A G E N D A

Meeting of the
Scotts Valley City Council

Date: March 15, 2017
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	on 3-10-17 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvalley.org.

Elected Officials	**City Staff Members**
Randy Johnson, Mayor	Jenny Haruyama, City Manager
Jim Reed, Vice Mayor	Kirsten Powell, City Attorney
Stephany E. Aguilar, Council Member	Taylor Bateman, Acting Community Development Dir
Jack Dilles, Council Member	Scott Hamby, Public Works Director
Donna Lind, Council Member	Steve Walpole, Interim 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.)

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 items may do so raising their hand to be recognized by the Mayor.)

A. Approve City Council meeting minutes 2-15-17, 3-1-17

B. Approve check register – 2-27-17, 3-6-17

C. Approve vacation of sanitary sewer easements for 1440 Development:
(1) Resolution No. 1895.16, APN 023-033-05 (Portion), 023-041-08 & -09 (Portion), 023-072-10 (Portion);
(2) Resolution No. 1895.17, APN 023-033-05 (Portion, 023-041-08 & -09 (Portion), and 023-072-10 (Portion); and
(3) Resolution No. 1895.18, APN 023-033-05 (Portion), 023-041-08 & -09 (Portion), and 023-072-10 (Portion)

D. Approve Resolution No. 1903.1 in support of SB 158 for Entry Level Commercial Driver Training

E. Approve Resolution No. 1929 in support of California Assembly Bill 1 (AB1 Frazier) and Senate Bill 1 (SB1 Beall) to increase State Public Transit Revenue

F. Approve a budget expenditure appropriation in the amount of $30,045 from Wastewater Fund 10 for a Wastewater and Capacity Fee Study

G. Approve budget expenditure adjustment in the amount of $152,010 from the Wastewater Capital Reserve Fund 12 and authorize City Manager to execute Task Order No. 2, Amendment 1 with Kennedy/Jenks Consultants

H. Approve request for non-collection of fees for Days of Wine and Wet Noses - Unconditional Love Animal Rescue Annual Event scheduled to be held at MacDorsa Park, on Saturday, April 22, 2017

I. Approve lot line adjustment between APN 022-314-07 (162) and APN 022-314-02 (163), 552 Bean Creek Road, Scotts Valley

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. General Plan status update and consideration of the formation of a General Plan Advisory Committee (GPAC) (Planning/Bateman)

2. 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.

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CONSENT AGENDA ITEM A
DATE: 3-15-2017

M I N U T E S

Meeting of the
Scotts Valley City Council

Date: February 15, 2017

POSTING:
The agenda was posted on 2-10-17
at City Hall, the SV Senior Center, and
the SV Library, by the City Clerk.

CALL TO ORDER 6:00 p.m.

PLEDGE OF ALLEGIANCE and **MOMENT OF SILENCE**

ROLL CALL

Present:	Mayor Johnson	City Manager Haruyama
	Vice Mayor Reed	City Attorney Powell
	Council Member Aguilar	Interim Police Chief Walpole
	Council Member Dilles	Public Wks Director Hamby
	Council Member Lind	Acting Community Development Director Bateman
		Senior Planner Edwards
		Recreation Division Manager Ard
		Financial Consultant Toler
		City Clerk Ferrara

COMMITTEE REPORTS

CM Dilles reported that the Seniors Council met and a few of the items they discussed included alzheimers and related dementia, which 1 in 3 seniors over the age of 80 is diagnosed with, and the Executive Directors of the Seniors Council wrote a letter regarding trying to keep the human care alliance application process for non-profits to something that is efficient and non-bureaucratic.

CM Aguilar reported that the AMBAG Board met and discussed the sustainable community strategy for the region, which includes Monterey, San Benito, and Santa Cruz counties, and looks at things like housing allocation and transportation to help communities with planning their growth. She stated that the Board also reviewed and discussed their financial standings.

VM Reed reported that the Library Facilities Committee met with CM Haruyama and Susan Nemitz, the Executive Director of the Library system, met to discuss the $3 million in Measure S funds that the City will be receiving in the near future. He stated that first priorities include library sound attentuation, a keyless card entry system, roof repairs, HVAC roof repairs, and parking lot repairs, and another $500,000 that will be needed in the near future for facility maintenance and improvements. He stated that there also may be money available for the Community Theater that is planned next to the Scotts Valley Library.

VM Reed reported that the Town Center Subcommittee met with the potential developer to review the amenities that the City feels should be included in the Town Center.

CM Lind reported that the Criminal Justice Council met and heard from a few speakers on how to involve youth in healthy activities to keep them out of gangs.

CM Lind reported that she attended the Food from the Heart fundraiser for Community Bridges.

CM Lind reported that the Fallen Officer Foundation Annual Ball was held on February 5 and it was a very successful and well attended event.

Mayor Johnson reported that he attended the Santa Cruz County Regional Transportation Commission (SCCRTC) Board meeting where they discussed the recent bond measure that was passed.

CITY MANAGER REPORT

Verse in the Valley:

- Just a reminder that the 17th Annual Verse in the Valley Poetry Contest is underway and is looking for local poets of all ages to participate.
- Deadline for poems is March 31.
- Winners get to read their poems during a live broadcast of a City Council meeting and poems may be published as well.
- Entry forms are online on the City website at www.scottsvalley.org or you can pick one up at the Recreation Offices.

Highway 17 Traffic Situation:

- I'd like to recognize the Chief and his team for their creativity and leadership in identifying ways to alleviate some of the traffic impacts on our community.
- Chief Walpole spoke about what was different today and the plans for the rest of the week.

PUBLIC COMMENT

Gary Richard Arnold, expressed concerns about the local media and journalists, and how he feels local jurisdictions are giving their authority and control to AMBAG.

Lee Besse, Scotts Valley Community Theater Guild, gave a Powerpoint presentation on the activities that occurred in 2016.

ALTERATIONS TO
CONSENT AGENDA

Gary Richard Arnold requested that Item D be moved to the regular agenda for discussion.

M/S: Lind/Aguilar
To approve the Consent Agenda as amended moving Item D to the regular agenda for discussion.
Carried 5/0 (AYES: Aguilar, Dilles, Johnson, Lind, Reed)

Consent Agenda:

A. Approve City Council meeting minutes of 2-1-17
B. Approve check register – 2-6-17
C. Approve Resolution No. 1927.1, approving parcel map, MLD16-002, APN 021-021-36 (Scotts Valley Partners)

**ALTERATIONS TO
REGULAR AGENDA**

M/S: Reed/Lind
To approve the Regular Agenda as amended moving Item D from the consent agenda to the regular agenda for discussion.
Carried 5/0 (AYES: Aguilar, Dilles, Johnson, Lind, Reed)

REGULAR AGENDA

D. **Approve second reading and adoption of Ordinance No. 192 authorizing the implementation of a Community Choice Energy program in Scotts Valley**

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

Gary Richard Arnold, expressed concerns about the structure of the Monterey Bay Community Power program and the Community Choice Energy program in Scotts Valley.

M/S: Aguilar/Dilles
To approve the second reading and adoption of Ordinance No. 192 authorizing the implementation of a Community Choice Energy program in Scotts Valley, and waive the reading thereof.
Carried 5/0 (AYES: Aguilar, Dilles, Johnson, Lind, Reed)

1. **Future Council agenda items**

None.

PUBLIC HEARINGS

2. **Consideration of Planning Commission recommendation of approval to the City Council of the "Polo Ranch" 6-unit affordable housing Planned Development on a vacant lot at 4303-A Scotts Valley Drive / APN 022-902-12 (Planning Dept. File Nos. MND12-001, PD10-003, LD00-002, U00-002, and DR00-014)**

SP Edwards presented the written staff report and responded to questions from Council.

Brent Reed, Lennar Homes, stated that he was available to respond to any questions that the Council may have regarding this project.

PUBLIC HEARING OPENED - 6:55 PM

Rick Moe, developer and owner of Acorn Court Apartments, spoke in favor of the project.

Linda Kerner, SV resident and member of Affordable Housing Now, spoke in favor of the project.

PUBLIC HEARING CLOSED - 6:59 PM

M/S: Aguilar/Lind
To approve Resolution No. 1830.4 certifying Mitigated Negative Declaration MND 12-001 for the "Polo Ranch Affordable Housing" Planned Development consisting of two triplexes (6 condominium units) and related property improvements on a vacant lot located at 4303-A Scotts Valley Drive, APN 022-902-12.
Carried 5/0 (AYES: Aguilar, Dilles, Johnson, Lind, Reed)

M/S: Aguilar/Lind
To approve first reading and introduction of Ordinance No. 16-ZC-217.2 approving Planned Development District Overlay and Permit PD10-003 for the "Polo Ranch Affordable Housing" project to build two (2) triplexes for six (6) condominiums and related property improvements on a vacant lot located at 4303-A Scotts Valley Drive, APN 022-902-12, and waive the reading thereof.
Carried 5/0 (AYES: Aguilar, Dilles, Johnson, Lind, Reed)

M/S: Lind/Aguilar
To approve Resolution No. 1830.5 approving Land Division LD00-002, Use Permit U00-002, and Design Review DR00-014 for the "Polo Ranch Affordable Housing" Planned Development consisting of two (2) triplexes for six (6) condominiums (low-income at 80% of area median) and related property improvements on a vacant lot located at 4303-A Scotts Valley Drive, APN 022-902-12.
Carried 5/0 (AYES: Aguilar, Dilles, Johnson, Lind, Reed)

3. **Consider changes to facility rental fees for the Scotts Valley Community Center and the Scotts Valley Senior Center**

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

PUBLIC HEARING OPENED - 7:16 PM

No one came forward.

PUBLIC HEARING CLOSED - 7:16 PM

M/S: Lind/Aguilar
To approve Resolution No. 1593.20 amending certain fees and charges for City Recreation services as follows: (1) Increase the Refundable Damage Deposit from $200 to $500; (2) Adjust the Community Center/Senior Center Facility Cleaning Fee to recover the actual cost invoiced, plus a 15% overhead fee established via Resolution No. 1198.66; and (3) Modify the Community Center/Senior Center Security Fee to include both sound and facility rule enforcement for the actual cost invoiced to the City, plus a 15% overhead fee established via Resolution No. 1198.66.
Carried 5/0 (AYES: Aguilar, Dilles, Johnson, Lind, Reed)

REGULAR AGENDA
(Resumed)

4. **Mid-Year Financial Review and Budget Direction for Fiscal Year 2017/18 Annual Budget**

CM Haruyama and Budget/Financial Consultant Steve Toler presented the written staff report and responded to questions from Council.

FC Toler gave a Powerpoint presentation of the Mid-Year Financial Review and Budget Direction for FY 2017/18.

CM Dilles recommended, and Council agreed, to have staff develop an unfunded CIP project list and explore options to use the remaining Lennar dollars and Measure D dollars.

M/S: Aguilar/Reed
To accept the presented reports and information regarding the FY 2016/17 Mid-Year Financial Report through December 31, 2016, approve Resolution No. 630.36.1 approving an amendment to the Budget for Fiscal Year 2016 / 2017, and authorize the allocation and expenditure of $25,000 to prepare a Strategic Economic Development Plan.
Carried 5/0 (AYES: Aguilar, Dilles, Johnson, Lind, Reed)

M/S: Lind/Aguilar
To approve Resolution No. 630.36.2 approving a placeholder appropriation in the General Fund for Fiscal Year 2016 / 2017 for debt service payments for the 2003 Certificates of Participation.
Carried 5/0 (AYES: Aguilar, Dilles, Johnson, Lind, Reed)

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

Approved: ______________________________
Randy Johnson, Mayor

Attest:_________________________________
Tracy A. Ferrara, City Clerk

M I N U T E S

Meeting of the
Scotts Valley City Council

Date: March 1, 2017

POSTING:
The agenda was posted on 2-24-17
at City Hall, the SV Senior Center, and
the SV Library, by the City Clerk.

CALL TO ORDER 6:00 p.m.

PLEDGE OF ALLEGIANCE and **MOMENT OF SILENCE**

ROLL CALL

Present:	Mayor Johnson	City Manager Haruyama
	Vice Mayor Reed	City Attorney Powell
	Council Member Aguilar	Interim Police Chief Walpole
	Council Member Dilles	Public Wks Director Hamby
	Council Member Lind	Civil Engineer Kahn
		Senior Planner Edwards
		City Clerk Ferrara
Absent:		Acting Community Development Director Bateman

COMMITTEE REPORTS

CM Dilles reported that he attended the John Lennon Bus event at Scotts Valley High School, which was a well attended event with students and the community participating. He stated that this was a state of the art RV that some of the students at the High School were able to perform and record in. He stated that they were also serenaded by the Middle School Choir.

CM Lind reported that the Scotts Valley Unified School District was one of three in the United States that were selected to participate in the John Lennon Bus event. She stated that this was a two day event and some of the High School students were able to record an original song and do a music video. She also stated that she was able to represent the City Council on the panel for this event.

CM Lind reported that she attended the first public hearing for the Groundwater Sustainability Committee Advisory Commission and it was attended by over 75 people. She stated that this is based on a requirement from the State of California, and this was the first step to inform the community about the process. She stated that the next step will be to establish a Groundwater Sustainability Agency Formation Subcommittee and decide on the number of representatives and who they should be. She stated that current participants include the Scotts Valley Water District, the San Lorenzo Valley Water District, the City of Santa Cruz, the City of Scotts Valley, the Mt. Hermon Association, private well representatives, and the County of Santa Cruz. She stated that the process to develop their Plan will take several they have until June 30, 2022 to submit their plan to the State. Additional information is available at www.smgwa.org.

CM Lind reported that she attended the Santa Cruz Metropolitan Transit District Board (SCMTD) meeting and they sent a letter to the President of the United States, signed by many agencies throughout the United States, requesting transportation funding. She stated that the SCMTD has 60 buses that need to be replaced, at a cost of $38 million for CNG buses, or $45 million if they go with electric. She stated that buses have an average life of 12+ years, but they should be replaced at 6.5 years.

CM Lind reported that LAFCO met and received a status report on the possible consolidation of the Aptos and Central Fire Districts.

CITY MANAGER REPORT

POLICE

- The Silicon Valley Monterey Bay Council's 3rd Annual Exploring Recognition Banquet will be held here at the Scotts Valley Community Center this Friday, March 3 at 6:00 p.m.
- The recognition banquet celebrates the achievements of all the Exploring Posts, which include medical, aviation, science, fire services, engineering, government, and of course, law enforcement.
- Our Scotts Valley Police Explorer POST 831 is helping host the event this year and they are expecting about 100 students from Exploring Posts throughout the South Bay area, including San Benito, Monterey, Santa Cruz, and Santa Clara counties.
- In addition to individual leadership, achievement and community service awards, group awards will also be given to Explorer Posts who best fulfill life skills, citizenship, and character, like the Best New Post award which was given to SVPD's Explorers in 2014.

RECREATION

Youth Basketball Season Ending Events:

- Youth Basketball is winding down and will celebrate the end of season Free Throw Contest on Saturday, March 4 - girls (3-5 grade) (8am) and boys (3-4 grade) (10am). Most consecutive baskets wins. Medals will be given out to first, second, third place in each division.
- On Sunday, March 5, there will be a boys (5-8 grade) all Star Game.
- Boys 5/6 plays at 6pm followed by Boys 7/8 at 7:30pm.
- Both events are held at the High School.

Senior Center Closure:

The Senior Center will undergoing an interior building transformation and will be closed March 20-28. Special thanks to the SV Advocates for their donation that will result in:

- New interior paint;
- Installation of hand rails leading up to the stage;
- New carpet in office, library, stage, and boutique; and
- Refinishing of the linoleum tile floors.

PUBLIC COMMENT

CM Dilles announced that the annual Scrabble Tournament fundraiser will be held at the Law Library on March 18, 2017 at 8:00 am.

CM Lind announced that the Scotts Valley Host Lion's Club Crab Cioppino Feed is being held this Saturday, March 4, 2017 at the CPDES Hall at Harvey West Park in Santa Cruz. No Host cocktails are at 6:00 pm, dinner at 7:30 pm, and a band from 9:00 pm to midnight.

CM Aguilar announced that the Santa Cruz County Fairgrounds Foundation is holding a Crab Feed on March 4, 2017 at 6:00 pm at the J.J. Crosetti Building at the Santa Cruz County Fairgrounds.

ALTERATIONS TO
CONSENT AGENDA

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

Consent Agenda:

A. Approve check register – 2-13-17, 2-21-17
B. Approve second reading and adoption of Ordinance No. 16-ZC-217.2 approving Planned Development District Overlay and Permit PD10-003 for the "Polo Ranch Affordable Housing" project to build two (2) triplexes for six (6) condominiums and related property improvements on a vacant lot located at 4303-A Scotts Valley Drive, APN 022-902-12
C. Approve renewal of site rental agreement between the City of Scotts Valley and Heart to Hearts Parent Involvement Preschool
D. Approve the following public access easement resolutions for 1440 Multiversity:
   (1) Approve Resolution No. 1895.14, a resolution of the City Council of the City of Scotts Valley approving Gaston Circle Public Access Easement Dedication for APN 023-021-17 (portion), 023-022-01, 023-022-02, 023-022-03 (portions), 023- 041-09 (portion), Bethany Drive (portion), and Gaston Circle (formerly California Court & Parkway) (portion)
   (2) Approve Resolution No. 1895.15, a resolution of the City Council of the City of Scotts Valley approving Redwood Auditorium Public Access Easement Dedication for APN No. 023-041-09 (portion)

ALTERATIONS TO
REGULAR AGENDA

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

REGULAR AGENDA

1. **Consider approval of Pavement Management System (PMS) Professional Services Agreement with NCE and authorize a budget expenditure appropriation in the amount of $26,500**

CE Kahn presented the written staff report and responded to questions from Council.

After Council discussion regarding private roads, as part of the preliminary Capital Improvement Program (CIP) discussion in April, staff will update the Council on the City's ability to conduct any kind of cursory analysis about private roads.

M/S: Reed/Aguilar
To approve the agreement for professional services between the City of Scotts Valley NCE for Pavement Management System Professional Services, authorize the City Manager to execute the agreement, authorize a budget expenditure appropriation in the amount of $26,500, and authorizing the City Attorney to approve the indemnification language.
Carried 5/0 (AYES: Aguilar, Dilles, Johnson, Lind, Reed)

2. **Consideration of recommended Measure S Library Improvements**

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

CM Dilles stated he would like to see the City work with the Friends of the Scotts Valley Library to obtain their input on potential projects.

CM Reed stated that the Friends of the Scotts Valley Library do have some improvements they would like to make, however, they need to obtain costs.

CM Lind recommended using some of the money for signs to direct people to the Library.

