

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

*Steve Ladwig, Mayor*  
*Gabriel Adams, City Clerk*



Posted: Friday, August 02, 2019

**NOTICE AND CALL OF A MEETING OF THE**  
**SHORT-TERM RENTAL**  
**ADVISORY COMMITTEE**

The Short-Term Rental Advisory Committee will meet on  
**WEDNESDAY, AUGUST 07, 2019 at 6:00PM**  
in the Civic Club Room located at 409 Trinity Street.

- 
- I. **CALL TO ORDER/ROLL CALL**  
**(5) Voting Members:** **Joe Moran**, Trinidad Bay Vacation Rentals. **Jan Nash-Hunt**, STR Owner. **Dorothy Cox**, Trinidad Resident. **Dick Bruce**, Trinidad Resident. **Kathleen Lake**, City of Trinidad Planning Commissioner.
  - II. **ITEMS FROM THE FLOOR**
  - III. **APPROVAL OF MINUTES – 06-17-19**
  - IV. **AGENDA ITEMS**
    1. Discussion regarding the last 2-years of documented complaints.
    2. Discussion regarding the current number of permits, application fee, and fee analysis (staff time spent on STR's).
  - V. **REQUEST FOR FUTURE ITEMS**
    - Next meeting – October 22, 2019 at 6:00pm.
  - VI. **ADJOURNMENT**

**Gabriel Adams**  
Trinidad City Clerk

APPROVAL OF MINUTES FOR:

JUNE 17, 2019

Supporting Documentation follows with: \_\_\_\_\_ 2 PAGES

City of Trinidad  
STR Advisory Committee

June 17, 2019

Minutes

Call to Order: 6:04 pm

Present: Dick Bruce, Jan Nash-Hunt, Dorothy Cox, Kathleen Lake, Joe Moran

III.1. Introductions and comments

III.2. Chairperson: (Motion) 5-0 Dick Bruce nominated and chosen unanimously as Chair.

Length of meetings: (Motion) 5-0 to limit length of meetings to 1 ½ hours unless extended by vote.

III.3. Issues related to STR's

- STR Ordinance: approved 2 years ago, time to review, look at certain items to address.
- Chair asked members to identify 1 item each re: the effectiveness of STR's in town. Much of the discussion centered on the complaint process and reported violations.
- Committee requested information from the City re: complaints for past 2 years.
- Highlighted were notification, effectiveness of ordinance, neighborhood impacts (i.e. noise), and enforcement of ordinance.
- Comments made include: Research websites of units advertised and monitor them; Use STR funds for enforcement; and Document extra costs beyond Base Application Fee.

(Motion) 5-0 for request of city staff to document and prepare minutes.

(Motion) 5-0 recommend City Council forward STR Ordinance to Planning Commission for update ASAP, and final version to come to STR Advisory Committee for recommendation prior to advancing to City Council.

IV. Next meeting date and time:

- August 7 at 6 pm
- October 22 at 6 pm
- December 3 at 6 pm

Items for next meeting in August:

- STR complaints for 2 years
- Fee analysis (staff time spent on STR's)

Adjournment: 7:46 pm



## DISCUSSION AGENDA ITEM 1

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 29 PAGES**

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1. Discussion regarding the last 2-years of documented complaints.

Trinidad City Clerk

From: Alan Grau <trinidadrunner@suddenlink.net>  
Sent: Tuesday, July 23, 2019 12:21 PM  
To: Eli Naffah; Trinidad City Clerk  
Subject: Re: light complaint

RECEIVED  
JUL 23 '19  
CITY OF TRINIDAD

STR

I couldn't get the PDF to SAVE so here is my Citizen Complaint:

DATE: 7/23/2019 TIME: all night

SUBJECT OF COMPLAINT: Exterior flood light

DETAILS OF COMPLAINT: Exterior flood light on all night at 401 Ewing St STR.

This is a repeated problem. See my previous complaints in May and June.

I have contacted the property managers about a dozen times about exterior floodlights being on all night.

