



Posted: Friday, September 08, 2023

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

The Trinidad City Council will hold a regular meeting on  
**TUESDAY, SEPTEMBER 12, 2023, at 6:00 PM**  
at the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA.

### NO CLOSED SESSION

For your convenience, this meeting will also be held via videoconference, hosted on the **Zoom platform**. Learn more about Zoom here: <https://zoom.us>

**PUBLIC COMMENT:** Public comment may be submitted via email in advance of the meeting, or in an orderly process during the meeting. If you do not have access to email and you would like to provide a written statement, please deliver your comments to 409 Trinity Street, Trinidad CA, by 2:00pm on the meeting day, or email to [cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov)

**HOW TO PARTICIPATE:** You are invited to participate in person at the Trinidad Town Hall, or by Zoom. The City will publish a direct link to the Zoom teleconference, along with the participant code, on the City Calendar page online at <http://trinidad.ca.gov/calendar>

To phone in, dial 1-888-278-0296, Conference Code: 685171 Meeting ID: 899 5957 6183 Passcode: 794418

**PLEASE NOTE that live meeting logistics will be prioritized. The quality of the Zoom teleconference meeting cannot be guaranteed. Technical challenges experienced by the participant will not interrupt or halt progress of the meeting.**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. CLOSED SESSION – *No Closed Session*
- IV. RECONVENE TO OPEN SESSION
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES – 08/22/2023 cc2
- VII. COUNCIL REPORTS/COMMITTEE ASSIGNMENTS
- VIII. STAFF REPORTS – *City Manager & Law Enforcement*
- IX. ITEMS FROM THE FLOOR

*At this time, members of the public may comment on items NOT appearing on the agenda. Individual comments will be limited to 3 minutes or less. Please direct your comments to the Council as a whole, maintain decorum and avoid personal attacks on staff, members of the Council and/or other members of the public. Council and staff responses will be minimal for non-agenda items.*

#### X. CONSENT AGENDA

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

- 1. Staff Activity Report – August 2023
- 2. Financial Statements – July 2023
- 3. Law Enforcement Report – August 2023
- 4. Contract Renewal with City Manager Eli Naffah.
- 5. Accept Classification and Job Description for the Administrative Analyst/Project Manager Position, and Authorize the City Manager Fill the Position as per the Employee Policy and Procedure Guidelines.

6. Authorize the City Manager to Publish the Request for Proposals for Annual Audit Services.
7. Discussion/Decision regarding Introduction/First Reading of Ordinance 2023-03; correcting and reaffirming codification of the City of Trinidad Zoning Ordinance, Title 17 of the Trinidad Municipal Code.
8. Discussion/Decision regarding Introduction/First Reading of Ordinance 2023-04; reaffirming codification of the City of Trinidad Zoning Ordinance and amendments thereto that were not submitted to the CA Coastal Commission for certification.

**IX. DISCUSSION/ACTION AGENDA ITEMS**

1. Continued Discussion/Decision regarding Traffic Calming Measures for View Street, Ocean Avenue, and Underwood Drive.
2. Discussion/Decision regarding Proclamation 2023-01; Proclaiming September as Septic Awareness Month, and Update on the Citywide Onsite Wastewater Treatment System Program.
3. Update/Discussion regarding Public Outreach and Awareness Options for City Leash Laws and various Announcements.

**X. FUTURE AGENDA ITEMS**

**XI. ADJOURNMENT**

**APPROVAL OF MINUTES FOR:**

**AUGUST 22, 2023 CC2**

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**Supporting Documentation follows with:**

**5 PAGES**

**MINUTES OF THE SECOND REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**TUESDAY, AUGUST 22, 2023 (LIVE/HYBRID)**

**I. CALL TO ORDER**

Mayor Kelly called the live-hybrid meeting to order at 6:00pm. Council members in attendance: Kelly, Ladwig, West, Tuttle, Breckenridge. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams, Administrative Assistant Anton Souza. Approximately (5) participants were present by video-conference at the beginning of the meeting.

**II. PLEDGE OF ALLEGIANCE**

**III. CLOSED SESSION**

1. *Personnel Exception 54957 - City Manager Performance Evaluation*

**IV. RECONVENE TO OPEN SESSION – No reportable action taken.**

**V. APPROVAL OF THE AGENDA**

*Motion (Ladwig/West) to hear Animal Control Item first, CERT second, Traffic Calming third, and approve the agenda as amended. Passed unanimously.*

**VI. APPROVAL OF MINUTES – 07-25-2023 cc**

*Motion (West/Tuttle) to approve the minutes as submitted. Passed unanimously.*

**VII. COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**

**West:** Attended HCAOG, discussing housing issues, safety corridor improvements currently underway, and trails.

**Ladwig:** Attended RREDC exploring housing needs in the County, and providing loans to local businesses. HTA continues to work on bringing in zero carbon transportation, and the Earth Center, leading the way for others in the State to follow. Annual transportation needs hearing will take place here in Trinidad in the future, but comments are always welcome.

**Breckenridge:** Attended the Mercer Fraser meeting regarding Trinidad Quarry activities.

**Kelly:** Attended the League of CA cities meeting. Discussed offshore wind project, wildfire impacts on the home insurance market, and reassured the public that Trinidad is monitoring wildfire activity closely. Website is up and running. Everyone is encouraged to sign up for announcements through the site.

**VIII. STAFF REPORTS – City Manager & Law Enforcement**

City Manager Naffah highlighted accomplishments summarized in the staff report included in the meeting packet, including Del Norte County hosting the upcoming Coastal Commission meeting where the Van Wycke Trail appeal hearing will take place. Also met with CIRA Insurance representative to view the current condition of the trail. Attended the Trinidad Rancheria Interchange meeting last week and summarized the options presented. Chamber mixer will be held at the Beachcomber, and investigating PG&E utility undergrounding process. There may be a future agenda item on this topic. He introduced current Water Treatment Plant Chief Operator, Phil Godman from Coleman Engineering. Coleman gave a brief report of water system activities.

**Mayor Kelly** asked if the current staffing plan and strategy is adequate, and expressed an important need to dive deep into the subject in the coming months.

Phil summarized a schedule of daily and quarterly activities, and named Lyle (Grade II Certified) and Dereck (scheduled to test in November) as the local staff. Godman explained that he is only coming up once per month, and utilizes local staff for in-town operations while he operates the Plant remotely.

City Manager Naffah felt it would be important for Coleman Engineering to remain as a permanent part of the consulting staff after the local staff takes over.

Public comment by **Larry Goldberg** regarding the importance of working together with the Rancheria for a very rare opportunity to improve the safety of Scenic Drive. May be the only way it happens in our lifetime. County, State, Rancheria, and the City must work together and get the money needed to do it.



## IX. ITEMS FROM THE FLOOR

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

### **Paula Levine** – Trinidad Area Resident

Interesting that the City/County Animal Control contract references a prohibition of doing business with anyone involved in nuclear activity. Also, a careful financial analysis comparing the cost to maintain the Luffenholtz Water Treatment Plant and connecting to Humboldt Bay Water should be performed. The Water Advisory Committee should be actively pursuing these topics, as well as increasing the number of representatives.

### **Mike Morgan** – Trinidad Resident

Regarding appeal of Council decisions, there should be a section on the new website informing the public how to appeal not only Planning Commission decisions, but also decisions made by the City Council, with a goal of providing a buffer before decisions bring the City into lawsuits.

## X. CONSENT AGENDA

1. Staff Activity Report – July 2023
2. Financial Statements – June 2023
3. Law Enforcement Report – July 2023
4. Application for Outside City Water Connection
5. Contract with Daniel Dimmick to Provide Building Inspector Services to the City of Trinidad.
6. Appoint City Manager as Voting Delegate for the Upcoming CalCities Conference.
7. Procurement of Engineering and Planning Consultant Services
8. Discussion/Decision regarding Introduction/First Reading of Ordinance 2023-03; correcting and reaffirming codification of the City of Trinidad Zoning Ordinance, Title 17 of the Trinidad Municipal Code.
9. Discussion/Decision regarding Introduction/First Reading of Ordinance 2023-04; reaffirming codification of the City of Trinidad Zoning Ordinance and amendments thereto that were not submitted to the CA Coastal Commission for certification.

*Motion (Ladwig/West) to approve consent agenda as submitted. **Passed unanimously.***

## X. DISCUSSION/ACTION AGENDA ITEMS

1. Continued Discussion/Decision regarding Traffic Calming Measures for View Street, Ocean Avenue, and Underwood Drive.

City Manager Naffah explained that City Engineer Josh Wolf is unable to attend a Council meeting until October, but submitted information in his staff report to address some issues discussed, summarizing the cost of installing temporary, pilot project speed humps. It will be important to do as much public outreach ahead of any temporary installation.

City Clerk Adams agreed that outreach is important. Streets are paid for by the general public through transportation funds and taxes, not only by the residents that live in front of the area of concern. Wolf provided recommendations that will give the Council opportunity to move forward on some element of the process tonight instead of tabling it until October.

**Ladwig:** We have had 2 City meetings without much input. Ocean and View should have temporary humps installed, not just one street, if we opt for the pilot.

**Tuttle:** Can we keep it permanent?

**Ladwig:** Life expectancy of temporary hump is approximately 5-7 years.

City Manager Naffah recommended the option to put up the public notice first, mail notices to all residents on affected streets, and continue this to a future meeting before authorizing purchase of the temporary humps. We want to be on the safe side by warning the public, and helping the public. Putting in a crosswalk isn't too impactful. Speed humps may cause noise.

**Breckenridge:** The more you put up signs, the more encouraging it is that this is something to be concerned about.

**Kelly:** We don't provide this level of notification for other improvements, and because it's temporary it will give people a chance to provide feedback.

**Ladwig:** We are considering spending city money that comes from all residents, whether or not they live on those streets or not. We also may be affecting the School, and they need to be notified as well.

Public comment included:

**Karin Reese** – Trinidad (Ocean Ave)

Appreciate the thoughtfulness of the conversation. A small change is the right thing to do. If people use Ocean Avenue in their travel pattern, a speed bump isn't going to change it. Watching out my front window, most people that use it don't live there. If they don't like it, what's the worst thing that could happen? They slow down. Put the hump in front of my house, but make it go all the way to my fence so they don't drive around it and damage my property. There's an accident waiting to happen. I worry about trying to garner too much feedback. People that might not support it are people fishing, or parents dropping off the kids. The people that live in Trinidad make the difference. That's the feedback that counts, not from anyone else driving over 15 mph.

**Mike Morgan** – Trinidad

RV's on Ocean seem to be the biggest issue. Everyone on those streets should be notified. The temporary humps cost a lot of money. If the community wants them, there should be a traffic study and comprehensive notification.

**Aaron Hakenen** – Trinidad (View)

All of our streets have speed issues and without law enforcement, passive improvements should be implemented. I don't understand why this project has different notification and trial period processes than other projects. Meetings and notices are the standard operating procedure. Hope that the City partners with the School to make parents aware of the desired route and speeds in town.

Council comment included:

**Kelly:** Staff recommendation is a pilot project on View and Ocean. Naffah suggested additional notification (direct and on-street) be completed, and ensure the humps are installed so driving around them is not an option. I'm worried about getting started on this too late, and think we can move forward with the pilot project.

**Ladwig:** We don't want to create unintended consequences, but we can learn this with the pilot project.

**West:** I like the idea but would like to have a better idea of what this will cost and scope of the project, which needs more clarification, hopefully by September. Agree that additional notification and outreach should be completed as soon as possible.

**Tuttle:** Don't forget including Underwood in the pilot project too.

Naffah suggested waiting until October when we can get clarity from the City Engineer, or get more input first before spending \$10-20k.

*By consensus, the Council directed Staff to continue public outreach and input gathering, and return at the September meeting with more detailed cost information to implement the pilot project.*

2. Discussion/Decision regarding Contract with the Humboldt County Sheriff's Office to Provide Animal Control Services to the City of Trinidad.

City Manager Naffah introduced Andra Hale, HCSO Animal Control Supervisor/Facilities Manager. Hale explained she is able to answer any contract related questions.

**Kelly:** If contract is complete, will Animal Control proactively patrol Trinidad? **Hale** explained that officers primarily respond to calls for service. There are four officers for the entire County. Due to the size of Trinidad, I felt it wouldn't burden the department too much to add the City to our responsibility area. Depending on the location of the officer during a call, they may be able to respond quickly if they are close but if not, HCSO Deputies will be called.

**Kelly:** We have had a few recent attacks. Is there anything proactive we can do to help mitigate these issues?  
**Hale** explained that apparently the poodle owner was in town frequently and known for his dogs being loose. Animal Control should have been called to warn him. The other two incidents were owner accidents, allowing dogs without routine or ongoing history to escape and attack another dog.

**Breckenridge:** One dog was known to be aggressive, but no calls were ever made to Animal Control or Town Hall. **Hale** explained that County and City Ordinances are being looked at, and more authority and discretion given to Animal Control to take action on aggressive dogs. The residents should understand they should call County Animal Control to report nuisances as well. Dogs declared vicious are allowed to be kept under specific conditions and owners are charged double the license fee.

**Ladwig:** Appreciate aligning rules to be less confusing for residents.

**City Manager Naffah** asked if County Officers will enforce City Animal leash laws if they differ from County laws. **Hale** confirmed, barking and leash laws will be followed. Declaring dogs vicious would defer to the County policy.

*Motion (Breckenridge/Tuttle) to approve the contract with the County of Humboldt to provide Animal Control Services. **Passed unanimously.***

3. Discussion/Decision regarding CERT Program Participation.

Mayor Kelly explained that CERT presented their program to the Council in June. The cost of establishing a CERT team in Trinidad will cost approximately \$4,500, including storage of an emergency supply trailer.

City Manager Naffah explained that a fund is available through CIRA, the City's insurance pool, to cover \$3,500. That would bring the cost to the City down to approximately \$500 if some of the cost could be shaved off through donations, etc.

Public comment included:

**Jeff** – Trinidad Area Resident

In favor of this program especially after what happened in Maui with the recent wildfires. Communication network failure may rely on CERT volunteers to spread information or direct people to resources when needed.

**Larry Goldberg** – Trinidad Area Resident

20' Trailer stocked with emergency supplies, valued at approximately \$15-20k, and is important for emergencies. We should expect the day will come when we experience wildfire issues in Trinidad. WCSD Fire Chief would be able to work with Trinidad CERT Team if one is formed. Added benefit with partnership opportunity. I volunteer to utilize the trailer and table at Murphy's to recruit volunteers. Councilmember should be appointed as liaison. **Kelly** agreed to accept that role.

**Aaron Hakenen** – Trinidad Resident

(Written comment read by Councilmember Breckenridge)

Support CERT and casting a wide net beyond City limits to develop a network of emergency volunteers.

Council comments included:

**West:** How many people are already trained in Trinidad? **Larry Goldberg** estimated 6 or so. Net should be cast beyond City limits to acquire volunteers. **Ladwig** agreed. Wise use of resources.

*Motion (Ladwig/West) to approve developing a CERT team in Trinidad, covering Sumeg to Little River. **Passed unanimously.***

4. Discussion/Decision regarding Appointments to Fill Vacant Positions on the Short-Term Rental Advisory Committee.

The City of Trinidad received a letter of resignation from STR Committee Member Jaques Beaupre several months ago. Beaupre represented the resident/or public position on the committee, therefore the vacancy to be filled must be from someone that lives inside the city limits and has no direct tie to the STR industry. The position has been vacant since his resignation.

The current committee members are:

**Christopher Slay** (*pending*)  
**VACANT**  
**Dick Bruce**  
**Jan Nash-Hunt**  
**Joe Moran**

Planning Commission Liaison  
City/General Public Representative  
City/General Public Representative  
STR Owner  
STR Manager

The City Manager, or his/her designee, serves as primary staff liaison to the STR Committee.

The primary role of the STR Committee is to advise and provide recommendations to the City Council, staff, and Planning Commission on matters relating to Short Term Rentals in the City of Trinidad. The recruitment flyer and Resolution creating the STR Committee is attached for reference.

Past Planning Commissioner Diane Stockness termed out from the Commission in January 2023. **The Commission appointed Christopher Slay to fill the Planning liaison seat.**

**The City received a letter of interest from Diane Stockness to serve as a City/General Public Representative.** Upon review of the qualifications required to serve as a City/General Public Representative, she meets the criteria.

There were no public or Council comments:

Motion (Ladwig/West) to 1) Confirm Christopher Slay's nomination by the Planning Commission to fill the Planning Liaison seat, and 2) appoint Diane Stockness, to serve as the resident position.

5. Discussion/Decision regarding City Manager Contract Renewal.

Mayor Kelly explained that the contract has been amended with non-substantive changes, approved for a 1-year extension, and will be brought back for Consent approval at the September meeting.

There were no public comments.

*Motion (Ladwig/West) to include the revised 1-year contract renewal for Consent approval at the September meeting. **Passed unanimously.***

**FUTURE AGENDA ITEMS**

- Council and PC appeal process
- Traffic Calming
- Volunteer Fire, Long Term Plan
- Exit Plan for Coleman Engineering as Chief Water Plant Operator
- Dog Awareness
- General Plan Elements
- Community Survey

**ADJOURNMENT: 8:00pm.**

**Submitted by:**

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**Gabriel Adams**  
Trinidad City Clerk

**Approved by:**

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**Cheryl Kelly**  
Mayor



## **CONSENT AGENDA ITEM 1**

### **SUPPORTING DOCUMENTATION ATTACHED**

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1. Staff Activity Report – August 2023

## **Van Wycke Trail:**

The California Coastal Commission heard the Van Wycke Trail (VWT) appeal on September 6<sup>th</sup> in Eureka at the Board of Supervisors Chambers. The Commission did not find a substantial issue to reopen the trail at this time. The Commission has kept the trail closure in effect for an additional 6 months, but wants the City to come up with a plan to reopen the trail or close it permanently by March, 2024. Some staff members are meeting to discuss the trail on Monday the 11<sup>th</sup>.

CIRA, the City's Insurance JPA, reassessed the condition of the trail on August 22<sup>nd</sup>. The trail closed signs are to be kept in place due to the trail's existing condition. Depending on any potential improvements, the trail could be reopened if determined to be safe.

At the Coastal Commission meeting, the City Manager made the following comments:

"The City can not afford to defend a trail immunity lawsuit without insurance since such a suit can run into the hundreds of thousands of dollars. A similar suit [in another city] recently cost \$400,000 to defend, which is nearly half of our General Fund. The City supports keeping the trail closed signs unless we can get community support from all stakeholders to improve the trail, even slightly. Eventually, over time, our engineers and geologists feel that bluff erosion will lead to 'retreat', no matter what improvements or measures we take. The bottom line is that the City will not expose itself to liability without insurance protection. And therefore, whatever actions the City takes must be insurable and not exempt from insurance coverage."

## **Water Rate Study:**

Under funding from the USDA, the City has engaged with Rural Community Assistance Corporation (RCAC) to perform a water rate analysis in an effort to update rates to reflect current water system costs. The last rate study was performed in 2012, and annual CPI increases of 2.5% ended in 2017.

RCAC provides rate studies to water utilities to promote sustainability, rate stability, and fairness to rate payers. Rates must recover the "true costs" of providing service, including operational costs, funding of necessary reserve accounts, and debt service, if applicable.

