



Posted: Friday, May 08, 2020

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

The Trinidad City Council will hold a regular meeting on  
**TUESDAY, MAY 12, 2020, at 6:00 PM**

**THIS MEETING WILL BE HELD VIA WEBEX VIDEOCONFERENCE**

In accordance with Executive Order N-29-20 this meeting will be held via videoconference, and will be hosted on the **Cisco Webex Platform**. Learn more about Webex here: <https://www.webex.com/>

**PUBLIC COMMENT:** Public comment may be submitted via email in advance of the meeting, or in an orderly process during the conference. If you do not have access to email and you would like to provide a written statement, please deliver your comment to 409 Trinity Street, Trinidad CA, by 2:00pm, Tuesday, May 12, 2020.

Email public comments to [cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov) Your comments will be included in the public record for the meeting, and will be accepted at any time during the meeting.

**HOW TO PARTICIPATE:** The City will publish a direct link to the conference, along with the participant code, on the City Calendar page online at <http://trinidad.ca.gov/calendar>

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ADJOURN TO CLOSED SESSION – No closed session.**
- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES – 04-14-2020 cc, 04-28-2020 cc2**
- VI. **COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**
- VII. **STAFF REPORTS – City Manager & Law Enforcement**
- VIII. **ITEMS FROM THE FLOOR**

*At this time, members of the public may comment on items NOT appearing on the agenda. Individual comments will be limited to 3 minutes or less. Comments should be directed to the Council as a whole and not to individual Council Members or staff. Council and staff responses will be minimal for non-agenda items.*

### IX. **CONSENT AGENDA**

*All matters on the Consent Agenda are considered routine by the City Council and are enacted in one motion. There is no separate discussion of any of these items. If discussion is requested by any Council member, that item is removed from the Consent Calendar and considered separately. A single opportunity for public comment on the Consent Agenda is available to the public.*

- 1. Staff Activity Report – May 2020
- 2. Financial Statements – March 2020
- 3. Law Enforcement Report – April 2020
- 4. City Manager Contract Renewal

### IX. **DISCUSSION/ACTION AGENDA ITEMS**

- 1. Discussion/Decision regarding Trails Committee recommendation for a Covid-19 Trails Safety Protocol.
- 2. Continued Discussion/Decision regarding 2020 Sales Tax Election & Calendar Update.

### X. **FUTURE AGENDA ITEMS**

### XI. **ADJOURNMENT**

**APPROVAL OF MINUTES FOR:**

**APRIL 14, 2020 CC  
APRIL 28, 2020 CC2**

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**Supporting Documentation follows with:**

**11 PAGES**

**MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**TUESDAY, APRIL 14, 2020**

**I. CALL TO ORDER**

Mayor Ladwig called the meeting to order at 6:00pm. Council members in attendance: Ladwig, Miller, West, Grover, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams, City Planner Trever Parker.

*Due to Covid-19 distancing restrictions, and in accordance with Executive Order N-29-20, the meeting was held via videoconference, hosted on the **Cisco Webex Platform**.*

**II. ADJOURN TO CLOSED SESSION – There was no closed session scheduled.**

**III. RECONVENE TO OPEN SESSION – No closed session.**

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF THE AGENDA**

Davies requested to move consent #4 to discussion, and requested that Agenda #3 be a presentation only - no decision will be made tonight.

*Motion (Miller/Grover) to approve the agenda as amended. **Passed unanimously.***

**VI. APPROVAL OF MINUTES – 03-10-2020 cc, 03-27-2020 cc2**

*Motion (West/Grover) to approve the minutes as submitted. **Passed unanimously.***

**VII. COUNCILMEMBER REPORTS/COMMITTEE ASSIGNMENTS**

**Miller:** RCEA will be holding their first virtual meeting this month to test the technology.

**Ladwig:** HTA ridership has been impacted significantly by the virus.

**Davies, West, Grover:** No report.

**VIII. STAFF REPORTS**

**City Manager Naffah** highlighted items listed in the written staff activity report regarding action taken by the City in response to Covid-19; Town Hall closed to most walk-in traffic but handling most business by phone and mail. Trinidad Head trail is a one-way loop. Axel Lindgren & Wagner Street Trails are closed due to narrow passages. Barricades have been placed at Trinidad Head beach to encourage spacing.

**IX. ITEMS FROM THE FLOOR**

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

**Bryce Kenny – Trinidad**

I miss being able to walk on the Van Wycke trail. It is not as dangerous as the City is treating it.

**X. CONSENT AGENDA**

1. Staff Activity Report – March 2020
2. Financial Statements – February 2020
3. Law Enforcement Report – March 2020

4. City Manager Contract Renewal - Pulled for discussion

**Davies:** I don't remember the new terms being reported out at the last meeting, and I'm unclear whether we decided on the length of the contract. This is not the agreement we agreed to in closed session, and the changes are significant.

**Miller:** Suggested a continued discussion be held in closed session at the next meeting.

*By consensus, the Council agreed to bring this item back to a closed session on April 28.*

## XI. DISCUSSION/ACTION AGENDA ITEMS

1. Discussion/Decision regarding Resolution 2020-03; Adopting the Trinidad Housing Element, and Resolution 2020-04; Authorize the Housing Element Submittal to the Coastal Commission to Amend the General Plan. City Planner Trever Parker explained that last November/December, the City Council authorized staff to apply for SB2 planning grant funds to complete some tasks related to the Housing Element of the General Plan and meeting State housing requirements. SB2 is an over-the-counter (non-competitive) grant from the State Dept. of Housing and Community Development (HCD). HCD hired a consulting firm, PlaceWorks, to help jurisdictions apply for the funds and complete some of the work. At the time, we were told that the City did not have to have an HCD certified compliant housing element to apply for the funds. Therefore, we submitted an application for the maximum amount, based on Trinidad's population, of \$160,000 with assistance from PlaceWorks. However, it turns out that a Housing Element has to be in place before HCD can allocate the funds, and the allocation deadline is fast approaching. PlaceWorks recently reached out to the City again, because they got permission from HCD to help Trinidad complete its Housing Element in order to receive the SB2 grant funds.

As part of the process for updating the housing element and obtaining certification, the Planning Commission conducted public outreach meetings and hearings to provide information on the update process and timeline and gather public input including on March 4, March 18 and April 1. The Planning Commission unanimously recommended approval of the Housing Element to the City Council on April 1. A public notice listing the meeting dates was posted on March 3 and revised on March 18.

Because of the development limitations in Trinidad, particularly the use of septic systems, it has been difficult for Trinidad to meet the new requirements. However, I have not found the policies and implementation measures to be too onerous for the City to comply with. The City does not have any obligation to ensure housing actually gets built, it just has to show the land and regulations allow for a reasonable opportunity for new housing. The implementation measures do require the City to take certain actions periodically or prior to a certain deadline. The City then must report on steps toward compliance each year; adjustments can be made as needed. In general, as long as the City can show it is making a good faith effort towards completing those actions, it should be able to remain in good standing.

In order to complete this process in the timeliest manner, it was determined that the best approach was to strip down the existing housing element and only include the minimum amount of information and policies required by HCD. However, it is still a long and data-heavy document. For the grant timeline, it would be best to adopt the Housing Element at the April 14 meeting.

In addition to the noticing described above, letters to local Tribal entities offering the opportunity for government to government consultation pursuant to SB18 for the purpose of preserving or mitigating impacts to cultural resources were sent on March 9. Technically the Tribes have 90 days to respond, but the City requested response within 30 days. Trinidad Rancheria representatives have indicated that they will request consultation. Other Tribes may also still respond. Therefore, staff suggests that the City Council approval be provisional upon completing Tribal consultation; HCD is fine with that approach, and it is reflected in the Resolution of Adoption.

Finally, the Housing Element will need to be submitted to and certified by the Coastal Commission as an amendment to the City's General Plan / Land Use Plan portion of the Local Coastal Program. HCD staff will work with Coastal Commission staff to incorporate their concerns and requirements. But that likely means it will go through more iterations prior to final approval by all three agencies (City, HCD, Coastal Commission). Therefore, there will likely be some additional opportunity to make changes to the document during that process. Coastal Commission approval is not required for allocation of the grant funds.

### Public comment included:

**Jacque Hostler-Carmeson** – Trinidad Rancheria

Reminded the Council that they submitted a formal letter requesting Tribal Consultation.

The Council thanked Parker and the Planning Commission for their effort.

*Motion (Miller/West) to 1) Approve and Adopt the Housing Element contingent upon completing SB18 Tribal Consultation by way of the attached Resolution No. 2020-03, and 2) Adopt attached Resolution No. 2020-04; Authorizing Submittal of the Housing Element to the Coastal Commission. **Passed unanimously.***

2. Discussion/Decision regarding Draft Water Policy.

City Planner Trever Parker explained that at a special meeting on April 1, 2020, the Planning Commission recommended the draft water policies to the City Council for consideration. These are policies for evaluating water service requests for properties outside City limits. However, the findings and application requirements were written so they could also be applied to policies for evaluating service requests inside City limits when those are developed at some point in the future. Staff and the Planning Commission generally agree that water service should be part of the review process for development applications inside City limits. Some of the background information included in the report will look familiar because it includes some information provided at the February 11, 2020 meeting that has been updated. The Planning Commission suggested that the City Attorney should review the policies before they are finalized.

As described in the detailed staff report included in the meeting packet, Staff and the Planning Commission have taken a holistic approach to developing these policies and criteria, meaning they were written to accommodate a broad range of situations, without any one scenario in mind. Development of these policies and criteria were guided by a couple of key premises.

First, the City does not currently have the production capacity to serve the entire Service Area at full build-out (including reserving capacity to serve full build-out within City limits); therefore, certain areas and/or uses should be prioritized for service. The Planning Commission discussed several ways of prioritizing connection requests, primarily based on the relative benefits to the City.

Second, sound planning principles and practice dictate that provision of services outside a jurisdiction's boundaries does not promote orderly growth and is generally undesirable. Therefore, annexation should be a component of any decision to provide additional water service connections outside City limits. Annexation can provide several benefits to the City, including additional revenue, land use control, increased housing opportunities (this may be a good way for Trinidad to meet State housing requirements for example), and a higher population base to serve on councils, commissions and committees. However, a decision as to when and where to annex is complex and would require additional information and studies. The proposed policy is intended to address when and where future water service connections may be appropriate and when annexation should potentially occur in conjunction to the connection request.

Based on the above premises, the proposed criteria have prioritized service to (1) build-out within City limits, (2) an allowance for Accessory Dwelling Units (ADUs) in the City, (3) areas outside the City that the City has the capacity to serve and that would be appropriate for future annexation, and to a lesser degree, (4) health and safety. In addition, there are provisions for the City Council to allow exceptions to the above priorities if certain findings can be made. The policies are set up in tiers based on the priorities. The first tier is for requests from within the Priority Service Area. Within that tier, Areas A and B have somewhat different requirements from Area C, because Areas A and B already have water infrastructure and represent relatively small potential demand. Health and safety provisions are included in the tier for service requests from outside the Priority Service Area, but the approval process is easier than for an exception, which requires more scrutiny and analysis of costs and benefits.

Council questions included:

**Miller:** Received letters from Richard Johnson and Dave Hankin that should be discussed in-depth. We do not know what a future drought situation will look like, and no matter how much storage capacity there is, it's no good unless we have the water to treat. We need an agreement with users that will require them to reduce their use during a drought, and we need a drought contingency plan. I'm ok with approving what we have so far, contingent upon including a drought plan upon completion.

**Davies:** It is important to note that the treatment plant is capable of treating an additional 48,000 gallons/day (gpd), and that amount isn't necessarily 'excess' supply.

**City Planner Parker** noted that the Plant has the ability to treat that amount of water – if and when there's enough water in Luffenholtz Creek to treat. Peak demand is currently around 85,000 gpd. Creating a drought contingency plan is the next step.

Public comment included:

**Bryce Kenny** – Trinidad

*Submitted a detailed letter by email prior to the meeting.* I tend to agree with the draft policies and priorities as they are advantageous for the City, but it's a wild gamble allocating anything else. You are the final authority, and whatever the final policy looks like, it should be written in the form of a Resolution so it can be traced easily.

**Richard Harris** – Trinidad Area

It doesn't make sense to have a water policy that doesn't include a drought contingency plan.

**Steve Madrone** – Trinidad Area, County Supervisor

I don't see any urgency to adopt a water policy tonight. If a dry weather pattern continues to prevail, we will need to prepare for drought, and a planning for that contingency is important. One way to do that is to increase winter storage. If there is excess water, prioritize area C as identified in the General Plan.

Council comments included:

**Grover:** Agree with Madrone. Drought contingency and storage are important.

**Davies:** A drought contingency plan should be included in the policy. I also would like to remove exceptions from page 8, part D, but leave the health and safety exception. It is not acceptable to take chances, and calculations have been done for areas A,B, and C, but not D.

**West:** I look forward to having this discussion in a live meeting, but it looks like we need more time to explore all the options, exceptions, etc.

*Motion (Grover/Miller) to direct the Planning Commission to develop a drought contingency plan for Council review at a future meeting. **Passed unanimously.***

3. Discussion/Decision regarding Trinidad Rancheria's Request/Proposal for Water Service for the Proposed Hotel Project.

City Manager Naffah introduced Trinidad Rancheria representatives Jacque Hostler-Carmeson, Robert Hemsted, and Shirley Laos who shared a presentation that included the following information:

- Vision Statement
- Past and Present Partnerships, Projects, and Support
- IHS Water System Improvements
  - Nearly \$1 Million in contributions to the City's water system
- Harbor History – Stewardship, Commitment to preserving the environment, ASBS, Restrooms, New Pier
- Scenic Drive rehabilitation (\$1.6 Million)
- Scenic Drive maintenance, cleanup, and vegetation management
- Additional Partnerships – local and regional
  
- Partnership Opportunities/Benefits in Exchange for Future Water Allocation
  - Construct 200-300,000 additional gallons of storage capacity
  - Install/upgrade the treatment filter train
  - Upgrade, Maintain the infiltration gallery
  - Memorandum of Understanding
  
- Allocation offset by the removal of 6 homes and 1 irrigation meter, saving over 3000 gallons per day.
- Next Steps
  - Request City to take immediate action on the Tribe's request.
  - Schedule Gov-to-Gov meeting to discuss further.
  - Work together in the spirit of collaboration

Council questions included:

**Miller:** I appreciate the tone of this presentation, and also appreciate the history of a cooperative and collaborative partnership with the Rancheria. **Grover** echoed this comment.

**Davies:** Reminded the Council that this is a presentation item only.

Written correspondence included:

**Patti Fleschner** – Trinidad

Refreshing to have the Rancheria as true partners. Their presentation was compelling, and poignant.

**Richard Johnson** – Trinidad Area

Requested removing the item from the agenda because a) it is a very important issue that deserves deep consideration, b) the presentation material was not made available prior to the meeting, c) the draft water policy has not been completed yet, d) the City Attorney has not reviewed the policy, and e) this is the first virtual meeting the City has ever hosted.

**Sarah Akana** – Tsurai Ancestral Society

Request that discussions not be held in Gov-to-Gov meetings as they are essentially private meetings.

**Ted Pease** – Trinidad Area

Is the Rancheria requesting 9500 gallons/day? How much will their wells produce? Do we know that yet?

**Dave Hankin** – Trinidad Area

The City needs to recognize system water loss in its policies and deliberations concerning future deliveries to additional customers. Also, the way the item was presented on the agenda could lead someone to believe that the Council will make a decision tonight. It should be a presentation item only since no background reports were provided in advance of the meeting.

**Elaine Weinreb** – Trinidad Area

Presentation material was not included in the packet, and the public has not had a chance to study this material.

**Don Allan** – Trinidad Area

This request needs robust public input which is not possible by video or teleconference. Considering the size of the City's treatment system, a request from a large commercial user of this nature seems premature.

