



CITY COUNCIL OF AMADOR CITY
AMENDED DRAFT, REGULAR MEETING AGENDA
THURSDAY, 17 APRIL 2025
6:00 PM

The agenda for this regular meeting is distributed to the City Council and posted in public locations in Amador City no fewer than 72 hours prior to the meeting. Any pertinent documents related to Regular Agenda Items will be distributed to Council Members no fewer than 72 hours prior to the meeting and available by request at City Hall during City Hall hours and online at <https://amador-city.com/government-agendas-minutes/>

In-person participation by the public is welcomed. City Council Meetings will also be broadcast on the City's YouTube channel at: <https://www.youtube.com/@amadorcitycouncil>

Members of the public not attending in-person may submit written comments prior to the meeting by emailing their comment to the City Clerk at city.clerk@amador-city.com before 11:00 AM on the day of the meeting. Emailed public comments will be distributed to City Council.

In compliance with the Americans with Disabilities Act, individuals may request disability-related accommodations by contacting the City Clerk before 11:00 AM on the Monday before the Council meeting. City Hall is wheelchair accessible.

6:00 PM CALL TO ORDER

FLAG SALUTE/PLEDGE OF ALLEGIANCE

ROLL CALL/ESTABLISH A QUORUM

Council Members Ambroselli, Bragstad, Sherrill, Unguez, Staples

CLOSED SESSION

Closed Session may be called for labor negotiations (pursuant to Government Code §54957.6), personnel matters (pursuant to Government Code §54957) real estate negotiations/acquisitions (pursuant to Government Code §54956.8), and/or pending or potential litigation (pursuant to Government Code §54956.9). Following Closed Session City Council will announce any action taken in Open Session.

Conference with Legal Counsel Regarding Potential Litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9.

7:00 PM REPORT OF CLOSED SESSION

APPROVAL OF CITY COUNCIL REGULAR MEETING AGENDA 17 APRIL 2025

ORDINANCES AND PUBLIC HEARINGS

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Under provisions of the California Code, citizens wishing to address the Council for any subject within the jurisdiction of Amador City that is not on the agenda may do so at this time. Limit comments to five minutes or less. Under provisions of the California Government Code, the City Council cannot take action unless an urgent need arose after the posting of the agenda.

CONSENT AGENDA

Items listed under the Consent Calendar are considered routine and may be enacted by one motion in the form listed. There will be no separate discussion of these items unless, before the City Council votes on the motion to adopt, members of the Council, staff or the public request specific items to be removed from the Consent Calendar for separate discussion and action.

1. Regular Meeting Agenda Minutes of 20 March 2025 (amended)
2. Financial Report

REGULAR AGENDA

3. **Update - Audit:** Information Only. *Holly Groth, City Treasurer*

4. **Housing Element 2024 Annual Progress Report:** This item was on the March 20, 2025 City Council Agenda but no action was taken pending discussion with the City Planner. The Report was submitted to state agencies by April 1, 2025, as required, but can be amended and resubmitted should there be changes recommended. *Susan Peters, City Planner*

Recommendation: Discuss and Consider Acceptance of the Amador City Housing Amador City Housing Element Annual Progress Report, 2025

Attachments: Memo, 17 April 2025
Housing Element Implementation Table D, Progress on Projects

5. **Amador City Business and Community Association:** Report from ACBCA sharing the scope of the organization, its accomplishments to date this year, and the events and activities planned for the remainder of the year. ACBCA would like to request financial support from the city to help fund activities that promote Amador City and its community. *A'Laina Lyons*

Recommendation: Discuss and consider by motion and vote of city council, a donation of \$1,600.00 to ACBCA to help funds activities in its proposed 2025 calendar of events that promote Amador City and its community.

Attachments: ACBCA's Calendar of Events for 2025
Request for Financial Assistance

6. **Records Retention Plan for Amador City:** A proposal to retain, store, access and responsibly manage digital records in compliance with California regulations. *Nikko Ambroselli*

Recommendation: Discuss the draft plan and consider creating by Motion and Vote by Council an Ad Hoc Committee to develop a presentation for City Council regarding what is needed, how it can be implemented and maintained, resources, potential costs, benefit to Amador City and the community.

Attachment: Amador City - Records Retention Plan (Digital Focus)

7. **Update - Old City Hall:** Discussion only. *Sandy Staples and Dave Groth*

CONCILMEMBER REPORTS *Verbal reports, if any*

Amador Regional Sanitation Agency (Bruce)
Amador Air District (Bruce)
Amador County Recreation Agency (Sandy)
Amador County Transportation Commission (Sandy)
Local Area Formation Commission (Sandy)
Fire Safe Council (Nikko)
Homeless Task Force (Sandy)
LEAP Grant (Sandy & Melanie)
Local Hazard Mitigation Planning (Sandy & Dave)
Historical City Properties Project (Melanie)
Measure K Advisory Committee (Sandy)
Sewer Committee (Nikko & Susan)
Design Review (Susan & Sandy)
Measure K, Advisory Committee (Sandy)

CITY ADMINISTRATOR REPORT *Verbal reports, if any*

Permit Applications (Dave)
Management of City Properties (Dave)
Maintenance. (Dave)
CIRA (Dave)
SC Fire Protection District (Dave)

CITY ATTORNEY REPORT
REQUESTS FOR FUTURE AGENDA ITEMS
ADJOURNMENT

**The next scheduled Regular City Council meeting:
Thursday, 15 May 2025 at 7:00 PM at The Old City Hall**

CITY OF AMADOR CITY

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL, *Amended*

THURSDAY, MARCH 20, 2025

Meeting called to order at 6:10 p.m.

Flag Salute/Pledge of Allegiance – Patricia Jane (PJ) Groth

Roll Call/Establish a Quorum – Ambroselli, Bragstad, Sherrill, Unquez, Staples present

Closed Session A – Potential Litigation – No Report

Session B – Salary increase for Sewer Plant Operator – Gregg Wood

1. Proclamations/Correspondence – E-Mail from Mark Baldwin dated February 20, 2025

Approval of City Council Regular Meeting Agenda – Bragstad moved, 2nd by Sherrill approved unanimously

Ordinances and Public Hearings – None

Public Comment – Kirk Lindsay requested future agenda item to include discussion and action to install two “No Parking” signs by fire hydrants on Amador Creek Road near Post Office, adjacent to creek. City Attorney Pat Keene mentioned that the electric charging station requires renewal. Councilman Sherrill will procure the necessary documentation.

2. Consent Calendar Items – Minutes of February 20, 2025 -Motion by Bragstad, 2nd by Sherrill, approved unanimously
3. Financial Report – Motion by Sherrill, 2nd by Bragstad approved unanimously

Regular Agenda Items

4. Project, Historical City Properties: Discussion only – Melanie Unquez Chairman, Lizzie Groth, Vice-Chair – Flyers distributed around town
5. Sewer Infrastructure: Presentation and Possible Action by Motion and Council Vote Regarding needed infrastructure and maintenance for sewer system – Grant Reynolds spoke at length regarding overall condition of sewer plant, the present meter was installed in 2007 and readings are not reliable. New software at plant will cost between \$1,000 and \$3,000. Screening is not located in good location – 30% to 35% getting through filters. Hair is a major problem. Piping is from the 1970’s and is corroded. Gregg Wood and a part-time assistant can perform the work of replacing piping and

pumps. There is a water leak in the supply line that is under the road. It is recommended that sand be placed over pipes before asphalt.

