



AGENDA

Meeting of the
Scotts Valley City Council
In-Person and Remote Access
Date: August 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 8-16-2024 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 Allison Pfefferkorn, Recreation Division Manager 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/@cityofscottsvally For those wishing to participate via Zoom you can join the following ways: Zoom Webinar meeting link: https://us02web.zoom.us/j/83295730901 Or dial one of these numbers: (669) 900-9128 or (669) 444-9171

Webinar ID: 832 9573 0901

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

How to comment via in-person attendance:

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

How to comment via Zoom Webinar:

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

CALL TO ORDER 6:00 PM

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

SPECIAL SET MATTER

1. Oral Health Access Santa Cruz County 2024-2028 Strategic Plan

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 08-07-2024
2. Approve check register dated 08-03-2024 through 08-16-2024
3. Ratify appointment of Scotts Valley Senior Center Advisory Commission Member
4. Approve the ratified FY 2024/25 - 2026/27 Memoranda of Understandings between the City and PBU, PSA, Mid-Management, SEIU, and approve the Management and Confidential Compensation Benefit Package, and approve the related Classification and Salary Schedule Resolution.
5. Local Assistance Procedures Manual (LAPM) Compliance

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. Adoption of the City of Scotts Valley Parks Master Plan
2. 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.



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MINUTES

Meeting of the
Scotts Valley City Council
Date: August 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 8-2-2024 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 6:00 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 Rodolfo Onchi, Public Works Director Jayson Rutherford, Police Captain Cathie Simonovich, City Clerk
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SPECIAL SET MATTER

1. Central Coast Community Energy (3CE) annual member agency presentation
Judi Young, Senior Customer Accounts Manager for Central Coast Community Energy (3CE), gave the annual member agency presentation and responded to questions from the Council Members.

COMMITTEE REPORTS

CM Dilles attended a virtual meeting of the League of California Cities Revenue and Taxation Committee where they heard a review of the state budget, a review of the bills in process, and the ACA-1 initiative which will be on the November ballot.

CM Dilles attended a meeting of the Santa Cruz County Library Financing Authority where they approved the revised library sales tax report for 2023-24 as well as the estimates for 2024-25. They also approved the budget for 2024-25.

CM Dilles went to the Netherlands Consulate in San Francisco as a follow-up to the recent trip to the Netherlands with Ecology Action. He listened to a talk about strategies for community outreach and planning for alternate modes of transportation.

CM Dilles and CM Timms attended the Economic Development subcommittee meeting where they continued to talk about business outreach. They also discussed the Autism Certified City program, and the business license tax measure (see Regular Item 1). They reviewed an economic development webpage draft, as well as the business license tax calculator associated with the proposed new tax. CM Dilles thanked staff member Jordan Taylor and intern Dustin Lopez for their work in putting those items together.

VM Timm attended the Visit Santa Cruz County (VSCC) board meeting and reported that there was a strong tourist season for the summer, with rates down slightly year over year but still above the other regions in the area. The VSCC board is finalizing the lease for the new office space.

VM Timm attended the Town Center subcommittee meeting and the architects presented their report which was based on information received from the outreach to neighboring property owners and others who have direct stakes due to their proximity to the Town Center site. There will be community outreach events at the Art, Wine & Beer Festival August 17-18, at the Community Center August 22, and at the Multicultural Fair September 7.

CM Timms thanked Jordan Taylor and Dustin Lopez for the excellent work on producing a new outline for the Economic Development page on the website, and also for other work they have done such as their work on the business license tax calculator.

CM Timms attended a meeting of the Local Agency Formation Commission (LAFCO) but there was no information to report from that meeting.

CM Lind attended a special meeting of the Santa Cruz Metropolitan Transit District (METRO) to vote on an action item to direct the CEO to execute an exclusive agreement with Mid-Peninsula Housing Corporation for the Watsonville Transit Center project.

CM Lind attended a Criminal Justice Council (CJC) executive board meeting where they approved a contract for the third and final year of the behavioral health study.

CM Lind attended Coffee with a Cop, and she thanked Starbucks for hosting the event and she thanked the Scotts Valley Police Department and the California Highway Patrol for participating.

CM Lind attended the First Responder appreciation BBQ and thanked Robert Aldana and Team for organizing the lunch.

CM Lind attended National Night Out and thanked all who attended. She is proud that the City continues to hold this annual event.

Mayor Johnson attended the Town Center subcommittee meeting and he is excited at the progress of moving this project forward.

Mayor Johnson attended a meeting of the Regional Transportation Commission (RTC) where they approved a new Executive Director.

CITY MANAGER REPORT

National Night Out: City Manager LaGoe thanked everyone who attended National Night out, and she thanked the businesses and non-profit organizations who participated.

Operation Safe Passage: The first day of school is tomorrow and the Police Department will be participating in Operation Safe Passage to increase student safety commuting to and from school at the beginning of the new school year. Extra officers will be working to strictly enforce traffic violations in and around all local school zones, including a focus on electric-powered bicycle violations due to the numerous complaints received in the past few months of riders disobeying the rules of the road.

City Newsletter: The City published its first biweekly newsletter this week! Interested residents can sign up online to receive the newsletter via email by going to the City's website.

Town Center Outreach: We are excited to share the future ideas for the Town Center at the three events that were mentioned in Vice Mayor Timm's report. There will also be a survey on the Town Center webpage for people who are unable to attend the outreach events but would still like to provide feedback.

Waste Water Treatment Plant (WWTP) Project: The aeration basin upgrade project has started and is estimated to be completed by the end of next summer.

Bean Creek Road Slide Repair: This project is currently underway with PG&E

finishing some preliminary work related to the power lines, and then the City's contractor can begin the permanent repairs.

Public Works Staff: The City welcomes two new staff members to the Public Works Department - Dat Nguyen, is the Senior Engineer, and Carly Blanchard is the Senior Administrative Analyst. Dat comes to the City with 20 years of engineering experience, including roadway and active transportation engineering projects. Carly will be essential to assisting with grants, reports, budgeting and CIP projects.

Reserve Officer John Hohmann: He was selected for the 2024 Distinguished Career Award by the California Reserve Peace Officers Association and will be presented this award at the annual conference in Burbank this Friday. Congratulations to Officer Hohmann for being recognized for this prestigious award out of the many thousands of reserve officers who serve throughout California. We appreciate Officer Hohmann's efforts to keep Scotts Valley safe over the past 40 years of service to our local community.

Election update: The City Council has three seats which are up for election this November. So far nine interested residents have pulled papers, expressing interest in those seats. The deadline to file is this Friday, 8/9, unless and incumbent does not file in which case the deadline would be extended to next Wednesday, 8/14.

Recreation Division: The Recreation Division just wrapped up July which was Parks Month with many fun activities. Please check out all the fun events coming up, such as the movie in the park and a family overnight campout at Siltanen Park.

Mayor Johnson commented further on eBike safety. He also thanked everyone involved in putting together the National Night Out event.

PUBLIC COMMENT TIME

None.

ALTERATIONS TO CONSENT AGENDA

M/S: Lind/Dilles

To approve the Consent Agenda with no alterations.

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

CONSENT AGENDA

1. Approve City Council special meeting minutes of 06-12-2024 and 07-10-2024
2. Approve check register dated 07-03-2024 through 08-02-2024
3. Approve 2024 Local Agency Biennial Report

4. Approve Designation of Voting Delegate for 2024 League of California Cities Annual Conference
5. Approve Second Amendment to the Good City Company Agreement for Town Center development project
6. Approve Professional Services Agreement with Environmental Innovations
7. Lot Line Adjustment Between APN 024-182-04 (317 Sherman Drive), and APN 024-182-05 (411 Sherman Drive)
8. Lot Line Adjustment Between APN 021-132-06 (235 Twin Pines Drive), and APN 021-132-07 (255 Twin Pines Drive)

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)

REGULAR AGENDA

1. Resolution 2047.2 calling a Municipal Election for November 5, 2024, requesting that the County consolidate the election with the General Election and submitting to the qualified electors of the City of Scotts Valley a measure to modernize the Business License Tax

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

Public Comment in support of placing the business license tax measure on the November ballot was received from Phil Newman, owner of Cyber Ascend Technologies; Susan O'Connor Frasier, owner of Tam Communications; and Nick Kerns, community member.

The Council discussed the two phase-in options and chose Option 2 to add the following language to the ordinance:

Municipal Code section 5.04.310 Gross Receipts Tax - Rates

Paragraph C: In Fiscal Year 2025-2026, the license tax owed shall be limited to 50% of the increase from the prior fiscal year. In the event the license tax owed for Fiscal Year 2025-2026 is less than the prior fiscal year, the license tax owed shall be the amount calculated in accordance with Sections A and B above. Beginning Fiscal Year 2026-2027, the license tax owed shall be the amount calculated in accordance with Sections A and B above.

M/S: Timm/Timms

To adopt Resolution No. 2017.2 calling for a Municipal Election for November 5,

2024, requesting that the County consolidate the Municipal Election with the General Election on November 5, 2024, and submitting to the qualified electors of the City of Scotts Valley, at the November 5, 2024, consolidated General Election, a measure to modernize the business license tax and directing staff to add the phase-in language in paragraph C as stated above.

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

2. Future Council Agenda Items

None.

ADJOURNMENT

The meeting adjourned at 7:23 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					
132246	08/09/24	ACC BUSINESS	598.66	0	Regular
132247	08/09/24	ACCENT CLEAN & SWEEP INC	3,947.35	0	Regular
132248	08/09/24	ALLIANT	3,184.00	0	Regular
132249	08/09/24	AT&T	99.87	0	Regular
132250	08/09/24	BAY TREE, LLC	3,620.38	0	Regular
132251	08/09/24	BENJAMIN STANDEN	600.00	0	Regular
132252	08/09/24	BRASS KEY LOCKSMITH	38.08	0	Payment Manager
132253	08/09/24	BRIGHTVIEW LANDSCAPE	4,166.50	0	Regular
132254	08/09/24	CHLOE GRAHAM	600.00	0	Regular
132255	08/09/24	CHRISTOPHER DUMONCEAUX	213.25	0	Regular
132256	08/09/24	COMCAST	364.36	0	Payment Manager
132257	08/09/24	CORIE STOCKER	200.00	0	Regular
132258	08/09/24	COUNTY OF SANTA CRUZ	19,383.00	0	Regular
132259	08/09/24	CRYSTAL SPRINGS WATER CO	29.50	0	Regular
132260	08/09/24	DUNCAN AUTO TECH	158.80	0	Regular
132261	08/09/24	EMPLOYMENT DEV. DEPT.	2,238.00	0	Regular
132262	08/09/24	ENVIRONMENTAL INNOVATIONS	12,890.57	0	Regular
132263	08/09/24	FEDERAL EXPRESS	419.78	0	Regular
132264	08/09/24	HERWIT ENGINEERING	822.50	0	Regular
132265	08/09/24	HOUSEKEYS, INC.	18,750.00	0	Regular
132266	08/09/24	K & D LANDSCAPING, INC.	26,546.27	0	Regular
132267	08/09/24	KIMLEY-HORN & ASSOCIATES INC	17,997.19	0	Regular
132268	08/09/24	LIEBERT CASSIDY WHITMORE	14,650.50	0	Regular
132269	08/09/24	LINDA KAEMPFER BAKER	155.00	0	Regular
132270	08/09/24	METRO MOBILE COMMUNICATIONS	160.91	0	Regular
132271	08/09/24	MISSION UNIFORM SERVICE	693.69	0	Payment Manager
132272	08/09/24	NHA ADVISORS	1,970.42	0	Regular
132273	08/09/24	NICOLAS LIPARI	1,500.00	0	Regular
132274	08/09/24	O'REILLY AUTOMOTIVE, INC	55.93	0	Regular
132275	08/09/24	OLIN CORPORATION AS SOLE	5,016.51	0	Regular
132276	08/09/24	PALACE BUSINESS SOLUTIONS	1,196.45	0	Regular
132277	08/09/24	PASCALE DROZEK	1,200.00	0	Regular
132278	08/09/24	PHILLIP D NEUMAN	143.18	0	Payment Manager
132279	08/09/24	PRODESSE PROPERTY GROUP	3,523.52	0	Regular
132280	08/09/24	ROD MARKELL	1,974.00	0	Regular
132281	08/09/24	SANTA CRUZ CO ENVIRONMENTAL	1,154.00	0	Regular
132282	08/09/24	SCARBOROUGH LUMBER	1,422.59	0	Regular
132283	08/09/24	SCOTT'S VALLEY SPRINKLER	254.45	0	Regular
132284	08/09/24	SOUTH BAY REGIONAL PUBLIC	300.00	0	Regular
132285	08/09/24	SUMMIT UNIFORMS	315.00	0	Regular
132286	08/09/24	SWEDBERG ELECTRIC INC.	4,000.00	0	Regular
132287	08/09/24	TORO PETROLEUM CORP	5,440.50	0	Regular
132288	08/09/24	U.S. POSTMASTER	500.00	0	Regular
132289	08/09/24	UNDERGROUND SERVICE ALERT	5,710.51	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
132290	08/09/24	WIZIX TECHNOLOGY GROUP, INC	24.50	0	Payment Manager
132291	08/13/24	MBASIA	842,431.21	0	Regular
132292	08/16/24	AARON ROBERTS	1,500.00	0	Regular
132293	08/16/24	AGILE OCCUPATIONAL MEDICINE	100.00	0	Regular
132294	08/16/24	ALHAMBRA	279.78	0	Regular
132296	08/16/24	AMAZON CAPITAL SERVICES	5,182.65	0	Regular
132297	08/16/24	ANNA-KATE BRAJKOVICH	600.00	0	Regular
132298	08/16/24	ART CLEANERS	2,011.85	0	Regular
132299	08/16/24	AT&T	8.86	0	Regular
132300	08/16/24	AT&T MOBILITY	1,492.22	0	Regular
132301	08/16/24	BAKER TILLY US, LLP	5,000.00	0	Regular
132302	08/16/24	BUSINESS WITH PLEASURE	21.07	0	Regular
132303	08/16/24	CAL-WEST LIGHTING & SIGNAL INC	15,261.93	0	Regular
132304	08/16/24	CALIFORNIA BUILDING	199.00	0	Regular
132305	08/16/24	CALIFORNIA COAST UNIFORM CO	329.00	0	Regular
132306	08/16/24	CARDIFF PEST CONTROL	475.00	0	Regular
132307	08/16/24	CARMEL AREA WASTEWATER DIST	6,311.00	0	Regular
132308	08/16/24	CENTRAL COAST SYSTEMS	465.00	0	Regular
132309	08/16/24	COMCAST	323.23	0	Payment Manager
132310	08/16/24	COMCAST	1,050.55	0	Regular
132311	08/16/24	COPWARE, INC	705.00	0	Regular
132312	08/16/24	COUNTY OF SANTA CRUZ	43.00	0	Regular
132313	08/16/24	DENNIS GRAZIAN	1,110.00	0	Regular
132314	08/16/24	DEPT OF CONSERVATION	594.38	0	Regular
132315	08/16/24	DU-ALL SAFETY, LLC	2,925.00	0	Payment Manager
132316	08/16/24	DUNCAN AUTO TECH	1,522.78	0	Regular
132317	08/16/24	Gary Phillips	16.00	0	Regular
132318	08/16/24	GOOD CITY COMPANY	2,912.50	0	Regular
132319	08/16/24	GRAINGER	501.21	0	Regular
132320	08/16/24	HANSON ASSOCIATES ASSET &	1,987.38	0	Regular
132321	08/16/24	HOUSING AUTHORITY OF SC	2,500.00	0	Regular
132322	08/16/24	K & D LANDSCAPING, INC.	16,626.00	0	Regular
132323	08/16/24	KIARA JACOBSEN	600.00	0	Regular
132324	08/16/24	KIMLEY-HORN & ASSOCIATES INC	38,135.21	0	Regular
132325	08/16/24	LLOYD'S TIRE SERVICE INC.	291.08	0	Payment Manager
132326	08/16/24	MARY LOUISE DEFALCO	49.00	0	Regular
132327	08/16/24	MISSION COMMUNICATIONS, LLC	489.74	0	Regular
132328	08/16/24	MISSION UNIFORM SERVICE	421.84	0	Payment Manager
132329	08/16/24	MONTEREY BAY AIR	11,187.80	0	Regular
132330	08/16/24	MONTEREY ONE WATER	585.00	0	Regular
132331	08/16/24	MONTEREY PENINSULA ENGINEERING	35,539.60	0	Regular
132332	08/16/24	NATIONAL COMTEL NETWORK INC.	17.51	0	Regular
132333	08/16/24	NORTHERN CALIFORNIA EMERGENCY	1,418.72	0	Regular
132334	08/16/24	O'REILLY AUTOMOTIVE, INC	173.29	0	Regular
132335	08/16/24	OLIN CORPORATION AS SOLE	4,992.73	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
132336	08/16/24	PACIFIC GAS & ELECTRIC CO	70,035.48	0	Regular
132337	08/16/24	PALACE BUSINESS SOLUTIONS	60.85	0	Regular
132338	08/16/24	PATRICK AHRENS	600.00	0	Regular
132339	08/16/24	PHILLIP D NEUMAN	33,200.84	0	Payment Manager
132340	08/16/24	PURETEC INDUSTRIAL WATER	286.66	0	Regular
132341	08/16/24	QUALITY MANUFACTURING AND DIST	4,233.87	0	Regular
132342	08/16/24	ROSS RECREATION EQUIPMENT INC.	48,465.00	0	Regular
132343	08/16/24	SAN LORENZO VALLEY WATER DISTR	648.16	0	Regular
132344	08/16/24	SANTA CRUZ CO ENVIRONMENTAL	1,413.00	0	Regular
132345	08/16/24	SCARBOROUGH LUMBER	296.37	0	Regular
132346	08/16/24	Shea Johnson	57.62	0	Regular
132347	08/16/24	SHAPE INC.	25,350.09	0	Regular
132348	08/16/24	STERICYCLE INC	248.95	0	Regular
132349	08/16/24	SWEDBERG ELECTRIC INC.	2,100.00	0	Regular
132350	08/16/24	SYCAL ENGINEERING INC	3,772.22	0	Regular
132351	08/16/24	THE BANK OF NEW YORK MELLON	3,600.00	0	Regular
132352	08/16/24	THOMSON REUTERS-WEST	396.48	0	Payment Manager
132353	08/16/24	U.S. BANK CORPORATE	13,160.78	0	Regular
132354	08/16/24	UNDERGROUND SERVICE ALERT	1,725.29	0	Regular
132355	08/16/24	URBAN FIELD STUDIO OAKLAND	14,012.50	0	Regular
132356	08/16/24	WIZIX TECHNOLOGY GROUP, INC	36.50	0	Payment Manager

98	Checks total:	1,361,458.72
0	ACH total:	
0	EFTPS total:	
0	Wire transfer total:	
12	Payment Manager total:	38,858.78
110	GRAND TOTALS	1,400,317.50

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: 8/21/2024
TO: Honorable Mayor and City Council
FROM: Cathie Simonovich, City Clerk
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Ratify appointment of Scotts Valley Senior Center Advisory Commission Member**

SUMMARY OF ISSUE

As vacancies occur, or due to an election or re-election of a Council Member, a member of the Council may nominate a new individual to serve on a City Commission, Committee, and/or Board. All appointments must be ratified by the City Council.

There is a vacancy on the Senior Center Advisory Commission due to the resignation of Harvey Bustichi and an application has been submitted by Demetrios Mavrikis. Council Member Jack Dilles has nominated Mr. Mavrikis to serve on the Senior Center Advisory Commission. Upon Council ratification, Mr. Mavrikis will fill the vacancy.

FISCAL IMPACT

None

STAFF RECOMMENDATION

It is recommended that the City Council ratify the appointment of Demetrios Mavrikis to serve on the Senior Center Advisory Commission effective August 21, 2024.

TABLE OF CONTENTS

1. D.Mavrikis Sr. Center application (redacted)



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: Demetrios N. MAVRIKIS
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: 20 yrs.
Employer: SEAGATE Technology
Occupation/Profession: Assistant IV
Education: A.S. Business - Cabrillo College

**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.

Community Engagement - Meals on Wheels
A.S. Business - Cabrillo College
Homeowner Assoc. President & Board Member
10 yrs + 10 yrs = 20 total
California Notary - 25 yrs.

Understanding of needs & demands of
Board leadership to navigate community
administrative & governing needs.

Summarize your participation in civic or community activities.

Hidden Oaks HUA Assoc.
Delivered Meals-on-Wheels
Seagate Employees Resource Groups
Cabrillo College Student Senate
CAISAC Member (CA Student Activities Council)
National Notary Assoc. Member

How did you hear about this vacancy?

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

APPLICANT SIGNATURE

DATE

X Demetrios N. Mankis

8/5/2024

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

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: 8/21/2024
TO: Honorable Mayor and City Council
FROM: Stephanie Hill, Administrative Services Director
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Approve the ratified FY 2024/25 - 2026/27 Memoranda of Understandings between the City and PBU, PSA, Mid-Management, SEIU, and approve the Management and Confidential Compensation Benefit Package, and approve the related Classification and Salary Schedule Resolution.**

SUMMARY OF ISSUE

During the past several months, the City of Scotts Valley (City) has been actively negotiating with all bargaining units. The City reached tentative agreements with all groups regarding their respective Memorandum of Understanding (MOU) and Council ratified the summary of changes at the meeting on June 12, 2024. As directed, staff implemented the applicable changes as of July 1, 2024. Included herein are the final cleaned up versions of the respective agreements, which include the changes and cleanup verbiage.

Since all agreements were negotiated for the same period from July 1, 2024, to June 30, 2027, there is a full classification and salary schedule and resolution included in this package.

FISCAL IMPACT

It is estimated that the fiscal impact for the first year of the agreements will be \$400,000, which was factored into the Fiscal Year 2024-25 Budget. The annual costs for future years will be encompassed in the respective future year budgets.

STAFF RECOMMENDATION

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

1. Approve the ratified terms for the FY 2024/25-2026/27 Memoranda of Understanding between the City and the respective labor groups and direct the City Manager to execute the agreements.
2. Adopt Resolution 1955.30 approving the FY 2024/25 - 2026/27 Classification and Salary Schedules.

TABLE OF CONTENTS

1. MgmtandConfidential Agmt 2024-2027
2. Mid-Management_MOU_2024-2027
3. SVPSA MOU FOR 24-27
4. SVPBU MOU FOR 24-27
5. SEIU MOU 2024-2027
6. Resolution 1955.30 Salary Schedule and Classification FY2425 - FY2627
7. Exhibit A Salary Schedule for FY2425_2627

CITY OF SCOTTS VALLEY

MANAGEMENT AND CONFIDENTIAL



EMPLOYEE COMPENSATION AND BENEFITS PACKAGE

JULY 1, 2024 – JUNE 30, 2027

**CITY OF SCOTTS VALLEY
SCOTTS VALLEY MANAGEMENT AND CONFIDENTIAL EMPLOYEE
COMPENSATION BENEFITS PACKAGE**

Contents

1.00	PURPOSE	1
2.00	TERMINATION AND SEVERANCE PAY.....	1
3.00	VACATION	2
3.01	Vacation Accrual	2
3.02	Vacation Buy Back	3
5.00	LEAVES	3
5.01	Administrative Leave	4
5.02	Sick Leave	4
5.03	Paid Bereavement Leave	4
5.04	Personal Business Leave.....	5
5.05	Medical Leave - Insurance Coverage.....	5
5.06	Other Leave Without Pay	5
5.07	Leave for Jury Duty	5
5.08	Restriction on Leave for Outside Employment	6
6.00	HEALTH AND WELFARE BENEFITS	6
6.01	CalPERS Medical Plan	6
6.01.01	Health Insurance	6
6.01.02	Optional Benefits.....	7
6.01.03	Cash in Lieu	8
6.01.04	Dental Insurance	8
6.01.05	Vision Coverage	8
6.01.06	Employee Retiree Medical Coverage Program	8
6.02	Deferred Compensation (457(b) Plan)	10
6.03	Life Insurance.....	10
6.04	LTDI.....	10
6.05	State Disability Insurance.....	10
6.06	CalPERS Retirement System and Contribution 6.06.01	11
6.07	WELLNESS STIPEND	12
7.00	LONGEVITY	12
8.00	EDUCATIONAL REIMBURSEMENTS	12
9.00	SPECIAL BENEFITS/CHIEF OF POLICE AND POLICE CAPTAIN.....	12
10.00	AUTOMOBILE POLICY	12
11.00	A Department Head shall not receive more than one of these alternatives in any calendar month.....	13
11.01	CELL PHONE REIMBURSEMENT	13

12.00	GRIEVANCE PROCEDURE.....	13
13.00	COMPENSATION.....	13
13.01	Miscellaneous Employees.....	13
13.02	Safety Employees	14
13.03	Additional Wage Increases	14
13.04	DEPUTY CITY MANAGER.....	14
14.00	“AT WILL” POSITIONS	14
	ATTACHMENT A.....	16
	ATTACHMENT B.....	17
1.	LEGAL DEFENSE.....	17
2.	ASSIGNED POLICE VEHICLE	17
3.	HEALTH AND SAFETY - EQUIPMENT	17
4.	UNIFORMS.....	18
5.	MILEAGE ALLOWANCE	18
6.	AMOUNT OF DURATION OF PAYMENT	18
7.	PEACE OFFICERS’ BILL OF RIGHTS	19
8.	RETIREMENT	19
9.	TEMPORARY ASSIGNMENT TO HIGHER LEVEL VACANCY (Captain Only) 19	
10.	EFFECT OF ABSENCE ON CONTINUOUS SERVICE (Captain Only)	19
11.	AMOUNT AND DURATION OF PAYMENT	19

SCOTTS VALLEY MANAGEMENT AND CONFIDENTIAL EMPLOYEE COMPENSATION BENEFITS PACKAGE

1.00 PURPOSE

The City of Scotts Valley requires the services of certain management confidential personnel; and the City Council desires to provide certain benefits, conditions of employment and working conditions. The management and confidential employees covered by this Management and Confidential Employee Compensation Benefits Package (hereinafter referred to as the "Benefits Package") are comprised of those individuals serving in those positions defined in Attachment "A" which is attached hereto and incorporated herein by this reference. The City seeks to:

- A. Secure and retain the services of management and confidential employees and provide inducement for them to remain in such employment.
- B. To make full work productivity possible by assuring management and confidential employees' morale and peace of mind with respect to future security.
- C. To act as a deterrent against malfeasance or dishonesty for personal gain.
- D. To provide a just means for terminating a Department Head's services at such time as he/she may be unable to fully discharge his/her duties due to age or disability.

2.00 TERMINATION AND SEVERANCE PAY

- A. In the event a Department Head (as designated in Attachment "A") or the City Clerk is terminated by the City Manager during such time that the Department Head/City Clerk is willing and able to perform his/her duties, the City agrees to pay him/her a lump sum cash payment ("Severance Pay") equal to two (2) weeks gross pay if terminated within one (1) year of hire and four (4) months gross salary if terminated after one year of hire. City agrees to pay life, medical, and dental insurance premiums for one (1) month if terminated within one year of hire and four (4) months if terminated after one year. However, the City shall have no obligation to pay Severance Pay if a Department Head/City Clerk is terminated for cause or because of his/her conviction of or plea of guilty or no contest to any felony involving personal gain or moral turpitude.
- B. For purposes of receiving severance pay, a Department Head/City Clerk may be considered terminated, at his/her option, effective with the date of any one of the following events:
 - 1. The City at any time reduces the salary or other financial benefits of the Department Head/City Clerk;

2. Following written notice from the Department Head/City Clerk, the City refuses to comply with any other provisions contained herein;
 3. A Department Head/City Clerk is terminated by the City for reasons other than those specified in Paragraph 2.0(A) above (relating to exemption from payment of severance pay).
- C. In the event a reduction in salary or change in benefits is the result of a general salary reduction or benefit reduction policy adopted by the City Council for all employees, Paragraph 2.0(B)(1) shall not apply.
 - D. In the event the City's refusal to comply with any other provisions herein also affects other employees in general, Paragraph 2.0(B)(2) hereinabove shall not apply and no Severance Pay shall be paid.
 - E. The Department Head/City Clerk shall give the City one month's advance notice of a voluntary resignation from City employment. Department Heads and the City Clerk are not entitled to Severance Pay in the event of voluntary resignation.
 - F. Nothing herein shall prevent, limit, or otherwise interfere with the right of a Department Head/City Clerk to resign from his/her position with the City at any time, subject only to the provisions set forth in Paragraph 2.0(E) hereinabove.

3.00 VACATION

3.01 Vacation Accrual

Management and confidential employees shall be entitled to: Three (3) weeks vacation annually up to five (5) years of service; Four (4) weeks vacation annually after five (5) years of service; and, Five (5) weeks vacation annually after twelve (12) years of service with the City.

Maximum vacation accrual shall be 500 hours.

If an employee is over the annual vacation accrual, the employee will stop accruing vacation until they are below the maximum accrual limit. The accrual limit may be temporarily deferred by written approval of the City Manager when in the best interest of the City.

Upon Employee's written request submitted by December 31, 2024, all current employees hired before June 30, 2024, could receive credit for prior equivalent experience and their prior years of experience to be counted as years of service for the purposes of accruing vacation, upon City Manager approval. Any changes to a current employee's accrual rate due to this section shall be on a prospective

basis only and previously accrued hours will not be adjusted.

3.02 Vacation Buy Back

The City will buy back up to two weeks (80 hours) of vacation annually, provided the employee irrevocably elects to do so by December 15 of the prior calendar year per the below requirements, and as long as the Employee has an accrued vacation balance of at least one week (40 hours) of vacation remaining following the buy back. To make the irrevocable election, the employee must submit a written irrevocable election form to the City Manager or designee by December 15, which requests to cash out up to eighty (80) hours of vacation leave earned in the subsequent calendar year. The cash out will occur in the first full pay period in December of the following calendar year. For example, an employee who submits an irrevocable election form by December 15, 2024 shall receive the cash out in December 2025, assuming the employee has accrued sufficient vacation in 2025 for the cash out amount and assuming forty hours (40) of vacation remaining following the cash out.

If an employee makes an irrevocable election to cash out vacation in the following calendar year and uses vacation in the same year, the vacation used will come from the vacation earned in the prior year. This is to ensure the vacation used will not reduce the amount of vacation the employee will be eligible to cash out.

4.00 HOLIDAYS

Each management employee shall be entitled to the following holidays and to receive wages based on the normal scheduled work for the day. Any holiday that would otherwise be on a Saturday will be taken on the preceding Friday. Any holiday that would otherwise be on a Sunday will be taken on a Monday.

- 1) The first day of January
- 2) Third Monday in January - Dr. Martin Luther King, Jr. Day
- 3) The third Monday in February - Washington's Birthday
- 4) The last Monday in May - Memorial Day
- 5) June 19th - Juneteenth
- 6) July 4th - Independence Day
- 7) The first Monday in September - Labor Day
- 8) The second Monday in October – Indigenous People's Day / Columbus Day
- 9) November 11 - Veteran's Day
- 10) Thanksgiving Day
- 11) The day following Thanksgiving
- 12) The day preceding Christmas
- 13) Christmas Day
- 14) The day preceding New Year's Day
- 15) Two floating holidays per fiscal year. (Must be scheduled in advance and approved by a supervisor.) Management employee must use the floating holidays within the fiscal year or lose those holidays for that fiscal year
- 16) Every day declared a holiday by the City Council by resolution.

5.00 LEAVES

Leaves shall be as set forth in the City's Personnel rules.

5.01 Administrative Leave

Management and confidential employees shall be entitled to eighty (80) hours of administrative leave per fiscal year commencing on July 1 of each fiscal year. Administrative leave may be taken in conjunction with vacation. Administrative leave is not cumulative from year to year. Any remaining balance of administrative leave hours will be cashed out effective June 30th of each year. Administrative leave shall be prorated if employment is commenced during the fiscal year.

Positions that are classified as hourly employees are not eligible for administrative leave under this benefit package. Hourly employees may accrue overtime and/or Compensatory time over 40 hours in a week in lieu of administrative leave.

5.02 Sick Leave

Sick leave shall be accrued at the rate of eight (8) hours per month, beginning with the first month of employment without maximum accrual.

Upon termination, any unused accrued sick leave, up to a maximum of 150 days, shall be paid at the following rate:

<u>Years of Service</u>	<u>Percent (%) of Base Salary</u>
5 yrs + 1 day - 10 yrs	45
10 yrs + 1 day - 15 yrs	50
15 yrs + 1 day - 20 yrs	55
20 yrs + 1 day - 25 yrs	65
25 yrs + 1 day - 30 yrs	75
Over 30 yrs or at retirement	85

In lieu of pay off of sick leave at the above rates, the City has amended the PERS Contract to add section 20862.8 of the California Government Code (Credit for Unused Sick Leave). Unused accumulated sick leave at time of retirement may be converted to additional Service Credit.

5.03 Paid Bereavement Leave

Employees shall be granted leave in the event of the death of a member of the Employee's immediate family. The leave available is up to five (5) working days per death. Up to forty such hours are paid. To receive pay for hours in excess of forty, the employee may use any of his or her paid leave accruals, e.g. sick leave, vacation leave, compensatory time off. The immediate family is defined as husband, wife, domestic partner, parent, grandparent, sister, brother, son,

daughter, grandchild, mother-in-law, father-in-law, or any person living in the immediate household of the Employee.

The leave need not be used consecutively but must be used within three months.

5.04 Personal Business Leave

Employees within the bargaining unit shall be eligible to use forty (40) hours per fiscal year of personal leave to be taken in increments of one hour or more with the time chargeable to accumulated sick leave. The taking of personal leave shall be approved in advance by the department head. Approval shall be at the discretion of the department head with due regard for the needs of the Employee. Personal leave shall be taken only for purposes of pressing personal business which does not qualify for paid sick leave.

5.05 Medical Leave - Insurance Coverage

The City shall maintain the same health, dental, and vision coverage to Employees as provided for in Section 11.01, during the first three (3) months of a medical leave. In the event an extension of the medical leave is granted beyond three (3) months, the City shall pay half the insurance premium the City would otherwise pay through the sixth (6th) month of the leave, at which time the Employee may purchase insurance coverage at group rates through the City at his/her own sole cost and expense.

5.06 Other Leave Without Pay

The City Manager may grant a management or confidential employee a leave of absence without pay for a definite period not to exceed three consecutive (3) months. The City Council may grant a management employee a leave of absence without pay for longer than three (3) consecutive months but a period not to exceed one year. The request for leave, and the reasons therefore, shall be submitted in writing by the management employee and must be approved by both the City Manager and, when necessary, the Council.

Upon expiration of the approved leave, the management employee shall be reinstated to his/her former position or to a comparable one if the former position is abolished during the period of leave and the management employee would otherwise not have been laid off.

Failure on the part of a management employee to return to work on the date scheduled shall be cause for termination.

5.07 Leave for Jury Duty

Leave of absence with pay shall be granted to a management or confidential employee while going to and from court and serving on jury duty. Any jury fee awarded to such person shall be deposited with the Finance Manager.

5.08 Restriction on Leave for Outside Employment

A leave of absence without pay may not be granted to a management or confidential employee for purposes of accepting either private or other public employment outside the service of the City.

6.00 HEALTH AND WELFARE BENEFITS

6.01 CalPERS Medical Plan

6.01.01 Health Insurance

The City provides medical insurance through the California Public Employees' Retirement System (CalPERS). The City's contribution towards medical coverage will be the minimum amount required by Government Code section 22920 for regular full-time employees. All employees who elect coverage in the CalPERS medical plan may choose any medical plan available.

The City will also make available a Flexible Benefit Plan (Cafeteria Plan).

- a. **City Contributions** The City contributes the following amounts to the cafeteria plan per month on behalf of each employee. Employees electing health coverage (including the option benefits below) with a cost greater than the amount paid by the City in this section shall have the difference deducted automatically from the employee's pay on a pre-tax basis. In the event the employee's monthly health elections are less than the amount shown on the chart below, the difference shall be provided to the employee as taxable cash.

Enrollment Level	City Contribution (Enrolled Prior to 1/1/22)	City Contribution (Enrolled After 1/1/22)
Employee Only	\$1,060.90	\$1,030.00
Employee + 1	\$2,121.80	\$2,030.00
Employee + 2 Or More	\$3,182.70	\$3,090.00

- b. **Effective January 2025.** The City shall contribute the following amounts to the cafeteria plan per month on behalf of each employee. The below amounts are inclusive of the City contribution set forth in Section 6.01.01 above.

The City's monthly contribution for employee only shall be equal to the monthly medical premium cost for the plan chosen by the employee or one hundred percent (100%) of the cost at the Employee Only level of the average plan premiums offered by the Public Employees' Retirement System Health Benefit

Medical Program for the Region 1 and those plans available in Monterey, Santa Cruz, and Santa Clara County, whichever is less (excludes costing for out of state plans)

The City's monthly contribution for employee + dependents shall be equal to the monthly medical premium cost for the plan chosen by the employee or ninety five percent (95%) of the difference between the average Employee Only premium calculation above and same average premium calculation at the employee's coverage level, whichever is less. (excludes costing for out of state plans)

c . Effective January 2026, the City's monthly contribution for employee + dependents shall be equal to the monthly medical premium cost for the plan chosen by the employee or ninety percent (90%) of the difference between the average Employee Only premium calculation above and same average premium calculation at the employee's coverage level, whichever is less. (excludes costing for out of state plans). This amount is inclusive of the City contribution set forth in section 6.01.01 above.

d. The City's monthly contributions will be calculated and published annually, after CalPERS publishes rates for the next year. This typically happens shortly before open enrollment.

City Contribution Example:

	Employee Only	Employee +1	Employee 2+
Plan A	\$ 1,000	\$ 2,000	\$ 2,600
Plan B	\$ 900	\$ 1,800	\$ 2,340
Plan C	\$ 800	\$ 1,600	\$ 2,080
Average	\$ 900	\$ 1,800	\$ 2,340
Employee Only	\$ 900.00		
Employee +1	$\$900 + (\$1,800 - \$900) * 90\% = \$1,710$		
Employee 2+	$\$900 + (\$2,340 - \$900) * 90\% = \$2,196$		

6.01.02 Optional Benefits

Employees may also elect the following optional benefits:

1. Medical reimbursement Flexible Spending Account (FSA)
2. Dependent care Flexible Spending Account (DFSA)
3. AFLAC supplemental insurance

Employees who elect in the optional benefits shall use salary deductions in an amount to cover the cost of the optional benefits.

6.01.03 Cash in Lieu

Effective January 1, 2025, employees who provide adequate proof of alternative essential coverage for themselves and their tax family, are eligible to receive \$300 per month.

6.01.04 Dental Insurance

As soon as administratively possible after Council approval of this Compensation Package, the City shall provide dental insurance to employees. The City shall pay 100% of the employee and dependent level election premium cost.

6.01.05 Vision Coverage

The level of existing vision coverage will remain in effect for the term of this agreement. The City will continue to cover the cost of vision coverage benefits under the Vision Service Plan up to \$20 per month for the employee and dependent level election premium cost.

6.01.06 Employee Retiree Medical Coverage Program

It is the purpose of the Employees Retiree Medical Coverage program to provide for medical insurance compensation to retired management employees in order to insure that these individuals, who have dedicated a number of years of service to the City of Scotts Valley, do not face an economic hardship at the time of retirement in paying for medical insurance coverage.

Employees hired prior to January 1, 2025, and who met the requirements set forth in this section shall be vested at the levels indicated below.

By the term “vested,” the parties hereby expressly demonstrate their intent to memorialize the obligation of the City to provide retiree medical insurance benefits described in this section to eligible retirees (those hired before January 1, 2025) who retire directly from the City. The City’s obligations described herein will not cease upon expiration, termination or modification of this agreement.

A. For Employees hired on or before June 30, 2018

To be eligible for the retiree medical benefit a management employee:

1. Must have been employed with the City for ten (10) years or longer;
2. Shall retire from the City of Scotts Valley. Public Safety management employees shall be eligible for their benefit upon retiring at age 50 or older; all other management employees shall be eligible upon retiring

at age 55 or older. Notwithstanding the above, a management employee who retires with a minimum of ten (10) years of service prior to age 55 shall become eligible for his/her benefit at age 55; and

3. The retired management employee shall provide annual proof of current medical insurance coverage including the costs to the retiree. The retiree must notify the City if the medical insurance policy is cancelled. Failure to carry medical insurance or to notify the City of its cancellation will eliminate eligibility for his/her benefit. The retired management employee must secure their own medical insurance coverage. The medical benefit will be provided directly to the retiree at a rate not less than two thirds (2/3) of the monthly premium paid for "PERS retirees" under the PERS-CARE medical insurance plan (benchmark plan) except that the minimum contribution shall be at least \$250 per month.
4. The retiree medical benefit shall be provided to the retiree and the retiree's spouse. However this benefit shall only while the retiree is living and shall not be payable to the retiree's spouse after the retiree's death.

The medical benefit will be provided at the following rates, which are inclusive of the PEMHCA minimum:

The medical benefit will be at a rate in accordance with the following schedule:

<u>Years of Service</u>	<u>Percent (%) of Cost of Benchmark Premium</u>
10 years	66%
15 years	70%
20 years	80%
25 years	90%
30 years	100%

Retiree Health Insurance pursuant to this section will not apply to newly hired employees effective upon written agreement with all City employee organizations.

B. For Employees hired between July 1, 2018 and August 31, 2021

- a. For EMPLOYEES who have served 10 to 15 years with the City up to a maximum of monthly contribution:

Employee Only 250.00
Employees plus Spouse: 375.00

- b. For EMPLOYEES who have served 15 to 20 years with the

City up to a maximum of monthly contribution:

Employee Only 350.00

Employees plus Spouse: 550.00

- c. For EMPLOYEES who have served over 20 years with the City up to a maximum of monthly contribution:

Employee Only 500.00

Employees plus Spouse: 750.00

C. For Employees hired on or after September 1, 2021

For members hired on or after September 1, 2021 or the effective date of the City's CalPERS contract amendment, whichever is later, and who retire from the City while meeting the eligibility for CalPERS retiree health insurance, the City's maximum contributions toward employee retiree medical coverage shall be the statutory minimum amount required under the Public Employees Medical & Hospital Care Act ("PEMHCA"), as determined by CalPERS under Government Code Section 22892.

6.02 Deferred Compensation (457(b) Plan)

Effective January 1, 2025, the City will match up to \$50.00 during the 1st and 2nd pay period of each month (up to a maximum of \$100.00 per month) of an employee's contribution to a City authorized deferred compensation plan (authorized under the Internal Revenue Code Section 457). The combined contribution between the City's and the employee's contribution cannot exceed the maximum permitted by law.

6.03 Life Insurance

The City shall pay the premium for a \$50,000 life insurance plan for all unit Members.

6.04 LTDI

The City shall continue in effect and pay the full premium for the existing long-term disability insurance program.

6.05 State Disability Insurance

Employees shall be eligible for paid sick leave benefits in accordance with City rules. Employees shall continue to pay the premium cost for State Disability Insurance. It shall be the Employee's responsibility to apply for State Disability benefits and to file with the City immediately upon receipt from the Department of Employment the "Notice of Calculation" for Disability Insurance. Upon receipt of the notice the City shall adjust the Employee's sick leave usage and wages for the affected period so their net pay is equal to that which they would receive if working.

6.06 CalPERS Retirement System and Contribution

6.06.01

A. Classic Miscellaneous Employees

The City provides the CalPERS pension formula of 2.5% at age 55 plan for all eligible Employees hired on or before December 31, 2012, or hired after such date but already in the CalPERS system as a classic member without a six-month break in service. The City shall provide the Government Code 20042 single highest year benefit for all Miscellaneous Members at City expense.

All classic employees shall pay the employee contribution as determined by CalPERS on an annual basis.

B. PEPRA Miscellaneous Employees

For those Employees hired on or after January 1, 2013, to the City of Scotts Valley, who are new to the CalPERS system, the City shall provide 2% at 62 for those Employees in accordance with State law. The contribution for new PEPRA Employees shall be shared in accordance with State law. PEPRA employees shall pay the employee contribution as determined by CalPERS on an annual basis.

6.06.02

A. Safety Employees

The City provides the CalPERS pension formula of 3% at age 50 plan based on the highest average annual compensation during any consecutive 36-month (three-year) period for all eligible employees hired on or before December 31, 2012, or hired after such date but already in the CalPERS system as a classic member without a six-month break in service.

All classic safety employees shall pay the employee contribution as determined by CalPERS on an annual basis.

B. PEPRA Safety Employees

For those safety employees hired on or after January 1, 2013 who are new to the City of Scotts Valley, the City shall provide 2.7% at 57 for those employees in accordance with State law. The contribution for new PEPRA safety employees shall be shared in accordance with State law. PEPRA employees shall pay the employee contribution as determined by CalPERS on an annual basis.

6.07 WELLNESS STIPEND

Effective the first full pay period upon ratification, the City shall provide a \$50 per month wellness stipend through pay roll as taxable income to all bargaining unit members.

7.00 LONGEVITY

The City agrees that each management and confidential employee with five (5) years of continuous service shall receive a 2.5% increase in pay of their 5th anniversary. All management and confidential employees with ten (10) years of continuous service shall receive an additional 2.5% increase in pay of their 10th anniversary.

8.00 EDUCATIONAL REIMBURSEMENTS

The City shall maintain, consistent with budgetary allocations and availability, a training program which will enable Employees to upgrade their skill and improve their levels of performance. The City will reimburse for the cost associated with upper level college courses and training sessions, in a curriculum related to a professional job related degree or certificate, approved in advance by the Department Head and City Manager.

The City Agrees to reimburse Employees for only the cost of tuition, books, and course related fees. The City will not reimburse for supplies or mileage used to travel to and from such courses. Payment shall be made upon successful completion of each course with a grade B or higher, with or B- not qualifying. This provision shall be limited to \$5,000 per fiscal year, without any carryover, and subject to budgetary allocations and availability.

9.00 SPECIAL BENEFITS/CHIEF OF POLICE AND POLICE CAPTAIN

The City agrees that in addition to any other benefits, the Chief of Police and the Police Captain shall be entitled to those benefits set out in Attachment B, a copy of which is attached thereto and incorporated herein by this reference.

10.00 AUTOMOBILE POLICY

All Department Heads shall either be assigned a City vehicle, receive a monthly automobile allowance, or be reimbursed a mileage reimbursement at the rate set by the Internal Revenue Service as an allowable deduction for automobile business expenses when the management employee is using his/her private automobile for City business.

If a Department Head elects to receive the automobile allowance, it shall be paid on a biweekly basis and included with the City's payroll process. The amount of the biweekly automobile allowance shall be \$125.00 per pay period.

A Department Head using their private vehicle for City business must provide the City with a copy of their automobile liability insurance in an amount not less than \$300,000 for personal injury and \$100,000 for property damage.

11.00 A Department Head shall not receive more than one of these alternatives in any calendar month.

11.01 CELL PHONE REIMBURSEMENT

Employees who are required to use their personal cell phone for City business will receive \$50 per month cell phone reimbursement. The City will not be responsible for cell phone replacement, damage or any other costs associated with the Employee's personal cell phone. A cell phone reimbursement participation form will be signed by each Employee and kept on file.

12.00 GRIEVANCE PROCEDURE

A Department Head may grieve any matter involving an interpretation of the terms of his/her benefits set out herein by following steps 1 and 2 below:

Step 1: Informal meeting with the City Manager in an attempt to resolve the grievance.

Step 2: If the grievance cannot be resolved by the Department Head and City Manager, it shall be presented to the City Council in Closed Session or at the option of the Department Head in an open meeting.

All other management employees may grieve any matter involving an interpretation of the terms of the benefits in accordance with the procedures established in the Personnel Rules and Regulations.

13.00 COMPENSATION

13.01 Miscellaneous Employees

Effective the first full pay period after July 1, 2024, the salary range for each miscellaneous classification in the unit will receive a three percent (3%) salary increase.

Effective the first full pay period after July 1, 2025, the salary range for each miscellaneous classification in the unit will receive a three percent (3%) salary increase.

Effective the first full pay period after July 1, 2026, the salary range for each

miscellaneous classification in the unit will receive a three percent (3%) salary increase.

13.02 Safety Employees

Effective the first full pay period after July 1, 2024, the salary range for each miscellaneous classification in the unit will receive a three (3%) salary increase.

Effective the first full pay period after July 1, 2025, the salary range for each miscellaneous classification in the unit will receive a three percent (3%) salary increase.

Effective the first full pay period after July 1, 2026, the salary range for each miscellaneous classification in the unit will receive a 3 percent (3%) salary increase.

13.03 Additional Wage Increases

The following positions will receive adjustments effective the first full pay period after July 1, 2024:

- Administrative Services Director: 5%
- Community Development Director: 5%
- Administrative Secretary / Analyst: 4%
- Finance Manager, Human Resource Manager: 4%
- Public Works Director shall be set at the same rate as the Administrative Services and Community Development Director
- Public Works Director / City Engineer shall be set at 5% above the Public Works Director.

The following positions will receive adjustments effective the first full pay period after July 1, 2025:

- Administrative Services Director: 2%
- Community Development Director: 2%
- Administrative Secretary / Analyst: 4%
- Finance Manager, Human Resource Manager: 4%

The following positions will receive adjustments effective the first full pay period after July 1, 2026:

- Finance Manager, Human Resource Manager: 4%

13.04 DEPUTY CITY MANAGER

Any position designated as the Deputy City Manager will receive a 5% salary increase from their current classification.

14.00 “AT WILL” POSITIONS

The management and confidential positions listed in Attachment A are “at will”
Page | 14

positions, meaning that they serve at the pleasure of the City Manager and may be removed at any time, with or without cause.

Mali LaGoe, City Manager

ATTACHMENT A
MANAGEMENT AND CONFIDENTIAL EMPLOYEES

Administrative Services Director	Department Head
Administrative Services Director /Deputy City Manager	Department Head
Chief of Police	Department Head
Community Development Director	Department Head
Community Development Director/ Deputy City Manager	Department Head
Public Works Director	Department Head
Public Works Director/City Engineer	Department Head
Public Works Director/City Engineer/ Deputy City Manager	Department Head
City Clerk	Non-Department Head
Police Captain	Non-Department Head
Finance Manager	Non-Department Head
Human Resources Manager	Non-Department Head
Administrative Secretary/Analyst	Confidential

ATTACHMENT B

POLICE CHIEF AND POLICE CAPTAIN / SPECIAL BENEFITS (Applicable to Police Chief and Captain Only)

1. LEGAL DEFENSE

The City shall provide legal representation and necessary coverage for the protection and defense of the Police Chief and Police Captain ("Covered Employee") of the City of Scotts Valley Police Department acting legally in his / her sworn capacity while "on or off duty", and in accordance with the requirements of the California penal Code. The City agrees to provide the necessary legal liability coverage and legal representation to cover any litigation brought against the Covered Employees as a result of his / her actions as a Peace Officer.

2. ASSIGNED POLICE VEHICLE

The Police Chief and Captain may be assigned an unmarked police unit from the Department fleet for his / her full time use, due to the nature of his / her employment.

3. HEALTH AND SAFETY - EQUIPMENT

City shall comply with all applicable State, Federal and County Safety Regulations and shall furnish all safety equipment required by law or deemed necessary by the City Manager, to the Covered Employee. At the commencement of employment, Covered Employee shall be provided safety equipment by the City as follows:

One (1) leather belt for slacks

One (1) leather duty belt with: holster, clip holder, handcuff case, mace holder, baton ring, key ring, four (4) keepers, belt buckle, tape recorder holster

One (1) weapon, clip and ammunition

One (1) O.C. spray canister

One (1) bullet-proof vest

One (1) set of handcuffs with key

One (1) expandable baton

One (1) police flashlight

One (1) tape recorder

City shall provide all equipment deemed essential by the Chief of Police to complete assigned duties.

4. UNIFORMS

At the commencement of employment, Covered Employee shall be provided uniforms by the City as follows”

- One (1) uniform hat and hat piece
- Three (3) uniform shirts, long or short sleeve
- Three (3) uniform slacks or skirts
- One (1) uniform duty jacket
- One (1) uniform dress jacket
- Patches as required for above uniforms
- One (1) name tag for uniform shirt
- One (1) name tag for uniform jacket
- One (1) complete set of rain gear and rain boots
- One (1) utility uniform
- Two (2) collar emblems
- One (1) duty badge
- One (1) off-duty badge and badge wallet

The City agrees to maintain any required uniform for the Covered Employee.

5. MILEAGE ALLOWANCE

When Covered Employee is required to use his / her personal vehicle on City business, the City shall pay the mileage allowance provided by the rules and regulations of the Internal Revenue Service. When reimbursable to the City under POST Plans, the City shall pay maximum mileage allowance provided by rules and regulations of the POST Plan.

6. AMOUNT OF DURATION OF PAYMENT

Covered Employee shall be entitled to receive industrial sick leave with pay equal to the difference between 100% of his / her normal salary and the amount of any Worker's Compensation temporary disability payments to which the Covered Employee is entitled during such incapacity for a period not to exceed one (1) calendar year from the date of such sickness or injury.

7. PEACE OFFICERS' BILL OF RIGHTS

The City and the Association acknowledge and reaffirm all rights and privileges granted to the Covered Employee by law, including, but not without limitation, those provisions of the Peace Officers' Procedural Bill of Rights (Gov. Code § 33000 et seq.) And the Meyers-Milias-Brown Act (Gov. Code § 3500 et seq.).

8. RETIREMENT

Covered Employee is a management Safety member under PERS and shall be covered under the applicable Safety plan as defined in Section 6.05.02 of this Benefits Package.

9. TEMPORARY ASSIGNMENT TO HIGHER LEVEL VACANCY (Captain Only)

An employee specifically on a temporary basis to a higher level position shall be compensated at the pay rate for the higher level position if the service in such position exceeds a total of twenty (20) days in any twelve (12) month period, and payment shall be retroactive to the first day of such service.

10. EFFECT OF ABSENCE ON CONTINUOUS SERVICE (Captain Only)

Absence on authorized leave with or without pay, time during which an employee is laid off because his services are not needed and time during which an employee is temporarily not employed by the City shall not be considered as an interruption of continuous service if such absence is followed by re-employment within one (1) year. However, such absences shall not be counted in computing the employee's years of continuous service.

11. AMOUNT AND DURATION OF PAYMENT

Covered employee shall be entitled to receive industrial sick leave with pay equal to the difference between 100% of his / her normal salary and the amount of any Worker's Compensation temporary disability payments to which he / she is entitled during such incapacity for a period not to exceed one (1) calendar year from the date of such sickness or injury.

MEMORANDUM OF UNDERSTANDING

Between the City of Scotts Valley and Scotts Valley Mid-Management Association

July 1, 2024 through June 30, 2027



Contents

1.00 PREAMBLE.....	3
2.00 RECOGNITION.....	3
3.00 NO DISCRIMINATION	3
4.00 RELATIONSHIP AFFIRMATION.....	4
5.00 RELEVANT MATERIALS	4
6.00 CONTRACTING OUT	4
7.00 MANAGEMENT RIGHTS.....	4
8.00 PERSONNEL RULES/ACTIONS.....	5
8.01 Probationary Period	5
8.02 Reclassification.....	5
8.02.02 Reclassification Probationary Period	5
8.03 Compensation Studies	5
9.00 COMPENSATION	5
9.01 General Wage Increases	6
9.02 Additional Wage Increases.....	6
9.03 Longevity	6
9.04 Boot Allowance	6
9.05 Clothing Allowance	7
9.05.01 Cleaning, Repair or Replacement of Damaged Clothing	7
9.06 Exempt from Overtime Compensation.....	7
9.07 Working Out of Classification Pay	7
9.08 Vehicle Allowance	8
9.09 Cell Phone Reimbursement.....	8
10.00 HEALTH AND WELFARE	8
10.01 Medical Plan	8
10.01.03 Optional Benefits	9
10.01.04 Cash in Lieu	10
10.01.05 Part-Time Employees	10
10.01.06 Reopener in the Event of Provider Change	10
10.01.07 Dental Insurance.....	10
10.01.08 Vision Coverage	10
10.02 Retiree Medical Benefits Coverage	10
10.03 Deferred Compensation	12
10.04 Life Insurance	12
10.05 LTDI.....	12

10.06	State Disability Insurance	12
10.07	CalPERS Retirement System and Contribution	13
10.08	Child and Dependent Care Services	13
10.09	Wellness Stipend	13
11.00	HOLIDAYS	13
11.01	Holidays	13
12.00	VACATION	14
12.01	Vacation Accrual	14
12.02	Vacation Accrual Maximum	15
12.03	Vacation - Illness	15
12.04	Vacation Schedule Conflict	15
12.05	Vacation Buy-back	15
13.00	LEAVES	16
13.01	Leaves	16
13.02	Sick Leave Accrual	16
13.02.01	Sick Leave for Care of Immediate Family	16
13.02.02	Unused Sick Leave/Termination	16
13.03	Paid Bereavement Leave	17
13.04	Personal Business Leave	17
13.05	Medical Leave - Insurance Coverage	17
13.06	Administrative Leave	18
14.00	TRAINING	18
15.00	PEACEFUL PERFORMANCE - NO STRIKE/LOCKOUT	18
16.00	STAY WELL PLAN—SUNSETS NOVEMBER 30, 2024	19
17.00	CLASSIFICATIONS	19
18.00	FULL UNDERSTANDING	20
19.00	TERM OF MEMORANDUM	20
EXHIBIT A		21
EXHIBIT B		22

MEMORANDUM OF UNDERSTANDING
between
CITY OF SCOTTS VALLEY
and
SCOTTS VALLEY MID-MANAGEMENT ASSOCIATION
JULY 1, 2024 - JUNE 30, 2027

1.00 PREAMBLE

The Memorandum of Understanding between the City of Scotts Valley and Scotts Valley Mid-Management Association ("Agreement") is entered into and by the City of Scotts Valley (hereafter referred to as the "City") and the Scotts Valley Mid-Management Association (hereafter referred to as the "Association"). Employee defined for the purpose of this agreement shall mean an Employee assigned to a classification within the Scotts Valley Mid-Management Association as delineated in Exhibit A.

The City and the Association have met and conferred in good faith through their authorized representatives and have arrived at an understanding concerning wages, hours, working conditions and oaths of employment for the period of July 1, 2024, through June 30, 2027.

This contract is subject to Sections 3500-3510 of the Government Code of the State of California and Resolution No. 680.7 (Personnel Rules and Regulations ["PR&R's"]), of the City of Scotts Valley. In the event of conflict between this contract and City Resolution No. 680.7, this contract shall prevail.

The parties agree that this agreement along with the PR&R's in effect at the time this MOU is signed will constitute the only policies, rules, practices, agreements, resolutions and other such documents that shall be used in administering the terms and provisions herein. No changes to the PR&R's may be made unless changed through mutual agreement of both parties to this MOU.

2.00 RECOGNITION

Scotts Valley Mid-Management Association is comprised of all regular full-time employees (hereinafter "Employee"), listed on Exhibit A, attached hereto. The Association shall negotiate for wages and benefits on behalf of all Employees.

3.00 NO DISCRIMINATION

The City and the Association will cooperate in pursuing a policy of affirmative action, equal employment and equal promotional opportunity for all individuals in accordance with applicable law. There shall be no discrimination because of a person's political, religious or Union affiliation or

belief, non-affiliation or non-belief, race, color, age, sex national origin, physical or mental disability, medical condition or information, martial or military

status, sexual orientation, ancestry, gender identity, gender expression, and/or any other category protected by federal and/or state law.

4.00 RELATIONSHIP AFFIRMATION

The Association recognizes its obligation to cooperate with the City to assure maximum service of the highest quality and efficiency to the citizens of Scotts Valley, consistent with its obligations to the Employees it represents. The City and the Association affirm the principle that harmonious labor-management relations are to be promoted and furthered.

5.00 RELEVANT MATERIALS

The Association shall have the right to review at reasonable times and receive upon request without cost, copies of any and all current materials prepared, excluding privileged information, relating to wages, hours, and other terms and conditions of employment, which are relevant for the Association to fulfill its duties and obligations as the exclusive representative of unit Employees covered by this contract. The Association shall be given reasonable notice and given the opportunity to meet and confer with the City management prior to the adoption of a written ordinance, rule, resolution or policy related to the scope of representation. Reasonable notice shall be considered to be ten

(10) working days.

6.00 CONTRACTING OUT

The City will notify the Association at least ninety (90) days in advance if it intends to contract out work currently performed by Employees within the unit. Upon request, the City will meet with the Association to explain the reason to contract out and to solicit Association views on the proposal. The City retains the right to contract out work.

7.00 MANAGEMENT RIGHTS

The City reserves all rights with respect to matters of general legislative and managerial policy including, among others, the exclusive right to determine the mission of its constituent departments, divisions, commissions and boards; set standards of service; determine the procedures and standards for recruitment and selection of Employees within the law; direct its Employees; take disciplinary action; relieve its Employees of duties because of lack of work or for other good reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which governmental operations will be conducted; require overtime; take all necessary actions to carry out its mission in emergencies; exercise complete

control and discretion over its organization and the technology of performing its work; and to develop positive and productive employer/employee relationships. These rights shall not be limited except as specified in this agreement.

8.00 PERSONNEL RULES/ACTIONS

8.01 Probationary Period

The probationary period for newly hired Employees shall be twelve (12) months.

8.02 Reclassification

8.02.01 Reclassification/Classifications

The City retains the right to classify and/or reclassify positions. The City will notify the Association of the creation or abolition of classification and, upon request, meet and confer regarding the salaries attached to positions and/or the effect of changes on promotional opportunities.

8.02.02 Reclassification Probationary Period

Reclassified Employees shall not be subject to a probationary period.

8.03 Compensation Studies

Employees may submit compensation surveys to the City for consideration of a possible salary adjustment. Once the surveys are prepared Employees will provide a copy to the City.

For the purpose of the survey:

1. The City of Santa Cruz, County of Santa Cruz, City of Watsonville, City of Capitola, and City of Scotts Valley shall be included.
2. The salary used for each position in each jurisdiction shall be the top step, plus maximum longevity pay, not including any other incentive pay.
3. The salary for any employees who pay the employee's portion of the retirement shall be reduced by the percentage paid by the employee.
4. The maximum monthly medical premium benefit for a family for each position shall be added to reflect medical benefits.
5. The City shall determine which positions are comparable for each jurisdiction by comparing the job duties and responsibilities with those of the Scotts Valley Mid-Managers.

9.00 COMPENSATION

9.01 General Wage Increases

Effective the first full pay period after Council approval of the MOU, or the first full pay period after July 1, 2024, whichever is later, the salary range for each classification in the unit will receive a three percent (3%) increase.

Effective the first full pay period after July 1, 2025, the salary range for each classification in the unit will receive a three and a half percent (3.5%) salary increase.

Effective the first full pay period after July 1, 2026, the salary range for each classification in the unit will receive a three and a half percent (3.5%) salary increase.

9.02 Additional Wage Increases

Effective the first full pay period in July of the respective years, or the first full pay period after Council approval of this MOU, whichever is later, the additional wage increases by position itemized in Exhibit B will go into effect in connection with the General Wage Increase from section 9.01.

See master salary schedule for respective amounts.

9.03 Longevity

The City agrees that all Employees with five (5) years of continuous service shall receive a 2.5% increase in pay on their 5th anniversary. All employees with ten (10) years of continuous service shall receive an additional 2.5% increase in pay on their 10th anniversary. These longevity percentages stack, and, thus, the maximum longevity percentage is 5%.

The parties agree that, to the extent permitted by law, this is special compensation, and the City shall report this pay to CalPERS as "Longevity Pay" under 2 C.C.R. 571(a)(1) and 2 C.C.R. 571.1(b)(1).

9.04 Boot Allowance

The City shall provide for the issue of two (2) pairs of steel-toed or equal safety boots at a cost not to exceed \$175 each pair, annually, for the following positions:

- Maintenance Division Manager
- Wastewater Division Manager
- Project Manager
- Wastewater Laboratory/Environmental Compliance Manager.

The cost of repair shall be the responsibility of the Employee. The boots provided are for the purpose of safety and are to be worn at all

times while on the job. Safety boots are optional at conferences, workshops and appropriate meetings. Failure to wear safety boots may be cause for disciplinary action.

9.05 Clothing Allowance

The City shall provide \$250 per year for Employees, except the Accounting series, Analyst series, and Planner series, for clothing allowance for such things as shoes, rain boots, rain coats, protective wear and gloves.

Uniforms (shirts and pants) shall be provided to the Maintenance Division Manager, Wastewater Division Manager, and Wastewater Laboratory/Environmental Compliance Manager and cleaned at City expense.

9.05.01 Cleaning, Repair or Replacement of Damaged Clothing

The City shall pay for the cleaning, repairing or replacement of any personal clothing that is soiled or damaged while in the performance of duties on the job.

9.06 Exempt from Overtime Compensation

Employees that are salaried, are exempt from the overtime compensation requirements of the Fair Labor Standards Act.

9.07 Working Out of Classification Pay

All assignments to an out of classification position shall be set forth on a personnel transaction report form prior to the first day of assignment and shall be approved by the appointing authority.

1. In accordance with CalPERS, an out-of-class appointment occurs when an employee is approved by the appointing authority to temporarily work in a higher classification, due to a business need or vacancy for which a recruitment may or may not be initiated. The employee must be eligible to work in the higher classification and perform all duties of that position for more than three (3) consecutive days.
2. Mid-Managers appointed by the appointing authority to serve as the interim department head shall be paid a salary increase of no less than five percent (5%) below the first step of the department head salary of the department to which he/she is appointed, and payment shall continue for the duration of such appointment.
3. Temporary Upgrade Pay (TUP) –The parties agree that, to the extent permitted by law, out-of-classification pay is special compensation, and the City shall report this pay to CalPERS for Classic Members only as "Temporary Upgrade Pay" under 2 C.C.R. 571(a)(3).

9.08 Vehicle Allowance

Mileage reimbursement, using the current IRS rate, shall be provided to mid- managers who utilize their own vehicles for City business. City vehicles shall not be taken home by Employees.

9.09 Cell Phone Reimbursement

Employees who are required by their Department Head to use their personal cell phone for City business will receive a \$50 per month cell phone reimbursement. The City will not be responsible for cell phone replacement, damage or any other costs associated with the Employee's personal cell phone. A cell phone reimbursement participation form will be signed by each Employee and kept on file.

10.00 HEALTH AND WELFARE

10.01 Medical Plan

10.01.1 CalPERS Medical

The City provides medical insurance through the California Public Employees' Retirement System (CalPERS). The City's contribution towards medical coverage will be the minimum amount required by Government Code section 22892 for regular full-time employees and retirees ("PEMHCA minimum").

10.01.1.01 Cafeteria Plan

The City will also make available a Flexible Benefit Plan (Cafeteria Plan) for active employees. The City shall also pay administrative fees and contingency reserve fund assessments, if any.

10.01.02 City Contributions

- a. The City contributes the following amounts to the cafeteria plan per month on behalf of each bargaining unit member. Unit members electing health coverage (including the optional benefits below) with a cost greater than the amount paid by the City in this Section shall have the difference deducted automatically from the unit member's pay on a pre-tax basis. In the event the employee's monthly health elections are less than the amount shown on the chart below, the difference shall be provided as taxable cash.

Enrolment Level	City Contribution (Enrolled by irrevocable election prior to 1/1/22)	City Contribution (Enrolled After 1/1/22)
Employee only	\$ 1,060.90	\$ 1,030.00
Employee +1	\$ 2,121.80	\$ 2,030.00

Employee +2 or More	\$ 3,182.70	\$ 3,090.00
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The above amounts are inclusive of the City contribution set forth in section 10.01.1 above.

- b. Effective January 2025, the City shall contribute the following amounts to the cafeteria plan per month on behalf of each bargaining unit member. The below amounts are inclusive of the City contribution set forth in section 10.01.1 above.

The City's monthly contribution for employee only shall be equal to the monthly medical premium cost for the plan chosen by the employee or one hundred percent (100%) of the cost at the Employee Only level of the average plan premiums offered by the CalPERS Health Benefit Medical Program for Region 1 (excluding out of state plans and plans not available in Monterey, Santa Cruz, or Santa Clara counties), whichever is less.

The City's monthly contribution for employee + dependents shall be equal to the monthly medical premium cost for the plan chosen by the employee or ninety five percent (95%) of the difference between the average "Employee Only" premium calculation above and the same average premium calculation at the employee's coverage level of health plans offered in CalPERS Medical Region 1 (excluding out of state plans and plans not available in Monterey, Santa Cruz, or Santa Clara counties), whichever is less.

- c. Effective January 2026, for employee + dependents, the City's monthly contribution shall be equal to the monthly medical premium cost for the plan chosen by the employee or ninety percent (90%) of the difference between the average "Employee Only" premium calculation above (see subdivision b) and same average premium calculation at the employee's coverage level, whichever is less (excluding out of state plans and plans not available in Monterey, Santa Cruz, or Santa Clara counties). This amount is inclusive of the City contribution set forth in section 10.01.1 above.

10.01.03 Optional Benefits

Employees may also elect the following optional benefits:

1. Medical reimbursement account
2. Dependent care assistance plan
3. AFLAC supplemental insurance

Employees who elect optional benefits shall use salary deductions to cover the cost of the optional benefits.

10.01.04 Cash in Lieu

Effective January 1, 2025, employees who provide adequate proof of alternative essential minimum medical coverage for themselves and their tax family, shall receive three hundred dollars (\$300) per month in lieu of City-provided medical insurance.

10.01.05 Part-Time Employees

Regular part-time employees shall be eligible to receive health benefits on a pro-rated premium basis given the ratio of their work schedule to full-time work, and subject to the minimum number of hours specified in the City's current health benefits plan.

10.01.06 Reopener in the Event of Provider Change

In the event that no PERS HMO and/or no PERSChoice contract with one of the major care providers in the area (Sutter, Dominican, Santa Cruz Medical Clinic, Kaiser or Physicians Medical Group) during the term of this MOU, the parties agree that to re-open section 11.01.

10.01.07 Dental Insurance

As soon as administratively possible after Council approval of this MOU, the City shall provide dental insurance to employees and cease the previous program. The City shall pay 100% of the employee only premium and shall pay 100% of the employee + dependents premium.

10.01.08 Vision Coverage

The level of existing vision coverage will remain in effect for the term of this agreement. The City will continue to cover the cost of vision coverage benefits under the Vision Service Plan up to \$20 per month for the employee and dependent level election premium cost.

10.02 Retiree Medical Benefits Coverage

It is the purpose of the Employees Retiree Medical Coverage program to provide for medical insurance compensation to retired Employees in order to ensure that these individuals, who have dedicated a number of years of service to the City of Scotts Valley, do not face an economic hardship at the time of retirement in paying for medical insurance coverage.

To be eligible an Employee:

1. Must have been employed with the City for ten (10) years or longer.
2. Shall retire from the City of Scotts Valley. Public safety persons shall be eligible for this benefit upon retiring at age 50 or older; all other Employees shall be eligible upon retiring at age 55 or older.

Retirement shall be defined as "retiring under the provisions of the CalPERS Retirement Plan."

3. The retired Employee shall provide annual proof on the anniversary of retirement of current medical insurance coverage including the costs to the retiree. The retiree must notify the City if the medical insurance policy is canceled. Failure to carry medical insurance or to notify the City of its cancellation will eliminate eligibility for this benefit. The retired Employee must secure his/her own medical insurance coverage.
4. The retiree medical benefit shall be provided to the retiree and the retiree's spouse. However, this benefit shall only be payable while the retiree is living and shall not be payable to the retiree's spouse after the retiree's death.

The medical benefit will be provided at the following rates, which are inclusive of Public Employees Medical & Hospital Care Act (PEMHCA) minimum for those utilizing a CalPERS medical plan:

A. For Employees hired on or before June 30, 2018:

The medical benefit shall be provided directly to the retiree at following rates:

- (1) For EMPLOYEES who have served 10 to 20 years with the City: 100% of premiums to a maximum of 50% of the PERS-Platinum plan premium level (benchmark plan);
- (2) For EMPLOYEES who have served 20-30 years with the City: 100% of the premiums to a maximum of 67% of the PERS-CARE plan;
- (3) For EMPLOYEES who have served over 30 years with the City: 100% of the premiums to a maximum of 75% of the PERS-CARE plan.

B. For Employees hired between July 1, 2018 and August 31, 2021:

- a. For EMPLOYEES who have served 10 to 15 years with the City up to a maximum of monthly contribution of:

Employee Only:
250.00 Employees
plus Spouse: 375.00

- b. For EMPLOYEES who have served 15 to 20 years with the City up to a maximum of monthly contribution of:

Employee Only:

350.00 Employees
plus Spouse: 550.00

- c. For EMPLOYEES who have served over 20 years with the City up to a maximum of monthly contribution of:

Employee Only: 500.00

Employees plus Spouse: 750.00

For Employees hired on or after September 1, 2021

For bargaining unit members hired on or after September 1, 2021 or the effective date of the City's CalPERS contract amendment, whichever is later, and who retire from the City while meeting the eligibility for CalPERS retiree health insurance, the City's maximum contributions toward employee retiree medical coverage shall be the statutory minimum amount required under the PEMHCA, as determined by CalPERS under Government Code Section 22892.

10.03 Deferred Compensation

Employees may contribute to a City authorized deferred compensation account (authorized under the Internal Revenue Code Section 457) via salary redirection.

Effective January 1, 2025, the City will match up to \$50.00 during the 1st and 2nd pay period of each month (up to a maximum of \$100.00 per month) of an employee's contribution. The combined contribution between the City's and the employee's contribution cannot exceed the maximum permitted by law.

10.04 Life Insurance

The City shall pay the premium for a \$50,000 life insurance plan for all unit Employees.

10.05 LTDI

The City shall continue in effect and pay the full premium for the existing long term disability insurance program.

10.06 State Disability Insurance

Employees shall be eligible for paid sick leave benefits in accordance with City rules. Employees shall continue to pay the premium cost for State Disability Insurance. It shall be the Employee's responsibility to apply for State Disability benefits and to file with the City immediately upon receipt from the Department of Employment the "Notice of Calculation" for Disability Insurance. Upon receipt of the notice the City shall adjust the Employee's sick leave usage and wages for the affected period so their net pay is equal to that which they would receive if working.

10.07 CalPERS Retirement System and Contribution

A. Classic Employees

The City provides the CalPERS pension formula of 2.5% at age 55 plan, with the one-year final compensation benefit, for all eligible Employees hired on or before December 31, 2012 or hired after such date but already in the CalPERS system as a classic member without a six-month break in service.

All classic employees shall contribute 8.0% of PERSable salary toward the employee's contribution.

B. PEPRA Employees

For those Employees hired on or after January 1, 2013 to the City of Scotts Valley, new to the CalPERS system, the City shall provide 2% at 62. PEPRA employee contributions shall be 50% of the normal cost as determined by CalPERS and may change on an annual basis.

10.08 Child and Dependent Care Services

City has implemented a child and dependent care services flexible spending program, whereby employee dollars spent on child and dependent care services may be sheltered from taxation. This type of program is described in Internal Revenue Code Section 129. The cost of administering this voluntary program shall continue to be borne by the participating employee.

10.09 Wellness Stipend

Effective the first full pay period upon ratification, the City shall provide a \$50 per month wellness stipend through payroll as taxable income to all bargaining unit members.

11.00 HOLIDAYS

11.01 Holidays

Each Employee of the bargaining unit shall be entitled to the following holidays and to receive wages based on the normal scheduled work for the day. Any holiday that would otherwise be on a Saturday will be taken on the preceding Friday. Any holiday that would otherwise be on a Sunday will be taken on a Monday.

- 1) The first day of January
- 2) Third Monday in January - Dr. Martin Luther King, Jr. Day
- 3) The third Monday in February - Washington's Birthday
- 4) The last Monday in May - Memorial Day
- 5) June 19th - Juneteenth
- 6) July 4th - Independence Day

- 7) The first Monday in September - Labor Day
- 8) The second Monday in October – Indigenous Peoples' Day / Columbus Day
- 9) November 11th - Veteran's Day
- 10) Thanksgiving Day
- 11) The day following Thanksgiving
- 12) The day preceding Christmas
- 13) Christmas Day
- 14) The day preceding New Year's Day
- 15) Two floating holidays per fiscal year. (Must be scheduled in advance and approved by a supervisor (Employees must use the floating holidays within the fiscal year or lose those holidays for that fiscal year.)
- 16) Every day declared a holiday by the City Council by resolution.

12.00 VACATION

12.01 Vacation Accrual

Employees shall accrue paid vacation as follows:

- a) Less than five years:
For Employees completing less than five (5) years continuous service, eight (8) hours for each month of service. (Twelve days per year.)
- b) Five years or more but less than ten years:
For Employees completing five or more years but less than ten (10) years of continuous service, eleven and one-third (11-1/3) hours for each month of service. (Seventeen days per year.)
- c) Ten years or more but less than fifteen years:
For Employees completing ten (10) or more years but less than fifteen (15) years of continuous service, fourteen and two-thirds (14-2/3) hours for each month of service. (Twenty-two days per year.)
- d) Fifteen years or more:
For Employees completing fifteen (15) or more years of continuous service, fifteen and one-third (15 1/3) hours for each month of service (Twenty-three days per year).
- e) New employees may accrue paid vacation at a rate within one of the foregoing tiers, as negotiated upon hire and

approved by the City Manager.

- f) Upon Employee's written request submitted by December 31, 2024, all current employees hired before June 30, 2024, could receive credit for prior equivalent experience and their prior years of experience to be counted as years of service for the purposes of accruing vacation, upon City Manager approval. Any changes to a current employee's accrual rate due to this section shall be on a prospective basis only and previously accrued hours will not be adjusted.

12.02 Vacation Accrual Maximum

Employees shall be allowed to accrue a maximum of 2 times their annual vacation accrual rate provided under Section 13.01. If an employee has reached his or her accrual maximum, the employee will stop accruing vacation until they are below the maximum accrual limit. The accrual limit may be temporarily deferred by written approval of the City Manager when in the best interest of the City.

It is the responsibility of Employees to review the vacation accrual balance printed on each paycheck stub to ensure that he/she uses vacation within the accrual cap unless deferment is requested and obtained from the City Manager as provided herein.

If an Employee has requested and been denied vacation leave within four (4) months of the time that the vacation accrual maximum is reached, enforcement of the vacation leave accrual maximum shall be postponed only for the actual amount of the vacation leave that was requested and denied, for six (6) months from the date of denial. The City will make reasonable efforts to ensure that the Employee is able to use vacation time to maintain the Employee's accrual below the maximum.

12.03 Vacation - Illness

If an Employee becomes ill while on vacation and such illness can be supported by a written statement from a licensed medical practitioner, or if the Employee is hospitalized for any period, the Employee at the Employee option shall have the period of illness charged against sick leave, if accrued, instead of vacation time.

12.04 Vacation Schedule Conflict

In the event of a conflict in scheduling vacations within a department, the Employee with the greatest seniority shall receive preference.

12.05 Vacation Buy-back

The City will buy back up to eighty (80) hours of vacation annually, provided the employee irrevocably elects to do so by December 15 of the prior calendar year per the below requirements and as long as the Employee has an accrued vacation balance of at least one week (40

hours) of vacation remaining following the buy back. To make the irrevocable election, the employee must submit a written irrevocable election form to the City Manager or designee by December 15, which requests to cash out up to eighty (80) hours of vacation leave earned in the subsequent calendar year. The cash-out will occur in the first full pay period in December of the following calendar year. For example, an employee who submits an irrevocable election form by December 15, 2024 shall receive the cash out in December of 2025, assuming the employee has accrued sufficient vacation in 2025 for the cash out amount and assuming forty (40) hours of vacation remaining following the buy back.

If an employee makes an irrevocable election to cash out vacation in the following calendar year and uses vacation in that same year, the vacation used will come from vacation earned in the prior year. This is to ensure the vacation used will not reduce the amount of vacation the employee will be eligible to cash out.

13.00 LEAVES

13.01 Leaves

Leaves shall be as set forth in the City's Personnel rules.

13.02 Sick Leave Accrual

Effective immediately, the maximum accrual of sick leave shall be one hundred fifty (150) days.

13.02.01 Sick Leave for Care of Immediate Family

The usage of sick leave for family members shall be governed by the following provisions:

1. Sick leave shall be allowed and used in the case of sickness, disability, medical or dental treatment of a member of the Employee's immediate family (as defined in the City Personnel Rules & Regulations).
2. A limit of six (6) days per fiscal year may be used for sick leave for family members.
3. When calling in sick the Employee is required to indicate that this is sick leave for family members.
4. All other provisions of the City Personnel Rules & Regulations dealing with sick leave shall apply to sick leave for family members.

13.02.02 Unused Sick Leave/Termination

Upon termination, any unused accrued sick

leave, up to a maximum of one hundred twenty (120) days, shall be paid at the following rate:

<u>Years of Service</u> <u>Base Salary</u>	<u>Percentage (%) of</u>
5-10 years	27.5
10 years + 1 day -15 years	40
15 years + 1 day - 20 years	60
20 years +1 day - 25 years	70
25 years + 1 day and beyond	80

In lieu of payoff of sick leave at the above rates, City has amended the PERS contract to add Section 20862.8 of the California Government Code (Credit for Unused Sick Leave). Unused accumulated sick leave at time of retirement, up to the maximum of 150 days, may be converted to additional Service Credit."

13.03 Paid Bereavement Leave

Employees shall be granted leave in the event of the death of a member of the Employee's immediate family. The leave available is up to five (5) working days per death. Up to forty such hours are paid. To receive pay for hours in excess of forty, the employee may use any of his or her paid leave accruals, e.g. sick leave, vacation leave, compensatory time off. The immediate family is defined as husband, wife, domestic partner, parent, grandparent, sister, brother, son, daughter, grandchild, mother-in-law, father-in-law, or any person living in the immediate household of the Employee.

The leave need not be used consecutively but must be used within three months.

13.04 Personal Business Leave

Employees within the bargaining unit shall be eligible to use forty (40) hours per fiscal year of personal leave to be taken in increments of one hour or more with the time chargeable to accumulated sick leave. The taking of personal leave shall be approved in advance by the department head. Approval shall be at the discretion of the department head with due regard for the needs of the Employee. Personal leave shall be taken only for purposes of pressing personal business which does not qualify for paid sick leave.

13.05 Medical Leave - Insurance Coverage

The City shall continue to provide paid health, dental, and vision coverage to Employees as provided for in Section 11.01, during the first three (3) months of a medical leave. In the event an extension of

the medical leave is granted beyond three (3) months, the City shall pay half the insurance premium the City would otherwise pay through the sixth (6th) month of the leave, at which time the Employee may purchase insurance coverage at group rates through the City at his/her own sole cost and expense.

13.06 Administrative Leave

Employees shall be entitled to sixty-four hours of administrative leave per fiscal year, commencing on July 1 of each fiscal year. Administrative leave is not cumulative from year to year. Any remaining balance of administrative leave hours will be cashed out effective June 30th of each year.

Administrative leave may be taken in connection with vacation. Administrative leave shall be prorated if employment is commenced during the fiscal year.

14.00 TRAINING

The City shall maintain, consistent with budgetary allocations and availability, a training program which will enable Employees to upgrade their skills and improve their levels of performance. The City will reimburse for the costs associated with upper level college courses and training sessions, in a curriculum related to a professional job related degree or certificate, approved in advance, by the Department Head and City Manager..

The City agrees to reimburse Employees for only the cost of tuition, books, and course-related fees. The City will not reimburse for supplies or mileage. Payment shall be made upon successful completion of each course with a grade of B or higher, with a B- not qualifying. This provision shall be limited to \$5,000 per fiscal year, without any carryover, and subject to budgetary allocations and availability.

15.00 PEACEFUL PERFORMANCE - NO STRIKE/LOCKOUT

The Association agrees that during the term of this Memorandum of Understanding neither it nor the Employees it represents will engage in, encourage, sanction, and/or support: (1) strikes, (2) slowdowns, (3) mass resignations, (4) mass absenteeism, (5) picketing which would involve suspension of or interference with normal work of the department or other City departments, or (6) any other similar actions which would involve suspension of or interference with normal work of the department or other City departments.

In the event of any job action as described in (1) - (6) above, the Association will immediately notify involved Employees that the action(s) is in violation of this section and direct them to cease the action(s).

The City shall not lockout any Employee in the bargaining unit.

16.00 STAY WELL PLAN—SUNSETS NOVEMBER 30, 2024

The specific purpose of the Stay Well Plan is to encourage Employees to stay physically fit and well and to miss as few work days as possible due to illness or any other reason. The Stay Well Plan includes the following provisions:

- 1) The Stay Well Year shall be from December 1 through November 30.
- 2) To be eligible for the Stay Well Plan, Employees must have accumulated thirty (30) sick days (240 hours).
- 3) All sick leave (other than personal leave days) taken by Employees, regardless of the reason, shall be deducted from the potential Stay Well Bonus.
- 4) The Stay Well Bonus shall be payable in a separate check to all eligible Employees on the first pay date in December at the straight time salary rate in effect on November 30 of each year.
- 5) Employees shall have the option of receiving a Stay Well Bonus on the first pay date in December or crediting their unused sick leave to their total accumulation. A decision to credit unused sick leave to accumulation must be presented in writing to the City Administrator prior to December 1 of each year. The City shall provide a written reminder of this provision to all Employees no later than November 1 of each year.
- 6) Eligible Employees shall receive a Stay Well Bonus, or a pro rata share, according to the following schedule should they become eligible at some point during the Stay Well Year.

Sick Leave Bonus	Straight Time Bonus	Pro Rata Bonus
0 Sick Days	60 hours	62.5%
1 Sick Day	50 hours	52.1%
2 Sick Days	40 hours	41.6%
3 Sick Days	30 hours	31.3%
4 Sick Days	20 hours	20.8%
5 Sick Days	10 hours	10.4%
6-12 Sick Days Straight	0 hours	0.0%

The last Stay Well bonus will be paid on November 30, 2024.

Effective December 1, 2024, the Stay Well Plan has ended.

17.00 CLASSIFICATIONS

City agrees to update the Mid-Manager classification list to include current classification titles and to update salary schedules to list salaries for all Middle-Management positions, including those not currently budgeted or filled.

18.00 FULL UNDERSTANDING

This Memorandum of Understanding contains all the covenants, stipulations, and provisions agreed to by the parties. It is understood that all terms relating to Employee wages, hours and other terms and conditions of employment not covered by this Memorandum of Understanding shall remain the same for the term of this Memorandum of Understanding shall remain the same for the term of this Memorandum of Understanding. Therefore, except by mutual agreement of the parties or as specifically provided otherwise herein, for the life of this Memorandum of Understanding neither party shall be compelled to bargain with the other concerning any mandatory bargaining issue whether or not the issue was specifically bargained prior to the execution of this Memorandum of Understanding

19.00 TERM OF MEMORANDUM

This Memorandum of Understanding shall become effective upon the approval of the City Council and the Association and shall remain in full force and effect from July 1, 2024, to June 30, 2027.

CITY OF SCOTTS VALLEY By: Mali LaGoe City Manager	SCOTTS VALLEY MID-MANAGEMENT ASSOCIATION By: Sarah Wikle
Approved as to Form: By: Kirsten Powell City Attorney	 By:

EXHIBIT A

MID-MANAGEMENT CLASSIFICATIONS

Accountant II

Associate Civil Engineer

Building Official

City Engineer

Civil Engineer

Maintenance Division Manager

Principal Planner

Project Manager

Recreation Division Manager

Senior Accountant

Senior Administrative Analyst

Senior Civil Engineer

Senior Management Analyst

Senior Planner

Wastewater Division Manager

Wastewater Laboratory / Environmental Compliance Manager

EXHIBIT B

Additional Wage Increases by classification and respective year. Increases effective the first full pay period in July of the respective year.