From information provided by City staff (historic financial and use information, balance sheet obligations, equipment, and planned improvements), a five-year annual cost estimate will be projected. Once projected costs have been determined, an analysis of the current rate structure's ability to produce adequate revenue to recover the costs for the 5-year period will

be conducted. Depending on the analysis and results, a rate adjustment or alternative rate structure will be recommended.

The City Clerk is working with the local RCAC representative on this project. A community work plan has been developed that outlines the deliverables and timeline to conduct Prop. 218 public hearing process. The workplan includes the following timeline:

RCAC deliverables:

1. Water Rate Study Report, 11/15/2023
2. Documentation of 5-year budget and Capital Improvement Plan, 10/15/2023

Community deliverables:

1. Provide data requested on RCAC Utility Rate Study Data Needs List, 09/15/2023
2. Conduct Prop 218 process and provide needed documentation to the Council, 02/01/2024

Rate Adjustment Implementation: 04/01/2024

**Luffenholtz Creek:**

The Luffenholtz Creek flow measurement is planned to take place before the City Council meeting and will be reported at the meeting.

**Chamber Fish Feast:**

The Greater Trinidad Chamber of Commerce will sponsor a Fish Feast on Saturday, October 7<sup>th</sup> utilizing the Trinidad School parking lot and Town Hall. Two local bands will preform as part of the event.

**CalCities Annual Conference:**

The City Manager will be attending the annual League of California Cities (CalCities) Conference in Sacramento on September 20<sup>th</sup>-22<sup>nd</sup>. The City Manager will represent the City if any resolutions are presented for vote. As usual, a number of educational sessions will be of benefit to the City. Also, the Expo has row after row of vendors that provide services, products and equipment that are beneficial to cities.

# STAFF REPORT SUPPLEMENTAL

Date: Tuesday, September 12, 2023

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**Background Info:** In light of the drought affecting the State, there has been concern among residents regarding how the City of Trinidad is responding to the Governor's Order calling on all Californians to do their part by reducing consumption.

Luffenholtz Creek flow readings are presented to the Council on an as-needed basis - during drought events or when requested. November, December, January, and once again February has delivered abundant amounts of rainfall, providing relief from stress-related drought on the watershed. With this in mind, the focus of these reports (during the wet season) will be to share and put into perspective how Trinidad's water consumption metrics compare to those of recent years.

**The amounts represent the total water sold**, captured by 325 customer meters, measured in cubic feet (7.48 gallons = 1 cubic foot).

July 2019	282,552 cuft	January 2019	151,049
July 2020	275,612	January 2020	199,348
July 2021	251,168	January 2021	161,379
July 2022	198,081	January 2022	189,201
July 2023	223,806 (16.37% Water Loss)	January 2023	154,543
August 2019	307,500	February 2019	166,565
August 2020	273,992	February 2020	155,015
August 2021	269,771	February 2021	178,545
August 2022	227,681	February 2022	154,634
August 2023	265,808 (17.03% Water Loss)	February 2023	136,626
September 2019	238,316	March 2019	144,604
September 2020	302,614	March 2020	164,854
September 2021	227,831	March 2021	187,607
September 2022	216,470	March 2022	184,103
		March 2023	152,813 (21.58 Water Loss)
October 2019	188,075	April 2019	160,185
October 2020	230,430	April 2020	199,450
October 2021	203,176	April 2021	192,287
October 2022	180,065	April 2022	173,115
		April 2023	145,504 (20.19 Water Loss)
November 2019	211,649	May 2019	236,444
November 2020	198,813	May 2020	183,368
November 2021	204,438	May 2021	242,529
November 2022	169,144	May 2022	154,634
		May 2023	211,380 (23.13 Water Loss)
December 2019	201,305	June 2019	219,764
December 2020	185,860	June 2020	240,055
December 2021	201,160	June 2021	269,087
December 2022	170,419	June 2022	233,692
		June 2023	209,366 (13.63% Water Loss)

**Water sold in August increased 16% from July**, and considering it is the tail end of the peak season, it is about average use from the 5-year perspective. We will continue to monitor consumption each month and report this information (along with summary trends and analysis) to the Council for review, comparison, and questions at each meeting.





## **CONSENT AGENDA ITEM 2**

### **SUPPORTING DOCUMENTATION ATTACHED**

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2. Financial Statements – July 2023

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Revenue  
From 7/1/2023 Through 7/31/2023

	Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue				
41010	0.00	0.00	100,000.00	100.00)%
41020	0.00	0.00	3,800.00	100.00)%
41040	0.00	0.00	25.00	100.00)%
41050	0.00	0.00	1,300.00	100.00)%
41060	0.00	0.00	200.00	100.00)%
41070	0.00	0.00	500.00	100.00)%
41110	0.00	0.00	1,300.00	100.00)%
41130	0.00	0.00	1,900.00	100.00)%
41140	0.00	0.00	4,500.00	100.00)%
41220	0.00	0.00	28,500.00	100.00)%
42000	0.00	0.00	350,000.00	100.00)%
43000	1,353.52	1,353.52	150,000.00	(99.10)%
46000	0.00	0.00	10,000.00	100.00)%
47310	0.00	0.00	300.00	100.00)%
53010	0.00	0.00	50.00	100.00)%
53020	4.26	4.26	15,300.00	(99.97)%
53090	(100.00)	(100.00)	9,000.00	101.11)%
54020	761.96	761.96	20,000.00	(96.19)%
54050	451.56	451.56	15,000.00	(96.99)%
54100	80.00	80.00	300.00	(73.33)%
54150	90.00	90.00	8,000.00	(98.88)%
54170	0.00	0.00	9,600.00	100.00)%
54300	0.00	0.00	400.00	100.00)%
56500	0.00	0.00	5,125.00	100.00)%
56550	0.00	0.00	13,500.00	100.00)%
56650	0.00	0.00	7,000.00	100.00)%
56700	555.00	555.00	6,000.00	(90.75)%
Total Revenue	3,196.30	3,196.30	761,600.00	(99.58)%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
201 - GFAdmin  
From 7/1/2023 Through 7/31/2023

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
60900	HONORARIUMS	250.00	250.00	3,000.00	91.67%
61000	EMPLOYEE GROSS WAGE	8,947.56	8,947.56	148,820.00	93.99%
61470	FRINGE BENEFITS	853.87	853.87	2,160.00	60.47%
65100	DEFERRED RETIREMENT	845.58	845.58	17,858.00	95.26%
65200	MEDICAL INSURANCE AND EXPENSE	1,355.99	1,355.99	24,504.00	94.47%
65250	Health Savings Program	7.00	7.00	1,015.00	99.31%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	4,947.00	100.00%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	161.65	161.65	750.00	78.45%
65600	PAYROLL TAX	809.86	809.86	12,751.00	93.65%
65800	Grant Payroll Allocation	(1,393.61)	(1,393.61)	(26,000.00)	94.64%
68090	CRIME BOND	1,121.50	1,121.50	1,115.00	(0.58)%
68200	INSURANCE - LIABILITY	23,501.40	23,501.40	20,800.00	(12.99)%
68300	PROPERTY & CASUALTY	16,017.30	16,017.30	6,000.00	(166.96)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	1,408.50	1,408.50	40,000.00	96.48%
71130	ATTORNEY-LITIGATION	1,078.50	1,078.50	10,000.00	89.22%
71310	CITY PLANNER-ADMIN. TASKS	6,014.93	6,014.93	80,000.00	92.48%
71410	BLDG INSPECTOR-ADMIN TASKS	4,029.51	4,029.51	25,000.00	83.88%
71510	ACCOUNTANT-ADMIN TASKS	1,289.50	1,289.50	17,000.00	92.41%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	17,500.00	100.00%
72000	CHAMBER OF COMMERCE	0.00	0.00	15,000.00	100.00%
74110	GRANT EXPENSE	0.00	0.00	3,800.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	110.00	110.00	6,000.00	98.17%
75160	LIBRARY RENT & LOCAL CONTRIB.	500.00	500.00	2,000.00	75.00%
75170	RENT	750.00	750.00	9,000.00	91.67%
75180	UTILITIES	1,495.30	1,495.30	15,000.00	90.03%
75190	DUES & MEMBERSHIP	0.00	0.00	1,500.00	100.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	0.00	3,500.00	100.00%
75220	OFFICE SUPPLIES & EXPENSE	621.84	621.84	5,000.00	87.56%
75240	BANK CHARGES	10.00	10.00	100.00	90.00%
75280	TRAINING / EDUCATION	0.00	0.00	200.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	500.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	500.00	100.00%
76110	TELEPHONE	555.24	555.24	6,000.00	90.75%
76130	CABLE & INTERNET SERVICE	144.45	144.45	3,000.00	95.19%
76150	TRAVEL	0.00	0.00	3,000.00	100.00%
78170	SECURITY SYSTEM	96.50	96.50	500.00	80.70%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	500.00	100.00%
	Total Expense	70,582.37	70,582.37	482,320.00	85.37%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
301 - Police  
From 7/1/2023 Through 7/31/2023

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	615.55	615.55	10,425.00	94.10%
61470	FRINGE BENEFITS	69.24	69.24	480.00	85.58%
65100	DEFERRED RETIREMENT	81.35	81.35	1,251.00	93.50%
65200	MEDICAL INSURANCE AND EXPENSE	0.00	0.00	319.00	100.00%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	347.00	100.00%
65600	PAYROLL TAX	58.08	58.08	893.00	93.50%
75170	RENT	750.00	750.00	9,000.00	91.67%
75180	UTILITIES	161.90	161.90	2,750.00	94.11%
75300	CONTRACTED SERVICES	0.00	0.00	117,000.00	100.00%
75350	ANIMAL CONTROL	302.00	302.00	6,800.00	95.56%
76130	CABLE & INTERNET SERVICE	91.45	91.45	0.00	0.00%
78170	SECURITY SYSTEM	76.50	76.50	600.00	87.25%
	Total Expense	<u>2,206.07</u>	<u>2,206.07</u>	<u>149,865.00</u>	<u>98.53%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
401 - Fire  
From 7/1/2023 Through 7/31/2023

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	150.00	2,400.00	93.75%
75180	UTILITIES	114.02	114.02	1,150.00	90.09%
75190	DUES & MEMBERSHIP	0.00	0.00	350.00	100.00%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	35,000.00	100.00%
76110	TELEPHONE	0.00	0.00	1,300.00	100.00%
76140	RADIO & DISPATCH	0.00	0.00	1,800.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	0.00	350.00	100.00%
78150	VEHICLE REPAIRS	0.00	0.00	2,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	3,000.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	24.77	24.77	5,000.00	99.50%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
	Total Expense	<u>288.79</u>	<u>288.79</u>	<u>54,350.00</u>	<u>99.47%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
501 - PW (Public Works)  
From 7/1/2023 Through 7/31/2023

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
61000	EMPLOYEE GROSS WAGE	9,126.59	9,126.59	134,860.00	93.23%
61250	OVERTIME	0.00	0.00	500.00	100.00%
61470	FRINGE BENEFITS	46.12	46.12	240.00	80.78%
65100	DEFERRED RETIREMENT	571.91	571.91	12,289.00	95.35%
65200	MEDICAL INSURANCE AND EXPENSE	2,219.68	2,219.68	26,866.00	91.74%
65250	Health Savings Program	14.25	14.25	1,330.00	98.93%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	4,483.00	100.00%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	0.00	0.00	100.00	100.00%
65600	PAYROLL TAX	729.13	729.13	11,257.00	93.52%
65800	Grant Payroll Allocation	(7,560.48)	(7,560.48)	(95,000.00)	92.04%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	15,000.00	100.00%
75190	DUES & MEMBERSHIP	88.81	88.81	0.00	0.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	0.00	3,600.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	5,000.00	100.00%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	0.00	1,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	600.00	600.00	0.00	0.00%
76110	TELEPHONE	123.47	123.47	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	0.00	5,000.00	100.00%
78120	STREET LIGHTING	430.72	430.72	5,000.00	91.39%
78130	TRAIL MAINTENANCE	49.10	49.10	10,000.00	99.51%
78140	VEHICLE FUEL & OIL	473.34	473.34	4,000.00	88.17%
78150	VEHICLE REPAIRS	19.69	19.69	2,500.00	99.21%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	14,000.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	66.42	66.42	5,000.00	98.67%
78200	EQUIPMENT REPAIRS & MAINTENANC	285.63	285.63	2,500.00	88.57%
	Total Expense	7,284.38	7,284.38	169,525.00	95.70%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
204 - IWM  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
56150	FRANCHISE FEES	0.00	0.00	11,000.00	(100.00)%
	Total Revenue	0.00	0.00	11,000.00	(100.00)%
	Expense				
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,800.00	100.00%
	Total Expense	0.00	0.00	1,800.00	100.00%
	Net Income	0.00	0.00	9,200.00	(100.00)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
213 - SB2 Planning Grant  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
65800	Grant Payroll Allocation	301.42	301.42	0.00	0.00%
	Total Expense	301.42	301.42	0.00	0.00%
	Net Income	(301.42)	(301.42)	0.00	0.00%



**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
214 - HCD LEAP Grant  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
65800	Grant Payroll Allocation	178.46	178.46	0.00	0.00%
	Total Expense	178.46	178.46	0.00	0.00%
	Net Income	(178.46)	(178.46)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
215 - LCP Update Grant #3  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
65800	Grant Payroll Allocation	639.31	639.31	0.00	0.00%
	Total Expense	639.31	639.31	0.00	0.00%
	Net Income	(639.31)	(639.31)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
216 - CalRecycle SB 1383 Assistance Grant  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
65800	Grant Payroll Allocation	248.48	248.48	0.00	0.00%
	Total Expense	248.48	248.48	0.00	0.00%
	Net Income	(248.48)	(248.48)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
217 - REAP Housing Grant HCAOG  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
65800	Grant Payroll Allocation	25.96	25.96	0.00	0.00%
	Total Expense	25.96	25.96	0.00	0.00%
	Net Income	(25.96)	(25.96)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
303 - COPS Program  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	150,000.00	(100.00)%
	Total Revenue	0.00	0.00	150,000.00	(100.00)%
	Expense				
75300	CONTRACTED SERVICES	56,542.00	56,542.00	267,000.00	78.82%
	Total Expense	56,542.00	56,542.00	267,000.00	78.82%
	Net Income	(56,542.00)	(56,542.00)	(117,000.00)	(51.67)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
503 - State Gas Tax  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	15,000.00	(100.00)%
	Total Revenue	0.00	0.00	15,000.00	(100.00)%
	Expense				
75250	TRANSIT SERVICES- HTA	5,529.00	5,529.00	0.00	0.00%
	Total Expense	5,529.00	5,529.00	0.00	0.00%
	Net Income	(5,529.00)	(5,529.00)	15,000.00	(136.86)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
504 - TDA - Transporation Development Agency  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	14,500.00	(100.00)%
	Total Revenue	0.00	0.00	14,500.00	(100.00)%
	Expense				
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	8,500.00	100.00%
75250	TRANSIT SERVICES- HTA	0.00	0.00	5,500.00	100.00%
	Total Expense	0.00	0.00	14,000.00	100.00%
	Net Income	0.00	0.00	500.00	(100.00)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
518 - OWTS - Onsite Wastewater Treatment System  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
54020	PLANNER- APPLICATION PROCESSIN	700.00	700.00	0.00	0.00%
	Total Revenue	700.00	700.00	0.00	0.00%
	Expense				
71310	CITY PLANNER-ADMIN. TASKS	1,637.84	1,637.84	0.00	0.00%
	Total Expense	1,637.84	1,637.84	0.00	0.00%
	Net Income	(937.84)	(937.84)	0.00	0.00%



**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
528 - Prop 84 Storm Water Grant Project  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
65800	Grant Payroll Allocation	2,524.28	2,524.28	0.00	0.00%
75300	CONTRACTED SERVICES	11,126.56	11,126.56	0.00	0.00%
	Total Expense	13,650.84	13,650.84	0.00	0.00%
	Net Income	(13,650.84)	(13,650.84)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
531 - OPC Coastal Resilience  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
65800	Grant Payroll Allocation	4,330.82	4,330.82	0.00	0.00%
75300	CONTRACTED SERVICES	21,965.50	21,965.50	0.00	0.00%
	Total Expense	26,296.32	26,296.32	0.00	0.00%
	Net Income	(26,296.32)	(26,296.32)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
532 - HSIP Street Improvements DOT  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
65800	Grant Payroll Allocation	354.74	354.74	0.00	0.00%
	Total Expense	354.74	354.74	0.00	0.00%
	Net Income	(354.74)	(354.74)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
533 - OGALS Per Capita  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
65800	Grant Payroll Allocation	272.75	272.75	0.00	0.00%
	Total Expense	272.75	272.75	0.00	0.00%
	Net Income	(272.75)	(272.75)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
534 - STIP Trinity St Road Rehab  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
65800	Grant Payroll Allocation	<u>77.87</u>	<u>77.87</u>	<u>0.00</u>	<u>0.00%</u>
	Total Expense	<u>77.87</u>	<u>77.87</u>	<u>0.00</u>	<u>0.00%</u>
	Net Income	<u>(77.87)</u>	<u>(77.87)</u>	<u>0.00</u>	<u>0.00%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
53020	INTEREST INCOME	0.00	0.00	12,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	0.00	1,000.00	(100.00)%
57100	WATER SALES	26,964.90	26,964.90	355,000.00	(92.40)%
57500	WATER A/R PENALTIES	(6,080.36)	(6,080.36)	10,000.00	(160.80)%
	<b>Total Revenue</b>	<u>20,884.54</u>	<u>20,884.54</u>	<u>378,000.00</u>	<u>(94.47)%</u>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	11,108.99	11,108.99	230,894.00	95.19%
61470	FRINGE BENEFITS	369.24	369.24	1,920.00	80.77%
65100	DEFERRED RETIREMENT	741.91	741.91	14,915.00	95.03%
65200	MEDICAL INSURANCE AND EXPENSE	1,785.74	1,785.74	24,507.00	92.71%
65250	Health Savings Program	10.00	10.00	1,015.00	99.01%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	7,675.00	100.00%
65600	PAYROLL TAX	941.28	941.28	18,804.00	94.99%
65800	Grant Payroll Allocation	(2,930.98)	(2,930.98)	(38,000.00)	92.29%
68090	CRIME BOND	603.89	603.89	600.00	(0.65)%
68200	INSURANCE - LIABILITY	12,654.60	12,654.60	10,632.00	(19.02)%
68300	PROPERTY & CASUALTY	8,624.70	8,624.70	3,000.00	(187.49)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	3,500.00	100.00%
71230	ENGINEER-SPECIAL PROJECTS	0.00	0.00	5,000.00	100.00%
71310	CITY PLANNER-ADMIN. TASKS	299.72	299.72	5,000.00	94.01%
71510	ACCOUNTANT-ADMIN TASKS	694.35	694.35	9,000.00	92.28%
71620	AUDITOR-FINANCIAL REPORTS	0.00	0.00	10,000.00	100.00%
72100	BAD DEBTS	0.00	0.00	100.00	100.00%
75180	UTILITIES	2,245.05	2,245.05	20,000.00	88.77%
75190	DUES & MEMBERSHIP	601.00	601.00	950.00	36.74%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	0.00	250.00	100.00%
75220	OFFICE SUPPLIES & EXPENSE	524.16	524.16	5,000.00	89.52%
75240	BANK CHARGES	10.00	10.00	100.00	90.00%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	261,000.00	100.00%
76110	TELEPHONE	374.51	374.51	1,800.00	79.19%
76130	CABLE & INTERNET SERVICE	61.95	61.95	750.00	91.74%
76160	LICENSES & FEES	0.00	0.00	5,000.00	100.00%
78140	VEHICLE FUEL & OIL	130.32	130.32	5,800.00	97.75%
78150	VEHICLE REPAIRS	0.00	0.00	2,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	2,500.00	100.00%
78170	SECURITY SYSTEM	91.50	91.50	500.00	81.70%
78190	MATERIALS, SUPPLIES & EQUIPMEN	13.99	13.99	3,000.00	99.53%
78200	EQUIPMENT REPAIRS & MAINTENANC	530.00	530.00	7,500.00	92.93%
79100	WATER LAB FEES	585.00	585.00	6,500.00	91.00%
79120	WATER PLANT CHEMICALS	0.00	0.00	9,000.00	100.00%
79150	WATER LINE REPAIR	0.00	0.00	25,000.00	100.00%
79160	WATER PLANT REPAIR	0.00	0.00	3,000.00	100.00%
	<b>Total Expense</b>	<u>40,070.92</u>	<u>40,070.92</u>	<u>669,712.00</u>	<u>94.02%</u>
	<b>Net Income</b>	<u>(19,186.38)</u>	<u>(19,186.38)</u>	<u>(291,712.00)</u>	<u>(93.42)%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
606 - Drought Relief Tank & Pipelines  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
65800	Grant Payroll Allocation	1,747.65	1,747.65	0.00	0.00%
75300	CONTRACTED SERVICES	30,961.25	30,961.25	0.00	0.00%
	Total Expense	32,708.90	32,708.90	0.00	0.00%
	Net Income	(32,708.90)	(32,708.90)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
607 - Interie & Tank Projects DWR Grant  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Expense				
65800	Grant Payroll Allocation	1,183.33	1,183.33	0.00	0.00%
	Total Expense	1,183.33	1,183.33	0.00	0.00%
	Net Income	(1,183.33)	(1,183.33)	0.00	0.00%