Bob Pinotti and committee have been meeting weekly. They have some recommendations but are not ready to submit a full report. Mr. Pinotti will meet with Councilman Ambroselli about possible grants for any work performed. The two committees studying the sewer plant and system may work together. Councilperson Unguez made a motion to get quotes for work, second by Sherrill, approved unanimously.

6. Housing Element 2024 Annual Progress Report – Discussion only.
 7. Bicycle Path Advisory Committee – The path will not be within Amador City limits, but we still want to support it. A resolution has not been passed yet. If Sutter Creek doesn't join it could affect funding. Bragstad made a motion to approve Resolution of Support, second by Sherrill, approved unanimously.
 8. Request for Reimbursement: Tenants Kat Leon and Corinne Moore – Councilperson Unguez moved to approve- reimbursement, second by Sherrill, ayes – Ambroselli, Bragstad, Unguez, Sherrill, nay – Staples , Motion approved
- RECESS
9. Alternatives to Old City Hall – Information only -City Administrator informed council that Brown Act requires City Council meetings be held in Amador City limits. Office trailer too expensive, Peterson property does not meet ADA requirements, Using part of Old City Hall housing fire truck has too steep a slope for ADA requirements.
 10. Weed Abatement at cost of \$1,600. Motion made by Ambroselli, second by Bragstad, approved unanimously to accept Sierra Pest Control bid of \$1,600 for weed abatement in Oak Knoll Cemetery and some streets in Amador City.
 11. Pedestrian Deck between Amador Whitney Museum and tavern building – City building inspector, Larry White, to inspect and report back to city Administrator and council. No action.
 12. Donation of funds for furnishing Old City Hall to accommodate office staff and council members. Conditions placed on donation are anonymity, city provides 25% funding match, and funds only for needed furniture and equipment for Old City Hall. Motion made by Council person Unguez to accept donation, second by Ambroselli, Ayes Staples, Sherrill, Ambroselli, Unguez, nay vote by Bragstad. Motion passed.
 13. Sewer Committee – Discussion only. Bruce Sherrill and Susan Bragstad.
 14. Update, Brown Act Training – Information only. Dave Groth April 10 date for training.

Future Agenda Item E.V. charging

Adjourned 9:11 p.m.

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DATE: APRIL 17, 20225
TO: CITY COUNCIL
FROM: SUSAN M. PETERS, CITY PLANNER
SUBJECT: HOUSING ELEMENT 2024 ANNUAL PROGRESS REPORT

RECOMMENDATION

Review and accept the Amador City Housing Element Annual Progress Report 2024.

BACKGROUND

Local jurisdictions are required to submit a Housing Element Annual Report (APR) to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD) by April 1 of each year. The report provides information to the State and the public on the implementation of the City's General Plan Housing Element and progress towards our Regional Housing Needs Allocation numbers.

APR's must be presented to the local legislative body for its review and acceptance, usually as a consent or discussion item on a regular meeting agenda. This item was on the March 20, 2025 City Council Agenda but no action was taken pending discussion with the City Planner.

After discussing the issue with the Mayor, the APR was submitted to HCD by the April 1, 2025 deadline without action taken since the Council discussion regarding the APR would likely not have substantially changed the report. Planning staff can, however, amend the APR and re-submit should there be any recommended changes.

DISCUSSION

The Amador City 6th Cycle Housing Element was adopted by the city in 2023 and certified by HCD in February 2025. As with last year's APR, the 2024 APR is based on the programs in the 6th Cycle Housing Element. The most pertinent section of the APR is the Housing Element Implementation Table (Table D) which summarizes progress made on the programs outlined in the Housing Element.

Table D is attached for Council review and consideration. There was progress made with implementation, particularly with the establishment of the Countywide Housing Working Group which held three meetings in 2024 and addressed accessory dwelling units (ADUs), Water Efficiency Landscaping Ordinance and growth projections for Amador Water Agency's Master

Plan. As staff availability and budget allow, additional programs will be implemented throughout the Housing Cycle.

The City Council should review and consider acceptance of the Annual Progress Report information. If there are changes to the report that has already been filed, staff will amend the document and re-submit.

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Jurisdiction			
Reporting Year		2024	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
PROGRAM 1: COUNTYWIDE HOUSING WORKING GROUP	<ul style="list-style-type: none"> •Amador County, and the Cities of Amador City, Lone, Jackson, Plymouth, and Sutter Creek to establish a Countywide Housing Working Group, including one representative from each jurisdiction's Planning Department, by February 2024 to discuss and implement housing strategies. The Countywide Housing Working Group shall meet on a regular basis. •Each jurisdiction shall annually evaluate the effectiveness of the CHWG in the implementation of programs. If the CHWG is determined to be ineffective in implementing any of the programs, each jurisdiction shall identify alternative actions within six months, including a schedule to implement the alternative actions on a semi-annual basis (e.g., actions that each jurisdiction will implement at least two times each year) for the remainder of the planning period, to facilitate the implementation of relevant programs. 	Feb-24	The working group met three times in 2024: 5/13/2024, 8/1/2024 & 12/19/2024

PROGRAM 2: HOUSING ELEMENT MONITORING/ANNUAL REPORTING	<ul style="list-style-type: none"> ●Review the Housing Element annually and provide opportunities for public participation, in conjunction with the submission of the Annual Progress Report to the State Department of Housing and Community Development by April 1st of each year. 	April 1st annually	Annual Reports will be prepared by staff in March annually. The report will be reviewed by the Planning Commission and City Council during public meetings
PROGRAM 3: ADEQUATE SITES	<ul style="list-style-type: none"> ●Each jurisdiction shall develop a formal ongoing procedure to evaluate development proposals, rezones, and other land use decisions and update the inventory and capacity of sites by income groups as necessary by the end of 2023. ●Each jurisdiction to work with the Amador-Tuolumne Community Action Agency (ATCAA) and private developers on an ongoing basis to find suitable sites for affordable housing and special needs groups, including extremely low income, transitional, supportive, and single heads of households housing with an emphasis on prioritizing housing opportunities in higher resource areas. 	Annually, ongoing	Implimentation is in progress and ongoing.
PROGRAM 3: ADEQUATE SITES	<ul style="list-style-type: none"> ●Amador City: Update Zoning Map and Zoning Ordinance to require a minimum of 50% residential uses on at least one of the C-2 sites identified in Amador City Annex Table IV-AC-1, Appendix Amador City-A, and Figure Amador City-1. Amador City is to maintain adequate sites to accommodate the RHNA throughout the 6th Cycle pursuant to Government Code Section 65863: 1 Very Low, 1 Low, 1 Moderate and 2 Above Moderate. 	Annually, ongoing	The City's Zoning Map and Ordinance will be updated in 2025.

