



CITY COUNCIL REGULAR MEETING

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

TUESDAY, AUGUST 20, 2024

5:30 PM

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

City Council Regular Meeting - Tuesday, August 20, 2024
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 WEBINAR LIVE:**

<https://us02web.zoom.us/j/88349100938>

Webinar ID: 883 4910 0938

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

Webinar ID: 883 4910 0938#

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 March 21, 2023 and the Special Meeting Minutes and Regular Meeting Minutes for July 16, 2024
[Draft Minutes](#)

6B. Consideration and Approval of Resolutions Approving the Mayor's Proclamations
[Memo](#)
[Craig Hubler Resolution](#)
[Star Spangled Banner Day Resolution](#)
[Ovarian Cancer Awareness Month Resolution](#)
[World Free of Nuclear Weapons Resolution](#)

6C. Designation of Voting Delegates and Alternate for the 2024 League of California Cities Annual Conference and Expo
[Staff Report](#)
[Voting Delegate Packet](#)

6D. Approve a Resolution Approving the Dates for the 2024 we.Mural Festival
[Staff Report](#)
[Resolution](#)

- 6E. Approve a Resolution Approving the City's Fiscal Year 2024-25 General Employees Salary Schedule
[Staff Report](#)
[Resolution](#)
[Salary Schedule](#)
- 6F. Acceptance of City/Successor Agency Financial Reports from June 2024
[Staff Report](#)
[June Cash Register Activity Report](#)
[June Cash Disbursement Report](#)
[June Trial Balance](#)

7. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR

8. PRESENTATION

9. PUBLIC HEARING

10. NEW BUSINESS

- 10A. Approve a Resolution Amending Appendix "A" to the City of Sand City's Conflict of Interest Code Set Forth in Chapter 2.20 of the Sand City Municipal Code
[Staff Report](#)
[Local Agency Biennial Notice](#)
[Resolution](#)
[Appendix A](#)
- 10B. Approve a Resolution Adopting a List of Projects for Fiscal Year 2024-25 Funded by SB 1: The Road Repair and Accountability Act of 2017
[Staff Report](#)
[Resolution](#)
[Exhibit A](#)
- 10C. Discussion Regarding Resolution Establishing a Short-Term Rental Permit Cap
[Staff Report](#)
[Resolution SC 22-69 Establishing a Short Term Rental Permit Cap](#)
[Ordinance 22-02 Amending Title 5 of the Sand City Municipal Code](#)
[2021 Staff Report-Consideration of Short-Term Rental Ordinance](#)
- 10D. Approve a Resolution Authorizing Application to and Participation in the Prohousing Designation Program
[Staff Report](#)
[Reso Appendix 1](#)
[Prohousing Application](#)
- 10E. Consideration and Approval for the Cancellation of the September 3, 2024

Regular City Council Meeting

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

12. 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 March 21, 2023 and the Special Meeting Minutes and Regular Meeting Minutes for July 16, 2024

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

Regular Meeting - Tuesday, March 21, 2023 5:30 PM
This meeting was conducted in person and by teleconference.

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

1. ROLL CALL

Present: Mayor Carbone
Vice Mayor Blackwelder
Councilmember Hawthorne
Councilmember Sofer

Absent: Councilmember Cruz

Staff: City Manager Vibeke Norgaard
Interim City Attorney Adam Lindgren
Interim City Planner
City Clerk Kerry Lindstrom

2. PLEDGE OF ALLEGIANCE

Vice Mayor Blackwelder led the Pledge of Allegiance.

3. INVOCATION

Reverend Hellam led the invocation.

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

City Manager Vibeke Norgaard announced:

- At South of Tioga paving will start on April 10, 2023, weather permitting. Contractor will provide two weeks notice.
- EMC completed baseline report for habitat at South of Tioga which is a requirement of California Department of Fish and Wildlife.
- Escrow has closed at the South of Tioga hotel site and EPN is expected to begin construction at the end of April.
- The Budget and Personnel Committee met on March 17, 2024, Councilmember Sofer expressed an interest in more information on MST SURF! Project. Will reach out the MST for a presentation to Council.

5. COMMUNICATIONS

No public comment received.

6. SWEARING IN CEREMONY

No public comment received.

6A. Mayor Carbone conducted the swearing in of the new City Clerk of Sand City, Kerry Lindstrom.

7. CONSENT CALENDAR

Public comment received from Brian Clark.

Upon motion by Vice Mayor Blackwelder and seconded by Councilmember Hawthorne, Councilmember Cruz absent, Council voted 4-0-1 to approve the Consent Calendar,

7A. Approved February 16, 2023 Special Council Meeting Minutes.

7B. Received January 2023 Financial Reports.

8. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR

No items were pulled.

9. NEW BUSINESS

9A. Declaring a Vacancy on the City Council and Setting the Process to Fill the Vacancy

Public comment received from Don Difede and Luke Kilpatrick.

Upon motion by Councilmember Hawthorne and seconded by Councilmember Sofer, Councilmember Cruz absent, Council voted 4-0-1 to approve Resolution SC 23-13 declaring a vacancy in City Council of Sand City and establishing a process to fill the vacancy.

9B. Discussion and Direction regarding the we. Mural Festival

Public comment received from Luke Kilpatrick, Brian Clark, and Don.

Upon motion by Councilmember Hawthorne and seconded by Councilmember Sofer, Councilmember Cruz absent, Council voted 4-0-1 to continue the we. Mural Festival in 2023 with a similar size (6-8 walls) and budget (\$80,000) and directed staff to prepare an RFP for management and curating services.

9C. Consideration and Approval of City Resolution Approving Amendment #1 to the City/Successor Agency FY 22-23 Budget

Public comment received from Brian Clark and Luke Kilpatrick.

Upon motion by Councilmember Hawthorne and seconded by Councilmember Sofer, Council voted 4-0-1, Councilmember Cruz absent, to approve Resolution SC 23-14 approving Amendment #1 to the City/Successor Agency FY 22-23 Budget.

9D. Comments by Council Members on Meetings and Items of interest to Sand City

Councilmember Hawthorne reminded the public to keep drains clean and free of debris, especially during storms.

9E. Upcoming Meetings/Events

Interim City Attorney Adam Lindgren announced he will be attending the City Attorney League Conference in May in Monterey, CA.

10. PUBLIC HEARING

- 10A. Consideration and approval of City Resolution authorizing the City Manager to submit a letter requesting and supporting a consolidated Coastal Development Permit for the California Middle Mile Network Project and further affirming that the California Coastal Commission assume lead agency status.

Public comment received from Brian Clark and Luke Kilpatrick.

Upon motion by Vice Mayor Blackwelder and seconded by Councilmember Sofer, Council voted 4-0-1, Councilmember Cruz absent, to approve Resolution SC 24-15 authorizing the City Manager to submit a letter requesting and supporting a consolidated Coastal Development Permit for the California Middle Mile Network Project and further affirming that the California Coastal Commission assume lead agency status.

11. CLOSED SESSION

- 10A. City Council/Successor Agency Board to adjourn to Closed Session regarding Conference with labor negotiator pursuant to California Government Code Section 54957.6

1. Agency designated representative: Vibeke Norgaard, City Manager; Adam Lindgren, Interim City Attorney, Employee Organization: Sand City Police Officers Association (POA)

- 10B. Re-adjourn to Open Session to report any action taken at the conclusion of Closed Session in accordance with California Government Code Section 54957.1

City Manager Vibeke Norgaard reported the City Manager and Interim City Attorney received confidential direction regarding labor negotiations for the Sand City Police Officers Association (POA).

12. ADJOURNMENT

Council adjourned the meeting at approximately 7:30 PM.

Kerry Lindstrom, City Clerk

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

City Council Special Meeting - Tuesday, July 16, 2024 4:30 PM

Mayor Carbone called the meeting to order at 4:30 PM.

1. ROLL CALL

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

Staff: City Manager Vibeke Norgaard
Interim City Attorney Adam Lindgren
City Clerk Kerry Lindstrom

2. COMMUNICATIONS

No public comment received.

3. CLOSED SESSION

City Council/Successor Agency Board to adjourn to Closed Session regarding:

Mayor Carbone stated for the record Item 3B would be considered first followed by Item 3A.

3A. Conference with legal counsel-existing litigation pursuant to Government Code §54956.9(d)(1). Number of cases: one. Successor Agency to the Sand City Redevelopment Agency v. Stephensaw (Case No. 34-2022-80004053)

3B. Conference with labor negotiators pursuant to Government Code §54957.6. Negotiators: Vibeke Norgaard, City Manager, Adam Lindgren, Interim City Attorney, and Che Johnson, Attorney Employee organization: Police Officers Association.

Interim City Attorney Adam Lindgren reported on Items 3A & 3B; Council received updates and provided direction and no reportable action was taken.

4. ADJOURNMENT

Council adjourned the meeting at 5:22 PM.

Kerry Lindstrom, City Clerk

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

City Council Regular Meeting - Tuesday, July 16, 2024 5:30 PM

Mayor Carbone called the meeting to order at

1. ROLL CALL

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

Staff: City Manager Vibeke Norgaard
Interim City Attorney Adam Lindgren
Interim City Planner Zane Mortensen
Records Administrative Analyst Laura Morales
City Clerk Kerry Lindstrom

2. PLEDGE OF ALLEGIANCE

Councilmember Greg Hawthorne led the Pledge of Allegiance.

3. INVOCATION

Reverend Hellam made the invocation.

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

Mayor Carbone announced:

- Copies of the Mayor's Report were made available to the public.
- Councilmember Hawthorne's daughter Shelby Hawthorne was featured in the Summer 2024 edition of The Carmel Magazine.
- Monterey One Water Board will no longer implement the planned change to move billing to the property tax roll.

City Manager Vibeke Norgaard announced:

- The Housing Element Certification is complete.
- The Business Façade Improvement Program is now open and Staff hand delivered application materials to businesses in Sand City.
- The TAMC Board voted on an ordinance that will lower the maintenance of effort for Sand City.
- City Staff worked over the weekend to apply for the Rose Foundation Grant in connection
- With the West End Stormwater Improvement Project.
- Staff has prepared a new budget book and copies have been distributed.
- The Design Review Committee approved the signage for the Marriott Hotel.
- The Bike Criterium Race went off without a hitch.
- Craig Hubler memorial will be held in the Sand City Council Chamber on August 23, 2024.

- 501 Ortiz escrow is moving ahead; the phase 1 environmental review has taken place and the City is continuing its due diligence.

5. COMMUNICATIONS

Public comment received from Marta Kraftzeck.

6. CONSENT CALENDAR

No public comment received.

Upon motion by Vice Mayor Blackwelder and seconded by Councilmember Hawthorne Council voted 5-0 to approve the Consent Calendar.

- 6A. Approved the City Council Regular Meeting Minutes for February 21, 2023, and the Special Meeting Minutes and Regular Meeting Minutes for June 18, 2024.
- 6B. Approved Resolution SC 24-45 rescinding and replacing Resolution SC 24-43 and approving the City's Fiscal Year 2023-2024 General Employees Salary Schedule and the City's 2022-2024 POA Salary Schedule.
- 6C. Approved Resolution SC 24-46 authorizing the City Manager to execute a Professional Service Agreement with California Consulting at a cost not to exceed \$55,000 to perform grant related services.
- 6D. Approved Resolution SC 24-47 approving the City's Workplace Violence Prevention Plan.

7. CONSIDERATION OF ITEMS PULLED FROM CONSENT CALENDAR

No items were pulled.

8. PRESENTATION

- 8A. Presentation to the City Council on Multi-Use Bike Trail and Consideration of Letter to the City of Seaside Regarding Multi-Use Bike Trail

Public comment received from Pat Mapelli.

Received presentation on Multi-Use Bike Trail and upon motion by Councilmember Hawthorne and seconded by Councilmember Sofer, Council voted 5-0 approving a letter to the City of Seaside regarding the Multi-Use Bike Trail.

9. PUBLIC HEARING

None.

10. NEW BUSINESS

- 10A. Approve a Resolution Approving a Second Amendment to City Manager Employment Agreement

No public comment received.

Upon motion by Councilmember Hawthorne and seconded by Councilmember Sofer, Council voted 5-0 to approve Resolution SC 24-48 approving a Second Amendment to City Manager Employment Agreement.

- 10B. Approve a Joint Resolution of the City Council of Sand City and the Successor Agency of the Redevelopment Agency Appointing Adam U. Lindgren as City Attorney and General Counsel

No public comment received.

Upon motion by Councilmember Hawthorne and seconded by Councilmember Diaz, Council voted 5-0 to approve Joint Resolution SC 24-49 of the City of Sand City and the Successor Agency of the Redevelopment Agency appointing Adam U. Lindgren as City Attorney and General Counsel.

- 10C. Approve a Three-Year Service Agreement with EMC Planning Group, Inc. for Professional Planning Services

No public comment received.

Upon motion by Vice Mayor Blackwelder and seconded by Councilmember Hawthorne, Council voted 5-0 to approve Resolution SC 24-50 approving a three-year service agreement with EMC Planning Group, Inc. for professional planning services.

- 10D. Approve a Resolution Approving a Professional Service Agreement with Harris & Associates to Provide City Engineering Services for Fiscal Years 2024-25, 2025-26, and 2026-27, in the Amount of \$840,000 and Authorizing the City Manager to Execute Said Agreement

No public comment received.

Upon motion by Councilmember Hawthorne and seconded by Councilmember Sofer, Council voted 5-0 to approve Resolution SC 24-51 approving a Professional Service Agreement with Harris & Associates to provide City Engineering Services for Fiscal Years 2024-25, 2025-26, and 2026-27, in the amount of \$840,000 and authorizing the City Manager to execute said agreement.

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

Councilmember Sofer attended the In Home Support Services Advisory Committee meeting on July 16, 2024.

12. ADJOURNMENT

Council adjourned the meeting at 7:28 PM.

Kerry Lindstrom, City Clerk

**AGENDA ITEM
6B.**

**Consideration and Approval of Resolutions
Approving the Mayor's Proclamations**



Memo

To: City Council of Sand City
From: Mary Ann Carbone, Mayor
Date: August 20, 2024
Re: Mayor's Proclamations-Resolutions

This is a request for your consideration and approval of the attached resolutions listed below:

- Craig Hubler Resolution
- Star Spangled Banner Day Resolution
- Ovarian Cancer Awareness Resolution
- World Free of Nuclear Weapons Resolution

**CITY OF SAND CITY
RESOLUTION SC 24-____, 2024**

**RESOLUTION OF THE CITY OF SAND CITY HONORING CRAIG HUBLER PUBLIC
SERVICE FOR THE CITY OF SAND CITY**

WHEREAS, Craig Rainier Hubler moved to Sand City in October 1987 where he worked and later opened a business; and

WHEREAS, Craig began his artistic career in 1976 at the age of fourteen where he worked at the Monterey Sculpture Studio located on the southern end of Cannery Row; and

WHEREAS, Craig worked in various locations within Sand City amongst other artists and opened the Sand City Sculpture Studio on Hickory Street, where he created his pendulum/motion series; and

WHEREAS, Craig Hubler was appointed to the Sand City Council on July 24, 1989 and was re-elected to the City Council on November 6, 1990 and again from 2002 to 2018; and

WHEREAS, Craig Hubler had served as the City's representative to various regional organizations, such as the Seaside Sanitation District Board, Community Human Services, and Emergency Medical Services; and

WHEREAS, Craig Hubler has served on numerous City committees including the Budget Committee, Coastal Planning Committee, and the Housing Home Grant Committee; and

WHEREAS, Craig served as Sand City Arts Committee Chair and was instrumental in the creation of the Sand City West End Celebration; and

WHEREAS, Craig's works can be seen today in many private collections; and

WHEREAS, Craig had a joyful presence about him, and during Sand City Holiday events, he would lead the community in joyful Christmas carols; and

WHEREAS, Craig was a dedicated husband, father and grandfather to his family; and

WHEREAS, Craig Rainier Hubler leaves a legacy here in Sand City and leaves many a close friend; and

NOW, THEREFORE BE IT RESOLVED, that the Sand City Council, on behalf of Sand City and all residents, therefore, proclaims and give thanks Craig Rainier Hubler for his many contributions that helped to make the City what it is today.

BE IT FURTHER RESOLVED that the Sand City Council recognizes Craig Rainier Hubler for his leadership, dedication and many years of public service and contribution to the arts.

PASSED AND ADOPTED by the City Council of the City of Sand City this ____ day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

**CITY OF SAND CITY
RESOLUTION SC 24-____, 2024**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY RECOGNIZES STAR SPANGLED
BANNER DAY**

WHEREAS, During the War of 1812, Francis Scott Key, after having anxiously watched from afar the bombardment of Fort McHenry throughout the night of September 13, 1814, is said to have seen his country's flag still flying in the early morning of the following day; and

WHEREAS, This stirring evidence of the failure of the prolonged British attack inspired him to write the Star-Spangled Banner, which would become our National Anthem over a century later; and

WHEREAS, The Star-Spangled Banner became our National Anthem on March 3, 1931, when President Herbert Hoover signed Public Law 823; and

WHEREAS, Our National Anthem symbolizes endurance, promotes patriotism and inspires Americans; and

WHEREAS, The City of Sand City calls for a day to observe the historical significance of the Star-Spangled Banner and to celebrate the words that Francis Scott Key penned in 1814:

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby recognize and celebrate the anniversary of our country's National Anthem.

PASSED AND ADOPTED by the City Council of the City of Sand City this ____, day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

**CITY OF SAND CITY
RESOLUTION SC 24-____, 2024**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY DESIGNATING SEPTEMBER
AS OVARIAN CANCER AWARENESS MONTH**

WHEREAS, ovarian cancer is the fifth leading cause of cancer deaths of women in the United States and causes more deaths than any other gynecologic cancer;

WHEREAS, in the United States, a woman's lifetime risk of being diagnosed with ovarian cancer is about 1 in 78;

WHEREAS, the American Cancer Society estimates 19,680 cases of ovarian cancer will be newly diagnosed in 2024 and 12,740 individuals will die from the disease nationwide, including 2,300 new cases and 1,410 deaths in California;

WHEREAS, the five-year survival rate for ovarian cancer is 50 percent and survival rates vary greatly depending on the stage of diagnosis;

WHEREAS, there is not currently an effective diagnostic tool for screening and early detection does not exist.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby designate September as Ovarian Cancer Awareness Month.

PASSED AND ADOPTED by the City Council of the City of Sand City this ____, day of _____, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

**CITY OF SAND CITY
RESOLUTION SC 24-____, 2024**

**RESOLUTION OF THE CITY OF SAND CITY LIFTING COMMUNITY VOICES FOR A
WORLD FREE OF NUCLEAR WEAPONS**

WHEREAS, a world in which nuclear weapons exist and threaten our community and humanity's very existence is a deeply unjust world; and

WHEREAS, seventy-nine years ago, on August 6th and August 9th, hundreds of thousands of human beings died many instantly or suffered severe health consequences in the cities of Hiroshima and Nagasaki Japan when the United States dropped atomic bombs, for the first and only time in armed conflict; and

WHEREAS, many people and communities within the United States have been and continue to be grievously harmed and suffer severe health consequences from the testing, development and production of nuclear weapons and uranium mining; and

WHEREAS, no individual in any community can be truly safe and secure if they are hungry, lack proper housing, education or health care, or are regularly subject to the threat of physical harm, gun violence or nuclear war; and

WHEREAS, nine nations collectively have approximately 12,100 nuclear weapons in their arsenals, most of which are far more destructive than those used against the people of Hiroshima and Nagasaki, and the detonation of even a small number of these weapons would affect everyone on the planet, causing catastrophic human and environmental consequences; and

WHEREAS, current Cold War-era U.S. nuclear weapons policies and spending are contributing to a dangerous, costly new global nuclear arms race, do not make the country safer and increase the risk of nuclear war; and

WHEREAS, a U.S.-based national grassroots campaign called "Back from the Brink: Bringing Communities Together to Abolish Nuclear Weapons" which calls on the United States to lead a global effort among all nuclear weapons states to achieve a verifiable, timebound agreement to eliminate all nuclear weapons from the planet and to adopt common sense policies to reduce the risks of nuclear war, and which has been endorsed by over 465 health, environmental, academic, peace, faith, and justice organizations and over 80 U.S. municipalities, counties and states that have adopted resolutions supporting Back from the Brink's policy solutions; and

WHEREAS, the City of Sand City is a member of the Mayors for Peace program, a global network of mayors opposed to nuclear war and supporting nuclear abolition; and

WHEREAS, the people of Sand City join with the people of Hiroshima in their call "that all cities and citizens of the world join together in expanding the circle of solidarity transcending national

boundaries, partisan ideologies, and religious creeds to strengthen the bond of human friendship and solidarity”.

NOW, THEREFORE BE IT RESOLVED, that the City Council of Sand City does hereby proclaim that August 6, 2024, and August 9, 2024, were days of lifting community voices for a world free of nuclear weapons.