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

NAME: Alan Grau TELEPHONE:

ADDRESS: 433 Ewing EMAIL:

SIGNATURE: Alan Grau REPLY REQUESTED: YES  NO

Alan  
On 7/23/2019 11:26 AM, Alan Grau wrote:

Hi Eli,

Attached are photos of the flood light at the 401 Ewing St STR, at night and in the morning. It was on again all night last night. It is the floodlight above the car.  
Did you contact the property managers in June?  
Please help to get this finally resolved.  
I am submitting a Citizens Complaint form as well.

thank you,  
Alan Grau

On 6/3/2019 10:50 AM, Alan Grau wrote:

Eli,

*Received 07/23/19 - Email response upon receipt was provided to Grau. This is being reviewed by CM.*

*#18-17 A. Zetter*

Thank you for your quick response. I didn't want you to be working on the weekend. Here is the flood light, above the top of the car. I will try to take a photo at night when it is on.

Please ask the property managers to do a meet and greet with guests at the property on the arrival day as per the STR Ordinance.



Alan

Sent from my iPad

On Jun 1, 2019, at 6:54 PM, Eli Naffah <[citymanager@trinidad.ca.gov](mailto:citymanager@trinidad.ca.gov)> wrote:

Alan:

If you can take a picture from your bedroom window that can help. We will address with the property management next week.

Eli Naffah  
City Manager  
Trinidad, CA  
707-677-3876

On Jun 1, 2019, at 3:22 PM, Alan Grau  
<[trinidadrunner@suddenlink.net](mailto:trinidadrunner@suddenlink.net)> wrote:

Dear City Manager and City Clerk,

Flood lights at 401 Ewing STR still an unresolved issue.  
See attached.

--

Alan Grau

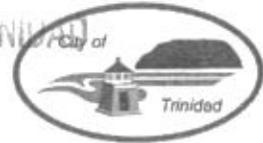
<6-1-19 STR light complaint.pdf>

RECEIVED

MAY 24 '19

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

CITY OF TRINIDAD



### CITIZEN COMPLAINT FORM

STR

DATE: 5/24/2019

TIME: night

SUBJECT OF COMPLAINT: Exterior lights on most of the night at 401 Ewing Street STR

DETAILS OF COMPLAINT: Exterior flood lights on at night at 401 Ewing St. The lights shine into our bedroom  
There has been a problem for years with exterior lights on for multiple hours. We have contacted the property managers about a dozen times. They have not been able to permanently resolve this. I volunteered to meet at the site to address the problem but they did not follow up. The light issue was resolved a year ago but then 3 new sets of floodlights were installed creating the worst problem ever. One set was removed. The lights may go on because guests randomly turn light switches on not knowing what they control because there is no meet and greet.

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

NAME: Alan Grau

TELEPHONE:

ADDRESS:

EMAIL: trinidadrunner@suddenlink.net

SIGNATURE:

REPLY REQUESTED:  YES  NO

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

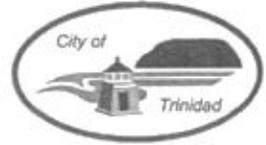
\*\*\* OFFICIAL USE ONLY \*\*\*

DATE & TIME COMPLAINT RECEIVED: 5/24/19 9:44 am COMPLAINT # 18-15

COMPLAINT RECEIVED BY: Angela Zetter *AZ* IN PERSON MAIL  EMAIL  TELEPHONE

ACTION TAKEN: Responded to applicant advising the formal complaint has been received and documented. The complaint was sent to the City Manager by Mr. Grau in a email and the City Clerk was Cced. This is currently referred to the City Manager.

