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

***Stan Binnie, Mayor***
***Gabriel Adams, City Clerk***

Posted: Friday, September 3, 2010

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

The Trinidad City Council will hold its first regular monthly meeting on

## WEDNESDAY, September 8, 2010 at 7:00 PM

in the Town Hall at 409 Trinity Street

## A CLOSED SESSION WILL BEGIN AT 6:00 PM IN THE CIVIC ROOM

**I. CALL TO ORDER/ROLL CALL**
**II. PLEDGE OF ALLEGIANCE**

**III. CLOSED SESSION**
A Closed Session will be held prior to the Regular Meeting for the following purpose:
Personnel Issue: Section 54957(b), City Manager

**IV. APPROVAL OF AGENDA**

**V. APPROVAL OF MINUTES**
- The August 25, 2010 Minutes have not yet been prepared.

**VI. COUNCIL MEMBER REPORTS, INCLUDING COMMITTEE ASSIGNMENTS**

**VII. ORAL STAFF REPORTS**
- City Manager
- Specific Department Reports

**VIII. ITEMS FROM THE FLOOR**
*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

**IX. CONSENT AGENDA**
1. Staff Activities Report through August, 2010
2. Financial Status Reports for July, 2010
3. Proclamation 2010-06 Recognizing the North Coast Stand Down
4. Resolution 2010-12 Authorizing the Submittal of a Watershed Management Grant
5. Set Public Hearing for October 13, 2010 to Consider Ordinance 2010-04 for a Transient Occupancy Tax Rate Increase

**X. DISCUSSION/ACTION AGENDA ITEMS**
1. Appointment of Gayle Becker to Fill Open Planning Commission Position
2. Resolution 2010-13 Amending the FY2010-11 Annual Budget
3. Discussion of Improvements to the Van Wycke Trail

**XI. COUNCIL, STAFF, or PUBLIC REQUESTS FOR FUTURE AGENDA ITEMS**

**XII. ADJOURNMENT**

**CONSENT AGENDA ITEM #1**

## SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES

1. STAFF ACTIVITIES REPORT THROUGH AUGUST, 2010

**CONSENT AGENDA ITEM IX.1**
**Date: September 8, 2010**

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Item: **STAFF ACTIVITIES REPORT THROUGH AUGUST, 2010**

Background: The City Council is provided with a Staff Activities Report at the first meeting of every month. The report covers staff actions and updates on projects through the previous month.

Changes from the previous report will be shown in ***bold italics*** so that the Council members can follow both the history of an activity and see the progress that has been made since the last Report. Update items will be removed periodically as they become "old news."

The report concentrates on projects and is directly related to the Special Grants and Projects Budgets in the adopted City Budget.

There is also a monthly update on the rental activity at Town Hall for the previous month.

Staff Recommendation:

Receive and file the Staff Activities Report, or take whatever other action is deemed appropriate by the Council.

Attachments: Staff Activities Report through August, 2010.

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***Stan Binnie, Mayor***
***Steve Albright, City Manager***

# STAFF ACTIVITIES REPORT

Through August, 2010

A Staff Activities Report is provided to the City Council at the first Council meeting of every month. Additions to the previous report will be indicated in **bold letters.** Old information will be left on this report for several months and then removed or updated. This report is prepared by Steve Albright, City Manager, with input from staff members and contracted consultants.

The Staff Activities Report focuses on specific projects, the status of requests to the staff from the Council, and other ongoing items where progress can be reported. It is now being organized under the six primary City functions: City Administration; Police Department; Fire Department; Public Works Department; City water Department; and the City Cemetery.

## City Administration:

1. FY2011 Budget. The FY2011 Budget was approved by the City Council on June 9, 2010. **A budget amendment will be presented to the City Council in September that acknowledges changes based on the 2010 year-end and proposed increases and decreases to expenditures.**

2. 2009-10 Annual Audit. **The FY2010 annual financial audit is already being planned. Some year-end data has already been sent to the auditor, and CMM is preparing the ending financial statements through June 2010. The Council authorized retaining Marcello and Associates for another year, and Ralph Marcello plans to be in Trinidad to do the field work during the week of November 29, 2010.**

3. Town Hall Rental. Staff has been reporting in a separate format the monthly rental revenue from the public's use of Town Hall. **That revenue and Town Hall use will be reported by the City Clerk at the meeting.**

4. Improvements to the City's filing/record-keeping system. **All litigation records have been catalogued and have been moved back to the storage unit. No other progress toward improving records has been made.**

5. Town Hall Improvements. Estimates will be sought for painting, re-flooring, some carpentry work, and furniture replacement for the Clerk's Office in Town

Hall. Work that was planned for the last week of June and the first week of July did not occur because staff was trying to coordinate it with the planned new energy-efficient heating system, but that grant has still not been approved.

6. Creating a 5-year Capital Improvement Plan for the City of Trinidad. No action has been taken.

7. Tsurai Management Plan Implementation. **All parties were invited to a meeting to plan fro renewing efforts toward transferring the 12.5 acre site. The meeting was held on August 24, 2010. The Tsurai Ancestral Society was not represented. The TAS has continued to request that the transfer discussions be suspended until the brush cutting incident is resolved. The other parties (including the City) at the meeting agreed to review comments supplied by the Coastal Conservancy's new attorney, to work any changes into the draft documents, to report to the City Council in Closed Session, and then to conduct a public workshop meeting to solicit input and comments from Trinidad residents. work into the draft documents replied that the Board was meeting in May and would get back to the City at that time.**

   On June 16-17, there was a brush/tree cutting incident on City-owned property within the Management Area. The County Sheriff's Office has completed its investigation of the incident and forwarded its work to the District Attorney's Office for possible prosecution. **LACO & Associates completed an analysis of the damage and a plan for stabilization of the site. The Council authorized the City Manager to retain a contractor to spend up to $15,000 to implement the recommended erosion control measures. A meeting was held on August 17 with the TA and the Yurok Tribe to discuss potential contractors. The City Manager has interviewed three potential contractors and is working out an agreement with one of them. That agreement should be completed and the beginning of work should be begun in early September. The project will be on the agenda of the Trinidad Planning Commission for a Coastal Development Permit at its September meeting.**

8. General Plan. The Open Space, Conservation, and Recreation Elements were presented and discussed at the Council's meeting on April 28, 2010. The new General Plan is now scheduled for Council adoption hearings after the Planning Commission completes its review of the remaining elements.

9. **Code Enforcement. As time, other priorities, and resources allow, staff is continuing to address code enforcement complaints. This will be an ongoing effort.**

10. On-Site Waste Water Treatment (OWTS) Ordinance. The City Council adopted the Ordinance on December 10, 2008. In November, Planning Commission requested that a change in the OWTS Ordinance be made to make either the City Manager (administratively) or the City Council responsible for approving the

implementation guidelines. An amendment to the Ordinance was prepared to shift this responsibility to the Council, and it was approved in March 2010. The Guidelines can now be finalized and brought to the Council for consideration as staff time allows.

