



AGENDA

Meeting of the
Scotts Valley City Council
In-Person and Remote Access
Date: October 4, 2023
Time: 6:00 PM

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066 OR Zoom Video Conference https://us02web.zoom.us/j/83295730901	Agenda posted on 9-29-2023 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at: www.scottsvally.gov

ELECTED OFFICIALS	CITY STAFF MEMBERS
Jack Dilles, Mayor Randy Johnson, Vice Mayor Donna Lind, Council Member Derek Timm, Council Member Allan Timms, Council Member	Mali LaGoe, City Manager Kirsten Powell, City Attorney Steve Walpole, Chief of Police Stephanie Hill, Administrative Services Director Cathie Simonovich, City Clerk

MEETING NOTICE AND AGENDA PACKET MATERIALS
Notice regarding City Council Meetings: The City Council meets regularly on the 1st and 3rd Wednesday of each month at 6:00 PM in the City Hall Council Chambers located at 1 Civic Center Drive, Scotts Valley, CA 95066, and via Zoom Webinar remote access. Agenda and Agenda Packet Materials: The City Council agenda and the complete agenda packet are available for review by 5:00 PM the Friday before the Wednesday meeting on the Internet at the City's website: www.scottsvally.gov and in the lobby of City Hall at 1 Civic Center Drive, Scotts Valley, CA. Pursuant to Government Code §54957.5, materials related to an agenda item, submitted after distribution of the agenda packet, are available for public inspection in the lobby of City Hall during normal business hours, Monday-Friday, 8am-12 pm and 1-5 pm. In accordance with AB 1344, such documents will be posted on the City's website at www.scottsvally.gov. Public Participation: The meeting will be available on Zoom and livestreamed to the City of Scotts Valley's YouTube channel: https://www.youtube.com/channel/UCLNTBScelB4wTfidYHrocWA. For those wishing to participate via Zoom you can join the following ways:

Zoom Webinar meeting link: <https://us02web.zoom.us/j/83295730901>
Or dial one of these numbers: (669) 900-9128 or (669) 444-9171
Webinar ID: 832 9573 0901

Whether attendance is in-person or remote, you will be given opportunities to provide public comment at the appropriate times throughout the meeting. The time limit is up to 3 minutes for an individual, or 5 minutes for someone who is representing a group of three or more, at the discretion of the Mayor. Please note that this is not a question-and-answer time, but simply a time to provide comments to the Council. At the appropriate times during the meeting for public comment, on items not on the agenda, and on specific agenda items, the Mayor will announce that public comment will be accepted.

How to comment via in-person attendance:

Please proceed to the public comment podium when the Mayor opens the item for public comment.

How to comment via Zoom Webinar:

Use the webinar attendee option to “raise hand” when the Mayor opens the item for public comment. The Clerk will unmute you when it is your turn. If you have joined via Zoom phone call, dial *9 or your phone to “raise your hand”, and the Clerk will unmute you when it is your turn.

CALL TO ORDER 6:00 PM

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

SPECIAL SET MATTER

1. Introduction of Terence Concannon, Visit Santa Cruz Chief Executive Officer
2. Mayor's Proclamation for Ageism Awareness

COMMITTEE REPORTS

Council members are appointed to committees which are either City committees or committees dealing with other jurisdictions. This portion of the agenda allows the committee member to present oral or written reports to the Council regarding their committee assignments. It also allows the Council to make comments and give the committee member direction, as required.

CITY MANAGER REPORT

PUBLIC COMMENT TIME

This is the opportunity for individuals to make and/or submit written or oral comments to the Council on any items within the purview of the Council, which are NOT part of the Agenda. No action on the item may be taken, but the Council may request the matter be placed on a future agenda.

ALTERATIONS TO CONSENT AGENDA

Council can remove or add items to the Consent Agenda.

CONSENT AGENDA

The Consent Agenda is comprised of items which are intended to be non-controversial and are approved without discussion. Persons wishing to speak on any item may request the item be moved to the Regular Agenda by raising their hand to be recognized by the Mayor. An item will only be moved from the Consent Agenda to the Regular Agenda if a City Council Member requests it to be moved and a majority of the Council agrees.

1. Approve City Council minutes of 09-06-2023
2. Approve check registers dated 09-01-2023 through 09-14-2023 and 09-15-2023 through 09-29-2023
3. Resolution accepting AMBAG REAP 2.0 Local Suballocation Grant Program (LSGP) funds in the amount of \$128,750 to implement the 6th Cycle Housing Element Update
4. Consideration of Approval of an Off-Site Improvement Agreement for Sanitary Sewer Improvements on Polo Heights
5. Approve salary schedule for the position of Senior Administrative Analyst

ALTERATIONS TO REGULAR AGENDA

Council can remove or add items to the Regular Agenda.

REGULAR AGENDA

Persons wishing to speak on any item may do so by raising their hand to be recognized by the Mayor.

1. Consider approval of a Professional Services Contract with Urban Field Studio for Town Center Master Architecture services
2. Future Council Agenda Items

CONVENE TO CLOSED SESSION

CLOSED SESSION SUBJECT

1. Conference with labor negotiator regarding employee negotiations
Legal Authority: Government Code section 54957.6
Bargaining Groups: Police Bargaining Unit, Police Supervisors Association
Staff Present: City Manager, City Attorney, Chief of Police, Administrative Services Director, Labor Negotiator

RECONVENE TO OPEN SESSION

REPORT ON ACTION TAKE DURING CLOSED SESSION

ADJOURNMENT

ADA NOTICE

The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a City Council meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the City Clerk's office at (831) 440-5600 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a City Council meeting be available in an alternative format consistent with a specific disability, please call the City Clerk's Office. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; or, Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.

PROCEDURAL INFORMATION FOR THE PUBLIC

THE FOLLOWING IS THE PROCEDURE COUNCIL SHOULD TAKE IN APPROVAL OF A RESOLUTION:

1. Move the Resolution number for approval.
2. Second the motion.
3. Vote by body, a roll call vote is not required.

THE FOLLOWING IS THE PROCEDURE COUNCIL SHOULD TAKE IN INTRODUCTION/ADOPTION OF AN ORDINANCE:

1. Move the Ordinance number for introduction (or adoption).
2. Move the Ordinance be introduced by title only and waive the reading of the text.
3. Read the Ordinance title.
4. Second the motion.
5. Vote by body, a roll call vote is not required.

THE FOLLOWING IS THE PROCEDURE COUNCIL SHOULD TAKE IN PUBLIC COMMENT/PUBLIC HEARINGS:

Unless otherwise determined by the presiding officer of the meeting:

1. Three minutes allowed per individual to speak.
2. Five minutes allowed per individual representing a group of three or more.



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City of Scotts Valley

Mayor's Proclamation

Recognizing Ageism Awareness Day

- WHEREAS,** Ageism refers to stereotypes (how we think), prejudice (how we feel), and discrimination (how we act) toward others based on age; and
- WHEREAS,** adults over the age of sixty are the fastest growing age group in California; and
- WHEREAS,** the population of adults age 65-84 has grown faster in Santa Cruz County than anywhere else in California since 2010; and
- WHEREAS,** ageism toward older adults affects their health and longevity, their financial well-being, and the economy of Scotts Valley; and
- WHEREAS,** preventing ageism in education, employment, housing, and healthcare will benefit everyone; and
- WHEREAS,** recognizing that it is up to all of us to ensure that older adults are respected and portrayed as capable, competent, effective, and valued in all areas of society; and
- WHEREAS,** ageism awareness and preventing ageism is beneficial to all citizens of California, by improving the quality of life within Scotts Valley.

NOW, THEREFORE, I, Jack Dilles, as Mayor of the City of Scotts Valley, on behalf of the entire City Council, do hereby proclaim October 7th, 2023 as Ageism Awareness Day.



Jack Dilles, Mayor
Signed and sealed this 4th day of October 2023



MINUTES

Meeting of the
Scotts Valley City Council
Date: September 6, 2023
Time: 6:00 PM

CONTACT INFORMATION	MEETING LOCATION	POSTING
City of Scotts Valley 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5600	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066 OR Zoom Video Conference https://us02web.zoom.us/j/83295730901	The agenda was posted on 9-1-2023 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at www.scottsvally.gov .

CALL TO ORDER 6:00 PM

The City Council meeting was called to order at 6:01 PM.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

ELECTED OFFICIALS PRESENT: Jack Dilles, Mayor Randy Johnson, Vice Mayor Donna Lind, Council Member Derek Timm, Council Member Allan Timms, Council Member	CITY STAFF MEMBERS PRESENT: Mali LaGoe, City Manager Kirsten Powell, City Attorney Stephanie Hill, Administrative Services Director Cathie Simonovich, City Clerk
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SPECIAL SET MATTERS

1. Jacob's Heart & Childhood Cancer Awareness Month Proclamation

Mayor Dilles read the proclamation which honors Jacob's Heart and proclaims September as Childhood Cancer Awareness Month. Daniela Ramirez accepted the proclamation on behalf of Jacob's Heart and thanked the Council for their support.

2. Suicide Prevention Awareness Month Proclamation

Mayor Dilles noted that this proclamation was issued at the request of Assemblymember Gail Pellerin. Mayor Dilles read the proclamation and announced that there is a local Alzheimers walk on Saturday, September 30th at 9:00 AM at Skypark.

COMMITTEE REPORTS

CM Lind attended the Scotts Valley Chamber of Commerce volunteer appreciation event at Brunos Bar and Grill to celebrate the people who volunteered at the Art, Wine and Beer Festival. The substantial increase in sales at the festival was great for the local economy.

CM Lind attended a board meeting of the Santa Cruz Metropolitan Transit District (METRO). The 57 hydrogen buses that have been ordered have been paid for largely through a federal grant.

CM Lind attended the Hitchcock Festival planning meeting. The festival will be in March and the organizers will be requesting a Mayor's proclamation again this year. She thanked Victor Alejandro, the Scotts Valley Exchange Club, and the Theater Guild for taking the lead on planning the festival.

CM Lind attended a planning meeting for the tree lighting ceremony, and she thanked the Exchange Club for their assistance with this planning process.

CM Lind participated with Chris Maffia in an interview for Community Television (CTV) where she talked about some of the projects for the city. This interview was also shared on social media in addition to being broadcast on CTV.

CM Lind gave thanks and appreciation to Henry Kim for his great work on the Eagle Scout project to repair the BBQ stand at Skypark. She also thanked San Lorenzo Valley Lumber and Jared Lewis Construction for their donations and work on this project.

CM Timms attended a Local Agency Formation Commission (LAFCO) meeting. The fire district merger between Scotts Valley Fire Protection District and Branciforte Fire Protection District has entered the protest period.

CM Timms attended the first meeting of the Tobacco Waste Committee, titled *Ban the Butts Coalition*. Their mission is to target and reduce single-use and non-biodegradable waste in tobacco products. The group has formed a subcommittee to look at ordinance wording that could potentially be used across multiple jurisdictions, and they may recommend that individual jurisdictions adopt resolutions expressing concern over the environmental impact of these products.

CM Timms spoke at the North County Democrats meeting, and he thanked Community

Development Director Bateman for assisting with the facts surrounding the City's Housing Element.

CM Johnson attended a special meeting of the Santa Cruz Regional Transportation Committee (SCCRTC) for the purpose of selecting a consultant to recruit a new Executive Director. The regular meeting of the SCCRTC will be held at the Scotts Valley City Council Chambers tomorrow at 9:00 AM.

CM Timm attended a Town Center Subcommittee meeting, and they reviewed 8 applicants who responded to the Request for Proposals (RFP) for selecting an architect to update the Town Center Specific Plan. The interviews will be this week.

Mayor Dilles attended a meeting of the Economic Development Committee. They continue to discuss branding the City in a way that will positively represent the City to businesses, residents and visitors. The committee members are also preparing to reach out to businesses and receive input on conducting business in Scotts Valley.

CITY MANAGER REPORT

Eagle Scout Project: Thank you to Henry Kim for refurbishing the Skypark BBQ stand.

Bocce Improvements: Thank you to former Council Member Dene Bustichi for leading the effort to refurbish the bocce courts.

Skypark Playground Equipment: The playground equipment for the 2-5 year old playground has finally arrived. This equipment was ordered with Prop 68 funds over a year ago, and it will take at least a month to complete this large scale project once it has begun. The design of the playground is inclusive of all abilities.

Pension 115 Trust: Per the directive from Council, \$2 million has been transferred into the pension 115 trust account.

AMBAG Competitive Grant Application: The City submitted an application to AMBAG for the Competitive side of the Reap 2.0 program for predevelopment work related to the Town Center. This competitive grant is in addition to the City's allocation portion of the REAP program which will be used to continue to implement the Housing Element.

Housing Element: The City received the preliminary comments back from the California Department of Housing and Community Development (HCD) and there will be a 7-day public comment period before submission back to HCD.

Pitch In Santa Cruz: The *Pitch In Santa Cruz* decals will be placed on trash receptacles throughout Scotts Valley by the *Trash Talkers Coalition*, so residents will be seeing those around town soon.

Citizen's Academy: The application period for the inaugural cohort of the Citizen's Academy closes this Friday. If you, or someone you know, is interested in taking a deep dive into the services, limitations, challenges, and focus areas of the City and Special Districts, please apply to be a part of this cohort.

September 20th Council Meeting: There will be no Council Meeting on September 20th so that two Council Members can attend the League of California Cities Annual Conference. The next Council Meeting will be held on October 4th.

Gun Buyback Program: Scotts Valley Police Department, along with agencies across the County, is participating in the Gun Buyback Program on 9/16.

Police Department Annual Inspection: The annual inspection will take place on 9/21.

State of City Address: Mayor Dilles, Police Chief Walpole, and City Manager LaGoe will be participating in the annual State of the City Address hosted by the Senior Life Association on 9/23.

PUBLIC COMMENT TIME

David Alreck, a resident of Scotts Valley, commented that he completed his application for the Citizen's Academy, and he thanked the staff for putting together this program. He feels that there was a lack of communication with citizens regarding this application process, and he is unhappy with the question regarding the applicant's present occupation.

Mayor Dilles commented that the next Music at Skypark is on 9/24, and will start at 1:30 PM, which is a change from what is on the flyers.

Mayor Dilles commented that the Felton Library has a display regarding Scotts Valley history which will be open from 5:00 PM - 7:00 PM on Thursday.

Council Member Lind commented that the Valley Churches United Gala is on 9/22 at 6:00 PM at Roaring Camp.

ALTERATIONS TO CONSENT AGENDA

M/S: Timm/Lind

To approve the Consent Agenda with no alterations.

Carried 5/0 (AYES: Dilles, Johnson, Lind, Timm, Timms)

CONSENT AGENDA

1. Approve City Council minutes of 8-16-2023
2. Approve check registers for the period of 08-14-2023 through 08-30-2023
3. Sunridge Drive Drainage Improvement Project Award of Construction Contract
4. Wastewater Collection System Inspection and Monitoring Program – Rejection of All Bids Received
5. Update to the Parks and Recreation Commission Bylaws
6. Receive and file Investment Report for the Quarter Ended June 30, 2023

ALTERATIONS TO REGULAR AGENDA

City Manager LaGoe requested that the Closed Session be moved prior to the Regular Agenda.

M/S: Lind/Timms

To approve the Regular Agenda with the alteration of moving Closed Session prior to the Regular Agenda.

Carried 5/0 (AYES: Dilles, Johnson, Lind, Timm, Timms)

CONVENE TO CLOSED SESSION

The Council convened to closed session 6:35 PM to discuss the matter below.

CLOSED SESSION SUBJECT(S)

1. Conference with legal counsel regarding real property negotiations
Legal Authority: Government Code Section 54956.8
Location: APNS: 022-721-07, 022-721-08, 022-721-09 (Town Center)
Staff Present: City Manager, City Attorney, Administrative Services Director

RECONVENE TO OPEN SESSION

The Council reconvened to open session at 6:54 PM.

REPORT ON ACTION TAKE DURING CLOSED SESSION

Mayor Dilles reported that the Council took no reportable action during the closed session.

REGULAR AGENDA

1. Approve agreements related to the Town Center Site Environmental Clean Up

City Manager LaGoe presented this item and answered questions from the Council. The City of Santa Cruz recently requested an amendment to the published agreement to extend the repayment period from 15 days to up to one year.

