A G E N D A

Meeting of the
Scotts Valley City Council

Date: June 15, 2016
Time: 6:00 p.m.

CITY OF SCOTTS VALLEY	**MEETING LOCATION**	**POSTING**: The agenda was posted
1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5602	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066	6-10-16 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvalley.org.

Elected Officials	**City Staff Members**
Donna Lind, Mayor Randy Johnson, Vice Mayor Stephany E. Aguilar, Council Member Dene Bustichi, Council Member Jim Reed, Council Member	Chuck Comstock, Interim City Manager Kirsten Powell, City Attorney Taylor Bateman, Acting Community Development Dir Scott Hamby, Public Works Director John Weiss, Chief of Police Tracy Ferrara, City Clerk

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.

Agenda and Agenda Packet Materials:
The City Council agenda and the complete agenda packet are available for review by 5:00 pm the Friday before the Wednesday meeting on the Internet at the City's website: www.scottsvalley.org and in the lobby of City Hall at 1 Civic Center Drive, Scotts Valley, CA. Pursuant to Government Code §54957.5, materials related to an agenda item, submitted after distribution of the agenda packet, are available for public inspection in the lobby of City Hall during normal business hours, Monday-Friday, 8am-12 pm and 1-5 pm. In accordance with AB 1344, such documents will be posted on the City's website at www.scottsvalley.org.

Televised Meetings:
City Council meetings are cablecast "Live" on Community Television of Santa Cruz County on Comcast Channel 25.

CALL TO ORDER 6:00 p.m.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

COMMITTEE REPORTS

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

Interjurisdictional Committees:

✓	Criminal Justice Council	(Lind/Johnson)
✓	Transportation Commission	(Johnson/Lind)
✓	Metro Transit District Board	(Bustichi)
✓	County Integrated Waste Mgmt Local Task Force	(Lind/Hamby)
✓	City/School District Joint Committee	(Reed/Johnson)
✓	AMBAG	(Aguilar/Lind)
✓	LAFCO	(Lind)
✓	City Selection Committee	(Mayor)
✓	League of California Cities Delegate Program	(Aguilar)
✓	Hazardous Materials Advisory Commission	(Ron Whittle)
✓	Cultural Council	(Lind)
✓	Seniors Advisory Council	(Lind)
✓	Santa Margarita Ground Water Basin Advisory Committee	(Lind /Aguilar)
✓	Library Financing Authority/Joint Powers Boards	(CityManager)
✓	Library Advisory Commission	(Vacant)

Standing Local Committees:

✓	Traffic Safety Committee	(Lind/Aguilar)
✓	Economic Development	(Johnson/Bustichi)
✓	Affordable Housing	(Aguilar/Bustichi)
✓	Water Subcommittee	(Bustichi/Lind)
✓	Budget Subcommittee	(Mayor/Vice Mayor)
✓	Sign Subcommittee	(Bustichi/Lind)
✓	Green Building Permit Process Subcommittee	(Lind/Reed)

Project Specific Committees:

✓	Skypark Subcommittee	(Johnson/Bustichi)
✓	Gateway South Commercial	(Reed/Johnson)
✓	Glenwood Trails Subcommittee	(Aguilar/Reed)

CITY MANAGER REPORT

PUBLIC COMMENT TIME

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

ALTERATIONS TO CONSENT AGENDA
(Council can remove or add items to the Consent Agenda.)

CONSENT AGENDA
(The Consent Agenda is comprised of items which appear to be non-controversial. Persons wishing to speak on any item may do so by raising their hand to be recognized by the Mayor.)

A. Approve City Council meeting minutes of 6-1-16

B. Approve check register – 5-31-16

C. Approve Resolution No. 1920 approving the City of Scotts Valley's participation in the Institute for Local Government's recognition program, The Beacon Program

D. Approve Resolution No. 1139.20 adopting the City of Scotts Valley Investment Policy

E. Approve Resolution No. 1007.29 making certain findings and determinations in compliance with Section XIII B of the California Constitution (Gann Initiative) and setting the appropriations limit of $178,929,215 for fiscal year 2016/2017

F. 2016 / 2017 Budget Adoption:
  (1) Approve Resolution No. 630.36 approving the budget for the City of Scotts Valley for fiscal year 2016/2017 and making appropriations for the amounts budgeted
  (2) Approve Resolution No. 1501.23 approving the continued collection of the Utility Users' Tax for the budget fiscal year 2016/2017

G. Approve the Professional Services Agreement between the City of Scotts Valley and Coastal Evergreen Company for the Skypark Linear Park Maintenance District and authorize the City Manager to sign the agreement

H. Approve non-collection of fees associated with the use of Skypark on July 31, August 28, and September 25, 2016 for Music at Skypark

I. Approve documents for City Ventures, CV Scotts Valley 2 Investment, LLC City Ventures:
  (1) Approve Resolution No. 1916.5 approving parcel map, Tract #1593, Polo Ranch Road, APN 024-031-17;
  (2) Approve Resolution No. 1916.6 approving a park dedication fee credit for private open space for Tract #1593, Polo Ranch Road, APN 024-031-17; and
  (3) Approve Resolution No. 960.82 approving the Subdivision Agreement and Bonds.

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. Skypark Open Space Maintenance Assessment District No. 1: Resolution No. 1555-SP-028; Annual Engineer's Report Skypark (PublicWorks/Hamby)

2. Pinewood Estates Landscape Maintenance Assessment District: Resolution No. 1213.30; Annual Engineer's Report Pinewood (PublicWorks/Hamby)

3. Future Council agenda items
(This portion of the Regular Agenda allows the Council to determine items to be placed on a future agenda and to choose a date, if so desired.)

ADJOURNMENT

The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a City Council meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the City Clerk's office at (831) 440-5602 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a City Council meeting be available in an alternative format consistent with a specific disability, please call the City Clerk's Office. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; or, Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.

PROCEDURAL INFORMATION FOR THE PUBLIC

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

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

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

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

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

Unless otherwise determined by the presiding officer of the meeting:
1. Three minutes allowed per individual to speak.
2. Five minutes allowed per individual representing a group of three or more.

❖❖❖❖❖❖❖❖

The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a City Council meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the City Clerk's office at (831) 440-5602 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a City Council meeting be available in an alternative format consistent with a specific disability, please call the City Clerk's Office. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000; or, from or to Speech-to-Speech, English & Spanish 1-800-854-7787), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.

CONSENT AGENDA ITEM A
DATE: 6-15-2016

M I N U T E S

Meeting of the Scotts Valley City Council

Date: June 1, 2016

POSTING:
The agenda was posted on 5-26-16 at City Hall, the SV Senior Center, and the SV Library, by the City Clerk.

CALL TO ORDER 6:03 p.m.

PLEDGE OF ALLEGIANCE and **MOMENT OF SILENCE**

ROLL CALL

Present:	Mayor Lind	Interim City Manager Comstock
	Vice Mayor Johnson	City Attorney Powell
	Council Member Aguilar	Police Chief Weiss
	Council Member Bustichi	Public Wks Director Hamby
	Council Member Reed	Acting Community Development Director Bateman
		Recreation Division Manager Ard
		City Clerk Ferrara

COMMITTEE REPORTS

CM Bustichi reported that the Santa Cruz Metropolitan Transit District (SCMTD) Board continues to hold meetings regarding their structural deficit and reduced transportation funding, that may require the Board to implement up to 22% in cuts. He stated that the SCMTD is working hard to keep cuts as low as possible. He stated that a public hearing will be held on June 21 in Santa Cruz for the Board to make some official decisions on the proposed cuts.

CM Aguilar reported that the Fix Our Roads Coalition held a rally in Sacramento and lobbied for transportation funding to fix our roads and to provide transportation systems. She stated that the legislature has decided to not take any action regarding roads and transportation until after the election.

VM Johnson reported that the Santa Cruz County Regional Transportation Commission has been meeting regarding a ½ cent sales tax measure and expenditure plan for the November election, to fund transportation in Santa Cruz County.

Mayor Lind reported that she attended the Select Committee meeting on local Save Our Skies and flight path noise with approximately 600 people attending. She stated that the FAA made a presentation on an initial feasibility study and there will be two more of these public meetings: June 15 in San Mateo County; and June 29 at the Mountain View Performing Arts Center.

Mayor Lind reported that the 50 year anniversary celebration planning committee met and plans continue for the events being held on July 4 and August 2.

CITY MANAGER REPORT

PWD Hamby announced that Caltrans is hosting a Highway 17 Access Management Plan Workshop at the Scotts Valley Senior Center from 6:00 to 8:00 pm on Thursday, June 2, 2016 and the public is encouraged to attend and provide input.

PC Weiss announced that on Tuesday, June 7, 2016 at 9:00 am the Scotts Valley Police Department will be holding a flag ceremony to celebrate the life and passing of Al Gratton, a former Police Department volunteer.

PUBLIC COMMENT

None.

ALTERATIONS TO
CONSENT AGENDA

M/S: Aguilar/Johnson
To approve the Consent Agenda.
Carried 5/0 (AYES: Aguilar, Bustichi, Johnson, Lind, Reed)

Consent Agenda:

A. Approve City Council meeting minutes of 5-18-16
B. Approve check register – 5-13-16, 5-23-16
C. General Municipal Election resolutions:
   (1) Approve Resolution No. 1918 ordering an election, requesting County Elections to conduct the election, and requesting consolidation of the election on November 8, 2016
   (2) Approve Resolution No. 1918.1 calling a General Municipal Election for the election of members of the City Council; determining that costs of Candidates Statement of Qualifications shall be paid by the candidate and its maximum number of words; and setting hours the polls will be open and closed
D. Approve denial of claim – Kyle Ness in the amount of $77,711.83
E. Professional Engineering Services Agreement with Kennedy/Jenks:
   (1) Approve the attached Professional Engineering General Service Agreement with Kennedy/Jenks Consultants and authorize the City Manager to sign the agreement
   (2) Approve Task Order No. 1 for the Treatment Facility Process Evaluation
F. Approve request for non-collection of fees for The Garden Faire to be held at Skypark Park on June 18, 2016
G. 1440 New Easement for Storm Drain with Maintenance Agreement and Quit Claim for removing old easement:

(1) Approve Resolution No. 1895.10 and Grant of Easement for Storm Drain Purposes, Easement in Gross
(2) Approve Resolution No. 1895.11 and Quitclaim Deed to eliminate Drainage Easement

ALTERATIONS TO REGULAR AGENDA

M/S: Aguilar/Johnson
To approve the Regular Agenda.
Carried 5/0 (AYES: Aguilar, Bustichi, Johnson, Lind, Reed)

REGULAR AGENDA

1. **Presentation of Scotts Valley Arts Commission Poetry Contest Winners**

Trish Melehan, Scotts Valley Arts Commission, presented award certificates for the 2016 Verse in the Valley poetry contest, Grades K-3 through Adult, and poetry contest winners recited their poems to the City Council.

Class Poem
1st place: Mi'Lady Wilmoth's 2nd Grade Class - Vine Hill School
"Peter Rabbit and Friends Rhyming Couplets
A Study in Long Vowel Rhymes"
K - 3rd Grades
1st place: Harlow Sophia Kadmiri "Bird in Sunset"
2nd place: Gabby Melehan "You're Still Here"
3rd place: Kyleigh Mace "The Golden State Warriors"
4th - 5th Grades
1st place: Will Hausle "Trees"
2nd place: Stella Cheney "Isaac Newton"
3rd place: Elyse L. Koenig "The Rush"
3rd place: Ashlyn McDaniel "The Power of a Word"
Middle School
1st place: John Harding "Always There"
2nd place: MacKenzie McConnell "Grandma's Backyard"
3rd place: Sofiya Melehan "Burgers ♡ I"
Adult Level
1st place: Nancy Hofmann "Parting of Speech?"
2nd place: Garrett Landon "Lost Minds"
3rd place: Arfah Daud "Rock-fed Spring"

2. **Human Care Alliance presentations/Outside agency funding requests**

CM Comstock presented the written staff report and responded to questions from Council.

Karen Delaney, Executive Director of the Volunteer Center, and Chair of the Human Care Alliance (HCA), gave a PowerPoint presentation on the HCA Wage Equity Campaign Report that they prepared, which focused on the large number of HCA employees that live in poverty and work multiple jobs just to make a living.

The following HCA agency representatives spoke regarding their specific agencies:

Lisa Berkowitz, Meals on Wheels Program Director
Dave Bianchi, Family Services Agency Executive Director
Tim Brattan, Grey Bears Executive Director
Gary Edwards, Advocacy, Inc. Executive Director (Ombudsman/Patient's Rights)
Dr. Cynthia FitzGerald, Director of the Cabrillo College Stroke and Disability Center and Allied Health Program
Tanya Naps, Dientes Community Dental Care
Jan Shirchild, Program Coordinator for Project Scout
Karen Delaney, Volunteer Center Executive Director

M/S: Bustichi/Aguilar
To approve a 3% COLA ($1,497) for the 2016/17 Human Care Alliance organizations.
Carried 4/1 (AYES: Aguilar, Bustichi, Johnson, Lind; NOES: Reed)

Deanna Zachary, Marketing and Program Director for the Arts Council of Santa Cruz County, spoke about the importance of arts and their positive impact on society and the economy, gave an overview of the services provided and supported by the Arts Council of Santa Cruz County, and thanked the Council for their support over the years.

PUBLIC HEARINGS

3. **Consider approval of Urgency Ordinance No. 189.2 extending a temporary moratorium on the establishment of new commercial operations engaged in the sale of firearms, ammunition, and/or explosive devices within the City of Scotts Valley for an additional 12 months**

PC Weiss presented the written staff report and responded to questions from Council.

PUBLIC HEARING OPENED - 7:44 PM

No one came forward.

PUBLIC HEARING CLOSED - 7:44 PM

M/S: Aguilar/Johnson
To approve Urgency Ordinance No. 189.2 extending a temporary moratorium on the establishment of new commercial operations engaged in the sale of firearms, ammunition, and/or explosive devices within the City of Scotts Valley for an additional 12 months.
Carried 5/0 (AYES: Aguilar, Bustichi, Johnson, Lind, Reed)

REGULAR AGENDA
(Resumed)

4. **Recreation Division budget – Powerpoint/Oral Presentation**

RDM Ard gave a PowerPoint presentation on the Recreation Division participation/enrollments, the park improvements that have occurred over the past year, and responded to questions from Council.

5. **Consider approval Resolution No. 1919 approving the new playground equipment for MacDorsa Park**

RDM Ard presented the written staff report and responded to questions from Council.

M/S: Aguilar/Johnson
To approve Resolution No. 1919 approving the new playground equipment for MacDorsa Park and authorize the City Manager to execute an agreement between the City and Miracle Recreation Equipment Company for the installation of the new MacDorsa Park Design.
Carried 5/0 (AYES: Aguilar, Bustichi, Johnson, Lind, Reed)

6. **Future Council agenda items**

None.

ADJOURNMENT The meeting adjourned at 8:20 p.m.