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



### CITIZEN COMPLAINT FORM

DATE: 09/24/18

TIME:

STR

SUBJECT OF COMPLAINT: 40 SCENIC DR. NUISANCE DOGS

DETAILS OF COMPLAINT: GROTH HOUSE STR, (S) MEDIUM SIZED DOGS  
BARKING, ETC. LEFT UNATTENDED.  
(SEE ATTACHED LETTER)

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

NAME: TINA & DARRYL FREELAND TELEPHONE: 949-510-7403

ADDRESS: \_\_\_\_\_ EMAIL: SEE ATTACHED

SIGNATURE: \_\_\_\_\_ 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: 09/24/18 COMPLAINT # 2018-10

COMPLAINT RECEIVED BY: CAMS IN PERSON  MAIL  EMAIL  TELEPHONE

ACTION TAKEN: COPIED GROTH STR FILE, COMPLAINT FILE, CITY MANAGER

RECEIVED

SEP 24 '18

CITY OF TRINIDAD

September 24, 2018

City of Trinidad  
P.O. Box 390  
Trinidad, CA 95570  
ATTN: City Manager Dan Berman

Dear Mr. Berman:

We are filing a second complaint within a month against the Short Term Rental at 40 Scenic Drive based on a violation of the city's STR Ordinance regarding unleashed and/or nuisance dogs. The owner of this STR is Eric Ketchum and the property manager is Lynda Moran.

The following is a summary of our complaint:

A group of occupants arrived at the Groth House STR on Thursday, September 20th bringing with them **five** medium-sized dogs. The Groth House is an unfenced property, and the dogs were continually wandering over to our property to defecate and urinate on our lower lawn. They were mostly unleashed when outdoors but were put on leashes for walks.

I contacted the property manager, Lynda Moran, to ask about the number of dogs allowed on the property and the leash policy. She said there was no limit to the number of dogs permitted. She said that she sent her husband, Joe, to the property on two occasions to remind the occupants of the leash policy.

On September 22nd, the occupants left the Groth House shortly before 3:30pm, leaving all five of the dogs indoors, unattended. Immediately upon the occupants' departure, all of the dogs began unrestrained, very loud barking. At 3:45 pm I contacted Lynda Moran about the nuisance situation and asked her to do something to remedy it. Her only response was "the dogs are allowed in the house." I reiterated that the dogs were "barking up a storm" and she replied, "OK, thanks." She never came to the house to check out the situation, nor did she have any further communication with me. Throughout the afternoon and evening, the barking escalated with additional howling and crying. Please note that this terrible situation continued for **seven straight hours** until the dogs' owners finally returned to the Groth House at 10:15 pm. **This was seven hours of continual, non-stop barking, howling and crying.** Enduring seven hours of barking is akin to living next door to a dog kennel — and believe me, the ruckus was truly like a kennel. Despite closing our doors and windows, the intolerable commotion was clearly audible inside our house. We were unable to enjoy an outdoor patio dinner or an indoor movie.

I am at the end of my rope with this property manager. Both my husband and I feel that when we try to talk with her, she defends the occupants and demonstrates no regard for us, the neighbors. The owner seems to be disinterested in his property and

defers to Lynda when there is a problem. We realize that this is the second **serious** complaint we have filed in September and hope that you will take our grievance seriously.

Currently we are in Southern California for my husband to have eye surgery. We hope to return to Trinidad at the beginning of November, depending on the speed of his recovery. Meanwhile, you may reach me by phone (949) 510-7403 and by email [tfreeland1150@hotmail.com](mailto:tfreeland1150@hotmail.com).

Sincerely,

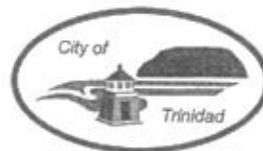
Tina & Darryl Freeland

RECEIVED

SEP 11 '18

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

CITY OF TRINIDAD



CITIZEN COMPLAINT FORM

DATE: 9-11-18

TIME:

SUBJECT OF COMPLAINT: False Complaint and Deliberance to us

DETAILS OF COMPLAINT: Lake called us at noon to say to  
Many STR guests at 461 Ocean Ave. She complained  
about there being 7 adults and 1 child. We asked  
if more than 9 were there after hrs and she yelled  
at Sarah and hung up on here. She harassed us,  
caused us to question rule following guests.

