



Posted: Friday, July 20, 2018

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

The Trinidad City Council will hold a regular meeting on  
**WEDNESDAY, JULY 25, 2018, at 6:00 PM**  
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

### CLOSED SESSION BEGINS AT 5:00PM

**I. CALL TO ORDER**

**II. ADJOURN TO 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. *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*
3. *Public Employee Performance Evaluation for City Manager Pursuant to Government Code Section 54957*

**III. RECONVENE TO OPEN SESSION – CLOSED SESSION REPORT**

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF AGENDA**

**VI. APPROVAL OF MINUTES** – 06-14-18 scc and 06-27-18 cc2 mins will be available at the next meeting.

**VII. COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**

**VIII. STAFF REPORTS**

**IX. 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.*

**X. 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-June 2018
2. Financial Statements May 2018
3. Law Enforcement Report June 2018
4. Discussion/Decision regarding Procedure for Reviewing County Cannabis Permit Referrals.

**IX. DISCUSSION/ACTION AGENDA ITEMS**

1. Discussion/Decision regarding Resolution 2018-08; Adopting the FY 2018-2019 Budget
2. Discussion/Decision regarding Second Reading of Ordinance 2018-02; Time-Limited Parking Restriction on Edwards Street Bluff between Trinity Street and Ocean Ave.
3. Discussion/Decision regarding Right-of-Way issues surrounding the Hector/Parker Stormwater Construction.
4. Discussion/Decision regarding Trinidad Head Cellular Facility Lease.

**X. FUTURE AGENDA ITEMS**

**XI. ADJOURNMENT**

APPROVAL OF MINUTES FOR:

Supporting Documentation follows with: 0 PAGES

*Minutes for the following dates are pending:*

- 06-14-18 scc
- 06-27-18 cc2

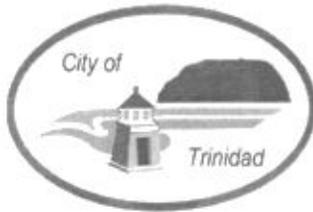


## CONSENT AGENDA ITEM 1

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 41 PAGES**

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1. Staff Activity Report May-June 2018



*Susan Rotwein, Mayor  
Dan Berman, City Manager*

## STAFF ACTIVITIES REPORT

For Council Meeting of July 25<sup>th</sup> 2018

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### City Administration:

#### **Grand Jury Report on Short Term Rentals –**

The Humboldt County Grand Jury completed a Report regarding Short Term Rentals in Trinidad which was provided to the City in late June. (Attached). The City has 90 days to provide a formal response. The Report's findings are very similar to the Council Committee report on the same issue: the Ordinance appears thorough, enforcement can be challenging, and some complaints have not been addressed to the satisfaction of the community. Staff anticipate bringing a first draft response to the Council for discussion at the August meeting, and working with Council to complete the response for approval at the regular September meeting.

#### **Complaints –**

The City received and responded to three complaints in recent months (in addition to some angry calls about 4<sup>th</sup> of July fireworks) – one regarding an off leash dog at a STR, one involving late night noise at an STR (unrelated to its STR status) and one alleging inappropriate behavior by a Planning Commissioner. The complaints and the City staff responses are attached. The Planning Commissioner complaint includes a request for Council to consider the matter. Staff have completed their response, and recommend that the Council consider at their July 25<sup>th</sup> meeting whether they wish to agendaize this for Council discussion or action at a subsequent meeting.

#### **Construction in Trinidad**

The stormwater infiltration work funded by the Ocean Protection Council is currently underway on Hector/Underwood, and on East Street.

**Annual Audit** – The Audit is complete. Staff have moved most of our reserve funding to the Local Agency Investment Fund (LAIF) to improve the interest rate return on funds. The recommendations in the Auditor's report have been implemented, with the exception of establishing a Cemetery Endowment Fund.

**Trails Advisory Committee-** Recommendation re: dogs on Trinidad Head is now part of City Code. Memorial Bench Policy is complete. Trail Maintenance Policy is under development.

**OWTS Permits** - Staff progress on OWTS Permits has slowed with the departure of our Administrative Assistant, but should resume as that position is filled in August.

Staff and the City Planner are continuing to implement the plan to issue OWTS operating permits to all septic system owners in the City. Staff are processing all outstanding applications received to date (quadrants 1 & 2), and is following up with owners as necessary. The Planner has drafted operating permits for all quadrant 1 & 2 applications. Staff mailed OWTS operating permit packets to owners without operating permits in the Parker Creek area of town (parts of quadrants 3 & 4). These parcels may be eligible for funding assistance through the Clean Beaches Initiative grant program. The remaining parcels in town without operating permits will be contacted next.

**Law Enforcement Service** – The Sheriff's Office has assigned Deputy Bang Cao as our additional half time deputy position supported with Measure Z funds. Deputy Bang started on July 15<sup>th</sup>. The City will utilize the current year's Measure Z funds to support the half time position through December 2018, and have been awarded additional Measure Z funds to continue that position through June 2019. See separate agenda item for Law Enforcement

**Trinidad Rancheria Efforts to put the Harbor Property in Federal Trust Status.** The City requested an update from the Bureau of Indian Affairs and was informed that BIA is still working on responses to the comment letters received. No timetable for next steps was provided, but the City and other commenters are on the notification list for this project.

**Trinidad Rancheria Highway 101 Interchange Project**

The Rancheria made a presentation about the status of this project at the February 28<sup>th</sup> City Council meeting.

**STR Ordinance**

The revised (2016) Ordinance is now in effect. 28 STR licenses have been issued. The UR zone is near its cap (21 licenses, cap of 19). The SR zone is below the cap. The new ordinance has resulted in at least three licenses going away upon property sales, and the number of guests in the UR zone has come down by 26 due to lower allowed occupancy and some rentals losing their license upon sale.

**Tsurai Study Area Settlement and Land Transfer.**

A draft settlement and land transfer was conditionally approved by Council in December 2016. Additional agreements were deemed necessary because of prior legal settlements involving multiple state agencies. Efforts to resolve this complication and complete the settlement and land transfer are ongoing.

## Planning

**City Planner Report:**

**Detached Living Spaces**

The Planning Commission has completed their effort to provide recommendations to the Council on this issue and are returning to the Local Coastal Plan update as well as regular permit applications.

### **General Plan Update**

We are about a year behind the ambitious schedule presented in the last major update to the Council that was provided in a memo dated January 19, 2017. Since then, City staff did apply for supplemental funding and an extension to the Coastal Commission grant period to complete much of the work. That was approved, and the grant period now runs to October 31, 2018. I am still hopeful that we can meet our grant obligations within that time. The following is an update on the various tasks.

- *Planning Commission Review* – The Planning Commission has reviewed all the draft elements of the General Plan again. That occurred from January 2017 through July 2017. Although the Planning Commission had several special meetings to keep that discussing going, it still took well over the estimated two months.
- *Background Reports and Information* – Staff held two harbor area stakeholder meetings on April 17, 2017 (one during the day and one in the evening). Informal Tribal consultation has not been very fruitful so far, but staff continues to seek input.
- *Update Draft General Plan* – Staff have been working on incorporating the Planning Commission comments into the draft, as well as information from recent background reports such as the one regarding climate change and sea level rise. In addition, comments from the harbor stakeholder meeting have been incorporated. Staff have also been adding to the draft elements where deficiencies were identified after an analysis based on the Coastal Commission's LCP update guidelines. In addition, the State adopted new General Plan Guidelines in 2017, which staff have been reviewing for consistency with the existing draft. Staff have finalized revisions to the Land Use Element, and Conservation and Open Space Element, and are currently working on the Circulation Element and Cultural Resources Element. We have been waiting for updated maps in order to start submitting elements to the Coastal Commission for their staff review, but plan on starting to submit drafts this week regardless of whether all the maps are complete.
- *Zoning Ordinance* – Staff have started drafting zoning ordinance updates to make it consistent with the draft general plan and current Coastal Act requirements.

**Cell Towers** – See agenda

**Memorial Light House** – The Memorial Light House and Bell have been successfully moved to a new temporary location at the Trinidad Rancheria Harbor Properties under an Emergency Permit. The Civic Club has submitted a regular 'follow up' permit for this work, including clean up at the former site. The Civic Club, after a community meeting, have decided that the permanent home will be at the Rancheria Harbor Property.

**Unpermitted Development** – The City is working with the Coastal Commission and a Scenic Dr. landowner to resolve problems related to shoreline armoring efforts that were undertaken without permits. Final notices before Nuisance Abatement proceedings have been sent.

### **View Restoration Permit process for Van Wycke St.**

The new owners of the property are working with the neighbors and planning for significant trimming to restore views this summer.

### **CalFire Water Line Extension**

The City has approved the LCP/General Plan amendment process required for this. CalFire will be returning soon with an application to the City (and County) for the CDP and other necessary permits for the physical construction of the water line.

**Marine Lab Cypress Tree** HSU has applied to remove this tree. This may be before the Planning Commission at their regular May meeting.

## **WATER SYSTEM**

### **Install Streamflow Monitoring on Luffenholtz Creek (Water Fund)**

This is complete, with flow monitoring being conducted to calibrate the automated monitoring system. The data can be viewed at the following link, soon to be on the City Website: <https://m2x.att.com/dashboards/shared/483d35e70ccd5170cf6646115b13a19d?>

**Resolving Title at Water Plant** The Water Plant was built on the old County road right of way, and that has never been cleaned up. The County has indicated they are open to helping us resolve this.

**Asset Management System** –New Asset Management software is configured and installed at the Water Plant, and is already populated with data about many key components and maintenance of the Water Plant. The program is up and running and staff is now using this for the maintenance scheduling and recordkeeping. The next step will be using the water quality module to complete the next round of water quality reporting for the State and the annual Consumer Confidence Report.

**Facilities Maintenance Budget** – Staff are working to develop a long term facilities maintenance budget for the regular maintenance and replacement of our key buildings and infrastructure. The Asset Management System will help staff develop long range plans for future replacement of critical assets and to prioritize our long term maintenance and replacement efforts.

**Water accountability** – Through meter replacement, identifying and addressing leaks, accounting for plant process water, and metering previously un-metered services, staff continue audit and reduce water loss. Recently staff have identified and fixed several leaks in the distribution system. Staff have also identified numerous leaks on the property owner's side and coordinated with the appropriate party to facilitate the necessary repairs.

**Water Distribution System** - Two pressure reducing valves which are critical components that regulate water system pressures in the lower part of town have been rebuilt and are functioning properly. The fire hydrant in the State Beach parking lot off Stagecoach Rd. has been rebuilt, and is now the primary source for commercial water

trucks, removing that activity from Parker St. A major water line under East St. will be repaired

## PUBLIC WORKS

### **Staffing**

Bryan Buckman is back at work as our Public Works Director. Paul Rosenblatt is leaving the City to take a position with the Westhaven CSD Water System. The City is currently advertising to fill his position.

**City Contracting Requirements.** As the Grant and Project Coordinator for the City, Becky is often assigned to develop public works and water system bid solicitations and contracts. Staying in compliance with California Public Contract and Labor Codes can be challenging and time consuming. Becky attended a seminar "Public Contracting Requirements and Competitive Bidding" last week in San Jose to keep up to date about regulations and best practices for completing the different phases of the public works construction process. The registration fee included a manual that will be a useful reference for City Staff.

**Trinidad Head Trail Maintenance** – City staff worked with a Calfire CDCR crew to implement trail vegetation and view maintenance around Trinidad Head.

**Ground Water Level Monitoring** – City staff is working with the City Engineer to collect data from water level loggers in existing monitoring wells as well as from the barometric pressure logger (deployed on September 28). The information is being used by the City Engineers to ground truth the groundwater model, as well as to support decision making for future public works projects, the Local Coastal Plan update, and protection of the bluff and Tsurai Study Area. Funding for continued monitoring and a summary report has been written into the upcoming stormwater grant.

**Clean Beaches Initiative OWTS Repair/Replacement Grant** – This is the final year of this grant to assist landowners with repair or replacement of failing OWTS in the Parker Creek, lower Luffenholtz and Joland Creeks. Eleven OWTS were upgraded last year through this grant program to improve water quality in creeks and at beaches in the Trinidad and Luffenholtz area. Two more OWTS will be replaced in the next several months and another repair is in the planning stages. Project staff are conducting additional outreach to encourage OWTS owners in the priority areas of Parker Creek to get their systems inspected and, if their system needs repairs, to apply to the Clean Beaches OWTS program for funding assistance. The Hidden Creek RV Park is doing a major overhaul to their OWTS systems.

**Town Hall ADA Improvements.** A push button automatic door opener is in place. A complete ADA assessment of the Town Hall has been completed.

**Trinidad Library/Saunders Park ADA Improvements.** A county review of ADA compliance issues in and around the library was recently completed. New signs and a

rebuilt section of sidewalk have been completed to meet compliance issues. Animal tracks were lost, but the City is purchasing animal track stencils to allow painted tracks to replace those lost.

#### **Firehouse Expansion – Complete.**

**City MS4 Permit Compliance and Reporting** – City staff completed and submitted the Permit Year 4 online report on October 16 for the Municipal Separate Stormwater Sewer (MS4) Discharge Permit. MS4 Permit coverage is required due to the City's storm water discharge into the Trinidad Bay Area of Special Biological Significance (ASBS). Complying with the permit requirements is costly and time consuming and involves all City staff, the planner, the city engineer, and building official. The average permit compliance costs (not including monitoring) is approximately \$17,000 annually and \$85,000 for the 5 year permit term. In addition, once during each permit cycle, extensive water quality monitoring is required. For the current permit cycle, the City spent \$235,000 for a subset of the monitoring and reporting. The City was able to fund most of the monitoring costs through the prior ASBS Storm Water Project Grant, however additional monitoring requirements were conducted and paid for by the State Water Boards. The City is supposed to conduct another suite of monitoring under our next permit cycle (FY 18-19 or FY 19-20) unless we can either roll those costs into upcoming grants, or convince the State to let us forego the monitoring in lieu of our efforts to eliminate our stormwater discharge.

## **GRANTS –**

**ASBS Storm Water Management Improvement Project** –Staff are continuing to work with the State Water Resources Control Board grant manager and US Department of Agriculture (USDA) staff to secure funding for the final phase of the Storm Water Project. In a separate Consent Agenda Item, the Council will consider entering into an agreement with the City Planner for preparation of an environmental assessment/NEPA documentation to meet the requirement of the USDA Storm Water financing application for match funding. NEPA for the Storm Water Project is scheduled to be completed in September.

**Van Wycke Trail** – (Grant Funded) – City Planner is working on the CEQA document. The project is waiting for that document to move forward.

**Ocean Protection Council funded Citywide LID Planning and Construction Project**  
This work is currently underway.

#### **Coastal Commission Local Coastal Program Grants**

##### **Trinidad LCP Planning and Sea Level Rise Update Project:**

The City Planner and city staff are continuing work on several grant tasks including tribal consultation and incorporation of the Tsurai Management Plan into the Local Coastal Program (LCP), development of policies and regulations for the Harbor area, and updating the LCP. The grant project will be completed in October 2018.

### **City of Trinidad LCP Update Project 2**

The Grant Agreement LCP 17-03 was executed in November 2017. City staff is working with the City Planner and City Engineer to enter into agreements for services for the grant tasks, so the work has not yet started. The project will focus on developing a Coastal Hazards Plan/Recommendations and Water Supply Assessment to support planning and work on the General Plan/LCP update.

### **FEMA storm damage reimbursement.**

FEMA has reimbursed the City for our costs for the Scenic Dr. stormdrain repair, as well as funding to complete additional repairs needed. FEMA has indicated that they are not providing funding for the Edward St/Lighthouse slide, as they consider it to be a pre-existing condition rather than wholly caused by the specific storm event.

## **BUILDING DEPARTMENT**

The former Church at the base of Westhaven Dr. has been red-tagged with a stop work order for failure to implement required building permits. Staff are pursuing the next steps to enforce the stop work order, including potential initiation of a nuisance abatement process.

The nuisance abatement process has also been initiated for shoreline protective structures built without permits at a home along Scenic Dr.

The Building Inspector, Planner, and Clerk have been very busy issuing building permits as the construction season gets underway. Routine review of plans and specs for construction in town is ongoing.



GRAND JURY  
COUNTY OF HUMBOLDT

825 FIFTH STREET  
EUREKA, CALIFORNIA 95501-1153      PHONE (707) 476-2475

June 25, 2018

Mayor Susan Rotwein  
Trinidad City Council  
409 Trinity St.  
Trinidad, CA 95570

RECEIVED

JUN 26 '18

CITY OF TRINIDAD

RE: *A Tale of Two Cities: Vacation Rentals in Trinidad, California*

Dear Mayor Rotwein:

Enclosed please find a copy of the above report by the Humboldt County Civil Grand Jury. Also enclosed is a copy of excerpts from Penal Code sections 933 and 933.05, as well as a suggested format for your responses.

Please note that subdivision (f) of Penal Code section 933.05 specifically prohibits any disclosure of the content of a grand jury report by a public agency or its officers or governing body prior to release to the public, which will occur 2 days after the date of this letter.

Penal Code section 933.05 requires that you respond separately to specified Findings and Recommendations contained in the report. Subdivisions (a) and (b) of Penal Code section 933.05 mandates the content and format of responses. Penal Code section 933 mandates the deadline for responses.

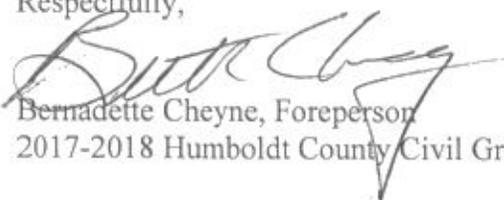
You are required to submit your response within 90 days as follows:

Hard copy to: The Honorable Joyce D. Hinrichs, Presiding Judge  
Superior Court of Humboldt County  
825 Fifth Street  
Eureka, CA 95501      **AND**

Electronic copy in Microsoft Word format, required for ADA compliance, to:  
Foreperson, Humboldt County Civil Grand Jury  
825 Fifth Street  
Eureka, CA 95501

Please keep in mind that this report must be kept confidential until its public release by the Grand Jury. If you have any questions please feel free to call me at 707-476-2475 or email me at [grandjury@co.humboldt.ca.us](mailto:grandjury@co.humboldt.ca.us).

