City of Trinidad

Posted: Friday, August 06, 2010

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

The Trinidad City Council will hold a Special Meeting and its First Monthly Meeting on

WEDNESDAY, AUGUST 11, 2010 at 3:00 PM & WEDNESDAY, AUGUST 11, 2010 at 7:00 PM

in the Town Hall at 409 Trinity Street

I. CALL TO ORDER/ROLL CALL - 3:00 PM

II. PLEDGE OF ALLEGIANCE

III. CLOSED SESSION

There is no Closed Session planned for this meeting.

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES

- July 14, 2010

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 July, 2010
2. Financial Status Reports for June, 2010
3. Resolution 2010-09 Authorizing an Agreement for the Trinidad Stormwater Drainage Improvement Project
4. Resolution 2010-10 Authorizing an Agreement for the Trinidad Pier Reconstruction Project
5. Law Enforcement Update
6. Annual Wildfire Protection Contract with CalFire

X. DISCUSSION/ACTION AGENDA ITEMS

1. Planning Application 2010-06 Regarding Changes to the Conditions Placed On the Trinidad Bay Bed and Breakfast
2. City Comments on the Moss Subdivision
3. Council Policy for Commenting on County Land Use Issues

Recess for Dinner Break

Reconvene in Town Hall at 7:00 pm

4. Public Hearing: Annual Water Rates Increase
5. Public Hearing: Proposed Ordinance 2010-03 Regarding the Accessory Dwelling Unit Ordinance
6. LACO Report on the Tsurai Study Area Property Damage
7. Discussion Item: Removal of a Council Appointee to the Planning Commission
8. Authorization for the City Attorney to Initiate Civil Proceedings to Obtain Full Restitution for City Costs Related to the Vegetation Cutting Incident
9. Proposed Property Transfer of the 12.5 Acres Tsurai Management Area

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

XII. ADJOURNMENT

APPROVAL OF MINUTES FOR:

JULY 14, 2010 CC:

Supporting Documentation follows with: 6 PAGES

City of Trinidad

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
WEDNESDAY, JULY 14, 2010

I. CALL TO ORDER/ROLL CALL

- Mayor Binnie called the meeting to order at 7:00PM. Council members in attendance: Morgan, Ratzlaff, Binnie, Bhardwaj. ***Fulkerson – Absent.***
- City Staff in attendance: City Manager Steve Albright, City Clerk Gabriel Adams, City Attorney Paul Hagen.

II. PLEDGE OF ALLEGIANCE

III. ADJOURNMENT TO CLOSED SESSION

Real Property Negotiations: Section 54956.8, Status of the Lease/Sale of 12.5 Acres of City Property
Parties: City of Trinidad and the Yurok Tribal Council

IV. RECONVENE TO OPEN SESSION

No report out from closed session.

V. APPROVAL OF AGENDA

Motion (Fulkerson/Bhardwaj) to approve the agenda with the following changes:

- *Continue discussion item 5 to a future meeting.* **Passed 3-1 (No - Morgan)**
- *Hear item 3 as discussion only.* **Passed 4-0.**

VI. APPROVAL OF MINUTES

June 09, 2010 cc

Motion (Fulkerson/Bhardwaj) to approve all the minutes as written. **Passed unanimously.**

VII. COMMISSIONERS REPORTS

Binnie:

- **Misc:** Announced that he will not run for a second term in November 2010. Introduced Humboldt County Sheriff Officer Scott Hicks, Trinidad's police officer for the next 6 months.
- **Gateway:** New street lights installed at Museum will also be installed along Main Street.

Bhardwaj:

- **Planning Commission**: Tree removal on Frontage Road, Lake project continued, California Coastal Trail report.
- **Misc**: Requested that an item be placed on the August agenda regarding the removal of Planning Commissioner Sam Pennisi for his alleged involvement in clearcutting a section of city property within the 12.5 acre Tsurai Study Area below his home along the Wagner Street Trail. The **City Attorney** and **City Manager** suggested waiting for the investigation to be conducted. **Hagen** explained that if the Council wishes to remove any appointed Commissioners, they could do so with or without cause. If there is a cause, a hearing should be conducted to allow the individual an opportunity to defend themselves. He also added that the details of the investigation will not be made available to the public nor the Council.

Morgan: Requested that Chamber President Richard Johnson report on the Fish Festival. Also gave a brief report on the Humboldt Lodging Association and the BLM Gateway Committee.

Fulkerson: Absent.

Ratzlaff: Brief report on RCEA energy grant for Town Hall.

VIII. STAFF REPORTS

City Manager - Albright: Summarized staff activities report and highlighted various other accomplishments. Also added the following information on current projects:

- Edwards Street safety improvements have been completed.

- 2002 Per Capita Bond Act funding for Saunders Park is available and project should begin soon.
- Gateway Project construction will likely begin this fall.
- Trinidad Pier Septic/Restroom project is underway and progressing rapidly.
- Jim Marshall's building permit was issued last week for the Hector Street property.
- Draft Supplemental EIR for Moss Subdivision is available and ready for public comment. The County sent a referral this week inviting the City to comment. Planning Commission may need to discuss the project, but there's no doubt that the Council will be discussing it as well on a future agenda.

City Clerk - Adams: Announced that the filing period for nominees for the upcoming November 2010 City Council election is open and will close August 06.

IX. ITEMS FROM THE FLOOR

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

Pat Morales – Trinidad
Commented on Councilmember Morgan's request for Planning Commission to remove a condition previously imposed on his B&B to wash laundry off-site due to potential septic overload. She criticized his letter of request included in the upcoming Planning Commission meeting packet, read a detailed statement that will be included in the public record, and also requested that the city follow up on the both the Mike Reinman and Mike Morgan ongoing complaints.

Allen McCloskey – Yurok Decendent & Chairman of Native Springs Water
Requested that the Tsurai Study Area property transfer discussion be postponed until the management plan team reconvenes. He also stated that Trinidad residents are all guests on native soil and demanded an explanation as to why city staff delayed reporting the clear-cutting incident to authorities, and demanded Pennisis's resignation.

Jim Popenoe – Trinidad Area Resident
Assisted the Tsurai for many years to develop a vegetation management plan for the 12.5-acre site. Suggested establishing photo monitoring points and explained their usefulness as a management tool. It will be incredibly expensive to mitigate damage done to the clear-cut hillside below the Pennisi residence. If something is not done, competing vegetation will take over and become even more dense.

Janine Volkmar – Westhaven
The Library Bling Fundraiser at the Trinidad Town Hall on Saturday was an amazing success. Over $4000 was raised. Thanked Cheryl Gilmour, Barb Ratzlaff, and Debi Marshall for their help.

Glenn Saunders – Trinidad
Read from a memo he found at home from Jeff Guttero to the City Council (dating back to approximately 2004) explaining the conditions John Frame agreed to during settlement talks regarding the Wagner Street Trail.

Mariva Russo – Trinidad
The lack of awareness, attention, and respect to Yurok Ancestral Land shows it is not a good time for Planning Commissioner Sam Pennisi to remain on the Commission. Please ask him to resign.

Naomi Silvertree – Trinidad
The ancestral site is a world heritage site. She explained the criteria for declaring a world heritage site, and read the following statement regarding the Pennisi Incident. *The only thing I learned about the native peoples of this continent when I was in third grade was that they made ceramics and lived in teepees and long houses. We were not told of the wars of conquest, the broken treaties, and the taking of the millions of acres that was once their home. This is one more pitiful example of this lack of honor.*

Kim Tays – Trinidad
Urged the Council to take action to remove Sam Pennisi from the Planning Commission as soon as possible because of his suspected involvement in the desecration of and extensive vegetation removal on the Tsurai Ancient Village Site, on City property, and along a public trail. She also requested that the City pursue civil and criminal actions against Pennisi, to the full extent of the law, and for his blatant disregard for the laws, for the destruction of a sensitive coastal environment and damage to the natural vegetation that provided protection for wildlife, and the

destruction of an important historic and cultural site. She also read a statement from **Ken Miller** who's comments echoed hers.

