



REGULAR MEETING

**JOINT SAND CITY COUNCIL AND
SUCCESSOR AGENCY OF THE
REDEVELOPMENT AGENCY**

TUESDAY, OCTOBER 3, 2023

5:30 PM

AGENDA
JOINT SAND CITY COUNCIL AND SUCCESSOR AGENCY OF THE REDEVELOPMENT
AGENCY

Regular Meeting - Tuesday, October 3, 2023
5:30 PM

THIS MEETING WILL BE HELD VIRTUALLY AND IN PERSON, IS COMPLIANT WITH ASSEMBLY BILL (“AB”) 2449, SIGNED INTO LAW ON SEPTEMBER 13, 2022, WHICH AMENDS GOVERNMENT CODE SECTION 54953 TO PROVIDE AUTHORITY FOR PUBLIC AGENCIES TO CONTINUE TO HOLD VIRTUAL MEETINGS AND REMAIN IN COMPLIANCE WITH THE BROWN ACT (GOV. CODE §§ 54950 ET SEQ.).

TO PARTICIPATE IN THE ZOOM COUNCIL MEETING LIVE:

<https://us02web.zoom.us/j/4614728829>
Meeting ID: 461 472 8829

To participate telephonically by calling the number below:
(669) 900-6833

Meeting ID: 461 472 8829#

If prompted to enter a participant ID, press #
TO PARTICIPATE IN PERSON:
City Hall Council Chamber
1 Pendergrass Way
Sand City, CA

How to submit written Public Comments:

If any member of the public would like to provide written comments at the meeting, please do as set forth below.

Written: All comments received before 8:00 am the day of the meeting will be posted on the City’s website as “Correspondence” under the relevant agenda item and provided to the City Council members at the meeting. Please email your comments to: cityclerk@sandcityca.org.

Read Aloud During the Meeting: Email your comments to cityclerk@sandcityca.org. When the Mayor opens the public comment period for the relevant agenda item; please indicate the agenda item and title in your email subject line. If you want your comment read aloud, prominently write “Read Aloud at Meeting” at the top of the email and your comments will be read into the record (not to exceed three minutes at staff’s cadence).

DURING EACH MEETING, members of the public may participate by calling and speaking live during the designated time(s), subject to time limits that may be imposed pursuant to the Brown Act at the number provided above. Please use the "raise your hand" option on Zoom,

and the City Clerk will call on your name.

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

4. ANNOUNCEMENT BY MAYOR, CITY ATTORNEY, AND CITY MANAGER

5. COMMUNICATIONS

Members of the public may address the City Council/Successor Agency on matters not appearing on the City Council/Successor Agency Agenda at this time for up to three minutes. In order that the City Clerk may later identify the speaker in the minutes of the meeting, it is helpful if speakers state their names. Public comments regarding items on the scheduled agenda will be heard at the time the item is being considered by the City Council/Successor Agency.

The City Council Chambers podium is equipped with a portable microphone for anyone unable to come to the podium. If you need assistance, please advise the City Clerk as to which item you would like to comment on and the microphone will be brought to you.

6. CONSENT CALENDAR

The Consent Agenda consists of routine items for which City Council approval can be taken with a single motion and vote. A Council member may request that any item be placed on the Regular Agenda for separate consideration.

6A. Approve the City Council Regular Meeting Minutes for September 5, 2023
[Regular Meeting Minutes](#)

6B. Hold Second Reading and Adopt an Ordinance Amending Municipal Code
Section 1.12.010 Posting Places
[Staff Report](#)
[Ordinance](#)

6C. Approve a Resolution Authorizing Contract Services With Foster & Foster
Actuaries and Consultants to Perform Actuarial Valuation Services for Fiscal Year
Ending June 30, 2023 in an Amount Not to Exceed \$22,250
[Staff Report](#)
[Resolution](#)
[Foster & Foster Fee Letter](#)

6D. Approve a Resolution Approving the City's Fiscal Year 2023-2024 General
Employees Salary Schedule to Add Position of Risk Manager/Human Resources
and Eliminate the Position of Administrative Services Director
[Staff Report](#)
[Resolution](#)
[Salary Schedule](#)

7. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR

8. PUBLIC HEARING

- 8A. Approve a Resolution Approving Conditional Use Permit (CUP 23-004) for the Cyrus Morse Construction Company Project Authorizing Office Space & Light Manufacturing at 442-A Shasta Street

[Staff Report](#)

[Resolution](#)

[Exhibits A-F](#)

[Hazardous Materials](#)

[Letter of Intent](#)

9. NEW BUSINESS

- 9A. Receive Presentation From Talking Walls and Approve Final Artists' Renderings

[Staff Report](#)

10. COMMENTS BY COUNCILMEMBERS ON ITEMS OF INTEREST TO SAND CITY

11. ADJOURNMENT

The current agenda is available in PDF format on our website at:
www.sandcity.org

If you have a request for a disability-related modification or accommodation, including auxiliary aids or services, which will allow you to participate in a Sand City public meeting, please call the City Clerk at (831) 394-3054 extension 220, or give your written request to the City Clerk at 1 Pendergrass Way, Sand City, CA 93955 at least 48 hours prior to the scheduled meeting to allow the City Clerk time to arrange for the requested modification or accommodation.

**AGENDA ITEM
6A.**

**Approve the City Council Regular Meeting
Minutes for September 5, 2023**

MINUTES
JOINT SAND CITY COUNCIL AND SUCCESSOR AGENCY OF THE REDEVELOPMENT
AGENCY

Regular Meeting - Tuesday, September 5, 2023 5:30 PM

As allowed by Assembly Bill AB 2449, this meeting was conducted in person and by
teleconference.

Mayor Carbone called the meeting to order at 5:30 PM.

1. ROLL CALL

Present: Mayor Carbone
Vice Mayor Blackwelder
Councilmember Diaz
Councilmember Hawthorne
Councilmember Sofer

Staff: City Manager Vibeke Norgaard
Police Chief David Honda
Interim City Attorney Anthony Amara
Interim City Planner Zane Mortensen
City Clerk Kerry Lindstrom

2. PLEDGE OF ALLEGIANCE

Police Chief David Honda led the Pledge of Allegiance.

3. INVOCATION

Reverend Robert Hellam delivered the invocation.

4. ANNOUNCEMENT BY MAYOR, CITY ATTORNEY, AND CITY MANAGER

Mayor Carbone announced she placed handouts on the table in the Council Chamber and City Manager Vibeke Norgaard stated she provided the Council with a written City Manager's Report and made it available to the public.

5. COMMUNICATIONS

Public comment received from Chandler Roland.

6. CONSENT CALENDAR

No public comment received.

Upon motion by Councilmember Hawthorne and seconded by Councilmember Sofer, Council voted to approve the Consent Calendar.

Motion carried 5-0, by the following vote:

AYES: Mayor Carbone, Vice Mayor Blackwelder, Councilmembers Diaz,
Hawthorne, and Sofer.

NOES: None.
ABSENT: None.
ABSTAIN: None.

- 6A. Approved the City Council Special Closed Session and Regular Meeting Minutes for August 15, 2023.
- 6B. Held second reading and adopted Ordinance SC 23-01 amending Sand City Municipal Code Section 2.08.010 providing for an increase in the salary of the Mayor.
- 6C. Approved Resolution SC 23-45 ratifying appointments to various local and regional agencies and boards effective September 5, 2023.
- 6D. Approved Resolution SC 23-46 adopting a list of projects for Fiscal Year 2023-24 funded by SB 1: The Road Repair and Accountability Act of 2017.

7. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR
No items were pulled.

8. PUBLIC HEARING

- 8A. First Reading of an Ordinance Amending Municipal Code Section 1.12.010 Posting Places

No public comment received.

Upon motion by Vice Mayor Blackwelder and seconded by Councilmember Sofer, Council waived reading of the ordinance in full and read by title only.

Motion carried 5-0, by the following vote:

AYES: Mayor Carbone, Vice Mayor Blackwelder, Councilmembers Diaz, Hawthorne, and Sofer.
NOES: None.
ABSENT: None.
ABSTAIN: None.

Upon motion by Vice Mayor Blackwelder and seconded by Councilmember Sofer, Council introduced and held first reading of an ordinance amending Municipal Code section 1.12.010 Posting Places.

