CONSENT AGENDA ITEM #1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES

1. Staff Activities Report through March, 2010

CONSENT AGENDA ITEM IX.1
Date: April 14, 2010

Item: **STAFF ACTIVITIES REPORT THROUGH MARCH, 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 March, 2010.

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

Stan Binnie, Mayor
Steve Albright, City Manager

STAFF ACTIVITIES REPORT

Through March, 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 italics.*** 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. FY2010 Budget. The first Budget Amendment was adopted in September. The second mid-year Budget Amendment was approved by the City Council in February 2010. ***Monthly financial status reports are presented to the City Council. In addition to those status reports, since October, 2009, $20,220 has been spent on the Old Wagon Road Trail signs issue ($16,860 in legal fees and $3,360 in planning fees).***

2. FY2011 Budget. Staff has begun to compile a proposed budget for public review and Council consideration in May and June, 2010. ***Letters have been sent to entities that have traditionally received some level of funding support from the City asking them to submit in writing their requests for the coming budget year. A schedule for preparing and reviewing the draft FY2011 will be presented to the Council in April.***

3. 2008-09 Annual Audit. ***Ralph Marcello from Marcello & Company completed the field work for the annual audit (2008-09) during the week of January 18, 2009. Year-end financial statements were provided to him in advance by Cunningham, Malone & Morton, and staff assisted him during his week in Trinidad. He subsequently requested additional information, including notes on the year end financial statements. The audit is apparently not quite complete, and now it is now planned for presentation to the City Council in May, 2010..***

4. City Web Site. Additional uploads and ongoing updates are being done to the web site. Comments for change and improvement are always welcomed.

5. Improvements to the City's filing/record-keeping system. Town Hall records, and those that are in the storage facility at Trinidad School, will be purged and archived over the next few months. The City Clerk will also be compiling a database of the existing files to improve the ability to retrieve and use historic files. The long-awaited project of contracting for updates to the City Municipal Code should be brought to the Council for contract award in April.

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

7. Tsurai Management Plan Implementation. ***A letter was sent to the involved parties to re-open the negotiations toward transfer of the 12.5 acre site in early April, 2010.***

8. General Plan. ***The revised draft of the Land Use Element was presented to the Council again for discussion in March. It was discussed along with the General Plan's "Vision Statement." The Open Space, Conservation, and Recreation Elements will be discussed at the Council's scheduled second monthly meeting on April 28, 2010 at 3:00 pm.. The new General Plan is now scheduled for Council adoption hearings beginning after June, 2010.***

9. 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.***

10. 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.

11. Vacation Units Regulations. ***The Citizens Advisory Committee on Vacation Dwelling Units has been formed and has held five meetings and scheduled two more. The Committee is progressing with research that will lead toward***

recommendations. The goal was set to provide a final report with recommendations to the City Council by the end of June ors sooner, if possible.

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
  Construction Authorization submitted to Cal Trans, awaiting an Encroachment permit. ***Bid process now delayed to Summer 2010 and construction to Fall 2010 to avoid tourist season in Trinidad.***

- Project Name: Main and Trinity Safety Improvements
  Source of Funds: Federal High Risk Rural Road Funds (HR3)
  Amount of Funding: $360,000
  Status: Environmental Complete, Design Complete, Construction in 2010
  Construction Authorization submitted to CalTrans. ***Bid process now delayed to Summer 2010 and construction to Fall 2010 to avoid tourist season in Trinidad.***

- Project Name: New Library/Museum Road
  Source of Funds: CA State Proposition 1B
  Funding Amount: $100,000
  Status: Road Open, Completion of curb/gutter/paving and diagonal parking along Patrick's Point Drive finished by Alves. ***Project completed in March, 2010 on budget, final payment made, and striping of new parking spaces set for May 2010.***

- Project Name: Library Museum Project Access Improvements
  Source of Funding: American Recovery and Reinvestment Act (ARRA)
  Amount of Funding: $186,000
  Status: Environmental Complete, Design Complete, Construction in 2010
  Construction Authorization completed with Caltrans. ***Low bid of $152,000 received from Gray Construction, project now under contract, construction to begin week of April 12, 2010.***

- Project Name: Saunders Park Development
  Source of Funding: State Park Bond
  Amount of Funding: Approximately $120,000 remaining.
  Status: Funding received in 2007. Design by Freeman Architects complete, ***planned bid to be advertised in April 2010, Construction to begin in late May, 2010.***

- Project Name: Azalea and Pacific Streets Reconstruction
  Source of Funds: CA State Transportation Improvement (STIP)
  Amount of Funding:
  Status: Environmental in Process. **Delay for construction authorization submitted in March, 2010, due to lack of funds available at the State level. This will set the project back indefinitely**.

- Project Name: Energy Efficiency and Conservation Block Grant (EECBG)
  Source of Funding: American Recovery and Reinvestment Act
  Amount of Funding: $25,000
  Status: Grant Application was submitted by 1/15/10. ***Award announcement anticipated by the end of March, 2010, has been delayed with no explanation.***

- Project Name: North Coast Energy Independence Program
  Source of Funds: State Assembly Bill 811 Authorization
  Amount of Funding: N/A, Loan Program to Property Owners
  Status: Program/Rules being established.

- 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.*** Awaiting status announcement from the State.

- Project Name: Turbidity Meter
  Source of Funding: CA State Proposition 50
  Amount of Funding $60,000
  Status: Letter of Commitment form 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: Pending due to State funding freeze.

- Project Name: Trinidad Pier Reconstruction (ASBS Project)
  Source of Funding: CA State Proposition 84
  Amount of Funding: $2,500,000
  Status: Pending, due to State funding freeze.

- 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 in by April, 1, 2010 deadline

Police Department

1. Monthly Statistics and Financial Report. The Police Chief is emailing to the staff and Council a weekly report on statistics related to operations of the Trinidad Police Department. Other specific information will also be provided to the Council by the Police Chief on a periodic basis as needed. The Police Chief also frequently distributes Press Releases regarding Department actions.

2. Public Safety. Regarding traffic safety issues on Trinity and Edwards Streets, Police Chief Thrailkill presented recommendations along with a report from Winzler & Kelly at the January City Council meeting. The Council acted on some of the recommendations, and those changes will be made when weather permits.

3. Staffing ***The Department has advertised again and has completed a recruitment, and has conducted initial interviews and tests with applicants.***

4. Emergency Services: A tsunami training exercise set for March 24, 2010 was cancelled.

Fire Department

1. No New Information to Report.

Public Works Department

1. Grounds Maintenance. Public Works staff is beginning Spring maintenance, including pruning and other grounds improvement, as weather allows.

2. Streets Maintenance. Plans are being made to complete the revised center line and parking striping on Edwards Street and Trinity Street and will begin as weather permits.

3. 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. Water rates were increased by the May, 2009 Consumer Price Index, and the rate increase become effective in October. In the meantime, a proposal to the City Council in 2009 to consider a revised rates structure has been discussed in length by the Council. Action was delayed pending additional information regarding debt that may need to be incurred for improvements to the treatment system.

2. Water Quality: No issues to report.

3. ***Water service extension. A request filed by CalFire to extend Trinidad water to its facility on Patrick's Point Drive is being reviewed.***

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

No actions to report.

