



Posted: Friday, June 22, 2018

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

The Trinidad City Council will hold a regular meeting on  
**WEDNESDAY, JUNE 27, 2018 at 6:00 PM**  
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

### No Closed Session

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **APPROVAL OF MINUTES** – 05-09-18 cc, 05-29-18 scc
- IV. **APPROVAL OF AGENDA**
- V. **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 directed to individual Council Members.)*
- VI. **CONSENT AGENDA** – *No consent items.*
- VII. **DISCUSSION/ACTION AGENDA ITEMS**
  1. Discussion/Decision regarding Resolution 2018-08; Adopting the FY 2018-2019 Budget
  2. Discussion/Presentation regarding the November Election Schedule and Upcoming Deadlines.
- VIII. **FUTURE AGENDA ITEMS**
- IX. **ADJOURNMENT**

APPROVAL OF MINUTES FOR:

MAY 09, 2018, CC

MAY 29, 2018, CC

Supporting Documentation follows with: 10 PAGES

*Minutes for the following dates are pending:*

- 06-14-18 scc

**MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, MAY 09, 2018**

**I. CALL TO ORDER**

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

**II. PLEDGE OF ALLEGIANCE**

**III. CLOSED SESSION**

1 Conference with legal counsel regarding active litigation. Tsurai Ancestral Society vs. City of Trinidad. Pursuant to California Government Code section 54956.9 (a)

2 Conference with legal counsel regarding real estate negotiations between the City of Trinidad and Verizon Wireless regarding the Trinidad Head cell site. Pursuant to California Government Code section 54956.8

**IV. CLOSED SESSION REPORT**

1) Real estate negotiations will continue, and 2) The City is very concerned about its obligation to the public with regards to the Tsurai land transfer. City Attorney Stunich will contact the Tsurai to try to resolve the ongoing issues. The District Attorney is concerned with possible Brown Act violations by having closed Management Team meetings. Legal remedies may be pursued if the City is unable to find a resolution between the City and the Tsurai Ancestral Society.

**V. APPROVAL OF AGENDA**

*Motion (Miller/West) to approve the agenda as written. Passed unanimously.*

**VI. APPROVAL OF MINUTES – 04-11-18 cc**

*Motion (Ladwig/Baker) to approve minutes as written. Passed unanimously.*

**VII. COUNCIL MEMBER REPORTS, COMMITTEE ASSIGNMENTS**

**West:** HCOAG: Discussed billboards along 101. Negotiating with owners to relocate. \$5 million in funding for Last Chance grade. Geotech studies and alternative routes are being conducted. May is bike month.

**Baker:** Nothing to report.

**Miller:** RCEA – Wind energy update. CCA program has been serving rate payers as expected.

**Rotwein:** Trails committee; Signs, bench policy, trail inventory. Meeting next Tuesday. Government-to-Government meeting scheduled with the Rancheria next Tuesday. Attended 2 Board of Supervisors meetings. Measure Z funds secured. Thanked Ryan Sundberg for supporting the City's Planning Area map with regards to Luffenholtz Creek and County marijuana grow permits.

**Ladwig:** Nothing to report.

**VIII. STAFF REPORTS**

City Manager Berman's written staff report was included in the packet. Various highlights included 1) Measure Z funding secure for next year, 2) Civic Club Emergency Permit application received, 3) P.C. recommendation for accessory dwellings should be on a future Council agenda, 3) Marine Lab Tree removal on PC agenda, 4) RCEA is assisting the City with a solar feasibility study, 4) streetlight bulbs at Museum have been replaced.

**Mayor Rotwein** requested City Manager follow-up on 1) STR Committee, Scenic Drive vegetation trimming, Staffing discussion, cannabis permits in the Luffenholtz Creek watershed.

**IX. ITEMS FROM THE FLOOR**

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

**Shirley Laos – Trinidad Rancheria**

Handicap parking in front of the school is being abused by people without disability placards. Comments made in the meeting packet staff report regarding the General Plan were inaccurate. The Rancheria has been very engaged in the General Plan update and has provided comments to the City on multiple occasions.

**Diane Stockness** – Trinidad

Large motor homes need to be advised to stay on Main, Trinity, and Edwards Streets, and need to be informed when they are parked in unsafe ways.

**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.

**X. CONSENT AGENDA**

1. Financial Status Reports for March 2018
2. Staff Activity Report April 2018
3. Law Enforcement Report April 2018
4. Resolution 2018-05; Requesting November 2018 Election Consolidation with the County of Humboldt.

*Motion (Miller/West) to approve 1-4, and pull 5 & 6 for discussion. **Passed unanimously.***

5. Authorize City Manager to Accept LID Project Bids and Award Construction Contract.

Public comment included:

**Diane Stockness** – Trinidad

I would like View Street to be blocked at Parker Creek Drive when the project begins. The cherry trees on East should be removed.

**Dorothy Cox** – Trinidad

The project will take much longer than planned to complete. Please be mindful of the neighbors this time.

Council comments included:

**Baker:** I have issues with phase 1. The swale on West Street may have been built slightly over the right-of-way on private property. The City should hire a surveyor to verify my findings. I'm concerned with financial liability the City may face when issues like this occur, and I don't see any language in the new contract documents that holds the City harmless for errors made by the City Engineer. City Manager Berman explained that he would work with the Attorney to ensure appropriate language is included in the contract.

**Rotwein:** Concerned about timing. Why can't this be done in September? Why is the rain garden so big? Tearing up the town in the middle of the summer is a bad idea.

**Miller:** I support maximum storm water collection and believe traffic issues are not as big of a deal as they're being portrayed tonight.

**Ladwig:** The Parker Street area is a traffic nightmare. I'm in favor of the project, with slight modifications to the traffic flow along Hector and Underwood – separate from the construction project.

**Dagan Short** – GHD Engineer

We've been working on this project for 5 years. SWRCB has a fairly strict construction timeline for permitting, ending October 15. The plan is to work on this one street at a time to minimize the overall traffic impact and inconveniences. Regarding surveying, this year will be the first survey verified by a second, independent surveyor. The traffic access plan will address many of the street closure issues expressed tonight.

*Motion (Ladwig/Miller) to award the contract to Wahlund Construction tonight as recommended by GHD, with the condition that the contract includes hold harmless language requested by Councilmember Baker to protect the City from liability associated with errors made by construction engineers and contractors. **Passed 3-2. No – Baker, Rotwein.***

6. Consider Draft Resolution 2018-01 Formalizing Principals of Cooperation and Communication with the Yurok People and the Tribal Governments within our Greater Planning Area

Mayor Rotwein read the Resolution. **City Attorney Stunich** explained his recommendation to add the following statement at the end of the Resolution: "This Resolution is meant to be a statement of the City of Trinidad's intentions, not meant to create a contractual obligation."

Public comment included:

**Jacque Hostler** – Trinidad Rancheria

Thanked the City for the opportunity to participate and comment.

**Shirley Laos** – Trinidad Rancheria

Thanked the City and expressed support for the last sentence addition.

*Motion (West/Ladwig) to approve the Resolution as submitted, including the statement recommended by the City Attorney. **Passed unanimously.***

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

### **1. Discussion/Decision regarding Tsurai Management Team**

City Manager Berman explained that the City Council discussed the Tsurai Management Team (TMT) in February of this year. At that meeting the Council adopted specific policy positions regarding the TMT, and directed staff to convey those to the TMT and report back to Council.

The City policies adopted in February are:

- 1) TMT meetings should be open to the public. Where discussions of confidential information regarding cultural resources are needed, the TMT can hold closed sessions, or the key parties can meet outside of the TMT format.
- 2) TMT membership should be expanded to include the other three stakeholder groups listed in the TMP – The Trinidad Rancheria, a representative of adjacent landowners, and an 'interested public' representative
- 3) The TMT should develop and adopt some basic written guidelines or bylaws, including how to move forward when members cannot reach unanimous consensus.
- 4) City participation in the TMT needs to be subject to applicable Brown Act requirements.

These City positions were shared and discussed at the subsequent TMT meeting. The Tsurai Ancestral Society and the Yurok Tribe representatives did not support the City's recommendations regarding public meetings or expanding membership. There was some interest in working on item #3 – developing written guidelines or bylaws, as all parties agree that the TMT has not been as functional and productive as the parties would like it to be. The TAS argued (in part) that TMT membership was established not just in the TMP, but through legal settlements, and that changing membership would require amendments to those settlements. The Coastal Conservancy was not in attendance, and has not provided any formal comment on these positions.