Motion carried 5-0, by the following vote:

AYES: Mayor Carbone, Vice Mayor Blackwelder, Councilmembers Diaz, Hawthorne, and Sofer.
NOES: None.
ABSENT: None.
ABSTAIN: None.

- 8B. Approving Conditional Use Permit (CUP 23-005) for PJ's Tile Authorizing Office & Commercial Warehouse Space at 1729-B Holly Street

No public comment received.

Upon motion by Vice Mayor Blackwelder and seconded by Councilmember Hawthorne, Council approved Resolution SC 23-47 approving Conditional Use Permit (CUP 23-005) for PJ's Tile authorizing office & commercial warehouse space at 1729-B Holly Street.

Motion carried 5-0, by the following vote:

AYES: Mayor Carbone, Vice Mayor Blackwelder, Councilmembers Diaz, Hawthorne, and Sofer.
NOES: None.
ABSENT: None.
ABSTAIN: None.

9. NEW BUSINESS

- 9A. Approve Entering into Agreements for the Regional Early Action Planning (REAP) Grant 2.0 Program

Public comment received from Brian Clark.

Upon motion by Councilmember Hawthorne and seconded by Councilmember Sofer, Council approved Resolution SC 23-48 approving entering into agreements for the Regional Early Action Planning (REAP) Grant 2.0 Program.

Motion carried 5-0, by the following vote:

AYES: Mayor Carbone, Vice Mayor Blackwelder, Councilmembers Diaz, Hawthorne, and Sofer.
NOES: None.

ABSENT: None.
ABSTAIN: None.

9B. Approving a Contract Amount of \$252,000 for Meyers Nave for Fiscal Year 2023-24

No public comment received.

Upon motion by Councilmember Hawthorne and seconded by Councilmember Sofer, Council approved Resolution SC 23-49 approving a contract amount of \$252,000 for Meyers Nave for Fiscal Year 2023-24.

Motion carried 5-0, by the following vote:

AYES: Mayor Carbone, Vice Mayor Blackwelder, Councilmembers Diaz, Hawthorne, and Sofer.
NOES: None.
ABSENT: None.
ABSTAIN: None.

9C. Authorizing the City Manager to Execute a Second Amendment to Professional Services Agreement with EMC Planning Group, Inc to Develop Objective Design Standards

Public comment received from Brian Clark.

Upon motion by Councilmember Hawthorne and seconded by Vice Mayor Blackwelder, Council approved Resolution SC 23-50 authorizing the City Manager to execute a second amendment to professional services agreement with EMC Planning Group, Inc to develop objective design standards.

Motion carried 5-0, by the following vote:

AYES: Mayor Carbone, Vice Mayor Blackwelder, Councilmembers Diaz, Hawthorne, and Sofer.
NOES: None.
ABSENT: None.
ABSTAIN: None.

9D. Consideration and Approval for the Cancellation of the September 19, 2023, Regular City Council Meeting

No public comment received.

Council considered and approved unanimously for the cancellation of the September 19, 2023, Regular City Council Meeting.

10. COMMENTS BY COUNCILMEMBERS ON ITEMS OF INTEREST TO SAND CITY

Councilmember Sofer mentioned the Abilities Café is looking for a space, possibly the Art Park, to have a coffee shop to provide individuals with training to learn skills to become baristas.

Councilmember Hawthorne stated the West End was successful and complimented the Sand City Police Department for their presence and keeping the event safe.

11. ADJOURNMENT

Council adjourned the meeting at approximately 6:50 PM.

Kerry Lindstrom, City Clerk

**AGENDA ITEM
6B.**

**Hold Second Reading and Adopt an
Ordinance Amending Municipal Code
Section 1.12.010 Posting Places**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Kerry Lindstrom, City Clerk
SUBJECT: Ordinance Amending Municipal Code Section 1.12.010 Posting Places
DATE: September 5, 2023

BACKGROUND/DISCUSSION:

On September 5, 2023, you introduced and conducted a first reading of an ordinance amending Sand City Municipal Code Section 1.12.010 Posting Places. Sand City Municipal Code Chapter 1.12, Section 1.12.010 establishes three (3) locations as the official places for the posting of all ordinances, resolutions, notices, and other documents required by law, namely:

- A. City Hall, No. 1 Pendergrass Way, Sand City, California;
- B. Within the public right-of-way at the southwest corner of that property at 600 Ortiz Avenue, Sand City, California;
- C. Along California Avenue, near the northwest corner intersection of California and Tioga Avenues, Sand City, California.

This amendment is to address the demolition of the posting location along California Avenue, near the northwest corner intersection of California and Tioga Avenues during the initial phases of the South of Tioga project.

This amendment will eliminate the posting location along California Avenue, near the northwest corner intersection of California and Tioga Avenues. Leaving the City with two (2) physical posting locations, freely accessible to members of the public (A & B above), and one (1) posting location on the City's internet website, <https://www.sandcity.org>, as required by Government Code §54954.2, as the official places for posting in Sand City.

Chapter 1.12, Section 1.12.010, with deletions signified with ~~strikeouts~~ and additions as *italic highlights* are established as the following official places for posting of all ordinances, resolutions, notices, and other documents required by law to be posted, namely:

- A. City Hall, No. 1 Pendergrass Way, Sand City, California;

B. Within the public right-of-way at the southwest corner of that property at 600 Ortiz Avenue, Sand City, California;

~~C. Along California Avenue, near the northwest corner intersection of California and Tioga Avenues, Sand City, California.~~

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends the following motions:

1. Adopt an ordinance amending Sand City Municipal Code Section 1.12.010 Posting Places.

ATTACHMENTS:

1. Ordinance

**CITY OF SAND CITY
ORDINANCE NO _____, 2023**

**ORDINANCE OF THE CITY OF SAND CITY AMENDING MUNICIPAL CODE
SECTION 1.12.010 POSTING PLACES**

WHEREAS, the City of Sand City currently has three (3) locations that serve as the official places for the posting of all ordinances, resolutions, notices, and other documents required by law, namely:

- A. City Hall, No. 1 Pendergrass Way, Sand City, California;
- B. Within the public right-of-way at the southwest corner of that property at 600 Ortiz Avenue, Sand City, California; and
- C. Along California Avenue, near the northwest corner intersection of California and Tioga Avenues, Sand City, California, and;

WHEREAS, the posting location along California Avenue, near the northwest corner intersection of California and Tioga Avenues was demolished during the initial phases of the South of Tioga project, and;

WHEREAS, the City finds that the two (2) remaining physical posting locations at City Hall, No. 1 Pendergrass Way, Sand City, California and within the public right-of-way at the southwest corner of that property at 600 Ortiz Avenue, Sand City, California, and one (1) posting location on the City's internet website, <https://www.sandcity.org>, as required by Government Code §54954.2, are sufficient as the official places for posting in Sand City, and;

WHEREAS, the adoption of this ordinance is not subject to the California Environmental Quality Act (CEQA) guidelines section 15378.

**THE CITY COUNCIL OF THE CITY OF SAND CITY HEREBY ORDAINS AS
FOLLOWS:**

SECTION 1: Amendment of Municipal Code

Chapter 1.12, Section 1.12.010 Posting Places Title 1 General Provisions of the Sand City Municipal Code is hereby amended to read in its entirety as follows:

The following are established as the official places for the posting of all ordinances, resolutions, notices, and other documents required by law to be posted, namely:

- A. City Hall, No. 1 Pendergrass Way, Sand City, California;
- B. Within the public right-of-way at the southwest corner of that property at 600 Ortiz Avenue, Sand City, California;

~~C. Along California Avenue, near the northwest corner intersection of California and Tioga Avenues, Sand City, California.~~

SECTION 2: Effective Date

Within fifteen (15) days after adoption, this ordinance shall be published in full in a newspaper of general circulation printed and published in Monterey County and circulated in Sand City, in accordance with Government Code §36933. This ordinance shall become effective thirty (30) days following its adoption.