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

Stan Binnie, Mayor
Gabriel Adams, City Clerk

To: **Trinidad City Council**

Date: April 09, 2010

From: Gabriel Adams, City Clerk

Re: **Town Hall Rental Detail – March 2010**

The following is a list of special events and rental rates for the use of Town Hall in December:

03/05/10	Trinidad School Fundraiser – Mardi Gras	**$350.00**
03/16/10	Chamber of Commerce Dinner	No Charge
03/20/10	Wedding Reception	**$350.00**
03/27/10	Museum Fundraiser – Spelling Bee	No Charge
03/28/10	Parks Service Employee Retirement Party	**$260.00**
	TOTAL RENT RECEIVED	**$960.00**

This information will be included in the packet for review prior to each regular monthly Council meeting. Feel free to contact me if you have any questions.

Gabriel Adams
Trinidad City Clerk

CONSENT AGENDA ITEM #2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 11 PAGES

2. Financial Status Reports for February, 2010

CONSENT AGENDA ITEM IX.2
Date: April 14, 2010

Item: **FINANCIAL STATUS REPORTS**

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 February, 2010.

City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Revenues
February 28, 2010
67%
Percent of the Year

		Current Month	Year To Date	Annual Budget	Percent of Budget
1.01 4100	Property Taxes	$ -	$ -	$ 110,200	0%
1.01 4101	Property Tax - Secured	37,836	37,836	-	100%
1.01 4102	Property Tax - Unsecured	8,285	8,285	-	100%
1.01 4105	Property Tax - Current Suppl	512	512	-	100%
1.01 4106	Property Tax - Prior Suppl	313	313	-	100%
1.01 4107.1	Property Tax - Motor Vehicles	2,835	2,835	-	100%
1.01 4107.2	Property Tax - Booking Fees	83	83	-	100%
1.01 4108	Property Tax - Homeowners	635	635	-	100%
1.01 4109	Real Property Transfer Tax	(5,100)	(5,100)	-	100%
1.01 4110	Property Tax - Interest +	362	362	-	100%
1.01 4113	Public Safety 1/2 Cent	622	622	-	100%
1.01 4114	Property Tax - Documentary Fee	1,874	1,874	-	100%
1.01 4119	Property Tax Administration Fee	(1,881)	(1,881)	-	100%
1.01 4120	LAFCO Charge	(403)	(403)	-	100%
1.01 4121	In-Lieu Sales & Use Tax	10,198	10,198	-	100%
1.01 4122	In Lieu VLF	12,828	12,828	-	100%
1.01 4200	Sales & Use Tax	4,600	98,815	210,000	47%
1.01 4300	Transient Lodging Tax	5,289	60,299	48,000	126%
1.01 4605	Traffic Relief Fund	-	-	-	100%
1.01 4606.4	ASBS Grant	-	-	-	100%
1.01 4606.5	Clean Beaches Grant	-	-	-	100%
1.01 4611	Parks & Recreation	-	-	-	100%
1.01 4600	State Grants - Other	-	-	-	100%
1.01 4731	Motor Vehicle in Lieu Tax	-	-	-	100%
1.01 4732	Vehicle License Collection	-	336	-	100%
1.01 4737	Motor Vehicle License Fee Gap	-	-	-	100%
1.01 4761	Blue Bag Sales	-	-	-	100%
1.01 4765	Recycling Revenue	-	-	-	100%
1.01 4901	Peace Officer Standards & Train	-	1,208	1,500	81%
1.01 4902	Reports	-	25	200	13%
1.01 4903	Patch Fund	-	20	-	100%
1.01 4904	Towing Fees	-	1,320	2,000	66%
1.01 4905	Criminal	-	225	700	32%
1.01 4906	Booking Fees	-	-	-	100%
1.01 4908	Motor Vehicle Fine	92	122	3,500	3%
1.01 4909	Donations/Fundraising/Grants	-	-	1,000	0%
1.01 4910	Airport Security	-	-	-	100%
1.01 4900	Police Revenue - Other	-	300		100%
1.01 4990	Other Grants	-	-	-	100%
1.01 5310	Copy Machine Fee	1	32	100	32%
1.01 5320	Interest Income	2,449	28,035	35,000	80%
1.01 5380	Other Fees for Service	75	75	-	100%
1.01 5390	Other Miscellaneous Income	1,094	1,434	1,600	90%
1.01 5300	Other Income - Other	-	-	-	100%
1.01 5400.2	Planner - Application Processing	750	5,773	10,000	58%
1.01 5400.4	Engineer-Application Processing	-	-	500	0%
1.01 5400.5	Bldg. Insp-Application Process.	-	4,035	4,000	101%

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1.01 5400.6	Bldg. Insp-Enforcement	-	-	-	100%
1.01 5410	Animal License Fees	-	40	200	20%
1.01 5413	Farmers Market Business License	-	45	-	100%
1.01 5415	Business License	123	3,403	12,000	28%
1.01 5430	Encroachment Permit Fees	50	350	400	88%
1.01 5490	Other Permits	-	63	-	100%
1.01 5615	Franchise Fees	-	-	6,000	0%
1.01 5640	Rent - Verizon	1,611	12,591	18,000	70%
1.01 5645	Rent - Cox Cable	-	-		100%
1.01 5650	Rent - Harbor	-	-	5,000	0%
1.01 5655	Rent - PG&E	-	-		100%
1.01 5660	Rent - Other Tennis Court	-	50		100%
1.01 5665	Rent - Suddenlink	1,029	3,028		100%
1.01 5670	Rent - Town Hall	(125)	5,123	8,000	64%
1.01 5600	Rent & Franchise Income - Other	-	-	500	0%
1.01 5999	PROP 1B Transfer	-	-	65,800	0%
1.01 5395	Gain/Loss on Sale of Assets	-	16,502	18,000	92%
TOTAL REVENUES		$ 86,037	$ 312,248	$ 562,200	56%

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City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Administrative Expenses
February 28, 2010
67%
Percent of the Year