PROPOSED IMPROVEMENTS	ESTIMATED COST	SUGGESTED IMPLEMENTATION SCHEDULE
Sound Attenuation Equipment	$ 75,000	FY 17/18
Roof Replacement/Repair (Partial)	$ 175,000	FY 17/18
HVAC System Replacement	$ 125,000	FY 18/19
Building System Improvements • Keyless Building Entry • Security Cameras (Entry/Exit Points)	$ 50,000	FY 18/19
Parking Lot Improvements • Resealing, Striping and Repair	$ 25,000	FY 19/20
TOTAL	**$ 450,000**	

M/S: Aguilar/Reed
To approve the Library Facility Upgrade Subcommittee's suggested library projects as noted in the table above, direct staff to incorporate the improvements into the proposed FY 2017/18 – FY 2022/23 Capital Improvement Program (CIP), include $10,000 for use by the Scotts Valley Friends, and authorize the City Manager to oversee the expenditure of the $10,000 by the Scotts Valley Friends.
Carried 5/0 (AYES: Aguilar, Dilles, Johnson, Lind, Reed)

3. **Future Council agenda items**

None.

ADJOURNMENT The meeting adjourned at 7:00 p.m.

Approved: ______________________________
Randy Johnson, Mayor

Attest: ______________________________
Tracy A. Ferrara, City Clerk

CONSENT AGENDA ITEM B
DATE: 3-15-2017

Report Selection:

RUN GROUP... 022717 COMMENT... AP 02/27/2017

DATA-JE-ID	DATA COMMENT
W-02272017-232	AP 02/27/2017

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
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SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
02/27/2017 10:36:23 Check Register
GL540R-V08.05 PAGE 1

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
003342	ACCENT CLEAN & SWEEP INC	109705	02/27/17	1,276.00	
001405	AFLAC-FLEX ONE	109706	02/27/17	3,478.35	
001670	AT &T	109707	02/27/17	43.11	
000097	AT&T	109708	02/27/17	158.49	
000614	BATTERIES PLUS	109709	02/27/17	314.64	
001822	BC LABORATORIES INC.	109710	02/27/17	288.00	
000021	BOWMAN & WILLIAMS	109711	02/27/17	1,296.00	
003571	BUTTE GLENN COMMUNITY CO	109712	02/27/17	1,968.00	
001385	CALIFORNIA PUBLIC EMPLOY	109713	02/27/17	132,376.20	
001051	COASTAL EVERGREEN CORP	109714	02/27/17	1,675.00	
003043	CSG CONSULTANTS, INC	109715	02/27/17	26,955.76	
001896	D & G SANITATION	109716	02/27/17	265.21	
003464	DANIELS/JASON	109717	02/27/17	1,306.49	
003464	DANIELS/JASON	109718	02/27/17	350.00	
003248	EARTHWORKS	109719	02/27/17	7,104.50	
000051	FISHER SCIENTIFIC	109720	02/27/17	704.45	
003502	FREITAS & FREITAS	109721	02/27/17	5,050.00	
001881	GRAINGER	109722	02/27/17	504.25	
003551	HDL COREN & CONE	109723	02/27/17	2,908.80	
000283	HOSE SHOP	109724	02/27/17	477.37	
001841	IDEXX LABORATORIES, INC.	109725	02/27/17	1,270.78	
003277	IMPERIAL SPRINKLER SUPPL	109726	02/27/17	619.75	
003292	KIMLEY-HORN & ASSOCIATES	109727	02/27/17	2,863.91	
002032	KT MECHANICAL INC	109728	02/27/17	1,693.50	
001673	LINCOLN FINANCIAL GROUP	109729	02/27/17	1,347.27	
002078	METRO MOBILE COMMUNICATI	109730	02/27/17	123.48	
000967	MONTEREY BAY SYSTEMS	109731	02/27/17	94.86	
001615	OLIN CORP-CHLOR ALKALI	109732	02/27/17	1,716.49	
003336	OPENCOUNTER ENTERPRISES	109733	02/27/17	5,000.00	
003165	PHENOVA	109734	02/27/17	645.62	
000723	PIED PIPER INC./THE	109735	02/27/17	115.00	
003572	REGIONAL GOVERNMENT SERV	109736	02/27/17	230.00	
001885	SANTA CRUZ BIOTECHNOLOGY	109737	02/27/17	296.22	
000820	SANTA CRUZ/COUNTY OF	109738	02/27/17	30.00	
000133	SCOTTS VALLEY SPRINKLER	109739	02/27/17	1,060.51	
003085	SHRED-IT US JV LLC	109740	02/27/17	78.59	
001085	SYCAL ENGINEERING INC	109741	02/27/17	5,482.50	
000153	THOMSON REUTERS-WEST	109742	02/27/17	277.96	
001106	VERIZON WIRELESS	109743	02/27/17	302.82	
000714	VOLUNTEER CENTER	109744	02/27/17	653.25	
001908	WATERLESS CO INC	109745	02/27/17	699.02	
002021	ZOOM	109746	02/27/17	17.09	
	GENERAL CHECKING ACCOUNT			213,119.24	***

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				213,119.24

RECORDS PRINTED - 000093

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
02/27/2017 10:36:23 Check Register
GL060S-V08.05 RECAPPAGE

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
001	GENERAL	162,206.21
002	RECYCLING/ENVIRONMENTAL	1,276.00
004	RECREATION	9,901.86
008	TRAFFIC IMPACT MITIGATION	1,861.54
010	WASTEWATER OPERATIONS	27,671.69
011	TERTIARY TREATMENT PLANT	318.00
012	WASTEWATER CAPITAL RESERVE	5,482.50
025	GENERAL TRUST	230.00
028	SENIOR CENTER	881.58
035	GREEN BUILDING FUNDING	143.20
077	SKYPARK MAINT ASSESS DIST	825.00
123	COMMUNITY FACILITY CENTER	1,462.49
150	GENERAL CAPITAL IMPROVEMENTS	859.17
TOTAL ALL FUNDS		213,119.24

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BA	GENERAL CHECKING ACCOUNT	213,119.24
TOTAL ALL BANKS		213,119.24

Report Selection:

RUN GROUP... 030617 COMMENT... A/P AS OF MARCH 6 2017

DATA-JE-ID	DATA COMMENT
W-03062017-250	A/P AS OF MARCH 6 2017

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01		CASCPRT01	Y	S	6	066	10			

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
03/06/2017 10:55:43 Check Register
GL540R-V08.05 PAGE 1

BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
003123	A T &T	109747	03/06/17	374.44
003527	A-1 MOBILE SERVICE,INC	109748	03/06/17	630.00
001219	ALHAMBRA	109749	03/06/17	71.14
000998	ASSOCIATED SERVICES CO.	109750	03/06/17	52.78
000097	AT&T	109751	03/06/17	153.42
001373	BAY TREE, LLC	109752	03/06/17	3,620.38
003573	BEN'S MOTORCYCLE WORKS	109753	03/06/17	2,823.34
001593	BENEDICT DDS/NANETTE	109754	03/06/17	119.50
001954	BMI	109755	03/06/17	342.00
001911	BOARDWALK BOWL	109756	03/06/17	197.50
001017	C.W.E.A.	109757	03/06/17	130.00
003521	CARD SERVICE CENTER	109758	03/06/17	835.29
002091	COMCAST	109759	03/06/17	136.12
000037	CRYSTAL SPRINGS WATER CO	109760	03/06/17	63.10
001362	DUNCAN AUTO TECH	109761	03/06/17	760.33
001257	EBRAHIMIAN DDS/MARK	109762	03/06/17	60.00
003500	ECOFERT,INC	109763	03/06/17	850.00
003354	ELITE MARTIAL ARTS, INC	109764	03/06/17	84.00
003181	ESRI	109765	03/06/17	742.50
000202	FEDERAL EXPRESS	109766	03/06/17	463.36
001782	FLORES/CARLOS	109767	03/06/17	105.00
001392	FONG/MICHAEL DDS	109768	03/06/17	1,100.00
001657	GOLDEN GATE TRUCK CENTER	109769	03/06/17	492.07
.15169	HERRARA/ADAM	109770	03/06/17	59.45
003271	HOME DEPOT CREDIT SERVIC	109771	03/06/17	338.01
000283	HOSE SHOP	109772	03/06/17	285.25
001903	JONES/KIMARIE	109773	03/06/17	220.00
003403	MAR-KEN INTERNATIONAL PO	109774	03/06/17	260.00
001591	MARKELL/ROD	109775	03/06/17	1,974.00
001815	MC GRATH/TRISH	109776	03/06/17	640.00
003171	MICHALAK/GENE	109777	03/06/17	110.00
001779	MUSICAL ME, INC	109778	03/06/17	2,198.40
003545	NIHLEN/HILARY	109779	03/06/17	47.60
000101	PACIFIC GAS & ELECTRIC C	109780	03/06/17	38,075.95
000098	PALACE ART & OFFICE	109781	03/06/17	2,988.57
001982	PEAVEY COMPANY/LYNN	109782	03/06/17	143.35
001787	PETRINI'S GARDENING SERV	109783	03/06/17	75.00
000102	PITNEY BOWES	109784	03/06/17	168.99
001097	PRODESSE PROPERTY GROUP	109785	03/06/17	3,523.52
000463	RALEY'S	109786	03/06/17	266.57
003559	ROBERTS/MEREDITH	109787	03/06/17	119.60
001563	ROBINSON DDS/RICHARD N	109788	03/06/17	819.00
000135	SAN LORENZO VALLEY WATER	109789	03/06/17	34.00
001825	SANTA CRUZ CO HEALTH SER	109790	03/06/17	364.00
.15170	SANTA CRUZ WESTSIDE ELEC	109791	03/06/17	149.11
000319	SCOTTS VALLEY CAR WASH	109792	03/06/17	45.93
000131	SCOTTS VALLEY MEDICAL	109793	03/06/17	222.00
000133	SCOTTS VALLEY SPRINKLER	109794	03/06/17	140.18

BANK	VENDOR		CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT					
	000405	SILVERSTEIN/THOMAS	109795	03/06/17	699.86	
	003077	SKYHIGH SPORTS	109796	03/06/17	166.80	
	001560	TRITON CONSTRUCTION	109797	03/06/17	150.00	
	000146	U.S. POSTMASTER	109798	03/06/17	800.00	
	000754	UPS STORE/THE	109799	03/06/17	117.06	
	000443	WALPOLE/STEVE	109800	03/06/17	441.60	
	001612	YIEN DDS/LAWRENCE R	109801	03/06/17	204.00	
	000352	3T EQUIPMENT COMPANY	109802	03/06/17	362.60	
	GENERAL CHECKING ACCOUNT				70,416.67	***

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				70,416.67

RECORDS PRINTED - 000094

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
001	GENERAL	20,435.59
004	RECREATION	5,094.18
010	WASTEWATER OPERATIONS	30,232.20
019	AFFORDABLE HOUSING	1,974.00
023	SVRDA SUCCESSOR AGENCY	7,143.90
028	SENIOR CENTER	1,550.97
050	PINEWOOD EST LNDSCP MAINT DT	67.25
077	SKYPARK MAINT ASSESS DIST	10.51
112	DENTAL INS INTERNAL SERV	3,069.10
123	COMMUNITY FACILITY CENTER	838.97
TOTAL ALL FUNDS		70,416.67

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BA	GENERAL CHECKING ACCOUNT	70,416.67
TOTAL ALL BANKS		70,416.67

CONSENT AGENDA ITEM C
DATE: 3-15-2017

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: March 15, 2017

TO: Honorable Mayor and City Council

FROM: Ken Anderson, City Engineer

APPROVED: Jenny Haruyama, City Manager

SUBJECT: **VACATION OF SANITARY SEWER EASEMENTS**

SUMMARY OF ISSUE

As part of the 1440 development, there is a need to vacate sanitary sewer easements. The properties that would have used these easements have been connected to an alternative sanitary sewer system. With the relocation of Bethany Drive, a new sanitary sewer system was constructed within the roadway that serves parcels along Bethany Drive through the campus core, plus parcels around Bethany Loop.

FISCAL IMPACT

There is no fiscal impact to the City.

STAFF RECOMMENDATION

It is recommended that Council approve the Vacation of Sanitary Sewer Easements for Resolution No. 1895.16, APN 023-033-05 (Portion), 023-041-08 & -09 (Portion), 023-072-10 (Portion), Resolution 1895.17, APN 023-033-05 (Portion, 023-041-08 & -09 (Portion), and 023-072-10 (Portion), Resolution 1895.18 APN 023-033-05 (Portion), 023-041-08 & -09 (Portion), and 023-072-10 (Portion).

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RESOLUTION NO. 1895.16

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING THE SUMMARY VACATION OF SANITARY SEWER EASEMENT FOR APN 023-033-05 (PORTION), APN 023-041-08 & -09 (PORTIONS), AND 023-072-10 (PORTION)

WHEREAS, the City previously obtained sanitary sewer easements on those certain properties known as APN 023-041-05 (Portion), 023-041-08 & -09 (Portions), 023-072-10 (Portion); and

WHEREAS, the properties that would have used these easements have been connected to an alternative sanitary sewer system; and

WHEREAS, the property owner has asked that the sanitary sewer easements be vacated as the sanitary sewer easements are no longer necessary in the particular locations; and

WHEREAS, the City Engineer endorses said vacation of the sanitary sewer easements.

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

1. This vacation is made in accordance with Streets & Highways Code section 8333(c).

2. The sanitary sewer easements to be vacated are located on those certain parcels APN 023-041-05 (Portion), 023-041-08 & -09 (Portions), 023-072-10 (Portion), as designated and described as Easement #1 and Easement #3 in the certificate of acceptance, recorded August 3, 1972 in Book 2226, at Page 45, Official Records of Santa Cruz County.

3. The vacation is being made due to the fact that the easements are no longer needed because parcels that would have used these easements have been connected to an alternative sanitary sewer main.

4. From and after the date this resolution is recorded, the sanitary sewer easements abandoned no longer constitute sanitary sewer easements.

5. The City Council of the City of Scotts Valley hereby approves the proposed vacation.

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 March, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: ______________________________
Randy Johnson, Mayor

Attest: ______________________________
Tracy Ferrara, City Clerk

EXHIBIT A

QUIT CLAIM SANITARY SEWER EASEMENTS

SITUATE IN THE CITY OF SCOTTS VALLEY, RANCHO SAN AUGUSTINE, COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

PARCEL ONE
BEING EASEMENT #1, A 15.00 FOOT WIDE SANITARY SEWER EASEMENT, AS DESIGNATED AND DESCRIBED IN THE CERTIFICATE OF ACCEPTANCE, RECORDED ON AUGUST 3, 1972, IN BOOK 2226, AT PAGE 45, OFFICIAL RECORDS OF SANTA CRUZ COUNTY.

PARCEL TWO
BEING EASEMENT #3, A 20.00 FOOT WIDE SANITARY SEWER EASEMENT, AS DESIGNATED AND DESCRIBED IN THE CERTIFICATE OF ACCEPTANCE, RECORDED ON AUGUST 3, 1972, IN BOOK 2226, AT PAGE 45, OFFICIAL RECORDS OF SANTA CRUZ COUNTY.

END OF DESCRIPTION

LICENSED LAND SURVEYOR
GARY R. IFLAND
No. 7367
STATE OF CALIFORNIA

APN 023-033-05 (PORTION)
APN 023-041-08 & -09 (PORTIONS)
APN 023-072-10 (PORTION)
PREPARED BY IFLAND SURVEY
JOB # G13033, MARCH 9, 2017

RESOLUTION NO. 1895.17

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING THE SUMMARY VACATION OF SANITARY SEWER EASEMENT FOR APNs 023-033-05 (PORTION), 023-041-08 & -09 (PORTIONS), AND 023-072-10 (PORTION)

WHEREAS, the City previously obtained a sanitary sewer easement on those certain properties known as APN 023-041-05 (Portion), 023-041-08 & -09 (Portions), 023-072-10 (Portion); and

WHEREAS, the properties that would have used this easement have been connected to an alternative sanitary sewer system; and

WHEREAS, the property owner has asked that the sanitary sewer easement be vacated as the sanitary sewer easement is no longer necessary in the particular location; and

WHEREAS, the City Engineer endorses said vacation of the sanitary sewer easement.

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

1. This vacation is made in accordance with Streets & Highways Code section 8333(c).

2. The sanitary sewer easement to be vacated is located on those certain parcels APN 023-041-05 (Portion), 023-041-08 & -09 (Portions), 023-072-10 (Portion), as designated and described as Easement #1 in the certificate of acceptance, recorded August 3, 1972 in Book 2226, at Page 49, Official Records of Santa Cruz County.

3. The vacation is being made due to the fact that the easement is no longer needed because parcels that would have used this easement have been connected to an alternative sanitary sewer main.

4. From and after the date this resolution is recorded, the sanitary sewer easement abandoned no longer constitutes a sanitary sewer easement.

5. The City Council of the City of Scotts Valley hereby approves the proposed vacation.

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 March, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved:____________________
Randy Johnson, Mayor

Attest:______________________
Tracy Ferrara, City Clerk

EXHIBIT A

QUIT CLAIM SANITARY SEWER EASEMENT

SITUATE IN THE CITY OF SCOTTS VALLEY, RANCHO SAN AUGUSTINE, COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

BEING EASEMENT #1, A 15.00 FOOT WIDE SANITARY SEWER EASEMENT, AS DESIGNATED AND DESCRIBED IN THE CERTIFICATE OF ACCEPTANCE, RECORDED ON AUGUST 3, 1972, IN BOOK 2226, AT PAGE 49, OFFICIAL RECORDS OF SANTA CRUZ COUNTY.

END OF DESCRIPTION

LICENSED LAND SURVEYOR
GARY R.
IFLAND
No. 7367
STATE OF CALIFORNIA

APN 023-033-05 (PORTION)
APN 023-041-08 & -09 (PORTIONS)
APN 023-072-10 (PORTION)
PREPARED BY IFLAND SURVEY
JOB # G13033MARCH 9, 2017

RESOLUTION NO. 1895.18

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING THE SUMMARY VACATION OF SANITARY SEWER EASEMENT FOR APNs 023-033-05 (PORTION), 023-041-08 & -09 (PORTIONS), AND 023-072-10(PORTION)

WHEREAS, the City previously obtained a sanitary sewer easement on those certain properties known as APN 023-041-05 (Portion), 023-041-08 & -09 (Portions), 023-072-10 (Portion); and

WHEREAS, the properties that would have used this easement have been connected to an alternative sanitary sewer system; and

WHEREAS, the property owner has asked that the sanitary sewer easement be vacated as the sanitary sewer easement is no longer necessary in the particular location; and

WHEREAS, the City Engineer endorses said vacation of the sanitary sewer easement.

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

1. This vacation is made in accordance with Streets & Highways Code section 8333(c).

2. The sanitary sewer easement to be vacated is located on those certain parcels APN 023-041-05 (Portion), 023-041-08 & -09 (Portions), 023-072-10 (Portion), as designated and described as Easement #1 in the certificate of acceptance, recorded August 3, 1972 in Book 2226, at Page 52, Official Records of Santa Cruz County.

