



Posted: Friday, November 08, 2013

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

The Trinidad City Council will hold its regular monthly meeting on
WEDNESDAY, NOVEMBER 13, 2013 at 7:00 PM

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- I. **CALL TO ORDER**
 - II. **PLEDGE OF ALLEGIANCE**
 - III. **ADJOURN TO CLOSED SESSION** – *No closed session scheduled*
 - IV. **APPROVAL OF AGENDA**
 - V. **APPROVAL OF MINUTES** – October 09, 2013 cc
 - VI. **PROCLAMATIONS & ANNOUNCEMENTS**
 1. Proclamation 2013-06; National Caregiver Month
 2. Proclamation 2013-07; Great American Smokeout
 3. Proclamation 2013-08; Veteran's Day
 - VII. **COUNCIL MEMBER REPORTS, COMMITTEE ASSIGNMENTS, PROCLAMATIONS**
 - VIII. **ITEMS FROM THE FLOOR**
(Three (3) minute limit per Speaker unless Council approves request for extended time.)
 - IX. **CONSENT AGENDA**
 1. Financial Status Reports for September 2013.
 2. Staff Activities Report for October 2013.
 3. Law Enforcement Activity Reports.
 4. City Hall Holiday Closure Schedule
 5. Re-budget Prior Year Carryover for Town Hall Improvements
 6. Notice of Completion for the Azalea and Pacific Project
 7. Award the Water System Upgrade Project Contract to Whitson, Inc.
 8. Resolution 2013-08; Designate Representative for Trinidad Westhaven Water Quality Restoration Program/OWTS Emphasis.
 9. Resolution 2013-09; Approve Application to the Coastal Commission to Update LCP with Emphasis on Addressing Climate Change and Sea Level Rise Impacts.
 - IX. **DISCUSSION/ACTION AGENDA ITEMS**
 1. Discussion/Decision to Appoint Council Liaison for the Stormwater Project to the Trinidad Rancheria
 2. Presentation/Discussion regarding Trinidad Trail Steward Program
 3. Presentation/Discussion regarding Ordinance 2013-04; Updating Dog Licensing Fees.

X. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

October 09, 2013 CC

Supporting Documentation follows with: _____ 3 PAGES

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, OCTOBER 09, 2013

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

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

IV. RECONVENE TO OPEN SESSION

V. APPROVAL OF AGENDA

Motion (Davies/Miller) to approve the agenda as written. Passed 5-0.

VI. APPROVAL OF MINUTES – August 14, 2013 cc

Motion (Miller/Baker) to approve the minutes as amended. Passed 4-0-1. (Davies was absent).

VII. COMMISSIONERS REPORTS

Miller: BLM Gateway update. Marine Lab 100 Anniversary Open House announcement. HCAOG discussed 101 Safety Corridor.

Baker: COT Watch update.

Fulkerson: Brief HTA update, Victorian Home renovation on HTA owned land.

Mayor Fulkerson also made a special presentation of Proclamation 2013-05: Humboldt State University Centennial Celebration 1913-2013. Introduced HSU President Rollin Richmond, who thanked the Council and highlighted the university's various achievements and accolades.

VIII. ITEMS FROM THE FLOOR – None

IX. CONSENT AGENDA

1. Financial Status Report for August 2013
2. Staff Activities Report for September 2013
3. Law Enforcement Activity Report
4. Request Authorization to Advertise Water System Upgrade Project.

Motion (Davies/Miller) to approve the consent agenda as written. Passed unanimously.

X. DISCUSSION AGENDA

1. Discussion/Decision regarding General Plan Update and Schedule.
City Planner Trever Parker explained that at Karen's request, I am providing you with update as to where we are in the General Plan update process and expected schedule. Unfortunately, once again I have to report that we are behind the schedule I drafted for you in March 2012. There are several reasons for these delays.

Time. There were other things going on, both in Trinidad and other work obligations, so that I did not always get to spend the amount of time needed. Trinidad projects included quite a number of permit applications, the OWTS program implementation and several projects with the Coastal Commission, including a couple of LCP amendments and a couple of appeals. The good news is that the lack of time spent on the General Plan last year was reflected in the billings, so that we were well under budget for the year.

Housing Element data and complexity. The Housing Element in particular took longer than I thought it would due partially to the complicated State requirements. It was not our goal to develop a Housing Element that would be certified by the Dept. of Housing and Community Development as required by State law, but we did

want to include all the requirements and make a good faith effort towards that end. But also, we had some real problems with the data. The Housing Element is now just a month or two away from Planning Commission approval.

Outside involvement. The next element we have started working on is a Cultural & Historic Resources Element. With the particular interest and possible controversy over this element, I expect that it could take a significant amount of time to get through. I started by soliciting informal input from the Tsurai Management Team, including the Yurok Tribe and the Tsurai Ancestral Society, at meetings and through email. I also reached out to Trinidad Rancheria. It was suggested that I go ahead and initiate the formal Tribal Consultations on the General Plan update that are required by State Law (SB18). I then sent out letters requesting consultation to the Tribes listed by the Native American Heritage Preservation Commission, providing 90 days to respond. As expected, I only heard back from the Yurok Tribe and Trinidad Rancheria. I have also offered the opportunity for more informal participation and consultation from these two entities along with the Tsurai Ancestral Society through the TMT meetings or other avenues.

The Community Design Element will be the last one that the Planning Commission will consider. The idea of this element is to make the design review / view protection policies more objective, fair and clear. This will likely be of particular public interest, which could prolong the review.

Even though these last two elements may move slowly due to some controversy, public involvement or communication issues, there are other things that staff and the Planning Commission can continue to work on in the meantime. These include the environmental (CEQA) document and the zoning ordinance update. Because of the City of Arcata's difficulties in getting their General Plan and Zoning update certified by the Coastal Commission (it has been five years), I have provided a copy of the draft elements approved by the Planning Commission so far to local Coastal Commission staff.

There was no public comment.

The Council agreed, by consensus, that the General Plan Update should be kept a priority.

2. Presentation/Discussion regarding Trinidad Head Study Committee Final Report.

Committee Chairman Stan Binnie introduced the report. He noted that the Tsurai Ancestral Society provided comments late, and they did not approve of the report as written. He also presented the report outline that included: Committee members, Top Concerns, Documents Regulating Activities on Trinidad Head, and Ownership Interests.

Committee Secretary Mareva Russo presented all the findings and research to the Council in a binder format. Multiple copies of the binder will be on file in the City Clerk's office, and the full report will be sent to all the stakeholder groups. She presented highlights and findings of the Committee's research in detail, noted in the following summary outline:

- Trail Stewards Program Recommendation.
- Top Ten Public Concerns
- Committee Actions
 - Trinidad Head Tours
 - Management Guidelines
 - Public Meeting Input
 - Documents assembled in a master binder to be kept at City Hall.
- Suggested next steps
 - Trail Steward Program
 - Update Management Plan
 - Participate in Coast Guard Land Transfer Process
 - Restore to a more natural state.

Public comment included:

Virginia Waters – Committee Member and Trinidad Area Resident
Would like to see invasive species removed.

Stan Binnie – Committee Chairman, Trinidad Resident

Would like to see the binder put to use, and the recommendations made by the committee put into action.

Victoria Sackville – Trinidad Resident

The meetings were intense. Appreciates how consensus was reached by the committee, even during times of disagreement. The meetings held on Trinidad Head were incredibly productive.

Council comments included:

Fulkerson: Thanked the committee for their hard work and dedication to the assignment. The City received thousands of dollars worth of volunteer research from this committee. Regarding Trail Stewards, a representative should meet with Public Works and the City Manager to discuss existing projects and budgets. **City Manager Suiker** suggested looking at the Hammond Trail Steward Program as a model for a Trinidad Head program. She offered to initiate that process.

Davies: Offered to volunteer with Miller to discuss and/or coordinate the Trail Steward program concept.

Miller and West: Both impressed with the report, binder, and the intensity of the group meetings.

Miller: Could we develop a subcommittee that would recommend future agenda items?

*Motion (Baker/West) to form a committee of 2 Councilmembers to explore the possibilities and action items recommended in the Trinidad Head Advisory Committee report. **Passed unanimously.***

3. Presentation/Discussion regarding Overview of Trinidad Cemetery Options.

City Manager Suiker explained that the Council has requested staff to report on cemetery operations. Toward that end, the following information is presented to the Council in tonight's packet:

Trinidad Cemetery Quick Reference Guide, as updated July 2012. This document details the procedures for selecting and securing a burial plot and lists the associated fees.

Price Survey of Cemeteries as prepared by the Funeral Consumers Alliance of Humboldt as of February 2013.

City Manager Suiker and City Clerk Adams explained that there are currently at least 300 available burial plots and approximately 200 cremation plots available in Trinidad Cemetery. A map detailing the current occupied and vacant plots is available at Town Hall, and that map has recently been duplicated with additional copies now maintained in the City Manager's Office and the Water Treatment Plant to assure this information is available in multiple locations. This map was last formally printed in 1993 with subsequent activity handwritten on the map, and staff is in the process of obtaining a cost estimate for preparation of an updated map. Staff offered to answer any questions and/or take direction regarding any possible changes to the manner in which the cemetery business is conducted.

Council thanked Staff for the report. No decision was made.

XIII. ADJOURNMENT

- Meeting ended at 8:50pm.

Submitted by:

Gabriel Adams
City Clerk

Approved by:

Julie Fulkerson
Mayor



PROCLAMATION No.1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

1. Proclamation 2013-06; National Caregiver Month

TRINIDAD CITY HALL

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

*Julie Fulkerson, Mayor
Gabriel Adams, City Clerk*



CITY OF TRINIDAD PROCLAMATION 2013-06

NATIONAL CARE PROVIDER MONTH

WHEREAS, family members, friends, and professional homecare workers devote themselves to providing in-home care to their relatives, loved ones, and clients. During National Caregivers Month, we recognize and thank the humble heroes who do so much to keep our families and communities strong; and

WHEREAS, in-home caregivers are a vital pillar of our nation's long-term care system, enabling millions of seniors and people with disabilities to continue living with dignity and self-determination in their own homes. The work of these caregivers requires immense compassion, attentiveness, understanding, and a deep commitment to the wellbeing of others; and

WHEREAS, California's In-Home Supportive Services (IHSS) program serves nearly 500,000 clients. IHSS workers preserve quality-of-life for these individuals, save taxpayer dollars and prevent more costly hospitalization or institutionalization; and

WHEREAS, in-home caregivers have an immeasurable impact on the lives of those they care for, but their hours are long and their work is hard. Many caregivers are unpaid and most homecare professionals receive modest compensation. They often put their own lives on hold, sometimes sacrificing more lucrative careers and other life opportunities because they are dedicated to lifting up those in need; and

WHEREAS, National Caregivers Month is a time to reflect on the compassion and dedication that in-home caregivers embody every day. As we offer our appreciation and admiration for their difficult work, let us also extend our own offers of support to them, their loved ones, and their clients.

NOW, THEREFORE, BE IT PROCLAIMED by the City Council of the City of Trinidad that November 2013 is National Caregivers Month in the City of Trinidad. The City Council honors and supports the work of in-home caregivers in our community and encourages all residents of Trinidad to pay tribute to them for their exemplary service to our community.

Gabriel Adams
Trinidad City Clerk

Julie Fulkerson
Mayor, City of Trinidad



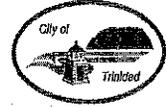
PROCLAMATION No.2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

2. Proclamation 2013-07: Great American Smokeout

TRINIDAD CITY HALL
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Julie Fulkerson, Mayor
Gabriel Adams, City Clerk



PROCLAMATION 2013-07

IN RECOGNITION AND SUPPORT OF THE GREAT AMERICAN SMOKEOUT, NOVEMBER 21, 2013

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

Whereas, tobacco-use remains the leading preventable cause of death in the United States; and

Whereas, electronic cigarettes are a relatively new way to introduce nicotine into the human body by vaporizing liquid that often contains un-regulated levels of nicotine; and

Whereas, electronic cigarette nicotine cartridges come in fruit and candy flavors – such as chocolate, gummy bear and bubble gum- that appeal to youth and may lure a new generation into nicotine addiction; and

Whereas, Food and Drug Administration testing of leading electronic cigarette brands found detectable levels of potentially harmful compounds (including diethylene glycol and nitrosamines); and

Whereas, electronic cigarette marketing has confused the public with claims that electronic cigarettes can help people quit smoking and that they can be smoked anywhere; and

Whereas, there is no scientific evidence or evaluative studies that prove that electronic cigarettes help people quit; and

Whereas, many countries, states and local jurisdictions have already completely banned electronic cigarettes, or strictly regulate them; and

Whereas, there are many proven resources, many of them free, to help nicotine users quit.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Trinidad hereby recognizes and supports the American Cancer Society's GREAT AMERICAN SMOKEOUT, on November 21, 2013 in the City of Trinidad and encourages all citizens who smoke, or use chew/dip tobacco, to demonstrate to themselves and their children that they can quit using tobacco by joining the American Cancer Society's Great American Smokeout.

PASSED, APPROVED, AND ADOPTED by the Trinidad City Council on Wednesday, November 13, 2013.

Attest:

Gabriel Adams
City Clerk

Julie Fulkerson
Mayor



PROCLAMATION No.3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

3. Proclamation 2013-08; Veteran's Day

CITY OF TRINIDAD

P.O. Box 390
409 Trinity Street
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(707) 677-0223

Julie Fulkerson, Mayor
Gabriel Adams, City Clerk



PROCLAMATION 2013-08

**PROCLAIMING AND RECOGNIZING NOVEMBER 11, 2013 AS VETERAN'S DAY
AND URGE THE COMMUNITY OF TRINIDAD TO THANK ALL VETERANS FOR THEIR
SACRIFICE AND SERVICE TO OUR COUNTRY.**

WHEREAS, our great nation was founded on the belief that all Americans are created equal, and that all Americans are guaranteed the inalienable rights of life, liberty, and the pursuit of happiness; and

WHEREAS, the freedoms we enjoy as Americans do not come without a price. Our nation's veterans have sacrificed to preserve and protect our country and constitution from all enemies foreign and domestic; and

WHEREAS, on November 11, 1919, this day was initially proclaimed as "Armistice Day" to honor our country's World War I veterans. It was the one-year anniversary of the armistice of campaign – the historic agreement which brought an end to the war on the eleventh hour of the eleventh day, of the eleventh month in 1918; and

WHEREAS, in 1954, President Dwight D. Eisenhower signed legislation which Proclaimed every November 11th as a day to honor all veterans of the United States Armed Forces – Establishing this as a National Day to thank these men and women for their services to our country; and

WHEREAS, on a local level the community of Trinidad will be observing the holiday by designating veterans' gravesites with flags and commemorative crosses; through an exhibit at the Trinidad Museum featuring photographs of Trinidad Veterans from World War I to Vietnam. Museum directors Roberta "Allie" Lindgren, who served in the US Marine Corps, and Katie LaSala are curators of the exhibit; and

WHEREAS, many of our Trinidad and Regional Residents and Neighbors are veterans and have served our country on our behalf, and

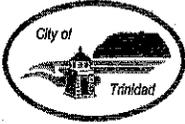
NOW, THEREFORE IT BE RESOLVED, that the City of Trinidad hereby proclaims November 11, 2013 as Veteran's Day and urges the community of Trinidad to thank all veterans for their sacrifice and service to our country.