		Current Month	Year To Date	Annual Budget	% of Budget
EXPENDITURES					
2.01 6090	Honorariums	$ 250	$ 2,000	$ 3,000	67%
2.01 6100	Employee Wages	7,058	38,917	48,660	80%
2.01 6500	Employee Benefits/Ins/Taxes	2,382	22,808	26,611	86%
2.01 6809	Crime Bond	-	245	-	100%
2.01 6810	Fidelity Bond	-	-	-	100%
2.01 6820	Insurance - Liability	-	1,455	3,790	38%
2.01 6830	Property & Casualty Insurance	-	696	1,005	69%
2.01 7101.1	Attorney - Meetings	-	12,394	28,000	44%
2.01 7101.2	Attorney - Admin Tasks	313	1,163	-	100%
2.01 7101.4	Attorney - Litigation	3,351	15,073	-	100%
2.01 7105	City Engineer - Meetings	-	-	-	100%
2.01 7106	City Engineer - Project Fees	-	-	-	100%
2.01 7107.2	City Engineer - Admin Tasks	-	4,311	6,000	72%
2.01 7107.3	City Engineer - Application Process	-	164	2,000	8%
2.01 7107.4	City Engineer - Special Projects	-	3,615	2,000	181%
2.01 7130.1	City Planner - Meetings	-	387	12,000	3%
2.01 7130.2	City Planner - Admin Tasks	1,763	10,819	12,000	90%
2.01 7130.3	City Planner - Application Process	-	1,476	6,000	25%
2.01 7130.6	City Planner - Special Projects	2,580	22,824	30,000	76%
2.01 7140.2	Bldg Inspector - Admin Tasks	10	374	-	100%
2.01 7140.3	Bldg Inspector - Permit Proc	-	84	3,000	3%
2.01 7140.4	Bldg Inspector - Enforcement	-	2,490	-	100%
2.01 7150.2	Accountant - Admin Tasks	329	7,784	6,000	130%
2.01 7150	Accountant - Other	-	-	-	100%
2.01 7160.3	Auditor - Admin Tasks	5,100	5,100	6,000	85%
2.01 7202	Chamber of Commerce	-	-	3,000	0%
2.01 7204	Bad Debts	-	-	-	100%
2.01 7170	Financial Advisor/Tech Support	-	1,677	1,000	168%
2.01 7505	Library Rent & Local Contrib.	-	4,000	7,000	57%
2.01 7506	Rent	-	-	3,600	0%
2.01 7507	Utilities	121	2,219	4,000	55%
2.01 7509	Dues & Membership	-	222	2,000	11%
2.01 7510	Municpal/Update Expense	-	53,226	64,100	83%
2.01 7512	Licenses & Fees	-	22	-	100%
2.01 7513	Office Supplies & Expense	72	3,224	4,500	72%
2.01 7515	Interest Expense	-	4,304	-	100%
2.01 7516	Bank Charges	-	-	-	100%
2.01 7519	Contracted Services	-	60	-	100%
2.01 7599	Miscellaneous Expense	-	2,125	1,000	213%
2.01 7602	Telephone	192	1,372	3,000	46%
2.01 7603	Cell Phone & Pager Expense	-	-	-	100%
2.01 7604	Cable & Internet Service	161	1,127	-	100%
2.01 7606	Travel	-	59	1,500	4%
2.01 7806	Building Repairs & Maintenance	-	650		
2.01 7807	Security System	-	258	-	100%
2.01 7808	Other Repair & Maintenance	-	93	-	100%
2.01 7809	Materials, Supplies & Equipment	579	1,866	5,000	37%

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		Current Month	Year To Date	Annual Budget	% of Budget
2.01 7822	Disaster Planning & Preparedness	-	-	2,000	0%
2.01 8000	Depreciation	-	3,560		
2.01 8950	Penalties - Non-Deductible	-	-	-	100%
2.01 9200	Unrealized Loss/Gains	-	3,337	-	100%
2.01 9300	Unrealized Invest. Loss/Gains	-	7,736	-	100%
TOTAL EXPENDITURES		$ 24,261	$ 245,316	$ 297,766	

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City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Police
February 28, 2010
67%
Percent of the Year

		Current Month	Year To Date	Annual Budget	% of Budget
EXPENDITURES					
3.01 6100	Employee Wages	$ 4,940	$ 44,403	50,898	87%
3.01 6500	Employee Benefits/Ins/Taxes	1,038	10,405	29539	35%
3.01 6609	Commercial Crime Bond	-	105	-	100%
3.01 6810	Fidelity Bond	-	-	-	100%
3.01 6820	Insurance - Liability	-	1,819	3,790	48%
3.01 6830	Property & Casualty Insurance	-	696	1,005	69%
3.01 7101.1	Attorney - Meetings	-	-	1,000	0%
3.01 7150.2	Accountant - Admin Tasks	282	5,405	5,000	108%
3.01 7150	Accountant - Other	-	-	-	100%
3.01 7160.3	Auditor - Admin Tasks	600	600	3,000	20%
3.01 7506	Rent	1,300	10,400	3,000	347%
3.01 7507	Utilities	242	1,284	625	205%
3.01 7509	Dues & Membership	-	505	750	67%
3.01 7513	Office Supplies & Expense	-	2,566	1,000	257%
3.01 7518	Backgrounds / Education	2,063	4,945	3,000	165%
3.01 7519	Contracted Services	-	83	-	100%
3.01 7520	Animal Control	113	897	1,500	60%
3.01 7525	Uniforms/Safety Equip.	3,574	6,414	6,000	107%
3.01 7526	Investigation	-	1,172	1,500	78%
3.01 7599	Miscellaneous Expense	-	216	-	100%
3.01 7602	Telephone	579	3,566	3,000	119%
3.01 7603	Cell Phone & Pager Expense	-	-	-	100%
3.01 7604	Cable & Internet Service	-	-	-	100%
3.01 7605	Radio & Dispatch	375	3,000	4,500	67%
3.01 7600	Telephone & Comm. - Other	-	-	-	100%
3.01 7804	Vehicle Fuel & Oil	409	4,515	7,500	60%
3.01 7805	Vehicle Repairs	41	534	3,000	18%
3.01 7806	Building Repairs & Maintenance	-	23	-	100%
3.01 7807	Security System	-	120	-	100%
3.01 7808	Other Repair & Maintenance	-	2,862	3,000	95%
3.01 7809	Materials, Supplies & Equipment	-	-	-	100%
3.01 7822	Disaster Planning & Preparedness	-	-	-	100%
3.01 8000	Depreciation	-	2,340	-	100%
3.01 8500	Capital Reserve	-	-	13,200	0%
3.01 8590	Capital Outlay	-	-		100%
TOTAL EXPENSES		$ 15,556	$ 108,875	$ 145,807	75%

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City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Fire
February 28, 2010
67%
Percent of the Year

		Current Month	Year To Date	Annual Budget	Percentage of Budget
EXPENDITURES					
4.01 6090	Honorariums	$ 150	$ 1,200	$ 2,400	50%
4.01 6820	Insurance - Liability	-	728	1,000	73%
4.01 6830	Property & Casualty Insurance	-	-	-	100%
4.01 7507	Utilities	79	438	600	73%
4.01 7518	Backgrounds / Education	-	-	1,000	0%
4.01 7519	Contracted Services	5,963	5,963	5,700	105%
4.01 7599	Miscellaneous Expense	-	-	-	100%
4.01 7602	Telephone	9	59	100	59%
4.01 7603	Cell Phone & Pager Expense	-	-	-	100%
4.01 7604	Cable & Internet Service	-	-	-	100%
4.01 7605	Radio & Dispatch	-	152	1,000	15%
4.01 7804	Vehicle Fuel & Oil	52	374	750	50%
4.01 7805	Vehicle Repairs	-	1,558	3,000	52%
4.01 7806	Building Repairs & Maintenance	-	-	500	0%
4.01 7807	Security System	-	-	-	100%
4.01 7808	Other Repair & Maintenance	-	143	1,500	10%
4.01 7809	Materials, Supplies & Equipment	-	826	7,500	11%
4.01 7815	Non Capital Equipment	-	-	-	100%
4.01	Capital Equipment - Purchases	-	-	15,000	0%
4.01 8500	Capital Reserves	-	-	30,000	0%
4.01 8000	Depreciation	-	1,315		
	TOTAL EXPENDITURES	$ 6,253	$ 12,756	$ 70,050	18%

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City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Public Works
February 28, 2010
67%
Percent of the Year

