



Posted: Friday, May 06, 2016

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

The Trinidad City Council will hold a special meeting on
TUESDAY, MAY 10, 2016 at 6:00 PM
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

CLOSED SESSION BEGINS AT 5:00PM

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC COMMENT ON CLOSED SESSION**
- IV. **ADJOURN TO CLOSED SESSION**
 1. *Conference with legal council regarding active litigation. Tsurai Ancestral Society vs. City of Trinidad. Pursuant to California Government Code section 54956.9 (a)*
- V. **CLOSE SESSION REPORT**
- VI. **APPROVAL OF AGENDA**
- VII. **APPROVAL OF MINUTES – No minutes available**
- VIII. **COUNCIL MEMBER REPORTS, COMMITTEE ASSIGNMENTS**
- IX. **STAFF REPORTS**
- X. **ITEMS FROM THE FLOOR**

(Three (3) minute limit per Speaker unless Council approves request for extended time.)
- XI. **CONSENT AGENDA**
 1. Accept Financial Status Reports for March 2016.
 2. Draft Climate Change Report Comment Period
 3. Letter of Support for Save Lives California, the \$2 per pack Tobacco Tax Act of 2016
 4. Council request for staff update on ordinance and policies re: enforcement of safety and nuisance issues.
 5. Cancel the Regular City Council Meeting set for Wednesday, May 11, 2016
- IX. **DISCUSSION/ACTION AGENDA ITEMS**
 1. Discussion/Decision to Appoint a new Councilmember to complete the remaining term through December 2018 left vacant by David Winnett's resignation.
 2. Discussion/Decision regarding Resolution 2016-05; Calling for an election to propose extension of the sales tax increase, and Resolution 2016-06; Election Consolidation
 3. Discussion/Decision regarding Resolution 2016-07; Amending Vacation Dwelling Unit Permit Fee.
 4. Presentation/Discussion regarding Draft 2016-2017 Budget
- X. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

April 13, 2016 CC

Supporting Documentation follows with: 0 PAGES

APRIL MEETING MINUTES WILL BE REVIEWED AT THE JUNE MEETING



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

1. Accept Financial Status Reports for March 2016.

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 3/1/2016 Through 3/31/2016

| | Current Month | Year to Date | Total Budget - Original | % of Budget |
|----------------|---------------------------------|------------------|----------------------------|----------------------------|
| Revenue | | | | |
| 41010 | PROPERTY TAX - SECURED | 0.00 | 42,933.43 | 91,500.00 (53.08)% |
| 41020 | PROPERTY TAX - UNSECURED | 0.00 | 2,982.11 | 3,300.00 (9.63)% |
| 41040 | PROPERTY TAX-PRIOR UNSECURED | 0.00 | 35.84 | 50.00 (28.32)% |
| 41050 | PROPERTY TAX - CURRENT SUPPL | 0.00 | 256.99 | 900.00 (71.45)% |
| 41060 | PROPERTY TAX-PRIOR SUPPL | 0.00 | 64.30 | 200.00 (67.85)% |
| 41071 | MOTOR VEHICLES | 0.00 | 81.48 | 1,000.00 (91.85)% |
| 41110 | PROPERTY TAX EXEMPTION | 0.00 | 604.11 | 1,300.00 (53.53)% |
| 41130 | PUBLIC SAFETY 1/2 CENT | 0.00 | 913.80 | 1,600.00 (42.89)% |
| 41140 | PROPERTY TAX - DOCUMENTARY RE | 0.00 | 2,520.10 | 1,200.00 110.01% |
| 41190 | PROPERTY TAX ADMINISTRATION FE | 0.00 | (1,076.00) | (2,420.00) (55.54)% |
| 41200 | LAFCO Charge | 0.00 | (1,503.76) | (1,200.00) 25.31% |
| 41210 | IN-LIEU SALES & USE TAX | 0.00 | 9,825.55 | 27,500.00 (64.27)% |
| 41220 | IN LIEU VLF | 0.00 | 13,919.00 | 28,000.00 (50.29)% |
| 42000 | SALES & USE TAX | 8,494.20 | 132,876.23 | 200,000.00 (33.56)% |
| 43000 | TRANSIENT LODGING TAX | 0.00 | 134,020.61 | 120,000.00 11.68% |
| 43100 | TRANSIENT LODGING TAX-TBID | 0.00 | (3,454.28) | 0.00 0.00% |
| 47310 | VEHICLE LICENSE COLLECTION | 0.00 | 148.04 | 0.00 0.00% |
| 53010 | COPY MACHINE FEE | 0.00 | 0.00 | 30.00 100.00% |
| 53020 | INTEREST INCOME | 159.04 | 2,340.29 | 6,000.00 (61.00)% |
| 53090 | OTHER MISCELLANEOUS INCOME | 0.00 | 19,871.96 | 1,000.00 887.20% |
| 54020 | PLANNER- APPLICATION PROCESSIN | 1,650.00 | 6,650.00 | 6,000.00 10.83% |
| 54050 | BLDG. INSP-APPLICATION PROCESSI | 433.89 | 9,897.60 | 7,000.00 41.39% |
| 54100 | ANIMAL LICENSE FEES | 0.00 | 15.00 | 200.00 (92.50)% |
| 54150 | BUSINESS LICENSE TAX | 0.00 | 8,238.00 | 11,500.00 (28.37)% |
| 54300 | ENCROACHMENT PERMIT FEES | 50.00 | 100.00 | 400.00 (75.00)% |
| 56400 | RENT - VERIZON | 2,125.89 | 18,660.80 | 23,000.00 (18.87)% |
| 56500 | RENT - HARBOR LEASE | 0.00 | 5,135.00 | 5,125.00 0.20% |
| 56550 | RENT - PG& E | 0.00 | 0.00 | 9,500.00 100.00% |
| 56650 | RENT - SUDDENLINK | 0.00 | 5,170.36 | 3,800.00 36.06% |
| 56700 | RENT - TOWN HALL | 200.00 | 4,352.00 | 5,000.00 (12.96)% |
| 59999 | INTERDEPARTMENTAL TRANSFER INC | 0.00 | 0.00 | 30,000.00 100.00% |
| | Total Revenue | 13,113.02 | 415,578.56 | 581,485.00 (28.53)% |

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 3/1/2016 Through 3/31/2016

| | | Current Month | Year to Date | Total Budget - Original | % of Budget |
|----------------------|--------------------------------|------------------|-------------------|----------------------------|---------------|
| Expense | | | | | |
| 60900 | HONORARIUMS | 250.00 | 2,250.00 | 3,000.00 | 25.00% |
| 61000 | EMPLOYEE GROSS WAGE | 13,492.15 | 85,730.45 | 112,705.00 | 23.93% |
| 61470 | FRINGE BENEFITS | 69.24 | 484.68 | 600.00 | 19.22% |
| 65100 | DEFERRED RETIREMENT | 581.65 | 3,742.26 | 4,941.00 | 24.26% |
| 65200 | MEDICAL INSURANCE AND EXPENSE | 63.77 | 8,211.68 | 11,389.00 | 27.90% |
| 65250 | Health Savings Program | 430.93 | 508.74 | 0.00 | 0.00% |
| 65300 | WORKMEN'S COMP INSURANCE | 0.00 | (4,499.30) | 3,832.00 | 217.41% |
| 65500 | EMPLOYEE MILEAGE REIMBURSEMENT | 147.23 | 530.40 | 750.00 | 29.28% |
| 65600 | PAYROLL TAX | 1,079.78 | 6,825.56 | 9,000.00 | 24.16% |
| 65800 | Grant Payroll Allocation | (84.88) | (4,415.31) | (6,278.00) | 29.67% |
| 68090 | CRIME BOND | 0.00 | 455.00 | 455.00 | 0.00% |
| 68200 | INSURANCE - LIABILITY | 0.00 | 14,283.75 | 8,314.00 | (71.80)% |
| 68300 | PROPERTY & CASUALTY | 0.00 | 3,859.05 | 4,225.00 | 8.66% |
| 71110 | ATTORNEY-ADMINISTRATIVE TASKS | 1,420.00 | 4,735.00 | 10,000.00 | 52.65% |
| 71130 | ATTORNEY-LITIGATION | 0.00 | 0.00 | 10,000.00 | 100.00% |
| 71160 | ACCOUNTING | 0.00 | 1,777.19 | 0.00 | 0.00% |
| 71210 | CITY ENGINEER-ADMIN. TASKS | 1,526.00 | 3,458.50 | 2,000.00 | (72.92)% |
| 71310 | CITY PLANNER-ADMIN. TASKS | 0.00 | 41,703.93 | 38,000.00 | (9.75)% |
| 71410 | BLDG INSPECTOR-ADMIN TASKS | 385.81 | 3,142.89 | 4,500.00 | 30.16% |
| 71420 | BLDG INSPECTOR-PERMIT PROCESS | 0.00 | 400.00 | 12,000.00 | 96.67% |
| 71510 | ACCOUNTANT-ADMIN TASKS | 858.45 | 7,183.34 | 14,000.00 | 48.69% |
| 71620 | AUDITOR-FINANCIAL REPORTS | 1,287.00 | 13,572.00 | 15,500.00 | 12.44% |
| 72000 | CHAMBER OF COMMERCE | (413.71) | 12,420.83 | 13,200.00 | 5.90% |
| 72100 | BAD DEBTS | 0.00 | 458.92 | 0.00 | 0.00% |
| 74200 | REIMBURSED GRANT ADMIN EXP | 0.00 | 0.00 | (500.00) | 100.00% |
| 75110 | FINANCIAL ADVISOR/TECH SUPPORT | 30.00 | 1,822.50 | 5,500.00 | 66.86% |
| 75160 | LIBRARY RENT & LOCAL CONTRIB. | 0.00 | 1,500.00 | 500.00 | (200.00)% |
| 75170 | RENT | 650.00 | 5,850.00 | 8,200.00 | 28.66% |
| 75180 | UTILITIES | 666.11 | 7,076.35 | 8,500.00 | 16.75% |
| 75190 | DUES & MEMBERSHIP | 0.00 | 125.92 | 500.00 | 74.82% |
| 75200 | MUNICIPAL/UPDATE EXPENSE | 0.00 | 3,810.51 | 4,500.00 | 15.32% |
| 75220 | OFFICE SUPPLIES & EXPENSE | 1,314.62 | 4,285.56 | 5,500.00 | 22.08% |
| 75240 | BANK CHARGES | 0.00 | 160.00 | 250.00 | 36.00% |
| 75300 | CONTRACTED SERVICES | 0.00 | (888.15) | 8,000.00 | 111.10% |
| 75990 | MISCELLANEOUS EXPENSE | 23.00 | 2,883.29 | 500.00 | (476.66)% |
| 76110 | TELEPHONE | 155.72 | 1,815.21 | 1,550.00 | (17.11)% |
| 76130 | CABLE & INTERNET SERVICE | 304.93 | 2,662.93 | 3,300.00 | 19.31% |
| 76150 | TRAVEL | 0.00 | 0.00 | 1,500.00 | 100.00% |
| 78160 | BUILDING REPAIRS & MAINTENANCE | 0.00 | 181.58 | 0.00 | 0.00% |
| 78170 | SECURITY SYSTEM | 0.00 | 0.00 | 1,500.00 | 100.00% |
| 78190 | MATERIALS, SUPPLIES & EQUIPMEN | 0.00 | 1,360.81 | 1,000.00 | (36.08)% |
| Total Expense | | 24,237.80 | 239,466.07 | 322,433.00 | 25.73% |

