CONSENT AGENDA ITEM #1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

1. Staff Activities Report through April, 2010

CONSENT AGENDA ITEM IX.1
Date: May 12, 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 April, 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 April, 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 second mid-year Budget Amendment was approved by the City Council in February 2010. Monthly financial status reports are presented to the City Council.

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, and some responses have been received. ***The following schedule was approved by the Council in April:***

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)***

3. 2008-09 Annual Audit. ***The audit is still a work in progress. Ralph Marcello completed the field work for the annual audit (2008-09) in January. Year-end financial statements were provided to him in advance by Cunningham, Malone & Morton, and staff assisted him during his week in Trinidad. The financial statements are still not complete. He subsequently requested additional information, including notes on the year end financial statements. It is generally agreed that the difficulty is s software problem that must be corrected for next year's financial reporting. This may require an expenditure (investment) in financial software. The audit is planned to be presented in June.***

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 is now underway.***

6. ***Town Hall Improvements. Estimates are being sought for painting, re-flooring, some carpentry work, and furniture replacement for the Clerk's Office in Town Hall.***

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.***

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 beginning after June, 2010.***

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.

12. 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 or 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
  The Construction Authorization request has been submitted to Cal Trans. The Encroachment Permit was received in April. Staff must now coordinate construction easements with adjacent property owners and utility relocations with PG&E and AT&T. The bid process will occur this Summer, and construction should begin in September to avoid tourist season in Trinidad.

  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: 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 begun on April 15, 2010 by Gray Construction. 60-day construction anticipated.***

- 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 May 2010, Construction to begin in Summer 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. Construction funding now programmed for 2010-13. Funding for final design undetermined and may delay the project 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. ***Date of determination still unknown.***

- 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. ***State is apparently ready to award a partial grant/loan for the project, with details to be determined.***

- 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.***

- 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: ***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.***

- 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.***

- 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.

Police Department

1. Staffing ***Chief Thrailkill resigned in April, and his last day in Trinidad was April 23, 2010. Deputy Ryan Lemons has been placed on administrative duty and will remain with the department as a full time employee through May 17, 2010. He will then be either on layoff status or released in accordance with the terms of his contract. Current reserve officers will remain in that status but will not b working any hours until the status of the department becomes clear. Sandra Cuthbertson will remain as a part-time Office Manager for at least the remainder of the calendar year. It is not determined whether or not the City will initiate a recruitment for a new Police Chief.***

2. ***Law Enforcement Functions. The Council authorized the Mayor and the City Manager to discuss with the County Sheriff's Office a contractual arrangement for law enforcement functions. This is a priority effort, and a recommendation will be made to the Council at its May 12, 2010 meeting.***

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. ***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. That issue will be presented to the Council. The City will be assisting in the cost of a tree trimming on West Street on a tree thatis partially in the public right-of way.***

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. 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. ***Maintenance. Staff is investigating placement of valves to isolate the deteriorating Van Wycke Trail in case of needed emergency repairs.***

3. Water Quality: No issues to report.

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

5. 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: Friday, May 7, 2010

From: Gabriel Adams, City Clerk

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

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

04/03/10	Garden Club Event	No Charge
04/04/10	Easter Sunrise Service	$160.00
04/15/10	RCAA Coastal Trail Meeting	No Charge
04/20/10	Chamber Dinner	No Charge
04/24/10	Brahms Piano Recital	$30.00

Total Revenue = $190.00

Regular events/meetings that took place in April included:

- (2) City Council meetings
- Food Bank
- Line Dancing & Tai-Chi Classes
- Tots Playgroup
- Spinning Classes