		Current Month	Year To Date	Annual Budget	% of Budget
EXPENDITURES					
5.01 6100	Employee Wages	1,119	14,605	23,256	63%
5.01 6500	Employee Benefits/Ins/Taxes	865	8,052	12,343	65%
5.01 6810	Fidelity Bond	-	-	-	100%
5.01 6820	Insurance - Liability	-	728	1,000	73%
5.01 6830	Property & Casualty Insurance	-	-	-	100%
5.01 7106	City Engineer - Project Fees	-	-	-	100%
5.01 7519	Contracted Services	-	9,775	9,800	100%
5.01 7525	Uniforms/Personal Equip	-	-	-	100%
5.01 7801	Street Maint/Repair/Sanitation	2,900	6,373	35,000	18%
5.01 7801.1	Sanitation	-	-	-	100%
5.01 7801.2	Street Safety Improvements	-	2,870	15,800	18%
5.01 7802	Street Lighting	315	2,492	4,000	62%
5.01 7802.1	Street Lighting - Improvements	-	-	15,000	0%
5.01 7803	Trail Maintenance	-	807	3,000	27%
5.01 7804	Vehicle Fuel & Oil	203	1,191	3,000	40%
5.01 7805	Vehicle Repairs	-	-	1,500	0%
5.01 7809	Materials, Supplies & Equipment	259	486	2,500	19%
5.01 8000	Depreciation	-	5,891	-	100%
TOTAL EXPENSES		$ 5,661	$ 53,270	$ 126,199	42%

Restricted For Management's Use Only

City of Trinidad
Statements of Revenues - Budget and Actual
Enterprise Fund - Water
February 28, 2010
67%
Percent of the Year

FUND BALANCE - JULY 1, 2009 $ 1,013,763

		Current Month	Year To Date	Annual Budget	Percentage of Budget
REVENUES					
6.01 5710	Water Sales	18,039	$ 144,166	$ 210,000	69%
6.01 5750	Water A/R Penalties	356	1,026	4,000	26%
6.01 5390	Miscellaneous	-	524	-	100%
6.01 5300	Other Income	-	-	-	100%
6.01 5320	Interest Received	-	-	30,000	0%
6.01 5380	Other Fees for Service	-	270	-	100%
6.01 4990	Other Grants	-	-	60,000	0%
	Transfers from Other Funds	-	-		100%
TOTAL REVENUES		$ 18,395	$ 145,986	$ 304,000	
EXPENDITURES					
6.01 6100	Employee Wages	$ 3,164	$ 45,516	$ 72,984	62%
6.01 6500	Employee Benefts/Ins/Taxes	2,609	24,187	37299	65%
6.01 6810	Fidelity Bond	-	-	-	100%
6.01 6820	Insurance - Liability	-	2,183	3,790	58%
6.01 6830	Property & Casualty Insurance	-	928	1,005	92%
6.01 7106	City Engineer - Project Fees	-	-	1,000	0%
6.01 7107.2	City Engineer - Admin Tasks	-	-	-	100%
6.01 7107.3	City Engineer - Application Process	-	-	-	100%
6.01 7115	City Attorney - Meeting & Admin Ta	-	-	3,000	0%
6.01 7150.2	Accountant - Admin Tasks	329	5,757	6,000	96%
6.01 7150	Accountant - Other	-	548	-	100%
6.01 7160.03	Auditor	4,300	4,300	6,000	72%
6.01 72.04	Bad Debt	-	115	-	100%
6.01 7504	Property Tax	-	58	-	100%
6.01 7507	Utilities	880	8,844	14,000	63%
6.01 7509	Dues & Membership	-	296	1,750	17%
6.01 7511	Licenses & Fees	-	2,199	-	100%
6.01 7513	Office Supplies & Expense	-	1,170	2,000	59%
6.01 7515	Interest Expense	-	2,659	5,000	53%
6.01 7516	Bank Charges	-	5	-	100%
6.01 7599	Miscellaneous Expense	-	98	-	100%
6.01 7600	Telephone & Comm. - Other	-	341	1,500	23%
6.01 7602	Telephone	112	612	-	100%
6.01 7603	Cell Phone & Pager Expense	-	-	-	100%
6.01 7604	Cable & Internet Service	49	294	-	100%
6.01 7804	Vehicle Fuel & Oil	87	767	3,000	26%
6.01 7805	Vehicle Repairs	-	79	1,500	5%

		Current Month	Year To Date	Annual Budget	Percentage of Budget
6.01 7806	Building Repairs & Maintenance	-	113	2,500	5%
6.01 7807	Security System	69	222	1,000	22%
6.01 7809	Materials, Supplies & Equipment	3	2,344	5,000	47%
6.01 7822	Disaster Planning & Preparedness	-	-	-	100%
6.01 7900	Water Lab Fees	-	2,760	3,500	79%
6.01 7902	Water Plant Chemicals	-	8,594	14,000	61%
6.01 7903	Water Line Hook-Ups	-	-	-	100%
6.01 7905	Water Line Repair	-	3,388	10,000	34%
6.01 7906	Water Plant Repair	2,302	24,170	25,000	97%
6.01 8000	Depreciation	-	11,707	30,000	39%
6.01 8950	Penalties - Non-Deductible	-	43		
TOTAL EXPENDITURES		$ 13,904	$ 154,297	$ 250,828	62%

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City of Trinidad
Statements of Revenues - Budget and Actual
Enterprise Fund - Cemetery
February 28, 2010
67%
Percent of the Year

FUND BALANCE - JULY 1, 2009 $ 159,216

		Current Month	Year To Date	Annual Budget	Percentage of Budget
7.01 5810	Cemetery Plot Sales	$ 1,410	$ 6,420	$ 8,000	80%
7.01 5320	Interest Income	-	-	5,000	0%
Gross Profit		$ 1,410	$ 6,420	$ 13,000	
Expense					
7.01 6100	Employee Wages	$ 201	$ 2,902	5,376	54%
7.01 6147	Employee Benefits, Ins, Taxes	198	1,757	2566	68%
7.01 6810	Fidelity Bond	-	-	-	100%
7.01 6820	Insurance - Liability	-	364	400	91%
7.01 7519	Contracted Services	-	-	500	0%
7.01 7800	Repairs/Maint/Supplies - Other	-	5	500	1%
7.01 7808	Other Repair & Maintenance	22	141	-	100%
7.01 8000	Depreciation	-	95	500	19%
Income (loss) before Income Taxes		$ 421	$ 5,264	$ 9,842	53%

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CONSENT AGENDA ITEM #3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 12 PAGES

3. Approval of Professional Service Contract with Code Publishing Inc. for Updating City Codes

CONSENT AGENDA ITEM IX.3
Date: April 14, 2010

Item: **APPROVAL OF PROFESSIONAL SERVICES CONTRACT WITH CODE PUBLISHING INC. FOR UPDATING CITY CODES**

Background: The plan to complete a "recodification" project for Trinidad has been considered and budgeted for the last two years. Other priorities have kept the project from being done.

"Recodification" means a complete update and publication of all City codes and ordinances. This has not been done in Trinidad for many years, if ever. As a result, there is a constant requirement to manually insert new codes and ordinances into their rightful place in the City Municipal Codes.

This project will entail a 20+ year evaluation of all Trinidad codes, corrections as needed for code placement and numbering, reprinting, and re-creating the codes in electronic format so that the ongoing update requirement can be better managed.

In the current fiscal year, the City Council budgeted $10,000 for this project. The total cost to recodify and to maintain the codes will exceed that amount, but it will be spread over two years.

Multiple California cities use the services of this firm. Council members and the public may see these cities and learn more about how this system works by visiting the website at www.codepublishing.com.

Staff Recommendation: Approve proposed contract, and authorize the City Manager to execute the contract on behalf of the City.