The puzzle for the City is how to advance our adopted policies while fulfilling our commitments to implement the TMP. Staff's ideas and recommendations follow:

- 1) The City should continue to participate in regular TMT meetings. The City has significant ongoing work to do with the TMT members that would be dramatically affected by a withdrawal from the group. In addition, the City has made a legal commitment to help implement the TMP, and the TMT is the key mechanism identified to do so. Withdrawing could create legal liability for the City.
- 2) Until the meetings are open, the City should be represented at TMT meetings by the City Manager and City Attorney, without Council members present, in order to meet the policy and legal requirements of the Brown Act.
- 3) The City could consider establishing a separate City Committee, comprised of stakeholders and subject to the open meetings, focused on tribal relations and cultural resources. This would help address the City TMT policy goal of open meetings with a more inclusive membership. Staff would recommend that the group include at a minimum the Yurok Tribe, Trinidad Rancheria, TAS, and public (Trinidad resident)

representation, with a Council or Planning Commissioner as chair. The public would be invited and have a chance to speak as well. Many City projects, both on and off the Tsurai Study Area, require input and/or consultation regarding cultural resource issues. This committee could be a single place to help discuss tribal and cultural resource issues and relations for the City with all interested parties. It would be an advisory group to the City. The City could bring issues from the TMT to this Committee to ensure the public and other interested groups have a chance to weigh in on those issues as well.

This would require additional staff effort and volunteer effort from the participants, and would be partially redundant with the TMT. The effectiveness and participation rate in such a committee is hard to predict, but it would be a way to try and implement the policy positions adopted in February.

Public comment included:

**Jim Cuthbertson** – Trinidad

I'm not in favor of having a second committee. The TMT meetings should be open to the public.

**Jacque Hostler** – Trinidad Rancheria

I've been working on this since 2011. The Rancheria has been requesting participation on this team for many years. We believe that not including the Rancheria violates numerous laws. We recommend adding the Rancheria and stakeholders, and make the meetings abide by the Brown Act. Discrimination issues are being brought to Governor Brown and the Coastal Conservancy Director. Federally recognized tribes have a choice to participate in open meetings. 501(c)3 Tribes are bound by State laws.

**Shirley Laos** – Trinidad Rancheria

I do not support a parallel committee. It's redundant and makes no sense.

**Patti Fleschner** – Trinidad

I concur with Cuthbertson, Hostler, and Laos's comments. I support transparent, open meetings. Developing a parallel process is redundant and wastes valuable time.

**Lisa Peltier (?)** – NAACP Volunteer

Asked for background information, clarification, and if the Tsurai "tribe" has been consulted.

**Meg Stofsky** – NAACP Member

Has the other tribal entities agreed to be bound by the Brown Act? Are you trying to obligate people to things they don't agree to.

Council comments included:

**Miller:** Our Council must abide by the Brown Act. TMT meetings have always happened behind closed doors.

**Baker:** I agree with the Rancheria representatives. No new committee. TMT is often times dysfunctional, and we can work this out within the current committee.

**Ladwig:** This is a puzzle, not a problem. I appreciate the alternative option, but NO new committee.

**West:** Agree with Ladwig.

**Rotwein:** The Tsurai Management Plan calls for adaptive management practices to be applied. The Team needs to adapt. No new committee. Include the stakeholders and the Trinidad Rancheria, and hold open meetings.

*The Council did not support establishing a new committee and held firm to their original position to include the Trinidad Rancheria and the identified stakeholders in Management Team meetings subject to the Brown Act requirements.*

- Discussion/Decision regarding Edwards Street Bluff Parking between Ocean Avenue and Trinity Street.  
City Manager Berman explained that the City has labeled the bluff side of upper Edwards Street between Trinity and Ocean Ave. as "No RV Parking" with lettering on the street, but without signs. This is generally respected, but not completely enforceable. This area has a beautiful view, appreciated by many, and the desire to avoid very large vehicles blocking the view seems reasonable and appropriate. There has been frustration lately over

the Sheriff's stance that the current situation does not support issuing citations. There have also been concerns over people who are not in RV's but are parked for extended periods and seemingly camping out of their vehicles.

Staff sees the following options, and are seeking Council and community input.

1. Whatever the desired specifics, Council needs to pass a law specifying the parking restrictions and the basis for them.
2. Pass a Resolution formalizing the NO RV PARKING.
3. Add a time limit, possibly one hour, which would ensure nobody would "hog" the space.

Staff prefers to avoid placing new signage in such a beautiful vista, but will work with the Sheriff to establish whatever mechanisms are necessary to enforce the law.

Public comment included:

**Diane Stockness** - Trinidad

No RV parking. Multiple signs are needed. 2-hour parking, with no parking on the north side. More benches are also needed.

**Dorothy Cox** – Trinidad

How do we deal with the white van that parks there all day? No RV's. I took pictures of people airing out their laundry there before. There should be more benches along the bluff that no parking signs can be attached to. 1-hour time limit.

**Jim Cuthbertson** – Trinidad

I was on the Council when we agreed to stencil NO RV's in the street. It worked.

Council comment included:

Miller: NO RV parking. 1-hour time limit. Minimal signage. Red curb on the north side.

West: Agree with Miller.

Ladwig: Agree with West and Miller.

*Motion (Rotwein/Ladwig) to direct staff bring back a resolution that formalizes the upper Edwards Street parking restrictions for No RV's, and a 1-hour vehicle time limit. **Passed unanimously.***

3. Discussion regarding Onsite Wastewater Treatment System (OWTS) Ordinance Implementation.

City Manager Berman presented a slide show highlighting statistics of the OWTS program as implemented to date. Primary goals are to permit every system in the City, and develop an efficient renewal system. There are approximately 70 systems permitted and approximately 130 without permit. The permitting rate should accelerate as staff gains experience. In order to get all properties permitted in 2018, 18 permits must be issued each month.

Council questions included:

**West:** How long does it take to complete a single permit?

**Ladwig:** Do we know of properties that are more ecologically sensitive? How about properties that have been notified twice or are non-responsive?

**Rotwein:** There is currently 1.1 staff positions being paid for by the General Fund (Grant Administrator = .6, and Part-time Admin = .5). We should use the additional time being consumed by the Grant Administrator to expedite this program.

Public comment included:

**Meg Stofsky**

How close is Trinidad to complying with Federal laws? What about people that are severely impacted by this, such as the disabled?

**Dorothy Cox** – Trinidad

There is more than 1 qualified inspector.

### **Unknown Individual #1**

I heard that the Bed & Breakfast on the corner had a septic system that was seeping under the road and affecting the lighthouse area.

Mayor Rotwein explained that this issue is governed by State Water Resources Control Board, not the Feds. Grants have been made available for septic repairs, but not necessarily ONLY for the financially challenged or disabled. Finally, accusations have been made of the Bed & Breakfast septic systems that are false. They have a permit that is regularly reviewed by the County Department of Environmental Health.

#### 4. Discussion/Decision regarding Planning Commissioner Vacancy Appointment.

City Manager Berman explained that the Planning Commission has been operating with only 4 commissioners since August 2017. The vacant seat term expires in December 2020. The current commissioners are John Graves, Diane Stockness, Richard Johnson, and Brett Gregory.

The City recently received a letter of interest from resident Mike Morgan. Mr. Morgan served on the Planning Commission from 2006-2008, then served a 4-year term on the City Council from 2009-2012.

#### Public comment included:

##### **Meg Stofsky**

The concerns of myself, lighthouse demonstrators, and the NAACP have with Mr. Morgan are is hostile and aggressive behavior. I urge you to not appoint him as Planning Commissioner.

##### **Shirley Laos – Trinidad Rancheria**

I believe that as a lifelong member of the Trinidad Rancheria and Trinidad, and working with Mr. Morgan on many occasions, I do not agree with the criticisms alleged of him tonight. I find him to be very informed and reasonable, and based on my experience I support his candidacy.

