

MINUTES OF THE SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL
TUESDAY, MAY 29, 2018

I. CALL TO ORDER

Mayor Rotwein called the meeting to order at 6:00 pm. Council members in attendance: West, Rotwein, Miller. Ladwig and Baker were absent. City Staff in attendance: City Manager Dan Berman, City Clerk Gabriel Adams.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT ON CLOSED SESSION

Dorothy Cox – Trinidad

Thanked the Council for requiring the City Manager post his office hours. Thanked Mayor for follow-up emails. City Manager hasn't responded to the Wagner Street STR complaints filed last year. Public comments on closed session should be included in the minutes. Disappointed that there were no materials prepared in advance of tonight's meeting for the public to review.

IV. CLOSED SESSION

1 Public Employee Performance Evaluation and Contract Negotiations for City Manager Pursuant to Government Code, Section 54957

V. CLOSED SESSION REPORT

- 1) Evaluation process continues. City Manager Berman was asked to complete the evaluation tool and narrative, and develop an improvement plan.
- 2) Manager was also asked to log/track his hours in an efficient format.

VI. APPROVAL OF AGENDA

Motion (West/Miller) to approve the agenda as written. Passed 3-0.

VII. STAFF REPORTS

City Manager Berman's written staff report was included in the packet. Various highlights included 1) Administrative Assistant Nicole Provolt resigned, effective May 31, TPW coordinating with Engineer preparing for LID construction project, Buckman leave of absence update, attending PARSAC meeting in Sacramento this week.

Mayor Rotwein requested a LID construction schedule update. Also expressed concern with the lack of staffing during the month of June, with Grant Administrator Becky Price-Hall being gone and Nicole Provolt resigning. Concerned with OWTS permitting progress being halted, and that 60% of the Grant Admin salary not being utilized to support the General Fund.

VIII. ITEMS FROM THE FLOOR

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

Dorothy Cox – Trinidad

Why wasn't there a packet for tonight's meeting? How are we supposed to come to the meeting prepared?

Shirley Laos – Trinidad Rancheria

The Rancheria would like the City to consider a possible partnership for law enforcement services. We are working with the Sheriff to obtain a contract Deputy, but perhaps we can work together and share the costs. Also, regarding the water system, the Rancheria has leveraged hundreds of thousands of grant dollars to improve the City's water infrastructure in the past.

Dorothy Cox – Trinidad

The noise that occurred during the Land Trust event held at the Town Hall on Art Night was unbearable. It finally ended at 9:30pm. The tennis court should not be used as a babysitting station.

IX. CONSENT AGENDA - None

XI. DISCUSSION/ACTION AGENDA ITEMS

1. Budget and Workplan Development for FY 2018-19

City Manager Berman presented a slideshow on various budget topics including:

BUDGET PREDICTIONS: Revenue and Expense projections

LAW ENFORCEMENT: \$82,000 General Fund share for 1.5 deputies. \$164,000 for 2 full-timers.

STAFFING PLAN OPTIONS: Grant Administrator projected to be funded 73% by grants and 12 % grant-related (required as matching funds). Administrative Assistant position needs to be discussed. Full time or 30-hours?

Council comments included:

Miller: Supports hiring a full-time, benefitted employee.

West: We want to attract qualified candidates. Employees are the support-base for the City.

Rotwein: Full-time Administrative Assistance is needed. That may mean that the Grant Admin position only gets funded at 70%. **City Manager Berman** expressed his confidence in the work that the Grant Administrator does for the City.

Council expressed a need for full-time administrative support, and recommended budgeting for this and advertising immediately.

STAFFING COST CHANGES: Berman explained that merit increases were not implemented this year for staff affected by the salary schedule extension that was adopted in November 2017. An RFQ for City Planner and Engineering Staff was going out to bid soon.

DISCRETIONARY PROJECTS: Town Hall building improvements, ADA improvements, Public Works maintenance support staff, Tsurai Settlement, General Plan update, and Right-of-Way reclamation projects, etc..

GRANT PROJECTS: Van Wycke Trail, OWTS, Clean Beaches, OPC, LCP Update, Stormwater Phase II, PARSAC Risk Management Grants, etc.

PROJECTED REVENUES: Berman explained that Staff will have better estimates when the June financials are complete.

Public comments included:

Patti Fleschner – Trinidad
Supports merit increases for Staff.

Dorothy Cox – Trinidad

Wanted to plan ahead for this meeting but there was no packet and it's difficult to follow along. I would like to see more Sheriff coverage at different times of the day, and see better activity reports as suggested by Adora King. The Grant Writer needs to be paid through the grants. Give Planner more OWTS permitting responsibilities. Support researching grants for Town Hall and ADA improvements. Get more help for Public Works workload. Merit increases were supposed to be given last year. Looking forward to the June budget meeting.

Council comments included:

Miller: Very concerned about cell tower and T.O.T. revenue issues in the future. For the next meeting we should work towards having a spreadsheet that connects all funds and is interactive. I would also like to emphasize how valuable the Grant Administrator position is to the City.

West: These are big decisions being made, and I want more information. We need to have the Grant Administrator position, but also need to maintain the levels of service expected by the community. We need to balance these needs carefully. City Manager should be able to explain the significance of the Grant Administrator position at the next meeting.

Rotwein: Materials need to be more detailed at the next meeting. We're missing the feasibility of purchasing the Church property at the entrance of town. I would also like to see grants researched for improvements to the Town Hall. Staffing priorities are 1) Public Safety, 2) Administrative Support, 3) Grant Administrator.

Continued to the next meeting.

2. June Meeting Schedule

By consensus, the Council agreed to cancel the regular meeting in June so Trinidad School can host their 8th grade graduation party in the Town Hall. A special meeting will be held in its place the following night, June 14, at 6:00pm.

X. FUTURE AGENDA ITEMS

– Cell Tower Lease Negotiations (closed session)

XIII. ADJOURNMENT: 7:40 pm

Submitted by:

Approved by:

Gabriel Adams
Trinidad City Clerk

Susan Rotwein
Mayor