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 3/1/2016 Through 3/31/2016

| | | <u>Current Month</u> | <u>Year to Date</u> | <u>Total Budget - Original</u> | <u>% of Budget</u> |
|---------------|---------------------------|----------------------|---------------------|------------------------------------|--------------------|
| Expense | | | | | |
| 61000 | EMPLOYEE GROSS WAGE | 421.07 | 2,689.54 | 3,427.00 | 21.52% |
| 65300 | WORKMEN'S COMP INSURANCE | 0.00 | 0.00 | 117.00 | 100.00% |
| 65600 | PAYROLL TAX | 32.22 | 205.80 | 262.00 | 21.45% |
| 65800 | Grant Payroll Allocation | 0.00 | (14.64) | 0.00 | 0.00% |
| 75170 | RENT | 650.00 | 5,850.00 | 8,190.00 | 28.57% |
| 75180 | UTILITIES | 196.34 | 1,880.34 | 2,500.00 | 24.79% |
| 75220 | OFFICE SUPPLIES & EXPENSE | 0.00 | 0.00 | 400.00 | 100.00% |
| 75300 | CONTRACTED SERVICES | 0.00 | 49,433.50 | 88,085.00 | 43.88% |
| 75350 | ANIMAL CONTROL | 113.00 | 1,017.00 | 1,500.00 | 32.20% |
| 75990 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 500.00 | 100.00% |
| 76110 | TELEPHONE | 85.99 | 811.67 | 1,200.00 | 32.36% |
| Total Expense | | <u>1,498.62</u> | <u>61,873.21</u> | <u>106,181.00</u> | <u>41.73%</u> |

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 3/1/2016 Through 3/31/2016

| | | <u>Current Month</u> | <u>Year to Date</u> | <u>Total Budget - Original</u> | <u>% of Budget</u> |
|---------------|--------------------------------|----------------------|---------------------|------------------------------------|--------------------|
| Expense | | | | | |
| 60900 | HONORARIUMS | 150.00 | 1,350.00 | 1,800.00 | 25.00% |
| 75180 | UTILITIES | 59.47 | 393.80 | 1,150.00 | 65.76% |
| 75190 | DUES & MEMBERSHIP | 0.00 | 0.00 | 100.00 | 100.00% |
| 75280 | TRAINING / EDUCATION | 0.00 | 0.00 | 400.00 | 100.00% |
| 75300 | CONTRACTED SERVICES | 0.00 | 144.00 | 23,500.00 | 99.39% |
| 76110 | TELEPHONE | 41.24 | 926.32 | 720.00 | (28.66)% |
| 76140 | RADIO & DISPATCH | 0.00 | 831.50 | 450.00 | (84.78)% |
| 78140 | VEHICLE FUEL & OIL | 0.00 | 127.57 | 350.00 | 63.55% |
| 78150 | VEHICLE REPAIRS | 0.00 | 431.15 | 2,500.00 | 82.75% |
| 78160 | BUILDING REPAIRS & MAINTENANCE | 0.00 | 0.00 | 500.00 | 100.00% |
| 78190 | MATERIALS, SUPPLIES & EQUIPMEN | 60.78 | 1,765.56 | 2,500.00 | 29.38% |
| 78200 | EQUIPMENT REPAIRS & MAINTENANC | 0.00 | 0.00 | 400.00 | 100.00% |
| Total Expense | | <u>311.49</u> | <u>5,969.90</u> | <u>34,370.00</u> | <u>82.63%</u> |

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 3/1/2016 Through 3/31/2016

| | | Current Month | Year to Date | Total Budget - Original | % of Budget |
|---------------|--------------------------------|------------------|-------------------|----------------------------|---------------|
| Expense | | | | | |
| 61000 | EMPLOYEE GROSS WAGE | 7,903.76 | 50,990.58 | 64,837.44 | 21.36% |
| 61250 | OVERTIME | 0.00 | 0.00 | 500.00 | 100.00% |
| 65100 | DEFERRED RETIREMENT | 871.49 | 5,506.13 | 7,207.64 | 23.61% |
| 65200 | MEDICAL INSURANCE AND EXPENSE | (59.79) | 15,960.76 | 24,074.23 | 33.70% |
| 65250 | Health Savings Program | 760.35 | 895.58 | 0.00 | 0.00% |
| 65300 | WORKMEN'S COMP INSURANCE | 0.00 | 0.00 | 2,280.30 | 100.00% |
| 65600 | PAYROLL TAX | 662.07 | 4,177.36 | 5,682.06 | 26.48% |
| 65800 | Grant Payroll Allocation | (504.70) | (17,920.84) | (24,428.00) | 26.64% |
| 71210 | CITY ENGINEER-ADMIN. TASKS | 0.00 | 3,575.00 | 5,500.00 | 35.00% |
| 71250 | CITY ENGINEER - PROJECT FEES | 0.00 | 0.00 | 5,000.00 | 100.00% |
| 75180 | UTILITIES | 0.00 | 103.50 | 0.00 | 0.00% |
| 75280 | TRAINING / EDUCATION | 0.00 | 796.85 | 0.00 | 0.00% |
| 75300 | CONTRACTED SERVICES | 0.00 | 930.00 | 28,000.00 | 96.68% |
| 75370 | UNIFORMS/PERSONAL EQUIP. | 0.00 | 86.98 | 450.00 | 80.67% |
| 76110 | TELEPHONE | 0.00 | 58.83 | 0.00 | 0.00% |
| 78100 | STREET MAINT/REPAIR/SANITATION | 80.29 | 170.29 | 10,000.00 | 98.30% |
| 78120 | STREET LIGHTING | 371.15 | 3,301.07 | 4,500.00 | 26.64% |
| 78130 | TRAIL MAINTENANCE | 0.00 | 3,347.00 | 2,500.00 | (33.88)% |
| 78140 | VEHICLE FUEL & OIL | 401.91 | 2,959.31 | 4,800.00 | 38.35% |
| 78150 | VEHICLE REPAIRS | 0.00 | 3,466.74 | 2,000.00 | (73.34)% |
| 78160 | BUILDING REPAIRS & MAINTENANCE | 320.00 | 46,053.04 | 12,000.00 | (283.78)% |
| 78180 | OTHER REPAIR & MAINTENANCE | 0.00 | 20.51 | 0.00 | 0.00% |
| 78190 | MATERIALS, SUPPLIES & EQUIPMEN | 174.10 | 3,460.98 | 6,500.00 | 46.75% |
| 78200 | EQUIPMENT REPAIRS & MAINTENANC | 225.04 | 648.68 | 500.00 | (29.74)% |
| 79120 | WATER PLANT CHEMICALS | 0.00 | 982.58 | 0.00 | 0.00% |
| Total Expense | | <u>11,205.67</u> | <u>129,570.93</u> | <u>161,903.67</u> | <u>19.97%</u> |

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
701 - Cemetery
From 3/1/2016 Through 3/31/2016

| | | Current Period Actual | Current Year Actual | Total Budget - Original | % of Budget |
|----------------|--------------------------------|--------------------------|---------------------|----------------------------|-----------------|
| Revenue | | | | | |
| 58100 | CEMETERY PLOT SALES | 100.00 | 8,012.50 | 9,500.00 | (15.66)% |
| 58150 | Cemetery Plot Refunds | 0.00 | (1,410.00) | 0.00 | 0.00% |
| | Total Revenue | <u>100.00</u> | <u>6,602.50</u> | <u>9,500.00</u> | <u>(30.50)%</u> |
| Expense | | | | | |
| 61000 | EMPLOYEE GROSS WAGE | 1,619.28 | 10,274.29 | 12,956.00 | 20.70% |
| 65100 | DEFERRED RETIREMENT | 194.32 | 1,233.15 | 1,663.00 | 25.85% |
| 65200 | MEDICAL INSURANCE AND EXPENSE | (39.16) | 4,128.74 | 6,413.00 | 35.62% |
| 65250 | Health Savings Program | 186.35 | 220.70 | 0.00 | 0.00% |
| 65300 | WORKMEN'S COMP INSURANCE | 0.00 | 0.00 | 471.00 | 100.00% |
| 65600 | PAYROLL TAX | 138.79 | 880.18 | 1,187.00 | 25.85% |
| 65800 | Grant Payroll Allocation | (13.38) | (303.50) | 0.00 | 0.00% |
| 75180 | UTILITIES | 43.05 | 598.32 | 700.00 | 14.53% |
| 78190 | MATERIALS, SUPPLIES & EQUIPMEN | 0.00 | 0.00 | 1,200.00 | 100.00% |
| | Total Expense | <u>2,129.25</u> | <u>17,031.88</u> | <u>24,590.00</u> | <u>30.74%</u> |
| | Net Income | <u>(2,029.25)</u> | <u>(10,429.38)</u> | <u>(15,090.00)</u> | <u>(30.89)%</u> |

