AGENDA

Meeting of the
Scotts Valley City Council
In-Person and Remote Access
Date: February 7, 2024
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 2-2-2024 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at: www.scottsvalley.gov

ELECTED OFFICIALS	CITY STAFF MEMBERS
Randy Johnson, Mayor Derek Timm, Vice Mayor Jack Dilles, Council Member Donna Lind, Council Member Allan Timms, Council Member	Mali LaGoe, City Manager Kirsten Powell, City Attorney 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.scottsvalley.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.scottsvalley.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

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 attending in person to make 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. Written public comment may be emailed to the City Clerk by 5:00 PM on the day of the meeting at csimonovich@scottsvalley.gov.

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 01-17-2024
2. Approve check register dated 01-12-2024 through 02-01-2024
3. Ratify appointment to Arts Commission
4. Approve Resolution No. 1660.6 authorizing sanitary sewer hook up for 400 Old Coach Road (APN 056-102-07) which is outside the City limits but within the City's Sphere of Influence
5. Receive and file Investment Report for the Quarter Ended December 31, 2023

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. Receive Fiscal Year 2023-2024 Mid-Year Financial Report, including Proposed Budget Amendments and Preparation of the Fiscal Year 2024-2025 Annual Budget
2. City of Scotts Valley Donation and Gift Acceptance Policy
3. City of Scotts Valley Legislative Platform
4. Future Council Agenda Items

CONVENE TO CLOSED SESSION

CLOSED SESSION SUBJECT(S)

1. Conference with legal counsel regarding real property negotiations
   Legal Authority: Government Code Section 54956.8
   Location: 127 Vine Hill School Road, Scotts Valley, CA 95066 (Siltanen Pool)
   Staff Present: City Manager, City Attorney, Administrative Services Director, Recreation Division Manager

2. Conference with labor negotiator regarding employee negotiations with Service Employees International Union (SEIU), Mid-Management Group, Scotts Valley Police Bargaining Unit and the Scotts Valley Police Supervisors Association.
   Legal Authority: Government Code Section 54957.6
   Staff Present: City Manager, City Attorney, Administrative Services Director, Negotiator

3. Conference with legal counsel regarding liability claim
   Legal Authority: Government Code Section 54956.95
   Claimant: B. Polito
   Staff Present: City Manager, City Attorney, Administrative Services Director

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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MINUTES

Meeting of the
Scotts Valley City Council
Date: January 17, 2024
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 01-12-2023 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at www.scottsvalley.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	CITY STAFF MEMBERS PRESENT:
PRESENT: Randy Johnson, Mayor Jack Dilles, Council Member Donna Lind, Council Member Allan Timms, Council Member **ABSENT:** Derek Timm, Vice Mayor	Mali LaGoe, City Manager Kirsten Powell, City Attorney Stephanie Hill, Administrative Services Director Taylor Bateman, Community Services Director Steve Jesberg, Interim Senior Civil Engineer Scott Garner, Police Captain Cathie Simonovich, City Clerk

COMMITTEE REPORTS

CM Lind thanked everyone on behalf of the Walpole family for their support during the memorial ceremony.

CM Lind announced that the Criminal Justice Council (CJC) will be issuing a press release regarding the results of the 2023 annual report on behavioral health. This is the second year of a three-year reporting period, and it will be posted on the CJC website.

CM Lind attended a Santa Cruz Metropolitan Transit District (METRO) meeting, and they worked on the communication for the new routes which are part of the Reimagine METRO program.

CM Timms attended a meeting of the Area Agency on Aging. The lease with the Live Oak school district has been extended and includes the Meals on Wheels program and also the senior facilities that are housed at the Live Oak location. The lease extension allows for some high priority repairs to take place, and these repairs will be funded mostly by the Community Bridges organization. At the meeting, they decided on the allocation of funding across the various programs. They are also working on some issues with the Ombudsman representative.

CM Timms attended a meeting of the Local Agency Formation Commission (LAFCO) in the Watsonville City Council Chambers where he was added to the Personnel Committee.

CM Timms attended a meeting of the Santa Cruz County Arts Council.

CM Dilles was reappointed to the statewide Revenue and Taxation Committee for the League of California Cities where they ran through a refresher on how legislation gets passed in the state. They also heard about the League's top four priorities: to safeguard local revenues and bolster economic development, to strengthen climate change resiliency and disaster preparedness, to improve public safety, to expand investments to reduce homelessness and increase supply of affordable housing.

CM Dilles attended a meeting of the Santa Cruz County Consolidated Development Successor Agency Oversight Board where they approved the 2024-2025 Recognized Obligation Payment Schedules (ROPS) and Administrative Budgets for Santa Cruz County, Scotts Valley, and Watsonville.

CITY MANAGER REPORT

Police Officer Trainees: The City hired two new Police Officer trainees over the holidays, and they will be starting the academy. These two hires make the City fully staffed in the Police Department.

Interviews for Key Positions: The City held interviews for the Senior Civil Engineer, and the interviews will be held this week for the Wastewater Division Manager.

Citizens Academy Cohort 2: The next Citizens Academy will start on February 13th and the application deadline is February 2nd. The application is on the City's website

and links have been posted on social media. We encourage residents to apply as this may be the only opportunity in 2024.

Governor's Budget: The City is closely following the release of the Governor's budget and unfortunately the REAP 2.0 program is slated to be cut by 50%, which is a loss to the City of planned revenue of $152,000. At risk of being cut are two grants - one for the implementation of the housing element, and one for affordable housing as it relates to planning for the Town Center.

Housing for Health Policy Board Orientation: This Board oversees the way that Homeless Services and the continuum of care are administered across all of Santa Cruz County. The seat on the Board rotates with Capitola every two years, and the Scotts Valley City Council appointed City Manager LaGoe to this seat for the next two years. City Manager LaGoe attended the orientation and learned, among other things, that the County currently has 42 grants related to the homeless population. The next meeting is in February.

Chamber of Commerce Economic Development Subcommittee: The City Manager participated in this meeting and the subcommittee reviewed the draft survey that will go out to Scotts Valley businesses.

Leadership Santa Cruz Class 37: This class was hosted at Scotts Valley City Hall and was welcomed by Mayor Johnson. City Manager LaGoe presented virtually on the basics of local government. Presentations were also given by Carlos Palacios, County Administrative Officer; Bruce McPherson, Fifth District Supervisor; and John Laird, California State Senator. The participants also visited the Scotts Valley Library.

Skypark Tot Lot: The construction is moving forward, and the estimated opening date will be in early February. This will be dependent on the weather as dry weather is needed to pour the surface.

Green Hills and Bean Creek, Slide Repairs: These repairs are progressing well.

Town Center: The interviews with the Council Members are complete, and the next step will be conversations with the neighboring property owners.

PUBLIC COMMENT TIME

Michael Uhwelling, a resident of Scotts Valley and a graduate of the first cohort of the Citizens Academy, thanked the City Manager for her leadership. He would like to see power blowers banned due to noise pollution, and he suggested a buyback program similar to the gun buyback program.

David Alreck, a resident of Scotts Valley, spoke in opposition to the 125 Bethany Drive project.

CM Lind announced that the annual Fallen Officers Ball will be on February 10th and includes dinner, dancing and an auction. This is a night to honor all first responders and tickets can be purchased on the website at www.scfof.org.

ALTERATIONS TO CONSENT AGENDA

M/S: Lind/Timms
To approve the Consent Agenda with no alterations.
Carried 5/0 (AYES: Johnson, Dilles, Lind, Timms; ABSENT: Timm)

Mayor Johnson called for a recess at 6:20 PM, and the meeting reconvened at 6:30 PM.

CONSENT AGENDA

1. Approve City Council minutes of 12-20-2023 and City Council special meeting minutes of 12-22-2023

2. Approve check register dated 12-15-2023 through 12-21-2023, 12-22-2023 through 01-04-2024, and 01-05-2024 through 01-11-2024

3. Approve the 2024 Scotts Valley Interjurisdictional Committee, Commission, Board and Council appointments, Standing Committee and Liaison appointments and adopt resolutions establishing project specific subcommittees

4. Approve job classification and salary schedule for Retired Annuitant Extra Help

5. Approve the amended 2024 City Council Meeting Schedule

PUBLIC HEARINGS

1. Review Final Grantee Performance Report for Community Development Block Grant (CDBG) Contract 20-CDBG-CV2-3-00151

City Manager LaGoe introduced this item, and a presentation was given by consultant Beth Dodd from Adams Ashby, and Lis DuBois from the Boys & Girls Club. The presenters responded to questions from the Council.

Mayor Johnson opened the public hearing at 6:40 PM. No public comments were received, and Mayor Johnson closed the public hearing at 6:41 PM.

M/S: Timms/Lind

To direct staff to submit documents per the state requirements
Carried 4/0 (AYES: Johnson, Dilles, Lind, Timms; ABSENT: Timm)

2. Consideration of a Mitigated Negative Declaration (EA22-002) and Land Division Application (LD22-001) to allow a nine-lot subdivision of a 5.71-acre site south of Sandraya Heights Road

Community Development Director Bateman introduced Jonathan Kwan, Consultant Planner. Mr. Kwan gave a PowerPoint presentation and responded to questions from the Council.

Mayor Johnson opened the public hearing at 7:10 PM.

Todd Cramer, the applicant, indicated that he is available to answer questions.

Richard Sage, a resident at 15 Casa Way, is concerned about the disrepair of the upper portion of Casa Way that extends south from Sandraya Heights to Hacienda.

Susie Yost, a resident at 212 San Augustine Way, suggested to Mr. Sage that the residents share the cost of the road repairs and possibly approach the owner of the project for assistance with these initial repairs. She added that the ongoing repairs will fall on the residents, as it does on San Augustine Way.

Daryl von Haunalter, a resident at 226 San Augustine, is concerned about the construction traffic, and also would like continued access via the walking path. She noted annoyance that the Sandraya residents were not in favor of having through traffic so now the traffic will go through San Augustine Way instead. She also does not want more density in this project.

Mayor Johnson closed the public hearing at 7:24 PM.

M/S: Dilles/Lind
To adopt Resolution No. 2043 Approving Mitigated Negative Declaration
Carried 4/0 (AYES: Johnson, Dilles, Lind, Timms; ABSENT: Timm)

M/S: Lind/Dilles
To approve 2043.1 Approving Land Division
Carried 4/0 (AYES: Johnson, Dilles, Lind, Timms; ABSENT: Timm)

ALTERATIONS TO REGULAR AGENDA

None.

REGULAR AGENDA

1. Future Council Agenda Items

None.

CONVENE TO CLOSED SESSION

The City Council convened to closed session at 7:43 PM to discuss the following item:

CLOSED SESSION SUBJECT(S)

1. Conference with labor negotiator re employee negotiations with Service Employees International Union (SEIU), Mid-Management Group, Management Group, Scotts Valley Police Bargaining Unit and the Scotts Valley Police Supervisors Association.
   Legal Authority: Government Code Section 54957.6
   Staff Present: City Manager, City Attorney, Administrative Services Director, Negotiator

RECONVENE TO OPEN SESSION

The City Council reconvened to open session at 8:14 PM.

REPORT ON ACTION TAKE DURING CLOSED SESSION

City Attorney Powell indicated that there was no report from the closed session meeting.

ADJOURNMENT

The meeting adjourned at 8:14 PM.