Respectfully,

  
Bernadette Cheyne, Foreperson  
2017-2018 Humboldt County Civil Grand Jury



GRAND JURY  
COUNTY OF HUMBOLDT

825 FIFTH STREET  
EUREKA, CALIFORNIA 95501-1153      PHONE (707) 476-2475

**Acknowledgement of Receipt of Humboldt County Civil Grand Jury Report**

To: Mayor Susan Rotwein, Trinidad City Council

Date of Receipt: June 25, 2018

Report Title: *A Tale of Two Cities: Vacation Rentals in Trinidad, California*

Received by:

Printed Name: GABRIELA ADAMS

Signature: 

Thank you,

Humboldt County Civil Grand Jury

**§ 933. Findings and Recommendations (Excerpt)**

No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices.....

As used in this section "agency" includes a department.

**§ 933.05. Responses to Findings (Excerpt)**

- (a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:
  - (1) The respondent agrees with the finding.
  - (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
  
- (b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:
  - (1) The recommendation has been implemented, with a summary regarding the implemented action.
  - (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
  - (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
  - (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
  
- (c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.
  
- (f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report

## RESPONSE TO GRAND JURY REPORT

Report Title: \_\_\_\_\_

Report Date: \_\_\_\_\_

Response by: \_\_\_\_\_ Title: \_\_\_\_\_

### FINDINGS

1. I (we) agree with the findings numbered: \_\_\_\_\_
2. I (we) disagree wholly or partially with the findings numbered: \_\_\_\_\_  
*(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons.)*

### RECOMMENDATIONS

1. Recommendations numbered \_\_\_\_\_ have been implemented.  
*(Attach a summary describing the implementation actions.)*
2. Recommendations numbered \_\_\_\_\_ have not yet been implemented, but will be implemented in the future.  
*(Attach a timeframe for the implementation.)*
3. Recommendations numbered \_\_\_\_\_ require further analysis.  
*(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of the publication of the Grand Jury report.)*
4. Recommendations numbered \_\_\_\_\_ will not be implemented because they are not warranted or are not reasonable.  
*(Attach an explanation.)*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Number of pages attached: \_\_\_\_\_

# **A Tale of Two Cities**

## **Vacation Rentals in Trinidad, California**

### **SUMMARY**

Trinidad is a quaint seaside town in the heart of Redwood Country. It is a popular vacation destination for people searching for outdoor experiences along the Pacific Coast and in the ancient forests. It is also the type of small town where families dream of raising their children and retirees hope to enjoy a calm and uncomplicated life. Unfortunately, life is not as idyllic as it could be.

For the past twenty years or so, homes have been bought not only by those wishing to become permanent residents, but also by those seeking them for income purposes. As the latter group has opened short term rentals (STRs) in the houses they have purchased, conflict with some permanent residents has arisen.

The Humboldt County Civil Grand Jury (HCCGJ) determined an investigation into the points raised by Trinidad residents was warranted. Quite early in our study, it became apparent STRs are allowed as California Coastal Commission (CCC) policies support the establishment of STRs in Trinidad. Issues we chose to investigate included a lack of enforcement of STR regulations, the complaint appeal process, and possible conflicts of interest. After examining the city budget, it became clear the funds raised by the Transient Occupancy Tax (TOT) were vital to maintaining city services. We also found city officials have not been resolving some residents' concerns or requests in a forthright, timely manner.

The HCCGJ concluded Ordinance 2016-03 should resolve complaints and problems. The HCCGJ recommends all factions follow the procedures set up in the ordinances to bring a successful conclusion to the conflicts facing Trinidad.

### **BACKGROUND**

Several complaints were received from Trinidad citizens upset with the proliferation of STRs in their town. They also expressed concern about how their complaints were being handled by Trinidad city officials.

The HCCGJ interviewed a representative of the concerned residents. At that initial meeting, the representative presented the HCCGJ with a volume containing written complaints and responses as well as numerous e-mail exchanges. After studying this material, it was decided that an investigation should be initiated.

The HCCGJ realized there are usually at least two versions of the same story so it interviewed Trinidad city officials mentioned in the material we had received. Additional interviews were conducted with people from both sides of the issue. Many permanent residents, those who filed the bulk of the complaints, want the quality of their small town to remain as it has been for years. The anti-STR faction want its concerns taken seriously and acted upon quickly. In addition, the specter of conflict of interest on the part of some city officials was raised. On the other side, business owners and investors see tremendous potential in developing the tourism industry in this unique town. The Trinidad city governing body welcomes the increased tax dollars generated by the STRs as a means of keeping the small town financially viable. City government asserts it was attempting to solve troublesome issues, but such action takes time.

Additional research indicated there is a third player, the California Coastal Commission (CCC). As Trinidad lies within the coastal zone, the CCC has jurisdiction over some issues. When the city sent its original ordinance governing STRs to the CCC, it returned the ordinance with the direction to amend portions of it. After many meetings, discussions, and suggestions, Ordinance 2016-03 was approved by both the City of Trinidad and the CCC. This ordinance repealed and amended certain sections of the earlier ordinance as well as added new sections. It went into effect in 2017.

## **METHODOLOGY**

### **The Humboldt County Civil Grand Jury:**

- Conducted interviews with complainants and city officials
- Read and reviewed over a thousand pages of documents from both sides
- Researched and read numerous public documents and local media
- Examined emails and other correspondence

## **DISCUSSION**

The small town of Trinidad embodies the hopes and dreams of many people within its tiny environs. Many of the residents want it to be the friendly, uncrowded place they remember existing when they moved there. Entrepreneurs hope to create businesses in its charming neighborhoods. Trinidad's city government hopes its decisions will make all these dreams come true.

However, Trinidad is not necessarily the peaceful place it appears to be at first glance. Fear, mistrust, frustration, and anger were expressed by some residents and city officials. What causes these emotions? The proliferation of short term rentals (STRs) and the problems they brought have changed the character of the town.

Trinidad is not alone in facing this issue. Cities and states throughout our nation, indeed the world, are experiencing the same concern. Just as Uber is changing the way people travel, STRs are transforming where visitors stay. In towns like Trinidad with limited or no commercial hotels/motels, residents have turned their spare rooms into overnight accommodations. It did not take long for real estate professionals and others to realize the profitability of buying houses and converting them to tourist rentals. At first, this new industry grew with little or no regulation. The lack of firm guidelines inevitably led to some of today's problems and conflicts.

Between 2000 and 2010, the vacation rental industry grew unrestricted according to city officials. As complaints about the STRs surfaced, the first city ordinance (2014-01) was proposed. It defined the zones within Trinidad which were opened to STR or Vacation Dwelling Unit (VDU) development. It stated:

*VDUs (also known as STRs) are permitted only in Special Environment Residential, Urban Residential, and Planned Development zoning districts. VDUs are also permitted in a legally established accessory dwelling unit subject to meeting the requirements of this Section. Each separate VDU must obtain its own, individual VDU License. There shall be no more than one VDU per parcel, except that on lots with three or more legally established dwelling units, the number of VDUs may not exceed seventy-five percent (75%) of the total dwelling units.*

While this ordinance provided a good start, it did not resolve some of the problems raised by residents. They were not only upset with the number of STRs, but also with the increased noise and traffic, to name just two issues. Many of them felt there was a conflict of interest as some city officials retained interests in STRs at the same time they were re-issuing renewals. Emails and other correspondence questioned whether required inspections were performed and expressed frustration at attempting to resolve complaints. As a result, revisions were drafted to address these concerns.

Since Trinidad lies within the jurisdiction of the California Coastal Commission (CCC), it had to be consulted. This added time to the process. As the CCC reviewed the document, it required changes and additions. Eventually, a revised Ordinance 2016-03 was approved by both bodies. It became effective in June 2017.

While Trinidad is to be applauded for being the first city in Humboldt County to develop and pass an ordinance governing STRs, it did not come soon enough to avoid the disagreements among city residents. Citizens chose sides; confrontations occurred among neighbors and between residents and visitors. The key issues were not only with the number of STRs, but also with a lack of enforcement of STR rules and regulations, the complaint process, and possible conflicts of interest by city officials.

## Number of STRs

One of the major complaints expressed by those opposed to STRs was the town's loss of permanent residents. With houses being bought for investment purposes, the number of units available to potential full-time residents, such as families and retirees, dwindled. According to the preamble to Ordinance 2016-03, the proportion of homes being used primarily as vacation rentals grew from 5% in 2000 to approximately 18% in 2014. The ordinance established the number of STRs allowed in Trinidad.

STR opponents point to a declining number of volunteers willing to support town activities. In the last city-wide election, there was a serious lack of candidates for office as well as to serve on city boards and commissions. The number of townspeople willing to volunteer as firefighters diminished.

## Lack of Enforcement

The HCCGJ read volumes of complaints from residents to city officials concerning perceived violations of the rules and regulations governing STRs. The organization Saving Trinidad Neighborhoods (STN) submitted a six-page, detailed memo to the California Coastal Commission (CCC) requesting edits and changes to the Local Coastal Program Amendment Application No. LCP-1TRN-16-0065-1 to Amend Regulation for Short Term Rentals. The STN's document included requests to change definitions of such words as *dwelling*, *bedroom*, *occupant*, and *visitor*. It also asked for revisions of the language in such documents as applications and building inspections. Along with other issues, it states concerns about water usage, septic system size, traffic, and parking.

The result of ongoing talks, formal meetings, and zoning discussions was the twelve-page Ordinance 2016-03. In it, the CCC stated that:

- *STRs are an allowable use in residential zoning.*
- *STRs serve a benefit to the Coastal Act's goals by providing coastal lodging.*
- *Coastal Act section 30213 protects lower cost visitor...uses, including STRs.*
- *The City has an obligation to accommodate those uses.*

This ordinance gave direction to Trinidad city government in its effort to develop a balance among the interests of the CCC, residents, property owners, STR owners, city businesses, and visitors. Many hours were spent in conversations, meetings, hearings, etc. to develop STR standards which include:

- Definition of terms
- Number of STRs allowed
- STR application process
- Renewal requirements
- Occupancy numbers

- Noise limits
- Parking rules
- Signage
- Trash, water, and septic limits

The list of topics represents most of the complaints filed by those opposed to STRs. The ordinance is too detailed in its discussion of each of these topics to be included in this report; however it can be accessed via the City of Trinidad website. The HCCGJ believes the number of complaints will decrease if the rules and regulations in Ordinance 2016-03 are followed by the residents, STR owners and property managers, visitors, and city council members.

Also contained within the Short Term Rental Ordinances is the process for handling violations. STR property managers or owners are required to meet with at least one of the STR occupants on the first day of tenancy to explain the regulations and to affirm occupants have represented themselves correctly. Tenants are required to initial a form called the Good Neighbor Contract to signify they understand and agree to abide by the rules. In addition, each STR must have a 24-hour contact phone number prominently in place within it. That number must be forwarded to the city clerk, law enforcement, the fire department, and to each neighbor within 300 feet of the STR. It also must be posted on the city's website.

The HCCGJ believes the city has developed an ordinance with the goal of improving the relationship between visitors and residents. The problem, however, is some residents claim enforcement has been lax. According to complaints, STR owners or property managers either have not responded or have responded inappropriately to neighbors' concerns. At the time of this report, Trinidad does not have a full-time deputy assigned, but residents hope one will be provided soon, which will allow for quicker responses to complaints.

### **Appeal Process**

According to city officials, the following is the complaint/appeal process which has been followed. Appeals are first heard and decided by the City of Trinidad's Planning Commission. If that decision is not satisfactory to any of the parties, they may appeal to the city council. If the council concurs with the city's planning commission's decision, the appeal is assumed to be denied. At this point, there has been a breakdown in the system in that sometimes the person filing the appeal is not informed of the final decision. Thus, the complainant does not know if the appeal has been heard or decided. The HCCGJ believes that notification of the city council's actions should be forwarded in writing to the complainant.

If a dispute continues after the appeal, according to the licensing agreement between the STR owner and the City of Trinidad, the ordinance says:

*STR owners agree to engage in mediation and act in good faith to resolve disputes with neighbors arising from the use of a dwelling as an STR. Unless an alternative dispute resolution entity is agreed to by all parties involved, dispute resolution should be conducted through Humboldt Mediation Services.*

Following the rules and communicating decisions should alleviate disputes with the complaint process.

### **Conflict of Interest**

A current city council member owns an STR and the partners of both a city official and another council member are STR property managers. Some in the community feel this situation raises the issue of a conflict of interest on the part of the council when they are discussing or deciding issues such as renewals and violations related to STRs.

The California Fair Political Practices Commission delineates conflict of interest issues in Chapter 7 of its Regulations Index. In Statutes 18700 and 18701, it presents the Basic Rule and Guide to Conflict of Interest Regulations and Determining Whether a Financial Effect is Reasonably Foreseeable. A citizen of Trinidad filed a complaint with the Enforcement Division of the Fair Political Practices Commission regarding conflicts of interest on the part of three city officials. The Commission replied that it

*...provides advice and opinions only to those persons whose duties are in question under the Act. As of this date, the governmental decision has not been made and the matter is hypothetical. For this reason, we will not pursue this matter further.*

The HCCGJ does not have jurisdiction to address the question of whether city council members and city officials have conflicts of interest. However, the minutes of some city council meetings indicate that those most closely associated with STRs have recused themselves from decision making. Nevertheless, it is unclear whether city council members consistently recuse themselves and what criteria are used in making such decisions. Persons who have questions regarding the conflict of interest laws as applied to STRs in Trinidad should contact the FPPC for more information.

### **FINDINGS**

- F1. Trinidad's complaint and appeal process has been slow and inconsistent which has led to confusion and frustration among residents.
- F2. Lack of compliance to Trinidad's Short Term Rental Ordinance by some Short Term Rental owners and property managers create frustration and animosity in the community.
- F3. Trinidad would benefit in having law enforcement assistance during tourist season to handle immediate violations of the STR ordinance.
- F4. It is unclear what criteria is used for city council recusal of those members who own or manage an STR which leads to a perception of conflict of interest within the community.

F5. Because there is often no written notification of the result of an appeal, complainants sometimes are unaware if a resolution has been reached.

F6. When properly utilized, Trinidad's Short Term Rental Ordinance provides workable methods for solving problems associated with Short Term Rentals.

#### **RECOMMENDATIONS:**

The Humboldt County Civil Grand Jury offers the following recommendations to the City Council and to the citizens of Trinidad to consider for the peace and comfort of residents and visitors.

R1. The Humboldt County Civil Grand Jury recommends the city of Trinidad and the citizens of Trinidad follow the steps outlined in Ordinance 2016-03 to solve complaints in reference to Short Term Rentals. This should take place upon receipt of this report. **(F1, F2, F6)**

R2. The Humboldt County Civil Grand Jury recommends that the city of Trinidad consistently and strictly adhere to Ordinance 2016-03 to manage the short-term rental application and renewal process. This should take place upon receipt of this report. **(F1, F2)**

R3. The Humboldt County Civil Grand Jury recommends the City of Trinidad allocate a portion of Transient Occupancy Tax revenue to hire seasonal enforcement staff to deal specifically with Short Term Rental issues by December 31, 2018. **(F3)**

R4. The Humboldt County Civil Grand Jury recommends Trinidad city council members who own or manage Short Term Rentals always recuse themselves when STRs are considered, discussed, or voted upon. Said recusals should be recorded in the meeting's minutes. This should begin immediately upon receipt of this report. **(F4)**

R5. The Humboldt County Civil Grand Jury recommends the Trinidad city manager notify complainants in writing within seven working days of all city decisions on Short Term Rental complaints and appeals. This should begin no later than October 1, 2018. **(F5)**

#### **REQUIRED RESPONSES**

Pursuant to Penal Code section 933.05, the Humboldt County Civil Grand Jury requires responses from the following governing bodies:

- City of Trinidad, City Council **(R1, R2, R3, R4 R5)**
- City of Trinidad, City Manager **(R1, R2, R3, R4 R5)**

## INVITED RESPONSES

- Save Trinidad Neighborhoods (R1, R2, R3, R4 R5)

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

## BIBLIOGRAPHY:

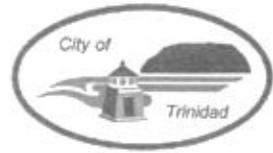
1. City of Trinidad "STR Ordinance 2106-03  
[trinidad.ca.gov/sites/trinidad.ca.gov/files/library/ordinance 2016-03 - str fubak 11-09-16.pdf](http://trinidad.ca.gov/sites/trinidad.ca.gov/files/library/ordinance%202016-03%20-%20str%20fubak%2011-09-16.pdf)
2. City of Trinidad Ordinance 2014-01  
[trinidad.ca.gov/sites/trinidad.ca.gov/files/library/ordinance 2014-01 - vdu final1.pdf](http://trinidad.ca.gov/sites/trinidad.ca.gov/files/library/ordinance%202014-01%20-%20vdu%20final1.pdf)
3. City of Trinidad "VDU Ordubaabce 2012-02.  
[trinidad.ca.gov/sites/trinidad.ca.gov/files/library/ordinance 2012-02 - vdu-lcp.pdf](http://trinidad.ca.gov/sites/trinidad.ca.gov/files/library/ordinance%202012-02%20-%20vdu-lcp.pdf)

RECEIVED

JUN 26 '18

CITY OF TRINIDAD  
P.O. BOX 390  
TRINIDAD, CA 95570

CITY OF TRINIDAD



CITIZEN COMPLAINT FORM

DATE: 6/22/2018

TIME: 11:30 PM to midnight

SUBJECT OF COMPLAINT: Hamanaka Painting, Eureka

DETAILS OF COMPLAINT: Hamanaka Painting delivered large machinery on a large trailer to 401 Ewing Street STR at 11:30 PM. The delivery process lasted about 30 minutes. It was loud and there were bright lights.