**Kim Tays** – Arcata

Opposed to any plans to grant City water to the Trinidad Rancheria because the hotel is out of character with the area. Also unfair to hold a meeting like this by videoconference. Concerned with the environment, future drought possibilities, and the cost of possible future lawsuits.

**Richard Harris** – Trinidad Area

Opposed the hotel project and the FONSI.

Public comment included:

**Bryce Kenny** – Trinidad

*Submitted a detailed letter by email, prior to the meeting.* This discussion must be kept in the public forum – not take place behind closed doors.

**Richard Clompus** – Trinidad

I notice a change in tone that is very acknowledgable. The Rancheria is positioning themselves as a partner. I'm hearing "how can we make this work", which is a very different way of presenting this.

Council comments included:

**Mayor Ladwig** explained that transparency is key. To honor our amended agenda, no decision is being made. This is a presentation item only.

4. Discussion/Decision regarding Ordinance 2020-01; Amending the Zoning Ordinance Title 17 of the Trinidad Municipal Code to Define Emergency Shelter and Allow them in the Planned Development (PD) and Commercial (C) Zones as a Principally Permitted Use.

City Planner Trever Parker explained that Government Code Section 65583(a)(4) requires every jurisdiction to identify a zone or zones where emergency (as in short-term, less than 6 months) homeless shelters are allowed as a permitted use without a conditional use permit or other discretionary permit. Certain limitations, such as the number of beds and parking requirements, can be put on the allowed shelters. There are number of recent State laws like this related to housing opportunities that the City is not in compliance with, but this one is key to getting the City's Housing Element certified, and in turn being able to obtain \$160,000 in SB2 grant funding. I made the amendment as simple as possible by adding the definition from the State Code and then adding the use, with 10 beds or less and onsite management, to the principally permitted uses in the C (Commercial) zone. The City can't get around the necessity for a Coastal Development Permit though, which is discretionary.

In addition, the Planning Commission wanted to consider allowing Emergency Shelters in the PD zone as well as the C zone, because the area of C zoning is so limited. All uses in the PD zone currently require a use permit, Emergency Shelters has been added as another allowable use (with a use permit) to section 17.44.020. The Planning Commission was also concerned about parking requirements, so we added specific parking requirements for Emergency Shelters to section 17.56.180 of the Zoning Ordinance. The Planning Commission recommended approval of this amendment to the City Council at their specially schedule April 1, 2020 meeting.

Government Code Section 65583(a)(4) allows jurisdictions to regulate only the following things in relation to these emergency shelters (listed below). Several of these limitations have been incorporated into the amendment, such as the maximum number of beds. But other items, such as length of stay and lighting were either deemed unnecessary or are things the City doesn't regulate for other uses, so adding them would make the amendment more complex.

- (i) The maximum number of beds or persons permitted to be served nightly by the facility.
- (ii) Sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone.
- (iii) The size and location of exterior and interior onsite waiting and client intake areas.
- (iv) The provision of onsite management.
- (v) The proximity to other emergency shelters, provided that emergency shelters are not required to be more than 300 feet apart.
- (vi) The length of stay.
- (vii) Lighting.
- (viii) Security during hours that the emergency shelter is in operation.

Because this amendment is part of the City's certified zoning ordinance/implementation plan, it will need to be submitted to the Coastal Commission for certification prior to going into effect. The second reading of the ordinance, which can be done by consent, will include a Resolution of Submittal for the LCP amendment application to the Coastal Commission.

Council comments included:

**Miller:** Described a scenario for the purpose of understanding how this works.

Public comment included:

**Steve Madrone** – Trinidad

Similarities to Project Room Key. Keep in mind that you're not looking at camps for hundreds of people, maybe only a few, or dozen.

*Motion (Miller/Grover) to approve the first reading of Ordinance 2020-01; Amending the Zoning Ordinance Title 17 of the Trinidad Municipal Code to Define Emergency Shelter and Allow them in the Planned Development (PD) and Commercial (C) Zones as a Principally Permitted Use. **Passed unanimously.***

5. Discussion/Decision regarding Resolution 2020-05; Declaring a Local Emergency Due to the COVID-19 Pandemic.

City Manager Naffah explained that in following the lead of the County and other neighboring cities, Trinidad should declare a public emergency in response to the Covid-19 pandemic. This declaration will put the City in a position to receive aid when available, and access additional resources from the Federal government when needed.

Public comment included:

**Sherri Provolt** – Trinidad, Yurok Tribal Councilmember

The Yurok Tribe declared an emergency a few weeks ago. Encouraged expense tracking related to Covid-19 so when funding comes available, reimbursement requests will be easier to complete.

Council comments included:

**Miller:** At the conclusion of item 2, following the word '...procedures', add "the City Manager will update the Council regularly".

Motion (Miller/Grover) to amend #2 as noted "...City Manager will update the Council regularly", and adopt Resolution 2020-05; Declaring a Local Emergency Due to the COVID-19 Pandemic - as amended, adding "the City Manager will update the Council regularly at the end of item #2. **Passed unanimously.**

6. Discussion/Decision regarding Resolution 2020-06; Adoption of the County Shelter-In-Place Order - as it relates to the City's Short-Term Rental Moratorium.

City Manager Naffah explained that by adopting the County's Order and overlapping it with the City's moratorium on Short-Term rental reservations, there will be comprehensive coverage.

Public comment included:

**Dorothy Cox** – I noticed 36 cars parked at the beach last week. Not sure how you're going to enforce it, but good luck.

Council comments included:

**Davies:** What does this mean for the tennis court? Should it be closed?

**Naffah** noted that as long as the people participating in the activity are able to maintain proper distancing, then there's no need for it to be closed. The public should be able to maintain their health with recreational opportunities like this as well.

**Ladwig:** Having the more restrictive order in place will help us act or respond to issues, as needed.

Motion (Grover/Davies) to approve Resolution 2020-06; Adoption of the County Shelter-In-Place Order - as it relates to the City's Short-Term Rental Moratorium. **Passed unanimously.**

7. Discussion/Decision regarding 2020 Sales Tax Election & Calendar Update

City Clerk Adams explained that In April, 2004, the City of Trinidad voters approved a ballot measure to impose a 1% transactions and use tax (sales tax) for a period of four years, which took effect on January 01, 2005 and ended on December 31, 2008. In 2008, the voters approved a .75% sales tax, effective April 01, 2009 for four years. Collection of this additional tax was scheduled to end on March 31, 2013, but was put before the voters again in November 2012, and approved for four more years. Then, again in 2018 the voters approved by a 63% majority to extend the tax another four years.

The additional tax has generated an average of approximately \$133,000 per year, representing roughly 18% of the total General Fund revenue budget, and supplements (significantly) the core services that City government provides; Police, Fire, Public Works, park & trail maintenance, and public facilities such as the Library, Park, and Town Hall.

In order to continue either the .75% tax add-on or implement a different tax, a measure will need to be included on the November 2020 ballot. There would be no preparatory costs assessed by the Board of Equalization in the event the current tax add-on is continued. If the tax add-on lapsed and was subsequently approved at a later date, the Board of Equalization will assess an implementation cost of approximately \$16,000.

The budget preparation for fiscal year 2020-2021 will soon be underway. Adopted General Fund budgets for the current year 2019-2020 are as follows:

<b><u>GENERAL FUND REVENUES:</u></b>	<b>\$ 657,000</b>
<b><u>GENERAL FUND EXPENDITURES:</u></b>	
<b>General Administration</b>	<b>\$ 368,371</b>
City Manager, City Clerk Admin Support, Accountant, Auditor, Planner, Attorney, Liability Insurance, Overhead, etc.	
<b>Police - Humboldt County Sheriff</b>	<b>\$ 87,099</b>
<b>Fire (equipment and materials)</b>	<b>\$ 22,550 (excludes capital reserve)</b>

**Public Works**

Staffing, materials, Library, Museum, Park & Trail Maintenance \$ 174,564

**Total Expenditures: \$ 652,584**

**Deadlines:** If the Council decides to proceed with a sales tax measure, the November election ballot will ask the voters to decide on 1) the Sales Tax Measure, and 2) selecting 3 Councilmembers. There are deadlines shared with the Sales Tax Election decision, and others that are independent from the Sales Tax election schedule:

**FIRST DEADLINE: June 09, 2020 Council meeting:**

1. Final decision to proceed or sunset the Sales Tax Increase must be made.

**SECOND DEADLINE: July 14, 2020 Council meeting:**

1. If a decision is reached to continue the sales tax increase, the wording must be drafted and approved in a resolution. Staff will draft the resolution based upon the decision reached at the June (or earlier) meeting and include it for adoption at the July (or earlier) Council meeting.
2. A second resolution will be required at this meeting to approve requesting that the City and County consolidate their elections. Clerk will have the resolution prepared for discussion/approval at this meeting, regardless of the Sales Tax decision.

The next steps following the July Council meeting deadline will be advised after each benchmark decision is reached. The Clerk’s office will provide monthly updates and announcements to the Council regarding publishing deadlines and required notifications for both elements of the election.

Public comment included:

**Sherri Provolt** – Trinidad, Yurok Tribal Councilmember

Keep track of lost revenue. It might be reimbursable with emergency funds. Transparency is key. Have a plan with how you are going to spend the extra dollars.

**Steve Madrone** – Trinidad Area, County Supervisor

Trinidad will not be receiving Measure Z money next year. The gas station is a huge generator of sales tax, and keep in mind that if the Hotel Project gets water, then they will likely get an interchange and gas station.

**Miller:** I want to see a revenue source worksheet with expectations for 2021, post-Covid.

**Grover:** I think we could continue this discussion to the May meeting, and consider other options such as .75 or 1%.

*No decision was made. The discussion will be continued in May and include future budget projections.*

**XI. FUTURE AGENDA ITEMS**

- Budget for IT improvements/investments.
- April 28, 5:00pm Closed Session to discuss CM contract.

**ADJOURNMENT: 9:50pm.**

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
**Gabriel Adams**  
Trinidad City Clerk

\_\_\_\_\_  
**Steve Ladwig**  
Mayor

**MINUTES OF THE SECOND REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**TUESDAY, APRIL 28, 2020**

**I. CALL TO ORDER**

Mayor Ladwig called the open meeting to order at 6:00pm. Council members in attendance: West, Miller, Ladwig, Grover, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams.

**II. ADJOURN TO CLOSED SESSION**

1. City Manager Contract Review/Negotiations Pursuant to Government Code Section 54957

**III. RECONVENE TO OPEN SESSION** – City Manager contract renewal terms are valid through the upcoming General Election in November 2020, contingent upon the outcome of the sales tax measure.

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF THE AGENDA**

*Motion (Grover/Davies) to approve the agenda written. **Passed unanimously.***

**VI. ITEMS FROM THE FLOOR - None**

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

**VII. CONSENT AGENDA**

1. Second Reading of Ordinance 2020-01; Amending the Zoning Ordinance Title 17 of the Trinidad Municipal Code to Define Emergency Shelter and Allow them in the Planned Development (PD) and Commercial (C) Zones as a Principally Permitted Use, and Approve Resolution 2020-07 Authorizing Amendment Submittal to the Coastal Commission for Certification.

*Motion (Miller/Grover) to approve the consent agenda. **Passed unanimously.***

**XI. DISCUSSION/ACTION AGENDA ITEMS**

1. Discussion/Decision regarding Planning Commissioner Appointment.

The Planning Commission has been operating with only 3 commissioners since Commissioner John Graves resigned in March 2020. One of the vacant seats expires in 2020, and the other expires in 2022. The current commissioners are:

VACANT		<i>Term expires December 2022</i>
VACANT		<i>Term expires December 2020</i>
Diane Stockness	City resident	<i>Term expires December 2020</i>
Cheryl Kelly	City resident	<i>Term expires December 2022</i>
Richard Johnson	Trinidad area resident	<i>Term expires December 2022</i>

Trinidad Municipal Code allows the Planning Commission to include up to (2) Commissioners that live outside the city limits. Commissioner Johnson occupies 1 of these seats. This opens up the opportunity for 1 additional person to be appointed from “the greater Trinidad area” should there be a lack of in-city resident applications.

A vacancy notice has been posted since Kathleen Lake resigned in 2019. Since then, only one letter of interest has been received. Greater Trinidad area resident Tom Hopkins has offered to serve. The City Council may consider appointing Mr. Hopkins should the majority find him to be qualified and suitable for the position.

Tom Hopkins introduced himself. He has owned a custom glass and window business for many years, lives near Stumptown Road, and is volunteering to do his part to contribute to the community of Trinidad.

Council comments included:

**Miller:** I was a client of Mr. Hopkins window business and I know he cares about people and the community he’s lived in for many years. I recommend him for the position. **Ladwig** and **West** agreed.

**Grover:** Thanked Hopkins for offering to serve.

There was no public comment.

*Motion (Miller/West) to appoint Tom Hopkins to the Planning Commission through 2022. **Passed unanimously.***

2. Discussion/Decision regarding Appointment of Planning Commissioner to the STR Committee.  
City Manager Naffah explained that at their regular meeting on April 15, the Planning Commission recommended Commissioner Diane Stockness to serve on the STR Committee. As per Resolution 2019-07, the City Council must evaluate the recommendation and make the appointment.

Public comments included:

**Cheryl Kelly** – Planning Commission Chair

I've worked with Stockness on the Commission and I support her recommendation.

**Shirley Laos** – Trinidad Rancheria

Found information related to the drought policy to share with the Planning Commissioners.

*Motion (Grover/Miller) to appoint Diane Stockness as the Planning Commission representative to the Short-Term Rental Committee. **Passed unanimously.***

3. Discussion/Decision to Direct the Trails Committee to Evaluate Covid-19 Related Trail Closures.  
City Manager Naffah explained that due to Covid-19, the City has closed some trails and made modifications to other trails in order to provide public safety and comply with social distancing orders. Outdoor activity and exercise are beneficial to public health, but safety measures need to be taken. The City Council would like the Trails Committee to evaluate and make suggestions regarding trail closures and safety measures to assure public safety.

There was no public comment.

*By consensus, the Council agreed to direct the Trails Committee to evaluate and make recommendations regarding trail closures and modifications due to Covid-19 pandemic and social distancing orders.*

4. Discussion/Decision to Award Construction Contract to Hooven & Co. for the Trinity Street Crosswalk Enhancement Project.  
City Manager Naffah explained that the Trinity Street Mid-Block Crosswalk Enhancement Project bid package was released and publically advertised on March 26, 2020. The bid period ended on April 10, 2020 with the City receiving a total of four bids from qualified contractors. The low bid was submitted by Hooven & Co., Inc., for a total amount of \$12,000.

This project was the result of a collaboration between the City and Trinidad School in an effort to enhance student and pedestrian safety. On March 19, 2019, HCAOG released a call for projects for their 2% TDA Bicycle & Pedestrian Program, and the City submitted this project for funding. The application was approved for up to \$14,000 in related costs, fully reimbursable by the program.

Council comments included:

**Davies:** Is this project fully funded by the grant? Naffah confirmed that yes, it is fully funded as long as the costs remain under the \$14,000 threshold.

Public comment included:

**Shirley Laos** – Trinidad Rancheria

Thanked the City for making this happen as she has been advocating for enhanced safety measures for this area for many years.

*Motion (West/Miller) to authorize the City Manager to award the Trinity Street Mid-Block Crosswalk Enhancement Project to Hooven & Co., Inc., for the amount of \$12,000, and authorize the City Manager or his designee to execute the contract and related documents. **Passed unanimously.***

5. Discussion/Decision regarding Publishing Public Comment  
**Councilmember Davies** explained that in a recent meeting notice from the City Clerk, he noticed it stated that public comments received after the deadline would be published to the website within 30 days following the meeting. He would prefer this be accomplished within 5 business days following the meeting. He also noted

that other municipalities redact certain information such as emails and phone numbers prior to publishing documents to the website.