PASSED, APPROVED, AND ADOPTED by the Trinidad City Council on Wednesday, November 13, 2013.

Attest:

Gabriel Adams
City Clerk

Julie Fulkerson
Mayor



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES

1. Financial Status Reports for September 2013.

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 9/1/2013 Through 9/30/2013

	Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue				
41010	0.00	4,325.26	79,125.00	(94.53)%
41020	0.00	0.00	3,025.00	100.00)%
41040	0.00	0.00	80.00	100.00)%
41050	0.00	0.00	100.00	100.00)%
41060	0.00	0.00	200.00	100.00)%
41071	0.00	0.00	1,170.00	100.00)%
41110	0.00	0.00	1,300.00	100.00)%
41130	0.00	0.00	1,420.00	100.00)%
41140	0.00	0.00	1,000.00	100.00)%
41190	0.00	0.00	(2,317.00)	100.00)%
41200	0.00	0.00	(742.00)	100.00)%
41210	0.00	0.00	27,442.00	100.00)%
41220	0.00	0.00	27,960.00	100.00)%
42000	8,644.12	8,644.12	190,000.00	(95.45)%
43000	1,050.60	(3,585.68)	93,000.00	103.86)%
46000	0.00	3,032.00	0.00	0.00)%
53010	1.00	2.00	50.00	(96.00)%
53020	1,809.55	1,825.47	15,500.00	(88.22)%
53090	0.00	94.00	1,000.00	(90.60)%
54020	1,165.00	2,065.00	5,000.00	(58.70)%
54050	726.31	2,286.22	7,000.00	(67.34)%
54100	0.00	12.00	100.00	(88.00)%
54150	400.00	9,247.00	9,500.00	(2.66)%
54300	50.00	100.00	400.00	(75.00)%
56400	0.00	3,599.80	21,300.00	(83.10)%
56500	0.00	0.00	5,125.00	100.00)%
56550	0.00	0.00	8,500.00	100.00)%
56650	0.00	1,184.57	4,492.00	(73.63)%
56700	90.00	1,258.60	9,000.00	(86.02)%
59999	0.00	0.00	30,000.00	100.00)%
Total Revenue	13,936.58	34,090.36	539,730.00	(93.68)%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 9/1/2013 Through 9/30/2013

	Current Month	Year to Date	Total Budget - Original	% of Budget	
Expense					
60900	HONORARIUMS	250.00	650.00	3,000.00	78.33%
61000	EMPLOYEE GROSS WAGE	7,592.71	20,669.62	97,303.00	78.76%
61250	OVERTIME	0.00	0.00	500.00	100.00%
61470	FRINGE BENEFITS	46.16	126.94	0.00	0.00%
65100	DEFERRED RETIREMENT	290.50	870.07	3,776.00	76.96%
65200	MEDICAL INSURANCE AND EXPENSE	388.77	1,166.31	5,779.00	79.82%
65300	WORKMEN'S COMP INSURANCE	0.00	(888.40)	3,211.00	127.67%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	46.00	94.34	1,000.00	90.57%
65600	PAYROLL TAX	606.60	1,651.16	7,733.00	78.65%
65800	Grant Payroll Allocation	(307.45)	(406.15)	2,600.00	115.62%
68090	CRIME BOND	0.00	700.00	455.00	(53.85)%
68200	INSURANCE - LIABILITY	0.00	4,824.95	9,675.00	50.13%
68300	PROPERTY & CASUALTY	0.00	3,797.95	4,080.00	6.91%
71100	ATTORNEY-MEETINGS	0.00	0.00	22,320.00	100.00%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	1,006.50	0.00	0.00%
71130	ATTORNEY-LITIGATION	0.00	1,652.38	8,000.00	79.35%
71210	CITY ENGINEER-ADMIN. TASKS	1,100.00	1,406.00	1,500.00	6.27%
71310	CITY PLANNER-ADMIN. TASKS	2,351.25	13,379.75	38,600.00	65.34%
71410	BLDG INSPECTOR-ADMIN TASKS	390.00	830.00	7,000.00	88.14%
71510	ACCOUNTANT-ADMIN TASKS	611.03	2,581.60	15,600.00	83.45%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	13,585.00	100.00%
72000	CHAMBER OF COMMERCE	0.00	0.00	11,520.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	1,260.00	1,310.00	1,000.00	(31.00)%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	0.00	500.00	100.00%
75170	RENT	650.00	1,950.00	8,190.00	76.19%
75180	UTILITIES	338.34	1,632.75	6,500.00	74.88%
75190	DUES & MEMBERSHIP	0.00	39.00	500.00	92.20%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	2,427.00	3,500.00	30.66%
75220	OFFICE SUPPLIES & EXPENSE	490.69	1,691.58	5,500.00	69.24%
75240	BANK CHARGES	2.00	24.80	200.00	87.60%
75300	CONTRACTED SERVICES	0.00	0.00	5,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	100.00	100.00%
76110	TELEPHONE	119.14	322.44	1,550.00	79.20%
76130	CABLE & INTERNET SERVICE	160.95	752.85	2,160.00	65.15%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	38.31	169.29	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	183.65	1,527.37	1,500.00	(1.82)%
	Total Expense	<u>16,608.65</u>	<u>65,960.10</u>	<u>294,937.00</u>	<u>77.64%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 9/1/2013 Through 9/30/2013

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>	
Expense					
61000	EMPLOYEE GROSS WAGE	447.27	1,136.81	4,847.00	76.55%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	160.00	100.00%
65600	PAYROLL TAX	34.22	86.97	371.00	76.56%
65800	Grant Payroll Allocation	(15.76)	(15.76)	0.00	0.00%
75170	RENT	650.00	1,950.00	8,580.00	77.27%
75180	UTILITIES	32.98	321.42	2,140.00	84.98%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	300.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	87,933.00	100.00%
75350	ANIMAL CONTROL	113.00	339.00	1,900.00	82.16%
76110	TELEPHONE	79.02	235.05	1,040.00	77.40%
	Total Expense	<u>1,340.73</u>	<u>4,053.49</u>	<u>107,271.00</u>	<u>96.22%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 9/1/2013 Through 9/30/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	450.00	1,800.00	75.00%
75180	UTILITIES	50.98	238.24	1,065.00	77.63%
75190	DUES & MEMBERSHIP	0.00	0.00	10.00	100.00%
75280	TRAINING / EDUCATION	0.00	0.00	100.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	155.00	100.00%
76110	TELEPHONE	21.80	66.79	265.00	74.80%
76140	RADIO & DISPATCH	0.00	0.00	450.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	0.00	450.00	100.00%
78150	VEHICLE REPAIRS	(68.67)	55.60	3,000.00	98.15%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	700.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	33.31	2,500.00	98.67%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	750.00	100.00%
90000	Capital Reserves	0.00	0.00	10,000.00	100.00%
	Total Expense	<u>154.11</u>	<u>843.94</u>	<u>21,245.00</u>	<u>96.03%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 9/1/2013 Through 9/30/2013

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>	
Expense					
61000	EMPLOYEE GROSS WAGE	3,215.52	8,102.88	40,752.00	80.12%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	259.95	815.15	4,271.00	80.91%
65200	MEDICAL INSURANCE AND EXPENSE	1,822.77	5,411.66	23,141.00	76.61%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	1,389.00	100.00%
65600	PAYROLL TAX	270.94	682.38	3,547.00	80.76%
65800	Grant Payroll Allocation	(55.03)	(92.87)	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	(543.73)	4,800.00	111.33%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	4,000.00	100.00%
75180	UTILITIES	10.71	10.71	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	25.00	13,900.00	99.82%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	0.00	450.00	100.00%
78100	STREET MAINT/REPAIR/SANITATION	99.75	326.20	5,000.00	93.48%
78120	STREET LIGHTING	179.67	270.66	4,500.00	93.99%
78130	TRAIL MAINTENANCE	20.58	75.92	2,500.00	96.96%
78140	VEHICLE FUEL & OIL	377.35	939.78	4,700.00	80.00%
78150	VEHICLE REPAIRS	0.00	0.00	2,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	5,000.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	164.63	453.88	6,500.00	93.02%
	Total Expense	<u>6,366.84</u>	<u>16,477.62</u>	<u>127,450.00</u>	<u>87.07%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 9/1/2013 Through 9/30/2013

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
46000	GRANT INCOME	0.00	0.00	5,000.00	(100.00)%
47600	BLUE BAG SALES	0.00	0.00	4,000.00	(100.00)%
47650	RECYCLING REVENUE	0.00	1,434.26	29,000.00	(95.05)%
	Total Revenue	<u>0.00</u>	<u>1,434.26</u>	<u>38,000.00</u>	<u>(96.23)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	683.48	1,742.71	8,680.00	79.92%
65100	DEFERRED RETIREMENT	65.54	205.44	1,075.00	80.89%
65200	MEDICAL INSURANCE AND EXPENSE	403.91	1,194.74	5,084.00	76.50%
65300	WORKMEN'S COMP INSURANCE	0.00	(59.76)	296.00	120.19%
65600	PAYROLL TAX	58.54	149.28	767.00	80.54%
65800	Grant Payroll Allocation	(14.61)	(14.61)	0.00	0.00%
75120	WASTE RECYCLING PICKUP/DISPOSA	1,440.00	1,491.30	18,375.00	91.88%
75140	BLUE BAG PURCHASES	0.00	0.00	4,000.00	100.00%
78100	STREET MAINT/REPAIR/SANITATION	529.00	1,546.20	6,764.00	77.14%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,800.00	100.00%
	Total Expense	<u>3,165.86</u>	<u>6,255.30</u>	<u>46,841.00</u>	<u>86.65%</u>
	Net Income	<u>(3,165.86)</u>	<u>(4,821.04)</u>	<u>(8,841.00)</u>	<u>(45.47)%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 9/1/2013 Through 9/30/2013

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget	
Revenue					
53020	INTEREST INCOME	0.00	0.00	4,500.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	180.00	2,000.00	(91.00)%
57100	WATER SALES	28,006.72	82,732.45	289,000.00	(71.37)%
57300	NEW WATER HOOK UPS	0.00	0.00	3,000.00	(100.00)%
57500	WATER A/R PENALTIES	(69.59)	(3,582.43)	3,000.00	(219.41)%
	Total Revenue	<u>27,937.13</u>	<u>79,330.02</u>	<u>301,500.00</u>	<u>(73.69)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	6,399.52	16,589.22	81,844.00	79.73%
61250	OVERTIME	0.00	0.00	2,000.00	100.00%
65100	DEFERRED RETIREMENT	654.85	2,002.49	9,516.00	78.96%
65200	MEDICAL INSURANCE AND EXPENSE	3,139.63	9,384.89	40,582.00	76.87%
65300	WORKMEN'S COMP INSURANCE	0.00	(503.46)	2,751.00	118.30%
65600	PAYROLL TAX	545.32	1,413.45	7,105.00	80.11%
65800	Grant Payroll Allocation	(186.29)	(297.03)	0.00	0.00%
68200	INSURANCE - LIABILITY	0.00	2,598.05	5,210.00	50.13%
68300	PROPERTY & CASUALTY	0.00	2,045.05	2,195.00	6.83%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	4,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	329.02	1,390.10	8,400.00	83.45%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	7,315.00	100.00%
72100	BAD DEBTS	0.00	0.00	500.00	100.00%
75180	UTILITIES	1,400.74	4,295.68	13,000.00	66.96%
75190	DUES & MEMBERSHIP	0.00	0.00	700.00	100.00%
75220	OFFICE SUPPLIES & EXPENSE	418.97	418.97	3,200.00	86.91%
75230	INTEREST EXPENSE	223.54	223.54	0.00	0.00%
75240	BANK CHARGES	0.00	10.00	100.00	90.00%
75280	TRAINING / EDUCATION	117.68	117.68	500.00	76.46%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	97.42	246.96	1,160.00	78.71%
76130	CABLE & INTERNET SERVICE	49.00	147.00	620.00	76.29%
76160	LICENSES & FEES	0.00	0.00	2,475.00	100.00%
78140	VEHICLE FUEL & OIL	99.65	366.97	2,500.00	85.32%
78150	VEHICLE REPAIRS	0.00	0.00	2,000.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,200.00	100.00%
78170	SECURITY SYSTEM	25.00	94.00	500.00	81.20%
78190	MATERIALS, SUPPLIES & EQUIPMEN	9.65	62.41	6,000.00	98.96%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
79100	WATER LAB FEES	345.00	515.00	4,500.00	88.56%
79120	WATER PLANT CHEMICALS	543.12	2,037.89	12,000.00	83.02%
79130	WATER LINE HOOK-UPS	0.00	0.00	3,000.00	100.00%
79150	WATER LINE REPAIR	1,013.79	1,300.78	20,000.00	93.50%
79160	WATER PLANT REPAIR	390.66	390.66	10,000.00	96.09%
90000	Capital Reserves	0.00	0.00	15,000.00	100.00%
	Total Expense	<u>15,616.27</u>	<u>44,850.30</u>	<u>271,623.00</u>	<u>83.49%</u>
	Net Income	<u>12,320.86</u>	<u>34,479.72</u>	<u>29,877.00</u>	<u>15.41%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
701 - Cemetery
From 9/1/2013 Through 9/30/2013

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	1,200.00	(100.00)%
58100	CEMETERY PLOT SALES	<u>1,410.00</u>	<u>2,920.00</u>	<u>6,000.00</u>	<u>(51.33)%</u>
	Total Revenue	<u>1,410.00</u>	<u>2,920.00</u>	<u>7,200.00</u>	<u>(59.44)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	434.85	1,096.93	5,520.00	80.13%
65100	DEFERRED RETIREMENT	43.95	136.16	683.00	80.06%
65200	MEDICAL INSURANCE AND EXPENSE	216.91	645.06	2,744.00	76.49%
65300	WORKMEN'S COMP INSURANCE	0.00	(29.38)	228.00	112.89%
65600	PAYROLL TAX	37.26	93.98	487.00	80.70%
65800	Grant Payroll Allocation	(12.95)	(12.95)	0.00	0.00%
75180	UTILITIES	0.00	82.96	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,500.00	100.00%
	Total Expense	<u>720.02</u>	<u>2,012.76</u>	<u>11,162.00</u>	<u>81.97%</u>
	Net Income	<u>689.98</u>	<u>907.24</u>	<u>(3,962.00)</u>	<u>(122.90)%</u>



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 5 PAGES

2. Staff Activities Report for October 2013.



STAFF ACTIVITIES REPORT

Through October 2013

City Administration:

1. Town Hall Improvements. The floor sanding and refinishing project has been completed, and the next step is installation of window coverings in the main meeting hall. The next improvement project is to rejuvenate the City Clerk's office.

2. Garbage Franchise Agreement. Staff has prepared a proposed franchise agreement which has been presented to Humboldt Sanitation and is now negotiating with the garbage service provider on a number of issues. It is expected that the process could take several months before we have an agreed-upon document that can be presented for Council consideration.

3. Audits. The City's external auditor has recently completed his field work and the City received high marks for continued improvement, and there were no audit exceptions identified. There is still work to be done to improve our financial record keeping process and procedures. Much of the difficulty has been in identifying and retaining a financial consultant, the first of whom succumbed due to illness, the second of whom had too many other responsibilities to focus efforts on Trinidad, and we are now on the third financial consultant within the last two years who just started a couple of months ago. Once this position stabilizes, we can finally be able to make further headway.

