



Posted: Friday, July 08, 2011

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

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

Closed Session begins at 5:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **CLOSED SESSION**
 1. Government Code section 54956.9(b)(3): Pending Litigation
 2. Government Code section 54956.95: Liability Claims for Damages, etc. against the City of Trinidad, submitted by the following individuals:
 - o Tsurai Ancestral Society, Axel Lindgren III, Kelly Jean Lindgren, Christine Williams, Kris K.C. Lindgren, Tanna Lindgren-Tripp, Sarah Lindgren-Akana, George E. Nelson, Patricia Bailey, Gary Nelson, Parris Lindgren, Chet Jarboe.
- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES** - June 08, 2011 cc
- VI. **COUNCIL MEMBER REPORTS, INCLUDING COMMITTEE ASSIGNMENTS**
- VII. **ORAL STAFF REPORTS** - Specific Department Reports, Planning Commission
- VIII. **ITEMS FROM THE FLOOR**

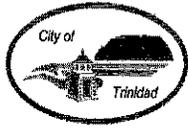
(Three (3) minute limit per Speaker unless Council approves request for extended time.)
- IX. **CONSENT AGENDA**
 1. Staff Activities Report through April 2011
 2. Financial Status Reports for March 2011
 3. Distribution of Interest Earnings to Water and Cemetery Funds as per Audit Recommendation.
 4. California Coastal Trail Signage Project.
- X. **DISCUSSION/ACTION AGENDA ITEMS**
 1. Discussion/Decision regarding Planning Commission Appointments.
 2. Discussion/Decision regarding Draft Ordinance #2011-01; Amending section 2.20.090 of the Trinidad Municipal Code, Relating to the Qualifications of Planning Commission Members.
 3. Discussion/Decision Regarding Draft Vacation Dwelling Unit Ordinance as Recommended by the Planning Commission.
 4. Discussion/Decision regarding Trinidad Head Study Group.
- X. **COUNCIL, STAFF, or PUBLIC REQUESTS FOR FUTURE AGENDA ITEMS**
- XII. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

June 08, 2011 CC:

Supporting Documentation follows with: _____ 0 PAGES

***MINUTES WERE INCOMPLETE AT THE TIME THE PACKET WAS DISTRIBUTED.
MINUTES WILL BE PROVIDED TO THE COUNCIL AND AVAILABLE TO THE PUBLIC
FOR REVIEW PRIOR TO THE MEETING.***



CONSENT AGENDA ITEM #1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 6 PAGES

1. Staff Activities Report through April 2011



STAFF ACTIVITIES REPORT

Through June 2011

A Staff Activities Report is provided to the City Council on a monthly basis. Additions to the previous report will be indicated in **bold type face**. Old information will be left on this report for a period of time and then removed or updated.

City Administration:

1. Town Hall Rental. **During the month of May the hall was rented many times with corresponding revenue of approximately \$800.** At an earlier council meeting staff referred the matter of town hall rental procedures to staff for a report to be brought back to the full Council. **It is anticipated that this will be brought back to the Council at the next regular meeting in August.**

3. On-Site Waste Water Treatment (OWTS) Ordinance. **Streamline Planning has submitted a proposal and estimated cost to conduct a public education program to acquaint residents with this Ordinance prior to commencement of any enforcement action. A proposal has also been solicited from PlanWest. It is anticipated that both proposals will be submitted for Council consideration at the next regular meeting in August.**

4. Tsunami Warning Signs. Staff met with Dan Larkin (County), Royal McCarthy (CalTrans), Lori Dengler (HSU) and Michael Hostler (Rancheria) on placement of signage throughout the Trinidad area to advise residents and visitors as to tsunami warning zone locations. Signs have been ordered but are usually filled in blocks (serving multiple entities), and will be installed once received.

5. Tsunami Warning Siren. **Staff has coordinated with the County Office of Emergency Services and the Rancheria to conduct a test of the newly installed siren on Tuesday, July 19 at 10:00 a.m. This will be publicized by including a notice on water billings, press releases and reverse 911 calls, and city staff will be on duty prior to the test time and available to assist with additional on site notification.**

5. Library Lease. The City has been advised by its insurance carrier, the Public Agency Risk Sharing Authority, that they will not insure the City if the City enters into an agreement that transfers indemnity or obligations from a third party (LACO) to the City, as is proposed by the draft lease prepared on behalf of the Humboldt North Coast Land Trust. A letter has been sent to the attorney representing the Land Trust reaffirming the

City's intent to enter into a long term lease after the building is constructed, but advising that the City cannot assume such third party indemnification. It is staff's understanding that a geological study will be conducted on the proposed footprint for the new library, with the proposed design to follow based on that study. This will eliminate the need for the objectionable third party indemnification. The City is awaiting such confirmation from the Land Trust.

6. Water Rates. **Winzler & Kelly has commenced the rate analysis study that was funded in the adopted FY 2011-12 budget. This is anticipated to be followed by a proposed water rate adjustment in accordance with the requirements and process as set forth in Proposition 218.**

7. Investments. **Staff is working on updating its investment policy which was adopted in 2005, and has requested copies of investment policies used by other local municipalities. In the meantime, funds continue to be invested in short term bonds (up to five years) through Smith Barney. A long-term investment (10+ to 20 years) was recently sold with those and other funds transferred to the City's State of California Local Agency Investment Fund (LAIF) Account. Investment of city's funds in LAIF was authorized by the Council pursuant to Resolution 2007-03.**

PLANNING ISSUES

1. General Plan. The Planning Commission continues to work on the Circulation Element, which is one of the more complex of the seven state required elements, and the fourth reviewed by the Planning Commission so far. The Circulation Element not only includes transportation and streets, but also public services and energy use. The Planning Commission has been holding special meetings as necessary to keep this moving forward.

2. Accessory Dwelling Unit (ADU) Code. This Ordinance was adopted by the City Council in August, 2010. Streamline is of the opinion this needs to be approved by the Coastal Commission and will be submitted in conjunction with the Vacation Dwelling Unit (VDU) regulations. The next step will be putting together an application package that will include an analysis of how the new regulations fit within the Local Coastal Plan and Coastal Act regulations as well as any environmental impacts of new rules. The local Coastal Commission staff could not get to it until September, 2011 at the earliest as they are currently working on the Arcata general plan and zoning LCP amendment.

3. Vacation Units Regulations. **The Draft Vacation Dwelling Unit Ordinance is being presented to the Council at this (July) meeting.** As a land use ordinance, this will need to be approved by the Coastal Commission, and it could be submitted in conjunction with the ADU ordinance. Insofar as the ordinance does not conflict with existing land use regulations, it may be able to be implemented prior to Coastal Commission approval.

Status of Grant Funded Programs

1. Project Name: Gateway Project

Source of Funds: CA State Transportation Improvement \$145,000 and Federal High Risk Rural Roads \$360,000 with local Prop 1B funds for match (\$84,300).

Status: Winzler & Kelly is finalizing the plans and specifications and construction schedule. At a meeting in June, the Gateway Committee reviewed and approved the proposed locations of the street lights. In keeping with Committee action, the streetlight at the Lighthouse is to be removed and not replaced at this time. PG&E is tentatively scheduling this removal to take place during the month of July.

The streetlight component of this project will proceed; however, a presentation to update the Council on this project will be made prior to any other construction activity commencing.

2. Project Name: Town Hall Heating System

Source of Funds: Energy Efficiency Block Grant (\$25,000)

Status: Due to difficulties encountered in meeting requirements for other federally-funded projects, staff is reluctant to take this project on; however, the Redwood Coast Energy Authority is handling a stimulus project for the City of Ferndale, and we are in discussion with that the Authority about a similar arrangement in Trinidad.

3. Project Name: Saunders Park Development

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

Status: A grand opening ceremony took place on July 4th and honored the Saunders for their valuable contributions and commitment to the citizens of Trinidad. Final invoices have been submitted and a project inspection is being scheduled with State Parks personnel, after which reimbursement is anticipated.

4. Project Name: Turbidity Monitoring (SCADA upgrade)

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

Status: This project is to install equipment to facilitate water quality monitoring, and Winzler & Kelly will act as the project manager on behalf of the City. The City has signed the funding agreement and it is now circulating for signatures at the State Department of Public Health.

5. Project Name: Water Plant Improvement Project

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

Status: **The City has signed the funding agreement and it is now circulating for signatures at the State Department of Public Health. Winzler & Kelly will act as project manager on behalf of the City. This project is to plan the upgrades to the water distribution system.**

6. Project Name: Luffenholtz Creek Sediment Reduction

Source of Funding: California Department of Public Health (up to \$1.875 million)

Status: **Permitting is underway for this project, which is to reduce sources of sediment impacting the city's water supply. Redwood Community Action Agency and Green Diamond are partnering with the City on this project.**

7. Project Name: Trinidad Pier Reconstruction (ASBS Project)

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

Status: **The Memorandum of Agreement has been executed by both the City and the Rancheria and the grant agreement has now been signed by the State. Bids have been opened, award by the Rancheria is expected to follow shortly, with construction anticipated to begin by August 1, 2011. Staff is working with the Rancheria CEO to schedule a project update presentation to the Council.**

8. Project Name: Storm Water Management Improvement

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

Status: **The grant agreement has recently been signed by the City and the State. Winzler & Kelly will act as the project manager and work should commence within the next month.**

9. Project Name: Trinidad to Humboldt Bay Coastal Watershed Program

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

Status: **The Grant agreement was signed in June, 2011 and project has commenced.**

10. Project Name: Museum Access Road and Landscaping

Source of Funding: ARRA (Stimulus) \$186,000

Status: The City has been advised that reimbursement from Stimulus funds is being disallowed due to a number of procedural and paperwork deficiencies. **Staff is working on a possible alternative funding source, which involves seeking HCAOG approval for use of Transportation Safety Enhancement reserve funds for its Gateway project, thereby freeing flexible Gateway funds to offset the loss of ARRA funding.**

Police Department

1. Staffing. Deputy Scott Hicks is the Sheriff's Office deputy for Trinidad. His normal work days are Tuesday through Friday (10-hour days). Roving patrol from the Sheriff's office occurs at other times.
2. Law Enforcement Agreement: **The Council supported a three year arrangement with the Humboldt County Sheriff for the provision of law enforcement services at their meeting in June, 2011. State funding in the amount of \$100,000 for local law enforcement services is once again secured for FY 2011-12.**

Public Works Department

1. Streets Maintenance. In January, staff replaced all of the deteriorated and faded stop signs in Trinidad.
2. Axel Lindgren Memorial Trail. Public Works will soon be performing repairs and maintenance on this trail weather permitting, using wood generously donated by the Lindgren family.
3. Van Wycke Trail. **The Trail continues to be closed due to land movement that has created unsafe conditions. At your meeting in June, 2011, repair options ranging from \$120,000 to \$240,000 were presented by Winzler & Kelly. The Council directed staff to consider temporary, less expensive repairs such as contracting with Madrone Enterprises. Madrone Enterprises has submitted a proposal not to exceed \$30,000. Staff has asked counsel for an opinion as to whether sole source contracting could be made or whether we would need to competitively bid.**
4. Water Treatment Improvements. Staff continues efforts on obtaining data to determine the backwash sediment load and potentially reduce disinfection by-product pre-cursors in our source water utilizing current treatment techniques. This data is expected to be helpful when funding for the Water Plant Improvement Project is granted.
5. Emergency/Disaster Response Plan. Staff is working on development of a plan to address water system emergencies.

