

**MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, OCTOBER 08, 2008**

**I. CALL TO ORDER/ROLL CALL**

- Mayor Lin called the meeting to order at 7:00PM. All council members were in attendance: Bhardwaj, Ratzlaff, Lin, Binnie, Fulkerson.
- City Staff in attendance: City Manager Steve Albright, City Clerk Gabriel Adams, and City Attorney Paul Hagen, Police Chief Ken Thrailkill.

**II. PLEDGE OF ALLEGIANCE**

**III. ADJOURNMENT TO CLOSED SESSION - Personnel Issue: Section 54957(b), Police Chief**

**IV. RECONVENE TO OPEN SESSION**

**V. APPROVAL OF AGENDA**

*Motion (Fulkerson/Binnie) to pull items 4, 5, & 6 from Consent for discussion, and postpone agenda item 5 until October 22. **Passed unanimously.***

*Motion (Bhardwaj/Ratzlaff) to approve the agenda as amended. **Passed unanimously.***

**VI. APPROVAL OF MINUTES**

**September 10, 2008 cc**

*Motion (Fulkerson/Ratzlaff) to approve the minutes written. **Passed unanimously.***

**VII. COMMISSIONERS REPORTS**

Binnie - Parks and Recreation, Streets

**Public Works:** The Scenic Drive road improvement project has begun, and is funded by a BIA grant to the Trinidad Rancheria.

Bhardwaj – Health & Human Services, Planning

**Planning:** Updated the Council on September Planning Commission meeting.

Lin – Water, Town Hall - Nothing to report.

Fulkerson – Public Safety

There seems to be an explosion of signs installed on or around the beach. The City should keep signs under control. More dog-doo collection stations should be installed throughout the town.

Ratzlaff – Finance – Nothing to report.

**VIII. STAFF REPORTS**

City Manager - Albright: Locations for trail signs have been approved by the Planning Commission. New signs have been ordered.

City Attorney – Hagen: Nothing to report.

Police Chief – Thrailkill – Announced stats, service calls, and statistics.

City Clerk – Adams: Nothing to report.

**IX. ITEMS FROM THE FLOOR**

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

**Sungnome Madrone – Fox Farm**

The Clean Beaches grant recently awarded to the city has funds allocated for the replacement of failing septic systems not just within the City limit, but within the greater Trinidad area.

A few months ago the Council heard from City Engineers about water treatment plant upgrade options. I offered an alternative solution involving drilling wells in the upper Luffenholtz Creek Watershed and using hydropower captured by water flowing downhill to pump treated water through the distribution system. I would like the Council to consider my proposal before spending money on the membrane system, and allow me the opportunity to discuss it with the Engineers.

**Jim Cuthbertson – Trinidad**

Explained that the Edwards Street parking issue is still a major safety concern, and thanked TPW for cutting overgrown ice plant at the end of the boardwalk.

**X. CONSENT AGENDA**

1. Staff Activities Report through September, 2008
2. Financial Status Report through August, 2008
3. Report on Policies for Renting Town Hall
4. Contract for Town Hall Improvements
5. Authorization for Engineering Analysis of Membrane Treatment at the Water Treatment Facility
6. Authorization to Improve Police Facilities for Evidence Storage
7. FY09 Budget Amendment Update Report

*Motion (Fulkerson/Binnie) to approve the consent agenda items 1, 2, 3, & 7, and pull 4-6 for further discussion.*  
**Passed unanimously.**

**XI. AGENDA ITEMS**

1. Contract for Retaining Financial Consulting Services  
Deborah Brooks and Associates has been the City’s financial consulting firm for the past several years. The firm is going out of business and will not be available to provide services beyond October 31, 2008.

At the last meeting, the Council authorized the Manager to interview potential firms which could provide the needed services, solicit bids, and recommend a contract agreement with one of the applicants. Referrals were obtained for local firms (Eureka, Arcata, and McKinleyville) which have some experience in government accounting and audits.

Four firms were solicited to provide bids for services:

- Cunningham, Morton & Malone;
- David L. Moonie & Company;
- Hunter, Hunter & Hunt; and
- Jackson & Eklund.

Each provided a responsive bid to provide the following basic services:

- 26 times per year payroll services;
- Accounts payable services;
- Monthly financial reporting;
- Annual reporting for state-required reports;
- Annual coordination with the City’s independent audit firm; and
- Financial records storage.

In addition, ongoing responses to the City staff for problem solving, records retrieval, and reports preparation is vital.

Each of the bid proposals assumes that existing records can electronically be transferred from Deborah Brooks to the new firm.

In evaluating the bid proposals received, the low responsive bid was from the firm of Cunningham, Malone & Morton. Based on an annualized amount, the bid is for \$12,900 per year plus the cost of doing two State-required annual reports (an additional cost of \$85.00/hour estimated to total approximately \$2,000, which is the amount now being charged). This will still place the bid lower than the others received and makes this the only bid that is within the current adopted City budget for these services. This firm did divide their services, splitting out the cost of payroll services, so there are actually two agreements that constitute the entire proposal.

