September

- No deadlines

October

- Publish notification of (2) upcoming Planning Commission vacancies

November

- General Election, Tuesday, November 02, 2020.

December

- When County Elections results are certified, swear in new Council members, appoint Mayor, and re-distribute or confirm Committee/Commissionership assignments.



ADD-ON .75 SALES TAX

MAY 12, 2020 CITY COUNCIL MEETING

SALES TAX ELECTION HISTORY...

- **November 2004 General Election**
 - Voters approved 1% Sales Tax Increase for 4-years
- **April 2007 Special Election**
 - Voters denied 1% Sales Tax Extension for 4-years
- **November 2008 General Election**
 - Voters approved .75% Sales Tax Increase for 4-years
- **November 2012 General Election**
 - Voters approved .75% Sales Tax Extension for 4 more years
- **November 2016 General Election**
 - Voters approved .75% Sales Tax Extension for an additional 4 years

2016 - Passed with 63% Approval

SALES TAX GENERATORS...

- **RETAIL - Transactions**

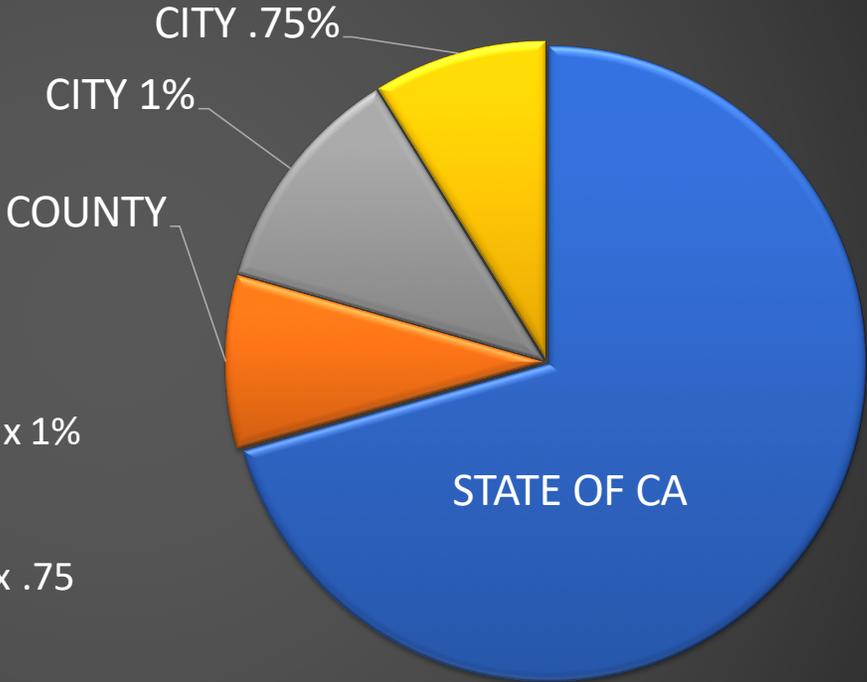
- Gas Station
- Restaurants
- Gift Shops
- Grocery (only certain items)
- Online Shopping

- **BIG TICKET ITEMS - Use**

- Vehicle Purchases
- Construction Material Delivery
- Appliance Delivery

8.5% SALES TAX RATE BREAKDOWN

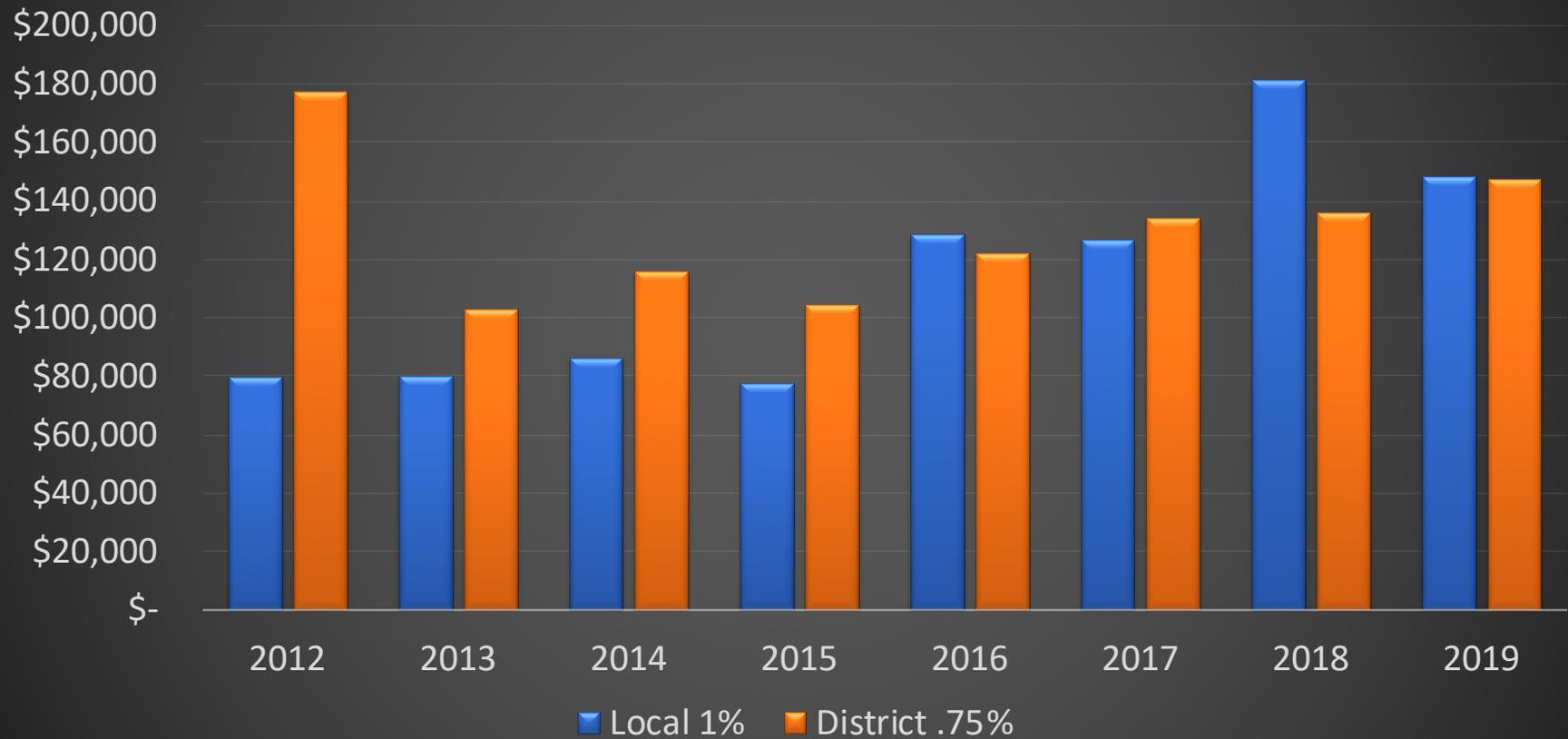
- State Tax 6.0%
- County of Humboldt Combined .75%
- City of Trinidad Bradley-Burns Local Tax 1%
- City of Trinidad Transactions & Use Tax .75