**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
701 - Cemetery  
From 7/1/2023 Through 7/31/2023

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
58100	CEMETERY PLOT SALES	1,410.00	1,410.00	15,000.00	(90.60)%
	Total Revenue	1,410.00	1,410.00	15,000.00	(90.60)%
	Expense				
61000	EMPLOYEE GROSS WAGE	683.57	683.57	11,627.00	94.12%
61470	FRINGE BENEFITS	46.16	46.16	0.00	0.00%
65100	DEFERRED RETIREMENT	49.04	49.04	1,395.00	96.48%
65200	MEDICAL INSURANCE AND EXPENSE	177.31	177.31	2,748.00	93.55%
65250	Health Savings Program	1.25	1.25	140.00	99.11%
65300	WORKMEN'S COMP INSURANCE	0.00	0.00	386.00	100.00%
65600	PAYROLL TAX	59.36	59.36	996.00	94.04%
75180	UTILITIES	45.23	45.23	493.00	90.83%
75300	CONTRACTED SERVICES	0.00	0.00	3,000.00	100.00%
78170	SECURITY SYSTEM	126.00	126.00	500.00	74.80%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	500.00	100.00%
	Total Expense	1,187.92	1,187.92	21,785.00	94.55%
	Net Income	222.08	222.08	(6,785.00)	(103.27)%



## **CONSENT AGENDA ITEM 3**

### **SUPPORTING DOCUMENTATION ATTACHED**

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3. Law Enforcement Report – August 2023

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

Page 1

**Incident Search Results**

City is trinidad or trin, Date Between 8/14/2023 and 8/20/2023

08/21/2023

Date	Inc #	Type	Time	Location	Dispositio
08/14/2023	2308140018	XFER	04:56:28	889 S WESTHAVEN DR	Xfer to Medical
08/14/2023	2308140028	VEHI	07:36:07	SCENIC DR/BAKER RANCH RD	Field Interview
08/14/2023	2308140192	XFER	20:48:49	27 SCENIC DR	Referred To Other Agency
08/15/2023	2308150013	DISP	02:24:20	683 KAHLSTROM AVE	Public Assist
08/15/2023	2308150030	XFER	07:24:00	BIG LAGOON PARK RD	Xfer to Fire
08/15/2023	2308150057	VEHI	09:25:44	269 BIG LAGOON PARK RD	Gone On Arrival
08/15/2023	2308150064	XFER	09:58:16	US HWY 101/PATRICKS POIN	Xfer to CHP
08/15/2023	2308150076	PC	10:44:44	PATRICKS POINT DR	No Report
08/15/2023	2308150114	XFER	14:42:52	WESTHAVEN DR	Xfer to CHP
08/15/2023	2308150143	602	16:56:45	867 STAGECOACH RD	No Report
08/15/2023	2308150203	ASSISTP	21:54:58	753 PATRICKS POINT DR	Public Assist
08/16/2023	2308160041	ANIMAL	09:10:43	185 RAINBOW LN	Not as Reported
08/16/2023	2308160064	FU	11:15:37	660 PATRICKS POINT DR	Public Assist
08/17/2023	2308170026	XFER	07:10:54	889 S WESTHAVEN DR	Xfer to Medical
08/17/2023	2308170081	DISP	12:11:31	969 STAGECOACH RD	Xfer to another agency
08/17/2023	2308170090	REPO	12:58:23	3415 PATRICKS POINT DR	Cad Documentation Only
08/18/2023	2308180020	XFER	05:58:40	1990 SCENIC DR	Xfer to CHP
08/18/2023	2308180021	33X	06:43:52	1658 PATRICKS POINT DR	Billable Alarm
08/18/2023	2308180140	XFER	17:34:40	LIGHTHOUSE RD/BAY ST	Xfer to another agency
08/18/2023	2308180157	INV	19:05:21	875 PATRICKS POINT DR	Report Taken
08/19/2023	2308190007	33X	00:28:28	101 WESTGATE DR	Billable Alarm
08/19/2023	2308190016	CWS	02:07:41	875 PATRICKS POINT DR	Previously Investigated
08/19/2023	2308190085	XFER	12:54:16	513 5TH AVE	Xfer to Fire
08/19/2023	2308190102	XFER	15:05:01	US HWY 101	Xfer to CHP
08/19/2023	2308190121	911M	16:16:14	486 N WESTHAVEN DR	Accidental Dial
08/19/2023	2308190142	911M	18:03:28	TRINIDAD TRAIL HEAD	Accidental Dial
08/19/2023	2308190209	XFER	23:50:14	HIGHWAY 101 OFF RAMP	Xfer to CHP
08/20/2023	2308200039	XFER	10:00:05	4150 PATRICKS POINT DR	Xfer to Medical
08/20/2023	2308200125	459V	19:59:58	1 BAKER RANCH RD	Report Taken



# HUMBOLDT COUNTY SHERIFF'S OFFICE

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## Incident Search Results

City is trinidad or trin, Date Between 8/21/2023 and 9/3/2023

09/07/2023

Date	Inc #	Type	Time	Location	Dispositio
08/21/2023	2308210049	CIVIL	09:36:46	770 8TH AVE	Civil Problem
08/21/2023	2308210061	XFER	10:12:32	103000 US HWY 101	Xfer to CHP
08/21/2023	2308210122	THREAT	15:08:12	27 SCENIC DR	Public Assist
08/21/2023	2308210132	XFER	16:27:04	US HWY 101	Xfer to CHP
08/21/2023	2308210148	XFER	18:36:36	US HWY 101/TRINIDAD EXIT	Xfer to CHP
08/21/2023	2308210175	415N	23:10:19	1990 SCENIC DR	No Report
08/22/2023	2308220059	XFER	12:02:04	HIGHWAY 101 OFF RAMP/WES	Xfer to CHP
08/22/2023	2308220104	ASSISTA	16:20:57	122 MOONSTONE BEACH RD	Agency Assist
08/23/2023	2308230079	FU	12:15:12	122 MOONSTONE BEACH RD	Cad Documentation Only
08/24/2023	2308240012	TPAT	03:29:16	MAIN ST/VIEW AVE	No Report
08/24/2023	2308240036	33X	09:21:12	1658 PATRICKS POINT DR	Billable Alarm
08/24/2023	2308240092	602	13:53:22	69 STUMPTOWN RD	Unable to Locate
08/24/2023	2308240146	911M	18:47:33	333 QUARRY RD	Accidental Dial
08/24/2023	2308240167	XFER	20:18:50	US HWY 101/BIG LAGOON PA	Xfer to CHP
08/24/2023	2308240176	911C	21:15:49	52 METSKO LN	Accidental Dial
08/25/2023	2308250051	TRF	11:11:18	SCENIC DR/MAIN ST	Arrest Made
08/25/2023	2308250070	XFER	12:41:58	US HWY 101	Xfer to CHP
08/25/2023	2308250086	911H	13:57:02	A LINE RD	Pending Recontact From Rp
08/25/2023	2308250129	PC	18:35:12	STAGECOACH RD/STATE PARK	Unable to Locate
08/25/2023	2308250134	911M	19:13:09	1 STAGECOACH RD	Accidental Dial
08/25/2023	2308250139	RO	19:35:11	920 DRIVER RD	No Report
08/25/2023	2308250159	911C	22:17:27	US HWY 101/BIG LAGOON PA	Cad Documentation Only
08/25/2023	2308250160	XFER	22:24:31	BIG LAGOON PARK RD/STATE	Xfer to CHP
08/25/2023	2308250161	PC	22:32:38	122 MOONSTONE BEACH RD	Quiet on Arrival or Departur
08/26/2023	2308260033	417	11:03:42	389 MAIN ST	Report Taken
08/26/2023	2308260049	911M	14:02:31	333 QUARRY RD	Cad Documentation Only
08/26/2023	2308260072	911M	17:39:13	4150 PATRICKS POINT DR	Accidental Dial
08/26/2023	2308260076	415	18:02:35	221 ROUNDHOUSE CREEK RD	Arrest Made
08/26/2023	2308260083	XFER	18:55:21	122 MOONSTONE BEACH RD	Xfer to CHP
08/27/2023	2308270002	33X	00:13:10	207 N WESTHAVEN DR	Billable Alarm
08/27/2023	2308270024	VEHI	07:44:50	999 SCENIC DR	Field Interview
08/27/2023	2308270080	XFER	14:59:07	659 S WESTHAVEN DR	Xfer to Medical
08/27/2023	2308270149	ASSISTA	23:08:16	HIGHWAY 101 OFF RAMP/WES	Xfer to CHP
08/28/2023	2308280070	ASSISTA	12:48:38	SCENIC DR/KIDDER RD	Agency Assist
08/28/2023	2308280072	911C	12:51:43	160 BAKER RANCH RD	Merged Cfs
08/28/2023	2308280121	TRF	17:57:14	106000 US HWY 101	Report Taken
08/29/2023	2308290030	XFER	06:16:13	15336 US HWY 101	Xfer to CHP
08/29/2023	2308290087	ASSISTP	12:18:18	728 SPRING LN	Pending Recontact From Rp
08/29/2023	2308290095	ASSISTP	13:02:49	185 RAINBOW LN	Pending Recontact From Rp
08/29/2023	2308290161	PC	20:30:28	1146 DRIVER RD	No Report
08/29/2023	2308290162	INV	20:36:32	122 MOONSTONE BEACH RD	Public Assist
08/31/2023	2308310020	XFER	07:17:20	199 N WESTHAVEN DR	Xfer to Fire
08/31/2023	2308310023	DISP	07:33:02	199 N WESTHAVEN DR	Cad Documentation Only
08/31/2023	2308310061	XFER	10:53:23	306 VIEW AVE	Xfer to Medical



**HUMBOLDT COUNTY SHERIFF'S OFFICE**

Page 2

**Incident Search Results****City is trinidad or trin, Date Between 8/21/2023 and 9/3/2023**

09/07/2023

Date	Inc #	Type	Time	Location	Dispositio
08/31/2023	2308310069	488	11:35:26	473 QUARRY RD	Cad Documentation Only
08/31/2023	2308310077	PROB	12:30:33	806 WESTHAVEN DR	Cad Documentation Only
08/31/2023	2308310080	594	13:18:03	322 MAIN ST	Cad Documentation Only
08/31/2023	2308310089	XPAT	13:53:36	322 MAIN ST	No Report
08/31/2023	2308310101	PC	14:25:48	122 MOONSTONE BEACH RD	Cad Documentation Only
08/31/2023	2308310152	UNW	18:32:45	27 SCENIC DR	Report Taken
08/31/2023	2308310154	CAMP	18:53:00	BERRY RD/FRONTAGE RD	Cad Documentation Only
09/01/2023	2309010012	911C	01:30:16	EAST ST/OCEAN AVE	Pending Recontact From Rp
09/02/2023	2309020049	242	10:54:40	120 OKEGA LN	Report Taken
09/02/2023	2309020099	415MW	16:26:51	101 MAIN ST	Not as Reported
09/02/2023	2309020109	WELF	17:08:26	755 KAHLSTROM AVE	Negative Contact Made
09/02/2023	2309020110	ASSISTA	17:27:54	15336 US HWY 101	Agency Assist
09/02/2023	2309020112	FRAUD	17:37:05	4150 PATRICKS POINT DR	Cancel Per Rp
09/02/2023	2309020141	ASSISTP	20:52:29	TRINIDAD FRONTAGE RD/ALD	Public Assist
09/02/2023	2309020142	415N	21:08:53	56 OCEAN AVE	Quiet on Arrival or Departur
09/02/2023	2309020150	XFER	22:26:02	3348 PATRICKS POINT DR	Xfer to Medical
09/03/2023	2309030024	XFER	07:24:22	820 9TH AVE	Xfer to Fire
09/03/2023	2309030059	DUMP	11:31:10	510 BIG LAGOON PARK RD	Cad Documentation Only
09/03/2023	2309030061	XFER	11:32:08	US HWY 101	Xfer to CHP
09/03/2023	2309030068	XFER	11:54:31	US HWY 101/BIG LAGOON PA	Xfer to CHP
09/03/2023	2309030131	911C	20:12:17	A LINE RD	Cad Documentation Only



## **CONSENT AGENDA ITEM 4**

### **SUPPORTING DOCUMENTATION ATTACHED**

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4. Contract Renewal with City Manager Eli Naffah.

This **EMPLOYMENT AGREEMENT** ("Agreement") is made and entered into on July 25, 2023, by and between the **CITY OF TRINIDAD, CALIFORNIA**, (hereinafter "Employer"), and **Eli Naffah** (hereinafter "Employee").

## **RECITALS**

WHEREAS, the Employer is represented in this Employment Agreement by its governing body, the City Council; and

WHEREAS, the Employee has significant applicable experience in local government and public sector management that qualifies him to perform the duties of City Manager; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

## **AGREEMENT**

### **Section 1. DUTIES OF THE EMPLOYER**

It shall be the responsibility of the Employer to provide timely support and assistance to the Employee in his role as the City Manager.

The Employer shall provide policy guidance to the Employee by ongoing acts of the City Council.

### **Section 2. DUTIES OF THE EMPLOYEE**

A. City Management: It shall be the responsibility of the Employee to manage the daily affairs of the City of Trinidad in a manner that is consistent with the generally accepted practices of city management in the State of California.

B. Law Enforcement: It shall be the duty of the Employee to see that all laws and ordinances of the Employer are duly enforced, and to see that all franchises, licenses, and permits granted by the Employer, and contracts entered into by the Employer are faithfully performed and observed.

C. Authority Over Other Employees: It shall be the duty and the authority of the

Employee to control and give directions to all City Staff and contracted employees such as the City Planner, City Attorney, City Building Inspector.

D. Power of Appointment and Removal: It shall be the duty of the Employee to appoint, remove, promote, demote, suspend, or dismiss all officers and employees of the Employer, subject to all applicable personnel ordinances, rules and regulations. No department head shall be appointed or removed until the Employee has first reviewed such appointment or removal with the City Council and received approval of such appointment or removal from the City Council, in Executive Session.

E. Legislative Recommendations: It shall be the duty of the Employee to recommend to the City Council for adoption of measures, ordinances, and resolutions as he deems necessary or expedient.

F. Council Meetings and Records: It shall be the duty of the Employee to prepare agenda materials for City Council meetings, and to maintain a complete and up-to-date record of the City Council meetings.

G. Attendance at City Council Meetings: The Employee shall attend all meetings of the City Council except (1) when specifically excused from attending a particular meeting, or (2) when his removal is under consideration by the City Council.

H. Financial Reports: The Employee shall keep the City Council at all times fully advised as to the financial condition and needs of the Employer.

I. Budget Preparation: It shall be the duty of the Employee to prepare and submit the proposed Annual Budget to the City Council for its consideration and to be responsible for the efficient administration of the budget after its adoption by the City Council.

J. Fiscal Responsibility: It shall be the responsibility of the Employee to allocate funds and approve expenditures necessary for the ongoing operations of the City of Trinidad, in accordance with allocation made in the approved and/or amended Annual Budget.

K. Long Term Planning: The Employee, with assistance from staff and consultants, shall develop long-range plans and capital improvement programs for maintaining and upgrading of City of Trinidad facilities, buildings, and infrastructure.

L. Tracking Laws: The Employee shall keep track of changes to State and Federal laws



that are applicable to the Employer.

M. Grant Applications: It shall be the responsibility of the Employee, with assistance from staff and consultants, to apply for and administer Federal, State, and private foundation grant funding.

N. Employee Relations: It shall be the responsibility of the Employee to carry out the labor relations process on behalf of the City Council.

O. Additional Duties: The City Council may, from time to time by ordinance, resolution, or other action, fix any such other terms and conditions of employment as it may determine, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Trinidad's Municipal Code, or any other law. It shall be the duty of the Employee to perform such other duties and exercise such other powers as may be delegated to him by the City Council.

### **Section 3. SPECIFIC PROJECT DUTIES**

The Employer may direct the Employee to undertake and manage specific projects leading to the betterment of the City of Trinidad and the established policy guidelines of the City Council.

Specific projects will vary and will be defined by the City Council. Examples of specific projects may include updating of the General Plan, pursuit of improvements to the Water System, preparing or managing the preparation of new or amended plans or studies, undertaking of negotiations for new or revised professional services, and solicitation of actions that would improve the revenue situation for the Employer.

### **Section 4. DIRECTION AND SUPERVISION OF THE EMPLOYEE**

The Employee must be able to perform the duties of this position on an ongoing basis with minimal direction from the Employer.

The Employee shall take specific directions, orders, and instructions from the Employer through action of the majority of the City Council acting in a duly convened meeting, and no individual Council member shall give any orders or instructions to the Employee.

## **Section 5. WORK SCHEDULE OF THE EMPLOYEE**

The Employer and the Employee agree that the Employee shall carry out the above responsibilities **forty-seven weeks** a year, at an average rate of **30 hours per week**, for an annual total of no more than **1410 hours**. Of the 47 weeks contracted for, it is anticipated and expected that the Employee shall work (a) at least one day each week, and (b) four days per week generally. The Employee shall receive advance approval from the Mayor for being absent any of the remaining five weeks of the year that the Employee is not contracted to work at all.