Approved: ______________________________
Donna Lind, Mayor

Attest:_________________________________
Tracy A. Ferrara, City Clerk

SCOTTS VALLEY ACCOUNTS PAYABLE CITY OF SCOTTS VALLEY
06/01/2016 10:21:03 Check Register GL050S-V08.02 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 053116 COMMENT... A/P AS OF MAY 31 2016

DATA-JE-ID	DATA COMMENT
W-06092016-766	A/P AS OF MAY 31 2016

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01			N	S	6	066	10			

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
06/01/2016 10:21:04 Check Register
GL540R-V08.02 PAGE 1

BANK	VENDOR	CHECK#	DATE	AMOUNT
BA GENERAL CHECKING ACCOUNT				
000182	A SIGN ASAP	107546	05/31/16	405.75
003457	ADAMS/TROY	107547	05/31/16	30.00
.15051	ALAMEDA COUNTY SHERIFF'S	107548	05/31/16	1,210.00
001219	ALHAMBRA	107549	05/31/16	101.77
001219	ALHAMBRA	107550	05/31/16	207.62
000627	ALVAREZ/JOSE F.	107551	05/31/16	487.10
000620	ALVAREZ/TONY	107552	05/31/16	20.00
001009	ARD/KRISTIN	107553	05/31/16	30.00
000998	ASSOCIATED SERVICES CO.	107554	05/31/16	250.00
001670	AT &T	107555	05/31/16	1,840.21
000097	AT&T	107556	05/31/16	144.81
001319	BALL/DAVE	107557	05/31/16	210.00
001373	BAY TREE, LLC	107558	05/31/16	3,620.38
001963	BELLVILLE/WAYNE	107559	05/31/16	210.00
001040	BOGNER SHEET METAL	107560	05/31/16	280.00
000500	BOLANOS/DORENE	107561	05/31/16	20.00
000772	CABRILLO COLLEGE STROKE	107562	05/31/16	4,138.00
000773	CENTRAL COAST LANDSCAPE	107563	05/31/16	383.00
001051	COASTAL EVERGREEN CORP	107564	05/31/16	850.00
002091	COMCAST	107565	05/31/16	136.16
001546	CRAIG/ROBERT J	107566	05/31/16	250.00
003043	CSG CONSULTANTS, INC	107567	05/31/16	3,411.07
001257	EBRAHIMIAN DDS/MARK	107568	05/31/16	125.00
000051	FISHER SCIENTIFIC	107569	05/31/16	108.93
001828	GONZALES/GABE	107570	05/31/16	20.00
001376	GRAFF DDS/STEVEN J	107571	05/31/16	1,100.00
001239	HAYASHI DDS/ARTHUR K	107572	05/31/16	252.00
002095	HF SCIENTIFIC	107573	05/31/16	3,806.35
000801	HINDERLITER, DE LLAMAS &	107574	05/31/16	3,214.65
000615	HOHMANN/PATRICK J.	107575	05/31/16	20.00
003271	HOME DEPOT/THE	107576	05/31/16	116.78
001308	JOHNSON DDS/BRETT	107577	05/31/16	107.02
001903	JONES/KIMARIE	107578	05/31/16	59.95
.15052	KESSLER/DIANE	107579	05/31/16	107.71
000409	LC ACTION POLICE SUPPLY	107580	05/31/16	280.59
.15054	LIGHTHOUSE WELDING	107581	05/31/16	354.00
.15055	LONG/CASEY	107582	05/31/16	156.75
003321	LOPEZ/RENE	107583	05/31/16	345.04
003403	MAR-KEN INTERNATIONAL PO	107584	05/31/16	390.00
001591	MARKELL/ROD	107585	05/31/16	1,974.00
000050	MELROSE/TAMERA	107586	05/31/16	96.62
002078	METRO MOBILE COMMUNICATI	107587	05/31/16	4,641.33
001964	MILROY/JUSTIN	107588	05/31/16	53.70
000101	PACIFIC GAS & ELECTRIC C	107589	05/31/16	33,562.62
001446	PEABODY DDS/GUY	107590	05/31/16	220.00
003323	POMPETTE/NICOLE	107591	05/31/16	20.00
003117	PRIORITY 1 PUBLIC SAFETY	107592	05/31/16	13,538.07
001097	PRODESSE PROPERTY GROUP	107593	05/31/16	3,523.52

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
000463	RALEY'S	107594	05/31/16	272.09	
003230	REDWOOD TOXICOLOGY LAB	107595	05/31/16	16.00	
000127	SANTA CRUZ SENTINEL	107596	05/31/16	286.65	
001558	SCOTT DDS/KEVIN RAY	107597	05/31/16	490.00	
000136	SENTINEL PRINTERS	107598	05/31/16	407.81	
.15053	SILVIA/DONNA	107599	05/31/16	157.25	
001535	SKIP'S TIRE & AUTO CENTE	107600	05/31/16	145.74	
000228	SOIL CONTROL LAB	107601	05/31/16	168.00	
002053	STEPFORD	107602	05/31/16	5,313.00	
001361	STEVENS DDS/JOHN A	107603	05/31/16	231.30	
001933	THURINGER/JOE	107604	05/31/16	20.00	
003347	TOWNE FORD	107605	05/31/16	30,754.55	
000443	WALPOLE/STEVE	107606	05/31/16	180.00	
000443	WALPOLE/STEVE	107607	05/31/16	31.50	
001342	WELCH/JAMES	107608	05/31/16	20.00	
003008	WILLIAMS/JESSE	107609	05/31/16	20.00	
001625	YOSHIDA DDS/NOREEN	107610	05/31/16	812.00	
	GENERAL CHECKING ACCOUNT			125,756.39	***

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				125,756.39

RECORDS PRINTED - 000101

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
001	GENERAL	31,534.27
004	RECREATION	1,487.34
009	PARKS & REC FACILITIES	116.78
010	WASTEWATER OPERATIONS	24,474.57
011	TERTIARY TREATMENT PLANT	4,167.28
019	AFFORDABLE HOUSING	1,974.00
023	SVRDA SUCCESSOR AGENCY	7,143.90
028	SENIOR CENTER	1,122.54
050	PINEWOOD EST LNDSCP MAINT DT	392.53
077	SKYPARK MAINT ASSESS DIST	31.59
112	DENTAL INS INTERNAL SERV	3,415.64
123	COMMUNITY FACILITY CENTER	556.25
306	SUPPL LAW ENFORCEMENT SRVS	49,339.70
TOTAL ALL FUNDS		125,756.39

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BA	GENERAL CHECKING ACCOUNT	125,756.39
TOTAL ALL BANKS		125,756.39

Agenda Item: C
Date: 6-15-2016

City of Scotts Valley

INTEROFFICE MEMORANDUM

DATE: June 15, 2016

TO: Honorable Mayor and City Council

FROM: Scott Hamby, Public Works Director

SUBJECT: PARTICIPATION IN THE INSTITUTE FOR LOCAL GOVERNMENT'S BEACON PROGRAM

SUMMARY OF ISSUE

The Beacon Program is a statewide program that provides support and recognition to California cities and counties that are working to reduce greenhouse gas emissions, save energy and adopt policies and programs that promote sustainability.

The Beacon Program provides a framework for local governments to share best practices that create healthier, more efficient vibrant communities. The program honors voluntary efforts by local governments to reduce greenhouse gas emissions, save energy and adopt policies that promote sustainability.

The Beacon Program is sponsored by the Institute for Local Government and the Statewide Energy Efficiency Collaborative. The Statewide Energy Efficiency Collaborative (SEEC) is an alliance to help cities and counties reduce greenhouse gas emissions and save energy. SEEC is a collaboration between three statewide non-profit organizations and California's four Investor Owned Utilities.

The Institute for Local Government provides resources and technical support to assist participants in their journey through the Beacon Program. Through our partnerships within the SEEC collaborative, we are able to help participants obtain and record achievements in five areas of accomplishment.

- Reducing agency greenhouse gas emissions
- Reducing community greenhouse gas emissions
- Electricity savings in agencies facilities
- Natural gas savings in agency facilities
- Sustainability best practices

Within each area, a participant can earn Beacon Spotlight Awards-silver, gold and platinum- based on level of achievement. To win a full Beacon Award, participants are required to demonstrate achievement in all five areas.

Awards will be given out each Fall/Winter in conjunction with the League of California Cities and the California State Association of Counties Conferences. Participants will be asked to provide information about their efforts to reduce greenhouse gas emissions and save energy and as well as progress in completing a greenhouse gas inventory, climate action plan and undertaking activities in the ten best practice areas in the Spring, with a final deadline for award designation in May.

FISCAL IMPACT

Program participation is voluntary. Participating in the program may increase the City's competitiveness for future state or other grant funding.

STAFF RECOMMENDATION

That the City Council adopt Resolution No. 1920 approving the City's participation in the Institute for Local Government's Beacon Program.

TABLE OF CONTENTS PAGE

RESOLUTION NO. 1920

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING PARTICIPATION IN THE INSTITUTE FOR LOCAL GOVERNMENT'S RECOGNITION PROGRAM, THE BEACON PROGRAM

WHEREAS, the City of Scotts Valley is undertaking policies, programs and activities to reduce greenhouse gas emissions and save energy; and

WHEREAS, these policies, programs and activities conserve natural resources, save energy and money, and promote sustainable land use and transportation planning in the community; and

WHEREAS, cities and counties statewide are leading by example by adopting innovative sustainability programs and policies, including working with community residents, business groups and others; and

WHEREAS, existing and planned sustainability activities of the City of Scotts Valley include energy efficiency & conservation, water & wastewater systems, green building, waste reduction & recycling, climate-friendly purchasing among other sustainable activities; and

WHEREAS, the City of Scotts Valley wishes to expand these activities, share its experiences with other communities, and be recognized for its accomplishments; and

WHEREAS, the Beacon Program is a voluntary program of the Institute for Local Government, the non-profit research and education affiliate of the California State Association of Counties and the League of California Cities; and

WHEREAS, the Beacon Program recognizes and celebrates achievements of cities and counties that reduce greenhouse gas emissions and save energy; and

WHEREAS, participating in the Beacon Program is an opportunity for the City of Scotts Valley to be recognized for its efforts to promote sustainability, reduce greenhouse gas emissions and save energy.

NOW, THEREFORE BE IT RESOLVED, that the City of Scotts Valley agrees to participate in the Beacon Program; and

BE IT FURTHER RESOLVED, that the City of Scotts Valley will work towards achieving the Silver, Gold and/or Platinum Beacon Award levels.

The foregoing resolution was passed and adopted at a regular City Council meeting held on the 15th day of June, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Approved: ______________________________
Donna Lind, Mayor

Attest: ______________________________
Tracy A. Ferrara, City Clerk

Agenda No. D
Date: June 15, 2016

City of Scotts Valley
INTEROFFICE MEMORANDUM

DATE: June 15, 2016

TO: Honorable Mayor and City Council

FROM: Chuck Comstock, Interim City Manager

SUBJECT: **PUBLIC MEETING FOR ANNUAL SUBMITTAL OF CITY OF SCOTTS VALLEY INVESTMENT POLICY (RESOLUTION NO. 1139.20)**

SUMMARY OF ISSUE

The State of California amended Government Code Section 53646 in July, 1996 to require the Treasurer to annually submit to the City Council at a public meeting an Investment Policy for your review and approval. The change in legislation was brought about by the need to avoid the same problems Orange County encountered. The intent is to provide the local governing body with the authority to review and approve the policy.

The current Investment Policy is attached for your information. The City Council last adopted this Investment Policy on June 17, 2015. Staff recommends that no changes be made in the existing Investment Policy at this time.

It is important to note that our Investment Policy as recommended herein affirms my fiduciary responsibility to safeguard public assets. I therefore place a high priority on insuring safety of principal first and then ensuring that the liquidity needs for payment of payroll and other City obligations are met prior to considering yield on the investment.

The investments authorized in the attached Investment Policy are typical governmental investments and are reasonably safe investments. More risky investments such as derivative investments or reverse repurchase agreements have been excluded from this Investment Policy. Typically, the City invests most of its cash other than bond proceeds in the State of California Local Agency Investment Fund (LAIF), which has proved to be a safe investment with a good yield and highly liquid.

A glossary of investment security terms and a summary of permitted investments and limitations are included at the back of the Investment Policy, as a guide to the reader.

FISCAL IMPACT

No change is recommended. Investment reports are currently distributed to the City Council each month, as required by the Investment Policy.

STAFF RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 1139.20 approving the Investment Policy.

TABLE OF CONTENTS **PAGE**

RESOLUTION NO. 1139.20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY ADOPTING THE ATTACHED INVESTMENT POLICY

WHEREAS, under government Code Section 53646, et seq, it is required that the City Council of the City of Scotts Valley annually approve an Investment Policy; and

WHEREAS, it is in the public's best interest that an investment policy be adopted by the City Council so that the public assets will be properly safeguarded and invested.

NOW THEREFORE be it resolved by the City Council of the City of Scotts Valley that the attached Investment Policy (Exhibit "A") is hereby adopted.

This resolution was passed and adopted on the 15th day of June, 2016, 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:______________________________
Donna Lind, Mayor

Attest:____________________________
Tracy Ferrara, City Clerk

EXHIBIT A

CITY OF SCOTTS VALLEY
INVESTMENT POLICY
JUNE 15, 2016

1. PURPOSE

This investment policy is designed to develop a clear understanding for the City Council, City staff, citizens, and third parties of the objectives, policies, and guidelines for the investment of City funds which are not required for immediate needs. The investment policy also offers guidance to investment staff and to any external investment advisors on the investment of City funds.

This statement is intended to provide direction for the investment of the City's temporary idle cash under the prudent investor rule. Civil Code Section 2261, eq seq. states in part "...When investing...for the benefit of another, a trustee shall act with the care, skill, prudence, and diligence...that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise..."

2. OBJECTIVES

The City's ultimate investment goal is to enhance the economic condition of the City while ensuring the safety of funds invested and assuring that money is always available when needed.

The City strives to maintain the level of investment of all idle funds as near 100% as possible, through the optimum operation of its cash management system which is designed to accurately monitor and forecast expenditures and revenue. The City attempts to obtain the highest yield on its investments with preservation of principal and liquidity.

The primary objective of the investment policy of the City of Scotts Valley is SAFETY. Investments shall be placed only in securities described in this policy, authorized by federal, state, and local laws and regulations, and managed in a manner that seeks to ensure the preservation of principal. The portfolio shall also be appropriately diversified to avoid incurring unreasonable risks regarding specific types of individual financial institutions. Maximizing interest earned is a secondary objective once safety, liquidity, and legality have been assured.

3. DELEGATION OF AUTHORITY

The City delegates the authority to invest to the City Manager and City Treasurer and appropriate assistant, subject to the limitations set forth in the Investment Policy and Investment Guidelines. The City holds its public investor harmless for responsible investment transactions undertaken in accordance with the Investment Policy, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The City may delegate the investment of City funds to a professional investment advisor registered under the provisions of the Investment Advisors Act of 1940, subject to approval by the City Council. All investments shall be consistent with this Investment Policy and procedures established by the City Treasurer.

4. ETHICS AND CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial decisions. Additionally, the City Manager and City Treasurer are required to annually file applicable financial disclosures as required by the Fair Political Practices Commission (FPPC).

5. INVESTMENT GUIDELINES AND INVESTMENT STRATEGY

The City uses a set of written Investment Guidelines which define the procedures for investing within the directives of the Investment Policy. In accordance with the Investment Guidelines, investment strategy is used to maximize yield depending on market conditions.

To maximize returns, the economy and various markets are monitored carefully in order to assess the probable course of interest rates. The City lengthens its maturities when rates are falling and shortens maturities when rates are rising. The City attempts to take advantage of imperfections in the market where a security's price is out of line with other investments, and tries to improve yields during cyclical changes in interest rates.

6. SCOPE

This policy applies to all cash assets of the City of Scotts Valley, the Scotts Valley Redevelopment Agency, and the Scotts Valley Public Financing Authority. Included are all pooled funds accounted for in the City's Comprehensive Annual Financial Report, as follows:

General Funds
Special Funds
Debt Service Funds
Capital Project Funds
Internal Service Funds
Enterprise Funds
Trust and Agency Funds

Excluded funds are those, held by a fiscal agent, over which the City does not exercise control over investment of the funds.

7. PERMITTED INVESTMENTS AND LIMITATIONS ON INVESTMENT

The investment of surplus funds is governed by California Government Code Section 53601 et seq. and by California Government Code section 53630 et seq.

Funds not deposited in banks may be invested in the securities described in sections a-j below. The maximum maturity of any securities purchased shall not exceed five (5) years from date of purchase, unless specified below as shorter than five years, or unless a longer maturity is allowed by bond documents for the investment of bond proceeds, as described in section 1 below. All investments shall be subject to limitations as described herein.

a. Obligations of the U.S. Treasury, or securities guaranteed by the full faith and credit of the United States ("Treasury Obligations"), excluding securities which have been stripped of their coupons.

    1. There is no limitation to the percent of the portfolio which may be held in these Treasury obligations.

b. Obligations which are guaranteed by the full faith and credit of agencies or instrumentalities of the U.S. government ("Agency obligations"), including but not limited to FNMA, FFCB, FHLB, and SLMA.

    1. There is no limitation to the percent of the portfolio which may be held in these Agency obligations.

c. Negotiable certificates of deposit at banks, the short-term obligations of which are rated A1 or higher by Standard and Poor's or rated P1 or higher by Moody's Investors Service, and the long term obligations (if any) of which are rated A or higher by Standard and Poor's or by Moody's Investors Service, or the equivalent by another recognized rating agency.

    1. The maximum maturity of certificates of deposit may not exceed five years.

    2. No more than 30% of the portfolio, excluding bond proceeds, may be invested in certificates of deposit.

    3. The institution must be located in California.

    4. The institution must have current financial information, a signed contract, and a waiver on file with the City.

    5. The institution must maintain a net worth to asset ratio of at least 30% and have a positive earnings record.

    6. The institution must be at least 3 years old.

    7. For collateralized investments, the institution must have at least $500 million in assets.

d. Banker's acceptances issued by banks, the short term obligations of which are rated A1 or higher by Standard and Poor's or rated P1 or higher by Moody's Investors Services, or the equivalent by another nationally rating agency.

   1. The maximum maturity of banker's acceptances may not exceed 180 days.

   2. No more than 40% of the portfolio, excluding bond proceeds, may be invested in banker's acceptances.

e. Commercial paper issued by corporations, the short term obligations of which are rated A1 or higher by Standard and Poor's, or P1 by Moody's Investor Services, or the equivalent by another nationally recognized rating agency.

   1. The maximum maturity of commercial paper may not exceed 270 days.

   2. Eligible paper is limited to notes issued by corporations organized and operating within the United States and having total assets in excess of $500 million, and having a long term debt rating of "A" or higher.

