

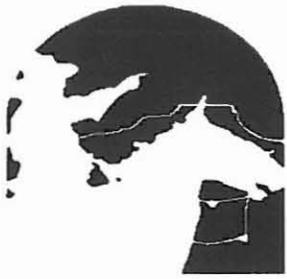


CITY OF TRINIDAD TRINIDAD, COLORADO

The City Council of the City of Trinidad, Colorado,
will hold its regular Work Session on Tuesday, October 14, 2014 at 1:30 P.M.
in City Council Chambers at City Hall, Third Floor, City Hall

AGENDA

1. Petitions and Communications, Oral or Written
2. Consideration of Council Members' Code of Conduct
3. Consideration of Performance Agreement between Trinidad-Las Animas County Economic Development, Inc. and the City of Trinidad for Administration of Economic Development Incentive Program
4. Consideration of letter from Jennifer Laidig requesting reappointment to the Tree Board
5. Consideration of letter of support for Temple Aaron grant applications
6. Discussion regarding 2014 Water SCADA System Project
7. Discussion of other agenda items



CITY OF TRINIDAD, COLORADO
1876

COUNCIL COMMUNICATION

2

CITY COUNCIL MEETING: October 14, 2014
PREPARED BY: Les Downs, City Attorney
DEPT. HEAD SIGNATURE:
OF ATTACHMENTS: 1

SUBJECT: Discussion of Council Members' Code of Conduct

PRESENTER: Les Downs, City Attorney

RECOMMENDED CITY COUNCIL ACTION: Consider Council Code of Conduct and whether you wish to adopt them

SUMMARY STATEMENT: Rules of Council

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

POLICY ISSUE: Adopting Council Code of Conduct will provide a guideline for Council's function

ALTERNATIVE: N/A

BACKGROUND INFORMATION:

- Councilmember Fletcher has provided a condensed summary of a Code of Conduct; Council's added input is sought

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Council Members' Code of Conduct

Trinidad, Colorado's City Council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each council member has chosen to serve in public office in order to preserve and protect the present and the future of the city of ~~TRINIDAD~~^{TRINIDAD}. This common goal should be acknowledged even as council members may "agree to disagree" on contentious issues.

- 1. Conduct at Meetings:** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of the meetings. Members shall commit to honoring the role of the Chair in maintaining order, keeping discussion on track, and focusing discussion on agenda items at hand. Members shall avoid debate and argument with the public. Members shall not engage in personal attacks of any kind under any circumstance.
- 2. Avoid Personal Comments that Could Offend other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other council members, their opinions, and their actions. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by council members. **It is a serious and continuous responsibility.** If a councilmember is personally offended by remarks of another council member, the offended council member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other council member to justify or apologize for the language used.
- 3. Be aware of the insecurity of written notes, voicemail messages, and e-mail.** Technology allows words written or said without much forethought to be distributed wide and far. Councilmembers should take into consideration that anything sent out via fax, voicemail, e-mails, or correspondence could be distributed to the media and citizens. Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.
- 4. Speak with One Voice.** Council members will frequently be asked to explain a council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of the facts or city policies as they relate to council action. Objectively present the council's collective decision or direction, even when you may not agree. If you feel the need to express your own

direction, even when you may not agree. If you feel the need to express your own opinion, state it in terms such as: "I would have preferred "x" but the council wanted "y" so that's what we will be doing." Explaining council decisions, without giving your personal criticism of the council's actions, will serve to strengthen the community's image of the city council

5. **Be Welcoming to Speakers and Treat Them with Care and Gentleness.** Because personal concerns are often the issue of those who come to present to the council, council members should remember that how they treat the speaker will either help them relax or push their emotions to a higher level of intensity.