Attachments:
1) Proposed "Contractor Services Agreement" between the City of Trinidad and Code Publishing Company;
2) Cost Quotation; and
3) Information about Code Publishing Company

Contractor Services Agreement for the City of Trinidad, CA

This Agreement is entered into between the CITY OF TRINIDAD, CA, hereinafter referred to as the "CITY," and CODE PUBLISHING COMPANY, hereinafter referred to as the "CONTRACTOR." The Agreement covers legal publishing services including, but not limited to, codification, legal review, printing, and computer text output of the TRINIDAD MUNICIPAL CODE, hereinafter referred to as the "CODE." All copyrights belong to the CITY.

General

The CONTRACTOR will provide a complete codification and publication of the CODE to include a comprehensive legal review, Internet hosting and searchable electronic files, as well as future supplements both for the online version and for the printed version.

The CITY will deliver to the CONTRACTOR the present CODE text and ordinances both in hard-copy or digitally scanned (PDF or TIF) format and in a word processing or text format (i.e., a non-graphic format) via e-mail to cpc@codepublishing.com.

The CODE produced by the CONTRACTOR shall be the exclusive and sole property of the CITY, and the CITY may use said CODE for any purposes it deems appropriate, including the right to copy, distribute, or sell said CODE.

Publishing

The CONTRACTOR will publish the CODE to include codification of ordinances, subject organization, history notes, a subject matter index keyed to the sections of the CODE, and ordinance tables. CODE sections and the index will be edited and internal cross-references applied. The complete text will be proofread and checked for typographical errors, incorrect section references, and inconsistencies. The text will be printed in a two-column per page layout, Times 11-point type font (or as specified by the CITY) with justified margins. The index, editor's notes, and other footnotes will be reprinted in Times 10-point (or as specified by the CITY).

Proof Copy

The CONTRACTOR will provide a proof copy of the new CODE together with editorial questions and comments for CITY review and approval. The CITY will review and annotate the proof copy with desired changes, then return the proof to the CONTRACTOR.

Printing

The CONTRACTOR will print and deliver copies of the completed CODE in a format designed for future expansion and supplementation on a page-for-page basis. Camera-ready copy and/or print-image files are available upon request at no additional cost.

Internet Services

HTML formatted electronic files will be created for Internet use. The schedule for periodic supplements of the CODE on the Internet is determined by the CITY.

Legal Review

During or following the initial codification, the CONTRACTOR will undertake a legal review. The review will encompass state and federal constitutional questions, case law conflicts, and court interpretations. Ordinances are scrutinized for vagueness, fair notice to citizens, free speech infringement, danger of selective enforcement, and equal protection in view of fundamental rights. The CODE is reviewed for consistency and internal conflicts. The separate legal written report provides a thorough analysis and a basis for amending or revising ordinances as necessary.

Supplements

Newly adopted, revised or amended ordinances will be forwarded periodically by the CITY to the CONTRACTOR. The CITY will provide the CONTRACTOR with ordinances both in hard-copy or digitally scanned (PDF or TIF) format and in a word processing or text format (i.e., a non-graphic format) via email. Affected pages of the CODE, the index, and ordinance tables will be edited and revised to reflect new provisions and/or modifications, with appropriate headnotes, catchlines, footnotes, and cross-references.

The CONTRACTOR will provide supplemental updated pages for the CODE on a schedule determined by the CITY. Printed supplement sets together with insertion/deletion instructions will be delivered to the CITY. Any electronic files will be updated concurrently with the printed edition (or as specified by the CITY). Print and electronic file supplement delivery will occur two to six weeks following receipt of the last ordinance included in the update.

Indemnification/Hold Harmless

The CONTRACTOR shall protect, defend, indemnify and hold harmless the CITY, its officers, employees and agents from any and all costs, claims, judgments or awards of damages arising out of or in any way resulting from the negligent acts or omissions of the CONTRACTOR, its officers, employees and agents in performing this Agreement.

Insurance

The CONTRACTOR shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, their agents, representatives, or employees. The CONTRACTOR shall maintain commercial general liability insurance with limits of no less than $1,000,000 each occurrence and $2,000,000 general aggregate.

Termination of Agreement

This Agreement may be terminated by either party upon 60 days' written notice. The CONTRACTOR will be entitled to compensation to the extent of actual work performed, consistent with the compensation provisions.

Payment, Terms, and Invoice Requirements

Payments to the CONTRACTOR from the CITY will correspond to the attached Cost Sheet. A progress payment of 50 percent of the total is due upon delivery of the text proof. The balance will be billed upon delivery of the completed CODE or within 90 days, whichever comes first, or upon other arrangements as specified in writing by the CITY. Internet and legal services are invoiced separately and payment is due upon delivery. Additional services are to be paid upon delivery including supplements. Invoices are due and payable within 30 days.

Effective Date

This Agreement is effective upon signature by both the CITY and the CONTRACTOR.

Code Publishing Company

By:

_____

Margaret O. Bustion, President

Trinidad, CA

By:

_____

Attest

By:

_____

Dated this _____ day of _____, 2009.

Trinidad, CA
Cost Quotation
March 2010

Creation of the City Code:

Editorial (estimate of 350 final pages, double-column format):	
First 150 pages: $25.00 per page	$3,750.00
Additional pages: $19.50 per page	$3,900.00
Graphics, maps, tables, diagrams	$15.00 per page
Copies of the final code, incl. shipping, no minimum	$35.00 each
PDF file for in-house printing/archival	Included
Legal review: $150.00 per hour	estimate: $3,500.00

Electronic Files and Online Code:

Establish our standard online format. Includes municipal logo, advanced searching, ability to change text size. No charge

Example: http://www.codepublishing.com/ca/millbrae.html

(See the next sheet for optional customized features for the online code)

Annual Internet hosting fee $350.00 per year

Supplement Service:

Editorial	$19.50 per page
Update electronic files/online code	$1.95 per page
Graphics, maps, tables, diagrams	$15.00 per page
Printing and shipping, optional	$0.10 per impression
PDF file for in-house printing/archival	No charge

Optional:

Binders: D-ring, custom	$12.00 each
Tab dividers: Generic	$10.00 per set
Telephone support	No charge
Subscription service	No charge

No startup costs. No "per supplement" charges. No extra charges or higher page rates if printed or electronic supplements are requested more often. All prices are estimates; final invoice is based on actual number of pages. Payments for recodified codes may be stretched over two budget cycles. Please call if any of our services can be modified to better suit the needs of your municipality.

Optional Internet Features
March 2010

Customized Internet interface	$125.00 set up
CodeTips (mouse-over feature)	$200.00 set up
Saved Searches	$150.00 set up
Links:	
to state code citations	$150.00 set up
to title PDF files	$75.00 set up
CodeTrak or OrdAlert	$200.00 per year
OrdSearch	$250.00 set up
Selective printing or RTF download	$125.00 per year

Example online codes with optional features:
http://www.codepublishing.com/CA/Oakley/
http://www.codepublishing.com/CA/lahabraheights/
http://www.codepublishing.com/ca/santacruzcounty/
http://www.codepublishing.com/ca/monterey/

CodeTrak: The Internet version of the code identifies with highlighting and revision date those parts of the code which have been updated online since the previous print supplement. Most useful when paired with online on-demand (OLOD).

OrdAlert: The Internet version of the code identifies with highlighting those parts of the code affected by newly enacted ordinances. A description of each ordinance will be added to the numeric list at the back of the code, with a link to the ordinance in signed, PDF format. Ordinances and highlighting will be removed after codification. Most useful when online and print versions of the code are updated on the same set schedule.

OrdSearch: The ordinances listed at the back of the code will link to those sections of the code where cited. Links can also be provided from the history notes or ordinance table to the original, signed ordinance when accessible on the Internet.

