



FY 2020-2021 ADOPTED BUDGET

APPROVED - TUESDAY, JUNE 23, 2020

- I. GENERAL FUND REVENUE**

- II. GENERAL FUND EXPENSES**
 - Administrative
 - Public Works
 - Police
 - Fire

- III. ENTERPRISE FUNDS**
 - Water Fund
 - Cemetery Fund

- IV. SPECIAL REVENUES**
 - COPS Grant
 - Integrated Waste Management
 - Gas Tax
 - Transportation Development Act (TDA)

- V. PAYROLL APPORTIONMENT**

CITY OF TRINIDAD

FY 2020-2021 BUDGET

General Fund Revenue

DRAFT - JUNE 23, 2020

		FY 2020 Budget	Actual Thru 04/30/2020	FY 2021 Budget	Notes
201	REVENUES				
41010	Property Taxes - Secured	\$ 92,000	\$ 99,780	\$ 100,000	Assume 55% first installment
41020	Property Tax - Unsecured	\$ 3,800	\$ 4,118	\$ 3,800	
41040	Property Tax - Prior Unsecured	\$ 25	\$ 17	\$ 25	
41050	Property Tax - Current suppl	\$ 1,300	\$ 1,096	\$ 1,300	
41060	Property Tax - prior Supplemental	\$ 200	\$ 186	\$ 200	
41070	Property Tax - Fines	\$ 500	\$ 427	\$ 500	
41071	Motor Vehicles Fines	\$ -	\$ -	\$ -	
	Interest Revenue	\$ 300	\$ 171	\$ 300	
41110	Property Tax Exemption	\$ 1,300	\$ 1,008	\$ 1,300	
41130	Public Safety 1/2% sales tax	\$ 1,900	\$ 1,651	\$ 1,900	
41140	Documentary Real Property Tax	\$ 4,500	\$ 1,418	\$ 4,500	Recorder Fees
41190	Property Tax Administration	\$ (2,300)	\$ -	\$ -	
41200	LAFCO	\$ (1,850)	\$ 483	\$ -	
41220	In Lieu VLF	\$ 28,500	\$ 17,076	\$ 28,500	
42000	Sales Taxes	\$ 255,000	\$ 203,395	\$ 255,000	Assume no covid-related decrease
43000	Transient Occupancy Tax	\$ 140,000	\$ 93,471	\$ 140,000	Assume no covid-related decrease
46000	Grant Income	\$ 10,000	\$ -	\$ 10,000	Parsac Risk Reduction Grant
46100	Measure Z Grant Income	\$ -	\$ -	\$ -	
47310	Vehicle License Fee Collection	\$ -	\$ 290	\$ 300	
53010	Copy Machine Fees	\$ 50	\$ 177	\$ 50	
53020	Interest Received	\$ 25,000	\$ 34,462	\$ 25,000	Interest allocated to funds based on balances
53090	Other Miscellaneous Income	\$ 14,000	\$ 11,552	\$ 9,000	\$5k Misc, \$4k Parsac Dividend Disbursement
54020	Planner Application Processing	\$ 18,000	\$ 19,105	\$ 15,000	6 projects (avg. \$1,500 permit) + 2019-2020
54050	Building Inspector App. Processing	\$ 8,000	\$ 7,825	\$ 8,000	Applicant generated building permits
54100	Animal License	\$ 300	\$ 120	\$ 300	
54150	Business License	\$ 9,000	\$ 8,232	\$ 9,000	
54170	STR Licenses	\$ 9,000	\$ 9,600	\$ 9,600	STR Licences (32 x \$300)
54300	Encroachment Permits	\$ 400	\$ 432	\$ 400	
56150	Franchise Fees	\$ -	\$ -	\$ -	See IWM Fund for HumSan Franchise Fee
56400	Rental Income - Verizon	\$ 9,000	\$ 105,592	\$ 19,500	\$6.5k/month, estimated July-September only.
56500	Rental Income - Harbor	\$ 5,125	\$ 5,000	\$ 5,125	Assume \$5,000 + 2.5%
56550	Rental Income - PG&E	\$ 9,000	\$ 9,500	\$ 9,000	Annual payment
56650	Rental Income - Suddenlink	\$ 6,000	\$ 6,704	\$ 6,500	Quarterly payments
56700	Rental Income - Town Hall	\$ 5,000	\$ 1,752	\$ 2,500	
56800	Rental Income - Misc	\$ -	\$ -	\$ -	
59999	Interdepartmental Transfer	\$ -	\$ -	\$ -	
	TOTAL REVENUES	\$ 653,050	\$ 644,640	\$ 666,600	