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 3/1/2016 Through 3/31/2016

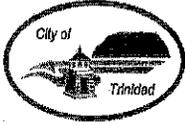
| | Current Period Actual | Current Year Actual | Total Budget - Original | % of Budget |
|----------------|--------------------------------|---------------------|----------------------------|----------------------------|
| Revenue | | | | |
| 53020 | INTEREST INCOME | 0.00 | 0.00 | 1,500.00 (100.00)% |
| 53090 | OTHER MISCELLANEOUS INCOME | 0.00 | 4,353.90 | 2,500.00 74.16% |
| 57100 | WATER SALES | 25,910.84 | 223,038.62 | 305,000.00 (26.87)% |
| 57200 | Water Sales - Wholesale | 150.00 | 6,420.00 | 0.00 0.00% |
| 57300 | NEW WATER HOOK UPS | 0.00 | 0.00 | 2,000.00 (100.00)% |
| 57500 | WATER A/R PENALTIES | (2,379.16) | (915.42) | 1,000.00 (191.54)% |
| | Total Revenue | 23,681.68 | 232,897.10 | 312,000.00 (25.35)% |
| Expense | | | | |
| 61000 | EMPLOYEE GROSS WAGE | 12,206.69 | 77,896.54 | 101,244.00 23.06% |
| 61250 | OVERTIME | 0.00 | 0.00 | 500.00 100.00% |
| 65100 | DEFERRED RETIREMENT | 1,410.74 | 8,890.67 | 11,708.00 24.06% |
| 65200 | MEDICAL INSURANCE AND EXPENSE | 59.94 | 25,834.51 | 37,110.00 30.38% |
| 65250 | Health Savings Program | 1,133.27 | 1,338.30 | 0.00 0.00% |
| 65300 | WORKMEN'S COMP INSURANCE | 0.00 | (2,422.70) | 3,495.00 169.32% |
| 65600 | PAYROLL TAX | 1,034.11 | 6,513.05 | 8,759.00 25.64% |
| 65800 | Grant Payroll Allocation | (4,102.45) | (21,809.01) | (25,594.00) 14.79% |
| 68090 | CRIME BOND | 0.00 | 245.00 | 0.00 0.00% |
| 68200 | INSURANCE - LIABILITY | 0.00 | 7,391.25 | 4,477.00 (65.09)% |
| 68300 | PROPERTY & CASUALTY | 0.00 | 2,077.95 | 2,275.00 8.66% |
| 71110 | ATTORNEY-ADMINISTRATIVE TASKS | 0.00 | 0.00 | 1,000.00 100.00% |
| 71160 | ACCOUNTING | 0.00 | 956.96 | 0.00 0.00% |
| 71210 | CITY ENGINEER-ADMIN. TASKS | 0.00 | 0.00 | 4,000.00 100.00% |
| 71510 | ACCOUNTANT-ADMIN TASKS | 462.25 | 3,867.96 | 6,500.00 40.49% |
| 71620 | AUDITOR-FINANCIAL REPORTS | 0.00 | 6,615.00 | 7,000.00 5.50% |
| 72100 | BAD DEBTS | 0.00 | 0.00 | 350.00 100.00% |
| 75150 | PROPERTY TAX | 93.90 | 93.90 | 0.00 0.00% |
| 75180 | UTILITIES | 779.22 | 8,411.52 | 13,000.00 35.30% |
| 75190 | DUES & MEMBERSHIP | 0.00 | 981.29 | 1,000.00 1.87% |
| 75220 | OFFICE SUPPLIES & EXPENSE | 323.00 | 2,322.04 | 3,750.00 38.08% |
| 75240 | BANK CHARGES | 0.00 | 10.00 | 0.00 0.00% |
| 75280 | TRAINING / EDUCATION | 375.00 | 490.00 | 500.00 2.00% |
| 75300 | CONTRACTED SERVICES | 0.00 | 0.00 | 25,000.00 100.00% |
| 76110 | TELEPHONE | 110.48 | 1,574.06 | 1,100.00 (43.10)% |
| 76130 | CABLE & INTERNET SERVICE | 61.95 | 557.55 | 750.00 25.66% |
| 76160 | LICENSES & FEES | 0.00 | 2,363.45 | 2,750.00 14.06% |
| 78120 | STREET LIGHTING | 0.00 | 0.00 | 1,600.00 100.00% |
| 78140 | VEHICLE FUEL & OIL | 78.30 | 549.08 | 1,500.00 63.39% |
| 78150 | VEHICLE REPAIRS | 0.00 | 5,169.68 | 2,000.00 (158.48)% |
| 78160 | BUILDING REPAIRS & MAINTENANCE | 0.00 | 284.61 | 1,000.00 71.54% |
| 78170 | SECURITY SYSTEM | 0.00 | 558.49 | 500.00 (11.70)% |
| 78190 | MATERIALS, SUPPLIES & EQUIPMEN | 0.00 | 418.54 | 12,500.00 96.65% |
| 78200 | EQUIPMENT REPAIRS & MAINTENANC | 0.00 | 0.00 | 1,000.00 100.00% |
| 79100 | WATER LAB FEES | 0.00 | 2,149.00 | 3,500.00 38.60% |
| 79120 | WATER PLANT CHEMICALS | 1,035.86 | 3,734.84 | 9,500.00 60.69% |
| 79130 | WATER LINE HOOK-UPS | 0.00 | 0.00 | 2,000.00 100.00% |
| 79150 | WATER LINE REPAIR | 5,898.75 | 17,710.76 | 15,000.00 (18.07)% |
| 79160 | WATER PLANT REPAIR | 435.00 | 10,779.64 | 17,000.00 36.59% |
| 90000 | Capital Reserves | 0.00 | 0.00 | 15,000.00 100.00% |
| | Total Expense | 21,396.01 | 175,553.93 | 292,774.00 40.04% |

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 3/1/2016 Through 3/31/2016

| | <u>Current Period Actual</u> | <u>Current Year Actual</u> | <u>Total Budget - Original</u> | <u>% of Budget</u> |
|------------|----------------------------------|----------------------------|------------------------------------|--------------------|
| Net Income | <u>2,285.67</u> | <u>57,343.17</u> | <u>19,226.00</u> | <u>198.26%</u> |

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 3/1/2016 Through 3/31/2016

| | | Current Period Actual | Current Year Actual | Total Budget - Original | % of Budget |
|----------------|--------------------------------|--------------------------|---------------------|----------------------------|-----------------|
| Revenue | | | | | |
| 47650 | RECYCLING REVENUE | 882.25 | 6,869.21 | 5,200.00 | 32.10% |
| 56150 | FRANCHISE FEES | 0.00 | 0.00 | 7,000.00 | (100.00)% |
| | Total Revenue | <u>882.25</u> | <u>6,869.21</u> | <u>12,200.00</u> | <u>(43.70)%</u> |
| Expense | | | | | |
| 61000 | EMPLOYEE GROSS WAGE | 1,274.50 | 8,220.46 | 10,313.00 | 20.29% |
| 65100 | DEFERRED RETIREMENT | 152.93 | 986.66 | 1,314.00 | 24.91% |
| 65200 | MEDICAL INSURANCE AND EXPENSE | (22.69) | 3,252.28 | 5,017.00 | 35.17% |
| 65250 | Health Savings Program | 149.10 | 176.68 | 0.00 | 0.00% |
| 65300 | WORKMEN'S COMP INSURANCE | 0.00 | 0.00 | 372.00 | 100.00% |
| 65600 | PAYROLL TAX | 109.28 | 704.43 | 938.00 | 24.90% |
| 65800 | Grant Payroll Allocation | (7.91) | (210.07) | 0.00 | 0.00% |
| 75120 | WASTE RECYCLING PICKUP/DISPOSA | 0.00 | 0.00 | 500.00 | 100.00% |
| 75130 | GARBAGE | 0.00 | 131.18 | 0.00 | 0.00% |
| 78100 | STREET MAINT/REPAIR/SANITATION | 0.00 | 55.60 | 0.00 | 0.00% |
| 78190 | MATERIALS, SUPPLIES & EQUIPMEN | 0.00 | 972.90 | 1,200.00 | 18.93% |
| | Total Expense | <u>1,655.21</u> | <u>14,290.12</u> | <u>19,654.00</u> | <u>27.29%</u> |
| | Net Income | <u>(772.96)</u> | <u>(7,420.91)</u> | <u>(7,454.00)</u> | <u>(0.44)%</u> |



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

2. Draft Climate Change Report Comment Period

CONSENT AGENDA ITEM

Date: May 10, 2016

Item: DRAFT CLIMATE CHANGE REPORT COMMENT PERIOD

City Engineer GHD is in the process of preparing a Climate Change Vulnerability Report and Adaptation Response to assist the City with the General Plan/Local Coastal Program Update process. The Public is being invited to review and comment on the draft report through May 23, 2016. The *Climate Change Vulnerability Report and Adaptation Response* is being developed as part of the City's Local Coastal Program (LCP) Update Project, funded in part by the LCP Planning Assistance Grant from the CA Coastal Commission.

Background: On June 4, 2014, City Council adopted Resolution 2014-07, approving the application to the California Coastal Commission for funding through the Local Coastal Program (LCP) Planning Assistance Grant. The goal of the project is to update the City's LCP in conformance with the California Coastal Act, bring the Harbor Area of Deferred Certification (ADC) into the Trinidad LCP and to reflect current circumstances and new scientific information, including new understandings and concern for the effects of climate change.

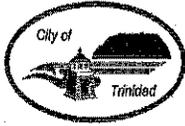
The City of Trinidad invites the public, agencies and other stakeholders to review and comment on a draft document *Climate Change Vulnerability Report and Adaptation Response*. The draft report is available for public review on the City website at www.trinidad.ca.gov.

The report presents potential effects that could result from climate change, determines areas that could be at risk, and identifies preliminary adaptation strategies the City could adopt to mitigate the potential climate impacts. During this project, climate change considerations and adaption responses will be incorporated into the General Plan / Coastal Land Use Plan as appropriate.

Questions or additional information about the project should be directed to City Planner Trever Parker at trever@streamlineplanning.net or (707) 822-5785. Comments may be submitted at City Hall; by mail to P. O. Box 390, Trinidad CA 95570; or by email to rpricehall@trinidad.ca.gov.

Staff Recommendation: No Action needed. The Draft Climate Change Report is being provided to the Council to facilitate community engagement and discussion.

Attachments: Draft Climate Change Vulnerability Report and Adaptation Response



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

3. Letter of Support for Save Lives California, the \$2 per pack Tobacco Tax Act of 2016



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

3. Letter of Support for Save Lives California, the \$2 per pack Tobacco Tax Act of 2016

DISCUSSION AGENDA ITEM

Tuesday, May 10, 2016

Item: Letter of Support for Save Lives California, the \$2 per pack Tobacco Tax Act of 2016

Background: Sponsored by Councilmember Fulkerson, this item is in response to a State initiative called the California Healthcare, Research, and Prevention Tobacco Act of 2016 that proposes an increase on the cigarette tax by \$2 per pack, and place equivalent taxes on products containing nicotine derived from tobacco, including e-cigarettes.

Recommended Action: *The Council may decide whether or not to send a letter of support to the State Legislature regarding this initiative. If support is given, direct staff to draft the letter and send to the appropriate office.*

Attachments: Save Lives California Fact Sheet

SAVE LIVES CALIFORNIA

The California Healthcare, Research and Prevention Tobacco Tax Act of 2016

FACT SHEET

The California Healthcare, Research and Prevention Tobacco Tax Act of 2016 will increase California's cigarette tax by \$2 per pack, and place equivalent taxes on products containing nicotine derived from tobacco, including e-cigarettes. The American Cancer Society Cancer Action Network, American Heart Association and American Lung Association in California are standing up to big tobacco to save lives and help smokers quit.

THIS TAX WILL:

- Save lives. Smoking is the number one cause of preventable death in California.¹ This initiative will help people quit smoking.² The money will be used to improve healthcare and to fund research into cures for cancer and other smoking-related diseases.
- Tax only tobacco users. If you don't use tobacco, you won't pay. This is simply a user fee on those who choose to keep using dangerous tobacco products. Each year, tobacco-related diseases cost Californians billions of dollars.
- Prevent teens from becoming addicted. Thousands of youth become addicted to tobacco each year.³ This tax will reduce teen smoking and help fund law enforcement efforts to crack down on those who sell tobacco products to minors.

WHY THIS ACT IS NECESSARY

TEENS & YOUTH

- 90% of smokers start as teens. In California, over 16,000 kids get hooked on smoking every year and thousands of them will die from tobacco-related illnesses.
- This initiative will reduce the number of teen smokers. For every 10 percent increase in the cost of a pack of cigarettes, teen smoking drops by up to 6.5 percent.⁴
- Teen e-cigarette use has tripled between 2013 and 2014. These often candy-flavored products put teens and others at risk of developing a deadly, lifelong addiction to nicotine. That's why they should be regulated and taxed like tobacco.