PASSED AND ADOPTED by the City Council of the City of Sand City this ____, day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

**AGENDA ITEM
6C.**

**Designation of Voting Delegates and
Alternate for the 2024 League of California
Cities Annual Conference and Expo**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Kerry Lindstrom, City Clerk
SUBJECT: Designation of Voting Delegates and Alternates for the 2024 League of California Cities Annual Conference and Expo
DATE: August 20, 2024

BACKGROUND/DISCUSSION:

The upcoming 2024 League of California Cities Annual Conference & Expo will be held on October 16 through October 18, 2024, in Long Beach, California. Each year, all California cities represented at the conference are required to appoint a voting delegate and alternate to represent their local jurisdictions. The voting delegate and alternate must be approved by Council action by September 25, 2024.

CEQA:

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

FISCAL IMPACT:

None.

RECOMMENDATION:

It is recommended that Mayor Mary Ann Carbone serve as voting delegate and Councilmember Libby Sofer serve as the alternate to represent the City of Sand City.

ATTACHMENTS:

1. Voting Delegates Packet



Council Action Advised by September 25, 2024

DATE: Wednesday, July 10, 2024

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 16-18, 2024
Long Beach Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 18, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through [the online submission portal](#) by Wed., Sept. 25. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](#) website.



For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 16, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 17, 7:30 a.m.-4:00 p.m. On Friday, Oct. 18, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 25. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²

General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).

**AGENDA ITEM
6D.**

**Approve a Resolution Approving the Dates
for the 2024 we.Mural Festival**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Kerry Lindstrom, City Clerk
SUBJECT: Approve the Dates for the 2024 we.Mural Festival
DATE: August 20, 2024

BACKGROUND/DISCUSSION:

On April 16, 2024, the City Council approved and authorized the City Manager to enter into an agreement with Talking Walls for mural curator services for the 2024 we.Mural Festival. Staff proposed the 2024 we.Mural Festival be held from September 29, 2024 to October 5, 2024.

CEQA:

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

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATION:

Approve the dates for the 2024 we.Mural Festival to be held from September 29, 2024 to October 5, 2024.

ATTACHMENTS:

1. Resolution

**CITY OF SAND CITY
RESOLUTION SC 24-____, 2024**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY APPROVING THE DATES
FOR THE 2024 WE.MURAL FESTIVAL**

WHEREAS, the City of Sand City has held four mural festivals since the inauguration of the we.Mural festival in 2020; and

WHEREAS, the City Council was highly satisfied with the level of success of the festival; and

WHEREAS, on February 6, 2024, the City Council approved the continuation of the mural festival in 2024; and

WHEREAS, on April 16, 2024, the City Council authorized the City Manager to enter into an agreement with Talking Walls for mural curator services for the 2024 we.Mural Festival; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby:

1. Approves the dates for the we.Mural festival to be held from September 29 to October 5, 2024.

PASSED AND ADOPTED by the City Council of the City of Sand City this ____ day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

**AGENDA ITEM
6E.**

**Approve a Resolution Approving the City's
Fiscal Year 2024-25 General Employees
Salary Schedule**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Audrey Cray, HR/Risk Manager
SUBJECT: Resolution to Approve Fiscal Year 2024-25 Salary Schedule for General Employees
DATE: August 20, 2024

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.

On July 16th, 2024, City Council approved Resolution SC 24-48 for an approved extension of the City Manager's contract through April 1st, 2029. In order to comply with the CalPERS requirements of a publicly available pay schedule, the current General Employees Salary Schedule must be approved by resolution with the updated change to the City Manager's salary.

The proposed FY 2024-25 General Employees Salary Schedule reflects the following changes:

- Staff is requesting an amendment to the salary schedule to adjust the City Manager Salary to \$253,791.

CEQA:

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

FISCAL IMPACT:

The fiscal impact of the base salary plus CPI increase will be approximately an additional \$14,951 for FY 24-25 and \$1172 for the additional cost of benefits to be added in the mid-year budget amendment to the City's administration expenditures salary account 5040.

RECOMMENDATION:

It is recommended that the Council approve the FY 2024-25 General Employees Salary Schedule Resolution.

ATTACHMENTS:

1. Resolution
2. 2024-25 General Employees Salary Schedule

**CITY OF SAND CITY
RESOLUTION SC 24-____, 2024**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY APPROVING THE CITY'S
FISCAL YEAR 2024-25 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 General 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; 18-92, 2018; 20-86, 2020; 21-46, 2021; 22-13, 2022; 23-23, 2023; 23-35, 2023; 23-52, 2023; 24-25, 2024; and 24-45, 2024; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby adopt the revised salary schedule attached to this resolution..

PASSED AND ADOPTED by the City Council of the City of Sand City this 20th day of August, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

2024-2025 General Employees

Range Placement Table

2.5% Between Ranges; 5% Between Steps

Range #	Recommended Title	Pay Period	Step 1	Step 2	Step 3	Step 4	Step 5	Maxium Step 6
36	Maintenance Worker II	Hourly	25.4840	26.7582	28.0961	29.5009	30.9760	32.5248
		Monthly	4,417.23	4,638.09	4,870.00	5,113.50	5,369.17	5,637.63
		Annual	53,006.76	55,657.10	58,439.95	61,361.95	64,430.05	67,651.55
39	Accounting Technician	Hourly	27.9655	29.3638	30.8320	32.3736	33.9922	35.6919
		Monthly	4,847.35	5,089.72	5,344.21	5,611.42	5,891.99	6,186.59
		Annual	58,168.24	61,076.65	64,130.48	67,337.01	70,703.86	74,239.05
40	Maintenance Worker III	Hourly	27.4760	28.8498	30.2923	31.8069	33.3972	35.0671
		Monthly	4,762.66	5,000.79	5,250.83	5,513.37	5,789.04	6,078.50
		Annual	57,151.92	60,009.52	63,009.99	66,160.49	69,468.52	72,941.94
46	Records Administrative Analyst	Hourly	33.2430	34.9052	36.6504	38.4829	40.4071	42.4274
		Monthly	5,762.13	6,050.24	6,352.75	6,670.39	7,003.91	7,354.10
		Annual	69,145.56	72,602.84	76,232.98	80,044.63	84,046.86	88,249.20
48	Deputy City Clerk	Hourly	34.2730	35.9867	37.7860	39.6753	41.6590	43.7420
		Monthly	5,940.68	6,237.71	6,549.60	6,877.08	7,220.93	7,581.98
		Annual	71,288.16	74,852.57	78,595.20	82,524.96	86,651.20	90,983.76
50	Public Works Manager*	Hourly	42.7010	44.8361	47.0779	49.4317	51.9033	54.4985
		Monthly	7,401.67	7,771.75	8,160.34	8,568.36	8,996.78	9,446.62
		Annual	88,820.04	93,261.04	97,924.09	102,820.30	107,961.31	113,359.38
52	Finance Manager*	Hourly	42.7010	44.8361	47.0779	49.4317	51.9033	54.4985
		Monthly	7,401.67	7,771.75	8,160.34	8,568.36	8,996.78	9,446.62
		Annual	88,820.04	93,261.04	97,924.09	102,820.30	107,961.31	113,359.38
71	Risk Manager/* Human Resources	Hourly	42.7010	44.8361	47.0779	49.4317	51.9033	54.4985
		Monthly	7,401.67	7,771.75	8,160.34	8,568.36	8,996.78	9,446.62
		Annual	88,820.04	93,261.04	97,924.09	102,820.30	107,961.31	113,359.38
54	City Planner*	Hourly	39.7460	41.7333	43.8200	46.0110	48.3115	50.7271
		Monthly	6,889.38	7,233.85	7,595.54	7,975.32	8,374.08	8,792.79
		Annual	82,672.56	86,806.19	91,146.50	95,703.82	100,489.01	105,513.46
57	City Clerk*	Hourly	42.7520	44.8896	47.1341	49.4908	51.9653	54.5636
		Monthly	7,410.50	7,781.03	8,170.08	8,578.58	9,007.51	9,457.88
		Annual	88,926.00	93,372.30	98,040.92	102,942.96	108,090.11	113,494.61
72	Dir. Of Community Dev/* Assistant City Manager	Hourly	68.2440	71.6562	75.2390	79.0010	82.9510	87.0986
		Monthly	11,829.03	12,420.48	13,041.51	13,693.58	14,378.26	15,097.17
		Annual	141,948.36	149,045.78	156,498.07	164,322.97	172,539.12	181,166.07

Employees not on step plan	Pay Period	Rate
City Manager*	Monthly	18,000.00
	Annual	216,000.00
	Monthly	21,124.25
	Annual	253,491.00
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; 23-52, 2023; 24-25, 2024; 24-45; 24____, 2024 Effective August 20, 2024

**AGENDA ITEM
6F.**

**Acceptance of City/Successor Agency
Financial Reports from June 2024**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council/Successor Agency Board Members
FROM: Jennifer Pope, Finance Manager
SUBJECT: June 2024 Financial Report
DATE: August 20, 2024

BACKGROUND/DISCUSSION:

Attached are the financial reports for the City of Sand City and the Sand City Successor Agency of the former Redevelopment Agency.

A. City of Sand City Reports

- a. Cash Register Activity Report, June 2024 (Attachment 1)
Revenue total - **\$1,594,057**
- b. Cash Disbursement Report, June 2024 (Attachment 2)
Expenditure total - **\$264,634**

B. Sand City Successor Agency for the former Redevelopment Agency Reports

- a. Trial Balance Report, June 2024 (Attachment 3)
 - i. Revenue total - **\$746,863**
 - ii. Expenditures total - **\$377,651**

Transfers

Transfers are shown on the Month End Cash Register Activity Report; they are transfers from one bank account to another and should not be considered as a revenue or expenditure.

Date	Source	Amount	Description

There were no transfers in June 2024.

CEQA:

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

FISCAL IMPACT:

There is no fiscal impact with receiving this report.

RECOMMENDATION:

Receive the report.

ATTACHMENTS:

1. Sand City Month End Cash Register Activity Report
2. Sand City Month End Cash Disbursement Report
3. Successor Agency Trial Balance Report

City of Sand City
Month End Cash Register Activity Report
For Period: 06-24

Period	Deposit/Posting Date	Receipt	Receipt Date	Description	Debit Acct	Credit Acct	Amount Paid
24-Jun	6/3/2024	29519	6/3/2024	BUILDING PERMIT 4115	99 1001	10 4115 06	5,634.38
24-Jun	6/3/2024	29519	6/3/2024	STRONG MOTION 2010	99 1001	10 2010	182.00
24-Jun	6/3/2024	29519	6/3/2024	CBSC FEE - SB1473	99 1001	10 2012	26.00
24-Jun	6/3/2024	29520	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29521	6/3/2024	SHORT TERM RENTAL INSPECTION FEE	99 1001	10 4164 06	197.00
24-Jun	6/3/2024	29522	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29523	6/3/2024	SQUARE FEES	99 1001	10 2116	(214.78)
24-Jun	6/3/2024	29524	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29525	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29526	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29527	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29528	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29529	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29530	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29531	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29533	6/3/2024	ART PARK REVENUE	99 1001	10 4504 00	300.00
24-Jun	6/3/2024	29534	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29535	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29536	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29537	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29538	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29539	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29540	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29541	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29542	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29543	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29544	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29545	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29546	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29547	6/3/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/3/2024	29548	6/3/2024	SQUARE FEES	99 1001	10 2116	(44.75)
24-Jun	6/4/2024	29549	6/4/2024	TOT TAX	99 1001	10 4034 00	473.76
24-Jun	6/4/2024	29550	6/4/2024	PLAN CHECK FEE 4165	99 1001	10 4165 06	199.71
24-Jun	6/4/2024	29550	6/4/2024	BUILDING PERMIT 4115	99 1001	10 4115 06	307.25
24-Jun	6/4/2024	29550	6/4/2024	STRONG MOTION 2010	99 1001	10 2010	5.32
24-Jun	6/4/2024	29550	6/4/2024	CBSC FEE - SB1473	99 1001	10 2012	1.00
24-Jun	6/4/2024	29551	6/4/2024	UTILITY USERS TAX	99 1001	10 4025 00	581.05
24-Jun	6/4/2024	29552	6/4/2024	UTILITY USERS TAX	99 1001	10 4025 00	13,362.74
24-Jun	6/4/2024	29553	6/4/2024	UTILITY USERS TAX	99 1001	10 4025 00	3,035.37
24-Jun	6/4/2024	29554	6/4/2024	RENTAL INCOME	99 1001	10 4740 00	1,699.59
24-Jun	6/4/2024	29555	6/4/2024	COPS GRANT	99 1001	10 4069 08	8,333.33
24-Jun	6/4/2024	29556	6/4/2024	US BANK CAL CARD REBATE	99 1001	10 4736 00	266.54
24-Jun	6/4/2024	29557	6/4/2024	SALES TAX RECEIVED	99 1001	10 4030 00	376,931.54
24-Jun	6/4/2024	29558	6/4/2024	TRANSACTION/USE TAX	99 1001	10 4032 00	447,456.97
24-Jun	6/4/2024	29559	6/4/2024	SHORT TERM RENTAL INSPECTION FEE	99 1001	10 4164 06	197.00
24-Jun	6/4/2024	29560	6/4/2024	SHORT TERM RENTAL INSPECTION FEE	99 1001	10 4164 06	197.00
24-Jun	6/4/2024	29561	6/4/2024	SHORT TERM RENTAL INSPECTION FEE	99 1001	10 4164 06	197.00
24-Jun	6/4/2024	29562	6/4/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/4/2024	29563	6/4/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/4/2024	29564	6/4/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/4/2024	29565	6/4/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/4/2024	29566	6/4/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/4/2024	29567	6/4/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/4/2024	29568	6/4/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/4/2024	29569	6/4/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/4/2024	29570	6/4/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/4/2024	29571	6/4/2024	VEHICLE RELEASE	99 1001	10 4211 08	95.00
24-Jun	6/4/2024	29572	6/4/2024	VEHICLE RELEASE	99 1001	10 4211 08	95.00
24-Jun	6/4/2024	29573	6/4/2024	WEST END REVENUE	99 1001	10 4500 00	500.00
24-Jun	6/4/2024	29573	6/4/2024	WEST END REVENUE	99 1001	10 4500 00	100.00
24-Jun	6/4/2024	29574	6/4/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/4/2024	29575	6/4/2024	WEST END REVENUE	99 1001	10 4500 00	150.00

Period	Deposit/Posting Date	Receipt	Receipt Date	Description	Debit Acct	Credit Acct	Amount Paid
24-Jun	6/4/2024	29576	6/4/2024	WEST END REVENUE	99 1001	10 4500 00	100.00
24-Jun	6/4/2024	29577	6/4/2024	WEST END REVENUE	99 1001	10 4500 00	500.00
24-Jun	6/4/2024	29578	6/4/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/4/2024	29579	6/4/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/4/2024	29580	6/4/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/4/2024	29581	6/4/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/4/2024	29582	6/4/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/4/2024	29583	6/4/2024	ROAD MAINTENANCE & REHAB	99 1001	37 4306 11	845.30
24-Jun	6/4/2024	29584	6/4/2024	MISC	99 1001	10 5940 00	45.86
24-Jun	6/4/2024	29585	6/4/2024	BUSINESS LICENSE	99 1001	10 4055 00	803.60
24-Jun	6/4/2024	29586	6/4/2024	TOT TAX	99 1001	10 4034 00	1,070.40
24-Jun	6/27/2024	29587	6/10/2024	WEST END REVENUE	99 1001	10 4500 00	500.00
24-Jun	6/27/2024	29587	6/10/2024	WEST END REVENUE	99 1001	10 4500 00	100.00
24-Jun	6/27/2024	29588	6/10/2024	WEST END REVENUE	99 1001	10 4500 00	500.00
24-Jun	6/27/2024	29588	6/10/2024	WEST END REVENUE	99 1001	10 4500 00	100.00
24-Jun	6/27/2024	29589	6/13/2024	SIGN PERMIT # 24-0001	99 1001	10 4145 05	50.00
24-Jun	6/27/2024	29590	6/19/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/27/2024	29591	6/19/2024	TOT TAX	99 1001	10 4034 00	183.00
24-Jun	6/27/2024	29592	6/19/2024	TOT TAX	99 1001	10 4034 00	378.00
24-Jun	6/27/2024	29593	6/19/2024	TOT TAX	99 1001	10 4034 00	327.00
24-Jun	6/27/2024	29594	6/19/2024	TOT TAX	99 1001	10 4034 00	1,884.36
24-Jun	6/27/2024	29595	6/19/2024	UTILITY USERS TAX	99 1001	10 4025 00	0.88
24-Jun	6/27/2024	29596	6/19/2024	UTILITY USERS TAX	99 1001	10 4025 00	118.78
24-Jun	6/27/2024	29597	6/19/2024	UTILITY USERS TAX	99 1001	10 4025 00	145.91
24-Jun	6/27/2024	29598	6/19/2024	UTILITY USERS TAX	99 1001	10 4025 00	11.54
24-Jun	6/27/2024	29599	6/19/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/27/2024	29600	6/19/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/27/2024	29601	6/19/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/27/2024	29602	6/19/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/27/2024	29603	6/19/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/27/2024	29604	6/19/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/27/2024	29605	6/19/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/27/2024	29606	6/19/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/27/2024	29607	6/19/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/27/2024	29608	6/19/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/27/2024	29609	6/19/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/27/2024	29610	6/19/2024	SAND CITY PARKING	99 1001	10 4221 08	100.00
24-Jun	6/27/2024	29611	6/19/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/27/2024	29612	6/19/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/27/2024	29613	6/19/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/27/2024	29614	6/19/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/27/2024	29615	6/19/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/27/2024	29616	6/19/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/27/2024	29617	6/19/2024	POLICE REPORT 4560	99 1001	10 4560 08	10.00
24-Jun	6/27/2024	29618	6/19/2024	GAS TAX 2103	99 1001	31 4305 11	311.34
24-Jun	6/27/2024	29618	6/19/2024	GAS TAX - 2105 31	99 1001	31 4305 11	204.85
24-Jun	6/27/2024	29618	6/19/2024	GAS TAX - 2106 32	99 1001	31 4305 11	491.84
24-Jun	6/27/2024	29618	6/19/2024	GAS TAX - 2107 33	99 1001	31 4305 11	287.26
24-Jun	6/27/2024	29619	6/19/2024	MISC	99 1001	10 4730 00	400.00
24-Jun	6/27/2024	29620	6/19/2024	MISC	99 1001	10 4730 00	1.92
24-Jun	6/27/2024	29621	6/19/2024	COUNTY/TRAFFIC	99 1001	35 4205 11	52.82
24-Jun	6/27/2024	29621	6/19/2024	CRIMINAL PC1463/CITY FINES	99 1001	10 4210 08	293.90
24-Jun	6/27/2024	29621	6/19/2024	COUNTY/PROOF OF CORR	99 1001	35 4205 11	3.30
24-Jun	6/27/2024	29621	6/19/2024	1/2 TAX POLICE/PROP 172	99 1001	10 4330 08	42.77
24-Jun	6/27/2024	29621	6/19/2024	COUNTY/REV & RECOVERY	99 1001	10 4210 08	149.81
24-Jun	6/27/2024	29622	6/19/2024	SOUTH OF TIOGA REIMBURSEMENTS	99 1001	10 4530 00	5,801.25
24-Jun	6/27/2024	29623	6/19/2024	POLICE REPORT 4560	99 1001	10 4560 08	10.00
24-Jun	6/27/2024	29624	6/19/2024	ENGINEERING FEES	99 1001	10 4160 11	475.00
24-Jun	6/27/2024	29625	6/19/2024	BUSINESS LICENSE	99 1001	10 4055 00	14,285.82
24-Jun	6/27/2024	29625	6/19/2024	BUSINESS LICENSE CASP FEE	99 1001	10 4033 00	4.00
24-Jun	6/27/2024	29626	6/20/2024	WEST END REVENUE	99 1001	10 4500 00	150.00
24-Jun	6/27/2024	29627	6/24/2024	WEST END REVENUE	99 1001	10 4500 00	500.00
24-Jun	6/27/2024	29627	6/24/2024	WEST END REVENUE	99 1001	10 4500 00	100.00
24-Jun	6/27/2024	29628	6/27/2024	BUSINESS LICENSE	99 1001	10 4055 00	154.00
24-Jun	6/27/2024	29629	6/27/2024	TOT TAX	99 1001	10 4034 00	166.80
24-Jun	6/27/2024	29630	6/27/2024	UTILITY USERS TAX	99 1001	10 4025 00	0.33