6. Trinidad Head Maintenance. Staff met with Coastal Commission representatives on site May 16, 2011 to clarify the definition of routine maintenance as opposed to that which constitutes development or improvements, and a letter seeking concurrence as to the status and requirements for various maintenance activities was sent by the City's Planner on May 31, 2011. **The City received an interim response on July 1 (copy attached) that indicates that the Coastal Commission staff finds mowing and trimming over existing roads to no more than one foot on either side of the existing roads and to a total width of 4 feet along the trails would not constitute major vegetation removal and therefore would not require a coastal development permit. The City is proceeding with trail maintenance within these limitations.**

PROPOSAL

To: Mayor and Council Members, c/o City Manager Karen Suiker

From: Sungnome Madrone, of Madrone Enterprises

Date: July 5th, 2011

Re: Van Wycke Trail

Background: The following proposal is in response to the city's request for suggestions and estimates for a less expensive interim fix for the Van Wycke Trail. The council expressed a desire to look at less expensive options than the recently estimated \$240K project by Winzler and Kelly. I have spoken with the City Manager, Karen Suiker, the City Engineer Steve Allen at W&K, and City Planner Trevor Parker.

Steve Allen agreed that a cheaper interim fix, such as more retaining walls similar to the ones already built at the site, would be a reasonable approach to current needs at the site given budget constraints. He also said that he could review a simple set of plans drafted by me and could make the appropriate findings for permitting using those plans, and the previous work done by W&K and Busch Geotechnical for the site.

Trevor felt that with the above information the City could immediately start the permit process, which could be completed in two months depending on timing of meetings and notices. If necessary she felt that the City could declare an emergency to do the work if permits were not in place by October 1st so that work can be completed during the dry season.

Issues: The current state of the trail is hazardous with overgrown brush and weeds concealing several drop offs and steep edges along the trail. Daily use is still occurring despite signs and baracades. Additionally, the trail has experienced significant damage from bluff erosion and without stabilization work soon, much of the existing trail bed will fail downslope. Interim measures to clear the brush and weeds, to repair the existing wall and to build additional walls in needed to protect the trail.

Timing: Timing is of the essence as delays add liabilities and threaten loss of the trail bed and trail access.

Why Madrone Enterprises (ME): ME is uniquely qualified and positioned to do this work for the City. I am personally familiar with the site details and location of underground utilities. I have completed all construction at the site to date in a timely and cost effective manner. I am available, am fully bonded, and insured and am licensed to do the design work as well as the construction. W&K have said that they are willing to approve plans draw by me so that cost can be kept down and permitting can begin immediately. Steve Allen agrees that interim walls are a good solution and that the existing design has worked well for its cost.



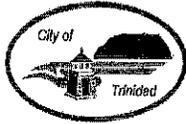
Suggested Steps:

1. Sole source Contract with Madrone Enterprises with a not to exceed amount of \$30K to do plans, cost estimate, and construct wooden retaining walls with cable tiebacks and buried deadweights to unitize the structure. Sole source is due to site familiarity, previous site experience, availability on short notice and ability to design immediately and construct this summer.
2. Begin permitting process utilizing Busch Geotechnical and Winzler and Kelly Reports, new plans by ME and findings by W&K for project.
3. Secure the services of a cultural monitor.
4. Prepare emergency permits if necessary to build in October.
5. Construct improvements and repairs in September/October

I am prepared to begin the plans immediately and encourage the council to act promptly to protect this valuable coastal and community access. Thank you for consideration of my proposal.

Sincerely,

Sungnome Madrone



CONSENT AGENDA ITEM #2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 10 PAGES

2. Financial Status Reports for March 2011

City of Trinidad
Statement of Revenues and Expenditures
201 - GFAdmin
From 5/1/2011 Through 5/31/2011

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60900	HONORARIUMS	250.00	2,500.00	3,000.00	16.67%
61000	EMPLOYEE GROSS WAGE	7,003.51	55,769.73	47,545.00	(17.30)%
61470	FRINGE BENEFITS	46.16	6,269.32	0.00	0.00%
65000	EMPLOYEE TAXES, INSUR & BENEFIT	0.00	0.00	26,247.00	100.00%
65100	DEFERRED RETIREMENT	205.34	6,335.47	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	306.05	6,226.75	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	613.75	0.00	0.00%
65400	UNEMPLOYMENT COMPENSATION	0.00	2,111.47	0.00	0.00%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	98.00	1,113.00	1,200.00	7.25%
65600	PAYROLL TAX	554.31	5,134.89	4,721.00	(8.77)%
68100	FIDELITY BOND	0.00	700.00	700.00	0.00%
68200	INSURANCE - LIABILITY	0.00	5,443.00	5,443.00	0.00%
68300	PROPERTY & CASUALTY	0.00	4,397.00	5,350.00	17.81%
71100	ATTORNEY-MEETINGS	2,126.70	17,076.70	24,000.00	26.85%
71110	ATTORNEY-ADMINISTRATIVE TASKS	50.00	8,517.10	0.00	0.00%
71130	ATTORNEY-LITIGATION	0.00	2,812.50	10,000.00	71.86%
71140	ATTORNEY-MILEAGE	37.50	37.50	0.00	0.00%
71160	ACCOUNTING	0.00	255.29	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	987.00	5,224.75	6,000.00	12.92%
71220	CITY ENG-APPLICATION PROCESS	0.00	0.00	2,000.00	100.00%
71300	CITY PLANNER-MEETINGS	417.00	4,204.25	2,000.00	(110.21)%
71310	CITY PLANNER-ADMIN. TASKS	1,306.50	9,933.05	6,000.00	(65.55)%
71320	CITY PLANNER-APPL. PROCESS	0.00	5,310.00	8,000.00	33.63%
71330	CITY PLANNER-ENFORCEMENT	0.00	192.00	0.00	0.00%
71340	CITY PLANNER - SPECIAL PROJECT	1,299.00	7,491.00	12,000.00	37.58%
71410	BLDG INSPECTOR-ADMIN TASKS	160.00	568.75	0.00	0.00%
71420	BLDG INSPECTOR-PERMIT PROCESS	0.00	1,489.00	0.00	0.00%
71430	BLDG INSPECTOR-ENFORCEMENT	0.00	593.85	5,000.00	88.12%
71510	ACCOUNTANT-ADMIN TASKS	312.46	13,549.94	18,000.00	24.72%
71620	AUDITOR-FINANCIAL REPORTS	0.00	11,044.00	10,000.00	(10.44)%
72000	CHAMBER OF COMMERCE	0.00	0.00	30,000.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	0.00	940.69	1,000.00	5.93%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	0.00	4,000.00	100.00%
75170	RENT	0.00	5,850.00	7,800.00	25.00%
75180	UTILITIES	1,359.73	4,131.94	4,000.00	(3.30)%
75190	DUES & MEMBERSHIP	0.00	12,792.00	2,000.00	(539.60)%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	1,031.97	5,000.00	79.36%
75220	OFFICE SUPPLIES & EXPENSE	122.51	4,234.59	4,500.00	5.90%
75240	BANK CHARGES	0.00	72.80	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	4,200.08	0.00	0.00%
75990	MISCELLANEOUS EXPENSE	0.00	1,027.00	1,000.00	(2.70)%
76110	TELEPHONE	139.68	1,809.06	3,000.00	39.70%
76130	CABLE & INTERNET SERVICE	160.95	1,819.16	1,500.00	(21.28)%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	75.00	2,587.75	1,000.00	(158.78)%
78190	MATERIALS, SUPPLIES & EQUIPMEN	128.35	3,613.13	5,000.00	27.74%
92200	UNREALIZED INVEST. GAINS/LOSSE	(425.30)	12,155.28	0.00	0.00%
Total Expense		<u>16,720.45</u>	<u>241,179.51</u>	<u>268,506.00</u>	<u>10.18%</u>

City of Trinidad
Statement of Revenues and Expenditures
From 5/1/2011 Through 5/31/2011

		Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue					
41010	PROPERTY TAX - SECURED	34,094.47	71,898.85	110,000.00	(34.64)%
41020	PROPERTY TAX - UNSECURED	0.00	3,056.80	0.00	0.00%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	46.38	0.00	0.00%
41050	PROPERTY TAX - CURRENT SUPPL	310.52	224.61	0.00	0.00%
41060	PROPERTY TAX-PRIOR SUPPL	110.40	227.11	0.00	0.00%
41071	MOTOR VEHICLES	1,035.29	3,113.81	0.00	0.00%
41072	PROP TX - BOOKING FEES	71.54	451.76	0.00	0.00%
41080	PROPERTY TAX - HOMEOWNERS	444.59	444.59	0.00	0.00%
41090	REAL PROPERTY TRANSFER TAX	0.00	333.85	0.00	0.00%
41110	PROPERTY TAX EXEMPTION	0.00	635.12	0.00	0.00%
41130	PUBLIC SAFETY 1/2 CENT	429.93	1,090.43	0.00	0.00%
41140	PROPERTY TAX - DOCUMENTARY RE	864.87	864.87	0.00	0.00%
41190	PROPERTY TAX ADMINISTRATION FE	(1,778.09)	(3,556.18)	0.00	0.00%
41200	LAFCO Charge	0.00	(493.12)	0.00	0.00%
41210	IN-LIEU SALES & USE TAX	13,628.92	27,257.85	0.00	0.00%
41220	IN LIEU VLF	12,917.50	25,835.00	0.00	0.00%
42000	SALES & USE TAX	6,000.00	130,446.10	220,000.00	(40.71)%
43000	TRANSIENT LODGING TAX	6,558.77	52,323.25	72,000.00	(27.33)%
47310	VEHICLE LICENSE COLLECTION	177.77	474.29	0.00	0.00%
47350	MOTOR VEHICLE LICENSE FEE GAP	0.00	239.45	0.00	0.00%
49080	MOTOR VEHICLE FINES	0.00	0.00	1,000.00	(100.00)%
53010	COPY MACHINE FEE	0.00	17.00	100.00	(83.00)%
53020	INTEREST INCOME	1,105.91	35,811.06	35,000.00	2.32%
53090	OTHER MISCELLANEOUS INCOME	0.00	3,393.81	0.00	0.00%
54020	PLANNER- APPLICATION PROCESSIN	0.00	5,701.75	10,000.00	(42.98)%
54040	ENGINEER-APPLICATION PROCESSIN	0.00	0.00	500.00	(100.00)%
54050	BLDG.INSP-APPLICATION PROCESSI	0.00	9,045.22	5,000.00	80.90%
54100	ANIMAL LICENSE FEES	0.00	34.00	200.00	(83.00)%
54130	FARMERS MARKET BUSINESS LICENS	60.00	320.00	0.00	0.00%
54140	ZONING & SUBDIVISION FEES	0.00	10.00	0.00	0.00%
54150	BUSINESS LICENSE TAX	0.00	5,100.00	12,000.00	(57.50)%
54300	ENCROACHMENT PERMIT FEES	50.00	360.00	400.00	(10.00)%
56150	FRANCHISE FEES	0.00	8,459.51	6,000.00	40.99%
56400	RENT - VERIZON	0.00	16,378.78	18,000.00	(9.01)%
56500	RENT - HARBOR LEASE	5,000.00	5,000.00	5,000.00	0.00%
56650	RENT - SUDDENLINK	966.76	3,948.51	0.00	0.00%
56700	RENT - TOWN HALL	105.00	5,380.00	10,000.00	(46.20)%
56800	RENT - MISC	0.00	0.00	500.00	(100.00)%
58100	CEMETERY PLOT SALES	0.00	100.00	0.00	0.00%
59999	INTERDEPARTMENTAL TRANSFER INC	0.00	0.00	52,000.00	(100.00)%
Total Revenue		<u>82,154.15</u>	<u>413,974.46</u>	<u>557,700.00</u>	<u>(25.77)%</u>