The Employee will report for work at a work location to be provided by the Employer during normal work hours, and at such other times (such as evening meetings) as to be determined and agreed upon by the Employer and the Employee.

Of the contracted 1410 hours annually, some flexibility in hours worked per day or per week is assumed, to allow for personal or family events, or for extraordinary council sessions, etc.

The Employee will be asked to attend annual meetings of the California League of Cities. The Employer will cover expenses for attendance at said meetings, not to exceed 2 (two) meetings per year.

## **Section 6. COMPENSATION**

The Employee shall receive an annual salary of **\$84,552** (which includes a 4% COLA increase) effective July 1, 2023.

The Employee shall be provided with a **City cell phone** for City business. This cell phone provision assumes reasonable access to the City Manager after hours by City Staff.

The Employee shall be included in the **Life Insurance benefit** provided to full time City Employees.

To the extent allowed by law, the Employee will be allowed to pay some of his hourly compensation, before taxes, into the Employer's deferred compensation plan. The Employee shall receive the equivalent of **6% of the employee's salary as a City contribution to Employer's deferred compensation plan and up to an additional amount of 6% of the employee's salary paid by the City based on the level of contribution by the employee.**

The Employee shall receive \$400 per month as a **Rent Stipend** to offset the cost of

renting housing in the Greater Trinidad area, in order to be readily accessible to the City.

The Employee shall receive \$100 per month as a **Gas Stipend** to offset the cost of travel to the City, and in lieu of mileage reimbursement for travel in Humboldt County.

There are no other compensation or benefits provided to the Employee by the Employer.

#### **Section 7. TERM**

The term of this Agreement shall be from September 1, 2023 through August 31, 2024.

Employee agrees that, during the periods described in Section 5 herein, Employee remains in the exclusive employ of Employer during the employment term and will neither accept employment nor become employed by another employer which requires the performance of work duties during the periods described. Notwithstanding this, and at the sole discretion of Employer, Employee may accept compensation for outside consulting, writing, or speaking engagement; or while teaching or training; or while serving on the Board of Directors of one or more corporations; provided, however, that such outside activities or work are not inconsistent or incompatible with City of Trinidad employment. Remaining on the faculty with College of the Redwoods is permitted within this provision.

At the end of the term of this Agreement, the Agreement shall be reconsidered by both parties and, at such time, may be terminated or extended with any modifications that are agreed upon by both parties.

#### **Section 8. INDEMNIFICATION**

In addition to that required under state and local law, the Employer shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of a lawful alleged act or omission occurring in the performance of Employee's duties. Employer will compromise and settle such claims or disputes as appropriate and pay the amount of any settlement or judgment rendered thereon.

## **Section 9. PERFORMANCE EVALUATION**

The City Council shall review and evaluate annually the performance of the Employee. Said review and evaluation shall be in accordance with the POSITION RESPONSIBILITIES of the attached document: ***City Manager Job Description & Evaluation***. Said POSITION RESPONSIBILITIES may be added to or deleted from as the Council may from time to time determine, in consultation with Employee. Further, the City Council shall provide the Employee with a summary written statement of the findings of the City Council and provide an adequate opportunity for the Employee to discuss his evaluation with the City Council.

Annually, the City Council and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of the City of Trinidad and the attainment of the City Council's policy objectives and shall further establish a relative priority among those goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations involved.

In effecting the provisions of this Section, the City Council and Employee mutually agree to abide by the provisions of applicable law.

## **Section 10. AT-WILL EMPLOYMENT**

This is an at-will employment relationship, and either the Employer or the Employee may terminate the relationship for any reason, with or without cause, and without prior written notice, except as specified in Section 11 of this Agreement.

Pursuant to the Trinidad Municipal Code, the parties acknowledge and agree that the City Manager serves at the pleasure of the City Council; that there exists no contract for or right of employment, either express or implied, with the sole exception of the provisions contained herein; that the City Council may terminate the employment of the Employee with or without cause; and that upon such termination, with or without cause, Employee's sole remedy under the laws of the State of California, the laws of these United States, the Trinidad Municipal Code, and this Agreement consists of the provisions contained herein.

#### **Section 11. TERMINATION OF THE AGREEMENT**

The removal/dismissal of the Employee shall be affected only by a majority vote of the entire City Council. In the event of termination of this Agreement by the Employer **for** cause, the Employee shall be provided no severance payment, and will be paid for any work done to the time of termination.

In the event of termination of this Agreement by the Employer **without** cause, the Employee shall be provided a severance payment equivalent to one month's pay at the Employee's current compensation level.

'Cause' for the purposes of this paragraph, shall be defined as a documented failure of the Employee to effectively perform the duties of the position as defined in Section 2, or other specific action by the Employee which a majority of the City Council finds to warrant termination of the agreement.

In the event that the City Council elects to terminate the Agreement, the Employee will be provided the option to resign from the position.

In the event of termination of this Agreement by act of the Employee, the Employee will act in a professional manner by giving **60 days** notification to the City Council and will assist in whatever transition is necessary upon his termination of employment, within reason.

#### **Section 12. AMENDMENTS**

Unless otherwise specified herein, this Agreement may be changed or modified only upon written consent of the parties hereto.

#### **Section 13. GENERAL PROVISIONS**

If any provisions, or any portion thereof, contained in this Agreement are held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

If any provisions of the City of Trinidad's Personnel Rules, Regulations, and Policies conflict with the at-will employment status described in this Agreement, such conflicts will be resolved in favor of the at-will status contained in this Agreement.

Employer and Employee agree that they will, at all times, assist each other in defending any litigation involving the City of Trinidad, or Employer's duties with Employer, and Employer agrees to defend Employee against any claim or action against him arising out of an act or omission occurring within the scope of Employee's employment. The parties shall each comply with the requirements of Section 825 of the Government Code or its successor implementing this paragraph.

**Section 14. ENTIRE AGREEMENT**

This Agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the provision thereof and supersedes any and all prior agreements and understanding, oral or written, in connection therewith.

**Section 15. COUNTERPARTS**

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together, shall constitute one and the same Agreement.

**EXECUTION OF THE AGREEMENT**

The Employer approved this agreement and authorized the Mayor to sign on the Employer's behalf at their duly noticed Council meeting of September 12, 2023.

IN WITNESS THEREOF, the Employer and the Employee have executed this Agreement effective September 1, 2023.

EMPLOYER

EMPLOYEE

By: \_\_\_\_\_

Mayor Cheryl Kelly

By: \_\_\_\_\_

Eli Naffah

Date: \_\_\_\_\_, 2023

Date: \_\_\_\_\_, 2023



## **CONSENT AGENDA ITEM 5**

### **SUPPORTING DOCUMENTATION ATTACHED**

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5. Accept Classification and Job Description for the Administrative Analyst/Project Manager Position, and Authorize the City Manager Fill the Position as per the Employee Policy and Procedure Guidelines.

# CONSENT AGENDA ITEM

Date: Tuesday, September 12, 2023

---

**Item:** Accept Classification and Job Description for the Administrative Analyst/Project Manager Position, and Authorize the City Manager Fill the Position as per the Employee Policy and Procedure Guidelines.

**Background:** The City of Trinidad Administrative Department consists of the City Manager, Clerk, and additional support staff. One full-time Administrative Assistant was employed through Fiscal Year 2020-2021. Expanding to meet the growing needs of the City, the Council authorized hiring of a second assistant in July 2021.

Two people were hired to fill the positions under the same job description. Since then, one of those positions has changed enough to require a new title, job description, and a different skill set to fulfill the assignments requested. The Employee Policy and Procedure Manual defines this as a job **Reclassification**:

*The reassignment from one classification description, grade or status to a different classification description, grade or status in accordance with a re-evaluation of the minimum qualifications, duties, and responsibilities of the position in question. Simple title changes are not reclassifications.*

Section 2.A of the Employee Policy and Procedure Manual states: “...that the City Manager shall determine the duties and responsibilities of all City positions, and have the discretion to add or detract from the duties to accommodate the needs of the City.”

Further, Section 3.F states: “...where duties have changed materially so as to necessitate reclassification, existing positions shall be reclassified by the City Manager to a more appropriate classification. The selection of a candidate to fill a reclassified position must be made competitively unless the incumbent from the position has been performing the duties for more than one year, so long as the position has been incorporated in the Classification Plan, approved by the Council.”

A job audit was performed on the second Administrative Assistant position and it was determined that a reclassification was justified. The attached job description for the Administrative Analyst/Project Manager Position was developed to more accurately reflect the qualifications and responsibilities required.

The City is offering the reclassified position to the incumbent, which also reflects a Council authorized FY2023-3034 Budget priority of “...alignment of staff responsibilities and wages to encourage upward mobility and retention”.

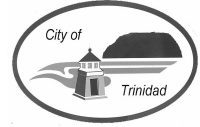
**Action requested:** A yes vote on the Consent Agenda will accept the City Manager’s Classification and Job Description for the Administrative Analyst/Project Manager Position, and authorize the City Manager fill the position as per the Employee Policy and Procedure Guidelines.

**Attachments:** Administrative Analyst/Project Manager Job Description



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

**Cheryl Kelly, Mayor**  
**Gabriel Adams, City Clerk**



## **EMPLOYMENT OPPORTUNITY**

### **ADMINISTRATIVE SPECIALIST - PROJECT MANAGER**

**Salary Rate:**     **\$21.00 - \$26.00/hour DOE**, Full-Time Employment, 40 hours/week

**Filing Deadline:**

*The City reserves the right to extend the filing deadline as necessary.*

**GENERAL STATEMENT OF DUTIES:**

Under the general direction of higher-level staff, performs a wide variety of clerical, administrative, and analytical work in support of the City Manager and City Clerk's Office operations; assists other department personnel with development, coordination, and implementation of special projects, and provides staffing support for the Clerk's Office in the absence of the Clerk or Administrative Assistant.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Composes, prepares, and processes a variety of correspondence, reports, letters, forms, and other materials related to assigned responsibilities; researches, compiles, and analyzes information.
- Establishes and maintains accurate and efficient office filing systems, both manual and electronic, including confidential and sensitive files subject to various legal requirements; assists in maintaining the City's official records in accordance with the regulatory requirements governing tracking, storage, and retrieval; assists with indexing and updating databases and the City website.
- Prepare, process, and track invoices and bills for service; receive payment and balance receipts. Receives calls, emails, and written correspondence providing information and handling issues that may require sensitivity and use of sound judgment.
- Assists in the preparation and distribution of assigned meeting agendas and packets; record proceedings, prepare minutes; assist with processing and tracking resolutions, proclamations, and perform meeting follow-up.
- Provide information and assistance to the public regarding projects, programs, and services; receives and responds to correspondence, phone calls and questions relating to assigned areas of responsibility; reviews problems and recommends corrective actions.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, and other informational materials about City programs and services; coordinate and organize special events; provides public relations, outreach and education programs to the community for assigned projects.
- Organizes, coordinates, and implements a variety of complex projects at the direction of the City Manager, Clerk, and technical staff, including, but not limited to; OWTS Permitting Program, Water Conservation Education, Business and Short-Term Rental Licensing, Applicant Fee Recovery Invoicing, HR Training Compliance and Development

**REQUIREMENTS:**

**Knowledge of:** Project and/or program management, analytical processes and report preparation techniques; municipal programs such as, but not limited to, personnel, risk management, budgeting and other related governmental programs; organizational policies and procedures; standard office administration practices and procedures, including the use of standard office equipment; standard computer applications including word processing, spread sheets, and database programs; principles and methods of office organization including filing and records management; business letter writing and the standard format for reports and correspondence; proper English usage, including spelling, grammar, punctuation and composition; business arithmetic and basic statistical techniques; principles and practices of effective customer service, both in person and over the telephone.

**Ability to:** Plan, organize, and carry out assignments from City Manager/City Clerk with minimal direction; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; interpret, apply, and explain laws, procedures, codes, policies and guidelines; perform responsible and difficult administrative work involving the use of independent judgement and personal initiative; analyze situations and identify pertinent problems/issues, collect relevant information, evaluate realistic options and recommend/implement appropriate course of action; demonstrate tact and discretion in preparing, disclosing and handling information of a confidential, controversial and sensitive nature; efficiently respond in a calm and effective manner to a variety of demands and priorities;

Establish work priorities and remain flexible; meet established deadlines; accurately organize and maintain records and filing systems; operate a personal computer; take and transcribe accurate minutes; type accurately at a speed necessary for completing documents and data entry as needed; maintain appropriate confidentiality; maintain and prepare accurate records, reports and correspondence; understand and follow oral and/or written policies, procedures, and instructions; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work

**OTHER REQUIREMENTS:**

- Possess a valid California Driver License.
- Type at a speed necessary for work efficiently.
- Must be willing and available to attend periodic meetings after normal work hours; to travel for trainings and/or meetings; and to work extended hours when authorized to complete assigned tasks.

**PHYSICAL REQUIREMENTS:**

Work is generally performed in an office environment. Must be able to perform the physical aspects of the job, including sitting and standing for periods of time; operate standard office equipment, including a computer; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 25 lbs.; interact with a diverse range of people.

**DESIRABLE EXPERIENCE AND TRAINING**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Equivalent to graduation from high school with supplemental business school or applicable college-level coursework, and at least three (3) years of progressively responsible experience in an administrative support and project management position, preferably within a municipal or public-sector setting.

**SCHEDULE**

- This is a full time 40hrs/week position.
- The expected regular schedule is 9:00am to 5:00pm Monday through Friday.

**BENEFITS**

- Paid Holidays: The City observes 9 paid holidays each year.
- Vacation: Accrues at 12 days/yr. for the first five years of employment.
- Sick Leave: Accrues at 12 days/yr.
- Retirement: This position is eligible to participate in the City's 457 deferred compensation retirement program. The City provides matching funds to a portion of the employees contribution. Trinidad does not participate in the CalPERS program.
- Medical and Dental coverage is included. The City covers the employee and shares in the cost for any dependents. City offers an "in-lieu" stipend with proof of alternate medical/dental coverage.

*Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.*

---

### **Application Process**

A City of Trinidad Employment Application must be received in the City Clerk's Office by:  
**TIME pm on WEEKDAY, MONTH DATE, YEAR.**

Application materials are available at [www.trinidad.ca.gov](http://www.trinidad.ca.gov),  
and from the City Clerk's Office, 409 Trinity St, Trinidad, CA 95570; (707) 677-0223

### **EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMODATION**

The City of Trinidad is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans With Disabilities Act, reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the City Manager Personnel Department (707-825-2114) prior to the testing date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.**



## **CONSENT AGENDA ITEM 6**

### **SUPPORTING DOCUMENTATION ATTACHED**

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6. Authorize the City Manager to Publish the Request for Proposals for Annual Audit Services.

## AGENDA ITEM: RFP for Auditor Services

Date: September 12, 2023

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Staff will be preparing and issuing an RFP for Auditor Services. Our current Auditor, Ralph Marcello, has retired. We have contact some of the other cities in Humboldt County and will make sure their auditors receive our RFP. Likewise, we will send it to a firm that Ralph has recommended, as well as advertise in some newspapers and possible professional websites.



## **CONSENT AGENDA ITEM 7**

### **SUPPORTING DOCUMENTATION ATTACHED**

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7. Discussion/Decision regarding Introduction/First Reading of Ordinance 2023-03; correcting and reaffirming codification of the City of Trinidad Zoning Ordinance, Title 17 of the Trinidad Municipal Code.

## CONSENT AGENDA ITEMS

August 22, 2023

---

**Item 8: First reading of Ordinance No. 2023-03 correcting and reaffirming codification of the City of Trinidad Zoning Ordinance, Title 17 of the Trinidad Municipal Code**

**Item 9: First reading of Ordinance No. 2023-04 reaffirming codification of the City of Trinidad Zoning Ordinance and amendments thereto that were not submitted to the CA Coastal Commission for certification**

As explained at the July 25 meeting, the Coastal Commission has not certified the City's codified version of its ordinances and therefore does not recognize the City's numbering system. So, with previous amendments, the City included both numbering systems in the new regulations to allow for certification by the Coastal Commission. However, the most recent amendments add and update quite a few definitions and various sections of the zoning ordinance, and the use of two numbering systems was becoming unwieldy. Therefore, it was decided that the City should go ahead and get the codified version of the zoning ordinance certified by the Coastal Commission to facilitate current and planned amendments.

This process has been more complicated than originally anticipated. The City has passed several zoning ordinance amendments over the years that have been incorporated into the codified ordinance, but were never submitted to the Coastal Commission for certification. And there may have been some errors in the codification process and/or the City's adoption of changes to the original zoning ordinance recommended by the Coastal Commission that created inconsistencies between the codified ordinance and the certified ordinance. But since this goes back to 1980, locating all the records has been difficult. City and Coastal Commission staff are still working through some of the discrepancies to figure out the most efficient path forward.

These amendments were originally noticed and posted for the July meeting. And to avoid having to renotice and post again six weeks prior to action, these items will again be continued to the next meeting.

### **Attachments**

None

### **Recommended Action:**

Continue the items to the next scheduled City Council meeting.



## **CONSENT AGENDA ITEM 8**

### **SUPPORTING DOCUMENTATION ATTACHED**

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8. Discussion/Decision regarding Introduction/First Reading of Ordinance 2023-04; reaffirming codification of the City of Trinidad Zoning Ordinance and amendments thereto that were not submitted to the CA Coastal Commission for certification.



## CONSENT AGENDA ITEMS

August 22, 2023

---

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These amendments were originally noticed and posted for the July meeting. And to avoid having to renotice and post again six weeks prior to action, these items will again be continued to the next meeting.

### **Attachments**

None

### **Recommended Action:**

Continue the items to the next scheduled City Council meeting.



## **DISCUSSION AGENDA ITEM 1**

### **SUPPORTING DOCUMENTATION ATTACHED**

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1. Continued Discussion/Decision regarding Traffic Calming Measures for View Street, Ocean Avenue, and Underwood Drive.

# DISCUSSION AGENDA

Date: Tuesday, September 12, 2023

---

**Item:** Continued Discussion/Decision regarding Traffic Calming Measures for View Street, Ocean Avenue, and Underwood Drive.

**Background:** At the August 22, 2023 meeting, the Council continued the discussion regarding traffic calming measures for View, Ocean, and Underwood, with a focus on a resident's request to have speed humps installed to reduce driving speeds.

Public comment in favor of purchasing and installing temporary speed hump was heard by Ocean Avenue resident Karin Reese. Comment against the proposal was heard by Edwards Street resident Mike Morgan, citing concern for the expense without criteria and data to justify the project. City Manager Naffah explained that City Engineer Josh Wolf would not be able to attend the September meeting, but would attend to provide more details in October.

Council directed staff to return in September with more detailed cost estimates, the number of humps required on each roadway, required signage, and to begin the public notification process to obtain as much input as possible before implementing a temporary measure.

Staff produced a public notice (attached), that was mailed to residents on each street, and posted on barricades for inspection on the affected streets. Staff gathered cost and installation requirements for the temporary speed humps (attached), and also researched County policy for evaluating neighborhood requests for speed humps (attached).

Since the August 22 meeting, a letter has been received, signed by several Berry Road and Himalaya Drive residents requesting traffic calming/safety measures be reviewed for their roads, including Frontage and the underpass/interchange. Edwards Street residents have also requested the City consider speed humps to reduce speeds there as well.