Classification	7/1/2024	7/1/2025	7/1/2026
ACCOUNTANT II	-10%	0%	0%
BUILDING OFFICIAL	3%	2%	0%
CITY ENGINEER	18%	5%	5%
CIVIL ENGINEER	10%	5%	5%
MAINTENANCE DIVISION MANAGER	4%	4%	0%
PRINICPAL PLANNER	5%	4%	0%
PROJECT MANAGER	4%	4%	0%
RECREATION DIVISION MANAGER	2%	2%	0%
WASTEWATER LAB/ ENVIRO MGR	5%	3%	3%

Memorandum of Understanding

Between the CITY OF SCOTTS VALLEY and the
SCOTTS VALLEY POLICE SUPERVISORS ASSOCIATION

JULY 1, 2024 – JUNE 30, 2027



TABLE OF CONTENTS

Page

Contents

1.00 ASSOCIATION RECOGNITION.....	1
1.01 Recognition of Association.....	1
1.02 Notice of Recognized Association	1
1.03 Payroll Deduction and Pay Over.....	1
1.04 Association Dues, Initiation Fees and Credit Union Share Contribution	2
1.04.01 Dues and Initiation Fees and Association Certification.....	2
1.04.02 Credit Union Share Contributions.....	2
1.04.03 PORAC Dues	2
1.05 Indemnification.....	3
1.06 Bulletin Boards.....	3
1.07 Use of Employer Facilities	4
1.08 Job Contacts.....	4
1.09 Bargaining Committee	4
1.10 Alternative Locations.....	4
2.00 HIRING PROVISIONS	4
2.01 Non-Discrimination	4
2.02 Employment.....	5
3.00 HOURS OF WORK, SHIFTS, SCHEDULES, REST BREAKS, LUNCH BREAKS	5
3.01 Work Schedule and Departmental Shift Change	5
3.02 Hours of Work.....	5
3.03 Voice Mail / Email	6
3.04 Rest Breaks and Lunch Breaks	6
4.00 OVERTIME	6
4.01 Regular Work Schedule Requirement	6
4.02 Authorization of Overtime	6
4.03 Statutory Definition of Overtime	6
4.04 Contractual Definition of Overtime	7
4.05 Reservation of Rights.....	7
4.06 Fractions of Less than Eight (8) Minutes.....	7
4.07 Compensatory Time Off ("CTO")	8
4.08 Shift Adjustments.....	8
5.00 HEALTH AND SAFETY.....	8
5.01 Health and Safety - Equipment.....	8

Page | i

TABLE OF CONTENTS
(continued)

	Page
5.02 Equipment.....	9
6.00 UNIFORMS	9
7.00 HOLIDAYS	10
8.00 HEALTH AND WELFARE BENEFITS.....	11
8.01 Medical Plan	11
8.01.01 CalPERS Medical.....	11
8.01.02 Cafeteria Plan.....	11
8.01.03 City Contribution.....	11
8.01.04 Optional Benefits	13
8.01.05 Cash in Lieu	13
8.02 Section 125 Plan.....	13
8.03 Dental and Vision.....	13
8.04 Deductibles	13
8.05 Long-Term Disability Insurance	13
8.06 Retiree Medical Coverage Program.....	13
8.07 Life Insurance	15
8.08 Joint Committee for Health Care Cost Containment	16
9.00 CALL-BACK PAY	16
10.00 COURT APPEARANCE	16
11.00 STANDBY PAY	17
11.01 On-Call Pay	17
12.00 ADDITIONAL COMPENSATION.....	17
12.01 Temporary Assignment to Higher Level.....	17
12.02 Bilingual Pay	17
12.03 Daylight Savings Time	18
12.04 POST Incentive Compensation.....	18
12.05 Mileage Allowance	18
12.06 Assignment Differential	18
12.07 Canine Officer Differential.....	19
12.08 FTO Pay	19
12.09 Stacking of Incentives.....	19
12.10 Wellness Stipend	20
13.00 LEAVE OF ABSENCE.....	20
13.01 Other Leave Without Pay.....	20

TABLE OF CONTENTS
(continued)

	Page
13.02 Outside Employment.....	20
13.03 Military Leave.....	20
13.04 Leave for Jury Duty.....	21
13.05 Maternity Leave	21
13.06 Parental Leave.....	21
13.07 Bereavement Leave.....	21
13.08 Administrative Leave.....	22
14.00 VACATION	22
14.01 Vacation.....	22
14.02 Vacation Carry Over	22
14.03 Effect of Absence on Continuous Service.....	23
14.04 Vacation Scheduling	23
14.05 Rate of Vacation Pay	23
14.06 Vacation Request Notification.....	23
14.07 Vacation Buy-back.....	24
15.00 SICK LEAVE	24
15.01 Definition of Sick Leave	24
15.02 Industrial Sick Leave.....	24
15.03 Amount and Duration of Payment.....	24
15.04 Denial of Payment	25
15.05 Sworn Employees	25
15.06 Sick Leave Accrual Rate.....	25
15.07 Medical Report.....	26
15.08 Emergency Leave: Sickness in Immediate Family.....	26
15.09 Sick Leave Compensation on Termination	26
15.10 Personal Leave.....	26
15.11 State Disability Insurance	27
16.00 LONGEVITY PAY.....	27
17.00 GRIEVANCE PROCEDURES	27
17.01 Effect of Failure of Timely Action	28
17.02 Limitation on Stale Grievances	28
17.03 Exclusion of Non-Recognized Organizations.....	28
18.00 SAVINGS CLAUSE	28
19.00 ENACTMENT	28
20.00 PUBLIC SAFETY OFFICERS BILL OF RIGHTS.....	28
21.00 DEPARTMENT VEHICLES AND EQUIPMENT	29

TABLE OF CONTENTS
(continued)

	Page
21.01 Definition of Vehicles	29
21.02 Repairs	29
21.03 Unsafe Vehicles.....	29
21.04 Claims - Unsafe Vehicles.....	29
21.05 Vehicle Maintenance.....	29
21.06 Vehicle Equipment.....	29
21.07 Mileage	29
21.08 Vehicle Equipment Determination.....	30
22.00 VOLUNTARY EDUCATIONAL INCENTIVE PROGRAM	30
22.01 Definition and Purpose.....	30
22.02 Objectives	30
22.03 Procedures for Establishing Educational Incentive Pay	30
22.04 Eligibility	30
22.05 Education Committee.....	30
22.06 Certification	31
22.07 Effective Date	31
22.08 Educational Incentive Pay.....	31
22.09 Course Reimbursement.....	31
23.00 RETIREMENT	32
24.00 LAYOFF POLICY	33
24.01 Layoffs	33
24.02 Order 33	33
24.03 Seniority	33
24.04 Special Skills.....	33
24.05 Association President	34
24.06 Notification	34
25.00 MANAGEMENT RIGHTS	34
26.00 PEACEFUL PERFORMANCE.....	34
27.00 STAY WELL PLAN – SUNSETS NOVEMBER 30, 2024.....	34
28.00 PAYMENTS.....	36
28.01 Items Not Covered by Agreement.....	36
28.02 New Job Classifications	36
28.03 Lieutenant Position	36
29.00 TERM OF AGREEMENT	36
30.00 ENTIRE AGREEMENT	36

MEMORANDUM OF UNDERSTANDING
between
CITY OF SCOTTS VALLEY
and
SCOTTS VALLEY POLICE SUPERVISORS ASSOCIATION

July 1, 2024 – June 30, 2027

This **Memorandum of Understanding**, (the "Agreement") is made and entered into by and between the Scotts Valley Police Supervisors Association, hereinafter referred to as "Association," and the City of Scotts Valley, hereinafter referred to as "City," for and on behalf of its representative classification hereinafter identified.

1.00 ASSOCIATION RECOGNITION

Rights and Security.

1.01 Recognition of Association

The City hereby recognizes the Association as the exclusive collective bargaining agent for classifications of Police Lieutenant, Police Sergeant, and Police Services Supervisor.

1.02 Notice of Recognized Association

The Police Department ("Department") shall give written notice to persons newly employed in the classifications set out in Section 1.01, which shall contain the name and address of the Association as the organization recognized by the City as the exclusive bargaining agent for the Association. The City will direct all inquiries from employees about Association membership or dues deduction to the Association or Association's designated agent.

1.03 Payroll Deduction and Pay Over

The City shall deduct Association dues, initiation fees, Peace Officers Research Association of California ("PORAC"), Credit Union Share Contribution and premiums for approved insurance programs from employees' pay in conformance with State, Federal, and local regulations from the monthly pay of each Association member employee. The Association will provide the City with information regarding the amount of dues deductions and the list of Association member employees who have affirmatively consented to or authorized dues deductions. The City shall remit the deducted dues and any other mutually agreed payroll deductions, to the extent permitted by law, to the Association as soon as possible after the deduction.

The Association is responsible for providing the City with timely information regarding changes to Association member employees' dues and any other lawful Association-related payroll deduction.

The City agrees to direct each Association member employee to the Association with regard to any questions or concerns related to membership dues, or any other mutually agreed payroll deduction, to the extent permitted by law.

1.04 Association Dues, Initiation Fees and Credit Union Share Contribution

1.04.01 Dues and Initiation Fees and Association Certification

The City shall make payroll deductions in reliance on the Association's certification that the Association has, and will, maintain an authorization signed by each Association member employee who affirmatively consents to pay Association membership dues. Similarly, the City shall only cancel or modify any membership dues or any other mutually agreed payroll deduction, to the extent permitted by law, for any Association member employees in reliance on the information provided by the Association. The City shall not request the Association to provide a copy of any Association member employees' authorization unless a dispute arises about the existence or terms of the authorization. The Association shall notify the City immediately in writing of any changes to the list of employees from which deductions shall be taken.

1.04.02 Credit Union Share Contributions

In addition, the City agrees to deduct credit union share contributions and to transmit these deductions to the employee's applicable credit union at the employee's request. Such deduction(s) shall be authorized by signature on a proper assignment form.

1.04.03 PORAC Dues

At the request of the Members, City agrees to deduct and send deducted quarterly dues to PORAC headquarters for the general membership and to the PORAC Legal Defense Fund ("LDF"). Payments to PORAC and LDF are voluntary, and deductions shall be made only for those Members who have executed a proper deduction authorization form and presented it to the Chief of Police. Once the form is received, deductions will commence. Members should present forms to the Chief as soon as possible. Payments will be made concurrently with and only in the amount of authorized deductions.

1.05 Indemnification

The Association shall indemnify, defend, protect, and hold harmless the City and its elected and appointed officials, officers, employees, officers and agents (collectively hereafter the “Indemnitees”) from and against any and all claims, liabilities, losses, damages, fines, penalties, claims, demands, suits, actions, causes of action, judgments, costs, and expenses (including but not limited to reasonable attorneys’ fees and court costs) arising from the application of provisions under Sections 1.03 and 1.04, including but not limited to, any claims made by any Association member employees for the membership dues deductions the City made in reliance on the Association’s certification and any claims made by any Association member employees for any deduction cancellation or modification the City made in reliance on the information provided by the Association, provided that the City promptly notify the Association of any such matter for which it is seeking indemnification after the City has knowledge of the occurrence of such matter.

In the event any such action or proceeding is brought against the City by reason of any such claim, the Association, upon notice from the City, covenants to defend such action or proceeding by counsel reasonably satisfactory to the City. Further, the Association agrees to indemnify and hold harmless the Indemnitees for any loss or damage arising from the Union’s actions or inaction. However, the Union shall have the exclusive right to direct counsel, control the defence of any action or proceeding, and determine whether any such action or proceeding shall or shall not be compromised, resisted, defended, tried or appealed—on the premise and condition that the Union shall fully compensate for any monetary loss to the City based on the Union’s determination, if any.

1.06 Bulletin Boards

Reasonable space shall be allowed on bulletin boards as specified by the Chief of Police for use by the Association to communicate with represented employees. Material shall be posted on the bulletin board space as designated, and not upon the walls, doors, file cabinets or any other place. Posted material shall not be obscene, defamatory or of a partisan political nature, nor shall it pertain to public issues which do not involve the City or its relations with City employees. The City will post employment solicitations for police positions; however, Association shall maintain notices while they remain on the bulletin board and shall be responsible for their removal in a timely fashion. All posted material shall bear the identity of the sponsor, be neatly displayed and be removed when no longer timely.

1.07 Use of Employer Facilities

Members of this bargaining unit are entitled to a twenty five percent (25%) discount on all City facility rentals.

1.08 Job Contacts

Any authorized representative of the Association shall have the right to contact individual Association member employees working within the Association in City facilities during business hours on matters within the scope of representation, providing prior arrangements have been made for each contact with the Chief of Police or designee who shall grant permission for such contact if, in the Chief's judgment, it will not disrupt the business of the work unit involved or the Department.

1.09 Bargaining Committee

Members of the Association's bargaining committee shall be allowed time to absent themselves from duties for a reasonable period without loss of pay, for the purpose of participating in contract negotiations. No more than two (2) Members at a time may absent themselves from work for this purpose. Off-duty personnel participating in negotiations are not authorized compensation for this time. Members of Association's bargaining committee shall be extended the same privilege to participate in any meetings mutually called by the parties during the term of this Agreement for review of grievances and contract compliance questions. Adequate levels of police protection shall be maintained at all times.

1.10 Alternative Locations

When contact and bargaining on the work location is precluded by reason of confidentiality of records, work situations, health and safety of employees, the public, or disturbance to others, the Chief of Police designee shall have the right to make other arrangements for a contact location removed from the work area.

2.00 HIRING PROVISIONS

2.01 Non-Discrimination

There shall be no discrimination because of a person's political, or Union affiliation or belief, non-affiliation or non-belief, ancestry, age (40 and above), color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin (includes use and possession of a driver's license issued to persons unable to provide their presence in the United States is authorized under federal law, race, religion

(includes religious dress and grooming practices) sex/gender (includes pregnancy, childbirth, breastfeeding, and/or related medical conditions, sexual orientation, or any other status protected under state or federal law.

2.02 Employment

The City shall not discipline, discharge or otherwise discriminate against any Association member employee for any Association activity which does not interfere with the proper performance of that employee's work.

3.00 HOURS OF WORK, SHIFTS, SCHEDULES, REST BREAKS, LUNCH BREAKS

3.01 Work Schedule and Departmental Shift Change

The Chief of Police has implemented a 3/12 work schedule for the patrol division.

The Chief of Police will designate the schedule that FTO's and their trainees will work.

The Chief of Police or the Chief's designee shall prepare a schedule showing the hours each Association member employee is to work. Except under unforeseeable circumstances, the Chief of Police shall make every reasonable effort to assure that no Association member employee shall have more than one shift change in any calendar month. Whenever shift changes are required, it shall not result in a reduction in salary where overtime is actually worked.

3.02 Hours of Work

Hours of work for patrol sergeants will be seven twelve (12) hour shifts per biweekly pay period, which equates to 84 hours per pay period and 2184 hours per year.

Hours of work for employees other than patrol will be forty (40) hours per week, which equates to eighty (80) hours per biweekly pay period and 2080 hours per year.

Regardless of scheduled work hours, the hourly base rate (also referred to as "straight time rate") for non-exempt personnel is defined as base monthly pay times (12) months, divided by 2080 hours (per year).

All overtime hours will be compensated pursuant to the provisions of Section 5.0 of this Agreement.

3.03 Voice Mail / Email

All employees are required to check their voice mail and email at least once daily on scheduled work days. Employees are not required to check voice mail and email during vacation leave. Employees are required to telephonically respond to text messages on non-scheduled work days but will not be entitled to on-call pay.

3.04 Rest Breaks and Lunch Breaks

Each Association member employee on the 3/12 plan will have three (3) fifteen (15) minute breaks that will be scheduled throughout the work day. Rest breaks will not be scheduled during the first or last hour of any period of work. Each employee will be granted a forty-five (45) minute lunch break close to the middle of the employee's shift. No wage deduction shall be made nor time off charged against employees taking authorized rest breaks, nor shall any rights or overtime be accrued for rest breaks voluntarily not taken. There is no obligation upon the City to provide facilities for refreshments during the rest breaks, or for procurement thereof.

In the event a detective sergeant is called to duty during his/her lunch break, it shall be that employee's option to leave work one hour early unless the employee's supervisor determines that it is necessary for the operations of the department for the employee to continue to work in which event the employee shall receive overtime pay for the lost lunch breaks. Staggered lunches will not be required.

4.00 OVERTIME

4.01 Regular Work Schedule Requirement

The Department shall prepare a schedule designating the hours each employee shall work. Work for the City by an employee at time other than those so scheduled shall be approved in advance by the Chief of Police or designee.

4.02 Authorization of Overtime

No employee shall receive compensation for overtime in cash, in time off or a combination thereof, unless such overtime work has been approved in advance by the Chief of Police or designee.

The Lieutenant position shall be exempt from all overtime compensation.

4.03 Statutory Definition of Overtime

Pursuant to 29 U.S.C. 207(k), City has adopted a fourteen (14) day work period for all eligible law enforcement personnel, i.e. sworn officers, for the

purposes of measuring overtime under the Fair Labor Standards Act (FLSA). The applicable FLSA overtime threshold for each 14-day work period is eighty six (86) hours. The 14-day work period starts on the first day of the biweekly pay period and ends on the last day of the biweekly pay period.

For non-sworn personnel, FLSA overtime is measured on a seven (7) day workweek basis with an overtime threshold of forty hours.

The Lieutenant shall be exempt from all overtime compensation.

4.04 Contractual Definition of Overtime

Notwithstanding the above, employees are entitled to overtime compensation at the rate of one and one half (1.5) times the regular rate for all hours worked in excess of their regularly scheduled work hours. For example, a patrol sergeant who works eighty six hours in one pay period will be entitled to two hours of contractual overtime whereas a detective sergeant who works eighty six hours in one pay period will be entitled to six hours of contractual overtime. All paid time off will be considered time worked for the purposes of determining contractual overtime due, except that for officers on the 3/12 work schedule, the four (4) hours or pro-rated hours of additional holiday pay for work on holidays other than the floating holiday will not be considered time worked in determining overtime.

The Lieutenant shall be exempt from all overtime compensation.

4.05 Reservation of Rights

The City may elect to use the designated 14-day work period for eligible law enforcement personnel. If the City so elects, all hours worked up to eighty-six per work period will be compensated at the base hourly rate and all hours in excess of eighty-six will be compensated at 1.5 times the regular rate per the FLSA. If the City exercises its right to invoke the 14-day 7(k) work period exemption, the PBU maintains its right to meet and confer over the effects of the City's decision on matters within the scope of representation.

4.06 Fractions of Less than Eight (8) Minutes

No overtime payment shall be allowed for any period of less than eight (8) minutes, and fractions of less than eight (8) minutes worked shall not be considered overtime and may not be accumulated in order to total more than eight (8) minutes or more.

4.07 Compensatory Time Off ("CTO")

At the sole option of an employee, CTO may be accrued in lieu of monetary compensation for overtime and is earned at a rate of one and one-half (1.5) times the hourly rate up to the maximum CTO accruals established herein.

All employees may accrue CTO in lieu of monetary compensation for overtime to a maximum of one hundred and twenty (120) hours. Such CTO may be replenished during the year up to the one hundred twenty (120) hour maximum. The timing of taking the CTO shall be determined by the Division Captain or designee, considering the employee's preference.

Use of CTO may be granted with a two (2) pay period notice at the discretion of the supervisor. Supervisors are not precluded from granting CTO with a shorter notice if the needs of the Department will allow this time off. Use of CTO will not be approved if it creates undue disruption to cover the absence from the requested CTO.

Any accrued and unused CTO will be cashed out in the last paycheck of the calendar year.

The Lieutenant position shall be exempt from this provision.

4.08 Shift Adjustments

If the department intends to adjust an employee's shift due to overtime worked on a shift, the employee's supervisor must notify him of the intended shift adjustment on the day before the adjustment occurs. Such notice shall be given by the end of the employee's shift.

For patrol personnel, all shift adjustments shall be made within the fourteen (14) day work period. For all other employees, all shift adjustments shall be made within a forty (40) hour work week. All shift adjustments will be completed at the time that the change in the shift is made. Except for unforeseeable circumstances, the Chief of Police shall make every effort to assure that no Association member employee shall have more than one shift adjustment occur during a pay period.

5.00 HEALTH AND SAFETY

5.01 Health and Safety - Equipment

City shall comply with all applicable State and Federal Safety Regulations and shall furnish all safety equipment required by law or deemed necessary by the Chief of Police or designee to all employees as appropriate. At the commencement of employment, each Association member employee shall be provided safety equipment by the City as follows:

- One (1) belt for slacks
- One (1) leather duty belt with: holster, double magazine holder, double handcuff case, O.C. spray holder, baton ring, key ring, four (4) keepers, belt buckle
- One (1) semiautomatic handgun with three magazines and duty ammunition sufficient for the capacity of a full loaded pistol and three magazines
- One (1) O.C. spray canister
- One (1) soft body armor ballistic vest, replaced every five years
- Two (2) pair of handcuffs with keys
- One (1) baton
- One (1) police flashlight

5.02 Equipment

City shall provide all equipment deemed essential by the Chief of Police or designee to complete assigned duties.

6.00 UNIFORMS

At the commencement of employment, each employee shall be provided uniforms by the City as follows:

Lieutenants and Sergeants:

- One (1) uniform hat and hat piece
- Three (3) uniform shirts, long or short sleeve
- Three (3) uniform slacks
- One (1) uniform duty jacket
- One (1) uniform dress jacket
- Patches as required for above uniforms
- One (1) name tag for uniform shirt
- One (1) name tag for uniform jacket
- One (1) complete set of rain gear and rain boots
- Two (2) B.D.U. uniforms
- One (1) duty badge
- One (1) off-duty badge and badge wallet

Services Supervisor:

The City agrees to maintain any required uniform for the Services Supervisor.

During the course of employment, the City shall replace uniforms, at no cost to the employee, at the discretion of the Chief of Police or designee. The City further agrees to establish an account at a local dry cleaners to clean and maintain said uniforms at no cost to the employee. All above uniform costs shall be subject to the applicable public retirement rate as required by California Public Employees Retirement System (CalPERS) regulations.

For the detective sergeant only, City will pay to clean clothes soiled as a result of a work-related incident, with the approval of the Chief of Police or designee. This cost will be paid through the City's local dry cleaners account.

7.00 HOLIDAYS

The City recognizes the following days as holidays:

- A. First day of January
- B. Third Monday in January - Dr. Martin Luther King Jr. Day
- C. Third Monday in February - Presidents Day
- D. Last Monday in May - Memorial Day
- E. June 19 – Juneteenth
- F. July 4th
- G. First Monday in September - Labor Day
- H. Second Monday in October - Columbus Day
- I. November 11 - Veterans Day
- J. Thanksgiving Day
- K. The day following Thanksgiving Day
- L. The day preceding Christmas
- M. Christmas Day
- N. The Day preceding New Year's Day
- O. One floating holiday per fiscal year. Employees must use the floating holiday in that fiscal year
- P. Every day declared a holiday by the City Council.

Detective Sergeants, Lieutenants and Services Supervisor

Detective sergeants, lieutenants, and the Services Supervisor shall take Holidays and shall be paid for those days off. Any holiday that would otherwise be on a Saturday will be taken on the preceding Friday, or the preceding Thursday if the employee does not work on Friday or Saturday. Any holiday that would otherwise be on a Sunday will be taken on the following Monday, or the following Tuesday if the employee does not work Sunday or Monday.

If a Detective Sergeant or the Services Supervisor is mandated to work on a holiday, the employee may choose an alternate day in the same pay period to take off. If the Police Chief or designee denies the chosen alternate day and the parties do not agree on another day in the same pay period to take off or if the employee declines to choose an alternate day, the employee shall receive doubletime for hours worked on the holiday up to their regular shift length. Hours worked in excess of the regular shift length, if needed, will be compensated at time and one half.

Patrol Sergeants

Because patrol sergeants have foregone paid holidays off and may be required to work on a holiday as part of their regular schedule, the City shall pay these employees an additional six percent (6%) of base salary in lieu of paid holidays off.

The parties agree that, to the extent permitted by law, this is a special compensation and the City shall report this pay to CalPERS as a "Statutory Item" under 2 C.C.R. 571(a)(5) and "Additional Item" under 2 C.C.R. 571.1(b)(4).

In addition, employees who work a twelve (12) hour shift on a City-recognized holiday (other than a floating holiday) will receive doubletime for the first four hours of work on the holiday, in addition to regular pay for the rest of the day worked. Employees on the 3/12 schedule who works less than twelve (12) hours on a City-recognized holiday (other than the floating holiday) will receive prorated doubletime for the first hours of work on the holiday (e.g. employees who work six hours will receive doubletime for the first two hours of work on the holiday).

8.00 HEALTH AND WELFARE BENEFITS

8.01 Medical Plan

8.01.01 CalPERS Medical

The City provides medical insurance through the California Public Employees' Retirement System (CalPERS). The City's contribution towards medical coverage will be the minimum amount required by Government Code section 22892 for regular full-time employees and retirees ("PEMHCA minimum").

8.01.02 Cafeteria Plan

The City will also make available a Flexible Benefit Plan (Cafeteria Plan) for active employees. The City shall pay any administrative fees and contingency reserve fund assessments, if any.

8.01.03 City Contribution

- a. Beginning January 1, 2022, the City will contribute the following amounts per month toward the cost of health benefits for each bargaining unit member. The flex dollar allowances shall increase on the December 15th paycheck of each subsequent year up to a maximum of three percent (3%) on an annual basis, based on but not to exceed the Kaiser Bay Area premium rate increase for the upcoming calendar year. Unit members electing coverage with a cost greater than the amount paid by the City in this Section shall have the difference deducted automatically from the unit member's pay. In the event the actual monthly premium is less than the

amount shown on the chart below, the difference shall be provided as contribution to the employee's deferred compensation account. Effective July 1, 2024, the difference shall no longer be provided as a contribution to an employee's deferred compensation account but shall be provided to the employee as taxable cash.

Enrolment Level	City Contribution
Employee Only	\$1,000.00
Employee + 1	\$2,000.00
Employee + 2 Or More	\$3,000.00

The above amounts are inclusive of the City contribution set forth in section 9.01.01 above.

- b. Effective January 2025, the City shall contribute the following amounts to the cafeteria plan per month on behalf of each bargaining unit member. The below amounts are inclusive of the City contribution set forth in section 9.01.01 above.

The City's monthly contribution for employee only shall be equal to the monthly medical premium cost for the plan chosen by the employee or one hundred percent (100%) of the cost at the Employee Only level of the average plan premiums offered by the CalPERS Health Benefit Medical Program for Region 1 (excluding out of state plans and plans not available in Monterey, Santa Cruz, or Santa Clara counties), whichever is less.

The City's monthly contribution for employee + dependents shall be equal to the monthly medical premium cost for the plan chosen by the employee or one hundred percent (100%) of the average premium cost of health plans offered in CalPERS Medical Region 1 (excluding out of state plans and plans not available in Monterey, Santa Cruz, or Santa Clara counties), whichever is less.

- c. Effective January 2027, for employee + dependents, the City's monthly contribution shall be equal to the monthly medical premium cost for the plan chosen by the employee or ninety percent (90%) of the difference between the average employee only premium calculation above (see subdivision b) and same average premium calculation at the employee's coverage level, whichever is less (excluding out of state plans and plans not available in Monterey, Santa Cruz, or Santa Clara counties) This amount is inclusive of the City contribution set forth in section 9.01.01 above.

8.01.04 Optional Benefits

Employees may also elect the following optional benefits:

1. Medical reimbursement account
2. Dependent care assistance plan
3. AFLAC supplemental insurance

Employees who elect optional benefits shall use pre-tax salary deductions to cover the cost of the optional benefits.

8.01.05 Cash in Lieu

Effective January 1, 2025, employees who provide adequate proof of alternative essential minimum medical coverage for themselves and their tax family shall receive three hundred dollars (\$300) per month in lieu of City-provided medical insurance. Cash in lieu is paid in equal installments in the first two pay periods of the month.

8.02 Section 125 Plan

The City also agrees, to the extent allowable by law, to adopt the provisions of Section 125 of the Internal Revenue Code, thereby enabling employees to pay allowable medical costs with pre-tax dollars.

8.03 Dental and Vision

As soon as administratively possible after Council approval of this MOU, the City shall provide dental insurance to employees. The City shall pay 100% of the employee only premium and shall pay 100% of the employee + dependents premium.

The City will continue to cover the cost of vision coverage benefits under the Vision Service Plan up to twenty dollars (\$20) per month.

8.04 Deductibles

Employees shall be responsible for paying the deductible portion of their medical, dental and vision insurance plans, where applicable.

8.05 Long-Term Disability Insurance

City agrees to maintain a long-term disability plan at City's sole cost, not to exceed one and eight-tenths (1.8%) of annual salary per month.

8.06 Retiree Medical Coverage Program

9.06.01 Employees Hired Prior to January 1, 2025

It is the purpose of the employees Retiree Medical Coverage program to provide for medical insurance compensation to retired employees in order to insure that these individuals, who have dedicated a number of years of service to the City of Scotts Valley, do not face an economic hardship at the time of retirement in paying for medical insurance coverage. Employees hired prior to January 1, 2025 and who met the requirements set forth in this section shall be vested at the levels indicated below.

By the term "vested," the parties hereby expressly demonstrate their intent to memorialize the obligation of the City to provide retiree medical insurance benefits described in this section to eligible retirees (those hired before January 1, 2025) who retire directly from the City. The City's obligations described herein will not cease upon expiration, termination or modification of this agreement.

To be eligible, an employee:

1. Must have been employed with the City for ten (10) years or longer.
2. Shall retire from the City of Scotts Valley. Public safety employees shall be eligible for this benefit upon retiring at age 50 or older; all other employees shall be eligible upon retiring at age 55 or older. Retirement shall be defined as "retiring under the provisions of the CalPERS Retirement Plan."
3. The retired employee shall provide annual proof on annual basis during retirement of current medical insurance coverage including the costs to the retiree. The retiree must notify the City if the medical insurance policy is cancelled. Failure to carry medical insurance or to notify the City of its cancellation will eliminate eligibility for this benefit. The retired employee must secure his/her own medical insurance coverage.
4. The retiree medical benefit shall be provided to the retiree and the retiree's spouse. However, this benefit shall only be payable while the retiree is living, and shall not be payable to the retiree's spouse after the retiree's death.

The medical benefit will be provided at the following rates, which are inclusive of the PEMHCA minimum for those utilizing a CalPERS medical plan:

- A. For employees hired on or before June 30, 2018
 1. For employees who have served 10 to 15 years with the City: 100% of premiums to a maximum of 33% of the premiums for

the PERS Platinum plan (benchmark plan); reduced to 16.5% at Medicare eligibility.

2. For employees who have served 15-20 years with the City: 100% of the premiums to a maximum of 50% of the PERS Platinum plan; reduced to 25% at Medicare eligibility.
3. For employees who have served over 20 years: 100% of premiums to a maximum of 67% of the PERS Platinum plan; reduced to 33.5% at Medicare eligibility.

B. For employees hired on or after July 1, 2018

1. For employees who have served 10 to 15 years with the City up to a maximum of monthly contribution which is inclusive of the PEMCHA minimum:

Employee Only: \$250.00
Employee plus Spouse: \$375.00

2. For employees who have served 15 to 20 years with the City up to a maximum of monthly contribution which is inclusive of the PEMCHA minimum:

Employee Only: \$350.00
Employee plus Spouse: \$550.00

3. For employees who have served over 20 years with the City up to a maximum of monthly contribution which is inclusive of the PEMCHA minimum:

Employee Only: \$500.00
Employee plus Spouse: \$750.00

9.06.02 Employees Hired on or After January 1, 2025

For bargaining unit members hired on or after January 1, 2025, and who retire from the City while meeting the eligibility of CalPERS retiree health insurance, the City's contribution toward employee retiree medical coverage shall be the statutory minimum amount required under the PEMHCA as determined by CalPERS under Government Code Section 22892.

8.07 Life Insurance

The City shall pay the premium for a \$50,000 life insurance plan for all employees.

8.08 Joint Committee for Health Care Cost Containment

City and Association agree to participate in a "Joint Health Care Cost Containment Committee" for the purpose of controlling health care costs. The Committee shall make recommendations consistent with this goal. Recommendations shall be implemented if approved by the City and Association.

9.09 Deferred Compensation

Employees may contribute to a City authorized deferred compensation account (authorized under the Internal Revenue Code Section 457) via salary redirection.

Effective January 1, 2025, the City will match up to \$50.00 during the 1st and 2nd pay period of each month (up to a maximum of \$100.00 per month) of an employee's contribution. The combined contribution between the City's and the employee's contribution cannot exceed the maximum permitted by law.

9.00 CALL-BACK PAY

Any employee who has departed from the employee's work location and is called back to work by the Chief of Police or designee (on a regularly scheduled work day for that employee) shall be guaranteed a minimum of two (2) hours compensation at one and one-half (1.5) times the hourly rate in accordance with Section 4.02. Any employee who has departed from the employee's work location and is called back to work by the Chief of Police or designee on a day for which the employee is not scheduled to work shall be guaranteed a minimum of four (4) hours compensation at one and one-half times (1.5) the hourly rate in accordance with Section 4.02. A regularly scheduled work day is defined as each day on which the majority of hours worked in each shift falls.

The Lieutenant position shall be exempt from this provision.

10.00 COURT APPEARANCE

Any employee who is required to testify in connection with an employee's usual official duties or in connection with a case in which the City or Police Department is a party shall be guaranteed a minimum of four (4) hours compensation at one and one-half (1.5) times the hourly rate.

The lieutenant position shall be exempt from this provision.

11.00 STANDBY PAY

Employees who are required to perform standby duty by the Chief of Police or designee, or the court shall be compensated at the flat rate of one hundred dollars (\$100.00) per day. Standby duty is that period of time an employee is required to be available by phone for immediate call out.

The Lieutenant position shall be exempt from this provision.

11.01 On-Call Pay

On-call positions shall receive a flat rate of one hundred dollars (\$100.00) per day for on-call status. The detective sergeant will rotate the on-call duty with the detectives

12.00 ADDITIONAL COMPENSATION

12.01 Temporary Assignment to Higher Level

An employee specifically assigned on a temporary basis to a higher level position shall be compensated at the pay rate for the higher level position if the service in such position exceeds a total of twenty (20) days in any twelve (12) month period. Payment shall be retroactive to the first day of such service. Temporary assignments may not exceed the limits set forth in the Public Employment Retirement Law. In accordance with the Public Employees' Pension Reform Act (PEPRA), temporary assignment pay is not pensionable compensation for employees who are "New Members" of CalPERS, as defined by California Government Code Section 7522.04(f).

If the temporary assignment lasts longer than six (6) months, then the employee will be able to use and accrue forty-eight (48) hours of CTO per fiscal year, unless the position is the Lieutenant position.

The parties agree that, to the extent permitted by law, this is special compensation and the City shall report this pay to CalPERS for Classic Members only as "Temporary Upgrade Pay" under 2 C.C.R. 571(a)(3).

12.02 Bilingual Pay

Upon the recommendation of the Chief of Police or the Chief's designated representative and with the approval of the City Manager, an employee occupying a position designated as requiring fluency in a language other than English shall receive Two Hundred Dollars (\$200) per month paid in equal amounts the first two pay periods of each month.

The parties agree that, to the extent permitted by law, this is special compensation and the City shall report this pay to CalPERS as "Special Assignment Pay" under 2 C.C.R. 571(a)(4) and 2 C.C.R. 571.1(b)(3).

12.03 Daylight Savings Time

All employee s working at the time daylight savings time starts or ends shall be paid for actual time worked in accordance with Section 4.00 and its provisions.

12.04 POST Incentive Compensation

The Lieutenant position shall be paid a Seventy-five dollar (\$75.00) monthly incentive for attaining a POST Management Certificate.

The parties agree that, to the extent permitted by law, this is special compensation and the City shall report this pay to CalPERS as "POST Certificate Pay" under 2 C.C.R. 571(a)(2) and 2 C.C.R. 571.1(b)(2).

12.05 Mileage Allowance

When an employee is required to use the employee's personal vehicle on City business, the City shall pay the mileage allowance provided by the rules and regulations of the International Revenue Service.

12.06 Assignment Differential

- A. A five percent (5%) additional salary differential over base pay shall be paid to all employees assigned as a motorcycle officer.

The parties agree that, to the extent permitted by law, this is special compensation and the City shall report this pay to CalPERS as "Motorcycle Patrol Pay" under 2 C.C.R. 571(a)(4) and 2 C.C.R. 571.1(b)(3).

- B. Effective July 1, 2024, a sixteen percent (16%) salary differential over base pay shall be paid to all employees assigned to detective position. Effective July 1, 2025, the salary differential over base pay will decrease to fourteen percent (14%). Effective July 1, 2026, the salary differential over base pay will decrease to twelve percent (12%).

The Chief of Police or designee will develop an on-call schedule for all individuals assigned to the investigations unit on a rotational basis. When a detective sergeant has been placed on-call, the detective sergeant is expected to be able to respond to the department within one hour and carry a pager during the on-call assignment period (maximum one detective on-call at a time). Detective sergeants may drive a City-issued vehicle to and from their homes while on-call, provided their home is within sixty (60) miles of

the Scotts Valley Police Department. City and Department policy governing the use of City-issued vehicles must be followed.

The parties agree that, to the extent permitted by law, this is special compensation and the City shall report this pay to CalPERS as "Detective Division Premium" under 2 C.C.R. 571(a)(4) and 2 C.C.R. 571.1(b)(3).

All assignments shall be approved in advance by the Chief of Police or designee. The assignment as stated above shall be noted on the employee time card.

12.07 Canine Officer Differential

All employees assigned as Canine Officers will receive additional compensation at the rate of five percent (5%) of base pay for the care and maintenance of their dog, whether the actual time is more or less than that. The parties mutually agree that this is adequate for care and maintenance. The parties agree that, to the extent permitted by law, this is special compensation and the City shall report this pay to CalPERS as "Canine Officer Premium" under 2 C.C.R. 571(a)(4) and 2 C.C.R. 571.1(b)(3).

The California Police Officers Standards of Training currently require canine units to receive a minimum of sixteen (16) hours of training a month. These hours will be offset by allowing the Canine Officer to train on duty or during a scheduled training time and then adjust the start time of their work day by four hours.

12.08 FTO Pay

Field Training Officers (FTO) shall receive a five percent (5%) differential for the hours actually worked in the capacity as FTO when assigned a trainee at the discretion of the Police Chief. No more than two (2) FTOs will receive this benefit at any one time, unless more are authorized by the Police Chief. Such salary differential shall only be paid for the hours worked during the pay period in the capacity as FTO.

The parties agree that, to the extent permitted by law, this is special compensation and the City shall report this pay to CalPERS as "Training Premium" under 2 C.C.R. 571(a)(4) and 2 C.C.R. 571.1(b)(3).

12.09 Stacking of Incentives

As a general rule, employees are not permitted to receive more than one (1) differential pay at a time. However, except for when assigned to detectives, an employee is eligible to be paid the Canine Officer Differential,

FTO Pay and Temporary Assignment to a Higher Classification pay when performing any or all of those assignments.

12.10 Wellness Stipend

Effective the first full pay period in 2027, the City shall provide a fifty dollar (\$50) per month wellness stipend through payroll as taxable income to all bargaining unit members.

13.00 LEAVE OF ABSENCE

13.01 Other Leave Without Pay

The appointing authority may grant an employee a leave of absence without pay for a definite period not to exceed three (3) months. The City Council may grant an employee a leave of absence without pay for a definite period not to exceed one year. The request for leave, and the reasons therefore, shall be submitted in writing by the employee and must be approved by both the Chief of Police or designee and City Manager or designee.

Upon expiration of the approved leave, the employee shall be reinstated to his/her former position or to a comparable one if the former position is abolished during the period of leave and the employee would otherwise not have been laid off.

Failure on the part of a Member to return to work on the date scheduled shall be cause for termination.

13.02 Outside Employment

A leave of absence without pay may not be granted to an employee for purposes of accepting either private or other public employment outside the service of the City, except as hereinafter provided in this Article 14.00.

An employee may not work outside employment without the prior written approval of the Chief of Police or designee.

13.03 Military Leave

Every employee shall be entitled to military leaves of absence as specified in Chapter 7, Part 1, Division 2, of the California Military and Veterans Code. If such employee shall have been in the service of the City for at least one (1) year prior to the date such absence begins, they shall be entitled to receive pay for up to one (1) month of military leave during any fiscal year at the rate he would have received for service to the City. Time spent on military leave shall be included in determining eligibility to occupy a classification based upon length of service.

13.04 Leave for Jury Duty

Leave of absence with pay shall be granted to an employee while going to and from court and serving on jury duty. Any jury fee awarded to such person shall be deposited with the City Treasurer. Any employee who serves jury duty on any calendar day in which they would have commenced a regularly scheduled shift shall receive that shift off as leave of absence with pay.

13.05 Maternity Leave

Refer to City Personnel Rules and Regulations (Section 17.08 adopted 11/11/86).

13.06 Parental Leave

All employees whose spouse or significant other is pregnant may take up to a four (4) month leave of absence. Said leave shall be called a "Parental Leave" and must be applied for, in writing, to the Chief of Police or designee. Included with said application shall be a doctor's certificate, certifying the pregnancy, and estimating the delivery date. Application will also state the beginning and ending dates of requested leave.

A longer leave may be granted where extenuating circumstances exist. All paternity leaves shall be without pay and without a loss in seniority. Employees shall use accumulated sick leave, vacation, or compensatory time during this period, immediately preceding this period, or immediately following this period; subject to the City approval of any leave totaling more than four (4) months.

Vacation and sick leave benefits do not accrue during parental leave. All other benefits accrue in accordance with the provisions of the City Personnel Rules and Regulations.

13.07 Bereavement Leave

Employees shall be granted leave in the event of the death of a member of the employee's immediate family. The leave available is up to five (5) working days per death. Up to forty (40) such hours are paid. To receive pay for hours in excess of forty (40), the employee may use any of his or her paid leave accruals, e.g. sick leave, vacation leave, compensatory time off. The immediate family is defined as mother, step-mother, father, step-father, husband, wife, domestic partner, son, step-son, daughter, step-daughter, foster parent, foster child or any person sharing the relationship of loco pare, a brother, sister, brother-in-law, sister-in-law, mother-in-law,

father-in-law, or grandparent, or any other special circumstance as approved by the City Manager.

The leave need not be used consecutively but must be used within three months.

13.08 Administrative Leave

The Lieutenant position shall be entitled to take eighty (80) hours of Administrative Leave per fiscal year. Administrative Leave shall not cumulate from year to year, and no compensation shall be made for any unused leave. Administrative Leave shall be prorated if employment is commenced during the fiscal year.

14.00 VACATION

14.01 Vacation

Employees covered by the provisions of this Agreement shall receive annual vacation leave in accordance with the following schedule:

<u>Years of Service</u>	<u>Vacation Hours</u>
Less than 5 years	80 hours
5-10 years	120 hours
10 years	160 hours
15 or more years	168 hours

The Lieutenant position shall accrue an additional forty (40) hours of vacation after fifteen (15) years of service.

Vacation hours are those an employee would be normally scheduled to work. Holidays, hours off, sick leave hours and emergency or personal leave hours shall not be considered or charged as vacation hours.

Upon providing sufficient proof to the Human Resources Department, current employees and new hires will receive credit for prior experience as a sworn officer or dispatcher and their prior years of experience will be counted as years of service for the purposes of accruing vacation. Any changes to a current employee’s accrual rate due to this section shall be on a prospective basis only and previously accrued hours will not be adjusted.

14.02 Vacation Carry Over

An Association member employee may not carry forward from calendar year to calendar year more than two (2) times their annual vacation rate unless he has first received a written extension granted by the City Manager

or designee at the recommendation of the Chief of Police or designee. Written extensions shall be granted in cases where, due to service requirements of the department, it was not reasonably possible for the employee to reduce his vacation accumulation below two (2) times. Employees who have refused to take vacation during the calendar year are not guaranteed of receiving written extension.

14.03 Effect of Absence on Continuous Service

Absence or authorized leave with or without pay, time during which an employee is laid off because his services are not needed and time during which an employee is temporarily not employed by the City shall not be considered as an interruption of continuous service if such absence is followed by re-employment within one (1) year. However, such absences shall not be counted in computing the employee's years of continuous service.

14.04 Vacation Scheduling

The Chief of Police or the Chief's designated representative shall determine when vacation leave may be taken. The employee shall be allowed to divide his vacation leave in any calendar year into two (2) segments. The Chief of Police may grant an employee additional segments of vacation. Seniority in department service among employees in a classification and working unit consistent with Department operating requirements shall be the basis on which vacation schedule conflicts shall be resolved in favor of the most senior employee who has not, by virtue of employee's senior position, previously had such a conflict resolved in the employee's favor during the calendar year. In the event of vacation schedule conflicts among employees who have had such conflicts resolved in their favor before, the senior employee who has had the least number of successful conflict resolutions shall prevail. Vacation may be started on any day of the week.

14.05 Rate of Vacation Pay

Compensation during vacation shall be at the rate that the employee is entitled to receive, including premium pay, as if the employee was on active service during such vacation.

14.06 Vacation Request Notification

All vacation requests will be made no less than ninety (90) days prior to the requested time for leave. Supervisors will not be precluded from granting vacation requests upon shorter notice provided that the needs of the Department will allow for the requested time off.

14.07 Vacation Buy-back

The City will buy back up to eighty (80) hours of vacation annually, provided the employee irrevocably elects to do so by December 15 of the prior calendar year per the below requirements, and as long as the employee has an accrued vacation balance of at least one week (40 hours) remaining following the buy back.

To make the irrevocable election, the employee must submit a written irrevocable election form to the City Manager or designee by December 15, which requests to cash out up to eighty (80) hours of vacation leave earned in the subsequent calendar year. The cash-out will occur in the first full pay period in December of the following calendar year. For example, an employee who submits an irrevocable election form by December 15, 2024 shall receive the cash out in December 2025, assuming the employee has accrued sufficient vacation in 2025 for the cash out and assuming forty (40) hours of vacation remains following the buy back.

If an employee makes an irrevocable election to cash out vacation in the following calendar year and uses vacation in that same year, the vacation used will come from vacation earned in the prior year. This is to ensure the vacation used will not reduce the amount of vacation the employee will be eligible to cash out.

15.00 SICK LEAVE

15.01 Definition of Sick Leave

As used in this section, "sick leave" means leave of absence of an employee because of any of the following: (1) illness or injury which renders them incapable of performing the employee's work or duties for the City; (2) the employee's exposure to contagious disease as evidenced by a doctor's certification that this exposure necessitates the employee being on sick leave; and (3) routine medical or dental appointments of the employee.

15.02 Industrial Sick Leave

If an employee is incapacitated by sickness or injury received in the course of their employment with the City, they shall be entitled to pay as provided herein.

15.03 Amount and Duration of Payment

Such Association member employee shall be entitled to receive industrial sick leave with pay equal to the difference between 100% of their normal salary and the amount of any Workers' Compensation temporary disability

payments to which they are entitled during such incapacity for a period not to exceed one (1) calendar year from the date of such sickness or injury.

15.04 Denial of Payment

Notwithstanding the foregoing provisions of this section, such payment shall not be made pursuant to this subsection to an employee:

- (1) who does not apply for or receive temporary disability benefits under the Worker's Compensation Law;
- (2) whose injury or illness has become permanent;
- (3) whose injury or illness, although continuing to show improvement, is unlikely to improve sufficiently to permit the employee's return to work in his position;
- (4) who is retired on permanent disability or pension;
- (5) whose injury or illness is the result of intentional failure to observe City health or safety regulations or the commission of a criminal offence;
- (6) whose injury or illness has been aggravated or delayed in healing by reason of the employee's failure to receive medical treatment or follow medical advice, except where such treatment or advice has not been sought or followed by reason of the employee's religious beliefs; and
- (7) whose injury or illness is a recurrence or re-injury of an earlier job-related injury or illness or is contributed to by a susceptibility or predisposition to such injury.

15.05 Sworn Employees

Sworn personnel are subject to the provisions of California Labor Code Section 4850 in lieu of conflicting terms in this section.

15.06 Sick Leave Accrual Rate

Each employee will accumulate sick leave at the rate of eight hours per each full calendar month on a paid status. The Chief of Police or designee shall grant sick leave with pay, not to exceed an employee's accumulated unused sick leave, to an employee incapacitated by injuries or sickness.

15.07 Medical Report

As a condition of granting sick leave with pay, the Chief of Police may require medical evidence of sickness or injury acceptable to the Department, which may include a statement of diagnosis and treatment from a licensed physician or a medical clearance to return to work.

15.08 Emergency Leave: Sickness in Immediate Family

Leave of absence with pay because of sickness or injury in the immediate family of an employee shall be granted consistent with California law. For the purposes of this subsection, "immediate family" means mother, step-mother, father, step-father, husband, wife, domestic partner, son, step-son, daughter, step-daughter, foster parent, foster child or any person sharing the relationship of loco parentis; and, when living in the household of the employee, a brother, sister, brother-in-law, sister-in-law, father-in-law or grandparent.

15.09 Sick Leave Compensation on Termination

City shall pay to each terminated, separated employee the value of his accrued and unused sick leave not to exceed a maximum of nine hundred and sixty (960) hours, based on the following sliding scale, representing the percentage of salary to be applied to available accumulated hours of sick leave applicable at the time of separation from City service:

<u>Years of Service</u>	<u>% of Compensation</u>
5 years, 1 day - 10 years	20%
10 years, 1 day - 15 years	25%
15 years, 1 day - 20 years	30%
20 years, 1 day - 25 years	40%
25 years, 1 day - 30 years	50%
Over 30 years or at retirement	60%

This compensation will be paid with the final paycheck.

The City has implemented PERS option Section 20862.8 (Credit for Unused Sick Leave) for sworn personnel.

15.10 Personal Leave

City shall allow each employee twenty-four (24) hours of accrued sick leave annually for personal reasons. Personal Leave shall be taken in minimum of four (4) hour periods, and shall be approved in advance by the Chief of Police or designee with due consideration for the needs of the Association member employee and the Department.

Personal Leave periods taken will not be charged against the stay well bonus described in Section 28.00, unless the periods are used immediately before or immediately following vacation or holidays (for those employees who receive holidays off), except as otherwise authorized by the Chief of Police or designee.

15.11 State Disability Insurance

Employees receiving State Disability Insurance payments shall file the "notice of calculation" for disability insurance with the City immediately upon receipt from the Employment Development Department. Upon receipt of notice, the City shall adjust the employee's sick leave usage and wages for the effective period so that his net pay, including SDI, is equal to that which they would receive if working.

16.00 LONGEVITY PAY

Prior to the first full pay period in July 2025, all employees are eligible to receive a one percent (1%) longevity stipend upon completion of five consecutive years of City service, an additional two percent (2%) longevity stipend upon completion of ten consecutive years of City service and an additional three percent (3%) longevity stipend upon completion of fifteen consecutive years of service.

Effective the first full pay period in July 2025, all employees will be eligible to receive a two- and one-half percent (2.5%) longevity stipend upon completion of five (5) years of service, an additional two and one half percent (2.5%) longevity stipend upon completion of ten (10) years of service and an additional one percent (1%) longevity stipend upon completion of fifteen (15) years of service.

These stipend percentages stack. For example, upon completion of ten (10) consecutive years of service, an employee will receive a longevity stipend of five percent (5%) (2.5% at 5 years plus 2.5% at 10 years). Upon completion of fifteen (15) consecutive years of service, the employee will receive a longevity stipend of six percent (6%). Until July 2025, longevity stipend will remain 5 year: 1%; 10 year: 2%; 15 year: 3%; for a maximum stipend of 6%.

The parties agree that, to the extent permitted by law, this is special compensation and the City shall report this pay to CalPERS as "Longevity Pay" under 2 C.C.R. 571(a)(1) and 2 C.C.R. 571.1(b)(1).

17.00 GRIEVANCE PROCEDURES

Refer to Rule 15 of the Personnel Rules and Regulations.

17.01 Effect of Failure of Timely Action

Failure of the Association member employee to file an appeal within the required time limit at any step shall constitute an abandonment of the grievance. Failure of the City to respond within the time limit at any step shall result in an automatic advancement of the grievance to the next step.

17.02 Limitation on Stale Grievances

A grievance shall be void unless presented within thirty (30) calendar days from the date upon which the City has allegedly failed to provide a condition of employment, or within thirty (30) calendar days from the time at which an Association member employee might reasonably have been expected to have learned of such alleged failure to provide. In no event shall any grievance include a claim for monetary relief for more than the thirty (30) day period plus such reasonable discovery period.

17.03 Exclusion of Non-Recognized Organizations

For the purposes of this section, the provisions of Section 1.00 of this Agreement shall be construed to limit the employee's right of selection of a representative to the extent that agents or any other employee organization, which is not party to this Agreement, are specifically excluded from so acting. In those cases where an employee elects to represent themselves or arranges for other representation, the Association shall have the right to participate in the resolution procedure for the purpose of protecting the interest of its employees in negotiated conditions of employment.

18.00 SAVINGS CLAUSE

If any provision of this Agreement shall be held invalid by operation of law, or by any court of competent jurisdiction, or if compliance with enforcement of any provision shall be restrained by any tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into negotiations for the sole purpose of arriving at a mutually satisfactory replacement for such provision.

19.00 ENACTMENT

It is agreed that the foregoing shall be jointly submitted to the City Council by the City Manager and Association for Council's consideration and approval.

20.00 PUBLIC SAFETY OFFICERS BILL OF RIGHTS

The City and the Association acknowledge and reaffirm all rights and privileges granted to the employees by law, including, but without limitation, those provisions of the Public Safety Officers' Procedural Bill of Rights (Gov. Code §3300 et seq.) and the Meyers-Milias-Brown Act (Gov. Code §3500 et seq.).

21.00 DEPARTMENT VEHICLES AND EQUIPMENT

21.01 Definition of Vehicles

Any motor vehicle as defined by Sections 165 and 414 of the California Vehicle Code.

21.02 Repairs

All necessary repairs and maintenance of vehicles (as defined in Section 23.01) shall be performed to insure the safety of the operator of the vehicle.

21.03 Unsafe Vehicles

Under no circumstances shall a supervisor of the City require an employee to operate an unsafe department vehicle.

21.04 Claims - Unsafe Vehicles

Claims of unsafe vehicles will be made by the representatives of the Association to the shift supervisor. The City shall have the sole authority to remove vehicles from service.

21.05 Vehicle Maintenance

Routine maintenance of departmental vehicles shall be no less than required by the manufacturer. Only high quality parts and tires will be used on the vehicles. Department vehicles with over 80,000 miles will be inspected annually by a certified mechanic to include frame, suspension and mechanical parts for wear and stress fractures. Any vehicle deemed unsafe will be repaired or pulled from service, as determined by the Chief of Police.

21.06 Vehicle Equipment

All equipment, lights, sirens and switches shall be uniform and provided the same on each patrol vehicle.

21.07 Mileage

All departmental vehicles used for patrol or emergency response shall be taken out of service upon exceeding 115,000 miles, or sooner, and a replacement vehicle shall be properly equipped in accordance with Section 23.06. The Association agrees to continue to meet and confer over the need to extend these mileage limits due to economic constraints of the City.

21.08 Vehicle Equipment Determination

Any equipment deemed necessary by the Chief of Police shall be provided for the departmental vehicles for the safety of any operator.

22.00 VOLUNTARY EDUCATIONAL INCENTIVE PROGRAM

22.01 Definition and Purpose

Scotts Valley Police Department's Educational Achievement Program is designed to upgrade and/or improve the law enforcement skills and knowledge of its personnel. The Department encourages additional educational achievement which can lead to a higher level of performance.

22.02 Objectives

- (1) To upgrade the educational level of technical skills of the personnel of Scotts Valley Police Department to insure a high quality of law enforcement.
- (2) To provide an additional attraction for qualified individuals at the entry level who have an interest in law enforcement as a career.
- (3) To provide an additional inducement to personnel to improve themselves throughout their career.
- (4) To promote the most highly qualified officers to supervisory and administrative levels.

22.03 Procedures for Establishing Educational Incentive Pay

Courses used to obtain the educational incentive pay shall represent a logical progression of the employee's goals and/or those classes which shall be applied toward the achievement of a degree within an approved curriculum.

22.04 Eligibility

The Association member employee shall submit the curriculum to the Education Committee for approval with the following exceptions, which do not require pre-approval:

Police Science Majors
Administration of Justice Majors
Criminology Majors
Public Administration Majors (with minor in any of the above)

22.05 Education Committee

The Committee shall be composed of the following:

- (1) Chief of Police or or designee; and
- (2) Association President or designee.

The Committee shall determine the appropriateness of courses and/or curriculum outside of the above-named majors. In the event the members of the Committee are unable to agree on the appropriateness of the courses and curriculum, the City Manager or designee shall be asked to participate in the decision making process and shall be entitled to vote therein.

22.06 Certification

The Education Committee shall certify to the employee's eligibility in accordance with Section 23.05. Such notification shall then be sent to the City Manager.

22.07 Effective Date

Educational incentive pay shall be effective the first day of the next pay period following receipts by the City Manager of certification in accordance with Section 23.06.

22.08 Educational Incentive Pay

All employees, including the Lieutenant, shall be eligible for the following educational incentive program (amounts are not cumulative) based upon earning a degree in higher education as follows:

AA or AS degree	\$175 per month
BA or BS degree	\$250 per month
MA or MS degree	\$300 per month

Education Incentive is paid in equal amounts in the first two pay periods of the month.

The parties agree that, to the extent permitted by law, this is special compensation and the City shall report this pay to CalPERS as "Education Pay" under 2 C.C.R. 571(a)(2) and 2 C.C.R. 571.1(b)(2).

22.09 Course Reimbursement

The City agrees to reimburse employees for the costs associated with college courses and training sessions approved in advance, in writing, by the Chief of Police or designee, up to a maximum of One Thousand Dollars

(\$1,000) per employee per fiscal year. Reimbursable costs include only the following:

- (a) Tuition
- (b) Books
- (c) Course-related fees

The City will not reimburse employees for supplies or mileage used traveling to and from such courses.

To ensure that the City budget has adequate funds to pay for an employee's course reimbursement request, the Association member employee should submit a request for reimbursement no later than February 15 of each year preceding the July 1 through June 30 fiscal year.

23.00 RETIREMENT

A. CLASSIC SAFETY EMPLOYEES

The City provides the CalPERS pension formula of 3% at age 50 plan based on the highest average annual compensation during any consecutive 36-month (three-year) period for all eligible employees hired on or before December 31, 2012, or hired after such date but already in the CalPERS system as a classic member without a six-month break in service.

The contribution for classic safety employees shall be nine percent (9%) of PERSable compensation.

B. PEPRA SAFETY EMPLOYEES

For those safety employees hired on or after January 1, 2013 who are new to the City of Scotts Valley, the City shall provide 2.7% at 57plan. The contribution for new PEPRA safety employees shall be fifty percent (50%) of the normal cost as determined by CalPERS and may change on an annual basis.

C. CLASSIC MISCELLANEOUS EMPLOYEES

The City provides the CalPERS pension formula of 2.5% at age 55 plan for all eligible employees hired on or before December 31, 2012, or hired after such date but already in the CalPERS system as a classic without a six-month break in service. The contribution for all classic miscellaneous employees shall be nine percent (9.0%) PERSable compensation.

D. PEPRA MISCELLANEOUS EMPLOYEES

For those employees hired on or after January 1, 2013 to the City of Scotts Valley, who are new to the CalPERS system, the City shall provide 2% at 62 for those employees in accordance with State law. The contribution for new PEPRA employees shall be (50%) of the normal cost as determined by CalPERS and may change on an annual basis.

24.00 LAYOFF POLICY

24.01 Layoffs

The following procedures will be followed in the event of layoffs and/or reductions of personnel.

24.02 Order

Layoffs and/or reductions shall occur in the following order:

- (1) Temporary employees
- (2) Probationary employees
- (3) Regular part-time employees
- (4) Regular employees on "Needs to Improve"
- (5) Regular employees

The Police Department's monthly evaluations shall not be considered as the appropriate evaluation. The Chief of Police or designee shall evaluate the employee's last yearly evaluations concern #4 above.

24.03 Seniority

Within each classification of sworn or non-sworn personnel, layoffs and reductions shall be made on the basis of inverse order to seniority in City Service.

24.04 Special Skills

Where the Chief of Police or designee deems it in the best interest of the Department, they may waive the order of layoffs or reductions when loss of an employee's skills on a particular assignment or loss of his special skills would negatively affect the Department's work.

24.05 Association President

The President of the Association shall be exempt from layoffs during his/her term of office.

24.06 Notification

The City Manager and the Association agree that the City Manager shall notify the Association immediately (at least thirty (30) days prior) of any pending layoffs and/or reductions affecting employees covered by the Agreement. The Association shall have the right to meet and confer concerning such layoffs and/or reductions.

25.00 MANAGEMENT RIGHTS

The City reserves all rights with respect to matters of general legislative and managerial policy including, among others, the exclusive right to determine the mission of its constituent departments, divisions, commissions and boards; set standards of service; determine the procedures and standards for recruitment and selection of employees within the law; direct its employees; take disciplinary action; relieve its employees of duties because of lack of work or for other good reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which governmental operations will be conducted; require overtime; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work; and to develop positive and productive employer/employee relationships. These rights shall not be limited except as specified in this agreement.

26.00 PEACEFUL PERFORMANCE

The Association agrees that during the term of this Agreement neither it nor the employees it represents will engage in, encourage, sanction, or support: (1) strikes; (2) slowdowns; (3) mass resignations; (4) mass absenteeism; (5) picketing which would involve suspension of or interference with normal work of the department or other City departments; or (6) any other similar actions which would involve suspension of or interference with normal work of the department or other City departments.

27.00 STAY WELL PLAN – SUNSETS NOVEMBER 30, 2024

The City has implemented the following Stay Well Plan which includes the following conditions:

- (1) Each stay well year will be from December 1 through November 30.

- (2) Eligible employees are those who have accumulated two hundred forty (240) hours of unused sick leave.
- (3) The stay well bonus will be paid each year in a separate check on the first pay period after November 30.
- (4) Eligible employees shall receive a bonus according to the following schedule, or a pro rata share of this bonus, should they achieve their two hundred forty (240) hours at some point during the stay well year.

<u>Sick Leave Used</u>	<u>Straight Time Bonus</u>	<u>Pro Rata Bonus</u>
0 sick hours	48 hours	50.0%
8 sick hours	40 hours	41.6%
12 sick hours	36 hours	37.5%
16 sick hours	32 hours	33.3%
24 sick hours	24 hours	25.0%
32 sick hours	16 hours	16.6%
36 sick hours	12 hours	12.5%
40 sick hours	8 hours	8.3%
48 - 96 sick hours	0 hours	0.0%

For example, if an employee has accumulated two hundred forty (240) hours by August of the stay well year and then accrues an additional twenty-four (24) hours from September 1 to November 30, the Association member employee will have a total of two hundred sixty-four (264) hours. If the Association member employee has taken sixteen (16) sick hours, the Association member employee will receive 33.3% of the twenty-four (24) hours in excess of the required two hundred forty (240) hour minimum.

- (5) Personal leave hours are considered sick leave hours for the purpose of the stay well bonus, only if they are used immediately before or immediately following vacation or holidays (for those employees who receive holidays off) except as otherwise authorized by the Chief of Police.
- (6) The stay well bonus is payable at straight time.
- (7) Employees shall have the option of receiving the bonus or crediting their unused sick hours to their total accumulations. Such a decision must be received by the City Manager prior to December 1 of each year. The City Manager shall forward this notification to the Finance Department immediately.

- (8) Sick hours taken off by employees, regardless of the reason, shall be deducted from the potential stay well bonus.

The specific purpose of the Stay Well Plan is to encourage employees to stay physically fit and well and to miss as few work hours as possible due to illness or any other reason.

The last stay well bonus will be paid on November 30, 2024.

Effective December 1, 2024, the Stay Well Plan has ended.

28.00 PAYMENTS

28.01 Items Not Covered by Agreement

Existing wages, hours and other terms and conditions of employment including fringe benefits not changed, modified or specifically referenced in this Agreement and not inconsistent with the terms and conditions of this Agreement shall remain in full force and effect during the term of this Agreement.

28.02 New Job Classifications

If an Association member employee covered by this Agreement is assigned work of a substantially new or different nature so as to constitute a new job classification, the City and the Association will negotiate the wage rate applicable to the new classification.

28.03 Lieutenant Position

The filling of the Lieutenant position will be at the sole discretion of the City. The position is exempt from all other forms of salary, including longevity, and holiday pay except as otherwise expressly provided in this Agreement. The position will receive City holidays off with pay, but will be exempt from all overtime compensation.

29.00 TERM OF AGREEMENT

The term of this Agreement shall be July 1, 2024, through June 30, 2027.

30.00 ENTIRE AGREEMENT

This Agreement rescinds and replaces any prior agreements between the parties except side letter agreements that are in effect by their terms.

*** signature page to follow ***

“City”
CITY OF SCOTTS VALLEY

“Association”
SCOTTS VALLEY POLICE
SUPERVISORS ASSOCIATION

City of Scotts Valley:	Scotts Valley Police Supervisors Association Representative:
By: Mali LaGoe, City Manager	By: Chris Galli
Approved as to Form:	Lead Negotiator:
By: Kirsten Powell, City Attorney	By: Joe Higby

Memorandum of Understanding
Between the CITY OF SCOTTS VALLEY and the
SCOTTS VALLEY POLICE BARGAINING UNIT

July 1, 2024 – June 30, 2027



TABLE OF CONTENTS

	Page
1.00 ASSOCIATION RECOGNITION	1
1.01 Recognition of Association.....	1
1.02 Notice of Recognized Association	1
1.03 Payroll Deduction and Pay Over	1
1.04 Association Dues, Initiation Fees and Credit Union Share Contribution	2
1.05 Indemnification	2
1.06 Bulletin Boards	3
1.07 Use of Employer Facilities	3
1.08 Job Contacts	3
1.09 Bargaining Committee	4
1.10 Alternative Locations.....	4
2.00 HIRING PROVISIONS	4
2.01 Non-Discrimination.....	4
2.02 Employment	4
3.00 SALARY	5
3.01 General Salary Increases	5
3.02 Additional Salary Increases for Emergency Dispatch Clerks (to be calculated after general salary increases are applied).....	5
3.03 Additional Salary Increases for Police Officers (to be calculated after general salary increases are applied)	5
4.00 HOURS OF WORK, SHIFTS, SCHEDULES, REST BREAKS, LUNCH BREAKS	6
4.01 Work Schedule and Departmental Shift Change	6
4.02 Hours of Work	6
4.03 Voice Mail / Email.....	7
4.04 Rest Breaks and Lunch Breaks	7
5.00 OVERTIME	7
5.01 Regular Work Schedule Requirement	7
5.02 Authorization of Overtime	7
5.03 Statutory Definition of Overtime	7
5.04 Contractual Definition of Overtime	8
5.05 Reservation of Rights.....	8
5.06 Fractions of Less than Eight (8) minutes	8
5.07 Compensatory Time-Off ("CTO")	8
5.08 Shift Adjustments	9
6.00 HEALTH AND SAFETY	9

TABLE OF CONTENTS
(continued)

	Page
6.01 Health and Safety - Equipment	9
6.02 Equipment	10
7.00 UNIFORMS	10
8.00 HOLIDAYS	11
9.00 HEALTH AND WELFARE BENEFITS	12
9.01 Medical Plan.....	12
9.02 Section 125 Plan	14
9.03 Dental and Vision	14
9.04 Deductibles	14
9.05 Long-Term Disability Insurance	14
9.06 Retiree Medical Coverage Program.....	14
9.07 Life Insurance.....	16
9.08 Joint Committee for Health Care Cost Containment.....	17
10.00 CALL-BACK PAY	17
11.00 COURT APPEARANCE.....	17
12.00 STANDBY PAY	17
12.01 On-Call Pay	18
13.00 ADDITIONAL COMPENSATION	18
13.01 Temporary Assignment to Higher Level.....	18
13.02 Bilingual Pay	18
13.03 Daylight Savings Time	18
13.04 Mileage Allowance	19
13.05 Assignment Differential	19
13.06 Canine Officer Differential	20
13.07 Stacking of Incentives	20
13.08 Wellness Stipend	20
14.00 LEAVE OF ABSENCE	20
14.01 Other Leave Without Pay	20
14.02 Outside Employment.....	21
14.03 Military Leave	21
14.04 Leave for Jury Duty	21
14.05 Maternity Leave.....	21
14.06 Parental Leave	21
14.07 Bereavement Leave	22
15.00 VACATION	22

TABLE OF CONTENTS
(continued)

	Page
15.01 Vacation	22
15.02 Vacation Carry Over.....	23
15.03 Effect of Absence on Continuous Service	23
15.04 Vacation Scheduling	23
15.05 Rate of Vacation Pay	24
15.06 Vacation Request Notification	24
15.07 Vacation Buy-back	24
16.00 SICK LEAVE	24
16.01 Definition of Sick Leave	24
16.02 Industrial Sick Leave	25
16.03 Amount and Duration of Payment.....	25
16.04 Denial of Payment.....	25
16.05 Sworn Employees	26
16.06 Sick Leave Accrual Rate	26
16.07 Medical Report	26
16.08 Sick Leave for Immediate Family Care	26
16.09 Sick Leave Compensation on Termination	26
16.10 Personal Leave	27
16.11 State Disability Insurance	27
17.00 LONGEVITY PAY	27
18.00 GRIEVANCE PROCEDURES	28
18.01 Effect of Failure of Timely Action	28
18.02 Limitation on Stale Grievances	28
18.03 Exclusion of Non-Recognized Organizations	28
19.00 SAVINGS CLAUSE.....	28
20.00 ENACTMENT	29
21.00 PUBLIC SAFETY OFFICERS BILL OF RIGHTS.....	29
22.00 DEPARTMENT VEHICLES AND EQUIPMENT	29
22.01 Definition of Vehicles.....	29
22.02 Repairs	29
22.03 Unsafe Vehicles	29
22.04 Claims - Unsafe Vehicles	29
22.05 Vehicle Maintenance.....	29
22.06 Vehicle Equipment	30
22.07 Mileage.....	30

TABLE OF CONTENTS
(continued)

	Page
22.08 Vehicle Equipment Determination.....	30
23.00 VOLUNTARY EDUCATIONAL INCENTIVE PROGRAM	30
23.01 Definition and Purpose.....	30
23.02 Objectives	30
23.03 Procedures for Establishing Educational Incentive Pay	30
23.04 Eligibility	31
23.05 Education Committee.....	31
23.06 Certification	31
23.07 Effective Date.....	31
23.08 Educational Incentive Pay.....	31
23.09 Course Reimbursement	32
24.00 RETIREMENT	32
25.00 LAYOFF POLICY	33
25.01 Layoffs.....	33
25.02 Order	33
25.03 Seniority	34
25.04 Special Skills	34
25.05 Association President.....	34
25.06 Notification	34
26.00 MANAGEMENT RIGHTS.....	34
27.00 PEACEFUL PERFORMANCE	34
28.00 MISCELLANEOUS.....	35
28.01 Items Not Covered by Agreement.....	35
28.02 New Job Classifications	35
29.00 STAY WELL PLAN – SUNSETS NOVEMBER 30, 2024.....	35
30.00 TERM OF AGREEMENT	36
31.00 ENTIRE AGREEMENT	37

MEMORANDUM OF UNDERSTANDING
between
CITY OF SCOTTS VALLEY
and
SCOTTS VALLEY POLICE BARGAINING UNIT
July 1, 2024- June 30, 2027

This **Memorandum of Understanding**, (the "Agreement") is entered into by and between the Scotts Valley Police Bargaining Unit, hereinafter referred to as "Association," and the City of Scotts Valley, hereinafter referred to as "City," for and on behalf of its represented classification hereinafter identified.

1.00 ASSOCIATION RECOGNITION

Rights and Security.

1.01 Recognition of Association

The City hereby recognizes the Association as the exclusive collective bargaining agent for Police Officers and Emergency Dispatcher/Clerks I, II, & III ("EDCs" or Dispatchers).

1.02 Notice of Recognized Association

The Police Department ("Department") shall give written notice to persons newly employed in the classifications of Police Officers and Dispatchers, which shall contain the name and address of the Association as the organization recognized by the City as the exclusive bargaining agent for the Association. The City will direct all inquiries from employees about Association membership or dues deduction to the Association or Association's designated agent.

1.03 Payroll Deduction and Pay Over

The City shall deduct Association dues, initiation fees, Peace Officers Research Association of California ("PORAC"), Credit Union Share Contribution, and premiums for approved insurance programs from employees' pay in conformance with State, Federal, and local regulations from the monthly pay of each member employee. The Association will provide the City with information regarding the amount of dues deductions and the list of Association member employees who have affirmatively consented to or authorized dues deductions. The City shall remit the deducted dues and any other mutually agreed payroll deductions, to the extent permitted by law, to the Association as soon as possible after the deduction.

The Association is responsible for providing the City with timely information regarding changes to Association member employees' dues and any other lawful Association-related payroll deduction.

The City agrees to direct each Association member employee to the Association with regard to any questions or concerns related to membership dues or any other mutually agreed payroll deduction, to the extent permitted by law.

1.04 Association Dues, Initiation Fees and Credit Union Share Contribution

1.04.01 Dues and Initiation Fees and Association Certification

The City shall make payroll deductions in reliance on the Association's certification that the Association has and will maintain an authorization, signed by each Association member employee who affirmatively consents to pay Association membership dues. Similarly, the City shall only cancel or modify any membership dues or any other mutually agreed payroll deduction, to the extent permitted by law, for any Association member employees in reliance on the information provided by the Association. The City shall not request the Association to provide a copy of any Association member employees' authorization unless a dispute arises about the existence or terms of the authorization on non-scheduled work days. The Association shall notify the City immediately in writing of any changes to the list of employees from which deductions shall be taken.

1.04.02 Credit Union Share Contributions

The City shall deduct credit union share contributions and transmit these deductions to the employee's applicable credit union at the employee's request. Such deduction(s) shall be authorized by signature on a proper assignment form.

1.05 Indemnification

The Association shall indemnify, defend, protect and hold harmless the City and its elected and appointed officials, officers, employees, officers and agents (collectively hereafter the "Indemnitees") from and against any and all claims, liabilities, losses, damages, fines, penalties, claims, demands, suits, actions, causes of action, judgments, costs and expenses (including, but not limited to, reasonable attorneys' fees and court costs) arising from the application of any provisions under Section 1.03 and 1.04, including, but not limited to, any claims made by any Association member employees for the membership dues deductions the City made in reliance on the Association's certification, and any claims made by any Association member employees for any deduction cancellation or modification the City

made in reliance on the information provided by the Association, provided that the City promptly notify the Association of any such matter for which it is seeking indemnification after the City has knowledge of the occurrence of such matter.

In the event any such action or proceeding is brought against the City by reason of any such claim, the Association, upon notice from the City, covenants to defend such action or proceeding by counsel reasonably satisfactory to the City. Further, the Association agrees to indemnify and hold harmless the Indemnitees for any loss or damage arising from the Union's actions or inaction. However, the Union shall have the exclusive right to direct counsel, control the defense of any action or proceeding, and determine whether any such action or proceeding shall or shall not be compromised, resisted, defended, tried or appealed—on the premise and condition that the Union shall fully compensate for any monetary loss to the City based on the Union's determination, if any.

1.06 Bulletin Boards

Reasonable space shall be allowed on bulletin boards as specified by the Chief of Police for use by the Association to communicate with Association member employees. Material shall be posted on the bulletin board space as designated, and not upon the walls, doors, file cabinets or any other place. Posted material shall not be obscene, defamatory or of a partisan political nature, nor shall it pertain to public issues which do not involve the City or its relations with City employees. The City will post employment solicitations for police positions; however, Association shall maintain notices while they remain on the bulletin board and shall be responsible for their removal in a timely fashion. All posted material shall bear the identity of the sponsor, be neatly displayed and be removed when no longer timely.

1.07 Use of Employer Facilities

Members of this bargaining unit are entitled to a twenty five percent (25%) discount on all City facility rentals.

1.08 Job Contacts

Any authorized representative of the Association shall have the right to contact individual represented employees working within the Association in City facilities during business hours on matters within the scope of representation, providing prior arrangements have been made for each contact with the Chief of Police designee who shall grant permission for such contact if, in the Chief's judgment, it will not disrupt the business of the work unit involved or the Department.

1.09 Bargaining Committee

Members of the Association's bargaining committee shall be allowed time to absent themselves from duties for a reasonable period without loss of pay, for the purpose of participating in contract negotiations. No more than two (2) Members at a time may absent themselves from work for this purpose. Off-duty personnel participating in negotiations are not authorized compensation for this time. Members of Association's bargaining committee shall be extended the same privilege to participate in any meetings mutually called by the parties during the term of this Agreement for review of grievances and contract compliance questions. Adequate levels of police protection shall be maintained at all times.

1.10 Alternative Locations

When contact and bargaining on the work location is precluded by reason of confidentiality of records, work situations, health and safety of employees, the public, or disturbance to others, the Chief of Police or designee shall have the right to make other arrangements for a contact location removed from the work area.

2.00 HIRING PROVISIONS

2.01 Non-Discrimination

There shall be no discrimination because of a person's political, or Union affiliation or belief, non-affiliation or non-belief, ancestry, age (40 and above), color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin (includes use and possession of a driver's license issued to persons unable to provide their presence in the United States is authorized under federal law, race, religion (includes religious dress and grooming practices) sex/gender (includes pregnancy, childbirth, breastfeeding, and/or related medical conditions), sexual orientation, or any other status protected under state or federal law.

2.02 Employment

The City shall not discipline, discharge or otherwise discriminate against any represented employee for any Association activity that does not interfere with the proper performance of that employee's work.

3.00 SALARY

3.01 General Salary Increases

Effective the first full pay period in July 2024, or the first full pay period after Council approval of this MOU, whichever is later, the salary range for each classification in the unit will receive a three percent (3.0%) salary increase.

Effective the first full pay period in July 2025, the salary range for each classification in the unit will receive a three percent (3.0%) salary increase.

Effective the first full pay period in July 2026, the salary range for each classification in the unit will receive a three percent (3.0%) salary increase.

3.02 Additional Salary Increases for Emergency Dispatch Clerks (to be calculated after general salary increases are applied)

Effective the first full pay period in July 2024, or the first full pay period after Council approval of this MOU, whichever is later, Emergency Dispatch Clerks shall receive an additional two percent (2%) market increase.

Effective the first full pay period in January 2025, Emergency Dispatch Clerks shall receive an additional two percent (2%) market increase.

Effective the first full pay period in July 2025, Emergency Dispatch Clerks shall receive an additional one percent (1%) market increase.

Effective the first full pay period in July 2026, Emergency Dispatch Clerks shall receive an additional two percent (2%) market increase.

Effective the first full pay period in January 2027, Emergency Dispatch Clerks shall receive an additional two percent (2%) market increase.

3.03 Additional Salary Increases for Police Officers (to be calculated after general salary increases are applied)

Effective the first full pay period in July 2024, or the first full pay period after Council approval of this MOU, whichever is later, Police Officers shall receive an additional three percent (3%) market increase.

Effective the first full pay period in January 2025, Police Officers shall receive an additional two percent (2%) market increase.

Effective the first full pay period in July 2025, Police Officers shall receive an additional three percent (3%) market increase.

Effective the first full pay period in July 2026, Police Officers shall receive an additional two percent (3%) market increase.

Effective the first full pay period in January 2027, Police Officers shall receive an additional two percent (2%) market increase.

4.00 HOURS OF WORK, SHIFTS, SCHEDULES, REST BREAKS, LUNCH BREAKS

4.01 Work Schedule and Departmental Shift Change

The Chief of Police has implemented a 3/12 work schedule for the patrol division and emergency dispatch/clerical unit (except for the EDC-II and EDC-III positions).

The Chief of Police will designate the schedule that FTO's and their trainees will work. The SRO schedule is on a 4/10 plan with holidays off.

The Chief of Police or designee shall prepare a schedule showing the hours each employee is to work. Except under unforeseeable circumstances, the Chief of Police shall make every reasonable effort to assure that no represented employee shall have more than one shift change in any calendar month. Whenever shift changes are required, it shall not result in a reduction in salary where overtime is actually worked.

The normal working hours for detectives, when the investigations division is fully staffed, shall be a 4/10 schedule, which includes a one (1) hour lunch break.

4.02 Hours of Work

Hours of work for patrol officers and the EDC-1 classification will be seven twelve (12) hour shifts per biweekly pay period, which equates to 84 hours per pay period and 2184 hours per year. Hours of work for employees other than patrol and EDC-1 personnel will be forty (40) hours per week, which equates to eighty (80) hours per biweekly pay period and 2080 hours per year.

Regardless of scheduled work hours, the hourly base rate (also referred to as "straight time rate") for all personnel is defined as base monthly pay times (12) months, divided by 2080 hours (per year).

All overtime hours will be compensated pursuant to the provisions of Section 5.0 of this Agreement.

4.03 Voice Mail / Email

All employees are required to check their voice mail and email at least once daily on scheduled work days. Employees are not required to check voice mail or email during vacation leave. Employees are required to telephonically respond to text messages but will not be entitled to on-call pay.

4.04 Rest Breaks and Lunch Breaks

Each employee on the 3/12 plan will have three (3) fifteen (15) minute breaks that will be scheduled throughout the work day. Rest breaks will not be scheduled during the first or last hour of any period of work. Each employee will be granted a forty-five (45) minute lunch break close to the middle of the employee's shift. No wage deduction shall be made nor time off charged against employees taking authorized rest breaks, nor shall any rights or overtime be accrued for rest breaks voluntarily not taken. There is no obligation upon the City to provide facilities for refreshments during the rest breaks, or for procurement thereof.

5.00 OVERTIME

5.01 Regular Work Schedule Requirement

The Department shall prepare a schedule designating the hours each employee shall work. Work for the City by an employee at time other than those so scheduled shall be approved in advance by the Chief or designee.

5.02 Authorization of Overtime

No employee shall receive compensation for overtime in cash, in time off or a combination thereof unless such overtime work has been approved in advance by the Chief of Police or designee.

5.03 Statutory Definition of Overtime

Pursuant to 29 U.S.C. 207(k), City has adopted a fourteen (14) day work period for all eligible law enforcement personnel, i.e. sworn officers, for the purposes of measuring overtime under the Fair Labor Standards Act (FLSA). The applicable FLSA overtime threshold for each 14-day work period is eighty six (86) hours. The 14-day work period starts on the first day of the biweekly pay period and ends on the last day of the biweekly pay period.

For non-sworn personnel, FLSA overtime is measured on a seven (7) day workweek basis with an overtime threshold of forty hours. For day shift non-sworn personnel, the work week begins on Wednesday at 1200 hours and ends the following Wednesday at 1200 hours. For night shift non-sworn

personnel, the work week on Wednesday at 2400 hours and end their work week the following Wednesday at 2400 hours.

5.04 Contractual Definition of Overtime

Notwithstanding the above, employees are entitled to overtime compensation at the rate of one and one half (1.5) times the regular rate for all hours worked in excess of their regularly scheduled work hours. For example, a patrol officer who works eighty six hours in one pay period will be entitled to two hours of contractual overtime whereas a detective who works eighty six hours in one pay period will be entitled to six hours of contractual overtime. All paid time off will be considered time worked for the purposes of determining contractual overtime due, except that for officers on the 3/12 work schedule, the four (4) hours or pro-rated hours of additional holiday pay for work on holidays other than the floating holiday will not be considered time worked in determining overtime.

5.05 Reservation of Rights

The City may elect to use the designated 14-day work period for eligible law enforcement personnel. If the City so elects, all hours worked up to eighty-six per work period will be compensated at the base hourly rate and all hours in excess of eighty-six will be compensated at 1.5 times the regular rate per the FLSA. If the City exercises its right to invoke the 14-day 7(k) work period exemption, the PBU maintains its right to meet and confer over the effects of the City's decision on matters within the scope of representation.

5.06 Fractions of Less than Eight (8) minutes

No overtime payment shall be allowed for any period of less than eight (8) minutes, and fractions of less than eight (8) minutes worked shall not be considered overtime and may not be accumulated in order to total more than eight (8) minutes or more.

5.07 Compensatory Time-Off ("CTO")

At the sole option of an employee, CTO may be accrued in lieu of monetary compensation for overtime and is earned at a rate of one and one-half (1.5) times the hourly rate up to the maximum CTO accruals established herein.

All employees may accrue CTO in lieu of monetary compensation for overtime to a maximum of one hundred and twenty (120) hours. Such CTO may be replenished during the year up to the one hundred and twenty (120) hour maximum. The timing of taking the CTO shall be determined by the Division Captain or designee, considering the employee's preference.

Use of CTO may be granted with a two (2) pay period notice at the discretion of the supervisor. Supervisors are not precluded from granting use of CTO with a shorter notice if the needs of the Department will allow this time off. Use of CTO will not be approved if it creates undue disruption to cover the absence from the requested CTO.

Any accrued and unused CTO will be cashed out in the last paycheck of the calendar year.

5.08 Shift Adjustments

If the department intends to adjust an employee's shift due to overtime worked on a shift, the employee's supervisor must notify them of the intended shift adjustment on the day before the adjustment occurs. Such notice shall be given by the end of the employee's shift.

For patrol personnel, all shift adjustments shall be made within the fourteen (14) day work period. For all other employees, all shift adjustments shall be made within a forty (40) hour work week. All shift adjustments will be completed at the time that the change in the shift is made. Except for unforeseeable circumstances, the Chief of Police shall make every effort to assure that no employee shall have more than one shift adjustment occur during a pay period.

6.00 HEALTH AND SAFETY

6.01 Health and Safety - Equipment

City shall comply with all applicable State and Federal Safety Regulations and shall furnish all safety equipment required by law or deemed necessary by the Chief of Police or designee to all employees as appropriate. At the commencement of employment, each employee shall be provided safety equipment by the City as follows:

One (1) belt for slacks

One (1) leather duty belt with: holster, double magazine holder, double handcuff case, O.C. spray holder, baton ring, key ring, four (4) keepers, belt buckle

One (1) semiautomatic handgun with three magazines and duty ammunition sufficient for the capacity of a full loaded pistol and three magazines

One (1) O.C. spray canister

One (1) soft body armor ballistic vest, replaced every five (5) years

Two (2) pair of handcuffs with keys

One (1) baton

One (1) police flashlight

6.02 Equipment

City shall provide all equipment deemed essential by the Chief of Police or designee to complete assigned duties.

7.00 UNIFORMS

At the commencement of employment, each employee shall be provided uniforms by the City as follows:

Officers:

- One (1) uniform hat and hat piece
- Three (3) uniform shirts, long or short sleeve
- Three (3) uniform slacks
- One (1) uniform duty jacket
- One (1) uniform dress jacket
- Patches as required for above uniforms
- One (1) name tag for uniform shirt
- One (1) name tag for uniform jacket
- One (1) complete set of rain gear
- Two (2) B.D.U. uniforms
- One (1) duty badge
- One (1) off-duty badge and badge wallet

Dispatchers:

- Three (3) uniform shirts, long or short sleeve
- Three (3) uniform slacks
- One (1) uniform sweater
- One (1) duty badge
- One (1) name tag for uniform shirt
- One (1) belt for slacks
- Patches as required for above uniforms

During the course of employment, the City shall replace uniforms, at no cost to the employee, at the discretion of the Chief of Police or designee. The City further agrees to establish an account at a local dry cleaners to clean and maintain said uniforms at no cost to the employee. All above uniform costs shall be subject to the applicable public retirement rate as required by the California Public Employees Retirement System (PERS) regulations.

For the detectives, City will pay to clean clothes soiled as a result of a work-related incident, with the approval of the Chief of Police or designee. This cost will be paid through the City's local dry cleaners account.