**City Manager Naffah** explained that the City is exploring ways to communicate and improve service to the community with various technology platforms that exist such as OpenGov, ClearGov, and CivicPlus. Staff is also considering publishing a request for proposals (RFP) from technology specialists to provide support to the City during a transition to a more electronic-friendly level of service to the community. The City has been done very well with very little for a long time, and a significant investment in technology may be necessary in order to improve beyond its current limits. The investment, however, could result in long-term savings and efficiencies created by implementing an automated process.

**City Clerk Adams** explained the March 12, 2020 meeting discussion, the current procedure as related to City Council meetings, the public's desire to have every email or comment published online, and the mechanics of publishing documents online.

Public comments included:

**Shirley Laos** – Trinidad Rancheria

I frequently communicate with the City Clerk regarding information that is not necessary for a public forum. For example, if I send him a message wishing him a happy birthday, I don't want that published online. Whatever procedure is favored, it just needs to be consistent.

**Sheri Provolt** – Yurok Tribal Councilmember

The Yurok Tribe requests that anyone wishing to comment at their meetings state their name, not their address. This enables them to be captured accurately on the record.

Council comments included:

**Davies:** My understanding was that any comment received by the City was subject to online archiving whether they're related to Council meeting discussion topics, or not. One suggestion would be to educate the public that if they wish to have their comments published, they must include the key words "public comment" in the subject line. I think publishing within 5 days is reasonable.

**Miller:** I appreciate Davies concern for the community, and it seems appropriate to have a digital archive of public comments online. However, I want to give the Clerk's office flexibility.

**West:** I want to give the Clerk's office flexibility to publish comments as quickly as possible.

**Ladwig:** I would like to see what kind of ideas other professionals have that can respond to the City's needs and support an RFP process. There is software that can automate this process (online archiving of public comments) and I'm not sure if having our limited staff perform this function on a general basis is the best use of their time. I support online archiving of public comments, but before we make it mandatory I'd like to see what tools are out there to assist us.

**Grover:** Publishing within 2 weeks seems reasonable to me. Staff should continue their technology research, monitor the labor involved with publishing comments over the next few weeks, and report back to the Council at a future meeting.

*By consensus, the Council accepted Grover's suggestion. Staff will report back on this topic at a future meeting.*

## VIII.FUTURE AGENDA ITEMS

**ADJOURNMENT: 7:15pm.**

**Submitted by:**

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**Gabriel Adams**  
Trinidad City Clerk

**Approved by:**

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**Steve Ladwig**  
Mayor



## **CONSENT AGENDA ITEM 1**

### **SUPPORTING DOCUMENTATION ATTACHED**

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1. Staff Activity Report – May 2020

## **City Manager's Report**

**Date: May 12, 2020**

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### **Retirement:**

Bryan Buckman, who has worked for the City for over 20 years, retired effective May 1, 2020. Bryan worked in Public Works and served as Department Head. He oversaw the water plant and maintenance of facilities and public improvements. We wish Bryan the best in his retirement.

### **Payment Protection Plan:**

The federal government, in response to COVID-19, has released billions of dollars to small businesses to assist through these tough times. The City of Trinidad contacted all city businesses with employees and sent them several documents to inform them of the program, its benefits, and criteria. Several businesses were successful in obtaining the funds through their local financial institution.

### **COVID-19:**

I have been attending a variety of presentations and meetings re: the Coronavirus and efforts to address its impact on the nation. The County's Emergency Operations Center, the Governor's Office, the League of California Cities, several law firms, and the City Managers and County Administrative Officer have been among the ongoing meetings that I have participated in within the past several months.

### **STR Committee:**

The Short-Term Rental Committee will be having a meeting on May 19<sup>th</sup> to review the short-term rentals in the City. This is one of their quarterly meetings and is timed after this year's applications were approved. Contact information of owners and property managers is being sent to all city households.

## **CITY CLERK REPORT**

### **April 2020**

The City Clerk's office spent a majority of the first two weeks of April preparing for the regular **Council meeting** on April 14. The agenda was administrative-heavy as it included numerous Resolutions and Ordinances, and discussion topics that involved a significant amount of public interest and comment. That was also the City's first attempt at hosting via videoconference, so staff had to lay the groundwork in advance for that to happen. Staff was contacted by its representative at AT&T who offered to assist in setting up a trial account with either Zoom or Cisco Webex. The City selected a trial Webex account. In order to enhance the participants experience, the agenda and packet was transformed from traditional scanned documents to fully digital and interactive PDF. The City Calendar page is now the headquarters for direct links to the agenda, packet, and videoconference details.

The second meeting on April 28 was not as intense, but preparing and executing a meeting requires certain tasks and steps, regardless of how long the agenda is. We are currently working on a number of agenda items that required follow-up.

The **Planning Commission** held two meetings; A special meeting on April 01, and a regular meeting on April 15. Both meetings were held by teleconference.

The **Trails Committee** held a meeting on April 30, by Webex videoconference.

**Covid-19:** In between the meetings, and part of our new normal at Town Hall, staff consumes Covid-19 information as it relates to Federal, State, and County impacts, trends, predictions, and guidance. Primary sources include the County of Humboldt, League of Ca Cities, State of California Governor's office, and numerous other agency and advocate websites. Being informed helps the City communicate with residents, who for the most part have been relatively quiet outside of the meeting forums. It also helps us learn best practices, strategize, and forecast various aspects of City business ranging from public safety, recreation, and budgeting.

Here's a short list of tasks and accomplishments beyond the activity mentioned above:

- Received over 1600 emails in April sent to [cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov)
- STR permitting and resident notification completed on April 30.
- Assisted Public Works with contacting residents with street-front vegetation encroachments.
- Responded to calls and emails related to Covid-19 impacts from residents and businesses.
- Received bids for the Trinity Street Crosswalk and Pavement Rehabilitation Projects.
- Met with representatives from ClearGov and OpenGov by videoconference, and investigated government technology sites/products designed to enhance communication with the community.
- Worked with Access Humboldt to stream the April 14 City Council meeting live on a dedicated YouTube channel, and prepare for a live stream of the May 12 meeting.

## **April 2020 TPW and Water Staff Report**

### **TPW Report**

Routine maintenance

Cleaning and disinfection of public facilities was increased

Mowing and Trail clearing

Public right of way vegetation maintenance

Installed signage in parking areas and trail heads to encourage social distancing

Closed Parker Creek Trail, Wagner Street Trail, Axel Lindgren Trail Due to Covid 19

Soliciting bids for street striping on Scenic Drive.

### **Water Report**

April avg. daily production about 50,000 gpd

Extracted more sludge out of backwash tank to be put in drying beds.

Fixed service leak on Scenic Drive

1<sup>st</sup> quarter results of Disinfection by Products came back well under the M.C.L. keeping our running annual average numbers down.

Upped our stock of treatment process chemicals in case of supply interruption due to covid 19.

Performed maintenance and repair on vacuum trailer.

### **April 2020 Water Stats**

**Pumped** - 260,656 Cu. Ft. (1,949,706.8 gallons)

**Sold** – 199,450 Cu. Ft. (1,491,886 gallons)

**% Loss** – 16.26 %

### **April 2019 Water Stats**

**Pumped** – 214,265 Cu. Ft. (1,602,702.2 gallons)

**Sold** – 160,185 Cu. Ft. (1,198,183.8 gallons)

**% Loss** – 20.69 %

Ryan DeSmet

City of Trinidad

Public Works/

Water Treatment Operator #33837

[rdesmet@trinidad.ca.gov](mailto:rdesmet@trinidad.ca.gov)

Office # 707-677-3862

Cell # 707-499-5841



## **CONSENT AGENDA ITEM 2**

### **SUPPORTING DOCUMENTATION ATTACHED**

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2. Financial Statements – March 2020.

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Revenue  
From 3/1/2020 Through 3/31/2020

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Revenue				
41010	0.00	52,305.81	92,000.00	(43.15)%
41020	0.00	3,906.99	3,800.00	2.82%
41040	0.00	16.65	25.00	(33.40)%
41050	0.00	860.75	1,300.00	(33.79)%
41060	0.00	186.55	200.00	(6.72)%
41070	0.00	408.63	500.00	(18.27)%
41110	0.00	593.41	1,300.00	(54.35)%
41130	0.00	0.00	1,900.00	100.00)%
41140	0.00	314.60	4,500.00	(93.01)%
41200	0.00	13.91	0.00	0.00%
41220	0.00	0.00	28,500.00	100.00)%
42000	15,196.34	159,046.37	255,000.00	(37.63)%
43000	0.00	78,576.75	140,000.00	(43.87)%
46000	0.00	0.00	10,000.00	100.00)%
47310	0.00	290.42	0.00	0.00%
53010	0.50	153.98	50.00	207.96%
53020	46.85	22,837.04	25,300.00	(9.74)%
53090	0.00	11,416.21	14,000.00	(18.46)%
54020	0.00	19,105.53	18,000.00	6.14%
54050	196.02	7,465.05	8,000.00	(6.69)%
54100	0.00	120.00	300.00	(60.00)%
54150	640.00	8,092.00	9,000.00	(10.09)%
54170	0.00	9,600.00	9,000.00	6.67%
54300	0.00	432.00	400.00	8.00%
56400	6,552.53	79,742.67	9,000.00	786.03%
56500	0.00	0.00	5,125.00	100.00)%
56550	0.00	0.00	9,000.00	100.00)%
56650	0.00	5,018.38	6,000.00	(16.36)%
56700	0.00	1,752.50	5,000.00	(64.95)%
Total Revenue	22,632.24	462,256.20	657,200.00	(29.66)%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
201 - GFAdmin  
From 3/1/2020 Through 3/31/2020

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense				
60900 HONORARIUMS	250.00	2,250.00	3,000.00	25.00%
61000 EMPLOYEE GROSS WAGE	9,150.08	87,747.94	121,018.00	27.49%
65100 DEFERRED RETIREMENT	861.03	8,296.65	11,441.00	27.48%
65200 MEDICAL INSURANCE AND EXPENSE	1,739.51	13,951.04	20,248.00	31.10%
65250 Health Savings Program	806.40	897.78	1,443.00	37.78%
65300 WORKMEN'S COMP INSURANCE	0.00	5,010.00	4,538.00	(10.40)%
65500 EMPLOYEE MILEAGE REIMBURSEMENT	102.70	631.42	750.00	15.81%
65600 PAYROLL TAX	755.64	7,252.63	10,133.00	28.43%
65800 Grant Payroll Allocation	0.00	(5,852.17)	(5,000.00)	(17.04)%
68090 CRIME BOND	0.00	512.20	500.00	(2.44)%
68200 INSURANCE - LIABILITY	0.00	11,867.45	11,500.00	(3.20)%
68300 PROPERTY & CASUALTY	0.00	5,035.55	5,000.00	(0.71)%
71110 ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	5,000.00	100.00%
71310 CITY PLANNER-ADMIN. TASKS	6,376.10	65,235.36	70,000.00	6.81%
71410 BLDG INSPECTOR-ADMIN TASKS	1,762.50	12,239.64	7,000.00	(74.85)%
71510 ACCOUNTANT-ADMIN TASKS	925.47	12,482.68	17,000.00	26.57%
71620 AUDITOR-FINANCIAL REPORTS	2,438.69	16,023.69	14,500.00	(10.51)%
72000 CHAMBER OF COMMERCE	0.00	0.00	15,000.00	100.00%
75110 FINANCIAL ADVISOR/TECH SUPPORT	245.00	2,478.47	3,000.00	17.38%
75160 LIBRARY RENT & LOCAL CONTRIB.	0.00	(740.84)	2,000.00	137.04%
75170 RENT	750.00	6,750.00	9,000.00	25.00%
75180 UTILITIES	1,632.25	9,644.16	12,000.00	19.63%
75190 DUES & MEMBERSHIP	0.00	896.00	1,000.00	10.40%
75200 MUNICIPAL/UPDATE EXPENSE	0.00	1,351.32	3,500.00	61.39%
75220 OFFICE SUPPLIES & EXPENSE	788.34	4,812.01	6,000.00	19.80%
75240 BANK CHARGES	0.00	30.00	100.00	70.00%
75280 TRAINING / EDUCATION	0.00	0.00	200.00	100.00%
75300 CONTRACTED SERVICES	0.00	0.00	8,000.00	100.00%
75990 MISCELLANEOUS EXPENSE	0.00	2,064.02	500.00	(312.80)%
76110 TELEPHONE	286.21	3,326.68	2,500.00	(33.07)%
76130 CABLE & INTERNET SERVICE	148.20	1,373.15	3,000.00	54.23%
76150 TRAVEL	0.00	2,286.78	2,000.00	(14.34)%
78170 SECURITY SYSTEM	0.00	503.58	500.00	(0.72)%
78190 MATERIALS, SUPPLIES & EQUIPMEN	0.00	151.38	2,000.00	92.43%
Total Expense	<u>29,018.12</u>	<u>278,508.57</u>	<u>368,371.00</u>	<u>24.39%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
301 - Police  
From 3/1/2020 Through 3/31/2020

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>	
Expense					
61000	EMPLOYEE GROSS WAGE	442.40	4,194.81	5,751.00	27.06%
65100	DEFERRED RETIREMENT	34.84	330.03	453.00	27.15%
65200	MEDICAL INSURANCE AND EXPENSE	42.32	316.52	544.00	41.82%
65250	Health Savings Program	27.04	29.54	60.00	50.77%
65300	WORKMEN'S COMP INSURANCE	0.00	212.00	216.00	1.85%
65600	PAYROLL TAX	35.97	341.71	475.00	28.06%
75170	RENT	750.00	6,750.00	9,000.00	25.00%
75180	UTILITIES	210.20	1,580.57	1,800.00	12.19%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	65,000.00	100.00%
75350	ANIMAL CONTROL	128.00	1,140.00	1,600.00	28.75%
76110	TELEPHONE	93.21	466.23	1,200.00	61.15%
76130	CABLE & INTERNET SERVICE	80.20	382.75	0.00	0.00%
78170	SECURITY SYSTEM	76.50	607.50	500.00	(21.50)%
	Total Expense	<u>1,920.68</u>	<u>16,351.66</u>	<u>87,099.00</u>	<u>81.23%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
401 - Fire  
From 3/1/2020 Through 3/31/2020

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense				
60900 HONORARIUMS	150.00	1,350.00	2,400.00	43.75%
75180 UTILITIES	22.17	383.54	1,150.00	66.65%
75190 DUES & MEMBERSHIP	190.00	190.00	350.00	45.71%
75280 TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
76110 TELEPHONE	122.96	1,035.77	1,000.00	(3.58)%
76140 RADIO & DISPATCH	0.00	0.00	1,800.00	100.00%
78140 VEHICLE FUEL & OIL	0.00	194.97	350.00	44.29%
78150 VEHICLE REPAIRS	0.00	4,706.71	2,500.00	(88.27)%
78160 BUILDING REPAIRS & MAINTENANCE	464.77	464.77	1,500.00	69.02%
78190 MATERIALS, SUPPLIES & EQUIPMEN	0.00	261.96	10,000.00	97.38%
78200 EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
Total Expense	<u>949.90</u>	<u>8,587.72</u>	<u>22,550.00</u>	<u>61.92%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
501 - PW (Public Works)  
From 3/1/2020 Through 3/31/2020