PASSED AND ADOTPED, by the City Council of Sand City, this 3rd day of October, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

ATTEST:

Mary Ann Carbone, Mayor

Kerry Lindstrom, City Clerk

**AGENDA ITEM
6C.**

**Approve a Resolution Authorizing
Contract Services With Foster & Foster
Actuaries and Consultants to Perform
Actuarial Valuation Services for Fiscal Year
Ending June 30, 2023 in an Amount Not to
Exceed \$22,250**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Jennifer Pope, Finance Manager
SUBJECT: Authorize a Contract with Foster & Foster Actuaries and Consultants for Actuarial Valuation Services for OPEB Liabilities and Approving a Supplemental Appropriation of \$17,150.
DATE: October 3, 2023

BACKGROUND/DISCUSSION:

Since February 2004, the City of Sand City has contracted with Foster & Foster Actuaries and Consultants (formerly Bartel and Associates) to provide actuarial services. Actuarial valuations of Other Post-Employment Benefits (OPEB) liability are required to be performed at least every two (2) years, with more frequent valuations encouraged. The City's OPEB liabilities are for retiree health benefits. Foster & Foster has provided actuarial services for approximately 400 California cities, counties and special districts, and they are recognized experts in this field.

The City is required to have an actuarial valuation study for the fiscal year ending June 30, 2023, that includes an OPEB actuarial valuation and GASB 75 accounting and financial reporting for OPEB. The actuarial valuation calculates the liabilities. The GASB 75 reports provide the accounting entries for the City's financial statements. The letter describing the scope of work to perform the study is included as Exhibit A. The costs to perform these services are below:

Project	Dates	Fees
Valuation Report 6/30/23 Funded Status 24/25 & 25/26 Recommended Contributions - CERBT Valuation Packet	9/2023 – 11/2023	\$17,000
2023/2024 GASB 75 Report	8/2024 – 9/2024	\$2,500
2024/2025 GASB 75 Report	8/2025 – 9/2025	\$2,750
Total		\$22,250

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

\$5,100 has already been allocated in the Fiscal Year 2023-2024 budget for the GASB 75 Report as part of the City's Contract Services with Foster & Foster. This item will require a supplemental appropriation of \$17,150 to cover the required bi-annual Valuation report. The funds for this appropriation will come from the City's projected surplus for FY 23-24.

RECOMMENDATION:

Staff recommends approval of the attached resolution authorizing contract services with Foster & Foster Actuaries and Consultants to perform the City of Sand City's actuarial valuation for fiscal year ending June 30, 2023, and GASB 75 Reporting for FY 23/24 and 24/25 in an amount not to exceed \$22,250 and a supplemental appropriation of \$17,150.

ATTACHMENTS:

1. Resolution
2. Agreement

**CITY OF SAND CITY
RESOLUTION SC___, 2024**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAND CITY AUTHORIZING
CONTRACT SERVICES WITH FOSTER & FOSTER ACTUARIES AND
CONSULTANTS TO PERFORM ACTUARIAL VALUATION SERVICES FOR FISCAL
YEAR ENDING JUNE 30, 2023 IN AN AMOUNT NOT TO EXCEED \$22,250**

WHEREAS, in 2003, Bartel Associates (now Foster & Foster Actuaries and Consultants) was established to provide quality and cost- effective consulting services to public agencies and is a recognized expert in financial and actuarial analysis related to municipal retirement expenses; and

WHEREAS, Foster & Foster Actuaries and Consultants performs Government Accounting Standards Board (GASB), actuarial valuations, consulting, and advisory services to large and small retirement systems that participate in the California Public Employee Retirement System (CalPERS); and

WHEREAS, a statistical analysis of the costs associated with Other Post-Employment Benefits (OPEB) obligations and GASB 75 for the City's retiree health care plan will be required for the City of Sand City for fiscal year ending June 30, 2023; and

WHEREAS, Foster & Foster Actuaries and Consultants has proposed a comprehensive scope of work included in its proposal and data request letter, attached as Exhibit A and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sand City hereby authorizes the City Manager to enter into a contract in a form approved by the City Attorney with the scope of work associated with performing actuarial consulting services with Foster & Foster Actuaries and Consultants as substantially as described in the attached Exhibit A.

PASSED AND ADOPTED by the City Council of the City of Sand City this 3rd, day of October, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED:

Kerry Lindstrom, City Clerk

September 13, 2023

Vibeke Norgaard
 City Manager
City of Sand City
 1 Pendergrass Way
 Sand City, CA 93955

Re: OPEB Actuarial Valuation Fees and Data Request

Dear Ms. Norgaard:

Foster & Foster would be pleased to provide the City of Sand City actuarial consulting services. This letter summarizes the project background, our fees/timing, and data requirements for a June 30, 2023 actuarial valuation on the City's retiree healthcare plan.

Background

Foster & Foster (formerly Bartel Associates) prepared a June 30, 2021 valuation. The June 30, 2023 valuation will provide the Plan's June 30, 2023 funded status and actuarially determined contributions (ADC) for fiscal years 2024/25 and 2025/26 and the basis for the GASBS 75 accounting information for fiscal years 2023/24 and 2024/25. GASBS 75 accounting information for each fiscal year will be provided in a separate report. The GASBS 75 reports will include all actuarial information necessary for GASBS 75 including Notes, RSI, supporting exhibits and calculations, and journal entries. We will meet with the City (via video conference call) to review results of each report.

Our report will include the same information as previous reports:

- Historical valuation results, asset information including returns, demographic information, and contributions vs. ADC.
- Gain and loss analysis with changes in the Actuarial Accrued Liability since the prior valuation
- Long term contribution and benefit payout projection
- Results provided separately for cash subsidy and implicit subsidy
- Statistical comparison of City results with other Foster & Foster California OPEB valuations
- Detailed participant statistics, including summary of healthcare plan and coverage elections.

Fees/Timing

Information provided under the actuarial valuation, timing, and fees are as follows:

Project	Approximate Start/ Completion Date	Fees
Valuation report and meeting, including ■ 6/30/23 funded status ■ 24/25 and 25/26 recommended contributions ■ CERBT valuation packet	September 2023/ November 2023	\$ 17,000
2023/24 GASBS 75 Report (based on 6/30/23 valuation)	August 2024/ September 2024	2,500
2024/25 GASBS 75 Report (6/30/23 valuation rolled forward to 6/30/24 measurement date)	August 2025/ September 2025	2,750
Total		\$ 22,250



Please note that our fees assume:

- The City has made no changes to its retiree healthcare plan or healthcare providers since the last actuarial valuation as of June 30, 2021.
- No substantial changes occur after the valuation date that would require revised actuarial assumptions and/or plan provisions for GASBS 75.
- Participant census data requested will be provided completely and accurately in an Excel workbook based on the CalPERS OPEB data extract with 1 record per participant and all requested plan, financial, and census information will be internally consistent.
- Costs and liabilities will be provided using 1 funding method and 1 set of assumptions.
- The City has not changed its funding policy of paying benefit payments and PEMHCA administrative fees from City assets while not making additional contribution to OPEB trust.

Please note that our fees will be higher if:

- Results are needed for separate employee groups, alternative plan designs, or pre-funding scenarios.
- The City requests additional meetings or any work out of the scope of this letter. If additional work is requested, we will provide a fee quote.
- Assistance with footnotes under GASBS 75 beyond our GASBS 75 reports (which will contain all actuarial related information needed for footnotes).

Timing

Normally, the valuation results meeting is set about 6 to 8 weeks after we receive all the requested information and the City replies to any questions we may have after our initial review of the requested data. GASBS 75 reports will be completed approximately 2-3 weeks after year-end information is received, provided we have already completed the valuation.

In order to meet this timing we request that participant census data be sent to us no later than August 1, 2023.

Data Requirements

Information needed for the projects is as follows:

General Information

- Summary of OPEB plan provisions and copies of the most recent MOUs for bargained employee groups and agreements for unrepresented groups if they have changed from those provided for the June 30, 2021 valuation.
- The City's most current CalPERS PEMHCA resolution(s) if different from that provided for the June 30, 2021 valuation.
- CalPERS PEMHCA database extract (see instructions below) modified as described below.
- July 2023 Monthly Employer Billing Roster. Please remove any Social Security numbers.
- All quarterly trust statements received from CalPERS CERBT since June 30, 2021 including contributions and dates made.