11. Accessory Dwelling Unit (ADU) Code. The Planning Commission has completed its work on a proposed ADU Ordinance that would put the City of Trinidad in compliance with State requirements. The ordinance was referred to the City Attorney for review in early 2008. The Planning Commission has recommended that it be considered by the City Council, but that will not happen until the Council acts on the OWTS Ordinance. **The proposed ADU Ordinance is on the City's website as a downloadable document for public review and comment. The Ordinance was adopted by the City Council in August, 2010, and will go into effect in September.**

12. Vacation Units Regulations. The Citizens Advisory Committee on Vacation Dwelling Units was formed and held a total of eight meetings between January and May. The Committee completed its work and presented its findings and recommendations to the City Council in June. **Staff was directed to return to the Council with a first draft of a possible ordinance to regulate aspects of VDUs in Trinidad.**

## Status of Grants and Funding Programs

- Project Name: Gateway Project
  Source of Funds: CA State Transportation Improvement (STIP)
  Amount of Funding: $145,000
  Local Match/Source: Prop 1B funds
  Status: Environmental Complete, Design Complete, Construction in 2010
  The Construction Authorization request has been submitted to Cal Trans. The Encroachment Permit was received in April. Staff completed and has obtained construction easements with adjacent property owners and utility relocations with PG&E and AT&T. **CalTrans right-of-way staff is has still not signed off on the project, which means that construction will now be delayed until next spring.**

  and

  Project Name: Main and Trinity Safety Improvements
  Source of Funds: Federal High Risk Rural Road Funds (HR3)
  Amount of Funding: $360,000
  Status: See above. The two funds have been combined into one construction project.

- Project Name: New Library/Museum Road

Source of Funds: CA State Proposition 1B
Funding Amount: $100,000
Status: The project has been completed.

- Project Name: Library Museum Project Access Improvements
  Source of Funding: American Recovery and Reinvestment Act (ARRA)
  Amount of Funding: $186,000
  Status: **The construction work on the project has been completed. Staff met with CalTrans and Federal Highway officials on August 25 for an audit of the project records. A substantial amount of improvements to the record keeping for this project has been requested and will be worked on by staff. Reimbursement of all project funds minus a 10% withholding will now proceed.**

- Project Name: Saunders Park Development
  Source of Funding: State Park Bond
  Amount of Funding: Approximately $120,000 remaining.
  Status: **Funding received in 2006. Design by Freeman Architects complete, the advertisement for public bid occurred in August 2010, Construction to begin in September, 2010. The City Manager was authorized by the Council to contract with Gray Construction and to negotiate the removal of certain items from the contract because the low bid came in well over the budget. Also, un-obligated remaining funds from the total grant will be requested to be allocated to the Saunders Park construction budget.**

- Project Name: Azalea and Pacific Streets Reconstruction
  Source of Funds: CA State Transportation Improvement (STIP)
  Amount of Funding:
  Status: Due to lack of construction funds at the State level, construction funding now programmed for 2013-14. Funding for final design undetermined and may delay the project indefinitely. No additional expenditures recommended at this time, which means some Prop 1B money needs to be reallocated in September as part of a Budget Amendment process

- Project Name: Energy Efficiency and Conservation Block Grant (EECBG)
  Source of Funding: American Recovery and Reinvestment Act
  Amount of Funding: $25,000
  Status: County officials have requested additional information, which was provided. Even though the grant application was submitted in January, 2010, and the award announcement was anticipated by the end of March, 2010, the grant has been delayed with no explanation. Date of determination still unknown.

- Project Name: Safe Drinking Water Revolving Fund (SDWSRF)

Source of Funds: State Department of Public Health, Revolving Loan Fund
Amount of Funding: Undetermined
Status: Application was submitted by February 4, 2010. Notice of Exemption from CEQA filed with the County Clerk in March, 2010. State is apparently ready to award a partial grant/loan for the project, with details to be determined. Project proposal currently under review.

- Project Name: Clean Beaches Program
  Source of Funding: State Proposition 50
  Amount of Funding: $400,000
  Status: This project was delayed by the state budget crisis for 16 months. It was reactivated in February 2010, but the end date for grant expenditure is now 11/30/10. A grant amendment was signed in April 2010. Nearly $300,000 of the funds are for the replacement of failing and unsafe septic systems in the watershed area (inside and outside the City limits), **and the City and Streamline Planning now appear to be able to do major repairs or complete replacements for 24 of the worst systems in the area. Through August, 14 repair or replacement systems have been approved and have been constructed, and several more are pending approval and construction. Funds reimbursement for those completed through June 2010 are now pending.**

- Project Name: Turbidity Meter
  Source of Funding: CA State Proposition 50
  Amount of Funding $60,000
  Status: Letter of Commitment from State in 2008; contract incomplete due to funding freeze. Start date undetermined.

- Project Name: Drainage Improvements (ASBS Project)
  Source of Funding: CA State Proposition 84
  Amount of Funding: $2,500,000
  Status: State announced in late April that bond funds have been raised and this project may proceed. **The City Council approved a Resolution to allow the City Manager to negotiate the terms of the Agreement. Staff is responding to a request from the State to address "scope of services" issues that arose during the State's review and approval process. A letter was completed and sent to the Board on August 30, 2010, If this addresses the State issues adequately, and when a State Budget is approved, an agreement will be brought to the Council for approval. A time frame is now undetermined.**

- Project Name: Trinidad Pier Reconstruction (ASBS Project)
  Source of Funding: CA State Proposition 84
  Amount of Funding: $2,500,000
  Status: State announced in late April that bond funds have been raised and this

project may proceed. **The City Council approved a Resolution to allow the City Manager to negotiate the terms of the Agreement. The State sent the City a letter with many concerns in it in June. A response was jointly prepared by City and Rancheria staff and sent to the State on June 30. Their response time and the next steps needed to prepare and agreement to proceed are undetermined. Staff will be working with the Rancheria to prepare an MOU for the implementation of this grant when it is finally approved.**

- Project Name: Trinidad Safe Streets
  Source of Funding: CalTrans Planning Funds
  Amount of Funding: $80,000
  Status: Grant application completed by staff and Local Government Commission. Council approved Resolution to submit application in March, 2010, and application filed with District 1 Caltrans by April, 1, 2010. **The City was informed in August that this was a very competitive grant process and that Trinidad's application was not selected fro funding.**

## Police Department

1. Staffing. Sandra Cuthbertson remains as a part-time Office Manager for at least the remainder of the calendar year. She assists with other city functions as needed because her salary is now paid by the General Fund.

2. Law Enforcement Functions. The contract with the Sheriff's Office became effective on June 30, 2010. Deputy Scott Hicks was the only volunteer applicant from within the Department and has been assigned to Trinidad. **His standard hours are 9:00am til 7:00pm. The City also gets 20 hours of rotating coverage at other times.** The Sheriff is still committed to an interview process, and that has not been scheduled.. In the meantime, Deputy Hicks is on duty and has full access to the City's police department offices, as agreed. The remaining contract hours (20 hours/week) are from patrol units that frequently come through Trinidad from the McKinleyville substation.

3. Equipment Issues. All ammunition on inventory was transferred in June, and a credit was given to the July payment to the County. All Trinidad-owned weapons were transferred for Storage by the Sheriff's office on July 29, 2010. Evidence in storage still needs to be discussed to determine if any or all can be transferred to the Sheriff's office. Some office equipment and supplies were transferred for use by the Trinidad Public Works Department.