Approved: _____
Randy Johnson, Mayor

Attest: _____
Cathie Simonovich, City Clerk

A/P Check Register
Checks from 01/12/2024 to 01/18/2024

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
		Cash Account: 999-10100-000-000-000000			
130914	01/18/24	4X4 AND MORE	1,990.40	O	Regular
130915	01/18/24	ACC BUSINESS	3,653.46	O	Regular
130916	01/18/24	ACCENT CLEAN & SWEEP INC	5,478.00	O	Regular
130917	01/18/24	ACE PORTABLE SERVICES	862.30	O	Regular
130918	01/18/24	ALVAREZ IND INC CLEAN BLDG	256.00	O	Regular
130919	01/18/24	AMANDA LONG	201.50	O	Regular
130920	01/18/24	AT&T	8.86	O	Regular
130921	01/18/24	AT&T	3,257.34	O	Regular
130922	01/18/24	BOWMAN & WILLIAMS	390.00	O	Regular
130923	01/18/24	BRYCE HR CONSULTING, INC.	1,425.00	O	Regular
130924	01/18/24	BUREAU VERITAS TECHNICAL ASSMT	2,025.00	O	Regular
130925	01/18/24	CARL V. PRIMAVERA, D.D.S.	310.40	O	Regular
130926	01/18/24	CENTRAL HOME SUPPLY	77.91	O	Regular
130927	01/18/24	CHRISTOPHER DUMONCEAUX	222.00	O	Regular
130928	01/18/24	COMCAST	656.49	O	Regular
130929	01/18/24	CUMMING MANGEMENT GROUP, INC	175.00	O	Regular
130930	01/18/24	DREW DENTAL CORP	160.00	O	Regular
130931	01/18/24	DU-ALL SAFETY, LLC	4,837.50	O	Regular
130932	01/18/24	DYNAMIC PRESS	55.97	O	Regular
130933	01/18/24	ENTERPRISE FM TRUST	12,443.20	O	Regular
130934	01/18/24	ENVIRONMENTAL INNOVATIONS	6,130.77	O	Regular
130935	01/18/24	EWING IRRIGATION PRODUCTS	324.80	O	Regular
130936	01/18/24	FEDERAL EXPRESS	7.63	O	Regular
130937	01/18/24	FIRST ALARM	138.90	O	Regular
130938	01/18/24	GOOD CITY COMPANY	5,642.50	O	Regular
130939	01/18/24	GRAINGER	39.84	O	Regular
130940	01/18/24	GRANITE CONSTRUCTION CO	548.38	O	Regular
130941	01/18/24	HANSON ASSOCIATES ASSET &	3,827.10	O	Regular
130942	01/18/24	HOSE SHOP	13.15	O	Regular
130943	01/18/24	INTERSTATE SALES	344.74	O	Regular
130944	01/18/24	JOSE PEREZ	100.06	O	Regular
130945	01/18/24	K & D LANDSCAPING, INC.	3,820.00	O	Regular
130946	01/18/24	KENNEDY-JENKS CONSULTANTS	7,036.25	O	Regular
130947	01/18/24	Martha Macambridge	935.00	O	Regular
130948	01/18/24	MISSION UNIFORM SERVICE	315.73	O	Regular
130949	01/18/24	NAPA AUTO PARTS	23.73	O	Regular
130950	01/18/24	NATIONAL COMTEL NETWORK INC.	17.51	O	Regular
130951	01/18/24	OLIN CORPORATION AS SOLE	5,042.85	O	Regular
130952	01/18/24	PACIFIC GAS & ELECTRIC CO	242.94	O	Regular
130953	01/18/24	PHILLIP D NEUMAN	42.84	O	Regular
130954	01/18/24	PRESS BANNER	665.60	O	Regular
130955	01/18/24	RANDALL KRUSEE	183.92	O	Regular
130956	01/18/24	RDO EQUIPMENT CO.	52.65	O	Regular
130957	01/18/24	REGIONAL GOVERNMENT SERVICES	264.00	O	Regular

A/P Check Register
Checks from 01/12/2024 to 01/18/2024

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
130958	01/18/24	ROD MARKELL	1,974.00	O	Regular
130959	01/18/24	S.V. WATER DISTRICT	4,539.62	O	Regular
130960	01/18/24	SCARBOROUGH LUMBER	37.08	O	Regular
130961	01/18/24	SONSRAY MACHINERY	6,830.16	O	Regular
130962	01/18/24	STEPHANIE HILL	360.00	O	Regular
130963	01/18/24	SUPERIOR ALARM COMPANY	87.00	O	Regular
130964	01/18/24	SYCAL ENGINEERING INC	5,070.33	O	Regular
130965	01/18/24	THE CARD SHARK INC	6,292.96	O	Regular
130966	01/18/24	TIRECHOICE AUTO SERVICE CENTER	73.37	O	Regular
130967	01/18/24	U.S. BANCORP OFFICE	1,404.37	O	Regular
130968	01/18/24	WIZIX TECHNOLOGY GROUP, INC	382.49	O	Regular

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A/P Check Register
Checks from 01/12/2024 to 01/18/2024

55	Checks total:	101,298.60
0	ACH total:	
0	EFTPS total:	
0	Wire transfer total:	
0	Payment Manager total:	
55	GRAND TOTALS	101,298.60

A/P Check Register
Checks from 01/19/2024 to 01/25/2024

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
		Cash Account: 999-10100-000-000-000000			
130969	01/19/24	CSAA INSURANCE EXCHANGE	1,739.57	0	Regular
130970	01/19/24	U.S. BANK CORPORATE	8,928.92	0	Regular
130971	01/25/24	ACE PORTABLE SERVICES	1,945.47	0	Regular
130972	01/25/24	AET.	11,925.00	0	Regular
130973	01/25/24	AMAZON CAPITAL SERVICES	330.92	0	Regular
130974	01/25/24	AT&T	150.76	0	Regular
130975	01/25/24	AT&T	451.00	0	Regular
130976	01/25/24	AT&T MOBILITY	1,226.72	0	Regular
130977	01/25/24	BATTERIES + BULBS #314	23.21	0	Regular
130978	01/25/24	BENJAMIN STANDEN	308.90	0	Regular
130979	01/25/24	BOWMAN & WILLIAMS	805.75	0	Regular
130980	01/25/24	CAL-WEST	2,355.00	0	Regular
130981	01/25/24	COAST TO COAST	1,000.00	0	Regular
130982	01/25/24	COMCAST	364.34	0	Regular
130983	01/25/24	CORIE L. ASCANI, PSY.D.	475.00	0	Regular
130984	01/25/24	CUMMING MANGEMENT GROUP, INC	218.75	0	Regular
130985	01/25/24	DEREK WELSH	30.50	0	Regular
130986	01/25/24	DUNCAN AUTO TECH	1,660.82	0	Regular
130987	01/25/24	EMPLOYMENT DEV. DEPT.	3,715.50	0	Regular
130988	01/25/24	ENVIRONMENTAL INNOVATIONS	8,836.72	0	Regular
130989	01/25/24	HOSE SHOP	31.15	0	Regular
130990	01/25/24	IACP	190.00	0	Regular
130991	01/25/24	INTERWEST CONSULTING GROUP	2,103.75	0	Regular
130992	01/25/24	MAR-KEN INTERNATIONAL POLICE	260.00	0	Regular
130993	01/25/24	METRO MOBILE COMMUNICATIONS	1,095.92	0	Regular
130994	01/25/24	MISCELLANEOUS VENDOR	293.00	0	Regular
130995	01/25/24	MONTEREY BAY ECONOMIC	5,000.00	0	Regular
130996	01/25/24	MOTION PICTURE LICENSING CORP	436.01	0	Regular
130997	01/25/24	OLIN CORPORATION AS SOLE	5,159.12	0	Regular
130998	01/25/24	PACIFIC GAS & ELECTRIC CO	257.65	0	Regular
130999	01/25/24	PACIFIC INSTITUTE OF DEFENSIVE	604.00	0	Regular
131000	01/25/24	PURETEC INDUSTRIAL WATER	159.31	0	Regular
131001	01/25/24	REGIONAL GOVERNMENT SERVICES	8,119.50	0	Regular
131002	01/25/24	S.V. WATER DISTRICT - BULK	128.15	0	Regular
131003	01/25/24	SANTA CRUZ COUNTY	23,391.80	0	Regular
131004	01/25/24	SARAH WIKLE	333.36	0	Regular
131005	01/25/24	SOIL CONTROL LAB	715.00	0	Regular
131006	01/25/24	STERICYCLE INC	238.78	0	Regular
131007	01/25/24	SUMMIT UNIFORMS	2,328.59	0	Regular
131008	01/25/24	SWEDBERG ELECTRIC INC.	260.00	0	Regular
131009	01/25/24	SYCAL ENGINEERING INC	32,967.90	0	Regular
131010	01/25/24	THE CARD SHARK INC	107.56	0	Regular
131011	01/25/24	TIRECHOICE AUTO SERVICE CENTER	692.29	0	Regular
131012	01/25/24	URBAN FIELD STUDIO OAKLAND	4,272.50	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
131013	01/25/24	VERIZON WIRELESS	178.27	O	Regular
131014	01/25/24	WEBER,HAYES, & ASSOCIATES	214,338.03	O	Regular
131015	01/25/24	WIZIX TECHNOLOGY GROUP, INC	913.55	O	Regular

apadatecr2 City of Scotts Valley along 01/25/2024 10:02 Page 2
A/P Check Register
Checks from 01/19/2024 to 01/25/2024

47	Checks total:	351,068.04
0	ACH total:	
0	EFTPS total:	
0	Wire transfer total:	
0	Payment Manager total:	
47	GRAND TOTALS	351,068.04

A/P Check Register
Checks from 01/26/2024 to 02/01/2024

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
		Cash Account: 999-10100-000-000-000000			
131016	02/01/24	ADAMS ASHBY GROUP, INC	3,500.00	O	Regular
131017	02/01/24	AMAZON CAPITAL SERVICES	489.43	O	Regular
131018	02/01/24	AT&T	166.75	O	Regular
131019	02/01/24	BENJAMIN NOBLE	6,270.00	O	Regular
131020	02/01/24	BRASS KEY LOCKSMITH	6,660.34	O	Regular
131021	02/01/24	BRINK'S AWARDS & SIGNS	131.10	O	Regular
131022	02/01/24	BUREAU VERITAS TECHNICAL ASSMT	13,046.54	O	Regular
131023	02/01/24	CALIFORNIA DEPARTMENT OF	50.00	O	Regular
131024	02/01/24	CARMEL AREA WASTEWATER DIST	6,261.00	O	Regular
131025	02/01/24	CITY OF SANTA CRUZ	267.40	O	Regular
131026	02/01/24	COAST TO COAST	4,000.00	O	Regular
131027	02/01/24	COMCAST	1,050.55	O	Regular
131028	02/01/24	COMMUNITY TREE SERVICE, INC.	3,698.10	O	Regular
131029	02/01/24	CSG CONSULTANTS, INC	33,435.89	O	Regular
131030	02/01/24	CUMMING MANGEMENT GROUP, INC	8,356.25	O	Regular
131031	02/01/24	DREW DENTAL CORP	623.00	O	Regular
131032	02/01/24	DYNAMIC PRESS	299.62	O	Regular
131033	02/01/24	FEDERAL EXPRESS	107.39	O	Regular
131034	02/01/24	FIRST ALARM	305.19	O	Regular
131035	02/01/24	GRAINGER	468.80	O	Regular
131036	02/01/24	HANSON ASSOCIATES ASSET &	4,288.70	O	Regular
131037	02/01/24	HERWIT ENGINEERING	8,323.30	O	Regular
131038	02/01/24	INTERSTATE SALES	51.10	O	Regular
131039	02/01/24	KIMLEY-HORN & ASSOCIATES INC	27,280.43	O	Regular
131040	02/01/24	KOSMONT COMPANIES, INC	1,228.50	O	Regular
131041	02/01/24	LEAGUE OF CA CITIES	6,742.00	O	Regular
131042	02/01/24	LOGAN & POWELL, LLP	16,484.58	O	Regular
131043	02/01/24	M-GROUP	8,085.00	O	Regular
131044	02/01/24	MONTEREY BAY ANALYTICAL SVCS	146.00	O	Regular
131045	02/01/24	O'DELL ENGINEERING	5,086.20	O	Regular
131046	02/01/24	PACIFIC GAS & ELECTRIC CO	148.46	O	Regular
131047	02/01/24	PETERSON POWER SYSTEMS, INC.	4,402.11	O	Regular
131048	02/01/24	REGIONAL GOVERNMENT SERVICES	126.76	O	Regular
131049	02/01/24	SANTA CRUZ CHILDRENS DENTAL	297.60	O	Regular
131050	02/01/24	SANTA CRUZ CO ENVIRONMENTAL	601.00	O	Regular
131051	02/01/24	SANTA CRUZ COUNTY CONFERENCE	22,752.23	O	Regular
131052	02/01/24	SANTA CRUZ FIRE EQUIPMENT	327.07	O	Regular
131053	02/01/24	SCOTTS VALLEY CAR WASH	84.92	O	Regular
131054	02/01/24	SCOTTS VALLEY HOTEL LP	17,766.88	O	Regular
131055	02/01/24	SUMMIT UNIFORMS	266.88	O	Regular
131056	02/01/24	THRIVE BRIGHT LLC DBA: THE	6,400.00	O	Regular
131057	02/01/24	TIRECHOICE AUTO SERVICE CENTER	503.74	O	Regular
131058	02/01/24	TORO PETROLEUM CORP	5,041.34	O	Regular
131059	02/01/24	TRIAD ELECTRIC	692.40	O	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
131060	02/01/24	UNITED RENTALS	1,261.90	O	Regular
131061	02/01/24	Victor Alejandro	293.00	O	Regular
131062	02/01/24	WAGE WORKS	125.00	O	Regular

apadatecr2 City of Scotts Valley along 02/01/2024 14:27 Page 2
A/P Check Register
Checks from 01/26/2024 to 02/01/2024

47	Checks total:	227,994.45	
0	ACH total:		
0	EFTPS total:		
0	Wire transfer total:		
0	Payment Manager total:		
47	GRAND TOTALS	227,994.45	

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: 2/7/2024

TO: Honorable Mayor and City Council

FROM: Cathie Simonovich, City Clerk

APPROVED: Mali LaGoe, City Manager

SUBJECT: **Ratify appointment to Arts Commission**

SUMMARY OF ISSUE

As vacancies occur, or due to an election or re-election of a Council Member, members of the Council may nominate new individuals to serve on a City Commission, Committee, or Board. All appointments must be approved by the City Council.

There is a vacancy on the Arts Commission due to the resignation of Jeanne Shada and an application has been submitted by Kacey Lewis. Vice Mayor Derek Timm has nominated Ms. Lewis to serve on the Arts Commission and, upon Council approval, Ms. Lewis will fill the vacancy.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

It is recommended that the City Council ratify the appointment of Kacey Lewis to serve on the Arts Commission, with an effective date of February 7, 2024.