M/S: Timm/Johnson

To approve the agreement with the amendment to extend the repayment period from 15 days to up to one year.

Carried 5/0 (AYES: Dilles, Johnson, Lind, Timm, Timms)

ADJOURNMENT

The meeting adjourned at 7:05 PM.

Approved: _____
Jack Dilles, Mayor

Attest: _____
Cathie Simonovich, City Clerk

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
Cash Account: 999-10100-000-000-000000					
130005	09/07/23	ACC BUSINESS	1,218.93	0	Regular
130006	09/07/23	ACCENT CLEAN & SWEEP INC	2,739.00	0	Regular
130007	09/07/23	ACE PORTABLE SERVICES	510.97	0	Regular
130008	09/07/23	ALVAREZ INDUSTRIES, INC	256.00	0	Regular
130009	09/07/23	APGN INC	759.28	0	Regular
130010	09/07/23	AT &T	3,134.58	0	Regular
130011	09/07/23	AT&T MOBILITY	1,224.20	0	Regular
130012	09/07/23	BRASS KEY LOCKSMITH	7.22	0	Regular
130013	09/07/23	CARD SHARK INC/THE	217.26	0	Regular
130014	09/07/23	CRYSTAL SPRINGS WATER CO	70.75	0	Regular
130015	09/07/23	CUMMING MANGEMENT GROUP, INC	9,275.00	0	Regular
130016	09/07/23	DREW DENTAL CORP	289.50	0	Regular
130017	09/07/23	ECOLOGICAL CONCERNS	405.00	0	Regular
130018	09/07/23	EWING IRRIGATION PRODUCTS	814.54	0	Regular
130019	09/07/23	FEDERAL EXPRESS	437.47	0	Regular
130020	09/07/23	GRANADOS/JUSTIN	116.86	0	Regular
130021	09/07/23	HAROS/JOANNA	224.00	0	Regular
130022	09/07/23	K & D LANDSCAPING, INC.	14,309.73	0	Regular
130023	09/07/23	LE DDS/VU	239.00	0	Regular
130024	09/07/23	LOGAN & POWELL, LLP	19,436.08	0	Regular
130025	09/07/23	LONG/AMANDA	69.50	0	Regular
130026	09/07/23	MARQUEZ JUMPERS	290.00	0	Regular
130027	09/07/23	MONTEREY BAY ANALYTICAL SVCS	66.00	0	Regular
130028	09/07/23	MUNICIPAL MAINTENANCE EQUIP	11,110.13	0	Regular
130029	09/07/23	OPENGOV, INC.	194.46	0	Regular
130030	09/07/23	PIED PIPER INC./THE	2,450.00	0	Regular
130031	09/07/23	S.V. WATER DISTRICT	7,237.50	0	Regular
130032	09/07/23	URETSKY SECURITY	450.00	0	Regular
130033	09/07/23	YOSHIDA DDS/NOREEN	236.00	0	Regular
130034	09/14/23	ADAMS ASHBY GROUP, INC	461.25	0	Regular
130035	09/14/23	AT &T	451.00	0	Regular
130036	09/14/23	AT&T	1,095.82	0	Regular
130037	09/14/23	BATTERIES + BULBS #314	27.99	0	Regular
130038	09/14/23	BAY TREE, LLC	3,620.38	0	Regular
130039	09/14/23	Bliss Zin, DDS	300.00	0	Regular
130040	09/14/23	BRASS KEY LOCKSMITH	628.83	0	Regular
130041	09/14/23	COMCAST	167.82	0	Regular
130042	09/14/23	COMMUNITY PRINTERS INC.	4,981.64	0	Regular
130043	09/14/23	DEPARTMENT OF JUSTICE	235.00	0	Regular
130044	09/14/23	DEPT OF JUSTICE	32.00	0	Regular
130045	09/14/23	DREW DENTAL CORP	242.30	0	Regular
130046	09/14/23	DYNAMIC PRESS	134.99	0	Regular
130047	09/14/23	HILL/STEPHANIE	168.00	0	Regular
130048	09/14/23	HILL/STEPHANIE	168.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
130049	09/14/23	Insight Public Sector Inc.	22,978.14	0	Regular
130050	09/14/23	Insight Public Sector Inc.	160,342.26	0	Regular
130051	09/14/23	JOHNSON/RANDY	694.50	0	Regular
130052	09/14/23	K & D LANDSCAPING, INC.	329.00	0	Regular
130053	09/14/23	LE DDS/VU	239.00	0	Regular
130054	09/14/23	LINCOLN FINANCIAL GROUP	1,413.91	0	Regular
130055	09/14/23	MARKELL/ROD	1,974.00	0	Regular
130056	09/14/23	MID VALLEY SUPPLY	440.88	0	Regular
130057	09/14/23	MIWALL CORPORATION	3,587.99	0	Regular
130058	09/14/23	OLIN CORPORATION AS SOLE	5,135.64	0	Regular
130059	09/14/23	OPENGOV, INC.	1,351.01	0	Regular
130060	09/14/23	PACIFIC SANTA CRUZ VETERINARY	1,672.64	0	Regular
130061	09/14/23	PECKHAM & MCKENNEY	8,333.33	0	Regular
130062	09/14/23	PFEFFERKORN/ALLISON	393.76	0	Regular
130063	09/14/23	PRODESSE PROPERTY GROUP	3,523.52	0	Regular
130064	09/14/23	ROBB DDS/JOSEPH W	225.60	0	Regular
130065	09/14/23	SCOTTS VALLEY CAR WASH	234.80	0	Regular
130066	09/14/23	SCOTTS VALLEY SPRINKLER	125.35	0	Regular
130067	09/14/23	SHARPS SOLUTIONS, LLC	95.00	0	Regular
130068	09/14/23	SOIL CONTROL LAB	614.00	0	Regular
130069	09/14/23	STERICYCLE INC	460.50	0	Regular
130070	09/14/23	SUMMIT UNIFORMS	527.19	0	Regular
130071	09/14/23	U.S. BANK CORPORATE	14,932.84	0	Regular
130072	09/14/23	VERIZON WIRELESS	176.97	0	Regular
130073	09/14/23	VISION SERVICE PLAN	1,157.10	0	Regular
130074	09/14/23	WAGE WORKS	846.25	0	Regular
130075	09/14/23	WALPOLE/STEVE	100.80	0	Regular
130076	09/14/23	WIZIX TECHNOLOGY GROUP, INC	1,165.48	0	Regular
130077	09/14/23	YOSHIDA DDS/NOREEN	236.00	0	Regular

73	Checks total:	323,811.44
0	ACH total:	
0	EFTPS total:	
0	Wire transfer total:	
0	Payment Manager total:	
73	GRAND TOTALS	323,811.44

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
Cash Account: 999-10100-000-000-000000					
130078	09/19/23	CYBER ASCEND TECHNOLOGY	43,242.27	0	Regular
130079	09/19/23	LIEBERT CASSIDY WHITMORE	4,703.50	0	Regular
130080	09/19/23	WEX BANK	7,707.89	0	Regular
130081	09/21/23	A SIGN ASAP	90.09	0	Regular
130082	09/21/23	A TOOL SHED, INC.	1,004.72	0	Regular
130083	09/21/23	ACC BUSINESS	1,197.32	0	Regular
130084	09/21/23	ACE PORTABLE SERVICES	1,500.48	0	Regular
130085	09/21/23	AFLAC-FLEX ONE	1,279.08	0	Regular
130086	09/21/23	ALHAMBRA	302.25	0	Regular
130087	09/21/23	ALVAREZ IND INC CLEAN BLDG	256.00	0	Regular
130088	09/21/23	AMAZON CAPITAL SERVICES	324.82	0	Regular
130089	09/21/23	APPI	1,385.01	0	Regular
130090	09/21/23	AT &T	3,225.01	0	Regular
130091	09/21/23	AT&T	87.09	0	Regular
130092	09/21/23	AVENU INSIGHTS & ANALYTICS	10,551.25	0	Regular
130093	09/21/23	BAKER TILLY US, LLP	218.75	0	Regular
130094	09/21/23	BATTERIES + BULBS #314	272.03	0	Regular
130095	09/21/23	BENEDICT DDS/NANNETTE	149.60	0	Regular
130096	09/21/23	BOGARD CONSTRUCTION INC	500.00	0	Regular
130097	09/21/23	BRASS KEY LOCKSMITH	261.58	0	Regular
130098	09/21/23	BRIGHTVIEW LANDSCAPE	12,499.50	0	Regular
130099	09/21/23	BURKE, WILLIAMS & SORENSEN,LLP	623.00	0	Regular
130100	09/21/23	CAL-WEST	1,282.95	0	Regular
130101	09/21/23	CARD SHARK INC/THE	268.89	0	Regular
130102	09/21/23	CENTRAL COAST MEDIA COALITION	4,000.00	0	Regular
130103	09/21/23	CHRISTENSEN DDS/SAM	277.00	0	Regular
130104	09/21/23	COMCAST	552.34	0	Regular
130105	09/21/23	COMCAST	1,050.55	0	Regular
130106	09/21/23	CRYSTAL SPRINGS WATER CO	177.00	0	Regular
130107	09/21/23	DASSEL'S PETROLEUM INC	6.58	0	Regular
130108	09/21/23	DEPT OF JUSTICE	32.00	0	Regular
130109	09/21/23	DYNAMIC PRESS	1,016.29	0	Regular
130110	09/21/23	ENERGY SOLUTIONS PLUS LLC	2,800.00	0	Regular
130111	09/21/23	ENTERPRISE FM TRUST	12,073.48	0	Regular
130112	09/21/23	EWING IRRIGATION PRODUCTS	814.54	0	Regular
130113	09/21/23	FEDERAL EXPRESS	394.36	0	Regular
130114	09/21/23	GARRISON PLUMBING, INC	3,540.70	0	Regular
130115	09/21/23	GOOD CITY COMPANY	12,613.75	0	Regular
130116	09/21/23	GRAINGER	640.45	0	Regular
130117	09/21/23	HANEY ELECTRIC	1,650.00	0	Regular
130118	09/21/23	HANSON ASSOCIATES ASSET &	5,827.54	0	Regular
130119	09/21/23	HDL COREN & CONE	1,630.29	0	Regular
130120	09/21/23	HOSE SHOP	174.95	0	Regular
130121	09/21/23	INTERGRITY PLUMBING & WATER	350.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
130122	09/21/23	K & D LANDSCAPING, INC.	3,149.69	0	Regular
130123	09/21/23	KING/KATI	25.00	0	Regular
130124	09/21/23	KURATOMI DDS/REED K	329.80	0	Regular
130125	09/21/23	LIEBERT CASSIDY WHITMORE	621.00	0	Regular
130126	09/21/23	LOGAN & POWELL, LLP	17,722.58	0	Regular
130127	09/21/23	MC GRATH/TRISH	225.60	0	Regular
130128	09/21/23	MID VALLEY SUPPLY	799.83	0	Regular
130129	09/21/23	MONTEREY BAY ANALYTICAL SVCS	70.00	0	Regular
130130	09/21/23	MONTEREY REGIONAL	5,350.80	0	Regular
130131	09/21/23	NAPA AUTO PARTS	109.71	0	Regular
130132	09/21/23	NATIONAL COMTEL NETWORK INC.	14.65	0	Regular
130133	09/21/23	NORTH CENTRAL LABORATORIES	232.20	0	Regular
130134	09/21/23	OLIN CORPORATION AS SOLE	5,135.64	0	Regular
130135	09/21/23	OPENGOV, INC.	29,088.00	0	Regular
130136	09/21/23	PACE ANALYTICAL SERVICES, LLC	250.00	0	Regular
130137	09/21/23	PACIFIC GAS & ELECTRIC CO	57,346.61	0	Regular
130138	09/21/23	PECKHAM & MCKENNEY	1,000.00	0	Regular
130139	09/21/23	PETTY CASH - AMANDA LONG	196.22	0	Regular
130140	09/21/23	PIED PIPER INC./THE	227.50	0	Regular
130141	09/21/23	PURETEC INDUSTRIAL WATER	286.66	0	Regular
130142	09/21/23	RDO EQUIPMENT CO.	1,480.92	0	Regular
130143	09/21/23	RIVERSIDE LIGHTING INC	3.57	0	Regular
130145	09/21/23	ROSS RECREATION EQUIPMENT INC.	2,498.71	0	Regular
130146	09/21/23	S V CHAMBER OF COMMERCE	364.75	0	Regular
130147	09/21/23	S.V. WATER DISTRICT	9,267.06	0	Regular
130148	09/21/23	S.V. WATER DISTRICT - BULK	149.13	0	Regular
130149	09/21/23	SAFETY-KLEEN SYSTEMS, INC	624.31	0	Regular
130150	09/21/23	SAN LORENZO VALLEY WATER DISTR	45.01	0	Regular
130151	09/21/23	SANTA CRUZ LIVE SCAN, INC.	30.00	0	Regular
130152	09/21/23	SANTA CRUZ/CITY OF	10,055.86	0	Regular
130153	09/21/23	SCARBOROUGH LUMBER	2,786.60	0	Regular
130154	09/21/23	SCOTTS VALLEY SPRINKLER	174.90	0	Regular
130155	09/21/23	SOIL CONTROL LAB	1,531.00	0	Regular
130156	09/21/23	STERLING WATER TECHNOLOGIES	2,880.00	0	Regular
130157	09/21/23	STEVENS DDS/JOHN A	49.00	0	Regular
130158	09/21/23	Susan Taylor	122.50	0	Regular
130159	09/21/23	SV/SLV Soccer Club	543.00	0	Regular
130160	09/21/23	SWEDBERG ELECTRIC INC.	3,760.92	0	Regular
130161	09/21/23	SYCAL ENGINEERING INC	15,257.01	0	Regular
130162	09/21/23	TORO PETROLEUM CORP	11,017.41	0	Regular
130163	09/21/23	USA BLUE BOOK	183.24	0	Regular
130164	09/21/23	VERIZON WIRELESS	353.97	0	Regular
130165	09/21/23	VIRTUAL PROJECT MANAGER	1,000.00	0	Regular
130166	09/21/23	WATSONVILLE DIESEL	5,067.34	0	Regular
130167	09/28/23	ADOBE ANIMAL HOSPITAL SOQUEL	448.18	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
130168	09/28/23	AMAZON CAPITAL SERVICES	604.60	0	Regular
130169	09/28/23	AQUATIC BIOASSAY &	5,030.00	0	Regular
130170	09/28/23	AT&T	277.29	0	Regular
130171	09/28/23	AT&T	284.97	0	Regular
130172	09/28/23	AT&T MOBILITY	1,224.20	0	Regular
130173	09/28/23	BADGE FRAME, INC.	21.00	0	Regular
130174	09/28/23	BATTERIES + BULBS #314	141.11	0	Regular
130175	09/28/23	BRASS KEY LOCKSMITH	33.50	0	Regular
130176	09/28/23	BRINK'S AWARDS & SIGNS	561.54	0	Regular
130177	09/28/23	BUSINESS WITH PLEASURE	86.92	0	Regular
130178	09/28/23	CARMEL AREA WASTEWATER DIST	6,261.00	0	Regular
130179	09/28/23	CHLOE GRAHAM	175.55	0	Regular
130180	09/28/23	COMCAST	678.05	0	Regular
130181	09/28/23	COMMUNITY PRINTERS INC.	4,981.64	0	Regular
130182	09/28/23	CRIME SCENE CLEANERS, INC	108.00	0	Regular
130183	09/28/23	CSG CONSULTANTS, INC	90.25	0	Regular
130184	09/28/23	DEPT OF JUSTICE	130.00	0	Regular
130185	09/28/23	DIXON & SON TIRE	935.07	0	Regular
130186	09/28/23	DUNCAN AUTO TECH	1,669.56	0	Regular
130187	09/28/23	DYNAMIC PRESS	1,742.83	0	Regular
130188	09/28/23	ENTENMANN-ROVIN CO	92.94	0	Regular
130189	09/28/23	ENVIRONMENTAL INNOVATIONS	13,521.59	0	Regular
130190	09/28/23	FEDERAL EXPRESS	35.23	0	Regular
130191	09/28/23	GOLDFARB LIPMAN ATTORNEYS	2,673.00	0	Regular
130192	09/28/23	GRAINGER	55.85	0	Regular
130193	09/28/23	HINDERLITER, DE LLAMAS & ASSOC	300.00	0	Regular
130194	09/28/23	JOANNA HAROS	84.99	0	Regular
130195	09/28/23	K & D LANDSCAPING, INC.	2,458.00	0	Regular
130196	09/28/23	KURT ASHLEY	3,260.96	0	Regular
130197	09/28/23	LOGAN & POWELL, LLP	769.50	0	Regular
130198	09/28/23	M-GROUP	6,435.00	0	Regular
130199	09/28/23	MAR-KEN INTERNATIONAL POLICE	520.00	0	Regular
130200	09/28/23	MEREDITH ROBERTS	883.20	0	Regular
130201	09/28/23	MILES CHEMICAL COMPANY, INC	2,832.32	0	Regular
130202	09/28/23	NAPA AUTO PARTS	66.75	0	Regular
130203	09/28/23	NATIONAL COMTEL NETWORK INC.	8.93	0	Regular
130204	09/28/23	NBS GOVERNMENT FINANCE GROUP	3,113.75	0	Regular
130205	09/28/23	O'DELL ENGINEERING	1,657.28	0	Regular
130206	09/28/23	PHILLIP D NEUMAN	3,389.86	0	Regular
130207	09/28/23	PHOENIX GROUP	335.75	0	Regular
130208	09/28/23	RALEY'S	181.66	0	Regular
130209	09/28/23	SANTA CRUZ CO ENVIRONMENTAL	315.00	0	Regular
130210	09/28/23	SANTA CRUZ COUNTY INFORMATION	2,215.00	0	Regular
130211	09/28/23	SANTA CRUZ SENTINEL	660.68	0	Regular
130212	09/28/23	SCOTTS VALLEY CAR WASH	209.80	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
130213	09/28/23	SCOTTS VALLEY SPRINKLER	9.87	0	Regular
130214	09/28/23	Shayna Lebovitz	73.72	0	Regular
130215	09/28/23	SHAPE INC.	11,357.80	0	Regular
130216	09/28/23	SOIL CONTROL LAB	408.00	0	Regular
130217	09/28/23	SOUTH BAY REGIONAL PUBLIC	338.00	0	Regular
130218	09/28/23	SUMMIT UNIFORMS	716.81	0	Regular
130219	09/28/23	SWEDBERG ELECTRIC INC.	5,315.16	0	Regular
130220	09/28/23	SYCAL ENGINEERING INC	6,375.15	0	Regular
130221	09/28/23	Trisha Dalziel	32.00	0	Regular