##### **Joel ? – Socialworker 1**

It is difficult to see this person as a candidate. During lighthouse demonstrations, he came out on his porch and fired off a tazer device to intimidate us. His inappropriate behavior could pose problems in the future for the Planning Commission and City Council.

##### **Katherine Melburn – Socialworker 2**

His behavior is inappropriate and disruptive and I do not support his appointment. Unfair treatment and intimidation patters and use of social media during the native demonstrations were wrong.

##### **Lisa Peltier – NAACP Volunteer**

Mr. Morgan was disruptive during a candle light vigil held during the lighthouse demonstrations. It is unacceptable to appoint him to the Planning Commission. I'm here as an ally to the Tsurai. The Rancheria is a much smaller group. We were asked to be here to support the Tsurai.

##### **Dorothy Cox – Trinidad**

Mr. Morgan has a business to run and I interpret his comments as letting the public know he was open for business, nothing more.

#### Council comments included:

**Miller:** Finding anyone to serve in volunteer positions is difficult. I appreciate Shirley Laos's comments about Mr. Morgan. I served on the Council with him. He has, at times, behaved outlandishly. I support the NAACP and am sympathetic to the comments made tonight. We should have a talk with Mr. Morgan if he's appointed.

**Baker:** If appointed, the actions he takes after appointment are more important. We have already, recently, removed a Planning Commissioner for behavior issues. He should be held to higher standards.

**Rotwein:** We heard only half the story tonight. I'm willing to support Mr. Morgan.

*Motion (West/Rotwein) to appoint Mike Morgan to fill the vacant term on the Planning Commission through December 2020. **Passed 4-1. No – Ladwig.***

5. Discussion regarding FY 2017-2018 Audit Recommendations.  
City Manager explained that it was his intent to cover this item in his staff activity report – not to have it on the agenda as a discussion item. Most, if not all of the recommendations have been implemented. The City's reserve assets have been moved from the checking account to the LAIF investment fund.

Public comments included:

**Shirley Laos** – Trinidad Rancheria

I have generations of ancestors buried in the Trinidad Cemetery. I was happy to see the City is considering long term planning for the Cemetery.

**XI. FUTURE AGENDA ITEMS – None**

**XIII. ADJOURNMENT: 9:15 pm**

**Submitted by:**

**Approved by:**

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**Gabriel Adams**  
Trinidad City Clerk

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**Susan Rotwein**  
Mayor

**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.

2. June Meeting Schedule

*By consensus, the Council agreed to cancel the regular meeting in June so Trinidad School can host their 8<sup>th</sup> grade graduation party in the Town Hall. A special meeting will be held in it's 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:**

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

**Approved by:**

\_\_\_\_\_  
**Susan Rotwein**  
Mayor



## DISCUSSION AGENDA ITEM 1

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 22 PAGES**

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1. Discussion/Decision regarding Resolution 2018-08; Adopting the FY 2018-2019 Budget

## **DISCUSSION/ACTION AGENDA ITEM**

Date: June 27, 2018

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### **Item: Public Hearing to adopt the FY 2019 Budget**

Background: The proposed FY 2019 City of Trinidad budget is hereby submitted to the Council for adoption. The budget has been discussed at four prior Council meetings this spring.

The City of Trinidad 2019 Budget is attached, along with a resolution for adopting the budget.

A brief summary of City Program Areas is included below.

#### **General Fund Administration (2.1 FTE)**

This budget unit funds pro-rated employee salaries, liability, property and casualty insurance, contracted planner, building official, attorney, financial contractor, bookkeeper, auditor, lease of city annex and library, utility costs, distribution of transient occupancy taxes (TOT), and office supplies.

This budget includes a new full time administrative assistant position that is currently being advertised.

Planner activities are budgeted as follows\*

General Plan/LCP	\$ 22,000
STR Ordinance	3,000
Planning Commission	8,000
Permits (offset by revenue)	net zero
City Projects	4,000
Miscellaneous, general planning	14,000
OWTS Permits	<u>(offset by OWTS fees)</u>
	51,000

\*excludes OWTS Grant and LCP Grant

- Attorney costs are estimated at \$20,000, which includes \$10,000 toward defense of litigation.
- Building Official \$7,000 plus reimbursable permit process fees.
- Distribution of a portion of TOT receipts (~\$15,000)

#### **General Fund Law Enforcement (.1 FTE - counting City staff time only)**

- \$75,000 in Measure Z funds will be used to maintain 1.5 full time Deputy Sheriffs. This provides an assigned deputy working a 10 hour shift six days a week. Our contract
- \$105,000 is anticipated to be funded by Community Oriented Policing Services (COPS) revenue.

**General Fund Fire**

- The Fire budget includes \$5,000 to start replacing outdated SCBA (Breathing Apparatus) equipment.

**General Fund Public Works (1.9 FTE)**

Budget includes pro-rated staffing costs, town hall, annex and library supplies, street paint, signs, trail and park maintenance. Specific Projects include:

Town Hall Maintenance work	\$15,000
OWTS Permitting (costs are in staff time)	\$
Trail Maintenance	\$3,500
Contracting for Grounds Maintenance	\$20,000

Completing Implementation of the OWTS Permit system across the City is a priority project this year. Staff are utilizing CalFire crews for trail maintenance and workig to develop a contract with HCAR (Humboldt Community Access and Resource Center) for some grounds-keeping work.

**Integrated Waste Management (.28 FTE)**

This Budget includes pro-rated staffing costs, franchise revenue and AB939 pass through from Humboldt Waste Management Authority.

Revenue:	\$ 16,700
Expenditures:	\$ 22,944
Difference (from fund balance)	\$ (6,244)

The expected deficit of \$6,244 can be absorbed from the remaining IWM fund balance of ~\$9,000. The auditor recommends incorporating this program into the General Fund once the fund balance is depleted.

**Cemetery (.35FTE)**

Budget includes pro-rated staffing costs and plot sales.

Revenues:	\$ 6,200
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Expenditures:	\$ 24,343
Difference (from reserve)	\$ 18,143

Cash assets in this fund are approximately \$90,000, and will cover this deficit. The cemetery fund is steadily declining. The auditor recommends that the City plan for the General Fund to absorb cemetery maintenance costs in the long run.

### **Water Fund (2.1 FTE)**

The City's Water Enterprise Fund is doing well. We have completed major improvements to the Water Treatment Plant in recent years. This budget includes:

- Setting \$20,000 aside for reserves
- Budgeting for Water Line repairs.

Water line replacement work is planned for East St., to be done concurrently with stormwater grant work in summer 2018.

### **Looking Ahead - Budget Planning for future years**

The City faces General Fund budget challenges in the coming years, due to both anticipated losses of revenue (cell tower, Harbor area revenue, TOT reductions) and increasing expenses (staffing to accomplish increasing administrative duties, rising personnel costs, capital maintenance and replacement for our streets and buildings). The City is well positioned in having healthy reserve funds, but should not put off planning for what could become structural deficits going forward.

Staff recommends the City Council discuss and address longer term budget challenges on a recurring (quarterly?) basis over the coming year. Possibilities to reduce expenses and increase revenue should be evaluated and prioritized.

#### *Proposed Action:*

- 1. Receive and consider the final budget presentation;*
- 2. Direct any other changes as may be desired; and*
- 3. Consider approval of Resolution 2018-08 adopting the FY 2019 Annual Budget.*

#### Attachments:

City of Trinidad 2019 Budget

Resolution 2018-08 adopting the FY 2019 Annual Budget

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

**Susan Rotwein, Mayor**  
**Gabriel Adams, City Clerk**



**RESOLUTION 2018-08**

**ADOPTING THE FY 2019 BUDGET FOR THE CITY OF TRINIDAD**

**WHEREAS**, the City of Trinidad is required to prepare and adopt a balanced budget every year by July 1<sup>st</sup> for the following Fiscal Year; and

**WHEREAS**, the City Staff has prepared a Draft Budget for FY2019; and

**WHEREAS**, a Proposed Budget, which takes into consideration public comments, has been completed and is ready for City Council for consideration and adoption.

**NOW, THEREFORE LET IT BE RESOLVED** that the Trinidad City Council does hereby adopt the proposed FY2018 Budget; and

**NOW, THEREFORE BE IT FURTHER RESOLVED** that the Trinidad City Council does hereby instruct its staff to return to the Council periodically during the year with proposed budget amendments which may become necessary to address changing financial conditions.

**PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL** of Humboldt County of the State of California this 27th day of June, 2018.

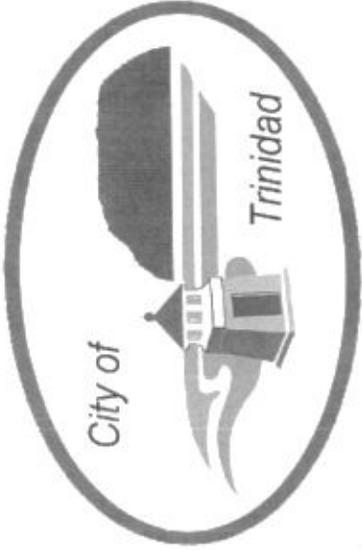
I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Trinidad City Council by the following vote:

Ayes:  
Noes:  
Absent:  
Abstain:

**Attest:**

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

\_\_\_\_\_  
**Susan Rotwein**  
Mayor



# CITY OF TRINIDAD

FY 2019

Budget

June 27th, 2018

Adopted: \_\_\_\_\_

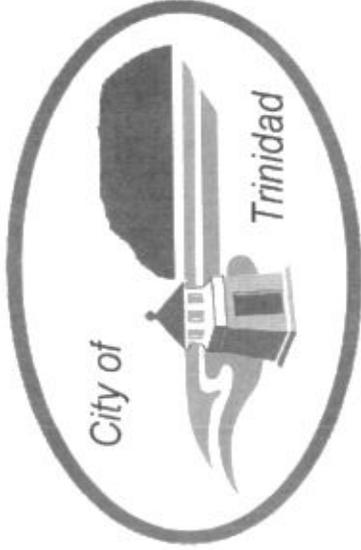
Susan Rotwein, Mayor      Date

Attest: \_\_\_\_\_

Gabe Adams, City Clerk

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## City Council Members

Susan Rotwein (Mayor)  
Dwight Miller (Mayor pro tem)  
Jim Baker  
Jack West  
Steve Ladwig

## City Staff

City Manager – Dan Berman  
City Clerk – Gabe Adams  
Grants & Projects Manager – Rebecca Price-Hall  
Administrative Assistant – Vacant  
Interim Public Works Director – Ryan Desmet  
Public Works Operator – vacant  
Public Works Operator – Paul Rosenblatt

## Contract Staff

City Attorney - Andrew Stunich  
City Planner – Trevor Parker  
City Engineer – Steve Allen  
City Building Official – John Roberts  
Trinidad Deputies – Luke Mathieson  
Nate Cumbow

## City of Trinidad FY 2019 Budget Overview

	2019 Revenues	2019 Expense	Net	Notes
General Fund	\$661,900	\$653,876	\$8,024	Includes Full Time Administrative Assistant
Water Fund	\$332,000	\$307,845	\$24,155	Expenses include \$20,000 to Water Reserves
Cemetery Fund	\$6,200	\$24,343	-\$18,143	Deficit funded with Cemetery Reserves
Integrated Waste Management Fund	\$16,700	\$22,944	-\$6,244	Deficit funded from IWM Reserves
Public Safety Grants (Measure Z and COPS)	\$180,000	\$180,000	\$0	
<b>Total</b>	<b>\$1,196,800</b>	<b>\$1,189,009</b>	<b>\$7,791</b>	

Note - Excludes State Grant Projects including Stormwater, Van Wycke Trail, Clean Beaches, and Local Coastal Program Update

**CITY OF TRINIDAD**

**FY2019 General Fund Budget Summary**

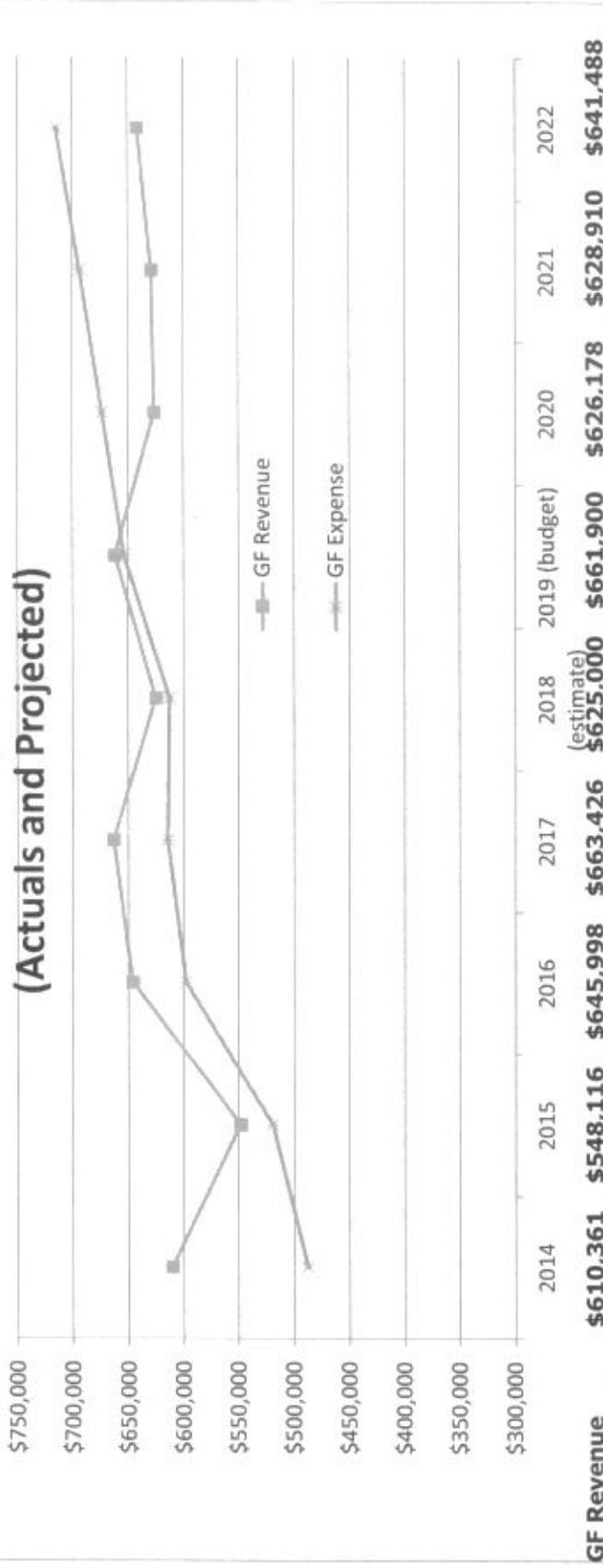
	2017	2018	2019	change
	Actuals	Budget	Budget	from 2018
<u>General Fund Revenues</u>				
Property Tax	\$ 97,465	\$ 96,800	\$ 101,500	\$4,700
Vehicle License Fees	\$ 28,466	\$ 28,600	\$ 30,000	\$1,400
Sales Tax (Base)	\$ 140,938	\$ 138,000	\$ 140,000	\$2,000
Sales Tax (Trinidad ¾ %)	\$ 105,500	\$ 102,000	\$ 105,000	\$3,000
TOT	\$ 171,173	\$ 134,400	\$ 138,000	\$3,600
Interest Income	\$ 3,791	\$ 5,000	\$ 15,000	\$10,000
Applications, Licenses Permits	\$ 45,878	\$ 35,150	\$ 39,600	\$4,450
Rents and Franchise	\$ 48,314	\$ 49,435	\$ 77,800	\$28,365
Misc. grants	\$ 20,000		\$ 15,000	\$15,000
Interfund Transfer		\$ 25,000		\$(25,000)
<b>TOTAL REVENUE</b>	<b>\$661,526</b>	<b>\$614,385</b>	<b>\$661,900</b>	<b>\$47,515</b>
<u>General Fund Expenses</u>				
Administrative	\$347,066	\$341,950	\$380,556	\$38,606
Public Works	\$191,478	\$165,140	\$169,347	\$4,207
Police	\$75,318	\$89,482	\$86,623	\$ (2,859)
Fire*	\$10,911	\$12,300	\$17,350	\$5,050
<b>TOTAL EXPENSE</b>	<b>\$624,773</b>	<b>\$608,872</b>	<b>\$653,876</b>	<b>\$45,004</b>
<b>Revenues less Expenses:</b>	<b>\$36,753</b>	<b>\$5,513</b>	<b>\$8,024</b>	