3. The vacation is being made due to the fact that the easement is no longer needed because parcels that would have used this easement have been connected to an alternative sanitary sewer main.

4. From and after the date this resolution is recorded, the sanitary sewer easement abandoned no longer constitutes a sanitary sewer easement.

5. The City Council of the City of Scotts Valley hereby approves the proposed vacation.

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 March, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: ______________________________
Randy Johnson, Mayor

Attest: ______________________________
Tracy Ferrara, City Clerk

EXHIBIT A

QUIT CLAIM SANITARY SEWER EASEMENT

SITUATE IN THE CITY OF SCOTTS VALLEY, RANCHO SAN AUGUSTINE, COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

BEING EASEMENT #1, A 15.00 FOOT WIDE SANITARY SEWER EASEMENT, AS DESIGNATED AND DESCRIBED IN THE CERTIFICATE OF ACCEPTANCE, RECORDED ON AUGUST 3, 1972, IN BOOK 2226, AT PAGE 52, OFFICIAL RECORDS OF SANTA CRUZ COUNTY.

END OF DESCRIPTION

LICENSED LAND SURVEYOR
GARY R. IFLAND
No. 7367
STATE OF CALIFORNIA

APN 023-033-05 (PORTION)
APN 023-041-08 & -09 (PORTIONS)
APN 023-072-10 (PORTION)
PREPARED BY IFLAND SURVEY
JOB # G13033, MARCH 9, 2017

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: March 15, 2017

TO: Honorable Mayor and City Council

FROM: Scott Hamby, Public Works Director

APPROVED: Jenny Haruyama, City Manager

SUBJECT: **APPROVE RESOLUTION IN SUPPORT OF SB 158 ENTRY-LEVEL COMMERCIAL DRIVER TRAINING**

SUMMARY OF ISSUE

The attached resolution supports Senate Bill (SB) 158, which will improve road safety by implementing a new federal rule on entry-level commercial driver training, as well as adding additional behind-the-wheel requirements to ensure commercial vehicle drivers acquire the skills necessary to safely operate commercial vehicles. On December 8, 2016, the Federal Motor Carrier Safety Administration (FMCSA) issued a final rule establishing new minimum training standards for entry-level drivers seeking a commercial driver's license to operate a variety of vehicles like motor carriers over 26,000 lbs. (trucks) and passenger buses.

California and other states must comply with these minimum standards by February 7, 2020, and may consider additional safety requirements to protect public safety.

SB 158 adopts these critical safety standards and strengthens them to ensure drivers have the behind-the-wheel experience before entering our roadways. By holding prospective drivers to the highest standards, we can reduce the amount of serious and fatal at-fault commercial vehicle collisions in California. Preventable tragedies like the one on Highway 17 where a truck driver lost control and crashed into 10 cars, injuring seven and killing 25-year-old Daniel McGuire of Santa Cruz. The truck driver's lack of adequate training and behind-the-wheel experience was deemed a major factor in the crash.

Commercial drivers must acquire the skills to safely operate their larger, more at risk vehicles. SB 158 is a necessary action and a major step forward at keeping our highways and roads safe. It is suggested that Council consider adopting a resolution in support of this important public safety legislation.

FISCAL IMPACT

Adoption of the attached resolution will not impact the General Fund. While additional behind-the-wheel experience is needed for City employees to obtain a commercial driver's license, this expense is already accounted for in the City's operating budget.

STAFF RECOMMENDATION

It is recommended that Council consider approving a resolution in support of SB 158 – Entry-Level Commercial Driver Training

TABLE OF CONTENTS PAGE

RESOLUTION NO. 1903.1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY IN SUPPORT OF SB 158 FOR ENTRY LEVEL COMMERCIAL DRIVER TRAINING

WHEREAS, on December 8, 2016, the Federal Motor Carrier Safety Administration (FMCSA) issued a final rule establishing new minimum training standards for entry-level drivers seeking a commercial driver's license to operate a variety of vehicles like motor carriers over 26,000 lbs. (trucks) and passenger buses. California and other states must comply with these minimum standards by February 7, 2020, and may consider additional safety requirements to protect public safety; and

WHEREAS, SB 158 (Monning) adopts these critical safety standards and strengthens them to ensure drivers have the behind-the-wheel experience before entering our roadways. By holding prospective drivers to the highest standards, we can reduce the amount of serious and fatal at-fault commercial vehicle collisions in California; and

WHEREAS, preventable tragedies like the one on Highway 17 where a truck driver lost control and crashed into 10 cars, injuring seven and killing 25-year-old Daniel McGuire of Santa Cruz. The truck driver's lack of adequate training and behind-the-wheel experience was deemed a major factor in the crash; and

WHEREAS, truck drivers and the like must acquire the skills to safely operate their larger, more at risk vehicles. SB 158 is a necessary action and a major step forward at keeping our highways and roads safe, and it is for these reasons why the City of Scotts Valley strongly supports this important public safety legislation; and

WHEREAS, SB 158 builds upon this federal rule to add minimum hours of behind-the-wheel training to ensure commercial drivers have the experience to safety operate their vehicles on our highways and roads; and

WHEREAS, insufficiently trained commercial drivers can pose a serious safety risk to the public if they are not held to the highest safety standards, and

WHEREAS, ensuring that commercial truck drivers are receiving an adequate standard of training will reduce the risk of tragic and fatal commercial vehicle accidents, and

WHEREAS, supporting Senate Bill 158 will honor Daniel McGuire, who lost his life in an accident that could have been prevented with better driver training standards for commercial truck drivers.

NOW, THEREFORE, BE IT RESOLVED that the City of Scotts Valley for the reasons stated above strongly supports the important public safety legislation of SB 158.

PASSED AND ADOPTED by the Scotts Valley City Council, on this 15th day of March, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved:___________________________
Randy Johnson, Mayor

Attest:_________________________
Tracy A. Ferrara, City Clerk

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: March 15, 2017

TO: Honorable Mayor and City Council

FROM: Scott Hamby, Public Works Director

APPROVED: Jenny Haruyama, City Manager

SUBJECT: **APPROVE RESOLUTION IN SUPPORT OF STATE TRANSPORTATION MEASURES AB 1 (FRAZIER) AND SB 1 (BEALL)**

SUMMARY OF ISSUE

State measures AB 1 and SB 1propose similar legislation that would provide additional and much needed funding for jurisdictions and metropolitan transit districts throughout the state, including the City of Scotts Valley and other local municipalities for road projects. AB 1 is currently under review in the State Assembly Transportation Committee and SB 1 is in the Senate Environmental Quality Committee.

The proposals would raise revenue from a variety of sources, such as a 12-cent increase to the gas tax, ending the Board of Equalization's "true up" process on the price-based excise tax on gas, a $38 increase to the vehicle registration fee, a $100 vehicle registration fee on zero emission vehicles, a 20-cent increase to the diesel excise tax, $300 million from existing cap and trade funds, and returning $500 million in vehicle weight fees phased in over five years.

In addition to raising revenue, the legislation includes a series of reforms to improve efficiency, transparency, and accountability. These include restoring independence to the California Transportation Commission, creating the Office of the Transportation Inspection General with audit and investigation authority over the state's transportation spending, and establishing local reporting requirements on local transportation spending.

To streamline roadwork, the bill permanently extends and expands on the limited exemptions to California's Environmental Quality Act (CEQA) for repair, maintenance, and minor alteration projects on state roadways and existing roadways to cities and counties with populations greater than 100,000. The proposal also creates an advanced mitigation program that authorizes the Natural Resources Agency to establish state and regional transportation mitigation plans and mitigation banks to allow transportation projects to fulfill their environmental requirements in advance.

The City would benefit from both direct funding for much needed road maintenance and support of our regional partners, including Santa Cruz METRO.

FISCAL IMPACT

Based on the initial legislation, the California League of Cities estimates that Scotts Valley would be eligible for $410,332 annually, after the five year phase-in period.

STAFF RECOMMENDATION

It is recommended that Council consider approving the attached resolution supporting California Assembly Bill 1 (AB 1) and Senate Bill 1 (SB 1) increase state public transportation revenue to make needed infrastructure repairs.

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RESOLUTION NO. 1929

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY IN SUPPORT OF CALIFORNIA ASSEMBLY BILL 1 (AB 1 FRAZIER) AND SENATE BILL 1 (SB 1 BEALL) TO INCREASE STATE PUBLIC TRANSIT REVENUE

WHEREAS, the City of Scotts Valley is the gateway to the Santa Cruz mountains and a tourist destination for visitors to Santa Cruz County the City plays a significant role in the economic vitality of the region; and

WHEREAS, Scott Valley relies heavily upon local, state and federal funding to operating and maintain its local streets and roads; and

WHEREAS, state funding for transportation infrastructure declined precipitously during the Great Recession and has not kept up with increasing costs since then; and

WHEREAS, federal excise tax on motor fuels has not been increased since 1991, while, at the same time, motorists travel substantial more miles and impart more wear on the same amount of fuel, reducing federal tax revenue for Scotts Valley streets and roads; and

WHEREAS, the City of Scotts Valley has in excess of $28 million dollars in deferred local streets and road maintenance over the next ten years and an inability to implement active transportation programs and desired safety enhancements due to diminished state transportation improvement revenue measure, and

WHEREAS, the City is in the process of updating its Pavement Condition Index (PCI) and recognizes that several of its streets and roads are in need of repair and/or replacement; and

WHEREAS, based on the initial legislation, the California League of Cities estimates that Scotts Valley would be eligible for $410,332 annually, after the five year phase-in period.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City Scotts Valley strongly **SUPPORTS** AB 1 (Frazier) and Senate SB 1 (Beall) of 2017 to support increased funding statewide for transportation infrastructure improvements and operations, including approximately $563 million annually for public transit operating and capital support.

BE IT FURTHER RESOLVED, that this resolution be transmitted to the State Legislature to encourage all members of the Assembly and Senate to soundly support AB 1 and SB 1.

PASSED AND ADOPTED by the Scotts Valley City Council, on this 15th day of March, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved:___________________________
Randy Johnson, Mayor

Attest:_________________________
Tracy Ferrara, City Clerk

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: March 15, 2017

TO: Honorable Mayor and City Council

FROM: Scott Hamby, Public Works Director

APPROVED: Jenny Haruyama, City Manager

SUBJECT: **APPROVE BUDGET EXPENDITURE APPROPRIATION FOR A WASTEWATER RATE AND CAPACITY FEE STUDY**

SUMMARY OF ISSUE

In 2012, the City conducted an in-house wastewater rate study. The study, which was limited in scope, included a four-year financial analysis of historical and projected revenue and expenditures. The findings resulted in a 20% rate adjustment, over a four year period (July 2012 – July 2015). Best practices recommend rate studies every 5-7 years; the City's last comprehensive wastewater rate study was in 1992.

Given the age of the last comprehensive wastewater rate study coupled with a multi-year trend of declining wastewater revenue and increasing expenditures, it is recommended that the City retain a specialized consultant to conduct a utility rate review. The rate study will analyze the City's wastewater operations and develop recommendations to fund each utility's cost of service.

The City received proposals from three financial consulting firms that specialize in water and wastewater. The three firms that submitted proposals are:

Raftelis Financial Consultants (RFC)	$48,775
Municipal Financial Services (MFS)	$36,400
Bartle Wells Associates (BWA)	$30,045

Staff interviewed MFS and BWA. While BWA's proposal was the lowest cost, the firm is being selected because of their strong project approach and collaborative style.

BWA's approach to this project will provide a comprehensive review of the City's wastewater finances and develop recommendations for the wastewater rates and capacity fees needed to fund the cost of service. BWA and City staff will work closely with City Council and/or subcommittees and other stakeholders to identify objectives, set milestones, and resolve unanticipated issues. If rate adjustments are identified, BWA will work with City to facilitate community workshops and Council presentations and ensure all recommended rate increases comply with the requirements of Proposition 218 as it relates to the consideration and adoption of property-related fees and charges.

BWA's rate study scope of services includes four different tasks:

1. **Project Initiation and Data Collection**
    - Projected Budgets and Financial Studies
    - Capital Improvement Plans and Master Plans
    - Current and Historical Rates and Fees
    - Historical and projected growth and demand
    - Long –Term Infrastructure Needs
    - Agreements with Other Agencies

2. **Develop Wastewater Financial Plans**
    - Develop Forecasts and Projections
    - Evaluate Financing Alternatives for Capital Improvements
    - Review Minimum Fund Reserve Targets
    - Develop 10-year Financial Projections
    - Evaluate Rate Increase Options
    - Develop Financial and Rate Models

3. **Review of Wastewater Capacity Charges**
    - Survey Regional Capacity Charges
    - Evaluate Alternative Capacity Charges Methodologies
    - Determine Current Values of Assets
    - Allocate Capital Program Costs to Current and Future Users
    - Develop Capacity Charge Recommendations

4. **Wastewater Rate Study**
    - Identify and Evaluate Rate Structure Modifications and Alternatives
    - Conduct Survey of Regional Wastewater Rates
    - Analyze Utility Billing Data
    - Allocate Costs to Billing Parameters
    - Develop Preliminary and Final Rate Recommendations with City Input
    - Evaluate Rate Impacts on City Customers

5. **Rate Implementation**
    - Participate in City Council Presentations, Community Workshops, and Required Proposition 218 Public Hearing
    - Develop Draft and Final Reports, including Key Background and Findings, Assumptions, Recommendations and Alternatives, Impacts on Ratepayers, and Results of Rate Fee Surveys

FISCAL IMPACT

There is no impact to the General Fund. Approximately $30,045 will be paid from Wastewater Fund 10. The projected year-end Wastewater Fund Balance is $2.6 million.

STAFF RECOMMENDATION

It is recommended that Council approve a budget expenditure appropriation for a Wastewater and Capacity Fee Study in the amount of $30,045. Upon approval of the appropriation, the City Manager has the authority to execute the professional services agreement within the City's procurement rules.

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CITY OF SCOTTS VALLEY
AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Professional Services ("Agreement") is made and entered into as of **March 15, 2017**, by and between the City of Scotts Valley, a municipal corporation, hereinafter referred to as "CITY", and **Bartle Wells Associate (BWA)** 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 **Douglas Dove, President/Principle, whose address is 1889 Alcatraz Avenue, Berkeley, CA 94703; telephone: (510) 653-3399; Email: ddove@bartwells.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 **$30,045**. Such compensation shall be paid monthly 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 March, 2017**, at Scotts Valley, California.

CONSULTANT:	CITY OF SCOTTS VALLEY:
Douglas Dove, President/Principal Bartle Wells Associates	Jenny Haruyama, City Manager
APPROVED AS TO FORM:	ATTEST:
Kirsten M. Powell, City Attorney	Tracy Ferrara, City Clerk

EXHIBIT A

BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue
Berkeley, CA 94703
T: 510-653-3399
www.bartlewells.com

March 1, 2017

Scott Hamby
Public Works Director
City of Scotts Valley
One Civic Center Drive
Scotts Valley, CA 95066

Re: Proposal – Wastewater Rate and Capacity Fee Study

Bartle Wells Associates is pleased to submit this proposal to assist the City in updating its wastewater rates and capacity charges. We specialize in providing independent financial advisory and utility rate consulting services to public agencies. We have extensive experience developing long-term financial plans and water and wastewater rate studies and have served more than 500 cities and special districts throughout California.

Bartle Wells Associates has worked with many regional agencies and are very familiar with the issues that California water and wastewater agencies are contending with including the drought, changes in regulations, and aging infrastructure. Our clients have ranged from small cities and districts to large cities, special districts, joint power authorities, and counties. Our rate studies are based on a comprehensive analysis of each agency's customer base, consumption patterns, and demands to ensure rate structure recommendations reflect local needs and objectives.

We have helped a number of agencies develop strategic financial plans to address escalating costs of operating expenses and long-term infrastructure needs. We specialize in developing rate structures that minimize revenue fluctuations while improving rate equity and increasing conservation incentive. We also have assisted agencies in implementing temporary drought rates to recover decreased revenues related to a decline in consumption. Our overall goal for this project would be to work closely with the City to evaluate financial and rate alternatives and their impacts, gain ongoing input, and build consensus for final recommendations.

We are very interested in working with the City on this project. We propose to assign Doug Dove as the Project Manager. Doug will be assisted by Financial Analyst Michael DeGroot. Please contact us if you have any questions or would like any additional information.

Sincerely,

Douglas Dove, PE, CIMA
President/Principal
Tel: 510.653.3399 ext. 110
E-mail: ddove@bartlewells.com

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SECTION 1: FIRM OVERVIEW

Bartle Wells Associates (BWA) is an independent financial advisor to public agencies with expertise in water and wastewater rates and finance. Our firm was established in 1964 and is owned and managed by its principal consultants. We have more than 50 years of experience advising local governments on the complexities and challenges in public finance. We have advised over 500 public agency clients in the western United States, predominantly in California. We have a diversity of abilities and experience to evaluate all types of financial issues faced by local governments and to recommend the best practical solutions.

Bartle Wells Associates has a well-qualified professional team with education and backgrounds in finance, civil engineering, public administration, public policy, and economics. The firm is owned and managed by its principal consultants.

BWA specializes in three professional services: utility rate and fee studies, financial plans, and project financing. We are the only independent financial advisor providing *all three* of these interrelated services to public agencies.

BWA Key Services

- *Financial Plans*
- *Rate & Fee Studies*
- *Project Financing*

RATE AND FEE STUDIES Our ***rate studies*** employ a cost-of-service approach and are designed to maintain the long-term financial health of a utility enterprise while being fair to all customers. We often phase in rate adjustments over time to minimize the impact on ratepayers. We also have extensive experience developing impact fees that equitably recover the costs of infrastructure required to serve new development. BWA has completed hundreds of water and wastewater rate and fee studies. We have helped communities implement a wide range of water and sewer rate structures and are knowledgeable about the legal requirements governing rates and impact fees. We develop clear, effective presentations and have represented public agencies at hundreds of public hearings to build consensus for our recommendations.

Our offices are located in Berkeley, in a circa 1900 Victorian Building.

FINANCIAL PLANS Our ***financial plans*** provide agencies with a flexible roadmap for funding long-term operating and capital needs. We evaluate the wide range of financing options available and develop a plan that recommends the best financing approach. We also help agencies develop prudent financial policies, such as fund reserve targets, to support sound financial management. BWA has developed over 2,000 water and wastewater enterprise financial plans to help public agencies fund their operating and capital programs, meet debt service requirements, and maintain long-term financial health.

PROJECT FINANCING Our ***project financing*** experience includes over 300 bond sales and numerous bank loans, lines of credit, and various state and federal grant and loan programs. We generally recommend issuing debt via a competitive sale process to achieve the lowest cost financing possible. To date, we have helped California agencies obtain over $5 billion of bond financing, $500 million in low-rate SRF loans and grants, and hundreds of millions in bank loans and lines of credit. We work only for public agencies; we are independent financial advisors and do not buy, trade, or resell bonds. Our work is concentrated on providing independent advice that enables our clients to finance their projects on the most favorable terms—lowest interest rates, smallest issue size, and greatest flexibility.