SALES TAX SOURCE COMPARISON 2012-2019

Fiscal Year	Local 1%	District .75%	Audit Total
2012	\$ 79,646	\$ 177,182	\$ 256,828
2013	\$ 80,020	\$ 102,775	\$ 182,795
2014	\$ 86,153	\$ 115,674	\$ 201,827
2015	\$ 77,470	\$ 104,473	\$ 181,943
2016	\$ 128,389	\$ 121,979	\$ 250,368
2017	\$ 126,595	\$ 134,210	\$ 260,805
2018	\$ 181,208	\$ 135,629	\$ 316,837
2019	\$ 148,153	\$ 147,250	\$ 295,403

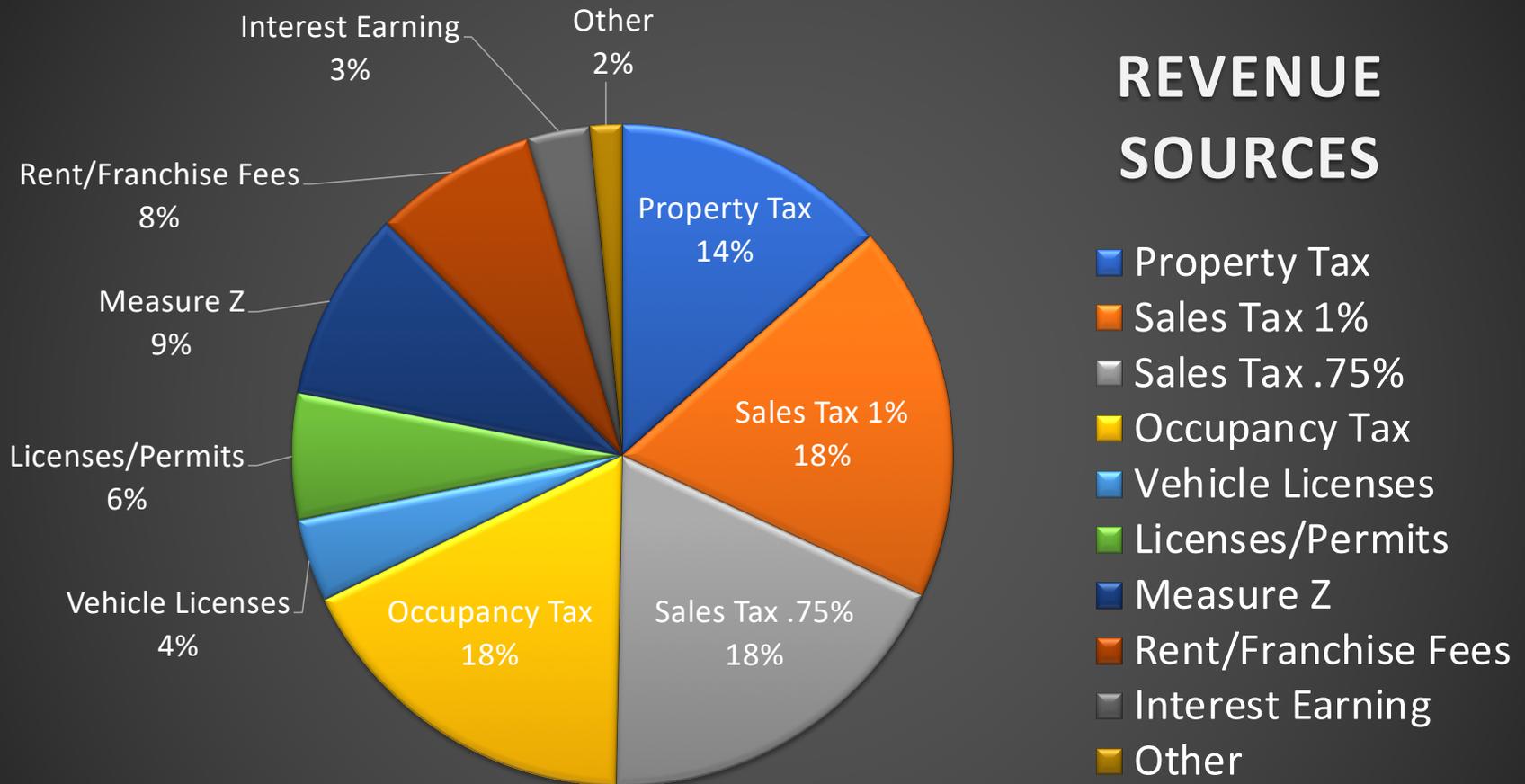
SALES TAX SOURCE COMPARISON



City of Trinidad General Fund Revenue Sources 2019

Sales Tax 1%	\$ 148,143		
Sales Tax .75%	\$ 147,250		
Occupancy Tax	\$ 140,583		
Property Tax	\$ 108,414		
Vehicle Licenses	\$ 32,426		
Licenses/Permits	\$ 49,668		
Measure Z	\$ 75,000		
Rent/Franchise Fees	\$ 64,185		
Interest Earning	\$ 24,439		
Other	\$ 12,632		
Total	\$ 802,740		