The City also was recently visited by an auditor from the State Controller's Office to conduct a 12 year audit of gas tax revenues as well as audit \$400,000 in expenditures related to improvements under the Proposition 1B program. This was especially complicated in that it was during a period of changing the City's bookkeeper and software and city manager (twice), but the end result was no audit exceptions were identified.

4. Appeal of Coastal Development Permit for Bed and Breakfast. The City has recently been notified that the California Coastal Commission found that the appeal of the City's conditional approval filed by the Tsurai Ancestral Society did not raise a substantial issue of conformance with the City's certified Local Coastal Program. Accordingly, the amended conditions approved by the City Council on January 23, 2013 are restored and in effect.

5. Library. The new library is open Tuesdays, Thursdays and Saturdays. In response to interest from some community members and building fund raisers, staff is working with county library personnel to develop a policy for community events to be held in the new facility.

6. ASBS Compliance and Stormwater Discharge Permit. Staff completed and submitted the ASBS Compliance Plan to the Regional Water Quality Control Board and the State Water Resources Control Board. This document outlines how the City intends to comply with the ASBS Special Conditions, including achieving and maintaining "natural water quality" in Trinidad Bay through eliminating discharge of pollutants from the city's stormwater outfall. The City has recently received approval for toxicity monitoring to be included in the project effectiveness monitoring for the City's Prop 84 Stormwater Grant.

7. On-Site Waste Water Treatment (OWTS) Ordinance. The second round of letters will soon be sent out. Staff continues to collect applications and inspection reports from the first round and is keeping a database of what has been submitted. It is anticipated that follow-up letters will need to be sent out to property owners that have not responded to the first notice.

8. Grant for Disability Access Improvements. The City received a \$10,000 grant application for town hall disability improvements from the Public Agency Risk Sharing Authority (PARSAC). Bid specifications have been developed and unfortunately all the bids exceed the grant amount. Staff is submitting a request for a grant amendment in the hopes the improvements, which involve improving the ramp and railings, can still be funded.

7. Sign Enforcement. As time permits, staff is working on seeking voluntary compliance for businesses that have unpermitted and/or unauthorized signs throughout the City.

PLANNING ISSUES

1. General Plan. The last round of major edits of the Housing Element from the last Planning Commission meeting has been completed. It is likely that this element will be approved at the November Planning Commission meeting.

2. Accessory Dwelling Unit (ADU) LCP Amendment The City resubmitted all documentation to the California Coastal Commission (CCC) to request the separation of the two applications for the ADU and Vacation Dwelling Unit Amendments in order that questions/issues in one application not hold up the other application.

3. Vacation Dwelling Unit (VDU) LCP Amendment. The City resubmitted all documentation to the CCC to request the separation of the two applications for the ADU and VDU Amendments in order that questions/issues in one application not hold up the

other application. City staff has meet with CCC staff on a number of occasions and although it was originally thought this item would be on the September meeting in Eureka, solutions to some concerns could not be worked out to CCC satisfaction in time for that meeting's deadline. CCC staff has requested another meeting to continue discussion of this amendment, and the hope is now for consideration at the CCC meeting in December.

4. Civic Club Lighthouse Project. This project was conditionally approved by the Trinidad Planning Commission on August 15, 2012 and was subsequently appealed to the City Council. The Council met on September 26, 2012 and denied the appeal. A timely appeal of this decision was thereafter submitted to the California Coastal Commission, and the CCC continues to attempt to meet with the stakeholders to evaluate and consider possible options to arrive at resolution for this project.

5. Tsunami Signs. This matter was heard by the Planning Commission at their meeting in May, 2013, and all signs have now been installed with the exception of the pair at the top of the Axel Lindgren Memorial Trail, which requires various approvals in accordance with Policy 69 of the City's General Plan. The Tsurai Ancestral Society has advised they are not in support of signage as proposed at this time, but the Society is interested in discussing a more comprehensive signage proposal. Installation of the last two tsunami warnings signs is therefore on hold at this time.

Status of Grant Funded Programs

1. Project Name: Water Treatment Plant Construction Project

Source of Funding: Proposition 50 (\$2 million)

Status: The Funding Agreement has been executed and the project has gone out to bid. This is a separate agenda item for this meeting.

2. Project Name: Luffenholtz Creek Sediment Reduction

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

Status: Construction began in July on this project to improve the City's water supply through work on Green Diamond property that includes a road re-route, replacement of culverts and several bridges, and other treatments. McCullough Construction has completed most of the work for the current construction season. The newly constructed road sections will "settle in" over the winter. During the 2014 construction season, the old road sections will be decommissioned and the project completed.

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

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

Status: The Trinidad Pier reconstruction is complete and post water quality monitoring has been completed. The draft Final Project Report will be submitted in December.

4. Project Name: Storm Water Management Improvement

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

Status: The plans and specifications as well as CEQA for the Phase I portion of the project in the upper area are scheduled for completion in December. Phase I construction for improvements in the upper area will begin spring 2014. Funding for Phase II of the project is still being sought.

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

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

Status: Watershed Coordinator activities include implementing the city's stormwater program, completing the City's ASBS Compliance Plan, participating in the North Coast Stormwater Coalition, assisting the Trinidad Bay Watershed Council, coordinating the development of a State of the Trinidad Bay Report, and supporting implementation of the Humboldt Bay Initiative Adaptive Management Plan. Work under the Watershed Coordinator grant will be completed in June 2014.

6. Project Name: Azalea & Pacific

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

Status: This project includes rehabilitation of Azalea Way and Pacific Street to bring the roads up to current standards, provide better emergency vehicle access and improvement of the road drainage. Additionally, the project includes the replacement of the existing water line that serves the area, relocation of several water meters and the addition of a new fire hydrant. The construction is now complete and final acceptance, invoicing and required documentation is underway.

Public Works Department

1. Scenic Drive Water Line Improvement Project

Construction of this project, which will bring a 6" line from Main Street that will benefit all of Scenic Drive to the Rancheria, as well as installation of a new hydrant in the city limits by Landford Road, is currently underway.

2. Trinidad School Fire Hydrant

Installation of a new fire hydrant connected to the city's water system has recently been completed. This hydrant will serve a new facility on the school grounds which is scheduled for construction next year.

3. Trail Improvement

With the cooperation of the Tsurai Ancestral Society, 3 of 8 steps have been replaced on the Axel Lindgren Memorial Trail. Completion is delayed a bit due to need to coordinate schedules to allow for a cultural monitor on site for any ground disturbance activity.

UPCOMING PRIORITIES:

- Complete close out of 2012-13 budget year (almost there!) and review draft audit when released.
- Develop detailed listing and description of city's accounting needs and discuss the ability (and cost) for providing those needs with qualified local accounting firms.
- Submit request to PARSAC to increase grant amount for disability access improvements at town hall.
- Continue efforts to secure timely reimbursement from granting entities to assure cash flow does not become an issue. This has already required far more staff effort than anticipated.
- Continue monitoring of consultant costs and projects to assure we remain within budget allocations.
- Prepare updated time allocation study to defend distribution of labor charges to special funds.
- Completion of Azalea & Pacific final documentation and invoicing to obtain full cost recovery.
- Continued involvement in multiple legal claims.
- Continued implementation of OWTS program and second round of noticing.
- Continue negotiation of solid waste franchise agreement.
- Continue with town hall improvement projects.
- Work with county library staff on procedures for community events to be held in new library.



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

3. Law Enforcement Activity Reports.

Humboldt County Sheriff's Office

Trinidad Activity

October 2103

911 Hang Up	1
Alarm	3
Assault	1
Follow Up Details	2
Man Down	1
Noise Complaints	2
Patrol Checks	2
Pedestrian Checks	3
Physical Altercation	1
Prowling	1
Public Assist	1
Traffic Collision	1
Unwanted Subject	2
Vehicle Burgalry	1
Vehicle Investigation	1
Welfare Check	1

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

3 case reports were written in the month of October.



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

4. City Hall Holiday Closure Schedule

CONSENT AGENDA ITEM

Date: November 13, 2013

Item: Closure of Town Hall around Holidays

Background: With the city's limited staffing, it is oftentimes difficult to arrange for office coverage, and this is particular true for November and December holidays. Some public entities close the Friday after Thanksgiving and some public entities additionally close the entire week between Christmas and New Year's Day.

Approval is recommended to authorize town hall to be closed the day after Thanksgiving (November 29) and the day before Christmas (December 24). Town hall would reopen on December 26. The paid holidays in accordance with the Policies & Procedures Manual are Thanksgiving and Christmas Days. Additional days off would be assessed against an employee's accumulated vacation leave.

Emergency services would continue to be available at all times.

Proposed Action:

Authorize town hall to be closed November 29 and December 24, and direct staff to notice accordingly.



CONSENT AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

5. Re-budget Prior Year Carryover for Town Hall Improvements

CONSENT AGENDA ITEM

Date: November 13, 2013

Item: Re-budget Prior Year Carryover for Town Hall Improvements

Background: The floor in the large meeting room in town hall has recently been sanded and refinished, by the lowest bidder out of three bid solicitations, at a cost of \$6,259. Additionally, to complete the improvements in the large meeting room, mini blinds are proposed to be installed on all the windows (leaving only the door window panes uncovered). The quote for those new blinds is \$974. The cost of these improvements is \$7,233.

These improvements are intended to be funded from the prior year unexpended allocation of \$2,800 together with a new budget appropriation of \$5,000 adopted in the current fiscal year. Council action is requested to re-budget the prior year unexpended carryover.

As a reminder, the city has been accumulating reserve funds for town hall improvements since the rental rates were updated about 18 months ago. As of 6/30/2013, that reserve fund has accumulated \$1,428. It is recommended that these funds continue to be accumulated toward a major improvement in the future such as exterior painting and/or reroofing.

The next improvement project will be to rejuvenate the City Clerk's office. Staff is currently drawing up improvement plans in order to obtain cost estimates, and this will be brought back to the Council for funding consideration probably early in 2014.

Proposed Action:

Authorize the rebudgeting of \$2,800 from the prior year unexpended balance in line item 501-78160 to provide funds to complete the town hall improvement project:



CONSENT AGENDA ITEM 6

SUPPORTING DOCUMENTATION FOLLOWS WITH: 19 PAGES

6. Notice of Completion for the Azalea and Pacific Project

CONSENT AGENDA ITEM

Date: November 13, 2013

Item: Notice of Completion for the Azalea and Pacific Project

Background:

Construction of the Azalea & Pacific State Transportation Improvement Project has been satisfactorily completed by Contractor GR Sundberg, Inc. This project consisted of street and drainage improvements including new curbs, gutters, asphalt pavement, traffic signs, pavement striping and markings, landscaping, storm drainage facilities, survey monuments and other related work. The final contract amount, including nine change orders, is \$279,637. The project is entirely funded by the State Transportation Improvement Program funds allocated by the California Transportation Commission. Once the Notice of Completion has been filed, the final payment (5% retention) will be released to the contractor 35 days thereafter.

Proposed Action:

Accept the project, including nine change orders, and authorize the City Manager to sign the Notice of Completion.



October 17, 2013

Karen Suiker,
 City Manager
 City of Trinidad
 P. O. Box 390
 Trinidad, CA 95570

RE: Trinidad Gateway Azalea & Pacific STIP Project - Recommendation for Approval of Notice of Completion

Construction of the Trinidad Azalea & Pacific STIP Project is complete. The contract item work was completed on September 6, 2013, and all punch list items were completed on October 9, 2013.

The City Council awarded the construction contract for the Trinidad Azalea & Pacific STIP Project to GR Sundberg, Inc. on April 10, 2013. The work generally consisted of street and drainage improvements, including but not limited to construction of new curbs, gutters, asphalt pavement, traffic signs, pavement striping and markings, landscaping, storm drainage facilities, survey monuments, temporary traffic control, water pollution control, and other related work, as set forth on the project Plans and Specifications.

A total of nine contract change orders (CCO's) were issued for the project totaling \$55,862.00. Council's approval of these CCO's is requested at this time. The final contract amount, including the original contract and subsequent change orders is summarized in the table below:

General Description	Amount
Approved Original Contract Amount	\$ 223,775.00
CCO #1 – Cultural Monitor	\$ 5,750.00
CCO #2 – Additional Survey Monuments	\$ 4,500.00
CCO #3 – Additional Grass Pavers	\$ 5,376.00
CCO #4 – Scarify and Recompact Subgrade	\$ 1,660.00
CCO #5 – Time Extension	\$ 0.00
CCO #6 – Driveway Modifications	\$ 31,376.00
CCO #7 – Additional Survey Monuments	\$ 1,600.00
CCO #8 – Landscaping	\$ 4,500.00
CCO #9 – Rock Berm	\$ 1,100.00
Final Construction Contract Amount	\$ 279,637.00

Assuming that all items of work have been completed to the satisfaction of the City, we recommend that Council approve the Notice of Completion for the project, which is attached. Once signed and returned to GHD, the Notice of Completion will be filed with the Humboldt County Recorder. The final payment (the 5% retention) can be released to GR Sundberg 35 days after the Notice of Completion is filed.



If you have any questions please do not hesitate to contact me.

Sincerely,
GHD Inc.

A handwritten signature in black ink, appearing to read "Josh Wolf", written in a cursive style.

Josh Wolf, PE
Project Manager
707-267-2264

Attachments:

1. Notice of Completion

When recorded, return to:

GHD
718 Third Street
Eureka, CA 95501

OFFICIAL BUSINESS: Exempt from Recording Fees Pursuant to California Government code 27383.

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. On the 13th day of November, 2013, the project known as:
Trinidad Azalea & Pacific STIP Project was completed.
2. The project is located in the City of Trinidad, County of Humboldt, State of California.
3. The owner of the property is the City of Trinidad.
4. The name and address of the party filing this Notice is:
City of Trinidad,
409 Trinity Street
P.O. Box 390
Trinidad, CA 95570
5. The name and address of the Contractor responsible for the construction of said project is:
GR Sundberg, Inc.
5211 Boyd Road
Arcata, CA 95521
6. The general description of the public project was: street improvements, including but not limited to construction of new curbs, gutters, asphalt pavement, traffic signs, pavement striping and markings, landscaping, storm drainage facilities, survey monuments, temporary traffic control, water pollution control, and other related work, as set forth on the project Plans and Specifications.
6. The original contract amount was: \$ 223,775.00

Recording of this document is requested for City of Trinidad and on behalf of the City of Trinidad, a Municipal Corporation, under Section 6103 of the Government Code.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Karen Suiker, City Manager

Dated: _____, 2013

ATTEST: _____
Gabe Adams, City Clerk



CHANGE ORDER

Project Trinidad Azalea & Pacific STIP Project Owner City of Trinidad
 Contractor GR Sundberg Inc. Contract Change Order No. 1
 Engineer Josh Wolf, PE Date May 28, 2013

At the request of the Owner, the following changes shall be made to the contract:

The Contractor shall provide a qualified cultural monitor to observe all excavation and ground disturbing activity on the project. The cultural monitor shall be trained by the Yurok Tribe. Compensation for cultural monitoring will be based on actual hours worked. Contractor to provide certified payroll indicating the number of hours worked by the cultural monitor.

The following is a description of the extra work to be completed on agreed unit price:

Increase in contract items @ agreed unit prices:

Bid Item No.	Description	Est. Quantity	Units	Unit Cost	Subtotal
N/A	Cultural Monitor	200	Hours	\$ 28.75	\$ 5,750.00

The total estimated increase for this change is \$ 5,750.00.