PROGRAM 3: ADEQUATE SITES

•Each jurisdiction shall allow residential use by right for housing developments in which at least 20 percent of the units are affordable to lower income households for: 1) lower income sites that are vacant and have been included in the inventory from two or more consecutive planning periods, and 2) lower income sites that are underutilized (nonvacant) and have been included in the inventory from a prior planning period consistent with the requirements of Government Code Section 65583.2. The attachment to the Annex for each jurisdiction identifies lower income sites that have been included in prior Housing Elements. These provisions shall take effect immediately upon adoption and the jurisdictions shall establish additional procedures within six months of Housing Element certification.

Annually, ongoing

The City's Zoning Code will be updated in 2025.

<p>PROGRAM 4: ACCESSORY DWELLING UNITS, JUNIOR ACCESSORY DWELLING UNITS, AND SB 9 UNITS</p>	<ul style="list-style-type: none"> ●Amador County, Amador City, Jackson, Plymouth, and Sutter Creek to update their codes to allow ADUs, JADUs, and SB 9 units, as applicable, consistent with the requirements of State law by May 2025 and submit the amended ADU and JADU provisions to HCD for review. ●Housing Working Group to coordinate development of a Countywide web page by December 2024 to promote ADU and SB 9 opportunities to interested residents that includes examples of successful ADU projects, an ADU resource guide, and links to the ADU and SB 9 requirements for each jurisdiction. ●Each jurisdiction shall provide technical and resource guides online, including lot split provisions per SB 9 by December 2023. ●Each jurisdiction shall conduct outreach and education on ADU and SB 9 options and requirements to homeowners and Homeowners' Associations on an annual basis (2023-2029) to expand opportunities throughout the jurisdiction, with an emphasis on outreach to homeowners' associations and property owners in higher opportunity areas within each jurisdiction. 	<p>July 2024 September 2024 December 2023</p>	<p>The Working Group has reviewed materials provided by Amador County for ADU's and staff is working to edit those material to be Amador City specific. Once the updates are made and approved by the City Council, the information will be made available on the city's website.</p>
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<p>PROGRAM 4: ACCESSORY DWELLING UNITS, JUNIOR ACCESSORY DWELLING UNITS, AND SB 9 UNITS</p>	<ul style="list-style-type: none"> ●Each jurisdiction shall pursue State funding available to assist lower- and moderate income homeowners in the construction of ADUs on an annual basis (2024, 2026, 2028). ●Each jurisdiction shall provide financial assistance to qualified property owners to build ADUs when State funds (such as CalHOME) or other funds are available on an ongoing basis. ●By December 2025, assess each jurisdiction's progress in ADU construction; evaluate incentives to further promote ADUs if construction goals are not met. ●Amador City: 2 ADUs/JADUs 	<p>Ongoing December 2025</p>	<p>Not yet implemented.</p>
<p>PROGRAM 5: AFFORDABLE HOUSING LAND ACQUISITION</p>	<p>Amador Countywide:</p> <ul style="list-style-type: none"> ●Countywide Housing Working Group to work with the Amador-Tuolumne Community Action Agency (ATCAA) and private developers to identify potential suitable affordable housing sites for land acquisition on a regular basis. <p>Each Jurisdiction:</p> <ul style="list-style-type: none"> ●Individual jurisdictions to evaluate sites identified by the Countywide Housing Working Group to determine site acquisition feasibility, and work with for-profit and nonprofit resources as necessary to obtain such lands. 	<p>Ongoing</p>	<p>The Working Group will address this issue in 2025.</p>

PROGRAM 5B: HOMELESS SERVICES COORDINATION AND HOUSING	<ul style="list-style-type: none"> ●Countywide, by 2027, work with developers and service providers to provide 30 new shelter or transitional housing beds, with at least 2 beds provided apiece in Amador City and Plymouth, 3 beds provided apiece in Ione, Plymouth, and Sutter Creek, and 10 beds provided apiece in Jackson and the unincorporated County. ●Beginning in 2024, Housing Working Group shall coordinate annually with the administration, Police Department, and Planning staff of each jurisdiction has information available regarding services for the homeless and at-risk population. 	2027	Not yet implemented.
PROGRAM 6: AFFORDABILITY TARGETS	NA	NA	NA
PROGRAM 7: HISTORICALLY SIGNIFICANT STRUCTURES	NA	NA	NA