Consequences for Violation of Code of Conduct. Any Council member who violates the Code of Conduct is subject to disciplinary action. Disciplinary action toward a Council member's violation of the Code of Conduct shall be taken only upon approval by a vote of a majority of the City Council. The City reserves the right to take any of the following steps for violation of the Code of Conduct by a Public Servant, after consideration of the seriousness, duration, and/or repeated nature of the violation:

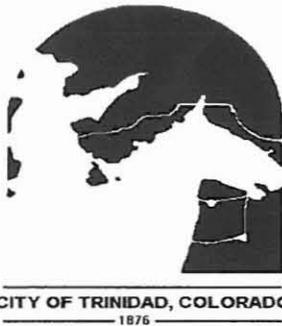
- (I) Private Warning;
- (II) Remedial or educational training on the subject of the violation intended to avoid or prevent future violations;
- (III) Public Warning;
- (IV) Suspension from meeting if immediate attention is indicated; suspension from a subsequent meeting if immediate attention is not indicated;
- (V) Formal and Public censure

I affirm that I have read and understand the City of Trinidad Code of Conduct:

Signature

Date

Print Name



COUNCIL COMMUNICATION

3

CITY COUNCIL MEETING: October 14, 2014
PREPARED BY: Audra Garrett, ACM/City Clerk
DEPT. HEAD SIGNATURE: *Audra Garrett*
OF ATTACHMENTS: 1

SUBJECT: Consideration of Performance Agreement between Trinidad-Las Animas County Economic Development, Inc. and the City of Trinidad for Administration of Economic Development Incentive Program

PRESENTER: Audra Garrett, ACM/City Clerk

RECOMMENDED CITY COUNCIL ACTION: Consider terms

SUMMARY STATEMENT: The proposed agreement would provide for the mechanism whereby TLACED could negotiation business incentives to attract businesses to Trinidad

EXPENDITURE REQUIRED: Yes

SOURCE OF FUNDS: Marijuana tax if approved, potentially

POLICY ISSUE: Allowable business incentives

ALTERNATIVE: Consider alternate language/terms, etc.

BACKGROUND INFORMATION:

- Council has approved on first reading an ordinance which would allow business incentives to be offered
- If finally approved, the business incentive ordinance will be effective October 31, 2014
- The proposed agreement would provide for a process to be established with TLACED

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PERFORMANCE AGREEMENT
between the
TRINIDAD-LAS ANIMAS COUNTY ECONOMIC DEVELOPMENT, INC.
(herein after referred to as the "TLACED")
and the
CITY OF TRINIDAD, COLORADO
(herein after referred to as the "CITY")

Program Title: Administration of Economic Development Incentive Program

Time Period: November 1, 2014 through December 31, 2015

Maximum Reimbursement:

Article I: Purpose of Agreement

This agreement serves to specify activities, outcomes, time lines and an operating budget for work to be accomplished between the Trinidad-Las Animas County Economic Development, Inc., and the City of Trinidad, CO.

Article II: Scope of Work

TLACED agrees to oversee the performance and completion of the functions and activities set forth in the attached attachment "A". "Scope of Services".

Article III: Nature of Relationship

TLACED herein is an independent agent and shall not act as an agent for CITY nor shall it be deemed to be an employee of the CITY for any purposes whatsoever. TLACED agrees that it shall not enter into any other agreements, or incur any obligations on the CITY'S behalf, or commit the CITY in any manner without the CITY'S prior written consent.

TLACED agrees to carry out activities under the overall direction of the CITY in accordance with the approved proposal attached as attachment "A".

TLACED agrees that prior to giving any oral or written testimony or making any other public statements including press releases related specifically to any work relative to this project, there will be discussion with the CITY on the substance of any proposed statement.

Article IV: Allowable Costs

The CITY agrees to pay the TLACED as total compensation for services provided within the specified budget period identified in this fixed-cost agreement, \$ XXX for the 14-month project period.

Article V: Payment for Services

The **TLACED**, will invoice the **CITY** monthly (\$**XXX.00**) for fixed-cost services provided as indicated in Article IV and outlined in attachment "A". See Attachment "B" for payment contact information.

Article VI: Termination

This contract may be terminated by either party by means of written notification. Upon provision or receipt of such notification, all work on the contract by **TLACED** will cease within 30 days, and a final billing will be prepared and submitted. Whether by termination, expiration, or completion of this contract, instrumentation, electronic data files, and reports in both hard-copy and electronic versions shall remain the sole property of **CITY**.

Article VIII: General Terms and Conditions

The **CITY** and **TLACED** agree that either party may request changes in the scope of services to be performed by **TLACED** under this agreement, so long as they are consistent with the original intent found in attachment "A". Such changes, including any increase or decrease in the amount of the compensation to **TLACED**, which are mutually agreed upon by and between the parties, shall not be effective unless and until they are incorporated in written amendments signed by both parties to this subcontract. No oral modification of any of the provisions of this agreement shall bond either party to this subcontract.