\* Note – 2018 Fire Hall Expansion Project costs not included here

## 2019 General Fund Expense Detail

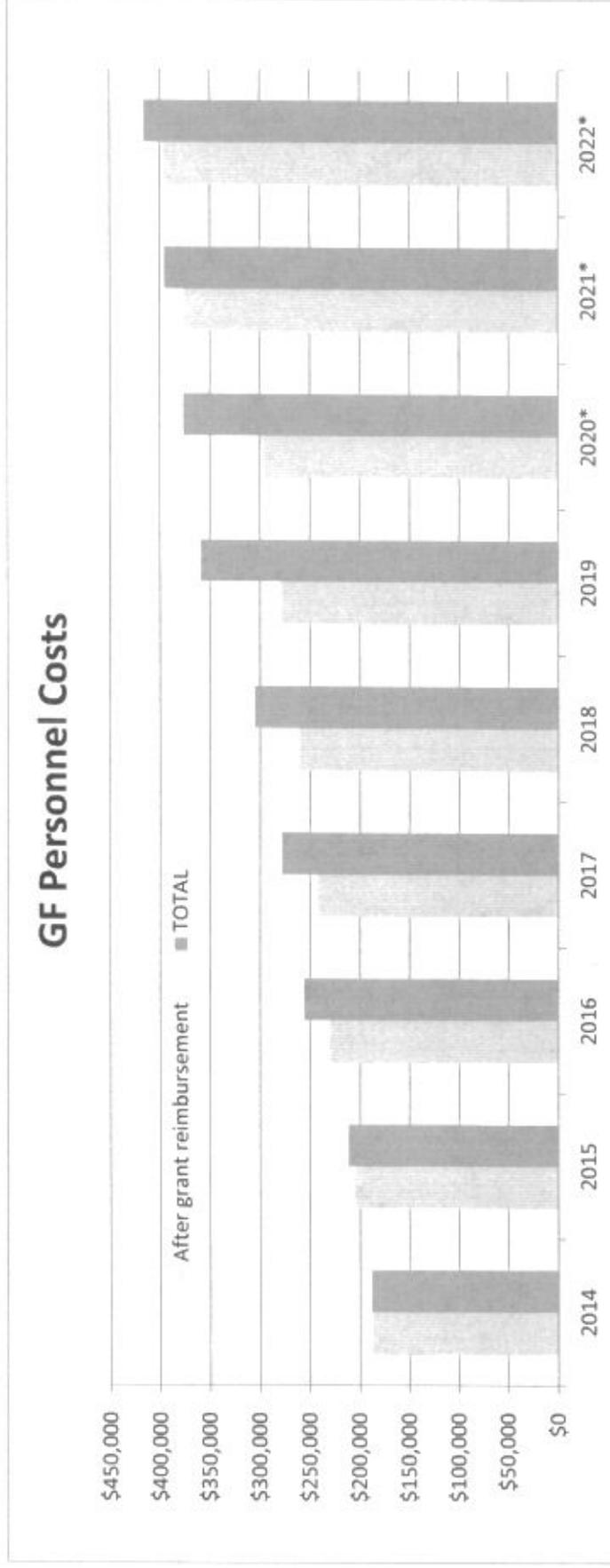
Personnel	TOTAL
<b>City Employees</b>	
Wages	\$227,893
Benefits	\$102,962
Payroll Taxes	\$19,526
Workers Comp	\$8,546
<b>City Employees Sub Total</b>	<b>\$358,926</b>
Less Grant Reimbursement	(\$81,000)
<b>City Employees Total</b>	<b>\$277,926</b>
<b>Contract Staff/Services</b>	
Police/Sheriff (HCSO Contract only)	\$65,528
Planning	\$51,000
Engineering	\$16,000
Building Inspector	\$7,000
Legal	\$20,000
Accounting	\$18,000
Public Works Maintenance	\$25,000
<b>Contract Subtotal</b>	<b>\$202,528</b>
<b>Everything Else</b>	
Honorarium	\$5,300
Rent	\$18,500
Insurance	\$17,700
Maintenance, Supplies, Equipment	\$69,750
Utilities	\$21,850
Community Support (TOT)	\$15,000
Audit	\$14,500
Other	\$10,823
<b>Subtotal:</b>	<b>\$173,423</b>
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$653,877</b>

### GF Revenue and Expense over Time (Actuals and Projected)



- Revenue projections assume cell tower lease ends Sep 2019
- Expenses for 2020 and forward assume 1 deputy, or a replacement for Measure Z funds
- Expense projections assume 3%/yr increase from 2019 Budget – and do not factor in future changes to grant income offsetting personnel costs
- Actual expenses have been less than budgeted and revenues greater than budgeted in recent years (2014-2017)

## 2019 Personnel Costs Summary



### Notes:

The General Fund increase from 2018-2019 is \$54,000 and includes new full time administrative assistant, funding for merit raises if warranted, and a 2.5% CPI increase to the pay scale.

Grant reimbursement is keeping staff costs down in 2017-2020, but underlying costs are rising (darker bars above). When/if grant support wanes, expected in 2021, the City will not be able to support 2019 staffing levels.

**‘Discretionary’ Expenditures included in 2019 Budget**

	<u>General Fund</u>	<u>Water Fund</u>	<u>Grant Funds</u>
Compensation study	\$5000	\$3000	
Water level monitoring and report			\$12,000
Town Hall Maintenance	\$15,000		
Capital Improvement Plan	staff time	\$8,000	
OWTS Permitting Priority	(costs are in staff time)		
Trail Maintenance	\$3,500		
ADA Improvements			\$10,000 (PARSAC)
TOT to community orgs	\$15,000		
Potential raises for hourly Employees*	\$5,000	\$3,000	
<b>TOTAL:</b>	<b>\$47,500</b>	<b>\$14,000</b>	<b>\$22,000</b>

\*included in salaries for budgeting– to be realized based on comp study and performance reviews

Budget Detail Sheets follow.

**CITY OF TRINIDAD**  
**FY 2019 PROPOSED BUDGET**  
**General Fund Revenue**

	<b>FY 2017 Actual</b>	<b>FY 2018 BUDGET</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 BUDGET</b>
<b>REVENUES</b>				
Property Taxes - Secured	\$ 86,592	\$ 90,000	\$ 91,000	\$ 92,000
Property Tax - Unsecured	\$ 3,451	\$ 3,300	\$ 3,400	\$ 3,400
Property Tax - Prior Unsecured	\$ 30	\$ 50	\$ 29	\$ 50
Property Tax - Current suppl	\$ 1,503	\$ 600	\$ 1,200	\$ 1,300
Property Tax - prior Supplemental	\$ 135	\$ 200	\$ 200	\$ 200
PROPERTY TAX - FINES			\$ 547	\$ 500
Motor Vehicles Fines	\$ 741	\$ 1,000	\$ -	\$ 500
Property Tax Exemption	\$ 1,132	\$ 1,300	\$ 1,200	\$ 1,300
Public Safety 1/2% sales tax	\$ 1,829	\$ 1,600	\$ 1,800	\$ 1,900
Documentary Real Property Tax	\$ 5,503	\$ 2,000	\$ 4,800	\$ 4,500
Property Tax Administration	(\$2,264)	(\$1,500)	(\$2,300)	(\$2,300)
LAFCO	(\$1,187)	(\$1,750)	(\$1,100)	(\$1,850)
In Lieu VLF	\$ 28,466	\$ 28,600	\$ 29,000	\$ 30,000
Sales Taxes	\$ 246,438	\$ 240,000	\$ 236,000	\$ 245,000
Transient Occupancy Tax	\$ 171,173	\$ 134,400	\$ 136,903	\$ 138,000
Grant Income	\$ 20,000		\$ 5,465	\$ 15,000
Copy Machine Fees	\$ 58	\$ 50	\$ 76	\$ 50
Interest Received	\$ 3,791	\$ 5,000		\$ 15,000
Other Miscellaneous Income	\$ 22,354	\$ 1,000	\$ 3,138	\$ 2,500
Planner Application Processing	\$ 5,223	\$ 8,000	\$ 13,659	\$ 9,000
Building Application Processing	\$ 8,288	\$ 9,000	\$ 18,080	\$ 10,000
Animal License	\$ 105	\$ 200	\$ 60	\$ 200
Business License	\$ 7,998	\$ 7,500	\$ 11,172	\$ 9,500
VDU License Fee	\$ 1,500	\$ 9,000	\$ 7,000	\$ 8,000
Encroachment Permits	\$ 352	\$ 400	\$ 150	\$ 400
Rental Income - Verizon	\$ 25,892	\$ 24,000	\$ 26,000	\$ 49,600
Rental Income - Harbor	\$ -	\$ 5,135	\$ 15,070	\$ 5,200
Rental Income - PG&E	\$ 9,521	\$ 9,500	\$ 9,166	\$ 10,000
Rental Income - Suddenlink	\$ 6,749	\$ 3,800	\$ 4,984	\$ 6,500
Rental Income - Town Hall	\$ 6,153	\$ 7,000	\$ 4,932	\$ 6,500
<b>TOTAL REVENUES</b>	<b>\$ 663,426</b>	<b>\$ 589,385</b>	<b>\$ 622,358</b>	<b>\$ 661,950</b>