CITY OF TRINIDAD

FY2021 BUDGET

General Fund 201- Administration

DRAFT - JUNE 23, 2020

		FY 2020 Budget	Actual Thru 04/30/2020	FY 2021 Budget	
201	EXPENDITURES				
				linked	
60000	Interdepartmental Transfers	\$ -	\$ -	\$ -	
60900	Honorariums	\$ 3,000.00	\$ 2,500	\$ 3,000	Councilmember Stipend; \$50 x 5 x 12
61000	Employee Wages	\$ 121,018.00	\$ 97,322	\$ 122,897	see apportionment worksheet
61470	Fringe Benefits	\$ -	\$ -	\$ 3,120	CM housing allowance
65100	Deferred Retirement	\$ 11,441.00	\$ 9,208	\$ 14,748	City Contribution to Employee 457 Deferred Comp Plan
65200	Medical Insurance & Expense	\$ 20,248.00	\$ 15,712	\$ 22,154	see Payroll Apportionment worksheet
65250	Health Insurance Deductible Benefit	\$ 1,443.00	\$ 914	\$ 1,050	RHS Prepaid Card (\$500 per employee/year + program admin fees)
65300	Worker's Comensation	\$ 4,538.00	\$ 5,010	\$ 4,085	Based on prior year wages, see payroll allocation, distributed by fund
65500	Employee Mileage Reimbursement	\$ 750.00	\$ 682	\$ 750	Use of personal vehicles for City related errands
65600	Payroll Tax	\$ 10,133.00	\$ 8,044	\$ 10,530	
65800	Grant Payroll Allocation	\$ (5,000.00)	\$ (5,852)	\$ (4,000)	As per Grant Administrator - SB1 Grant Pending
68090	Crime Bond	\$ 500.00	\$ 512	\$ 550	65% 201, 35% 601
68200	General Liability Insurance	\$ 11,500.00	\$ 11,868	\$ 13,600	65% 201, 35% 601
68300	Property & Casualty Insurance	\$ 5,000.00	\$ 5,035	\$ 6,250	65% 201, 35% 601
71110	Attorney - Administrative Tasks	\$ 5,000.00	\$ -	\$ 5,000	\$155/hr
71130	Attorney - Litigation	\$ -	\$ -	\$ -	See 71110. Related expenses will be tracked here for reference.
71210	City Engineer - Administration	\$ -	\$ -	\$ -	See Public Works 501 / Water 601
71310	City Planner - Administration	\$ 70,000.00	\$ 76,455	\$ 98,000	See Planning Expense Detail; GPU, City Generated, Applications
	City Planner - Enforcement	\$ -	\$ -	\$ -	Related expenses will be tracked here for reference.
71410	Building Inspector -Admin Tasks	\$ 7,000.00	\$ 12,241	\$ 15,000	Building Permit Processing, majority offset by application fees
71430	Building Inspector - Enforcement	\$ -	\$ -	\$ -	Related expenses will be tracked here for reference.
71510	Accountant - Admin Tasks	\$ 17,000.00	\$ 13,937	\$ 17,000	65% 201, 35% 601
71620	Auditor - Financial Reports	\$ 14,500.00	\$ 16,023	\$ 16,000	65% 201, 35% 601, + SCO Street Report
72000	TOT Allocation	\$ 15,000.00	\$ -	\$ 15,000	Council discretion - as per Chamber, Museum, Library agreement
75110	Tech Support	\$ 3,000.00	\$ 2,640	\$ 3,000	Webmaster, Sound Guy, IT Support
75160	Library & Local Contributions	\$ 2,000.00	\$ (740)	\$ 2,000	Land Trust Lease \$500, Library Staffing Support \$1500
75170	Rent	\$ 9,000.00	\$ 7,500	\$ 9,000	50% of lease on 463 Trinity, split with 301 Police, \$1500/month.
75180	Utilities	\$ 12,000.00	\$ 10,318	\$ 12,000	Power, Water, Gas; Town Hall, Library, CM Office
75190	Dues & Memberships	\$ 1,000.00	\$ 896	\$ 1,000	League of CA, Conference fees as per CM agreement
75200	Municipal Expense	\$ 3,500.00	\$ 1,351	\$ 3,500	Muni Code Updates, Code Hosting, Legal Notices
75220	Office Supplies & Expense	\$ 6,000.00	\$ 4,922	\$ 7,500	Desk Upgrade, Computer Upgrade if needed . % Shared with 601
75240	Bank Charges	\$ 100.00	\$ 30	\$ 100	NSF Checks - Recoverable fee
75280	Training/Education	\$ 200.00	\$ -	\$ 200	
75300	Contracted Services	\$ 8,000.00	\$ -	\$ -	Infamous Salary Study (removed)
75990	Miscellaneous Expense	\$500	\$ 2,064	\$ 500	
76110	Telephone & Communications	\$2,500	\$ 3,744	\$ 4,000	AT&T Land Lines Town Hall, CM. Verizon Admin Cell
76130	Cable and Internet Services	\$3,000	\$ 1,582	\$ 3,000	Suddenlink (\$200/mo.)
76150	Travel	\$2,000	\$ 2,287	\$ 1,500	CM Travel To League of CA conference annually as per contract
78170	Security System	\$500	\$ 503	\$ 500	Advanced Security Monitoring - Town Hall, CM Office
78190	Materials, Supplies & Equipment	\$2,000	\$ 152	\$ 1,500	Town Hall supplies - Linens, Towels, Cleaning Supplies,
	TOTAL EXPENSES	\$ 368,371.00	\$ 306,860	\$ 414,033	