City of Trinidad
Statement of Revenues and Expenditures
301 - Police
From 5/1/2011 Through 5/31/2011

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>	
Expense					
61000	EMPLOYEE GROSS WAGE	1,578.97	18,238.21	23,231.00	21.49%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	638.51	980.00	34.85%
65100	DEFERRED RETIREMENT	41.56	289.99	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	0.00	(586.30)	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	614.51	0.00	0.00%
65400	UNEMPLOYMENT COMPENSATION	854.00	3,631.53	0.00	0.00%
65600	PAYROLL TAX	79.41	1,396.61	2,371.00	41.10%
71160	ACCOUNTING	0.00	233.41	0.00	0.00%
71510	ACCOUNTANT-ADMIN TASKS	267.83	4,736.93	0.00	0.00%
71620	AUDITOR-FINANCIAL REPORTS	0.00	792.00	0.00	0.00%
75170	RENT	1,300.00	7,150.00	7,800.00	8.33%
75180	UTILITIES	197.24	2,454.92	1,200.00	(104.58)%
75220	OFFICE SUPPLIES & EXPENSE	399.46	644.90	2,400.00	73.13%
75300	CONTRACTED SERVICES	0.00	44,512.10	80,000.00	44.36%
75350	ANIMAL CONTROL	113.00	1,243.00	1,350.00	7.93%
75380	INVESTIGATION	0.00	105.00	0.00	0.00%
76110	TELEPHONE	82.09	867.35	1,800.00	51.81%
76130	CABLE & INTERNET SERVICE	0.00	174.76	0.00	0.00%
78150	VEHICLE REPAIRS	0.00	60.00	0.00	0.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	36.00	0.00	0.00%
78180	OTHER REPAIR & MAINTENENCE	0.00	0.00	500.00	100.00%
85000	CAPITAL OUTLAY	0.00	2,791.75	3,000.00	6.94%
	Total Expense	<u>4,913.56</u>	<u>90,025.18</u>	<u>124,632.00</u>	<u>27.77%</u>

City of Trinidad
Statement of Revenues and Expenditures
401 - Fire
From 5/1/2011 Through 5/31/2011

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60900	HONORARIUMS	150.00	1,500.00	1,800.00	16.67%
75110	FINANCIAL ADVISOR/TECH SUPPORT	0.00	90.00	0.00	0.00%
75180	UTILITIES	89.95	594.25	600.00	0.96%
75190	DUES & MEMBERSHIP	0.00	10.00	0.00	0.00%
75260	BACKGROUNDS / EDUCATION	0.00	125.00	1,000.00	87.50%
75280	TRAINING / EDUCATION	0.00	161.00	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	123.00	5,700.00	97.84%
76110	TELEPHONE	3.12	156.00	100.00	(56.00)%
76140	RADIO & DISPATCH	0.00	0.00	1,000.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	151.22	750.00	79.84%
78150	VEHICLE REPAIRS	0.00	0.00	3,000.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	207.88	500.00	58.42%
78180	OTHER REPAIR & MAINTENENCE	0.00	0.00	1,500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	123.91	4,688.03	7,500.00	37.49%
85000	CAPITAL OUTLAY	0.00	0.00	10,000.00	100.00%
90000	Capital Reserves	0.00	0.00	20,000.00	100.00%
Total Expense		<u>366.98</u>	<u>7,806.38</u>	<u>53,450.00</u>	<u>85.39%</u>

City of Trinidad
Statement of Revenues and Expenditures
501 - PW (Public Works)
From 5/1/2011 Through 5/31/2011

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>	
Expense					
61000	EMPLOYEE GROSS WAGE	2,762.80	27,715.08	37,072.00	25.24%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	15,145.00	100.00%
65100	DEFERRED RETIREMENT	694.23	2,815.21	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	1,330.46	11,390.53	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	614.51	0.00	0.00%
65600	PAYROLL TAX	264.63	2,380.61	2,560.00	7.01%
71510	ACCOUNTANT-ADMIN TASKS	0.00	942.64	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	0.00	1,000.00	100.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	11,877.10	24,000.00	50.51%
78110	Street Safety Improvements	0.00	1,320.47	12,000.00	89.00%
78120	STREET LIGHTING	28.91	3,191.33	4,000.00	20.22%
78125	Street Lighting - Improvements	0.00	0.00	15,000.00	100.00%
78130	TRAIL MAINTENANCE	3,467.02	21,190.79	22,200.00	4.55%
78140	VEHICLE FUEL & OIL	310.02	2,427.33	3,000.00	19.09%
78150	VEHICLE REPAIRS	0.00	1,291.44	0.00	0.00%
78180	OTHER REPAIR & MAINTENENCE	0.00	43.29	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	249.83	1,739.91	2,500.00	30.40%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	263.52	0.00	0.00%
79150	WATER LINE REPAIR	0.00	32.42	0.00	0.00%
	Total Expense	<u>9,107.90</u>	<u>89,256.18</u>	<u>138,477.00</u>	<u>35.54%</u>

City of Trinidad
Statement of Revenues and Expenditures
 204 - IWM
 From 5/1/2011 Through 5/31/2011

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget	
Revenue					
46000	GRANT INCOME	0.00	720.00	5,000.00	(85.60)%
47600	BLUE BAG SALES	176.00	3,010.00	2,000.00	50.50%
47650	RECYCLING REVENUE	0.00	25,134.06	23,000.00	9.28%
	Total Revenue	176.00	28,864.06	30,000.00	(3.79)%
Expense					
61000	EMPLOYEE GROSS WAGE	1,065.04	11,343.60	11,291.00	(0.47)%
61250	OVERTIME	0.00	0.00	0.00	0.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	5,060.00	100.00%
65100	DEFERRED RETIREMENT	225.30	1,222.66	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	380.85	3,561.05	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	283.62	0.00	0.00%
65600	PAYROLL TAX	98.72	968.11	1,151.00	15.89%
75120	WASTE RECYCLING PICKUP/DISPOSA	1,360.00	13,040.00	12,000.00	(8.67)%
75130	GARBAGE	0.00	404.50	0.00	0.00%
75140	BLUE BAG PURCHASES	0.00	3,160.00	2,500.00	(26.40)%
78100	STREET MAINT/REPAIR/SANITATION	483.30	5,437.88	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	614.16	635.25	0.00	0.00%
78210	Advertising Outreach & Project	0.00	480.47	2,500.00	80.78%
	Total Expense	4,227.37	40,537.14	34,502.00	(17.49)%
	Net Income	(4,051.37)	(11,673.08)	(4,502.00)	159.29%

City of Trinidad
Statement of Revenues and Expenditures
303 - COPS Program
From 5/1/2011 Through 5/31/2011

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
46000	GRANT INCOME	27,555.47	88,684.20	100,000.00	(11.32)%
	Total Revenue	<u>27,555.47</u>	<u>88,684.20</u>	<u>100,000.00</u>	<u>(11.32)%</u>
Expense					
65200	MEDICAL INSURANCE AND EXPENSE	0.00	0.00	0.00	0.00%
65400	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00%
75180	UTILITIES	0.00	0.00	0.00	0.00%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	0.00	0.00%
75300	CONTRACTED SERVICES	14,998.00	114,998.00	100,000.00	(15.00)%
75380	INVESTIGATION	0.00	0.00	0.00	0.00%
76110	TELEPHONE	0.00	0.00	0.00	0.00%
	Total Expense	<u>14,998.00</u>	<u>114,998.00</u>	<u>100,000.00</u>	<u>(15.00)%</u>
	Net Income	<u>12,557.47</u>	<u>(26,313.80)</u>	<u>0.00</u>	<u>0.00%</u>

City of Trinidad
Statement of Revenues and Expenditures
601 - Water
From 5/1/2011 Through 5/31/2011