   3. No more than 15% of the portfolio, excluding bond proceeds, may be invested in commercial paper.

   4. An additional 15% of the portfolio (for a total of 30%), excluding bond proceeds, may be invested in commercial paper if the dollar-weighted average maturity of the entire amount does not exceed 31 days.

f. Repurchase agreements collateralized by any securities permitted under paragraphs a. and b. of this section of this policy (Treasury obligations or Agency obligations).

   1. The term of a repurchase agreement may not exceed 30 days.

   2. The market value of securities shall not be less than 102% of the repurchase amount.

   3. No more than 15% of the portfolio, excluding bond proceeds, may be invested in repurchase agreements.

   4. The repurchase agreements shall be subject to a master repurchase agreement between the City and the provider of the repurchase agreement. The repurchase agreement shall be substantially in the form developed by the Public Securities Association.

   5. Collateral underlying repurchase agreements shall be delivered to the City's custodial bank. Clearly marked evidence of ownership (safekeeping receipts) must be supplied to the bank.

g. Corporate medium notes, rated A or higher by Moody's Investor Services and by Standard and Poor's.

1. No more than 30% of the portfolio, excluding bond proceeds, may be invested in corporate medium term notes.

h. Mortgage pass through securities issued by an agency of the U.S. government.

1. No more than 15% of the portfolio, excluding bond proceeds, may be invested in mortgage pass through securities.

i. Money market mutual funds with a minimum of $250 million is assets which invest in securities described in a. through h. above, provided:

1. The fund has attained the highest rating provided by two of the three largest nationally recognized rating agencies, or

2. The fund has an investment advisor registered with the Securities and Exchange Commission with not less than five years experience investing in the securities and obligations in a. through h. above.

3. No more than 15% of the portfolio, excluding bond proceeds, may be invested in money market mutual funds.

j. The State of California “Local Agency Investment Fund” (“LAIF”) and the “Investment Fund of California” (“CalTRUST”).

1. No more than the maximum deposit allowed per agency set by the State Treasurer may be invested in LAIF.

2. No more than 30% of the portfolio, excluding bond proceeds, may be invested in CalTRUST.

k. The City of Scotts Valley also utilizes deposits from commercial banks for regular depository services including operating and payroll accounts. Utilization of “sweep” account services provides short term interest on operating funds. Interest-bearing accounts may also be maintained for certain individual City funds.

1. Deposits in local banks or savings and loans must be consistent with the basic investment goals which stress safety and liquidity above yield.

2. All bank and savings and loan association deposits shall be insured by the FDIC or, to the extent not insured, be collateralized with securities in accordance with California law.

l. Bond proceeds, obligations under lease, installment sales, or proceeds from other agreements of the City may be invested with more flexibility, in accordance with Section 53601 of the California Government Code, in any security that meets the statutory provisions governing the issuance of bonds or other agreements made by the City.

8. POLICY CRITERIA FOR SELECTING INVESTMENTS, IN ORDER OF PRIORITY

a. Safety

Safety and the minimization of risk associated with investing refers to attempts to reduce the potential for loss of principal, interest, or combination of the two. The first level of risk control is found in state law which restricts the particular types of investments permitted for municipalities. The second level of risk control is reduction of default risk by investing in instruments that appear upon examination to be the most creditworthy. The third level of risk control is reduction of market risk by investing in instruments that have maturities coinciding with dates of disbursement, thereby eliminating risk of loss from a forced sale. The City only invests in those instruments that are considered very safe.

b. Liquidity

Liquidity refers to the “ability to easily sell” at any time with a minimal risk of losing some portion of principal or interest. Liquidity is an important quality for an investment to have, for at any time the City may have unexpected or unusual circumstances that result in larger disbursements than expected, and some investments may need to be sold to meet the contingency. Most investments of the City are highly liquid, with the exception of bond proceeds. Maturities of investments are selected in anticipation if disbursement needs, thereby obviating the need for forced liquidation or lost interest penalties.

c. Yield

Yield is the potential dollar earnings an investment can provide, and also is sometimes described as the rate of return. The City attempts to obtain the highest yield possible when selecting an investment, provided that the criteria stated in the Investment Policy for safety and liquidity are met and provided that the Investment Guidelines and Strategy are followed.

9. POLICY CONSTRAINTS

The City operates its investment program with many state and self-imposed constraints. The City does not speculate; it does not buy stocks; it does not deal in futures or options; it does not purchase on margin through reverse repurchase agreements. The weighted average life of the portfolio is maintained within the limits dictated by the cash flow needs of the City and by Investment Guidelines. The City diversifies its investments to reduce potential default on market risks. The portfolio is carefully monitored to assure the prudent management of the portfolio.

10. SELECTION OF INVESTMENT CONTACTS

The City determines those firms with which it will do investment business through a process outlined in the Investment Guidelines. The City will not invest with any firm not on the approved list of Investment Contacts.

11. **SAFEKEEPING**

All securities in the City's portfolio are maintained in the City's vault or in an acceptable safekeeping account with a perfected interest in the City's name, and are evidenced by safekeeping receipts. All transactions will be conducted as delivery-vs-payment settlements.

12. **INVESTMENT CONTROLS**

The City Treasurer has developed a system of internal investment controls and a segregation of responsibilities of investment functions, in order to assure an adequate system of internal controls over the investment function. The controls are designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City of Scotts Valley. Controls deemed most important include: clear delegation of authority to subordinate staff members, separation of transaction authority from accounting and recordkeeping, supervisory control of employee actions, written confirmation of all transactions, minimizing the number of authorized investment officials, documentation of transactions and strategies, custodial safekeeping, avoidance of bearer-form securities, specific limitations regarding securities losses and remedial actions, proper review and approval of brokerage accounts and investment transactions, and control of collusion.

13. **INVESTMENT REPORTS**

a. The City Treasurer shall annually render a Statement of Investment Policy to the City Council for their approval at a public meeting, as required by California Government Code section 53646(a).

b. The City Treasurer shall generate and forward to the City Manager and City Council a monthly report within 30 days after the end of each month, as required by California Government Code section 53646(b). Required elements of these reports are: type of investment, issuer, date of maturity, face value, cost of security, current market value (and source of valuation), yield, citation of compliance with the investment policy (or explanation), and a statement of the City's ability to meet expenditure requirements for the next 6 months.

14. **INVESTMENT AUDITS**

Annually, there shall be both internal and external audits of the City's Investment Program to assure compliance with the Investment Policy, Investment Guidelines, and Investment Controls.

15. **INVESTMENT PERFORMANCE EVALUATION**

Annually, the City Council, at the time that the Investment policy is brought to the City Council, shall review and evaluate the investment program and update the Statement of Investment Policy. The City Manager shall review the Investment guidelines semi-annually.

16. **RATING OF SECURITIES**

Only securities which meet the ratings specified above may be purchased. If the rating of a security which the City owns is downgraded below these rating standards, the Treasurer shall determine whether to retain or liquidate the security, based upon the new rating, the reason for the re-rating, the maturity date, the amount, and the market value of the security.

17. **INVESTMENT GUIDELINES**

a. Cash Availability Guidelines

1. Cash flow analysis is developed which serves as a basis for determining the cash available for investment and maturity dates needed to cover future disbursements.

2. A close rapport is maintained with all departments having a significant impact on cash flow to ensure receipt of timely and accurate data.

3. Where practical, revenue receipts are consolidated into one bank account and invested on a pooled concept basis. Interest earnings are allocated according to fund cash and investment balances.

4. Active bank balances are kept as low as possible without jeopardizing good banking relationships by maintaining investment of available cash as near to 100% as possible.

5. Bank balances are obtained weekly to assure accurate and detailed information.

6. Sufficient funds are maintained in very liquid investments to meet most unexpected contingencies.

b. **Investing Guidelines**

1. A close working relationship is maintained with a list of well established brokers, dealer/brokers, and bankers whose proven technical knowledge and expertise is of assistance in making investment decisions.

2. Economic data, forecasts, and conditions are continuously obtained from financial experts in the field and evaluated as to impact on investment decisions.

3. Business journals are routinely reviewed and education programs are attended to enhance knowledge and professional skills required to manage an investment portfolio.

4. Only investments authorized by the Investment Policy are transacted. Investments are made with qualifying institutions based only on competitiveness of interest rates offered.

5. Purchases of investments are made with the intent of holding the investments to maturity. If, under favorable market conditions, investments of similar maturities can be swapped or traded and portfolio performance can be improved without compromising safety, the trades may be transacted.

6. Individuals authorized by delegation to assist the City Treasurer and City Manager in conducting transactions are limited to purchases of 90 days maturity or less, and are limited to transactions of no more than $100,000 in size, unless specifically otherwise authorized under unusual circumstances.

c. **<u>Guidelines for Broker/Dealer and Banker Relationships</u>**

1. A list of approved brokers, broker/dealers, banks, and savings and loans is reviewed monthly based upon the following:

   a) Being authorized under California Government Code section 53635.5 to transact investments with local agencies.
   b) Receipt of positive audited financial statements.
   c) Being in business for a minimum of three years.

2. The City Treasurer reviews and acts on requests to be on the approved list and accompanying financial statements.

3. There is a formal filing system of the required information for those on the approved list, which provides for an annual report of updated financial information.

4. There is a timely transaction monitoring system to ensure that all documents and confirmation are received and are correct.

5. Transactions are monitored monthly to assure that there are no undue concentrations of investments with any single firm.

GLOSSARY OF INVESTMENT SECURITIES

a. **Obligations of the U.S. Treasury** - Debt obligations backed by the full faith and credit of the U.S. Government. They are issued with initial maturities from three months to 30 years.

b. **Agency Obligations** - Obligations guaranteed by the full faith and credit of agencies and instrumentalities of the U.S. Government, such as FNMA, FFCB, FHLB, and GNMA.

c. **Negotiable Certificates of Deposits** - A bank deposit issued in negotiable form (i.e., one that can be bought or sold in the open market).

d. **Banker's Acceptance** - A draft that is drawn and accepted by banks. Because the accepting institution is obligated to pay the draft without regard to whether it is paid or not, banker acceptances are considered to be high quality money market instruments.

e. **Commercial Paper** - Unsecured promissory notes issued by corporations to fund short term cash requirements.

f. **Repurchase Agreement** - An agreement in which an investor buys securities from a contra-party with the provision that the buyer must sell the securities back to the contra-party at a specific date at a pre-agreed upon price. The repurchase amount is expressed as principal plus interest at an agreed upon rate.

g. **Corporate Medium Term Note** - An obligation of a corporation issued with an initial term of maturity of nine months to 15 years.

h. **Mortgage Pass Through Certificates** - Bonds backed by an undivided interest in a pool of mortgages or trust deeds. Income and principal from the underlying mortgages is used to pay off the securities.

i. **Money Market Mutual Funds** - Mutual funds which invest in short term securities and strive to maintain a share price of $1.

j. **Local Agency Investment Fund (LAIF)** - An investment pool managed by the California State Treasurer's Office to provide safe, low cost, and highly liquid investment alternative for California's local governmental agencies.

Investment Trust of California - More commonly known as CalTRUST, a trust created for public agencies to provide for the investment of pooled funds of its participants.

k. **Demand Deposits** - A deposit of monies where the monies are payable by the bank upon demand of the depositor.

PERMITTED INVESTMENTS AND LIMITATIONS ON INVESTMENT

Investment Type	Percent of Portfolio	Maximum Life	Other Requirements
a. US Treasury	No Limit	5 years	No Strips
b. Agencies of US Government	No Limit	5 years	
c. Certificates of Deposit	30%	5 years	Rated A1/P1
d. Banker's Acceptances	40%	180 days	Rated A1/P1
e. Commercial paper	15% (30% if weighted dollar Average < 31 days)	270 days	Rated A1/Pa US Corporations Assets > $500 M LTD rated A
f. Repurchase Agreements	15%	30 days	Collateralized Market > 102%
g. Corporate Medium Term Notes	30%	5 years	Rated A
h. Mortgage Pass-through	15%	5 years	US Government only
i. Money Market Mutual Funds	15%	N/A	Assets > $250M Invests only in a-h above Highest rating possible Registered Advisor
j. LAIF	LAIF limit	N/A	
Investment Trust of California	30%	N/A	
k. Demand Deposits	No Limit	N/A	FDIC or collateralized

Agenda No. E
Date: June 15, 2016

City of Scotts Valley
INTEROFFICE MEMORANDUM

DATE: June 15, 2016

TO: Honorable Mayor and City Council

FROM: Chuck Comstock, Interim City Manager

SUBJECT: **2016/2017 APPROPRIATIONS LIMIT – RESOLUTION NO. 1007.29**

SUMMARY OF ISSUE

In 1979, State voters approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article XIIIB of the State constitution placing limits on the amount of certain revenue, called proceeds from taxes, which can be spent (appropriated) by governmental entities. In 1990, the State voters approved Proposition 111, which modified the formula for calculating the limit and required an annual review of the limit.

The Appropriations Limit is based on adjusting the previous year's limit by two factors. The City can select one factor from the following two sets of factors:

Percentage change in population in the City of Scotts Valley, or

Percentage change in population in the County of Santa Cruz,

and

Percentage change in the local nonresidential new construction assessment roll for the City of Scotts Valley (to be used as the change in the cost of living), or

Percentage change in the per capita personal income in the State of California.

All of the above factors are provided by the State of California, except for the local new construction assessment which is provided by the County of Santa Cruz. The factors for the 2016 / 2017 calculation are as follows:

Percentage change in population in the City of Scotts Valley	0.58%
Percentage change in population in the County of Santa Cruz	0.84%
Percentage change in local nonresidential new construction	-0.0038%
Percentage change in per capita personal income in the State	5.37%

FISCAL IMPACT:

Using the percentage change in population in the City of Scotts Valley and the percentage change in the per capita personal income in the State will produce the highest appropriations limit for 2016/2017: $178,929,215 (1.0058 x 1.0537 x $168,801,146). The appropriations subject to this limit based on the proposed budget for 2016/2017 is $7,705,584. Therefore, the City of Scotts Valley is well below its limit.

STAFF RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 1007.29 making certain findings including the selection of the two factors stated above (see Fiscal Impact) and adopting the 2016/2017 appropriations limit of $178,929,215.

TABLE OF CONTENTS **PAGE**

2016/2017 APPROPRIATIONS LIMIT

RESOLUTION NO. 1007.29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY MAKING CERTAIN FINDINGS AND DETERMINATIONS IN COMPLIANCE WITH SECTION XIII B OF THE CALIFORNIA CONSTITUTION (GANN INITIATIVE) AND SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2016/2017

BE IT RESOLVED by the City Council of the City of Scotts Valley that in compliance with Section XIII B of the Constitution of the State of California, the following is hereby found and determined:

1. That the appropriations limit for fiscal year 2015/2016 was $168,801,146.

2. That during fiscal year 2015/2016, according to State, the percentage change in per capita personal income in California was 5.37%.

3. That the change in population in the City of Scotts Valley in 2015/2016, according to the State of California, was 0.58%.

4. That the appropriations limit under the Gann Initiative for fiscal year 2016/2017 is $178,929,215.

5. That the change in cost of living is selected to be the change in per capita personal income.

6. That the documentation for establishing the appropriations limit for 2016/2017 was prepared by the Interim City Manager and presented to the City Council on June 15, 2016.

7. That more than 15 days have elapsed since documentation used in this determination was made available to the public.

The foregoing resolution was adopted by the City Council of the City of Scotts Valley at a regularly scheduled meeting held on the 15th day of June, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Approved:____________________________
Donna Lind, Mayor

Attest:__________________________________
Tracy Ferrara, City Clerk

DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR
EDMUND G. BROWN JR. ▪ GOVERNOR
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2016

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit
The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2016, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2016-17. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2016-17 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts
Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: http://leginfo.legislature.ca.gov/faces/codes.xhtml.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification
The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2016**.

Please Note: Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN
Director
By:

AMY COSTA
Chief Deputy Director

Attachment

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2016-17 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2016-17	5.37

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2016-17 appropriation limit.