Period	Deposit/Posting Date	Receipt	Receipt Date	Description	Debit Acct	Credit Acct	Amount Paid
24-Jun	6/27/2024	29631	6/27/2024	UTILITY USERS TAX	99 1001	10 4025 00	12,848.43
24-Jun	6/27/2024	29632	6/27/2024	UTILITY USERS TAX	99 1001	10 4025 00	594.62
24-Jun	6/27/2024	29633	6/27/2024	UTILITY USERS TAX	99 1001	10 4025 00	2,904.01
24-Jun	6/27/2024	29635	6/27/2024	ROAD MAINTENANCE & REHAB	99 1001	37 4306 11	878.47
24-Jun	6/27/2024	29636	6/27/2024	MISC	99 1001	10 4042 00	5,000.00
24-Jun	6/27/2024	29637	6/27/2024	BUILDING PERMIT 4115	99 1001	10 4115 06	2,000.00
24-Jun	6/27/2024	29638	6/27/2024	BUSINESS LICENSE	99 1001	10 4055 00	424.00
24-Jun	6/27/2024	29639	6/27/2024	BUSINESS LICENSE	99 1001	10 4055 00	378.01
24-Jun	6/27/2024	29641	6/27/2024	TRANSACTION/USE TAX	99 1001	10 4032 00	312,834.46
24-Jun	6/27/2024	29642	6/27/2024	TRANSACTION/USE TAX	99 1001	10 4032 00	168.31
24-Jun	6/27/2024	29643	6/27/2024	SALES TAX RECEIVED	99 1001	10 4030 00	216,352.92
24-Jun	6/27/2024	29644	6/27/2024	CALABRESE PARK COMPLETION	99 1001	10 4684 19	140,279.00
24-Jun	6/28/2024	29645	6/28/2024	TOT TAX	99 1001	10 4034 00	1,282.32
24-Jun	6/28/2024	29648	6/28/2024	ENGINEERING FEES	99 1001	10 4160 11	475.00
24-Jun	6/28/2024	29649	6/28/2024	PLAN CHECK FEE 4165	99 1001	10 4165 06	473.81
24-Jun	6/28/2024	29649	6/28/2024	BUILDING PERMIT 4115	99 1001	10 4115 06	728.94
24-Jun	6/28/2024	29649	6/28/2024	STRONG MOTION 2010	99 1001	10 2010	12.32
24-Jun	6/28/2024	29649	6/28/2024	CBSC FEE - SB1473	99 1001	10 2012	2.00
24-Jun	6/28/2024	29650	6/28/2024	SQUARE FEES	99 1001	10 2116	(104.56)
24-Jun	6/28/2024	29651	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/28/2024	29652	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/28/2024	29653	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/28/2024	29654	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/28/2024	29655	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/28/2024	29656	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/28/2024	29657	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	115.00
24-Jun	6/28/2024	29658	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/28/2024	29660	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	41.56
24-Jun	6/28/2024	29661	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	41.56
24-Jun	6/28/2024	29662	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	41.56
24-Jun	6/28/2024	29663	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	41.56
24-Jun	6/28/2024	29664	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	41.56
24-Jun	6/28/2024	29665	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	40.00
24-Jun	6/28/2024	29666	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	41.56
24-Jun	6/28/2024	29667	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	41.56
24-Jun	6/28/2024	29668	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	41.56
24-Jun	6/28/2024	29669	6/28/2024	SAND CITY PARKING	99 1001	10 4221 08	41.56
24-Jun	6/28/2024	29670	6/28/2024	SQUARE FEES	99 1001	10 2116	(30.98)
							<u>1,594,056.78</u>

City of Sand City
Month End Cash Disbursements Report
Report for 06-24

Period	Check Number	Check Date	Vendor # (Name)	Disc.Terms	Gross Amount	Net Amount	Check Description
24-Jun	39504	6/14/2024	ALT01 (ALTERNATOR AND STARTER EXCHANGE)		1,165.28	1,165.28	Automatic Generated Check
	39505	6/14/2024	AME10 (VESTIS)		718.4	718.4	Automatic Generated Check
	39506	6/14/2024	ATT05 (AT&T MOBILITY)		315.21	315.21	Automatic Generated Check
	39507	6/14/2024	AVA01 (AVAYA, INC)		227.07	227.07	Automatic Generated Check
	39508	6/14/2024	BCM01 (BCM ONE, INC.)		321.13	321.13	Automatic Generated Check
	39509	6/14/2024	BUS05 (JEFF BUSHNELL)		209.06	209.06	Automatic Generated Check
	39510	6/14/2024	CAL01 (CAL-AM WATER)		703.74	703.74	Automatic Generated Check
	39511	6/14/2024	CAL15 (CALIFORNIA CONSULTING, INC.)		4,250.00	4,250.00	Automatic Generated Check
	39512	6/14/2024	CBS02 (CANON SOLUTIONS AMERICA, INC.)		480.08	480.08	Automatic Generated Check
	39513	6/14/2024	COA07 (MONTEREY COUNTY WEEKLY)		1,916.75	1,916.75	Automatic Generated Check
	39514	6/14/2024	COM11 (COMCAST)		361.8	361.8	Automatic Generated Check
	39515	6/14/2024	COR04 (CORODATA SHREDDING, INC.)		61.75	61.75	Automatic Generated Check
	39516	6/14/2024	COR05 (CORODATA RECORDS MANAGEMENT)		56.45	56.45	Automatic Generated Check
	39517	6/14/2024	CSD01 (CALIFORNIA STATE DISBURSE UNIT)		385	385	Automatic Generated Check
	39518	6/14/2024	CYP04 (CYPRESS COAST FORD)		687.69	687.69	Automatic Generated Check
	39519	6/14/2024	GAT02 (HOPE SERVICES)		7,082.14	7,082.14	Automatic Generated Check
	39520	6/14/2024	GLA06 (RORY GLASS)		1,000.00	1,000.00	Automatic Generated Check
	39521	6/14/2024	GRE06 (GREEN VALLEY LANDSCAPE, INC)		800	800	Automatic Generated Check
	39522	6/14/2024	HAR06 (HARRIS & ASSOCIATES, INC.)		15,440.00	15,440.00	Automatic Generated Check
	39523	6/14/2024	HDL02 (HDL COMPANIES)		522	522	Automatic Generated Check
	39524	6/14/2024	HER01 (THE MONTEREY COUNTY HERALD)		1,746.84	1,746.84	Automatic Generated Check
	39525	6/14/2024	HOM01 (HOME DEPOT CREDIT SERVICE)		378.96	378.96	Automatic Generated Check
	39526	6/14/2024	ICM01 (ICMA)		960	960	Automatic Generated Check
	39527	6/14/2024	IWO01 (IWORQ SYSTEMS)		2,041.67	2,041.67	Automatic Generated Check
	39528	6/14/2024	MBT01 (MONTEREY BAY TECHNOLOGIES, INC.)		2,700.00	2,700.00	Automatic Generated Check
	39529	6/14/2024	MCB01 (MONTEREY COUNTY BUSINESS)		130	130	Automatic Generated Check
	39530	6/14/2024	MON04 (MONTEREY TIRE SERVICE, INC)		65.63	65.63	Automatic Generated Check
	39531	6/14/2024	MOU01 (MICHAEL MOUNT)		116.31	116.31	Automatic Generated Check
	39532	6/14/2024	MRW01 (MONTEREY ONE WATER)		276.46	276.46	Automatic Generated Check
	39533	6/14/2024	MRW02 (MRWMD)		203.5	203.5	Automatic Generated Check
	39534	6/14/2024	OFF03 (ODP BUSINESS SOLUTIONS)		186.39	186.39	Automatic Generated Check
	39535	6/14/2024	PBC01 (PITNEY BOWES)		581.43	581.43	Automatic Generated Check
	39536	6/14/2024	PET01 (PETTY CASH-CASHED BY SHAN NORTON)		200.3	200.3	Automatic Generated Check
	39537	6/14/2024	PGE01 (PACIFIC GAS & ELECTRIC)		3,647.74	3,647.74	Automatic Generated Check
	39538	6/14/2024	PUB01 (PUBLIC STORAGE)		1,006.00	1,006.00	Automatic Generated Check
	39539	6/14/2024	SAN01 (SAND CITY POLICE OFFICERS)		1,420.00	1,420.00	Automatic Generated Check
	39540	6/14/2024	SHA03 (SHAMROCK OFFICE SOLUTIONS)		30	30	Automatic Generated Check
	39541	6/14/2024	SLV01 (STEPHEN L. VAGNINI)		6,000.00	6,000.00	Automatic Generated Check
	39542	6/14/2024	SNO01 (SHANNON NORTON)		12.99	12.99	Automatic Generated Check
	39543	6/14/2024	STU02 (STURDY OIL COMPANY)		1,083.98	1,083.98	Automatic Generated Check
	39544	6/14/2024	WEE02 (BOB WEEMS)		266.27	266.27	Automatic Generated Check
	39545	6/14/2024	WOR04 (ONE WORKPLACE L. FERRARI)		4,566.22	4,566.22	Automatic Generated Check
	39546	6/27/2024	4LE01 (4LEAF, INC.)		5,082.50	5,082.50	Automatic Generated Check
	39547	6/27/2024	ALA04 (ALHAMBRA)		91.89	91.89	Automatic Generated Check
	39548	6/27/2024	ATT03 (A.T. & T.)		202.72	202.72	Automatic Generated Check
	39549	6/27/2024	ATT05 (AT&T MOBILITY)		429.55	429.55	Automatic Generated Check
	39550	6/27/2024	AVA02 (AVAYA FINANCIAL SERVICES)		908.26	908.26	Automatic Generated Check
	39551	6/27/2024	CAM03 (TALKING WALLS)		20,000.00	20,000.00	Automatic Generated Check
	39552	6/27/2024	CHA04 (CALIFORNIA HIGHWAY)		350	350	Automatic Generated Check
	39553	6/27/2024	COA07 (MONTEREY COUNTY WEEKLY)		204.75	204.75	Automatic Generated Check
	39554	6/27/2024	COM11 (COMCAST)		306.9	306.9	Automatic Generated Check
	39555	6/27/2024	COR01 (CORBIN WILLITS SYSTEMS)		276.53	276.53	Automatic Generated Check
	39556	6/27/2024	EMC02 (EMC PLANNING GROUP, INC.)		74,423.65	74,423.65	Automatic Generated Check
	39557	6/27/2024	GEM01 (JOHN C. GEMMA)		350	350	Automatic Generated Check
	39558	6/27/2024	GRA11 (GRANICUS, LLC)		5,857.00	5,857.00	Automatic Generated Check
	39559	6/27/2024	HAR06 (HARRIS & ASSOCIATES, INC.)		21,936.25	21,936.25	Automatic Generated Check
	39560	6/27/2024	HON01 (DAVID HONDA)		324.43	324.43	Automatic Generated Check
	39561	6/27/2024	HUM02 (HUMANA INSURANCE COMPANY)		4,522.68	4,522.68	Automatic Generated Check
	39562	6/27/2024	LIN01 (LINGO)		139.88	139.88	Automatic Generated Check
	39563	6/27/2024	MEY01 (MEYERS NAVE, CORPORATION)		28,317.55	28,317.55	Automatic Generated Check
	39564	6/27/2024	MOB02 (MCGRATH RENTCORP)		574.99	574.99	Automatic Generated Check
	39565	6/27/2024	NOR02 (VIBEKE NORGAARD)		499.6	499.6	Automatic Generated Check
	39566	6/27/2024	PET01 (PETTY CASH-CASHED BY SHAN NORTON)		165.8	165.8	Automatic Generated Check
	39567	6/27/2024	RIG01 (JOHN BREARTON)		2,628.75	2,628.75	Automatic Generated Check
	39568	6/27/2024	SHA03 (SHAMROCK OFFICE SOLUTIONS)		417.68	417.68	Automatic Generated Check
	39569	6/27/2024	SLV01 (STEPHEN L. VAGNINI)		3,050.00	3,050.00	Automatic Generated Check
	39570	6/27/2024	SNO01 (SHANNON NORTON)		154.96	154.96	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc.Terms	Gross Amount	Net Amount	Check Description
	39571	6/27/2024	SOF02 (ELIZABETH A. SOFER)		290.78	290.78	Automatic Generated Check
	39572	6/27/2024	SPC01 (SPCA)		368	368	Automatic Generated Check
	39573	6/27/2024	STA02 (KATY BAZURTO)		3,050.00	3,050.00	Automatic Generated Check
	39574	6/27/2024	STA03 (STAR SANITATION, LLC)		929.65	929.65	Automatic Generated Check
	39575	6/27/2024	STU02 (STURDY OIL COMPANY)		1,071.67	1,071.67	Automatic Generated Check
	39576	6/27/2024	SUN02 (SUN LIFE FINANCIAL)		933.92	933.92	Automatic Generated Check
	39577	6/27/2024	TEL01 (TELESPEX)		8,225.71	8,225.71	Automatic Generated Check
	39578	6/27/2024	USB01 (U.S. BANK CORP PAYMENT SYSTEMS)		12,949.98	12,949.98	Automatic Generated Check
	39579	6/27/2024	VER01 (VERIZON WIRELESS)		129.04	129.04	Automatic Generated Check
	39580	6/27/2024	ZUM01 (ZUMAR INDUSTRIES, INC.)		1,144.84	1,144.84	Automatic Generated Check
Total for Bank Account 1001 ----->					<u>264,634.15</u>	<u>264,634.15</u>	

Report Date: 07/25/24		SUCCESSOR AGENCY		Page.: 1
Run Date...: 07/25/24 11:30		Month End G/L Trial Balance - Detail in the Order of FUND		ID # GLTB
Run by.....: Devon Lazzarino		For All Accounts		CTL.: SUC
Beginning of.: June 1, 2024 (12-24) Thru Ending of.: June 30, 2024 (12-24)				

G/L Ctr	Account Cal.	No Fisci	Date	Jrnl	Line	Description	Debit	Credit
40	1005					Fiduciary Fund Tax Increment Account		
						Balance June 1, 2024 (12-24)	1,839,903.93	
Jun 2024	12-2024	06/05/24	04-00	0001		Invoices 06/05/24		371,681.50
Jun 2024	12-2024	06/06/24	03-00	0002		Hand Checks 06/06/24		372,225.25
Jun 2024	12-2024	06/06/24	03-00	0003		Rev. Checks 06/06/24	371,681.50	
Jun 2024	12-2024	07/10/24	03-00	0009		Hand Checks 07/10/24		2,956.42
Jun 2024	12-2024	07/23/24	00-00	0002		June Interest Successor Agency	5,969.85	
** Budget not Applicable **							Activity ---->	377,651.35 746,863.17
						Balance June 30, 2024 (12-24)	1,470,692.11	
.....								
40	1025					Fiduciary Fund 2008 TAX EXEMPT CD#69981148831		
						Balance June 1, 2024 (12-24)	535,050.30	
** Budget not Applicable **							Activity ---->	.00 .00
						Balance June 30, 2024 (12-24)	535,050.30	
.....								
40	1026					Fiduciary Fund 2008 TAX EXEMPT CD#53567157891		
						Balance June 1, 2024 (12-24)	540,471.43	
** Budget not Applicable **							Activity ---->	.00 .00
						Balance June 30, 2024 (12-24)	540,471.43	
.....								
40	1070					Fiduciary Fund 2008B RESERVE ACCOUNT		
						Balance June 1, 2024 (12-24)	216,039.34	
** Budget not Applicable **							Activity ---->	.00 .00
						Balance June 30, 2024 (12-24)	216,039.34	
.....								
40	1072					Fiduciary Fund 2008B Debt Service Fund		
						Balance June 1, 2024 (12-24)	1,511.78	

Report Date: 07/25/24		SUCCESSOR AGENCY		Page.: 2
Run Date...: 07/25/24 11:30		Month End G/L Trial Balance - Detail in the Order of FUND		ID # GLTB
Run by.....: Devon Lazzarino		For All Accounts		CTL.: SUC
Beginning of.: June 1, 2024 (12-24) Thru Ending of.: June 30, 2024 (12-24)				

G/L Account No	Description	Debit	Credit
Ctr Cal. Fisci Date Jrnl Line			
40 1072	Fiduciary Fund 2008B Debt Service Fund (Continues..)		
** Budget not Applicable **		Activity ----> .00	.00
	Balance June 30, 2024 (12-24)	1,511.78	
.....			
40 1085	Fiduciary Fund 2017 Debt Service Fund		
	Balance June 1, 2024 (12-24)	3.99	
** Budget not Applicable **		Activity ----> .00	.00
	Balance June 30, 2024 (12-24)	3.99	
.....			
40 1291	Fiduciary Fund Land		
	Balance June 1, 2024 (12-24)	1,100,000.26	
** Budget not Applicable **		Activity ----> .00	.00
	Balance June 30, 2024 (12-24)	1,100,000.26	
.....			
40 1293	Fiduciary Fund FURNITURE AND FIXTURES		
	Balance June 1, 2024 (12-24)	40,218.25	
** Budget not Applicable **		Activity ----> .00	.00
	Balance June 30, 2024 (12-24)	40,218.25	
.....			
40 1297	Fiduciary Fund SIGNS AND LANDSCAPING		
	Balance June 1, 2024 (12-24)	182,630.99	
** Budget not Applicable **		Activity ----> .00	.00
	Balance June 30, 2024 (12-24)	182,630.99	
.....			
40 1300	Fiduciary Fund ACCUMULATED DEPRECIATION		
	Balance June 1, 2024 (12-24)		222,849.24

47

Report Date: 07/25/24	SUCCESSOR AGENCY	Page.: 4
Run Date...: 07/25/24 11:30	Month End G/L Trial Balance - Detail in the Order of FUND	ID # GLTB
Run by.....: Devon Lazzarino	For All Accounts	CTL.: SUC
Beginning of.: June 1, 2024 (12-24) Thru Ending of.: June 30, 2024 (12-24)		

G/L Account No	Description	Debit	Credit
Ctr Cal. Fisci Date Jrnl Line			
40 2455	Fiduciary Fund LT ADVANCES FOR OPERAT EXPENSE (Continues..)		
** Budget not Applicable **		Activity ----> .00	.00
	Balance June 30, 2024 (12-24)		3,626,057.91
.....			
40 2460	Fiduciary Fund ADVANCES COP REIMBURSEMENTS		
	Balance June 1, 2024 (12-24)		1,454,766.42
** Budget not Applicable **		Activity ----> .00	.00
	Balance June 30, 2024 (12-24)		1,454,766.42
.....			
40 2485	Fiduciary Fund SERIES B BONDS		
	Balance June 1, 2024 (12-24)		210,000.00
** Budget not Applicable **		Activity ----> .00	.00
	Balance June 30, 2024 (12-24)		210,000.00
.....			
40 2490	Fiduciary Fund Refunding Bonds, Series 2017		
	Balance June 1, 2024 (12-24)		2,210,000.00
** Budget not Applicable **		Activity ----> .00	.00
	Balance June 30, 2024 (12-24)		2,210,000.00
.....			
40 3400	Fiduciary Fund Unappropriated Fund Balance		
	Balance June 1, 2024 (12-24)	11,178,162.24	
** Budget not Applicable **		Activity ----> .00	.00
	Balance June 30, 2024 (12-24)	11,178,162.24	
.....			
40 4007	Fiduciary Fund RPTTF		
	Balance June 1, 2024 (12-24)		696,150.00

Report Date: 07/25/24		SUCCESSOR AGENCY		Page.: 5	
Run Date...: 07/25/24 11:30		Month End G/L Trial Balance - Detail in the Order of FUND		ID # GLTB	
Run by.....: Devon Lazzarino		For All Accounts		CTL.: SUC	
		Beginning of.: June 1, 2024 (12-24)		Thru Ending of.: June 30, 2024 (12-24)	

G/L Account No	Ctr	Cal.	Fisc1	Date	Jrnl	Line	Description	Debit	Credit
40	4007						Fiduciary Fund RPTTF (Continues..)		
	Annual Budget			-1,391,368.00			Remaining Balance	-695,218.00	
							Activity ---->	.00	.00
							Balance June 30, 2024 (12-24)		696,150.00
40	4007	00					Fiduciary Fund RPTTF Non Department		
							Balance June 1, 2024 (12-24)		640,281.00
	Annual Budget			.00			Remaining Balance	640,281.00	
							Activity ---->	.00	.00
							Balance June 30, 2024 (12-24)		640,281.00
40	4450						Fiduciary Fund TAX INCR INTER		
							Balance June 1, 2024 (12-24)		21,778.44
	Jun 2024 12-2024	07/23/24	00-00				0001 June Interest Successor Agency		5,969.85
	Annual Budget			-13,444.00			Remaining Balance	14,304.29	
							Activity ---->	.00	5,969.85
							Balance June 30, 2024 (12-24)		27,748.29
40	4450	00					Fiduciary Fund TAX INCR INTER Non Department		
							Balance June 1, 2024 (12-24)		9,068.59
	Annual Budget			.00			Remaining Balance	9,068.59	
							Activity ---->	.00	.00
							Balance June 30, 2024 (12-24)		9,068.59
40	5415	03					Fiduciary Fund Finance Srvc Finance		
							Balance June 1, 2024 (12-24)	155,622.83	
	Jun 2024 12-2024	06/06/24	03-00				0004 Vendor RSG01 Invoice I011866H Line 0001		
							APRIL 2024 SUCCESSOR AGENCY SERVICES	543.75	