**CITY OF TRINIDAD**  
**PROPOSED 2019 BUDGET**

**General Fund Department 201 - Administration**

Category	FY 2017 Actual	FY 2018 BUDGET	FY 2018 ESTIMATE	FY 2019 BUDGET
HONORARIUMS	2,650.00	\$ 3,500	3,300.00	\$ 3,500
EMPLOYEE GROSS WAGE	120,742.86	\$106,719	105,531.32	\$ 127,051
DEFERRED RETIREMENT	8,388.64	\$ 11,345	11,558.39	\$ 15,246
MEDICAL BENEFITS	12,875.16	\$ 13,099	13,800.00	\$ 29,909
WORKMEN'S COMP INSURANCE	21.45	\$ 3,415	3,318.45	\$ 4,764
EMPLOYEE MILEAGE	220.32	\$ 500	144.81	\$ 500
PAYROLL TAX	9,504.66	\$ 9,032	9,000.00	\$ 10,886
GRANT PAYROLL REIMBURSEMENT	(4,259.41)	\$ (1,880)	(1,828.98)	\$ (5,500)
CRIME BOND	455.00	\$ 520	487.50	\$ 500
INSURANCE - LIABILITY	10,160.80	\$ 11,050	10,645.70	\$ 12,400
INSURANCE - PROPERTY CASUALTY	3,807.05	\$ 4,875	4,156.10	\$ 4,800
ATTORNEY-ADMINISTRATIVE TASKS	13,271.00	\$ 10,000	7,953.00	\$ 10,000
ATTORNEY-LITIGATION	8,855.50	\$ 10,000	0.00	\$ 10,000
CITY ENGINEER-ADMIN.	11,274.15	\$ 3,000	2,494.75	\$ 3,000
CITY PLANNER-ADMIN.	54,686.47	\$ 48,000	63,875.78	\$ 51,000
BLDG INSPECTOR-ADMIN TASKS	7,915.99	\$ 6,000	9,865.00	\$ 6,000
BLDG INSPECTOR-PERMIT	0.00	\$ 10,000	0.00	\$ 1,000
ACCOUNTANT-ADMIN	15,019.68	\$ 14,500	13,711.82	\$ 15,000
AUDITOR-	13,718.45	\$ 15,000	13,498.55	\$ 14,500
TOT Distribution to Community	16,205.81	\$ 16,800	16,800.00	\$ 15,000
FINANCIAL ADVISOR/TECH SUPPORT	2,451.44	\$ 3,000	4,342.75	\$ 3,000
LIBRARY RENT.	86.29	\$ 500	500.00	\$ 500
RENT	8,200.00	\$ 9,000	9,000.00	\$ 9,000
UTILITIES	10,733.44	\$ 7,875	14,190.00	\$ 8,250
DUES & MEMBERSHIP	550.71	\$ 1,000	335.00	\$ 750
MUNICIPAL/UPDATE	4,993.65	\$ 4,000	3,802.78	\$ 4,000
OFFICE SUPPLIES	8,008.53	\$ 6,000	4,494.53	\$ 6,500
BANK CHARGES	20.00	\$ 200	40.00	\$ 200
TRAINING / EDUCATION	0.00	\$ 2,500		\$ 1,000
CONTRACTED SERVICES		\$ 500	66.00	\$ 8,000
MISCELLANEOUS EXPENSE	263.89	\$ 2,500	1,055.51	\$ 500
TELEPHONE	1,516.13	\$ 1,800	2,230.22	\$ 1,800
CABLE & INTERNET	3,365.13	\$ 3,500	2,806.10	\$ 3,500
TRAVEL	0.00	\$ 1,500	0.00	\$ 1,500
SECURITY SYSTEM	73.50	\$ 500	\$ 600	\$ 500
SUPPLIES & EQUIPMENT	73.65	\$ 1,500	\$ 268	\$ 2,000
<b>TOTAL EXPENSES</b>	<b>\$ 347,066</b>	<b>\$341,950</b>	<b>\$ 333,395</b>	<b>\$ 380,556</b>

**CITY OF TRINIDAD**  
**General Fund 501 Public Works**

	FY 2017 Actual	FY 2018 Budget	FY 2018 estimate	<b>FY 2019 Budget</b>
<b>EXPENDITURES</b>				
Employee Gross Wages	\$73,971	\$85,557	\$77,048	<b>\$95,072</b>
Employee Overtime	\$0	\$500	\$0	<b>\$500</b>
Deferred Retirement	\$8,592	\$10,492	\$9,082	<b>\$11,409</b>
Medical Insurance & Benefits	\$25,055	\$35,452	\$34,066	<b>\$45,205</b>
Workmen's Comp Insurance	\$0	\$2,798	\$214	<b>\$3,565</b>
Payroll Tax	\$6,350	\$7,491	\$5,535	<b>\$8,146</b>
Grant Payroll Allocation	(\$31,859)	(\$43,000)	(\$43,000)	(\$75,500)
City Engineer - Admin	\$19,149	\$8,000	\$13,523	<b>\$10,000</b>
City Engineer - Project Fees	\$0	\$4,000	\$0	<b>\$3,000</b>
Municipal Stormwater Permit	\$0	\$2,400	\$0	<b>\$2,500</b>
Contracted Services	\$58,899	\$12,000	\$10,415	<b>\$25,000</b>
Uniforms/personal equipment	\$0	\$450	\$249	<b>\$450</b>
Street Maintenance & Repair	\$2,285	\$5,000	\$7,029	<b>\$3,000</b>
Street Lighting - Operations	\$4,566	\$4,500	\$4,528	<b>\$4,500</b>
Trail & Park Maintenance	\$337	\$3,500	\$855	<b>\$3,500</b>
Vehicle Fuel & Oil	\$3,809	\$4,000	\$3,561	<b>\$4,000</b>
Vehicle Repairs	\$1,755	\$2,500	\$1,588	<b>\$2,500</b>
Building Repairs & maintenance	\$6,403	\$5,000	\$5,899	<b>\$15,000</b>
Security System	\$488	\$500	\$464	<b>\$500</b>
Materials, Supplies & Equipment	\$9,813	\$13,000	\$11,946	<b>\$6,000</b>
Equipment Repairs & Maintenance	\$0	\$1,000	\$0	<b>\$1,000</b>
<b>TOTAL EXPENSES</b>	<b>\$191,478</b>	<b>\$165,140</b>	<b>\$143,683</b>	<b>\$169,347</b>