*Motion (Ratzlaff/Fulkerson) to approve the proposed agreements with the firm of Cunningham, Morton & Malone in the amount of (annualized) \$12,900 for the purpose of providing financial consulting services through June 30, 2009. **Passed unanimously.***

2. First Reading of Proposed Ordinance 2008-03, Onsite Wastewater Treatment Systems

City Manager Albright explained that the City Planning Commission and staff have been working on the development of an Onsite Wastewater Treatment System Ordinance since 2001. There has been a lot of time, effort, and resources put into the preparation of this Ordinance. The Commission completed its work in early 2008, and it is ready for review and consideration by the Council.

The adoption and implementation of the Ordinance is one of the key strategies for a number of environmentally-related issues that face Trinidad. These include the general preservation and improvement of water quality in the City; specific protection to the Trinidad Bay Area of Special Biological Significance (ASBS); protection of the bluffs and the enhancement of any efforts that work in favor of bluff stability; and diminishing public health hazards that can be associated with improperly designed, maintained, or failing septic systems.

In addition to the extensive time and effort put into this proposed Ordinance by the Planning Commission, proposed Ordinance 2008-03 has been informally reviewed by some members of the Council over the years. It is apparent and understood that there are some issues associated with the proposed Ordinance that need to be addressed and agreed upon before it can be adopted and implemented. These issues are primarily administrative in nature. The intent of the Ordinance and its objective of generally improving septic systems in Trinidad as a policy objective is well addressed in the proposed Ordinance.

*Motion (Fulkerson/Bharwaj) to accept proposed Ordinance 2008-03 for First Reading as forwarded to the City Council from the Planning Commission, and set December 10, 2008 as a Public Hearing date. Public and Councilmember comments will be submitted to staff for response at December 10 meeting. **Passed unanimously.***

3. Formation of a "Sales Tax Advisory Committee"

City Manager Albright explained that at the last Council Meeting, there was extensive discussion on the need to form a Council Advisory Committee in relation to the potential for a sales tax increase. The discussion concentrated on several items:

- a need to address concerns by voters and supporters of the sales tax that the Council needs to prioritize the use of the sales tax revenues in accordance with the desires of the residents;
- a stated desire on the part of the Council to solicit timely input from the residents regarding the expenditure of sales tax revenues;
- the goal of the Council of creating a Committee whose focus is just on the use of the sales tax revenues;
- the desire on the part of the Council to create opportunities for residents to become more actively involved in City government.

This would not be a permanent Committee, nor is it anticipated that the Committee would need to meet on a regular basis. The Committee could exist for the life of the sales tax (4 years), and it could be organized to meet as needed to advise the Council on expenditures or other issues related to the implementation of the sales tax and expenditures of the proceeds.

The need for the Committee to actually be formed and become active is dependent on the approval of the Measure "I" sales tax election scheduled for November 4, 2008. Council action to initiate the formation of the Committee is in anticipation of Measure "I" being approved by the voters.

Public comment included:

**Sam Merryman** – Trinidad

This is a new tax that hasn't been passed by the voters yet. Folks outside the city limits should be notified.

Council comment included:

**Lin:** I still think the committee needs more focus.

**Bhardwaj:** I proposed this committee because 1) the League of CA Cities recommended it and 2) so that the residents feel more secure with how their city funds are being spent.

*Motion (Fulkerson/Binnie) to create the Sales Tax Advisory Committee, appoint Councilmember Bhardwaj to chair the Committee, and begin the process of selecting five (5) community residents to serve on the Committee.*

**Passed unanimously.**

4. General Plan Update Presentation

City Manager Albright explained that the City Council received an informal update presentation on the status of the General Plan revision at its last meeting from Mike Morgan, Chairman of the Planning Commission.

At the request of the Council, a follow-up presentation was made at this meeting.

*No decision was made.*

5. Planning Commission Appeal

*Item postponed to the October 22 meeting.*

**Consent Agenda Items pulled for discussion:**

4. Contract for Town Hall Improvements

*Motion (Fulkerson/Ratzlaff) to award Surfside Construction the contract to repair and replace the east wall of the Town Hall and other items as listed in the bid. **Passed unanimously.***

5. Authorization for Engineering Analysis of Membrane Treatment at the Water Treatment Facility

*Continued to a future meeting. City Engineer is authorized to meet with Sungnome Madrone regarding alternative proposal for harvesting water from upper Luffenholtz Creek Watershed.*

6. Authorization to Improve Police Facilities for Evidence Storage

*Motion (Fulkerson/Binnie) to authorize the City Manager to execute an agreement with Holman Builders to complete the described work for an amount not to exceed the bid estimates. **Passed unanimously.***

**XII. COUNCIL REQUEST FOR FUTURE AGENDA ITEMS**

**XIII. ADJOURNMENT**

- Meeting ended at 9:35pm.

**Submitted by:**

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**Gabriel Adams**  
City Clerk

**Approved by:**

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**Chi-Wei Lin**  
Mayor