143	Checks total:	430,171.41
0	ACH total:	
0	EFTPS total:	
0	Wire transfer total:	
0	Payment Manager total:	
143	GRAND TOTALS	430,171.41

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: 10/4/2023
TO: Honorable Mayor and City Council
FROM: Sarah Wikle, Senior Planner
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Resolution accepting AMBAG REAP 2.0 Local Suballocation Grant Program (LSGP) funds in the amount of \$128,750 to implement the 6th Cycle Housing Element Update and Authorizing the City Manager to Execute Agreements**

SUMMARY OF ISSUE

In June 2023, the Association of Monterey Bay Area Governments (AMBAG) announced the release of the Regional Early Action Planning Grant (REAP) 2021 (REAP 2.0) grant application. The mid-year budget revise for FY2021-22 California Budget (AB 140) established a follow-up program to REAP 1.0, REAP 2.0.

The Local Suballocation Grant Program (LSGP) provides funding to cities and counties to implement 6th Cycle Housing Elements with a specific focus on infill development and Sustainable Communities Strategies (SCS) implementation activities that meet all REAP 2.0 objectives. These objectives include accelerating infill housing development, reducing Vehicle Miles Traveled (VMT), increasing housing supply at all affordability levels, affirmatively further fair housing (AFFH), and facilitating implementation of adopted local and regional plans to achieve these goals.

On August 14, 2023, the City submitted a LSGP application requesting \$128,750 in funding to facilitate housing production and compliance with the 6th Cycle Housing Element Update. Activities include facilitating rezone actions that allow for increased residential density for multifamily and mixed-use residential development projects in Scotts Valley. On September 1, 2023, AMBAG notified the City that the LSGP application was fully funded.

FISCAL IMPACT

The City would receive \$128,750 to be used on the 6th Cycle Housing Element.

STAFF RECOMMENDATION

It is recommended that the City Council approve Resolution No. 2032, accepting the grant and authorizing the City Manager to enter a Memorandum of Understanding

(MOU) and execute various agreements to accept AMBAG's REAP 2.0 LSGP funds in the amount of \$128,750.

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1. Resolution No. 2032 (1)

RESOLUTION NO. 2032

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY AUTHORIZING THE CITY MANAGER TO ENTER INTO AGREEMENTS FOR THE REGIONAL EARLY ACTION PLANNING GRANT 2.0 PROGRAM

RECITALS

WHEREAS, the California Department of Housing and Community Development (HCD) is authorized to provide up to \$510,000,000 to Metropolitan Planning Organizations and Councils of Government listed in Health and Safety Code Section 50515.08, subdivisions (a)(1)-(6) under the Regional Early Action Planning Grants Program (REAP 2.0), as detailed in Health and Safety Code Section 50515.08-10; and

WHEREAS, the State of California Department of Housing and Community Development (HCD) issued a Notice of Funding Availability on July 26, 2022 for REAP 2.0 grants available to Metropolitan Planning Organizations and Councils of Government; and

WHEREAS, the Association of Monterey Bay Area Governments (AMBAG) requested funds from HCD pursuant to Health and Safety Code Section 50515.08(c) to develop and accelerate the implementation of the requirements described in Health and Safety Code section 50515.08(c)(1); and

WHEREAS, HCD approved AMBAG's Request for Funds, subject to the terms and conditions of Eligibility, Guidelines, NOFAs, Program requirements, and the Standard Agreement by and between HCD and AMBAG; and

WHEREAS, AMBAG is authorized to suballocate REAP 2.0 funds to eligible applicants in the AMBAG region and will administer the REAP 2.0 grant program and provide oversight of the grant program in the AMBAG region; and

WHEREAS, AMBAG developed a suballocation program in cooperation with HCD and eligible applicants in the AMBAG region; and

WHEREAS, the AMBAG issued a Notice of Funding Availability for a REAP 2.0 suballocation program for eligible applicants in the AMBAG region on June 15, 2023; and

WHEREAS, the City of Scotts Valley is eligible to submit a request for allocation for a portion of REAP 2.0 funds from AMBAG; and

WHEREAS, the amounts allocated to City of Scotts Valley will be based on the allocation method approved by HCD and AMBAG; and

WHEREAS, AMBAG shall approve allocation requests subject to the terms and conditions of eligibility, guidelines, Notices of Funding Availability, and program requirements.

NOW, THEREFORE, THE CITY OF SCOTTS VALLEY RESOLVES AS FOLLOWS:

1. The City of Scotts Valley is hereby authorized to accept an allocation not to exceed **\$128,750** from the Association of Monterey Bay Area Governments for REAP 2.0 grant funding, and
2. The City Manager is hereby authorized to enter into agreements and take further actions as may be necessary to give effect to this resolution, such as executing amendments, memorandums of understanding, and approving funding applications with the Association of Monterey Bay Area Governments for REAP 2.0 grant funding.

The above and foregoing resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a regular meeting held on the 4th day of October, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Jack Dilles, Mayor

Attest: _____
Cathie Simonovich, City Clerk

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: 10/4/2023
TO: Honorable Mayor and City Council
FROM: Steve Jesberg, Interim Public Works Director
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Consideration of Approval of an Off-Site Improvement Agreement for Sanitary Sewer Improvements on Polo Heights**

SUMMARY OF ISSUE

The property owners at 19 and 19B Polo Heights, Todd and Angela Creamer, have constructed approximately 720 feet of private sewer line to serve their property on Polo Heights. As part of the project, the sewer line was sized to serve three adjacent properties that front on Polo Heights. Per SVMC Section 13.04.250 the City may enter into a reimbursement agreement with a developer who constructs oversized facilities that may benefit other properties.

The attached Off-Site Reimbursement Agreement has been prepared for this purpose. The agreement identifies the other properties that can be serviced directly by the pipeline constructed, the costs design, permitting, and construction, and a costs per parcel.

If approved, Public Works will be responsible for collecting the fees from the neighboring parcels at the time they connect to the sewer. The agreement expires after 10 years after which no fees would be collected.

Polo Heights and the sewer are both private facilities and maintenance responsibilities fall to the properties serviced.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Staff recommends that the City Council approve the Off-Site Improvement Agreement with Todd and Angela Creamer.

TABLE OF CONTENTS

1. Off-Site Reimbursement Agreement - Creamer

OFF-SITE REIMBURSEMENT AGREEMENT

THIS OFF-SITE IMPROVEMENT REIMBURSEMENT AGREEMENT ("Agreement") is made and entered into this 28th day of April 2023, by and between CITY OF SCOTTS VALLEY, a municipal corporation, (hereinafter referred to as "CITY") and Todd and Angela Creamer, hereinafter collectively referred to as "DEVELOPER".

RECITALS

- A. Developer is the owner of certain real property located within the City of Scotts Valley, known as Polo Heights, Assessor's Parcel No. 024-021-36, and more particularly described as Lot A recorded in Volume 64 at page 16 of Parcel Maps recorded March 18th, 2021, Santa Cruz County Records, hereinafter referred to as the "Property".
- B. The off-site improvements constructed to serve Developer's property will, in the future, be used to serve additional properties in the surrounding area, more particularly described in the attached Exhibit "A". Developer has agreed to install and construct improvements additional to that which would be reasonably required to serve the Property.
- C. The Scotts Valley Municipal Code (SVMC Section 13.04.250) authorizes City to enter into agreements to reimburse developers who install additional off-site improvements by charging other developers as they build.
- D. The purpose of this Agreement is to provide for reimbursement to Developer.

NOW THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

- 1. Description of project. Developer has constructed and installed private improvements, more particularly described in attached Exhibit "C" in accordance with the plans and specifications entitled improvement plan for 19 & 19 B Polo Heights – Single Family Residential, APN 024-021-36, prepared by C2G/Civil Consultants Group, Inc. (Civil Engineering), dated April 7, 2022 and approved by City of Scotts Valley.
- 2. Oversizing to serve additional property. The aforesaid facilities have been oversized to serve the properties more particularly described in Exhibit "A", if, as and when said properties develop. The parties agree that improvements will significantly benefit the properties described in Exhibit A
- 3. Additional costs. The cost of designing, constructing, and installing the Improvements which was attributable to oversizing to serve the property located within the area described in Exhibit "D" is \$54,924.76. Such amount has been verified by City by review of invoices, receipted bills, cancelled checks and contracts.
- 4. Credit to Lot 4 – Polo Heights. The ensure the sanitary lateral is within 200 feet of vacant Parcel 4 (SVMC Section 13.04.280) as described in Volume 62 at page 12 of Parcel Maps recorded September 25th, 2013. Developer will contribute 25% share cost for 91-feet of oversized sanitary sewer to benefit Parcel 4 for cost of designing, constructing, and installing the Improvements. This 90-foot extension plus the 200-foot extension for Lot 4 will allow gravity connection for Lot 4 and force main connections for Parcel B (Volume 64 pg. 16 of Parcel Maps) and Parcel 2 (Volume 62 pg. 12 of Parcel Maps) if existing septic fields fail or cannot be expanded in the future. See Exhibit B.

5. Reimbursement by CITY to DEVELOPER. Pursuant to Ordinance 16.73, City may require, at some time in the future, sanitary sewer connections for projects whose property is located within the area shown in Exhibit "A" and who use the additional improvements constructed and installed by Developer. City shall levy a charge upon the real property benefitted pursuant to Section 66487 of the Government Code of the State of California. Upon collection of said fees, City shall reimburse Developer the sum actually collected from the benefitted properties in accordance with their pro rata share as shown on Exhibit C, not to exceed the total amount provided in paragraph 3 hereof. No reimbursement shall be made in excess of the amount set forth in paragraph 3 hereof, nor shall any reimbursement be made after the expiration of 10 years from the date hereof; nor shall City be liable for any reimbursement of said sum except to the extent fees are actually collected from or in connection with properties located within the area shown on Exhibit "B" which use said additional improvements within the period of time herein above set forth. Failure or error by City to collect funds or reimbursements will not subject City to any liability, obligation or debt to developer or its successors or assigns. If any owner or developer of the Properties pays all or a portion of the reimbursement under protest, the City shall not be required to make reimbursements under this Agreement until the limitation period for instituting court action to seek a refund of such funds paid under protest has passed and no court action has been instituted. If a court action is instituted, City shall not be required to pay over funds to the Developer until the action has been finalized.
6. No employment relationship. Developer, his agents, servants, and employees are not agents or employees of City, but are independent contractors, solely responsible for their own acts and omissions, and this agreement shall not be construed as an employment agreement between City and Developer or between City and any contractor doing work for Developer.
7. Indemnification. Developer shall hold harmless, indemnify and defend City, its elective appointive boards, commissions, officers, agents, servants, volunteers, and employees, from any and all claims, costs, damages, liability, losses, or suits (including court costs and attorney fees) for any challenges to the reimbursement required under this agreement or for personal injury (including death), property damage and any other damages of any sort whatsoever, arising out of, or alleged to have arisen out of, the willful or negligent acts, errors or omissions of Developer or Developer's contractors, subcontractors, agents, or employees in the performance of this Agreement. This indemnity shall not apply a) to claims brought by Developer for default of this Agreement; or b) to claims brought by Developer or any third party where the underlying injury or damage is finally determined by a court of competent jurisdiction to arise solely from the negligence or willful misconducts of City.

8. Term. This Agreement shall expire 10 years from the date of execution. After such expiration, all rights of the Developer shall be null and void and Developer shall have no further right to reimbursement for the Project.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above-written.