8.00 HOLIDAYS

The City recognizes the following days as holidays:

- A. First day of January
- B. Third Monday in January - Dr. Martin Luther King Jr. Day
- C. Third Monday in February - Presidents Day
- D. Last Monday in May - Memorial Day
- E. June 19 - Juneteenth
- F. July 4th
- G. First Monday in September - Labor Day
- H. Second Monday in October - Columbus Day
- I. November 11 - Veterans Day
- J. Thanksgiving Day
- K. The day following Thanksgiving Day
- L. The day preceding Christmas
- M. Christmas Day
- N. The Day preceding New Year's Day
- P. One floating holiday per fiscal year. Employees must use the floating holiday in that fiscal year
- Q. Every day declared a holiday by the City Council.

Detectives

Detectives shall take Holidays and shall be paid for those days off. Any holiday that would otherwise be on a Saturday will be taken on the preceding Friday, or the preceding Thursday if the employee does not work on Friday or Saturday. Any holiday that would otherwise be on a Sunday will be taken on the following Monday, or the following Tuesday if the employee does not work Sunday or Monday.

If a detective is mandated to work on a holiday, the detective may choose an alternate day in the same pay period to take off. If the Police Chief or designee denies the chosen alternate day and the parties do not agree on another day in the same pay period to take off or if the detective declines to choose an alternate day, the detective shall receive doubletime for hours worked on the holiday up to their regular shift length. Hours worked in excess of the regular shift length, if needed, will be compensated at time and one half times their regular rate.

Patrol Officers / Emergency Dispatcher/Clerks

Because patrol officers and emergency dispatcher/clerks have foregone paid holidays off and may be required to work on a holiday as part of their regular schedule, the City shall pay these employees an additional six percent (6%) of base salary in lieu of paid holidays off.

In recognition of the additional holiday-in-lieu pay received by emergency dispatcher/clerks, effective the first full pay period after Council approves this

MOU, the additional pay has been rolled into EDC base salary in the form of a one percent (1%) salary increase.

The parties agree that, to the extent permitted by law, this is a special compensation, and the City shall report this pay to CalPERS as a "Statutory Item" under 2 C.C.R. 571(a)(5) and "Additional Item" under 2 C.C.R. 571.1(b)(4).

In addition, employees who work a twelve (12) hour shift on a City-recognized holiday (other than a floating holiday) will receive doubletime for the first four hours of work on the holiday, in addition to regular pay for the rest of the day worked. Employees on the 3/12 schedule who works less than twelve (12) hours on a City-recognized holiday (other than the floating holiday) will receive prorated doubletime for the first hours of work on the holiday (e.g. employees who work six hours will receive doubletime for the first two hours of work on the holiday).

9.00 HEALTH AND WELFARE BENEFITS

9.01 Medical Plan

9.01.01 CalPERS Medical

The City provides medical insurance through the California Public Employees' Retirement System (CalPERS). The City's contribution towards medical coverage will be the minimum amount required by Government Code section 22892 for regular full-time employees and retirees ("PEMHCA minimum").

9.01.02 Cafeteria Plan

The City will also make available a Flexible Benefit Plan (Cafeteria Plan) for active employees. The City shall pay any administrative fees and contingency reserve fund assessments, if any.

9.01.03 City Contribution

- a. Beginning January 1, 2022, the City will contribute the following amounts per month toward the cost of health benefits for each bargaining unit member. The flex dollar allowances shall increase on the December 15th paycheck of each subsequent year up to a maximum of three percent (3%) on an annual basis, based on but not to exceed the Kaiser Bay Area premium rate increase for the upcoming calendar year. Unit members electing coverage with a cost greater than the amount paid by the City in this Section shall have the difference deducted automatically from the unit member's pay. In the event the actual monthly premium is less than the amount

shown on the chart below, the difference shall be provided as contribution to the employee's deferred compensation account. Effective July 1, 2024, the difference shall no longer be provided as a contribution to an employee's deferred compensation account but shall be provided to the employee as taxable cash.

Enrollment Level	City Contribution
Employee Only	\$1,000.00
Employee + 1	\$2,000.00
Employee + 2 Or More	\$3,000.00

The above amounts are inclusive of the City contribution set forth in section 9.01.01 above.

- b. Effective January 2025, the City shall contribute the following amounts to the cafeteria plan per month on behalf of each bargaining unit member. The below amounts are inclusive of the City contribution set forth in section 9.01.01 above.

The City's monthly contribution for employee only shall be equal to the monthly medical premium cost for the plan chosen by the employee or one hundred percent (100%) of the cost at the Employee Only level of the average plan premiums offered by the CalPERS Health Benefit Medical Program for Region 1 (excluding out of state plans and plans not available in Monterey, Santa Cruz, or Santa Clara counties), whichever is less.

The City's monthly contribution for employee + dependents shall be equal to the monthly medical premium cost for the plan chosen by the employee or one hundred percent (100%) of the average premium cost of health plans offered in CalPERS Medical Region 1 (excluding out of state plans and plans not available in Monterey, Santa Cruz, or Santa Clara counties), whichever is less.

- c. Effective January 2027, for employee + dependents, the City's monthly contribution shall be equal to the monthly medical premium cost for the plan chosen by the employee or ninety percent (90%) of the difference between the average employee only premium calculation above (see subdivision b) and same average premium calculation at the employee's coverage level, whichever is less (excluding out of state plans and plans not available in Monterey, Santa Cruz, or Santa Clara counties) This amount is inclusive of the City contribution set forth in section 9.01.01 above.

9.01.04 Optional Benefits

Employees may also elect the following optional benefits:

1. Medical reimbursement account
2. Dependent care assistance plan
3. AFLAC supplemental insurance

Employees who elect optional benefits, shall use pre-tax salary deduction to cover the cost of the optional benefits.

9.01.05 Cash in Lieu

Effective January 1, 2025, employees who provide adequate proof of alternative essential minimum medical coverage for themselves and their tax family shall receive three hundred dollars (\$300) per month in lieu of City-provided medical insurance. Cash in lieu is paid in equal installments in the first two pay periods of the month.

9.02 Section 125 Plan

The City also agrees, to the extent allowable by law, to adopt the provisions of Section 125 of the Internal Revenue Code, thereby enabling employees to pay allowable medical costs with pre-tax dollars.

9.03 Dental and Vision

As soon as administratively possible after Council approval of this MOU, the City shall provide dental insurance to employees. The City shall pay 100% of the employee only premium and shall pay 100% of the employee + dependents premium.

The City will continue to cover the cost of vision coverage benefits under the Vision Service Plan up to twenty dollars (\$20) per month.

9.04 Deductibles

Employees shall be responsible for paying the deductible portion of their medical, dental and vision insurance plans, where applicable.

9.05 Long-Term Disability Insurance

City agrees to maintain a long-term disability plan at City's sole cost, not to exceed one and eight-tenths (1.8%) of annual salary per month.

9.06 Retiree Medical Coverage Program

9.06.01 Employees Hired Prior to January 1, 2025

It is the purpose of the employees Retiree Medical Coverage program to provide for medical insurance compensation to retired employees in order to insure that these individuals, who have dedicated a number of years of service to the City of Scotts Valley, do not face an economic hardship at the time of retirement in paying for medical insurance coverage. Employees hired prior to January 1, 2025 and who met the requirements set forth in this section shall be vested at the levels indicated below.

By the term "vested," the parties hereby expressly demonstrate their intent to memorialize the obligation of the City to provide retiree medical insurance benefits described in this section to eligible retirees (those hired before January 1, 2025) who retire directly from the City. The City's obligations described herein will not cease upon expiration, termination or modification of this agreement.

To be eligible, an employee:

1. Must have been employed with the City for ten (10) years or longer.
2. Shall retire from the City of Scotts Valley. Public safety employees shall be eligible for this benefit upon retiring at age 50 or older; all other employees shall be eligible upon retiring at age 55 or older. Retirement shall be defined as "retiring under the provisions of the CalPERS Retirement Plan."
3. The retired employee shall provide annual proof on annual basis during retirement of current medical insurance coverage including the costs to the retiree. The retiree must notify the City if the medical insurance policy is cancelled. Failure to carry medical insurance or to notify the City of its cancellation will eliminate eligibility for this benefit. The retired employee must secure his/her own medical insurance coverage.
4. The retiree medical benefit shall be provided to the retiree and the retiree's spouse. However, this benefit shall only be payable while the retiree is living, and shall not be payable to the retiree's spouse after the retiree's death.

The medical benefit will be provided at the following rates, which are inclusive of the Public Employees Medical & Hospital Care Act (PEMHCA) minimum for those utilizing a CalPERS medical plan:

- A. For employees hired on or before June 30, 2018
 1. For employees who have served 10 to 15 years with the City: 100% of premiums to a maximum of 33% of the premiums for

the PERS Platinum plan (benchmark plan); reduced to 16.5% at Medicare eligibility.

2. For employees who have served 15-20 years with the City: 100% of premiums to a maximum of 50% of the PERS Platinum plan; reduced to 25% at Medicare eligibility age.
3. For employees who have served over 20 years: 100% of premiums to a maximum of 67% of the PERS Platinum plan; reduced to 33.5% at Medicare eligibility.

B. For employees hired on or after July 1, 2018

1. For employees who have served 10 to 15 years with the City up to a maximum of monthly contribution of:

Employee Only: \$250.00
Employee plus Spouse: \$375.00

2. For employees who have served 15 to 20 years with the City up to a maximum of monthly contribution of:

Employee Only: \$350.00
Employee plus Spouse: \$550.00

3. For employees who have served over 20 years with the City up to a maximum of monthly contribution of:

Employee Only: \$500.00
Employee plus Spouse: \$750.00

9.06.02 Employees Hired on or After January 1, 2025

For bargaining unit members hired on or after January 1, 2025, and who retire from the City while meeting the eligibility of CalPERS retiree health insurance, the City's contribution toward employee retiree medical coverage shall be the statutory minimum amount required under the PEMHCA as determined by CalPERS under Government Code Section 22892.

9.07 Life Insurance

The City shall pay the premium for a \$50,000 life insurance plan for all employees.

9.08 Joint Committee for Health Care Cost Containment

City and Association agree to participate in a "Joint Health Care Cost Containment Committee" for the purpose of controlling health care costs. The Committee shall make recommendations consistent with this goal. Recommendations shall be implemented if approved by the City and Association.

9.09 Deferred Compensation

Employees may contribute to a City authorized deferred compensation account (authorized under the Internal Revenue Code Section 457) via salary redirection.

Effective January 1, 2025, the City will match up to \$50.00 during the 1st and 2nd pay period of each month (up to a maximum of \$100.00 per month) of an employee's contribution. The combined contribution between the City's and the employee's contribution cannot exceed the maximum permitted by law.

10.00 CALL-BACK PAY

Any employee who has departed from the employee's work location and is called back to work by the Chief of Police or designee on a regularly scheduled work day for that employee shall be guaranteed a minimum of two (2) hours compensation at one and one-half (1.5) times the hourly rate in accordance with Section 4.02. Any employee who has departed from the employee's work location and is called back to work by the Chief of Police or designee on a day for which the employee is not scheduled to work shall be guaranteed a minimum of four (4) hours compensation at one and one-half times (1.5) the hourly rate in accordance with Section 4.02. A regularly scheduled work day is defined as each day on which the majority of hours worked in each shift falls.

11.00 COURT APPEARANCE

Any employee who is required to testify in connection with an employee's usual official duties or in connection with a case in which the City or Police Department is a party shall be guaranteed a minimum of four (4) hours compensation at one and one-half (1.5) times the hourly rate.

12.00 STANDBY PAY

Employees who are required to perform standby duty by the Chief of Police or designee, or the court shall be compensated at the flat rate of one hundred dollars (\$100.00) per day. Standby duty is that period of time an employee is required to be available by phone for immediate call out.

12.01 On-Call Pay

On-call positions shall receive a flat rate of one hundred dollars (\$100.00) per day. The detective sergeant will rotate the on-call duty with the detectives and juvenile officer.

13.00 ADDITIONAL COMPENSATION

13.01 Temporary Assignment to Higher Level

An employee specifically assigned on a temporary basis to a higher level position shall be compensated at the pay rate for the higher level position if the service in such position exceeds a total of twenty (20) days in any twelve (12) month period. Payment shall be retroactive to the first day of such service. Temporary assignments may not exceed the limits set forth in the Public Employment Retirement Law. In accordance with the Public Employees' Pension Reform Act (PEPRA), temporary assignment pay is not pensionable compensation for employees who are "New Members" of CalPERS, as defined by California Government Code Section 7522.04(f). If the temporary assignment lasts longer than six (6) months, then the employee will be able to use and accrue forty-eight (48) hours of CTO per fiscal year.

The parties agree that, to the extent permitted by law, this is special compensation, and the City shall report this pay to CalPERS for Classic Members only as "Temporary Upgrade Pay" under 2 C.C.R. 571(a)(3).

13.02 Bilingual Pay

Upon the recommendation of the Chief of Police or the Chief's designated representative and with the approval of the City Manager, an employee occupying a position designated as requiring fluency in a language other than English shall receive Two Hundred Dollars (\$200) per month, paid in equal amounts the first two pay periods of each month.

The parties agree that, to the extent permitted by law, this is special compensation, and the City shall report this pay to CalPERS as "Special Assignment Pay" under 2 C.C.R. 571(a)(4) and 2 C.C.R. 571.1(b)(3).

13.03 Daylight Savings Time

All employees working at the time daylight savings time starts or ends shall be paid for actual time worked in accordance with Section 4.00 and its provisions.

13.04 Mileage Allowance

When an employee is required to use the employee's personal vehicle on City business, the City shall pay the mileage allowance provided by the rules and regulations of the International Revenue Service.

13.05 Assignment Differential

- A. A five percent (5%) additional salary differential over base pay shall be paid to all employees assigned to the following job assignments. The parties agree that, to the extent permitted by law, this is special compensation, and the City shall report this pay to CalPERS as "Special Assignment Pay" under 2 C.C.R. 571(a)(4) and 2 C.C.R. 571.1(b)(3).

(1) Motorcycle Officer

(2) Field Training Officer (FTO) and Communications Training Officer (CTO) shall receive a five percent (5%) differential for the hours actually worked in the capacity as FTO or CTO when assigned a trainee at the discretion of the Police Chief. No more than two (2) FTOs and/or (2) CTOs will receive this benefit at any one time, unless more are authorized by the Police Chief.

- B. Effective July 1, 2024, A sixteen percent (16%) salary differential over base pay shall be paid to all employees assigned to detective positions, inclusive of juvenile officer / School Resource Officer. Effective July 1, 2025, this salary differential over base pay will reduce to fourteen percent (14%). Effective July 1, 2026, this salary differential over base pay will reduce to twelve percent (12%). The Chief of Police or designee will develop an on-call schedule for all individuals assigned to the investigations unit on a rotational basis. When a detective has been placed on-call, they are expected to be able to respond to the department within one (1) hour and carry a pager during the on-call assignment period (maximum one (1) detective on-call at a time). Detectives may drive a City-issued vehicle to and from their homes while on-call, provided their home is within sixty (60) miles of the Scotts Valley Police Department. City and Department policy governing the use of City-issued vehicles must be followed.

All assignments shall be approved in advance by the Chief of Police or designee. The assignment as stated above shall be noted on the employee time card.

13.06 Canine Officer Differential

All employees assigned as Canine Officers will receive additional compensation at the rate of five percent (5%) of base pay for the care and maintenance of their dog, whether the actual time is more or less than that. The parties mutually agree that this is adequate for care and maintenance. The parties agree that, to the extent permitted by law, this is special compensation, and the City shall report this pay to CalPERS as "Special Assignment Pay" under 2 C.C.R. 571(a)(4) and 2 C.C.R. 571.1(b)(3).

The California Police Officers Standards of Training currently require canine units to receive a minimum of sixteen (16) hours of training a month. These hours will be offset by allowing the Canine Officer to train on duty or during a scheduled training time and then adjust the start time of their work day by four (4) hours.

13.07 Stacking of Incentives

As a general rule, employees are not permitted to receive more than one (1) Differential pay at a time. However, except for when assigned to detectives, an employee is eligible to be paid the Canine Officer Differential, FTO Pay and Temporary Assignment to a Higher Classification pay when performing any or all of these assignments.

13.08 Wellness Stipend

Effective the first full pay period in 2027, the City shall provide a fifty dollar (\$50) per month wellness stipend through payroll as taxable income to all bargaining unit members.

14.00 LEAVE OF ABSENCE

14.01 Other Leave Without Pay

The appointing authority may grant an employee a leave of absence without pay for a definite period not to exceed three (3) months. The City Council may grant an employee a leave of absence without pay for a definite period not to exceed one (1) year. The request for leave, and the reasons therefore, shall be submitted in writing by the employee and must be approved by both the Chief of Police or designee and City Manager or designee.

Upon expiration of the approved leave, the employee shall be reinstated to his/her former position or to a comparable one if the former position is abolished during the period of leave and the employee would otherwise not have been laid off.

Failure on the part of an employee to return to work on the date scheduled shall be cause for termination.

14.02 Outside Employment

A leave of absence without pay may not be granted to an employee for purposes of accepting either private or other public employment outside the service of the City, except as hereinafter provided in this Article 14.00.

An employee may not work outside employment without the prior written approval of the Chief of Police or designee.

14.03 Military Leave

Every employee shall be entitled to military leaves of absence as specified in Chapter 7, Part 1, Division 2, of the California Military and Veterans Code. If such employee shall have been in the service of the City for at least one (1) year prior to the date such absence begins, they shall be entitled to receive pay for up to one (1) month of military leave during any fiscal year at the rate they would have received for service to the City. Time spent on military leave shall be included in determining eligibility to occupy a classification based upon length of service.

14.04 Leave for Jury Duty

Leave of absence with pay shall be granted to an employee while going to and from court and serving on jury duty. Any jury fee awarded to such person shall be deposited with the City Treasurer. Any employee who serves jury duty on any calendar day in which they would have commenced a regularly scheduled shift shall receive that shift off as leave of absence with pay.

14.05 Maternity Leave

Refer to City Personnel Rules and Regulations (Section 17.08 adopted 11/11/86).

14.06 Parental Leave

All employees whose spouse or significant other is pregnant may take up to a four (4) month leave of absence. Said leave shall be called a "Parental Leave" and must be applied for, in writing, to the Chief of Police or designee. Included with said application shall be a doctor's certificate, certifying the pregnancy, and estimating the delivery date. Application will also state the beginning and ending dates of requested leave.

A longer leave may be granted where extenuating circumstances exist. All paternity leaves shall be without pay and without a loss in seniority. Employees shall use accumulated sick leave, vacation, or compensatory time during this period, immediately preceding this period, or immediately following this period; subject to the City approval of any leave totaling more than four (4) months.

Vacation and sick leave benefits do not accrue during parental leave. All other benefits accrue in accordance with the provisions of the City Personnel Rules and Regulations.

14.07 Bereavement Leave

Employees shall be granted leave in the event of the death of a member of the employee's immediate family. The leave available is up to five (5) working days per death. Up to forty such hours are paid. To receive pay for hours in excess of forty, the employee may use any of his or her paid leave accruals, e.g. sick leave, vacation leave, compensatory time off. The immediate family is defined as mother, step-mother, father, step-father, husband, wife, domestic partner, son, step-son, daughter, step-daughter, foster parent, foster child or any person sharing the relationship of loco parentis, and which living in the household of the employee, a brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, or grandparent, or any other special circumstance as approved the City Manager.

The leave need not be used consecutively but must be used within three months.

15.00 VACATION

15.01 Vacation

Employees covered by the provisions of this Agreement shall receive annual vacation leave in accordance with the following schedule:

<u>Years of Service</u>	<u>Vacation Hours</u>
Less than 5 years	80 hours
5-10 years	120 hours
10 years	160 hours
15 or more years	168 hours

Vacation hours are those an employee would be normally scheduled to work. Holidays, hours off, sick leave hours and emergency or personal leave hours shall not be considered or charged as vacation hours.

Upon providing sufficient proof to the Human Resources Department, current employees and new hires will receive credit for prior experience as a sworn officer or dispatcher and their prior years of experience will be counted as years of service for the purposes of accruing vacation. Any changes to a current employee's accrual rate due to this section shall be on a prospective basis only and previously accrued hours will not be adjusted.

15.02 Vacation Carry Over

An employee may not carry forward from calendar year to calendar year more than two (2) times their annual vacation rate unless the employee has first received a written extension granted by the City Manager or designee at the recommendation of the Chief of Police or designee. Written extensions shall be granted in cases where, due to service requirements of the department, it was not reasonably possible for the employee to reduce his/her vacation accumulation below two (2) times. Employees who have refused to take vacation during the calendar year are not guaranteed of receiving written extension.

15.03 Effect of Absence on Continuous Service

Absence or authorized leave with or without pay, time during which an employee is laid off because his services are not needed and time during which an employee is temporarily not employed by the City shall not be considered as an interruption of continuous service if such absence is followed by re-employment within one (1) year. However, such absences shall not be counted in computing the employee's years of continuous service.

15.04 Vacation Scheduling

The Chief of Police or the Chief's designated representative shall determine when vacation leave may be taken. The employee shall be allowed to divide vacation leave in any calendar year into two (2) segments. The Chief of Police may grant an employee additional segments of vacation. Seniority in department service among employees in a classification and working unit consistent with Department operating requirements shall be the basis on which vacation schedule conflicts shall be resolved in favor of the most senior employee who has not, by virtue of employee's senior position, previously had such a conflict resolved in the employee's favor during the calendar year. In the event of vacation schedule conflicts among employees who have had such conflicts resolved in their favor before, the senior employee who has had the least number of successful conflict resolutions shall prevail. Vacation may be started on any day of the week.

15.05 Rate of Vacation Pay

Compensation during vacation shall be at the rate that the employee is entitled to receive, including premium pay, as if the employee was on active service during such vacation.

15.06 Vacation Request Notification

All vacation requests will be made no less than ninety (90) days prior to the requested time for leave. Supervisors will not be precluded from granting vacation requests upon shorter notice provided that the needs of the Department will allow for the requested time off.

15.07 Vacation Buy-back

The City will buy back up to eighty (80) hours of vacation annually, provided the employee irrevocably elects to do so by December 15 of the prior calendar year per the below requirements, and as long as the employee has an accrued vacation balance of at least forty (40) hours remaining following the buy back.

To make the irrevocable election, the employee must submit a written irrevocable election form to the City Manager or designee by December 15, which requests to cash out up to eighty (80) hours of vacation leave earned in the subsequent calendar year. The cash-out will occur in the first full pay period in December of the following calendar year. For example, an employee who submits an irrevocable election form by December 15, 2024 shall receive the cash out in December 2025, assuming the employee has accrued sufficient vacation in 2025 for the cash out and assuming forty (40) hours of vacation remains following the buy back.

If an employee makes an irrevocable election to cash out vacation in the following calendar year and uses vacation in that same year, the vacation used will come from vacation earned in the prior year. This is to ensure the vacation used will not reduce the amount of vacation the employee will be eligible to cash out.

16.00 SICK LEAVE

16.01 Definition of Sick Leave

As used in this section, "sick leave" means leave of absence of an employee because of any of the following: (1) illness or injury which renders them incapable of performing the employee's work or duties for the City; (2) the employee's exposure to contagious disease as evidenced by a doctor's

certification that this exposure necessitates the employee being on sick leave; and (3) routine medical or dental appointments of the employee.

16.02 Industrial Sick Leave

If an employee is incapacitated by sickness or injury received in the course of their employment with the City, they shall be entitled to pay as provided herein.

16.03 Amount and Duration of Payment

Such employee shall be entitled to receive industrial sick leave with pay equal to the difference between 100% of his normal salary and the amount of any Workers' Compensation temporary disability payments to which they are entitled during such incapacity for a period not to exceed one (1) calendar year from the date of such sickness or injury.

16.04 Denial of Payment

Notwithstanding the foregoing provisions of this section, such payment shall not be made pursuant to this subsection to an employee:

- (1) who does not apply for or receive temporary disability benefits under the Worker's Compensation Law;
- (2) whose injury or illness has become permanent;
- (3) whose injury or illness, although continuing to show improvement, is unlikely to improve sufficiently to permit the employee's return to work in his position;
- (4) who is retired on permanent disability or pension;
- (5) whose injury or illness is the result of intentional failure to observe City health or safety regulations or the commission of a criminal offense;
- (6) whose injury or illness has been aggravated or delayed in healing by reason of the employee's failure to receive medical treatment or follow medical advice, except where such treatment or advice has not been sought or followed by reason of the employee's religious beliefs; and
- (7) whose injury or illness is a recurrence or re-injury of an earlier job-related injury or illness or is contributed to by a susceptibility or predisposition to such injury.

16.05 Sworn Employees

Sworn personnel are subject to the provisions of California Labor Code section 4850 in lieu of conflicting terms in this section.

16.06 Sick Leave Accrual Rate

Each employee will accumulate sick leave at the rate of eight (8) hours per each full calendar month on a paid status. The Chief of Police or designee shall grant sick leave with pay, not to exceed an employee's accumulated unused sick leave, to an employee incapacitated by injuries or sickness.

16.07 Medical Report

As a condition of granting sick leave with pay, the Chief of Police may require medical evidence of sickness or injury acceptable to the Department, which may include a statement of diagnosis and treatment from a licensed physician or a medical clearance to return to work.

16.08 Sick Leave for Immediate Family Care

Leave of absence with pay because of sickness or injury in the immediate family of an employee shall be granted consistent with California law. For the purposes of this subsection, "immediate family" means mother, step-mother, father, step-father, husband, wife, domestic partner, son, step-son, daughter, step-daughter, foster parent, foster child or any person sharing the relationship of loco parentis; and, which living in the household of the employee, a brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law or grandparent.

16.09 Sick Leave Compensation on Termination

City shall pay to each terminated, separated employee the value of his accrued and unused sick leave not to exceed a maximum of nine hundred and sixty (960) hours, based on the following sliding scale, representing the percentage of salary to be applied to available accumulated hours of sick leave applicable at the time of separation from City service:

<u>Years of Service</u>	<u>% of Compensation</u>
5 years, 1 day - 10 years	20%
10 years, 1 day - 15 years	25%
15 years, 1 day - 20 years	30%
20 years, 1 day - 25 years	40%
25 years, 1 day - 30 years	50%
Over 30 years or at retirement	60%

This compensation will be paid with the final paycheck.

The City has implemented PERS option Section 20862.8 (Credit for Unused Sick Leave) for sworn personnel.

16.10 Personal Leave

City shall allow each employee twenty-four (24) hours of accrued sick leave annually for personal reasons. Personal Leave shall be taken in minimum of four (4) hour periods, and shall be approved in advance by the Chief of Police or designee with due consideration for the needs of the employee and the Department.

Personal Leave periods taken will not be charged against the stay well bonus described in Section 28.00, unless the periods are used immediately before or immediately following vacation or holidays (for those employees who receive holidays off), except as otherwise authorized by the Chief of Police or designee.

16.11 State Disability Insurance

Employees receiving State Disability Insurance payments shall file the "notice of calculation" for disability insurance with the City immediately upon receipt from the Employment Development Department. Upon receipt of notice, the City shall adjust the employee's sick leave usage and wages for the effective period so that his net pay, including SDI, is equal to that which they would receive if working.

17.00 LONGEVITY PAY

Prior to the first full pay period in July 2025, all employees are eligible to receive a one percent (1%) longevity stipend upon completion of five consecutive years of service, an additional two percent (2%) longevity stipend upon completion of ten consecutive years of service and an additional three percent (3%) longevity stipend upon completion of fifteen consecutive years of service.

Effective the first full pay period in July 2025, all employees will be eligible to receive a two- and one-half percent (2.5%) longevity stipend upon completion of five (5) years of service, an additional two and one half percent (2.5%) longevity stipend upon completion of ten (10) years of service and an additional one percent (1%) longevity stipend upon completion of fifteen (15) years of service.

The parties agree that, to the extent permitted by law, this is special compensation and the City shall report this pay to CalPERS as "Longevity Pay" under 2 C.C.R. 571(a)(1) and 2 C.C.R. 571.1(b)(1).

18.00 GRIEVANCE PROCEDURES

Refer to Rule 15 of the Personnel Rules and Regulations.

18.01 Effect of Failure of Timely Action

Failure of the employee to file an appeal within the required time limit at any step shall constitute an abandonment of the grievance. Failure of the City to respond within the time limit at any step shall result in an automatic advancement of the grievance to the next step.

18.02 Limitation on Stale Grievances

A grievance shall be void unless presented within thirty (30) calendar days from the date upon which the City has allegedly failed to provide a condition of employment, or within thirty (30) calendar days from the time at which an employee might reasonably have been expected to have learned of such alleged failure to provide. In no event shall any grievance include a claim for monetary relief for more than the thirty (30) day period plus such reasonable discovery period.

18.03 Exclusion of Non-Recognized Organizations

For the purposes of this section, the provisions of Section 1.00 of this Agreement shall be construed to limit the employee's right of selection of a representative to the extent that agents or any other employee organization, which is not party to this Agreement, are specifically excluded from so acting. In those cases where an employee elects to represent themselves or arranges for other representation, the Association shall have the right to participate in the resolution procedure for the purpose of protecting the interest of its employees in negotiated conditions of employment.

19.00 SAVINGS CLAUSE

If any provision of this Agreement shall be held invalid by operation of law, or by any court of competent jurisdiction, or if compliance with enforcement of any provision shall be restrained by any tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into negotiations for the sole purpose of arriving at a mutually satisfactory replacement for such provision.

20.00 ENACTMENT

It is agreed that the foregoing shall be jointly submitted to the City Council by the City Manager and Association for Council's consideration and approval.

21.00 PUBLIC SAFETY OFFICERS BILL OF RIGHTS

The City and the Association acknowledge and reaffirm all rights and privileges granted to the employees by law, including, but without limitation, those provisions of the Public Safety Officers Procedural Bill of Rights Act (Gov. Code § 3300 et seq.) and the Meyers-Milias-Brown Act (Gov. Code § 3500 et seq.).

22.00 DEPARTMENT VEHICLES AND EQUIPMENT

22.01 Definition of Vehicles

Any motor vehicle as defined by Sections 165 and 414 of the California Vehicle Code.

22.02 Repairs

All necessary repairs and maintenance of vehicles (as defined in Section 22.01) shall be performed to insure the safety of the operator of the vehicle.

22.03 Unsafe Vehicles

Under no circumstances shall a supervisor of the City require an employee to operate an unsafe department vehicle.

22.04 Claims - Unsafe Vehicles

Claims of unsafe vehicles will be made by the representatives of the Association to the shift supervisor. The City shall have the sole authority to remove vehicles from service.

22.05 Vehicle Maintenance

Routine maintenance of departmental vehicles shall be no less than required by the manufacturer. Only high quality parts and tires will be used on the vehicles. Department vehicles with over 80,000 miles will be inspected annually by a certified mechanic to include frame, suspension and mechanical parts for wear and stress fractures. Any vehicle deemed unsafe will be repaired or pulled from service, as determined by the Chief of Police or designee.

22.06 Vehicle Equipment

All equipment, lights, sirens and switches shall be uniform and provided the same on each patrol vehicle.

22.07 Mileage

All departmental vehicles used for patrol or emergency response shall be taken out of service upon exceeding 115,000 miles, or sooner, and a replacement vehicle shall be properly equipped in accordance with Section 23.06. The Association agrees to continue to meet and confer over the need to extend these mileage limits due to economic constraints of the City.

22.08 Vehicle Equipment Determination

Any equipment deemed necessary by the Chief of Police shall be provided for the departmental vehicles for the safety of any operator.

23.00 VOLUNTARY EDUCATIONAL INCENTIVE PROGRAM

23.01 Definition and Purpose

Scotts Valley Police Department's Educational Achievement Program is designed to upgrade and/or improve the law enforcement skills and knowledge of its personnel. The Department encourages additional educational achievement, which can lead to a higher level of performance.

23.02 Objectives

- (1) To upgrade the educational level of technical skills of the personnel of Scotts Valley Police Department to insure a high quality of law enforcement.
- (2) To provide an additional attraction for qualified individuals at the entry level who have an interest in law enforcement as a career.
- (3) To provide an additional inducement to personnel to improve themselves throughout their career.
- (4) To promote the most highly qualified officers to supervisory and administrative levels.

23.03 Procedures for Establishing Educational Incentive Pay

Courses used to obtain the educational incentive pay shall represent a logical progression of the employee's goals and/or those classes that shall

be applied toward the achievement of a degree within an approved curriculum.

23.04 Eligibility

The employee shall submit the curriculum to the Education Committee for approval with the following exceptions, which do not require pre-approval:

Police Science Majors
Administration of Justice Majors
Criminology Majors
Public Administration Majors (with minor in any of the above)

23.05 Education Committee

The Committee shall be composed of the following:

- (1) Chief of Police or designee; and
- (2) Association President or designee.

The Committee shall determine the appropriateness of courses and/or curriculum outside of the above-named majors. In the event the members of the Committee are unable to agree on the appropriateness of the courses and curriculum, the City Manager or designee shall be asked to participate in the decision making process and shall be entitled to vote therein.

23.06 Certification

The Education Committee shall certify to the employee's eligibility in accordance with Section 23.05. Such notification shall then be sent to the City Manager.

23.07 Effective Date

Educational incentive pay shall be effective the first day of the next pay period following receipt by the City Manager of certification in accordance with Section 23.06.

23.08 Educational Incentive Pay

All employees will be eligible for the following educational incentive program (amounts are not cumulative) based upon earning a degree in higher education as follows:

AA or AS degree	\$150 per month
BA or BS degree	\$250 per month

MA or MS degree

\$300 per month

Education Incentive is paid in equal amounts in the first two pay periods of the month.

The parties agree that, to the extent permitted by law, this is special compensation, and the City shall report this pay to CalPERS as "Education Pay" under 2 C.C.R. 571(a)(2) and 2 C.C.R. 571.1(b)(2).

23.09 Course Reimbursement

The City agrees to reimburse employees for the costs associated with college courses and training sessions approved in advance, in writing, by the Chief of Police or designee, up to a maximum of one thousand dollars (\$1,000) per employee per fiscal year. Reimbursable costs include only the following:

(a) Tuition; (b) Books; and (c) Course-related fees

The City will not reimburse employees for supplies or mileage used traveling to and from such courses.

To ensure that the City budget has adequate funds to pay for an employee's course reimbursement request, the employee should submit a request for reimbursement no later than February 15 of each year preceding the July 1 through June 30 fiscal year.

24.00 RETIREMENT

A. CLASSIC MISCELLANEOUS EMPLOYEES

The City provides the CalPERS pension formula of 2.5% at age 55 plan for all eligible employees hired on or before December 31, 2012, or hired after such date but already in the CalPERS system as a classic without a six-month break in service.

The contribution for all classic miscellaneous employees shall be nine percent (9.0%) PERSable compensation.

The City shall provide the Government Code 20042 single highest year benefit for all Miscellaneous employees at City expense.

B. PEPRA MISCELLANEOUS EMPLOYEES

For those employees hired on or after January 1, 2013 to the City of Scotts Valley, who are new to the CalPERS system, the City shall provide 2% at 62 for those employees in accordance with State law. The contribution for

new PEPRA employees shall be fifty percent (50%) of the normal cost as determined by CalPERS and may change on an annual basis.

C. CLASSIC SAFETY EMPLOYEES

The City provides the CalPERS pension formula of 3% at age 50 plan based on the highest average annual compensation during any consecutive thirty-six (36)-month (three (3) year) period for all eligible employees hired on or before December 31, 2012, or hired after such date but already in the CalPERS system as a classic employee without a six-month break in service.

The contribution for classic safety employees shall be nine percent (9.0%) of PERSable compensation.

D. PEPRA SAFETY EMPLOYEES

For those safety employees hired on or after January 1, 2013 who are new to the City of Scotts Valley, the City shall provide 2.7% at age 57 plan. The contribution for new PEPRA safety employees shall be fifty percent (50%) of the normal cost as determined by CalPERS and may change on an annual basis.

25.00 LAYOFF POLICY

25.01 Layoffs

The following procedures will be followed in the event of layoffs and/or reductions of personnel.

25.02 Order

Layoffs and/or reductions shall occur in the following order:

- (1) Temporary employees
- (2) Probationary employees
- (3) Regular part-time employees
- (4) Regular employees on "Needs to Improve"
- (5) Regular employees

The Police Department's monthly evaluations shall not be considered as the appropriate evaluation. The Chief of Police or designee shall evaluate the employee's last yearly evaluations concern #4 above.

25.03 Seniority

Within each classification of sworn or non-sworn personnel, layoffs and reductions shall be made on the basis of inverse order to seniority in City Service.

25.04 Special Skills

Where the Chief of Police or designee deems it in the best interest of the Department, they may waive the order of layoffs or reductions when loss of an employee's skills on a particular assignment or loss of his special skills would negatively affect the Department's work.

25.05 Association President

The President of the Association shall be exempt from layoffs during his/her term of office.

25.06 Notification

The City Manager and the Association agree that the City Manager shall notify the Association immediately (at least thirty (30) days prior) of any pending layoffs and/or reductions affecting employees covered by the Agreement. The Association shall have the right to meet and confer concerning such layoffs and/or reductions.

26.00 MANAGEMENT RIGHTS

The City reserves all rights with respect to matters of general legislative and managerial policy including, among others, the exclusive right to determine the mission of its constituent departments, divisions, commissions and boards; set standards of service; determine the procedures and standards for recruitment and selection of employees within the law; direct its employees; take disciplinary action; relieve its employees of duties because of lack of work or for other good reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which governmental operations will be conducted; require overtime; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work; and to develop positive and productive employer/employee relationships. These rights shall not be limited except as specified in this agreement.

27.00 PEACEFUL PERFORMANCE

The Association agrees that during the term of this Agreement neither it nor the employees it represents will engage in, encourage, sanction, or support: (1) strikes; (2) slowdowns; (3) mass resignations; (4) mass absenteeism; (5) picketing which would involve suspension of or interference with normal work of the

department or other City departments; or (6) any other similar actions which would involve suspension of or interference with normal work of the department or other City departments.

28.00 MISCELLANEOUS

28.01 Items Not Covered by Agreement

Existing wages, hours and other terms and conditions of employment including fringe benefits not changed, modified or specifically referenced in this Agreement and not inconsistent with the terms and conditions of this Agreement shall remain in full force and effect during the term of this Agreement.

28.02 New Job Classifications

If a represented employee covered by this Agreement is assigned work of a substantially new or different nature so as to constitute a new job classification, the City and the Association will negotiate the wage rate applicable to the new classification.

29.00 STAY WELL PLAN – SUNSETS NOVEMBER 30, 2024

The City has implemented the following Stay Well Plan, which includes the following conditions:

- (1) Each stay well year will be from December 1 through November 30.
- (2) Eligible employees are those who have accumulated two hundred forty (240) hours of unused sick leave.
- (3) The stay well bonus will be paid each year in a separate check on the next pay period after November 30.
- (4) Eligible employees shall receive a bonus according to the following schedule, or a pro rata share of this bonus, should they achieve their two hundred forty (240) hours at some point during the stay well year.

<u>Sick Leave Used</u>	<u>Straight Time Bonus</u>	<u>Pro Rata Bonus</u>
0 sick hours	48 hours	50.0%
8 sick hours	40 hours	41.6%
12 sick hours	36 hours	37.5%
16 sick hours	32 hours	33.3%
24 sick hours	24 hours	25.0%
32 sick hours	16 hours	16.6%
36 sick hours	12 hours	12.5%
40 sick hours	8 hours	8.3%

48 - 96 sick hours

0 hours

0.0%

For example, if an employee has accumulated two hundred forty (240) hours by August of the stay well year and then accrues an additional twenty-four (24) hours from September 1 to November 30, the employee will have a total of two hundred sixty-four (264) hours. If the employee has taken sixteen (16) sick hours, the employee will receive 33.3% of the twenty-four (24) hours in excess of the required two hundred forty (240) hour minimum.

- (5) Personal leave hours are considered sick leave hours for the purpose of the stay well bonus, only if they are used immediately before or immediately following vacation or holidays (for those employees who receive holidays off) except as otherwise authorized by the Chief of Police.
- (6) The stay well bonus is payable at straight time.
- (7) Employees shall have the option of receiving the bonus or crediting their unused sick hours to their total accumulations. Such a decision must be received by the City Manager prior to December 1 of each year. The City Manager shall forward this notification to the Finance Department immediately.
- (8) Sick hours taken off by employees, regardless of the reason, shall be deducted from the potential stay well bonus.

The specific purpose of the Stay Well Plan is to encourage employees to stay physically fit and well and to miss as few work hours as possible due to illness or any other reason.

The last stay well bonus will be paid on November 30, 2024.

Effective December 1, 2024, the Stay Well Plan has ended.

30.00 TERM OF AGREEMENT

The term of this Agreement shall be July 1, 2024, through June 30, 2027.

31.00 ENTIRE AGREEMENT

This Agreement rescinds and replaces any prior agreements between the parties except side letter agreements that are in effect by their terms.

“City”
CITY OF SCOTTS VALLEY

“Association”
SCOTTS VALLEY POLICE
SUPERVISORS ASSOCIATION

City of Scotts Valley:	Scotts Valley Police Supervisors Association Representative:
By: Mali LaGoe, City Manager	By: Chris Galli
Approved as to Form:	Lead Negotiator:
By: Kirsten Powell, City Attorney	By: Joe Higby

MEMORANDUM OF UNDERSTANDING

Between the City of Scotts Valley and
Scotts Valley Municipal Employees, SEIU Local 521

July 1, 2024 through June 30, 2027



TABLE OF CONTENTS

	Page
1.00 PREAMBLE	1
2.00 RECOGNITION	1
3.00 NO DISCRIMINATION	1
4.00 RELATIONSHIP AFFIRMATION	2
5.00 ORGANIZATIONAL SECURITY	2
5.01 Payroll Deductions	2
5.02 Bargaining Unit Member Contact Information	3
5.03 C.O.P.E. Deduction	4
5.04 Bulletin Boards	4
5.05 Relevant Materials	4
5.06 Visits By Union Representative	4
5.07 Stewards	5
5.08 Union Negotiators Release Time	5
5.09 Notification of Union Coverage	5
5.10 Memorandum of Understanding - Printing and Distribution	6
5.11 Contracting Out	6
6.00 MANAGEMENT RIGHTS	6
7.00 PERSONNEL RULES/ACTIONS	7
7.01 Personnel Rule Revision	7
7.02 Probationary Period	7
7.03 Seniority	7
7.04 Performance Evaluation	7
8.00 CLASSIFICATION	9
8.01 Reclassifications - General	9
8.02 Reclassification Probationary Period	9
8.03 Self-Initiated Reclassification Studies	9
8.04 Classifications (Wastewater)	9
9.00 HOURS OF WORK	10
9.01 The Standard Work Day and Work Week	10
9.02 Rest Periods	11
9.03 Cleanup	11
9.04 Compensatory Time Off (CTO)	11
10.00 COMPENSATION	11
10.01 Salary Increases	11

10.02 Salary Studies	11
10.03 Longevity	12
10.04 Promotions	12
10.05 Uniform Allowance.....	12
10.06 Working Out of Classification Pay shall be as follows:.....	13
10.07 Standby Pay.....	14
10.08 Call-Back.....	15
10.09 Mileage	15
10.10 Meal Allowance	15
10.11 Night Meeting Pay	15
10.12 Cell Phone Reimbursement.....	16
11.00 HEALTH AND WELFARE	16
11.01 Medical Plan	16
11.02 Life Insurance.....	20
11.03 LTD	21
11.04 State Disability Insurance.....	21
11.05 Physical Examination	21
11.06 CalPERS Retirement System and Contribution.....	21
11.07 Wellness Stipend	21
11.08 Deferred Compensation.....	21
12.00 HOLIDAYS.....	22
13.00 VACATION.....	22
13.01 Vacation Accrual	22
13.02 Vacation - Illness.....	23
13.03 Vacation Accrual Maximum.....	23
13.04 Vacation Schedule Conflict.....	24
13.05 Vacation Sell-Back	24
14.00 LEAVES	24
14.01 Leaves - General	24
14.02 Sick Leave for Care of Immediate Family.....	25
14.03 Unused Sick Leave/Termination	25
14.04 Paid Bereavement Leave.....	26
14.05 Personal Business Leave.....	26
14.06 Medical Leave Insurance Coverage.....	26
14.07 Part-Time Employees.....	26
15.00 LAYOFF	27
16.00 SAFETY	28
16.01 Compliance.....	28

16.02 Unsafe Conditions	28
16.03 Vehicle Safety	29
17.00 TRAINING	29
17.01 Tuition Reimbursement	29
18.00 PEACEFUL PERFORMANCE - NO STRIKE/LOCKOUT	30
19.00 STAY WELL PLAN – SUNSETS NOVEMBER 30, 2024	30
20.00 DISCONTINUANCE OF WASTEWATER OPERATIONS	31
21.00 TEMPORARY EMPLOYEES	31
21.01 Provisions of MOU applicable to temporary employees.	31
21.02 Temporary Classifications	32
22.00 FULL UNDERSTANDING	33
23.00 TERM OF AGREEMENT	33
24.00 GRIEVANCE PROCEDURE	33
24.01 Introduction	33
24.02 Grievance Defined	33
24.03 Informal Grievance Procedure	34
24.04 Formal Grievance Procedures	34
24.05 Appeal to Hearing Officer	35
24.06 Review by City Council	37
APPENDIX A:	39
EXHIBIT A - CLASSIFICATIONS	40

MEMORANDUM OF UNDERSTANDING
between
CITY OF SCOTTS VALLEY
and
SCOTTS VALLEY MUNICIPAL EMPLOYEES SEIU, LOCAL 521

JULY 1, 2024 - JUNE 30, 2027

1.00 PREAMBLE

The Memorandum of Understanding between City of Scotts Valley and Scotts Valley Municipal Employees SEIU Local 521 ("Agreement") is entered into and by the City of Scotts Valley (hereafter referred to as the "City") and the Scotts Valley Municipal Employees, SEIU Local 521 CTW-CLC (hereafter referred to as the "Union"). "EMPLOYEE" defined for the purpose of this agreement shall mean an EMPLOYEE assigned to a classification within the Scotts Valley Municipal Employees Unit, SEIU Local 521 as delineated in Exhibit A.

The City and the Union (occasionally referred to herein as "Parties") have met and conferred in good faith through their authorized representatives and have arrived at an understanding concerning wages, hours, working conditions and other terms of employment for the period of July 1, 2024 through June 30, 2027.

This contract is subject to Sections 3500-3510 of the Government Code of the State of California and Resolution No. 680.7 (Personnel Rules and Regulations), of the City of Scotts Valley. In the event of conflict between this contract and City Resolution No. 680.7, this contract shall prevail.

Any past practices, policies or agreements not specifically addressed in this Memorandum of Understanding shall continue to apply in full force and effect.

2.00 RECOGNITION

Pursuant to Sections 3500-3510 of the Government Code of the State of California, the City recognized Service Employees International Union, Local 521 as the exclusive bargaining representative of the Scotts Valley Municipal Employees Unit consisting of all regular full time EMPLOYEES, regular part-time (1040 hours per year or more) EMPLOYEES, and temporary EMPLOYEES (as defined by California Government Code 3507.7) listed in the representational unit, except those limited by State or Municipal Codes.

3.00 NO DISCRIMINATION

There shall be no discrimination because of a person's political, religious or Union affiliation or belief, non-affiliation or non-belief, race, color, age, sex, national origin, physical or mental disability, medical condition, genetic characteristic or information,

marital or military status, sexual orientation, ancestry, gender identity, gender expression, and/or any other category protected by federal and/or state law.

4.00 RELATIONSHIP AFFIRMATION

The Union recognizes its obligation to cooperate with the City to assure maximum service of the highest quality and efficiency to the citizens of Scotts Valley, consistent with its obligations to the workers it represents. The City and the Union affirm the principle that harmonious labor-management relations are to be promoted and furthered.

5.00 ORGANIZATIONAL SECURITY

5.01 Payroll Deductions

The City shall rely on a written certification from SEIU requesting a deduction or reduction from employees' salaries or wages confirming that SEIU has and will maintain individual signed employee authorizations affirmatively consenting to dues deductions that meet the requirements of State and federal law. After providing the required certification, SEIU shall not be required to provide a copy of individual authorizations to the City unless a dispute arises about the existence or terms of the authorization.

Based on the certification from SEIU described above, the City shall deduct, per pay period, the amount of regular and period dues, service fees, insurance premiums, COPE and any other Union-sponsored program (hereinafter "payroll deductions") as specified by SEIU. SEIU will provide the City with information regarding the amount of any payroll deductions and the list of member employees who have affirmatively consented to or authorized such deductions.

The payroll deductions, together with a written statement of the names and amounts deducted, shall be transmitted to SEIU through electronic funds transfer no later than thirty (30) days after the deductions from the employee's earnings occur.

The unit member's earnings must be sufficient, after all other required deductions are made, to cover the amount of the payroll deductions authorized by this Section. When a unit member is in a non-pay status for an entire pay period, no withholdings will be made to cover that pay period from future earnings nor will the unit member deposit the amount with the City which would have been withheld if the unit member had been in pay status during that period. If a unit member is in a non-pay status during a part of the pay period, and that unit member's salary is not sufficient to cover the full withholding, the City shall not conduct the payroll deduction on behalf of that employee. In this connection, all other required deductions have priority over the payroll deduction and unit member organization deduction.

5.01.01 Change or Cancellation of Deduction

Dues deductions may be revoked only pursuant to the terms of the employee's written authorization. Requests to change or cancel deductions shall be directed to SEIU rather than the City. In the event that the City receives an employee's request to cancel or

chance deductions, the City shall direct the request to SEIU. The City shall rely on information provided by SEIU regarding whether deductions for SEIU were properly canceled or changed.

5.01.02 Indemnification

SEIU shall indemnify, defend, protect, and hold harmless the City and its elected and appointed officials, officers, employees, officers and agents (collectively hereafter the "Indemnitees") from and against any and all claims, liabilities, losses, damages, fines, penalties, claims, demands, suits, actions, causes of action, judgments, costs and expenses (including, but not limited to, reasonable attorneys' fees and court costs) arising from the application of Sections 5.01 and 5.01.01, including, but not limited to, any claims made by any member employees for the membership dues deductions the City made in reliance on SEIU's certification, and any claims made by any member employees for any deduction cancellation or modification the City made in reliance on the information provided by SEIU. Further, SEIU shall refund to the City any amount paid to it in error upon presentation of supporting evidence.

5.02 Bargaining Unit Member Contact Information

- a. To the extent required by Government Code Section 3558, the City shall provide SEIU with a list of names and contact information (listed below) for any newly hired unit member within 30 days of the date of hire or by the first pay period of the month following hire. The City shall also provide SEIU with a list of all unit member names and contact information on the last working day of September, January, and May. The information shall include the following information except for any information subject to exclusion pursuant to Government Code Section 6254.3(c):

- Employee name;
- Job title;
- Department;
- Work location;
- Home address; and
- Work, home and personal telephone numbers and personal email addresses on file with the City.

- b. Union Notification of Bargaining Unit Personal Information

If the City determines that a Public Record Act request includes a request for personal contact information of bargaining unit employees, then the City will provide a copy of the request to the Union prior to fulfilling the PRA request. Such disclosure must follow state law. Personal contact information is defined as personal cell/home phone numbers, home addresses, payroll deductions, and personal email addresses.

5.03 C.O.P.E. Deduction

The City agrees to the establishment of a payroll deduction program for voluntary EMPLOYEE contributions to the Committee on Political s (C.O.P.E.) subject to the following conditions:

- a. Voluntary deductions for C.O.P.E. shall be withheld only if the EMPLOYEE so authorizes in writing on a form provided by the Union and approved by the City.
- b. Payroll deductions shall commence on the second pay period after the authorization is received by the City.
- c. EMPLOYEES may sign up, change the amount of their contributions or discontinue their contributions at any time.
- d. Charges by the City for the cost of administration of the program shall be paid for by the Union.
- e. The Union shall indemnify, defend and hold the City, its officers and EMPLOYEES harmless against any and all claims, demands, suits and from liabilities of any nature which may arise out of or by reason of any action taken or not taken by the City under the provisions of this section.

5.04 Bulletin Boards

The Union shall be provided use of adequate and accessible space on bulletin boards for communications at the following locations: City Hall, Wastewater Treatment Plant, Corporation Yard, Recreation offices, and any new work sites agreed upon by the City and Union.

5.05 Relevant Materials

The Union shall have the right to review at reasonable times and receive upon request, without cost, copies of any and all current materials prepared, excluding privileged information, relating to wages, hours, and other terms and conditions of employment, which are relevant for SEIU to fulfill its duties and obligations as the exclusive representative of unit EMPLOYEES covered by this contract. The Union shall be given reasonable notice and given the opportunity to meet and confer with the City management prior to the adoption of a written ordinance, rule, resolution or policy related to the scope of representation. Reasonable notice shall be considered to be ten (10) working days.

5.06 Visits By Union Representative

Representatives of the Union shall be permitted access to City facilities for the purpose of contacting members concerning Union business upon notifying the site administrator. Contact with workers will not interfere with the work of the department. Access shall be restricted to non-working hours, except lunch and

break periods and for the processing and investigation of grievances and disciplinary appeals.

5.07 Stewards

The Union shall designate shop stewards. The Union shall be allowed one steward for each job site. The Union will notify the City of the names and department of the elected stewards and alternate stewards within thirty (30) days of ratification of this Agreement and will provide periodic listings of these stewards and alternates. Stewards shall be allowed a reasonable amount of paid release time for the purpose of processing and investigating grievances and disciplinary appeals as long as there is no disruption of work. Stewards and Union Officers shall not conduct Union business on City time except for the above purpose or where mutually agreed upon by the Union and City. Stewards must first obtain permission from their supervisor before leaving their work or work location. Permission will not be unreasonably denied.

Shop stewards shall be provided four (4) hours paid release time each calendar year for the purpose of training on the MOU and its application. Such release time shall be approved in advance by the shop steward's supervisor.

5.08 Union Negotiators Release Time

Union negotiators shall have the right to receive reasonable periods of release time without loss of compensation for meeting and negotiating or meeting and conferring with representatives of the City. The amount of such release time shall be by mutual agreement.

5.08.01 Negotiating Team

Union's negotiating team shall be comprised of the Union's Field Representative and up to four (4) EMPLOYEES including an alternate.

5.09 Notification of Union Coverage

- a. When a person is hired in any classification represented by the Union, the City will notify that person that SEIU Local 521 is the recognized bargaining representative for the workers in said unit. A shop steward or Union representative will have time during new employee orientation to meet with each new employee during work time to provide that person with a copy of the current contract.
- b. If an employee or the Union representative is not able to attend the scheduled orientation, upon request the City shall authorize the employee release time to attend a 30-minute make-up session. The Union and the City will identify a mutually agreeable time for the make-up session.
- c. One Union designee shall be granted release time to participate in the orientation or make-up session.

- d. Upon request, City management shall leave the room during any orientation or make-up session conducted by the Union with employees. The City shall not discourage an employee's participation in the Union's portion of the orientation/on-boarding process.
- e. The Union may distribute copies of its membership/voluntary political contribution authorization forms and any other Union materials at an orientation or make-up session.

5.10 Memorandum of Understanding - Printing and Distribution

The Union will print copies of this Memorandum of Understanding and provide 20 copies to the City.

5.11 Contracting Out

The City will notify the Union in writing at least thirty (30) days in advance if it intends to contract out work currently performed by EMPLOYEES within the unit. No bargaining unit member will be laid off as a result of contracting out. Upon request, the City will meet with the Union to explain the reason to contract out and to solicit Union views on the proposal. The City will make reasonable efforts to avoid the elimination of bargaining unit EMPLOYEES on the payroll. Prior to a City decision to contract out bargaining unit work, the City will consider whether such work could be accomplished in a fiscally responsible and timely manner by EMPLOYEES within the unit (including by hiring new EMPLOYEES). The City retains the right to contract out work. Exempt from this provision is the filling of temporarily vacant positions with anticipated vacancies of less than 30 calendar days created by an illness, injury, termination or vacation.

6.00 MANAGEMENT RIGHTS

The City reserves all rights with respect to matters of general legislative and managerial policy including, among others, the exclusive right to determine the mission of its constituent departments, divisions, commissions and boards; set standards of service; determine the procedures and standards for recruitment and selection of EMPLOYEES within the law; direct its EMPLOYEES; take disciplinary action; relieve its EMPLOYEES of duties because of lack of work or for other good reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which governmental operations will be conducted; require overtime; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work; and to develop positive and productive employer/EMPLOYEE relationships. These rights shall not be limited except as specified in this agreement.

7.00 PERSONNEL RULES/ACTIONS

7.01 Personnel Rule Revision

It is the City's intent, subject to meeting and conferring with the Union on the proposed changes, to review and where appropriate revise its Personnel Rules and Regulations.

7.02 Probationary Period

The probationary period for newly hired EMPLOYEES shall be twelve (12) months. The probationary period for promoted EMPLOYEES shall be six (6) months. During the six (6) month probation period for promoted EMPLOYEES, the EMPLOYEE has the right to return to their former classification.

7.03 Seniority

Seniority shall be defined as paid hours of continuous service, exclusive of overtime. City will consider, in the recruitment process, qualified existing EMPLOYEES for the filling of vacancies.

Notice of all job vacancies that are open to the public must be posted on the union bulletin board for a period of five (5) business days prior to the final filing date of any position so that qualified EMPLOYEES may have an opportunity to apply and be considered for the position.

7.04 Performance Evaluation

A uniform system of appraisal shall apply to all performance evaluation reports. The system utilized shall insure that each employee is evaluated only upon factors which bear directly upon job performance. These factors may include, but need not be limited to: quantity and quality of work; initiative and judgment demonstrated; conduct; and attendance. In addition to ratings based upon individual factors such as those named above, a final rating shall represent an aggregate, overall rating of the employee's performance during the rating period.

The primary purpose of the evaluation report is to provide both the employee and departmental management with a current assessment of the individual's development. These performance ratings shall also be utilized for:

- (1) Determining fitness for appointment to permanent status;
- (2) Determining advancement to higher steps in the salary range;
- (3) As a guide in awarding promotions;
- (4) As a record in matters involving disciplinary action;
- (5) As the determining factor in effecting layoffs where seniority is equal among two or more employees; and

(6) Determining eligibility for reinstatement.

Performance evaluations shall be presented in an evaluation conference with the immediate supervisor and employee, unless the employee is unavailable due to extended leave, in which case it will be mailed to the employee, according to the following schedule: (1) Upon completion of probation; and (2) On the employee's annual pay anniversary date. Each employee's supervisor is responsible for evaluating the employee's performance in writing and presenting the evaluation to the employee within 60 calendar days of the performance evaluation due date. Any evaluation not presented within 60 calendar days of the due date will automatically result in an "Effective - Meet Standards" evaluation.

If a step increase is based upon the evaluation and the evaluation is not presented within 60 calendar days of the due date, the evaluation will automatically result in an "Effective - Meets Standards" overall evaluation and the date of the step increase shall be that of the evaluation due date. Supervisors shall document and communicate factors which bear negatively upon an employee's job performance during the evaluation period. Supervisors shall attach any documentation which supports negative evaluation ratings in the evaluation. No negative performance evaluation will be arbitrary or capricious.

Employees shall be eligible for additional advanced merit salary increases as per Personnel Regulation 6.04.

All evaluation reports must be completed by the employee's immediate supervisor, reviewed by the next higher-level supervisor and approved by the department head. Following review and approval of the report, a copy shall be made available to the employee and discussed with him/her by the immediate supervisor and such other managers whose participation would be appropriate and beneficial to the discussion. Upon review with the employees, the final report shall be submitted to the City Manager for signature, with a copy to be retained in the employee's personnel file.

Employees may choose to appeal a performance evaluation to the department head within ten (10) working days whenever an evaluation includes ratings that are listed as either "unsatisfactory" or "needs improvement." Employees may formally enter a response to the evaluation in their personnel file. Any unsatisfactory areas in an employee's evaluation shall have attached reasons stated by the rater in the commentary section, shall have all previous written documentation that was given to the employee attached, and shall include specific recommendations for improvement and provisions for assisting the employee in implementing any recommendations made, including identification of any necessary training or specific work skill improvement which is necessary for the employee to achieve a satisfactory employment rating in the future. If a step increase is denied the employee shall be reevaluated at ninety day intervals for performance improvement to determine if performance has improved warranting a step increase.

Employee shall have access, upon request, to their personnel file.

8.00 CLASSIFICATION

8.01 Reclassifications - General

The City retains the right to classify and/or reclassify positions. The City will notify the Union of the creation or abolition of any classification represented by Union and, upon request, meet and confer regarding the salaries attached to positions and/or the effect of changes on promotional opportunities.

8.02 Reclassification Probationary Period

Reclassified EMPLOYEES shall not be subject to a probationary period.

8.03 Self-Initiated Reclassification Studies

Individual EMPLOYEES, or groups of EMPLOYEES within the same classification who believe they are regularly assigned work beyond the scope of their classification, or the Union representative on their behalf, may submit written requests for classification studies of their positions to the Personnel Officer during the month of February by the end of each fiscal year. The City shall conduct up to two (2) reclassification studies for SEIU job classifications per fiscal year.

A written request must be accompanied by a position description form. The Department Head shall offer assistance to EMPLOYEES on completion of the form.

The Personnel Officer will send a reminder notice on reclassification in January to all EMPLOYEES in the bargaining unit.

The reclassification request must specifically identify the duties and responsibilities which the EMPLOYEE(S) believes are not within their present classification.

By March 8, the Personnel Officer will forward reclassification requests to the affected department heads for their review and approval for study.

If a request is approved, the Department Head will, no later than March 31, ask the Personnel Officer to conduct a classification study by an outside consultant. If a request is denied, the Department Head shall provide a written response to the employee stating the reasons for denial, and if requested, the Department Head will meet with the EMPLOYEE and their representative to review the decision.

Reclassification studies shall be completed no later than May 1, and any increases in compensation shall be effective July 1 of the current year. All employees for whom a reclassification study was completed, shall receive a copy of the study of their position, with a copy sent to the Union.

8.04 Classifications (Wastewater)

A Wastewater Plant Operator-In-Training who obtains a Grade I State Certificate and is satisfactorily performing his duties will be classified as a Wastewater Plant Operator I. A Wastewater Plant Operator I who obtains a Grade II State Certificate

and is satisfactorily performing his duties will be classified as a Wastewater Plant Operator II. A Wastewater Plant Operator II who obtains a Grade III State Certificate and is satisfactorily performing the duties will receive a merit step increase if the member is currently at step 4 or below on the salary schedule.

9.00 HOURS OF WORK

9.01 The Standard Work Day and Work Week

The standard work day shall be eight (8) hours which includes any combination of accrued vacation, sick leave, holiday, overtime and/or compensated time taken. Any hours over that shall be considered overtime and payable at a rate of one and one-half (1.5) times the regular rate of pay. Scheduling of work and overtime shall be approved in advance by the department head for all EMPLOYEES.

Unless an agreement is made between the City and the Employee to the contrary, the standard work week for full time workers shall consist of five (5) consecutive days of eight (8) hours per day with two consecutive days off within the work week, except for Wastewater Treatment Plant personnel. Wastewater Treatment Plant personnel who are designated as Duty Operator may be scheduled to work shifts of four (4) hours or less per day on weekends. All EMPLOYEES shall be assigned to work shifts with scheduled starting and quitting time. Should conditions necessitate a change in the regular shift of worker(s), the City will notify the worker in writing at least five (5) working days in advance, unless the schedule is mutually approved by the Department Head and worker. This section shall not preclude the City's right to effect changes necessitated by emergency situations as determined by the City's Emergency Services Director.

9.01.01 Special Schedules

EMPLOYEES may request that their department head consider special scheduling of their work. Examples of special schedules include flex-time, job sharing, voluntarily reduced work hours, and remote work. An alternative work week of four (4) consecutive days of ten (10) hours per day may be established by mutual agreement of the City and the Union, in which case any hours worked after ten (10) hours in a day or forty (40) hours in a week shall be considered overtime. A 9/80 work schedule may also be established by mutual agreement of the City and the Union, which shall consist of four (4) consecutive days of nine (9) hours during one seven (7) day regular work period, followed by four (4) consecutive workdays of nine (9) hours plus one workday of eight (8) hours during the second seven (7) day regular work period. The supervisor and department head may give special consideration to such requests within the existing law and policy, but are not obligated to change an EMPLOYEE'S schedule. All such special schedules require prior written approval of the City Manager, Department Head, and the Employee.

9.01.02 Lunch Periods

All EMPLOYEES shall be entitled to an uninterrupted unpaid lunch period at or about the mid-point of their work day. The length of time for such period shall be no longer than one (1) nor less than one-half (.5) hour.

9.02 Rest Periods

All EMPLOYEES are permitted to take rest periods which insofar as practical shall be in the middle of each work period at the rate of fifteen (15) minutes per four (4) hours or major fraction thereof. Rest periods on evening or special shifts or in unique locations may be scheduled to the mutual convenience of EMPLOYEES and supervisors.

9.03 Cleanup

All EMPLOYEES who work with dirty, contaminated and/or poisonous materials shall be allowed reasonable time for cleanup prior to their lunch period and the end of their shift. City will construct a shower facility at the Public Works Yard for use by EMPLOYEES during the last fifteen minutes of a work shift.

9.04 Compensatory Time Off (CTO)

The maximum accrual of CTO shall be eighty four (84) hours. Overtime not eligible for additional compensatory time off shall be paid at one and one-half (1.5) times the rate of pay. The choice of CTO or paid overtime shall be the EMPLOYEE's, subject to the accrual caps. CTO requests shall be submitted to the department head. Every effort shall be made by the department to allow each EMPLOYEE to use their remaining accrued CTO.

10.00 COMPENSATION

10.01 Salary Increases

Effective the first full pay period after July 1, 2024 or the first full pay period following the date of Council approval of this MOU, whichever is later, the salary range for each classification in the unit will receive a three percent (3%) salary increase.

Effective the first full pay period after July 1, 2025 the salary range for each classification in the unit will receive a three (3.0%) salary increase.

Effective the first full pay period after July 1, 2026 the salary range for each classification in the unit will receive a three (3.0%) salary increase.

10.02 Salary Studies

No later than June 30 of each year, the parties shall agree on three job classes, whose total compensation (wages, retirement, longevity and medical benefits) will be surveyed. The surveys shall be completed no later than January 31 and

provided to the Union upon completion. For purposes of the survey, the City of Santa Cruz, County of Santa Cruz, City of Watsonville, City of Capitola, and City of Scotts Valley shall be included.

10.03 Longevity

The City agrees that all members who have completed five (5) and ten (10) years of continuous full-time service will receive a longevity pay increase. Such increase will be two and a half percent (2.5%) at five (5) years and two and a half percent (2.5%) at ten (10) years. These longevity percentages stack, and, thus, the maximum longevity percentage is 5%. Thus, for example, an employee with twelve (12) years of continuous full-time service will receive a total of a five percent (5%) longevity increase (2.5% at 5 years plus 2.5% at 10 years). The maximum longevity increase is five percent (5%).

The parties agree that, to the extent permitted by law, this is special compensation and the City shall report this pay to CalPERS as "Longevity Pay" under 2 C.C.R. 571(a)(1) and 2 C.C.R. 571.1(b)(1).

10.04 Promotions

The salary of employees who are appointed to a higher class shall be placed on the step in the salary range for the higher class which will provide an increase above the salary step in the lower class which is at least 5%.

10.05 Uniform Allowance

EMPLOYEES in the Wastewater Plant (with the exception of parks and road maintenance personnel) who are required to wear uniforms shall have the uniforms provided and cleaned by the City (shirts, pants, lab coats, mechanics' smocks). The City shall also supply one (1) jacket in September of each year and clean same a maximum of four (4) times per year.

On an annual basis, the City shall provide reimbursement for boots and uniforms for workers in Public Works upon the submission of receipts as follows:

Wastewater Treatment/Senior Building Inspector/Code Enforcement Officer (boots and socks only):

Permanent Employees: \$500.00

Probationary Employees: \$175.00 on hire date; \$175.00 upon completion of 6 months of the one-year probationary period; at the completion of 12 months employment, the now permanent employee is entitled to the difference between the allowance already received and the maximum allowable benefit for the fiscal year for a permanent employee. At the start of the next fiscal year after the one-year probationary period, the now permanent employee is entitled to the uniform allowance as stated for permanent employees.

Parks & Road Maintenance: for boots, socks, pants and shorts (of medium length):
Permanent Employees: \$800.00

Probationary Employees: \$250.00 on hire date (boots only); \$250.00 upon completion of 6 months of the one-year probationary period; at the completion of 12 months of employment, the now permanent employee is entitled to the difference between the allowance already received and the maximum allowable benefit for the fiscal year for a permanent employee. At the start of the next fiscal year after the one-year probationary period, the now permanent employee is entitled to the uniform allowance as stated for permanent employees.

The cost of boot repair shall be the responsibility of the Employee. Public Works EMPLOYEES not entitled to compensation for steel-toed boots, and not required to wear steel-toed boots, are: non-field personnel, such as the Secretary, etc. The boots provided for the EMPLOYEE by the City are for the purpose of safety and are to be worn at all times while on the job. Failure to wear steel-toed safety boots shall be cause for disciplinary action. Wearing of City-provided boots while not on the job shall be cause of disciplinary action.

The City will allow the Wastewater Treatment Plant EMPLOYEES the option of wearing the denim and cotton instead of the polyester clothing currently provided, if there is no difference in cost.

10.05.01 Uniform - Parks and Road Maintenance

The City shall annually provide at no cost to the parks and road maintenance personnel the following uniform items of clothing: Ten (10) cotton t-shirts, seven (7) cotton sweatshirts, one cap, one jacket and one pair of rain boots. Parks and road maintenance employees shall be responsible for the cleaning of these clothing items, including shorts and pants.

10.06 Working Out of Classification Pay shall be as follows:

1. EMPLOYEES assigned to an "out of classification" position will receive out-of-class pay within a range of a higher classification beginning the first day of assignment in accordance with CalPERS regulations requirements and limitations.
2. All working out of classification pay will be at the salary step of the higher classification that is an increase of at least 5%.
3. All assignments to an "out of classification" position shall be set forth in a Personnel Transaction Report form prior to the first day of assignment.
4. The parties agree that, to the extent permitted by law, this is special compensation and the City shall report this pay to CalPERS for Classic Members only as "Temporary Upgrade Pay" under 2 C.C.R. 571(a)(3).

10.07 Standby Pay

10.07.01 Standby - General

Whenever emergency work is anticipated but does not warrant full-time staffing, regular EMPLOYEES may be required to remain on standby (available by telephone) for emergency work. Standby shifts shall be scheduled so that no standby shift is more than sixteen (16) hours per day for the maintenance division, twenty (20) hours per day for the wastewater division, nor more than seven (7) consecutive days. Any EMPLOYEE who is required to remain on standby for emergency work shall be paid the equivalent of twelve (12) hours straight time for each standby shift (all hours outside the EMPLOYEE'S regular work schedule, for seven (7) consecutive days) whether or not they are called to work. Said pay is compensation for the EMPLOYEE'S availability, not for hours worked. City Management will determine whether to provide City vehicles to members on a case-by-case basis.

10.07.02 Standby - Overtime

Whenever any EMPLOYEE is ordered to perform emergency work in excess of the normal working hours per day, whether or not they are on standby duty, they shall be paid for such work at the hourly equivalent of their monthly salary times one and one-half (1.5). This pay of one and one-half (1.5) times hourly equivalent shall be in addition to the eight (8) hours straight time standby pay for EMPLOYEES so assigned. Emergency work for hours worked between 12 am (midnight) and 6 am shall be paid at two (2) times base pay. The two (2) times base pay provision will not apply to hours worked as part of an employee's regular schedule.

10.07.03 Standby- Emergency

For standby emergency work calls, EMPLOYEES shall be paid at one and one-half (1.5) times base rate for every hour worked for a minimum of two (2) hours pay.

10.07.04 Standby- Road Maintenance Personnel

Road maintenance personnel shall be assigned standby duty during the period commencing no later than December 15th and ending no sooner than March 15th of each calendar year. Such assignment shall be made on a weekly rotational basis, and shall be distributed equally from an established list of qualified volunteers.

The City reserves the right to assign standby duty in the event there are no volunteers, and at other times of the year as conditions necessitate.

10.07.05 Standby – Fatigue Allowance

If an EMPLOYEE is called-in to work for four (4) hours or more during any evening/morning between the hours of 10 pm and 6 am, then that EMPLOYEE shall be permitted to request time off for their regular shift for the following day to allow them a period to rest given the extended hours of work. Such a request for time off will be honored unless there is an emergency situation and such coverage is essential. EMPLOYEE shall submit the request to the supervisor as soon as possible to allow for staff planning. EMPLOYEE shall use one of their available time off accruals for this time off (this may include sick time).

10.07.06 Standby – Time Off

If an EMPLOYEE is assigned Standby Duty Assignment and is unable to perform the assigned duties due to EMPLOYEE's serious illness, the EMPLOYEE shall notify the supervisor immediately and the supervisor will attempt to find additional coverage. Once the employee is removed from Standby Duty as a result of illness, the EMPLOYEE will not be compensated for any Standby pay for the remainder of their assignment.

10.08 Call-Back

The minimum payment for EMPLOYEES called back to work from their off-duty hours shall be four (4) hours at one and one-half (1.5) times their hourly rate, except if called back within two (2) hours of the start of their next scheduled shift, the EMPLOYEE shall receive two (2) hours pay at one and one-half (1.5) times their hourly rate. Time "called back" shall be defined as the time the EMPLOYEE is notified of the need to return to work.

10.09 Mileage

Mileage reimbursement rate for EMPLOYEES utilizing personal vehicles shall be the IRS rate.

10.10 Meal Allowance

City agrees, whenever the Emergency Operations Center is opened, or in other bona-fide emergencies, as determined by the City Manager, to either provide meals to EMPLOYEES working under emergency conditions, or to reimburse them upon submission of a receipt in accordance with Administrative Policy #5.

10.11 Night Meeting Pay

Clerical staff, except for the City Clerk, who attend meetings of the City Council or of any Board or Commission of the City Council after their regularly scheduled shift, will receive a meal reimbursement of up to \$28.00 for each meeting attended.

10.12 Cell Phone Reimbursement

EMPLOYEES who are required by their department head to use their personal cell phones for business will receive a \$50 per month cell phone reimbursement during that approved period. The City will not be responsible for cell phone replacement, damage or any other costs associated with the EMPLOYEE'S personal cell phone. A cell phone reimbursement participating form will be signed by each city employee and kept on file.

11.00 HEALTH AND WELFARE

11.01 Medical Plan

11.01.01 CalPERS Medical

The City provides medical insurance through the California Public Employees' Retirement System (CalPERS). The City's contribution towards medical coverage will be the minimum amount required by Government Code section 22892 for regular full-time.

11.01.02 Cafeteria Plan

The City will also make available a Flexible Benefit Plan (Cafeteria Plan) for active employees. The City shall also pay administrative fees and contingency reserve fund assessments, if any.

11.01.03 11.01.02 City Contribution

- a. The City contributes the following amounts to the cafeteria plan per month on behalf of each bargaining unit member. Unit members electing health coverage with a cost greater than the amount paid by the City in this Section shall have the difference deducted automatically from the unit member's pay on a pre-tax basis. In the event the employee's monthly health elections are less than the amount shown on the chart below, the difference shall be provided as contribution to the employee's deferred compensation account. Effective July 1, 2024, the difference shall no longer be provided as a contribution to an employee's deferred compensation account but shall be provided to the employee as taxable cash.

Enrolment Level	City Contribution (Enrolled by irrevocable election prior to 1/1/22)	City Contribution (Enrolled After 1/1/22)
Employee only	\$ 1,060.90	\$ 1,030.00
Employee +1	\$ 2,121.80	\$ 2,030.00

Employee +2 or More	\$ 3,182.70	\$ 3,090.00
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The above amounts are inclusive of the City contribution set forth in section 11.01.01 above.

b. Effective January 2025, the City shall contribute the following amounts to the cafeteria plan per month on behalf of each bargaining unit member. The below amounts are inclusive of the City contribution set forth in section 11.01.01 above. The City's monthly contribution for employee only shall be equal to the monthly medical premium cost for the plan chosen by the employee or one hundred percent (100%) of the cost at the Employee Only level of the average plan premiums offers by the CalPERS Health Benefit Medical Program for Region 1 (excluding out of state plans and plans not available in Monterey, Santa Cruz, or Santa Clara counties), whichever is less.

The City's monthly contribution for employee + dependents shall be equal to the monthly medical premium cost for the plan chosen by the employee or one hundred percent (100%) of the average premium cost of health plans offered in CalPERS Medical Region 1 (excluding out of state plans and plans not available in Monterey, Santa Cruz, or Santa Clara counties), whichever is less.

c. Effective January 2027, for employee + dependents, the City's monthly contribution shall be equal to the monthly medical premium cost for the plan chosen by the employee or ninety percent (90%) of the difference between the average employee only premium calculation above (see subdivision b) and same average premium calculation at the employee's coverage level, whichever is less (excluding out of state plans and plans not available in Monterey, Santa Cruz, or Santa Clara counties) This amount is inclusive of the City contribution set forth in section 11.01.01 above.

11.01.04 Optional Benefits

Employees may also elect the following optional benefits:

1. Medical reimbursement account
2. Dependent care assistance plan
3. AFLAC supplemental insurance

Employees who elect optional benefits may cover the cost of the optional benefits through any unused amount of their cafeteria allowance. If an employee does not have any remaining cafeteria allowance after medical elections, the employee shall use pre-tax salary deductions to cover the cost of the optional benefits.

11.01.05 Cash in Lieu

Effective January 1, 2025, employees who provide adequate proof of alternative essential minimum medical coverage for themselves and their tax family, shall receive three hundred dollars (\$300) per month in lieu of City-provided medical insurance.

11.01.06 Dental and Vision Insurance

As soon as administratively possible after Council approval of this MOU, the City shall provide dental insurance to employees. The City shall pay 100% of the employee only premium and shall pay 100% of the employee + dependents premium.

The City will continue to cover the cost of vision coverage benefits under the Vision Service Plan up to twenty (\$20) per month.

11.01.07 Employee Retiree Medical Coverage Program

11.01.07.01 Employees Hired Prior to January 1, 2025

It is the purpose of the EMPLOYEES Retiree Medical Coverage program to provide for medical insurance compensation to retired EMPLOYEES in order to insure that these individuals, who have dedicated a number of years of service to the City of Scotts Valley, do not face an economic hardship at the time of retirement in paying for medical insurance coverage.

a. For employees hired on or before June 30, 2018

To be eligible for this benefit an EMPLOYEE:

1. Must have been employed with the City for ten (10) years or longer.
2. Shall retire from the City of Scotts Valley. Public safety persons shall be eligible for this benefit upon retiring at age 50 or older; all other EMPLOYEES shall be eligible upon retiring at age 55 or older. Retirement shall be defined as "retiring under the provisions of the PERS Retirement Plan." Consistent with CalPERS requirements, Medicare eligible employees shall enroll in CalPERS Medicare plans upon Medicare eligible age.
3. The retired EMPLOYEE shall provide annual proof on the anniversary of retirement of current medical insurance

coverage including the costs to the retiree. The retiree must notify the City if the medical insurance policy is cancelled. Failure to carry medical insurance or to notify the City of its cancellation will eliminate eligibility for this benefit. The retired must secure their own medical insurance coverage.

The medical benefit will be provided directly to the retiree at the following rates:

1. For EMPLOYEES who have served 10 to 15 years with the City: 100% of premiums to a maximum of 33% of the PERS-Platinum plan premium level (benchmark plan); reduced to 16.5% at Medicare eligible age.
2. For EMPLOYEES who have served 15-20 years with the City: 100% of the premiums to a maximum of 50% of the PERS-Platinum plan; reduced to 25% at Medicare eligible age.
3. For EMPLOYEES who have served over 20 years: 100% of premiums to a maximum of 67% of the PERS-Platinum plan; reduced to 33.5% at Medicare eligible age.

The medical benefit will be provided to the retiree and their spouse. However, this benefit shall only be payable while the retiree is living, and shall not be payable to the spouse of the retiree after the retiree's death.

b. **For Employees hired on or after July 1, 2018**

To be eligible for this benefit an EMPLOYEE:

1. Must have been employed with the City for ten (10) years or longer.
2. Shall retire from the City of Scotts Valley. Public safety persons shall be eligible for this benefit upon retiring at age 50 or older; all other EMPLOYEES shall be eligible upon retiring at age 55 or older. Retirement shall be defined as "retiring under the provisions of the PERS Retirement Plan." Consistent with CalPERS requirements, Medicare eligible employees shall enroll in CalPERS Medicare plans upon Medicare eligible age.
3. The retired EMPLOYEE shall provide annual proof on the anniversary of retirement of current medical insurance coverage including the costs to the retiree. The retiree must notify the City if the medical insurance policy is cancelled. Failure to carry medical insurance or to notify the City of its cancellation will eliminate eligibility for this benefit. The retired must secure their own medical insurance coverage. The

medical benefit will be provided directly to the retiree at the following rates:

For EMPLOYEES who have served 10 to 15 years with the City up to a maximum of monthly contribution which is inclusive of the PEMCHA minimum:

Employee Only 250.00
Employees plus Spouse: 375.00

For EMPLOYEES who have served 15 to 20 years with the City up to a maximum of monthly contribution which is inclusive of the PEMCHA minimum:

Employee Only 350.00
Employees plus Spouse: 550.00

For EMPLOYEES who have served over 20 years with the City up to a maximum of monthly contribution which is inclusive of the PEMCHA minimum:

Employee Only 500.00
Employees plus Spouse: 750.00

The medical benefit will be provided to the retiree and their spouse. However, this benefit shall only be payable while the retiree is living, and shall not be payable to the spouse of the retiree after the retiree's death.

11.01.07.02 Employees Hired on or After January 1, 2025

For bargaining unit members hired on or after January 1, 2025 and who retire from the City while meeting the eligibility of CalPERS retiree health insurance, the City's contribution toward employee retiree medical coverage shall be the statutory minimum amount required under the PEMHCA as determined by CalPERS under Government Code Section 22892.

11.01.08 Part-Time Employees

Regular part-time EMPLOYEES shall be eligible to receive health benefits on a pro-rated premium basis given the ratio of their work schedule to full-time work, and subject to the minimum number of hours specified in the City's current health benefits plan.

11.02 Life Insurance

The City shall pay the premium for a \$50,000 life insurance plan and a \$50,000 Accidental Death and Dismemberment plan for all unit EMPLOYEES.

11.03 LTD

The City shall continue in effect and pay the full premium for a long term disability insurance program with minimum monthly benefit of 60% of salary to a maximum of \$6,000.

11.04 State Disability Insurance

EMPLOYEES shall be eligible for paid sick leave benefits in accordance with City rules. EMPLOYEES shall continue to pay the premium cost for State Disability Insurance. It shall be the EMPLOYEE'S responsibility to apply for State Disability benefits and to file with the City immediately upon receipt from the Department of Employment the "Notice of Calculation" for disability insurance.

11.05 Physical Examination

The City will pay the cost of the physical examination required for the Class B License for EMPLOYEES required to have the license by the City.

11.06 CalPERS Retirement System and Contribution

A. Classic Employees

The City provides the CalPERS pension formula of 2.5% at age 55 plan for all eligible Members hired on or before December 31, 2012, or hired after such date but already in the CalPERS system as a classic member without a six-month break in service.

All classic employees shall contribute 8.0% of PERSable salary toward the employee's contribution.

B. PEPRAs Employees

For those Members hired on or after January 1, 2013 to the City of Scotts Valley, new to the CalPERS system, the City shall provide 2% at 62 for those Members in accordance with State law. The contribution for new PEPRAs Members shall be shared in accordance with State law. PEPRAs employee contributions shall be 50% of the normal cost as determined by CalPERS and may change on an annual basis.

11.07 Wellness Stipend

Effective the first full pay period upon ratification, the City shall provide a \$50 per month wellness stipend through pay roll as taxable income to all bargaining unit members.

11.08 Deferred Compensation

Employees may contribute to a City authorized deferred compensation account (authorized under the Internal Revenue Code Section 457) via salary redirection.

Effective January 1, 2025, the City will match up to \$50.00 during the 1st and 2nd pay period of each month (up to a maximum of \$100.00 per month) of an employee's contribution. The combined contribution between the City's and the employee's contribution cannot exceed the maximum permitted by law.

12.00 HOLIDAYS

Each member of the bargaining unit shall be entitled to the following holidays and to receive wages based on the normal scheduled work for the day. Any holiday that would otherwise be on a Saturday will be taken on the preceding Friday. Any holiday that would otherwise be on a Sunday will be taken on the following Monday.

- 1) The first day of January
- 2) Third Monday in January - Dr. Martin Luther King, Jr. Day
- 3) The third Monday in February - Washington's Birthday
- 4) The last Monday in May - Memorial Day
- 5) June 19 - Juneteenth
- 6) July 4th - Independence Day
- 7) The first Monday in September - Labor Day
- 8) The second Monday in October - Indigenous People's Day/Columbus Day
- 9) November 11 - Veteran's Day
- 10) Thanksgiving Day
- 11) The day following Thanksgiving
- 12) The day preceding Christmas
- 13) Christmas Day
- 14) The day preceding New Year's Day
- 15) Two floating holidays per fiscal year. (Must be scheduled in advance and approved by a supervisor. Members must use the floating holiday within the fiscal year or lose that holiday for that fiscal year.)
- 16) Every day declared a holiday by the City Council.

13.00 VACATION

13.01 Vacation Accrual

EMPLOYEES shall accrue paid vacation as follows:

- a) Less than five years: For EMPLOYEES completing less than five (5) years continuous service, six and two-thirds (6 2/3) hours for each month of service. (Two weeks per year.)

- b) Five years or more but less than ten years: For EMPLOYEES completing five or more years but less than ten years of continuous service, ten (10) hours for each month of service. (Three weeks per year.)
- c) For EMPLOYEES completing ten (10) or more years of continuous service, thirteen and one-third (13-1/3) hours for each month of service. (Four weeks per year.)
- d) For EMPLOYEES completing fifteen (15) or more years of continuous service, 14 hours for each month of service (four weeks plus one day per year.)

New employees may accrue paid vacation at a rate negotiated upon hire and approved by the City Manager. Such a negotiated rate shall fall into one of the existing tiers provided under a) through d) of this Section.

At the discretion of the City Manager, a new hire with prior experience equivalent to their position at the City may have all or a portion of their prior years of experience counted as years of service for the purposes of accruing vacation.

13.02 Vacation - Illness

If an EMPLOYEE becomes ill while on vacation and such illness can be supported by a written statement from a licensed medical practitioner, or if the EMPLOYEE is hospitalized for any period, the EMPLOYEE at the EMPLOYEE option shall have the period of illness charged against sick leave, if accrued, instead of vacation time.

13.03 Vacation Accrual Maximum

EMPLOYEES shall be entitled to accrue a maximum of 2 times their annual vacation accrual as provided under Section 13.01. If an employee is over 2 times the annual vacation accrual at the time of Council's approval of this MOU, the employee will stop accruing vacation until they are below the maximum accrual limit. Vacation use may be deferred by written approval of the City Manager when in the best interest of the City.

It is the responsibility of EMPLOYEES to review the vacation accrual balance printed on each paycheck stub to ensure that they use vacation within the accrual cap unless deferment is requested and obtained from the City Manager as provided herein.

If an EMPLOYEE has requested and been denied vacation leave within four (4) months of the time that the vacation accrual maximum will be reached, enforcement of the vacation leave accrual maximum shall be postponed for six (6) months from the date of denial. The EMPLOYER will make reasonable efforts to ensure that the EMPLOYEE is able to use vacation time to maintain the EMPLOYEE's accrual below the maximum.