CITY OF TRINIDAD

PROPOSED FY2021 BUDGET

Special Revenue Fund 303 - COPS Grant

FINAL DRAFT - JUNE 23, 2020

		FY 2020 Budget	Actual Thru 04/30/2020	FY 2021 Budget	Budget Assumptions
303	REVENUES				
46000	Grant Income	\$ 100,000	\$ 156,340	\$ 155,000	Revenues exceed allocation by \$56k
	TOTAL REVENUES	\$ 100,000		\$ 155,000	
303	EXPENDITURES				
75300	Contracted Services	\$ 100,000	\$ 162,685	\$ 155,000	Portion of Sheriff Contract
	TOTAL EXPENDITURES	\$ 100,000	\$ 162,685	\$ 155,000	
			\$ (6,345)		Balance covered by GFPolice 301
<p>Note: COPS funding has been budgeted for years at \$100,000, but the revenues have been growing and exceeded the budget in 2020 by nearly \$56k. This year the City is budgeting with the actual income in mind.</p>					

CITY OF TRINIDAD

PROPOSED FY2021 BUDGET**General Fund 401 - Fire Department****DRAFT - JUNE 23, 2021**

		FY 2020 Budget	Actual Thru 04/30/2020	FY 2021 Budget	Budget Assumptions
401	EXPENDITURES				
60900	Honorariums	\$ 2,400	\$ 1,500	\$ 2,400	\$150 per month for Chief, \$50 Asst. Chief
75180	Utilities	\$ 1,150	\$ 436	\$ 1,150	PG&E (\$650) and Sequoia Gas (\$500)
75190	Dues & Membership	\$ 350	\$ 190	\$ 350	Fire Chief's Association, HMRA Dues
75280	Training/Education	\$ 500	\$ -	\$ 500	First Responder Training
75300	Contracted Services	\$ -	\$ -	\$ -	
76110	Telephone	\$ 1,000	\$ 1,156	\$ 1,300	Fire Cell Phones and Training Tablet - Verizon
76140	Dispatch	\$ 1,800	\$ -	\$ 1,800	Billed Biannually - Includes 2019, 2020, 2021
78140	Vehicle Fuel and Oil	\$ 350	\$ 195	\$ 350	
78150	Vehicle Repairs & Maintenance	\$ 2,500	\$ 4,707	\$ 2,500	
78160	Building Repairs & Maintenance	\$ 1,500	\$ 465	\$ 1,500	Generator Maintenance (\$500) + Gutters
78190	Materials, Supplies & Equipment	\$ 10,000	\$ 454	\$ 5,000	\$5k Misc.
78200	Equipment Repairs & Maintenance	\$ 1,000	\$ -	\$ 1,000	Air tank testing, misc.
90000	Capital Reserves	\$ -	\$ -	\$ -	Transfer to reserve for future capital
	TOTAL EXPENSES	\$ 22,550	\$ 9,103	\$ 17,850	

CITY OF TRINIDAD

PROPOSED FY2021 BUDGET**General Fund 501 - Public Works****DRAFT - JUNE 23, 2020**