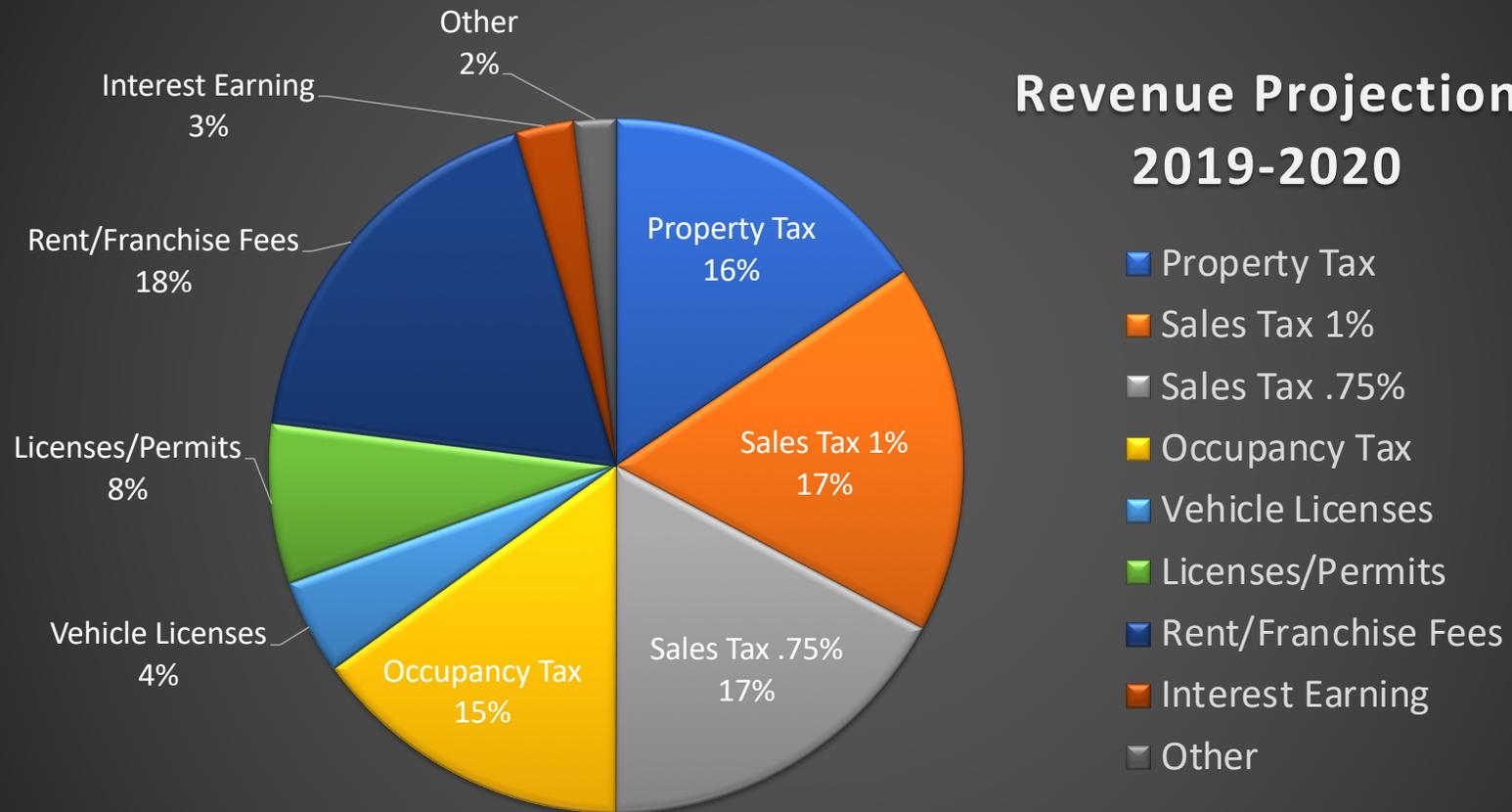
REVENUE SOURCES



City of Trinidad General Fund Revenue Source Projection FY 2020

Property Tax	\$ 100,000				
Sales Tax 1%	\$ 111,000	Budget, Minus 35% Decline for April-June Qtr.			
Sales Tax .75%	\$ 111,000	Budget, Minus 35% Decline for April-June Qtr.			
Occupancy Tax	\$ 97,000	Budget, Minus 85% Decline for April-June Qtr			
Vehicle Licenses	\$ 28,500				
Licenses/Permits	\$ 48,000	Business & STR Licenses, Development Permits, Etc.			
Rent/Franchise Fees	\$ 118,000	Verizon Rent Windfall			
Interest Earning	\$ 17,500	Budget, Minus 30%			
Other	\$ 12,632				
Total	\$ 643,632				

Revenue Projection 2019-2020



City of Trinidad General Fund Revenue Scenarios for 2020-2021

Source	Baseline	30% Decline	40% Decline	50% Decline	
Property Tax	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
Sales Tax 1%	\$ 130,000	\$ 91,000	\$ 78,000	\$ 65,000	
Sales Tax .75%	\$ 130,000	\$ 91,000	\$ 78,000	\$ 65,000	
Occupancy Tax	\$ 140,000	\$ 98,000	\$ 84,000	\$ 70,000	
Vehicle Licenses	\$ 28,500	\$ 28,500	\$ 28,500	\$ 28,500	No changes expected
Licenses/Permits	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	No changes expected
Rent/Franchise Fees	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	No cell tower lease
Interest Earning	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	Conservative estimate
Other	\$ 12,632	\$ 12,632	\$ 12,632	\$ 12,632	
Total	\$ 633,132	508,132	468,132	428,132	
		\$ (125,000)	\$ (165,000)	\$ (205,000)	

Notes:

Trinidad has adequate reserves to brace for the impact of 2020-2021 Fiscal Year

Resolution 2019-05 designated reserve funds for Emergency and Budget Stabilization.