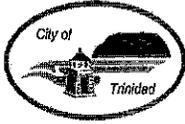
	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue				
53020	INTEREST INCOME	0.00	0.00	30,000.00 (100.00)%
53080	OTHER FEES FOR SERVICE	0.00	90.00	0.00 0.00%
53090	OTHER MISCELLANEOUS INCOME	0.00	817.50	0.00 0.00%
57100	WATER SALES	17,394.08	197,614.11	214,600.00 (7.92)%
57300	NEW WATER HOOK UPS	0.00	4,500.00	9,000.00 (50.00)%
57500	WATER A/R PENALTIES	(287.27)	7,851.56	4,000.00 96.29%
	Total Revenue	17,106.81	210,873.17	257,600.00 (18.14)%
Expense				
61000	EMPLOYEE GROSS WAGE	6,618.26	69,964.77	85,050.00 17.74%
61250	OVERTIME	0.00	882.78	0.00 0.00%
61470	FRINGE BENEFITS	0.00	0.00	0.00 0.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	40,022.00 100.00%
65100	DEFERRED RETIREMENT	1,129.58	7,956.95	0.00 0.00%
65200	MEDICAL INSURANCE AND EXPENSE	2,619.89	26,140.56	0.00 0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	1,843.53	0.00 0.00%
65600	PAYROLL TAX	593.09	6,042.34	7,352.00 17.81%
68200	INSURANCE - LIABILITY	0.00	4,000.00	4,000.00 0.00%
68300	PROPERTY & CASUALTY	0.00	2,250.00	3,231.00 30.36%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	3,000.00 100.00%
71160	ACCOUNTING	0.00	240.71	0.00 0.00%
71210	CITY ENGINEER-ADMIN. TASKS	3,499.25	3,499.25	41,000.00 91.47%
71230	ENGINEER-SPECIAL PROJECTS	0.00	15,212.50	0.00 0.00%
71510	ACCOUNTANT-ADMIN TASKS	312.46	5,973.08	14,000.00 57.34%
71610	AUDITOR-ADMINISTRATIVE TASKS	0.00	0.00	8,000.00 100.00%
71620	AUDITOR-FINANCIAL REPORTS	0.00	9,064.00	0.00 0.00%
72100	BAD DEBTS	0.00	94.46	0.00 0.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	0.00	45.00	0.00 0.00%
75180	UTILITIES	1,743.44	9,642.96	14,000.00 31.12%
75190	DUES & MEMBERSHIP	0.00	703.04	1,000.00 29.70%
75220	OFFICE SUPPLIES & EXPENSE	0.00	1,666.73	2,000.00 16.66%
75230	INTEREST EXPENSE	0.00	1,935.43	1,050.00 (84.33)%
75240	BANK CHARGES	0.00	5.00	0.00 0.00%
75990	MISCELLANEOUS EXPENSE	0.00	116.81	0.00 0.00%
76100	TELEPHONE & COMMUNICATIONS	0.00	49.00	1,500.00 96.73%
76110	TELEPHONE	83.33	891.54	0.00 0.00%
76130	CABLE & INTERNET SERVICE	49.00	490.00	0.00 0.00%
76160	LICENSES & FEES	0.00	2,314.77	0.00 0.00%
78140	VEHICLE FUEL & OIL	175.95	1,895.65	3,000.00 36.81%
78150	VEHICLE REPAIRS	0.00	36.79	1,500.00 97.55%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	1,399.12	1,000.00 (39.91)%
78170	SECURITY SYSTEM	69.00	276.00	1,000.00 72.40%
78190	MATERIALS, SUPPLIES & EQUIPMEN	18.34	4,660.26	5,000.00 6.79%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	297.83	0.00 0.00%
79100	WATER LAB FEES	0.00	2,712.01	4,000.00 32.20%
79110	WATER LINES/METERS	0.00	9.31	0.00 0.00%
79120	WATER PLANT CHEMICALS	436.79	10,762.76	14,000.00 23.12%
79130	WATER LINE HOOK-UPS	0.00	0.00	4,000.00 100.00%
79150	WATER LINE REPAIR	1.07	12,967.00	18,000.00 27.96%
79160	WATER PLANT REPAIR	2.58	8,611.37	10,000.00 13.89%

City of Trinidad
 Statement of Revenues and Expenditures
 601 - Water
 From 5/1/2011 Through 5/31/2011

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Total Expense	<u>17,352.03</u>	<u>214,653.31</u>	<u>286,705.00</u>	<u>25.13%</u>
Net Income	<u>(245.22)</u>	<u>(3,780.14)</u>	<u>(29,105.00)</u>	<u>(87.01)%</u>

City of Trinidad
Statement of Revenues and Expenditures
701 - Cemetery
From 5/1/2011 Through 5/31/2011

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	5,000.00	(100.00)%
58100	CEMETERY PLOT SALES	0.00	8,115.00	8,000.00	1.44%
	Total Revenue	<u>0.00</u>	<u>8,115.00</u>	<u>13,000.00</u>	<u>(37.58)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	722.80	7,407.82	6,841.00	(8.29)%
61250	OVERTIME	0.00	0.00	0.00	0.00%
65000	EMPLOYEE TAXES, INSUR & BENEFIT	0.00	0.00	2,946.00	100.00%
65100	DEFERRED RETIREMENT	184.22	750.39	0.00	0.00%
65200	MEDICAL INSURANCE AND EXPENSE	319.60	2,743.16	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	189.08	0.00	0.00%
65600	PAYROLL TAX	69.37	630.56	885.00	28.75%
68200	INSURANCE - LIABILITY	0.00	500.00	500.00	0.00%
75300	CONTRACTED SERVICES	0.00	0.00	500.00	100.00%
78180	OTHER REPAIR & MAINTENENCE	91.87	(13.15)	500.00	102.63%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	278.81	0.00	0.00%
	Total Expense	<u>1,387.86</u>	<u>12,486.67</u>	<u>12,172.00</u>	<u>(2.59)%</u>
	Net Income	<u>(1,387.86)</u>	<u>(4,371.67)</u>	<u>828.00</u>	<u>(627.98)%</u>



CONSENT AGENDA ITEM #3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

3. Distribution of Interest Earnings to Water and Cemetery Funds as per Audit Recommendation.

CONSENT AGENDA ITEM # 3

Date: July 13, 2011

Item: Distribution of Interest Earnings

Background:

California Government Code section 53647(a) states: "Interest on all money deposited belongs to, and shall be paid quarterly into the general fund....unless otherwise directed by law." In the past the City allocated part of its investment earnings to all its funds, which creates unnecessary and time consuming burden on bookkeepers. It is recommended that all investment earning be recorded in the general fund, and that the city allocate a proportionate share of those investment earnings to the water and cemetery funds at the end of the fiscal year. This is in keeping with the audit recommendations presented to the city by its auditor, Marcello & Company. There would be an exception in the event grant or other fund advances required interest earnings to be accumulated to a specific fund for a specific purpose.

Proposed Action:

Direct that the water and cemetery funds receive a proportionate share of interest earnings as of June 30th of each year.



CONSENT AGENDA ITEM #4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 28 PAGES

4. California Coastal Trail Signage Project.

CONSENT AGENDA ITEM # 4

Date: July 13, 2011

Item: California Coastal Trail Signage Project

Background: The City has received a proposal for California Coastal Trail insignia locations for the Trinidad Trail, which will result in identifying this Trail as part of the California Coastal Trail. This involves placement of small round placards on existing posts along the Coastal Trail throughout California. By identifying this Trail as part of the California Coastal Trail, no change in authority over the Trail will occur, and once the insignias are installed, it will be designated as part of the continuous California Coastal Trail public right-of-way along the coast of California, stretching from Oregon to the Mexican border as proposed by the California Coastal Act.

Twenty three (23) possible insignia locations were identified for the placement of a four inch insignia sign. Staff supports such insignia placement on existing sign posts, except for those locations that mark closed trails or have been subject to prior litigation. Where sign posts do not exist, or where the trail is temporarily closed, or additional research and/or investigation might be necessary prior to authorization of additional signing language, approval is not recommended at this time. In the meantime, staff recommends responding to the request and authorizing placement of the four inch insignia signs on the following location numbers: 2, 3, 4, 5, 6, 7, 8, 12, 13, 14, 16, 17, 19 and 23. Due to trail closure, the absence of posts and/or need for additional research, the following locations are not recommended for placement of insignia signs at this time: 1, 9, 10, 11, 15, 18, 20, 21, 22.

Proposed Action: Authorize placement of sign insignias as recommended.

Attachments:

California Coastal Trail Description

California Coastal Trail Signage Project Summary

California Coastal Trail Signage Project Summary



Project Area: City of Trinidad, from the coastal beach eastward

County/City: City of Trinidad, County of Humboldt

Jurisdiction(s): City of Trinidad

For Coastwalk Use Office Use Only
Status: In process
Jurisdiction:
<input checked="" type="checkbox"/> Submitted - date: July, 2010
<input type="checkbox"/> Approved - date:
Coastal Commission
<input type="checkbox"/> Submitted - date:
<input type="checkbox"/> Approved - date:
Last Revision Date: October 10, 2010
Signage Project Begin Date: June 2010

Coastwalk Signage Project Contact Information

Rue Furch rue@coastwalk.org
CCT Planning & Project Manager
555 So. Main Street, Ste. 1
Sebastopol, CA 95472

Coastwalk State Office: 800.550-6854 707.829.6689
Local Coastwalk Contact Information:

Contents

Page 1	Cover Page
Page 2	Contents and general comments
Page	Jurisdiction correspondence/permits etc
Page 3 - 4	Map/s of project area pinpointing signage locations
Page 5 - 27	Individual Sign Data Sheets

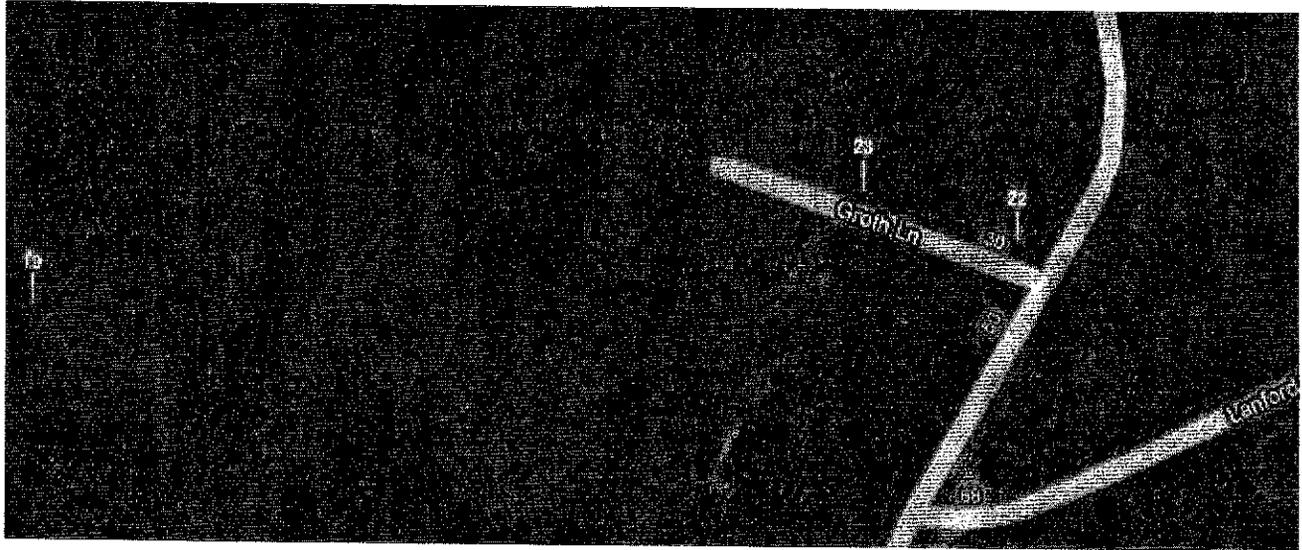
Comments

This segment of Coastal Trail lies within the City of Trinidad in Humboldt County. Coastwalk staff met with representatives of the City and County, and visited the trail reach with a City representative to identify signage locations.