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 March, 2010

CONSENT AGENDA ITEM IX.2
Date: May 12, 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 March, 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	-	100%
1.01 4102	Property Tax - Unsecured	-	8,285	-	100%
1.01 4105	Property Tax - Current Suppl	-	512	-	100%
1.01 4106	Property Tax - Prior Suppl	-	313	-	100%
1.01 4107.1	Property Tax - Motor Vehicles	-	2,835	-	100%
1.01 4107.2	Property Tax - Booking Fees	-	83	-	100%
1.01 4108	Property Tax - Homeowners	-	635	-	100%
1.01 4109	Real Property Transfer Tax	-	(5,100)	-	100%
1.01 4110	Property Tax - Interest +	-	362	-	100%
1.01 4113	Public Safety 1/2 Cent	-	622	-	100%
1.01 4114	Property Tax - Documentary Fee	-	1,874	-	100%
1.01 4119	Property Tax Administration Fee	-	(1,881)	-	100%
1.01 4120	LAFCO Charge	-	(403)	-	100%
1.01 4121	In-Lieu Sales & Use Tax	-	10,198	-	100%
1.01 4122	In Lieu VLF	-	12,828	-	100%
1.01 4200	Sales & Use Tax	21,292	120,108	210,000	57%
1.01 4300	Transient Lodging Tax	-	60,299	60,000	100%
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	648	1,856	1,500	124%
1.01 4902	Reports	10	35	200	18%
1.01 4903	Patch Fund	-	20	-	100%
1.01 4904	Towing Fees	625	1,945	2,000	97%
1.01 4905	Criminal	-	225	700	32%
1.01 4906	Booking Fees	-	-	-	100%
1.01 4908	Motor Vehicle Fine	45	167	3,500	5%
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	27	60	100	60%
1.01 5320	Interest Income	2,621	30,656	40,000	77%
1.01 5380	Other Fees for Service	-	75	-	100%
1.01 5390	Other Miscellaneous Income	-	1,434	4,600	31%
1.01 5300	Other Income - Other	-	-	-	100%
1.01 5400.2	Planner - Application Processing	-	5,773	10,000	58%
1.01 5400.4	Engineer-Application Processing	-	-	500	0%
1.01 5400.5	Bldg. Insp-Application Process.	54	4,089	6,000	68%

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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	65	3,468	12,000	29%
1.01 5430	Encroachment Permit Fees	100	450	400	113%
1.01 5490	Other Permits	-	63	-	100%
1.01 5615	Franchise Fees	-	-	6,000	0%
1.01 5640	Rent - Verizon	1,611	14,202	18,000	79%
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	-	3,028		100%
1.01 5670	Rent - Town Hall	650	5,773	10,000	58%
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		$ 27,748	$ 339,998	$ 585,700	58%

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	$ 2,250	$ 3,000	75%
2.01 6100	Employee Wages	5,876	44,793	48,660	92%
2.01 6500	Employee Benefits/Ins/Taxes	3,915	26,723	27,200	98%
2.01 6809	Crime Bond	-	245	-	100%
2.01 6810	Fidelity Bond	-	-	-	100%
2.01 6820	Insurance - Liability	-	1,455	4,000	36%
2.01 6830	Property & Casualty Insurance	-	696	1,500	46%
2.01 7101.1	Attorney - Meetings	-	12,394	28,000	44%
2.01 7101.2	Attorney - Admin Tasks	317	1,480	-	100%
2.01 7101.4	Attorney - Litigation	1,863	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	1,236	5,547	6,000	92%
2.01 7107.3	City Engineer - Application Process	278	442	1,000	44%
2.01 7107.4	City Engineer - Special Projects	-	3,615	-	100%
2.01 7130.1	City Planner - Meetings	192	579	-	100%
2.01 7130.2	City Planner - Admin Tasks	2,711	13,531	20,000	68%
2.01 7130.3	City Planner - Application Process	84	1,560	8,000	20%
2.01 7130.6	City Planner - Special Projects	2,520	25,344	30,000	84%
2.01 7140.2	Bldg Inspector - Admin Tasks	-	374	-	100%
2.01 7140.3	Bldg Inspector - Permit Proc	-	84	-	100%
2.01 7140.4	Bldg Inspector - Enforcement	171	2,661	2,000	133%
2.01 7150.2	Accountant - Admin Tasks	301	8,085	6,000	135%
2.01 7150	Accountant - Other	-	-	-	100%
2.01 7160.3	Auditor - Admin Tasks	-	5,100	6,500	78%
2.01 7202	Chamber of Commerce	-	-	3,000	0%
2.01 7204	Bad Debts	336	336	-	100%
2.01 7170	Financial Advisor/Tech Support	360	2,037	2,000	102%
2.01 7505	Library Rent & Local Contrib.	1,500	5,500	12,000	46%
2.01 7506	Rent	-	-	5,600	0%
2.01 7507	Utilities	112	2,330	4,000	58%
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	391	3,614	4,500	80%
2.01 7515	Interest Expense	-	4,304	-	100%
2.01 7516	Bank Charges	5	5	-	100%
2.01 7519	Contracted Services	-	60	-	100%
2.01 7599	Miscellaneous Expense	-	2,125	1,000	213%
2.01 7602	Telephone	77	1,449	3,000	48%
2.01 7603	Cell Phone & Pager Expense	-	-	-	100%
2.01 7604	Cable & Internet Service	161	1,288	1,500	86%
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	6,550	8,416	7,000	120%