## Fire Department

1. Equipment. The Fire Chief ordered and completed the purchase of additional new safety equipment.

2. **Wildfire Agreement. Per the recommendation of CalFire, the Council approved NOT having a wildfire service agreement. Instead, the Mutual Aide Agreement was updated.**

## Public Works Department

1. Grounds Maintenance. City crews maintain grounds and the Cemetery on an ongoing basis in the summer months. **The Library/Museum project is also now being maintained by the City.**

2. Streets Maintenance. **The staff is getting estimates to do repairs to Main Street underneath the Highway 101 overpass. Staff is also working with Winzler & Kelly to survey and evaluate possible remedies to the sliding Van Wycke Trail. Public Works will be trading surplus (unused) equipment (the mower and backhoe attachments to the old tractor) for a Flail Mower attachment (can be use to mow along slopes). Staff will also be selling other unused equipment for a nominal sum.**

3. Street Trees/Maintenance. No new activities to report.

4. Appropriations Request. A 2011 appropriations request was submitted to Congressman Thompson's staff for funding of the second phase of the Stormwater Drainage Improvement Project required to meet discharge standards at the ASBS. The first phase is due to be funded by Prop 84 when the State is able to release project funds.

## City Water Department

1. Rates. **A public hearing for an annual adjustment to the City water rates resulted in a 2.2% rate increase**. The City may receive state funding assistance to perform a water rates analysis to meet State Prop 218 requirements if any rate increases are demanded to support major capital infrastructure improvement loans.

2. Maintenance. **Staff is constructing a new storage shed facility at the water treatment plant on Westhaven Drive.**

3. Water Quality: **New equipment is being purchased that will improve water quality testing procedures at the Treatment Plant.**

4. Appropriations Request. A 2011 appropriations request was submitted to Congressman Thompson's staff for funding of the improvements required at the water treatment facility.

## City Cemetery

1. Annual Maintenance. The Public Works staff maintains the Cemetery Grounds on an ongoing basis. There are no other activities to report.

## CONSENT AGENDA ITEM #2

## SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGE

2. FINANCIAL STATUS REPORT

**CONSENT AGENDA ITEM IX.2**
**Date: September 8, 2010**

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Item: **FINANCIAL STATUS REPORT**

Background: This "Monthly Financial Status Report" is provided to the Council at the first meeting of every month and is produced by Cunningham, Malone & Morton. It provides the Council and the public with a monthly financial status which is intended to be timely and user-friendly.

The status report is done for each department and includes: 1) expenditures from the previous month; 2) expenditures for the year-to-date; 3) the annual budget for a given budget category; and 4) the percent of the budget that has been expended to date.

This Financial Status Report provides the status on seven pages:

General Fund Revenue;
1. General Fund-Administration;
2. General Fund-Public Works;
3. General Fund-Police;
4. General Fund-Fire;

Enterprise Account-Water Department; and
Enterprise Account-Cemetery.

The four General Fund Accounts also include bottom-line statements for specific grant or special project budgets. For example, the Village Keepers Fund and the Clean Beaches Grant are included with the General Fund-Administration. Full details of those special project or grant budgets will be available for review but will not be published monthly with the meeting packet.

Staff Recommendation:

Discussion and public input, and Council action to receive and file the Financial Status Report

Attachments: Financial Status Report through July, 2010.

## CONSENT AGENDA ITEM #3

## SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

3. **PROCLAMATION 2010-06 RECOGNIZING THE NORTH COAST STAND DOWN**

**CONSENT AGENDA ITEM IX.3**
**Date: September 8, 2010**

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Item: **PROCLAMATION 2010-06 RECOGNIZING THE NORTH COAST STAND DOWN**

Background: This annual event is held across the country in an effort to recognize veterans by helping them to obtain improved information and access to medical, employment, social services, legal, and other types of assistance.

Trinidad has supported the North Coast Stand Down on an annual basis by issuing a Proclamation recognizing the event.

Dawne Davis will plan t be at the City Council to accept the Proclamation on behalf of the North Coast Stand Down Board of Directors.

Staff Recommendation: Approve proposed Proclamation 2010-06

Attachments: Letter from Deborah Reeves, Board President of the North Coast Stand Down; and
Proposed Proclamation 2010-06

RECEIVED
AUG 02 2010

July 30, 2010

Mayor Stan Binnie and Council Members
Trinidad City Council
P.O. Box 390
Trinidad, CA 95570

Dear Mayor Binnie and Council Members:

On October 1st, 2nd, and 3rd, 2010, the 5th Annual North Coast Stand Down will be held at the Humboldt County Fairgrounds. We are requesting a proclamation from the Council to express your support for this important event.

As you know, Stand Downs are held across the country as three-day events designed to help all veterans obtain information about and access to medical, employment, social service, legal and other types of assistance. The purpose of a Stand Down is to reach out and provide a hand-up to local veterans and their families. Last year's North Coast Stand Down assisted more than 500 veterans access the services to which they are entitled and we anticipate another inspiring and successful event this year.

We hope the Council will consider issuing a proclamation to honor this year's event. I have included in this correspondence a sample proclamation for the 2010 Stand Down. We would be honored to be included on the Council's September agenda to accept the proclamation and express our vision and goals for the Stand Down. Our Political Affairs Coordinator, Lindsay Righter, can be reached at (707) 269-9595 and will be happy to contact you to arrange the presentation.

The North Coast Stand Down Board would be pleased to answer any questions or present further information to the Council. Please feel free to contact me at (707) 444-8271.

Sincerely,

Deborah Reeves

Deborah Reeves, Board President
North Coast Stand Down

***TRINIDAD CITY HALL***
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***Stan Binnie, Mayor***
***Gabriel Adams, City Clerk***

## PROCLAMATION 2010-06

# IN HONOR AND SUPPORT OF THE 2010NORTH COAST STAND DOWN

**WHEREAS**, on October 1, 2 and 3, 2010, the fifth annual North Coast Stand Down will take place at the Humboldt County Fairgrounds; and

**WHEREAS**, the purpose of a Stand Down is to reach out to local veterans and their families to provide a hand up, not a hand out; and

**WHEREAS**, the term Stand Down is a military one that is used in war times when exhausted combat soldiers requiring time to rest and recover were told to "stand down" and were taken from battlefields to a place of relative security and safety; and

**WHEREAS**, today, Stand Downs are held across the country as grass-roots, community-based events designed to help veterans obtain information and access to medical, employment, social service, legal and other types of assistance; and

**WHEREAS**, approximately one third of America's adult homeless population has served their country in the Armed Services; and

**WHEREAS**, the North Coast Stand Down is committed to providing homeless veterans and their families direct access to additional short-term and long-term resources, including shelter and opportunities to begin drug and alcohol recovery; and

**WHEREAS**, like the North Coast Stand Down, the most effective programs for veterans are community-based, nonprofit, "veterans helping veterans" groups; and

**WHEREAS**, the 2009 North Coast Stand Down assisted more than 500 veterans in accessing the services to which they are entitled; and

**WHEREAS**, the 2010 North Coast Stand Down will make a positive difference in the lives of local veterans and their families and raise community awareness of the needs of soldiers returning from active duty;