TABLE OF CONTENTS

1. K.Lewis Arts app 12.12.23_Redacted

City of Scotts Valley
Application for Appointment to Serve on a City Advisory Body

Advisory Body you are applying for:

Planning Commission	Arts Commission	Senior Center Board
Parks & Recreation Commission	Board of Appeals	Code Enforcement Appeals Board
ADA Accessibility Committee	Parks & Recreation Advocates	Mobile Home Park Rent Review

Contact Information

Name	Kacey Lewis	
Street Address	[redacted]	
City / ST/ ZIP Code	Scotts Valley, CA 95066	
Phone – Primary	[redacted]	☒ Cell ☐ Work ☐ Home
Phone – Secondary	N/A	☐ Cell ☐ Work ☐ Home
E-Mail Address	[redacted]	

Background Information*

Years residing in Scotts Valley	4.5
Employer	N/A
Occupation/Profession	Software Engineering Manager
Education	Visual Arts; Interdisciplinary Computing & the Arts

**If you are appointed to a city commission or board, you may be required to file a Statement of Economic Interests (FPPC Form 700). The Form 700 is a State-mandated public document disclosing certain business, property and investment holdings which might conflict with the member's decisions. The City Clerk's Office will supply the Form 700 upon appointment.*

Summarize your interests, education, and/or experience as they relate to this position.

Education: -Attended Miramar College for AA in Visual Arts
-Attended UC San Diego for BA in Interdisciplinary Computing & the Arts

Experience: -Freelance Graphic Designer & Web Designer for 9 years
-Software Engineer specializing in user interface design for 6 years
-Engineering manager for 4 years

Hobbies: life drawing, gesture drawing, painting, art auctions

Explain how you believe you can contribute toward the effectiveness of this position.

- Extensive experience with program & project management, marketing, and recruiting.
- Experience organizing and designing spaces for events (conferences, art auctions)
- Extremely outgoing and collaborative, able to work with & compromise with most people/topics.
- Great eye for composition, color theory, & typography

Summarize your participation in civic or community activities.

- Web design & copy writing for John Lewis City council campaign in 2020.
- Cold calling and letter writing for Obama 2016, Biden 2020 campaigns.

How did you hear about this vacancy?

___City Website ___Other Website _X_Word of Mouth _____Other (Specify):

APPLICANT SIGNATURE

X

DATE

12/11/2023

Return application:

By email to:
cityhall@scottsvalley.org

In person or by mail to:
City Clerk's Office
1 Civic Center Drive
Scotts Valley, CA 95066

For more information, contact:

City Clerk's Office
(831)440-5600
cityhall@scottsvalley.org
www.scottsvalley.org

OFFICE USE ONLY – DATE RECEIVED

Note: 1) Applications are retained for one year. You will be contacted if a vacancy occurs within that time.
2) A separate application must be submitted for each advisory body to which you seek appointment.
3) You may attach additional pages or material (such as a resume) to the application if desired.

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: 2/7/2024

TO: Honorable Mayor and City Council

FROM: Steve Jesberg, Interim Public Works Director

APPROVED: Mali LaGoe, City Manager

SUBJECT: **Approve Resolution No. 1660.6 authorizing sanitary sewer hook up for 400 Old Coach Road (APN 056-102-07) which is outside the City limits but within the City's Sphere of Influence**

SUMMARY OF ISSUE

On February 19, 2014, the City Council adopted Resolution No. 1660.3 (Attachment 1), a policy for the consideration of sewer hookups for properties located outside the City limits. The policy provides that requests for sewer hookups will be reviewed and approved by the City Council on a case-by-case basis for connection to the sewer system through an extraterritorial service agreement.

The property owner at 400 Old Coach Road (APN 056-102-07) is requesting to connect to the City's sanitary sewer system. Pursuant to the policy, the following criteria must be met to allow a sewer hookup outside of the City limits:

- There must be adequate capacity in the sewer treatment system to accommodate the additional hook up.
- Property must be located within the City's sphere of influence.
- If hook ups are allowed, the applicable fair share assessment for sewer capacity and hook up fee shall be paid.
- Prior to sewer connection, written approval from LAFCO is received in accordance with Government Code Section 56133.

There is adequate capacity in the sewer treatment system to accommodate this hook up. The property is located within the City's sphere of influence. The applicant has agreed to pay his fair share assessment. If connection is approved by the City Council, LAFCo will consider an Extraterritorial Service Agreement at their meeting on March 6, 2024 (Application included as (Attachment 2).

FISCAL IMPACT

The City will receive $7,385 in wastewater connection fees to be deposited into the Wastewater Fund. There is no General Fund impact.

STAFF RECOMMENDATION

Staff recommends City Council approve Resolution No. 1660.6 authorizing the connection of APN 056-102.07 to the City's sanitary sewer system.

TABLE OF CONTENTS

1. Resolution 1660.3 Sewer Connections
2. Resolution No. 1660.6 Sewer Connection APN 056-102-07
3. Extraterritorial-Connection Lafco Application APN 056-102-07

RESOLUTION NO. 1660.3

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY AMENDING THE POLICY FOR THE CONSIDERATION OF SEWER HOOK UPS FOR PROPERTIES LOCATED OUTSIDE OF THE CITY LIMITS BUT WITHIN THE CITY'S SPHERE OF INFLUENCE

WHEREAS, the City of Scotts Valley approved a Wastewater Facilities Master Plan and an Environmental Impact Report for the Plan pursuant to Resolution No. 705 dated May 16, 1979; and

WHEREAS, the Plan analyzed the impacts of wastewater facilities within the City limits, within the City's sphere of influence and beyond (the "Study Area"); and

WHEREAS, a map of the Study Area is attached hereto; and

WHEREAS, the Plan determined there was adequate capacity to serve properties in the Study Area; and

WHEREAS, on August 4, 1999, the City Council adopted a policy for the consideration of sewer hook ups for properties outside of the City limits; and

WHEREAS, the policy provides that certain criteria must be met in order for properties outside the City limits to hook up to the City's sewer system; and

WHEREAS, one of the criteria under the policy was that only vacant properties contiguous to the City boundaries could hook up to the City's sewer system; and

WHEREAS, it has been determined that it is appropriate to consider allowing vacant parcels within the City's sphere of influence to hook up to the City's sewer system if the other criteria can be met; and

WHEREAS, the City Council desires to amend the policy to allow hook ups on vacant parcels within the City's sphere of influence.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY OF THE CITY OF SCOTTS VALLEY AS FOLLOWS:

SECTION 1: All requests for hook ups outside the City limits but within the City's sphere of influence shall be reviewed and approved by the City Council on a case by case basis. The Council shall consider the following criteria in reaching its decision. Unless all of the following criteria are met, a hook up shall not be allowed:

A. There must be adequate capacity in the sewer treatment system to accommodate the additional hook up.
B. The property must be located within the City's sphere of influence.
C. If hook ups are allowed, the applicable fair share assessment for sewer capacity and hook up fee shall be paid.
D. Prior to sewer connection, written approval from LAFCO is received in accordance with Government Code Section 56133.

The foregoing resolution was passed and adopted at a regular City Council meeting held on the 19th day of February, 2014, by the following vote:

AYES: AGUILAR, BUSTICHI, JOHNSON, LIND, REED

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

Approved: _____
Jim Reed, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

SCOTTS VALLEY STUDY AREA

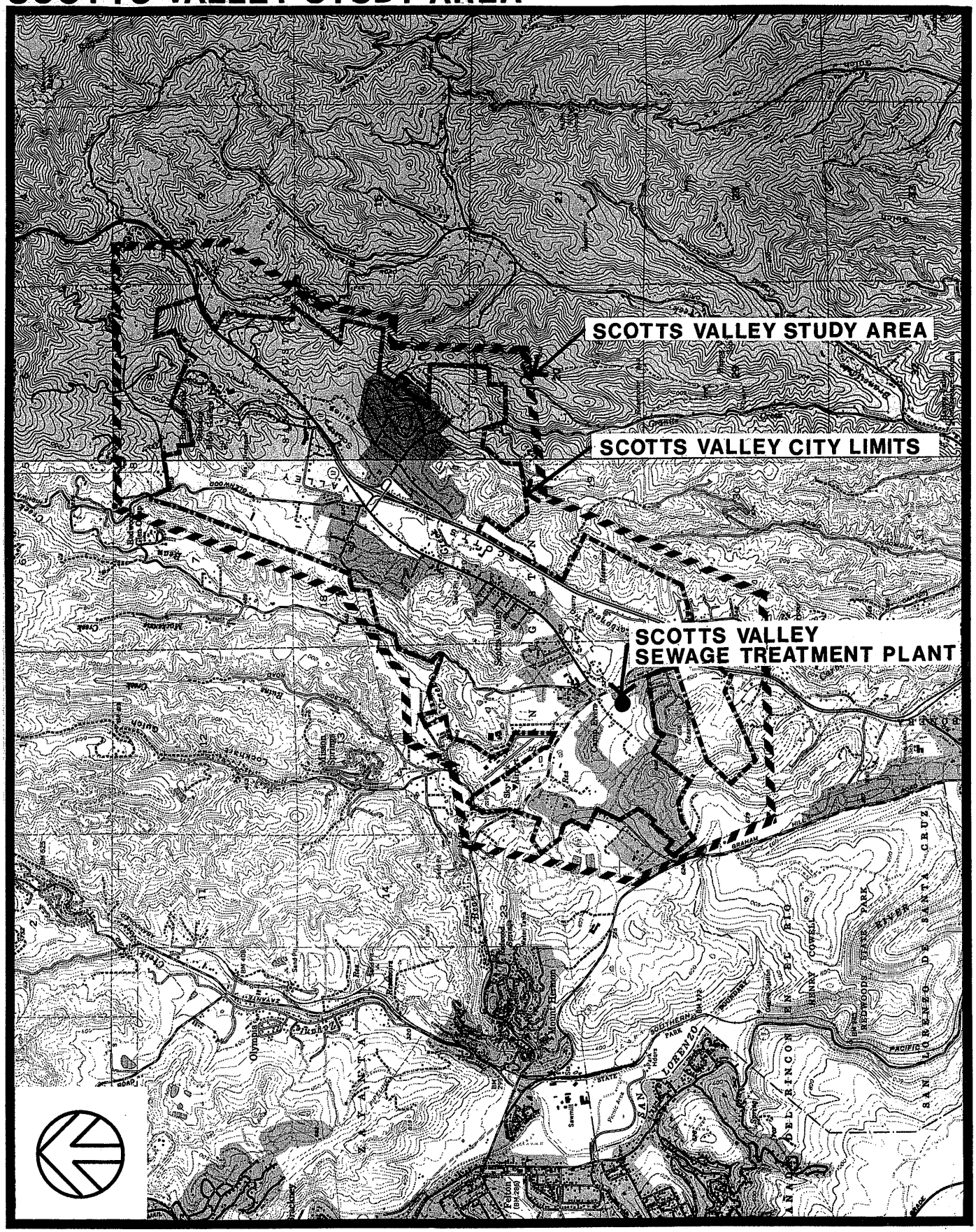


FIGURE III—1

RESOLUTION NO. 1660.6

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY AUTHORIZING THE CONNECTION OF APN 056-102-07 TO THE CITY'S SANITARY SEWER SYSTEM

WHEREAS, on February 19, 2014 the City Council adopted Resolution No. 1660.3, allowing for the consideration of sewer hooks for properties located outside the City limits; and

WHEREAS, the adopted policy sets criteria to be reviewed on a case by case basis for approval by the City Council including:

- There must be adequate capacity in the sewer treatment system to accommodate the additional hook up.
- Property must be located within the City's sphere of influence.
- If hook ups are allowed, the applicable fair share assessment for sewer capacity and hook up fee shall be paid.
- Prior to sewer connection, written approval from the Santa Cruz County Local Agency Formation Commission (LAFCO) is received in accordance with Government Code Section 56133; and

WHEREAS, the property owner of APN 056-102-07 has requested to connect to the City's sanitary sewer system; and

WHEREAS, staff have reviewed the request and find it to meet the criteria established; and

WHEREAS, on March 5, 2024, the LAFCO will consider an extraterritorial service agreement involving the City of Scotts Valley for this connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Scotts Valley that the connection of APN 056-102-07 to the City's sanitary sewer system is hereby authorized through an extraterritorial service agreement.

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 7th day of February 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Approved:_____
Randy Johnson, Mayor

Attest: _____
Cathie Simonovich, City Clerk

PROJECT APPLICATION FORM OF THE LOCAL AGENCY FORMATION COMMISSION OF SANTA CRUZ COUNTY

Santa Cruz LAFCO
701 Ocean Street, Room 318-D
Santa Cruz, CA 95060
(831) 454-2055

RECEIVED
JAN 5 2024
Santa Cruz LAFCO

APPLICATION INSTRUCTIONS

This application form is used to initiate the application process to the Local Agency Formation Commission of Santa Cruz County (LAFCO) for a city or district annexation, reorganization, detachment, or a sphere of influence amendment. LAFCO staff looks forward to assisting you with your project.