		FY 2020 Budget	Actual Thru 04/30/2020	FY 2021 Budget	Budget Assumptions
501	EXPENDITURES				
61000	Employee Gross Wages	\$ 94,008	\$ 72,851	\$ 88,866	see payroll apportionment worksheet
61250	Employee Overtime	\$ 500	\$ -	\$ 500	
61470	Fringe - Housing	\$ -	\$ -	\$ 720	
65100	Deferred Retirement	\$ 10,570	\$ 8,159	\$ 10,664	
65200	Medical Insurance & Benefits	\$ 30,753	\$ 25,488	\$ 26,503	
65252	Health Insurance Deductible Benefit	\$ 1,158	\$ 1,103	\$ 1,243	
65300	Workmen's Comp Insurance	\$ 3,525	\$ 3,507	\$ 2,954	
65000	Employee Mileage Reimbursement	\$ 100	\$ -	\$ 100	In case of vehicle breakdown or repairs
65600	Payroll Tax	\$ 8,000	\$ 6,096	\$ 7,614	
65800	Grant Payroll Allocation	\$ (63,000)	\$ (35,135)	\$ (64,400)	As per Grant Admin - 523 Ped, 524 VW, 528 SW
71210	City Engineer -Admin	\$ 10,000	\$ 7,216	\$ 10,000	TAC Meeting \$400 x 12, and Non-Grant Project Consulting
71250	City Engineer - Project Fees	\$ -	\$ 189	\$ -	
71310	City Planner - Special Projects	\$ 15,000	\$ 9,878	\$ 5,000	\$5k for Van Wycke Connectivity Project CDP
75180	Utilities	\$ 250	\$ 275	\$ 250	B&B Toilet Service
75200	Municipal Expense	\$ 3,000	\$ 2,912	\$ 3,000	Stormwater Discharge Permit SWRCB
75300	Contracted Services	\$ 10,000	\$ -	\$ 60,000	\$10k Swap or CCC's, \$50k Town Hall Solar
75370	Uniforms/personal equipment	\$ 1,000	\$ 347	\$ 1,000	Safety and Uniform Expenses, Reimbursements
78100	Street Maintenance & Repair	\$ 5,000	\$ 784	\$ 5,000	Tree Trimming, Signs, Paint
78120	Street Lighting - Operations	\$ 5,000	\$ 3,574	\$ 5,000	PG&E Streetlight Utility Bills
78130	Trail & Park Maintenance	\$ 10,000	\$ 98	\$ 10,000	Trail Committee Priorities as per annual report
78140	Vehicle Fuel & Oil	\$ 4,000	\$ 1,754	\$ 4,000	
78150	Vehicle Repair & Maintenance	\$ 2,500	\$ 1,390	\$ 2,500	
78160	Building Repairs & maintenance	\$ 14,000	\$ 1,979	\$ 14,000	\$10k Club Room, \$3.5k Bathroom Update, \$500 Gen Service
78190	Materials, Supplies & Equipment	\$ 5,000	\$ 2,106	\$ 5,000	Mop Service, Cleaning Supplies, Tools, etc.
78200	Equipment Repairs & Maintenance	\$ 4,200	\$ 2,535	\$ 2,500	
90000	Transfer to Reserve				
	TOTAL EXPENSES	\$ 174,564	\$ 117,106	\$ 202,013	
					Upgrade bathroom toilets & Sensors \$3.5k (included)
					Town Hall Solar Project \$50k (included)
					CM Office Generator \$10k (reserves)

CITY OF TRINIDAD
PROPOSED FY2021 BUDGET
Enterprise Fund 601- Water

DRAFT - JUNE 23, 2020

		FY 2020 Budget	Actual Thru 04/30/2020	FY 2021 Budget	Budget Assumptions
601	REVENUES				
53020	Interest Income	\$ 12,000	\$ -	\$ 12,000	Conservative based on 2019-2020 int earnings
53090	Other Miscellaneous Income	\$ 1,000	\$ 720	\$ 1,000	Polymer sales; Blackflow prevention devices
57100	Water Sales	\$ 315,000	\$ 271,820	\$ 315,000	No rate increase July 01 without analysis
57200	Water Sales - Wholesale	\$ 6,500	\$ 8,550	\$ 8,000	
57300	New Water Hookups	\$ 4,500	\$ 11,000	\$ -	If needed, will zero out with expense line 79130 below
57500	Penalties	\$ 1,800	\$ 8,293	\$ 6,000	penalties less adjustments (leaks, etc.)
	TOTAL REVENUES	\$ 340,800	\$ 300,383	\$ 342,000	
601	EXPENSES				
61000	Employee Wages	\$ 119,121	\$ 95,652	\$ 113,588	see apportionment worksheet for payroll details
61470	Fringe Benefits	\$ -	\$ -	\$ 720	
65100	Deferred Retirement	\$ 13,584	\$ 10,895	\$ 13,631	Hartford 457 Deferred Comp Plan
65200	Medical Insurance & Expense	\$ 41,359	\$ 34,220	\$ 35,949	Medical, Dental, Life
65252	Health Insurance Deductible Benefit	\$ 1,443	\$ 1,415	\$ 1,572	RHS Debit Card
65300	Workmen's Compensation	\$ 4,467	\$ 3,900	\$ 3,776	
65600	Payroll Tax	\$ 10,152	\$ 8,015	\$ 9,732	
68090	Crime Bond	\$ 300	\$ 276	\$ 300	
68200	General Liability Insurance	\$ 6,100	\$ 6,206	\$ 7,325	65% GF; 35% Water
68300	Property & Casualty Insurance	\$ 2,405	\$ 2,711	\$ 3,350	65% GF; 35% Water
71110	City Attorney - Administrative Tasks	\$ 500	\$ -	\$ 500	Minimal
71210	City Engineer - Admin Tasks	\$ 5,000	\$ 973	\$ 2,500	General Water Consulting
71230	Engineer Special Projects	\$ 75,000	\$ 43,283	\$ 45,000	Service Extension Policy, Continued. Rate Adjustment.
71310	City Planner - Admin Tasks	\$ 10,000	\$ 14,553	\$ 10,000	Service Extension Policy, Drought Contingency Plan, etc.
71510	Accountant	\$ 9,000	\$ 7,503	\$ 9,000	65% GF; 35% Water
71620	Auditor	\$ 7,000	\$ 7,315	\$ 7,000	65% GF; 35% Water
72100	Bad Debts	\$ 100	\$ 214	\$ 100	NSF checks - (account balances recoverable)
75180	Utilities	\$ 14,000	\$ 12,949	\$ 14,000	PG&E, Sequoia Gas, B&B Servicing
75190	Dues & Memberships	\$ 125	\$ 669	\$ 700	CRWA \$525
75200	Municipal/Update Expense	\$ 200	\$ 204	\$ 200	Property Tax \$200
75220	Office Supplies & Expense	\$ 3,750	\$ 3,298	\$ 5,000	Billing Postage, Blank Bills, New Office Computer
75240	Bank Charges	\$ 100	\$ 20	\$ 100	NSF Check Fees (Recovered by customer payment)
75280	Training/Education	\$ 750	\$ 313	\$ 750	\$250 Grade II Certification, \$500 SEMS Training
75300	Contracted Services	\$ 8,000	\$ 9,486	\$ 19,000	HACH Calibration, McNeil Backflow, PWA Creek Monitoring
76110	Telephone	\$ 1,600	\$ 1,632	\$ 1,800	AT&T Landline, Verizon
76130	Cable & Internet Service	\$ 750	\$ 558	\$ 750	Suddenlink Internet
76160	Licenses & Fees	\$ 3,200	\$ 3,535	\$ 3,600	SWRCB Fee \$1950, Water Rights \$800, PHlth \$475
78140	Vehicle Fuel and Oil	\$ 1,200	\$ 1,422	\$ 1,500	
78150	Vehicle Repairs	\$ 2,500	\$ 130	\$ 2,500	(3) Vehicles
78160	Building Repairs and Maintenance	\$ 1,250	\$ 479	\$ 4,250	Generator Service (\$750 + \$3.5k transfer switch repair)
78170	Security System	\$ 500	\$ 255	\$ 500	Advanced Security - Monitoring
78190	Materials, Supplies and Equipment	\$ 5,000	\$ 3,336	\$ 5,000	\$2k Misc Plumbing & Repairs, \$3k SEMS Software
78200	Equipment Repairs & Maintenance	\$ 5,850	\$ 7,017	\$ 1,500	
79100	Water Lab Fees	\$ 4,200	\$ 5,671	\$ 6,000	North Coast Lab routine testing
79120	Water Plant Chemical	\$ 7,500	\$ 6,023	\$ 7,500	Chlorine/Polymer
79130	Water Line Hook-Ups	\$ 4,500	\$ 6,500	\$ -	offset by revenue
79150	Water Line Repair	\$ 10,000	\$ 6,451	\$ 25,000	Hydrant Repairs at VW & Harbor + 2 contingency repairs
79160	Water Plant Repair	\$ 3,000	\$ -	\$ 3,000	Ralph recently started including this -
90000	Capital Reserves	\$ -	\$ -	\$ -	amount per rate analysis
	TOTAL EXPENSES	\$ 383,506	\$ 307,079	\$ 366,692	