\*\*\* OPTIONAL INFORMATION \*\*\*

NAME: Alan Grau

TELEPHONE:

ADDRESS: 433 Ewing Street

EMAIL: audiowaves@aol.com

SIGNATURE: *Alan Grau*

REPLY REQUESTED: YES  NO

NOTE: INFORMATION CONTAINED IN THIS FORM MAY BE SUBJECT TO REVIEW THROUGH THE PUBLIC RECORDS ACT

\*\*\* OFFICIAL USE ONLY \*\*\*

DATE & TIME COMPLAINT RECEIVED: 06/26/18

COMPLAINT #

COMPLAINT RECEIVED BY: *C. Adams*

IN PERSON

MAIL

EMAIL

TELEPHONE

ACTION TAKEN: #1 EMAIL CONFIRM RECEIPT ON 06/26/18

#2 MAILED LETTER FROM CM - RESPONSE ATTACHED - ON 07/03/18 *(CA)*



# City of Trinidad

COPY

To: **Alan Grau**  
P.O. Box 80  
Trinidad, CA 95570

Date: Tuesday, June 26, 2018

From: Dan Berman, City Manager

Re: **Hamanaka Painting Complaint – 06/22/18**

---

The City of Trinidad received your complaint regarding lights and noise associated with delivery of equipment by local painting contractor Hamanaka Painting late in the evening on Friday, June 22.

The City contacted company owner Glenn Hamanaka who explained that the noise generated was related to the delivery of a scissor-lift utilized for a painting job. The late delivery was an unusual event that resulted from scheduling challenges for Hamanaka Painting, and was not requested or directed by your neighbor.

Ewing is a public street that provides passage to and from the properties located in that area without any time restrictions. Other than the delivery of equipment, it is our understanding there was no work being performed on site at that hour. I'm sorry your evening was disturbed. The City has found no evidence of any local laws violated, and for this reason we will not pursue this matter further.

**Dan Berman**  
City Manager  
707.677.0223

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TRINIDAD, CA 95570

Certified Mail Fee	\$3.45
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<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00



Postage	\$0.50
Total Postage and Fees	\$6.70

Sent To **ALAN GRAN**  
 Street and Apt. No., or PO Box No. **Box 80**  
 City, State, ZIP+4® **TRINIDAD, CA 95570**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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 CA  
 95570-9503  
 0579080692  
 07/03/2018 (800)275-8777 9:06 AM

Product Description	Sale Qty	Final Price
First-Class Mail Letter (Domestic) (TRINIDAD, CA 95570) (Weight: 0 Lb 0.60 Oz) (Estimated Delivery Date) (Thursday 07/05/2018)	1	\$0.50
Certified (@@USPS Certified Mail #) (7017240000071757949)	1	\$3.45
Return Receipt (@@USPS Return Receipt #) (959094023393722777575)	1	\$2.75

Total	\$6.70
Cash	\$20.00
Change	(\$13.30)

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit [www.usps.com](http://www.usps.com) USPS Tracking or call 1-800-222-1811.



Date: July 7, 2018

From: City Manager Dan Berman

**Re: Response to Complaint of June 19<sup>th</sup> re: Planning Commissioner Mike Morgan**

**Summary:**

On Tuesday June 19<sup>th</sup> the City received a complaint (attached) regarding the conduct of Planning Commissioner Mike Morgan. The complaint describes two separate incidents: one alleging Mr. Morgan brought a taser or stun gun type weapon to a Planning Commission meeting on May 16<sup>th</sup>, and one involving Mr. Morgan's public comments at a City Council meeting on June 14<sup>th</sup>.

Staff (City Manager Berman) conducted a basic investigation of the complaint allegations, the results of which are presented here as a response to the complaint. Some claims in the complaint are verified and some remain in dispute. Staff recommendations at this point are limited to advising the City Council to review this report, and to consider whether to place a discussion of this issue on a future Council agenda.

**Findings:**

**June 14<sup>th</sup> Public comments:**

I was present at the June 14<sup>th</sup> City Council meeting and can confirm that Mr. Morgan did make the statement quoted in the complaint during public comment. He was criticized for the statement by a member of the Council and members of the public, and he did return to the podium, acknowledge that his comment was inappropriate, and apologize for it.

**May 16<sup>th</sup> Planning Commission meeting**

The complaint regarding the May 16<sup>th</sup> Planning Commission meeting is a third hand account, as the person filing it was not present, and is reporting events witnessed by another party and shared with them. I was not present at the meeting.

Deputy Sheriff Mathieson confirmed that the legal code cited in the complaint is correct; it is against the law (a misdemeanor) to bring a gun, taser, or stun gun to a public meeting in California.

The City Planner and the Planning Commission Chair have stated that they did not see and were not aware of the presence or display of a weapon at the Planning Commission meeting. Please see the attached statement (email) from Planning Commission Chair John Graves.

I asked the people filing the complaint to please encourage anyone who actually witnessed the event to communicate directly with me. A person who has requested anonymity (hereafter 'John Doe') subsequently spoke with me about the event, which they claim to have directly witnessed. 'John Doe' alleges that during a break in the meeting, amidst a variety of side conversations, Mr. Morgan removed a taser/stun gun type weapon from his pocket and made a comment to the effect of 'I came prepared'. 'John Doe' stated this was in the context of a discussion about opposition to Mr. Morgan's appointment to the Commission, and was not taken as a threat against anyone present. 'John Doe' stated that few people present would have seen it, due to the situation involved in the meeting break, but they thought Planning Commissioner Brett Gregory had also seen it. This description of events is consistent with that in the submitted complaint.

Mr. Morgan stated that he doesn't own a stun gun and never displayed one at the Planning or Council Meeting. Staff are aware that Mr. Morgan does own some sort of electric based self-defense weapon which he asked Deputy Mathieson to examine to see whether it was legal to bring to public meetings (it was not). Staff are not sure of the exact type or name for this device.

I subsequently spoke with Planning Commissioner Gregory, who told me that he observed Mr. Morgan place a stun-gun type weapon on the table during a break in the May 16<sup>th</sup> meeting and state something like 'I am ready and prepared'. Mr. Gregory's description of the incident was consistent with the description from the anonymous witness and the filed complaint.

Staff have not attempted to query every participant in the meeting, nor to collect written statements from each person named herein.

#### **Related Recent Events:**

Mr. Morgan, against the advice of City staff, chose to bring pepper spray (or mace?) to the June Planning Commission meeting and to a June Council meeting, and to carry it in a manner visible to the public. Staff's understanding is that is not illegal, but staff continue to advise against it out of concern that it is likely to be perceived as threatening and therefore may discourage public participation in open City meetings.

#### **Conclusions**

##### **June Council Meeting Statement:**

The statements at the June Council meeting are not in dispute. They were witnessed by the City Council and Mr. Morgan apologized for them at the time.

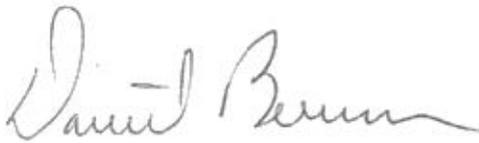
##### **May Planning Commission meeting:**

The events of the May Planning Commission meeting are in dispute. Mr. Gregory and 'John Doe' report directly observing the display of an electric stun-gun type weapon, consistent with the account in the complaint. The Planning Commission Chair and City Planner report that they saw no weapon of any kind. Mr. Morgan stated that he does not own and did not display a stun gun.

**Next Steps:**

1. This report concludes staff's response to the complaint.
2. The complainant has requested a law enforcement investigation. This report will be shared with the Sheriff's Office for their review and consideration.
3. Staff recommends the City Council consider whether to place this complaint and response on a future Council agenda for discussion. The City Council alone has the authority to appoint, remove, and provide direction to Planning Commissioners.

Sincerely,



Daniel Berman  
City Manager

Cc (via email) : City Council  
Planning Commission  
City Planner  
City Attorney  
City Clerk  
Deputy Luke Mathieson.

**Attachments:**

- 1) Complaint received via email June 19<sup>th</sup>
- 2) Planning Commission Chair email response to complaint

June 19, 2018

To: Trinidad City Council and Trinidad Planning Commission

Re: Planning Commission Mike Morgan

From: Kathleen Lake and Tom Davies residents of Trinidad

We are writing at this time to share our concerns regarding the behavior of Trinidad Planning Commissioner Mr. Mike Morgan who, on two separate occasions, and at two separate public meetings, appears to have violated ethics standards and possibly criminal laws. We have just become aware of these issues from other concerned residents in Trinidad who either were at the two meetings and witnessed these actions or residents who have also heard of these incidents and also have serious concerns. We did not personally attend either meeting in question. To our knowledge neither the City Council or the Planning Commission has directly considered these allegations in question or made any public statement regarding the problems that they witnessed. At this time, and in light of the serious nature of the allegations, we are requesting that Mike Morgan be suspended from the the Planning Commission until further investigation of his actions and a determination is made in public as to the City Council's (CC) opinion and outcome of the investigation is made public.

At the last Planning Commission meeting in May 2018, it is alleged that during a conversation between the Planning Commissioners (PC), with the public present, PC Mr. Morgan entered into a discussion regarding the CC meeting where Mr. Morgan was appointed by the City Council to the Planning Commission position. During this CC meeting there were several members of the public, who spoke during the public comment period, and requested that the City Council not appoint Mr. Morgan for a variety of ethical reasons. During this conversation at the Planning Commission meeting, Mr. Morgan pulled a stun gun/taser from his pocket in full view of the public, apparently in order to show that he carried protection with him. The context of the conversation, combined with the the brandishing of the weapon, appear to be a violation of criminal law as it is illegal to carry a stun gun in places where public meetings are held\*. Having a disagreement with someone over an issue is typical and expected in public meetings, however this level of conduct is outside not only of professional conduct, but also outside the law. This action is clearly outside ethical standards and may constitute a criminal act. This must be thoroughly investigated and the public assured that this is not acceptable behavior and will not be tolerated. It is our understanding that at no time during this meeting the Chairperson of the Planning Commission or any other member discussed this behavior or made any comment of the inappropriateness of the actions.

During the last City Council meeting on June 12, 2018, it is alleged that during public comments for an agenda item regarding implementing parking restrictions in front of Mr. Morgan's business, several members of the community wrote public comments in opposition of the Trinidad staff recommendation. One member of the public was identified by Mr. Morgan in his public comments in a derogatory and unfair manner when he reportedly stated that he was "sick

of this Kim Tays bullshit." This statement again intimidates the public from making comments, violating the rights of the public to be considered fairly even when disagreements arise.

Mr. Morgan has been a member of the Planning Commission for approximately one month and his behavior has clearly demonstrated that of possible criminal behavior and intimidation and bullying of the public who comment on issues that do not fit his agenda.

This type of deliberate or careless conduct, in both situations, endangers the safety of everyone and the creates a "toxic" problem of intimidating the public. The provocation or instigation of violence is grounds enough for immediate dismissal from public office. We are concerned that the Trinidad City Council and the Trinidad Planning Commission appear to have taken no steps to address this very serious situation. Mr. Morgan must not be allowed to participate in any further public duties until these allegations are fully investigated, and the City Council makes a public statement of the facts and the outcome.

Thank you,

Kathleen Lake

Tom Davies

*\*It is illegal to carry or use a stun gun when you are in a secure area of an airport or in a passenger terminal in a harbor facility that hosts regular commuter operations; or in any state or **local government building; or in any meeting that is required by law to be open to the public.** Peace officers and specified others are exempt from these rules. Violations of these rules are misdemeanors.*

*(Ca. Penal Code § § 1715, 22620)*

\*Federal law defines brandished as, "with reference to a dangerous weapon (including a firearm) means that **all or part of the weapon was displayed, or the presence of the weapon was otherwise made known to another person, in order to intimidate** that person, regardless of whether the weapon was directly visible to that person. Accordingly, although the dangerous weapon does not have to be directly visible, the weapon must be present." (18 USCS Appx § 1B1.1)

<https://definitions.uslegal.com/b/brandished/>

\*This complaint will be forwarded to the Humboldt County District Attorney's office.

**From:** Trinidad City Clerk  
**To:** [citymanager@trinidad.ca.gov](mailto:citymanager@trinidad.ca.gov)  
**Subject:** FW: Complaint: Planning Commissioner Mike Morgan  
**Date:** Wednesday, June 20, 2018 1:51:09 PM  
**Importance:** High

---

**From:** John G Graves <[johng1949@suddenlink.net](mailto:johng1949@suddenlink.net)>  
**Sent:** Tuesday, June 19, 2018 7:25 PM  
**To:** 'Tom Davies & Kathleen Lake' <[tomd.kathleenl@gmail.com](mailto:tomd.kathleenl@gmail.com)>; 'Susan Rotwein' <[srotwein@trinidad.ca.gov](mailto:srotwein@trinidad.ca.gov)>; 'Dwight Miller' <[trinidad.miller@gmail.com](mailto:trinidad.miller@gmail.com)>; 'West Jack' <[jandjwest@yahoo.com](mailto:jandjwest@yahoo.com)>; 'Baker Jim and Joan' <[jjbakera@gmail.com](mailto:jjbakera@gmail.com)>; 'Steve Ladwig' <[smladwig@gmail.com](mailto:smladwig@gmail.com)>; 'Trinidad City Clerk' <[cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov)>; [Brett@saltystrinidad.com](mailto:Brett@saltystrinidad.com); 'Diane Stockness' <[diane.stockness@gmail.com](mailto:diane.stockness@gmail.com)>; 'Richard Johnson' <[rfjbr@gmail.com](mailto:rfjbr@gmail.com)>  
**Cc:** 'Trevor Parker' <[tparker@shn-engr.com](mailto:tparker@shn-engr.com)>; 'Trevor A. Parker' <[trevor@streamlineplanning.net](mailto:trevor@streamlineplanning.net)>  
**Subject:** RE: Complaint: Planning Commissioner Mike Morgan  
**Importance:** High

Tom and Kathleen.

I am chair of the Trinidad Planning Commission, and Mr. Morgan sat next to me during the entire meeting. I did not witness any of the actions your sources say occurred. Had anyone in the meeting, whether Commission member or member of the public, brandished a fire-arm I would have immediately admonished the individual and would have instigated action to assure no such display happened again. While I only recently assumed the role as Chair of the Commission, I served 6 terms as Chair of Arcata's Planning Commission, and take the role seriously. I have no qualms about calling for law enforcement back up in the case of someone attempting to disrupt a public meeting, and did so twice during my time in Arcata.

Again, I did not witness any of the actions you described at the last Planning Commission meeting, nor did I see any member of the public act as though something was amiss. Further, no member of the Commission commented to me after the meeting, nor did our staff member, Trevor Parker.

John Garland Graves  
707-677-5179

**From:** Tom Davies & Kathleen Lake <[tomd.kathleenl@gmail.com](mailto:tomd.kathleenl@gmail.com)>  
**Sent:** Tuesday, June 19, 2018 6:26 PM  
**To:** Susan Rotwein <[srotwein@trinidad.ca.gov](mailto:srotwein@trinidad.ca.gov)>; Dwight Miller <[trinidad.miller@gmail.com](mailto:trinidad.miller@gmail.com)>; West Jack <[jandjwest@yahoo.com](mailto:jandjwest@yahoo.com)>; Baker Jim and Joan <[jjbakera@gmail.com](mailto:jjbakera@gmail.com)>; Steve Ladwig <[smladwig@gmail.com](mailto:smladwig@gmail.com)>; Trinidad City Clerk <[cityclerk@trinidad.ca.gov](mailto:cityclerk@trinidad.ca.gov)>; [johng1949@suddenlink.net](mailto:johng1949@suddenlink.net); [Brett@saltystrinidad.com](mailto:Brett@saltystrinidad.com); Diane Stockness <[diane.stockness@gmail.com](mailto:diane.stockness@gmail.com)>; Richard Johnson <[rfjbr@gmail.com](mailto:rfjbr@gmail.com)>  
**Subject:** Complaint: Planning Commissioner Mike Morgan

Dear Trinidad Public Officials,

Please find the attached complaint regarding Planning Commissioner Mr. Mike Morgan. Mr. Morgan's actions must be addressed immediately. Please respond to let us know you have received this complaint.

Regards,

Tom Davies  
Kathleen

\* FORWARDED TO CITY MGR BY EMAIL  
ON 06/20/18. CM SENT INITIAL  
RESPONSE ON 06/20/18  
BY EMAIL.  
CR

June 19, 2018

RECEIVED

To: Trinidad City Council and Trinidad Planning Commission

JUN 20 '18

Re: Planning Commission Mike Morgan

CITY OF TRINIDAD

From: Kathleen Lake and Tom Davies residents of Trinidad

We are writing at this time to share our concerns regarding the behavior of Trinidad Planning Commissioner Mr. Mike Morgan who, on two separate occasions, and at two separate public meetings, appears to have violated ethics standards and possibly criminal laws. We have just become aware of these issues from other concerned residents in Trinidad who either were at the two meetings and witnessed these actions or residents who have also heard of these incidents and also have serious concerns. We did not personally attend either meeting in question. To our knowledge neither the City Council or the Planning Commission has directly considered these allegations in question or made any public statement regarding the problems that that they witnessed. At this time, and in light of the serious nature of the allegations, we are requesting that Mike Morgan be suspended from the the Planning Commission until further investigation of his actions and a determination is made in public as to the City Council's (CC) opinion and outcome of the investigation is made public.

At the last Planning Commission meeting in May 2018, it is alleged that during a conversation between the Planning Commissioners (PC), with the public present, PC Mr. Morgan entered into a discussion regarding the CC meeting where Mr. Morgan was appointed by the City Council to the Planning Commission position. During this CC meeting there were several members of the public, who spoke during the public comment period, and requested that the City Council not appoint Mr. Morgan for a variety of ethical reasons. During this conversation at the Planning Commission meeting, Mr. Morgan pulled a stun gun/taser from his pocket in full view of the public, apparently in order to show that he carried protection with him. The context of the conversation, combined with the the brandishing of the weapon, appear to be a violation of criminal law as it is illegal to carry a stun gun in places where public meetings are held\*. Having a disagreement with someone over an issue is typical and expected in public meetings, however this level of conduct is outside not only of professional conduct, but also outside the law. This action is clearly outside ethical standards and may constitute a criminal act. This must be thoroughly investigated and the public assured that this is not acceptable behavior and will not be tolerated. It is our understanding that at no time during this meeting the Chairperson of the Planning Commission or any other member discussed this behavior or made any comment of the inappropriateness of the actions.