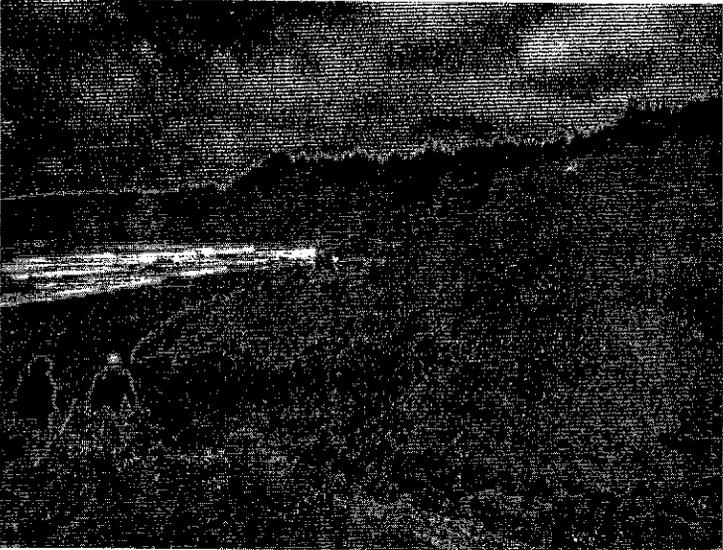
Several places include photos of options for CCT signage placement. I have provided choices in instances where jurisdictions may want to consider placement due to their future plans or constraints. The City is also considering identifying a braid of the CCT that would follow the beach eastward, but this segment is currently blocked by a large rock pile.

This Trail segment covers approximately 1 mile of coastal trail. This mileage does not include meanderings of the CCT.

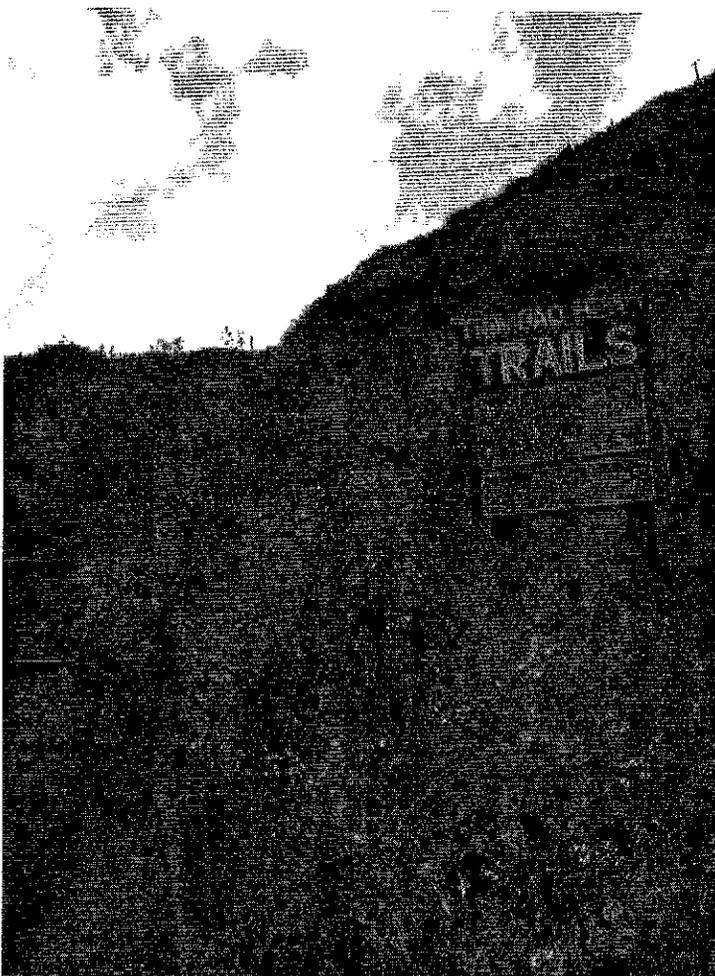




CCT Sign Location: City of Trinidad, Humboldt County

<p>Location Number: 1</p>	<p>Description: Looking at Trinidad Beach northward, at the westerly end of Lighthouse Road</p>
<p>Photo Number: 0554.jpg</p>	<p>Coordinates: Latitude: 41° 3' 27" N Longitude: 124° 8' 57" W UTM: Z10 403436E 4545776N</p>
<p>Comments: There is no post here, but it would be helpful to Trail users indicating the change in Trail direction from or to the beach. Recommend CCT directional sign placement at some point</p> <p>Placement: NA – no post</p> <p>Insignia Size:</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8</p> <p>Fastener type:</p> <p>Who provides fastener</p>	<p>Photo</p> 

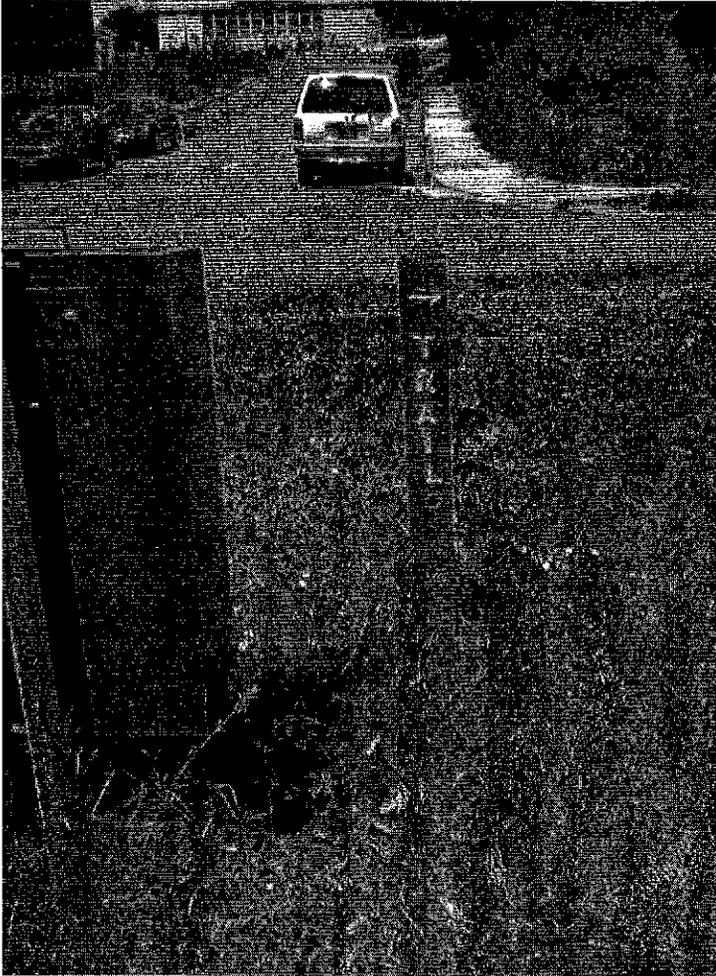
CCT Sign Location: City of Trinidad, Humboldt County

<p>Location Number: 2</p>	<p>Description: Sign indicating Trinidad Head Trails on Bay Street</p>
<p>Photo Number: 0553.jpg</p>	<p>Coordinates: Latitude: 41° 3' 25.8" N Longitude: 124° 8' 57" W UTM: Z10 403436E 4545739N</p>
<p>Comments: CCT could be indicated by an Insignia at the base of this sign or on the post in the following photograph</p> <p>Placement: potential on post</p> <p>Insignia Size:</p> <p><input checked="" type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8</p> <p>Fastener type: screw</p> <p>Who provides fastener – Coastwalk</p>	<p>Photo</p> 

CCT Sign Location: City of Trinidad, Humboldt County

<p>Location Number: 4</p>	<p>Description: Looking downhill from top of path in previous photo</p>
<p>Photo Number: 0556.jpg</p>	<p>Coordinates: Latitude: 41° 3' 31.2" N Longitude: 124° 8' 36" W UTM: Z10 403928E 4545899N</p>
<p>Comments: CCT signage would guide Trail users from both directions if placed Trail post sign, as route changes</p> <p>Placement: both sides of Trail post</p> <p>Insignia Size:</p> <p><input checked="" type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8</p> <p>Fastener type: screw</p> <p>Who provides fastener – Coastwalk</p>	<p>Photo</p> 

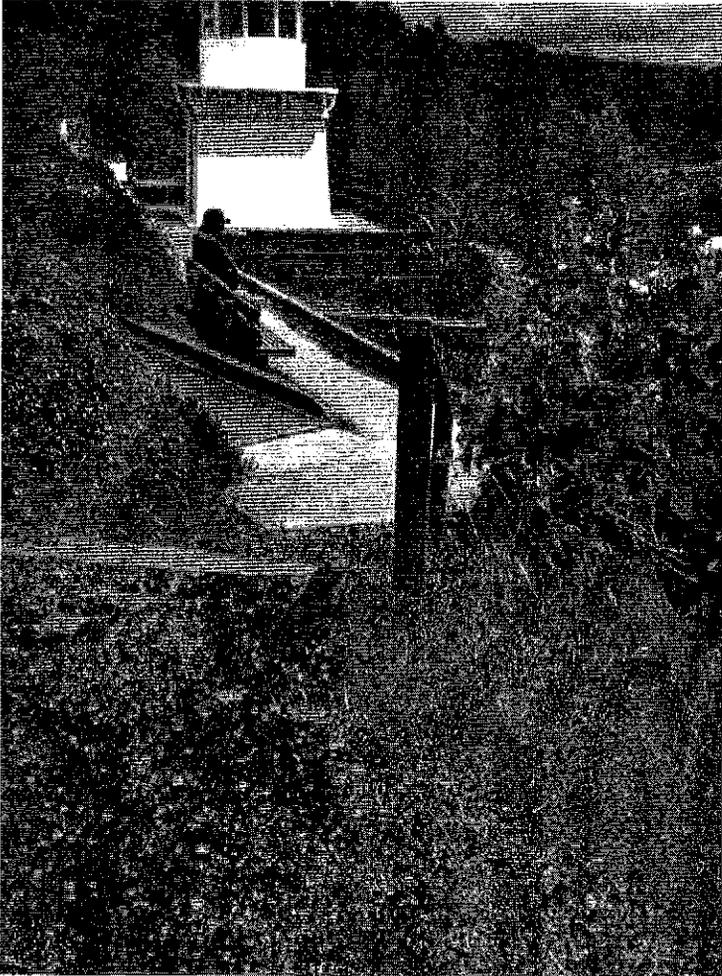
CCT Sign Location: City of Trinidad, Humboldt County