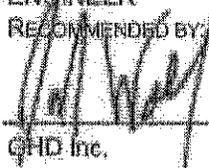
ADJUSTMENT OF CONTRACT SUM		ADJUSTMENT OF CONTRACT TIME (Working Days)	
Original Contract Sum	\$ 223,775.00	Original Contract Time	25
Prior Adjustments	\$ 0.00	Prior Adjustments	0
Contract Sum Prior to this Change	\$ 223,775.00	Contract Time Prior to this Change	0
Adjustment for this Change	\$ 5,750.00	Adjustment for this Change	0
Revised Contract Sum	\$ 229,525.00	Revised Contract Time	25

CONTRACTOR WAIVERS ANY CLAIM FOR FURTHER ADJUSTMENTS FOR THE CONTRACT SUM AND THE CONTRACT TIME RELATED TO THE ABOVE DESCRIBED CHANGE IN THE WORK.

ENGINEER

RECOMMENDED BY:

DATE:


GHD Inc.

5/28/13

CONTRACTOR

ACCEPTED BY:

DATE:


GR Sundberg Inc.

5/28/13

OWNER

APPROVED BY:

DATE:


City of Trinidad City Manager

6-5-2013



CHANGE ORDER

Project Trinidad Azalea & Pacific STIP Project Owner City of Trinidad
 Contractor GR Sundberg Inc. Contract Change Order No. 2
 Engineer Josh Wolf, PE Date June 18, 2013

At the request of the Owner, the following changes shall be made to the contract:

The Contractor shall three additional Iron Pin Survey Monuments to establish the City's 10-ft wide right-of-way located between parcels 042-082-19 and 042-082-09 as indicated on the attached revised drawing C103, dated 6/18/13.

The following is a description of the extra work to be completed at contract unit price:

Increase in contract items @ Contract unit prices:

Bid Item No.	Description	Est. Quantity	Units	Unit Cost	Subtotal
46	Iron Pin Survey Monument	3	EA	\$ 1,500.00	\$ 4,500.00

The total estimated increase for this change is \$ 4,500.00.

ADJUSTMENT OF CONTRACT SUM		ADJUSTMENT OF CONTRACT TIME (WORKING DAYS)	
Original Contract Sum	\$ 223,775.00	Original Contract Time	25
Prior Adjustments	\$ 5,750.00	Prior Adjustments	0
Contract Sum Prior to this Change	\$ 229,525.00	Contract Time Prior to this Change	0
Adjustment for this Change	\$ 4,500.00	Adjustment for this Change	0
Revised Contract Sum	\$ 234,025.00	Revised Contract Time	25

CONTRACTOR WAIVERS ANY CLAIM FOR FURTHER ADJUSTMENTS FOR THE CONTRACT SUM AND THE CONTRACT TIME RELATED TO THE ABOVE DESCRIBED CHANGE IN THE WORK.

ENGINEER
 RECOMMENDED BY: [Signature] DATE: 6/18/13
 GHD Inc.

CONTRACTOR
 ACCEPTED BY: [Signature] DATE: 6/19/13
 GR Sundberg Inc.

OWNER
 APPROVED BY: [Signature] DATE: 6/24/2013
 City of Trinidad City Manager



CHANGE ORDER

Project Trinidad Azalea & Pacific STIP Project Owner City of Trinidad
 Contractor GR Sundberg Inc. Contract Change Order No. 3
 Engineer Josh Wolf, PE Date June 26, 2013

At the request of the Owner, the following changes shall be made to the contract:

Install an area of grass pavers adjacent to Pacific Street as shown on the attached revised drawing C103, dated 6/26/13. Two additional working days are provided for the Contractor to perform the work. The grass paver materials will need to be special ordered for the project. If there is a delay in obtaining the material that is caused by factors that are beyond the control of the Contractor, then additional working days may be provided in order to allow the Contractor time to complete the work included in this Change Order.

The following is a description of the extra work to be completed at contract unit price:

Increase in contract items @ Contract unit prices:

Bid Item No.	Description	Est. Quantity	Units	Unit Cost	Subtotal
10	Roadway Excavation & Grading	8 (F)	CY	\$ 62.00	\$ 496.00
28	Class 2 Aggregate Base	6 (F)	CY	\$ 85.00	\$ 510.00
37	Grass Pavers	230 (F)	SF	\$ 19.00	\$ 4,370.00

The total increase for this change is \$ 5,376.00.

ADJUSTMENT OF CONTRACT SUM		ADJUSTMENT OF CONTRACT TIME (WORKING DAYS)	
Original Contract Sum	\$ 223,775.00	Original Contract Time	25
Prior Adjustments	\$ - 10,250.00	Prior Adjustments	0
Contract Sum Prior to this Change	\$ 234,025.00	Contract Time Prior to this Change	25
Adjustment for this Change	\$ 5,376.00	Adjustment for this Change	2
Revised Contract Sum	\$ 239,401.00	Revised Contract Time	27

CONTRACTOR WAIVERS ANY CLAIM FOR FURTHER ADJUSTMENTS FOR THE CONTRACT SUM AND THE CONTRACT TIME RELATED TO THE ABOVE DESCRIBED CHANGE IN THE WORK.

ENGINEER
 RECOMMENDED BY: DATE: 6/26/13
 GHD Inc.

CONTRACTOR
 ACCEPTED BY: DATE: 6/26/13
 GR Sundberg Inc.

OWNER
 APPROVED BY: DATE: 6-27-2013
 City of Trinidad City Manager

SHEET GENERAL NOTES

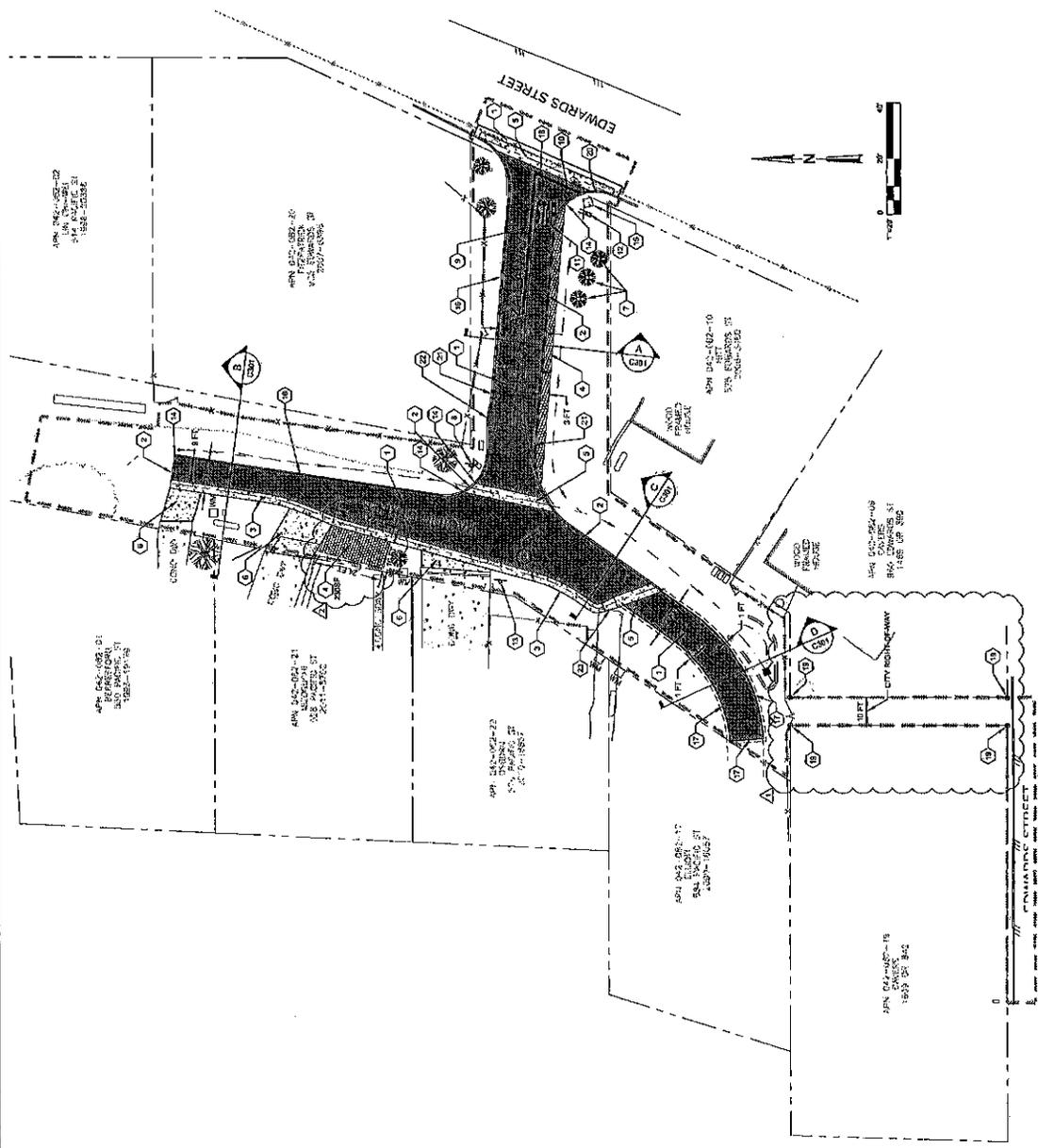
1. INDICATE TO ALL VERTICAL SURFACES OF EXISTING PAVEMENT, CURBS, GUTTERS AND CONSTRUCTION JOINTS IN THE SURFACING AGAINST WHICH NEW ASPHALT CONCRETE PAVING IS PLACED.
2. ALL CONSTRUCTION ACTIVITY SHALL BE COMPLETED WITHIN THE LIMIT OF WORK SHOWN UNLESS OTHERWISE NOTED OR APPROVED BY THE ENGINEER.

KEYNOTES

1. CONSTRUCT ASPHALT PAVING SECTION
2. CONSTRUCT CONCRETE FLUSH CURB
3. CONSTRUCT CONCRETE ROLLER CURB
4. PROVIDE GRASS PAVING
5. CONSTRUCT CONCRETE VALLEY GUTTER
6. CONSTRUCT VERTICAL CONCRETE PAVING
7. PROVIDE NEW TREE
8. PROVIDE TRAFFIC SIGN (R1-1) AND "NO LEFT TURN" SIGN (R2-1) ON (N) POST
9. PROVIDE 6" x 6" YELLOW THERMOPLASTIC STRIPES (DOUBLE YELLOW) PER DETAIL 21 CALTRANS STANDARD PLAN 404
10. PROVIDE 12" THERMOPLASTIC STOP BAR PER CALTRANS STANDARD PLAN 404
11. PROVIDE STOP THERMO PLASTIC PAVEMENT MARKING PER CALTRANS STANDARD PLAN 404
12. PROVIDE STOP SIGN (R1-1) AND BEACH-ACCESS SIGN ON NEW SIGN (R1-1) WITH 18" X 18" SIGN (R1-1) ON (N) POST
13. PROVIDE STOP SIGN (R1-1) AND NO OUTLET SIGN (R1-1) ON (N) POST
14. CONSTRUCT CURB TRANSITION
15. CONSTRUCT CONCRETE PAD FOR FIRE HYDRANT
16. CONSTRUCT CONCRETE VERTICAL CURB
17. PROVIDE SHOULDER BARRING
18. PROVIDE CAST-IN-PLACE BENTLEY MONUMENT
19. PROVIDE IRON PIN SURVEY MONUMENT
20. CONSTRUCT CONCRETE VERTICAL CURB
21. PROVIDE RED CURB PAINT (6 INCHES) ALONG AZALEA WAY'S FLUSH AND VERTICAL CURBS
22. FIELD VERTICAL CURB ALIGNMENT AROUND UTILITY VAULT. COORDINATE ALIGNMENT WITH ENGINEER.
23. TRANSITION FROM ROLLED CURB TO VALLEY GUTTER OVER 8 FT.

LEGEND

- ASPHALT PAVING SECTION
- GRASS PAVING SECTION
- VERTICAL CONCRETE PAVING
- CONCRETE CURB PER DETAIL SPECIFIED
- LIMIT OF WORK



CITY OF TRINIDAD
AZALEA & PACIFIC STIP PROJECT
SITE PLAN

Client: **JAW**
 Designer: **JAW**
 Check: **JAW**
 Date: **10/03**
 Project: **Trinidad, SA**
 Scale: **1"=20'**

GHG Inc.
 774 Third Street, Suite 200, Trinidad, CA 94580
 Phone: (925) 434-0000
 Website: www.ghg.com

City of Trinidad
 Planning Department
 1000 Main Street, Trinidad, CA 94580
 Phone: (925) 434-0000

Issue	Date	By	For
ISSUED FOR BID	10/03/2011	JAW	SA
REVISION		JAW	SA
REVISION		JAW	SA
REVISION		JAW	SA



CHANGE ORDER

Project Trinidad Azalea & Pacific STIP Project Owner City of Trinidad
 Contractor GR Sundberg Inc. Contract Change Order No. 4
 Engineer Josh Wolf, PE Date June 26, 2013

At the request of the Owner, the following changes shall be made to the contract:

Under flexible pavement and grass paver areas, Contractor to scarify and recompact the upper 8 inches of subgrade material to a minimum of 95 percent relative density per CalTrans test methods Cal 216/231. The original contract required scarifying and recompacting the upper 6 inches of subgrade to a minimum of 90 percent relative density per CalTrans test methods Cal 216/231 or ASTM D1557/D6938. This Change Order covers the additional effort required to scarify two additional inches of subgrade (from 6 inches to 8 inches), and recompact the material to a higher relative density (95% instead of 90%) in order to reduce the risk of future subgrade settlement.

The following is a description of the extra work to be completed at Agreed unit price:

Increase in contract items @ Agreed unit prices:

Bid Item No.	Description	Est. Quantity	Units	Unit Cost	Subtotal
N/A	Scarify and Recompact Subgrade	1	LS	\$ 1,660.00	\$ 1,660.00

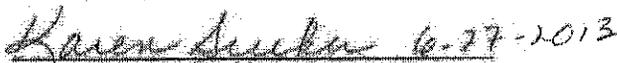
The total increase for this change is \$ 1,660.00.

ADJUSTMENT OF CONTRACT SUM		ADJUSTMENT OF CONTRACT TIME (WORKING DAYS)	
Original Contract Sum	\$ 223,775.00	Original Contract Time	25
Prior Adjustments	\$ 15,626.00	Prior Adjustments	2
Contract Sum Prior to this Change	\$ 239,401.00	Contract Time Prior to this Change	27
Adjustment for this Change	\$ 1,660.00	Adjustment for this Change	1
Revised Contract Sum	\$ 241,061.00	Revised Contract Time	28

CONTRACTOR WAIVERS ANY CLAIM FOR FURTHER ADJUSTMENTS FOR THE CONTRACT SUM AND THE CONTRACT TIME RELATED TO THE ABOVE DESCRIBED CHANGE IN THE WORK.

ENGINEER
 RECOMMENDED BY:  DATE: 6/26/13
 GHD Inc.

CONTRACTOR
 ACCEPTED BY:  DATE: 6/26/13
 GR Sundberg Inc.