During the last City Council meeting on June 12, 2018, it is alleged that during public comments for an agenda item regarding implementing parking restrictions in front of Mr. Morgan's business, several members of the community wrote public comments in opposition of the Trinidad staff recommendation. One member of the public was identified by Mr. Morgan in his public comments in a derogatory and unfair manner when he reportedly stated that he was "sick

of this Kim Tays bullshit." This statement again intimidates the public from making comments, violating the rights of the public to be considered fairly even when disagreements arise.

Mr. Morgan has been a member of the Planning Commission for approximately one month and his behavior has clearly demonstrated that of possible criminal behavior and intimidation and bullying of the public who comment on issues that do not fit his agenda.

This type of deliberate or careless conduct, in both situations, endangers the safety of everyone and the creates a "toxic" problem of intimidating the public. The provocation or instigation of violence is grounds enough for immediate dismissal from public office. We are concerned that the Trinidad City Council and the Trinidad Planning Commission appear to have taken no steps to address this very serious situation. Mr. Morgan must not be allowed to participate in any further public duties until these allegations are fully investigated, and the City Council makes a public statement of the facts and the outcome.

Thank you,

Kathleen Lake

Tom Davies

*\*It is illegal to carry or use a stun gun when you are in a secure area of an airport or in a passenger terminal in a harbor facility that hosts regular commuter operations; or in any state or local government building; or in any meeting that is required by law to be open to the public. Peace officers and specified others are exempt from these rules. Violations of these rules are misdemeanors.*

*(Ca. Penal Code § § 1715, 22620)*

\*Federal law defines brandished as, "with reference to a dangerous weapon (including a firearm) means that **all or part of the weapon was displayed, or the presence of the weapon was otherwise made known to another person, in order to intimidate that person,** regardless of whether the weapon was directly visible to that person. Accordingly, although the dangerous weapon does not have to be directly visible, the weapon must be present." (18 USCS Appx § 1B1.1)

<https://definitions.uslegal.com/b/brandished/>

\*This complaint will be forwarded to the Humboldt County District Attorney's office.



June 29<sup>th</sup>, 2018

Complaint Response

Dear Ms. Lake,

Your complaint regarding an off-leash dog associated with the STR at 461 Ocean Ave was received via email on the evening of Monday June 25<sup>th</sup> (Attachment 1). I responded to you via email the next morning to acknowledge receipt of the complaint and estimated I would have a response by the end of the week. I shared the complaint with Redwood Coast Vacation Rentals (RCVR) and asked them to answer a set of questions about what happened (Attachment 2). They provided a brief response the same day (Attachment 3), and they provided the Code of Conduct (Attachment 4) and response to my questions (Attachment 5) the next day, Wednesday June 27<sup>th</sup>.

Based on the information available from your complaint and RCVR's response, I draw the following conclusions:

- 1) The STR occupant's dog was off leash.
- 2) There are conflicting accounts of whether that occurred off the property (in violation of the City Municipal Code), or on the property.
- 3) Your call to RCVR's contact number was answered immediately and handled professionally, including contacting the guests right away to correct the situation, and following up with you promptly.
- 4) By their account, (as reported by RCVR), the guests were aware of the leash requirement. They did sign the required 'Good Neighbor Contract' which includes this information.

It would be very difficult to issue a citation for the off-leash dog in this circumstance without a Deputy Sheriff witnessing the off-leash dog. RCVR seems to have fulfilled all their obligations under the STR Ordinance in terms of making the rules clear, obtaining signatures on the Good Neighbor Contract (via their online version of it), and responding promptly to the call, and to my questions about the incident.

My determination is that this incident does not constitute a 'Significant Violation' of the STR Ordinance. This complaint, with response, will be filed and become part of the record for future STR discussions. I suggested to RCVR that providing a leash in their rentals and additional signage about the leash law could help, and they agreed.

I appreciate that it takes time and effort for citizens to notify the City and STR managers when problems arise, and I thank you for making that effort so that this incident can be captured for the

## ATTACHMENT 1

**From:** Tom Davies & Kathleen Lake  
**To:** [Dan Berman Trinidad City Manager](#)  
**Cc:** [Susan Rotwein](#); [Dwight Miller](#); [West Jack](#); [Baker Jim and Joan](#); [Steve Ladwig](#); [Diane Stockness](#); [Richard Johnson](#); [John G Graves](#); [Brett@saltystrinidad.com](mailto:Brett@saltystrinidad.com)  
**Subject:** STR complaint to RCVR  
**Date:** Monday, June 25, 2018 4:50:47 PM

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Trinidad City Manager,

I called in another complaint on the STR next door, **461 Ocean Ave**. On Sunday morning at about 7 a.m., just as I got up to a beautiful Sunday morning with plans for a morning of planting a new garden in the front yard, I get to see a loose dog running down our street. The vacation renters at the above location were out in the road up on West St. I watched them as they walked down West and turned onto Ocean. It became apparent that the off leash dog was theirs. I unfortunately spent the next half hour of my morning being the Front Desk for the STR next door and calling in a complaint.

We have had so many issues over the years with the STR's that surround us, especially with dogs. The sight of another strange dog and the strangers who didn't care enough to leash their dog in our neighborhood, just made me cringe. I no longer wanted to continue with our plans that morning to work out in the front yard of our home. I also did not want to spend the time and energy to call and report this issue either. I just wanted some peace and enjoyment of my morning and my home without the problem of reporting another STR issue, that will likely go nowhere.

However, I did call RCVR to report the problem. I spoke with Micky. On the call back she reported to me that she had notified the occupants of the rule and that the dog would now be leashed.

Being the front desk for someone else's business is clearly unfair. The city has no police or enforcement to supervise our streets or to respond to these issues in real time to determine when violations are occurring. Regulation/enforcement is left to the residents as well. This is not right.

As you are aware, multiple past STR complaints filed with the city, by us and other residents, continue to go with out any response by the City Manager. We have waited for months now to have past complaints responded to. Some complaints go clear back to last summer. We have met with the City Council who offered to address our issues with future changes in the process. We are still waiting for their recommendations to be implemented.

Residents who have made complaints about the problems next door to them have been seriously victimized by the STR businesses many times now. Multiple residents have received litigation letters from STR Property Managers as a response to their complaints. Is Trinidad's complaint process for STRs working? For the STRs it certainly seems to be. For the residents of Trinidad. No it is not.

What will happen with this complaint? Will Trinidad's STR complaint process be reviewed? Please let us know.

Thank you,

## ATTACHMENT 2

On Tue, Jun 26, 2018 at 9:34 AM, Trinidad City Manager <[citymanager@trinidad.ca.gov](mailto:citymanager@trinidad.ca.gov)> wrote:

Hi Mike,

I received the complaint below yesterday evening. It describes RCVR guests violating the leash law in town with their dog.

I need to get some basic information from you before finalizing a response.

**1) Can you please confirm the following is accurate (from my reading of the account below) :**

- a) RCVR got a call about this off leash dog
- b) RCVR contacted the owners and reminded them of the law.
- c) RCVR called Kathleen back to let her know it had been addressed.

**2) Can you tell me (based on whoever spoke with them) whether they were surprised, or knew that they were supposed to have their dog on leash?**

**3) Can you please confirm that one of your guests signed and initialed the required "Good neighbor Contract" that specifically describes the leash law in town? And provide me a copy of that signed contract?**

**4) Do you have any suggestions for how RCVR and/or the City can make sure guests follow our leash law? A 'leash required' sign with a RCVR provided leash hanging by the door?**

I appreciate your help in addressing and resolving this complaint quickly and thoroughly.

Thank you

Dan

Daniel Berman  
City Manager  
City of Trinidad  
(707) 677-3876  
(707) 498-4937 mobile  
P. O. Box 390  
Trinidad, CA 95570

## ATTACHMENT 3

**From:** Mike Reinman <mgmt@redwoodcoastvacationrentals.com>

**Sent:** Tuesday, June 26, 2018 11:44 AM

**To:** Trinidad City Manager <citymanager@trinidad.ca.gov>

**Subject:** Re: FW: STR complaint to RCVR

Hi Dan,

We should be able to get you a full response by tomorrow on this.

I would like to clarify one thing to start though - According to the guests, the dog was on a leash when they took it on a walk on city property. The only time it was off the leash outside was when it ran from the front door of the home to the daughter who was on the driveway, still on the property, and then went back in the home. It is my understanding that a dog can be off leash on an owner's property. Is that correct? I will also say that having Kathleen out there staring at the guest, waiting for something that should could complain about, felt like harassment to the guest. Also, if having a dog off leash while on the owner's private property is not against city laws, then Kathleen's complaint would be unjustified.

Regards,

Mike Reinman, Owner & General Manager (707) 496-8746

[www.RedwoodCoastVacationRentals.com](http://www.RedwoodCoastVacationRentals.com)



## Rental Agreement for Trinidad Village Retreat - Great Sunroom and Patio - Walk to All

Greetings Margaret,

Thanks for choosing **Redwood Coast Vacation Rentals**! Below is all of your information regarding your upcoming stay. You will find your rental agreement.

We ask that you read over this paperwork very carefully, as it must be followed. Failure to comply with the terms of this agreement could result in your removal and/or loss of your deposit.

If you have any questions about this agreement or the information below, please feel free to give us a call at 707-834-6555.

We look forward to welcoming you!

Arrival	Departure	Date Booked
Saturday 6/23/2018	Monday 6/25/2018	Sunday 6/17/2018

Signature: Margaret Baker  
Margaret Baker (Jun 27, 2018)

Email: margaret.s.baker@gmail.com

### 1) MARGARET BAKER'S VACATION RENTAL AGREEMENT FOR TRINIDAD VILLAGE RETREAT - GREAT SUNROOM AND PATIO - WALK TO ALL

Margaret Baker's VACATION RENTAL AGREEMENT for Trinidad Village Retreat - Great Sunroom and Patio - Walk to All

- AGREEMENT:** Redwood Coast Vacation Rentals (RCVR), the homeowner, and Tenants agree as follows: Tenant is over the age of 25 and will be an occupant of the unit during the entire reserved period. Other occupants will be family members, friends, or responsible adults. Use of the premises will be denied to persons not falling within the foregoing categories, and as a result they would have to vacate the property immediately without any refund. No keys will be issued to anyone who is not an adult. Furthermore, for unforeseeable reasons, if a vacation home becomes unavailable, even if you have reserved it, due to circumstances beyond our control (house being sold, damaged, double booked etc.) RCVR will make its best effort to offer other accommodations if available. If not available, we will issue a full refund.
- PETS:** We only allow pets at some of our locations (please inquire) and an additional pet deposit is also required. Guests with pets must check out one hour earlier so the cleaning staff has ample time to sanitize the home. You MUST clean up after your pet, which includes properly disposing of all waste material. If any waste material is found on the property, a portion of your pet deposit will not be refunded. You must also maintain control of your pet at all times, and NEVER leave a dog unattended. If you are leaving for the day and do not want to take the dog with you, you must put your dog in a local kennel or find alternative solutions rather than leaving the dog alone at our property. Any complaints from neighbors regarding excessive noise or other nuisances may be cause for immediate termination of the rental and forfeiture of the tenant's entire security deposit. If we have evidence of a pet being at the property, and you have not been given written permission by us to have a pet, you will be charged \$150 plus the cost of repairing any damage to the property. If you are bringing a pet, please complete the following:

Pet Name Truffles, Breed Tibetan Terrier, Weight 25 lbs

- DAMAGE INSURANCE:** As a part of your stay, you may have purchased a Vacation Rental Damage Protection plan designed to cover unintentional damages to the rental unit interior that occur during your stay provided they are disclosed to management prior to check-out. If purchased, the policy will pay a maximum benefit of \$1,000 or \$1,500, depending on which policy you purchased. You must notify us prior to leaving of any damage that occurred during your stay. Any damages that exceeds the maximum benefit are not covered under the plan will be charged to the credit card on file. If, during your stay at one of our rental properties, an insured

ATTACHMENT 4  
person causes any damage to real or personal property of the unit as a result of inadvertent acts or omissions, the Insurer will reimburse the Insured for the cost of repair or Actual Cash value of such property up to a maximum benefit of \$1,000 or \$1,500, depending on the policy covered. Certain terms and conditions apply. Full details of the Vacation Rental Damage coverage are contained on our website homepage on the FAQ tab.

4. PAYMENT SCHEDULE AT TIME OF BOOKING IF MORE THAN 60 DAYS PRIOR TO ARRIVAL DATE: \$200 plus booking fee if arrival date more than 60 days in the future. At 60 days prior to arrival date, 100% of Total Rent, Refundable Security Deposit, Taxes & Fees Due Credit card account will be held for future charges in case of damage and or breach of this contract.
5. CANCELLATION: Should you wish to cancel this reservation, notice of cancellation must in in writing and received more than 60 days prior to your check in date for you to receive a full refund, less the \$50 cancelation fee. If your notice of cancellation is received less than 60 days prior to your check in date, you will forfeit 100% of the sums paid, unless we are able to rebook the property for some or all of your booking. If we are able to rebook the property for your booking dates, then a partial or full refund, less the \$50 cancelation fee, will be sent to you. This will depend on how much of your original booking was rebooked.
6. CHECK IN: Check in time is 3:00 PM. EARLY CHECK IN TIMES ARE ALLOWED ONLY WHEN THE PROPERTY IS CLEANED AND READY FOR OCCUPANCY AND PRIOR APPROVAL IS REQUIRED. Keys will be ready for pick up at property location. Keys WILL NOT be issued with a balance owing or without a signed rental agreement in the owners, or owner's representatives, possession.
7. CHECK OUT: Check out time is 10:00 AM. THERE IS AN EXTRA CHARGE FOR LATE CHECK OUT AND PRIOR APPROVAL IS NEEDED. Please leave all keys IN LOCKED LOCK BOX, otherwise in a place chosen per our previous conversation, remote controls, etc need to be left at premises. You will be charged for not checking out on time (unless otherwise specified). We will charge at a rate of \$15.00 dollars per 15 minutes (our cleaning service cannot clean until you leave). You will be charged for lost keys and remote controls so please be careful with those items. If you would like a later checkout time, please ask the day before and we will accommodate you if possible, depending on cleaning schedules.
8. CLEANING: Each property will be inspected, sanitized and cleaned after your departure. The cleaning fee (\$60-\$160 depending on the size of the house & the number of occupants) will provide normal cleaning so that you can enjoy your vacation up to the last moment. HOWEVER, YOU ARE REQUIRED to leave the property in the same general condition that you received it by making sure, dishes are done and put away, and the home is generally picked up and ready to be vacuumed, dusted and sanitized. If additional cleaning is required, including if a hot tub has become so dirty where it must be drained and deep cleaned, appropriate charges will be deducted from your security deposit or charged through other means, at the rate of at least \$30 per work hour. ALL OF OUR HOUSES ARE NON-SMOKING. If there is evidence of smoking inside the house, you will be charged an additional \$150.
9. BARBECUES: Barbecues must be used atleast 20 feet away from the home or any other structures that could catch fire. When the barbecue is creating a flame, it must be watched at all times, and after using the BBQ and the BBQ cools down, please clean off the grill for the next user. Please contact your property manager if you have any questions or are having any issues with the BBQ and we will quickly take care of it.
10. WHAT WE SUPPLY: The property is equipped and set up as a fully furnished property that will include bedspreads, linens, blankets, pillows, towels, as well as a fully equipped kitchen. THERE WILL BE EXTRA CHARGES TO YOUR SECURITY DEPOSIT OR CREDIT CARD FOR REPLACING THESE ITEMS IF FOUND TO BE NECESSARY.
11. WHAT YOU SHOULD BRING: Plan on packing your personal toiletry items. Since we provide only a limited supply of toilet paper, paper towels, and other dispensable items to get you started on your first day of vacation, you should plan on making a trip to the grocery store to replenish these items as you need them.
12. TENANTS LIABILITY: Tenant agrees to accept liability for any damages caused to the property (other than normal wear and tear) by Tenant or Tenants guests, including, but not limited to, landscaping, misuse of appliances, and/or equipment furnished. If damages are in excess of the security deposit being held and/or are not covered by the damage insurance if purchased, Tenant agrees to reimburse Redwood Coast Vacation Rentals or the homeowner for costs incurred to repair/replace damaged items.
13. SLEEPING CAPACITY/DISTURBANCES: **The maximum number of occupants at your home is 4.** Tenants and all other occupants will be required to vacate the premises and forfeit the rental fee and security deposit for any of the following: A. Occupancy exceeding the sleeping capacity stated on the website. B. Using the premises for any illegal activity including, but not limited to, the possession, serving or consumption of alcoholic beverages by or to persons less than 21 years of age. C. Causing damage to the premises rented or to any of the neighboring properties. D. Any other acts which interferes with neighbors' right to quiet enjoyment of their property. E.) Violation of the 10:00 PM Noise RULE. F.) NO PARTIES OF ANY KIND! IF YOU HAVE A PARTY, YOU WILL BE IMMEDIATELY EVICTED, CHARGED \$1000 FINE, AND NONE OF YOUR PAYMENT WILL BE REFUNDED TO YOU G.) Keep cars to a minimum. One car per 2 people. Parking is limited.
14. HOLD HARMLESS: Redwood Coast Vacation Rentals or the homeowner does not assume any liability for loss, damage or injury to persons or their personal property. Neither do we accept liability for any inconvenience arising from any temporary defects or stoppage in supply of water, gas, electricity or plumbing. Nor will Redwood Coast Vacation Rentals or the homeowner accept liability for any loss or damage caused by weather conditions, natural disasters, acts of G-d, or other reasons beyond its control. Many of our properties are along the ocean bluff or otherwise have steep cliffs. Do not go near the edges and do not allow children or pets to roam the property unattended.