Bartle Wells Associates is a charter member of the ***National Association of Municipal Advisors*** (NAMA), which establishes strict criteria for independent advisory firms. All of our lead consultants are *Certified Independent Municipal Advisors*.

Bartle Wells Associates is committed to providing value and the best advice to our clients. Our strength is *quality*—the quality of advice, service, and work we do for all our clients.

Business Information

Bartle Wells Associates
1889 Alcatraz Avenue
Berkeley, CA 94703
Tel: 510.653.3399
Fax: 510.653.3769

BWA Project Staffing

Principal in Charge / Project Manager
Doug Dove, PE, CIPFA
Tel: 510.653.3399 (x110)
E-mail: ddove@bartlewells.com

Financial Analyst
Michael DeGroot
Tel: 510.653.3399 (x 114)
E-mail: michael@bartlewells.com

Bartle Wells Associates was established in 1964 and is a California Corporation and certified State of California Small Business. The Federal Tax ID number is 94-166440.

SECTION 2: SCOPE OF WORK

PROJECT APPROACH

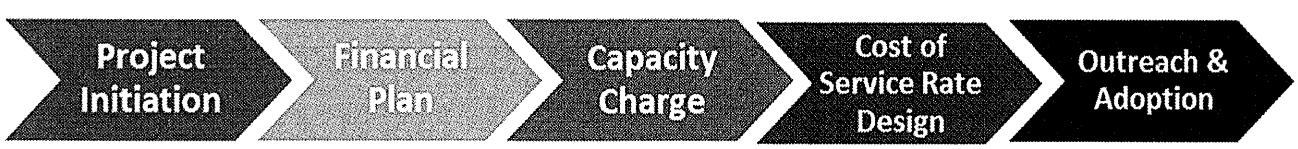
Bartle Wells Associates' (BWA) approach to this project is to provide a comprehensive review of the City's wastewater finances and to develop recommendations for the wastewater rates and capacity fees needed to fund the utility's cost of service. BWA uses a collaborative project approach to ensure final recommendations reflect the policy preferences and objectives of the agencies we serve. Our general project approach is to work closely with City staff, the City Council and/or subcommittees, and other stakeholders; identify objectives; set milestones; have frequent communication; and remain flexible to resolve unanticipated issues. We have a long track record of completing projects on time and on schedule and for providing independent, high-quality advice and work products.

BWA's methodology for each project is based on an inclusive review of each agency's unique financial situation. We do not have a "one-size-fits-all" rate model. We tailor each study to fit the distinct requisites of each agency to ensure that all recommendations reflect local needs and objectives.

SCOPE OF SERVICES

This section presents a draft work plan and scope of services that we believe forms a sound basis for completing the Wastewater Rate Study. Bartle Wells Associates will work with the project team to finalize a scope of services that meets the City's objectives. Our scope of work is based on four interrelated components as shown on the figure below:

Rate Study Process



Project Initiation	Financial Plan	Capacity Charge	Cost of Service Rate Design	Outreach & Adoption
Clarify Objectives Establish Process & Schedule Review Data & Assumptions	Budget Structure Review Fund Reserve Targets Financial & Rate Projections	Review and Propose Legally Defensible capacity charges	Rate Structure Review Evaluate Rate Alternatives Cost Allocation & Rate Design	Build Consensus Public Outreach Proposition 218 Process

TASK A. PROJECT INITIATION & DATA COLLECTION

1. Project Team Orientation

To initiate our work, hold a meeting with City staff and others as appropriate, to accomplish the following:

- Identify members of City staff, City Council, engineering consultants, and others who will participate in the project.
- Determine the roles and responsibilities of all project participants.
- Identify other parties that may a significant interest in the project, such as community groups, business organizations, developers, and large customers.
- Establish project schedule and key milestone dates.
- Confirm the key goals and expectations of the project team.

2. Investigation and Data Collection

Assemble the information necessary to understand the City's sewer system, finances, customers and usage, rate and fee structures, capital improvement needs and alternatives, and legal agreements. Assistance and cooperation of City staff will be needed to assemble the relevant background information. The objectives of investigation and data collection are to develop a complete understanding of the wastewater enterprise and its finances, and to reach an agreement on basic assumptions to be used in the study as well as key alternatives for evaluation. Investigation will include, but is not limited to, the following areas:

- Current and historical documents including current and projected budgets, financial statements, and other financial studies or internal finance projections
- Capital improvement plans and engineering master plans
- Current system capacity including capacity available for growth
- Current and historical rates and fees
- Historical and projected growth and demand
- Long-term infrastructure replacement needs
- Key capital alternatives for evaluation
- Formal and informal financial policies
- Agreements with other agencies and/or organizations.
- Conditions leading up to this study

<u>Task A Deliverables Include:</u>

- Project kickoff meeting
- List of project goals and objectives
- Project schedule and budget
- Project team contact list
- Summary of current and historical rates and finances
- List of key assumptions and alternatives underlying the rate study

TASK B. WASTEWATER FINANCIAL PLANS

1. Develop Forecasts and Projections

Based on evaluation of the data assembled and input provided by the City, prepare forecasts and projections to be used in the development of financial projections for the City's wastewater utility. Develop projections for the following areas (and others as appropriate). Review projections and alternatives with City staff for agreements on assumptions, interpretation of data, and completeness of approach. Analysis will include, but is not limited to, the following areas:

- **Long Term Capital Repairs & Replacements:** Identify future capital improvement program costs or alternatives to include in the financial analysis and determine a reasonable amount to include for future, ongoing capital repairs and replacements. BWA often recommends that agencies phase in funding for long-term system rehabilitation.
- **Sewer Demand, Supply, & Cost:** With City input, forecast sewer demand and future projections.
- **Cost Escalation Factors:** Review historical cost trends and work with project team to develop reasonable cost escalation factors for both operating and capital expenditures. Work with City staff to identify any anticipated changes in future staffing, benefits, and/or other operating costs.

2. Evaluate Financing Alternatives for Capital Improvements

If warranted, Evaluate options for financing capital improvement projects. Our evaluation will:

- Estimate the amount and timing of any debt, if needed, to finance capital projects.
- Evaluate the alternative borrowing methods available including state and federal loan programs, bonds, bank loans and lines of credit, and other options.
- Recommend the appropriate type of debt, its term and structure.
- Develop debt service estimates to incorporate in the financial projections.

3. Review Minimum Fund Reserve Targets

Evaluate the adequacy of the City's current wastewater fund reserves. If needed, establish prudent minimum fund reserve targets based on the City's operating and capital funding projections. Develop an implementation plan for achieving and maintaining the recommended reserve fund levels.

4. Develop 10-Year Financial Projections

Develop cash flow projections showing the financial position of the wastewater enterprise over the next 10 years. The cash flows will project fund balances, revenues, expenses, and debt service coverage, and will incorporate the forecasts developed with staff input. After developing a base-case cash flow scenario, we can develop alternatives for additional evaluation such as capital improvement alternatives, project financing alternatives, the impacts of various levels of demand, etc. During this phase, BWA will work closely with the project team to evaluate financial and rate projections under alternative scenarios and assumptions.

5. Evaluate Rate Increase Options

Based on the cash flow projections, determine the annual revenue requirements and project the overall level of required wastewater rate increases. Evaluate rate adjustment alternatives, such as gradually phasing in required rate increases over a number of years. If appropriate, evaluate different levels of rate increases and their impacts on the City's ability to fund future operating and capital needs.

6. Develop Financial & Rate Models

Develop user-friendly wastewater financial and rate models designed to be used by City staff to update projections, change assumptions, and evaluate financial scenarios and their impacts on future utility rates. The models will detail key assumptions and can be used to evaluate alternatives and "what if" scenarios. BWA has developed numerous rate and financial models for utility enterprises. We have found that keeping a model as straightforward as possible, without unnecessary complexity, can increase the model's usability and improve effectiveness as an in-house planning tool.

Task B Deliverables Include:

- Summary of long-term capital improvement plan & key alternatives if appropriate
- Evaluation of financing alternatives for capital improvements
- Recommendations for minimum fund reserve targets
- 10-year cash flow projections with supporting tables
- User-friendly wastewater financial and rate models designed to enable staff to update projections and evaluate alternative financial scenarios
- Evaluation of rate increase options
- Meet with the City's project team to present findings, discuss alternatives, gain feedback, and develop preliminary recommendations

TASK C. REVIEW OF WASTEWATER CAPACITY CHARGES

1. Review Current Capacity Charge

Review the City's existing wastewater capacity charges as well as related policies and procedures. Work with staff to identify objectives for new or modified capacity charge.

2. Conduct Survey of Regional Capacity Charges

Review and summarize capacity charges of other regional and comparable agencies. Summarize results in easily understandable tables and/or charts.

3. Evaluate Alternative Capacity Charge Methodologies

Identify and evaluate alternative methods for calculating capacity charges. Discuss advantages and disadvantages with the project team and determine a recommended approach. BWA often recommends that capacity charges recover costs for both existing and future infrastructure that benefits new development. Some key fee methodologies may include:

- Buy-In Approach
- Average or Total Cost Approach
- Incremental Cost Approach
- Buy-In + Expansion Cost Approach

4. Determine Current Value and Capacity of Utility Assets

Calculate the current value of the wastewater assets. The current value of facilities can be calculated by adjusting the original or depreciated value of each facility or asset into current dollars using the Engineering News-Record Construction Cost Index, a widely-used measure of construction cost inflation. If applicable, evaluate an alternative method for valuing pipelines based on the linear feet of different types and diameters of pipeline multiplied by a conservative estimate of the unit cost per linear foot.

5. Allocate Capital Program Costs to Current and Future Users

Equitably allocate capital improvement costs to existing and future users based on input from staff and/or its consulting engineers. Some projects may entirely benefit one group while others will benefit both existing customers and provide new capacity for growth.

6. Develop Preliminary Capacity Charge Recommendations

Based on appropriate and technically sound methodology, recommend revisions to the current capacity charges based on the data developed above. Review fee for compliance with Government Code Section 66000 et. seq. (AB1600).

7. Recommend a Method for Future Capacity Charge Updates

Recommend a method to annually or periodically adjust capacity charges and miscellaneous charges so they keep aligned with future costs. For example, capacity charges can be adjusted annually based on the change in the Engineering News-Record's Construction Cost Index, a widely used measure of construction cost inflation.

Task C Deliverables Include:

- Evaluation of existing connection charges
- Regional development fee survey
- Calculation of capacity charges for the water system
- Calculation of capacity charges for the wastewater system

TASK D. WASTEWATER RATE STUDY

1. Identify & Evaluate Rate Structure Modifications & Alternatives

Review the City's current wastewater rate structure and discuss advantages and disadvantages compared to other rate approaches. Identify potential alternatives and modifications that could help improve rate equity, conservation incentive, or help achieve other City objectives. Discuss pros and cons of different rate structure options and their general impacts on different types of customers. Rate structure options will be refined as the study progresses based on input from the City's project team and City Council. Some potential rate structure modifications that could be evaluated based on City direction may include, but are not limited, the following:

- Potential addition of a volume component for residential customers
- Modifications to ensure equity between the various residential and non-residential rate classes
- Adjustments to the load factors for the volume charge for non-residential accounts

2. Conduct Survey of Regional Wastewater Rates

Review and summarize sewer rates of other regional and/or comparable agencies. Summarize results in easily understandable tables and/or charts. Confer with staff on agencies to include in the survey.

3. Analyze Utility Billing Data

Analyze current and historical utility billing data to determine reasonable and conservative estimates of sewer flows to use in developing financial projections and rates. Ideally, we would prefer to analyze three years of utility billing data in order to determine slightly conservative demand projections. Work with the City to project wastewater use under various normal year and water shortage scenarios.

4. Allocate Costs to Billing Parameters

Allocate costs identified in the wastewater financial plans to appropriate fixed and variable rate components. Sewer rates will based on cost allocations to wastewater flow, BOD, and SS to develop underlying unit charges that will then be applied to the wastewater discharge characteristics of different customer classes. Rates will be designed to be equitable to all customers and comply with the substantive requirements of Proposition 218.

5. Develop Preliminary & Final Rate Recommendations with City Input

Based on evaluation of rate structure alternatives and the financial plan update, develop draft rate alternatives for City input. The recommendations may include a multi-year phase in of both overall rate increases and proposed rate structure adjustments in order to help mitigate the annual impact on ratepayers. Review preliminary recommendations and key alternatives with the project team and City Council. Revise recommendations based on input received. Develop a plan for implementing rate increases and rate structure modifications.

Final rate recommendations will be designed to:

a) fund the utility's long-term costs of providing service, including operating, capital, and deferred maintenance needs
b) be fair and equitable to all customers,
d) provide a prudent balance of revenue stability and conservation incentive,
e) be easy to understand and administer, and
f) comply with the substantive requirements of Proposition 218.
g) adhere to industry standards, including the American Water Works Association, and recent legislation

6. Evaluate Rate Impacts on a Range of City Customers

Calculate the impacts of each rate alternative on a range of City customers (e.g. different customer classes, customers with different levels of use, etc.). Work with the City's project team to identify customer and usage profiles to use for calculating the rate impacts. Discuss additional rate structure adjustments that may reduce the impact on certain customers if warranted.

Task D Deliverables Include:

- Evaluation of potential rate modifications
- Wastewater rate survey
- Analysis of historical utility billing data
- Cost allocations supporting sewer rate components, including rate tiers
- Development of draft rate alternatives for City evaluation and input
- Meet with the City to present findings, discuss alternatives, gain input, and develop preliminary and final rate recommendations

TASK E. RATE IMPLEMENTATION (MEETINGS/PRESENTATIONS, REPORTS, PROPOSITION 218 COMPLIANCE)

Our proposal includes a total of up to seven meetings and/or presentations at the City.

1. Project Team Meetings (Three project team meetings)

Meet with the City's project team to kick off the project, present and review findings, discuss alternatives and their impacts, gain ongoing input, and develop and hone recommendations.

2. City Council Presentation/Community Workshops & Proposition 218 Hearing (Council presentations, community workshops & Proposition 218 hearing)

Participate in an initial City Council Meeting to present findings, preliminary recommendations, and key alternatives, and to obtain Council and public input. Incorporate input and hone recommendations as warranted to ensure final recommendations reflect Council preferences. Present revised, final recommendations at a subsequent Council Meeting in order to gain approval to move forward with the Proposition 218 process. Conduct community workshops/stakeholder meetings to gain public support for the rate recommendations.

Attend the Proposition 218 Public Hearing at a City Council Meeting and present a summary of findings and recommendations. Remain available to respond to Council and public comments. BWA has extensive experience presenting financial and rate recommendations to non-technical audiences, dealing with challenging questions, and building acceptance for final recommendations.

3. Prepare Draft & Final Reports

Develop an administrative draft report summarizing key background issues, study objectives, findings, assumptions, draft recommendations and alternatives, impacts on ratepayers, and the rate and fee surveys. The report will include: a) brief descriptions of the utility system, service areas, and population, b) overview of historical financial operations, c) discussion of the current utility rates, d) a description of 10-year wastewater capital improvement programs, including potential impacts of State and Federal regulatory requirements, e) presentation of 10-year financial projections and key assumptions, f) explanation of cost allocation and derivation of recommended wastewater rates, g) impacts of proposed rates on a range of customer types and usage profiles, and h) results from the wastewater fee surveys.

The report will be written for a non-technical audience and will clearly explain the rationale for recommendations and key alternatives when applicable. Submit a preliminary draft report for City review and feedback. Incorporate input into an administrative draft report for distribution to the City Council. Incorporate any revisions into a final report and provide the City with printed and electronic copies.

4. Proposition 218 Rate Notice

Proposition 218 establishes requirements for adopting or increasing property-related fees and charges. In July 2006, the California Supreme Court ruled that wastewater rates are subject to Proposition 218 (Articles XIIIC and XIIID of the state constitution). Proposition 218 requires that the City: 1) mail notification of proposed rate increases and the date, time, and place of public hearing to all affected property owners (and potentially ratepayers who are renters that pay wastewater bills), 2) hold a public hearing not less than 45 days after the notices are mailed, and 3) subject the rate increases to majority protest; if more than 50% of property owners submit written protests, the proposed rate increases cannot be adopted. Sewer rates are exempt from the voting requirements of Proposition 218 provided rates do not exceed the cost of providing service and meet the substantive rate requirements of Proposition 218.

Develop a draft Proposition 218 notice for City review. Incorporate revisions and develop a final notice. BWA recommends the notice go beyond the minimum legal requirements and provide clear and concise explanation of the reasons for any rate adjustments. BWA has helped many agencies adopt rates via the Proposition 218 process. We have found that ratepayers are generally much more accepting of rate increases or rate structure modification when they understand the reasons underlying the adjustments.

5. Public Education and Consensus-Building

Rate and fee adjustments are often controversial. BWA has extensive experience developing clear presentations that facilitate public understanding of the need for rate increases. We understand the importance of building consensus and public acceptance for our recommendations and can assist the City in any outreach and public education efforts.

<u>Task E Deliverables Include:</u>

- 3 project team meetings to discuss findings, alternatives, recommendations and obtain input
- Up to 4 meetings for City Council meetings/community workshops/stakeholder meetings to a) present findings and preliminary recommendations and receive input, and b) present a summary of the final recommendations at the Proposition 218 Public Hearing
- PowerPoint presentations summarizing key findings, alternatives, and recommendations
- Draft and final reports summarizing background information, key findings, alternatives, and recommendations
- Draft of required Proposition 218 Notice of proposed rate increases

SECTION 3: PROJECT SCHEDULE

This section presents a preliminary draft schedule for completing the project with a target of completing the Proposition 218 process by the late spring of 2017 and for rates to be effective July 1, 2017. BWA will work with the project team to develop key milestones and a final schedule.

Proposed Project Schedule

PROJECT TASK	FEB	MAR	APR	MAY	JUN	JUL
Project Initiation & Data Collection						
Wastewater Financial Plans						
Wastewater Capacity Charges						
Wastewater Rate Studies						
Draft & Final Reports/Model						
Project Team Meetings (TBD)						
City Council Meetings (TBD)						
Proposition 218 Process & Hearing (TBD)						

Note: Individual project milestones will be established based on consultation with the project team.

SECTION 4: PROJECT TEAM & REFERENCES

BWA PROJECT TEAM

BWA uses a *team approach* for all projects, typically assigning two consultants to each assignment, including at least one Principal Consultant. Each Partner takes a hands-on approach to each project and is involved in every step of the process. All project staff, from the most senior Partners to Financial Analysts are available to clients at all times, whether for a phone call or meeting. BWA has a long track record of completing assignments on-schedule and on-budget.