CITY OF TRINIDAD

PROPOSED FY2021 BUDGET**Enterprise Fund 701 - Cemetery****DRAFT - JUNE 23, 2020**

		FY 2020 Budget	Actual Thru 04/30/2020	FY 2021 Budget	Budget Assumptions
701	REVENUES				
53020	Interest Income	\$ 250	\$ -	\$ 250	
58100	Cemetery Plot Sales	\$ 9,000	\$ 34,678	\$ 12,000	Based on average sales
58150	Cemetery Plot Refunds	\$ -	\$ (1,410)		
	TOTAL REVENUES	\$ 9,250	\$ 33,268	\$ 12,250	
701	EXPENDITURES				
61000	Employee Gross Wages and Overtime	\$ 8,731	\$ 6,907	\$ 8,272	
65100	Deferred Retirement	\$ 1,048	\$ 829	\$ 993	
65200	Medical Insurance & Expense	\$ 2,648	\$ 2,103	\$ 1,871	
65250	Health Insurance Deductible Benefit	\$ 180	\$ 126	\$ 140	
65300	Workmen's Comp Insurance	\$ 327	\$ 495	\$ 275	
65600	Payroll Tax	\$ 748	\$ 587	\$ 709	
75180	Utilities	\$ 493	\$ 453	\$ 493	Water
75300	Contracted Services	\$ 2,000	\$ -	\$ 2,000	Tree Service - Damaged & Hazardous Limbs
78170	Security System	\$ 450	\$ 320	\$ 450	Advanced Security - Monitoring Service
78190	Materials, Supplies & Equipment	\$ 500	\$ -	\$ 500	
	TOTAL EXPENSES	\$ 17,125	\$ 11,820	\$ 15,702	
	Net Income	\$ (7,875)	\$ 21,448	\$ (3,452)	