13.04 Vacation Schedule Conflict

In the event of a conflict in scheduling vacations within a department, the EMPLOYEE with the greatest seniority shall receive preference.

13.05 Vacation Sell-Back

The City will buy back up to eighty (80) hours of vacation annually, provided the EMPLOYEE irrevocably elects to do so by December 15 of the prior year per the below requirements and so long as the employee has an accrued vacation balance of at least forty (40) hours remaining following the buy back.

To make the irrevocable election for vacation sell-back, the EMPLOYEE shall submit a written irrevocable election form to the City Manager or designee by December 15, which requests to cash out up to eighty (80) hours of vacation leave earned in the subsequent calendar year. The cash-out will occur in the first full pay period in December of the following calendar year. For example, an employee who submits an irrevocable election form by December 15, 2024, shall receive the cash out in December of 2025, assuming the employee has accrued sufficient vacation in 2025 for the cash out amount and assuming forty (40) hours of vacation remaining following the buy back.

If an employee makes an irrevocable election to cash out vacation in the following calendar year and uses vacation in that subsequent year, the vacation used will come from vacation the employee had earned prior to January 1 of the year the employee has elected to cash out vacation. This is to ensure the vacation used will not reduce the amount of vacation the employee will be eligible to cash out.

14.00 LEAVES

14.01 Leaves - General

Leaves shall be as set forth in the City's Personnel rules.

14.01.01 Workers' Compensation

In the event of a job-related injury or illness, the EMPLOYEE will receive any temporary disability, rehabilitation, and permanent disability benefits that are required under State law.

In addition to this amount, the EMPLOYEE shall receive an appropriate amount of accrued sick leave pay to provide for the difference between the established Workers' Compensation amount and the EMPLOYEE'S regular gross pay. The EMPLOYEE may also use accrued vacation or compensatory time to provide for this difference, once the EMPLOYEE'S accrued sick leave balance is exhausted.

In no event shall the combination of Workers' Compensation benefits exceed the regular gross pay for the affected EMPLOYEE.

It shall be the responsibility of the EMPLOYEE to notify the Finance Department if the EMPLOYEE chooses to use accrued vacation or compensatory time balances for Workers' Compensation purposes.

When an EMPLOYEE is away from the job because of a job-related injury or illness that exceeds one year following the exhaustion of accrued vacation, sick leave, and compensatory time or following the election not to use accrued vacation or compensatory time, the City shall not be required, following the one-year period, to maintain contributions toward group insurance.

An EMPLOYEE who is away from the job because of job related injury or illness shall have the right to return to his or her position until he or she is permanent and stationary and can no longer perform the essential functions of the job or until the EMPLOYEE is declared by the City's doctor to be fit for return to work and the EMPLOYEE, for whatever reasons, does not return to work.

14.02 Sick Leave for Care of Immediate Family

The usage of sick leave for family members shall be governed by the following provisions:

1. Sick leave shall be allowed and used in the case of sickness, disability, medical or dental treatment of a member of the EMPLOYEES immediate family (as defined in the City Personnel Rules & Regulations).
2. A limit of six (6) days each fiscal year may be used for sick leave for family members.
3. When calling in sick the EMPLOYEE is required to indicate that this is sick leave for family members.
4. All other provisions of the City Personnel Rules & Regulations dealing with sick leave shall apply to sick leave for family members.

14.03 Unused Sick Leave/Termination

Upon termination, any unused accrued sick leave, up to a maximum of one hundred and twenty (120) days, shall be paid at the following rate:

<u>Years of Service</u>	<u>Percent (%) of Base Salary</u>
5 yrs and 1 day to 10 yrs	20
10 yrs and 1 day to 15 yrs	30
15 yrs and 1 day to 20 yrs	40

20 yrs and 1 day to 25 yrs	60
25 yrs and 1 day or longer	80

In lieu of payoff of sick leave at the above rates, City has amended the PERS contract to add Section 20965 of the California Government Code (Credit for Unused Sick Leave). Unused accumulated sick leave at time of retirement may be converted to additional Service Credit.

14.04 Paid Bereavement Leave

EMPLOYEES shall be granted leave in the event of the death of a member of the EMPLOYEE'S immediate family. The leave available is up to five (5) working days per death. Up to forty such hours are paid. To receive pay for hours in excess of forty, the employee may use any of his or her paid leave accruals, e.g. sick leave, vacation leave, compensatory time off. The immediate family for purposes of bereavement leave is defined as spouse, domestic partner, parent, grandparent, sister, brother, son, daughter, grandchild, mother-in-law, father-in-law, or any person living in the immediate household of the EMPLOYEE or where the EMPLOYEE maintains Power of Attorney or Executor of Estate over a family member, or any other special circumstance as approved by the City Manager.

The leave need not be used consecutively but must be used within three months.

14.05 Personal Business Leave

EMPLOYEES within the bargaining unit shall be eligible to use forty (40) hours per fiscal year of personal leave to be taken in increments of one hour or more with the time chargeable to accumulated sick leave. The taking of personal leave shall be approved in advance by the department head. Approval shall be at the discretion of the department head with due regard for the needs of the EMPLOYEE. Personal leave shall be taken only for purposes of pressing personal business which does not qualify for paid sick leave.

14.06 Medical Leave Insurance Coverage

The City shall continue to provide paid health, dental, and vision coverage to EMPLOYEES during the twelve week period of leave covered by the Family and Medical Care Leave Act. In the event an extension of the medical leave is granted beyond twelve weeks, the City shall pay half the insurance premium through the sixth (6th) month of the leave, at which time the EMPLOYEE may purchase insurance coverage at group rates through the City at their own expense.

14.07 Part-Time Employees

Regular part-time EMPLOYEES shall be eligible to receive pro-rated sick leave, vacation, and holidays.

15.00 LAYOFF

The City Council may abolish any position in the City Service due to lack of funds, work or need.

The layoff of employees resulting from the elimination of positions shall be governed by the following procedure:

- a. Layoffs shall be made from within the affected job classification in reverse order of total time in that classification, including any period of probation, paid leave or active military leave. Except as regards military leave, no service credits shall be earned during any leave of absence without pay in excess of thirty (30) days. Where time in service is equal between two (2) or more affected, their performance evaluations shall service as the determining factor.
- b. The order of layoff in the affected classification or classification shall be:
 - i. temporary employees;
 - ii. probationary employees;
 - iii. permanent employees.

The treatment of personnel employed by means of State or Federal grant monies shall be in accordance with regulations for retention as established by the grantor. In the absence of such regulation, the type of position (Municipal Service or Exempt) shall govern treatment of such personnel.

- c. Probationary and permanent employees in the Municipal Service who, under paragraph 2 above, are scheduled to be laid off shall receive at least twenty-one (21) days written notice to this effect.

In lieu of layoff, an employee may elect transfer or demotion to a vacant position in the Municipal Service which the City intends to fill and for which the employee is qualified, in the sole judgment of the City. Such actions shall be governed by the terms of Personnel Rules and Regulations Rule 12.03 and 12.04, and in no event shall result in an employee being placed in a classification carrying a higher maximum rate of pay.

Within ten (10) days from the date layoff notices are issued, an employee who would otherwise be laid off may elect to displace an employee in a classification carrying a lower or the same maximum rate of pay; provided, however, that the displacing employee must have held permanent status in such classification and have greater time in the Municipal Service than the employee being displaced.

A probationary or permanent employee displaced in accordance with this paragraph shall, in turn, be provided the same notice and "bumping" privilege as set forth in this paragraph.

- d. Probationary and permanent personnel laid off in accordance with this Rule may be placed on a re-employment list as provided by Personnel Rules and Regulations Rule 9.03. If an employee is re-employed from such a list, all service credits and sick leave accrued to the date of layoff shall be restored. In no event, however, shall the City restore credits for vacation and sick leave paid out at the time of layoff.

At the time of layoff, the employees name shall be removed from all promotional eligible lists, but, at the employee's request, shall be retained on open-competitive lists subject to the provisions of Personnel Rules and Regulations Rule 9.04.

Prior to the effective date of layoff, the department head shall furnish the Personnel Officer a final evaluation of the employee's performance.

16.00 SAFETY

16.01 Compliance

The City and the EMPLOYEES will conform to and comply with all Federal, State and local health and safety laws and regulations. The City will take all steps necessary to insure EMPLOYEE health and safety on the job. Such steps may include the removal of unsafe conditions and equipment, the provision of adequate training for EMPLOYEES, and the active cooperation of all EMPLOYEES with the City Safety Program. Responsibility for safety is shared equally by the City and EMPLOYEES.

16.02 Unsafe Conditions

An EMPLOYEE shall not be required to work under unsafe conditions or with unsafe equipment or to perform tasks which endanger the EMPLOYEE'S health, safety and well-being. In order to ensure that health or safety hazards are dealt with on a timely basis, the following procedure shall be used to deal with potential hazards.

- a) EMPLOYEES shall report health or safety hazards to their immediate supervisor upon discovery.
- b) The supervisor shall cause the hazard to be abated as soon as possible and shall remove any and all EMPLOYEES from the hazardous circumstance or area. The supervisor shall also inform the department head of the hazard as soon as possible. An EMPLOYEE may report a continuing and unabated safety hazard to the department head and/or City Manager if the hazardous conditions persist and are jeopardizing EMPLOYEE safety.
- c) If an EMPLOYEE is working in an unsupervised situation or in a circumstance where an identified safety hazard has not been abated, and the EMPLOYEE has been assigned to a task which, in the EMPLOYEE'S belief and good faith threatens the EMPLOYEE'S health or safety or puts the EMPLOYEE or another person in danger of serious physical injury, the

EMPLOYEE may refuse to perform the task. Any EMPLOYEE'S refusal, in good faith, to perform said task shall not be just cause for discipline provided that the EMPLOYEE'S good faith belief is based on ascertainable, objective evidence and/or experience supporting the EMPLOYEE'S conclusions. No EMPLOYEE shall be discriminated against as a result of reporting any conditions believed to be a violation of health, safety or sanitation laws or regulations. The City and the Union propose to cooperatively identify and abate all hazardous health or safety circumstances and to maintain job safety as the highest priority.

16.03 Vehicle Safety

The City shall provide safe vehicles for use by City EMPLOYEES, whenever an EMPLOYEE'S duties require operation of a motor vehicle. All necessary repairs and maintenance of vehicles shall be performed to insure the safety of the operator. Under no circumstances shall a supervisor of the City require an EMPLOYEE to operate an unsafe vehicle.

Routine maintenance of City vehicles shall be no less than recommended by the manufacturer. Only high quality parts and tires will be used on City vehicles.

EMPLOYEES shall not be required to use their own vehicles for City business.

17.00 TRAINING

The City shall maintain, consistent with budgetary allocations and availability, a training program which will enable EMPLOYEES to upgrade their skills and improve their levels of performance. The City desires to provide a training program for all City EMPLOYEES. The selection of training opportunities shall be at the sole discretion of the department head and City Manager, consistent with City policies, but the City shall solicit input from EMPLOYEES and will consider training requests.

17.01 Tuition Reimbursement

The City shall reimburse each EMPLOYEE up to \$250 per fiscal year for tuition, books and course related expenses after successful completion of courses which are pertinent to their positions with the City.

For a course to be considered "pertinent" it must be an academic or vocational course taken for credit from an accredited college, university or adult education department, and such course must:

- a. Improve knowledge and skills for the present position or for positions of higher classification within the City, or
- b. Prepare for anticipated technological changes occurring in the EMPLOYEE'S career field.
- c. Be approved for reimbursement, in advance, by the department head.

18.00 PEACEFUL PERFORMANCE - NO STRIKE/LOCKOUT

The Union agrees that during the term of this Memorandum of Understanding neither it nor the EMPLOYEES it represents will engage in, encourage, sanction, or support: (1) strikes; (2) slowdowns; (3) mass resignations; (4) mass absenteeism; (5) picketing which would involve suspension of or interference with normal work of the department or other City departments; or (6) any other similar actions which would involve suspension of or interference with normal work of the department or other City departments.

In the event of any job action as described in (1) - (6) above, the Union will immediately notify involved EMPLOYEES that the action(s) is in violation of this Section, and direct them to cease the action(s).

The City shall not lock out any EMPLOYEE in the bargaining unit.

19.00 STAY WELL PLAN – SUNSETS NOVEMBER 30, 2024

The specific purpose of the Stay Well Plan is to encourage City EMPLOYEES to stay physically fit and well and to miss as few work days as possible due to illness or any other reason.

The Stay Well Plan includes the following provisions:

- 1) The Stay Well Year shall be from December 1 through November 30.
- 2) To be eligible for the Stay Well Plan, EMPLOYEES must have accumulated thirty (30) sick days (240 hours).
- 3) All sick leave (other than personal leave days) taken by EMPLOYEES, regardless of the reason, shall be deducted from the potential Stay Well Bonus.
- 4) The Stay Well Bonus shall be payable in a separate check to all eligible EMPLOYEES on the first pay date in December at the straight time salary rate in effect on November 30 of each year.
- 5) EMPLOYEES shall have the option of receiving a Stay Well Bonus on the first pay date in December or crediting their unused sick leave to their total accumulation. A decision to credit unused sick leave to accumulation must be presented in writing to the City Manager prior to December 1 of each year. The City shall provide a written reminder of this provision to all EMPLOYEES no later than November 1 of each year.
- 6) Eligible EMPLOYEES shall receive a Stay Well Bonus, or a pro rata share, according to the following schedule should they become eligible at some point during the Stay Well Year.

<u>Sick Leave Bonus</u>	<u>Straight Time Bonus</u>	<u>Pro Rata Bonus</u>
0 Sick Days	48 hours	50%
1 Sick Day	40 hours	41.6%

2 Sick Days	32 hours	33.3%
3 Sick Days	24 hours	25%
4 Sick Days	16 hours	16.6%
5 Sick Days	8 hours	8.3%
6-12 Sick Days	0 hours	0%

The last stay well bonus will be paid on November 30, 2024.

Effective December 1, 2024, the Stay Well Plan has ended.

20.00 DISCONTINUANCE OF WASTEWATER OPERATIONS

In the event the City decides to discontinue, consolidate, or reduce the scope of its wastewater treatment operations, which may result in the dismissal, displacement or re-arrangement of its EMPLOYEES, the City shall give at least ninety (90) days advance written notice to all affected EMPLOYEES and to the Union.

The City shall negotiate with any new service provider with the intent of ensuring that no EMPLOYEE affected by such decision is placed in a worse position with respect to wages, benefits, working conditions, and the rules governing working conditions, than existed prior to the date on which the EMPLOYEE was affected.

The City shall ensure that any remaining positions needed to maintain, operate, monitor, test, or control existing or modified operations shall be staffed by current wastewater treatment personnel.

The City and the Union shall continue to meet and confer throughout the life of this contract regarding the discontinuance, consolidation, or reduction in the scope of operations as it impacts existing EMPLOYEES.

21.00 TEMPORARY EMPLOYEES

Temporary employees hired directly by the City and performing work that is the same or similar to Municipal Employees bargaining unit work are part of the Municipal Employees bargaining unit. Unless specifically made applicable to temporary employees, the terms and conditions of this MOU do not apply to temporary employees as defined herein. Temporary employees are at-will and do not have a property or other right to- or expectation of-continued employment with the City.

A temporary EMPLOYEE is a causal, seasonal, periodic, extra-help, temporary, relief, limited-term, per diem or any other public employee not hired for a permanent position. For the purposes of this MOU, a temporary EMPLOYEE does not include an employee employed by a temporary services employer, an independent contractor or a temporary employee whose classification does not have a permanent counterpart position within the Municipal Employees' bargaining unit.

21.01 Provisions of MOU applicable to temporary employees.

The following sections of this Agreement will apply to temporary EMPLOYEES:

• Article 1.00: Preamble
• Article 2.00: Recognition
• Article 3.00: No Discrimination
• Article 4.00: Relationship
• Article 5.00: Organizational Security
• Article 6.00: Management Rights
• Article 9.02: Rest Periods
• Article 9.03: Cleanup
• Article 9.04: Compensatory Time
• Article 15.00: Layoff
• All of Article 16.00: Safety
• Article 17.00 Training (however not Article 17.01: Tuition Reimbursement)
• Article 18.00: No Strike/Lockout
• Article 22.00 Full Understanding
• Article 23.00 Term of Agreement
• Article 24.00 through Article 24.04.02 (Grievance procedure up to Step 2 on subjects covered in this section of the MOU)

21.02 Temporary Classifications

Any temporary classifications within this bargaining unit shall have a permanent classification counterpart.

Article 21.03 PATHWAY TO PERMANENT EMPLOYMENT

- a) Temporary EMPLOYEES employed by the City shall receive priority consideration over external candidates within the City's hiring process for permanent positions that correspond to the employee's temporary position. "Priority consideration" means that the temporary EMPLOYEE will be interviewed for the permanent position. Further, the City will consider a temporary EMPLOYEE's relevant work experience. However, it does not mean that a temporary EMPLOYEE will be hired over a more highly rated applicant. Additionally, to receive "priority consideration" any temporary EMPLOYEE must actually apply for the open permanent position.
- b) Should a currently City-employed temporary EMPLOYEE be hired into a corresponding permanent position, the days worked as a temporary employee shall reduce the EMPLOYEE's probationary period in the comparable classification, up to 90% of their total probationary period.
- c) Should a City-employed temporary EMPLOYEE hired on a temporary contract after July 1, 2024, be hired into a permanent position, the City will determine the equivalent seniority that the formally temporary employee will receive based on their temporary hours worked. Note: temporary contracts worked prior to July 1,

2024 will not count towards seniority. The City will notify the Union of the seniority experience. Should the Union disagree with the equivalent seniority, the Union may request a meeting to discuss the appropriate seniority. The Parties will meet in good faith to determine the appropriate seniority.

22.00 FULL UNDERSTANDING

This Agreement contains all the covenants, stipulations, and provisions agreed to by the parties. It is understood that all terms relating to EMPLOYEE wages, hours and other terms and conditions of employment not covered by this Agreement shall remain the same for the term of this Agreement. Therefore, except by mutual agreement of the parties or as specifically provided otherwise herein, for the life of this Agreement neither party shall be compelled to bargain with the other concerning any mandatory bargaining issue whether or not the issue was specifically bargained prior to the execution of this Agreement.

23.00 TERM OF AGREEMENT

This Memorandum of Understanding shall be effective upon the approval by the City Council and the Union and shall remain in full force and effect from July 1, 2024 through June 30, 2027.

24.00 GRIEVANCE PROCEDURE

24.01 Introduction

The City and the Union recognize early settlement of grievances is essential to sound labor relations. The parties seek to establish a mutually satisfactory and timely method of settlement of grievances of workers. The Union or the aggrieved worker and/or his representative are assured freedom from restraint, interference, coercion, discrimination, or reprisal.

An employee shall have the right to present their own grievance or do so through a representative of the Union. A Union steward and grievant shall be paid release time for grievance arbitrations. Witnesses shall be on paid release time during the time spent testifying. If a grievant is represented by himself/herself, the Union retains the right to be present at every formal stage of the process as an observer. No grievance settlement may be made in violation of this contract nor shall any settlement be made which affects the rights or conditions of other employees represented by the Union without notification to and consultation with the Union.

24.02 Grievance Defined

A grievance is any alleged violation, misinterpretation or misapplication of the provisions of the City of Scotts Valley Personnel Rules and Regulations or Memorandum of Understanding, except the following:

- A. Employee performance evaluations including deferral of merit or pay increases;

- B. Written reprimands;
- C. Policy decisions of the City Council not related to wages, hours, and/or working conditions;
- D. Matters for which there is a separate appeal including disciplinary action;
- E. Challenge to a reclassification, layoff, transfer or denial of reinstatement unless related to an interpretation of the Personnel Rules and Regulations or Memorandum of Understanding.

24.03 Informal Grievance Procedure

Before filing a formal grievance, an EMPLOYEE shall first attempt to resolve the grievance through informal discussion with their immediate supervisor. The EMPLOYEE shall initiate a request for the meeting within fifteen work days of the alleged action, incident or decision generating the grievance. Meetings shall be scheduled in advance, with the EMPLOYEE stating the nature of the grievance and that he/she is initiating the grievance procedure when the appointment is made. Every attempt will be made by the parties to settle the issue at this level.

24.04 Formal Grievance Procedures

24.04.01 Step 1

If an EMPLOYEE has failed to reach resolution through the informal grievance procedure, the EMPLOYEE or Union may file in writing a formal Step 1 grievance with the Department Head. The grievance shall be filed with the Department Head within 10 work days following the scheduled informal grievance meeting with employee's immediate supervisor.

Form of the Grievance

The grievance shall state the following:

- A. Name of the grievant.
- B. A brief statement of the date, time and place of the occurrence of the incident(s) and the facts underlying the incident.
- C. The specific section of the Memorandum of Understanding or Personnel Rules and Regulation allegedly misinterpreted or misapplied.
- D. The steps taken by the grievant to secure informal resolution.
- E. The corrective action the grievant is seeking.
- F. The name, if any, of the agent chosen by the grievant to represent grievant's interest.

Investigation

Upon receipt of a grievance, the Department Head shall initiate an investigation. The investigation may include, but is not limited to, interviews, review of notes, records or other written material related to the incident, discussions with grievant and/or grievant's representative and discussions with grievant's supervisor.

Upon completion of the investigation, the Department Head shall prepare a written decision within 20 work days of receipt of the Step 1 filing.

24.04.02 Step 2

If an EMPLOYEE has failed to reach resolution through Step 1 of the grievance procedure, the EMPLOYEE or Union may file a formal Step 2 grievance with the Personnel Officer. The grievance shall be filed within 15 work days following the Employee's/Union's receipt of the Step 1 response.

Upon receipt of a grievance, the Personnel Officer shall initiate an investigation. The investigation may include, but is not limited to, interviews, review of notes, records or other written material related to the incident, discussions with grievant and/or grievant's representative and discussions with grievant's supervisor and department head.

The Personnel Officer shall prepare a written decision within 20 work days of receipt of the Step 2 filing.

24.05 Appeal to Hearing Officer

24.05.01 Time for Filing an Appeal

If a grievance is not resolved satisfactorily at Step 2 the Union may, within 10 work days from receipt of the Personnel Officer's decision, file a written notice of appeal of the grievance to a hearing officer. The notice of request for an appeal shall be filed in writing with the Personnel Officer.

24.05.02 Optional Mediation

The timelines in this section may be held in abeyance if the parties have mutually agreed the grievance lends itself to non-binding mediation. In that instance, a mediator shall be requested from the California State Mediation and Conciliation Service. If mediation does not satisfactorily resolve the matter the Union may, within 5 work days of receipt of the mediator's recommendation, file a written request to resume the hearing officer process with the Personnel Officer.

24.05.03 Selection of Hearing Officer

The parties shall request a Hearing Officer from the State Mediation and Conciliation Service to submit to them a list of seven (7) persons qualified and available to act as a hearing officer. Within five (5) work days of receipt

of the list, the parties shall alternately strike names from such list, with the last remaining name to be the person serving as the hearing officer. The party having first choice to strike a name from the list shall be determined by coin toss.

24.05.04 Hearing and Decision

The Hearing Officer shall hold a hearing, receive evidence and prepare written findings supporting its decision. All efforts shall be made to schedule the hearing within 30 days of the notice of appeal. At the request of either party, the hearing shall be recorded, but not transcribed. Should any party desire a transcript they shall bear the expense of the transcript preparation and shall provide a copy to the other side for no fee.

Upon mutual agreement, the City and the Union may submit briefs to the hearing officer in lieu of a hearing.

The hearing officer's expenses, if any, shall be borne equally by the Union and the City. Each party shall bear the cost of its own presentation.

24.05.05 Evidence

Parties may furnish relevant evidence to the Hearing Officer. Relevant evidence shall be of the sort that a reasonable person would rely upon in the understanding of the rule, regulations or agreement that is the subject of the grievance. Formal rules of evidence do not apply.

24.05.06 Findings

The Hearing Officer shall prepare written findings of fact and recommended resolution of the grievance, specifying the appropriate remedy, if any, as soon as possible after conclusion of the hearing and send those findings to the City Clerk who shall forward the decision to the City Council, the City Manager and to any other official from whose action the appeal was taken, and to the Union.

24.05.07 Finality

The decision of the Hearing Officer is final unless it is appealed to the City Council under subsection 5 below.

24.05.08 Scope of Authority of Hearing Officer

The Hearing Officer shall review all evidence presented and render an impartial decision regarding the grievance. The hearing shall be confined to the interpretation of the explicit section of the Memorandum of Understanding or Personnel Rules and Regulations allegedly misinterpreted or misapplied. The Hearing Officer shall have no authority to add, detract, alter, amend, or in any way modify any provision of the Memorandum of Understanding or Personnel Rules and Regulations.

24.06 Review by City Council

24.06.01 Request for Review

If the City or Union is dissatisfied with the decision of the Hearing Officer, either the City or Union may request a review by the City Council by filing a written request with the City Clerk within 5 work days after receipt of the Hearing Officer's written decision.

24.06.02 City Council Review

If a request is filed, the City Council shall review the Hearing Officer's decision.

24.06.02.1 Time for Review

The City Council shall review the decision within 30 days after receiving the request for review.

24.06.02.2 Scope of Review

The City Council shall review only the written findings and recommendation of the Hearing Officer and the documents presented at that hearing, which shall include the grievance and the City's responses thereto. The City Council may not conduct a new hearing or receive evidence not part of the record of the Hearing Officer.

24.06.02.3 Manner of Review

After reviewing the finding and recommendation of the Hearing Officer and the documents presented at that hearing the City Council shall meet to discuss the matter and make its decision. The meeting shall be open to the public unless it qualifies as a closed session under the Brown Act (Gov. Code sections 54940 et seq.)

24.06.02.4 Decision

The City Council shall render its decision in writing. The decision of the City Council is final.

Signature page follows on next page

Signed:

City of Scotts Valley	Scotts Valley Municipal Employees, SEIU Local 521
By: Mali LaGoe, City Manager	By: Devon King, SEIU Lead Internal Organizer
Approved as to Form:	
By: Kirsten Powell, City Attorney	By: Brian Youmans, SEIU Negotiating Team
	By: Jose Perez, SEIU Negotiating Team
	By: Conner Gera, SEIU Negotiating Team

APPENDIX A:

Agreed Upon Market/Equity Increases.

	First pay full period after July 1, 2024	First full pay period after July 1, 2025	First full pay period after July 1, 2026
ACCOUNTANT I	2.0%	2.0%	2.0%
SENIOR BUILDING INSPECTOR	10.0%	7.0%	3.0%
BUILDING INSPECTOR	10.0%	7.0%	3.0%
CODE ENFORCEMENT OFFICER	10.0%	7.0%	3.0%
ASSOCIATE PLANNER	1.0%	0.5%	0.5%
ASSISTANT PLANNER	2.0%	2.0%	1.0%
SENIOR BUILDING PERMIT TECHNICIAN	8.0%	4.0%	4.0%
BUILDING PERMIT TECHNICIAN	8.0%	4.0%	4.0%
MAINTENANCE SUPERVISOR	5.0%	5.0%	5.0%
MAINTENANCE WORKER III	4.0%	2.0%	2.0%
MAINTENANCE WORKER II	5.0%	4.0%	2.0%
MAINTENANCE WORKER I	5.0%	4.0%	3.0%
LABORER	4.0%	2.0%	2.0%
ASSISTANT CIVIL ENGINEER	6.0%	5.0%	5.0%
ENGINEERING ASSOCIATE	3.0%	2.0%	2.0%
ENGINEERING TECHNICIAN	5.0%	4.0%	3.0%
SENIOR PUBLIC WORKS INSPECTOR	2.0%	2.0%	2.0%
PUBLIC WORKS INSPECTOR	3.0%	3.0%	3.0%
SENIOR WASTEWATER LAB ANALYST	3.0%	2.0%	2.0%
SENIOR WASTEWATER PLANT OPERATOR	1.0%	1.0%	1.0%
WASTEWATER PLANT OPERATOR II	1.0%	1.0%	1.0%
WASTEWATER PLANT OPERATOR I	1.0%	1.0%	1.0%
WASTEWATER PLANT OPERATOR IN TRAINING	1.0%	1.0%	1.0%
SENIOR RECREATION LEADER	26.0%	7.0%	7.0%
RECREATION LEADER	32.0%	8.0%	8.0%
ADMINISTRATIVE SECRETARY /ANALYST	2.0%	2.0%	2.0%
ADMINISTRATIVE ASSISTANT III	3.0%	3.0%	2.0%
ADMINISTRATIVE ASSISTANT II	2.0%	2.0%	1.0%
RECREATION COORDINATOR	1.0%	1.0%	1.0%

EXHIBIT A - CLASSIFICATIONS

Accountant I
Accounting Assistant
Administrative Analyst I
Administrative Analyst II
Administrative Assistant I
Administrative Assistant II
Administrative Assistant III
Administrative Secretary/Analyst (non-confidential)
Assistant Civil Engineer
Assistant Planner
Associate Planner
Building Inspector
Building Permit Technician
Chief Wastewater Plant Operator
Code Enforcement Officer
Engineering Associate
Engineering Technician
Facilities Maintenance Specialist
Laborer
Maintenance Supervisor
Maintenance Worker I
Maintenance Worker II
Maintenance Worker III
Public Works Inspector
Public Works Inspector/Technician
Senior Building Inspector
Senior Building Permit Technician
Senior Public Works Inspector
Senior Recreation Leader
Senior Wastewater Laboratory Analyst
Wastewater Operator I
Wastewater Operator II
Wastewater Plant/Operator-In-Training

RESOLUTION NO. 1955.30

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY
APPROVING THE SALARY SCHEDULE AND CLASSIFICATIONS FOR
FISCAL YEAR 2024-25 to 2026-27**

WHEREAS, City staff continues to analyze the organization's evolving needs; and

WHEREAS, staff have updated the salary schedules to be reflective of salary escalations per the respective agreements; and

WHEREAS, City Council approval is needed to amend a Salary Schedule.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Scotts Valley that the Salary Schedule for Fiscal Year 2024-25 to 2026-27 is hereby approved as attached as Exhibit A.

The above and foregoing resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a meeting held on the 21st day of August 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved:

Randy Johnson, Mayor

Attest:_____
Cathie Simonovich, City Clerk

Exhibit A

CITY OF SCOTTS VALLEY SALARY SCHEDULE: 07/01/2024 - 12/31/2024								
Classification	Bargaining Unit	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
ACCOUNTANT I	SEIU	5,053	5,306	5,571	5,850	6,143	6,450	6,772
ACCOUNTANT II	Mid-Mgmt	6,281	6,595	6,925	7,271	7,635	8,017	8,418
ACCOUNTING ASSISTANT	SEIU	4,168	4,376	4,595	4,825	5,066	5,319	5,585
ADMINISTRATIVE ANALYST I	SEIU	6,141	6,448	6,770	7,108	7,463	7,836	8,228
ADMINISTRATIVE ANALYST II	SEIU	6,980	7,329	7,695	8,080	8,484	8,908	9,353
ADMINISTRATIVE ASSISTANT I	SEIU	4,168	4,376	4,595	4,825	5,066	5,319	5,585
ADMINISTRATIVE ASSISTANT II	SEIU	4,458	4,681	4,915	5,161	5,419	5,690	5,974
ADMINISTRATIVE ASSISTANT III	SEIU	4,847	5,089	5,343	5,610	5,890	6,185	6,494
ADMINISTRATIVE SECRETARY /ANALYST	SEIU	5,036	5,288	5,552	5,830	6,122	6,428	6,749
ADMINISTRATIVE SECRETARY/ANALYST	Mgmt & Conf	5,134	5,391	5,661	5,944	6,241	6,553	6,881
ADMINISTRATIVE SERVICES DIRECTOR	Mgmt & Conf	12,814	13,455	14,128	14,834	15,576	16,355	17,173
ASSISTANT CIVIL ENGINEER	SEIU	6,611	6,942	7,289	7,653	8,036	8,438	8,860
ASSISTANT PLANNER	SEIU	6,180	6,489	6,813	7,154	7,512	7,888	8,282
ASSISTANT TO THE CITY MANAGER	Mgmt & Conf	8,693	9,128	9,584	10,063	10,566	11,094	11,649
ASSOCIATE CIVIL ENGINEER	Mid-Mgmt	8,930	9,377	9,846	10,338	10,855	11,398	11,968
ASSOCIATE PLANNER	SEIU	7,199	7,559	7,937	8,334	8,751	9,189	9,648
BUILDING INSPECTOR	SEIU	5,750	6,038	6,340	6,657	6,990	7,339	7,706
BUILDING OFFICIAL	Mid-Mgmt	10,119	10,625	11,156	11,714	12,300	12,915	13,561
BUILDING PERMIT TECHNICIAN	SEIU	4,501	4,726	4,962	5,210	5,470	5,744	6,031
CITY CLERK	Mgmt & Conf	8,693	9,128	9,584	10,063	10,566	11,094	11,649
CITY ENGINEER	Mid-Mgmt	10,319	10,835	11,377	11,946	12,543	13,170	13,829
CITY MANAGER	Contract	17,320	18,186	19,095	20,050	21,053	22,106	23,211
CIVIL ENGINEER	Mid-Mgmt	8,347	8,764	9,202	9,662	10,145	10,652	11,185
CODE ENFORCEMENT OFFICER	SEIU	5,299	5,564	5,842	6,134	6,441	6,763	7,101
COMMUNITY DEVELOPMENT DIRECTOR	Mgmt & Conf	12,814	13,455	14,128	14,834	15,576	16,355	17,173
DEPUTY CITY CLERK	Mgmt & Conf	6,030	6,331	6,648	6,980	7,329	7,695	8,080
EMERGENCY DISPATCH CLERK I	PBU	5,001	5,251	5,514	5,790	6,079	6,383	6,702
EMERGENCY DISPATCH CLERK II	PBU	5,542	5,819	6,110	6,416	6,737	7,074	7,428
EMERGENCY DISPATCH CLERK III	PBU	5,651	5,934	6,231	6,543	6,870	7,214	7,575
ENGINEERING ASSOCIATE	SEIU	5,705	5,990	6,290	6,604	6,934	7,281	7,645
ENGINEERING TECHNICIAN	SEIU	4,967	5,215	5,476	5,750	6,037	6,339	6,656
FINANCE MANAGER	Mgmt & Conf	9,287	9,751	10,239	10,751	11,289	11,853	12,446
HUMAN RESOURCES MANAGER	Mgmt & Conf	9,287	9,751	10,239	10,751	11,289	11,853	12,446
LABORER	SEIU	3,507	3,682	3,866	4,059	4,262	4,475	4,699
MAINTENANCE DIVISION MANAGER	Mid-Mgmt	8,695	9,130	9,586	10,065	10,568	11,096	11,651
MAINTENANCE SUPERVISOR	SEIU	5,416	5,687	5,971	6,270	6,584	6,913	7,259

CITY OF SCOTTS VALLEY SALARY SCHEDULE: 07/01/2024 - 12/31/2024

Classification	Bargaining Unit	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
MAINTENANCE WORKER I	SEIU	3,723	3,909	4,104	4,309	4,524	4,750	4,987
MAINTENANCE WORKER II	SEIU	4,188	4,397	4,617	4,848	5,090	5,345	5,612
MAINTENANCE WORKER III	SEIU	4,699	4,934	5,181	5,440	5,712	5,998	6,298
POLICE CAPTAIN	Mgmt & Conf	12,443	13,065	13,718	14,404	15,124	15,880	16,674
POLICE CHIEF	Mgmt & Conf	15,261	16,024	16,825	17,666	18,549	19,476	20,450
POLICE LIEUTENANT	PSA	10,962	11,510	12,086	12,690	13,324	13,990	14,690
POLICE OFFICER	PBU	7,352	7,720	8,106	8,511	8,937	9,384	9,853
POLICE OFFICER TRAINEE	PBU	7,352	7,720	8,106	8,511	8,937	9,384	9,853
POLICE SERGEANT	PSA	8,982	9,431	9,903	10,398	10,918	11,464	12,037
PRINCIPAL PLANNER	Mid-Mgmt	8,684	9,118	9,574	10,053	10,556	11,084	11,638
PROJECT MANAGER	Mid-Mgmt	7,894	8,289	8,703	9,138	9,595	10,075	10,579
PUBLIC WORKS DIRECTOR	Mgmt & Conf	12,814	13,455	14,128	14,834	15,576	16,355	17,173
PUBLIC WORKS DIRECTOR/CITY ENG	Mgmt & Conf	13,455	14,128	14,834	15,576	16,355	17,173	18,032
PUBLIC WORKS INSPECTOR	SEIU	5,361	5,629	5,910	6,206	6,516	6,842	7,184
RECREATION COORDINATOR	SEIU	5,210	5,470	5,744	6,031	6,333	6,650	6,982
RECREATION DIVISION MANAGER	Mid-Mgmt	8,526	8,952	9,400	9,870	10,364	10,882	11,426
RECREATION LEADER	SEIU	3,302	3,467	3,640	3,822	4,013	4,214	4,425
SENIOR ACCOUNTANT	Mid-Mgmt	8,278	8,692	9,127	9,583	10,062	10,565	11,093
SENIOR ADMIN ANALYST	Mid-Mgmt	8,726	9,162	9,620	10,101	10,606	11,136	11,693
SENIOR BUILDING INSPECTOR	SEIU	6,403	6,723	7,059	7,412	7,783	8,172	8,581
SENIOR BUILDING PERMIT TECHNICIAN	SEIU	4,925	5,171	5,430	5,701	5,986	6,285	6,599
SENIOR CIVIL ENGINEER	Mid-Mgmt	10,852	11,395	11,965	12,563	13,191	13,851	14,544
SENIOR MANAGEMENT ANALYST	Mid-Mgmt	6,980	7,329	7,695	8,080	8,484	8,908	9,353
SENIOR PLANNER	Mid-Mgmt	8,693	9,128	9,584	10,063	10,566	11,094	11,649
SENIOR PUBLIC WORKS INSPECTOR	SEIU	6,061	6,364	6,682	7,016	7,367	7,735	8,122
SENIOR RECREATION LEADER	SEIU	3,776	3,965	4,163	4,371	4,590	4,820	5,061
SENIOR WASTEWATER LAB ANALYST	SEIU	5,363	5,631	5,913	6,209	6,519	6,845	7,187
SENIOR WASTEWATER PLANT OPERATOR	SEIU	6,536	6,863	7,206	7,566	7,944	8,341	8,758
SERVICES SUPERVISOR	PSA	6,667	7,000	7,350	7,717	8,103	8,508	8,933
WASTEWATER DIVISION MANAGER	Mid-Mgmt	10,853	11,396	11,966	12,564	13,192	13,852	14,545
WASTEWATER LAB/ ENVIRO COMPLIANCE MGR	Mid-Mgmt	7,632	8,014	8,415	8,836	9,278	9,742	10,229
WASTEWATER PLANT OPERATOR I	SEIU	5,179	5,438	5,710	5,996	6,296	6,611	6,942
WASTEWATER PLANT OPERATOR II	SEIU	5,690	5,975	6,274	6,588	6,917	7,263	7,626
WASTEWATER PLANT OPERATOR IN TRAINING	SEIU	4,519	4,745	4,982	5,231	5,493	5,768	6,056

CITY OF SCOTTS VALLEY SALARY SCHEDULE: 01/01/2025 - 06/30/25 (Police Update)

Classification	Bargaining Unit	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
ACCOUNTANT I	SEIU	5,053	5,306	5,571	5,850	6,143	6,450	6,772
ACCOUNTANT II	Mid-Mgmt	6,281	6,595	6,925	7,271	7,635	8,017	8,418
ACCOUNTING ASSISTANT	SEIU	4,168	4,376	4,595	4,825	5,066	5,319	5,585
ADMINISTRATIVE ANALYST I	SEIU	6,141	6,448	6,770	7,108	7,463	7,836	8,228
ADMINISTRATIVE ANALYST II	SEIU	6,980	7,329	7,695	8,080	8,484	8,908	9,353
ADMINISTRATIVE ASSISTANT I	SEIU	4,168	4,376	4,595	4,825	5,066	5,319	5,585
ADMINISTRATIVE ASSISTANT II	SEIU	4,458	4,681	4,915	5,161	5,419	5,690	5,974
ADMINISTRATIVE ASSISTANT III	SEIU	4,847	5,089	5,343	5,610	5,890	6,185	6,494
ADMINISTRATIVE SECRETARY /ANALYST	SEIU	5,036	5,288	5,552	5,830	6,122	6,428	6,749
ADMINISTRATIVE SECRETARY/ANALYST	Mgmt & Conf	5,134	5,391	5,661	5,944	6,241	6,553	6,881
ADMINISTRATIVE SERVICES DIRECTOR	Mgmt & Conf	12,814	13,455	14,128	14,834	15,576	16,355	17,173
ASSISTANT CIVIL ENGINEER	SEIU	6,611	6,942	7,289	7,653	8,036	8,438	8,860
ASSISTANT PLANNER	SEIU	6,180	6,489	6,813	7,154	7,512	7,888	8,282
ASSISTANT TO THE CITY MANAGER	Mgmt & Conf	8,693	9,128	9,584	10,063	10,566	11,094	11,649
ASSOCIATE CIVIL ENGINEER	Mid-Mgmt	8,930	9,377	9,846	10,338	10,855	11,398	11,968
ASSOCIATE PLANNER	SEIU	7,199	7,559	7,937	8,334	8,751	9,189	9,648
BUILDING INSPECTOR	SEIU	5,750	6,038	6,340	6,657	6,990	7,339	7,706
BUILDING OFFICIAL	Mid-Mgmt	10,119	10,625	11,156	11,714	12,300	12,915	13,561
BUILDING PERMIT TECHNICIAN	SEIU	4,501	4,726	4,962	5,210	5,470	5,744	6,031
CITY CLERK	Mgmt & Conf	8,693	9,128	9,584	10,063	10,566	11,094	11,649
CITY ENGINEER	Mid-Mgmt	10,319	10,835	11,377	11,946	12,543	13,170	13,829
CITY MANAGER	Contract	17,320	18,186	19,095	20,050	21,053	22,106	23,211
CIVIL ENGINEER	Mid-Mgmt	8,347	8,764	9,202	9,662	10,145	10,652	11,185
CODE ENFORCEMENT OFFICER	SEIU	5,299	5,564	5,842	6,134	6,441	6,763	7,101
COMMUNITY DEVELOPMENT DIRECTOR	Mgmt & Conf	12,814	13,455	14,128	14,834	15,576	16,355	17,173
DEPUTY CITY CLERK	Mgmt & Conf	6,030	6,331	6,648	6,980	7,329	7,695	8,080
EMERGENCY DISPATCH CLERK I	PBU	5,101	5,356	5,624	5,905	6,200	6,510	6,836
EMERGENCY DISPATCH CLERK II	PBU	5,653	5,936	6,233	6,545	6,872	7,216	7,577
EMERGENCY DISPATCH CLERK III	PBU	5,766	6,054	6,357	6,675	7,009	7,359	7,727
ENGINEERING ASSOCIATE	SEIU	5,705	5,990	6,290	6,604	6,934	7,281	7,645
ENGINEERING TECHNICIAN	SEIU	4,967	5,215	5,476	5,750	6,037	6,339	6,656
FINANCE MANAGER	Mgmt & Conf	9,287	9,751	10,239	10,751	11,289	11,853	12,446
HUMAN RESOURCES MANAGER	Mgmt & Conf	9,287	9,751	10,239	10,751	11,289	11,853	12,446
LABORER	SEIU	3,507	3,682	3,866	4,059	4,262	4,475	4,699
MAINTENANCE DIVISION MANAGER	Mid-Mgmt	8,695	9,130	9,586	10,065	10,568	11,096	11,651
MAINTENANCE SUPERVISOR	SEIU	5,416	5,687	5,971	6,270	6,584	6,913	7,259

CITY OF SCOTTS VALLEY SALARY SCHEDULE: 01/01/2025 - 06/30/25 (Police Update)

Classification	Bargaining Unit	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
MAINTENANCE WORKER I	SEIU	3,723	3,909	4,104	4,309	4,524	4,750	4,987
MAINTENANCE WORKER II	SEIU	4,188	4,397	4,617	4,848	5,090	5,345	5,612
MAINTENANCE WORKER III	SEIU	4,699	4,934	5,181	5,440	5,712	5,998	6,298
POLICE CAPTAIN	Mgmt & Conf	12,443	13,065	13,718	14,404	15,124	15,880	16,674
POLICE CHIEF	Mgmt & Conf	15,261	16,024	16,825	17,666	18,549	19,476	20,450
POLICE LIEUTENANT	PSA	11,181	11,740	12,327	12,943	13,590	14,270	14,984
POLICE OFFICER	PBU	7,499	7,874	8,268	8,681	9,115	9,571	10,050
POLICE OFFICER TRAINEE	PBU	7,499	7,874	8,268	8,681	9,115	9,571	10,050
POLICE SERGEANT	PSA	9,162	9,620	10,101	10,606	11,136	11,693	12,278
PRINCIPAL PLANNER	Mid-Mgmt	8,684	9,118	9,574	10,053	10,556	11,084	11,638
PROJECT MANAGER	Mid-Mgmt	7,894	8,289	8,703	9,138	9,595	10,075	10,579
PUBLIC WORKS DIRECTOR	Mgmt & Conf	12,814	13,455	14,128	14,834	15,576	16,355	17,173
PUBLIC WORKS DIRECTOR/CITY ENG	Mgmt & Conf	13,455	14,128	14,834	15,576	16,355	17,173	18,032
PUBLIC WORKS INSPECTOR	SEIU	5,361	5,629	5,910	6,206	6,516	6,842	7,184
RECREATION COORDINATOR	SEIU	5,210	5,470	5,744	6,031	6,333	6,650	6,982
RECREATION DIVISION MANAGER	Mid-Mgmt	8,526	8,952	9,400	9,870	10,364	10,882	11,426
RECREATION LEADER	SEIU	3,302	3,467	3,640	3,822	4,013	4,214	4,425
SENIOR ACCOUNTANT	Mid-Mgmt	8,278	8,692	9,127	9,583	10,062	10,565	11,093
SENIOR ADMIN ANALYST	Mid-Mgmt	8,726	9,162	9,620	10,101	10,606	11,136	11,693
SENIOR BUILDING INSPECTOR	SEIU	6,403	6,723	7,059	7,412	7,783	8,172	8,581
SENIOR BUILDING PERMIT TECHNICIAN	SEIU	4,925	5,171	5,430	5,701	5,986	6,285	6,599
SENIOR CIVIL ENGINEER	Mid-Mgmt	10,852	11,395	11,965	12,563	13,191	13,851	14,544
SENIOR MANAGEMENT ANALYST	Mid-Mgmt	6,980	7,329	7,695	8,080	8,484	8,908	9,353
SENIOR PLANNER	Mid-Mgmt	8,693	9,128	9,584	10,063	10,566	11,094	11,649
SENIOR PUBLIC WORKS INSPECTOR	SEIU	6,061	6,364	6,682	7,016	7,367	7,735	8,122
SENIOR RECREATION LEADER	SEIU	3,776	3,965	4,163	4,371	4,590	4,820	5,061
SENIOR WASTEWATER LAB ANALYST	SEIU	5,363	5,631	5,913	6,209	6,519	6,845	7,187
SENIOR WASTEWATER PLANT OPERATOR	SEIU	6,536	6,863	7,206	7,566	7,944	8,341	8,758
SERVICES SUPERVISOR	PSA	6,799	7,139	7,496	7,871	8,265	8,678	9,112
WASTEWATER DIVISION MANAGER	Mid-Mgmt	10,853	11,396	11,966	12,564	13,192	13,852	14,545
WASTEWATER LAB/ ENVIRO COMPLIANCE MGR	Mid-Mgmt	7,632	8,014	8,415	8,836	9,278	9,742	10,229
WASTEWATER PLANT OPERATOR I	SEIU	5,179	5,438	5,710	5,996	6,296	6,611	6,942
WASTEWATER PLANT OPERATOR II	SEIU	5,690	5,975	6,274	6,588	6,917	7,263	7,626
WASTEWATER PLANT OPERATOR IN TRAINING	SEIU	4,519	4,745	4,982	5,231	5,493	5,768	6,056

CITY OF SCOTTS VALLEY SALARY SCHEDULE: 07/01/2025 - 06/30/2026

Classification	Bargaining Unit	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
ACCOUNTANT I	SEIU	5,309	5,574	5,853	6,146	6,453	6,776	7,115
ACCOUNTANT II	Mid-Mgmt	6,503	6,828	7,169	7,527	7,903	8,298	8,713
ACCOUNTING ASSISTANT	SEIU	4,293	4,508	4,733	4,970	5,218	5,479	5,753
ADMINISTRATIVE ANALYST I	SEIU	6,324	6,640	6,972	7,321	7,687	8,071	8,475
ADMINISTRATIVE ANALYST II	SEIU	7,190	7,549	7,926	8,322	8,738	9,175	9,634
ADMINISTRATIVE ASSISTANT I	SEIU	4,293	4,508	4,733	4,970	5,218	5,479	5,753
ADMINISTRATIVE ASSISTANT II	SEIU	4,683	4,917	5,163	5,421	5,692	5,977	6,276
ADMINISTRATIVE ASSISTANT III	SEIU	5,141	5,398	5,668	5,951	6,249	6,561	6,889
ADMINISTRATIVE SECRETARY /ANALYST	SEIU	5,290	5,554	5,832	6,124	6,430	6,752	7,090
ADMINISTRATIVE SECRETARY/ANALYST	Mgmt & Conf	5,501	5,776	6,065	6,368	6,686	7,020	7,371
ADMINISTRATIVE SERVICES DIRECTOR	Mgmt & Conf	13,464	14,137	14,844	15,586	16,365	17,183	18,042
ASSISTANT CIVIL ENGINEER	SEIU	7,150	7,508	7,883	8,277	8,691	9,126	9,582
ASSISTANT PLANNER	SEIU	6,492	6,817	7,158	7,516	7,892	8,287	8,701
ASSISTANT TO THE CITY MANAGER	Mgmt & Conf	8,953	9,401	9,871	10,365	10,883	11,427	11,998
ASSOCIATE CIVIL ENGINEER	Mid-Mgmt	9,243	9,705	10,190	10,700	11,235	11,797	12,387
ASSOCIATE PLANNER	SEIU	7,452	7,825	8,216	8,627	9,058	9,511	9,987
BUILDING INSPECTOR	SEIU	6,338	6,655	6,988	7,337	7,704	8,089	8,493
BUILDING OFFICIAL	Mid-Mgmt	10,683	11,217	11,778	12,367	12,985	13,634	14,316
BUILDING PERMIT TECHNICIAN	SEIU	4,820	5,061	5,314	5,580	5,859	6,152	6,460
CITY CLERK	Mgmt & Conf	8,953	9,401	9,871	10,365	10,883	11,427	11,998
CITY ENGINEER	Mid-Mgmt	11,214	11,775	12,364	12,982	13,631	14,313	15,029
CITY MANAGER	Mgmt & Conf	17,840	18,732	19,669	20,652	21,685	22,769	23,907
CIVIL ENGINEER	Mid-Mgmt	9,070	9,524	10,000	10,500	11,025	11,576	12,155
CODE ENFORCEMENT OFFICER	SEIU	5,839	6,131	6,438	6,760	7,098	7,453	7,826
COMMUNITY DEVELOPMENT DIRECTOR	Mgmt & Conf	13,464	14,137	14,844	15,586	16,365	17,183	18,042
DEPUTY CITY CLERK	Mgmt & Conf	6,211	6,522	6,848	7,190	7,549	7,926	8,322
EMERGENCY DISPATCH CLERK I	PBU	5,306	5,571	5,850	6,143	6,450	6,772	7,111
EMERGENCY DISPATCH CLERK II	PBU	5,883	6,177	6,486	6,810	7,150	7,507	7,882
EMERGENCY DISPATCH CLERK III	PBU	5,997	6,297	6,612	6,943	7,290	7,655	8,038
ENGINEERING ASSOCIATE	SEIU	5,994	6,294	6,609	6,939	7,286	7,650	8,032
ENGINEERING TECHNICIAN	SEIU	5,321	5,587	5,866	6,159	6,467	6,790	7,130
FINANCE MANAGER	Mgmt & Conf	9,949	10,446	10,968	11,516	12,092	12,697	13,332
HUMAN RESOURCES MANAGER	Mgmt & Conf	9,949	10,446	10,968	11,516	12,092	12,697	13,332
LABORER	SEIU	3,685	3,869	4,062	4,265	4,478	4,702	4,937
MAINTENANCE DIVISION MANAGER	Mid-Mgmt	9,358	9,826	10,317	10,833	11,375	11,944	12,541
MAINTENANCE SUPERVISOR	SEIU	5,858	6,151	6,459	6,782	7,121	7,477	7,851

CITY OF SCOTTS VALLEY SALARY SCHEDULE: 07/01/2025 - 06/30/2026

Classification	Bargaining Unit	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
MAINTENANCE WORKER I	SEIU	3,987	4,186	4,395	4,615	4,846	5,088	5,342
MAINTENANCE WORKER II	SEIU	4,486	4,710	4,946	5,193	5,453	5,726	6,012
MAINTENANCE WORKER III	SEIU	4,938	5,185	5,444	5,716	6,002	6,302	6,617
POLICE CAPTAIN	Mgmt & Conf	12,815	13,456	14,129	14,835	15,577	16,356	17,174
POLICE CHIEF	Mgmt & Conf	15,719	16,505	17,330	18,196	19,106	20,061	21,064
POLICE LIEUTENANT	PSA	11,862	12,455	13,078	13,732	14,419	15,140	15,897
POLICE OFFICER	PBU	7,955	8,353	8,771	9,210	9,670	10,154	10,662
POLICE OFFICER TRAINEE	PBU	7,955	8,353	8,771	9,210	9,670	10,154	10,662
POLICE SERGEANT	PSA	9,720	10,206	10,716	11,252	11,815	12,406	13,026
PRINCIPAL PLANNER	Mid-Mgmt	9,348	9,815	10,306	10,821	11,362	11,930	12,527
PROJECT MANAGER	Mid-Mgmt	8,498	8,923	9,369	9,837	10,329	10,845	11,387
PUBLIC WORKS DIRECTOR	Mgmt & Conf	13,464	14,137	14,844	15,586	16,365	17,183	18,042
PUBLIC WORKS DIRECTOR/CITY ENG	Mgmt & Conf	14,137	14,844	15,586	16,365	17,183	18,042	18,944
PUBLIC WORKS INSPECTOR	SEIU	5,687	5,971	6,270	6,584	6,913	7,259	7,622
RECREATION COORDINATOR	SEIU	5,419	5,690	5,975	6,274	6,588	6,917	7,263
RECREATION DIVISION MANAGER	Mid-Mgmt	9,001	9,451	9,924	10,420	10,941	11,488	12,062
RECREATION LEADER	SEIU	3,673	3,857	4,050	4,252	4,465	4,688	4,922
SENIOR ACCOUNTANT	Mid-Mgmt	8,567	8,995	9,445	9,917	10,413	10,934	11,481
SENIOR ADMIN ANALYST	Mid-Mgmt	9,030	9,482	9,956	10,454	10,977	11,526	12,102
SENIOR BUILDING INSPECTOR	SEIU	7,057	7,410	7,781	8,170	8,578	9,007	9,457
SENIOR BUILDING PERMIT TECHNICIAN	SEIU	5,274	5,538	5,815	6,106	6,411	6,732	7,069
SENIOR CIVIL ENGINEER	Mid-Mgmt	11,232	11,794	12,384	13,003	13,653	14,336	15,053
SENIOR MANAGEMENT ANALYST	Mid-Mgmt	7,224	7,585	7,964	8,362	8,780	9,219	9,680
SENIOR PLANNER	Mid-Mgmt	8,997	9,447	9,919	10,415	10,936	11,483	12,057
SENIOR PUBLIC WORKS INSPECTOR	SEIU	6,368	6,686	7,020	7,371	7,740	8,127	8,533
SENIOR RECREATION LEADER	SEIU	4,162	4,370	4,589	4,818	5,059	5,312	5,578
SENIOR WASTEWATER LAB ANALYST	SEIU	5,634	5,916	6,212	6,523	6,849	7,191	7,551
SENIOR WASTEWATER PLANT OPERATOR	SEIU	6,798	7,138	7,495	7,870	8,264	8,677	9,111
SERVICES SUPERVISOR	PSA	7,074	7,428	7,799	8,189	8,598	9,028	9,479
WASTEWATER DIVISION MANAGER	Mid-Mgmt	11,233	11,795	12,385	13,004	13,654	14,337	15,054
WASTEWATER LAB/ ENVIRO COMPLIANCE MGR	Mid-Mgmt	8,137	8,544	8,971	9,420	9,891	10,386	10,905
WASTEWATER PLANT OPERATOR I	SEIU	5,389	5,658	5,941	6,238	6,550	6,878	7,222
WASTEWATER PLANT OPERATOR II	SEIU	5,919	6,215	6,526	6,852	7,195	7,555	7,933

CITY OF SCOTTS VALLEY SALARY SCHEDULE: 07/01/2026 - 12/31/2026

Classification	Bargaining Unit	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
ACCOUNTANT I	SEIU	5,578	5,857	6,150	6,457	6,780	7,119	7,475
ACCOUNTANT II	Mid-Mgmt	6,730	7,066	7,419	7,790	8,180	8,589	9,018
ACCOUNTING ASSISTANT	SEIU	4,422	4,643	4,875	5,119	5,375	5,644	5,926
ADMINISTRATIVE ANALYST I	SEIU	6,513	6,839	7,181	7,540	7,917	8,313	8,729
ADMINISTRATIVE ANALYST II	SEIU	7,404	7,774	8,163	8,571	9,000	9,450	9,923
ADMINISTRATIVE ASSISTANT I	SEIU	4,422	4,643	4,875	5,119	5,375	5,644	5,926
ADMINISTRATIVE ASSISTANT II	SEIU	4,871	5,115	5,371	5,640	5,922	6,218	6,529
ADMINISTRATIVE ASSISTANT III	SEIU	5,400	5,670	5,954	6,252	6,565	6,893	7,238
ADMINISTRATIVE SECRETARY /ANALYST	SEIU	5,558	5,836	6,128	6,434	6,756	7,094	7,449
ADMINISTRATIVE SECRETARY/ANALYST	Mgmt & Conf	5,666	5,949	6,246	6,558	6,886	7,230	7,592
ADMINISTRATIVE SERVICES DIRECTOR	Mgmt & Conf	13,867	14,560	15,288	16,052	16,855	17,698	18,583
ASSISTANT CIVIL ENGINEER	SEIU	7,733	8,120	8,526	8,952	9,400	9,870	10,363
ASSISTANT PLANNER	SEIU	6,754	7,092	7,447	7,819	8,210	8,621	9,052
ASSISTANT TO THE CITY MANAGER	Mgmt & Conf	9,223	9,684	10,168	10,676	11,210	11,770	12,358
ASSOCIATE CIVIL ENGINEER	Mid-Mgmt	9,568	10,046	10,548	11,075	11,629	12,210	12,821
ASSOCIATE PLANNER	SEIU	7,714	8,100	8,505	8,930	9,377	9,846	10,338
BUILDING INSPECTOR	SEIU	6,723	7,059	7,412	7,783	8,172	8,581	9,010
BUILDING OFFICIAL	Mid-Mgmt	11,057	11,610	12,190	12,799	13,439	14,111	14,817
BUILDING PERMIT TECHNICIAN	SEIU	5,163	5,421	5,692	5,977	6,276	6,590	6,920
CITY CLERK	Mgmt & Conf	9,223	9,684	10,168	10,676	11,210	11,770	12,358
CITY ENGINEER	Mid-Mgmt	12,188	12,797	13,437	14,109	14,814	15,555	16,333
CITY MANAGER	Mgmt & Conf	18,373	19,292	20,257	21,270	22,334	23,451	24,624
CIVIL ENGINEER	Mid-Mgmt	9,857	10,350	10,867	11,410	11,981	12,580	13,209
CODE ENFORCEMENT OFFICER	SEIU	6,195	6,505	6,830	7,172	7,531	7,908	8,303
COMMUNITY DEVELOPMENT DIRECTOR	Mgmt & Conf	13,867	14,560	15,288	16,052	16,855	17,698	18,583
DEPUTY CITY CLERK	Mgmt & Conf	6,396	6,716	7,052	7,405	7,775	8,164	8,572
EMERGENCY DISPATCH CLERK I	PBU	5,574	5,853	6,146	6,453	6,776	7,115	7,471
EMERGENCY DISPATCH CLERK II	PBU	6,179	6,488	6,812	7,153	7,511	7,887	8,281
EMERGENCY DISPATCH CLERK III	PBU	6,302	6,617	6,948	7,295	7,660	8,043	8,445
ENGINEERING ASSOCIATE	SEIU	6,296	6,611	6,942	7,289	7,653	8,036	8,438
ENGINEERING TECHNICIAN	SEIU	5,645	5,927	6,223	6,534	6,861	7,204	7,564
FINANCE MANAGER	Mgmt & Conf	10,657	11,190	11,749	12,336	12,953	13,601	14,281
HUMAN RESOURCES MANAGER	Mgmt & Conf	10,657	11,190	11,749	12,336	12,953	13,601	14,281
LABORER	SEIU	3,871	4,065	4,268	4,481	4,705	4,940	5,187
MAINTENANCE DIVISION MANAGER	Mid-Mgmt	9,686	10,170	10,678	11,212	11,773	12,362	12,980
MAINTENANCE SUPERVISOR	SEIU	6,336	6,653	6,986	7,335	7,702	8,087	8,491

CITY OF SCOTTS VALLEY SALARY SCHEDULE: 07/01/2026 - 12/31/2026

Classification	Bargaining Unit	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
MAINTENANCE WORKER I	SEIU	4,229	4,440	4,662	4,895	5,140	5,397	5,667
MAINTENANCE WORKER II	SEIU	4,713	4,949	5,196	5,456	5,729	6,015	6,316
MAINTENANCE WORKER III	SEIU	5,189	5,448	5,720	6,006	6,306	6,621	6,952
POLICE CAPTAIN	Mgmt & Conf	13,200	13,860	14,553	15,281	16,045	16,847	17,689
POLICE CHIEF	Mgmt & Conf	16,190	17,000	17,850	18,742	19,679	20,663	21,696
POLICE LIEUTENANT	PSA	12,585	13,214	13,875	14,569	15,297	16,062	16,865
POLICE OFFICER	PBU	8,440	8,862	9,305	9,770	10,259	10,772	11,311
POLICE OFFICER TRAINEE	PBU	8,440	8,862	9,305	9,770	10,259	10,772	11,311
POLICE SERGEANT	PSA	10,312	10,828	11,369	11,937	12,534	13,161	13,819
PRINCIPAL PLANNER	Mid-Mgmt	9,675	10,159	10,667	11,200	11,760	12,348	12,965
PROJECT MANAGER	Mid-Mgmt	8,794	9,234	9,696	10,181	10,690	11,225	11,786
PUBLIC WORKS DIRECTOR	Mgmt & Conf	13,867	14,560	15,288	16,052	16,855	17,698	18,583
PUBLIC WORKS DIRECTOR/CITY ENG	Mgmt & Conf	14,560	15,288	16,052	16,855	17,698	18,583	19,512
PUBLIC WORKS INSPECTOR	SEIU	6,033	6,335	6,652	6,985	7,334	7,701	8,086
RECREATION COORDINATOR	SEIU	5,638	5,920	6,216	6,527	6,853	7,196	7,556
RECREATION DIVISION MANAGER	Mid-Mgmt	9,316	9,782	10,271	10,785	11,324	11,890	12,484
RECREATION LEADER	SEIU	4,086	4,290	4,505	4,730	4,966	5,214	5,475
SENIOR ACCOUNTANT	Mid-Mgmt	8,867	9,310	9,776	10,265	10,778	11,317	11,883
SENIOR ADMIN ANALYST	Mid-Mgmt	9,348	9,815	10,306	10,821	11,362	11,930	12,526
SENIOR BUILDING INSPECTOR	SEIU	7,487	7,861	8,254	8,667	9,100	9,555	10,033
SENIOR BUILDING PERMIT TECHNICIAN	SEIU	5,650	5,933	6,230	6,541	6,868	7,211	7,572
SENIOR CIVIL ENGINEER	Mid-Mgmt	11,626	12,207	12,817	13,458	14,131	14,838	15,580
SENIOR MANAGEMENT ANALYST	Mid-Mgmt	7,476	7,850	8,243	8,655	9,088	9,542	10,019
SENIOR PLANNER	Mid-Mgmt	9,312	9,778	10,267	10,780	11,319	11,885	12,479
SENIOR PUBLIC WORKS INSPECTOR	SEIU	6,690	7,024	7,375	7,744	8,131	8,538	8,965
SENIOR RECREATION LEADER	SEIU	4,587	4,816	5,057	5,310	5,576	5,855	6,148
SENIOR WASTEWATER LAB ANALYST	SEIU	5,919	6,215	6,526	6,852	7,195	7,555	7,933
SENIOR WASTEWATER PLANT OPERATOR	SEIU	7,073	7,427	7,798	8,188	8,597	9,027	9,478
SERVICES SUPERVISOR	PSA	7,431	7,803	8,193	8,603	9,033	9,485	9,959
WASTEWATER DIVISION MANAGER	Mid-Mgmt	11,627	12,208	12,818	13,459	14,132	14,839	15,581
WASTEWATER LAB/ ENVIRO COMPLIANCE MGR	Mid-Mgmt	8,675	9,109	9,564	10,042	10,544	11,071	11,625
WASTEWATER PLANT OPERATOR I	SEIU	5,607	5,887	6,181	6,490	6,814	7,155	7,513
WASTEWATER PLANT OPERATOR II	SEIU	6,159	6,467	6,790	7,130	7,486	7,860	8,253

CITY OF SCOTTS VALLEY SALARY SCHEDULE: 01/01/2027 - 06/30/2027 (Police Update)

Classification	Bargaining Unit	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
ACCOUNTANT I	SEIU	5,578	5,857	6,150	6,457	6,780	7,119	7,475
ACCOUNTANT II	Mid-Mgmt	6,730	7,066	7,419	7,790	8,180	8,589	9,018
ACCOUNTING ASSISTANT	SEIU	4,422	4,643	4,875	5,119	5,375	5,644	5,926
ADMINISTRATIVE ANALYST I	SEIU	6,513	6,839	7,181	7,540	7,917	8,313	8,729
ADMINISTRATIVE ANALYST II	SEIU	7,404	7,774	8,163	8,571	9,000	9,450	9,923
ADMINISTRATIVE ASSISTANT I	SEIU	4,422	4,643	4,875	5,119	5,375	5,644	5,926
ADMINISTRATIVE ASSISTANT II	SEIU	4,871	5,115	5,371	5,640	5,922	6,218	6,529
ADMINISTRATIVE ASSISTANT III	SEIU	5,400	5,670	5,954	6,252	6,565	6,893	7,238
ADMINISTRATIVE SECRETARY /ANALYST	SEIU	5,558	5,836	6,128	6,434	6,756	7,094	7,449
ADMINISTRATIVE SECRETARY/ANALYST	Mgmt & Conf	5,666	5,949	6,246	6,558	6,886	7,230	7,592
ADMINISTRATIVE SERVICES DIRECTOR	Mgmt & Conf	13,867	14,560	15,288	16,052	16,855	17,698	18,583
ASSISTANT CIVIL ENGINEER	SEIU	7,733	8,120	8,526	8,952	9,400	9,870	10,363
ASSISTANT PLANNER	SEIU	6,754	7,092	7,447	7,819	8,210	8,621	9,052
ASSISTANT TO THE CITY MANAGER	Mgmt & Conf	9,223	9,684	10,168	10,676	11,210	11,770	12,358
ASSOCIATE CIVIL ENGINEER	Mid-Mgmt	9,568	10,046	10,548	11,075	11,629	12,210	12,821
ASSOCIATE PLANNER	SEIU	7,714	8,100	8,505	8,930	9,377	9,846	10,338
BUILDING INSPECTOR	SEIU	6,723	7,059	7,412	7,783	8,172	8,581	9,010
BUILDING OFFICIAL	Mid-Mgmt	11,057	11,610	12,190	12,799	13,439	14,111	14,817
BUILDING PERMIT TECHNICIAN	SEIU	5,163	5,421	5,692	5,977	6,276	6,590	6,920
CITY CLERK	Mgmt & Conf	9,223	9,684	10,168	10,676	11,210	11,770	12,358
CITY ENGINEER	Mid-Mgmt	12,188	12,797	13,437	14,109	14,814	15,555	16,333
CITY MANAGER	Mgmt & Conf	18,373	19,292	20,257	21,270	22,334	23,451	24,624
CIVIL ENGINEER	Mid-Mgmt	9,857	10,350	10,867	11,410	11,981	12,580	13,209
CODE ENFORCEMENT OFFICER	SEIU	6,195	6,505	6,830	7,172	7,531	7,908	8,303
COMMUNITY DEVELOPMENT DIRECTOR	Mgmt & Conf	13,867	14,560	15,288	16,052	16,855	17,698	18,583
DEPUTY CITY CLERK	Mgmt & Conf	6,396	6,716	7,052	7,405	7,775	8,164	8,572
EMERGENCY DISPATCH CLERK I	PBU	5,686	5,970	6,269	6,582	6,911	7,257	7,620
EMERGENCY DISPATCH CLERK II	PBU	6,304	6,619	6,950	7,297	7,662	8,045	8,447
EMERGENCY DISPATCH CLERK III	PBU	6,429	6,750	7,087	7,441	7,813	8,204	8,614
ENGINEERING ASSOCIATE	SEIU	6,296	6,611	6,942	7,289	7,653	8,036	8,438
ENGINEERING TECHNICIAN	SEIU	5,645	5,927	6,223	6,534	6,861	7,204	7,564
FINANCE MANAGER	Mgmt & Conf	10,657	11,190	11,749	12,336	12,953	13,601	14,281
HUMAN RESOURCES MANAGER	Mgmt & Conf	10,657	11,190	11,749	12,336	12,953	13,601	14,281
LABORER	SEIU	3,871	4,065	4,268	4,481	4,705	4,940	5,187
MAINTENANCE DIVISION MANAGER	Mid-Mgmt	9,686	10,170	10,678	11,212	11,773	12,362	12,980
MAINTENANCE SUPERVISOR	SEIU	6,336	6,653	6,986	7,335	7,702	8,087	8,491

CITY OF SCOTTS VALLEY SALARY SCHEDULE: 01/01/2027 - 06/30/2027 (Police Update)

Classification	Bargaining Unit	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
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MAINTENANCE WORKER II	SEIU	4,713	4,949	5,196	5,456	5,729	6,015	6,316
MAINTENANCE WORKER III	SEIU	5,189	5,448	5,720	6,006	6,306	6,621	6,952
POLICE CAPTAIN	Mgmt & Conf	13,200	13,860	14,553	15,281	16,045	16,847	17,689
POLICE CHIEF	Mgmt & Conf	16,190	17,000	17,850	18,742	19,679	20,663	21,696
POLICE LIEUTENANT	PSA	12,836	13,478	14,152	14,860	15,603	16,383	17,202
POLICE OFFICER	PBU	8,610	9,040	9,492	9,967	10,465	10,988	11,537
POLICE OFFICER TRAINEE	PBU	8,610	9,040	9,492	9,967	10,465	10,988	11,537
POLICE SERGEANT	PSA	10,518	11,044	11,596	12,176	12,785	13,424	14,095
PRINCIPAL PLANNER	Mid-Mgmt	9,675	10,159	10,667	11,200	11,760	12,348	12,965
PROJECT MANAGER	Mid-Mgmt	8,794	9,234	9,696	10,181	10,690	11,225	11,786
PUBLIC WORKS DIRECTOR	Mgmt & Conf	13,867	14,560	15,288	16,052	16,855	17,698	18,583
PUBLIC WORKS DIRECTOR/CITY ENG	Mgmt & Conf	14,560	15,288	16,052	16,855	17,698	18,583	19,512
PUBLIC WORKS INSPECTOR	SEIU	6,033	6,335	6,652	6,985	7,334	7,701	8,086
RECREATION COORDINATOR	SEIU	5,638	5,920	6,216	6,527	6,853	7,196	7,556
RECREATION DIVISION MANAGER	Mid-Mgmt	9,316	9,782	10,271	10,785	11,324	11,890	12,484
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SENIOR ACCOUNTANT	Mid-Mgmt	8,867	9,310	9,776	10,265	10,778	11,317	11,883
SENIOR ADMIN ANALYST	Mid-Mgmt	9,348	9,815	10,306	10,821	11,362	11,930	12,526
SENIOR BUILDING INSPECTOR	SEIU	7,487	7,861	8,254	8,667	9,100	9,555	10,033
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SENIOR WASTEWATER LAB ANALYST	SEIU	5,919	6,215	6,526	6,852	7,195	7,555	7,933
SENIOR WASTEWATER PLANT OPERATOR	SEIU	7,073	7,427	7,798	8,188	8,597	9,027	9,478
SERVICES SUPERVISOR	PSA	7,579	7,958	8,356	8,774	9,213	9,674	10,158
WASTEWATER DIVISION MANAGER	Mid-Mgmt	11,627	12,208	12,818	13,459	14,132	14,839	15,581
WASTEWATER LAB/ ENVIRO COMPLIANCE MGR	Mid-Mgmt	8,675	9,109	9,564	10,042	10,544	11,071	11,625
WASTEWATER PLANT OPERATOR I	SEIU	5,607	5,887	6,181	6,490	6,814	7,155	7,513
WASTEWATER PLANT OPERATOR II	SEIU	6,159	6,467	6,790	7,130	7,486	7,860	8,253

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: 8/21/2024
TO: Honorable Mayor and City Council
FROM: Rodolfo Onchi, Public Works Director
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Local Assistance Procedures Manual (LAPM) Compliance**

SUMMARY OF ISSUE

The California Department of Transportation (Caltrans), is responsible for the design, construction, maintenance, and operation of California's transportation system. Caltrans partially facilitates these responsibilities through the Local Assistance Procedures Manual (LAPM). LAPM is intended to assist California Local Public Agencies (LPAs) scope, organize, design, construct, and maintain local public transportation facilities utilizing Federal Highway Administration federal-aid or state funding. The LAPM describes the required processes, procedures, documents, authorizations, approvals, and certifications to receive federal aid and/or state funds. In order to comply with LAMP the City of Scotts Valley commits to the following policy as outlined in Form 9-A (attachment A):

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts.
- To create a level playing field on which DBE's can compete fairly for DOT-assisted contracts.
- To ensure that the DBE participation percentage is narrowly tailored, in accordance with applicable law.
- To ensure that only firms that fully meet 49 CFR 26 eligibility standards are permitted to participate as DBEs.
- To help remove barriers to the participation of DBEs in Federal-aid contracts.
- To assist the development of firms that can compete successfully in the marketplace outside the DBE Program.

Form 9-A must be approved by the City Council to authorize the City Manager to execute the implementation agreement. Form 9-A discusses the Disadvantaged Business Enterprise (DBE) Program. Caltrans is required under 49 CFR 26 to administer a DBE Program. The DBE Program is intended to ensure a level playing field and foster equal opportunity in federal-aid contracts. As a result, LPAs must complete Form 9-A: DBE Implementation Agreement for Local Agencies annually.

As part of Form 9-A a Disadvantaged Business Enterprise (DBE) Liaison Officer (DBELO)

must be designated. The DBELO is responsible for implementing the DBE Program Plan as it pertains to the City of Scotts Valley to ensure the plan is fully and properly advised concerning DBE Program Plan matters. Staff has selected the City's Senior Administrative Analyst.

FISCAL IMPACT

There is no fiscal impact on the General Fund.

STAFF RECOMMENDATION

It is recommended City Council authorize the City Manager to enter into the Caltrans Form 9-A DBE Implementation Agreement for Local Agencies and designate the City's Senior Administrative Analyst as the DBELO.

TABLE OF CONTENTS

1. Caltrans Form 9-A DBE Implementation Agreement for Local Agencies

Exhibit 9-A: DBE Implementation Agreement for Local Agencies**CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)
DISADVANTAGED BUSINESS ENTERPRISE (DBE) IMPLEMENTATION AGREEMENT**

For the City/County of Scotts Valley, hereinafter referred to as "SUB-RECIPIENT."

I. Definition of Terms

The terms used in this agreement have the meanings defined in 49 CFR 26.5.

II. Objective/Policy Statement (49 CFR 26.1 and 26.23)

SUB-RECIPIENT intends to receive federal financial assistance from the U. S. Department of Transportation (DOT) through the California Department of Transportation (Caltrans), and as a condition of receiving this assistance, SUB-RECIPIENT will sign the California Department of Transportation Disadvantaged Business Enterprise Implementation Agreement (hereinafter referred to as Agreement). SUB-RECIPIENT agrees to implement the State of California, Department of Transportation Disadvantaged Business Enterprise (DBE) Program Plan (hereinafter referred to as the DBE Program Plan) as it pertains to Local Agencies. The DBE Program Plan is based on U.S. Department of Transportation (DOT), 49 CFR 26 requirements. It is the policy of SUB-RECIPIENT to ensure that DBEs, as defined in 49 CFR 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also SUB-RECIPIENT's policy:

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts.
- To create a level playing field on which DBE's can compete fairly for DOT-assisted contracts.
- To ensure that the DBE participation percentage is narrowly tailored, in accordance with applicable law.
- To ensure that only firms that fully meet 49 CFR 26 eligibility standards are permitted to participate as DBEs.
- To help remove barriers to the participation of DBEs in Federal-aid contracts.
- To assist the development of firms that can compete successfully in the market place outside the DBE Program.

III. Nondiscrimination (49 CFR 26.7)

SUB-RECIPIENT will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR 26 on the basis of race, color, sex, or national origin. In administering the Local Agency components of the DBE Program Plan, SUB-RECIPIENT will not, directly, or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE Program Plan with respect to individuals of a particular race, color, sex, or national origin.

IV. Annual DBE Submittal Form (49 CFR 26.21)

SUB-RECIPIENT will provide to the Caltrans District Local Assistance Engineer (DLAE) a completed Local Agency DBE Annual Submittal Form (Exhibit 9-B), by June 30 of each year for the following Federal Fiscal Year (FFY). This form must include the name, phone number, email address of the designated Disadvantaged Business Enterprise Liaison Officer (DBELO), and the choice of Prompt Pay Provision to be used by SUB-RECIPIENT for the following FFY.

V. Race-Neutral Means of Meeting Caltrans Overall Statewide Annual DBE Goal (49 CFR 26.51(a))

Caltrans expects SUB-RECIPIENT to meet the maximum feasible portion of Caltrans Overall Statewide Annual DBE Goal through race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes when a DBE wins a prime contract through customary competitive procurement procedures, is awarded a subcontract on a prime contract that does not carry a DBE goal, or even if there is a DBE goal, wins a subcontract from a prime contractor that did not consider its DBE status in making the award (e.g., a prime contractor that uses a strict low-bid system to award subcontracts). Race-neutral means include, but are not limited to, the following:

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate the participation of DBE and other small businesses (e.g., unbundling large contracts to make them more accessible to small businesses, requiring or encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces);
2. Providing assistance in overcoming limitations such as inability to obtain bonding or financing (e.g., by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and providing services to help DBEs and other small businesses obtain bonding and financing);
3. Providing technical assistance and other services;
4. Carrying out information and communication programs on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs and other small businesses on SUB-RECIPIENT mailing lists of bidders; ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors; provision of information in languages other than English, where appropriate);
5. Implementing a supportive services program to develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses;
6. Providing services to help DBEs and other small businesses improve long-term development, increase opportunities to participate in a variety of types of work, handle increasingly significant projects, and achieve eventual self-sufficiency;
7. Establishing a program to assist new, start-up firms, particularly in fields in which DBE participation has historically been low;
8. Ensuring distribution of your DBE directory through print and electronic means to the widest feasible universe of potential prime contractors; and

9. Assisting DBEs and other small businesses to develop their capability to utilize emerging technology and conduct business through electronic media.

VI. Race-Conscious Means of Meeting Caltrans Overall Statewide Annual DBE Goal (49 CFR 26.51(d))

SUB-RECIPIENT must establish DBE contract goals to meet any portion of Caltrans Overall Statewide Annual DBE Goal that cannot be achieved through race-neutral means.

VII. Quotas (49 CFR 26.43)

SUB-RECIPIENT will not use quotas or set-asides in any way in the administration of the Local Agency component of the DBE Program Plan.

VIII. DBE Liaison Officer (DBELO) (49 CFR 26.25)

SUB-RECIPIENT has designated a DBE Liaison Officer. The DBELO is responsible for implementing the DBE Program Plan as it pertains to the SUB-RECIPIENT, and ensures that the SUB-RECIPIENT is fully and properly advised concerning DBE Program Plan matters. [Specify resources available to the DBELO; e.g., the DBELO has a staff of two professional employees assigned to the DBE program on a full-time basis and two support personnel who devote a portion of their time to the program.] The name, address, telephone number, email address, and an organization chart displaying the DBELO's position in the organization are found in Attachment A to this Agreement. This information will be updated annually and included on the DBE Annual Submittal Form.

The DBELO is responsible for developing, implementing, and monitoring the SUB-RECIPIENT's requirements of the DBE Program Plan in coordination with other appropriate officials. Duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to determine DBE contract goals.
4. Ensures that bid notices and requests for proposals are made available to DBEs in a timely manner.
5. Analyzes DBE participation and identifies ways to encourage participation through race-neutral means.
6. Participates in pre-bid meetings.
7. Advises the CEO/governing body on DBE matters and DBE race-neutral issues.
8. Provides DBEs with information and recommends sources to assist in preparing bids, obtaining bonding and insurance.
9. Plans and participates in DBE training seminars.
10. Provides outreach to DBEs and community organizations to fully advise them of contracting opportunities.

IX. Federal Financial Assistance Agreement Assurance (49 CFR 26.13)

Each agreement SUB-RECIPIENT signs with Caltrans must include the following assurance: The SUB-RECIPIENT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract, or in the administration of its DBE Program, or the requirements of 49 CFR 26. The SUB-RECIPIENT shall take all necessary and reasonable steps under 49 CFR 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The SUB-RECIPIENT's DBE Program, as required by 49 CFR 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the SUB-RECIPIENT of its failure to carry out its approved program, Caltrans may impose sanctions as provided for under 49 CFR 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Each contract Sub-recipient signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the Sub-recipient deems appropriate.

X. DBE Financial Institutions (49 CFR 26.27)

SUB-RECIPIENT must investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions.

Information on the availability of such institutions can be obtained from the DBELO. The Caltrans Disadvantaged Business Enterprise Program may offer assistance to the DBELO.

XI. Directory (49 CFR 26.31)

SUB-RECIPIENT will refer interested persons to the Unified Certification Program DBE directory available from the Caltrans Disadvantaged Business Enterprise Program's [website](#).

XII. Required Contract Clauses (49 CFR 26.13 and 26.29)

For the purpose of this section, contractor also means consultant, and subcontractor also includes subconsultant. For prompt payment, the following State regulations are referenced: the California Business and Professions Code (CBPC), California Public Contract Code (CPCC) and California Civil Code (CCC).

SUB-RECIPIENT ensures that the following clauses or equivalent will be included in each DOT-assisted prime contract:

A. Contract Assurance

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as SUB-RECIPIENT deems appropriate.

NOTE: This language is to be used verbatim, as is stated in Exhibit 12-G: Required Federal-aid Contract Language. See also 49 CFR 26.13(b).

B. Prompt Payment**Prompt Progress Payment to Subcontractors**

The Local Agency shall require contractors and subcontractors [to pay their subcontractors within seven \(7\) days for construction contracts, and within fifteen \(15\) days for consultant contracts, after receiving each progress payment](#). Any delay or postponement of payment may take place only for good cause and with the Local Agency's prior written approval. Any violation of [these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions and remedies specified in Section 7108.5 of the CBPC and Section 10262 of the CPCC for construction contract, and Section 3321 of the CCC for consultant contract](#). This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

Prompt Payment of Withheld Funds to Subcontractors

The Local Agency shall ensure prompt and full payment of retainage from the prime contractor to the subcontractor within [seven \(7\) days for construction contracts, or within fifteen \(15\) days for consultant contracts](#) after the subcontractor's work is satisfactorily completed and accepted. This shall be accompanied by including; either (1), (2), or (3) of the following provisions [Local Agency equivalent will need Caltrans approval] in their federal-aid contracts to ensure prompt and full payment of retainage [withheld funds] to subcontractors in compliance with 49 CFR 26.29.

1. No retainage will be held by the Local Agency from progress payments due to the prime contractor. Prime contractors and subcontractors are prohibited from holding retainage from subcontractors. Any delay or postponement of payment may take place only for good cause and with the Local Agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the [CBPC and Section 10262 of the CPCC for construction contracts, and Section 3321 of the CCC for consultant contracts](#). This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

2. No retainage will be held by the Local Agency from progress payments due to the prime contractor. Any retainage kept by the prime contractor or by a subcontractor must be paid in full to the earning subcontractor [within seven \(7\) days for construction contracts, or within fifteen \(15\) days for consultant contracts](#) after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment may take place only for good cause and with the Local Agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and remedies specified in Section 7108.5 of the [CBPC and Section 10262 of the CPCC for construction contracts, and Section 3321 of the CCC for consultant contracts](#). This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.
3. The Local Agency shall hold retainage from the prime contractor and shall make prompt and regular incremental acceptances of portions, as determined by the Local Agency of the contract work and pay retainage to the prime contractor based on these acceptances. The prime contractor or subcontractor shall return all monies withheld in retention from all subcontractors within [seven \(7\) days for construction contracts, or within fifteen \(15\) days for consultant contracts](#) after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the Local Agency. Any delay or postponement of payment may take place only for good cause and with the Local Agency's prior written approval. Any violation of these provisions shall subject the violating prime contractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the [CBPC and Section 10262 of the CPCC for construction contracts, and Section 3321 of the CCC for consultant contracts](#). This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of: a dispute involving late payment or nonpayment by the contractor; deficient subcontractor performance; and/or noncompliance by a subcontractor. This clause applies to both DBE and non-DBE subcontractors.

[Any violation of these provisions shall subject the violating prime contractor or subcontractor to the penalties, sanctions and other remedies specified therein. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the prime contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the prime contractor, deficient subcontract performance, or noncompliance by a subcontractor.](#)

XIII. Local Assistance Procedures Manual (LAPM)

The SUB-RECIPIENT will advertise, award and administer Federal-aid contracts in accordance with the current [Local Assistance Procedures Manual \(LAPM\)](#) including [Forms and Exhibits](#).

XIV. Vehicle Manufacturers/Specialized Equipment (§26.49)

If Federal-aid contracts will include vehicle/specialized equipment procurements, SUB-RECIPIENT will require each vendor, as a condition of being authorized to bid or propose on vehicle/specialized equipment procurements, to certify that it has complied with the requirements of 49 CFR 26.69.

XV. Reporting to the DLAE

SUB-RECIPIENT will promptly submit a copy of the Consultant Proposal DBE Commitment (Exhibit 10-O1) at the time of award of the consultant contract.

SUB-RECIPIENT will promptly submit a copy of Consultant Contract DBE Information (Exhibit 10-O2) or the Local Agency Bidder DBE Commitment (Construction Contracts) (Exhibit 15-G) to the DLAE within 30 days after execution of consultant or construction contract.

SUB-RECIPIENT will promptly submit a copy of the Final Report-Utilization of DBE, First-Tier Subcontractors (Exhibit 17-F) of the LAPM, immediately upon completion of each consultant or construction contract.

XVI. Certification (§26.83(a))

SUB-RECIPIENT ensures that only DBE firms currently certified by the California Unified Certification Program (CUCP) will participate as DBEs on Federal-aid contracts.