<p>Location Number: 6</p>	<p>Description: Trail turns eastward at Van Wycke Street, at Gallinado Street intersection</p>
<p>Photo Number: 0558.jpg</p>	<p>Coordinates: Latitude: 41° 3' 27" N Longitude: 124° 8' 49.2" W UTM: Z10 403619E 4545774N</p>
<p>Comments: CCT signs from both Trail users directions would help direct users to route change</p> <p>Placement: 2 sides post</p> <p>Insignia Size:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <p>Fastener type: screw</p> <p>Who provides fastener – Coastwalk</p>	<p>Photo</p> 

CCT Sign Location: City of Trinidad, Humboldt County

<p>Location Number: 11</p>	<p>Description: Van Wycke Street joins Edwards Street</p>
<p>Photo Number: 0564.jpg</p>	<p>Coordinates: Latitude: 41° 3' 30" N Longitude: 124° 8' 40.2" W UTM: Z10 403830E 4545864N</p>
<p>Comments: CCT changes direction. Trail users will benefit from signage</p> <p>Placement: both sides of post</p> <p>Insignia Size:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <p>Fastener type: screw</p> <p>Who provides fastener – Coastwalk</p>	<p>Photo</p> 

CCT Sign Location: City of Trinidad, Humboldt County

<p>Location Number: 12</p>	<p>Description: Steps lead from Trail along Edwards Street to small Memorial Lighthouse park</p>
<p>Photo Number: 0565.jpg</p>	<p>Coordinates: Latitude: 41° 3' 30.6" N Longitude: 124° 8' 37.2" W UTM: Z10 403900E 4545881N</p>
<p>Comments: CCT insignia on upright post of hand rail would direct Trail users that route changes again, and lead to beach route</p> <p>Placement: handrail post</p> <p>Insignia Size:</p> <p><input checked="" type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8</p> <p>Fastener type: screw</p> <p>Who provides fastener – Coastwalk</p>	<p>Photo</p> 

CCT Sign Location: City of Trinidad, Humboldt County

<p>Location Number: 13</p>	<p>Description: Looking toward bay from Memorial Lighthouse park on Edwards Street</p>
<p>Photo Number: 0566.jpg</p>	<p>Coordinates: Latitude: 41° 3' 30" N Longitude: 124° 8' 34.8" W UTM: Z10 403956E 4545862N</p>
<p>Comments: CCT Insignia on rail facing Trail would help direct Trail users to beach route. Trail heads down steep steps to left of path in photo</p> <p>Placement: on wooden rail next to existing signs</p> <p>Insignia Size:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <p>Fastener type: screw</p> <p>Who provides fastener – Coastwalk</p>	<p>Photo</p> 

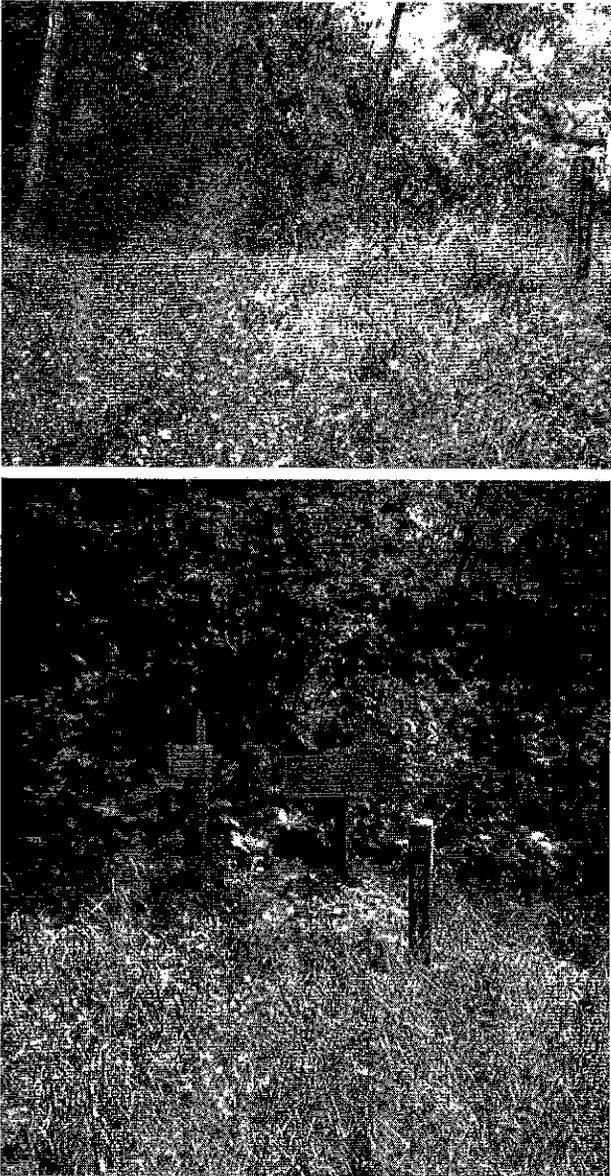
CCT Sign Location: City of Trinidad, Humboldt County

Location Number: 15	Description: Bottom of steps leading onto beach
Photo Number: 0577.jpg	Coordinates: Latitude: 41° 3' 26.4" N Longitude: 124° 8' 33.6" W UTM: Z10 403982E 4545751N
<p>Comments: Steps do not have immediately visible post. Trail users would benefit from a marker at this location</p> <p>Placement: NA – no post</p> <p>Insignia Size:</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8</p> <p>Fastener type:</p> <p>Who provides fastener</p>	<p>Photo</p> 

CCT Sign Location: City of Trinidad, Humboldt County

<p>Location Number: 16</p>	<p>Description: Further along beach, where route heads inland</p>
<p>Photo Number: 0579.jpg, 0581.jpg</p>	<p>Coordinates: Latitude: 41° 3' 24.6" N Longitude: 124° 8' 22.2" W UTM: Z10 404248E 4545692N</p>
<p>Comments: Upper photo shows where path turns to lead inland. Post with orange/red letters can be seen in upper center. Lower photo shows same post in grasses</p> <p>Placement: both sides of post</p> <p>Insignia Size:</p> <ul style="list-style-type: none"> ★ 4 □ 6 □ 8 <p>Fastener type: screw</p> <p>Who provides fastener – Coastwalk</p>	<p>Photo</p>  

CCT Sign Location: City of Trinidad, Humboldt County

<p>Location Number: 17</p>	<p>Description: Trail continues uphill toward private road</p>
<p>Photo Number: 0582.jpg, 0575.jpg</p>	<p>Coordinates: Latitude: 41° 3' 26.4" N Longitude: 124° 8' 22.8" W UTM: Z10 404235E 4545747N</p>
<p>Comments: Upper photo looks uphill toward level drive Lower photo looks downhill from the road Trail can be accessed from road or by continuing between beach and Wagner Street. Signage will help guide Trail users from all directions</p> <p>Placement:</p> <p>Insignia Size: all sides of post</p> <ul style="list-style-type: none"> ★ 4 □ 6 □ 8 <p>Fastener type: screw</p> <p>Who provides fastener – Coastwalk</p>	<p>Photo</p> 

CCT Sign Location: City of Trinidad, Humboldt County

<p>Location Number: 23</p>	<p>Description: Lane continues toward Trail intersection</p>
<p>Photo Number: 0573.jpg</p>	<p>Coordinates: Latitude: 41° 3' 30.6" N Longitude: 124° 8' 15" W UTM: Z10 404418E 4545874N</p>
<p>Comments: Lane continues toward CCT points at Location 18</p> <p>Placement: wooden post</p> <p>Insignia Size:</p> <p><input checked="" type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 8</p> <p>Fastener type: screw</p> <p>Who provides fastener – Coastwalk</p>	<p>Photo</p> 



AGENDA ITEM #1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

1. Discussion/Decision regarding Planning Commission Appointments.

City of Trinidad

From: jenniferpfraser@gmail.com
Sent: Thursday, July 07, 2011 12:14 PM
To: cityclerk@trinidad.ca.gov
Subject: Resignation of Jennifer Fraser from Trinidad Planning Commission

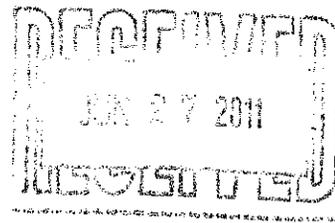
Richard,
I am formally resigning from Trinidad Planning. My employer has deemed this activity as a conflict of interest. I look forward to supporting our town in other ways.

Thank you,
Jennifer Fraser

Gabe please forward to Richard Johnson...didn't have his email on my blackberry :) Sent from my Verizon Wireless BlackBerry

June 22, 2011

Kathy Bhardwaj
Mayor, City of Trinidad
P.O. Box 390
Trinidad, CA 95570



I would like to be considered for the opening on the Planning Commission vacated by Jennifer Fraser. I have volunteered my time, skills and talents in many ways over the years, once serving as a council member in the late 1990's. Trinidad has been my home for over 20 years, and I anticipate staying here for another 20.

Thank you for your consideration.

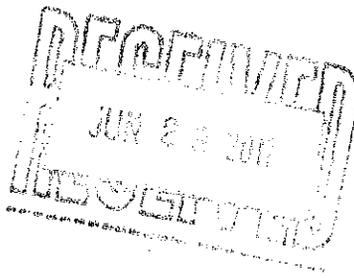
Mike Pinske
895 Underwood Drive
677-0942

City of Trinidad

From: James Gould [badbrotherjames@suddenlink.net]
Sent: Wednesday, June 08, 2011 12:38 PM
To: Trinidad City Clerk
Subject: Planning Commission

Gabe:

This will confirm our conversation this morning. I would be pleased to serve a term on the Trinidad Planning Commission should that vacancy still exist. Pls let me know what hoops I must jump through to make this request official. Thanks, JRG



Grace Rotwein
P.O. Box 240
Trinidad, CA 95570
T 707 5996277
F 707 6770594
gracerotwein@gmail.com

June 27, 2011
Trinidad City Council
P.O. Box 390
Trinidad, CA 95570

Honorable City Council Member,

I am a life long resident of the city of Trinidad, and as such I believe I have only the city's best interests at heart. For the last nineteen years I have had the incredible privilege of growing up in one of the world's most pristinely beautiful areas, and I wish to become further involved in our community. I wish to be a position on the Trinidad City Planning Commission.