<p>PROGRAM 8: NEIGHBORHOOD BEAUTIFICATION AND HOUSING REHABILITATION</p>	<ul style="list-style-type: none"> •Countywide Housing Working Group to identify funding sources for housing rehabilitation, weatherization, energy-efficient improvements, emergency repair, and wildland urban interface/fire hardening on an annual basis. oHousing Working Group to coordinate with individual jurisdictions to determine if available funding should be sought at the regional level or by individual jurisdictions. oHousing Working Group to coordinate with individual jurisdictions to identify a single entity to assist in the implementation of housing rehabilitation programs in order to provide efficient and effective assistance throughout the County. oPotential funding sources include USDA Section 504 Home Repair, Community Development Block Grant (CDBG), HOME, and CalFIRE Wildfire Prevention Grant programs. 	<p>Ongoing</p>	<p>The Housing Workgroup will address this issue in 2025.</p>
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<p>PROGRAM 8: NEIGHBORHOOD BEAUTIFICATION AND HOUSING REHABILITATION</p>	<ul style="list-style-type: none"> •Individual jurisdictions to promote the available housing rehabilitation, energy efficiency, accessibility, and home improvement programs on each jurisdiction's website, through social media, and by way of handouts available at the public counter as well as through the local real estate community by June 2023. •Individual jurisdictions to continue to respond to code complaints as complaints are received. •Each jurisdiction's Planning Department shall work with property owners, residents, and Homeowner Associations to ensure safe and decent housing. Staff will identify concentrations of housing in need of repair and multi-family developments in need of significant repair and connect property owners with resources for rehabilitation and junk removal on an ongoing basis. •Secure funding, either individually or Countywide, for rehabilitation, improvement, and/or emergency repair of housing: Amador City: 2 extremely low, 2 very low, and 2 low income units 	<p>June 2023 Ongoing</p>	<p>Partially Implemented Code complaints are reviewed by the City's Code Enforcement Officer. As staffing is available, additional outreach will be completed.</p>
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<p>PROGRAM 9: AFFORDABLE AND SPECIAL NEEDS HOUSING ASSISTANCE AND INCENTIVES</p>	<ul style="list-style-type: none"> ●Countywide Housing Working Group will review available funding sources for housing affordable to extremely low, very low, low, and moderate income households and housing for special needs groups at least twice each year. ●Countywide Housing Working Group will actively pursue federal, State, County and private funding sources that are available at the regional level and to determine the feasibility of developing a Regional Affordable Housing Trust Fund. ●Countywide Housing Working Group will proactively reach out annually to affordable housing providers and special needs housing providers, including homeless service providers interested in constructing extremely low income housing, emergency shelters, transitional housing, and supportive housing, agricultural worker housing providers, senior and disability housing providers, and providers serving large families and/or single heads of household with children to assist in identifying appropriate sites for development and connecting providers with assistance, including fundings and incentives for housing 	<p>Ongoing</p>	<p>In progress and ongoing. The Housing Workgroup has been established and is meeting on a regular basis. The group will pursue funding and work with housing provided as opportunities arise.</p>
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<p>PROGRAM 9: AFFORDABLE AND SPECIAL NEEDS HOUSING ASSISTANCE AND INCENTIVES</p>	<ul style="list-style-type: none"> ●Each jurisdiction within Amador County to actively pursue federal, State, and private funding sources for affordable housing as a means of leveraging local funds and maximizing assistance, and also support developers in securing outside funding sources. If multiple projects are proposed for funding, jurisdictions shall prioritize projects that improve very low/low income access to the most resources and most positive environmental, educational, economic, and transportation outcomes. ●If interest in affordable or special needs housing exceeds federal, State, and private funding resources for affordable housing, prioritize assisting projects located in TCAC highest resource areas. 	<p>Ongoing</p>	<p>In progress and ongoing. The Housing Workgroup has been established and is meeting on a regular basis. The group will pursue funding and work with housing provided as opportunities arise.</p>
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<p>PROGRAM 9: AFFORDABLE AND SPECIAL NEEDS HOUSING ASSISTANCE AND INCENTIVES</p>	<ul style="list-style-type: none"> ●By December 2024, each jurisdiction shall identify a menu of incentives, including permit streamlining, reduced or deferred development fees, ministerial review of minor lot line adjustments, technical assistance to acquire funding, and modification of development requirements through Planned Development overlays or similar provisions for affordable and special needs housing. Incentives shall be specifically identified for extremely low income housing, which may include adopting priority processing, granting fee waivers or deferrals, modifying development standards, and granting concessions and incentives. ●Each jurisdiction to promote affordable and special needs housing, as well as a variety of housing types, when reviewing and implementing Planned Development, Specific Plan, and any large-scale projects to ensure new residential development provides for a variety of housing types and affordability levels. 	<p>Dec-24</p>	<p>Not yet implemented due to staff and budget constraints.</p>
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<p>PROGRAM 9: AFFORDABLE AND SPECIAL NEEDS HOUSING ASSISTANCE AND INCENTIVES</p>	<ul style="list-style-type: none"> ●To promote and incentivize affordable and special needs housing, each jurisdiction shall annually email regional affordable housing developers and non-profits the menu of incentives, the inventory of sites for very low and low income housing, a list of available financial resources, and the jurisdiction's dedicated contact to discuss affordable housing opportunities. ●In conjunction with other programs promoting affordable housing and reducing barriers to a variety of housing types, approve and permit development of new affordable and special needs units as follows: <p>Amador City: 1 extremely low, 1 very low, and 2 low income units</p>	<p>Dec-24</p>	<p>Not yet implemented. Staff will work with the Housing Workgroup to establish a list of regional housing developers.</p>
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<p>PROGRAM 10: PRESERVATION OF EXISTING AFFORDABLE HOUSING</p>	<ul style="list-style-type: none"> ●Annually monitor each jurisdiction's affordable housing stock to ensure that deed-restricted units are preserved. ●Should any of the assisted properties become at risk of converting to market rate, the jurisdiction(s) will work with property owners, interest groups, and the State and federal governments to ensure compliance with State law and implement the following: <ul style="list-style-type: none"> ○Technical Assistance: Provide technical assistance where feasible to public and non-profit agencies interested in purchasing and/or managing units at risk. ○Preservation Programs: Provide information to owners of at-risk properties regarding rehabilitation assistance and/or mortgage financing in exchange for extending affordability restrictions. ○Tenant Education: Hold public hearings upon receipt of any Notice of Intent to Sell or Notice of Intent to Convert to Market Rate Housing, pursuant to Section 65863.10 of the Government Code and provide tenant education on housing rights. 	<p>Annually, ongoing</p>	<p>Staff will monitor affordable housing stock.</p>
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<p>PROGRAM 11: PRESERVE MULTIFAMILY AND MOBILE HOME OPPORTUNITIES</p>	<ul style="list-style-type: none"> •Update the code by December 2025 to establish provisions addressing the conversion or demolition of multifamily rental housing and mobile home parks with the intent of retaining multifamily units (701 units as identified in Background Report Table II-25) and mobile homes (1,432 units as identified in Background Report Table II-25) in all jurisdictions and assisting any households subject to relocation due to a multifamily or mobilehome park demolition or conversion. The provisions shall address: <ul style="list-style-type: none"> oIdentification of affected households by income, household size, and special housing needs oNotification to households at least 6 months prior to a required move-out date. oAssistance to all lower income and special needs households in identifying affordable housing opportunities. oMoving costs to all affected households. oRental assistance for a minimum period of time to all lower income households who are not able to procure housing that is affordable to their income group (extremely low, very low, low). oOption for all affected households to receive priority for any new or rehabilitated housing built on the same site within 3 years of move-out 	<p>Dec-25</p>	<p>Not yet implemented</p>
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<p>PROGRAM 12: FAIR HOUSING SERVICES</p>	<ul style="list-style-type: none"> ●As a means of furthering fair housing education and outreach in the community, each jurisdiction in Amador County will advertise the fair housing program through placement of fair housing information brochures on their websites, at the public counters, and in the local library(ies) by December 2023. ●Each jurisdiction to provide an annual outreach event to promote fair housing and to educate the community, landlords, and real estate professionals regarding fair housing requirements. ●Each jurisdiction shall continue to provide referrals to CDFEH and HUD and any locally designated providers on an ongoing basis, including promoting fair housing practices, review and enforcement assistance with fair housing complaints, and education to housing providers. 	<p>Dec-23</p>	<p>Not yet implemented due to staff and budget constraints.</p>
<p>PROGRAM 12: FAIR HOUSING SERVICES</p>	<ul style="list-style-type: none"> ●Housing Working Group to coordinate with ATCAA in 2023/2024 to determine if ATCAA can offer fair housing services to all County residents. If ATCAA cannot offer fair housing services, the Housing Working Group to contact fair housing advocates to identify interest in providing fair housing services to the County and identify a single Countywide point of contact for fair housing concerns by the end of 2024. 	<p>2023/2024</p>	<p>Not yet implemented. This Program will be added to the Housing Workgroup 2025 workplan.</p>
<p>PROGRAM 13: AFFIRMATIVELY FURTHER FAIR HOUSING</p>	<ul style="list-style-type: none"> ●Implement measures to affirmatively further fair housing on an ongoing basis, and as further outlined in Table 1. 	<p>Annually, ongoing</p>	<p>Not yet implemented.</p>