Response

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

NAME: Mike Reinman

TELEPHONE: 496-8746

ADDRESS:

EMAIL:

SIGNATURE:

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: 09/11/18 2:00pm COMPLAINT # 2018-08

COMPLAINT RECEIVED BY: IN PERSON MAIL EMAIL TELEPHONE

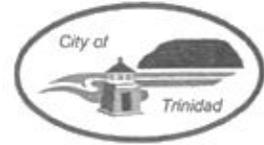
ACTION TAKEN: FILED IN COMPLAINT RECORDS, C.E.D CITY MANAGER.

RECEIVED

SEP 10 '18

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

CITY OF TRINIDAD



CITIZEN COMPLAINT FORM

STR

DATE: 08 Sept 2018

TIME: ~~10:45 Am~~

SUBJECT OF COMPLAINT: STR Violations

DETAILS OF COMPLAINT: Please see attached

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

NAME: Darryl & Tina Freeland TELEPHONE: (949) 510-7403

ADDRESS: 70 Scenic Drive EMAIL: tfreeland1150@hotmail.com

SIGNATURE: Tina A. Freeland REPLY REQUESTED: YES NO

Darryl & Tina Freeland

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

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

DATE & TIME COMPLAINT RECEIVED: 10:45 Am COMPLAINT # 2018-07

COMPLAINT RECEIVED BY: A. ZETTER (IN PERSON) MAIL EMAIL TELEPHONE

ACTION TAKEN: COPIED TO STR FILE, COMPLAINT FILE, CC'd CITY MGR FOR RESPONSE. 09/11/18 -AZ

September 8, 2018

City of Trinidad  
P.O. Box 390  
Trinidad, CA 95570  
ATTN: City Manager Dan Berman

Dear Mr. Berman:

We are filing a citizen's complaint against the Short Term Rental at 40 Scenic Drive based on several violations of the city's STR Ordinance. The owner of this STR is Eric Ketchum and the property manager is Lynda Moran. The following violations are serious problems for us and have been ongoing since July 1, 2018:

1. **Noise.** The ordinance clearly states that occupants of the STR are to observe the "quiet time" rule occurring after 10:00 pm and before 7:00 am. This standard has been broken on almost a daily basis during periods when the house is rented. There has been excessive noise outside the residence, particularly around the jacuzzi area, lasting as late as 2:30 am. The noise comes from loud talking and laughing, music, and even fireworks. In July I brought this problem to the attention of the owner and have since then complained to the property manager on multiple occasions. Nothing has changed. During my most recent conversation with the property manager, she told me that occupants "have the right to be in the jacuzzi anytime they want, even at 3:00 am" and that she is "between a rock and a hard place" on how to handle these issues. On another occasion she told me she wants to be lenient with occupants so that they will write favorable reviews on airbnb and vrbo. When I have spoken to the occupants about the quiet time standard, without exception they have said that they were unaware of this rule and that no one had informed them of it.
2. **Number of Occupants.** During the July 4th holiday, there were anywhere from eight to 12 occupants staying overnight at the residence. The house is licensed to accommodate no more than six occupants, including children. I reported this problem to the owner and to the property manager and nothing was done to correct the problem.
3. **Appearance and Visibility.** The ordinance states that there is to be no lighting that interferes with the enjoyment of other residences in the area. I have repeatedly asked the property manager to inform the occupants that the flood light outside the kitchen is being left on all night and that it causes a terrible glare in our living room and bedroom. I have requested that the light be turned off by 10:00 pm. It is only when I speak directly to the occupants about the problem that they show the courtesy of shutting off the flood light by 10:00 pm. Furthermore, the occupants have indicated each time that they had not been contacted by the property manager and that they did not know where to locate the light switch.

4. **Transmittal of Rules and Good Neighbor Contract.** The ordinance states that the owner, manager, or a designated LCP is to meet at least one occupant on the day of their arrival in order to ensure that the rules are understood, and that the occupants have correctly represented themselves. As the occupants of this STR arrive, there is no one to greet them, to familiarize them with the house or the property, or to explain and emphasize the regulations. They are confused about where to enter the house and where to park, and repeatedly seek information from the renter of the adjoining apartment or from me if they see that I am working in the yard.