In addition to the information that you will provide us on this form, LAFCO staff is required to analyze additional data regarding your proposal from our Geographic Information System (GIS) and in-house data base, including, but not limited to: affected agencies, interested agencies, spheres of influence, school districts, land use/zoning, acres of prime agricultural land, and number of dwelling units. A Plan of Services may also be required demonstrating how municipal services will be provided to the affected territory.

To assist staff in this effort, a mandatory pre-filing meeting is required of all applicants so we can fully understand your project. It is the applicant's responsibility to set up the pre-filing meeting by contacting the LAFCO offices at (831) 454-2055 and requesting an appointment. This application form must be completed prior to the pre-filing meeting.

Please fill out this application as completely as possible. If you need assistance, please do not hesitate to contact a LAFCO staff member for guidance. If a question does not apply to your proposal, indicate "N/A". Santa Cruz LAFCO is transitioning into a "paperless" office and encourages digital copies, when applicable. It is important that you list all email addresses where indicated on the application. Correspondence, staff reports, resolutions and other LAFCO forms and mailings, whenever possible, will be distributed electronically.

(The information contained in this application may be subject to disclosure under the California Public Records Act Government Code Section 6250 et seq.)

APPLICATION FOR: (check all that apply)

☐ Annexation to: _____

☐ Detachment from: _____

☐ Reorganization (2 or more changes of organization) of: _____

☐ Service Review / Sphere Update / Sphere Amendment: _____

☐ Other (explain): _____

☑ *Extraterritorial Service Agreement ("ESA"): _____

If requesting an extraterritorial service agreement "only", please answer the following two questions:

a. Why is an ESA needed rather than annexation? Does it meet the criteria under Government Code Section 56133? Current City policy is not to expand City limits. Connection to sanitary sewer required to replace older, problematic septic system. ESA satisfies criteria specified in GCS 56133.

b. How would an ESA affect the present and future need for services in the project area? Project area is single parcel, thus sewer connection will meet current and future sanitation needs for this parcel.

GENERAL DESCRIPTION AND JUSTIFICATION OF PROPOSAL:

1. What changes of organization are included? What agencies are involved? What parcels are involved? Please identify all affected assessed parcel numbers (APNs). Project is single parcel, APN 56-102-07, which will be removed from CSA 12 and then serviced by City of Scotts Valley Public Works.

2. Explain the purpose of the requested change in organization. Removal from CSA 12 necessary for City of Scotts Valley to provide sanitation services.

3. Explain how the proposal provides more logical boundaries and/or improves the provision of service. Extension of sewer line is within City sphere

4. Does this proposal have 100% consent of all property owners? (If so, please complete *Attachment A on page 5).* Yes.

(The information contained in this application may be subject to disclosure under the California Public Records Act Government Code Section 6250 et seq.)

WHO INITIATED THIS PROPOSAL? *Generally, LAFCO proposals may be initiated by a resolution of an affected agency, a city council, special district or by the Board of Supervisors. In addition, a proposal may be initiated by a petition of the affected area's registered voters or landowners.* **Attach one of the following to this application form:**

- ☐ Agency Resolution
- ☑ Landowner Petition
- ☐ Registered Voter Petition

LOCATION AND ADDRESS OF PROPERTY:

400 Old Coach Road, Scotts Valley

MAP AND LEGAL DESCRIPTION:
A map and legal description of the proposal may be prepared by a private engineering firm. An application can be filed with LAFCO without a map and legal, but a proposal cannot be scheduled for LAFCO hearing prior to receipt map and legal description.

Additionally, the map and legal description must meet the State Board of Equalization's requirements. The BOE's "Change of Jurisdictional Boundary" requirements are available for download at http://www.boe.ca.gov/proptaxes/sprdcont.htm. Please note, the BOE requires an additional vicinity map that shows the project area in relation to a larger geographic area.

A map and legal description has been:

- ☑ Certified by a private engineering firm and is attached to this application.
- ☐ Currently being reviewed / developed.
- ☐ Other (*please explain*)

DISCLOSURE OF POLITICAL EXPENDITURES:

LAFCO requires applicants to report all expenditures for political purposes related to an application and proceedings to be reported to the Commission's Executive Officer in compliance with Government Code Sections 56700.1 and 57009. The following is attached to this application form:

- ☐ LAFCO Disclosure Form (please complete *LAFCO Disclosure of Political Expenditures, see Attachment 2 on page 6*); copy of Financial reports and disclosures submitted to FPPC (*please attach*)
- ☑ Please check here if you have no related financial reports or disclosures.

(The information contained in this application may be subject to disclosure under the California Public Records Act Government Code Section 6250 et seq.)

ENVIRONMENTAL DOCUMENT:

The California Environmental Quality Act (CEQA) requires LAFCO and other public agencies to consider the potential environmental impacts of all applications it reviews. An environmental document should accompany all applications and reference the proposed LAFCO action (e.g., annexation).

The following is included with this application form:

☐ Environmental Document (ex. Final EIR) produced by the lead agency.

☑ Other (explain why Environmental Document not included): PROJECT, CONSISTS of a single developed parcel, QUALIFIES UNDER "Common Sense Exemption" CEQA guidelines Section 15061 (b) (3) REPLACES problematic septic system with higher quality MUNICIPAL SEWAGE treatment.

INDEMNIFICATION AGREEMENT:

LAFCO policy requires that all applicants sign an indemnification agreement *(see Attachment 3 on page 7)* which indemnifies LAFCO employees, agents and attorneys in the event of litigation is filed concerning the approval of an application.

The following is included with this application form:

☑ Signed Indemnification Agreement

FILING FEES:

Applicants are required to pay fees in accordance with LAFCO's adopted fee schedule (see Fee Schedule Policy) to cover the administrative and staff costs required to evaluate proposals for hearing. Checks must be made payable to: "Santa Cruz LAFCO".

The following is included with this application form:

☑ Check for Filing Fees

☐ Other (explain why Filing Fees not included):

CERTIFICATION

I certify, under penalty of perjury by the laws of the State of California, that the information contained in this application is true and correct. I acknowledge and agree that Santa Cruz LAFCO is relying on the accuracy of the information provided and my representations in order to process this application proposal.

Signature: David Laughlin

Name: DAVID LAUGHLIN

Title: LAND USE PLANNER

Date: 1/2/2024

(The information contained in this application may be subject to disclosure under the California Public Records Act Government Code Section 6250 et seq.)

ATTACHMENT 1

Property Owner Consent Form
(All legal owners must sign a consent form or submit a letter of signed consent.)

I, JOHN HAHL, consent to the annexation/reorganization of my property

located at 400 Old Coach Road

or Assessor Parcel Numbers 56-102-07

to the [agency(ies)] CITY OF SCOTTS VALLEY

Signature: _____ **Date:** 12/21/2023

Address: 400 Old Coach Road

City, State, Zip: Scotts Valley CA 95066

(The information contained in this application may be subject to disclosure under the California Public Records Act Government Code Section 6250 et seq.)

Local Agency Formation Commission of Santa Cruz County
Governmental Center
701 Ocean St. #318 D
Santa Cruz CA 95060

PROJECT NUMBER: _____
TITLE: _____

INDEMNIFICATION AND DEFENSE

The undersigned applicant for the above-referenced application ("Applicant"), as a condition of submission of this application, approval of the application and any subsequent amendment of the approval which is requested by the Applicant, hereby agrees to defend, using counsel reasonably acceptable to the Local Agency Formation Commission of Santa Cruz County ("LAFCO"), indemnify, and hold harmless LAFCO, its officers, employees, and agents, from and against any claim, demand, damages, costs or liability of any kind (including attorneys' fees) against LAFCO arising from or relating to this application or any approval or subsequent amendment to the approval thereof, subject to the conditions set forth below.

A) Notification and Cooperation
LAFCO shall notify the Applicant of any claim, action, or proceeding against which LAFCO seeks to be defended, indemnified, or held harmless. LAFCO shall reasonably cooperate in such defense.

B) Fees and Costs:
Nothing contained herein shall prohibit LAFCO from participating in the defense of any claim, action, or proceeding if either of the following occur:

1) LAFCO bears its own attorneys' fees and costs; or
2) LAFCO and the Applicant agree in writing to the Applicant paying part or all of the Commission's attorneys' fees and costs.

C) Settlement:
When representing LAFCO, the Applicant shall not enter into any stipulation or settlement modifying or affecting the interpretation or validity of any of the terms or conditions of the approval without the prior written consent of LAFCO.

D) Successors Bound:
The obligations of the Applicant under this Indemnity and Defense agreement are specifically associated with and shall run with the land that is the subject of the application and/ or approval and shall be binding upon the applicant and the successor(s) in interest, transferee(s), and assign(s) of the applicant in the land.

E) Recordation:
At any time after submission of the application, LAFCO may, at its sole option, record in the office of the Santa Cruz County Recorder a memorandum of agreement which incorporates the provisions of this condition, or this approval shall become null and void.

(Signature of LAFCO Executive Officer)	(Signature of Applicant)
Joe A. Serrano	John F. Hall
(Printed Name)	(Printed Name)
1/5/24	6/1/2023
(Date)	(Date)

ATTACHMENT 3

LAFCO Disclosure of Political Expenditures

Effective January 1, 2008, political expenditures related to a proposal for a change of organization or reorganization that will be or has been submitted to LAFCO are subject to the reporting and disclosure requirements of the Political Reform Act of 1974 and the Cortese-Knox-Hertzberg Act of 2000.

Please carefully read the following information to determine if reporting and disclosure provisions apply to you.

1. Any person or combination of persons who, for political purposes, directly or indirectly contributes $1,000 or more, or expends $1,000 or more in support of, or in opposition to a proposal for a change of organization or reorganization that will be submitted to the Commission, shall disclose and report the contribution to the Commission pursuant to the requirements of the Political Reform Act of 1974 (Government Code Section 81000 *et seq.*) as provided for local initiative measures, and Section 56700.1 of the Cortese-Knox-Hertzberg Act of 2000.

2. Pursuant to Government Code Section 57009, any person or combination of persons who directly or indirectly contributes $1,000 or more, or expends $1,000 or more in support of, or in opposition to, the conducting authority proceedings for a change of organization or reorganization, must comply with the disclosure requirements of the Political Reform Act of 1974, (Government Code section 81000 *et seq.*). Applicable reports must be filed with the Secretary of the State and the appropriate city or county clerk. Copies of the report must also be filed with the LAFCO Executive Officer.

Evaluation Checklist for Disclosure of Political Expenditures

The following checklist is provided to assist you in determining if the requirements of Government Code Sections 81000 *et seq.* apply to you. For further assistance, contact the Fair Political Practices Commission at 428 J Street, Suite 450, Sacramento, CA 95814, (866) 275-3772 or at http://www.fppc.ca.gov.

1. Have you directly or indirectly made a contribution or expenditure of $1,000 or more related to the support or opposition of a proposal that has been or will be submitted to LAFCO?

   Yes ☐ No ☑

Date of contribution_____Amount $_____Name/ Ref. No of LAFCO Proposal _____

Date proposal was submitted to LAFCO _____

2. Have you, in combination with other person(s), directly or indirectly contributed or expended $1,000 or more related to the support or opposition of a proposal that has been or will be submitted to LAFCO?

   Yes ☐ No ☑

Date of contribution_____Amount $_____Name/ Ref. No of LAFCO Proposal _____

Date proposal was submitted to LAFCO _____

3. If you filed a report in accordance with FPPC requirements, has a copy of the report been filed with Santa Cruz LAFCO?

   Yes ☐ No ☐

(The information contained in this application may be subject to disclosure under the California Public Records Act Government Code Section 6250 et seq.)

ANNEXATION NO. 2023-__

ANNEXATION TO THE CITY OF SCOTTS VALLEY SANITATION SERVICES AREA

SITUATE in the Section 17, Township 10 South, Range 1 West, Mount Diablo Base and Meridian, County of Santa Cruz, State of California.

BEGINNING at the Southeast corner of Lot 17, as shown on that certain map entitled "Record of survey of land of Santa Cruz Land Title Co.", filed for record on the 14th day of October, 1955 in Volume 33 of Maps, Page 41, Santa Cruz County Records: thence North 31°13'00" East, a distance of 229.14 feet; thence North 14°12'00" East, a distance of 29.23 feet; thence North 56°01'00" West, a distance of 141.19 feet; thence North 53°52'00" West, a distance of 145.09 feet; thence North 41°55'00" East, a distance of 79.03 feet; thence North 26°28'00" East, a distance of 223.01 feet; thence South 36°00'00" East, a distance of 224.88 feet; thence South 14°12'00" West, a distance of 160.13 feet; thence South 31°13'00" East, a distance of 221.17 feet; thence North 83°52'54" West, a distance of 27.61 feet to the **POINT OF BEGINNING** and containing 1.59 acres, more or less.

See EXHIBIT A, attached hereto, and by this reference made a part hereof.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be uses as the basis for an offer for sale of the land described.

END OF DESCRIPTION.