All demonstrated: (www.codepublishing.com/readme.html)

No "per supplement" charges. No extra charges or higher page rates if printed or electronic supplements are requested more often. Please call if any of our services can be modified to better suit the needs of your municipality.

Code Publishing Company
9410 Roosevelt Way NE
Seattle, WA 98115-2844

206.527.6831/800.551.2633
www.codepublishing.com
CPC@codepublishing.com

About Code Publishing

- Since 1989, CPC has steadily grown to service 19 states.
- CPC maintains a firm reputation based on high-quality products and friendly service.
- All sales and production staff are located in one building at our office in Seattle, Washington. The municipality may contact CPC by phone, fax, mail or email.

"We were dumbfounded, in awe actually, of the incredibly detailed and precise job you have done. It increased our confidence in Code Publishing Co. a hundred fold when we realized the standards you employ and the level of perfection you achieve."

Linda Stehr, *Assistant to the City Manager*
Debra S. Margolis, *City Attorney*
Judith A. Robbins, *Special Council*
Pleasant Hill, CA

Code Publishing Company (CPC) is a woman-owned, legal document publisher located in Seattle, WA, with a strong reputation based on high-quality products, friendly service and integrity. CPC began codification services in 1989 and is now the most established codifier located on the West Coast. CPC is a national company providing codification services to hundreds of municipalities across 19 states and handling over 6,000 subscriptions across the country. The CPC team is located in one building at our office in Seattle, WA, and provides support from 7:00 a.m. to 6:00 p.m. PST, Monday through Friday. Our toll-free number is answered by a live person (not an automated system) who can direct your call to the editorial staff, accounting department, sales staff, or technical support as needed. Hands-on training and technical service is available whenever necessary. Municipal residents may also order subscriptions or request assistance for the Internet version of the code from the same toll-free number.

Code Publishing Company's Commitment

- Offer electronic and Internet accessible options together with search/retrieval software;
- Guarantee code quality;
- Deliver materials in a timely manner: supplements in two to six weeks, and new or reformatted books in three to six months;
- Customize page layouts and supplement schedules;
- Utilize new developments in software applications to make publishing and data retrieval more efficient and more accurate;
- Produce pages at a competitive price and on a timely basis.

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Organization Chart and Personnel Qualifications

MANAGEMENT	Margaret O. Bustion, ***President***, 30+ years in legal publishing, all aspects.	
	William C. Ferensen, ***Vice President***, 16+ years in publishing.	
SALES AND CONSULTING	Jennifer L. Bricker, ***Regional Marketing Director*** (2002)	BS, University of Colorado
	Brooke Hanford, ***Codification Consultant*** (1995) Previously editor/technical adviser	BA, University of Washington
	Brian Kidd, ***Codification Consultant*** (2007)	BA, University of Washington
	Carol L. Morris, ***Customer Relations*** (2006)	BA, University of Colorado
LEGAL STAFF	Susan Rae Sampson, ***Lead Attorney*** (1990)	JD, University of Washington
PRODUCTION STAFF	Steven Jones, ***Managing Editor*** (1996)	BA, Rice University
	Rosamund Hodge, ***Web Developer*** (2007)	MSt, University of Oxford
	Editing/Proofreading/Indexing:	
	Chris Caudillo (2005)	BA, Seattle Pacific University
	Joshua Clarridge (2006)	BA, University of Washington
	Grace Drone (2007)	BA, University of Illinois
	Corodon Fuller (2008)	BA, Messiah College
	Heidi Hanks (2003)	BA, Carleton College
	Amalia Hohberger (2008)	BA, Syracuse Univeristy
	Matthew Marcus (2008)	MA, University of Oxford
	Eric Pidkameny (2002)	BA, Vassar College
	Sharon Salonen (1995)	BA, University of Washington
	Sunny Sherman (2007)	BA, Chapman University
	Phillip Smith (2008)	BA, Amherst College
	Lily Sprague (2007)	MA, Temple University
	Jessica Venable (2003)	BA, Pacific Lutheran University

"The City of Albany, OR has been very pleased with the service we receive from Code Publishing. They have been providing codification services to the city for almost 10 years. They are timely, honest and respect our requests for changes without questioning our motives."

Betty E. Langwell,
City Clerk of Albany, OR

Legal Representation

CPC's lead attorney, Susan Rae Sampson, has over ***thirty years of experience*** in municipal law. She holds a JD from the University of Washington and a BA also from the University of Washington. Sue has held the positions of Assistant City Attorney for the City of Seattle and Assistant Attorney General to the Washington State Attorney General. She has read, reviewed and analyzed hundreds of municipal codes throughout her municipal law career. As a practicing municipal attorney, she is cognizant of the issues facing municipal governments and of how well a municipality's ordinances would stand up to judicial review.

Ms. Sampson, who is highly regarded amongst her peers, is a member of the Washington State Association of Municipal Attorneys (WSAMA), a volunteer in the Northwest Women's Law Center and has been a frequent trainer on municipal law topics for WSAMA, the Association of Washington Cities, the Local Government Personnel Institute and the Washington Municipal Clerk's Association.

Insurance

CPC carries standard commercial insurance, including $1 million "errors and omissions" and general liability coverage required for a Code Reviser for the State of Washington. Insurance requirements will be met after a project is awarded to CPC and provided during contract negotiations.

Codification Services Available from Code Publishing Company

- New and republished municipal codes
- Supplements
- Ordinance analysis and legal review
- Electronic formats and online codes
- Internet hosting of municipal codes and other documents
- Printing, binding and scanning
- Subscription service (print on demand)

Codification: the systematic arrangement of a government's ordinances and resolutions: **a clear and logical organization of all laws of a general and permanent nature, published, indexed and cross-referenced in one source.**

CPC takes a whole-code approach to codification. CPC provides all the services needed for an accurate, up-to-date, easily referenced code that is accessible to government and citizens alike.

CPC's exacting standards mean that at least three pairs of experienced eyes examine the ordinances. Supplements are delivered on time. The online code is easy to use and can be updated as ordinances are passed. CPC's focus is on providing customers with tools they can use and trust.

Editorial

CPC examines all ordinances and resolutions through the process of editing, proofreading, and indexing. All material is organized by subject matter. Editing staff provide suggestions for changes, additions or deletions to code or ordinance material. An optional legal review ensures conformity with state and federal law, constitutions, and court decisions. CPC prepares an easily referenced table of contents and index. There is no charge for corrections made as a result of any errors introduced in preparing your code.

Distribution

CPC can provide all of the printing, binding, storage, and delivery services for the code and supplements. Many electronic formats are available for use in-house or on the web for easy research and future ordinance revision. CPC can provide Internet hosting of municipal codes and other documents, as well as create and host small municipal web sites.

The municipality can be involved as little or as much as desired in the codification process. CPC welcomes customer input, from a simple question or concern to an opinion on page format or color of the online code. CPC aims to fit its products around the customer's needs, not the other way around. We see our purpose as making your job easier.

"I have been most pleased with the services provided by Code Publishing, which reviewed our antiquated, two-volume Municipal Code and converted it into a modern, two-column, one-volume format. They took on this huge project and made it very easy for us – proofs were accurate, turn-around times were fast, and costs were reasonable.

"Everyone I have dealt with at Code Publishing has been extremely responsive and committed to providing excellent service! I will continue to use Code Publishing for our future codifying needs!"