In light of all the information gathered and received, it appears that without a policy, criteria, or data to evaluate and prioritize traffic calming strategies, independent resident observations are the only justification the City has to determine where and why speed humps are considered. This presents a challenge for Staff and Council as there are limited resources and if everything becomes a priority, nothing is a priority.

Public input received from the Ocean Avenue resident suggests there's a pattern to offensive speeding, that points to times of day and year when traffic circulation through town is heaviest, particularly when school is in session. City Engineer Josh Wolf suggested several initial, potential options for traffic calming in his August staff report update, including

1. installation of new 15 MPH signs,
2. Designate by Ordinance Main and Trinity prohibiting trucks on Ocean and View
3. Conducting outreach with Trinidad School to educate parents on the desired pick-up and drop-off routes.

Wolf also included information clarifying the price for a single 18' long, 10.5' wide, 3" tall temporary speed hump (see attached quote and image) purchase and installation would be approximately \$6,000 each, per street.

Price includes sales tax and freight, and warning signage to be installed adjacent to each hump. Installation to be performed by Public Works staff.

To complicate matters, the other neighborhood residents that now believe their streets should be prioritized may feel ignored by their government if the criteria to evaluate the need for traffic calming measures isn't objective. A recent letter written to the Council regarding this topic pointed out that in December 2019 the Council "*authorized the City Manager to perform a comprehensive traffic study of all City streets*" in conclusion to a proposal to install radar feedback signs on Trinity Street to calm traffic. That traffic study was not performed.

City Engineer Josh Wolf suggested the City consider requesting traffic data equipment from County Public Works or the City of Arcata to collect data to help zero-in on the problem and target specific solutions on an objective basis. This equipment will gather traffic volumes, frequency, and speeds, and may prove useful in developing criteria similar to the County Public Works Speed Hump Installation Policy.

As this topic continues to grow in size and scope, it's important to note that it was not considered when the Council developed 2023-2024 budget priorities. The City is able to pivot and re-orient it's focus at any time, especially concerning matters of public safety, but at a cost of another determined priority being tabled.

If a temporary measure is implemented on View, Ocean, and Underwood (installing 1 speed hump per street), the cost will be approximately \$20,000. If one hump doesn't solve the problem, a second hump may be required as per Engineer recommendation as humps are most effective in pairs (two per street segment), for an additional \$20,000 (\$40,000 total). Restricted, street fund revenue such as Gas Tax or TDA could be used to cover the expense. Depending on the lifespan of the temporary humps, permanent structures may eventually be needed costing each street an additional \$20-30k.

**Recommended action:** Continue the discussion, receive public comments, evaluate new information presented, recommend additional information needed, and return to the October meeting with City Engineer Josh Wolf present to answer any additional questions.

# ***CITY OF TRINIDAD PUBLIC NOTICE***

## ***SPEED HUMP PROPOSAL***

**PROJECT SUMMARY:** Some households from View Street, Ocean Avenue, and Underwood are requesting speed humps be installed to calm traffic speeds. The proposal has been brought up at several Council meetings in 2023 and the City is informing all residents of the discussion as the installation of speed humps will affect everyone that drives through town.

Modifications to traffic circulation affects everyone; locals and visitors. The roads are maintained primarily with special revenue received by the City from State of CA Gas Tax, Transportation Funds, and Grant Sources.

There has not been a traffic study recently to determine average speeds or vehicle counts.

**PROPOSED TRAFFIC CALMING STRATEGY & ESTIMATED COST:** Temporary rubberized humps are being considered on a trial period basis, likely 60 days to determine their effectiveness, at a cost of approximately \$10-12,000 per street. That includes 2 humps to span the width of the street, warning signage, and street markings. The main objective is to make the streets safer for pedestrians and calm traffic, but they may also have disadvantages such as diversion of traffic to adjoining streets, modified driving patterns around the hump, signage and street markings that detract from the appearance of the neighborhood, or noise.

**PUBLIC PROCESS:** The City would like to receive as much input as possible before incurring the expense on a possible temporary measure. Temporary measures must be installed in accordance to the adopted State Transportation policies (MUTCD), so minimizing the cost challenging. Depending on the amount of feedback received, the City may require a petition requiring a substantial majority of all legal residents on each street support the project.

The Council will continue the discussion at the upcoming regular meeting:

**DATE & TIME:** Tuesday, September 12, 2023, 6:00pm.

**LOCATION:** Trinidad Town Hall, and video-conference (ZOOM).

**ZOOM:** Visit <https://trinidad.ca.gov> for more information. Click on the City Calendar for Zoom login credentials.

**COMMENTS:** Your input is valuable. You may attend the meeting in person or virtually and contribute your comments. They can be submitted in writing, in advance of the meeting in the following ways:

**Email to:** [cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov)

**Mail to:** City of Trinidad, P.O. Box 390, Trinidad, CA 95570.

**Deliver to:** 409 Trinity Street, Trinidad, CA.

## **DISCUSSION AGENDA ITEM**

**Date: August 22, 2023**

---

**Item: UPDATE ON VIEW AVENUE AND OCEAN AVENUE TRAFFIC CALMING STRATEGIES**

### **Background**

At the June 13, 2023, Council Meeting, the City's engineer, GHD, presented a range of potential options for traffic calming on Ocean Avenue and View Avenue to address the following concerns that were identified by the City:

- Traffic Volume – Motorists utilizing local residential roads instead of Main/Trinity Street to get through town.
- Vehicle Speed – Motorists traveling at unsafe or high rates of speeds on View/Ocean.
- Vehicle Size – View and Ocean Avenue are too narrow to accommodate the large RVs/motorhomes that are using it.

To address the concerns, GHD presented a range of alternatives at the Council meeting, including:

- Installing new “Local Traffic Only” advisory signs
- Installing new, and replacement of, existing 15 MPH signs
- Converting the existing two-way stop-controlled intersection at Ocean Avenue & East/West Streets to an all-way stop controlled intersection
- Installing speed humps on View Avenue and Ocean Avenue (two on each road)

At the meeting, Council expressed interest in the installation of speeds humps on View Avenue and Ocean Avenue, but there was no interest in the new signage or the all-way stop controlled intersection. In an effort to minimize cost and expedite installation, Council also expressed interest in considering rubber speed humps as an alternative to asphalt humps.

In addition, there was also a discussion and interest in considering the following:

- A City Ordinance to designate Main and Trinity as truck routes and to prohibit trucks on Ocean/View.
- Conducting outreach with the Trinidad Elementary School to educate parents on the desired routes for pick-up and drop-off (e.g. utilizing Main and Trinity Streets instead of View and Ocean Avenue).

### **Updates Since the June Council Meeting**

Following the June Council Meeting, GHD contacted a local construction contractor and obtained a budget-level estimate for the installation of asphalt speed humps. In addition, GHD contacted Traffic Logix ([trafficlogix.com/speed-humps](https://trafficlogix.com/speed-humps)), a rubber speed hump manufacture, and obtained a

quote for their 10.5' wide rubber hump. Refer to the table below for a comparison of estimated costs. It should be noted that the speed hump widths and heights are selected based on the desired roadway speed. For a desired speed of approximately 15 MPH, the speed humps should have a width of 10-12 feet, and a height of approximately 3-4 inches. Speed humps are different than speed bumps, which are typically found in shopping centers and other private properties and are not typically used on public roads. Speed bumps are narrower (typically 2-3 feet wide) than speed humps and are designed for slower speeds ( $\leq 10$  MPH). Speed bumps are not appropriate for use on public roadways in Trinidad.

**Table – Estimated Speed Hump Installation Cost**

<b>Speed Hump Type</b>	<b>Estimated Cost per Speed Hump (including warning signs and pavement markings)</b>
Asphalt Speed Hump (12' wide)	\$10,000-14,000 each
Rubber Speed Hump (10.5' wide)	\$5,000-6,000 each

Note that asphalt and rubber speed humps each have some advantages and disadvantages. A comparison of asphalt and rubberized speed humps is presented in the table below.

**Table – Comparison of Asphalt and Rubber Speed Humps**

<b>Asphalt Speed Humps</b>	<b>Rubber Speed Humps</b>
The City would need to hire a contractor to install the humps using specialized equipment	Can be purchased by the City and installed using City Public Works staff
More costly compared to rubber humps	Less costly compared to asphalt humps
A permanent improvement that would be costly to remove	A semi-permanent feature that can be removed by City Public Works staff
An integral feature that blends with the existing roadway pavement	A surface applied feature that may not match the aesthetics of the roadway

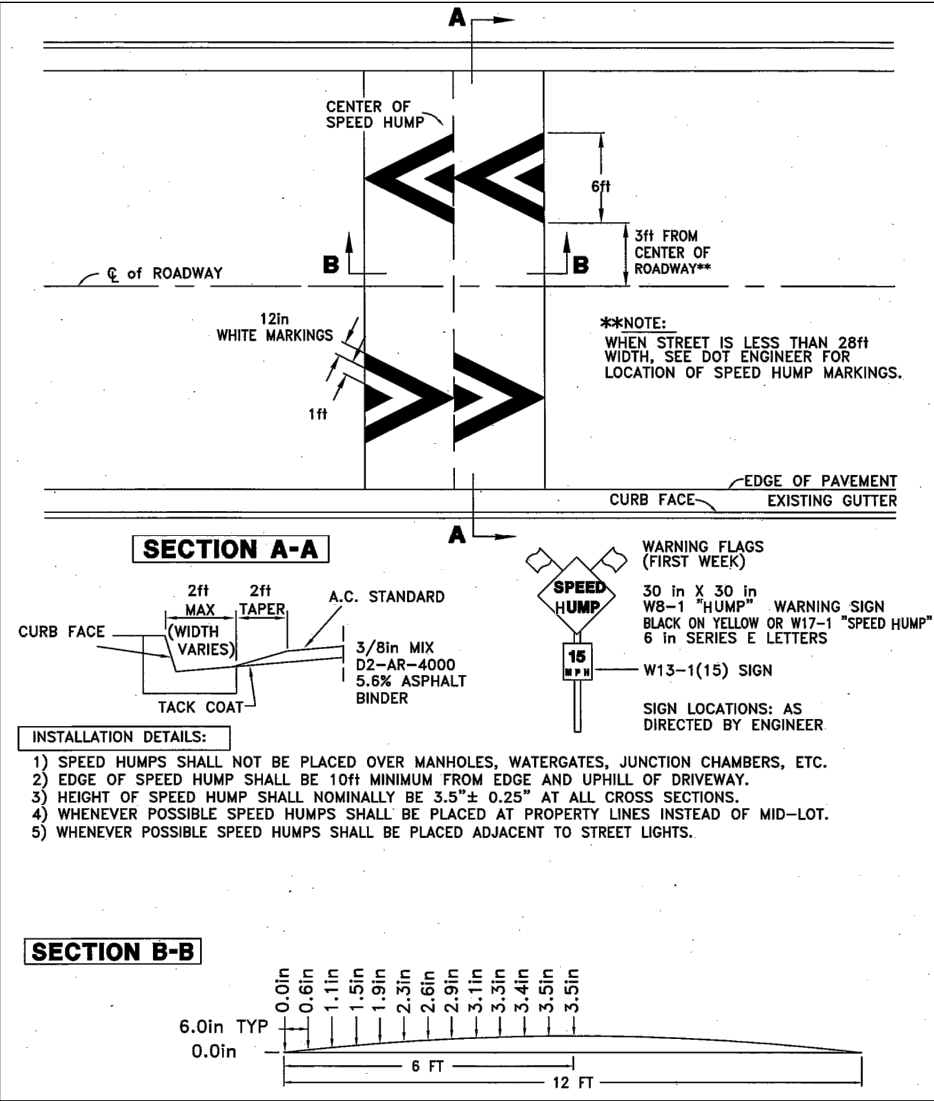
### **Staff Recommendations**

1. Purchase two rubber speed humps and direct Public Works staff to install the humps and associated signs and pavement markings on either Ocean Avenue or View Avenue as a pilot project. The pilot project could remain active for a 60 to 90 day period, at which time Council would hold a public meeting to consider whether to make the installations permanent, remove them, or extend the pilot for an addition period of time. If the pilot installations are determined to achieve the desired results, then additional locations for pilot or permanent speed humps could also be considered by Council at that time.
2. Request that the City Planner provide Council with an overview of the process required to create a City Ordinance that would designate Main and Trinity as truck routes and to prohibit trucks on Ocean/View.
3. Direct City staff to work with the Trinidad Elementary School to educate parents on the desired routes for pick-up and drop-off (e.g. utilizing Main and Trinity Streets instead of View and Ocean Avenue).

SPEED HUMP INSTALLATION LOCATIONS



SPEED HUMP DETAIL



8/17/23

PRELIMINARY DESIGN				Bar is one inch on original size sheet 0  1"	 <div>GHD Inc. 718 Third Street Eureka California 95501 USA T 1 707 443 8326 F 1 707 444 8330 www.ghd.com</div>	 <div>www.ghd.com</div>	Client <b>CITY OF TRINIDAD</b>		Title <b>FIGURE 1</b>		Size <b>ANSI D</b>	
NOT FOR CONSTRUCTION							Project <b>VIEW AND OCEAN TRAFFIC CALMING</b>		Status Code			
Author <b>C. PENNY</b>	Drafting Check <b>C. PENNY</b>	Project Manager <b>C. PENNY</b>					Project No. <b>11194120</b>	Date <b>2023-08-17</b>	Scale <b>AS SHOWN</b>	Sheet No.	Sheet	
Designer <b>C. PENNY</b>	Design Check <b>J. WOLF</b>	Project Director <b>J. WOLF</b>					1 of 1					

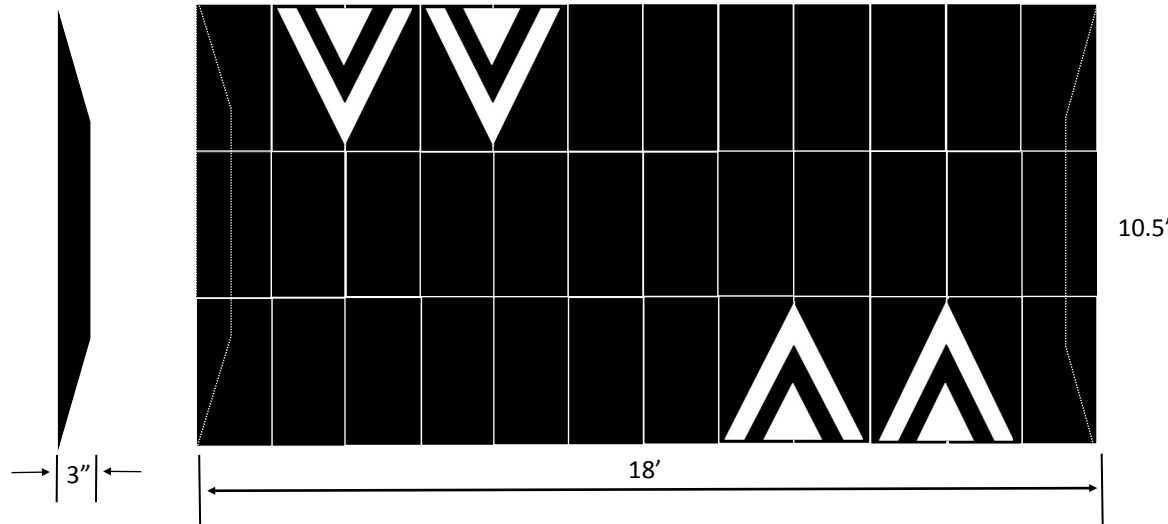




## SPEED HUMPS/TABLES

TRAFFICLOGIX

traffic. The flat top design over a 10.5 foot length of space encourages cars to slow down without coming to a halt. Often considered the most traditional physical traffic calming solutions, speed humps/tables calm traffic gradually versus speed bumps. They are ideal for residential roads, security gates and are widely used to bring speeds to between 15-20 mph. Speed tables should ideally be installed in a series to create ongoing traffic calming. They are best placed mid-intersection on roads with low speed limits.



**As Shown: 10.5 L x 18' W  
w MUTCD pattern**

**As Shown: Part Number  
SH-1051803-4M**

All markings have reflective qualities and are embedded into the rubber.

### Dimensions of the modules:

**Width:** 18" (+/- 1/16")

**Length:** 42" (+/- 1/8")

**Thickness:** 3" (+/- 1/8")

### Dimensions of the Speed Humps, Speed

**Cushions or Speed Tables: (widths and lengths are adjustable)**

**Width:** from 6' and up by 1.5' increments

**Length:** from 7' and up by 3.5' increments

**Height:** 3"

### Standard dimensions of the Speed Humps, Speed Cushions or Speed Tables:

**Width:** according to a street width

**Length:** 7', 10.5', 14'

**Height:** 3"

**Entrance and exit gradient:** 1:15

**Side gradient:** 1:3

### Physical properties:

**Material:** 100% recycled synthetic and natural rubber composite

**Tensile strength:** minimum 500 psi

**Shore hardness:** minimum 70A

**Specific gravity:** 1.1

**Markings:** rubber modules are available in all black, black with yellow or white reflective square markings, or with white reflective arrow chevrons. And, are embedded into the rubber.



TRAFFIC CALMING SOLUTIONS

TRAFFICLOGIX

3 HARRIET LANE SPRING VALLEY, NY 10977



**Traffic Logix Corporation**  
3 Harriett Lane  
Spring Valley, NY 10977 USA  
**Tel:** (866) 915-6449  
**Fax:** (844) 405-6449  
[www.trafficlogix.com](http://www.trafficlogix.com)

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Quote Number QUO-31554-P8R0Q1  
Created Date 7/28/2023  
Expiration Date 8/31/2023  
Prepared by Jim Merrill

## QUOTATION

**Contact: Camille Penny**  
Phone: 9054294998  
Email: [camille.penny@ghd.com](mailto:camille.penny@ghd.com)

**GHD (Global Engineering)**  
City of Trinidad  
409 Trinity St.  
PO BOX 390  
Trinidad, California 95570  
USA

**Shipping Address:**

City of Trinidad  
385 Trinity St.  
Trinidad, California 95570  
United States

### Standard Features (Included)

- Prices Shown include - Required Adhesive, Bolts and Anchors (7")
- Color and Markings as Indicated (MUTCD)

### Special Notes

Quote Line Items – All Prices shown are in \$ US Dollar

Product	Product Code	Quantity	Sales Price	Total Price
10.5Lx18Wx3" speed table w/arrows (MUTCD)	SH10518A	4.00000	\$3,600.00	\$14,400.00
SDS-Plus Shank Rotary-Hammer Drill Bit.9/16"Bit, 16 Drilling Depth, 18-3/4" Overall Length.	23596	6.00000 should be 4	\$65.00	<del>\$390.00</del> \$260
400mL 1:1 Dispenser - Adhesive Applicator Gun	PU-APGUN	1.00000	\$65.00	\$65.00

### Totals

Subtotal: \$14,855.00  
Freight: \$4,400.00  
Sales Tax (if applicable): \$1,262.68  
**Grand Total: \$20,517.68**  
\$20,517.68 - \$130 = \$20,387.68



**Traffic Logix Corporation**  
3 Harriett Lane  
Spring Valley, NY 10977 USA  
**Tel:** (866) 915-6449  
**Fax:** (844) 405-6449  
[www.trafficlogix.com](http://www.trafficlogix.com)

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Quote Number QUO-31554-P8R0Q1  
Created Date 7/28/2023  
Expiration Date 8/31/2023  
Prepared by Jim Merrill

**Terms:** 1% - 10 days – Net 30

**Payment:** MC, VISA, AMEX. Credit card payments over \$10K will include an additional 2% fee.

**Freight:** Freight quotation is valid for a period of 21 days after it is issued. Beyond that, freight quotations will require confirmation or adjustment.

