



AGENDA

Meeting of the
Scotts Valley City Council
In-Person and Remote Access
Date: February 21, 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 2-16-2024 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at: www.scottsvally.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.scottsvally.gov and in the lobby of City Hall at 1 Civic Center Drive, Scotts Valley, CA. Pursuant to Government Code §54957.5, materials related to an agenda item, submitted after distribution of the agenda packet, are available for public inspection in the lobby of City Hall during normal business hours, Monday-Friday, 8am-12 pm and 1-5 pm. In accordance with AB 1344, such documents will be posted on the City's website at www.scottsvally.gov. Public Participation: The meeting will be available on Zoom and livestreamed to the City of Scotts Valley's YouTube channel: https://www.youtube.com/channel/UCLNTBScelB4wTfidYHrocWA. For those wishing to participate via Zoom you can join the following ways: Zoom Webinar meeting link: https://us02web.zoom.us/j/83295730901 Or dial one of these numbers: (669) 900-9128 or (669) 444-9171

Webinar ID: 832 9573 0901

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

How to comment via in-person attendance:

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

How to comment via Zoom Webinar:

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

CALL TO ORDER 6:00 PM

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

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@scottsvally.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 02-07-2024
2. Approve check register dated 02-02-2024 through 02-15-2024
3. Ratify appointment to Arts Commission
4. Amend agreement between the City of Scotts Valley and Kimley-Horn & Associates, Inc. for preparation of the 6th Cycle Housing Element Update

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. Santa Cruz County Regional Transportation Commission Zero Emission Passenger Rail and Trail Project Preliminary Purpose and Need
2. Consider a Permanent Local Housing Allocation Resolution
3. Mid-Year Strategic Plan Update
4. Future Council Agenda Items

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.



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) 440-5602 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; Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000; or, from or to Speech-to-Speech, English & Spanish 1-800-854-7787), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.



MINUTES

Meeting of the
Scotts Valley City Council
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	The agenda was posted on 2-2-2024 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at www.scottsvally.gov .

CALL TO ORDER 6:00 PM

The City Council meeting was called to order at 6:07 PM.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

ELECTED OFFICIALS PRESENT: Randy Johnson, Mayor Derek Timm, Vice Mayor Jack Dilles, Council Member Donna Lind, Council Member Allan Timms, Council Member	CITY STAFF MEMBERS PRESENT: Mali LaGoe, City Manager Kirsten Powell, City Attorney Taylor Bateman, Community Development Director Stephanie Hill, Administrative Services Director Scotts Garner, Police Captain Cathie Simonovich, City Clerk
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COMMITTEE REPORTS

CM Dilles attended a meeting of the Revenue and Taxation Committee that is part of the League of California Cities where they heard a present from the Legislative Analyst's Office (LAO) regarding the Governor's proposed budget. They heard the Assembly Majority Leader Aguiar-Curry talk about the ballot initiatives ACA 1 and ACA 13, and they also heard about the Taxpayers Government Accountability measure.

CM Dilles attended a meeting of the County Library Financing Authority. This committee approves the estimated sales tax revenues from Measure S. He reported that these revenues for the library system are expected to increase next year by 1.5%.

Vice Mayor Timm attended the Visit Santa Cruz County board meeting. The Transient Occupancy Tax (TOT) revenue in Scotts Valley came in 17% over what they initially projected for December 2023. The expectation for hotels overall is that they should be back to 2019 levels this year. The Visit Santa Cruz County Director is working on making our area a certified autism center. They continue to search for a new office location for the Visit Santa Cruz County operation.

Vice Mayor Timm attended a meeting of the Association of Monterey Bay Area Governments (AMBAG). He has requested that AMBAG take action with the state regarding the difficulties our residents are experiencing with obtaining and maintaining fire insurance.

CM Timms attended two meetings of the Santa Cruz County Youth Action Network - one was the spring workshop planning, and the other was a meeting of the Childrens Cabinet where they discussed the Childrens Bill of Rights and placing this on a future agenda. They also discussed coordination of activities for the month of April which is Child Abuse Awareness Month.

CM Timms attended a meeting of the Local Area Formation Commission (LAFCO) and he did not have a report from that meeting.

CM Timms, along with CM Dilles and City Manager LaGoe were given a tour of the Sheraton Four Points in Scotts Valley. They discussed the increase in occupancy rates as well as the challenges the hotel is facing.

CM Lind attended an executive board meeting of the Criminal Justice Council and they discussed the press release regarding the behavior health report which highlights a lack of services.

CM Lind attended a board meeting of the Santa Cruz Metropolitan Transit District (METRO) as well as a METRO budget meeting where they discussed a potential tax measure for the November ballot. The Chief Executive Officer, Michael Tree, has resigned.

Mayor Johnson attended a meeting of the Santa Cruz Regional Transportation Committee (SCCRTC). The zero emissions passenger rail and trail project preliminary report has been released, and they had public comments on both sides. The RTC will give a presentation at a future Council meeting.

CITY MANAGER REPORT

Thank You to Staff: A huge thank you to our crews who responded during the storms. These crews responded to downed trees, they filled potholes, and much more, even on the weekends and late into the evenings. The City acknowledges their dedication to our community in order to keep our City safe.

Little League Turf Project: The turf project that the City did in collaboration with Scotts Valley Little League has been completed in time for Little League to begin.

Tot Lot Playground at Skypark: The final walk-through was recently rained out but as soon as this step is complete, the Recreation Department will schedule a ribbon-cutting ceremony.

Arts Commission: The Arts Commission had a meeting last week, and they are working on bringing back the poetry contest this year. They also discussed refreshing the fan mural at Siltanen Park.

Citizens Academy: The City has received and accepted eleven applications for the Citizens Academy, which starts on February 13th. These citizens will learn about the various services of the City as well as the Fire District, the Water District, and the School District.

PUBLIC COMMENT TIME

Brian Youmans, a resident of Scotts Valley and an employee of the City of Scotts Valley, spoke regarding the Service Employees International Union (SEIU) negotiations.

A person spoke and gave his opinion that the City is not acting in a manner that is transparent to residents.

Connor Gera, an employee of the City of Scotts Valley, spoke regarding the Service Employees International Union (SEIU) negotiations.

Justin Granados, an employee of the City of Scotts Valley, spoke regarding the Service Employees International Union (SEIU) negotiations.

ALTERATIONS TO CONSENT AGENDA

M/S: Lind/Timms

To approve the Consent Agenda with no alterations.

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

CONSENT AGENDA

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

M/S: Lind/Timm

To approve the Regular Agenda with no alterations.

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

City Manager LaGoe requested that Closed Session Item #2 be pulled from this meeting as it is not necessary at this time.

REGULAR AGENDA

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

Administrative Services Director Hill presented this item and responded to questions and comments from the Council.

M/S: Timm/Timms

To adopt Resolution No. 630.43.1 amending the adopted budget for Fiscal Year 2023-2024

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

M/S: Timm/Timms

To adopt Resolution No. 630.43.2 adopting guiding budget principles for Fiscal Year 2024-2025

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

2. City of Scotts Valley Donation and Gift Acceptance Policy

City Manager LaGoe presented this item and responded to questions and comments from the Council.

M/S: Timms/Lind

To approve the proposed City of Scotts Valley Donation and Gift Acceptance Policy as written.

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

3. City of Scotts Valley Legislative Platform

City Manager LaGoe presented this item and responded to questions and comments from the Council.

A member of the public requested clarification on the policy regarding the process for handling responses to legislation.

M/S: Lind/Timms

To approve the proposed Legislative Platform as proposed.

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

4. Future Council Agenda Items

None.

CONVENE TO CLOSED SESSION

The City Council convened to closed session at 7:27 PM to discuss Closed Session Item No. 1 and Closed Session Item No. 3. City Manager LaGoe requested that Item No. 2 be pulled as it is not needed at this time.

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

The City Council reconvened to open session at 7:57 PM.

REPORT ON ACTION TAKE DURING CLOSED SESSION

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

ADJOURNMENT

The meeting adjourned at 7:57 PM.

Approved: _____
Randy Johnson, Mayor

Attest: _____
Cathie Simonovich, City Clerk

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
Cash Account: 999-10100-000-000-000000					
131063	02/08/24	ACC BUSINESS	1,863.41	0	Regular
131064	02/08/24	AFLAC-FLEX ONE	639.54	0	Regular
131065	02/08/24	AMAZON CAPITAL SERVICES	194.17	0	Regular
131066	02/08/24	AT&T	1,264.89	0	Regular
131067	02/08/24	BATTERIES + BULBS #314	1,084.99	0	Regular
131068	02/08/24	BRIGHTVIEW LANDSCAPE	4,166.50	0	Regular
131069	02/08/24	CAL-WEST	2,527.45	0	Regular
131071	02/08/24	CITY OF SANTA CRUZ	765.00	0	Regular
131072	02/08/24	CLEAN SPACE CLEANING, INC.	305.00	0	Regular
131073	02/08/24	COMCAST	645.06	0	Regular
131074	02/08/24	COMMUNITY TREE SERVICE, INC.	3,800.00	0	Regular
131075	02/08/24	COMPUTERSMITHS LLC	1,650.00	0	Regular
131076	02/08/24	CRYSTAL SPRINGS WATER CO	115.00	0	Regular
131077	02/08/24	DIXON & SON TIRE	855.39	0	Regular
131078	02/08/24	DREW DENTAL CORP	312.00	0	Regular
131079	02/08/24	FEDERAL EXPRESS	367.62	0	Regular
131080	02/08/24	GUARD PRODUCTS INC	1,651.44	0	Regular
131081	02/08/24	HINDERLITER, DE LLAMAS & ASSOC	2,433.20	0	Regular
131082	02/08/24	JACK DILLES	608.00	0	Regular
131083	02/08/24	Jeremy Long	778.74	0	Regular
131084	02/08/24	JOANNA HAROS	694.35	0	Regular
131085	02/08/24	JUSTIN GRANADOS	191.24	0	Regular
131086	02/08/24	LIEBERT CASSIDY WHITMORE	6,425.00	0	Regular
131087	02/08/24	LINCOLN FINANCIAL GROUP	1,452.43	0	Regular
131088	02/08/24	LLOYD'S TIRE SERVICE INC.	2,286.69	0	Regular
131089	02/08/24	MISSION UNIFORM SERVICE	1,122.97	0	Regular
131090	02/08/24	MONTEREY REGIONAL	7,199.64	0	Regular
131091	02/08/24	NAPA AUTO PARTS	38.47	0	Regular
131092	02/08/24	NBS GOVERNMENT FINANCE GROUP	3,582.36	0	Regular
131093	02/08/24	PALACE BUSINESS SOLUTIONS	289.69	0	Regular
131094	02/08/24	PETERSON POWER SYSTEMS, INC.	500.00	0	Regular
131095	02/08/24	PRODESSE PROPERTY GROUP	3,523.52	0	Regular
131096	02/08/24	ROD MARKELL	1,974.00	0	Regular
131097	02/08/24	SAFETY-KLEEN SYSTEMS, INC	1,112.03	0	Regular
131098	02/08/24	SCARBOROUGH LUMBER	1,495.36	0	Regular
131099	02/08/24	STRATEGIC CULTURE CORP	2,500.00	0	Regular
131100	02/08/24	THOMSON REUTERS-WEST	377.60	0	Regular
131101	02/08/24	TIRECHOICE AUTO SERVICE CENTER	99.00	0	Regular
131102	02/08/24	TRISH MC GRATH	132.00	0	Regular
131103	02/08/24	URBAN FIELD STUDIO OAKLAND	12,795.00	0	Regular
131104	02/08/24	VISION SERVICE PLAN	1,256.85	0	Regular
131105	02/08/24	WAGE WORKS	3,497.35	0	Regular
131106	02/08/24	WATSONVILLE DIESEL	857.13	0	Regular
131107	02/08/24	WECO INDUSTRIES INC.	86.38	0	Regular