CITY OF SCOTTS VALLEY

DEVELOPER

Jack Dilles, Mayor

Todd Creamer

Attest:

Angela Creamer

Cathy Simonovich

Approved as to form:

Kirsten Powell, City Attorney

EXHIBIT A

Parcel	Owner	APN	Potential Connection
--	John Yacco	024-021-18	Septic/Future Development
3	Smith-Bikle Family Trust of 2006	024-021-30	Septic/Potential ADU
4	Smith-Bikle Family Trust of 2006	024-021-31	Vacant Lot

EXHIBIT B

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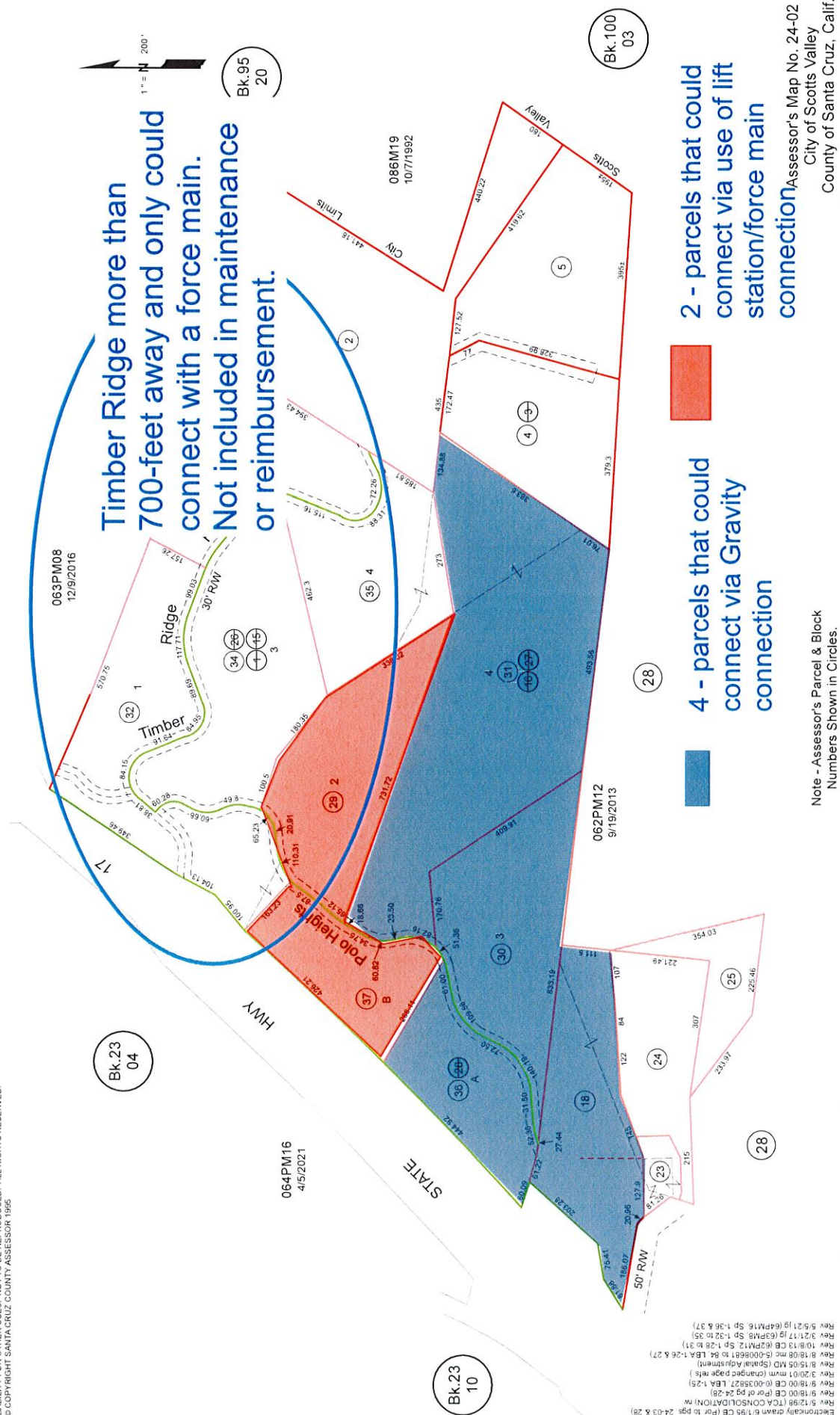
FOR TAX PURPOSES ONLY

THE ASSessor MAKES NO GUARANTEE AS TO MAP ACCURACY NOR ASSUMES ANY LIABILITY FOR OTHER USES, NOT TO BE REPRODUCED. ALL RIGHTS RESERVED.
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CITY OF SCOTTS VALLEY

Tax Area Code
4-053

24-02



4 - parcels that could connect via Gravity connection

2 - parcels that could connect via use of lift station/force main connection

Note - Assessor's Parcel & Block Numbers Shown in Circles.

Assessor's Map No. 24-02
City of Scotts Valley
County of Santa Cruz, Calif.

EXHIBIT C

(Intentionally Left Blank, See Next Page)

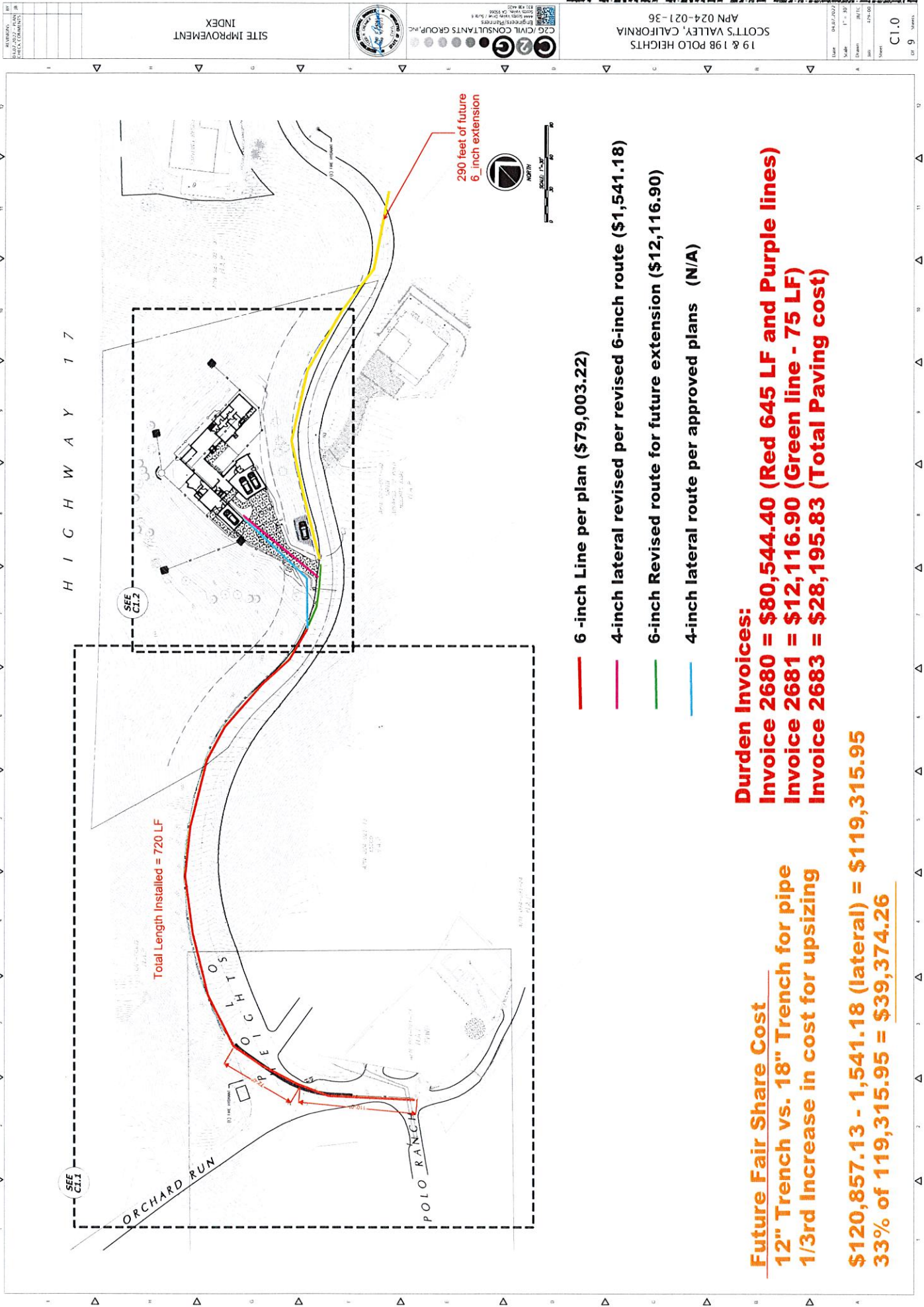


EXHIBIT D

Construction Cost

Item	Cost
Durden Const. Inv. 2680 (Sanitary Installation)	\$80,544.40
Durden Const. Inv. 2681 (Sanitary Extension)	\$12,116.90
Durden Const. Inv. 2683 (Total Paving Cost)	\$28,195.53
Residential Sanitary Lateral	-(1,541.18)
Total	\$119,315.95

1/3 cost increase for trench increase for a 4-inch pipe versus a 6-inch pipe.

Upsizing Equation	Cost
$\$119,315.95 \times 0.33 =$	\$39,374.26

Soft Cost

Item	Cost
City Fees	\$3,804.00
Design Fees	\$9,500.00
Construction Supervision/Mgmt.	\$7,080.00
Reimbursement (large format printing)	\$350.00
Total	\$20,734.00

3/4 cost share. (four total participants which includes Developer)

Upsizing Equation	Cost
$\$20,734 \times 0.75 =$	\$15,550.50

Total Cost:

\$54,924.76

Weighted Cost (Total Length = 720-FT)

Parcel	APN	Length - FT	Share Percentage	Share Cost
--	024-021-18	172'	$172/1,622 = 11\%$	\$6,041.72
3	024-021-30	720'	$720/1,622 = 44.5\%$	24,441.52
4	024-021-31	720'	$720/1,622 = 44.5\%$	24,441.52
Totals:		1,622'	100%	\$54,924.76

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: 10/4/2023
TO: Honorable Mayor and City Council
FROM: Stephanie Hill, Administrative Services Director
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Approve salary schedule for the position of Senior Administrative Analyst**

SUMMARY OF ISSUE

The City of Scotts Valley continuously evaluates its operations to analyze optimal staffing levels and to fully understand how to provide the best level of service to the community. Through this evaluation, staff considers current and future operational needs, service complexities, the need for highly skilled staff, and how these variables relate to regional labor markets, especially in comparable agencies. As a result, City staff is recommending that the City Council approve the salary schedule for a Senior Administrative Analyst. The creation of the Senior Administrative Analyst will complete the Administrative Analyst series. However, it does not add an additional position to the City's staffing plan; rather, it allows for flexibility and progression within the Administrative Analyst job classifications as the City's need for complex program and financial analysis exceeds the current Administrative Analyst I and II job classifications.

Senior Administrative Analyst

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,257	\$10,770

FISCAL IMPACT

There is no fiscal impact associated with this approval.

STAFF RECOMMENDATION

It is recommended that the City Council approve Resolution No. 1955.27 approving the Salary Schedule for the Senior Administrative Analyst.

TABLE OF CONTENTS

1. RESOLUTION - Senior Administrative Analyst and Salary Schedule

RESOLUTION NO. 1955.27

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY
APPROVING THE SALARY SCHEDULE FOR THE SENIOR
ADMINISTRATIVE ANALYST**

WHEREAS, City staff has evaluated the operation to analyze optimal staffing levels and to fully understand how to provide the best level of service to the community;

WHEREAS, through this analysis staff have identified the Senior Administrative Analyst job classification as a key position to perform duties that include budget development and monitoring, grant administration, data collection and analysis, reporting of financial and non-financial data, and the development and implementation of City policies and procedures; and

WHEREAS, approving the salary schedule for this position will provide the City Manager with appropriate and necessary positions to respond to the community's needs; and

WHEREAS, approving the salary schedule for this position is in the best interest of the City to recruit and retain top-tier talent; and

WHEREAS, City Council approval is needed to create the Senior Administrative Analyst Salary Schedule.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that the Job Classification and Salary Schedule for the Senior Administrative Analyst is hereby approved as follows:

Senior Administrative Analyst

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$8,037	\$8,439	\$8,861	\$9,304	\$9,769	\$10,257	\$10,770

The above and foregoing resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a meeting held on the 4th day of October, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Jack Dilles,
Mayor

Attest: _____
Cathie Simonovich,
City Clerk

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: 10/4/2023
TO: Honorable Mayor and City Council
FROM: Mali LaGoe, City Manager
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Consider approval of a Professional Services Contract with Urban Field Studio for Town Center Master Architecture services**

SUMMARY OF ISSUE

The City adopted the Town Center Specific Plan in 2008 to guide the development of a mixed-use downtown to become the heart of the city. The planning area encompasses approximately 58 acres bounded by Mt. Hermon Road, Skypark Drive, Blue Bonnet Lane and includes the existing commercial areas to the east of Kings Village Road. The Town Center Core includes the mostly vacant land of the former SkyPark Airport. Since 2008, the City's needs and market conditions have evolved, necessitating an update to the Specific Plan vision and preferred land use plan.

On July 12, 2023, the City issued a Request for Proposals (RFP) for Master Architectural services to update the Town Center Specific Plan. The RFP process included a pre-bid conference on July 25th and a deadline for responses on August 11th. Eight proposals were received and scored with the top four proposing firms offered the opportunity to interview on August 24th. The Interview Panel included the City's Town Center Subcommittee members, Councilmembers Timm and Johnson, the City Manager, and the City's planning consultant team for the Town Center from Good City Co. All four invited firms participated in the interview process and the panel unanimously chose Urban Field Studio as the preferred respondent due to their extensive experience working with both the public and private sector, track record for projects getting built, and demonstrated understanding of Scotts Valley's unique opportunities and challenges.

Urban Field Studio is a collaborative team of urban designers in the San Francisco Bay Area. Jane Lin and Heidi Sokolowsky formed Urban Field Studio in 2014. Between 2015 and 2023 Frank Fuller, Ryan Call, and John Bela joined the team of architects, planners, and landscape architects. Urban Field studio partners have global experience with street and public realm design combined with a decade of experience of successfully working with communities throughout the Bay Area, and has become a trusted partner to many municipalities.

Urban Field Studio projects range from specific sites to special districts that span a

metropolitan area. They specialize in development strategy, conceptual design, public space design, design guidance, and master planning to understand the physical potential of sites. One of Urban Field's strengths is its ability to craft realistic plans with the community and to see that they are implementable within the framework of the City's and community's structure.

The team at Urban Field Studio is passionate about designing active and memorable places that people will use, treasure, and remember. They dream big and have the design skills and experience working with the community and private stakeholders to bring projects to fruition.

Upon approval by the City Council, a contract with Urban Field Studio will include an update to the Town Center master design focusing on the vacant 14 acres in the core area, preparation of objective design and development standards specific to the Town Center Specific Plan area, assistance with community outreach and stakeholder engagement, and support with the public review and adoption process to update the Specific Plan document.

FISCAL IMPACT

The City's Fiscal Year 2023/24 budget includes funding for this contract within the City's Economic Development budget. In addition, the City applied for available grant funds under the Reap 2.0 competitive allocation which, if awarded, would provide partial funding for this scope of work. The contract is anticipated to not exceed \$160,000.

STAFF RECOMMENDATION

It is recommended that the City Council accept the recommendation to select Urban Field Studio for Town Center Master Architectural services and authorize the City Manager to execute a contract in a form acceptable to the City Attorney, not to exceed \$160,000.

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2. UFS Proposal for City Council

REQUEST FOR PROPOSALS CITY OF SCOTTS VALLEY



Master Architect Town Center Specific Plan Update

City of Scotts Valley
1 Civic Center Drive Scotts Valley, CA 95066

ISSUE DATE:
July 12, 2023

DEADLINE FOR SUBMISSION:
August 11, 2023

CONTACT:
Dara Sanders, Project Manager (650) 262-1197
dsanders@goodcityco.com

I. NOTICE OF INVITATION

The City of Scotts Valley (City) invites proposals from qualified consultants to provide master planning and architectural design services for an update to the Scotts Valley Town Center Specific Plan. The selected consultant will serve as Master Architect to support the update process and provide the services described herein. Request for proposals may be obtained at City Hall or may be downloaded from the City's website:

<https://www.scottsvalley.gov/Bids.aspx?CatID=All&txtSort=Category&showAllBids=&Status=>

Interested consulting firms shall submit one electronic copy in PDF format.

Proposals will be accepted via email. **Proposals must be received by August 11, 2023, at 5:00 P.M.** No proposal will be accepted by oral communication, telephone, or facsimile transmission. Proposals may be withdrawn prior to the time set for closing. Postmarks will not be accepted. Any proposal received after the time set for closing will be rejected.

Please email your Proposal to the Project Manager, Dara Sanders, at dsanders@goodcityco.com.

II. INTRODUCTION

The City of Scotts Valley, California, invites proposals from experienced professionals to provide master planning and architectural design services for an update to the Scotts Valley Town Center Specific Plan.

The City will not accept a proposal as responsive if it covers only a portion of the requested Scope of Work. Interested consultants shall prepare a cost estimate based on the services requested in this Request for Proposals.

The deadline for submitting proposals is August 11, 2023, at 5:00 PM.

III. BACKGROUND

The City of Scotts Valley is in Northern Santa Cruz County in the redwoods of the Sant Cruz Mountains. Located southwest of Silicon Valley, Scotts Valley is approximately 6 miles north of Sant Cruz, 30 miles southwest of San Jose, and 68 miles south of San Francisco. Scotts Valley is known throughout the Santa Cruz County for its natural beauty, proximity to the Silicon Valley, and small-town character – making it an excellent place to live.

Since its incorporation in 1966, Scotts Valley has witnessed considerable changes, as local and regional employment opportunities have attracted many new residents to the community. Between 1970 and 2020, Scotts Valley has grown from a small town of 3,621 persons to a community of 11,693 persons in 2020. The Association of Monterey County Governments (AMBAG) Final Draft 2022 Regional Growth Forecast estimates Scotts Valley's population will grow from 11,693 in 2020 to a population of 12,000 in 2045. Scotts Valley's Regional Housing Needs Allocation (RHNA) for the 6th housing cycle (2024-2032) is 1,220 units, which increased from 140 units during the 2015-2023 cycle.