BWA proposes to assign Doug Dove, a firm Principal, as Project Manager and Principal-in-Charge for this project. Doug will oversee all work, be the agency's day-to-day contact person and lead all presentations. He has extensive experience developing financial plans and utility rate and fee studies for numerous California agencies. He has helped agencies implement a wide variety of water and sewer rate and fee structures and is knowledgeable about the legal requirements of Proposition 218, AB1600, and Proposition 26. Doug also has substantial experience working to build consensus with governing boards and community advisory groups.

Doug will be assisted by Michael DeGroot, a Financial Analyst with more than three years of experience developing long-term financial plans and utility rate studies. Michael's role is to collect and analyze data, develop the financial model, and evaluate alternative rate structures. He works closely with public agencies, engineers, legal counsel, and other consultants to develop water and sewer financial plans, rates, and fees. He also helps agencies evaluate financing alternatives for capital projects and obtain project funding. Doug and Michael will be the project team for the duration of the project. Resumes for Doug and Michael are included on the following pages. Other BWA staff are available to assist the project team if ever needed.

DOUGLAS R. DOVE, PE, CIPMA

Douglas R. Dove is President of Bartle Wells Associates and directs the operation of the firm while maintaining a Principal Consultant's role. With more than 26 years of consulting experience, he specializes in strategic financial planning, utility rate setting and bond/debt marketing. Since joining Bartle Wells Associates in 1990, he has worked for a wide variety of public agencies and developed numerous financing plans and rate studies to support small and large capital programs as well as managing over $1 billion in municipal debt sales and the procurement of over $300 million in state and federal grants and low-interest loans. Mr. Dove's expertise includes assisting agencies in securing state and federal grants and loans and in issuing certificates of participation (COPs), revenue bonds, general obligation bonds, assessment district bonds, Marks-Roos revenue bonds, private placement loans and other types of debt.

Education

M.S., Civil Engineering - University of California, Berkeley
B.S., Civil Engineering – Drexel University

Certifications

CIPMA – Certified Independent Professional Municipal Advisor
Registered Professional Engineer (PE) in California

Representative Projects

- **Town of Yountville**: Financial plan for the water and wastewater enterprise to phase out subsidies from the general fund. Recycled water rates for peak and off-peak consumption.
- **Sonoma County Water Agency:** Volumetric sewer rate and comprehensive flow study.
- **City of Davis:** Water financial plan and conservation-oriented rate structure study to fund $120 million regional surface water supply project
- **East Bay Municipal Utility District:** Wastewater cost allocation study, financial evaluation of District's Wastewater Resource Recovery Program, water connection fee review.
- **Napa-Berryessa Resort Improvement District:** Financing plan for water and wastewater improvements and prepared assessment engineers report. Assisting in forming an assessment district and securing $11.1 million in federal funding from US Department of Agriculture.
- **City of Calistoga:** Long range utility financial plan, water and wastewater rates, secured financing for WW treatment plant upgrade ($6 million SRF loan, $3 million Small Community Grant, $3.5 million revenue bonds).
- **City of Dixon:** Wastewater financial plans and rate study.
- **City of Monterey:** Long-range financial plan and wastewater rate study.
- **Alameda County Water District:** Comprehensive water/recycled water capacity fee study and update of fee structure.
- **Contra Costa Water District:** Water rate study, review of excess use (conservation) charges, fire flow rates, backflow prevention rates, and customer peaking factors. Review of water conservation best management practices.
- **West Valley Sanitation District (Campbell, CA)**: Developed long-range financing plan, user fee study, capacity fee study and facilitated the sale of bonds to finance the District's capital improvements.
- **City of Santa Clara:** Comprehensive wastewater rate and capacity fee study.
- **Silicon Valley Clean Water:** Wastewater capacity fee study.

MICHAEL DEGROOT

Michael DeGroot is a Financial Analyst with Bartle Wells Associates. He works closely with City staff, engineers, lawyers, and other consultants to develop equitable rate structures for water, sewer, and solid waste enterprises. Mr. DeGroot specializes in developing long-term financial plans, meter and commodity rates, surcharges, and capacity fees for Cities and special Districts. Additionally, he is experienced modifying and implementing Proposition 218 compliant water budget rate structures and drought surcharges.

Education

B.S., Business Administration – University of California, Berkeley

Representative Projects

- **City of Santa Barbara:** Water rate study analysis.
- **City of Fresno:** Water & sewer capacity fees.
- **City of Milpitas:** Water rate study.
- **City of Alameda**: City-wide capital improvement budget.
- **City of Foster City:** Water and sewer rate study & alternative rate structure analysis.
- **Contra Costa Water District:** Excess water use charge analysis.
- **Fairfield-Suisun Sewer District:** Sewer rate and capacity fee study.
- **West Valley Sanitation District:** Detailed financial plan, including debt funding alternatives for significant expenditure projections related to the $2 billion wastewater facility upgrade.
- **City of Benicia:** Sewer rate analysis and drought option.
- **Stege Sanitary District:** Sewer rate study.
- **Palmdale Water District:** Water rate study.
- **City of California City:** Water and sewer rates, impact fees, and miscellaneous charges.
- **Indian Wells Valley Water District:** Water rate study.
- **Glendale Water and Power:** Water rate study & bill calculator.
- **City of Palmdale:** Sewer rate study.
- **Crestline Sanitation District:** Sewer rate study.
- **Malaga County Water District:** Water and sewer rate study.
- **Sutter Community Services District:** Water rate study and financial plan.
- **City of Hughson:** Water rate study and SRF loan support.
- **Grizzly Flats CSD:** Water rate study.
- **City of Santa Clarita:** Feasibility study of the City's takeover and operation of its sewer enterprise from LACSD.

REFERENCES

West Valley Sanitation District (Campbell, CA)

WVSD provides wastewater collection and disposal services for the cities of Campbell, Monte Sereno, Los Gatos, much of Saratoga and unincorporated areas of the county, serving a population of approximately 109,000. The District's pipeline collection system consists of 414 miles of trunk and main sewer lines and 209 miles of sewer laterals spanning a total of 29.8 square miles.

In 2015, West Valley Sanitation District (WVSD) faced the need to fund over $150 million of infrastructure projects over the next ten years related to a) its share of the rehabilitation of the San Jose-Santa Clara Regional Wastewater Facility (RWF) and b) the ongoing rehabilitation of its own sewer collection system.

WVSD retained Bartle Wells Associates to develop a financial plan to fund this extraordinary level of infrastructure improvements, while maintaining its financial strength and minimizing impacts to ratepayers. The City of San Jose had developed its own financing plan for RWF capital improvements. WVSD and other tributary agencies had the option of joining San Jose in a regional funding program. To participate in the joint program, however, WVSD would have to amend its Master Agreement with San Jose and transfer over $8 million in cash by FY 2018 to the Treatment Plant Operational Reserve.

WVSD has a very strong credit rating and the option to fund its own share of RWF capital improvements. The District's own 2010 revenue bonds received a strong bond rating of AA+ from Standard & Poor's and the District can issue new debt at favorable interest rates.

BWA and District staff reviewed the San Jose financing plan and met with San Jose staff to discuss the details of the plan. Based on careful review and analysis of the options, BWA recommended the District pursue the self-funding approach rather than joining San Jose's joint financing program. The plan would save the District money, reduce the immediate impact on rates, and allow it the flexibility to issue debt on its own schedule and in the amounts it desires.

Contact:	John Newby, District Manager	408.378.2407
	E-mail	jnewby@westvalleysan.org

City of Monterey

In 2011, BWA developed a comprehensive financing plan and wastewater rate and fee study for the City. The study was in connection with a major sewer main rehabilitation program that the City is facing. The initial phase of the project involved a condition assessment update and project prioritization for the entire sewer system. This was performed by an engineering firm serving as a subconsultant to BWA. Working closely with the City, BWA recommended a phased rate increase strategy coupled with funding via State Revolving Fund Loans and Pay-As-You-Go. BWA also recommended that the City implement a new sewer capacity fee to help pay for main improvements. The recommended plan was presented at three public workshops to receive input before it was finalized and presented to the Council. BWA assisted the City in preparing the Prop. 218 notices. Council unanimously approved the financing plan and rate and fee increases in August 2011.

Contact:	Jeff Krebs, Senior Engineer	831.646.3877
	E-mail	krebs@ci.monterey.ca.us

City of Milpitas

Bartle Wells Associates assisted the City of Milpitas in developing utility rates as part of a long-range "Financial Utilities Master Plan" for the City's water, recycled water, and wastewater utilities. Milpitas owns and operates a water distribution system and a wastewater collection system. The City purchases about half of its potable water from San Francisco's Hetch Hetchy system and half from the Santa Clara Valley Water District. The City owns 12.5 mgd of capacity in the San Jose/Santa Clara Wastewater Pollution Control Plant, a regional treatment plant operated by the City of San Jose.

The City's utilities are facing significant cost increases over the next 5 to 10 years for capital improvements to the Hetch Hetchy system, the regional wastewater treatment plant, and the City's water distribution and wastewater collection facilities. The City also recently updated its water and sewer master plans and evaluated the replacement costs of City infrastructure.

BWA performed a number of tasks including:

- Developed long-range cash flow projections and financing plans for the City's operating and capital programs
- Recommended prudent minimum fund reserve targets for each of the City's utilities
- Evaluated the financial impacts of growth, potential droughts, wholesale water rate increases, wastewater treatment costs, and various financing approaches
- Developed a financing plan to fund infrastructure replacements on a pay-as-you-go basis
- Developed a plan to recover costs for future wastewater treatment capacity from new development
- Evaluated a number of structural modifications to the City's utility rate structures
- Phased in rate increases in order to minimize the annual impact on ratepayers while meeting the City's long-term revenue requirements

Throughout the project, BWA worked closely with staff from the City's public works, engineering, and finance departments, as well as with a citizen's advisory task force. Monthly presentations to the task force allows us to incorporate public input from key industrial, institutional, and community groups into the rate making process.

Contact:	Marilyn Nickel, Utility Engineer	408.586.3347
	E-mail	mnickel@ci.milpitas.ca.gov

BUDGET

This section shows a breakdown of projected hours and the estimated budget for each task. The budget can be refined with the project team to meet the City's study objectives.

PROJECT TASK	Estimated Hours	D. Dove @ $245/hr	M. DeGroot @ $145/hr	Total Cost
TASK A. PROJECT INITIATION & DATA COLLECTION	15	5	10	$2,675
1. Project Team Orientation				
2. Investigation & Data Collection				
TASK B. WASTEWATER FINANCIAL PLANS	30	10	20	$5,350
1. Develop Forecasts & Projections				
2. Evaluating Financing Alternatives for Capital Improvements				
3. Review Minimum Fund Reserve Targets				
4. Develop 10-Year Financial Projections				
5. Evaluate Rate Increase Options				
6. Develop Financial & Rate Models				
TASK C. WASTEWATER CAPACITY CHARGES	36	12	24	$6,420
1. Review Current Capacity Charge				
2. Conduct Survey of Regional Capacity Charges				
3. Evaluate Alternative Capacity Charge Methodologies				
4. Determine Current Value and Capacity Utility Assets				
5. Allocate Capital Program Costs to Current and Future Users				
6. Develop Preliminary Capacity Charge Recommendations				
7. Recommend a Method for Future Capacity Charge Updates				
TASK D. WASTEWATER RATE STUDIES	45	15	30	$8,025
1. Identify Rate Structure Modifications & Alternatives				
2. Conduct Survey of Regional Water & Sewer Rates				
3. Analyze Utility Consumption & Billing Data				
4. Allocate Costs to Billing Parameters for Each Utility				
5. Develop Preliminary & Final Rate Recommendations				
6. Evaluate Rate Impacts on Customers				
TASK E. RATE IMPLEMENTATION (MEETINGS/PRESENTATIONS, REPORTS, & PROP. 218	35	15	20	$6,575
1. Project Team Meetings/Town Council Ad Hoc Committee (5)				
2. Town Council Presentations & Proposition 218 Hearing (3)				
3. Prepare Draft & Final Reports				
4. Proposition 218 Rate Notice				
5. Public Education and Consensus-Building				
TOTAL ESTIMATED HOURS	161	57	104	$29,045
ESTIMATED DIRECT EXPENSES				
Travel/copies/binding/phone/fax/mail/miscellaneous				$1,000
TOTAL PROJECT COSTS				$30,045

AVAILABILITY & FEES

1. Bartle Wells Associates is prepared to begin work upon the City's authorization to proceed.
2. During the project development period, we will be available at all reasonable times and on reasonable notice for meetings and for consultation with City staff, attorneys, consulting engineers, and others as necessary.
3. Bartle Wells Associates will perform all work related to the assignment. Doug Dove, a firm Principal and President will be assigned as project leader on this assignment. He will serve as the lead contact person for BWA and will be involved with the project a day-to-day basis.
4. The fees for services outlined in this proposal will not exceed $30,045 including direct expenses estimated not to exceed $1,000. The fee is based on the following assumptions:
    a. The project will be completed by July 31, 2017 or other mutually agreeable date preferred by the City. BWA will work to meet all City scheduling requirements and deadlines.
    b. All necessary information will be provided by the City and/or its other consultants in a timely manner.
    c. Development of a preliminary draft, an administrative draft, and a final version of tables and the report. Time and expenses involved in revising tables and assumptions and additional report revisions may constitute additional services if not achievable within the budget.
    d. The fee is based on a total of up to seven meetings and/or presentations at the City.
5. Progress payments and direct expenses are payable monthly on a time and materials basis as the work proceeds as provided in our Billing Rate Schedule 2016, which will remain in effect for the duration of this project.
6. In addition to the services provided under this proposal, the City may authorize Bartle Wells Associates to perform additional services for which the City will compensate us based on consultants' hourly rates at the time the work is performed, plus direct expenses. Additional services may include, but are not limited to:
    - Changes in project scope
    - Delays in project schedule resulting in additional revisions
    - Any other services not specified
7. Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance as provided in the Certificate of Insurance attached.
8. Bartle Wells Associates is an independent public finance advisory firm that is registered as a Municipal Advisor with the Securities and Exchange Commission (SEC Registration No. 867-00740) and the Municipal Securities Rulemaking Board (MSRB ID K0414).
9. If the project is terminated for any reason, Bartle Wells Associates is to be reimbursed for professional services and direct expenses incurred up to the time notification of such termination is received.
10. This proposal may be withdrawn or amended if not accepted within 90 days of its date.

BILLING RATE SCHEDULE

BARTLE WELLS ASSOCIATES
BILLING RATE SCHEDULE 2017
Rates Effective 1/1/2017

Professional Services

Financial Analyst I	$105 per hour
Financial Analyst II	$145 per hour
Senior Financial Analyst	$175 per hour
Senior Consultant	$205 per hour
Principal Consultant	$245 per hour

The professional time rates include all overhead and indirect costs. Bartle Wells Associates does not charge for administrative support services and internal computer time. Expert witness, legal testimony or other special limited assignment will be billed at one and one-half times the consultant's hourly rate.

The above rates will be in effect through December 31, 2017 at which time they will be subject to change.

Direct Expenses
Subconsultants will be billed at cost plus ten percent. Word processing and computer-assisted services related to official statement production are charged as direct expenses at $60 per hour. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Long distance telephone and fax
- Printing and report binding
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Photocopying
- Graphic design and photography
- Special legal services
- Legal advertisements

Insurance
Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

Payment
Fees will be billed monthly for the preceding month, and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

INSURANCE CERTIFICATE

SCHEDULE OF INSURANCE

Insured: BARTLE WELLS ASSOCIATES

Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in this schedule. If additional insurance is required, and the insurer increases the premium as a result, then the amount of the increase will be added to the contract price.

TYPE OF INSURANCE	COMPANY POLICY NUMBER	COVERAGES AND LIMITS	EXP. DATE
Commercial General Liability	Hartford Insurance Company Policy #35-SBA PA6857 Hartford Insurance Company Policy #35-SBA PA6857	■ $2,000,000 General Aggregate ■ $2,000,000 Products Comp/Op Aggregate ■ $2,000,000 Personal & Advertising Injury ■ $1,000,000 Each Occurrence	6/1/17
Excess/Umbrella Liability	Hartford Insurance Company Policy #35-SBA PA6857	■ $1,000,000 Aggregate ■ $1,000,000 Each Occurrence	6/1/17
Automobile Liability	Hartford Insurance Company Policy #35-UEC VU2842	■ $1,000,000 Combined Single Limit	6/1/17
Workers Compensation & Employers' Liability	Hartford Underwriters Insurance Company Policy #35-WEC FG7858	Workers' Compensation: Statutory Limits for the State of California. Employers' Liability: ■ Bodily Injury by Accident - $1,000,000 each accident ■ Bodily Injury by Disease - $1,000,000 each employee ■ Bodily Injury by Disease - $1,000,000 policy limit	6/1/17
Professional Liability Excess Professional	Chubb & Son, Inc. 81714947 ACE G27437606001	Solely in the performance of services as municipal financing consultants for others for a fee. Limit: $2,000,000 Per Occurrence & Aggregate (including defense costs, charges, and expenses). Excess Professional. Limit: $3,000,000 Per Occ. & Aggregate	6/1/17

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: March 15, 2017

TO: Honorable Mayor and City Council

FROM: Scott Hamby, Public Works Director

APPROVED: Jenny Haruyama, City Manager

SUBJECT: **APPROVE BUDGET EXPENDITURE ADJUSTMENT AND AUTHORIZE CITY MANAGER TO EXECUTE AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES WITH KENNEDY/JENKS CONSULTANTS FOR PASATIEMPO GOLF CLUB PROJECT**

SUMMARY OF ISSUE

On March 12, 2016, the City entered into an agreement with PGC to deliver secondary treated wastewater to Pasatiempo Golf Club (PGC). PGC plans to treat the secondary water to recycled water standards and use the water to irrigate the golf course. The Agreement provides PGC with a certain amount of water supply in exchange for payment to the City. To accomplish this, a diversion structure will need to be designed and installed, along with a larger distribution pipe.

The City currently has a General Services Engineering Agreement with Kennedy/Jenks (K/J) Consultants to assist with ongoing engineering, operations, and maintenance activities related to the Wastewater Treatment Facility. The Agreement allows staff to call on K/J from time to time to assist with small plant issues and needs. For larger projects, K/J submits a Task Order detailing the scope of work needed and a budgetary amount for City Council approval prior to beginning work.

The attached Task Order No. 2, Amendment 1 allows K/J to complete the work needed to design a diversion structure for the City's wastewater outfall line at the intersection of Graham Hill and Sims Road. The diversion structure is needed to provide secondary treated water to PGC. The cost for design and construction for the diversion structure will be paid by PGC pursuant to the Water Supply Agreement between PGC and the City (Agreement).

As part of the scope of work for this Task Order K/J will also include a design for increasing the size of the City's distribution pipe on Sims Road from 6-inch to 12-inch. Adjusting the size of the pipe will ensure that PGC has access to all available water in the City's outfall line as provided in the Agreement. Based on available information, the

6-inch pipe, which is 40 years old, appears to be in good condition; however, it is unclear how the increased water usage will impact the pipe over time given its age. The cost for design and construction to increase the pipe size in Sims Road will be borne by the City.