<p>PROGRAM 14: AFFORDABLE HOUSING RESOURCES FOR RENTERS AND OWNERS</p>	<ul style="list-style-type: none"> •Develop an outreach program by December 2024 to connect lower income residents and the lower income workforce with new rental and ownership opportunities and access to resources for home ownership, housing rehabilitation, fair housing, temporary and long-term assistance in the event of a disaster, and other housing assistance programs as those become available, promoting fair housing choice and access to safe and decent housing within the community. Information shall be provided on each jurisdiction's website and social media channels, via announcements at the Board of Supervisors and City Council meetings, at the public counters, and in the local library(ies). •Update outreach program materials at least annually to reflect correct contacts and program information. 	<p>Dec-24</p>	<p>Not yet implemented</p>
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<p>PROGRAM 15A: ADOPT A REASONABLE ACCOMMODATION PROCEDURE FOR HOUSING</p>	<p>●Amador County, Amador City, Jackson, Plymouth, and Sutter Creek: Review and amend the Municipal Code a necessary to provide individuals with disabilities reasonable accommodation (in full compliance with Senate Bill 520) in rules, policies, practices, and procedures that may be necessary to ensure equal access to housing by December 2023. Include the following information:</p> <ul style="list-style-type: none"> oProviding notice to the public of the availability of an accommodation process. The notice will be provided at all counters where applications are made for a permit, license, or other authorization for siting, funding, development, or use of housing. oProcedures for requesting reasonable accommodation, including preparation of a Fair Housing Accommodation Request form and designating the appropriate individual, committee, commission, or body responsible for acting on requests. o 	<p>Dec-23</p>	<p>Municipal Code is reviewed on an ongoing basis.</p>
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<p>PROGRAM 15A: ADOPT A REASONABLE ACCOMMODATION PROCEDURE FOR HOUSING</p>	<ul style="list-style-type: none"> o Review procedures for requests for reasonable accommodation, including provisions for issuing a written decision within 30 days of the date of the application. o Criteria to be used in considering requests for reasonable accommodation. o Appeal procedure for denial of a request for reasonable accommodation. The procedure should establish that there is no fee for processing requests for reasonable accommodation or for appealing an adverse decision related to a request for reasonable accommodation. ●All Jurisdictions: Create a public information brochure on reasonable accommodation for disabled persons and provide that information on each jurisdiction's website. 	<p>Dec-23</p>	<p>Not yet implemented. The Working Group will put together information on reasonable accommodations for the public.</p>
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<p>PROGRAM 15B: SMOKE-FREE MULTI-UNIT HOUSING</p>	<p>●In 2024, review methods to reduce exposure to second-hand smoke in multi-unit and mixed use residential projects and identify at least three methods for implementation in 2025-2029. Methods may vary from jurisdiction to jurisdiction and may include:</p> <ul style="list-style-type: none"> ○Consideration of a smoke-free ordinance, encouraging compliance through education, signage requirements, and property manager actions rather than police, fines, or evictions. ○Targeted education to landlords and tenants on the benefits of a smoke-free housing policy. ○Targeted outreach to landlords with resources including language to include in leases, assistance available to purchase signage, and local resources for residents who want to quit tobacco. 	<p>2024</p>	<p>Not yet implemented. The Housing Workgroup met with Amador County Public Health for assistance in drafting a Smoke Free MUH Ordinance.</p>
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<p>PROGRAM 16: FEDERAL VOUCHER PROGRAM</p>	<ul style="list-style-type: none"> •Countywide Housing Working Group to contact the Stanislaus County Regional Housing Authority (StanCoHA) and ATCAA annually to invite StanCoHA to attend a meeting and provide information regarding the number of vouchers issued within the county, to identify opportunities to access additional assistance programs, including the Family Unification Program, currently unavailable in Amador County, to determine if additional vouchers may become available, and to identify if there are unused vouchers that should be advertised to County residents. •If vouchers are available to Amador County residents or the waitlist opens up, the Countywide Housing Working Group shall coordinate outreach via each jurisdiction's website and announcements at the Board of Supervisors and City Council meetings. 	<p>Ongoing</p>	<p>Not yet implemented. The Housing Workgroup will add this Program to the 2025 workplan.</p>
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<p>PROGRAM 16: FEDERAL VOUCHER PROGRAM</p>	<ul style="list-style-type: none"> ●Continue to facilitate the use of the HCV and other Housing Authority and ATCAA programs throughout the County by advertising programs semiannually (double the current advertising schedule) on each jurisdiction's website, in community newsletters, and via each jurisdiction's social media accounts to reach a Countywide audience. ●Conduct annual targeted education to landlords and tenants in the area of the County with the highest proportions of persons with disabilities and in areas with the highest resources. ●Provide information on the availability of the Housing Choice Voucher Program on the County's and each jurisdiction's website and review information bi-annually to ensure contact information is correct. ●Work with StanCoHA to increase the number of households receiving Housing Choice Vouchers by 5%. 	<p>Ongoing</p>	<p>Not yet Implemented. The Housing Workgroup will add this Program to the 2025 workplan.</p>
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<p>PROGRAM 17: DEVELOPMENT CODE/ZONING CODE AMENDMENTS</p>	<p>Each jurisdiction to complete the following zoning and development amendments to its code to streamline definitions, encourage and support a variety of housing types, including special needs housing and affordable housing, by July 2024 (note: refer to Chapter III (Housing Constraints) for a detailed analysis of revisions required to each jurisdiction's code):</p> <ul style="list-style-type: none"> oFamily (Amador County, Amador City, Sutter Creek): Define "family" and "household" to include unrelated members of a household who reside together, to not regulate the relationship of members, and to impose no restriction on the number of persons who may reside together as a family or household. oLow Barrier Navigation Centers (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek): Define and permit low barrier navigation centers consistent with the requirements of Government Code Sections 65660 through 65668, including treating low barrier navigation centers as a by-right use in areas zoned for mixed use and in nonresidential zones permitting multi-family uses (if applicable). 	<p>Ongoing</p>	<p>Not yet implemented</p>
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<p>PROGRAM 17: DEVELOPMENT CODE/ZONING CODE AMENDMENTS</p>	<p>o Transitional and Supportive Housing (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek): Revise as necessary to ensure that transitional and supportive housing are allowed in residential and mixed-use zones in accordance with Government Code Section 65583(c)(3), and to allow eligible supportive housing in zones where multi-family and mixed uses are permitted in accordance with Government Code Sections 65650 through 65656.</p> <p>o Special Needs Housing (Amador County, Amador City, Plymouth, and Sutter Creek): Revise as necessary to ensure that special needs housing is accommodated in accordance with California Health and Safety (HSC) Code Section 1566.3, which establishes requirements for residential facilities that serve six or fewer persons including that residential care homes serving six or fewer persons will be treated in the same manner as a residence of the same type and not be subject to additional standards (such as parking). Additional jurisdiction-specific updates are as follows:</p>	<p>Ongoing</p>	<p>Not yet implemented</p>
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<p>PROGRAM 17: DEVELOPMENT CODE/ZONING CODE AMENDMENTS</p>	<p>oPersons with Disabilities - Group homes 7 or more persons (Amador County, Amador City, Ione, Jackson, Plymouth, and Sutter Creek): Permit these uses in all zones allowing residential uses with objectivity and only subject to the requirements of other residential uses of the same type in the same zone.</p> <p>oEmployee Housing (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek): Ensure that employee housing serving six or fewer employees shall be deemed a single family structure and shall be treated subject to the standards for a single family dwelling in the same zone per requirements of Health and Safety Code Section 17021.5.</p> <p>oFarmworker Housing (Amador County, Jackson, Sutter Creek): Ensure that agricultural employee housing is allowed in zones that permit agricultural uses consistent with the requirements of Health and Safety Code Sections 17021.6 and 17021.8.</p>	<p>Ongoing</p>	<p>Not yet implemented</p>
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<p>PROGRAM 17: DEVELOPMENT CODE/ZONING CODE AMENDMENTS</p>	<p>oEmergency Shelters: (Amador County, Amador City, Jackson, and Sutter Creek): Revise as necessary to ensure that emergency shelters are accommodated in accordance with the federal Religious Land Use and Institutionalized Persons Act and Government Code Section 65583, which requires each jurisdiction to identify one or more zoning districts where emergency shelters are allowed without a discretionary permit, including ensuring that emergency shelters are allowed in zones where residential uses are also permitted consistent with the requirements of Government Code Section 65583(a)(4) and are defined consistent with Government Code Sections 65582 and 65583(a)(4)(C). Require sufficient parking to accommodate all staff working in an emergency shelter, provided that the standards will not require more parking for emergency shelters than other residential or commercial uses within the same zone.</p> <p>oEmergency Shelters: (Jackson): Revise to allow 25 beds within each emergency shelter.</p>	<p>Ongoing</p>	<p>Not yet implemented</p>
<p>PROGRAM 17: DEVELOPMENT CODE/ZONING CODE AMENDMENTS</p>	<p>oEmergency Shelters (All jurisdictions): Update the definition of emergency shelter to be consistent with Government Code Section 65583(a)(4)(C) and ensure that emergency shelters are permitted ministerially when ancillary to permitted places of worship and churches.</p>	<p>Ongoing</p>	<p>Not yet implemented</p>