2016-17:

Per Capita Cost of Living Change = 5.37 percent
Population Change = 0.90 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.37 + 100}{100} = 1.0537$

Population converted to a ratio: $\frac{0.90 + 100}{100} = 1.0090$

Calculation of factor for FY 2016-17:

$1.0537 \times 1.0090 = 1.0632$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2015 to January 1, 2016 and Total Population, January 1, 2016

County City	Percent Change 2015-2016	--- Population Minus Exclusions --- 1-1-15	 1-1-16	Total Population 1-1-2016
Santa Cruz				
Capitola	0.62	10,087	10,150	10,150
Santa Cruz	1.26	63,830	64,632	64,632
Scotts Valley	0.58	12,073	12,143	12,143
Watsonville	0.63	52,562	52,891	52,891
Unincorporated	0.77	134,956	135,994	136,086
County Total	0.84	273,508	275,810	275,902

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

2014 / 2015

2015 / 2016

Santa Cruz County NonResidential Construction Transaction

Distribution Amounts By Index

Famis		from Construction	Current Roll A/V	Previous Roll A/V	Change in A/V	Nonres Growth %
Famis	**Total Amount To Distribute >>**	**$40,291,941**				
131220	**S C COUNTY GENERAL**	**$10,340,069**	38,832,022,515	36,485,387,850	2,346,634,665	0.4406%
131410	**LAKESIDE SCH DIST TR-GEN**	**$9,249**	315,400,446	287,335,527	28,064,919	0.0330%
131412	**LOMA PRIETA SCH DIST TR**	**$253,417**	853,795,479	797,747,585	56,047,894	0.4521%
131414	**LOS GATOS HIGH DIST TR GENL**	**$240,162**	1,169,195,925	1,085,083,112	84,112,813	0.2855%
131424	**SANTA CLARA SPEC SCHOOL**	**$4,009**	1,157,496,198	1,074,960,524	82,535,674	0.0049%
131426	**SANTA CLARA INST TUITION TAX**	**$2,178**	1,169,195,925	1,085,083,112	84,112,813	0.0026%
131428	**SANTA CLARA DEV CTR-HNDCPD**	**$6,913**	1,169,195,925	1,085,083,112	84,112,813	0.0082%
131430	**SANTA CLARA PHYSICALLY**	**$16,004**	1,157,496,198	1,074,960,524	82,535,674	0.0194%
131432	**CO SCH SV SANTA CLARA**	**$6,621**	1,169,195,925	1,085,083,112	84,112,813	0.0079%
131434	**LOMA PRIETA SCH AREAWIDE**	**$108,911**	852,297,139	796,278,541	56,018,598	0.1944%
131436	**SANTA CLARA - ALL CAPITAL**	**$5,461**	1,169,195,925	1,085,083,112	84,112,813	0.0065%
131440	**JUVENILE HALL SCH SANTA**	**$3,283**	1,169,195,925	1,085,083,112	84,112,813	0.0039%
131442	**LAKESIDE AREAWIDE**	**$5,121**	315,400,446	287,335,527	28,064,919	0.0182%
131444	**WEST VALLEY COM COLL TR**	**$112,028**	1,147,658,058	1,065,463,568	82,194,490	0.1363%
131610	**CAPITOLA CITY TR**	**$408,921**	2,103,306,533	1,990,263,440	113,043,093	0.3617%
131622	**SANTA CRUZ CITY TR**	**$1,843,054**	8,252,953,644	7,726,335,775	526,617,869	0.3500%
131630	**SCOTTS VALLEY CITY TR**	**($5,863)**	2,354,916,628	2,199,359,948	155,556,680	-0.0038%
131648	**WATSONVILLE CITY - TRUST**	**$1,385,359**	3,624,188,704	3,446,666,163	177,522,541	0.7804%
131855	**COUNTY LIBRARY**	**$795,196**	28,986,016,630	27,232,392,262	1,753,624,368	0.0453%
134910	**REC & PARKS - CO SERV AREA**	**$54,865**	20,629,323,433	19,412,704,624	1,216,618,809	0.0045%
135461	**SC FLOOD CONT & WTR CONS**	**$96,389**	38,830,341,116	36,483,753,765	2,346,587,351	0.0041%
135462	**SC FLOOD CONT & WAT CONS**	**$82,149**	38,832,022,515	36,485,387,850	2,346,634,665	0.0035%
304100	**COUNTY FIRE**	**$446,640**	3,414,987,168	3,218,344,938	196,642,230	0.2271%
622115	**CO HWY SAFETY SERVICE AREA**	**$51,429**	22,498,699,365	21,126,051,692	1,372,647,673	0.0037%
622120	**CO HWY SAFETY SERV AREA #9-**	**$58,854**	10,265,668,219	9,564,845,034	700,823,185	0.0084%
622125	**CO HWY SAFETY SVC AREA #9-**	**$297**	3,067,139,106	2,868,952,311	198,186,795	0.0001%
622195	**HUTCHINSON RD CO SV AREA**	**$285**	106,788,964	99,969,880	6,819,084	0.0042%
622245	**PAJARO STORM DRAIN MAINT**	**$234,493**	5,994,313,548	5,696,720,128	297,593,420	0.0788%
622350	**SC FLOOD CONT & WTR CONS**	**$70,008**	7,559,409,812	7,116,251,762	443,158,050	0.0158%
640101	**BONNY DOON SCH DIST GENL**	**$186,962**	558,775,140	531,741,795	27,033,345	0.6916%
640201	**HAPPY VALLEY SCH DIST GENL**	**$216,895**	270,183,708	255,243,680	14,940,028	1.4518%
640301	**LIVE OAK SCH DIST GENL**	**$65,796**	3,283,520,634	3,077,204,771	206,315,863	0.0319%
640401	**MOUNTAIN SCH DIST GENL**	**($3)**	248,866,832	238,272,171	10,594,661	0.0000%
640501	**PACIFIC SCH DIST GENL**	**$349,522**	117,464,217	112,925,745	4,538,472	7.7013%
640701	**SCOTTS VAL SCH DIST GENL**	**$676,979**	3,626,083,606	3,399,776,232	226,307,374	0.2991%

PROP 4 APPROPRIATION LIMIT CALCULATIONS FOR 2016/2017

	7,702,050	Preliminary Proceeds from taxes before interest per budget
	9,811,180	Total General Fund revenues per budget
	4,500	Less investment earnings per budget
	9,806,680	General Fund revenues other than interest
	7,702,050	Preliminary Proceeds from taxes before interest
divided by	9,806,680	General Fund revenues other than interest
	0.78538812320	Ratio of interest that is proceeds from taxes
	0.78538812320	Ratio of interest that is proceeds from taxes
x	4,500	Investment earnings
	3,534	Interest related to proceeds from taxes
	7,702,050	Preliminary proceeds from taxes
	3,534	Interest related to proceeds from taxes
	7,705,584	Proceeds from taxes and related interest

City of Scotts Valley
INTEROFFICE MEMORANDUM

DATE: June 15, 2016

TO: Honorable Mayor and City Council

FROM: Chuck Comstock, Interim City Manager

SUBJECT: **2016 / 2017 BUDGET ADOPTION**

SUMMARY OF ISSUE

The City Council has discussed the 2016/2017 City budget during previous meetings. The preliminary budget document is included with the Council's agenda packet. Hard copies will be available to the public at City Hall or online at the City's website, www.scottsvalley.org/finance/budget.html. At this meeting, the City Council must adopt two resolutions. The first resolution (No. 630.36) will adopt the City budget for 2016/2017 and make appropriations for the amounts budgeted. The second resolution (No. 1501.23) will approve the continued collection of the City's utility users' tax.

As shown below, the 2016/2017 General Fund is budgeted with a $16,700 net gain. The City was successful with the passage of Measure U in 2014, a temporary sales tax measure. This is currently providing approximately $1,100,000 per year. It will end in fiscal year 2021/2022. The City's General Fund balance is estimated to start next year at $1,850,200 (July 1, 2016) and end at $1,866,900 (June 30, 2017).

GENERAL FUND

Revenues	$9,811,180	
Transfers In	150,000	$9,961,180
Expenditures	9,444,578	
Transfers Out	499,902	9,944,480
Net Deficit		$ 16,700

FISCAL IMPACT:

The total City budget, including all funds, is $16,001,312. Resolution 630.36 adopts the 2016/2017 Preliminary Budget as the Final Budget. Council can adjust the Preliminary Budget prior to its adoption if so desired.

STAFF RECOMMENDATION:

1. Adopt Resolution No. 630.36 approving the Preliminary Budget as the Final Budget for the City of Scotts Valley for fiscal year 2016/2017 and making appropriations for the amounts budgeted.

2. Adopt Resolution No. 1501.23 approving the continued collection of the utility users' tax for the budget year 2016/2017.

TABLE OF CONTENTS **PAGE**

RESOLUTION NO. 630.36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING THE BUDGET FOR THE CITY OF SCOTTS VALLEY FOR FISCAL YEAR 2016 / 2017 AND MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED

WHEREAS, the City Manager has prepared a preliminary budget for the City of Scotts Valley for the fiscal year July 1, 2016 to and including June 30, 2017, at the direction of the City Council, and a public meeting has been held on the same, and said preliminary budget is hereby found to be reasonable and adequate;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Scotts Valley as follows:

Section 1. That certain original preliminary budget for the City of Scotts Valley for the fiscal year July 1, 2016 to and including June 30, 2017, is hereby approved and adopted as the final budget for the said fiscal year for the City of Scotts Valley and appropriations are hereby made for the amounts budgeted.

Section 2. The City Clerk of the City of Scotts Valley is hereby directed to certify said preliminary budget as the final budget adopted by this resolution.

This resolution was passed and adopted by the City Council of the City of Scotts Valley at a regularly scheduled meeting on the 15th day of June 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved:______________________________
Donna Lind, Mayor

Attest:_________________________________
Tracy Ferrara, City Clerk

RESOLUTION NO. 1501.23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING THE CONTINUED COLLECTION OF THE UTILITY USERS' TAX FOR THE BUDGET FISCAL YEAR 2016 / 2017

WHEREAS, the City Council of the City of Scotts Valley adopted Ordinance 109.3 in July 1992 imposing a utility users' tax; and

WHEREAS, Measure R on the November 5, 2002, ballot was passed by over 74% of the voters and ratified the imposition of the utility users' tax, and

WHEREAS, the utility users tax is solely for the purpose of providing revenue for the usual current expenses of the City; and

WHEREAS, Ordinance 109.3 requires that the City Council review this tax on an annual basis at the same time as the City Council reviews its budget;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Scotts Valley, upon their review of the 2016/2017 budget, that the City Council hereby approves the continued collection of the utility users' tax through June 30, 2017.

This resolution was adopted at a duly held regular meeting of the City Council on the 15th day of June 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved:____________________________
Donna Lind, Mayor

Attest:____________________________
Tracy Ferrara, City Clerk

City of Scotts Valley

CITY COUNCIL STAFF REPORT

DATE: June 15, 2016

TO: Honorable Mayor and City Council

FROM: Scott Hamby, Public Works Director

SUBJECT: Linear Park Maintenance Professional Services Agreement

---

SUMMARY OF ISSUE

In December of 2006 the City Council approved a professional service agreement with Back to Eden Landscaping and Maintenance, Inc. for the maintenance of the Skypark Linear Park. Over the past couple of years Back to Eden has been scaling back their business, but have continued to maintain the Linear Park. On occasion there is a need for additional work at the Park and the City would pay extra for that work. Recently, because of downsizing, Back to Eden hasn't always been able to accommodate the extra work. After discussing this with the City Manager, staff decided to solicit bids from other landscaping contractors to take over this contract.

In accordance with the City's purchasing policy staff solicited three bids for Skypark Linear Park maintenance. Following are the three contractors and corresponding bids:

Coastal Evergreen	$ 9,900 annually
Central Coast	$12,797 annually
Stevenson's Landscaping	$19,440 annually

The current agreement with Back to Eden is $11,400 annually. The City has working relationships will all three of the contractors who were contacted and a high degree confidence in their quality of work.

It is important to note that the City has enjoyed a good working relationship with Back to Eden. When the owner of Back to Eden was contacted and invited to submit a bid, the owner understood the City's decision and thanked the City for the long term relationship.

Based on the lowest bid received, staff is recommending that the City approve the Coastal Evergreen proposal of $9,900 per year.

The new agreement will be effective 30 days after Council approval.

FISCAL IMPACT

$9,900 annually from Fund 77 - Skypark Open Space Maintenance Assessment District

STAFF RECOMMENDATION

Approve the Professional Services Agreement with Coastal Evergreen Company for the Skypark Linear Park Maintenance District and authorize the City Manager to sign the agreement.

TABLE OF CONTENTS **PAGE**

CITY OF SCOTTS VALLEY
AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Professional Services ("Agreement") is made and entered into as of **June 15, 2016**, by and between the City of Scotts Valley, a municipal corporation, hereinafter referred to as "CITY", and **Coastal Evergreen Company** hereinafter referred to as "CONSULTANT".

RECITALS

A. CITY desires to retain Consultant for certain professional services as set forth in this Agreement.

B. CONSULTANT is specially trained, experienced and competent to perform the special services which will be required by this Agreement.

C. CONSULTANT possesses the skill, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

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

AGREEMENT

1. **Employment of CONSULTANT**: CITY agrees to, and hereby does, retain and employ CONSULTANT to perform the professional services as outlined in the Scope of Work attached hereto and incorporated herein as Exhibit "A". CONSULTANT'S work product shall be performed pursuant to generally accepted standards of practice in effect at the time of performance.

2. **Responsible Personnel**: CITY has relied upon the professional training and ability of CONSULTANT to perform the services hereunder as a material inducement to enter into this Agreement. Primary personnel responsible for the completion of the work described in this Agreement shall be **Regan Barry, President, whose address is 4615 Scotts Valley Drive, Suite C, Scotts Valley, CA 95066; telephone: (831) 438-4747; Email: rbarry@coastalevergreen.com.**

3. **Scope of Work:** CONSULTANT shall perform the services as specified in Exhibit A in a professional manner.

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

5. **Compensation:** CONSULTANT shall accept compensation for services performed as set forth in Section 3 in an amount not to exceed **$825 per month ($9,900 per year)**. Such compensation shall be paid upon the completion of the services set forth in Section 3.

Payments to CONSULTANT shall be made upon invoices submitted by CONSULTANT to CITY for review and approval. Invoices will be paid by CITY within a reasonable time after said approved invoices are received.

6. **Indemnity:** CONSULTANT shall hold harmless, indemnify and defend CITY, its elective and appointive boards, commissions, officers, agents, servants, volunteers, and employees from and against any and all claims, costs, damages, liability, losses, or suits (including court costs and attorney fees) for personal injury (including death), property damage and any other damages of any sort whatsoever, arising out of, or alleged to have arisen out of, the willful or negligent acts, errors, or omissions of CONSULTANT or CONSULTANT'S contractors, subcontractors, agents, or employees in the performance of this Agreement. This indemnity shall not apply to a) claims brought by CONSULTANT for default of this Agreement, or (b) claims brought by CITY or any third party where the underlying injury or damage is finally determined by a court of competent jurisdiction to arise solely from the negligent or willful misconduct of CITY.

CITY shall hold harmless and indemnify CONSULTANT from any damage which may be caused to the CITY's computer network system.

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

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

In the event of termination, CONSULTANT shall deliver as a condition to the payment of the compensation provided for above, or otherwise make available to CITY, all research data, reports, estimates, summaries, and other such information and materials as may have been accumulated by CONSULTANT in performing this Agreement, whether completed or in process in accordance with Section 8 of this Agreement.

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

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

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

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

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

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

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

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

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

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

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

WITNESS WHEREOF this Agreement is executed by CITY and by CONSULTANT on this **15th day of June, 2016**, at Scotts Valley, California.

CONSULTANT:	CITY OF SCOTTS VALLEY:
______________________________	______________________________
Regan Barry, President Coastal Evergreen Company	Charles A. Comstock, Interim City Manager
APPROVED AS TO FORM:	ATTEST:
______________________________	______________________________
Kirsten M. Powell, City Attorney	Tracy Ferrara, City Clerk

EXHIBIT A

CCL 407317 COASTAL EVERGREEN COMPANY
LANDSCAPE AND MAINTENANCE CONTRACTORS

Landscape Maintenance Proposal

June 1, 2016

TO: City of Scotts Valley **JOB:** Linear Park

Attn. Scott Hamby

The undersigned proposes to furnish all labor, services, equipment and materials to complete the following work: Refer to "Scope of Work" and Sky-park Maintenance District Specifications for Landscape Maintenance.

- **(4.75) Man hours per week, 4.3 weeks per month**

Monthly Landscape Maintenance Fee: $825.00
(Annual maintenance cost = $9,900)

- ***30-day notice of cancellation***

Proposal Exclusions: Anything not listed in 'Scope of Work'.

If there is any misunderstanding as to the content, terms, or conditions of this proposal please contact the undersigned immediately. We may withdraw this proposal if not accepted within 90 days. Thank you.

PROPOSED BY: Thomas Witz

DATE: June 1, 2016

ACCEPTED BY:

DATE:

4615 Scotts Valley Drive, Suite C • Scotts Valley, CA 95066 • Phone (831) 438-4747 • Fax (831) 438-4117

SCOPE OF WORK

Coastal Evergreen Company (CEC) will furnish all labor, equipment, and materials as necessary to provide complete and continuous maintenance of all lawns, trees, shrubs, and ground cover and all other work. CEC will maintain in healthy growing condition by performing the following operations and work incidental thereto:

1. **TREE AND SHRUB CARE**
   a. WATERING- Manage irrigation timers and water conservation according to seasonal needs.
   b. WEEDING- Keep basins and areas between plants free of weeds and raked as necessary to give lightly cultivated appearance. Remove and control weeds around buildings and along fence lines.
   c. PRUNING- Specialized methods of pruning (natural vs. formal) to be negotiated with customer. Prune all shrubs and trees as required, thinning and shaping as necessary to present a natural appearance. Work in trees over 15 feet in height will be subcontracted, subject to owner approval, as an extra.
   d. STAKING AND GUYING- All trees shall be tied or staked as required to protect them from damage and to permit maximum growth. Removal of trees over 15 feet to be at owner cost, subject to prior approval. Materials charged at an extra cost.
   e. FERTILIZER – Fertilize shrubs (2) times per year with a slow release fertilizer with iron (spring & Summer). Fertilize roses every two months during growing season. Acid fertilizer used in winter or early spring for appropriate plants (0-10-10-).
   f. INSECT CONTROL- Spray for insects as needed to maintain small trees and shrubs in a healthy condition. Spraying of larger trees in excess of 12 feet will be subcontracted to an outside vendor and billed to owner, subject to prior approval.