**Changes/Returns:** 30% for standard orders and 50% on custom orders.

#### Delivery Requirements

#### Quote Acceptance Information

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for choosing Traffic Logix. Please sign and return to:**

jmmerrill@trafficlogix.com  
Jim Merrill  
Sales - South West USA  
+19257847865

**Please complete to set up new account:** <https://trafficlogix.com/business-application-form/>





July 31st 2023

**RECEIVED**

**SEP 05 '23**

**CITY OF TRINIDAD**

Rebecca "Inder" Broughton & Neighbors  
99 Berry Rd/PO Box 204  
Trinidad, CA 95570  
(804) 878-3553

Dear Trinidad City Council and Planning Commission,

Neighbors of Berry Road and Himalaya Drive are concerned with the safety of traffic patterns around the Trinidad overpass, Berry Road and the Trinidad Frontage Road. While these intersections are unsafe for anyone, many of us have children ranging in ages from 1-17 and everywhere in between who attend Trinidad School and Salmonberry Preschool. It is currently dangerous for us to enjoy the walkability of our small town.

One of the problems we see affecting these areas is a lack of IMMEDIATE signage for slower Speed Limits when exiting the highway, coming off of Westhaven, or Scenic Drive. Individuals driving down Trinidad Frontage Road as well as down Main St. have often come from Highway 101, where they have been used to maintaining highway speeds of 65+ miles an hour. As a result, they may use excessive speed on the much slower local roads without a firm reminder to moderate their speed. The downhill into town perpetuates this. Posting Trinidad Speed Limit signs when individuals first exit the highway would greatly improve people's awareness of their speeds. If signs were also equipped with blinking lights and/or monitored drivers' speed (as they do in Blue Lake) all the better! The single Speed Limit sign for Trinidad is only posted on Main Street next to the North Bound bus stop past these intersections and is currently blocked by some beautiful eucalyptus tree branches.

1. Traffic calming ideas for the intersection of Berry Road and Trinidad Frontage Road.

- ☐ Speed limit sign posted at the beginning of Trinidad Frontage Road
- ☐ Speed humps on Trinidad Frontage Road before and after Berry Road intersection
- ☐ Sign indicating pedestrian traffic as well as a crosswalk
- ☐ Continuation of sidewalk from Park and Ride down to Berry Road
- ☐ A designated pedestrian crossing sign with lights activated by a button akin to the one in front of the Beachcomber and Trinidad School.



2. Traffic calming measures for Exit ramps from 101 Highway, Westhaven Drive, Patrick's Point Drive, and Scenic Drive.

- ☐ Speed limit signs visible for drivers from each exit ramp
- ☐ Signs indicating to observe for pedestrians on off ramps
- ☐ Signs indicating pedestrians at all crosswalks, and blinking sign for pedestrians when crossing main street, Patrick's Point Drive, and the Northern entrance ramp onto 101 (like those between Town Hall and Trinidad School)
- ☐ Crosswalk at Westhaven Drive stop sign, and at Frontage Road
- ☐ Signs indicating pedestrian traffic to drivers entering 101 North and South by left turn from under overpass.

We look forward to discussing these and other potential measures at the next City Council Meeting and moving forward with a plan for these projects.

Respectfully,

**Trinidad Citizens**

Rebecca "Inder" Broughton

*Rebecca "Inder" Broughton*

Andy Coppola

*Andy Coppola*

Willie Stein

*Willie Stein*

Naomi Welch

*Naomi Welch*

Nina Misch

*Nina Misch*

Nick Wilson

*Nick Wilson*

Brenna Byrne

*Brenna Byrne*

Ryan Teurfs

*Ryan Teurfs*

Maggie Gajka

*Maggie Gajka*

Tristan Cole

*Tristan Cole*

[Print](#) | [Close Window](#)**Subject: Speed bumps****From: Kym Frame <kymberlee63@gmail.com>****Date: Fri, Sep 08, 2023 7:59 am****To: cityclerk@trinidad.ca.gov**

Good morning.

I saw your notice on View regarding suggested speed bumps. Is it possible to add Parker Creek Drive to that?

People come around that blind corner so quickly that I've nearly been struck while I've been walking. Not to mention front ended while driving.

I just thought I would mention if we're requesting speed bumps in the neighborhood, perhaps this could be added to it for safety. Especially since families walk up and down that road with small children and off leash dogs.

The residents there understand the risks, but the guests that stay in the VRBOs don't seem to be as cognizant of the risks .I really would hate to see anyone get hit.

Thank you for your consideration.

Kym

Copyright © 2003-2023. All rights reserved.

[Print](#) | [Close Window](#)**Subject:** Fwd: DRAFT: Ocean, View Speed Humps and Bumps**From:** Michael Morgan <mike.dump@icloud.com>**Date:** Thu, Aug 24, 2023 4:59 pm**To:** City of Trinidad <cityclerk@trinidad.ca.gov>**Cc:** Mike Morgan Social <mike.dump@icloud.com>, Mike Morgan <councilmembermikemorgan@gmail.com>**Attach:** IMG\_9073.jpeg

Gabe, per our convo, please clarify or add any context especially if I'm missing something. Thanks!

Sent from Mike's iPhone12 🇺🇸

Begin forwarded message:

**From:** M M <mike.dump@icloud.com>  
**Date:** August 24, 2023 at 12:34:16 PM PDT  
**To:** Cheryl Kelly <ckelly@trinidad.ca.gov>  
**Cc:** Mike Morgan Social <mike.dump@icloud.com>, Mike Morgan <councilmembermikemorgan@gmail.com>  
**Subject:** DRAFT: Ocean, View Speed Humps and Bumps

Hon. Mayor,

I admire your get'r dun spirit!

I liked the meeting — you did a good job pacing and keeping “The Public” involved in long council discussions. It's nice you came back to the Public a second time, especially after much new info and opinion had been introduced by the council and staff. Seemed like other councilmembers have calmed down under your leadership, or maybe it's just those jabs and boosters haha.

**fyi:** Besides our impact living around the corner at 560 Edwards, I owned my first house at 462 View, and lived in my second house at 584 Ocean for 10 years. Gabe said I'm probably the only resident to get “pulled over” and recommended I slow down by a Sheriff hiding at the AT&T substation a few years ago. The Sheriff informed me a couple of nearby homeowners were complaining of “speeders.” 🚗🚗

**Meeting:** I was shocked, but happy. Staff recommended better awareness notifications like hearings, nearby resident letters, and preinstallation road signage. Glad they recommended getting more cost and placement info too. Hope you'll understand my gumption as I'm likely becoming a bit of a bump or hump in the installation process, sorry 😊

I'll go over my questions and concerns with Staff too, but I request your feedback and clarifications before that.

Minimally, shouldn't this topic now be included in our website's **Latest News** Section?

Thanks, Mike



## LATEST NEWS:

### +\$20,000? For What?

### For An Anecdotaly Recommended Purchase and Placement of The First Speed Bumps in Trinidad?

**Listen Yourself: August Council Meeting**

A/V Link: ([insert when available](#))

Our city council discussed ordering and installing these things with signage and then afterword taking feedback of those impacted.[1]

**Wait, “What?!”**

Putting them in without professional research and fact-based recommendations? Things like existing operating vehicular speeds, volume counts, and number of accidents and crashes, etc. How many humps, if any, do we really need to purchase and where do they need to be placed to definitively and factually evaluate their effective and negative impacts?

Several proponent residents, and a few councilmembers, one not even residing on View or Ocean Avenue, offered placement of these things in front of their homes? It was suggested we may want them on Councilman Ladwig's Underwood Street in the future too? Ladwig said sure, put them in front of his place. Underwood is not a comparably used or even a through street in town.

**Again, “What?!”**

By “offering” to place these ugly things “out front”, at \$10,000 a pop, homeowners have perhaps unwittingly acknowledged the general rejection of placing expensive speed bumps and humps on our city streets — it's something we've apparently studied, but never done before. Have these homeowners considered people who move in after them may hate them and hate listening to the traffic and trailers bumping over them?

View Street resident Aaron Hakenen brought this issue up at the December 13, 2022 Council Meeting: suggesting the City “Act Now.” And that Trinidad,

“Prioritize (s/c) traffic calming in town, and suggested speed humps on Ocean and View Streets. Recommended 2 per street, slowing vehicles to 15 mph. \$1,800 or less to purchase. Also recommend radar feedback signs on both streets.”[2]

Looks like he grossly underestimated costs, while offering only anecdotal reasoning for quickly placing them on his and a nearby street, Ocean Avenue.

Thankfully, the Council came around to properly and thoroughly notifying nearby residents, scheduling a hearing, and using temporary street signage to notify drivers of possible hump placement, costs and the hearing. By waiting a few weeks, we can also find out practical things like can we get any of our \$20,000 back if they prove to be ineffective, harmful, prohibited, or even just massively unpopular?

**Special Tax?**



If new residents want to urbanize their rural Trinidad streets with \$20,000 (or more) speed humps, maybe we should let them pay for this with a special tax? Maybe check how the County requires payment when people want them?

#### **An Alternative**

As a resident and business owner at 560 Edwards, we see the RVs and buses from Main/Trinity Street turning left on our street, Edwards, and heading out Ocean/View. In addition to cars and trucks going the same way, we get a dozen or more cars who also inadvertently turn left off Trinity, then turn around in our driveway, daily. May I suggest an alternative, a far cheaper and probably more effective alternative?

How about a painted "Right Turn Arrow" on Trinity at the Edwards Street crossing? Perhaps a "Left Turn Arrow" painted on Edwards coming from the harbor? Additional "Right/Left Turn Only" signage may also be needed, but maybe try the road painted ones first?

#### **Planning Commission Consultation?**

Has the City Planner and Commission discussed, reviewed and recommended this anecdotal traffic calming installation? Have they made recommendations for General Plan, Design Review, and all regulatory conformity? Seems City Planning Commissioner Aaron Hakenen[8] should know, right? Yet he's brought this request up under "ITEMS FROM THE FLOOR" at the December 13, 2022 Council Meeting, not through Planning.[2]

#### **Hearings and Notification**

Website "LATSET NEWS" ...  
...

#### **Traffic Study of all City Streets**

Did "COVID" 2019 get in the way again, or has the City Manager performed the recommended "...comprehensive traffic study of all City streets" directed by the Council? See Council Minutes, December 10, 2019, by Unanimous Motion, including West and Ladwig.  
<https://www.trinidad.ca.gov/media/3626>

### 3. Discussion/Decision to install Radar Feedback Signs on Trinity Street.

City Manager Naffah explained that in an effort to promote compliance with the posted speed limit on Trinity Street near the Trinidad Elementary School, staff recommends the installation of two radar feedback signs. The signs are proposed to be located on Trinity Street between the Trinidad Town Hall and West Street. Both signs would be located within existing City right-of-way.

#### Council questions included:

**Ladwig:** Have we considered how this may impact View Street and Ocean Ave?

**Davies:** Has there been a traffic study done recently on Trinity Street?

#### Public comment included:

**Erin Rowe – Trinidad**

Do we have a comparison of the cost of a speed bump vs. the radar signs? A speed hump could be considered as well.

**Laura Scott – Trinidad**

There needs to be research comparing different technology options. I'm concerned with the light pollution these signs will create, and I doubt they will solve the problem. Speed is an issue on all City streets, and you might get more longevity and compliance with speed bumps or humps.

**Dick Bruce – Trinidad**

Consider installing speed cameras that issue tickets to violators.

#### Council comments included:

**Miller:** I'd like to look into speed humps before spending money on radar feedback signs. I'm afraid people would still ignore them. We need data showing radar feedback is the most effective method of calming traffic before investing in the technology. I would also be in favor of rumble strips in front of speed humps on Trinity and possibly other streets.

**Grover:** HSU may help with the traffic study.

**Davies:** The streets are cluttered with flags, business signs, etc. I think we should look at all the possible calming options before making a decision.

**West:** I think we should table this for now, and consider a traffic study at some point when the budget allows.

*Motion (Grover/West) to authorize the City Manager to perform a comprehensive traffic study of all City streets.*

**Passed unanimously.**

## References and Links

### 1. **City of Trinidad Council Meeting**, August 22, 2023:

#### IX. DISCUSSION/ACTION AGENDA ITEMS

1. Continued Discussion/Decision regarding Traffic Calming Measures for View Street, Ocean Avenue, and Underwood Drive. <https://www.trinidad.ca.gov/media/6076>

### 2. **City of Trinidad Council Meeting Minutes**, December 13, 2022; included in February 28, 2023 packet:

#### VIII. ITEMS FROM THE FLOOR

Aaron Hakenen – Trinidad

<https://www.trinidad.ca.gov/media/1451>

### 3. **City of Trinidad Council Meeting Minutes**

#### XI. DISCUSSION/ACTION AGENDA ITEMS

3. Discussion/Decision to install Radar Feedback Signs on Trinity Street.

<https://www.trinidad.ca.gov/media/3626>

### 4. **AB-43 IDENTIFYING THE NEED FOR TRAFFIC CALMING**

Traffic calming needs should be determined by existing operating vehicular speeds, volume counts, and number of crashes for each location. The determination for traffic calming should also include a review of the location's adjacent land uses (e.g. schools, parks, bus stops, senior and other health care facilities, retail, etc). Traffic calming should also be considered where speed limits may be reduced due to implementation of AB-43 (2021, Friedman).

5. **State of California, Department of Transportation:** Crosswalks, Speed Reduction Markings, Vehicle Speed Feedback Signs, Flashing Beacons, Roundabouts, Bulbouts (Curb Extensions), and More! "Design flexibility that considers community context is essential when applying traffic calming strategies. The project development process will document the purpose and need, as well as any necessary deviation from published standards..."

<https://dot.ca.gov/-/media/dot-media/programs/safety-programs/documents/policy/memo-traffic-claming-guidance-1-28-22-a11y.pdf>

**6 SB No. 932 CHAPTER 719**

SB 932, Portantino. General plans: circulation element: bicycle and pedestrian plans and traffic calming plans.

**General Plan**

**Circulation Element**

"Existing law requires the legislative body, upon any substantive revision of the circulation element, to modify the circulation element to plan for a balanced, multimodal transportation network that meets the needs of all users of streets, roads, and highways for safe and convenient travel in a manner that is suitable to the rural, suburban, or urban context of the general plan. Existing law defines "users of streets, roads, and highways" to mean bicyclists, children, persons with disabilities, motorists, movers of commercial goods, pedestrians, users of public transportation, and seniors."

"By adding to the duties of county and city officials in the administration of their land use planning duties, this bill would impose a state-mandated local program."

[https://leginfo.ca.gov/faces/billPdf.xhtml?bill\\_id=202120220SB932&version=20210SB93292CHP](https://leginfo.ca.gov/faces/billPdf.xhtml?bill_id=202120220SB932&version=20210SB93292CHP)

**7 Planning & Building Services**

<https://www.trinidad.ca.gov/document-library?search=&department%5B106%5D=106>

5. General Plan Circulation Element with 2022 Figures\_DRAFT <https://www.trinidad.ca.gov/media/5601>

3. General Plan Land Use Element with 2022 Figures\_DRAFT <https://www.trinidad.ca.gov/media/5596>

**8 Planning Planning & Building Services**

Aaron Hakenen, Chair: <https://www.trinidad.ca.gov/planning-building-services/directory-listing/aaron-hakenen-0>

WHEW! 🤔 😊 🌐

Sent from Mike's iPhone12 🇺🇸

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CITY OF TRINIDAD  
ATTENTION: Clerk  
CC: Manager, Council  
August 25, 2023

REGARDING: SPEED HUMP INSTALLATIONS  
September 2023, City Of Trinidad Council Meeting, Public Comment Period

Please include, and post in the public comments section on our new website.

Mike Morgan   
Former City Councilman / Intended Candidate, November 5, 2024.  
WWW.COUNCILGUYSMIKE.US

## Not So Fast

*If we can, shouldn't we do better?*

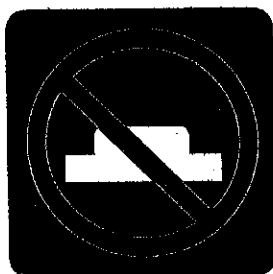
**+\$20,000? For What?**

**For Anecdotal Recommended Purchase and Placement of The First Speed Bumps in Trinidad?**

Listen Yourself: August Council Meeting

AH Link: <https://youtu.be/GHqhXsau90s?si=hkV0Xfo0HrNR1JB7&t=4332>

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**NOT SO FAST**

**Wait, "What?!"**

Putting them in without professional research and fact-based recommendations? Things like existing operating vehicular speeds, volume counts, and number of accidents and crashes, etc. How many humps, if any, do we really need to purchase and where do they need to be placed to definitively and factually evaluate their effective and negative impacts?[4]

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**Again, "What?!"**

By "offering" to place these ugly things "out front," at \$10,000 a pop, homeowners have perhaps unwittingly acknowledged the general rejection of placing expensive speed bumps and humps on our city streets — it's something we've apparently studied, but never done before. Have these homeowners considered people who move in after them may hate them and hate listening to the traffic and trailers bumping over them?

#### **VIII. ITEMS FROM THE FLOOR**

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

**Katherine Burleson** – Trinidad Area resident

Read a statement submitted for public record accounting the dog attack incident she encountered at the Trinidad State Beach parking area. Her corgi was attacked, unprovoked, by a pack of poodles. She was also bitten by Frank Mallet, owner of the dogs. Several accounts have been received from witnesses regarding other incidents with Mallet's dogs, unrestrained. Concerned about safety of school children when his dogs are around, near the Café where he's often found. Urged the Council to enforce the leash law and cite Frank Mallet for violating the ordinance.

**Aaron Hakenen** – Trinidad

Prioritize traffic calming in town, and suggested speed humps on Ocean and View Streets. Recommended 2 per street, slowing vehicles to 15 mph. \$1,800 or less to purchase. Also recommend radar feedback signs on both streets. Caltrans District One may be able to loan one temporarily to raise awareness. Act now. Second, regarding HCSO Sheriff contract, we should have this evaluated to ensure the City is getting what its paying for. I contacted them twice this fall. They were very responsive. Finally, regarding increased law enforcement

12-13-2022 City Council Meeting Minutes

Page 1

#### **Not So Fast, Political Accountability**

View Street resident Aaron Hakenen first brought this issue up at the December 13, 2022 City Council Meeting: suggesting the City "Act Now." And that Trinidad,

"Prioritize (*sic*) traffic calming in town, and suggested speed humps on Ocean and View Streets. Recommended 2 per street, slowing vehicles to 15 mph. \$1,800 or less to purchase. Also recommend radar feedback signs on both streets." [2]

Looks like he grossly underestimated costs, while offering only anecdotal reasoning for quickly placing them on his and a nearby street, Ocean Avenue.