In Witness whereof the parties hereto have executed this agreement as of the day and year stated below.

Agreement by:

By:
Trinidad-Las Animas County
Economic Development, Inc. (**TLACED**)

Date

By:
City of Trinidad, CO, (**CITY**)

Date

Attachment A **"Scope of Services"**

Between the City of Trinidad, CO, (CITY), and the Trinidad-Las Animas County Economic Development, Inc. (TLACED).

Contractual – Fixed Price

Total for the **Administration of Economic Development Incentive Program**
\$XXX.00

TLACED will:

In accordance with Section 7-41, Negotiation and Determination, of Chapter 7, Finance and Taxation, of the Trinidad Municipal Code:

- (1) Collect the necessary data relative to the location of a new business;
- (2) Based on the following factors, conduct an initial assessment of the appropriateness and extent of the development incentive offer:
 - (a) The size and fair market value of the improvements and business facilities that are proposed to be located in the City;
 - (b) The number of employees that are proposed to be employed at the business site, the proposed educational and/or training requirements of the employees to be employed, whether or not the employees will be those already retained by the business or will be recruited from the City and the surrounding communities, and the projected salaries of the employees;
 - (c) The impact that the proposed business will have on the City's resources and infrastructure. Particularly, the business shall provide information regarding the amount of water that may be required to operate the business, the projected discharge of wastewater, and special wastes produced by the business that would require the availability of additional resources by the City, whether the business would require increased law enforcement resources, and/or whether the business would produce significant amounts of odor, noise, or dust pollution, and other impacts upon the City's infrastructure due to the nature of the proposed business.
 - (d) The financial ability of the proposed business ownership to build the improvements, connect to City infrastructure, or other considerations. The business ownership may be required to provide proof of such financial ability as part of an agreement for the provision of development incentives by the City.
 - (e) Whether the proposed business is in conformance with the City's Comprehensive Plan and is of a character that is amenable to the City and the surrounding community.
 - (f) Whether the business would result in a contribution to the economic diversity of the City.

- (g) Whether the proposed business will purchase materials and seek services from the City's existing businesses.
 - (h) Any other factors determined to be peculiar to the proposed business.
- (3) Work with the City Manager to establish protocols, procedures, communication expectations, priorities, etc., for conducting the research and assessments of the proposals.
- (4) Make subsequent recommendations to the City regarding whether granting the development incentive is advantageous to the City and warrants the pursuit of an agreement with the proposed business. The incentives that may be considered include:
- (a) Conveyance of real property owned by the City at no or reduced consideration;
 - (b) Reduction, deferment, or abatement of outstanding property tax;
 - (c) Refund of general property tax, pursuant to CRS 39-30-107.5(1);
 - (d) Refund of personal property tax, pursuant to CRS 31-15-903;
 - (e) Property tax credit or Incentive Payment, pursuant to HB 02-1399;
 - (f) Refund of sales tax levied by the City, pursuant to CRS 39-30-107.5(2);
 - (g) Waiver or reduction of permit fees;
 - (h) Waiver or reduction of utility tap fees;
 - (i) Any other incentive deemed appropriate not specifically identified herein.

Total for twelve months

\$XXX.00

Attachment B

Project Contact Information

City of Trinidad, CO
Attn: City Manager
135 N. Animas Street
Trinidad, CO 81082
(719) 846-9843
audra.garrett@trinidad.co.gov

TLAC Economic Development
Attn: Walter T Boulden
136 W. Main Street
Trinidad, CO 81082
(719) 846-9412
tlaceconomicdevelopment@gmail.com

Payment Contact Information

Monthly invoices billed to:
City of Trinidad, CO
Attn: City Manager
135 N. Animas Street
Trinidad, CO 81082
(719) 846-9843
audra.garrett@trinidad.co.gov

Payments made to:
TLAC Economic Development
Attn: Walter T Boulden
136 W. Main Street
Trinidad, CO 81082
(719) 846-9412
tlaceconomicdevelopment@gmail.com



COUNCIL COMMUNICATION

4

CITY COUNCIL MEETING: October 14, 2014
PREPARED BY: Audra Garrett, ACM/City Clerk
DEPT. HEAD SIGNATURE: *Audra Garrett*
OF ATTACHMENTS: 2