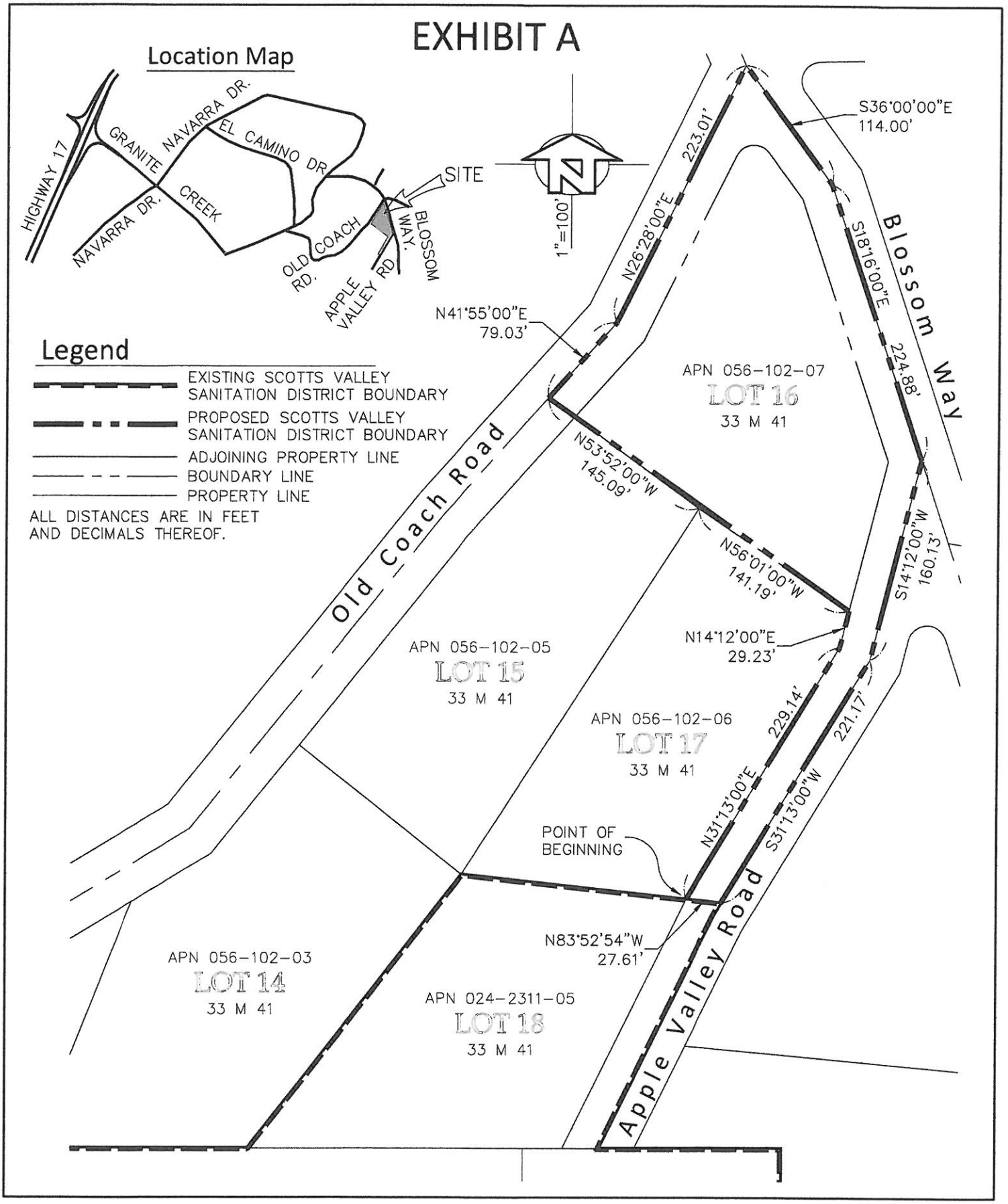
Vernon C. Little, PLS
GV Land Surveying

12-28-2023

GV Land Surveying
4113 Scotts Valley Drive, Suite 102
Scotts Valley, CA 95066
gvlandsurveying.com

JOB NO. V23090
SHEET NO. 1 OF 1
CALCULATED BY VCL DATE 12/22/2023
SCALE: 1"=100'

EXHIBIT A



From: **David Laughlin** dlaughlin@ebold.com
Subject: Re: 400 Old Coach Road - Sewer Connection Hook Up Inquiry
Date: November 29, 2023 at 9:20 AM
To: Sarah Wikle swikle@scottsvalley.gov

DL

Hi Sara, below is the Will Serve Letter; can you indicate what we need to prepare for the City to act on an application to connect the sewer from 400 Old Coach Road to the City's sewer system. Thanks.

City of Scotts Valley

Wastewater Treatment Plant
700 Lundy Lane Scotts Valley, California 95066
Phone 831 438-0732 Facsimile 831 438-7218

July 5, 2023

Attn: Joe A. Serrano, Executive Officer
Local Agency Formation Commission of Santa Cruz County
701 Ocean Street, Room 318-D
Santa Cruz, CA 95060

Re: Will Serve Letter APN 056-102-07 400 Old Coach Road. Property owner, John F. Hall and Elizabeth M. Hall

This is a "Will Serve Letter" for the above stated property. APN 056-102-07 Old Coach Road is in the County of Santa Cruz, but in the Scotts Valley City sphere of influence for connection to Scotts Valley City sewer.

Property owner must submit all improvement plans and any other applications and fees that the City of Scotts Valley requires prior to having the intended property connected to sewer.

Respectfully,

Kati King, Division Manager Wastewater Treatment
kking@scottsvalley.gov

SCOTTS VALLEY STUDY AREA

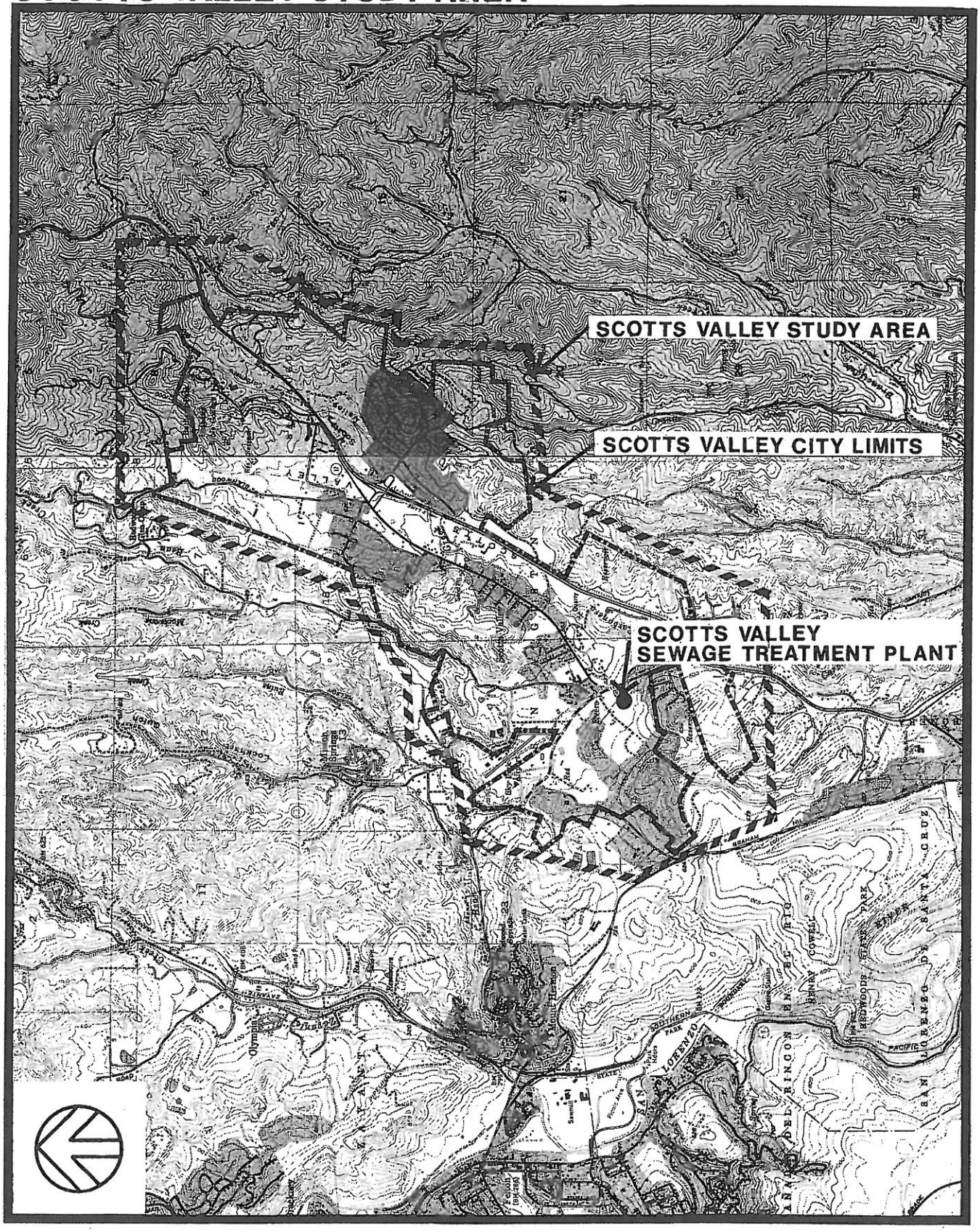


FIGURE III—1

Search & Select Map | Recorded Maps & Docs | Select & Query Layers | Measure & Lat/Long | Draw & Print | Links & Help

APN Address Street Intersection

400 OLD COACH RD

Select Overlay

Select Base Map

Property Report

Zoning Report

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: 2/7/2024

TO: Honorable Mayor and City Council

FROM: Stephanie Hill, Administrative Services Director

APPROVED: Mali LaGoe, City Manager

SUBJECT: **Receive and file Investment Report for the Quarter Ended December 31, 2023**

SUMMARY OF ISSUE

Attached is the portfolio performance status report for the City and Supplemental Law Enforcement Fund ("SLESF") investment report for the quarter ended December 31, 2023. This information is for review only. No action is required by the Council.

The City's investment report submitted herein complies with the City's investment policy and evidence that there is adequate cash flow to meet the City's needs for the next six months. While the City traditionally places excess operating portfolio funds in LAIF, this quarter the City initiated allocations to the California Asset Management Program ("CAMP"). CAMP is a California Joint Powers Authority ("JPA") established in 1989. Investments offered through the Cash Reserve Portfolio (the "Pool" or the "CAMP Pool") and CAMP Term are permitted for all local agencies under California Government Code Section 53601(p). CAMP is directed by a board of trustees, which is made up of experienced local government finance directors and treasurers.

The SLESF investment report reflects the latest information available concerning how these monies provided by the State of California for front line police services were invested as of December 31, 2023.

Additional information on the Pooled Money Investment Account (PMIA) and Local Agency Investment Fund (LAIF) are provided from the State Treasurer's site.

FISCAL IMPACT

There is no fiscal impact of receiving and filing the report.

STAFF RECOMMENDATION

Receive and file an Investment Report for the Quarter Ended December 31, 2023.

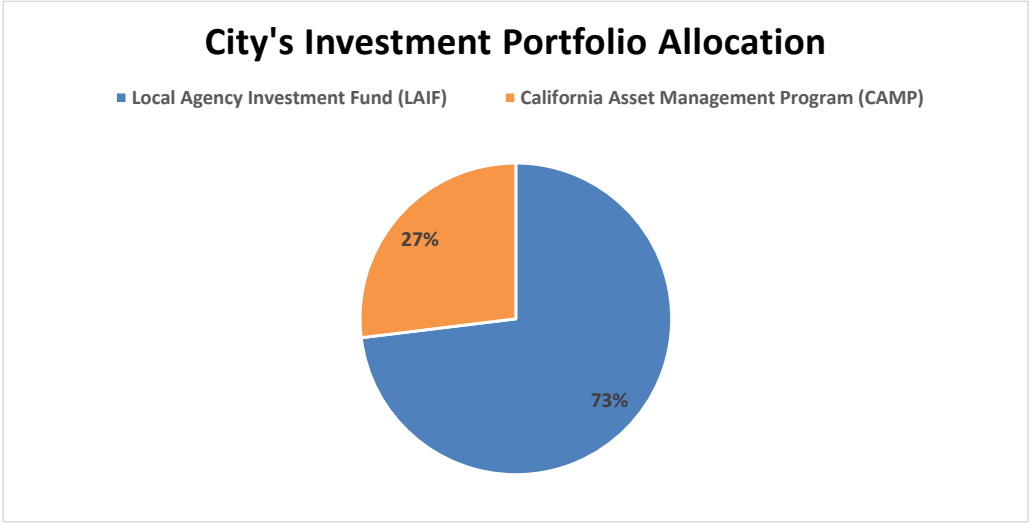
TABLE OF CONTENTS

1. FY2324 Q2_INVESTMENT REPORT

City of Scotts Valley
Quarterly Investment Report
December 31, 2023

TRUSTEE	TYPE OF INVESTMENT	ISSUER	MATURITY DATE	FACE VALUE	COST	MARKET VALUE	VALUATION	YIELD
	General Pooled Investments							
State of California	Local Agency Investment Fund (LAIF)	State of California	Demand - 1 day	$ 14,106,607	$ 14,106,607	$ 14,015,523 *	LAIF	4.000%
Board of Trustees	California Asset Management Program (CAMP)	CAMP	Demand - 1 day	$ 5,161,702	$ 5,161,702	$ 5,161,702	CAMP	5.550%
					Weighted Average Rate for General Pooled Investments			**4.415%**
	Investments of Bond Proceeds							
Bank of New York Mellon	US Treasury Notes	Bank of New York Mellon	Demand - 1 day	$ 373	$ 373	$ 373	Bank of New York	5.000%
Bank of New York Mellon	US Treasury Notes	Bank of New York Mellon	Demand - 1 day	$ 366,015	$ 366,015	$ 366,015	Bank of New York	4.846% **
Bank of New York Mellon	US Treasury Notes	Bank of New York Mellon	Demand - 1 day	$ 1,019	$ 1,019	$ 1,019	Bank of New York	0.000%

* Interest is paid at maturity. Market Value based on latest factor of 0.993543131 provided by LAIF on 12/31/2023, which has been applied to face value.
** Weighted average for all accounts.