2. **GROUND COVER CARE**
   a. WATERING- Water deeply and as frequently as necessary to maintain healthy growth. Obey local instructions on water conservation.
   b. EDGING AND HEDGING- Trim as necessary to keep borders away from paving, lawns, planted areas and buildings. Trim top growth as necessary to achieve overall even appearance. Pruning style to be evaluated with the customer.

3. **LAWN CARE WHERE APPLICABLE**
   a. MOW AND EDGE- Mow and edge lawns up to once a week during growing season and as needed during winter months to maintain a neat appearance.
   b. WATERING - Water deeply and as frequently as needed to maintain acceptable appearance.
   c. FERTILIZATION- Fertilize at the rate of one pound of nitrogen per one thousand square feet of lawn area. Fertilize lawns 3 times per year with slow release fertilizer and 1 time in the winter with Calcium Nitrate.
   d. WEED CONTROL- Post – emergent weed control in lawn areas to be the responsibility of Coastal Evergreen Company. Large lawn area weed control to be done by an outside contractor, subject to owner approval.

4615 Scotts Valley Drive, Suite C • Scotts Valley, CA 95066 • Phone (831) 438-4747 • Fax (831) 438-4817

4. **SPRINKLER SYSTEMS**
   a. IRRIGATION CLOCKS- In accordance with local water regulations, adjust all watering sections according to their individual needs.
   b. SPRINKLER REPAIR- Make minor repairs and adjustments to existing sprinkler systems as required. Repair parts extra. Modifications and major repairs to be done by our irrigation technician on a time and materials basis upon owner approval.
   c. WATER AUDIT – Upon request by customer at an extra cost.

5. **DRIVEWAYS, STREETS AND DRAINS**
   a. LITTER AND LEAF REMOVAL- Litter will be removed from all landscaped areas, driveways and drains. This will be done as necessary utilizing a gas powered blower when appropriate.
   B. INCIDENTAL BLOWING- Maintenance crews will blow clear any debris left from clean up.
   c. ROOFTOP GUTTERS – not included

6. **DUMPING FEES**
   A. HAULING- Coastal Evergreen Company will dispose of all trimming and litter upon leaving site (debris that was generated by our crew's work or normal leaf litter).
   b. EXTRA DUMPING – Extra debris outside this Scope of Work can be hauled away at an extra charge.

7. **FERTILIZER AND INSECTICIDE**
   a. CERTIFICATION – Coastal Evergreen Company is a certified pesticide Applicator for all fertilizer, insecticides, growth regulators and post-weed control chemicals which we provide to maintain plant material in a healthy condition and to control weeds in bare dirt and hardscape areas.
   b. ORGANIC WEEDING – New technology can be used at the customers Request.
   c. REGULATIONS – All pesticide use to coincide with State Agricultural Regulations including posting when required.

8. **FIELD TRAINING AND CONTINUED EDUCATION**
   A. SAFTEY - Costal Evergreen Company maintains an ongoing Safety Training program designed to lower accidents on site and provide safe working conditions for our crews and our customers.
   B. PLANT CARE - Coastal Evergreen Company requires all crews to increase their knowledge of plant identification and cultural habits. Ongoing educational programs are maintained to ensure that we deliver to our customers our promise of providing excellent plant care.
   c. IRRIGATION - classes are a part of our ongoing education to keep up with all current watering applications.

SKYPARK MAINTENANCE DISTRICT

SPECIFICATIONS FOR LANDSCAPE MAINTENANCE

Definition of Terms

Unless otherwise stated below, the term "City" shall refer to Skypark Maintenance District. City's Representative shall refer to the person appointed as representative by the Public Works Director. "Contractor" shall refer to the firm providing landscape maintenance service. Contractor's Representative shall refer to the person designated by the Contractor to be in charge of the work at Skypark.

Purpose of Specifications

The purpose of these specifications is to establish guidelines to insure the proper development of the landscape in order to:

1. Achieve the objectives for the architectural design of the landscape

2. Provide proper horticultural care for the plant material.

Objectives for the Architectural Design of the Landscape

The objectives for Skypark Maintenance District are as follows:

1. Provide for a landscape requiring little water after establishment of the landscape.

2. The plant material has been selected for its minimal pruning requirements and therefore should only be pruned to remove dead wood and maintain a healthy state, and in no case shaped, sheared or hedged.

Details of the Specifications

I. Scope of Contractor's Work

   A. Apply herbicides, insecticides, disease controls and growth retardant applications, as necessary.

B. Seasonal weed control.

C. Plant care and problem solving, including dead and dying, with suggestions for replacement.

D. Report all vandalism to the City.

II. Qualifications of the Contractor

A. Contractor must be a qualified landscape maintenance contractor with experience equal to the requirements of the City.

B. Contractor must have a C-27 California State Contractor's License.

C. Contractor must be licensed by the State of California as a pest control applicator.

D. Contractor must pay all applicable taxes, including sales taxes, on materials supplied.

E. Contractor must provide Worker's Compensation, Unemployment Insurance, Public Liability and Property Damage Insurance, and Auto Insurance in the amounts specified by the City. Contractor shall provide City with proof of coverage stating City as additionally insured.

III. Requirements for the Work Force of the Contractor

A. Contractor's Representative on site at Skypark ideally should have a formal education in ornamental horticulture or a strong background of field experience and good horticultural skills, including a working knowledge of the fundamentals of fertilizer, soils, and water.

B. Contractor's Representative shall understand and speak English.

C. Gardeners are to be personally presentable at all times.

D. Gardeners must be either citizens or legal residents of the United States of America.

IV. Responsibilities of the Contractor

A. Landscape maintenance as specified in Sections VII through XII of this document.

B. Equipment

1. Contractor shall at all times furnish and maintain sufficient equipment to perform the work of these specifications, and such equipment shall be subject to the inspection and approval of the City's Representative.

2. All hedge trimmers, pruners, and pruning saw blades shall be sharpened as frequently as necessary to maintain clean cutting edges.

3. All "two-stroke" power equipment shall be adjusted as frequently as necessary to reduce excessive noise and exhaust pollution.

C. Materials

1. All materials used shall either conform to bid specifications or shall otherwise be acceptable to City.

2. Necessary material replacements must be reported immediately to the City's Representative.

3. By law, the County Agricultural Commissioner's Office must be given a monthly record of all herbicides, insecticides, and disease control chemicals used, and at the same time, the Contractor shall provide copies of such submittals to the City's Representative.

4. No chemicals may be applied without the prior consent and approval of the City's Representative.

D. Damage or Loss of Contractor's Supplies or Property of Employee

1. Contractor assumes all liability from fire, theft, accident, or any other cause resulting in damage or loss of personal property of belongings of Contractor's employees.

E. Property Damage

1. Any private property damaged or altered in any way during the

performance of the work under these specifications shall be reported promptly to the City's Representative verbally, and thereafter promptly in writing, and shall be rectified, in an approved manner, back to its former condition prior to damage, at the Contractor's expense and to the City's satisfaction.

2. Any damage noted, or seen, by the Contractor that has occurred by any means other than during the performance of the Contractor's work, whether by vandalism or any other means, shall be promptly reported to the City's Representative; in particular, all hazardous conditions, such as holes in sidewalks, etc. shall be reported.

F. Liaison with City's Representative for Administration of Specifications for Landscape Maintenance.

1. Contractor shall receive all supplementary instructions, guidelines and directions regarding the work only from the City's Representative.

2. All questions, directions, and concerns, regarding additional work shall be dealt with directly between the Contractor's Representative and the City's Representative.

3. No other individual shall direct or instruct the Contractor in the execution of these specifications; the Contractor, Contractor's Representative, and work crew shall direct any questions, concerns, and requests regarding landscape maintenance directly to the City's Representative.

V. Obligations and Prerogative of the City

A. Payment

Payment shall be made to the Contractor on a monthly basis, within thirty (30) days after the close of each month.

B. Cancellation of Contract

City reserves the right to cancel this contract at any time should the Contractor fail to provide workmanship and materials in accordance with the terms of these specifications.

VI. Work Not Included: "Extras" Not Otherwise Covered by These Specifications

A. The items listed below constitute "extra" charges to the City over and above the monthly contracted charge, provided each extra receives the City's approval and agreement to pay.

1. Repairs or replacement of losses and damages beyond the Contractor's control.

2. Maintenance of driveways, walks, etc., except for clean-up of gardening debris.

3. New planting and other special services.

B. The charges and billings for "extras" shall adhere to the following guidelines:

1. All requests or notifications of need for extra services shall be in writing and approved by the City Representative in advance of billing.

2. All labor provided by the Contractor shall be done so under a wage rate that is set annually and agreed upon by the City.

3. All materials shall be charged at cost plus fifteen percent (15%) and a copy of any materials invoice must be submitted through the City's Representative for payment by City.

4. Any outside services required beyond the normal realm of the Contractor's expertise shall be billed out at cost plus a ten percent (10%) administration fee; a copy of the original invoice from the outside contractor must be submitted for payment by City.

VII. Shrub and Vine Care

Maintain shrubs and vines in a healthy, growing condition by performing all necessary operations, including the following:

A. Mulches

1. Use mulches to reduce evaporation and frequency of watering.

2. Annually, mulch shall be replenished, as necessary, to maintain a two (2) inch layer.

B. New Planting

1. Maintain a large enough water basin around these so that enough water can be applied to establish moisture through the major root zone.

2. In rainy season, open basins to allow surface drainage away from the root crown where excess water may accumulate.

C. 1. Shrubs

a. Shrubs shall not be clipped into "headed-up", balled or boxed forms. In the case where one or more of the following conditions exist, these plants shall be removed.

- The shrub is infringing on a pedestrian or vehicle way so a to be unsafe for any reason.
- The shrub could cause damage to the fence, sign, columns, drainage structures or walks.

b. No shrub(s) shall be pruned in a manner that reduces the total height or width of the shrub by more than twenty-five percent (25%) at one time, per year.

2. Vines should be pruned or tied as directed by the City Representative.

D. Staking If Needed

1. New plants should be staked as necessary until appropriate strength and height have been developed.

2. Inspect stakes at least twice per year and take any action necessary to prevent girdling of trunks or branches and rubbing that causes bark wounds.

3. When plants are stable, remove the stakes. Should the plants be unstable at that time, replacement should be recommended to the

City.

E. Weed Control

1. Keep areas between plants free of weeds and invasive ground covers.

2. Use recommended, legally approved herbicides whenever possible to control growth.

3. Avoid frequent soil cultivation that destroys shallow roots and breaks the seal of pre-emergent herbicides.

4. Use mulches to prevent weed-seed germination.

5. Remove all non-native "volunteer" plants including root systems.

F. Insect and Disease Control

1. Spraying for insect and disease control shall be done only by qualified, trained personnel, under the supervision of the Contractor's Representative, using recognized and approved insecticides and fungicides at the recommended strengths.

2. Spraying shall be done with extreme care to avoid any hazard to any person or pet in the area or adjacent areas, or any property damage. Damage to other plants shall also be avoided.

3. Snails and slugs shall be controlled by the use of an approved non-arsenical, methaldyhyde bait, or by an approved spray at recommended strength, used according to the recommended strength, used according to the recommendations regarding prior preparation of the area to avoid leaf damage.

4. Spraying does not include household pest control.

G. Replacement of Plants

1. Plants in a state of decline shall be brought to City's attention immediately.

2. Replacement plants shall be of a size, condition, and variety

acceptable to City, to be paid for by City.

VIII. Groundcover Care

Maintain attractiveness at all times by following these practices:

A. See Section X, General Maintenance and Clean Up. A-D, F.

B. Control weeds, preferably with pre-emergent herbicides, but also as necessary with selective system herbicides. Remove large weeds and "volunteer" plants manually as necessary.

C. Control insects and diseases as necessary, using legally approved materials.

D. Replace dead and missing plants after obtaining City's agreement to pay for replacements. Damages due to the Contractor's negligence shall be made good without charge.

IX. General Maintenance and Clean Up

A. All clippings, trimmings, cuttings, trash, rubbish, and debris shall be promptly removed from the site.

B. All groundcovers, areas around shrubs and trees, next to buildings, fences, benches, sidewalks, curbs, gutters and storm drains (particularly drainage structures and detention ponds) shall be kept free from weeds, silt build-up, litter, rocks, glass and other debris.

C. All cracks in sidewalks, curbs, street gutters, and other paved areas shall be kept weeded. Herbicides shall be used as appropriate.

D. Sidewalks and paved areas shall be swept and cleaned of any soil or dirt that might be washed from adjacent slopes or planted areas, as required.

E. Any eroded places shall be repaired by the replacement of top soil, as required, to bring them back to original grade.

F. No oak or Ponderosa pine seedlings shall be removed from the site without written approval from City's Representative. Contractor shall mark tree seedlings that are to remain and provide for their protection and natural growth habits.

G. Contractor shall remove any trash debris and fallen limbs up to 6" in diameter as frequently as necessary.

H. All haulings shall be disposed of off-site in a legal manner.

X. Items Not Included

A. Maintenance of all trees other than debris removal and removal of dead wood up to 4" diameter. Contractor is also responsible for reporting, in writing, to City's Representative, in a timely manner, as to any of the following regarding trees:

1. Pest infestation with proposal for corrective measures.

2. Disease or fungal problems with proposal for corrective measures.

3. Need for pruning of any tree for health, safety, or any other reason.

XI. Obligations and Prerogatives of the City

A. Payment

Payment shall be made to the Contractor on a monthly basis within thirty (30) days after the close of the month.

B. Cancellation of Contract

City reserves the right to cancel this contract at any time should the Contractor fail to provide workmanship and materials in accordance with the terms of these specifications.

Agenda No. H
Date: June 15, 2016

City of Scotts Valley
INTEROFFICE MEMORANDUM

DATE: June 15, 2016

TO: Honorable Mayor and City Council

FROM: Kristin Ard, Recreation Division Manager

SUBJECT: **NON-COLLECTION OF FEES FOR CITY PARK**

SUMMARY OF ISSUE

Music at Skypark 2016 is scheduled to be held at Skypark on three Sundays, July 31, August 28, and September 25, 2016. The applicant is requesting a non-collection of the City's fees for these events so that Music at Skypark can use the facilities at Skypark as follows:

- Three soccer fields
- Barbecue area

The Kiwanis of the Valleys is a non-profit 501(c)(3) organization who hosts Music at Skypark in Scotts Valley. The three events scheduled are a major funding source for the music programs at both Scotts Valley Middle School and High School.

FISCAL IMPACT

The total fees being asked to not be collected for all three event dates are $3600.

STAFF RECOMMENDATION

Approval of this item on the consent agenda will authorize the Recreation Division to not collect the fees associated with the use of Skypark on July 31, August 28, and September 25, 2016 for Music at Skypark.

TABLE OF CONTENTS — PAGE

Kiwanis of the Valleys
Serving Scotts Valley & San Lorenzo Valley since 1984

May 16, 2016

Kristen Ard
City of Scotts Valley
Recreation Division Office
361 Kings Village Rd
Scotts Valley, Ca 95066

Dear Kristen,

Kiwanis Club of the Valleys will once again be organizing, promoting and sponsoring our Music at Skypark summer concert series in 2016.

Music at Skypark is a major source of funding for the music programs at Scotts Valley Middle School and Scotts Valley High School. All the monies raised above our very minimal expenses are donated to music program support. Over the past 8 years, through our partnership at this event with so many community-minded local businesses, our club foundation has donated over $100,000 to the music programs.

Here's a quote that district music director Beth Hollenbeck made after last season:

"The Scotts Valley schools benefited once again from the generous funding made possible through Music at Skypark. Having grown now to over 150 5th-12th grade students performing in bands and choirs we were able to purchase more musician chairs, instruments, new music, concert attire and fund adjudication festivals for students and professional development conferences for music educators. Thanks to the businesses, bands and sponsors of this event, our students can receive a quality music education in our Scotts Valley schools." -- Beth Hollenbeck Scotts Valley Middle School and High School Music Educator MA Teaching

Of course, there wouldn't be any Music at Skypark without Skypark! That's why we are asking that the City once again generously donate use of the park to us for the three upcoming concert dates (7/31, 8/28, 9/25). This donation will directly benefit our local music students.

I have attached a copy of this year's sponsorship packet for your reference.