SAVING LIVES, SAVING DOLLARS

- Every year, smoking costs California taxpayers billions of dollars. This includes \$3.5 billion Medi-Cal spends annually to treat smoking-related diseases.
- This tax will reduce smoking rates and reduce long-term healthcare costs.



blue ♡ of california



SAVE LIVES CALIFORNIA

The California Healthcare, Research and Prevention Tobacco Tax Act of 2016

THE ACT

The California Healthcare, Research and Prevention Tobacco Tax Act of 2016 will increase the tax on a pack of cigarettes sold in California from 87 cent a pack to \$2.87, and place equivalent taxes on other tobacco products containing nicotine, like e-cigarettes.

THE TAX WILL FUND:

- Healthcare programs through the California Department of Health Care Services, including Medi-Cal.
- Smoking prevention programs administered by the California Department of Public Health Tobacco Control Program and the Department of Education.
- Medical research on tobacco-related diseases including cancer, heart and lung disease through the University of California.

OUR COALITION

Our coalition is standing up to big tobacco companies, because together we can save lives and help smokers quit. American Cancer Society Cancer Action Network, American Heart Association, American Lung Association in California, Blue Shield of California, California Medical Association, California Dental Association, California Hospital Association, businessman and philanthropist Tom Steyer, the Service Employees International Union California, Health Access California, and Planned Parenthood Affiliates of California.

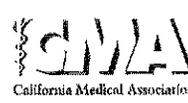
VISIT SVELIVESCA.COM FOR MORE INFORMATION.

1. Campaign for Tobacco Free Kids. Toll of Tobacco in California. https://www.tobaccofreekids.org/facts_issues/toll_us/california
2. Campaign for Tobacco-Free Kids. Raising Cigarette Taxes Reduces Smoking, Especially Among Young People. <https://www.tobaccofreekids.org/research/factsheets/pdf/0140.pdf>
3. American Lung Association, "Why Kids Start." <http://www.lung.org/stop-smoking/about-smoking/preventing-smoking/why-kids-start.html>
4. Chaloupka, FJ. "Macro-Social Influences: The Effects of Prices and Tobacco Control Policies on the Demand for Tobacco Products," *Nicotine and Tobacco Research* (Suppl 1): S105-9, 1999.

Paid for by Save Lives California, a coalition of Doctors, Dentists, Health Plans, Labor, and Nonprofit Health Advocate Organizations. Major funding by California State Council of Service Employees Issues Committee and California Hospitals Committee on Issues, (CHCI) Sponsored by California Association of Hospitals and Health Systems (CAHHS).



blue shield of california





CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

4. Council request for staff update on ordinance and policies re: enforcement of safety and nuisance issues

DISCUSSION AGENDA ITEM

Tuesday, May 10, 2016

Item: Council request for staff update on ordinance and policies re: enforcement of safety and nuisance issues

Background: Trinidad is a pedestrian town with draw for visitors. It is important for us to be clean and calm. Councilmember Fulkerson requests that staff put together a list of ordinances and city policies that will encourage people to recycle, use our waste bins, clean up after dogs, keep dogs leashed, drive the speed limit and stop at crosswalks. As a first step, she requests that staff return to the next council meeting with a list of ordinances/policies that apply to these concerns along with a list of fines when appropriate. Please include a report on how many fines have been issued in the past year regarding any of these misdeeds.

Councilmember Fulkerson explained that her observations are that it is very rare for a car to stop at a crosswalk near the monument lighthouse or between the library and Murphy's market. These are two areas that are frequented by locals and travelers alike and people need to be protected. She observes people speeding on Edwards on down to the beaches.

There are loose dogs at the library, museum, market, cafe and City Hall. Visitors do not know which dogs are friendly and those that are not.

The city is predominantly welcoming and safe. Public Works is doing a terrific job of welcoming people and keeping the vegetation looking terrific. the streets are clear of litter. It is important for our deputy to keep an eye out for people who need to be reminded about good behavior.

These are not out of the ordinary expectations. They are all issues that have come up over the years and are happening on a more frequent basis recently. Speeding along Edwards is out-of-control.

This is simply a request for background so the City Council can decide in the future if regulations, signage or fines need to be upgraded.

Recommended Action: *Staff report back at a future meeting on the issued raised, enforcement history, and additional regulations as needed.*

Attachments: None



CONSENT AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 0 PAGES

5. Cancel the Regular City Council Meeting set for Wednesday, May 11, 2016



DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 23 PAGES

1. Discussion/Decision to Appoint a new Councilmember to complete the remaining term through December 2018 left vacant by David Winnett's resignation.

DISCUSSION AGENDA ITEM

Tuesday, May 10, 2016

Item: Discussion/Decision regarding appointment of a new Councilmember to complete the remaining term through December 2018 left vacant by David Winnett's resignation.

The City has received (3) letters of interest from candidates willing to complete the remaining 2 ½ year term left vacant by the recent resignation of Councilmember David Winnett. The candidates are: **Doren Morgan, Susan Tissot, and Kathleen Lake.**

All three are Trinidad residents and eligible to serve the remaining term through December 2018.

If an appointment is made, the City Clerk will be prepared to administer the Oath of Office so the candidate may take the position immediately participate in the meeting.

The Council will interview the candidates. The interview will have (5) questions, to be scored. Additionally (2) summary items will be scored. The Council's scoring matrix has been prepared and provided to each candidate in advance of the meeting.

Interview Questions:

1. What interests you about serving on the Trinidad City Council?
2. What do you consider to be the most important attributes of an elected or appointed public official such as a City councilperson?
3. What are Trinidad's greatest assets?
4. Without offering solutions, what do you see as the top concerns of the City of Trinidad? Currently? Ten years from now?
5. The vacation rental, or VDU, issue is "hot" right now. Our VDU Ordinance started operating in August of 2015, and we have found many areas of "leakage" where unanticipated problems have arisen. The Council is planning revisions. Just now the Planning Commission is hearing public input & preparing recommendations for revisions. In June, July, and August we expect the Council to pass revisions, and send those on to the Coastal Commission for final approval. As a new Council person, how do you imagine dealing with this hotly debated issue?

Summary Scores:

6. Synthesis of submitted documents (letters-of-interest and/or resume/CV)
7. Synthesis of the interview

Each candidate will be offered approximately 2 minutes per response. Scores will be tallied, Mayor Miller will announce the highest total, and second place if close. Then, a motion to appoint will be offered. After the meeting all scoring sheets will be in the public record.

As a reminder, (2) more seats will be up this November 2016. The nomination period will begin in July. Anyone not selected will be encouraged to apply for the upcoming full 4-year term positions.

Action Requested: Appoint one candidate to complete the term through December 2018.

Attachments: - • (3) letters-of-interest. (resumes/CVs which have been submitted will be posted online by Monday, May 9)

• Scoring Matrix with Interview Questions and Summary scores

Scoring Matrix for applicants to City Council

Scorer: _____

Date: _____

There are 7 items here: 5 interview questions and 2 summary scores.
Each item has 10 points, to be parsed between the 3 candidates.

Kathleen Doren Susan
Lake Morgen Tissot

Interview Questions

| | | | | |
|---|---|--|--|--|
| 1 | What interests you about serving on the Trinidad City Council? | | | |
| 2 | What do you consider to be the most important attributes of an elected or appointed public official such as a City councilperson? | | | |
| 3 | What are Trinidad's greatest assets? | | | |
| 4 | Without offering solutions, what do you see as the top concerns of the City of Trinidad? Currently? Ten years from now? | | | |
| 5 | The vacation rental, or VDU, issue is "hot" right now. Our VDU Ordinance started operating in August of 2015, and we have found many areas of "leakage" where unanticipated problems have arisen. The Council is planning revisions. Just now the Planning Commission is hearing public input & preparing recommendations for revisions. In June, July, and August we expect the Council to pass revisions, and send those on to the Coastal Commission for final approval. As a new Council person, how do you imagine dealing with this hotly debated issue? | | | |

Summary scores

| | | | | |
|---------------|--|--|--|--|
| 6 | <u>Synthesis of Documentation</u> (Cover Letter and/or CV) | | | |
| 7 | <u>Synthesis of Interview</u> : council person's impression about each candidate's analytical skills and ability to work toward solutions to contentious issues. | | | |
| TOTALS | | | | |

City of Trinidad

Subject: RE: Letter of Interest

From: Doren Morgan [mailto:doren.morgan2013@gmail.com]

Sent: Thursday, May 05, 2016 12:36 PM

To: City of Trinidad

Subject: Re: Letter of Interest

To Whom It May Concern:

I am a relatively new resident of Trinidad but a fourth generation Humboldt County resident. My grandfather owned a fishing cabin here in the 1950's and always wished he didn't sell it for the tidy sum of \$3,500 after he made improvements. My other grandfather was a developer and built many buildings and houses in the area including St. Mary's School in Arcata. I am very familiar with both the micro-economic and macro-economic issues facing our town. I also have an MBA which has taught me how to problem solve and look at solutions from a business, legal and financial point of view rather than an emotional one.

I would like the opportunity to help our community on the City Council.

Best regards,

Doren

--

Doren Morgan, Broker Associate

California Outdoor Properties

Office: (707) 822-5510

Cell: **(916) 216-3003**

Fax: (888) 893-0321

680 10th Street

Arcata, CA 95521

Doren@CaOutdoorProperties.com

DRE #01391989

CaliforniaOutdoorProperties.com

TheLandLeader.com

Doren Morgan

Territory Manager / Humboldt & Trinity Counties at California Outdoor Properties

dorenmorgan2013@gmail.com

Summary

A very diverse management and sales background with UPS, CLAS, KARIS, and Senior Estate Solutions.

Specialties

Real estate, marketing, sales, incorporations, public records, and senior markets.

Experience

Territory Manager / Humboldt & Trinity Counties at California Outdoor Properties

January 2013 - Present (3 years 5 months)

Broker Associate specializing in ranches, farms, and rural recreational properties.

VP Sales & Marketing at SunDoc Filings

July 2007 - June 2013 (6 years)

Responsible for all sales and marketing programs at SunDoc Filings (formerly KARIS Corporation). SunDoc Filings serves law firms, lenders, and companies needing corporate filings, document retrievals, or lien searches nationwide.

Director of Operations at Senior Estate Solutions, Inc.

2006 - January 2012 (6 years)

We provide estate liquidation services specializing in real property preparation and liquidation.

Vice President at CLAS Information Services

1999 - 2004 (5 years)

Brand development, web site traffic growth, sales and marketing and P & L management.

Sales / Sales Manager / Logistics at United Parcel Service (UPS)

1983 - 1999 (16 years)

16 years (12 in management)

Account Manager

Telephone Center Supervisor

Customer Service

National Account Manager

Skills & Expertise

Sales

Real Estate

Marketing

Public Records

Program Management

Customer Service

Microsoft Office

Public Speaking

Negotiation

Business Development

New Business Development

Strategic Planning

Marketing Strategy

Selling

Microsoft Word

Team Building

Business Planning

Contract Negotiation

Management

Salesforce.com

Start-ups

Operations Management

Entrepreneurship

Logistics

Coaching

Training

Leadership

Small Business

Budgets

Solution Selling

Account Management

Education

University of Phoenix

MBA, Business, 1995 - 2000

California State University-Sacramento

Bachelor of Science, Business Administration, 1985 - 1987

Interests

family, biking, hiking, golf, and just about anything outdoors

Volunteer Experience

Financial Secretary for the Sacrament Lodge of The Sons of Italy (2008-2009) at Sacramento

January 2008 - June 2010

Accounting records and dues management.