Supplemental Law Enforcement Fund (SLESF)
Quarterly Investment Report
December 31, 2023

FACE VALUE	MARKET VALUE		TRUSTEE/INVESTMENT TYPE	YIELD
$ 154,920	$ 153,919	*	California Local Agency Investment Fund (LAIF)	4.000%
$ 154,920	$ 153,919			

* Interest is paid at maturity. Market Value includes accrued interest.

PMIA/LAIF Performance Report as of 1/17/24

Quarterly Performance Quarter Ended 12/31/23

LAIF Apportionment Rate[2]:	4.00
LAIF Earnings Ratio[2]:	0.00010932476863589
LAIF Administrative Cost[1]*:	0.29
LAIF Fair Value Factor[1]:	0.993543131
PMIA Daily[1]:	3.96
PMIA Quarter to Date[1]:	3.81
PMIA Average Life[1]:	230

PMIA Average Monthly Effective Yields[1]

December	**3.929**
November	3.843
October	3.670
September	3.534
August	3.434
July	3.305**

Pooled Money Investment Account Monthly Portfolio Composition [1] 12/31/23 $158.0 billion

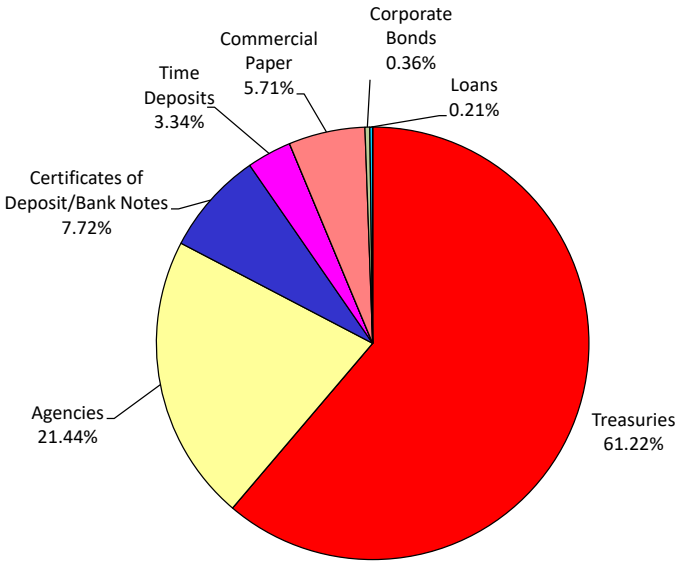


Chart does not include $2,164,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. **View PMIA Daily Rates**

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

**The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.*

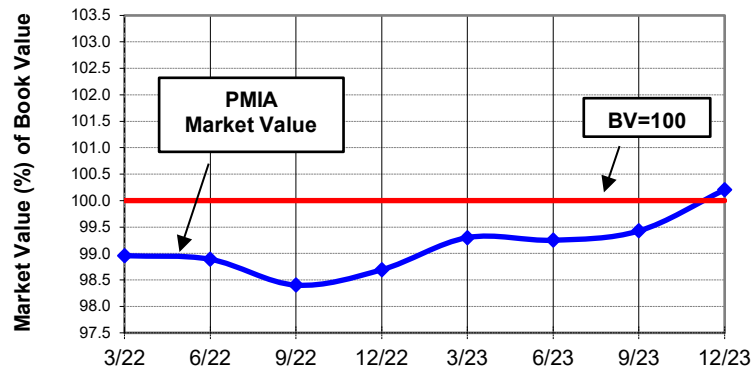
*** Revised*

Source:
[1] State of California, Office of the Treasurer
[2] State of Calfiornia, Office of the Controller

MONTHLY PERFORMANCE
Pooled Money Investment Account
December 2023

	12/31/2023	11/30/2023	12 Months HIGH	12 Months LOW
Average Life (days)	230	244	281	230
Certificates of Deposit & Bank Notes	7.72%	8.09%	8.09%	5.59%
Commercial Paper	5.71%	5.47%	5.71%	3.85%
Treasuries	61.22%	60.58%	66.66%	59.91%

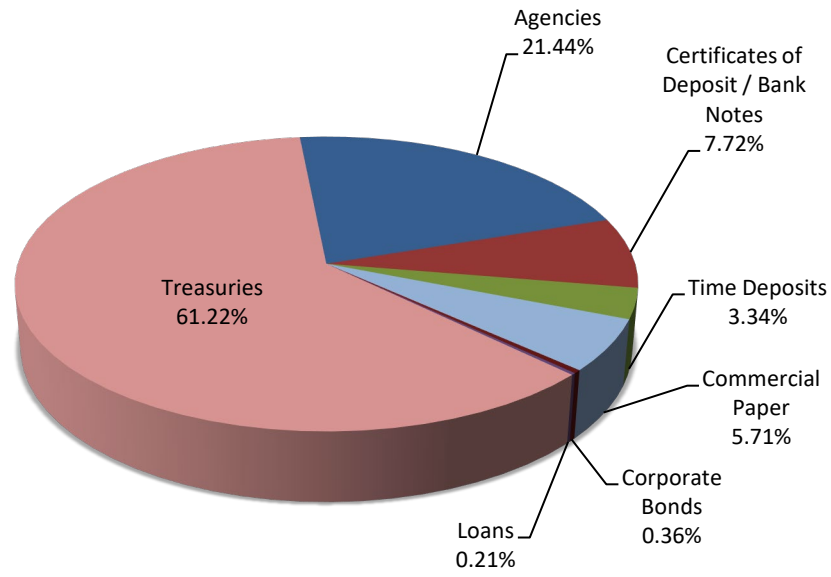
PMIA MARKET VALUATION



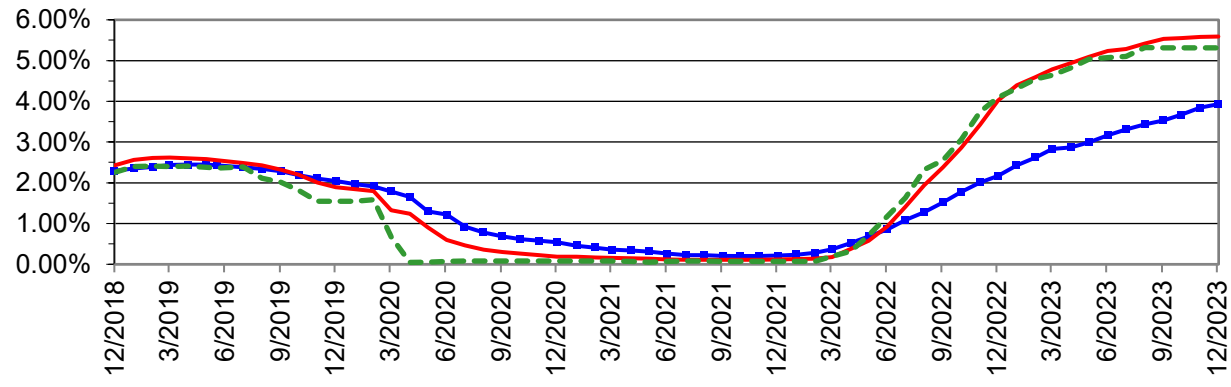
MARKET VALUE (%) of BOOK VALUE

Mar-2022	**98.9582**	**Mar-2023**	**99.3005**
Jun-2022	**98.8902**	**Jun-2023**	**99.2503**
Sep-2022	**98.4022**	**Sep-2023**	**99.4272**
Dec-2022	**98.6926**	**Dec-2023**	**100.2054**

PMIA Portfolio Composition - 12/31/2023
$158.0 billion



Average Monthly Yield Comparison - 12/2018 through 12/2023



December Yields

PMIA	**3.929%**
S&P GIP	**5.590%**
Fed Funds	**5.310%**

Percentages may not total 100%, due to rounding.

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: 2/7/2024

TO: Honorable Mayor and City Council

FROM: Stephanie Hill, Administrative Services Director

APPROVED: Mali LaGoe, City Manager

SUBJECT: **Receive Fiscal Year 2023-2024 Mid-Year Financial Report, including Proposed Budget Amendments and Preparation of the Fiscal Year 2024-2025 Annual Budget**

SUMMARY OF ISSUE

This report provides an update of the City's current financial performance, including a Mid-Year Financial Review for FY 2023-24. The Mid-Year Financial Review covers a six-month period from July 1, 2023, through December 31, 2023. It identifies mid-year revenue and expenditure trends for all City funds, and a proposed budget amendment for adoption. Part of this analysis is reviewing the draft FY 2022-23 financial results.

This report also recommends that the City Council consider adoption and/or provide feedback on a set of budget principles that will help guide staff in preparing the FY 2024-25 annual budget and receive the timeline for the preparation of the FY 2024-25 annual budget.

FY 2023-24 Mid-Year Financial Review

Staff analyzed revenues and expenditures for all City funds during the first half of the current Fiscal Year. Some expenditures that are trending below FY 2023-24 budgeted amounts but are anticipated to catch up during the remainder of the fiscal year. Revenues are tracking budgeted amounts for the most part. Minor proposed budget amendments are detailed below.

The City Council's adoption of the FY 2023-24 budget incorporated analysis on the overall financial health of the City with great emphasis on the performance and future needs of the General Fund. The budget also included funding to address the City's strategic goals including $2 million funding transferred to the Pension Trust Fund and the grant funded purchase of the Vine Hill childcare facility, both of which are complete.

Items of importance are highlighted below:

General Fund Expenditures (Fund 001)

The overall General Fund operating expenditures are projected to be on target with the budget. A proposed amendment of $325,000 is proposed to cover additional expenditures

shown in the table below.

General Fund Revenues (Fund 001)

Most recurring General Fund revenues are performing as anticipated. However, Transient Occupancy Tax ("TOT") is performing stronger than anticipated. It is recommended to increase the anticipated revenues by $580,000.

Revenue and Expense Amendments	Adopted Budget	Amended Budget	*Changes for FY23/24*
Revenue:			
Transient Occupancy Tax	1,419,593	1,999,593	580,000
Expense:			
Police Overtime	176,141	301,141	125,000
Vine Hill Modular Rental*	7,900	57,900	50,000
Insurance	500,852	600,852	100,000
Information Technology	305,000	355,000	50,000
Total Change (Rev - Exp)			255,000

*This cost is associated with the Funding Agreement with SVUSD for the Vine Hill modular childcare building rental prior to purchasing the building with grant funding which was erroneously left out of the original budget.

Wastewater Fund Expenditures (Fund 010 and 012)

The Wastewater fund has a planned multiyear capital project for SCADA upgrades that is being expedited to be pulled fully into FY 2023-24. It will be utilizing the Operations Fund 010 to fund the Capital Reserve Fund 012 shortfalls, with net-zero impact to the Wastewater Fund overall. The long term capital needs for Wastewater remain with anticipated future debt funding for the long term projects.

FY 2023-24 GENERAL FUND YEAR-END FUND BALANCE PROJECTION AND PROPOSED BUDGET AMENDMENT

The table below summarizes the FY 2023-24 year-end fund balance projection, considering projected revenue and expenditure trends discussed above. The beginning fund balance is increased by $1.7 million based on the projected audited results of FY 22/23, which contributed to continued strength in tax revenues and lower than expected operating expenditures. This combined with the increased revenue projections and increased expenditures results in an increase of the fund balance of $1.9 million.

General Fund (001, 006)	Adopted FY23/24 Budget	Amended FY23/24 Budget	*Budget v. Amended Over (Under)*
Beg. Bal. 7/1/23			

	9,214,197	10,888,551	*1,674,354*
Revenues	16,758,126	17,338,126	*580,000*
Expenditures	19,113,294	19,438,294	*325,000*
Transfers In (Out)	(3,137,979)	(3,137,979)	-
Net Surplus (Deficit)	(5,493,147)	(5,238,147)	*255,000*
End. Bal. 6/30/24	3,721,050	5,650,404	*1,929,354*

GUIDING BUDGET PRINCIPLES AND ANNUAL BUDGET DIRECTION

Each year, the City Council provides direction to the City Manager regarding the preparation of the annual budget for the succeeding year, a good practice used by local governments to guide staff's preparation of the annual budget, and as a basis for evaluating budget proposals included in the proposed budget.