Thank you in advance for answering the call to help keep music alive in Scotts Valley's schools!

Sincerely,

Jim Melehan
Member, Kiwanis of the Valleys

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: June 15, 2016

TO: Honorable Mayor and City Council

FROM: Joel Ricca, City Engineer

APPROVED: Scott Hamby, Public Works Director

SUBJECT: Parcel Map for City Ventures, CV Scotts Valley 2 Investment, LLC

SUMMARY OF ISSUE

On March 16, 2016, the City Council approved a subdivision of 4 lots from one existing vacant parcel located on Polo Ranch Road, Tract #1593 APN 024-031-17. Staff has reviewed the conditions of approval and found that all necessary conditions have been completed prior to filing the map.

FISCAL IMPACT

None. Fees have been collected from the applicant to cover all City costs.

STAFF RECOMMENDATION

1. Approve Resolution No. 1916.5 approving parcel map, Tract #1593, Polo Ranch Road, APN 024-031-17;
2. Approve Resolution No. 1916.6 approving a park dedication fee credit for private open space for Tract #1593, Polo Ranch Road, APN 024-031-17;
3. Approve Resolution No. 960.82 approving the Subdivision Agreement and Bonds.

TABLE OF CONTENTS — PAGE

RESOLUTION NO. 1916.5

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING THE PARCEL MAP FOR THE GROVE, CITY VENTURES, TRACT #1593, POLO RANCH ROAD, APN 024-031-17

WHEREAS, a parcel map for City Ventures, CV Scotts Valley 2 Investment, LLC Subdivision has been filed with the City Engineer of the City of Scotts Valley; and

WHEREAS, the City Engineer endorses said Map, and said Map complies with the provisions of the Government Code Section 66410, et. Seq., and with the provisions of Ordinance No. 64 of the City of Scotts Valley:

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

1. That the City Council of the City of Scotts Valley hereby finds that the proposed subdivision, together with the provisions of its design and improvement, is in conformance with the parcel map conditions.

2. That the parcel map, Tract #1593 on Polo Ranch Road is hereby approved subject to the following conditions:

   All conditions are met.

The above and foregoing resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a regular meeting held on the 15th day of June, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: ______________________________
Donna Lind, Mayor

Attest: ______________________________
Tracy Ferrara, City Clerk

RESOLUTION NO. 1916.6

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING A PARK DEDICATION FEE CREDIT FOR PRIVATE OPEN SPACE FOR TRACT #1593 POLO RANCH ROAD, APN 024-031-170

WHEREAS, on March 16, 2016, the City Council of the City of Scotts Valley approved a 50-unit residential development on that certain property located on Polo Ranch Road, formerly known as a portion of the Borland campus, APN 024-031-17 (the “Project”); and

WHEREAS, pursuant to Chapter 16.35 of the Scotts Valley Municipal Code, the developer of the Project is required to dedicate park land or pay a park dedication fee to accommodate the parks and recreational needs of the residents of the subdivision; and

WHEREAS, pursuant to Section 16.35.090, the developer is entitled to a credit of up to fifty percent (50%) against the park dedication fee, if it provides certain park improvements in the subdivision for the benefit of the residents; and

WHEREAS, the developer proposes to provide a .25 acre family picnic area on its property for the benefit of the residents of the subdivision as shown on the final subdivision map; and

WHEREAS, the family picnic area will be privately owned and maintained by the Homeowners’ Association as outlined in the Covenants, Conditions & Restrictions for the Project, is restricted for park, recreation and open spaces purposes, is in conformance with the open space, recreation and conservation element of the general plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Scotts Valley as follows:

SECTION 1: The family picnic area as proposed is in conformance with the requirements of Section 16.35.090.

SECTION 2: The developer is entitled to a fifty percent (50%) credit on its park dedication fees based on the provision of the family picnic area.

THE ABOVE AND FOREGOING RESOLUTION was duly and regularly passed by the City Council of the City of Scotts Valley at a meeting held on the 15th day of June, 2016, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Approved:______________________________
Donna Lind, Mayor

Attest: ______________________________
Tracy Ferrara, City Clerk

RESOLUTION NO. 960.82

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY AUTHORIZING EXECTUION OF IMPROVEMENT AGREEMENT FOR CITY VENTURES, CV SCOTTS VALLEY 2 INVESTMENT, LLC SUBDIVISION ON POLO RANCH ROAD, APN 024-031-17

WHEREAS, a Subdivision Improvement Agreement has been submitted by City Ventures, CV Scotts Valley 2 Investment, LLC owner of Tract No. 1593 Subdivision; and

WHEREAS, the City Engineer endorses said Map and said Map complies with the provisions of the Government Code Section 66410, et. Seq., and with the provisions of Ordinance No. 64 of the City of Scotts Valley:

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

1. That the City Council of the City of Scotts Valley hereby finds that the proposed subdivision, together with the provisions of its design and improvement, is in conformance with the final map conditions.
2. That the parcel map on Polo Ranch Drive is hereby approved subject to the following conditions:

   All conditions are met.

The above and foregoing resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a regular meeting held on the 15th day of June, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: ______________________________
Donna Lind, Mayor

Attest: ____________________________
Tracy Ferrara, City Clerk

Agenda No. 1
Date: June 15, 2016

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: June 15, 2016

TO: Honorable Mayor and City Council

FROM: Scott Hamby, Public Works Director

SUBJECT: **SKYPARK OPEN SPACE MAINTENANCE ASSESSMENT DISTRICT NO. 1: RESOLUTION 1555-SP-028; ANNUAL ENGINEER'S REPORT**

SUMMARY OF ISSUE

On October 18, 1995, City Council adopted the necessary resolutions to initiate the proceedings to form the Skypark Open Space Maintenance Assessment District No. 1 and on December 6, 1995, authorized the levy and collection of assessments. The assessment district pays to maintain the linear park, the two greenbelt areas and insurance for slope subsidence of the bluffs along the linear park. The assessment district is formed pursuant to the Landscaping and Lighting Act of 1972 and must be renewed annually.

The district special fund is annually depleted and the owners reassessed each year. Attached is the Engineer's Report establishing the assessments this year at $219.74 per unit, the same as last year's, for total revenue of $41,750.60.

As required, all 190 owners were notified by mail of the public hearing and the public meeting. The assessor's role is used to obtain the current name and address of each property owner to be notified of the proceedings.

City Council will hold a public meeting on June 15, 2016 and conduct a public hearing on July 6, 2016. It is appropriate at the public meeting to take testimony from the affected property owners. No other action is necessary. It is appropriate at the public hearing to take testimony from the affected property owners; overrule protest, if Council so chooses; approve the annual Engineer’s Report; and adopt Resolution 1555-SP-28.

FISCAL IMPACT

None. All costs will be borne by the assessment district.

STAFF RECOMMENDATION

1. At the public meeting on June 15, 2016; accept public testimony.

2. At the public hearing on July 6, 2016; City Council accept testimony from the property owners; overrule protests, if any; approve the Engineer's Report; and approve Resolution 1555-SP-28, authorizing the levy and collection of assessments.

TABLE OF CONTENTS — PAGE

RESOLUTION NO. 1555-SP-028

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY ORDERING AND AUTHORIZING THE LEVY AND COLLECTION OF ASSESSMENTS THEREIN PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972

SKYPARK OPEN SPACE MAINTENANCE DISTRICT

RESOLVED, by the City Council of the City of Scotts Valley, California, that,

WHEREAS, pursuant to Resolution No. 1555-SP-07, ordering formation of territory into an Open Space Maintenance Assessment District and authorizing the levy and collection of assessments, adopted on the 6th day of December 1995 by the City Council pursuant to the Landscaping and Lighting Act of 1972, as amended, the Engineer of Work of said City has filed with the City Clerk the written report called for under said Act and by said Resolution No. 1555-SP-07, which report has been presented by said Engineer of Work to this Council and this Council has preliminarily approved and confirmed said report by its Resolution No. 1555-SP-03, adopted October 18, 1995, and ordered that the same stand as the report for the purpose of all subsequent proceedings pursuant to said Resolution No. 1555-SP-03.

WHEREAS, June 15, 2016 at the hour of 6:00 o'clock p.m. and July 6, 2016 at the hour of 6:30 o'clock p.m., in the regular meeting place of said Council, Council Chambers, One Civic Center Drive, Scotts Valley, California, was appointed and fixed as the time and place of public hearings to act upon the Engineer's Report and Resolution No. 1555-SP-028.

WHEREAS, the City Clerk gave notice of said hearings by publication once a week for two weeks in the local newspaper published and circulated in said City, and by mailing or causing to be mailed notice of the adoption of said Resolution and of the filing of said report, postage prepaid, at least ten days before the date set for hearings of said protests, to all persons owning real property to be assessed, whose names and addresses appear on the last equalized assessment roll for County taxes prior thereto or as known to the City Clerk, which notice contained a statement of the time, place and purpose of the hearings and a statement of the total estimated cost of said proposed maintenance and improvements, the amount as shown by said report to be assessed against the particular parcel covered by the notice, together with a statement that any person interested may file a protest in writing as provided in said Act.

WHEREAS, all written protests and other written communications were read by the Council and are on file with the Clerk and all persons desiring to be heard were fully heard;

NOW, THEREFORE, IT IS ORDERED, as follows:

1. That protests against said maintenance of improvements and levy of assessments were not signed by the owners of a majority or more of the area of the lands within the assessment district assessed for the costs and expenses of said work.

2. That said protests be, and each of them are, hereby overruled.

3. That the owners of one-half (1/2) or more of the area to be assessed for the cost of the project did not, at or prior to the time fixed for said hearings, file written protests against the said

proposed maintenance and improvements as a whole, or against said district or the extent thereof to be assessed for the costs and expenses of said maintenance and improvements as a whole, or as to the Engineer's estimate of said costs and expenses, or against the maps and descriptions, or against the diagram or assessment to pay for the costs and expenses thereof.

4. That the district benefitted by said maintenance and improvements are to be assessed to pay the costs and expenses thereof, and the exterior boundaries thereof are more particularly described in said Resolution No. 1555-SP-07 and made a part hereof by reference thereto. That all public streets and highways within said assessment district in use in the performance of a public function as such shall be omitted from said district and from the levy and collection of the special taxes to be hereafter levied and collected to cover the costs and expenses of said maintenance and improvements.

5. That the Engineer's estimate of the itemized and total costs and expenses in connection therewith, contained in said Report, be, and it is hereby, finally adopted and approved as the Engineer's total and detailed estimate of the costs and expenses of said maintenance of improvements.

6. That the public interest and convenience require and said Council does hereby order the maintenance of improvements to be made as described in and in accordance with said Resolution No. 1555-SP-07 on file in the office of the Clerk, reference to which is hereby made for a more particular description of said maintenance of improvements, and also for further particular pursuant to the provisions of said Landscaping and Lighting Act of 1972.

7. That the diagram showing the assessment district referred to and described in said Resolution No. 1555-SP-07, and also the boundaries and dimensions of the respective subdivisions having been given a separate number upon said diagram, as contained in said report, be, and it is hereby, finally approved and confirmed as the diagram of the properties to be assessed to pay the costs and expenses of said maintenance of improvements.

8. That the assessment of the total amount of the costs and expenses of the proposed maintenance of improvements upon the several subdivisions of land in said district in proportion to the estimated benefits to be received by said subdivisions, respectively from said maintenance of improvements, and of the expenses incidental thereto, contained in said report, be, and the same is hereby, finally approved and confirmed as the assessment to pay the costs and expenses of said maintenance of improvements.

9. That said Engineer's Report be, and the same is hereby, finally adopted and approved as a whole.

10. That the Clerk shall forthwith deliver to the Superintendent of Streets said assessment as confirmed by this Council with his/her certificate of such confirmation thereto attached and of the date thereof; and that said Superintendent of Streets shall record said diagram and assessment in his/her office in a suitable book to be kept for that purpose, and append thereto his/her certificate for the date of such recording, and such recordation shall be and constitute the assessment roll herein.

11. Proceedings shall be taken by this Council pursuant to said Act for any fiscal year during which an assessment is to be levied and collected within said district.

12. The Clerk of this City be, and is hereby, authorized and directed to file a certified copy of this resolution with the County Auditor of Santa Cruz County.

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the City Council of the City of Scotts Valley, California, at a regular meeting thereof held on the 6th day of July 2016, by the following vote of the members thereof:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:______________________________________
Donna Lind, Mayor

ATTEST:____________________________________
Tracy Ferrara, City Clerk

ENGINEER'S REPORT

FISCAL YEAR 2016-2017

SKYPARK OPEN SPACE

MAINTENANCE ASSESSMENT DISTRICT NO. 1

Tract No. 1380

CITY OF SCOTTS VALLEY

Santa Cruz County, California

Donna Lind
Mayor

Randy Johnson **Vice-Mayor**	**Dene Bustichi** **Council Member**
Stephany E. Aguilar **Council Member**	**Jim Reed** **Council Member**

Chuck Comstock
Interim City Manager

Scott Hamby
Public Works Director

Joel F. Ricca, RCE 53588
Assessment District Engineer of Work

Skypark Open Space Maintenance Assessment District No. 1

ASSESSMENT

Fiscal Year 2016-2017

WHEREAS, on October 18, 1995, the City Council of the City of Scotts Valley, California, pursuant to the provisions of the Landscaping and Lighting Act of 1972, adopted its Resolution No. 1555-SP-01, determining to initiate proceedings for the establishment of an assessment district to be known as the "Skypark Open Space Maintenance Assessment District No. 1", more particularly therein described; and

WHEREAS, Resolution No. 1555-SP-25 appointed the City Engineer as Engineer of Work and directed the preparation and filing of an Engineer's Report presenting plans of the improvements to be maintained, a diagram for the assessment district, an estimate of cost for maintenance and servicing thereof, and an assessment of the estimated costs upon all assessable lots or parcels within the assessment district, to which resolutions reference is hereby made for further particulars.

NOW, THEREFORE, I, Joel F. Ricca, RCE 53588, City Engineer of said City of Scotts Valley, acting in the capacity of Engineer of Work under order of the City Council of said City of Scotts Valley, hereby make the following assessment to cover the portion of the estimated cost of the maintenance and servicing of the proposed improvements, including the costs and expenses incidental thereto, to be paid by the assessment district.

The amount to be paid for said maintenance and servicing of the proposed improvements, including the costs and expenses incidental thereto, to be paid by the assessment district for the fiscal year 2016-2017 is as follows:

Engineer's Estimate: $41,750.60

And I do hereby assess and apportion said portion of said total amount of the costs and expenses of said maintenance and servicing of the proposed improvements, including the costs and expenses incidental thereto, upon the several lots, pieces, or parcels or portions of lots of land liable therefor and benefitted thereby, and hereinafter numbered to correspond with the numbers upon the diagram, upon each, severally and respectively, in proportion to the benefits to be received by such lands respectively, from the maintenance hereto attached and by reference made a part hereof.

As required by said Act, a diagram is recorded in official records of the County of Santa Cruz showing the assessment district and also boundaries and dimensions of the respective lots or parcels of land within said assessment district generally described as the same existed at passage of said Resolution No. 1555-SP-01.

Said assessment is made upon the several lots or parcels of land within said assessment district in proportion to the estimated benefits to be received by said lots or parcels respectively, from the maintenance and servicing of the improvements. The diagram and assessment numbers appearing herein are the diagram numbers appearing on said diagram, to which reference is hereby made for a more particular description of said property.

I hereby place opposite the number of each lot or parcel of land assessed, the amount assessed thereon and the number of the assessment. Each lot or parcel of land is described in the assessment list by reference to its parcel number as shown on the Assessor's Maps of the County of Santa Cruz for the fiscal year 2016-2017 to the right of the parcel numbers and includes all of such parcels.

____________________	___________________________________
Date	Joel F. Ricca, RCE 53588 City Engineer

DESCRIPTION OF WORK

Skypark Open Space Maintenance Assessment District No. 1

1. Maintaining and servicing of landscaping, vegetation and open space, including the cost of repair, removal or replacement of all or any part thereof, providing for the life, growth, health and beauty thereof, including cultivation, trimming, spraying, fertilizing or treating for disease or injury, the removal of trimmings, rubbish, debris and other solid waste, and water for the irrigation thereof.

2. Maintaining and servicing of decorative fencing, exercise par course and signage thereon, electronically controlled gates, and other ornamental structures and facilities, including the cost of repair, reconstruction, removal, or replacement of all or any part thereof.

3. Repair or replacement, including the installation and construction thereof, of hardscaping, including damaged curbs, gutters, walls, sidewalks, paving, water, irrigation systems, drainage, lighting, or electric facilities appurtenant to any of the improvements referenced in paragraphs 1 and 2 above, or which are necessary or convenient for the maintenance or servicing of said improvements.

4. The improvements referenced above are all within the boundaries of parcels 14, 15, 16, 17, as shown on Final Map, Tract No. 1355, Skypark, recorded in the official records of Santa Cruz County in the Book of Maps, Volume 89, Page 14, and within the boundaries of parcels A and B as shown on Final Map, Tract No. 1380, California Skypark, recorded in the official records of Santa Cruz County in the Book of Maps, Volume 89, Page 15 (hereinafter referred to as Final Maps).