**NOW, THEREFORE BE IT RESOLVED** that the City Council for the City of Trinidad recognizes the 2010 North Coast Stand Down committee and volunteers for their efforts to address the needs of veterans on the North Coast and encourages all North Coast veterans in need of services to attend the Stand Down

**PASSED, APPROVED, AND ADOPTED** by the Trinidad City Council on Wednesday, September 8, 2010.

Attest:

| | |
|---|---|
| **Gabriel Adams** | **Stan Binnie** |
| City Clerk | Mayor |

Council Members:

Kathy Bhardwaj, Mayor Pro Tem
Julie Fulkerson
Mike Morgan
Don Ratzlaff

## CONSENT AGENDA ITEM #4

## SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

4. **RESOLUTION 2010-12 AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION FOR CONTINUED WATERSHED MANAGEMENT ACTIVITIES**

**CONSENT AGENDA ITEM IX.4**
**Date: September 8, 2010**

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Item: **RESOLUTION 2010-12 AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION FOR CONTINUED WATERSHED MANAGEMENT ACTIVITIES**

Background: The Department of Conservation has a competitive Watershed Coordinator Grant program that is a good fit for the City of Trinidad and the Trinidad-Westhaven Integrated Coastal Watershed Management Plan. Becky Price-Hall would like to develop a grant proposal for watershed coordinator of the Mad-Redwood watershed, which includes Trinidad Bay Watersheds and the Humboldt Bay Watersheds. The duties of the watershed coordinator are to:

- Ensure open and accurate sharing of information
- Convene and advance collaboration among and between agencies, entities, groups and individuals;
- Provide or assist with the acquisition of necessary technical expertise
- Report and measure performance milestones
- Act as liaison between local communities and regional or statewide activities and programs.

The proposal is due October 12, 2010, and would request an amount not to exceed $300,000 with no match required by the City, due to the disadvantaged community status of the Trinidad Bay watershed area.

Staff Recommendation: Approve proposed Resolution 2010-12.

Attachments: Proposed Resolution 2010-12.

*TRINIDAD CITY HALL*
P.O. Box 390
409 Trinity Street
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(707) 677-0223

*Stan Binnie, Mayor*
*Gabriel Adams, City Clerk*

# RESOLUTION 2010-12

## Support the Submittal of an Application for Funding to the California Department of Conservation for a Watershed Coordinator Grant

**WHEREAS**, the Trinidad City Council at times seeks federal, state, or local financial assistance for the purpose of implementing its plans and polices; and

**WHEREAS**, the City Council adopted the Trinidad-Westhaven Integrated Coastal Watershed Management Plan in June 2008;

**WHEREAS**, the Trinidad-Westhaven Integrated Coastal Watershed Management Plan identifies the importance of coordination among agencies, residents and other stakeholders in order to improve water quality, to provide safe and reliable drinking water, to reduce contaminated runoff, to enhance the integrity of the natural habitat, and to provide safe public access to coastal and marine resources in the Mad-Redwood watersheds including Trinidad Bay and Humboldt Bay;

**WHEREAS**, funds are competitively available from the California Department of Conservation through its "Watershed Coordinator Grant" program for the purpose of advancing sustainable watershed management using community-based strategies.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of Trinidad desires to apply for and receive funding under this program for the purpose of promoting coordination in the Mad-Redwood watersheds and in implementation of Trinidad-Westhaven Integrated Coastal Watershed Management Plan; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the City Council will apply for an amount not to exceed $300,000 under the program for this purpose;

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the City Manager is authorized by the Council to represent the City in applying for and accepting these funds.

**PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL** of Humboldt County of the State of California this 8th day of September, 2010.

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

Ayes:
Noes:
Absent:
Abstain:

**Attest:**

**Gabriel Adams**
Trinidad City Clerk

**Stan Binnie**
Mayor

## CONSENT AGENDA ITEM #5

## SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGE

5. **SET PUBLIC HEARING FOR OCTOBER 13, 2010 TO CONSIDER ORDINANCE 2010-04 FOR A TRANSIENT OCCUPANCY TAX RATE INCREASE**

**CONSENT AGENDA ITEM IX.5**
**Date: September 8, 2010**

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Item: **SET PUBLIC HEARING FOR OCTOBER 13, 2010 TO CONSIDER ORDINANCE 2010-04 FOR A TRANSIENT OCCUPANCY TAX RATE INCREASE**

Background: In June, the Vacation Dwelling Units Advisory Committee recommended increasing the Transient Occupancy Tax (TOT) from 8% to 10%. A public hearing was set for August 11, 2010, but a busy staff and council calendar delayed that hearing. It is now recommended to be held at the next Council Meeting.

The TOT was established by Ordinance in Trinidad in 1992. Proposed Ordinance 2010-04 would change the RATE of the TOT charged to visitors staying in Trinidad lodging establishments for less than 30 days. This is the only change proposed to the existing ordinance, which is Section 3.20.030 – Imposed Rate. The change would read "….a tax in the amount of **10%** of the rent charged by the operator."

Public comments on this proposed ordinance and change to the municipal code can be given to the City Clerk prior to the set hearing date or provided to the City Council at the public hearing.

Staff Recommendation: Set a Public Hearing date or October 13, 2010 to consider the adoption of proposed Ordinance 2010-04.

Attachments: None.

## DISCUSSION / ACTION AGENDA ITEM #1

## SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

1. APPOINTMENT OF GAYLE BECKER TO FILL OPEN PLANNING COMMISSION POSITION

**DISCUSSION/ACTION AGENDA ITEM X.1**
**Date: September 8, 2010**

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Item: **APPOINTMENT OF GAYLE BECKER TO FILL OPEN PLANNING COMMISSION POSITION**

Background: In early August, Planning Commissioner Sam Pennisi resigned his position on the Trinidad Planning Commission. His position was due to expire at the end of 2012.

The City Council announced the open position at its meeting on August 11, 2010, and published the vacancy on its website. A deadline of August 28, 2010 was set to accept applications.

One local resident, Gayle Becker, has applied for the position. Her letter of interest in being appointed was an email correspondence and is not included with this agenda item.

Staff Recommendation: Appoint Gayle Becker as a Trinidad Planning Commissioner for a term extending from September, 2010 through December, 2012.

Attachments: Announcement of opening on the Trinidad Planning Commission..

City of Trinidad

Monday, August 16, 2010

# PUBLIC ANNOUNCEMENT OF VACANCY ON THE TRINIDAD PLANNING COMMISSION

THE CITY OF TRINIDAD IS CURRENTLY SEEKING AN INDIVIDUAL TO FILL **(1) VACANCY** ON THE TRINIDAD PLANNING COMMISSION.

TERM: **SEPTEMBER 2010 – DECEMBER 2012**

SEND A LETTER OF INTEREST, INCLUDING QUALIFICATIONS, TO THE CITY CLERK AT:

*CITY OF TRINIDAD*
*P.O. BOX 390*
*TRINIDAD, CA 95570*

OR YOU MAY DELIVER THE LETTER IN PERSON TO:

*TRINIDAD CITY HALL*
*409 TRINITY STREET*
*TRINIDAD, CA*

**THE DEADLINE FOR FILING IS 2:00 PM, FRIDAY, AUGUST 27, 2010.**

FOR ADDITIONAL INFORMATION OR QUESTIONS, PLEASE CALL 677-0223.