OWNER
 APPROVED BY:  DATE: 6-27-2013
 City of Trinidad City Manager



CHANGE ORDER

Project Trinidad Azalea & Pacific STIP Project Owner City of Trinidad
 Contractor GR Sundberg Inc. Contract Change Order No. 5
 Engineer Josh Wolf, PE Date July 25, 2013

At the request of the City, and to allow time for the City to add additional items of work to the contract, a time extension for the following items of work is provided under this contract change order:

1. Hydroseeding
2. Trees
3. Erosion control blankets
4. Pavement striping and markings
5. Signage
6. Trees
7. Grass pavers added to contract from Contract Change Order No. 3.

All other items of work should be completed in accordance to the Contract Documents and approved Contract Change Orders.

The number of working days added under this change order is deferred until it is clear on how much time is needed by the City to execute a Contract Change Order for additional items of work that is to be completed under the Contract.

The total change is \$ 0.00.

ADJUSTMENT OF CONTRACT SUM		ADJUSTMENT OF CONTRACT TIME (WORKING DAYS)	
Original Contract Sum	\$ 223,775.00	Original Contract Time	25
Prior Adjustments	\$ 17,286.00	Prior Adjustments	3
Contract Sum Prior to this Change	\$ 241,061.00	Contract Time Prior to this Change	28
Adjustment for this Change	\$ 0.00	Adjustment for this Change	Deferred
Revised Contract Sum	\$ 241,061.00	Revised Contract Time	Deferred

CONTRACTOR WAIVERS ANY CLAIM FOR FURTHER ADJUSTMENTS FOR THE CONTRACT SUM AND THE CONTRACT TIME RELATED TO THE ABOVE DESCRIBED CHANGE IN THE WORK.

ENGINEER
 RECOMMENDED BY: [Signature] DATE: 7/25/13
 GHD Inc.

CONTRACTOR
 ACCEPTED BY: [Signature] DATE: 7/25/13
 GR Sundberg Inc.

OWNER
 APPROVED BY: [Signature] DATE: 7/29/2013
 City of Trinidad City Manager



CHANGE ORDER

Project Trinidad Azalea & Pacific STIP Project Owner City of Trinidad
 Contractor GR Sundberg Inc. Contract Change Order No. 6
 Engineer Josh Wolf, PE Date August 2, 2013

At the request of the Owner, the following changes shall be made to the contract:

Work covered under this contract change order includes the following as shown on the attached plan (SK-001 dated 8/14/13):

- Sawcut existing concrete and asphalt at limit of work and demolish and remove sections of existing concrete rolled curb, concrete driveways, trench drain, and other miscellaneous items.
- Excavate and grade aggregate base as required to establish finish grade of improvements. Recompact as required by the Engineer to establish firm and unyielding surface.
- Install trench drain, and construct concrete rolled curbs and driveways. Provide tack coat and hot mix asphalt patch (3/8", Type A).

Work under this change order also includes providing lumber to provide for temporary transition to driveways.

A time extension was provided under Contract Change Order No. 5 to allow time for the City to add additional items of work to the contract, although the number of working days added was deferred until it was clear on how much additional time was needed. The additional contact time provided under this change order includes the additional working days differed under Contract Change Order No. 5, as well as the additional workings allowed for the Contractor to complete the items of work included in this change order. No additional time will be allowed unless provided under a subsequent change order.

In accordance to section B-3 of the Contract General Conditions, the Contractor is directed to complete the extra work at the following agreed unit prices, and time and materials basis:

Increase in contract items @ Agreed unit prices:

Description	Est. Quantity	Units	Unit Cost	Subtotal
Roadway Excavation and Grading	4.0 (F)	CY	\$ 182.00	\$ 728.00
Minor Concrete – Rolled Curb	124	LF	\$ 34.00	\$ 4216.00
Minor Concrete – Driveway	585 (F)	SF	\$ 12.00	\$ 7020.00
Lumber for Temporary Driveway Transition	1	LS	\$ 100.00	\$ 100.00

Estimated quantities designated with (F) are final pay items in accordance to Section 9-1.02C, "Final Pay Item Quantities" of the Standard Specifications.

Work to be completed on a Time and Materials basis:

Description	Est. Cost
Demolition of Concrete Rolled Curb and Driveways, and Asphalt Concrete	\$ 8,360.00
Trench Drain	\$ 7,110.00
HMA Patch (3/8", Type A)	\$ 3,842.00

The total estimated increase for this change is \$ 31,376.00



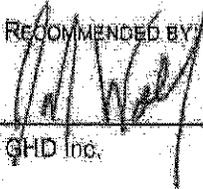
ADJUSTMENT OF CONTRACT SUM		ADJUSTMENT OF CONTRACT TIME (WORKING DAYS)	
Original Contract Sum	\$ 223,775.00	Original Contract Time	25
Prior Adjustments	\$ 17,286.00	Prior Adjustments	3
Contract Sum Prior to this Change	\$ 241,061.00	Contract Time Prior to this Change	28
Adjustment for this Change	\$ 31,376.00	Adjustment for this Change	23
Revised Contract Sum	\$ 272,437.00	Revised Contract Time	51

CONTRACTOR WAIVERS ANY CLAIM FOR FURTHER ADJUSTMENTS FOR THE CONTRACT SUM AND THE CONTRACT TIME RELATED TO THE ABOVE DESCRIBED CHANGE IN THE WORK.

ENGINEER

RECOMMENDED BY:

DATE:



8/14/13

GHD Inc.

CONTRACTOR

ACCEPTED BY:

DATE:



8-14-13

BR Sundberg Inc.

OWNER

APPROVED BY:

DATE:



City of Trinidad City Manager

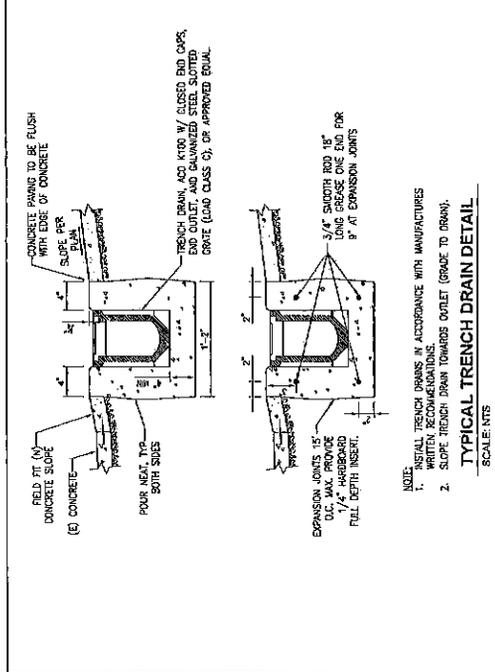
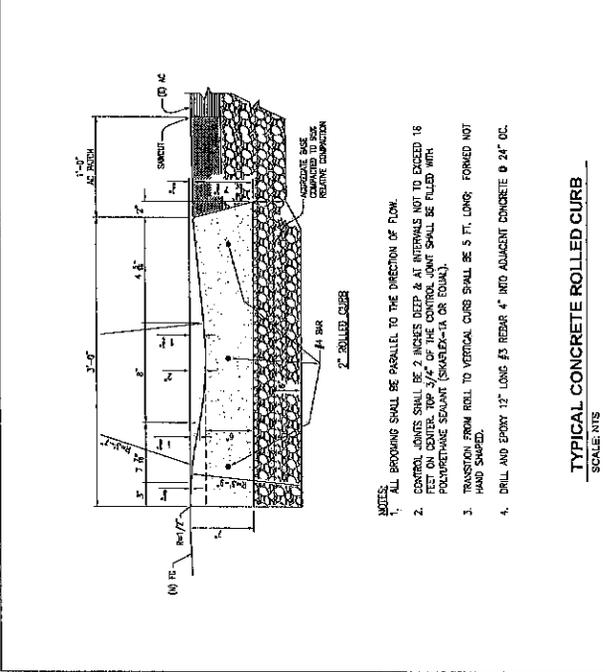
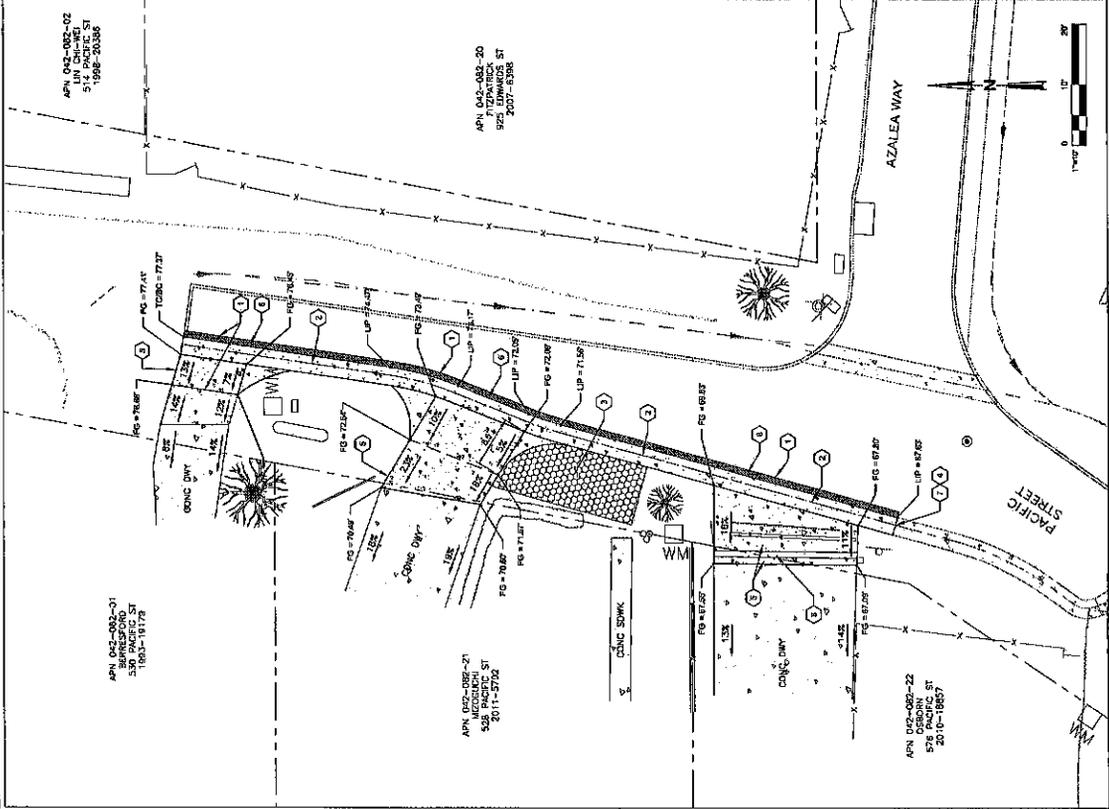
SHEET GENERAL NOTES

1. PROVIDE BACKSPLASH TO ALL VERTICAL SURFACES OF EXISTING CURBS, GUTTERS AND CURB/PAVEMENT JOINTS IN THE SURF/PAVED ADJACENT WHICH MEET ASPHALT CONCRETE PAVING & PLACED IN ACCORDANCE TO THE 2019 CALTRANS STANDARD SPECIFICATIONS.
2. ALL CURBS INDICATED APPROXIMATE. ALL FORMS TO BE REVIEWED BY ENGINEER PRIOR TO POURING OF CONCRETE.

KEYNOTES

1. SAWCUT AC AND CURB ALONG LIMIT OF WORK.
2. CONSTRUCT 2" HIGH CONCRETE ROLLED CURB PER DETAIL THIS SHEET.
3. REPAIR BASE ROCK AS REQUIRED TO ACCOMMODATE GRASS PAVING. TOP OF GRASS PAVING TO BE FLUSH WITH TOP OF ROLLED CURB.
4. TRANSITION FROM 2" HIGH ROLLED CURB TO 4" HIGH ROLLED CURB OVER 5 FEET.
5. CONSTRUCT VEHICULAR CONCRETE PAVING.
6. PROVIDE 4" THICK ASPHALT PAVEMENT PATCH (TYPE A, 3/4", DRILL AND DOWEL) INTO EXISTING CONCRETE CURBS AND GUTTERS WITH AXES.
7. PROVIDE 2.4" LY OF TRENCH DRAIN PER DETAIL THIS SHEET, AND CONNECT TO EXISTING DRAINAGE MEET.

LEGEND



		CITY OF TRINIDAD AZALEA & PACIFIC STIP PROJECT DRIVEWAY AND ROLLED CURB MODIFICATIONS	
Client: CITY OF TRINIDAD Project: DRIVEWAY AND ROLLED CURB MODIFICATIONS Title: Plan D	Designer: TOLUW Checker: AK Drafter: AK	Date: 01/08/2024 Scale: 1"=10'	Drawing No: SK-001
		Contract No: 01085-1-007 Project No: 01085-1-007 Job No: 01085-1-007	
		Prepared by: AK Checked by: AK Date: 01/08/2024	



CHANGE ORDER

Project Trinidad Azalea & Pacific STIP Project Owner City of Trinidad
 Contractor GR Sundberg Inc. Contract Change Order No. 7
 Engineer Josh Wolf, PE Date August 14, 2013

At the request of the Owner, the following changes shall be made to the contract:

The Contractor shall provide two additional Iron Pin Survey Monuments to establish the City's wide right-of-way along Azalea Way adjacent to parcel 042-082-10 as indicated on the attached revised drawing C103, dated 8/14/13. Work shall be completed in accordance to section 37.0 of the Technical Specifications.

The following is a description of the extra work to be completed at agreed unit price:

Increase in contract items @ Agreed unit prices:

Description	Est. Quantity	Units	Unit Cost	Subtotal
Iron Pin Survey Monument	2	EA	\$ 800.00	\$ 1,600.00

The total increase for this change is **\$ 1,600.00.**

ADJUSTMENT OF CONTRACT SUM		ADJUSTMENT OF CONTRACT TIME (WORKING DAYS)	
Original Contract Sum	\$ 223,775.00	Original Contract Time	25
Prior Adjustments	\$ 48,662.00	Prior Adjustments	26
Contract Sum Prior to this Change	\$ 272,437.00	Contract Time Prior to this Change	51
Adjustment for this Change	\$ 1,600.00	Adjustment for this Change	0
Revised Contract Sum	\$ 274,037.00	Revised Contract Time	51

CONTRACTOR WAIVERS ANY CLAIM FOR FURTHER ADJUSTMENTS FOR THE CONTRACT SUM AND THE CONTRACT TIME RELATED TO THE ABOVE DESCRIBED CHANGE IN THE WORK.

ENGINEER
 RECOMMENDED BY: [Signature] DATE: 8/14/13
 GHD Inc.

CONTRACTOR
 ACCEPTED BY: [Signature] DATE: 8-14-13
 GR Sundberg Inc.

OWNER
 APPROVED BY: [Signature] DATE: 8-14-2013
 City of Trinidad City Manager



CHANGE ORDER

Project Trinidad Azalea & Pacific STIP Project Owner City of Trinidad
 Contractor GR Sundberg Inc. Contract Change Order No. 8
 Engineer Josh Wolf, PE Date August 14, 2013

At the request of the Owner, the following changes shall be made to the contract:

The Contractor shall provide landscaping in City right-of-way along Azalea Way as shown on the attached plan (SK-002 dated 8/14/13). Work includes but is not limited to providing and installing plants, fertilizer, soil amendment and mulch, and maintaining plants in accordance to section 35.0 of the Technical Specifications. Mulch shall be a fir pathway mix, free of sticks, dirt, dust, and other debris, as approved by the Owner's Representative. All work shall be completed in accordance to section 35.0 of the Technical Specifications.