5. The cost of slope subsidence/stability insurance or a self-insurance fund for any and all slope failures within the boundaries of parcels 14, 15, 16, 17, A and B as shown on the aforesaid Final Maps.

6. The maintenance, repair or replacement of such other facilities as may be appurtenant to the foregoing or which are necessary or convenient for the maintenance or servicing thereof.

SKYPARK OPEN SPACE

MAINTENANCE ASSESSMENT DISTRICT NO. 1

Engineer's Estimate

Fiscal Year 2016-2017

BENEFIT ASSESSMENT

The budget for the costs and expenses of maintaining and operating any and all of said public improvements for fiscal year 2016-2017 is as follows:

MAINTENANCE

1.	Initial maintenance contract		
	a.	Park maintenance	$20,950.00
	b.	Water cost	$ 5,000.00
	Subtotal Total maintenance cost (12-month period)		$25,950.00

INSURANCE

1.	Liability/slope subsidence insurance	$15,000.00

INCIDENTALS

1.	Printing and advertising (notices)	$ 800.60
	BALANCE TO ASSESSMENT	**$41,750.60**

RULES OF SPREADING ASSESSMENTS

1. District is to be assessed for all costs associated with the maintenance and servicing of the landscaping, hardscaping and appurtenant improvements within parcels 14, 15, 16, 17, as shown on Final Map, Tract No. 1355, Skypark, recorded in the official records of Santa Cruz County in the Book of Maps, Volume 89, Page 14, and within the boundaries of parcels A and B as shown on Final Map, Tract No., 1380, California Skypark, recorded in the official records of Santa Cruz County in the Book of Maps, Volume 89, Page 15.

2. Total costs shall be apportioned to all parcels within the district boundaries in accordance with the benefit derived from the landscaping improvements.

3. The benefit derived has been determined to be equal for all parcels.

Certificates

I, Tracy Ferrara, City Clerk of the City of Scotts Valley, hereby certify that the foregoing assessment roll, in the amount set forth, was filed with me on ______________.

____
Tracy Ferrara, City Clerk

I, Joel Ricca, City Engineer of the City of Scotts Valley, do hereby certify that the amounts set forth under the Engineer's Estimate on Page 1 of the Assessment, and the individual amounts on the foregoing pages of the Assessment have been computed in accordance with the order of the City Council of said City of Scotts Valley, as expressed by Resolution No. 1555-SP-028, duly adopted by said City Council on July 6, 2016.

____
Joel F. Ricca, RCE 53588
City Engineer

I, Tracy Ferrara, City Clerk of the City of Scotts Valley, hereby certify that the foregoing assessment, in the amount set forth in the Engineer's Estimate on Page 1 of the Assessment, was approved and confirmed by the City Council of the City of Scotts Valley on ______________.

____
Tracy Ferrara, City Clerk

The Assessment was filed in the office of the County Auditor of the County of Santa Cruz, California, on ______________.

____
Tracy Ferrara, City Clerk

I HEREBY CERTIFY that the enclosed Engineer's Report and Assessment was recorded in my office on ______________.

Superintendent of Streets
Scotts Valley, Santa Cruz County, California

By ______________________________
Scott Hamby

City of Scotts Valley
SKYPARK OPEN SPACE MAINTENANCE ASSESSMENT DISTRICT NO. 1

ASSESSMENT ROLL

Assessment Number	Assessor's Parcel No.	Property Owner	Assessment Amount
1001	22-691-01	Mario Guerrero Magno & Marife Arcinas	$ 219.74
1002	22-691-02	Jyri J Virkki	$ 219.74
1003	22-691-03	Christopher & Dianne Wong	$ 219.74
1006	22-691-06	Robert D. & Sheri L. Larkin	$ 219.74
1007	22-691-07	Nanette L Carrillo Trustee	$ 219.74
1008	22-691-08	Brian D. & Teresa M. Hallin Trustees	$ 219.74
1009	22-691-09	Soon K. & Young H. Yuh	$ 219.74
1010	22-691-10	Michael Mark Goodwin Trustee et al	$ 219.74
1011	22-691-11	Suzanne Merrill Rosen	$ 219.74
1012	22-691-12	Jeremy & Lori Gentile	$ 219.74
1013	22-691-13	Clarence W. & Maureen A. Mezzell	$ 219.74
1014	22-691-14	Robert L Hambelton et al	$ 219.74
1015	22-691-15	Gillian McGlaze Trustee	$ 219.74
1016	22-691-16	Shaunak Mistry et al	$ 219.74
1017	22-691-17	Dan Joe Aspromonte Trustee	$ 219.74
1018	22-691-18	Willie D. & Lisa J. Lu Trustees	$ 219.74
1004	22-691-20	Jose F. & Heather T. Lomba	$ 219.74
1005	22-691-21	Christian Life Center First Assembly of	$ 219.74
1144	22-692-01	Nancy Gonzalez Caro Trustee	$ 219.74
1145	22-692-02	Deutsche Bank National Trust Co.	$ 219.74
1146	22-692-03	Jann L Smart	$ 219.74
1147	22-692-04	Richard L. & Joy H. Rohde	$ 219.74
1148	22-692-05	Andreas & Jennifer Becker	$ 219.74
1149	22-692-06	Hin F. Boen et al	$ 219.74
1150	22-692-07	Peter K. Thompson	$ 219.74
1151	22-692-08	Edward J. & Karen E. McNamara	$ 219.74
1152	22-692-09	Guadalupe & Sarah De Leon	$ 219.74
1153	22-692-10	Jeffrey Allen Ott	$ 219.74
1154	22-692-11	Jonah Kaj & Josephine Fleming	$ 219.74
1177	22-692-12	Cherylee Roberts	$ 219.74
1178	22-692-13	Johnny Mon et al	$ 219.74
1179	22-692-14	Yuriko Yamasaki et al	$ 219.74
1180	22-692-15	Keith H. & Jody L. Tyndall	$ 219.74
1181	22-692-16	John C. & Kassi L. Van Lanen	$ 219.74
1182	22-692-17	Jeffrey Allen & Marci Beth Maple	$ 219.74
1183	22-692-18	Nicholas Paul & Waritha Richards	$ 219.74
1184	22-692-19	Henry J. Kondrat et al	$ 219.74
1185	22-692-20	Benjamin M. & Tarin W. Beebe	$ 219.74
1186	22-692-21	David J. Albano	$ 219.74
1187	22-692-22	Anjna & Kamaljit Mann	$ 219.74
1188	22-692-23	Catherine C. Kolumbus Trustee	$ 219.74
1189	22-692-24	Peter Svensson	$ 219.74
1190	22-692-25	Eric P. & Julie A. Miller	$ 219.74
1107	22-693-01	Clay M. Teramo	$ 219.74
1108	22-693-02	Catherine Hope & Gregory L. Horvath	$ 219.74
1109	22-693-03	M. Patricia & David Dorsey	$ 219.74
1110	22-693-04	Stuart & Lora Glasgow	$ 219.74
1137	22-693-05	Shelley Smith	$ 219.74
1138	22-693-06	Scott & Lisa M. MacGowan	$ 219.74
1139	22-693-07	Ping Fai Ben Li et al	$ 219.74

1140	22-693-08	Hubert H. Burroughs	$ 219.74
1141	22-693-09	Sylvia P. Morrison	$ 219.74
1142	22-693-10	Prashanth Jade	$ 219.74
1143	22-693-11	Jeffrey Kennedy & Jennifer Leigh Wade	$ 219.74
1019	22-701-01	Sheryl Ann McEwan	$ 219.74
1020	22-701-02	Allen M. & Susan E. Sandretti	$ 219.74
1021	22-701-03	Bruce R. & Tura M. Fuller Co-Trustees	$ 219.74
1022	22-701-04	Andrew Seppy Bloom et al	$ 219.74
1023	22-701-05	Mary Simpson	$ 219.74
1024	22-701-06	Christopher S. Thomas	$ 219.74
1025	22-701-07	James V. & Lea K. Reed	$ 219.74
1026	22-701-08	George C. Jones et al	$ 219.74
1027	22-701-09	Kevin & Julie L. Burnett	$ 219.74
1028	22-701-10	Linda Lloyd Fisher Trustee et al	$ 219.74
1029	22-701-11	Carolyn Nicholson	$ 219.74
1030	22-701-12	Howard D. & Rosalia D. Shapiro	$ 219.74
1031	22-701-13	Roderick A. & Cheryle M. Brownfield	$ 219.74
1032	22-701-14	Jessica I. Puccinelli	$ 219.74
1033	22-701-15	Kendall Q. & Marisela Maria Sullivan	$ 219.74
1176	22-702-01	Isaac & Michelle Sparrow	$ 219.74
1175	22-702-02	Alber & Inas K. Youssef Trustees	$ 219.74
1174	22-702-03	William L. & Carol M. Campbell	$ 219.74
1173	22-702-04	James S. Szabo et al	$ 219.74
1172	22-702-05	Terre C. & Denise S. Wortman Trustees	$ 219.74
1171	22-702-06	Terrence A. & Megan A. O'Toole	$ 219.74
1170	22-702-07	Nathan C. & Shera R. York	$ 219.74
1169	22-702-08	Gregory W. & Marnie L. Giguiere	$ 219.74
1168	22-702-09	Justin J. & Sara R. Kiesby	$ 219.74
1167	22-702-10	Debbie P. Dizon	$ 219.74
1166	22-702-11	Charles E. Schmuck Trustee	$ 219.74
1165	22-702-12	Steven & Kathleen F. Gullickson	$ 219.74
1164	22-702-13	Dale R. Henry et al	$ 219.74
1163	22-702-14	Brian & Michiyo Johnston	$ 219.74
1162	22-702-15	Eric & Beth Seib	$ 219.74
1161	22-702-16	Luane Beck et al	$ 219.74
1160	22-702-17	Amanda Danner	$ 219.74
1159	22-702-18	Brian P. & Stacey G. Costello Trustees	$ 219.74
1158	22-702-19	David J. & Cheryl L. Romer	$ 219.74
1157	22-702-20	Charles e. & Cynthia J. Frakes Trustees	$ 219.74
1156	22-702-21	Brigham Craun et al	$ 219.74
1155	22-702-22	Richard D. & Elaine C. Bennett	$ 219.74
1134	22-702-26	Robert D. & Jayne E. Scott	$ 219.74
1133	22-702-27	Mark T. & Helen L. Youmans	$ 219.74
1132	22-702-28	Maria C. Torchio-Gauthier et al	$ 219.74
1131	22-702-29	Andrew & Jenny Wood	$ 219.74
1115	22-702-30	Stephen Morairty et al	$ 219.74
1114	22-702-31	The Salvation Army	$ 219.74
1113	22-702-32	Stephen P. & Kristina N.Dinwiddie	$ 219.74
1112	22-702-33	Jason P. & Amy M. Ivey	$ 219.74
1111	22-702-34	Gavin J. & Jane F. Melford Trustees	$ 219.74
1135	22-702-36	Cesar & Jacqueline DeSantos	$ 219.74
1136	22-702-37	Douglas & Susan Diane Morey Trustees	$ 219.74
1105	22-703-01	Gregory Jackson et al	$ 219.74
1106	22-703-02	Fazlul & Rokhsana B. Quader	$ 219.74
1073	22-703-03	John Lau et al	$ 219.74
1072	22-703-04	James E. & Deborah L. Nieters	$ 219.74

1129	22-711-01	Craig W. & Kathleen M Adams Trustees	$ 219.74
1128	22-711-02	Shannon Lewis Malcolm	$ 219.74
1127	22-711-03	Lisa M Newton	$ 219.74
1126	22-711-04	Gregory Allen Rexelle	$ 219.74
1125	22-711-05	Peter C. Lombrozo et al	$ 219.74
1124	22-711-06	William & Joanne Thompson	$ 219.74
1123	22-711-07	Philip W. Crowley	$ 219.74
1122	22-711-08	Tavin B & Kristina M. Lanpheir	$ 219.74
1121	22-711-09	Thomas M. Carli & Margaret Walsh	$ 219.74
1120	22-711-10	Jakko M. Kleijnen et al	$ 219.74
1119	22-711-11	John B. & Susan A. Ledingham	$ 219.74
1118	22-711-12	David S. Sanchez et al	$ 219.74
1117	22-711-13	Kaylon M. & John A. Northington	$ 219.74
1100	22-711-14	Kim & John M. Lariviere	$ 219.74
1099	22-711-15	Henry R. & Stephanie A. Knight	$ 219.74
1098	22-711-16	Donald G. Melrose et al	$ 219.74
1097	22-711-17	Sandra Holland et al	$ 219.74
1096	22-711-18	Ben & Katie Howell	$ 219.74
1095	22-711-19	Craig Moorhead	$ 219.74
1094	22-711-20	Omeed M. & Traci L. Ghaffarian $ 219.74	
1093	22-711-21	Robert M Jr. & Denise M Rodd Trustees	$ 219.74
1092	22-711-22	Steven & Kristie Trefethen	$ 219.74
1091	22-711-23	Gareth & Karen S. Egerton	$ 219.74
1090	22-711-24	Jill M. & Gary D. Cramer Trustees	$ 219.74
1089	22-711-25	Clark & Debra Patteson Trustees	$ 219.74
1088	22-711-26	Tom Evenson Survivors Trust	$ 219.74
1087	22-711-27	Mark R. & Marna S. Scarr Trustees	$ 219.74
1086	22-711-28	Christine Pryor	$ 219.74
1085	22-711-29	John D. Gullory & Suzanne Herrera	$ 219.74
1084	22-711-30	Kim & Michael Cushing	$ 219.74
1083	22-711-31	James D. Neef et al	$ 219.74
1082	22-711-32	Alan & Laurie Okamura	$ 219.74
1081	22-711-33	Sudesh Shetty Kodialbail et al	$ 219.74
1080	22-711-34	Gerald E. Beyke	$ 219.74
1079	22-711-35	Matthew & Marina M. Ward	$ 219.74
1078	22-711-36	Keith & Jennifer Chomentowski	$ 219.74
1130	22-711-38	Kevin Tien et al	$ 219.74
1116	22-711-39	Barry W. Prentiss	$ 219.74
1101	22-711-40	Richard P. Des Jardin Trustee et al	$ 219.74
1102	22-711-41	Anna Marhenke et al	$ 219.74
1103	22-711-42	Leslie Marie Christie Trustee	$ 219.74
1104	22-711-43	Susan Hanlock Chapman	$ 219.74
1074	22-711-44	Larry D. & Rebecca C. Mosley	$ 219.74
1075	22-711-45	Valerie Polito	$ 219.74
1076	22-711-46	Todd & Michelle Rebecca Riddle	$ 219.74
1077	22-711-47	Richard & Theresa Riemer	$ 219.74
1034	22-712-01	Matthew A. & Gretchen Clark Trustees	$ 219.74
1035	22-712-02	Claude H. & Cynthia M. Lopez	$ 219.74
1036	22-712-03	Christopher W. Bensen & Tara Dalton	$ 219.74
1037	22-712-04	Jeffrey L. Gee et al	$ 219.74
1038	22-712-05	Emir & Denise Gurer	$ 219.74
1039	22-712-06	Goran & Susan Domitrovic	$ 219.74
1040	22-712-07	Latha Amujuri et al	$ 219.74
1041	22-712-08	Shaun Shahram & Habibeh Deyhim	$ 219.74
1042	22-712-09	Robert J. Romero et al	$ 219.74
1043	22-712-10	Scott & Deanna L. Heywood	$ 219.74
1044	22-712-11	Rodney W. & Christine E. Stanton	$ 219.74
1045	22-712-12	Clifford & Lily Dong Trustees	$ 219.74
1046	22-712-13	Wellington R & George Ann White Trust	$ 219.74
1047	22-712-14	Donald L. & Paula K. Cardoza Trustees	$ 219.74

1048	22-712-15	Elaine Z. Moore et al	$ 219.74
1049	22-712-16	Alan Van Wambeck Trustee et al	$ 219.74
1050	22-712-17	Joerg & Beate Weingarten	$ 219.74
1051	22-712-18	The Salvation Army	$ 219.74
1052	22-712-19	Richard W. Wilkman & Ellen Foster	$ 219.74
1053	22-712-20	Mark Alan Newton et al	$ 219.74
1054	22-712-21	Donald J. Hutchison Trustee	$ 219.74
1071	22-713-01	Gary D. Thomsen	$ 219.74
1070	22-713-02	Jong Dae Kim et al	$ 219.74
1069	22-713-03	Jeffrey S. & Susan Leigh Rosell	$ 219.74
1068	22-713-04	Daryl & Claire Spitzer	$ 219.74
1067	22-713-05	Scott M. & Lailah Mueting	$ 219.74
1066	22-713-06	Elsa Marmolejo	$ 219.74
1065	22-713-07	Manish N. & Alpa M. Patel	$ 219.74
1064	22-713-08	Justin R. Rishoff	$ 219.74
1063	22-713-09	Terrie S. Dusa Trustee	$ 219.74
1062	22-713-10	Linda L. & Robert J. Flaherty	$ 219.74
1061	22-713-11	Douglas Edward Fairchild Jr.	$ 219.74
1060	22-713-12	Mark Teixeira	$ 219.74
1059	22-713-13	Mark J Crawford et al	$ 219.74
1058	22-713-14	Casey G. & Betty Nicole Peterson	$ 219.74
1057	22-713-15	Charles F & Wilma Caldwell M Trustees	$ 219.74
1056	22-713-16	Lynn C. Sheredy	$ 219.74
1055	22-713-17	Matthew R. Hakimi Trustee	$ 219.74

TOTAL ASSESSMENTS **$41,750.60**

annual reports/skypark open space

Agenda No. 2
Date: June 15, 2016

City of Scotts Valley
Staff Report

DATE: June 15, 2016

TO: Honorable Mayor and City Council

FROM: Scott Hamby, Public Works Director

SUBJECT: **PINEWOOD ESTATES LANDSCAPE MAINTENANCE ASSESSMENT DISTRICT; RESOLUTION 1213.30; ANNUAL ENGINEER'S REPORT**

SUMMARY OF ISSUE

On July 15, 1987, Resolution 1213 was adopted by City Council to form the referenced assessment district pursuant to the Landscape and Lighting Act of 1972. The district improvements, which generally consist of ornamental landscaping, irrigation equipment, signs, fences, and storm detention ponds, were dedicated to the City by the developer of Pinewood Estates subdivision. These improvements were planted/constructed in the right-of-way of Lockewood Lane and in landscaping easements from the subdivision. The district participants are the twenty-five Pinewood Estates homeowners, who are being assessed for the cost of maintaining the improvements.

