City of Trinidad

Posted: Friday, December 10, 2010

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

The Trinidad City Council will hold a Special Meeting on

TUESDAY, DECEMBER 14, 2010 at 4:30 PM

in the Town Hall at 409 Trinity Street

I. CALL TO ORDER/ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. CLOSED SESSION

Liability Claims for Damages, etc. against the City of Trinidad, Government Code section 54956.9(b) and/or section 54956.95, submitted by the following individuals:

Tsurai Ancestral Society, Axel Lindgren III, Kelly Jean Lindgren, Christine Williams, Kris K.C. Lindgren, Tanna Lindgren-Tripp, Sarah Lindgren-Akana, George E. Nelson, Patricia Bailey, Gary Nelson, Parris Lindgren, Chet Jarboe.

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES

- No Minutes are being presented at this meeting

VI. COUNCIL MEMBER REPORTS, INCLUDING COMMITTEE ASSIGNMENTS

VII. ORAL STAFF REPORTS

- City Manager

VIII. ITEMS FROM THE FLOOR

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

IX. CONSENT AGENDA

There are no Consent Calendar Agenda items for this meeting

X. DISCUSSION/ACTION AGENDA ITEMS

1. Process to Recruit and Select a New City Manager

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

XII. ADJOURNMENT

AGENDA ITEM #1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

1. Process to Recruit and Select a New City Manager

DISCUSSION/ACTION AGENDA ITEM X.1
Date: December 14, 2010

Item: **CITY COUNCIL PROCESS FOR RECRUITING AND SELECTING A NEW CITY MANAGER**

Background: With the upcoming retirement of the current City Manager, the Council informally authorized Mayor Bhardwaj and Mayor Pro-Tem Fulkerson to work with Steve Albright to begin the process of recruitment and selection of a new City Manager.

As the recruitment for the position begins, certain decisions need to be made by the entire City Council so that inquiries from prospective candidates can be answered:

- What level of compensation (salary plus benefits) is available based on budget restraints?
- Is the position full-time or part-time?
- If the position is part-time, and the City procure any administrative assistance?
- What is the process for narrowing applicants and selecting person(s) to be interviewed?
- Are any funds available to reimburse candidates for interview expenses and relocation expenses for the selected candidate?
- What is the time frame for the entire process, i.e. a target date for the new person to assume the job?

The current City Manager's total compensation package costs the City $53,485 (2010-11 Budget). This includes salary, benefits, retirement contribution, and payroll taxes. The weighted hourly rate is $42.86/hour.

The current City Manager is paid based on a 24-hour work week. If this rate was converted to a 40-hour work week, the total cost to the City would be $79,150. Of this total, $50,000 would be salary. For comparisons, the average salary (without benefits, retirement, and payroll taxes) for the city managers in Ferndale, Rio Dell, and Blue Lake is approximately $78,000.

Staff Recommendation: Provide direction to the two-member Council subcommittee and the City Manager regarding the questions outlined above.

Attachments: Job Announcement/Position Advertisement;
Job Description;
Listing of Accomplishments that reflects job duties.

CITY MANAGER
City of Trinidad, California

Trinidad is a unique small village in Humboldt County on California's north coast. It is one of the smallest incorporated cities in the State, yet it addresses many of the same issues as larger cities. Trinidad is fiscally sound and is responding to challenging budget times by building a solid reserve and leveraging varied grants and other financial assistance to further community improvement priorities.

The City Manager has been a part-time (60%) position since being established in 2007. There are four other full-time employees and several authorized part-time employees. The City manages Water and Cemetery enterprise functions, Public Works and Streets, and general administrative activities. Trinidad currently contracts with the County Sheriff for law enforcement services, and there is a local Volunteer Fire Department. Other City functions are under contract to professional consultants (Planning, Engineering, City Attorney, and Finance).

This is an excellent opportunity for a person with city management experience. The salary is negotiable. Trinidad offers a benefits package, including a 457 retirement plan. The City is not a PERS agency.

Apply by: 5:00 pm, Friday, January 14, 2011: open until filled. City of Trinidad, "City Manager Position," P.O. Box 390, Trinidad, CA 95570. To be considered, all applicants must submit a letter of interest, a current resume, and be prepared to complete a City employment application form and provide three current references.

Additional information can be found on the City's website at www.trinidad.ca.gov

CITY of TRINIDAD, CALIFORNIA

JOB DESCRIPTION

CITY MANAGER

The CITY MANAGER is a professional administrative management position (exempt) employed by and responsible to the Trinidad City Council. The person shall be selected after a recruitment process that ensures equal employment opportunity to all candidates in accordance with the "Employee Recruitment and Selection" policy approved by the Trinidad Employee Policies and Procedures Manual.