Report Date: 07/25/24		SUCCESSOR AGENCY				Page.: 6	
Run Date...: 07/25/24 11:30		Month End G/L Trial Balance - Detail in the Order of FUND				ID # GLTB	
Run by.....: Devon Lazzarino		For All Accounts				CTL.: SUC	
		Beginning of.: June 1, 2024		(12-24)		Thru Ending of.: June 30, 2024	
						(12-24)	
G/L	Account No						
Ctr	Cal.	Fisc	Date	Jrnl	Line	Description	Debit Credit
40	5415	03				Fiduciary Fund Finance Srvc Finance (Continues..)	
						RSG, INC.	
						Hand Check # 002296	
	Jun 2024	12-2024	07/10/24	03-00	0010	Vendor RSG01 Invoice I011970H Line 0001	205.00
						SUCCESSOR AGENCY SERVICES	
						RSG, INC.	
						Hand Check # 002299	
	Annual Budget		143,996.00			Remaining Balance	-12,375.58
						Activity ---->	748.75 .00
						Balance June 30, 2024 (12-24)	156,371.58
40	5545					Fiduciary Fund OUTSIDE COUNSEL	
						Balance June 1, 2024 (12-24)	6,831.00
	Annual Budget		.00			Remaining Balance	-6,831.00
						Activity ---->	.00 .00
						Balance June 30, 2024 (12-24)	6,831.00
40	5545	04				Fiduciary Fund OUTSIDE COUNSEL Attorney	
						Balance June 1, 2024 (12-24)	34,468.50
	Jun 2024	12-2024	06/05/24	04-00	0002	Vendor MEY01 Invoice 216766 Line 0001	7,159.50
						MARCH 2024- ATTORNEY SERVICES	
						MEYERS NAVE A PROFESSIONAL CORPORATION	
	Jun 2024	12-2024	06/06/24	03-00	0005	Vendor MEY01 Invoice 216766H Line 0001	7,159.50
						MARCH 2024 ATTORNEY SERVICES	
						MEYERS NAVE A PROFESSIONAL CORPORATION	
						Hand Check # 002297	
	Jun 2024	12-2024	06/06/24	03-00	0006	Vendor MEY01 Invoice 216766u Line 9000	7,159.50
	Jun 2024	12-2024	07/10/24	03-00	0011	Vendor MEY01 Invoice 217575H Line 0001	1,978.92
						APRIL 2024 SUCCESSOR AGENCY RDA LOAN	
						MEYERS NAVE A PROFESSIONAL CORPORATION	
						Hand Check # 002301	
	Jun 2024	12-2024	07/10/24	03-00	0012	Vendor MEY01 Invoice 218698H Line 0001	772.50
						MAY 2024 SUCCESSOR AGENCY RDA LOAN	
						MEYERS NAVE A PROFESSIONAL CORPORATION	
						Hand Check # 002300	
	Annual Budget		.00			Remaining Balance	-44,379.42
						Activity ---->	17,070.42 7,159.50
						Balance June 30, 2024 (12-24)	44,379.42

Beginning of.: June 1, 2024 (12-24) Thru Ending of.: June 30, 2024 (12-24)

G/L Ctr	Account Cal.	No Fisc1	Date	Jrnl	Line	Description	Debit	Credit
40	5777	00				Fiduciary Fund Seaside Settle Non Department		
						Balance June 1, 2024 (12-24)	.00	
	Jun 2024	12-2024	06/05/24	04-00	0003	Vendor CIT02 Invoice C40605 Line 0001 JULY 2023 & JAN 2024 JUDGEMENT PAYMENT CITY OF SEASIDE	364,522.00	
	Jun 2024	12-2024	06/06/24	03-00	0007	Vendor CIT02 Invoice C40605u Line 9000		364,522.00
	Jun 2024	12-2024	06/06/24	03-00	0008	Vendor CIT02 Invoice C40606H Line 0001 JULY 2023 & JAN 2024 SEASIDE SETTLEMENT CITY OF SEASIDE Hand Check # 002298	364,522.00	
	Annual Budget			.00		Remaining Balance -364,522.00 Activity ---->	729,044.00	364,522.00
						Balance June 30, 2024 (12-24)	364,522.00	
40	5980	03				Fiduciary Fund BANK CHARGES Finance		
						Balance June 1, 2024 (12-24)	12.00	
	Annual Budget			.00		Remaining Balance -12.00 Activity ---->	.00	.00
						Balance June 30, 2024 (12-24)	12.00	
40	6390					Fiduciary Fund Bond Expenses		
						Balance June 1, 2024 (12-24)	2,300.00	
	Annual Budget			3,400.00		Remaining Balance 1,100.00 Activity ---->	.00	.00
						Balance June 30, 2024 (12-24)	2,300.00	
40	6571					Fiduciary Fund 2017A Interest		
						Balance June 1, 2024 (12-24)	66,014.09	
	Annual Budget			82,009.00		Remaining Balance 15,994.91 Activity ---->	.00	.00
						Balance June 30, 2024 (12-24)	66,014.09	

**AGENDA ITEM
10A.**

**Approve a Resolution Amending Appendix
"A" to the City of Sand City's Conflict of
Interest Code Set Forth in Chapter 2.20 of
the Sand City Municipal Code**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Kerry Lindstrom, City Clerk
SUBJECT: Biennial Review of the City's Conflict of Interest Code and Consideration of Amendment
DATE: August 20, 2024

BACKGROUND/DISCUSSION:

The Political Reform Act requires every local governmental agency to review its Conflict of Interest code biennially, and to amend the Code when circumstances change, such as when new positions are created or duties of existing positions change. Cal. Gov. Code §§87306, 87306.5. A notice must be submitted to the reviewing body no later than October 1st of each year indicating whether or not an amendment is necessary.

The Political Reform Act (Cal. Gov. Code §81000 *et seq.*) prohibits a public official from using his or her official position to influence a governmental decision in which he or she had a financial interest. Every state and local agency must adopt a Conflict of Interest code that identifies all officials and employees within the agency who make governmental decisions based on the positions they hold. The individuals in the designated positions must disclose their financial interests as specified in the agency's conflict of interest code.

To assist in identifying potential conflicts of interests, the law requires public officials and employees in designated positions in a Conflict of Interest code to report their financial interests on a form called Statement of Economic Interests (Form 700). The Conflict of Interest codes and the Form 700 are fundamental tools in ensuring that officials are acting in the public's best interest and not their own.

It is legally required that an agency's conflict of interest code reflects the current structure of the agency and properly identifies all officials and employees who should be filing a Form 700. To ensure that the codes remain current and accurate, each local agency is required to review its Conflict of Interest code in even numbered years. The code reviewing body for the City of Sand City is the City Council. (SCMC 2.20.060). The City's Conflict of Interest code was last reviewed in September, 2020. In 2014, the Code was updated by Ordinance giving the Council the ability to approve future amendments by Resolution.

City Staff has reviewed the previous notice along with the disclosure categories for the designated positions and determined that an amendment was needed. The changes incorporated include an update to the current job titles and further deleting those titles that are presently no longer relevant to accurately reflect the City's current structure. Staff's

proposed amendments to Appendix A to the Conflict of Interest code are attached to this staff report at Attachment 1.

CEQA:

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

FISCAL IMPACT:

No fiscal impact is anticipated with the biennial review of the Conflict of Interest code.

RECOMMENDATION:

Staff recommends the Council approve the attached resolution amending Appendix A to Chapter 2.20 of the Sand City Municipal Code regarding identification of designated employees and disclosure categories.

ATTACHMENTS:

1. 2024 Local Agency Biennial Notice
2. Resolution
3. Appendix A

2024 Local Agency Biennial Notice

Name of Agency: City of Sand City
Mailing Address: 1 Pendergrass Way
Contact Person: Kerry Lindstrom, City Clerk Phone No. 831-394-3054
Email: klindstrom@sandcityca.org Alternate Email: cityclerk@sandcityca.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☒ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

**CITY OF SAND CITY
RESOLUTION SC ____, 2024**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAND CITY AMENDING
APPENDIX "A" TO THE CITY OF SAND CITY'S CONFLICT OF INTEREST CODE SET
FORTH IN CHAPTER 2.20 OF THE SAND CITY MUNICIPAL CODE**

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 *et seq*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes; and

WHEREAS, Chapter 2.20 of the Sand City Municipal Code incorporates by reference the Conflict of Interest Code adopted by the California Fair Political Practices Commission (FPPC) and set forth at 2 California Code of Regulations Section 18730; and

WHEREAS, the Political Reform Act, Cal. Gov. Code section 81000 *et seq.*, authorizes the City of Sand City ("City") to determine and designate positions required to file Statements of Economic Interest; and

WHEREAS, Appendix A to Chapter 2.20 of the Sand City Municipal Code ("Appendix A") contains a list of designated positions of officials, committee members, and employees of the City of Sand City who are required to file financial disclosure forms under the City's Conflict of Interest Code and sets forth the disclosure category for each such official, committee member, and employee; and

WHEREAS, Appendix A should be amended to reflect current staff positions in Sand City; and

WHEREAS, Sand City Municipal Code section 2.20.60 provides that Appendix A to Chapter 2.20 may be revised by Resolution of the City Council of Sand City; and

WHEREAS, this action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378, as it has no potential to cause a direct or reasonably foreseeable indirect physical change in the environment.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Sand City that:

1. Appendix "A" to Chapter 2.20 is hereby amended in its entirety as set forth in Attachment 1 to this resolution.
2. The City Clerk is hereby authorized to take all actions necessary to update Appendix A to Chapter 2.20 in accordance with this resolution.
3. The City Manager is hereby authorized to sign and verify the 2024 Local Agency Biennial Notice, Attachment 2.

PASSED AND ADOPTED by the City Council of the City of Sand City this ____ day of August, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

APPENDIX “A”

City of Sand City Conflict of Interest Code- 2024 Update

LIST OF DESIGNATED POSITIONS August 20, 2024

POSITION	DISCLOSURE
	CATEGORY
Mayor and Council Members	2,4
City Manager	2,4
City Attorney	2,4
Department: Administration	
City Clerk	1
Accounting Technician	1
Art Committee Members	1
	1
Consultants*	1
Finance Manager	1
Risk Manager/Human Resources	
Department: Planning & Inspection	
Director of Community Development	1
Building Official	1
Assistant Planner	1
City Planner	1
Consultants*	1
Design Review Committee (DRC) Members	1
Department: Police	
Police Chief	1
Police Sergeant	1
Police Records Administrative Analyst	1
Police Commander	1
Department: Public Works	
Public Works Manager	1
	1
Public Works City Engineer	1
Consultants*	1

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitations:

SAND CITY CODE

The City Manager or designee may determine in writing that a particular consultant although a “designated position” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination, identifiable through FPPC Form 805 (Agency Report of Consultants), shall include a description of the consultant’s firm name, address and brief description of the general purpose of the contract, and based upon that description, a statement of the extent of disclosure requirements. The City Manager or designee’s determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

(Res. 22-72 §1, adopted 9/20/22; Res. 20-60 §1, adopted 9/1/20; Ord. 19-01 §2; Res. 18-84, adopted 9/18/18)

**AGENDA ITEM
10B.**

**Approve a Resolution Adopting a List of
Projects for Fiscal Year 2024-25 Funded by
SB 1: The Road Repair and Accountability
Act of 2017**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Leon D. Gomez, P.E., City Engineer
SUBJECT: Approve a resolution adopting a list of projects for Fiscal Year 2024-25 funded by SB 1: the Road Repair and Accountability Act of 2017
DATE: August 20, 2024

BACKGROUND/DISCUSSION:

Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide. SB 1 includes accountability and transparency provisions to ensure that the residents of a given City or County are aware of the projects proposed for funding in their communities and which projects have been completed each Fiscal Year (FY).

In order to qualify and receive funding under the SB 1 program, the City of Sand City (City) must adopt by resolution, a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA) created by SB 1. The resolution must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the project's improvements.

The RMRA provides that local streets and roads funding be used for road maintenance and rehabilitation, safety projects, railroad grade separations, traffic control devices, complete street components that include active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project.

The City began receiving monthly apportionments under the SB 1 RMRA program in FY 2017-18. Table 1 below lists all of the apportionments the City has received since the inception of the program. The table includes the projected apportionments the City will receive in FY 2024-25.

Table 1: SB 1 RMRA Funding Apportionments by Fiscal Year

Fiscal Year	Program Year	Apportionments ¹
2017-18	1	\$2,250.06
2018-19	2	\$7,225.25

2019-20	3	\$6,876.00
2020-21	4	\$7,137.34
2021-22	5	\$7,718.22
2022-23	6	\$8,302.11
2023-24	7	\$7,133.57
Total		\$46,642.55
Payment for Calabrese Park Project		-\$31,207
Total Remaining		\$15,435.55
2024-25	8	\$9,738 (projected) ²
FY 24-25 Total (projected)		\$25,173.55

1 – Fiscal year apportionments are distributed monthly beginning in September and continue through August of the following year for a total of 12 disbursements. The total apportionments by FY were checked against the values provided by the California State Controller's Office (SCO).

2 – The amount projected for Fiscal Year 2024-25 is provided by California City Finance, a 3rd party contractor.

Historically, the City has elected to “bank” these funds for several years to apply them to an eligible project. As shown in Table 1 above, the total disbursements for FY 2023-24 equaled \$46,642.55. In FY 2023-24, the city used \$31,207 in SB 1 funds to pay for eligible expenses related to the Calabrese Park Improvement Project, leaving a remaining balance of \$15,435.55. The projected apportionments for FY 24-25 are \$9,738 for a total estimated banked amount of \$25,173.55.

City staff has identified a list of projects for FY 2024-25 to receive funding from the RMRA created by SB 1. The project locations are shown on **Exhibit A** and described as follows:

1. Stamped Asphalt Concrete (AC) Pavement Crosswalk Restoration: repair and/or restore existing stamped AC pavement crosswalks at various locations. The stamped AC pavement crosswalks provide high-visibility crossings that support pedestrians and bicyclists safely crossing the street and provide decorative elements to the streetscape.
2. Tioga Avenue at Sand Dunes Drive Re-striping: re-stripe existing pavement markings that have deteriorated to improve safety and visibility of pedestrians and bicyclists accessing the area.
3. Pendergrass Way and Ocean View Avenue Safety Improvements: new curb, gutter, sidewalk and crosswalks along Pendergrass Way and Ocean View Avenue to improve pedestrian safety and provide a connection to a future coastal access trail.

CEQA:

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

FISCAL IMPACT:

During FY 24-25 the City will have approximately \$25,173.55 in RMRA SB 1 funding that it will apply to one or more of the projects identified in the FY 2024-25 project list identified above.

When SB 1 RMRA funds are utilized for an eligible project, the City is required to perform annual reporting. Therefore, it should be anticipated that city staff and/or contract City Engineer time and effort will be required to prepare and submit the required reporting information.

RECOMMENDATION:

It is recommended that the city council approve a resolution adopting a list of projects for Fiscal Year 2024-25 funded by SB 1: the Road Repair and Accountability Act of 2017.

ATTACHMENTS:

1. Resolution
2. Exhibit A

**CITY OF SAND CITY
RESOLUTION SC _____, 2024**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY ADOPTING A LIST OF
PROJECTS FOR FISCAL YEAR 2024-25 FUNDED BY SB 1: THE ROAD REPAIR
AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Sand City (City) are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution, a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA) created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the RMRA provides that local streets and roads funding be used for road maintenance and rehabilitation, safety projects, railroad grade separations, traffic control devices, complete street components that include active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project; and

WHEREAS, the City will receive an estimated \$9,738 in projected revenues for RMRA funding in Fiscal Year (FY) 2024-25 from SB 1; and

WHEREAS, this is the 8th year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the travelling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/project list by conducting public surveys; and

WHEREAS, the City used a Pavement Management System and reviewed safety concerns at various intersections to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities' priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate streets/roads, realize safety improvements, and increase access and mobility for the public throughout the City; and

WHEREAS, the 2021 California Statewide Local Streets and Roads Needs Assessment identified the City's streets and roads in at-risk condition and this revenue will help the City increase the overall quality of our road system and over the next decade will improve the condition of the City's streets and roads; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials, and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE, BE IT HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Sand City, State of California, as follows:

- A. The foregoing recitals are true and correct.
- B. The following list of proposed projects will be funded in-part or solely with Fiscal Year 2024-25 Road Maintenance and Rehabilitation Account revenues and previously banked revenues:
 1. Stamped Asphalt Concrete (AC) Pavement Crosswalk Restoration: repair and/or restore existing stamped AC pavement crosswalks at various locations. The stamped AC pavement crosswalks provide high-visibility crossings that support pedestrians and bicyclists safely crossing the street and provide decorative elements to the streetscape.
 2. Tioga Avenue at Sand Dunes Drive Re-striping: re-stripe existing pavement markings that have deteriorated to improve safety and visibility of pedestrians and bicyclists accessing the area.
 3. Pendergrass Way and Ocean View Avenue Safety Improvements: new curb, gutter, sidewalk and crosswalks along Pendergrass Way and Ocean View Avenue to improve pedestrian safety and provide a connection to a future coastal access trail.

Project Location: various locations as shown on **Exhibit A**.

Estimated Project Schedule: April - June 2025.

Estimated Project Useful Life: 15-20 Years

PASSED AND ADOPTED, at a regular meeting of the City Council of the City of Sand City, this ____ day of August 2024 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

EXHIBIT A

FY 24-25 PROJECT LIST FOR RMRA SB 1



1. Stamped Asphalt Concrete (AC) Pavement Crosswalk Restoration: repair and/or restore existing stamped AC pavement crosswalks at various locations. The stamped AC pavement crosswalks provide high-visibility crossings that support pedestrians and bicyclists safely crossing the street and provide decorative elements to the streetscape.
2. Tioga Avenue at Sand Dunes Drive Re-striping: re-stripe existing pavement markings that have deteriorated to improve safety and visibility of pedestrians and bicyclists accessing the area.
3. Pendergrass Way and Ocean View Avenue Safety Improvements: new curb, gutter, sidewalk and crosswalks along Pendergrass Way and Ocean View Avenue to improve pedestrian safety and provide a connection to a future coastal access trail.

**AGENDA ITEM
10C.**

**Discussion Regarding Resolution
Establishing a Short-Term Rental Permit
Cap**



City of Sand City

STAFF REPORT

TO: Honorable Mayor and City Council
FROM: Vibeke Norgaard, City Manager
SUBJECT: Discussion Regarding Resolution Establishing a Short-Term Rental Permit Cap
DATE: August 20, 2024

BACKGROUND/DISCUSSION:

On August 16, 2022, the Council adopted an ordinance (SC 22-02) which established a process for permitting short term rentals ("STR's") operating in the City and authorized the City Council to establish a maximum number of STR's by setting a cap on the number of STR permits issued by the City by resolution. The Council also adopted a resolution on August 16, 2022 (SC 22-69) that set the cap at fifteen (15) short term rentals.

While originally there were fifteen (15) STRs in the City, there are currently thirteen (13) permitted STR's due to the sale of two properties. There are four properties on a waitlist for future STR permits.

When Council adopted the STR ordinance, it expressed a desire to limit the number of STR's in the City in order to allow for adequate housing for longer term residents. The consideration of the cap is therefore being brought back to you to decide whether you would like to direct staff to bring back a resolution to lower the cap on STR's in the City. The city receives transient occupancy tax in the amount of 12% of the rent of STRs. In FY 22/23 and 23/24, the revenue generated from the fifteen (15) STR's was a combined total of \$239,683.

CEQA:

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

FISCAL IMPACT:

Lowering the cap to thirteen (13) STR's would slightly negatively impact the revenue generated from STR's. It is not possible to determine the exact amount of revenue that would be lost by lowering the STR cap as the revenue generated by STR's depends on the amount charged for the STR and the number of nights it is rented out.

RECOMMENDATION:

This item is a discussion item for the Council to consider whether it desires to direct staff to bring back a resolution that amends the cap to lower it to thirteen (13). Staff would bring back the resolution at a future meeting.

ATTACHMENTS:

1. Prior Resolution SC 22-69.
2. Ordinance SC 22-02
3. 2021 Staff Report-Consideration of Short Term Rental Ordinance

**CITY OF SAND CITY
RESOLUTION SC 22-69, 2022**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAND CITY ESTABLISHING A
SHORT TERM RENTAL PERMIT CAP AND ADOPTING A SHORT-TERM RENTAL PERMIT
APPLICATION FEE AND INSPECTION FEE AND A SHORT-TERM RENTAL RENEWAL FEE
AND RESCINDING PRIOR RESOLUTION SC 22-58, 2022**

WHEREAS, on August 16, 2022, the City of Sand City Council adopted Ordinance SC 22-02 to adopt a process for permitting Short Term Rentals operating in the City; and

WHEREAS, whereas Ordinance SC 22-02 authorizes the City Council to establish a maximum number of Short-Term Rentals operating in the City by setting a cap on the number of Short-Term Rental Permits issued by the City; and

WHEREAS, the City Council desires to set the cap on the number of Short-Term Rental Permits issued by the City at fifteen (15); and

WHEREAS, Ordinance No. 2022-02 authorizes a Short-Term Rental Permit Application and Pre-Approval Inspection Fee and Short-Term Rental Renewal and Compliance Inspection Fee to defray the costs of the City to administer and enforce the Short-Term Rental rules; and

WHEREAS, the City desires to establish such fees in the amount of Six Hundred Thirty-Eight Dollars (\$638) for the Short-Term Rental Permit Application and Pre-Approval Inspection Fee, and in the amount of One Hundred Ninety-Seven Dollars (\$197) for the Short-Term Rental Renewal and Compliance Inspection Fee; and

WHEREAS, the proposed permit fees that are the subject of this Resolution were considered by the City Council at a meeting on August 16, 2022, at which interested persons were afforded an opportunity to be heard on such proposed fees; and

WHEREAS, after receiving the evidence and any testimony presented at the meeting, the City Council found that the fees established by this Resolution do not exceed the estimated reasonable costs of providing the services for which the fees are charged.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Sand City hereby rescinds Resolution SC 22-58.