XVII. Confidentiality

SUB-RECIPIENT will safeguard from disclosure to third parties, information that may reasonably be regarded as confidential business information consistent with federal, state, and local laws.

XVIII. Prompt Payment from the Local Agency to the Contractors (California Public Contract Code §20104.50)

The Local Agency shall make any progress payment within **30 days** after receipt of an undisputed and properly submitted payment request from a contractor on a construction contract. If the Local Agency fails to pay promptly, the Local Agency shall pay interest to the contractor, which accrues at the rate of 10 percent per annum on the principal amount of a money judgment remaining unsatisfied. Upon receipt of a payment request, the Local Agency shall act in accordance with both of the following:

- (1) Each payment request shall be reviewed by the Local Agency as soon as practicable after receipt for the purpose of determining that the payment request is a proper payment request.
- (2) Any payment request determined not to be a proper payment request suitable for payment shall be returned to the contractor as soon as practicable, but not later than **seven (7) days**, after receipt. A request returned pursuant to this paragraph shall be accompanied by a document setting forth in writing the reasons why the payment request is not proper.

By: _____ Date: _____
(Signature)

(Print Name and Title)
ADMINISTERING AGENCY
(Authorized Governing Body Representative)

Phone #: _____

This California Department of Transportation's Disadvantaged Business Enterprise Program
Implementation Agreement is accepted by:

(Signature of DLAE)

Date: _____

(Print Name of DLAE)

Distribution: (1) Original – DLAE
(2) Signed copy by the DLAE – Local Agency



CITY OF SCOTTS VALLEY

PUBLIC WORKS DEPARTMENT

701 Lundy Lane • Scotts Valley • California • 95066
Phone (831) 438-5854 • www.scottsvally.org

August 21, 2024

SUBJECT: DISADVANTAGED BUSINESS ENTERPRISE (DBE) LIAISON OFFICER

The City of Scotts Valley has designated a Disadvantaged Business Enterprise (DBE) Liaison Officer (DBELO) listed below. The DBELO is responsible for implementing the DBE Program Plan as it pertains to the City of Scotts Valley and ensures the plan is fully and properly advised concerning DBE Program Plan matters.

The City of Scotts Valley assigns Senior Administrative Analyst, Carly Blanchard

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City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: 8/21/2024
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager
APPROVED: Mali LaGoe, City Manager
SUBJECT: Adoption of the City of Scotts Valley Parks Master Plan

SUMMARY OF ISSUE

Background

The previous City of Scotts Valley Parks Master Plan was completed in 1996, with an attempt to update it in 2012. Following the closure of the Recreation Division due to the COVID pandemic, the City hired Management Partners to create a Restoration Plan for the Division. This plan included 24 recommendations, one of which (Recommendation 20) was to develop an updated Parks Master Plan.

In January 2023, the City contracted with Odell Engineering to develop Scotts Valley's new Parks Master Plan. Odell Engineering has extensive experience in planning, designing, and constructing community infrastructure, including parks and public spaces.

Throughout the year, the Recreation staff and the Parks Master Plan Subcommittee of the Parks & Recreation Commission have met to guide the development of the draft plan.

Purpose and Scope

The core purpose of the Parks Master Plan (PMP) is to provide City staff with a usable action plan that captures the needs assessment of the community and supports a vibrant future of the City's park system. The scope of work does not include specific park plans or allocating funds to individual projects.

The PMP delivers 3 distinct sections: Inventory of existing parks & benchmark cities comparisons, needs assessment & analysis, and recommendations.

Existing Parks Inventory & Benchmark Cities Comparisons

Compared to the 3 benchmark cities, Parks and Recreation fares average. Similar to the benchmark cities, Scotts Valley boasts a diverse park system with 253.75 acres, including developed and undeveloped parkland, 10 parks, 2 community centers, 1 community pool, 1 performing arts center and 1 community garden. Despite having the lowest staffing among benchmark cities, Scotts Valley's Recreation Division effectively manages programs through local partnerships.

Needs Assessment & Summary of Analysis & Key Themes

Site visits, public feedback and surveys were key in formulating accurate analysis of the needs of the community. Residents highly value City parks and seek improvements, particularly in high-use areas like Skypark and Siltanen. The top three improvements respondents would like the City to prioritize are:

- Improve general maintenance in existing parks
- Improve existing fields
- Improve bike/pedestrian circulation between neighborhoods and parks

Key survey insights show that over 75% of respondents are residents, with frequent visits to parks like Skypark and Siltanen Park. Top concerns include outdated amenities and lack of programs.

Recommendations, Funding Mechanisms, & Implementation

The plan recommends prioritizing improvements in existing parks and pursuing partnerships, joint-use agreements and other funding opportunities. A park scoring system was developed to prioritize enhancements based on various metrics.

To ensure the success of the Parks Master Plan, an implementation table of specific improvements and recommendations have been identified for each park. Cost ranges, priority rankings, and types of projects are displayed. The table is intended to serve as a guide where the City can make park planning decisions based on available funding, priority, and type of project.

Joint Session

In May, a joint session of the City Council and Parks and Recreation Commission was held to review the 90% draft. Feedback from the meeting, along with additional input from the commission, council, and staff, was provided to the consultant to finalize the Parks Master Plan. The final draft was then presented and reviewed at the August 15th Parks and Recreation Commission meeting where the Commission recommended it for approval by City Council.

Next Steps

Over the next year, staff will use the implementation table to help prioritize improvements to existing parks based on available funding and the type of project. Projects identified in the City's CIP such as Al Shugart Park build-out and the Skypark big kid playground will lead the priority list. As other priorities and funding sources are identified, they will be added to the City's CIP for future year prioritization.

While staff work on delivering park improvement projects, other top recommendations will be worked on, including:

Development of Parks Maintenance Standards to ensure a measurable system to improve maintenance of our parks. Maintenance Manager

A joint use agreement with the school district will be pursued to allow for more recreation programs to be offered to the public at school facilities that offer unique amenities such as sports courts. Recreation Manager, City Manager and City School Subcommittee

Expanded recreation program with signature events	Recreation Division Staff
Ongoing outreach to partner organizations to expand program offerings and fill service gaps	Recreation Manager

While the 2024 Parks Master Plan focuses on community feedback to improve existing parks, it also provides recommendations to expand and diversify the park amenities. The individual park recommendations lists considerations for each park based on the community needs. This frameworks allows staff to evaluate each park to re-envision how they can be better utilized to serve the community which meets the City's General Plan Policies.

The Parks Master Plan, in alignment with the General Plan, is a guide to help the City carefully manage the City's parks assets and recreation offerings and provide safe, accessible, and equitable recreational opportunities to promote healthy lifestyles for years to come.

FISCAL IMPACT

There is no fiscal impact to adopting the City of Scotts Valley Parks Master Plan. The development of this plan was previously approved and funded with Parks DIF funds. Future individual projects will be budgeted in the City's annual budget and Capital Improvement Plan and be considered by the City Council through the standard budget and contract approval process.

STAFF RECOMMENDATION

Staff and the Parks and Recreation Commission recommend the City Council approve Resolution No. 2050 adopting the 2024 Parks Master Plan.

TABLE OF CONTENTS

1. Parks Master Plan Final
2. Resolution No. 2050 Parks Master Plan 2024



CITY OF SCOTTS VALLEY

PARKS & RECREATION MASTER PLAN

AUGUST 2024



ACKNOWLEDGMENTS

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CITY OF SCOTTS VALLEY **PARKS & RECREATION** **MASTER PLAN**

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TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION	11
PURPOSE.....	13
ABOUT CITY OF SCOTTS VALLEY	14
GOALS OF THE PARKS MASTER PLAN.....	15
EXECUTIVE SUMMARY	16
CONCLUSION	20
CHAPTER 2: CONTEXT	21
PHYSICAL SETTING.....	23
HISTORICAL ROOTS.....	23
ECONOMY AND BUSINESS.....	23
INCOME AND POVERTY	23
DEMOGRAPHICS.....	24
LOCAL PLANNING POLICY CONTEXT	26
CHAPTER 3: BEST PRACTICES & DESIGN GUIDELINES	33
BENCHMARK COMMUNITIES	35
SAFETY & SECURITY	40
ENVIRONMENTAL SUSTAINABILITY	42
QUIMBY ACT	42
TRENDS IN PARKS AND RECREATION	43
CHAPTER 4: INVENTORY	49
EXISTING PARKS AND FACILITIES SYSTEM.....	51
LEVEL OF SERVICE (LOS) STANDARDS.....	54
PARK TYPOLOGY	55
RECREATION DIVISION	59
CURRENT PARK PROJECTS	61
CHAPTER 5: NEEDS ASSESSMENT & ANALYSIS.....	63
PUBLIC ENGAGEMENT PROCESS.....	65
PUBLIC SURVEY HIGHLIGHTS.....	70
NEEDS ASSESSMENT AND ANALYSIS.....	74
PARK DISTRIBUTION AND GAPS IN SERVICE.....	77
SUMMARY OF NEEDS ASSESSMENT	83
CHAPTER 6: RECOMMENDATIONS.....	85
PARK AND FACILITY RECOMMENDATIONS.....	87
PARK SCORING.....	90
RECREATIONAL PROGRAM RECOMMENDATIONS	96
FISCAL CONTEXT	97
FUNDING MECHANISMS	98
ADD. CONSIDERATIONS FOR DEVELOPING PUBLIC PARKS AND OPEN SPACE.....	104
PRELIMINARY PARK RECOMMENDATIONS.....	105
IMPLEMENTATION FRAMEWORK.....	111
CONCLUSION	115
REFERENCES	116
APPENDIX A: PARK SITES & FACILITIES MATRIX.....	119
APPENDIX B: PARK SCORING.....	123
APPENDIX C: PUBLIC OUTREACH RESULTS	129

LIST OF FIGURES

FIGURE 4.0 EXISTING PARKS & FACILITIES MAP.....	53
FIGURE 5.0 FLASHVOTE SURVEY RESPONSES.....	68
FIGURE 5.1 PUBLIC SURVEY HIGHLIGHTS.....	70
FIGURE 5.2 IMPORTANCE VS SATISFACTION: BENEFITS OF PARKS & OPEN SPACE	72
FIGURE 5.3 IMPORTANCE VS SATISFACTION: FEATURES & AMENITIES	73
FIGURE 5.4 PREFERRED RECREATIONAL PROGRAMS BY SURVEY RESPONDENTS.....	75
FIGURE 5.5 EXISTING PARKS HALF-MILE SERVICE MAP	78
FIGURE 5.6 EXISTING DEVELOPED PARKS HALF-MILE SERVICE MAP	79
FIGURE 5.7 EXISTING DEVELOPED PARKS HALF-MILE SERVICE OVER TOPOGRAPHY MAP	81
FIGURE 5.8 EXISTING DEVELOPED PARKS HALF-MILE SERVICE OVER ZONING MAP	82
FIGURE 6.0 SEVEN SCORING METRICS	91
FIGURE 6.1 RECOMMENDED AREAS OF FOCUS TO CLOSE GAPS.....	94
FIGURE 6.2 RECOMMENDED AREAS OF FOCUS TO CLOSE GAPS ENLARGEMENT	95
FIGURE 6.3 INDIVIDUAL PARK RECOMMENDATIONS.....	106

LIST OF TABLES

TABLE 1.0 PARK SCORES FOR EXISTING PARKS.....	19
TABLE 2.0 SCOTTS VALLEY AGE DISTRIBUTION – 2010 TO 2021 COMPARISON.....	24
TABLE 2.1 SCOTTS VALLEY RACIAL DISTRIBUTION – 2010 TO 2021 COMPARISON.....	25
TABLE 2.2 SCOTTS VALLEY ANNUAL PROPOSED BUDGET EXPENDITURES OF THE PAST FIVE YEARS.....	25
TABLE 2.3 RECOMMENDATIONS FOR SITE FEATURES BY PARK SITE OR FACILITY	30
TABLE 2.4 TOTAL SITE FEATURES ACCESSIBLE RECOMMENDATIONS.....	31
TABLE 2.5 PARK SITE RECOMMENDATIONS.....	31
TABLE 3.0 BENCHMARK CITY COMPARISON TABLE	35
TABLE 3.1 STAFFING BUDGET AND FTE AMONG BENCHMARK CITIES FY 2022–23	36
TABLE 3.2 PARKS CURRENT LEVEL OF SERVICE STANDARDS COMPARISON AMONG BENCHMARK CITIES	37
TABLE 3.3 PARK ACREAGE COMPARISON WITH BENCHMARK CITIES	37
TABLE 3.4 NUMBER OF PARKS AND PARKS TYPOLOGY COMPARISON AMONG BENCHMARK CITIES.....	38
TABLE 3.5 NUMBER OF RECREATION FACILITIES COMPARISON AMONG BENCHMARK CITIES.....	39
TABLE 3.6 RECREATIONAL AMENITIES IN PARKS AMONG BENCHMARK CITIES.....	39
TABLE 4.0 DEVELOPED AND UNDEVELOPED PARKS TERMINOLOGY.....	51
TABLE 4.1 EXISTING PARKS LIST	52
TABLE 4.2 EXISTING COMMUNITY FACILITIES/POOL LIST.....	52
TABLE 4.3 CITY OF SCOTTS VALLEY LEVEL OF SERVICE STANDARDS WITH 2020 AND 2033 GOALS.....	55
TABLE 4.4 FUTURE PLANNED PARKS & POTENTIAL PARK SITES	58
TABLE 4.5 FUTURE FACILITIES.....	58
TABLE 4.6 COMMUNITY CENTER RENTAL FEE SCHEDULE FY 2022–23	60
TABLE 4.7 SILTANEN PARK POOL AND SENIOR CENTER RENTAL FEE SCHEDULE FY 2022–23.....	60
TABLE 4.8 GAZEBOs AND RENTAL FEE SCHEDULE FY 2022–23	61
TABLE 6.0 PARK SCORES FOR EXISTING PARKS	92
TABLE 6.1 PARKS MASTER PLAN RECREATIONAL PROGRAMS AND SERVICES RECOMMENDATIONS	96
TABLE 6.2 FUNDING SOURCES FOR CURRENT PARK PROJECTS	99
TABLE 6.3 EXAMPLES OF SPECIAL TAXES	103
TABLE 6.4 IMPLEMENTATION TABLE	112



CHAPTER 1

INTRODUCTION

INTRODUCTION

Great parks make cities healthy, livable, and enjoyable. The Scotts Valley Parks Master Plan is a planning guide on how the City of Scotts Valley can meet the community needs, interests, aspirations, and goals related to parks and recreation for the next 5 to 10 years. This document is meant to be dynamic in nature and to serve as a road map to manage parks and recreation assets for the City's future.

The City has evolved since the adoption of the previous Parks Master Plan prepared in 1996. It is even more timely for the inception and adoption of the 2024 Parks Master Plan as the City continues to re-emerge from a post pandemic world and adapt to new circumstances. In the last 27 years, Scotts Valley has undergone a major transformation, becoming more urban and growing gradually in population size, shaping the community's identity and their changing recreation needs. The City of Scotts Valley strives to provide high-quality, unique recreational experiences and park amenities for its community and beyond.

PURPOSE

The Parks Master Plan serves as a guiding document for how the City of Scotts Valley can anticipate, as well as plan and prepare for, the growing and diverse needs of the community regarding parks and recreation. It is meant to be forward-thinking and innovative, providing City staff strategic ways to systematically manage their parks system and recreational programming. The Parks Master Plan seeks to encompass the vision of the City's planning efforts and to create a parks system that everyone can recreate and experience in.

The core purpose of the Parks Master Plan is to provide City staff a usable, realistic action plan that captures the needs assessment of the community and supports a vibrant future of the City's park system. The Parks Master Plan also strives to accommodate current and future public uses of City's parks and recreational offerings and create safe, accessible, and equitable opportunities for everyone to enjoy. Ultimately, the Parks Master Plan aims to provide improved experiences and unique recreational opportunities so all members of the community can interact with the Scotts Valley parks and recreation system.

While the Scotts Valley Parks Master Plan does not provide specific park plans or specifically designate funding to projects, the Parks Master Plan does provide general recommendations of park improvements, along with a prioritization of park improvements based on community feedback and analysis using a park scoring tool.

Individual park recommendations and consideration of community needs for each park are also presented. Refer to "Chapter 6: Recommendations" for park scoring results, which shows a list of parks to prioritize for improvements and recommendations of park improvements. This chapter also provides an implementation table that outlines preliminary associated project costs of park improvements and priority ranking of each improvement for individual parks.

During the Parks Master Plan project, the Scotts Valley General Plan was also in the process of being updated. Recommendations and findings from the Parks Master Plan helped inform policies related to parks and recreation to be included in the 2023 General Plan update. Ensuring the Parks Master Plan is consistent with other City policies and documents is critical in guiding City staff with a shared vision moving forward.

ABOUT CITY OF SCOTTSVALLEY

The City of Scotts Valley has been proudly serving the Scotts Valley community since the City was incorporated in 1966. The Recreation Division is currently part of the Public Works Department and is responsible for administering recreation programs. The Recreation Division intends to provide high-quality recreation programming that includes children and adult activities, ranging from sports to crafts, to music and aquatics. The Parks Master Plan aspires to support the Recreation Division's vision and presents recommendations that allow people to access, explore, and engage with the City's unique parks and recreation system.

The Recreation Division has an advisory board in the Parks and Recreation Commission. The Commission consists of five members appointed by City Council. It was established for the purpose of advising the City Council on matters concerning City parks, open space, recreation, arts, cultural activities, and/or other park and recreation services.

At the onset of the COVID-19 pandemic in March 2020, nearly all of the City's recreation programs came to a halt due to restrictions requiring shutdown. A majority of the City's full- and part-time recreation staff were also laid off. Understanding the need to restore recreational opportunities for their residents, the City engaged Management Partners, a consulting firm, to prepare a report on the necessary steps to reactivate the Recreation Division.

Guided by the [2021 Recreation Services Assessment and Restoration Report](#) prepared by Management Partners, the Recreation Division has been taking steps to restore and reshape its recreational offerings during the writing of the Parks Master Plan. A focus of the Parks Master Plan effort was to better understand the specific types of programs and recreation the community would be interested in seeing more of.

Value & Benefits of the City's Parks and Recreation System

Meaningful parks and recreation make healthy, vibrant cities and enhance the quality of life for all people. Good, quality parks and recreation improve mental and physical health, provide opportunities for building community with social activities, and protect natural resources. Parks are valuable to communities because they encourage active lifestyles for all ages, make neighborhoods attractive, and contribute to the local economy. There are innumerable health, social, environmental, and economic benefits parks and recreation provide, so it is important that cities design parks in ways that promote participation and encourage use.

A city's parks system should be equitable, accessible, safe, and convenient for all members of the community, regardless of one's age, ability, background, or location. Parks and recreational opportunities should reflect the communities' diverse needs and values and provide recreational opportunities that are compatible with everyone. This is to ensure everyone has access to the same benefits from a city's parks and recreation system. Investments in park improvements, new development, and programs should support the goals of the City and the community, now and in the future.

Nestled in the unique topography and rolling hills of the Santa Cruz Mountains, Scotts Valley serves as a major gateway for San Lorenzo Valley and the Big Basin Area. Surrounded by wooded hills, the Scotts Valley community has many different opportunities to recreate, enjoy, and engage with the City's parks and recreation system. This system currently serves a highly engaging community of over 12,000 residents who enjoy the diverse opportunities to recreate at parks, facilities, and trails in Scotts Valley.

Scotts Valley currently has 10 City-owned parks that consist of community parks, neighborhood parks, mini parks, and trails. There are many ways for people to interact and connect with the natural environment since over 80% of the City parks total acreage are “undeveloped,” preserving the abundant natural and scenic resources. A geographic challenge is that Scotts Valley is bisected by the Highway 17 corridor, where the east and west sides of the city have historically been disconnected from one another, as well as extensive mountain slopes that are unsuitable for sport courts and fields. Most of the City’s parks and facilities are located on the west side of the highway.

There are two large Community Parks: Siltanen Park on the north side and Skypark on the south side of the city, both west of Highway 17. These two parks offer similar amenities with a few specialty items described in “Chapter 4: Inventory.”

GOALS OF THE PARKS MASTER PLAN

There are five key goals as defined by the City that will contribute to the success and outcome of the Parks Master Plan project. These guiding goals will ensure that the City can provide quality parks and recreation for its community for the next decade, using the guidance of the Scotts Valley Parks Master Plan.

Key goals of the Parks Master Plan are:

1. Identify park and recreational needs and priorities through public engagement and input.
2. Develop best practices and design guidelines that will inform future improvements and expansion.
3. Consider trends in parks and recreation.
4. Provide recommendations for City implementation of projects and programs.
5. Ensure consistency with other planning documents.

Participation from the community is a critical part of the Parks Master Plan. Community participation helps to understand public interest and gather ideas of what the future of Scotts Valley parks and recreation could be. Other key goals include ensuring recreational offerings are diverse and equitable, identifying priority parks for improvements, effectively utilizing funding mechanisms, and engaging in best practices for long-term sustainability.

EXECUTIVE SUMMARY

INTRODUCTION TO THE SCOTTS VALLEY PARKS MASTER PLAN

The 2024 Scotts Valley Parks Master Plan is a planning document that will guide the City of Scotts Valley on the strategic ways to systematically manage their parks system and recreational programming. The document is meant to be forward-thinking and innovative in a way where the City of Scotts Valley can prepare, plan, and anticipate the growing and diverse needs of the community regarding parks and recreation.

The core purpose of the Parks Master Plan is to provide City staff a usable, realistic action plan that captures the needs assessment of the community and supports a vibrant future of the City's park system. The Scotts Valley Parks Master Plan does not provide specific park plans or specifically designate funding to projects. During the Park Master Plan project, the Scotts Valley General Plan was also in the process of being updated. Recommendations and findings from the Parks Master Plan helped inform policies related to parks and recreation in the 2023 General Plan update. Ensuring the Parks Master Plan is consistent with other City policies and documents is critical in guiding City staff with a shared vision moving forward.

EXISTING PARKS INVENTORY & BENCHMARK CITIES COMPARISONS

The City of Scotts Valley has a diverse park system many residents of the community and visitors to the area use and enjoy for passive and active recreation, including parks, trails, and open space. The current park system consists of 253.75 park acres, with 44.75 acres of developed parkland and 209 of undeveloped parkland.

As inventoried in February 2023, the City currently owns ten parks, two community centers, one community pool, one other facility, and one community garden. The park classifications adopted by the City are as follows:

- Community Parks
- Neighborhood Parks
- Mini Parks
- Open Space, Trails, and Undeveloped Parks

Parks and recreation at the City of Scotts Valley fares average when compared to benchmark cities. Similar to the benchmark cities, the City provides diverse park typologies, recreational opportunities, and facilities for their residents. The Level of Service (LOS) standard and the park acreage of developed park lands also meets the average. While current staffing within the Scotts Valley Recreation Division is the lowest among benchmark cities, the staffing works with the City's budget and organization. The Recreation Division is currently restoring recreational programs through local partnerships and service providers.

PLANNING PROCESS & COMMUNITY ENGAGEMENT SUMMARY

This document was informed by primary research including site visits, presentations and public feedback at community meetings, and public surveys. The public engagement process intended to identify areas of particular strength within the parks system and areas that needed improvement. A key part of the public input process was to better understand recreational programming and needs from the community because the Recreation Division was in the process of restructuring the programs.

Three outreach meetings were held in April 2023, and they were intended to educate the community

about the Parks Master Plan, encourage survey participation, and gather feedback from the community about the City's park system and what programs they would like to see in the future. The meetings were held at different times and locations to add flexibility for attendees and to engage as many different members of the community as much as possible.

An online survey was conducted from late April to mid-May 2023 over a monthlong period and was available in both English and Spanish formats. The survey was meant to gather demographic information, park use and experience, satisfaction and needs regarding the City's parks, and priorities for recreational programming. There was a total of 899 participants in the survey—there were 899 completed in English and 0 were completed in Spanish. The rate of participation leads to above a 95% level of confidence.

NEEDS ASSESSMENT & SUMMARY OF ANALYSIS & KEY THEMES

Overall, many Scotts Valley residents value City parks, like to engage in diverse recreation activities, and frequent parks that provide their favorite amenities or activities. A common sentiment among respondents are to improve existing parks in general and to provide additional maintenance or repairs at high-use areas, such as sports fields. Increasing quantity of courts, along with adding site specific improvements, such as shade, were also expressed by respondents. This indicates that the Scotts Valley parks and amenities are heavily visited and used for both active and passive recreation. This trend will likely continue as the population continues to grow in the coming decades, so it is important for the City of Scotts Valley to incorporate and prioritize park improvements to meet current and anticipated demand.

KEY INSIGHTS FROM SURVEY

- Over 75% of respondents were Scotts Valley residents and 25% were visitors.
- A majority of respondents live near Skypark and about 20% live near Siltanen Park.
- More than half of respondents visit Scotts Valley parks and recreational facilities more than two times a week.
- Skypark was the most visited by respondents. Siltanen Park was the second most visited and Glenwood Open Space ranked third.
- About **98% of respondents** generally regard providing opportunities to **enjoy nature/the outdoors as very or somewhat important.**
- The **top three concerns** when visiting City's parks were **amenities were outdated, lack of amenities, and lack of programs and events that interest me.**
- 81% of respondents regard restrooms as very important.
- Hiking, walking, and swimming are top activities respondents enjoy.
- The **top three improvements** respondents would like the City to prioritize are to **improve existing parks in general, improve existing fields, and improve bike/pedestrian circulation between neighborhoods and parks.**
- The top three classes/programs respondents would like offered were swimming, art, and fitness/exercise/training.
- A majority of respondents would like to see additional programs for adult and teens/tweens.

At the time of writing this Parks Master Plan, the Recreation Division has been able to provide new and unique programs, events, and opportunities for the 2023 Fall/Winter season. Based on feedback from community meetings, FlashVote results, and the online survey, a strong sentiment from the public regarding recreation programming was the desire for a swim program. Aquatics was the top recreational program respondents would like to see and the re-opening of Siltanen Pool will satisfy a much needed core amenity for the community.

Other highly rated recreational programs and/or classes the community would like offered are soccer, art, and fitness/exercise/training. The top non-traditional sport programs the community would like to see offered are pickleball, mountain biking, bocce ball, and rock climbing. As the Recreation Division rebuilds their programs after being shut down during the pandemic, it is important to consider implementing fees for program participation and to offer programming for different age groups, as discussed in “Chapter 3: Best Practices.” Offering a diverse set of programs can also attract different user groups.

Based on the park distribution analysis maps, there are notable gaps where neighborhoods lack a developed park space within a 10-minute walk. Due to current zoning and limited land availability, filling in these gaps will be a major challenge.

RECOMMENDATIONS, FUNDING MECHANISMS, & FINANCIAL PROJECTIONS/OVERVIEW

Best practices and national trends findings, site inventory observations, community outreach results, needs assessment, and analysis maps will guide the recommendations for how the City can prioritize park improvements. These will also inform the categories for a park scoring system that use metrics tailored to the unique makeup and needs of the community. General recommendations are provided, including inclusion and accessibility at parks, playgrounds and equipment, and amenities.

Recommendations

A common sentiment from survey respondents are to improve existing parks and with limited land availability, it is recommended for the City to prioritize park improvements at existing parks. Because many City-owned parks are heavily visited and used for both active and passive recreation, it is beneficial for both residents and visitors to recreate at parks they already enjoy and go to. Both general recommendations and individual park recommendations for adding new amenities, courts, and other programs are further discussed in “Chapter 6: Recommendations.”

Park Scoring

The quality of a park system should be considered when analyzing parks on a holistic level. While parks may be categorized based on typology, each park offers different amenities, hosts different recreation classes, serves different demographics, and accommodates different communities. To better understand and develop a method for prioritization based on park value and opportunity, this Parks Master Plan utilizes a scoring system that analyzes different metrics. The community’s unique demographics, public input results, observations from site investigations, and spatial mapping analysis were factored into the creation of these metrics. The seven park scoring metrics with associated points are:

1. Programming (5 points)
2. Quantity of Amenities (10 points)
3. Lack of Usability (10 points)
4. Code Infractions (10 points)
5. Community Activation (5 points)
6. Revenue Generators
7. Connectivity (5 points)

Using the scoring metrics, the park scores for existing parks are provided below.

TABLE 1.0 PARK SCORES FOR EXISTING PARKS*		
SCORE	PARK NAME	TPOLOGY
5.3	SILTANEN PARK	COMMUNITY
5.1	SKYPARK	COMMUNITY
3.8	MACDORSA PARK	NEIGHBORHOOD
2.7	HOCUS POCUS PARK	MINI PARK
2	VERN HART FISHING PARK	MINI PARK
1.9	SHUGART PARK	NEIGHBORHOOD
1.9	LODATO PARK	TRAIL
1.8	GATEWAY NORTH PARK	MINI PARK
0.9	GLENWOOD OPEN SPACE TRAILS	TRAIL
0.8	POLO RANCH PARK	MINI PARK

* It is important to note that a higher score means greater needs of improvements.

Refer to “Appendix B: Park Scoring” for a detailed park scoring table with a numeric score for each metric. An in-depth explanation of each metric is also provided.

Strategies for Closing the Gaps

To help close gaps in neighborhoods that lack a park within a half mile, it is recommended for the City to pursue partnerships with State Parks, Santa Cruz County, Scotts Valley Unified School District and local districts, such as Boulder Creek Recreation and Park District, to expand recreational offerings. Partnerships with private schools can also be considered. These partnerships can help close gaps in neighborhoods that lack a park, especially in central Scotts Valley.

Recreational Program Recommendations

Regarding recreational program recommendations, it is recommended the Recreation Division kick start and build core programs. This will provide momentum for the Recreation Division to continue to build partnerships with regional providers to operate facilities or programs, as well as contracted instructors to host classes that are tailored to the interests of the community.

Another recommendation is for the Recreation Division to start collecting program registration data and to track performance metrics of their programs. Collecting basic attendee demographic data and identifying popular programs through participation numbers are useful ways to identify how well programs are performing and identify core programs. It is also recommended for staff to perform a yearly assessment to track program success rates. Also, the Recreation Division may consider having program participants complete a short survey at the end of the program or class for constructive feedback on how to improve their program or what was executed well.

Funding Mechanisms

The Scotts Valley Parks Master Plan is a strategic planning document to guide future park improvements in a systematic way that anticipates the growing and diverse needs of the community. To achieve this goal effectively and sustainably, funding sources beyond those currently employed must be established. A list of existing funding mechanisms and a list of potential funding sources are presented.

Preliminary Park Recommendations

Based on community feedback, a strong sentiment from respondents was the desire to improve existing parks. It is recommended for the City to focus on continuously improving existing parks since many respondents shared that they value recreating at City parks. Pursuing joint-use agreements and funding opportunities can also work in conjunction with this effort. A holistic park planning approach can help support the City in providing quality parks and recreation for the community long-term. A list of recommendations for each parks and improvement considerations for community interests are presented in this section.

Implementation Table

To ensure the success of the Parks Master Plan, an implementation table of specific improvements and recommendations have been identified for each park, organized by their park score. Cost ranges, priority rankings, and types of project are also displayed. The lower the number, the higher the priority. The table is intended to serve as a guide where the City can make park planning decisions based on available funding, priority, and type of project.

CONCLUSION

Providing safe, accessible, and equitable recreational opportunities can help encourage healthy lifestyles for everyone. Scotts Valley has a highly used parks system that offers a diverse array of active and passive recreational opportunities for its community. Many people value recreating at City parks, so it is important for the City to strategically manage this asset for the next decade and beyond. While population growth will be modest, it is key for the City to provide improved recreational experiences and expand recreational offerings through partnerships as the Recreation Division continues to restructure and rebuild their recreational services. This will help fill in gaps, from park amenities to recreational programs, that the community aspires for.

Guided by the implementation framework, the City can create unique recreational opportunities to keep members of the community engaged with the City's park and recreation system in the next ten years. It is important for the City to perform an ongoing evaluation and update the Parks Master Plan with supplemental appendices and park scoring updates as improvements occur. Staff may provide a yearly report that is attached as an Appendix citing recommendations that have been addressed, improvements made during the year, and updates on new developments, such as the Town Center.



CHAPTER 2

CONTEXT

CONTEXT

PHYSICAL SETTING

The City of Scotts Valley is a small city located in Santa Cruz County, California. The City is situated in the foothills of the Santa Cruz Mountains, covering an area of 4.6 square miles. The City is approximately 6 miles from the Pacific Ocean and is at an elevation of about 600 feet above sea level. The area is known for its mild Mediterranean climate, with warm, dry summers and cool, wet winters. The landscape of the area is characterized by rolling hills, forests of redwoods and other trees, and several small creeks that run through the valley. Scotts Valley serves as a major gateway for the surrounding area, including the San Lorenzo Valley and the Big Basin Area, which is home to the oldest state park in California—the Big Basin Redwoods State Park and Henry Cowell State Park. The city provides access to these areas via State Route 17, which runs through the valley and connects south to Santa Cruz, as well as to the San Francisco Bay Area to the north.

HISTORICAL ROOTS

Scotts Valley has a rich history that dates back to thousands of years ago when it was inhabited by the Ohlone Native Americans before the arrival of European explorers. In the 18th and 19th centuries, the area was part of a vast Spanish land grant known as the Rancho San Agustin, which was eventually acquired by the Scott family in the 1850s. The Scotts were instrumental in developing the agricultural and timber industries in the region, which remained to the present. In the 1950s and 1960s, the construction of the Santa Cruz Highway and the growth of the high-tech industry in nearby Silicon Valley spurred rapid development and population growth in Scotts Valley. Today, the city is home to a number of nationally renowned companies and has a reputation for being a safe, family-oriented community. Despite its growth and modernization, Scotts Valley remains proud of its rich history and works to preserve its cultural heritage for future generations.

ECONOMY AND BUSINESS

Scotts Valley's economy is relatively small but diverse. The City has a growing retail and service industry, and benefits from its location near the coast and the Santa Cruz Mountains, which attract tourists and outdoor enthusiasts.

According to the 2017 Economic Census, Scotts Valley had 84 establishments in the Professional, Scientific, and Technical Services sector, representing roughly 21% of the entire business base and employing 650 people. The second and third biggest sectors are Retail Trade and Accommodation and Food Services, which have 54 and 49 business establishments, employing 760 and 532 people, respectively.¹ Moreover, more than half of the civilian employed population of Scotts Valley work in occupations of management, business, science, and arts.² Scotts Valley residents holding managerial and professional jobs reflect on Scotts Valley's higher median household income.

INCOME AND POVERTY

Scotts Valley has a median household income of \$114,504,³ 36.1% higher than the California median household income of \$84,097. The 2021 U.S. Census estimates show 4.2% of the City's population falling below poverty level, which is significantly lower than the overall Statewide rate

1 Data EC1700BASIC, 2017 Economic Census, U.S. Census Bureau.
2 Data S2401, 2021 American Community Survey, U.S. Census Bureau.
3 Data S1901, 2021 American Community Survey, U.S. Census Bureau

of 12.3%.⁴ Scotts Valley's annual per capita income is \$60,639, greatly exceeding the Santa Cruz income of \$47,619 and the overall Statewide income of \$41,276.⁵

DEMOGRAPHICS

Population Trends and Age Characteristics

Incorporated in 1966, Scotts Valley has grown from a small town of 3,621⁶ residents in 1970 to a community of 12,224 in 2020. In the last 20 years, population growth has been gradual. From 2000 to 2020, the City of Scotts Valley has experienced an annual population growth rate of 0.5%. Assuming the same growth rate pattern, it is estimated that by 2033, Scotts Valley will have an estimated population of 13,107.

Understanding age groups can help provide insight on the types of park amenities, recreation, and programs to accommodate the unique makeup of a community. Each age group has a different lifestyle and family type, which has an impact on recreational uses and affects the planning of recreational programs within a jurisdiction.

Scotts Valley is experiencing a significant loss in the younger age groups. The percentage of population groups under the age of 14 has dramatically shrunk from 23.7% in 2000 to 13.6% in 2021. In contrast, the percentage of population groups over the age of 65 has grown from 13.1% in 2000 to 21.3% in 2021. The rise of senior age groups is also revealed in household composition. The percentage of households with one or more persons over the age of 60 in Scotts Valley has increased from 34.4% in 2010 to 49.2% in 2021.

TABLE 2.0 SCOTTS VALLEY AGE DISTRIBUTION – 2010 TO 2021 COMPARISON ⁷				
AGE GROUP	2010		2021	
	#	%	#	%
UNDER 5 YEARS	623	5.5%	621	5.1%
5–9 YEARS	885	7.8%	533	5.2%
10–14 YEARS	906	7.5%	527	4.8%
15–19 YEARS	937	4.5%	891	5.2%
20–24 YEARS	659	4.9%	1,043	8.3%
25–34 YEARS	1,064	11.9%	1,147	9.5%
35–44 YEARS	1,588	20.1%	1,207	10.0%
45–54 YEARS	1,956	14.0%	1,702	14.1%
55–59 YEARS	682	4.6%	1,104	9.2%
60–64 YEARS	592	3.2%	986	8.2%
65–74 YEARS	665	4.8%	1,337	11.1%
75–84 YEARS	479	4.5%	544	4.5%
85 YEARS & OVER	315	3.8%	581	4.8%
TOTAL	11,351	100%	12,317	100%

4 Data S1701, 2021 American Community Survey, U.S. Census Bureau.

5 2021 American Community Survey, U.S. Census Bureau.

6 City of Scotts Valley Community Profile, 2007.

7 Data S0101, 2010 and 2021 American Community Survey, U.S. Census Bureau.

The elderly population is more likely to experience disabilities compared to younger age groups. It is estimated that in Scotts Valley, 368 persons in the age group of 18 to 64 and 424 persons in the age group of over 65 have ambulatory difficulties.⁸

Race and Ethnicity

Race and ethnicity are important features of any community. The racial composition of the City of Scotts Valley has changed little over the past 10 years. White remains the most predominant population in the City with a minor drop from 86.9% in 2010 to 83.5% in 2021. Asian is the second largest racial group, comprising 5.8% of the population, while the other races making up the rest of the 10.7% population. Generally, the population in Scotts Valley is getting slightly more diverse over time, which aligns with national trends.

TABLE 2.1 SCOTTS VALLEY RACIAL DISTRIBUTION – 2010 TO 2021 COMPARISON ⁹				
	2010		2021	
RACE	#	%	#	%
ONE RACE - WHITE	9,862	86.9%	10,290	83.5%
ONE RACE - ASIAN	647	4.7%	717	5.8%
ONE RACE - OTHERS	362	3.2%	488	4.0%
TWO OR MORE RACES	480	4.2%	824	6.7%
TOTAL	11,351	100%	12,317	100%

City Management and Budget

The City of Scotts Valley has a proposed expenditures budget of \$38,209,488 for fiscal year 2022–2023, which includes General Funds of \$19,841,430 and General Capital Improvements of \$4,521,900¹⁰. This current General Fund budget is significantly larger than the FY 2021–2022 General Fund of \$14,110,067¹¹, and is a 66.4%% increase from the 2018–2019 budget of \$11,923,656¹² in fiscal year 2018–2019, which was proposed before the pandemic. The FY 2022–2023 budget has taken into account the recovery needs from the COVID-19 pandemic.

TABLE 2.2 SCOTTS VALLEY ANNUAL PROPOSED BUDGET EXPENDITURES OF THE PAST FIVE YEARS					
FISCAL YEAR	FY 2018–19	FY 2019–20	FY 2020–21	FY 2021–22	FY 2022–23
ANNUAL GENERAL FUNDS	\$11,923,656	\$12,903,627	\$12,514,701	\$14,110,067	\$19,841,430
ANNUAL GENERAL CAPITAL IMPROVEMENTS	\$630,370	\$594,650	\$525,835	\$1,383,900	\$4,521,900
ANNUAL PROPOSED BUDGET EXPENDITURES	\$19,788,287	\$24,181,341	\$22,353,557	\$27,578,512	\$38,209,488

In the current proposed budget, \$660,779¹³ is allocated for Parks for the Public Works department. The Recreation Division holds a different fund account in the City. The City also sets aside funds for future capital improvement projects. Some of these projects have been included in the FY 2022–2023 budget as part of the comprehensive five-year Capital Improvement Plan. Current funding sources are provided in further detail in “Chapter 6: Recommendations.”

8 Data S1810 Disability Characteristics, 2021 American Community Survey, U.S. Census Bureau.

9 Data S0101, 2010 and 2021 American Community Survey, U.S. Census Bureau.

10 City of Scotts Valley, Final Proposed Budget Fiscal Year 2022–23, 11.

11 City of Scotts Valley, Final FY 2021–22 Annual Budget and Five- and Ten-Year Financial Plan, 9.

12 City of Scotts Valley, Final FY 2018–19 Annual Budget and Five- and Ten-Year Financial Plan, 10.

13 City of Scotts Valley, Final Proposed Budget Fiscal Year 2022–23, 33.

LOCAL PLANNING POLICY CONTEXT

Scotts Valley Parks Master Plan 2012

A Parks Master Plan serves the purpose of directing the planning process, capturing existing parks inventory, assessing the existing recreation provisions and recreation needs, developing plan objectives and major planned components, and recommending future steps for the City. The 2012 Scotts Valley Park Master Plan is an update of the City's adopted 1996 Park Master Plan with modifications to reflect the changes to project status, programs, and other changes to the existing park system since the 1996 plan was adopted. The 2012 Parks Master Plan was not adopted, but used as a reference.

Scotts Valley General Plan 2023

Adopted in November 2023, the [2023 Scotts Valley General Plan](#) sets forward a vision for the next 20 years of development in Scotts Valley. The General Plan envisions Scotts Valley to be a family-oriented community that is surrounded by a mix of natural and built environment. Below is a list of guiding principles of the General Plan that have impacts on the future development of parks and recreation programming in the City:

- CIC-2: "Use high-quality design features and amenities through appropriate architecture, landscape, and streetscape designs that enhance the visual appearance of new development in public spaces, including parks and roadways."
- NR-1: "Protect and enhance natural and scenic resources—including creeks and hillsides which enhance the city's character."
- NR-2: "Act as environmental stewards in the sustainable management of our natural resources and open space."

Preservation of open spaces are addressed in the plan in the "Open Space & Conservation" (OSC) element under the "Natural Environment" category. Open Space for the Preservation of Natural Resources and Open Space for Outdoor Recreation and Scenic Resources are two categories that have direct impacts on the future development of parks in Scotts Valley. Additionally, the "Community Service & Facilities" (CSF) element further discussed policy directions and implementation measures to parks and recreation services to the community. Planning, design, construction, and maintenance of city parks are overseen by the Public Works Department, which handles all related projects through its Engineering, Maintenance, and Recreation Division.

The following items from the General Plan have been identified as having a particular impact upon future development of parks and recreation programming within the City.

- Goal LU-1: Maintain and enhance Scotts Valley small-town valley character and community-focused quality of life.
- Policy LU-1.6: Maintain and improve neighborhood parks with a variety of facilities that cater to the needs and interest of city residents including youth, seniors, and persons with physical disabilities.
- Policy LU-1.16: Require new residential development to dedicate park land and/or to contribute park in-lieu fees to the City that enable the purchase of additional park land, or to provide recreational facilities, or to maintain existing parks consistent with the Parks Master Plan.
- Goal ED-2: Promote the city as a positive environment for economic development.
- Goal OSC-1: To protect and conserve Scotts Valley's natural resources.

- Goal OSC-2: To preserve and protect existing viewsheds and scenic open spaces and corridors.
- Goal CSF-3: To provide ample, safe, and well-maintained park and recreation facilities and programs that serve the needs of the community.
- Policy CSF-3.7: Coordinate with local schools to expand parks and recreation opportunities for the community through joint use agreements; co-development, expanding, and refurbishing; and other collaborative efforts.
- Policy CSF-3.10: Ensure that ongoing maintenance needs are addressed in the development and funding plans for any new or expanded parks, recreation facilities, and open space.
- Policy CSF-3.12: Provide adequate recreation programs that serve the needs of all members of the community including youth, seniors, and disabled persons.
- Policy CSF-3.24: Ensure that adequate park land is provided in conjunction with new residential development, concurrent with the City's parks, recreation and open space, and land and facilities development fee schedule.
- Goal CSF-5: To provide high-quality community facilities and programs that connect members of all ages and abilities to a broad range of cultural, informational, and recreational resources.

The 2015–2023 Housing Element of the General Plan was adopted in 2016 under a separate cover, apart from the General Plan. The Housing Element does not include specific goals and objectives that may have significant impact on future park facility developments.

The General Plan also integrates the Environmental Impact Report (EIR). In this chapter, the EIR process evaluates the impacts of the General Plan under 18 environmental categories, and the report concluded that 15 of them may potentially be significantly affected by the implementation of the Plan. It's important to note that since the General Plan does not include any specific construction or developments, the EIR impact analysis is “programmatic and cumulative in nature.”

Most goals and policies listed in the 2023 General Plan that pertain to the City's parks and recreation programming are determined to have a “less than significant impact” on the physical conditions of the environment. In the category of Biological Resources, several policies in the Open Space and Conservation Element are found to have potential significant impacts. These policies are all related to developments that involve creeks, wetlands, or other riparian resources.

Active Transportation Plan 2021

The [Active Transportation Plan](#) was adopted by the City in 2021 with a vision to “create community connections via active transportation routes that are safe, enjoyable, accessible, and well-maintained.”¹⁴ The Pedestrian and Bicycle Plan in Chapter 4 outlines goals and policies related to pedestrian and bike mobilities and associated infrastructure improvements. In relating to this Parks Master Plan, below is a list of policies that are corresponding to General Plan goals in the Mobilities Element:

- Goal M-6: Provide a complete network of bikeways and bicycle facilities in Scotts Valley.
 - » Policy M-6.1: “Ensure that the bikeways in Scotts Valley are well integrated with existing and proposed regional bikeways in Santa Cruz County, particularly to and from downtown Santa Cruz.”
 - » Policy M-6.3: “Provide bikeways in Scotts Valley that are safe and convenient for bicyclists of all ages and abilities.”

14 Scotts Valley Active Transportation Plan 2021, 4.

Based on the plan vision and goals, the Active Transportation Plan developed several recommendations. Recommendation #3 that pursues long-term opportunities to install shared use paths may have an impact to future development of several parks. It is noted that the bike and pedestrian connections between Skypark Drive and Kings Village Road are categorized as high priority. The rest are considered low priority.

- Skypark
 - » “Study options to install shared use path between Lockhart Gulch Road and Coast Range Road”¹⁵
 - » “Widen path to allow for bike & pedestrian access, or install separate path for bicyclists to connect Skypark Drive and Kings Village Road”¹⁶
- Siltanen Park
 - » “Study options to improve paths to school campus”¹⁷

Additionally, the Active Transportation Plan also recommends locations for new/upgraded bike parking, most of which are located at existing city parks and the Glenwood preserves.¹⁸

Scotts Valley Recreation Services Assessment and Restoration Report 2021

Developed in 2021, the [Recreation Services Assessment and Restoration Plan](#) assessed City of Scotts Valley’s recreation programs and amenities that were provided before the pandemic and provided a pathway on how to restore services to the community. The report relied heavily on interviews with City staff and service providers in developing its recommendations.

There were 24 recommendations for City leaders to consider in restoring recreation services in the community. Key recommendations relevant to park planning and recreational programming are:

- Maintain as City responsibilities the provision of parks and recreation facility rentals, sports field uses, and special events programming and coordination.
- Conduct a facility rental fee study and establish fees for facility uses at market rates.
- Collaborate with the cities of Capitola, Santa Cruz, and the County for recreation (contract) classes that meet the needs of Scotts Valley residents.
- Develop a long-range joint-use agreement with the Scotts Valley Unified School District for the use of facilities at its Vine Hill Elementary and Brook Knoll Elementary school campuses.

General Plan and Local Coastal Program for the County of Santa Cruz 1994

The County of Santa Cruz General plan was adopted in 1994. The plan updated and broadened the scope of its original 1980 version. The Parks, Recreation and Public Facilities element in the plan combines various topics to provide community facilities to support existing and future populations. The plan does not address parks within the City of Scotts Valley boundary except for the Glenwood Preserves. However, any Parks Master Plan within the jurisdiction are to be consistent with the Parks and Recreation section policies.

Scotts Valley Town Center Specific Plan 2008

The [Town Center Plan](#) was adopted in 2008 and provides guidance on the development of a 58-acre mixed-use district located in the south of Scotts Valley. The extent of this development encompasses the southern portion of Skypark, where the existing amenities, such as pump track and the dog park, will not remain. The pump track and dog park were temporary installations. This

15 Map 9, Shared Use Path Recommendations, Scotts Valley Active Transportation Plan 2021, 42.

16 Map 9, Shared Use Path Recommendations, Scotts Valley Active Transportation Plan 2021, 42.

17 Map 9, Shared Use Path Recommendations, Scotts Valley Active Transportation Plan 2021, 42.

18 Map 16, Recommended Bike Parking Locations, Scotts Valley Active Transportation Plan 2021, 57.

Parks Master Plan considers relocations of these existing amenities, based on community survey results and community needs.

A guiding principle related to parks and recreation planning was approved by the City Council in April 2007:

- Provide a place for community gathering (i.e., farmers market, concerts, festivals, and other community events)

The Plan emphasizes the importance of incorporating a large public space such as a public plaza or town green to accommodate community events and public and private assemblies to attract visitors and residents to the Plan Area. The Parks Master Plan will take into account that a space for community gathering is planned at the Town Center.

At the time of writing this Parks Master Plan, the City is working on updating the Town Center Specific Plan document and anticipate community input in 2024. Some site demolition updates have been performed and completed, including the removal of contaminated soil and replaced with clean soil.

Access Audit and Transition Plan Recommendations of Scotts Valley Draft 2016

The [Access Audit and Transition Plan](#) assessed 12 sites within the City for accessibility per current Title II of the Americans with Disabilities Act (42 USC 12131) and developed transitions for those sites for retrofitting work with individual report. The evaluation process identified issues in such as maintenance, changes in level and gaps, obstructed accessible routes, accessible route connections, playgrounds, and so on.

Relevant to the Parks Master Plan, Table 2.3 provides a list of park sites or facility with issues of inaccessible routes to horse shoes, tennis courts, basketball courts, baseball fields, athletic fields, grill stations, and picnic areas. Assessments of accessible or inaccessible play equipment are also included. This assessment can provide guidance on the parks to prioritize and guide general improvements in “Chapter 6: Recommendations.”

TABLE 2.3 RECOMMENDATIONS FOR SITE FEATURES BY PARK SITE OR FACILITY¹⁹

PARK SITE OR FACILITY	SITE FEATURE	ASSESSMENT	RECOMMENDATION
HOCUS POCUS PARK	2-5 PLAYGROUND	ACCESSIBLE	MAKE CORRECTIONS TO REMAIN ACCESSIBLE
	5-12 PLAYGROUND	NOT ACCESSIBLE	LEAVE AS IS UNTIL FUTURE ALTERATIONS OR RENOVATIONS OCCUR TO MAKE THEM ACCESSIBLE
	BASKETBALL COURT (1 OF 1)	NO ACCESSIBLE ROUTE	MAKE CORRECTIONS TO BECOME ACCESSIBLE
	PICNIC AREAS (1 OF 3)	NO ACCESSIBLE ROUTE	MAKE CORRECTIONS TO BECOME ACCESSIBLE
	PICNIC AREAS (2 OF 3)	ACCESSIBLE ROUTE	MAKE CORRECTIONS TO REMAIN ACCESSIBLE
SKYPARK	2-5 PLAYGROUND	ACCESSIBLE	MAKE CORRECTIONS TO REMAIN ACCESSIBLE
	5-12 PLAYGROUND	ACCESSIBLE	MAKE CORRECTIONS TO REMAIN ACCESSIBLE
	BASKETBALL COURTS (2 OF 2)	ACCESSIBLE ROUTE	MAKE CORRECTIONS TO REMAIN ACCESSIBLE
	ATHLETIC FIELDS (2 OF 6)	ACCESSIBLE ROUTE	MAKE CORRECTIONS TO REMAIN ACCESSIBLE
	ATHLETIC FIELDS (4 OF 6)	INACCESSIBLE ROUTE	LEAVE AS IS UNTIL FUTURE ALTERATIONS OR RENOVATIONS OCCUR TO MAKE THEM ACCESSIBLE
	GRILL STATIONS	INACCESSIBLE ROUTE	LEAVE AS IS UNTIL FUTURE ALTERATIONS OR RENOVATIONS OCCUR TO MAKE THEM ACCESSIBLE
	PICNIC AREAS (3 OF 4)	ACCESSIBLE ROUTE	MAKE CORRECTIONS TO REMAIN ACCESSIBLE
	PICNIC AREAS (1 OF 4)	INACCESSIBLE ROUTE	LEAVE AS IS UNTIL FUTURE ALTERATIONS OR RENOVATIONS OCCUR TO MAKE THEM ACCESSIBLE
	TENNIS COURTS	ACCESSIBLE	MAKE CORRECTIONS TO REMAIN ACCESSIBLE
MACDORSA PARK	PLAYGROUND	NOT ACCESSIBLE	LEAVE AS IS UNTIL FUTURE ALTERATIONS OR RENOVATIONS OCCUR TO MAKE THEM ACCESSIBLE
	HORSESHOE	INACCESSIBLE ROUTE	MAKE CORRECTIONS TO BECOME ACCESSIBLE
	GRILL STATIONS	ACCESSIBLE ROUTE	MAKE CORRECTIONS TO REMAIN ACCESSIBLE
	PICNIC AREAS	INACCESSIBLE ROUTE	LEAVE AS IS UNTIL FUTURE ALTERATIONS OR RENOVATIONS OCCUR TO MAKE THEM ACCESSIBLE
SILTANEN PARK	PLAYGROUND	INACCESSIBLE	LEAVE AS IS UNTIL FUTURE ALTERATIONS OR RENOVATIONS OCCUR TO MAKE THEM ACCESSIBLE
	HORSESHOE (2 OF 2)	INACCESSIBLE ROUTE	LEAVE AS IS UNTIL FUTURE ALTERATIONS OR RENOVATIONS OCCUR TO MAKE THEM ACCESSIBLE
	BASEBALL FIELDS (2 OF 5)	INACCESSIBLE ROUTE	MAKE CORRECTIONS TO BECOME ACCESSIBLE
	BASEBALL FIELDS (3 OF 5)	INACCESSIBLE ROUTE	LEAVE AS IS UNTIL FUTURE ALTERATIONS OR RENOVATIONS OCCUR TO MAKE THEM ACCESSIBLE
	ATHLETIC FIELDS (1 OF 1)	INACCESSIBLE ROUTE	MAKE CORRECTIONS TO BECOME ACCESSIBLE
	GRILL STATIONS (1 OF 1)	INACCESSIBLE ROUTE	MAKE CORRECTIONS TO BECOME ACCESSIBLE
	PICNIC AREAS	INACCESSIBLE ROUTE	LEAVE AS IS UNTIL FUTURE ALTERATIONS OR RENOVATIONS OCCUR TO MAKE THEM ACCESSIBLE
SCOTTS VALLEY COMMUNITY CENTER	GRILL STATIONS	ACCESSIBLE ROUTE	MAKE CORRECTIONS TO REMAIN ACCESSIBLE

¹⁹ Access Audit and Transition Plan Recommendations Final Report, 2016.

In this plan, it is noted that while there is no guidance as to how many listed amenities should be made accessible, Table 2.4 shows the total amount of amenities from all studied park sites, best practice guidelines, and recommendations. Picnic area access is not yet settled as a final and enforceable standards at the time this plan was developed. Since there is significant guidance regarding picnic area access from the U.S. Access Board, this plan has applied their guidance.

TABLE 2.4 TOTAL SITE FEATURES ACCESSIBLE RECOMMENDATIONS				
SITE FEATURE	TOTAL # AT CITY PARKS	ASSESSMENT	BEST PRACTICE	RECOMMENDATION
PLAYGROUNDS	6	2 OF 6 ARE ACCESSIBLE	1 OF 3 BEING MADE ACCESSIBLE	NO NEW ACCESS
HORSESHOES	3	NONE ARE ACCESSIBLE	1 OF 3 BEING MADE ACCESSIBLE	MAKE CORRECTION AT MACDORSA PARK TO BECOME ACCESSIBLE
TENNIS COURTS	4	ALL ARE ACCESSIBLE	NONE	NO NEW ACCESS
BASKETBALL COURTS	2	2 OF 3 ARE ACCESSIBLE	NONE	MAKE ACCESS TO ONE; MAKE CORRECTION AT HOCUS POCUS PARK TO BECOME ACCESSIBLE
BALLFIELDS	5	NONE ARE ACCESSIBLE	NONE	MAKE ACCESS TO TWO; MAKE CORRECTION AT SILTANEN PARK TO BECOME ACCESSIBLE
ATHLETIC FIELDS	7	NONE ARE ACCESSIBLE	NONE	MAKE ACCESS TO THREE; MAKE CORRECTION TO 1 AT SILTANEN PARK AND 2 AT SKYPARK TO BECOME ACCESSIBLE
GRILL STATIONS	4	2 OF 4 ARE ACCESSIBLE	NONE	CREATE ACCESS TO AN ADDITIONAL ONE
PICNIC AREAS	9	5 OF 9 ARE ACCESSIBLE	NONE	NO NEW ACCESS

A transition plan to make corrections to specific amenities, along with costs to each, at every City park and facility was also included in this plan. Table 2.5 lists park site corrections for two parks. This is not the comprehensive list and only relevant corrections are shown for Vern Hart Fishing Park and Lodato Park. Exterior routes and parking corrections are excluded. Refer to the Transition Plan for the full list with additional parks and facilities.

TABLE 2.5 PARK SITE RECOMMENDATIONS		
PARK SITE OR FACILITY	TYPE OF CORRECTION	RECOMMENDATIONS
VERN HART FISHING PARK	PARK SITE	CREATE ACCESSIBLE ROUTE FROM PARKING OR SIDEWALK TO GRILLS AND PICNIC TABLES
	PARK SITE	LOWER RAILING
	PARK SITE	MAKE CORRECTIONS TO RAMP TO FISHING AREA
LODATO PARK	PARK SITE	RELOCATE DOG WASTE BAGS TO BE ALONG ACCESSIBLE ROUTE
	PARK SITE	CREATE ACCESSIBLE ROUTE FROM PARKING OR SIDEWALK TO THE TRAILHEAD

This plan recommended retrofit work in three phases, with cost references for the corrective work recommended. To date, sub-projects for FY 2021/22 included ADA improvements to the parking lot and path of travel at Siltanen Park. The City has allocated funding for Phase 1 and Phase 2 ADA improvements.

The first phase of park improvements are for Hocus Pocus Park, MacDorsa Park, Siltanen Park, and Vern Hart Fishing Park, which is planned to occur in FY 2024–25. The second phase of retrofit work consists of providing ADA accessibility to Vern Hart Fishing Park, Hocus Pocus Park, MacDorsa Park, Scotts Valley Dog Park, Siltanen Park, and Skypark, as recommended from the Audit and Transition Plan. Work to be completed consists of improvements to exterior routes, doors, park facilities and surfaces, parking, restrooms, and Recreation Department employee spaces. This would be a 5-year Capital Improvement Plan (CIP) program that would not start until Phase 1 improvements are completed. Funds for Phase 2 have been allocated for FY 2026–27.



CHAPTER 3

BEST PRACTICES & DESIGN GUIDELINES

BEST PRACTICES & DESIGN GUIDELINES

BENCHMARK COMMUNITIES

Following a review of demographic data of other cities in close proximity to Scotts Valley, as well as cities along the coastal areas in California, the cities of Capitola, Half Moon Bay, and Pacific Grove were selected as appropriate cities for benchmark comparison to the City of Scotts Valley. These cities are comparable as benchmark cities based on similarities in population and geographic settings. The purpose of comparing Scotts Valley's parks and recreation management practices to those of similarly sized cities is to create a broader understanding of the current context of public parks and recreation planning.

TABLE 3.0 BENCHMARK CITY COMPARISON TABLE¹

CITY	COUNTY	2020 POP.	LAND AREA (SQ MI)	POP. PER SQ MI (2020)	ANNUAL OPERATING BUDGET 2022–23	TOTAL PARK AREA (ACRES) ²	POP. PER PARK AREA (ACRES)
SCOTTS VALLEY	SANTA CRUZ	12,232 ³	4.62	2,647	\$38,209,488 ⁴	253.45	48
CAPITOLA	SANTA CRUZ	9,846	1.59	6,235	\$30,884,265 ⁵	111	88
HALF MOON BAY	SAN MATEO	11,363	6.24	1,890	\$43,569,468 ⁶	71.4	159
PACIFIC GROVE	MONTEREY	14,988	2.87	5,265	\$42,802,645 ⁷	449.2	33

The City of Scotts Valley has a similar operating budget to its comparable benchmark cities. Total park acres do vary between Scotts Valley and the benchmark cities and a further breakdown of park typology is shown on Table 3.4. It is important to note that total park acreage may include acreage of schools, State/Regional parks, County parks, and other park categories, as indicated on the latest Parks Master Plan or General Plan of the benchmark city. Coastal communities may also have specific parks and open space areas, including beaches and coastal trails, that Scotts Valley does not have.

- 1 Data S0101, 2010 and 2021 American Community Survey, U.S. Census Bureau.
- 2 This reflects total park areas as indicated in the latest Parks Master Plan or General Plan.
- 3 City of Scotts Valley, Final Proposed Budget Fiscal Year 2022–23, 36.
- 4 City of Scotts Valley, Final Proposed Budget Fiscal Year 2022–23, 11.
- 5 City of Capitola & Capitola Successor Agency, Adopted Budget Fiscal Year 2022–23, 25.
- 6 The City of Half Moon Bay, California, Fiscal Year 2022–23 Adopted Operating Budget, 16.
- 7 City of Pacific Grove California Adopted Budget Fiscal Year 2022–2023, 27.

Department Structure and Staffing

The Scotts Valley Recreation Division was in the process of restructuring its department and reshaping its recreational offerings and programs during the writing of this Parks Master Plan. A closer review of staffing budget and full-time equivalent (FTE) can help determine how staffing within the Recreation Division compares with its benchmark cities. FTE measures the total number of full-time employees within an organization.

Scotts Valley has allocated a staffing budget of \$826,638 and 3 FTEs for the Recreation Division under the Public Works Department in the fiscal year 2022–2023. Parks is managed by Public Works and Recreation is managed by the City Manager. The Recreation Division is responsible for providing recreational services, programs, and activities and has three FTEs to run these services. The current FTE number for the Recreation Division is also a recommendation from the 2021 Recreation Services Assessment and Restoration Plan Analysis report.

In the City of Capitola, the recreational programs are managed by its Recreation Division and parks are managed by the Public Works Parks Department. These two departments budgeted a total of 8.8 FTE with \$1,201,930 for the fiscal year 2022–2023. Similarly, the City of Pacific Grove manages its parks and recreation services through the Public Works Department and Recreation Department, respectively. For the Recreation Department alone, the City budgeted 3.9 FTE and \$969,178 for the fiscal year 2022–2023. The City of Half Moon Bay has a different organizational structure where the Recreation Services Division is managed by the Deputy City Manager. The division has a 3.55 FTE with a total budget of \$648,832 for the fiscal year 2022–2023.

Detailed breakdowns of parks services under the Public Works Department in the cities of Pacific Grove and Half Moon Bay are not available.

TABLE 3.1 STAFFING BUDGET AND FTE AMONG BENCHMARK CITIES FY 2022–23^{8*}

CITY	STAFFING BUDGET		TOTAL FTE		MANAGED BY
	PARKS	RECREATION	PARKS	RECREATION	
SCOTTS VALLEY	\$660,779	\$826,638	6**	3	RECREATION DIVISION, IN PUBLIC WORKS DEPARTMENT***
CAPITOLA	\$262,274	\$939,656	3	5.8	RECREATION DEPARTMENTS AND PARKS DEPARTMENT
HALF MOON BAY	N/A	\$648,832	N/A	3.55	RECREATION SERVICES DIVISION AND PARKS, IN PUBLIC WORKS DEPARTMENT
PACIFIC GROVE	N/A	\$969,178	N/A	3.9	RECREATION DEPARTMENT AND PUBLIC WORKS DEPARTMENT

*Staffing Budget includes personal total compensation and department supplies.

**The City allocates a part of their 6 FTE maintenance staffing hours for parks.

***Parks is managed by the Public Works Department. Recreation is managed by the City Manager.

8 Based on City adopted budget for Fiscal Year 2022–2023.

Level of Service

Level of Service (LOS) was developed for the purpose of maintaining a balance between new development and public open space within a jurisdiction. LOS standards are set by individual municipalities and tailored to its unique needs and goals for open space development. Further discussion about LOS standards and where Scotts Valley stands is in “Chapter 4: Inventory.”

Table 3.2 shows how City of Scotts Valley’s Parks LOS Standards compare among benchmark cities. Based on the table, LOS Standards are the same as City of Half Moon Bay LOS standards. There are no park LOS standards for City of Capitola or City of Pacific Grove. The City of Pacific Grove’s General Plan was adopted in 1994, and a policy is noted to establish a new parks development standard in acres for combined neighborhood and community park land per 1,000 residents.

TABLE 3.2 PARKS CURRENT LEVEL OF SERVICE STANDARDS COMPARISON AMONG BENCHMARK CITIES	
CITY	LEVEL OF SERVICE STANDARD (ACRES PER 1,000 RESIDENTS)
SCOTTS VALLEY	5 ACRES OF DEVELOPED PARKS
CAPITOLA	NONE
HALF MOON BAY	5 ACRES OF DEVELOPED PARKS
PACIFIC GROVE	NONE

Parks Comparison

Park Acreage

This section includes a comparison of parks, including park acreage, park typology, number of parks and facilities, and park amenities. Table 3.3 shows a detailed breakdown and comparisons of park acreage to better understand which categories the total park acreage is being counted from.

TABLE 3.3 PARK ACREAGE COMPARISON WITH BENCHMARK CITIES						
CITY	CITY-OWNED				SCHOOL DISTRICT	STATE/REGIONAL
	TOTAL PARK AREA (ACRES)	DEVELOPED PARKS (ACRES)	UNDEVELOPED PARKS (ACRES)	OTHER	PARK AREA (ACRES)	PARK AREA (ACRES)
SCOTTS VALLEY	253.75	44.75	209	0	0	0
CAPITOLA ⁹	111	14.6	0	0	9.9	86.5
HALF MOON BAY ¹⁰	71.4	59.4	0	12	0	0
PACIFIC GROVE ¹¹	449.2	123.9	43.82	281.48	0	112

⁹ 2014 Capitola General Plan, LU-8.

¹⁰ 2019 Half Moon Bay Parks Master Plan, 3.8. Other includes Linear Recreation Assets and City Beaches and Open Spaces.

¹¹ 1994 Pacific Grove General Plan, 93. Other includes Public Schools, Visual Open Space Resources, and Other Parks, Recreation Facilities, and Open Space Areas.

The City of Scotts Valley compares similarly to City of Pacific Grove in park area. Of note, a high portion of the total park acreage for the City of Pacific Grove includes acreage from several State and Regional parks. Both the City of Scotts Valley and City of Pacific Grove rank high in park area.

Park Typologies and Number of Parks

Reviewing park typologies and the number of parks can see where Scotts Valley stands when comparing them among benchmark cities. While Scotts Valley has the lowest number of neighborhood parks among its benchmark counterparts, the system meets the average number of developed community parks. The number of other park typologies vary among benchmark cities.

TABLE 3.4 NUMBER OF PARKS AND PARKS TYPOLOGY COMPARISON AMONG BENCHMARK CITIES				
CITY	TOTAL NUMBER OF PARKS	COMMUNITY PARKS (DEVELOPED)	NEIGHBORHOOD PARKS (DEVELOPED)	MINI/POCKET PARKS/SPECIAL PARKS
SCOTTS VALLEY	10	2	2	4
CAPITOLA	10	2	7	0
HALF MOON BAY	21	1	6	6
PACIFIC GROVE ¹²	28	3	4	0
CITY	OPEN SPACE/ TRAILS/ LINEAR PARKS	REGIONAL/ STATE PARKS	OTHER	
SCOTTS VALLEY	2	0	0	
CAPITOLA	0	1	0	
HALF MOON BAY	5	0	3	
PACIFIC GROVE ¹³	7	3	11	

¹² Excludes Public Schools and Visual Open Space Resources. Other includes Shoreline Park Network and Other Parks, Recreation Facilities, and Open Space Areas.

¹³ Excludes Public Schools and Visual Open Space Resources. Other includes Shoreline Park Network and Other Parks, Recreation Facilities, and Open Space Areas.

Recreation Facilities

It is important that a jurisdiction provides indoor facilities to their residents. These spaces can provide indoor courts, classes, rentals, and other recreational activities. These facilities can be recreation centers, community centers, senior centers, performance centers, and nature centers. Among benchmark cities, Scotts Valley has the highest number of recreation facilities and is diverse in the type of centers it has.

TABLE 3.5 NUMBER OF RECREATION FACILITIES COMPARISON AMONG BENCHMARK CITIES¹⁴

CITY	TOTAL NUMBER OF FACILITIES	COMMUNITY CENTER	SENIOR CENTER	POOL	OTHER
SCOTTS VALLEY	4	1	1	1	1 ¹⁵
CAPITOLA	1	1	0	0	0
HALF MOON BAY	1	1	0	0	0
PACIFIC GROVE	2	2	0	0	0

Park Amenities

Cities can provide a variety of active recreation for people of all ages, including tennis, baseball, basketball, skateboard amenities, dog run amenities, and playgrounds. Table 3.6 presents the number of sports amenities each benchmark city offers and the number of parks that are equipped with those amenities.

The City of Scotts Valley provides a diverse range of active recreational amenities in their parks and compares similarly to the City of Capitola. Both of these cities provide a greater variety of recreational amenities more than the City of Half Moon Bay and City of Pacific Grove. Of note, trail quantities in the last column excludes regional and state-owned parks.

TABLE 3.6 RECREATIONAL AMENITIES IN PARKS AMONG BENCHMARK CITIES*

CITY	TENNIS	PICKLE- BALL	SHARED COURT ¹⁶	BASEBALL/ SOFTBALL	BASKET- BALL	BOCCE BALL	SKATE PARK	SOCCER	PLAY- GROUND	DOG PARK	TRAILS (TOTAL MI)
SCOTTS VALLEY	2/1	4/1	1/1	5/1	2/2	2/1	1/1	3/1	5/5	1/1	2/2 (8.7) ¹⁷
CAPITOLA	4/1	0	0	2/2	1/1	1/1	1/1	1/1	2	1/1	1/1 (0.02) ¹⁸
HALF MOON BAY	0	0	0	5/1	0	0	1/1	0	1/1	1/1	1/1 (1.5) ¹⁹
PACIFIC GROVE	5/1	0	0	4/4	1/1	0	0	0	3/3	0	2/2 (0.82) ²⁰

*Data shown as the number of fields or courts / number of parks or sites the amenity is located.

14 Per current master plan.

15 "Other" refers to the Scotts Valley Performing Arts Theater.

16 Shared court indicates the court can be either 4 pickleball courts or 1 tennis court.

17 Miles of trails include Lodato Park, West Glenwood, and East Glenwood.

18 Miles of trails include Stockton Bridge Park.

19 Miles of coastal trails include Poplar Beach.

20 Miles of trails include George Washington Park and Lynn "Rip" Van Winkle Open Space.

Summary of Benchmark Comparisons

Overall, parks and recreation at the City of Scotts Valley fares average when compared to benchmark cities. Similar to the benchmark cities, the City provides diverse park typologies, recreational opportunities, and facilities for their residents. The LOS standard and the park acreage of developed park lands also meets the average. While current staffing within the Scotts Valley Recreation Division is the lowest among benchmark cities, the staffing works with the City's budget and organization. The Recreation Division is currently restoring recreational programs through local partnerships and service providers. The concept of operating programs through partnerships and other service providers is frequently called "brokering services," which is becoming more common in park and recreation agencies. To continue supplementing the diverse offerings, the Recreation Division can further prioritize the types of recreational programming based on the findings from the public outreach and the recommendations provided in "Chapter 6: Recommendations."

This review of benchmark cities presented comparison data that is useful to understand where City of Scotts Valley stands regarding parks and recreation. The comparison data is a snapshot in time and a closer analysis to determine how other factors, such as population density, expenditure cost per acre or per resident, and revenue can impact the comparisons. Also, it is important to consider that there are nuances when comparing coastal cities because of zoning, vicinity to the coast, and other factors that are different to the makeup of Scotts Valley. Additionally, the benchmark data used for the City of Pacific Grove was a General Plan adopted over 29 years ago and the General Plan used for City of Capitola was adopted 10 years ago—there may have been significant changes since then that the comparison data did not capture.

SAFETY & SECURITY

Providing safe outdoor spaces is crucial to ensure people have an enjoyable and memorable experience. People are more likely to continuously use parks if they feel comfortable and safe. Crime Prevention Through Environmental Design (CPTED) principles are an internationally recognized set of design standards related to safety in parks and open spaces. CPTED principles utilize design and management of the built environment to reduce and deter crime while building a sense of control and ownership of space within the community.

Natural Surveillance

As a core principle of the First Generation CPTED, natural surveillance builds upon the idea that a person will be less likely to commit a crime if there is a risk of being seen. This principle encourages the idea "see and be seen" concept. As such, new parks should be designed with building fronts and entrances that face areas of high activity. Pedestrian routes should have clear lines of sight to major activity routes and point of entry. The addition of consistent park lighting will help prevent blind spots from excessively dark areas where people can hide and add to a more pleasant outdoor experience. Motion sensor activated lighting may be utilized to provide for a safer environment.

Natural Access Control

This CPTED principle encourages use of creative pathway alignment, landscape/topographic features, signage, and other features to direct and control circulation around the park, rather than the use of traditional mechanisms such as fencing or barriers.

- Avoid the use of barbed wire fencing where at all possible or other materials that have negative perceptions.
- Utilize clear consistent colors and language on signage to reinforce cohesion and sense of space. Hours of operations, regulations, and emergency contact

information should be clearly identified at parks and amenities.

- Select low growing plant palette, keeping a clear 2'–6" visual range to allow for increased surveillance and reduce the perception of danger. Groundcovers and shrubs would ideally be kept to under 36" and tree species selected should be high branching.

Territorial Reinforcement

This CPTED principle focuses on encouraging a sense of ownership by locals and giving them the power to invest in their own public spaces. This can be done through creating thoughtful spaces that reflect the community and build a sense of pride.

- Consider the use of consistent pavement, landscape materials, public art, or signage to delineate public space.
- Incorporate opportunities for community participation in the design of new parks. Designing the park around a common theme or tying it back to the site history are some examples of building community identity and building ownership of space. Additional examples include gardens and community art.
- Support the formation of community service groups “adopt-a-park” maintenance programs or involve the youth at a young age.

Maintenance

The “broken window” theory suggests that poorly maintained spaces invite further vandalism and crime due to the lack of care and presence of people. Well-maintained spaces indicate human presence, monitoring of a site, and perceived importance of a site to the community, which can deter criminals and deviants from the area. Maintenance priorities should address litter clean-up and graffiti removal first.

- Regular repairs of site amenities such as benches, picnic tables, playground equipment, or trash cans should be done.
- Regularly monitor and maintain park landscape. Ensure trees and shrubs maintain safe visual line-of sight throughout the park.
- Develop outcome-based maintenance standards for landscape and facility maintenance. Ensure consistent maintenance standards and results.

Another best practice is for the park and recreation agency to adopt outcome-based maintenance standards. An adopted parks and facility maintenance standard provides consistency for routine maintenance and minimize subjectivity. The standards set expectations and serve as a guideline to perform park and facility related maintenance work. Because the standards are outcome-based, this includes assessing park conditions using reliable, measurable, and objective information, along with identifying need for major renovations or capital improvements. This is a proactive approach to improving existing park conditions and helping allocating resources and budget from a maintenance standpoint. The City of Scotts Valley currently does not have park maintenance standards.

ENVIRONMENTAL SUSTAINABILITY

The long-term operation of our parks and natural resources is integral in being able to provide recreational opportunities. As such, municipal parks and recreation departments should continuously plan for ways to utilize new technology and low-impact development methods for existing park and facility renovations and new facilities.

The following are suggested best practice strategies for municipal parks and recreation agencies.

- Implement Low Impact Development (LID) stormwater management techniques and technology.
- Install hardy, low water using plant species where possible with renovations and new developments. Plants should be selected with the assistance of the State of California's Water Use Classification of Landscape Species (WUCOLS) system. Avoid using "high" water use plants for the region. General best practices include avoiding use of invasive species or varieties that would require excessive supplemental watering. Select plant species that are well suited for the region.
- Use gray water (recycled water) irrigation systems in new park facilities.
- Integrate modern irrigation technology such as system controllers with weather-based sensors to avoid over-watering.
- Consider incorporating community gardens to foster community ownership and educate the public about food security. Municipalities may want to collaborate with local organizations with experience establishing and running community gardens.
- Limiting landfill waste by providing recycling or composting waste receptacles. Agencies may incorporate educational signage and programs at parks or community gardens to educate and encourage visitors to properly dispose of waste and keep outdoor spaces trash-free. In addition, community events such as hosting composting and trash-free events and drop-off locations, and reusing natural resources recovered from their parks are a great way to incorporate recycling and upcycling into agency planning and maintenance efforts.
- Combating climate change and the urban heat island. Develop long-term strategy to ensure park system tree canopy remains healthy. This may include completing tree assessments, maintaining a database of all trees and their condition, maintenance and necessary removal of trees that may be hazardous, and planting new trees to mitigate loss of removed trees.

QUIMBY ACT

The Quimby Act (California Government Code 66477, 2021) gives cities and counties in the state of California the ability to establish land dedication ordinances and require developers to contribute in one of several ways to dedicating land for park improvements. Quimby Act standards require dedication of 3 to 5 acres of park land per 1,000 residents as either a neighborhood or community park in a jurisdiction to ensure adequate open space is developed with new housing.

Amenity requirements and design standards for community and neighborhood parks vary and are dependent on the governing agency. It is important to note that five acres per 1,000 population is not the maximum allowable level of service, but the maximum park acreage that may be required of developers under the Quimby Act.

More information regarding Quimby Act and development related fee is presented in “Chapter 6: Recommendations.”

TRENDS IN PARKS AND RECREATION

As the world is transitioning out of the COVID-19 pandemic, there is no doubt that access to outdoor spaces and participation in outdoor recreational activities is integral in maintaining physical and mental well-being. In 2021, 164 million Americans participated in outdoor recreation at least once, making 2021 the highest participation year on record. On top of this, studies saw an increase in diversity, ethnicity, and age groups among participants. Seniors aged 55 years and older are one of the fastest growing age categories and will continue to grow over time.

Proximity to high-quality parks and recreation opportunities remain an important factor for many when determining where to settle down. The emphasis on providing communities with equal access and quality of parks is growing sentiment. Many municipalities are starting to reinvest in open spaces, whether that's building new parks, renovating existing ones, or providing additional diverse programs and activities for their community. Understanding the latest trends in parks and recreation planning provides insight into the state of parks, recreation, and sports industry. This data will help inform park and recreation agencies in planning for current and future projects that will be beneficial to the overall community. Continual participation is crucial for the long-term success of parks and recreation agencies and ensure communities have access to the benefits of outdoor open space. This master plan will review studies from the Outdoor Foundation, National Recreation and Park Association (NRPA), and Sports and Fitness Industry Association (SFIA).

It is important to note that national trends and metrics are meant to provide general, supplemental information. The goals, needs, and aspirations should be tallied to the unique community the Scott's Valley Recreation Division serves. It is highly recommended to involve stakeholders, engage the community, and review the park system on a holistic level when developing new parks.

NRPA Reports

The National Recreation and Park Association (NRPA) Agency Performance Review and the Engagement with Parks Report is an annual report that summarizes findings from an annual nationwide survey inquiring professionals and participants about their perception of park and recreation and recreation habits in the past year. In addition, the report provides a comprehensive evaluation of parks and recreation across the nation and sheds light on key insights about the state of the park and recreation industry. Over the years, the NRPA has shifted from developing standards to metrics. This shift recognizes that each agency serves different communities with unique needs, resources, opportunities, and challenges that would affect the park and recreation offerings in an agency. A summary of findings from the [2022 Engagement with Parks Report](#) and [2023 NRPA Agency Performance Review](#) are shared in the next section.

Park Facilities

While every community is unique, many park agencies offer similar facilities and features for residents. At least half of all agencies surveyed manage basketball courts, baseball and/or soccer fields, tennis courts, multi-purpose fields, youth soccer fields, dog parks, community gardens, and outdoor swimming pools.

In terms of passive recreation, 84 percent of agencies incorporate and maintain trails, greenways and/or blueways as part of their park system. Data from the survey suggests that agency location may play a role in the number of miles an agency may have. Those located within a more rural setting or set within geographic landforms tend to have more miles of trails than those in an urban setting.

In addition to outdoor facilities, many agencies offer residents indoor recreation opportunities through recreation and community centers, senior centers, performance amphitheaters, and nature centers. While fewer agencies have them, teen centers are becoming more popular, particularly in urban areas as agencies are making a greater effort to engage tweens/teens. Studies have shown that this age demographic are more likely to participate less and be engaged in outdoor activities.

Quality Programs

Having recreation facilities is only part of the equation. Providing programming for those facilities is a main driver for engaging people and bringing them into outdoor spaces. The 2023 NRPA report noted that fees from recreation programs generate the largest source of non-tax revenue for most agencies. Implementing fees for program participation is a great way to ensure fiscal sustainability and allow for continued program offerings. Commonly offered programs across agencies include summer camps and after-school care. It is common for agencies to offer programming for segments of their communities including seniors, teens, people with disabilities, as well as non-sport related programs like science, technology, engineering, mathematics (STEM), or arts related programs.

Reasons for Visiting Parks

Visiting a park for socializing and making connections remain a top reason for people to visit a local park and/or recreation facility (54%). In addition, a majority of individuals visit to exercise to stay physically fit (53%) or to take a break from every day stress (32%). Additional reasons for visiting local parks and/or recreation facilities are to experiment excitement/adventure (30%), to connect with members of the community (22%), and to learn a skill or craft (13%). This shows the wide range of reasons people visit parks, showcasing the importance of customizing parks and recreational opportunities to meet the needs and aspirations of each community.

Barriers that Kept People from Experiencing Parks and Recreation Opportunities

The most frequently cited obstacle that kept people from greater enjoyment of their local park and recreation facilities was lack of time by 37% of survey respondents, which is the same percent from the 2019 report. Pandemic-related barriers (e.g., closed facilities, stay-at-home order, budget cuts) was the top obstacle in the 2021 report and it was the second most cited obstacle in this latest 2022 report, showing that, unsurprisingly, obstacles related to the pandemic remain high on the list. A little over one-third of survey respondents indicated this (34%).

Other barriers include concern about personal safety at the parks/recreation facility (20%), lack of quality facilities near home (16%), and unaware of the location/offerings (15%). Survey respondents also indicated additional barriers that kept them from enjoying local parks and recreation opportunities, such as, concern about personal safety traveling to or from the parks/recreation facility (15%), offerings of local parks/recreation facilities do not match areas of interest (14%), and excessive costs/fees (14%).

Safety concerns related to parks and recreation facilities are important to survey respondents, along with the quality of parks and recreation facilities. Lack of awareness about their local park and recreational opportunities remains on the list, which implies the need for effective marketing methods to reach as many community members as possible.

Demographic Trends

According to the Outdoor Foundation, survey respondents from the [2022 Outdoor Participation Trends Report](#) ranked running as the top outdoor activity to participate in, with hiking in second, fishing third, biking fourth, and camping fifth. The report provides additional insight pertaining to participants and demographic trends. According to the U.S. Census Bureau, the country's population is projected to increase from 330 million to 419 million by 2060. As the population increases, diversity in ethnicity and age is projected to increase. While more agencies are seeing more ethnically diverse participants, 72% of outdoor recreation participants are Caucasian/White. Outdoor recreation participation could decrease by half if the outdoor participant base does not become more diverse (ethnicity, age, gender).

Age is another important factor to consider when looking at outdoor trends. Not only is the general population increasing, but it is also increasing with age. The U.S. Census Bureau reports that beginning 2030, one in every five Americans will be at or near retirement age and projects the number of those 65 years and older will outnumber children for the first time in U.S. History. Agencies will need to accommodate the aging population and incorporate programs and facilities that cater to this age demographic. To support this, the Outdoor Foundation has seen the largest growth in outdoor participation from the senior participation (65+) since 2019. The second largest growing group are those aged 55 to 64.

Families with children have consistently been top participants of outdoor recreation. Survey results show that adults who partook in outdoor recreation as children are more likely to continue to participate as adults and involve future children than those who did not. This suggests family programs and activities are crucial for continuous outdoor participation.

Access to Parks

Data collected from surveys have shown that people who live near a parks and recreation facility are more likely to be active users. However, one in three Americans do not have access to a park within a 10-minute walk of their home. According to the Trust for Public Land, a 10-minute walk is considered the maximum amount of time someone would be willing to walk to reach a destination. This equals to approximately a half-mile radius from a park site, uninterrupted by major roads or other barriers. Figures 5.0 and 5.1 are maps showing the half-mile service area of existing City parks in "Chapter 5: Needs Assessment and Analysis."

In the 2022 NRPA Engagement with Parks report, the survey results indicated that more than 86 million people in the United States do not have walkable access to a park or other recreation facility. Proximity to parks not only affects how active users are, but also how people travel to destinations. Most people travel by car, but individuals living near at least one park are more likely to walk, bike, or run to the park. Access and distribution of parks and services are important factors and should be considered when looking at improving community health and encouraging residents to engage with parks and programs.

Trends in Sports

The pandemic has brought about a big shift in how and which types of sports people participate in. Restrictions enforcing social distancing have left communities desiring more social interaction and social sports. The 2022 SFIA State of the Industry Report indicated the fastest growing sports coming out of 2021 are fast-pitched softball (+15.3%), pickleball (+14.8%), and gymnastics (+10.9%). Other top outdoor activities include walking for fitness (+3.9%), day hiking (18.1%), camping (+27.7%), and tennis (+27.9%) in the past two years. Pickleball and tennis have both emerged as popular sports among youth from the pandemic. Many agencies have been incorporating pickleball courts into parks or adding pickleball court striping within tennis courts. Many enjoy playing in pickleball due to the inclusive nature of the sport, the ability to play leisurely, and being able to socialize.

TOP 5 OUTDOOR ACTIVITIES (FEMALES)	TOP 5 OUTDOOR ACTIVITIES (MALES)
HIKING	HIKING
RUNNING	FISHING
BIKING	RUNNING
FISHING	BIKING
CAMPING	CAMPING

Planning programs across age groups will be important to ensure active participation opportunities for those of all ages. Gen X, Millennials, and Gen Z make up for more than 50% of program participants with Millennials and Gen Zers more likely to participate in sports team or individual athletic programs.

Trends in Youth Sports

There has been a resurgence of people returning to sports, but participation in youth team sports is still lower than pre-pandemic levels. Numbers indicate that community-based agencies are reopening programs to near or full capacity. However, survey responses indicate that community-based agencies are struggling with bringing participants back to their programs. Many schools have been able to bring back sport leagues.

Overall, the fastest growing team sports include fast-pitch softball (+15.3%), gymnastics (+10.9%), court volleyball (+8.1%) and swimming on a team (+8.0%). Basketball remains the most popular team sport due to low cost of entry and the ability for participants to play casually or competitively. Baseball remains the second most popular and outdoor soccer follows in third.

Over the years, agencies have seen a continuous rise in female youth participation in sports. In the past 5 years, there has been significant growth in female youth ages 6 to 12 in tackle football (20.9%), flag football (34.9%), and touch football (39.1%). Core participation for this age group is strongest in basketball, outdoor soccer and cheerleading. Female youth ages 13 to 17 are seen with the greatest participation growth in the last five years in fast-pitch softball (70.8%), ice hockey (61.1%), and tackle football (57.7%).