Participant Census Data

- The City should obtain its CalPERS PEMHCA database extract as follows:
 - Log in to myCalPERS as a business partner. The permission sets needed are Business Partner AR Billing and Business Partner Health Contracts. If you need access to myCalPERS, please contact the City's myCalPERS System Administrator.
 - Select the Health Contracts Tab and then the OPEB Data Extract Link on the left side toolbar. This extract may take up to 48 hours to process, but typical turnaround times are closer to 24 hours. The myCalPERS system will not send an automated email once completed, so you will need to log back in to the same page to obtain the extracted data files. You will receive 2 files: one for active participants and one for retired participants, please send us both.
 - To use the data extract for the valuation please add:
 - PERSable compensation to each active record
 - Portion of premium reimbursed by the City outside of PEMHCA to each retiree record
 - Indicate lateral police officers hired on and after November 16, 2018

GASBS 75 Accounting Reports

(we should begin working on the valuation before the data below becomes available)

- Fiscal Year End June 30, 2024 GASBS 75 Report
 - Covered employee payroll for fiscal year 2023/24 – the total payroll (gross W-2 Medicare wages) for all employees who could be eligible for OPEB (including those terminated during the 2023/24).
 - OPEB retiree pay-as-you-go costs (retiree health insurance subsidy paid by City) and administrative expenses (PEMHCA) paid by the City during fiscal year 2023/24. Indicate portion of payments, if any, that were reimbursed by the trust.
 - Employer contribution made to the trust during fiscal year 2023/24.
- Fiscal Year End June 30, 2025 GASBS 75 Report
 - Covered employee payroll for fiscal year 2024/25 – the total payroll (gross W-2 Medicare wages) for all employees who could be eligible for OPEB (including those terminated during 2024/25).
 - OPEB retiree pay-as-you-go costs (retiree health insurance subsidy paid by City) and administrative expenses (PEMHCA) paid by the City during fiscal year 2024/25. Indicate portion of payments, if any, that were reimbursed by the trust.
 - Employer contribution made to the trust during fiscal year 2024/25.
 - Participant head counts (actives, retirees, and waived retirees) as of June 30, 2024.

We may need additional data depending on our review of the City's retiree medical plan design. We understand the above data request may seem extensive; we are available to assist or answer any questions.

Please contact me (doug.pryor@foster-foster.com or 650-377-1602) with any questions.

Sincerely,

Doug Pryor
Senior Consulting Actuary

c: Jennifer Pope
Katherine Moore, Foster & Foster Inc.

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City Approval

☐ **6/30/23 Actuarial Valuation**
(including GASBS 75 reports for
FYE 6/30/24 and 6/30/25)

Fees: \$22,250

Vibeke Norgaard
City Manager
City of Sand City

Date

**AGENDA ITEM
6D.**

**Approve a Resolution Approving the City's
Fiscal Year 2023-2024 General Employees
Salary Schedule to Add Position of Risk
Manager/Human Resources and Eliminate
the Position of Administrative Services
Director**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Vibeke Norgaard, City Manager
SUBJECT: Resolution to Approve Fiscal Year 2023-2024 Salary Schedule for General Employees.
DATE: October 3, 2023

BACKGROUND/DISCUSSION:

State law requires that Cities contracting with CalPERS adopt a publicly available pay schedule that identifies the title for every employee position at the City, shows the pay rate for each position, and indicates the effective date of any revisions. (2 CCR 570.5(a)(1)-(8)). The schedule is required to be posted on the City's website. The City established a pay schedule in 1991 (Resolution SC-29, 1991) and has updated it by resolution.

The recent reorganization of City Hall has resulted in adjustments to the roles and responsibilities of City Hall employees. The amendment proposed here is to remove the position of an Administrative Services Director (annual salary \$138,485-176,746) and add a position of a Risk Manager/HR at an annual salary range of \$88,819-113,359.

Since the retirement of the former Administrative Services Director in February of 2020, the City has not filled that position. The City has instead relied on outsourced resources (most recently RGS) to provide HR services and to assist Finance. The City Manager has analyzed the needs at City Hall and the services provided by RGS and finds the creation of a position that aligns in some areas with the former Admin Services position but also provides assistance to the Finance Manager would provide improved City services at a lower cost.

The resolution would authorize the City Manager to prepare a job description for this position. The essential functions and responsibilities of the new Risk Manager/HR position would be to handle all the City's Human Resource and Risk Management functions, working closely with the Finance Manager and assisting her as needed with payroll, accounting, and other functions.

The proposed FY 2023-2024 Salary Schedule reflects the following changes:

- Staff is requesting an amendment to the salary schedule to add an HR/Risk Manager (annual salary range of \$88,819-113,359).
- The amendment would remove the position of Administrative Services Director (annual salary \$138,485-176,746).

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

The amendment would create a net positive fiscal impact to the City as the proposed new position is set at a lower salary range than the Administrative Services Director position which is being removed. The hiring of a Risk Manager/HR to fill the position will be added to the FY 23-24 budget in the First budget amendment.

RECOMMENDATION:

It is recommended that the Council approve the FY 2023-2024 Salary Schedule Resolution.

ATTACHMENTS:

1. Resolution
2. Salary Schedule
3. Redlined Salary Schedule

**CITY OF SAND CITY
RESOLUTION SC 23-____, 2023**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY APPROVING THE CITY'S
FISCAL YEAR 2023-2024 GENERAL EMPLOYEES SALARY SCHEDULE**

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires that governing bodies of local agencies contracting with CalPERS adopt a publicly available pay schedule; and

WHEREAS, the City of Sand City established a salary schedule for City employees by Resolution SC-29, 1991 and revised the salary schedule in Resolutions SC 94-08, 1984; 97-66, 1997; 99-51, 1999; 01-61, 2001; 02-53, 2002; 05-49, 2005; 07-99, 2007; 10-75, 2010; 15-46, 2015; 18-87, 2018; 18-92, 2018; 20-86, 2020; 21-46, 2021; 22-13, 2022; 23-23, 2023; and 23-35.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby adopt the revised salary schedule attached to this resolution and authorizes the City Manager to take all necessary actions to create a position for a Risk Manager/HR position

PASSED AND ADOPTED by the City Council of the City of Sand City this ____th, day of October, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

2023-2024 General Employees

Range Placement Table
2.5% Between Ranges; 5% Between Steps

*Employees who have worked for the City for at least 7 years shall receive a 5% longevity increase. Employees who have worked for the City for at least 10 years shall receive an addition 5% longevity increase.