Task Order No. 2, Amendment No. 1 also includes bid phase support and engineering services during construction. Upon completion of the design, staff will return to Council with a recommended contractor to complete the construction.

FISCAL IMPACT

This project will not impact the General Fund. The cost of the design of the diversion structure, including bid phase support and engineering services during construction is approximately $87,140, which will be paid by Pasatiempo Golf Club.

The cost to design the distribution pipe size in Sims Road, including bid phase support and engineering services during construction is approximately $142,110, which will be paid by the City from Wastewater Capital Reserve Fund 12. The pre-design cost of $9,900 is for services related to the PGC project already performed by K/J will be also paid from Wastewater Capital Reserve Fund 12.

The total cost to the City is approximately $152,010. This expense requires a budget expenditure adjustment as the cost was not included in the current budget.

STAFF RECOMMENDATION

It is recommended that the Council approve a budget expenditure adjustment in the amount of $152,010 and authorize City Manager to execute the attached Task Order No. 2, Amendment 1 with Kennedy/Jenks Consultants.

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City of Scotts Valley

Kennedy/Jenks Consultants
General Professional Engineering Services Agreement
Dated 28 April 2016

Task Order Authorization
Task Order No. 2 – Amendment No. 01

Date: 9 March 2017

Task Name: Pasatiempo - Secondary Effluent Diversion

Authorized Budget: $239,150 (Amendment No. 01 only; not to exceed without prior written authorization)

Completion Date: Final Design to be completed within 7 weeks from Notice to Proceed (NTP)

City Authorization:

Name: ____

Signature & Date: ______________________________________

<u>Section 1: Background</u>

Kennedy/Jenks Consultants has been assisting the City with engineering services related to the Pasatiempo – Secondary Effluent Diversion Project (Project). Predesign for the Project was authorized under Task Order No. 2 dated 15 August 2016.

The City has requested Kennedy/Jenks to proceed with the design of a system for diverting secondary effluent from the City's existing outfall pipeline located in Graham Hill Road to Pasatiempo Golf Club's (Pasatiempo's) recycled water treatment facility located on Sims Road. The diversion system will be located at the intersection of Graham Hill Road and Sims Road. Additionally, the City has requested Kennedy/Jenks to proceed with the design of a new, larger-diameter pipeline in Sims Road to replace an existing 6-inch diameter pipeline. The new pipeline will be used to convey secondary effluent from the diversion system to Pasatiempo's recycled water treatment facility. Increasing the size of the pipeline in Sims Road will allow a greater amount of secondary effluent to be diverted to the Pasatiempo recycled water treatment facility under gravity flow conditions.

Per the City's request, this task order amendment includes engineering services for:

- Additional predesign.
- Utility investigation and survey related to the design of the diversion system.
- Utility investigation and survey related to the design of the replacement pipeline in Sims Road.

- Geotechnical investigation related to the design of the diversion system and replacement pipeline in Sims Road.

- The design of the diversion system.

- The design of a replacement pipeline in Sims Road.

- Support during the bidding phase for the construction of the designed improvements (as an optional service).

- Office and field support during construction of the designed improvements.

Section 2: Scope of Work

The scope of work for Amendment No. 01 to Task Order No. 2 includes adding the following services to the various scope of work phases and associated tasks described in Task Order No. 2.

Phase 1: Predesign

Task 1.3 – Identify Alternatives and Workshop

Provide additional predesign services as requested by the City.

Phase 2: Final Design

The Phase 2 scope of work is based on the following understanding of the project:

- The design will be based on the diversion piping system concept developed and agreed upon during the predesign phase of the Project.

- The diversion system will be located at the intersection of Graham Hill Road and Sims Road.

- The diversion system will be designed such that it can be constructed without taking the existing WRF effluent outfall out of service for an extended period of time. However, the design will require short-duration shutdowns of the WRF effluent outfall to allow the connection of the diversion piping system to the existing outfall pipeline.

- The diversion system will include an overflow pipe designed to divert WRF effluent to Pasatiempo's treatment facility by gravity via a new larger-diameter pipeline located in Sims Road. In the event WRF effluent flows within the effluent outfall pipeline are in excess of the capacity of the new larger-diameter pipeline located in Sims Road, the excess flow will be drained from the overflow pipe to the existing outfall pipeline located downstream of the overflow pipe.

- Graham Hill Road and Sims Road are both under the jurisdiction of the County of Santa Cruz (County).

Task 2.1 – Utility Research and Locating

Services provided under this task will include the following:

- Research the database of Underground Service Alert (USA) to obtain a list of utility owners that may have utilities located in the area of planned construction and solicit the utility owners for copies of utility record drawings.
- Pothole existing utilities marked as the result of a USA call-out. This will include marking the boundaries of the USA call-out, implementing necessary traffic control, exposing marked utilities using vacuum excavation, recording the vertical and horizontal location of the utilities, backfilling the potholes using Class 2 aggregate base, and patching damaged asphalt concrete using hot mix asphalt (HMA).
- Kennedy/Jenks Consultants will subcontract with Exaro Technologies Corporation to perform the work related to potholing.

Task 2.1 Deliverables:

- Utility data will be incorporated into the design plans.

Task 2.2 – Survey

Services provided under this task will include the following:

- Conduct a topographic survey of existing above-ground features within the project area. The survey will include existing ground elevations, utility markings from a USA call-out, utility potholes, valve boxes, striping lines, edge of pavement, gutter flowline, and traffic signal and sign pole locations.
- The survey will be based on vertical and horizontal controls utilized on the Pasatiempo treatment facility project.
- Kennedy/Jenks Consultants will subcontract with Whitson Engineers to perform this work.
- Conduct one (1) site visit to verify existing surface features (up to two (2) Kennedy/Jenks Consultants staff).

Task 2.2 Deliverables:

- Survey data will be incorporated into the plans.

Task 2.3 – Geotechnical Investigation

Services provided under this task will include the following:

- Conduct a subsurface investigation under the guidance of a geotechnical engineer. This will include drilling one (1) borehole for the diversion piping system and two boreholes for the replacement pipeline in Sims Road. Boreholes will be drilled to depths that are approximately ten (10) feet below the bottom of planned excavations (up to a total depth of approximately 22 feet). Services will include collecting soil samples and conducting laboratory testing on the samples.

- Document the findings from the subsurface investigation and laboratory testing in a written report. In addition, document recommendations including temporary shoring and excavating, pavement resurfacing, pipeline trench backfill and compaction, and thrust block design in the same report.

- Kennedy/Jenks Consultants will subcontract with Pacific Crest Engineering to perform this work.

Task 2.3 Deliverables:

- Geotechnical investigation report that documents the laboratory and field data with recommendations with regard to shoring and excavation, pavement resurfacing, pipeline trench backfill and compaction, and thrust block design.

<u>Task 2.4 – 90% Design</u>

This task involves the preparation of plans and specifications for construction of the planned improvements suitable for competitive public bidding developed to a 90% level of design. In addition to the preparation of plans and specifications, this task will involve the preparation of an opinion of probable construction cost. A copy of the plans, specifications, and opinion of probable construction cost will be submitted to the City for review and comment.

Services provided under this task will include the following:

- Prepare plans. The scope of work is based on the following list of drawings:
    - G-001 – Drawing Index, Location and Vicinity Maps
    - G-002 – General Drawing Notes, Legend and Abbreviations
    - C-101 – Civil Plan and Profile – Diversion Piping System
    - C-102 – Civil Plan and Profile – Sims Road Pipeline
    - C-501 – Civil Details
    - C-502 – Civil Details

- Prepare Division 1 – General Requirements specifications. The scope of work is based on the following list of Division 1 specifications:
    - 01010 – Summary of Work and Contract Considerations
    - 01040 – Coordination and Project Requirements
    - 01140 – Environmental Protection

    - 01300 – Submittals
    - 01500 – Construction Facilities and Temporary Controls
    - 10550 – Traffic Regulations
    - 01700 – Contract Closeout

- Prepare technical specifications. The scope of work is based on the following list of technical specifications:
    - 02302 – Earthwork
    - 02530 – Sewer System Piping and Accessories
    - 02700 – Paving and Resurfacing

- Prepare a Class 3 (AACE Cost Estimate Classification System) opinion of probable construction cost (OPCC).

- Conduct one design review meeting after submittal of the 90% Design documents. Up to two (2) Kennedy/Jenks Consultants engineers will attend the meeting. The duration of the meeting is anticipated to be one (1) hour excluding meeting coordination, the preparation of documentation for use during the meeting, and documentation of the meeting after it adjourns.

Task 2.4 Deliverables:

- 90% Design drawings and specifications (one (1) electronic copy, Adobe .PDF format; two (2) bound hardcopies).

- Opinion of Probable Construction Cost (one (1) electronic copy, Adobe .PDF format; two (2) hardcopies).

- Design review meeting documentation including a meeting summary.

<u>Task 2.5 – Final Design</u>

This task involves the preparation of plans and specifications for construction of the planned improvements suitable for competitive public bidding developed to the final level of design. This task also involves updating the Opinion of Probable Construction Cost as necessary to reflect the greater definition of the planned improvements provided by the final design preparation.

Services provided under this task will include the following:

- Incorporate City review comments on the 90% Design into the final plans and specifications.

- Review Division 0 (Bidding Requirements, Contract Forms, Contract Conditions) specifications prepared by an entity other than Kennedy/Jenks for coordination with the Division 1 and technical specifications.

- Prepare sealed and signed plans and specifications suitable for public bidding.

- Update the Opinion of Probable Construction Cost.

Task 2.5 Deliverables:

- Sealed and signed Final Design drawings and specifications (one (1) electronic copy each for half-size and full-size drawing reproduction, Adobe .PDF format; two (2) bound hardcopies with half-size drawings).

- Final Opinion of Probable Construction Cost (one (1) electronic copy, Adobe .PDF format; two (2) hardcopies).

<u>Task 2.6 – Phase 2 Project Management</u>

Kennedy/Jenks will provide management and oversight of in-house project personnel and subconsultants. In addition, it will coordinate with City staff throughout the project duration under this phase.

Services will involve preparing subcontracts for the identified subcontracted services, reviewing and monitoring project budget and progress, managing in-house activities, and managing subconsultants. This task will also involve engaging Kennedy/Jenks' administrative staff, as necessary, to support the project. In addition, Kennedy/Jenks will coordinate directly with the City's designated project manager regarding miscellaneous aspects of the project under this phase.

Kennedy/Jenks will update the project account in its accounting system to include the additional services to help organize and track project costs. Kennedy/Jenks will prepare and submit monthly invoices electronically to the City. A status report will be submitted with each invoice that includes narrative summaries of the work performed through the invoice period, planned activities for the upcoming invoice period, items requiring resolution or decisions by the City, and issues/concerns.

Task 2.6 Deliverables:

- Monthly invoices (electronic, Adobe format)

- Monthly Progress Status Reports to accompany monthly invoices (electronic, Adobe format)

Phase 3: Bidding Phase Support (Optional Services)

Implementation of this phase of the Scope of Work is dependent on the City's approach to contracting for construction of the planned improvements. The services described for this phase are therefore considered optional services which the City may or may not authorize.

Under this phase, if authorized by the City, it is assumed that the City will advertise for bids, distribute copies of the bid documents and related addenda to potential bidders, collect bids, and conduct the bid opening. Services provided by Kennedy/Jenks Consultants under this task will be:

Task 3.1 – Respond to Bidders' Requests for Information

Services under this task will include:

- Logging written requests for information (RFIs) received from prospective bidders.

- Providing written responses to bidders' written RFIs (up to 10) to the extent the RFIs can be addressed by direct references to the contract documents. Responses will be e-mailed to bidders listed on the official plan holders list created and maintained by the City.

- Where bidders' RFIs require clarifying information in addition to that included in the construction documents, responses will be documented in addenda that will be distributed to plan holders as described below.

Task 3.1 Deliverables:

- Written responses to bidders' RFIs (up to 10) (one (1) electronic copy each, e-mail).

Task 3.2 – Addenda

Services under this task will include:

- Prepare up to two (2) addenda to document clarifying information relative to the construction documents and transmit the addenda to the City.

- It is assumed the City will distribute addenda to all plan holders.

Task 3.2 Deliverables:

- Addenda (up to two (2)) (one (1) electronic copy each, Adobe .PDF format).

Task 3.3 – Pre-Bid Meeting

Services under this task will include:

- One (1) Kennedy/Jenks Consultant engineer will facilitate a pre-bid meeting in conjunction with City staff.

- The Kennedy/Jenks Consultant representative will provide a verbal description of the project scope during the meeting and record bidders' questions posed during the meeting for response via addenda.

Task 3.3 Deliverables:

- Pre-Bid Meeting agenda and summary (one (1) electronic copy each, Adobe .PDF format; up to 20 hardcopies of the agenda).

<u>Task 3.4 – Bid Evaluation</u>

Services under this task will include:

- Preparing a tabulation of bids received by the City.

- Assisting the City with the review of completed bid forms from the apparent lowest, responsible bidder to verify that the required documentation was properly submitted with its bid and reporting our findings.

- Assisting the City with preparation of a letter notice of award to the lowest, responsible bidder which will be finalized and distributed by the City.

Task 3.4 Deliverables:

- Tabulation of bids received by the City (one (1) electronic copy, Adobe .PDF format).

- Draft letter notice of award (one (1) electronic copy, Microsoft Word format).

<u>Task 3.5 – Phase 3 Project Management</u>

Services under this task will include:

- Management and oversight of in-house project personnel and subconsultants.

- Coordinate with City's Project Manager throughout the duration of this phase.

- Review and monitor project budget and progress

- Prepare and submit monthly invoices electronically to the City. A status report will be submitted with each invoice that includes narrative summaries of the work performed through the invoice period, planned activities for the upcoming invoice period, items requiring resolution or decisions by the City, and issues/concerns

Task 3.5 Deliverables:

- Monthly invoices (electronic, Adobe format)

- Monthly Progress Status Reports to accompany monthly invoices (electronic, Adobe format)

Phase 4: Engineering Services During Construction

The Phase 4 scope of work is based on the following understanding of the project:

- Construction improvements will consist of the diversion piping system (to be located at the intersection of Graham Hill Road and Sims Road) and replacement pipeline (to be located in Sims Road) conceptualized and agreed upon during the predesign phase of the Project.

- Construction will be performed by the contractor currently under contract with Pasatiempo for construction of Pasatiempo's recycled water treatment facility. As a result, Pasatiempo will administer the construction contract and manage the construction contractor.

<u>Task 4.1 – Coordination / Communication</u>

Services under this task will involve:

- Review of the Contractor's quote for constructing the Project.

- Coordination with the City, Pasatiempo, and Contractor, including regular communications.

- Coordination with the County of Santa Cruz and owners of buried utilities located within the area of construction necessary to facilitate construction.

The budget for Task 4.1 provides for an average of four (4) hours per week of coordination/communication services for a 10-week construction period.

Task 4.1 Deliverables:

- None anticipated.

<u>Task 4.2 – Submittal Review</u>

Services under this task will involve:

- Receive and log Contractor-prepared construction submittals and resubmittals.

- Review Contractor-prepared construction submittals and resubmittals for conformity with the requirements of the drawings and specifications.

- Prepare a shop drawing review letter (SDRLs) for each submittal and resubmittal to document the review and related comments.

For budgeting purposes, it is assumed that twenty-five (25) submittals, including re-submittals, will be reviewed and processed. Each submittal or resubmittal is estimated to require approximately three (3) labor hours on average to review, prepare a response, and conduct quality control review.

Task 4.2 Deliverables:

- Shop drawing review letter for each submittal and resubmittal (electronic copies, Adobe .PDF format)

Task 4.3 – Reponses to RFIs

Services under this task will involve:

- Receive and log Contractor-prepared written requests for information (RFIs).
- Prepare written responses to RFIs received.
- Respond to informal RFIs received from the Contractor, i.e., questions that are not in the form of written RFIs.

For budgeting purposes, it is assumed that ten (10) RFIs will be reviewed and processed. The allocated budget provides for an average of three (3) hours per RFI for review, response preparation, and quality control review.

Task 4.3 Deliverables:

- Written responses for each written RFI (electronic copies, Adobe .PDF format)
- E-mail confirmation for each informal RFI

Task 4.4 – Change Orders

Services under this task will involve:

- Prepare documentation necessary to convey proposed changes in the project design for Pasatiempo's use in soliciting quotes for the proposed changes from the Contractor. Proposed changes may include those related to differing site conditions, new information available during construction phase, additional work requested by the City or permitting agencies e.g. County (with City's concurrence), design refinements, and design enhancements.
- Review of the Contractor's quotes for proposed changes in the project design.

For budgeting purposes, it is assumed that documentation will be prepared for two (2) proposed change orders. The allocated budget provides for an average of ten (10) hours per proposed change order for documentation preparation, quality control review, and Contractor quote review.

Task 4.4 Deliverables:

- Documentation for proposed change orders (electronic copies, Adobe .PDF format)

Task 4. 5 – Meetings & Site Visits

Services under this task will involve:

- Attend a pre-construction meeting organized and led by an entity other than Kennedy/Jenks Consultants.
- Attend on-site construction progress meetings as requested by the City that are organized and led by an entity other than Kennedy/Jenks Consultants.
- Conduct site visits as requested by the City to observe construction progress and conditions.

For budgeting purposes, a total of twenty (20) hours of labor has been allotted for the execution of services related to this task.

Task 4.5 Deliverables:

- None anticipated. It is anticipated that Pasatiempo will prepare and distribute meeting agendas and summaries.

Task 4.6 – Construction Observation

Services under this task will involve:

- Accompany the Contractor during documentation of existing conditions within the designated construction area prior to construction.
- Observe the construction of the planned improvements for compliance with the requirements of the construction documents.
- Perform testing of compaction on soils and asphalt concrete.
- Keep a record of construction progress through written daily reports and photographs on days construction occurred.
- Keep a record of pipeline leakage testing results.

For budgeting purposes, Kennedy/Jenks has assumed full-time construction observation for an estimated construction duration of six (6) weeks. Further, it is assumed that our geotechnical subconsultant will visit the construction site twice per day (morning and afternoon) for fifteen (15) working days for the purpose of testing compaction of trench backfill and asphalt concrete (compaction testing of asphalt concrete is an anticipated County requirement).

Task 4.6 Deliverables:

- Daily reports and photographs (electronic Adobe .PDF (reports) and .JPEG (photos) formats)
- Results of compaction tests on soil backfill and asphalt concrete.

- Documentation of pipeline leakage testing.
- Deficiency lists (punchlists).