***Gabriel Adams*** - Trinidad City Clerk

## DISCUSSION / ACTION AGENDA ITEM #2

## SUPPORTING DOCUMENTATION FOLLOWS WITH: 10 PAGES

2. **RESOLUTION 2010-13 AMENDING THE FY2010 BUDGET**

**DISCUSSION/ACTION AGENDA ITEM X.2**
**Date: September 8, 2010**

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Item: **RESOLUTION 2010-13 AMENDING THE FY2010 BUDGET**

Background: This is the first proposed Budget Amendment to the FY2011 annual budget. The proposed changes are a result of anticipated spending reductions and proposed spending additions for the various departments. Staff will review the proposed amendment that is summarized in the attached staff report and shown on the proposed Budget Amendment pages.

If this is approved by the Council, staff will be preparing for each Council member a copy of the Amended Budget.

Staff Recommendation: Approve Resolution 2010-13 amending the FY2010 Trinidad City Budget.

Attachments:
1) Proposed Resolution 2010-13; and
2) Staff Report: Budget Amendment Considerations; and
3) Amended Budget pages for General Fund-Administration, General Fund-Volunteer Fire Department, General Fund-Public Works Department, and Enterprise Fund-City Water.

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

***Stan Binnie, Mayor***
***Gabriel Adams, City Clerk***

# RESOLUTION 2010-13

## Amending the FY2011 Budget for the City of Trinidad

**WHEREAS**, the City of Trinidad adopted its fiscal year 2011 (FY2011) Budget on June 9, 2010; and

**WHEREAS**, numerous changes have occurred in the projected revenues and expenditures for the varied components of the City Budget; and

**WHEREAS**, the City Council has authorized certain significant expenditures that were not originally included in that adopted budget;

**WHEREAS**, a presentation to the City Council on proposed amendments to the Budget was conducted in Trinidad for the purpose of receiving public responses; and

**WHEREAS,** sufficient funding from projected revenues and City reserve funds is available to demonstrate that the amended budget will still be a balanced budget.

**NOW, THEREFORE LET IT BE RESOLVED** that the Trinidad City Council does hereby adopt the proposed amendments to the FY2011 Budget as identified on the attached Staff Report and Amended Budget pages; and

**NOW, THEREFORE BE IT FURTHER RESOLVED** that the Trinidad City Council does hereby instruct its staff to return to the Council periodically during the year with any additionally proposed budget amendments which may become necessary to address changing financial conditions.

**PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL** of Humboldt County of the State of California this 8th day of September, 2010.

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

Ayes:
Noes:
Absent:
Abstain:

**Attest:**

**Gabriel Adams**
Trinidad City Clerk

**Stan Binnie**
Mayor

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

***Stan Binnie, Mayor***
***Steve Albright, City Manager***

# Amended Staff Report:
# PROPOSED BUDGET AMENDMENT
# First Annual Budget Amendment: September, 2010

**The proposed changes to the annual FY2011 Budget fall into one of three categories:**

1. **Increase or decrease to the projected revenue;**
2. **Decrease to a line item expenditure based on an anticipated reduction in spending; or**
3. **Increase to a line item expenditure based on a proposed NEW expenditure.**

## GENERAL FUND

**Decrease to a Line Item based on Reductions in Spending**

Administration Budget, Municipal Expense Account Decrease:
Remove planned local match for a grant that was not approved ($ 16,000)

Fire Department Budget, Contracted Services Account Decrease:
Remove annual cost of wildfire services contract with CalFire ($ 5,700)

Public Works Budget, Street Lighting Improvements
Remove Improvements Cost of Relocating Trinity Street Lights ($ 15,000)

**Increase to a Line Item based on Proposed New Expenditures**

Personnel Increases:
Increase to Salaries/Benefits for a Vacation buy-out $ 800
Public Works
Increase to Salaries/Benefits for a part-time office worker $ 1,300

Fill-in worker when the City Clerk is out of the office, 100 hours at $13.00 per hour

Increase to Salaries/Benefits for Maintenance Worker $ 16,000
Converting the part-time maintenance worker with no benefits to a full-time employee with benefits, starting at $14.28/hour, Public Works.

Attorney – Litigation: $ 5,000
The City Council authorized its City Attorney to prepare for litigation to recover costs associated with the bluff-cutting incident that occurred in June. This is a very rough estimate, and the final cost may be a running-tab that builds up as the litigation proceeds in the future.

Proportionate Share of Accounting Software: $ 8,000
This is a required expenditure increase that has been made necessary over time to address the financial management and audit requirements of the City's multiple fund accounts and grant programs. The City's accountants have historically used QuikBooks which is insufficient to manager the City's complex multiple accounts and programs. $6,000 of the total cost is being absorbed by grant programs (where eligible), and the remainder is divided between the General Fund and the Water Fund. The total cost includes software purchase (owned by the City), training of CMM staff in the use and reporting functions of the software, and the time and cost to transition the budget and records to the new software.

Contracted Services (LACO, Erosion Plan): $ 4,200
The City Council approved this emergency expenditure in July 2010.

Contracted Services (Yurok Tribe, Bluff Restoration): $ 15,000
The City Council approved this emergency expenditure in August 2010. This is a not-to-exceed amount without further authorization, and so the final amount may be less than the amount authorized.

**Other Actions**

- In the approved budget, the Council has authorized an annual rent of $4,000 to the Trinidad Scholl to support the local library location. The school announced that it was taking back that space as of October 2, 2010. The Council will owe the School $1,000 for the three months of this year, and the remainder ($3,000) will still be made available to support a temporary library location of the remaining nine months.

# WATER FUND

**Increases to the projected Water Fund Revenue**

Revenue Increase based on 2.2% Annual Rate Increase $ 4,600

**Decrease to a Line Item based on Reductions in Spending**

$ 0

**Increases to a Line Item based on Proposed New Expenditures**

Personnel Increases:

| | |
|---|---|
| Increase to Salaries/Benefits for a Vacation buy-out | $ 600 |
| Increase to Salaries/Benefits for Maintenance Worker | $ 16,000 |

Converting the part-time maintenance worker with no benefits to a full-time employee with benefits, starting at $12.00/hour, Water Department.

Proportionate Share of Accounting Software: $ 6,000

See description under general fund.

# OTHER CHANGES/CONSIDERATIONS

Reallocation of Prop1B Funds

The City received these funds in 2008. One of the major allocations of the total of $400,000 was to augment the planned Azalea/Pacific Improvement Project by adding $120,000 to the total project. Since that project is now not due to be funded until 2013-14, and because the Prop1B funds must be expended prior to that date, the Prop 1B funds need to be reallocated and approved by the State.