POSITION

The CITY MANAGER is a professional administrative management position that supervises all other City employees and the program functions of the City. Under policy direction of the Trinidad City Council, it is the CITY MANAGER'S responsibility to carry out the directions of the City Council and manage all functions of the City in a professional and efficient manner.

QUALIFICATIONS

Education and Experience:

1. Must hold a degree in Public Administration, Planning, Business Administration, Management, Organizational Development, or similar degree, OR

2. Demonstrate a minimum of five years of management or organizational leadership with a public agency.

Licenses and Certificates:

1. Valid California Driver's License, or the ability to get one if relocating.

Other Considerations:

1. Demonstrated ability to work under minimal direction;
2. Understanding of city management principles and practices;
3. Experience and understanding of municipal finance management;
4. Experience and understanding in general grantsmanship and the management and implementation of State and Federal grants programs;
5. Flexibility in work scheduling and the ability to periodically attend pre- or post-business hour meetings;
6. Strong public relations skills.

POSITION RESPONSIBILITIES

The CITY MANAGER will be expected to divide his/her time between the following prime functions:

1. Day-to-day management of the City;
2. Interaction with and support to the City Council members;
3. Fiscal management;
4. Personnel management and management of the City's contracted services;
5. Program and project management of grants and City capital improvement projects; and
6. Public relations.

Following is a listing of duties that are representative of the CITY MANAGER'S job responsibilities. Due to the fact that there are very few employees in Trinidad, and contract services need to be managed in terms of time and costs, the CITY MANAGER is a working (hands-on) position that is required to perform more tasks than are delegated.

Day-to-day management of the City:

Interact with Council, staff, and public;
Assist with the administration of facilities, equipment, and supplies;
Represent City at public and inter-agency meetings;
Coordination with legal counsel on legal issues and litigation;

Interaction with and support to the City Council members:

Prepare meeting agendas, reports, and packets;
Perform a variety of administrative research and technical assignments:
Prepare oral and written reports;
Primary staff to City Council meetings

Fiscal management:

Annual budget preparation;
Monthly and quarterly financial reporting;
Oversight of accounts payable, accounts receivable, and payroll.
Ongoing direction of investments and cash-flow management;
Annual liaison to the preparation of the Fiscal Audit;
City representative to PARSAC (insurance carrier) Board

Personnel management and management of the City's contracted services:

Supervision of all city employees;
Maintenance of all City personnel records;
Maintenance and updating of Personnel Policies and Procedures Manual;
Fiscal and work product management of contracted services (Legal, Planning, Engineering, Building Services, Accounting, Auditing)

Program and project management of grants and City capital improvement projects:

Grants research and application preparation;
Prepare or oversee grants management, including progress and final reports;
Prepare and manage construction or other work contracts;
Prepare or oversee financial reimbursement claims;
Maintenance of project records

Public relations:

Deal with citizen complaints and problems;
Interact as City's official media representative;
Author varied City correspondence:

The preceding description of position duties is not all inclusive. The Administrative Assistant must be flexible and able to provide assistance in varied other activities that may prove to be beneficial to the efforts of the JPA.

SUPERVISION AND AUTHORITY

The CITY MANAGER is employed, under contract, by the City of Trinidad. The CITY MANAGER serves at the pleasure of the City Council and is directly supervised by the City Council of the City of Trinidad.

The CITY MANAGER is generally authorized by the City Council to carry out the Council's policies, including the annually adopted budget.

PERFORMANCE REVIEW

The performance of the CITY MANAGER will be reviewed periodically (annually) on or about the person's anniversary date with the City. The content of this review will be the basis of salary adjustments, contract changes, or contract extensions. The review will be based on the City Council's assessment of the person's effectiveness in performing the duties outlined in this job description.

SALARY AND BENEFITS

The CITY MANAGER is a contract employee. The salary and benefits included in the contract will be approved after a process of negotiation. A benefits package will be part of the negotiation, but at minimum offered benefits will be consistent with those offered to all employees as defined in the Employee Policy and Procedures Manual, unless declined in writing by the employee.

This job description may be amended from time to time to meet the changing needs of the City.

The City of Trinidad is an Affirmative Action/Equal Opportunity employer. Qualified women, minorities, disabled veterans, and physically challenged persons are strongly encouraged to apply.