Town Center Specific Plan Overview

Scotts Valley adopted a Town Center Specific Plan in 2008 to guide the development of a mixed-use node that will become the heart of the city. The planning area encompasses approximately 58 acres bounded by Mt. Hermon Road, Skypark Drive, Blue Bonnet Lane, and a residential neighborhood west of Scotts Valley Drive, and it includes vacant land from the former Santa Cruz airport site (see Figure 1).

The Specific Plan includes a vision, guiding principles, and a preferred land use plan (serving also as an illustrative master plan) to establish the groundwork for land use, connectivity, circulation, form, and design. Establishing the vision and principles presents goals and considerations for legislative actions and City funding decisions and initiatives. The preferred land use plan is an illustrative layout and plan representing the City's preference for the way the Town Center should develop over time. It illustrates the way in which the design standards and guidelines could be applied by property owners, developers, and City decision makers to create a new Town Center.



Figure 1: Town Center Boundary

The Specific Plan establishes a new regulatory framework for achieving the compact, traditional town center. These regulations establish permitted and conditional uses for the town center project area, provisions for nonconforming uses, and urban form templates that create form-based development standards for setbacks, building bulk, and height. The urban form templates are supported by architectural design guidelines detailing recommendations for building orientation and massing, signage, access, parking lots and garages, building design and materials, landscaping, and accessory buildings. These guidelines include important site and building design elements for achieving the vision and goals of the Town Center Specific Plan, and they are written as recommendations for City staff and decision makers to consider when reviewing development in the Town Center area.

Impacts to the Town Center Specific Plan

Market changes. The City retained the Gibbs Planning Group in 2021 to conduct a retail feasibility analysis to determine how much additional retail and restaurant development is supportable in the Scotts Valley through 2026. Assuming a projected annual growth rate of .25%, the study found that Scotts Valley could support up to 82,000 additional square feet of retail and restaurant development city-wide, which equates to approximate 27-34 new stores and restaurants. Based on this analysis, adjustments to the planned 310,000 square feet of retail and restaurant uses within the Town Center should be made to ensure an appropriate and successful balance of uses, and to ensure that other commercial and neighborhood centers throughout Scotts Valley are able to thrive.

Regional Housing Needs Allocation. The Housing Element identified the Town Center as one of several housing sites to meet the City's 2015-2023 RHNA of 140 housing units. The Town Center anticipated a total of 300 new housing units, with 15% of those units designated as affordable. Scotts Valley's contribution to the Association of Monterey Bay Area Governments (AMBAG) RHNA Plan increased to Scott Valley's housing allocation to 1,220 units in 2022. To comply with this increased housing allocation requirement, the City has initiated a Housing Element updated to align with the 2023-2031 RHNA Plan. Refinements to the planned number of housing units in the Town Center are being evaluated for compliance with the City's RHNA, and it is anticipated that 657 units will be assigned to the Town Center.

State Affordable Housing Laws. Recent changes to State law require that cities adopt and act on residential development applications based on whether the project complies with objective design and development standards that require no interpretation or personal judgment. At this time, the Specific Plan does not include sufficient objective design and development standards to ensure that development within the Town Center area will be developed in accordance with the adopted vision.

The current structure of the Specific Plan is written to provide flexibility with more recommendations than requirements. Since many of the standards in the Specific Plan are not objective, there is a need to update these standards for predictability in private development of the Town Center. Objective Standards will also allow the City to maximize local discretion under State Law.

Town Center Specific Plan Update

While the community has been presented with multiple design concepts by potential developers, the majority of the Town Center area property remains vacant or unchanged. The City has hired Good City Company (GCC) to manage and prepare updates to the Town Center Specific Plan to respond to the impacts described herein and to produce a revised plan that can be implemented in the short- and medium-term by private developers.

Anticipated updates include, but are not limited to, the preferred land use plan and illustrative master plan, planned balance of uses, urban form standards, objective standards, development review process, circulation plan, and phasing plan. GCC will maintain a prominent role in land use planning and community engagement. The Master Architect will work collaboratively with GCC in designing the illustrative master plan and drafting the associated standards with this update by providing the basic services described below to deliver truth-tested design and development standards to be implemented through subdivision, development, and/or building permit applications to promote predictability in the development of the project area.

IV. SCOPE OF SERVICES

The Master Architect's basic services shall consist of urban, architectural, and landscape design to provide the following:

1. **Town Center Master Design.** Assist with preparing up to three master planned design options that achieve the vision and goals of the Town Center Specific Plan and create the visualization of the master plan. The adopted master plan will be provided to interested developers for implementation and will inform a developer selection process; therefore, the final master plan will incorporate the following:
 - Realistic square footages for commercial, mixed-use, civic, and residential buildings for all properties within the Mixed Use/Town Center Core, which includes six parcels totaling 14 acres (see Figure 2). The master plan will include affordable housing consistent with the City's updated Housing Element.
 - Seamless transitions with existing and planned development surrounding the Town Center.
 - A street network that balances the needs of pedestrians, cyclists, and drivers, and connects surrounding developments and neighborhoods to the Town Center.
 - Appropriate locations and sizes of public and private parking facilities.
 - Location, size, and programming of a public plaza.
 - A hierarchy of urban open space network throughout the project area that meets the needs of Town Center residents, visitors, and employees.
 - A landscape plan and schedule.
2. **Objective Design and Development Standards.** Assist the project team in preparing objective design and development standards for all development within the Town Center with particular emphasis on residential standards meeting the State's definition of "objective standards", and create graphic illustrations to visualize these standards. The Master Architect will support GCC with a technical review and analysis of the City's policies, regulations, and Town Center design guidelines to inform standards that include the following:
 - Building type, height, massing, materials, articulation, and relationship with neighboring buildings and developments.
 - Building placement and orientation.
 - Private parking design and placement, access management, and site circulation.
 - Utilities, public realm improvements, infrastructure improvements, etc.

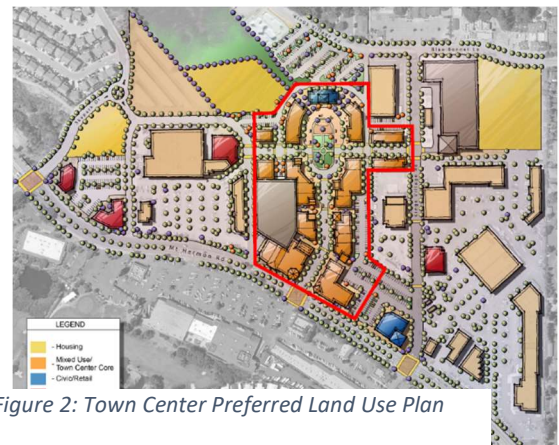


Figure 2: Town Center Preferred Land Use Plan

3. Community Outreach and Engagement. Assist in community outreach to evaluate and discern desirable elements of a new Town Center spatial organization and development design qualities.
 - Prepare required visual aids and outreach materials for public input.
 - Attend up to three (3) public outreach events, both in person and virtually, to present and receive feedback on draft Town Center master plan concepts and draft Objective Design and Development Standards.
 - Assist with other stakeholder and outreach efforts related to master planning and design as needed.
4. Public Review and Adoption. Support the project team throughout the public review and adoption process with the following assistance:
 - Prepare visual aids for public hearing presentations, attend up to two (2) Planning Commission hearings and up to three (3) City Council hearings to support adoption of the updated Town Center Specific Plan.
 - Based on the City Council recommendations, prepare updates to applicable Specific Plan graphics and text related to the Town Center layout and design standards.
 - Based on the City Council's action, prepare the final Specific Plan graphics and text related to the Town Center layout and design standards.

V. SUBMITTAL REQUIREMENTS

All proposals shall include an electronic copy in PDF format of the following minimum information:

Cover letter. Indicate interest in and commitment to performing the above services for the City of Scotts Valley. Include contact information (physical address, phone number, and email address) for the primary person responsible for the proposal and serving as the primary contact for the City on correspondence and communications. The cover letter should also summarize the key points of the consulting firm's interests and qualifications.

Relevant Experience. List projects completed by the consultant relevant to the scope of services contained herein that have been completed in the last seven (7) years. Discuss the firm's experience to best perform these services for the project, and provide at least one sample of a similar work product that was constructed as designed (or with minor modifications) by one or more private developers in electronic format prepared by the consultant or staff assigned.

Scope of Work and Timeline. Provide a scope of work that responds to the tasks outlined herein with an estimated timeline to complete each task. An overall project timeline will be developed by GCC, City staff, and the Master Architect.

Estimated Fee and Budget. Provide a fee schedule with the hourly billing rates for each proposed team member and a budget estimate. Include all direct and indirect costs and transportation fees. The budget estimate shall be organized and broken down by each task outlined in the scope of work.

VI. GENERAL INFORMATION

Minimum Qualifications.

In order to qualify as responsible, a prospective consultant must, in the opinion of City staff, meet the following standards as they relate to the RFP:

1. Have adequate staff, equipment, technical, and financial resources for performance, or have the ability to obtain such resources that are required for performance, including a demonstrated ability to meet work schedule time frames and deliverables.
2. Have a satisfactory record of performance.
3. Be an Equal Opportunity Employer.

Compliance with Terms and Conditions of the Professional Service Agreement.

The consultant and sub-consultants will be required to comply with all terms and conditions set forth in the City of Scotts Valley Standard Form Professional Services Agreement including all insurance requirements (See Appendix A). Any exceptions from these terms and conditions must be specified in the proposal, and any exception may be a basis for rejection of the proposal from further consideration.

Proposal Revision and Modification. Staff may request that the consultant alter a submitted proposal when deemed necessary and appropriate to clarify that the proposal fully addresses the City's needs. In the event that a consultant agrees to modify the proposal, a change in the cost of the services as set forth in the proposal may be made. Otherwise, the cost stated in the original proposal shall remain effective. Any additional work required beyond the scope of the contract shall be, with prior notification and contract amendments, mutually agreed to by the City and the consultant, and shall be billed on a not-to-exceed estimated time and materials basis to the City. Contract amendments will be made only in unusual circumstances, where clearly justified by the consultant and as determined necessary by the City.

Limitations. All reports and pertinent data or materials will become the property of the City of Scotts Valley.

The consultant will have normal access to the public records and files of local government agencies in preparations of the proposal or documents. No compilation, tabulation, or analysis of data, definition or opinion, etc. shall be anticipated by the consultant from the agencies, unless volunteered by a responsible official of these agencies.

Firms submitting a proposal for this RFP must provide a statement that nothing contained in the submitted proposal will be proprietary. All proposals shall become the property of the City of Scotts Valley once submitted.

A request for proposals does not commit the City to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for services and supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this request for proposals, if it is in the best interest of the City to do so. The City may require the consultant to participate in negotiations and to submit such price, technical or other revisions of the proposal as may result from negotiations.

Contract with Consultant. The consultant selected will be asked to agree to and enter into the City's Standard Form Professional Services Agreement (See Appendix A). It is unlikely that the City will consent to modifications of the agreement.

Contract Payment. The City will release payment to the consultant in increments based on itemized invoices submitted no more frequently than monthly as the work progresses. Contract payment shall be made on the basis of satisfactory performance by the consultant as determined by the City.

Contract Termination. The City shall have the right to terminate The Professional Services Agreement at any time upon giving ten (10) days written notice to Consultant. Consultant may terminate the Professional Services Agreement upon written notice to City should the City fail to fulfill its duties as set forth in the Agreement. In the event of termination, City shall pay the Consultant for all services performed and accepted under the Professional Services Agreement up to the date of termination.

Conflict of Interest. In the Professional Services Agreement the Consultant shall stipulate that corporately or individually, its firm, its employees and subcontractors have no financial interest in either the success or failure of any project which is, or may be, dependent on the results of the Consultant's work product prepared pursuant to the Agreement.

VII. SELECTION CRITERIA

Selection Criteria (in random order):

- Completeness and responsiveness to this RFP;
- Qualifications and previous successful performance of the consultants on similar projects;
- Review of references;
- Local familiarity;
- Public participation experience working with the public in formulating goals and consensus;
- Time frame and availability of consultants; and
- Contract fee as negotiated and ultimately agreed upon. Price is not the sole basis for selection but may be considered in the criteria for evaluating proposals.

The schedule for the selection process is:

- | | |
|--|----------------------------------|
| • RFP Released | July 12, 2023 |
| • Virtual Pre-response Question Conference | July 25, 2023 |
| • Written Questions Due | July 25, 2023 |
| • Proposals Due | August 11, 2023 |
| • Consultant Interviews | Weeks of August 21 or 28, 2023 |
| • Consultant Selection & Negotiation | Weeks of September 4 or 11, 2023 |
| • Contract Approval | October 4, 2023 |
| • Notice to Proceed | After October 4, 2023 |

The top ranked firms will be selected by the City Manager to provide individual presentations and be interviewed by the Selection Committee for final selection recommendations.

The City will negotiate a contract with the most qualified firm with compensation the City determines is fair and reasonable based upon the scope of work. Fee proposal from competing consultants may be used to assist City staff in determining a fair and reasonable compensation.

VIII. CONTRACTUAL REQUIREMENTS

Final contract approval requires City Council approval for execution by the City Manager. Following the final Selection Committee's recommendation and contract negotiations the contract shall be agendized with the Council and must be approved and executed prior to any work being performed by the consultant. See Appendix A for Draft Standard Form Professional Services Agreement.

APPENDIX A

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Professional Services ("Agreement") is made and entered into as of _____, 2022, by and between the City of Scotts Valley, a municipal corporation, hereinafter referred to as "CITY", and _____, hereinafter referred to as "CONSULTANT".

RECITALS

- A. CITY desires to retain Consultant for certain professional services as set forth in this Agreement.
- B. CONSULTANT is specially trained, experienced and competent to perform the special services which will be required by this Agreement.
- C. CONSULTANT possesses the skill, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

NOW, THEREFORE, in consideration of the recitals and the mutual promises contained herein, CITY and CONSULTANT agree as follows:

AGREEMENT

- 1. **Employment of CONSULTANT:** CITY agrees to, and hereby does, retain and employ CONSULTANT to perform the professional services as outlined in the Scope of Work attached hereto and incorporated herein as Exhibit "A". CONSULTANT'S work product shall be performed pursuant to generally accepted standards of practice in effect at the time of performance.
- 2. **Responsible Personnel:** CITY has relied upon the professional training and ability of CONSULTANT to perform the services hereunder as a material inducement to enter into this Agreement. Primary personnel responsible for the completion of the work described in this Agreement shall be: _____ (name, title, company) whose address is _____; telephone: _____; Email: _____.
- 3. **Scope of Work:** CONSULTANT shall perform the services as specified in Exhibit A in a professional manner.

4. **Time of Performance:** The services of CONSULTANT are to commence upon execution of this Agreement and shall continue until all authorized work is approved by the CITY. All such work shall be completed no later than _____. Time is of the essence in the performance of this Agreement. No waiver by either party hereto of the nonperformance or any breach of any term, provision, or condition of this Agreement, or any default hereunder shall be considered to be or operate as a waiver of any subsequent nonperformance, breach or default.

5. **Compensation:** CONSULTANT shall accept compensation for services performed as set forth in Section 3 in an amount not to exceed \$ _____. Periodic payments to CONSULTANT shall be made upon submittal of invoices by CONSULTANT to CITY for review and approval by the City Manager. Invoices will be paid by CITY within a reasonable time after the invoices are received and approved.

6. **Insurance:** CONSULTANT agrees to have and maintain, for the duration of the contract, the following:

i. General Liability insurance policies insuring him/her and his/her firm to an amount not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.

ii. Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

iii. CONSULTANT agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than \$1,000,000 which is sufficient to insure CONSULTANT for professional errors or omissions in the performance of the particular scope of work under this agreement.

iv. CONSULTANT shall provide to the CITY all certificates of insurance, with original endorsements effecting coverage. CONSULTANT agrees that all certificates and endorsements are to be received and approved by the CITY before work commences.

v. The CONSULTANT'S insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees and volunteers. Any insurance or self -insurances maintained by the CITY, its officers, officials, employees or volunteers shall be excess of the CONSULTANT'S insurance and shall not contribute with it.