The male youth demographic is seeing growth in participation but not as significant of an increase as seen in female participation. Male youth ages 6 to 12 are seeing strong core participation in baseball, basketball, and outdoor soccer, with track and field (10.9%), volleyball (5.7%) and flag football being the three largest growing within the past years. For male youth ages 13 to 17, the top three are lacrosse (5.7%), wrestling (3.2%), and flag football (2.8%).

The Young Adults (ages 18–24) category has seen a steady trend in participation since 2018. Popular sports with the most growth were gymnastics (17.2%), cheerleading (15.1%), and tackle football (14.0%). Over the last year, female participation in basketball (6.1%), beach volleyball (4.0%), and court volleyball (3.9%) have shown the greatest participation growth. For males of the same age group, top sports with greatest participation growth are basketball (23.1%), baseball (9.4%), and outdoor soccer (8.0%) in the last year.

Challenges in Youth Sports

Community based sport programs are seeing a decline in participation. Parents have indicated that they are opting to place their children in private teams and clubs over local programs, citing the desire for more quality experiences for their children. Participation rates in travel sports have doubled in the past year to 29% according to survey participants.

Both the State of Play 2022 Report and 2022 SFIA trends in team sports report indicate that core sports participants are showing a decreased interest in continuing to participate in their sport or even trying a new sport. Reasons for the decreased interest are related to youth mental health issues. Some are feeling what is being called sport burnout when playing a sport repeatedly for several years. Others are facing the pressure of participating in sport leagues and the need to perform on a competitive level. Survey participants indicated that they would prefer to play sports on a casual level over a competitive level to enjoy the sport more.



CHAPTER 4

INVENTORY

INVENTORY

The inventory chapter presents existing parks, community facilities, and a community pool that the City of Scotts Valley provides and maintains as of 2023. Planned parks and potential sites for future parks will be shared. The restructuring status of the Recreation Division is also briefly discussed, along with the intent of recreational programming for the future.

The City of Scotts Valley has a diverse park system many residents of the community use and enjoy for passive and active recreation, including parks, trails, and open space. Scotts Valley's location in the Santa Cruz Mountains allows for unique and dynamic recreational experiences, from playing an active sport at a community park to leisure hiking on a trail surrounded by creeks and steep wooded hills. About 14% of land is designated as green space—parks and open space. The system also provides a wide array of recreational programs and events at the City's community center, community pool, senior center, community garden, and performing arts center.

EXISTING PARKS AND FACILITIES SYSTEM

The Scotts Valley community has many opportunities to recreate in a wide variety of parks, facilities, and open spaces throughout the City. The City of Scotts Valley's current park system consists of 253.75 park acres, with 44.75 acres of developed parkland and 209 of undeveloped parkland. The City has adopted the distinction between developed and undeveloped parks and the definitions are provided in Table 4.0.

TABLE 4.0 DEVELOPED AND UNDEVELOPED PARKS TERMINOLOGY ¹		
TERMINOLOGY	DEFINITION	EXAMPLES
DEVELOPED PARKS	Developed parks meet the need for active recreation. This includes developed parks, allowing for a variety of recreation amenities and uses.	Athletic fields, pathways, playgrounds, gymnasiums, community rooms, BBQ areas, picnic areas, grass, landscaping, and restrooms.
UNDEVELOPED PARKS	Undeveloped parks meet the need for passive recreation. This acreage is intended to represent areas of an open space consisting of low level park development or no park development. Any park development in these areas would be limited to little or no impact on the natural environment.	Hiking trails, bench seating, and horseback riding trails.

Park boundaries indicated on maps have been approximated using Geographic Information Systems (GIS) but are not technically exact. City platting and parcel data must be consulted for questions regarding exact park size and boundaries. Detailed inventory data for each park can be found in "Appendix A: Park Sites and Facilities Matrix."

¹ City of Scotts Valley, Scotts Valley Parks Master Plan Draft, 2012.

TABLE 4.1 EXISTING PARKS LIST			
PARK NAME	PARK TYPE	UNDEVELOPED/ DEVELOPED	PARK ACRES
GATEWAY NORTH PARK	MINI PARK	DEVELOPED	0.3
GLENWOOD OPEN SPACE PRESERVE	TRAIL	UNDEVELOPED	160
HOCUS POCUS PARK	MINI PARK	DEVELOPED	1
LODATO PARK	TRAIL	UNDEVELOPED	49
MACDORSA PARK	NEIGHBORHOOD PARK	DEVELOPED	5
POLO RANCH PARK	MINI PARK	DEVELOPED	0.72
SHUGART PARK	NEIGHBORHOOD PARK	DEVELOPED	7.23
SILTANEN PARK	COMMUNITY PARK	DEVELOPED	7.5
SKYPARK	COMMUNITY PARK	DEVELOPED	22.5
VERN HART FISHING PARK	MINI PARK	DEVELOPED	0.5
TOTAL PARK ACRES			253.75
TOTAL DEVELOPED ACRES			44.75 ²
TOTAL UNDEVELOPED ACRES			209

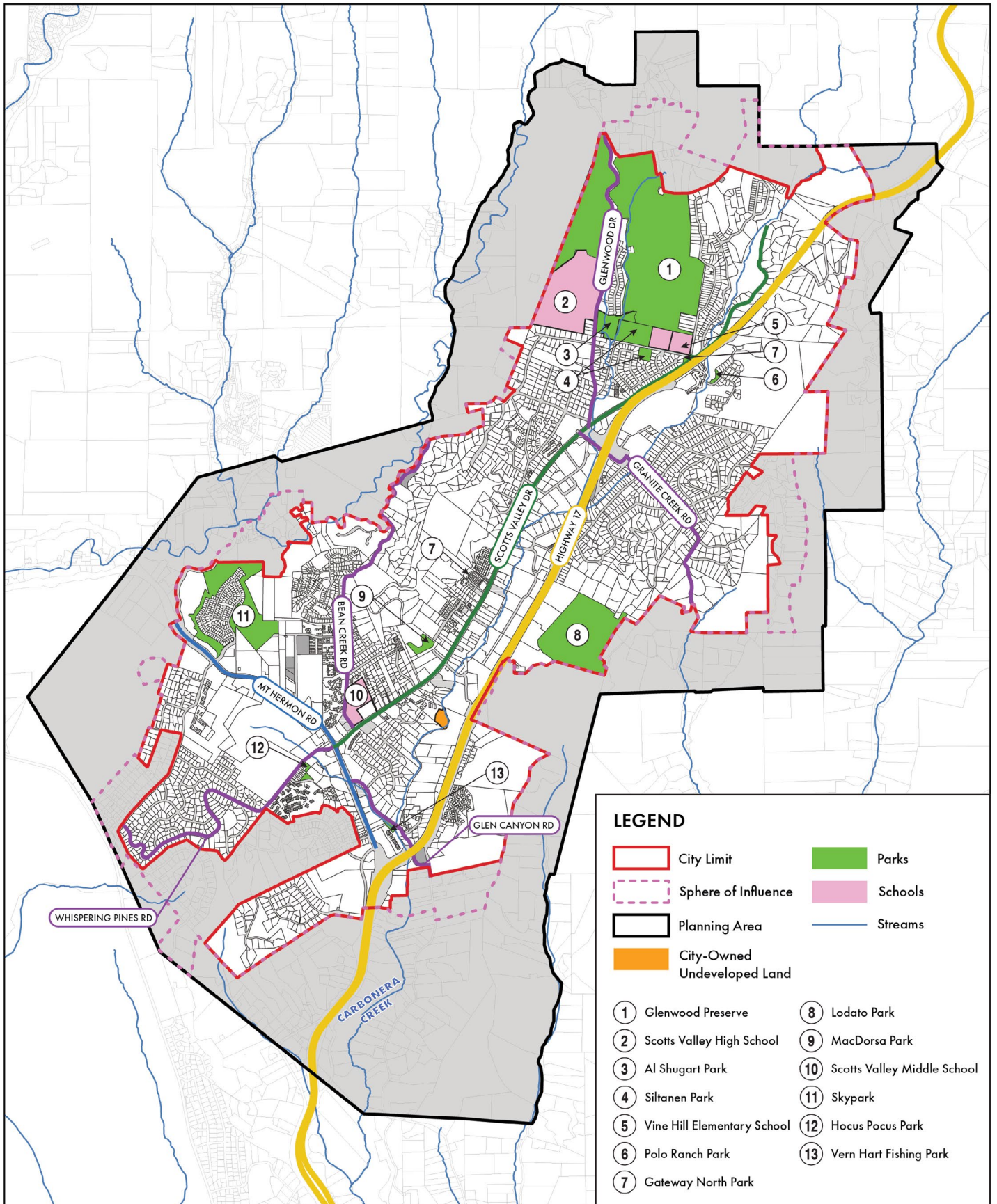
The three community centers the City owns are a main community center, a senior center, and a performing arts center, totaling 9 acres. The City also recently renovated and reopened the community pool called Siltanen Pool in Summer 2023. The City also has a community garden located between the Senior Center and Community Center. Plots of varying sizes can be annually rented for a fee.

TABLE 4.2 EXISTING COMMUNITY FACILITIES/POOL LIST	
COMMUNITY CENTER	LAND ACRES
COMMUNITY CENTER	2
SENIOR CENTER	1
SCOTTS VALLEY PERFORMING ARTS CENTER	5
SILTANEN POOL	1
COMMUNITY GARDEN ³	-
TOTAL	9

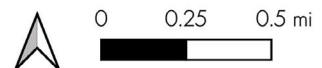
² The City's 2023 General Plan lists the total developed parks as 38.6 acres. The developed park acreage in this Master Plan has been determined by using GIS and accounts for all 8 developed parks.

³ The acreage of the community garden is part of the Community Center acreage.

FIGURE 4.0 EXISTING PARKS & FACILITIES MAP



Map source: This map was created based on GIS data from Santa Cruz County.



LEVEL OF SERVICE (LOS) STANDARDS

The National Park and Recreation Association (NRPA) developed Level of Service (LOS), which is a standard evaluation of park type and acreage across all park and recreation agencies based on what they offer their residences based on their Park, Recreation, Open Space, and Greenway Guidelines. The definition of Level of Service (LOS) is the ratio representing the minimum amount of open space and parkland needed to meet the recreation demands of the community.

The purpose of LOS is a way to understand how well the existing jurisdiction is meeting the needs of a community and whether the jurisdiction has surpluses or is deficient in park acreage relative to its population size. Goals of Level of Service are also used to determine the amount of parkland that is needed to accommodate the population within a community, typically comparing current and future trends. This is to understand if the community has adequate parkland now and how much is needed to accommodate the future population.

In essence, the adoption of LOS standards allows people equal opportunity to access park and recreation facilities within their community. LOS standards are tailored to the individual community and their most appropriate range, quantity, and quality of recreational facilities within an agency. City of Scotts Valley has adopted LOS standards from the 1996 Parks Master Plan.

The most common technique to express equal opportunity is to use acreage of park land per 1,000 residents, even though local conditions and needs vary greatly between communities. In the 2023 NRPA Agency Performance Review, a typical park and recreation agency offers 10.8 acres of parkland per 1,000 residents. However, it is important to note that there is no universal standard that defines a minimum acceptable number of acres per 1,000 people. Every community has unique demographics, climate, needs, and local trends, so using benchmark data can help identify best practices that can provide optimal metrics for a specific community. City benchmark comparisons were performed in “Chapter 3: Best Practices.”

Based on this information, the acreage of park land per 1,000 residents has been used to determine Level of Service Standards and Level of Service Goals for the City of Scotts Valley. The City of Scotts Valley uses the LOS standard of 5 acres of developed park land per 1,000 residents. With a current 2020 population of 12,224, the City owns 44.75 acres of developed park land (U.S. Census). The City needed an additional 16.37 acres of developed parkland to meet 2020 LOS Goals. To anticipate a 2033 population of 31,107, the City will need an additional 20.79 acres of developed parkland to meet 2033 LOS Goals, assuming a 0.5% annual population growth for the next 10 years.

TABLE 4.3 CITY OF SCOTTS VALLEY LEVEL OF SERVICE STANDARDS WITH 2020 AND 2033 GOALS⁴

CURRENT LEVEL OF SERVICE				2020 LEVEL OF SERVICE GOALS		2033 LEVEL OF SERVICE GOALS	
LOS (STANDARD ACRES PER 1,000 RESIDENTS)	PARK ACRES (AS INVENTORIED IN 2023)*	2020 POP.	CURRENT LOS RATIO PER 1,000 RESIDENTS	DEVELOPED PARK ACRES NEEDED TO MEET 2020 LOS GOALS**	PARK ACRES NEEDED TO MEET 2020 LOS GOALS	DEVELOPED PARK ACRES NEEDED TO MEET 2033 LOS GOALS***	PARK ACRES NEEDED TO MEET 2033 LOS GOALS
5	44.75	12,224	3.66	61.12	16.37	65.54	20.79

This Master Plan uses the 2023 Scotts Valley General Plan's LOS standards, which have remained unchanged since the adoption of the 1996 General Plan. Currently, Scotts Valley's LOS standard is five acres of developed parkland per 1,000 population, excluding undeveloped open space and natural resource areas.

PARK TYPOLOGY

Different types of parks provide different recreation opportunities, vary in size and amenities, and serve specific communities. This allows for abundant and diverse opportunities the community can recreate in, encouraging both active and passive users to visit parks and facilities. Providing a variety of park types can appeal to different groups within a community because this allows for different amenities and uses that meet their individual recreational interests and needs.

As inventoried of February 2023, the City currently owns ten parks, three community centers, one community pool, and one community garden. The park typologies adopted by the City are as follows:

- Community Parks
- Neighborhood Parks
- Mini Parks
- Open Space, Trails, and Undeveloped Parks
- Facilities

The definitions of the park typologies are further detailed in the next section. This chapter will present maps that will illustrate the City's existing parks and facilities and "Chapter 5: Needs Assessment" will illustrate the service areas for Community Parks, Neighborhood Parks, Mini Parks, and Trails.

⁴ Data S0101, 2010 and 2021 American Community Survey, U.S. Census Bureau.

*Developed parks.

**Based on U.S. 2020 Census.

***Based on population growth trajectory of 0.5% annually.

Community Parks

Community parks serve larger populations of the community and they provide broader amenities and facilities than neighborhood or mini parks. The amenities can include a mixture of those found in a neighborhood park and additional features, such as tennis courts, aquatic facilities, community centers, play fields, and other specific facilities as needed for the community. Community parks offer a diverse range of active and passive recreational opportunities and attract all age groups, from youth soccer players to adult bocce ball players.

They are larger than neighborhood parks and are typically 15 to 20 acres in size. If park land availability is limited, a community park can be smaller in size and can still classify as a community park, provided that the amenities and activities are appropriate and they align to the standards of a community park. Community parks are designed for a one-mile radius of service and generally serve multiple neighborhoods. They can be accessible by multiple modes of transportation, such as walking, biking, and driving. The City of Scotts Valley currently has two community parks, Siltanen Park and Skypark, totaling 30 acres.

Neighborhood Parks

Neighborhood parks typically serve their immediate, local neighborhood and are at a smaller scale than community parks. Amenities at neighborhood parks may include playgrounds for different age groups, general playing fields, lighting, restrooms, and parking. They can provide concentrated recreation activities and provide both active and passive activities, but these may be designed within a limited amount of space.

They vary in size and are generally 2 to 6 acres. Like community parks, they should be easily accessible and serve residents of all ages. Because neighborhood parks are intended for residents within a neighborhood, they should be within a 10-minute walking distance or less. They are designed for a quarter- to half-mile radius of service. Parking on-site may still be available due to the scope of activities and size. There are two neighborhood parks, Shugart Park and MacDorsa Park, totaling 12.23 acres. Shugart Park has been partially developed on land donated to the City by Al Shugart. It is intended to be a dog park. Preliminary design was complete in 2008.

Mini Parks

Mini parks are the smallest type of parks and are designed for special purposes and include limited activities per site. They can also serve a concentrated population or a specific age group, but they can also serve the wider community in the immediate area. Mini parks are intended to be accessed by walking but can still allow parking facilities, depending on the type of specific purpose or activity offered. They are designed for quarter- and half-mile radius of service and are usually less than 1 acre in size. For parks between 1 and 2 acres, they can be designated as Mini Parks or Neighborhood Parks, depending on the types of amenities provided at the park.

There are four mini parks totaling 2.52 acres. These are Gateway North Park, Vern Hart Fishing Park, Polo Ranch Park, and Hocus Pocus Park.

Open Space, Trails, and Undeveloped Parks

This park classification provides the foundation of the Scotts Valley because these areas play an important role in the identity of the community. Open space, trails, and undeveloped parks make up over 80% of the City's total park land acreage. They provide passive recreation opportunities, including scenic viewing, and specific active recreation opportunities, such as hiking, horseback riding, and biking. These areas also protect the hillside forests, which provide essential character of the valley as well as habitat communities for conservation of natural and scenic resources.

Open spaces are primarily designed for the conservation and management of natural resources to preserve and protect resources. They include large parcels of undeveloped steep hillsides and riparian corridors. Trails and bicycle paths allow access and connections to unique parts of Scotts Valley. Though, access to hills remains limited due to steep slopes and protection of biological resources. There are currently two parks under this classification and total 209 acres in area.

The Glenwood Open Space Preserve is owned by the City of Scotts Valley and it is managed by the Land Trust of Santa Cruz. The 2023 General Plan indicates there are two federally listed species and several additional special status species that occur or are known to occur in Glenwood Open Space Preserve. This preserve also consists of different habitat communities, such as grasslands, riparian forests, and wetlands. Passive recreation use (trails) is limited in these areas.

Additional open space easements have been provided by recent housing developments. These include hillside, forested open space behind The Cove housing development located at Scotts Valley Drive and Dunslee Lane. There are also open space easements at the Polo Ranch development, including Polo Ranch Trail. These provide some opportunities for trail hiking, however, the land is not owned by the City and therefore are not included in the inventory at this time.

Community Facilities and Pool

The City owns three facilities and they include the main community center, a senior center, and a performing arts theater. The City also has a pool and a community garden. These recreational facilities provide recreational opportunities for the community of different age groups and interests.

The community center is a rentable 6,000-square-foot facility with a main hall, a full kitchen, a fireplace, and an outdoor, shaded patio with barbeque. The space is rented for church events and recreational classes.

The Senior Center is another rentable facility for special events that has a large, multi-purpose room for up to 100 people. The Senior Center is overseen by the Recreation Manager and has a recreation coordinator who supervises the day to day operations. The Senior Center Board advises the City Council on issues affecting the senior population of the City of Scotts Valley and provides an opportunity to persons 50 years of age or older to pursue their interests in educational, recreational, and craft activities and to promote the welfare of the senior citizenry of the City. The community garden has 53 plots available for rental.

The performing arts center and Siltanen Pool are two City-owned facilities that are currently operated and rented by different private companies. City staff do not manage operations at the theater or the pool. There are lease agreements with certain thresholds to maintain good standing with the rental agreement. At the time of writing this Parks Master Plan, Siltanen Pool reopened for recreational swim.

Outdoor picnic gazebos at Hocus Pocus Park, MacDorsa Park, Siltanen Park, and Skypark are available for rent. Fees to rent a facility or an outdoor gazebo vary for residents, non-residents, and nonprofit organizations.

There is an existing Recreation Department building with one room that is currently being used by Public Works staff. At the time of writing the Parks Master Plan, the Public Works staff is considering a new building for their department. Once this happens, it is anticipated that the Recreation building can be returned as a community center and recreation office. This can be considered the fourth community center for the future.

Bikeways and Bicycle Paths

The City's park system features assets including bicycle, pedestrian, and equestrian trails and paths linking parks and neighborhoods together. Trails located in undeveloped and natural wooded areas provide passive recreation and are designed for the conservation, preservation, and protection of natural resources. Bicycle paths and multi-use trails also provide connections to the City's parks and facilities and provide both active and passive recreation opportunities that includes scenic hiking, road and mountain biking, and horseback riding. The existing Scotts Valley bicycle network consists of three types of bicycle facilities: Class I shared-use paths, Class II bicycle lanes, and Class III bicycle routes. There is a total of 17.64 miles of Class I shared-use paths and Class II bicycle lanes.⁵

Also, several of the City's existing parks have shared-used paths and unpaved trails. Scotts Valley has 1.27 miles of shared-use paths located in Skypark, Siltanen Park, and around the perimeter of the Skypark neighborhood. Glenwood Open Space Trails includes 8 miles of unpaved trails that are open to hikers, bicyclists, and equestrians. Currently, there are limited bicycle parking at many of the key destinations in Scotts Valley and none located at the senior center, the community center, and several City parks.

Future Planned Parks & Facilities

There are also future parks planned, along with available open park space that the City is currently reviewing as potential future park sites.

TABLE 4.4 FUTURE PLANNED PARKS & POTENTIAL PARK SITES			
PARK NAME	PARK TYPE	DEVELOPED/ UNDEVELOPED	PARK ACRES
TOWN CENTER GREEN	TBD	TBD	0.5
TOTAL POTENTIAL FUTURE PARK ACRES			0.5

Below shows an existing facility anticipated to be considered as a future community center with a rentable recreation room. The room is currently used as office space. It will be available within the next year.

TABLE 4.5 FUTURE FACILITIES	
FACILITY NAME	AMENITIES
RECREATION BUILDING	ONE RENTABLE ROOM FOR RECREATIONAL CLASSES, PROGRAMS, OR ACTIVITIES

⁵ City of Scotts Valley, Active Transportation Plan, 2021, 12–13.

RECREATION DIVISION

The City of Scotts Valley Recreation Division is a division within the Public Works Department. The Recreation Division is responsible for providing recreational services, programs, and activities, while the Public Works Department is responsible for park and facility maintenance. The Recreation Division intends to provide high quality recreation programming that includes children and adult activities, ranging from sports to crafts, to music and aquatics.

At the onset of the COVID-19 pandemic in March 2020, nearly all of the City's recreation programs came to a halt due to restrictions requiring shutdown. A majority of the City's full- and part-time recreation staff were also laid off. Understanding the need to restore recreational opportunities for their residents, the City engaged Management Partners, a consulting firm, to prepare a report on the necessary steps to reactivate the Recreation Division. At the time of the writing of this Parks Master Plan, the Recreation Division was in the process of organizational restructuring and restoring of recreational offerings to the community. As the Recreation Division continues to rebuild and transition from the impacts of the pandemic, this Parks Master Plan provides an opportunity to understand and prioritize the recreational needs and aspirations of the community it serves.

The Recreation Division has an Advisory Board within the Parks and Recreation Commission. The Parks and Recreation Commission consists of five commissioners appointed by the City Council. It was established for the purpose of advising the City Council on matters concerning City parks, open space, recreation, arts, cultural activities, and/or other park and recreation services.

The future development of recreational programming will be tailored to the unique needs of the community, with consideration of the community outreach results. Recommendations of general park and recreational programming will guide the Recreation Division on the types of sports, classes, and services that the community aspires for.

Current Marketing Strategies

The Scotts Valley community has different ways to learn about recreational offerings provided by the City. The City distributes information across social media, including Facebook Groups, Instagram, and Nextdoor, on the website fliers and mailers, and physical copies at schools or events. The Scotts Valley community is highly engaged and appears generally aware of the park and recreational opportunities the City provides.

Current Rental Facilities & Fees

The Recreation Division allows the community to rent outdoor areas such as, BBQ spaces and gazebos, and two indoor facilities. Outdoor rental facilities and indoor recreation facilities can be rented by filling out an online application.

Indoor Recreation Facilities and Fees (as of September 2023)

The entire community center and senior center can be rented on an hourly or daily basis and fees vary between residents, non-residents, and non-profit organizations. Additional fees apply to all rentals. Those interested in rentals can submit an application by email or in person at the Skypark office. The current fee schedule can be found [here](#).

TABLE 4.6 COMMUNITY CENTER RENTAL FEE SCHEDULE FY 2022–23		
COMMUNITY CENTER	RESIDENT	NON-RESIDENT
HOURLY	\$109	\$124
DAILY	\$1,085	\$1,237
NON-PROFIT	75% RESIDENT	75% OF NON-RESIDENT
ADDITIONAL FEES FOR ALL RENTALS		
CLEANING FEE	\$250	
TEAR-DOWN TABLES/ CHAIRS	\$81	
REFUNDABLE DAMAGE DEPOSIT	\$543	
SPECIAL EVENT INSURANCE ADMIN FEE	\$16	

TABLE 4.7 SILTANEN PARK POOL AND SENIOR CENTER RENTAL FEE SCHEDULE FY 2022–23		
SILTANEN PARK POOL	RESIDENT	NON-RESIDENT
INCLUDES 2 LIFEGUARDS, 2 PICNIC TABLES, SMALL BBQ, AND A LIMIT OF 38 PEOPLE MAX	\$163	\$173
SENIOR CENTER	RESIDENT	NON-RESIDENT
HOURLY	\$71	\$84
DAILY	\$705	\$835
NON-PROFIT	25% DISCOUNT	25% DISCOUNT
ADDITIONAL FEES FOR ALL RENTALS		
CLEANING FEE	\$125	
TEAR-DOWN TABLES/ CHAIRS	\$81	
REFUNDABLE DAMAGE DEPOSIT	\$543	
SPECIAL EVENT INSURANCE ADMIN FEE	\$16	

TABLE 4.8 GAZEBOS AND RENTAL FEE SCHEDULE FY 2022–23

SILTANEN, SKYPARK, HOCUS POCUS, MACDORSA	RESIDENT	NON-RESIDENT
UP TO 50		
HOURLY	\$27	\$37
DAILY	\$271	\$369
UP TO 100		
HOURLY	\$38	\$50
DAILY	\$380	\$449
UP TO 50		
HOURLY	\$488	\$662
DEPOSIT (ALL RENTALS)	\$362	
UP TO 50		
HOURLY	\$705	\$835
DEPOSIT (ALL RENTALS)	\$362	
UP TO 50		
HOURLY	\$705	\$835
DAILY	25% DISCOUNT	25% DISCOUNT

CURRENT PARK PROJECTS

The City has several current and upcoming park improvement projects for 2023 and 2024. This includes replacing some playground equipment at Skypark, as well as restroom repairs and replacement of basketball hoops and posts at Hocus Pocus Park.



CHAPTER 5

NEEDS ASSESSMENT & ANALYSIS

NEEDS ASSESSMENT & ANALYSIS

PUBLIC ENGAGEMENT PROCESS

Community outreach was gathered to help inform and guide the Scotts Valley Parks Master Plan and to better understand the public's needs and aspirations related to parks and recreation. Detailed results from the public outreach process are presented in "Appendix C: Public Outreach Results." The public engagement process included a statistically valid survey with 899 responses, an open house style event, a pop-up booth event, and a stakeholder meeting.

PUBLIC INPUT METHODS

- STATISTICALLY VALID SURVEY
- POP-UP BOOTH EVENT
- STAKEHOLDER MEETING
- OPEN HOUSE MEETING
- INTERACTIVE BOARDS
- FLASHVOTE
- POSTCARDS

The outcome of the community engagement process provided key insight into the needs of the Scotts Valley community and this was informative in developing recommendations for improvement opportunities and priorities to focus on for the future.

Outreach Meetings

Three outreach meetings were held in April 2023, and they were intended to educate the community about the Parks Master Plan, encourage survey participation, and gather feedback from the community about the City's park system and what programs they would like to see in the future. The meetings were held at different times and locations to add flexibility for attendees and to engage with many different members of the community.

The outreach meetings were heavily advertised across different platforms and information was distributed in multiple formats, including flyers, on the City's website, social media, Mailchimp email blasts, and online groups. A physical postcard with five questions was distributed by Parks & Recreation Commissioners at park sites to gather additional feedback from the public. A city generated FlashVote was delivered to community members.

Eight outreach boards were created and displayed at the community meetings. Four boards provided background information about the project, including the Parks Master Plan and process, imagery of the existing parks and facilities, and a map showing the locations of the City's parks and facilities. Four boards were interactive and asked general questions related to parks and recreation, which were different questions from the online survey. The public was able to use sticky dots and Post-it notes to provide feedback on these boards. The boards also helped guide conversations between the project staff and the public. The project staff consisted of the City's Recreation staff, Parks & Recreation Commissioners, and the consultant team.



OUTREACH MEETINGS

- FRIDAY, APRIL 21, 2023, FROM 1:30 PM TO 3:30 PM AT THE CITY'S COMMUNITY CENTER
- SATURDAY, APRIL 22, 2023, FROM 2:00 PM TO 4:00 PM AT SKYPARK
- SATURDAY, APRIL 29, 2023, FROM 9:00 AM TO 11:00 AM AT THE CITY'S COMMUNITY CENTER

The first meeting was an open house walk through at the City's Community Center and was held on April 21, 2023. This informal, weekday meeting in the afternoon was geared toward stay-at-home parents and seniors. This allowed community members the opportunity to engage and share feedback with the project staff and learn more about the Parks Master Plan project. The second meeting was a pop-up booth event at Skypark and was held on April 22, 2023. This event included the display of all eight interactive and informative boards and provided more visibility about the Parks Master Plan project. Park visitors had the opportunity to visit the booth and provide input through conversations with the project staff.

The third meeting was a focus group meeting where leaders from local Scotts Valley recreation groups and organizations were invited to present information about their needs and aspirations regarding parks and recreation in Scotts Valley. Groups and members of the public that provided feedback include:

- Little League
- Dog Park Advocate
- The Cove Resident
- Santa Cruz Pickleball
- Skypark Bocce Ball Club
- Soccer Club
- Bocce Ball Advocate

Statistically Valid Survey

An online survey was made available to the public from April 14, 2023, to May 12, 2023, to understand the needs, concerns, and priorities regarding Scott Valley's parks and recreation facilities. The online survey was heavily advertised on social media, flyers posted through the city and at city facilities and the City's website. A promotional video was also created and posted on the City's website. Members from the Parks and Recreation Commission went out at parks and trails to hand out postcards to the community throughout the survey period.

The community outreach had a successful outcome due to a combination of spreading awareness, word of mouth, and reaching out to the public and key leaders using a variety of strategies. There was a total of 899 survey respondents that took the survey, leading to a rate of 95% level of confidence.



The survey was meant to assess the public's perception and experience regarding the City's parks and recreation system. A small focus of the survey questions was to better understand the type of recreational programs the community would like to see more of, so as the Scotts Valley Recreation Division restructures and rebuilds, staff within the division can develop new recreational programs that meet these needs and interests. The survey used a variety of evaluation measurements to assess community sentiment, including multiple choice, free response, and importance/satisfaction ranking questions.

ONLINE SURVEY

- GATHER BASIC DEMOGRAPHIC INFORMATION OF SURVEY RESPONDENTS.
- IDENTIFY CURRENT USAGE OF PARKS, FACILITIES, AND RECREATION PROGRAMS.
- ASSESS IMPORTANCE OF AND USER SATISFACTION OF DIFFERENT ELEMENTS AND QUALITIES OF PARK FACILITIES AND RECREATION PROGRAMS.
- UNDERSTAND BARRIERS TO USER PARTICIPATION IN CITY'S PARKS AND RECREATION RESOURCES.
- ASSESS FUTURE NEEDS AND PRIORITIES FOR PARK FACILITIES AND RECREATION PROGRAMS.

Community Engagement: Key Findings

Meeting Findings

The community had the opportunity to provide feedback in person outside of the survey at three separate community meetings. Residents from Scotts Valley, along with several residents from adjacent small towns who use the City's parks, participated in the meetings. Different members of the community participated, including seniors, families, children, young adults, longtime residents, Parks & Recreation Commissioners, and City staff.

Attendees at the meetings were able to provide feedback on interactive boards with a mix of multiple choices and free response questions that asked the following:

- What classes/programs would you like to see?
- What additional amenities would you like to see?
- Which sport facilities would you like to see?
- What improvements would you like to see at the City's parks and recreational facilities?

The top three classes/programs attendees would like to see are swimming, soccer, and bocce ball. The top amenity was shade shelter and the top sport facility was bocce ball court. The last question was a free response question regarding what general improvements attendees would like to see at Scotts Valley parks. There were several recurring themes that emerged, including the desire to improve existing bocce ball courts and trails and to add a dog park and more parking for players.



FlashVote Survey Findings

1. In the last 12 months, about how often have you used a City of Scotts Valley park or recreational facility?
2. Which do you think makes the most sense for the City to focus on for the next five years?
3. Which park amenities do you think we need more of in Scotts Valley parks, if any? (Select up to four.)
4. Look ahead 10 years in the future. Which additional recreational facilities do you think we will need most in Scotts Valley? (Select up to four.)
5. Any other comments or suggestions about improving parks and recreational facilities in Scotts Valley?

QUESTION 3 RESPONSES



A word cloud of terms related to parks and recreation. The words are arranged in a circular pattern, with 'need park' being the most prominent in the center. Other visible words include 'pool', 'city', 'community', 'playground', 'open area', 'improve', 'great', 'see', 'dog use', 'field', 'like', 'sport', 'place', 'back', 'walk', 'swim', 'maintenance', 'soccer', 'please', 'scott', 'play', 'better', 'good', 'skypark', 'siltanen', 'court', 'full', 'exists', 'maintain', 'facilities', 'path', 'bring', 'build', 'valley', 'make', 'classes', and 'open'.

- 41.8% of survey respondents visit a Scotts Valley park or recreational facility more than once a week.
- 72.2% of survey respondents preferred the City to focus on fixing and improving existing recreational facilities and parks, rather than creating new parks and recreational amenities.
- The top two park amenities desired were shade shelters (62.2%) and park benches/seating (31.5%). The third park amenity was tied at 29.1% for both restrooms and open grass areas.

- A majority of respondents wanted an indoor recreational facility (60.8%). The second top choice was more specialty courts such as pickleball, bocce, and tennis (48.8%).

A common sentiment expressed by survey respondents was the need for a swimming pool or a water feature. Another shared sentiment was additional bike trails and paths, as well as accessible play equipment, and/or improvements to old play equipment.

Online Survey Findings

In addition to gathering feedback from community meetings and FlashVote, input from the survey highlighted key interests, perspective, and needs from the greater community. There was a total of 899 survey respondents, indicating that the participation rate leads to a 95% level of confidence. This means that the sample size is representative of the Scotts Valley population, and opinions from this sample size can be useful in determining overall perceptions and aspirations regarding Scotts Valley's parks and recreation. The survey included questions pertaining to demographic data, frequency of visits and participation at parks and programs, areas of concern, areas of priority, recreational programming interests, and levels of importance and satisfaction. It is important to note that while there were 899 total survey respondents, some questions were skipped or unanswered.

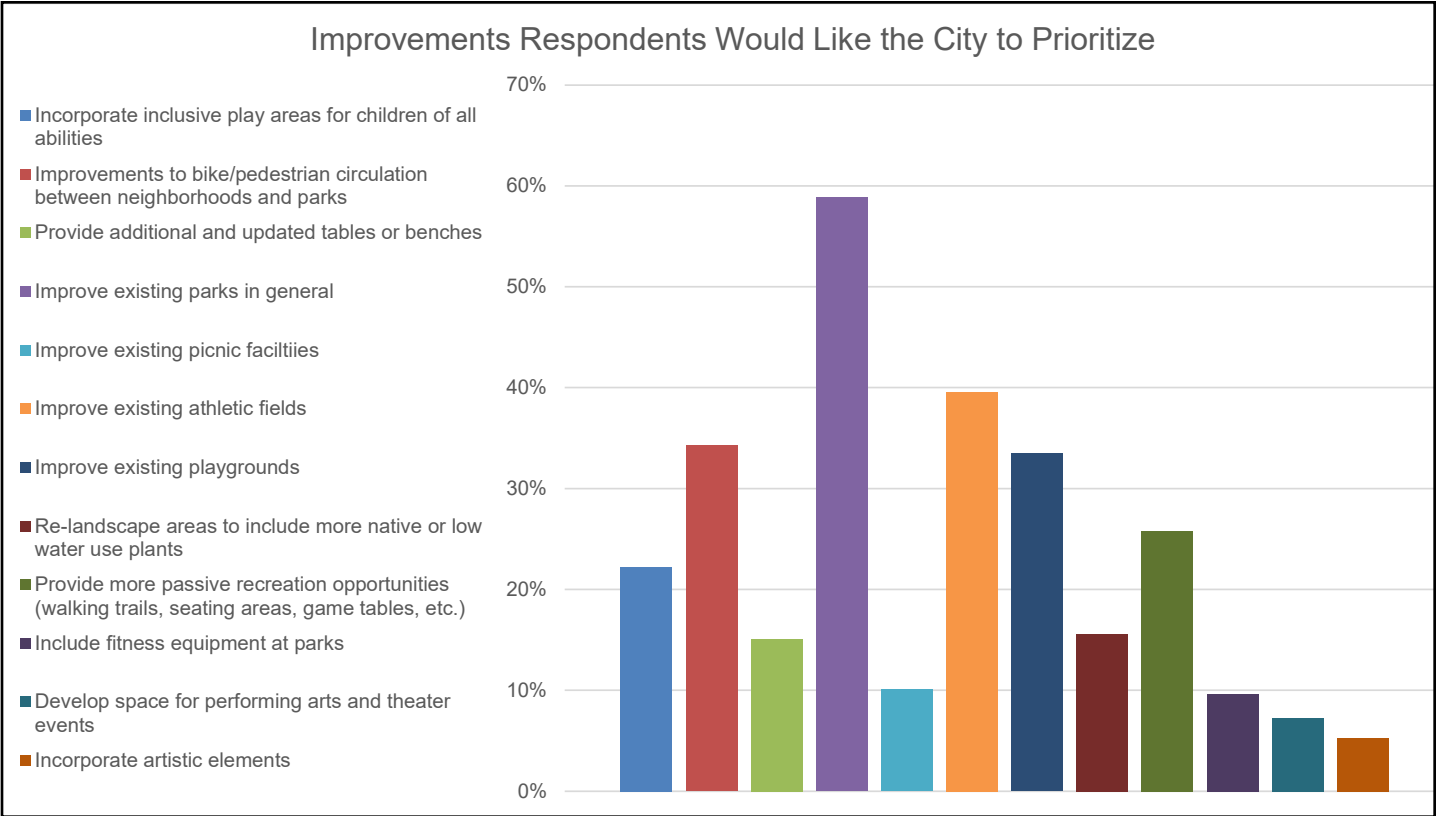
Importance versus satisfaction questions help determine areas of need that are adequately met and areas of opportunity for improvement. One of the questions asked participants to rank importance from a list of park features and amenities and how satisfied they were with the same park features and amenities. Correlating the results can help guide on what improvements to prioritize at parks. An analysis of the survey findings can be found in the Needs Assessment section of this chapter.

KEY INSIGHTS FROM SURVEY

- Over 75% of respondents were Scotts Valley residents and 25% were visitors.
- A majority of respondents live near Skypark and about 20% live near Siltanen Park.
- More than half of respondents visit Scotts Valley parks and recreational facilities more than two times a week.
- Skypark was the most visited by respondents. Siltanen Park was the second most visited and Glenwood Open Space ranked third.
- About **98% of respondents** generally regard providing opportunities to **enjoy nature/the outdoors as very or somewhat important.**
- The **top three concerns** when visiting City's parks were **amenities were outdated, lack of amenities, and lack of programs and events that interest me.**
- 81% of respondents regard restrooms as very important.
- Hiking, walking, and swimming are top activities respondents enjoy.
- The **top three improvements** respondents would like the City to prioritize are to **improve existing parks in general, improve existing fields, and improve bike/pedestrian circulation between neighborhoods and parks.**
- The top three classes/programs respondents would like offered were swimming, art, and fitness/exercise/training.
- A majority of respondents would like to see additional programs for adults and teens/tweens.

PUBLIC SURVEY HIGHLIGHTS

FIGURE 5.1 PUBLIC SURVEY HIGHLIGHTS



TOP 5 RECREATIONAL CLASSES/ PROGRAMS RESPONDENTS WOULD LIKE

- 1. SWIMMING
- 2. ART
- 3. FITNESS/EXERCISE/TRAINING
- 4. SOCCER
- 5. SEWING/MAKERS/CRAFTS

TOP 5 OUTDOOR ACTIVITIES/ SPORT RESPONDENTS ENJOY

- 1. HIKING
- 2. WALKING
- 3. SWIMMING
- 4. BIKING
- 5. RUNNING

90%

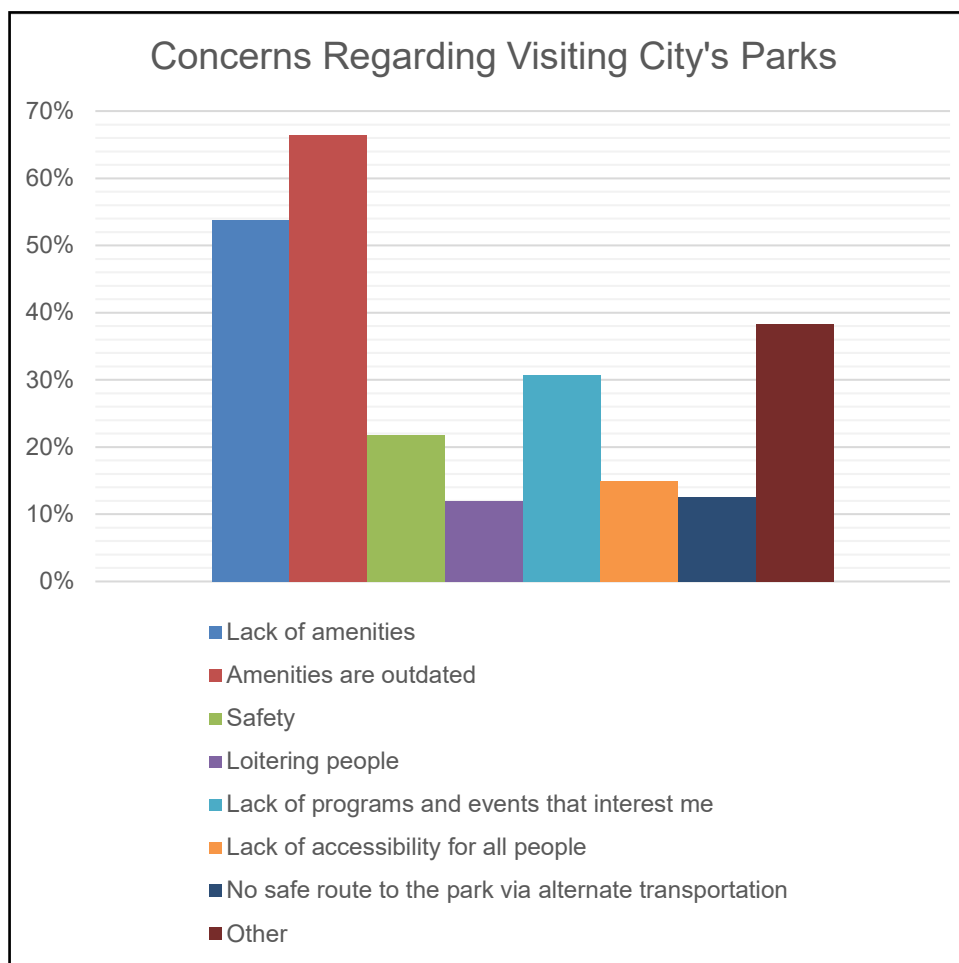
OF RESPONDENTS REGARD OPPORTUNITIES TO ENJOY NATURE/THE OUTDOORS AS VERY IMPORTANT.

94%

OF RESPONDENTS DRIVE TO VISIT PARKS OR FACILITIES. ABOUT 51% WALK.

37%

OF RESPONDENTS ARE IN THE 35-44 AGE GROUP. 35% OF RESPONDENTS ARE IN THE 45-54 AGE GROUP.



IMPORTANCE VS SATISFACTION: UNDERSTANDING THE DATA

The public survey included a series of importance and satisfaction questions that asked participants to rank importance of a list of values associated with City parks and recreation programs and then to rank their satisfaction with the same items. A direct comparison of these two question types reveal areas of opportunity for items that are ranked high on the importance scale but low on the satisfaction scale. The combine results show areas where the City may have already adequately fulfilled the needs of the community and areas where there is opportunity of improvement. These opportunity areas are intended to be a tool to help guide the City's prioritization of funding.

UNDERSTANDING THE DATA

Figures 5.2 and 5.3 display data compiled from survey participants regarding their satisfaction and importance levels of certain park and recreation program elements. Importance and satisfaction scores are weighted out of 10 and plotted onto an X-Y axis to determine an opportunity score. This opportunity score falls within one of four categories to help identify community priorities.

LEVEL OF OPPORTUNITY

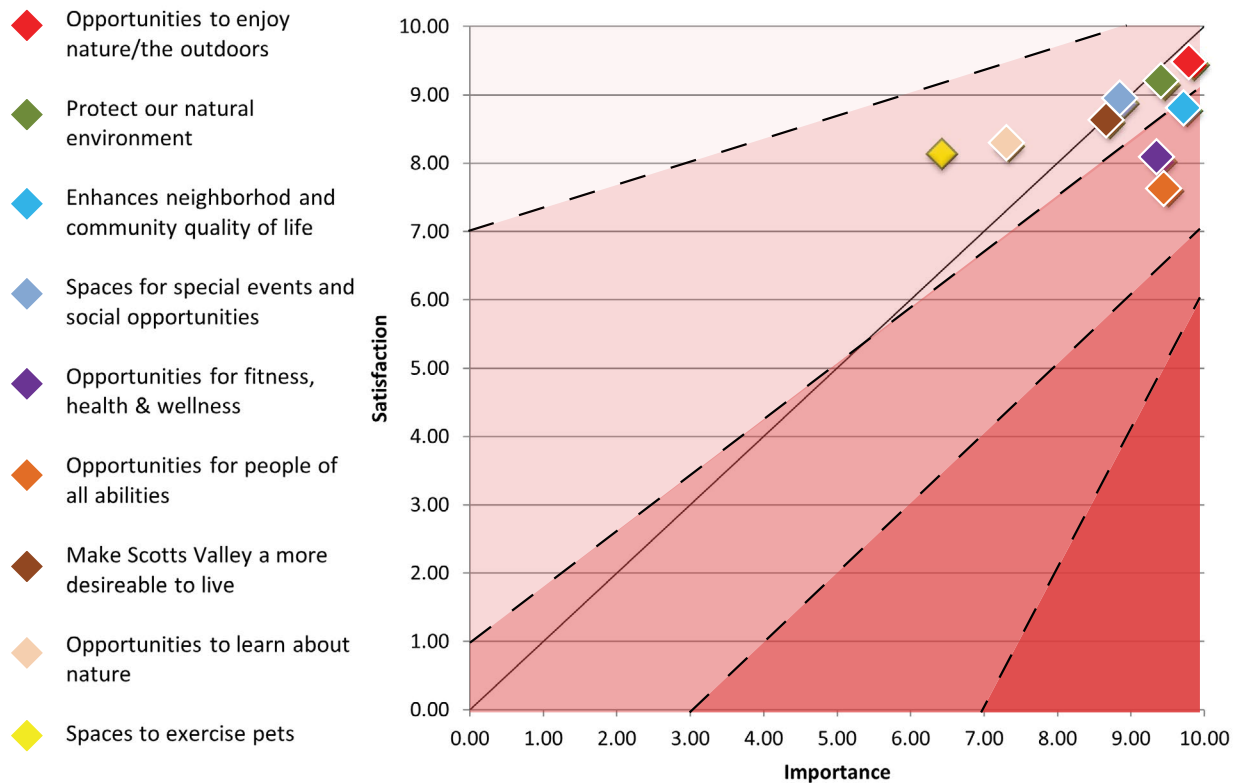
>15 = **extreme opportunity**

12–14 = **high opportunity**

10–11 = **solid opportunity**

<10 = **feature appropriately served or overserved**

FIGURE 5.2 IMPORTANCE VS SATISFACTION: BENEFITS OF PARKS & OPEN SPACE

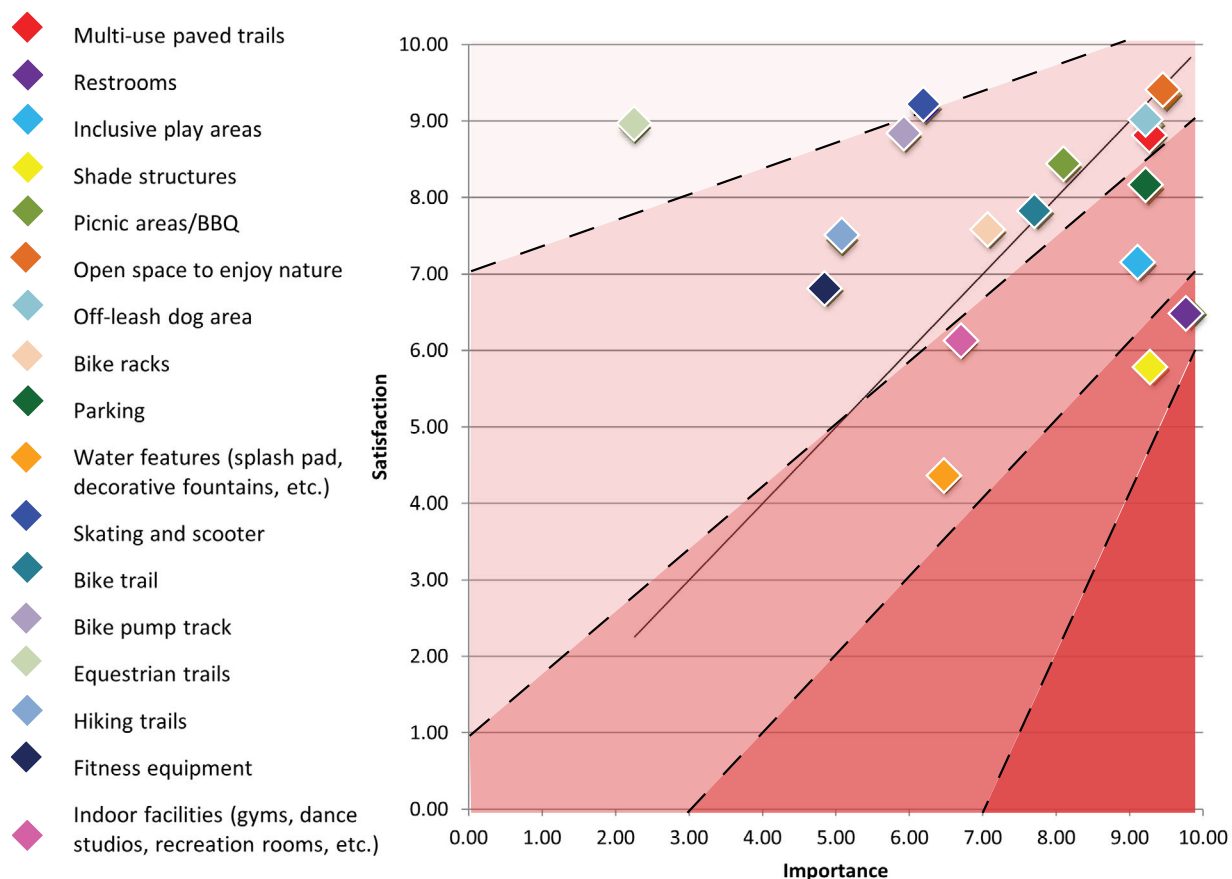


BENEFITS OF PARKS & OPEN SPACE

Provide opportunities to enjoy nature/the outdoors
 Provide opportunities for fitness, health, & wellness
 Enhances neighborhood and community quality of life
 Provide spaces to exercise pets
 Protect our natural environment
 Provide recreation opportunities for people of all abilities
 Provide spaces for special events and social opportunities
 Provide opportunities to learn about nature
 Make Scotts Valley a more desirable place to live

OPPORTUNITY SCORE

10.3
 10.8
 10.8
 6.4
 9.8
 11.4
 8.9
 7.3
 8.8

FIGURE 5.3 IMPORTANCE VS SATISFACTION: FEATURES & AMENITIES**FEATURES AND AMENITIES****OPPORTUNITY SCORE**

Multi-use paved trails	9.8
Restrooms	13.2
Inclusive play areas promoting play for children of all abilities	11.2
Shade structures	12.9
Picnic areas/BBQ	8.1
Open space to enjoy nature	9.7
Off-leash dog area	5.1
Bike Racks	7.1
Parking	10.4
Water features (splash pad, decorative fountains, etc.)	8.7
Skating and scooter	6.2
Bike trail	7.8
Bike pump track	5.9
Equestrian trails	2.3
Hiking trails	9.6
Fitness equipment	4.9
Indoor facilities (gym, dance, recreation rooms, etc.)	7.3

NEEDS ASSESSMENT AND ANALYSIS

The community outreach process provided insightful and meaningful input from the Scotts Valley community and visitors from the surrounding area. The amount of data collected helped provide a better understanding about the community's perception regarding the City's parks and recreational facilities.

With the statistically valid survey, the large sample size from the survey indicates that the views provided are representative of the Scotts Valley population, based on a 95% level of confidence in the accuracy of data. In addition, the comprehensive input from the community through meetings, interactive boards, and FlashVote contributed to developing a strong needs assessment and analysis with opinions expressed by respondents, identifying several opportunities for improvements. Assessment and analysis in this section will help guide recommendations and park priority scoring in the next chapter.

Overall Park Improvements

Many of the existing city parks are favored and treasured by the Scotts Valley community and visitors. People regularly visit city parks and recreation facilities including many local recreational teams and groups that frequently use existing fields and courts. Based on feedback received from the community, people generally would like to see improvements at the existing parks.

The top two improvements the community expressed for the City to prioritize was to improve existing parks in general and improve existing athletic fields. While city parks and facilities are generally clean and in fair condition, many respondents expressed the need for maintenance of existing parks and trails. Improving existing athletic fields was the second most common sentiment, likely due to frequent use by soccer, baseball, and softball players.

Improving bike/pedestrian circulation between neighborhoods and parks was the third common sentiment shared by respondents. Improving existing playgrounds and incorporating inclusive play areas for children of all abilities was also regarded as a high priority.

Modernizing site furnishings was also a desired improvement by respondents. Many park users utilize the park for passive recreation, including bringing their kids to play areas and using tables and benches to watch or socialize. While many of the existing site furnishings are in fair condition, site furnishings are worn-out and respondents would like to see site furnishings that can meet the unique needs of the community. This may mean a providing a variety of passive recreation opportunities, including modern outdoor fitness equipment, accessible tables, or game tables.

Incorporate Water Play or Features

A strong sentiment from most respondents was the need for a pool facility, along with water play and features. At the time of writing the Scotts Valley Parks and Recreation Master Plan, Siltanen Pool had been renovated and re-opened in Summer 2023, meeting the need for a pool facility within Scotts Valley. Of note, there is a strong demand for pools and this will likely continue, even with the opening of Siltanen Pool, due to anticipated population growth in the next decade.

There are currently no water play features, such as splash pads, at any of the City's parks. The community strongly expressed the need for water play areas outside of a pool facility, especially during the summer months.

Park Programming

Currently, the City's parks and recreational facilities support many of the recreational programmed activities in Scotts Valley. The City provides a diverse range of active and passive recreational opportunities, including sport courts, athletic fields, playground areas, trails, and nature viewing activities. However, respondents cited outdated amenities, lack of amenities, and lack of programs and events of interest, as top three concerns when visiting City's parks.

Respondents indicated that their top activities they enjoy were hiking, walking, biking, and running. A majority of respondents value opportunities to enjoy nature and providing amenities that enhance quality of life as very important. Protecting the natural environment was the third most important value by respondents.

While City parks are enjoyed by many, there are several needs and priorities indicated by respondents. Generally, this includes not only repairing existing park amenities, but also diversifying them to meet community interests. This includes multi-generational equipment and activities and dedicated spaces for special events and large gatherings.

Below is a summarized list of amenities commonly expressed by respondents:

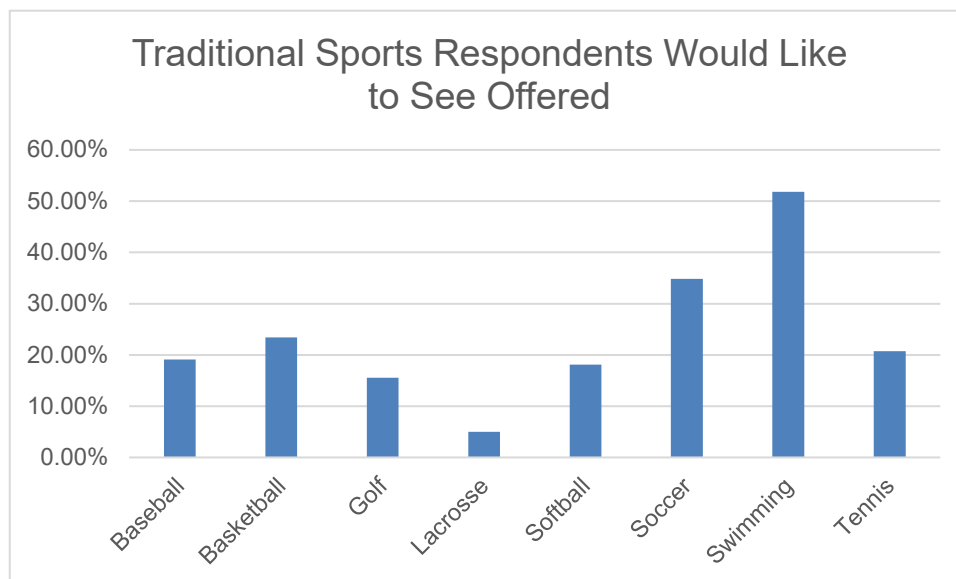
- Shade over playgrounds, courts, and other gathering spaces
- Increase parking spaces or areas
- Provide spaces for outdoor special events and indoor winter activities
- Increase quantity of specialty courts (e.g., bocce ball courts) to meet demand
- Increase quantity of site furnishings
- Need for a dog park in different parts of the City, along with dog park amenities

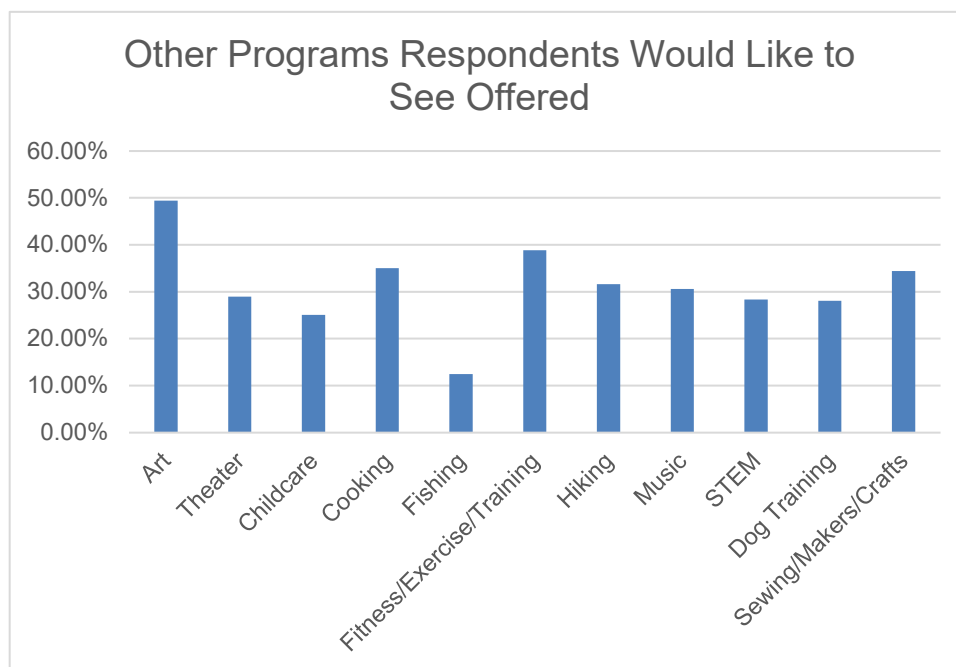
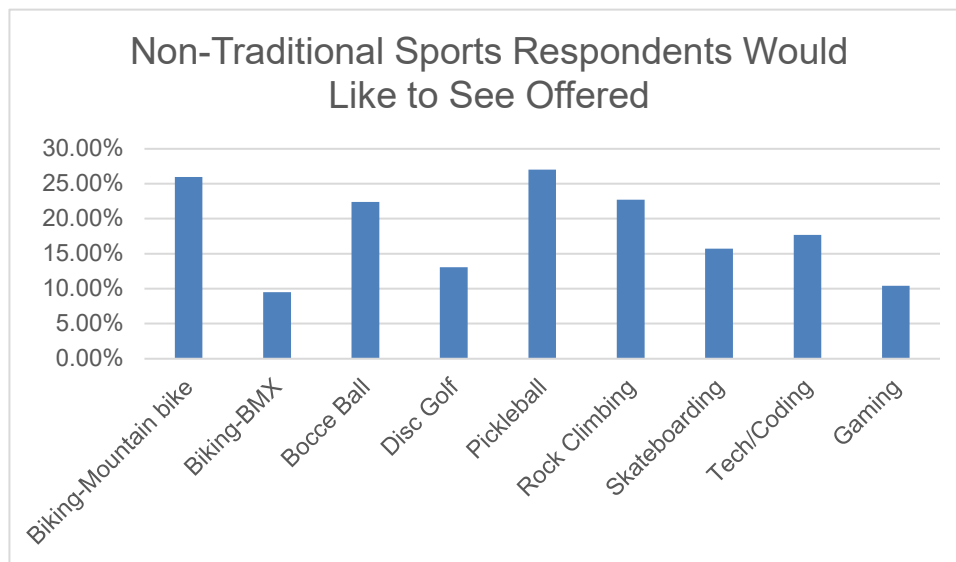
Respondents preferred a solid surfacing type, such as rubber surfacing or artificial turf, at the playgrounds rather than engineered wood fiber (EWF).

Recreation Programs

The top five recreational programs respondents would like to see offered are swim programs, art classes, fitness/exercise/training programs, soccer programs, and workshops to learn about sewing and crafts.

FIGURE 5.4 PREFERRED RECREATIONAL PROGRAMS BY SURVEY RESPONDENTS





- Top three traditional sports respondents would like to see offered are swim programs/ classes, soccer programs, and basketball programs.
- Top two non-traditional sports respondents would like to see offered are pickleball programs and biking/mountain biking programs. Rock climbing and bocce ball programs were tied in third place.
- Top two general programs respondents would like to see offered are art programs and fitness/exercise/training programs. Cooking and sewing/makers/crafts were tied in third place.

Skypark

As the largest community park in Scotts Valley, Skypark is a popular destination of local residents and visitors alike. Many park users visit Skypark, due to a wide and popular variety of recreational opportunities and park amenities, such as the existing athletic fields, dog park, skate park, pump track, pickleball/tennis courts, picnic areas, playground, bocce ball courts, and linear trails. The vicinity of Skypark next to the Senior Center and Community Center contributes to the park's popularity. This is also supported by the survey results where a majority of respondents have visited Skypark. Common sentiments expressed by respondents regarding improvements for Skypark are outlined below:

- Repair and regular maintenance of existing turf/athletic fields for field sports
- To accommodate large crowds during weekends and summer months, consider increasing parking spaces or provide space for overflow parking
- Update outdated play equipment
- Add more pickleball courts
- Add shade over bocce ball court
- Replace outdated site furnishings with modern site furnishings

Siltanen Park

Siltanen Park is the second most visited park in Scotts Valley by respondents. This will likely remain a popular destination for the Scotts Valley community because of the community pool, sports field, group picnic area and playground. Also, Shugart Park is located west of Siltanen Park and provides open space and parking.

Below are a list of improvements for Siltanen Park expressed by respondents:

- Repair and regular maintenance of existing turf/athletic fields for field sports
- Replace outdated site furnishings such as bleachers
- Increase quantity, diversify, and modernize site furnishings
- Update outdated play equipment

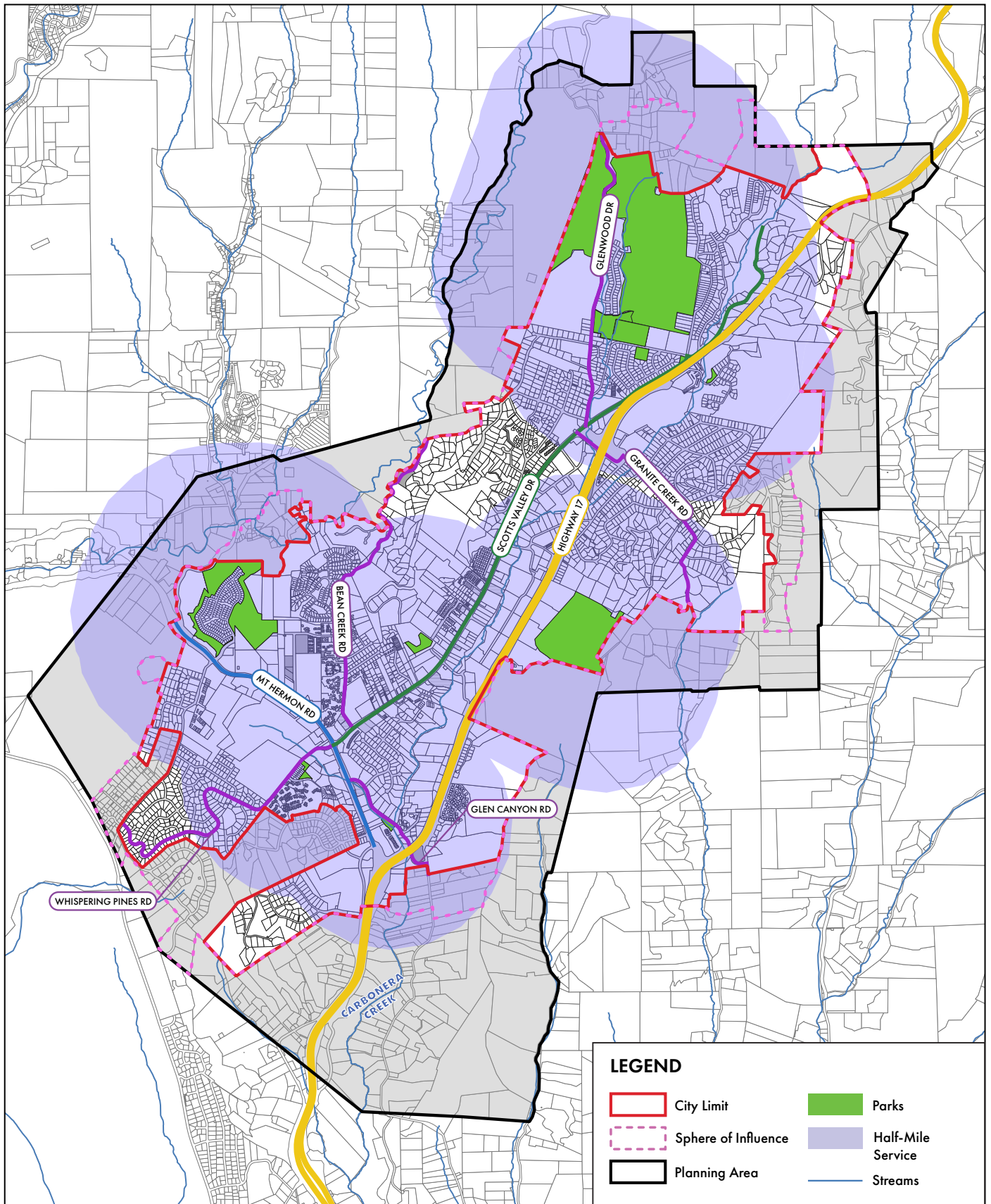
PARK DISTRIBUTION AND GAPS IN SERVICE

City parks are generally well distributed, despite tight zoning restrictions and limited land availability. However, park amenities and recreational opportunities are not evenly distributed throughout Scotts Valley, particularly between the north and south ends, as well as the east and west sides of Highway 17.

- Most courts are located on the south side of Scotts Valley, including pickleball courts, basketball courts, tennis courts, and bocce ball courts. Soccer fields, along with both the community center and senior center, are also located on the south side.
- Most fields are located on the north side of Scotts Valley, including baseball fields and softball fields.
- There is a lack of a dog park on the north side.
- There is only one developed mini park located on the east side of Highway 17.
- There are no splash pads, competition site or lap pools, or large plazas for gatherings at any of the Scotts Valley parks.

Generally, Scotts Valley parks are in fair condition. There are existing play equipment and site furnishings that are becoming worn-out and would likely need to be replaced. With the exception of Polo Ranch Park and ongoing renovations to play equipment at Skypark, existing play equipment are reaching at the end of their lifespan and could be replaced with new, modern play equipment. There are also fields and open space trails that require additional maintenance and upkeep due to high use and natural erosion.

FIGURE 5.5 EXISTING PARKS HALF-MILE SERVICE MAP



Map source: This map was created based on GIS data from Santa Cruz County.

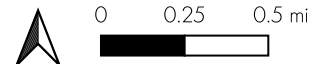
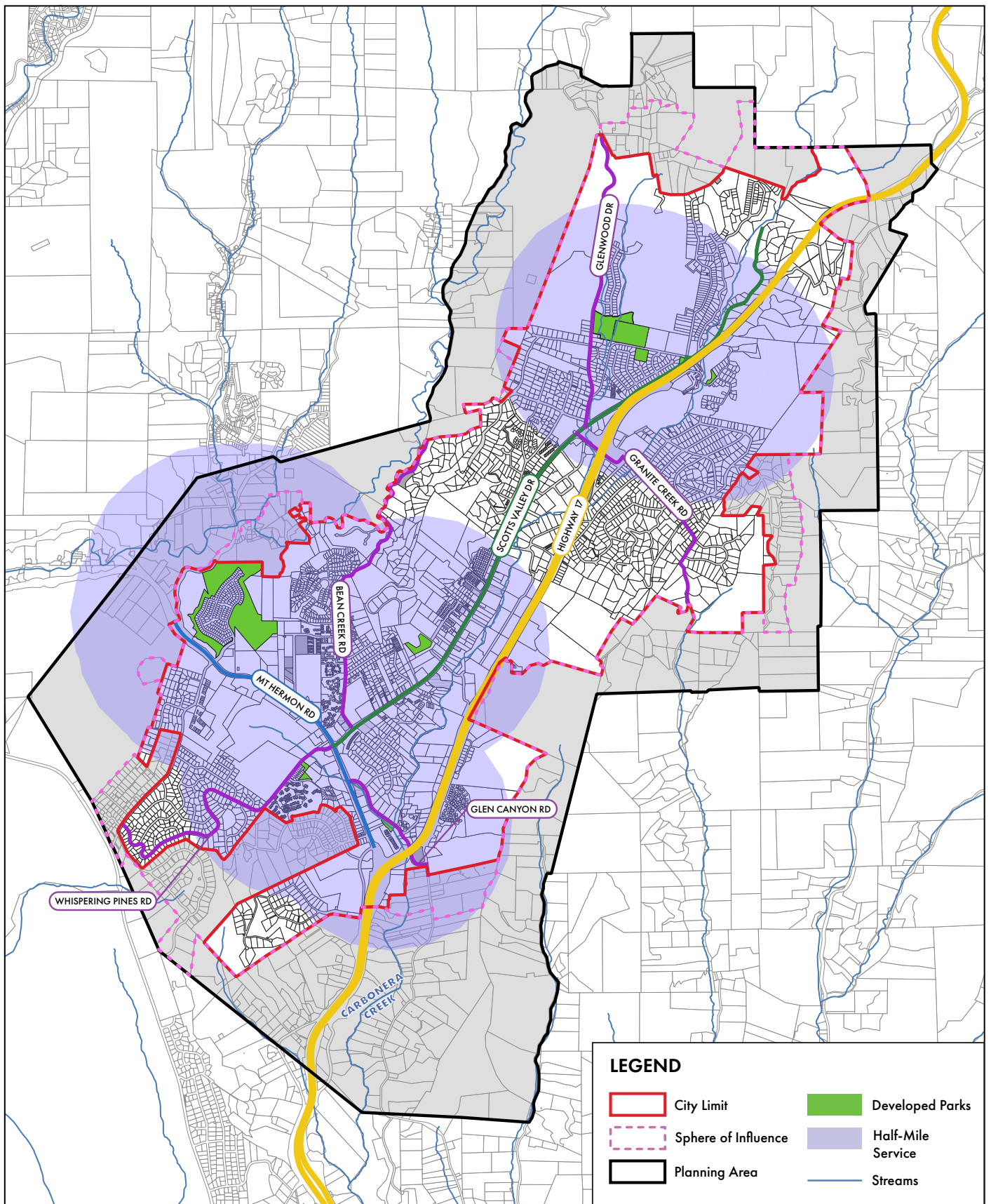


FIGURE 5.6 EXISTING DEVELOPED PARKS HALF-MILE SERVICE MAP



Map source: This map was created based on GIS data from Santa Cruz County.



0 0.25 0.5 mi

Park distribution maps are useful in guiding future planning of park development in neighborhoods that lack a park within a 10-minute walk. Map analysis can provide visual insight on where the City of Scotts Valley can target and develop new parks, along with an understanding of the current spatial distribution of existing parks.

Figure 5.5 shows the half-mile service of existing Scotts Valley parks, both developed and undeveloped. The half-mile service indicates an approximately 10-minute walk to a park and the likelihood people would travel to access a park. There is a deficiency of park space at the central west and east sides of Scotts Valley, as well as deficiency of parks along small areas at the outer limits.

Figure 5.6 shows the half-mile service of existing developed Scotts Valley parks only. This is to help identify gaps of developed park space since Level of Service goals only include developed park spaces. There is a deficiency of developed park space located centrally in Scotts Valley on both the east and west sides of Highway 17. The outer areas on the most northern and southern ends of Scotts Valley are also lacking in developed park space.

A further overlay of existing parks and the existing half-mile service area with topographic information and zoning can be useful in understanding where the gaps lie in relation to physical conditions. Figure 5.7 shows the half-mile service of existing developed Scotts Valley parks with terrain and contours. About half of the central portion of Scotts Valley is bounded by steep terrain and a majority of the gaps on the north and south sides of Scotts Valley have steep areas.

Understanding existing zoning can identify constraints along with potential areas for new parks. Figure 5.8 shows the half-mile service of existing developed Scotts Valley parks with current zoning. Within the gap in the central area of Scotts Valley, there are generally commercial, industrial, and residential zoning. Due to existing zoning, there is limited space to allow for future park development in this area. To help fill the gaps, the City can seek other alternatives, which will be provided in “Chapter 6: Recommendations.”

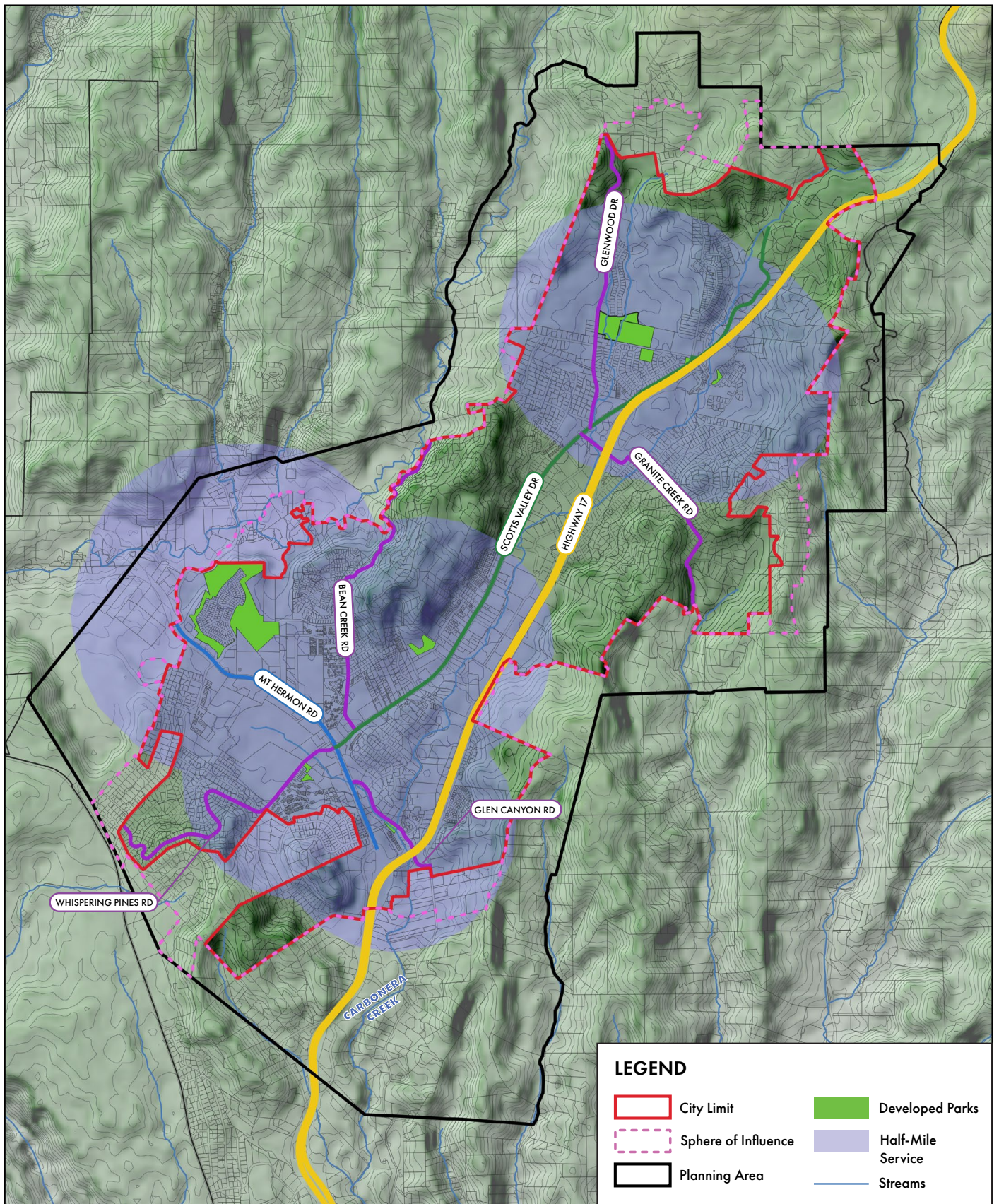
Gaps in Recreation Programs and Facilities

Currently, the Recreation Division offers facility rentals at Scotts Valley Community Center and outdoor gazebos at City parks. Several recreational classes and after school camps are offered through partnerships with local organizations and community members. The types of programs and classes vary seasonally and remain limited due to the restructuring process of the Recreation Division.

Based on feedback from community meetings, FlashVote results, and the online survey, a strong sentiment from the public regarding recreation programming was the desire for a swim program. The recent renovation and re-opening of Siltanen Pool will satisfy a much needed, core amenity for the community.

Other highly rated recreational programs and/or classes the community would like offered are soccer, art, and fitness/exercise/training. The top non-traditional sport programs the community would like to see offered are pickleball, mountain biking, bocce ball, and rock climbing. As the Recreation Division rebuilds their programs, it is important to consider implementing fees for program participation and to offer programming for different age groups, as discussed in “Chapter 3: Best Practices.” Offering a diverse set of programs can also attract different user groups.

FIGURE 5.7 EXISTING DEVELOPED PARKS HALF-MILE SERVICE OVERTOPOGRAPHY MAP

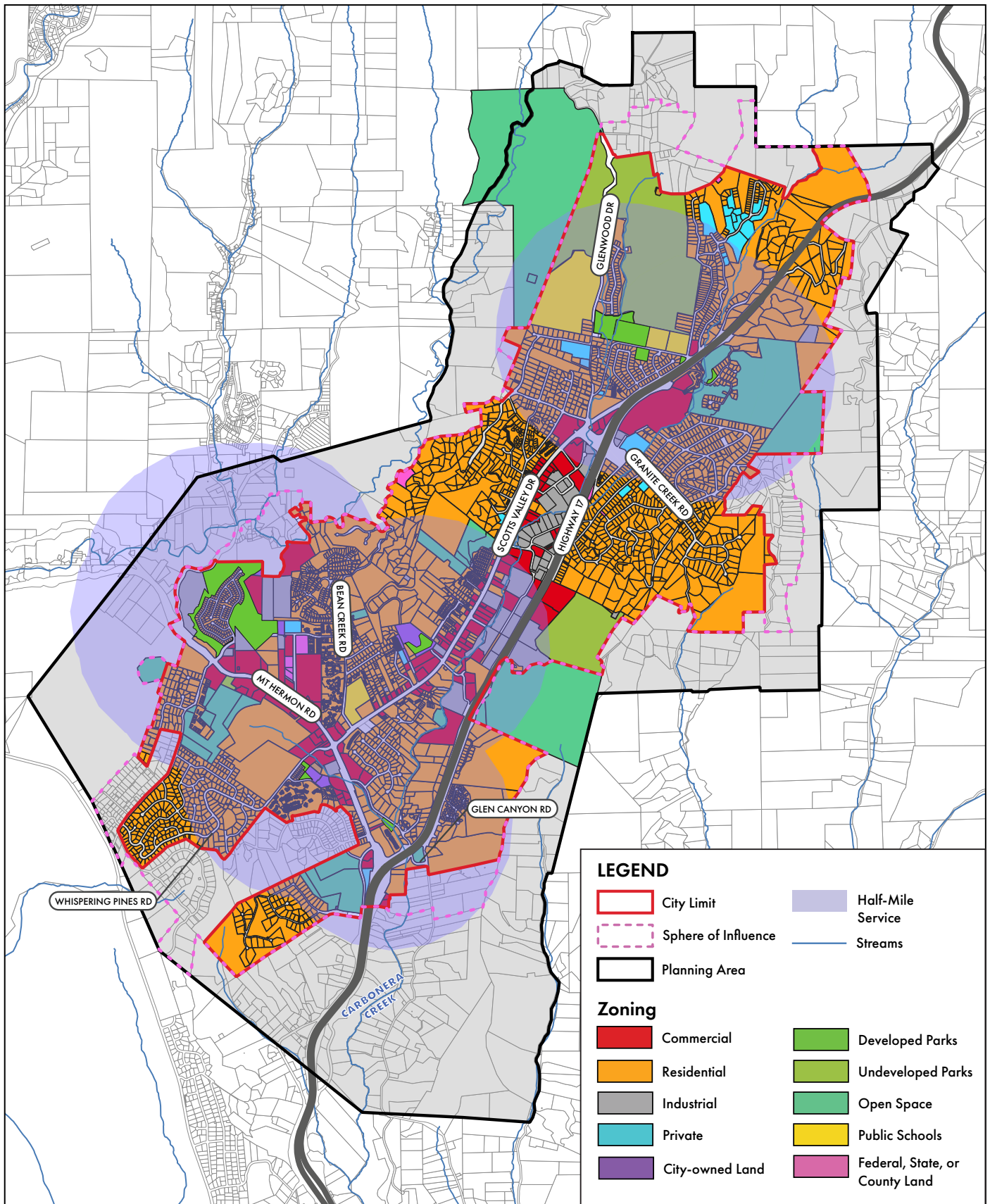


Map source: This map was created based on GIS data from Santa Cruz County and topographic information from U.S. Geologic Survey (USGS).

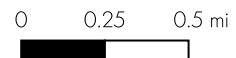


0 0.25 0.5 mi

FIGURE 5.8 EXISTING DEVELOPED PARKS HALF-MILE SERVICE OVER ZONING MAP



Map source: This map was created from GIS assessor parcel data from Santa Cruz County and was modified for simplicity based on the zoning map from the Scotts Valley General Plan.



Indoor recreational facilities are also an important amenity to the community. While the Recreation Division has a community center, there are no indoor sport courts or multi-purpose rooms in this facility. The Senior Center currently does have a commercial kitchen, a main hall with a small stage, and a library/meeting room. There is also a Performing Arts Center with a main theater. Recommendations to help the City fill gaps in recreational programming and facilities are provided in “Chapter 6: Recommendations.”

SUMMARY OF NEEDS ASSESSMENT

The needs assessment from this chapter is based on community feedback and analysis maps, which will help inform recommendations and park scoring in the next chapter. A recreational programming analysis was not performed because the Recreation Division was in the process of restructuring their department, as well as recreation programs, during the writing of this Parks Master Plan. Once the Recreation Division restructures their programs, the City can consider producing a future report that can be added as an appendix to this Parks Master Plan.

Overall, many Scotts Valley residents value City parks, like to engage in diverse recreation activities, and frequent parks that provide their favorite amenities or activities. A common sentiment among respondents are to improve existing parks in general and to provide additional maintenance or repairs at high-use areas, such as fields. Increasing quantity of courts, along with, adding site specific improvements, such as shade, were also expressed by respondents. This indicates that the Scotts Valley parks and amenities are heavily visited and used for both active and passive recreation. This trend will likely continue as the population continues to grow in the coming decades, so it is important for the City of Scotts Valley to incorporate and prioritize park improvements to meet current and anticipated demand.

Based on the park distribution analysis maps, there are notable gaps where neighborhoods lack a developed park space within a 10-minute walk. Due to current zoning and limited land availability, filling in these gaps will be a major challenge. The City can consider other alternatives to help fill the gaps. “Chapter 6: Recommendations” will provide a thorough review and recommendations on how the City can work toward filling those gaps.



CHAPTER 6

RECOMMENDATIONS

RECOMMENDATIONS

PARK AND FACILITY RECOMMENDATIONS

Best practices and national trends findings, site inventory observations, community outreach results, needs assessment, and analysis maps will guide the recommendations for how the City can prioritize park improvements. These will also inform the categories for a park scoring system that uses metrics tailored to the unique makeup and needs of the community. While ADA specific recommendations are not provided, general recommendations were provided based on visual assessments during site inventory of non-compliant features, along with assessments from the 2016 Access Audit and Transition Plan. For a more thorough investigation, the City can pursue a full ADA compliance audit for each park. Individual park recommendations are presented later in this chapter.

Inclusion and Accessibility at Parks

There is an increasing sentiment across the nation for inclusion in public spaces and making spaces accessible and welcoming for all, regardless of age, background, ability, or gender. The Scotts Valley community shares this sentiment, since 75% of respondents regarded providing recreation opportunities for all abilities as “very important.” Also, respondents regarded inclusive play areas for children of all abilities as “very important.” When there are opportunities to improve existing parks, the City of Scotts Valley should consider incorporating inclusive site furnishings, accessible pathways, and inclusive play elements into these improvements. Many vendors are also integrating inclusivity in their products so there will be greater opportunities to include cost-effective, inclusive features as they are becoming more mainstream and prevalent. This also aligns with the Access Audit and Transition Plan Recommendations 2016 and the City’s ongoing implementation to include ADA improvements in their Capital Improvement Plan (CIP) projects scheduled and budgeted for the next several years, as discussed in “Chapter 2: Context.”

Park amenities, such as picnic tables, benches, and drinking fountains, should meet the standards of the Americans with Disabilities Act (ADA). Parking spaces and accessible pathways to ADA-compliant park amenities should also be considered in the park design. At a minimum, there should be an accessible path of travel to each of the following features: ADA picnic table, ADA bench, bi-level drinking fountain, trash and recycling receptacles, a restroom, and any on-site building that is open to the public. While the minimum acceptable width of an accessible path is 4 feet, it is ideal for the path to be 6 feet or wider, to accommodate two-way pedestrian traffic and allow more room for access.

Inclusion is not only limited to ability, but also age groups. Multi-generational play activities that involve all generations, including an adult, a senior, or a caregiver, are also increasing in popularity. Play does not have to be limited to children but can also extend to the whole family and different generations. This may include fitness equipment, musical equipment, play equipment, and recreational games, such as foosball, game tables, and table tennis. Low impact sports that include pickleball courts and bocce ball courts can also be considered. This reinforces the concept that everyone has the opportunity to play together and to engage in activities that allow for group socialization and bonding with one another.