The following allocation schedule is recommended:

| Project | Current | Proposed |
|---|---|---|
| Maintenance, Pavement Repairs | | |
| Varied Locations | $ 80,000 | $ 80,000 |
| Maintenance, Landscaping/Signage/ADA | | |
| Varied Locations, Street Lights | | |
| Relocation, Van Wycke Trail | $ 35,800 | $ 105,700 |
| Minor, Non-Maintenance Street Extensions/New Streets | | |
| Construct Janis Court | $ 79,900 | $ 100,000 |
| New/Improved Safety Projects | | |
| Match/Augment Gateway Project | $ 84,300 | $ 84,300 |
| Minor, Non-Maintenance New/Improved Safety Projects | | |
| Augment HR3 Project, Utilities | $ 0 | $ 30,000 |
| Major Projects | | |
| Augment Azalea-Pacific Reconstruction | $120,000 | $ 0 |
| TOTAL | $ 400,000 | $ 400,000 |

Animal Control Services

Currently, animal control services are not part of the law enforcement services provided to the City of Trinidad by the Humboldt County Sheriff's Office. The City of Blue Lake contracts separately for these services, and this option would also be available to Trinidad. If the City were to contract for these service with the County, more research would have to be done on the cost and process of calling for the services.

Code Enforcement Activities

There is no person on the Trinidad City staff who is experienced in code enforcement. If the City is to become more active in local code enforcement, then some entity would have to be identified to do that work under contract, and additional research would have to be done on what that function may cost either on an annual basis (an amount not to exceed) or on a contract basis (actual cost on a case-by-case basis).

Purchase of the Whale Sculpture

The Whale Sculpture has been offered to the City at a cost of $67,000. At this time, there are no City funds that have been delegated for the purchase of public artwork, and the City has not identified any potential grant sources for this type of project.

Transient Occupancy Tax

A recommendation of the Vacation Dwelling Units Advisory Committee was to increase the Transient Occupancy Tax (TOT) from 8% to 10%. The Council authorized a public hearing to be set for August 11, 2010, but workload and other priorities resulted in a delay of the change to that Ordinance. If it is increased in October, then the Council will still need to consider the use of the increase in revenue.

CITY OF TRINIDAD

# FY2011 BUDGET

## General Fund - City Administration

**Approved Budget: June 9, 2010**

| | | Adopted FY2010 Budget | Actual FY2010 | Adopted FY 2011 Budget | **Amended FY2011 Budget 9/8/10** |
|---|---|---|---|---|---|
| 2.01 | **EXPENDITURES** | | | | |
| 6090.00 | Honorariums | $ 3,000 | $ 3,000 | $ 3,000 | $ 3,000 |
| 6100.00 | Employee Wages | $ 48,660 | $ 58,496 | $ 46,245 | **$ 47,545** |
| 6500.00 | Employee Benefits | $ 26,000 | $ 34,943 | $ 26,247 | $ 26,247 |
| | Employer Costs | $ - | $ - | $ 4,721 | $ 4,721 |
| 6550.00 | Employee Mileage Reimbursement | $ 1,200 | | $ 1,200 | $ 1,200 |
| 6810.00 | Fidelity Bond Insurance | $ - | $ - | $ 700 | $ 700 |
| 6820.00 | General Liability Insurance | $ 4,000 | $ 79 | $ 5,443 | $ 5,443 |
| 6830.00 | Property & Casualty Insurance | $ 1,500 | $ - | $ 3,340 | $ 3,340 |
| | ERMA (Insurance) | $ - | | $ 2,010 | $ 2,010 |
| 7101.10 | Attorney - Meeting & Administration | $ 28,000 | $ 14,002 | $ 24,000 | $ 24,000 |
| 7101.20 | Attorney - Application Processing | $ - | $ - | $ - | $ - |
| 7101.40 | Attorney - Litigation | $ 12,000 | $ 16,935 | $ 5,000 | **$ 10,000** |
| 7107.10 | City Engineer - Meetings | $ - | $ - | $ - | $ - |
| 7107.20 | City Engineer - Administration | $ 6,000 | $ 8,065 | $ 6,000 | $ 6,000 |
| 7107.30 | City Engineer - Application Processing | $ 1,000 | $ 442 | $ 2,000 | $ 2,000 |
| 7107.40 | City Engineer - Projects | $ - | $ - | $ - | $ - |
| 7130.10 | City Planner - Meetings | $ - | $ 1,320 | $ 2,000 | $ 2,000 |
| 7130.20 | City Planner - Administration | $ 20,000 | $ 16,683 | $ 6,000 | $ 6,000 |
| 7130.30 | City Planner - Application Processing | $ 8,000 | $ 5,871 | $ 8,000 | $ 8,000 |
| 7130.40 | City Planner - Enforcement | $ - | $ - | $ - | $ - |
| 7130.60 | City Planner - Projects | $ 30,000 | $ 29,847 | $ 12,000 | $ 12,000 |
| 7140.40 | Building Inspector - Application Processing | $ 2,000 | $ 4,056 | $ 5,000 | $ 5,000 |
| 7150.20 | Accountant | $ 6,000 | $ 11,003 | $ 10,000 | **$ 18,000** |
| 7160.30 | Auditor | $ 6,500 | $ 9,639 | $ 10,000 | $ 10,000 |
| 7170.00 | Information Technology Support | $ 2,000 | $ 2,873 | $ 1,000 | $ 1,000 |
| 7202.00 | TOT Allocatioon | $ - | | $ 30,000 | $ 30,000 |
| 7505.00 | Library & Local Contributions | $ 15,000 | $ 5,500 | $ 4,000 | $ 4,000 |
| 7506.00 | Rent | $ 5,600 | | $ 7,800 | $ 7,800 |
| 7507.00 | Utilities | $ 4,000 | $ 3,542 | $ 4,000 | $ 4,000 |
| 7509.00 | Dues & Memberships | $ 1,000 | $ 222 | $ 2,000 | $ 2,000 |
| 7510.00 | Municipal Expense | $ 65,000 | $ 53,226 | $ 21,000 | **$ 5,000** |
| 7513.00 | Office Supplies & Expense | $ 4,500 | $ 5,000 | $ 4,500 | $ 4,500 |
| 7519.00 | Contracted Services | $ - | $ 60 | $ - | $ - |
| 7599.00 | Miscellaneous Expense | $ 1,000 | $ 2,286 | $ 1,000 | $ 1,000 |
| 7602.00 | Telephone & Communications | $ 3,000 | $ 1,890 | $ 3,000 | $ 3,000 |
| 7603.00 | Cellular Phones/Pagers | $ - | $ - | $ - | $ - |
| 7604.00 | Cable and Internet Services | $ 1,500 | $ 1,770 | $ 1,500 | $ 1,500 |
| 7606.00 | Travel | $ 500 | $ 59 | $ 1,500 | $ 1,500 |
| 7806.00 | Building Repairs & Maintenance | $ 5,000 | $ 650 | $ 1,000 | $ 1,000 |
| 7809.00 | Materials, Supplies & Equipment | $ 7,000 | $ 9,206 | $ 5,000 | $ 5,000 |
| 7822.00 | Disaster Planning & Preparedness | $ - | $ - | $ - | $ - |
| | **TOTAL EXPENSES** | $ 318,960 | $300,665 | $ 270,206 | $ 268,506 |