BE IT FURTHER RESOLVED, that the City Council of Sand City establishes that the number of valid Short-Term Rental Permits issued by the City at any one time shall not exceed fifteen (15).

BE IT FURTHER RESOLVED, that the City Council of Sand City approves the Short-Term Rental Permit Application and Pre-Approval Inspection Fee in the amount of \$638.

BE IT FURTHER RESOLVED, that the City Council of Sand City approves the Short-Term Rental Renewal and Compliance Inspection Fee in the amount of \$197.

Resolution SC 22-69, 2022

PASSED AND ADOPTED, at a regular meeting of the City Council of the City of Sand City, this 16th day of August, 2022 by the following votes:

AYES: Council Members Blackwelder, Carbone, Sofer, Hawthorne
NOES: None
ABSENT: Council Member Cruz
ABSTAIN: None

APPROVED:



Mary Ann Carbone, Mayor

ATTEST:



Connie Horca, City Clerk

CITY OF SAND CITY

ORDINANCE NO. 22-02, 2022

AN ORDINANCE OF THE CITY OF SAND CITY AMENDING TITLE 5 OF THE SAND CITY MUNICIPAL CODE BY ADDING CHAPTER 20 “STANDARDS, PROCEDURES, AND FEES FOR SHORT TERM RENTALS OF PROPERTIES IN SAND CITY”

WHEREAS, the City Council of the City of Sand City (“City”) is aware of an unknown number of residential properties in the City operating as Short-Term Rental units; and

WHEREAS, many of the Short-Term Rental units do not currently collect Transient Occupancy Tax as required under the City’s Municipal Code; and

WHEREAS, the City currently has no comprehensive regulation of Short-Term Rentals to ensure the operation and use are compliant with building codes and health and safety regulations; and

WHEREAS, Short-Term Rentals may adversely affect the residential character of the neighborhood, generate noise, vibration, glare, odors, excessive foot traffic, excessive or illegal parking, or other effects that unreasonably interfere with any person’s reasonable enjoyment of his or her residence; and

WHEREAS, the City Council finds and determines that regulating operations of Short-Term Rentals in compliance with this Ordinance is a matter of City-wide importance and necessary for the preservation of the public peace, health, safety, and/or welfare of the community and is a valid exercise of the local police power and in accord with the public purposes and provisions of applicable State and local laws and requirements.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAND CITY that the Sand City Municipal Code is hereby amended to add Chapter 5.20 “Standards, Procedures, and Fees for Short Term Rentals” in its entirety as follows:

Chapter 5.20 “Standards, Procedures, and Fees for Short Term Rentals

“5.20.010 Purpose and Intent

This Chapter authorizes short-term rental use of a dwelling unit for remuneration for less than thirty (30) consecutive days and establishes short-term rental permit requirements and limitations. This Chapter also sets regulations to enforce these requirements and limitations and collection and payment of fees and transient occupancy tax (“TOT”). For purposes of this Chapter, a short-term rental is intended to meet the definition of “Hotel” found in Section 3.24.020 of the Sand City Municipal Code.

5.20.020 Prohibition of Transient Use

The transient use or short-term rental of residential property by any owner, representative, responsible tenant, person acting as an agent, real estate broker, real estate sales agent, property manager, reservation service, or anyone who otherwise uses, arranges, or negotiates for the use of residential property for remuneration is prohibited, except as otherwise expressly permitted by this Chapter, and for which a short-term license is issued under this Chapter. The short-term rental of residential property without a license is a violation of this Chapter and enforced under Chapter 1.18 of the Sand City Municipal Code.

5.20.030 Definitions

“Advertising” means signs, circulars, cards, telephone books, newspapers, magazines, posters, email, mobile applications, television, radio, internet websites, social media, or any other representation implying or stating that a property is available for short-term rental use.

“Affordable Housing unit” means any property qualifying for affordable housing cost under Health & Safety Code § 50052.5.

“City Manager” means the City Manager of the City of Sand City or his or her designee.

“Host” means an owner or entity that rents out a Hosted rental to third parties for short-term rental use.

“Hosted rental” means a home-sharing activity whereby a portion of a primary residence is rented.

“Hosting platform” means a marketplace in whatever form or format that facilitates the short-term rental activity through advertising, match-making, or any other means, using any medium of facilitation, and from which the operator of the hosting platform derives revenues, including booking fees or advertising revenues, from providing or maintaining the marketplace.

“Occupant” means any person who is on or in a short-term rental property other than service providers or the Owner, whether or not the person stays overnight.

“Owner” means the person(s) or entity(ies) that hold legal or equitable title to a dwelling.

“Short-term rental” or “STR” means a privately owned residential dwelling, such as but not limited to a single-family detached or multiple family attached dwelling, apartment house, condominium, cooperative apartment, duplex, mobile home on permanent foundation, or a manufactured home on permanent foundation, or any portion of such dwellings, rented for occupancy for dwelling, lodging or sleeping purposes for any period of thirty (30) consecutive days or less. Short-term rentals include Hosted and Un-hosted rentals.

“Short-term rental use” or “short-term occupancy” means the use, by any person, of residential property for transient lodging where the term of occupancy, possession, or tenancy of the

property by the person entitled to such occupancy, possession, or tenancy is less than thirty (30) consecutive calendar days.

“Short-term Rental Permit” or “STR Permit” shall authorize the short-term rental use of an entire dwelling unit.

“Short-term Rental Permit Cap” or “Cap” means the maximum number of Short-Term Rental Permits allowed to be issued under this Chapter.

“Short-Term Rental Permit Waitlist” or “Waitlist” means the list on which applications will be placed by the Planning Department when the number of permits issued by the City exceeds the Cap, and which will be used when permits for issuance become available.

“Short-term rental site manager” or “Site Manager” means the representative of the person or entity that owns a Short-term rental.

“Un-hosted rental” means a home-sharing activity whereby the Host remains off-site during the Occupant’s stay.

5.20.040 Short-Term Rental Regulations

A. Short-Term Rentals shall not adversely affect the residential character of the neighborhood, nor shall the use generate noise, vibration, glare, odors, excessive foot traffic, excessive or illegal parking, or other effects that unreasonably interfere with any person’s reasonable enjoyment of his or her residence.

B. It shall be unlawful for any person to advertise, undertake, maintain, authorize, book, or facilitate any renting to a transient Occupant on a Hosting Platform or otherwise, without first procuring and remaining in compliance with all conditions of a valid STR permit and any other requirement of this Chapter.

C. No person shall advertise or rent any STR without a City issued STR Permit number depicted in a visible location on the advertisement, including any listing on a Hosting Platform. No advertising of the STR is permitted on site.

D. STRs shall not be occupied by more than two (2) Occupants per bedroom plus a total of two (2) additional Occupants at one time. Except as otherwise prohibited by law, the maximum occupancy set forth in this section may be reduced in order to provide sufficient paved parking for Occupants. Sufficient paved parking means that there shall be one (1) paved parking space available at the property for every two (2) occupants sixteen (16) years of age or older.

E. All STRs shall have bathroom facilities accessible to Occupants.

F. Events, parties, or group gatherings in excess of the occupancy limit set in Section 5.20.040 D of the Sand City Municipal Code, including but not limited to weddings, banquets, and corporate events, are prohibited as part of any Short-Term Rental use.

G. No signs shall be posted on the exterior of the dwelling or on the property advertising the Short-Term Rental use.

H. No person shall offer or engage in a Short-Term Rental in any part of the property not approved for residential use, including but not limited to a vehicle parked on the property, a storage shed, shipping container, trailer, mobile home, garage, or temporary structure such as a tent or yurt.

I. Affordable housing units and/or workforce housing units shall not be eligible for a STR Permit.

J. Each Host must either act as or appoint a Short-Term Rental Site Manager who shall be on call 24/7, including holidays, when an occupant is renting the Short-Term Rental unit, to manage the Short-Term Rental unit and who shall respond to reported issues, contact the tenants regarding complaints received, and/or be physically present at the Short-Term Rental unit to address reported concerns.

K. Each Host or STR Site Manager shall respond within thirty (30) minutes from the time of notification of any issue to address concerns or complaints pertaining to, but not limited to: unreasonable use of the STR property, unreasonable noise or disturbance, disorderly or unlawful conduct, overcrowding of the STR unit, or any other requirement or limit in this Chapter or in the City's administrative policies and procedures.

L. Each Host or STR Site Manager must inform at least (1) responsible Short-Term Rental occupant regarding occupancy, parking, noise, trash collection schedules, and any other requirements or limits in this Chapter or in the City's administrative policies and procedures.

M. Each Host shall post a City-issued placard in a location visible at the front entrance. The placard shall prominently display the Site Manager's contact information, the STR Permit number, and occupancy limits. It shall be the responsibility of the Host to immediately notify the City and obtain an updated placard whenever there is a change in contact information or a change in any material fact upon which the STR Permit was issued.

N. Each Host shall maintain a valid STR Permit at all times and shall agree to collect and remit TOT (as described by Chapter 3.24 of the Sand City Municipal Code) on all gross receipts from Short-Term Rental use of the property.

O. Each Host shall sign an indemnification and hold harmless agreement in a form approved by the City Attorney, agreeing to indemnify, save, protect, hold harmless, and defend the City of Sand City, the City Council of City of Sand City, individually and collectively, and the City of Sand City representatives, officers, officials, employees, agents, and volunteers from any claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of action, losses, liabilities, or costs received, incurred, or accrued as a result of, or arising out of the Host's or Site Manager's actions or inaction in the operation, occupancy, use, and/or maintenance of the STR.

P. Transient Occupancy Tax (TOT) shall be assessed for Short-Term Rentals under Chapter 3.24 of the Sand City Municipal Code.

5.20.050 Short-Term Rental Permit Application Requirements

To obtain a STR Permit, the STR Owner shall apply on forms provided by the City. Short-Term Rental Permit applications shall comply with all the terms, conditions, and requirements of this Chapter, including:

A. A STR permit application shall be in the name of the Owner of the real property proposed to be rented under this Chapter.

B. A STR shall be non-transferable, shall not run with the land, and shall be valid only at the site described in the application.

C. Each STR Permit application shall be signed by the Owner and include the following information:

1. Address of the Short-Term Rental unit.
2. Name, address, phone, and email contact information of the Owner of the Short-Term Rental unit.
3. Name and phone number of the Site Manager whose contact information is to be placed on a placard to be posted within the Short-Term Rental under Section 5.20.040 M of this Chapter.
4. A floor plan and site plan which shows the proposed use of each room in each building and structure.
5. Maximum occupancy of the Short-Term Rental Unit.
6. Number of paved parking spaces on the property.
7. A declaration that any applicable covenants, conditions, and restrictions are consistent with and would not prohibit issuance of a Short-Term Rental Permit for the proposed property.
8. Proof that the City has verified smoke and carbon monoxide alarms are installed and fire extinguishers and inaccessible locations.

D. Every application for a STR Permit shall be accompanied by the STR Permit Application Fee and Inspection Fee in the amounts established by resolution of the City Council.

E. The Director of the Planning Department, or his or her designee, shall inspect all properties in all STR Permit applications, including renewal applications before issuing a permit.

STR Permit applicants may have to make improvements or changes to the proposed STR property to ensure that the proposed STR property conforms with all plan area statements and building code standards that were in effect at the time of construction of the STR property and that no health and safety violations are present at the STR property.

F. The City Manager may deny an application for a STR Permit for any of the following reasons:

1. The application is incomplete or the full application fee has not been paid;
2. The application contains a false or misleading statement or omission of material fact;
3. The dwelling is subject to an enforcement action under any provision of the Sand City Municipal Code;
4. The applicant is delinquent on any payment to the City of any fees, penalties, taxes, or any other monies related to the property;
5. Within twenty-four (24) months of application, the applicant had a Short-Term Rental Permit revoked at the property subject to the application or any other property in the City;
6. The operation of a Short-Term Rental at the dwelling is a threat to the public health, safety, or welfare;
7. The number of Short-Term Rental Permits issued by the City has reached the Cap; and/or
8. Inspection of the Short-Term Rental property has shown that the proposed Short-Term Rental property does not conform with all plan area statements and building code standards that were in effect at time of construction of the Short-Term Rental property or that health and safety violations are present at the Short-Term Rental property that threaten the wellbeing of Occupants, neighbors or the community.

5.20.060 Short-Term Rental Permit Selection Process

A. The Cap shall be set and amended by resolution of the City Council.

B. All persons or entities interested in operating a STR may pay the application fee and apply for a STR Permit.

C. The filing date of the Short-Term Rental Permit application shall be the date when the Director of Planning officially received the last submission of information, payment, or materials required by subsections C and D of Section 5.20.050 of the Sand City Municipal Code. If the

Director of the Planning Department, or his or her designee, determines an application submittal is incomplete, a Short-Term Rental Permit applicant shall be notified of such incompleteness within thirty (30) calendar days of receipt of the Short-Term Rental Permit application by the Planning Department. If the Director of the Planning Department does not receive a complete application within an additional thirty (30) days after notification, the application shall be deemed abandoned and shall not be reviewed, and the applicant will not be placed on the Short-Term Rental Permit Waitlist.

D. All Short-Term Rental Permit applications, which have been deemed complete by the Director of the Planning Department, shall be placed on the Short-Term Rental Waitlist in the order of the application's filing date. Short-Term Rental Permit applications shall only be reviewed by the Development Services Director in the order of ranking as established by the Short-Term Rental Waitlist.

E. Upon the effective date of the Ordinance codified in this Section, any person or entity operating a Short-Term Rental within one year of and before March 1, 2022, shall have sixty (60) days from the effective date of the Ordinance to submit a Short-Term Rental Permit application in conformance with Section 5.20.050 of the Sand City Municipal Code to establish priority on the Short-Term Rental Waitlist. Short-Term Rental Permit applications submitted within sixty (60) days of the effective date of the Ordinance shall be deemed incomplete unless accompanied by all TOT required to be remitted to the City by the applicant from the six (6) months prior to the date the application is received by the City. For sixty (60) days from the effective date of the Ordinance, only Short-Term Rental Permit applications from persons or entities operating a Short-Term Rental within one year of and before March 1, 2022, will be accepted. Upon the expiration of this sixty (60) day period, all other persons or entities may submit a Short-Term Rental Permit application.

F. The Director of the Planning Department shall review Short-Term Rental Permit applications and inspect Short-Term Rental properties in the order received until all applications on the Short-Term Rental Permit Waitlist have been reviewed or until the City determines the Cap has been reached.

5.20.070 Expiration and Renewal of Short-Term Rental Permits

A. A STR Permit shall expire one (1) year from issuance.

B. STR Permits must be renewed annually before expiration by filing a renewal application accompanied by the renewal fee (as established by resolution of the City Council) and the Inspection fee with the Director of the Planning Department.

C. If a timely renewal application is filed, the STR Permit shall not expire until the date that the Director of the Planning Department approves or denies the renewal application. If a timely renewal application is not filed, the STR Permit shall expire and shall be considered null and void.

D. A STR may not be renewed if the STR Host does not meet the renewal requirements, including:

1. The timely filing of a renewal application;
2. payment of the renewal fee;
3. payment of the inspection fee;
4. payment of the business license tax as described more fully in Chapter 5.04 of the Sand City Municipal Code.
5. the Host is deemed to have substantially conformed with this Chapter for the preceding year;
6. the Host documents and provides any changes that have occurred to the information in the current STR Permit or application; and
7. completion of a rental inspection as described in this Chapter; and
8. remittance of TOTs due from the STR use of the property.

5.20.080 Revocation of Short-Term Rental Permit

A. A STR Permit issued under the terms of this Chapter may be revoked by the Director of the Planning Department at any time if he or she concludes any of the following:

1. The Host or property owner is not current on TOTs and has not paid all said taxes to the City in full by the date upon which said taxes became due.
2. There have been two (2) or more upheld citations for violations of the City Municipal Code which citations were issued during two (2) separate events and/or calls for service for violations of the City Municipal Code at the Short-Term Rental Unit, on two (2) different dates within any twenty-four (24) month period. For purposes of this Section, upheld citations means citations, which were neither overturned on appeal nor dismissed.
3. Any event occurs at a Short-Term Rental property in which charges for criminal activity are filed by the Monterey County District Attorney against an Occupant of the Short-Term Rental property.
4. The Host submitted a Short-Term Rental Permit Application containing a material misrepresentation or omission of a material fact.
5. There has been a transfer or attempt to transfer a STR Permit to another person, entity, or property.

6. A change occurs in any material fact upon which the STR Permit was issued where the change was not reported to the City within fourteen (14) days.
7. The Host failed to timely respond to two (2) complaints pertaining to any of the following: unreasonable use of the Short-Term Rental property, unreasonable noise or disturbance, disorderly or unlawful conduct, overcrowding of the Short-Term Rental unit, or any other requirement or limit in this Chapter.
8. The Host fails to post and maintain a City-issued placard in a location visible at the front entrance displaying the Short-Term Rental Host's contact information, the Short-Term Rental Permit number, and occupancy limits or advertises the Short-Term Rental without identifying the STR Permit number.

5.20.090 Enforcement

- A. Any use or condition caused or permitted to exist in violation of this article shall be and is declared a public nuisance and may be summarily abated by the City under Code of Civil Procedure Section 731, Sand City Municipal Code Section 1.16.010, or any other remedy available to the City.
- B. Any use or condition caused or permitted to exist in violation of any provision of this Chapter shall be charged as a misdemeanor pursuant to Section 1.16.020 of the Sand City Municipal Code.
- C. Where a Short-Term Rental Host or Site Manager of the Short-Term Rental alone reports a violation of any provision of this Article, which violation was caused or permitted to exist by the Short-Term Rental occupants, the City shall not issue a citation to said Short-Term Rental Host or Site Manager and shall only issue a citation, where warranted, to the occupants.
- D. Owners or their agents found operating a Short-Term Rental without a permit after October 31, 2022 shall be fined according to a schedule established by resolution of the City Council.

5.20.100 Hearing and Appeal of Denial or Revocation

- A. Any person denied a Short-Term Rental Permit, or any person whose Short-Term Rental Permit has been revoked may request a hearing from the City Attorney. The request for a hearing must be in writing and must be made within ten (10) calendar days from the decision denying or revoking the Short-Term Rental Permit. Upon receiving a written request for a hearing, the City Attorney or his/her delegate shall set the matter for a hearing within twenty-one (21) days thereafter and shall set forth in writing and send to the applicant or permittee by registered mail, certified mail, or hand delivery, notice of the date, time, and place of the hearing at least five (5) days before the hearing date. The hearing shall be conducted to determine the existence of any facts which constitute grounds for the denial or revocation of a Short-Term Rental Permit. The hearing shall be conducted by a hearing officer, appointed by the City

Attorney. The applicant or permittee may have the assistance of counsel or may appear by counsel and may present evidence. If the applicant or permittee fails to appear at the hearing, the evidence or the existence of facts which constitute grounds for denial or revocation of the license or permit shall be considered un rebutted. A copy of the decision of the Hearing Officer specifying findings of fact and the reasons for the decision shall be furnished to the applicant or licensee. The Hearing Officer shall inform the Party against whom the decision is rendered of his or her right of appeal under Section 5.20.100.C of the Sand City Municipal Code.

B. The effect of a decision by the Hearing Officer shall be stayed while an appeal to the City Council is pending or until the time for filing such appeal has expired. If an appeal is not timely filed, the decision of the Hearing Officer shall be final.

C. Within ten (10) days after receipt of the decision of the Hearing Officer, any Party affected by the decision may file with the City Clerk a written request for a public hearing before the City Council. Upon filing such a request, the City Clerk shall within twenty-one (21) days thereafter set the matter for a hearing and shall notify the applicant of the date, time, and place of such hearing at least five (5) days before the hearing date. At the hearing, any person may present evidence opposing, or in support of, appellant's case. At the conclusion of the hearing, the City Council shall either grant or deny the appeal. The decision of the City Council shall be final.

5.20.110 No Property Rights Conferred

Short-Term Rental Permits shall not be construed as providing property rights or vested interests and entitlements in continued operation of a Short-Term Rental. Short-Term Rental Permits are revocable licenses, which expire annually.

5.20.120 Fees

The City Council may establish and set by resolution all fees and charges as may be necessary to effectuate the purpose of this Chapter.

5.20.130 Administration

The City Manager, or designee, shall have the authority to establish administrative rules and regulations consistent with this Chapter for interpreting, clarifying, carrying out, furthering, and enforcing the requirements and provisions of this Chapter.

5.20.140 Severability

If any provision or clause of this Chapter or the application thereof to any person or circumstances is held to be unconstitutional or to be otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect other section provisions or clauses or applications, and to this end, the provisions, sections, and clauses of this ordinance are declared to be severable."