As neighbors we have tried to resolve these problems with the property manager on multiple occasions beginning in July, 2018. When I text or call her, I do hear back from her -- usually the next morning but not within the one hour stipulated in the ordinance. When I notified the owner, he told me to just call the Sheriff. It seems like a terrible abuse of resources to have a Sheriff drive to Trinidad at 1:00 or 2:00 am to inform occupants of the quiet time rule and to request that they shut off their exterior light, especially when that is the job of the property manager. I have gotten out of bed, got dressed, and gone to the residence myself at 1:00 am to ask occupants to observe the quiet time and to shut off the flood light. We are not overly-sensitive people. I am hearing impaired and wear hearing aids in both ears. When we go to bed, I remove these aids and have difficulty hearing most outdoor sounds. The noise from the STR is so excessive that, despite my impairment, I am awakened and unable to sleep -- and the same is true for my husband. We, too, like to entertain frequently, laugh, have drinks, and enjoy a good time -- but not at the expense of those around us.

Additionally, at a cost of several thousand dollars, we built a very high, long fence separating our lot from the STR so that we would have a sound buffer and privacy screen between the two properties. Moreover, this summer we planted nine new cypress trees along that same area that will eventually grow large enough to provide additional privacy and noise protection for us. In short, we have done everything we know to do to preserve the privacy of our home from the noise, lights, and confusion of the STR. We have run out of options to solve these problems and now need the assistance and intervention of the City Manager.

We have owned our Trinidad home for 25 years and used it as a STR up until our retirement. We have STRs on three sides of us (at 30, 40 and 80 Scenic Drive). Clearly, our property is in a high-impact STR zone. During the 20 years that we rented our home to vacationers, we never had a single complaint from a neighbor about an occupant at our home. Likewise, we have never experienced a single grievance against any of the other STRs around us. Even during a one-year period of remodeling our home, our contractor worked closely with the property manager of 80 Scenic Drive in order to minimize disturbances to vacationers. The absence of problems can be directly attributed to a good working relationship between neighbors and STR owners, and specifically to competent property managers.

The aforementioned problems at 40 Scenic Drive have had a terrible impact on us and our quality of life here in Trinidad. We have been unable to sleep, night after night. Our happiness and life together in this beautiful, tranquil place has been greatly compromised and our summer miserable because of the ongoing disturbances. It is horribly distressing to even have to think about, compose and file this complaint. We feel that the only mistake we have made throughout this time is that we did not file a complaint each and every time an infraction occurred since July 1st. Instead, we tried to reach out to the owner and to work with the property manager. Please take our grievances seriously and take action quickly, as we cannot tolerate any more of these problems.

Sincerely,

Tina & Darryl Freeland  
70 Scenic Drive  
(949) 510-7403



August 28<sup>th</sup>, 2018

**From:** City Manager Dan Berman,

**To:** Alan Grau

**Re: STR Complaint of July 26<sup>th</sup> 2018**

Dear Mr. Grau,

This is the City's response to your complaint of July 26<sup>th</sup> regarding loud noise in the early morning hours at the STR located at 401 Ewing St.

You reported that at 5:30 in the morning you were bothered by loud conversation, car doors, and car stereo for a 10-15 minute period, and that you informed the STR managers of this later that same morning. (complaint is attached)

The STR Managers appear to have met their obligations in this case – they were available and responsive when contacted, and are communicating the STR Ordinance and Good Neighbor Policy with their guests as required.

The STR Ordinance and the Good Neighbor Policy signed by each party of STR guests are both clear that noise should be contained within the building and not audible to neighbors between ten at night and seven in the morning. Based on your complaint, it appears that there was a violation of the noise provisions of the STR Ordinance.