When playgrounds are inclusive, there are more opportunities for children and families to play and interact with kids of normal abilities. Beyond meeting the standards of the Americans with Disabilities Act (ADA), it is imperative for cities, including Scotts Valley, to create spaces and

provide recreation activities that exceed ADA requirements, paving the way for inclusion and accessibility at parks. Tailoring play equipment that not only supports child development, but also accommodates children with different developmental needs can benefit overall community health and minds. There are many factors to consider when discussing inclusion in play spaces. Refer to the Playgrounds and Equipment section for recommendations pertaining to inclusivity in playgrounds.

Playgrounds and Equipment

Playgrounds are important pieces of any park, whether it be a mini park, a neighborhood park, or a community park, so the City should prioritize upgrades and continued maintenance efforts at its playgrounds. About half of City parks have play equipment, but most are worn-out and outdated, with the exception of the newly installed play equipment at Polo Ranch Park and ongoing play equipment upgrades at Skypark. Several existing play structures have shaded roofs covering a small area and a majority of older parks have engineered wood fiber (EWF) playground safety surfacing. Most of the play equipment is nearing the end of its lifespan and may not meet the latest Certified Playground Safety Inspector (CPSI) or ASTM standards. There are also limited inclusive features at the existing playgrounds.

As discussed in the previous section, inclusivity at playgrounds must also be incorporated into the design decisions. About one third of respondents would like improvements to existing playgrounds and 22% would like to incorporate inclusive play areas for children of all abilities. Upgrading play equipment with more modern and inclusive features can provide enhanced play value and can encourage imaginative play, exploration, and social interaction among kids of all abilities. Playgrounds should incorporate inclusive play elements if possible and maximize the number of inclusive play elements if budget and space allows.

A truly inclusive play area does not only mean to be accessible but also age and developmentally appropriate and stimulating to the senses. The City should ensure play equipment addresses different levels of difficulty and engage in diverse sensory skills as much as possible. The eight senses are sight, smell, touch, sound, taste, interoception, vestibular, and proprioception. Because play is critical for a child's development and social skills, it is also important to provide both easy and challenging components that allows children to independently choose an activity. In addition, separation between age groups and providing age appropriate play equipment in designated spaces are key to ensuring kids are playing with equipment that are appropriate for their age.



While EWF playground safety surfacing is ADA compliant, using solid playground surfacing such as pour-in-place rubber surfacing or synthetic turf is much more accessible and wheel-friendly. Rubberized safety surfacing tends to be more durable and lower maintenance. When possible and funding is available, it is ideal to use solid playground surfacing over EWF surfacing.

Providing site amenities at playgrounds is also important to consider. Adequate seating, preferably under shade, for parents, grandparents, caregivers, and chaperones will encourage park users to stay longer at playgrounds. It is also a best practice and development standard to provide shade over play equipment because they provide refuge during hot periods. Shade at play structures

can not only reduce UV exposure, but also lower playground maintenance and repair costs as well as reduce the heat of the play equipment.

Amenities

Amenities in Scotts Valley parks currently serve the community sufficiently, but some of these amenities are outdated and not tailored to the current desires of the community. As funding is available and where needed, it is recommended for the City to continue to modernize and update site furnishings, including benches, picnic tables, drinking fountains, and trash and recycling receptacles. The City can also consider adding different site furnishings such as bike racks. This also extends to playground equipment, where possible, in order to ensure playground areas are safe and up to code. It is important for the City to consider these upgrades, beyond the typical repairs, in order to improve long-term maintenance efficiency. Meaningful, user-friendly upgrades will also reinforce community identity and provide an opportunity to add play value to an existing playground. It may also provide an opportunity to add play value to the playground through design.



Many survey respondents felt that the community is missing programs, events, and specialty recreation spaces. For example, there is no dedicated space for large outdoor gatherings or special events, and the community lacks a splash pad. A large gathering space would be appropriate at a park with existing parking onsite which can accommodate event crowds, such as MacDorsa Park. The City can consider performing a detailed study to determine a large event space at an existing City park, including noise assessment, parking availability, and traffic.

Popular recreation amenities, such as sports field and courts, are currently concentrated in two main City park locations. There are also other popular amenities, such as pickleball courts and swimming pool, located at one park. One recommendation is for the City to provide additional amenities that meet popular demand, ideally in areas of Scotts Valley that do not have them. In regards to pickleball court locations, the City can consider converting the existing basketball court with pickleball court striping at Hocus Pocus Park or create new pickleball courts at Vern Hart Park.

For mini parks with limited amenities, such as Gateway North Park and Vern Hart Park, the City can explore options to add new amenities or re-purpose the space, where feasible. The City can consider converting the existing lawn to low-maintenance plantings at Gateway North Park. This effort can reduce water use and maintenance costs. The City can also consider creating new pickleball courts at Vern Hart Park. Identifying local community needs and interests will be key to the park improvement process.

Diversifying amenities that can tailor to the evolving interests of the community encourages people to recreate and stay active. As indicated from the 2023 NRPA's Agency Performance Review report, reasons for visiting parks vary greatly, showing the importance of customizing parks and recreational opportunities to meet the needs and aspirations of the community. Where feasible, the City can evaluate opportunities to provide unique amenities and programs, such as community gardens, fitness courses, or pump tracks. A further, in-depth survey can help understand and identify the specific type of parks amenities the community is interested in.

Improvements to existing amenities remain important, as this is the top concern expressed by survey respondents. This means prioritizing specific and needed park improvements, such as regular maintenance of turf fields, or adding a new amenity, such as shade in parks as appropriate at playground areas, picnic and seating areas, and courts, where needed. Prioritizing park improvements for heavily used parks can be the first step to ensuring long-term recreational use and having well-maintained, modern amenities can encourage new users to participate later on.

Park Maintenance Standards

A best practice shared in Chapter 3 was for a park and recreation agency to adopt park maintenance standards. It is recommended that the City of Scotts Valley develop parks maintenance standards to ensure parks are properly maintained. This will allow for consistent park maintenance practices and standards while minimizing subjectivity. The City can also consider an outcome-based maintenance standard that involves assessments of park conditions that can be documented and measured over time.

PARK SCORING

The quality of a park system should be considered when analyzing parks on a holistic level. While parks may be categorized based on typology, each park offers different amenities, hosts different recreation classes, serves different demographics, and accommodates different communities. These factors affect the quality and value of a park. By understanding a park's current value and opportunities for improvement, planners can better prioritize funds for improvements and maintenance to maximize park usage and resources.

To better understand and develop a method for prioritization based on park value and opportunity, this Parks Master Plan utilizes a scoring system that analyzes different metrics. The community's unique demographics, public input results, observations from site investigations, and spatial mapping analysis were factored into the creation of these metrics.

Figure 6.0 explains the seven different metrics that were used in the park scoring calculations. Each metric is assigned a maximum number of points that can be received. Point values are determined based on the amount of value or recreation opportunity the category can bring to a park. Categories such as quantity of amenities, usability, and code infractions carry greater weight in identifying the amount of improvement opportunities are present and is assigned higher point values.

In general, each park is evaluated based on the seven metrics. Each metric's total point value is added, then averaged to determine each park's individual park score. See "Appendix B: Park Scoring" for a detailed park scoring table and in-depth explanation of each metric.

Park Scoring Evaluation

Once implementation occurs, the value of these metrics can change at a higher rate than others as time passes. Upgrades, improvements, or additions to a park may reduce the number of code infractions or increase the number of amenities at a park. These changes will affect the overall park score and may move a park's score up or down. The Implementation section in this chapter further discusses ways the City can use Park Scoring to evaluate where to prioritize park planning efforts.

FIGURE 6.0

SEVEN SCORING METRICS

**10
pts**

PROGRAMMING

Programming measures the number of programmed elements at a park that draw groups of people together. This includes recreational programs held at a park, rentable sport fields/courts for recreational play, and event spaces for public gatherings. Parks that accommodate more programs attract more people and tend to be highly used.

**10
pts**

QUANTITY OF AMENITIES*

This metric quantifies the number of park amenities. Amenities include benches, tables, barbecues, drinking fountains, play equipment, shade shelters, and bike racks. Parks with fewer amenities indicate a greater need and prioritization for improvements.

**10
pts**

LACK OF USABILITY*

Understanding the condition of park amenities is useful in determining the likelihood of people frequenting a park. Outdated, broken, or worn-out amenities are often associated with lack of care and crime and may drive users to other parks. Usability qualifies the condition of amenities and places parks that have park amenities in poor and unusable conditions to a higher priority for improvements. Parks that have amenities in good or fair condition are less prioritized.

**10
pts**

CODE INFRACTIONS*

Code infractions measure the number of local or federal code violations. Code infractions were determined based on visual assessments in the site inventory visits and the 2016 Access Audit and Transition Plan. Corrections to playgrounds, ramps, and park sites are only counted. Exterior routes, shade shelters, and parking are not included. Parks with more code infractions would have a higher priority for improvements.

**5
pts**

COMMUNITY ACTIVATION

Parks capable of hosting larger social/community events are highly valuable. These events foster community identity and social connections. Parks that hold community events such as festivals, concerts, or celebrations are given 5 points.

**5
pts**

CONNECTIVITY

The connectivity metric looks at social spaces within a half-mile radius that may attract users to a park. These would include schools, churches, multi-use spaces, shopping malls, etc. Parks located in areas with more social opportunities tend to have a greater number of users utilizing amenities and features.

REVENUE GENERATORS

3 pts = use fees

6 pts = entry fees

**10 pts = tournament/
competitive fees**

*Quantity of amenities, usability, and code infractions carry greater weight and is assigned higher point values.

See “Appendix B: Park Scoring” for a detailed park scoring table with a numeric score for each metric. An in-depth explanation of each metric is also provided.

Park Prioritization Scoring Results

TABLE 6.0 PARK SCORES FOR EXISTING PARKS *		
SCORE	PARK NAME	TPOLOGY
5.3	SILTANEN PARK	COMMUNITY
5.1	SKYPARK	COMMUNITY
3.8	MACDORSA PARK	NEIGHBORHOOD
2.7	HOCUS POCUS PARK	MINI PARK
2	VERN HART FISHING PARK	MINI PARK
1.9	SHUGART PARK	NEIGHBORHOOD
1.9	LODATO PARK	TRAIL
1.8	GATEWAY NORTH PARK	MINI PARK
0.9	GLENWOOD OPEN SPACE TRAILS	TRAIL
0.8	POLO RANCH PARK	MINI PARK

* It is important to note that a higher score means greater needs of improvements.

Strategies for Closing the Gaps

It is apparent that many Scotts Valley residents value City parks, like to engage in diverse recreation activities, and frequent parks that provide their favorite amenities or activities. The community outreach process revealed a common sentiment to improve existing parks in general and to provide additional maintenance or repairs at high-use areas, such as fields. Respondents expressed the desire to increase the quantity of sports courts, along with adding site specific improvements, such as shade features. It is recommended for the City to improve existing parks and to prioritize park improvements based on the park scoring results.

The analysis maps indicated the limitations of building new park space due to steep slopes and existing zoning. Additionally, available space for parking, circulation, and general access will need to be considered. It is recommended for the City to pursue dedication of new park land, where possible, with new residential development, to align with the 2023 General Plan policy. This will help increase City-owned developed park land and move toward meeting Level of Service (LOS) goals. The City can also expand recreational offerings through joint-use agreements, as discussed in the next section.

Opportunities for Expanding Recreational Offerings Through Joint-Use Agreements

Due to the limitations of zoning, limited development space, and steep topography, it is recommended for the City of Scotts Valley to pursue joint-use agreements with school districts, including Scotts Valley Unified School District, to expand recreational offerings to their community. The California Civic Center Act (Education Code Section 38130 et. seq.) requires that every public school structure and facility built with public dollars is accessible to the public for uses beyond schooling. The management, direction, and control over the use of school facilities lies with the governing board of a school district. They are responsible for ensuring the use of school facilities is consistent with the use of the school facilities for school purposes and does not interfere with the regular conduct of school work.

The Act also allows the governing board of a school district to charge an amount, not to exceed its direct costs for use of its school facilities or grounds. A governing board that levies these charges shall first adopt a policy specifying which activities shall be charged an amount not to exceed direct costs.

As most park and recreation agencies, whether a city, county, or special district, are looking for use of additional facilities, it is natural for the agency to establish a formal working relationship with local school districts. This is an especially valuable relationship as the majority of use by a park and recreation agency is after hours, which is the exact time school districts have facilities available for use.

Facility use agreements (or sometimes called Joint-Use Facility agreements) are important, both for the protection of the school district and the park and recreation agency and to allow the school district to ensure that use complies with State law. An agreement may contain:

- Terms of use of school facilities
- Hours of permitted use/type of permitted use
- Insurance requirements of users
- Policies and regulations for use of facilities including set up and clean up requirements
- Any health and safety protocols required by the State and/or school district
- Schedule of fees for use
- Supervision responsibilities for use
- Cancellation and change of schedule process
- Description of capital replacement funds, if any, which are to be provided to the school district

When a park and recreation agency enters into an agreement for use of school facilities, the park and recreation agency might want to offer the school district use of park and recreation agency facilities in the form of an exchange of facilities agreement. This type of agreement can allow a school district access to facilities that might not normally be available to a school district, and may also help offset the costs for the agency to use school facilities.

Formal adoption of any agreement is required by both agencies, and should be intended to be a long-term agreement so both parties understand their working relationships moving forward. The agreement should also include renewable options to spell out how the agreement is renewed and/or amended in the future.

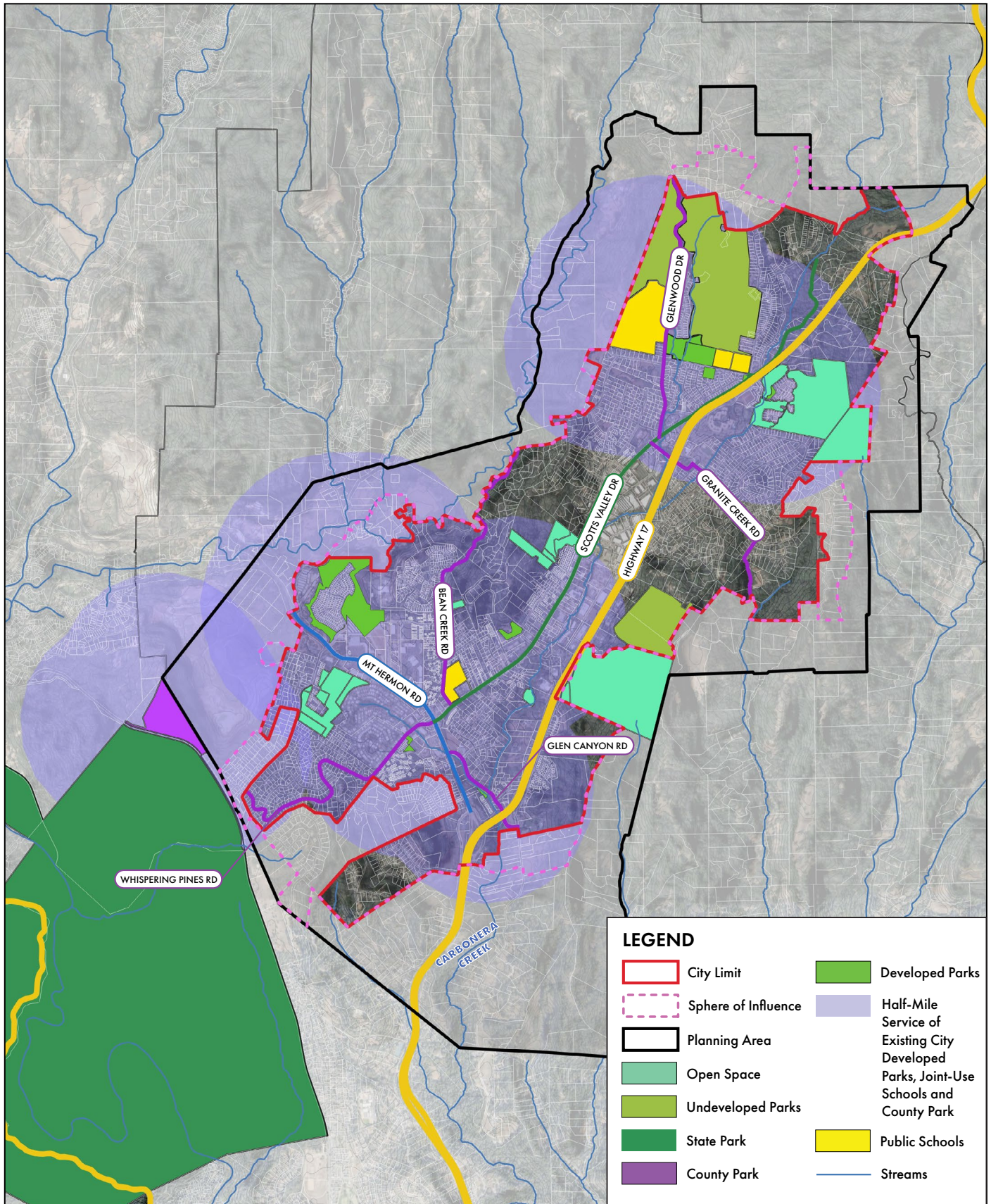
Facility use agreements need a commitment from both sides to work together to make adjustments and changes that are needed over time as use of any facility does not happen without issues. Additionally, a written agreement is necessary to document the conditions and agreements that is intended to last longer than the current staff from the school district and the park and recreation agency. As personalities of staff can change over time, and can be beneficial or harmful, written agreements are important to represent the positive working relationships as intended by the original boards when the agreement was approved.

It is recommended for the City to pursue joint-use agreements with Scotts Valley Unified School District (SVUFD). SVUFD has four schools, including two elementary schools, one middle school, and one high school. Recreational facilities include pickleball courts and tennis courts at Scotts Valley High School and an amphitheater at Vine Hill Elementary School.

Scotts Valley Areas of Focus

In addition to implementing joint-use agreements with local school districts, the City can consider pursuing partnerships with State parks, Santa Cruz County, and local districts such as Boulder Creek Recreation and Park District, to expand recreational offerings. Partnerships with private schools can also be considered. These partnerships can help close gaps in neighborhoods that lack a park within a half mile, especially in central Scotts Valley. Figure 6.1 shows the potential

FIGURE 6.1 RECOMMENDED AREAS OF FOCUS TO CLOSE GAPS



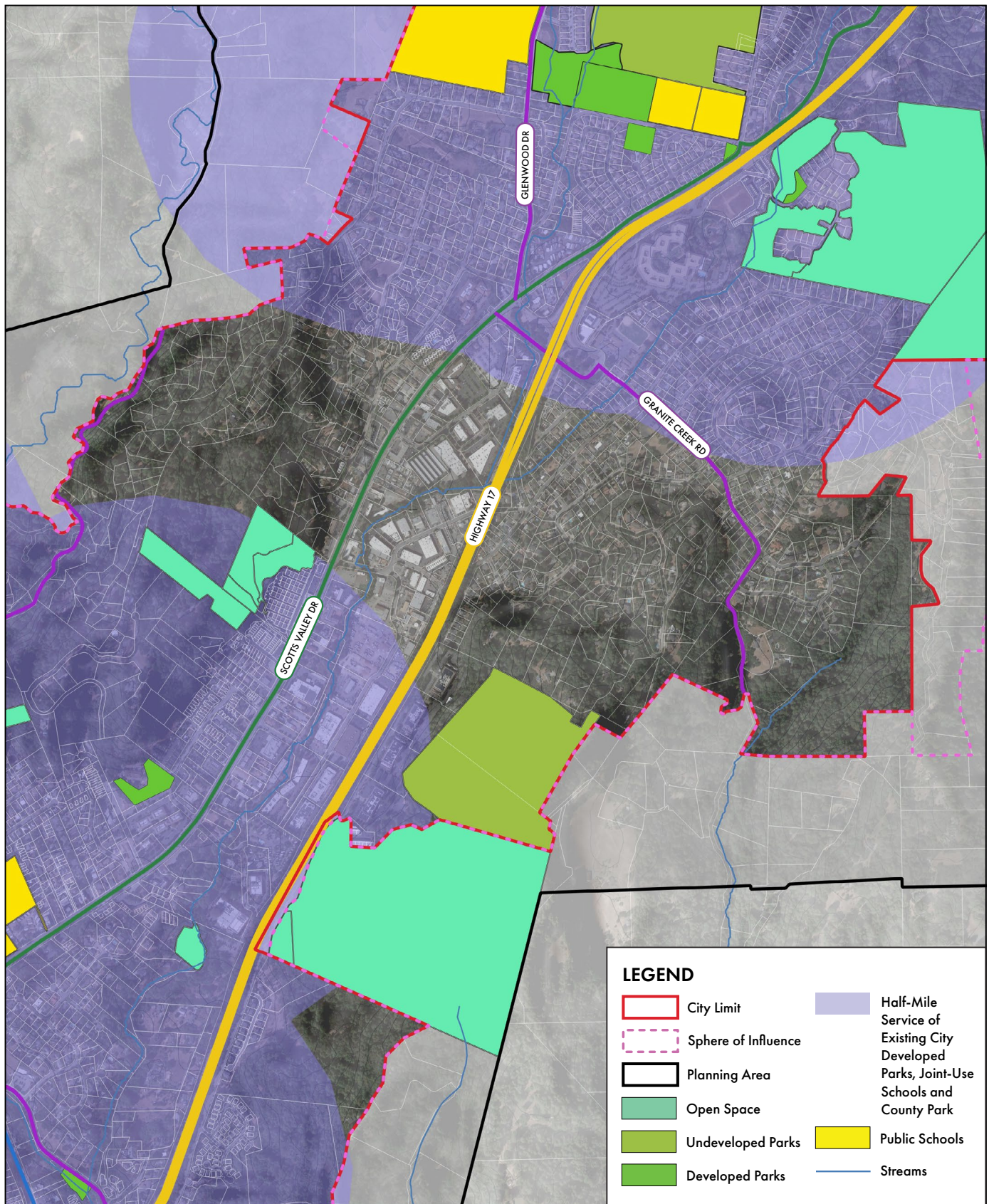
Map source: This map was created based on GIS data from Santa Cruz County and zoning information from the Scotts Valley General Plan. The Open Space areas are identified from the Scotts Valley General Plan. Undeveloped parks and developed parks are terminology used to distinguish to different parks owned by City of Scotts Valley.



0 0.25 0.5 mi



FIGURE 6.2 RECOMMENDED AREAS OF FOCUS TO CLOSE GAPS ENLARGEMENT



Map source: This map was created based on GIS data from Santa Cruz County and zoning information from the Scotts Valley General Plan. The Open Space areas are identified from the Scotts Valley General Plan. Undeveloped parks and developed parks are terminology used to distinguish to different parks owned by City of Scotts Valley.



0 0.25 0.5 mi

outcome of filling the gaps based on partnerships with Santa Cruz County, school districts, and private schools. While this will still leave remaining gaps, the City can review other opportunities in the park planning process, such as acquisition of private land and new residential development areas, and identify areas to place smaller parks to help fill the gaps. Figure 6.2 shows an enlargement of areas that do remain deficient in parks even with joint-use agreements.

RECREATIONAL PROGRAM RECOMMENDATIONS

As the Scott's Valley Recreation Division continues to establish recreation programs, it is recommended for the Recreation Division to focus on providing core recreation programs where attendance has been known to be high and the community has actively participated in the past. Several of the recreation services were outlined from the [2021 Scotts Valley Recreation Services Assessment and Restoration Report](#):

- Aquatics
- Instructional Classes
- School Age Recreation (Childcare) and Summer Camps
- Sports Programs
- Facility Rentals
- Senior Center Programs
- Special Events

TABLE 6.1 PARKS MASTER PLAN RECREATIONAL PROGRAMS AND SERVICES RECOMMENDATIONS
ART
FITNESS
SOCCER
CRAFTS / MAKERS
TEEN AND ADULT SPORTS

It is recommended the Recreation kick start and build core programs. This will provide momentum for the Recreation Division to continue to build partnerships with regional providers to operate facilities or programs, as well as contracted instructors to host classes that are tailored to the interests of the community. This includes the recent renovation and re-opening of Siltanen pool in Summer 2023. Aquatics was the top recreational program respondents would like to see and the re-opening of Siltanen Pool will satisfy a much needed, core amenity for the community.

Other top programs respondents would like to see were art, fitness/exercise/training, soccer, and sewing/makers/crafts. Classes now offered include yoga, gymnastics, dog training, and arts and crafts. Special events such as a Paint Night, a Halloween event and a Cooking Demo event were also listed. These new classes and events are setting the foundation for the Recreation Division to provide unique and tailored recreational programs and opportunities for the Scotts Valley community. This Master Plan recommends the Recreation Division continue to build partnerships with regional providers to operate facilities and programs, and with contracted instructors to host classes that are tailored to the interests of the community.

A recurring theme from survey results indicated that respondents would like to see different recreation programs and services for teens and adults. Diversifying recreational programs that would appeal to different age groups can expand recreational opportunities to more members

of the community, building stronger connections and encourage social interaction among like-minded peers. While there are youth sport programs and senior programs currently offered by the Recreation Division, it is important to consider adult sport programs, along with other recreation programs and opportunities that the community are interested in participating.

It is recommended for the Recreation Division to start collecting program registration data and to track performance metrics of their programs. Collecting basic attendee demographic data and identifying popular programs through participation numbers are useful ways to analyze the performance of City programs. It is also recommended for staff to perform a yearly assessment to track program success rates. The Recreation Division may consider having program participants complete a short survey at the end of the program or class for constructive feedback on how to improve their program or what was executed well.

As discussed in “Chapter 5: Needs Assessment,” there is a lack of indoor recreational facilities and multi-purpose rooms available for to the general public. Similar to program offerings, it is recommended for the Recreation Division to partner with schools through joint-use agreements to use their facilities, both indoor and outdoor spaces. Opportunities for expanding recreational offerings through joint-use agreements was presented earlier in this chapter.

As the Recreation Division is in the process of restructuring, marketing efforts of recreational programs and services has been improving. A designated Public Outreach staff in the Recreation Division has been able to perform direct outreach and marketing of the City’s recreational programs and activities. It is recommended for the Recreation Division to continue to use digital platforms, such as social media, for marketing because this can reach a wide audience. It is also recommended for City staff to use partnerships with community leaders and organizations to expand public outreach of recreational programs and help spread the word. This can include local media, local sport groups and organizations, health-care clinics, childcare centers, and schools (counselors, nurses, and health coordinators). Implementing a strategic, ongoing marketing plan can improve awareness of the City’s recreational programs.

FISCAL CONTEXT

The City Council has established nine priorities for fiscal year 2023–24, five of which relate to park improvements and recreation programming and associated operational and maintenance costs:

- Identify additional revenue sources to support a thriving City.
- Explore new ways to connect and partner with local businesses to explore Scotts Valley’s brand and competitive advantage.
- Re-establish recreation programming that support the diverse interests of our community.
- Invest in improvements to bike and pedestrian safety.
- Support cultural events, art, and projects that celebrate Scotts Valley.

Although the need for park and recreational improvements is apparent and desired, the City currently has a structural budget deficit that will require drawing down \$5 million in General Fund and \$3 million in designated Capital Improvement Program reserve funds in the current fiscal year. The structural budget gap is attributed to pre-planned one-time expenses as well as rising operating and capital costs. A structural deficit will persist absent corrective action.

FUNDING MECHANISMS

The Scotts Valley Parks Master Plan is a strategic planning document to guide future park improvements in a systematic way that anticipates the growing and diverse needs of the community. To achieve this goal effectively and sustainably, funding sources beyond those currently employed must be established.

Existing Funding Sources

The City currently uses five funding sources for park improvements, as described below.

General Capital Improvement Fund

The City's General Capital Improvement Fund is mainly funded by transfers from the General Fund. The primary revenue sources for the General Fund include the Sales Tax, Property Tax, and the Transient Occupancy Tax (TOT).

Lennar Funds

The Lennar Fund was created as the result of a development agreement between the City and Lennar Homes of California for residential construction of the property formerly known as Polo Ranch. A condition of approval required Lennar Homes to pay the City \$1 million for park and recreational opportunities. Lennar funds have been used to fund a variety of park-related infrastructure projects. However, with an approximate fund balance of \$600,000, this funding source will run its course as annual funding for park improvements is programmed.

Park and Recreation Facilities Funds

The Park and Recreational Facilities fund is a Special Revenue Fund consisting of development impact fees collected through the approval process and assessed at the time a construction permit is issued. The impact fee is charged to residential developers based on the number of housing units to be constructed. The fee revenue helps fund planned park improvements to meet the needs that new developments have on community resources.

The estimated fund balance as of July 1, 2023, is approximately \$1.6 million, and the City expects to receive \$257,000 in fee revenue in the current fiscal year. Although the fund balance for this revenue source has increased from approximately \$925,000 in 2019 to nearly \$1.6 million in 2023, (a cumulative increase of 71.8%), the increase is mainly associated with larger development projects approved within this timeframe that generated substantial fee revenue. It is anticipated that the funding will be used for near-term park improvements.

Federal Funding

When available, federal funding can be used for park improvements. The City has secured \$1.4 million in Community Project Funding from the Department of Housing and Urban Development (HUD) to replace the childcare building at Vine Hill Elementary School. Approximately \$760,000 in Community Project Funding through HUD will be used for play structure improvements at Skypark.

Proposition 68 Parks Grant

California voters approved Proposition 68 in 2018, which authorized \$4 billion in state general obligation bonds to fund various state and local parks, environmental protection projects, water infrastructure projects, and flood protection projects. Funds are available through an annual grant application process based on various eligibility requirements.

The City is using Proposition 68 funding in the amount of \$178,000 to help fund tot lot improvements at Skypark.

Five-Year Capital Improvement Program

The City's current five-year Capital Improvement Program (CIP) identifies 18 park projects totaling approximately \$4 million. Identified funding sources are itemized in Table 6.2.

TABLE 6.2 FUNDING SOURCES FOR CURRENT PARK PROJECTS	
FUNDING SOURCE	PERCENTAGE OF TOTAL FUNDING
CAPITAL IMPROVEMENT FUND	22%
DEVELOPMENT IMPACT FEES	14%
LENNAR FUNDS	6%
PROPOSITION 68 FUNDING	4%
FEDERAL FUNDING	54%
TOTAL	100%

As Table 6.2 reflects, the current CIP relies on one-time funding sources (Lennar Funds, Proposition 68 Funding, and Federal Funding) for nearly two-thirds of its planned capital projects, with the remaining one-third funded by general tax revenues and development impact fees. As the City plans for future park infrastructure improvements, it will be important to reduce the reliance on one-time revenue sources and general tax revenues, the latter of which is required to subsidize parks and recreation operating expenses.¹

Potential Funding Sources and Strategies

The City's current funding sources for park improvements are limited to General Fund revenues, Lennar Funds, development impact fees, and grant funding when available. Funding sources beyond those currently used will be needed for future sustainable improvements. This section discusses potential funding sources and strategies and their relative suitability to Scotts Valley.

There are pros and cons to each funding source/strategy, and a thorough analysis is necessary to determine what methods make best sense for the City to pursue and what the resource constraints may be. Additionally, the funding sources and strategies discussed below are not exhaustive.

Park Dedication/In-Lieu (Quimby Act) Fees

California Government Code [Section 66475 et. seq.](#) allows cities to establish requirements for new residential subdivisions to dedicate land, or pay an in-lieu fee, for parks and open space. Use of the fee revenue is restricted to the development of new parks or to make improvements to existing parks and not for ongoing maintenance.

Suitability to Scotts Valley: Chapter 16.35 of the municipal code establishes the ability to assess a park dedication in-lieu fee. Collecting a park dedication/in-lieu fee would efficiently add an ongoing revenue source associated with certain new residential developments. City should ensure it is charging for all eligible fees, such as the Park Dedication/In-Lieu (Quimby Act) Fees.

Corporate and Community Partnerships

Many local governments adopt policies to facilitate corporate and community partnerships to raise funds for park and recreational community programs, events, and facilities. Such policies may include the establishment of special revenue funds to account for donations. Key examples of such partnerships are briefly described below.

¹ The Parks and Recreation Division required a 70% General Fund subsidy in fiscal year 2022–23 in the amount of \$215,000. The fiscal year 2023–24 budget eliminates the Recreation enterprise fund, with all revenues and expenses moved to the General Fund.

Donor Campaigns

Both residents and the business community recognize how park and recreational facilities and programs impact a community's vibrancy and quality of life and are often willing to help fund such efforts. Donor campaigns can be used to seek such support whether it pertains to large/high-profile projects of citywide import that require major corporate funding or location specific amenities where community members may be willing to conduct fundraising or donate their time to provide or maintain an amenity in their neighborhood.

Suitability to Scotts Valley: The City has a donation and gift policy that establishes conditions and criteria for accepting donations of money, goods, or services for specific acquisitions or projects. Additionally, advocacy groups such as the newly formed Community Advocates of Scotts Valley sponsor events to raise funds for recreational projects. As future park amenities are planned, the City can collaborate with community advocacy partners to conduct donor campaigns.

Crowdfunding

Crowdfunding is an internet-based resource that allows a large number of people to contribute funds to a specific project or program via an online platform.

Suitability to Scotts Valley: This funding mechanism represents an opportunity for the City to evaluate on a pilot basis for supporting small projects, although some jurisdictions are evaluating the application of crowdfunding to large infrastructure projects. Examples of crowdfunding aggregators include [Indiegogo](#), [Mightycause](#), and [Infrashares](#) (specific to large scale infrastructure).

Public-Private Partnership

Public-private partnerships (PPP or P3) involve collaboration between a government entity and a private company to finance, build, and operate infrastructure projects. Funding a project in this fashion can facilitate its efficient completion or make it possible in the first place. For parks and recreation, PPPs can also involve outsourcing. The [National Recreation and Park Association](#) is a good resource for information on P3 models.

Suitability to Scotts Valley: Park projects that may benefit from corporate sponsorships or public-private partnerships include pickleball courts currently under discussion.

Corporate Sponsorships

Some cities seek corporate partnerships to sponsor park and recreational programs, events, and facilities. For example, the City currently uses sponsorships for its Independence Day Parade, and such sponsorships help fund events like the Art and Wine Festive presented by the Scotts Valley Chamber of Commerce. A common type of sponsorship used to help fund public facilities includes the purchase of naming rights for a defined period such as the life of an asset and the City has a naming rights policy in place to evaluate opportunities as they may arise.

Suitability to Scotts Valley: To be determined.

Other Partnerships

Partnerships with other government or nonprofit organizations can be considered to jointly fund park projects. For example, the City is considering joint-use agreement(s) with the District to share facilities.

Suitability to Scotts Valley: The City's geographic location in proximity to Santa Cruz and as a major gateway to the San Lorenzo Valley and Big Basin area provide opportunities for local government and recreation district partnerships that sync with multi-use trailway and bikeways goals established in the General Plan and Active Transportation Plan.

Private Foundation/Gifts

Some government entities pursue planned giving strategies to raise funds from tax exempt, nonprofit organizations established with private donations associated with specific activities or causes.

Currently, the City is party to a Memorandum of Understanding (MOU) with the Land Trust of Santa Cruz County for the preservation of approximately 170 acres divided into nine parcels owned by the City (with a portion of one parcel owned by the Scotts Valley Water District). An endowment fund of approximately \$1 million was established for the long-term management of the preserved land.

Additionally, a recently formed nonprofit advocacy groups, the Community Advocates of Scotts Valley (CASV), is looking to raise funds to augment the City's capital project for upgrades to the small children's playground at Skypark.

Suitability to Scotts Valley: The City can consider evaluating and expanded partnership with the Land Trust of Santa Cruz County for financing park projects. To further this strategy, the City can conduct best practices research on foundations throughout the country. The [National Association of Park Foundations](#) is a resource for this purpose.

Private Trusts

Private trusts are typically set up with high net-worth individuals who wish to leave a portion of their wealth particular park and recreation amenities, facilities or programs in a city. Private trusts helped to fund the construction of Scotts Valley's Glenwood Open Space Preserve and Al Shugart Park.

Suitability to Scotts Valley: This strategy is interrelated with establishing a park foundation. Given the City's proximity to Silicon Valley and the number of high net-worth families in the area, pursuing this strategy for future park construction can and should be considered.

Additional Grant Funding

Scotts Valley currently receives limited grant funding for park improvements. The [Office of Grants and Local Services \(OGALS\)](#) of the California Department of Parks and Recreation provides information on funding opportunities. In addition to Proposition 68 funding, OGALS administers annual Land and Water Conservation Fund (LWCF) funds from the National Parks Service, the Habitat Conservation Fund, and the Recreational Trails Program.

In addition to state and federal sources, private foundations, large corporations, and nonprofit organizations offer funding opportunities for specific park projects.

Suitability to Scotts Valley: The City recently hired a grant writing firm to assist in identifying and applying for grants. However, in general grant funds are limited and usually allocated on a competitive basis or in small annual amounts, which presents challenges for capital improvement planning. Grant award often come with reporting requirements, which also must be considered when applying. As an additional step, the City could subscribe to [GrantStation](#) to monitor grant opportunities.

Additional Revenue and Land-Based Financing Options

As the City plans for future park improvements, other funding options specifically tied to new developments or related to residents and residential/commercial property owners such as new or increased taxes and fees can be considered. These options are briefly discussed.

Community Benefits Program

More cities are considering community benefits programs as an alternative regulatory mechanism to entitle development projects. These programs offer development bonuses in exchange for contributions to community facilities such as park improvements.² An important aspect of these programs includes allowing higher development densities/intensities (for residential as well as commercial projects) to create financial incentives for developers, which requires evaluation in context with overall regulatory framework for city development and land use policies.

Such programs can be negotiated in development agreements on a case-by-case basis and/or codified in policy so that community benefits can be incorporated in project approvals without the necessity of an agreement.

Community benefits programs vary widely in terms of how they are implemented and are affected by local market conditions and community desires. Effective programs require constructive collaboration and communication between city leaders, developers, residents, and community groups.

Suitability to Scotts Valley: Currently, the City considers incorporating park improvements as a condition of approval for discrete residential development projects. Evaluating the establishment of a broader community-based program could be an effective tool for future land use decisions that strategically incorporate park improvements.

Special Districts

Special districts are public agencies established to provide a specific service or services to a community. Examples of such services include water, sewer, parks, and fire protection. In California, special districts can be “dependent” or “independent.” Dependent districts typically appoint elected officials from a city or county to serve as decision-makers, while independent districts operate under a locally elected board of directors. Special districts are funded through property taxes, special assessments, and fees for service.

An important distinction between cities and special districts is that the latter may cross city and county boundaries to provide services on a regional basis.

Suitability to Scotts Valley: Cities in Santa Cruz County are generally not well-funded for park and recreational amenities. As a longer-term strategy, the City may wish to discuss opportunities with neighboring jurisdictions (including county unincorporated areas) for regional collaboration through the creation of a special district.³

New or Expanded City Taxes

General Tax Revenue

In California, all local tax revenue is designated as either general or special taxes. The City’s largest General Fund revenue sources (Sales Tax, Property Tax, and TOT) are general taxes. Increasing existing or establishing new general taxes requires local ballot measure approval by majority vote (50%, plus one).

Suitability to Scotts Valley: The City is evaluating additional revenue that could eliminate the City’s structural budget deficit and could potentially free up general revenues for park improvements.

² Community benefits are broadly defined and may include improvements ranging from transportation to housing to particular community facilities.

³ Given that Scotts Valley is bordered by unincorporated county areas, the potential exists for collaboration with the state to establish a regional park district.

Special Tax Revenue

A special tax is any tax imposed for a specific purpose such as Parcel Taxes, Benefit Assessments, and Community Facilities Taxes. With the exception of benefit assessments⁴, the voter approval threshold requirement to adopt a special tax is a two-thirds majority (66.8%), which is much higher than the simple majority required for general taxes and therefore more challenging to pass. Table 6.3 provides brief descriptions of special taxes.

TABLE 6.3 EXAMPLES OF SPECIAL TAXES
PARCEL TAXES A parcel tax is a tax levied on parcels of property that can be used for any purpose. Use of revenue generated is restricted to services specified on the ballot measure. Ordinances adopting parcel taxes commonly identify them as an excise tax based on the availability or use of municipal services and/or facilities.
BENEFIT ASSESSMENTS Benefit assessments are charges levied on real property to pay for public improvements or services in a defined district (which can encompass the entire boundary of a city) according to the special benefit each parcel receives. Benefit assessments are imposed as pay-as-you-go financing or to provide bonded indebtedness for large capital construction projects. Examples include districts for landscaping or street lighting and major street/sidewalk improvements. Within the district boundary, only the defined special benefits are assessable.
COMMUNITY FACILITIES TAX⁵ Adoption of a community facilities tax enables the establishment of a community facilities district (CFD) to debt finance the purchase, construction, improvement, expansion, or rehabilitation of public capital facilities and related services. Authorized facilities include park, recreation and open space; school sites and buildings; libraries; childcare; street improvements; and parking. Authorized services include public safety-related programs; recreation programs; library; and operation/maintenance of parks, open space, museum and other cultural programs.

Suitability to Scotts Valley: Currently, the City has one benefit assessment associated with parks for maintaining a linear park and greenbelt areas adjacent to Skypark (which is the responsibility of 190 proximate parcel owners). The City has other assessment districts and a community facilities district not directly related to parks. The City may wish to consider establishing other benefit assessments related to parks and park improvements in the future.

Operational Cost Recovery

Although cities in California charge recreation program (user) fees, the revenue collected is not sufficient to cover the full cost of providing all recreational programs and services.⁶ As such, the operational costs of administering recreation programs must be subsidized by other revenue sources, typically with tax revenue provided by an agency's General Fund. In fiscal year 2023–24, the City anticipates that a \$600,000 General Fund subsidy will be required to cover the operational costs of the Parks and Recreation Division (PRD), which is approximately 70% of the division's operating budget.

⁴ Benefit Assessments do not require a two-thirds majority vote. Rather, establishment of a Benefit Assessment District requires a majority vote of property owners within the defined area.

⁵ Debt financing associated with community facilities districts or other instruments such as general obligation bonds must be evaluated in accordance with the City's debt management policy which limits long-term borrowing to instances where existing reserves or other one-time resources are not available.

⁶ The California State Constitution, including successive amendments resulting from statewide ballot measures, establishes requirements for governmental service fees that impact how user fees can be used to cover the costs associated with service provision.

A user fee study is currently underway that will evaluate the City's level of subsidy to help determine if additional cost recovery efforts/increased fees are warranted that can reduce the ongoing impact to the General Fund.

ADDITIONAL CONSIDERATIONS FOR DEVELOPING PUBLIC PARKS AND OPEN SPACE

The City may choose to propose ordinances to the current Municipal Code that would require earlier review and approval of developer-proposed parks and open space. This would allow the City to participate in a pre-approval discussion with developers about any proposed open space and clarify parkland dedication, ownership, and maintenance responsibilities at an early point in the subdivision approval process.

Specifically, it may be appropriate to add specific verbiage to the Title 16 - Subdivisions section, within the Tentative Map and Final Map sections (16.08 and 16.10, respectively) of the City's Municipal Code. The following verbiage is quoted from the City of Ceres Municipal Code and demonstrates the level of detail recommended:

17.03.320 – Open space ownership and maintenance

Areas within a subdivision designated or planned as open space or for use for park and recreation purposes shall be shown as part of the general plan and any applicable specific plan and shall be at a location within the subdivision acceptable to the approving authority. Areas shall be either:

- A. Designated as a separate parcel(s) and offered for dedication to the City for park and recreation purposes.*
- B. Designated as a separate parcel(s) and maintained as common open space.*
- C. Contained within the various lots of the subdivision and maintained by the owners of such lots.*

Moreover, the City may choose to consider an ordinance to the same section of the Municipal Code, which would encourage developers to propose public versus private open space within a proposed subdivision. The City currently allows a 50% credit against the total required acreage of parkland within a proposed development for proposed private parks. Lowering this fraction to 25% may further incentivize the development of public open spaces within new developments.

Additional Facilities: In addition, it is recommended that parks and recreation staff continue to explore leasing opportunities with existing vacant building owners. There may be additional programming space available for indoor sports and group activities.



PRELIMINARY PARK RECOMMENDATIONS

Based on community feedback, a strong sentiment from respondents was the desire to improve existing parks. It is recommended for the City to focus on continuously improving existing parks since many respondents shared that they value recreating at City parks. Pursuing joint-use agreements and funding opportunities can also work in conjunction with this effort. A holistic park planning approach can help support the City in providing quality parks and recreation for the community long-term.

Figure 6.3 provides three different categories for each City park: existing conditions based on site observations, general park recommendations, and considerations for community needs. General park recommendations include maintenance and small park improvements. Considerations for community needs are based on community feedback from the public outreach process. Additional suggestions are listed in this category to help fill in amenities or programs that the community desires.

It is recommended for the City to consider additional or more diverse park amenities, as this was a common sentiment from the community during the public outreach process. Top community needs are listed below:

- Stage/amphitheater
- Pickleball courts
- Dog park
- Splash pad/pool
- Full-size basketball courts
- Pumptrack

FIGURE 6.3 INDIVIDUAL PARK RECOMMENDATIONS



Considerations for Community Needs:

- Master plan Siltanen Park for renovation to meet current and future needs of the community
- Consider an aquatic center for this park

SILTANEN PARK

COMMUNITY PARK

7.5 ACRES

Condition:

- Older facility in fair condition. Field has been reported to be in poor condition by the community.

Recommendations:

- Remove horseshoe components—area is used for storage
- Reduce the amount of turf in areas that are not for active recreation, such as areas that border the fields and bleachers. Replace with drought tolerant species and irrigation, to save water, a precious resource
- Repair, aerate, re-seed, and fertilize turf areas. Repair field turf
- Clean or repaint Little League Standings board
- Clean, sand and repaint worn bleachers
- Repairs steps and provide code-compliant handrail
- Provide accessible drinking fountain
- Remove weeds and vegetation from seating area



Recommendations (Continued)

- Pickleball/Tennis courts - provide restroom building
- Linear trail—paint utility boxes and fitness equipment to avoid rust
- Repair / replace basketball court surfacing
- Install additional pickleball courts

Considerations for Community Needs:

- Relocate and improve the off-leash dog area
- Provide shade shelter over the bocce ball courts

SKYPARK

COMMUNITY PARK

22.5 ACRES

Condition:

- Generally in good condition with some areas in decline
- New tot playground has recently been installed and the renovations at the main playground are in the early stages of planning
- Shade structures at bocce ball courts have been refinished and repainted

Recommendations:

- Skate park—provide shade over entire skate area
- Replace worn signage
- Repair skate park fence
- Provide more seating or picnic tables under shade canopy
- Repair turf fields
- Clean, sand and refinish wood structures
- Common areas surrounding picnic—clear vegetation and provide rock mulch as a temporary adjustment. Long term, create pathways through native vegetation to provide nature experience through gardens.
- Pickleball/Tennis courts—repair surface, nets and screening on fence



MACDORSA PARK

NEIGHBORHOOD PARK

5 ACRES

Condition:

- Lawn is patchy
- Picnic tables have been added near playground
- One piece of play equipment with the red curved poles is installed too high and cannot be reached
- Concrete pad for picnic tables have had tables removed
- Service table at large BBQ station is not ADA compliant
- Gazebo and wood seating is worn

Recommendations:

- Provide concrete pad at bicycle racks for parking
- Renovate playground with equipment for all ages and abilities and replace with a playground that has a modern play equipment and swings
- Verify that the service table at large BBQ station is ADA compliant, and, if not, renovate
- Reduce the amount of turf in areas that are not for active recreation, such as the narrow landscape strip between the parking lot and playground and at picnic areas, and replace with drought tolerant species and irrigation, to save water, a precious resource
- Repair, aerate, re-seed, and fertilize turf areas
- Refurbish or replace wooden structures

Recommendations (Continued):

- Replace worn picnic tables and add new picnic tables on existing concrete pad
- Add shade trees or shade shelter over picnic tables to provide shade
- Provide an accessible ramp entry to the gazebo

Considerations for Community Needs:

- Develop a stage and amphitheater for outdoor improvements
- Extend parking lot to the west, if additional parking is needed
- Renovate park to include a larger inclusive playground for 2–5 and 5–12 age groups, with adjacent picnic and bench seating



HOCUS POCUS PARK

MINI PARK

1 ACRE

Condition:

- Turf is uneven
- Play equipment needs repair / replacement
- Basketball court surface is dilapidated and uneven

Recommendations:

- Repair, aerate, re-seed, and fertilize turf areas
- Replenish engineered wood fiber (EWf) safety surfacing
- Replace basketball court surface
- Replace benches that are worn
- Verify lighting is functional

Considerations for Community Needs:

- Renovate basketball half courts to full size courts
- Add a fenced, off-leash dog area



Considerations for Community Needs:

- Re-imagining the park for current and future community needs
- Consider a pickleball court or an off-leash dog park
- Utilize current parking areas for active use
- Consider natural passive area such as a California Native Plant demonstration garden

VERN HART PARK

MINI PARK

0.5 ACRES

Condition:

- Stocking of fish has been eliminated over the years; consider renovation and re-design of this park
- Area clean and bark mulch provide in landscape areas
- Boardwalk is uneven and wood is worn

Recommendations:

- Consider incorporating additional amenities or revitalizing the park with new park amenities
- Replace picnic table or bench seating at existing concrete slab
- Re-stripe parking space designations
- Remove existing concrete slabs with no apparent use, replace with native vegetation
- Add pertinent information in kiosk



Considerations for Community Needs:

- Add off-leash dog park for all
- Add pickleball / tennis courts
- Add bocce ball court

SHUGART PARK

NEIGHBORHOOD PARK

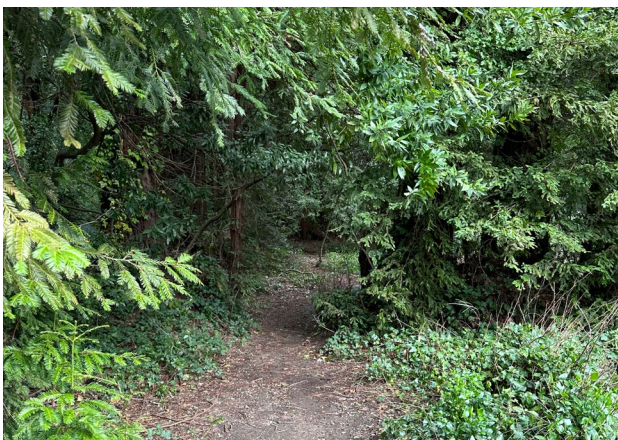
7.23 ACRES

Condition:

- Generally in good condition
- This park has planned improvements that have not been installed.

Recommendations:

- Repair cracked areas of asphalt walkway
- Continue maintenance of planting areas and bark mulch
- Install a permanent restroom building
- Complete development of the park, specifically dog park area



LODATO PARK

TRAIL

49 ACRES

Condition:

- Trail is uneven, brush extends over path
- Entry area has recently been fixed due to storm damage

Recommendations:

- Upgrade first portion of the trail to be accessible
- Continue to maintain trails by removing overgrown brush, repairing uneven trail surface, and removing trash
- Remove broken asphalt surface and repair trail
- Expand partnership with Land Trust of Santa Cruz County for trail management



GATEWAY NORTH PARK

MINI PARK

0.32 ACRE

Condition:

- Unhealthy trees need to be removed / replaced
- Sidewalk needs repair / replacement
- Turf is uneven

Recommendations:

- Repair, aerate, re-seed, and fertilize turf areas
- Repair cracked sidewalk surface
- Remove unhealthy trees
- Reduce the amount of turf in areas that are not for active recreation and replace with drought tolerant species and irrigation, to save water, a precious resource

Considerations for Community Needs:

- Convert portions of existing turf to native, low-maintenance plantings
- Add a welcome mural on the existing block wall



GLENWOOD OPEN SPACE

TRAIL

160 ACRES

Condition:

- Generally in good condition
- Restoration of native vegetation is in progress
- Currently managed by the Land Trust of Santa Cruz County

Recommendations:

- Continue to maintain trails by removing overgrown brush, repairing uneven trail surface, and removing trash
- Add bench seating at key locations
- Provide accessible path to trailhead from an accessible parking stall to the entrance



POLO RANCH PARK

MINI PARK

0.72 ACRES

Condition:

- Newly opened, all new equipment, surfacing, site furniture, restroom
- Restroom is currently managed by the HOA of the housing development

Recommendations:

- None

IMPLEMENTATION FRAMEWORK

This implementation framework presents a park evaluation strategy and an implementation table that features specific improvements ranked by priority for each park. The evaluation for each park includes not only the park scoring metrics, but also consideration of each neighborhood, the park location within Scotts Valley, current user groups, needs assessment, inventory and potential for filling service gaps. Project types are defined as those easily achieved through Operations and Maintenance, or small project, where a consultant might be hired to design and manage the project. Large projects may consider community outreach specific to each park, to allow the residents to express preferences and needs for specific amenities. These projects may take months or years to complete.

This implementation outlines a strategic, sustainable approach for the City to upgrade parks and expand recreational offerings. As the City implements actions, the City can perform an annual or bi-annual assessment of the park planning progress and outcomes. The City can also consider keeping the Parks Master Plan up to date with these reports in supplemental appendices. This is meant to track progress of park improvements as they are being implemented, so the Parks Master Plan can continuously be referred to and updated in real time.

It is important to note that conditions may change over the next 10 years, and it may necessitate modifications to the implementation actions. Changes in demographics, development patterns, economics, population, and recreational interests can alter needs and priorities. To stay committed in providing quality recreational opportunities, the City can improve and refine implementation approaches. The implementation actions are flexible in nature and can be adjusted and improved upon based on current conditions.

Annual Park Scoring Evaluation

The park scoring table in the Parks Master Plan captures the current state of park priorities for improvements based on seven metrics. Park scoring is not intended to rank the parks, but to better understand the current value of existing parks and where there may be opportunities to improve both on an individual park level and as a whole system. Using the park scoring table, the City can re-evaluate the scores on an annual basis and update the metric data as the community changes and improvement projects are completed throughout the year that may alter the way a park scores. A more detailed breakdown of the current park scoring table showing each metric with a score is in “Appendix B: Park Scoring.” In-depth descriptions of each metric are also presented in Park Scoring on page 88.

As implementation proceeds, the numeric value for each metric may change, which will impact the overall park score for an individual park. As the City makes upgrades, improvements, or additions to a park, this will change a park’s score and the park’s ranking will shift down. For instance, if the City starts to prioritize park improvements at Siltanen Park and implemented changes, the park score will change and it will shift down in ranking. Based on budget, current priorities, and other factors, the City can then decide to continue park improvements at Siltanen Park or to prioritize park improvements at other parks that have a higher park score.

Implementation Table

To ensure the success of the Parks Master Plan, an implementation table of specific improvements and recommendations have been identified for each park, organized by their park score. Cost ranges, priority rankings, and types of project are also displayed. The lower the number, the higher the priority. Table 6.4 is intended to serve as a guide where the City can make park planning decisions based on available funding, priority, and type of project.

TABLE 6.4 IMPLEMENTATION TABLE

PARK		PARK SCORE	1=High 2=Medium (start within 1–2 years) 3=Low (start within 5 years)	PROJECT TYPE	\$=Less than 100k \$\$=\$100k to \$500k \$\$\$=500k to \$2 mil \$\$\$\$=\$2 mil+
No.	Project type		Priority	Category	Cost
1	General Operations and Maintenance				
1.1	Throughout all parks, continue maintenance. Repair, replace, repaint existing site amenities. Consider a dedicated funding source on an annual basis.		1	O & M	ongoing
2	Siltanen Park	5.3			
2.1	Consider a park specific master plan for renovation to meet current and future needs of the community. Consider an aquatic center or splash pad for this park.		1	Large project	\$\$
2.2	Turf Fields - repair.		1	O & M	\$
2.3	Wood bleacher seating at all areas - clean, sand, and repaint. Remove weeds to allow for full use of seating.		1	O & M	\$
2.4	Accessible path of travel - provide code compliant walkways at bleachers, barbeque shelter, etc.		1	Large project	\$\$–\$\$\$
2.5	Playground - replenish EWF.		1	O & M	\$
2.6	Horseshoe area - remove horseshoe game elements that are not used. Consider bleacher seating facing the ball field.		2	O & M	\$
2.7	Little League Standings board at Fitz Memorial - refurbish.		2	O & M	\$
2.8	Playground - replace playground equipment with inclusive, ADA compliant and modern equipment incorporating sustainable durable materials.		2	Small project	\$\$
2.9	Parking lot on Vine Hill Road - replenish plant material. Install trees for shade. Re-install signage that is damaged.		2	Small project	\$
2.10	Landscaping - reduce the amount of turf in areas that are not for active recreation, such as areas that border the fields and bleachers. Replace with drought tolerant species and irrigation, to save water and reduce maintenance costs.		3	Small project	\$\$
2.11	Playground - drinking fountain - replace with an accessible drinking fountain with pet bowl and bottle filler.		3	Small project	\$
3	Skypark	5.1			
3.1	Consider preparation of a park specific master plan for a permanent stage to align with the Town Center Specific Plan, renovation that utilizes the space efficiently, creating opportunity to improve for current and future trends including possible relocation of the dog park and pump track.		1	Large project	\$\$
3.2	Skate park - replace worn signage, repair and paint fence.		1	O & M	\$
3.3	Landscaping - renovate common areas located outside of active play zones, to include drought tolerant, low water-use planting and irrigation. Consider installing connecting pathways through the garden areas.		1	Small project	\$\$
3.4	Playground - replace 5–12 age playground equipment with inclusive, ADA compliant and modern equipment incorporating sustainable durable materials.		1	Small project	\$\$
3.5	Skate Park - provide picnic and bench seating under shade shelter.		2	O & M	\$
3.6	Signage - repair or replace throughout the park.		2	O & M	\$

O&M = Operations and Maintenance

	PARK	PARK SCORE	1=High 2=Medium (start within 1–2 years) 3=Low (start within 5 years)	PROJECT TYPE	\$=Less than 100k \$\$=\$100k to \$500k \$\$\$=500k to \$2 mil \$\$\$\$=\$2 mil+
3.7	Turf Fields - repair.		2	O & M	\$
3.8	Basketball court - replace surfacing.		2	Small project	\$\$
3.9	Bocce Ball courts - install shade shelter over full courts and picnic areas.		2	Small project	\$\$
3.10	Pickleball/Tennis courts - repair walkways, wood retaining walls, court surfaces, nets and screening on fence.		2	O & M	\$
3.11	Pickleball/Tennis courts - provide restroom building.		2	Large project	\$\$–\$\$\$
3.12	Pickleball/Tennis courts - install shade shelters with seating outside of the court areas.		2	Small project	\$\$
3.13	Linear trail - paint utility boxes and fitness equipment to avoid rust.		2	O & M	\$
3.14	Dog off-leash park - relocate prior to Town Center construction.		3	Large project	\$\$\$
3.15	Pump-track - relocate prior to Town Center construction.		3	Large project	\$\$\$
4	MacDorsa Park	3.8			
4.1	Consider a park specific master plan for renovation to meet current and future needs of the community. Consider revitalizing the playground and amphitheater.		1	Small project	\$\$
4.2	Playground renovations - pursue either #1 or #2 option depending on available funding. <u>#1 Option</u> - renovate the existing playground with equipment for all ages and abilities. Remove and replace the unused piece of equipment. <u>#2 Option</u> - renovate to include a larger inclusive playground for 2–5 and 5–12 age groups, with adjacent picnic and bench seating.		#1 option-1 #2 option-2	#1 option - Small project #2 option - Large project	#1 option-\$\$ #2 option-\$\$\$
4.3	Accessbile Path of Travel - provide code compliant walkways to the gazebo and the Scott House entry.		2	Small project	\$
4.4	Bicycle parking - provide a concrete pad at existing bicycle racks.		2	Small project	\$
4.5	Site furniture - replace worn picnic tables and add new picnic tables on existing concrete pad.		2	O & M	\$
4.6	BBQ area - renovate the amenities in this area to meet ADA requirements, including fixtures, and counters.		2	Small project	\$\$
4.7	Landscaping - reduce the amount of turf in areas that are not for active recreation, such as the narrow landscape strip between the parking lot and playground and at picnic areas, and replace with drought tolerant species and low water-use irrigation, to save water.		3	Small project	\$\$
4.8	Turf areas - repair.		3	O & M	\$
4.9	Picnic tables - add shade trees or a shade shelter over picnic tables.		3	Small project	\$
5	Hocus Pocus Park	2.7			
5.1	Turf areas - repair and replenish.		1	O & M	
5.2	Playground safety surfacing - replenish engineered wood fiber (EWF) safety surfacing to a minimum depth of 12" in all areas. Verify that rubber safety surfacing is code compliant and not past its lifespan.		1	O & M	\$
5.3	Basketball - replace surfacing.		1	Small project	\$
5.4	Lighting - verify functionality for nighttime safety.		1	O & M	\$

O&M = Operations and Maintenance

PARK		PARK SCORE	1=High 2=Medium (start within 1–2 years) 3=Low (start within 5 years)	PROJECT TYPE	\$=Less than 100k \$\$=\$100k to \$500k \$\$\$=500k to \$2 mil \$\$\$\$=\$2 mil+
5.5	Landscaping - Reduce the amount of turf in areas that are not for active recreation, such as areas that border the street sidewalk, and small interior planting areas. Replace with drought tolerant species and irrigation, to save water and reduce maintenance costs.		2	Small project	\$\$
5.6	Site furniture - replace worn benches, tables, and barbecues.		2	O & M	\$
5.7	Consider installation of a small off-leash dog area in this park.		2	Large project	\$\$\$
5.8	Basketball - consider renovation of the two half-courts to one full size court.		3	Large project	\$\$
6	Vern Hart Fishing Pak	2			
6.1	Consider a park specific master plan for renovation that utilizes the space efficiently, creating opportunity to improve for current and future trends, including accessible access to the creek, and additional recreational amenities.		1	Small project	\$\$
6.2	Maintenance - remove existing concrete slabs with no apparent use, replace with native vegetation or add new picnic tables over existing concrete slabs.		1	O & M	\$
6.3	Site furniture - add picnic table or bench seating where possible. Repaint trash receptacles.		2	O & M	\$
6.4	Parking - restripe existing parking areas.		2	O & M	\$
6.5	Kiosk - utilize this space for City notices and marketing.		2	O & M	\$
6.6	Landscaping - consider California native plantings with signage enhancing this riparian zone.		3	Small project	\$
7	Shugart Park	1.9			
7.1	Park improvements - review the current design of the park, verify that it meets current community needs, and develop the improvements.		1	Large project	\$\$\$\$
7.2	Pathways - repair cracked areas of asphalt walkway.		2	O & M	\$
7.3	Landscaping - continue maintenance of planting areas.		2	O & M	\$
7.4	Provide a permanent restroom building.		2	Large project	\$\$-\$\$\$
8	Lodato Park	1.9			
8.1	Trailhead - renovate the trailhead with accessible path of travel and bench seating.		1	Small project	\$
8.2	Trail - continue to maintain trails by removing overgrown brush, repairing uneven trail surface, and removing trash.		2	O & M	\$
8.3	Bike rack - repair or replace.		2	O & M	\$
9	Gateway North Park	1.8			
9.1	Landscaping - reduce the amount of turf in areas that are not for active recreation, and replace with drought tolerant plants and low water-use irrigation, saving water and reducing maintenance costs.		1	Small project	\$\$
9.2	Arbor - verify structural integrity of the arbor to ensure safety.		1	O & M	\$
9.3	Wall - consider installing a colorful mural on the wall.		2	Small project	\$
9.4	Trees - remove unhealthy trees.		2	O & M	\$

O&M = Operations and Maintenance

PARK		PARK SCORE	1=High 2=Medium (start within 1–2 years) 3=Low (start within 5 years)	PROJECT TYPE	\$=Less than 100k \$\$=\$100k to \$500k \$\$\$=500k to \$2 mil \$\$\$\$=\$2 mil+
9.5	Pathways - replace broken concrete.		3	Small project	\$
10	Glenwood Open Space (Managed by The Land Trust of Santa Cruz County)	0.9			
10.1	Trails - continue to maintain trails by removing overgrown brush, repairing uneven trail surfaces, and removing trash.		2	O & M	\$
10.2	Trail head(s) - consider developing an accessible pathway from the accessible parking stall, and provide a seating area.		2	Small project	\$\$
11	Polo Ranch Park	0.8			
11.1	None.				

O&M = Operations and Maintenance

CONCLUSION

Providing safe, accessible, and equitable recreational opportunities can help encourage healthy lifestyles for everyone. Scotts Valley has a highly used parks system that offers a diverse array of active and passive recreational opportunities for its community. Many people value recreating at City parks, so it is important for the City to strategically manage this asset for the next decade and beyond. While population growth will be modest, it is key for the City to provide improved recreational experiences and expand recreational offerings through partnerships as the Recreation Division continues to restructure and rebuild their recreational services. This will help fill in gaps, from park amenities to recreational programs, that the community aspires for.

Guided by the implementation framework, the City can create unique recreational opportunities to keep members of the community engaged with the City's park and recreation system in the next 10 years. It is important for the City to perform an ongoing evaluation and update the Parks Master Plan with supplemental appendices and park scoring updates as improvements occur. Staff may provide a yearly report that is attached as an Appendix citing recommendations that have been addressed, improvements made during the year, and updates on new developments, such as the Town Center.

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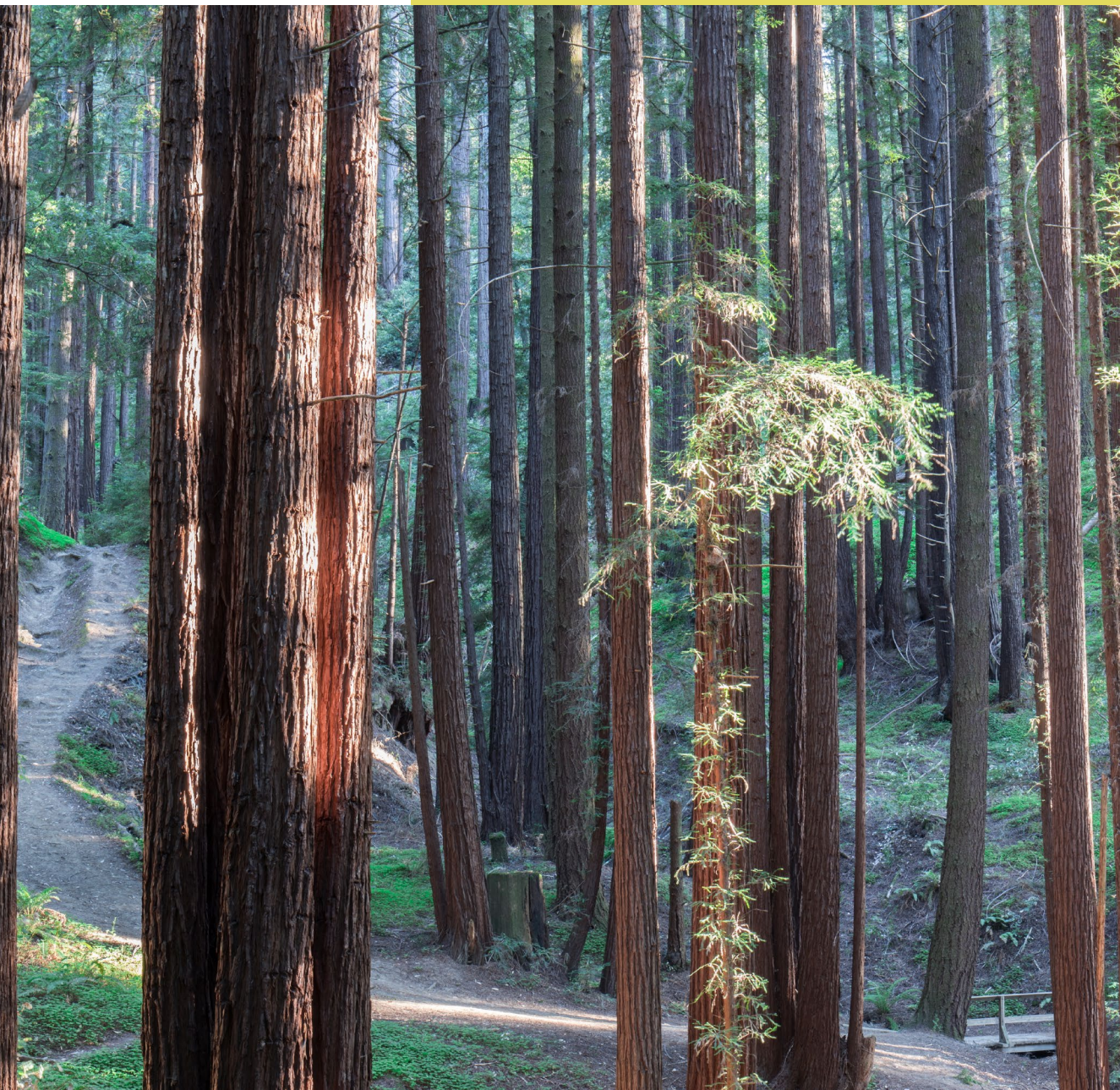
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APPENDIX A

PARK SITES & FACILITIES MATRIX

APPENDIX A

PARK SITES AND FACILITIES

PARK SITES AND FACILITIES	Type	Size (Acres)	Amphitheater	Auditorium/Stage	Barbecue Facilities	Baseball Field	Basketball Court	Bike Racks	Bocce Ball Court	Children's Play Equipment	Children's Swings	Concessions or Kitchen	Fitness Equipment	Horseshoe Area	Indoor Activities	Meeting Rooms	Nature Preserve	Off-leash Dog Site	Pickleball Courts	Picnic Area	Restrooms	Shade Shelter	Soccer Field	Softball Field	Swimming Pool	Tennis Courts	Trail Access	Plaza Area	Parking (Excludes Street Parking)
Community Center	CC	2			■							■			■	■					■								■
Performing Arts Center	CC	5		■				■													■								■
Senior Center	CC	1		■	■							■			■	■					■								■
Siltanen Park	CP	7.5			■	■				■	■	■		■						■	■			■	■		■		■
Skypark	CP	22.5			■		■	■	■	■	■		■				■	■	■	■	■	■	■			■	■		■
MacDorsa Park	NP	5	■		■			■		■				■						■	■	■					■		■
Shugart Park	NP	7.23																			■					■			
Hocus Pocus Park	MP	1			■		■			■	■									■	■	■						■	
Polo Ranch Park	MP	0.72			■		■	■		■										■	■								
Vern Hart Fishing Park	MP	0.5															■										■		■
Gateway North Park	MP	0.32																				■							
Glenwood Open Space Trails	T	160															■										■		
Lodato Park	T	49						■									■										■		

CC = Community Center

CP = Community Park

NP = Neighborhood Park

MP = Mini Park

T = Trails



APPENDIX B

PARK SCORING

PARK SCORING TABLE

SCOTTS VALLEY PARK SCORING

PARK SITE			METRIC #1		METRIC #2			METRIC #3		METRIC #4		METRIC #5		METRIC #6		METRIC #7		PARK SCORE
Typology	Ranking	Park Name	Programming	Programming Points (10)	Quantity of Amenities	Weighted Score	Quantity Points (10)	Lack of Usability	Lack of Usability Points (10)	Code Infraction	Code Infraction Points (10)	Community Activation	Community Activation Points (5)	Revenue Generators	Revenue Generators Points	Connectivity	Connectivity	TOTAL
CP	1	Siltanen Park	5	7	27	8	3	6	10	14	10	Y	5	Y	13	Y	5	5.3
CP	2	Skypark Park	8	10	36	10	1	6	10	9	7	Y	5	Y	13	Y	5	5.1
NP	3	MacDorsa Park	2	3	18	5	6	4	7	12	9	Y	5	Y	3	Y	5	3.8
MP	4	Hocus Pocus Park	1	2	20	6	5	3	5	9	7	Y	5	Y	3	N	0	2.7
MP	5	Vern Hart Fishing Park	0	0	2	1	10	4	7	4	3	N	0	N	0	N	0	2
NP	6	Shugart Park	0	0	1	1	10	2	4	0	0	N	0	N	0	Y	5	1.9
T	7	Lodato Park	0	0	2	1	10	4	7	2	2	N	0	N	0	N	0	1.9
MP	8	Gateway North Park	0	0	3	1	10	1	2	1	1	N	0	N	0	Y	5	1.8
T	9	Glenwood Open Space Trails	1	2	0	0	0	0	0	2	2	N	0	N	0	Y	5	0.9
MP	10	Polo Ranch Park	0	0	10	3	8	0	0	0	0	N	0	N	0	N	0	0.8
MAXIMUM VALUE			8		36			6		14								

PARK SCORING METRICS

1. PROGRAMMING (10-POINT SCALE)

The programming metric measures the number of programmed elements at a park that draw groups of people together. This includes different recreational programs held at a park, rent-able sport fields/courts for competitive play, and park event spaces for City gatherings. Programs include bike maintenance class and skateboarding class at Skypark and rentable gazebos at MacDorsa Park. Each type of program is given one point. Then, the maximum number of total programs at a park is used to develop a weighted score. The scores are re-calculated into a 10-point scale. Parks that can accommodate more programming attract more users, therefore holding a higher number of programming points.

2. QUANTITIES OF AMENITIES (10-POINT SCALE)

This metric captures the quantity of common park amenities at each park. These include benches, tables, barbecues, drinking fountains, play equipment, shade shelters, pet waste stations, and bike racks. Restrooms/concessions, sports courts, sports fields, amphitheaters, pools, and gazebos are excluded. These features are excluded because they are not typical features of a park. Also, only counting typical park amenities will prevent scoring from skewing to parks with a variety of park amenities, but do not have core park site features. At a minimum, a park should have some core park amenities, such as benches and tables.

Data compiled from the site inventory was used to calculate the number of amenities at each park. Each amenity counts as a point and totaled for each park. Then, the maximum number of total amenities at a park is used to develop a weighted score. The scores are re-calculated into a 10-point scale. The final score is reversed numerically, so a park with a few amenities indicate a greater need, prioritizing this park for improvements. In this park scoring table, the maximum number of amenities at a park is 17 and was averaged to create a weighted score. Parks with a greater number of amenities indicates less priority for improvements.

3. LACK OF USABILITY (10-POINT SCALE)

Regardless of the quantity of amenities of a park, the condition of its amenities will greatly impact user experience and attendance to a park. Some residents may travel further to enjoy a park with modern amenities and is located in a safer neighborhood over a run-down neighborhood park. This could result in underutilized parks that have outdated, broken, or worn-out amenities.

This usability metric measures the conditions of park amenities, placing higher priority on parks with greater points, indicating a higher lack of usability. A point is given to an existing amenity that is outdated, broken, or worn-out. For instance, one point is given for the worn-out benches at Gateway North Park and three points given for the outdated play equipment, uneven basketball court, and worn-out benches at Hocus Pocus Park. Based on the maximum number of usability points, a final weighted score is developed into a 10-point scale.

4. CODE INFRACTIONS (10-POINT SCALE)

Code infractions touches upon general safety concerns that violate local or federal code. Code infractions were determined from a visual assessment during site inventory visits and the 2016 Access Audit and Transit Plan. Corrections to playgrounds, ramps, and park sites are only included in this metric. Exterior routes, shade shelters, and parking are not included. Playgrounds assessment at Skypark are excluded because both playground sites were being renovated or planned for renovation at the time of writing this Parks Master Plan. Each item is counted as one point. As these pertain to the safety, health and well-being of the public, parks that receive a higher code infraction score should hold a higher priority for improvements than those with a lower score. Based on the maximum number of code infraction points, a final weighted score is developed into a 10-point scale.

5. COMMUNITY ACTIVATION (YES=5 POINTS, NO=0 POINTS)

Parks are social places. It is important that parks continue to be a place for people to gather and encourage social connections with each other. The community activation category aims to measure an existing park's ability to do this by assigning priority points for parks that hold community events, such as festivals, concerts, or celebrations.

6. REVENUE GENERATORS (NONE= 0 POINTS, USE FEES=3 POINTS, ENTRY FEES=6 POINTS, TOURNAMENT/ COMPETITIVE SPORT FEES=10 POINTS)

The programming metric measures the number of programmed elements at a park that draw groups of people together. This includes different recreational programs held at a park, rent-able sport fields/courts for competitive play, and park event spaces for City gatherings. Each type of program is given one point. Parks that can accommodate more programming attract more users, therefore holding greater park value.

7. CONNECTIVITY (YES=5 POINTS, NO=0 POINTS)

The connectivity metric looks at social places within a park's half-mile vicinity that would attract users to the park. These would include schools, churches, multi-use spaces, shopping malls, etc. Parks located in areas with more social opportunities tend to have a higher number of users. While it is important to continuously maintain parks, parks with higher number of users generally lead to more worn amenities due to increase usage.



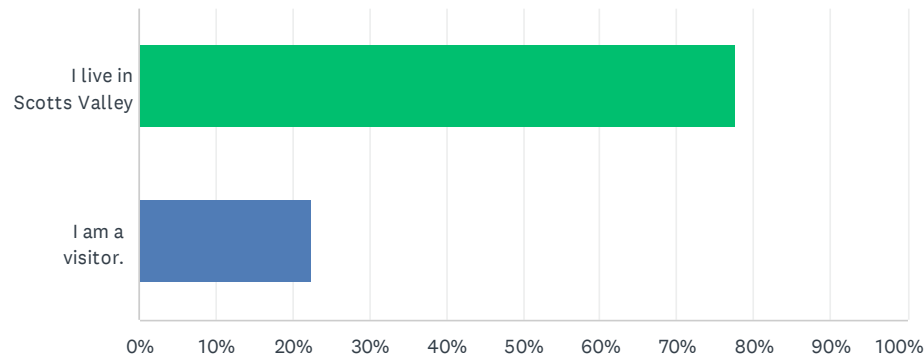
APPENDIX C

PUBLIC OUTREACH RESULTS

Scotts Valley Parks Community Survey Results

Q1 Do you live in Scotts Valley or are you a visitor?

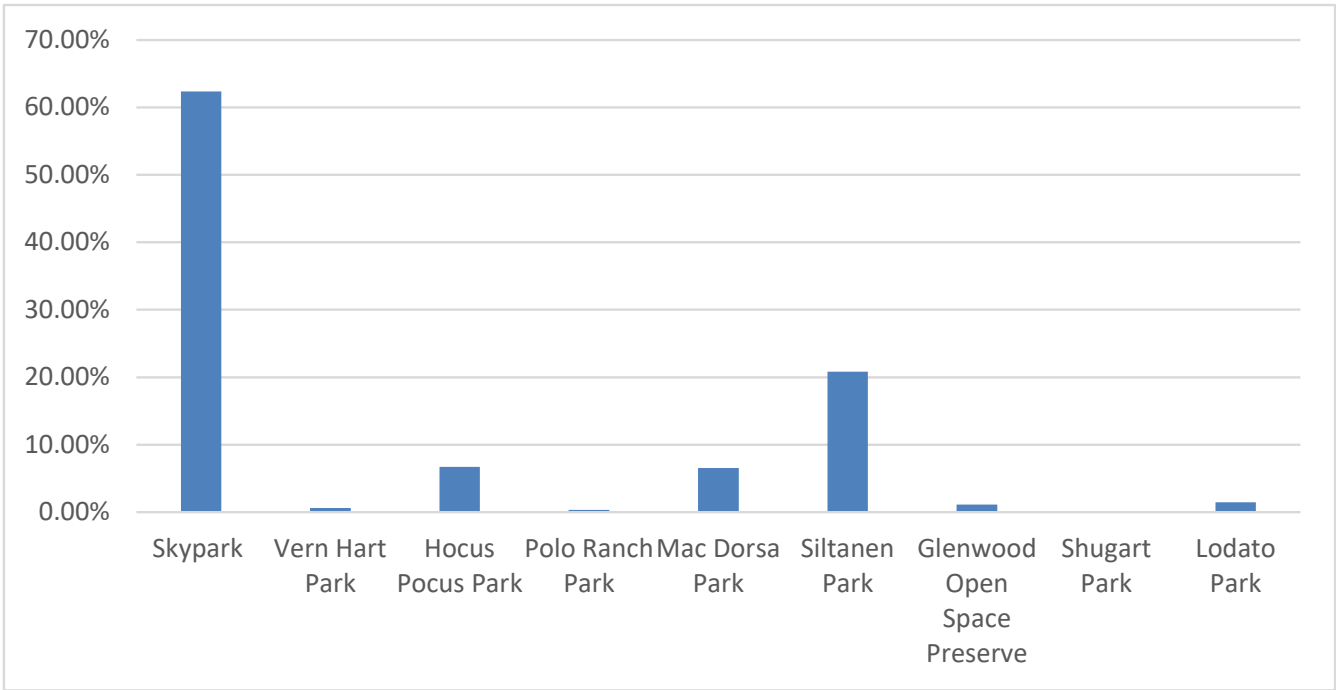
Answered: 895 Skipped: 4



ANSWER CHOICES	RESPONSES	
I live in Scotts Valley	77.54%	694
I am a visitor.	22.46%	201
TOTAL		895

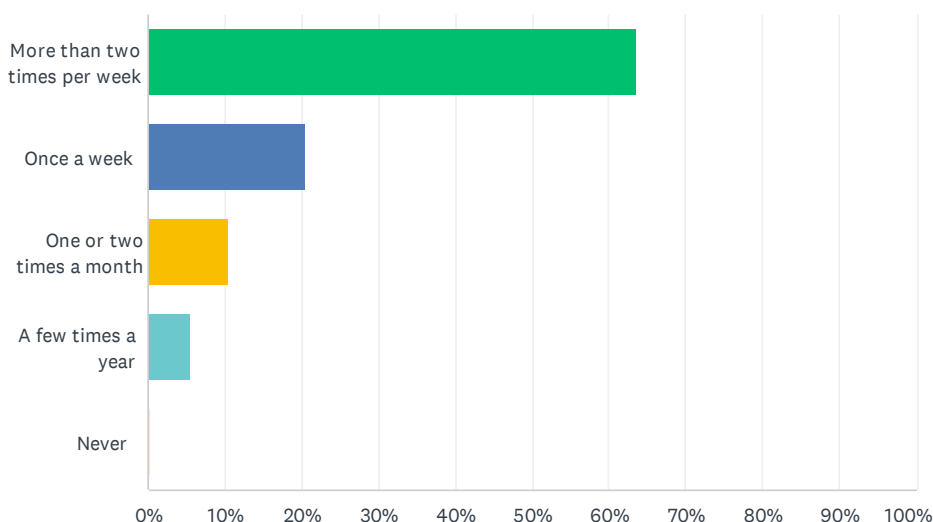
Q2 Which Scotts Valley park do you live closest to?

Answered: 871 Skipped: 28



Q3 How often do you visit Scotts Valley parks or facilities?

Answered: 897 Skipped: 2



ANSWER CHOICES	RESPONSES	
More than two times per week	63.55%	570
Once a week	20.40%	183
One or two times a month	10.37%	93
A few times a year	5.57%	50
Never	0.11%	1
TOTAL		897

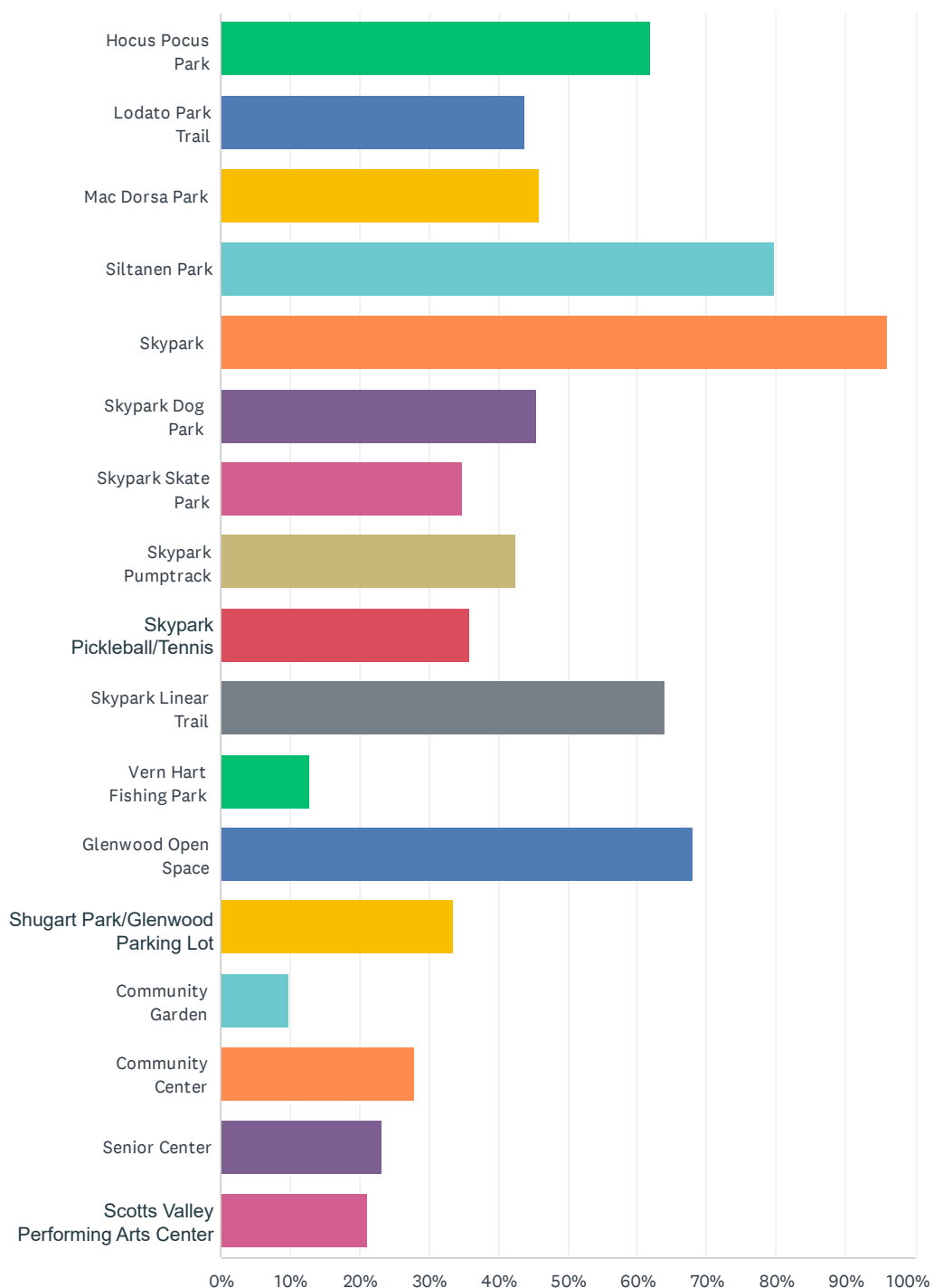
Q4 If you answered “Never” to Question #3, what are the reasons you don’t visit Scotts Valley parks or facilities? (Please select all that apply)

Answered: 0 Skipped: 899

ANSWER CHOICES	RESPONSES	
Lack of features/amenities	0.00%	0
Too far from home	0.00%	0
Lack of restrooms	0.00%	0
Safety	0.00%	0
Lack of accessible features	0.00%	0
Lack of transportation	0.00%	0
Lack of safe routes for alternate transportation (biking, walking, etc.)	0.00%	0
Use parks and facilities in other areas. (Please specify where in the "Other" section)	0.00%	0
Other (please specify)	0.00%	0
Total Respondents: 0		

Q5 Which parks or facilities have you visited? (Select all that apply)

Answered: 871 Skipped: 28

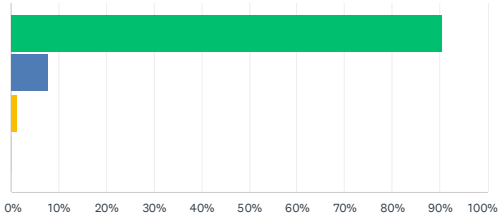


ANSWER CHOICES	RESPONSES	
Hocus Pocus Park	61.88%	539
Lodato Park Trail	43.74%	381
Mac Dorsa Park	45.92%	400
Siltanen Park	79.79%	695
Skypark	95.98%	836
Skypark Dog Park	45.35%	395
Skypark Skate Park	34.67%	302
Skypark Pumptrack	42.37%	369
Skypark Pickleball/Tennis	35.82%	312
Skypark Linear Trail	64.06%	558
Vern Hart Fishing Park	12.86%	112
Glenwood Open Space	68.08%	593
Shugart Park/Glenwood Parking Lot	33.41%	291
Community Garden	9.87%	86
Community Center	28.01%	244
Senior Center	23.19%	202
Scotts Valley Performing Arts Center	21.01%	183
Total Respondents: 871		

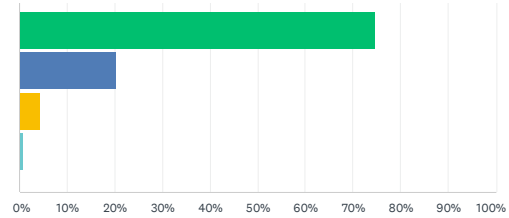
Q6 To start, how IMPORTANT are each of the following to you?