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>	
Expense					
61000	EMPLOYEE GROSS WAGE	5,705.28	66,488.40	94,198.00	29.42%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	100.00	100.00%
65100	DEFERRED RETIREMENT	629.94	7,449.99	10,593.00	29.67%
65200	MEDICAL INSURANCE AND EXPENSE	3,219.30	23,113.13	30,753.00	24.84%
65250	Health Savings Program	965.38	1,083.38	1,158.00	6.44%
65300	WORKMEN'S COMP INSURANCE	0.00	3,507.00	3,532.00	0.71%
65600	PAYROLL TAX	477.78	5,565.13	8,016.00	30.57%
65800	Grant Payroll Allocation	(3,519.36)	(30,088.81)	(63,000.00)	52.24%
71210	CITY ENGINEER-ADMIN. TASKS	1,718.50	5,840.50	10,000.00	41.59%
71250	CITY ENGINEER - PROJECT FEES	0.00	188.75	0.00	0.00%
71310	CITY PLANNER-ADMIN. TASKS	0.00	9,878.80	15,000.00	34.14%
75180	UTILITIES	0.00	274.78	250.00	(9.91)%
75190	DUES & MEMBERSHIP	0.00	144.00	0.00	0.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	64.91	3,000.00	97.84%
75300	CONTRACTED SERVICES	0.00	0.00	10,000.00	100.00%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	346.34	1,000.00	65.37%
78100	STREET MAINT/REPAIR/SANITATION	0.00	784.74	5,000.00	84.31%
78120	STREET LIGHTING	339.28	3,234.23	5,000.00	35.32%
78130	TRAIL MAINTENANCE	0.00	0.00	10,000.00	100.00%
78140	VEHICLE FUEL & OIL	113.72	1,695.27	4,000.00	57.62%
78150	VEHICLE REPAIRS	0.00	1,390.32	2,500.00	44.39%
78160	BUILDING REPAIRS & MAINTENANCE	412.93	1,978.67	14,000.00	85.87%
78170	SECURITY SYSTEM	34.83	34.83	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	249.63	2,068.29	5,000.00	58.63%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	2,252.99	4,200.00	46.36%
	Total Expense	<u>10,347.21</u>	<u>107,295.64</u>	<u>174,800.00</u>	<u>38.62%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
204 - IWM  
From 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue				
56150	971.38	6,641.47	10,000.00	(33.59)%
	FRANCHISE FEES			
	Total Revenue	6,641.47	10,000.00	(33.59)%
Expense				
61000	721.84	6,656.64	9,287.00	28.32%
65100	86.62	798.73	1,114.00	28.30%
65200	274.70	2,385.44	3,192.00	25.27%
65250	124.95	141.63	138.00	(2.63)%
65300	0.00	450.00	348.00	(29.31)%
65600	61.34	565.82	796.00	28.92%
75130	0.00	0.00	500.00	100.00%
78190	0.00	993.88	1,800.00	44.78%
	MATERIALS, SUPPLIES & EQUIPMEN			
	Total Expense	11,992.14	17,175.00	30.18%
	Net Income	(5,350.67)	(7,175.00)	(25.43)%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
211 - LCP Update Project #2  
From 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Expense				
65800 Grant Payroll Allocation	0.00	5,852.17	0.00	0.00%
75300 CONTRACTED SERVICES	0.00	19,397.05	0.00	0.00%
Total Expense	<u>0.00</u>	<u>25,249.22</u>	<u>0.00</u>	<u>0.00%</u>
Net Income	<u>0.00</u>	<u>(25,249.22)</u>	<u>0.00</u>	<u>0.00%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
303 - COPS Program  
From 3/1/2020 Through 3/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	104,111.87	100,000.00	4.11%
	Total Revenue	0.00	104,111.87	100,000.00	4.11%
	Expense				
75300	CONTRACTED SERVICES	40,671.25	122,013.75	100,000.00	(22.01)%
	Total Expense	40,671.25	122,013.75	100,000.00	(22.01)%
	Net Income	(40,671.25)	(17,901.88)	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
503 - State Gas Tax  
From 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget	
Revenue					
46000	GRANT INCOME	0.00	0.00	18,000.00	(100.00)%
47005	RMRA (SB1)	503.39	3,971.74	0.00	0.00%
47010	TCRF Loan Repayment	0.00	412.59	0.00	0.00%
47030	GAS TAX REVENUE (2103)	181.86	1,945.75	0.00	0.00%
47050	GAS TAX REVENUE (2105)	148.00	1,334.50	0.00	0.00%
47060	GAS TAX REVENUE (2106)	496.40	4,116.13	0.00	0.00%
47070	GAS TAX REVENUE (2107)	147.23	1,619.31	0.00	0.00%
47075	GAS TAX REVENUE (2107.5)	0.00	1,000.00	0.00	0.00%
	Total Revenue	<u>1,476.88</u>	<u>14,400.02</u>	<u>18,000.00</u>	<u>(20.00)%</u>
Expense					
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	40,000.00	100.00%
	Total Expense	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>100.00%</u>
	Net Income	<u>1,476.88</u>	<u>14,400.02</u>	<u>(22,000.00)</u>	<u>(165.45)%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
504 - TDA - Transportation Development Agency  
From 3/1/2020 Through 3/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	0.00	22,000.00	(100.00)%
49990	OTHER GRANTS	0.00	15,190.00	0.00	0.00%
	Total Revenue	<u>0.00</u>	<u>15,190.00</u>	<u>22,000.00</u>	<u>(30.95)%</u>
	Expense				
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	12,000.00	100.00%
75250	TRANSIT SERVICES- HTA	0.00	4,980.00	0.00	0.00%
	Total Expense	<u>0.00</u>	<u>4,980.00</u>	<u>12,000.00</u>	<u>58.50%</u>
	Net Income	<u>0.00</u>	<u>10,210.00</u>	<u>10,000.00</u>	<u>2.10%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
518 - OWTS - Onsite Wastewater Treatment System  
From 3/1/2020 Through 3/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
54020	PLANNER- APPLICATION PROCESSIN	75.00	700.00	0.00	0.00%
	Total Revenue	<u>75.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.00%</u>
	Expense				
71310	CITY PLANNER-ADMIN. TASKS	17.50	2,629.30	0.00	0.00%
	Total Expense	<u>17.50</u>	<u>2,629.30</u>	<u>0.00</u>	<u>0.00%</u>
	Net Income	<u>57.50</u>	<u>(1,929.30)</u>	<u>0.00</u>	<u>0.00%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
523 - STIP Downton Pedestrian Improvement  
From 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Expense				
65800 Grant Payroll Allocation	0.00	1,406.29	0.00	0.00%
75300 CONTRACTED SERVICES	<u>3,776.48</u>	<u>25,647.17</u>	<u>0.00</u>	<u>0.00%</u>
Total Expense	<u>3,776.48</u>	<u>27,053.46</u>	<u>0.00</u>	<u>0.00%</u>
Net Income	<u>(3,776.48)</u>	<u>(27,053.46)</u>	<u>0.00</u>	<u>0.00%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
524 - DOT Van Wycke Trail  
From 3/1/2020 Through 3/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	27,135.08	0.00	0.00%
	Total Revenue	<u>0.00</u>	<u>27,135.08</u>	<u>0.00</u>	<u>0.00%</u>
	Expense				
65800	Grant Payroll Allocation	1,567.68	10,597.32	0.00	0.00%
74110	GRANT EXPENSE	0.00	28.00	0.00	0.00%
75300	CONTRACTED SERVICES	6,178.00	7,809.75	0.00	0.00%
75330	CONSTRUCTION	<u>5,366.00</u>	<u>5,366.00</u>	<u>0.00</u>	<u>0.00%</u>
	Total Expense	<u>13,111.68</u>	<u>23,801.07</u>	<u>0.00</u>	<u>0.00%</u>
	Net Income	<u>(13,111.68)</u>	<u>3,334.01</u>	<u>0.00</u>	<u>0.00%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
527 - USDA Storm Water Funding  
From 3/1/2020 Through 3/31/2020

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense				
75300      CONTRACTED SERVICES	4,512.00	83,381.56	0.00	0.00%
Total Expense	<u>4,512.00</u>	<u>83,381.56</u>	<u>0.00</u>	<u>0.00%</u>
Net Income	<u>(4,512.00)</u>	<u>(83,381.56)</u>	<u>0.00</u>	<u>0.00%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
528 - Prop 84 Storm Water Grant Project  
From 3/1/2020 Through 3/31/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	8,153.19	0.00	0.00%
	Total Revenue	<u>0.00</u>	<u>8,153.19</u>	<u>0.00</u>	<u>0.00%</u>
	Expense				
65800	Grant Payroll Allocation	1,951.68	18,085.20	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	155.25	0.00	0.00%
	Total Expense	<u>1,951.68</u>	<u>18,240.45</u>	<u>0.00</u>	<u>0.00%</u>
	Net Income	<u>(1,951.68)</u>	<u>(10,087.26)</u>	<u>0.00</u>	<u>0.00%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>				
53020	INTEREST INCOME	0.00	0.00	12,000.00 (100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	720.00	1,000.00 (28.00)%
57100	WATER SALES	24,632.14	249,826.35	315,000.00 (20.69)%
57200	Water Sales - Wholesale	1,110.00	8,550.00	6,500.00 31.54%
57300	NEW WATER HOOK UPS	11,000.00	11,000.00	4,500.00 144.44%
57500	WATER A/R PENALTIES	1,795.60	6,757.11	1,800.00 275.39%
	<b>Total Revenue</b>	<u>38,537.74</u>	<u>276,853.46</u>	<u>340,800.00 (18.76)%</u>
<b>Expense</b>				
61000	EMPLOYEE GROSS WAGE	8,951.73	86,437.34	119,121.00 27.44%
65100	DEFERRED RETIREMENT	1,019.53	9,843.93	13,584.00 27.53%
65200	MEDICAL INSURANCE AND EXPENSE	3,619.54	30,665.96	41,359.00 25.85%
65250	Health Savings Program	1,227.59	1,389.25	1,443.00 3.72%
65300	WORKMEN'S COMP INSURANCE	0.00	3,900.00	4,467.00 12.69%
65600	PAYROLL TAX	750.81	7,242.11	10,152.00 28.66%
68090	CRIME BOND	0.00	275.80	300.00 8.07%
68200	INSURANCE - LIABILITY	0.00	6,206.55	6,100.00 (1.75)%
68300	PROPERTY & CASUALTY	0.00	2,711.45	2,405.00 (12.74)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00 100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	972.75	5,000.00 80.55%
71230	ENGINEER-SPECIAL PROJECTS	0.00	43,282.75	75,000.00 42.29%
71310	CITY PLANNER-ADMIN. TASKS	2,582.10	14,047.65	10,000.00 (40.48)%
71510	ACCOUNTANT-ADMIN TASKS	498.33	6,719.42	9,000.00 25.34%
71620	AUDITOR-FINANCIAL REPORTS	0.00	7,315.00	7,000.00 (4.50)%
72100	BAD DEBTS	0.00	213.79	100.00 (113.79)%
75180	UTILITIES	911.93	12,054.07	14,000.00 13.90%
75190	DUES & MEMBERSHIP	0.00	669.00	125.00 (435.20)%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	203.08	200.00 (1.54)%
75220	OFFICE SUPPLIES & EXPENSE	0.00	3,192.86	3,750.00 14.86%
75240	BANK CHARGES	0.00	20.00	100.00 80.00%
75280	TRAINING / EDUCATION	0.00	313.30	750.00 58.23%
75300	CONTRACTED SERVICES	0.00	1,080.00	8,000.00 86.50%
76110	TELEPHONE	138.67	1,410.89	1,600.00 11.82%
76130	CABLE & INTERNET SERVICE	61.95	495.60	750.00 33.92%
76160	LICENSES & FEES	0.00	6,381.74	3,200.00 (99.43)%
78140	VEHICLE FUEL & OIL	140.39	1,328.00	1,200.00 (10.67)%
78150	VEHICLE REPAIRS	0.00	130.00	2,500.00 94.80%
78160	BUILDING REPAIRS & MAINTENANCE	479.18	479.18	1,250.00 61.67%
78170	SECURITY SYSTEM	25.00	254.50	500.00 49.10%
78190	MATERIALS, SUPPLIES & EQUIPMEN	24.91	3,335.65	5,000.00 33.29%
78200	EQUIPMENT REPAIRS & MAINTENANC	73.78	7,016.82	5,850.00 (19.95)%
79100	WATER LAB FEES	285.00	5,145.81	4,200.00 (22.52)%
79120	WATER PLANT CHEMICALS	2,605.65	5,698.03	7,500.00 24.03%
79130	WATER LINE HOOK-UPS	0.00	6,500.00	4,500.00 (44.44)%
79150	WATER LINE REPAIR	0.00	6,451.26	10,000.00 35.49%
79160	WATER PLANT REPAIR	0.00	0.00	3,000.00 100.00%
	<b>Total Expense</b>	<u>23,396.09</u>	<u>283,383.54</u>	<u>383,506.00 26.11%</u>
	<b>Net Income</b>	<u>15,141.65</u>	<u>(6,530.08)</u>	<u>(42,706.00) (84.71)%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
701 - Cemetery  
From 3/1/2020 Through 3/31/2020

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>				
53020	0.00	0.00	250.00	(100.00)%
58100	1,500.00	32,225.00	9,000.00	258.06%
58150	0.00	(1,410.00)	0.00	0.00%
Total Revenue	<u>1,500.00</u>	<u>30,815.00</u>	<u>9,250.00</u>	<u>233.14%</u>
<b>Expense</b>				
61000	674.99	6,193.31	8,731.00	29.07%
65100	80.99	743.09	1,048.00	29.09%
65200	216.46	1,886.13	2,648.00	28.77%
65250	108.64	123.42	180.00	31.43%
65300	0.00	495.00	327.00	(51.38)%
65600	57.37	526.48	748.00	29.61%
75180	45.23	407.07	493.00	17.43%
75300	0.00	0.00	2,000.00	100.00%
78170	0.00	319.50	450.00	29.00%
78190	0.00	0.00	500.00	100.00%
Total Expense	<u>1,183.68</u>	<u>10,694.00</u>	<u>17,125.00</u>	<u>37.55%</u>
Net Income	<u>316.32</u>	<u>20,121.00</u>	<u>(7,875.00)</u>	<u>(355.50)%</u>



## **CONSENT AGENDA ITEM 3**

### **SUPPORTING DOCUMENTATION ATTACHED**

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3. Law Enforcement Report – April 2020