Tim Weichel – Pennisi's Attorney
Attending tonight on behalf of Sam Pennisi and Sharon Ferrett who regrettably could not be here. My clients acted in good faith with City permission. Asked the City to reconsider hiring LACO Associates to essentially develop an erosion control plan, and basically minimized the extent of the damage and gravity of the incident he's representing the Pennisi's for. Nothing was dug up, the work was all done by hand, and nothing was killed, he added. In a few short years the hillside will be green again. As an alternative to the LACO study, we should meet on site and discuss other possibilities. The Pennisi's are willing to participate, and accept their fair share of responsibility. They are extremely sorry for what happened, but assure the City that the action was taken to reduce a fire hazard.

Lori Keating-Wright
I was extremely upset to find out Wagner Street was a private road, and upset that John Frame has complete control of the street. I was also disappointed to find out other Wagner Street residents were responsible for desecrating the hillside along the Wagner Trail. The attitude of these people is disturbing.

Robert Vogel – Trinidad Area Resident
The claim that Mr. Weichel made that the Pennisis's clear-cut did not destroy vegetation on the hillside is wrong. That is not my impression.

X. CONSENT AGENDA

1. Staff Activities Report through June, 2010
2. Financial Status Reports for May, 2010
3. Update Report on Code Compliance and other Enforcement Complaints

Motion (Bhardwaj/Ratzlaff) to approve the consent agenda as written. **Passed 4-0.**

XI. AGENDA ITEMS

1. Presentation and Acceptance of the FY2009 Annual Audit
City Manager Albright explained that the firm of Marcello and Company has performed the annual fiscal and management audit for the City of Trinidad for seven years. The principal in the firm, Ralph Marcello, has personally performed these audits and is exceptionally aware of the City's practices and finances. He performed the audit again this year and has offered to again prepare the audit for the FY2010 year (July 1-June 30, 2010).

In addition to a complete review and check of the City's finances, the auditor prepares a management letter that offers recommended changes to practices used by the City in its financial management. There are fifteen (15) recommendations this year, and staff agrees that all of these recommendations be implemented to the extent possible.

There were difficulties in completing the audit this year, and those difficulties can be grouped into three areas:

1. The increasing complexity of the City's financial records, based on a growing number of "fund accounts" that were never previously established;
2. The immediate need to improve record keeping by upgrading the accounting software used by the City's contract accounting firm; and
3. The fact that this is the first year that the new accounting firm was responsible for the preparation of the year-end financial statements and the integration of those statements with the financial audit.

Since these difficulties were either addressed during the preparation of the audit or will be addressed in the near future, staff is confident that next year's audit will go much smoother, despite the growing complexity of the City's financial responsibilities. Staff remains very pleased and satisfied with the work and the "team" that is dealing with the finances on a day-to-day basis and in the annual review.

Recommended Actions:

1. Accept the FY2009 Annual Financial Audit;
2. Instruct the staff to implement the recommendations in the Audit Management Letter; and
3. Authorize the staff to execute an
   Audit Engagement Letter" with Marcello & Associates to perform the FY2010 Financial Audit within the limitations of the approved FY2011 Budget.

There was no public or Council comments.

Motion (Bhardwaj/Ratzlaff) to:

1. *Accept the FY2009 Annual Financial Audit*
2. *Instruct the staff to implement the recommendation in the Audit Management Letter*
3. *Authorize staff to execute an Audit Engagement Letter with Marcello & Associates to perform the FY2010 Financial Audit within the limitation of the approved FY2011 Budget.*
   Motion passed 4-0.

2. First Reading of Ordinance 2010-03 for the Accessory Dwelling Unit Ordinance

City Manager Albright explained that this is the first reading of an ordinance to establish and regulate accessory dwelling units in the City of Trinidad.

The proposed ordinance was prepared and considered by the Trinidad Planning Commission in 2008. It went through extensive review at the Planning Commission level and was forward for City Council consideration nearly over years ago. At the time, it was agreed that the Council not consider the ordinance until work had been completed in preparing and adopting the Onsite Wastewater Treatment System Ordinance because the two are related. That was adopted by the Council several months ago.

If the Council agrees, a public hearing will be set for Ordinance adoption at the meeting in August. At that time, Trever Parker and representation from the Planning Commission will be at the meeting to address the proposal and the process that was completed to take the issue through the Planning Commission.

Public comment included:

Richard Johnson – Planning Commission Chair

There was a lot of interaction between our local coastal plan, the state housing mandates, and other agencies when drafting this ordinance. The path was not entirely clear but we're fortunate to have a draft together considering all the complications.

Brad Twoomey – Trinidad

Will there be second reading for further discussion? **Albright** explained that this is ordinance is not part of the General Plan, but the Plan may impact this ordinance. Changes can be made to the draft prior to the next reading.

Motion (Bhardwaj/Morgan) to set a public hearing to adopt proposed Ordinance 2010-03, Accessory Dwelling Unit Ordinance, for August 11, 2010 at 7:00pm. **Passed 4-0**.

3. Proposed Council Policy for Commenting on County Land Use Issues

City Manager Albright explained that in June, the City Council again discussed how and when the City of Trinidad should comment on land use proposals in the adjacent County areas. Staff had proposed written policy direction. After lengthy discussion, the Council requested that staff return with a more simplified approach to the policy statement.

Two basic questions are addressed in the proposed policy:

- What type proposals being made to the County merit comment from the City of Trinidad?
- Who should comment on a proposal (staff, Planning Commission, or City Council).

The City of Trinidad receives a limited number of referrals for comment on land use or environmental review actions that are within the County's jurisdiction. There is no mandate that the City respond to a notification of a

review period, and in fact most notification that have been received in the past at Town Hall have not generated a formal response from Trinidad.

Some proposed actions that are within the County's jurisdiction are still very important to the city of Trinidad. These may rise to a level where the City may want to, at minimum, point out to the County that some potential impact needs to be addressed in the County's review process. For example, a project which may impact drinking water quality or quantity, surface drainage, traffic, municipal services, or other environmental issues may deserve attention from the City. On the other hand, a project proposal which is likely only to impact the specific property, such as a variance from a side-lot setback requirement, would have minimum if any impact on the City of Trinidad.

Most jurisdictions leave the determination of whether or not to comment up to its professional planning staff. It is rare to see one jurisdiction actively support or oppose the actions of another jurisdiction unless a highly controversial proposal is involved. That has been the case only two times in the last three years in Trinidad, so this review and comment process is not likely to happen often. If the review process is intended to bring to light project impacts and potential problems, then the comment period is the City's opportunity to do just that.

Public comment included:
Robert Vogel – Trinidad Area Resident
Requested a few minor changes and submitted them to the Clerk in writing for consideration. He suggested that the Planning Commission Chairman be included to areas of the policy where City Manager appears. He also asked that any resident of Trinidad be allowed to appeal a project or recommendation made by the Planning Commission to the City Council. The policy should be consistent with current policy.

Steve Ruth –Trinidad
Disturbed that the City is even considering such policy. We should place more trust in staff to review and make recommendations to project referrals. Also, an escape clause should be added in case the PC can't schedule a meeting to discuss a project before the comment period closes.

Council comment included:
Bhardwaj: Fulkerson was instrumental in seeing this agenda item was discussed and a policy developed. She is absent tonight and I feel it is important to postpone any decision until she is here to review and approve it. The Council agreed.

No decision was made. Discussion continued to a future meeting.