44	Checks total:	79,516.46
0	ACH total:	
0	EFTPS total:	
0	Wire transfer total:	
0	Payment Manager total:	
44	GRAND TOTALS	79,516.46

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
Cash Account: 999-10100-000-000-000000					
131108	02/15/24	AMAZON CAPITAL SERVICES	1,043.75	0	Regular
131109	02/15/24	AT&T	8.86	0	Regular
131110	02/15/24	AT&T	3,262.51	0	Regular
131111	02/15/24	BAY TREE, LLC	3,620.38	0	Regular
131112	02/15/24	CARL V. PRIMAVERA, D.D.S.	245.60	0	Regular
131113	02/15/24	COMCAST	333.22	0	Regular
131114	02/15/24	COUNTY OF ALAMEDA	6,156.00	0	Regular
131115	02/15/24	COUNTY OF SANTA CRUZ	546.00	0	Regular
131116	02/15/24	EMPLOYMENT DEV. DEPT.	5,359.32	0	Regular
131117	02/15/24	IPMBA	75.00	0	Regular
131118	02/15/24	JAELYN HORTON	250.00	0	Regular
131119	02/15/24	LEAGUE OF CA CITIES	300.00	0	Regular
131120	02/15/24	NATIONAL COMTEL NETWORK INC.	9.26	0	Regular
131121	02/15/24	PACIFIC GAS & ELECTRIC CO	60,305.73	0	Regular
131122	02/15/24	PALACE BUSINESS SOLUTIONS	1,294.80	0	Regular
131123	02/15/24	PHILLIP D NEUMAN	63,027.02	0	Regular
131124	02/15/24	POLLY CATICCI	400.00	0	Regular
131125	02/15/24	SANTA CRUZ COUNTY INFORMATION	7,847.48	0	Regular
131126	02/15/24	U.S. BANK CORPORATE	22,329.28	0	Regular
131127	02/15/24	VU LE DDS	41.28	0	Regular
131128	02/15/24	WEX BANK	5,765.73	0	Regular
131129	02/15/24	WIZIX TECHNOLOGY GROUP, INC	22.00	0	Regular
131130	02/15/24	A TOOL SHED, INC.	50.00	0	Regular
131131	02/15/24	A-1 FENCE, INC.	22,500.00	0	Regular
131132	02/15/24	ACCENT CLEAN & SWEEP INC	5,478.00	0	Regular
131133	02/15/24	AET.	3,485.00	0	Regular
131134	02/15/24	ALVAREZ IND INC CLEAN BLDG	2,436.00	0	Regular
131135	02/15/24	AMAZON CAPITAL SERVICES	15.34	0	Regular
131136	02/15/24	ANDERSON PACIFIC ENG INC.	96,094.35	0	Regular
131137	02/15/24	APPI	625.00	0	Regular
131138	02/15/24	BEAUJO GERA	174.39	0	Regular
131139	02/15/24	BOWMAN & WILLIAMS	13,159.00	0	Regular
131140	02/15/24	COMMUNITY TREE SERVICE, INC.	3,300.00	0	Regular
131141	02/15/24	CUMMING MANGEMENT GROUP, INC	1,137.50	0	Regular
131142	02/15/24	DEPT OF TRANSPORTATION	5,572.27	0	Regular
131143	02/15/24	FEDERAL EXPRESS	626.69	0	Regular
131144	02/15/24	GRAINGER	727.65	0	Regular
131145	02/15/24	GRANITE ROCK COMPANY	76,697.95	0	Regular
131146	02/15/24	HANSON ASSOCIATES ASSET &	1,537.50	0	Regular
131147	02/15/24	IDEXX LABORATORIES, INC.	2,783.67	0	Regular
131148	02/15/24	K & D LANDSCAPING, INC.	3,277.00	0	Regular
131149	02/15/24	MONTEREY REGIONAL	7,445.34	0	Regular
131150	02/15/24	NAPA AUTO PARTS	70.20	0	Regular
131151	02/15/24	PACIFIC GAS & ELECTRIC CO	482.65	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
131152	02/15/24	PHILLIP D NEUMAN	389.67	0	Regular
131153	02/15/24	PURETEC INDUSTRIAL WATER	286.66	0	Regular
131154	02/15/24	RDO EQUIPMENT CO.	1,973.28	0	Regular
131155	02/15/24	ROSS RECREATION EQUIPMENT INC.	10,000.68	0	Regular
131156	02/15/24	SAN LORENZO VALLEY WATER DISTR	45.01	0	Regular
131157	02/15/24	SCOTTS VALLEY CAR WASH	157.96	0	Regular
131158	02/15/24	SCOTTS VALLEY SPRINKLER	37.25	0	Regular
131159	02/15/24	SYCAL ENGINEERING INC	180.00	0	Regular
131160	02/15/24	TRIAD ELECTRIC	400.00	0	Regular
131161	02/15/24	TRITON CONSTRUCTION	3,880.00	0	Regular
131162	02/15/24	VIRTUAL PROJECT MANAGER	1,000.00	0	Regular
131163	02/15/24	WIZIX TECHNOLOGY GROUP, INC	27.00	0	Regular

56	Checks total:	448,296.23
0	ACH total:	
0	EFTPS total:	
0	Wire transfer total:	
0	Payment Manager total:	
56	GRAND TOTALS	448,296.23

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: 2/21/2024
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 Bernie Jestrabek-Hart and an application has been submitted by Cynthia Gorski. Council Member Jack Dilles has nominated Ms. Gorski to serve on the Arts Commission and, upon Council approval, Ms. Gorski will fill the vacancy.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

It is recommended that the City Council ratify the appointment of Cynthia Gorski to serve on the Arts Commission, with an effective date of February 21, 2024.

TABLE OF CONTENTS

1. C.Gorski Arts Commission Application 2-8-2024_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	Cynthia Gorski		
Street Address	[REDACTED]		
City / ST/ ZIP Code	Scotts Valley, CA 95066		
Phone – Primary	[REDACTED]	☒ Cell	☐ Work ☐ Home
Phone – Secondary	[REDACTED]	☐ Cell	☐ Work ☐ Home
E-Mail Address	[REDACTED]		

Background Information*

Years residing in Scotts Valley	
Employer	Retired Teacher
Occupation/Profession	23 years Pacific Collegiate School Drama teacher
Education	BA Communications / Multiple Subject Credential

**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.

Theatre educator 40 yrs. Pacific Collegiate School 23 years
Helped build the Scotts Valley Cultural + Performing Arts
Center. Continue to support events there.
President of Scotts Valley Performing Arts. A community
theatre organization that has been here since 1999.
I feel arts are a critical part of any community. It
creates community by bringing people together to celebrate.

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

I believe in the Arts as a way of bringing people together. Having directed over 50 productions I know how to work in collaboration with others and to get things done.
I am not afraid to work hard.

Summarize your participation in civic or community activities.

I have been heavily involved in the development of the SV Cultural + Performing Arts Center. I continue to support the success of that venue.
Helped organize the tree lighting entertainment in 2022.
Helped at the Art + Wine Festival for several years.
Help with music at Skypark each year.

How did you hear about this vacancy?

☐ City Website ☐ Other Website ☐ Word of Mouth ☒ Other (Specify):

APPLICANT SIGNATURE

DATE

X

2/8/24

Return application:

For more information, contact:

OFFICE USE ONLY – DATE RECEIVED

By email to:

cityhall@scottsvally.org

In person or by mail to:

City Clerk's Office
1 Civic Center Drive
Scotts Valley, CA 95066

City Clerk's Office
(831)440-5600

cityhall@scottsvally.org
www.scottsvally.org

RECEIVED

FEB 08 2024

CITY OF SCOTTS VALLEY

- 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: 2/21/2024
TO: Honorable Mayor and City Council
FROM: Taylor Bateman, Community Development Director
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Amend agreement between the City of Scotts Valley and Kimley-Horn & Associates, Inc. for preparation of the 6th Cycle Housing Element Update**

SUMMARY OF ISSUE

On October 5, 2022, the City Council approved an agreement with Kimley-Horn and Associates, Inc. for planning related services for the 6th Cycle Housing Element Update. The existing agreement included a total cost of \$267,183. The original professional services agreement and proposal from Kimley-Horn and Associates, Inc. can be found in Attachment 1.

Since the approval of the agreement, the original scope of work has changed for the following reasons:

- Additional drafts of the Housing Element were required to respond to the California Department of Housing and Community Development (HCD) comments; and
- Associated coordination meetings between City staff, Kimley-Horn, and HCD

As City staff continues to coordinate with Kimley-Horn and HCD on certification of the City's 6th Cycle Housing Element, an amendment is required to revise the original scope of work to include the changes listed above and any necessary revisions required to obtain certification.

FISCAL IMPACT

The cost of the additional work is \$19,028.42. Approximately half of the original contract was funded with grants and the remaining amendment amount will be funded through the General Fund.

STAFF RECOMMENDATION

Staff recommends the City Council authorize the City Manager to execute the contract amendment, in a form approved by the City Attorney, with Kimley-Horn and Associates, Inc.

TABLE OF CONTENTS

1. Original Contract (approved October 5, 2022)
2. Contract Amendment (dated February 15, 2024)

AGREEMENT FOR PROFESSIONAL SERVICES

6th Cycle Housing Element Update

This Agreement for Professional Services ("Agreement") is made and entered into as of October 5, 2022, by and between the City of Scotts Valley, a municipal corporation, hereinafter referred to as "CITY", and Kimley-Horn and Associates, Inc. hereinafter referred to as "CONSULTANT".

RECITALS

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

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

AGREEMENT

- 1. **Employment of CONSULTANT:** CITY agrees to, and hereby does, retain and employ CONSULTANT to perform the professional services as outlined in the Scope of Work attached hereto and incorporated herein as Exhibit "A". CONSULTANT'S work product shall be performed pursuant to generally accepted standards of practice in effect at the time of performance.
- 2. **Responsible Personnel:** CITY has relied upon the professional training and ability of CONSULTANT to perform the services hereunder as a material inducement to enter into this Agreement. Primary personnel responsible for the completion of the work described in this Agreement shall be: Bill Wiseman, Project Director, whose address is 824 Bay Avenue, Capitola, CA 95010; telephone: 831-316-1430; Email: bill.wiseman@kimley-horn.com.
- 3. **Scope of Work:** CONSULTANT shall perform the services as specified in Exhibit A in a professional manner.

4. **Time of Performance:** The services of CONSULTANT are to commence upon execution of this Agreement and shall continue until all authorized work is approved by the CITY. All such work shall be completed no later than December 31, 2023. Time is of the essence in the performance of this Agreement. No waiver by either party hereto of the nonperformance or any breach of any term, provision, or condition of this Agreement, or any default hereunder shall be considered to be or operate as a waiver of any subsequent nonperformance, breach or default. Consultant shall not have liability for any delays, expenses, losses, damages or be deemed in breach which are caused by any factor outside of its reasonable control, including but not limited to natural disasters, epidemics, pandemics, quarantine restrictions, adverse weather, or acts of the City, third parties, or governmental agencies, however, Consultant agrees to assign additional staff in response to any factor outside its reasonable control if necessary and able to comply with the terms of this Agreement.

5. **Compensation:** CONSULTANT shall accept compensation for services performed as set forth in Section 3 in an amount not to exceed \$267,183. Periodic payments to CONSULTANT shall be made upon submittal of invoices by CONSULTANT to CITY for review and approval by the City Manager. Invoices will be paid by CITY within sixty (60) days after the invoices are received and approved.