**ATTACHMENT 4**

15. **HOT TUB, PATIOS, FIREPLACES, WOOD STOVES, FIREPITS, EXERCISE EQUIPMENT, & RECREATIONAL EQUIPMENT WHICH INCLUDE, BUT ARE NOT LIMITED TO, SURFBOARDS, KAYAKS, PADDLEBOARDS & BICYCLES:** Tenant hereby acknowledges that if the property reserved includes any of the previously listed item, the undersigned is fully aware that the use of those items can be dangerous and that injury is likely to occur to anyone who is not careful. Children should never be left unattended. Tenants should observe and adhere to all rules and policies as posted at the property. With full knowledge of the above facts and warnings, the undersigned accepts and assumes all risks involved in or related to the use of all of the listed items. Also, our hot tubs are professionally maintained and we strive to keep them in welcoming condition. If they do not appear in satisfactory condition to you, please notify us immediately and we will have them checked. No refunds will be given due to a hot tub that has stopped working or needs to be drained or cleaned. We will make our best efforts to resolve the issue in a timely manner.

16. **ADDITIONAL TERMS AND CONDITIONS:** The tenant, for himself/herself, his/her heirs, assignors, executors, and administrators, fully releases and discharges Owner and RCVR from any and all claims, demands and causes of action by reason of any injury or whatever nature which has or have occurred, or may occur to the undersigned, or any of his/her guests as a result of, or in connection with the occupancy of the premises and agrees to hold Owner free and harmless of any claim or suit arising therefrom. In any action concerning the rights, duties or liabilities of the parties to this agreement, their principals, agents, successors or assignees the prevailing party shall be entitled to recover reasonable attorney fees and costs. If you are staying in a vacation rental space that is on one common property with other vacation rental spaces, and the individual spaces are all permitted under one Vacation Dwelling Unit, then you are hereby acknowledging that you are part of the group that is renting any of the other units simultaneously, although you have no shared responsibility or liability for any space other than that which you are renting.

17. **Payment by Credit Card through Lynnbrook Group.** This acceptance confirms authorization for Redwood Coast Vacation Rentals to hold Credit Card Account for the Required Security Deposit and the required down payment to confirm the reservation, and then subsequently the remaining balance to complete the full payment of said reservation. Also note that your credit card will be charged any excess charges if deemed necessary from any damages, or by damages not covered by the damage insurance policy (if the policy was purchased).

18. **PAYMENT BY CHECK:** Our preference if paying buy check is to use our eCheck option. You can do this when booking on our site or call us and we can do this for you on the phone. Payments by check or eCheck or not accepted if you arrival day is 30 days or less from your payment date. If the Tenant pays by check rather than credit card, and the check is returned for NSF there will be a \$75 service charge. Keys will not be issued until the check has successfully cleared the bank. Checks should be made payable to Redwood Coast Vacation Rentals.

**MAILING ADDRESS:** Redwood Coast Vacation Rentals, 1225 Central Ave, Suite 14, McKinleyville, CA 95519

**PLEASE REMEMBER THAT YOU ARE RENTING A PRIVATE HOME. PLEASE TREAT IT WITH RESPECT.**

Margaret Baker	Guest #1 Full Name	Brent Baker	Guest #2 Full Name
Makenna Baker	Guest #3 Full Name	Drew Samano	Guest #4 Full Name
	Guest #5 Full Name		Guest #6 Full Name
	Guest #7 Full Name		Guest #8 Full Name
	Guest #9 Full Name		Guest #10 Full Name
	Guest #11 Full Name		Guest #12 Full Name
	Guest #13 Full Name		Guest #14 Full Name

n/a	Vehicle License Plate		Vehicle License Plate
	Vehicle License Plate		Vehicle License Plate
	Vehicle License Plate		Vehicle License Plate

**Trinidad City Requirements for Vacation Home Renters**

msb Renter must initial that they have read all of the following vacation rental rules and sign an acknowledgement that infractions will not be tolerated and if any rules are broken by the occupants or their guest, occupants can be fined by the City and us, lose their security deposit and/or be evicted.

msb Property Manager or designee shall meet at least one occupant on the day of their arrival to ensure that the rules are understood and that the occupants have represented themselves correctly. A good neighbor brochure will be clearly visible within the Rental.

msb Occupants and their visitors shall not generate noise or traffic such that it would unreasonably interfere with the quiet use and enjoyment of any other resident or business in the area. Any noise occurring after 10 pm or before 7 am should be contained within the STR and shall not be able to be heard by or offend any adjacent neighbors.

msb The maximum number of occupants over the age of 12 shall not exceed 2 people per bedroom. If you have any children that are 12 years of age or younger, please list them here for this purpose.

Name of child under 13	13	Name of child under 13
Name of child under 13	13	Name of child under 13
Name of child under 13	13	Name of child under 13
Name of child under 13	13	Name of child under 13

msb A guest registry must be on file with the manager which includes the names and vehicle license plate numbers for all occupants as well as the dates of the rental period.

msb Occupants are required to utilize onsite parking prior to offsite and on-street parking and are encouraged to not take up all of the available street parking of adjacent & nearby properties.

msb The number of visitors to a rental shall be limited to not more than the allowable occupancy at any time. The person responsible for renting the property is responsible for the actions of the visitors to the home. Visitor hours are after 7 am and all visitors must leave the property by 10 pm.

msb Dogs must be on leash whenever they are off the rental property (streets, beaches & trails).

msb Help protect our septic systems (flush only toilet paper & what nature provides). No baby wipes, paper towels, condoms, disposable diapers, tampons, or medications.

msb Fires & Fireworks are prohibited on all City Beaches

msb Emergency information shall be posted in the rental

Signature: Margaret Baker  
Margaret Baker (Jun 27, 2018)

Email: margaret.s.baker@gmail.com

## ATTACHMENT 5

**From:** dori@redwoodcoastvacationrentals.com  
**To:** citymanager@trinidad.ca.gov  
**Cc:** Mike Reinman; nikkie@redwoodcoastvacationrentals.com  
**Subject:** Complaint reply  
**Date:** Wednesday, June 27, 2018 1:03:07 PM  
**Attachments:** Signed Rental Agreement for TVR for Margaret.pdf  
Untitled attachment 10228.html

---

Hi Dan.

I provided answers under each question/request.

**1) Can you please confirm the following is accurate (from my reading of the account below):**

- a) RCVR/Nikkie got a call about this off leash dog at 7:40AM via answering service and was immediately connected to Kathleen Lake.
- b) RCVR/Nikkie contacted the owners, Margaret, immediately, and reminded them of the law. Guests were apologetic and indicated awareness of who the complaint had come from, the blue and white house.
- c) RCVR/Nikkie called Kathleen Lake back at 7:46AM back to let her know it had been addressed.

**2) Can you tell me (based on whoever spoke with them) whether they were surprised, or knew that they were supposed to have their dog on leash?**

Guests indicated awareness of leash law when walking dog in town, and their dog, Truffles, was on a leash when took Truffles for a walk. The guests indicated that the incident happened in the front yard of the property, not in the street. Margaret opened the door so that the dog could run out to her daughter at the edge of, but still on, the property itself.

**3) Can you please confirm that one of your guests signed and initialed the required "Good neighbor Contract" that specifically describes the leash law in town? And provide me a copy of that signed contract?**

Attached you will find the signed Contract. In addition to the Meet & Greet, which was conducted by Nikkie Archer-Klemm, the Good Neighbor Policy provided by the City of a Trinidad is also found in the home, as well as the Good Neighbor Brochure.

**4) Do you have any suggestions for how RCVR and/or the City can make sure guests follow our leash law? A 'leash required' sign with a RCVR provided leash hanging by the door?**

Guests are informed of the leash law during our Meet & Greets and a copy of our pet rules are included in every home. Posting a sign inside the door indicating All Dogs Must Be On Leash It's the Law, and providing a leash is something we can provide and will add an additional visual reminder to guests, as well.



## CONSENT AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES**

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2. Financial Statements May 2018

**City of Trinidad**  
**Statement of Revenues and Expenditures - GF Revenue**  
**From 5/1/2018 Through 5/31/2018**

	Current Month	Year to Date	Total Budget - Original	% of Budget
<b>Revenue</b>				
41010	PROPERTY TAX - SECURED	0.00	45,716.95	90,000.00 (49.20)%
41020	PROPERTY TAX - UNSECURED	0.00	3,075.34	3,300.00 (6.81)%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	28.84	50.00 (42.32)%
41050	PROPERTY TAX - CURRENT SUPPL	0.00	439.38	600.00 (26.77)%
41060	PROPERTY TAX-PRIOR SUPPL	0.00	95.59	200.00 (52.20)%
41070	PROPERTY TAX - FINES	0.00	547.26	0.00 0.00%
41071	MOTOR VEHICLES	0.00	0.00	1,000.00 100.00%
41110	PROPERTY TAX EXEMPTION	0.00	579.10	1,300.00 (55.45)%
41130	PUBLIC SAFETY 1/2 CENT	0.00	965.94	1,600.00 (39.63)%
41140	PROPERTY TAX - DOCUMENTARY RE	0.00	2,405.45	2,000.00 20.27%
41190	PROPERTY TAX ADMINISTRATION FE	0.00	(1,137.00)	(1,500.00) (24.20)%
41200	LAFCO Charge	0.00	(452.93)	(1,750.00) (74.12)%
41220	IN LIEU VLF	0.00	14,882.00	28,600.00 (47.97)%
42000	SALES & USE TAX	12,930.28	183,884.93	240,000.00 (23.38)%
43000	TRANSIENT LODGING TAX	261.33	103,164.30	150,000.00 (31.22)%
43100	TRANSIENT LODGING TAX-TBID	0.00	0.00	(15,600.00) 100.00%
46000	GRANT INCOME	0.00	0.00	100,000.00 100.00%
46100	Measure Z Grant Income	0.00	0.00	75,000.00 100.00%
47310	VEHICLE LICENSE COLLECTION	0.00	194.31	0.00 0.00%
47650	RECYCLING REVENUE	0.00	532.95	0.00 0.00%
49090	DONATIONS/FUNDRAISING/GRANTS	0.00	5,000.00	0.00 0.00%
53010	COPY MACHINE FEE	0.00	76.30	50.00 52.60%
53020	INTEREST INCOME	21.63	7,151.51	5,000.00 43.03%
53090	OTHER MISCELLANEOUS INCOME	261.50	43,864.07	1,000.00 1,286.41%
54020	PLANNER- APPLICATION PROCESSIN	889.86	14,548.51	8,000.00 81.86%
54050	BLDG. INSP-APPLICATION PROCESSI	833.31	18,913.18	9,000.00 110.15%
54100	ANIMAL LICENSE FEES	0.00	60.00	200.00 (70.00)%
54150	BUSINESS LICENSE TAX	110.00	18,282.00	7,500.00 143.76%
54170	VDU License Fee (Vacation Dwelling Unit)	0.00	0.00	9,000.00 100.00%
54300	ENCROACHMENT PERMIT FEES	50.00	200.00	400.00 (50.00)%
56400	RENT - VERIZON	2,279.87	24,571.99	24,000.00 2.38%
56500	RENT - HARBOR LEASE	0.00	15,070.00	5,135.00 193.48%
56550	RENT - PG& E	0.00	9,165.97	9,500.00 (3.52)%
56650	RENT - SUDDENLINK	0.00	4,984.44	3,800.00 31.17%
56700	RENT - TOWN HALL	0.00	4,932.00	7,000.00 (29.54)%
59999	INTERDEPARTMENTAL TRANSFER INC	0.00	0.00	100,000.00 100.00%
	<b>Total Revenue</b>	<b>17,637.78</b>	<b>521,742.38</b>	<b>864,385.00 (39.64)%</b>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
201 - GFAdmin  
From 5/1/2018 Through 5/31/2018

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
60900	HONORARIUMS	200.00	2,200.00	3,500.00	37.14%
61000	EMPLOYEE GROSS WAGE	8,399.46	97,430.78	106,719.00	8.70%
61470	FRINGE BENEFITS	46.16	553.92	600.00	7.68%
65100	DEFERRED RETIREMENT	911.30	10,669.69	11,345.00	5.95%
65200	MEDICAL INSURANCE AND EXPENSE	1,051.29	12,820.15	13,099.00	2.13%
65250	Health Savings Program	9.13	279.88	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	3,318.45	3,415.00	2.83%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	65.88	210.69	500.00	57.86%
65600	PAYROLL TAX	711.14	8,270.37	9,032.00	8.43%
65800	Grant Payroll Allocation	(445.89)	(2,274.87)	(1,880.00)	(21.00)%
68090	CRIME BOND	0.00	487.50	520.00	6.25%
68200	INSURANCE - LIABILITY	0.00	10,645.70	11,050.00	3.66%
68300	PROPERTY & CASUALTY	0.00	4,156.10	4,875.00	14.75%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	7,953.00	10,000.00	20.47%
71130	ATTORNEY-LITIGATION	0.00	0.00	10,000.00	100.00%
71160	ACCOUNTING	0.00	798.23	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	2,494.75	3,000.00	16.84%
71300	CITY PLANNER-MEETINGS	0.00	3.50	0.00	0.00%
71310	CITY PLANNER-ADMIN. TASKS	9,907.70	68,783.48	48,000.00	(43.30)%
71410	BLDG INSPECTOR-ADMIN TASKS	720.00	10,585.00	6,000.00	(76.42)%
71420	BLDG INSPECTOR-PERMIT PROCESS	0.00	0.00	10,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	929.57	13,843.16	14,500.00	4.53%
71620	AUDITOR-FINANCIAL REPORTS	0.00	13,498.55	15,000.00	10.01%
72000	CHAMBER OF COMMERCE	16,454.40	17,951.54	16,800.00	(6.85)%
72100	BAD DEBTS	0.00	73.49	0.00	0.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	129.00	4,471.75	3,000.00	(49.06)%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	500.00	500.00	0.00%
75170	RENT	750.00	8,250.00	9,000.00	8.33%
75180	UTILITIES	742.06	11,932.37	7,875.00	(51.52)%
75190	DUES & MEMBERSHIP	0.00	335.00	1,000.00	66.50%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	3,802.78	4,000.00	4.93%
75220	OFFICE SUPPLIES & EXPENSE	388.33	4,882.86	6,000.00	18.62%
75240	BANK CHARGES	0.00	40.00	200.00	80.00%
75300	CONTRACTED SERVICES	2,256.00	2,322.00	0.00	0.00%
75990	MISCELLANEOUS EXPENSE	0.00	1,055.51	0.00	0.00%
76110	TELEPHONE	310.56	2,540.78	1,800.00	(41.15)%
76130	CABLE & INTERNET SERVICE	211.90	3,018.00	3,500.00	13.77%
76150	TRAVEL	0.00	0.00	1,500.00	100.00%
78170	SECURITY SYSTEM	0.00	525.00	500.00	(5.00)%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	267.81	1,500.00	82.15%
96200	TRANSFER OUT	0.00	84,525.00	0.00	0.00%
Total Expense		43,747.99	413,221.92	336,450.00	(22.82)%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
301 - Police  
From 5/1/2018 Through 5/31/2018

	Current Month	Year to Date	Total Budget - Original	% of Budget	
Expense					
61000	EMPLOYEE GROSS WAGE	543.84	5,857.82	5,376.00	(8.96)%
65100	DEFERRED RETIREMENT	36.74	406.41	228.00	(78.25)%
65200	MEDICAL INSURANCE AND EXPENSE	0.24	1.68	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	153.86	172.00	10.55%
65600	PAYROLL TAX	44.60	481.40	429.00	(12.21)%
75170	RENT	750.00	8,250.00	9,000.00	8.33%
75180	UTILITIES	140.50	1,725.80	1,050.00	(64.36)%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	1,000.00	100.00%
75300	CONTRACTED SERVICES	39,272.00	39,272.00	244,027.50	83.91%
75350	ANIMAL CONTROL	120.00	1,242.00	1,500.00	17.20%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	500.00	100.00%
76110	TELEPHONE	90.42	998.66	1,200.00	16.78%
	<b>Total Expense</b>	<b>40,998.34</b>	<b>58,389.63</b>	<b>264,482.50</b>	<b>77.92%</b>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
401 - Fire  
From 5/1/2018 Through 5/31/2018

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
60900	HONORARIUMS	150.00	1,650.00	1,800.00	8.33%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	3,668.00	0.00	0.00%
75180	UTILITIES	48.92	538.11	500.00	(7.62)%
75190	DUES & MEMBERSHIP	0.00	190.00	250.00	24.00%
75280	TRAINING / EDUCATION	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	73,762.70	75,000.00	1.65%
76110	TELEPHONE	70.18	704.94	1,000.00	29.51%
76140	RADIO & DISPATCH	0.00	0.00	900.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	111.44	350.00	68.16%
78150	VEHICLE REPAIRS	0.00	0.00	2,500.00	100.00%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	6.59	1,000.00	99.34%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	958.51	2,500.00	61.66%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
Total Expense		269.10	81,590.29	87,300.00	6.54%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
501 - PW (Public Works)  
From 5/1/2018 Through 5/31/2018

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
61000	EMPLOYEE GROSS WAGE	6,483.15	71,531.29	85,557.00	16.39%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	778.53	8,410.73	10,492.00	19.84%
65200	MEDICAL INSURANCE AND EXPENSE	3,415.73	30,481.78	35,452.00	14.02%
65250	Health Savings Program	19.63	586.37	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	214.22	2,798.00	92.34%
65600	PAYROLL TAX	549.58	6,084.11	7,491.00	18.78%
65800	Grant Payroll Allocation	(2,988.31)	(20,343.55)	(43,000.00)	52.69%
71210	CITY ENGINEER-ADMIN. TASKS	683.75	40,206.86	34,000.00	(18.26)%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	4,000.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	0.00	62.91	0.00	0.00%
75150	PROPERTY TAX	0.00	15.00	0.00	0.00%
75180	UTILITIES	0.00	36.11	0.00	0.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	0.00	2,400.00	100.00%
75300	CONTRACTED SERVICES	0.00	8,414.85	70,525.00	88.07%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	249.23	450.00	44.62%
78100	STREET MAINT/REPAIR/SANITATION	379.26	7,408.50	5,000.00	(48.17)%
78120	STREET LIGHTING	378.32	4,206.52	4,500.00	6.52%
78130	TRAIL MAINTENANCE	0.00	855.26	3,500.00	75.56%
78140	VEHICLE FUEL & OIL	505.48	4,066.69	4,000.00	(1.67)%
78150	VEHICLE REPAIRS	128.29	1,716.09	2,500.00	31.36%
78160	BUILDING REPAIRS & MAINTENANCE	154.89	6,053.75	5,000.00	(21.07)%
78170	SECURITY SYSTEM	0.00	463.50	500.00	7.30%
78190	MATERIALS, SUPPLIES & EQUIPMEN	40.00	11,985.83	13,000.00	7.80%
78200	EQUIPMENT REPAIRS & MAINTENANC	79.33	79.33	1,000.00	92.07%
96100	TRANSFER IN	0.00	(84,525.00)	0.00	0.00%
<b>Total Expense</b>		<b>10,607.63</b>	<b>98,260.38</b>	<b>249,665.00</b>	<b>60.64%</b>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
204 - IWM  
From 5/1/2018 Through 5/31/2018