SUBJECT: Consideration of letter from Jennifer Laidig requesting reappointment to the Tree Board

PRESENTER: Audra Garrett, ACM/City Clerk

RECOMMENDED CITY COUNCIL ACTION: Consider the reappointment at the regular meeting on October 21, 2014

SUMMARY STATEMENT: N/A

EXPENDITURE REQUIRED: No

SOURCE OF FUNDS: N/A

POLICY ISSUE: Advertisement was made some time ago seeking applicants to fill the vacancies as required by ordinance

ALTERNATIVE: N/A

BACKGROUND INFORMATION:

Ms. Laidig's term expired in August and she was notified of the same. A letter seeking reappointment was received late September. She has served on the Tree Board since its inception in 2012.

Ms. Laidig cannot be available to introduce herself on October 14th, however is planning to attend the regular meeting on October 21st since she has not met all members of Council.

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To the City of Trinidad:

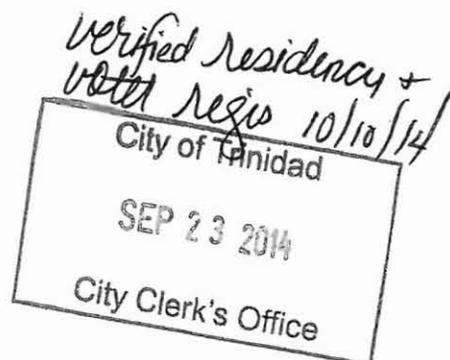
8/11/14

I have enjoyed very much working with the Tree Board. We are making progress towards our goals and hope to make a difference in our wonderful small town. I want to continue to be a part of that!

I officially state: I want to continue to serve on the tree board in my current position.

Thank you!

Jennifer Laidig



PUBLIC NOTICE

The Trinidad City Council is accepting letters of interest from citizens within the City to fill the following vacancies:

one (1) on the Tourism Board; and
two (2) on the Planning, Zoning and Variance Commission; and
one (1) on the Parks & Recreation Advisory Committee; and
five (5) on the Urban Renewal Authority Board; and
three (3) on the City Tree Board.

In order to be considered eligible to serve individuals must be a resident of the City and have resided within the City for not less than one year immediately preceding appointment and must be registered to vote. However, in order to serve on the Tourism Board an applicant shall be either residents and registered voters of the City of Trinidad, or residents and registered voters of Las Animas County, Colorado, who is employed in a restaurant operation within the City of Trinidad.

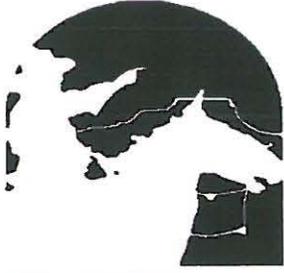
Letters of interest in serving on any of these boards will be accepted at the City Clerk's Office at City Hall, 135 N. Animas Street or P. O. Box 880, Trinidad, CO 81082, until 12:00 p.m., September 18, 2014. Please include your qualifications for the position.

Further information may be obtained by calling the City Clerk's Office at 846-9843.

City of Trinidad
Audra Garrett, City Clerk

Publish: September 12, 17
Legal ad
Furnish Proof of Publication

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CITY OF TRINIDAD, COLORADO
1876

COUNCIL COMMUNICATION

CITY COUNCIL MEETING: October 14, 2014
PREPARED BY: Audra Garrett, ACM/City Clerk
DEPT. HEAD SIGNATURE: *Audra Garrett*
OF ATTACHMENTS: 1

SUBJECT: Consideration of letter of support for Temple Aaron grant applications

PRESENTER: Audra Garrett, ACM/City Clerk

RECOMMENDED CITY COUNCIL ACTION: Forward to October 21st meeting for approval

SUMMARY STATEMENT: Support of building with historical value

EXPENDITURE REQUIRED: No

SOURCE OF FUNDS: N/A

POLICY ISSUE: N/A

ALTERNATIVE: N/A

BACKGROUND INFORMATION:

Randy Rubin contacted the City requesting a letter of support for grants they will be pursuing for improvements to the Temple Aaron building.