Range #	Recommended Title	Pay Period	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Step 6	Longevity *	
									1	2
36	Maintenance Worker II	Hourly	25.4588	26.7317	28.0683	29.4717	30.9453	32.4926	34.1172	35.8231
		Monthly	4,417.23	4,638.09	4,870.00	5,113.50	5,369.17	5,637.63	5,919.51	6,215.49
		Annual	53,006.62	55,656.95	58,439.80	61,361.79	64,429.88	67,651.37	71,033.94	74,585.64
39	Administrative Assistant/ Account and Permit Technician	Hourly	26.1170	27.4229	28.7940	30.2337	31.7454	33.3326	34.9993	36.7492
		Monthly	4,530.37	4,756.89	4,994.73	5,244.47	5,506.69	5,782.03	6,071.13	6,374.69
		Annual	54,364.13	57,082.34	59,936.45	62,933.28	66,079.94	69,383.94	72,853.13	76,495.79
40	Maintenance Worker III	Hourly	27.4789	28.8528	30.2955	31.8103	33.4008	35.0708	36.8244	38.6656
		Monthly	4,762.66	5,000.79	5,250.83	5,513.37	5,789.04	6,078.50	6,382.42	6,701.54
		Annual	57,151.89	60,009.48	63,009.96	66,160.46	69,468.48	72,941.90	76,589.00	80,418.45
46	Records Coordinator	Hourly	31.0689	32.6223	34.2535	35.9661	37.7644	39.6527	41.6353	43.7171
		Monthly	5,385.17	5,654.43	5,937.15	6,234.01	6,545.71	6,872.99	7,216.64	7,577.47
		Annual	64,621.87	67,852.96	71,245.61	74,807.89	78,548.29	82,475.70	86,599.49	90,929.46
48	Deputy City Clerk	Hourly	34.2293	35.9408	37.7378	39.6247	41.6059	43.6862	45.8705	48.1641
		Monthly	5,940.68	6,237.71	6,549.60	6,877.08	7,220.93	7,581.98	7,961.08	8,359.13
		Annual	71,288.02	74,852.42	78,595.04	82,524.79	86,651.03	90,983.59	95,532.76	100,309.40
50	Public Works Manager*	Hourly	40.3129	42.3286	44.4450	46.6672	49.0006	51.4506	54.0232	56.7243
		Monthly	6,996.34	7,346.16	7,713.47	8,099.14	8,504.10	8,929.30	9,375.77	9,844.55
		Annual	83,955.93	88,153.72	92,561.41	97,189.48	102,048.95	107,151.40	112,508.97	118,134.42
52	Finance Manager*	Hourly	42.6552	44.7880	47.0274	49.3787	51.8477	54.4400	57.1620	60.0201
		Monthly	7,401.67	7,771.75	8,160.34	8,568.36	8,996.78	9,446.62	9,918.95	10,414.89
		Annual	88,819.78	93,260.77	97,923.81	102,820.00	107,961.00	113,359.05	119,027.00	124,978.35
	Risk Manager/* Human Resources	Hourly	42.6552	44.7880	47.0274	49.3787	51.8477	54.4400	57.1620	60.0201
		Monthly	7,401.67	7,771.75	8,160.34	8,568.36	8,996.78	9,446.62	9,918.95	10,414.89
		Annual	88,819.78	93,260.77	97,923.81	102,820.00	107,961.00	113,359.05	119,027.00	124,978.35
54	City Planner*	Hourly	39.7086	41.6940	43.7787	45.9677	48.2661	50.6794	53.2133	55.8740
		Monthly	6,889.38	7,233.85	7,595.54	7,975.32	8,374.08	8,792.79	9,232.43	9,694.05
		Annual	82,672.23	86,805.84	91,146.13	95,703.44	100,488.61	105,513.04	110,788.70	116,328.13
57	City Clerk*	Hourly	42.7537	44.8914	47.1360	49.4928	51.9674	54.5658	57.2940	60.1587
		Monthly	7,410.50	7,781.03	8,170.08	8,578.58	9,007.51	9,457.88	9,930.78	10,427.32
		Annual	88,925.56	93,371.84	98,040.43	102,942.45	108,089.57	113,494.05	119,168.76	125,127.19
71	Dir. Of Admin. Services* Dir of Community Dev	Hourly	66.6890	70.0235	73.5246	77.2009	81.0609	85.1139	89.3696	93.8381
		Monthly	11,540.52	12,117.55	12,723.42	13,359.59	14,027.57	14,728.95	15,465.40	16,238.67
		Annual	138,485.44	145,409.71	152,680.20	160,314.21	168,329.92	176,746.41	185,583.73	194,862.92
72	Dir. Of Community Dev/* Assistant City Manager	Hourly	68.3519	71.7695	75.3580	79.1259	83.0822	87.2363	91.5981	96.1780
		Monthly	11,829.03	12,420.48	13,041.51	13,693.58	14,378.26	15,097.17	15,852.03	16,644.63
		Annual	141,947.58	149,044.96	156,497.21	164,322.07	172,538.17	181,165.08	190,223.33	199,734.50

Employees not on step plan	Pay Period	Rate
City Manager*	Monthly	18,000.00
	Annual	216,000.00
City Attorney*	Monthly	16,032.89
	Annual	192,394.65

*Denotes exempt positions

Amended: Resolution SC - 29, 1991; 94-08, 1994; 97-66, 1997; 99-51, 1999; 01-61, 2001; 02-53, 2002; 05-49, 2005; 07-99, 2007; 10-75, 2010; 15-46, 2015; 18-87, 2018; 18-92, 2018; 20-86, 2020; 21-46, 2021; 22-13, 2022; 23-23, 2023; 23-35, 2023; 23-____, 2023 effective October 3, 2023

**AGENDA ITEM
8A.**

**Approve a Resolution Approving
Conditional Use Permit (CUP 23-004) for
the Cyrus Morse Construction Company
Project Authorizing Office Space & Light
Manufacturing at 442-A Shasta Street**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Zane Mortensen, Interim City Planner
SUBJECT: Application for a Conditional Use Permit (CUP23-004) to Establish Professional Office Space and Light Manufacturing Warehouse at 442A Shasta Street
DATE: October 3, 2023

BACKGROUND/DISCUSSION:

An application was submitted by Heather Howe and Cyrus Morse Construction (the "Applicant") for a Conditional Use Permit (CUP23-004) to establish a professional office space and light manufacturing warehouse (the "Applicant's Use") within a 3,000 square-foot existing commercial building at 442-A Shasta Street, Sand City (APN 011-238-005) (the "Subject Property"). Light manufacturing work will consist predominantly of woodworking and material preparation for use at job sites. The Subject Property has a non-coastal Planned-Mixed Use (MU-P) zoning designation of Mixed-Use (MU-D). A conditional use permit is required for all new commercial uses within the MUP-zoning district.

Site Description:

The Subject Property is located on the 400 block of Shasta Street and is an approximately 3,000 square-foot commercial building at 442-A Shasta Street. The total floor area of the Subject Property is approximately 45-feet wide and 55-feet deep. The property has two separate entrances consisting of a front door and dock door, fronting Shasta Street (Exhibit G).

The previous use within the Subject Property consisted of automotive services, as well as storage. Existing utilities (i.e. gas, electric, water, sewer, etc.) are available to the Subject Property and Applicant's unit. Road pavement, curbs, driveway apron, and gutter exist along the Subject Property's Shasta Street frontage remains in fair condition.

Project Description:

The Applicant intends to utilize the Subject Property for office space and light manufacturing. Intended operations include standard office uses, and light manufacturing work. Light manufacturing work will consist of woodworking and material preparation for use at job sites. All vehicles will be stored within the Subject Property and there will be signage advertising the business posted on the exterior of the building.

There will be two (2) employees on-site. The intended hours of operation will be 8:00 a.m. to 5:00 p.m. Monday through Friday. No deliveries or large shipments to/from the site are anticipated. There is one (1) company vehicle the Applicant would park or store on the Subject Property during non-operational hours.

Land Use: The Subject Property has a Zoning Map designation of “Planned Mixed Use” and a General Plan designation of Mixed-Use Development (MU-D). Section 18.13.040 of the City’s Zoning Ordinance lists Professional Office and Light-Manufacturing Uses’ as an allowable use subject to the issuance of a conditional use permit pending review of potential impacts upon a mixed residential/commercial neighborhood. Zoning Code section 18.04.445 defines “Professional Office and Light-Manufacturing” as operational uses open to the general public supported by public or non-profit organizations. The Applicant’s organization is a for-profit business that satisfies this zoning definition. Therefore, staff finds the Applicant’s Use consistent and compatible with the intent of the General Plan and Zoning Code.

Hours of Operation: Intended hours of operation at the Subject Property will be 8:00 a.m. to 5:00 p.m. Monday through Friday and is consistent with the mixed-use designation, which permits specified hours of operations between 7:00 a.m. to 6:00 p.m. for similar operations. Any product shipments to/from the site with loading/unloading activities should also only occur within those times. On-site office and janitorial activities beyond permit specified hours of operation are acceptable, provided such activities do not pose a nuisance to surrounding properties.

Parking: The Subject Property has a paved area in front of the building with driveway apron fronting Shasta Street capable of accommodating two (2) on-site parking spaces. This satisfies the parking requirements for Manufacturing plants: one (1) space for every two (2) employees in the maximum work shift plus one (1) space for each two hundred (200) square feet of gross floor area devoted to office use; in accordance with Chapter 18.64 of the City’s Zoning Code.

Storage: Items stored on-site will primarily be office supplies and equipment to supported the intended light manufacturing. Equipment on-site for daily use will primarily be standard office equipment (computers, desks, etc.) and carpentry tools. Storage of any material, equipment, or other items associated with the applicates use outside of the building is strictly prohibited. The placement of storage containers/pods in the parking area/driveway is also prohibited. The placement of storage containers/pods in the parking area/driveway is also prohibited.

Loading/Unloading: one (1) or two (2) shipments to/from the site are anticipated per month. The Subject Property has a paved area in front of the building with driveway apron fronting Shasta Street that can accommodate loading/unloading activities from smaller sized vehicles (i.e. pick-up truck, Box truck, etc.). The property owner should also be held responsible for managing/addressing conflicts between tenants’ use of the

paved area for parking and loading/unloading activities, provided minimum City zoning and permit requirements are satisfied.

Trash: The Subject Property does not provide an enclosure for trash bins or dumpsters. The Conditional Use Permit requires the Applicant to either maintain refuse and trash receptacles for their operation within their unit of the building unless a City approved enclosure is provided on the Subject Property. This also prohibits the storage of refuse bins/dumpsters on the street by the Applicant's Use except curbside on scheduled trash collection days.