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
46000	GRANT INCOME	0.00	5,000.00	0.00	0.00%
47650	RECYCLING REVENUE	0.00	1,337.53	10,500.00	(87.26)%
56150	FRANCHISE FEES	1,016.32	7,145.61	6,000.00	19.09%
	<b>Total Revenue</b>	<u>1,016.32</u>	<u>13,483.14</u>	<u>16,500.00</u>	<u>(18.28)%</u>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	962.65	10,636.81	10,921.00	2.60%
65100	DEFERRED RETIREMENT	115.48	1,233.22	1,386.00	11.02%
65200	MEDICAL INSURANCE AND EXPENSE	409.21	4,477.34	5,614.00	20.25%
65250	Health Savings Program	3.48	98.53	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	326.94	369.00	11.40%
65600	PAYROLL TAX	81.12	902.22	989.00	8.77%
75130	GARBAGE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,200.00	100.00%
	<b>Total Expense</b>	<u>1,571.94</u>	<u>17,675.06</u>	<u>20,979.00</u>	<u>15.75%</u>
	<b>Net Income</b>	<u>(555.62)</u>	<u>(4,191.92)</u>	<u>(4,479.00)</u>	<u>(6.41)%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
303 - COPS Program  
From 5/1/2018 Through 5/31/2018

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	24,177.93	130,842.46	0.00	0.00%
	Total Revenue	24,177.93	130,842.46	0.00	0.00%
	Expense				
75300	CONTRACTED SERVICES	20,149.25	100,000.00	0.00	0.00%
	Total Expense	20,149.25	100,000.00	0.00	0.00%
	Net Income	4,028.68	30,842.46	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 5/1/2018 Through 5/31/2018

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
53020	INTEREST INCOME	0.00	0.00	1,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	0.00	2,000.00	(100.00)%
57100	WATER SALES	26,444.29	296,507.86	295,000.00	0.51%
57200	Water Sales - Wholesale	0.00	5,760.00	5,000.00	15.20%
57300	NEW WATER HOOK UPS	0.00	10,900.00	1,000.00	990.00%
57500	WATER A/R PENALTIES	1,006.71	785.08	1,000.00	(21.49)%
	<b>Total Revenue</b>	<b>27,451.00</b>	<b>313,952.94</b>	<b>305,000.00</b>	<b>2.94%</b>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	4,450.38	79,426.19	94,359.00	15.83%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	520.23	9,205.20	11,333.00	18.78%
65200	MEDICAL INSURANCE AND EXPENSE	3,104.84	34,526.33	40,384.00	14.50%
65250	Health Savings Program	23.39	672.42	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	2,879.00	3,078.00	6.47%
65600	PAYROLL TAX	375.21	6,733.91	8,225.00	18.13%
68090	CRIME BOND	0.00	262.50	280.00	6.25%
68200	INSURANCE - LIABILITY	0.00	5,732.30	6,125.00	6.41%
68300	PROPERTY & CASUALTY	0.00	2,237.90	2,625.00	14.75%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	1,000.00	100.00%
71160	ACCOUNTING	0.00	429.82	0.00	0.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	0.00	4,000.00	100.00%
71510	ACCOUNTANT-ADMIN TASKS	500.53	7,002.78	6,500.00	(7.74)%
71620	AUDITOR-FINANCIAL REPORTS	0.00	7,268.45	7,000.00	(3.84)%
72100	BAD DEBTS	74.99	143.50	350.00	59.00%
75180	UTILITIES	1,023.49	10,873.48	13,000.00	16.36%
75190	DUES & MEMBERSHIP	0.00	1,275.14	1,000.00	(27.51)%
75220	OFFICE SUPPLIES & EXPENSE	140.00	2,716.58	3,000.00	9.45%
75240	BANK CHARGES	10.00	30.00	100.00	70.00%
75280	TRAINING / EDUCATION	0.00	1,546.04	500.00	(209.21)%
75300	CONTRACTED SERVICES	0.00	7,708.30	15,000.00	48.61%
76110	TELEPHONE	140.77	1,306.63	1,800.00	27.41%
76130	CABLE & INTERNET SERVICE	61.95	681.45	750.00	9.14%
76160	LICENSES & FEES	0.00	2,423.70	4,500.00	46.14%
78120	STREET LIGHTING	0.00	0.00	1,600.00	100.00%
78140	VEHICLE FUEL & OIL	0.00	359.08	1,500.00	76.06%
78150	VEHICLE REPAIRS	0.00	217.73	2,000.00	89.11%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	153.37	1,000.00	84.66%
78170	SECURITY SYSTEM	0.00	542.87	500.00	(8.57)%
78190	MATERIALS, SUPPLIES & EQUIPMEN	3,495.00	5,218.56	12,000.00	56.51%
78200	EQUIPMENT REPAIRS & MAINTENANC	130.00	8,548.00	1,000.00	(754.80)%
79100	WATER LAB FEES	740.00	5,480.00	4,000.00	(37.00)%
79120	WATER PLANT CHEMICALS	404.37	5,184.55	7,500.00	30.87%
79130	WATER LINE HOOK-UPS	0.00	10,900.00	1,000.00	(990.00)%
79150	WATER LINE REPAIR	0.00	10,071.90	15,000.00	32.85%
79160	WATER PLANT REPAIR	0.00	2,895.85	8,000.00	63.80%
90000	Capital Reserves	0.00	0.00	20,000.00	100.00%
	<b>Total Expense</b>	<b>15,195.15</b>	<b>234,653.53</b>	<b>300,509.00</b>	<b>21.91%</b>
	<b>Net Income</b>	<b>12,255.85</b>	<b>79,299.41</b>	<b>4,491.00</b>	<b>1,665.74%</b>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
701 - Cemetery  
From 5/1/2018 Through 5/31/2018

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
58100	CEMETERY PLOT SALES	1,410.00	5,122.50	9,500.00	(46.08)%
58150	Cemetery Plot Refunds	0.00	(2,152.50)	0.00	0.00%
	Total Revenue	<u>1,410.00</u>	<u>2,970.00</u>	<u>9,500.00</u>	<u>(68.74)%</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	1,068.96	13,025.07	13,685.10	4.82%
65100	DEFERRED RETIREMENT	128.28	1,510.96	1,748.42	13.58%
65200	MEDICAL INSURANCE AND EXPENSE	513.73	5,611.62	6,920.46	18.91%
65250	Health Savings Program	4.37	122.80	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	412.53	466.25	11.52%
65600	PAYROLL TAX	90.34	1,105.58	1,248.38	11.44%
75180	UTILITIES	45.23	557.42	750.00	25.68%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	500.00	100.00%
	Total Expense	<u>1,850.91</u>	<u>22,345.98</u>	<u>25,318.61</u>	<u>11.74%</u>
	Net Income	<u>(440.91)</u>	<u>(19,375.98)</u>	<u>(15,818.61)</u>	<u>22.49%</u>



## CONSENT AGENDA ITEM 3

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 8 PAGES**

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3. Law Enforcement Report June 2018

**HUMBOLDT COUNTY SHERIFF'S OFFICE  
CALLS FOR SERVICE AND REPORTS TAKEN FOR THE CITY OF TRINIDAD**

From: 06/04/18 Through: 06/10/18

23

<u>CFS#</u>	<u>TIME</u>	<u>TYPE OF CALL</u>	<u>OCL</u>	<u>TRI</u>	<u>DEP</u>	<u>ADDRESS</u>
060418-22	0711	Burglary 201802749				East Street
060418-41	0944	Found Property 201802745	X			Scenic Dr/IAO Camel Rock
060418-92	1346	Burglary	X	X		.
060418-143	1646	Burglary	X			Camel Rock lookout
060518-143	1702	Suspicious Circumstance	X			Scenic Dr
060518-147	1718	Disabled Vehicle	X			Hwy 101/Westhaven Dr
060518-186	2251	Attempt Warrant Service	X			Scenic Dr
060518-191	2324	Intoxicated Subject 201802772	X			Scenic Dr
060618-60	1106	Burglary 201802782	X			Baker Beach
060618-175	1817	Gunshot Victim 201802788	X			Westhaven Dr
060718-46	0912	CWS Referral 201802795	X			Patricks Point Dr
060718-60	1004	Vehicle Investigation				Edwards St
060718-221	2357	Traffic Stop	X			Scenic Dr/Lanford Rd
060818-2	0009	Vehicle Investigation	X			Luffenholtz
060818-110	1502	Animal Problem	X			State Beach
060818-146	1646	Suspicious Circumstance				Museum
060918-23	0633	Suspicious Circumstance	X			Big Lagoon Res
060918-24	0706	Alarm	X			Patrick Point Dr
060918-71	1311	Unattended Juvenile	X			Big Lagoon Campground
060918-84	1507	Agency Assist/APD	X			Moonstone Cliff
061018-2	0014	Patrol Check				Patricks Point Dr
061018-69	1352	Neighbor Problem	X			Patricks Point Dr
061018-77	1514	Found Property				Main St/View Ave

**HUMBOLDT COUNTY SHERIFF'S OFFICE  
CALLS FOR SERVICE AND REPORTS TAKEN FOR THE CITY OF TRINIDAD**

From: 06/11/18 Through: 06/17/18

12

<u>CFS#</u>	<u>TIME</u>	<u>TYPE OF CALL</u>	<u>OCL</u>	<u>TRI</u>	<u>DEP</u>	<u>ADDRESS</u>
061118-33	0950	Found Property	X			Scenic Drive
061118-67	1159	Pedestrian Check				Behind Chevron
061118-86	1330	Neighbor Problem	X			8th Avenue
061118-95	1344	Parking Issue				Edwards St
061118-116	1516	Promiscuous Shooting	X			Seawood Dr/ES Hwy
061118-187	2001	Alarm	X			Kay Rd
061218-63	1218	Suspicious Circumstance				Murphey's Market
061218-73	1356	Assist/Other				Trinity Street
061218-80	1445	Unwanted Subject	X			Scenic Drive
061218-121	1933	Patrol Check	X			Big Lagoon Campground
061318-4	0052	Patrol Check	X			Big Lagoon Campground
061318-43	1128	Disturbance	X	X		Scenic Drive
061318-66	1311	Alarm	X			Westhaven Dr
061318-109	1723	RO Violation	X	X		Anderson Ln
061318-132	1924	Promiscuous Shooting	X			Stagecoach Rd
061418-62	0815	CWS Referral 201802926	X	X		Stagecoach Rd
061418-48	0901	Threats	X	X		Big Lagoon Campground
061418-87	1205	Follow Up	X	X		Wa-Ray Lane
061418-92	1249	Pedestrian Check		X		Trinidad Library
061418-115	1441	Patrol Check	X			Westhaven Dr/6th Ave
061418-164	2041	Burglary	X			Luffenholtz
061518-12	0601	Disturbance		X		Westhaven Dr
061518-50	1037	Vandalsim	X			Lynda Ln
061518-79	1213	Hit & Run/Non-Injury 201802947		X		Main Street
061518-101	1356	Vehicle Investigation	X	X		Scenic Drive
061518-118	1528	Suspicious Circumstance		X		Parker Creek Dr
061518-138	1712	Pedestrian Check		X		Main Street
061518-155	1949	Disturbance				Lighthouse Beach
061618-38	0834	Vehicle Investigation	X	X		Westhaven Dr/Quarry Rd
061618-40	0843	Attempt Warrant Service		X		Westhaven Dr
061618-72	2320	Noise Disturbance	X			Big Lagoon Campground
061718-18	0254	Patrol Check				Main Street
061718-111	1503	Patrol Check		X		West St/Trinity St
061718-139	1750	Civil Dispute	X			Quarry Rd
061718-156	1946	Follow Up	X			Ox Lane

**HUMBOLDT COUNTY SHERIFF'S OFFICE  
CALLS FOR SERVICE AND REPORTS TAKEN FOR THE CITY OF TRINIDAD**

From: 06/18/18 Through: 06/24/18

17

<u>CFS#</u>	<u>TIME</u>	<u>TYPE OF CALL</u>	<u>OCL</u>	<u>TRI</u>	<u>DEP</u>	<u>ADDRESS</u>
061818-1	0001	Suicidal Subject				.
061818-58	1245	Civil Dispute	X			Big Lagoon Park Rd
061818-105	1839	Suspicious Circumstance				Main Street
061918-1	0021	Disturbance				Westhaven Dr
061918-110	1226	Follow Up	X			Patricks Point Rd
062018-49	1105	Traffic Stop	X			Westhaven Dr/Red Buck Ln
062018-53	1116	Traffic Stop		X		Main St/Trinity St
062018-55	1127	Traffic Stop	X	X		Scenic Dr/Lanford Rd
062018-71	1213	Traffic Stop	X	X		Stagecoach Rd/Seascape Ln
062018-76	1250	Burglary	X			Baker Beach
062118-6	0105	Fireworks				Patricks Point Rd
062118-51	0947	Patrol Check				Main Street
062118-58	1008	Vehicle Investigation				Edwards Street
062118-123	1517	CWS Referral 201803040	X			Round House Creek Rd
062118-150	1720	Burglary	X			Scenic Dr
062118-202	2229	Fireworks	X			Patricks Point Rd
062218-50	0901	Patrol Check				Frontage Rd
062218-77	1228	Petty Theft 201803058	X			Adams Fox Farm Rd
062218-79	1233	Agency Assist/CWS	X			Ma-We Lane
062218-102	1440	Burglary 201803060	X			Luffenholtz
062218-105	1456	Boating Violation	X			Big Lagoon
062218-110	1505	Petty Theft	X			Adams Fox Farm Rd
062218-116	1541	Agency Assist/Medical	X			Big Lagoon
062218-168	1932	Patrol Check	X			Scenic Dr/Baker beach
062218-175	1955	Follow Up	X			Ox Lane
062218-180	1959	Burgary	X			Luffenholtz
062218-188	2040	Burglary	X			Adams Fox Farm Rd
062218-204	2145	Suspicious Circumstance 201803066	X			Adams Fox Farm Rd
062318-4	0018	Patrol Check				Westhaven Dr
062318-64	0933	Suspicious Circumstance	X	X		Spruce Ave/8th Ave
062318-87	1132	Vehicle Registration Check		X		Trinity St
062318-120	1417	Physical Disturbance	X	X		College Cove
062318-130	1524	Patrol Check	X			Scenic Dr
062318-132	1526	BOLO	X			College Cove
062318-133	1528	Traffic Stop	X	X		Scenic Dr/Moonstone Beach Dr
062418-92	1219	Follow Up	X			Ox Lane

062418-99	1231	Mental	X	Adams Fox Farm Rd
062418-101	1242	Unwanted Subject	X	Kay-Win Ln
062418-181	2029	RO Violation	X	Anderson Ln
062418-186	2057	Trespass	X	Westhaven Dr

**HUMBOLDT COUNTY SHERIFF'S OFFICE  
CALLS FOR SERVICE AND REPORTS TAKEN FOR THE CITY OF TRINIDAD**

From: 06/25/18 Through: 07/01/18

24

<u>CFS#</u>	<u>TIME</u>	<u>TYPE OF CALL</u>	<u>OCL</u>	<u>TRI</u>	<u>DEP</u>	<u>ADDRESS</u>
062518-49	0947	Patrol Check	X			Patricks Point Dr
062518-63	1023	Patrol Check	X			Scenic Drive
062518-64	1026	Investigation				
062518-97	1235	Follow Up	X			Scenic Drive
062518-123	1442	Burglary 201803124	X			Luffenholtz Co Park
062518-209	2209	Assault w/Deadly Weapon	X			Hwy 101/6th Ave
062618-32	0702	Agency Assist/CalFire	X			Driver Rd
062618-46	0900	Eviction				Westhaven Dr
062618-49	0943	Suspicious Circumstance				Bus Stop IFO Murphys
062618-98	1346	Custody Dispute				Westhaven Dr
062618-124	1452	Follow Up	X			Ox Lane
062618-151	1756	Unwanted Subject				Main Street
062718-15	0251	Disturbance	X			Kay-Win Ln
062718-43	0930	Warrant Service 201803151	X	X		1446 Adams Fox Farm Rd
062718-115	1452	Vehicle Registration Check		X		Trinity St
062718-120	1507	Probation Check 201803157	X	X		Patricks Point Dr
062718-151	1722	Follow Up	X			Westhaven Dr
062718-153	1725	Unwanted Subject	X			Patricks Point Dr
062718-160	1759	Search & Rescue	X			College Cove
062718-174	1945	Burglary 201803162	X			Moonstone Beach
062718-220	2351	Investigation				Frontage Rd
062818-1	0004	Vehicle Investigation	X			Luffenholtz Co Park
062818-88	1131	Probation Check	X	X		Westhaven Drive
062818-94	1142	Burglary 201803174	X			Moonstone Beach
062818-99	1206	Burglary	X			Scenic Dr/Baker Ranch rd
062818-100	1207	Petty Theft 201803178		X		Main St/View Ave
062818-133	1355	Vehicle Investigation		X		Main St/View Ave
062818-163	1521	Follow Up	X	X		Patricks Point Dr
062818-167	1540	Found Property	X	X		Stagecoach/JNO washout
062818-174	1603	Vehicle Investigation	X	X		Scenic Dr/Osurg Ln
062818-209	1836	CWS Referral 201803188	X			Patricks Point Dr
062918-26	0719	Suspicious Circumstance				Main St/View Ave
062918-33	0810	Traffic Stop	X			Westhaven Dr
062918-65	1108	Alarm	X			Adams Fox Farm Rd
063018-4	0016	Patrol Check	X			Patricks Point Campground
063018-30	0327	Patrol Check	X			Adams Fox Farm Rd