4. Approval of Agreement to Stabilize the Damaged City Property
City Manager Albright explained that as a result of the recent cutting of trees and shrubbery on City property along the Old Wagon Road Trail, city staff has requested and received a proposal from LACO Engineers. The proposed work would be an assessment of the damage and proposed emergency actions to address the damage prior to the next rainy season. The product will be an assessment of the damage (plant, geologic, and slope stability), recommendations for short-term actions to stabilize the area, and a format that will allow the City to immediately contract for work on the site.

This will be an intense two-week effort on the part of LACO. That firm was selected because its staff has the professional expertise needed and an existing knowledge of the site. The quoted cost to do this work will not exceed $4,200. This is a time and materials contract. The City staff and LACO will be cooperating with representatives of the Tsurai Ancestral Society and the Yurok Tribe in doing the work. City staff is also keeping a record of costs incurred on this effort in the case that full restitution from the responsible parties in this incident can be pursued.

Public comment included:
Mike Nelson – LACO Planning Director
Our Geologist's are standing by and will be prepared tomorrow morning to begin work on the site. We will take an impartial, scientific approach to assessing the damage and have our recommendations prepared within 2 weeks. The results of our study will produce a draft work plan for stabilization of the site in anticipation of the winter rains. The Council will be able to take this plan and, if desired, request bids from contractors to perform the stabilization work.

Robert Borher – Yurok Tribal Attorney
The Yurok Tribe supports this project and the transfer of the site to the Yurok Tribe as well. The Tribe also requests to be kept in the loop as the projects develop.

Kim Tays – Trinidad
Will, or when is the fence planned to be removed? Albright explained that is was likely that the chain link fence installed to protect the clear-cut site from further damage will not be removed for quite a while.

Motion (Ratzlaff/Bhardwaj) to approve the service agreement with LACO Associates for an amount not to exceed $4200. **Passed 4-0.**

5. Status of the Lease and Transfer of 12.5 Acre Tsurai Study Area Site
Continued to a future meeting.

XII. COUNCIL REQUEST FOR FUTURE AGENDA ITEMS

- **City Manager Albright:** Postpone the tentative public workshop scheduled for July 28 regarding Transfer of Tsurai Study Area property.
- **Bhardwaj:** Discussion/Decision regarding the removal of Sam Pennisi from the Planning Commission.
- **Binnie:** Discussion/Decision regarding authorizing the City Attorney to proceed with seeking full restitution for all costs associated with the clear-cutting incident from Sam Pennisi.

XIII. ADJOURNMENT

- **Meeting ended at 9:55pm.**

Submitted by:

Gabriel Adams
City Clerk

Approved by:

Stan Binnie
Mayor

DRAFT

CONSENT AGENDA ITEM #1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

1. Staff Activities Report through July, 2010

CONSENT AGENDA ITEM IX.1
Date: August 11, 2010

Item: **STAFF ACTIVITIES REPORT THROUGH JULY, 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 July, 2010.

CITY OF TRINIDAD
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
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Stan Binnie, Mayor
Steve Albright, City Manager

STAFF ACTIVITIES REPORT

Through July, 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. It was forwarded to our accountant to be input financial status reporting. Payroll adjustment for the employees was effective on July 1, 2010. As the actual expenditures for 2010 become known, a budget amendment will be presented to the City Council in September.

2. 2008-09 Annual Audit. **The 2009 annual audit was completed and approved by the Council in July. The management letter recommendations are being implemented. The Council also authorized retaining Marcello and Associates for another year, and that engagement letter for the FY 2010 audit has been signed. Dates for his field work in Trinidad are being arranged.**

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 is now included in this report. For the month of July, 2010, Town Hall was rented for six separate events totaling $750.00 revenue.

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. **All litigation records have been catalogued and have been moved back to the storage unit.** 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 is now underway.

6. 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.

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

8. 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. The Tsurai Ancestral Society replied that the Board was meeting in May and would get back to the City at that time. **The TAS has requested that the transfer discussions be suspended until the brush cutting incident is resolved. The Council delayed its public update discussion at its July meeting, and staff delayed the scheduling of a public information workshop meeting.**

   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 was retained to prepare an analysis of the damage and a plan for stabilization of the site, and that report will be presented to the Council in August for action.

9. 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.

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 first reading of the Ordinance at the City Council occurred in July and was set for public hearing for adoption for the August, 2010, meeting of the Council.**

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 has completed its work and presented its findings and recommendations to the City Council in June. Staff has been directed to return to the Council in August with a first draft of a possible ordinance to regulate aspects of VDUs in Trinidad. **Discussion of the VDU recommendations at the City Council level is now scheduled for the September meeting.**

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. Final authorization from CalTrans is expected in August and will go out to bid soon so that construction can still proceed this September.**

  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 project has been completed.**
  Staff will be meeting with CalTrans and Federal Highway officials on August 25 for an audit of the project records, and then reimbursement of funds will proceed.

- 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 June 2010, Construction to begin in late Summer 2010.

- 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 Streamline Planning is identifying and contracting for the replacement of approximately 10 of the worst systems in the area. Seven replacement systems have been approved and have been constructed, and several more are pending approval and construction. **Funds reimbursement for those first seven systems has been requested.**

- 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 is now awaiting the agreement with State for use of funds. 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. When this is complete, an agreement will be brought to the Council for approval, which will probably occur in Septemeber. **Council will be considering a Resolution to allow the City Manager to negotiate the terms of the Agreement.**

- 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. Now awaiting contract to establish agreement with State for use of funds. 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 is working with the Rancheria to prepare an MOU for the implementation of this grant when it is finally approved. Council will be considering a Resolution to allow the City Manager to negotiate the terms of the Agreement.**

- 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. It is unknown if and when this application will be approved.

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. 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. **Staff has arranged to transfer to the Sheriff's Office all existing inventory of weapons and ammunition. The ammunition 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.

Public Works Department

1. Grounds Maintenance. **City crews maintain grounds and the Cemetery on an ongoing basis in the summer months. A new riding mower was purchased that will improve operations efficiency and will specifically address the increased maintenance demands of the museum and library grounds. Hydro-seeding of that project means that watering and grass cutting will be a**

new City requirement until the native grasses that were planted get established.

2. Streets Maintenance. **The project on Edwards Street to move the center line, add fog lines (parking striping), and revise the red curb no parking areas is complete. Staff also coordinated partial re-surfacing of Patrick's Point Drive in the City in conjunction with a County-planned project outside the City limits, and that re-surfacing and new striping was completed in July. The City's share of that project was for from budgeted streets maintenance funds.**

3. Street Trees/Maintenance. **The City has been requested to pay for the removal of a tree in the public right-of-way on frontage road, and that project has been completed.. The City also assisted in the cost of a tree trimming on West Street on a tree that is partially in the public right-of way. That project has also been completed. Two trees were removed and two others trimmed at the Water Treatment facility on Westhaven Drive.**

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 has been set for August. 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. Valves were installed adjacent to the Van Wycke Trail for the purpose of isolating this portion of the water line in case of failure of the trail. The cost to do this was funded by the lines maintenance/repair budget line item. The new water meter was installed for the Marshall single family home on Edwards Street.

3. Water Quality: **The Council requested that staff provide additional information at the July meeting on a notice of violation and staff's reaction that was received by the City in April. A report from Bryan Buckman explaining the violation was provided, and actions are being taken in an attempt to minimize the reoccurrence of a similar violation.**

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. **Staff will be removing some planted materials that have been placed on the grounds. No burials occurred in July.**

CONSENT AGENDA ITEM #2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 12 PAGES

2. Financial Status Reports for June, 2010

CONSENT AGENDA ITEM IX.2
Date: August 11, 2010

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 June, 2010.