**HUMBOLDT COUNTY SHERIFF'S OFFICE**

Page 1

## Incident Search Results

City is trinidad or trin, Date Between 4/6/2020 and 4/12/2020

04/13/2020

Date	Inc #	Type	Time	Location	Dispositio
04/06/2020	2004060016	PC	08:28:43	510 BIG LAGOON PARK RD	Cad Documentation Only
04/06/2020	2004060023	PC	09:15:58	LUFFENHOLTZ RD	Cad Documentation Only
04/06/2020	2004060024	PC	09:22:15	MOONSTONE BEACH RD	Cad Documentation Only
04/06/2020	2004060059	AWS	14:15:38	930 SCENIC DR	Negative Service
04/07/2020	2004070013	AWS	07:25:36	930 SCENIC DR	Negative Service
04/07/2020	2004070019	PC	08:05:55	122 MOONSTONE BEACH RD	Cad Documentation Only
04/07/2020	2004070085	COVID	15:28:21	EDWARDS ST/TRINITY ST	Cad Documentation Only
04/07/2020	2004070087	DISP	15:31:13	SCENIC DR	Cad Documentation Only
04/07/2020	2004070095	WELF	16:38:22	753 PATRICKS POINT DR	No Report
04/07/2020	2004070109	PED	18:59:49	380 JANIS CT	Field Interview
04/07/2020	2004070127	TPAT	21:30:59	100 MAIN ST	No Report
04/08/2020	2004080025	PC	08:58:48	BIG LAGOON PARK	Cad Documentation Only
04/08/2020	2004080027	PC	09:39:33	(UNKNOWN ADDRESS)	Cad Documentation Only
04/08/2020	2004080029	PC	09:52:32	(UNKNOWN ADDRESS)	Cad Documentation Only
04/08/2020	2004080032	PC	09:59:43	(UNKNOWN ADDRESS)	Cad Documentation Only
04/08/2020	2004080066	INV	14:13:52	.199 NORTH WEST HAVEN DR	Cad Documentation Only
04/08/2020	2004080084	TEST	16:10:06	111 ALDER LN	Test
04/08/2020	2004080106	COVID	19:02:01	SCENIC DR	Cad Documentation Only
04/09/2020	2004090003	SHOTSH	00:19:58	1001 N WESTHAVEN DR	Quiet on Arrival or Departur
04/09/2020	2004090032	PC	09:38:51	SCENIC DR	Complaint Revocation
04/09/2020	2004090069	SUSPC	13:31:19	875 PATRICKS POINT DR	Unable to Locate
04/09/2020	2004090099	ASSISTA	17:02:02	795 UNDERWOOD DR	Negative Service
04/09/2020	2004090104	594	17:56:19	463 TRINITY ST	Cad Documentation Only
04/10/2020	2004100046	INV	11:08:28	.HOUDA POINT	Report Taken
04/10/2020	2004100056	COVID	12:33:57	659 S WESTHAVEN DR	Civil Problem
04/10/2020	2004100078	ANIMAL	15:36:50	US HWY 101 ON RAMP	Unable to Locate
04/10/2020	2004100107	PC	19:32:44	MOONSTONE BEACH RD	Not as Reported
04/10/2020	2004100116	SHOTSH	20:43:26	1554 FOX FARM RD	Unoccupied
04/10/2020	2004100119	XFER	21:18:06	475 WAGNER ST	Xfer to Medical
04/10/2020	2004100120	XFER	21:26:17	475 WAGNER ST	Xfer to Medical
04/11/2020	2004110024	TPAT	08:39:17	463 TRINITY ST	No Report
04/11/2020	2004110038	COVID	10:39:09	SCENIC DR	Cad Documentation Only
04/11/2020	2004110058	TPAT	13:50:40	463 TRINITY ST	No Report
04/11/2020	2004110059	TPAT	13:51:03	463 TRINITY ST	No Report
04/11/2020	2004110061	PC	13:54:32	SCENIC DR	No Report
04/11/2020	2004110072	PC	14:48:52	BIG LAGOON COUNTY PARK	No Report
04/11/2020	2004110116	33X	19:47:40	10 METSKO LN	Cancel Per Rp
04/12/2020	2004120044	PC	12:23:54	480 PATRICKS POINT DR	Cad Documentation Only
04/12/2020	2004120051	PROPL	12:51:49	MOONSTONE BEACH RD	Pending Recontact From Rp
04/12/2020	2004120121	33X	23:04:59	1658 PATRICKS POINT DR	Billable Alarm



# HUMBOLDT COUNTY SHERIFF'S OFFICE

Incident Search Results  
City is trinidad or trin, Date Between 4/13/2020 and 4/19/2020

04/21/2020

Date	Inc #	Type	Time	Location	Dispositio
04/13/2020	2004130039	FU	11:06:27	(UNKNOWN ADDRESS)	Unable to Locate
04/13/2020	2004130040	PC	11:26:23	(UNKNOWN ADDRESS)	Cad Documentation Only
04/13/2020	2004130063	415N	13:58:34	MOONSTONE BEACH RD	Cad Documentation Only
04/13/2020	2004130075	PC	15:27:50	300 TRINITY ST	No Report
04/13/2020	2004130077	911M	15:42:42	122 MOONSTONE BEACH RD	Accidental Dial
04/13/2020	2004130082	PC	15:51:03	86 RAYIPA LN	Unable to Locate
04/13/2020	2004130090	33X	16:32:47	10 METSKO LN	Cancel Per Rp
04/14/2020	2004140016	UNW	06:32:20	357 MAIN ST	Advised to Move Along
04/14/2020	2004140037	WELF	09:52:44	199 N WESTHAVEN DR	Cad Documentation Only
04/14/2020	2004140042	PC	10:23:24	510 BIG LAGOON PARK RD	Cad Documentation Only
04/14/2020	2004140050	ASSISTP	11:19:40	100 MOONSTONE BEACH RD	Cad Documentation Only
04/14/2020	2004140061	602	12:22:29	651 PARKER ST	Arrest Made
04/14/2020	2004140118	PC	19:37:55	SCENIC DR	No Report
04/14/2020	2004140119	TPAT	19:45:54	100 MAIN ST	No Report
04/15/2020	2004150063	WELF	12:52:57	199 N WESTHAVEN DR	Agency Assist
04/15/2020	2004150111	TRF	16:59:17	201 MAIN ST	Warned
04/15/2020	2004150137	33X	19:13:09	2060 PATRICKS POINT DR	Billable Alarm
04/16/2020	2004160130	XFER	18:55:38	BIG LAGOON PARK RD/STATE	Xfer to CHP
04/16/2020	2004160135	ANIMAL	19:27:47	3415 PATRICKS POINT DR	Scheduled Incident Created
04/17/2020	2004170020	ANIMAL	08:00:31	3415 PATRICKS POINT DR	Cad Documentation Only
04/17/2020	2004170115	INC	18:03:24	330 VIEW AVE	Cad Documentation Only
04/17/2020	2004170131	415	19:44:35	N/A	Unable to Locate
04/17/2020	2004170133	HAILED	20:06:06	SCENIC DR	Cad Documentation Only
04/17/2020	2004170148	SAR	22:06:46	.MARTIN CREEK TRAIL	Cad Documentation Only
04/18/2020	2004180061	911M	13:23:30	135 HIMALAYA DR	Accidental Dial
04/18/2020	2004180068	242	14:13:24	389 MAIN ST	Report Taken
04/18/2020	2004180090	DISP	16:58:45	284 BIG LAGOON PARK RD	Cad Documentation Only
04/19/2020	2004190070	XFER	15:38:05	199 N WESTHAVEN DR	Xfer to CHP
04/19/2020	2004190075	ASSISTP	16:26:11	199 N WESTHAVEN DR	Cad Documentation Only
04/19/2020	2004190091	XFER	17:52:37	.101/NEAR TRINIDAD	Xfer to CHP
04/19/2020	2004190119	WELF	22:15:33	1005 CEDAR AVE	Cad Documentation Only



# HUMBOLDT COUNTY SHERIFF'S OFFICE

Incident Search Results  
City is trinidad or trin, Date Between 4/20/2020 and 4/26/2020

04/27/2020

Date	Inc #	Type	Time	Location	Dispositio
04/20/2020	2004200047	COVID	09:46:43	840 VAN WYCKE ST	Online Report
04/20/2020	2004200048	ASSISTA	09:47:13	716 FERNCREST RD	Cad Documentation Only
04/20/2020	2004200137	XFER	18:29:50	US HWY 101 OFF RAMP/HIGH	Xfer to CHP
04/21/2020	2004210033	488	09:57:00	COLLEGE COVE PARK	Report Taken
04/21/2020	2004210102	459R	16:04:08	.TRINIDAD	Cad Documentation Only
04/22/2020	2004220041	WELF	09:53:56	660 PATRICKS POINT DR	Cad Documentation Only
04/22/2020	2004220050	459	10:13:18	185 BAKER RANCH RD	Report Taken
04/22/2020	2004220124	XPAT	21:10:38	185 BAKER RANCH RD	No Report
04/23/2020	2004230011	XPAT	03:00:39	185 BAKER RANCH RD	Duplicate Call
04/23/2020	2004230015	33X	05:14:02	181 OCEAN VIEW DR	Cancel Per Rp
04/23/2020	2004230023	BEACH	07:50:10	510 BIG LAGOON PARK RD	No Report
04/23/2020	2004230025	BEACH	08:26:51	TRINIDAD STATE BEACH	No Report
04/23/2020	2004230039	XFER	10:05:05	BIG LAGOON PARK RD/STATE	Xfer to CHP
04/23/2020	2004230042	SUSPP	10:11:53	357 MAIN ST	Gone On Arrival
04/23/2020	2004230046	BEACH	10:41:09	510 BIG LAGOON PARK RD	No Report
04/23/2020	2004230051	XPAT	10:52:04	(UNKNOWN ADDRESS)	Cad Documentation Only
04/23/2020	2004230059	SUSPP	11:38:49	16 DRIFTWOOD LN	Unable to Locate
04/24/2020	2004240005	XPAT	03:00:35	185 BAKER RANCH RD	Unable to Locate
04/24/2020	2004240009	TPAT	04:21:16	TRINITY ST	Quiet on Arrival or Departur
04/24/2020	2004240044	COVID	10:59:36	SCENIC DR	Briefing Information
04/24/2020	2004240072	TPAT	13:42:28	SCENIC DR	No Report
04/25/2020	2004250010	XPAT	03:00:07	185 BAKER RANCH RD	Cad Documentation Only
04/25/2020	2004250026	SUSPP	08:45:32	SCENIC DR	Gone On Arrival
04/25/2020	2004250040	XFER	10:36:54	505 WEST ST	Xfer to Medical
04/25/2020	2004250069	TPAT	14:14:39	SCENIC DR	Warned
04/25/2020	2004250098	XFER	18:23:03	4150 PATRICKS POINT DR	Xfer to another agency
04/25/2020	2004250146	5150	23:32:02	1030 S WESTHAVEN DR	Cad Documentation Only
04/26/2020	2004260012	XPAT	03:00:26	185 BAKER RANCH RD	Cad Documentation Only
04/26/2020	2004260071	UNAILED	15:17:04	SCENIC DR/MOONSTONE BEAC	Cad Documentation Only
04/26/2020	2004260073	FP	15:30:06	MOONSTONE BEACH RD	No Report
04/26/2020	2004260095	WELF	18:37:52	389 MAIN ST	Cad Documentation Only



# HUMBOLDT COUNTY SHERIFF'S OFFICE

## Incident Search Results

City is trinidad or trin, Date Between 4/27/2020 and 5/3/2020

05/04/2020

Date	Inc #	Type	Time	Location	Dispositio
04/27/2020	2004270008	XPAT	03:00:13	185 BAKER RANCH RD	Cad Documentation Only
04/27/2020	2004270027	ANIMAL	08:22:28	/1 MILE SOUTH ON PATRICK	Gone On Arrival
04/27/2020	2004270051	459R	10:03:43	501 S WESTHAVEN DR	Report Taken
04/27/2020	2004270097	CWS	15:37:43	300 TRINITY ST	Scheduled Incident Created
04/27/2020	2004270100	FP	15:45:14	HUDA POINT	Cad Documentation Only
04/28/2020	2004280001	XFER	00:06:20	1116 STAGECOACH RD	Xfer to Fire
04/28/2020	2004280004	XPAT	03:00:05	185 BAKER RANCH RD	No Report
04/28/2020	2004280006	VEHI	03:53:52	999 SCENIC DR	Parking Cite
04/28/2020	2004280008	VEHI	04:07:39	999 SCENIC DR	Warned
04/28/2020	2004280016	CWS	07:00:41	300 TRINITY ST	Cad Documentation Only
04/28/2020	2004280018	PC	07:04:10	(UNKNOWN ADDRESS)	Cad Documentation Only
04/28/2020	2004280091	XFER	15:03:38	1 NORTH WESTHAVEN DR	Xfer to CHP
04/28/2020	2004280107	CAMP	16:18:57	540 N WESTHAVEN DR	Unable to Locate
04/28/2020	2004280114	CWS	17:31:20	787 FRONTAGE RD	Report Taken
04/28/2020	2004280120	PC	18:13:02	122 MOONSTONE BEACH RD	Warned
04/29/2020	2004290008	XPAT	03:00:43	185 BAKER RANCH RD	Cad Documentation Only
04/29/2020	2004290034	594	08:46:05	199 N WESTHAVEN DR	Report Taken
04/29/2020	2004290041	FP	09:13:44	.HOUDA POINT	Cad Documentation Only
04/29/2020	2004290063	PARK	11:35:24	TRINIDAD PARK AND RIDE	Warned
04/29/2020	2004290074	XFER	12:34:06	265 IDLEWOOD	Xfer to Medical
04/29/2020	2004290145	CIVIL	21:09:21	1068 N WESTHAVEN DR	Civil Problem
04/30/2020	2004300058	PC	11:22:25	SCENIC DR	No Report
04/30/2020	2004300090	TPAT	14:38:25	SCENIC DR	No Report
04/30/2020	2004300118	ASSISTA	17:41:27	951 KINGDOM RD	Report Taken
04/30/2020	2004300145	SHOTSH	22:07:27	1360 PATRICKS POINT DR	Quiet on Arrival or Departur
05/01/2020	2005010037	PC	08:53:24	BIG LAGOON COUNTY PARK	Cad Documentation Only
05/01/2020	2005010052	XFER	10:42:40	307 N WESTHAVEN DR	Xfer to Medical
05/01/2020	2005010112	INC	16:23:58	.BAKER BEACH	Cancel Per Rp
05/01/2020	2005010136	PED	18:50:31	27 SCENIC DR	Field Interview
05/02/2020	2005020040	TPAT	09:22:06	SCENIC DR	No Report
05/02/2020	2005020044	PC	09:38:57	BIG LAGOON COUNTY PARK	No Report
05/02/2020	2005020048	33P	09:59:55	1116 STAGECOACH RD	Billable Alarm
05/02/2020	2005020139	SHOTSH	21:21:37	WESTHAVEN DR	Quiet on Arrival or Departur
05/03/2020	2005030033	ASSISTP	09:23:46	950 SCENIC DR	Public Assist
05/03/2020	2005030090	PC	16:19:36	53 OCEAN VIEW DR	Cad Documentation Only
05/03/2020	2005030091	PARK	16:24:41	BIG LAGOON PARK RD	Merged Cfs



## **CONSENT AGENDA ITEM 4**

### **SUPPORTING DOCUMENTATION ATTACHED**

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4. City Manager Contract Renewal

This EMPLOYMENT AGREEMENT ("Agreement") is made and entered into on May 12, 2020, by and between the **CITY OF TRINIDAD, CALIFORNIA**, (hereinafter "Employer"), and **Eli Naffah** (hereinafter "Employee").

## **RECITALS**

WHEREAS, the Employer is represented in this Employment Agreement by its governing body, the City Council; and

WHEREAS, the Employee has significant applicable experience in local government and public sector management that qualifies him to perform the duties of City Manager; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

## **AGREEMENT**

### **Section 1. DUTIES OF THE EMPLOYER**

It shall be the responsibility of the Employer to provide timely support and assistance to the Employee in his role as the City Manager.

The Employer shall provide policy guidance to the Employee by ongoing acts of the City Council.

### **Section 2. DUTIES OF THE EMPLOYEE**

A. City Management: It shall be the responsibility of the Employee to manage the daily affairs of the City of Trinidad in a manner that is consistent with the generally accepted practices of city management in the State of California.

B. Law Enforcement: It shall be the duty of the Employee to see that all laws and ordinances of the Employer are duly enforced, and to see that all franchises, licenses, and permits granted by the Employer, and contracts entered into by the Employer are faithfully performed and observed.

C. Authority Over Other Employees: It shall be the duty and the authority of the Employee to control and give directions to all City Staff and contracted employees such as the City Planner, City Attorney, City Building Inspector.

D. Power of Appointment and Removal: It shall be the duty of the Employee to appoint, remove, promote, demote, suspend, or dismiss all officers and employees of the Employer, subject to all applicable personnel ordinances, rules and regulations. No department head shall be appointed or removed until the Employee has first reviewed such appointment or removal with the City Council and received approval of such appointment or removal from the City Council, in Executive Session.

E. Legislative Recommendations: It shall be the duty of the Employee to recommend to the City Council for adoption of measures, ordinances, and resolutions as he deems necessary or expedient.

F. Council Meetings and Records: It shall be the duty of the Employee to prepare agenda materials for City Council meetings, and to maintain a complete and up-to-date record of the City Council meetings.

G. Attendance at City Council Meetings: The Employee shall attend all meetings of the City Council except (1) when specifically excused from attending a particular meeting, or (2) when his removal is under consideration by the City Council.

H. Financial Reports: The Employee shall keep the City Council at all times fully advised as to the financial condition and needs of the Employer.