The following is a description of the extra work to be completed at agreed unit price:

Increase in contract items @ Agreed unit prices:

Description	Est. Quantity	Units	Unit Cost	Subtotal
Landscaping	1	LS	\$ 4,500.00	\$ 4,500.00

The total increase for this change is \$ 4,500.00.

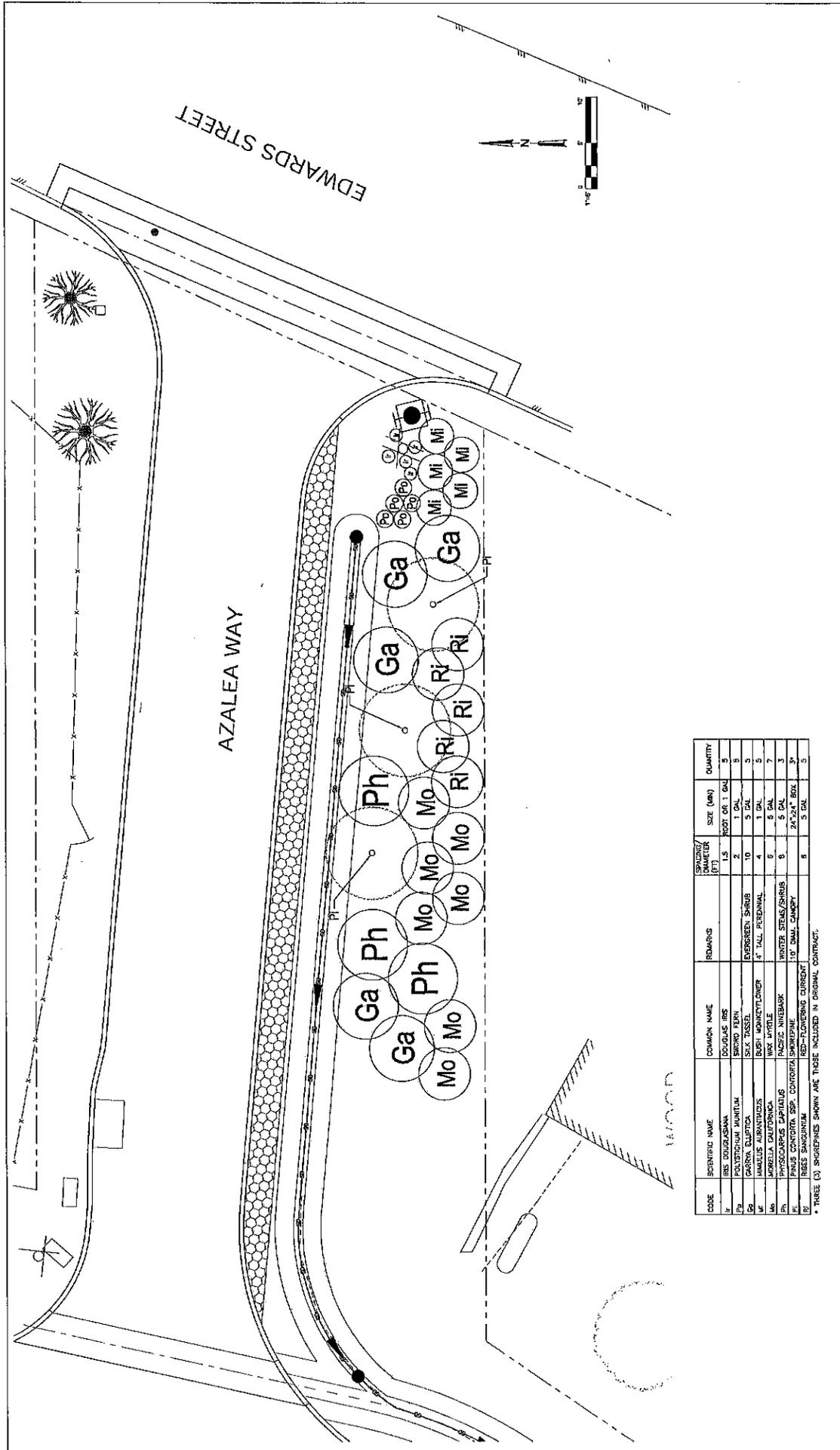
ADJUSTMENT OF CONTRACT SUM		ADJUSTMENT OF CONTRACT TIME (WORKING DAYS)	
Original Contract Sum	\$ 223,775.00	Original Contract Time	25
Prior Adjustments	\$ 50,262.00	Prior Adjustments	26
Contract Sum Prior to this Change	\$ 274,037.00	Contract Time Prior to this Change	51
Adjustment for this Change	\$ 4,500.00	Adjustment for this Change	1
Revised Contract Sum	\$ 278,537.00	Revised Contract Time	52

CONTRACTOR WAIVERS ANY CLAIM FOR FURTHER ADJUSTMENTS FOR THE CONTRACT SUM AND THE CONTRACT TIME RELATED TO THE ABOVE DESCRIBED CHANGE IN THE WORK.

ENGINEER
 RECOMMENDED BY:  DATE: 8/14/13
 GHD Inc.

CONTRACTOR
 ACCEPTED BY:  DATE: 8-14-13
 GR Sundberg Inc.

OWNER
 APPROVED BY:  DATE: 8-14-2013
 City of Trinidad City Manager



CODE	SCIENTIFIC NAME	COMMON NAME	REMARKS	SPACING/ DIAMETER (F)	SIZE (IN)	QUANTITY
Ir	IRIS BUDJACIANA	DOG EAR IRIS		3	3003 48.1 GAL	3
Ph	PHLOX VULGARIS	SPRING PHOX		2	1 GAL	3
Ph	PHLOX ELIPTICA	SIX TUBES	EVERGREEN SHRUB	10	5 GAL	5
Mo	MOONFLOWER	BUSH MOONFLOWER	4" TALL PERENNIAL	4	1 GAL	5
Mo	MOONFLOWER	WAX MOONFLOWER		6	5 GAL	7
Ph	PHLOX CAPITATUS	PACIFIC NINEBARK	WINTER STEAK/SHRUB	8	5 GAL	3
Ph	PHLOX CAPITATUS	CONTOURIA SHREPIANE	10" DIAM. CANOPY	8	24" 24" BOX	3*
Ri	RIBES SANGUINUM	REP-FLOWERING CURRENT		8	5 GAL	5

* THREE (3) SHREPIANES SHOWN ARE THESE INCLUDED IN ORIGINAL CONTRACT.

Client: CITY OF TRINIDAD
Project: AZALEA & PACIFIC STIP PROJECT
Title: PLANTING PLAN

Contract No. C-089-11-007
Sheet: A-01 of 01
Drawing No. SK-002

Drawn: JWW
Checked: JWW
Design: JWW

Date: 01/11/2011
Scale: 1"=20'

GHO Inc. 719 West Street, Irvine, California 92614 USA
Tel: 949.440.8200 Fax: 949.440.8201
www.gho.com



CHANGE ORDER

Project Trinidad Azalea & Pacific STIP Project Owner City of Trinidad
 Contractor GR Sundberg Inc. Contract Change Order No. 9
 Engineer Josh Wolf, PE Date August 28, 2013

At the request of the Owner, the following changes shall be made to the contract:

The Contractor shall provide a rock facing over the western berm of the rain garden. Filter fabric shall be placed under the rock and keyed into the soil. Materials and construction shall conform to section 28.0 of the Technical Specifications, and as directed by the Engineer in the field.

In accordance to section B-3 of the Contract General Conditions, the Contractor is directed to complete the extra work on a time and materials basis:

Work to be completed on a Time and Materials basis:

Description	Est. Cost
Rock Berm	\$ 1,100.00

The total estimated increase for this change is \$ 1,100.00.

ADJUSTMENT OF CONTRACT SUM		ADJUSTMENT OF CONTRACT TIME (WORKING DAYS)	
Original Contract Sum	\$ 223,775.00	Original Contract Time	25
Prior Adjustments	\$ 54,762.00	Prior Adjustments	27
Contract Sum Prior to this Change	\$ 278,537.00	Contract Time Prior to this Change	62
Adjustment for this Change	\$ 1,100.00	Adjustment for this Change	6
Revised Contract Sum	\$ 279,637.00	Revised Contract Time	58

CONTRACTOR WAIVES ANY CLAIM FOR FURTHER ADJUSTMENTS FOR THE CONTRACT SUM AND THE CONTRACT TIME RELATED TO THE ABOVE-DESCRIBED CHANGE IN THE WORK.

ENGINEER
 RECOMMENDED BY: [Signature] DATE: 8/28/13
 GHD Inc.

CONTRACTOR
 ACCEPTED BY: [Signature] DATE: 8-28-13
 GR Sundberg Inc.

OWNER
 APPROVED BY: [Signature] DATE: 8/28/13
 City of Trinidad City Manager



CONSENT AGENDA ITEM 7

SUPPORTING DOCUMENTATION FOLLOWS WITH: 11 PAGES

7. Award the Water System Upgrade Project Contract to Whitson, Inc.

A contract for services is attached for GHD Inc. The scope of service is for GHD to oversee the management of the construction project including documenting preconstruction conditions, conducting the preconstruction conference, coordinating weekly progress meetings, addressing contractor questions raised during construction, conducting on-site project construction observation, documenting daily progress, reviewing progress pay requests, preparing change orders, and other services as needed during construction. Construction phase services are extremely important to the overall success of the project. The total time and materials contract is for \$220,000, and the cost is covered by the California Department of Public Health Proposition 50 Grant.

Staff Recommendation:

Award the Bid to Whitson Inc., sign the construction contract, and issue the notice to proceed once all contract documents have been reviewed, approved, and signed.

Authorize City Manager to sign the contract for services with GHD Inc. for the Water System Upgrade Project Construction Management.

Attachments:

GHD letter re: Water System Upgrade Project Bid Award Recommendation & Bid Tabulation

Agreement Between The City of Trinidad and GHD For Construction Phase Services for the Water System Upgrade Project



November 4, 2013

Karen Suiker
City Manager
City of Trinidad
409 Trinity Street
Trinidad CA 95570

RE: Water System Upgrade Project Bid Award Recommendation

Dear Karen,

This letter presents the results and recommendations from the Bid opening for the City of Trinidad's Water System Upgrade Project, which was held at GHD's office on Monday November 4, 2013. The Water System Upgrade Project is being primarily grant funded by the California Department of Public Health (CDPH) through a Proposition 50 grant. The Project includes upgrades to the existing intake wet well, a new flocculator/ settler rapid clarifier to reduce raw water turbidity, a new chlorine contact pipe to facilitate lower chlorine dosage while still meeting state standards, backwash system improvement, and other minor plant improvements.

The City received six bids. A bid tabulation summarizing the bid results is included as an Attachment to this memo. The bids were within 13% of the engineer's opinion of construction cost (\$1,541,550). Whitson Inc. from Willow Creek was the low bidder with a bid of \$1,348,668. Whitson has completed numerous projects for the City in the past and is very familiar with the City's treatment plant and water system.

The project bid includes all of the work to be performed at the Treatment Plant, including installation of a new generator which is not eligible for CDPH funding. The City has been working with the Trinidad Rancheria and Indian Health Service as a partner on this water system project for the last several years. Most recently the City sent a letter on August 1, 2013 requesting permission for GHD to work with the Rancheria on coordination of funds. GHD has confirmed with the Rancheria that the generator is eligible for funding under the IHS funds set aside for the Project. GHD will continue to follow up with the Rancheria on coordination of these funds to pay for the generator as well as possible other contributions to the project cost to ensure grant dollars are spread as far as possible to make improvements at the water plant.

In addition to the construction contract, there are several other budgeted components to the Trinidad Water System Upgrade Project. The City previously contracted with GHD for the planning and design of the project funded under an 80% grant from the Safe Drinking Water State Revolving Fund (SDWSRF) as well as contracting for bid period and grant management services. On the council agenda for November is a contract to cover construction management services. The City also has a separate budget allowance for City staff costs and Labor Compliance monitoring fees. The table below shows the project budget, by funding source.



Budget Category	CDPH SDWSRF	CDPH Proposition 50	Indian Health Services	TOTAL
Planning Design	\$179,600	\$16,700		\$196,300
City Admin/ Labor Compliance	\$13,500	\$10,000		\$23,500
GHD Grant Administration		\$14,500		\$14,500
Project Bidding Assistance		\$20,000		\$20,000
Construction inspection and Management		\$220,000		\$220,000
Construction		\$1,300,668	\$48,000	\$1,348,668
Contingency		\$418,132		\$418,132
TOTAL	\$193,100	\$2,000,000	\$48,000	\$2,241,100

We want the City to be aware that we have been contacted by Bob Crittenden who owns property near the treatment plant. He has questioned the right-of-way the plant and related facilities are located on, and has said that he believes he owns some or all of the property. The City investigated this issue and had it surveyed by Ken Omsberg in 2004. The current project plans relied on the 2004 Omsberg survey for right of way information and the plans do not show any facilities which require access to Mr. Crittenden's property not covered by the right-of-way per the 2004 survey. GHD has contacted the City attorney and discussed the issue with Andrew Stunich. It is our collective opinion that the project should move forward.

We recommend that the City award the Bid to Whitson Inc., the lowest responsible and responsive bidder, at the regularly scheduled council meeting on November 13, 2013. We have reviewed their license and bonding information and it appears to be current and up to date.

We also recommend the Council authorize the City Manager to sign the construction contract and issue the notice to proceed once all contract documents from the Contractor have been reviewed, approved, and signed.

We look forward to working with City staff to complete another successful construction project for the benefit of the citizens of Trinidad. If you have any questions regarding this project, please feel free to contact me at (707) 443-8326.

Regards
GHD Inc

Rebecca
Crow
707-443-8326

c: Steve Allen, GHD

City of Trinidad
Water System Upgrade Project
 California Department of Public Health Project Number P50-1210018-136
 Bid Opening 1:00 Monday November 4, 2013

CONTRACTOR	TOTAL BID
Whitson Inc. Willow Creek	\$1,348,668.00
Fort Bragg Electric, Inc. Fort Bragg	\$1,352,430.00
Mercer Fraser Eureka	\$1,477,000.00
Wahlund Construction Eureka	\$1,711,000.00
Cal Electro, Inc. Redding	\$1,744,000.00
Myers & Sons Construction, LP Sacramento	\$1,748,000.00

**Agreement Between
The City of Trinidad and GHD
For
Construction Phase Services for
For the Water System Upgrade Project**

This agreement is between the City of Trinidad and GHD Inc. (GHD) to complete the construction phase services for the Water System Upgrade Project. This agreement is based on a prime agreement between the City of Trinidad and GHD dated May 20, 2008 and any subsequent amendments to this prime agreement. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement.

INTRODUCTION

The intent of this scope of services is to provide the construction phase services for the City of Trinidad's Water System Upgrade Project. The project includes upgrades to the City's existing wet well water intake, a new flocculator/ settler rapid clarifier to reduce raw water turbidity, new system pumps, a new chlorine contact pipe to allow reduction of the total chlorine dose needed to meet regulations, improvements to the treatment plant building and backwash system.

GHD has been working with the City and California Department of Public Health (CDPH) since fall of 2008 on a funding package to move the Water System Upgrade project from planning to a design package ready to put out to bid. With GHD's assistance, the City has obtained a \$2 million Proposition 50 grant with no match requirement to complete the project construction.