Susan Bigelow,
City Clerk of ***Chula Vista, CA***

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cpc@codepublishing.com

Editorial - Codes, Reformats and Supplements

- Code organization
- Editing and proofreading
- Legal review
- Page layout
- Supplements
- Getting started

Code Organization

The standard code organization is based on subject matter, which is more accessible than an alphabetical structure. The expandable decimal numbering system allows for expansions within the code as new ordinances are added. For instance, inserting a new section between 3.04.010 and 3.04.020 (e.g., 3.04.015) is easier than trying to place one between 3-4-1 and 3-4-2. This eliminates inconsistent section numbering. When a reformatted code is renumbered, CPC provides parallel reference tables to original code numbers.

Editing and Proofreading

CPC organizes, proofreads, indexes, and cross-references all material. An internal comparison of ordinances and resolutions identifies discrepancies and typographical errors. After CPC staff proofread the code three times, an editorial report will be sent with the proof copy suggesting changes, additions, or deletions to the code. The municipality may return the proof copy, along with responses to the editorial report, at its convenience.

Legal Review

The legal review applies principles of statutory construction and applicable common law. The attorney reviews all sections of the code to ensure accurate references to state statutes. The municipality receives a detailed written report, including a thorough analysis and basis for amending or revising ordinances as necessary.

Page Layout

CPC arranges text on the page to maximize coverage while remaining readable. This lowers the page count, which reduces expenses for the code, electronic formats, and all future updated pages.

Supplements

CPC provides supplements to the code on a regular schedule determined by the customer, or on demand. Supplements include a preface, statutory references, cross-references, disposition table, and index updates. Insertion guides provide instructions for inserting new pages and removing obsolete ones. Formatting and editorial styles are kept consistent. Printed supplements are delivered within two to six weeks, depending on the quantity and complexity of the ordinances. No annual fees, storage fees, or minimums.

Getting Started

CPC needs a current copy of the code, ordinances, electronic files, and a signed contract from the municipality. The editorial review and proof copy arrives four months after CPC receives all material from the municipality. No startup costs or prepayments.

"I want to thank you for the consistently good service provided by Code Publishing to the City of Livermore.

"The supplements are accurate and received in a timely manner. Your staff works directly with our Webmaster in posting our Municipal Code online and they have developed a good and effective relationship. You and your staff are always readily available, helpful and courteous.

"We look forward to continuing our partnership with Code Publishing."

Alice Calvert,
City Clerk of Livermore, CA

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Distribution – Electronic Access and Printing

- Electronic formats
- Internet hosting of municipal codes and other documents
- Online on-demand
- Printing, production and scanning
- Subscription service and archiving
- Binders and tabs

Electronic Formats

CPC supports the largest variety of electronic formats for searching, extracting, and printing code text: HTML, XML, Microsoft Word, WordPerfect, RTF, PDF, Folio Views, or ASCII formats. Customized online formats feature a collapsible table of contents and comprehensive hypertext links. The table of contents, code text, and search results windows are shown simultaneously to reduce flipping between pages. A powerful search engine provides for simple or Boolean searching. Please visit www.codepublishing.com/readme.html for examples.

Internet Hosting

CPC offers many Internet hosting options, all of which are accessible from the CPC website and the municipality's website. All formats include tables, graphics and maps; no need to link to outside files. There are no licensing fees.

Online On-Demand

With online on-demand (OLOD) service, CPC posts Internet code supplements on demand as new ordinances are forwarded, reducing the dependence on paper copies and ensuring the online code is always current. This service is particularly useful when ordinances are passed infrequently. It is available for no extra charge beyond the normal supplement rates.

Printing, Production and Scanning

CPC uses digital press technology for all production printing. Upon request, CPC provides camera-ready copies or print image files in Portable Document Format (PDF). CPC's print on-demand (POD) service means reprints and copies are delivered quickly, in any quantity. Electronic scanning provides CPC with quick access to ordinances and codes not in electronic format, as well as sharp images of drawings and graphics.

Subscription Service and Archiving

Copies of the code can be sent directly to outside subscribers at no charge to the municipality. CPC retains older versions of the code for research and archival purposes. These can be provided to the municipality upon request.

Binders and Tab Dividers

Binders and tab dividers are optional, and costs are separated to better accommodate each municipality. View pictures at ***www.codepublishing.com/publishing.html*** under "Binders".

"What seemed like an overwhelming task at the onset has turned out to be an enjoyable, and enlightening experience for me. Of course I am talking about the joint effort between your company and my office to recodify the [city's] ordinances into our new handsome 'Meadville Municipal Code.' As you may well imagine, I was somewhat reluctant to use a company that is located geographically so far from Meadville, but that apprehension was soon put to rest once the project got underway and I began interacting with you and your staff."

Ronald L. Rushton,
City Clerk of Meadville, PA

code publishing inc
9410 Roosevelt Way NE
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Managing Your Municipal Code

- Time
- Skill
- Consistency and reliability
- Electronic expertise

Weighing the benefits of professional codification versus "in-house" updates?

The goal is an accurate and current municipal code book. In-house updates consume a significant amount of time and effort. Often prompted by budget concerns, the end result may not be cost effective or consistent.

Time. A significant portion of staff time may be spent supplementing, formatting, proofreading, publishing, and printing the code. How much is this time worth?

The priority of a codifier is to keep the code up-to-date, allowing city staff to remain focused on other aspects of running the city. Generally, code editors are able to review material and provide supplements more quickly than in-house staff.

Skill. Specialized work attempted in-house may not display the level of accuracy or quality desired. Inconsistencies may be overlooked.

A professional editor ensures that all appropriate material and legislation that impacts the code is incorporated. Editors uncover potential problems with cross-references, missing language, and conflicting provisions.

Consistency and Reliability. In-house supplements may be placed on the back burner resulting in late or missing supplements.

Codifiers will send timely reminders to ensure the code is current. Professional editors create and maintain consistent formatting of the code.

Electronic Expertise. The staff may not have the experience to create a convenient electronic form of the code that is quick and easy to use. Expensive training may be required.

A searchable code created by a professional will save a substantial amount of time when accessing information.

A modest amount of time spent researching options now will save a considerable amount of time and effort later. Decisions prepared with the broadest range of information usually yield the most advantageous results.

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CONSENT AGENDA ITEM #4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

4. Schedule for Preparation, Public Input, and Adoption of the FY2011 Budget

CONSENT AGENDA ITEM IX.4
Date: April 14, 2010

Item: **SCHEDULE FOR PREPARATION, PUBLIC INPUT, AND ADOPTION OF THE FY2011 BUDGET**

Background: Staff is currently working on a proposed budget for the 2010-11 year (FY2011).

The goal is to have a public workshop on the draft budget in late May, review the status of the draft budget with the Sales Tax Advisory Committee, present the budget for consideration by the City Council at its regular meeting on June 9, 2010, and allow for a second meeting in June (6/23/10), if necessary for final adoption.

The proposed Budget will follow a similar format to the previous year's budget. There will be an overall General Fund Revenue budget; four general fund Department expenditure budgets (Administration, Police, Fire, and Public Works); two enterprise revenue and expenditure budgets (Water and Cemetery); and multiple special revenue and expenditure budgets (for example, grants or designated accounts.) Each of these special budgets is assigned to the applicable General Fund Department and will be referred to as "Fund Accounts." For example, the COPS grants are assigned to the Police Department.