Certifications

California Real Estate Brokers License

California BRE License 01391989

City of Trinidad

From: Susan Tissot [susanmgtissot@gmail.com]
Sent: Friday, April 29, 2016 1:22 PM
To: Adams Gabe
Cc: Dwight Miller; julie Fulkerson
Subject: My Interest in Serving on the City Council
Attachments: Susan MG Tissot CV Spring 2016.pdf

Hi Gabe,

I write to you today to inform you that I would like to serve on the Trinidad City Council. I understand there is one seat on the council that needs to be filled. Please accept this email as my application for Trinidad City Council. I am a home owner and resident of Trinidad. My husband Brian and I live at 487 View Ave. For your convenience and information I have attached a copy of my CV. If you have any questions regarding my background or interests please feel free to email me at this address or contact me via my cell phone which is 360-624-8139.

I will look forward to hearing back from you regarding my application.

Best, Susan

Susan M.G. Tissot
Trinidad, CA

No man will make a great leader who wants to do it all himself or get all the credit for doing it.
Andrew Carnegie

SUSAN M.G. TISSOT
P.O. Box 1295, Trinidad, CA 95570
Cell: (360) 624-8139
susanmgtissot@gmail.com

EDUCATION

- 1991 Master of Arts in Interdisciplinary Studies: Museum Studies, Anthropology, Forest Recreation Resources. Oregon State University, Corvallis, Oregon.
- 1983 Bachelor of Science in Anthropology. Oregon State University, Corvallis, Oregon.
- 1981 National Student Exchange Program, Fall Semester, University of New Mexico, Albuquerque, New Mexico.

SIGNIFICANT ACHIEVEMENTS

Teaching Experience. Adjunct Faculty Member, History Department, Washington State University Vancouver. Taught Public History 427/527 biannually for ten years (2003-2014) to undergraduate majors/non-majors and graduate students.

Leadership Experience. 28 years of experience supporting public institutions and programming. 16 years as an Executive Director: 4.5 years as Founding Executive Director, Pacific Tsunami Museum, leading organization through filing of incorporation documents to grand opening of the museum; 10.5 years revitalized and stabilized the Clark County Historical Society & Museum; 1.5 years Executive Director, Humboldt Botanical Garden. Created ADA accessible public programs working with state and local agencies in Oregon, facilitated a state-wide conference and was an invited and paid speaker at conferences in Alaska/California/Oregon to share the program materials which were all completed before the American with Disabilities Act became law; adjunct professor at Washington State University Vancouver History Department teaching Public History 427/527 course and advising undergraduate and graduate student interns; speaker at various service clubs/organizations/professional conferences; hosted annual state-wide conference for Washington Museum Association; coordinated and facilitated state-wide museum economic impact survey for the Washington Museum Association; created state-wide initiative, the Carnegie Library Consortium of Washington (20 state-wide partners); invited/paid participant at state-wide American Democracy and Civility conference facilitated by the Foley Institute and Humanities Washington in Spokane, WA; providing leadership counseling and facilitation of strategic planning to small historical societies in Oregon and Washington; represented Southwest Washington on the Washington Museum Association board of directors and served on the national level as a board member on the American Association of State and Local History Council; past Board

Secretary for the American Association of Museum's Small Museum Administrators Committee; board member/Membership Director 2012-2013 Downtown Vancouver Rotary Club, active Rotarian (WA and CA), Paul Harris Fellow.

Advocacy Experience. Capitol Hill visits during the American Alliance of Museum's Annual Museum Advocacy events 2012-2014 in Washington, DC, representing local/state/national organizations. Worked with former Washington Senator Craig Pridemore on House Bill Amendment 1386, which created funding for state-wide heritage organizations; publicized the bill passage at state wide conferences and at Heritage Caucus, Washington State Legislature.

Organization and Creation of the Pacific Tsunami Museum. Founding Executive Director who led the organization from the conception stage/grass roots level forward to the opening of the museum in 4.5 years. Secured the donation of historic building and associated property that today houses the museum; established organization with a global mission and public programs.

Re-organization of Clark County Historical Society & Museum. Hired to re-organize and professionalize a failing 86 year old institution; re-built the board of directors and staff; developed collaborative partnerships with local and state government and community stakeholders; doubled annual operating cash and in-kind budgets; raised \$740,000 for capital improvements and \$432,276 for public programs; increased museum annual visitation from 1,500 to 22,000 visitors (direct contact) and 70,000 (on-line); created dynamic, relevant and accessible public programs which included annual changing exhibits (designed in-house), sponsorship of outside traveling exhibits, development of electronic resources, on-line collections, annual lecture series, architectural walking tour program, workshops & classes, special events, state-wide initiative Carnegie Library Consortium of Washington, hands-on K-20 education partnerships (includes 2011-2015 participation in a *Teaching America's History* Grant Project and won a state-wide recognition award; see *Artifact Detectives* on You Tube) and the re-establishment of The Brautigan Library.

Award Winning Public Programs: 2005-2010 CCHM awarded six state-wide awards for public programs (2005 Washington Museum Association Excellence in Publications Award for *Woven History*, 2009 Washington Museum Association Excellence in Exhibits Award for *Boomer!*, 2009 Washington Museum Association Volunteer Contribution Award, 2010 Washington Museum Association Excellence in Public Programs Award *Mr. Carnegie's Grand Tour of WA*, 2010 Washington State Historic Preservation Officer's Award for Educational Program (2 awards) *Mr. Carnegie's Grand Tour of WA* and *Artifact Detectives*).

Innovative & Collaborative Hands-On School Partnerships: 2007-2013 *Vancouver Grid Project*, photographic database program partnering with Mt. View High School where students documented the landscape of Vancouver, WA via photography (14,000 images); 2009-2010 *Artifact Detectives* Program pairing two Clark County teachers with an archaeologist to create hands-on curriculum/education kits for classroom use and teacher training (see *Artifact Detectives* clip on You Tube) funded by a \$10,000 Certified Local Government Grant from the Washington Department of

Archaeology and Historic Preservation; 2011-2013 *Teaching America's History* Grant partnership with the Washougal, Evergreen and Ridgefield School Districts pairing two teachers per year with a former *Artifact Detectives* program teacher and archaeologist to produce school curriculum/education kits for use in classroom. Funded by a multi-year \$1.69 million dollar federal grant (\$67,760 to CCHS).

Fundraising Experience Total: \$3,069,277. Capital Improvement Grants: \$740,000 (Clark County Historical Museum), \$1,122,500 (Pacific Tsunami Museum). Program Support: \$432,276 (CCHM), \$72,000 (PTM), \$75,000 (Hatfield Marine Science Center). At CCHM: unrestricted annual giving \$382,549, special gifts \$138,050, Foundation support \$60,450, planned giving \$46,452. Skill set includes prospect research and relationship building with individuals and stakeholders. Provided training to the Board of Directors to develop management strategies, recommend policy and programs, and develop fundraising priorities.

Staff Management Experience: Supervised diverse staff including visitor services, communications and media, collections management, donor and membership database management, contract employees, student interns, graduate students, and management of large volunteer base. Responsible for recruitment/hiring/evaluation of staff, staff recognition and training.

EMPLOYMENT

2014-2015 **Executive Director.** Humboldt Botanical Garden, Eureka, California. Responsible for: day to day operations, management/hiring of staff, reporting to and implementing directives from the board of directors, budget development, public relations, print and social media, program development, outreach, fundraising, grant writing, and membership development. Increased visitation and membership. Developed Legacy program that included partnership within the Leave a Legacy Humboldt program.

2003-2014 **Executive Director.** Clark County Historical Society & Museum, Vancouver, Washington. Responsible for: day to day operations, management/recruitment of staff and contractors, reporting to and implementing directives from the board of directors, budget development and implementation, establishment and fostering of collaborative partnerships with community stakeholders (including Washington State University Vancouver and Pullman campuses), local and state government, prepare quarterly report to Clark County Board of Commissioners and the City of Vancouver City Manager's Office as well as preparing and presenting annual work sessions with said agencies, creation and evaluation of public programming and exhibits, oversight of annual publication, board recruitment and development, preparation of annual meeting and report to the CCHS membership, fundraising, grant writing, volunteer coordination,

directing and overseeing the acquisition and management of museum collection, community outreach including public speaking and professional conferences/workshops, oversight and management of social media, establishing/maintaining professional network with other societies, museums and community organizations.

- 2003-2014 **Adjunct Faculty Member.** History Department, Washington State University Vancouver, Vancouver, Washington. Taught: Public History 427/527 and supervised undergraduate and graduate student interns.
- 2000-2003 **Exhibits and Public Program Coordinator.** Cowlitz County Historical Museum, Kelso, Washington. Responsible for design, development, installation, scheduling and coordination of all changing exhibits and public programs. On staff during a crucial time of fundraising and construction of a museum expansion.
- 1999 **Program Consultant.** Washington State University Vancouver, Vancouver, Washington. Program proposal development and research for a new museum studies minor degree program.
- 1994-98 **Founding Executive Director.** Pacific Tsunami Museum, Hilo, Hawaii. Led this new museum through the filing of the organizational documents and grass roots steering committee phase to the grand opening of the museum inside a donated \$800,000 historic C.W. Dickey Building (donated by First Hawaiian Bank). Responsible for the recruitment and training of the Board of Directors and the state-wide Scientific Advisory and Educational Advisory Committees. Creation and implementation of a state-wide Tsunami Awareness Month in April (proclaimed by the Governor) and series of public programming that is still used today by the organization. Programs including a state-wide tsunami essay contest, state-wide performing arts program based on the writings of author and poet Juliet S. Kono (19 performances) and establishment and funding of a state-wide oral history program. Established the acquisition and storage of the museum's 3-dimensional and archival collections and collection management database. Worked with major film companies (National Geographic, Pioneer Film, BBC) who produced 50th anniversary tsunami documentaries utilizing the museum's collection, oral history and community resources (aired in 1996). Set standards for operations using best practices. Responsible for fundraising, grant writing, development of membership, marketing, and developing community ownership of the organization.

- 1991-94 **Interpretive Design Specialist.** Independent Contractor. Services include interpretive planning, interpretive writing, exhibit design, and consultation on program development (worked for USDA Forest Service and non-profits).
- 1989-90 **Evaluation Consultant.** Horner Museum, Oregon State University, Corvallis, Oregon. Design and administration of visitor evaluation studies.
- 1987-91 **Exhibits Curator.** Mark O. Hatfield Marine Science Center, Newport, Oregon. Responsible for exhibit design, development and installation of 7 exhibits; creating innovative exhibit and educational materials (thermoform braille/large print guide books, resin castings of whales and fish) for the visually impaired and coordinating the installation of assistive listening devices for the hearing impaired; coordination and development of a regional workshop on museum accessibility; design, implementation and analysis of a visitor survey and behavior study.
- 1987 **Museum Specialist.** Independent Contractor. Buffalo Bill Historical Center, Plains Indian Museum, Cody, Wyoming. Research and preparation of a visitor guide for the museum's Tipi Hall exhibit; exhibit installation crew member for off-site exhibit program in Livingston, Montana. Reported to: Curator George Horse Capture.
- 1984 **Education Assistant/Interpreter.** Oregon Historical Society, Portland, Oregon. Research and collection of oral histories for the museum's collection on the agricultural revolution in Western Oregon; interpreter at the James F. Bybee House and Agricultural Museum. Reported to: Museum Curators Dale Archibald and Ron Brentano.
- 1984 **Exhibit Designer.** Department of Anthropology, Oregon State University, Corvallis, Oregon. Design and installation of a traveling museum exhibit for the Coquille Tribe, funded by Sea Grant.
- 1984 **Oral Historian.** Worked as a private contractor conducting research and oral history interviews with Mr. Paul Snook, co-founder of the 4-S Sign Company, Corvallis, OR. The end product was a monograph of Mr. Snook's life prepared for the Snook Family.
- 1983 **Museum Specialist.** Horner Museum, Oregon State University, Corvallis, Oregon. Exhibit research and installation crew member; editor of museum's newsletter; museum collections registration and cataloging.