CITY OF TRINIDAD

PROPOSED FY2021 BUDGET

Special Revenue Fund 204 - Integrated Waste Management

DRAFT - JUNE 23, 2021

		FY 2020 Budget	Actual Thru 04/30/2020	FY 2021 Budget	Budget Assumptions
204	REVENUES				
46000	Grant Income			\$ -	
56150	Franchise Fees	\$ 10,000	\$ 6,642	\$ 10,000	Humboldt Sanitation Franchise Fee
	TOTAL REVENUES			\$ 10,000	
204	EXPENDITURES				
61000	Employee Gross Wages and Overtime	\$ 9,287	\$ 7,389	\$ 8,103	
65100	Deferred Retirement	\$ 1,114	\$ 887	\$ 972	
65200	Medical Insurance	\$ 3,192	\$ 2,660	\$ 1,594	
65250	Health Insurance Deductible Benefit	\$ 138	\$ 144	\$ 161	
65300	Workman's Compensation	\$ 348	\$ 450	\$ 269	
65600	Payroll Tax	\$ 796	\$ 628	\$ 694	
75130	Garbage	\$ 500	\$ -	\$ 500	If needed for illegally dumped items
78190	Materials, Supplies & Equipment	\$ 1,800	\$ 994	\$ 1,800	Pet Waste Bags
85000	Capital Outlay			\$ -	
	TOTAL EXPENSES	\$ 17,175	\$ 13,152	\$ 14,094	
	<i>May merge this fund into the General Fund in 2021-2022</i>				

CITY OF TRINIDAD
PROPOSED FY2020 BUDGET
Special Revenue Fund 503 - Gas Tax

FINAL DRAFT - JUNE 23, 2020

	FY 2020 Budget	Actual Thru 05/31/2020	FY 2021 Budget	
503 REVENUES				
<i>2019 Audited Fund Balance</i>		\$ 53,918		Fund balance as of 2019 Audit \$53,918
46000 Grant Income	\$ 18,000	\$ 17,501	\$ 15,000	
TOTAL REVENUES	\$ 18,000	\$ -	\$ 15,000	
303 EXPENDITURES				
Transfer Out - SR Fund 530	\$ -	\$ -	\$ 40,000	Slurry Seal Project Cost + grind-outs
TOTAL EXPENDITURES	\$ -	\$ -	\$ 40,000	

Notes: Fund balance includes Gas Tax, RMRA, & TCRF revenues.
Anticipated fund balance at the end of FY 2021 ; \$71,419 + \$15,000 = \$86,419*
 *Estimating a 15% decline in 2021 due to covid related reduction in consumption statewide.

Restricted Fund Summary:

6/30/21 Gas Tax, RMRA, TCRF:	\$ 86,419
TDA (minus HTA & TPW)	\$ 25,000
Total	\$ 111,419

Current Allocations:

2020 Slurry Seal Project	\$ 40,000
2020 Scenic Dr. Striping	\$ 8,500
2021 VW Connectivity Match	\$ 30,000
	\$ 78,500

Remaining unallocated balance \$ 32,919

CITY OF TRINIDAD
PROPOSED FY2021 BUDGET
Special Revenue Fund 504- Transportation Development Act TDA

FINAL DRAFT - JUNE 23, 2020

	FY 2020 Budget	Actual Thru 05/31/2020	FY 2021 Budget	
				Budget Assumptions
504 REVENUES				
<i>2019 Audited Fund Balance</i>		\$ 17,207		Fund balance as of 2019 Audit \$17,207
46000 Grant Income	\$ 22,000	\$ 10,210	\$ 12,500	2020-2021 TDA Claim
TOTAL REVENUES	\$ 22,000	\$ -	\$ 12,500	
 303 EXPENDITURES				
Transfer Out - GF/PW	\$ -	\$ -	\$ 12,000	Public Works Labor backfill from 2018, 2019, 2020 Claims
<hr style="border-top: 3px double #000;"/>				
TOTAL EXPENDITURES	\$ -	\$ -	\$ 12,000	

Anticipated fund balance at the end of FY 2021; \$17,207 + \$10,210, + 12,500 = **\$39,917**.
Transferring \$12,000 to General Fund for 2018, 2019, 2020 TPW Street Maintenance Labor.
Leaving \$25,000 Balance in TDA Fund for future, eligible expenses.

2020-2021 General Fund Summary - Operating Revenue vs. Expenses

REVENUE	2021 Budget	Actual
General Fund Revenue Projection:	\$ 666,600	\$ -
Cemetery Plot Purchases	\$ 12,250	\$ -
Humboldt Sanitation Franchise Fees	\$ 10,000	\$ -
TDA Transfer-In for TPW Labor	\$ 12,000	\$ -
Total Revenue	\$ 700,850	\$ -
EXPENSES		
General Fund Admin	\$ 414,033	\$ -
Public Works	\$ 202,013	\$ -
Fire	\$ 17,850	\$ -
Police	\$ 32,174	\$ -
Cemetery	\$ 15,702	\$ -
Waste Management	\$ 14,094	\$ -
Total Expenses	\$ 695,866	\$ -
Positive Balance	\$ 4,984	\$ -

Highlights:

- General Fund** Staffing adjustments reduced payroll \$25,500 (\$15,283 after CM pay increase).
 Ryan DeSmet promoted to Public Works/Water Plant Director
 Step increases for Angela Zetter & Kyle Shipman
 Salary Study removed from the budget after 8 years.
 Continued support of Library, Museum, Chamber, Land Trust
 Maintains Critical and General Government Services
 Continued progress on the General Plan Update
 Planning-Heavy agenda.
- Public Safety** Contract renewal with HCSO for (1) Full-time Deputy
Majority of the contract paid for with COPS funding
- Public Works** New Employee Addition
 Town Hall Solar Project
 \$10,000 set aside for Trail Maintenance projects per Trails Comm.
 Funds remain reserved for Civic Club Room Update \$10k
 Repair/Improve public restroom facilities
- Water Fund** Rate Analysis (Prop 218) & Continued Water System Consulting
 Repair of 2 Fire Hydrants - Van Wycke & Harbor
 Luffenholtz Creek flow-monitoring.
 Drought Contingency Plan / Outside-City Service Connection Policy
 Repair standby generator
- Streets/Roads** Slurry Seal Project + Roadway repairs, \$40,000 paid with Gas Tax Funds
 Striping Scenic Drive
- Reserve Funding** Town Hall Exterior Wash and Trim Paint

Requiring council approval at a later date

1/2 Time Deputy - possibly split with Blue Lake
Backup generator upgrade at CM/Sheriff Office

Grant Projects Van Wycke Connectivity (Summer 2021)
Stormwater (Summer 2021)

Rate Adjustments

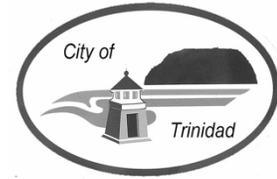
Cemetery Plots; Rate Analysis/Adjustment
Bench Policy Implementation; (30) benches at \$1k each
OWTS Program Fee Implementation; Initial Fee Increase?
Water Rates; 2.5% of \$315k: \$7,875.
Planning Admin Fee; 10%+ for in-house Staff time cost recovery
Building Permit Fee Schedule Update

Big Picture / Future Planning

Cemetery expansion to adjacent lot - Real Estate Purchase
Sales Tax Election in November 2020. Current ends March 2021.
Increase Public Safety Coverage / HCSO plus 1/2 time Deputy
Capital Improvement Funding - Water Infrastructure

Memorandum

To: Trinidad City Council
From: Becky Price-Hall, Project & Grant Coordinator
Date: June 1, 2020
Re: FY 20-21 Work Plan and Grant Payroll Allocation



Manage ongoing projects and administer grant dollars

Focus: *Delivering the projects and bringing awarded grant dollars to the City.* Coordinating grants and projects for the City of Trinidad continues to be fast paced and interesting with over \$18 million in grant funding brought to the City during the past 9 years. This year I will be administering more than \$6 million in grants awarded to the City for a variety of projects to construct City infrastructure improvements, promote safety on Trinidad’s streets and sidewalks, improve water quality and to plan for the future. All of the projects improve the quality of life in Trinidad and the support the City’s financial health.

Fund	Total funding for multi-year grants	Grant Projects	FY 20-21 Projected Grant Payroll Allocation	FY 21-22 Projected Grant Payroll Allocation
201 GF	\$160,000	SB2 Housing Element Planning Grant	\$4,000	\$4,000
501 Public Works	\$4,833,000	Prop 84 ASBS Storm Water Project Phase 2	\$54,000	\$63,000
	\$525,000	USDA Storm Water Grants	\$0	\$0
	\$550,000	STIP Pedestrian Connectivity Improvements	\$4,500	\$4,000
	\$714,000	ATP Van Wycke Connectivity Project	\$3,200	\$3,200
	\$13,500	Local Road Safety Plan –additional \$ needed	\$2,700	
Total	\$6,795,500		\$68,400	\$74,200

Prepare Trinidad to thrive - funding for critical and priority City projects

Focus: *Preparing priority projects for successful funding and implementation.*

- Water system projects identified by staff and in the Local Hazard Mitigation Plan. Priorities include:
 - Upgrading the oldest (and most leak prone) water mains
 - Adding water storage capacity
 - Promoting residential rainwater storage projects
 - Preparing the water system for seismic and wildfire hazards
- Work with County partners on regional planning documents including the Emergency Operations Plan, Evacuation Plan, Disaster Recovery Plan and Debris Management Plan. These plans are vital for community safety during disasters and for disaster recovery.
- Work with the Trinidad Bay Watershed Council to update the Trinidad Bay Watershed Plan.
- Recreation, transportation and other projects proposals will be prepared as grant opportunities are identified.