Answered: 807 Skipped: 92

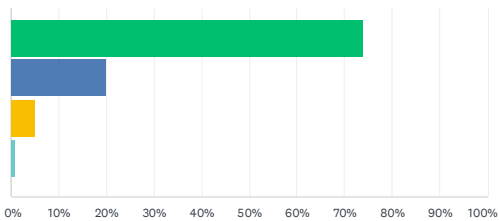
Provide opportunities to enjoy nature/the outdoors



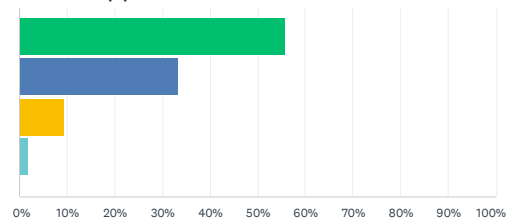
Provide recreation opportunities for people of all abilities



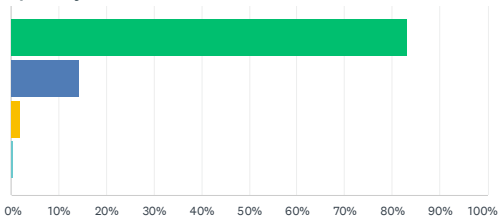
Provide opportunities for fitness, health, & wellness



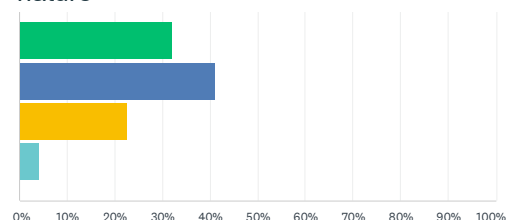
Provide spaces for special events and social opportunities



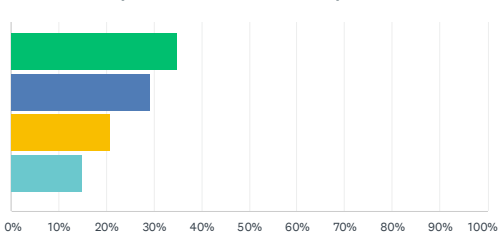
Enhance neighborhood and community quality of life



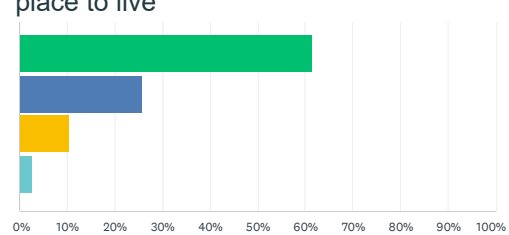
Provide opportunities to learn about nature



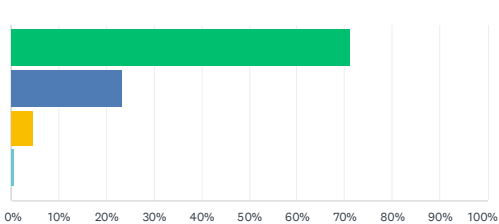
Provide spaces to exercise pets



Make Scotts Valley a more desirable place to live



Protect our natural environment



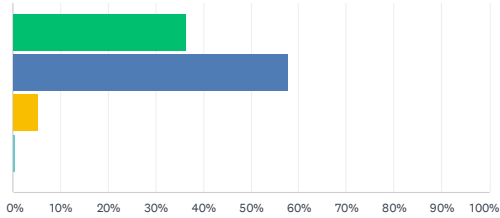
Very Important
Somewhat Important

Less Important
Not Important

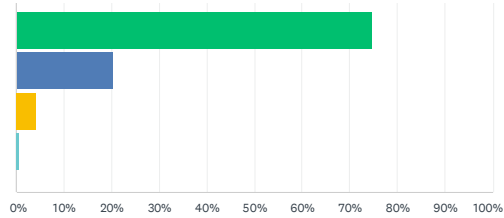
	VERY IMPORTANT	SOMEWHAT IMPORTANT	LESS IMPORTANT	NOT IMPORTANT	TOTAL	WEIGHTED AVERAGE
Provide opportunities to enjoy nature/the outdoors.	90.68% 730	7.83% 63	1.24% 10	0.25% 2	805	3.89
Provide opportunities for fitness, health & wellness.	74.06% 588	20.03% 159	5.04% 40	0.88% 7	794	3.67
Enhances neighborhood and community quality of life.	83.25% 666	14.37% 115	2.00% 16	0.38% 3	800	3.81
Provide spaces to exercise pets.	35.07% 269	29.20% 224	20.86% 160	14.86% 114	767	2.84
Protect our natural environment.	71.12% 554	23.49% 183	4.75% 37	0.64% 5	779	3.65
Provide recreation opportunities for people of all abilities.	74.66% 598	20.35% 163	4.37% 35	0.62% 5	801	3.69
Provide spaces for special events and social opportunities.	55.64% 444	33.33% 266	9.40% 75	1.63% 13	798	3.43
Provide opportunities to learn about nature.	32.08% 255	41.26% 328	22.52% 179	4.15% 33	795	3.01
Make Scotts Valley a more desirable place to live.	61.31% 488	25.75% 205	10.43% 83	2.51% 20	796	3.46

Q7 Great! Now we want to know how SATISFIED you are with the following. For additional responses select other at the bottom.

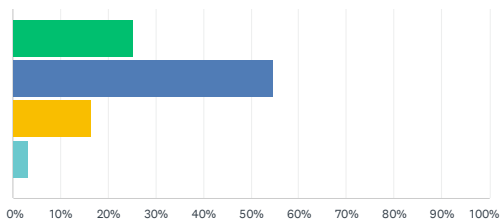
Provide opportunities to enjoy nature/the outdoors



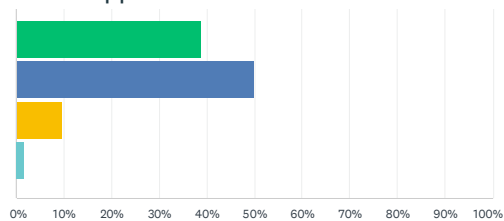
Provide recreation opportunities for people of all abilities



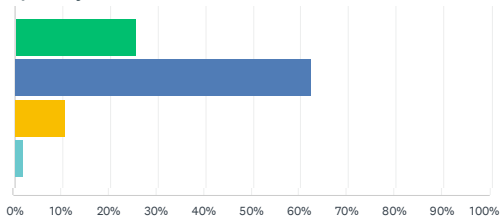
Provide opportunities for fitness, health, & wellness



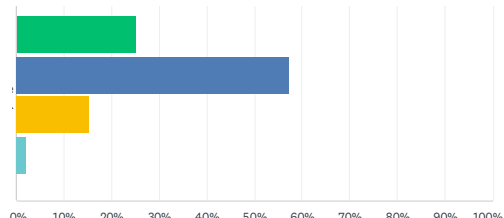
Provide spaces for special events and social opportunities



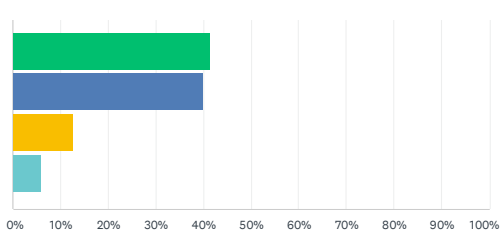
Enhances neighborhood and community quality of life



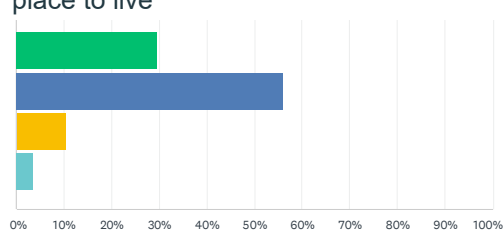
Provide opportunities to learn about nature



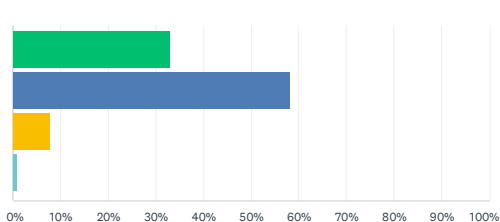
Provide spaces to exercise pets



Make Scotts Valley a more desirable place to live



Protect our natural environment



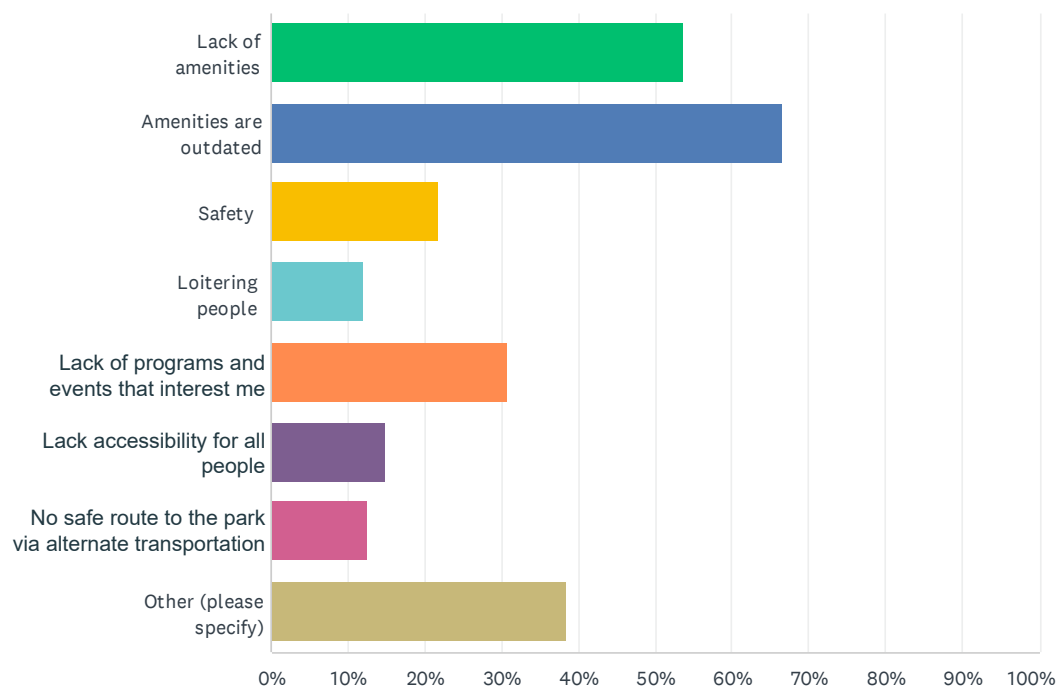
Completely Satisfied
Somewhat Satisfied

Somewhat Dissatisfied
Dissatisfied

	COMPLETELY SATISFIED	SOMEWHAT SATISFIED	SOMEWHAT DISSATISFIED	DISSATISFIED	TOTAL	WEIGHTED AVERAGE
Provide opportunities to enjoy nature/the outdoors.	36.48% 290	57.86% 460	5.28% 42	0.38% 3	795	3.30
Provide opportunities for fitness, health & wellness.	25.35% 201	54.85% 435	16.52% 131	3.28% 26	793	3.02
Enhances neighborhood and community quality of life.	25.41% 201	62.20% 492	10.75% 85	1.64% 13	791	3.11
Provide spaces to exercise pets.	41.32% 312	40.00% 302	12.72% 96	5.96% 45	755	3.17
Protect our natural environment.	33.12% 258	58.28% 454	7.83% 61	0.77% 6	779	3.24
Provide recreation opportunities for people of all abilities.	22.05% 172	53.85% 420	17.05% 133	7.05% 55	780	2.91
Provide spaces for special events and social opportunities.	38.91% 307	49.81% 393	9.51% 75	1.77% 14	789	3.26
Provide opportunities to learn about nature.	25.19% 194	57.27% 441	15.45% 119	2.08% 16	770	3.06
Make Scotts Valley a more desirable place to live.	29.74% 232	56.15% 438	10.38% 81	3.72% 29	780	3.12

Q8 What are your top 3 concerns regarding visiting the City's parks? Select your top 3.

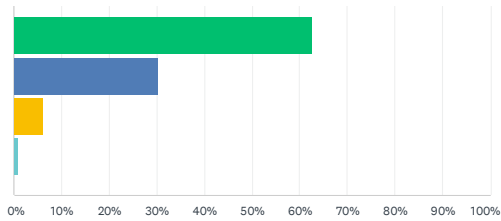
Answered: 809 Skipped: 90



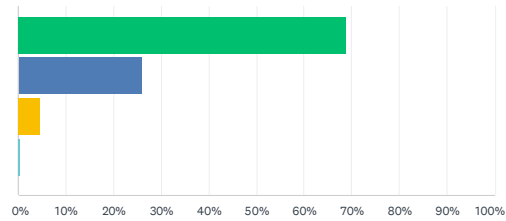
ANSWER CHOICES	RESPONSES	
Lack of amenities	53.77%	435
Amenities are outdated	66.50%	538
Safety	21.76%	176
Loitering people	11.99%	97
Lack of programs and events that interest me	30.78%	249
Lack of accessibility for all people	14.96%	121
No safe route to the park via alternate transportation	12.61%	102
Other (please specify)	38.32%	310
Total Respondents: 809		

Q9 Now how IMPORTANT is it to have the following features and amenities at parks or facilities?

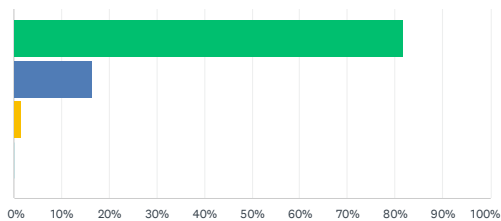
Multi-use trails



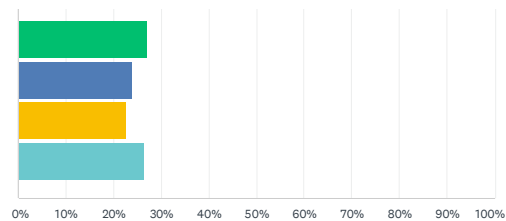
Open space to enjoy nature



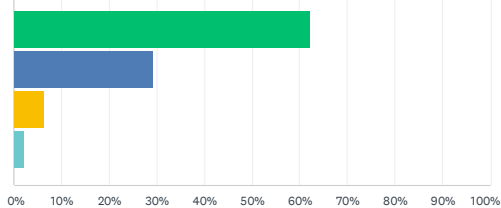
Restrooms



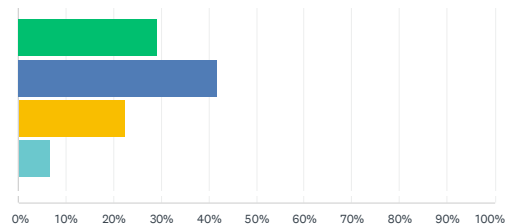
Off-leash dog area



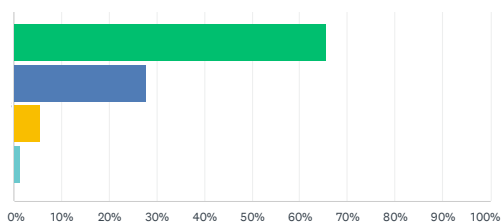
Inclusive play areas for children of all abilities



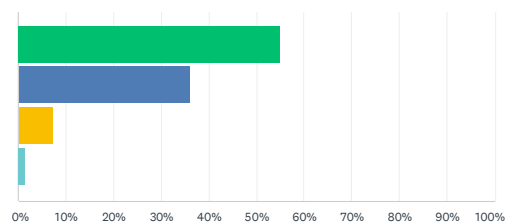
Bike racks



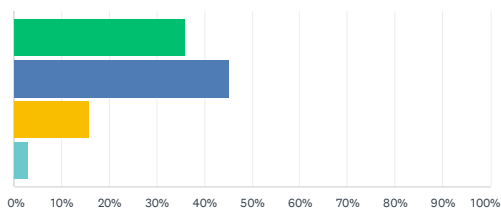
Shade shelters



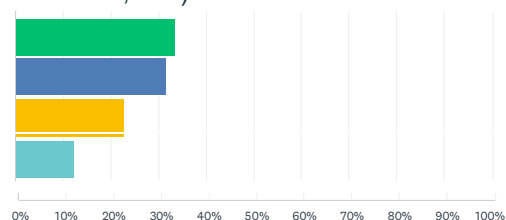
Parking



Picnic areas/BBQ



Water features (splash pad, decorative fountains, etc.)

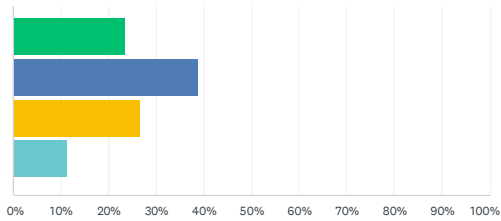


Very Important
Somewhat Important

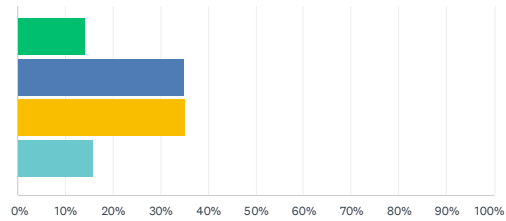
Less Important
Not Important

Q9 Now how IMPORTANT is it to have the following features and amenities at parks or facilities?

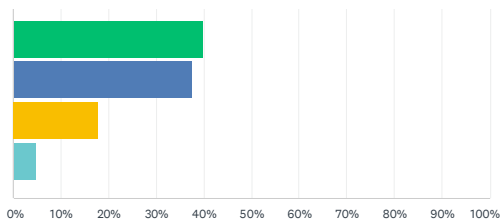
Skating and scooter



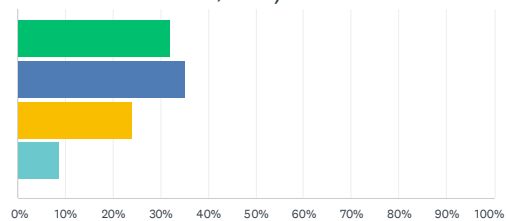
Fitness equipment



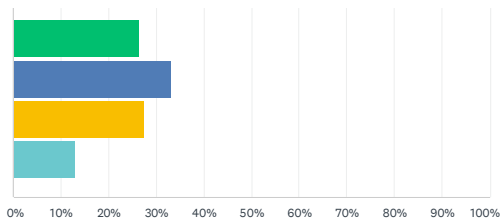
Bikes trail



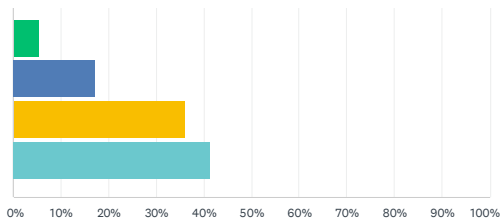
Indoor facilities (gyms, dance studios, recreation rooms, etc.)



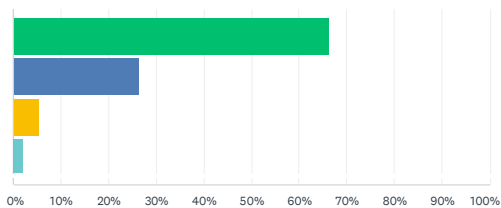
Bike pump track



Equestrian trails



Hiking trails

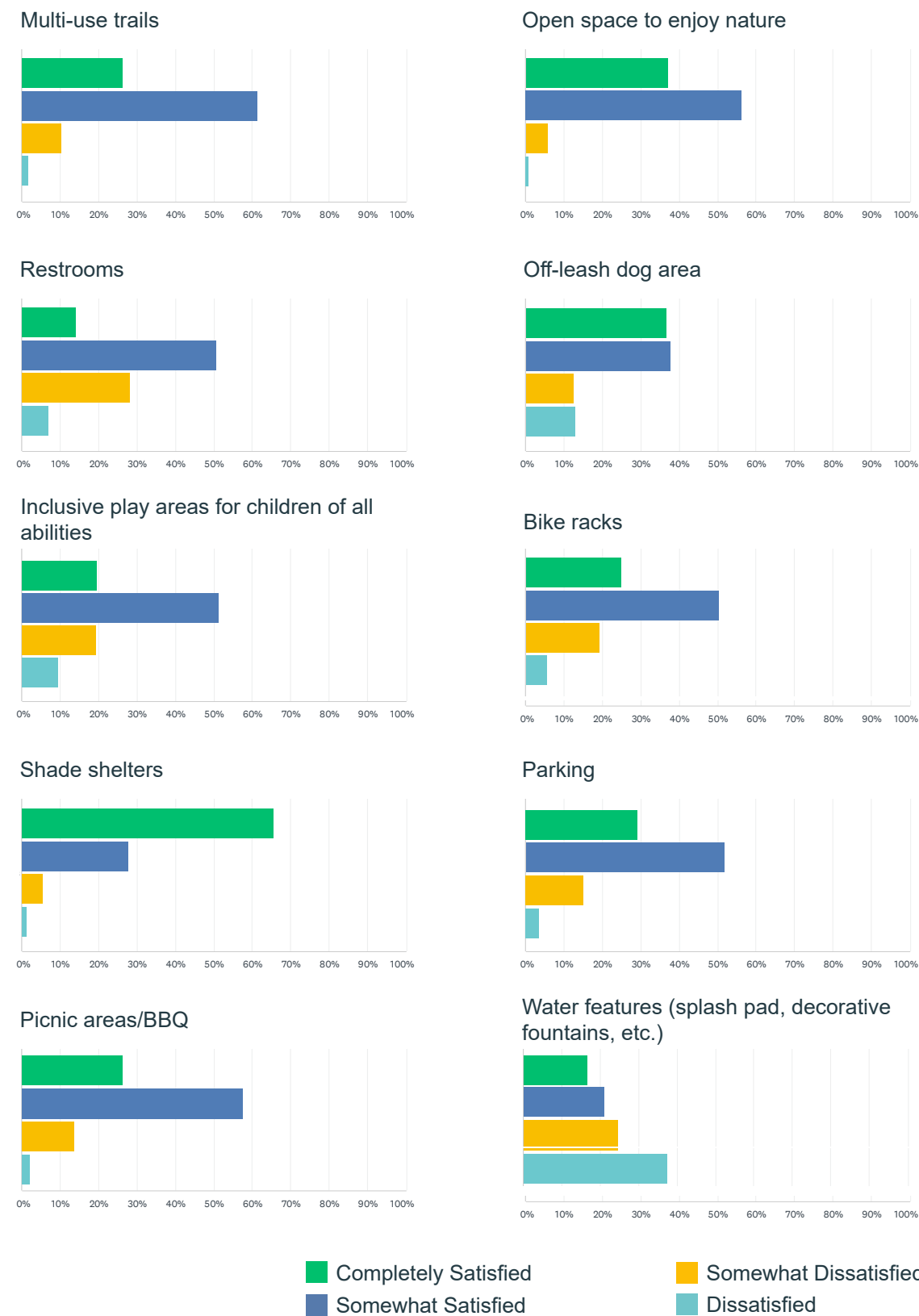


Very Important
Somewhat Important

Less Important
Not Important

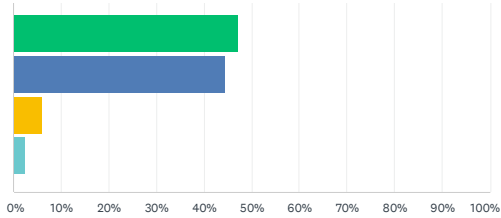
	VERY IMPORTANT	SOMEWHAT IMPORTANT	LESS IMPORTANT	NOT IMPORTANT	TOTAL	WEIGHTED AVERAGE
Multi-use trails	62.65% 473	30.33% 229	6.09% 46	0.93% 7	755	3.55
Restrooms	81.94% 626	16.36% 125	1.44% 11	0.26% 2	764	3.80
Inclusive play areas for children of all abilities	62.16% 473	29.30% 223	6.31% 48	2.23% 17	761	3.51
Shade shelters	65.57% 497	27.70% 210	5.54% 42	1.19% 9	758	3.58
Picnic areas/BBQ	36.05% 270	45.26% 339	15.75% 118	2.94% 22	749	3.14
Open space to enjoy nature	68.97% 518	25.97% 195	4.66% 35	0.40% 3	751	3.64
Off-leash dog area	26.99% 200	23.89% 177	22.67% 168	26.45% 196	741	2.51
Bike racks	29.27% 221	41.72% 315	22.38% 169	6.62% 50	755	2.94
Parking	55.06% 419	36.14% 275	7.23% 55	1.58% 12	761	3.45
Water features (splash pad, decorative fountains, etc.)	33.38% 253	31.53% 239	22.82% 173	12.27% 93	758	2.86
Skating and scooter	23.48% 174	38.73% 287	26.59% 197	11.20% 83	741	2.74
Bike trail	39.87% 303	37.63% 286	17.89% 136	4.61% 35	760	3.13
Bike pump track	26.38% 196	33.11% 246	27.59% 205	12.92% 96	743	2.73
Equestrian trails	5.35% 40	17.25% 129	36.10% 270	41.31% 309	748	1.87
Hiking trails	66.27% 505	26.38% 201	5.25% 40	2.10% 16	762	3.57
Fitness equipment	13.98% 105	34.89% 262	35.29% 265	15.85% 119	751	2.47
Indoor facilities (gyms, dance studios, recreation rooms, etc.)	31.93% 242	35.22% 267	24.01% 182	8.84% 67	758	2.90

Q10 Of those same features and amenities, how SATISFIED are you with them? For additional responses select other at the bottom.

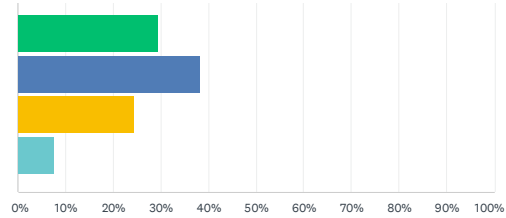


Q10 Of those same features and amenities, how SATISFIED are you with them? For additional responses select other at the bottom.

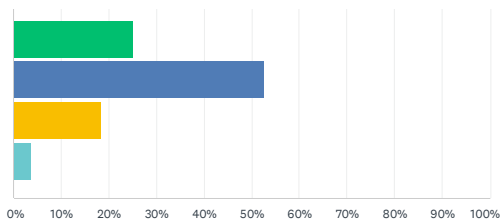
Skating and scooter



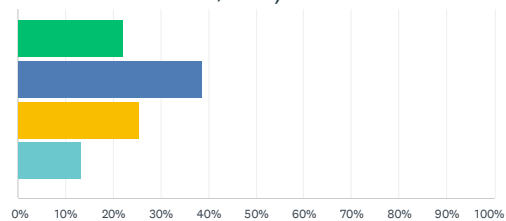
Fitness equipment



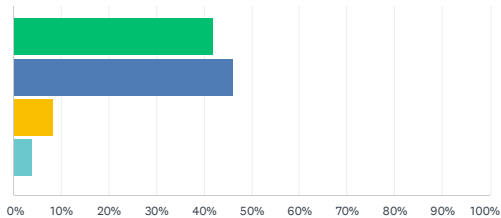
Bikes trail



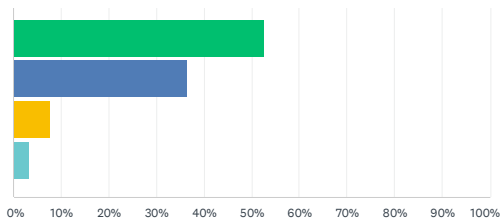
Indoor facilities (gyms, dance studios, recreation rooms, etc.)



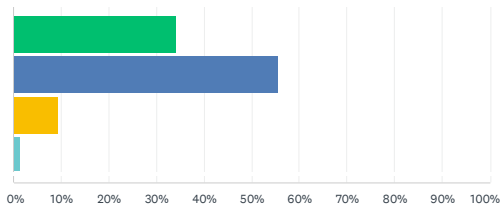
Bike pump track



Equestrian trails



Hiking trails

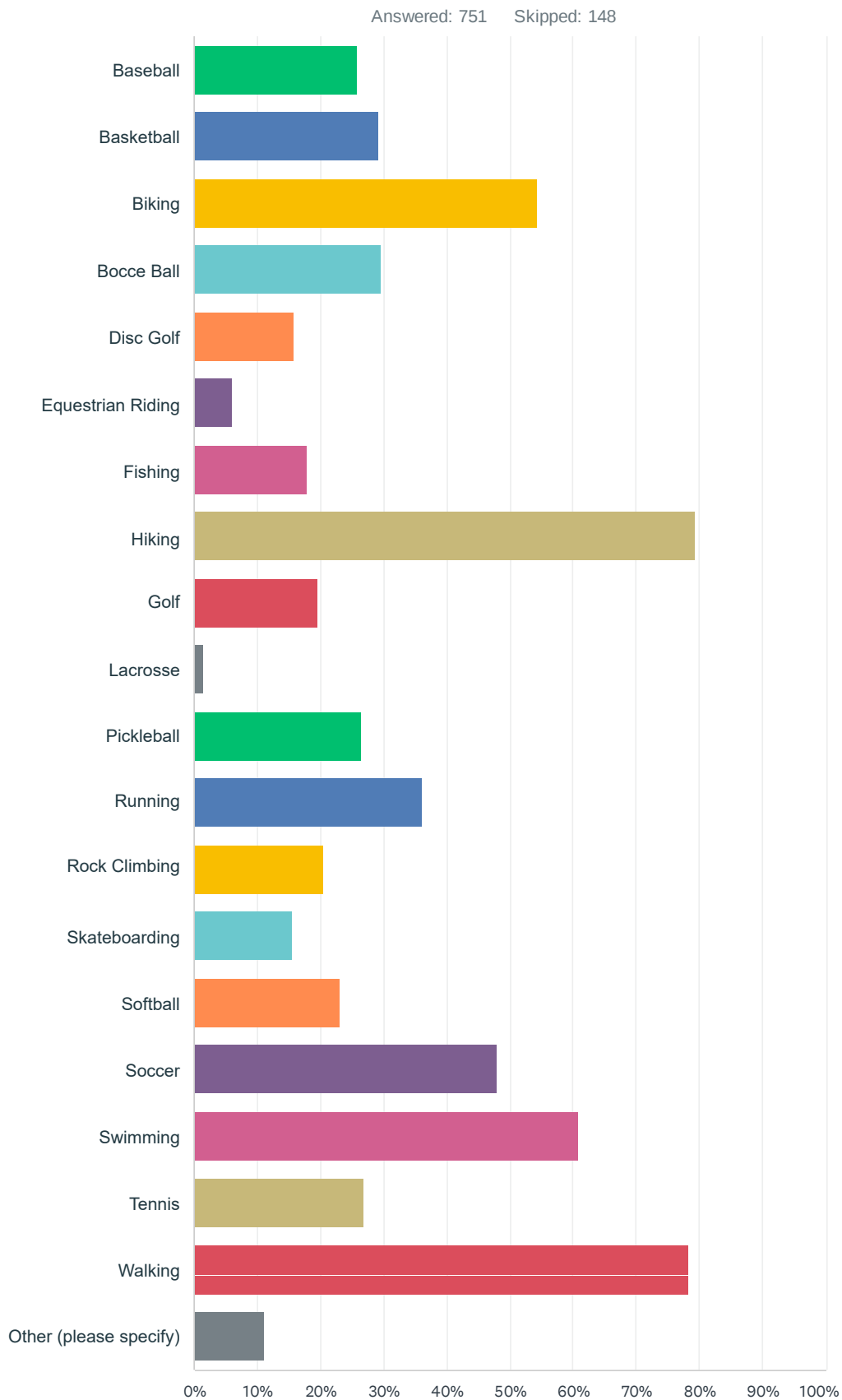


■ Completely Satisfied
■ Somewhat Satisfied

■ Somewhat Dissatisfied
■ Dissatisfied

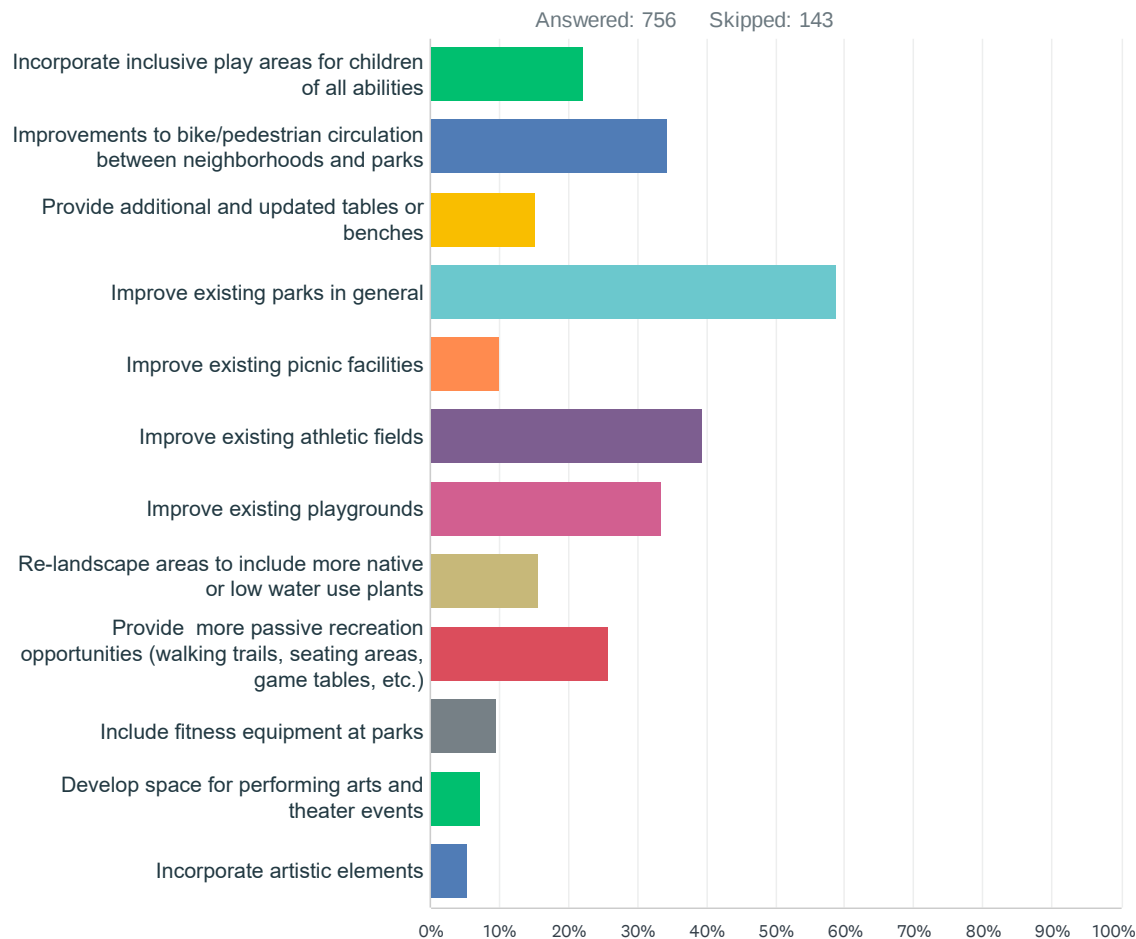
	VERY IMPORTANT	SOMEWHAT IMPORTANT	LESS IMPORTANT	NOT IMPORTANT	TOTAL	WEIGHTED AVERAGE
Multi-use trails	62.65% 473	30.33% 229	6.09% 46	0.93% 7	755	3.55
Restrooms	81.94% 626	16.36% 125	1.44% 11	0.26% 2	764	3.80
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Indoor facilities (gyms, dance studios, recreation rooms, etc.)	31.93% 242	35.22% 267	24.01% 182	8.84% 67	758	2.90

Q11 Let us know which outdoor activity/sport you enjoy!



ANSWER CHOICES	RESPONSES	
Baseball	25.83%	194
Basketball	29.16%	219
Biking	54.46%	409
Bocce Ball	29.56%	222
Disc Golf	15.85%	119
Equestrian Riding	5.99%	45
Fishing	17.84%	134
Hiking	79.36%	596
Golf	19.71%	148
Lacrosse	1.60%	12
Pickleball	26.50%	199
Running	36.09%	271
Rock climbing	20.51%	154
Skateboarding	15.58%	117
Softball	23.04%	173
Soccer	48.07%	361
Swimming	60.85%	457
Tennis	26.76%	201
Walking	78.16%	587
Other (please specify)	11.05%	83
Total Respondents: 751		

Q12 How can we make our parks even better? Let us know by selecting the top 3 improvements you would like the City to prioritize!



ANSWER CHOICES	RESPONSES	
Incorporate inclusive play areas for children of all abilities	22.22%	168
Improvements to bike/pedestrian circulation between neighborhoods and parks	34.26%	259
Provide additional and updated tables or benches	15.08%	114
Improve existing parks in general	58.86%	445
Improve existing picnic facilities	10.05%	76
Improve existing athletic fields	39.55%	299
Improve existing playgrounds	33.47%	253
Re-landscape areas to include more native or low water use plants	15.61%	118
Provide more passive recreation opportunities (walking trails, seating areas, game tables, etc.)	25.79%	195
Include fitness equipment at parks	9.66%	73
Develop space for performing arts and theatre events	7.28%	55
Incorporate artistic elements	5.29%	40
Total Respondents: 756		

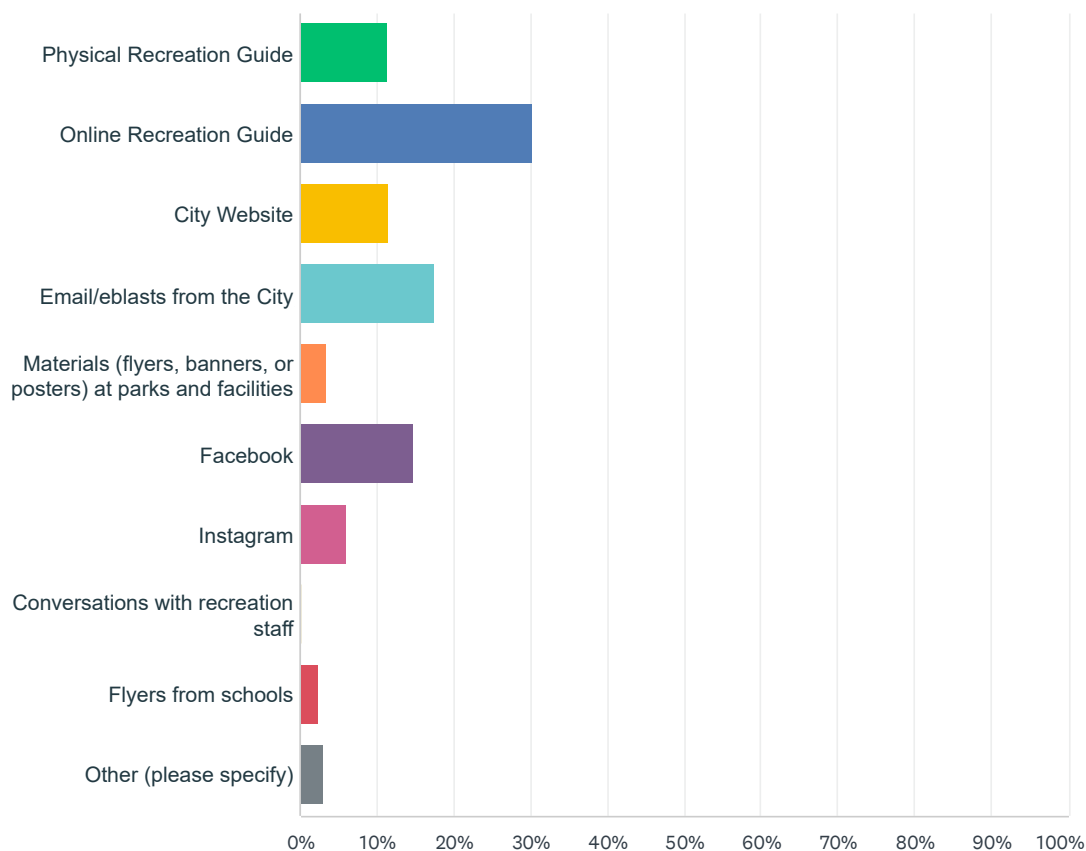
Q13 Are there additional amenities not listed that you would like to see in our parks?

Answered: 405 Skipped: 494

	# of mentions
Disc Golf	4
Turf Field	57
Maintenance	39
Restroom	1
Pickleball	33
Water Play/Splash Pad	38
Drinking fountains & Bottle Fillers	24
Parking	6
Playgrounds	26
Shade	21
Sports complex	4
Lighting at Parks	11
Sport Leagues	2
BMX/Pump Track/Recreational Biking	9
Pool/Aquatic Facility	87
Recreation Programs	17
Community Events	2
Gathering Spaces	6
Upgrade/Modern Amenities	6
Dogs/Off-Leash space	46
Bocce ball	20
Indoor Recreation Facility	8
Trails	10
Golf course	2
Ping Pong	5
Tennis	6
Outdoor Fitness	5
Basketball	4
Joint Use with School	2
Transportation for seniors	1
Nursing spaces in parks	1
Tether ball	1
Sport court surfacing	1
RC/Drone recreation	1
Park Signage	1
Fishing Hole	1
Horseshoe	1
Trash Receptacles	1

Q14 How do you want to stay up to date with what's going on in Recreation?

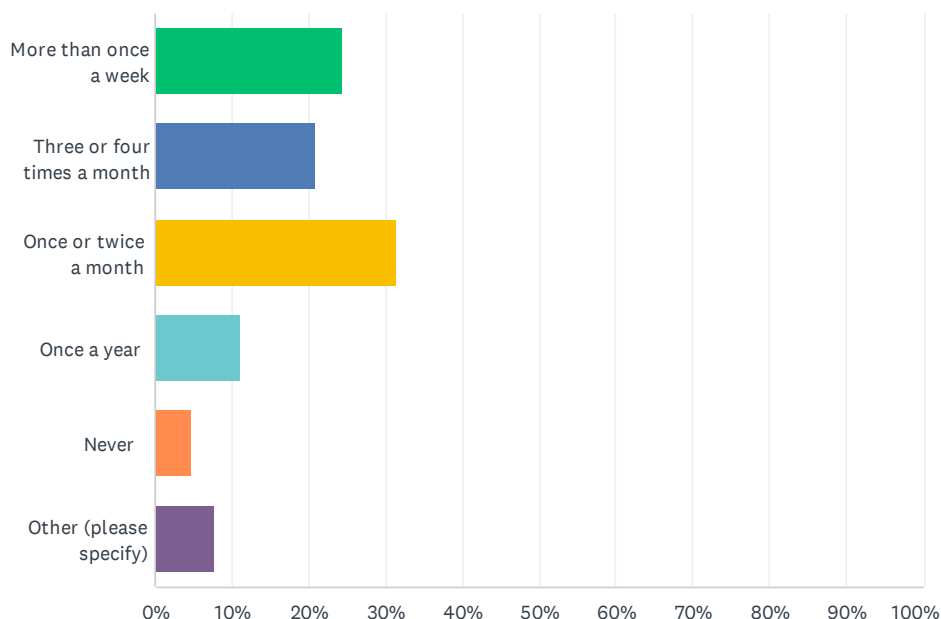
Answered: 709 Skipped: 190



ANSWER CHOICES	RESPONSES	
Physical Recreation Guide	11.28%	80
Online Recreation Guide	30.32%	215
City Website	11.42%	81
Email/eblasts from the City	17.49%	124
Materials (flyers, banners, or posters) at parks and facilities	3.39%	24
Facebook	14.67%	104
Instagram	5.92%	42
Conversations with recreation staff	0.28%	2
Flyers from schools	2.26%	16
Other (please specify)	2.96%	21
TOTAL		709

Q15 How often would you participate in programs provided by Scotts Valley Parks and Recreation Department?

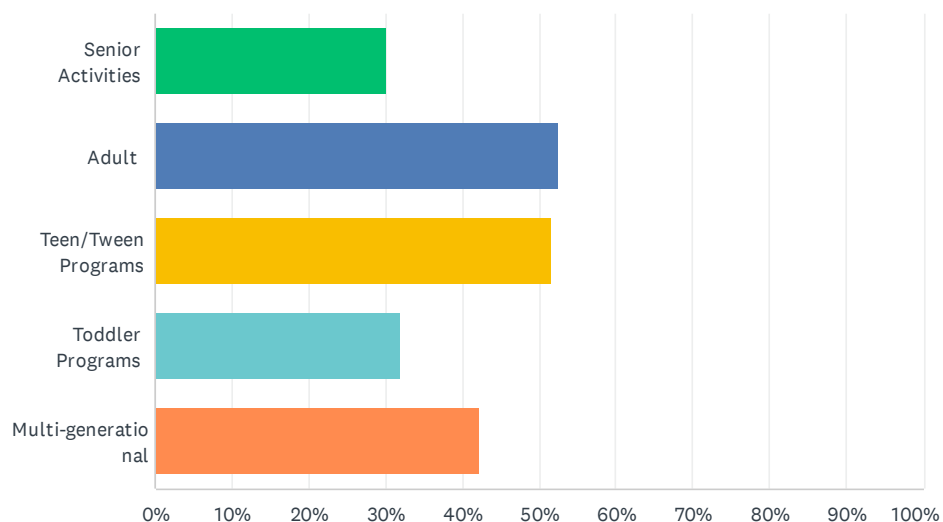
Answered: 718 Skipped: 181



ANSWER CHOICES	RESPONSES	
More than once a week	24.37%	175
Three or four times a month	20.89%	150
Once or twice a month	31.34%	225
Once a year	11.00%	79
Never	4.74%	34
Other (please specify)	7.66%	55
TOTAL		718

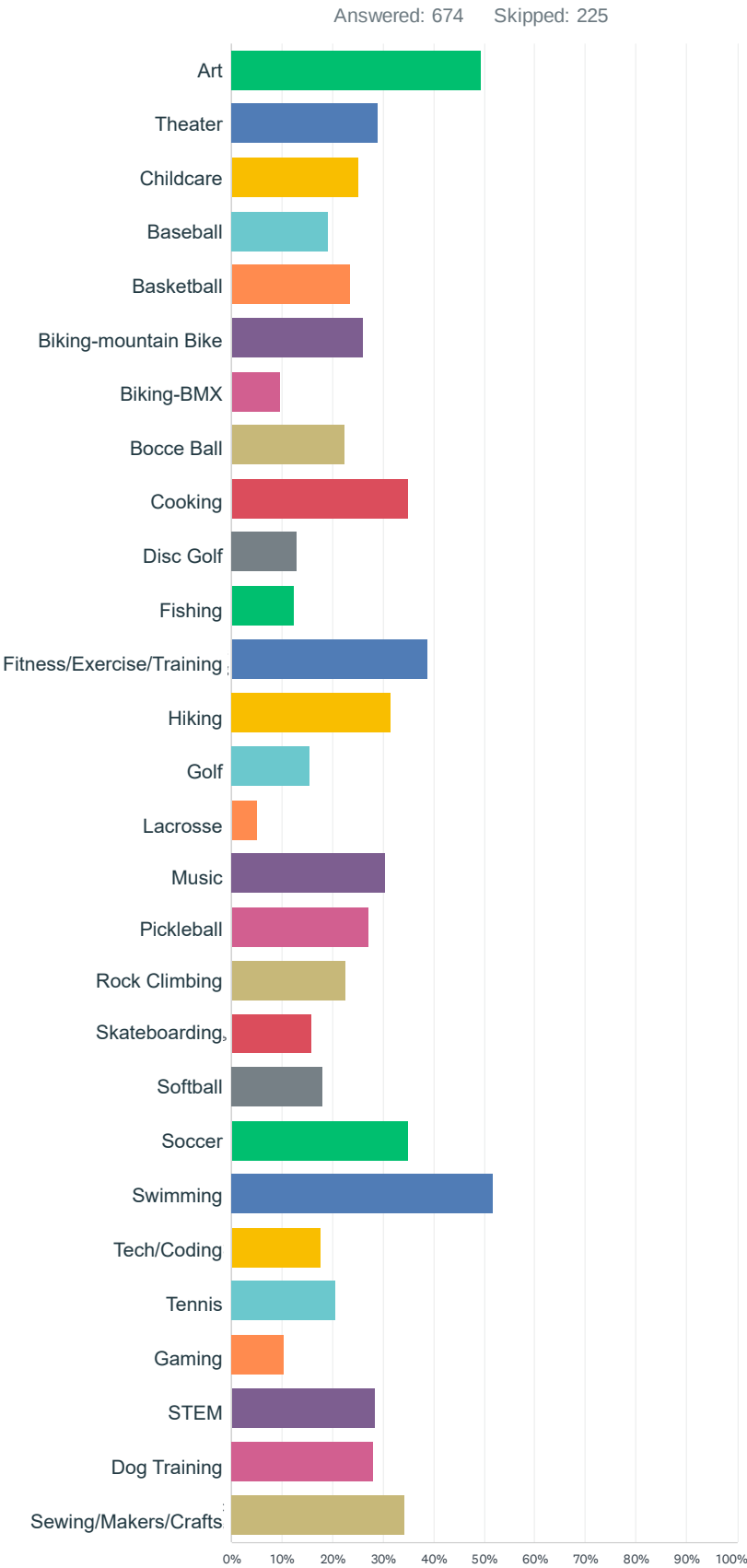
Q16 I would like to see classes/programs for these age groups offered.

Answered: 666 Skipped: 233



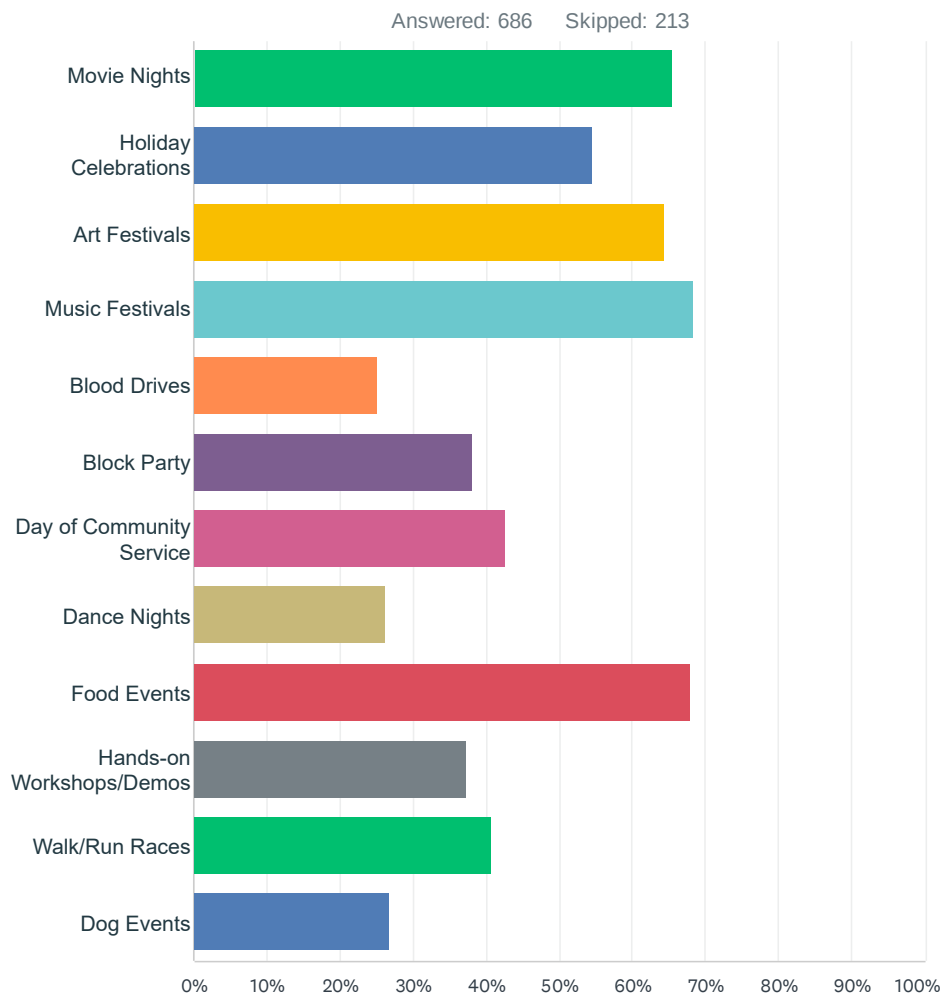
ANSWER CHOICES	RESPONSES	
Senior Activities	30.03%	200
Adult	52.55%	350
Teen/Tween Programs	51.50%	343
Toddler Programs	31.98%	213
Multi-generational	42.19%	281
Total Respondents: 666		

Q17 I would like to see these classes/programs offered.



ANSWER CHOICES	RESPONSES	
Art	49.41%	333
Theater	28.93%	195
Childcare	25.07%	169
Baseball	19.14%	129
Basketball	23.44%	158
Biking-mountain bike	25.96%	175
Biking-BMX	9.50%	64
Bocce Ball	22.40%	151
Cooking	35.01%	236
Disc Golf	13.06%	88
Fishing	12.46%	84
Fitness/Exercise/Training	38.87%	262
Hiking	31.60%	213
Golf	15.58%	105
Lacrosse	5.04%	34
Music	30.56%	206
Pickleball	27.00%	182
Rock Climbing	22.70%	153
Skateboarding	15.73%	106
Softball	18.10%	122
Soccer	34.87%	235
Swimming	51.78%	349
Tech/Coding	17.66%	119
Tennis	20.77%	140
Gaming	10.39%	70
STEM	28.34%	191
Dog Training	28.04%	189
Sewing/Makers/Crafts	34.42%	232
Total Respondents: 674		

Q18 What kind of community events would you like to see?

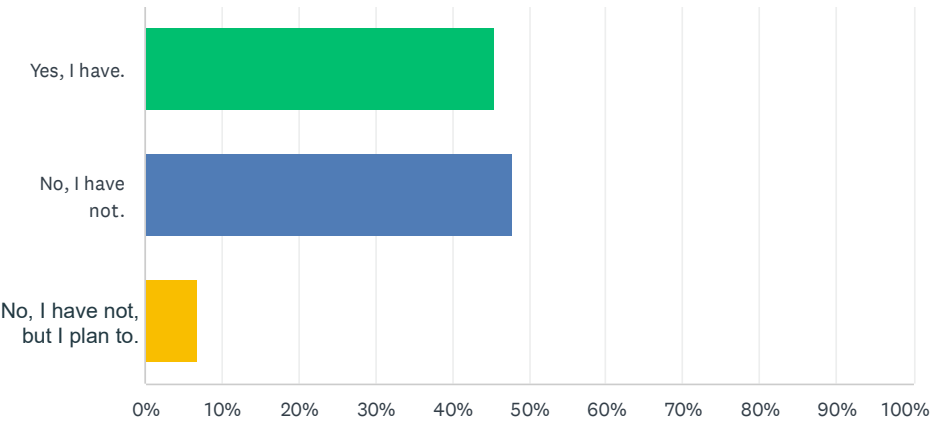


ANSWER CHOICES	RESPONSES	
Movie Nights	65.45%	449
Holiday Celebrations	54.66%	375
Art Festivals	64.29%	441
Music Festival	68.37%	469
Blood Drives	25.07%	172
Block Party	38.19%	262
Day of Community Service	42.57%	292
Dance Nights	26.24%	180
Food Events	68.08%	467
Hands-on workshops/demos	37.32%	256
Walk/Run races	40.82%	280
Dog Events	26.97%	185
Total Respondents: 686		

Q19 Below is a list of rentable facilities in Scotts Valley. Have you rented any of these in the past?

- Skypark Classroom
- Gazebos (Hocus Pocus Park, MacDorsa Park, Siltanen Park, Skypark)
 - Siltanen Pool
- Senior Center Community Center

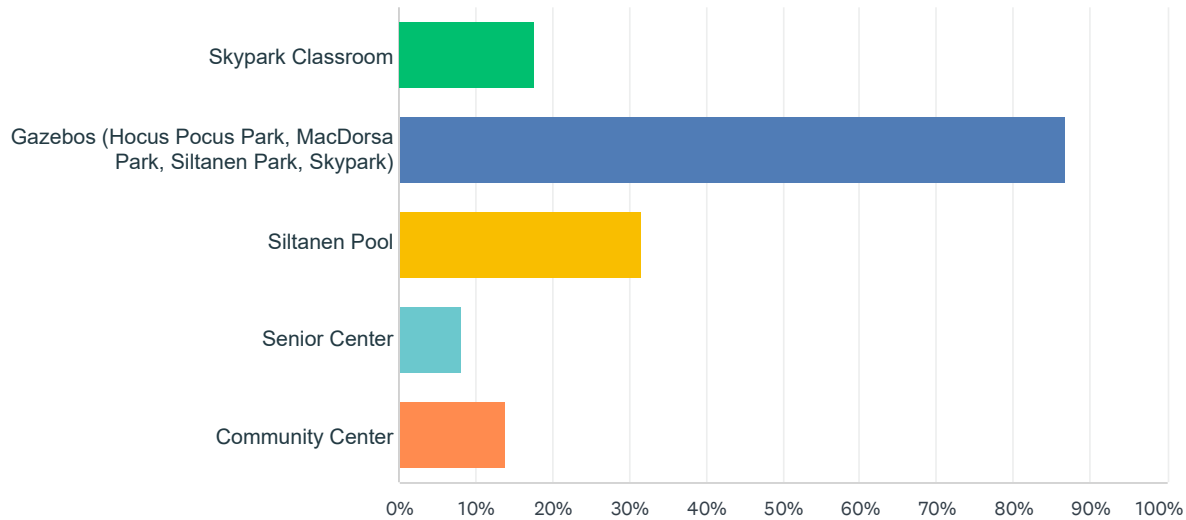
Answered: 726 Skipped: 173



ANSWER CHOICES	RESPONSES	
Yes, I have.	45.45%	330
No, I have not.	47.66%	346
No, I have not, but I plan to.	6.89%	50
TOTAL		726

Q20 If you answered “yes,” that’s AWESOME! Which facilities have you rented?

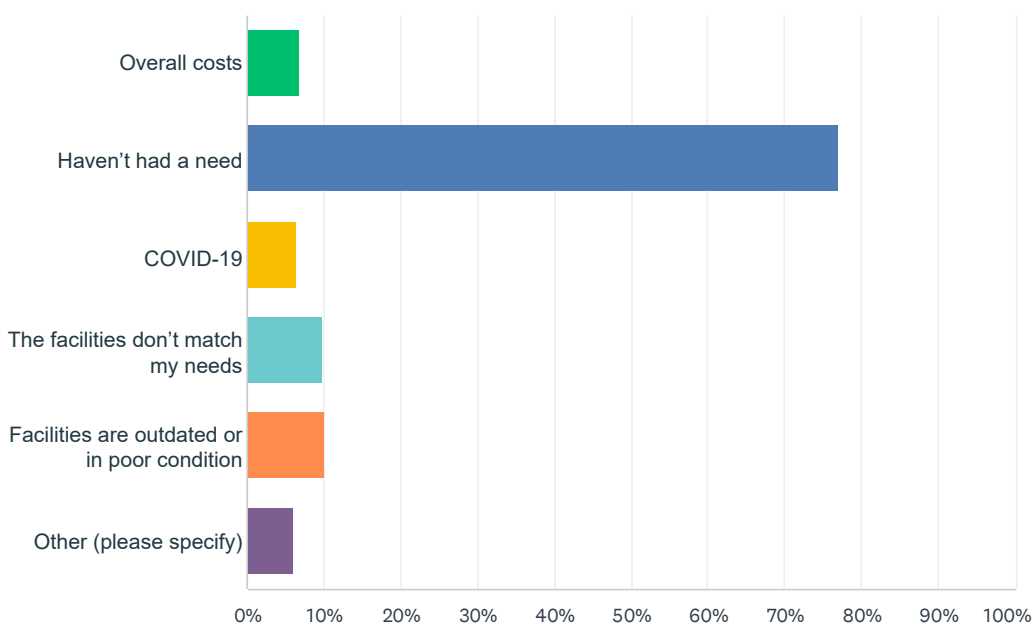
Answered: 332 Skipped: 567



ANSWER CHOICES	RESPONSES	
Skypark Classroom	17.77%	59
Gazebos (Hocus Pocus Park, MacDorsa Park, Siltanen Park, Skypark)	86.75%	288
Siltanen Pool	31.63%	105
Senior Center	8.13%	27
Community Center	13.86%	46
Total Respondents: 332		

Q21 If not, what are some reasons why? Select all that apply.

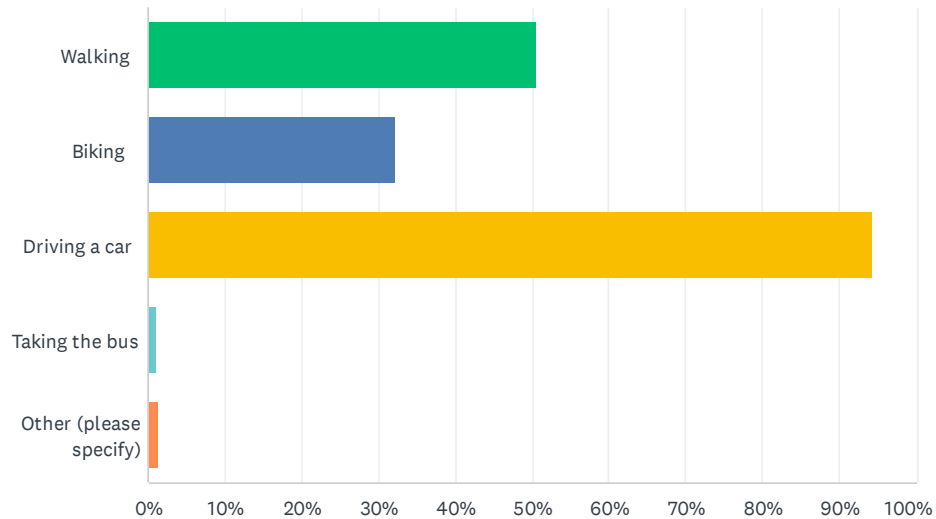
Answered: 390 Skipped: 509



ANSWER CHOICES	RESPONSES	
Overall costs	6.92%	27
Haven't had a need	76.92%	300
COVID-19	6.41%	25
The facilities don't match my needs	9.74%	38
Facilities are outdated or in poor condition	10.00%	39
Other (please specify)	5.90%	23
Total Respondents: 390		

Q22 Which mode of transportation do you take to visit parks or facilities? (Select all that apply).

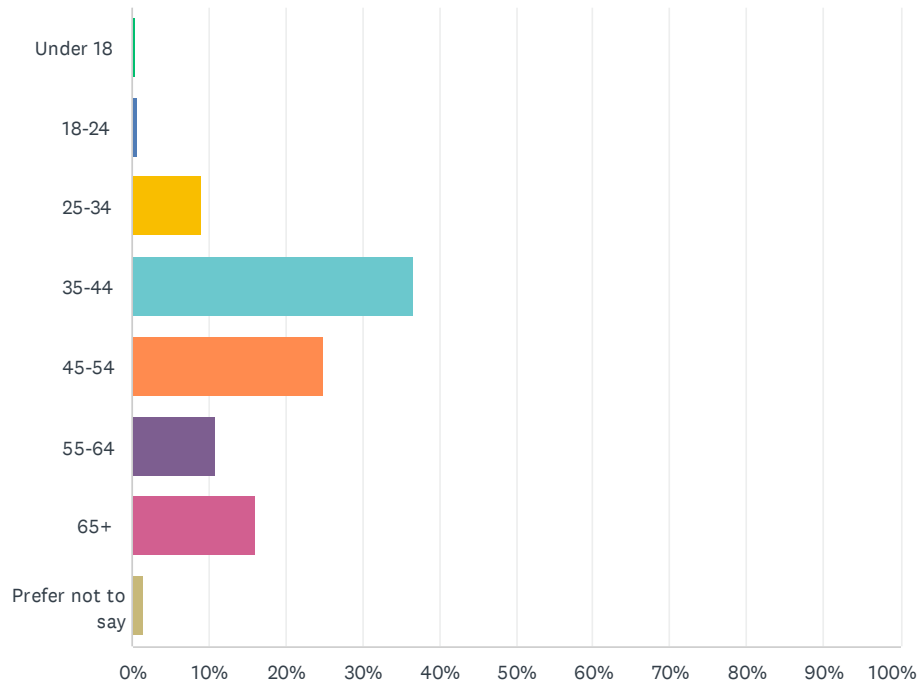
Answered: 729 Skipped: 170



ANSWER CHOICES	RESPONSES	
Walking	50.48%	368
Biking	32.24%	235
Driving a car	94.24%	687
Taking the bus	1.10%	8
Other (please specify)	1.23%	9
Total Respondents: 729		

Q23 Which age group do you identify with?

Answered: 732 Skipped: 167



ANSWER CHOICES		RESPONSES	
Under 18		0.41%	3
18-24		0.55%	4
25-34		9.02%	66
35-44		36.61%	268
45-54		25.00%	183
55-64		10.93%	80
65+		15.98%	117
Prefer not to say		1.50%	11
TOTAL			732

FlashVote Survey Results

193

**Total
Participants**

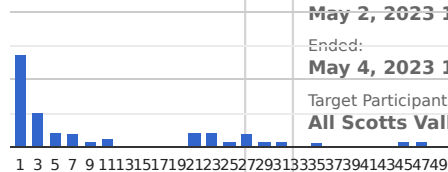
188 of 456 initially invited (41%)
5 others

Margin of error: ± 7%

Applied Filter:
Locals only

Participants for
filter:
134

Response Time (hours)



Started:

May 2, 2023 11:26am PDT

Ended:

May 4, 2023 11:26am PDT

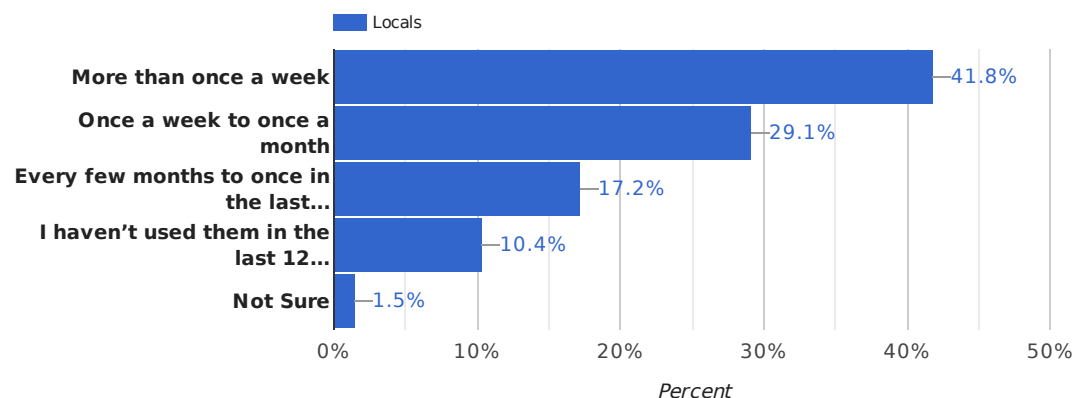
Target Participants:

All Scotts Valley

Q1 In the last 12 months, about how often have you used a City of Scotts Valley park or recreational facility?

(134 responses by)

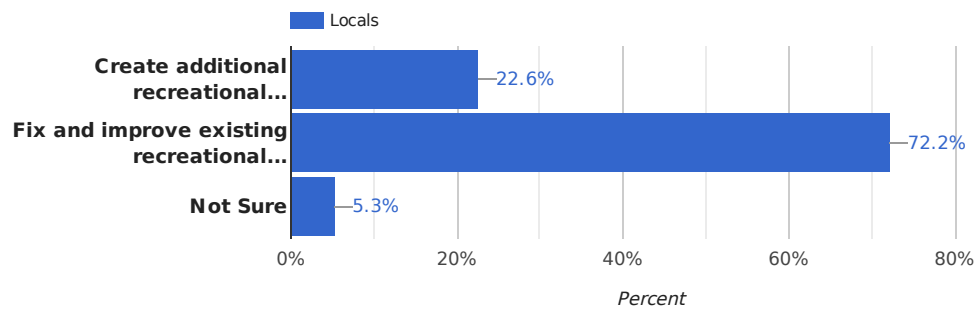
Options	Locals (134)
More than once a week	41.8% (56)
Once a week to once a month	29.1% (39)
Every few months to once in the last 12 months	17.2% (23)
I haven't used them in the last 12 months	10.4% (14)
Not Sure	1.5% (2)



Q2 Which do you think makes the most sense for the City to focus on for the next 5 years?

(133 responses by)

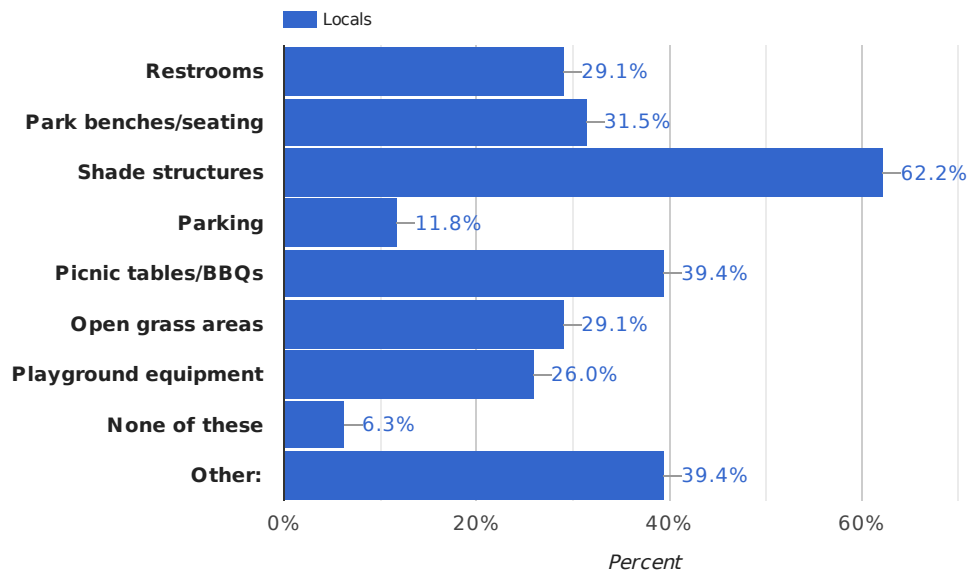
Options	Locals (133)
Create additional recreational facilities and park amenities	22.6% (30)
Fix and improve existing recreational facilities and parks	72.2% (96)
Not Sure	5.3% (7)



Q3 Which park amenities do you think we need more of in Scotts Valley parks, if any? (You can choose up to FOUR)

(127 responses by)

Options	Locals (127)
Restrooms	29.1% (37)
Park benches/seating	31.5% (40)
Shade structures	62.2% (79)
Parking	11.8% (15)
Picnic tables/BBQs	39.4% (50)
Open grass areas	29.1% (37)
Playground equipment	26.0% (33)
None of these	6.3% (8)
Other:	39.4% (50)





SWIMMING POOL!!!

Local History Museum

Could use an update is kids structures and more shade and tables at sky park and hocus pocus

All weather fields

Performance areas (outdoor amphitheater)

More pickle ball courts without taking the tennis courts to create them

Better grass in the actual park. Too many holes and ruts. It's dangerous

Running/biking paths

Another Dog Park, return recreation programs adult & youth

Bike Trails and Bike Racks.

Swimming Pool for lap swimming, we have a great climate for it

More Pickle ball courts

Swimming pool

Larger pool or kiddie water park

Swimming pools - a public pool at Skypark. Or a new swim center.

Updated restrooms, maintenance across the board, and a new park where the Golf Course was.

If playgrounds are updated, they MUST have swings and slides and things to climb. NOT like maddorsa

Dog park

Dog park at Siltanen

Drinking fountains or water bottle fillers

Other fixed recreational/game areas like horseshoes, sand pit volleyball, etc.

Bocce Courts, need stationary work out opportunities like bikes, bars, etc. and a kid's zip line.

Full sized swimming pool or splash pad for kids

In Scottsdale Arizona, they have really cool shade structures ("sails") OVER the play structures.

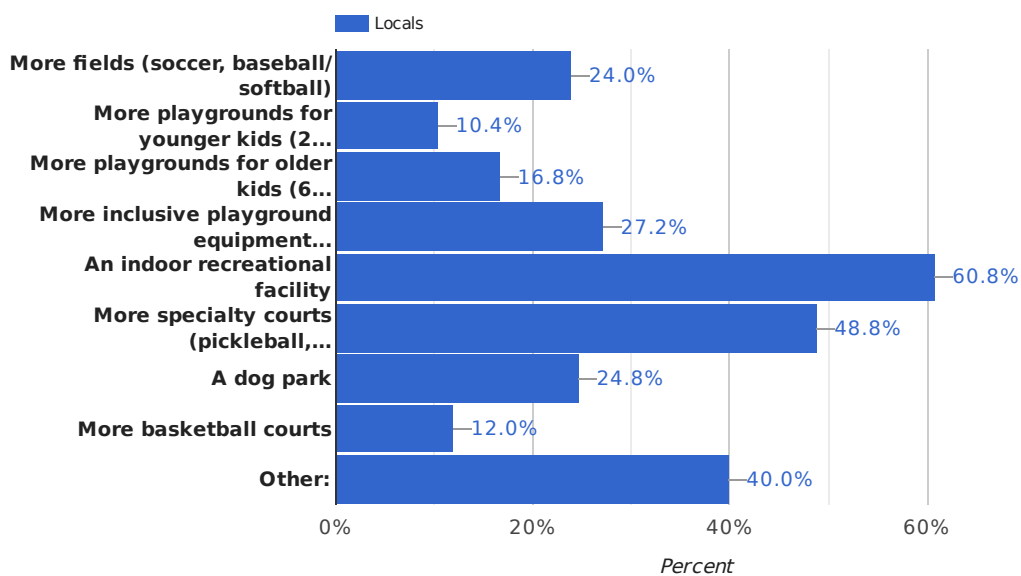
trails, mtb, walking

Pool
Swimming pool and trails that allow dogs
community pool!
keeping what we have in good shape is the most important
Additional pickleball courts
Dog Parks, Pump Track, RC Plane Field, Basketball Courts
Pool, fence around the skypark playground, artificial turf field
more hiking trails, and make them dog friendly
Pickleball courts, bike racks
Water play/pool
Open the pool
Gopher abatement
MAINTAIN THE GOOD THINGS WE HAVE
Dedicated Pickleball courts and let us have our tennis courts back!
trails for walking/hiking
Fix existing pathway lighting
Community pool
Pool
Accessible playground equipment
Bike trails
Bowling
Build a bigger community swimming pool.
Recreational swimming pool & playground for older kids at Siltanen Park
Recreation classes
Ping pong tables

Q4 Look ahead 10 years into the future. Which additional recreational facilities do you think we will need most in Scotts Valley? (You can choose up to FOUR, if any)

(125 responses by)

Options	Locals (125)
More fields (soccer, baseball/softball)	24.0% (30)
More playgrounds for younger kids (2 to 5 year olds)	10.4% (13)
More playgrounds for older kids (6 years old and up)	16.8% (21)
More inclusive playground equipment (all ages and abilities)	27.2% (34)
An indoor recreational facility	60.8% (76)
More specialty courts (pickleball, bocce, tennis)	48.8% (61)
A dog park	24.8% (31)
More basketball courts	12.0% (15)
Other:	40.0% (50)



public hiking venue real water
 use swim courts indoor
 golf large pool outdoor
 area lap park
 pad community bike trails place center
 grass course paths hours activity
 siltanen facility walking

SWIMMING POOL!!

Local History Museum

Don't take away any grass or dirt, to put the space to other use. Keep it as it is.

more hiking trails

cultural events & venues for same

Expand senior center hours and activities

Lap Swimming pool

Living here about 40 yrs, needs safe interesting venues for teenage kids.

Roller Hockey rink

Splash pad

Bike Trails. Mountain Biking is one of the fastest growing hobbies, especially in this area.

Swimming Pool for lap swimming, we have a great climate for it

Public Swimming pool

I would love to see the city acquire and reopen the golf course. 1st activity to reopen during

More parking and courts for Pickleball!!

Inclusive playgrounds with swings and slides and traditional equipment. Leo's Haven is good example

Improved bike lanes

Public lap pool and sports complex that the high school can use.

Bike Paths

Bocce Courts To capitalize on the tourists visiting the Boardwalk - have things that will never ml'

Swimming pool

Pool

swimming pool

Pool

A place for teens to go that they enjoy. Bowling alley, arcade, go carts, swimming

community pool

Swim center

Enhanced RC Place Field Area

rock climbing walls

Water park

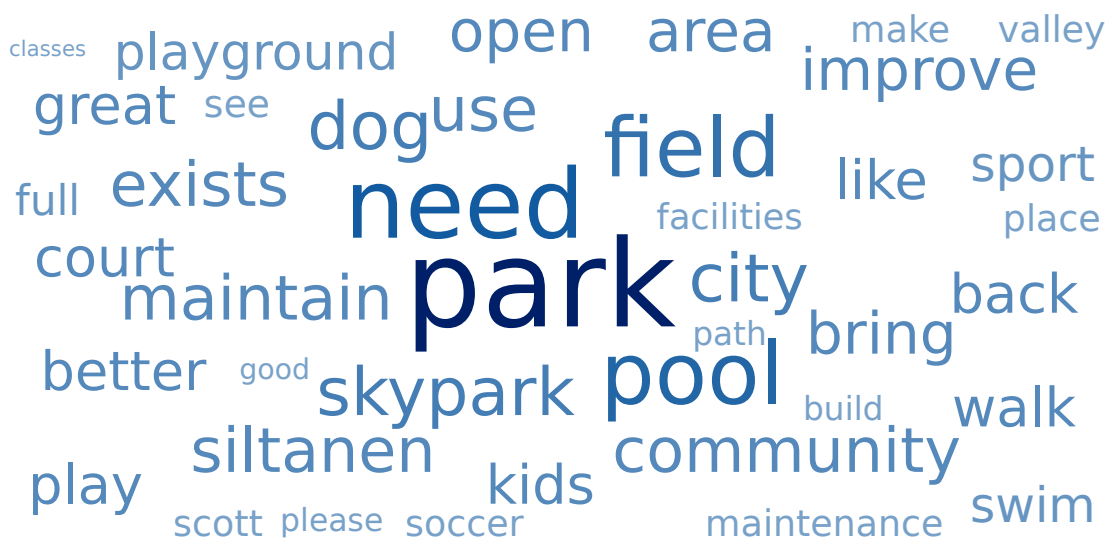
Water feature

a community pool!!!! Not a pool like Siltanen. A large pool that could host a community swim team.
Large Swimming pool
hiking trails
Pool
Swim facility!!!! A real pool, not the wading pool at Siltanen
Community pool for 6+ yr olds, not Siltanen
Pool
Pool
Bowling
Pool
Swimming pool & slides for recreational swimming.
Real swimming pool
workout stations, and ping pong tables.

Q5 Any other comments or suggestions about improving parks and recreational facilities in Scotts Valley?

(50 responses by)

(50 responses by)



Partner with the school district and put in a pool!

Could we "monetize" the demands of pickleballers for example for more for them to use? Charge them something for what they use now, and let the amount collected guide how much we should spend on more of that in future?

I would love a simple outdoor performance venue!

Have the senior center open more hours s d offer more serves like before Covid

Scott's Valley needs their own swimming pool.

Definitely needs more venues indoor or outdoor ...whatever would promote growth and safety ... For those unpredictable teenage years. My kids are now 42 and 38 and grew up since 2 yrs old here. I know looking back what could of been a huge asset for this city.

Please keep maintaining the foxtails in the parks so our dogs don't ingest them, we really appreciate it!

We need to repair & update current parks and equipment and bring back recreational programs available prior to the pandemic.

Its hard to use bikes as a means of transport. This is because there are very few places to lock up a bike. There are also very few places to cool down in the summer heat, a splash pad or something similar would help with that immensely.

Lights at the skatepark Fix/Expand swimming pool

The city needs to do a better job of maintaining the existing park areas before spending on new facilities.

Build a swim center

Definitely shade for existing parks, maybe even an amphitheater for community events and a pool/water feature for the community!

I'd rather have lower property taxes than more parks

No

I love what we have

Repair of the existing parks would be a great start! They are starting to get a bit run down. Broken play structures.

As said before, improved playgrounds need to be good for all kids, like Leo's Haven for example, and NOT like macdorsa or parks elsewhere that do not have "traditional" equipment. Modern ropes and rocks and such are ok IF there are also swings and slides and such. The playground at Vista Del Lago is also a good design.

Existing parks need better ongoing maintenance. For a city that is deemed affluent, everything looks pretty rundown.

Will submit separately with my suggestions and photographs.

Hold fitness, strength and training classes for ppl over 40.

Final Community Meeting Results

Scotts Valley Parks Master Plan Community Meeting Input Results

What improvements would you like to see at the City's parks and/or recreational facilities?

Community meeting participants were given the opportunity to provide some feedback regarding what general improvements they would like to see at Scotts Valley parks. Below are common categories mentioned and corresponding comments regarding those categories.

CATEGORY	COMMENTS
Baseball	Need updates in baseball field
	More lights need
Bocce Ball	Improvements to Bocce Ball courts
	Bocce is the most inclusive sport in the world. Blind can play, wheel chair bound...
	More improved bocce courts. All ages and abilities. More lights need to play at night.
	Improvements to current bocce courts- shade and artificial surface(less maintenance).
	Add two new bocce courts to increase access to more players. Game accessible to both men and women- no age limits.
	Shade Shelter for Bocce courts at Sky park
Maintenance	Brush cleanings at Ladato Park. Ask to community for Volunteer.
Dog park	Create a dog park at Shugart Park
	Fence at the dog park need to be fixed. There's break in the fence and sometimes dog get through them.
Facilities	More restrooms need near the courts, need water near courts
Parking lots	Parking lots like the transit center or like Seymour Science Center that let the water through the ground
	More parkings for players
Pickleball	More pickleball courts
Ping Pong	Outdoor ping pong tables
	Need more ping pong tables
Playground	Accessible playgrounds
Soccer	Dedicated Soccer complex
Trail	Please keep linear trail at skypark with dogs on leash to keep things safe for bites and running sign needs to be replaced at the end near tennis courts.
	Trail enhancements-Please keep some of the path with dirt or gravel for lower impact on knees for runners and walkers.
Fitness	Want a Ninja training course at Sky Park

What classes/programs would you like to see?

Classes/Programs	# of Votes
Art	1
Baseball	1
Basketball	0
Biking	4
Bocce Ball	5
Cooking	1
Disc Golf	3
Dog Training	5
Fishing	3
Fitness/Exercise/Training	1
Gaming	1
Golf	0
Hiking	4
Lacrosse	0
Music	0
Pickleball	3
Rock Climbing	2
Skateboarding	0
Soccer	7
Softball	2
STEM	2
Sewing/Makers/Crafts	0
Swimming	8
Tennis	0
Theater	5

What additional amenities would you like to see?

Amenity	# of Votes
Picnic Area	0
Dog Park	2
Public Art	0
Bike Trails	1
Skate Park	0
Fitness Equipment	3
Equestrian Trails	3
Bike Pump Track	0
Restroom	2
Inclusive Features	2
Shade Shelter	4
Water Features	3
Parking	1
Hiking Trails	2
Indoor Facilities	1

Which sport facilities would you like to see?

Sport Facility	# of votes
Soccer Field	1
Baseball Field	1
Softball Field	2
Disc Golf	2
Multi-Purpose Court	1
Basketball Court	0
Tennis Court	0
Bocceball Court	7
Golf Course	1
Swimming Pool	2
Pickleball Court	2
Lacrosse Field	1

RESOLUTION NO. 2050

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING THE 2024 SCOTTS VALLEY PARKS MASTER PLAN

WHEREAS, the City approved a Parks Master Plan in 1996; and

WHEREAS, the City desires to adopt a new Parks Master Plan to systematically manage the parks system and recreational programming to prepare for future demands, ensuring alignment with the updated 2023 General Plan, city policy and other documents; and

WHEREAS, the 2024 Parks Master Plan aims to provide safe, accessible, and equitable recreational opportunities to promote healthy lifestyles; and

WHEREAS, the City's park system consists of 253.75 acres, including developed and undeveloped parkland, 10 parks, 2 community centers, 1 community pool, 1 performing arts center and 1 community garden. The 2024 Parks Master Plan is intended to improve the existing park resources rather than add additional resources; and

WHEREAS, the development of the 2024 Parks Master Plan included a robust community engagement program, site visits, community meetings, and surveys. Outreach included three community meetings and an online survey in both English and Spanish, garnering 899 responses; and

WHEREAS, through that engagement, there was consistent feedback for improved parks and recreational programs in the City; and

WHEREAS, improvement will be achieved in part through partnerships, joint-use agreements and other funding opportunities; and

WHEREAS, the 2024 Parks Master Plan is exempt from the California Environmental Quality Act (CEQA) Guidelines under Article 18 – Statutory Exemptions, Section 15262 - Feasibility and Planning Studies. Section 15262 states: "A project involving only feasibility or planning studies for possible future actions which the agency, board, or commission has not approved, adopted, or funded does not require the preparation of an EIR or negative declaration but does require consideration of environmental factors. This section does not apply to the adoption of a plan that will have a legally binding effect on later activities." The Master Plan will function as a planning tool and guideline for the City to follow for the future development and improvement of parks and recreation programming. Parkland is dedicated as a result of development planning through the entitlement process. All CEQA evaluation is done during the development planning process, prior to park dedication to the City. Furthermore, the Master Plan functions as a feasibility study and is not legally binding on the City or other agencies. In the alternative, this action is exempt pursuant to Section 15061 (b)(3) of the Guidelines for the California Environmental Quality Act

(CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is to approve and adopt the 2024 Parks Master Plan and there is no possibility that this action will have a significant effect on the environment. Therefore, no environmental analysis is required. Any future actions to approve the projects identified in the 2024 Parks Master Plan will go through the appropriate CEQA review process.

WHEREAS, the Parks and Recreation Commission and the City Council met in May 2024 during a joint session to review the 90% draft of the 2024 Parks Master Plan; and

WHEREAS, on August 15, 2024, the Parks and Recreation Commission recommended approval of the 2024 Parks Master Plan; and

WHEREAS, the City Council desires to approve the 2024 Scotts Valley Parks Master Plan.

NOW THEREFORE be it resolved by the City Council of the City of Scotts Valley as follows:

1. The City Council finds and determines that each of the findings set forth above are true and correct.
2. The attached 2024 Scotts Valley Parks Master Plan (Exhibit "A") is hereby approved.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Randy Johnson, Mayor

Attest: _____

Cathie Simonovich, City Clerk