- 1983 **Oral Historian.** Undergraduate student internship conducting oral history interviews for the Oregon State University Anthropology department contract with the USDA Forest Service. Researched and interviewed former members of the Civilian Conservation Corps.
- 1982 **Oral Historian.** Undergraduate student internship conducting oral history interviews with tribal elders, research and compilation of genealogical data for the Tribal Council, the Confederated Tribes of Grand Ronde, Grand Ronde, OR. Data and interviews were used by the Council for testimony during the legislative process for tribal restoration. Recordings were later used for heritage projects at Spirit Mountain Casino.

SUCCESSFUL GRANT WRITING

- 2015 \$1,000 Humboldt Sponsors Grant.
- 2014 \$1,500 Humboldt Area Foundation Tap Grant.
- 2007-13 \$110,988, Clark County, WA, Historical Promotion Grant Fund. Matching funds: \$122,181.
- 2011 - 2013 \$67,760, Federal Teaching America's History Program.
- 2011-2012 \$6,302 Joanne Galloway Charitable Lead Trust.
- 2011 \$70,000, Federal Transportation Enhancement Grant administered via WA Department of Archaeology & Historic Preservation.
- 2011 \$7,500, BNSF (Burlington Northern Santa Fe Corp.) Foundation.
- 2009-11 \$14,138 Humanities Washington. Matching funds: \$17,220.
- 2009 \$10,000 Certified Local Government Grant administered via WA Department of Archaeology & Historic Preservation.
- 2003-2009 \$22,000 Lodging Tax Grants, City of Vancouver & Woodland, WA.
- 2003 - 2006 \$510,000, ADA Remodeling Project. Funding sources included: City of Vancouver and Clark County Community Development Block Grant Programs (HUD), City of Vancouver & Clark County General Funds, Washington CTED.
- 1998 \$312,500, Federal Emergency Management Agency (FEMA).
- 1997 \$50,000, State of Hawaii Department of Business, Economic Development and Tourism.
- 1997 \$5,000, Fred Baldwin Memorial Foundation.
- 1996 \$10,000, McInerny Foundation.
- 1995 \$3,000, GTE Hawaiian Tel.
- 1994 \$4,000 Donrey Media Group.
- 1991 \$75,000 Institute of Museum Services.

PUBLICATIONS & MEDIA

2004-2013 Clark County History Annual, Clark County Historical Society & Museum.

- 2010 *The Economic Impact of Washington Museums: A Summary of the 2010 WMA Survey Results*. **Museum Messenger**, Volume 21/Number 1, Fall Issue, Washington Museum Association Newsletter.
- 1996 Pacific Tsunami Museum Website co-author, www.tsunami.org.
- 1992 *Museum Accessibility: More Than Just a Ramp*. **Exhibitionist**, National Association for Museum Exhibition.
- 1992 *Visitor Behavior at the Mark O. Hatfield Marine Science Center Aquarium*. In: R. Hall, ed., **Planning for Tourists: Contributions of Museums**. Anthropology Northwest, Number 7. Corvallis, Oregon: Oregon State University.
- 1992 *Visitor Behavior at the Mark O. Hatfield Marine Science Center Aquarium*. Master's Thesis. Corvallis, Oregon: Oregon State University.
- 1991 Assistant Editor. *Museums, Zoos and Science Centers in Northwest Passages*, newsletter for Pacific Northwest region, National Association for Interpretation.
- 1988 *Braille and Large Print Guide to the Mark O. Hatfield Marine Science Center Aquarium*. Copies available at the site and through inter-library loan at the Talking Books division of the Oregon State Library, Salem, Oregon.
- 1985 Oral History Monograph on the life of Mr. Paul Snook, co-founder of the 4-S Sign Company, Corvallis, Oregon.

EXHIBITS

Permanent Exhibits:

- 2015 SP&S: The Northwest's Own Spokane, Portland & Seattle Railway
- 2005 Woven History: Native American Basketry
- 1991 Wallowa Mountains Visitor Center (Design Narrative)
- 1992 McGraw Overlook Site
- 1990 Whale Watching
- 1989 Whales: What's the Difference? and The Big Blue
- 1989 Hatfield Marine Science Center Nature Trail
- 1988 Marine Mammal Strandings
- 1987 Gray Whales

Temporary Exhibits:

- 2014 Art of Legacy
- 2014 Shadows of Conflict: Clarke County and the Civil War
- 2014 Hats!
- 2014 Curiosity: Clark County Real and Imagined
- 2013 Labor: A Working History

- 2013 Vet Ink: Military-Inspired Tattoos
2012 Mapping Clark County: Maps & Aerial Photographs 1854-2000
2012 Above & Below the Fold: News Fit to Print
2011 Bridging the Gap: The History of the Interstate Bridge
2011 Autumn Trout Gathering: A Celebration of Richard Brautigan
2011 Mapping Clark County
2010 Expressions of Community: Women Embracing Art
2010 Road to Equality: The Struggle for Women's Rights in the Northwest
2008 Boomer!
2007 Vancouver Uncovered
2007 Vancouver Grid Project
2006 After the Journey: A Regional Art Perspective on the Corps of Discovery
2006 Full Circle: Yesterday, Today & Tomorrow
2005 Mt. St. Helens Remembered
2004 Clark County Now and Then
2003 Snippets of History: Historic & Contemporary Quilts from our Community
2002 Those Who Have Served: Men and Women in Uniform
2001 Horse Power
2000 Spirit Lake Remembered
1995 Fire & Water: Volcanoes and Tsunamis in Hawaii
1991 Living in the Coastal Zone
1990 Northwest Coast Indian Art: Totems Without Poles
1987 Yellowstone Days
1984 Anything Goes: Insecurity & Elegance in the 1930's
Traveling Exhibits (Created as a Consultant for Lending):
1988 Transformations in Time
1984 The Coquille Indians: Images of the People and Their Plants
Traveling Exhibits Originating from Other Organizations and Re-Adapted In-house to Showcase Collections and Fit Our Public Programs:
2012 Taste of Native America
2011 Working with Tradition: Folk Artists of Washington State
2009 Catherine Paine Blaine: Seneca Falls and the Women's Rights Movement in the State of WA
2008 Sustaining Change on the American Farm: An Artist/Farmer Exchange
2008 Key Ingredients: America by Food (Smithsonian)
2006 Native Perspectives on the Trail: A Contemporary American Indian Art Portfolio
2005 The NW Treaty Trail 1854-1856
2001 A.C. Gilbert's Imagination Station
2001 The Heart Mountain Story

PROFESSIONAL ACTIVITIES & SERVICE CLUBS

- 2016-Present **Board Member Elect**, Redwood Arts Association, Eureka, CA.
2015-Present **Member**, North Coast Museum Alliance, Eureka, CA.

- 2014-2016 **Member**, Downtown Eureka Rotary Club.
- 2011-2015 **Board Member Elect**, American Association of State and Local History Council (AASLH). Nominated and elected by national museum peers. Served on the membership and mentor committees, and membership task force. Participated in four meetings per year in various U.S. cities.
- 2007-2014 **Member**, Downtown Vancouver, WA Rotary Club. Active on the following committees: Program Committee, Annual Gala Program Committee, Scholarship Committee, Board of Directors, Membership.
- 2012-2013 **Board Member Elect and Membership Chair**, Downtown Vancouver Rotary Club. Elected to the position via the membership.
- 2007-2013 **Board Member Elect**, Washington Museum Association (2007 Ex-Officio). Responsible for updating association membership database and coordinated and facilitated a state-wide economic impact survey. Hosted the 2007 Annual state-wide WMA conference.
- 2010-2011 **Board Secretary**, Small Museum Administrators Committee (SMAC), American Alliance of Museums. Recruited and elected at the annual meeting, May 2010. Committed to increasing the voice of small museums on the national level.
- 2006-2010 **Program Committee Member**, Vancouver WA Downtown Association. Working via a committee of local business owners and members of the business and non-profit community on revitalization of the downtown core.
- 2006-2010 **Program Committee Member**, Vancouver Downtown Association. Working via a committee of local business owners and members of the business and non-profit community on revitalization of the downtown core.
- 2002-2004 **Committee Member and Co-Chair Birdfest** (2003 & 2004), Friends of the Ridgefield National Wildlife Refuge, Ridgefield, Washington (annual, multi-day event).
- 1998-2000 **Ways and Means Committee Advisor**, Troutdale Historical Society, Troutdale, Oregon.
- 1991 **Accessibility Task Force Member**, Oregon Arts Commission.

PRESENTATIONS GIVEN AT PROFESSIONAL MEETINGS

- 2013 Washington Museum Association Annual Conference, Ellensburg, WA. Panelist and presenter at session entitled, *Adding Layers to your Exhibits and Programs*. Presentation: *Creating QR Codes*.
- 2013 Main Street Revitalization Conference, Vancouver, WA. *The Carnegie Library Consortium of Washington*. Presenter on state-wide heritage and tourism program (21 partners) operating from Carnegie Libraries.
- 2012 Washington Museum Association Annual Conference, Seattle, WA. Served as a panelist for a discussion regarding the use of traveling exhibits.
- 2011 Washington Museum Association Annual Conference, Walla Walla, WA. Session Coordinator and Moderator for two panel discussions. *Agencies and Institutions, Your Museum, and How the Washington State Budget will Impact Your Organization Directly*. Panelists included: Dave Nicandri, Director, Washington State Historical Society; Julie Ziegler, Executive Director, Humanities WA and Mark Gerth, Communications Manager, Washington Arts Commission. *Engaging the Public with New Technology and Social Media*. Panelists included: Betsy Millard, Executive Director, Columbia Pacific Heritage Museum, Sandra Jamieson, Director of Sales, Guide by Cell, San Francisco, CA and David Lynx, Associate Director, Yakima Valley Museum.
- 2007 Washington Museum Association Annual Conference, Wenatchee, WA. *Help for Washington Museums! HB 1386 Amendment: Dollars Within Your Reach*. Session leader and presenter on a new source of state-wide funding for heritage organizations in WA state.
- 2007 Heritage Caucus, Washington State Legislature, Olympia, WA. *First Year Benefits of Clark County Historical Promotion Grants*. A presentation to caucus leaders, Legislators, and heritage professionals at the annual Museum Day at the Heritage Caucus.
- 1999 Northwest Anthropological Association Conference, Newport, Oregon: *Oral History, Science and the Business of Savings Lives: Hazard Education at the Pacific Tsunami Museum, Hilo, Hawaii*. Presentation regarding the development of community ownership and collaborative partnerships at the Pacific Tsunami Museum.
- 1992 Hawaii Museums Association Conference, Honolulu, Hawaii: *Access to Museum's: equal opportunity for meaningful experiences*. Speaker in the group session: Museum Accessibility tools.
- 1991 Challenge Alaska and the USDA Forest Service workshop: *Making Visitor and Recreation Facilities and Programs Barrier Free*, Juneau,