This noise incident does not, in staff's opinion, rise to the level of a 'significant violation' under the STR Ordinance. Staff are not proposing a fine or other action against the STR at this time. However this complaint and response will be maintained as part of the City's file for this STR license, and will be considered in the event of future incidents at this STR. There are provisions in the STR Ordinance to address repeated violations, even if they are individually 'minor' in nature.

As part of the response to this complaint, Staff are notifying the STR managers and owner that repeated noise incidents can result in fines and significant violation findings, even where the managers are responsive to complaints and are otherwise meeting their obligations under the Ordinance.

I want to thank you for filing this complaint. It is important for the City to be informed and aware of possible violations of the STR Ordinance, and to maintain complete records of such incidents so that repeat problems can be addressed appropriately.

Please let me know if you have any questions at [citymanager@trinidad.ca.gov](mailto:citymanager@trinidad.ca.gov) or 707-677-3876.

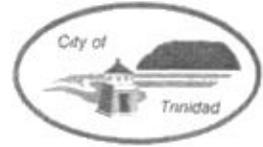
Sincerely,

A handwritten signature in black ink, appearing to read "Dan Berman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dan Berman  
City Manager

cc: City Council  
Planning Commission  
City Planner  
City Clerk  
Trinidad Retreats

CITY OF TRINIDAD  
PO BOX 390  
TRINIDAD, CA 95570



## CITIZEN COMPLAINT FORM

DATE: 7/26/18

TIME: 5:30 am

SUBJECT OF COMPLAINT: 401 Ewing STR noise

DETAILS OF COMPLAINT: Raised voices, multiple slammed vehicle doors, car stereo audible. Lasted

10-15 minutes. Contacted STR property manager 2 1/2 hours later. They said they would talk to them.

Probably the same guests whose children were playing outside on 7/23 until 10:15 pm with loud voices.

I contacted STR property manager and requested they ask guests to go inside. They responded with

"OK". Noises stopped.

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

NAME: Alan Grau

TELEPHONE: 707-601-4923

ADDRESS: 433 Ewing

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:

COMPLAINT # 18-05

COMPLAINT RECEIVED BY:

IN PERSON MAIL EMAIL TELEPHONE

ACTION TAKEN:



STR

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

record and can help prompt improvements such as providing leashes and specific leash law signage in STRs.

Sincerely,

A handwritten signature in cursive script that reads "Dan Berman". The signature is written in dark ink and is positioned above the printed name and title.

*Dan Berman*  
*City Manager*

Cc: RCVR  
City Council  
City Clerk  
Planning Commission  
City Planner

## ATTACHMENT 1

**From:** Tom Davies & Kathleen Lake  
**To:** [Dan Berman Trinidad City Manager](#)  
**Cc:** [Susan Robwein](#); [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

---

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 1

Kathleen Lake

## 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

1. **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.

2. **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

3. **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
Name of child under 13	13	Name of child under
Name of child under 13	13	Name of child under
Name of child under 13	13	Name of child under

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.

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.

RECEIVED

JUN 26 '18

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

CITY OF TRINIDAD



STR

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 # 18-03

COMPLAINT RECEIVED BY: *C. Adams*

IN PERSON MAIL  TELEPHONE

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

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



# 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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7017 2400 0000 7175 7949

TRINIDAD, CA 95570  
**OFFICIAL USE**

Certified Mail Fee \$3.45  
 Extra Services & Fees (check box, add fee if appropriate) \$2.75  
 Return Receipt (hardcopy) \$0.00  
 Return Receipt (electronic) \$0.00  
 Certified Mail Restricted Delivery \$0.00  
 Adult Signature Required \$0.00  
 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

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

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

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.



## DISCUSSION AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGE**

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2. Discussion regarding the current number of permits, application fee, and fee analysis (staff time spent on STR's).