063018-59	1031	Animal Problem	X	State Beach
063018-65	1114	Burglary	X	Midway Dr
063018-84	1311	Alarm		Janis Court
063018-88	1355	Vehicle Investigation		Chevron
063018-109	1534	Attempt Warrant Service	X	Westhaven Dr
063018-114	1545	RO Violation	X	Raven Ridge Rd
063018-118	1616	Alarm		Janis Ct
070118-93	1245	Follow Up	X	Ma-We-Mer Lane
070118-108	1357	Hit & Run - Non-Injury		Scenic Dr/Main St
070118-132	1541	Burglary	X	Scenic Dr/IAO Luffenholtz
070118-142	1710	Burglary 201803248	X	Luffenholtz Co Park

**HUMBOLDT COUNTY SHERIFF'S OFFICE  
CALLS FOR SERVICE AND REPORTS TAKEN FOR THE CITY OF TRINIDAD**

From: 07/02/18 Through: 07/08/18

4

<u>CFS#</u>	<u>TIME</u>	<u>TYPE OF CALL</u>	<u>OCL</u>	<u>TRI</u>	<u>DEP</u>	<u>ADDRESS</u>
070218-96	1410	Follow Up				Main Street
070318-1	0002	Disturbance				Westhaven Dr
070318-35	0807	Disturbance 201803277	X			Kay-Win Lane
070318-136	1446	Suspicious Circumstance	X			Westhaven Dr
070318-195	2123	Welfare Check	X			Second Ave
070418-40	1000	Found Juvenile	X			Hwy 101/Patricks Point
070418-80	1420	Disturbance	X			Kay-Win Lane
070418-83	1443	Business Check	X			Casino
070418-133	1845	Vehicle Investigation	X			Moonstone Beach P-lot
070418-135	1854	Pedestrian Check	X			Moonstone Beach
070418-165	2110	Fireworks	X			Big Lagoon
070418-176	2139	Fireworks				Edwards St
070418-178	2140	Fireworks	X			Moonstone Beach
070518-10	0153	Fireworks	X			Patricks Point Dr
070518-91	1156	Unwanted Subject				Main Street
070518-97	1226	Vehicle Investigation				Frontage Rd
070518-109	1328	Suspicious Circumstance				Main St/View Ave
070618-29	0804	Pedestrian Check				Main Street
070618-61	1034	Patrol Check	X			Scenic Dr
070618-101	1408	Burglary	X			Baker Beach
070618-116	1439	CWS Referral 201803326	X			Baker Ranch Rd
070718-9	0051	Vehicle Investigation	X			State Beach
070718-10	0107	Business Check	X			Scenic Dr
070718-11	0118	Vehicle Investigation	X			Scenic Dr
070718-56	0743	Investigation				Trinity St
070718-142	1600	Suspicious Circumstance	X			IAO Luffenholtz
070818-18	0326	Business Check	X			Scenic Dr

**HUMBOLDT COUNTY SHERIFF'S OFFICE  
CALLS FOR SERVICE AND REPORTS TAKEN FOR THE CITY OF TRINIDAD**

From: 07/09/18 Through: 07/15/18

29

<u>CFS#</u>	<u>TIME</u>	<u>TYPE OF CALL</u>	<u>OCL</u>	<u>TRI</u>	<u>DEP</u>	<u>ADDRESS</u>
070918-2	0013	Public Assist	X			Twe-Goh Ct
070918-45	1023	Follow Up				Trinity Street
070918-100	1513	Animal Bite 201803365				Westhaven Dr
070918-144	1849	Unwanted Subject	X			Big Lagoon Campground
070918-161	2108	Suspicious Circumstance	X			Moonstone Beach/Beach House
071018-114	1547	CWS Referral 201803391	X			Lynda Ln
071118-57	0941	Speeding Driver	X	X		Scenic Dr
071118-60	1010	Pedestrian Check		X		Library
071118-78	1157	Alarm		X		Van Wycke St
071118-85	1229	Traffic Stop	X	X		Scenic Dr
071118-94	1258	Traffic Stop 201803406		X		Patricks Point Dr
071118-98	1315	Found Property				Westhaven Dr
071118-126	1536	Follow Up				Westhaven Dr
071118-143	1703	Burglary				.
071118-154	1801	Agecny Assist/City Ambulance				Underwood Dr
071118-158	1838	Welfare Check				Westhaven Dr
071218-40	0909	Welfare Check	X			Lois Lane
071218-38	0911	Alarm	X			1658 Patricks Point Dr
071218-80	1304	Suspicious Circumstance	X			Luffenholtz Beach
071218-159	2016	Disturbance	X			Big Lagoon Campground
071318-187	2135	Alarm	X			Patricks Point Dr
071418-4	0014	Alarm				Main Street
071418-130	1413	Public Assist		X		.
071418-136	1443	Hit & Run Non-Injury 201803473		X		Main St/View Ave
071518-125	1944	Welfare Check 201803491	X			1151 Westhaven Dr
071518-129	2025	Unwanted Subject 201803492				389 Main Street
071518-133	2040	Agency Assist/State Park	X			Big Lagoon Campground

OCL = Outside City Limits  
TRI-DEP = Trinidad Deputy



## CONSENT AGENDA ITEM 4

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES**

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4. Discussion/Decision regarding Procedure for Reviewing County Cannabis Permit Referrals.

## **CONSENT AGENDA ITEM**

**Date: July 25, 2018**

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### **Item: Memo Outlining Procedures for Cannabis Permit Referrals**

The City has requested that we receive referrals from County Planning for Cannabis permit applications in the greater Trinidad Planning Area. This memo describes the general procedure the City will use upon receipt of said referrals.

1. The City's Administrative Assistant will scan and/or copy all cannabis permit application materials and forward them by email to the City Planner, Public Works Department, and City Manager as well as Council and Planning Commission members. A hard copy will be available for review in the clerk's office. All parties will be requested to respond within 7 business days if they have any comments or concerns.
2. Key issues of concern in reviewing the applications will include possible impacts to water supply, and any potential for water pollution, especially in the Luffenholtz creek watershed. Proximity to waterways, and the quantity and source of water needed for the operation will be reviewed carefully.
3. The Administrative Assistant will collate the responses, and the City Manager and City Planner will draft a formal City Comment letter based on their own review as well as all other input received. Individuals (i.e. Council and Planning commissioners) are welcome to submit separate comment letters as well. For projects of special concern, the City may help publicize the issue and encourage private letters as well, and may consider having staff attend County Planning Commission meetings to speak on the issues.
4. When the timing allows, application materials and draft response letters will be included as consent items on City Council agendas. Where the time frame to respond does not allow, the City Manager will finalize and send a response letter, to be included in the Staff Activity Report on subsequent meetings to keep the Council informed.
5. Staff will stay in contact with the County Planning Staff to ensure we are receiving referrals as requested, and our letters are being considered.

Staff Recommendation:

Approve



## DISCUSSION AGENDA ITEM 1

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 22 PAGES**

---

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

## **DISCUSSION/ACTION AGENDA ITEM**

Date: July 25, 2018

---

### **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.
- \$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	\$25,000

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 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:	\$ 22,076
Difference (from fund balance)	\$ (5,376)

The expected deficit of \$5,376 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
-----------	----------

Expenditures:	\$ 23,414
Difference (from reserve)	(\$ 17,214)

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 a major water line replacement on East St.

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.

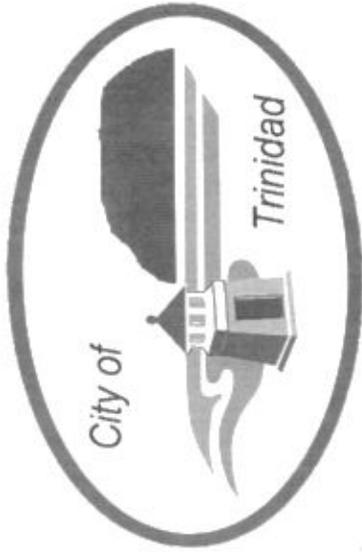
*Proposed Action:*

- 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



# CITY OF TRINIDAD

FY 2019

Budget

June 27th, 2018

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

Susan Rotwein, Mayor      Date

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

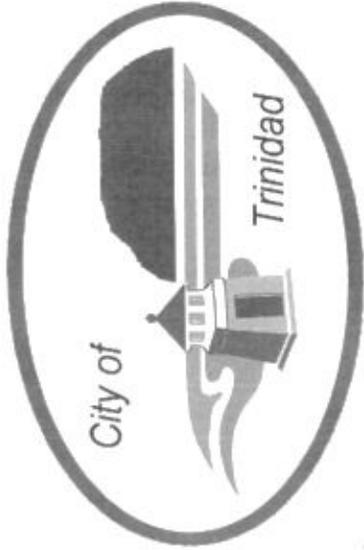
Gabe Adams, City Clerk

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General Fund Expense Detail	6
General Fund Revenue Over Time (Chart)	7
General Fund Personnel Cost Summary over time	8
Discretionary' Projects in FY2019 Budget	9

### Attachments:

Budget Detail sheets for	
GF Revenue	10
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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 – Trever 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	\$646,296	\$15,604	Includes Full Time Administrative Assistant
Water Fund	\$332,000	\$333,070	-\$1,070	Expenses include East St. Water Line Replacement
Cemetery Fund	\$6,200	\$23,414	-\$17,214	Deficit funded with Cemetery Reserves
Integrated Waste Management Fund	\$16,700	\$22,076	-\$5,376	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>\$1,201,856</b>	<b>-\$8,056</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**

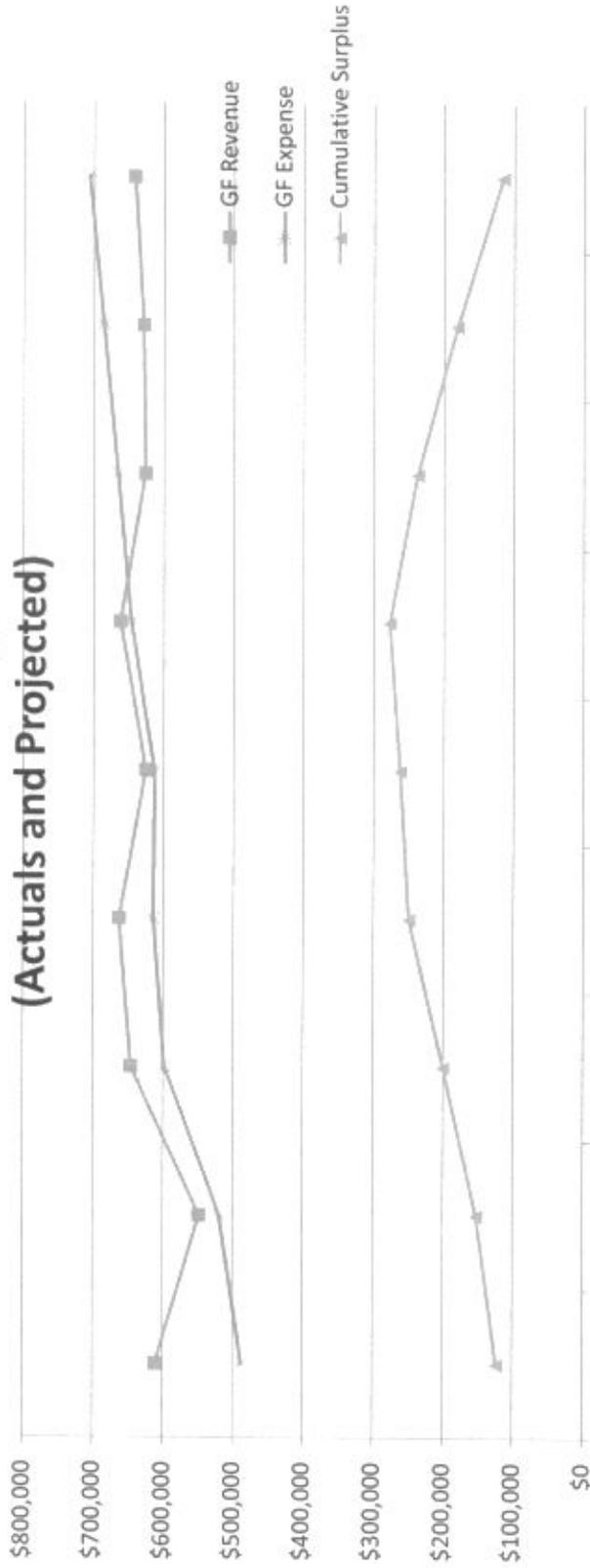
	2017 Actuals	2018 Budget	2019 Budget	change from 2018
<u>General Fund Revenues</u>				
Property Tax	\$ 97,465	\$ 96,800	\$ 101,500	\$4,700
Vehicle License Fees	\$ 28,466	\$ 28,600	\$ 30,000	\$1,400
Sales Tax (Base)	\$ 140,938	\$ 138,000	\$ 140,000	\$2,000
Sales Tax (Trinidad ¾ %)	\$ 105,500	\$ 102,000	\$ 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	\$375,672	\$33,721
Public Works	\$191,478	\$165,140	\$166,793	\$1,653
Police	\$75,318	\$89,482	\$86,481	\$(3,001)
Fire*	\$10,911	\$12,300*	\$17,350	\$5,050
<b>TOTAL EXPENSE</b>	<b>\$624,773</b>	<b>\$608,872</b>	<b>\$646,296</b>	<b>\$37,424</b>
<b>Revenues less Expenses:</b>	<b>\$36,753</b>	<b>\$5,513</b>	<b>\$15,604</b>	

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

## 2019 General Fund Expense Detail

Personnel	TOTAL
<b>City Employees</b>	
Wages	\$225,487
Benefits	\$98,030
Payroll Taxes	\$19,320
Workers Comp	\$8,456
<b>City Employees Sub Total</b>	<b>\$351,346</b>
Less Grant Reimbursement	(\$81,000)
<b>City Employees Total</b>	<b>\$270,346</b>
<b>Contract Staff/Services</b>	
Police/Sheriff (HCSO Contract only)	\$65,527
Planning	\$51,000
Engineering	\$16,000
Building Inspector	\$7,000
Legal	\$20,000
Accounting	\$18,000
Public Works Maintenance Contract	\$25,000
<b>Contract Subtotal</b>	<b>\$202,527</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>\$646,296</b>

## GF Revenue and Expense (Actuals and Projected)

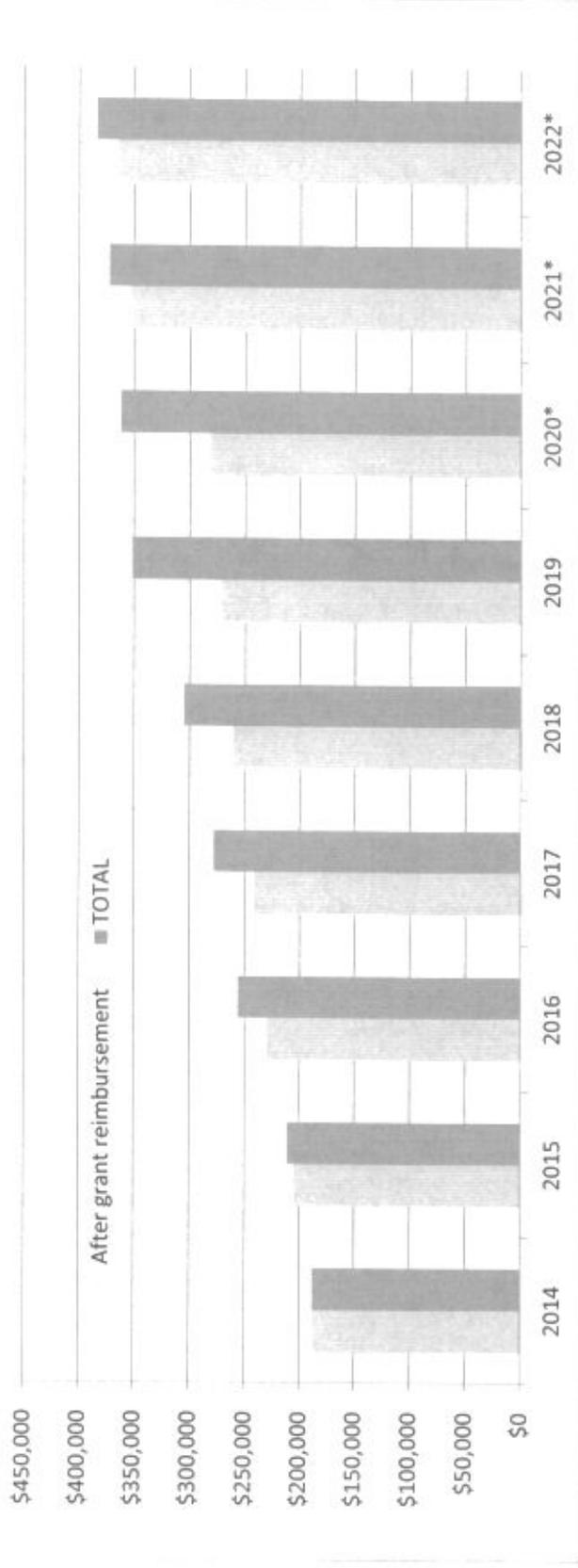


	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>GF Revenue</b>	\$610,361	\$548,116	\$645,998	\$663,426	\$625,000 (estimate)	\$661,900 (budget)	\$626,178	\$628,910	\$641,488
<b>GF Expense</b>	\$487,619	\$519,055	\$597,819	\$614,237	\$612,726	\$646,296	\$665,685	\$685,655	\$706,225
<b>Net Surplus (Expense)</b>	\$122,742	\$29,061	\$48,179	\$49,189	\$12,274	\$15,604	-\$39,507	-\$56,745	-\$64,737
<b>Cumulative Surplus</b>	\$122,742	\$151,802	\$199,981	\$249,170	\$261,444	\$277,049	\$237,542	\$180,797	\$116,060

- 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

## GF Personnel Costs



### Notes:

The General Fund increase from 2018-2019 is \$54,000 and includes new full time administrative assistant and funding for merit raises if warranted.