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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	-	7,736	-	100%
TOTAL EXPENDITURES		$ 29,206	$ 274,520	$ 318,960	

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	$ 6,177	$ 50,580	$ 50,898	99%
3.01 6500	Employee Benefits/Ins/Taxes	1,325	11,729	29,539	40%
3.01 6609	Commercial Crime Bond	-	105	-	100%
3.01 6810	Fidelity Bond	-	-	-	100%
3.01 6820	Insurance - Liability	-	1,819	4,500	40%
3.01 6830	Property & Casualty Insurance	-	696	1,500	46%
3.01 7101.1	Attorney - Meetings	-	-	1,000	0%
3.01 7150.2	Accountant - Admin Tasks	258	5,662	6,000	94%
3.01 7150	Accountant - Other	-	-	-	100%
3.01 7160.3	Auditor - Admin Tasks	-	600	6,000	10%
3.01 7506	Rent	1,300	11,700	5,000	234%
3.01 7507	Utilities	34	1,319	1,000	132%
3.01 7509	Dues & Membership	50	555	750	74%
3.01 7513	Office Supplies & Expense	53	2,618	2,000	131%
3.01 7518	Backgrounds / Education	996	5,941	3,500	170%
3.01 7519	Contracted Services	-	83	-	100%
3.01 7520	Animal Control	113	1,010	1,500	67%
3.01 7525	Uniforms/Safety Equip.	243	6,657	4,000	166%
3.01 7526	Investigation	-	1,172	1,500	78%
3.01 7599	Miscellaneous Expense	-	216	-	100%
3.01 7602	Telephone	514	4,080	4,000	102%
3.01 7603	Cell Phone & Pager Expense	-	-	-	100%
3.01 7604	Cable & Internet Service	-	-	-	100%
3.01 7605	Radio & Dispatch	375	3,375	4,500	75%
3.01 7600	Telephone & Comm. - Other	-	-	-	100%
3.01 7804	Vehicle Fuel & Oil	477	4,991	7,500	67%
3.01 7805	Vehicle Repairs	1,392	1,927	3,000	64%
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		$ 13,307	$ 122,180	$ 153,887	79%

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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	$ 1,350	$ 2,400	56%
4.01 6820	Insurance - Liability	-	728	1,500	49%
4.01 6830	Property & Casualty Insurance	-	-	-	100%
4.01 7507	Utilities	81	519	600	87%
4.01 7509	Dues and Memberships	10	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	63	100	63%
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	-	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		$ 245	$ 13,001	$ 70,550	18%

Restricted For Management's Use Only

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	1,417	16,022	23,256	69%
5.01 6500	Employee Benefits/Ins/Taxes	941	8,993	12,343	73%
5.01 6810	Fidelity Bond	-	-	-	100%
5.01 6820	Insurance - Liability	-	728	1,500	49%
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	-	6,373	32,000	20%
5.01 7801.1	Sanitation	-	-	-	100%
5.01 7801.2	Street Safety Improvements	-	2,870	15,800	18%
5.01 7802	Street Lighting	317	2,809	4,000	70%
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	124	1,315	3,000	44%
5.01 7805	Vehicle Repairs	-	-	1,500	0%
5.01 7809	Materials, Supplies & Equipment	8	494	2,500	20%
5.01 8000	Depreciation	-	5,891	-	100%
TOTAL EXPENSES		$ 2,807	$ 56,077	$ 126,699	44%

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	17,311	$ 161,477	$ 210,000	77%
6.01 5750	Water A/R Penalties	74	1,100	4,000	28%
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		$ 17,385	$ 163,371	$ 244,000	
EXPENDITURES					
6.01 6100	Employee Wages	$ 3,863	$ 49,379	$ 73,000	68%
6.01 6500	Employee Benefts/Ins/Taxes	3,165	27,352	37,300	73%
6.01 6810	Fidelity Bond	-	-	-	100%
6.01 6820	Insurance - Liability	-	2,183	4,200	52%
6.01 6830	Property & Casualty Insurance	-	928	1,050	88%
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	301	6,057	7,000	87%
6.01 7150	Accountant - Other	-	548	-	100%
6.01 7160.03	Auditor	-	4,300	6,500	66%
6.01 72.04	Bad Debt	-	115	-	100%
6.01 7504	Property Tax	-	58	-	100%
6.01 7507	Utilities	829	9,673	14,000	69%
6.01 7509	Dues & Membership	-	296	1,000	30%
6.01 7511	Licenses & Fees	-	2,199	-	100%
6.01 7513	Office Supplies & Expense	337	1,507	2,000	75%
6.01 7515	Interest Expense	928	3,587	1,040	345%
6.01 7516	Bank Charges	-	5	-	100%
6.01 7599	Miscellaneous Expense	50	148	250	59%
6.01 7600	Telephone & Comm. - Other	-	341	1,000	34%
6.01 7602	Telephone	124	736	-	100%
6.01 7603	Cell Phone & Pager Expense	-	-	-	100%
6.01 7604	Cable & Internet Service	49	343	-	100%
6.01 7804	Vehicle Fuel & Oil	44	811	2,000	41%
6.01 7805	Vehicle Repairs	-	79	1,000	8%