Common for cities with large sales and occupancy tax revenues to have high reserves due to volatility.



DISCUSSION AGENDA ITEM 5

SUPPORTING DOCUMENTATION ATTACHED

5. Discussion/Decision regarding April Financial Statements and Preliminary FY2020-2021 Budget Review

DISCUSSION/ACTION AGENDA

Date: June 09, 2020

Item: Discussion/Decision regarding April Financial Statements and Preliminary FY2020-2021 Budget Review

Background: The City typically begins the preliminary budget process in May, but recent events have caused a re-evaluation of how we do business. Last year the City realigned the budget process with a goal of an end product that would make future budgeting more accurate, transparent, tracible, and user-friendly. We're banking on that this year as we embark on an expedited process.

Much of the heavy lifting in terms of revenue projections have been evaluated as part of the Sales Tax Election discussion. Information received from numerous sources will help us forecast what the future may bring in terms of the economic impacts of the Covid pandemic. A number of scenarios have been considered, ranging from 30-50% revenue declines in the City's most vulnerable sources; Sales and Occupancy taxes, primarily.

The other variable that will have an impact on budgeting for FY2021 will be the results of the Sales Tax Election in November. The current add-on .75% tax is scheduled to sunset on March 31, 2021.

As noted in the May 12 regular meeting, the City is in a unique position of having sufficient, dedicated reserves to weather the storm. These reserves will ensure that the City's core services will not be interrupted in the upcoming budget year.

The primary goals of this preliminary budget meeting discussion are;

- 1) To examine the financial statements received through April 30, 2020.
- 2) Review significant highlights in spending (or not spending) and revenues in all departments.
- 3) Discuss how activity from the current year, combined with the dedicated reserves will impact budgeting for 2021,
- 4) Request that Council provide any general direction to staff, upon review of discretionary activity that was intended for the current fiscal year, on any future spending in those same categories. Examples of such discretionary spending are;
 - a. \$10,000 allocated for Trails Maintenance,
 - b. \$10,000 allocated for Civic Club room improvements,
 - c. Contributions to local groups such as the land trust, Chamber of Commerce,
 - d. \$8,000 allocated to the Salary Study that has been budgeted for 5 years but has yet to happen
- 5) Brainstorm new ideas such as technology investments and/or possible expenses related to public health and safety that may be necessary in the coming months/year.

Proposed Action:

Staff will take information received at this meeting and apply it to a final draft that will be presented at the second meeting in June.

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 4/1/2020 Through 4/30/2020

	Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue				
41010	PROPERTY TAX - SECURED	0.00	52,305.81	92,000.00 (43.15)%
41020	PROPERTY TAX - UNSECURED	0.00	3,906.99	3,800.00 2.82%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	16.65	25.00 (33.40)%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	860.75	1,300.00 (33.79)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	186.55	200.00 (6.72)%
41070	PROPERTY TAX - FINES	0.00	408.63	500.00 (18.27)%
41110	PROPERTY TAX EXEMPTION	0.00	593.41	1,300.00 (54.35)%
41130	PUBLIC SAFETY 1/2 CENT	0.00	0.00	1,900.00 100.00)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	314.60	4,500.00 (93.01)%
41200	LAFCO Charge	0.00	13.91	0.00 0.00%
41220	IN LIEU VLF	0.00	0.00	28,500.00 100.00)%
42000	SALES & USE TAX	14,033.24	173,079.61	255,000.00 (32.13)%
43000	TRANSIENT LODGING TAX	2,487.84	81,064.59	140,000.00 (42.10)%
46000	GRANT INCOME	0.00	0.00	10,000.00 100.00)%
47310	VEHICLE LICENSE COLLECTION	0.00	290.42	0.00 0.00%
53010	COPY MACHINE FEE	23.00	176.98	50.00 253.96%
53020	INTEREST INCOME	11,625.82	34,462.86	25,300.00 36.22%
53090	OTHER MISCELLANEOUS INCOME	0.00	11,416.21	14,000.00 (18.46)%
54020	PLANNER- APPLICATION PROCESSIN	0.00	19,105.53	18,000.00 6.14%
54050	BLDG.INSP-APPLICATION PROCESSI	359.50	7,824.55	8,000.00 (2.19)%
54100	ANIMAL LICENSE FEES	0.00	120.00	300.00 (60.00)%
54150	BUSINESS LICENSE TAX	140.00	8,232.00	9,000.00 (8.53)%
54170	STR License Fee (Short Term Rental)	0.00	9,600.00	9,000.00 6.67%
54300	ENCROACHMENT PERMIT FEES	0.00	432.00	400.00 8.00%
56400	RENT - VERIZON	6,552.53	86,295.20	9,000.00 858.84%
56500	RENT - HARBOR LEASE	0.00	0.00	5,125.00 100.00)%
56550	RENT - PG& E	9,500.16	9,500.16	9,000.00 5.56%
56650	RENT - SUDDENLINK	0.00	5,018.38	6,000.00 (16.36)%
56700	RENT - TOWN HALL	0.00	1,752.50	5,000.00 (64.95)%
	Total Revenue	<u>44,722.09</u>	<u>506,978.29</u>	<u>657,200.00 (22.86)%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 4/1/2020 Through 4/30/2020