7. **Indemnity:** CONSULTANT shall hold harmless, indemnify and defend CITY, its elective and appointive boards, commissions, officers, agents, servants, volunteers, and employees from and against any and all claims, costs, damages, liability, losses, or suits (including court costs and attorney fees) for personal injury (including death), property damage and any other damages of any sort whatsoever, arising out of, or alleged to have arisen out of, the willful or negligent acts, errors, or omissions of CONSULTANT or CONSULTANT'S contractors, subcontractors, agents, or employees in the performance of this Agreement. This indemnity

shall not apply to any claims brought by CONSULTANT for default of this Agreement, or for claims brought by CITY or any third party where the underlying injury or damage is finally determined by a court of competent jurisdiction to arise solely from the negligent or willful misconduct of CITY.

8. **Termination:** This Agreement may be terminated by the CITY immediately for cause or by either party without cause upon fifteen days' written notice of termination. Upon termination, CONSULTANT shall be entitled to compensation for services performed up to the effective date of termination.

CONSULTANT shall accept, for itself, as full payment for services rendered and all work to be done and performed hereunder and in complete satisfaction of all claims against CITY by reason of voluntary abandonment or suspension of work or termination of the Agreement, the sum determined on an hourly basis in accordance with the provisions of this Agreement, or any modification of amendment thereto, plus all direct expenses incurred, including those expenses incurred which are directly attributable to the incomplete portion of the work which could not be canceled.

In the event of termination, CONSULTANT shall deliver as a condition to the payment of the compensation provided for above, or otherwise make available to CITY, all research data, reports, estimates, summaries, and other such information and materials as may have been accumulated by CONSULTANT in performing this Agreement, whether completed or in process in accordance with Section 9 of this Agreement.

9. **Documents:** Notes, studies, chain, computations, electronic files, and other data and information obtained by CONSULTANT for this project shall, upon receipt of payment for services rendered, be made available to CITY by CONSULTANT at CITY'S request and shall become the property of CITY. In the event CITY alters the document, CITY agrees CONSULTANT shall have no responsibility whatsoever for any claim arising out of, or alleged to have arisen out of, use of the altered document.

All plans, studies, documents, charts, computations, and electronic files prepared by and for CONSULTANT, its officers, employees and agents and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of the CITY upon payment to CONSULTANT for such work, and the CITY shall have the sole right to use such materials in its discretion without further compensation to CONSULTANT or to any other party. CONSULTANT shall, at CONSULTANT'S expense, provide such reports, plans, studies, documents and other writings to CITY upon written request.

10. **Independent Contractor:** CONTRACTOR is an independent contractor retained by CITY to perform the work described herein. ALL personnel employed by CONSULTANT are not and

shall not be deemed to be employees of CITY. CONSULTANT shall obtain no rights to retirement benefits or other benefits that accrue to CITY'S employees, and CONSULTANT hereby expressly waives any claim it may have to such rights. CONSULTANT shall comply with all state and federal laws pertaining to employment and compensation of its employees and its agents, including the provision of Workers' Compensation.

11. **Licenses:** CONSULTANT represents and warrants to CITY that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of CONSULTANT to practice its profession. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of CONSULTANT to practice its profession. Consultant shall maintain a City of Scotts Valley business license.

12. **Assignment:** The parties recognize that a substantial inducement to CITY for entering into this Agreement is the professional reputation, experience and competence of CONSULTANT. Assignments of any or all rights, duties or obligations of the CONSULTANT under this Agreement will be permitted only with the express consent of the CITY. CONSULTANT shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the CITY. If the CITY consents to such subcontract, CONSULTANT shall be fully responsible to CITY for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between CITY and subcontractor nor shall it create any obligation on the part of the CITY to pay or to see to the payment of any monies due to any such contractor other than as otherwise required by law.

13. **Binding on Successors:** This Agreement is binding on the heirs, successors and assigns of the parties hereto.

14. **Amendment:** This Agreement may be amended, modified or changed by the parties, provided that said Agreement, modification or change is in writing and approved by the authorized representative of the parties.

15. **Applicable Law and Attorney's Fees:** This Agreement shall be construed and enforced in accordance with the laws of the State of California, and any action brought relating to this Agreement shall be held exclusively in a state court in the County of Santa Cruz. Should any legal action be brought by a party for breach of this Agreement or to enforce any provision of the Agreement, the prevailing party of such action shall be entitled to recover its reasonable litigation expenses, including attorney fees.

16. **Entire Agreement:** This Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements or

understandings. Whether oral or written, between or among the parties relating to the subject matter of this Agreement which are not fully expressed herein. The drafting and negotiation of this Agreement have been participated in by each of the parties and/or their counsel, and for all purposes this Agreement shall be deemed to have been drafted jointly by all parties.

17. **Waiver:** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this agreement.

18. **Severability:** If any term or portion of this Agreement shall be held by a court of competent jurisdiction to be invalid, illegal, or otherwise unenforceable, the remaining provisions of this Agreement shall continue in full force and effect.

WITNESS WHEREOF this Agreement is executed by CITY and by CONSULTANT on this ____ day of _____, 2022, at Scotts Valley, California.

CONSULTANT:

CITY:

NAME OF COMPANY

CITY OF SCOTTS VALLEY

By: Name and Title of Person Signing

Mali LaGoe, City Manager

APPROVED AS TO FORM:

ATTEST:

Kirsten M. Powell, City Attorney

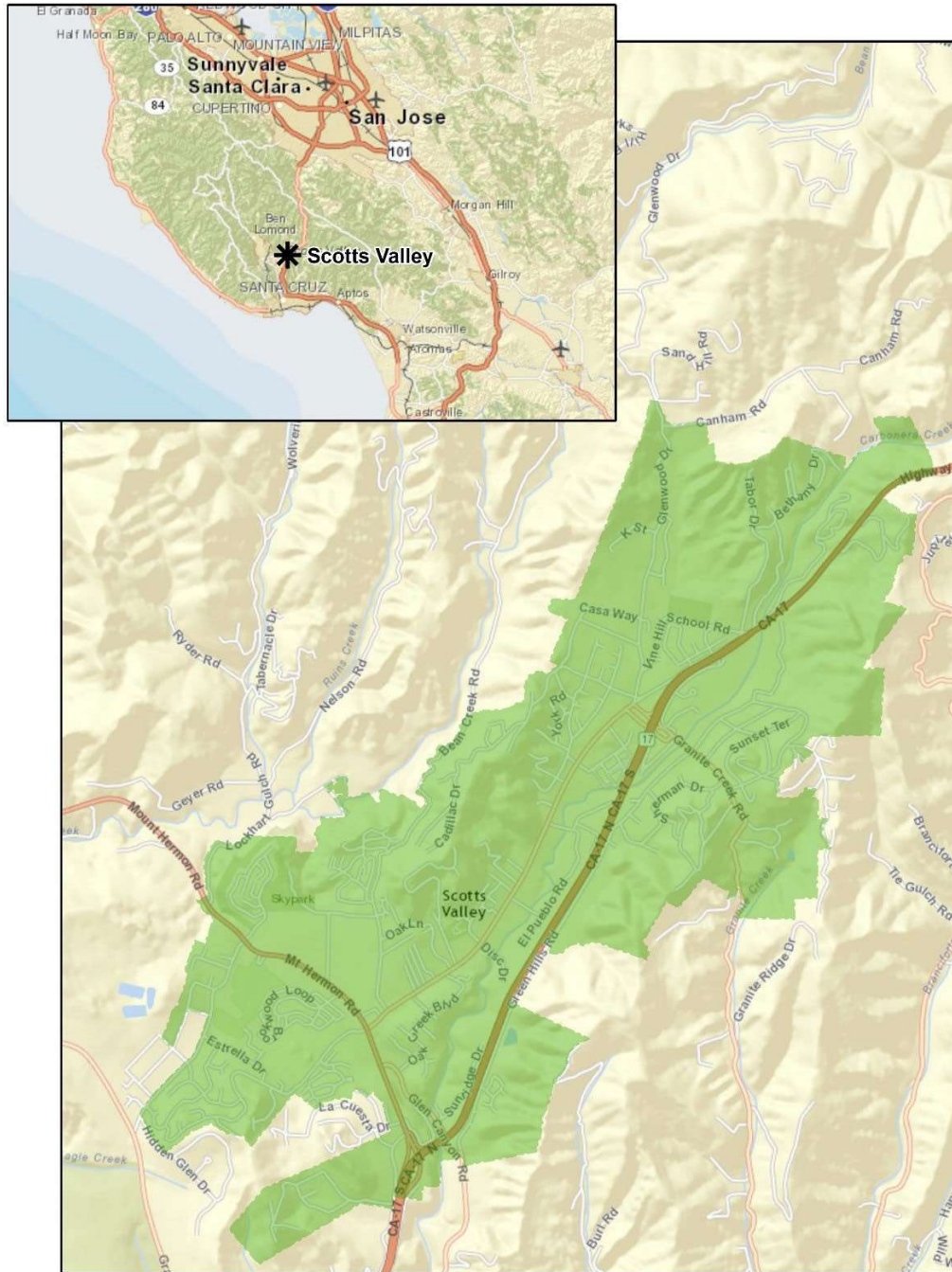
Cathie Simonovich, City Clerk

EXHIBIT “A”

SCOPE OF WORK

APPENDIX B

CITY OF SCOTTS VALLEY REGIONAL LOCATION



PROPOSAL FOR:

MASTER ARCHITECT

**City of Scotts Valley Town Center Specific Plan Update
1 Civic Center Drive
Scotts Valley, CA 95066**



Submitted by:

URBAN FIELD

URBAN FIELD

Dara Sanders, Project Manager
dsanders@goodcityco.com
City of Scotts Valley
1 Civic Center Drive
Scotts Valley, CA 95066

August 11, 2023

Dear Ms. Sanders and the City of Scotts Valley,

Urban Field Studio enthusiastically presents our proposal for **Master Architect for the Town Center Specific Plan Update**. Urban Field Studio is a firm of specialists in housing, retail, master planning, development strategy, landscape and urban design. We are known for our ability to plan effectively at the local level and designing realistic places to help further ideas in the community. We have worked with many neighborhoods throughout California to identify improvements that make places more attractive and livable.

The team includes **Jane Lin, Ryan Call, and John Bela**. Jane and Ryan are architects that focus on early stages in the development process and John is a landscape architect.

Jane will be the primary contact for this proposal. Jane's strength in urban design is project management, objective design and development standards, and community engagement. Jane knows Scotts Valley well because her father lives there and she grew up in Santa Cruz. Urban Field Studio is currently working with Good City Company on the Belmont Harbor Industrial Area Specific Plan and with Ben Noble to support the City of Scotts Valley Housing Element. Jane's work includes illustrating objective design and development standards for the cities of Albany, Berkeley, Emeryville, Union City, San Leandro, Arcata, and Alameda and knows the State housing requirements well.

Ryan has twenty years of experience working on the private development side specializing in retail and housing design and grew up visiting family in Boulder Creek. Prior to Urban Field Studio, Ryan worked for ELS Architects, primarily on mixed-use retail and residential projects.

John is a landscape architect that has spent his career activating social spaces. John joined Urban Field Studio this year and previously worked for Gehl Architects as a landscape architect designing public spaces.

We believe we make a strong and efficient team that you'll enjoy working with. Thank you for considering our proposal. We look forward to hearing from you and hope that we can work with you soon on the Scotts Valley Town Center Specific Plan.

On behalf of the team,

Jane Lin
Founding Partner of Urban Field Studio
Principal-in-Charge and Primary Contact
510-207-9537
jane@urbanfieldstudio.com
1423 Broadway
Oakland, CA 94612

A handwritten signature in dark ink, appearing to be 'JL' with a stylized flourish extending to the right.

RELEVANT EXPERIENCE

Urban Field Studio is a collaborative team of urban designers in the San Francisco Bay Area. Jane Lin and Heidi Sokolowsky formed Urban Field Studio in 2014. Between 2015 and 2023 Frank Fuller, Ryan Call, and John Bela joined the team of architects, planners, and landscape architects.

Urban Field studio partners have global experience with street and public realm design combined with a deep commitment to Bay Area communities. We specialize in work with communities, municipal departments, state agencies, and the elected officials in California and throughout the nation. Urban Field Studio has a decade of experience of successfully working with communities throughout the Bay Area and has become a trusted partner to many municipalities.

Our projects range from specific sites to special districts that span a metropolitan area. We specialize in development strategy, conceptual design, public space design, design guidance, and master planning to understand the physical potential of sites. The urban designers at Urban Field Studio provide conceptual architecture and landscape design to understand the physical potential of places. One of Urban Field's strengths is our ability to craft realistic plans with the community and to see that they are implementable within the framework of the City's and community's structure.

We are passionate about designing active and memorable places that people will use, treasure, and remember. We dream big and have the design skills and experience working with the community and private stakeholders to bring projects to fruition. We are excited and committed to helping the City of Scotts Valley strengthen the Town Center to make it an attractive and enduring place.



PROJECT TEAM



Jane Lin, AIA
Principal in Charge, Urban Designer

Jane Lin is a licensed architect and urban designer that wants to make the communities we live in more vibrant, memorable, and enduring. Jane holds a BA in Architecture, MS in Architecture, and a Masters in City Planning from UC Berkeley and is currently a lecturer in the Masters of City Planning and Masters of Real Estate Development + Design programs. Jane was the co-founder of Urban Field Studio and has worked with her partners for many years prior to founding Urban Field Studio in 2014. Her work includes urban design for transit area planning, revitalizing mixed-use districts, campus planning, and housing policy planning with local agencies throughout the western United States. Jane is particularly concerned about the public outreach process and the way we visually communicate with our communities and neighborhoods. She knows the conceptual strategies that she puts forward can only be successful when they are economically viable, community supported, and physically compelling in design.



Ryan Call, AIA
Consulting Principal, Architect

Ryan Call is a licensed architect and urban designer with over 20 years of experience who has focused much of his career on strategic land use planning, retail planning and architectural design, place-making, and facilitating community workshops and outreach. Ryan graduated from Washington State University with a Bachelor of Architecture degree. Ryan's work includes extensive private sector experience with developers such as Catellus, Brookfield, Madison Marquette, Bohannon Development Company, Simon, and Related Properties. Ryan utilizes this experience with the private sector to develop urban design plans that resonate with both the needs of the public stakeholders, and is attractive to build by the private sector. Recent awards for Ryan's work include the 2021 AIA California Urban Design Honor Award for Downtown Dublin, and the 2021 ICSC Gold Award for Hillsdale North Block Redevelopment in San Mateo, CA.



John Bela, ASLA
Consulting Principal, Landscape Architect

John is an urban designer and landscape architect with two decades of experience leading multidisciplinary teams to design and deliver complex master plan frameworks, award-winning public realm strategy, and innovative streetscapes and public spaces. A former Partner at Gehl and co-founder of Rebar, he works with communities, municipalities, and private sector partners to create diverse, equitable, and resilient places. John is skilled at leading user experience and ethnographic research and applying insights and spatial data to inform strategic planning and innovative design.



JANE LIN / **FOUNDING PARTNER, AIA** URBAN FIELD STUDIO

Jane is a licensed architect and urban designer with twenty years of experience working with municipalities and agencies in the San Francisco Bay Area and beyond. Her work includes urban design for streetscape improvements, transit area planning, revitalizing mixed-use districts, and supporting housing policy. Jane is a lecturer at UC Berkeley and teaches architecture to school aged students (K-12). It is important to Jane that large groups of non-designers become empowered with creative communication skills because they are the key to making our communities better.