CITY OF TRINIDAD

# FY2011 BUDGET

## General Fund - Fire Department

**Approved Budget: June 9, 2010**

| | | Adopted FY2010 Budget | Actual FY2010 | Adopted FY 2011 Budget | **Amended FY2011 Budget 9/8/10** |
|---|---|---|---|---|---|
| | FUND BALANCE - 7/1/09 | | | | |
| | FUND BALANCE - 7/1/10 | | | | |
| **4.01** | **EXPENDITURES** | | | | |
| 6090 | Honorariums | $ 2,400 | $ 1,800 | $ 1,800 | $ 1,800 |
| 6820 | General Liability Insurance | $ 1,500 | $ 40 | $ - | $ - |
| 6830 | Property & Casualty Insurance | $ - | | $ - | $ - |
| 7507 | Utilities | $ 600 | $ 734 | $ 600 | $ 600 |
| 7518 | Education, Testing & Training | $ 1,000 | | $ 1,000 | $ 1,000 |
| 7519 | Contracted Services | $ 5,700 | $ 5,963 | $ 5,700 | $ - |
| 7599 | Miscellaneous Expense | $ - | | $ - | $ - |
| 7602 | Telephone | $ 100 | $ 80 | $ 100 | $ 100 |
| 7605 | Radio & Dispatch (911 Contract) | $ 1,000 | $ 152 | $ 1,000 | $ 1,000 |
| 7804 | Vehicle Fuel & Oil | $ 750 | $ 374 | $ 750 | $ 750 |
| 7805 | Vehicle Repairs & Maintenance | $ 3,000 | $ 2,405 | $ 3,000 | $ 3,000 |
| 7806 | Building Repairs & Maintenance | $ 500 | $ 500 | $ 500 | $ 500 |
| 7808 | Equipment Repair & Maintenance | $ 1,500 | $ 143 | $ 1,500 | $ 1,500 |
| 7809 | Materials, Supplies & Equipment | $ 7,500 | $ 935 | $ 7,500 | $ 7,500 |
| 8500.1 | Capital Purchases - Vehicles | $ - | | $ - | $ - |
| 8500.2 | Capital Purchases - Equipment | $ 15,000 | | $ 10,000 | $ 10,000 |
| 9000 | Capital Reserves | $ 30,000 | | $ 20,000 | $ 20,000 |
| | **TOTAL EXPENSES** | $ 70,550 | $ 13,126 | $ 53,450 | **$ 47,750** |

CITY OF TRINIDAD

# FY2011 BUDGET

## General Fund - Public Works Department

**Approved Budget: June 9, 2010**

| | | Adopted FY2010 Budget | Actual FY2010 | Adopted FY 2011 Budget | **Amended FY2011 Budget 9/8/10** |
|---|---|---|---|---|---|
| 5.01 | **EXPENDITURES** | | | | |
| 6100.00 | Employee Gross Wages and Overtime | $ 23,256 | $ 22,247 | $ 25,072 | **$ 37,072** |
| 6500.00 | Employee Benefits | $ 11,218 | $ 11,547 | $ 11,345 | **$ 15,145** |
| | Employer Costs | $ - | | $ 2,560 | $ 2,560 |
| 6820.00 | General Liability Insurance | $ 1,500 | $ 40 | $ - | $ - |
| 7107.40 | City Engineer - Project Fees | $ - | | $ - | $ - |
| 7519.00 | Contracted Services (ATT) | $ 9,800 | $ 9,775 | $ - | $ - |
| 7519.00 | Contracted Services - Tree Trimming | $ 3,000 | | $ 1,000 | $ 1,000 |
| 7801.00 | Street Maintenance & Repair | $ 32,000 | $ 7,022 | $ 24,000 | $ 24,000 |
| 7801.20 | Street Safety Improvements | $ 15,800 | $ 2,870 | $ 12,000 | $ 12,000 |
| 7802.00 | Street Lighting - Operations | $ 4,000 | $ 3,751 | $ 4,000 | $ 4,000 |
| 7802.01 | Street Lighting - Improvements | $ 15,000 | $ - | $ 15,000 | $ 15,000 |
| 7803.00 | Trail & Park Maintenance | $ 3,000 | $ 939 | $ 3,000 | **$ 22,200** |
| 7804.00 | Vehicle Fuel & Oil | $ 3,000 | $ 1,828 | $ 3,000 | $ 3,000 |
| 7805.00 | Vehicle Repairs | $ 1,500 | $ 430 | $ 1,500 | $ 1,500 |
| 7809.00 | Materials, Supplies & Equipment | $ 2,500 | $ 1,590 | $ 2,500 | $ 2,500 |
| 7830.00 | Septic Improvements | $ - | | $ - | $ - |
| | **TOTAL EXPENSES** | $ 125,574 | $ 62,039 | $ 104,977 | **$ 139,977** |
| 5.02 | Park Bond Program | $ 56,550 | | $ 126,550 | **$ 146,000** |
| 5.03 | State Gas Tax | $ 10,000 | | $ 10,000 | $ 10,000 |
| 5.04 | Transportation Development Agency | $ 16,000 | | $ 9,650 | $ 9,650 |
| 5.05 | Gateway Project (2002) | $ 145,116 | | $ - | $ - |
| 5.06 | High Risk Rural Roads Project (2007) | $ 415,250 | $ 43,500 | $ - | $ 371,750 |
| 5.07 | Trinidad Center Project (2006) | $ 309,900 | | $ - | $ - |
| 5.08 | Trinidad Center Prop1B Project (2008) | $ 100,000 | $ 100,000 | $ 100,000 | $ - |
| 5.09 | Trinidad Center TEA/ARRA Project (2009) | $ - | $ - | $ 186,000 | $ 186,000 |
| 5.10 | Azalea/Pacific Project (2007) | $ - | | $ - | $ - |
| 5.11 | Prop1B Program (2008) * | $ 400,000 | | $ 380,000 | **$ 260,000** |
| 5.12 | ASBS Planning Program (2007) | $ - | $ - | $ - | $ - |
| 5.13 | ASBS Stormwater Project (2009) | $ 2,500,000 | | $ - | $ - |
| 5.14 | ASBS Pier Reconstruction Project (2009) | $ 2,500,000 | | $ - | $ - |
| 5.15 | CCC Emergency Drainage Project (2008) | $ 30,000 | | $ - | $ - |
| 5.16 | RSTP/SAFETEA-LU | $ - | | $ 1,800 | $ 1,800 |
| | **Total Public Works Department** | $ 6,482,816 | | | $ 1,125,177 |

* Note: The Prop1B Fund Distribution is wholly or partially included in other project budgets