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
60900	HONORARIUMS	250.00	2,500.00	3,000.00	16.67%
61000	EMPLOYEE GROSS WAGE	9,574.14	97,322.08	121,018.00	19.58%
65100	DEFERRED RETIREMENT	911.91	9,208.56	11,441.00	19.51%
65200	MEDICAL INSURANCE AND EXPENSE	1,761.71	15,712.75	20,248.00	22.40%
65250	Health Savings Program	16.48	914.26	1,443.00	36.64%
65300	WORKMEN'S COMP INSURANCE	0.00	5,010.00	4,538.00	(10.40)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	50.60	682.02	750.00	9.06%
65600	PAYROLL TAX	791.62	8,044.25	10,133.00	20.61%
65800	Grant Payroll Allocation	0.00	(5,852.17)	(5,000.00)	(17.04)%
68090	CRIME BOND	0.00	512.20	500.00	(2.44)%
68200	INSURANCE - LIABILITY	0.00	11,867.45	11,500.00	(3.20)%
68300	PROPERTY & CASUALTY	0.00	5,035.55	5,000.00	(0.71)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	5,000.00	100.00%
71310	CITY PLANNER-ADMIN. TASKS	11,219.90	76,455.26	70,000.00	(9.22)%
71410	BLDG INSPECTOR-ADMIN TASKS	1.86	12,241.50	7,000.00	(74.88)%
71510	ACCOUNTANT-ADMIN TASKS	1,454.44	13,937.12	17,000.00	18.02%
71620	AUDITOR-FINANCIAL REPORTS	0.00	16,023.69	14,500.00	(10.51)%
72000	CHAMBER OF COMMERCE	0.00	0.00	15,000.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	162.00	2,640.47	3,000.00	11.98%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	(740.84)	2,000.00	137.04%
75170	RENT	750.00	7,500.00	9,000.00	16.67%
75180	UTILITIES	674.41	10,318.57	12,000.00	14.01%
75190	DUES & MEMBERSHIP	0.00	896.00	1,000.00	10.40%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	1,351.32	3,500.00	61.39%
75220	OFFICE SUPPLIES & EXPENSE	110.00	4,922.01	6,000.00	17.97%
75240	BANK CHARGES	0.00	30.00	100.00	70.00%
75280	TRAINING / EDUCATION	0.00	0.00	200.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	8,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	2,064.02	500.00	(312.80)%
76110	TELEPHONE	417.56	3,744.24	2,500.00	(49.77)%
76130	CABLE & INTERNET SERVICE	209.40	1,582.55	3,000.00	47.25%
76150	TRAVEL	0.00	2,286.78	2,000.00	(14.34)%
78170	SECURITY SYSTEM	0.00	503.58	500.00	(0.72)%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	151.38	2,000.00	92.43%
	Total Expense	<u>28,356.03</u>	<u>306,864.60</u>	<u>368,371.00</u>	<u>16.70%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 4/1/2020 Through 4/30/2020

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
61000	EMPLOYEE GROSS WAGE	442.40	4,637.21	5,751.00	19.37%
65100	DEFERRED RETIREMENT	34.84	364.87	453.00	19.45%
65200	MEDICAL INSURANCE AND EXPENSE	49.62	366.14	544.00	32.69%
65250	Health Savings Program	0.50	30.04	60.00	49.93%
65300	WORKMEN'S COMP INSURANCE	0.00	212.00	216.00	1.85%
65600	PAYROLL TAX	35.98	377.69	475.00	20.49%
75170	RENT	750.00	7,500.00	9,000.00	16.67%
75180	UTILITIES	115.59	1,696.16	1,800.00	5.77%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	65,000.00	100.00%
75350	ANIMAL CONTROL	128.00	1,268.00	1,600.00	20.75%
76110	TELEPHONE	0.00	466.23	1,200.00	61.15%
76130	CABLE & INTERNET SERVICE	0.00	382.75	0.00	0.00%
78170	SECURITY SYSTEM	0.00	607.50	500.00	(21.50)%
	Total Expense	<u>1,556.93</u>	<u>17,908.59</u>	<u>87,099.00</u>	<u>79.44%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 4/1/2020 Through 4/30/2020

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
60900	HONORARIUMS	150.00	1,500.00	2,400.00	37.50%
75180	UTILITIES	52.87	436.41	1,150.00	62.05%
75190	DUES & MEMBERSHIP	0.00	190.00	350.00	45.71%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
76110	TELEPHONE	120.22	1,155.99	1,000.00	(15.60)%
76140	RADIO & DISPATCH	0.00	0.00	1,800.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	194.97	350.00	44.29%
78150	VEHICLE REPAIRS	0.00	4,706.71	2,500.00	(88.27)%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	464.77	1,500.00	69.02%
78190	MATERIALS, SUPPLIES & EQUIPMEN	191.22	453.18	10,000.00	95.47%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
	Total Expense	<u>514.31</u>	<u>9,102.03</u>	<u>22,550.00</u>	<u>59.64%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 4/1/2020 Through 4/30/2020