City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Revenues
June 30, 2010
100%
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	34,233	72,069	-	100%
1.01 4102	Property Tax - Unsecured	-	8,285	-	100%
1.01 4104	Property Tax - Prior Unsecured	55	55	-	100%
1.01 4105	Property Tax - Current Suppl	499	1,011	-	100%
1.01 4106	Property Tax - Prior Suppl	53	366	-	100%
1.01 4107.1	Property Tax - Motor Vehicles	2,478	5,313	-	100%
1.01 4107.2	Property Tax - Booking Fees	310	393	-	100%
1.01 4108	Property Tax - Homeowners	-	635	-	100%
1.01 4109	Real Property Transfer Tax	(5,100)	(10,201)	-	100%
1.01 4110	Property Tax - Interest +	95	457	-	100%
1.01 4111	Property Tax Exemption	635	635	-	100%
1.01 4113	Public Safety 1/2 Cent	370	992	-	100%
1.01 4114	Property Tax - Documentary Fee	-	1,874	-	100%
1.01 4119	Property Tax Administration Fee	(1,881)	(3,761)	-	100%
1.01 4120	LAFCO Charge	-	(403)	-	100%
1.01 4121	In-Lieu Sales & Use Tax	10,198	20,396	-	100%
1.01 4122	In Lieu VLF	12,828	25,655	-	100%
1.01 4125	Property Tax - Prop1A	-	5,100	-	100%
1.01 4200	Sales & Use Tax	37,097	168,105	210,000	80%
1.01 4300	Transient Lodging Tax	4,222	73,819	60,000	123%
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	239	575	-	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	-	1,856	1,500	124%
1.01 4902	Reports	10	45	200	23%
1.01 4903	Patch Fund	-	20	-	100%
1.01 4904	Towing Fees	-	2,145	2,000	107%
1.01 4905	Criminal	-	225	700	32%
1.01 4906	Booking Fees	-	-	-	100%
1.01 4908	Motor Vehicle Fine	54	522	3,500	15%
1.01 4909	Donations/Fundraising/Grants	-	-	1,000	0%
1.01 4910	Airport Security	-	-	-	100%
1.01 4900	Police Revenue - Other	-	310		100%
1.01 4990	Other Grants	-	-	-	100%
1.01 5310	Copy Machine Fee	9	80	100	80%
1.01 5320	Interest Income	297	42,266	40,000	106%
1.01 5380	Other Fees for Service	-	75	-	100%
1.01 5390	Other Miscellaneous Income	499	2,304	4,600	50%
1.01 5300	Other Income - Other	-	-	-	100%

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1.01 5400.2	Planner - Application Processing	750	7,273	10,000	73%
1.01 5400.4	Engineer-Application Processing	-	-	500	0%
1.01 5400.5	Bldg. Insp-Application Process.	2,364	7,115	6,000	119%
1.01 5400.6	Bldg. Insp-Enforcement	-	-	-	100%
1.01 5410	Animal License Fees	-	52	200	26%
1.01 5413	Farmers Market Business License	-	205	-	100%
1.01 5415	Business License	3,069	6,536	12,000	54%
1.01 5430	Encroachment Permit Fees	50	650	400	163%
1.01 5490	Other Permits	-	63	-	100%
1.01 5615	Franchise Fees	-	-	6,000	0%
1.01 5640	Rent - Verizon	1,611	19,034	18,000	106%
1.01 5645	Rent - Cox Cable	-	-		100%
1.01 5650	Rent - Harbor	-	-	5,000	0%
1.01 5655	Rent - PG&E	-	5,079	-	100%
1.01 5660	Rent - Other Tennis Court	-	70	-	100%
1.01 5665	Rent - Suddenlink	-	4,061	-	100%
1.01 5670	Rent - Town Hall	1,260	8,523	10,000	85%
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	17,500	94%
TOTAL REVENUES		$ 106,304	$ 496,381	$ 585,700	85%

City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Administrative Expenses
June 30, 2010
100%
Percent of the Year

		Current Month	Year To Date	Annual Budget	% of Budget
EXPENDITURES					
2.01 6090	Honorariums	$ 250	$ 3,000	$ 3,000	100%
2.01 6100	Employee Wages	6,013	58,496	48,660	120%
2.01 6500	Employee Benefits/Ins/Taxes	4,187	34,943	27,200	128%
2.01 6809	Crime Bond	-	490	-	100%
2.01 6810	Fidelity Bond	-	-	-	100%
2.01 6820	Insurance - Liability	-	79	4,000	2%
2.01 6830	Property & Casualty Insurance	-	-	1,500	0%
2.01 7101.1	Attorney - Meetings	-	12,532	28,000	45%
2.01 7101.2	Attorney - Admin Tasks	-	1,480	-	100%
2.01 7101.4	Attorney - Litigation	-	16,935	12,000	141%
2.01 7105	City Engineer - Meetings	-	-	-	100%
2.01 7106	City Engineer - Project Fees	-	-	-	100%
2.01 7107.2	City Engineer - Admin Tasks	2,015	8,065	6,000	134%
2.01 7107.3	City Engineer - Application Process	-	442	1,000	44%
2.01 7107.4	City Engineer - Special Projects	-	3,615	-	100%
2.01 7130.1	City Planner - Meetings	300	1,320	-	100%
2.01 7130.2	City Planner - Admin Tasks	1,074	16,683	20,000	83%
2.01 7130.3	City Planner - Application Process	1,674	5,871	8,000	73%
2.01 7130.6	City Planner - Special Projects	1,275	29,847	30,000	99%
2.01 7140.2	Bldg Inspector - Admin Tasks	284	658	-	100%
2.01 7140.3	Bldg Inspector - Permit Proc	-	84	-	100%
2.01 7140.4	Bldg Inspector - Enforcement	-	3,314	2,000	166%
2.01 7150.2	Accountant - Admin Tasks	1,426	11,003	6,000	183%
2.01 7150	Accountant - Other	-	-	-	100%
2.01 7160.3	Auditor - Admin Tasks	-	9,639	6,500	148%
2.01 7202	Chamber of Commerce	-	-	3,000	0%
2.01 7204	Bad Debts	-	336	-	100%
2.01 7170	Financial Advisor/Tech Support	566	2,873	2,000	144%
2.01 7505	Library Rent & Local Contrib.	-	5,500	12,000	46%
2.01 7506	Rent	-	-	5,600	0%
2.01 7507	Utilities	118	3,542	4,000	89%
2.01 7509	Dues & Membership	-	222	1,000	22%
2.01 7510	Municpal/Update Expense	-	53,226	65,000	82%
2.01 7512	Licenses & Fees	-	22	-	100%
2.01 7513	Office Supplies & Expense	111	5,000	4,500	111%
2.01 7515	Interest Expense	-	4,304	-	100%
2.01 7516	Bank Charges	-	10	-	100%
2.01 7519	Contracted Services	-	60	-	100%
2.01 7599	Miscellaneous Expense	-	2,286	1,000	229%
2.01 7602	Telephone	80	1,890	3,000	63%
2.01 7603	Cell Phone & Pager Expense	-	-	-	100%
2.01 7604	Cable & Internet Service	161	1,770	1,500	118%
2.01 7606	Travel	-	59	500	12%
2.01 7806	Building Repairs & Maintenance	-	650	5,000	13%
2.01 7807	Security System	-	258	-	100%
2.01 7808	Other Repair & Maintenance	-	93	-	100%
2.01 7809	Materials, Supplies & Equipment	512	9,206	7,000	132%

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		Current Month	Year To Date	Annual Budget	% of Budget
2.01 7822	Disaster Planning & Preparedness	-	-	-	100%
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	-	8,384	-	100%
TOTAL EXPENDITURES		$ 20,046	$ 325,084	$ 318,960	