CITY OF TRINIDAD

# FY2011 BUDGET

## Enterprise Fund - Water

**Approved Budget: June 9, 2010**

| | | Adopted FY2010 Budget | | Actual FY2010 | Adopted FY 2011 Budget | **Amended FY2011 Budget 9/8/10** |
|---|---|---|---|---|---|---|
| | FUND BALANCE - July 1, 2009 | $ 1,013,763 | | | | |
| | FUND BALANCE - July 1, 2010 | | | | | |
| | **REVENUES** | | | | | |
| 5710 | Water Sales | $ 210,000 | # | $ 213,558 | $ 210,000 | **$ 214,600** |
| 5750 | Penalties | $ 4,000 | | $ 4,024 | $ 4,000 | $ 4,000 |
| 5300 | Micellaneous - Conncection Fees | $ - | | $ 4,500 | $ 9,000 | $ 9,000 |
| | Other | | | $ 794 | | $ - |
| 5320 | Interest Received | $ 30,000 | | | $ 30,000 | $ 30,000 |
| | Grants | $ - | | | $ - | $ - |
| | Transfers from Other Funds | $ - | | | $ - | $ - |
| | TOTAL REVENUES | $ 244,000 | | $ 222,876 | $ 253,000 | $ 257,600 |
| 6.01 | **EXPENSES** | | | | | |
| 2710 | Davis Grunsky Note - P&I | $ 14,350 | | $ - | $ 14,350 | $ 14,350 |
| 2720 | Drinking Water Bond Note - P&I | $ 5,560 | | $ - | $ 5,560 | $ 5,560 |
| 6100 | Employee Wages | $ 73,000 | | $ 66,682 | $ 72,050 | **$ 85,050** |
| 6500 | Employee Benefits | $ 37,300 | | $ 35,554 | $ 36,422 | **$ 40,022** |
| | Employer Costs | $ - | | $ - | $ 7,352 | $ 7,352 |
| 6820 | General Liability Insurance | $ 4,200 | | $ 119 | $ 4,000 | $ 4,000 |
| 6830 | Property & Casualty Inusrance | $ 1,050 | | $ - | $ 2,226 | $ 2,226 |
| | ERMA | $ - | | $ - | $ 1,005 | $ 1,005 |
| 7107.2 | City Engineer - Meeting & Administration | $ 1,000 | | $ - | $ 41,000 | $ 41,000 |
| 7130.2 | City Planner - Meeting & Administration | $ - | | $ - | $ - | $ - |
| 7101.2 | City Attorney - Meetieng & Admisnistration | $ 3,000 | | $ - | $ 3,000 | $ 3,000 |
| 7150.2 | Accountant | $ 7,000 | | $ 9,523 | $ 8,000 | **$ 14,000** |
| 7160.2 | Auditor | $ 6,500 | # | $ 8,127 | $ 8,000 | $ 8,000 |
| 7507 | Utilities | $ 14,000 | | $ 12,865 | $ 14,000 | $ 14,000 |
| 7509 | Dues & Memberships | $ 1,000 | | $ 700 | $ 1,000 | $ 1,000 |
| 7513 | Office Supplies & Expense | $ 2,000 | | $ 2,304 | $ 2,000 | $ 2,000 |
| 7515 | Debt Service - Deferred Interest | $ 1,040 | | $ 3,943 | $ 1,050 | $ 1,050 |
| 7599 | Miscellaneous Expense | $ 250 | | $ 173 | $ - | $ - |
| 7600 | Telephone & Communications | $ 1,000 | | $ 1,859 | $ 1,500 | $ 1,500 |
| 7804 | Vehicle Fuel and Oil | $ 2,000 | | $ 1,158 | $ 3,000 | $ 3,000 |
| 7805 | Vehicle Rapairs | $ 1,000 | | $ 509 | $ 1,500 | $ 1,500 |
| 7806 | Building Reapairs and Maintenance | $ 1,000 | | $ 650 | $ 1,000 | $ 1,000 |
| 7807 | Security System | $ 1,000 | | $ 321 | $ 1,000 | $ 1,000 |
| 7809 | Materials, Supplies and Equipment | $ 5,000 | | $ 4,849 | $ 5,000 | $ 5,000 |
| 7900 | Water Lab Fees | $ 4,000 | | $ 4,475 | $ 4,000 | $ 4,000 |
| 7902 | Water Chemicals | $ 14,000 | | $ 15,040 | $ 14,000 | $ 14,000 |
| 7903 | Water Line Hook-Ups | $ - | | $ - | $ 4,000 | $ 4,000 |
| 7905 | Water Line Repair and Maintenance | $ 8,000 | | $ 9,945 | $ 18,000 | $ 18,000 |
| 7906 | Water Plant and Equipment Repair | $ 25,000 | | $ 26,259 | $ 10,000 | $ 10,000 |
| 8000 | Depreciation | $ 15,000 | | $ 11,707 | $ - | $ - |
| | TOTAL EXPENSES | $ 248,250 | | $ 216,762 | $ 284,015 | $ 306,615 |

## DISCUSSION / ACTION AGENDA ITEM #3

## SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

3. DISCUSSION OF IMPROVEMENTS TO THE VAN WYCKE TRAIL

**DISCUSSION/ACTION AGENDA ITEM X.3**
**Date: September 8, 2010**

---

Item: **DISCUSSION OF IMPROVEMENTS TO THE VAN WYCKE TRAIL**

Background: The Council requested that this item be on for discussion at the last Council meeting.

The Van Wycke Trail is actually on a City-owned right-of-way that was historically considered as a City Street. Over the years, as more and more of the right-of-way became a victim of bluff subsidence, the width of the right-of-way that is useful as a trail has narrowed, and it continues to do so.

At least two issues need to be addressed:

- The actual location of the remaining trail in terms of property ownership; and
- Methods to stabilize the trail for continued public use.

Staff has received an estimate from Michael O'Hern Surveying to survey the immediate area to determine the property line relationships of the existing trail has it has evolved over the years. In addition, the City's Civil Engineer has completed an initial review of the current situation and will be prepared to suggest a remedy once the property line issue is resolved.

Because the trail is part of a City right-of-way, Prop1B funds can be used for the "maintenance" and repair of the deteriorating situation, and that has been recommended as a component of the budget amendment (Item X.2).

Staff Recommendation: Authorize the staff to proceed with a survey of the area with O'Hern Surveying for an amount not to exceed $2,400.

Attachments: Email offering services from Michael O'Hern.

**Trinidad City Manager**

**From:** Trinidad Water Department [bbuckman@trinidad.ca.gov]
**Sent:** Thursday, September 02, 2010 2:56 PM
**To:** 'Steve Albright, Trinidad City Manager'
**Subject:** FW: Van Wycke trail

**From:** Mike O'Hern [mailto:kellyohern@sbcglobal.net]
**Sent:** Thursday, September 02, 2010 10:31 AM
**To:** Brian Buckman
**Subject:** Van Wycke trail

Brian,

I have reviewed the surveys in the area of the trail that the City of Trinidad is interested in mapping. The topographic surveying and map are relatively easy to complete. Property lines in this area (and other areas) of Trinidad can be a challenge to survey. There are several conflicting surveys, and at least a portion of the right of way for Van Wycke has been abandoned.

Does the City of Trinidad have any information regarding exactly what is owned by the City? A preliminary title report would be needed to determine what is owned.

One way to approach this survey would be to locate the trail and any existing property corners that can be found. An analysis of the trail location can be made and decisions regarding further investigations regarding property lines could be made at that time. That could be more cost effective than to attempt to resolve all of the boundary problems at this time.

We propose to tie existing property corners that we can find in the area of the trail and perform a topographic survey of the trail. The length of the survey is from 200 to 300 feet and the width of the survey is approximately 50 feet.

I have assumed that this will not be a prevailing wage rate survey. Please let me know if payment of prevailing wage rates is required.

Assuming normal survey rates, our cost for the topographic survey, ties to existing corner monuments and preparation of a map is $2400. Depending on the results of the survey additional property line surveying could be necessary. We can begin the survey within three weeks of a notice to proceed and complete the work within two weeks.

Please let me know if you have any questions or comments regarding this information.

Mike O'Hern