I. Budget Preparation: It shall be the duty of the Employee to prepare and submit the proposed Annual Budget to the City Council for its consideration and to be responsible for the efficient administration of the budget after its adoption by the City Council.

J. Fiscal Responsibility: It shall be the responsibility of the Employee to allocate funds and approve expenditures necessary for the ongoing operations of the City of Trinidad, in accordance with allocation made in the approved and/or amended Annual Budget.

K. Long Term Planning: The Employee, with assistance from staff and consultants, shall develop long-range plans and capital improvement programs for maintaining and upgrading of City of Trinidad facilities, buildings, and infrastructure.

L. Tracking Laws: The Employee shall keep track of changes to State and Federal laws that are applicable to the Employer.

M. Grant Applications: It shall be the responsibility of the Employee, with assistance from staff and consultants, to apply for and administer Federal, State, and private foundation grant funding.

N. Employee Relations: It shall be the responsibility of the Employee to carry out the labor relations process on behalf of the City Council.

O. Additional Duties: The City Council may, from time to time by ordinance, resolution, or other action, fix any such other terms and conditions of employment as it may determine, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Trinidad's Municipal Code, or any other law. It shall be the duty of the Employee to perform such other duties and exercise such other powers as may be delegated to him by the City Council.

### **Section 3. SPECIFIC PROJECT DUTIES**

The Employer may direct the Employee to undertake and manage specific projects leading to the betterment of the City of Trinidad and the established policy guidelines of the City Council.

Specific projects will vary and will be defined by the City Council. Examples of specific projects may include updating of the General Plan, pursuit of improvements to the Water System, preparing or managing the preparation of new or amended plans or studies, undertaking of negotiations for new or revised professional services, and solicitation of actions that would improve the revenue situation for the Employer.

### **Section 4. DIRECTION AND SUPERVISION OF THE EMPLOYEE**

The Employee must be able to perform the duties of this position on an ongoing basis with minimal direction from the Employer.

The Employee shall take specific directions, orders, and instructions from the Employer through action of the majority of the City Council acting in a duly convened meeting, and no individual Council member shall give any orders or instructions to the Employee.

## **Section 5. WORK SCHEDULE OF THE EMPLOYEE**

The Employer and the Employee agree that the Employee shall carry out the above responsibilities ***forty-seven weeks*** a year, at an average rate of ***30 hours per week***, for an annual total of no more than ***1410*** hours. Of the 47 weeks contracted for, it is anticipated and expected that the Employee shall work (a) at least one day each week, and (b) four days per week generally. The Employee shall receive advance approval from the Mayor for being absent any of the remaining five weeks of the year that the Employee is not contracted to work at all.

The Employee will report for work at a work location to be provided by the Employer during normal work hours, and at such other times (such as evening meetings) as to be determined and agreed upon by the Employer and the Employee.

Of the contracted 1410 hours annually, some flexibility in hours worked per day or per week is assumed, to allow for personal or family events, or for extraordinary council sessions, etc.

The Employee will be asked to attend annual meetings of the California League of Cities. The Employer will cover expenses for attendance at said meetings, not to exceed 2 (two) meetings per year.

## **Section 6. COMPENSATION**

The Employee shall receive an annual salary of ***\$79,000*** effective at the next full pay period after the date of this agreement.

The Employee shall be provided with a ***City cell phone*** for City business. This cell phone provision assumes reasonable access to the City Manager after hours by City Staff.

The Employee shall be included in the ***Life Insurance benefit*** provided to full time City Employees.

To the extent allowed by law, the Employee will be allowed to pay some of his hourly compensation, before taxes, into the Employer's deferred compensation plan. The Employee shall receive ***the equivalent of 6% of the employee's salary as a City contribution to Employer's deferred compensation plan and up to an additional amount of 6% of the employee's salary paid by the City based on the level of contribution by the employee.***

The Employee shall receive \$400 per month as a ***Rent Stipend*** to offset the cost of renting housing in the Greater Trinidad area, in order to be readily accessible to the City.

There are no other compensation or benefits provided to the Employee by the Employer.

## **Section 7. TERM**

The term of this agreement shall continue through the November 2020 election, at which point we will reassess, only if the sales tax initiative does not pass. If the tax does not pass, the Council will review the compensation portion of this contract.

The term of this Agreement shall be from May 12, 2020 through May 11, 2021, if the sales tax initiative passes.

Employee agrees that, during the periods described in Section 5 herein, Employee remains in the exclusive employ of Employer during the employment term and will neither accept employment nor become employed by another employer which requires the performance of work duties during the periods described. Notwithstanding this, and at the sole discretion of Employer, Employee may accept compensation for outside consulting, writing, or speaking engagement; or while teaching or training; or while serving on the Board of Directors of one or more corporations; provided, however, that such outside activities or work are not inconsistent or incompatible with City of Trinidad employment. Remaining on the faculty with College of the Redwoods is permitted within this provision.

At the end of the term of this Agreement, the Agreement shall be reconsidered by both parties and, at such time, may be terminated or extended with any modifications that are agreed upon by both parties.

### **Section 8. INDEMNIFICATION**

In addition to that required under state and local law, the Employer shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of a lawful alleged act or omission occurring in the performance of Employee's duties. Employer will compromise and settle such claims or disputes as appropriate and pay the amount of any settlement or judgment rendered thereon.

### **Section 9. PERFORMANCE EVALUATION**

The City Council shall review and evaluate annually the performance of the Employee. Said review and evaluation shall be in accordance with the POSITION RESPONSIBILITIES of the attached document: ***City Manager Job Description & Evaluation***. Said POSITION RESPONSIBILITIES may be added to or deleted from as the Council may from time to time determine, in consultation with Employee. Further, the City Council shall provide the Employee with a summary written statement of the findings of the City Council and provide an adequate opportunity for the Employee to discuss his evaluation with the City Council.

Annually, the City Council and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of the City of Trinidad and the attainment of the City Council's policy objectives and shall further establish a relative priority among those goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations involved.

In effecting the provisions of this Section, the City Council and Employee mutually agree to abide by the provisions of applicable law.

### **Section 10. AT-WILL EMPLOYMENT**

This is an at-will employment relationship, and either the Employer or the Employee may terminate the relationship for any reason, with or without cause, and without prior written notice, except as specified in Section 11 of this Agreement.

Pursuant to the Trinidad Municipal Code, the parties acknowledge and agree that the City Manager serves at the pleasure of the City Council; that there exists no contract for or right of employment, either express or implied, with the sole exception of the provisions contained herein; that the City Council may terminate the employment of the Employee with or without cause; and that upon such termination, with or without cause, Employee's sole remedy under the laws of the State of California, the laws of these United States, the Trinidad Municipal Code, and this Agreement consists of the provisions contained herein.

#### **Section 11. TERMINATION OF THE AGREEMENT**

The removal/dismissal of the Employee shall be effected only by a majority vote of the entire City Council. In the event of termination of this Agreement by the Employer ***for*** cause, the Employee shall be provided no severance payment, and will be paid for any work done to the time of termination.

In the event of termination of this Agreement by the Employer ***without*** cause, the Employee shall be provided a severance payment equivalent to one month's pay at the Employee's current compensation level.

'Cause' for the purposes of this paragraph, shall be defined as a documented failure of the Employee to effectively perform the duties of the position as defined in Section 2, or other specific action by the Employee which a majority of the City Council finds to warrant termination of the agreement.

In the event that the City Council elects to terminate the Agreement, the Employee will be provided the option to resign from the position.

In the event of termination of this Agreement by act of the Employee, the Employee will act in a professional manner by giving ***60 days*** notification to the City Council and will assist in whatever transition is necessary upon his termination of employment, within reason.

#### **Section 12. AMENDMENTS**

Unless otherwise specified herein, this Agreement may be changed or modified only upon written consent of the parties hereto.

#### **Section 13. GENERAL PROVISIONS**

If any provisions, or any portion thereof, contained in this Agreement are held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

If any provisions of the City of Trinidad's Personnel Rules, Regulations, and Policies conflict with the at-will employment status described in this Agreement, such conflicts will be resolved in favor of the at-will status contained in this Agreement.

Employer and Employee agree that they will, at all times, assist each other in defending any litigation involving the City of Trinidad, or Employer's duties with Employer, and Employer agrees to defend Employee against any claim or action against him arising out of an act or omission occurring within the scope of Employee's employment. The parties shall each comply with the requirements of Section 825 of the Government Code or its successor implementing this paragraph.

**Section 14. ENTIRE AGREEMENT**

This Agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the provision thereof and supersedes any and all prior agreements and understanding, oral or written, in connection therewith.

**Section 15. COUNTERPARTS**

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together, shall constitute one and the same Agreement.

**EXECUTION OF THE AGREEMENT**

The Employer approved this agreement and authorized the Mayor to sign on the Employer's behalf at their duly noticed Council meeting of May 12, 2020.

IN WITNESS THEREOF, the Employer and the Employee have executed this Agreement effective May 12, 2020

EMPLOYER

EMPLOYEE

By: \_\_\_\_\_  
Mayor Ladwig

By: \_\_\_\_\_  
Eli Naffah

Date: \_\_\_\_\_, 2020

Date: \_\_\_\_\_, 2020



## **DISCUSSION AGENDA ITEM 1**

### **SUPPORTING DOCUMENTATION ATTACHED**

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1. Discussion/Decision regarding Trails Committee recommendation for a Covid-19 Trails Safety Protocol.

## Trinidad City Manager

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**From:** tdavies@trinidad.ca.gov  
**Sent:** Thursday, April 30, 2020 7:11 PM  
**To:** Eli Naffah  
**Cc:** Angela Zetter  
**Subject:** FWD: Motion from Tonight's Meeting

Eli  
Below is the motion for COVID trail closure from the Trails Committee. Please include in the agenda for the next Council meeting.

Thank you.  
Tom

----- Original Message -----

Subject: Motion from Tonight's Meeting  
From: "[azetter@trinidad.ca.gov](mailto:azetter@trinidad.ca.gov)" <[azetter@trinidad.ca.gov](mailto:azetter@trinidad.ca.gov)>  
Date: 4/30/20 7:06 pm  
To: "[tdavies@trinidad.ca.gov](mailto:tdavies@trinidad.ca.gov)" <[tdavies@trinidad.ca.gov](mailto:tdavies@trinidad.ca.gov)>

Motion (Davies/Kenny) to recommend that there be a formal policy established and followed before any trail is closed. The following are specific to a COVID-19 safety protocol which are as follows: (brushing, ensuring line of sight, and having signage notifying users of masks requirements when social distancing cannot be met). Passed (5-0). Passed unanimously.

Have a great night!

Sincerely,

Angela Zetter  
Administrative Support  
City of Trinidad  
PO Box 390  
409 Trinity Street  
Trinidad, CA 95570  
707.677.0223  
[www.trinidad.ca.gov](http://www.trinidad.ca.gov)



## **DISCUSSION AGENDA ITEM 2**

### **SUPPORTING DOCUMENTATION ATTACHED**

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2. Continued Discussion/Decision regarding 2020 Sales Tax Election & Calendar Update.

# DISCUSSION/ACTION AGENDA

Date: May 12, 2020 – Continued from April 14, 2020

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**Item:** Consideration of Sales Tax Extension

**Background:** In April, 2004, the City of Trinidad voters approved a ballot measure to impose a 1% transactions and use tax (sales tax) for a period of four years, which took effect on January 01, 2005 and ended on December 31, 2008.

In 2008, the voters approved a .75% sales tax, effective April 01, 2009 for four years. Collection of this additional tax was scheduled to end on March 31, 2013, but was put before the voters again in November 2012, and approved for four more years. Then, again in 2018 the voters approved by a 63% majority to extend the tax another four years.

The additional tax has generated an average of approximately \$133,000 per year, representing roughly 18% of the total General Fund revenue budget, and supplements (significantly) the core services that City government provides; Police, Fire, Public Works, park & trail maintenance, and public facilities such as the Library, Park, and Town Hall.

In order to continue either the .75% tax add-on or implement a different tax, a measure will need to be included on the November 2020 ballot. There would be no preparatory costs assessed by the Board of Equalization in the event the current tax add-on is continued. If the tax add-on lapsed and was subsequently approved at a later date, the Board of Equalization will assess an implementation cost of approximately \$16,000.

The recent Covid-19 pandemic crisis has thrown a serious wrench into the process by not only complicating revenue comparisons and expectations based on normal years, but also anticipating voter sentiment. Considering the ripple effects that the economic collapse will have on the general revenue sources for perhaps years to come, it's hard to imagine the compounding impact that not having the additional sales tax revenue could have on the City's ability to provide some very basic services.

At the April 14 meeting, the Council asked to tie this discussion in with preliminary 2020-2021 revenue projections. In response, Staff has added a few more slides to the presentation given on April 14 that will shed some light on possible scenarios that could play out, and also provide insight as to how prepared the City is to weather the storm.

**Deadlines:** If the Council decides to proceed with a sales tax measure, the November election ballot will ask the voters to decide on 1) the Sales Tax Measure, and 2) selecting 3 Councilmembers. There are deadlines shared with the Sales Tax Election decision, and others that are independent from the Sales Tax election schedule:

**FIRST DEADLINE: June 09, 2020 Council meeting:**

1. Final decision to proceed or sunset the Sales Tax Increase must be made.

**SECOND DEADLINE: July 14, 2020 Council meeting:**

1. If a decision is reached to continue the sales tax increase, the wording must be drafted and approved in a resolution. Staff will draft the resolution based upon the decision reached at the June (or earlier) meeting and include it for adoption at the July (or earlier) Council meeting.

2. A second resolution will be required at this meeting to approve requesting that the City and County consolidate their elections. Clerk will have the resolution prepared for discussion/approval at this meeting, regardless of the Sales Tax decision.

The next steps following the July Council meeting deadline will be advised after each benchmark decision is reached. The Clerk's office will provide monthly updates and announcements to the Council regarding publishing deadlines and required notifications for both elements of the election.

**Proposed Action:**

Provide direction to staff to prepare documentation for a ballot measure for the November election regarding the add-on .75% Sales Tax.