EDUCATION

University of California, Berkeley
Master of City Planning with
Concentration in Land Use, 2005

University of California, Berkeley
Master of Science in Architecture
with Concentration in Building
Science, 2005

University of California, Berkeley
Bachelor of Arts in Architecture,
1999

CERTIFICATIONS

Licensed Architect in California

LEED AP - ND Leadership in
Energy and Environmental Design
Accredited Professional with a
Specialty in Neighborhood Design

ASSOCIATIONS

National League of Cities and ULI,
Rose Center for Public Leadership,
Faculty Advisor to the City of Tucson

ULI Member PPP Council
AIA East Bay Member
SPUR Member
SCUP Member

PROFESSIONAL AWARDS

Artist-In-Residence Educator with
LEAP Arts in Education
Eisner Prize in City Planning, UC
Berkeley

SELECT PROJECTS

North Hollywood Station Guide for Development, Metro Joint Development*
Universal City/Studio City Station Mobility Hub Community Engagement*
Milpitas Metro Specific Plan, City of Milpitas*
Irvington Station Area Plan and Station Plan, City of Fremont and BART*
San Jose State Campus Master Plan*
Downtown Dublin Vision, City of Dublin*
Alisal District Identity Plan, City of Salinas*
Union City Station District Plan, City of Union City
Coliseum Development Study, City of Oakland CA
San Pablo Avenue Specific Plan, City of Albany*
Diamond Bar General Plan Update, City of Diamond Bar
Urban Design Consulting, City of Anaheim
Old Town Newark Specific Plan, City of Newark*
Emeryville Objective Design Standards, City of Emeryville
San Leandro Multi-Family Design Standards, City of San Leandro*
Berkeley Middle Housing Studies, City of Berkeley, CA
Site Feasibility Testing, Port of Redwood City

ENGAGEMENT AND OUTREACH

* Projects with extensive engagement and outreach

TEACHING | Lecturer, UC Berkeley

ED 201 Master of Urban Design Studio
CP140 Urban Design and Placemaking
CP 208 Masters of City Planning Urban Design Studio
RDEV 230 Public Private Partnerships, Masters of Real Estate (MRED+D)

COMMUNITY ACTIVITIES

ULI Urban Plan Curriculum Contributor and Piedmont High School Champion
ULI TAP Chair for the City of St. Helena and Panelist for the City of Dublin
Panel Discussion Organizer for the San Francisco Urban Film Fest
Piedmont Unified School District Facilities Steering Committee
Piedmont Arts Fund Chair and Piedmont Makers Board Member
Piedmont Racial Equity Campaign, Committee Member
Piedmont Housing Committee, Appointed Member
Piedmont Mountain Biking Team Coach



RYAN L. CALL / PARTNER, AIA URBAN FIELD STUDIO

With over 20 years of experience in planning and architectural design, Ryan has developed a particular expertise in master planning mixed-use urban communities with a focus on vibrant retail districts and public spaces. His primary interest lies in the strategic aspects of the design and development process where he has worked on a variety of projects from neighborhood shopping centers to regional shopping centers, to mixed-use multi-block districts. His presentation expertise has proven key to the success of many projects, especially during the critical public process and approvals phases.

SELECT PROJECTS*

EDUCATION

Washington State University, 2001
Bachelor of Architecture

Syracuse University Firenze, 2000
Study Abroad - Urban Design

CERTIFICATIONS

Licensed Architect in California and
Indiana
Accreditation by NCARB

ASSOCIATIONS

American Institute of Architects
ICSC
Urban Land Institute Full Member

MIXED-USE MASTER PLANS

Downtown Dublin Vision, City of Dublin, CA
Dublin SCS Properties, City of Dublin, CA
Mueller Aldrich Street District, Austin, TX
University of Chicago 53rd Street District Mixed-Use Master Plan
Project Elevate, Elk Grove, CA
University Town Center East, Sarasota, Florida
Village of Merrick Park, Coral Gables, Florida
NewPark Mall Mixed-Use Specific Plan, Newark, CA

REGIONAL RETAIL CENTERS

Hillsdale Shopping Center North Block, San Mateo, CA
Stonestown Galleria Anchor Redevelopment, San Francisco, CA
HSC Mervyns Department Store Reconfiguration, San Mateo, CA
HSC South Block Facade Improvements + ATT Shell Design
Tucson Mall Anchor Redevelopment, Tucson, CA
Eastridge Shopping Center, San Jose, CA

PUBLIC OUTREACH AND EDUCATION

Downtown Dublin Vision, Dublin, CA
SCS Property Public Outreach, Dublin, CA
Latimer Square Public Workshop and Charette, Bloomington, IN
Telegraph Avenue Public Workshop and Charette, Berkeley, CA
Harold Way Workshop and Charette, Berkeley, CA

DESIGN GUIDELINES

Green Tree Mixed-Use Retail and Residential Guidelines, Vacaville, CA
Latimer Square PUD Design Guidelines, Bloomington Indiana

PROFESSIONAL AWARDS

AIA California Urban Design Award for Downtown Dublin
ICSC Gold Award for Hillsdale Shopping Center - San Mateo
ULI Apgar Award for 2015

COMMUNITY ACTIVITIES

Berkeley Design Advocates
Downtown Berkeley Association Volunteer - Former Board Member
Richmond Yacht Club Junior Program Volunteer

**Projects completed while Ryan was the Director of Urban Design at
ELS Architecture and Urban Design in Berkeley, CA.*



JOHN BELA / PARTNER, ASLA URBAN FIELD STUDIO

John is an urban designer and landscape architect with two decades of experience leading multidisciplinary teams to design and deliver complex masterplan frameworks, award-winning public realm strategy, and innovative streetscapes and public spaces. A former Partner at Gehl and co-founder of Rebar, he works with communities, municipalities, and private sector partners to create diverse, equitable, and resilient places. John is skilled at leading user experience and ethnographic research and applying research insights and spatial data to inform strategic planning and innovative design. John possesses excellent design, leadership, facilitation, collaboration, and public speaking skills.

EDUCATION

Masters of Landscape Architecture
& Environmental Planning
University of California, Berkeley,
2005

Bachelor of Science Biology and
Biochemistry, Cum Laude, Sigma
Xi University of Massachusetts,
Amherst, 1995

Sculpture, Performance
The School of the Art Institute of
Chicago, IL, 1994

CERTIFICATIONS

John is a Registered Landscape
Architect with the State of California,
US. License No. 5678

ASSOCIATIONS

American Society of
Landscape Architects
Urban Land Institute, Associate Member
SPUR Member

SELECT PROJECTS

SF Downtown Public Realm Action Plan, San Francisco, CA
North Bayshore Neighborhood Masterplan, Mountain View, CA
Castro Street Plaza and strEATs pilot, Mountain View, CA
Rivian Normal Campus Masterplan, Normal, IL
UCSD Southern Gateway Masterplan, San Diego, CA
The Future of Stephen Avenue, Calgary, Alberta, Canada
Places for People Downtown Public Realm Strategy, Vancouver, BC, Canada
Civic Center Public Realm Strategy + Public Space Plan San Francisco, CA
Re-imagine 9th Street, Louisville, KY
Pittsburgh Public Realm Action Plan, Pittsburgh, Pennsylvania
Monon Boulevard Urban Strategy and Public Realm Design, Carmel, Indiana
India Basin Masterplan, San Francisco, CA
La Placita, Mission District, San Francisco

TEACHING

- Understanding the human scale through seating design and fabrication, Spring 2022, UC Berkeley College of Environmental Design
- Distrito Purisima-Alameda, Monterrey, Mexico, UD Studio, UT Austin, 2016
- Wynwood Miami, Urban Design Studio, University of Arkansas, 2014
- Landscape Architecture Final Studio, UC Berkeley, 2013

PROFESSIONAL AWARDS

- Monon Boulevard, 2022 ULI Americas Award for Excellence Finalist
- The Future of Stephen Avenue, Award of Excellence, Canadian Society of Landscape Architects (CSLA)
- India Basin, 2017 Best of Design Award for Urban Design, The Architects Newspaper
- India Basin, Award of Merit in the Urban Design category, AIA California Council Design Awards

COMMUNITY ACTIVITIES

- Executive Director, Park(ing) Day Network
- Co-founder of Rebar Art and Design Studio, the creators of Park(ing) Day

RECENT PUBLICATIONS

- 'Pandemic-era Street Spaces: Parklets, Patios, and the Future of the Public Realm' ArchDaily, 9/29/2021
- 'Learning from Copenhagen: A Focus on Everyday Life', ArchDaily, 12/15/2021
- 'San Francisco Bicycle Culture, Transforming Market Street' Bicycle Urbanism. Re-mobility and Transforming cities. a+u: Architecture and Urbanism 2021:01

MIXED-USE MASTER PLANNING

DOWNTOWN DUBLIN VISION

Client:

The City of Dublin, CA

Year Complete:

2018-ongoing

Client Contact:

Hazel Wetherford
Community Development
Director
City of Dublin, CA
hazel.wetherford@dublin.
ca.gov

Team:

Jane Lin, Urban Field Studio
Ryan Call, ELS Architects
SWA Landscape
Keyser Marston
Metrovation Retail Resources
BKF Engineers
Kimley Horn

*2021 Honor Award for Urban
Design awarded by AIA
California*



The City of Dublin is missing a Downtown. The site currently referred to as “downtown” is a big box retail site that is prime for redevelopment. It is located within a 5-minute walk of West Dublin BART Station and has potential to be more than a single-use district. UFS worked closely with City Council to explore the potential for an activated and realistic mixed-use redevelopment by private stakeholders. The project included five City Council workshops, two public meetings, and private stakeholder meetings. The “Vision” is a tool for estimating public investment, community visioning, policy alignment, and demonstrating future development potential to private stakeholders. City Council adopted the Vision for Downtown Dublin in November 2019 and UFS has building guiding development with private stakeholders ever since.

MIXED-USE MASTER PLANNING

DOWNTOWN DUBLIN VISION



MIXED-USE MASTER PLANNING

ELK GROVE PROJECT ELEVATE

Client:

The City of Elk Grove

Year Complete:

2020

Client Contact:

Christopher Jordan
Director, Strategic Planning
and Innovation
City of Elk Grove
916.478.2222

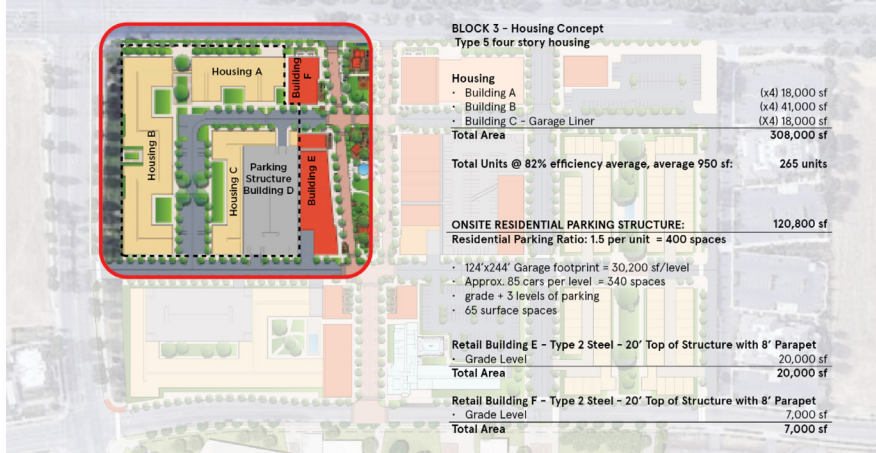
Team:

Ryan Call, ELS Architecture
and Urban Design*
KMA
TBD Cost Estimators
Lifescapes International
Kimley Horn
Hoffman Strategy Group

**Urban Field Studio Partner, while
Principal at ELS Architects*



PHASE 2 - HOUSING CONCEPT



The Project Elevate Master Plan for the City of Elk Grove, led by Ryan Call while Director of Urban Design at ELS, was created to establish a vision for a mixed-use entertainment district center adjacent to the City's newly built Aquatics Center and Community Center. The master plan vision was organized around a central plaza lined by retail and restaurants. The vision was informed by a public outreach process, retail viability analysis, and economic viability analysis of the proposed development.

The master plan vision underwent a detailed cost estimation analysis for each block, product type, infrastructure costs and probable phasing. The master plan was then used for the basis of an RFP issued by the City for a public / private development opportunity which was awarded to Hines.

PUBLIC SPACE DESIGN

MONON BOULEVARD

Client

City of Carmel

Year completed

2018-2021

Client contact

Honorable James Brainard

317-571-2401

Team

John Bela (Project Director)*,
Gehl team: Maki Kawakughi,
Celsa Dockstader
Collaborators: Rundell
Ernstberger Associates (RLA)
Landscape Architects.

**Urban Field Studio Partner, while
Director at Gehl San Francisco*

*To catalyze investment
in an emerging walkable
neighborhood in a former
suburban area, John
Bela and the Gehl team
converted a ~5 mile section
of a rails-to-trails path into
Monon Boulevard: a new
urban boulevard that links
an existing Main Street, Arts
District, Civic Center and
improves connections to
surrounding neighborhoods.*



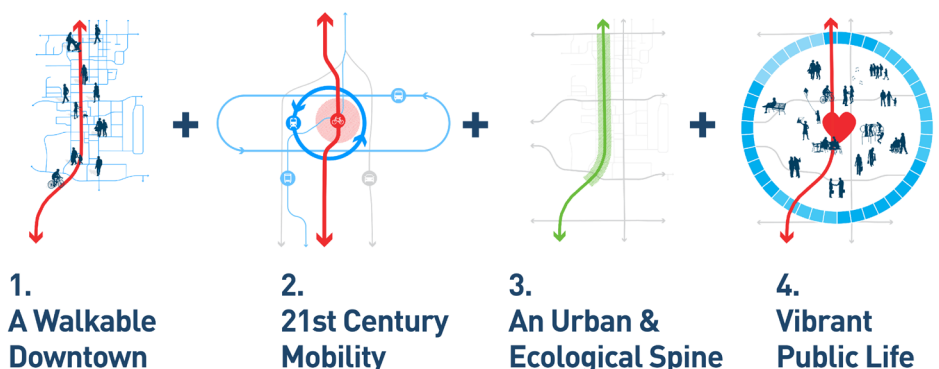
Carmel, Indiana is a community of more than 90,000 people bordering Indianapolis, Indiana. Formerly a sleepy suburb dominated low density housing and automobile-oriented sprawl, the town has been transformed over the past decades by a visionary Mayor and City Council. Led by Mayor Jim Brainard, the town is building a walkable urban downtown to fit its growing population and economy.

Working with planner Jeff Speck the town conceived a new, walkable Main Street, an Arts and Design District and built City Center, a world-class performing arts complex. Between the two was a former industrial area where the city intended to promote mixed-use development.

In 2018, the City of Carmel engaged a team led by John Bela, former partner and director of Gehl, to develop a public realm and urban design framework for the area.

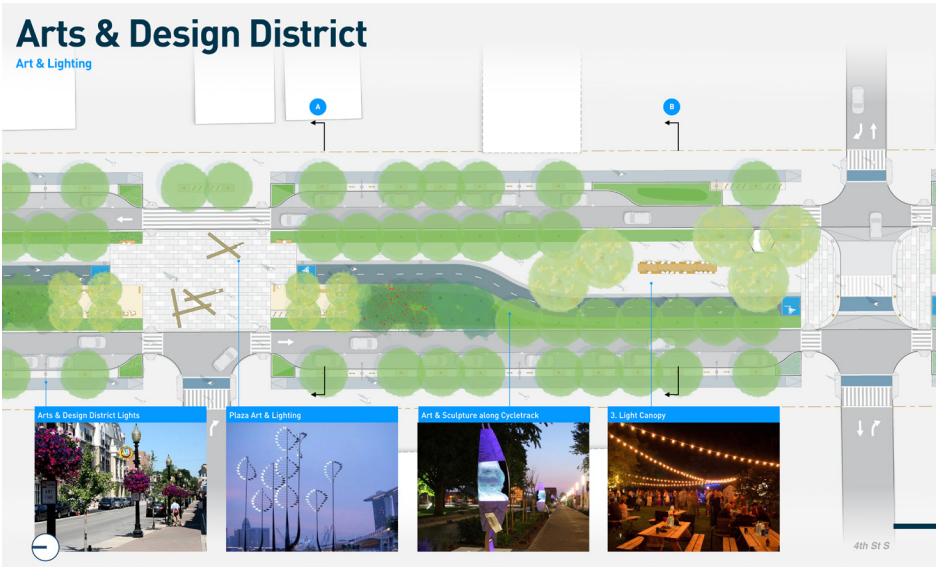
Carmel Vision for Downtown

A Complete Neighborhood



Arts & Design District

Art & Lighting



Establishing the Vision

The vision emphasized the transformation of downtown from a place with a few destination points to a complete neighborhood.