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

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

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

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

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

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

7. **Indemnity:** To the fullest extent permitted by law, and subject to California Civil Code §2782.8, CONSULTANT agrees to indemnify, including the cost to defend, CITY,

its elected and appointed officers, and employees, from and against any and all claims, demands, costs, or liability that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT and its employees or agents in the performance of services under this contract, but this indemnity does not apply to liability for damages arising from the sole negligence, active negligence, or willful acts of CITY; and does not apply to any passive negligence of the CITY unless caused at least in part by CONSULTANT. CITY agrees that in no event shall the cost to defend charged to CONSULTANT exceed CONSULTANT'S proportionate percentage of fault. However, if one or more defendant is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the CONSULTANT shall meet and confer with the other parties regarding unpaid defense costs and reallocate as allowed by law or statute. This duty to indemnify shall not be waived or modified by contractual agreement or acts of the parties.

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

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

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

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

All plans, studies, documents, charts, computations, and electronic files prepared by and for CONSULTANT, its officers, employees and agents and subcontractors in the

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

10. **Independent Contractor:** CONTRACTOR is an independent contractor retained by CITY to perform the work described herein. ALL personnel employed by CONSULTANT are not and shall not be deemed to be employees of CITY. CONSULTANT shall obtain no rights to retirement benefits or other benefits that accrue to CITY'S employees, and CONSULTANT hereby expressly waives any claim it may have to such rights. CONSULTANT shall comply with all state and federal laws pertaining to employment and compensation of its employees and its agents, including the provision of Workers' Compensation.

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

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

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

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

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

16. **Entire Agreement:** This Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements or understandings. Whether oral or written, between or among the parties relating to the subject matter of this Agreement which are not fully expressed herein. The drafting and negotiation of this Agreement have been participated in by each of the parties and/or their counsel, and for all purposes this Agreement shall be deemed to have been drafted jointly by all parties.

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

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

WITNESS WHEREOF this Agreement is executed by CITY and by CONSULTANT on this 5th day of October, 2022, at Scotts Valley, California.

CONSULTANT:
KIMLEY-HORN AND ASSOCIATES, INC.

CITY:
CITY OF SCOTTS VALLEY

DocuSigned by:

3DA2F372152341F...
By: Frederik Venter, Sr. Vice President

DocuSigned by:

2B09397A0219400...
Mali LaGoe, City Manager

APPROVED AS TO FORM:

ATTEST:

DocuSigned by:

55EA31743C8D45B...
Kirsten M. Powell, City Attorney

DocuSigned by:

00BDB2B26C07422...
Cathie Simonovich, City Clerk

EXHIBIT “A”

SCOPE OF WORK

4. Scope of Work

Kimley-Horn and Associates, Inc. (Kimley-Horn) has prepared this Scope of Work for the City of Scotts Valley (City) to prepare the City of Scotts Valley's 2024-2031 Housing Element Update (the project).

Task 1 – Project Initiation

Project Kick-Off Meeting

Kimley-Horn will participate in a kick-off meeting with City staff to discuss the update process, answer questions, provide data, and exchange other important procedural aspects of the Housing Element Update. The meeting will address the following:

- Review/Modify Scope of Work and Schedule
- Define Outreach Methodologies
- Data Sharing/Exchanging
- Meetings and Public Engagement

Project Schedule

Kimley-Horn will develop and maintain a project deliverables schedule outlining major milestones, meetings, work products, community outreach events, subcommittee meetings, and public hearings. The project team will review HCD's proposed timeline for the SJCOG region to ensure that the City of Scotts Valley is on schedule throughout the Housing Element Update process. The project deliverables schedule will include all tasks within the Scope of Work and accommodate anticipated City and agency review times.

Initial Presentations to Planning Commission and City Council (Optional Task)

Kimley-Horn will conduct an initial orientation meeting, either separately or jointly, with the Planning Commission and the City Council. This meeting(s) will provide an overview of project including the scope of work, schedule, and State housing regulations and requirements.

Document Review

Kimley Horn will review City plans and policy initiatives that will help inform a future housing vision for the City of Scotts Valley. Plans and topics include but are not limited to the following:

- City of Scotts Valley 5th Cycle Housing Element
- AMBAG Regional Housing Needs Assessment
- City of Scotts Valley General Plan and EIR (as updated)
- Other existing studies, as identified by City staff

Kimley-Horn will be responsible for identifying and resolving any information gaps using existing available data sources. Kimley-Horn anticipates a "turnkey approach" for data

collection to the greatest extent feasible and will only request information that is proprietary to the City to minimize the work effort by City staff.

Design and Build Capitola Housing Element Update Website (Optional Task)

Kimley-Horn will design and build a web-based digital engagement platform that will be used as the central community/stakeholder portal for the project. A draft prototype will be reviewed with City staff to confirm and refine the organizational structure (i.e., site map), system functionality, administrative access, etc.

Deliverables:

- Kick-Off Meeting Agenda
- Kick-Off Meeting Minutes
- Project Schedule (updated as needed)
- Project Website (optional task)

Task 2 – Analyze Regional Housing Needs Assessment (RHNA)

Community Housing Survey #1 – Values and Priorities (Optional Task)

Kimley-Horn will create a web-based community survey to identify and evaluate community values and priorities for potential housing, housing goals, policies, and programs.

The community housing survey will provide tangible data that can be incorporated into the Housing Element to better understand community and stakeholder interests, help determine land use alternatives, and document the City’s outreach efforts to HCD. Results of the survey will be incorporated into a draft and final baseline report. It will include chart and tables that quantify the survey results, a summary of key findings, and an appendix of all response comments.

Community Workshop #1 – Introduction and Policy Considerations

Kimley-Horn will facilitate the first community workshop to discuss the Housing Element update process. Kimley-Horn will prepare and deliver a PowerPoint presentation, informational handouts, visual aids, and other materials. Participants will identify challenges, issues, and opportunities for the Housing Element.

The meeting will introduce participants to the RHNA process, Housing Element requirements, legislative requirements and engage in the identification of policy considerations. A summary presentation of the results of the Community Housing Survey #1 – Values and Priorities will be provided highlighting survey findings and common themes, as well as the site inventory as provided by 21 Element, and refined in coordination with City staff.

Current Housing Element Assessment

As required by State law, Kimley-Horn will review and evaluate the City of Scotts Valley’s current Housing Element and its programs. This task will include a review of the

appropriateness of the housing goals, objectives, and policies in contributing to the attainment of the stated housing goal; the effectiveness of the Housing Element in attaining community housing goals and objectives; and the City's progress in implementing the Housing Element. The assessment will include the following information:

- Evaluate the status, effectiveness, and appropriateness of the current housing policy programs and identify any barriers to implementation
- Compare identified goals from the adopted Housing Element to actual accomplishments during the plan period
- Evaluate the existing Housing Element in relation to current State housing laws and identify any omissions or deficiencies

Housing Needs, Constraints, and Resources Baseline Review

Kimley-Horn will assess housing needs, constraints, and resources. A population and housing profile will be conducted that analyzes population and household characteristics, special housing needs populations, and units at risk of converting to market rate units as required by new state law. Housing constraints will identify non-governmental, governmental, and environmental constraints that may have an effect on the future development of housing at all income levels. Housing resources such as availability of vacant land, zoning to accommodate RHNA growth needs, and capacities of available sites will be analyzed. Funding and financing resources available to address housing needs will be identified. New requirements pursuant to Affirmatively Furthering Fair Housing will be included.

Opportunities for energy conservation will also be analyzed as well as an in-depth analysis of fair housing issues, including new analysis required to comply with new statutory requirements to Affirmatively Further Fair Housing.

As required by new housing law, particularly **AB 1397**, and the City's RHNA allocation, the adequate sites analysis will be much more in-depth and detailed, particularly for site suitability for very-low and low-income RHNA categories.

Deliverables:

- Housing Element Data Resources Matrix
- Current Housing Element Assessment
- Draft and Final Housing Needs, Constraints, and Resources Baseline Review
- Adequate Sites Analysis Summary
- GIS Based Inventory of Sites
- Data Tables, Maps, and Relevant Text
- Community Workshop #1 Presentation and Handouts

Task 3 – Land Use Strategies – Prototype and Testing

This phase will utilize the analysis from the Baseline Review, the Community Housing Survey #1 (optional task), and the Priority & Value Statement to develop up to three land use strategies that meet RHNA requirements. These land use strategies and policies will then be reviewed with the community and as part of a joint PC/CC study session.

Initial Land Use Strategies

Kimley-Horn will prepare up to three land use strategies that highlight different methods of achieving community values, including a qualitative and quantitative ranking of their consistency with these values. Tables, graphs, and figures will be used to visually understand each land use strategy including the total units achieved (by type) and the zoning and General Plan land use changes required.

Housing Policy Plan

As required by State law and taking into consideration the land use strategies described above, Kimley-Horn will develop a Draft Housing Policy Plan that constitutes the policy component of the Housing Element. Existing relevant policies will be supplemented by new policies and programs that address new Housing Element Law. Strategies will clearly indicate their relationship with the community values, total number of units, and criteria.

The Housing Policy Plan will identify policies and programs to address State law requirements regarding: 1) Conservation and Improvement, 2) Availability and Production, 3) Affordability, Removal of Constraints, and 4) Equal Housing Opportunity. Policies and programs will be supplemented by Quantified Objectives by income category.

Testing and Refinement

Community Workshop #2 – Land Use Strategies and Housing Policies

Results of the alternative land use strategies and initial draft housing policy plan will be compiled into a Land Use Strategies and Policy Report. A PowerPoint presentation summarizing this report will be presented at a second community workshop. Kimley-Horn will prepare a draft and final PowerPoint for review by City staff prior to the meeting.

Planning Commission/City Council Study Session

Kimley-Horn will prepare for and help facilitate a joint Planning Commission / City Council study session to review preliminary Land Use Strategies and Policy Report and associated comments received from the public. Kimley-Horn will prepare a draft and final PowerPoint for review by City staff prior to the meeting.

Draft Preferred Sites Accommodation Strategy

Based on feedback received from the community and the study session, Kimley-Horn will prepare a draft preferred sites accommodation strategy for review and comment by City staff.

Once complete, it this will constitute the project description for preparing the Housing Element and the environmental review.

This preferred strategy will include draft policies and programs,. It is understood that due to the iterative nature of this process, additional revisions will likely occur in response to further community feedback, HCD comments and environmental review.

Deliverables:

- Preliminary Draft Land Use Strategies for review with City staff
- Preliminary Draft Housing Policy Plan and for review with City staff
- Draft and Final Land Use Strategies and Policy Report
- Presentation for study session with the Planning Commission and City Council
- Draft Preferred Land Use Strategy

Task 4 –General Plan Consistency Amendments

A number of additional General Plan amendments may be necessary to ensure internal consistency of the General Plan and statutorily required implementation through code amendments. These may include revisions to the Land Use Element, Land Use Map Municipal Code amendments (rezones), and Safety Element as appropriate.

Because the level of effort required to make these General Plan amendments is currently unknown, a preliminary number of hours and budget estimate is shown on the attached budget. Based on the level of revisions required, this estimate may be subject to change pending project progression and discussions with City staff.

This scope of work assumes that revisions to the General Plan Circulation Element will not be required.

Land Use Element Revisions

Pursuant to various new statutes, including AB 1397, adequate sites requirements will require an in-depth analysis of adequate sites. If sites are not available to accommodate expected RHNA growth in the planning period, the City must provide a rezoning program to address unaccommodated need. As zoning must be consistent with the General Plan, similar updates to the General Plan land use designations will be required.

The Land Use Element Update will primarily rely on the necessary updates to the Housing Element to accommodate RHNA growth needs. Updates may include changes to the Land Use Element including new land use designations, revised descriptions of the purpose and intent of existing land use designations and additional land use considerations.

This element will describe the City's planning boundaries, including any revisions to the General Plan Land Use, Sphere of Influence, service area boundaries, and establish a strategy for growth

that reflects the community's vision and supports the Housing Element. Revisions to land use policy and land use designations will be based on these considerations.