Municipal regulatory compliance (Not directly grant related)

Focus: *Maintain Trinidad’s good track record of regulatory compliance.*

- Storm Water Program: MS4 (Stormwater) Permit Compliance and ASBS Compliance Plan (CA Ocean Plan). The State’s MS4 permit requirements include extensive recordkeeping and documentation, reporting, staff training, public outreach and education.
- Public works and water system procurement, public bidding, contracting and labor compliance.
- State water efficiency and water conservation requirements

[Print](#) | [Close Window](#)

Subject: budget

From: Trever Parker <tparker@shn-engr.com>

Date: Wed, Jun 17, 2020 9:14 am

To: cityclerk <cityclerk@trinidad.ca.gov>

Attach: Outlook-bzgc0tlm.png

Good morning,

I have all the charges from June 2019 (that invoice comes in July) to May 2020. I get a total of \$72,075 in charges not including permits or water fund (that does include \$3434 for OWTS, which used to be tracked separately). The general plan update is \$31,550 of that. There is almost \$20,000 in water fund charges on top of the \$72,075.

We finished up the second LCP grant in the second half of 2019, which contributed \$22,237 toward coastal hazard planning, water supply assessment and zoning ordinance updates. The grant also provided about \$10,000 to GHD for their water work during that time. The grant also included a little more than \$10,000 for City staff (Becky), but I don't know what of that was spent in the last fiscal year.

About \$6500 of the expenditures went towards the Housing Element update and applying for the SB2, and now LEAP, grants. Those grants will bring in \$225,000 over the next few years, some of which will help with updating the zoning ordinance and the general plan. In addition, PlaceWorks must have put in \$10K to \$20K of work on the now certified housing element, which was paid for by HCD.

I have also been doing work under the stormwater and Van Wycke grants in the last fiscal year, but those were obtained by GHD.

We will be looking for more grants for water and infrastructure planning over the next few months.

I'm at home today, so call me on my cell if you want to discuss any of this further.

Trever Parker, AICP

Senior Planner

Trinidad City Planner



Civil Engineering, Environmental Services,
Geosciences, Planning & Permitting, Surveying

www.shn-engr.com

1062 G St., Suite I, Arcata, CA 95521

(707) 822-5785 w (707) 822-5786 f

City of Trinidad

2020-2021 Budget - Payroll Apportionment

			61000	65300	65600	65100	65200	65200	65200	65200	65200	65250	61470	TOTAL
NAME	FTE	Hourly rate	Annual Gross Salary	PARSAC W/C 3.32%	Payroll Tax 7.65%	457 Deferred Comp 12%	Annual Medical	Annual Dental	Annual Vision	Life	Total Insurance Benefits	RHS medical	Benefits - Housing Stipend	
City Clerk - GA	1.00	\$ 28.36	\$ 58,988.80	\$ 1,960.79	\$ 5,054.16	\$ 7,078.66	\$ 16,425.99	\$ 1,059.96	\$ 200.00	\$ 63.00	\$ 17,748.95	\$ 700.00		91,531
City Manager- EN	0.68	\$ 56.02	\$ 79,000.00	\$ 2,625.96	\$ 6,768.72	\$ 9,480.00	\$ -	\$ -	\$ -	\$ 189.00	\$ 189.00		\$4,800	102,864
TPW/Water Director - RD	1.00	\$ 24.93	\$ 51,854.40	\$ 1,723.64	\$ 4,442.88	\$ 6,222.53	\$ 23,064.30	\$ 1,680.00	\$ 200.00	\$ 63.00	\$ 25,007.30	\$ 700.00		89,951
TPW Maintenance I - NEW	1.00	\$ 16.50	\$ 34,320.00	\$ 1,140.80	\$ 2,940.54	\$ 4,118.40	\$ 7,560.00	\$ 476.64	\$ 200.00	\$ 34.20	\$ 8,270.84	\$ 700.00		51,491
TPW Maintenance II - KS	1.00	\$ 17.34	\$ 36,067.20	\$ 1,198.87	\$ 3,090.24	\$ 4,328.06	\$ 4,986.83	\$ 476.64	\$ 200.00	\$ 34.20	\$ 5,697.67	\$ 700.00		51,082
Admin. Support - AZ	1.00	\$ 18.10	\$ 37,648.00	\$ 1,251.42	\$ 3,225.68	\$ 4,517.76	\$ 10,144.01	\$ 900.00	\$ 200.00	\$ 19.80	\$ 11,263.81	\$ 700.00		58,607
Project & Grant Admin - RPH	0.88	\$ 27.00	\$ 49,680.00	\$ 1,651.36	\$ 4,256.58	\$ 5,961.60	\$ 19,015.94	\$ 1,059.96	\$ 200.00	\$ 189.00	\$ 20,464.90	\$ 700.00		82,714
TOTAL	6.56		\$ 347,558.40	\$ 11,552.84	\$ 29,778.80	\$ 41,707.01	\$ 81,197.07	\$ 5,653.20	\$ 1,200.00	\$ 592.20	\$ 88,642.47	\$ 4,200.00	\$ 4,800.00	\$ 528,239.52

Full-Time at 2080 hours per year. Step increases for TPW Maint. II (Sept) and Admin (August) effective on their anniversary dates.

City Manager contract adjustment includes City match of Deferred Comp (12%) plus housing stipend.

Grant Admin's gross salary assumes 1840 hrs (35.4 hrs/wk avg)

Note: City paid deferred comp added to taxable amount for payroll tax computation purposes.