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

Steve Albright, City Manager

CITY MANAGER ACCOMPLISHMENTS
2/08 – 1/11

Subject: **Partial List of Projects Coordinated by Trinidad City Manager**

It is recognized that no individual is solely responsible for any of these listed accomplishments. Many individuals, including Council members, staff, citizens, and people from outside the City, participate in making positive things occur.

ACCOMPLISHMENTS

- General Management
  - Gradual Conversion to Council/Manager Form of City Government
  - Improved Records Management
  - Changes to the Use of City Hall Facilities
  - Creation of a new City Website (work in progress)
  - Organizing/Equipping New CM Office
  - Daily Interaction with the City Attorney
  - Frequent Interaction/Meetings with Streamline Planning, Winzler & Kelly Engineers, Deborah Brooks & Associates, Cunningham Malone & Morton, and Building Inspectors
  - Participation with Humboldt County City Manager's Committee
  - Participation on the Board of PARSAC

- Fiscal Management
  - Creation of Monthly Financial Reporting
  - Restructuring of Annual Budget
  - Public Participation on the Annual Budget
  - Coordination of Annual Fiscal Audits
  - Competitive Selection of New Accounting Firm
  - Updating of Policies on Accounts Payable and Deposits
  - Creation of Project and Program Budgets
  - Sales Tax Election(s) Information and Implementation Actions

- Personnel Management

  Oversight and supervision of: City Administration; Law Enforcement

Functions; Fire Department; Public Works Department; City Water Department; and the City Cemetery.
Standardization of Employee Benefits Package
Handling of Sensitive Personnel Situations
Completion of Some Personnel Evaluations
Completion of Revised and Expanded Employee Procedures Manual
Centralizing/Improvement on Personnel Files
Transition from the Trinidad Police Department to Law Enforcement Services from the County Sheriff's Office contract development and oversight.

- Interaction with the City Council

  Numerous City Ordinance Amendments
  Completion of Brown Act Complaint Investigation
  Ongoing Coordination of Council Meetings with Mayor
  Daily Communication with Council Members

- Public Meetings

  Revision of City Council Meeting Packets
  Coordination/Packet Preparation for Regular and Special City Council Meetings
  Monthly "Activities Report" for Improved Public Information

- Public Relations

  Daily Interaction with Trinidad Citizens, Businesses, and Property Owners
  Frequent Interaction with Media
  Selection and reorganization for a Temporary Trinidad Library Site
  City-wide code-enforcement issues

- Grant Programs

  Library Museum Road Coordination, Environmental Clearance, Redesign, Budget Clarification, Interagency Cooperation, Project Completion
  Library Access Project ARRA-TE Grant Coordination, Environmental Clearance, Redesign, Budget Clarification, Interagency Cooperation, Project Completion
  Saunders Park Design and Construction Coordination, Environmental Clearance, Budget Amendments, Interagency Cooperation, Project Initiation
  Coordination of Multiple Prop 50 Grant Applications
  Assistance/Coordination in ASBS Grant Applications
  Completion of Emergency Drainage Project
  Revised Professional Services Agreements for Contract Projects

Coordination of Development toward and Work on Several Other Existing and

New Grants including Energy Block Grant, Gateway Project, Main and Trinity Street Safety Improvements, Safe Drinking Water Revolving Fund, Clean Beaches Program, Drainage Improvements, Trinidad Pier Reconstruction.

Submittal, Award, and Funds Receipt of the Prop1B Grant Application

- Special Projects

Negotiation Work on Transfer of 12.5 Acre City Site
Revisions to Wagner Street/Trail Signs
Physical Improvements to City Hall, Police Offices, and Storage Unit
Selection/Replacement of New System of City Street Lights
Work on Van Wycke Trail and issues
Coordination with Planning Department: General Plan, On-Site Waste Water

Treatment (OWTS) Ordinance, Accessory Dwelling Unit Code, Vacation Units Regulations,

SUCCESSFUL COMPLETION OF ONGOING CITY WORK ITEMS

Note: These are items that were successfully completed are ongoing were underway when I arrived, but required my involvement to help usher them along toward completion.

- General Plan Update Work
- OWTS Ordinance Adoption
- ADU Ordinance Adoption
- Vacation Dwelling Units Policies/Ordinance Preparation
- Planning Commission Land Use Decisions
- Emergency Preparedness Training Events
- Gateway Project/HR3 Grant Coordination
- Improvements to VFD Equipment, including purchase of the new Rescue Vehicle

I know that this is an extensive but not a complete list of the accomplishments that have occurred in Trinidad in the last three years. However, I am proud of my involvement in the City Council's ongoing desire to protect and improve the quality of life for its residents.