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City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Police
June 30, 2010
100%
Percent of the Year

		Current Month	Year To Date	Annual Budget	% of Budget
EXPENDITURES					
3.01 6100	Employee Wages	$ 173	$ 59,062	$ 50,898	116%
3.01 6500	Employee Benefits/Ins/Taxes	469	12,710	29,539	43%
3.01 6609	Commercial Crime Bond	-	210	-	100%
3.01 6810	Fidelity Bond	-	-	-	100%
3.01 6820	Insurance - Liability	-	99	4,500	2%
3.01 6830	Property & Casualty Insurance	-	-	1,500	0%
3.01 7101.1	Attorney - Meetings	-	-	1,000	0%
3.01 7150.2	Accountant - Admin Tasks	1,222	8,163	6,000	136%
3.01 7150	Accountant - Other	-	-	-	100%
3.01 7160.3	Auditor - Admin Tasks	-	1,134	6,000	19%
3.01 7506	Rent	1,300	15,600	5,000	312%
3.01 7507	Utilities	25	1,377	1,000	138%
3.01 7509	Dues & Membership	-	555	750	74%
3.01 7513	Office Supplies & Expense	-	2,710	2,000	136%
3.01 7518	Backgrounds / Education	-	5,941	3,500	170%
3.01 7519	Contracted Services	-	83	-	100%
3.01 7520	Animal Control	113	1,349	1,500	90%
3.01 7524	Booking Fees Expense	12	12	4,000	0%
3.01 7525	Uniforms/Safety Equip.	903	7,642	4,000	191%
3.01 7526	Investigation	-	1,172	1,500	78%
3.01 7599	Miscellaneous Expense	-	216	-	100%
3.01 7602	Telephone	76	5,142	4,000	129%
3.01 7603	Cell Phone & Pager Expense	-	-	-	100%
3.01 7604	Cable & Internet Service	-	-	-	100%
3.01 7605	Radio & Dispatch	-	4,125	4,500	92%
3.01 7600	Telephone & Comm. - Other	-	-	-	100%
3.01 7804	Vehicle Fuel & Oil	(284)	5,457	7,500	73%
3.01 7805	Vehicle Repairs	-	1,994	3,000	66%
3.01 7806	Building Repairs & Maintenance	-	28	-	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		$ 4,009	$ 140,103	$ 157,887	89%

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City of Trinidad
Statements of Revenues - Budget and Actual
Special Revenue Fund - COPS Grant
June 30, 2010
100%
Percent of the Year

		Current Month	Year To Date	Annual Budget	% of Budget
	FUND BALANCE - JULY 1, 2009		$ 15,121		
REVENUES					
3.03 4601	COPS Grant Income	$ -	$ 89,870	$ 100,000	90%
3.03 5320	Interest Income	-	-	-	100%
TOTAL REVENUES		$ -	$ 89,870	$ 100,000	
EXPENDITURES					
3.03 6100	Employee Wages	$ 4,917	$ 49,784	$ 58,848	85%
3.03 6500	Employee Benefits/Ins/Taxes	661	14,489	24931	58%
3.03 7506	Rent	-	-	3,000	0%
3.03 7507	Utilities	235	1,738	625	278%
3.03 7509	Dues & Membership	-	250	-	100%
3.03 7513	Office Supplies & Expense	-	2,099	3,000	70%
3.03 7518	Backgrounds / Education	-	2,863	3,000	95%
3.03 7518.1	Background Checks	-	536	-	100%
3.03 7518.2	Training/Education	-	789	-	100%
3.03 7519	Contracted Services	3,346	3,952	3,000	132%
3.03 7520	Animal Control	-	-	-	100%
3.03 7524	Booking Fees Expense	-	190	-	100%
3.03 7525	Police Uniforms/Personal Equip.	-	1,737	500	347%
3.03 7526	Investigation	35	1,322	2,000	66%
3.03 7599	Miscellaneous Expense	-	-	-	100%
3.03 7602	Telephone	87	1,275	1,000	128%
3.03 7605	Radio & Dispatch	-	4,125	4,500	92%
3.03 7600	Telephone & Comm. - Other	-	-	-	100%
3.03 7804	Vehicle Fuel & Oil	(485)	3,937	9,000	44%
3.03 7805	Vehicle Repairs	-	2,591	2,000	130%
3.03 7806	Building Repairs & Maintenance	-	924	1,000	92%
3.03 7807	Security System	-	378	-	100%
3.03 7808	Other Repair & Maintenance	-	2,166	1,000	217%
3.03 7809	Materials, Supplies & Equipment	-	364	-	100%
3.03 7821	Community Safety Programs	-	1,306	500	261%
3.03 8500	Capital Outlay	2,454	2,454	2,000	123%
TOTAL EXPENSES		$ 11,250	$ 99,269	$ 119,904	83%

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City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Fire
June 30, 2010
100%
Percent of the Year

		Current Month	Year To Date	Annual Budget	Percentage of Budget
EXPENDITURES					
4.01 6090	Honorariums	$ 150	$ 1,800	$ 2,400	75%
4.01 6820	Insurance - Liability	-	40	1,500	3%
4.01 6830	Property & Casualty Insurance	-	-	-	100%
4.01 7507	Utilities	43	734	600	122%
4.01 7509	Dues and Memberships	-	10	-	100%
4.01 7518	Backgrounds / Education	-	-	1,000	0%
4.01 7519	Contracted Services	-	5,963	5,700	105%
4.01 7599	Miscellaneous Expense	-	-	-	100%
4.01 7602	Telephone	4	80	100	80%
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	-	374	750	50%
4.01 7805	Vehicle Repairs	-	2,405	3,000	80%
4.01 7806	Building Repairs & Maintenance	500	500	500	100%
4.01 7807	Security System	-	-	-	100%
4.01 7808	Other Repair & Maintenance	-	143	1,500	10%
4.01 7809	Materials, Supplies & Equipment	-	935	7,500	12%
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		$ 697	$ 14,451	$ 70,550	20%

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City of Trinidad
Statements of Revenues - Budget and Actual
General Fund - Public Works
June 30, 2010
100%
Percent of the Year

		Current Month	Year To Date	Annual Budget	% of Budget
EXPENDITURES					
5.01 6100	Employee Wages	2,861	22,247	23,256	96%
5.01 6500	Employee Benefits/Ins/Taxes	1,285	11,547	12,343	94%
5.01 6810	Fidelity Bond	-	-	-	100%
5.01 6820	Insurance - Liability	-	40	1,500	3%
5.01 6830	Property & Casualty Insurance	-	-	-	100%
5.01 7106	City Engineer - Project Fees	-	-	-	100%
5.01 7519	Contracted Services	-	9,775	12,800	76%
5.01 7525	Uniforms/Personal Equip	-	-	-	100%
5.01 7801	Street Maint/Repair/Sanitation	43	7,022	32,000	22%
5.01 7801.1	Sanitation	-	-	-	100%
5.01 7801.2	Street Safety Improvements	-	2,870	15,800	18%
5.01 7802	Street Lighting	309	3,751	4,000	94%
5.01 7802.1	Street Lighting - Improvements	-	-	15,000	0%
5.01 7803	Trail Maintenance	132	939	3,000	31%
5.01 7804	Vehicle Fuel & Oil	218	1,828	3,000	61%
5.01 7805	Vehicle Repairs	430	430	1,500	29%
5.01 7809	Materials, Supplies & Equipment	437	1,590	2,500	64%
5.01 8000	Depreciation	-	5,891	-	100%
TOTAL EXPENSES		$ 5,715	$ 67,930	$ 126,699	54%