Grant reimbursement is keeping staff costs down in 2017-2020, but underlying costs are rising (darker bars above).

**‘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	
East St. Water Line Replacement		\$55,000	
OWTS Permitting Priority	(costs are in staff time)		
Trail Maintenance	\$3,500		
ADA Improvements			\$10,000 (PARSAC)
TOT to community orgs	\$15,000		
Salary Adjustments*	\$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</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2019</b>
	<b>Actual</b>	<b>BUDGET</b>	<b>Estimate</b>	<b>BUDGET</b>
<b>REVENUES</b>				
Property Taxes - Secured	\$ 86,592	\$ 90,000	\$ 91,000	\$ <b>92,000</b>
Property Tax - Unsecured	\$ 3,451	\$ 3,300	\$ 3,400	\$ <b>3,400</b>
Property Tax - Prior Unsecured	\$ 30	\$ 50	\$ 29	\$ <b>50</b>
Property Tax - Current suppl	\$ 1,503	\$ 600	\$ 1,200	\$ <b>1,300</b>
Property Tax - prior Supplemental	\$ 135	\$ 200	\$ 200	\$ <b>200</b>
PROPERTY TAX - FINES			\$ 547	\$ <b>500</b>
Motor Vehicles Fines	\$ 741	\$ 1,000	\$ -	\$ <b>500</b>
Property Tax Exemption	\$ 1,132	\$ 1,300	\$ 1,200	\$ <b>1,300</b>
Public Safety 1/2% sales tax	\$ 1,829	\$ 1,600	\$ 1,800	\$ <b>1,900</b>
Documentary Real Property Tax	\$ 5,503	\$ 2,000	\$ 4,800	\$ <b>4,500</b>
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	\$ <b>30,000</b>
Sales Taxes	\$ 246,438	\$ 240,000	\$ 236,000	\$ <b>245,000</b>
Transient Occupancy Tax	\$ 171,173	\$ 134,400	\$ 136,903	\$ <b>138,000</b>
Grant Income	\$ 20,000		\$ 5,465	\$ <b>15,000</b>
Copy Machine Fees	\$ 58	\$ 50	\$ 76	\$ <b>50</b>
Interest Received	\$ 3,791	\$ 5,000		\$ <b>15,000</b>
Other Miscellaneous Income	\$ 22,354	\$ 1,000	\$ 3,138	\$ <b>2,500</b>
Planner Application Processing	\$ 5,223	\$ 8,000	\$ 13,659	\$ <b>9,000</b>
Building Application Processing	\$ 8,288	\$ 9,000	\$ 18,080	\$ <b>10,000</b>
Animal License	\$ 105	\$ 200	\$ 60	\$ <b>200</b>
Business License	\$ 7,998	\$ 7,500	\$ 11,172	\$ <b>9,500</b>
VDU License Fee	\$ 1,500	\$ 9,000	\$ 7,000	\$ <b>8,000</b>
Encroachment Permits	\$ 352	\$ 400	\$ 150	\$ <b>400</b>
Rental Income - Verizon	\$ 25,892	\$ 24,000	\$ 26,000	\$ <b>49,600</b>
Rental Income - Harbor	\$ -	\$ 5,135	\$ 15,070	\$ <b>5,200</b>
Rental Income - PG&E	\$ 9,521	\$ 9,500	\$ 9,166	\$ <b>10,000</b>
Rental Income - Suddenlink	\$ 6,749	\$ 3,800	\$ 4,984	\$ <b>6,500</b>
Rental Income - Town Hall	\$ 6,153	\$ 7,000	\$ 4,932	\$ <b>6,500</b>
<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	\$ 126,315
DEFERRED RETIREMENT	8,388.64	\$ 11,345	11,558.39	\$ 15,158
MEDICAL BENEFITS	12,875.16	\$ 13,099	13,800.00	\$ 25,940
WORKMEN'S COMP INSURANCE	21.45	\$ 3,415	3,318.45	\$ 4,737
EMPLOYEE MILEAGE	220.32	\$ 500	144.81	\$ 500
PAYROLL TAX	9,504.66	\$ 9,032	9,000.00	\$ 10,823
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	\$ 7,000
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
/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>\$ 375,672</b>

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

<b>EXPENDITURES</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 estimate</b>	<b>FY 2019 Budget</b>
Employee Gross Wages	\$73,971	\$85,557	\$77,048	<b>\$93,517</b>
Employee Overtime	\$0	\$500	\$0	<b>\$500</b>
Deferred Retirement	\$8,592	\$10,492	\$9,082	<b>\$11,222</b>
Medical Insurance & Benefits	\$25,055	\$35,452	\$34,066	<b>\$44,584</b>
Workmen's Comp Insurance	\$0	\$2,798	\$214	<b>\$3,507</b>
Payroll Tax	\$6,350	\$7,491	\$5,535	<b>\$8,013</b>
Grant Payroll Allocation	( <i>\$31,859</i> )	( <i>\$43,000</i> )	( <i>\$43,000</i> )	( <i>\$75,500</i> )
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>\$166,793</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>REVENUES</b>				
GRANT INCOME (COPS)	\$ 126,381	\$ 100,000	\$ 105,000	\$ 105,000
Measure Z Grant Income	\$ 75,317	\$ 75,000	\$ 37,500	\$ 75,000
ANIMAL LICENSE FEES				
<b>TOTAL REVENUES</b>	<b>\$ 201,698</b>	<b>\$ 175,000</b>	<b>\$ 142,500</b>	<b>\$ 180,000</b>
<b>EXPENDITURES</b>				
Employee Wages	\$ 8,049	\$ 5,376	5,313.98	\$ 5,656
Deferred Retirement	\$ 172	\$ 228	369.67	\$ 679
Workmen's Comp Insurance	\$ -	\$ 172	1.44	\$ 212
Payroll Tax	\$ 587	\$ 429	153.86	\$ 485
Rent	\$ 8,200	\$ 9,000	7,500.00	\$ 9,000
Utilities	\$ 2,270	\$ 1,050	1,585.30	\$ 2,000
Office Supplies & Expense	\$ 989	\$ 1,000	0.00	\$ 500
Contracted Services	\$ 242,502	\$ 244,027	\$ 220,000	\$ 245,000
Animal Control	\$ 1,356	\$ 1,500	1,122.00	\$ 1,500
Miscellaneous Expense	\$ -	\$ 500	0.00	\$ 250
Telephone & Communications	\$ 1,599	\$ 1,200	\$ 908	\$ 1,200
<b>TOTAL EXPENSES</b>	<b>\$ 266,480</b>	<b>\$ 264,482</b>	<b>\$ 237,391</b>	<b>\$ 266,481</b>
<b>GF EXPENSE after grants:</b>	<b>\$ 75,318</b>	<b>\$ 89,482</b>	<b>\$ 94,891</b>	<b>\$ 86,481</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	\$ 103,994
Employee Overtime	\$ -	\$ 500	\$ -	\$ 501
Deferred Retirement	\$ 11,287	\$ 11,333	\$ 8,685	\$ 12,479
Medical Insurance	\$ 36,330	\$ 40,384	\$ 32,070	\$ 42,412
Workmen's Compensation	\$ 12	\$ 3,078	\$ 2,879	\$ 3,900
Payroll Tax	\$ 8,512	\$ 8,225	\$ 6,359	\$ 8,910
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	\$ 68,000
Water Plant Repair	\$ 71,847	\$ 8,000	\$ 2,896	\$ 6,000
DEPRECIATION	\$ 22,242		\$ 22,000	
Capital Reserves	\$ -	\$ 20,000	\$ 20,000	
<b>TOTAL EXPENSES</b>	<b>\$ 331,163</b>	<b>\$ 300,509</b>	<b>\$ 261,133</b>	<b>\$ 333,070</b>
<b>NET SURPLUS (Deficit)</b>	<b>\$ (9,764)</b>	<b>\$ 4,491</b>	<b>\$ 77,585</b>	<b>\$ (1,070)</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>
Cemeterey 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>\$13,205</b>
Deferred Retirement	\$1,723	\$1,748	\$1,383	<b>\$1,585</b>
Medical Insurance & Expense	\$6,023	\$6,920	\$5,216	<b>\$5,747</b>
Workmen's Comp Insurance	\$0	\$466	\$413	<b>\$495</b>
Payroll Tax	\$1,230	\$1,248	\$1,015	<b>\$1,131</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>\$23,414</b>
Net - From Cemetery Reserve	(\$19,385)	(\$15,819)	(\$18,935)	(\$17,214)
Reserve Balance ~95,000				

**CITY OF TRINIDAD  
PROPOSED FY2019 BUDGET**

**Special Revenue Fund 204 - Integrated Waste Management**

	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 To Date</b>	<b>FY 2019 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>\$12,089</b>
Deferred Retirement	\$1,363	\$1,386	\$1,118	<b>\$1,451</b>
Medical Insurance	\$4,830	\$5,614	\$4,163	<b>\$5,348</b>
Workman's Compensation	\$0	\$369	\$327	<b>\$453</b>
Payroll Tax	\$973	\$989	\$821	<b>\$1,036</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>\$22,076</b>
<b>NET:</b>	<b>(\$11,859)</b>	<b>(\$4,479)</b>	<b>(\$3,636)</b>	<b>(\$5,376)</b>

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

Position	PAYROLL COSTS										Payroll Funding Sources			
	Hourly Wage		Annual Wage / Salary	Medical & Retirement Cost to City	TOTAL COMP	Workers comp, payroll tax...	TOTAL PAYROLL COST	General Fund	Water Fund	Grants	Cemetery	IWM		
	Hours	Wage												
City Manager	30/wk	NA	\$79,000	\$9,480	\$88,480	\$9,731	\$98,211	\$88,390	\$9,821					
City Clerk	40/wk	\$28.36	\$58,980	\$23,705	\$82,684	\$7,265	\$89,950	\$58,467	\$22,487	\$4,497	\$4,497	\$4,497		
Public Works Director	40/wk	\$25.06	\$52,123	\$30,359	\$82,482	\$6,420	\$88,902	\$12,446	\$73,789	\$2,667	\$2,667	\$2,667		
Maintenance Operator II	40/wk	\$21.50	\$44,713	\$27,768	\$72,482	\$5,508	\$77,989	\$33,717	\$31,196	\$4,497	\$4,497	\$8,579		
Maintenance Operator I	40/wk	\$16.91	\$35,178	\$20,490	\$55,668	\$4,333	\$60,001	\$21,002	\$24,000	\$7,799	\$7,799	\$7,200		
Administrative Assistant	40/wk	\$16.40	\$34,112	\$18,515	\$52,627	\$4,202	\$56,829	\$48,305	\$8,524					
Grant Administrator	40/wk	\$25.33	\$50,669	\$36,908	\$87,577	\$6,241	\$93,818	\$10,942	\$1,876	\$81,000				
<b>TOTALS</b>			<b>\$354,775</b>	<b>\$167,225</b>	<b>\$522,000</b>	<b>\$43,701</b>	<b>\$565,701</b>	<b>\$273,269</b>	<b>\$171,694</b>	<b>\$81,000</b>	<b>\$19,461</b>	<b>\$20,276</b>		

- These figures used for 2019 Budget
- Rates shown above include planned merit/step increases from current rates.
- 2019 Rates do not include any inflation based increase (CPI or Cost of Living...)
- Trinidad's salary matrix provides for a 2.5% increase for each year of service based on positive performance reviews.
- Current staff vacancies create some uncertainty in actual rates depending on staffing vacancies and merit raise outcomes.





## DISCUSSION AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES**

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2. Discussion/Decision regarding Second Reading of Ordinance 2018-02; Time-Limited Parking Restriction on Edwards Street Bluff between Trinity Street and Ocean Ave.

## **ACTION AGENDA ITEM**

**Date: July 25, 2018**

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**Item: Consider Second Reading and Final Adoption of Ordinance 2018-02: AN ORDINANCE OF THE CITY OF TRINIDAD AMENDING CHAPTER 10.04.140 OF TITLE 10 OF THE TRINIDAD MUNICIPAL CODE TO ESTABLISH PARKING RESTRICTIONS ON UPPER EDWARDS ST.**

Summary: This Ordinance would amend the City Code to establish time limits on parking at the Upper Edwards St. View area (the south side of Edwards St. between Ocean Ave. and Trinity St.) This is a very popular view area for residents and visitors. There is currently nothing preventing people from parking there all day. Staff agrees with the Council's direction that this area is appropriate for time limited parking so that more people can enjoy the view and move on for the next person.

The proposed Ordinance provides for 20-minute parking. This has the advantage of being easy to indicate with a green painted curb that is familiar to people. 20-minute parking is consistent with the idea that this is a place to stop and enjoy the view, but not an appropriate place to park for an extended period. That can be done away from the bluff edge view locations.

As with most City Code, voluntary compliance will be the primary approach, but enforcement will be possible through the Humboldt County Sheriff's Office. City staff cannot issue parking tickets, but we can help document the time someone has been parked, and create formal warning 'tickets' to facilitate compliance.

California Coastal Commission staff have advised City staff that a Coastal Development Permit should be issued by the City in conjunction with this change as they consider this a 'project' under the Coastal Act. This City's Local Coastal Plan is silent on parking restrictions. Staff recommend moving forward with the Ordinance adoption – if a CDP is necessary it can be pursued subsequently.

The Ordinance will take effect 30 days after final adoption.

Staff Recommendation:

- 1) Accept and Consider Public Comment
- 2) Conduct the Second Reading and Adoption of Ordinance 2018-02, including waiving reading the full text and instead reading it by Title.

Attachments:

- **Draft Ordinance 2018-02: AN ORDINANCE OF THE CITY OF TRINIDAD AMENDING CHAPTER 10.04.140 OF TITLE 10 OF THE TRINIDAD MUNICIPAL CODE TO ESTABLISH PARKING RESTRICTIONS ON UPPER EDWARDS ST.**



## **ORDINANCE 2018-02**

### **AN ORDINANCE OF THE CITY OF TRINIDAD AMENDING CHAPTER 10.04.140 OF TITLE 10 OF THE TRINIDAD MUNICIPAL CODE TO ESTABLISH PARKING RESTRICTIONS ON UPPER EDWARDS ST.**

WHEREAS, the south side of Edwards St. between Ocean Ave. and Trinity St. (hereafter Upper Edwards St) has a limited parking area and a magnificent view overlooking Trinidad Harbor and the coastline extending South from Trinidad; and

WHEREAS, parking is often crowded and unavailable on Upper Edwards St. as both residents and visitors desire to stop to enjoy the view and check ocean conditions.

WHEREAS, there is currently no time limit on parking on Upper Edwards St., so that a few vehicles can occupy this desirable view parking area for an entire day; and

WHEREAS, the establishment of time limited parking on Upper Edwards St. will provide more opportunity for a greater number of people to use and enjoy this view parking area to the benefit of all, and

WHEREAS, this Ordinance is enacted pursuant to the City's police power as granted broadly under Article XI, Section 7 of the California Constitution in order to promote the health, safety and welfare of Trinidad residents,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TRINIDAD DOES HEREBY ORDAIN AS FOLLOWS:

That Chapter 10.04.140 of Title 10 of the Trinidad Municipal Code is amended to read as follows: (Strikeout Version shown here for clarity)

### **CHAPTER 10.04.140**

**10.04.140 Parking restrictions and prohibitions ed on narrow streets.**  **SHARE**

A. The City Manager or his/her designee chief of police, by and with the consent of the city council, is authorized to erect signs indicating no parking upon any street when the width of the roadway does

not exceed 20 feet, or upon one side of a street as indicated by such signs when the width of the roadway does not exceed 30 feet.

B. When official signs prohibiting parking, or placing time limits on parking, are erected upon narrow streets as authorized herein, no person shall park a vehicle upon any such street in violation of any such sign.

C. Parking on the south side of Edwards St. between Ocean Ave and Trinity St. shall be limited to 20 minutes and shall be marked and/or signed as necessary for enforcement.

THE FOREGOING ORDINANCE was introduced at a special meeting of the City Council of the City of Trinidad held on June 14<sup>th</sup>, 2018, and thereafter passed and adopted at a regular meeting of said City Council held on July 25 2018, by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

By: \_\_\_\_\_  
Susan Rotwein, Mayor

ATTEST:  
  
\_\_\_\_\_  
Gabe Adams, City Clerk



## DISCUSSION AGENDA ITEM 3

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES**

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3. Discussion/Decision regarding Right-of-Way issues surrounding the Hector/Parker Stormwater Construction.

## **ACTION AGENDA ITEM**

**Date: July 25, 2018**

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### **Item: Consider Right of Way issues surrounding the Hector/Parker St. Stormwater Work**

Summary: The construction work currently underway on Hector and Parker St. may provide a cost effective opportunity to consider right of way issues in this area. The project as bid is largely not changing paved street widths, with the exception of narrowing the street as Parker St. curves onto Hector in front of the Holy Trinity Church. This is due to the fact that the previous pavement edge was partially on the Church Property, and the City is correcting that problem, and making sure all the infrastructure is clearly in the public right of way.

The Council has discussed some of these issues recently in regard to the narrow spot on Parker St. that has significant encroachment across from the four-plex apartments. The council direction was to paint a red stripe along that stretch to address people parking in this narrow location. That has been done.

The attached images from the project plans and from google maps provide some context. A representative of our City Engineer GHD will be present to review and discuss possible options.

#### **Staff Recommendation:**

- 1) Accept and Consider Public Comment
- 2) Consider providing direction to staff regarding possible change orders with the contractor to reclaim City right of way.

#### **Attachments:**

- Project plans with Key
- Google Map





Google Maps



Imagery ©2018 Google, Map data ©2018 Google 50 ft



## DISCUSSION AGENDA ITEM 4

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 0 PAGES**

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4. Discussion/Decision regarding Trinidad Head Cellular Facility Lease.

***NO DOCUMENTS WERE SUBMITTED FOR THIS AGENDA ITEM***