CITY OF TRINIDAD  
**FY 2019-2020 BUDGET**  
**General Fund Revenue**

**FINAL DRAFT - JUNE 12, 2019**

	FY 2019 Budget	Actual Thru 03/31/19	FY 2020 Budget	Notes
<b>201 REVENUES</b>				
41010 Property Taxes - Secured	\$ 92,000	\$ 91,399	\$ 92,000	Assume 55% first installment
41020 Property Tax - Unsecured	\$ 3,400	\$ 3,821	\$ 3,800	
41040 Property Tax - Prior Unsecured	\$ 50	\$ 20	\$ 25	
41050 Property Tax - Current suppl	\$ 1,300	\$ 1,076	\$ 1,300	
41060 Property Tax - prior Supplemental	\$ 200	\$ 170	\$ 200	
41070 Property Tax - Fines	\$ 500	\$ 358	\$ 500	
41071 Motor Vehicles Fines	\$ 500	\$ -	\$ -	
Interest Revenue	\$ -	\$ 296	\$ 300	
41110 Property Tax Exemption	\$ 1,300	\$ 1,004	\$ 1,300	
41130 Public Safety 1/2% sales tax	\$ 1,900	\$ 1,078	\$ 1,900	
41140 Documentary Real Property Tax	\$ 4,500	\$ 2,251	\$ 4,500	Recorder Fees
41190 Property Tax Administration	\$ (2,300)	\$ (1,178)	\$ -	
41200 LAFCO	\$ (1,850)	\$ (509)	\$ -	
41220 In Lieu VLF	\$ 30,000	\$ 16,125	\$ 28,500	
42000 Sales Taxes	\$ 245,000	\$ 172,189	\$ 255,000	
43000 Transient Occupancy Tax	\$ 138,000	\$ 80,697	\$ 140,000	
46000 Grant Income	\$ 15,000	\$ -	\$ 10,000	Parsac Risk Reduction Grant
56100 Measure Z Grant Income	\$ 75,000	\$ 52,500	\$ -	
47310 Vehicle License Fee Collection	\$ -	\$ 176	\$ -	
53010 Copy Machine Fees	\$ 50	\$ 60	\$ 50	
53020 Interest Received	\$ 15,000	\$ 31,573	\$ 25,000	Interest allocated to funds based on balances
53090 Other Miscellaneous Income	\$ 2,500	\$ 9,410	\$ 14,000	\$5k Misc, \$9k Parsac Dividend Disbursement
54020 Planner Application Processing	\$ 9,000	\$ 26,921	\$ 18,000	6 projects (avg. \$1,500 permit) + 2018-2019
54050 Building Inspector App. Processing	\$ 10,000	\$ 4,657	\$ 8,000	Applicant generated building permits
54100 Animal License	\$ 200	\$ 280	\$ 300	
54150 Business License	\$ 9,500	\$ 8,455	\$ 9,000	
54170 STR Licenses	\$ -	\$ 9,000	\$ 9,000	STR Licences (30 x \$300)
54300 Encroachment Permits	\$ 400	\$ 350	\$ 400	
56150 Franchise Fees	\$ -	\$ -	\$ -	See IWM Fund for HumSan Franchise Fee
56400 Rental Income - Verizon	\$ 49,600	\$ 24,282	\$ 9,000	\$4k/month, estimated July & August only.
56500 Rental Income - Harbor	\$ 5,200	\$ -	\$ 5,125	Assume \$5,000 + 2.5%
56550 Rental Income - PG&E	\$ 10,000	\$ 8,882	\$ 9,000	Annual payment
56650 Rental Income - Suddenlink	\$ 6,500	\$ 5,075	\$ 6,000	Quarterly payments
56700 Rental Income - Town Hall	\$ 6,500	\$ 2,340	\$ 5,000	
56800 Rental Income - Misc	\$ -	\$ -	\$ -	
59999 Interdepartmental Transfer	\$ -	\$ -	\$ -	
<b>TOTAL REVENUES</b>	<b>\$ 728,950</b>	<b>\$ 552,760</b>	<b>\$ 657,200</b>	
				<b>Revenue Changes 2019 to 2020:</b>
			\$ 75,000	Measure Z
			\$ 40,600	Verizon Lease