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City of Trinidad
Statements of Revenues - Budget and Actual
Enterprise Fund - Water
June 30, 2010
100%
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	18,725	$ 213,558	$ 210,000	102%
6.01 5730	New Water Hookups	4,500	4,500	-	100%
6.01 5750	Water A/R Penalties	1,032	4,024	4,000	101%
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	-	-	-	100%
	Transfers from Other Funds	-	-		100%
TOTAL REVENUES		$ 24,257	$ 222,876	$ 244,000	
EXPENDITURES					
6.01 6100	Employee Wages	$ 7,360	$ 66,682	$ 73,000	91%
6.01 6500	Employee Benefts/Ins/Taxes	4,070	35,554	37,300	95%
6.01 6810	Fidelity Bond	-	-	-	100%
6.01 6820	Insurance - Liability	-	119	4,200	3%
6.01 6830	Property & Casualty Insurance	-	-	1,050	0%
6.01 7106	City Engineer - Project Fees	-	-	-	100%
6.01 7107.2	City Engineer - Admin Tasks	-	-	1,000	0%
6.01 7107.3	City Engineer - Application Process	-	-	-	100%
6.01 7101.2	City Attorney - Meeting & Admin Ta	-	-	3,000	0%
6.01 7150.2	Accountant - Admin Tasks	1,426	8,975	7,000	128%
6.01 7150	Accountant - Other	-	548	-	100%
6.01 7160.03	Auditor	-	8,127	6,500	125%
6.01 72.04	Bad Debt	-	696	-	100%
6.01 7504	Property Tax	-	58	-	100%
6.01 7507	Utilities	1,244	12,865	14,000	92%
6.01 7509	Dues & Membership	339	700	1,000	70%
6.01 7511	Licenses & Fees	-	2,199	-	100%
6.01 7513	Office Supplies & Expense	229	2,304	2,000	115%
6.01 7515	Interest Expense	355	3,943	1,040	379%
6.01 7516	Bank Charges	-	10	-	100%
6.01 7599	Miscellaneous Expense	25	173	250	69%
6.01 7600	Telephone & Comm. - Other	-	341	1,000	34%
6.01 7602	Telephone	74	1,028	-	100%
6.01 7603	Cell Phone & Pager Expense	-	-	-	100%
6.01 7604	Cable & Internet Service	49	490	-	100%
6.01 7801	Street Maint/Repair/Sanitation	-	1,509	2,000	75%

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		Current Month	Year To Date	Annual Budget	Percentage of Budget
6.01 7804	Vehicle Fuel & Oil	73	1,158	2,000	58%
6.01 7805	Vehicle Repairs	430	509	1,000	51%
6.01 7806	Building Repairs & Maintenance	299	650	1,000	65%
6.01 7807	Security System	-	321	1,000	32%
6.01 7809	Materials, Supplies & Equipment	101	4,849	5,000	97%
6.01 7822	Disaster Planning & Preparedness	-	-	-	100%
6.01 7900	Water Lab Fees	480	4,475	4,000	112%
6.01 7902	Water Plant Chemicals	376	15,040	14,000	107%
6.01 7903	Water Line Hook-Ups	-	-	-	100%
6.01 7905	Water Line Repair	1,259	9,945	8,000	124%
6.01 7906	Water Plant Repair	315	26,259	25,000	105%
6.01 8000	Depreciation	-	11,707	15,000	78%
6.01 8950	Penalties - Non-Deductible	-	43	-	100%
TOTAL EXPENDITURES		$ 18,504	$ 221,277	$ 230,340	96%

City of Trinidad
Statements of Revenues - Budget and Actual
Enterprise Fund - Cemetery
June 30, 2010
100%
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	$ 500	$ 9,073	$ 8,000	113%
7.01 5320	Interest Income	-	-	5,000	0%
Gross Profit		$ 500	$ 9,073	$ 13,000	
Expense					
7.01 6100	Employee Wages	$ 602	$ 4,586	5,376	85%
7.01 6147	Employee Benefits, Ins, Taxes	337	2,724	2,566	106%
7.01 6810	Fidelity Bond	-	-	-	100%
7.01 6820	Insurance - Liability	-	20	400	5%
7.01 7519	Contracted Services	-	-	500	0%
7.01 7800	Repairs/Maint/Supplies - Other	-	5	500	1%
7.01 7808	Other Repair & Maintenance	105	246	-	100%
7.01 8000	Depreciation	-	95	500	19%
Income (loss) before Income Taxes		$ 1,044	$ 7,676	$ 9,842	78%

CONSENT AGENDA ITEM #3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

3. Resolution 2010-09 Authorizing an Agreement for the Trinidad Stormwater Drainage Improvement Project

CONSENT AGENDA ITEM IX.3
Date: August 11, 2010

Item: **RESOLUTION 2010-09 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE STATE WATER RESOURCES BOARD FOR THE TRINIDAD STORMWATER DRAINAGE PROJECT**

Background: Trinidad was approved for a State Prop 84 grant in 2009 of $2,500,000 for major design and construction of improvements to the stormwater drainage system. The funding for that project was suspended by the State pending resolution of the budget deficit.

Trinidad was alerted in May that bond funds were now being raised and that we should proceed with all the planning needed to execute the grant agreement and be prepared to start the project.

One of the things that needs to be done is to negotiate any minor changes to the terms and conditions in the State's form Agreement and to execute that agreement. This proposed resolution, which has been provided by the State Water Resources Control Board (Department of Health) and fulfills their requirements, would authorize the City Manager to complete this task on behalf of the City Council.

Staff Recommendation: Approve proposed Resolution 2010-09

Attachments: Proposed Resolution 2010-09.

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

Stan Binnie, Mayor
Gabriel Adams, City Clerk

RESOLUTION 2010-09

WHEREAS, The State Water Resources Control Board (State Water Board) has determined that the City of Trinidad is eligible to receive funds from the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84) Clean Beaches Program;

WHEREAS, The City of Trinidad will use these funds for the Trinidad Stormwater Drainage Improvement Project, a project designed to comply with the discharge prohibition into Areas of Special Biological Significance contained in the California Ocean Plan eligible project costs;

WHEREAS, The City of Trinidad is authorized to enter into a financial assistance agreement with the State of California and the State Water Board;

NOW THEREFORE BE IT

RESOLVED, That the City of Trinidad hereby authorizes the City Manager or designee to enter into a financial assistance agreement with the State Water Board for the Trinidad Stormwater Drainage Improvement Project;

RESOLVED, That the City of Trinidad hereby authorizes the City Manager or designee to execute any financial assistance agreements, amendments, invoices, or any other documents related to or required for the administration of said agreement;

RESOLVED, That the City of Trinidad agrees and further does authorize the City Manager to certify that the City of Trinidad has and will comply with all applicable federal and state statutory and regulatory requirements related to any financial assistance funds received.

RESOLVED, That the City of Trinidad agrees and further does authorize the City Manager to certify that all financial assistance received from the State Water Board for the Trinidad Stormwater Drainage Improvement Project shall only be used for "reimbursable costs" as defined in the *Proposition 84 Areas of Special Biological Significance Grant Program Guidelines*, adopted by the State Water Board on April 1, 2008.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 11th day of August, 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	**Stan Binnie**
Trinidad City Clerk	Mayor

CONSENT AGENDA ITEM #4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

4. Resolution 2010-10 Authorizing an Agreement for the Trinidad Pier Reconstruction Project

CONSENT AGENDA ITEM IX.4
Date: August 11, 2010

Item: **RESOLUTION 2010-10 AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE STATE WATER RESOURCES BOARD FOR THE TRINIDAD PIER RECONSTRUCTION PROJECT**

Background: Trinidad was approved for a State Prop 84 grant in 2009 of $2,500,000 for reconstruction of the Trinidad Pier. The funding for that project was suspended by the State pending resolution of the budget deficit.