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#### **Special Tax?**

If new residents what to urbanize their rural Trinidad streets with \$20,000 (or more) speed humps, maybe we should let them pay for this with a special tax? Maybe check how Humboldt County requires payment when people want them?

#### **An Alternative**

As a resident and business owner at 560 Edwards, we see the RVs and buses from Main/Trinity Street turning left on our street, Edwards, and heading out Ocean/View. In addition to cars and trucks going the same way, we get a dozen or more cars who also inadvertently turn left off Trinity, then turn around in our driveway, daily. May I suggest an alternative, a far cheaper and probably more effective alternative?

How about a painted "Right Turn Arrow" on Trinity at the Edwards Street crossing? Perhaps a "Left Turn Arrow" painted on Edwards coming up from the harbor? Additional "Right/Left Turn Only" signage may also be needed, but maybe try the road painted ones first?

#### **Appeal to Planning Commission / Consultation?**

Has the City Planner and Commission discussed, reviewed and recommended this anecdotal traffic calming installation? Have they made recommendations for General Plan, Design Review, and all regulatory conformity? Seems City Planning Commissioner Aaron Hakenen [10] should know the proper process, right? Yet he's brought his request up under "ITEMS FROM THE FLOOR" at the December 13, 2022 Council Meeting, not through Planning. [2]

3. Discussion/Decision to Install Radar Feedback Signs on Trinity Street.  
City Manager Naffah explained that in an effort to promote compliance with the posted speed limit on Trinity Street near the Trinidad Elementary School, staff recommends the installation of two radar feedback signs. The signs are proposed to be located on Trinity Street between the Trinidad Town Hall and West Street. Both signs would be located within existing City right-of-way.

Council questions included:

Ladwig: Have we considered how this may impact View Street and Ocean Ave?

Davies: Has there been a traffic study done recently on Trinity Street?

Public comment included:

Erin Rowe – Trinidad

Do we have a comparison of the cost of a speed bump vs. the radar signs? A speed hump could be considered as well.

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There needs to be research comparing different technology options. I'm concerned with the light pollution these signs will create, and I doubt they will solve the problem. Speed is an issue on all City streets, and you might get more longevity and compliance with speed bumps or humps.

Dick Bruce – Trinidad

Consider installing speed cameras that issue tickets to violators.

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Miller: I'd like to look into speed humps before spending money on radar feedback signs. I'm afraid people would still ignore them. We need data showing radar feedback is the most effective method of calming traffic before investing in the technology. I would also be in favor of rumble strips in front of speed humps on Trinity and possibly other streets.

Grover: HSU may help with the traffic study.

Davies: The streets are cluttered with flags, business signs, etc. I think we should look at all the possible calming options before making a decision.

West: I think we should table this for now, and consider a traffic study at some point when the budget allows.

*Motion (Grover/West) to authorize the City Manager to perform a comprehensive traffic study of all City streets. Passed unanimously.*

12-10-19 City Council Meeting Minutes

Page 2

### **Traffic Study of all City Streets**

Did "COVID" 2019 get in the way again, or has the City Manager performed the recommended "...comprehensive traffic study of all City streets" directed by the Council? See Council Minutes, December 10, 2019, by Unanimous Motion, including West and Ladwig.[3]  
<https://www.trinidad.ca.gov/media/3626>

### **We can, and should, do better.**

This should have gone through our Planning Commission first. There should be pre-installation location markings and hearing notifications by mail, updated News and a new How to Appeal section on our website.

## **References and Links**

### **1. City of Trinidad Council Meeting, August 22, 2023:**

#### **IX. DISCUSSION/ACTION AGENDA ITEMS**

1. Continued Discussion/Decision regarding Traffic Calming Measures for View Street, Ocean Avenue, and Underwood Drive.

<https://www.trinidad.ca.gov/media/6076>

### **2. City of Trinidad Council Meeting Minutes, December 13, 2022; in February 28, 2023 packet:**

#### **VIII. ITEMS FROM THE FLOOR**

Aaron Hakenen – Trinidad

<https://www.trinidad.ca.gov/media/1451>

### **3. City of Trinidad Council Meeting Minutes**

#### **XI. DISCUSSION/ACTION AGENDA ITEMS**

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<https://www.trinidad.ca.gov/media/3626>

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"Design flexibility that considers community context is essential when applying traffic calming strategies. The project development process will document the purpose and need, as well as any necessary deviation from published standards..."  
<https://dot.ca.gov/-/media/dot-media/programs/safety-programs/documents/policy/memo-traffic-calming-guidance-1-28-22-a11y.pdf>

#### **6. SB No. 932 CHAPTER 719**

SB 932, Portantino. General plans: circulation element: bicycle and pedestrian plans and traffic calming

##### **Circulation Element**

"Existing law requires the legislative body, upon any substantive revision of the circulation element, to modify the circulation element to plan for a balanced, multimodal transportation network that meets the needs of all users of streets, roads, and highways for safe and convenient travel in a manner that is suitable to the rural, suburban, or urban context of the general plan. Existing law defines "users of streets, roads, and highways" to mean bicyclists, children, persons with disabilities, motorists, movers of commercial goods, pedestrians, users of public transportation, and seniors."

"By adding to the duties of county and city officials in the administration of their land use planning duties, this bill would impose a state-mandated local program."  
<https://leginfo.legislature.ca.gov/> Search: SB 932 CHAPTER 719

#### **7. Planning & Building Services**

<https://www.trinidad.ca.gov/document-library?search=&department%5B106%5D=106>

#### **8. General Plan Circulation Element with 2022 Figures\_DRAFT**

<https://www.trinidad.ca.gov/media/5601>

#### **9. General Plan Land Use Element with 2022 Figures\_DRAFT**

<https://www.trinidad.ca.gov/media/5596>

#### **10. Planning & Building Services, Directory**

Aaron Hakenen, Planning Commissioner, Chair:

<https://www.trinidad.ca.gov/planning-building-services/directory-listing/aaron-hakenen-0>

**County of Humboldt • Department of Public Works**  
**1106 Second Street • Eureka • CA • 95501 • (707) 445-7491**



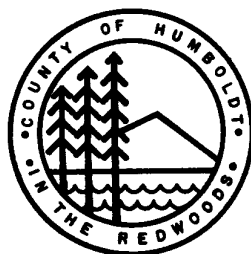
**COUNTY OF HUMBOLDT**  
**DEPARTMENT OF PUBLIC WORKS**



**SPEED HUMP**  
**POLICY**

07/24/2007





**COUNTY OF HUMBOLDT  
DEPARTMENT OF PUBLIC WORKS  
LAND USE DIVISION  
1106 Second Street  
Eureka, CA 95501  
(707) 445-7205**

**SPEED HUMP PROGRAM**

On July 24, 2007, the Board of Supervisors of the County of Humboldt adopted guidelines to allow the placement of speed humps on County maintained right of ways. The guidelines are broken down in the following sections:

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A. SPEED HUMPS .....	2
B. ELIGIBLE STREETS .....	4
C. PROCEDURES FOR INSTALLATION .....	5
D. PROCEDURES FOR REMOVAL.....	6
E. INSTALLATION GUIDELINES .....	7
F. CONSTRUCTION COST ESTIMATE (2007 DOLLARS) .....	7
G. PETITION REQUESTING INSTALLATION OF SPEED HUMPS .....	8
H. VERIFICATION STATEMENT.....	9
I. LIST OF ROADS NOT SUITABLE FOR SPEED HUMPS (2007) WITHOUT BOARD OF SUPERVISORS APPROVAL.....	10
J. LIST OF AGENCIES CONTACTED.....	11

## **A. SPEED HUMPS**

### **WHAT IS THE DIFFERENCE BETWEEN A SPEED HUMP AND A SPEED BUMP?**

Speed humps are used on public streets in residential areas to reduce traffic speeds. Speed humps are 12 feet wide and 3 inches to 4 inches high. Their parabolic shape is designed to permit vehicles to traverse them at reasonable speeds without significant discomfort to the passengers.

Speed bumps are not used on public streets. They are typically found in shopping centers, apartment complexes, and other private properties. Speed bumps are usually 2 feet to 3 feet wide and 4 inches to 6 inches high. They usually cannot be traversed comfortably at speeds greater than 10 miles per hour.

### **WHAT IS THE PURPOSE OF A SPEED HUMP?**

The purpose of a speed hump is to reduce the speed of vehicles on residential streets where excessive speeding occurs. Excessive speed is defined as the following:

- The 85 percentile speed (the speed at which 85% of the drivers travel at or under) is 7 or more miles per hour above the posted speed limit.

Speed humps are not designed to reduce the volume of traffic on residential streets; however, some drivers may divert to other streets to avoid the humps.

### **WHERE ARE SPEED HUMPS USED?**

Speed humps are not intended for use on all streets. They are permitted on residential streets that have at least 1200 feet of uninterrupted length between stop signs or traffic signals where the posted or prima facie speed limit is 25 mph. They are not permitted on arterial streets or on streets that serve as a primary route for emergency vehicles without Board of Supervisors approval.

### **ARE SPEED HUMPS EFFECTIVE?**

Speed humps have been shown to significantly reduce the speed of vehicles on residential streets. Studies indicate the 85th percentile speed (that speed below which 85% of all vehicles travel) decreased by 6 to 7 miles per hour after speed humps were installed.

### **HOW MANY SPEED HUMPS DO YOU INSTALL ON A STREET?**

The number depends on the length of the street. For the humps to be effective they should be installed in a series, approximately 500 feet to 600 feet apart.

**County of Humboldt – Department of Public Works****ARE THERE DISADVANTAGES TO HAVING SPEED HUMPS ON MY STREET OR MY NEIGHBOR'S STREET?**

There is a potential for more vehicle noise.

Some drivers will drive closer to the curb so that only one side of the car goes over the speed hump. While this places the vehicle closer to the pedestrian areas, studies have shown these vehicles do not travel faster than other vehicles.

Some residents feel the additional traffic signs and street painting that accompany the installation of speed humps detract from the appearance of their neighborhood and could affect the property values.

Some drivers may speed up between the humps to make up for time lost while slowing down to go over the humps.

There could be a diversion of traffic to adjoining parallel streets from streets where speed humps are installed.

Emergency response times are delayed approximately 10 seconds per speed hump.

**COUNTY MAINTAINED RIGHT OF WAYS –VS– NON-COUNTY MAINTAINED RIGHT OF WAYS**

The County does not have jurisdiction over the placement of traffic calming devices (speed humps, speed bumps, etc.) on non-County maintained rights of ways.

Under this policy, the County will allow the placement of speed humps on County maintained right of ways. The procedure is described below.

**WHO WILL PAY FOR THE COSTS TO INSTALL (OR REMOVE) THE SPEED HUMPS?**

The County of Humboldt does not have a program to pay for the installation or removal of speed humps outside of larger specifically funded projects.

The following methods are available for the installation of speed humps:

- For mitigating additional traffic caused by new development, speed humps may be installed at the time of development and fully funded by the project developer (off-site mitigation of traffic impacts). Speed humps authorized under this item need to be incorporated into project conditions and approved by the Planning Commission.
- For engineered traffic calming in new subdivisions, the developer will be required to fund the entire cost.
- For new County projects where speed humps are recommended as mitigation during the environmental review of the new project, funding shall be included in the project.

**County of Humboldt – Department of Public Works**

- For retrofit of existing roads – applicants requesting the speed humps will need to provide all funding. Applicants will be required to fund the entire cost of the speed hump(s), including any permitting/design/bidding costs as well as construction costs.

In addition, proposed projects to install speed humps will require review for compliance with the California Environmental Quality Act (CEQA). Most projects will likely be exempt from the requirement to prepare an environmental review document under CEQA. Within the coastal zone, a coastal development permit may be necessary for the construction of speed humps. The applicant will be responsible for the cost of the CEQA review and preparation of an environmental document as well as the cost of obtaining a coastal development permit, as applicable.

**WHO WILL MAINTAIN THE SPEED HUMPS?**

When the speed humps are constructed on County maintained right of ways to County standards, the County will then accept future maintenance responsibility for the humps.

**B. ELIGIBLE STREETS**

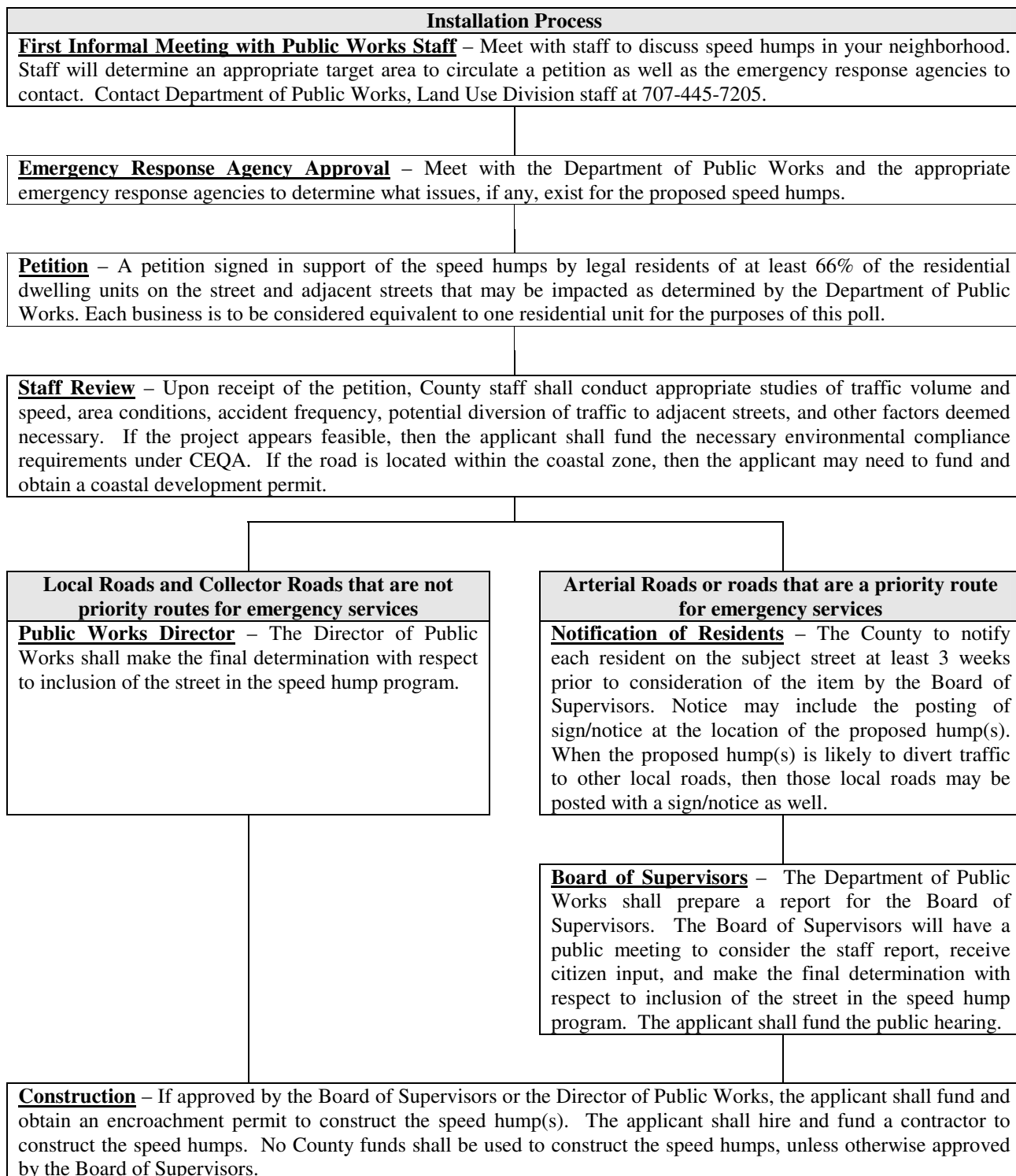
A road being proposed for speed humps shall meet all of the following criteria, unless an exception is otherwise approved by the Board of Supervisors:

1. Road Classification - The road shall not be designated an arterial by the Department of Public Works.
2. Width - The road shall not have more than two (2) through lanes for vehicular travel.
3. Residential - The majority (at least 51%) of abutting development shall be residential uses.
4. Minimum Length Uninterrupted by Stop Signs or Traffic Signals – 1,200 feet.
5. Minimum Speed Profile - 85th percentile speed must be or exceed 32 miles per hour.
6. Emergency Services - The road shall not be a priority route for emergency services without emergency service agency approval.
7. Transit - The road shall not be a transit bus route without transit agency approval.
8. Traffic Volume - The road shall not have an average daily traffic count (total of both directions) above 13,000.
9. Traffic Safety - The placement of speed humps must not result in a traffic safety hazard.

## County of Humboldt – Department of Public Works

**C. PROCEDURES FOR INSTALLATION**

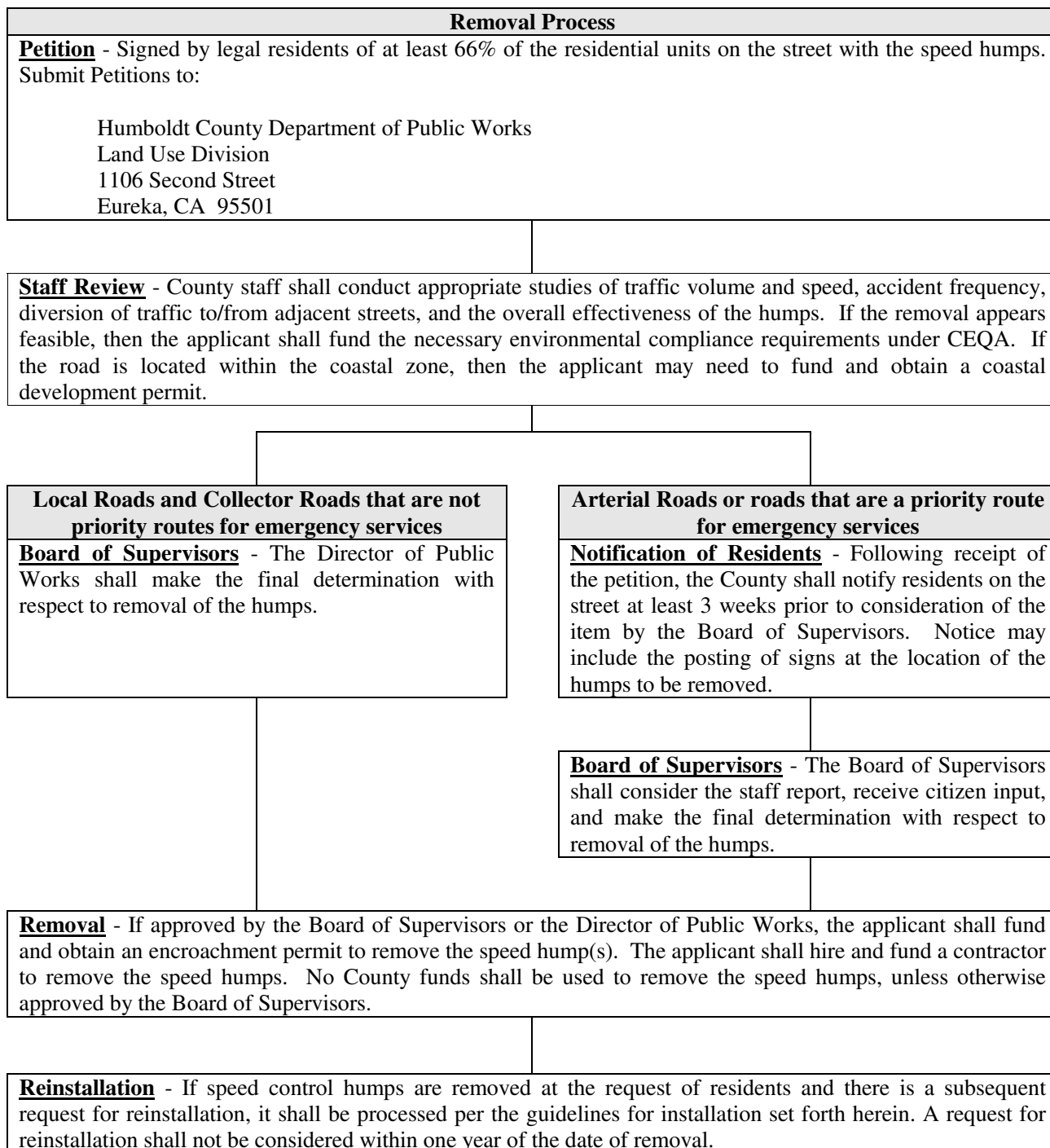
When an individual or neighborhood group desires to have a speed hump(s) installed on a County road, then the following procedure shall be used.