Task 4.7 – Record Drawing Preparation & Project Closeout

Services under this task will involve:

- Prepare Record Drawings based on marked-up contract drawings maintained by, and received from, the Contractor at the completion of the construction. These services are based on the assumption that the Contractor's marked-up drawings will clearly and accurately show the planned improvements as they were actually constructed including favorably reviewed in-field revisions, underground utilities encountered during construction, revisions made by change order, and other significant construction revisions.
- Compile an electronic file of documentation related to the Project and transmit it to the City at the completion of the project

Task 4.7 Deliverables:

- Record drawings (electronic, Adobe .PDF format)
- Project records (electronic, Adobe .PDF format)

Task 4.8 – Phase 4 Project Management

Services under this task will involve:

- Manage and provide oversight of in-house project personnel and subconsultants.
- Coordinate with City's Project Manager throughout the duration of this phase.
- Review and monitor project budget and progress.
- Prepare and submit monthly invoices electronically to the City. A status report will be submitted with each invoice that includes narrative summaries of the work performed through the invoice period, planned activities for the upcoming invoice period, items requiring resolution or decisions by the City, and issues/concerns.

Task 4.8 Deliverables:

- Monthly invoices (electronic, Adobe .PDF format)
- Monthly Progress Status Reports (electronic, Adobe .PDF format)

Assumptions and clarifications related to the Scope of Services

The proposed scope of services is based on the following:

- Construction improvements will consist of the diversion piping system (to be located at the intersection of Graham Hill Road and Sims Road) and replacement pipeline (to be located in Sims Road) conceptualized and agreed upon during the predesign phase of the Project.

- For the design of the diversion system, potholing of existing utilities will focus on the intersection of Graham Hill Road and Sims Road. Additional potholing of utilities located in Sims Road will be performed for design of the new larger-diameter pipeline to be constructed in Sims Road. A total of three (3) days of potholing effort is included in the budget.

- Documentation of the subsurface investigation will not include information regarding geologic hazards such as faulting.

- The City will obtain all necessary permits (and pay associated fees) required by local agencies for design-related field investigation work (utility locating and geotechnical exploration). The schedule presented for the field investigation and design services is contingent upon a timely procurement of the necessary permits, especially County of Santa Cruz encroachment permits. The City will also obtain a plan review by the State Water Resources Control Board Division of Drinking Water (DDW) as may be required by the DDW.

- The City will procure any rights-of-entry needed for site visits and investigations.

- The City or others will be responsible for obtaining all necessary permits required by local agencies for construction of the planned improvements including, but not limited to, an encroachment permit from the County of Santa Cruz.

- The City will perform all work needed to obtain all reviews and approvals necessary to comply with the California Environmental Quality Act (CEQA).

- The Division 1 (General Requirements) and technical specifications prepared by Kennedy/Jenks Consultants will be combined with Division 0 (Bidding Requirements, Contract Forms, Contract Conditions) specifications prepared by an entity other than Kennedy/Jenks to form a complete bid package.

- The City will be responsible for all advertisement activities needed to solicit competitive bidding.

- The City will be responsible for distributing bid documents to potential bidders and creating and maintaining a list of plan holders.

- The City will be responsible for distributing bid document addenda to potential bidders.

- The City will receive bids and conduct the bid opening.

- The City will provide Kennedy/Jenks Consultants copies of completed bid forms submitted by the lowest, responsible bidder.

- The City will procure any rights-of-entry needed for site visits and investigations.

- The proposed Scope of Services does not include providing recommendations or design regarding treatment of the WRF effluent for use as recycled water.

- The proposed Scope of Services does not include assistance with permitting related to Pasatiempo's recycled water treatment facility or the disposal of spent backwash water generated by the treatment facility.

- Construction will be performed by the contractor currently under contract with Pasatiempo for construction of Pasatiempo's recycled water treatment facility. Further, Pasatiempo will administer the construction contract and manage the construction Contractor. This shall include all construction contract administration including enforcing the provisions of the construction contract, monitoring the Contractor's progress relative to an agreed upon schedule, coordinating the Contractor's schedule with other entities, directing the Contractor's activities, reviewing and monitoring the Contractor's pollution control measures, reviewing and approving the Contractor's pay requests, negotiating contract change orders with the contractor, etc.

- Construction will progress on consecutive work days from start to completion.

- The overall duration of the Project construction phase will not exceed ten (10) weeks from construction notice to proceed to construction completion.

- The City or others will be responsible for preparing and issuing all public notices regarding construction within public roadways that may be required by the County of Santa Cruz.

- The Contractor or others will be responsible for preparing and submitting traffic control plans for construction within public roadways that may be required by the County of Santa Cruz.

- The proposed Scope of Services does not include providing services related to the construction of Pasatiempo's recycled water treatment facility.

Section 3: Schedule

The attached schedule was developed based on the following assumptions:

- City will issue a notice to proceed (NTP) for Amendment No. 01 to Task Order No. 2 by 16 March 2017.

- Project construction will not be competitively bid. Instead, construction will be performed by the contractor currently under contract with Pasatiempo for construction of Pasatiempo's recycled water treatment facility. Should the project construction be competitively bid, it is expected that a period of approximately five (5) weeks duration would be added to the schedule after completion of the Final Design to allow bidding, bid evaluation, and award of the construction contract.

- City will provide written comments on the 90% Design documents within one (1) week of receiving a copy of the 90% Design documents.
- The construction durations shown are conceptual and that the actual duration of the various construction activities will be determined by the contractor.
- Construction duration will not exceed ten (10) weeks.

Schedule milestones shown on the attached schedule include:

- 16 March 2017 – Notice to Proceed (NTP)
- 7 April 2017 – Complete Utility Investigation, Survey, and Geotechnical Investigation
- 21 April 2017 – 90% Design Submittal
- 5 May 2017 – Final Design Submittal

Section 4: Budget

The total budget for Task Order No. 2 shall be increased an amount of $239,150 for services related to Phase 1 (Predesign), Phase 2 (Final Design), Phase 3 (Bidding Phase Support), and Phase 4 (Engineering Services During Construction) as shown below and detailed in the attached Proposal Fee Estimate. As a result, the total budget for Task Order No. 2, including Amendment No. 01, shall be $273,740 as shown below.

Phase & Task	Current Authorized Budget	Amendment No. 01 Budget	Total Budget
Phase 1 – Predesign	$34,590	$9,900	$44,490
Phase 2 – Final Design	--	$99,110	$99,110
Phase 3 – Bidding Phase Support (Optional Services)	--	$13,940	$13,940
Phase 4 – Engr Services During Construction	--	$116,200	$116,200
Subtotals	$34,590	$239,150	$273,740
Task Order No. 2 Total (including Amendment No. 01)			$273,740

City of Scotts Valley **Kennedy/Jenks Consultants**

Pasatiempo - Secondary Effluent Diversion

3/9/2017 2017

	March					April				May					June				July				August				
	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
	2/27	3/6	3/13	3/20	3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22	5/29	6/5	6/12	6/19	6/26	7/3	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28
Phase 2 - Final Design																											
Amendment No. 01 NTP			3/16																								
2.1 - Utility Research and Locating																											
2.2 - Survey																											
2.3 - Geotechnical Investigation																											
2.4 - 90% Design								4/21																			
City Review																											
2.5 - Final Design										5/5																	
2.6 - Phase 2 Project Management																											
Phase 3 - Bidding Phase Services (Optional) [1]																											
Advertise											5/8																
3.1 - Respond to Bidders' RFIs																											
3.2 - Addenda																											
3.3 - Pre-Bid Meeting											5/12																
Bid Opening														5/22													
3.4 - Bid Evaluation																											
Council Approval to Award (x = Schd'd Mtgs)										x		x			6/7		x										
3.5 - Phase 3 Project Management																											
Phase 4 - Engineering Services During Construction [1, 2]																											
Construction NTP											5/8																
Submittals																											
Procurement																											
County Approval of Traffic Control Plan																											
Diversion Piping System Construction																											
Replacement Pipeline Construction																											
Place Diverson Into Service																											
Construction Completion																											
Clean-up																											
Construction Contract Close-out																											

[1] The Phase 4 schedule shown is based on the assumption that the project will be constructed by the contractor currently under contract with Pasatiempo for construction of Pasatiempo's recycled water treatment facility. If Phase 3 is implemented, the Phase 4 Construction NTP would be delayed a length of time equal to the Phase 3 duration.

[2] The construction schedule shown is conceptual and is shown only for planning purposes. The actual schedule including required durations will be determined by the contractor.

Proposal Fee Estimate **Kennedy/Jenks Consultants**

CLIENT Name: City of Scotts Valley

PROJECT Description: Pasatiempo - Secondary Effluent Diversion - Add'l Predesign, Final Design & Bidding Support

Proposal/Job Number: 1668023*00-TO2-Amendment 01 Date: 3/9/17

January 1, 2016 Rates Classification:	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4 (Const Observer)	Eng-Sci-3	Eng-Sci-2	Designer	Project Administrator	Total	KJ Labor	Sub Exaro Tech Corp.	Sub Whitson Engineers	Sub Pacific Crest Engineering	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	$260	$245	$220	$220	$195	$180	$165	$150	$155	$115	Hours	Fees	Fees	Fees	Fees	10%	Fees	10%				Fees
Phase 1 - Predesign																						
1.3 - Identify Alternatives and Workshop		8	36								44	9900							$9,900			$9,900
Phase 1 - Subtotal		8	36								44	$9,900							$9,900			$9,900
Phase 2-Final Design																						
2.1 - Utility Research and Locating																						
2.1.1 - Diversion System			2				5				7	$1,265	$10,963			$1,096			$1,265	$12,059		$13,324
2.1.2 - Sims Road Pipeline			1				5				6	$1,045	$18,512			$1,851			$1,045	$20,363		$21,408
2.2 - Survey																						
2.2.1 - Diversion System		1	1				3				5	$960		$2,500		$250			$960	$2,750		$3,710
2.2.2. - Sims Road Pipeline		1	1				3				5	$960		$2,500		$250			$960	$2,750		$3,710
2.3 - Geotechnical Investigation																						
2.3.1 - Diversion System							2				2	$330			$2,230	$223			$330	$2,453		$2,783
2.3.2 - Sims Road Pipeline			1				4				5	$880			$4,720	$472			$880	$5,192		$6,072
2.4 - 90% Design																						
2.4.1 - Diversion System																						
Plans	2		5				16		24		47	$7,980					$15	$2	$7,980		$17	$7,997
Specifications	1		5				14			2	22	$3,900					$15	$2	$3,900		$17	$3,917
OPCC					4		2				6	$1,110							$1,110			$1,110
2.4.2 - Sims Road Pipeline																						
Plans	2		5				16		24		47	$7,980					$15	$2	$7,980		$17	$7,997
Specifications	1		5				13			2	21	$3,735					$15	$2	$3,735		$17	$3,752
OPCC					4		2				6	$1,110							$1,110			$1,110
2.4.3 - Review Meeting		2	4				4				10	$2,030					$30	$3	$2,030		$33	$2,063
2.5 - Final Design																						
2.5.1 - Diversion System																						
Plans	1		2				6		6		15	$2,620					$15	$2	$2,620		$17	$2,637
Specifications			2				4			2	8	$1,330					$15	$2	$1,330		$17	$1,347
OPCC	1				1		1				3	$620							$620			$620
2.5.2 - Sims Road Pipeline																						
Plans	1		2				6		6		15	$2,620					$15	$2	$2,620		$17	$2,637
Specifications			2				4			2	8	$1,330					$15	$2	$1,330		$17	$1,347
OPCC	1				1		1				3	$620							$620			$620
2.6 - Phase 2 Project Management		32	2				12			6	52	$10,950							$10,950			$10,950
Phase 2 - Subtotal	10	36	40		10		123		60	14	293	$53,375	$29,475	$5,000	$6,950	$4,143	$150	$15	$53,375	$45,568	$165	$99,108
Phase 3-Bidding Phase Support																						
3.1 - Respond to Bidders' RFIs			5				16				21	$3,740							$3,740			$3,740
3.2 - Addenda		2	4				16				22	$4,010							$4,010			$4,010
3.3 - Pre-Bid Meeting		1	2				6				9	$1,675					$30	$3	$1,675		$33	$1,708
3.4 - Bid Evaluation			2				4				6	$1,100							$1,100			$1,100
3.5 - Phase 3 Project Management		12	2								14	$3,380							$3,380			$3,380
Phase 3 - Subtotal		15	15				42				72	$13,905					$30	$3	$13,905		$33	$13,938

Proposal Fee Estimate

Kennedy/Jenks Consultants

CLIENT Name: City of Scotts Valley

PROJECT Description: Pasatiempo - Secondary Effluent Diversion - Add'l Predesign, Final Design & Bidding Support

Proposal/Job Number: 1668023*00-TO2-Amendment 01 **Date:** 3/9/17

January 1, 2016 Rates Classification:	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4 (Const Observer)	Eng-Sci-3	Eng-Sci-2	Designer	Project Administrator	Total	KJ Labor	Sub Exaro Tech Corp.	Sub Whitson Engineers	Sub Pacific Crest Engineering	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	$260	$245	$220	$220	$195	$180	$165	$150	$155	$115	Hours	Fees	Fees	Fees	Fees	10%	Fees	10%				Fees
Phase 4-Engineering Services During Construction																						
4.1 - Coordination / Communication		5	35								40	$8,925							$8,925			$8,925
4.2 - Submittal Review		6	25				44				75	$14,230							$14,230			$14,230
4.3 - Responses to RFIs		3	27								30	$6,675							$6,675			$6,675
4.4 - Change Orders		4	8				8				20	$4,060							$4,060			$4,060
4.5 - Meetings & Site Visits			20								20	$4,400							$4,400			$4,400
4.6 - Construction Observation						240					240	$43,200			$11,500	$1,150	$4,460	$446	$43,200	$12,650	$4,906	$60,756
4.7 - Record Drawing Prep & Project Closeout			8						20		28	$4,860							$4,860			$4,860
4.8 - Phase 4 Project Management		50									50	$12,250							$12,250			$12,250
4.1 - Construction Support (tbd)																						
Phase 4 - Subtotal		68	123			240	52		20		503	$98,600			$11,500	$1,150	$4,460	$446	$98,600	$12,650	$4,906	$116,156
All Phases Total	**10**	**127**	**214**		**10**	**240**	**217**		**80**	**14**	**912**	**$175,780**	**$29,475**	**$5,000**	**$18,450**	**$5,293**	**$4,640**	**$464**	**$175,780**	**$58,218**	**$5,104**	**$239,101**

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: March 15, 2017

TO: Honorable Mayor and City Council

FROM: Kristin Ard, Recreation Division Manager

APPROVED: Jenny Haruyama, City Manager

SUBJECT: **REQUEST FOR NON-COLLECTION OF FEES FOR DAYS OF WINE AND WET NOSES-UNCONDITIONAL LOVE ANIMAL RESCUE**

SUMMARY OF ISSUE

The Unconditional Love Animal Rescue is a non-profit 501(c)(3) organization whose volunteers host the Days of Wine and Wets Noses event in Scotts Valley. The annual event is scheduled to be held at MacDorsa Park, on Saturday, April 22, 2017. The money raised at this event goes towards saving animals which have been deemed not fit for adoption by the County Animal Shelter.

The Unconditional Love Animal Rescue requests that the City Council consider not collecting the $300 facilities use permit fee for the event. This fee is based on event attendance; it is anticipated that approximately 400 participants will attend the event. Council has considered and approved the non-collection of fees for the Days of Wine and Wet Noses in prior years.

FISCAL IMPACT

The fiscal impact associated with this action will result in a loss of General Fund revenue in the amount of $300. Facility rental and/or event permit revenue not collected from non-profit organizations for community events is estimated to be approximately $9,300.

STAFF RECOMMENDATION

It is recommended that Council consider the request for the non-collection of fees and provide staff direction.

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Days of Wine and Wet Noses

Kristin Ard
City of Scotts Valley
Recreation Division Manager

February 1, 2017

Dear Kristin,

This is the fourth year Days of Wine and Wet Noses will be having its yearly fundraiser at McDorsa Park. The event has live music and fun for all, dogs and humans alike.

The money raised from this event benefits Unconditional Love Animal Rescue. This is an organization that receives no government funding. It exists on private donations alone.
We are 501C organization: Unconditional Love tax exempt id is 91-2151394

Unconditional Love Animal Rescue is the last hope for animals deemed unsavable by the county shelter. We rescue then place in good homes. Everything from Horses to dogs. Many of our animals are the product of abuse and neglect.

Unconditional love is an all-volunteer organization. There are no paid staff members.

The first 3 years the event was at McDorsa Park, the city council was generous enough to waive the fees, thereby making more money available for the good work that we do.

We are hoping the council will waive the fees again this year.
Thank you in advance for your generosity.

Thank you for your time,

Chris Perri & Laurie Roberts
Laurie Roberts
KPIG 107oink5/KPIG.com
KFOX 98.5 SJ/102.1 SF
SF Bay Area Radio Hall of Fame

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: March 15, 2017

TO: Honorable Mayor and City Council

FROM: Ken Anderson, City Engineer

APPROVED: Jenny Haruyama, City Manager

SUBJECT: **LOT LINE ADJUSTMENT FOR APN 022-314-07 (162) AND APN 022-314-02 (163)**

SUMMARY OF ISSUE

A Lot Line Adjustment application was submitted for 552 Bean Creek Road APN 022-314-07 (162) & APN 022-314-02 (163). The lot line adjustment will reflect the actual use by the property owners. Resulting parcels comply with the applicable zoning regulation.

FISCAL IMPACT

There is no fiscal impact to the General Fund. Approximately $939 was collected upon application to cover applicable City costs, including, staff time related to the lot line process.

STAFF RECOMMENDATION

It is recommended that City Council approve the Lot Line Adjustment between 022-314-07 & 022-314-02.