<p>PROGRAM 17: DEVELOPMENT CODE/ZONING CODE AMENDMENTS</p>	<p>Application Streamlining (Amador County, Amador City, Plymouth, Sutter Creek, and Jackson): To facilitate residential development and to comply with State law, each jurisdiction will be updated to ensure that eligible multi-family projects with an affordable housing component are provided streamlined review and are subject only to objective design standards consistent with relevant provisions of SB 35 and SB 330, as provided for by applicable sections of the Government Code, including but not limited to Sections 65905.5, 65913.4, 65940, 65941.1, 65950, and 66300. State law defines objective design standards as those that "involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant and public official prior to submittal." Each jurisdiction will review and modify the Design Review criteria to ensure application processing timelines comply with the requirements of applicable State laws, including Government Code Sections 65950-65957.5), streamline and simplify the process, including a limitation on the maximum number of hearings per project, and ensure objective standards and</p>	<p>Ongoing</p>	<p>Not yet implemented</p>
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<p>PROGRAM 17: DEVELOPMENT CODE/ZONING CODE AMENDMENTS</p>	<p>Objective Design & Development Standards (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek). Each jurisdiction will adopt objective design and development standards for multifamily housing, including ministerial (by-right) residential and mixed-use development, and will ensure that the standards, including floor area ratio, unit size, height, setback, and parking requirements, accommodate the maximum densities permitted, and provide flexibility with the design of building types and units to accommodate irregular lots and steep slopes. These objective standards will replace any subjective standards, including site plan review findings, design review standards, and other standards required for single family and multifamily housing or will remove or include objective definitions and/or illustrations of any subjective terms, such as "compatibility", "orderly", "harmonious", "character", and "integrity".</p>	<p>Ongoing</p>	<p>Not yet implemented</p>
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<p>PROGRAM 17: DEVELOPMENT CODE/ZONING CODE AMENDMENTS</p>	<p>oDensity Bonus (Amador County, Amador City, Lone, Jackson, Plymouth, and Sutter Creek). Revise to reflect current requirements of the State's density bonus law, including alternative parking ratios, which shall also be reflected in the jurisdiction's parking standards section(s) of its code, including 1 space per studio (0 bedroom) and 1-bedroom units and 1.5 spaces per 2- and 3-bedroom units for projects that include affordable and special needs housing, and establish application requirements and decision-making criteria (Government Code Section 65915). oReasonable Accommodations (Amador County, Amador City, Jackson, Plymouth, and Sutter Creek). Provide for reasonable accommodation for persons with a disability consistent with the HCD Reasonable Accommodation Model Ordinance, including objective findings for the approval of a reasonable accommodation application. oAccessibility (All jurisdictions): Require new development projects with 10 or more units to include accessibility options for buyers as part of each home plan.</p>	<p>Ongoing</p>	<p>Not yet Implemented</p>
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<p>PROGRAM 17: DEVELOPMENT CODE/ZONING CODE AMENDMENTS</p>	<p>oDensity Range (All jurisdictions): Require new development on the sites identified for very low, low, and moderate income to occur at 75% of allowed densities or higher, with exceptions provided for site-specific development constraints, affordable housing, and special needs housing. oConversion of Multifamily Rental to Ownership or Non-Residential Uses: Establish provisions to ensure that the conversion of multifamily rental to ownership or non-residential uses addresses the potential for displacement of households, including adequate notice (6 or more months), identification of affordable housing opportunities in the region, assistance to lower income and special needs housing with locating replacement housing, moving assistance, and priority for any residents interested in new ownership opportunities at the location.</p>	<p>Ongoing</p>	<p>Not yet implemented</p>
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<p>PROGRAM 17: DEVELOPMENT CODE/ZONING CODE AMENDMENTS</p>	<p>oReduce Constraints to a Variety of Housing Types: Amador City: -Limit development of single family units in the R3 and R4 zones to existing lots of 6,000 s.f. or less, new lots of 4,000 s.f. or less, and affordable (moderate, low and very low income) projects. -Update Design Review process for ministerial review of single family homes and provide for Design Review Committee approval of projects with 4 or fewer units. -Identify sample color palettes (such as historical color palettes from paint manufacturers) that are acceptable color palettes.</p>	<p>Ongoing</p>	<p>Not yet Implemented</p>
<p>PROGRAM 18: CODE REVIEW</p>	<p>All Jurisdictions ●Review and update local codes to address requirements of State law. Codes shall be reviewed every 3 years to implement any housing laws or any changes identified, including changes identified by HCD as part of its review of implementation of the Housing Element or review of ordinances where provided by the Government Code, to comply with existing housing laws. ●Review local code requirements annually to ensure that amendments are made where necessary to reduce impacts to life and property. ●Review updates to the California Building Standards Code on a triennial basis and adopt updates to code requirements accordingly.</p>	<p>Ongoing, December 2027</p>	<p>Codes are reviewed on an ongoing basis. Updates will made done as needed.</p>

