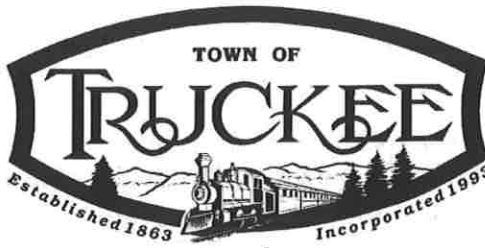


Town Council

David Polivy, Mayor

Jan Zabriskie, Vice Mayor

Anna Klovstad, Council Member  
Courtney Henderson, Council Member  
Lindsay Romack, Council Member



Department Heads

Jen Callaway, Town Manager  
Andy Morris, Town Attorney  
Danny Renfrow, Chief of Police  
Daniel Wilkins, Public Works Director/Town Engineer  
Denyelle Nishimori, Community Development Director  
Nicole Casey, Administrative Services Director  
Kelly Carpenter, Town Clerk  
Hilary Hobbs, Assistant to the Town Manager

## SECOND ADMINISTRATIVE CITATION

March 12, 2024

TOMASELLO JANA S TRSTE  
6071 SOUTHERNESS DR  
EL DORADO HILLS, CA 95762

**Subject Property:** 10161 Palisades Dr, Unit 1, Truckee, CA 96161 [APN: 019-960-011-000]

**Responsible Party:** TOMASELLO JANA S TRSTE  
6071 SOUTHERNESS DR  
EL DORADO HILLS, CA 95762

**Code Case No. / Citation No.:** 2024-00000014

To Whom It May Concern:

The undersigned Town of Truckee Staff has determined that the following violations of the Truckee Municipal Code ("TMC") exist and that the following fine(s) are imposed against the Responsible Party:

TOWN OF TRUCKEE MUNICIPAL CODE	DESCRIPTION OF VIOLATION	DATE & TIME	FINE
TMC 5.02.040(B)	Unresponsive local contact and lack of complaint resolution within the required time frame.	3/12/2024 9:35 AM	\$3,000
TMC 5.02.040(E)	Lack of two-can trash service.	3/12/2024 9:35 AM	

On March 12, 2024, a complaint was received to the Town's short-term rental helpline. The helpline agent left a voicemail for the local contact associated with the registration and the Town did not receive a returned communication on resolution. The Town reached out to the local contact regarding the complaint received and did not receive a resolution within the required sixty-minute timeframe. In further investigation, it was discovered that the property continues to lack the required level of trash service for the property.

Truckee Municipal Code:

- §5.02.040(E) establishes that a minimum service level of two trash cans shall be maintained.
- §5.02.020 defines the local contact person as an individual who is personally available on a twenty-four (24) hour basis and who maintains the ability to be onsite within sixty (60) minutes and who has access and authority to assume management of the short-term rental.
- §5.02.040(B) establishes that within sixty (60) minutes of a complaint being received the local contact person shall submit a verbal or written explanation to the Town of Truckee describing

10183 Truckee Airport Road, Truckee, CA 96161-3306

www.townoftruckee.com

530-582-7700 | email: truckee@townoftruckee.com

Printed on recycled paper.

the steps the local contact person has taken to investigate the complaint, to confirm whether a violation has occurred, and to resolve any violation that has occurred.

Failure to abate the violation(s) may result in further fines and/or other legal action being taken against you. Upon correction of the violations described herein, you are hereby ordered to ensure the violations do not recur.

**HOW TO PAY THE FINE:** The total fine amount is **\$3,000** and may be paid by mail at the address listed below. Payment may be made by personal check, cashier's check, or money order, payable to the Town of Truckee. Please include the citation number on your check or money order. Payment must be made within 21 days of the date of this administrative citation. Any person who fails to pay to the Town any fine imposed pursuant to the provisions of this Chapter on or before the date that fine is due also shall be liable for the payment of any applicable late payment charges set forth in the Schedule of Fees. The Town may collect any past due Administrative Citation fine or late payment charge by use of all available legal means. Payment of the fine does not excuse the failure to correct any violation, nor does it prevent further enforcement action by the Town.

