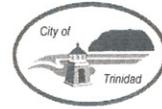


TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



Posted: Friday, September 06, 2019

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

The Short-Term Rental Advisory Committee will meet on
WEDNESDAY, SEPTEMBER 11 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, 08-07-19
- IV. AGENDA ITEMS**
1. Designate an alternate Chairperson should the STR Chairperson be unable to attend a committee meeting.
 2. Discussion on how to proceed with recommendations to the City Council on findings of the committee.
 3. 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 – Joint meeting with the City Council on October 22, 2019 at 6:00pm.
- VI. ADJOURNMENT**
- Gabriel Adams**
Trinidad City Clerk

APPROVAL OF MINUTES FOR:

JUNE 17, 2019 (revised)
AUGUST 07, 2019

Supporting Documentation follows with: _____ 4 PAGES

City of Trinidad
STR Advisory Committee
REVISED Minutes of June 17, 2019

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.
- Public Comments of Alan Grau – 5 things of concern:
 1. Documented Meet and Greet
 2. Rights of neighbors (Residents) versus STR's
 3. Enforcement
 4. Labeling of residents with concerns as complainers
 5. Lack of empathy from property managers

(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

City of Trinidad
STR Advisory Committee
Minutes of August 7, 2019

Call to order: 6:06 pm

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

Motion: Amend Minutes of 6-17-19 to include public comments of Adam Grau (motion by Dick, 2nd by Kathleen, passed 5-0)

Minutes of 6-17-19: Motion to adopt minutes as amended (motion by Kathleen, 2nd by Jan, motion passed 5-0)

Agenda Item IV.1: Discussion regarding last 2 years of documented complaints plus undocumented complaints. Complaints at city hall are filed in a complaint book and in the individual STR property file. Fines for violations are issued by the property manager with a maximum of \$1,000 per day and \$100,000 per stay. Fines usually start at \$200 per day. Significant violations should be responded to within 30 minutes by property manager.

Enforcement of the STR ordinance is a concern. Fair and reasonable, usually lacking teeth, and possible lawsuit as a result. Some litigation threats prior to resolution. Some people not making complaints as a result.

Better defined complaint process suggested, i.e. flow charts. Suggestions for fillable forms online and update the complaint process timeline. Signed affidavit and photo evidence suggested as well.

Impacts on the neighborhood of special events such as rehearsals or weddings were discussed. The number of guests is a concern, as well as children and pets. Regular meet and greets are useful in avoiding issues.

Suggest more real-time enforcement. Property managers and city response times need improvement. The use of STR revenues for code enforcement was suggested, and fines should go to the City rather than the property managers.

Motion: Compliance and enforcement of the STR ordinance is key, ordinance not being enforced, and City needs to come up with enforcement process (motion by Dick, 2nd by Kathleen, motion passed 5-0).

Agenda Item IV.2: Fee Analysis, cost analysis, bring back to next meeting.

Next meeting: Motion to have a meeting on Wednesday, September 11th (motion by Jan, 2nd by Dick, motion passed 5-0).

Adjourned: 7:50 pm



DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 0 PAGES

1. Designate an alternate Chairperson should the STR Chairperson be unable to attend a committee meeting.



DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 0 PAGES

2. Discussion on how to proceed with recommendations to the City Council on findings of the Committee.

Continued discussion from last meeting



DISCUSSION AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

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



To: **Eli Naffah, City Manager**

Date: Monday, September 09, 2019

From: Gabriel Adams, City Clerk

Re: **Cost of Implementing STR Permits**

The STR permit fee is \$300. Over the last 3 permit cycles, the cost of processing permits has gone down significantly. The current burden rate (wages and benefits) for the City Clerk is \$44/hour, and \$27/hour for Administrative Support. The rate for the City Manager is \$56/hour, City Building Inspector is \$65/hour, and the City Planner rate is \$90/hour.

Since there are very few "new" permits, the cost of implementation has decreased since renewals are generally straight-forward. There are a number of scenarios where the STR license could be modified, but those processes have their own cost-recovery methods such as septic, building, and planning permits. The cost of a renewal permit is slightly different from a new permit, because a thorough review from the planning staff is not required for renewal.

A straight-forward, complete **renewal application** process, based on 33 permits, should cost the city in labor approximately \$150, which would look like this:

- **Admin Support:** Renewal Prep, Notification, Publishing, Outreach, Mailing; **1 hour/permit**
- **City Clerk:** Intake, Inspection, Scheduling, Outreach; **1 hour/permit.**
- **Building Inspector:** In-person STR Inspections, Application Review; **30 minutes/permit.**
- **City Manager:** Final review; **15 minutes/permit.**
- **Admin Support:** Final processing, permit prep, neighbor notification; **30 minutes/permit.**
- **City Clerk:** Neighbor notification, Website publishing, Outreach; **30 minutes/permit.**

If the person applying for a **new permit** has a clean property with no issues, an additional 30-45 minutes would be necessary for Planning review, adding approximately \$45-\$68 to the permit cost, bringing the cost of a new permit up to \$195-217.

If incomplete applications are submitted, more staff time is involved to work with the applicant to piece together a complete package, thus bringing the City's cost up. Approximately 60% of the applications are submitted complete without issue. However, 30% need a piece or two resolved (septic permits or insurance proofs expiring just before or during the renewal period), and the remaining 10% had more complicated circumstances surrounding their issuance (upgraded septic systems to allow a higher occupancy requiring planning review, or a building permit related correction, etc.).

Most of the heavy lifting was complete in the permit cycles leading up to now. They have been building on one another collectively since 2015-2016, and the cost may decrease - or possibly stabilize - for upcoming cycles as the City finds more efficient ways to implement the process.

The cost did not factor in any overhead, information requests, or other operating expenses associated with city government.

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
201 REVENUES				
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
46100 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	\$ -	\$ -	\$ -	
TOTAL REVENUES	\$ 728,950	\$ 552,760	\$ 657,200	
			\$ 75,000	Revenue Changes 2019 to 2020: Measure Z
			\$ 40,600	Verizon Lease