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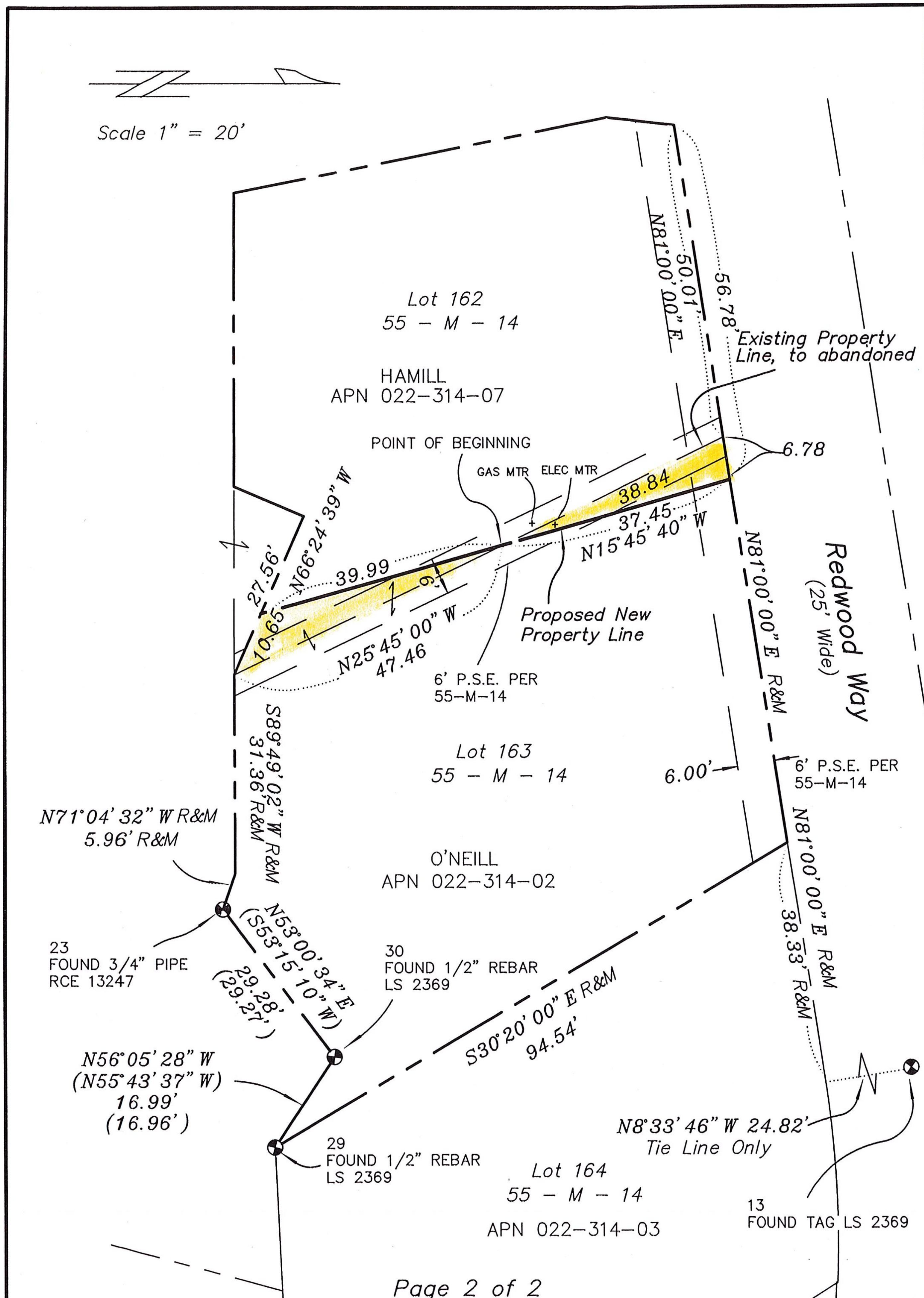

Scale 1" = 20'
Lot 162
55 – M – 14
HAMILL
APN 022–314–07
N81°00'00" E
50.01'
56.78'
Existing Property Line, to abandoned
POINT OF BEGINNING
GAS MTR
ELEC MTR
6.78
38.84
37.45
N15°45'40" W
27.56'
N66°24'39" W
39.99
6'
10.65
N25°45'00" W
47.46
Proposed New Property Line
6' P.S.E. PER 55–M–14
N81°00'00" E R&M
Redwood Way
(25' Wide)
S89°49'02" W R&M
31.36' R&M
Lot 163
55 – M – 14
6.00'
6' P.S.E. PER 55–M–14
N71°04'32" W R&M
5.96' R&M
O'NEILL
APN 022–314–02
N81°00'00" E R&M
38.33' R&M
N53°00'34" E
(S53°15'10" W)
29.28'
(29.27')
23
FOUND 3/4" PIPE
RCE 13247
30
FOUND 1/2" REBAR
LS 2369
S30°20'00" E R&M
94.54'
N56°05'28" W
(N55°43'37" W)
16.99'
(16.96')
N8°33'46" W 24.82'
Tie Line Only
29
FOUND 1/2" REBAR
LS 2369
Lot 164
55 – M – 14
APN 022–314–03
13
FOUND TAG LS 2369

City of Scotts Valley
CITY COUNCIL STAFF REPORT

DATE: March 15, 2017

TO: Honorable Mayor and City Council

FROM: Taylor Bateman, Acting Community Development Director

APPROVED: Jenny Haruyama, City Manager

SUBJECT: **GENERAL PLAN UPDATE**
A. STATUS REPORT ON GENERAL PLAN UPDATE PROCESS
B. ADOPT RESOLUTION ESTABLISHING A GENERAL PLAN ADVISORY COMMITTEE (GPAC)

SUMMARY OF ISSUE

The City of Scotts Valley is embarking on an 18-24 month project to update the City's General Plan. The General Plan is considered a community's "blueprint" or guide to achieve the City's vision. California law requires each local government to adopt a local General Plan, which addresses issues associated with land use, economic development, mobility, open space and conservation, and community services and facilities. The update process, through community input, will modernize the General Plan and provide direction through the development of goals, policies, and actions.

General Plan Update Process to Date
In 2014, the City entered into a contract with Kimley-Horn to initiate and facilitate the update of the General Plan. This process began with the update of the City's 2014-2023 Housing Element, which was completed in 2016. By law, every city and county in California must adopt a Housing Element as part of its General Plan. The purpose of the Housing Element is to ensure that local governments adequately plan to meet the housing needs of all people within the community, regardless of income.

The City is beginning the project initiation stage for the General Plan Update. The update will identify the City's land use, circulation, environmental, economic, and social goals and policies as they relate to land use and development. More importantly, it provides a basis for local government decision making and informs citizens, developers, and decision-makers of the ground rules that guide development within Scotts Valley.

General Plan Advisory Committee (GPAC) Purpose and Formation
An important part in update process is to form a General Plan Advisory Committee (GPAC). The GPAC would provide policy guidance and help guide the decision-making process, recognizing that what is included in the General Plan is determined by the

Council. The GPAC will play a critical role in developing an inclusive planning effort that ensures broad public participation.

Appointments to the GPAC will be temporary; their role and responsibilities will terminate with City Council adoption of the General Plan. All GPAC meetings will be open to the public. It is anticipated that the GPAC will conduct approximately 10 meetings from May through the Fall of 2018 (Attachment 1 – Draft General Plan Project Schedule). The proposed schedule is fluid and will change based on the needs of the committee and community.

GPAC Composition

It is recommended that the GPAC be comprised of 11 representatives, including City Council Members, representatives from various public and non-profit agencies, and three at-large members. Below is the suggested composition of the GPAC:

- Scotts Valley City Council Members (2)
- Scotts Valley Planning Commission Chair (1)
- Park and Recreation Commission Chair (1)
- Scotts Valley Water District Board Member (1)
- Scotts Valley Fire District Board Member (1)
- Scotts Valley Unified School District Board Member (1)
- Scotts Valley Chamber of Commerce Board Member (1)
- At-large (1)
- At-large (1)
- At-large (1)

As part of the formation process, the City Council must adopt a resolution (Attachment 2) establishing the GPAC and appoint two members of the Council to the GPAC. As proposed, the 2017-2018 Chairs of the Planning Commission and Park and Recreation Commission will serve on the GPAC for the duration of the Committee. Last, Water, Fire, and School District Boards, and the Chamber of Commerce will be asked to appoint a representative from their respective Boards to serve as a member of the GPAC (Attachment 3).

GPAC Recruitment and Selection Process

Staff recommends the three at-large representatives live in Scotts Valley and be selected based on an application process and formal selection by the City Council at a subsequent Council meeting in April 2017.

The application period for the at-large GPAC positions is expected to be from March 17, 2017 – April 7, 2017 and may be extended if necessary. Applications will be available at City Hall and via the City's website. To ensure a diverse mix of applicants, staff will use social media and established e-list serves through key stakeholders including, but not limited to: the school district, local service clubs, and other community advocate groups.

Next Steps
Once the GPAC is officially formed and all appointments have been made, it is anticipated that the first meeting will be held in late April. This meeting will discuss roles and responsibilities, desired outcomes, and the draft project schedule.

Following the first GPAC meeting, a tentative *Vision Scotts Valley* community meeting has been scheduled for early June. The purpose of this meeting is to gain community input on key issues and future aspirations for the City of Scotts Valley and surrounding planning area.

FISCAL IMPACT

The City has retained Kimley-Horn to assist with the General Plan Update process, which is a multi-year endeavor. This support includes the facilitation of GPAC and community meetings, data collection, and development and update of General Plan elements. The consultant's contract is approximately $632,000; expenses anticipated for the current year have been assumed in the FY 2016/17 budget. This expense is offset by various fees, including a General Plan maintenance, traffic impact and green building fees.

STAFF RECOMMENDATION

It is recommended that Council take the following actions:

1. Adopt a Resolution Forming the General Plan Advisory Committee (GPAC)
2. Appoint Two Council Members to Serve on GPAC

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Task	Tentative Date	Agenda Items	Meeting Materials
Work Plan Briefing to City Council	3/15/17	▪ Work plan status and schedule ▪ GPAC formation ▪ Community Meeting #1	▪ PowerPoint
GPAC Formation Complete	4/19/17	▪ GPAC induction	n/a
GPAC Meeting #1 – Project Initiation	Late April 2017	▪ Introductions, roles, & responsibilities ▪ GP fundamentals ▪ GP organization ▪ Project schedule	▪ Project scope of work ▪ GPAC meeting schedule ▪ GPAC ground rules ▪ GPAC binder
GPAC Meeting #2 – Background & Context	Early May 2017	▪ Review Draft Final Existing Conditions "Fact Sheets" ▪ Discuss key issues & opportunities ▪ Review Draft Final Community Survey ▪ Preparation for Community Meeting #1 (Vision Scotts Valley)	▪ Draft Final Existing Conditions "Fact Sheets" ▪ Draft Final Community Survey ▪ Community Meeting #1 flyer ▪ Community Meeting #1 agenda and logistics plan
Public SVGP project launch	Mid May 2017	n/a	▪ Website ▪ Community survey ▪ Community Meeting #1 flyer ▪ Press Release ▪ Fact sheets
Community Meeting #1 Vision Scotts Valley	Early June 2017 *(before school is out)*	▪ Introduce public to GP update ▪ Receive community input on key opportunities & vision for community	▪ Fact sheets ▪ Poster boards ▪ Community survey ▪ T-shirts!

Task	Tentative Date	Agenda Items	Meeting Materials
GPAC Meeting #3 – Vision Statement & Guiding Principles	Early July 2017	▪ Receive public input from Community Meeting #1 ▪ Receive feedback on Draft Vision Statement & Guiding Principles	▪ Memorandum summarizing input from Community Meeting #1 ▪ Draft Vision Statement & Guiding Principals
GPAC Meeting #4 – GP Draft Element Review	Early September 2017	▪ Land use	▪ Draft LU alternatives maps
GPAC Meeting #5 – GP Draft Element Review	Late September 2017	▪ Land use	▪ Draft element ▪ Preferred land use map
Joint PC/CC Workshop	Late October 2017	▪ Community Meeting #1 ▪ Community survey ▪ Vision Statement & Guiding Principles ▪ Preferred Land use map	▪ PowerPoint presentation ▪ Preferred land use map
GPAC Meeting #6 – GP Draft Element Review	Mid November 2017	▪ Open Space & Conservation ▪ Economic Development	▪ Draft elements
GPAC Meeting #7 – GP Draft Element Review	Early December 2017	▪ Community Services & Facilities ▪ Public Safety & Noise	▪ Draft elements
GPAC Meeting #8 – GP Draft Element Review	Late January 2018	▪ Mobility	▪ Draft element
Public Release of the Draft GP and EIR	Late February 2018	n/a	n/a
Community Meeting #2 – Draft General Plan & EIR	Early March 2018	▪ Draft General Plan and Draft EIR	▪ Draft General Plan ▪ Poster boards ▪ PowerPoint presentation
GPAC Meeting #9 – Draft GP Revisions	April 2018	▪ Receive public input received at	▪ Memorandum summarizing input

Task	Tentative Date	Agenda Items	Meeting Materials
		Community Meeting #2 ▪ Review recommended Draft GP revisions	received at Community Meeting #2 ▪ Draft GP revisions
GPAC Meeting #10 – Draft GP and EIR	June 2018	▪ Review recommended Draft GP revisions ▪ Review comments on Draft EIR	▪ Draft GP revisions ▪ Draft EIR
Planning Commission Meetings (x2)	July / August 2018	▪ General Plan ▪ Draft & Final EIR	▪ PowerPoint presentation
City Council Adoption (x2)	September / October 2018	▪ General Plan ▪ Draft & Final EIR	▪ PowerPoint presentation

**** On-going Staff and Agency Coordination – Monthly half-day meetings; off-site.***

RESOLUTION NO. 1930

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY APPROVING THE BYLAWS OF THE SCOTTS VALLEY GENERAL PLAN ADVISORY COMMITTEE

BE IT RESOLVED by the City Council of the City of Scotts Valley that the General Plan Advisory Committee (GPAC) is hereby established and the bylaws of the GPAC (hereto attached) are hereby approved.

This resolution was adopted at a duly held regular meeting of the City Council on the 15^{th} day of March, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Approved: ______________________________
Randy Johnson, Mayor

Attest: ______________________________
Tracy A. Ferrara, City Clerk

CITY OF SCOTTS VALLEY

General Plan Advisory Committee (GPAC)

BYLAWS

ORGANIZATION AND MEMBERSHIP

The Scotts Valley General Plan Advisory Committee (GPAC) is hereby created for the purpose of acting as an advisory agency to the Council of the City on matters concerning the update of the City's General Plan. The Committee shall advise City staff of its preferred recommendations as part of the General Plan update process. All recommendations of the GPAC shall be made to the City Council by the staff liaison assigned to the GPAC.

The Committee is comprised of 11 members as follows:

Scotts Valley City Council Members (2)
Scotts Valley Planning Commission Chair (1)
Parks and Recreation Commission Chair (1)
Scotts Valley Water District Board Member (1)
Scotts Valley Fire District Board Member (1)
Scotts Valley Unified School District Board Member (1)
Scotts Valley Chamber of Commerce Board Member (1)
At-large (1)
At-large (1)
At-large (1)

At-Large members are appointed by the City Council and shall be residents of Scotts Valley. Members shall serve for the duration of the Committee. All members of the Committee shall serve at the pleasure of the City Council and any member may be dismissed by the City Council at any time.

A commitment to participate in the process is important for continuity and progress by the Committee. Therefore, three (3) consecutive unannounced absences or five (5) absences by a member shall be grounds for dismissal from the GPAC, at the discretion of the members by a formal vote.

Individual members of GPAC not so designated, who do testify at a public hearing or other meeting, shall clearly identify themselves as speaking individually as a member of GPAC, and shall clearly indicate that they are not authorized to speak for the full Committee.

SELECTION OF OFFICERS

The chairperson and vice chairperson shall be selected by the City Council.

CHAIRPERSON

The chairperson shall preside at all regular meetings and shall call all special meetings. The chairperson has discretion in guiding discussion of items among Committee members, while allowing for appropriate public input. He/she shall decide on all points of order and procedure during the meeting and his/her decision shall be final unless overruled by a vote of the commission. He/she shall represent the Committee before the Council whenever the chairperson, the Committee, or the Council considers it necessary.

VICE CHAIRPERSON

In the absence of the chairperson the vice chairperson shall assume all duties of the chairperson.

SECRETARY

The city manager shall designate a city employee to act as secretary who shall keep a record of commission proceedings and transactions.

ACTING CHAIRPERSON

In case of absence of both the chairperson and the vice chairperson from any meeting, an acting chairperson shall be elected from amongst the members present to serve only during the absence of the chairperson and vice chairperson.

MEETINGS

Open Meetings: All regular and special meetings of the commission shall be open meetings to which the public shall be admitted.

Meetings: Committee meeting times and locations shall be determined by City Staff. GPAC meetings are subject to the Brown Act, which set standards for public notice as to meeting time, date and location, as well as, items to be discussed.

Special Meetings: A special meeting may be called by the chairperson of the Committee or by vote of the Committee. Notice of such special meetings shall be given as required by law; and the purpose of or the business to be transacted during such special meeting shall be stated in the notice.

Quorum: A quorum shall consist of six members of the Committee.

Absence of Quorum: In the absence of a quorum at any meeting, such meeting shall be adjourned to the next meeting date by any member present. No meeting may be declared adjourned for lack of a quorum, however, until a 15 minute period after the scheduled time of the meeting has elapsed.

COMMITTEES

All standing or special committees of the GPAC which may be necessary to carry out the functions or purposes of the GPAC shall be established by the chairperson or by vote of the majority of the GPAC. Such committees may include, but not be restricted to, members of the GPAC. The chairperson of the GPAC shall make all committee assignments and appoint the chairperson of each committee. A verbal or written report may be made at any meeting of the commission by the chairperson or member of a committee on the subject under consideration by such committee.

VOTING

Decisions will be made by consensus. When consensus cannot be reached, decisions will be made by a majority of the members of the GPAC present and voting. All questions shall be resolved by a majority vote of the members present. The vote shall be taken by a roll call vote, voice vote, by the raising of hands, or by any other manner calculated to ensure an accurate determination of the vote, provided that at the request of any member, the vote shall be taken by a roll call vote.

PARLIAMENTARY PROCEDURES

Roberts Rules of Order, revised, will govern procedures of the Committee meetings.

AMENDMENTS

These bylaws shall not be considered or construed as superseding any ordinance or direction of the City Council of the City of Scotts Valley.

Date

Name
Address
City, CA ZIP

RE: Scott Valley General Plan Advisory Committee

Dear Name:

The City of Scotts Valley is embarking on an approximately 18-month project to update our General Plan. We are writing to ask if your organization would identify an elected official interested in serving on the General Plan Advisory Committee (GPAC).

The General Plan provides the legal foundation for zoning, subdivision, and public facilities ordinances and other adopted citywide plans that must comply with the California Environmental Quality Act (CEQA). It addresses issues associated with land use, economic development, mobility, open space and conservation and community services and facilities. The update process, through community input, will modernize the General Plan and provide important direction through the development of goals, policies, and actions.

The GPAC will play a critical role in ensuring broad public participation in a planning effort that is inclusive and transparent. It is an advisory committee comprised of City Council and Commission representatives, at-large residents, business owners, community organizations, and other key stakeholders, including elected officials from the Fire District, Water District, and School District. Appointments to the GPAC are temporary; their role and responsibilities will terminate with City Council adoption of the General Plan. All GPAC meetings will be open to the public.

The purpose of the GPAC is to provide recommendations to City staff and the consultant team at strategic milestones in the update process. Through its recommendations, the GPAC will help guide the decision-making process, recognizing that the determination of what items are included in the General Plan ultimately rests with City Council.

As a key community stakeholder, the City is asking your organization to appoint a representative to serve on the GPAC. Responsibilities include participation in approximately 10 GPAC meetings and at least two community meetings, and representation at Planning Commission and City Council meetings. The entire process is envisioned to take approximately 18 months (see tentative schedule attached).

We would appreciate a response to our request no later than April 14th. If you have any questions, please call me directly at 831-440-5633. The formal introduction of the GPAC members is scheduled before the City Council on April 19th starting at 6:00.

Sincerely,

Taylor Bateman
Acting Community Development Director