<p>PROGRAM 19: WATER AND WASTEWATER INFRASTRUCTURE CAPACITY</p>	<ul style="list-style-type: none"> ●In 2023, the Housing Working Group shall meet with AWA to identify necessary steps and resources to address water and wastewater system improvements where needed to accommodate the RHNA. ●Housing Working Group to identify methods to encourage water conservation and reduce wastewater effluent by December 2025, including coordinating with the water and wastewater providers to promote conservation and reviewing opportunities to increase efficiencies in new construction and rehabilitation projects. ●Continue to work cooperatively with AWA, ARSA, and other agencies that own or operate water and sewer infrastructure on an ongoing basis and each jurisdiction shall review efforts annually and the Housing Working Group shall meet with water and wastewater providers at least annually.. ●Housing Working Group to support infrastructure providers in pursuing funding to complete necessary improvements or to assist developers and agencies to complete these capital improvement projects as necessary on an ongoing basis to increase the availability of housing for low and very low income households, with efforts to identify potential applications and submittal of applications at least annually. 	<p>2023 December 2025</p>	<p>On December 19, 2024 the Housing Workgroup met with AWA to assist with growth projections for AWA's Master Plan Update. The Workgroup will continue to work with both AWA and ARSA on an as needed basis to address infrastructure constraints.</p>
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<p>PROGRAM 19: WATER AND WASTEWATER INFRASTRUCTURE CAPACITY</p>	<ul style="list-style-type: none"> ●Housing Working Group to investigate establishment of assessment districts with a capital facilities fee on an ongoing basis to assist in funding infrastructure improvements by December 2023. ●Submit a funding application to the USDA's Small Communities Rural Utilities Service Grants & Loans Program annually. ●Each jurisdiction shall adopt any necessary fee programs and shall seek funding resources to support improvement and expansion of water and wastewater systems to accommodate the RHNA by December 2025. ●Coordinate with AWA and the cities to update Figures III-1 and III-2 every 3 years (December 2026, December 2029) to identify parcels that are proximate to existing water and sewer service and planned water and sewer service as well as parcels where the cost to extend services would be considerable to assist developers in targeting locations for housing proposals. 	<p>December 2023 December 2025 December 2026 December 2029</p>	<p>In progress and ongoing.</p>
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<p>PROGRAM 19: WATER AND WASTEWATER INFRASTRUCTURE CAPACITY</p>	<ul style="list-style-type: none"> •Where applicable, use development agreements or other mechanisms to ensure fair-share funding of off-site infrastructure and facility improvements on an on-going basis and review projects at least annually to ensure implementation. •Following adoption of the Housing Element, each jurisdiction shall provide the adopted Housing Element within 30 days to its water and sewer providers and shall include a cover letter identifying the requirements of Government Code Section 65589.7(a) requiring priority service for developments that provide housing for lower income households. 	<p>Ongoing</p>	<p>In progress and ongoing. AWA participated in the Housing Element adoption process and the City of Lone will continue to work with developers and AWA to address capacity constraints.</p>
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<p>PROGRAM 20: PARTNERSHIPS WITH AFFORDABLE HOUSING DEVELOPERS</p>	<ul style="list-style-type: none"> ●Facilitate land divisions, lot line adjustments, and specific plans resulting in parcel sizes that facilitate multi-family developments affordable to lower income households. ●Work with property owners and non-profit developers to target and market the availability of sites with the best potential for development, including annual outreach to property owners and non-profit developers identifying very low and low income sites included in the inventory of residential land. ●Host an annual meeting with affordable housing developers and non-profits to identify housing opportunities and to identify City programs and incentives that support affordable housing development through provision of land write-downs, regulatory incentives, and/or direct assistance. ●Annually meet with County representatives to discuss farmworker housing needs and to identify opportunities and potential applications for funding. 	<p>Ongoing</p>	<p>Not yet implemented due to budget and staffing constraints.</p>
<p>PROGRAM 21: CHILD CARE PROGRAM</p>	<ul style="list-style-type: none"> ●Continue to promote the provision of childcare in conjunction with residential development, including affordable housing projects, on an ongoing basis. 	<p>Ongoing</p>	<p>Not yet implemented</p>
<p>PROGRAM 22: APPLICATION PROCESSING PROCEDURES</p>	<ul style="list-style-type: none"> ●Review application processing procedures in 2025 and 2028 and make any necessary amendments to reduce constraints to housing approvals and ensure development proposals are processed in accordance with State law, including the time periods identified by the Permit Streamlining Act. 	<p>2025 2028</p>	<p>Not yet implemented</p>

<p>PROGRAM 23: ONGOING COMMUNITY EDUCATION AND OUTREACH</p>	<ul style="list-style-type: none"> ●Provide information on ADUs, JADUs, SB 9 units, and streamlined permitting opportunities for eligible housing development projects at the public counter of each jurisdiction, at local libraries, and on each jurisdiction's website by June 2023 and update information bi-annually. ●Amador County to maintain the County's existing webpage providing links and contact information for of the County's housing and job-training organizations (e.g., Amador County Association of Realtors, Gold Country Alliance for the Mentally Ill, ATCAA, Voices for Families, Area 12 Agency on Aging, Amador Affordable Housing Coalition, Amador Economic Development Corporation, Amador County Department of Health & Human Services, and similar organizations) and review page annually to update contact information as necessary. ●Provide information regarding housing rehabilitation, energy efficiency programs, weatherization, emergency repair assistance, and free energy audits (when available) at the public counter of each jurisdiction, at local libraries, and on each jurisdiction's website by June 2023 and update information bi-annually. 	<p>June 2023</p>	<p>Not yet implemented</p>
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<p>PROGRAM 23: ONGOING COMMUNITY EDUCATION AND OUTREACH</p>	<ul style="list-style-type: none"> ●In coordination with ATCAA, encourage low income homeowners or renters to apply for free energy audits and home weatherization through ATCAA by June 2023. ○Provide handouts at the public counter and website of each jurisdiction. ○Promote these programs through the senior centers for seniors seeking assistance with home maintenance. ●Continue to make available published materials and resource referral information for renters on the following subjects: housing discrimination, landlord/tenant relations, access to legal aid services for housing complaints, and information on housing advocacy programs and similar information. Information should be made available at each jurisdiction's public counter and website, at the Health and Human Services Agency, at the County library (and its branches), and similar locations where individuals may be in need of fair housing information by June 2023. ●Provide information on the availability of the Housing Choice Voucher Program at each jurisdiction's public counter and website by June 2023. 	<p>Jun-23</p>	<p>Not yet implemented but planned for implementation in 2025.</p>
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PROGRAM 24: GOVERNMENTAL TRANSPARENCY	All jurisdictions to provide fiscal documents to ensure transparency pursuant to Government Code Section 65940 no later than December 2024: ●Amador City to update its website to provide all documents described at Government Code Section 65940, except the General Plan and Zoning Code which are both available on the website.	Dec-24	Not yet implemented but planned for implementation in 2025.
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<p>PROGRAM 25: ENERGY CONSERVATION INITIATIVES</p>	<ul style="list-style-type: none"> ●Continue to enforce the State of California's Title 24 energy requirements on an ongoing basis. ●Continue to explore ways to promote energy conservation and sustainability, with a focus on reducing energy usage and energy-related costs in new and existing residential development throughout each jurisdiction, with the Housing Working Group meeting at least annually to address this issue and summarize best practices. ●Each jurisdiction to advertise available programs, with an emphasis on outreach to lower income households, to address energy-efficient improvements to single and multi-family units on an ongoing basis and assist households with reducing energy-related costs on each jurisdiction's website and at the Planning Counters; information shall be provided by August 2024 and reviewed and updated at least bi-annually (by August 2026, 2028). ●Each jurisdiction to provide outreach and education to developers, architects, and residents at least annually to provide information on how to incorporate sustainability in project design, as well as in existing structures. 	<p>Aug-24</p>	<p>In progress and ongoing. Title 24 is required during the building permit review process.</p>
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<p>PROGRAM 25: ENERGY CONSERVATION INITIATIVES</p>	<ul style="list-style-type: none"> ●Participate in the Amador County Energy Savings Working Group and support implementation of the County's Energy Action Plan, including PG&E programs and ATCAA programs with Housing Working Group members attending an Energy Savings Working Group meeting at least bi-annually (2024, 2026, 2028). ●Continue to collaborate with PG&E to install energy-efficient lighting through sharing information on each jurisdiction's website by August 2024 and reviewing and updating information as necessary at least bi-annually (August 2026, 2028).. ●On an ongoing basis, continue to provide residents with the local PG&E representative's contact information when an inquiry is made regarding energy efficiency and review contact information at least annually (December of each year). 	<p>Bi-annually December Annually</p>	<p>Not yet Implemented</p>
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5