# **ADD-ON .75 SALES TAX**

**MAY 12, 2020 CITY COUNCIL MEETING**

# **SALES TAX ELECTION HISTORY...**

- **November 2004 General Election**
  - Voters approved 1% Sales Tax Increase for 4-years
- **April 2007 Special Election**
  - Voters denied 1% Sales Tax Extension for 4-years
- **November 2008 General Election**
  - Voters approved .75% Sales Tax Increase for 4-years
- **November 2012 General Election**
  - Voters approved .75% Sales Tax Extension for 4 more years
- **November 2016 General Election**
  - Voters approved .75% Sales Tax Extension for an additional 4 years

**2016 - Passed with 63% Approval**

# **SALES TAX GENERATORS...**

- **RETAIL - Transactions**

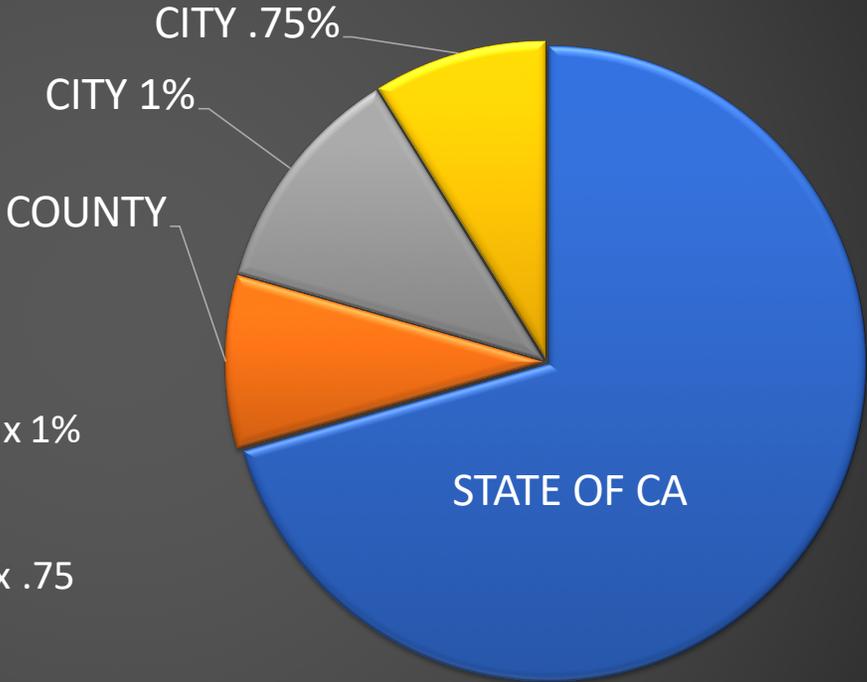
- Gas Station
- Restaurants
- Gift Shops
- Grocery (only certain items)
- Online Shopping

- **BIG TICKET ITEMS - Use**

- Vehicle Purchases
- Construction Material Delivery
- Appliance Delivery

# 8.5% SALES TAX RATE BREAKDOWN

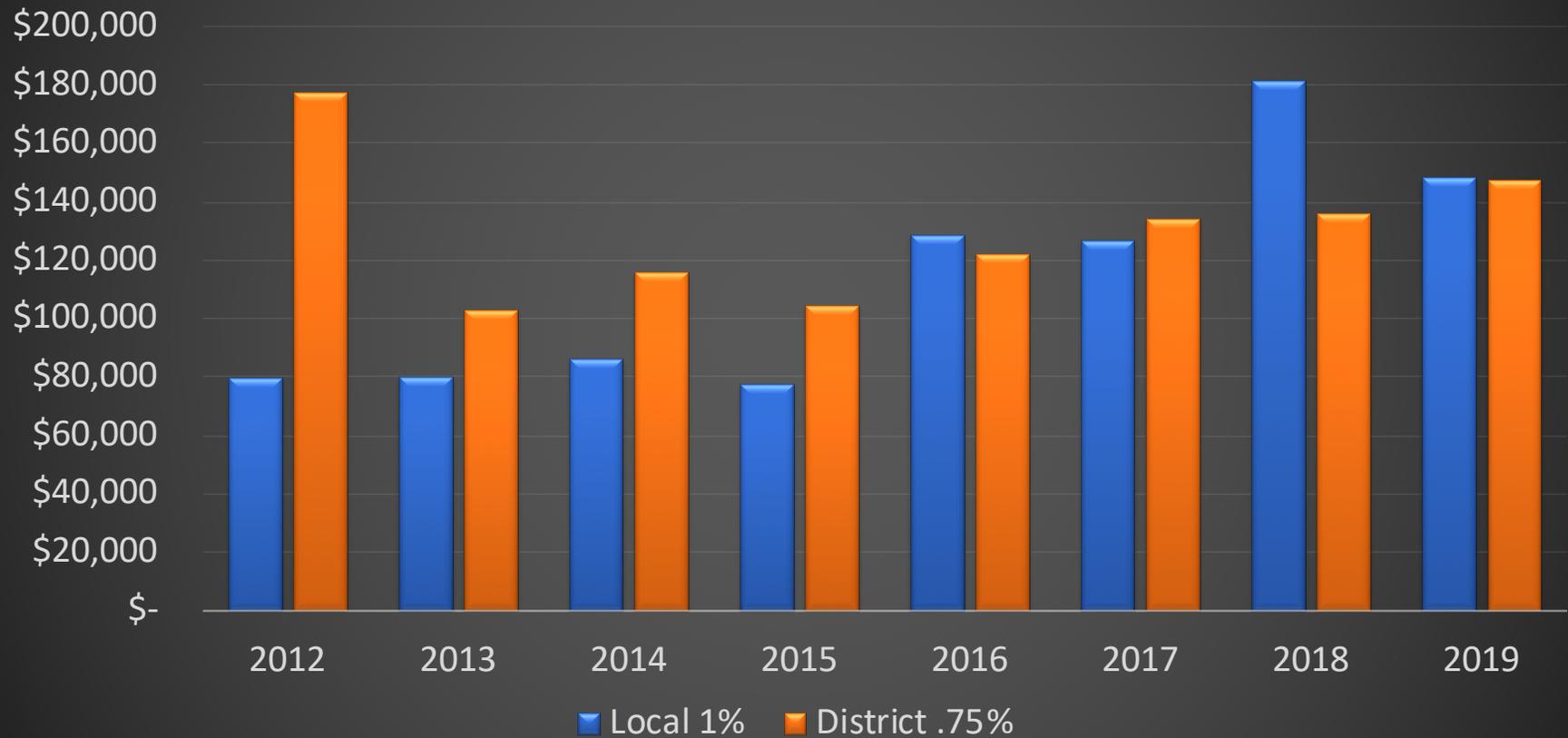
- State Tax 6.0%
- County of Humboldt Combined .75%
- City of Trinidad Bradley-Burns Local Tax 1%
- City of Trinidad Transactions & Use Tax .75



# SALES TAX SOURCE COMPARISON 2012-2019

<b>Fiscal Year</b>	<b>Local 1%</b>	<b>District .75%</b>	<b>Audit Total</b>
2012	\$ 79,646	\$ 177,182	\$ 256,828
2013	\$ 80,020	\$ 102,775	\$ 182,795
2014	\$ 86,153	\$ 115,674	\$ 201,827
2015	\$ 77,470	\$ 104,473	\$ 181,943
2016	\$ 128,389	\$ 121,979	\$ 250,368
2017	\$ 126,595	\$ 134,210	\$ 260,805
2018	\$ 181,208	\$ 135,629	\$ 316,837
2019	\$ 148,153	\$ 147,250	\$ 295,403

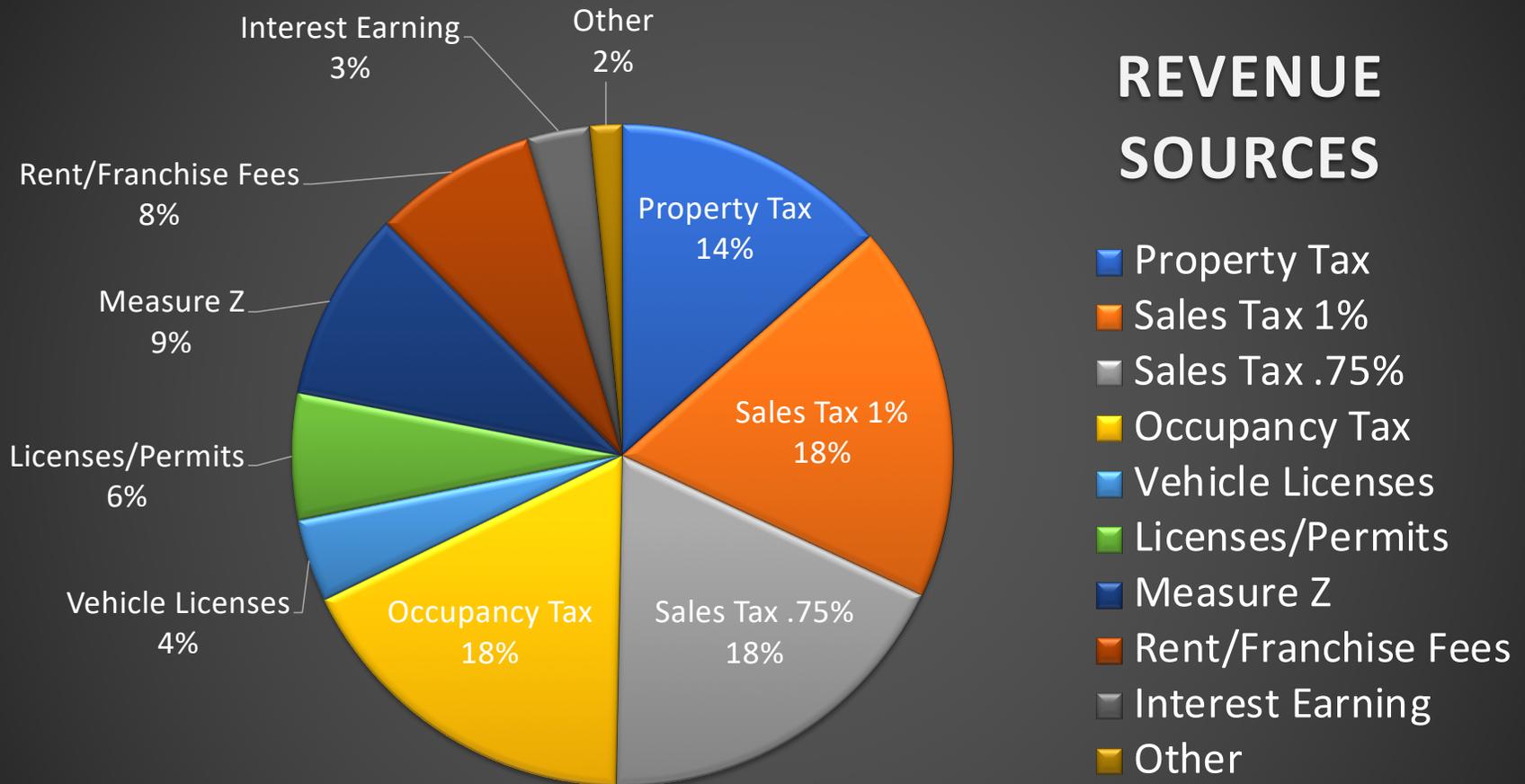
# SALES TAX SOURCE COMPARISON



## City of Trinidad General Fund Revenue Sources 2019

Sales Tax 1%	\$ 148,143		
Sales Tax .75%	\$ 147,250		
Occupancy Tax	\$ 140,583		
Property Tax	\$ 108,414		
Vehicle Licenses	\$ 32,426		
Licenses/Permits	\$ 49,668		
Measure Z	\$ 75,000		
Rent/Franchise Fees	\$ 64,185		
Interest Earning	\$ 24,439		
Other	\$ 12,632		
<b>Total</b>	<b>\$ 802,740</b>		

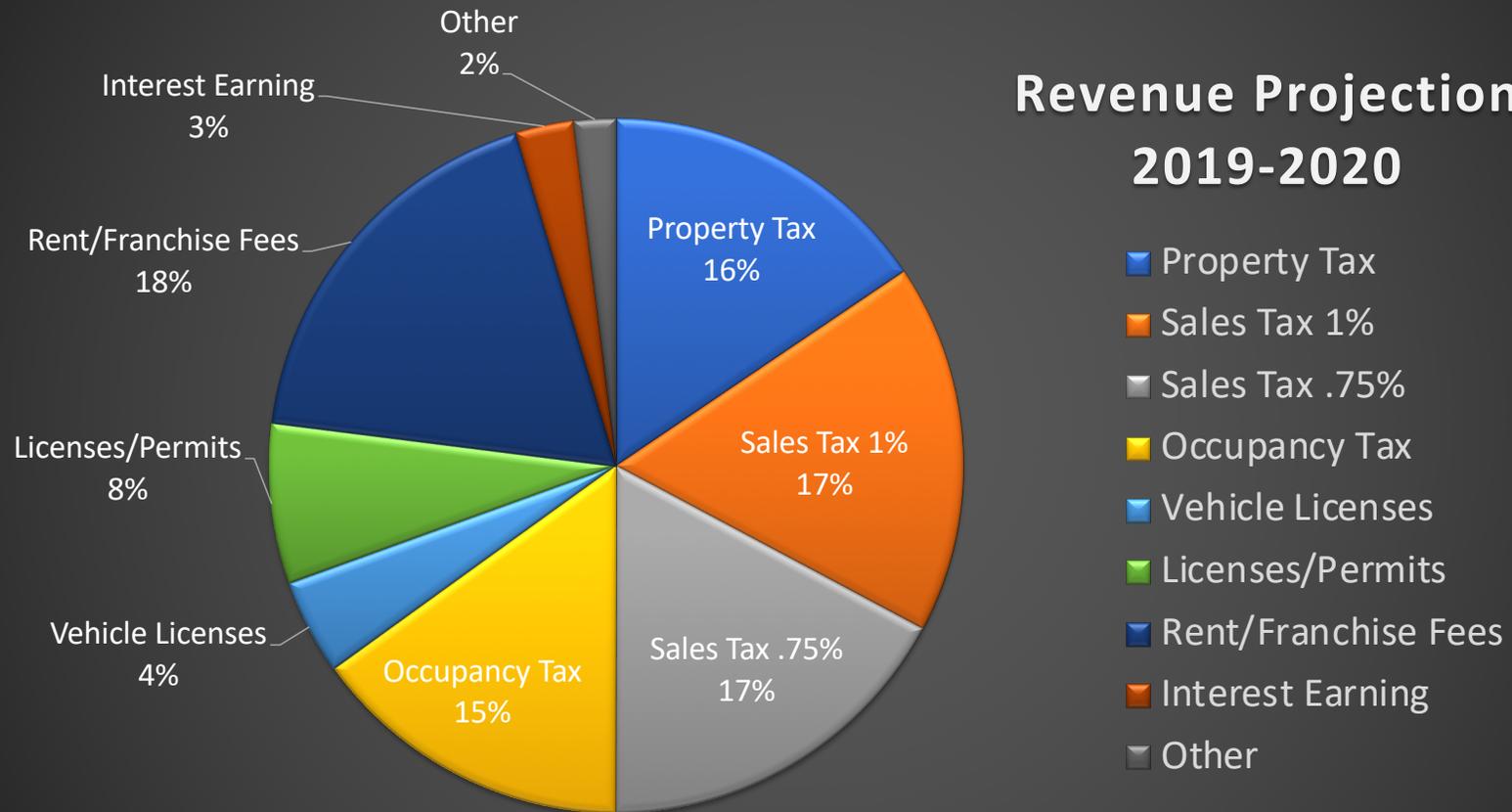
# REVENUE SOURCES



### City of Trinidad General Fund Revenue Source Projection FY 2020

Property Tax	\$ 100,000				
Sales Tax 1%	\$ 111,000	Budget, Minus 35% Decline for April-June Qtr.			
Sales Tax .75%	\$ 111,000	Budget, Minus 35% Decline for April-June Qtr.			
Occupancy Tax	\$ 97,000	Budget, Minus 85% Decline for April-June Qtr			
Vehicle Licenses	\$ 28,500				
Licenses/Permits	\$ 48,000	Business & STR Licenses, Development Permits, Etc.			
Rent/Franchise Fees	\$ 118,000	Verizon Rent Windfall			
Interest Earning	\$ 17,500	Budget, Minus 30%			
Other	\$ 12,632				
<b>Total</b>	<b>\$ 643,632</b>				

## Revenue Projection 2019-2020



### City of Trinidad General Fund Revenue Scenarios for 2020-2021

Source	Baseline	30% Decline	40% Decline	50% Decline	
Property Tax	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
Sales Tax 1%	\$ 130,000	\$ 91,000	\$ 78,000	\$ 65,000	
Sales Tax .75%	\$ 130,000	\$ 91,000	\$ 78,000	\$ 65,000	
Occupancy Tax	\$ 140,000	\$ 98,000	\$ 84,000	\$ 70,000	
Vehicle Licenses	\$ 28,500	\$ 28,500	\$ 28,500	\$ 28,500	No changes expected
Licenses/Permits	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	No changes expected
Rent/Franchise Fees	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	No cell tower lease
Interest Earning	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	Conservative estimate
Other	\$ 12,632	\$ 12,632	\$ 12,632	\$ 12,632	
Total	\$ 633,132	508,132	468,132	428,132	
		\$ (125,000)	\$ (165,000)	\$ (205,000)	
<b>Notes:</b>					

Trinidad has adequate reserves to brace for the impact of 2020-2021 Fiscal Year

Resolution 2019-05 designated reserve funds for Emergency and Budget Stabilization.

Common for cities with large sales and occupancy tax revenues to have high reserves due to volatility.