Since budgets are only an estimate of the anticipated revenues and expenditures for the following twelve months, it is again anticipated that there will be one or more mid-year budget amendments requested to be considered by the Council.

Last year the Council was presented and approved three new budget-related items that are usually a part of a municipal budget: 1) an Authorization of Staff Positions, which includes the titles and basic description of every position that is either currently filled or authorized to someday be filled, based on need and funding availability; 2) an "Organizational Chart" that places all staff positions in context; and 3) a "Salary Schedule" for each staff position that is authorized (filled or unfilled). Only the "Salary Schedule" is proposed to be amended this year as part of the budget process.

Planned Dates for Budget Preparation, Review, and Adoption:

March 31:	Letters to fund recipients regarding submittal of requests for the FY2011 Budget.
April 14:	Budget schedule presented to the City Council.
May 19:	Day-time Public Workshop Meeting on Draft Budget.
May 25:	Budget Meeting with Sales Tax Advisory Committee.
June 2:	Second Public Workshop Meeting (if necessary).
June 9:	City Council Public Hearing/Budget Adoption by Resolution.
June 23:	Second City Council Public Hearing/Budget Adoption by Resolution (if necessary).

These dates may need minor revisions as meetings are scheduled.

Staff Recommendation: Receive and file the staff report, or take whatever other action is deemed appropriate by the members of the City Council.

Attachments: None.

CONSENT AGENDA ITEM #5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

5. Proclamation 2010-03 Making May 2010 "Bike Month"

CONSENT AGENDA ITEM IX.5
Date: April 14, 2010

Item: **PROCLAMATION 2010-03 MAKING MAY 2010 "BIKE MONTH"**

Background: Annually, the month of May is designated as "National Bike Month" throughout the United States. This designation brings recognition to bicycling as an alternative form of transportation that brings with it numerous environmental benefits.

Numerous events and activities are scheduled for the month of May in Humboldt County.

Emily Sinkhorn, Planner in the Natural Resources Services Division of RCAA, will be present to accept the Proclamation.

Staff Recommendation: Approve proposed Proclamation 2010-03.

Attachments: Proposed Proclamation 2010-03; and
Schedule of activities in May and June in Humboldt County relating to biking.

TRINIDAD CITY HALL
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Trinidad, CA 95570
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Stan Binnie, Mayor
Gabriel Adams, City Clerk

CITY OF TRINIDAD PROCLAMATION 2010-03

MAY 2010 - NATIONAL BIKE MONTH

WHEREAS, bicycle commuting is an effective means to improve air quality, reduce traffic congestion and noise, increase physical activity, as well as conserve energy;

WHEREAS, bicycling is part of the solution for addressing transportation needs, limiting climate change, conserving energy, and improving public health; and

WHEREAS, bicycle commuting can help us achieve the Global Warming Solutions Act of 2006, which requires California to reduce our greenhouse gas emissions 30 percent by 2020, and by 80 percent by 2050;

WHEREAS, bicycle commuting benefits both employees and employers through better employee health and fitness; reduced commuting, parking, and health care costs; lower employee absenteeism and turnover; and increased employee productivity;

WHEREAS, increasing numbers of businesses have installed bicycle parking and other facilities to help employees and customers commute by bicycle;

WHEREAS, the month of May is "National Bike Month" which promotes the bicycle as a means of transportation and recreation and May is also "Clean Air Month" which promotes air quality;

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

I. Believes that achieving increased levels of bicycling and bicycle commuting is in the local, state, national and global interest; and

II. Proclaims May 2010 as NATIONAL BIKE MONTH throughout Trinidad;

III. Encourages adjacent jurisdictions to adopt similar proclamations in support of the Bike Month.

IV. Urges all citizens to support and participate in these and other activities that contribute to the health of the community and the environment.

_____
Stan Binnie
Mayor, City of Trinidad

May is Humboldt Bike Month!

Enjoy Biking Activities All Month!

• **In conjunction with Revolution Bicycle Repair, the Co-op will be giving away two commuter bikes! Each Kona Dew will be outfitted with fenders and racks. Register at Customer Service beginning May 1. See stores for details.**

Revolution Bicycle Repair
HUMBOLDT COUNTY, CA
"THE SHOP THAT RIDES"

May 1: Gear Swap, Film Festival and Bicycle Maintenance Workshop,
D Street Community Center, Arcata, 1-4pm (FREE Bicycle Maintenance Workshop: Back to the Basics, Instructor: Greg Mouton of Pro Sport Center, 2:00-3:00)

May 1: Arts Alive Bike Ride, Eureka, Old Town Gazebo, 6:30pm

May 3: Green Wheels weekly Monday meeting, Arcata, Jacoby Storehouse Building, 6:30pm

May 6: Trails Trust of Humboldt Bay meeting, Eureka Zoo Conference Room 6-8 p.m.

May 8: Tour of the Unknown Coast, Ferndale

May 11: Eureka Transportation Safety Commission, Eureka City Hall, 2-4pm

May 13: Eureka Bike to Work Day: Morning Energizer Station at the Co-op
Noon rally Old Town Gazebo

May 14: Arts Arcata! Bike Ride, Arcata Plaza, 5:30pm

May 14: Bike Art Exhibit Opening, Arcata City Hall Foyer

May 15: Rio Dell Kids' Bike Rodeo

May 18: Arcata Transportation Safety Committee, Arcata City Hall, 4:30-6:30pm

May 20: Arcata Bike to Work Day: Morning Energizer Station at the Coop,
Noon rally on the Plaza

May 23: Arcata Kid's Bike Rodeo

May 24: Humboldt Bay Bicycle Commuters' Association meeting, Eureka

May 29 – 31: Kinetic Grand Championship

June 7: Blue Lake Kid's Bike Rodeo

June 10: Willow Creek Kid's Bike Rodeo

Bike to Work Day, 2010

- **May 13th,** Eureka Co-op
- **May 20th,** Arcata Co-op

from 6:30 - 9 a.m. Bicyclists wearing helmets get a free snack and drink!

Details available at http://www.humbike.org

Bike Month is brought to you by the Humboldt Bike Month Coalition

CO-OP
EUREKA ARCATA

CONSENT AGENDA ITEM #6

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

6. First Reading for proposed Ordinance 2010-03

CONSENT AGENDA ITEM IX.6
Date: April 14, 2010

Item: **FIRST READING FOR PROPOSED ORDINANCE 2010-03, AND SET A PUBLIC HEARING FOR JUNE 8, 2010**

Background: In 2008, the City Council adopted the Onsite Wastewater Treatment Ordinance (OWTS). Last month, a minor modification to that Ordinance was adopted by the Council.

When the Ordinance was amended last month, the Council was advised that there would be a follow-up Ordinance introduced that would act to "clean up" the numbering system of these newer City codes. In effect, this proposed Ordinance 2010-02 repeals those sections of the City Municipal Code that previously dealt with the management of septic systems in Trinidad and replaces those repealed portions of the Code with the two Ordinances related to the OWTS program.

Staff Recommendation: Set a Public Hearing for June 8, 2010 to consider the adoption of proposed Ordinance 2010-03.

Attachments: Proposed Ordinance 2010-03 is available for review at Town Hall.

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(707) 677-0223

STAN BINNIE, MAYOR
GABRIEL ADAMS, CITY CLERK

ORDINANCE NO. 2010-03

First Amendment: February 10, 2010 - Ordinance 2008-03
Second Amendment: April 14, 2010

CHAPTER 13.12

CITY OF TRINIDAD ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) ORDINANCE

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