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		Current Month	Year To Date	Annual Budget	Percentage of Budget
6.01 7806	Building Repairs & Maintenance	-	113	1,000	11%
6.01 7807	Security System	-	222	1,000	22%
6.01 7809	Materials, Supplies & Equipment	2,000	4,344	5,000	87%
6.01 7822	Disaster Planning & Preparedness	-	-	-	100%
6.01 7900	Water Lab Fees	-	2,760	4,000	69%
6.01 7902	Water Plant Chemicals	684	9,278	14,000	66%
6.01 7903	Water Line Hook-Ups	-	-	-	100%
6.01 7905	Water Line Repair	-	3,388	8,000	42%
6.01 7906	Water Plant Repair	184	24,354	25,000	97%
6.01 8000	Depreciation	-	11,707	15,000	78%
6.01 8950	Penalties - Non-Deductible	-	43	-	100%
TOTAL EXPENDITURES		$ 12,558	$ 166,854	$ 228,340	73%

Restricted For Management's Use Only

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	$ -	$ 6,420	$ 8,000	80%
7.01 5320	Interest Income	-	-	5,000	0%
Gross Profit		$ -	$ 6,420	$ 13,000	
Expense					
7.01 6100	Employee Wages	$ 281	$ 3,182	5,376	59%
7.01 6147	Employee Benefits, Ins, Taxes	276	2,032	2,566	79%
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	-	141	-	100%
7.01 8000	Depreciation	-	95	500	19%
Income (loss) before Income Taxes		$ 557	$ 5,819	$ 9,842	59%

CONSENT AGENDA ITEM #3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES

3. Authorization to Remove a Tree within City Right-of-Way

CONSENT AGENDA ITEM IX.3
Date: May 12, 2010

Item: **AUTHORIZATION TO REMOVE A TREE WITHIN CITY RIGHT-OF-WAY**

Background: The City received a request from May B. Wright, whose home is on Frontage Road and Westhaven Drive, to remove a tree that is in the adjacent right-of way.

Two estimates were obtained for removal of the tree and the low cost was $950.00. Funds exist in the Public Works Budget under "Tree Trimming – 7519." Since the request was primarily for aesthetic and not safety reasons, staff corresponded with Ms. Wright and offered to pay one-half of the cost. Ms. Wright requested that the City pay the entire cost because the tree blocks her views and also shields the house from natural sunlight.

Since the City has not entered into this type of arrangement before, Council action is sought because it does set a precedent

Staff Recommendation: Approve the request from Ms. Wright, and consider similar requests in the future IF there are budgeted funds for tree trimming or removal.

Attachments:
1) Letter from Ms. Wright;
2) Low estimate for Tree Removal; and
3) Response letter from the City Manager.

City of Trinidad
1-13-10

RECEIVED
JAN 25 2010

Gabe, when I moved into Trinidad in 1981 we had a nice view of Trinidad, now we have a view of a fir tree and a pine tree on city property. The trees also hang over the fence into my yard, we have cut them back over the years as they were almost to touch the roof. I would really like it if Trinidad could remove these trees. I have included pictures of my non-view.

COPY

Thank you
May B. Wright
27 Trinidad Frontage Rd
PO BOX 871
Trinidad Ca 95570
677-3149

May B Wright

Proposal

MD'S TREE SERVICE

CA LIC. # 784494
P.O. BOX 6937
EUREKA, CALIFORNIA 95502
(P) 707-444-6414
www.mdtreeservice.com

PROPOSAL SUBMITTED TO: City of TRINIDAD		PHONE:	DATE: 4-1-10
STREET: 27 FRONTAGE RD.		JOB NAME:	
CITY, STATE, & ZIP CODE:		JOB LOCATION:	
ARCHITECT:	DATE OF PLANS:	JOB PHONE:	

WE HEREBY SUBMIT SPECIFICATIONS & ESTIMATES FOR: The Removal of Spruce Tree. All Firewood cut into 16" Lengths and left on Park and Ride. All Chips hauled behind Market.