Safety Element Revisions

Pursuant to newly adopted statutes, the General Plan Safety Element will be updated to address increased risks due to the effects of climate change, the risk of fire for land classified as state responsibility areas, and land classified as very high fire hazard severity zones. The review shall also address fire hazards, generally, to describe goals, policies, and objectives that protect the community from the unreasonable risk of wildfire. The effort will require coordination with CalFire and one community meeting.

Prior to the adoption of any amendments to the Safety Element, the Element will be sent (by City staff) for review and comment by a variety of local and state agencies, including the State Board of Forestry and Fire Protection, Department of Conservation, and local agencies that provide fire protection to territories in the City. To be approved by CalFire, the updated Safety Element must meet the requirements of the Board of Forestry's latest "General Plan Safety Element Assessment", including but not limited to Fire Hazard Severity Zone maps, information on historical wildfires, the location and distribution of existing and planned uses of land in very high fire hazard severity zones (VHFHSZs), and the local, state, and federal agencies with responsibility for fire protection. Depending on the agency. These reviews may require up to 90 days prior to any adoption by the City Council.

Deliverables:

- General Plan Consistency Memo that identifies sections of the City's current General Plan requiring update including revised/added text, tables, maps, and figures

Task 5 – CEQA Compliance

Kimley-Horn will prepare an Initial Study for the Housing Element concurrently with the Housing Element update process. Our approach assumes that no substantial land use changes will be proposed in the updated Housing Element; the sites inventory will identify capacity consistent with the General Plan land use policies and build-out projections.

To the extent possible, we will draw conclusions from prior environmental documentation conducted for the General Plan and Housing Element update completed within the last few years and any Specific Plans or other planning documents that address housing.

Kimley-Horn assumes adoption of an Initial Study (IS)/Mitigated Negative Declaration (MND). The IS/MND will include a project description, location, environmental checklist, analysis of potential environmental effects, methods for mitigating significant effects, and an analysis of consistency with existing plans and land use controls. This scope of work assumes that no technical studies will be required and that the Initial Study will rely on policy language to demonstrate less than significant impacts.

Kimley-Horn anticipates two review cycles of the Screencheck/draft IS/MND, with an approximate two weeks for staff review. Once City staff has reviewed and commented on the Screencheck Drafts, Kimley-Horn will modify as directed.

This scope of work assumes that the City will prepare the Notice of Determination (NOD) following the adoption of the Housing Element by the City Council. This includes preparing the necessary mailings, and circulation of environmental documentation and payment of all required fees.

Deliverables:

- Notice of Preparation
- Administrative Draft Initial Study/Negative Declaration
- Screencheck Draft Initial Study/Negative Declaration
- Public Review Draft Initial Study/Negative Declaration (electronic suitable for City website posting)

Task 6 – Draft Housing Element

Kimley-Horn will prepare an internal Administrative Draft, Public Review Draft, and Draft Final Housing Element.

Administrative Draft Housing Element

Kimley-Horn will prepare and submit an Administrative Draft Housing Element to the City for review. The Administrative Draft will be a complete draft and include all required components of a Housing Element, as described in prior tasks, and will include all tables, maps, and graphics. It is assumed the City will provide one set of consolidated comments on this Administrative Draft.

Public Review Draft

Kimley-Horn will prepare a Public Review Draft Housing Element based on consolidated City comments on the Administrative Draft. Kimley-Horn will address any identified issues and make necessary revisions prior to formal submittal to HCD.

HCD Submittal Draft

Once the Public Review Draft Housing Element is complete, it will be submitted to HCD for an initial 60-day review. Kimley-Horn will prepare a transmittal letter and Completeness Review Checklist detailing how the Public Review Draft Housing Element meets state law requirements. It is assumed the City will sign the transmittal letter and transmit to HCD for review.

Response to Comments

Kimley-Horn will prepare appropriate responses to applicable public and agency comments (including HCD) on the Public Review Draft Housing Element. Based on new requirements, third

party interest, and the general nature of the topic, the City should be prepared to receive considerably more comments from the public and other stakeholders during the sixth cycle.

Final Housing Element

Following one round of review by HCD, Kimley-Horn will revise the HCD submitted Public Review Draft Housing Element. This Final Draft Housing Element will be presented at public hearings before the Planning Commission and City Council.

Deliverables:

- Administrative Draft Housing Element (3 hardcopies + electronic)
- Public Review Draft Housing Element (12 hardcopies + electronic)
- HCD Streamline Review Checklist
- Final Review Draft Housing Element (12 hardcopies + electronic)

Task 7 – Plan Adoption

Public Hearings

Kimley-Horn assumes participation at one public hearing before the Planning Commission and one public hearing before the City Council. Kimley-Horn will prepare and present a PowerPoint presentation, assist in drafting staff report language, and respond to questions at each of the public hearings.

Deliverables:

- Electronic copies (in PDF format) of draft presentations for Public Hearings

Final Housing Element/HCD Certification

Based on the City Council direction, Kimley-Horn will make final revisions and prepare a Final Housing Element for transmittal to HCD for final certification. Kimley-Horn will maintain ongoing communication with the State until the Final Housing Element is officially deemed certified.

Task 8 – Meetings and Project Management

This task assumes attendance by Kimley-Horn staff at the following virtual and in-person (hybrid) meetings:

- Project Kick-off Meeting (1)
- Project Team Coordination Meetings (4)
- Project Team Conference Calls (4)
- Community Meetings (2)
- Draft Housing Element Community Meeting (1)

- Adoption Public Hearings (2)

This scope of work assumes that Kimley-Horn's role at the public meetings will be to provide support to the City in answering questions and providing general guidance and recommendations, Kimley-Horn will not be responsible for providing presentation materials, Attendance at public meetings/hearings assumes preparation of one PowerPoint presentation.

Project Management

In addition to the research, analysis, communications, and report writing tasks described above, Kimley-Horn will perform a project management duties to ensure that the Housing Element update and Subsequent EIR meets the Client's standards of quality, and that it is delivered on time and within budget, These duties will include team supervision and coordination, oral and written communications with City staff, project accounting, and quality assurance review by Kimley-Horn and the technical editor for all deliverable products.

Budget and Schedule

A draft budget is attached separately. All work will be performed on a not-to-exceed price and is valid for a period of 90-days from the date of this proposal.

Kimley-Horn is committed to working with City staff to refine both to tailor the project that best suits your needs and objectives. We anticipate that this scope of work, budget, and schedule will be refined based on further discussions.

A project schedule is shown below illustrating Final House Element adoption by Capitola City Council and HCD Certification by the required December 2023 deadline.

Project Assumptions

In addition to any assumptions noted above, the scope and associated costs are based on the following assumptions:

General

1. The cost estimate includes meetings described in this scope of work. Invoices to the Client will be based on actual hours billed per task and not percent complete.
2. The Client will provide Kimley-Horn will all technical materials, maps, project plans, GIS data, etc. as they become available. This scope of work assumes that all project plans and supporting technical studies to be prepared outside of this scope of work will be provided prior to preparation of any project deliverables and that no further modification to the data will be required.
3. No new technical analysis or preparation of technical reports will be required, other than those identified in this scope of work.
4. All technical studies provided to Kimley-Horn are assumed to be technically accurate and not require peer review by a technical expert. Unless specifically stated otherwise,

- Kimley-Horn's review of these technical studies will be limited to an assessment of their completeness necessary to prepare the work products identified in this scope of work.
5. Deliverables will be submitted to the Client in electronic (PDF) format and source files as identified in this scope of work.
 6. Client will act as a clearinghouse for comments on all administrative draft documents and will provide Kimley-Horn with a single, internally reconciled set of comments for each submitted draft document.
 7. There will be a single round of review and revision to all draft document deliverables. If Client feels that additional reviews are necessary, a contract amendment for additional work may be necessary, depending on the nature and circumstances associated with the additional changes (e.g. changes to the project description, additional technical analysis required, etc.). These changes can be characterized as being outside of the control or knowledge of Kimley-Horn and would not be considered reasonable from the standpoint of professional standards of service and appropriate due diligence.
 8. Revisions to screencheck documents will focus on typographical errors, formatting issues, and other minor edits. Such revisions will not include substantive content changes from the Client. Edits other than typographical and formatting may require discussion.
 9. The Client will be responsible for the preparation and distribution of all public notices and publications (e.g., web, newspaper) unless otherwise noted in this scope of work.
 10. The project budget is based on completion of work within an agreed upon schedule. If substantial delay occurs, an amendment of the budget may be warranted to accommodate additional project management time and other costs. Substantial delay is normally defined as 90 calendar days or more.
 11. The Client will be responsible for meeting logistics, including schedule coordination, public outreach, document production, printing notices, mailing costs, room reservations, room set-up and take-down, and refreshments.
 12. If applicable, the Client will be responsible for identifying and communicating with all stakeholders including on-going scheduling and coordination and distribution of all materials.
 13. Project schedule assumes timely review by the Client (no more than 15 working days) for all product deliverables. Outside review by the applicant or their representative(s) or Client designee; including legal review separate from Client staff, shall result in a modification to the project schedule.
 14. Kimley-Horn retains the right to make modifications to this scope of work based on changes to the project, change in regulatory requirements, or other factors outside of Kimley-Horn's control, and reasonably deemed acceptable by the Client.
 15. Kimley-Horn retains the right to transfer budget allocations between tasks to support completion of the work products, as needed, as long as the total budget is not exceeded. Shifts in task budget allocation will be at the discretion of Kimley-Horn's Project Manager.

CEQA Documents

16. The project schedule assumes that all architectural and engineering plans, as well as any technical studies required to prepare the project description will be provided to the Consultant within 30 calendar days of the execution of contract. A list of information needs will be provided at the project kick-off meeting and refinements to the list submitted within two weeks, based on review of received information. Furthermore, Kimley-Horn assumes that all technical studies required by the project applicant to address the respective environmental resource section(s) are provided at least two (2) months prior to release of the Public Review Draft EIR and that no further modifications, refinements or additions to the information will be required. Failure to meet these deliverables on the part of the applicant, and/or their consultants may result in a delay to the project schedule.
17. Because the extent of public and agency comments received on CEQA documents (e.g. Draft EIR) is unknown, the proposed budget includes a preliminary budget estimate of time to respond to comments. Kimley-Horn will consult with the Client after the evaluation of the comments to determine if the preliminary budget estimate is sufficient.
18. Once the project description, baseline and alternatives are approved by the Client for analysis in the CEQA document, it is assumed that they will not change significantly thereafter. If changes requiring revisions to the CEQA document occur, an amendment of the budget may be warranted.
19. The project applicant will provide various technical reports (as noted) that will be used as supporting background information. This scope of work assumes that these reports will be sufficient in their accuracy and comprehensive in their level of detail sufficient for preparing the CEQA analysis. Kimley-Horn, and our sub-consultants (where applicable), will review the first draft of these documents. Should it be found that the information presented is not adequate (at the discretion of Kimley-Horn and the Client), and that additional substantive revisions are required, Kimley-Horn reserves the right to request additional compensation on a time and materials basis, per prior approval by the Client.
20. The CEQA statutes or guidelines may change during the course of this project, or legal decisions can alter the extent of the analysis needed. If amendments or decisions redoing work already performed or substantially increasing effort, a contract amendment may be warranted.