If appointed as a Trinidad City Planning Commissioner, I intend to make my chief priorities learning and understanding the General Plan, and the Trinidad Zoning Ordinance; as well as the housing element, and all other related documents, so that I may better make decisions that may affect our community in positive ways.

Thank your consideration.

Respectfully,

Grace Rotwein



AGENDA ITEM #2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

2. Discussion/Decision regarding Draft Ordinance #2011-01; Amending section 2.20.090 of the Trinidad Municipal Code, Relating to the Qualifications of Planning Commission Members.

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

Kathy Bhardwaj, Mayor
Gabriel Adams, City Clerk



ORDINANCE NO. 2011-01

**AMENDING ORDINANCE 2007-03 OF THE CITY COUNCIL OF THE CITY OF TRINIDAD,
AND AMENDING SECTION 2.20.090 OF THE TRINIDAD MUNICIPAL CODE,
RELATING TO THE QUALIFICATIONS OF PLANNING COMMISSION MEMBERS**

The City Council of the City of Trinidad does hereby ordain as follows:

Section 1: Section 2.20.090 of the Trinidad Municipal Code, and Ordinance 2007-03 is hereby amended to read as follows:

2.20.090: Qualifications of Planning Commission Members

Except as provided hereinafter, no person may serve on the Trinidad Planning Commission unless, at the time of appointment to office, and at all times thereafter during the term of the appointment, that person is a resident of the City Limits of the City of Trinidad.

However, the City Council may appoint up to (2) members who need not be a resident of the City of Trinidad, but reside within the Greater Trinidad Area as defined as the area in Humboldt County north of Little River and south of Big Lagoon.

Section 2: This ordinance shall become effective thirty (30) days after its passage.

PASSED, APPROVED, AND ADOPTED on this 13th day of July, 2011, by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Kathy Bhardwaj
Mayor

First Reading: Wednesday, July 13, 2011

Second Reading:



AGENDA ITEM #3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 10 PAGES

3. Discussion/Decision Regarding Draft Vacation Dwelling Unit Ordinance as Recommended by the Planning Commission.

DISCUSSION / AGENDA ITEM #3

Date: July 13, 2011

Item: Draft Vacation Dwelling Unit (VDU) Ordinance as recommended by the Planning Commission

Background: In February 2011, the City Council reviewed a draft VDU ordinance that had been prepared by the City Attorney based on the recommendations of the VDU Advisory Committee. Because VDUs are a land use issue, this ordinance will become part of Trinidad's Zoning Ordinance. As such, it required review and approval / recommendation by the Planning Commission prior to Council adoption. Once the Planning Commission makes a recommendation for a Zoning Ordinance amendment, then a written report must be submitted to the Council explaining the recommendation and analyzing the relationship of the amendment to other Zoning Ordinance provisions and the General Plan.

This ordinance will have to also be certified by the CA Coastal Commission as part of the City's Local Coastal Plan (LCP), which includes the Zoning Ordinance. Unfortunately, the timeline for the Coastal Commission approving this is many months, certainly not until fall at the earliest. I have not gotten a determination from the Coastal Commission staff as to whether the City can start implementing this ordinance prior to Coastal Commission approval. I am of the opinion that insofar as it does not conflict with the existing LCP, then the City can start implementing it, but the Council may want an official determination either from the City Attorney or Coastal Commission staff. I would recommend that the City submit an LCP amendment that includes both this VDU ordinance once it is adopted and the ADU (accessory dwelling unit) ordinance passed last year.

The VDU ordinance first appeared on the Planning Commission agenda in March 2011. As the result of some public comments and issues that were brought up but not addressed in the ordinance, the item was continued for several meetings. Most of the changes to the ordinance have been additions, and were also reviewed by the City Attorney. The ordinance has had support from the public in attendance and from the managers of the two local rental companies. I feel that the changes that have been made have made the ordinance much stronger than was originally written and will avoid much confusion and ambiguity in the future.

The following is a list of most of the major changes that were made to the ordinance from the original VDU Committee recommendation:

- Requirement to post septic system information in the VDU and tying the septic performance requirements to the OWTS program

- Requirement to post emergency preparedness information in the VDU (earthquakes, tsunamis, etc.)
- Requirement to provide a 'good neighbor brochure' with information on parking and noise
- Additional application submittal requirements such as a site and floor plan to verify compliance with the regulations, sample rental agreement and liability insurance
- Definition of event and visitor to define what types of activities (e.g. parties) can occur and how many people can be on the property
- Added an age to the definition of occupant so that small children would not be counted toward the maximum occupancy
- Changed the neighbor notification area to 100 feet rather than 300 feet to make it a more reasonable number of notices and consistent with other ordinances
- Added an allowance for multiple VDUs on a property
- Altered the business license appeal process to make it more workable
- Added a process to revoke a VDU license if multiple violations occur
- Added a provision to allow the City Manager to 'audit' the VDU records

Analysis:

There is little reference to vacation rentals in current City ordinances. Section 17.56.06 (Home occupations) allows "*rooming and boarding of not more than two persons*" as an accessory use to any dwelling without a permit from the City. Home occupations are a principally permitted use in both the residential zones in the City (UR and SR) (§17.32.020 and §17.28.020). Since Trinidad's ordinances are otherwise silent as to vacation rentals, technically, under current definitions, vacation rentals fall within the principally permitted uses of the Urban Residential zone (or Suburban Residential) as a single-family residence. The City's business license ordinance (Chapter 5.04) currently requires a standard business license for any commercial activity or home occupation, with few exceptions. The purpose of a business license is to generate revenue. The issuance of a business license does not require notification of neighboring properties or adherence to any standards.

General Plan Policy 45 contains language that both supports and conflicts with the proposed ordinance:

Trinidad's role in the effort to provide adequate housing is focused on three areas:

- (a) *attempting to keep the cost of existing moderate cost housing down so it can continue to be available to people with limited incomes who desire to live in Trinidad.*
- (b) *protecting the unique character of the of the city as a single family owner occupied fishing village;*
- (c) ...

Part (a) seems to support the idea of vacation rentals because it makes housing more affordable in some ways. However, VDUs do conflict with the 'owner occupied' preference of part (b). Though not in a particular policy, the Trinidad General Plan does recognize the value of tourism to the community, even though it was written in the 1970's. Vacation rentals provide generally low-impact visitor accommodations while still allowing for single-family use. Families can rent out their homes while on vacation or until they are ready to live in Trinidad full-time. But they do have different impacts from permanent residences. The proposed regulations are designed to address the most common issues and complaints regarding VDUs.

The current draft of the Land Use Element of the new General Plan, which has been reviewed by both the Planning Commission and City Council, includes the following language encouraging the regulation of vacation rentals:

Vacation rentals have also become more numerous in the community, prompting concerns over their impact on residential neighborhoods. While the City recognizes the benefits of short-term vacation rentals to the City in terms of tourism, jobs, affordable housing and the economy, short-term vacation rentals also have the potential to adversely affect the small-town atmosphere of the City and to negatively impact the character of residential neighborhoods if they are not appropriately regulated.

LU-2.4.: Limitations and permitting requirements for all vacation rentals shall be specified in the City Zoning Ordinance. Conditions on any permit to operate a vacation rental shall include standards addressing the following at a minimum:

- *Requirement to maintain a business license and pay transient occupancy taxes*
- *Adequacy of the OWTS and notification to guests regarding proper operation*
- *Occupancy, parking, traffic, lighting and noise standards*

Staff Recommendation: The proposed ordinance is in conformance with the draft General Plan policies, and does not conflict with the current general plan or other ordinance provisions. Therefore, staff recommends approval.

Attachments: Planning Commission draft VDU ordinance.

Vacation Dwelling Unit Ordinance
Draft

ORDINANCE 2011-xx

**AN ORDINANCE OF THE CITY OF TRINIDAD
ADDING CHAPTER 17.53 TO TITLE 17 OF THE TRINIDAD MUNICIPAL CODE,
AND AMENDING SECTIONS 3.20.030 AND 5.04.220 OF THE TRINIDAD MUNICIPAL
CODE**

The City Council of the City of Trinidad does hereby ordain as follows:

ORDINANCE 2011-XX, SECTION 1:

There is hereby added to the Trinidad Municipal Code a new Chapter, Chapter 17.53, "City of Trinidad Vacation Dwelling Unit Ordinance," which shall read as follows:

Chapter 17.53

VACATION DWELLING UNITS

Sections:

17.53.010	Short Title
17.53.020	Definitions
17.53.030	Purpose
17.53.040	Requirements
17.53.050	Appearance and Visibility
17.53.060	Effect on Existing Vacation Dwelling Units
17.53.070	Location
17.53.080	Noise
17.53.090	Non-Permitted Uses
17.53.100	Number of Occupants
17.53.110	Visitors
17.53.120	Tenancy
17.53.130	Traffic
17.53.140	Tourist Occupancy Tax
17.53.150	Audit
17.53.160	Dispute Resolution
17.53.170	Violations—Penalty
17.53.180	Violations—Revocation
17.53.190	Ordinance Review

17.54.010 Short Title.

This chapter shall be known and may be cited as "City of Trinidad Vacation Dwelling Unit Ordinance."

17.54.020 Definitions.

Good Neighbor Brochure.

"Good Neighbor Brochure" means a document prepared by the City and approved by the

Vacation Dwelling Unit Ordinance
Draft

City Manager that summarizes general rules of conduct, consideration, respect, and potential remedial actions. In particular provisions for parking and minimizing noise and quiet hours shall be included.

Event.

"Event" means any use of a structure or land for a limited period of time. "Event" includes but is not limited to art shows, religious revivals, tent camps, concerts, fundraisers, and weddings or receptions. "Event" does not include small parties and social gatherings of 20 people or less consistent with normal residential use.

Occupant.

"Occupant" within this Chapter is synonymous with the definition of "Tourist" in Trinidad Municipal Code section 3.20.020G. As used in this Chapter, "occupant" does not include children aged 5 or under.

Transient Use.

"Transient use" means any contractual use of a structure or portion thereof for residential, dwelling or sleeping purposes, for any period of time which is less than 30 consecutive days.

Vacation Dwelling Unit.

"Vacation Dwelling Unit" (VDU) means any structure, accessory structure, or portion of such structures, which is contracted for transient use.

As used in this chapter, the definition of "Vacation Dwelling Unit" falls within the definition of "Lodging House" found in Trinidad Municipal Code section 3.20.020A but does not include "inn" or "motel" within Section 3.20.020A.

Visitor.

"Visitor" means someone staying temporarily at a VDU, but that is not an "occupant" and not staying at the VDU overnight.