- Alaska. Presented practical ways to make museum exhibits and educational programs accessible for the visually and hearing impaired.
- 1991 Very Special Arts of Oregon and the Oregon Arts Commission workshop: *Access to Arts and Culture: It's More Than a Ramp*, Medford, Oregon. Presentation on practical ways to make museum exhibits and educational programs accessible for the visually impaired.
- 1991 Instructor, US Department of the Interior, National Park Service training course: *Interpretive Skills IIIA Course, Methods for Special Populations and Audiences*, Fort Worden State Park, Port Townsend, Washington. One of three instructors conducting a session entitled: *Interpretation and Persons with Visual Impairments*.
- 1991 Contributor. National Association for Museum Exhibition. Segment in slide video program: *Exhibitions 91*.
- 1990 Chairman and Coordinator, *Are Your Doors Open to Everyone?* an intensive one-day workshop on museum accessibility held at the Mark O. Hatfield Marine Science Center Aquarium. Registrants included 45 museums, zoo and aquarium, USDA Forest Service, Oregon State Park and Bureau of Land Management personnel (before ADA became law).
- 1990 Contributor. National Association for Museum Exhibition. Segment in slide video program: *Exhibitions 90*.
- 1990 National Association for Museum Exhibition Workshop: *Exhibition Label Creation*, held at the Western Museums Association annual conference, San Jose, California. Presented exhibit and educational materials created for visually impaired visitors at the Mark O. Hatfield Marine Science Center Aquarium.
- 1990 National Association of Interpretation, Pacific Northwest regional conference, *Mastering Exhibits in the 90's*, Portland, Oregon. One of three speakers at a concurrent session on barrier free interpretation.

PROFESSIONAL DEVELOPMENT

- 2015 Association of Fundraising Professionals Webinars (3): *Getting Your Organization Onboard with Fundraising: Weaving a Philanthropic Culture; Incorporating stories into Your Fundraising Program; Growth in Giving/Fundraising Effectiveness Project*.
- 2012-2014 *Museum Advocacy Day* participant, hosted by the American Alliance of Museums and the Association for State and Local History, George Washington University, Washington D.C., February 24-25, 2014 and

February 25-26, 2013. Georgetown University, Washington D.C., February 27-28, 2012. Received advocacy training and represented the Clark County Historical Museum, the Washington Museum Association and the AASLH on congressional visits.

- 2011 *Civility and American Democracy in America* Conference in Spokane, WA, March 3-5, 2011. Invited participant to conference and dialogue hosted by the Thomas S. Foley Institute, Humanities Washington and the Idaho Humanities Council on WSU Spokane's Riverpoint Campus. One of four major conferences held across the United States during the month of March and funded by the NEH as part of a National Dialogue on Civility and Democracy. The conference brought together scholars from around the country to meet with community leaders, museum professionals, educators, artists and librarians.
- 2011- 2015 Annual Participant, National Conference of the American Association of State and Local History: Louisville, St. Paul, Birmingham, Salt Lake City, Richmond.
- 2010 Host Committee Member and participant at Western Museums Association conference, October 17-20, 2010, Portland, OR.
- 2009 Invited participant attending the *Key Ingredients Oral History Workshop*, hosted by Humanities Washington, March 17-18, 2009, Renton, Washington. Expenses paid by Humanities Washington.
- 2007-2014 Annual participant, National conference of the American Alliance of Museums: Baltimore, Houston, Los Angeles, Philadelphia, Denver, and Chicago.
- 2005 Participant at American Alliance of Museum's *CEO's and Governance Seminar*, January 14-15, 2005, Scottsdale, AZ. Seminar for directors interested in building high performance boards with a section on planning and fundraising. Led by authority on nonprofit leadership and author of *Nonprofit Boards that Work*, Maureen K. Robinson.
- 2000-2013 Participant at annual state-wide conference of the Washington Museum Association.
- 1998-2008 Participant at quarterly state-wide conference of the Oregon Museum Association.
- 1992-1998 Participant at annual state-wide conference of the Hawaii Museum Association.

City of Trinidad

From: Tom Davies & Kathleen Lake [tomd.kathleenl@gmail.com]
Sent: Wednesday, May 04, 2016 3:41 PM
To: Trinidad City Clerk
Cc: Dwight Miller; julie Fulkerson; Joan & Jim Baker; Jack West; Dave Winnett
Subject: City Council Letter of Interest
May 2, 2016

Mayor Dwight Miller

Mayor Pro-Tem Jack West

Councilmember's: Julie Fulkerson, Jim Baker

City of Trinidad

Trinidad, California

95570

Re: Letter of Interest, Vacant Council Seat

Dear Mayor, Mayor Pro-Tem and Councilmember's,

I am writing to express my interest in the vacant City Council seat. As a member of the Trinidad community for 15 years, I understand the unique strengths and challenges that set our community apart. We all wear many hats in our community, and no one role defines us. As a community member and community volunteer, and as an Educational Administrator and Speech-Language Pathologist, I've gained invaluable experience with strategic planning and budgetary processes, administration and compliance. My experience with and exposure to governmental processes and procedures would serve me well at the public policy-making level.

Trinidad is a vibrant community, filled with beautiful vistas, diverse cultures and unique opportunities. I was drawn to Trinidad by the allure of higher learning and work in a rural yet vibrant coastal town. But as many have done, I found myself wondering if I could make a living in Trinidad. Like many in Trinidad, I was faced with the decision to leave the community we love in order to make a living somewhere else. Luckily, I was able to continue to live work in our community but others are not so fortunate.

However, there is a solution to this problem. Strategic economic development combined with

5/5/2016

community collaboration to create and maintain jobs will tilt the scale in favor of retaining top-notch skilled workers. Leaders in business, government and the community must work together to identify where missions and services intersect, and then evaluate gaps in employment, that will strengthen and sustain our local economy. This type of holistic community collaboration will not only tie all of our economic development efforts together, it could also potentially result in budget savings for the City by eliminating or reducing duplication of services as well.

During the past 15 years I have built a strong network of relationships in our community. My perspective and experience as a small business owner, community advocate and volunteer allows me to move seamlessly between the public and private sectors to build bridges, make connections and encourage conversations with partners on all levels. If appointed to the City Council, I would apply my experience and expertise to help Trinidad become a hub of innovation, for working smarter to provide opportunities for economic diversity, and to bring our economy forward. It is time for Trinidad to achieve its full potential by nurturing and growing our local workforce. Let's turn our city into a destination for living, not just a stop along the way for visitors.

We have another significant issue in our community. People are sleeping under trees or in makeshift camps on public lands every night. Law enforcement officials are forced to step up to enforce illegal camping and other transient problems, which increases taxpayer's burden while stretching emergency resources far too thin. While homelessness is not unique to our community, Trinidad faces a different challenge in addressing the issue of homelessness due to our migratory transient population. Our city sees a significant influx of homeless people during the warmer months, which further taxes law enforcement through increased patrols of public lands, and drains resources for emergency medical personal and fire departments responding to emergencies and fires in the forest and on public lands. But many folks in transition have no place to go besides the next makeshift camp, resulting in an endless goose-chase that strains our budget and results in wildfires set by people simply trying to stay warm and survive. We know this population is living here among us, yet we often turn a blind eye. We need a solution that will help this population to become self-sufficient and improve their quality of life, and the quality of life of our community as well.

Permanent, supportive housing would greatly reduce homelessness by providing an environment that fosters healing while providing shelter and opportunities to develop vital skills for work and life. The high cost of living combined with the region's low wages make it virtually impossible for these citizens to become self-sufficient. They have no choice but to continue a cycle of reliance on government and agencies in order to survive. However, we have a choice. Through strong strategic outreach and community partnerships and collaborations, we can create sound solutions to benefit all stakeholders involved. By partnering with local agencies who offer workforce development, job training, and access to health and medical care, among other things we can ease this burden.

Additionally, I am familiar with the transformation of communities by leveraging the power of people working together to achieve a common goal. My experience and expertise as both a student and practitioner of Strategic Planning and Community Development would pave the way to working partnerships with constituents and collaborators to affect lasting change at the grassroots level. By connecting them to one another through a process called Asset-Based Community Development (ABCD) we can empower agencies and individuals to pool resources to change community conditions for the better.

As a volunteer, I've dedicated countless hours to helping our neighbors in need. As a Trinidad Volunteer Firefighter, I have answered calls of emergency in our community for many years and currently continue to work as a team member with Trinidad Volunteer Fire Department. Keeping my CPR and First Responder Certifications up to date, I continue to be available to the community and to respond when

needed. Also, my past work volunteering with Humboldt North Coast Land Trust where I served as a board member and Board President was inspiring. During this time we worked collaboratively to establish the Trinidad museum, library, many public access trails, and a variety of land use proposals in our local area.

I also have a passion for creating support for our Trinidad neighborhoods and I value balance in our community. I understand the current issues facing City Council and have a knowledge and passion understanding our General Plan and Municipal Code and Local Coastal Plans. In working together I will strive to improve the quality of life in Trinidad, for our future as a community, for our children and for our grandchildren in Trinidad, and the greater Trinidad community.

As a resident of Trinidad for the past fifteen years, a small-business owner, community advocate and volunteer, I believe I bring a strong set of skills and assets to this seat. I am passionate about our community and the current issues facing Trinidad and our residents. I believe in this community and work daily, to make Trinidad a better place to live, work and play. I am excited for the opportunity to collaborate and work with you on Council and to serve the citizens of Trinidad. I've always admired those who lead by example and who work tirelessly to make their community a better place for all. I can't think of a better way to be of service to Trinidad than by joining City Council. Thank you in advance for your consideration of this application. I look forward to meeting with you and discussing how I can be an asset to the City Council and citizens of Trinidad.

Respectfully submitted,

Kathleen Lake

435 Ocean Avenue

Trinidad CA 95570

707 677-3576

tomkat4@suddenlink.net

W City Council Letter of Interest.docx



DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

2. Discussion/Decision regarding Resolution 2016-05; Calling for an election to propose extension of the sales tax increase, and Resolution 2016-06; Election Consolidation

DISCUSSION/ACTION AGENDA

Date: Tuesday, May 10, 2016

Item: Discussion/Decision regarding Resolution 2016-05; Calling for an election to propose extension of the sales tax increase, and Resolution 2016-06; Election Consolidation.

Background: At the April 13, 2016 meeting, Council directed staff to prepare documentation for a ballot measure for the November election regarding continuation of the sales tax add on.

Accordingly, two resolutions are attached for consideration:

1. Resolution Calling for Election to Extend the Increase of the Transaction and Use (Sales) tax for four years, starting on April 1, 2017 and
2. Resolution Requesting the County to render election services.