Construction Phase Services include construction management consisting of documenting preconstruction conditions, conducting the preconstruction conference, coordinating weekly progress meetings, addressing contractor questions raised during construction, conducting on-site project construction observation, documenting daily progress, reviewing progress pay requests, preparing change orders, and other services as needed during construction. Construction phase services are extremely important to the overall success of the project. The following sections describe the tasks that GHD will accomplish for the Water System Upgrade Project Construction Phase Services.

SCOPE OF SERVICES

This scope of services is defined by the following tasks.

TASK 1: ON-SITE CONSTRUCTION OBSERVATION

Task 1.1 Field Observation

GHD will provide on-site representation to observe the work and complete daily construction progress reports. These reports will be prepared each day and signed. The on-site representative will record the General Contractor's work observed on the job-site, which could include some of all of the following items: subcontractors on site; the weather conditions; hours worked; work orders, change orders issued; materials delivered to the site; labor working by trade; equipment working; a description of the work in progress and work completed; tests or samples taken during the day; visitor on-sites; and summary of issues raised by the Contractor as to contract

interpretation; issues of non-compliance or non-conformance (to be supported by an additional Non-conformance Report). A copy of the daily report forms will be maintained and made available to the City upon request.

In addition to completing daily construction progress report, the on-site representative will:

- Document extra work occurring during any day, and prepare an additional form "Daily Extra Work Report" to be signed by the Contractor's Representative and our on-site representative.
- Photograph project work as deemed necessary and index by date, including pre-construction photographs.
- Verify compliance with erosion and sediment control requirements for the project.
- Maintain a set of plans at the job site with mark ups depicting changes.
- Collect and maintain all material tags and testing tags/reports as required for contract compliance.
- Review traffic control and monitor Contractor daily activities.

Task 1.2 Non-compliance Reporting

To the extent that non-conformance or non-compliance is identified during the daily observation efforts, the Contractor will be notified verbally and in writing with the same notification provided to the City. If corrective action can be identified as a result of evaluating the construction documents, our onsite representative will communicate the corrective action required.

Task 1.3 Materials Testing/Compliance

At the beginning of construction implementation, GHD will identify from the construction documents, material test requirements and create a preliminary schedule for likely testing based on the contractor's schedule. The contractor will be responsible for contracting directly with a local independent firm capable of performing the required tests.

Material tags and testing tags/reports will be collected and maintained as required for compliance with the contract, and certificates of compliance will be reviewed. Recommendations will be prepared for rejection or deductions for materials not meeting the project requirements.

TASK 2: MEETINGS

Task 2.1 Pre-Construction Meeting/ Review of Contractor Documents

The purpose of the pre-construction meeting is to introduce members of the project team and review key work items and schedule. As a part of this effort, GHD will prepare and distribute the agenda, meeting minutes and a task list to those in attendance. The meeting will include the following:

- Project Team member introductions and review of communication protocols between City Staff, on-site representatives, Contractors, Superintendents, Subcontractors, and CDPH.
- Establishment of the basic criteria for job-site responsibilities, communication links, etc.

- Summarize work and expectations of City including contract requirements and coordination required for the completion of the work including, roles and responsibilities, schedule of work, submittals, work hours, notifications, safety, coordination with utilities, materials testing, etc. as well as labor compliance.
- Initial items of construction will be reviewed with construction personnel at this meeting.

Upon completion of the pre-construction meeting and prior to site work, GHD will complete the following with the contractor:

- Review Contractor's initial construction schedule for completeness, adherence to project requirements and ease of monitoring progress.
- Review project schedule with Contractor.
- Review cost breakdowns requested for lump sum items to verify they are balanced and to establish the basis for payment calculation for those items.

Task 2.2 Progress Meetings

Weekly Progress Meeting are a basic requirement for a successful construction project. At these meetings, GHD will discuss the Contractor's progress in relationship to his schedule for the purpose of identifying issues that can create delays in completion. Work progress during the past week and projections for ensuing month will be reviewed. Material delivery problems or delays will be identified as well as corrective actions taken by Contractor. GHD will prepare weekly meeting agendas and minutes.

TASK 3: CONSTRUCTION MANAGEMENT

Task 3.1 Pay Estimate Preparation and Approval

GHD will review each monthly Contractor's Payment Request; evaluate the completeness of work performed to the date of the request on the basis of unit cost or percentage of lump sum bid estimates; evaluate the materials on hand and whether to recommend approval of the payment request or set forth changes to be made to the request prior to approval. Prior to the approval of the pay request, an updated project schedule will be required. We will coordinate the formatting of the payment requests to consistency with grant reporting requirements.

Task 3.2 Submittal Review

GHD will receive submittals from the contractor for shop drawings, samples, colors, and substitutions per the project specifications. GHD will turn around review of submittals within time allotment provided in the project specifications.

Task 3.3: Requests for Information

GHD will respond to requests for information (RFI), as needed based on Contractor's submitted questions.

Task 3.4: Contract Change Orders

GHD will prepare contract change orders as needed for the project where changes in materials, methods, or quantities, needs to be addressed.

Task 3.5 Logging of Correspondence, and Other Pertinent Data

Our construction management staff will maintain a system, for logging correspondence, communications, and submittals directed to our staff, minutes of meetings, and copies of reports, and other pertinent data or items. These files will be maintained by GHD and made available to the City upon request.

GHD will maintain control logs for submittals, requests for information (clarifications) and cost proposals. These logs will be continually updated (as events require) and monitored as a part of our weekly meetings with the Contractor. Information to be transmitted will be sent by either e-mail, fax, or hand delivered.

Task 3.6 Coordinate Labor Compliance Monitoring

GHD will coordinate with the Department of Industrial Relations (DIR) Compliance Monitoring Unit (CMU) to log the project into their system and respond to project questions. There is a fee for the DIR/ CMU compliance monitoring which is included in the City's budget under the grant, and this fee is not included in this scope of service.

TASK 4: PROJECT CLOSEOUT

Task 4.1 Final Inspections/Preparation of Punchlists

GHD will facilitate the final inspection of the project sites, and develop a deficiency punchlist for each major design item. GHD will then provide the final inspection to determine compliance with the punchlists.

Task 4.2 Final Documentation

Under this task, GHD will prepare final project closeout documents including the following:

- Final project summary letter
- Log of representative photos
- Approved submittals
- Inspection and observation reports
- All materials testing and inspection records and final reports
- Meeting records

Task 4.3 Preparation of Notice of Completion

The Notice of Completion will be prepared, signed by the City Engineer, and filed with the County with the approval of the City once punchlist items are addressed.

Task 4.4 Preparation of Record Drawings

Our onsite representatives will measure and note changes that they visually observe between planned and actual field treatments. This information will be used in combination with the Contractor's as-built drawings to prepare the final record drawings. The City and Department of Public Health will be provided one copy of the record drawings along with an electronic copy in PDF format.

Project Management

Project Management is an important part of the overall project and involves coordination with City staff, the contractor, and others to assure that the components of the project move forward smoothly. Project Management tasks are included in the other tasks described above and a separate budget for this effort is not included.

NOT INCLUDED IN THIS SCOPE OF SERVICES

This scope of services is limited to the tasks defined above. Other work is required to complete the project that is not included in this scope of services. Items not included in this scope of services include the following:

- Permitting
- Funding assistance
- Funding or financial management
- Project modifications or redesign after completion of 100% plans
- Other items not specifically included in this scope of services

COST AND SCHEDULE SUMMARY

The project will be billed on a time and materials basis for a total fee not to exceed \$220,000 for the task allocations shown in the table below. GHD reserves the right to move funds between tasks as needed for the project. Invoices will be prepared monthly based on the percentage of services performed. Invoices are due and payable by the City within 30 days of receiving compensation from CDPH. It is anticipated that the Project will start by November 26, 2013 and be completed in the summer of 2014, depending on the contractor's schedule, with the total working days of construction being 181.

Task Number	Budget
Task 1	\$147,000
Task 2	\$23,000
Task 3	\$28,500
Task 4	\$21,500
TOTAL	\$220,000

Construction Management Services include many components that are outside the control of GHD. We will manage the project to stay within the grant budget, including the weekly progress meeting to check in on schedule and work items. We have estimated 26 weeks to complete the work. However, some issues may come up that we cannot control which may result in the need for additional effort. If additional effort beyond what is outlined in the Tasks above is required, those services shall be completed on a time and materials basis using the fee schedule in effect at the time the work is performed. Additional services will not be performed without prior written authorization from the City. The appropriate level of effort will be expended to accomplish the tasks necessary to move the City's source water protection project forward. We will keep the City informed on the progress of the work and any changes in scope, status of the budget, and schedule.

AGREED

City of Trinidad

GHD Inc.

Karen Suiker, City Manager, Date

Steven Allen, Office Manager, Date

605 - WTP Construction
Trinidad Accounting Tracking Number



CONSENT AGENDA ITEM 8

SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

8. Resolution 2013-08; Designate Representative for Trinidad Westhaven Water Quality Restoration Program/OWTS Emphasis.



RESOLUTION NO. 2013-08

A RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH THE STATE OF CALIFORNIA AND DESIGNATING A REPRESENTATIVE TO SIGN THE AGREEMENT, AND ANY AMENDMENTS THERETO, FOR THE TRINIDAD WESTHAVEN WATER QUALITY RESTORATION PROGRAM / OWTS EMPHASIS PROJECT

WHEREAS, the Board authorizes the City of Trinidad to enter into an Agreement with the State of California;

WHEREAS, the Board authorizes the City Manager to sign the Agreement, and any amendments thereto;

WHEREAS, the Council authorizes the City, or its designee through formal agreements, to fund the operation and maintenance for the Trinidad Westhaven Water Quality Restoration Program / OWTS Emphasis Project for a minimum period of 20 years after completion of said project.

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

1. Directs City staff to submit the grant application package to the State Water Board to provide financial and planning assistance, under authority of the Clean Beaches Initiative Grant Program to fund the project more particularly described in the grant application package.
2. Authorizes the City Manager of the City of Trinidad to execute, in the name of the City of Trinidad, all necessary applications, contracts and agreements and amendments thereto to implement and carry out the grant application package and any project approved through approval of the grant application.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County, State of California on Wednesday, November 13, 2013.

Ayes: ?
Noes: ?
Absent:
Abstain:

Attest:

Gabriel Adams
City Clerk

Julie Fulkerson
Mayor



MEMORANDUM

To: Trinidad City Council

FROM: Trever Parker, City Planner

DATE: November 13, 2013

RE: Clean Beaches Initiative (CBI) Grant application

This memo is to inform the Council that Streamline Planning has been invited to submit a detailed application to the Clean Beaches Initiative through the State Water Resources Control Board. This grant will continue the Trinidad Westhaven Water Quality Restoration Program / OWTS Emphasis project that the City administered from 2006-2010. The City will be applying to perform a similar version of this grant, and staff conducted a conversation with the State Water Board on Nov. 1, 2013, that elicited a positive and supportive response. This 2013 application requires a resolution from the City Council (see attached draft resolution) for the application submission. The final application deadline is not until January 22, 2014, but funds are distributed on a first-come-first-serve basis, so we are working toward submitting the full proposal as soon as possible.

General Grant Details

The CBI Grant Program provides funding for projects that restore and protect the water quality and the environment of coastal waters, estuaries, bays, and near shore waters. Funding priority is given to projects that reduce bacterial contamination on California public beaches.

Award amounts: The projects can range from \$5,000,000 to \$150,000. It has not yet been determined exactly how much Trinidad will apply for; this will be coordinated between City staff and SWRCB staff during development of the detailed proposal.

Match: Trinidad will apply as a disadvantaged community since this grant encompasses the planning area. The match has to be 5% if the project is under \$1,000,000. This will be an amount subsidized by homeowners providing a part of the cost of septic improvements. Note that the resolution includes language that the City authorizes expenditures to operate and maintain the improvements paid for with the grant. This was also a requirement for our last CBI grant, and was accomplished using landowner maintenance agreements, with no future burden to the City.

Award date: Funds will be distributed using a continuous solicitation process after the submission of a detailed application.

Trinidad's Application Background, Strategy & Summary

The Trinidad Westhaven Coastal Water Quality Restoration Program/OWTS Emphasis Project will reduce bacterial contamination on four beaches resulting from septic system (Onsite Wastewater Treatment System-OWTS) contributions from upland residential development. This program will include source tracking of bacterial indicators measured on public beaches to areas of OWTS contributions, identifying systems for repair. Through the repair program, faulty systems will be fixed or replaced, resulting in direct and prompt improvement to bacteria-related water quality problems at those beaches. Elements of the Program will include bacterial indicator sampling, source tracking using current methods, GIS analyses, inspections and improvements / replacements of poorly functioning OWTS. Effectiveness monitoring will measure the success of the project.

NEED

This project aims to reduce bacteria levels in nearshore waters due to malfunctioning OWTS. Severely elevated bacteria levels have been documented through various sampling efforts and beach closures. SWRCB identified OWTS as a main factor potentially adversely impacting the Trinidad Kelp Bed ASBS. All properties in the Trinidad area utilize OWTS for sewage disposal. Several areas are densely developed with many parcels less than one quarter acre & current regulations of the Humboldt County Division of Environmental Health require a minimum parcel size of one acre to accommodate an OWTS with a public water supply & two acres if utilizing private water for new subdivisions. Most parcels in the study area were developed prior to current regulatory standards, & many of the OWTS were built prior to permit requirements, without permits or otherwise do not meet current requirements. There are no significant agricultural or livestock uses in the Project area; OWTS, household pets & wildlife are the only potential sources of the existing bacteriological contamination.

GOALS & OBJECTIVES

It is anticipated that projects will take up to a three-year period, once selected and approved, to develop and execute grant agreements and to complete the work. Since Trinidad has already completed this grant before, the process should be streamlined.

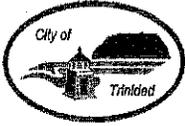
The goal of this project is to improve water quality. Objectives include identifying old, faulty or failed septic systems and repairing and replacing them immediately to solve contamination problems. This, combined with an extensive OWTS education program and the rigorous maintenance standards in the OWTS Ordinance that the City of Trinidad adopted in 2012, will ensure ongoing system performance.

RESPONSIBILITY

The City's Planning Department will be the primary party responsible for completing this project and continue to provide the planning, design, work and administration in consultation with the County Division of Environmental Health, as previously done through the Prop 50 CBI grant. The City Manager and / or Grant Administrator will be consulted for overall project management and the City Clerk will provide clerical support. Contractors will provide major repairs or improvements to OWTS.

Next Steps

Applications are being funded on a first come, first served basis and thus the application is anticipated to be submitted prior to the next City Council meeting. The application requires a resolution. In order to include the resolution in the application package, it needs to be approved at the November 13th City Council meeting. In coordination with City staff, Streamline staff will prepare and submit the application at no charge to the City.



CONSENT AGENDA ITEM 9

SUPPORTING DOCUMENTATION FOLLOWS WITH: 6 PAGES

9. Resolution 2013-09; Approve Application to the Coastal Commission to Update LCP with Emphasis on Addressing Climate Change and Sea Level Rise Impacts.