Kimley»Horn
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TASK	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	2023															
1. Project Initiation																
Kick-off Meeting																
Project Schedule																
Document Review																
2. Analyze Regional Housing Needs Assessment																
Community Workshop #1 - Introduction and Policy Considerations																
Current Housing Element Assessment																
3. LU Strategies - Prototype and Testing																
Initial Land Use Strategies																
Housing Policy Plan																
Testing and Refinement																
Community Workshop #2 - Land Use Strategies and Housing Policies																
PC / CC Study Session																
Draft Preferred Land Use Strategy																
4. Other General Plan Amendments																
Code Amendments - Rezones																
Land Use and Safety Element Revisions																
5. CEQA Compliance																
Administrative Draft Initial Study																
Public Review Draft Initial Study																
6. Draft Housing Element																
Administrative Draft Housing Element																
Public Review Draft																
Draft Housing Element Community Meeting																
HCD Submittal Draft																
Response to Comments																
Final Draft Housing Element																
General Plan Consistency Amendments																
7. Plan Adoption																
Adoption Public Hearings (2)																
Final Housing Element / HCD Certification																
Project Team Coordination Meetings (4)																
Project Team Conference Calls (10)																
				Kimley-Horn / City Staff												
				Community Engagement / Public Meetings												
				Milestone												

**City of Scotts Valley Housing Element Update - 6th Cycle
Project Budget**

Labor	Total Hours	Total Cost
Task 1. Project Initiation		
Project Kick-off Meeting and Engagement (prep.)	8	\$2,160
Project Schedule	4	\$760
Document Review	8	\$1,520
		\$4,440
Task 2. Analyze Regional Housing Needs Assessment		
Community Workshop #1 - Introduction and Policy Considerations (prep.)	14	\$2,820
Current Housing Element Assessment	52	\$9,560
Housing Needs, Constraints, and Resources Baseline Review	144	\$26,720
		\$39,100
Task 3. LU Strategies - Prototype and Testing		
Initial Land Use Strategies	34	\$7,420
Housing Policy Plan	72	\$15,600
Community Workshop #2 – Land Use Strategies and Housing Policies (prep.)	10	\$2,060
Draft Preferred Land Use Strategy	24	\$4,880
		\$29,960
Task 4. Other General Plan Amendments		
Land Use Element Revisions	24	\$4,880
Safety Element Revisions	52	\$11,160
		\$16,040
Task 5. CEQA Compliance		
Notice of Preparation	6	\$1,600
Administrative Draft Initial Study	56	\$11,600
Public Review Draft Initial Study	14	\$3,250
Mitigation Monitoring Program	2	\$350
Figures/Graphics/QA-QC	20	\$3,960
		\$20,760
Task 6. Draft Housing Element		
Administrative Draft Housing Element	74	\$13,380
Public Review Draft	25	\$4,890
HCD Submittal Draft	13	\$2,610
Response to Comments	15	\$2,990
Final Draft Housing Element	16	\$3,240
		\$27,110
Task 7. Plan Adoption		
Public Hearings (2) (prep.)	6	\$1,460
Final Housing Element / HCD Certification	16	\$3,000
		\$4,460
Task 8. Meetings and Project Management		
Project Kick-off Meeting (1)	4	\$1,080
Project Team Coordination Meetings (4)	16	\$4,320
Project Team Conference Calls (10)	26	\$6,540
Community Workshops / Meetings (2)	24	\$5,360
Stakeholder Focus Group Meeting	4	\$1,400
Joint PC/CC Study Session (1)	16	\$4,320
Adoption Public Hearings (2)	8	\$2,800
Ongoing Project Management	48	\$12,960
		\$38,780
Labor Total		\$180,650
Expenses		
Direct Expenses Allocation (5% of labor)		\$9,033
Indirect Expenses (e.g. travel and accommodation)		\$2,500
Total Budget		\$192,183
Optional Tasks (Costs to Be determined based on Client preference)		
Housing Element EIR		\$75,000
Total with Optional Costs		\$267,183

**AMENDMENT NUMBER 1
TO THE AGREEMENT BETWEEN**

**CITY OF SCOTTS VALLEY
AND
KIMLEY-HORN AND ASSOCIATES, INC.**

This Amendment #1, dated February 15, 2024, is to the agreement between the City of Scotts Valley, ("Client") and Kimley-Horn and Associates, Inc. ("Consultant") per the contract agreement dated October 5, 2022 ("the Agreement") concerning the City of Scotts Valley Housing Element Update ("Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

Therefore, it is mutually agreed that the Agreement is amended to include Additional Services to be performed by Consultant and provisions for additional compensation by the Client to the Consultant, all as set forth in Exhibit A hereto. The parties ratify the terms and conditions of the Agreement not inconsistent with this Amendment, all of which are incorporated by reference.

CLIENT:

CITY OF SCOTTS VALLEY

CONSULTANT:

KIMLEY-HORN AND ASSOCIATES, INC.



By: _____

Title: _____

Date: _____

By: Ines Galmiche, AICP

Title: Project Manager

Date: February 15, 2024

By:

Title:

Date:

This amendment modifies the existing Agreement to cover completed out-of-scope work and add additional services to be performed by Kimley-Horn and in accordance with the terms of the original Agreement.

CONTRACT STATUS

The original scope, as listed below, was exceeded due to the following:

- The original scope of work assumed one round of comments from the State Department of Housing and Community Development (“HCD”) on the Project and preparation of a final Housing Element. The first Draft Scotts Valley Housing Element was submitted to HCD in July 2023. City staff and the Consultant are currently working on the fourth round of review with HCD.
- Associated with the additional submittals to HCD, there have been additional coordination meetings both with City staff as well as City staff and HCD.
- Our original scope of work two Adoption Public Hearings. To date, the Consultants have prepared for and attended five public hearings and one additional meeting with the City Council may be required.

As a result of this additional effort, the current contract has been exceeded by \$6,028.42, as shown below.

Contract Status (As of February 9, 2024)			
	Budget Amount	Charges Accrued	Variance
Contract Total	\$267,183.00	\$273,211.42	(\$6,028.42)

CHANGE ORDER REQUEST

Support by City staff and Consultant with HCD is ongoing, which will result in additional internal and external meetings, plus additional production time. No additional public meetings are anticipated as of February 15, 2024.

A contract amendment is requested to accommodate for: 1) The exceeded budget detailed above, and 2) Continued coordination meetings with City staff and HCD as part of the Project certification.

This Amendment #1 includes the following tasks:

1. Up to 10 hours of meeting time between Client, Consultant, and HCD.
2. Completion of a Mid-HCD Review Draft.
3. Completion of a final, certified, and adopted Housing Element.
4. Contingency of \$5,000 – to be used, if necessary, per City approval.

This Amendment assumes HCD certification by the April 13, 2024, deadline.

The change in fee described in the current executed Agreement shall be amended as follows:

Change Order Request		
Current Contract Variance		\$6,028.42
Remaining Tasks	Hours	Cost
1. Meetings with City Staff and with HCD	10	\$2,000
2. Mid-Review Draft HE	20	\$4,000
3. Final (Certified) HE	10	\$2,000
Total		\$8,000
Contingency (optional)		\$5,000
Amendment Request		\$19,028.42
Direct Expense Allocation (5%)		\$951.42
Total Amendment Request		\$19,979.84

DATE: February 21, 2024

TO: Scotts Valley City Council

FROM: Sarah Christensen, P.E., Senior Civil Engineer, Santa Cruz
County Regional Transportation Commission

RE: Zero Emission Passenger Rail and Trail Project Preliminary
Purpose and Need

RECOMMENDATIONS

Scotts Valley City Council receive a presentation from Santa Cruz County Regional Transportation Commission (Commission) staff and provide input on the Preliminary Purpose and Need for the Zero Emission Passenger Rail and Trail Project.

BACKGROUND

In 2012, the Commission acquired the Santa Cruz Branch Rail Line (Branch Line), which provides a unique opportunity for Santa Cruz County to have a dedicated transportation facility connecting the county's two largest cities, Watsonville and Santa Cruz, and the communities in between. Subsequently, several planning studies evaluated public transportation investment options for Santa Cruz County, including the Monterey Bay Sanctuary Scenic Trail Network Master Plan, the Rail Transit Feasibility Study, the Unified Corridor Investment Study, and the Transit Corridor Alternatives Analysis. These culminated in a preferred scenario comprising high-capacity zero emission passenger rail with a multi-use bicycle and pedestrian trail (Coastal Rail Trail) along the Branch Line. Seventeen miles of Coastal Rail Trail projects have been constructed or are under development as separate projects.

In 2022, the Commission solicited proposals from qualified and experienced professional consultants to develop the project concept and subsequently the environmental documentation for the proposed passenger rail transit and coastal rail trail project. The project scope includes zero emission passenger rail along the Branch Line between Pajaro and Santa Cruz, and the remaining segments of the Coastal Rail Trail including between Rio del Mar and Pajaro (Segments 13 through 20), and the Capitola Trestle (Segment 11 Phase 2).

The Commission awarded a Professional Engineering Services Agreement to HDR Engineering, Inc. in 2023 to complete the Project Concept Report.

DISCUSSION

The first milestone for the Project includes seeking input on the Project Preliminary Purpose and Need Statement. The Preliminary Purpose and Need Statement identifies and documents the needs and constraints, which drive the development of transportation improvements in the Project study area, as well as the Project purpose, which guides the development of the conceptual alternatives analysis and ultimately the project concept options that are further evaluated in subsequent Project tasks.

On January 11, the Project Development Team, consisting of the consultant team and staff from the Cities of Watsonville, Capitola, and Santa Cruz, County of Santa Cruz, Transportation Agency for Monterey County, Santa Cruz Metropolitan Transit District and RTC, recommended the Preliminary Purpose and Need Statement ([Attachment 1](#)) for community input.

Public engagement providing project information and soliciting input on the Preliminary Purpose and Need is ongoing from February 1 to March 4 and includes Project public open house as well as presentations to Commission committees, partner agencies and stakeholders. The Project's virtual, web-based open house kicked off on February 5 at www.zeprt.com and will be live through the duration of this public engagement milestone. In-person public open houses were held last week in both Watsonville and Santa Cruz. The Project Open House Flyer ([Attachment 2](#)) and the Project Fact Sheet ([Attachment 3](#)) provide more information on the Project and on current engagement opportunities.

NEXT STEPS

Input from Scotts Valley City Council on the Project Purpose and Need Statement will, together with other input received, guide the development of the project concept as the first milestone for the project. The project team will develop initial draft conceptual alignments and seek community input scheduled for the summer of 2024 as milestone 2, followed by the refined conceptual alignments, station locations, and facilities in the fall of 2024 as milestone 3. The Project Concept Report is milestone 4 and is expected to be completed in early 2025.

SUMMARY

Staff from the Santa Cruz County Regional Transportation Commission provided a presentation to the Scotts Valley City Council on the Zero Emission Passenger Rail and Trail Project Preliminary Purpose and Need Statement recommended by the Project Development Team, and input was solicited.

ATTACHMENTS

1. Preliminary Purpose and Need Statement
2. Project Open House Flyer
3. Project Fact Sheet

Santa Cruz County Regional Transportation Commission

Zero-Emission Passenger Rail & Trail Project Preliminary Purpose and Need Statement

ZERO EMISSION PASSENGER RAIL AND TRAIL



Background

The Santa Cruz Branch Rail Line (SCBRL) is a continuous transportation corridor that spans approximately 32 miles of Santa Cruz County from the community of Pajaro in northern Monterey County to Davenport on the north coast. The study area includes 22 miles of the SCBRL Right-of-Way (ROW) from Pajaro to Natural Bridges Drive on the west side of Santa Cruz, and runs parallel to the often-congested Highway 1 while connecting to regional and state rail lines in Pajaro in Monterey County.

In 2012, the Santa Cruz County Regional Transportation Commission (RTC) acquired the rail line, which has been a transportation corridor since the mid-1870s, bringing it into public ownership. RTC has an administration, coordination and licensing agreement with a short line rail operator that provides freight service along the SCBRL.

In 2015, RTC completed the Rail Transit Feasibility Study, which included a broad technical analysis of several public transportation service scenarios (developed based on input from the public), ridership projections, capital and operating cost estimates, review of vehicle technologies, and evaluation of funding options. Service scenarios were evaluated against multiple goals and objectives identified by the community, and compared to other rail transit systems in the nation. The report also discussed integration with other rail corridor uses, connectivity to bus and other rail services, and identified feasible options for further analysis, environmental clearance, engineering, and construction.