**RIGHT TO REQUEST A HEARING:** Pursuant to Truckee Municipal Code, you have the right to request a hearing on this administrative citation within 21 calendar days from the date of this administrative citation. A request for hearing must be made in writing and submitted to 10183 Truckee Airport Road, Truckee, CA 96161 or emailed to [tot@townoftruckee.com](mailto:tot@townoftruckee.com). A request for hearing will result in an administrative hearing before the Tax Administrator pursuant to TMC 5.02.060(C). The Tax Administrator will consider all evidence presented to determine whether the citation was properly issued in accordance with Truckee Municipal Code.

Failure of any person to properly file a Request for Hearing form within 21 days shall constitute a waiver of his or her right to an administrative hearing, to contest the fine.

**The transient occupancy registration certificate of a short-term rental for which three citations have been issued for violations of this chapter within a 12-month period and not overturned by appeal shall be revoked.**

**Section 5.02.040(B) also states that the local contact person shall be physically present at the short-term rental within sixty minutes of contact, for a period of one year following any citation, notice of violation or fine issued in connect with the operation of the short-term rental.**

This administrative citation is issued pursuant to Government Code section 53069.4, TMC Chapter 1.03, and TMC Chapter 5.02.

If you have any questions regarding this administrative citation, please contact the undersigned.

Sincerely,



Katie McCartney  
Code Compliance Officer – Short-Term Rental Division  
Town of Truckee  
[kmccartney@townoftruckee.com](mailto:kmccartney@townoftruckee.com)  
530-582-2477

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**10183 Truckee Airport Road, Truckee, CA 96161-3306**

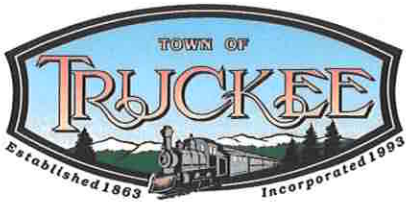
**[www.townoftruckee.com](http://www.townoftruckee.com)**

Administration: 530-582-7700 / Fax: 530-582-7710 / email: [truckee@townoftruckee.com](mailto:truckee@townoftruckee.com)

Community Development: 530-582-7820 / Fax: 530-582-7889 / email: [cdd@townoftruckee.com](mailto:cdd@townoftruckee.com)

Animal Control/Vehicle Abatement: 530-582-7830 / Fax: 530-582-7889 / email: [animalcontrol@townoftruckee.com](mailto:animalcontrol@townoftruckee.com)

Police Department: 530-550-2328 / Fax: 530-550-2326 / email: [policedepartment@townoftruckee.com](mailto:policedepartment@townoftruckee.com)



INVOICE DATE	DUE DATE	INVOICE #	TOTAL DUE
03/12/2024	04/02/2024	2024-00000039	\$3,000.00

**Customer #: 763**

TOMASELLO JANA S TRSTE  
 6071 SOUTHERNESS DR  
 EL DORADO HILLS, CA 95762

**Please Mail Payment To:**  
 Town of Truckee  
 Attn: Accounts Receivable  
 10183 Truckee Airport Rd  
 Truckee, CA 96161-3306

Amount Enclosed: \_\_\_\_\_

DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

KEEP THIS PORTION FOR YOUR RECORDS



For billing inquiries, please call (530) 582-7700

Unresponsive local contact and lack of two-can trash service.

Item Description	Comments	Quantity	Unit of Measure	Unit Price	Total Price
Administrative Citation	2nd	1	Each	\$3,000.00	\$3,000.00

CUSTOMER #	BILLING DATE	DUE DATE	INVOICE #	CHARGES
763	03/12/2024	04/02/2024	2024-00000039	\$3,000.00
			Less Prepayment	\$0.00
			Total Due →	<b>\$3,000.00</b>

**Late Fee Schedule**

- 4/26/2024 – 1st Late Fee of 25% Applied (Total liability \$3,750)
- 6/10/2024 – 2nd Late Fee of 50% Applied (Total liability \$5,250)
- 6/24/2024 – Invoice sent to collections.