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CITY of TRINIDAD

P. O. Box 880
TRINIDAD, COLORADO 81082
TELEPHONE (719) 846-9843
FAX NO. (719) 846-4140

October 1, 2014

Re: Temple Aaron Grant

To Whom It May Concern:

On behalf of the City Council and the City of Trinidad, it is my pleasure to submit this letter in support of the Temple Aaron's application for grant funds. The Temple Aaron is a unique and significant resource in our community.

The Temple Aaron is sited at 407 South Maple Street where it holds a prominent location visible from many locations within the City and the surrounding area. One of many historically significant structures in Trinidad, the Temple Aaron was dedicated in 1889 and has maintained a small yet passionate congregation to this day. The Temple was designed by Architect Isaac Hamilton Rapp and is set in a Moorish Revival style with stained-glass windows and an onion dome. This is one of only a few public buildings in town that maintains its original décor and features. The preservation of this structure serves a vital role in advancing the community's goal of preserving its many architectural and cultural assets.

Again, on behalf of the City Council and the citizens of Trinidad, I hope that you will strongly consider this proposal to maintain this valuable landmark .

Sincerely,

Joseph A. Reorda
Mayor of Trinidad



Council Communication

6

City Council Work Session Meeting: October 14, 2014

Prepared by: Linda Vigil, October 10, 2014

Dept. Head Signature: *Ludra Garrett*

of Attachments: 3

SUBJECT: City of Trinidad 2014 Water SCADA System Project for Remote Monitoring and Control

Presenter: Marc Vigil, Water Department Foreman

Recommended City Council Action: Discussion of the 2014 water SCADA (supervisory control and data acquisition) system project.

Summary Statement: The water department has sought bids from potential bidders for the modification of our existing monitoring system and control the sites from one common location. SCADA systems are used for different processes in the water and wastewater fields and provide remote electronic monitoring.

Expenditure Required: Actual figure is unknown since bids will be received on October 21, 2014. Staff is projecting the amount to be in the range of \$100,000 to \$110,000.

Source of Funds: Water Department Budget

Policy Issue: None

Alternative: None

Background Information: Our current system (TESCO) located in California has been in operation since 1990 and with its age, the equipment is no longer serviceable. TESCO has informed staff that parts are no longer available for our current system and they recommended the system to be upgraded and replaced. Currently, water department staff is manually operating the Northside pump station to ensure adequate water storage in the Northside water storage tank. Over the past weekend, our system went down and we lost communication with the Southside water storage tank, which caused our tank to drain. Although the system has served us well for the past 24 years, it is necessary to replace our current system to ensure safe drinking water and fire protection to our customers.

Today, we held a mandatory pre-bid/site visit meeting for all interested bidders and only Browns Hill from Denver, CO attended the required meeting. Browns Hill is our current SCADA system provider for both the Water Treatment Plant and Monument Lake Treatment Plant. In conclusion, it is expected that we will receive one qualified bid.

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CITY OF TRINIDAD, COLORADO – WATER SYSTEM SCADA SYSTEM

REQUEST FOR PROPOSALS

PROJECT NAME: **2014 Water System SCADA System for Remote Monitoring and Control**

SITE VISIT: **A mandatory site visit shall be held on October 17, 2014 at City of Trinidad City Hall located at 135 North Animas Street, Trinidad, Colorado.**

DESCRIPTION OF WORK FOR THIS RFP

You are invited to submit a proposal to the City of Trinidad, Colorado for the **2014 Water System SCADA System for Remote Monitoring and Control**. This proposal is to provide equipment as noted below for 6 sites to allow the City to monitor and control the sites from one common location (Site 7). The RFP provides for all equipment and labor as needed to perform the work as described in detail in the SCOPE OF WORK below. No change orders will be accepted for this RFP. All systems, components and ancillary parts for this project shall carry a two year warranty. Training shall be included for the new systems.

SCOPE OF WORK:

The scope of work includes modifications at 7 sites. Proposals shall include all necessary Work at each site, with separate lump sum proposals for each site. The City of Trinidad reserves the right to award a contract for some, all, or none of these sites.