Hazardous Materials: According to the Monterey County Hazardous Material Questionnaire completed and submitted by the Applicant (see Exhibit I), no hazardous materials or products will be stored or used on-site. This Questionnaire form was provided to the Monterey County Health Department by City staff in the processing of this application.

Signs: The Applicant does intend to establish a business sign on the Subject Property. Commercial signs are subject to City Design Review Committee (DRC) review and approval in the issuance of a sign permit prior to installation and should the Applicant decide to add a sign in the future will need to file a sign permit application with The City subject to DRC approval prior to the installment of such a sign.

Water: The Subject Property has water credit in accordance with the Monterey Peninsula Water Management District (MPWMD) regulations. The Applicant's office and light manufacturing are an allowed use and is consistent; therefore, existing on-site water credit of the commercial building is adequate to facilitate the Applicant's Use, and no water allocation from the City is deemed necessary for the Applicant's Use.

CEQA:

The intended use of the subject property qualifies for a categorical exemption, under California Environmental Quality Act (CEQA) guidelines section 15301, Existing Facilities, consisting of the operation of existing public or private structures, facilities, or mechanical equipment, involving negligible or no expansion of existing or former use.

FISCAL IMPACT:

There is no fiscal impact to the City associated with this action.

RECOMMENDATION:

Staff recommends **APPROVAL** of the Conditional Use Permit CUP23-004 for the Applicant.

ATTACHMENTS:

1. Exhibit A: Findings of Approval
2. Exhibit B: Conditions of Approval
3. Exhibit C: Location Map
4. Exhibit D: Aerial Map
5. Exhibit E: Floor Plan
6. Exhibit F: Site Photos
7. Exhibit G: Hazardous Material Questionnaire
8. Exhibit H: Letter of Intent

CITY OF SAND CITY

RESOLUTION SC _____, 2023

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY APPROVING
CONDITIONAL USE PERMIT (CUP23-004) FOR THE CYRUS MORSE
CONSTRUCTION COMPANY PROJECT
AUTHORIZING OFFICE SPACE & LIGHT MANUFACTURING
AT 442-A SHASTA STREET**

WHEREAS, an application was submitted by Heather Howe (the “Applicant”) for a Conditional Use Permit to establish an office and warehouse space for office equipment (the “Applicant’s Use”) within a 3,000 square-foot portion of the existing commercial building at 442-A Shasta Street; and

WHEREAS, the Applicant’s Use is considered consistent with the non-coastal Planned Mixed-Use (MU-P) zoning designation and a General Plan land use designation of Mixed-Use Development, as defined by the City’s General Plan and Zoning Ordinance; and

WHEREAS, the Applicant’s Use is not anticipated to generate excessive noise, vibration, odors, and/or pose a general nuisance to neighboring properties or the tenants therein; and

WHEREAS, the Subject Property provides sufficient paved area on-site to accommodate and satisfy the minimum parking requirements of the Sand City Municipal Code; and

WHEREAS, water necessary to accommodate the proposed commercial use types is available through the existing on-site water credit and no further water allocation is required; and

WHEREAS, the Applicant’s Use, within an existing commercial building, qualifies for a Categorical Exemption under CEQA (California Environmental Quality Act) Guidelines, Section 15301; and

WHEREAS, the City Council of the City of Sand City has accepted the findings for approving Conditional Use Permit CUP23-004 as outlined in the City staff report, dated October 3rd, 2023.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby grant and issue the Conditional Use Permit CUP23-004 with the following terms and conditions listed in Exhibit A – Conditions of Approval.

PASSED AND ADOPTED by the City Council of the City of Sand City this ____, day of _____, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

EXHIBIT A

CITY OF SAND CITY CONDITIONAL USE PERMIT CUP 23-004 CONDITIONS OF APPROVAL

Project Name: Conditional Use Permit (CUP23-004) to establish Office space and Light Manufacturing at 442A Shasta Street
Address: 442-A Shasta Street, Sand City, CA
Hearing Date: October 3rd, 2023

Conditions of Approval:

A. Permit Effectiveness/Time Limits:

1. Conditional Use Permit CUP 23-004, is not valid, and project use(s) shall not commence, until two (2) copies of this Resolution/Permit, signed by the permittee and landowner, acknowledging receipt of the Resolution/Permit and acceptance of the terms and conditions, are returned to the City's Planning Department. Failure of the applicant to return the 2 copies of the signed Resolution/Permit within thirty (30) days from the date of City Council approval shall cause said Master Conditional Use Permit to become null and void unless good cause to grant an extension is found acceptable by the Community Development Director.

B. Signs:

Commercial signs on the exterior of the building or anywhere on the Subject Property, identifying the Applicant's Use, shall be reviewed and approved by the Sand City Design Review Committee (the "DRC") in the issuance of a sign permit prior to the establishment of any sign such at the Subject Property. Signs attached to the building shall also obtain a City building permit prior to installation of said sign. The Applicant shall not place any free-standing sign anywhere within City limits without City Planning Department approval.

C. Land Use Terms and Conditions:

1. Hours of Operation: Hours of operation for the Applicant's Use at the Subject Property shall only occur between the hours of 7:00 a.m. to 6:00 p.m. Monday through Friday and 10:00 a.m. to 5:00 p.m. on Saturdays. All activities associated with the Applicant's Use at the

Subject Property, including loading/unloading, shall only occur within these aforementioned permitted hours of operation, and such activities are prohibited on Sundays. Office and/or janitorial activities on-site by the Applicant may extend beyond the aforementioned hours/days provided that the Applicant's unit is not open to the public and such activities do not pose a public disturbance/nuisance.

2. Truck & Trailer Street Parking: In accordance with City Municipal Code Chapter 10.08, the Applicant shall not park or store trucks, trailers, or other large vehicles, as listed in said Chapter 10.08, within any City Street at any time unless actively involved with loading/unloading or otherwise has a valid City issued annual parking permit. Violation of this condition may result in the issuance of citations in accordance with City Municipal Code Chapter 10.08.
3. Loading/Unloading: All deliveries/shipments and/or loading/unloading of any item associated with the Applicant's Use at the Subject Property shall only occur during Permit authorized hours of operation. At no time shall loading/unloading activities associated with the Applicant's Use impede 2-way traffic circulation on any public right-of-way within Sand City. Short term (approximately 5-minute) loading/unloading via private shipment companies (i.e., Federal Express, UPS, etc.) is exempt and allowed, provided such action does not impede traffic circulation of public streets.
4. Storage: All materials, parts, tools, equipment, packaging, pallets, and/or any other item associated with the Applicant's Use on the Subject Property, shall only be stored within the Applicant's unit and are prohibited from being stored on the Subject Property beyond the confines of the Applicant's unit and building. Any materials stored/used on-site, that may pose a hazard, shall comply with all requirements of the Monterey County Health Department, the City's Fire Department, and/or the City's code enforcement officer. The placement of a self-contained portable storage unit on-site or within any City public right-of-way, beyond the confines of the building for the Applicant's Use, is hereby prohibited.
5. Property Maintenance: The Subject Property shall be maintained in a clean, orderly, weed-free, and litter-free condition. There shall be no storage of waste material or debris on-site, except as otherwise allowed by CUP 23-004. The Applicant and/or the Subject Property's owner shall be responsible for maintenance and upkeep of the Applicant's leased area of the Subject Property for the duration of the Applicant's Use at the Subject Property as authorized by CUP 23-004.