Trinidad was alerted in May that bond funds were now being raised and that we should proceed with all the planning needed to execute the grant agreement in preparation for starting the project. This funding is only a portion of the total funding for the Pier Reconstruction Project, and the Trinidad Rancheria is responsible for obtaining commitments for the remainder of the funding ($5,300,000) before the State will release funds for this project.

One of the things that needs to be done is to negotiate any minor changes to the terms and conditions in the State's form Agreement and to execute that agreement. This proposed resolution, which has been provided by the State Water Resources Control Board (Department of Health) and fulfills their requirements, would authorize the City Manager to complete this task on behalf of the City Council.

Staff Recommendation: Approve proposed Resolution 2010-10.

Attachments: Proposed Resolution 2010-10.

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

Stan Binnie, Mayor
Gabriel Adams, City Clerk

RESOLUTION 2010-10

WHEREAS, The State Water Resources Control Board (State Water Board) has determined that the City of Trinidad is eligible to receive funds from the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84) Clean Beaches Program;

WHEREAS, The City of Trinidad will use these funds for the Trinidad Pier Reconstruction Project, a project designed to comply with the discharge prohibition into Areas of Special Biological Significance contained in the California Ocean Plan eligible project costs;

WHEREAS, The City of Trinidad is authorized to enter into a financial assistance agreement with the State of California and the State Water Board;

NOW THEREFORE BE IT

RESOLVED, That the City of Trinidad hereby authorizes the City Manager or designee to enter into a financial assistance agreement with the State Water Board for the Trinidad Pier Reconstruction Project;

RESOLVED, That the City of Trinidad hereby authorizes the City Manager or designee to execute any financial assistance agreements, amendments, invoices, or any other documents related to or required for the administration of said agreement;

RESOLVED, That the City of Trinidad agrees and further does authorize the City Manager to certify that the City of Trinidad has and will comply with all applicable federal and state statutory and regulatory requirements related to any financial assistance funds received.

RESOLVED, That the City of Trinidad agrees and further does authorize the City Manager to certify that all financial assistance received from the State Water Board for the Trinidad Pier Reconstruction Project shall only be used for "reimbursable costs" as defined in the *Proposition 84 Areas of Special Biological Significance Grant Program Guidelines*, adopted by the State Water Board on April 1, 2008.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 11th day of August, 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 PAGES

5. Law Enforcement Update

CONSENT AGENDA ITEM IX.5
Date: August 11, 2010

Item: **UPDATE REPORT ON LAW ENFORCEMENT FUNCTIONS IN TRINIDAD**

Background: The City's contract with the Sheriff's office became effective on June 30, 2010. Deputy Scott Hicks has been assigned to Trinidad and is in the City on Wednesday thru Saturday, 9:00 am to 6:00 pm. Rotating officers patrol 20 hours per week in addition to those regular hours, and any other emergency calls are covered financially through the terms of the contract.

Finances: The monthly payment to the County for law enforcement services is $14,998.00. For the month of July, Trinidad paid to the County $9,530.10, because a credit was given for the value of ammunition owned by Trinidad that was conveyed to the Sheriff's office. In addition, Trinidad paid in July for a number of emergency calls and for staffing of the Fish Festival that occurred before the contract was effective. That totaled an additional $2,926.72.

Staff Interview: The Sheriff committed to the City Council that Trinidad could participate in the interview and selection of prospective employees to be assigned as permanent staff to Trinidad. That did not occur because only one individual volunteered for the assignment. If the Council were to so desire, we could request a "progress interview" with Deputy Hicks to discuss views on priorities, community policing, public relations, or other topics as he gets more familiar with the community.

Animal Control: The current contract does not include animal control services. Actually, Trinidad has never had a real animal control function even with its own Police Department. The City does pay a monthly fee to the County Animal Shelter for instance where residents transport a lost pet or other animal to the shelter, but this fee does not include pick up services. The Council may wish to add to the current Sheriff's contract a "fee for services" provision. If this were done, fees would be charged only when authorized by City staff. That is currently being done in Blue Lake. Trinidad has a minimal number of annual calls for emergency animal service.

Staff Recommendation: Receive and file the report.

Attachments: None.

CONSENT AGENDA ITEM #6

SUPPORTING DOCUMENTATION FOLLOWS WITH: 6 PAGES

6. Annual Wildfire Protection Contract with CalFire

CONSENT AGENDA ITEM IX.6
Date: August 11, 2010

Item: **ANNUAL WILDFIRE PROTECTION CONTRACT WITH CALFIRE**

Background: The City has annually contracted with CalFire for Wildfire protection services. Services, if needed, are pre-paid by the contract, and no additional charges would occur if CalFire were to come into the City of Trinidad and assist in fighting a wild fire that began I the City. The current budget year allocated $5,700 for this service. This year, if we were to proceed in a similar manner, the cost has risen to $6,310.23.

Over the many years that the existing service agreement has been in place and paid for on an annual basis, there have been no wild fires that started within the City limits.

Recently CalFire initiated a new process for providing a similar service to the City of Arcata and has offered the same service to Trinidad. Instead of pre-paying via the contract arrangement, which appears similar in nature to an insurance policy, Cal Fire would respond to a wild fire within the City limits and then charge the City for services that extend beyond normal mutual aide. This does not affect normal mutual aide that occurs on a routine service for fire and or medical response emergencies.

Staff has worked with Hugh Scanlon, Battalion Chief for Planning with CalFire, on this change.

Staff Recommendation: Approve the draft Agreement, and authorize the Trinidad Volunteer Fire Department Chief to execute the agreement on behalf of the City of Trinidad.

Attachments: Draft "Mutual Aid and Fire Protection Addendum #1"

AGREEMENT FOR MUTUAL AID FIRE PROTECTION ADDENDUM #1
AUTOMATIC AID MUTUAL THREAT ZONE AGREEMENT
STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION
AND
CITY OF TRINIDAD

This document serves as the Automatic Aid Agreement and Operating Plan between the State of California, California Department of Forestry and Fire Protection (CAL FIRE) and the City of Trinidad (CITY). This plan establishes a formal fire protection agreement for CAL FIRE and the CITY for wildland fire response within a common Mutual Threat Zone (MTZ). The intent is to include areas within and adjacent to the Trinidad City Local Responsibility Area (LRA) having potential for wildland fires that are located near State Responsibility Area (SRA) lands.

This Plan documents agreements to details regarding:
A. Working relationships,
B. Mutual Threat Zone Areas,
C. Reimbursement,
D. Billing Procedures
E. Duration of Agreement

A. Working Relationships
The following is a list of the Agencies that are participating in this Automatic Aid Agreement and Operating Plan.
State of California, California Department of Forestry and Fire Protection; City of Trinidad.

B. Mutual Threat Zone Areas
The CITY has areas of wildland that are within the Trinidad city limits, hence are Local Responsibility Areas. Wildland fires in these areas may pose a threat to SRA. Conversely; wildland fires within SRA may pose a threat to LRA values. The Mutual Threat Zone is defined as area within 1.0 miles either side of the City of Trinidad's LRA/SRA boundary which have the potential for wildland fire. This Automatic Aid Agreement is intended for mutual response for wildland fires within the MTZ. The CITY's LRA is wholly within a MTZ. This MTZ is mapped as Figure 1 – City of Trinidad Mutual Threat Zone area.

CALFIRE shall provide an automatic wildland fire protection response for SRA wildland fires within a MTZ. CALFIRE may provide an automatic wildland fire protection response for LRA wildland fires within a MTZ, as available. The response level will be based upon CALFIRE's standard dispatch procedures.