In 2021, the Transit Corridor Alternatives Analysis & Rail Network Integration Study (TCAA/RNIS) evaluated the feasibility of rail transit service on the SCBRL. The TCAA/RNIS established the planning-level data-driven basis for the project's Purpose and Need supported by feedback from collaboration with multiple agencies, elected officials, and public input. The TCAA/RNIS analyzed various transit alternatives leading to the identification of a locally-preferred alternative being Electric Passenger Rail that provides the greatest benefit to Santa Cruz County residents, businesses and visitors in terms of the triple bottom line goals of improving economy, equity, and the environment. The Purpose and Need statement identified below was developed using the information derived from the TCAA/RNIS.

The Monterey Bay Sanctuary Scenic Trail Network (MBSST) is a proposed 50-mile bicycle and pedestrian pathway along the coast of Santa Cruz County, from the San Mateo County line in the north to the Monterey County line at Pajaro. The MBSST merges plans for a bicycle/pedestrian trail along the rail line – including coastal alignments and neighborhood spurs – into a connected network that will overlap and converge to provide safe and

convenient travel choices. The Trail Network system's "spine" is intended to be the continuous Coastal Rail Trail, a bicycle and pedestrian trail largely within the 32-mile SCBRL ROW, adjacent to train tracks. The Trail Network will connect to other modes of transportation, like bus and rail. Some of the segments of the Coastal Rail Trail have been completed, while others are either under construction, in environmental review, or in planning.

Project Needs

The current state of Santa Cruz County's transportation infrastructure is strained and unable to effectively serve the community. The existing transportation network is an impediment to a stronger local economy, improved environmental and public health, improved equity and a better quality of life.

- **Diverse Transportation Needs not Fully Met and Slow Transit Travel Times.** Commuters, youth, seniors, low-income individuals, people with disabilities, businesses, and visitors have a diverse set of transportation needs which are not being fully met by the current transportation system. Many local residents cannot drive, or do not have the income needed to own a vehicle, and are dependent on transit service which at present is infrequent with slow service times.
- **Deficiencies in Roadway Travel and Insufficient Alternative Travel Options.** Local roads and highways are increasingly congested while the County population continues to grow which results in ever increasing roadway travel times, increasing economic losses due to time spent in traffic, and increased on-road vehicle emissions. Due to roadway congestion, on-road transit service times are lengthy, which makes transit less attractive to those with personal vehicles. The SCBRL corridor provides a critical link as an alternative to congested roadways between Watsonville and Santa Cruz.
- **VMT Reduction Mandates.** State mandates require reductions in how much people drive and provision of expanded transit is needed to support reductions in VMT.
- **Greenhouse Gas (GHG) Emission Reduction Mandates.** The California Sustainable Communities and Climate Protection Act of 2008 (SB 375) requires the establishment of regional greenhouse gas emission targets, California Senate Bill 32 (2016) requires the reduction of greenhouse gas emissions by 40% below 1990 levels by 2030, and California Assembly Bill 1479 (2022) requires reaching carbon neutrality by 2045. The transportation sector is one of the largest contributors to GHG emissions accounting for approximately 40% of emissions statewide.
- **Bicycle and Pedestrian Linkages Missing and Safety Concerns.** Bicycle and pedestrian facilities do not provide continuous linkage between communities in Santa Cruz County. For example, the current system of bicycle and pedestrian facilities in

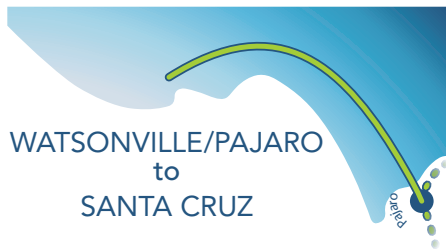
Santa Cruz County has gaps between Rio Del Mar and Pajaro. The SCBRL corridor provides a unique opportunity for continuous bicycle and pedestrian connectivity and user experience. Active transportation facilities are needed to support not only community connection but also community health. On-road bicycle and pedestrian facilities include safety risks due to traffic proximity.

Project Purpose

The project's fundamental purpose is to support and improve equitable multimodal transportation options in Santa Cruz County. Constituent elements of the project purpose include the following:

- Provide increased access to convenient, accessible, and reliable public travel options.
- Improve transit connections to community activity centers supporting the local economy and providing better access between housing and jobs.
- Integrate with plans for future land use.
- Reduce transit travel times and improve transit system reliability.
- Enhance bicycle and pedestrian connectivity and safety.
- Promote alternative transportation modes to increase overall transportation system capacity and reliability, improve health and reduce mortality.
- Provide a critical link between the cities of Watsonville and Santa Cruz and communities in between as an alternative to congested roadways.
- Reduce vehicle miles traveled and associated GHG emissions.

ZERO EMISSION PASSENGER RAIL AND TRAIL



Join us for an **Open House**

Learn about the **Zero Emission Passenger Rail and Trail Project** and provide input on the project's Preliminary Purpose and Need.

The project proposes new passenger rail service and stations on approximately 22 miles of the Santa Cruz Branch Rail Line and 12 miles of Coastal Rail Trail: Segments 13-20 as well as the Capitola Trestle reach (Segment 11, Phase 2).

IN-PERSON

Monday, Feb. 12

6 – 7:30 p.m.

Ramsay Park Family Center
1301 Main St., Watsonville

Tuesday, Feb. 13

6 – 7:30 p.m.

Live Oak Grange
1900 17th Ave., Santa Cruz

VIRTUAL

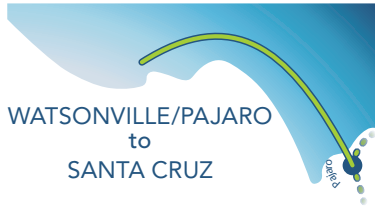
Beginning **Feb. 5** at
sccrtc.org/zeprt



or scan this **QR code**



ZERO EMISSION PASSENGER RAIL AND TRAIL



ZERO EMISSION PASSENGER RAIL AND TRAIL PROJECT

The Zero Emission Passenger Rail and Trail Project proposes a new high-capacity passenger rail service and stations on approximately 22 miles of the Santa Cruz Branch Rail Line (SCBRL) from the city of Santa Cruz in the north to Pajaro, just south of Watsonville. The project also proposes 12 miles of Coastal Rail Trail: Segments 13-20 from Rio del Mar Boulevard through the community of La Selva Beach and the city of Watsonville, as well as the Capitola Trestle reach (Segment 11, Phase 2).

The project aims to take advantage of the publicly owned rail right-of-way to provide passenger rail service to connect the most populated areas of Santa

Cruz County to each other and to the greater region as well as to provide integrated intercity travel options for riders on the Central Coast. Passengers will be able to bypass Highway 1 and local arterials that are highly congested, providing high-quality connections to key destinations within the county.

The project builds on studies previously completed by the Santa Cruz County Regional Transportation Commission (RTC), including the Rail Transit Feasibility Study in 2015 and the Transit Corridor Alternatives Analysis & Rail Network Integration Study in 2021, which identified a locally preferred alternative for Electric Passenger Rail.



In addition to the 22 miles of passenger rail service, the new rail trail segments would nearly complete the 32-mile Coastal Rail Trail providing a dedicated multi-use bicycle/pedestrian travel facility that serves the proposed passenger rail stations by developing 12 more miles of the trail that are not constructed or currently under development.

PROJECT SCHEDULE

In October 2023, RTC began work on the Project Concept Report. This report is anticipated to be completed in spring 2025 and will define, evaluate, and develop a project build concept to be advanced into subsequent tasks. Key milestones for this phase of work are listed to the right.

Throughout these activities, meaningful, proactive, and focused public and stakeholder outreach will occur, including several virtual and in-person public workshops and open house meetings.

Following completion of the Project Concept Report, the project will move into Preliminary Engineering and Environmental Documentation, and then through Right-of-Way and Final Design.

Project Concept Report – Milestones and Engagement Opportunities

WINTER 2024

- PRELIMINARY PURPOSE AND NEED STATEMENT
- PROJECT LOOK AHEAD

★ WE ARE HERE

SUMMER 2024

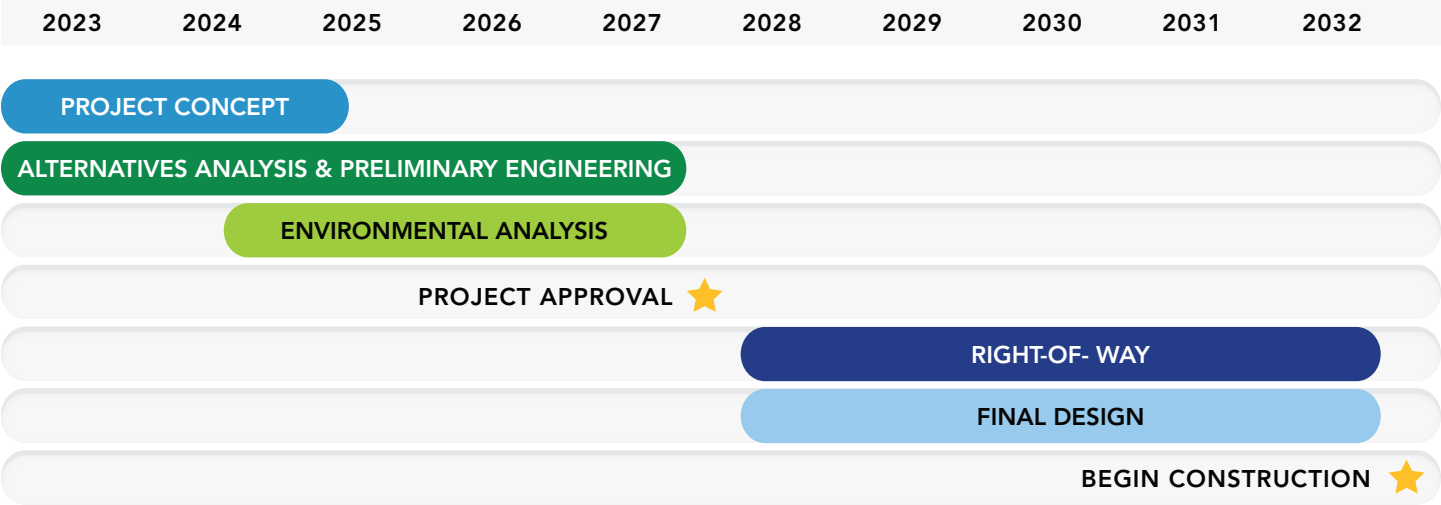
- CONCEPTUAL ALIGNMENTS
- ZERO EMISSION VEHICLE TYPES

FALL 2024

- REFINED CONCEPTUAL ALIGNMENT
- STATION/LAYOVER FACILITY AND MAINTENANCE LOCATIONS

WINTER 2025

- DRAFT PROJECT CONCEPT REPORT
- PRELIMINARY COST ESTIMATES
- NEXT STEPS FOR PROJECT DEVELOPMENT



STAY CONNECTED

The RTC and its project partners are committed to meaningful public engagement throughout the project’s lifecycle. Community participation is vital to aid in minimizing impacts while meeting the needs of riders, bicyclists, and pedestrians. There are many voices in our community, and we want to hear yours.