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
61000	EMPLOYEE GROSS WAGE	6,363.02	72,851.42	94,198.00	22.66%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	100.00	100.00%
65100	DEFERRED RETIREMENT	708.88	8,158.87	10,593.00	22.98%
65200	MEDICAL INSURANCE AND EXPENSE	2,375.42	25,488.55	30,753.00	17.12%
65250	Health Savings Program	19.15	1,102.53	1,158.00	4.79%
65300	WORKMEN'S COMP INSURANCE	0.00	3,507.00	3,532.00	0.71%
65600	PAYROLL TAX	530.74	6,095.87	8,016.00	23.95%
65800	Grant Payroll Allocation	(5,045.97)	(35,134.78)	(63,000.00)	44.23%
71210	CITY ENGINEER-ADMIN. TASKS	1,375.35	7,215.85	10,000.00	27.84%
71250	CITY ENGINEER - PROJECT FEES	0.00	188.75	0.00	0.00%
71310	CITY PLANNER-ADMIN. TASKS	0.00	9,878.80	15,000.00	34.14%
75180	UTILITIES	0.00	274.78	250.00	(9.91)%
75190	DUES & MEMBERSHIP	0.00	144.00	0.00	0.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	2,911.91	3,000.00	2.94%
75300	CONTRACTED SERVICES	0.00	0.00	10,000.00	100.00%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	346.34	1,000.00	65.37%
78100	STREET MAINT/REPAIR/SANITATION	0.00	784.74	5,000.00	84.31%
78120	STREET LIGHTING	339.34	3,573.57	5,000.00	28.53%
78130	TRAIL MAINTENANCE	97.34	97.34	10,000.00	99.03%
78140	VEHICLE FUEL & OIL	58.28	1,753.55	4,000.00	56.16%
78150	VEHICLE REPAIRS	0.00	1,390.32	2,500.00	44.39%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	1,978.67	14,000.00	85.87%
78170	SECURITY SYSTEM	0.00	34.83	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	37.79	2,106.08	5,000.00	57.88%
78200	EQUIPMENT REPAIRS & MAINTENANC	281.69	2,534.68	4,200.00	39.65%
	Total Expense	<u>7,141.03</u>	<u>117,283.67</u>	<u>174,800.00</u>	<u>32.90%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 4/1/2020 Through 4/30/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
56150	FRANCHISE FEES	0.00	6,641.47	10,000.00	(33.59)%
	Total Revenue	<u>0.00</u>	<u>6,641.47</u>	<u>10,000.00</u>	<u>(33.59)%</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	732.20	7,388.84	9,287.00	20.44%
65100	DEFERRED RETIREMENT	87.86	886.59	1,114.00	20.41%
65200	MEDICAL INSURANCE AND EXPENSE	274.70	2,660.14	3,192.00	16.66%
65250	Health Savings Program	2.58	144.21	138.00	(4.50)%
65300	WORKMEN'S COMP INSURANCE	0.00	450.00	348.00	(29.31)%
65600	PAYROLL TAX	62.23	628.05	796.00	21.10%
75130	GARBAGE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	993.88	1,800.00	44.78%
	Total Expense	<u>1,159.57</u>	<u>13,151.71</u>	<u>17,175.00</u>	<u>23.43%</u>
	Net Income	<u>(1,159.57)</u>	<u>(6,510.24)</u>	<u>(7,175.00)</u>	<u>(9.26)%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
211 - LCP Update Project #2
From 4/1/2020 Through 4/30/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	7,241.43	7,241.43	0.00	0.00%
	Total Revenue	<u>7,241.43</u>	<u>7,241.43</u>	<u>0.00</u>	<u>0.00%</u>
	Expense				
65800	Grant Payroll Allocation	0.00	5,852.17	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	19,397.05	0.00	0.00%
	Total Expense	<u>0.00</u>	<u>25,249.22</u>	<u>0.00</u>	<u>0.00%</u>
	Net Income	<u>7,241.43</u>	<u>(18,007.79)</u>	<u>0.00</u>	<u>0.00%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
303 - COPS Program
From 4/1/2020 Through 4/30/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	27,130.75	131,242.62	100,000.00	31.24%
	Total Revenue	<u>27,130.75</u>	<u>131,242.62</u>	<u>100,000.00</u>	<u>31.24%</u>
	Expense				
75300	CONTRACTED SERVICES	40,671.25	162,685.00	100,000.00	(62.69)%
	Total Expense	<u>40,671.25</u>	<u>162,685.00</u>	<u>100,000.00</u>	<u>(62.69)%</u>
	Net Income	<u>(13,540.50)</u>	<u>(31,442.38)</u>	<u>0.00</u>	<u>0.00%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
503 - State Gas Tax
From 4/1/2020 Through 4/30/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
46000	GRANT INCOME	0.00	0.00	18,000.00	(100.00)%
47005	RMRA (SB1)	632.68	4,604.42	0.00	0.00%
47010	TCRF Loan Repayment	0.00	412.59	0.00	0.00%
47030	GAS TAX REVENUE (2103)	427.83	2,373.58	0.00	0.00%
47050	GAS TAX REVENUE (2105)	312.40	1,646.90	0.00	0.00%
47060	GAS TAX REVENUE (2106)	1,018.01	5,134.14	0.00	0.00%
47070	GAS TAX REVENUE (2107)	428.22	2,047.53	0.00	0.00%
47075	GAS TAX REVENUE (2107.5)	0.00	1,000.00	0.00	0.00%
	Total Revenue	<u>2,819.14</u>	<u>17,219.16</u>	<u>18,000.00</u>	<u>(4.34)%</u>
Expense					
60000	INTERDEPARTMENTAL TRANSFER EXP	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>100.00%</u>
	Total Expense	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>100.00%</u>
	Net Income	<u>2,819.14</u>	<u>17,219.16</u>	<u>(22,000.00)</u>	<u>(178.27)%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
504 - TDA - Transportation Development Agency
From 4/1/2020 Through 4/30/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	22,000.00	(100.00)%
49990	OTHER GRANTS	0.00	15,190.00	0.00	0.00%
	Total Revenue	<u>0.00</u>	<u>15,190.00</u>	<u>22,000.00</u>	<u>(30.95)%</u>
	Expense				
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	12,000.00	100.00%
75250	TRANSIT SERVICES- HTA	0.00	4,980.00	0.00	0.00%
	Total Expense	<u>0.00</u>	<u>4,980.00</u>	<u>12,000.00</u>	<u>58.50%</u>
	Net Income	<u>0.00</u>	<u>10,210.00</u>	<u>10,000.00</u>	<u>2.10%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
518 - OWTS - Onsite Wastewater Treatment System
From 4/1/2020 Through 4/30/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
54020	PLANNER- APPLICATION PROCESSIN	150.00	850.00	0.00	0.00%
	Total Revenue	<u>150.00</u>	<u>850.00</u>	<u>0.00</u>	<u>0.00%</u>
	Expense				
71310	CITY PLANNER-ADMIN. TASKS	385.00	3,014.30	0.00	0.00%
	Total Expense	<u>385.00</u>	<u>3,014.30</u>	<u>0.00</u>	<u>0.00%</u>
	Net Income	<u>(235.00)</u>	<u>(2,164.30)</u>	<u>0.00</u>	<u>0.00%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
523 - STIP Downton Pedestrian Improvement
From 4/1/2020 Through 4/30/2020