SECTION 3. CEQA DETERMINATION. This Ordinance is exempt from the California Environmental Quality Act ("CEQA") under the general rule under Guidelines section 15061(b)(3) because CEQA only applies to projects that have the potential for causing a significant effect on the environment and the Ordinance does not involve a commitment to any specific project that may cause a potentially significant physical effect on the environment.

SECTION 4. EFFECTIVE DATE. This Ordinance shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

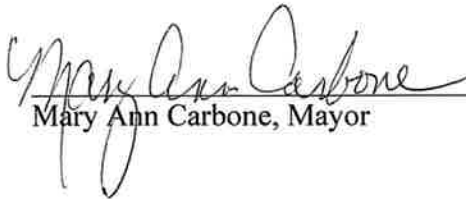
SECTION 5. PUBLICATION. At least two (2) days prior to its final adoption, copies of this Ordinance shall be posted in at least three (3) prominent and distinct locations in the City; and a notice shall be published once in the Monterey Herald, the official newspaper of the City of Sand City, setting forth the title of this Ordinance, the date of its introduction and the places where this ordinance is posted.

SECTION 5. CODIFICATION. The City Clerk is hereby authorized and directed to codify the provisions of this Ordinance into the Sand City Municipal Code.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Sand City held on this 16th, day of August, 2022 by the following vote:

AYES: Councilmembers Blackwelder, Carbone, Sofer, Hawthorne
NOES: None
ABSENT: Councilmember Cruz
ABSTAIN: None

APPROVED:



Mary Ann Carbone, Mayor

ATTEST:



Connie Horca, City Clerk



City of Sand City

Agenda
Item

8E

Staff Report

TO: Honorable Mayor and City Council Members
FROM: Vibeke Norgaard, City Attorney
DATE: May 20, 2021 (For June 1, 2021 City Council meeting)
SUBJECT: Consideration of Short Term Rental Ordinance

Discussion/Background:

At a City Council meeting on April 20, 2021, the City Council directed City staff to review the rules and regulations regarding short term rentals (rentals for less than 30 days) ("STRs") in other local jurisdictions. Sand City currently has no restrictions on the ability of property owners to rent property for less than thirty days, except for those recently imposed on accessory dwelling units.

Sand City does have a transient use tax ordinance ("TOT Ordinance") which can be applied to short term rentals. The City's TOT Ordinance imposes a 12% tax on the rent charged for the privilege of occupancy by a "transient" in any "hotel". A "hotel" is defined in the ordinance as "any structure or any portion of any structure which is occupied ... by transients for ... lodging or sleeping purposes, and includes any ... lodging house, rooming house, apartment house ...". A "transient" is defined as "any person who exercises occupancy ... for a period of thirty (30) consecutive calendar days or less...". (SCMC Chapter 3.24).¹

There are 11 known STRs in Sand City according to the attached map prepared by the City Manager (Exhibit A). None of them currently pay TOT to the City. A quick search on vacation home rental sites Airbnb.com and Vrbo.com found three STRs with rental prices range from \$290 to \$895 per night.

¹ The City's TOT ordinance excludes timeshares -- a shared ownership model of vacation real estate in which multiple purchasers own allotments of usage, typically in one-week increments, in the same property. The definition of time share is set forth in Cal. Business & Prof Code § 11212. For avoidance of doubt, any ordinance adopted by Council should include an express requirement that the City's TOT ordinance apply to short term rentals.

Benefits of allowing short term rentals in Sand City:

STRs can provide an important visitor-serving function. They allow groups and families a more convenient, and sometimes less costly, option for overnight accommodations near the beach and shoreline. This is perhaps especially valuable in Sand City which currently lacks other overnight options. Although some of the listed rentals found in Sand City are rented at a very high nightly rate, STRs can provide more affordable access – especially for families which might otherwise be required to rent several hotel rooms. An STR also can provide cost savings to families in that families can prepare food in the STR instead of dining out. STRs can become a source of income to the City due to Sand City's TOT Ordinance described above.

Drawbacks to allowing short term rentals in Sand City:

STRs can raise a range of local issues. Residents often have concerns that such rentals lead to localized problems -- such as noise, on-street parking, and garbage issues -- that can negatively impact them. Residents typically like to know who their neighbors are, which creates an environment of community. In addition there may be concerns regarding the availability of housing in Sand City, as well as a need to protect Sand City's special community character as an area for artists to reside. STRs can result in a decrease in available rental units for longer term residents, thus exacerbating the problem of lack of housing in California. There is also a cost to the City to manage a STR program (although there is also a cost to enforce a ban on STR).

The City has received some complaints from residents regarding STR's. One such complaint was concerned that STRs were depleting the housing market of affordable homes and "inviting strangers into family neighborhoods" during the pandemic.

Other Local Jurisdictions' Ordinances:

The approaches taken by other Monterey Peninsula cities vary from restricting the ability of property owners to short term rent their properties outright to allowing STRs with certain restrictions. Here is a very broad-strokes summary of those jurisdictions' rules:

Seaside:

In 2018 the City of Seaside adopted regulations to allow STRs. The City ordinance distinguishes between "hosted" STRs (in which the owner is present during the rental) and "non-hosted" STRs (in which the entire property is rented out without the owner present). The City allows an unlimited number of "hosted" STRs. Licenses are issued for "non-hosted" STRs but only to operators who provide proof that they were already operating a STR for a year prior to April 2018. The City issues STR licenses and requires an initial inspection fee of \$261 for each site. Operators can pay TOT online through the City's website. The sites are required to pass a City Building & Code Enforcement STR Inspection and agree to abide by all short term rentals rules,

as well as other City regulations (noise, trash, parking, building safety, etc.). (Seaside Municipal code §17.52.251).

Del Rey Oaks:

The City of Del Rey Oaks allows STRs with a one-year license and certain restrictions. The license fees are \$250.00 for a rental that is shared with the owner (such as just renting a room), and \$500.00 for a whole home rental. STRs are limited to no more than two guests per bedroom plus a total of two additional guests at one time. Events, parties, or group gatherings, such as weddings, banquets, and corporate events, are prohibited from occurring as part of any STR use. STRs are not allowed in any part of a property not approved for residential use, such as a vehicle parked on the property, a storage shed, trailer, garage, or tent. The licenses are not transferable. (DRO MC §5.24.010).

Pacific Grove:

The City of Pacific Grove allows STRs and regulates them with a license. The STR licenses are time-limited for one year, with no guarantee of renewal. STR licenses are allowed only in the City's commercial zones and the coastal zone. Housing that is designated as affordable is not eligible for a license. Licenses are limited to one per parcel, subject to a 55-foot zone of exclusion (to address density) and are capped at 250. The Pacific Grove ordinance has detailed regulations. For example, a STR owner or designated site manager is required to respond within 30 minutes to address concerns or complaints pertaining to use of the STR property. The STR operator is also required to post a city-issued placard in a visible location setting forth owner contact information and guest occupancy limits. The City requires operators to provide the City with hyperlinks for all online listings pertaining to a licensed STR property within 14 days of the creation of the listing. (PG Municipal Code Chapter 7.40).

Marina:

After a two-year drafting process, Marina adopted a short-term rental ordinance in November of 2019. The ordinance provides that STRs must be located in an owner's primary residence or a portion of the primary residence. The maximum number of guests is limited by the number of bedrooms available --2 for a studio up to 12 for 5+ bedrooms. Permits are issued by the City's Community Development Department and are valid for up to one year. All permits expire on June 30. Renewals are allowed with payment of a business license and proof of payment of TOT. The permits do not run with the land and convey no vested right. The City has broad discretion to deny a permit for any reason. A change in ownership (except to a spouse/partner or to a trust) invalidates a permit. (Marina MC §17.42.170).

Monterey:

The City of Monterey prohibits short term rentals in all zones. The City of Monterey may however be required to adjust this prohibition in order to get Local Coastal Plan approval since

the Coastal Commission strongly favors short term rentals. (City of Monterey Municipal Code §22-19.5).

Carmel:

Since the 1980ies, a Carmel ordinance has prohibited renting a home in the City of Carmel-by-the-Sea for less than one month in its single-family residential district. In 2020, the City Council extended that prohibition to the commercial district, but chose to allow a limited number (about 44) short term rentals that already had City-issued permits to continue to operate in the commercial district.

CEQA:

A mere discussion and direction regarding the desired parameters of a short term rental ordinance does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378. In addition, this matter does not cause a direct or reasonably foreseeable indirect physical change on the environment. (CEQA guidelines 15061).

Fiscal Impact:

If the City were to decide to allow short term rentals, that decision would generate income to the City in terms of transient occupancy taxes. Sand City currently requires TOT in the amount of 12% which would apply to short term rentals. The exact amount of income that could be generated for the City through TOT depends on the number of STRs allowed, the rental rate of those STRs and the extent to which they are actually rented out.

Recommendation:

The City Attorney seeks direction from the Council regarding the general approach she should take in drafting a short term rental ordinance. Some options Council could discuss and provide direction regarding are:

- (1) Prohibit STR's outright to the extent the law allows (it should be noted that properties that lie within the Coastal Zone should be excluded from such a ban due to impacts of banning STRs on the City's Local Coastal Plan.)
- (2) Prohibit STRs, but allow already-existing STRs to operate if they pay the City's 12% TOT;
- (3) Allow STRs but impose limits such as:
 - a limited number of STR licenses that will be issued in the City;
 - require that the STR is in an owner's primary residence;
 - limit the number of guests allowed in an STR based on available bedrooms;
 - limit licenses to only a limited length of time such as one year and predicate license renewal upon payment of TOT.

Attachments:

Exhibit A – map of STR locations.

**AGENDA ITEM
10D.**

**Approve a Resolution Authorizing
Application to and Participation in the
Prohousing Designation Program**



City of Sand City

STAFF REPORT

TO: Honorable Mayor Mary Ann Carbone and City Council
FROM: Kailon Thompson, Contract Associate Planner
SUBJECT: Prohousing Application and Resolution
DATE: August 20, 2024

ACTION REQUESTED:

Adopt a resolution to authorize application to and participation in the California Department of Housing and Community Development Prohousing Designation Program.

BACKGROUND:

On July 1, 2021, the California Department of Housing and Community Development (HCD) established the Prohousing Designation Program pursuant to California Government Code §65589.9, and subsequently updated the program regulations in January of 2024. The Program creates incentives for jurisdictions compliant with Housing Element requirements and that can demonstrate that they have enacted, or plan to enact, Prohousing policies in four category areas: Favorable Zoning and Land Use, Accelerating Production Timeframes, Reducing Construction and Development Costs, and Providing Financial Subsidies. The incentives for Sand City will, largely, be seen in favorable grant consideration.

The Prohousing Designation provides jurisdictions with incentives in the form of additional points and other preferences in several of the State's competitive grant funding programs, including the Affordable Housing & Sustainable Communities (AHSC) and Infill Infrastructure Grant (IIG) programs. The State continues to add incentives for additional funding programs.

The application includes a self-scoring worksheet that provides between 1 and 3 points for each Prohousing policy. Additional points can be awarded for "enhancement factors," or policies that further implement specified Statewide goals. To earn the Prohousing Designation, a City must achieve a minimum score of 30 points.

DISCUSSION:

Community Development Department staff has determined that the City qualifies for inclusion in the program with a total of 66 points, based on the City's existing policies and programs, and some programs that are in progress. The City's application to the state incorporated herein by reference and included as **Attachment 1** to this Staff Report. The Application does not commit the City to any policies or programs not already adopted by the City Council. The program criteria and self-scoring sheet are submitted to HCD as part of the City's application and a draft has been provided as part of **Attachment 1**. A resolution, adopted by the City Council, is needed to go along with the City's application. The resolution is provided as **Appendix 1** of **Attachment 1**, and is incorporated herein by reference. The proposed Policy Completion Schedule is provided as **Appendix 2** to **Attachment 1**. The Project Proposal Scoring Sheet is provided as **Appendix 3** to **Attachment 1**. **Attachment 2** includes a letter from the Sand City Police Department regarding the City's treatment of the homeless.

FISCAL IMPACT:

City staff has prepared the draft application for the Prohousing Designation using currently budgeted staff time from the General Fund. Granting of the Prohousing designation would provide the City with a competitive advantage for several State grant funding programs, which could make more funding available, particularly for housing, to the City.

RECOMMENDATION:

That the City Council adopt the proposed Resolution and Prohousing Application (**Attachment 1**).

ATTACHMENTS:

1. Resolution (Appendix 1)
2. Prohousing Application (Appendices 2 and 3)

**CITY OF SAND CITY
RESOLUTION SC 24-____, 2024**

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY
AUTHORIZING APPLICATION TO AND PARTICIPATION IN THE PROHOUSING
DESIGNATION PROGRAM**

WHEREAS, Government Code section 65589.9 established the Prohousing Designation Program (“PDP” or “Program”), which creates incentives for jurisdictions that are compliant with state housing element requirements and that have enacted Prohousing local policies; and

WHEREAS, such jurisdictions will be designated Prohousing, and, as such, will receive additional points or other preference during the scoring of their competitive applications for specified housing and infrastructure funding; and

WHEREAS, the Department of Housing and Community Development (“Department”) has adopted emergency regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) to implement the Program (“Program Regulations”), as authorized by Government Code section 65589.9, subdivision (d); and

WHEREAS, the CITY OF SAND CITY (“Applicant”) desires to submit an application for a Prohousing Designation (“Application”).

NOW, THEREFORE, BE IT RESOLVED that the City Council of Sand City does hereby approve of the following actions:

1. Applicant is hereby authorized and directed to submit an Application to the Department.
2. Applicant acknowledges and confirms that it is currently in compliance with applicable state housing law.
3. Applicant acknowledges and confirms that it will continue to comply with applicable housing laws and to refrain from enacting laws, developing policies, or taking other local governmental actions that may or do inhibit or constrain housing production. Examples of such local laws, policies, and actions include moratoriums on development; local voter approval requirements related to housing production; downzoning; and unduly restrictive or onerous zoning regulations, development standards, or permit procedures. Applicant further acknowledges and confirms that the Prohousing Policies in its Application comply with its duty to Affirmatively Further Fair Housing pursuant to Government Code sections 8899.50 and 65583. Applicant further acknowledges and confirms that its general plan is in alignment with an adopted sustainable communities strategy pursuant to Public Resources Code sections 21155- 21155.4. Applicant further acknowledges and confirms that its policies for the treatment of homeless

encampments on public property comply do and will continue to comply with the Constitution and that it has enacted best practices in its jurisdiction that are consistent with the United States Interagency Council on Homelessness' "7 Principles for Addressing Encampments" (June 17, 2022, update).

4. If the Application is approved, Applicant is hereby authorized and directed to enter into, execute, and deliver all documents required or deemed necessary or appropriate to participate in the Program, and all amendments thereto (the "Program Documents").
5. Applicant acknowledges and agrees that it shall be subject to the Application; the terms and conditions specified in the Program Documents; the Program Regulations; and any and all other applicable law.
6. The City Manager of Sand City is authorized to execute and deliver the Application and the Program Documents on behalf of the Applicant for participation in the Program.

PASSED AND ADOPTED by the City Council of the City of Sand City this ____ day of August 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mary Ann Carbone, Mayor

ATTEST:

DATED: _____

Kerry Lindstrom, City Clerk

Pro-housing Designation Program Application

1

ATTACHMENT

Prohousing Designation Program Application



**State of California
Governor Gavin Newsom**

**Melinda Grant, Undersecretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
Department of Housing and Community Development**

**Megan Kirkeby, Deputy Director
Division of Housing Policy Development**

2020 West El Camino, Suite 500
Sacramento, CA 95833

Website: <https://www.hcd.ca.gov/community-development/prohousing>
Email: ProhousingPolicies@hcd.ca.gov

January 2024

Prohousing Designation Program Application Package Instructions

The applicant is applying for a Prohousing Designation under the Prohousing Designation Program (“**Prohousing**” or “**Program**”), which is administered by the Department of Housing and Community Development (“**Department**”) pursuant to Government Code section 65589.9.

The Program creates incentives for Jurisdictions that are compliant with State Housing Element Law and that have enacted Prohousing Policies. These incentives will take the form of additional points or other preference in the scoring of applications for competitive housing and infrastructure programs. The administrators of each such program will determine the value and form of the preference.

In order to be considered for a Prohousing Designation, the applicant must accurately complete all sections of this application, including any relevant appendices. The Department reserves the right to request additional clarifying information from the applicant.

This application is subject to Government Code section 65589.9 and to the regulations (Cal. Code Regs., tit. 25, § 6600 et seq.) adopted by the Department in promulgation thereof (“**Regulations**”). All capitalized terms in this application shall have the meanings set forth in the Regulations.

All applicants must submit a complete, signed application package to the Department, in electronic format, in order to be considered for a Prohousing Designation. Please direct electronic copies of the completed application package to the following email address: ProhousingPolicies@hcd.ca.gov.

A complete application will include all items identified in the Application Checklist.

In relation to **Appendix 1**, the Formal Resolution for the Prohousing Designation Program, please use ~~strike through~~ and underline if proposing any modifications to the text of the Resolution. Please be aware, any substantive deviations from the Formal Resolution may result in an incomplete application and will likely be subject to additional internal review and potential delays.

Appendix 2, the Proposed Policy Completion Schedule, applies only if an application includes proposed policies.

Appendix 3, Project Proposal Scoring Sheet and Sample Project Proposal Scoring Sheet, includes a blank template to be completed by the applicant as part of the application, as well as a Sample Project Proposal Scoring Sheet with an example of how this template may be completed.

Appendix 4 lists examples of Prohousing Policies with enhancement factors to aid applicants in understanding how enhancement factors may be applied.

Appendix 5 is where the applicant will include any additional information and supporting documentation for the application.

If you have questions regarding this application or the Program, or if you require technical assistance in preparing this application, please email ProhousingPolicies@hcd.ca.gov.

Application Checklist

	Yes	No
Application Information	☒	☐
Certification and Acknowledgement	☒	☐
The Legislative Information form is completed.	☒	☐
The Threshold Requirements Checklist is completed.	☒	☐
A duly adopted and certified Formal Resolution for the Prohousing Designation Program is included in the application package. (See Appendix 1 for the Formal Resolution for the Prohousing Designation Program form.)	☒	☐
If applicable, the Proposed Policy Completion Schedule is completed. (See Appendix 2 .)	☒	☐
The Project Proposal Scoring Sheet is completed. (See Appendix 3 for the Project Proposal Scoring Sheet and the Sample Project Proposal Scoring Sheet.)	☒	☐
Additional information and supporting documentation (Applicant to provide as Appendix 5)	☒	☐

Application Information

Applicant (Jurisdiction):	The City of Sand City
Applicant Mailing Address:	1 Pendergrass Way
City:	Sand City
ZIP Code:	93955
Website:	https://www.sandcity.org/
Authorized Representative Name	Vibeke Norgaard
Authorized Representative Title:	City Manager
Phone:	831-394-3054
Email:	vibeke@sandcityca.org
Contact Person Name:	Vibeke Norgaard
Contact Person Title:	City Manager
Phone:	831-394-3054
Email:	vibeke@sandcityca.org
Proposed Total Score (Based on Appendix 3):	66

CERTIFICATION AND ACKNOWLEDGMENT

As authorized by the Formal Resolution for the Prohousing Designation Program (Resolution No. | |), which is attached hereto and incorporated by reference as if set forth in full, I hereby submit this full and complete application on behalf of the applicant.

I certify that all information and representations set forth in this application are true and correct.

I further certify that any proposed Prohousing Policy identified herein will be enacted within two (2) years of the date of this application submittal.

I acknowledge that this application constitutes a public record under the California Public Records Act (Gov. Code, § 6250 et seq.) and is therefore subject to public disclosure by the Department.