# **ADD-ON .75 SALES TAX**

**MAY 12, 2020 CITY COUNCIL MEETING**

# **SALES TAX ELECTION HISTORY...**

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**2016 - Passed with 63% Approval**

# **SALES TAX GENERATORS...**

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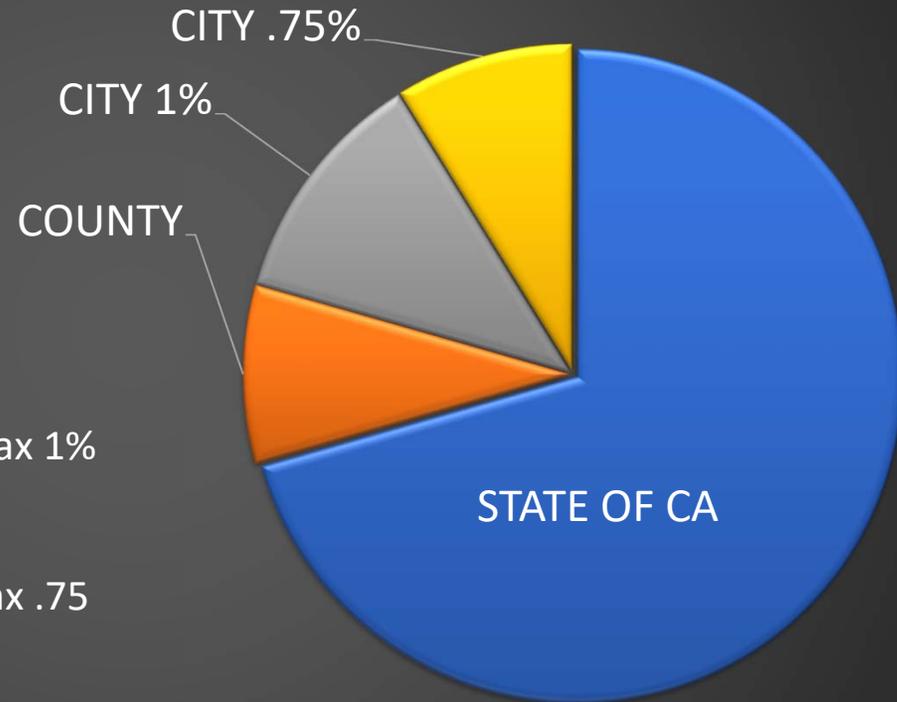
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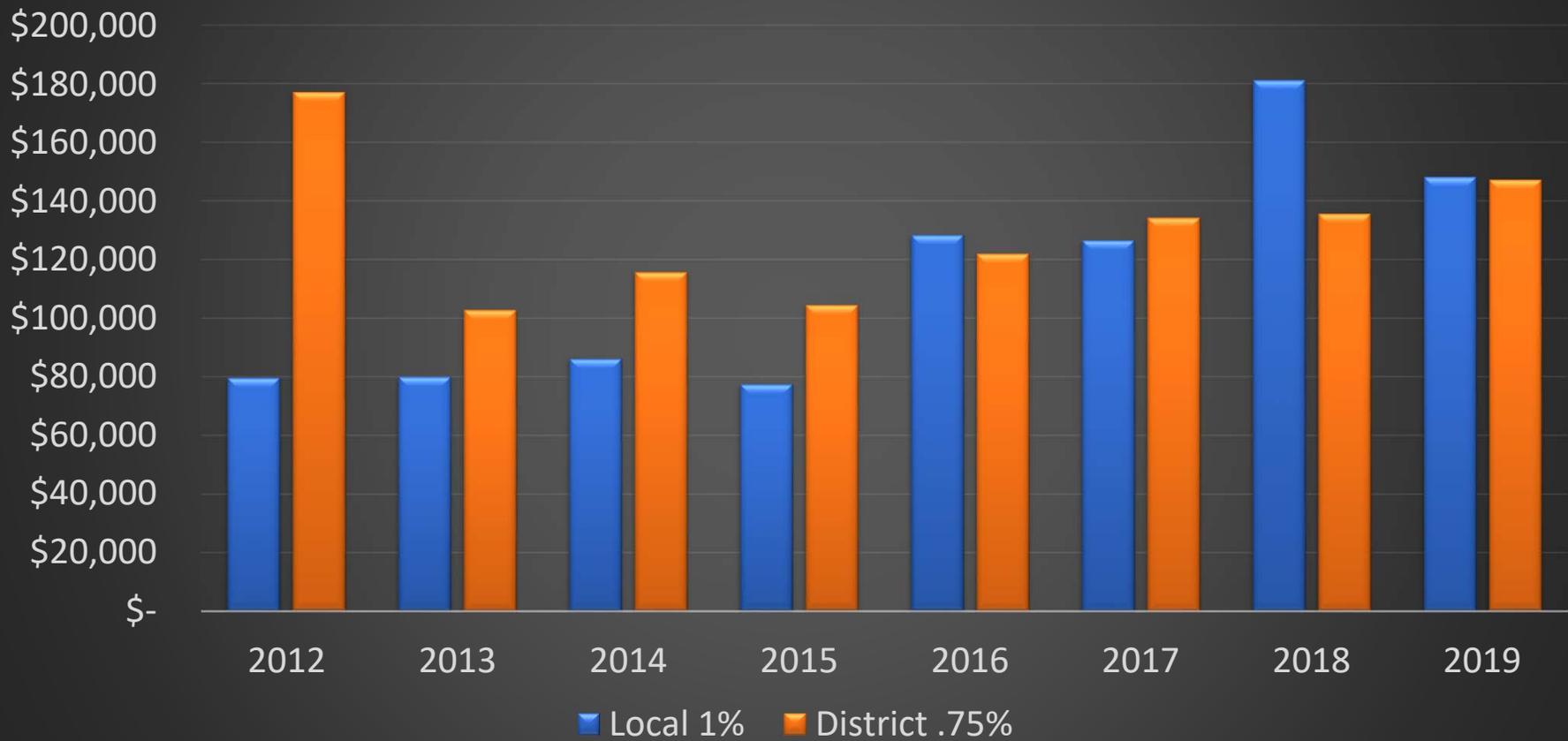
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- City of Trinidad Transactions & Use Tax .75



# SALES TAX SOURCE COMPARISON 2012-2019

<b>Fiscal Year</b>	<b>Local 1%</b>	<b>District .75%</b>	<b>Audit Total</b>
2012	\$ 79,646	\$ 177,182	\$ 256,828
2013	\$ 80,020	\$ 102,775	\$ 182,795
2014	\$ 86,153	\$ 115,674	\$ 201,827
2015	\$ 77,470	\$ 104,473	\$ 181,943
2016	\$ 128,389	\$ 121,979	\$ 250,368
2017	\$ 126,595	\$ 134,210	\$ 260,805
2018	\$ 181,208	\$ 135,629	\$ 316,837
2019	\$ 148,153	\$ 147,250	\$ 295,403

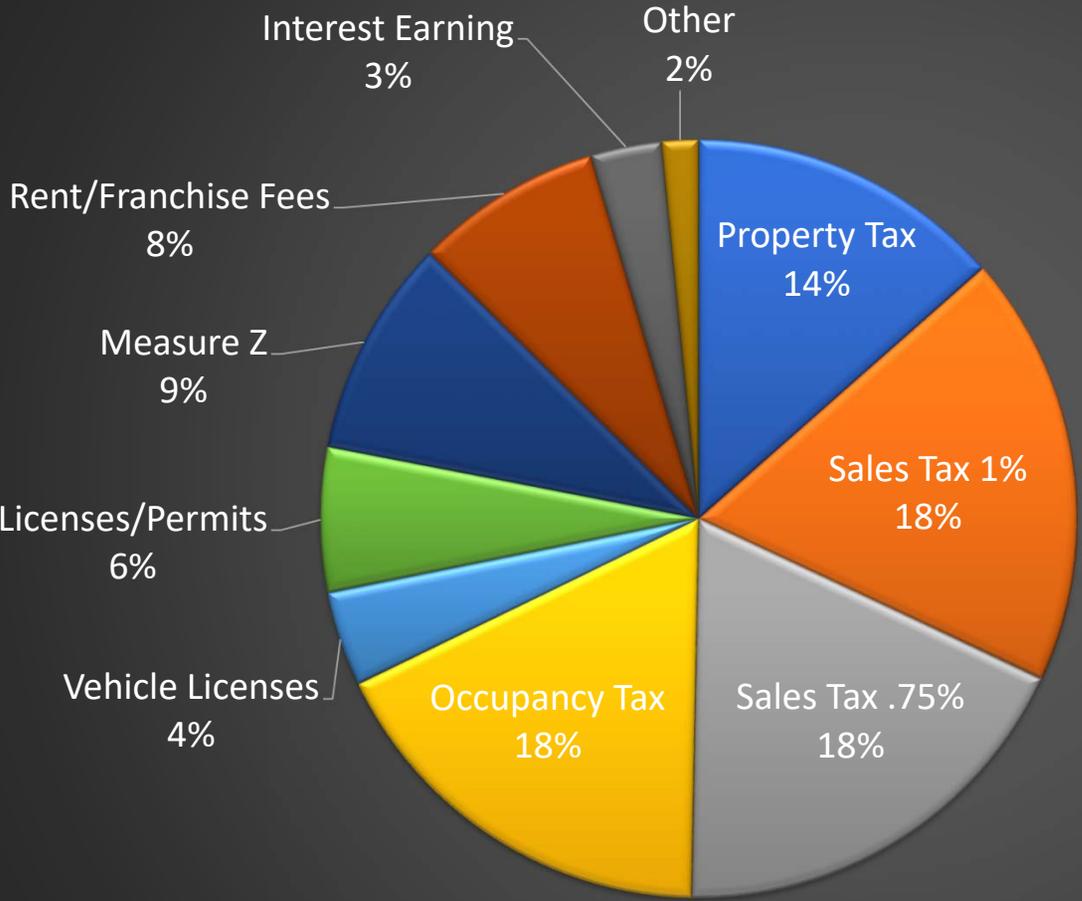
# SALES TAX SOURCE COMPARISON



## City of Trinidad General Fund Revenue Sources 2019

Sales Tax 1%	\$ 148,143		
Sales Tax .75%	\$ 147,250		
Occupancy Tax	\$ 140,583		
Property Tax	\$ 108,414		
Vehicle Licenses	\$ 32,426		
Licenses/Permits	\$ 49,668		
Measure Z	\$ 75,000		
Rent/Franchise Fees	\$ 64,185		
Interest Earning	\$ 24,439		
Other	\$ 12,632		
<b>Total</b>	<b>\$ 802,740</b>		

# REVENUE SOURCES

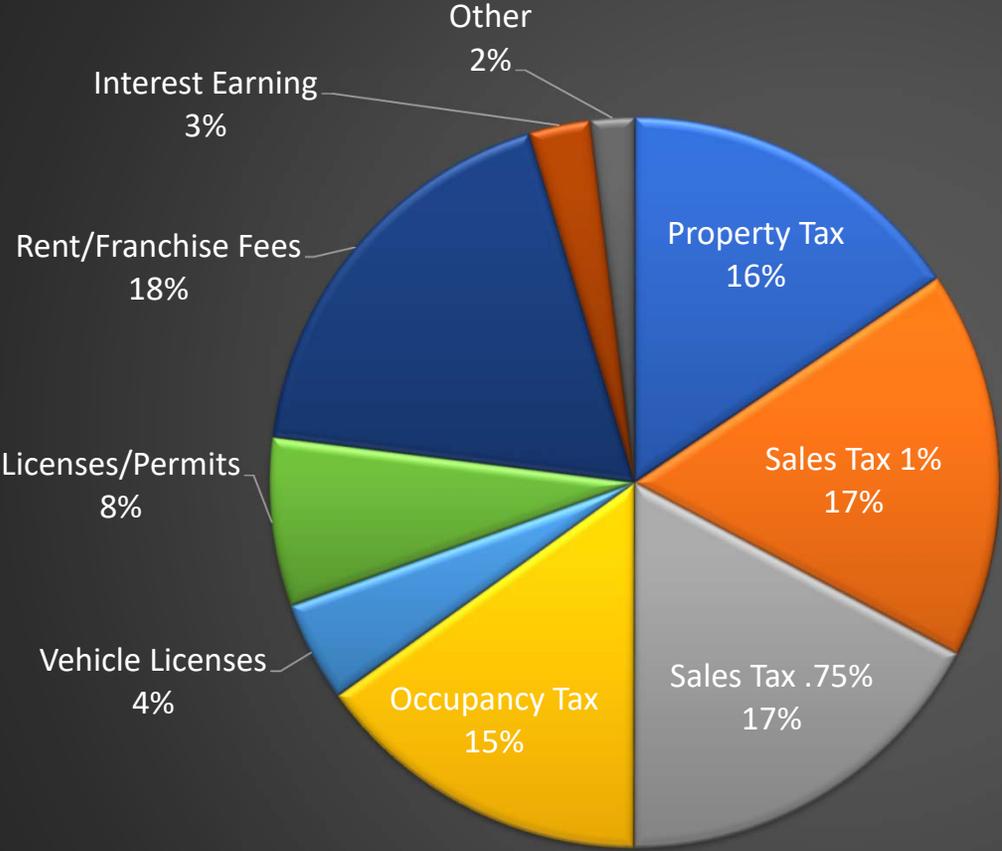


- Property Tax
- Sales Tax 1%
- Sales Tax .75%
- Occupancy Tax
- Vehicle Licenses
- Licenses/Permits
- Measure Z
- Rent/Franchise Fees
- Interest Earning
- Other

**City of Trinidad General Fund Revenue Source Projection FY 2020**

Property Tax	\$ 100,000				
Sales Tax 1%	\$ 111,000	Budget, Minus 35% Decline for April-June Qtr.			
Sales Tax .75%	\$ 111,000	Budget, Minus 35% Decline for April-June Qtr.			
Occupancy Tax	\$ 97,000	Budget, Minus 85% Decline for April-June Qtr			
Vehicle Licenses	\$ 28,500				
Licenses/Permits	\$ 48,000	Business & STR Licenses, Development Permits, Etc.			
Rent/Franchise Fees	\$ 118,000	Verizon Rent Windfall			
Interest Earning	\$ 17,500	Budget, Minus 30%			
Other	\$ 12,632				
<b>Total</b>	<b>\$ 643,632</b>				

# Revenue Projection 2019-2020



- Property Tax
- Sales Tax 1%
- Sales Tax .75%
- Occupancy Tax
- Vehicle Licenses
- Licenses/Permits
- Rent/Franchise Fees
- Interest Earning
- Other

## City of Trinidad General Fund Revenue Scenarios for 2020-2021

Source	Baseline	30% Decline	40% Decline	50% Decline	
Property Tax	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
Sales Tax 1%	\$ 130,000	\$ 91,000	\$ 78,000	\$ 65,000	
Sales Tax .75%	\$ 130,000	\$ 91,000	\$ 78,000	\$ 65,000	
Occupancy Tax	\$ 140,000	\$ 98,000	\$ 84,000	\$ 70,000	
Vehicle Licenses	\$ 28,500	\$ 28,500	\$ 28,500	\$ 28,500	No changes expected
Licenses/Permits	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	No changes expected
Rent/Franchise Fees	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	No cell tower lease
Interest Earning	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	Conservative estimate
Other	\$ 12,632	\$ 12,632	\$ 12,632	\$ 12,632	
<b>Total</b>	<b>\$ 633,132</b>	<b>508,132</b>	<b>468,132</b>	<b>428,132</b>	
		<b>\$ (125,000)</b>	<b>\$ (165,000)</b>	<b>\$ (205,000)</b>	
<b>Notes:</b>	Trinidad has adequate reserves to brace for the impact of 2020-2021 Fiscal Year Resolution 2019-05 designated reserve funds for Emergency and Budget Stabilization. Common for cities with large sales and occupancy tax revenues to have high reserves due to volatility.				