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Expense				
65800 Grant Payroll Allocation	569.31	1,975.60	0.00	0.00%
75300 CONTRACTED SERVICES	0.00	25,647.17	0.00	0.00%
Total Expense	569.31	27,622.77	0.00	0.00%
Net Income	(569.31)	(27,622.77)	0.00	0.00%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
524 - DOT Van Wycke Trail
From 4/1/2020 Through 4/30/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	27,135.08	0.00	0.00%
	Total Revenue	<u>0.00</u>	<u>27,135.08</u>	<u>0.00</u>	<u>0.00%</u>
	Expense				
65800	Grant Payroll Allocation	1,613.18	12,210.50	0.00	0.00%
74110	GRANT EXPENSE	0.00	28.00	0.00	0.00%
75300	CONTRACTED SERVICES	15,679.13	23,488.88	0.00	0.00%
75330	CONSTRUCTION	0.00	5,366.00	0.00	0.00%
	Total Expense	<u>17,292.31</u>	<u>41,093.38</u>	<u>0.00</u>	<u>0.00%</u>
	Net Income	<u>(17,292.31)</u>	<u>(13,958.30)</u>	<u>0.00</u>	<u>0.00%</u>

City of Trinidad
 Statement of Revenues and Expenditures - Monthly Reports
 527 - USDA Storm Water Funding
 From 4/1/2020 Through 4/30/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
75300	CONTRACTED SERVICES	112.50	83,494.06	0.00	0.00%
	Total Expense	<u>112.50</u>	<u>83,494.06</u>	<u>0.00</u>	<u>0.00%</u>
	Net Income	<u>(112.50)</u>	<u>(83,494.06)</u>	<u>0.00</u>	<u>0.00%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
528 - Prop 84 Storm Water Grant Project
From 4/1/2020 Through 4/30/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	8,153.19	0.00	0.00%
	Total Revenue	<u>0.00</u>	<u>8,153.19</u>	<u>0.00</u>	<u>0.00%</u>
	Expense				
65800	Grant Payroll Allocation	2,863.48	20,948.68	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	155.25	0.00	0.00%
	Total Expense	<u>2,863.48</u>	<u>21,103.93</u>	<u>0.00</u>	<u>0.00%</u>
	Net Income	<u>(2,863.48)</u>	<u>(12,950.74)</u>	<u>0.00</u>	<u>0.00%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 4/1/2020 Through 4/30/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	12,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	720.00	1,000.00	(28.00)%
57100	WATER SALES	21,993.57	271,819.92	315,000.00	(13.71)%
57200	Water Sales - Wholesale	0.00	8,550.00	6,500.00	31.54%
57300	NEW WATER HOOK UPS	0.00	11,000.00	4,500.00	144.44%
57500	WATER A/R PENALTIES	1,536.15	8,293.26	1,800.00	360.74%
	Total Revenue	<u>23,529.72</u>	<u>300,383.18</u>	<u>340,800.00</u>	<u>(11.86)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	9,214.09	95,651.43	119,121.00	19.70%
65100	DEFERRED RETIREMENT	1,051.00	10,894.93	13,584.00	19.80%
65200	MEDICAL INSURANCE AND EXPENSE	3,554.25	34,220.21	41,359.00	17.26%
65250	Health Savings Program	26.56	1,415.81	1,443.00	1.88%
65300	WORKMEN'S COMP INSURANCE	0.00	3,900.00	4,467.00	12.69%
65600	PAYROLL TAX	772.95	8,015.06	10,152.00	21.05%
68090	CRIME BOND	0.00	275.80	300.00	8.07%
68200	INSURANCE - LIABILITY	0.00	6,206.55	6,100.00	(1.75)%
68300	PROPERTY & CASUALTY	0.00	2,711.45	2,405.00	(12.74)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	972.75	5,000.00	80.55%
71230	ENGINEER-SPECIAL PROJECTS	0.00	43,282.75	75,000.00	42.29%
71310	CITY PLANNER-ADMIN. TASKS	505.00	14,552.65	10,000.00	(45.53)%
71510	ACCOUNTANT-ADMIN TASKS	783.16	7,502.58	9,000.00	16.64%
71620	AUDITOR-FINANCIAL REPORTS	0.00	7,315.00	7,000.00	(4.50)%
72100	BAD DEBTS	0.00	213.79	100.00	(113.79)%
75180	UTILITIES	894.63	12,948.70	14,000.00	7.51%
75190	DUES & MEMBERSHIP	0.00	669.00	125.00	(435.20)%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	203.08	200.00	(1.54)%
75220	OFFICE SUPPLIES & EXPENSE	105.00	3,297.86	3,750.00	12.06%
75240	BANK CHARGES	0.00	20.00	100.00	80.00%
75280	TRAINING / EDUCATION	0.00	313.30	750.00	58.23%
75300	CONTRACTED SERVICES	8,406.00	9,486.00	8,000.00	(18.57)%
76110	TELEPHONE	220.77	1,631.66	1,600.00	(1.98)%
76130	CABLE & INTERNET SERVICE	61.95	557.55	750.00	25.66%
76160	LICENSES & FEES	0.00	3,534.74	3,200.00	(10.46)%
78140	VEHICLE FUEL & OIL	94.33	1,422.33	1,200.00	(18.53)%
78150	VEHICLE REPAIRS	0.00	130.00	2,500.00	94.80%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	479.18	1,250.00	61.67%
78170	SECURITY SYSTEM	0.00	254.50	500.00	49.10%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	3,335.65	5,000.00	33.29%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	7,016.82	5,850.00	(19.95)%
79100	WATER LAB FEES	525.00	5,670.81	4,200.00	(35.02)%
79120	WATER PLANT CHEMICALS	324.69	6,022.72	7,500.00	19.70%
79130	WATER LINE HOOK-UPS	0.00	6,500.00	4,500.00	(44.44)%
79150	WATER LINE REPAIR	0.00	6,451.26	10,000.00	35.49%
79160	WATER PLANT REPAIR	0.00	0.00	3,000.00	100.00%
	Total Expense	<u>26,539.38</u>	<u>307,075.92</u>	<u>383,506.00</u>	<u>19.93%</u>
	Net Income	<u>(3,009.66)</u>	<u>(6,692.74)</u>	<u>(42,706.00)</u>	<u>(84.33)%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
701 - Cemetery
From 4/1/2020 Through 4/30/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	250.00	(100.00)%
58100	CEMETERY PLOT SALES	2,452.50	34,677.50	9,000.00	285.31%
58150	Cemetery Plot Refunds	0.00	(1,410.00)	0.00	0.00%
	Total Revenue	<u>2,452.50</u>	<u>33,267.50</u>	<u>9,250.00</u>	<u>259.65%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	714.10	6,907.41	8,731.00	20.89%
65100	DEFERRED RETIREMENT	85.68	828.77	1,048.00	20.92%
65200	MEDICAL INSURANCE AND EXPENSE	216.46	2,102.59	2,648.00	20.60%
65250	Health Savings Program	2.23	125.65	180.00	30.19%
65300	WORKMEN'S COMP INSURANCE	0.00	495.00	327.00	(51.38)%
65600	PAYROLL TAX	60.71	587.19	748.00	21.50%
75180	UTILITIES	45.23	452.30	493.00	8.26%
75300	CONTRACTED SERVICES	0.00	0.00	2,000.00	100.00%
78170	SECURITY SYSTEM	0.00	319.50	450.00	29.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	500.00	100.00%
	Total Expense	<u>1,124.41</u>	<u>11,818.41</u>	<u>17,125.00</u>	<u>30.99%</u>
	Net Income	<u><u>1,328.09</u></u>	<u><u>21,449.09</u></u>	<u><u>(7,875.00)</u></u>	<u><u>(372.37)%</u></u>