## County of Humboldt – Department of Public Works

**D. PROCEDURES FOR REMOVAL**

After the speed hump(s) is installed, residents along the road may decide that the speed hump(s) is not an appropriate solution for the road. The following process shall be used for the removal of speed humps.



**County of Humboldt – Department of Public Works****E. INSTALLATION GUIDELINES**

1. Hump Dimensions – In general, speed humps should be 3 inches to 4 inches in height, 12 feet in width; the full height of the speed hump shall extend to 1 foot from gutter and taper to join existing pavement at the edge of gutter. The exact specifications shall be provided by the Department of Public Works.
2. Spacing – Typical spacing is 300 feet to 600 feet between humps; 25 feet to fire hydrants and manholes; unless otherwise approved by the Department of Public Works.
3. Signs and Markings – Signs and markings shall be installed in accordance with the most current edition of the Manual of Uniform Traffic Control Devices (MUTCD) adopted by the State of California.
4. Street Lighting – Based upon the specific location of the speed hump, the Department of Public Works may require street lighting. The applicant is responsible for all costs and arrangements necessary to have the street lighting installed. Applicants may be required to establish a lighting assessment district to fund the street lighting. The Department of Public Works will not authorize the construction of speed humps until the street lighting is in place and energized.
5. Notification – Residents on the street shall be notified of the planned hump installation at least 3 weeks prior to construction. Notice may include posting of temporary signs.

**F. CONSTRUCTION COST ESTIMATE (2007 DOLLARS)**

The construction cost for one (1) speed hump is approximately \$4,000.

The following fees apply, regardless of the number of speed humps to be constructed:

- The cost for a preliminary environmental compliance review by County staff for a proposed speed hump project is \$50. Most projects will likely be exempt from further evaluation under CEQA. If a project is not exempt from CEQA, the environmental document typically required for speed hump installation or removal is a negative declaration. The cost to prepare and execute a negative declaration is approximately \$2,300.
- If a project is located within the coastal zone and requires a coastal development permit, the cost to prepare and execute a coastal development permit is approximately \$1,700.
- A public hearing by the Board of Supervisors is approximately \$200.00.

## County of Humboldt – Department of Public Works

**G. PETITION REQUESTING INSTALLATION OF SPEED HUMPS**

We, the undersigned residents hereby request the County of Humboldt to install speed hump(s) on \_\_\_\_\_(street) between \_\_\_\_\_(street) and \_\_\_\_\_(street). We certify that we are legal residents of the property affected by the speed humps. We agree that speed humps and/or signs may be placed in front of our property at the discretion of the Department of Public Works (Property owner only). We agree that, if in the future we desire to remove the speed hump(s), the hump(s) will only be considered for removal after receipt of a petition from a substantial majority (66% or more) asking for the removal, along with sufficient funds for their removal. The Department of Public Works reserves the right to remove any or all of the humps at any time at no cost to the property owners.

Neighborhood Representative \_\_\_\_\_(name) Telephone \_\_\_\_\_(telephone)

DATE	SIGNATURE OF RESIDENT	ADDRESS (please print)	DAYTIME PHONE NUMBER	OK to install hump and/or sign in front of my residence?	Owner or Renter?
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Owner <input type="checkbox"/> Renter
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Owner <input type="checkbox"/> Renter
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Owner <input type="checkbox"/> Renter
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Owner <input type="checkbox"/> Renter
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Owner <input type="checkbox"/> Renter
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Owner <input type="checkbox"/> Renter
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Owner <input type="checkbox"/> Renter
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Owner <input type="checkbox"/> Renter
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Owner <input type="checkbox"/> Renter
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Owner <input type="checkbox"/> Renter



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County of Humboldt – Department of Public Works**H. VERIFICATION STATEMENT**

The Department of Public Works will require a verification statement substantially similar to the following:

There are a total of \_\_\_\_\_ properties in the project target area as defined by the Department of Public Works associated with the petition for a speed hump(s) on \_\_\_\_\_ (street) between \_\_\_\_\_ (street) and \_\_\_\_\_ (street). There are \_\_\_\_\_ (number of signatures) valid signatures on the speed hump petition which represent \_\_\_\_\_ % (number of signatures / number of properties) properties within the target project area. I certify that the signatures on the speed hump petition are valid; and that only one signature per dwelling unit has been considered in the above percentage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**I. LIST OF ROADS NOT SUITABLE FOR SPEED HUMPS (2007) WITHOUT BOARD OF SUPERVISORS APPROVAL**

All County Maintained roads categorized as arterials. Call the Humboldt County Road Division dispatch at (707) 445-7421 to determine if the road you are concerned with is an arterial.

Humboldt Hill Road. This road has been listed as a primary fire access route by the Humboldt Fire District.

All roads within the Fortuna Fire Protection District. Call the Humboldt County Land Use Division at (707) 445-7205 to determine if the road you are concerned with is within the Fortuna Fire Protection District.

The following roads within the Arcata Fire Protection District:

- Azalea Avenue
- Bates Road
- Dows Prairie Road
- Grange Road
- Gwin Road
- Heartwood Drive
- Hiller Road
- Holly Drive
- Jacoby Creek Road
- Norton Road
- Park Road
- Pickett Road
- Peninsula Drive
- Sutter Road

## County of Humboldt – Department of Public Works

**J. LIST OF AGENCIES CONTACTED**

The following is a list of agencies that were asked to comment on the proposed speed hump program.

Agency	Support	Not Support	Did not Respond
California Department of Forestry (CDF/CALFIRE)			x
Arcata Ambulance			x
Arcata Fire Protection District	selective		
Blue Lake Fire Protection District			x
Carlotta Fire Department			x
City Ambulance		x	
Ferndale Fire Protection District	x		
Fieldbrook Volunteer Fire Department		x	
Fortuna Fire Protection District		x	
Garberville Fire Protection District			x
Humboldt #1 Fire Protection District	selective		
Kneeland Fire Protection District		does not apply	
Loleta Fire Protection District			x
Miranda Fire Protection District	x		
Orick Volunteer Fire Department			x
Palo Verde Volunteer Fire Department	x		
Petrolia Fire Protection District	x		
Phillipsville Volunteer Fire Department			x
Redway Fire Protection District			x
Rio Dell Fire Protection District		x	
Samoa Peninsula Fire Protection District	x		
Scotia Fire Department	x		
Shelter Cove Volunteer Fire Department c/o Resort Improvement District	x		
Sheriff Gary Philip	x		
Trinidad Fire & Police Department	x		
Weott Volunteer Fire Department c/o Weott CSD			x
Westhaven Volunteer Fire Department			x
Whitethorn Fire Protection District			x
Willow Creek Fire Protection District			x



## **DISCUSSION AGENDA ITEM 2**

### **SUPPORTING DOCUMENTATION ATTACHED**

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2. Discussion/Decision regarding Proclamation 2023-01; Proclaiming September as Septic Awareness Month, and Update on the Citywide Onsite Wastewater Treatment System Program.

## **DISCUSSION AGENDA ITEM**

**Date: September 12, 2023**

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### Item: Septic Sue Turns One & Proclaiming September 18-22, 2023 as Septic Smart Week

The City adopted Proclamation 2022-01 last year as a kick off to the nationally recognized Septic Awareness Week sponsored by the EPA to help communities, and state governments bring attention to the importance of caring for and maintaining septic systems by organizing homeowner educational events. Septic Sue was introduced as an educational tool to help educate Trinidad residents about their septic systems. She shared a variety of mailings covering a wide range of septic related information. This coincided with the kickoff of the City's renewed efforts to actively integrate all properties into the OWTS Management Program to ensure all systems obtain and maintain a current OWTS Operating Permit.

**PROJECT STATUS:** When the project began one year ago, 27% of the parcels in Trinidad had a valid OWTS Operating Permit. Now, one year later, 61% of the households have valid OWTS Operating Permits.

**PROJECT SCOPE:** The City has reached out via letter to all the owners of developed parcels within City limits that did not have a valid OWTS Permit to integrate them into the OWTS Management Program. City staff have been working with the homeowners over the last 12 months to get systems inspected and repaired as needed to issue a valid OWTS Permit. Thanks to the cooperation and diligence of most homeowners, these efforts have resulted in us now having over 61% of homes having current permits in the OWTS Management Program. There are also approximately 10 additional properties with the City Planner that are pending review, repairs, or additional information. Once those files are processed and permits issued the compliance rate will increase another percentage.

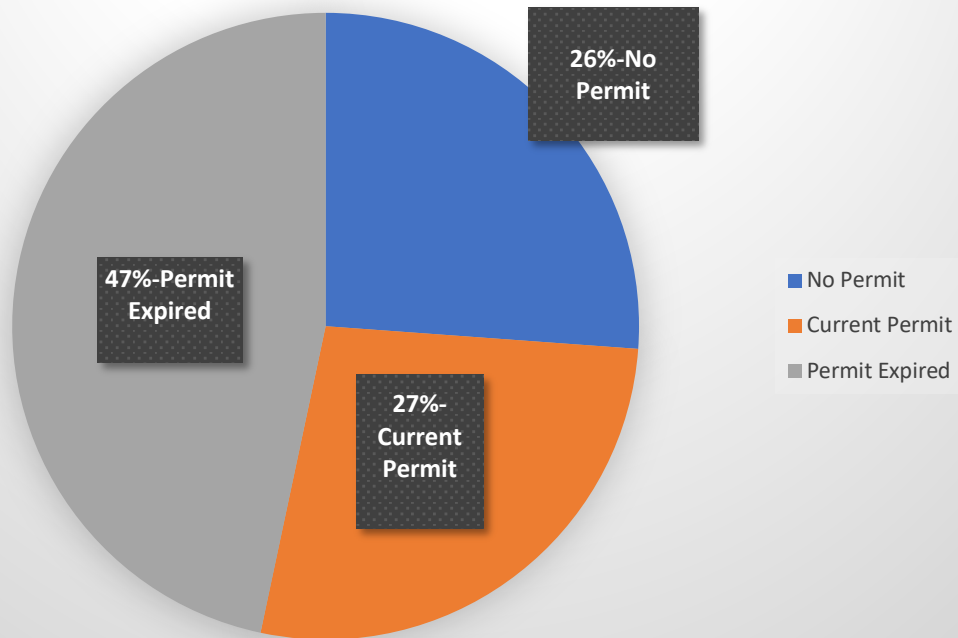
During this process, a number of failed systems and systems in need of repair have been identified and repaired and/or replaced. This will help protect water quality and public health in the City, which is a primary purpose of the OWTS Management Program.

**PROJECT TIMELINE:** Final notices will go out to the remaining property owners who have not integrated themselves into the program in October. If the homeowner is unable to get a septic inspection or repair in accordance with the City's ordinance by the end of the year for good cause, they will be asked to reach out to myself or Gabe to discuss the situation. Otherwise, the City Council can choose to pursue enforcement action against those who are out of compliance.

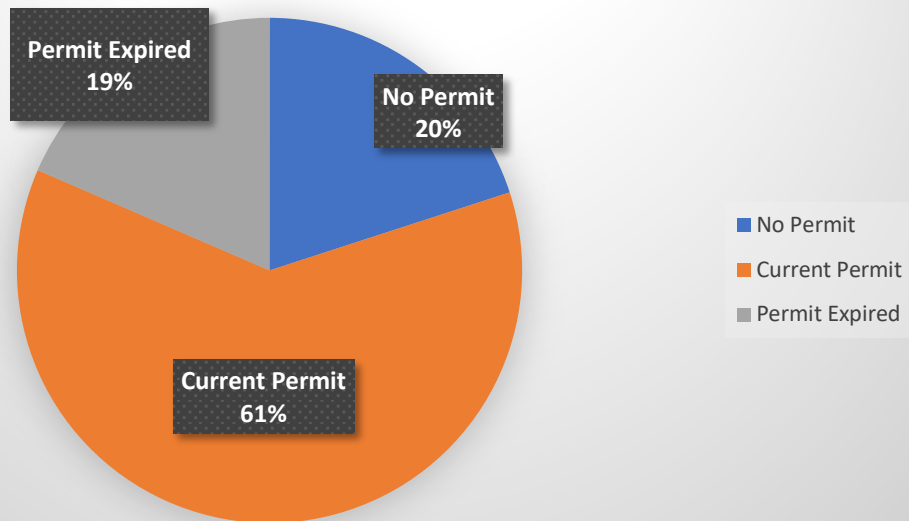
Permits expiring in 2024 and thereafter, will be notified 60 days prior to the expiration date and renewals will be processed as normal and under the new fee schedule that took effect July 1, 2023, as authorized by the City Council.

City staff are encouraged with the progress that each homeowner has made toward voluntary integration into the OWTS Management Program.

## September 2022 - Permit Status



## September 2023 - Permit Status



**TRINIDAD CITY HALL**

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

**Cheryl Kelly, Mayor**  
**Gabriel Adams, City Clerk**



**PROCLAMATION 2023-01**

**PROCLAIMING SEPTEMBER 18-22, 2023 AS SEPTIC SMART WEEK**

**WHEREAS**, proper septic system use and routine care are vital to avoiding costly repairs that can result from neglect; and

**WHEREAS**, in an effort to align City policies with State legislation enacted to protect coastal resources, groundwater, the pristine waters of Trinidad Bay, and the Area of Special Biological Significance (ASBS) surrounding Trinidad Head, the City of Trinidad adopted Onsite Wastewater Treatment System (OWTS) Ordinance, Chapter 13.12, in 2008; and

**WHEREAS**, the OWTS Ordinance was developed to assure all septic systems are properly operated, regularly inspected, routinely maintained and monitored to prevent poor-functioning or failed systems and protect public health; and

**WHEREAS**, wastewater professionals in Humboldt County use their expertise in the design, installation, maintenance and regulation of septic systems in the City of Trinidad; and

**WHEREAS**, the U.S. Environmental Protection Agency's Septic Smart program used by the City of Trinidad educates homeowners about the need for proper septic system use and routine maintenance; and

**WHEREAS**, paying tribute to a former Councilmember credited with making septic system maintenance a City priority in the late 1990's, the EPA's 'Septic Sam' was redesigned and renamed 'Septic Sue' giving the residents of Trinidad a familiar face to connect with; and

**WHEREAS**, the City of Trinidad will continue the ongoing effort to connect with residents and businesses to promote policies, programs, and services that encourage proper use of onsite septic systems and increase their lifespan; and

**NOW THEREFORE**, the Trinidad City Council (and Septic Sue!) hereby proclaims the week of September 18-22, 2023 as SepticSmart Week and urges all Trinidad Area residents to join in this special observance.

\_\_\_\_\_  
**Cheryl Kelly**  
Mayor





## **DISCUSSION AGENDA ITEM 3**

### **SUPPORTING DOCUMENTATION ATTACHED**

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3. Update/Discussion regarding Public Outreach and Awareness Options for City Leash Laws and various Announcements.





Subject: *Community Education and Business Development*

Date: 9/5/23

Budget: \$6000

Goal:

- (1) Increase awareness (and serve as a reminder) of the recreational opportunities in and around Trinidad >>> how to safely/appropriately use the beaches/town while being respectful of the community and its resources.
- (2) Invite people to town; Restaurant and Merchant invites/messages
- (3) Recognition that the City of Trinidad is invested in it's resources and businesses.

Strategy: Reaching community members when they are available to respond.

Scheduling: Friday, Saturday and Sunday

Stations: KEKA 101.5fm (&100.9fm), EZ 95.5fm (980am) and KINS 106.3fm

Value: \$24,000 value (3:1 Budget match)

Cost: \$6,000 (25% of Value)

Frequency: 18 commercials per scheduled day > 54 commercials per week  
~162 commercials monthly.

Comment: Trinidad will be on air every week through  
Jan. 31, 2024.



### Merchant 'buy-ins'

#### 1) Business chooses the week of *Sponsorship*

- **\$300** for one *Sponsored* week in the campaign
  - 6 messages per day x 7 days a week = 42 messages / week x3(all 3 stations) =126 spots / week > **\$300 divided by 126 spots = \$2.38 per spot** or > **\$14.28** per day of the week.

2) Create our message in copy form to record. I'll help copy edit to hone the message and get it just right.

#### 3) Record your message with a chosen voice from the business.

- Come to the Radio Station Studio in Myrtle Town, Eureka to record your message

#### 4) Messaging/invites begin on-air

With the City of Trinidad paying a percentage, we can extend the matched value schedule to each Merchant.

- All three of our stations at once for \$300 > which gives a ~\$1500 *VALUE per that sponsored week.*



#### Public Relations:

- Beach etiquette
- Parking
- Trails
- Dogs
  - Keep Dogs on Leash
  - Dog etiquette
  - Aggressive dog behavior
  - Pick up poop
- Mind the Signage (Safety / Restricted areas)
  - Cultural Resource Mindfulness
  - Steep cliff
  - Sneaker waves

#### Restaurants:

- Increase awareness of Trinidad businesses
- Boost local business activity and sales
- Encourage community engagement and invite business in

#### Audience:

- Humboldt County residents of all ages and backgrounds
- Visitors and tourists from neighboring areas and beyond

#### How:

- Present the campaign goals and invite local merchants (+) to join in the campaign highlighting their business in Trinidad and surrounding area.
- Create a calendar basis rotation of production messages dedicated to the PR campaign, with information on the initiatives, testimonials and business invites.
- Showcase the town's assets and bring people/businesses together.
- Make the benefits of participation cohesive and clearly understood.
- Understanding the value and strength of this type of messaging.



### SPONSOR PUNCH LIST

- Eatery
- Seascape
- Beachcomber
- Headies
- Lighthouse grill
- Moonstone
- Larrupin
- Murphy's
- Lost Whale Inn
- Windan Sea etc.
- Kayak Trinidad
- Forbes
- Trinidad Inn
- Land Trust
  - Strawberry rock
  - Invasive weed pulling
  - Trail stewardship
  - Luffenholz
  - Houda point
  - Beach clean up
- Chamber of Commerce
- Trinidad Museum
- Trinidad Library
- Trinidad Elementary
- Trinidad Civic Club
  - Lighthouse memorial