- 

Visit the project webpage for updates and sign up for the contact list: sccrtc.org/zeprt
- 

Email us with comments or questions: zeprt@sccrtc.org
- 

Attend future public meetings and provide comments throughout concept development



City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: 2/21/2024
TO: Honorable Mayor and City Council
FROM: Mali LaGoe, City Manager
APPROVED: Mali LaGoe, City Manager
SUBJECT: Consider a Permanent Local Housing Allocation Resolution

SUMMARY OF ISSUE

In 2017, Governor Brown signed a 15-bill housing package aimed at addressing California’s housing shortage and high housing costs. Specifically, it included the Building Homes and Jobs Act, known as Senate Bill 2 (SB 2) to increase the supply of affordable homes in California. The Bill established a \$75 recording fee on real estate documents and created the Permanent Local Housing Allocation Fund (PLHA). Beginning in 2019, the Bill authorized the California Department of Housing and Community Development (HCD) to allocate 70 percent of PLHA fund moneys to local governments for eligible housing and homelessness activities. The intent of the bill is to provide a permanent, on-going source of funding to local governments for housing-related projects and programs that address the unmet housing needs of their local communities.

The California Department of Housing and Community Development (HCD) issued the first Notice of Funding Availability (“NOFA”) under the PLHA program making affordable housing funding available statewide. HCD calculates and publishes the PLHA allocation annually, following the close of the calendar year. The City of Scotts Valley has never applied for its allocation under this program. Therefore, its allocation for the 2021 year is close to being remitted back to the state’s pot if the City doesn’t apply for the funding by February 29, 2024. The following table includes Scotts Valley’s funding allocations for 2021-2023 which are now available in the current NOFA.

Allocation Year	Formula Allocation Amount	Allowable Admin
2021	\$166,979	\$8,349
2022	\$171,995	\$8,600
2023	\$91,026	\$4,551

To apply for the funding, the City must submit a signed resolution and submit a 5-year plan explaining which eligible activities the funding will be applied towards.

The PLHA funding must be used for the following eligible activities:

1. The predevelopment, development, acquisition, rehabilitation, and preservation of

- multifamily, residential live-work, rental housing that is affordable to extremely low-, very low-, low-, or moderate-income households, including necessary operating subsidies
2. The predevelopment, development, acquisition, rehabilitation, and preservation of Affordable rental and ownership housing, including Accessory Dwelling Units (ADUs), that meets the needs of a growing workforce earning up to 120-percent of AMI, or 150-percent of AMI in high-cost areas. ADUs shall be available for occupancy for a term of no less than 30 days
 3. Matching portions of funds placed into Local or Regional Housing Trust Funds
 4. Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund pursuant to subdivision (d) of HSC Section 34176
 5. Capitalized Reserves for Services connected to the preservation and creation of new permanent supportive housing
 6. Assisting persons who are experiencing or at risk of homelessness
 7. Accessibility modifications in lower-income owner-occupied housing
 8. Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments
 9. Homeownership opportunities, including, but not limited to, down payment assistance
 10. Fiscal incentives made by a county to a city to incentivize approval of one or more affordable housing projects, or matching funds invested by a county in an affordable housing development project in a city within the county

Of the ten eligible activities listed above, staff recommend allocating funding to the following two items:

***Activity 1:** The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to extremely low-, very low-, low-, or moderate-income households, including necessary operating subsidies.*

The City is in the final phase of updating its housing element to accommodate the 1,220 new units allocated to the City through the Regional Housing Needs Assessment (RHNA). Thus, the City could utilize funding to partner with local non-profits and developers to assist with future affordable housing projects. Designating PLHA funds for predevelopment, development, acquisition, rehabilitation, and preservation of affordable housing rental units would provide an opportunity for future collaboration on an affordable housing project. Staff recommends most of the funds be dedicated towards this first Item to ensure the City can contribute to affordable housing production.

***Activity 7:** Accessibility modifications in lower-income owner-occupied housing.* Scotts Valley has a significant population of seniors living in owner-occupied housing who are in need of assistance to modify their housing in order to remain safe in their homes. A portion of the City's allocation could be used to provide these needed modifications.

Staff recommends submitting the following 5-year plan for the funding available to Scotts Valley. The plan can be modified from time to time. However, the 2021 plan could not be modified after April 2024 and the 2021 funds must be spent by June 2025. Funds from 2022 must be spent by June 2026 and Funds from 2023 must be spent by June 2027.

Allocation Year	PLHA NOFA Allocation	Activities
2021	\$166, 979	Activity 1: Affordable Rental Project \$158,630 Administration: \$8,349

2022	\$171,995	Activity 1: Affordable Rental Project \$154,796 Activity 7: Accessibility modifications \$17,199
2023	\$91,026	Activity 1: Affordable Rental Project \$86,475 Admininstration: \$4,551

FISCAL IMPACT

Submitting a resolution for PLHA funding will provide \$430,000 of additional affordable housing funds for the City of Scotts Valley in the next 3 years.

STAFF RECOMMENDATION

Adopt proposed resolution authorizing the City Manager to execute the Permanent Local Housing Allocation (PLHA) Program Application with 5-year plan, the PLHA Standard Agreement, and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the PLHA grant award.

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1. Resolution No. 2044 Permanent Local Housing Allocation 2-21-24

RESOLUTION NO. 2044

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY AUTHORIZING THE APPLICATION AND ADOPTING THE PERMANENT LOCAL HOUSING ALLOCATION PLAN FOR THE PERMANENT LOCAL HOUSING ALLOCATION (PLHA) PROGRAM

A majority of the City Council of the City of Scotts Valley hereby consents to, adopts, and ratifies the following resolution:

- A. **WHEREAS**, the Department is authorized to provide up to \$296 million under the SB 2 Permanent Local Housing Allocation Program Formula Component from the Building Homes and Jobs Trust Fund for assistance to Cities and Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)));
- B. **WHEREAS**, the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") dated 12/29/2023 under the Permanent Local Housing Allocation (PLHA) Program;
- C. **WHEREAS**, the City of Scotts Valley is an eligible Local government who has applied for program funds to administer one or more eligible activities, or a Local or Regional Housing Trust Fund to whom an eligible Local government delegated its PLHA formula allocation;
- D. **WHEREAS**, the Department may approve funding allocations for PLHA Program, subject to the terms and conditions of the Guidelines, NOFA, Program requirements, the Standard Agreement, and other contracts between the Department and PLHA grant recipients.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. If Applicant receives a grant of PLHA funds from the Department pursuant to the above referenced PLHA NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the PLHA Program, as well as any and all contracts Applicant may have with the Department.

2. Applicant is hereby authorized and directed to receive a PLHA grant, in an amount not to exceed the five-year estimate of the PLHA formula allocations, as stated in Appendix B of the current NOFA - \$430,000 – in accordance with all applicable rules and laws.
3. Applicant hereby agrees to use the PLHA funds for eligible activities as approved by the Department and in accordance with all Program requirements, Guidelines, other rules and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.
4. **Pursuant to Section 302(c)(4) of the Guidelines, Applicant's PLHA Plan for the 2019-2023 Allocations is attached to this resolution, and Applicant hereby adopts this PLHA Plan and certifies compliance with all public notice, public comment, and public hearing requirements in accordance with the Guidelines.**
5. **If applicable:** Applicant certifies that it was delegated by the City Council to submit an application on its behalf and administer the PLHA grant award for the formula allocation of PLHA funds, pursuant to Guidelines Section 300(c) and 300(d), and the legally binding agreement between the recipient of the PLHA funds and the Applicant is submitted with the PLHA application.
6. **If applicable:** Applicant certifies that it has or will subgrant some or all of its PLHA funds to another entity or entities. Pursuant to Guidelines Section 302(c)(3), "entity" means a housing developer or program operator, but does not mean an administering Local government to whom a Local government may delegate its PLHA allocation.
7. **If applicable:** Applicant certifies that its selection process of these subgrantees was or will be accessible to the public and avoided or shall avoid any conflicts of interest.
8. **If applicable:** Pursuant to Applicant's certification in this resolution, the PLHA funds will be expended only for eligible Activities and consistent with all program requirements.
9. **If applicable:** Applicant certifies that, if funds are used for the acquisition, construction or rehabilitation of for-sale housing projects or units within for-sale housing projects, the grantee shall record a deed restriction against the property

that will ensure compliance with one of the requirements stated in Guidelines Section 302(c)(6)(A),(B) and (C).

10. **If applicable:** Applicant certifies that, if funds are used for the development of an Affordable Rental Housing Development, the Local government shall make PLHA assistance in the form of a low-interest, deferred loan to the Sponsor of the Project, and such loan shall be evidenced through a Promissory Note secured by a Deed of Trust and a Regulatory Agreement shall restrict occupancy and rents in accordance with a Local government-approved underwriting of the Project for a term of at least 55 years.
11. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, the PLHA Program Guidelines and any other applicable SB 2 Guidelines published by the Department.
12. The City Manager is authorized to execute the PLHA Program Application, the PLHA Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents which are related to the Program or the PLHA grant awarded to Applicant, as the Department may deem appropriate.

This resolution was adopted at a duly held regular meeting of the City Council on the 21st day of February, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signature of Approving Officer: _____
Randy Johnson, Mayor

CERTIFICATION OF ATTESTING OFFICER:

The undersigned, Officer of the City of Scotts Valley does hereby attest and certify that the foregoing Resolution is true, full and correct copy of the resolution duly adopted at the Meeting of the Scotts Valley City Council which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

ATTEST: _____
Cathie Simonovich, City Clerk

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: 2/21/2024
TO: Honorable Mayor and City Council
FROM: Mali LaGoe, City Manager
APPROVED: Mali LaGoe, City Manager
SUBJECT: Mid-Year Strategic Plan Update

SUMMARY OF ISSUE

Each fiscal year, the City Council sets the priorities for the City through a series of goals. These goals are identified in the spring, in time to prepare the following year budget and drive the focus areas for staff during the fiscal year. The City Manager leads the effort to implement a strategic workplan to achieve these goals and reports on a quarterly basis on the City's progress.

For Fiscal Year 23/24, the City Council adopted the following 9 goals:

1. Identify additional revenues sources to support a thriving city
2. Invest in operational enhancements to improve the efficiency of day-to-day operations
3. Plan for the future by completing the General Plan update and Housing Element, and facilitating the Town Center development
4. Explore new ways to connect and partner with local businesses to explore Scotts Valley's brand and competitive advantage.
5. Re-establish recreation programming that supports the diverse interests of our community
6. Prioritize implementation of critical wastewater infrastructure projects
7. Encourage civic engagement and improve transparency by launching the City's new website and budget portal and increasing the use of digital media to share and receive information with Scotts Valley residents
8. Invest in improvements to bike and pedestrian safety
9. Support cultural events, art adn projects that celebrate Scotts Valley.

The attached mid-year strategic workplan update details the 30 strategies and 85 tactics/projects staff are working on related to these goals. Successes to highlight from the October - December timeframe include the adoption of the City's General Plan and Housing Element, execution of the City's first Citizens Academy, completion of key pedestrian crossing and bike lane striping projects, and improvements in staffing with 7 vacancies filled during this time. Still, one of the City's greatest challenges is staff retention. Four staff members left the City during this time, including three in the Engineering division. The City's ability to deliver capital improvement projects depends on being able to retain skilled engineers to work on these projects.

As we move forward through the remainder of this fiscal year and start to plan for the 2024-2025 fiscal year, the City must remain focused on delivering our core services, building stronger financial sustainability, and strategically managing our aging infrastructure.

FISCAL IMPACT

There is no fiscal impact related to receiving this report.

STAFF RECOMMENDATION

Staff recommends the City Council receive the Mid-Year Strategic Plan Update report.

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1. Strategic Work Plan update Q2 2023-24



STRATEGIC WORK PLAN

Q2 RESULTS

October – December 2023

FISCAL YEAR 2023/24

INTRODUCTION

In January 2023, the Scotts Valley City Council met to review the strategic goals for FY 2022/23 and to provide direction to staff regarding the City's priorities for FY 2023/24. This direction guided the FY 2023/24 budget development and organizational priorities. In June, the Council approved the City's FY2023/24 budget covering the time period of July 1, 2023 to June 30, 2024.