DETAIL JOB LIST:

REMOVAL		WEIGHT REDUCTION	
TOPPING		STUMP GRINDING	
SHAPE & BALANCE		NO CLEAN-UP	
TRIMMING		OTHER	
FIRE WOOD:		BRUSH:	
	HAUL AWAY		CHIP & HAUL AWAY X
	LEFT ON PROPERTY X		LEFT ON PROPERTY

WE PROPOSE HEREBY TO FURNISH MATERIAL & LABOR-COMPLETE IN ACCORDANCE W/ ABOVE SPECIFICATIONS, FOR SUM OF:

Nine Hundred Fifty	DOLLARS ($): 950.
PAYMENT TO BE MADE AS FOLLOWS: upon Complete.	AUTHORIZED SIGNATURE: Mike Daniels
	THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN: DAYS

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, & WILL BECOME AN EXTRA CHARGE OVER & ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND MY CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMAN'S COMPENSATION INSURANCE.

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS & CONDITIONS ARE SATISFACTORY & ARE	AUTHORIZED SIGNATURE:
HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO ALL WORK AS SPECIFIED.	AUTHORIZED SIGNATURE:
PAYMENT WILL BE MADE AS OUTLINED ABOVE.	DATE OF ACCEPTANCE:

CITY OF TRINIDAD
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-3876
Fax: (707) 677-9517

Steve Albright, City Manager

April 7, 2010

May B. Wright
P.O. Box 871
Trinidad, CA 95570

Dear Ms. Wright:

This letter is in response to your request for the City of Trinidad to remove a tree that is in City right-of-way adjacent to your property on Frontage Road.

The City does have limited funds available this year for tree pruning and removal. You have stated that your primary reasons for removing the tree is for view improvement, less maintenance due to overhanging branches, and added exposure to sunlight on your property.

The City has gotten two bid estimates to remove this tree. The low bid estimate is $950. That includes the cost of removing chips that are created, and these could be left on your property if you would want to use them.

Since there is no safety reason that would mandate removal of the tree, I would offer that the City pay half of the removal. If you are willing to proceed with this arrangement, please provide a check of $475 made payable to the City of Trinidad, and we will arrange for the contractor to remove the tree as soon as possible.

I'll look forward to hearing from you.

Sincerely,

Steve Albright

Steve Albright,
Trinidad City Manager

cc: Stan Binnie, Mayor
Bryan Buckman, Public Works

CONSENT AGENDA ITEM #4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

4. Proclamation 2010-4 Recognizing National Physical Activity Plan Day

CONSENT AGENDA ITEM IX.4
Date: May 12, 2010

Item: **PROCLAMATION 2010-02 RECOGNIZING NATIONAL PHYSICAL ACTIVITY PLAN DAY**

Background: The City has been requested to support through a proclamation the annual National Physical Activity Day. The request came in prior to the event, and even though the day has passed, the City still wants to show its support.

The Proclamation will be forwarded to the Centers for Disease Control & Prevention.

Staff Recommendation: Approve Proclamation 2010-02

Attachments: Proposed Proclamation 2010-02.

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

Stan Binnie, Mayor
Gabriel Adams, City Clerk

CITY OF TRINIDAD PROCLAMATION 2010-04

NATIONAL PHYSICAL ACTIVITY PLAN LAUNCH DAY

WHEREAS, May 3, 2010 marks the launch of the National Physical Activity Plan; and

WHEREAS, regular physical activity has curative and protective health benefits; and

WHEREAS, the health benefits of physical activity can improve the quality of life for everyone; and

WHEREAS, a healthier populace means long-term cost savings for our society at large; and

WHEREAS, children need regular physical activity in order to establish positive health habits and prevent future chronic conditions such as obesity; and

WHEREAS, citizens are encouraged to walk, bike or use public transportation as a healthy, environmentally friendly mode of transportation; and

WHEREAS, workplaces should encourage more physical activity opportunities for their employees; and

WHEREAS, the representatives of the National Physical Activity Plan call on organizations and individuals to recognize the importance of physical activity;

NOW, THEREFORE, I, _____,

Mayor of the City of Trinidad, California, do hereby proclaim May 3, 2010, as

National Physical Activity Plan Launch Day

in the City of Trinidad and encourage all citizens to become more physically active and support policies and programs that help them do so.

_____, Mayor

DATED THIS _____ DAY OF _____, 2010

_____
Gabriel Adams
Trinidad City Clerk