**CITY OF TRINIDAD**  
**PROPOSED 2019 BUDGET**  
**General Fund Department 301 - Police Department**

	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Budget</b>
<b>301 REVENUES</b>				
46000 GRANT INCOME (COPS)	\$ 126,381	\$ 100,000	\$ 105,000	\$ 105,000
46100 Measure Z Grant Income				
	\$ 75,317	\$ 75,000	\$ 37,500	\$ 75,000
54100 ANIMAL LICENSE FEES				
<b>TOTAL REVENUES</b>	<b>\$ 201,698</b>	<b>\$ 175,000</b>	<b>\$ 142,500</b>	<b>\$ 180,000</b>
<b>301 EXPENDITURES</b>				
61000 Employee Wages	\$ 8,049	\$ 5,376	5,313.98	<b>\$ 5,770</b>
65100 Deferred Retirement	\$ 172	\$ 228	369.67	<b>\$ 692</b>
65300 Workmen's Comp Insurance	\$ -	\$ 172	1.44	<b>\$ 216</b>
65600 Payroll Tax	\$ 587	\$ 429	153.86	<b>\$ 494</b>
75170 Rent	\$ 8,200	\$ 9,000	7,500.00	<b>\$ 9,000</b>
75180 Utilities	\$ 2,270	\$ 1,050	1,585.30	<b>\$ 2,000</b>
75220 Office Supplies & Expense	\$ 989	\$ 1,000	0.00	<b>\$ 500</b>
75300 Contracted Services	\$ 242,502	\$ 244,027	\$ 220,000	<b>\$ 245,000</b>
75350 Animal Control	\$ 1,356	\$ 1,500	1,122.00	<b>\$ 1,500</b>
75990 Miscellaneous Expense	\$ -	\$ 500	0.00	<b>\$ 250</b>
76110 Telephone & Communications	\$ 1,599	\$ 1,200	\$ 908	<b>\$ 1,200</b>
<b>TOTAL EXPENSES</b>	<b>\$ 266,480</b>	<b>\$ 264,482</b>	<b>\$ 237,391</b>	<b>\$ 266,623</b>
<b>GF EXPENSE after grants:</b>	<b>\$ 75,318</b>	<b>\$ 89,482</b>	<b>\$ 94,891</b>	<b>\$ 86,623</b>

**CITY OF TRINIDAD**  
**PROPOSED 2019 BUDGET**  
**General Fund Dept. 401 - Fire Department**

	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimate	FY 2019 Budget
<b>REVENUES</b>				
General Fund Reserves Transfer		75,000		
<b>TOTAL REVENUES</b>		75,000	75,000	
<b>EXPENDITURES</b>				
Honorariums	1,800.00	1,800.00	1,800.00	<b>1,800.00</b>
City Engineer - Admin	1,996.00		3,668.00	
Utilities	466.59	500.00	489.19	<b>550.00</b>
Dues & Membership	190.00	250.00	190.00	<b>250.00</b>
Training/Education	400.00	500.00	0.00	<b>500.00</b>
Contracted Services	3,144.00	75,000.00	73,762.70	<b>2,500.00</b>
Telephone	767.83	1,000.00	634.76	<b>1,000.00</b>
Dispatch	0.00	900.00	0.00	<b>900.00</b>
Vehicle Fuel and Oil	144.38	350.00	111.44	<b>350.00</b>
Vehicle Repairs & Maintenance	407.50	2,500.00	0.00	<b>2,500.00</b>
Building Repairs & Maintenance	202.25	1,000.00	6.59	<b>1,000.00</b>
Materials, Supplies & Equipment	929.45	2,500.00	958.51	<b>5,000.00</b>
Equipment Repairs & Maintenance	415.95	1,000.00	0.00	<b>1,000.00</b>
Capital Reserves				
<b>TOTAL EXPENSES</b>	<b>10,911.27</b>	<b>87,300.00</b>	<b>81,621.19</b>	<b>17,350.00</b>
<b>NET GF expense (after reserves transfer)</b>		<i>(12,300.00)</i>	<i>(6,621.19)</i>	

**CITY OF TRINIDAD**

**PROPOSED 2019 BUDGET Enterprise Fund 601 - Water**

	FY 2017 Actuals	FY 2018 BUDGET	FY 2018 Estimate	FY 2019 BUDGET
<b>REVENUES</b>				
Interest Received	2,249.93	\$ 1,000	3,000.00	\$ 8,000
Other Miscellaneous Income	962.61	\$ 2,000	0.00	\$ 2,000
Water Sales	310,558.24	\$ 295,000	320,000.00	\$ 315,000
Bulk Water Sales	5,940.00	\$ 5,000	5,040.00	\$ 5,000
New Water Hookups	0.00	\$ 1,000	10,900.00	\$ 1,000
Penalties	1,688.85	\$ 1,000	(221.63)	\$ 1,000
<b>TOTAL REVENUES</b>	<b>321,399.63</b>	<b>\$ 305,000</b>	<b>\$ 338,718</b>	<b>\$ 332,000</b>
<b>EXPENSES</b>				
Employee Wages	\$ 94,843	\$ 94,359	\$ 74,976	\$ 107,277
Employee Overtime	\$ -	\$ 500	\$ -	\$ 501
Deferred Retirement	\$ 11,287	\$ 11,333	\$ 8,685	\$ 12,873
Medical Insurance	\$ 36,330	\$ 40,384	\$ 32,070	\$ 46,104
Workmen's Compensation	\$ 12	\$ 3,078	\$ 2,879	\$ 4,023
Payroll Tax	\$ 8,512	\$ 8,225	\$ 6,359	\$ 9,192
Crime Bond	\$ 245	\$ 280	\$ 263	\$ 300
General Liability Insurance	\$ 5,471	\$ 6,125	\$ 5,732	\$ 6,650
Property & Casualty Ins	\$ 2,050	\$ 2,625	\$ 2,238	\$ 2,625
City Attorney -	\$ -	\$ 1,000	\$ -	\$ 1,000
City Engineer	\$ -	\$ 4,000	\$ -	\$ 4,000
Accountant	\$ 7,655	\$ 6,500	\$ 6,502	\$ 6,700
Auditor	\$ 6,615	\$ 7,000	\$ 7,268	\$ 7,000
Bad Debts	\$ 222	\$ 350	\$ 69	\$ 350
Utilities	\$ 12,571	\$ 13,000	\$ 9,850	\$ 13,500
Dues & Memberships	\$ 920	\$ 1,000	\$ 1,275	\$ 1,500
Office Supplies & Expense	\$ 2,984	\$ 3,000	\$ 2,577	\$ 3,000
Bank Charges	\$ 20	\$ 100		\$ 100
Training/Education	\$ 245	\$ 500	\$ 1,546	\$ 1,000
Contracted Services	\$ 8,288	\$ 15,000	\$ 7,708	\$ 6,000
Telephone	\$ 1,520	\$ 1,800	\$ 1,166	\$ 1,800
Cable & Internet Service	\$ 703	\$ 750	\$ 620	\$ 750
Licenses & Fees	\$ 2,814	\$ 4,500	\$ 2,424	\$ 4,500
STREET LIGHTING	\$ -	\$ 1,600	\$ -	\$ 1,600
Vehicle Fuel and Oil	\$ 1,211	\$ 1,500	\$ 359	\$ 1,500
Vehicle Repairs	\$ 965	\$ 2,000	\$ 218	\$ 2,000
Building Repairs and Maint	\$ -	\$ 1,000	\$ 153	\$ 1,000
Security System	\$ 1,356	\$ 500	\$ 543	\$ 500
Supplies and Equipment	\$ 4,865	\$ 12,000	\$ 1,724	\$ 6,000
Equip Repairs & Maint.	\$ 145	\$ 1,000	\$ 8,418	\$ 1,000
Water Lab Fees	\$ 4,098	\$ 4,000	\$ 4,415	\$ 4,000
Water Plant Chemical	\$ 6,118	\$ 7,500	\$ 4,780	\$ 7,500
Water Line Hook-Ups	\$ -	\$ 1,000	\$ 10,900	\$ 1,000
Water Line Repair	\$ 16,944	\$ 15,000	\$ 10,072	\$ 15,000
Water Plant Repair	\$ 71,847	\$ 8,000	\$ 2,896	\$ 6,000
DEPRECIATION	\$ 22,242		\$ 22,000	
Capital Reserves	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
<b>TOTAL EXPENSES</b>	<b>\$ 331,163</b>	<b>\$ 300,509</b>	<b>\$ 261,133</b>	<b>\$ 307,845</b>
<b>NET SURPLUS (Deficit)</b>	<b>\$ (9,764)</b>	<b>\$ 4,491</b>	<b>\$ 77,585</b>	<b>\$ 24,155</b>