Signature: _____

Name and Title: Vibeke Norgaard, City Manager

Date: August 21, 2024

Legislative Information

District	Number	Legislators Name(s)
State Assembly District	19	Jimmy Panetta
State Senate District	30	Dawn Addis

Applicants can find their respective State Senate representatives at <https://www.senate.ca.gov/>, and their respective State Assembly representatives at <https://www.assembly.ca.gov/>

Threshold Requirements Checklist

The applicant meets the following threshold requirements in accordance with Section 6604 of the Regulations:

	Yes	No
The applicant is a Jurisdiction.	☒	☐
The applicant has adopted a Compliant Housing Element.	☒	☐
The applicant has submitted or will submit a legally sufficient Annual Progress Report prior to designation.	☒	☐
The applicant has completed or agrees to complete, on or before the relevant statutory deadlines, any rezone program or zoning that is necessary to remain in compliance with Government Code sections 65583, subdivision (c)(1), and 65584.09, subdivision (a), and with California Coastal Commission certification where appropriate.	☒	☐
The applicant is in compliance, at the time of the application, with applicable state housing law, including, but not limited to those included in Government Section 65585, subdivision (j); laws relating to the imposition of school facilities fees or other requirements (Gov. Code, § 65995 et seq.); Least Cost Zoning Law (Gov. Code, § 65913.1); Permit Streamlining Act (Gov. Code, § 65920 et seq.); and provisions relating to timeliness of CEQA processing by local governments in Public Resources Code sections 21080.1, 21080.2, and 21151.5(a).	☒	☐
The applicant further acknowledges and confirms that its treatment of homeless encampments on public property complies with and will continue to comply with the constitutional rights of persons experiencing homelessness and that it has submitted a one-page summary to the Department demonstrating how the applicant has enacted best practices in their jurisdiction related to the treatment of unhoused individuals camping on public property, consistent with United States Interagency Council on Homelessness' "7 Principles for Addressing Encampments," (June 17, 2022 update), hereby incorporated by reference.	☒	☐
The applicant has duly adopted and certified, by the applicant's governing body, a Formal Resolution for the Prohousing Designation Program, which is hereby incorporated by reference. (A true and correct copy of the resolution is included in this application package.)	☒	☐
The applicant has demonstrated that they engaged in a diligent public participation process that included 1) outreach through a variety of methods and languages; 2) specific efforts to engage all segments of the community, including individuals or representatives of lower-income and special needs households, for-profit and non-profit developers and special needs service providers; 3) availability of the draft document to the public, including notification to interested parties and all segments of the community for 30 days and subsequent versions for 7 days; 4) public hearings and informative meetings; and 5) consideration of comments, including incorporation of comments into a jurisdiction's application and Prohousing Policies, as appropriate. The applicant has submitted documentation of comments received during this process.	☒	☐

Project Proposal
Category 1: Favorable Zoning and Land Use

Category	Prohousing Policy Description	Points
1A	Sufficient sites, including rezoning, to accommodate 150 percent or greater of the current or draft RHNA, whichever is greater, by total and income category. These additional sites must be identified in the Jurisdiction's housing element adequate sites inventory, consistent with Government Code section 65583, subdivisions (a)(3) and (c)(1).	3
1B	Permitting missing middle housing uses (e.g., duplexes, triplexes, and fourplexes) by right in existing low-density, single-family residential zones in a manner that exceeds the requirements of SB 9 (Chapter 162, Statutes of 2021, Gov. Code, §§ 65852.21, 66411.7).	3
1C	Sufficient sites, including rezoning, to accommodate 125 to 149 percent of the current or draft RHNA, whichever is greater, by total and income category. These points shall not be awarded if the applicant earns three points pursuant to Category (1)(A) above. These additional sites must be identified in the Jurisdiction's housing element adequate sites inventory, consistent with Government Code section 65583, subdivisions (a)(3) and (c)(1).	2
1D	Density bonus programs that allow additional density for additional affordability beyond minimum statutory requirements (Gov. Code, § 65915 et seq.).	2
1E	Increasing allowable density in low-density, single-family residential areas beyond the requirements of state Accessory Dwelling Unit Law, (Gov. Code, §§ 65852.2, 65852.22) (e.g., permitting more than one converted ADU; one detached, new construction ADU; and one JADU per single-family lot), and in a manner that exceeds the requirements of SB 9 (Chapter 192, Statutes of 2021, Gov. Code, §§ 65852.21, 66411.7). These policies shall be separate from any qualifying policies under Category (1)(B).	2
1F	Eliminating minimum parking requirements for residential development as authorized by Government Code section 65852.2; adopting vehicular parking ratios that are less than the relevant ratio thresholds at subparagraphs (A), (B), and (C) of Gov. Code section 65915, subdivision (p)(1); or adopting maximum parking requirements at or less than ratios pursuant to Gov. Code section 65915, subdivision (p).	2
1G	Zoning or incentives that are designed to increase affordable housing development in a range of types, including, but not limited to, large family units, Supportive Housing, housing for transition age foster youth, and deep affordability targeted for Extremely Low-Income Households in all parts of the Jurisdiction, with at least some of the zoning, other land use designation methods, or incentives being designed to increase affordable housing development in higher resource areas shown in the TCAC/HCD Opportunity Map, and with the Jurisdiction having confirmed that it considered and addressed potential environmental justice issues in adopting and implementing	2

	this policy, especially in areas with existing industrial and polluting uses.	
1H	Zoning or other land use designation methods to allow for residential or mixed uses in one or more non-residential zones (e.g., commercial, light industrial). Qualifying non-residential zones do not include open space or substantially similar zones.	1
1I	Modification of development standards and other applicable zoning provisions or land use designation methods to promote greater development intensity. Potential areas of focus include floor area ratio, height limits, minimum lot or unit sizes, setbacks, and allowable dwelling units per acre. These policies must be separate from any qualifying policies under Category (1)(B) above.	1
1J	Establishment of a Workforce Housing Opportunity Zone, as defined in Government Code section 65620, or a Housing Sustainability District, as defined in Government Code section 66200.	1
1K	Establishment of an inclusionary housing program requiring new developments to include housing affordable to and reserved for low- and very low-income households, consistent with the requirements of AB 1505 (Chapter 376, Statutes of 2017, Gov. Code, § 65850.01).	1
1L	Other zoning and land use actions not described in Categories (A)-(K) of this section that measurably support the Acceleration of Housing Production.	1

Project Proposal
Category 2: Acceleration of Housing Production Timeframes

Category	Prohousing Policy Description	Points
2A	Establishment of ministerial approval processes for multiple housing types, including, for example, single-family, multifamily and mixed-use housing.	3
2B	Acceleration of Housing Production through the establishment of streamlined, program-level CEQA analysis and certification of general plans, community plans, specific plans with accompanying Environmental Impact Reports (EIR), and related documents.	2
2C	Documented practice of streamlining housing development at the project level, such as by enabling a by-right approval process or by utilizing statutory and categorical exemptions as authorized by applicable law, (e.g., Pub. Resources Code, §§ 21155.1, 21155.4, 21159.24, 21159.25; Gov. Code, § 65457; Cal Code Regs., tit. 14, §§ 15303, 15332; Pub. Resources Code, §§ 21094.5, 21099, 21155.2, 21159.28).	2
2D	Establishment of permitting processes that take less than four months to complete. Policies under this category must address all approvals necessary to issue building permits.	2
2E	Absence or elimination of public hearings for projects consistent with zoning and the general plan.	2
2F	Priority permit processing or reduced plan check times for homes affordable to Lower-Income Households.	1
2G	Establishment of consolidated or streamlined permit processes that minimize the levels of review and approval required for projects, and that are consistent with zoning regulations and the general plan.	1
2H	Absence, elimination, or replacement of subjective development and design standards with objective development and design standards that simplify zoning clearance and improve approval certainty and timing.	1
2I	Establishment of one-stop-shop permitting processes or a single point of contact where entitlements are coordinated across city approval functions (e.g., planning, public works, building) from entitlement application to certificate of occupancy.	1
2J	Priority permit processing or reduced plan check times for ADUs/JADUs or multifamily housing.	1
2K	Establishment of a standardized application form for all entitlement applications.	1
2L	Documented practice of publicly posting status updates on project permit approvals on the internet.	1
2M	Limitation on the total number of hearings for any project to three or fewer. Applicants that accrue points pursuant to category (2)(E) are not eligible for points under this category.	1
2N	Other policies not described in Categories (2)(A)-(M) of this section that quantifiably decrease production timeframes or promote the streamlining of approval processes.	1

Project Proposal
Category 3: Reduction of Construction and Development Costs

Category	Prohousing Policy Description	Points
3A	Waiver or significant reduction of development impact fees for residential development with units affordable to Lower-Income Households. This provision does not include fees associated with the provision of housing affordable to Lower-Income Households (e.g., inclusionary in lieu fees, affordable housing impact fees, and commercial linkage fees).	3
3B	Adoption of policies that result in less restrictive requirements than Government Code sections 65852.2 and 65852.22 to reduce barriers for property owners to create ADUs/JADUs. Examples of qualifying policies include, but are not limited to, development standards improvements, permit processing improvements, dedicated ADU/JADU staff, technical assistance programs, and pre-approved ADU/JADU design packages.	2
3C	Adoption of other fee reduction strategies separate from Category (3)(A), including fee deferrals and reduced fees for housing for persons with special needs. This provision does not include fees associated with the provision of housing affordable to Lower-Income Households (e.g., inclusionary in lieu fees, affordable impact fees and commercial linkage fees).	1
3D	Accelerating innovative housing production through innovative housing types (e.g., manufactured homes, recreational vehicles, park models, community ownership, and other forms of social housing) that reduce development costs.	1
3E	Measures that reduce costs for transportation-related infrastructure or programs that encourage active modes of transportation or other alternatives to automobiles. Qualifying policies include, but are not limited to, publicly funded programs to expand sidewalks or protect bike/micro-mobility lanes, creation of on-street parking for bikes, transit-related improvements, or establishment of carshare programs.	1
3F	Adoption of universal design ordinances pursuant to Health and Safety Code section 17959.	1
3G	Establishment of pre-approved or prototype plans for missing middle housing types (e.g., duplexes, triplexes, and fourplexes) in low-density, single-family residential areas.	1
3H	Adoption of ordinances that reduce barriers, beyond existing law, for the development of housing affordable to Lower-Income Households.	1
3I	Other policies not described in Categories (3)(A)-(H) of this section that quantifiably reduce construction or development costs.	1

Project Proposal
Category 4: Providing Financial Subsidies

Category	Prohousing Policy Description	Points
4A	Establishment of a housing fund or contribution of funds towards affordable housing through proceeds from approved ballot measures.	2
4B	Establishment of local housing trust funds or collaboration on a regional housing trust fund, which include the Jurisdiction's own funding contributions. The Jurisdiction must contribute to the local or regional housing trust fund regularly and significantly. For the purposes of this Category, "regularly" shall be defined as at least annually, and "significant" contributions shall be determined based on the impact the contributions have in accelerating the production of affordable housing.	2
4C	Demonstration of regular use or planned regular use of funding (e.g., federal, state, or local) for preserving assisted units at-risk of conversion to market rate uses and conversion of market rate uses to units with affordability restrictions (e.g., acquisition/rehabilitation). For the purposes of this category, "regular use" can be demonstrated through the number of units preserved annually by utilizing this funding source.	2
4D	Provide grants or low-interest loans for ADU/JADU construction affordable to Lower- and Moderate-Income Households.	2
4E	A comprehensive program that complies with the Surplus Land Act (Gov. Code, § 54220 et seq.) and that makes publicly owned land available for affordable housing, or for multifamily housing projects with the highest feasible percentage of units affordable to Lower Income Households. A qualifying program may utilize mechanisms such as land donations, land sales with significant write-downs, or below-market land leases.	2
4F	Establishment of an Enhanced Infrastructure Financing District or similar local financing tool that, to the extent feasible, directly supports housing developments in an area where at least 20 percent of the residences will be affordable to Lower-Income Households.	2
4G	Prioritization of local general funds to accelerate the production of housing affordable to Lower-Income Households.	2
4H	Directed residual redevelopment funds to accelerate the production of affordable housing.	1
4I	Development and regular (at least biennial) use of a housing subsidy pool, local or regional trust fund, or other similar funding source sufficient to facilitate and support the development of housing affordable to Lower-Income Households.	1

4J	Prioritization of local general funds for affordable housing. This point shall not be awarded if the applicant earns two points pursuant to Category (4)(G).	1
4K	Providing operating subsidies for permanent Supportive Housing.	1
4L	Providing subsidies for housing affordable to Extremely Low-Income Households.	1
4M	Other policies not described in Categories (4)(A)-(L) of this section that quantifiably promote, develop, or leverage financial resources for housing affordable to Lower-Income Households.	1

Project Proposal Enhancement Factors

The Department shall utilize enhancement factors to increase the point scores of Prohousing Policies. An individual Prohousing Policy may not use more than one enhancement factor. Each Prohousing Policy will receive extra points for enhancement factors in accordance with the chart below.

Category	Prohousing Policy Description	Points
1	The policy represents one element of a unified, multi-faceted strategy to promote multiple planning objectives, such as efficient land use, access to public transportation, housing affordable to Lower-Income Households, climate change solutions, and/or hazard mitigation.	2
2	Policies that promote development consistent with the state planning priorities pursuant to Government Code section 65041.1.	1
3	Policies that diversify planning and target community and economic development investments (housing and non-housing) toward place-based strategies for community revitalization and equitable quality of life in lower opportunity areas. Such areas include, but are not limited to, Low Resource and High Segregation & Poverty areas designated in the most recently updated TCAC/HCD Opportunity Maps, and disadvantaged communities pursuant to Health and Safety Code sections 39711 and 39715 (California Senate Bill 535 (2012)).	1
4	Policies that go beyond state law requirements in reducing displacement of Lower-Income Households and conserving existing housing stock that is affordable to Lower-Income Households.	1
5	Rezoning and other policies that support intensification of residential development in Location Efficient Communities.	1
6	Rezoning and other policies that result in a net gain of housing capacity while concurrently mitigating development impacts on or from Environmentally Sensitive or Hazardous Areas.	1
7	Zoning policies, including inclusionary housing policies, that increase housing choices and affordability, particularly for Lower-Income Households, in High Resource and Highest Resource areas, as designated in the most recently updated TCAC/HCD Opportunity Maps.	1
8	Other policies that involve meaningful actions towards Affirmatively Furthering Fair Housing outside of those required pursuant to Government Code sections 65583, subdivision (c)(10), and 8899.50, including, but not limited to, outreach campaigns, updated zoning codes, and expanded access to financing support.	1

Project Proposal Scoring Sheet Instructions

The Department shall validate applicants' scores based on the extent to which each identified Prohousing Policy contributes to the Acceleration of Housing Production. The Department shall assess applicants' Prohousing Policies in accordance with statutory requirements and the Regulations.

The Department shall further assess applicants' Prohousing Policies using the following four scoring categories: Favorable Zoning and Land Use, Acceleration of Housing Production Timeframes, Reduction of Construction and Development Costs, and Providing Financial Subsidies. Applicants shall demonstrate that they have enacted or proposed at least one policy that significantly contributes to the Acceleration of Housing Production in each of the four categories. A Prohousing Designation requires a total score of 30 points or more across all four categories.

Instructions

Please utilize one row of the Scoring Sheet for each Prohousing Policy.

- **Category Number:** Select the relevant category number from the relevant Project Proposal list in this application. Where appropriate, applicants may utilize a category number more than once.
- **Concise Written Description of Prohousing Policy:** Set forth a brief description of the enacted or proposed Prohousing Policy.
- **Enacted or Proposed:** Identify the Prohousing Policy as enacted or proposed. For proposed Prohousing Policies, please complete **Appendix 2: Proposed Policy Completion Schedule**.
- **Documentation Type:** For enacted Prohousing Policies, identify the relevant documentary evidence (e.g., resolution, zoning code provisions). For proposed Prohousing Policies, identify the documentation which shows that implementation of the policy is pending.
- **Web Links/Electronic Copies:** Insert the Web link(s) to the relevant documentation or indicate that electronic copies of the documentation have been attached to this application as **Appendix 5**.
- **Points:** Enter the appropriate number of points using the relevant Project Proposal list in this application.
- **Enhancement Category Number (optional):** If utilizing an enhancement factor for a particular Prohousing Policy, enter the appropriate category number using the relevant Project Proposal list in this application.
- **Enhancement Points (optional):** If utilizing an enhancement factor for a particular Prohousing Policy, enter the point(s) for that Prohousing Policy.
- **Total Points:** Add the enhancement point(s) to the Prohousing Policy's general point score.

City Council Resolution for
Pro-housing Designation Program Application

1
APPENDIX

City Council Resolution to be
Inserted Here.

Proposed Policy Completion Schedule

2

APPENDIX

Category Number	Concise Written Description of Proposed Policy	Key Milestones and Milestone Dates	Anticipated Completion Date	Notes
1A	Adequate Land Inventory	Identify sites for RHNA	Review annually in March	Proposed
1B	"Missing Middle" Housing	Identify parcels for missing middle housing; construct new units	December 2025	Proposed
1D	Amend the City's Zoning Ordinance to align with new Density bonus State law and increase the City's Density Bonus/Incentive by 10%	Amendment of the Zoning Ordinance	June 2025	Proposed
1E	Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) Program	Update ADU ordinance	December 2024	Proposed
1F	Reduce Minimum Parking Standards	Adopted West End Parking Plan	December 2025	Proposed
1H	The Sand City Municipal Code allows for residential use (secondary units) in the C-1 zone.	N/A	Enacted	Enacted

1I	West End Housing Diversity Overlay	Construct 100 units in mixed-use and PUD areas	December 2024	Proposed
1K	State and Federal Housing Programs and Funding	Prioritize low-income and special needs affordable housing for funding allocation	Annual; Ongoing	Proposed
1L	Artist Live/Work Housing	Allocate affordable housing for low-income artists	Ongoing	Proposed
2A	West End Housing Diversity Overlay	Construct 100 units in mixed-use and PUD areas	December 2024	Proposed
2B	Habitat Management Plan	Facilitate new unit construction through removal of regulatory requirements for individual projects	June 2028	Proposed
2C	Minimum Density 20 Dwelling Units per Acre for Selected Sites	Amend the Zoning Ordinance	June 2025	Proposed

2D	Clarify permit processing	Streamline permit processes	June 2026	Proposed
2F	Clarify permit processing	Provide informational brochures; and streamline permit processes	June 2026	Proposed
2G	Develop the “South of Tioga” area with a Mixed-use project	Construct at least 355 dwelling units	June 2031	Proposed
2H	Objective Design Standards	Adopt ODDS	December 2024	Proposed
2I	Contract out permit review and establish one single point of contact	Approve 200 permits	June 2031 with mid-cycle review in June 2027	Proposed
2J	Clarify permit processing	Streamline permit processes	June 2026	Proposed
2K	Clarify permit processing	Streamline permit processes	June 2026	Proposed
2L	Update Permit Database	Add new fields to the database and improve website visibility	June 2025	Proposed
3A	Reduced Fees for Affordable Projects	Increase the number of	June 2025	Proposed

		affordable units		
3B	Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) Program	Construct at least 15 ADUs	December 2024	Proposed
3D	Artist Live/Work Housing	Contact Sand City artists to determine housing need	Ongoing; Annual	Proposed
3E	Capital Improvement Program Seek Funding for a Pedestrian and Bike Trail along the Railroad Right-of-Way Expand Sand City's Coastal Trail	Various infrastructure improvements Obtain grants to construct 3 miles of trail Construct 3 miles of trail	Ongoing June 2031 Ongoing	Proposed
3F	Universal Design - Encourage Accessible Housing for Persons with Disabilities	Construct 30 accessible units	June 2031	Proposed
3H	Conservation and Preservation of existing units	Improve existing housing stock	Ongoing	Proposed
4B	State and Federal Housing Programs and Funding	Leverage funding sources to construct	Annual assessment; Ongoing	Proposed

		affordable housing		
4C	Conservation and Preservation of Existing Units	Improve existing housing stock	Ongoing	Proposed
4D	Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) Program	Construct at least 15 ADUs	December 2024	Proposed
4E	Surplus Local Land for Affordable Housing	Complete investigations and potential partnership; pursue alternative actions	December 2026	Proposed
4M	Affordable Housing Services for Extremely Low and Other Income Restricted Residents	Conduct 10 housing matches for ELI residents with 10 property owners	June 2025	Proposed

Project Proposal Scoring Sheet

3

APPENDIX

Project Proposal
Category 1: Favorable Zoning and Land Use

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
1A	Adequate Land Inventory The purpose of the land inventory is to identify specific sites that are suitable for residential development in order to compare the local government's regional housing needs allocation (RHNA) with its residential development capacity. The City will continue to provide an inventory of land at appropriate zoning designations that will accommodate the Regional Housing Need as identified in this document. The current inventory accommodates a potential 511 units with vacant, underutilized and pipeline sites, which represents 197 percent of the RHNA and positions the City as Prohousing eligible..	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	3			3
1B	"Missing Middle" Housing Missing middle types of housing sit in the middle of the housing spectrum between single-family detached homes and mid-rise to high-rise apartment buildings. For parcels in Sand City that are non-contiguous and 0.5 acres or smaller, missing middle housing presents a viable opportunity. The City will review legislation to develop affordable housing on parcels that are non-contiguous and smaller than 0.50 acre. In order to lower development costs and encourage the	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	3			3

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
	development of smaller missing middle units, the City will reduce the parking requirements for studio and one-bedroom apartments to 1.0 space per unit and the City will also promote SB 9.							
1D	Amend the City's Zoning Ordinance to align with new Density bonus State law and increase the City's Density Bonus/Incentive by 10% The City will update the Density Bonus Ordinance to reflect recent changes in State law. The City recognizes that increasing the density above the current State law thresholds will encourage maximizing the use of property for residential units and increase overall unit count. In order to further encourage residential construction, the City will also amend the zoning ordinance to increase the allowed density by 10 percent as a Prohousing measure.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	2			2

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
1E	Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) Program Accessory Dwelling Units (ADUs) and Junior ADUs (JADUs) provide affordable housing options for family members, seniors, students, and other small household types. In 2023, the State implemented several new provisions under the ADU law. The City will update its ADU ordinance to comply with State law and continue to implement the development of ADUs through a ministerial process in conformance with State law. Additionally, the City will promote the development of JADUs through additional outreach at City events and a dedicated webpage to both JADUs and ADUs. JADUs are generally affordable to construct, lend themselves well to lower income property owners as a means of supplemental income, and are an affordable form of rental housing.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	2			2
1F	Reduce Minimum Parking Standards Excessive parking standards that are not reflective of actual parking demand can pose a significant constraint to housing development by increasing development costs and reducing the potential land	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-	2			2