6. General Waste: Trash, litter, boxes, crates, pallets, debris, or other used and/or discarded materials generated/used by the Applicant's Use shall be stored in an appropriate waste collection bin or dumpster. Except on a designated trash collection day, said bin(s) or dumpster(s) shall be maintained either within the building or within a City approved enclosure on the Subject Property. An enclosure may be established on the Subject Property only after approval by the City's Planning Department. The Applicant shall work and coordinate with the City's franchised waste hauler to implement material recycling and recovery as part of this operation's regular routine when feasible.
7. Hazardous Waste: Any and all hazardous materials and/or waste used/generated by the Applicant's Use shall be legally stored and disposed of in accordance with the regulations of the City, the County of Monterey, and the State of California. The Applicant shall concede to any direction of the City's Fire Department, City Code Enforcement Officer, and/or the Monterey County Health Department regarding the storage and/or handling of hazardous materials on the Subject Property. Any illegal material storage, dumping, and/or disposal shall be sufficient grounds for City termination of CUP 23-004.
8. Water Runoff: The Applicant's Use shall not create water run-off within the City in accordance with Chapter 13.05 of the Sand City Municipal Code regarding Storm Water Management. There shall be no washing of vehicles on the Subject Property. Any detailing of vehicles must be 100% waterless.
9. Water: Issuance of CUP 23-004 does not grant the Applicant and/or Subject Property's owner any right or privilege to any allocation of water from the City of Sand City or other entity. The Applicant's Use shall be limited to that water credit available to the Subject Property, in accordance with the regulations of the Monterey Peninsula Water Management District (MPWMD).
10. Local/Regional Compliance: All requirements of the City's contracted Building and Fire Departments, the City Engineer, City Building Official, the City Police Department, the Sand City Code Enforcement officer(s), the Seaside County Sanitation District, Monterey One Water (formerly 'Monterey Regional Water Pollution Control Agency'), and Monterey County Health Department, that are applicable to the Applicant's Use, shall be implemented to the satisfaction of each department and inspector thereof.
11. Fire Department: The Applicant's Use of the Subject Property, as authorized by CUP 23-004, must conform to storage and operational requirements specified in the California Fire Code to the satisfaction of

the City's Fire Department inspector. The Subject Property shall be available and open for Fire Department, City Building Official, and/or City code enforcement safety inspections.

12. Nuisance: The Applicant's Use of the Subject Property shall be conducted as to not constitute a nuisance to surrounding units and/or properties or the occupants thereof. The Applicant shall be considered responsible for the impacts created by the Applicant's Use and activities. The Applicant shall implement all mitigation necessary to inhibit any noise, vibration, particulate, odors, overflow parking, and/or other negative impact(s) that this operation may or will generate. Any mitigation to abate negative impacts of the Applicant's Use, as directed by the City, shall be implemented by the Applicant to the City's satisfaction as to effectively mitigate such negative impacts. If the City Council finds at any time that any use of the Subject Property constitutes a nuisance, or is otherwise detrimental to the neighborhood or to the community, such use shall be discontinued or modified as may be required by the City.

D. General Requirements:

1. All commercial use type will remain consistent with the permitted uses as described in the Conditional Use Permit, which includes the following:
 - Office; and
 - Light Manufacturing.
2. Violation: If the City determines any term or condition of Master Conditional Use Permit CUP 23-004 has been violated, written notice shall be issued to the property owner, that if such violation is not corrected or removed within a specified time, a public hearing may then be scheduled where the City Council may consider amending or revoking Master Conditional Use Permit CUP 23-004 and may then order said Permits amended or revoked.
3. Interpretation: Any questions of intent or interpretation regarding any condition of Conditional Use Permit CUP 23-004 shall be resolved by the Community Development Director.
4. The issuance of Conditional Use Permit CUP 23-004 shall not supersede or override any applicable requirements of any other City, County, State, or Federal agency.
5. Business License - Office Occupant: The occupant of the office unit, as authorized by Conditional Use Permit CUP 23-004 shall obtain, maintain, and annually renew a Sand City business license for the duration of occupancy and office activity within that unit of the subject property.

EXHIBIT B

CITY OF SAND CITY CONDITIONAL USE PERMIT CUP23-004 FINDINGS OF APPROVAL

Project Name: Conditional Use Permit (CUP23-004) to establish Office Space and Light Manufacturing at 442-A Shasta Street
Address: 442-A Shasta Street, Sand City, CA
Hearing Date: October 3rd, 2023

Findings of Approval:

1. The intended use type for the existing commercial building is consistent with the Planned Mixed-Use (MU-P) zoning of the surrounding properties as indicated on the City of Sand City Zoning Map.
2. The establishment of commercial space with the intended use types as described in CUP23-004 is allowed under the MU-P zoning regulations with an approved Conditional Use Permit.
3. Adequate parking has been provided on the property, as shown on the submitted plans, as well as specified in the Conditional Use Permit CUP23-004, provided the established use remain consistent with the permitted use types.
4. Water necessary to accommodate the proposed commercial use types is available through the existing on-site water credit.
5. Utilities (electricity, gas, water, sewer, etc.) are sufficiently available to facilitate the Applicant's Use at the Subject Property.
6. The Applicant's Use is not anticipated to pose an impediment of traffic flow.
7. The intended use on this property qualifies for a categorical exemption, under California Environmental Quality Act (CEQA) guidelines section 15301.