Amador City Business and Community Association
PO Box 152
Amador City, CA 95601
CA Non-profit ID: 371808712



Away to **AMADOR** City

Save the Date!

April 26th & 27th

Amapola Festival
Poppy Pedal Bike Ride

Dancin' in the Street Series

June 7th: The Shire Punks
September 27th: Darin Sexton
October 25th: The Blowbacks

November 2nd

Day of the Dead Celebration

December 6th

Main Street Magic

*Explore California's
hidden gem*

@visitamadorcity

Community Potluck – Sunday May 18, 2025

www.visitamadorcity.com

FB and IG @visitamadorcity

Amador City Business and Community Association
PO Box 152
Amador City, CA 95601
CA Non-profit ID: 371808712



Request for Financial Assistance

Date	4/14/42025
Budget category	ACBCA Events
Submitted by	A'Laina Lyons, Treasurer
Phone	415-990-7785
Email	ACBCA49@gmail.com
Send check to	ACBCA
Address	PO Box 152
City/State/Zip	Amador City, CA 95601

Description of Request	Amount
The Shire Punks 6/7/2025	\$400.00
Darin Sexton 9/27/2025	\$400.00
The Blowbacks 10/25/2025	\$800.00
Total	\$1,600.00

Treasurer use only

Check number _____ Amount _____ Date _____

Budget category _____

6

Amador City – Records Retention Plan (Digital Focus)

1. Purpose

This plan establishes a straightforward approach to retaining, storing, accessing, and disposing of digital records in compliance with California regulations. It aims to ensure transparency, accountability, and operational efficiency, while acknowledging the limited staff resources of a small municipality.

2. Scope

This plan applies to all digital records created, received, or maintained by any town officials, volunteers, or designated staff, including but not limited to:

- Emails
- Meeting agendas/minutes
- Staff or volunteer reports
- Permits, licenses, and applications
- Financial documents
- Contracts and legal agreements

3. Roles and Responsibilities

Given the size of Amador City, some roles may be combined. These responsibilities can be handled by one person or divided among a few individuals/volunteers as feasible:

Role/Individual	Responsibility
Town Clerk/Designated Official	- Oversees the records management program - Enforces the retention schedule - Maintains official records archive (digital or otherwise)
City Administrator	- Ensures overall compliance across the town's operations - Provides oversight on policy decisions
Volunteer/Support Staff	- Helps classify, store, and manage records under guidance of Town Clerk/Designated Official

4. Records Classification

To simplify, categorize records into the following groups:

- **Administrative:** Internal communications, agendas, meeting minutes.
- **Legal:** Contracts, agreements, legal opinions.
- **Fiscal:** Budgets, invoices, financial statements.
- **Historic:** Key ordinances, resolutions, or documents important to the town's history.
- **Temporary:** Drafts, routine notices with no lasting reference value.

5. Retention Periods

Below is a streamlined retention schedule; adapt as needed to match your town's specific needs and legal requirements:

Record Type	Retention Period	Final Disposition
Council/Board Agendas & Minutes	Permanent	Digital archive or physical backup (if feasible)

Record Type	Retention Period	Final Disposition
Resolutions & Ordinances	Permanent	Digital archive, with possible physical copy
Emails (non-transitory)	2 years	Delete or archive (depending on content)
Contracts & Agreements	5 years after termination	Digital archive
Building Permits (or similar)	Life of structure + 2 years	Digital archive
Financial Records	5 years	Delete or archive
Personnel/Volunteer Records	Termination + 5 years	Secure delete
Routine Notices/Drafts	30–90 days	Auto-delete

6. Storage & Access

- Use a simple, centralized digital storage solution. For small towns, options might include Google Drive, OneDrive, or another secure, affordable cloud-based platform.
- Assign folders or “drives” based on the categories above (e.g., “Legal,” “Fiscal,” “Historic,” etc.).
- Control access with folder sharing settings, ensuring only those who need to view or edit records can do so.
- Maintain a simple backup routine (e.g., cloud-based backup or an external hard drive) to safeguard against data loss.
- Enable basic version tracking if the platform allows (so you can revert changes or see edits).

7. Sharing Protocol

- Provide “view-only” access to public records especially council minutes, budgets, or meeting agendas through the town’s website or by request.
- Keep sensitive files (like personnel records) in secure folders with restricted access. Consider using password protection or two-step verification if available.
- Avoid using personal emails or unapproved cloud storage for official town business.

8. Review & Updates

- **Annual Check:** At least once a year, the Town Clerk/City Admin Official should review the plan to ensure it still meets state requirements and the town’s practical needs.
- If new types of records or new technology platforms are introduced, update the plan accordingly.
- Provide a brief training or informational session for any staff, council members, or volunteers who handle official records.

9. Disposition Procedures

- **Records Past Retention:**

DRAFT
April 2025

- If identified as permanent/historic, transfer to a digital archive or other secure location.
- If not needed for reference or historical value, securely delete.
- **Documentation:** When destroying any batch of records, maintain a simple Record Destruction Log (date, record type, retention period met) approved by the Town Clerk/Designated Official.

10. Compliance

This plan aligns with the following:

- California Government Code Sections 34090–34090.7
- California Public Records Act (CPRA)
- Relevant California regulations for electronic document preservation (e.g., CA CCR Title 2, Section 22620.1)

By adopting this streamlined plan, Amador City ensures that essential digital records are managed responsibly, while minimizing administrative overhead.