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
	available for project amenities or additional units. The City's West End Parking Plan is nearing completion and is anticipated to come before City Council in late 2023 for adoption. The draft Plan recommends shared, maximum and reduced parking for residential uses to further encourage the development of residential units. Upon adoption, the City will update parking regulations to reflect the West End Parking Plan recommendations. Additionally, the Monterey Salinas Transit (MST) Sand City station meets the definition of a "major transit stop." The Municipal Code parking regulations shall be amended to comply with Government Code Section 65863.2 that governs minimum parking standards within half a mile of a major transit stop and eliminates parking minimum parking requirements with certain exceptions.			department/2023-2031-housing-element-update-2-0				
1H	The Sand City Municipal Code allows for residential use (secondary units) in the C-1 zone.	E	Municipal Code 18.14.040 Conditional Uses in C-1 Zone	18.14.040 Conditional Uses. (qcode.us)	1			1

11	West End Housing Diversity Overlay The City will continue to encourage diverse and innovative housing design and “smart growth” strategies through its Mixed-Use and Planned Unit MU-P zoning district. Currently development standards are unclear or overly regulatory including but not limited to: discretionary setbacks, a Conditional Use permit requirement for multi-family developments, and to increase height from 60 ft to 85 ft; and a complex local density bonus. In order to further catalyze new development, the City will create an Overlay that will supersede requirements for the underlying zoning district within the West End (see section 18.13.060). Market-rate and affordable housing in multi-family, mixed use and planned unit development construction shall be encouraged with the use of the following Overlay incentives: - Apply the MU-P incremental density bonus dependent on lot size, as a single standard that grants to MU-P lots of any size a 250 percent density bonus (81 dwelling units/acre. By doing so, the potential number of units will be significantly increased and will function to incentivize redevelopment of underutilized properties into multi-family and mixed-use housing; - Continue to assist developers and property owners with lot consolidation; - Replace discretionary setbacks with specific setback dimensions, including reducing front and side setbacks to zero to encourage a variety of multi-family housing types including townhomes and apartments per Government Code Section 65583 and	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1	1	2	3
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	65583.2; - Allow multi-family residential uses as a permitted use; - Expedite permit processing; and - Reduce or eliminate parking standards for developments that include affordable senior, disabled housing units or for units within half a mile of a major transit stop according to Government Code Sections 65585 and 65863.2; and, - Implement a By Right non-discretionary approval process per Government Code 65583.2(c) for sites previously identified in the 5th Cycle Housing Element to accommodate the low- and very low-income RHNA. This will simplify the permitting process, reduce fees and potential permit appeals.							
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Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
1K	State and Federal Housing Programs and Funding Where possible, the City will give priority to projects that are affordable to extremely low- and very low-income households. One of the more likely sources of funds include: - Permanent Local Housing Allocation (PLHA) grant: The City applied for and was awarded a Permanent Local Housing Allocation grant. PLHA provides funding to local governments in California for housing-related projects and programs that assist in addressing the unmet housing needs of their local communities. The City will identify local public agencies, public or private nonprofit corporations, and for-profit organizations with the legal and managerial capacity to acquire and manage at-risk projects (Government Code Section 65583(a)(9)(C)). New purchasers must agree to long-term affordability controls. The funds will be used for the following activities: • Private-public partnerships to build live/work units/studios within the West End Planning District on City owned properties; and	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1	3	1	2

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
	• Purchase of additional existing market rate units to increase the number of inclusionary affordable units into the current housing stock.							

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
1L	Artist Live/Work Housing Many artists fall into in the low and extremely low-income categories. Sand City has built up an energetic artist community, in part due to more affordable facilities than other parts of the Peninsula, that has vastly contributed towards the City's positive transformation. To support the artist community, the City sponsors the annual West End Celebration art festival and the relatively new annual mural program. To ensure that artists, many of which are low and/or extremely-low income, continue to thrive and work in Sand City, the City will: - Engage with artist/craft-persons residing in the City and organizations that support the Arts to assess the housing needs of the artistic community and how the City can address these needs programmatically; - Conduct targeted marketing for artist/craft-persons when affordable units and Live/Work units become available; and - Explore development of the City-owned Art Park in conformance with the Surplus Lands Act.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1			1

Project Proposal
Category 2: Acceleration of Housing Production Timeframes

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
2A	West End Housing Diversity Overlay The City will continue to encourage diverse and innovative housing design and "smart growth" strategies through its Mixed-Use and Planned Unit MU-P zoning district. In order to further catalyze new development, the City will create an Overlay that will supersede requirements for the underlying zoning district within the West End (see section 18.13.060). Market-rate and affordable housing in multi-family, mixed use and planned unit development construction shall be encouraged with the use of the following Overlay incentives: - Apply the MU-P incremental density bonus dependent on lot size, as a single standard that grants to MU-P lots of any size a 250 percent density bonus (81 dwelling units/acre. By doing so, the potential number of units will be significantly increased and will function to incentivize redevelopment of underutilized properties into multi-family and mixed-use housing; - Continue to assist developers and property owners with lot consolidation; - Replace discretionary setbacks with specific setback dimensions, including reducing front and side setbacks to zero to encourage a variety of	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	3	1	2	5

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
	multi-family housing types including townhomes and apartments per Government Code Section 65583 and 65583.2; - Allow multi-family residential uses as a permitted use; - Expedite permit processing; and - Reduce or eliminate parking standards for developments that include affordable senior, disabled housing units or for units within half a mile of a major transit stop according to Government Code Sections 65585 and 65863.2; and, - Implement a By Right non-discretionary approval process per Government Code 65583.2(c) for sites previously identified in the 5th Cycle Housing Element to accommodate the low- and very low-income RHNA. This will simplify the permitting process, reduce fees and potential permit appeals.							

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
2B	Habitat Management Plan The presence of environmentally sensitive habitat area presents a significant government constraint on the production of housing in Sand City. A Habitat Management Plan is a guide for that facilitates appropriate development in sensitive areas by protecting and enhancing existing habitat in addition to creating new habitats in appropriate areas, and directing development to places that do not impact sensitive areas. An adopted Habitat Management Plan provides more certainty to residential developers by completing the necessary biological studies and surveys and identifying areas for development. The City will initiate a Habitat Management Plan to provide programmatic incidental take permits for applicable properties identified in the Sites Inventory and the East Dunes area.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	2	2	1	3
2C	Minimum Density 20 Dwelling Units per Acre for Selected Sites This program is intended to encourage the redevelopment of selected sites within the sites inventory with a minimum density of 20 dwelling units per acre (du/ac) to increase residential units. The City will set minimum densities of 20 du/ac to encourage a higher multi-family unit yield and allow housing development projects up to 85 feet by-right by eliminating Conditional Use permit	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	2			2

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
	requirements for proposed projects that are consistent with the General Plan and zoning district.							
2D	Clarify permit processing Processing and permit procedures can pose a considerable constraint to the production and improvement of housing. Unclear permitting procedures add uncertainty in the development of the project, and increase overall financial risk assumed by the developer. The regulations will be updated to simplify and clarify both the required permit type(s) for multi-family residential uses and the recommending and decision-making authorities with the goal to minimize the levels of review and establish a permit process that takes four months or less for those projects those consistent with the General Plan and zoning regulations.	P	Housing Element	Chapter 18.72 PERMITS (qcode.us)	2			2
2F	Clarify permit processing The City will develop an associated easy to read handout that clearly illustrates the process and develop a universal application for planning permits. The City will also add language to the zoning ordinance to clarify that sites which are substandard in size are buildable.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-	1			1

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
				housing-element-update-2-0				
2G	Develop the “South of Tioga” area with Multi-Family Residential The City spent considerable time during the 5th Cycle planning period working on, and ultimately approving, the “South of Tioga” (SOT) development agreement and planning entitlements which involved working with many outside agencies. The City is committed to redeveloping the area known as SOT, as a mixed-use project with a large housing component of 356 units, 12 percent of which are affordable units. The City will expedite design review and building permits for residential uses by continuing to contract with outside firms that specialize in providing municipal planning permit services and processing multi-family residential building permits. Additionally, the City is actively conducting outreach to housing developers, both market rate and affordable, in an effort to secure the development of housing in this area.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1			1

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
2H	Objective Design Standards Sand City's design guidelines date from 2001 and the City's Vibrancy Plan references another specific set of design guidelines for the West End neighborhood. The current West End Design Guidelines include many objective standards but are older, and like the 2001 design guidelines, should be reviewed and updated given the age of the document and recent state legislation surrounding design guidelines. The lack of recent Objective Design Standards poses a constraint to residential development. The City will develop and adopt objective design standards for multi-family developments.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1	8	1	2
2I	Contract out permit review and establish one single point of contact In an effort to further improve service and responsiveness, the City recently contracted with consulting firms to provide planning and building permitting services. There is one point of contact at the City for planning permits and one for building permits.	E	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1			1

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
2I	Contract out permit review and establish one single point of contact Given the City's small size and limited in-house contract staffing, permit review for large housing planning entitlement and building permit applications are referred out to the contracted firms additional staff in order to expedite multi-family housing applications.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1			1
2J	Clarify permit processing The Zoning Ordinance Chapter 18.76 references a variety of permit types and advisory and decision-making bodies. The regulations will be updated to simplify and clarify both the required permit type(s) for multi-family residential uses and the recommending and decision-making authorities, with the goal to minimize the levels of review and establish a permit process that takes four months or less for those projects consistent with the General Plan and zoning regulations.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1			1

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentation Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
2K	Clarify Permit Processing The Zoning Ordinance Chapter 18.76 references a variety of permit types and advisory and decision-making bodies. The regulations will be updated to simplify and clarify both the required permit type(s) for multi-family residential uses and the recommending and decision-making authorities. Additionally, the City will develop an associated easy to read handout that clearly illustrates the process and develop a universal application for planning permits.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1			1
2L	Update Permit Database The City currently uses the iWorq database to track building permits; however, the information is not easily accessible to the public. Valuable limited staff time is used responding to calls about individual project activity. A database that clearly shows pertinent information to the public increases staff capacity for other critical tasks related to housing development and increases City accountability. The City will update the iWorq database to include permit information on the City's website. Additionally, the database will be augmented to track affordable units.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1			1

Project Proposal
Category 3: Reduction of Construction and Development Costs

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentati on Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
3A	Reduced Fees for Affordable Projects Development of new housing units imposes certain costs upon local government, such as the cost of providing planning services and inspections. In addition, there are long-term costs such as the continued maintenance of a community's infrastructure and public facilities. In order to pay for such services, local governments charge fees for proposed development applications. High planning and site development fees can impact property owners' ability to make improvements or repairs, especially for lower-income households. City fees are extremely low and have been for many years and do not currently pose a constraint to affordable projects; however, given the fee schedule was last updated in 2015 for planning permit fees and in the late 1990's for building permit fees, the City is considering a nexus study and possibly increasing fees in the next budget cycle. Discounted or waived fees for affordable projects will form part of the fee schedule update.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	3	1	2	5

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentati on Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
3B	Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) Program Accessory Dwelling Units (ADUs) and Junior ADUs (JADUs) provide affordable housing options for family members, seniors, students, and other small household types. The City will continue to implement the development of ADUs through a ministerial process in conformance with State law. Additionally, the City will promote the development of JADUs through additional outreach at City events and a dedicated webpage to both JADUs and ADUs. JADUs are generally affordable to construct, lend themselves well to lower income property owners as a means of supplemental income, and are an affordable form of rental housing.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	2	7	1	3

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentati on Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
3D	Artist Live/Work Housing Many artists fall into in the low and extremely low-income categories. Sand City has built up an energetic artist community, in part due to more affordable facilities than other parts of the Peninsula, that has vastly contributed towards the City's positive transformation. To support the artist community, the City sponsors the annual West End Celebration art festival and the relatively new annual mural program. To ensure that artists, many of which are low and/or extremely-low income, continue to thrive and work in Sand City, the City will: - engage with artist/craft-persons residing in the City and organizations that support the Arts to assess the housing needs of the artistic community and how the City can address these needs programmatically; - conduct targeted marketing for artist/craft-persons when affordable units and Live/Work units become available; - explore development of the City-owned Art Park.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1	8	1	2

3E	Capital Improvement Program Onsite/offsite improvement standards establish infrastructure or site requirements to support new residential development such as streets, sidewalks, water and sewer, drainage, curbs and gutters, street signs, park dedications, utility easements, and landscaping. The City will continue to implement its Five-Year Capital Improvement Program and continue budgeting revenues into the capital improvement budget to improve streets, sidewalks, storm drainage, wastewater and water lines within the West End area. Seek Funding for a Pedestrian and Bike Trail along the Railroad Right-of-Way The TAMC Railroad Right-of-Way runs through Sand City adjacent to Del Monte Boulevard. In order to increase bicycle and pedestrian commuting, the City will seek grant funding to build and pedestrian and bike trail along the TAMC railroad right-of-way. The new trail would pass by the proposed SURF! Busway and Bus Rapid Transit, which, once completed, will serve as a major transit stop providing public transit service along Del Monte Boulevard every 15 minutes throughout the day. Expand Sand City's Coastal Trail The Monterey Bay Coastal Recreation Trail is a dedicated pedestrian and bike trail which stretches 18 miles along the Southern Monterey Bay from Castroville in the north to Pacific Grove in the south. The Monterey Bay Recreation Trail runs through Sand City on the west side of State Route 1. There is currently a critical gap in the Monterey Bay Recreation Trail in Sand City between Tioga Avenue and Playa Avenue. In order to increase walkability and bicycle use within the City, Sand	P	Sustainable Transportation Plan	https://www.sandcity.org/home/showpublisheddocument/3643/637811419303630000	1	1	2	3
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Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentati on Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
	City will continue to apply for grants to construct this segment of trail and to construct dedicated trails within the City to connect residents in the City's core to the coast.							

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentati on Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
3F	Universal Design - Encourage Accessible Housing for Persons with Disabilities Universal Design allows for new construction and home modifications that enhance the full life cycle use of housing in order to accommodate a wide range of physical abilities or disabilities of a home's occupants. This is particularly relevant to seniors and allows residents to age in place and remain in a particular unit for a longer period of time. Sand City's demographics show the City's aging trend and suggests a demand for housing geared toward middle aged to senior groups. The City will adopt an ordinance to allow for Universal Design elements that address limited lifting (e.g. roll-in showers and grab bars), limited mobility (e.g. push/pull lever faucets, wide swing hinges) and limited vision (e.g. additional stairwell and task lighting) pursuant to Health and Safety Code section 17959, at the next International Building Code Update Adoption.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1	8	1	2

3H	Conservation and Preservation of existing units Through enforcement of local codes, the City will ensure that all existing units meet basic health and safety requirements. In residential neighborhoods the City will proactively provide information and assistance to owners of units that are in need of repair or rehabilitation. Examples of program assistance include weatherization grants (PG&E, State LIHEAP, local community action agency, etc.), home paint fix-up programs, and housing rehabilitation assistance including Permanent Local Housing Allocation grant funds. The City will dedicate resources to ensure this information regarding the availability of these resources is affirmatively marketed by doing the following: - Post information on the City's website; - Provide written marketing information describing the resources available to community groups and organizations that represent lower-income households at City Hall; - Distribute information directly to property owners via direct mail; - Distribute materials directly to community groups and organizations, including the Salvation Army Day Center that serves extremely-low- and low-income families	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1			1
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Project Proposal
Category 4: Providing Financial Subsidies

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentati on Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
4B	State and Federal Housing Programs and Funding In order to continue to incentivize the development of affordable units the City will: - Continue to apply for appropriate state and federal housing funds, including CDBG and HOME funds. Use funds to assist with providing affordable housing opportunities in new and existing housing units. - Contract with a planning consulting firm to supplement its planning and economic development capabilities. Availability of grant or other special funding for affordable housing will be posted on the City's website and a new Economic Development website with information related to housing site opportunities and potential State and Federal Housing funding will be developed.	P	Housing Element	https://www.sandcity.org/government/city-department/s/planning-department/2023-2031-housing-element-update-2-0	2			2

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentati on Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
	- Notify, affordable residential developers, community groups and organizations that serve and represent lower-income households of the availability of affordable housing resources, when available.							
4C	Conservation and Preservation of Existing Units Through enforcement of local codes, the City will ensure that all existing units meet basic health and safety requirements. In residential neighborhoods the City will proactively provide information and assistance to owners of units that are in need of repair or rehabilitation. Additionally, the City will monitor the 11 existing affordable units that have protective covenants in place. These units are located at 600 Ortiz Avenue, The Independent, Phase 1. Ten (10) of the units have protective covenants in place until 2063 and one (1) unit has a	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	2			2

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentati on Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
	12-year protective covenant in place that expires in 2032.							
4D	Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) Program Sand City will also promote Habitat for Humanity Monterey Bay's ADU financing program for low- income property owners. The City will develop guidance materials and create a Frequently Asked Questions webpage. The City will also amend the zoning ordinance to allow new ADU square footage construction in commercial zoning districts to further encourage ADU development.	P	Housing Element	https://www.sandcity.org/government/city-department/s/planning-department/2023-2031-housing-element-update-2-0	2		2	

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentati on Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
4E	Surplus Local Land for Affordable Housing At the Art Park (site #2), the City has identified two (2) city-owned underutilized parcels and one privately owned parcel. The City is in negotiations to acquire the privately owned parcel, with intentions to develop the parcels through the Surplus Land Act process over the next five years for the potential development of 16 units (eight (8) units affordable to very low- and eight (8) units affordable to low-income households). The site is planned to remain in City ownership and is anticipated to be made available for development through a long-term land lease for 55 years. The site will be made available for affordable housing consistent with the requirements of the Surplus Land Act.	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	2			2

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentati on Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
4M	Affordable Housing Services for Extremely Low and Other Income Restricted Residents The category “extremely low-income households” is a subset of “very low-income households,” and is defined as 30 percent (or less) of the area median income. Extremely low-income households are typically minimum-wage workers, disabled persons, farmworkers, artists, and seniors on fixed incomes and there were approximately 20 ELI households (14 percent of total households) in Sand City. Of the extremely low-income households in Sand City, 100 percent are renter-occupied households, or 14 percent of all households. In order to support ELI residents, the City will support the construction of affordable housing and the development of support services that are suitable for extremely	P	Housing Element	https://www.sandcity.org/government/city-departments/planning-department/2023-2031-housing-element-update-2-0	1	8	1	2

Category	Concise Written Description of Prohousing Policy	Enacted or Proposed	Documentati on Type (e.g., resolution, zoning code)	Insert Web Links to Documents	Points	Enhancement Category Number	Enhancement Points	Total Points
	low-income residents through the following measures: - Consider creating an "Affordable Housing Matching" program in which ELI residents are able to sign up for a list of the City's available affordable housing inventory, and work with the regional Housing Authority to provide Housing Choice Vouchers (HCV) and allocate section 8 vouchers to eligible residents; - Match residents with ADU or JADU owners that accept HCV or Section 8; - Work with local non-profit Salvation Army to support the day center including caseworker services; and - Continue Community Human Services (CHS) service agreement to provide mental health, substance abuse and homeless services.							

Total Score: 66

Treatment of Homeless Encampments

2

ATTACHMENT



July 29, 2024

Anastazia Aziz, AICP | Principal
EMC Planning Group
601 Abrego St.
Monterey, CA 93940

Dear Anastazia Aziz,

The City of Sand City and the Sand City Police Department understand the needs and rights of the homeless or unhoused and have established policy to guide officers during all contacts with the unhoused population. We recognize that members of the unhoused community are often in need of special services, because of mental health issues, drug addiction, or both. With that in mind we provide services to all members of the community, while protecting the rights, dignity, and private property of the unhoused. Homelessness is not a crime and we do not use homelessness as a basis for any enforcement process or procedures.

We collaborate with other local, regional, and state agencies to address homeless encampments in areas where there are multi-jurisdictional overlaps to ensure the best process for the community, the environment, and the unhoused population, ensuring the rights of all involved are respected and all are treated with dignity. We also collaborate with non-governmental agencies by referring people with mental health and drug addiction issues to services, as opposed to incarceration, or refer them to agencies who provide shelter services for short-term or transitional housing opportunities.

When encampment clean-ups are a concern, we will collaborate with the same regional government and non-government agencies depending on the circumstances to provide resource information and a reasonable process for any enforcement of city ordinances, state law, or environmental regulations. If an encampment is deemed a violation or unsafe the person(s) are given a warning and 48 hours to comply, although, we have very few, if any, instances where there is non-compliance. If there is personal property involved and safekeeping is necessary, we will hold it in storage for up to 90 days.

Please let me know if you need any further information or assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Honda", written over a circular blue ink stamp.

David Honda
Chief of Police

**AGENDA ITEM
10E.**

**Consideration and Approval for the
Cancellation of the September 3, 2024
Regular City Council Meeting**