EXHIBIT C
LOCATION MAP

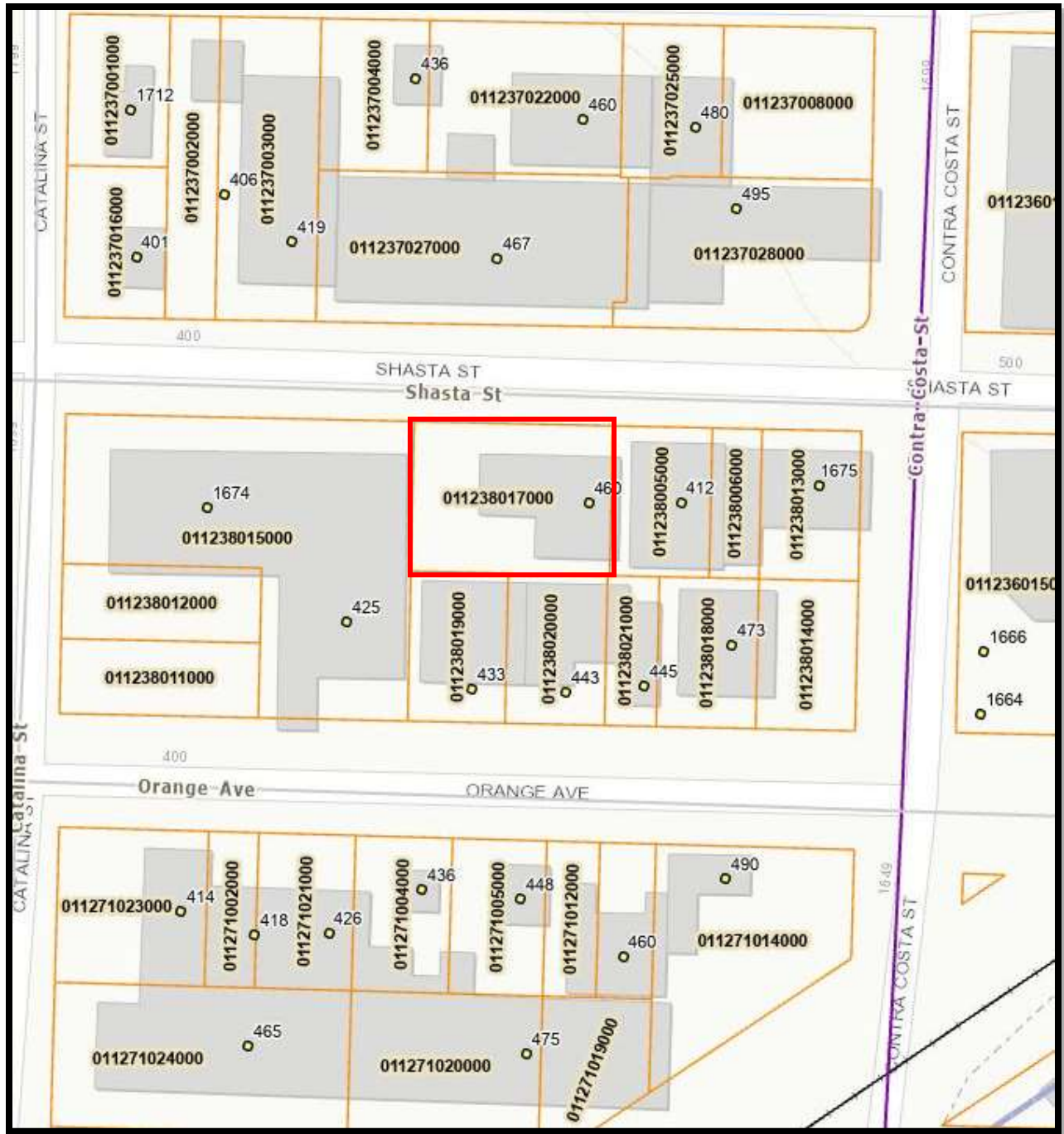


EXHIBIT C
CUP23-004 LOCATION MAP

EXHIBIT D
AERIAL MAP



EXHIBIT D
CUP23-004 AERIAL MAP

EXHIBIT E
SITE FLOOR PLAN

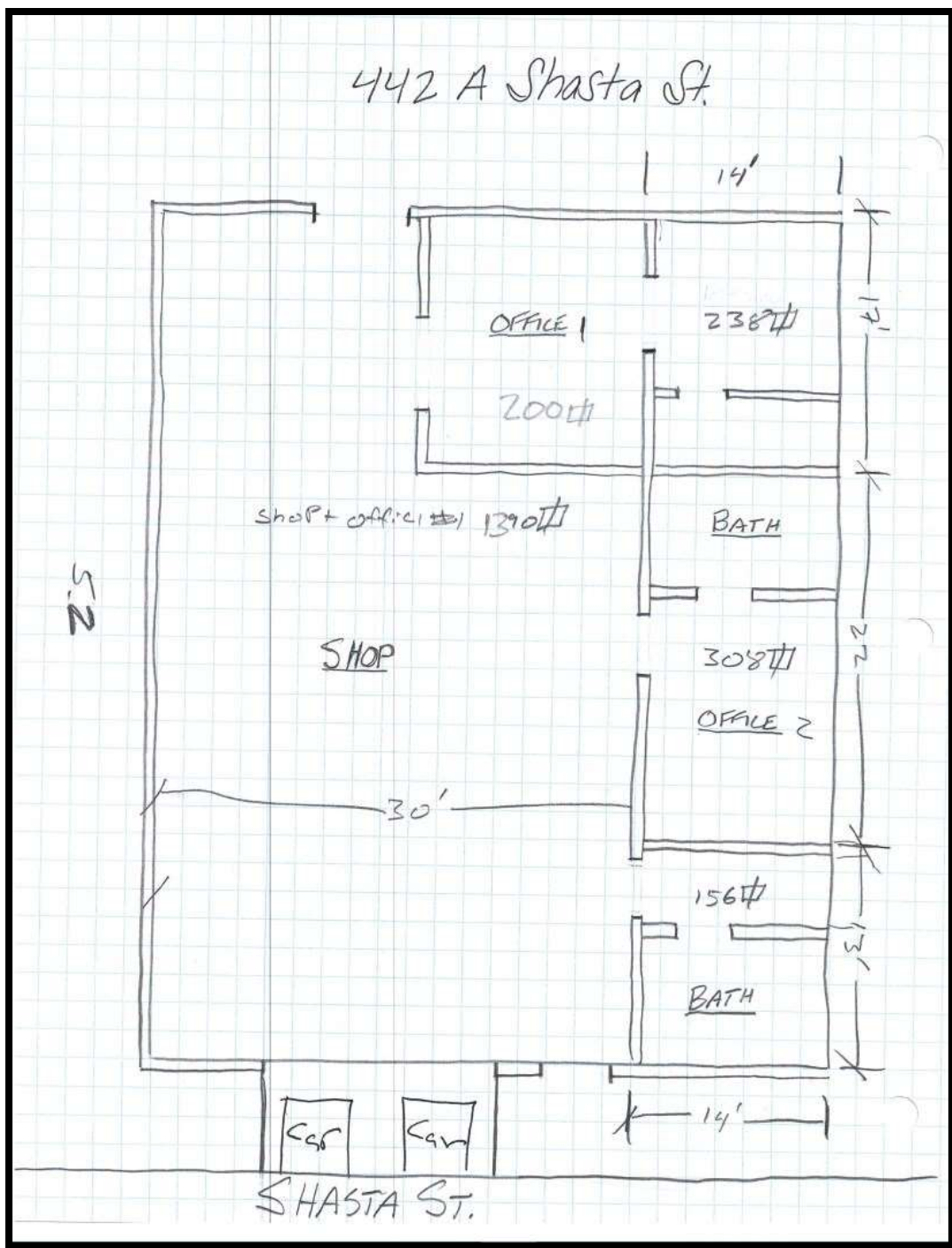


EXHIBIT F
SITE PHOTO

California Avenue



Monterey County Health Department
1270 Natividad Road, Room B301
Salinas, CA 93906
(831) 755-4511
Fax (831) 755-8954

Jurisdiction Name _____
Use Permit # _____
Or _____
Building Permit # _____
Contact Name _____
Phone # _____

HAZARDOUS MATERIAL QUESTIONNAIRE

Business Name Cyrus Morse Construction Type of Business General Contractor
Site Location 442A Shasta St. City Sand City APN: _____
Mailing Address _____
Business Contact Heather Howe 831-392-5305 or Cyrus 831-601-1548
Property Owner Bill Taormina
Name Phone Number
Name Phone Number

- Will your business/proposed project be using any hazardous materials such as oil, fuels, solvents, compressed gases, acids, corrosives, pesticides, fertilizers, paints or other chemicals?
☐ Yes ☒ No
- Will your business/proposed project be using hazardous materials in quantities of 55 gallons and above for liquids, 500 lbs. and above for solids and/or 200 cubic feet and above for compressed gases?
☐ Yes ☒ No
- Will your business/proposed project be using any quantities of acutely hazardous materials such as ammonia, chlorine, sulfuric acid, formaldehyde, hydrogen peroxide, methyl bromide or other restricted pesticides?
☐ Yes ☒ No
- Will your business/proposed project be using underground storage tanks to store hazardous materials?
☐ Yes ☒ No
- Will your business/proposed project be generating any quantities of hazardous waste such as waste oil, waste solvents, etc?
☐ Yes ☒ No
- Will your business/proposed project be emitting any hazardous air emissions?
☐ Yes ☒ No

CERTIFICATION:

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct to the best of my knowledge and belief.

ANY QUESTIONS REGARDING THIS FORM CAN BE DIRECTED TO:

Monterey County Health Department
Division of Environmental Health
1270 Natividad Road, Room B301
Salinas, CA 93906
(831) 755-4511

Executed AT:

Sand City, CA
City, State

Print Name of Owner/Operator:

Signature of Owner/Operator:

Cyrus Morse

For Local Jurisdiction Use Only:

- Is there a known or proposed school, hospital, day care, or long term care facility within 1,000 feet of this site location?
☐ Yes ☐ No
- Is there a known or proposed school, hospital, day care, or long term care facility ¼ mile of this site location?
☐ Yes ☐ No

Health Department Clearance

Air Pollution District Clearance

Signature: _____ Date: _____

Print Name and Title: _____

Signature: _____ Date: _____

Print Name and Title: _____



442A Shasta Street, Sand City CA 93955

4cmcinc@gmail.com

cyrusmorseoffice@gmail.com

City of Sand City Property Letter of Intent

General Contractor Cyrus Morse (831) 601-1548

Office Manager (831) 392-5305

To Whom It May Concern:

We have recently moved into the above location as your neighbor and intend to utilize this rented commercial space as a construction office, tool storage and light construction shop work. We have 2 employees on site working from this location. There is one dedicated company work vehicle (Truck). We anticipate periodical deliveries of materials via truck 1-2 times a month.

HOURS OF OPERATION:

8:00A.M. TO 5:00 P.M. Monday through Friday

If you have any questions or wish to speak to myself or my office manager, please contact us at the email addresses and/or phone numbers.

Sincerely,

Cyrus Morse

**AGENDA ITEM
9A.**

**Receive Presentation From Talking Walls
and Approve Final Artists' Renderings**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Vibeke Norgaard, City Manager
SUBJECT: Final Approval of Artists' Renderings for 2023 we.Mural Festival
DATE: October 3, 2023

BACKGROUND/DISCUSSION:

The City has held three mural festivals in 2020, 2021 and 2022. The City's murals have received a significant amount of positive press in both local and national news. On September 15, 2022, the Sand City Arts Committee recommended to the Council that it continue the mural festival in 2023 and on June 20, 2023 the Council approved a contract with Talking Walls as the curator for the 2023 We. Mural Festival.

This evening's item will be a presentation by Cameron and Crystal Moberg of Talking Walls of the renderings by the selected mural artists.

CEQA:

This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

FISCAL IMPACT:

None.

RECOMMENDATION:

Receive presentation from Talking Walls and approve final artists' renderings.