**CITY OF TRINIDAD**  
**PROPOSED 2019 BUDGET -Enterprise Fund 701- Cemetery**

	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 to date</b>	<b>FY 2019 Budget</b>
<b>REVENUES</b>				
Interest Income	\$275			<b>\$200</b>
Cemetery Plot Sales	\$5,655	\$9,500	\$3,713	<b>\$6,000</b>
Cemeterery Plot Refunds	(\$1,410)	\$0	(\$2,153)	
<b>TOTAL REVENUES</b>	<b>\$4,520</b>	<b>\$9,500</b>	<b>\$1,560</b>	<b>\$6,200</b>
<b>EXPENDITURES</b>				
Employee Wages	\$14,053	\$13,685	\$11,956	<b>\$13,858</b>
Deferred Retirement	\$1,723	\$1,748	\$1,383	<b>\$1,663</b>
Medical Insurance & Expense	\$6,023	\$6,920	\$5,216	<b>\$5,866</b>
Workmen's Comp Insurance	\$0	\$466	\$413	<b>\$520</b>
Payroll Tax	\$1,230	\$1,248	\$1,015	<b>\$1,187</b>
Utilities	\$624	\$750	\$512	<b>\$750</b>
Materials, Supplies & Equipment	\$26	\$500		<b>\$500</b>
<b>TOTAL EXPENSES</b>	<b>\$ 23,905</b>	<b>\$ 25,319</b>	<b>\$ 20,495</b>	<b>\$24,343</b>
Net - From Cemetery Reserve	(\$19,385)	(\$15,819)	(\$18,935)	(\$18,143)
Reserve Balance ~95,000				

**CITY OF TRINIDAD**  
**PROPOSED FY2019 BUDGET**  
**Special Revenue Fund 204 - Integrated Waste Management**

	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>
	<b>Actual</b>	<b>Budget</b>	<b>To Date</b>	<b>Budget</b>
<b>REVENUES</b>				
Grant Income			\$5,000	
Recycling Revenue	\$11,342	\$10,500	\$1,338	<b>\$10,500</b>
Franchise Fees		\$6,000	\$6,129	<b>\$6,200</b>
<b>TOTAL REVENUES</b>	<b>\$11,342</b>	<b>\$16,500</b>	<b>\$12,467</b>	<b>\$16,700</b>
<b>EXPENDITURES</b>				
Employee Wages	\$11,199	\$10,921	\$9,674	<b>\$12,691</b>
Deferred Retirement	\$1,363	\$1,386	\$1,118	<b>\$1,523</b>
Medical Insurance	\$4,830	\$5,614	\$4,163	<b>\$5,467</b>
Workman's Compensation	\$0	\$369	\$327	<b>\$476</b>
Payroll Tax	\$973	\$989	\$821	<b>\$1,087</b>
Garbage	\$12	\$500		<b>\$500</b>
Sanitation	\$1,023			
Materials, Supplies	\$3,801	\$1,200		<b>\$1,200</b>
	\$0			
<b>TOTAL EXPENSES</b>	<b>\$23,201</b>	<b>\$20,979</b>	<b>\$16,103</b>	<b>\$22,944</b>
<b>NET:</b>	<b>(\$11,859)</b>	<b>(\$4,479)</b>	<b>(\$3,636)</b>	<b>(\$6,244)</b>

**City of Trinidad Payroll  
Proposed for 2019 Fiscal Year Budget**

Position	Hours	Hourly Wage	PAYROLL COSTS				Payroll Funding Sources					
			Annual Wage / Salary	Medical & Retirement Cost to City	TOTAL COMP	Workers comp, payroll tax...	TOTAL PAYROLL COST	General Fund	Water Fund	Grants	Cemetery IWM	
City Manager	30/wk	NA	\$79,000	\$9,480	\$88,480	\$9,731	\$98,211	\$82,890	\$9,821	\$5,500	\$4,387	
City Clerk	40/wk	\$27.50	\$57,200	\$23,491	\$80,691	\$7,046	\$87,737	\$57,029	\$21,934		\$2,716	
Public Works/Water Director	40/wk	\$25.69	\$53,435	\$30,517	\$83,952	\$6,582	\$90,534	\$12,675	\$75,143		\$8,320	
Maintenance Operator	40/wk	\$20.14	\$41,888	\$22,285	\$64,173	\$5,160	\$69,333	\$21,460	\$27,733	\$3,500	\$7,670	
Maintenance Operator	40/wk	\$21.00	\$43,680	\$27,644	\$71,324	\$5,381	\$76,705	\$26,415	\$30,682	\$3,500	\$8,438	
Administrative Assistant	40/wk	\$17.50	\$36,400	\$24,082	\$60,482	\$4,484	\$64,966	\$52,718	\$12,248			
Grant Administrator	40/wk	\$25.97	\$51,936	\$37,060	\$88,996	\$6,397	\$95,393	\$24,985	\$1,908	\$68,500		
<b>TOTALS</b>			<b>\$363,539</b>	<b>\$174,559</b>	<b>\$538,098</b>	<b>\$44,781</b>	<b>\$582,879</b>	<b>\$278,172</b>	<b>\$179,469</b>	<b>\$81,000</b>	<b>\$23,093</b>	<b>\$21,144</b>

**Notes:**

These figures used for 2019 Budget Calculations

Rates shown above include possible merit/step increases from current rates

Some uncertainties in actual rates depending on staffing vacancies and merit raise outcomes. Figures above err on the high side of the uncertainty, to ensure a conservative budget estimate.



## DISCUSSION AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES**

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2. Discussion/Presentation regarding the November Election Schedule and Upcoming Deadlines.

# DISCUSSION AGENDA ITEM

Date: Wednesday, June 27, 2018

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Item: November Election Schedule and Upcoming Deadlines

**Background Info:** The City's November 06, 2018 Election ballot may include one item; Three (3) Councilmember seats. The seats that expire this year are currently filled by **Susan Rotwein, Jim Baker, and Dwight Miller.**

The list of deadlines related to the Election is as follows:

- **On or before July 14 - Election Notice:** A notice will be published in the 3 locations throughout the City (City Hall, Murphy's Market, and the Trinidad Post Office), and in the Mad River Union announcing the November Election and the Council positions available.
- **July 16 – Candidate Nomination Period Opens:** Anyone who wants to file as candidate for one of the (3) open positions may pick up nomination packets from the Clerk's office at the Town Hall. Fee for filing a candidate statement in the election ballot is \$375. Payment must be made when the nomination packets are submitted. ***Deadline for incumbents to file nomination papers is 2:00pm, Friday, August 10.***
- **August 10 – Deadline for Incumbents to file Nomination Packet**
- **August 15 – Deadline for Nomination Packets IF NO INCUMBENTS file for the positions.**
- **August 23 – Deadline to Appoint Council Candidates:** If only 3 or less candidates apply for 3 open positions, the Council may choose to appoint the members and cancel the election. If this ends up being the case, the Council will have to hold a Special Meeting sometime between the August 15 and August 22 and make their announcement to the public. If not, by default the election process will be held with the qualified candidates running unopposed.
- **November 06 – Election Day**

**Staff Recommendation:** Review and file. Clerk will notify the Council and public of each deadline as it approaches. Monthly election progress reports will be included in the packet each month.

**Attachments:** Notice of Election that will be published on or before July 14.



NOTICE & CALL FOR THE 2018 CITY  
**ELECTION**

<b>POSITION(S) AVAILABLE:</b>	CITY COUNCILMEMBERS (3)
<b>LENGTH OF TERM:</b>	NOV. 2018 – NOV. 2022 (4-Years)
<b>FILING DEADLINE:</b>	FRIDAY, AUGUST 10, 2018
<b>ELECTION DATE:</b>	TUESDAY, NOVEMBER 06, 2018

Notice is hereby given, pursuant to the California State Elections Code, that the **City of Trinidad** will hold an election on Tuesday, November 06, 2018 and invites you to serve one of (3) vacant seats available aboard the Trinidad City Council.

For candidate documents, rules, and nomination requirements, visit [www.trinidad.ca.gov](http://www.trinidad.ca.gov), or contact:

**Gabriel Adams**  
Trinidad City Clerk  
707.677.0223  
[www.trinidad.ca.gov](http://www.trinidad.ca.gov)  
[cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov)

9:00am – 2:00pm, Monday-Friday.