Staff recommends adopting the Guiding Budget Principles, as established in the prior fiscal year, that will serve as a basis for preparing the annual budget and its evaluation when it is brought before the City Council at the budget public hearing in June. See Exhibit A.

The following milestones are presented as placeholders in preparing and adopting the City's FY 2024-25 Annual Budget:

Date/Month	Meeting Forum	Activity
February	Internal Staff	Staff preparation of draft budget in OpenGov
February	Budget Subcommittee	Initial discussion for budget preparation
March - April	Budget Subcommittee	2 - 3 subcommittee meetings to review draft budget
May 1st	Regular Meeting	Preliminary fee schedule review
May 15th	Regular Meeting	Preliminary Budget for FY 2024-25
June 5th	Regular Meeting	Public hearing on proposed fee schedule
June 12th	Regular Meeting	Budget Adoption

FISCAL IMPACT

The fiscal impact of adopting the proposed budget amendment for FY 23/24 will authorize additional expenditures of $350,000 from the General Fund. These expenditures are anticipated to be offset by anticipated revenue increases of $580,000.

There is no fiscal impact as a result of adopting Guiding Budget Principles and providing direction to the City Manager for the preparation of the FY 2024-25 Annual Budget.

STAFF RECOMMENDATION

It is recommended that the City Council takes the following actions:

1. Accept FY 2023-24 Mid-Year Financial Report through December 31, 2023.
2. Approve Resolution No. 630.43.1 Amending the FY 2023-24 Annual Budget.
3. Approve Resolution No. 630.43.2 Adopting Guiding Budget Principles for use in preparing the FY 2024-25 Annual Budget.

TABLE OF CONTENTS

1. Resolution No. 630.43.1 Amending Adopted Budget 23-24
2. Resolution No. 630.43.2 Adopting Guiding Budget Principles 24-25

RESOLUTION NO. 630.43.1

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY AMENDING THE FY 2023-24 ADOPTED BUDGET

WHEREAS, the City Council approved the Fiscal Year (FY) 2023-24 Annual Budget for the City of Scotts Valley on June 21, 2023, by Resolution 630.43; and

WHEREAS, staff conducted financial analysis using data from the draft FY 2022-23 Annual Comprehensive Financial Report (ACFR) and other financial performance measures, including year-to-date information about FY 2023-24 actual revenues and actual expenditures; and

WHEREAS, staff is recommending the City Council amend the FY 2023-24 Adopted Budget to provide a more accurate reflection of the City's financial activities and overall financial position; and

WHEREAS, City Council approval is needed to amend the FY 2023-24 Adopted Budget.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the Cityof Scotts Valley that the FY 2023-24 Adopted Budget is amended in the manner described below:

General Fund – Fund 001, 006	**FY2023-24 Adopted**	**FY2023-24 Amended**	**Increase (Decrease)**
Beginning fund balance	9,214,197	10,888,551	1,674,354
Revenues	16,758,126	17,338,126	580,000
Expenses	19,113,294	19,438,294	325,000
Projected Ending Fund Balance	3,721,050	5,650,404	1,929,354

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 7th day of February, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED: _____
Randy Johnson, Mayor

ATTEST: _____
Cathie Simonovich, City Clerk

RESOLUTION NO. 630.43.2

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY ADOPTING GUIDING BUDGET PRINCIPLES AND BUDGET CALENDAR FOR FISCAL YEAR 2024-25

WHEREAS, the City of Scotts Valley is developing the annual budget for Fiscal Year (FY) 2024-25, with Guiding Budget Principles being integral resources fundamental to the annual budget development process; and

WHEREAS, adoption of the annual budget is an integral part of the City's strategic planning and management functions, as it assigns scarce resources to the programs and services provided to the community and ultimately reflects the mission and values of the organization as well as ensuring the long-term fiscal sustainability of City operations; and

WHEREAS, to anchor good financial planning, focus budget preparation, support fiscal sustainability and linkage to organizational goals, a set of guiding budget principles were prepared, drawn from state and national best practices; and

WHEREAS, the Guiding Budget Principles provide principles for numerous policy areas including the following: budgeting, fund balance/reserves, fiscal sustainability planning, ongoing resources and operations, use of one-time resources, capital project budgeting, debt management, and other financial matters; and

WHEREAS, such principles are consistent with the City's strategic plans and priorities and will support the long-term health of the organization.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED as follows:

The City Council of the City of Scotts Valley hereby adopts the attached FY 2024-25 Guiding Budget Principles to be used in preparation of the City's annual budget.

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 7th day of February, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Approved: _____
Randy Johnson, Mayor

Attest: _____
Cathie Simonovich, City Clerk

Exhibit A

City of Scotts Valley

Guiding Budget Principles for FY 2024/25 Annual Budget

City Council establishes a set of budget principles to guide current and future policy makers and staff to ensure the long-term financial sustainability of the City. The budget principles that are listed below were approved by the City to guide the planning for the FY24/25 Annual Budget.

Budgeting Policies

1. Budget development will be guided by a long-term financial plan proposed by the City Manager and adopted by the City Council and should include considerations such as the cost of deferred maintenance and unfunded liabilities.

2. The budget must be balanced. Specifically, revenue must be equal to or greater than expenses. The total expenses of a department in the new fiscal year will be their expenses from the current fiscal year as modified by MOU changes and minor increases in services and supplies to the extent resources allow. All departments are expected to review their sources of revenue for correctness and validity. All departments are expected to evaluate the impact of uncertainties to revenues and adjust expenditures accordingly.

3. There will be no unfunded positions included in the budget or staffing resolution. Vacancy Review will be utilized to create budget flexibility in case of loss of revenue, and to ensure the need exists for filling positions. All positions will be reviewed. Any new positions will consider: new revenue for the position to cover the cost of the position and indirect and overhead costs; the need for the position to meet Council Goals; and a reasonable expectation that there will be an ongoing funding stream for any new position.

4. The 2024-25 budget will only use reserve funds for emergency and one-time expenditures or for purposes that the reserve is designated to fund. Every effort will be used to preserve reserve funds at designated levels.

5. The City Manager is authorized to approve administrative adjustments to the adopted budget or reallocate appropriations among departments or divisions within a fund, as long as those changes do not significantly impact policy or affect budgeted year-end fund balances. Any revisions that increase total appropriations in any given fund must be approved by the City Council.

Reserve Policies

6. General Fund reserves should be maintained at a minimum of 17% (or two months) of annual operating expenditures, excluding one-time expenditures, with

a target reserve goal of 30% (three months) of annual operating expenditures, and in no event should be planned to fall below 10% in any year in the long-range forecast beyond the first year.

7. Funding assignments in the General Fund will be used to plan for current and future needs including pension contributions, facility planning, IT infrastructure, economic development activities, economic uncertainty, and general purpose. These assignments reflect the Council's Goals and intent to plan for future investments but are not restricted their assigned use and can be modified as needed to meet the City's needs.

8. General Capital Improvement Fund should maintain a targeted minimum reserve equal to $500,000 for emergency capital infrastructure replacement needs not funded by other sources.

9. Wastewater Operations Enterprise Fund should maintain a minimum of 50% (or six months) of annual operating expenditures to meet cash flow needs, plus a $1 million emergency reserve for seismic/catastrophic events, both of which would be incorporated in the Wastewater rate model to plan for future wastewater service rates.

Ongoing Resources and Operations

10. Every effort will be made to restore the level of service provided pre-pandemic, understanding that this will require some departments and programs to reorganize, partner with contracted vendors, and/or invest in time-saving technology.

11. Ongoing expenditures should be supported by ongoing revenues.

12. The City will seek to avoid dependence on temporary or unstable revenues to fund mainstream municipal services where possible.

13. Charges for services should maximize recovery of the full cost of related services, including direct operating costs, and other indirect costs such as capital and overhead costs. Recreation services will seek to fully recover costs where possible.

Use of One-Time (Windfall) Resources

14. One-time revenues will not be used for ongoing expenditures on a continuous basis.

15. Unpredictable revenues, such as those derived from the sale of surplus land assets or inventory, will be treated as one-time revenue and will not be used to support ongoing expenses.

16. One-time resources may only be used to support one-time expenses such as capital investments or to replenish reserves.

Capital Projects

17. When capital projects are considered, all associated costs - including annual operating expenses, debt services, and any additional future costs - will be identified in order to properly assess future financial impacts.

18. Investment in technology will be continued.

Fiscal Sustainability Planning

19. To the extent that the long-range financial forecast indicates a structural gap between projected annual revenues and expenditures, the City will update its existing fiscal sustainability plan or develop and implement a new fiscal sustainability plan to ensure General Fund reserves stay within the reserve policies established by the City Council.

20. Any structural gap in a long-term financial forecast will be addressed in such a way that it is eliminated no later than the final year of the long-range financial forecast (not to exceed 10 years).

21. Service level reductions will be implemented if other strategies are not possible or cannot be achieved in a timely fashion.

22. There will be a high level of fiscal discipline by the Department Heads, Budget Subcommittee, City Manager and City Council. Every effort will be made to maximize City assets, achieve a high level of funding for employee retirement promises, evaluate cost per service item and develop and maintain contracts with vendors within Scotts Valley.

Debt Management

23. Debt will not be used to support ongoing operations.

24. Capital leases may be used as a mid-term borrowing arrangement for fleet, equipment, and technology uses to the extent that the imputed interest rate in any such capital lease is competitive with existing long-term borrowing rates, considers potential maintenance cost savings for assets under the capital lease, and that such costs are incorporated into the long-range financial forecast.

25. Long-term borrowing (three years or more) for capital facilities will be considered as an appropriate method of financial facilities that benefit more than one generation of users and to the extent that existing reserves or other one-time resources are not available.

Exhibit A

Other Matters

26. The Wastewater Enterprise fund shall reflect the true cost of operation, including direct and indirect costs of services provided by the General Fund, and be self-reliant upon fees and/or use rates paid by ratepayers.

27. Private development of residential, commercial and/or industrial properties shall pay its fair share of capital improvements that are necessary to serve the development and should not be subsidized by public funds.

28. If the City contributes funds to Non-Profit or Community Partners for other than the purchase of services, it will give priority to one-time initiatives (as opposed to operational subsidies), and to those who demonstrate collaboration with other Community Partners. Funding will be adjusted based upon discretionary revenues available as with other City departments. Loans and advances will not be considered unless extraordinary events occur and must be secured.

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: 2/7/2024

TO: Honorable Mayor and City Council

FROM:

APPROVED: Mali LaGoe, City Manager

SUBJECT: **City of Scotts Valley Donation and Gift Acceptance Policy**

SUMMARY OF ISSUE

The City is fortunate to have generous businesses, community groups and individuals who desire to support City projects through donations of goods, services and funds. Through these beneficial partnerships projects like the infield turf at the Siltanen Park Little League field and the newly replaced playground equipment at Skypark have been achieved. Historically, residents have donated time and materials to build the bocce court, gazebos and sports field amenities. Over the years, maintenance responsibilities of these amenities have not been clearly tracked or assigned leading to confusion and deferred maintenance of some of these popular park assets.

The proposed Donation and Gift Acceptance Policy aims to clarify and provide guidance as to what types of donations the City accepts, authority for accepting donations, limitations on accepting donations and responsibilities of maintaining donated goods. This Policy relates to, but does not overlap with, the City's existing Naming Rights Policy (Council Policy 07.20; Reso. 1987) and the Recretion Division Memorial Dedication Program, the latter of which relates specifically to memorial benches, picnic tables, trees, etc.

The proposed Donation and Gift Acceptance Policy ensures the City complies with Public Works Prevailing Wage regulations and State laws that regulate all construction activity on government-owned property. The policy authorizes the City Manager to accept donations valued up to $10,000 and reserves the City Council's authority to accept donations valued over $10,000. It allows the City Manager to maintain a "wish list" of needed items or gaps in funding for specific projects and tasks the City Manager with reviewing donation offers to determine if accepting the donation is in the best interest of the City and aligns with the City's goals and objectives.

The policy requires a signed donation agreement, receipt of funds prior to the City committing those funds to a purchase and acknowledges procurement and installation timing will vary depending on the complexity and scope of the project.

FISCAL IMPACT

There is no direct fiscal impact of approving the Donation and Gift Policy. However, having this policy in place will assist the City in evaluating and accepting donations that benefit the City and protects the city from expending resources prior to receiving the corresponding donation payment for that purchase.

STAFF RECOMMENDATION

It is recommended that the City Council review and approve the proposed City of Scotts Valley Donation and Gift Acceptance Policy.