A key element of this transformative project was the re-imagining of Monon Trail, an 18-mile former railway line that was converted to a pedestrian and bicycle trail, and ran through the city's nascent heart

Our concept was to transform a ~5 mile section of the trail into Monon Boulevard: a new urban boulevard that would link the existing Main Street, Arts District, Civic Center and surrounding neighborhoods.

Monon Boulevard reorients the expanding downtown around a new neighborhood heart that has become a framework and catalyst for redevelopment and investment of adjacent properties.

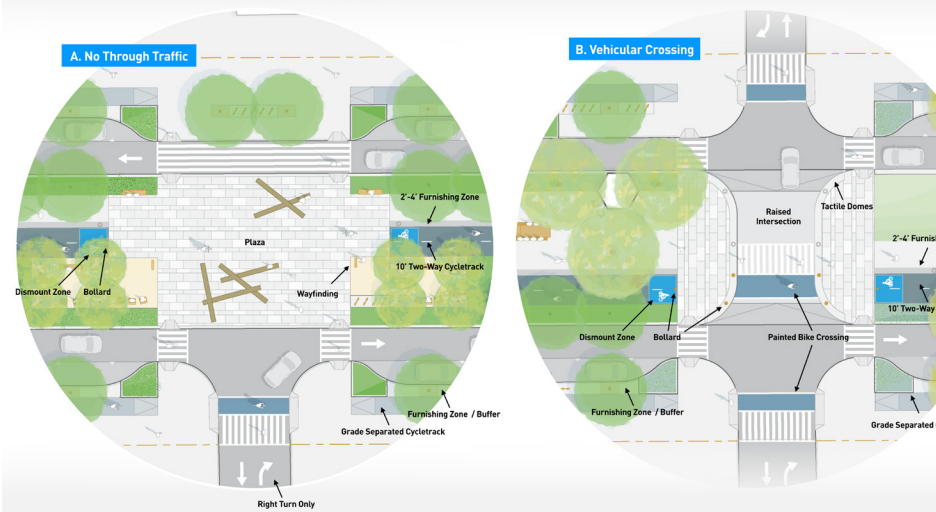
From Vision to Reality

Our team developed the conceptual plans for the boulevard and improved connections to the surrounding neighborhoods and worked with a talented local landscape architecture firm; RLA, who carried the project to completion.

The new, 140-foot-wide Monon Boulevard—built on the site of the rails-to-trails path—is the impressive centerpiece of that area, now called Midtown.

The \$23 million boulevard—a complete street and public space—is already paying off, with \$175 million in private sector redevelopment nearby. The investment includes corporate offices and headquarters, apartment buildings, a distillery, restaurants, and other uses.

Intersection Treatment



1. Project site and area of influence

2, 3. One of the conceptual alternatives for the differing character areas along The Avenue

OUTREACH AND PUBLIC ENGAGEMENT

DUBLIN SCS PROPERTIES

Client:
City of Dublin, CA

Year Completed:
2018-2022

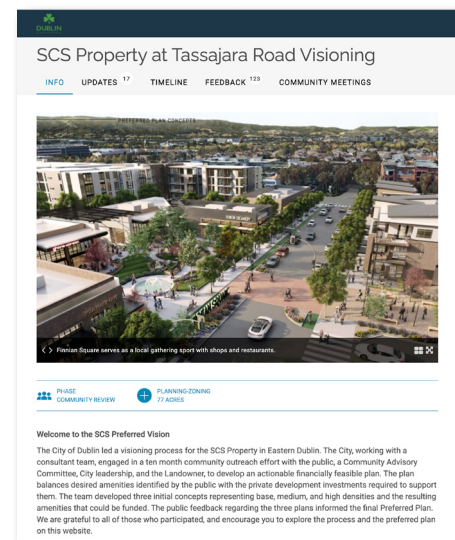
Client Contact:
Amy Million
Principal Planner
City of Dublin, CA
amy.million@dublin.ca.gov

Team:
Ryan Call, ELS Architects*
Jane Lin, Urban Field Studio
Keyser Marston
Metrovation Retail Resources
Bernese Lane Partners
Kimley Horn

*Urban Field Studio Partner, while
Principal at ELS Architects

*"Urban Field Studio's
patience, careful
listening, and visual
approach helped build
consensus where it
seemed impossible."*

- Kristie Wheeler, Assistant
Community Development
Director



Urban Field Studio partners Ryan Call (while with ELS Architects) and Jane Lin provided extensive outreach for the City of Dublin to build consensus for a project on a controversial site at Tassajara Road, known as the SCS Property. The proposals by the land owner had been rejected three times by the City Council.

The team developed a strategy that gave the community a chance to build a vision for the site and provide input. The outreach, conducted online during the pandemic, included management of timely content through a coUrbanize website, several surveys, and facilitation of workshops.

The controversial issues focused on the trade-off of more housing for community benefits, including public open space and a place to gather. Urban Field Studio provided plans, renderings, and visuals to support the community-drive vision which ultimately won the approval of the City Council.

OUTREACH AND PUBLIC ENGAGEMENT

DUBLIN SCS PROPERTIES

Three Options

1



2



Entertainment District Grand Greenway

3



Final Iteration



OBJECTIVE DESIGN STANDARDS

TRANSFORMING MALLS & OFFICE PARKS WITH MIXED-USE MULTI-FAMILY HOUSING

Clients:

City of Alameda, CA
 City of Albany, CA¹
 City of Arcata, CA³
 City of Berkeley, CA³
 City of Emeryville, CA¹
 City of San Leandro, CA^{1,2}
 City of Scotts Valley, CA³
 City of Union City, CA^{1,2}

Client Contacts:

Coleman Frick, City of Union City
 colemanf@unioncity.org

Avalon Schultz, City of San Leandro
 aschultz@sanleandro.org

Grace Wu, City of Berkeley
 GWu@cityofberkeley.info

Navarre Oaks, City of Emeryville
 noaks@emeryville.org

Teams:

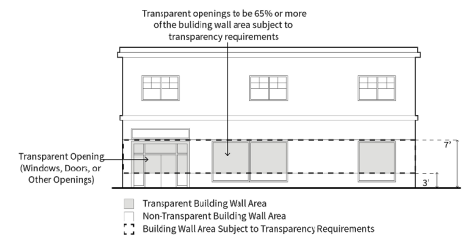
- ¹ Lexington Planning
- ² Martha Miller Associates
- ³ Ben Noble Planning
- ⁴ Aaron Welch Planning

Year Completed:

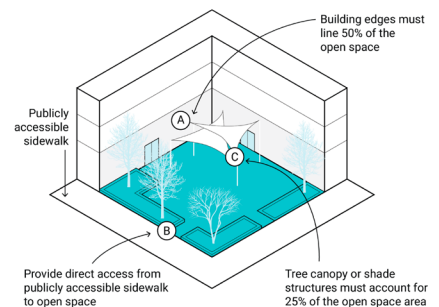
2019-ongoing



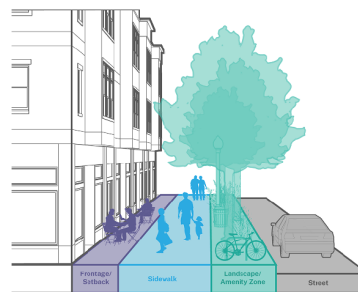
Required Transparency



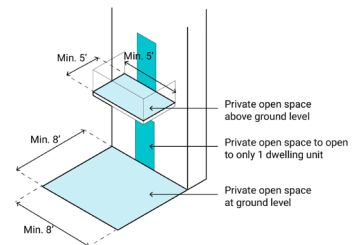
Project: Arcata, UFS



Project: Milpitas Metro Specific Plan, UFS



Project: Arcata Gateway, UFS



Urban Field Studio developed illustrative graphics to describe objective design and development standards for multiple jurisdictions in the San Francisco Bay Area. Graphics were used in guidelines and in zoning code updates. Standards address mixed-use and multifamily housing related to retail and office transformation planning.

In 2023, Urban Field Studio assembled a reference guide to Objective Design Standards for ABAG MTC's guidance on *Transforming Malls & Office Parks* with Aaron Welch Planning and VMWP.

Link: <https://mtc.ca.gov/digital-library/5024551-transforming-shopping-malls-and-office-parks-objective-design-standards>

PROPOSED SCOPE OF WORK & TIMELINE

We understand that the City of Scotts Valley is undergoing a Town Center Specific Plan Update managed by Good City Company and City Staff. The Town Center Specific Plan written in 2008 guides the development of 58 acres bounded by Mt. Herman Road, Skypark Drive, Blue Bonnet Lane, and a residential neighborhood west of Scotts Valley Drive. We understand the site includes existing retail and vacant land from the former Santa Cruz Airport site.

We see the role of the Master Architect as support to the Specific Plan team in providing development strategy, urban design, and graphic expression of the plan's vision, guiding principles, and preferred land uses. The master plan will include a groundwork for land uses, connectivity, circulation, form, and design. Three options will be developed to explore the possibilities, then the most compelling ideas will be consolidated into a final plan to be used in the Specific Plan.

The ideas will be formed through a consensus driven approach with City decision makers, property owners, developers and the general community.

We understand that Scotts Valley has a small town character and also pressure to grow. The Town Center is an appropriate place for more intensive development in the town and could accommodate the RHNA needs for the 6th housing cycle. This single use traditional town center could be expanded to be a mixed-use place that could serve more clearly as the heart of Scotts Valley. Our approach includes looking at the site and developing a strong framework for open space, access, and circulation, then at the placement and design of buildings to create an urban character fitting of the mountainous Scotts Valley setting.

Urban Field Studio's approach to master planning is to focus on feasibility and buildability so that it is not only attractive to the community, but also to the developers who will implement the vision. We strive to prepare a plan with a balance of uses using our experience of what developers realistically want to build. We understand how to create meaningful public spaces. Our design is based on the urban experience of the Town Center in serving as a social and commercial hub for the town of Scotts Valley.



Scotts Valley Master Architect Town Center Specific Plan Update

Task 1: Town Center Master Plan Design

UFS will assist Good City Company by preparing three design options, one final plan, and a refined final plan that achieves the vision and goals of the Town Center Specific Plan Update in a graphic way to be shared with the development community (Task 2). UFS will assist the project team by preparing visual aids and graphic materials for community outreach and engagement.

The design will consider:

- A hierarchy of urban open space that meets the needs of Town Center residents, visitors, and employees, including the location, size, and programming of a public plaza.
- A street network that balances the needs of pedestrians, cyclists, and drivers, and connects surrounding developments and neighborhoods to the Town Center.
- Appropriate locations and sizes of public and private parking facilities.

The task will include:

- Coordination with the City and Good City Company.
- Three design options shown as illustrative plans.
- A presentation of three design options including narrative to support urban design concepts.
- A spreadsheet of basic measures and counts to describe the development capacity.
- A final conceptual illustrative plan that includes building massing to a conceptual level of detail.
- Three renderings of the final plan (built off the 3-D model in Lumion, sketched and not photorealistic).
- A presentation of the final Conceptual Plan and Preferred Land Use Plan.
- A final presentation of the refined final plan for City Council hearing.

Note 1: Assuming site surveys and base files are available.

Task 2: Community Outreach and Engagement

UFS will meet with three primary stakeholders groups (development community, Town Center Subcommittee, and neighboring property owners), Planning Commission, and City Council over three phases of the project: input, feedback on options, and preferred plan. UFS will assist the project team by facilitating design discussions over the three phases.

The task will include:

- Advice and consultation about community outreach strategy.
- Stakeholder meetings for input (3).
- Stakeholder meetings for feedback on options (3).
- Planning Commission and City Council Meeting for the options (2).

- Facilitation at public outreach events to present and receive feedback on draft options (2) presentation at a formal community meeting (in person) and presentation at a virtual meeting (online).
- Planning Commission and City Council Meeting for the preferred plan (2).
- City Council Hearing (1).

Production that supports this task includes:

- Production of banners illustrating design options (3 banners)
- Production of banner illustrating the final plan (1 banner)

Note 2: This assumes all stakeholder meetings, planning commission, and city council meetings are on zoom. However, pending availability, meeting in person can be provided on contingency for the time and expenses incurred by travel.

Task 3: Objective Design and Development Standards

While it is possible to begin preparing development standards concurrently with master planning, it is our experience that the Objective Design and Development Standards will likely follow Master Planning efforts. UFS can assist the project team in preparing graphic illustrations to visualize objective design standards and Town Center Design Guidelines and advising on standards. UFS can also help describe design through photographs and diagrams.

This task includes:

- Coordination Meetings
- Up to 25 graphic illustrations
- Up to 5 graphic diagrams
- Photographic precedents
- Advising, review and support of Town Center Design Guidelines and Standards

Task	Hours	Principal in Charge/ Project Manager	Consulting Principal - Architect	Consulting Principal - Landscape Architect	Urban Designer
		\$245.00	\$195.00	\$195.00	\$150.00
1 Town Center Master Plan Design					
Coordination Meetings with City and Good City Company, Project Management	56	40	8	8	
Land Use Plan Design Options (3)	64	8	56		
Landscape Plan Design Options (3)	48	8		40	
Spreadsheet of basic measures and counts	4		4		
Digital Presentation of 3 options	12	12			
Final illustrative land use plan	40	10	20	10	
Final Illustrated landscape plan	60	8	12	40	
Rendering (3 sketches generated from the digital model)	38	4	30	4	
Digital presentation of final conceptual illustrative plan	12	12			
Digital Presentation of Refined Final Plan for City Council Hearing	36	12	12	12	
Subtotal Task 1	370	114	142	114	
	\$77,850.00	\$27,930.00	\$27,690.00	\$22,230.00	\$0.00
2 Community Outreach and Engagement					
Advice and consultation about community outreach strategy	12	8	2	2	
Stakeholder Meetings, Input (3)	27	9	9	9	
Stakeholder Meetings, Feedback on Options (3)	27	9	9	9	
Preparation of Materials for Public Outreach Events	20	20			40
Public Outreach Events Options, Attendance (2)	70	10	10	10	
City Council and Planning Commission Meetings for Three Options	24	8	8	8	
City Council and Planning Commission Meetings for Final Plan	24	8	8	8	
City Council Final Hearing	4	4			
Subtotal Task 2	208	76	46	46	40
	\$44,360.00	\$18,620.00	\$8,970.00	\$8,970.00	\$7,800.00
3 Objective Design and Development Standards					
Graphic Illustrations	88	20	4	4	60
Town Center Design Guidelines and Development Standards Support	48	20	4	4	20
Subtotal Task 3	136	40	8	8	80
	\$24,920.00	\$9,800.00	\$1,560.00	\$1,560.00	\$12,000.00
Reimbursable Expenses	\$5,000.00				
Total Hours	714				
Project Proposed Fee Total	\$152,130.00				

RATE SCHEDULE

(Rates effective through 12/31/2023)

Jane Lin, Principal-In-Charge
Ryan Call, Consulting Principal
John Bela, Consulting Principal

Charges for Services:

Charges for basic and additional services shall be based on the following rates and are subject to revision annually:

Principal-In-Charge:	\$245.00 per hour
Consulting Principal:	\$210.00 per hour
Urban Design Principal:	\$185.00 per hour
Urban Designer I:	\$150.00 per hour
Urban Designer II:	\$125.00 per hour
Consultant's Time:	1.15 times consultant's charges
Automobile Travel:	Prevailing IRS allowance
Reimbursable Expenses/	
Reproduction Costs:	1.15 times charge
All other costs:	Direct reimbursement

Reimbursable Expenses:

Reimbursable Expenses are in addition to the compensation for basic and additional services and include actual expenditures made by Urban Field Studio or its professional consultants in the interest of the Project for the expenses listed in the following subparagraphs:

Expense of transportation, including rental car insurance (loss damage waiver/ collision damage waiver and liability coverage), and living when traveling in connection with the Project; conference call services, and fees paid for securing approval of authorities having jurisdiction over the project.

Expense of reproductions including computer plotting, postage, overnight priority mail and handling of Drawings and Specifications.

If authorized in advance by the Owner, expense of overtime work requiring higher than regular rates and expense of renderings or models for the Owner's use.



URBAN FIELD

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