DISCUSSION AGENDA ITEM 6

SUPPORTING DOCUMENTATION ATTACHED

6. Discussion/Decision regarding Purchase of an Electronic Variable Message Sign

Agenda Item – Message Sign
Date: June 9, 2020

SUMMARY:

Due to COVID-19 and visitors during the summer, the City Manager is suggesting a portable digital message sign. Placing such a sign on Main Street as cars drive into town can convey certain messages to visitors and residents as needed. Messages such as:

- Masks and Social Distancing Required in Public
- No Overnight Occupancy of RV's or any Motor Vehicles
- Lock your Motor Vehicles at Night

Because of COVID-19 and summer visitors to town, the City Manager would like to get this sign up as soon as possible. It is suggested that we rent the sign while one is ordered, since in the interest of public safety it is useful to utilize it now. Staff can pursue possible grant funding from PARSAC to cover all or a portion of the cost.

Rental Prices are as follows:

Dons Rent All

Day - \$277.00
Week - \$1051.00
Month - \$2398.00

United Rentals

Day - \$292.00
Week - \$618.00
Month - \$1905.00

Statewide Safety Solutions

Day - \$200.00
Week - \$500.00
Month - \$1200.00

Purchase Price example follows with descriptive flyer attached:

Statewide Safety Solutions

WANCO Metro Medium Message Sign:	\$13,499.00
Total Cost With Tax and Freight:	\$15,146.42

COUNCIL DIRECTION:

This item is placed on the agenda for direction from the Council. Since signs in general are not that popular around town, Council and the community's input is welcome on this issue. This sign would have a desired purpose to convey essential messages to the public, in the interest of safety and communication.

ATTACHMENT:

WANCO Metro VMS Compact Variable Message Sign

Metro™ VMS

Compact Variable Message Signs



Small footprint, energy efficiency and superior performance.

WANCO® Driving traffic safety.

800-972-0755
www.wanco.com

Easy to maneuver and deploy in urban areas, where traffic is heavy and space is limited.

- Energy efficient and superior performance
- Full-matrix message display available in two sizes
- Color display is optional
- Preprogrammed, custom and MUTCD graphics
- Easiest programming in the industry

The Metro™ Variable Message Signs feature a full matrix of high-efficiency LEDs for reduced energy consumption, superior performance and outstanding legibility. The display can present messages as text, graphics or a combination of both. Preprogrammed messages include MUTCD graphics and bold arrows.

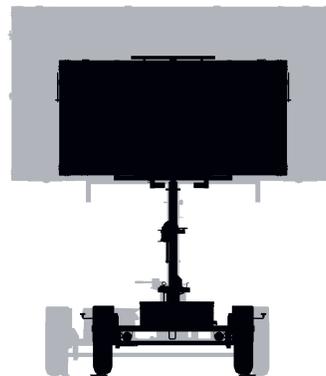
The compact Metro trailer is easy to maneuver and deploy, particularly in urban areas where traffic is heavy and space is limited. For optimal positioning, the display cabinet rotates independent of the trailer, and its height is fully adjustable with a hand-operated winch. Metro signs use our touchscreen interface for the easiest programming in the industry.

Options include the Wanco Modem Package with GPS, radar-based speed detection, the Wanco Traffic Data Classifier System, and a cellular modem package with GPS and remote control. Additional solar panels and batteries are available if more power is required.

To see or order a Metro sign, visit wanco.com or call **800.972.0755**.



- Capacitive touchscreen controller located on back of display cabinet
- Intuitive full-color interface with large “buttons”
- Safer programming at eye level
- Better traffic visibility
- Multi-level password protection and lockable control box
- Out of reach of the casual hacker
- NTCIP compliant



- Compact Metro trailer is easier to maneuver than full-size signs and fits just about anywhere
- Standard tow hitch and removable drawbar
- Meets NEMA TS 4-2005 Section 2 for ambient temperature, vibration, shock, ESD and RFI

Brief specifications

	Model WVTMM-L	Model WVTMM-M
Deployed footprint, W×L	68×55 in. (172×139 cm)	68×55 in. (172×139 cm)
Sign cabinet size, W×H	96×48 in. (244×122 cm)	71×48 in. (180×122 cm)
Deployed height	134 in. (340 cm)	134 in. (340 cm)
Travel height	92 in. (232 cm)	92 in. (232 cm)
Weight, approx.	1500 lbs. (680 kg)	1400 lbs. (635 kg)
Tires	15-inch	15-inch
Amber display	60×30 pixels	48×30 pixels
Optional color display	50×24 pixels Red, Blue, Green, Amber, White	—
Fonts	12 fonts	12 fonts
Default font	11 in., 5×9 pixels per character 3 lines of 10 characters maximum	11 in., 5×9 pixels per character 3 lines of 8 characters maximum
Power	Batteries, solar	Batteries, solar



WANCO INC.
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Arvada, Colorado 80003
800-972-0755
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 Printed on recycled paper