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1. Donation and Gift Policy 1.28.24
2. Res1987.CouncilPolicy07-20NamingofPublicFacilities.10-07-2020

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CITY OF SCOTTS VALLEY	EFFECTIVE DATE: XXXXXXXX	INDEX HEADING: Donation and Gift Policy

ADMINISTRATIVE PROCEDURE

The following is an official procedure and/or policy of the City of Scotts Valley, approved by either the City Manager and/or City Council, and shall remain in effect until rescinded or replaced in writing by another official policy.

(X) NEW POLICY
( ) NEW PROCEDURE
( ) UPDATES POLICY/PROCEDURE - UPDATED:
( ) REPLACES AND RESCINDS PROCEDURE NUMBER

TITLE:
Donation and Gift Acceptance by the City

I. PURPOSE:

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City. This policy provides guidance when individuals, community groups, and businesses wish to make donations of money, goods or services to the City.

II. POLICY:

It is the policy of the City to provide a process for consideration of donations. Donations refer to certain tangible objects and cash donations for specific acquisitions or projects of the City. There are no implied benefits commensurate with the value of the donation and no naming rights associated with the donation. The City Council, at their sole discretion, may recognize a donor or donor's honoree by resolution and/or a plaque at the location of the donation.

III. IMPLEMENTATION OF POLICY

1. Application. A donation application shall be submitted to the City Manager's Office. The City Manager shall prescribe the form and necessary components of the application which may vary based on the particulars of the proposed donation.
2. Review. The City Manager, or their designee, shall review the application and determine if it is complete and consistent with this Policy, including the acceptance criteria detailed below.
3. Acceptance. If the donation is found to be in compliance with the policy, the City Manager may accept the donation or bring the application to the City Council at a regularly scheduled meeting for consideration of acceptance.
4. Rejection. The City reserves the right to reject any offer of donation if it determined to be not in the best interest of the City as determined by the City Manager or City Council.

IV. ACCEPTANCE CRITERIA

The City Manager may maintain a current "wish list" for donations, including City-identified needs. The City Manager, or their designee, shall review the acceptability of any donation and determine if the benefits derived warrant acceptance. In that review, the City Manager shall determine if the donation has a purpose consistent with the City's goals and

objectives and is in the best interest of the City.

Donation Acceptance Limitations:

1. Donations of construction services will not be accepted in excess of $1,000, the Public Works Prevailing Wage, unless Prevailing Wage regulations are followed.
2. Donations intended for projects involving materials and construction, installation, or other labor and valued above $5,000 will be accepted in monetary form only and the City will oversee project bids and contractor selection, in accordance with City Policy and state law.
3. The City Manager shall have the authority to accept donations with a monetary value of no more than $10,000.00.
4. The City Council shall consider the acceptance of any donations with a monetary value of more than $10,000.00.

V. DONATION FULFILLMENT TERMS

1. The City will not purchase or enter into contract for the goods or services before receiving a Signed Donation Agreement from the donor and donation payment in full.
2. Procurement and installation timing will vary depending on the complexity and scope of the project.

VI. POST DONATION ACCEPTANCE

Upon acceptance of a donation by the City, the City will assume ownership, control, and maintenance of any donation unless otherwise specified in a written agreement between the City and the donor. The City shall not be obligated to retain, repair or replace any donated object that is damaged or destroyed for any reason, such as by vandalism, theft, the effects of weather or time, or, in the case of live plants, if they die.

The City reserves the right to remove or relocate any donated item at any time. The City shall strive to relocate any donated item that is in acceptable condition to another City facility.

VI NAMING

Any request to name a City facility or improvement shall be processed in accordance with Administrative Policy No. 7.20.

VI MEMORIAL DEDICATIONS PROGRAM

Memorial dedications of benches, trees, etc may be allowed in accordance with the program established by the Recreation Division Manager which may be amended from time to time.

RESOLUTION NO. 1987

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING COUNCIL POLICY NO. 07-20 FOR THE NAMING OF PUBLIC FACILITIES

WHEREAS, in order to provide a more defined process for community members, City staff, Commissions and the Council when considering naming public parks, facilities and facility amenities it is recommended that the City Council adopt a policy for the naming of public facilities; and

WHEREAS, the Council policy for the naming of public facilities will set forth the naming criteria, exclusions, permission and financial contribution considerations and treatment of existing names, and establish a three step process: (1) written application for naming; (2) consideration of the naming request by the appropriate City Commission; and (3) final consideration and approval by the City Council.

NOW THEREFORE be it resolved by the City Council of the City of Scotts Valley that the attached Naming of Public Facilities Policy (Exhibit "A") is hereby approved.

This resolution was passed and adopted on the 7th day of October, 2020, at a duly held regular meeting of the City Council of the City of Scotts Valley by the following vote:

AYES: DILLES, JOHNSON, LIND, REED, TIMM

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

Approved: _____
Randy Johnson, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

CITY OF SCOTTS VALLEY COUNCIL POLICY MANUAL

TITLE: NAMING OF PUBLIC FACILITIES	**POLICY NUMBER:** 07-20
EFFECTIVE DATE:	**PAGES:** 2
REVISED DATES:	
APPROVED BY: Randy Johnson, Mayor	

A. PURPOSE

The Public Facilities Naming Policy establishes guidelines and procedures to be used in the following naming situations for City of Scotts Valley property, facilities and amenities:

1. Opening or reopening of parks, facilities and facility amenities.
2. Honoring historical events of significance to the community or site.
3. Honoring individuals or organizations in recognition of their significant contributions to the community.
4. Providing recognition of financial contributions.

B. CRITERIA

The criteria for naming rights will include:

1. The person or organization has a longstanding affiliation with the City.
2. The name provides a sense of place, reflecting the geographic location, community, neighborhood or street where the park, facility or amenity is located.
3. The name recognizes the historical significance of the area or reflections unique characteristics of the site.
4. The names of persons, organizations, corporations, foundations or families will be considered when they have made a significant contribution to the City by:
    a. Enhancing the quality of life and well-being of the City.
    b. Contributing to the historical or cultural preservation of the City.
    c. Contributing toward the acquisition, development or conveyance of land or building.
    d. Making exemplary or meritorious contributions to the City.
5. If named in memorial, the individual must have been a resident of Scotts Valley and/or have made a significant contribution to the community in terms of improvement of quality of life.

Names will not be chosen that:

1. Cause confusion due to duplication or names sounding similar to existing locations within the City of Scotts Valley.
2. Are discriminatory or derogatory regarding race, gender, creed, religious or political affiliation, or other similar factors.

When the name of an individual is recommended, consent shall be obtained from the individual or their next of kin prior to the City Council's consideration.

When the naming opportunity is the result of a financial contribution, the Commission and/or City Council must consider the significance of the contribution made, relative to the construction and/or operating costs of the parks, facilities, and amenities within those facilities when determining if the naming is appropriate. The duration of naming rights of parks, facilities, and amenities within those sites shall be decided or negotiated on a case-by-case basis.

At any time, through a public process the City may remove or change any name. Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organization previously named, the cost and impact of changing existing signs, rebuilding community recognition and updating records (i.e. letterhead, databases and promotional materials).

This policy excludes the naming of benches, picnic tables and playground equipment, which is governed by the City of Scotts Valley Parks and Recreation Contribution Program.

C. PROCESS

Each application will be considered on a case-by-case basis.

1. Applicant(s) shall submit a written request for naming rights to the City of Scotts Valley, with justification to aid in consideration of the proposal.

2. If the proposed name meets the criteria, the proposed name may be placed on the appropriate City Commission agenda, allowing appropriate time for review by the Commission, and to publicize and receive input from the public at the Commission meeting, or may be routed directly to the City Council for consideration, as determined by the City Manager. If the proposed name does not meet the criteria, it will not be considered.

3. The Commission's recommendation will be forwarded to the City Council for consideration. The City Council is under no obligation to accept the recommendation of the appropriate Commission or to name any City property, facility or amenity.

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: 2/7/2024

TO: Honorable Mayor and City Council

FROM: Mali LaGoe, City Manager

APPROVED: Mali LaGoe, City Manager

SUBJECT: **City of Scotts Valley Legislative Platform**

SUMMARY OF ISSUE

A Legislative Platform is an important tool used by cities and counties to communicate broad issues of importance to the City which are regulated by state or federal levels of government. The overarching themes of the proposed Scotts Valley Legislative Platform articulate the City's position opposing unfunded mandates and opposing any federal or state legislation which takes away local control.

The Platform specifically addresses legislative concerns related to Economic Development, Housing/Affordable Housing and Community Development, Infrastructure and Mobility, Climate Resiliency and Natural Resource Protection, Public Safety and Health, and Fiscal Sustainability.

Once approved by the City Council, the Scotts Valley Legislative Platform will be shared with the California League of Cities and our State and Federal legislative representatives for their reference. This platform will bring a voice to these representatives to ensure they know Scotts Valley's needs. As specific legislation is introduced throughout the year, the Mayor and City Manager will review and assess the appropriateness of supporting or opposing specific bills on behalf of the City that align to positions expressed in the Legislative Platform. If legislative issues arise that are not addressed in the Legislative Platform, the issue would be added for discussion at a regular City Council meeting before any official position is taken.

The Legislative Platform should be reviewed for any needed updates and approved annually by the City Council and can be amended at any time, as needed.

FISCAL IMPACT

There is no fiscal impact to approving the 2024 Legislative Platform.

STAFF RECOMMENDATION

It is recommended the Council review the proposed draft Scotts Valley Legislative Platform and approve the document as proposed or with changes.

TABLE OF CONTENTS

1. Scotts Valley's Legislative Platform

City of Scotts Valley

Legislative Platform 2024

The City of Scotts Valley's Legislative Platform for 2024 is intended to reflect the City's position on current and future legislation that positively or negatively affects the City's ability to operate effectively and meet the needs of the community. The platform also guides the Mayor, Councilmembers, and staff to effectively address legislation to support the City's interests and maintain local control when necessary. Throughout all priorities, two overarching positions exist – opposing unfunded mandates, and opposing any federal or state legislation which takes away local control.

Economic Development

Support legislation that will attract and retain businesses to the City

Support legislation that will provide tools and incentives to support job creation in the City

Support legislation that will assist the City in recovering from economic downturns

Support legislation that ensures cities receive promised repayments from the State related to the dissolution of redevelopment agencies.

Housing/Affordable Housing and Community Development

Support legislation that allows local government to make decisions regarding house density levels

Oppose legislation that erodes local decision making authority related to land use and community development

Support legislation that provides federal and state funding and grants to support the production of affordable housing and maintenance of existing affordable housing

Support legislation that gives local municipalities credit and incentives for actions under their direct control, including the approval of housing developments

City of Scotts Valley
Legislative Platform 2024

Infrastructure & Mobility

Support new statewide funding opportunities for maintenance and repair of local roads

Support legislation and funding regarding increasing safety for pedestrians and bicycles

Support legislation that generates funding for local wastewater infrastructure and storm drain capacity and maintenance

Support legislation that would allow flexibility for public contracting associated with routine public works projects

Climate Resiliency & Natural Resource Protection

Support legislation that streamlines the CEQA/NEPA process

Support legislation that preserves open space and natural resources

Support legislation related to wildfire prevention and suppression

Support legislation to address affordability of commercial and property insurance for businesses and residents including, but not limited to, wildfire risk

Support legislation that aids local communities in accessing timely reimbursement for disaster response expenses

Support legislation to provide funding for to support local water conservation including recycled water and ground water recharge infrastructure

Public Safety & Health

Support legislation and policies related to accessing resources to provide high quality police services

Support legislation that makes it easier to implement emergency prevention and risk reduction programs for at-risk populations

City of Scotts Valley
Legislative Platform 2024

Public Safety & Health (continued from page 2)

Support legislation that provides funding for disaster preparedness and local emergency operations management

Support legislation that regulates vaping devices and other e-cigarettes and their packaging, advertisement and promotion to youth

Support legislation that supports mutual aid agreements between local governments

Support legislation and funding for regional homelessness programs and to mitigate the impacts of homelessness and substance abuse on the environment and communities

Fiscal Sustainability

Support legislation to reimburse cities for unfunded state-mandates that are owed, as identified by the State Treasurer

Oppose legislation that would limit the City's ability to collect taxes, fees and other vital revenue sources.

Support continued flexibility for using municipally generated funds, such as Utility Users Tax, Development Impact Fees, etc.

Support legislation or ballot measures that prevent the State from redirecting local governments funds such as local taxes, sales taxes, property taxes, etc.

Oppose legislation that would increase local costs related to public employee retirement benefits

Support legislation intended to stabilize local government financing, to increase funding options for local governments, and to equitably allocate revenues from the State

Support legislation that reduces the electoral threshold for passing bonds and taxes that fund city services, affordable housing and public infrastructure projects

Support legislation that preserves local funding avenues

City of Scotts Valley
Legislative Platform 2024

Government Transparency

Support government transparency, public access to required meetings and records, and legislation that facilitates these principles while still allowing flexibility in government operations

Support legislation that allows and expands on the ability of local governments to use digital communications and archiving technology

Oppose legislation that expands the Public Records Act without funding to carry out the new requirements

Oppose legislation that affects the ability of joint powers authorities to self-regulate

Overarching Positions

Oppose legislation that preempts local authority

Oppose legislation for new program mandates that are unfunded or underfunded