Site PLC and miscellaneous Equipment Requirements:

1. In order to be compatible with other existing equipment within the City's water system, all programmable Logic Controllers (PLCs) shall be Allen-Bradley with I/O modules as needed to provide for all the I/O points noted plus 25% spare installed. All signals listed are existing unless noted otherwise.
 - a. Tank Sites shall use Micrologix PLC with Ethernet Communications Port
 - b. Pump Stations shall use CompactLogix PLC with Ethernet Communications Port
2. All sites shall have the site equipment mounted in new NEMA 12 enclosure.
3. Provide, install and configure each PLC and its associated I/O modules for each site.
4. Interposing relays shall be provided as necessary to connect the existing signals to the new PLCs.
5. At the beginning of the work, provide an audit of instrumentation and equipment for each site to verify what actual equipment shall be monitored/controlled.
6. Provide and install Uninterruptible Power Supply (UPS) for each site's PLC panel. Each PLC shall provide a minimum of 30 minutes of backup time for the individual site.
7. At the sites requiring a graphical panel display, the display shall be at least a 10" color, touchscreen display.
8. Provide a complete spare PLC, associated modules, and power supply.

PLC, OIT, and HMI Programming Requirements:

1. All programming shall comply with the requirements of the specification section 16951 – Programming attached to this proposal.

Site Radio System Requirements:

1. Ethernet radio and associated antenna, antenna lightning/surge protection, cables, and all other equipment needed for a complete and operational system.
2. A radio path survey shall be performed to verify the feasibility of the radio system prior to starting construction. Radio testing shall be performed for any radio paths that do not provide a minimum of -20 dB fade margin as calculated in the radio path analysis.
3. A radio frequency spectral analysis shall be performed to determine the least congested frequencies.
4. A report shall be provided documenting the results of the radio path study and the radio frequency spectral analysis results. This report will be required to be included with the submittal package.
5. The masts at each site shall be as tall as needed for the system to communicate as needed.
6. All radio configuration and setup shall be included in the proposal.
7. All radios shall be provided with on board diagnostics available to a technician for troubleshooting the system.
8. Frequency selection shall be dependent on results of radio path study and spectral analysis.

Only a portion of the RFP was included for information and if you are interested in receiving the entire RFP, please notify Audra.



City of Trinidad
P.O. Box 880
Trinidad, Colorado 81082
Telephone (719) 846-9843
Fax (719) 846-4140
www.trinidad.co.gov

**CITY OF TRINIDAD, COLORADO-WATER SYSTEM SCADA SYSTEM
REQUEST FOR PROPOSALS-ADDENDUM NO. 1**

Date: October 6, 2014

The City of Trinidad is issuing an addendum to the City of Trinidad – Water System Scada System Request for Proposals due to issues with our current system. It is our intent to accelerate the existing schedule in the RFP.

Mandatory Site Visit: October 10, 2014 at 10:00 a.m. at City of Trinidad City Hall located at 135 N. Animas Street, Trinidad, Colorado

Proposal Information: Proposals will be received by City of Trinidad, CO (the Owner) until 2:00 p.m., local time, October 21, 2014. Proposals received after this time will not be accepted. Proposals will be received at the following location:

City of Trinidad
City Hall
135 N. Animas Street
Trinidad, CO 81082

Completion: Completion time shall be as follows: The Work shall be Substantially Completed on or before December 9, 2014, and completed and ready for final payment on or before December 23, 2014.

If you have any questions, please contact Marc Vigil (719)846-2412 (office) or (719)859-0848 (cell) or Andrew Riddle at (719)846-9843 ext. 105 (office) or (719)680-9515 (cell).

**CITY OF TRINIDAD WATER SCADA SYSTEM PROJECT
MANDATORY PRE-BID OPENING ATTENDEE LIST
OCTOBER 10, 2014
10:00 A.M.**

<u>Name</u>	<u>Company Representing</u>	<u>Email</u>
1) <u>Charles PAGE</u>	<u>Browns Hill Eng</u>	<u>CPAGE@brownshilleng.com</u>
2) <u>Linda Vigil</u>	<u>City of Trinidad</u>	<u>linda.vigil@trinidad.co.gov</u>
3) <u>Andrew Riddle</u>	<u>City of Trinidad</u>	<u>andrew.riddle@trinidad.co.gov</u>
4) <u>Marc A. Vigil</u>	<u>Trinidad H2O Dept.</u>	<u>h2omv@yahoo.com</u>
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____
10) _____	_____	_____