CITY OF TRINIDAD

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

*Julie Fulkerson, Mayor
Gabriel Adams, City Clerk*



RESOLUTION NO. 2013-09

**RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF TRINIDAD APPROVING THE APPLICATION TO THE COASTAL COMMISSION TO UPDATE
THE LOCAL COASTAL PROGRAM (LCP) WITH SPECIAL EMPHASIS ON ADDRESSING IMPACTS
FROM CLIMATE CHANGE & SEA LEVEL RISE**

WHEREAS, the Budget Act of 2013 provides an appropriation of \$1 million for Coastal Commission grants in FY 13-14 to local governments to support Local Coastal Program (LCP) planning, and

WHEREAS, the California Coastal Commission, under the authority of the California Coastal Act, may provide financial assistance to support coastal planning and has approved a competitive grant program to provide such financial assistance for LCP planning; and

WHEREAS, the goal of the grant program is to update the City's LCP in conformance with the California Coastal Act and to reflect current circumstances and new scientific information, including new understandings and concern for the effects of climate change, and

WHEREAS, grant proposals submitted under this grant program must complete land use plan and/or zoning work to either achieve submittal for certification of a Local Coastal Program (LCP) or an Area of Deferred Certification (ADC) or of an LCP Amendment to significantly update a certified LCP or LCP segments, including with special emphasis on effects of climate change and sea-level rise;

WHEREAS, the City of Trinidad has an effectively certified LCP; and

WHEREAS, the City of Trinidad desires to pursue a project that would result in the completion and submittal for certification by the California Coastal Commission of an Amendment to update the LCP in whole or in part,

WHEREAS, the City of Trinidad commits to and agrees to fully support a planning effort intended to update a certified LCP pursuant to the provisions of the California Coastal Act, with full public participation and coordination with the Coastal Commission staff.

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

1. Directs City staff to submit the grant application package to the California Coastal Commission to provide financial and planning assistance, under authority of the California Coastal Act to fund the project more particularly described in the grant application package.
2. Authorizes the City Manager of the City of Trinidad to execute, in the name of the City of Trinidad, all necessary applications, contracts and agreements and amendments thereto to implement and carry out the grant application package and any project approved through approval of the grant application.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California on Wednesday, November 13, 2013.

Ayes: ?
Noes: ?
Absent: ?
Abstain: ?

Attest:

Approved by:

Gabriel Adams
Trinidad City Clerk

Julie Fulkerson
Mayor

DRAFT



MEMORANDUM

TO: Trinidad City Council

FROM: Trever Parker, City Planner

DATE: November 13, 2013

RE: Local Coastal Plan (LCP) Grant application

This memo is to inform the Council that Streamline Planning will be applying for a Local Coastal Program (LCP) update grant through the California Coastal Commission on behalf of the City. This grant is similar to the LCP grant that was applied for on the City's behalf in July which was administered by the Ocean Protection Council and State Coastal Conservancy. Though we received positive feedback on that proposal, the grant application was rejected partially because the reviewers felt it was a better fit for this Coastal Commission grant. Streamline Planning Consultants met with the California Coastal Commission staff on October 31, 2013 about applying for this grant, and based on the City's need and chance of success, the response was positive. The application requires a resolution from the City Council (see attached draft resolution), but if a signed resolution cannot be furnished by the November 22, 2014 application deadline, then a draft resolution may be included in the application package; then a signed resolution must be submitted by December 19th.

General Grant Details

This grant is being advertised to support local coastal planning to update Trinidad's existing certified LCP to reflect new information and changed conditions, especially in light of the effects of climate change, in a manner fully consistent with the policies of the California Coastal Act.

Award amounts: \$1,000,000 is available to administer and anticipated amounts are ~ \$50,000 - \$300,000 though there are no set maximums or minimums. Awards may be offered for less than the applicant's request. It is anticipated, but not guaranteed, that an additional round of grants for at least \$1,000,000 will be available in FY 2014-2015.

Match: Applicants are encouraged to provide matching funds or leverage resources (no set required match). Communities that provide matching funds or commit significant in-kind resources will be recognized. The matching funds criteria may be waived for communities that demonstrate hardship.

Award date: early 2014

Trinidad's Application Background, Strategy & Summary

The intent of this project is to update the City's LCP documents to guide current and future decisions in protecting the natural and built environment, residents and visitors, economic assets and quality of life. Trinidad's LCP is found rooted in the General Plan, Zoning, Subdivision & Grading Ordinances. The City's LCP was the first in the State to be certified after the passage of the Coastal Act.

Climate change has the potential to compound extreme weather events, drought, sea level rise, large storm waves, beach and bluff erosion, and salt water intrusion on this coastal community. Having a comprehensive LCP in place that addresses climate change creates the opportunity for the City to adequately plan and prepare for potential upcoming issues. The LCP update will be informed by assessments to identify our most significant potential climate change risks and vulnerabilities. An updated LCP also allows the city to be eligible for implementation funding to address the identified adaptation / mitigation priorities and strategies.

The City will prepare a budget for this project and apply for that amount; the anticipated amount is \$80,000. Funds and staff time that are already being allocated for updating the General Plan can and will be used as a match. This may include staff time provided by the City Manager or City Clerk, reduced rates from the City Planner and volunteer hours at Watershed Council or other public meetings. A match is not required, but is highly encouraged and will be an important consideration in grant disbursement. However, the type of match is fairly broad and may include a variety of matching funds and in-kind services. The bottom line is that the grant proposal utilizes time and money that the City is already spending on the General Plan / LCP update as the source of matching funds.

NEED

This proposal will request funding to perform the research, planning and zoning work necessary to significantly update the City's existing, certified Local Coastal Plan and supplement the considerable time and money that has already been invested into this effort. The City needs current documents to guide land use decisions to protect our natural and built environment, residents and visitors, economic assets and quality of life. The City's intent is to develop policies and programs that reflect the changed conditions, new information and scientific knowledge compiled during the research phase with an emphasis on climate change risks.

However, climate change is not the only focus of the grant. Because the City's LCP is so old, it needs updating now to bring it into conformance with current Coastal Act regulations. In addition, getting Areas of Deferred Certification, such as Trinidad's harbor area, where the Coastal Commission has retained

jurisdiction, certified is a high priority for Coastal Commission staff. Having a comprehensive LCP that reflects new information and changed conditions creates the opportunity for the City to adequately plan and prepare for upcoming issues; an updated LCP also establishes the city as eligible for future funding to address the identified adaptation priorities and strategies.

GOALS & OBJECTIVES

Grantees will have two years to complete tasks, and must be completed by April 30, 2016.

The first year will be a phase for data accumulation and resource management. Tasks include compiling and synthesizing existing data, identifying data gaps for climate change planning, contracting and performing minor data collection, and laying out the framework of the LCP updates, with community participation sought at key points in the process.

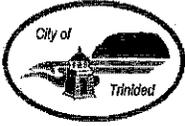
Year 2 will complete and adopt the updated LCP for the Trinidad Planning area; this includes the updating the City's General Plan, Zoning, Subdivision and Grading ordinances and adopting a Water Conservation Ordinance.

RESPONSIBILITY

The City's Planning Department will be the primary party responsible for completing this update. They will coordinate with the public, Trinidad Watershed Council and other stakeholders for community input. The City Engineer will be consulted to review the data and policies and the Coastal Commission will also be consulted on policy development. The City Manager will be consulted for overall project management in consultation with the Grant Administrator; and the City Clerk will provide clerical support. Upon document completion, materials will be submitted to the City for review by the City Manager and Planning Commission, and adoption by the City Council.

Next Steps

Applications are due November 22, 2013 and require a resolution. In order to include the resolution in the application package, it needs to be approved at the November 13th City Council meeting. Streamline staff will prepare the application package and, following review by City Staff, submit the signed application at no charge to the City.



AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

1. Discussion/Decision to Appoint Council Liaison for the Stormwater Project to the Trinidad Rancheria

DISCUSSION AGENDA ITEM

Date: November 13, 2013

Item: APPOINT COUNCIL LIAISON FOR THE STORMWATER PROJECT TO THE CHERAE HEIGHTS INDIAN COMMUNITY OF THE TRINIDAD RANCHERIA.

Background:

The proposed Phase II of the City's Area of Special Biological Significance (ASBS) Stormwater Improvement Project is for construction of improvements to the City's stormwater system to infiltrate stormwater in the lower areas of town with the goal of eliminating the City's stormwater outfall into Trinidad Bay.

The City has periodically presented information to the Rancheria and Tribal Council in past years about the Stormwater Project, including discussion of possible infiltration of City stormwater in the harbor and beach parking lot areas, most recently June 13, 2013. A City Council liaison in attendance at future discussions about the Stormwater Project would demonstrate the City's commitment to a maintaining a good working relationship with the Tribal Council.

City Staff recommends the Council appoint a member to act as a liaison to the Tribal Council of the Cherae Heights Indian Community of the Trinidad Rancheria to attend discussions with the Tribal Council regarding the ASBS Stormwater Project. GHD is planning on presenting a project update to the Tribal Council at their meeting on Friday, November 15, although the time of that presentation is not known as of this writing. If the Council liaison is not able to be present then, there will be other opportunities to become involved.

Staff Recommendation: Appoint a City Council member to act as a liaison to the Tribal Council of the Cherae Heights Indian Community of the Trinidad Rancheria.



AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

2. Presentation/Discussion regarding Trinidad Trail Steward Program

DISCUSSION/ACTION AGENDA

Date: November 13, 2013

Item: Trail Steward Program

Background: As suggested by the Trinidad Head Study Committee during presentation of their final report, the Council selected two of its members, Councilmembers Miller and Davies, to work with staff to consider implementation of a Trail Steward Program for the Trinidad area. This subcommittee has met and recommends the attached notice be distributed and posted to determine if there is sufficient interest to designate an overall volunteer coordinator, as well as volunteer stewards to carry out the functions of a trail steward program.

If sufficient interest is demonstrated, staff would then work with the Humboldt Trails Council toward development of an Memorandum of Understanding which would be brought back to the City Council for consideration and approval. The Humboldt Trails Council currently oversees active stewards programs on the Hammond Trail, the Manila Dunes Trails and the Arcata trail system. Such a partnership would provide liability insurance, volunteer training curriculum and support structure.

Proposed Action: Receive an update on the concept of a Trail Steward Program and authorize distribution/posting of a notice soliciting volunteers.

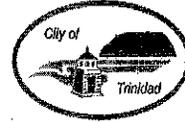
Attachments:

Notice Seeking Volunteers

Position Description for Volunteer Trail Steward Coordinator

CITY OF TRINIDAD

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570



NOTICE

The City of Trinidad is seeking volunteers to support the implementation of a Trails Steward Program for the Trinidad area.

The City is seeking a **Volunteer Trail Steward Coordinator**, with duties generally as outlined in the attached position description. The Trail Steward Coordinator needs to be willing to make a long-term commitment of at least a year in order for the City to realize the benefit from the training and organization necessary to implement the program.

The City is also seeking **Volunteer Trail Stewards** who would work under the direction of the Coordinator. It is anticipated that the Trail Stewards could work individually, or in pairs, or in small groups to provide more frequent trimming and litter removal than possible with limited Public Works maintenance staff. The work of the Volunteer Trail Stewards is intended to supplement the work performed by maintenance staff and might involve minor trimming, litter removal, hazard and safety patrol and/or removal of invasive species.

Sign-up sheets for the positions of Volunteer Trail Steward Coordinator (both primary and back-up) and Trail Stewards are in town hall, and will be accepted through December 13, 2013. If there is enough interest, the City Council will be asked to approve the implementation of such a program and consider adoption of a Memorandum of Understanding to partner with the Humboldt Trails Council.



AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

3. Presentation/Discussion regarding Ordinance 2013-04; Updating Dog Licensing Fees.

DISCUSSION AGENDA ITEM

Date: November 13, 2013

Item: Update Dog License Fees

Background: Section 6.04.150 of Trinidad's Municipal Code Provides for the payment of dog licenses at the sum of \$15 for each dog, reduced to \$5 upon presentation of proof of altering. This was last updated in 1988. It is recommended that the license fee be updated to \$15 per year per altered dog, or \$50 per year per unaltered dog. This is in keeping with rates charged by other local entities, survey attached.

To effect this change, the first recommended action is adoption of an ordinance to allow updates in dog license fees to be accomplished by resolution, which would simplify periodic fee updates. This is in keeping with the manner in which fees are updated in other entities. Once the ordinance is in effect, which will require a first and second reading, the Council can consider a resolution to update the fees.

1. Adoption of the attached ordinance to allow updates in dog license fees to be accomplished by resolution, which would simplify periodic fee updates. This is in keeping with the manner in which fees are updated in other entities.
2. Adoption of a resolution to update the city's dog license fees

Proposed Action:

1. Adopt ordinance number 2013-04 to provide for dog license fees to be updated by resolution; and
2. Direct staff to return to the Council at the December meeting with a resolution updating the fees.

Attachments:

Ordinance No. 2013-04

Survey of Dog License Fees

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

JULIE FULKERSON MAYOR
GABRIEL ADAMS, CITY CLERK



ORDINANCE NO. 2013-04

AN ORDINANCE OF THE CITY OF TRINIDAD AMENDING SECTION 6.04.150 OF THE TRINIDAD MUNICIPAL CODE TO PROVIDE FOR DOG LICENSE FEES TO BE UPDATED BY RESOLUTION

The City Council of the City of Trinidad does hereby ordain Ordinance Section 6.04.150 to be amended to read as follows:

ORDINANCE 2013-04, SECTION 1:

The owner of every dog within the incorporated area of the city shall pay annually to the city clerk a license tax thereon and shall be required to pay for such license at said time the sum to be determined by Resolution of the City Council, which may be amended from time to time to update dog license fees. A grace period of 30 days shall be allowed in the payment of this license tax.

ORDINANCE 2013-04, SECTION 2:

This Ordinance shall take effect thirty (30) days after its passage.

PASSED AND ADOPTED by the City Council of the City of Trinidad, State of California, on **Wednesday, November 13, 2013**, by the following vote:

AYES: ?
NOES: ?
ABSTAIN: ?
ABSENT: ?

First Reading: Wednesday, November 13, 2013

Second Reading: Wednesday, December 11, 2013

Attest:

Gabriel Adams
Trinidad City Clerk

Julie Fulkerson
Mayor

	1 Yr Altered	1 Yr Unaltered	(65+) Senior Rate	Proof of Rabies Vaccination	License Renewal
Arcata	\$15	\$50	\$10	required	annual
Blue Lake	\$15	\$50	\$10		late fee \$10
Late fee in addition to normal fee if 30 days past January 1st or moving into city w/o registering dog.					
New dog after January 1st pays half the annual fee for partial year.					
					November 2010 resolution 967
Eureka	\$15	\$50	\$10	required	same time rabies vac due
Ferndale	\$14	\$35	n/a	required	
One, two or three year licenses are available to match the date dog's rabies certificate renewal.					
Fortuna	\$12	\$35	altered \$5		30 day late fee \$10 additional
	2 yr \$22	2 yr \$56			
	3 yr \$32	3 yr \$86			fee not prorated
Annual licensing period July 1st thru June 30th					
Rio Dell	\$12	\$25	n/a		
Annually, on June 1st, city holds vaccine clinic & dog licensing day.					
Trinidad	\$5	\$20	n/a	required	annual, date last issued
	2 yr \$9	2 yr \$32			1988 Ordinance 6.04
	3 yr \$12	3 yr \$44			
Humboldt Co	\$15	\$50	altered \$10	required	annual
County residents only (unincorporated areas).					
					January 2009 fee schedule