The City Manager is responsible for developing the strategies, tactics and projects that are achievable and realistic and will drive the City's progress toward these goals. The City Manager reports to the City Council on a quarterly basis on the progress achieved, challenges and setbacks as related to these goals.

This report covers the second quarter of the fiscal year – October through December 2023. It includes the specific strategies, tactics and projects the City Manager has identified as key leverage points for success.

The status of each project or tactic is described as follows using the following graphic:



Grey = Not started

Red = Behind Plan/schedule

Yellow = In planning/queued up

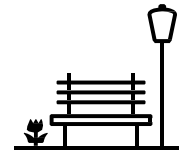
Light green = In process/on track

Dark green = Complete

OVERVIEW OF GOALS



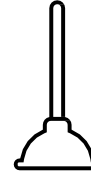
Identify additional revenue sources to support a thriving City



Re-establish recreation to support diverse interests



Improve the efficiency of day-to-day operations



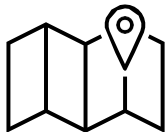
Prioritize critical wastewater infrastructure projects



Plan for the future by completing the General Plan, Housing Element and facilitating the Town Center development



Improve opportunities for civic engagement



Connect with local businesses to explore Scotts Valley's brand



Improve pedestrian and bike safety



Celebrate Scotts Valley

RESULT HIGHLIGHTS

SUCCESSSES

Major milestones were achieved this quarter as the City's General Plan and Housing Element were adopted by the City Council. The City also hosted a very successful inaugural Citizens Academy with nine residents completing the program. Progress on the Town Center continues to march forward and the City's focused commitment to implementing software solutions to gain efficiency and improve customer service has progressed on schedule. The Executive Team hosted an employee gratitude lunch at the end of the year to celebrate our successes and recognize staff reaching milestones in their careers with the City.

CHALLENGES

Staffing instability in the Public Works Engineering division has setback progress on important projects. The City continues to recruit for key positions while relying on retired annuitant and consultant support.

NEXT STEPS

Progress will continue on all goals. In the next quarter, the City Council will begin planning for next year's goals and budget priorities while we continue to work toward the current year goals.



STAFFING STATUS

The City can't achieve these goals without adequate and consistent staffing.

In this period, the City's vacancy rate was **9%**.

We filled **7** vacant positions &

4 staff left the City.

The average tenure of all City staff is **5 years**.

Scotts Valley Strategic Workplan for Fiscal Year 23/24 Status as of 12/31/2023 (Q2)



GOAL 1: Identify additional revenue sources to support a thriving City.

STRATEGIES	TACTICS	STATUS
Research Business License Tax Structures	- Hire consultant to complete financial analysis - Conduct market research - Determine whether to place measure on November 2024 ballot by August 2024	
Research User Utility Tax Structures	- Hire consultant to complete financial analysis - Conduct market research - Determine whether to place a measure on November 2024 ballot by August 2024	
Analyze Transient Occupancy Tax increase	Consider an increase from 11% to 12% to match the rest of the County	

Notes: This work is led by the City Manager and Administrative Services Director. A contract was executed with Baker Tilly to conduct financial analysis for both the UUT and BLT structures. The initial draft is complete and will be shared with the City Council at their planning workshop in February.

Scotts Valley Strategic Workplan for Fiscal Year 23/24

Status as of 12/31/2023 (Q2)



GOAL 2: Invest in operational enhancements to improve the efficiency of day-to-day operations.

STRATEGIES	TACTICS	STATUS
Document desk procedures and standard processes	Focus areas include: - Finance - Development Permitting - Public Works Maintenance	
Identify, prioritize and promote targeted subject matter training where needed	- Create intranet site as a “one stop” resource for all training programs available to staff - Provide access to on demand training and encourage staff to block time on their schedules to learn new skills - Utilize staff meetings and shift changes to deliver safety and operational trainings	
Finish implementation of software solutions for automation and efficiency	- Budget/Finance - PW Maintenance CMMS - Building and Planning Permits - Payroll system	
Attract and retain qualified staff in all departments	- Conduct a classification and compensation study - Continue to build positive work culture and support professional development - Recognize and reward high performance	

Notes: These efforts are led by the City’s executive team and are the responsibility of all City staff. In late 2023, the public works department experienced a high level of turnover. The CMMS system is somewhat delayed. Staff were recognized at the annual Gratitude Lunch in November with service awards and accomplishment recognition. Many of these tactics are a work in progress.

Scotts Valley Strategic Workplan for Fiscal Year 23/24 Status as of 12/31/2023 (Q2)



GOAL 3: Plan for the future by completing the General Plan update, Housing Element, and facilitating the future development of the Town Center.

STRATEGIES	TACTICS	STATUS
Submit Housing Element for HCD Certification by December 2023	• Submit first draft by July 10 • Review HCD comments and submit second draft by October 20 • Adopt Housing Element December 20 • Submit Adopted Housing Element to HCD by February 1 • Continue to work with our HCD reviewer for certification	
Complete General Plan by Spring of 2024	• Release EIR for public comment by Aug 10 • Respond to comments by October 30 • Bring final to City Council by December 31	
Progress through Town Center pre-development work	• Complete surface level environmental clean up • Hire Architect to update master layout in Specific Plan • Hire a consultant to update the Specific Plan EIR • Continue working through financing and partnership options	

Notes: This work is led by the Community Development Director and City Manager. This quarter, the City Council adopted the General Plan and Housing Element. Work continues with HCD to achieve certification. The Town Center planning update is progressing as planned. Additional information can be found on the City’s website pages dedicated to each project.

Scotts Valley Strategic Workplan for Fiscal Year 23/24

Status as of 12/31/2023 (Q2)



GOAL 4: Explore new ways to connect and partner with local businesses to explore Scotts Valley's brand and competitive advantage.

STRATEGIES	TACTICS	STATUS
Connect with businesses via one-on-one meetings, focus groups, surveys to collect data related to SV value proposition	- Build business database utilizing sales tax and business license data, media and networking contacts - Conduct outreach activities to solicit input - Aggregate and analyze data	
Develop SV tagline with business and community input	- Create drafts with business input - Utilize FlashVote for community input	
Explore new marketing opportunities for Scotts Valley.	- Complete Community Video Project - Partner with community organizations to promote Scotts Valley businesses and events	

Notes: Most of this work is being led by the Economic Development Subcommittee with City Manager and volunteer support. The Subcommittee started one-on-one meetings with businesses this quarter. In addition, planning for the Community Video Project has resumed.

Scotts Valley Strategic Workplan for Fiscal Year 23/24 Status as of 12/31/2023 (Q2)



GOAL 5: Re-establish recreation programming that supports the diverse interests of our community.

STRATEGIES	TACTICS	STATUS
Continue implementation of the Recreation Restoration Plan	- Reassess/reprioritize incomplete recommendations based on current needs and resources - Develop a marketing plan to promote restoration projects	
Complete the Recreation Strategic and Parks Master Plans	- Support consultant on utilizing public input to draft master plan - Bring plans to the City Council in early 2024 for adoption	
Develop new partnerships for programming	- Summer Youth activities - Siltanen Pool operator - Expand instructor network	
Expand services to better serve the public	- Create a Volunteer Program - Revamp the Memorial Donation Program - Expand public hours at the Recreation Office	
Utilize the Arts, Parks and Recreation and Senior Board Commission to advise program enhancements	- Parks and Recreation Commission Subcommittees to address Skypark court issues and Parks Master Plan - Arts Commission meetings, fill vacancies, reengage in projects - Senior board membership, meetings to advise enhanced programming and services	

Notes: This work is led by the Recreation Division Manager with support from the City Manager. The new Recreation Division Manager started in August and has picked up where the previous manager left off. The Siltanen Pool was open for 1 month in the fall of 2023. Planning is underway to operate the pool for a full season in 2024. Classes and programs are rebounding in attendance and community interest. The three commissions that advise this area of City Services are slowly coming back on line with important projects.

Scotts Valley Strategic Workplan for Fiscal Year 23/24 Status as of 12/31/2023 (Q2)



GOAL 6: Prioritize implementation of critical Wastewater infrastructure projects.

STRATEGIES	TACTICS	STATUS
Build staff capacity to deliver capital projects	• Hire Wastewater Division Manager	
	• Utilize consultant project managers, engineers on identified CIP projects	
	• Determine long term WW plant infrastructure direction	
Identify and implement financing strategy to accelerate project implementation	• Analyze options to finance projects	
	• Make recommendations to City Council	
	• Implement Council direction	

Notes: This work is led by the Public Works Director with support from Engineering staff until the Division Manager position is filled. This work continues to face setbacks and challenges due to staff capacity, expertise, and the vast complexity of the work. The Interim Public Works Director and City Manager are working on a revised strategy.

Scotts Valley Strategic Workplan for Fiscal Year 23/24 Status as of 12/31/2023 (Q2)



GOAL 7: Encourage civic engagement and improve transparency by launching the City's new website and budget portal and increase use of digital media to share and receive information with Scotts Valley residents.

STRATEGIES	TACTICS	STATUS
Continue to improve website content and accessibility	- Implement CivicClerk for agenda and minutes management - Complete Police Department new website - Review content and update as needed	
Increase City's social media presence and reach	- Increase coordination between the city's multiple pages managed by different staff - Produce more video content to attract viewers	
Host a Citizens Academy program	- Develop schedule, content, and application - Deliver program before Dec 2023 - Evaluate program and determine future use - Deliver 2nd program in Spring 2024	

Notes: This work is led by the City Manager with support from the executive team and administrative staff. This work is on track with the first Citizens Academy completed in November with 9 graduates. Feedback from the participants was very positive and a second session is being planned for the Spring 2024. Administrative staff continue to work on website and social media enhancements as time allows.

Scotts Valley Strategic Workplan for Fiscal Year 23/24 Status as of 12/31/2023 (Q2)



GOAL 8: Invest in improvements to bike and pedestrian safety.

STRATEGY	PROJECTS	STATUS
Integrate bike/ped improvements with funded road improvement projects	- Bean Creek Road rehabilitation - Various striping projects - Granite Creek Overpass improvements	
Include bike/ped needs in future road improvement plans	- Develop Mount Hermon Road master plan - Initiate Scotts Valley Drive complete street design	

Notes: This work will be included by Public Works Engineering Division in conjunction with identified projects. Bean Creek Road and various striping projects are complete with new sidewalks and bike lanes. The City was awarded two grants from the Reginal Transportation Commission to support the two planning projects at Mount Hermon Road and Scotts Valley Drive, totaling over \$1 million. Staff turnover in public works has precluded these projects from starting.

Scotts Valley Strategic Workplan for Fiscal Year 23/24 Status as of 12/31/2023 (Q2)



GOAL 9: Support cultural events, art, and projects that celebrate Scotts Valley.

STRATEGIES	TACTICS	STATUS
Support non-profit events at City facilities	- Create a non-profit facility use policy and application form - Update event application process/forms - Develop agreements with sports leagues - Track fiscal impact of non-profit programs	
Support the SV Performing Arts Center with recreation programming and \$1/year rent of City facility	- Utilize 12 programming days at the PAC for Recreation programming - Manage lease agreement and programming requirements to ensure expectations are met	
Co-host cultural events such as the Multicultural Fair	Participate in planning the 2024 Multicultural Fair with the SV School District	
Host the 4 th of July parade (2023 and 2024)	- Police Department to lead planning event with support from PW Maintenance. - Update Event playbook for future years	
Community Grants Program	- Conduct application process and recommendations to City Council - Execute contracts with awarded non-profit recipients - Monitor contract compliance and close out before fiscal year end	

Notes: This work is led by various departments including Recreation, Police and Administration. This work is tracking well with the successful 2023 4th of July parade. The Community Grant program received 16 applications and the City Council awarded \$50,000 to 8 organizations in October. The new Recreation Manager is participating in the Multicultural Fair planning for 2024 as well as other recreation administrative activities.