The CITY shall provide an automatic wildland fire response of law enforcement and fire personnel for fires within the LRA (city limits) within the MTZ. The CITY may provide

DRAFT

an automatic wildland fire response of law enforcement and fire personnel for fires within the SRA in the MTZ, as available.

The CITY shall notify CAL FIRE by May 1 each year of any requested changes in this Automatic Aid Agreement and Operating Plan. CAL FIRE shall notify the CITY of all responses within the MTZs within 24 hours by sending an email or facsimile notifying the City Manager's office of the incident(s). Immediate notification will be made through the Trinidad Police Department on a rapidly escalating incident. Only that information readily available at the time of notification is required.

C. Reimbursement

An agency shall be reimbursed for wildland fire responses in the Mutual Threat Zone that are outside their jurisdiction, pursuant to this Automatic Aid Agreement and Operating Plan.

For local government resources, reimbursement on SRA incidents will be guided by the current Local Government reimbursement rates. Local government resources will normally be considered operating under mutual aid agreements for the **first 2 hours** of any incident and **not be paid**. After 2 hours they may be switched to **'assistance by hire'** status, which would be compensated starting at the time of the initial request and ending when resources are back in quarters.

For CALFIRE resources, reimbursement on LRA incidents will be as **'assistance by hire'** status per current statewide rates. For short duration incidents of less than four hours from time of dispatch, CALFIRE overhead and fire engines will **not be paid**. All other resources will be charged from time of dispatch, if deployed. For incidents exceeding four hours, all CALFIRE resources deployed on the incident will be charged from time of dispatch and ending when resources are back in quarters. CALFIRE will not charge for dispatched resources that are not utilized on the incident.

D. Billing Procedures

On any incidents where costs are incurred pursuant to the terms of this agreement, the billing agency shall submit the final bill for reimbursement, in duplicate, as soon as possible, but no later than 6 months after the incident is controlled or project completed. This bill, identified by incident name and appropriate incident number, will be adequately documented. A separate bill will be submitted for each incident unless otherwise negotiated.

All bills and payments for services provided to or by the CITY shall be mailed to:
City of Trinidad
Attn: City Manager
PO Box 390
Trinidad, CA 95570-0390

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All bills and payment for services provided to or by CALFIRE shall be mailed to:
CAL FIRE Humboldt-Del Norte Unit
Attn: Division Chief, Administration
118 Fortuna Blvd.
Fortuna, CA 95540

All bills will have a due date 60 days after the date of issuance. The CITY and CAL FIRE will meet every year by June 1st to review all invoices submitted the previous year. All unpaid invoices will be discussed and a reconciliation of any outstanding balances will be determined.

All parties agree not to bill for any actions authorized by this agreement where the total costs of services (not including any administrative charges) is less than one hundred dollars ($100).

For reimbursement purposes, expenditures shall include both direct and administrative costs. The administrative charge used for all billings will be applied to all direct costs. All costs will be calculated using established agency procedures. The administrative rate is published annually in the California Fire Assistance Agreement annual rate letter.

E. Duration of Agreement
This agreement shall remain in effect for five years from the last signature date, unless terminated sooner. Any agency may terminate their participation in the Automatic Aid Agreement and Operating Plan by providing 60 days written notice to the other agencies.

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IN WITNESS WHEREOF, the Agencies hereto have executed this Automatic Aid Mutual Threat Zone Agreement and Operating Plan as of the last date written below:

Humboldt – Del Norte Unit Chief
State of California
Department of Forestry and Fire Protection (CAL FIRE)

_____
By: Mike Howe, Unit Chief

Date:_____

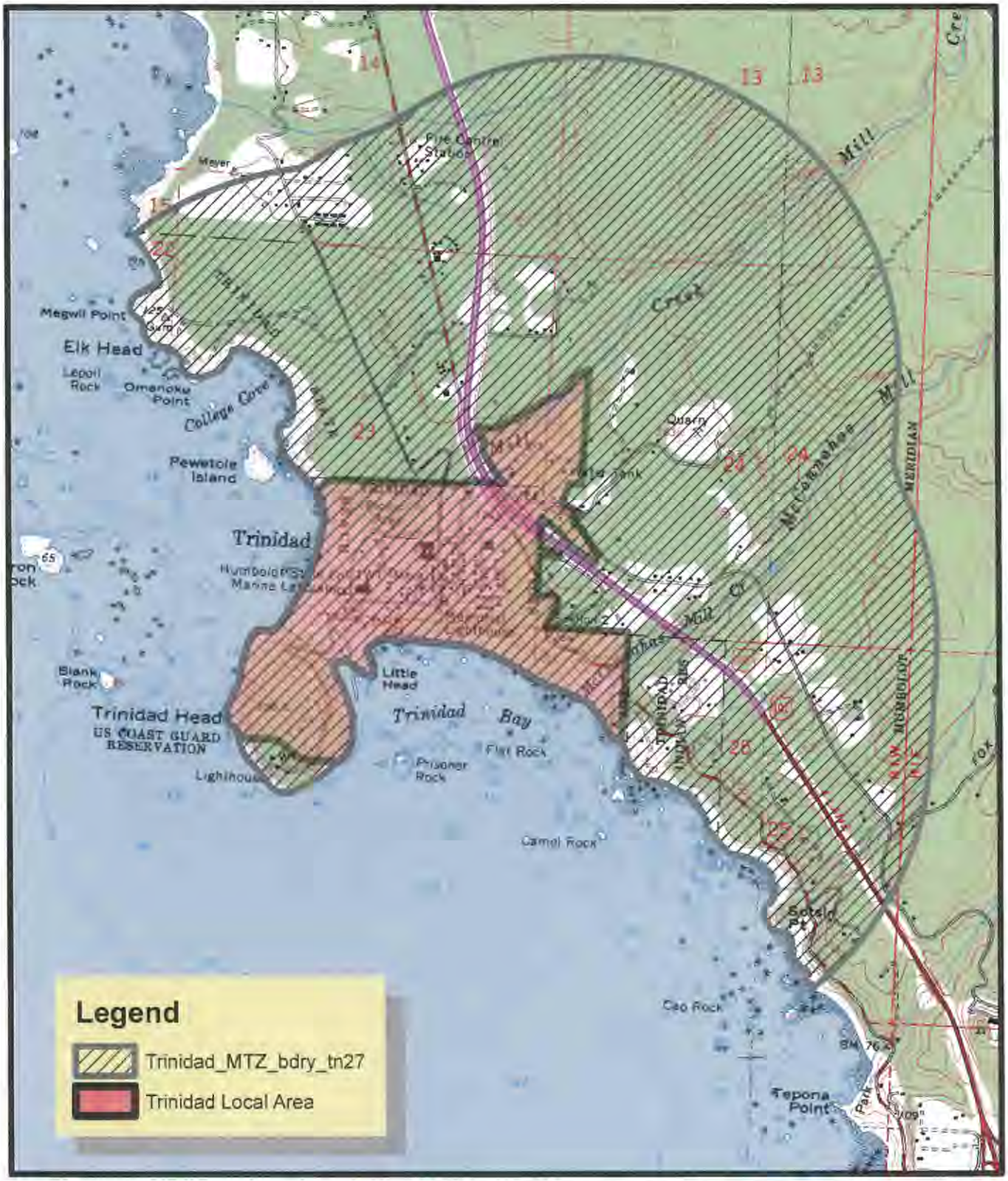
City Manager
City of Trinidad

_____
By: Steve Albright, City Manager

Date:_____

DRAFT

Figure 1 - City of Trinidad Mutual Threat Zone



Map derived from Humboldt County parcel layer and USGS Trinidad & Crannell,, CA 7.5' Quads. The Mutual Threat Zon is within 1.0 miles of the SRA/LRA boudary with the City of Trinidad. Drafted by H. Scanlon 5/24/2010.