Staff contacted the Board of Equalization (BOE) regarding their assessed costs. They confirmed that if the add on continues at the same level, no set up charges are assessed.

Proposed Action:

Consider adoption of the two resolutions.

Attachments:

Draft Resolution on Proposal to Extend the Sales Tax

Draft Resolution Requesting Board of Supervisors Render Election Services



RESOLUTION 2016-05

CALLING FOR AN ELECTION ON A PROPOSAL TO EXTEND THE INCREASE OF THE TRANSACTION AND USE (SALES) TAX FOR A SPECIFIC PERIOD

WHEREAS, the City of Trinidad is one of the smallest cities in the State of California. With a population of 367, the City has a very limited tax source of revenue, and

WHEREAS, the City of Trinidad is visited yearly by thousands of tourists and many residents of surrounding communities. While visitors to the City support the local economy and commerce, residents in the surrounding communities contribute greatly to many of the civic activities in the City, and

WHEREAS, the high volume of visitors relative to the small number of city residents places a very high burden on services provided by City's General Fund. These services include, but are not limited to, police and fire protection, street and public facility services, park, trail and environment maintenance and protection, and services provided by the Town Office. Additionally, the City also provides significant supporting services of police and fire protection to its surrounding communities, and

WHEREAS, additional revenue is needed so that the General Fund can meet the increased service demands, and

WHEREAS, in 2004, citizens of Trinidad approved an increase of transaction and use tax by 1% for four years to increase the General Fund reserve, and in 2008 and again in 2012 the majority of citizens of Trinidad voted in favor of extending the transaction and use tax by ¼% for an additional four years. Now, the Trinidad City Council proposes to extend this increase by four more years to continue to support the capability of the General Fund to provide these services,

NOW THEREFORE, BE IT RESOLVED, that the Trinidad City Council does hereby propose to put the following Sales Tax measure before the voters at the General Election to be held on November 01, 2016:

Shall a ¼ cent increase in the transaction and use tax in the City of Trinidad be approved for four years, starting on April 1, 2017.

BE IT FURTHER RESOLVED, that the Sales Tax increase would be collected only within the City limits of Trinidad and be administered by the California State Board of Equalization; and

BE IT FURTHER RESOLVED that the City Clerk will act as the Elections Official.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL, of Humboldt County of the State of California on May 10, 2016.

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

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Kathy Bhardwaj
Mayor

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

Dwight Miller, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2016-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRINIDAD, CALIFORNIA REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT TO RENDER SPECIFIED SERVICES TO THE CITY RELATING TO THE CONDUCT OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 01, 2016.

WHEREAS, a General Municipal Election is to be held in the City of Trinidad, California on November 01, 2016; and

WHEREAS, in the course of conduct of the election it is necessary for the City to request services of the County; and

WHEREAS, all necessary expenses in performing these services shall be paid by the City of Trinidad;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TRINIDAD, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS

SECTION 1. That pursuant to the provisions of Section 10002 of the Elections Code of the State of California, the City Council requests the Board of Supervisors of the County to permit the County Election Department to prepare and furnish to the City for use in conducting the election the computer record of the names and address of all eligible registered voters in the City in order that the City may print labels to be attached to self-mailer sample ballot pamphlets; and will also furnish to the City printed indices of the voters to be used by the precinct board at the polling place; and will make available to the City additional election equipment and assistance according to state law.

SECTION 2. That the City shall reimburse the County for services performed when the work is completed and upon presentation to the City of a properly approved bill.

SECTION 3. That the City Clerk is directed to forward without delay to the Board of Supervisors and to the County Election Department, each a certified copy of this Resolution.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Trinidad on this 10th day of May 2016.

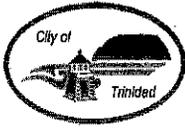
I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Trinidad by the following roll call vote:

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Dwight Miller
Mayor



DISCUSSION AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

3. Discussion/Decision regarding Resolution 2016-07: Amending Vacation Dwelling Unit Permit Fee.

DISCUSSION/ACTION AGENDA

Date: May 10, 2016

Item: Proposed Increase in VDU License Fee

Discussion:

The current fee schedule has the VDU license renewal fee at \$60. Council can increase the fee by resolution

Staff recommend increasing this fee to \$300. Reviewing the renewal applications this year will require time from the Building Inspector, City Planner, and City Manager, including field inspections for signage, parking, and interior building inspections of many homes.

Staff anticipates that the effort, and therefore the fee, for renewals will decline significantly in the future and plan to bring the fee back for consideration at that time.

In the absence of a fee increase, the city's costs in excess of the fees are borne by the general fund.

Recommendation: Adopt Resolution 2016-07 increasing the renewal fee for VDU Licenses to \$300.

Proposed Action: Receive presentation, provide guidance, consider assigning one or two Council members to work with staff to develop a final draft for adoption in June.



RESOLUTION 2016-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRINIDAD AMENDING THE BUSINESS LICENSE FEES

WHEREAS, pursuant to Section 5.04.250 of the Municipal Code, the City Council may from time to time amend and change its license fees; and

WHEREAS, the City Council now desires to raise its Business License fees for all businesses in the City of Trinidad;

NOW, THEREFORE LET IT BE RESOLVED that the annual Business License fee shall be established as follows:

BASE LICENSE TAX:

- | | | |
|----|------------------------|--|
| 1. | Vacation Dwelling Unit | \$300.00 |
| 2. | All Other Licenses | \$60.00 |
| 3. | Daily License | \$10.00 |
| 4. | Trailer Courts: | \$60.00 plus \$2.00 for every space over 5 spaces. |
| 5. | Late Fee: | \$20.00 if not received by July 31. |

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 10th Day of May, 2016.

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

Ayes:
Noes:
Absent:
Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Dwight Miller
Mayor



DISCUSSION AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

4. Presentation/Discussion regarding Draft 2016-2017 Budget

DISCUSSION/ACTION AGENDA

Date: May 10, 2016

Item: Presentation and Discussion of Draft 2016-17 General Fund Budget.

Summary: Staff will present an overview of the draft General Fund Budget for the coming year and seek Council and public input and guidance in preparing a draft final budget for adoption in June.

Discussion:

The full general fund budget is a long list of revenue and expense accounts, spread across four categories – Administrative, Public Works, Police, and Fire. This detail is needed, but is a challenge to present. Staff is developing a summary format which groups expenses into broader categories for clearer presentation. The current version is presented here:

FY2016-17 GF Revenue Summary

General Fund Revenues

| | |
|---|-------------------|
| Property Tax and misc state payments; | \$ 97,430 |
| In Lieu VLF and Sales Tax (Triple Flip) | \$ 55,500 |
| Sales Tax (State) | \$ 100,000 |
| Sales Tax (Local Measure) | \$ 100,000 |
| TOT Bed Tax | \$ 135,000 |
| Grant Income (Reimburse for Staff time) | *\$40,000* |
| Applications, Licenses Permits | \$ 41,630 |
| Rents and Franchise Fees | \$ 46,425 |
| Gas Tax (transfer in for streets) | \$ 20,000 |
| TOTAL GENERAL FUND REVENUE | \$ 595,985 |

General Fund Expense Summary

| Personnel | TOTAL |
|--|------------------|
| City Employees Sub Total | \$235,844 |
| Contract Staff/Services | |
| Police/Sheriff | \$89,585 |
| Planning | \$45,000 |
| Engineering | \$12,500 |
| Building Inspector | \$13,500 |
| Legal | \$20,000 |
| Accounting | \$19,500 |
| Contract Subtotal | \$200,085 |
| Personnel Subtotal | \$435,929 |
| Everything Else | |
| Rent | \$16,900 |
| Insurance | \$16,510 |
| Maintenance, Supplies, Equipment Street Maintenance | \$45,150 |
| Utilities | \$23,420 |
| Community Support (TOT distribution) | \$16,200 |
| Audit | \$14,000 |
| Special Projects | \$8,000 |
| Tsurai Study Area | \$16,000 |
| Van Wycke Trail Project | \$2,500 |
| TOTAL | \$594,609 |

Revenue Discussion

Current estimates of General Fund Revenue are up slightly from the current year's budget, at almost \$600,000. This is based on current financials for this year.

Revenue Issues and Assumptions:

Sales Tax Measure - If the local sales tax measure is not renewed by the community this fall, it will expire next spring, reducing GF revenue by approximately \$25,000 in next year's budget, and \$100,000 in the subsequent year. Staff recommends assuming the measure does not pass for this budget, and revising the budget in the winter if it does.

This is not captured in the tables above, and puts a \$25,000 deficit in the budget without accompanying adjustments to expenses.

TOT Revenue – Staff are assuming that revisions to the VDU Ordinance will not have a substantial impact on TOT revenue in the coming year's budget. Changes would not likely take effect until late in the fiscal year. As a revised ordinance gets closer to being finalized, and the timeline becomes clearer, staff will assess the budget impacts and propose any necessary budget adjustments.

Revenue Options:

Staff are proposing revising the VDU licensing fee to more fully recover expenses in administering these licenses. (See separate agenda item). The net impact would be a revenue increase of about \$8,000.

The City can increase the TOT rate, which is currently set at 10%. Ten percent is pretty typical in both the North Coast and the State, but rates range from 8-14%. A 1% increase would generate roughly \$12,000 a year currently. If the Council is interested in pursuing this further, staff will bring this to our next meeting with a more detailed analysis and the next steps.

Public Safety

Our current budget includes \$188,000 in contract expenses with the County Sheriff. This includes one full time deputy at \$150,000 and one additional shift a week at \$38,000. We receive a state public safety grant for \$100,000 a year, leaving a general fund expense of \$88,000/yr.

Our partial success in applying for Measure Z funding presents an opportunity to increase our public safety coverage, but also presents a budgeting challenge. We applied for \$150,000 to cover a second full time deputy sheriff. The County is on track to approve half our request: \$75,000 for the coming year. That leaves us to come up with the other \$75,000. If we apply the 'extra shift' money, we are still left with an additional \$37,000 shortfall to cover the second deputy. The budget is barely in balance without this increased expenditure.

Options (not all mutually exclusive):

1. Work with the Sheriff's Office to see if we can contract for half of a deputy, i.e. two days a week instead of four. This would be a dramatic increase in coverage from the present situation. It would result in a similar Police budget as the last few years, or even an improvement if we reduced the extra shift budget. The Sheriff's Office has been reluctant to do partial assignments like this in the recent past, but may reconsider given this situation.

2. Request support from the Trinidad Rancheria to help fill the gap. Our deputy works closely with the Casino and the Rancheria, and they receive much better police coverage than they would without Trinidad's contract. They used to support some Trinidad police service, both directly and through Indian Gaming moneys, but both those avenues have been closed for some time.
3. Cut the \$37,000 from the budget elsewhere to fund the second deputy sheriff position. Staff would come back in June with the details.
4. Turn down the funds.... Staff do not support this option until we have exhausted all other ideas.

The draft budget numbers above assume Option 1. Staff should have additional information on options 1 and 2 by our meeting date.

Staff will have additional details available at the presentation.

Proposed Action: Receive presentation, provide guidance, consider assigning one or two Council members to work with staff to develop a final draft for adoption in June.