The district special fund is annually depleted and the owners reassessed each year. Attached is the Engineer's Report establishing the assessments this year at $240 per unit, the same as last year's, for total revenue of $6,000.

As required, all 25 owners were notified by mail of the public hearing and the public meeting. The assessor's role is used to obtain the current name and address of each property owner to be notified of the proceedings.

City Council will hold a public meeting on June 15, 2016 and conduct a public hearing on July 6, 2016. It is appropriate at the public meeting to take testimony from the affected property owners. No other action is necessary. It is appropriate at the public hearing to take testimony from the affected property owners; overrule protests, if Council so chooses; approve the annual Engineer's Report; and adopt Resolution 1213.30.

FISCAL IMPACT

None. All costs will be borne by the assessment district.

RECOMMENDATION

1. At the public meeting on June 15, 2016; accept public testimony.

2. At the public hearing on July 6, 2016; City Council accept testimony from the property owners; overrule protests, if any; approve the Engineer's Report; and approve Resolution 1213.30 authorizing the levy and collection of assessments.

TABLE OF CONTENTS **PAGE**

RESOLUTION NO. 1213.30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY ORDERING AND AUTHORIZING THE LEVY AND COLLECTION OF ASSESSMENTS THEREIN PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972

PINEWOOD ESTATES LANDSCAPE MAINTENANCE DISTRICT

RESOLVED, by the City Council of the City of Scotts Valley, California, that,

WHEREAS, pursuant to Resolution No. 1192, a Resolution of Public Interest and Convenience to Form a Landscaping Maintenance District and Ordering Preparation of an Engineer's Report adopted on the 4th day of February, 1987, by the City Council pursuant to the Landscaping and Lighting Act of 1972, as amended, the Engineer of Work of said City has filed with the City Clerk the written report called for under said Act and by said Resolution No. 1192, which report has been presented by said Engineer of Work to this Council and this Council has preliminarily approved and confirmed said report by its Resolution No. 1213, adopted July 15, 1987, and ordered that the same stand as the report for the purpose of all subsequent proceedings pursuant to said Resolution No. 1213.

WHEREAS, June 15, 2016 at the hour of 6:00 o'clock p.m. and July 6, 2016 at the hour of 6:30 o'clock p.m., in the regular meeting place of said Council, Council Chambers, One Civic Center Drive, Scotts Valley, California, was appointed and fixed as the time and place of public hearings to act upon the Engineer's Report and Resolution No. 1213.30.

WHEREAS, the City Clerk gave notice of said hearings by publication once a week for two weeks in the local newspaper published and circulated in said City, and by mailing or causing to be mailed notice of the adoption of said Resolution and of the filing of said report, postage prepaid, at least ten days before the date set for hearings of said protests, to all persons owning real property to be assessed, whose names and addresses appear on the last equalized assessment roll for County taxes prior thereto or as known to the City Clerk, which notice contained a statement of the time, place and purpose of the hearings and a statement of the total estimated cost of said proposed maintenance and improvements, the amount as shown by said report to be assessed against the particular parcel covered by the notice, together with a statement that any person interested may file a protest in writing as provided in said Act.

WHEREAS, all written protests and other written communications were read by the Council and are on file with the Clerk and all persons desiring to be heard were fully heard;

NOW, THEREFORE, IT IS ORDERED, as follows:

1. That protests against said maintenance of improvements and levy of assessments were not signed by the owners of a majority or more of the area of the lands within the assessment district assessed for the costs and expenses of said work.

2. That said protests be, and each of them are, hereby overruled.

3. That the owners of one-half (1/2) or more of the area to be assessed for the cost of the project did not, at or prior to the time fixed for said hearings, file written protests against the said proposed maintenance and improvements as a whole, or against said district or the extent thereof to be assessed for the costs and expenses of said maintenance and improvements as a whole, or as to the Engineer's estimate of said costs and expenses, or against the maps and descriptions, or against the diagram or assessment to pay for the costs and expenses thereof.

4. That the district benefitted by said maintenance and improvements are to be assessed to pay the costs and expenses thereof, and the exterior boundaries thereof are more particularly described in said Resolution Nos. 1192 and 1213 and made a part hereof by reference thereto. That all public streets and highways within said assessment district in use in the performance of a public function as such shall be omitted from said district and from the levy and collection of the special taxes to be hereafter levied and collected to cover the costs and expenses of said maintenance and improvements.

5. That the Engineer's estimate of the itemized and total costs and expenses in connection therewith, contained in said Report, be, and it is hereby, finally adopted and approved as the Engineer's total and detailed estimate of the costs and expenses of said maintenance of improvements.

6. That the public interest and convenience require and said Council does hereby order the maintenance of improvements to be made as described in and in accordance with said Resolution Nos. 1192 and 1213 on file in the office of the Clerk, reference to which is hereby made for a more particular description of said maintenance of improvements, and also for further particular pursuant to the provisions of said Landscaping and Lighting Act of 1972.

7. That the diagram showing the assessment district referred to and described in said Resolution No. 1192 and 1213, and also the boundaries and dimensions of the respective subdivisions having been given a separate number upon said diagram, as contained in said report, be, and it is hereby, finally approved and confirmed as the diagram of the properties to be assessed to pay the costs and expenses of said maintenance of improvements.

8. That the assessment of the total amount of the costs and expenses of the proposed maintenance of improvements upon the several subdivisions of land in said district in proportion to the estimated benefits to be received by said subdivisions, respectively from said maintenance of improvements, and of the expenses incidental thereto, contained in said report, be, and the same is hereby, finally approved and confirmed as the assessment to pay the costs and expenses of said maintenance of improvements.

9. That said Engineer's Report be, and the same is hereby, finally adopted and approved as a whole.

10. That the Clerk shall forthwith deliver to the Superintendent of Streets said assessment as confirmed by this Council with his/her certificate of such confirmation thereto attached and of the date thereof; and that said Superintendent of Streets shall record said diagram and assessment in his/her office in a suitable book to be kept for that purpose, and append thereto his/her certificate for the date of such recording, and such recordation shall be and constitute the assessment roll herein.

11. Proceedings shall be taken by this Council pursuant to said Act for any fiscal year during which an assessment is to be levied and collected within said district.

12. The Clerk of this City be, and is hereby, authorized and directed to file a certified copy of this resolution with the County Auditor of Santa Cruz County.

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the City Council of the City of Scotts Valley, California, at a regular meeting thereof held on the 6th day of July 2016, by the following vote of the members thereof:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:___________________________________
Donna Lind, Mayor

ATTEST:___________________________________
Tracy A. Ferrara, City Clerk

ANNUAL ENGINEER'S REPORT
Fiscal Year 2016-2017

PINEWOOD ESTATES
LANDSCAPING MAINTENANCE DISTRICT
Tract No. 1121

City of Scotts Valley
Santa Cruz County, California

Donna Lind
Mayor

Randy Johnson **Vice Mayor**	**Dene Bustichi** **Council Member**
Stephany E. Aguilar **Council Member**	**Jim Reed** **Council Member**

Chuck Comstock
Interim City Manager

Scott Hamby
Public Works Director

Joel F. Ricca, RCE 53588
Assessment District Engineer of Work

ASSESSMENT

Fiscal Year 2016-2017

WHEREAS, on February 4, 1987, the City Council of the City of Scotts Valley, California, pursuant to the provisions of the Landscaping and Lighting Act of 1972, adopted its Resolution No. 1192, determining to undertake proceedings for the establishment of an assessment district to be known as the "Pinewood Estates Landscaping Maintenance District", more particularly therein described; and

WHEREAS, on July 15, 1987, the City Council of the City of Scotts Valley, California adopted Resolution No. 1213 primarily approving and confirming the written report by the Engineers of Work called for under said Act, and ordered that the same stand as the report for the purpose of all subsequent proceedings had pursuant to said Resolution No. 1213; and

WHEREAS, on August 17, 1988, the City Council of said City of Scotts Valley adopted Resolution No. 1213.1 setting a time and place of hearing protest on levy of assessments pursuant to said Act; and

WHEREAS, on September 7, 1988, the City Council of said City of Scotts Valley adopted Resolution No. 1213.2 ordering and authorizing the levy and collection of assessments therein pursuant to the said Act; and

WHEREAS, the proceedings under said Act require an annual engineers report to be prepared and filed in the same way as the report for the formation of the district for each year in which an assessment is to be levied.

NOW, THEREFORE, I, Joel F. Ricca, RCE 53588, City Engineer of said City of Scotts Valley, acting in the capacity of Engineer of Work under order of the City Council of said City of Scotts Valley, hereby make the following assessment to cover the portion of the estimated cost of the maintenance and servicing of the proposed improvements, including the costs and expenses incidental thereto, to be paid by the assessment district.

The amount to be paid for said maintenance and servicing of the proposed improvements, including the costs and expenses incidental thereto, to be paid by the assessment district for the fiscal year 2016-2017 is as follows:

Engineer's Estimate: $6,000

And I do hereby assess and apportion said portion of said total amount of the costs and expenses of said maintenance and servicing of the proposed improvements, including the costs and expenses incidental thereto, upon the several lots, pieces, or parcels or portions of lots of land liable therefor and benefitted thereby, and hereinafter numbered to correspond with the numbers upon the diagram, upon each, severally and respectively, in proportion to the benefits to be received by such lands respectively, from the maintenance hereto attached and by reference made a part hereof.

As required by said Act, a diagram is recorded in official records of the County of Santa Cruz showing the assessment district and also the boundaries and dimensions of the respective lots or parcels of land within said assessment district as the same existed at the passage of said Resolution No. 1192.

Said assessment is made upon the several lots or parcels of land within said assessment district in proportion to the estimated benefits to be received by said lots or parcels respectively, from the maintenance and servicing of the improvements. The diagram and assessment numbers appearing herein are the diagram numbers appearing on said diagram, to which reference is hereby made for a more particular description of said property.

I hereby place opposite the number of each lot or parcel of land assessed, the amount assessed thereon and the number of the assessment. Each lot or parcel of land is described in the assessment list by reference to its parcel number as shown on the Assessor's Maps of the County of Santa Cruz for the fiscal year 2016-2017 to the right of the parcel numbers and includes all of such parcels.

Dated: ____________________

____
Joel F. Ricca, RCE 53588
City Engineer

DESCRIPTION OF WORK

1. Maintaining and servicing of landscaping and ornamental vegetation, including the cost of repair, removal or replacement of all or any part thereof, providing for the life, growth, health and beauty thereof, including cultivation, trimming, spraying, fertilizing or treating for disease or injury, the removal of trimmings, rubbish, debris and other solid waste, and water for the irrigation thereof.

2. Maintaining and servicing of decorative fencing, signage and other ornamental structures and facilities, including the cost of repair, reconstruction, removal, or replacement of all or any part thereof.

3. Repair or replacement, including the installation and construction thereof, of hardscaping, including damaged curbs, gutters, walls, sidewalks, paving, water, irrigation systems, drainage, lighting, or electric facilities within the landscape maintenance easement.

4. The maintenance, repair or replacement of such other facilities as may be appurtenant to the foregoing or which are necessary or convenient for the maintenance or servicing thereof.

ESTIMATE OF COSTS

ANNUAL MAINTENANCE COSTS

Fiscal Year 2016-2017

Engineer's Estimate (City Engineer)

Maintenance Expenses		
Maintenance and servicing		$ 4,000
Irrigation and power		1,600
	Subtotal	$ 5,600
Incidental Expenses		
City administration		$ 200
Landscape management		200
	Subtotal	$ 400
	Total Estimated Cost	$ 6,000
	Net Amount to be Assessed	$ 6,000

RULES OF SPREADING ASSESSMENTS

1. District is to be assessed for all costs associated with the maintenance and servicing of the landscaping, hardscaping and appurtenant improvements within the boundaries of the district.

2. Total costs shall be apportioned to all parcels within the district boundaries in accordance with the benefit derived from the landscaping improvements.

3. Because the landscaping enhances an area serving as a drainage detention system for all parcels within the boundaries of the district, the benefit derived has been determined to be equal for all parcels.

Certificates

I, Tracy Ferrara, City Clerk of the City of Scotts Valley, hereby certify that the foregoing assessment, in the amount set forth, was filed with me on ____________________.

____
Tracy Ferrara, City Clerk

I, Joel Ricca, City Engineer for the City of Scotts Valley, do hereby certify that the amounts set forth have been re-computed in accordance with the order of the City Council of said City of Scotts Valley, as expressed by Resolution No. 1213.30, duly adopted by said City Council on July 6, 2016.

____
Joel F. Ricca, RCE 53588
City Engineer

I, Tracy Ferrara, City Clerk of the City of Scotts Valley, hereby certify that the foregoing assessment, in the amount set forth was approved and confirmed by the City Council of the City of Scotts Valley on ____________________.

____
Tracy Ferrara, City Clerk

The Assessment was filed in the office of the County Auditor of the County of Santa Cruz, California, on ____________________.

____
Tracy Ferrara, City Clerk

I HEREBY CERTIFY that the enclosed Engineer's Report and Assessment was recorded in my office on __________________.

Superintendent of Streets
Scotts Valley, Santa Cruz County, California

By:________________________________
Scott Hamby

City of Scotts Valley

PINEWOOD ESTATES LANDSCAPING MAINTENANCE DISTRICT

ASSESSMENT ROLL

2016-2017

Assessment Number	Assessor's Parcel No.	Property Owner	Assessment Amount
1.	021-172-01	Mary Anita Long et al	$ 240
2.	021-172-02	Russell J. Marino Trustee	240
3.	021-172-03	Geoffrey & Susan Martin	240
4.	021-172-04	Terry A. & Julie Keller Trustees	240
5.	021-172-05	Andrea Edwards	240
6.	021-172-06	Marshall E. Wolf & Kristia Burgess Trustees	240
7.	021-172-07	Eugene & Jennifer Hall	240
8.	021-172-08	Michael C. O'Connor & Sarah Wright	240
9.	021-172-09	Carlos E. Robinson et al	240
10.	021-172-10	Steven E. MaGee & Lisa M. Hall Co-Trustees	240
11.	021-172-11	John & Janine Dunn	240
12.	021-172-12	Qi Gong et al	240
13.	021-172-13	Melvin M. & Miriam C. McConnell	240
14.	021-172-14	Amy D. & Robert W. McMullen	240
15.	021-301-01	Joel M. & Karina Linn	240
16.	021-301-02	Vinicio & Kristy Sion Co-Trustees	240
17.	021-301-03	Mark S. & Eve M. Davidson et al	240
18.	021-301-04	Seth K. Keith et al	240
19.	021-301-05	Cynthia M. Lemmon Trustee	240
20.	021-301-07	John B. & Linda L. Suggs Trustees	240
21.	021-301-08	Mark John Nordstrom Trustee et al	240
22.	021-301-09	James D. Spiegel Trustees et al	240
23.	021-301-10	Simon J.S. & Kirstin L. McElrea et al	240
24.	021-301-11	Melissa Kaplan Grudin Trustee et al	240
25.	021-301-12	Richard A. & Joann M. Webster Trustees	240
		TOTAL ASSESSMENTS:	$ 6,000

file:annual reports/pinewood estates.wpd