17.54.030 Purpose.

The purpose of this Chapter is to ensure that Vacation Dwelling Units are compatible with surrounding residential and other uses and will not act to harm or alter the neighborhoods within which they are located.

17.54.040 Requirements.

A. Business License Application.

Each VDU must procure a Business License. Existing VDUs must obtain a Business License within 3 months of the adoption of this ordinance. The business license shall identify the existence of a VDU at a particular address and declares the number of bedrooms in the VDU.

A site plan and floor plan must be submitted along with the Business License application so the City can verify the number of bedrooms and parking spaces. The site plan and floor plan do not have to be professionally prepared, but must be to scale and include enough information to verify compliance. A sample rental agreement that addresses the requirements of this Chapter shall also be provided.

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Draft

Each application for a Business License shall be accompanied with proof of a general liability insurance in the amount of one million dollars combined single limit and an executed agreement to indemnify, defend and save the city harmless from any and all claims and liability of any kind whatsoever resulting from or arising out of the registration of a VDU.

A Business License Fee of \$100.00 will be charged for the first year of each VDU's operation. Annual renewals for subsequent years shall be at the same cost as a renewal for any other Business License in the City.

The City will notify all property owners within 100 feet of the VDU property of the VDU's Business License within 7 days of its issuance or re-issuance. This notice may be combined with the required 24-hour emergency contact phone number notice required in subsection B below.

B. Contact Information.

1. Local Contact Person.

Each VDU must designate a local contact person on the Business License form. That person may be either the owner or the property manager, and that person must live within 25 miles of Trinidad so that he/she can respond personally to an emergency.

2. 24-Hour Emergency Contact Phone Number.

A 24-hour emergency contact phone number is required for each VDU. The 24-hour emergency contact phone number shall be prominently placed for the occupants' use inside the VDU. Any change to the emergency contact number shall be promptly provided to the Trinidad City Clerk and posted within the VDU.

The emergency contact phone number will be forwarded by the City Clerk to the Trinidad Police Department, the County Sheriff's Office, the Trinidad Volunteer Fire Department, and to each neighbor within 100 feet of the VDU within 7 days after the issuance or reissuance of a business license for the VDU.

If there is an emergency or complaint, and the emergency contact person does not respond within a reasonable period of time, concerned persons will be encouraged to report the emergency through the 911 emergency calling system or the Police or Sheriff's Department. It is unlawful to make a false report or complaint regarding activities associated with a VDU.

C. Parking.

A VDU must provide at least one on-site parking space per bedroom in the VDU. The parking space/s shall be entirely on the VDU property. VDU occupants may not use public right-of-way (street) spaces to meet their parking needs. Parking spaces will not be located on the septic system unless it is designed and rated for traffic in accordance with the OWTS Regulations.

Vacation Dwelling Unit Ordinance
Draft

D. Septic System.

Each VDU's owner or property manager must provide proof that the septic system for the structure in which the VDU is located is functioning properly and in conformance with the City's OWTS Management Program. Information on the appropriate use of a septic system, in a form approved by the City, shall be posted in each bathroom in the VDU and the kitchen.

E. Signs.

A single sign no greater than 3 square feet in size shall be attached to the VDU structure or placed immediately adjacent to the front of the VDU structure. The purpose of the sign is to notify the public that the structure is or contains a VDU. The sign must provide a 24-hour emergency telephone contact number for complaints, and a business telephone number for persons seeking information on the VDU.

F. Trash.

Trash and refuse shall not be left stored within public view, except in proper containers for the purposes of collection. There shall be no accumulation or storage of trash and / or debris on the site or within the unit.

G. Emergency Preparedness.

Information regarding local hazards, such as earthquakes and ocean related hazards, in a form approved by the City, shall be posted within the vacation rental in an easily seen location, such as the entry or kitchen area. In particular, information regarding regular testing of the tsunami siren and real emergencies shall be included.

H. Good Neighbor Brochure.

Prior to occupancy pursuant to each separate occasion of rental of a VDU, the owner or the owner's agent shall provide a copy of the Good Neighbor Brochure to the occupants and / or shall post the Good Neighbor Brochure in a clearly visible location within the VDU.

17.54.050 Appearance and Visibility.

The outside appearance of the VDU structure shall not change the residential character of the structure by the use of colors, materials, lighting, or signage (except as required by this Chapter). The VDU shall not create any noise, glare, flashing lights, vibrations, or odors which are not commonly experienced in residential areas.

17.54.060 Effect on Existing Vacation Dwelling Units.

Each individual holding a valid Trinidad Business License for a VDU existing at the time the VDU Ordinance is adopted shall be subject to the requirements of this Chapter of the Municipal Code upon its adoption. The owner of an existing VDU which does not meet the requirements of this Chapter will not be issued a Business License and may not use the VDU structure for VDU purposes.

17.54.070 Location.

VDU's are permitted in any zone district in the City that allows for single or multiple family dwelling units. A VDU may be allowed in a legally established Accessory Dwelling Unit. Each separate VDU must obtain its own, individual Business License.

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Draft

17.54.080 Noise.

Occupants of VDU properties and visitors shall not generate noise in excess of what might be expected in a residential neighborhood. Any noise occurring after 10:00 pm and before 8:00 am should be contained within the VDU and shall not be able to be heard by or offend any adjacent neighbors.

17.54.090 Non-Permitted Uses.

There shall be no permitted use of the VDU structure other than occupancy for dwelling or sleeping purposes, as defined in Section 3.20.020A of the Trinidad Municipal Code. Use for events which are not hosted by the VDU's property owner are not permitted.

17.54.100 Number of Occupants.

The maximum number of occupants allowed in a VDU shall not exceed two persons per bedroom plus an additional two persons (e.g., a two-bedroom VDU may have six occupants). Except that in the Suburban Residential Zone, if the VDU has a total floor area that exceeds 800 square feet per bedroom, then for each additional 500 square feet of floor area above this total, one additional occupant may be allowed, up to a maximum of two additional occupants.

17.54.110 Visitors.

The number of visitors to a VDU shall be limited to not more than 20 persons per parcel at any time. If there is more than one VDU on a property, the 20 person maximum applies to the property, not each VDU. Visitors are not allowed on the premises between 1:00 a.m. and 4:00 a.m.

17.54.120 Tenancy.

The rental of a VDU shall not be for less than two successive nights.

17.54.130 Traffic.

Vehicles used and traffic generated by the VDU shall not exceed the type of vehicles or traffic volume normally generated by a residence occupied by a full-time resident in a residential neighborhood.

17.54.140 Tourist Occupancy Tax.

The rental or other contractual use of a VDU is subject to a Tourist Occupancy Tax ("TOT") and any other mandated taxes. Each VDU owner and/or manager shall meet all of the requirements of Trinidad Municipal Code Chapter 3.20, "Tourist Occupancy Tax," which addresses the registration of TOT collectors, and the collection, recordkeeping, reporting and remittances of applicable TOT.

17.54.150 Audit

Each owner and agent or representative of any owner shall provide access to each VDU and any records related to the use and occupancy of the VDU to the City Manager at any time during normal business hours, for the purpose of inspection or audit to determine that the objectives and conditions of this Chapter are being fulfilled.

17.54.160 Dispute Resolution.

By accepting a VDU Business License, VDU owners agree to engage in dispute

Vacation Dwelling Unit Ordinance
Draft

resolution and act in good faith to resolve disputes with neighbors arising from the use of a dwelling as a VDU.

17.54.170 Violations–Penalty.

Violations of this Chapter are punishable as either infractions or misdemeanors, pursuant to the provisions of Section 1.08 of the Trinidad Municipal Code. Each separate day in which a violation exists shall be considered a separate violation.

17.54.180 Violations–Revocation

If the VDU owner or property manager is deemed to be negligent in responding to an emergency situation more than two times in a 12-month period, or if more than two documented, significant violations occur in any 12-month period, the VDU's Business License may be revoked. Documented, significant violations include, but are not limited to, copies of citations, written warnings, or other documentation filed by law enforcement.

17.54.190 Ordinance Review

This ordinance shall be reviewed by the Planning Commission a year after its adoption, and periodically thereafter, to ensure that it is meeting the needs of the community.

ORDINANCE 2011-XX, SECTION 2:

Section 3.20.030 of the Trinidad Municipal Code, entitled "Imposed--Rate" is amended to read as follows:

"For the privilege of occupancy in any lodging, each tourist is subject to, and shall pay, a Tourist Occupancy Tax ("TOT"). The TOT constitutes a debt owed by the tourist to the City. The tourist shall pay the TOT to the lodging house operator based on the rent charged by the operator at the time the rent is paid. If the rent is paid in installments, a proportionate share of the TOT shall be paid with each installment. The unpaid TOT shall be due upon the tourist's ceasing to occupy space in the lodging house. If for any reason the TOT due is not paid to the lodging house operator, the Tax Administrator may require that such TOT shall be paid directly to the Tax Administrator.

The TOT is hereby set in the amount of _____ percent (___%) of the rent charged by the operator.

The amount of the TOT may be set by resolution of the City Council from time to time."

ORDINANCE 2011-XX, SECTION 3:

Subsection B of Section 5.04.220 of the Trinidad Municipal Code, entitled "License--Appeal" is amended to read as follows:

"B. Any person aggrieved by any decision of city staff with respect to the issuance or reissuance or refusal to issue a license, or the amount of a license tax may appeal to the council by filing a notice of appeal with the city clerk within thirty (30) days of such decision. The council shall fix a time and place of hearing such appeal and the city clerk shall give notice in writing to the license applicant and the appellant, if different from the applicant, of the time and

Vacation Dwelling Unit Ordinance
Draft

place of hearing by serving it personally or by mail, postage prepaid, addressed to such person at the address appearing on his last license or application and / county assessor records. The findings of the council shall be served upon the applicant in the manner prescribed above for service of notices of hearing.

ORDINANCE 2011-XX, SECTION 4:

This Ordinance shall take effect thirty days after its passage.

Passed, approved, and adopted this _____ day of _____, 2011 by the following roll call vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

Gabriel Adams,
City Clerk,
City of Trinidad

APPROVED:

Kathy Bhardwaj,
Mayor,
City of Trinidad



AGENDA ITEM #4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

4. Discussion/Decision regarding Trinidad Head Study Group.

DISCUSSION/ACTION AGENDA ITEM # 4

Date: July 13, 2011

Item: Trinidad Head Study Group

Background: At your meeting of May 11, 2011, your Council unanimously approved a motion to establish a seven member committee to:

- Compile the regulations that already govern Trinidad Head;
- Develop a set of guidelines that harmonize with existing ordinances and present them to the Council, Planning Commission, City Staff and members of the Public; and
- Recommend what additional work may be needed.

Proposed Action: Consider selection of and appointment of committee members.